



**AUGUSTA COUNTY
GOVERNMENT CENTER**

**PROGRAMMING &
LOCATION STUDY**



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN

FOR THE COUNTY OF AUGUSTA, VIRGINIA

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COUNTY ADMINISTRATOR

Mr. R.E. Huff
Mr. John C. McGehee - Assistant to County Administrator

COUNTY PLANNER

Mr. Harold H. Ralston

ARCHITECT

MHA, INC.
Architecture-Engineering-Planning-Interior Design
601 Southlake Boulevard, Richmond, Virginia 23236
(804) 794-7555

Dr. John L. Knapp, Economic Consultant
436 Ednam Road, Charlottesville, Virginia 22901

ACKNOWLEDGEMENTS

ACKNOWLEDGEMENTS

Appreciation is extended to all those who participated in the interview, and information gathering process, for their assistance and time in the preparation of this Building Program. Their familiarity with the pertinent information necessary for this Building Program was extremely helpful.

Mr. Richard E. Huff, County Administrator
Mr. John C. McGehee, Assistant to County Administrator
The Honorable Thomas H. Wood, Circuit Court Judge
Mr. John B. Davis, Clerk of Circuit Court
The Honorable Talmage N. Cooley, General District Court Judge
Mr. Ray B. Fitzgerald, Clerk, General District Court
The Honorable Harrison May, Juvenile and Domestic Relations District Court Judge
Mrs. Mary Eckard, Clerk, Juvenile and Domestic Relations Court
Mr. Henry Whitelow, Probation Administrator, Juvenile Court Service Unit
Mr. E. A. Plunkett, County Attorney
Mr. A. Lee Ervin, Commonwealth's Attorney
Mr. Glenn P. Lloyd, Sheriff
Mrs. Sue S. Lindamood, Treasurer
Mrs. Jo Ann S. Conner, General Registrar
Mr. Daniel R. Davis, Commissioner of the Revenue
Mr. Ed Clymore, Superintendent, Augusta County Public Schools
Mr. Harold H. Ralston, County Planner, County Engineer
Mr. Dale L. Cobb, Administrator, Zoning Office
Mr. Dewey W. Sensabaugh, Chief Building Inspector
Mr. William L. Hart, Engineer-Director, Service Authority
Mrs. Barbara A. Scott, Director, Social Services
Mr. John L. Johnson, Assistant Director, Social Services
Mr. Ron Sites, Director, Parks and Recreation
Mr. B. Stephen Smith, Unit Director, Extension Service
Mr. Joe Davis, Director of Accounts, Central Accounting
Mr. William A. Dull, Manager, Data Processing
Mr. R. L. Lockridge, Maintenance Supervisor, Buildings and Grounds

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PURPOSE AND SCOPE

PURPOSE AND SCOPE

The primary task of this study is to identify the County's space needs and to provide comparative data in order that the most responsible decision can be reached as to the best location for the Augusta County Government Center, either within the city of Staunton or in Augusta County. This is obviously a complex question and is one that has been debated for at least the past fifteen years. Perhaps this complexity has contributed to the lack of a decision or commitment to any long term solution being made up to this point in time.

Lack of space to provide adequate and suitable working quarters for County employees becomes more acute each month, and short term solutions that were once satisfactory are now inadequate in many ways. One only has to visit the Commissioner of Revenue, Treasurer, Registrar, Social Services, the Juvenile and Domestic Relations Court and Clerk, and the General District Court, just to mention a few, to see first-hand the shortage of space and general unsuitability of these existing quarters.

The following pages will illustrate the analysis of the major County administrative space needs stated in existing, 5-year, 10-year and 20-year terms. Because it generally takes two to three years, once a decision has been reached, to build or renovate, it should be noted that 5-year finished space needs with shell space for 10 years is a reasonable target to strive for. Since the 20-year figures represent very little increase over the 10-year figures, a good case can be made to design the shell space for 20 years.

Before any real decisions can be made regarding final size and needs, the overwhelming decision that must first be made is where to locate.

The concepts illustrated in the study examine the existing downtown Staunton Government Center site and the surrounding area in great detail. Other potential locations within the city limits were examined in some detail, such as the vacated Robert E. Lee High School and the surplus Western State Hospital property. Neither of these locations offered as many advantages as the existing downtown site.

Numerous County locations were examined and compared with the location criteria established in this study. These included the Expo Center, numerous Route 250 sites, the Augusta County Berry Farm Site and others. One County area seemed to offer the greatest potential for overall benefit, as will be discussed later in this report.

In the final analysis it is the task of the authors of this study to make a recommendation. If one can put aside the emotional issues tied to the long term association of the County of Augusta and Downtown Staunton, the recommendation and decision is an easy one. For much the same reason that regional shopping malls are constructed outside of downtown areas, the construction of a new Government Center located at a suitable site in Augusta County would be far easier to implement. Shopping centers choose large sites outside of cities because they can generally deal with one property owner. Access is generally good. Large areas of free, convenient parking can be constructed economically and major expansion is relatively easy. This is equally true for the Augusta County Government Center and, if the issue were reduced to these factors, the decision would be simple, but there are other major factors to consider. History and tradition provide a

strong emotional pull and change does not come easily. In the recommendations reached in this study, these factors were seriously considered; even though solutions can be found both in downtown Staunton and within the County, the most responsive and responsible recommendation is one which regards the long term benefits to the Augusta County citizens, as well as to the future regional area. Everyone will have their own opinion on the location question, but it is important to study the issues carefully in order to arrive at a truly objective and unbiased opinion.

It is important that the final decision on the location, made by the governing body of Augusta County, be one that is based upon evaluated factors and considerations that have the most merit. The purpose of this study is to assist in making the decision on location, which is one of the most important decisions ever to face Augusta County.

LOCATION CRITERIA

LOCATION CRITERIA

In arriving at a site upon which to locate the Augusta County Government Center, various goals and criteria for selection should be examined. Each consideration should be graded against the more important factors that are vital to the success of any government center.

Following is a list of site characteristics that are desirable and, in most cases, necessary in order for Augusta County to have a Government Center of long-term meaningful value.

1. Ease of Access

It is important that the location of a government center be conveniently accessible to the majority of the citizens served. Plate A, on page 8, shows an overall map of Augusta County and Plate B, on page 9, illustrates the major transportation routes, along with the geographic population center of the County.

2. Adequate Off-Street Free Parking

Insufficient and inconvenient parking is always a major complaint of citizens regardless of building access, but even more so at a government center. People want parking convenient to the County department where they need to conduct their business, and they do not want to pay for parking privileges.

3. Centralized and Conveniently Located Departments

All County departments should be located conveniently to one another if possible, not only for the convenience of the citizens but, more importantly, for work efficiency of County employees conducting interdepartmental business.

4. Expansion Needs

The site selected should have expansion room for future needs. No acreage is too large, and fifty acres should be considered to be the smallest desirable site. However, fifty acres will probably not be sufficient for the ultimate location of all County facilities at one site. One Virginia county purchased over 700 acres to last a lifetime. Twenty years later, the last major available site is being utilized, and the County's needs are still growing.

If at all possible, the most desirable site would contain approximately 100 to 150 acres. Obviously, a downtown Staunton site would contain far less acreage due to availability and higher per-acre cost. A restricted Downtown site would make provision of adequate parking difficult without the construction of expensive parking structures. Such a site would also require buildings to be designed with more floor height and would be somewhat difficult to expand.

5. Positive Image

Augusta County has developed an excellent image for quality of life, good industrial locations and good government. To reinforce this image, it is desirable that the County

Government have adequate, suitable quarters that enhance this reputation. It will be easier for the County to develop a more distinctive positive image on a site within Augusta County if, for no other reason, the Government Center was located geographically in the County.

6. Economic Development

Should the governing body choose a site in Augusta County, it is quite possible, through careful selection, that future economic business opportunities could be available as a result of new road and utility construction in connection with a new government center. Visibility of a government center is as important as accessibility, but if interior land, meaning land off highly traveled routes such as I-81, I-64 and Route 250 could be purchased, the dollars saved vs. downtown property acquisition could be invested in road improvements that would make new economic expansion available that would not likely occur otherwise.

7. Historic Heritage

Much love and affection are usually attached to older courthouses in our Commonwealth. Such is probably the case with the well-preserved Augusta County Courthouse and, even though it is not officially a historic landmark, it is undoubtedly held in this regard by many of the County's citizens. If the decision made is to select a County site for the Government Center, it is envisioned that the existing Courthouse and Jail would continue to serve the County for many years. If and when the decision is made to consolidate and build a new Courthouse at the chosen County site, the existing building could become a county museum

and remain a part of the County's heritage. Many counties in Virginia have made the move from their nearby downtown city areas by successfully utilizing this phased concept.

8. Existing Utilities Availability

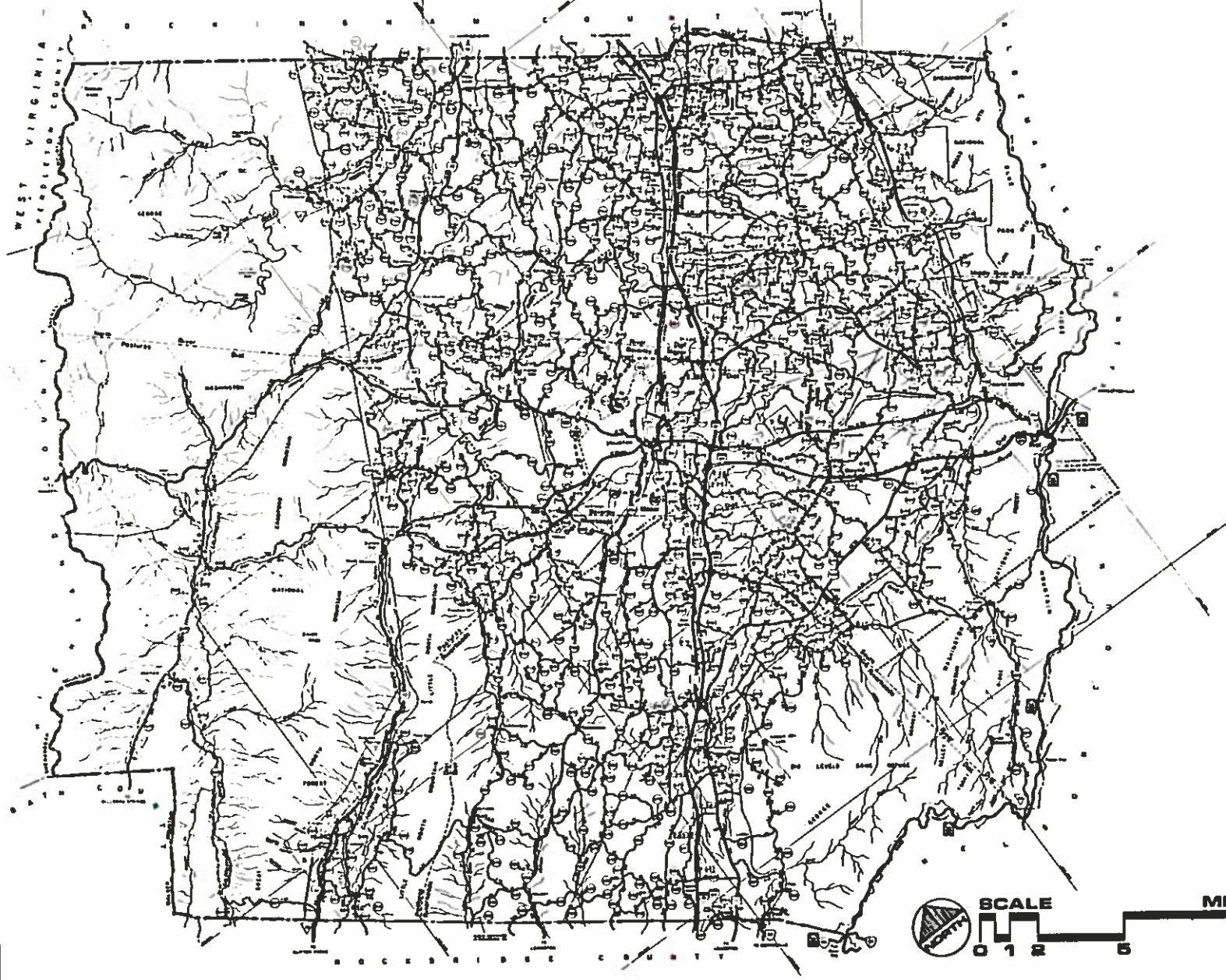
Obviously, it is desirable to have, regardless of location, a site that is close to existing utilities and free of drainage or bearing problems. Much of the existing downtown Augusta County Government Center is within a flood plain and construction will need to meet building codes that deal with this problem. A County location may require extension of existing utilities and, even though this may represent additional cost, it could possibly be amortized by additional business expansion.

9. Soil Conditions

Any site will require soil analysis and borings prior to purchase. No major soil bearing problems are anticipated, but rock excavation is a factor to be considered.

10. Cost

The cost to acquire property is important, but adequate size is considered even more vital. As a general guideline, the total expenditure for land should not exceed fifteen percent of Phase One construction.



WEST VIRGINIA
FISHERMAN COUNTY

POWERS

POWERS

NATIONAL

RECREATION COUNTY

SCALE



AUGUSTA COUNTY
GENERAL HIGHWAY MAP

MHA

WEST VIRGINIA

ROCKINGHAM COUNTY

ALBEMARLE COUNTY

HIGHLAND COUNTY

STALWARTON

WANNESBORO

APPROXIMATE CENTER OF MOST DENSELY POPULATED AREAS





STUARTE CREEK

NELSON COUNTY

BATH COUNTY

CHANDLER

ROCKBRIDGE COUNTY

-  100+ PEOPLE PER 100 ACRES
-  50-100 PEOPLE PER 100 ACRES
-  20-50 PEOPLE PER 100 ACRES
-  LESS THAN 20 PEOPLE PER 100 ACRES

AUGUSTA COUNTY TRANSPORTATION / POPULATION MAP



MHA
ASSOCIATES, INC.

ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN
401 SOUTHVALE BLVD. • RICHMOND, VIRGINIA 23224 • TELEPHONE 804.784.7556

AUGUSTA COUNTY GOVERNMENT CENTER

PROJECT NO. 2001-001
DATE: 01/2002
SCALE: AS SHOWN
DRAWN BY: J. HARRIS
CHECKED BY: J. HARRIS

SPACE REQUIREMENTS

SPACE REQUIREMENTS

Background Overview

The space needs for the Augusta County Government Center were established through interviews with the Department Heads and/or their representatives on 3, 4 and 5 February 1987, as well as with information provided from the MHA Space Analysis Questionnaire completed by each department, a sample of which is provided immediately following this page.

The spaces requested by each department were reviewed carefully, and adjustments were made based upon space criteria, as shown in Appendix B of this study. The following survey sheets document the recommended departmental requirements.

It is important to recognize the importance of surveying all County Departments when considering long-term solutions to the question of where the space will be located, whether at the existing County Government site or on a site to be acquired.

The results of the space analysis study is the beginning of the design process. It is important to note that actual area requirements and special program needs are subject to some modification during the subsequent phases of design.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE ANALYSIS QUESTIONNAIRE



Name: _____ Phone: _____
 Title: _____ Department: _____

Project Number: _____
 Date: _____

Primary Responsibilities of this Department: _____

DEPARTMENT ANALYSIS

1. Personnel: Total number of present personnel in the department (including yourself): _____

List Positions by Job Titles:	Personnel Numbers				Desired Space Type			Duties:
	Present	5 years	10 years	20 years	S-Semi-Private	P-Private	O-Open	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

(List additional personnel on separate sheet, if necessary)

2. Organizational Chart: Please attach or sketch your department's organizational chart.

3. Do you expect any significant changes to occur to your departmental chart in the next five years?
If so, please explain or attach a sketch to show change.

4. Inter-Departmental Relationships: Please list in order of declining importance those persons, departments, and agencies with which your department frequently interacts:

Number of contacts per day or per week:

1. _____
2. _____
3. _____
4. _____
5. _____

5. How close does your department need to be to other departments or functions?

Same Floor _____ (name of department)

Same Building _____

Within Walking Distance _____

6. Does your department require public access? _____
 For how many persons (public) per day? _____
 Is a public service counter needed? _____
 How many personnel would work at the counter? _____
7. Is a public waiting area needed for the department? _____
8. Do you train new employees within the department? _____
9. What type of items are stored by the department?

 What items could be stored elsewhere?

 What items require secure storage (e.g. vaults, locked cabinets, etc.)?

10. Is a computer currently used by the department? _____
 What are the future computer needs of the department?

 No. of computer workstations: _____ CRT's: _____ No. of printers _____
11. Are the areas in your department presently allocated for the individual workstations adequate for the duties performed? _____
 If not, please explain:

12. Does your department have any special security requirements? (e.g. control of access to certain areas, protection of sealed records, personal safety, etc.)? _____
 If so, please describe: _____

13. Are all of your security needs satisfied? _____
 If not, in what way could they be improved?

14. What are the present eating and lounge facilities provided for the department?

15. How many parking spaces are needed for the department? _____
 How many are presently provided? _____
16. What are the most positive aspects of your present office space?

17. What improvements would you suggest for your present facility to make them more ideal? _____

18. Does your department have any unusual space requirements that deserve special consideration? Any specialized equipment?

19. Any additional comments or considerations that you would like to include in the space analysis? _____

20. Please attach a floor plan of your present office if one is available.

Summary

The following charts summarize the total area needed for the efficient operation of the County Government Center.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE ANALYSIS

(IN GROSS SQUARE FEET)

SPACE	EXISTING <small>○ COUNTY POPULATION 50,202</small>	5 YEAR <small>○ 1990 COUNTY POPULATION 52,200</small>	10 YEAR <small>○ 1995 COUNTY POPULATION 54,200</small>	20 YEAR <small>○ 2000 COUNTY POPULATION 58,200</small>
GOVERNMENT CENTER TOTALS	137,044 <small>COUNTY PERSONEL 302.5</small>	229,911 <small>COUNTY PERSONEL 352</small>	249,149 <small>COUNTY PERSONAL 407</small>	268,006 <small>COUNTY PERSONAL 467</small>
CIRCUIT COURT FUNCTIONS	 <small>COUNTY PERSONAL 9</small>	29,331 <small>COUNTY PERSONAL 10</small>	29,692 <small>COUNTY PERSONAL 10</small>	30,685 <small>COUNTY PERSONAL 12</small>
GEN. DIST. / J. & DR. COURT FUNCTIONS	 <small>COUNTY PERSONAL 18</small>	16,044 <small>COUNTY PERSONAL 18</small>	16,838 <small>COUNTY PERSONAL 21</small>	18,229 <small>COUNTY PERSONAL 24</small>
JAIL	 <small>COUNTY PERSONAL 73</small>	50,219 <small>COUNTY PERSONAL 81</small>	60,006 <small>COUNTY PERSONAL 114</small>	68,525 <small>COUNTY PERSONAL 150</small>
SCHOOLBOARD	 <small>COUNTY PERSONAL 50</small>	44,391 <small>COUNTY PERSONAL 51</small>	46,596 <small>COUNTY PERSONAL 51</small>	49,307 <small>COUNTY PERSONAL 53</small>
SOCIAL SERVICES	 <small>COUNTY PERSONAL 63</small>	22,333 <small>COUNTY PERSONAL 68</small>	23,092 <small>COUNTY PERSONAL 71</small>	23,092 <small>COUNTY PERSONAL 71</small>
ADMINISTRATION	 <small>COUNTY PERSONAL 85.5</small>	67,593 <small>COUNTY PERSONAL 116</small>	72,925 <small>COUNTY PERSONAL 134</small>	78,168 <small>COUNTY PERSONAL 150</small>

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

MHA INC



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN

Dept.	Dept. Head	Title	Tele. No.	Project	Proj. No.				
SUMMARY				Augusta County Office Complex	2700				
Present Location	Person Interviewed	Title	Tele. No.	Arch.'s Project Manager	Date				
					22 Jun 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Exlstng	5 Yrs.	10 Yrs.	20 Yrs.	
Board of Supervisors	7	7	7	7	882	2,277	2,277	2,277	
County Administration	6	9	8	8	1,362	2,944	2,806	2,806	
Circuit Court	2	2	2	2	2,824	4,008	4,008	4,008	
Circuit Court Clerk	4	4	4	5	8,528	12,742	12,742	12,742	
General District Court and Clerk	6	6	6	6	1,725	4,600	4,600	4,600	
Juvenile and Domestic Relations District Court	6	6	7	9	1,725	2,850	3,125	3,550	
Juvenile and Domestic Relations District Court Services	10	13	14	16	1,725	2,760	2,990	3,450	
County Attorney	.5	3	5	5	528	1,173	1,576	1,576	
Commonwealth's Attorney	3	4	4	5	1,357	1,915	2,145	2,777	
Sheriff	43	50	70	88	3,691	4,772	6,095	7,130	
Jail	28	29	42	56	22,600	27,014	31,919	36,305	
Treasurer	9	12	13	16	3,213	3,105	3,335	3,795	
Board of Elections	4	5	6	7	544	1,495	1,553	1,725	
Commissioner of Revenue	11	11	11	11	3,252	3,910	3,910	3,910	
School Board	50	51	51	53	13,590	28,249	29,652	31,377	
Planning and Engineering	4	10	13	17	1,228	2,243	2,818	3,393	

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

MHA INC



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN

Dept.	Dept. Head	Title	Tele. No.	Project	Proj. No.				
SUMMARY				Augusta County Office Complex	2700				
Present Location	Person Interviewed	Title	Tele. No.	Arch.'s Project Manager	Date				
					10 Jun 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Zoning	3	4	5	5	820	2,019	2,245	2,360	
Building Inspection	4	5	8	8	780	1,461	1,737	1,737	
Service Authority	12	14	17	19	2,038	3,680	4,255	4,485	
Social Services	63	69	71	71	10,764	14,212	14,695	14,695	
Parks and Recreation	5	6	6	10	6,147	7,346	8,323	9,106	
Cooperative Extension Service	6	7	8	10	2,329	3,524	3,735	3,901	
Central Accounting	4	4	5	6	1,789	2,960	2,960	3,508	
Data Processing	3	3	3	4	1,346	1,840	1,840	2,013	
Microfilming	1	1	1	1	414	414	414	414	
Animal Control	2	2	2	2	147	172	172	172	
Buildings and Grounds	6	8	10	13	437	1,265	1,265	1,380	
Economic Development	0	2	2	2	0	345	345	345	
Fire and Emergency Services	0	3	3	3	0	575	575	575	
Public Information/Relations	0	2	2	2	0	437	437	437	

Surveys

The following MHA Space Requirement Surveys identify the Building Program needs for each of these departments, courts, boards and/or agencies of the County of Augusta:

