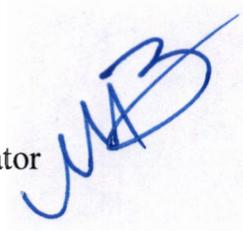


COUNTY OF YORK

MEMORANDUM

DATE: July 30, 2024
TO: York County Board of Supervisors
FROM: Mark L. Bellamy, Jr., County Administrator
SUBJECT: New County Administration Building



At the Board's request, I have asked the Department of Public Works for cost estimates to replace the County Administration building and its associated parking. For your information, I have attached the 2018 space study conducted for the County. This study has served as the planning guideline for the County's CIP and building renovations since its completion.

We have completed some buildings, currently under construction/renovation on others, and have leased shopping center space to provide relief in some areas. Several organizational changes have also occurred; however, the underlying study remains valuable as we plan for the future. As part of the CIP budget review, we can discuss the County Administration Building and other projects in the plan.

Fuller/3504

Attachment:

- Space Study dated August 16, 2018

COUNTY OF YORK

MEMORANDUM

DATE: August 16, 2018

TO: York County Board of Supervisors

FROM: Neil A. Morgan, County Administrator



SUBJECT: Space Study

As a follow up to our March work session on the space study undertaken by Public Works, we have received a findings report from PMA Architecture. Attached is their summary and study document for your review. Recently, senior staff and I also toured the buildings included in the study. My intention is to brief the Board on our observations and share them along with the consultant's final recommendations during the September 4th meeting. In the interim, if you have any questions, I am available to discuss the topic at your convenience or in our upcoming one-on-one meetings.

NAM: MLB

Attachment

August 15, 2018

Mr. Neil Morgan, County Administrator
228 Ballard Street
Yorktown, Virginia 23690

Re: York County Space Needs Study

Dear Mr. Morgan,

Attached is our report titled, "York County Space Needs Study", dated August 15, 2018, providing a comprehensive assessment of the existing and future space needs of County departments as well as a series of recommended solutions to consider in meeting these needs. An Executive Summary appears on pages 1-4 of the report providing an overview of the scope and findings of the study. **Chapter 1 provides a department-by-department assessment** with detailed information on existing space and projected departmental space requirements. **Chapter 2 presents specific recommendations for addressing the greatest disparities in space needs** and alternatives for addressing the needs for all departments. Appendix A provides a detailed report on the needs of the Courts and Appendix B provides diagrams of typical space planning standards.

The study identified several conditions and factors driving the need for additional space in county departments. **Personnel growth has been occurring over the last ten years** in the Sheriff's Department, Social Services Department, Fire and Life Safety, Information Technology, Finance and Public Works. Many departments have adapted to this growth by converting existing support spaces (e.g. file rooms, breakrooms, conference rooms and lobby waiting areas) into office work spaces leaving the departments without adequate support spaces. There is a need in most of these departments to restore the needed support spaces for each of the departments to function properly and ensure that workspaces are sufficiently sized for the work being done. This is indicated in the individual spreadsheets detailing the personnel and support space needs for departments (e.g. Fig. 1.4, Fig. 1.8, Fig. 1.25, Fig. 1.35, etc.) where the shortage of space is color-coded from orange to red where the need is greatest.

Another factor driving space needs is the dominant shift to desktop computing systems where additional desk area is needed for larger and/or multiple monitors and an adjacent work layout area. Many desk environments in these departments are based on 1980's and 1990's office systems that do not support the computer intensive work environment that is required in the modern office environment. This study identifies the space requirements to correct these inadequacies for each department.

Another factor driving space needs is that many of the County's buildings do not provide for the proper separation of Public and Personnel areas. This is a problem in many buildings where there is an inadequate amount of public and personnel restrooms and inadequate security separation. In addition,

many restrooms do not fully comply with the Americans with Disability Act and require modifications requiring additional space.

The most severe shortage of space occurs in the Registrar's Office, Sheriff's Department, Fire and Life Safety, Information Technology and the Commissioner of the Revenue's Office, as indicated in Figure ES.1 in the Executive Summary. The following recommendations are provided to address these critical space needs immediately:

- **New Law Enforcement Building** - Plan and Construct a new Law Enforcement Building on a new site to meet the ten-year projected Sheriff's Department needs.
- **Relocate Registrar** – Rent adequate space in a central location and build it out to meet the Registrar's needs for a 5-10 year period.
- **Renovate and Expand Public Safety Building** – Following construction of a new Law Enforcement Building, renovate and expand the existing Public Safety Building to meet the needs of Fire and Life Safety Department and the Social Services Department.
- **Relocate IT, Human Resources, Real Estate Assessor** – Relocate these departments to rental space for a 5-10 year period to enable the Finance Building to be renovated to meet the needs of Finance, Commissioner of the Revenue and Treasurer.
- **Renovate the Finance Building** – Renovate the Finance building to meet the needs of the Commissioner of the Revenue, Treasurer and Finance. Consider reorganizing the building to provide proper separation of the public/personnel areas, enhanced security and ADA access. This will require temporary relocation of all these departments to temporary space while the building is renovated.

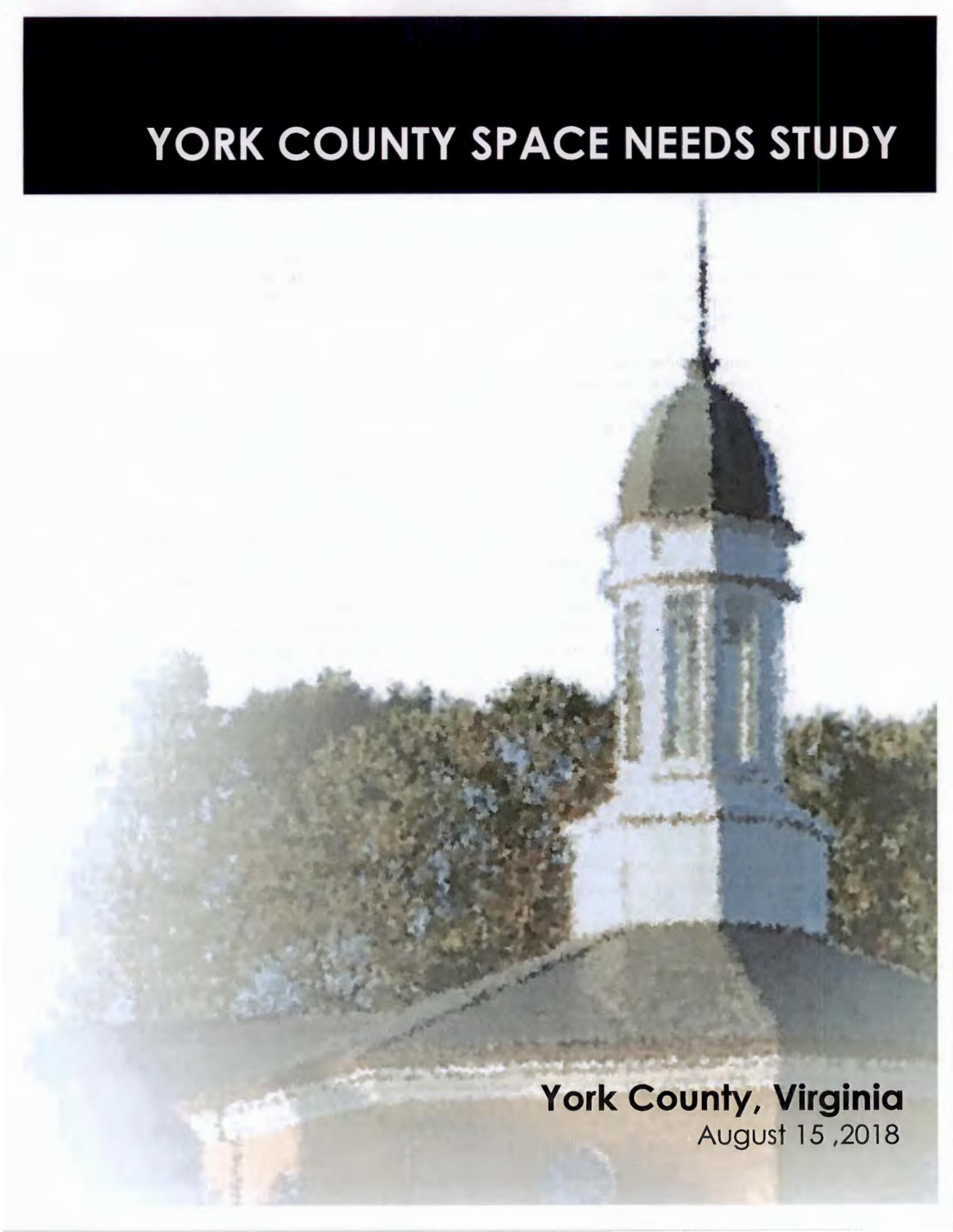
It is also recommended that the County consider creating a single-point of service for the development-oriented offices consisting of Planning, Development and Building Regulations. This can be accomplished by relocating the Parks/Recreation/Tourism office to rental space and locating Building Regulations in their existing space. A consolidated building can be created by designing and constructing an in-fill addition to the Development Building where a public entry can be established which will create a unified building for all three departments.

Public Works and other departments which require additional space should be placed into a Capital Improvements planning framework as second priorities once solutions to the severe space shortages are addressed.

Yours truly,

Jeff Stodghill, PMA Architecture.

YORK COUNTY SPACE NEEDS STUDY



York County, Virginia
August 15, 2018

York County Space Needs Study

Prepared for:



224 Ballard Street P.O. Box 532 Yorktown, VA 23690

Prepared by:



10325 Warwick Boulevard, Newport News , VA 23601

August 15, 2018

York County Space Needs Study

Prepared for:



224 Ballard Street P.O. Box 532 Yorktown, VA 23690

Prepared by:



10325 Warwick Boulevard, Newport News , VA 23601

In association with:



2901 South Lynnhaven Road Suite 200, Virginia Beach, VA 23452



2133 S. Henry Street Unit 55, Williamsburg, VA 23185

August 15, 2018

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Executive Summary

Executive Summary

Overview - York County hired PMA Architecture in association with the Timmons Group to prepare a comprehensive assessment of space needs for the following County departments. This report provides the data and recommendations of the assessment.

Chapter 1 provides a detailed outline of the personnel space and support spaces required for each department assessed. Existing space which is currently being used is reported and the forecast for space needs is provided for "now", "5 years" and "10 years" based on estimates for personnel growth provided by each department. Space planning standards were developed based on PMA's experience in space planning and building design in consultation with each department. An analysis is provided for the following departments:

Finance Department	Community Services
Commissioner of the Revenue	Planning
Treasurer	Public Works
Real Estate Assessor	Building Regulations
Human Resources	Development Services
Information Technology	Court House
Social Services	York Hall
Sheriff's Department	Public Works
Fire and Life Safety	Stormwater Maintenance
Administration	Buildings & Grounds
Economic Development	Satellite Shop
Registrar	Waste Management

Chapter 2 examines each of the existing buildings and provides a series of recommendations, and in some cases options, for accommodating the need for additional building space and departmental growth. It is a recommendation of this report that the best way to meet the needs for the Sheriff's Department is to construct a new Law Enforcement Building as soon as possible near the existing location on Goodwin Neck Road. This will provide the most immediate solution to an extreme shortage of space for the Sheriff's Department. Recommendations are as follow:

- Construct new law enforcement building for The Sheriff
- Convert the Public Safety Building for Social Services and Fire and Life Safety
- Renovate the Finance Building to accommodate financial office needs
- Several options are proposed for the existing Administrative Building
- Consolidate Planning/Development/Building Regulations at one site
- Expand Public Works
- Relocate Parks and Recreation Administration to the Sports Complex
- Minor renovations to the Courthouse
- Suggestions for other departments

Findings of the Space Need Analysis

The study assessed the need for additional space on a departmental basis by comparing the existing space versus the forecast amount of space needed in 5 and 10 year increments. The following figure illustrates the ability of the existing space used by a department to meet its future needs (shown in a percentage). Color coding in the chart illustrates where the space shortages are most severe.

How Existing Space Meet Department Needs

(Percentage that existing area meets the 5 year need)

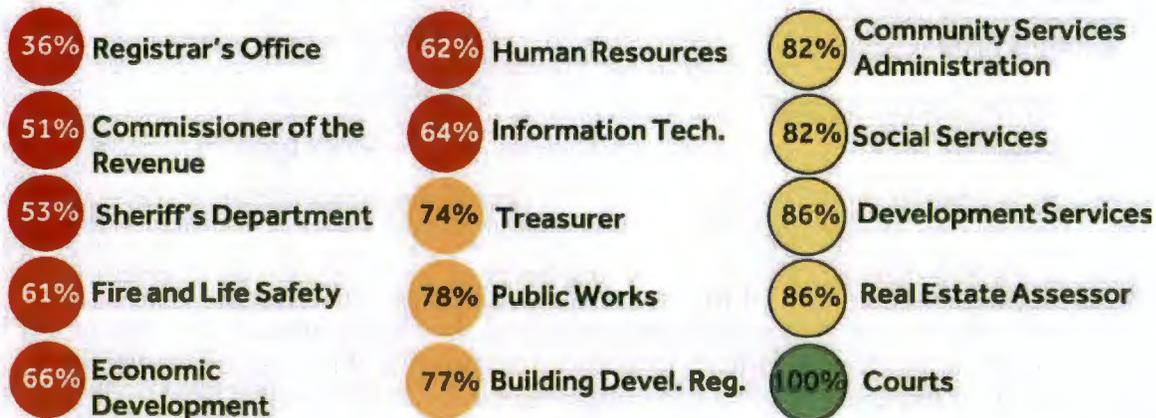


Figure ES.1

Executive Summary
York County, Virginia

Departmental Summary of Space Needs

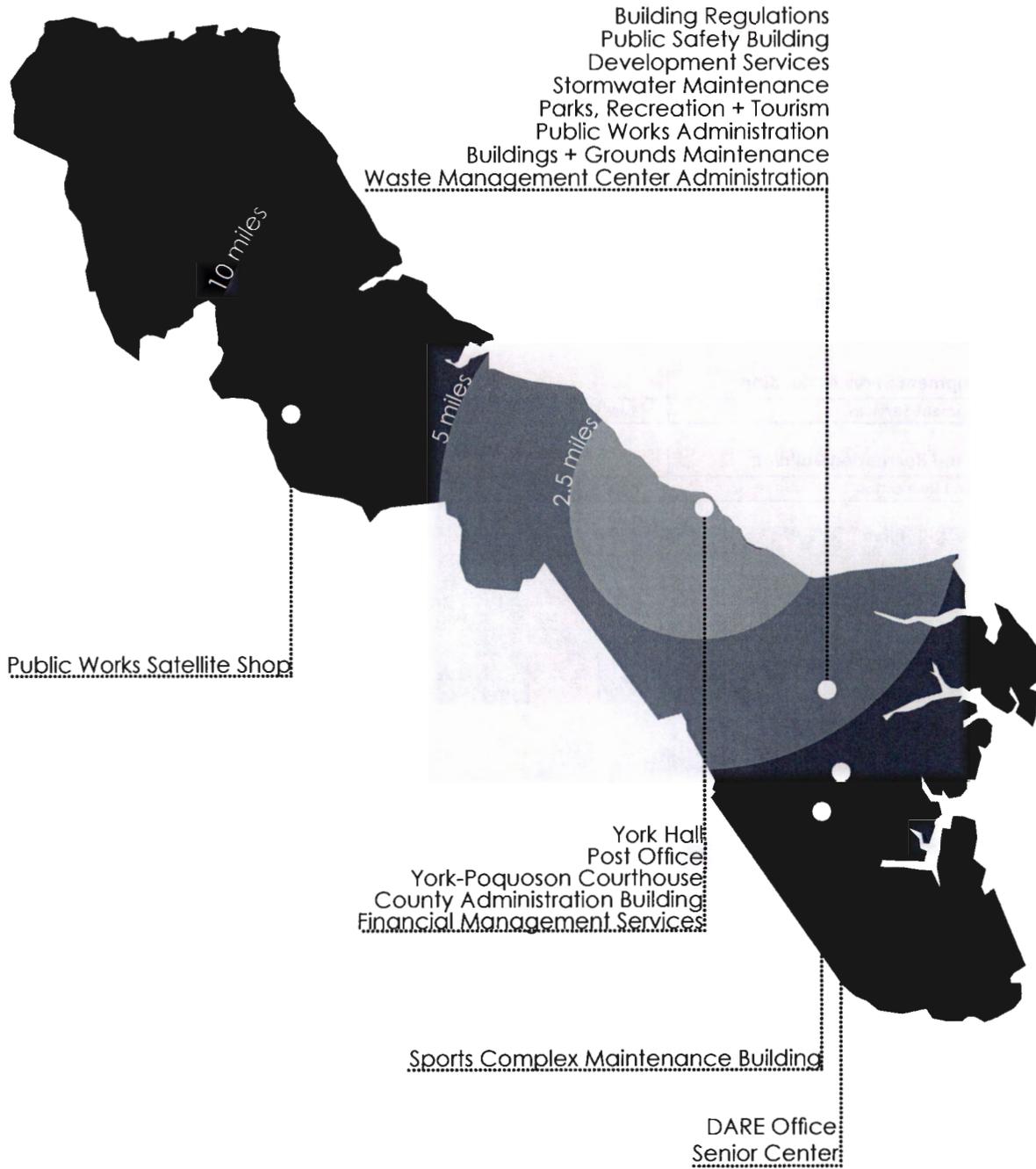
Bldg. grossing factor

1.25

Figure ES.2

Departments	Existing Dep. Area	% of need met	Dep. Space Required (s.f.)			Gross Space Required (s.f.)		
			Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
Administration Building						17,942		
Administration	5,905	107%	5,519	5,726	5,748	6,899	7,158	7,185
Economic Development	1,165	66%	1,760	1,760	1,760	2,200	2,200	2,200
Planning	1,764	105%	1,687	1,687	1,687	2,109	2,109	2,109
Registrar	1,273	36%	3,547	3,547	3,547	4,434	4,434	4,434
Community Services-Administration	2,855	82%	3,502	3,604	3,707	4,378	4,506	4,634
Total Area						20,019	20,406	20,561
Building Regulations Building						3,238		
Building Regulations	3,238	77%	4,209	4,209	4,209	5,261	5,261	5,261
Development Services Building						3,896		
Development Services	3,496	86%	4,047	4,047	4,047	5,059	5,059	5,059
Parks and Recreation Building						4,384		
Parks and Recreation	4,384	99%	4,417	4,520	4,520	5,522	5,650	5,650
Finance Building						21,828		
Finance Department	5,581	69%	8,119	8,375	8,375	10,149	10,469	10,469
Commissioner of the Revenue	3,583	51%	7,009	7,163	7,316	8,762	8,954	9,146
Treasurer	2,149	74%	2,909	3,012	3,114	3,637	3,765	3,893
Real Estate Assessor	1,626	86%	1,884	1,966	1,966	2,355	2,458	2,458
Human Resources	1,294	62%	2,093	2,461	2,461	2,616	3,077	3,077
Information Technology	5,461	64%	8,484	8,484	8,484	10,605	10,605	10,605
Total Area						38,123	39,326	39,646
Public Safety Building						26,700		
Sheriff	8,721	53%	16,387	20,442	22,715	20,483	25,552	28,394
Fire and Life Safety	4,110	61%	6,781	7,805	7,959	8,477	9,757	9,949
EOC (Existing)	1,000					1,000	1,000	1,000
Social Services	12,239	82%	14,852	15,241	15,707	18,565	19,051	19,634
Total Area						48,525	55,360	58,976
Public Works Administration Bldg.						18,694		
Public Works Administration	18,694	79%	23,775	24,307	24,307	29,718	30,384	30,384
Public Works Maintenance						6,779		
Satellite Shop	2,448	100%				2,448	2,448	2,448
Stormwater maintenance	4,331	74%	4,695	4,695	4,695	5,869	5,869	5,869
						8,317	8,317	8,317
Public Works Building & Grounds Bldg.						18,694		
Building and Grounds	12,513	63%	15,794	15,794	15,794	19,742	19,742	19,742
Fire & Life Safety						10,000	10,000	10,000
Logistics Building						10,000	10,000	10,000