- | | |
|---|---------------------------------------|
| Board of Supervisors | Planning and Engineering |
| County Administration | Zoning |
| Circuit Court | Building Inspection |
| Circuit Court Clerk | Service Authority |
| General District Court and Clerk | Social Services |
| Juvenile and Domestic Relations District Court and Clerk | Parks and Recreation |
| Juvenile and Domestic Relations District Court Services | Cooperative Extension Service |
| County Attorney | Central Accounting |
| Commonwealth's Attorney | Data Processing |
| Sheriff | Microfilming |
| Jail | Animal Control |
| Treasurer | Buildings and Grounds |
| Board of Elections | Economic Development |
| Commissioner of Revenue | Fire and Emergency Services |
| School Board | Public Information / Relations |

BOARD OF SUPERVISORS

The Board Meeting Room is presently located on the first floor of the County Office Building, and is extremely undersized. Overflow crowds appearing for Public Hearings currently force meetings to be relocated to the larger Circuit Courtroom across the street. Scheduling conflicts continually arise over the Board Room, and an additional Conference Room is badly needed for use by other Boards, Commissions and Committees.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. Board of Supervisors	Dept. Head Chairman (Rotating)	Title	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building	Person Interviewed Richard E. Huff	Title County Administrator	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Board Meeting Room	7	7	7	7	767	1,500	1,500	1,500	Seating for 200 persons. Audio-visual capability, visible by Board and public. Concealed microphones and conduits, HVAC graded for peak loads. For Executive Sessions, Caucuses, work sessions and briefings.
Conference Room					0	480	480	480	
Subtotal	7	7	7	7	767	1,980	1,980	1,980	
Circulation Factor 1.15					115	297	297	297	
TOTAL NET AREA					882	2,277	2,277	2,277	

COUNTY ADMINISTRATION

The Department anticipates the need to double its present space within the next five years, enlarging its staff with three new personnel. The first floor location in the County Office Building provides public access, but offices open directly off the public corridor, with no buffer from the flow of the general public. Files of confidential records, bonds and minute books are currently kept within these offices, when they should be in a separate, secure File Room. The building utilizes an outdated switchboard/operator telephone system.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. County Administrator	Dept. Head Richard E. Huff	Title County Administrator	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building	Person Interviewed Richard E. Huff	Title County Administrator	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
County Administrator	1	1	1	1	280	300	300	300	<p>Do away with P.B.X. if new building with telephone system is selected.</p> <p>Seating for 15 people.</p> <p>For use by all building occupants. Include small kitchenette.</p>
Asst. County Administrator	1	1	1	1	182	250	250	250	
Confidential Secretary	1	1	1	1	360	720	720	720	
Secretary	1	2	2	2					
Accountant/Personnel Clerk	1	2	2	2	242	360	360	360	
Switchboard Operator	1	1	0	0	120	120	0	0	
Administrative Assistant	0	1	1	1	0	200	200	200	
Conference Room					0	250	250	250	
Cafeteria/Lunchroom					0	360	360	360	
Subtotal	6	9	8	8	1,184	2,560	2,440	2,440	
Circulation Factor 1.15					178	384	366	366	
TOTAL NET AREA					1,362	2,944	2,806	2,806	

CIRCUIT COURT

Presently located on the second floor of the existing Courthouse, the single Courtroom is in need of an accompanying Hearing Room, which could relieve some of the caseload from the Courtroom. It is anticipated by the Department that the Courtroom and Hearing Room could then serve the County adequately up to a population of 80,000 to 100,000. At such time, two Circuit Courtrooms would become necessary.

Currently, the Department lacks several other important support spaces including Witness Rooms, Holding Areas, Waiting Areas, visiting Judge's Chambers and private toilets.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

MHA



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Dept.	Dept. Head	Title	Tele. No.	Project	Proj. No.				
Circuit Court	Thomas H. Wood	Judge	885-8931	Augusta County Office Complex	2700				
Present Location	Person Interviewed	Title	Tele. No.	Arch.'s Project Manager	Date				
Courthouse	John B. Davis	Clerk	885-8931	William W. Moseley, AIA	20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Courtroom					1,586	1,500	1,500	1,500	120 seats.
Hearing Room					0	250	250	250	
Witness Rooms (2)					0	200	200	200	Two rooms at 100 SF each.
Lock-up (2)					0	160	160	160	Two rooms with toilets at 80 SF each.
Jury Room					410	380	380	380	With private Men's and Women's toilets.
Judge's Chambers (2)					310	600	600	600	Two chambers, one for visiting judge.
Secretary's Office					80	150	150	150	
Waiting Area					0	120	120	120	
Public Bathrooms (2)					70	100	100	100	Two bathrooms at 50 SF each.
Judge's Bathroom					0	35	35	35	Private toilet off chambers.
Jury Bathrooms (2)									Included in Jury Room above.
Lock-up Bathrooms (2)									Included in Lock-up above.
Subtotal					2,456	3,485	3,485	3,485	
Circulation Factor 1.15					386	523	523	523	
TOTAL NET AREA					2,824	4,008	4,008	4,008	

CIRCUIT COURT CLERK

The Clerk is currently operating in extremely cramped conditions on the first floor and basement of the existing Courthouse. The Department foresees its space requirements increasing by 150% in the next 5 years. Records, which extend back to the beginning of the County's history, are currently unprotected, with no secure or fireproof enclosures.

Public access is uncontrolled because of the generally open office layout, which provides no private offices, conference areas or computer areas.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

MHA



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN

Dept Circuit Court Clerk	Dept. Head John B. Davis	Title Clerk	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location Courthouse	Person Interviewed John B. Davis	Title Clerk	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Clerk	1	1	1	1	0	250	250	250	Acoustically treated for privacy during probate of wills. Processes the Clerk's microfilm solely. Acoustical treatment. This vault to open off Clerk's office.
Administrative Assistant	1	1	1	1	0	150	150	150	
Probate Conference Room					0	200	200	200	
Microfilm Room					130	200	200	200	
Computer Entry Room	1	1	1	1	0	150	150	150	
Deed Room-Vault	2	2	2	2	3,153	4,000	4,000	4,000	
Reception/Public Counter Area/Open Office	4	4	4	5	0	1,600	1,600	1,600	
Controlled Access/Record Storage/Vault					3,803	4,000	4,000	4,000	
Evidence Vault					100	300	300	300	
Financial Records Vault					100	100	100	100	
Employee Dayroom					130	130	130	130	
Subtotal	9	9	9	10	7,416	11,080	11,080	11,080	
Circulation Factor 1.15					1,112	1,662	1,662	1,662	
TOTAL NET AREA					8,528	12,742	12,742	12,742	

GENERAL DISTRICT COURT AND CLERK

The Clerk and Courtroom are currently located on the second floor of the County Office Building. Handling approximately 18,000 civil, criminal and traffic cases per year (13,790 commenced in 1976*), the five year needs call for more than double the present square footages allocated. With future computer connections coming for case management, individual workstations within a separate Computer Room will be needed. In addition, space for attorney/client conferences is desperately needed, as their discussions now occur in closets and storage rooms which open directly onto the public corridor.

* number of cases provided by the Supreme Court of Virginia

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. General District Court and Clerk's Office	Dept. Head Ray B. Fitzgerald	Title Clerk	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building	Person Interviewed Ray B. Fitzgerald	Title Clerk	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Courtroom						1,500	1,500	1,500	
Judge	1	1	1	1		300	300	300	
Clerk	1	1	1	1		200	200	200	Half-height glazing in office.
Deputies/Open Office	4	4	4	4		600	600	600	
Cashier/Counter						150	150	150	Plexiglass enclosure with pass, speakhole and call bell.
Computer Room						400	400	400	Tied to Richmond computer for financial management only. Future tie for case management.
Attorney Conference/Witness Room						200	200	200	
Vault						100	100	100	
Records Room						400	400	400	Active records retention for all records for 10 years: traffic, civil and criminal. Must be accessible. Docket books, code books, computer printouts and manuals.
Waiting Area						150	150	150	
Subtotal	6	6	6	6	1,500	4,000	4,000	4,000	
Circulation Factor 1.15					225	600	600	600	
TOTAL NET AREA					1,725	4,600	4,600	4,600	

JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT

This court, which heard 1,621 cases in 1986*, services both Augusta County and the City of Staunton. Currently, there are no holding facilities for prisoners; they await trial in the public waiting area, creating a dangerous environment for the public. The Judge has no private toilet facilities or secure entrance to the courtroom; often, during a court recess, the Judge must wait in the crowded public hallway to use the public facilities. There is no fireproof vault for court records, as required by state statute.

* number of cases provided by the Supreme Court of Virginia

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. Juvenile & Domestic Relations District Court	Dept. Head Harrison May	Title Judge	Tele. No. 885-7249	Project Augusta County Office Complex	Proj. No. 2700				
Present Location 21 N. New Street	Person Interviewed Harrison May/ Mary Eckard	Title Judge/ Clerk	Tele. No. 885-7249	Arch.'s Project Manager William W. Moseley, AIA	Date 8 Jun 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Judge's Chamber	1	1	1	1	180	300	300	300	
Clerk's Office	1	1	1	1	90	200	200	200	
Deputy Clerk's Open Office	3	3	4	5	450	450	600	750	
Clerk Typist	1	1	1	2	110	150	150	300	Include in open office area of clerks
Courtroom					340	750	750	750	
Reception / Waiting					470	500	500	500	Reception counter, seating
Public Toilet (2)					85	150	200	250	
Storage						150	225	300	Secure and fireproof
Judge's Toilet						50	50	50	Off Judge's Chamber
Conference Room						150	150	150	Adjacent to Courtroom
Subtotal	6	6	7	9	1,725	2,850	3,125	3,550	
Circulation Factor 1.15						427	469	532	
TOTAL NET AREA						3,277	3,594	4,082	

JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT SERVICES

This court service unit is currently located on the second floor of the Juvenile and Domestic Relations District Court Building. The structure was originally used as a boarding house but was converted when the court service unit moved there in 1975. Some of the functions of this Department include probation supervision to minors under 18 years of age, family counseling and mediation, investigation services, recreation and aftercare counseling.

The current waiting area is located in a cramped corridor. At times, small children must wait in this corridor in the company of handcuffed prisoners while their parents are meeting with counselors. Recreation supplies are stored in a counselor's cramped office. There is insufficient storage for office supplies. Janitorial supplies are kept in a public toilet. A computer, which is operated by the secretaries, is kept in the Director's office due to a lack of space, and it is anticipated that additional computer equipment will be installed when they go on-line with the State court computer network. Generally, offices are too small and inadequate lighting prevails.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY



Dept. Juvenile & Domestic Relations District Court Services	Dept. Head Henry L. Whitelow	Title Probation Administrator	Tele. No. 885-0848	Project Augusta County Office Complex	Proj. No. 2700				
Present Location 21 N. New Street	Person Interviewed Henry L. Whitelow	Title Probation Administrator	Tele. No. 885-0848	Arch.'s Project Manager William W. Moseley, AIA	Date 24 Jul 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Probation Administrator	1	1	1	1		250	250	250	Private office
Probation Supervisor	1	1	1	2		225	225	425	" "
Intake Officer	1	1	1	2		200	200	400	" "
Medication / Family Counselor	2	3	3	3		375	375	375	" "
Aftercare Counselor	1	1	2	2		150	300	300	" "
Probation Counselor	2	3	3	3		375	375	375	" "
Office Secretary	2	3	3	3		375	375	375	Open office layout
Storage						175	250	250	Secure storage
Waiting Area						200	250	250	Includes reception counter
Subtotal	10	13	14	16	1,500	2,400	2,600	3,000	
Circulation Factor 1.15					225	360	390	450	
TOTAL NET AREA					1,725	2,760	2,990	3,450	

COUNTY ATTORNEY

Currently employed on a part-time basis, the County Attorney's position will soon be required to be full-time, necessitating the need for an assistant and a secretary. Expansion of the current location is not possible, as roughly twice the amount of space is scheduled in the five year needs. Also, the present layout forces the County Attorney to travel through the public corridor to communicate with the legal secretary.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. County Attorney	Dept. Head E. A. Plunkett	Title County Attorney	Tele. No. 337-3231	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building	Person Interviewed Richard E. Huff	Title County Administrator	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
County Attorney	½	1	1	1	151	250	250	250	
Asst. County Attorney	0	1	2	2	0	200	400	400	
Secretary	0	1	2	2	175	150	300	300	
Law Library					0	240	240	240	
File Room (Secure)					133	180	180	180	
Subtotal	½	3	5	5	459	1,020	1,370	1,370	
Circulation Factor 1.15					69	153	206	206	
TOTAL NET AREA					528	1,173	1,576	1,576	

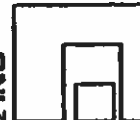
COMMONWEALTH'S ATTORNEY

Prosecution of criminal cases and legal advise to law enforcement officials are the Department's primary responsibilities. Currently located at One Lawyer's Row, adjacent to the Courthouse, the Department anticipates expansion, adding two Assistant Attorneys and a Victim Witness Coordinator.

Presently, closed criminal files are unsecure and open to examination by anyone venturing into the storeroom. The layout of the Department is such that no control exists to handle irate intruders, and there is no space for witnesses to wait except in the corridor. Only one of eight parking spaces needed is currently provided.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. Commonwealth's Attorney	Dept. Head A. Lee Ervin	Title Commonwealth's Attorney	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location 1 Lawyer's Row	Person Interviewed A. Lee Ervin	Title Commonwealth's Attorney	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Commonwealth's Attorney	1	1	1	1		250	250	250	Handles Circuit Court cases.
Asst. Commonwealth's Attorney	1	1	1	2		250	250	500	Handles General District and Juvenile and Domestic cases.
Secretary	1	1	1	1		150	150	150	File cabinets containing confidential criminal files behind counter.
Victim-Witness Coordinator	0	1	1	1		80	80	80	
Law Library/Conference Room						150	150	150	
Reception/Waiting Room						150	150	150	Electric strike door from Reception to office areas.
Copying & General Storage						135	135	135	Active department storage.
Storage for Closed Files						500	700	1,000	Inactive storage remote in building (currently approx. 7,000 closed criminal files, approx. 600-700 files are closed per year).
Bathrooms						150	150	150	
Subtotal	3	4	4	5	1,180	1,665	1,865	2,415	
Circulation Factor 1.15					177	250	280	362	
TOTAL NET AREA					1,357	1,915	2,145	2,777	

SHERIFF / JAIL

Crime peaked in the County in the seventies, and has generally leveled off to date. Present facilities are generally adequate due to the recent Addition, but some problems remain. No secure connection from the Jail to the Circuit Court exists, and the Jail's kitchen is undersized. The Sheriff's Offices and Dispatcher Area are in need of expansion, and a general lack of parking exists.

Corrections and Enforcement currently occupy portions of the Administration Building (the "old jail" and Sheriff's Department), as well as the "new jail" Addition built in 1982.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. Sheriff/Jail	Dept. Head Glenn P. Lloyd	Title Sheriff	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location S. Augusta Street	Person Interviewed Glenn P. Lloyd	Title Sheriff	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 4 Mar 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
<u>SHERIFF'S DEPARTMENT</u>									
Sheriff	1	1	1	1	260	300	300	300	Includes closet.
Chief Deputy - Captain	1	1	1	1	130	200	200	200	
Lieutenant	2	2	3	4	200	200	300	400	100 SF each.
Sargeant	4	4	5	6	45	150	150	150	One Sargeant per shift.
Investigator	4	6	8	10	300	450	600	750	75 SF each.
Field Deputies	20	22	30	40	0	0	0	0	No office space required.
Process Servers	3	3	5	6	45	150	250	300	
Secretary	2	2	3	4	300	300	450	600	
Dispatch	4	6	8	8	280	450	600	600	Includes private toilet.
Drug Enforcement	2	3	6	8	75	150	300	400	
Waiting					210	200	250	250	
File Vault					100	150	200	250	
Toilet					50	50	50	50	
Squad Room					360	350	400	450	

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. Sheriff/Jail	Dept. Head Glenn P. Lloyd	Title Sheriff	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location S. Augusta Street	Person Interviewed Glenn P. Lloyd	Title Sheriff	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 4 Mar 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Deputies-Corrections F	5	5	5	8	0	0	0	0	Include toilet, vault and storage. Adjacent to Laundry. Metal cubicles. Include toilet. Washer/dryer.
Control Room					325	400	500	600	
Holding					150	175	200	250	
Entry Vestibule					100	100	150	150	
Men's Tank					250	300	350	450	
Women's Tank					80	100	150	175	
Breath Testing					70	100	150	150	
Classification					75	100	150	150	
Identification					135	150	200	200	
Darkroom					60	100	100	100	
Dressing					75	100	150	150	
Street Clothes					175	200	250	300	
Exam Room					120	150	150	150	
Laundry					225	250	350	450	
Evidence Storage					400	400	500	600	

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. Sheriff/Jail	Dept. Head Glenn P. Lloyd	Title Sheriff	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location S. Augusta Street	Person Interviewed Glenn P. Lloyd	Title Sheriff	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 4 Mar 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Shower/Toilets					90	150	200	250	Tactical Teams storage.
Locker Room					525	600	700	800	
Storage					240	300	350	450	
Subtotal	43	50	70	88	3,210	4,150	5,300	6,200	
Circulation Factor 1.15					481	622	795	930	
TOTAL NET AREA					3,691	4,772	6,095	7,130	
<u>JAIL</u>									
Magistrate	1	1	1	1	150	150	200	250	
Lieutenant-Corrections	1	1	1	1	75	150	150	150	Off Control Room.
Sargeant-Corrections	1	1	2	4	75	150	150	150	Off Control Room.
Corporal	3	4	8	10	0	400	800	1,000	100 SF each.
Records Clerk	1	1	3	5	0	100	300	500	100 SF each.
Clerk	1	1	2	2	0	100	200	200	100 SF each.
Deputies-Corrections M	15	15	20	25	0	0	0	0	

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. Sheriff/Jail	Dept. Head Glenn P. Lloyd	Title Sheriff	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location S. Augusta Street	Person Interviewed Glenn P. Lloyd	Title Sheriff	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 4 Mar 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Food Storage					280	300	400	500	
Conference Rooms					180	270	360	450	90 SF each.
Visiting					300	350	400	500	12 booths (existing).
Outdoor Exercise					1,475	1,500	1,750	2,000	On roof of existing Jail.
Kitchen					400	500	600	700	
Vehicular Sallyport					1,280	1,500	1,500	1,500	
Cells, Dayrooms, Multi-Purpose Rooms, Sallyports, Vestibules, etc.					13,197	15,396	17,596	19,795	90 cells existing; 135 cells for 20 yr. needs.
Subtotal	28	29	42	56	19,652	23,491	27,756	31,570	
Circulation Factor 1.15					2,948	3,523	4,163	4,735	
TOTAL NET AREA					22,600	27,014	31,919	36,305	

TREASURER

The receiving and disbursing of the County's funds is currently conducted in a remodeled furniture store with warehouse heat. Similar to the Registrar, this Department lacks any secure storage. All receipts are currently secured by night deposit, requiring pick-up each morning. The Department also lacks any fireproof storage for records which, as required by State statute, must be kept 10 years. Six additional employee parking spaces are needed, as well as an improved public reception/waiting area for the peak work periods which serve approximately 150 people. The Department also lacks a space for staff meetings.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY



Dept. Treasurer's Office	Dept. Head Sue S. Lindamood	Title Treasurer	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location 11 S. Augusta St.	Person Interviewed Sue S. Lindamood	Title Treasurer	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Treasurer's Office	1	1	1	1		200	200	200	
Chief Deputy's Office	1	1	1	1		150	150	150	
Fiscal Technicians	3	4	5	6		400	500	600	
Data Entry Clerk	1	2	2	3		200	200	300	Printer to be acquired in future.
Part-time Area	3	4	4	5		400	400	500	
Conference Room						150	150	150	
Storage						150	150	150	Active departmental storage.
General Storage						400	500	600	Inactive storage remote in building.
Reception Area and Work Counter						400	400	400	Eight (8) stations at counter with cash drawers and storage shelving below. Public stack space into building corridor.
Secure Vault					0	50	50	50	Small wall safe inside vault.
Workroom					0	200	200	200	Combination mail, copy room.
Subtotal	9	12	13	16	2,794	2,700	2,900	3,300	Share common lunchroom in building.
Circulation Factor 1.15					419	405	435	495	
TOTAL NET AREA					3,213	3,105	3,335	3,795	

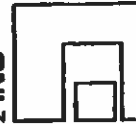
BOARD OF ELECTIONS

The Department conducts all phases of all elections and houses the Electoral Board. Currently located in the Old Grand Piano Building, the Department has no provided parking, no secure storage, no fireproof storage and generally unsound building conditions which jeopardize records.

Traffic varies from one to several hundred persons per day, requiring improved reception areas, stacking space, private voting area and public access. Future computer connections to Richmond must be accommodated.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. Board of Elections	Dept. Head Jo Ann S. Conner	Title General Registrar	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location 11 S. Augusta Street	Person Interviewed Jo Ann S. Conner	Title General Registrar	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Registrar	1	1	1	1	81	200	200	200	Locked storage closet off office.
Assistant Registrars	2	3	4	5	203	250	300	350	CRT station; one assistant needs counterspace for registration.
Electoral Secretary	1	1	1	1		150	150	150	
Conference Room for for Electoral Board					108	250	250	250	
Reception Area						200	200	200	Public counter, handicap access, private area for absentee ballot voting.
Record Room					81	150	150	200	Secure space.
Storage Room						100	100	150	Secure space.
Subtotal	4	5	6	7	473	1,300	1,350	1,500	
Circulation Factor 1.15					71	195	203	225	
TOTAL NET AREA					544	1,495	1,553	1,725	

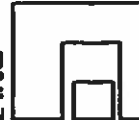
COMMISSIONER OF THE REVENUE

Handling approximately 26,000 tax returns each year, the Department also performs real estate assessments and appraisals, tax audits, and the collection of utility and personal property taxes. At present, the Department is divided into two different buildings and is an unsecured open office environment existing in the Old Grand Piano Building.

Currently, only one of eleven personnel have parking, and no privacy for individual taxpayer consultation exists. Needs for computers are anticipated to grow to one CRT for each work space.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept.	Dept. Head				Title	Tele. No.			Project	Proj. No.
Commissioner of the Revenue	Daniel R. Davis				Commissioner	885-8931			Augusta County Office Complex	2700
Present Location	Person Interviewed				Title	Tele. No.			Arch.'s Project Manager	Date
Courthouse	Daniel R. Davis				Commissioner	885-8931			William W. Moseley, AIA	20 Jan 87
Space	Personnel				Net Area (S.F.)				Remarks	
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.		
Commissioner	1	1	1	1		300	300	300	Private office.	
Chief Deputy	1	1	1	1		200	200	200	Private office.	
Deputy Appraiser	1	1	1	1		200	200	200		
Tax Examiner	1	1	1	1		150	150	150	Half height modular cube partitioning.	
Tax Examiners	2	2	2	2		200	200	200	Half height modular cube partitioning.	
Mapping Technician	1	1	1	1		150	150	150		
Administrative Technician	2	2	2	2		200	200	200		
Clerk Typist	1	1	1	1		150	150	150	Private office.	
Clerk Typist	1	1	1	1		100	100	100		
File Rooms						300	300	300	Active department storage.	
Storage						600	600	600	Inactive storage remote in building.	
Conference Room						300	300	300		
Dining						200	200	200		
Reception Area						200	200	200	With public reception counter.	
Subtotal	11	11	11	11	2,828	3,400	3,400	3,400		
Circulation Factor 1.15					424	510	510	510		
TOTAL NET AREA					3,252	3,910	3,910	3,910		

SCHOOL BOARD

Currently located in Fishersville, the School Board Offices are located in several buildings on a 200-acre site originally built as a small Naval Medical Center. Serving the County's approximately 10,000 students, the facilities are presently adequate by nature of the open site, number of buildings, and adjacency to support services such as Food Service and Vehicle Maintenance.

Specific items are still needed, such as building security alarm systems, handicap access provisions, fireproof storage, and a larger School Board Meeting Room.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. School Board (Administration)	Dept. Head Ed Clymore	Title Superintendent	Tele. No. (703)885-8153	Project Augusta County Office Complex	Proj. No. 2700				
Present Location Building #1, Fishersville	Person Interviewed Ed Clymore	Title Superintendent	Tele. No. (703)885-8153	Arch.'s Project Manager William W. Moseley, AIA	Date 12 Feb 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Superintendent	1	1	1	1	220	280	300	300	Small conference area adjacent.
Asst. Superintendent Administration	1	1	1	1	187	200	250	250	Adjacent conference area.
Asst. Superintendent Personnel	1	1	1	1	190	200	250	250	
Director of Business and Finance	1	1	1	1	108	150	150	150	
Supervisor of Transportation	1	1	1	1	108	150	150	150	Adjacent map and record storage.
Supervisor of Operations	1	1	1	1	171	200	200	200	Adjacent record/blueprint storage.
Manager of Food Service	1	1	1	1	110	150	150	150	Adjacent record storage.
Central Processing Agent	1	1	1	1	121	150	150	150	
Finance Specialist	1	1	1	1	190	300	350	400	Adjacent computer/printer space.
Administrative Secretary/ Clerk of School Board	1	1	1	1	115	200	200	200	Adjacent to fireproof vault area.
Coordinator of Computer Serv.	1	1	1	1	125	300	400	400	Temperature controlled space.
Receptionist	1	1	1	1	104	300	300	300	Adjacent public waiting area.
Computer Operator	1	1	1	1	200	300	300	300	Adjacent temperature control.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN

Dept. School Board (Administration)	Dept. Head Ed Clymore	Title Superintendent	Tele. No. (703)885-8153	Project Augusta County Office Complex	Proj. No. 2700				
Present Location Building #1, Fishersville	Person Interviewed Ed Clymore	Title Superintendent	Tele. No. (703)885-8153	Arch.'s Project Manager William W. Moseley, AIA	Date 12 Feb 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Finance Secretary	1	1	1	1	199	250	250	250	Adjacent personnel file storage. Controlled vault space. Adjacent computer service area. To seat 50-55 people. Adjacent Executive Session Room. Adjacent staff lounge area.
Secretary to Personnel	1	1	1	1	95	200	250	300	
Payroll Clerk	1	1	1	2	132	200	250	300	
Food Service Clerk	1	1	1	1	187	250	250	300	
Account Clerk II	1	1	1	2	175	250	300	300	
Computer Print Room	1	1	1	1	108	300	400	400	
School Board Meeting Room					783	2,000	2,000	2,000	
Bathrooms					311	450	600	600	
Subtotal	19	19	19	21	3,939	6,780	7,450	7,650	
Circulation Factor 1.15						1,017	1,117	1,147	
TOTAL NET AREA					4,530	7,797	8,567	8,797	

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN

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Dept. School Board (Instruction)	Dept. Head Ed Clymore	Title Superintendent	Tele. No. (703)885-8153	Project Augusta County Office Complex	Proj. No. 2700				
Present Location Building #2, Fishersville	Person Interviewed Ed Clymore	Title Superintendent	Tele. No. (703)885-8153	Arch.'s Project Manager William W. Moseley, AIA	Date 12 Feb 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Asst. Superintendent Instruction	1	1	1	1	150	250	300	300	Small conference area adjacent. Additional materials storage. Five separate office spaces - soundproof. Separate offices - soundproof. Separate offices - soundproof. Soundproof. Adequate storage. Adequate storage. Additional storage - secure.
Director of Special Services - Vocational	1	1	1	1	155	200	200	200	
Special Education Supervisor	1	1	1	1	234	250	250	250	
Curriculum Supervisor - Health/P.E.	1	1	1	1	105	150	150	150	
Curriculum Supervisor - S.S./Guidance	1	1	1	1	156	175	175	175	
Coordinator - Special Education	1	1	1	1	120	150	150	150	
School Psychologist	5	5	5	5	650	850	850	850	
Visiting Teachers	3	3	3	3	360	600	600	600	
Educational Diagnostician	2	2	2	2	300	400	400	400	
Speech Specialist	1	1	1	1	143	150	150	150	
Secretary - Instruction	1	1	1	1	108	150	150	150	
Secretary - Inst./Accounting	1	1	1	1	119	150	150	150	
Secretary - Pupil Services	1	1	1	1	162	200	200	200	

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN



Dept. School Board (Instruction)	Dept. Head Ed Clymore	Title Superintendent	Tele. No. (703)885-8153	Project Augusta County Office Complex	Proj. No. 2700				
Present Location Building #2, Fishersville	Person Interviewed Ed Clymore	Title Superintendent	Tele. No. (703)885-8153	Arch.'s Project Manager William W. Moseley, AIA	Date 12 Feb 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Secretary - Pupil Services	1	1	1	1	105	150	150	150	Lectures and teacher group workshops. Temperature controlled. Custodial and utility.
Training Conference Rooms					812	1,800	1,800	2,400	
Computer/Printer Room					120	600	600	600	
Record Storage/Conference Room					42	1,000	1,000	1,000	
Staff Lounge					114	600	600	600	
Utility Room					30	300	300	300	
Bathrooms					100	450	600	600	
Subtotal	21	21	21	21	4,085	8,575	8,775	9,375	
Circulation Factor 1.15					445	1,286	1,316	1,406	
TOTAL NET AREA					4,530	9,861	10,091	10,781	

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. School Board (Media Center/Instruction)	Dept. Head Ed Clymore	Title Superintendent	Tele. No. (703)885-8153	Project Augusta County Office Complex	Proj. No. 2700				
Present Location Building #3, Fishersville	Person Interviewed Ed Clymore	Title Superintendent	Tele. No. (703)885-8153	Arch.'s Project Manager William W. Moseley, AIA	Date 12 Feb 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Coordinator of Media Services	1	1	1	1	120	150	150	150	
Resource Teacher/GT	1	1	1	1	210	210	210	210	
Curriculum Supervisor - Chapter I	1	1	1	1	114	150	150	150	
Curriculum Supervisor - Language	1	1	1	1	120	150	150	150	
Curriculum Supervisor - Mathematics	1	1	1	1	120	150	150	150	
Curriculum Supervisor - Elementary	1	1	1	1	120	150	150	150	
Media Clerks	2	3	3	3	190	300	300	300	
Secretary - Chapter I	1	1	1	1	114	150	150	150	
Secretary - Instruction	1	1	1	1	120	150	150	150	
Teacher Training Room					320	1,800	1,800	1,800	Lecture and teacher group workshops.
Duplicating/Collating					204	1,200	1,200	1,200	Adequate paper and supply storage.
Media Center (AV/TV)					600	2,400	2,400	2,400	Adaptable materials storage.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. School Board (Media Center/Instruction)	Dept. Head Ed Clymore	Title Superintendent	Tele. No. (703)885-8153	Project Augusta County Office Complex	Proj. No. 2700				
Present Location Building #3, Fishersville	Person Interviewed Ed Clymore	Title Superintendent	Tele. No. (703)885-8153	Arch.'s Project Manager William W. Moseley, AIA	Date 12 Feb 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Circulating/Distribution					550	1,000	1,000	1,500	
Bathrooms					300	450	600	600	
Utility					337	400	500	600	
Bulk Storage					400	400	500	600	
Subtotal	10	11	11	11	3,939	9,210	9,560	10,260	
Circulation Factor 1.15					591	1,381	1,434	1,539	
TOTAL NET AREA					4,530	10,591	10,994	11,799	

PLANNING AND ENGINEERING

The Department, currently staffed with four employees, is in the process of reorganization into a Community Development Program which will require the addition of four or five new employees (currently the Department lacks a Planner, a Public Works Division, an Erosion and Sediment Control Program, and Maintenance personnel for drainage facilities). Additional space will be required to enable this transition. As is true with other departments in the building, Planning and Engineering is divided into three locations on different floors.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN

Dept. Planning and Engineering	Dept. Head H. H. Ralston	Title County Planner County Engineer	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building	Person Interviewed H. H. Ralston	Title County Planner County Engineer	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Director of Community Development	1	1	1	1	189	250	250	250	Includes secretarial workspace. Includes ventilated print machine area, plan layout area and file storage.
Planner	0	0	1	1	0	0	200	200	
Engineering (Drainage)	0	1	1	1	0	200	200	200	
Reception/Waiting Area	1	2	2	2	182	300	300	300	
Draftsman	1	1	1	2	697	900	1,100	1,300	
Draftsman Aide	1	2	2	2					
Inspector (Field)	0	1	1	2	0	200	200	400	
Maintenance Personnel (Drainage Mainly)	0	2	4	6	0	100	200	300	
Subtotal	4	10	13	17	1,068	1,950	2,450	2,950	
Circulation Factor 1.15					160	293	368	443	
TOTAL NET AREA					1,228	2,243	2,818	3,393	

ZONING

Currently located on the first floor of the County Office Building, the Department anticipates adding two Zoning Technicians in the next 10 years, and needing two and a half times the present amount of space in the next 5 years.

All printing and copying of maps is presently done by Planning and Engineering on the second floor, causing frequent inconvenience. The present design of the Department provides no control of the Map and File Room and no privacy for offices, all of which open directly onto the public corridor.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

MHA INC



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Dept. Zoning	Dept. Head Dale L. Cobb	Title Administrator	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building	Person Interviewed Dale L. Cobb	Title Administrator	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Administrator	1	1	1	1	232	196	196	196	Anticipate CRT workstation at each office with WP and printer at secretary's station. Zoning maps, site plans, real estate maps, sub-division files, etc. surrounding layout tables.
Technician III	1	1	1	1	174	196	196	196	
Secretary	1	1	1	1	182	392	392	392	
Technician II	0	0	1	1	0	0	196	196	
Technician I	0	1	1	1	0	196	196	196	
Map and File Room					125	576	576	576	
Reception/Waiting Area					0	200	200	300	
Subtotal	3	4	5	5	713	1,756	1,952	2,052	
Circulation Factor 1.15					107	263	293	308	
TOTAL NET AREA					820	2,019	2,245	2,360	

BUILDING INSPECTION

Primary responsibilities are enforcement of the Uniform Statewide Building Code and related codes and ordinances. Currently situated on the first floor of the County Office Building, the Department anticipates the need for twice the amount of space presently allocated within the next five years.

Inspectors, whose positions require that they make frequent site visits, need additional parking in close proximity to their offices. Currently, no secure storage exists for payments of permit fees, requiring transfer to the Clerk's Office on the second floor. Additional layout space and storage for plans is needed.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. Building Inspection	Dept. Head D. W. Sensabaugh	Title Chief Building Inspector	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building Room 150	Person Interviewed D. W. Sensabaugh	Title Chief Building	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Chief Building Inspector	1	1	1	1	69	200	200	200	Book shelves, file cabinet and table.
Building Inspector	0	1	2	2	0	80	160	160	File cabinet.
Plumbing Inspector	1	1	2	2		80	160	160	File cabinet.
Electrical Inspector	1	1	2	2		80	160	160	File cabinet.
Secretary	1	1	1	1	609	80	80	80	
Service Counter and Record Storage						300	300	300	36 SF Counter Area
Conference Room					0	150	150	150	For 6-8 people.
Plan Review and Storage Room					0	300	300	300	Table for plan review and storage for 20 active job plans and 250 completed jobs.
Subtotal	4	5	8	8	678	1,270	1,510	1,510	
Circulation Factor 1.15					102	191	227	227	
TOTAL NET AREA					780	1,461	1,737	1,737	

SERVICE AUTHORITY

Handling public water, waste water and solid waste disposal, the Department is presently fragmented among the three floors of the County Office Building with a satellite office in Fishersville. Immediate plans for the County include approximately \$2,500,000 in improvements, consisting of a new waste treatment plant, services for a new industrial facility, and the general growth and extension of all current services. Accordingly, additional space requirements and general department consolidation is needed within the next five years.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY



Dept. Service Authority	Dept. Head W. L. Hart	Title Engineer-Director	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building	Person Interviewed W. L. Hart	Title Engineer-Director	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Director	1	1	1	1	180	200	200	200	Private office off open office area.
Asst. Director/Project Eng.	1	1	2	2	165	150	300	300	Private office off open office area.
Utility Coordinator	1	1	1	1	364	150	150	150	Private office off open office area.
Administrative Secretary	1	1	1	1	201	150	150	150	Private office off open office area.
Comptroller	1	1	1	1	150	150	150	150	Private office off open office area.
Billing and Collection	2	2	3	3	241	200	300	300	Small vault off billing and collection.
Accounting Technician	2	2	2	3	180	200	200	300	
Drafting Surveying	3	4	4	5	243	300	400	500	
Environmental Technician	0	1	2	2	0	150	300	300	Private office off open office area.
Part-time Space					0	150	150	150	
Office Manager					0	100	100	100	
Clerk Typist					0	100	100	100	Survey reception counter.
Maps/Plans Storage					0	300	300	300	
Conference Room					0	300	300	300	Between Director & Asst. for bid openings, Board Meetings, etc.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY



Dept. Service Authority	Dept. Head W. L. Hart	Title Engineer-Director	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building	Person Interviewed W. L. Hart	Title Engineer-Director	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Library					0	100	100	100	With public counter. Room for paper storage.
Reception Area					0	200	200	200	
Copy Room					48	100	100	100	
File Room					0	200	200	200	
Subtotal	12	14	17	19	1,772	3,200	3,700	3,900	
Circulation Factor 1.15					266	480	555	585	
TOTAL NET AREA					2,038	3,680	4,255	4,485	

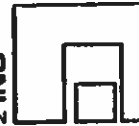
SOCIAL SERVICES

The Social Services Department currently occupies a renovated grocery store, and old church, space in a retail strip and two trailers. The main office suffers from inadequate heating and ventilation, roof leaks, and insufficient storage areas (case records, which are never destroyed, are now stored in corridors, posing a fire hazard).

With a substantial portion of the employment force in the area being situated in the low income level, programs such as food stamps and job shop will be growing. Five (5) year needs call for expanding the Department's space by one third again, with an overall need to consolidate offices under one roof. Because of the nature of the Department, considerations for the handicapped, elderly and the traumatized must be addressed.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. Social Services	Dept. Head Barbara A. Scott	Title Director	Tele. No. 885-8911	Project Augusta County Office Complex	Proj. No. 2700				
Present Location 261 N. Central Avenue	Person Interviewed Barbara A. Scott John L. Johnson	Title Director Asst. Director	Tele. No. 885-8911	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net-Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Director	1	1	1	1	167	167	167	167	Includes 710 SF waiting area which would not be necessary if Department is under one roof. Built in security-plexiglass enclosure at counter.
Assistant Director	1	1	1	1	120	120	120	120	
Secretary to Director	1	1	1	1	120	120	120	120	
Account Clerks	3	3	3	3	394	394	394	394	
Adult Services Unit	7	7	7	7	1,350	1,350	1,350	1,350	
Family & Children's Services	6	7	8	8	711	800	980	980	
Employment Services Supervisor	0	1	1	1	0	150	150	150	
Employment Services Unit	2	4	4	4	175	360	360	360	
ADC Eligibility Unit	9	9	9	9	900	900	900	900	
Fraud Eligibility Worker	.5	1	1	1	56	90	90	90	
Medicaid Eligibility Workers	2.5	3	3	3	254	270	270	270	
Food Stamps/Medicaid Supv.	1	1	1	1	162	162	162	162	
Food Stamps Issuance	1	1	1	1	100	100	100	100	
Food Stamp Workers	6	6	6	6	516	516	516	516	
Telephone/Receptionist	2	2	2	2	155	155	155	155	
Foster Care Unit	7	7	7	7	400	660	660	660	
Child Protective Service Unit	6	7	8	8	400	660	780	780	
Fuel Assistance Unit	7	7	7	7	1,289	1,289	1,289	1,289	
Reception/Waiting Room					210	400	400	400	

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept. Social Services	Dept. Head Barbara A. Scott	Title Director	Tele. No. 885-8911	Project Augusta County Office Complex	Proj. No. 2700				
Present Location 261 N. Central Avenue	Person Interviewed Barbara A. Scott John L. Johnson	Title Director Asst. Director	Tele. No. 885-8911	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Exlstng	5 Yrs.	10 Yrs.	20 Yrs.	
Staff Restrooms					129	200	200	200	One 12 x 12 room with one-way mirror, plus five 90 SF rooms. Six 90 SF rooms. Residential detailing and furnishings. Four or five CRTs plus at least one PC.
Public Restrooms					92	100	100	100	
Storage					352	580	580	580	
File Room					0	350	350	350	
Interview Rooms					286	595	595	595	
Family Therapy Rooms					0	120	240	240	
Lounge					0	200	200	200	
Computer Room					84	200	200	200	
Job Club Room					0	400	400	400	
Board Meeting Room					338	350	350	350	
Staff Conference and Training Room					600	600	600	600	
Subtotal	63	69	71	71	9,360	12,358	12,778	12,778	
Circulation Factor 1.15					1,404	1,854	1,917	1,917	
TOTAL NET AREA					10,764	14,212	14,695	14,695	

PARKS AND RECREATION

The Department has developed and implemented leisure services for the County since 1974. Currently in three separate buildings in Fishersville, consolidation of offices is needed. The remote location from downtown is further disadvantaged by no computer connection to the County mainframe.

Improvements needed are security storage spaces, handicap access to main offices and kitchen facilities.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY



Dept.	Dept. Head	Title	Tele. No.	Project	Proj. No.				
Parks and Recreation	Ron Sites	Director	885-8931	Augusta County Office Complex	2700				
Present Location	Person Interviewed	Title	Tele. No.	Arch.'s Project Manager	Date				
Woodrow Wilson Rehabilitation Fishersville	Ron Sites	Director	885-8931	William W. Moseley, AIA	20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Director	1	1	1	1	130	200	200	200	Due to the variety of services and programs provided by the Department, any future space requirements should take into consideration the need for large meeting rooms that can be used for meetings and program activities as well as a functional kitchen, darkroom, and dance studio. For large equipment and machinery, with movable partition for subdivision. For 40-50 people. Access needed for programs offered at night (80%).
Assistant Director	1	1	1	1	130	200	200	200	
Recreation Specialist	1	1	1	2	216	150	150	300	
Athletic Aide	1	1	1	2	144	150	150	300	
Secretary	1	1	1	2	130	130	130	260	
Recreation Programmer	0	1	1	2	0	150	150	300	
Janitorial Storage					108	108	108	108	
Equipment & Art Supply Storage					1,923	2,300	2,750	2,750	
Programs Room (Conference)					1,000	1,000	1,100	1,200	
Conference Room (Programs)					360	450	450	450	
File Storage					360	400	450	450	
Darkroom					128	150	250	250	
Kitchen					0	150	200	200	
Reception					100	150	150	150	
Bathrooms					200	200	200	200	
Subtotal	5	6	6	10	5,345	6,388	7,238	7,918	
Circulation Factor 1.15					802	958	1,085	1,188	
TOTAL NET AREA					6,147	7,346	8,323	9,106	

COOPERATIVE EXTENSION SERVICE

The Extension Service brings resources from Virginia's Land Grant Universities to the citizens of Augusta County. These employees of the State are primarily concerned with programs in Agriculture and Natural Resources, Community Resource Development, 4-H Youth, and Home Economics. Staffing of the Department is based on County population.

Currently, the Department is divided into two areas on the third floor of the County Office Building. Secure storage is needed, as well as a private computer area. The future satellite downlink will require new space for training and information programs. Currently no private space exists for personal business that the agricultural community conducts with the Extension Service.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

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Dept.	Dept. Head	Title	Tele. No.	Project	Proj. No.				
Extension Service	B. Stephen Smith	Unit Director	885-8931	Augusta County Office Complex	2700				
Present Location	Person Interviewed	Title	Tele. No.	Arch.'s Project Manager	Date				
County Office Building	B. Stephen Smith	Unit Director	885-8931	William W. Moseley, AIA	20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Extension Agent-Agriculture and Unit Director	1	1	1	1	209	200	200	200	Office glazing to promote Agent accessibility visually.
Extension Agent-Horticulture	1	1	2	2	118	184	368	368	Office glazing to promote Agent accessibility visually.
Extension Agent-Home Economics	1	1	1	1	265	184	184	184	Office glazing to promote Agent accessibility visually.
Extension Agent-Home Economics (Vacant)	0	1	1	1	191	184	184	184	Office glazing to promote Agent accessibility visually.
Extension Agent-4-H (Vacant)	1	1	1	2	179	184	184	368	Office glazing to promote Agent accessibility visually.
Secretary-Senior	1	1	1	1	184	184	184	184	
Secretary	1	1	1	2	126	144	144	288	
Home Demonstration Kitchen/ Meeting Room					584	1,000	1,000	1,000	
Storage Room					169	100	100	100	With security for visual aid equipment.
Public Waiting Area					0	200	200	200	Nighttime accessibility with Public Reception Counter.
Workroom					0	300	300	300	Private area for CRT interface to Blacksburg mainframe.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY.



Dept. Extension Service	Dept. Head B. Stephen Smith	Title Unit Director	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building	Person Interviewed B. Stephen Smith	Title Unit Director	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Resource Space					0	200	200	200	For future satellite downlink for audio-visual programs.
Subtotal	6	7	8	10	2,025	3,064	3,248	3,392	
Circulation Factor 1.15					304	460	487	509	
TOTAL NET AREA					2,329	3,524	3,735	3,901	

CENTRAL ACCOUNTING

Situated on the second floor of the County Office Building, the Department's main shortage is storage. Currently four separate rooms, which were previously designed for other uses, are overloaded with paper, old records and stores, posing a fire hazard. A public corridor splits the Department in two, making security for stores difficult. In addition, the Department's offset press room is remotely located in the basement, making its use and supervision difficult to monitor.