Figure ES.3



York County Buildings + Facilities

Chapter 1

Space Needs Assessment

Finance Department

Existing Conditions - The Finance Department is located in the Financial Management Services Building at 120 Alexander Hamilton Boulevard in Yorktown. This department occupies an aggregate of 5,725 square feet of departmental floor area in the building which is dedicated to their use. The Finance offices are located on the second floor of the building which includes the Purchasing Department offices. Utility Billing offices, related to the Public Works department are located on the first floor to make access easier for the public. Of the 5,725 square feet of floor area utilized by this department, the Finance offices occupy 3,789 square feet, the Purchasing offices occupy 1,234 square feet and the Utility Billing office occupies 702 square feet of area.

Future Needs - The Finance Department is not projected to grow significantly in personnel over the next 5 to 10 years. Adoption of a new accounting system is planned and it is expected that this will allow for greater efficiencies by the time it is fully adopted. The department projects that it will need to add a full-time Management Analyst and an additional Customer Service Account Technician in the Utility Billing Department in the next five years with no additional growth envisioned after that time. The space needs for this department are summarized as follows:

- a) **Increase Office/Work Area space** - Generally, office sizes and work areas need to be increased to provide larger desktop work areas. This is driven by the need for more desk-top area to accommodate computer monitors, keyboards, and additional desktop equipment. In addition, some offices require space for guest chairs for inter-office meetings and collaboration. All of the offices and work areas need to be increased in size to accommodate modern functional requirements.
- b) **Need for Support Space** - There is a need for a dedicated entry lobby with a public service counter for the Finance and Purchasing division due to their locations across the hall from one another (if located together, then this space could be shared. There is a need for a dedicated conference room within the department as well as a small conference room within the department. The department has access to a shared conference room across the hall currently, however, this room also functions as the access corridor to a shared Breakroom for the building which conflicts with the access needs for the Breakroom. This arrangement limits the use of the conference room and breakroom making them both less available to the needs of the staff meeting functions and employees. An area needs to be provided for varying activities like Auditors and Intern work areas.

Figure 1.1



Financial Management Services
Finance Department
First and Second Floors

- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

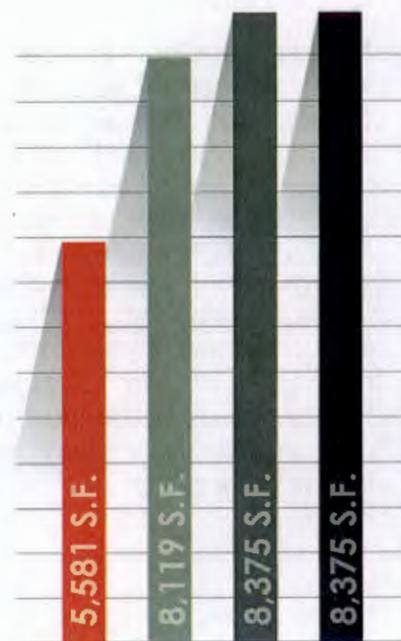


Figure 1.2

Figure 1.3

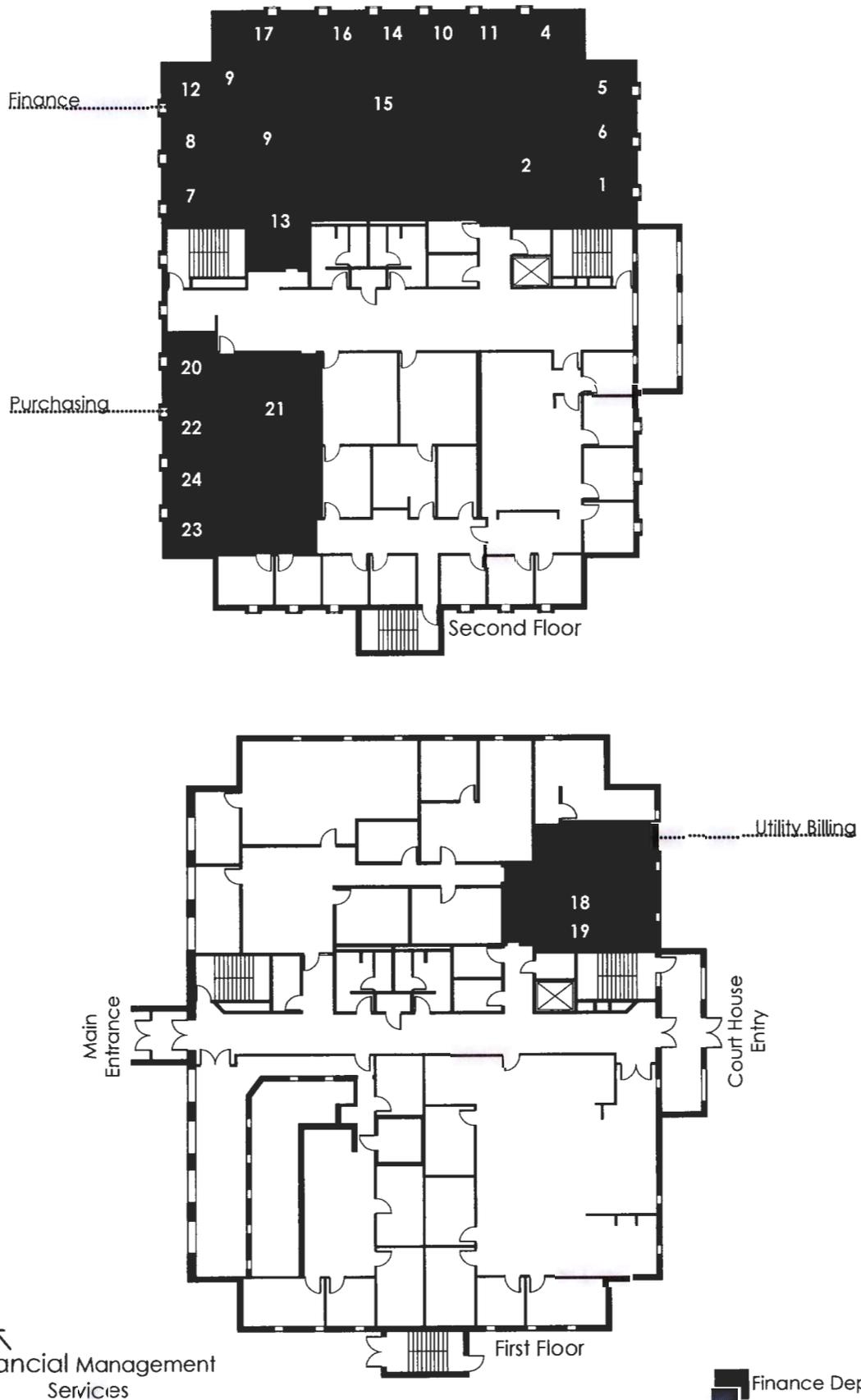


Figure 1.4

Finance Department

	Personnel	Existing Area	% of need met	Space Type Needed	Flr. Area Req. (sf)	Personnel Need			Space Required (s.f.)		
						Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
1	Finance Director	161	75%	G	216	1	1	1	216	216	216
2	Administrative Technican	79	66%	C	120	1	1	1	120	120	120
3	Management Analyst	0		C	120	0	1	1	0	120	120
4	Budget Chief	120	71%	D	168	1	1	1	168	168	168
5	Budget Supervisor	104	87%	C	120	1	1	1	120	120	120
6	Financial Analyst I	86	36%	C	120	2	2	2	240	240	240
7	Accounting and Reporting Chief	99	59%	D	168	1	1	1	168	168	168
8	Senior Accountant	97	81%	C	120	1	1	1	120	120	120
9	Accountant II	150	63%	C	120	2	2	2	240	240	240
10	Fiscal Accounting Services Chief	91	54%	D	168	1	1	1	168	168	168
11	Grants Coordinator	91	76%	C	120	1	1	1	120	120	120
12	Risk Manager	98	82%	C	120	1	1	1	120	120	120
13	Mail Distribution Clerks	150	94%	B	80	2	2	2	160	160	160
14	Accounts Pay/Rec Supervisor	92	77%	C	120	1	1	1	120	120	120
15	Fiscal Support Specialist	150	63%	C	120	2	2	2	240	240	240
16	Senior Accounting Supervisor	92	38%	C	120	2	2	2	240	240	240
17	Payroll Coordinators	184	77%	C	120	2	2	2	240	240	240
18	Accounting Supervisor (Utility Billing)	75	63%	C	120	1	1	1	120	120	120
19	Customer Service Acct. Techs	150	94%	B	80	2	3	3	160	240	240
20	Purchasing Agent	131	78%	D	168	1	1	1	168	168	168
21	Administrative Assistant	75	94%	B	80	1	1	1	80	80	80
22	Management Analyst	75	63%	C	120	1	1	1	120	120	120
23	Buyer I	90	75%	C	120	1	1	1	120	120	120
24	Senior Buyer	91	76%	C	120	1	1	1	120	120	120
A	Personnel and Net Office Area	2,531				30	32	32	3,688	3,888	3,888
	Functional Spaces										
25	Large Conference Room	0	0%	I	270	1	1	1	270	270	270
26	Small Conference Room	0	0%	II	168	1	1	1	168	168	168
27	Waiting Lobby for Finance Div.	160	100%	AA	160	1	1	1	160	160	160
28	Public Service Work Counter/Area	0	0%		40	1	1	1	40	40	40
29	Files/Resource Storage (see breakdown)	426	74%		579	1	1	1	579	579	579
30	Copier/Mail Room	110	65%	O	168	1	1	1	168	168	168
31	Shredders	75	125%		20	3	3	3	60	60	60
32	Printers	75	50%		50	3	3	3	150	150	150
33	Departmental Restrooms (M&F)	0	0%	N	50	2	2	2	100	100	100
34	Audit Work Area	50	50%		100	1	1	1	100	100	100
35	Waiting Lobby for Purchasing	141	88%	AA	160	1	1	1	160	160	160
36	Customer Counter for Purchasing	28	93%		30	1	1	1	30	30	30
37	IT Room	0	0%	S	100	1	1	1	100	100	100
38	Utility Billing - Waiting Lobby/ Counter	150	100%		150	1	1	1	150	150	150
39	Break Room	0	0%	L	252	1	1	1	252	252	252
40	Work and Storage area for purchasing	141	84%	O	168	1	1	1	168	168	168
B	Net Functional Area	1,356							2,655	2,655	2,655
C	Existing Net Floor Area Combined	3,887									
D	Existing Gross Departmental Floor Area	5,581									
A+B	Net Area Needed for Personnel and Support Space					6,343	6,543	6,543			
E	Gross Departmental Area Needed	1.28	x (A+B)			8,119	8,375	8,375			

Commissioner of the Revenue Department

Existing Conditions - The Commissioner of the Revenue Department is located in the Financial Management Services Building at 120 Alexander Hamilton Boulevard in Yorktown. This department occupies an aggregate of 3,583 square feet of departmental floor area in the building which is dedicated to their use. The Commissioner of the Revenue offices are located on the first floor of the building.

Future Needs - The Commissioner of the Revenue Department is not projected to grow significantly in personnel over the next 5 to 10 years. Adoption of a new accounting system is planned and it is expected that this will allow for greater efficiencies by the time it is fully adopted. The department projects that it will need to add one full-time Senior Revenue Specialist in the Business License Division in five years and another Senior Revenue Specialist in ten years. The space needs for this department are summarized as follows:

- a) **Increase Office/Work Area space** – This department conducts a great deal of its work involving confidential information requiring a private office environment rather than the tight open office arrangement that currently exists. In addition, open work areas need to be increased to provide larger desktop work areas for all positions to accommodate multiple computer monitors, keyboards and additional desktop equipment that has become standard in many positions. Private offices require space for guest chairs for inter-office meetings and collaboration which meet the ADA accessibility requirements. All of the offices and work areas need to be increased in size to accommodate modern functional requirements.
- b) **Need for Support Space** – There is a need for a dedicated Citizen Meeting Room which, like the arrangement at the Treasurer's office, provides a meeting space for citizens to meet with staff regarding confidential and business matters located adjacent to the Lobby to prevent citizens from coming back into the staff work area. The department has access to a shared conference room on the second floor currently, however, this room also functions as the access corridor to a shared Breakroom for the building which conflicts with the access needs for the Breakroom. This arrangement limits the use of the conference room and breakroom making them both less available to the needs of the staff meeting functions and employees. An area needs to be provided for varying activities like Auditors and Intern work areas.