Central accounting does not require daily public access and would be better suited in a more remote location in the building.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

MHA INC



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN

Dept. Central Accounting	Dept. Head Joe Davis	Title Director of Accounts	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building	Person Interviewed Joe Davis	Title Director of Accounts	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Director of Accounts	1	1	1	1	183	200	200	200	PC in office.
Accountant II	1	1	1	1	248	200	200	200	CRT and printer in office.
Accountant I	1	1	1	2	120	200	200	400	Central Stores should be adjacent to office.
Clerk Typist II	1	1	2	2	293	300	300	300	Located near offset press and central stores.
Central Stores					394	1,000	1,150	1,300	Adjacent to Accountant I office.
Storage Room					100	250	300	400	Copying paper storage.
Offset Press Room					218	250	250	250	Should be on ground level and acoustically treated.
Subtotal	4	4	5	6	1,556	2,400	2,600	3,050	
Circulation Factor 1.15					233	360	360	458	
TOTAL NET AREA					1,789	2,960	2,960	3,508	

DATA PROCESSING

The Department processes all data and payrolls for all other user departments. Currently located in the basement of the County Office Building, a potential threat from 100-year floods exists. Furthermore, the location is not central to other user departments, causing unnecessarily long conduit runs for connection to the mainframe.

Present needs of the Department include provisions for secure storage, fireproof storage, private programming areas and additional parking. For the substantial amount of time operators are at their terminals, ergonomic seating and appropriate computer stations are highly recommended.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

MHA INC



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN

Dept. Data Processing	Dept. Head William A. Dull	Title Manager	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building	Person Interviewed William A. Dull	Title Manager	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date Date				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Manager	1	1	1	1	312	200	200	200	
Programmer	1	1	1	2	230	150	150	300	
Computer Operator	1	1	1	1	50	100	100	100	
Service Room					200	200	200	200	Need a service counter in this room.
Computer Room					270	400	400	400	Raised floor; unit for heating, cooling, humidification and dehumidification; wired for 220; conduit tubing to all offices from the Computer Room to install cables; direct circuit.
Computer Library					0	100	100	100	
General Storage					108	350	350	350	This area needs to be fireproof.
Security Storage					0	100	100	100	This area needs to be a fireproof vault.
Conference Room					0	0	0	0	Can share conference room elsewhere in building.
Subtotal	3	3	3	4	1,170	1,600	1,600	1,750	
Circulation Factor 1.15					176	240	240	263	
TOTAL NET AREA					1,346	1,840	1,840	2,013	

MICROFILMING

Currently located on the first floor of the existing Courthouse, the microfilm clerk serves all County departments and the School Board. Although future growth is not anticipated, the clerk presently has inadequate lighting and no vault storage.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

MHA INC



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN

Dept. Microfilming	Dept. Head R. E. Huff	Title County Administrator	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location Courthouse	Person Interviewed R. E. Huff	Title County Administrator	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Microfilm Clerk	1	1	1	1	360	310	310	310	Cameras, processor, reader, printers, splicers, etc.
Storage Vault	1				0	50	50	50	Fireproof storage.
Subtotal	1	1	1	1	360	360	360	360	
Circulation Factor 1.15					54	54	54	54	
TOTAL NET AREA					414	414	414	414	

ANIMAL CONTROL

With the leash law enacted in the County 10 years ago, as well as intermittent rabies cases, the County requires two Wardens. Twenty year needs do not force any growth of personnel. A rented Dog Pound is presently located northeast of Fishersville, 12 miles from downtown, while the Wardens occupy an office on the second floor of the County Office Building.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY



Dept. Animal Control	Dept. Head R. E. Huff	Title County Administrator	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location County Office Building	Person Interviewed R. E. Huff	Title County Administrator	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Animal Wardens	2	2	2	2	128	150	150	150	
Subtotal	2	2	2	2	128	150	150	150	
Circulation Factor 1.15					19	22	22	22	
TOTAL NET AREA					147	172	172	172	

BUILDINGS AND GROUNDS

Currently the County has no maintenance contract and must call local manufacturers and suppliers when problems arise. Coupled with new positions in Planning and Engineering, expansion of the Buildings and Grounds Department will achieve greater independence in facility management for the County.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY



Dept. Buildings and Grounds	Dept. Head R. L. Lockridge	Title Maintenance Supervisor	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location Courthouse (Basement) County Office Building	Person Interviewed Richard E. Huff	Title County Administrator	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Maintenance Supervisor	1	1	1	2	80	100	100	200	Materials and supplies. Lawnmowers, snow removal equipment, etc.
Janitor/Custodian	5	7	9	11	0	0	0	0	
Storage Area					300	400	400	400	
Storage Area (Equipment)					0	240	240	240	
Work Area					0	360	360	360	
Subtotal	6	8	10	13	380	1,100	1,100	1,200	
Circulation Factor 1.15					57	165	165	180	
TOTAL NET AREA					437	1,265	1,265	1,380	

ECONOMIC DEVELOPMENT, FIRE AND EMERGENCY SERVICES,
PUBLIC INFORMATION/RELATIONS

The following three new departments do not presently exist but will be required to facilitate the growing County.

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

MHA



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN

Dept. Economic Development	Dept. Head Vacant	Title Director	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location New Division or Department	Person Interviewed Richard E. Huff	Title County Administrator	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Director	0	1	1	1	0	200	200	200	
Secretary	0	1	1	1	0	100	100	100	
Subtotal	0	2	2	2	0	300	300	300	
Circulation Factor 1.15					0	45	45	45	
TOTAL NET AREA					0	345	345	345	

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

MHA INC

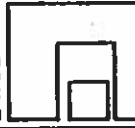
ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN



Dept. Fire and Emergency Services	Dept. Head Vacant	Title Director	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700				
Present Location New Division or Department	Person Interviewed Richard E. Huff	Title County Administrator	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87				
Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Fire Marshall	0	1	1	1	0	200	200	200	
Emergency Services Director	0	1	1	1	0	200	200	200	
Secretary	0	1	1	1	0	100	100	100	
Subtotal	0	3	3	3	0	500	500	500	
Circulation Factor 1.15					0	75	75	75	
TOTAL NET AREA					0	575	575	575	

AUGUSTA COUNTY GOVERNMENT CENTER SPACE REQUIREMENTS SURVEY

MHA INC



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN

Dept. Public Information/Relations	Dept. Head Vacant	Title Director	Tele. No. 885-8931	Project Augusta County Office Complex	Proj. No. 2700
Present Location New Division or Department	Person Interviewed Richard E. Huff	Title County Administrator	Tele. No. 885-8931	Arch.'s Project Manager William W. Moseley, AIA	Date 20 Jan 87

Space	Personnel				Net Area (S.F.)				Remarks
	Present	5 Yrs.	10 Yrs.	20 Yrs.	Existing	5 Yrs.	10 Yrs.	20 Yrs.	
Director	0	1	1	1	0	200	200	200	With word processing area. Layout and design, drawing boards, art supplies, etc.
Secretary	0	1	1	1	0	100	100	100	
Work Area					0	80	80	80	
Subtotal	0	2	2	2	0	380	380	380	
Circulation Factor 1.15					0	57	57	57	
TOTAL NET AREA					0	437	437	437	

ECONOMIC ANALYSIS
SUMMARY

ECONOMIC ANALYSIS SUMMARY

An Economic Impact Study was initiated as part of this Programming and Location Study. Dr. John L. Knapp of Charlottesville, Virginia performed this portion of the work as a consultant to MHA, Inc. and presented his findings to the Board of Supervisors on 10 June 1987. Copies of the complete report were submitted to the Board under separate cover. Following are the Introduction and some of the General Observations which were discussed in the report:

Introduction

What would be the economic impact if the County were to move its offices located in the city to somewhere in the county?

Before answering this question we must consider the way in which the County would move. A three-phase process is under consideration. In the first phase the offices now located in the County Office Building, except the General District Court and Clerk, would move as well as the offices in the so-called "Grand Piano Building." At the same time the Department of Social Services would move from the old A&P building and the rental space in the Holiday Court Building to the County Office Building. In the second phase, the Circuit Court, the General District Court, and the Commonwealth's Attorney would move. In the third and final phase, the Sheriff's Department and the jail would move. Because the third phase would occur many years in the future, its impact is not considered in this study. Also not considered is the possible movement from Staunton of the County's portion of the Department of Social Services. The department is currently operated jointly by Augusta and Staunton.

General Observations

1. Augusta County's offices located in Staunton have relatively little direct impact on the city. Under phase 2, the cumulative effect on employment would be a reduction of 97.5 employees in the city. For perspective, the Virginia Employment Commission reports that Staunton employment by place of work was 9,098 in the first quarter of 1986. The cumulative amount of payroll of the affected employees would be only 1.13 percent of payrolls in Staunton. Employee spending because of the existence of the county offices in Staunton accounts for only 0.12 percent of the city's taxable sales. Purchases of clientele of county offices range from 0.99 to 0.22 percent of taxable sales, depending on the estimating assumptions used.
2. For Staunton, losing the County government would not be the same as having a private company of the same size employment close. The reason is that the payroll would still be in the same economic area of Augusta-Staunton-Waynesboro, and employees would continue to purchase in all three areas. Currently, of the employees who work in the County Office Building, the Grand Piano Building, the Courthouse, and the Department of Social Services, 42.4 percent live in Staunton, 49.6 percent live in the county, 4.3 percent live in Waynesboro, and the remaining 3.6 percent live elsewhere. Nearly all employees stated on the questionnaire that they would continue to work for the County even if it did move its offices. (Further corroboration for this information came from interviews with Department heads; all stated that the vast majority of current employees would remain with the County government.) Over time, with normal turnover, the share of employees living in Staunton would probably decline, as the new location attracted persons living closer to it. Nonetheless, Staunton would continue to be the residence of many County employees. This conclusion is based on actual commuting patterns determined by the 1980 Census of Population. In that year, of the 11,598 persons working in Augusta County, 2,072 (18 percent) lived in Staunton.
3. If the County were to move, the new facility, by itself, would have little impact on the surrounding area. If the facility were located in a growth

corridor, it would not be the cause of additional growth. This observation is based on visits to Hanover, Henrico and James City counties. The most pertinent example is Henrico. When the county located its new complex on Parham Road, the area was already in a growth corridor and, in the opinion of county officials, the growth around the complex would have occurred regardless of whether or not the county had located there.

4. A county governmental complex is not a center of community life as was the traditional courthouse of earlier times. We now live in an automobile society with sophisticated communications. As one local government official said, "Generally, people don't want to come to a county office building." A trip is considered to be a chore, to be accomplished in as brief a time as possible.

Business no longer is concentrated in one center. Citizens conduct much of their county government business through the mails or by phone. As computers proliferate, we can expect to see them handle an increasing amount of county activity among departments and between the County and its business clientele. Eventually, the County will communicate via computer with many of its residents when home ownership of sophisticated computers becomes widespread.

5. It would be difficult to prove that a new government complex provided savings. However, it does serve as a visible commitment to the future. Even though efficiency is hard to measure, officials in other jurisdictions thought that gains were made. Also emphasized were better employee morale, an increase in the level of service to the public, better access for the handicapped, and the availability of free and abundant parking.
6. Satellite offices exist in Henrico and James City counties, and the idea is being considered by Hanover County. The large size of many Virginia counties makes the satellite office an option worth considering, and advances in telecommunications, micro-fiche and other methods of storage, and micro-computers make satellite offices a viable option.

DOWNTOWN STAUNTON
CONCEPTS AND COSTS

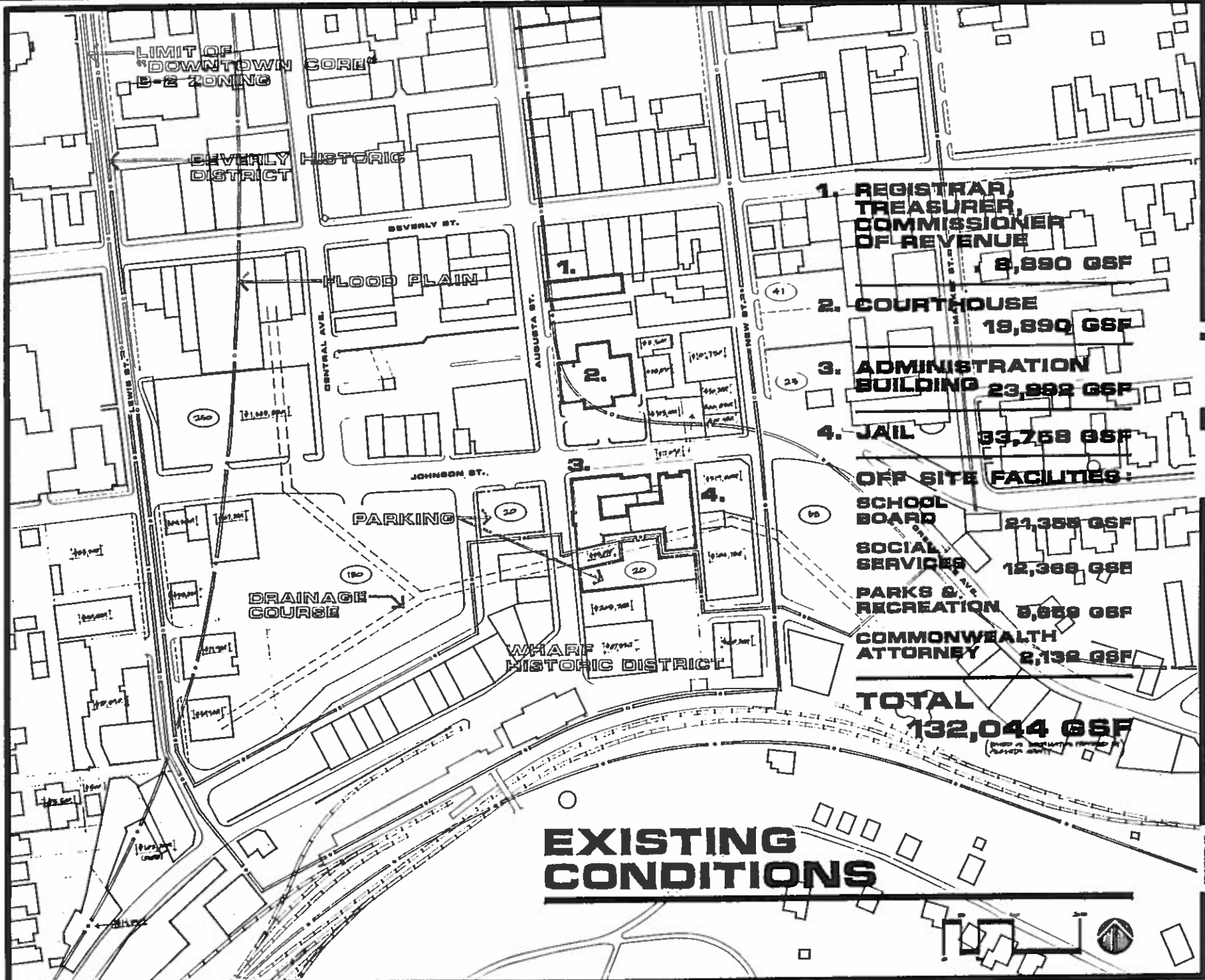
DOWNTOWN STAUNTON CONCEPTS

Overview

Initially, three concepts were studied for expansion adjacent to or near the existing Government Center in downtown Staunton. These were Concepts A, B and C, which were presented to the Board of Supervisors. Concept A was selected by the Board for additional study and Concepts A-1, A-2, A-3 and A-4 evolved. During the process of design, the subject of land acquisition became of paramount concern and Concept B-1 evolved as the most reasonable downtown solution. Exhibits of these concepts follow, presented in chronological order as they were developed.

A cost analysis is provided at the end of this section for the B-1 concept. Rough cost estimates were provided for other concepts during earlier presentations to the Board; additional information on this is provided in the Conference Memorandums, located in the Appendices section of this report.

Immediately following this overview is an exhibit which displays current conditions and placement of the governmental departments.



**1. REGISTRAR,
TREASURER,
COMMISSIONER
OF REVENUE**
8,890 GSF

2. COURTHOUSE
18,890 GSF

**3. ADMINISTRATION
BUILDING** 23,892 GSF

4. JAIL 33,758 GSF

OFF SITE FACILITIES:

SCHOOL BOARD 24,355 GSF

SOCIAL SERVICES 12,368 GSF

PARKS & RECREATION 5,859 GSF

COMMONWEALTH ATTORNEY 2,132 GSF

TOTAL
132,044 GSF

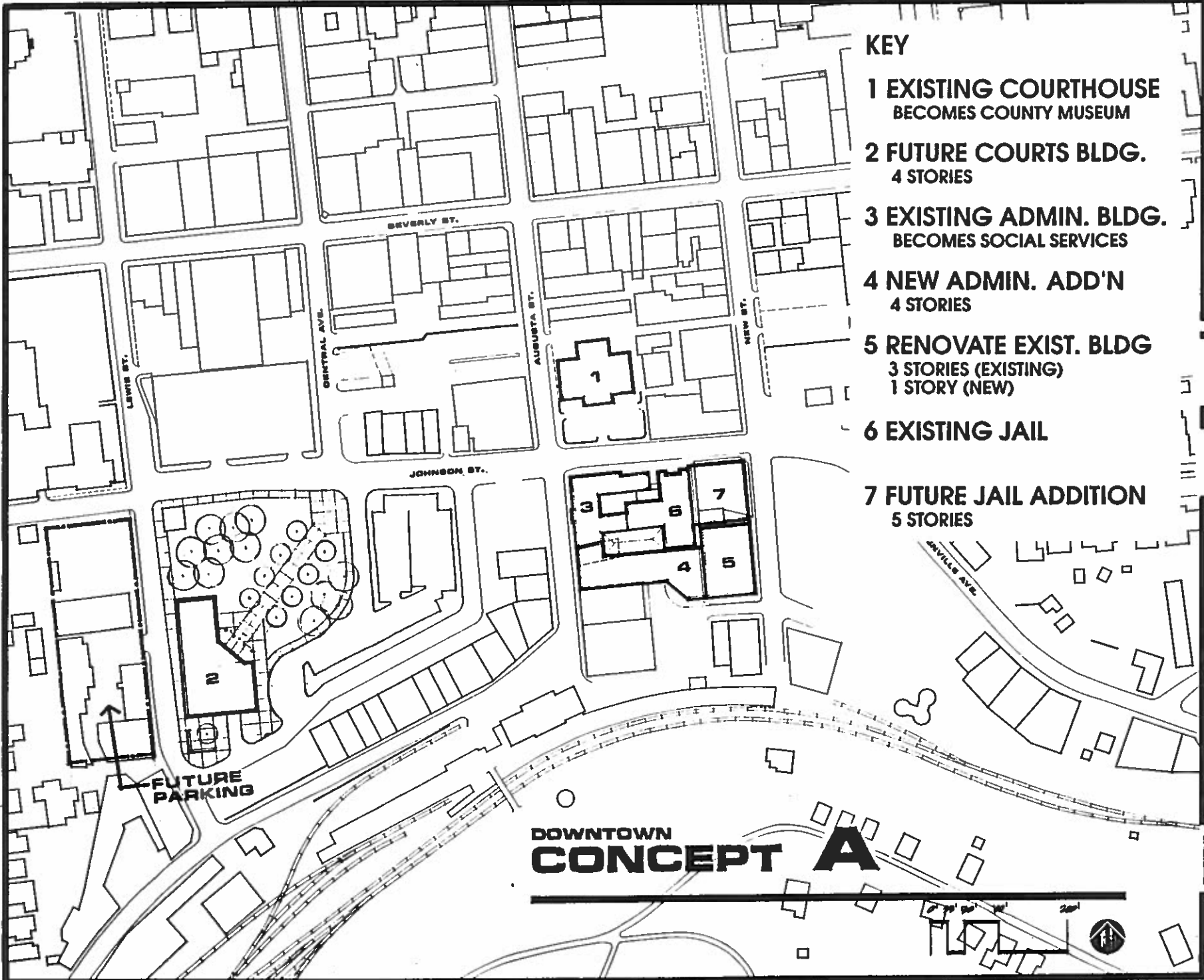
**EXISTING
CONDITIONS**



Downtown Concept A

Concept A, as illustrated on the following exhibit, shows expansion adjacent to the present Administration Building and Jail. New administration buildings are shown on the existing County owned property behind the present Administration Building and in (or replacing) the existing Einstein Building. The Sheriff's Office and Jail are shown to have future expansion onto property now occupied by the Beverly Hotel. Social Services will occupy the present Administration Building without major modification. A new Courts Facility is shown to replace existing buildings on acquired properties located at Lewis and Johnson Streets.

While reinforcing the present location as a focal point for the County Government, the problem of parking for employees and visitors to the Administrative Offices, Social Services, Sheriff's Office and Jail will persist and worsen with the growth of the facility. Remote parking will be available only at the city-owned parking area and deck located at Lewis and Johnson Streets or at acquired properties as indicated. Remote location of the Courts Facility from the Jail necessitates vehicular transport of prisoners between the facilities.



- KEY**
- 1 EXISTING COURTHOUSE
BECOMES COUNTY MUSEUM**
 - 2 FUTURE COURTS BLDG.
4 STORIES**
 - 3 EXISTING ADMIN. BLDG.
BECOMES SOCIAL SERVICES**
 - 4 NEW ADMIN. ADD'N
4 STORIES**
 - 5 RENOVATE EXIST. BLDG
3 STORIES (EXISTING)
1 STORY (NEW)**
 - 6 EXISTING JAIL**
 - 7 FUTURE JAIL ADDITION
5 STORIES**

**DOWNTOWN
CONCEPT A**

ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN
LANDSCAPE ARCHITECTURE

MHA
DNI



AUGUSTA COUNTY GOVERNMENT CENTER
STAUNTON, VIRGINIA

DATE:	10/1/01
PROJECT:	AUGUSTA COUNTY GOVERNMENT CENTER
SCALE:	AS SHOWN
DESIGNED BY:	ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN
DATE:	10/1/01



Downtown Concept B

Concept B, as illustrated on the following exhibit, shows acquired property on the corner of Johnson and Lewis Streets as the new focal point for immediate and future phases of the Government Center. Placement of the Administrative/Courts Facility on this location best utilizes existing and prospective parking and allows flexibility with future Sheriff's Office/Jail addition design; however, it necessitates vehicular transport of prisoners from the Jail to the Courts Facility.