Figure 1.5



Financial Management Services
Commissioner of the Revenue
First Floor

- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

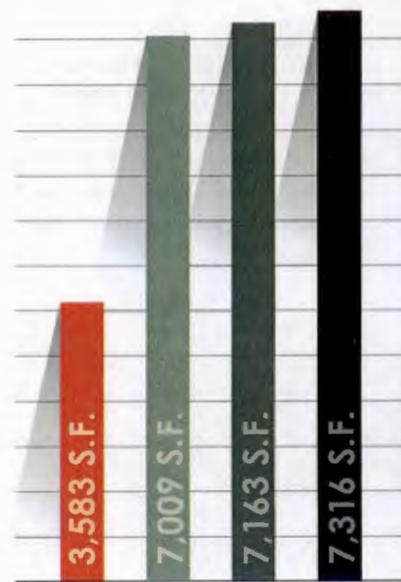


Figure 1.6

Figure 1.7

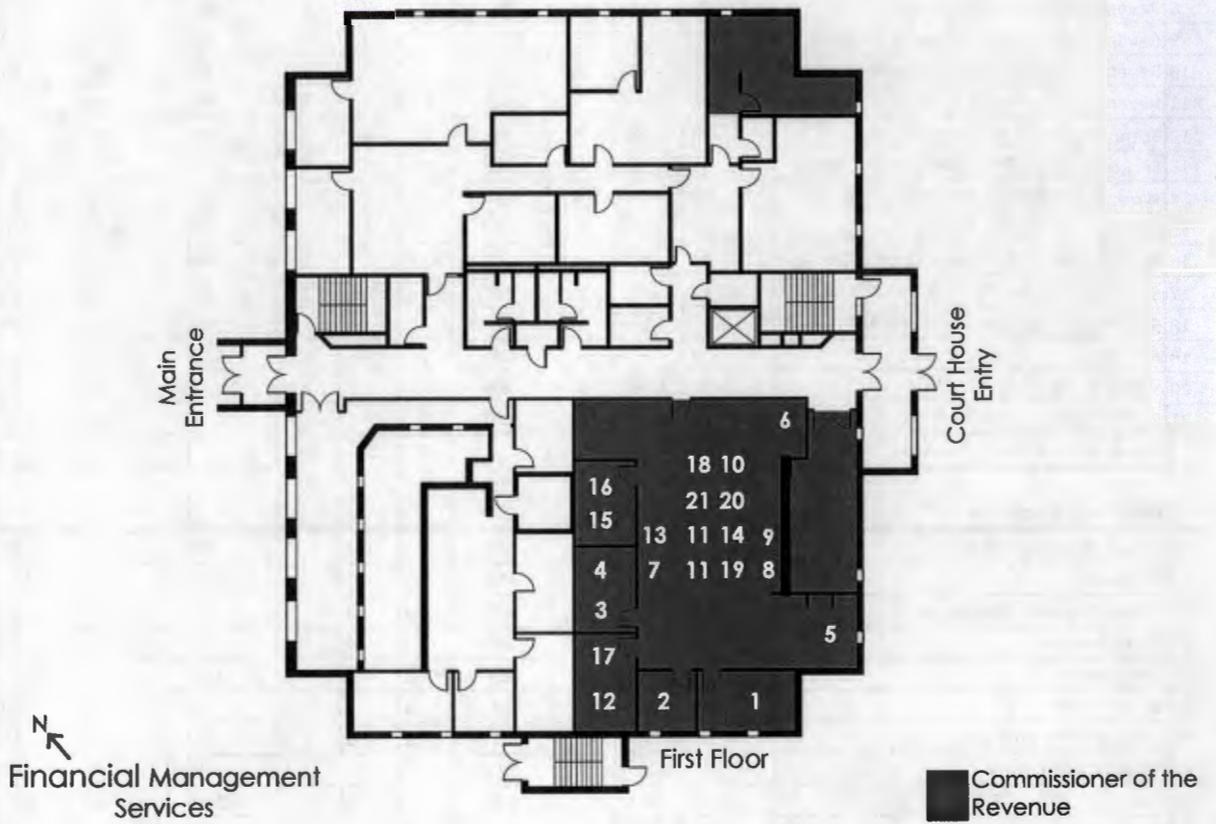


Figure 1.8

Commissioner of the Revenue

Personnel	Existing Area	% of need met	Space Type	Floor Area Req. (sf)	Personnel Need			Space Required (s.f.)		
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
1 Commissioner of the Revenue	153	71%	G	216	1	1	1	216	216	216
2 Chief Deputy	92	48%	E	192	1	1	1	192	192	192
3 Auditor	134	112%	C	120	1	1	1	120	120	120
4 Business Compliance Officer	69	58%	C	120	1	1	1	120	120	120
5 Business Tax Administrator	69	58%	C	120	1	1	1	120	120	120
6 Deputy - personal Property/Income	69	58%	C	120	1	1	1	120	120	120
7 Property Tax Administrator	69	58%	C	120	1	1	1	120	120	120
8 Revenue Sp.-Personal Property/Income	207	86%	B	80	3	3	3	240	240	240
9 Revenue Sp.-Personal Property/Income	207	86%	B	80	3	3	3	240	240	240
10 Revenue Tech.-Personal Property/Income	69	86%	B	80	1	1	1	80	80	80
11 Revenue Tech.-Personal Property/Income	69	86%	B	80	1	1	1	80	80	80
12 Scanner - Revenue Specialist (.75)	60	75%	B	80	1	1	1	80	80	80
13 Sr. Revenue Sp.-Personal Property/Inc.	69	58%	C	120	1	1	1	120	120	120
14 Work as Req-Personal Property/Inc.	69	86%	B	80	1	1	1	80	80	80
15 Deputy Real Estate	67	56%	C	120	1	1	1	120	120	120
16 Revenue Specialist - Real Estate (.5)	69	86%	B	80	1	1	1	80	80	80
17 Scanner - Real Estate (.63)	60	75%	B	80	1	1	1	80	80	80
18 Sr. Revenue Sp - Real Estate (WAR)	69	86%	B	80	1	1	1	80	80	80
19 Analyst	69	58%	C	120	1	1	1	120	120	120
20 Seasonal Worker - (WAR)	69	108%	A	64	1	1	1	64	64	64
21 Sr. Revenue Sp. - Business Lic.	69	58%	C	120	1	2	3	120	240	360
A Personnel and Net Office Area	1,877				25	26	27	2,592	2,712	2,832

Functional Spaces	Existing Area	% of need met	Space Type	Floor Area Req. (sf)	Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
22 Citizen Meeting Room	0	0%	C	120	1	1	1	120	120	120
23 File Area	98	22%		452	1	1	1	452	452	452
24 Citizen Payment Station	0	0%		40	1	1	1	40	40	40
25 Check Printer	40	160%		25	1	1	1	25	25	25
26 Copy Room	40	24%	O	168	1	1	1	168	168	168
27 Work Tables	20	50%		40	1	1	1	40	40	40
28 Public Service Counter	30	40%		75	1	1	1	75	75	75
29 Public Waiting Area	240	100%		240	1	1	1	240	240	240
30 Lobby	178	74%		240	1	1	1	240	240	240
31 Conference Room	248	148%	II	168	1	1	1	168	168	168
32 Storage (currently in CH basement)	1,000	100%		1,000	1	1	1	1,000	1,000	1,000
33 Possible DMV counter	0	0%	A	64	1	1	1	64	64	64
34 Break Room	50	20%	L	252	1	1	1	252	252	252
B Net Functional Area	1,944							2,884	2,884	2,884
C Existing Net Floor Area Combined	3,821									
D Existing Gross Departmental Floor Area	3,583									
A+B Net Area Needed for Personnel and Support Space								5,476	5,596	5,716
E Gross Departmental Area Needed	1.28	x (A+B)						7,009	7,163	7,316

Treasurer Department

Existing Conditions - The Treasurer Department is located in the Financial Management Services Building at 120 Alexander Hamilton Boulevard in Yorktown. This department occupies an aggregate of 2,149 square feet of departmental floor area on the first floor of the building.

Future Needs - The Treasurer Department is not projected to grow significantly in personnel over the next 5 to 10 years. Adoption of a new accounting system is planned and it is expected that this will allow for greater efficiencies by the time it is fully adopted. The department projects that it will need to add one additional Delinquent Tax Administrator in the next five years and another one in ten years. Additional space is needed for this department summarized as follows:

- a) **Increase Office/Work Area space** - Generally, the open office work areas need to be increased to provide larger desktop work areas to accommodate dual-screen computer monitors, keyboards and additional desktop equipment that is in use now. In addition, the Treasurer's office requires additional space for guest chairs for inter-office meetings and collaboration. The Chief Deputy Treasurer and the Deputy Treasurer need private offices due to the nature of the work they perform. All of the offices and work areas need to be increased in size to accommodate modern functional requirements.
- b) **Need for Support Space** - There is a need for a larger dedicated copy room, additional file and storage area, and space dedicated for check printing.

Figure 1.9



Financial Management Services
Treasurer
First floor

- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

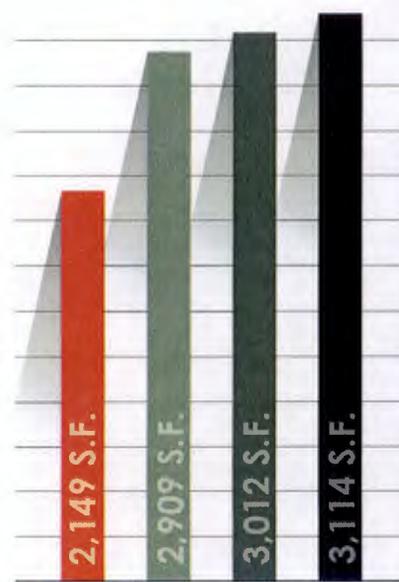


Figure 1.10

Figure 1.11

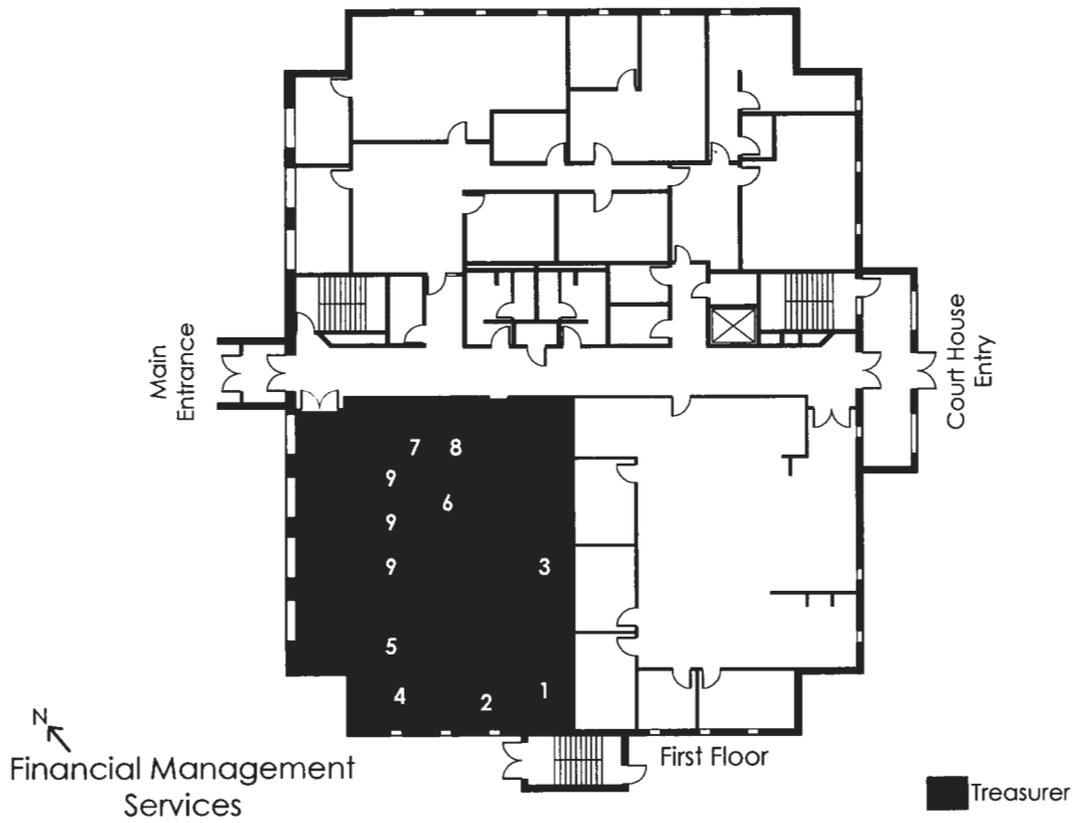


Figure 1.12

Treasurer

	Existing Area	% of need met	Space Type	Floor Area Req. (sf)	Personnel Need			Space Required (s.f.)			
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs	
Personnel											
1	Treasurer	146	87%	D	168	1	1	1	168	168	168
2	Chief Deputy Treasurer	93	78%	C	120	1	1	1	120	120	120
3	Deputy Treasurer	93	78%	C	120	1	1	1	120	120	120
4	Investment Specialist	64	80%	B	80	1	1	1	80	80	80
5	Delinquent Tax Administrator	64	80%	B	80	1	2	3	80	160	240
6	Collections Supervisor	64	80%	B	80	1	1	1	80	80	80
7	Sr. Treasurer Assistant	64	80%	B	80	1	1	1	80	80	80
8	Treasurer Assistant	128	80%	B	80	2	2	2	160	160	160
9	Accounts Tellers	192	80%	B	80	3	3	3	240	240	240
A	Personnel and Net Office Area	908				12	13	14	1,128	1,208	1,288
Functional Spaces											
10	Storage in Courthouse	180	100%		180	1	1	1	180	180	180
11	Citizen Conference Room	90	90%		100	1	1	1	100	100	100
12	Copier/Supply Room	40	33%	C	120	1	1	1	120	120	120
13	Lobby	300	100%		300	1	1	1	300	300	300
14	Service Counter	60	100%		60	1	1	1	60	60	60
15	Storage	75	63%	C	120	1	1	1	120	120	120
16	Files	84	70%	C	120	1	1	1	120	120	120
17	Breakroom	110	92%	C	120	1	1	1	120	120	120
18	Check Printer Table	12	48%		25	1	1	1	25	25	25
	Net Functional Area	951							1,145	1,145	1,145
C	Existing Net Floor Area Combined	1,859									
D	Existing Gross Departmental Floor Area	2,149									
A+B	Net Area Needed for Personnel and Support Space								2,273	2,353	2,433
E	Gross Departmental Area Needed	1.28	x (A+B)						2,909	3,012	3,114

Real Estate Assessor Office

Existing Conditions - The Real Estate Assessor Office is located in the Financial Management Services Building at 120 Alexander Hamilton Boulevard in Yorktown. This department occupies an aggregate of 1,626 square feet of departmental floor area on the second floor of the building. The current arrangement provides for an access to the building breakroom through the office which creates disruption to the function of the department.

Future Needs - The Real Estate Assessor Office is not projected to grow significantly in personnel over the next 5 to 10 years. The department projects that it will need to add one full-time position as Field Personnel in the next 5 years. Additional space is needed for this department summarized as follows:

- a) **Increase Office/Work Area space** - Generally, the office work areas need to be increased to provide larger desktop work areas to accommodate desk sizes and layouts that provide adequate desk space for larger computer monitors, keyboards and additional desktop equipment that is in use now and area in the office for visitor seating for in office meetings.
- b) **Need for Support Space** - There is a need for a larger reception area with an adequate waiting area.

Figure 1.13



Financial Management Services
Real Estate Assessor
Second Floor

Figure 1.14

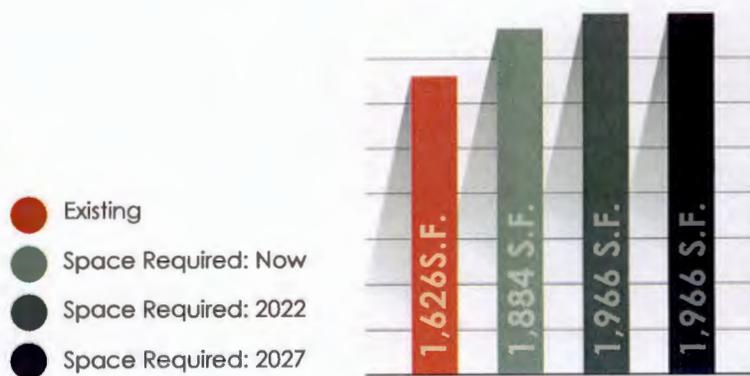


Figure 1.15

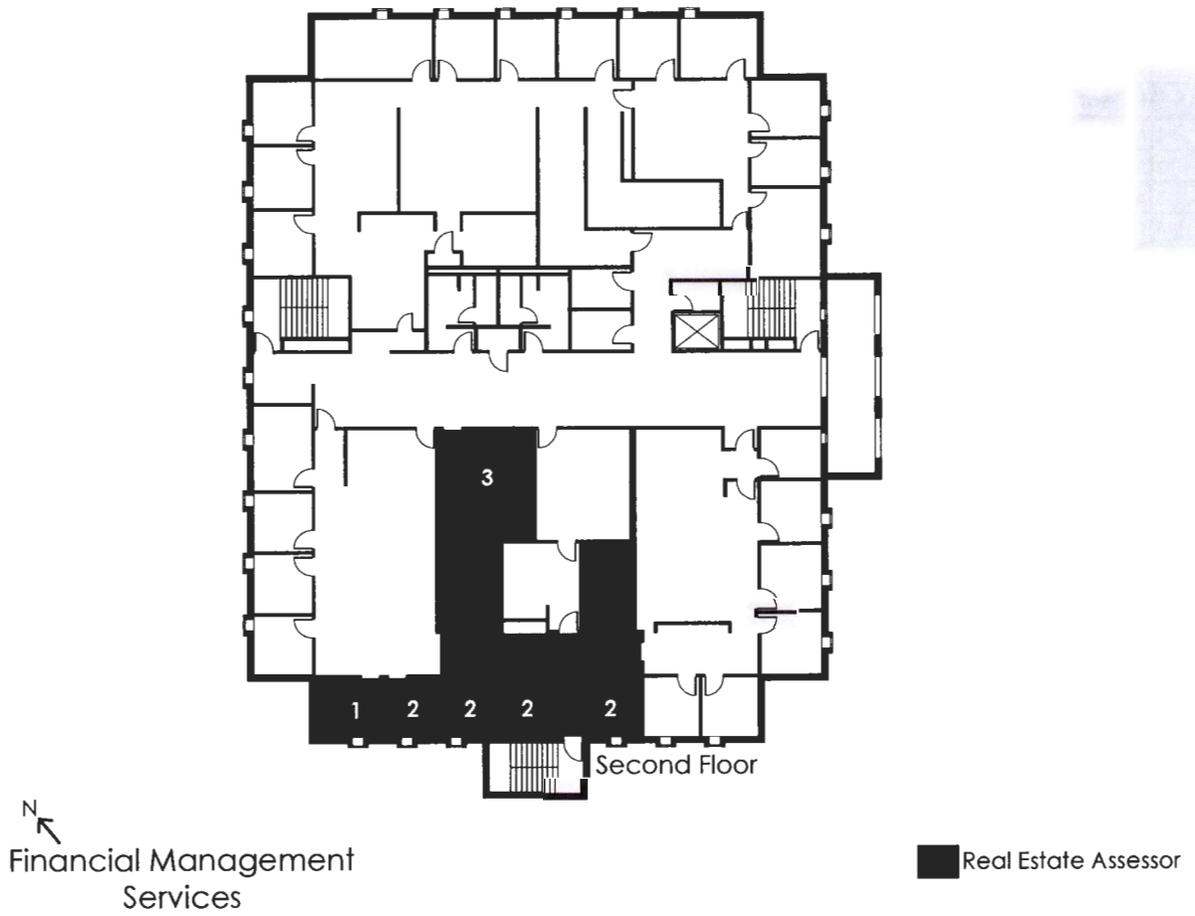


Figure 1.16

Real Estate Assessor

	Existing Area	% of need met	Space Type	Floor Area Req. (sf)	Personnel Need			Space Required (s.f.)		
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
Personnel										
1 Real Estate Assessor	105	63%	D	168	1	1	1	168	168	168
2 Appraisers	344	72%	C	120	4	4	4	480	480	480
3 Administrative Assitants	160	100%	B	80	2	2	2	160	160	160
4 Field Personnel			A	64	0	1	1	0	64	64
A Personnel and Net Office Area	609				7	8	8	808	872	872
Functional Spaces										
5 File Storage Room	130	100%		130	1	1	1	130	130	130
6 Copier Room/Work Area	150	89%	O	168	1	1	1	168	168	168
7 Conference Room	133	79%	II	168	1	1	1	168	168	168
8 Lobby/Waiting Area	120	71%	D	168	1	1	1	168	168	168
9 Public Service Counter	0	0%		30	1	1	1	30	30	30
Net Functional Area	533							664	664	664
C Existing Net Floor Area Combined	1,142									
D Existing Gross Departmental Floor Area	1,626									
A+B Net Area Needed for Personnel and Support Space								1,472	1,536	1,536
E Gross Departmental Area Needed	1.28		x (A+B)					1,884	1,966	1,966

Human Resources Department

Existing Conditions - The Human Resources Department is located in the Financial Management Services Building at 120 Alexander Hamilton Boulevard in Yorktown. This department occupies an aggregate of 1,294 square feet of departmental floor area on the second floor of the building. Currently this department does not have access to a dedicated conference room needed to conduct one-on-one meetings with employees in a confidence. The conference room which is available on this floor is a shared conference area with inadequate privacy. The offices are inadequately sized to provide for accessible seating for guest chairs to perform interviews in offices. Open office work areas are also too small to allow for adequate work area and computer monitors.