In this Concept, the existing Administration Building is shown to be occupied by the Social Services Department. The existing Courthouse would be transformed into a county museum at such time that the construction of the new Courts Facility becomes necessary.

KEY

1 EXISTING COURTHOUSE
BECOMES COUNTY MUSEUM

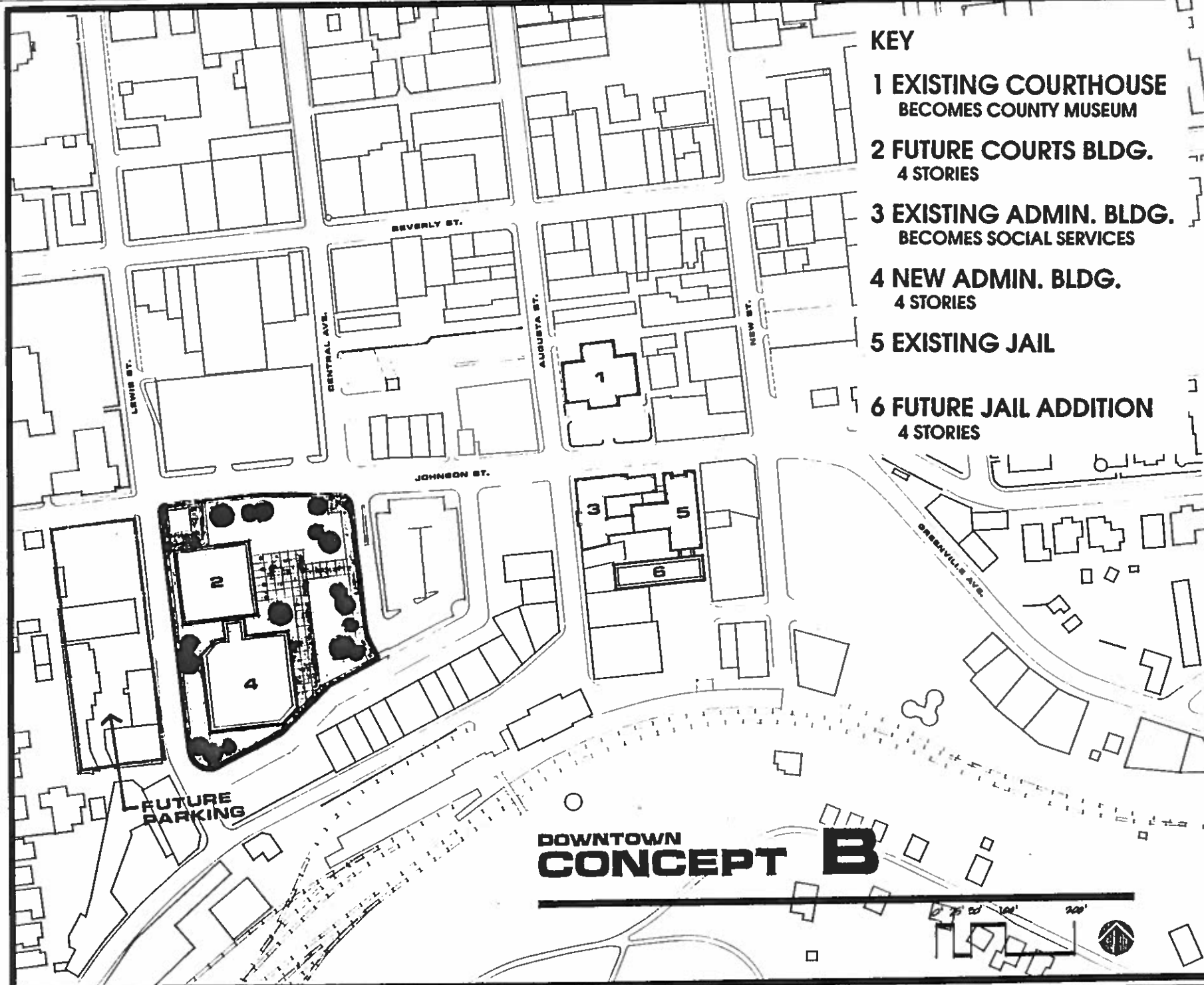
2 FUTURE COURTS BLDG.
4 STORIES

3 EXISTING ADMIN. BLDG.
BECOMES SOCIAL SERVICES

4 NEW ADMIN. BLDG.
4 STORIES

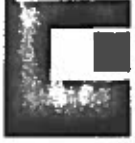
5 EXISTING JAIL

6 FUTURE JAIL ADDITION
4 STORIES



**DOWNTOWN
CONCEPT B**

ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN
MHA 201



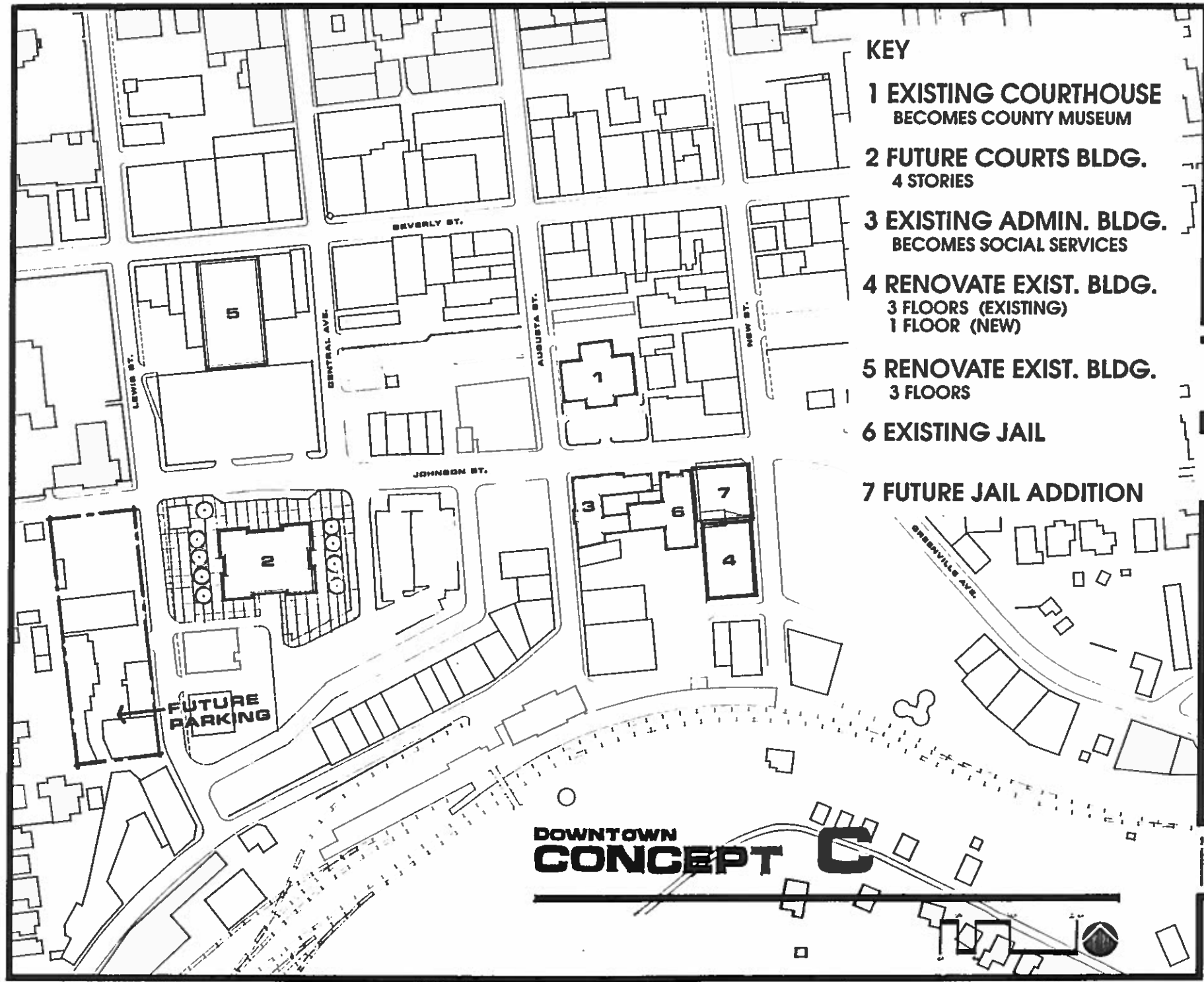
AUGUSTA COUNTY GOVERNMENT CENTER
STATEN ISLAND, VIRGINIA

SCALE: 1/4" = 1'-0"
DATE: 11/11/11
DRAWN BY: [Name]
CHECKED BY: [Name]

Downtown Concept C

Concept C, illustrated on the following exhibit, attempts to utilize existing vacant buildings in the vicinity of the existing Government Complex for the County's immediate needs. The existing Leggett's and Einstein Building would be acquired and modified for use as administration facilities. A future Court Facility, which is shown as new construction, is located on property at Lewis and Johnson Streets and will assume all functions of the existing Courthouse, leaving the Courthouse for use as a county museum.

While offering the least probable initial financial outlay of the three basic downtown concepts, this plan cannot be recommended as a positive, long-term solution as it serves to decentralize the Government functions, creating an unorganized and disjointed center lacking a clear focal point.



**DOWNTOWN
CONCEPT C**

KEY

- 1 EXISTING COURTHOUSE
BECOMES COUNTY MUSEUM**
- 2 FUTURE COURTS BLDG.
4 STORIES**
- 3 EXISTING ADMIN. BLDG.
BECOMES SOCIAL SERVICES**
- 4 RENOVATE EXIST. BLDG.
3 FLOORS (EXISTING)
1 FLOOR (NEW)**
- 5 RENOVATE EXIST. BLDG.
3 FLOORS**
- 6 EXISTING JAIL**
- 7 FUTURE JAIL ADDITION**



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN
MHA ON

AUGUSTA COUNTY GOVERNMENT CENTER
 STAUNTON, VIRGINIA

DATE: 1/15/03
 PROJECT: AUGUSTA COUNTY GOVERNMENT CENTER
 DRAWING NO.: 03-01-001

Downtown Concepts A-1, A-2, A-3 and A-4

Overview

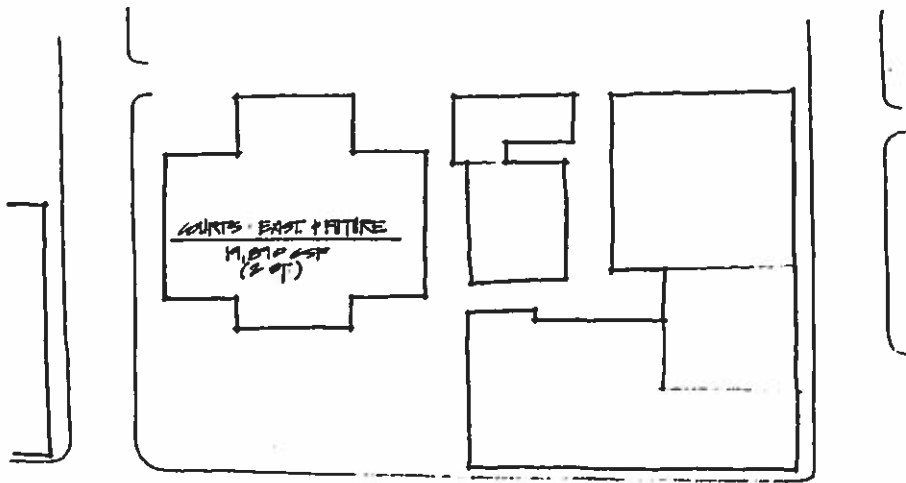
As discussed earlier, Concepts A, B and C were presented to the Board of Supervisors. After review by the Board, Concept A was selected for additional study, with the request that the Architect also study the possibility of moving the future Courts Facility expansion from the location shown on Concept A to a location closer to the Government Center.

Following are exhibits and descriptions of Concepts A-1, A-2, A-3 and A-4, which are the products of this further investigation.

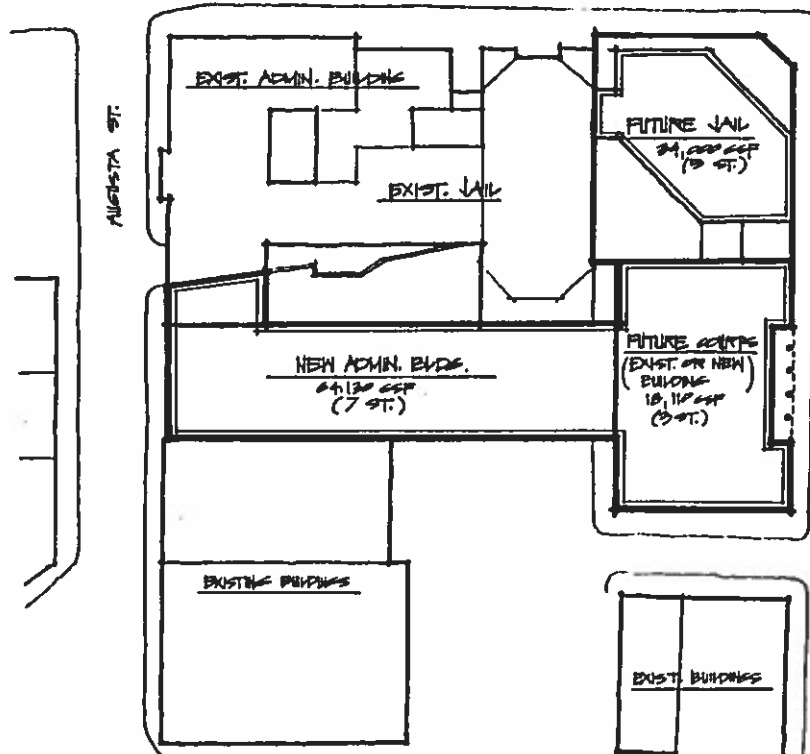
Downtown Concept A-1

Concept A-1, as illustrated on the following exhibits, involves the placement of a new Administration Building on the County-owned property behind the present Administration Building. The Sheriff's Office and Jail are shown to have future expansion onto the property now occupied by the Beverly Hotel. The Social Services Department will occupy the present Administration Building. Courts facilities are shown to expand onto property now occupied by the Einstein Building, while Circuit Court functions will remain at the existing Courthouse.

The intention of this Concept and the following three is to reinforce the current location as a focal point for the County Government Center by centralizing its currently geographically dispersed departments. The new Administration Building, forced by site constraints, must be 7 stories in height, inefficient in plan layout and out of scale with its neighbors, as demonstrated by the following axonometric drawing. These problems are serious, therefore, this Concept is not recommended as a viable solution.



JOHNSON ST.



AUGUSTA ST.

NEW ST.

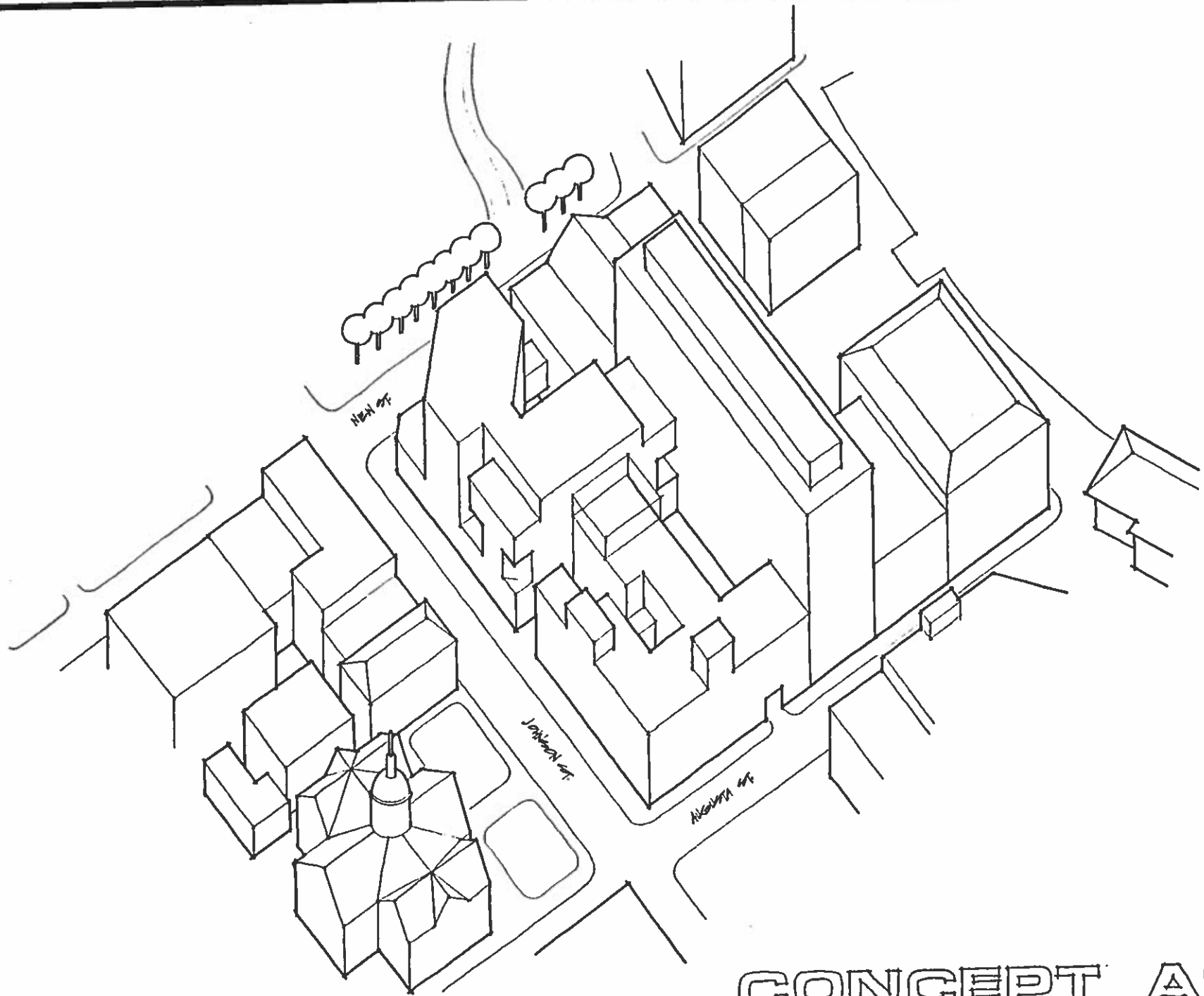
CONCEPT A1

DATE	2-20-87
BY	
CHECKED BY	
SCALE	

AUGUSTA COUNTY GOVERNMENT CENTER
AUGUSTA, VIRGINIA



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN
MHA 2



CONCEPT A1

DATE: 10/1/97
BY: JAMES W.
PROJECT: [illegible]
SCALE: [illegible]

ALLENDA COUNTY GOVERNMENT CENTER
GREENSBORO, VIRGINIA

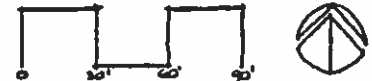
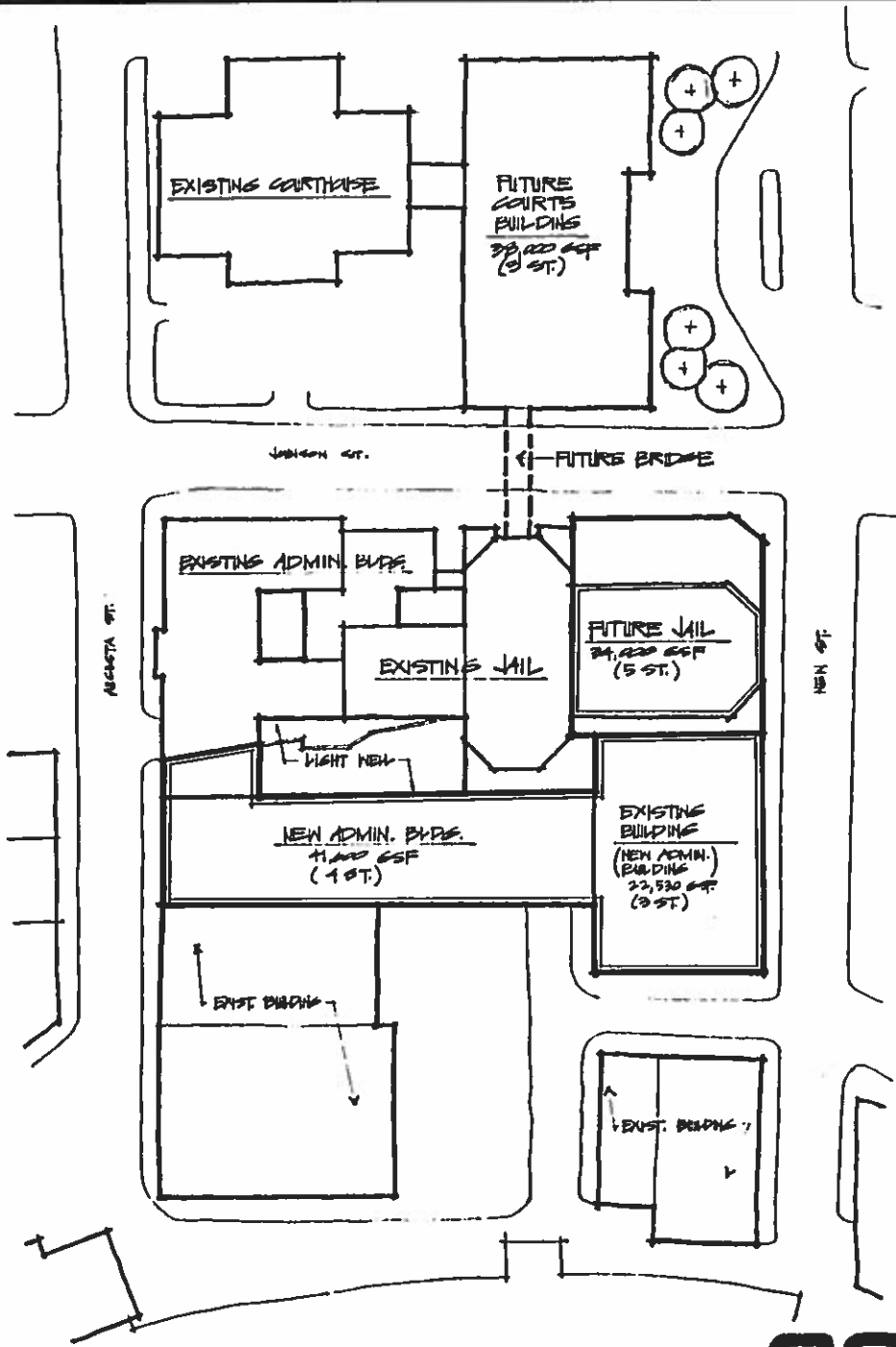


ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN
FOUNDATION
MHA

Downtown Concept A-2

Concept A-2, as illustrated on the following exhibit, attempts to solve the problems encountered by Concept A-1 by locating the Court expansion adjacent to the present Courthouse across Johnson Street from the existing Administration Building. Area requirements on the Government Center block are lessened by this so that, by including the Einstein property in the construction of the new Administration Building, the building is kept at a more acceptable 4 stories in height.

Land acquisition in this Concept evolves as a major issue. While encountering major expenditures for property, the problem of inefficient plan layout still exists.



CONCEPT A2

ALBUQUERQUE COUNTY GOVERNMENT CENTER
ALBUQUERQUE, NEW MEXICO

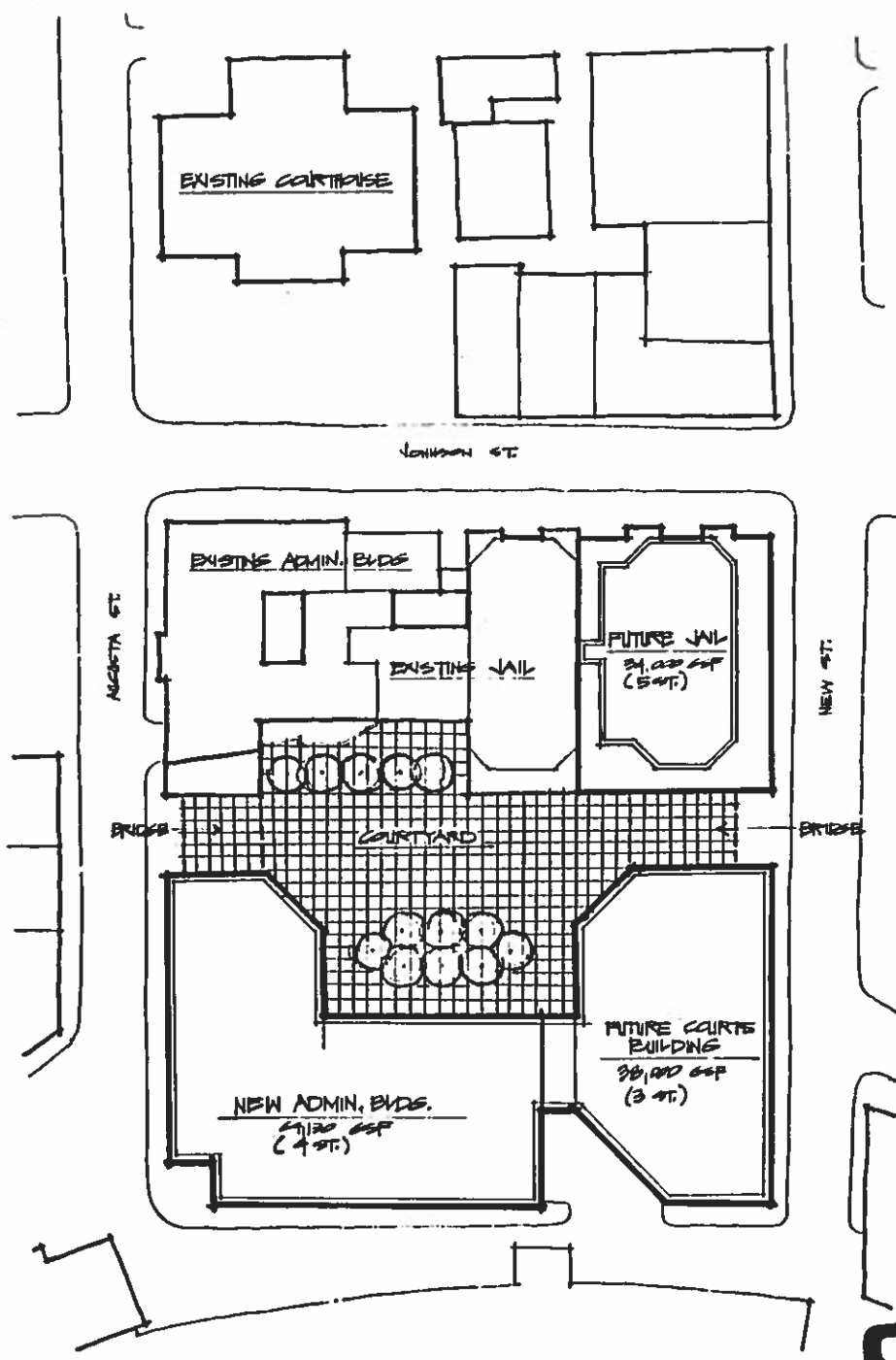


ARCHITECTURE • BUSINESS • PLANNING • INTERIOR DESIGN
MHA DNI

Downtown Concept A-3

Concept A-3, as illustrated on the following exhibits, requires the acquisition of all properties located on the Government Center block. A new Administration Building is shown on the southwest corner of the block. A future Courts building is shown on the southeast corner of the block. The existing Courthouse would be transformed into a county museum at such time that the construction of the new Courts facility becomes necessary.

By removing the site restraints as shown, a more efficient layout is made possible. The Courts building located adjacent to the Jail allows direct transport of prisoners. All buildings may be physically connected to allow efficient interdepartmental interaction.



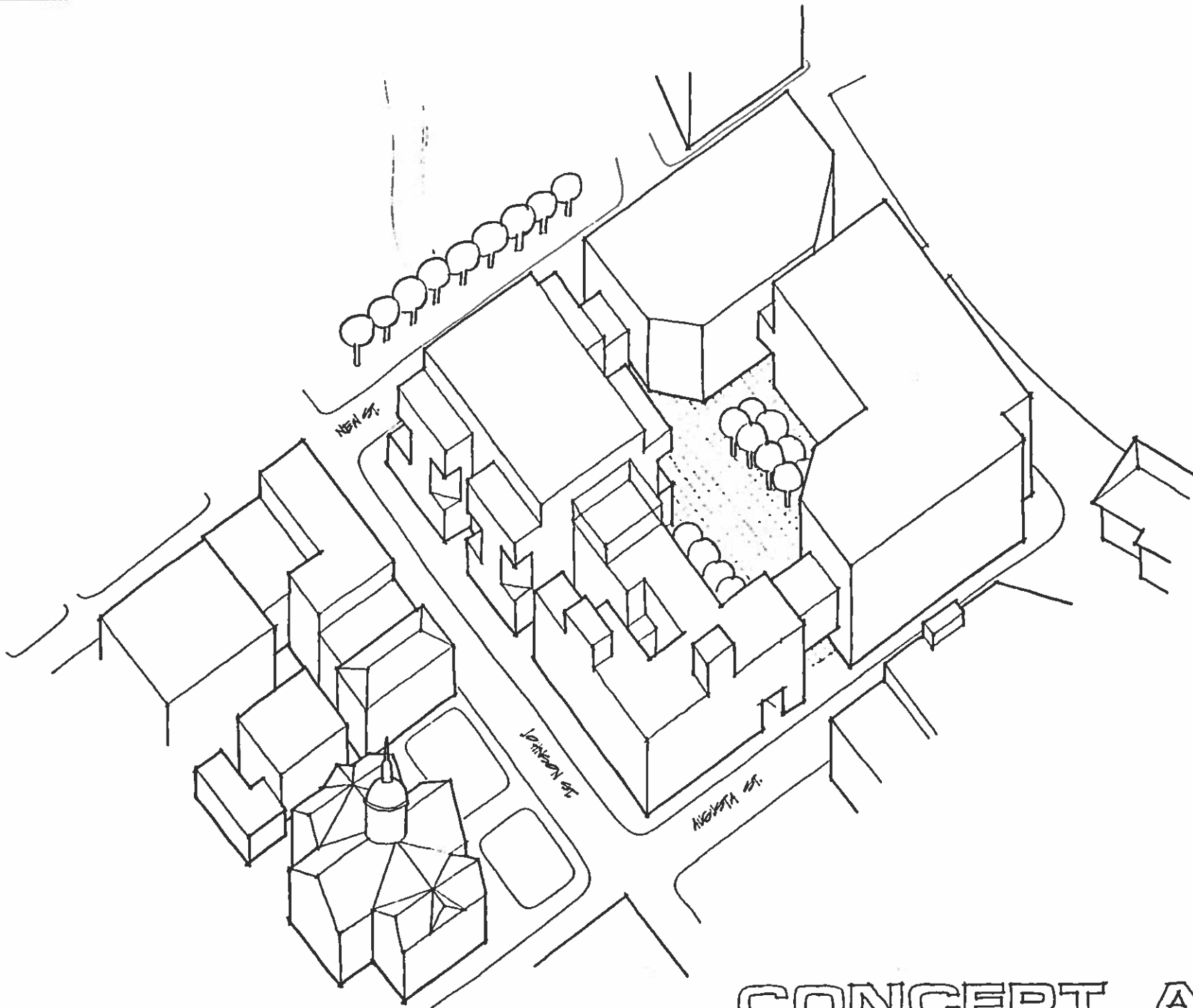
CONCEPT A3

2020
 7/20/20
 2020
 2020

ALBERTA COUNTY GOVERNMENT CENTER
 PROJECT, VERNON



ARCHITECTURE • BUSINESS • PLANNING • INTERIOR DESIGN
MHA



CONCEPT A3

DATE: _____
BY: _____
SCALE: _____
SHEET NO. _____

AUGUSTA COUNTY GOVERNMENT SERVICES
AUGUSTA, VIRGINIA

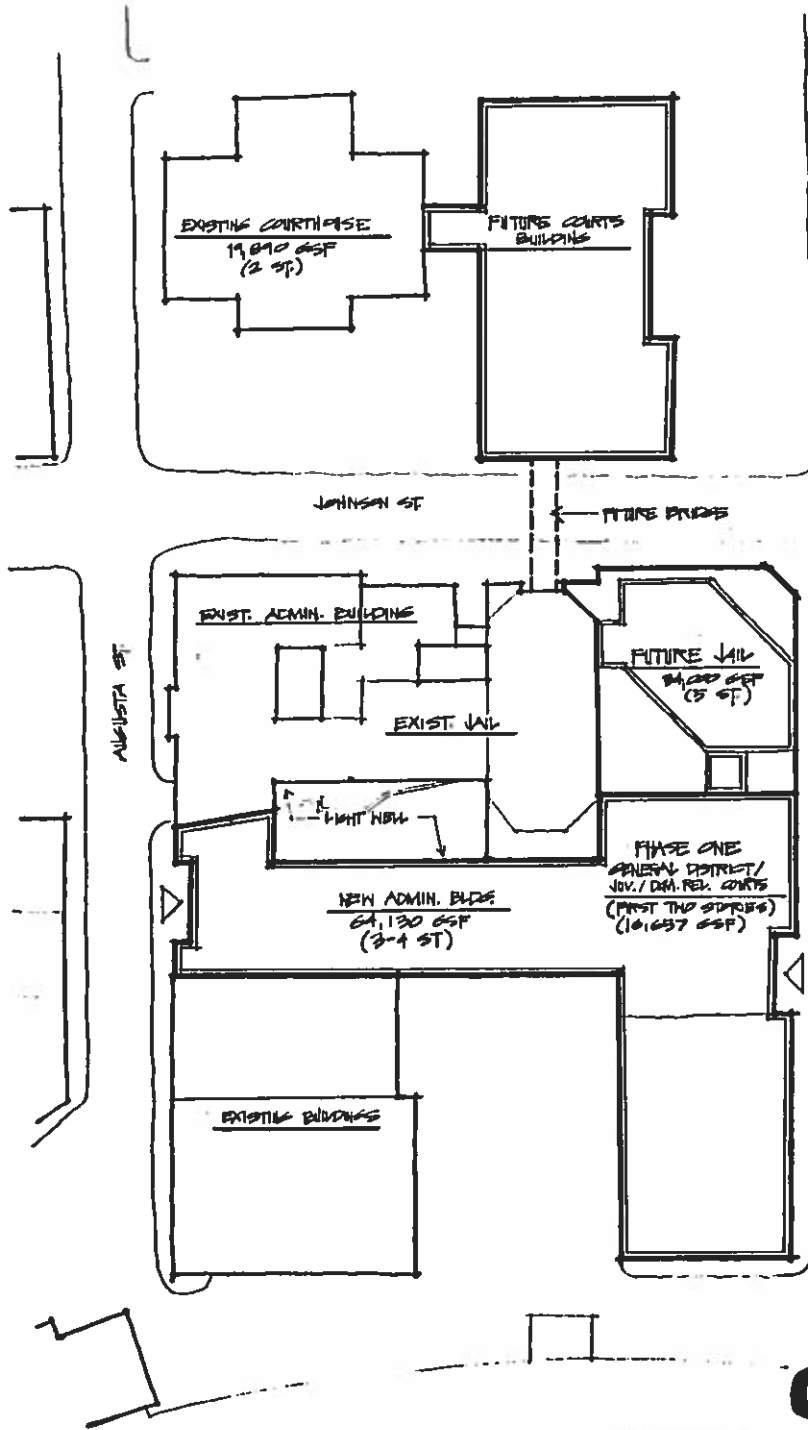


ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN
MHA 2

Downtown Concept A-4

Concept A-4, as illustrated on the following exhibits, is a combination of the A-2 and A-3 concepts. It was developed to allow the newly-renovated restaurant on Augusta Street to remain. A new Administration Building is shown on the County-owned property behind the present Administration Building. The Sheriff's office and Jail are shown to have future expansion onto the property now occupied by the Beverly Hotel. The Social Services Department will occupy the present Administration Building.

A variation shown is for the General District Court and the Juvenile and Domestic Relations District Court and Related Services to occupy the Einstein Building property. This allows for direct transfer of prisoners from the Jail. However, additional Circuit Court facilities will be required across Johnson Street near the existing Courthouse.



CONCEPT A4

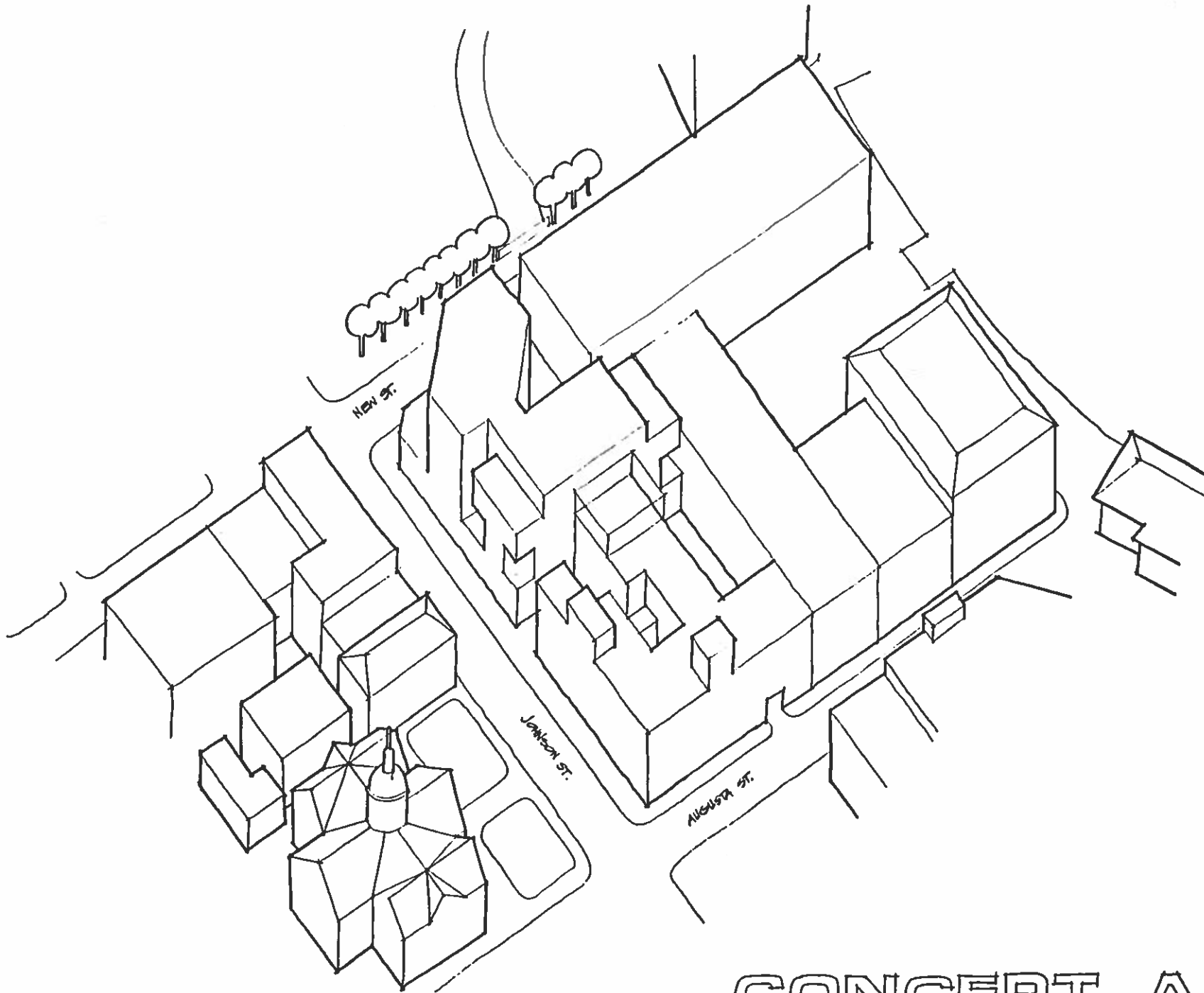


DATE	12-11-87
BY	...
CHECKED BY	...
APPROVED BY	...

AUGUSTA COUNTY GOVERNMENT CENTER
STAUNTON, VIRGINIA



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN
MHA ON



CONCEPT A4

DATE: 10/17/07
DRAWN BY: [unintelligible]
CHECKED BY: [unintelligible]

AUGUSTA COUNTY GOVERNMENT CENTER
STANTON, VIRGINIA



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN
MHA 02

Downtown Concept B-1
Overview and Parking Analysis

As discussed earlier, during the course of this conceptual study phase, the subject of land acquisition emerged as a prime factor in determining the most feasible downtown solution. The following concept reflects the use of the most promising of properties from a standpoint of acquisition and adjacency to the current Government Center.

A cost analysis is provided following the Concept B-1 exhibit, which was prepared to reflect the acquisition of land, as well as the initial Phase One construction costs of the Administration Building and related required improvements. The cost analysis includes construction of only 140 new parking spaces, due to limited land availability. These would be located south of the new building, across Lewis Street to the west. This compares to 332 new spaces included in the County Concept cost analysis. Provision of 332 parking spaces downtown would require the leasing of existing spaces from the City or other sources, or the construction or purchase of a parking deck. Any of these options, of course, would require expenditure of funds in excess of the total shown in the Downtown Concept Cost Analysis.

Through discussions with the City of Staunton Planning Department and others, it was determined that the potentially leasable or otherwise available existing parking in the Government Center area is as follows:

1. Johnson Street parking deck — 250 spaces total with a utilization factor of 50%, leaving 125 spaces available for possible long-term lease.
2. Johnson Street parking lot — 180 spaces total with a utilization factor of 50%, leaving 90 spaces available for possible long-term lease.
3. City-owned property located south of the new Administration Building — presently unimproved; could be improved by the city to accommodate 16 parking spaces.
4. Existing church-owned parking area located at the corner of Johnson and Lewis Streets. Potential exists for an agreement with the church to allow joint use of this area — 35 spaces.
5. Existing County-owned parking located within or adjacent to the current Government Center — 39 spaces.
6. Existing city-owned parking areas located on the east side of New Street — 122 spaces total with a utilization factor of 50%, leaving 61 spaces for possible long-term lease.

The cumulative amount of parking which may ultimately be utilized by the Government Center is thus estimated to be 506 spaces. (This amount may change due to parking requirements of the private sector in the area subsequent to this investigation.) 140 spaces are shown to be constructed adjacent to the new Administration Building. This leaves 192 spaces which will then have to be leased in the Johnson Street parking deck and lot in order to fulfill the 332-space requirement for Phase One.

Downtown Concept B-1

Concept B-1, as illustrated on the following drawing, shows acquired property along Lewis Street as the location for the County's administrative offices. As in Concept B, this location best utilizes existing and prospective parking sites. The expansion of the Courts facilities varies from that shown in Concept B in that the existing Einstein Building is shown to be acquired and modified for use by the General District Court and Clerk and the Juvenile and Domestic Relations Court and Court Service Unit. Locating the functions there would facilitate a secure passage for the transport of prisoners from the Jail. The method of transporting prisoners to the Circuit Court, however, will not be improved. Since the Court functions were allowed to become decentralized, the Circuit Court may expand as required onto adjacent property rather than be relocated altogether as in other concepts. The Sheriff's Office and Jail are shown to have future expansion onto property now occupied by the Beverly Hotel.