Future Needs - The Human Resources Department is not projected to grow significantly in personnel over the next 5 to 10 years. The department projects that it will need to add a Deputy Director and one full-time position in Compensation/Benefits/Employee Information in the next five years. Additional space is needed for this department summarized as follows:

- a) **Increase Office/Work Area space** - Generally, the office work areas need to be increased to provide larger desktop work areas to accommodate desk sizes and layouts that provide adequate desk space for larger computer monitors, keyboards and additional desktop equipment that is in use now and area in the office for visitor seating for in office meetings.
- b) **Need for Support Space** - There is a need for a dedicated conference room and a dedicated copier/workroom for this department due to the confidential nature of the work of the department. Access to a break room and restrooms is a necessity.

Figure 1.17



Financial Management Services:
Human Resources
Second Floor

Figure 1.18



Figure 1.19

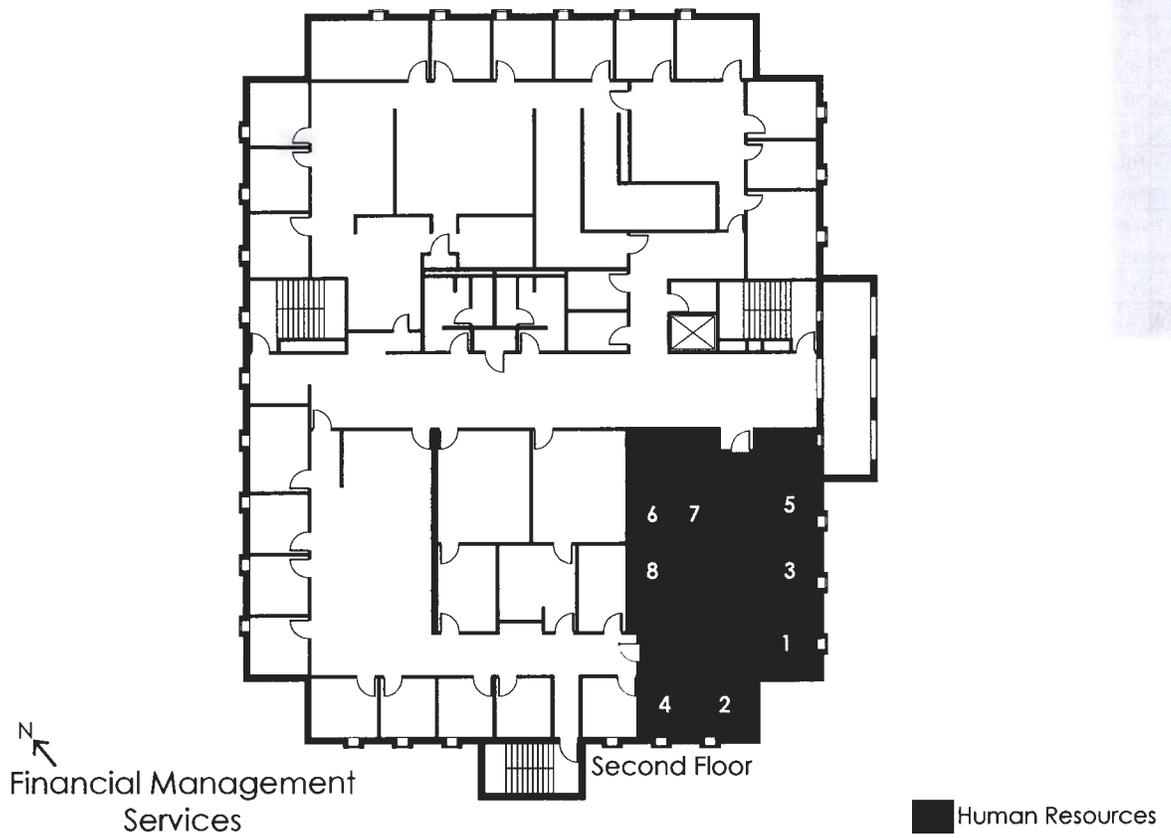


Figure 1.20

Human Resources

Personnel	Existing Area	% of need met	Space Type	Floor Area Req. (sf)	Personnel Need			Space Required (s.f.)		
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
1 HR Director	99	59%	D	168	1	1	1	168	168	168
2 SR HR Analyst Training	102	85%	C	120	1	1	1	120	120	120
3 SR HR Analyst Comp. & Benefits	86	72%	C	120	1	1	1	120	120	120
4 HR Analyst Benefits	86	72%	C	120	1	1	1	120	120	120
5 HR Analyst Recruitment	98	82%	C	120	1	1	1	120	120	120
6 HR Analyst Inform. Systems	64	53%	C	120	1	1	1	120	120	120
7 Administrative Assistant	64	80%	B	80	1	1	1	80	80	80
8 HR Technicians	64	100%	A	64	1	1	1	64	64	64
9 Future Deputy Director			D	168	0	1	1	0	168	168
10 Future Compensation/Ben/Rec/Info pos			C	120	0	1	1	0	120	120
A Personnel and Net Office Area	663				8	10	10	912	1,200	1,200
Functional Spaces										
11 Lobby	138	115%	C	120	1	1	1	120	120	120
12 Public Service Counter	30	86%		35	1	1	1	35	35	35
13 Files	280	100%		280	1	1	1	280	280	280
14 Copier Room	30	25%	C	120	1	1	1	120	120	120
15 Breakroom										
16 Conference Room		0%	II	168	1	1	1	168	168	168
Net Functional Area	478							723	723	723
C Existing Net Floor Area Combined	1,141									
D Existing Gross Departmental Floor Area	1,294									
A+B Net Area Needed for Personnel and Support Space								1,635	1,923	1,923
E Gross Departmental Area Needed	1.28		x (A+B)					2,093	2,461	2,461

Information Technology Department

Existing Conditions - The IT Department utilizes a total of 5,461 square feet of floor area divided between two buildings in the Yorktown campus of the county offices. The IT administrative offices and GIS operation are located on the first floor of the Financial Management Services Building at 120 Alexander Hamilton Boulevard and utilize 2,527 square feet of departmental floor area. The server equipment and support personnel are located at Post Office Building in Yorktown where they occupy 2,734 square feet of floor area. There are also a PC support team which works at the Tabb Library.

One of the primary issues with the IT department is that it receives, services and maintains a large quantity of computers during the year (200 per year) and currently does not have a workable location to handle the delivery, maintenance, and storage of the equipment it manages. Delivery of equipment often occurs at the Finance Building where large quantities of equipment may be delivered but cannot be received and stored. Such deliveries must then be broken down and delivered to other facilities at the last minute which distracts from their primary work load, reducing effectiveness. The PC support group does not have enough space to work on computers and equipment. What is needed is to have a receiving area and warehouse space which can provide a workshop area for inventory control and maintenance. More space is needed for GIS in a consolidated area that allows for plotting, map storage, and layout. The department has added 4 positions over that last 2 years and is now very short on space.

Future Needs - The IT department has two unfilled positions and is in need of adding two more help desk positions. Beyond this, the department does not envision much additional growth in staff. Additional space is needed for this department summarized as follows:

- a) **Consolidate Administrative Staff and Operations** – The department needs to be consolidated to bring the administrative staff and operations staff together in one facility. Consolidation into one facility should include the provision of a receiving area suitable for delivery by large 18-wheel trucks and additional storage area for computers and equipment.
- b) **Solve Space Shortage** – There is a need for larger work spaces for some positions in the staff in addition to the GIS operation which does not have an appropriate amount of space to manage map storage, plotting and layout operations. Space is needed for 4 positions that are unfilled at this time and a conference room is needed along with access to a breakroom and staff restrooms.
- c) **Server Room** – Long-term, it would be desirable to locate the server

Figure 1.21



Financial Management Services
Information Technology
First Floor



Post Office
Information Technology
All Floors

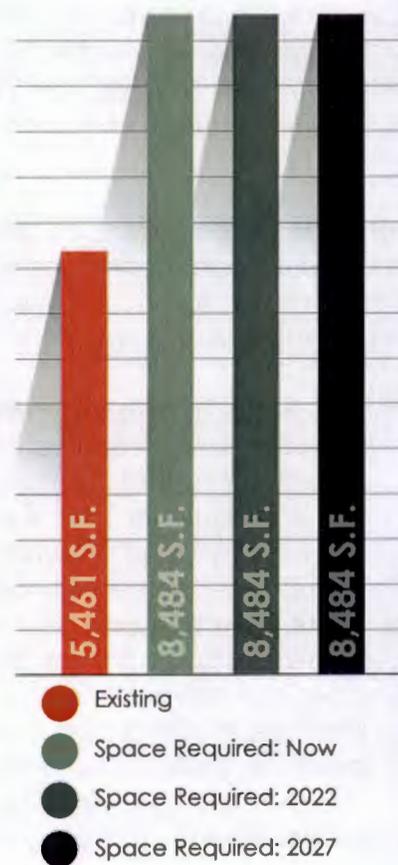


Figure 1.22

Figure 1.23

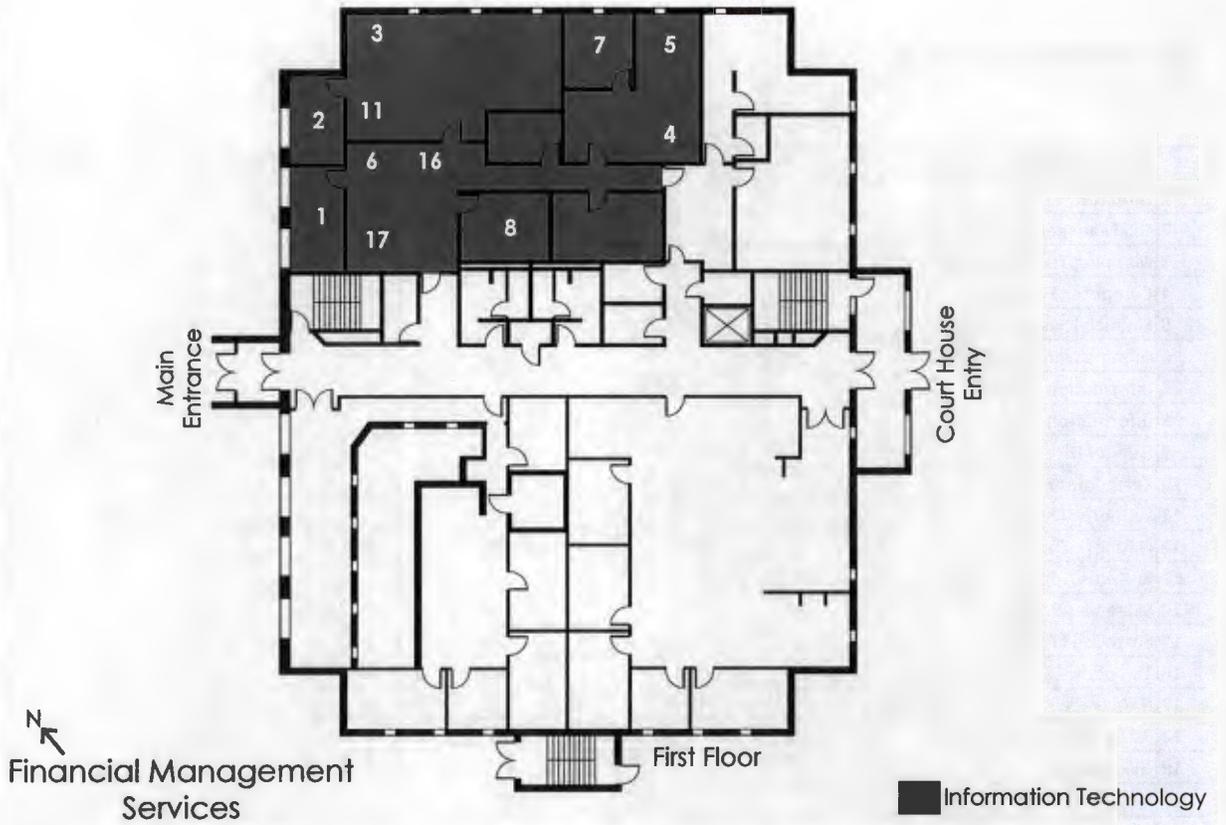


Figure 1.24



Figure 1.25

Information Technology

Personnel	Existing Area	% of need met	Space Type	Floor Area Req. (sf)	Personnel Need			Space Required (s.f.)		
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
1 Director	120	56%	G	216	1	1	1	216	216	216
2 GIS Manager	120	100%	C	120	1	1	1	120	120	120
3 Mapping Technican/Addressing	160	95%	D	168	1	1	1	168	168	168
4 Computer Systems Analyst	64	53%	C	120	1	1	1	120	120	120
5 Financial Systems Analyst	120	100%	C	120	1	1	1	120	120	120
6 Administrative Technican	64	80%	B	80	1	1	1	80	80	80
7 Information Manager	132	110%	C	120	1	1	1	120	120	120
8 Information Technican	50	63%	B	80	1	1	1	80	80	80
9 Deputy Director	191	88%	G	216	1	1	1	216	216	216
10 Telecommunications	120	100%	C	120	1	1	1	120	120	120
11 Work As Required	150	63%	C	120	2	2	2	240	240	240
12 Network Engineer	120	100%	C	120	1	1	1	120	120	120
13 Systems Admin II	119	99%	C	120	1	1	1	120	120	120
14 Systems Admin I	108	90%	C	120	1	1	1	120	120	120
15 Software Engineer	120	100%	C	120	1	1	1	120	120	120
16 Telephone Specialist-WAR	108	64%	D	168	1	1	1	168	168	168
17 Help Desk Supervisor	80	67%	C	120	1	1	1	120	120	120
18 PC Specialist		0%	B	80	5	5	5	400	400	400
19 GIS Analyst		0%	D	168	1	1	1	168	168	168
20 Network Support		0%	C	120	2	2	2	240	240	240
A Personnel and Net Office Area	1,946				26	26	26	3,176	3,176	3,176
Functional Spaces										
21 GIS Lab Space		0%	G	216	1	1	1	216	216	216
22 Inventory Storage	600	80%		750	1	1	1	750	750	750
23 GIS Map Storage		0%	D	168	1	1	1	168	168	168
24 Scanner/Plotter Area	120	54%	F	224	1	1	1	224	224	224
25 Large Server Room	222	99%	F	224	1	1	1	224	224	224
26 File Storage	66	39%	D	168	1	1	1	168	168	168
27 Copier Room	66	39%	O	168	1	1	1	168	168	168
28 Storage Room	394	79%		500	1	1	1	500	500	500
29 Kitchenette	25	10%	L	252	1	1	1	252	252	252
30 Staff Restrooms			M	144	2	2	2	288	288	288
31 Data Center	181	81%	F	224	1	1	1	224	224	224
32 Conference Room		0%	I	270	1	1	1	270	270	270
Net Functional Area	1,674							3,452	3,452	3,452
C Existing Net Floor Area Combined	3,620									
D Existing Gross Departmental Floor Area	5,461									
A+B Net Area Needed for Personnel and Support Space								6,628	6,628	6,628
E Gross Departmental Area Needed	1.28	x (A+B)						8,484	8,484	8,484

SOCIAL SERVICES DEPARTMENT

Existing Conditions - The Social Services Department utilizes a total of 12,239 square feet of departmental floor area for 65 employees on the second floor of the Public Safety Building at 301 Goodwin Neck Road, as shown in Figure 1.28. The department is located in the same building that houses the Sheriff as well as the Fire and Life Safety Administrative offices. The department has grown as a result of the recession and is now out of space for efficient operation. Experience with planning social services buildings indicates¹ the average floor space should be 275 square feet per employee for facilities ranging in staff size from 50 to 100. The current facility provides only 188 square feet per employee. More space is needed for client interview rooms, a dedicated Training Room/Board Room, Public Restrooms, Storage areas, a suitably sized breakroom and some increases in office/work area sizes.

Future Needs - The Social Services Department is projected to grow to 70 positions over the next 5 years and continue growing to 75 positions within 10 years, based on discussions with the department. The following components need to be incorporated into the space provided to the department. This will involve alterations to the layout of the current space or designing a new space for the department. These needs are shown in Figure 1.31:

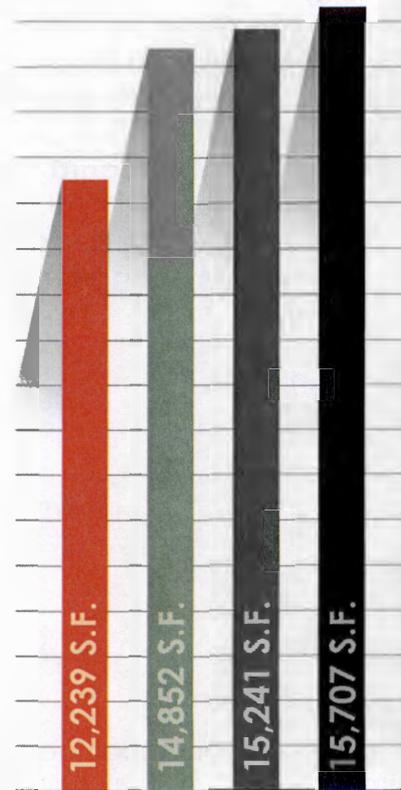
- a) **Increase Interview Rooms** – Ten interview rooms are needed where social workers can meet directly with clients adjacent to the waiting lobby for eligibility and other services. These interview rooms need to be able to accommodate sufficient area for guest client seating, a service desk and a social worker to meet and collect information and/or provide services.
- b) **Child Play Area** – A child play area is needed adjacent to the lobby under direct view of the reception service counter.
- c) **Training Room/Board Room** – This room is needed to accommodate Community and staff training related to the services and employee needs of the facility. The department needs to have direct control over this space.
- d) **Breakroom** – Long-term, it would be desirable to locate the server at the 911 Center.