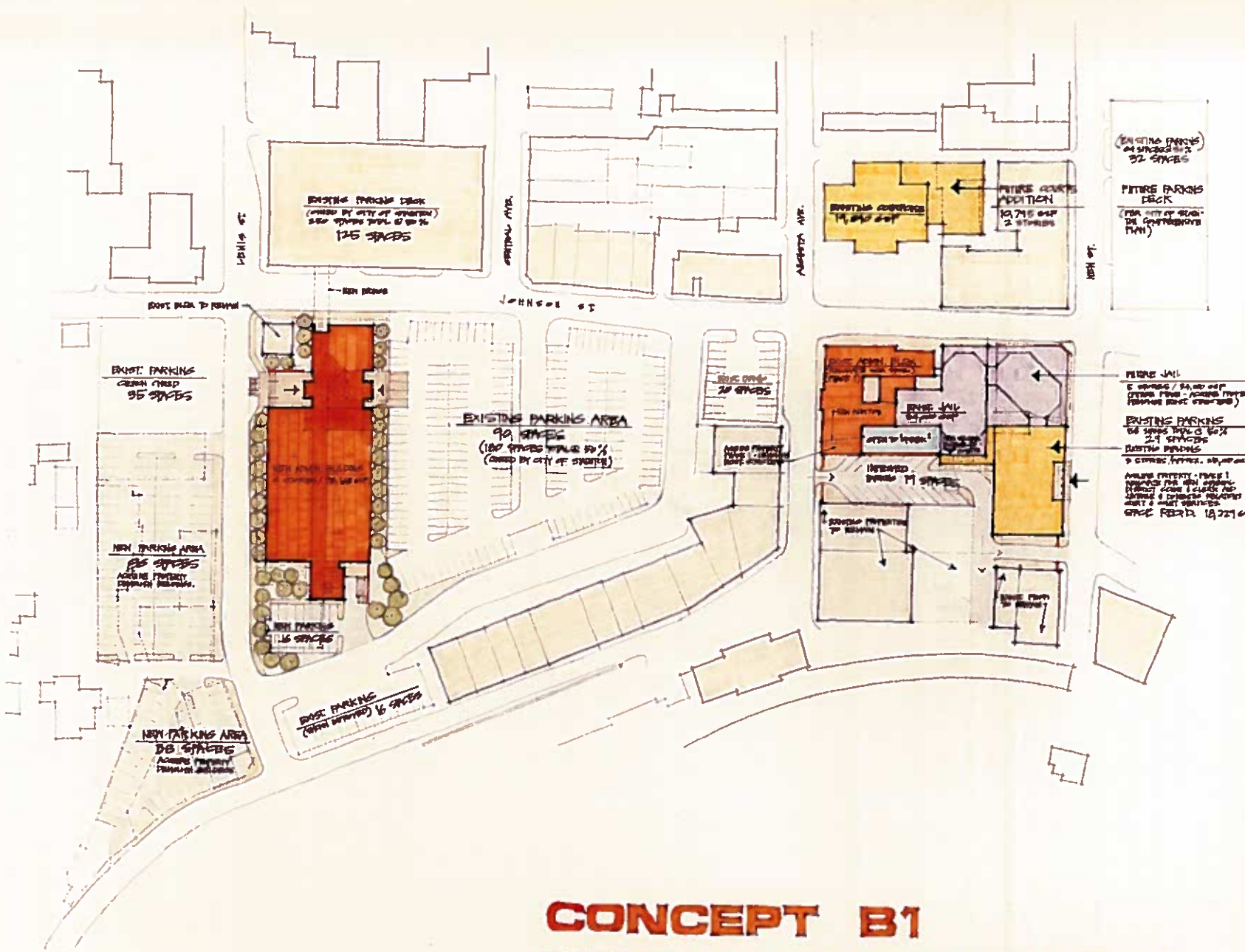
MHA ON

ARCHITECTURE - ENGINEERING - PLANNING - INTERIOR DESIGN
4030 SOUTHWEST BLVD. - MEMPHIS, TENNESSEE 38117-1158



MEMPHIS GOVERNMENT CENTER
MEMPHIS, TENNESSEE

DATE: 11/14/07	SCALE: AS SHOWN
DRAWN BY: MHA	CHECKED BY: MHA
PROJECT NO. 07-002	PROJECT NAME: MEMPHIS GOVERNMENT CENTER
PHASE: CONCEPT PLAN	CLIENT: MEMPHIS GOVERNMENT CENTER



CONCEPT B1



Proj. No.
2700

TOTAL PROJECT COST ANALYSIS

MOSELEY • MENING ASSOCIATES, INC.
ARCHITECTS • PLANNERS • INTERIOR DESIGNERS



Project		By	Date	By	Date	By	Date
Augusta County Gov't Center Downtown Concept B-1		RMT/JJM/WWM	17 Aug 87				
Item of Expenditure		CONCEPTUAL DESIGN Budget	DESIGN DEV. Estimate	CONSTR. DOCS. Estimate	ACTUAL		
1	BUILDING	\$ 6,327,030*	\$	\$	\$		
2	SITE WORK	500,000					
3	UTILITIES	incl. in 2					
4	FURNISHINGS & EQUIPMENT	600,000					
5	LANDSCAPING	incl. in 2					
6	SURVEYS	15,000					
7	SOIL INVESTIGATION	10,000					
8	ARCHITECTURAL - ENGINEERING SERVICE	685,000			Note: This cost analysis does not include the cost of leaving parking spaces from the City of Staunton. It does include the cost of construction of 140 new parking spaces on property to be acquired by the County.		
9	CONSULTANTS	—					
10	INSURANCE	5,000					
11	TESTING	10,000					
12	FIELD REPRESENTATIVE	—					
13	CONTINGENCY	900,000					
14	LAND ACQUISITION & DEMOLITION	850,000**					
TOTAL PROJECT COST		\$ 9,902,030	\$	\$	\$		
15	REMARKS	* 67,593 SF Finished Space @ \$85 = \$5,745,405 10,575 SF Shell Space @ \$55 = 581,625 \$6,327,030 ** Based on current appraised value, demolition allowance, and other factors.					

COUNTY LOCATION CONCEPTS

Overview

Since, originally, no sites had been selected in a county location, the initial county concept which was presented to the Board of Supervisors was based on an assumed county site (which has since been determined to be unavailable) to allow for a comparison of benefits as well as cost factors. Later, other sites were visited, and a concept developed from the most promising available site.

Following are two exhibits and descriptions; the first is the assumed county site, followed by an actual available site that meets most of the desirable location criteria. A cost analysis is provided at the end of the section, which was prepared to reflect the acquisition and the initial Phase One construction on the available site. Let it also be reiterated that the actual county location upon which this estimate is based is one of several possible and feasible sites and that the location of this site will not be disclosed in this report. The actual selection and acquisition of a county site still rests with the governing body of Augusta County.

AUGUSTA COUNTY
CONCEPTS AND COSTS

County Concept, Assumed Site

The county concept master plan, as illustrated on the following exhibit, is based on an assumed site, as previously stated.

In this concept, a 150± acre parcel was utilized. The Administration Building, Jail and Courts Facility, which make up the main body of the Government Center, are shown to occupy only a portion of the site. Ample parking would be located adjacent to each building. A circumferential road is shown, around which other governmental branches could be relocated at such time that their existing facilities become inadequate.

The following exhibit illustrates possible phasing implementation.

PHASE 3

JAIL & FINAL
SITWORK

OTHER
LANDUSER

NEW
MINOR
ROADWAY

FUTURE
EXPANSION

NEW
UTILITIES

PRIVATE
DEVELOPMENT

PHASE 2

COURTHOUSE &
ADD. SITWORK
(REFERENDUM)

MAJOR
HIGHWAY

PHASE 1
ADMIN. BLDG.
& INITIAL
SITWORK

MAJOR
INTERSECTION

COUNTY CONCEPT



ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN
LANDSCAPE ARCHITECTURE

MHA



AUGUSTA COUNTY GOVERNMENT CENTER

DATE: 11/11/97
BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]

County Concept, Available Site

The county concept master plan, as illustrated on the following exhibit, is based on an actual (acquirable) county location, as previously stated.

In this concept a 90± acre parcel is shown. The topography allows the circumferential road concept to be adapted to this site. The main body of the Government Center is placed for maximum visibility on one end of the site. Parking is shown adjacent to each building. There is ample room elsewhere on the site to allow for future expansion and the relocation of other governmental branches. This site merits further consideration.



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BY:	
REVISION:	
APPROVED:	

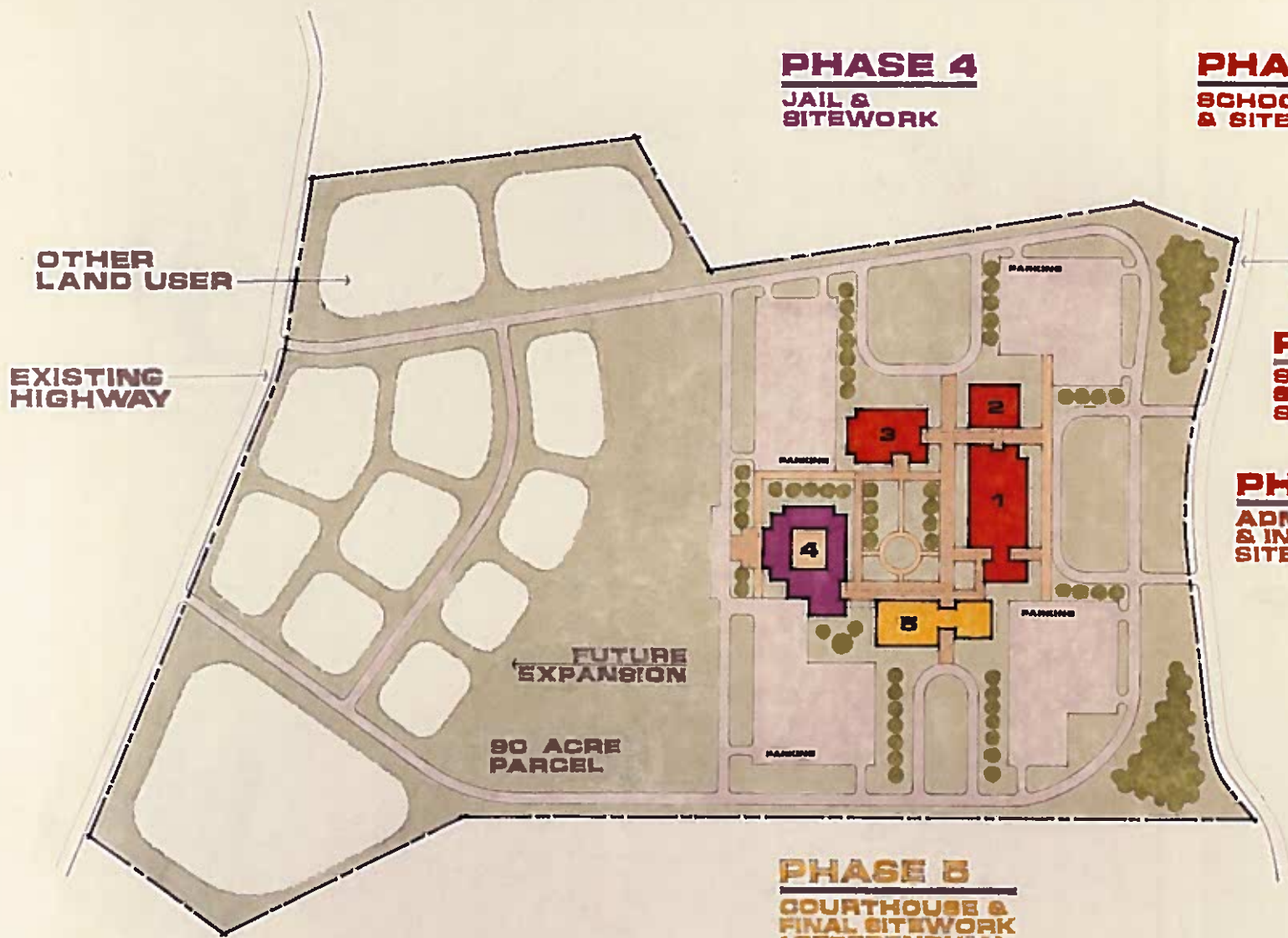
PHASE 3
SCHOOL BOARD
& SITework

PHASE 2
SOCIAL
SERVICES &
SITework

PHASE 1
ADMIN. BLDG.
& INITIAL
SITework

PHASE 4
JAIL &
SITework

PHASE 5
COURTHOUSE &
FINAL SITework
(REFERENDUM)



COUNTY CONCEPT



Proj. No.
2700

TOTAL PROJECT COST ANALYSIS

MOSELEY • HENING ASSOCIATES, INC. **MHA** INC.
ARCHITECTS • PLANNERS • INTERIOR DESIGNERS

Project Augusta County Gov't Center County Concept, Available Site		By RMT/JJM/WWM	By	By	By
Date 17 Aug 87		Date	Date	Date	Date
Item of Expenditure		CONCEPTUAL DESIGN Budget	DESIGN DEV. Estimate	CONSTR. DOCS. Estimate	ACTUAL
1	BUILDING	\$ 5,936,190*	\$	\$	\$
2	SITE WORK	900,000			
3	UTILITIES	incl. in 2			
4	FURNISHINGS & EQUIPMENT	600,000			
5	LANDSCAPING	incl. in 2			
6	SURVEYS	25,000			
7	SOIL INVESTIGATION	15,000			
8	ARCHITECTURAL - ENGINEERING SERVICE	685,000			
9	CONSULTANTS	—			
10	INSURANCE	5,000			
11	TESTING	10,000			
12	FIELD REPRESENTATIVE	—			
13	CONTINGENCY	880,000			
14	LAND ACQUISITION	650,000**			
	TOTAL PROJECT COST	\$ 9,706,190	\$	\$	\$
15	REMARKS	<p>* 67,593 SF Finished Space @ \$80 = \$5,407,440 10,575 SF Shell Space @ \$50 = 528,750 \$5,936,190</p> <p>** 90 acres @ \$7,000 (Allowance) = approx. \$650,000.</p>			

Note: This cost analysis includes construction of 332 parking spaces, as well as off-site connections to existing utilities. Improvements to the highway adjacent to the site may be desired; these costs are not included in this cost summary.

RECOMMENDATIONS

RECOMMENDATIONS

A. General

The factors illustrated in this study should speak for themselves. There is no question that either a downtown site or a county site could be satisfactory. The question to be addressed is which location would be best in the long range interests of the citizens of Augusta County. The City of Staunton must be considered as well. As a part of the region, it is not in Augusta County's interests to harm the City economically. The economic study summarized in this document indicates that there would be no major economic harm to the City if the County Government relocated. If a County site would produce more business economic growth it would, in turn, benefit the City, much as a region benefits from neighboring expansion.

After careful examination of assessed land valuations, it is certain that the cost of property acquisition in the downtown area will be more costly due to existing building values, and space needs indicate that major expansion requiring additional land will be needed for future phases. It is also evident that the cost of providing comparable parking for the Government Center in downtown Staunton would be much more expensive than at a County site, and would require either the construction or acquisition of parking decks.

Building construction will be expensive for all of the downtown concepts, if for no other reason than because they are all within the 100-year flood plain. Construction in close proximity to existing structures also raises costs. Demolition of existing historic structures may also be necessary to fulfill future space needs.

One of the most important considerations may be the image of the Augusta County Government Center. If relocated to a County site, the opportunity is available to develop an image consistent with the other major improvements made by the County in other areas during the past few decades; an image that will produce convenience, work efficiency and bring pride to County residents.

When all factors are considered, evaluated and compared, it appears that the better and more responsive decision would be for the governing body of Augusta County to pursue the purchase of a site within the County, close to the population center, for the development and long-term growth of the Augusta County Government Center.

The Government Center is recommended to be constructed in phases. Phase One is recommended to include the new Administration Building, consisting of 78,168 GSF of space, and 332 parking spaces. The overall budget for the project is recommended to be \$10,000,000.00.

B. Phase One Implementation and Budget

In order to implement the decision to locate within the County, the following steps are recommended:

- Step 1. Make the decision to commit to a long-range plan to develop a new Augusta County Government Center within the County.
- Step 2. Establish immediately a Property Committee to investigate the securing of an option on a land parcel, similar to the actual available site illustrated, within the geographic center of population of the County.
- Step 3. Endorse a phased plan of construction, starting with the construction of a new Administration Building to house the following departments: Board of Supervisors, County Administration, County Attorney, Treasurer, Board of Elections, Commissioner of Revenue, Planning and Engineering, Zoning, Building Inspection, Service Authority, Parks and Recreation, Cooperative Extension Service, Central Accounting, Data Processing, Microfilming, Animal Control (depending on selected site location), Buildings and Grounds, Economic Development, Fire and Emergency Services, and Public Information / Relations
- Step 4. Acquire property — minimum of 50 acres required, 100-150 acres recommended.
- Step 5. Authorize the preparation of a master plan on the parcel optioned and the subsequent purchase of the property.

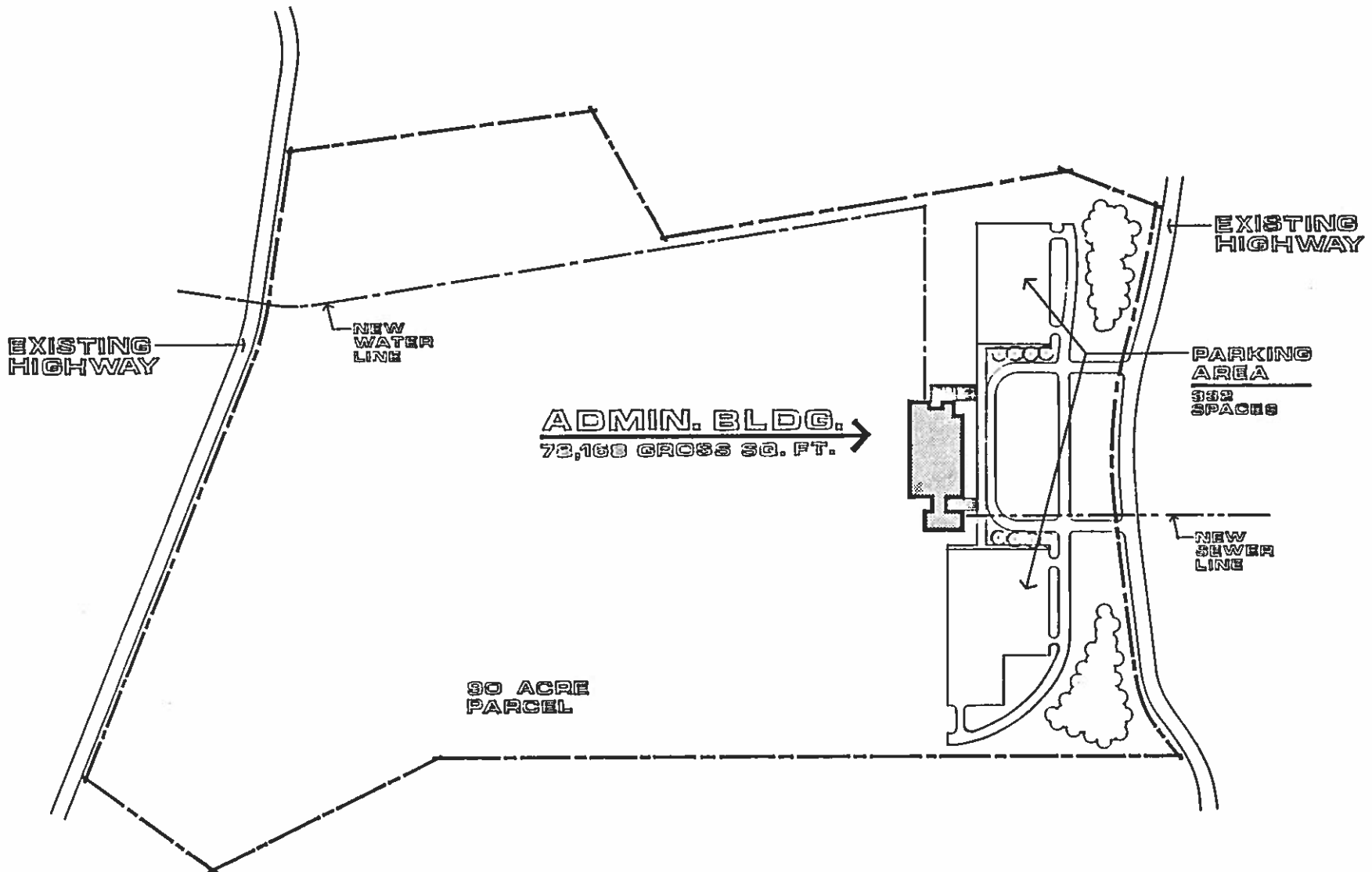
- Step 6. Advertise for construction bids on site preparation and any necessary road improvements and award contract prior to the end of 1987.
- Step 7. Authorize the beginning of Schematic Design of Phase One of the Master Plan and advertise for construction bids once design is complete.
- Step 8. Remodel General District Court space in existing Administration Building.
- Step 9. Close the Social Services Building and move to the existing Administration Building when administrative spaces are vacated.
- Step 10. Work with the City of Staunton to improve the Juvenile and Domestic Relations District Court/Clerk and Court Services space as a temporary measure.
- Step 11. Revise the County's Land Use and Transportation Plan prior to any construction, specifically the area immediately surrounding the proposed Government Center site.

Phase Two, etc.

Subsequent phases and timing are subject to modification and change, but suggested additional phases to complete the Government Center are shown on the overall concept on page 115.

C. Phase One Schedule

<u>Proposed Tasks</u>	<u>Dates</u>
Presentation of Programming and Location Study to Board of Supervisors	25 August 1987
Decision on Location	September 1987
Select and Secure Option on County Site	October 1987
Master Plan of Site	October 1987
Close on Site	November 1987
Begin Schematic Design Phase	November 1987
Award of Site Preparation and Road Improvements Contract	December 1987
Advertise Project for Bids	July 1988
Award Contract	September 1988
Complete Construction	December 1989
Occupy New Administration Building	January 1990



COUNTY CONCEPT

PHASE 1



MHA ON
 ARCHITECTURE • ENGINEERING • PLANNING • INTERIOR DESIGN
 401 KENNEDY BLVD. • RICHMOND, VIRGINIA 23220 • TEL: 804/776-7144



AUGUSTA COUNTY GOVERNMENT CENTER

DATE:	
SCALE:	
PROJECT NO.:	
DRAWN BY:	
CHECKED BY:	
APPROVED BY:	

APPENDICES

APPENDICES

APPENDIX A

CONFERENCE MEMORANDUMS

APPENDIX B

AUGUSTA GOVERNMENT CENTER SPACE STANDARDS

APPENDIX A

Appendix A contains conference memorandums of all presentations to the Board of Supervisors and County Administrator.

MHA, Inc.
Architecture-Engineering-Planning-Interior Design
601 Southlake Boulevard, Richmond, VA 23236

10 April 1987

MEMORANDUM OF CONFERENCE

PROJECT: Augusta County Office Complex

ARCHITECT'S PROJECT NO.: 2700

DATE AND LOCATION: 8 April 1987 at the Augusta County Board of Supervisors Meeting Room

PRESENT: **For Augusta County:**

Beatty L. Speck, Board of Supervisors
A. R. Hull, Board of Supervisors
David R. Beyeler, Board of Supervisors
Rollin M. Harshberger, Board of Supervisors
Willard B. Cline, Board of Supervisors
Harry L. Nash, III, Board of Supervisors
* Richard Huff, County Administrator
E. A. Plunkett, County Attorney
* Harold H. Reiston, County Planner
John C. McGehee, Assistant to County Administrator

For MHA, Inc.:

William W. Moseley, President
Elliott W. Law, Associate
Robert M. Trower, Associate
* John Knapp, Ph.D., Economic Consultant

DISCUSSIONS AND DECISIONS:

1. The Architect presented this first report to the Board of Supervisors, covering the following items:
 - a. Report regarding interviews and space projections of existing 5-10-20 year needs.
 - b. Three site plan concepts in existing downtown Staunton location toward meeting Governmental Center space needs as follows:
 - (1) Concept A--Expand adjacent to present Administration Building with preliminary building construction budget of \$4,918,800.00.
 - (2) Concept B--Build new Administration Building on land to be acquired with preliminary building construction budget of \$5,733,300.00.
 - (3) Concept C--Utilize existing vacant buildings with preliminary building construction budget of \$4,284,810.00.
 - c. One site plan concept of a County location as follows:

Concept of county location preliminary budget of building cost \$5,733,460.00.