¹ Based on Accomack County Department of Social Services Building for 70 employees at 20,000sf, built in 2005 and Northampton County Department of Social Services Building for 48 employees at 13,000sf

Figure 1.26



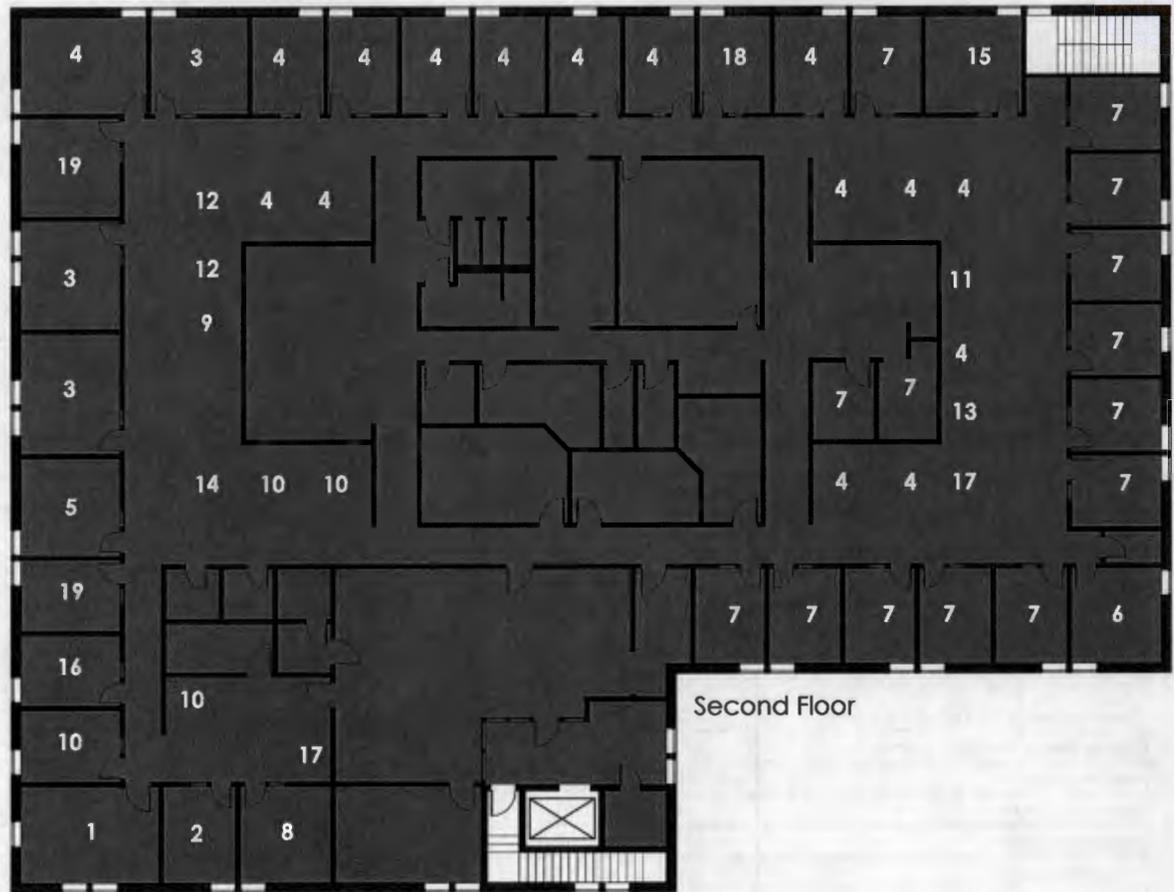
Public Safety Building
Social Services Department
Second Floor



- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

Figure 1.27

Figure 1.28



Public Safety Building

Social Services

Figure 1.29

Social Services

	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)			
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs	
Personnel											
1 Director	193	89%	G	216	1	1	1	216	216	216	
2 Assistant Director - Family Services	102	61%	D	168	1	1	1	168	168	168	
3 Family Services Supervisor	470	93%	D	168	3	3	3	504	504	504	
4 Family Services Specialist	1,277	94%	B	80	17	18	19	1,360	1,440	1,520	
5 Assistant Director - Benefit Program	102	61%	D	168	1	1	1	168	168	168	
6 Benefit Program Supervisor	265	53%	D	168	3	3	3	504	504	504	
7 Benefit Program Specialist	1,101	98%	B	80	14	16	18	1,120	1,280	1,440	
8 Administrative Services Manager	128	76%	D	168	1	1	1	168	168	168	
9 Administrative Program Assistant	186	97%	A	64	3	4	5	192	256	320	
10 Administrative Coordinator	274	114%	B	80	3	3	3	240	240	240	
11 Administrative Analyst	80	100%	B	80	1	1	1	80	80	80	
12 Human Services Assistant	234	98%	B	80	3	4	5	240	320	400	
13 Information Systems Support Specialist	80	67%	C	120	1	1	1	120	120	120	
14 Office Associates	206	54%	A	64	6	6	6	384	384	384	
15 Program Coordinator Supervisor	103	61%	D	168	1	1	1	168	168	168	
16 Resource Development Coordinator	80	100%	B	80	1	1	1	80	80	80	
17 Secretary 1	64	80%	B	80	1	1	1	80	80	80	
18 Self Sufficiency Supervisor	104	62%	D	168	1	1	1	168	168	168	
19 Self Sufficiency Specialist	222	93%	B	80	3	3	3	240	240	240	
A Personnel and Net Office Area	5,271				65	70	75	6,200	6,584	6,968	
Functional Spaces											
20 Interview Rooms	363	30%	CC	120	10	10	10	1,200	1,200	1,200	
21 Waiting Area	767	102%		750	1	1	1	750	750	750	
22 Child Play Room	100	60%	D	168	1	1	1	168	168	168	
23 Self Service Kiosk/On-line Benefits	50	26%	A	64	3	3	3	192	192	192	
24 Training Room/Board Meeting Room	342	30%		1125	1	1	1	1,125	1,125	1,125	
25 Copier Room/Storage - Admin	273	78%	OO	352	1	1	1	352	352	352	
26 Food Pantry	40	57%	PP	70	1	1	1	70	70	70	
27 Resource Closet	36	51%	PP	70	1	1	1	70	70	70	
28 Staff Restrooms	275	95%	M	144	2	2	2	288	288	288	
29 Public Restrooms	50	30%	N	56	3	3	3	168	168	168	
30 File Storage Area	371	93%		400	1	0.8	0.75	400	320	300	
31 IT/Server	46	38%	S	120	1	1	1	120	120	120	
32 Breakroom	280	56%	LL	500	1	1	1	500	500	500	
B Net Functional Area	2,993							5,403	5,323	5,303	
C Existing Net Floor Area Combined	8,264										
D Existing Gross Departmental Floor Area	12,239										
A+B Net Area Needed for Personnel and Support Space					11,603	11,907	12,271				
E Gross Departmental Area Needed	1.28	times A+B			14,852	15,241	15,707				

Sheriff's Department

Existing Conditions - The Sheriff's Department utilizes a total of 8,761 square feet of total departmental floor area including the main office on the first floor of the Public Safety Building at 301 Goodwin Neck Road and the DARE office located at 5338-D George Washington Memorial Highway, as shown in Figure 1.33 and Figure 1.34. The department reports the following issues related to the shortage of space at their current location:

- a) Storage closets have been converted into meeting rooms due to growth
- b) Support services need more storage space.
- c) The Armory storage should be outside of the limits of the office building
- d) Property and Evidence Room needs to be doubled in size.
- e) DARE should be combined with the Sheriff's office.
- f) No space exists now to add additional personnel at the current location
- g) Need Shower and Locker facilities for men and women staff.
- h) Need a Training Room about the same size as the EOC Room.
- i) Need a separate IT Room.
- j) Uniform Storage needs to be doubled in size.
- k) Need a Mail Room, Copier Work Area, Supply Room.
- l) Need a Break Room.

The Sheriff's office currently shares the building with Social Services and the Fire and Life Safety Administrative offices.

Future Needs - The Sheriff's Department office personnel is forecast to grow from 47 positions to 61 positions in the next five years. Over the next 10 years, it is expected to grow to 71 positions. Meeting these needs will require increasing the departmental floor space from



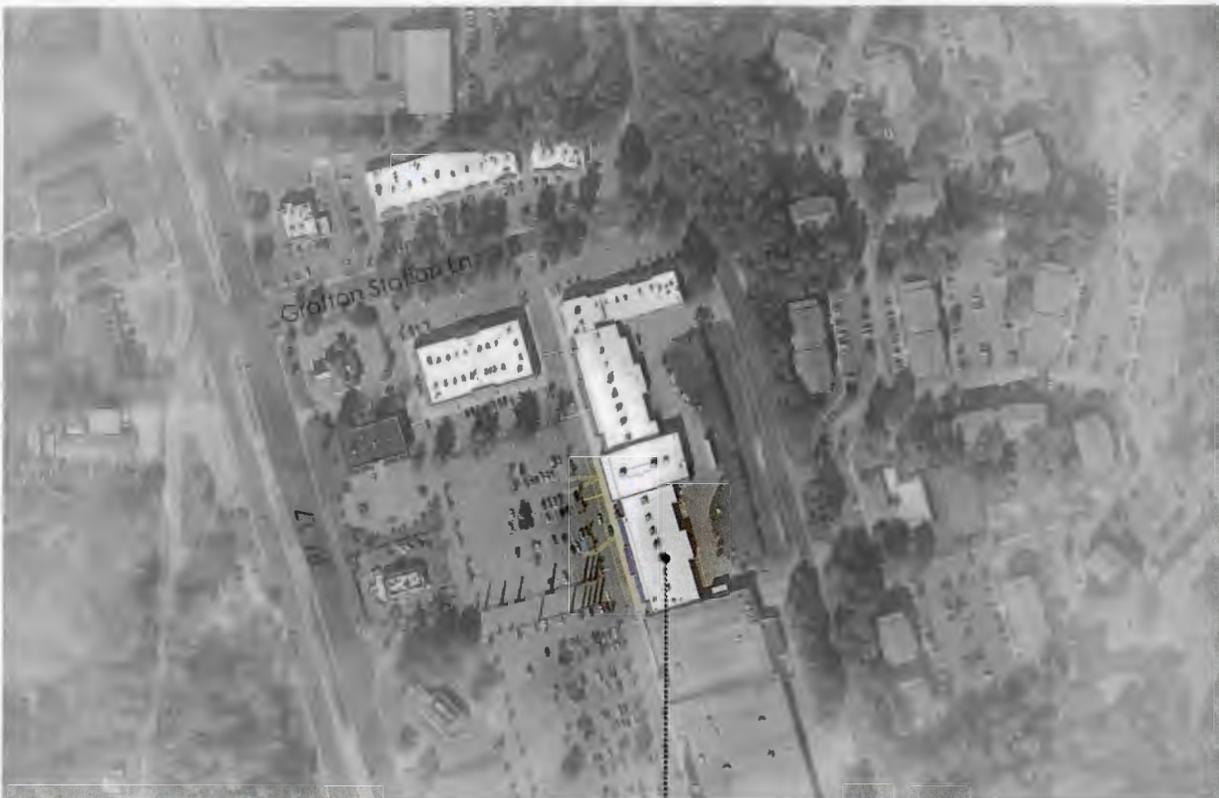
Figure 1.30

Figure 1.31



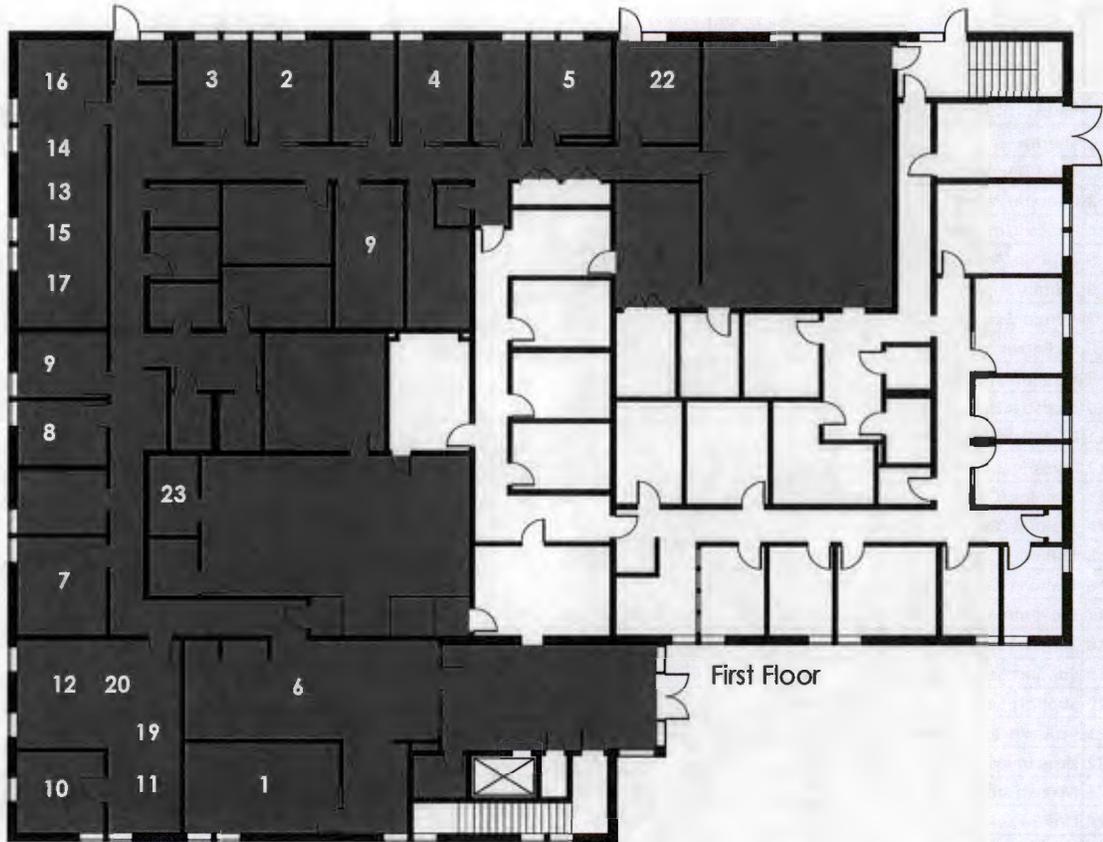
Public Safety Building
Sheriff's Department
First Floor

Figure 1.32



DARE Office

Figure 1.33



Public Safety
Building

■ Sheriff's Department

Figure 1.34



DARE Office

■ DARE Office

Figure 1.35

Sheriff

	Personnel	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)		
						Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
1	Sheriff	205	73%	H	280	1	1	1	280	280	280
2	Chief Deputy	136	113%	C	120	1	1	1	120	120	120
3	Captain/Patrol	123	103%	C	120	1	1	1	120	120	120
4	Captain/Investigations	122	102%	C	120	1	1	1	120	120	120
5	Captain/Administration	135	113%	C	120	1	1	1	120	120	120
6	Admin/Support Staff	320	125%	A	64	4	4	4	256	256	256
7	Admin/Secretary-Office	151	126%	C	120	1	1	1	120	120	120
8	Lt. Patrol	199	62%	A	64	5	5	6	320	320	384
9	Sergeant/Patrol	114	36%	A	64	5	5	6	320	320	384
10	Investigations Division-Lieutenant	124	103%	C	120	1	1	1	120	120	120
11	Investigations Division-Sergeant	80	67%	C	120	1	1	1	120	120	120
12	Investigations Division-Investigators	300	78%	A	64	6	8	10	384	512	640
13	Training/Crime Prevention-Lieutenant	104	87%	C	120	1	1	1	120	120	120
14	Training/Crime Prevention-PIO	80	67%	C	120	1	1	1	120	120	120
15	Training/Crime Prevention-Training	80	100%	B	80	1	4	6	80	320	480
16	Training/Crime Prevention-Crime	160	100%	B	80	2	4	6	160	320	480
17	Prevention	160	100%	B	80	2	2	2	160	160	160
18	Support Services-Lieutenant	80	67%	C	120	1	1	1	120	120	120
19	Support Services-Sergeant	64	80%	B	80	1	1	1	80	80	80
20	Support Services-Work as Required	64	80%	B	80	1	2	2	80	160	160
21	Property and Evidence	120	50%	B	80	3	3	3	240	240	240
22	Drug Investigator	147	61%	C	120	2	4	5	240	480	600
23	Magistrate	68	40%	D	168	1	1	1	168	168	168
24	DARE - Sergeant	120	100%	C	120	1	1	1	120	120	120
25	DARE - Deputy	120	150%	B	80	1	5	6	80	400	480
26	DARE - Administrative Sec	80	125%	A	64	1	1	1	64	64	64
A	Personnel and Net Office Area	3,456				47	61	71	4,232	5,400	6,176
Functional Spaces											
27	Interview Rooms	200	83%	C	120	2	2	2	240	240	240
28	Showers	51	11%		240	2	2	2	480	480	480
29	Locker Rooms/RR/Changing	80	9%	NN	432	2	2	2	864	864	864
30	Conference Room (12 cap)	182	58%	III	315	1	1	1	315	315	315
31	Break Room (10 capacity)	0	0%	L	252	1	1	1	252	252	252
32	Evidence Processing Room	100	60%	D	168	1	1	1	168	168	168
33	Evidence Room	900	45%		2000	1	2	2.5	2,000	4,000	5,000
34	Armory	245	49%		500	1	1	1	500	500	500
35	Equipment Storage	170	101%	D	168	1	1	1	168	168	168
36	Training Room	900	100%		900	1	1	1	900	900	900
37	IT Room	0	0%	SS	216	1	1	1	216	216	216
38	Uniform Storage	160	50%		320	1	1	1	320	320	320
39	Supply Room	0	0%	G	216	1	1	1	216	216	216
40	Copier/Work Room	0	0%	O	168	1	1	1	168	168	168
41	Mail Room	0	0%	O	168	1	1	1	168	168	168
42	File Room	200	67%		300	1	1	1	300	300	300
43	Lobby at Sheriff Entry	200	125%	AA	160	1	1	1	160	160	160
44	DARE materials & other	350	100%		350	1	1	1	350	350	350
45	Squad Room	785	100%		785	1	1	1	785	785	785
B	Net Functional Area	4,523							8,570	10,570	11,570
C	Existing Net Floor Area Combined	7,979									
D	Existing Gross Departmental Floor Area	8,721									
A+B	Net Area Needed for Personnel and Support Space								12,802	15,970	17,746
E	Gross Departmental Area Needed	1.28	times A+B						16,387	20,442	22,715

Fire and Life Safety Department

Existing Conditions - The Fire and Life Safety Department utilizes a total of 4,110 square feet of total departmental floor area on the first floor of the Public Safety Building at 301 Goodwin Neck Road, as shown in Figure 1.38 and Figure 1.40. The department reports the following issues related to the shortage of space at their current location:

- a) Parking is a problem at this facility.
- b) Need storage space.
- c) Need dedicated staff restrooms.
- d) Animal Control officers were moved out due to space limitations.
- e) Need a dedicated EOC that is not shared (typical for local gov.)

The Fire Chief indicates a need for a centralized logistics facility to consolidate various operations such as hazardous materials, EMS supplies, clothing, cleaning supplies, special operations support and other support needs that are currently housed in various fire facilities around the County. The current arrangement distributes this equipment and material over a 17 mile distance.

Future Needs - The Fire and Life Safety Department office personnel is forecast to grow from 24 positions to 32 positions in the next ten years. The personnel and space needs are presented in Figure 1.45. Meeting these needs will require doubling the departmental floor space from approximately 4,110 square feet to approximately 8,000 square feet of departmental floor space to meet the projected 10 year needs. The Fire Chief prefers to stay in this location; however, expansion of the existing building is limited by the wetlands to the south, the proximity to Goodwin Neck Road which places limits on parking and building area. In order for this department to expand at this site, it appears that either the Sheriff's Department or Social Services would need to move out of the building.

Figure 1.36



Public Safety Building
Fire + Life Safety Department
First Floor

- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

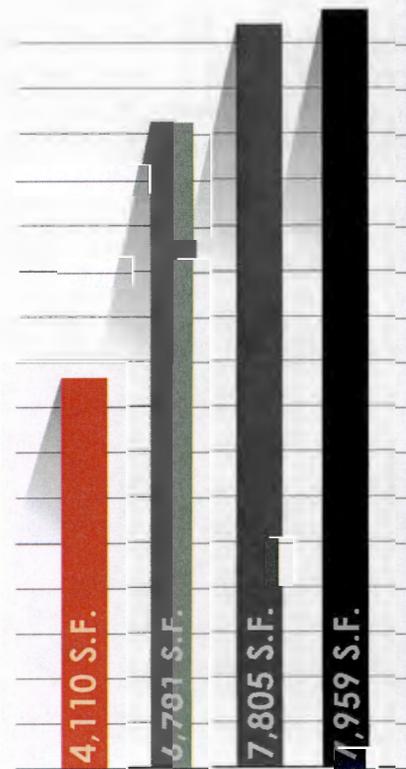


Figure 1.37

Figure 1.38



↗^N
Public Safety
Building

■ Fire + Life Safety
Department

Figure 1.39

Fire & Life Safety Department

Personnel	Exsting Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)		
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
1 Fire Chief/Director/EM Coordinator	209	75%	H	280	1	1	1	280	280	280
2 Administrative Services Div. Manager	108	50%	G	216	1	1	1	216	216	216
3 Deputy Chief/Deputy EM Coordinator	156	72%	G	216	1	1	1	216	216	216
4 Administrative Assistant	80	100%	B	80	1	2	2	80	160	160
5 Administrative Tech	132	100%		132	1	1	1	132	132	132
6 Training & EMS Admin. Manager	90	42%	G	216	1	2	2	216	432	432
7 Training Coordinator	104	87%	C	120	1	1	1	120	120	120
8 EMS Cost Recovery Quality Assur. Coord.	120	100%	C	120	1	1	1	120	120	120
9 Emergency Management Planner	104	87%	C	120	1	1	1	120	120	120
10 Tech Services Special Ops Manager	160	74%	G	216	1	1	1	216	216	216
11 Health & Safety Coordinator	90	75%	C	120	1	1	1	120	120	120
12 Fire & Rescue Operations Div. Manager	108	50%	G	216	1	1	1	216	216	216
13 Prevention and Community Safety Man.	160	74%	G	216	1	1	1	216	216	216
14 Prevention Inspector/Investigator	120	100%	C	120	1	3	4	120	360	480
15 Life and Fire Safety Educator	120	100%	C	120	1	1	1	120	120	120
16 Data Analyst			C	120	0	1	1	0	120	120
17 Animal Control Supervisor		0%	C	120	1	1	1	120	120	120
18 Animal Control Officer		0%	B	80	1	1	1	80	80	80
19 Part Time Animal Control Officer		0%	B	80	1	1	1	80	80	80
20 Field Personnel		0%	A	64	3	4	4	192	256	256
21 Logistics Coordinator	154	128%	C	120	1	1	1	120	120	120
22 Logistics Technician		0%	B	80	1	2	2	80	160	160
23 Part Time Position	64	80%	B	80	1	1	1	80	80	80
A Personnel and Net Office Area	2,079				24	31	32	3,260	4,060	4,180
Functional Spaces										
24 Staff Restrooms	0	0%	M	144	2	2	2	288	288	288
25 Logistics Work Area	0	0%	C	120	1	1	1	120	120	120
26 Storage Closet	88	15%	E	600	1	1	1	600	600	600
27 Lobby	100	63%	AA	160	1	1	1	160	160	160
28 Service Counter	0	0%		50	1	1	1	50	50	50
29 Kitchenette	120	48%	L	252	1	1	1	252	252	252
30 Filesroom	265	66%		400	1	1	1	400	400	400
31 Copyroom/Workroom	0	0%	O	168	1	1	1	168	168	168
B Net Functional Area	573							2,038	2,038	2,038
C Existing Net Floor Area Combined	2,652									
D Existing Gross Departmental Floor Area	4,110									
A+B Net Area Needed for Personnel and Support Space								5,298	6,098	6,218
E Gross Departmental Area Needed	1.28	times A+B						6,781	7,805	7,959
F Adjunct Logistics Storage Building	0	0%		10,000	1	1	1	10,000	10,000	10,000

County Administration

Existing Conditions – The County Administration Department occupies 5,905 square feet of floor area at 224 Ballard Street in Yorktown. This amount of space is sufficient to meet the administrative space needs for the next ten years. However, there is a great need to adjust the current layout to provide office and support spaces that are correctly sized for each position and function. For example, the reception area is larger than needed and several offices are smaller than required.

The functional spaces in the County Administration office appear to be sufficient to meet the current need with the exception of file storage and copier / workroom functions.

Future Needs – While the space is adequate for the current personnel, a rearranging of the layout could provide a more efficient function for the office. The department is also expected to gain two positions in the next 10 years which will create an additional space need. Functionally the department needs additional space for file storage for both the County Administrator and the County Attorney and a larger copier / workroom for the department.

Figure 1.40



Administration Building
Administration
First Floor

- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

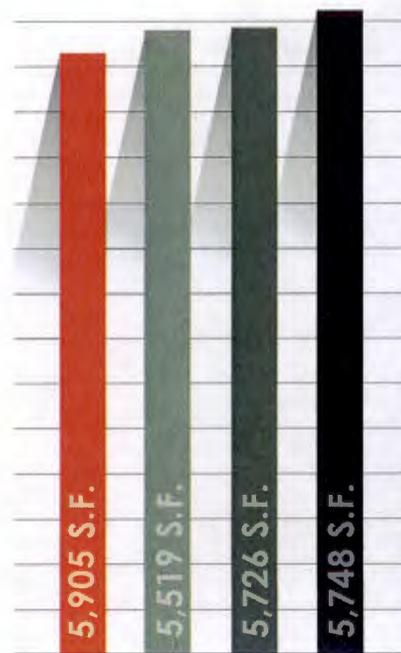


Figure 1.41

Figure 1.42

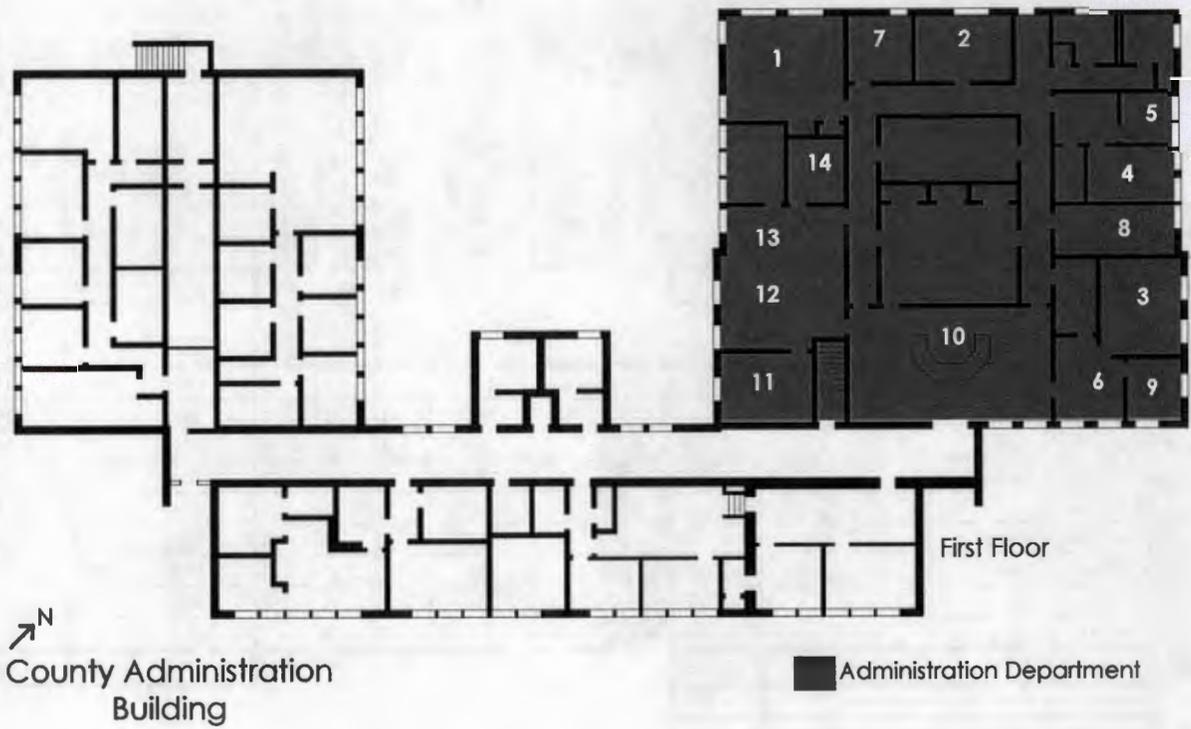


Figure 1.43

Administration

Personnel	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)		
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
1 County Administrator	452	140%	HH	322	1	1	1	322	322	322
2 Deputy Co. Administrator - Planning	216	100%	G	216	1	1	1	216	216	216
3 Deputy Co. Administrator - Finance	269	125%	G	216	1	1	1	216	216	216
4 Sr. Legislative Assistant - Deputy Clrk.	171	102%	D	168	1	1	1	168	168	168
5 Administrative Coordinator	94	78%	C	120	1	1	1	120	120	120
6 Administrative 3	80	67%	C	120	1	1	1	120	120	120
7 Public Affairs Officer	120	71%	D	168	1	1	1	168	168	168
8 Public Information Officer	210	125%	D	168	1	1	1	168	168	168
9 Webmaster	117	78%	CCC	150	1	1	1	150	150	150
10 Administrative Tech	80	100%	B	80	1	1	1	80	80	80
11 County Attorney	223	103%	G	216	1	1	1	216	216	216
12 Assistant County Attorney	160	95%	D	168	1	1	1	168	168	168
13 Legal Assistant		0%	B	80	1	1	1	80	80	80
14 Intern	120	150%	B	80	1	1	1	80	80	80
15 Receptionist			A	64	0	1	1	0	64	64
16 Communications Assistant			A	64	0	1	1	0	64	64
A Personnel and Net Office Area	2,312				14	16	16	2,272	2,400	2,400
Functional Spaces										
17 Attorney Legal File Storage Room	111	66%	D	168	1	1.2	1.3	168	202	218
18 Copier/Workroom	80	48%	O	168	1	1	1	168	168	168
19 Reception Lobby	300	150%		200	1	1	1	200	200	200
20 Reception Service Counter	200	100%		200	1	1	1	200	200	200
21 Breakroom	250	99%	L	252	1	1	1	252	252	252
22 File Storage Room	0	0%	D	168	1	1	1	168	168	168
23 Conference Room	556	100%		556	1	1	1	556	556	556
24 Storage	190	88%	G	216	1	1	1	216	216	216
25 Staff RR	112	100%	N	56	2	2	2	112	112	112
B Net Functional Area	1,799							2,040	2,074	2,090
C Existing Net Floor Area Combined	4,111									
D Existing Gross Departmental Floor Area	5,905									
A+B Net Area Needed for Personnel and Support Space								4,312	4,474	4,490
E Gross Departmental Area Needed	1.28		times A+B					5,519	5,726	5,748

Economic Development Office

Existing Conditions - The Economic Development Office utilizes a total of 1,165 square feet of total departmental floor area on the first floor of the Administration Building at 224 Ballard Street, Yorktown, Virginia, as shown in Figure 1.47 and Figure 1.48. The mission of the department could benefit by locating it in a location more conducive to representing the commercial development assets of the County and in a space which is more appropriate for marketing the County. The current facility is awkwardly arranged and has insufficient entry lobby area.

Future Needs - The Economic Development office personnel is not expected to grow in the next 5 to 10 years. The personnel and space needs presented in Figure 1.49 indicate a 600 square foot increase of departmental space needed to provide a Director's office large enough for in-office conference meetings and additional space for a copier room, coffee area and lobby. Access to restrooms will also be needed if not provided in the office space.

Figure 1.44



Administration Building
Economic Development
First Floor

- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

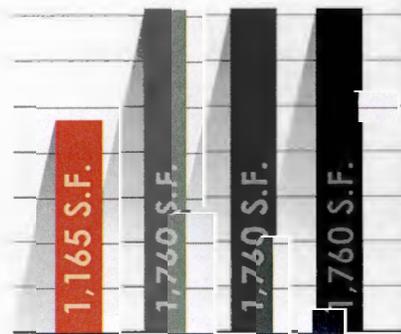


Figure 1.45

Figure 1.46



Figure 1.47

Economic Development

	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)			
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs	
Personnel											
1	Economic Development Director	203	73%	H	280	1	1	1	280	280	280
2	Assistant Director	148	88%	D	168	1	1	1	168	168	168
3	Administrative Coordinator	80	100%	B	80	1	1	1	80	80	80
4	Work As Required Assistant	64	100%	A	64	1	1	1	64	64	64
A	Personnel and Net Office Area	495				4	4	4	592	592	592
Functional Spaces											
5	Conference Room	280	104%	I	270	1	1	1	270	270	270
6	Lobby	50	42%		120	1	1	1	120	120	120
7	File/Storage Room	180	107%	D	168	1	1	1	168	168	168
8	Forms/Handout Cabinet	25	100%		25	1	1	1	25	25	25
9	Copier Area	0	0%		120	1	1	1	120	120	120
10	Coffee Area	0	0%		80	1	1	1	80	80	80
B	Net Functional Area	535							783	783	783
C	Existing Net Floor Area Combined	1,030									
D	Existing Gross Departmental Floor Area	1,165									
A+B	Net Area Needed for Personnel and Support Space								1,375	1,375	1,375
E	Gross Departmental Area Needed	1.28		times A+B					1,760	1,760	1,760

Registrar

Existing Conditions - The Registrar's Office utilizes a total of 1,273 square feet of total departmental floor area on the first floor of the Administration Building at 224 Ballard Street, Yorktown, Virginia, as shown in Figure 1.50 and Figure 1.52. This space is dramatically undersized for the operations and functions required by the Registrar. The following major issues were reported by the Registrar:

- a) Offices for the Registrar and Chief Deputy need additional space.
- b) Electoral Board Room needs to be under the primary control of the Registrar.
- c) Need access to a training room (sized for 50 in a classroom setting)
- d) Need work area for assembling absentee ballots, mailing jobs, mail room.
- e) Need a pre-processing room for absentee ballot processing.
- f) Need an absentee voting room that has privacy.
- g) Storage needed for ballots, referenda materials, equipment, voting machines, etc.
- h) Need a breakroom
- i) Improved reception with provisions for privacy.
- j) Concerns about adequate access for the disabled (under ADA).