Note: Building costs do not contain land cost, surveys, utility, A/E services, soil borings, parking, or furnishings.
 - d. John Knapp presented his first preliminary report of findings of his survey of County employees.
2. The Architect presented a suggested schedule of future meetings and the final report. After much discussion, the schedule was determined to be acceptable based on the coordination of the final dates by the County Administrator and the Architect. The Board of Supervisors requested the Economic part of the study to be presented by 26 May 1987, with the final report on or about 24 June 1987 regarding alternate study results. May 26 was tentatively set as the next meeting date and will be

10 April 1987

coordinated between the County Administrator and the Architect.

3. The Board of Supervisors, after discussion, requested additional time to discuss the concepts and select a direction to give the Architect. The agreed to procedure was for the Board of Supervisors to have a work session to discuss the information provided by the Architect and report back before the end of April. The Architect stated the final report could still be made on the 24 June 1987 date providing the Board of Supervisors meet the April deadline.

The above information is the writer's recollection of the discussions at the meeting. Should any of the statements be misstated or misinterpreted, please notify this office within two weeks of distribution for correction.

NOTES BY:



William W. Moseley, AIA
President

r8c

DISTRIBUTION: As indicated by * above

MHA, INC.
Architecture-Engineering-Planning-Interior Design
601 Southlake Boulevard, Richmond, Virginia 23236

9 June 1987

MEMORANDUM OF CONFERENCE

PROJECT: Augusta County Office Complex
Staunton, Virginia

ARCHITECT'S PROJECT NO.: 2700

DATE AND LOCATION: Thursday, 4 June 1987, Augusta County Administration Bldg.
(Board of Supervisors Meeting Room)
Staunton, Virginia

PRESENT: For Augusta County
*Mr. Richard E. Huff, County Administrator

For MHA, Inc.
William W. Moseley
John J. Moore, III
Robert M. Trower
*John Knapp, Ph.D., Economic Consultant

DISCUSSIONS AND DECISIONS:

The Architect presented the following items to the County Administrator for preliminary discussion prior to presentation to the Board of Supervisors, scheduled for 11:00 AM, Wednesday, 10 June 1987:

- A. Four site plan concepts for the existing downtown Staunton location. These plans were further refinements of the Concept A Plan, which was part of the 8 April 1987 presentation to the Board of Supervisors, and were selected by the Board at a later date. The concepts are described as follows:
1. Concept A.1 — Construct the new Administration Building adjacent to the present Administration Building. Expand the future jail onto the northeast corner of the block. Expand the future courts-related departments onto the east side of the block (along New Street). This plan is not recommended because site constraints cause the Administration Building to be 8 stories in height and inefficient in the plan layout.
 2. Concept A.2 — Construct the new Administration Building adjacent to the present Administration Building and along New Street. Expand the future jail onto the northeast corner of the block. Expand the future courts adjacent to the existing court across Johnson Street. This plan reduces the new Administration Building to a more acceptable height (5 stories), but necessitates the acquisition of all properties on the Courthouse block east of the Courthouse and south of the alley.

9 June 1987

3. Concept A-3 -- The ultimate goal of this concept is the acquisition of all parcels within the block on which the Government Center is now located. The initial phase includes the construction of the new Administration Building on the southwest corner of the site. Expand the future jail onto the northeast corner of the site. Construct the future court facility on the southeast corner of the site.
4. Concept A-4 -- This is a variation of the A-3 concept which allows for the restaurant along Augusta Street to remain, but causes the expansion of the Administration Building into two separate structures. For this reason, this concept is not recommended.

- B. It was concluded that Concept A-3 be further developed for presentation to the Board. In addition, the county location plan should be developed.
- C. John Knapp presented a draft of his final Economic Report (dated 4 June 1987).
- D. The proposed schedule, dated 16 March 1987, shall be modified as follows:

Present Selected Concepts, Block Schematics and Final Economic Data	11:00 am	10 June 1987
Submit Pre-Final Report	1:30 pm	22 June 1987

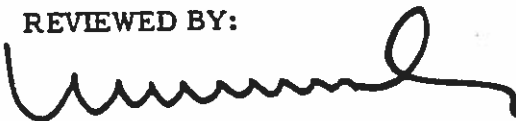
The above information is the writer's recollection of the discussions at the meeting. Should any of the statements be misstated or misinterpreted, please notify this office within two weeks of distribution for correction.

NOTES BY:



Robert M. Trower
Associate

REVIEWED BY:



William W. Moseley, AIA
President

mkw

DISTRIBUTION: As indicated by * above.
(1 each)

MHA, Inc.
Architecture-Engineering-Planning-Interior Design
601 Southlake Boulevard, Richmond, Virginia 23236

25 June 1987

MEMORANDUM OF CONFERENCE

PROJECT: Augusta County Office Complex
Staunton, Virginia

ARCHITECT'S PROJECT NO: 2700

DATE AND LOCATION: 10 June 1987 at the Augusta County Board
of Supervisors Meeting Room

PRESENT: For Augusta County:

Beatty L. Speck, Board of Supervisors
A. R. Hull, Board of Supervisors
David R. Beyeler, Board of Supervisors
Rollin M. Harshbarger, Board of Supervisors
Willard B. Cline, Board of Supervisors
Harry L. Nash, III, Board of Supervisors
*Richard Huff, County Administrator
E. A. Plunkett, County Attorney
*Harold H. Ralston, County Planner
John C. McGehee, Assistant to County Administrator

For MHA, Inc.

William W. Moseley
John J. Moore, III
Robert M. Trower
*John Knapp, Economic Consultant

DISCUSSIONS AND DECISIONS:

1. The Architect outlined the agenda for the day's meeting and provided a recap of the previous meeting (8 April 1987). The Architect stated that his mission was to provide the Board with enough data with which to decide, either to relocate the county government facilities out of Staunton to a location in the county, or to remain based in the present downtown location and expand to adjacent properties.
2. The Economic Consultant was introduced and the Board was given copies of the Economic Impact Study dated 10 June 1987. General observations were outlined and the study summarized by John Knapp. The following are key pages that were discussed: 14, 12, 18, 19 and 22. The Board will be given time to review the study and Mr. Knapp will return to the next scheduled meeting (1:30 p. m., 22 June 1987) for further discussion. Basic summation is that the location of the County Government Center, whether in Staunton or in a new county location, bears little impact on the economy of the City of Staunton and if the complex were relocated to the county, it would not act as a catalyst for future development. Likewise, if located in a growth corridor, it would not cause additional growth.

MEMO OF CONFERENCE

RE: Augusta County Office Complex, Staunton, Virginia

Page 2 of 4

25 Jun 87

3. The meeting was adjourned for lunch and was reconvened with the Architect addressing the Board. A long term, meaningful solution was called for - no "band-aid" solutions. This is the most important factor.

4. Existing facilities had been visited earlier by the Architect and the following observations were given:

Some department facilities were in relatively good shape, such as the School Board, Parks and Recreation, the Sheriff and the Jail. Some others were found to be sub-standard, such as Social Services, Commissioner of the Revenue, Treasurer, General District Court and the Juvenile and Domestic Relations Court. Many of the administrative spaces are overcrowded.

5. Initial analysis indicates the need for construction of approximately 67,860 GSF at a cost of 4.9 to 5.7 million dollars (ballpark - construction costs only).

6. The Board then went into executive session for discussion of land acquisition.

7. Discussion of County Concept:

A. Modern society is an automobile society - convenient parking is important. This is why downtown areas are suffering. This is an important benefit of moving to the county.

B. A transportation map will be provided as well as a population density map to act as a tool for finding the best location for a county site.

C. The Board should obtain an option on land in the County, 150 acres is recommended but no less than 50 should be considered.

D. The Concept Drawing was shown which indicates suggested phasing of the relocation of various departments:

Phase One: Administration Building
General District Court and Juvenile and Domestic Relations District Court Building

Phase Two: Social Services

Phase Three: School Board and Parks and Recreation

Phase Four: Sheriff and Jail

Phase Five: Circuit Court

E. Ball park estimates (building construction cost only) for the following buildings were:

Administration Building - 4.9 to 5.7 million

General District Court and

Juvenile & Domestic Relations District Court - 1.6 million

Complete Courts Building (including Circuit Court) - 4.5 million

MEMO OF CONFERENCE

RE: Augusta County Office Complex, Staunton, Virginia

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25 Jun 87

8. Discussion of Downtown Concepts

The Architect presented concept boards for the following four site plan concepts for the existing downtown Staunton location. These plans were further refinements of the Concept A Plan, which was part of the 8 April 1987 presentation to the Board of Supervisors, and were selected by the Board at a later date. The concepts are described as follows:

- A. Concept A.1 - Construct the new Administration Building adjacent to the present Administration Building. Expand the future jail onto the northeast corner of the block. Expand the future courts-related departments onto the east side of the block (along New Street). This plan is not recommended because site constraints cause the Administration Building to be 8 stories in height and inefficient in the plan layout.
- B. Concept A.2 - Construct the new Administration Building adjacent to the present Administration Building and along New Street. Expand the future jail onto the northeast corner of the block. Expand the future courts adjacent to the existing court across Johnson Street. This plan reduces the new Administration Building to a more acceptable height (5 stories), but necessitates the acquisition of all properties on the Courthouse block east of the Courthouse and south of the alley.
- C. Concept A.3 - The ultimate goal of this concept is the acquisition of all parcels within the block on which the Government Center is now located. The initial phase includes the construction of the new Administration Building on the southwest corner of the site. Expand the future jail onto the northeast corner of the site. Construct the future court facility on the southeast corner of the site.
- D. Concept A.4 - This is a variation of the A-3 concept which allows for the restaurant along Augusta Street to remain, but causes the expansion of the Administration Building into two separate structures. For this reason, this concept is not recommended.

9. The subject of newly obtained land purchase options along Lewis Street were discussed as a very favorable area for possible acquisition. The Architect was requested to explore concepts for construction of the new Administration Building at that site. Parking comparisons should also be prepared for the next meeting.

10. The next meeting is scheduled for 1:30 p.m., 22 June 1987. The Architect stated that with the advent of the new concept plan, the next meeting will serve as a pre-final report.

MEMO OF CONFERENCE

RE: Augusta County Office Complex, Staunton, Virginia
Page 4 of 4

25 Jun 87

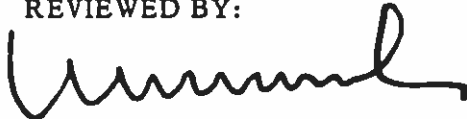
The above information is the writer's recollection of the discussions at the meeting. Should any of the statements be misstated or misinterpreted, please notify this office within two weeks of distribution for correction.

NOTES BY:



Robert M. Trower
Associate

REVIEWED BY:



William W. Moseley, AIA
President

mmk

DISTRIBUTION: As indicated by * above.

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MHA, Inc.
Architecture-Engineering-Planning-Interior Design
601 Southlake Boulevard, Richmond, Virginia 23236

25 June 1987

MEMORANDUM OF CONFERENCE

PROJECT: Augusta County Office Complex
Staunton, Virginia

ARCHITECT'S PROJECT NO.: 2700

DATE AND LOCATION: 22 June 1987 at the Augusta County Board
of Supervisors Meeting Room

PRESENT: For Augusta County;

- Jerry L. May, Board of Supervisors
- Beatty L. Speck, Board of Supervisors
- A. R. Hull, Board of Supervisors
- David R. Beyeler, Board of Supervisors
- Rollin M. Harshbarger, Board of Supervisors
- Willard B. Cline, Board of Supervisors
- Harry L. Nash, III, Board of Supervisors
- * Richard Huff, County Administrator
- E. A. Plunkett, County Attorney
- * Harold H. Ralston, County Planner
- John C. McGehee, Assistant to County Administrator

For MHA, Inc.

- William W. Moseley
- John J. Moore, III
- Robert M. Trower
- * John Knapp, Economic Consultant

DISCUSSIONS & DECISIONS:

1. The Architect opened by explaining that the purpose of this presentation was to select two final government complex concepts, one for the downtown Staunton location and the other for a county location. It was also pointed out that even with a decision now to proceed, with the normal process of land acquisition, design and construction, the actual building would not be realized for three to four years.
2. The Economic Consultant addressed questions by the Board in reference to the final economic report which was issued 10 June 1987.
3. The meeting was called into executive session and a recap of the 10 June 1987 meeting was given by the Architect.
4. The county concept was presented to the Board, effectively unchanged from the 10 June 1987 presentation, since no actual county site has been selected. The county ordinance requires 332 parking spaces for the Phase I construction.

MEMO OF CONFERENCE

RE: Augusta County Office Complex, Staunton, Virginia

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25 Jun 87

5. A new downtown concept was presented. Called Concept B-1, this concept required the acquisition of properties along Lewis Street adjacent to the City Parking Lot. A new four story administration building with 78,168 square feet was proposed for that location. (67,593 GSF of this building is proposed to be finished and 10,575 GSF shelled in during the Phase I construction.) To achieve parity with the county concept 140 new parking spaces were shown west and south of the new administration building, on land which would need to be acquired by the County for this purpose. This number is added to the 39 spaces that the county has currently and the rental of 153 available city owned spaces located in the Johnson Street parking lot and deck, for a total of 332 spaces. In this concept, Social Services is shown relocated to the existing county administration building. The existing jail is shown to have future expansion, if required, onto the property directly to the east. The existing "Einstein" building is shown to be acquired either for demolition or renovation for the placement of the General District Court, and Juvenile and Domestic Courts and Court Services. The existing courthouse is shown to have future expansion into the property directly to the east of that block.

6. Ball park estimates were given for both concepts and were as follows:

County:	Construction	
	and Land Acquisition	\$7,384,190
	10% Contingency	738,419
	Furnishings & A & E Services	<u>1,300,000</u>
	Total	\$9,422,609
Downtown:	Construction	
	and Land Acquisition	\$7,670,400
	10% Contingency	767,040
	Furnishings and A & E Services	<u>1,300,00</u>
	Total	\$9,767,440

The Architect stressed the preliminary nature of these estimates, and that they must be studied further as the project progresses.

7. A population density map of Augusta County was presented as a tool for locating a new county site. This indicator clearly showed the Fishersville area as a hub for population density.
8. The Architect stated that no further work could be done in the development of the county concept unless an actual site was selected, and stressed the importance of obtaining an option on possible sites if equal consideration was to be given to moving to a county site.
9. It was brought to the attention of the Architect that the county currently owns a 500± acre parcel of land north of Staunton, though this site is not necessarily an optimum location with regard to the population. The County Planner accompanied the architect to the site subsequent to this meeting.

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RE: Augusta County Office Complex, Staunton, Virginia
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25 Jun 87

10. The Concept Exhibit Drawings were left by the Architect for further review by the Board of Supervisors.
11. The next presentation will involve the distribution and outline of the final study by the Architect and will complete the Phase One services.


The above information is the writer's recollection of discussions at the meeting. Should any of the statements be misstated or misinterpreted, please notify this office within two weeks of distribution for correction.

NOTES BY:



Robert M. Trower
Associate

REVIEWED BY:



William W. Moseley, AIA
President

mmk

DISTRIBUTION: as indicated by * above.

MHA, INC.
~~Architecture-Engineering-Planning-Interior Design~~
601 Southlake Boulevard, Richmond, Virginia 23236

7 August 1987

MEMORANDUM OF CONFERENCE

PROJECT: Augusta County Government Center
Staunton, Virginia

ARCHITECT'S PROJECT NO.: 2700

DATE: Monday, 3 August 1987

PRESENT: For Augusta County
*Mr. Richard Huff, County Administrator
*Mr. Harold H. Ralston, County Planner

For MHA, Inc.
Mr. William W. Moseley

DISCUSSIONS AND DECISIONS:

The purpose of this meeting was to visit each of three County, and two additional city, locations which are currently being considered as a site for the relocation of the Augusta County Government Complex.

1. Sites visited within the city limits included the vacant Robert E. Lee High School, and property that has been deemed surplus at Western State Hospital.
2. County locations visited included the Virginia Expo site, and three parcels near the Fisherville exit on Exit 64.

The above information is the writer's recollection of the discussions at the meeting. Should any of the statements be misstated or misinterpreted, please notify this office within two weeks of distribution for correction.

NOTES BY:



William W. Moseley, AIA
President

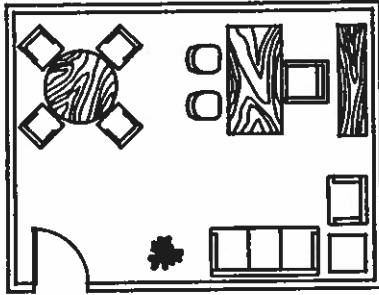
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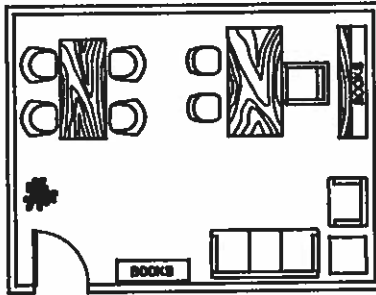
APPENDIX B

Appendix B contains Augusta County Government Center space standards which were used to generally determine the amount of space to allocate to the various personnel positions and repetitive functions.

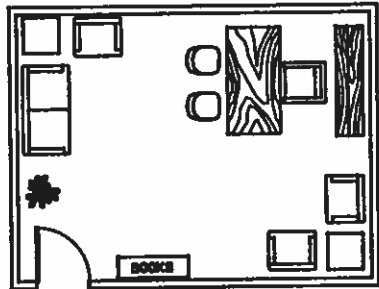
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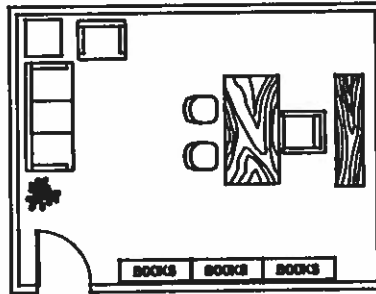
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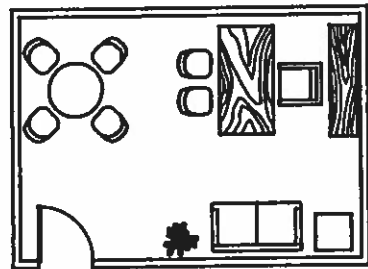
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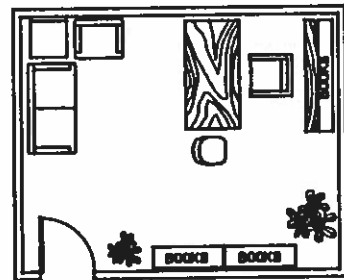
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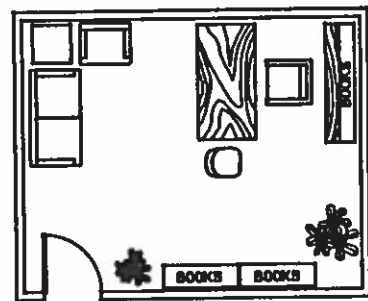
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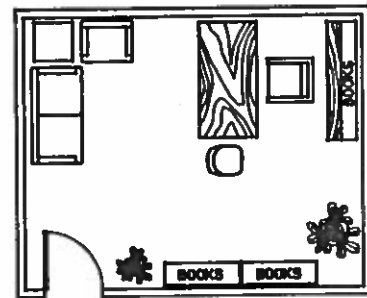
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F
 ASSISTANT COUNTY
 ADMINISTRATOR
 250 S.F.



G
 COUNTY ATTORNEY
 250 S.F.

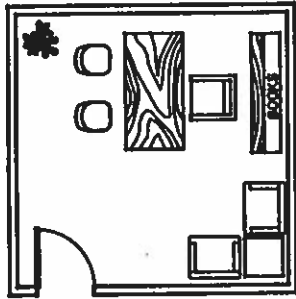


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 ATTORNEY
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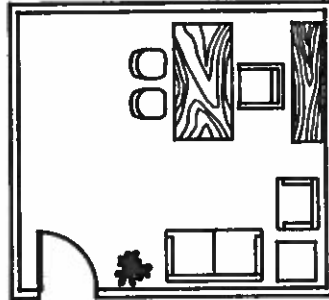
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AUGUSTA COUNTY
 GOVERNMENT CENTER
 STAUNTON, VIRGINIA SPACE STANDARDS

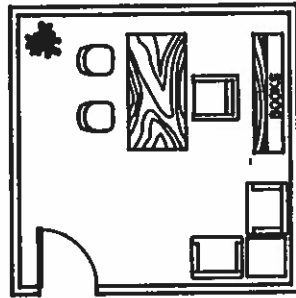
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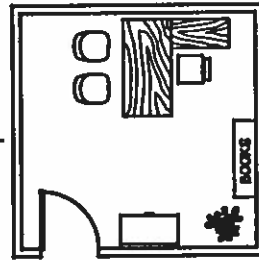
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J
DEPARTMENT HEAD
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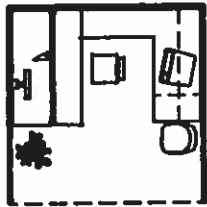


K
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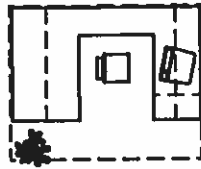


L
PROFESSIONAL
150 S.F.

SEMI-PRIVATE SPACES



M
PROFESSIONAL/
TECHNICAL
100 S.F.



N
PROFESSIONAL/
TECHNICAL
80 S.F.



O
SECRETARIAL
80 S.F.

MHA
ONE

AUGUSTA COUNTY
GOVERNMENT CENTER
STANTON, VIRGINIA SPACE STANDARDS

DATE: _____
DRAWN BY: _____
CHECKED BY: _____

§ 25-121

Uses
Automobile or machinery sales
Restaurants, beer parlors and night clubs
Banks, business and professional offices, except physicians and dentists
Bowling alleys
Wholesale establishments and warehouses
Manufacturing plants
Dance, assembly and exhibition halls without fixed seats
Sports arenas, auditoriums, theaters and assembly halls
Hotels, motels and lodging houses
Hospitals, nursing homes and convalescent centers
Medical and dental clinics and physicians and dentists offices
Sanitariums, convalescent homes and children's homes
Funeral homes and mortuaries
Churches
Museums and public libraries
Elementary and secondary schools

ZONING

§ 25-121

Number of Spaces Required

One for each eight hundred square feet.

One for each two seats or five for each one hundred square feet whichever is greater.

One for each one hundred and fifty square feet of floor area.

Five for each alley.

Five plus one for every two employees on maximum shift.

Five plus one for every two employees on maximum shift.

One for each twenty square feet.

One for every three seats.

One for each living or sleeping unit.

One for every two beds.

Four for each office, laboratory, physician, dentist or surgeon.

One for every five beds.

Three for each one hundred square feet.

One for every three seats.

Ten plus one for each four hundred square feet over two thousand square feet.

Two for each classroom.