Future Needs - The Registrar's office personnel is not expected to grow in the next 5 to 10 years. The personnel and space needs presented in Figure 1.53 indicate that the department will need approximately 3,550 square feet of departmental space needed in order to meet its long-range needs (approximately 3 times as much space as currently provided). As noted above, access to a training classroom is needed as well.

Figure 1.48



Administration Building
Registrar
First Floor

- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

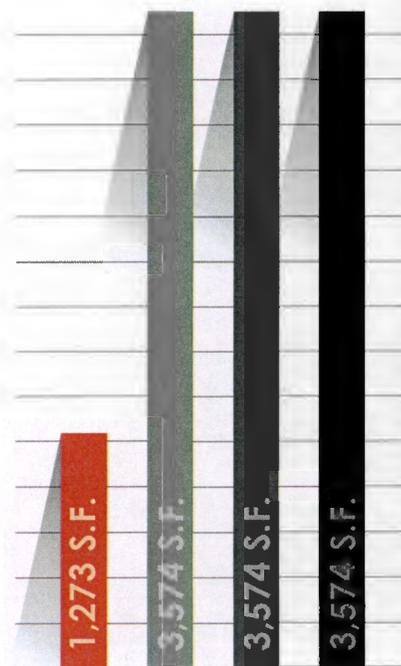
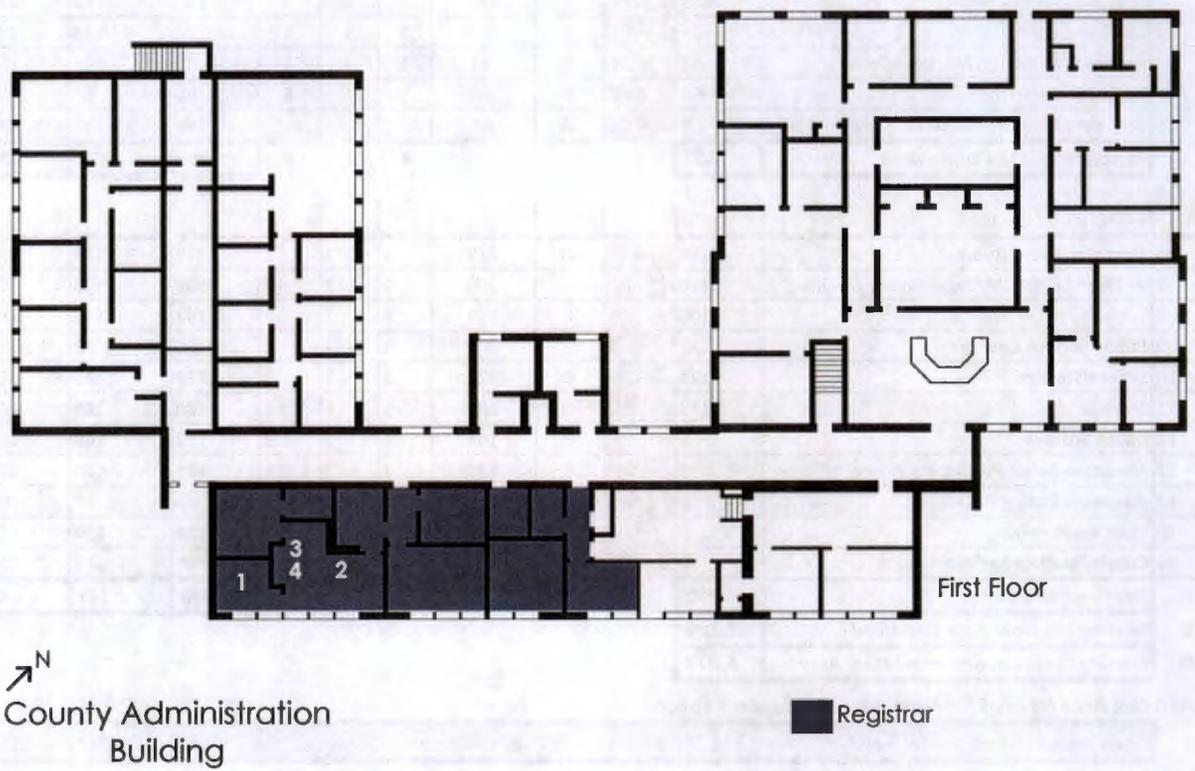


Figure 1.49

Figure 1.50



Registrar

Figure 1.51

	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)		
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
Personnel										
1 Registrar	110	65%	D	168	1	1	1	168	168	168
2 Chief Deputy	64	53%	C	120	1	1	1	120	120	120
3 Assistant Registrar/Machine Tech	64	80%	B	80	1	1	1	80	80	80
4 Assistant Registrar	64	80%	B	80	1	1	1	80	80	80
5 Part-time Work-As-Required	0	0%	A	64				180	180	180
A Personnel and Net Office Area	302				4	4	4	628	628	628
Functional Spaces										
6 Electoral Board Room	190	60%	III	315	1	1	1	315	315	315
7 Voting Machine Storage/testing/maint.	230	46%		500	1	1	1	500	500	500
8 Lobby	100	52%	E	192	1	1	1	192	192	192
9 Public Service Counter	12	15%		80	1	1	1	80	80	80
10 Secure Storage	123	103%	C	120	1	1	1	120	120	120
11 Storage	143	51%	H	280	1	1	1	280	280	280
12 Ballot Storage	0	0%	D	168	1	1	1	168	168	168
13 Absentee Ballot Processing Room	0	0%	C	120	1	1	1	120	120	120
14 Absentee Voting Room	0	0%	B	80	1	1	1	80	80	80
15 Staff Breakroom	0	0%	C	120	1	1	1	120	120	120
16 Copier/Mail Room/Workroom	0	0%	O	168	1	1	1	168	168	168
B Net Functional Area	798							2,143	2,143	2,143
C Existing Net Floor Area Combined	1,100									
D Existing Gross Departmental Floor Area	1,273									
A+B Net Area Needed for Personnel and Support Space								2,771	2,771	2,771
E Gross Departmental Area Needed	1.28		times A+B					3,547	3,547	3,547

Community Services - Administration

Existing Conditions - The Community Services Department utilizes a total of 2,855 square feet of total departmental floor area on the first floor of the Administration Building at 224 Ballard Street, Yorktown, Virginia, as shown in Figure 1.54 and Figure 1.55. This department manages Parks and Recreation, the County's housing program, Head Start, Juvenile and Domestic Relations Court Services and Juvenile Detention. Currently, the administrative offices are located in the Administration building with other personnel located off-site at the Parks, Recreation and Tourism Building at Goodwin Neck Road, Gloucester Courthouse, York-Poquoson Courthouse, Williamsburg -James City County Courthouse, Juvenile Detention, & Head Start. The following factors affect the department's space needs for the future:

- a) Shortage of space has divided the department into different buildings.
- b) The Sports Complex space is undersized now for the personnel at the site.
- c) Prefer Parks and Recreation at the central location like the Sports Complex.
- d) Off-site storage should be consolidated at Parks and Rec center.
- e) A breakroom and larger reception area are needed.

Community Services – Parks, Recreation & Tourism

Existing Conditions - The Parks, Recreation and Tourism component of the Community Services Department utilizes a total of 4,712 square feet of total departmental floor area off of Goodwin Neck Road at 100 County Drive, Yorktown, Virginia, as shown in Figure 1.58 and Figure 1.59.

Future Needs - The Community Services Department staff is projected to grow minimally by 1 position over the next 10 years. The personnel and space needs presented in Figure 1.60 indicate that the department will not need additional space in order to address its needs over this period. As discussed in the previous section, it is desired to consolidate all of Parks and Recreation at a central site.

Community Services – Senior Center

Existing Conditions - The Senior Center occupies 8,815 square feet of leased space at the Washington Square Shopping Center at 5314 George Washington Memorial Highway. The current center spans across 4 connected tenant spaces and, as a result, feels very compartmentalized. The center averages 1500-1600 visitors a month with around 200 regulars and an additional 500 membership applications. During some events the space is at capacity and any expansion would provide the opportunity to accept additional members. Because the center is in a shopping center it is not ideal for seniors arriving by car due to the lack of close Handicapped parking.

Future Needs - While the Senior Center isn't expected to see a large amount of growth in the foreseeable future, a reconfiguration could help the center better serve the County's seniors. There is currently no space for the Senior Center's 15-person board to meet without re-arranging another area and taking that program space away during board meetings. There is also space for a visiting physician to examine patients, which is a service that the center would like to add. Overall the function of the department could be better served in a space specifically designed for their needs that could serve a dual purpose as a combined Rec Center & Senior Center.

Community Services – Sports Complex Maintenance

Existing Conditions - The Sports Complex Maintenance Building is a 7,009 square foot building at the McReynolds Sports Complex at 412 Sports Way and was built in 2009. 5,100 square feet of space is the ground maintenance storage area with the remaining area for office, locker room, and breakroom function. Currently, there are issues with the lack of lockers, especially the women's lockers, and the size of the restrooms. When the grounds crews are fully staffed for the season these existing features are already inadequate.

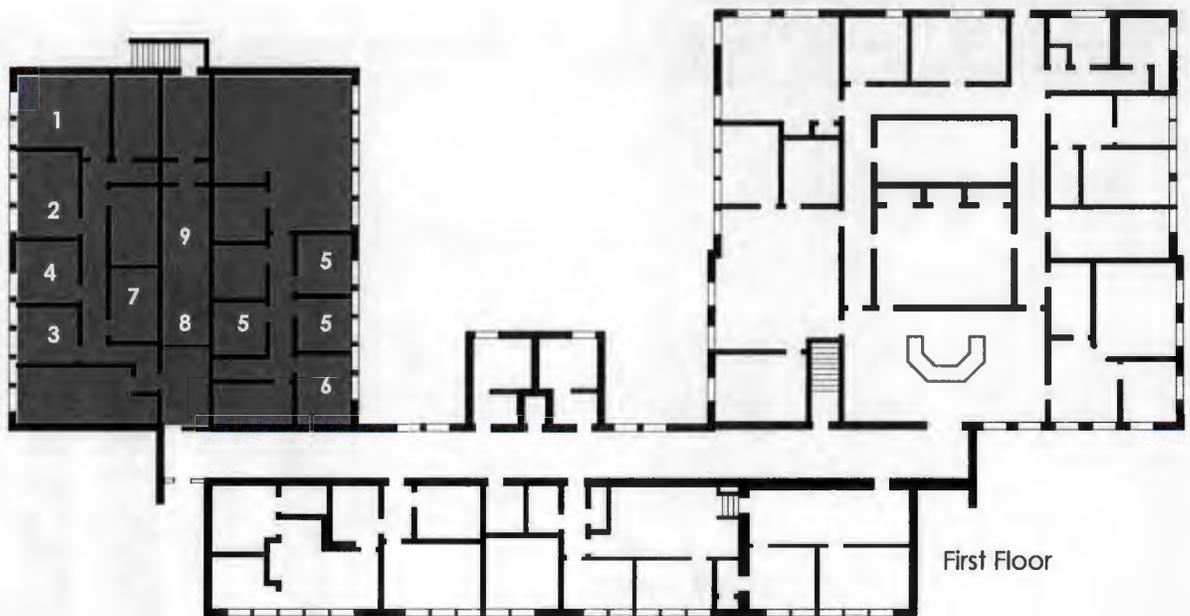
Future Needs - While the office space in the building is adequate for the foreseeable future, the functional spaces are currently deficient. The current women's locker room only has 6 lockers and needs twice that. The current men's locker room has 26 lockers which are sufficient for the 25 full time staff but not enough for the part time and seasonal staff. Both restrooms only have one stall and the men's has a urinal, but given the capacity of the building and it's usage the number should be at least double that. The maintenance equipment storage area is large enough for the ground crews for the sports complex but not large enough to handle the needs of the rest of the County's grounds crews. The building is also lacking a proper IT room.

Figure 1.52



Administration Building
Community Services
First Floor

Figure 1.53



County Administration
Building

Community Services
Administration

Figure 1.54

Community Services - Administration

	Exsting Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)			
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs	
Personnel											
Adminstration Building											
1	Director	255	118%	G	216	1	1	1	216	216	216
2	Deputy Director	160	95%	D	168	1	1	1	168	168	168
3	Facilities Services Assistant	108	135%	B	80	1	2	2	80	160	160
4	Aging, Health & Disabilities Coordinator	121	151%	B	80	1	1	1	80	80	80
5	Housing Specialist	240	100%	B	80	3	3	4	240	240	320
6	Housing Manager	130	77%	D	168	1	1	1	168	168	168
7	Operations Coordinator	64	80%	B	80	1	1	1	80	80	80
8	Project Coordinator	80	100%	B	80	1	1	1	80	80	80
9	Administrative Assistant I	80	100%	B	80	1	1	1	80	80	80
A	Personnel and Net Office Area	1,238				11	12	13	1,192	1,272	1,352
Functional Spaces											
10	Conference Room - Large	260	96%	I	270	1	1	1	270	270	270
11	Conference Room - Small	122	73%	II	168	1	1	1	168	168	168
12	Work As Required Workspace	108	68%	B	80	2	2	2	160	160	160
13	Lobby	104	65%	AA	160	1	1	1	160	160	160
14	File Storage	136	81%	D	168	1	1	1	168	168	168
15	Reception Counter	0	0%		30	1	1	1	30	30	30
16	Copier/Workroom	160	95%	O	168	1	1	1	168	168	168
17	Housing Storage	135	80%	D	168	1	1	1	168	168	168
18	Break Room	108	43%	L	252	1	1	1	252	252	252
B	Net Functional Area	1,133							1,544	1,544	1,544
C	Existing Net Floor Area Combined	2,371									
D	Existing Gross Departmental Floor Area	2,855									
A+B Net Area Needed for Personnel and Support Space									2,736	2,816	2,896
E	Gross Departmental Area Needed	1.28	times A+B						3,502	3,604	3,707

Figure 1.55

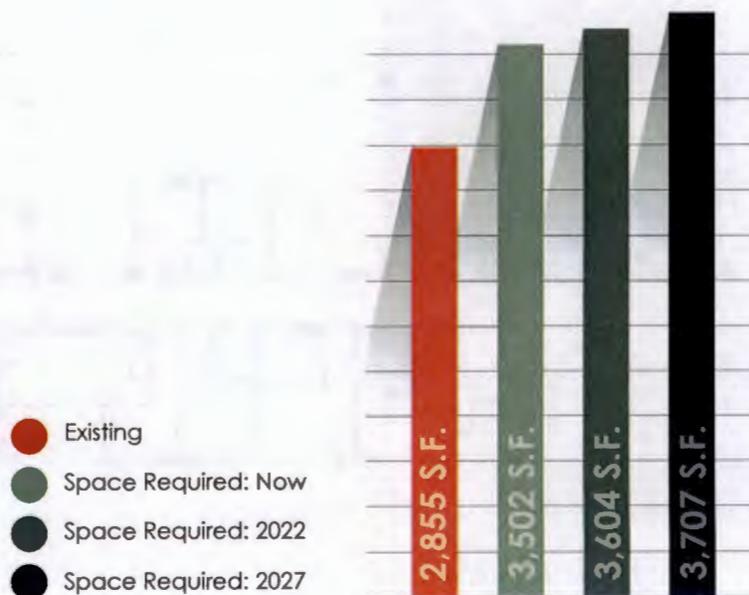
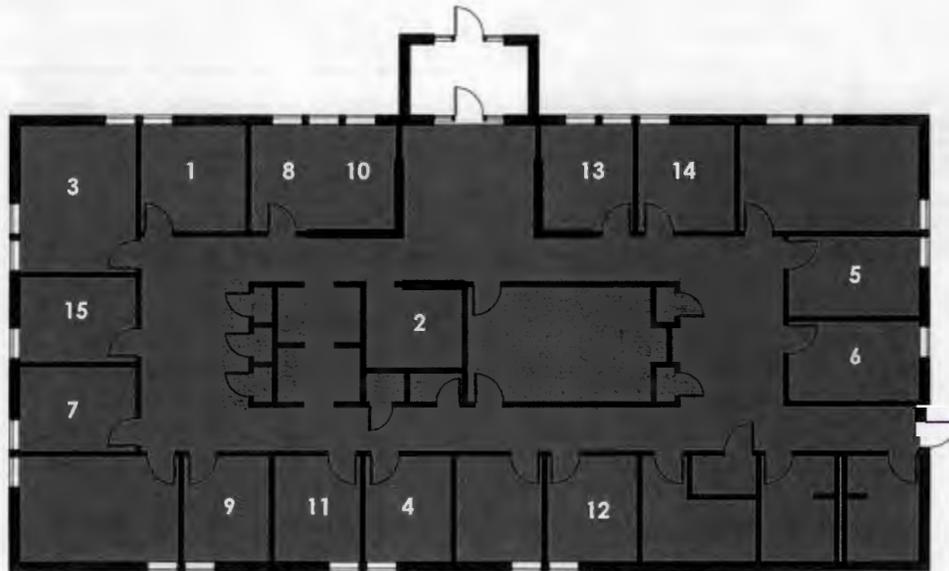


Figure 1.56



Parks, Recreation + Tourism
Community Services
First Floor

Figure 1.57



First Floor

N ↑
Parks, Recreation + Tourism
Facilities

■ Parks, Recreation + Tourism

Figure 1.58

Community Services - Parks, Recreation + Tourism (located at Goodwin Neck Rd)

	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)			
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs	
Personnel											
1 Parks and Recreation Superintendent	124	74%	D	168	1	1	1	168	168	168	
2 Administrative Assistant II	80	100%	B	80	1	1	1	80	80	80	
3 Tourism Development Manager	189	113%	D	168	1	1	1	168	168	168	
4 Event Planner	102	128%	B	80	1	2	2	80	160	160	
5 Marketing and Events Specialist	115	144%	B	80	1	1	1	80	80	80	
6 Graphic Design Specialist	116	145%	B	80	1	1	1	80	80	80	
7 Recreation Supervisor I	102	64%	B	80	2	2	2	160	160	160	
8 Staff Support Assistant	66	83%	B	80	1	1	1	80	80	80	
9 Recreation Supervisor I	110	138%	B	80	1	1	1	80	80	80	
10 Administrative Technician	103	161%	A	64	1	1	1	64	64	64	
11 Waterfront Ops Coordinator	102	128%	B	80	1	1	1	80	80	80	
12 Work As Required-Tourism Coordinator	103	129%	B	80	1	1	1	80	80	80	
13 Virginia Tech Cooperative Ext Office Admir	107	134%	B	80	1	1	1	80	80	80	
14 4H Camp Head	114	143%	B	80	1	1	1	80	80	80	
15 Recreation Supervisor II	110	69%	B	80	2	2	2	160	160	160	
A Personnel and Net Office Area	1,643				17	18	18	1,520	1,600	1,600	

Functional Spaces										
16 Lobby	167	104%	AA	160	1	1	1	160	160	160
17 Service Counter	0	0%		25	1	1	1	25	25	25
18 Conference Room	240	89%	I	270	1	1	1	270	270	270
19 Copy/Work Room	50	30%	O	168	1	1	1	168	168	168
20 Staff Restrooms	172	60%	M	144	2	2	2	288	288	288
21 Breakroom/Kitchenette	50	20%	L	252	1	1	1	252	252	252
22 File Room	0	0%	E	192	1	1	1	192	192	192
23 Open Work Area	300	156%	E	192	1	1	1	192	192	192
24 Multipurpose Room	188	98%	E	192	1	1	1	192	192	192
25 Storage	40	21%	E	192	1	1	1	192	192	192
B Net Functional Area	1,207							1,931	1,931	1,931
C Existing Net Floor Area Combined	2,850									
D Existing Gross Departmental Floor Area	4,712									

A+B Net Area Needed for Personnel and Support Space					3,451	3,531	3,531
E Gross Departmental Area Needed	1.28	times A+B			4,417	4,520	4,520

- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

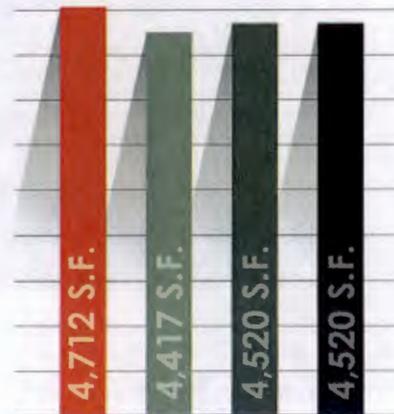
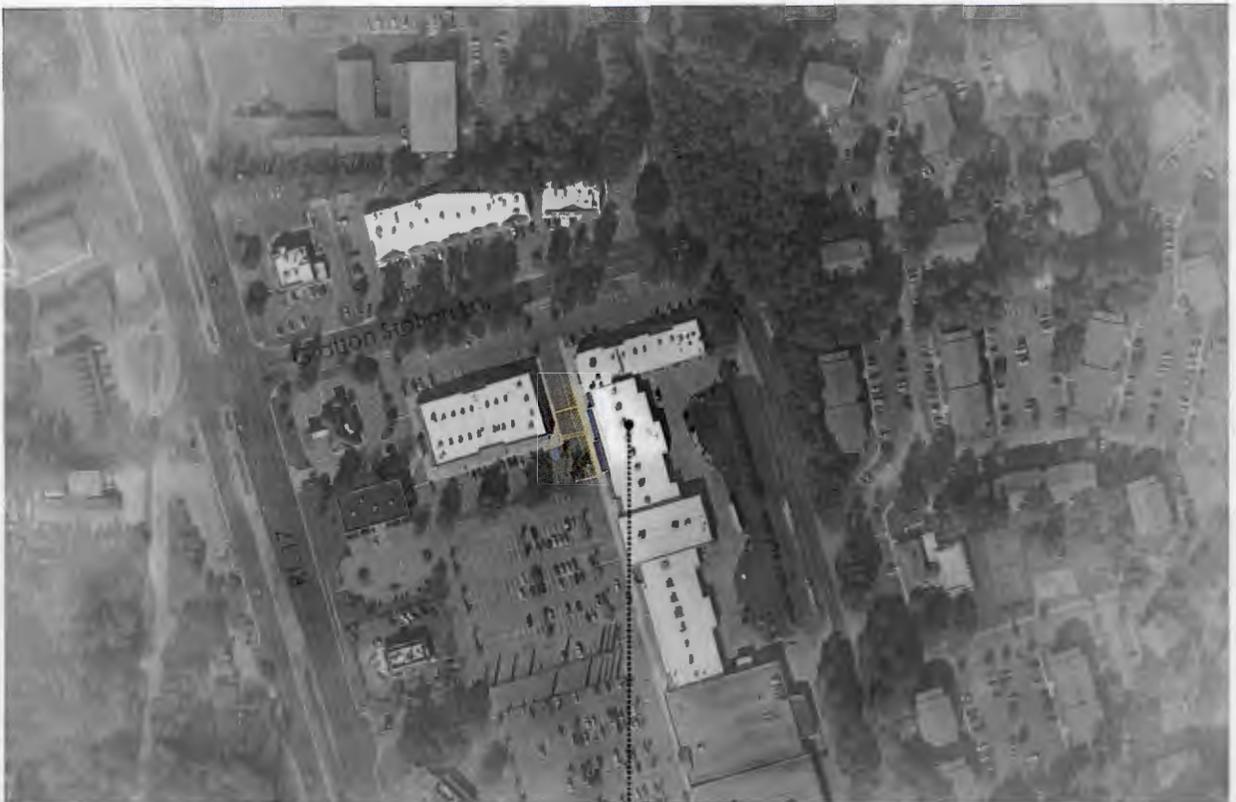


Figure 1.59

Figure 1.60



Senior Center
Community Services
First Floor

Figure 1.61

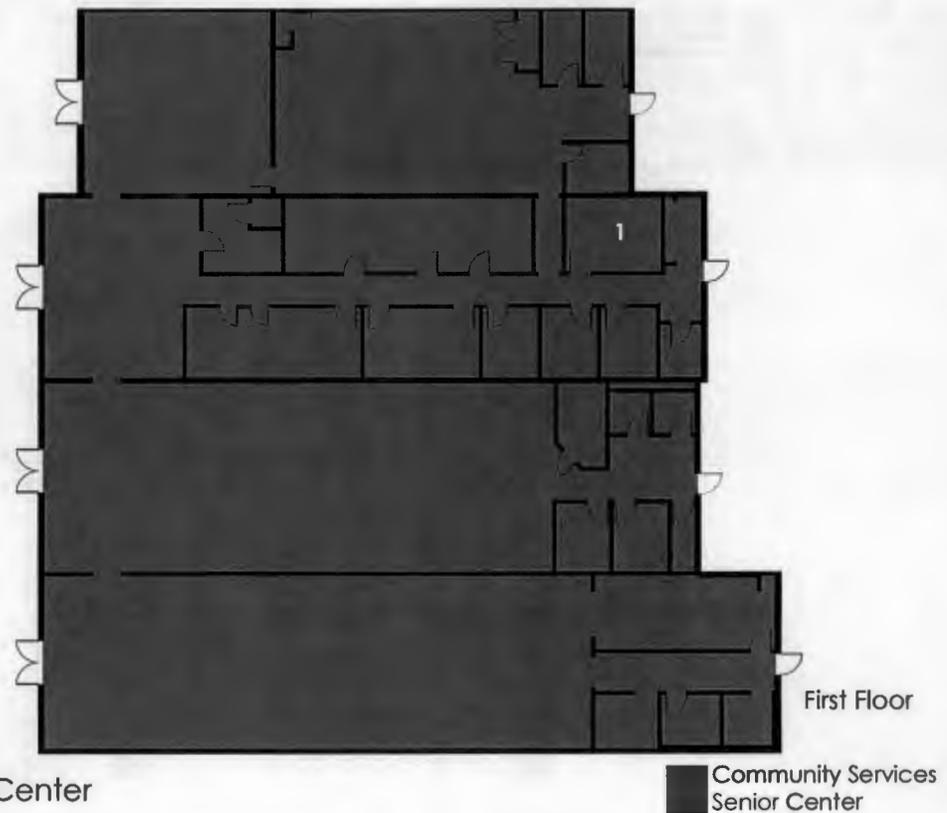


Figure 1.62

Community Services - Senior Center

	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)			
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs	
Personnel											
1	Recreation Supervisor I of Senior Center	150	125%	C	120	1	2	2	120	240	240
A	Personnel and Net Office Area	150				1	2	2	120	240	240
Functional Spaces											
2	Computer Lab	380	100%		380	1	1	1	380	380	380
3	Library	250	100%		250	1	1	1	250	250	250
4	Card Room	156	100%		156	1	1	1	156	156	156
5	Reception	106	100%		106	1	1	1	106	106	106
6	Lobby	436	100%		436	1	1	1	436	436	436
7	Copy/File Room	96	100%		96	1	1	1	96	96	96
8	Multipurpose Room	700	100%		700	1	1	1	700	700	700
9	Dining Area	941	100%		941	1	1	1	941	941	941
10	Sink	30	100%		30	1	1	1	30	30	30
11	Storage	543	100%		543	1	1	1	543	543	543
12	Restroom at Dining	58	100%		58	1	1	1	58	58	58
13	Staff Restroom	45	100%		45	1	1	1	45	45	45
14	Food Supply Closet	80	100%		80	1	1	1	80	80	80
15	Exam Room	80			80	0	0	0	0	0	0
16	Quilting and Artroom	1,657	100%		1,657	1	1	1	1,657	1,657	1,657
17	Sitting Room	354	100%		354	1	1	1	354	354	354
18	Exercise Class	1,958	100%		1,958	1	1	1	1,958	1,958	1,958
19	Table and Chair Storage	274	100%		274	1	1	1	274	274	274
20	Restrooms	206	100%		206	1	1	1	206	206	206
21	IT Server	18	8%	SS	216	1	1	1	216	216	216
B	Net Functional Area	8,368							8,486	8,486	8,486
C	Existing Net Floor Area Combined	8,518									
D	Existing Gross Departmental Floor Area	9,025									
A+B	Net Area Needed for Personnel and Support Space								8,606	8,726	8,726
E	Gross Departmental Area Needed	1.20		times A+B					10,327	10,471	10,471

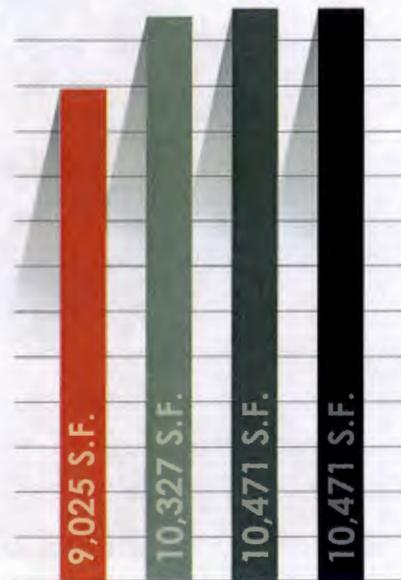


Figure 1.63

- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

Figure 1.64



Sports Complex
Community Services
First Floor

Figure 1.65



First Floor



Sports Complex

Community Service
Sports Complex

Community Services -Sports Complex

Figure 1.66

	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)			
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs	
Personnel											
1	Recreation Superintendent I	251	157%	B	80	2	2	2	160	160	160
A	Personnel and Net Office Area	251				2	2	2	160	160	160
Functional Spaces											
2	Lobby/Reception	72	60%	C	120	1	1	1	120	120	120
3	Service Counter	30	75%		40	1	1	1	40	40	40
4	Front Desk	200	250%	B	80	1	1	1	80	80	80
5	Conference Room	156	100%		156	1	1	1	156	156	156
6	Server Room	72	33%	SS	216	1	1	1	216	216	216
7	Breakroom	230	91%	L	252	1	1	1	252	252	252
8	Lockers/RR/ Shower - Men	321	74%	NN	432	1	1	1	432	432	432
9	Lockers/RR/ Shower - Women	242	56%	NN	432	1	1	1	432	432	432
10	Maintenance Equipment Storage	5,050	100%		5050	1	1	1	5,050	5,050	5,050
B	Net Functional Area	6,373							6,778	6,778	6,778
C	Existing Net Floor Area Combined	6,624									
D	Existing Gross Departmental Floor Area	7,009									
A+B	Net Area Needed for Personnel and Support Space								6,938	6,938	6,938
E	Gross Departmental Area Needed	1.28	times A+B						8,881	8,881	8,881

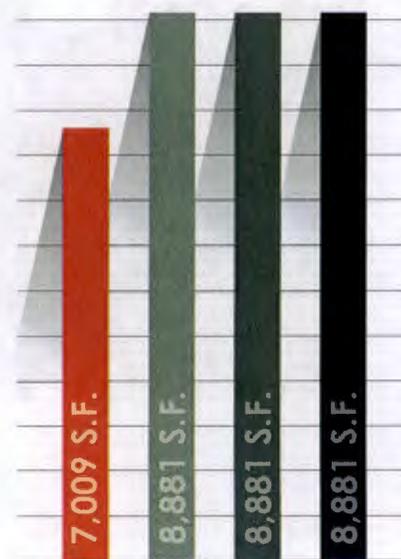


Figure 1.67

Planning Department

Existing Conditions – The Planning Department currently occupies 1,764 square feet of total departmental floor area in the basement of the County Administration building. The basement location is not ideal for office space for this department because of the structural restrictions of the basement walls and lack of ADA access for the public.

Future Needs – The Planning Department does not require additional space , however it would be desirable to relocate this department so that it could be adjacent to Development Services offices and Building Regulation offices to bundle these departments together to create a more convenient “one-stop” service point for building planning and site development customers who come to file for land development and building permits. Functionally, the Planning Department needs a dedicated conference room, file storage room, and dead file storage room. Depending on the location, the department could share other functions such as a breakroom and staff restrooms with another department.

Figure 1.68



Administration Building
Planning
Basement

- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

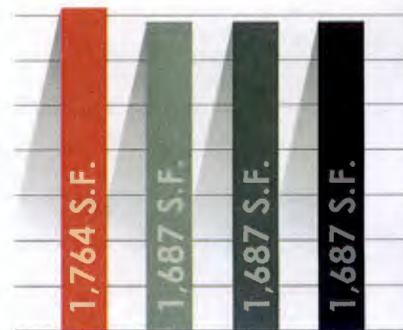
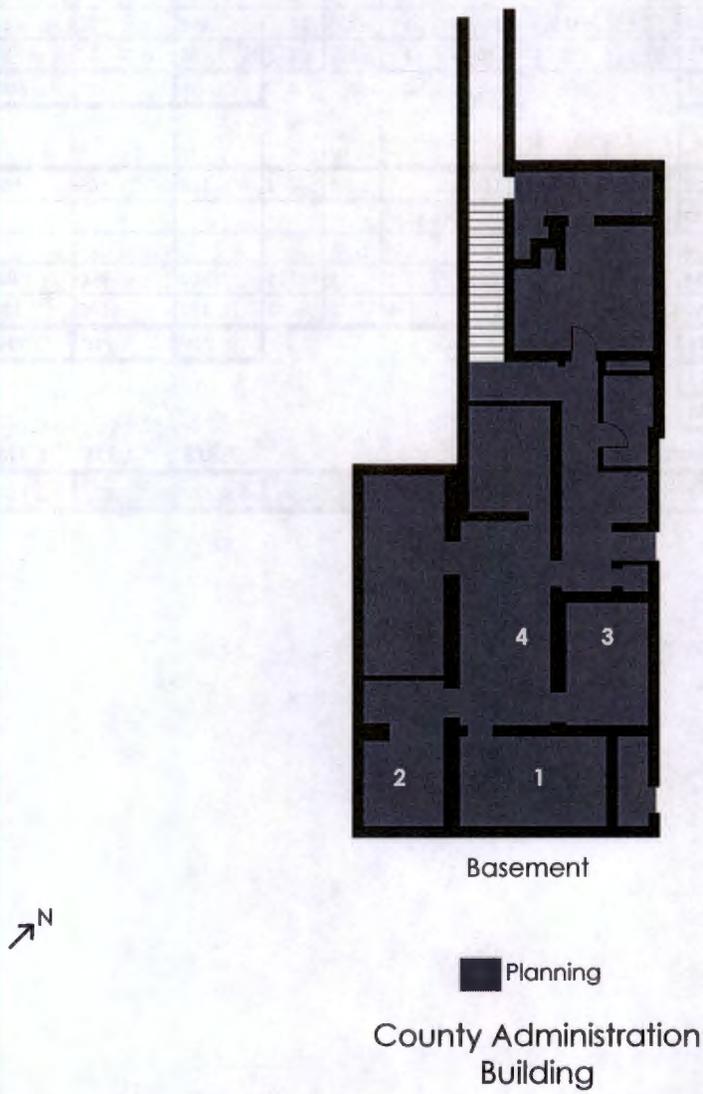


Figure 1.69

Figure 1.70



Planning

	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)		
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
Personnel										
1	191	99%	E	192	1	1	1	192	192	192
2	147	88%	D	168	1	1	1	168	168	168
3	164	98%	D	168	1	1	1	168	168	168
4	112	140%		80	1	1	1	80	80	80
A	Personnel and Net Office Area	614			4	4	4	608	608	608
Functional Spaces										
5	126	75%	II	168	1	1	1	168	168	168
6	227									
7	0									
8	236	67%		350	1	1	1	350	350	350
9	50	26%	E	192	1	1	1	192	192	192
B	Net Functional Area	639						710	710	710
C	Existing Net Floor Area Combined	1,253								
D	Existing Gross Departmental Floor Area	1,764								
A+B Net Area Needed for Personnel and Support Space								1,318	1,318	1,318
E	Gross Departmental Area Needed	1.28	times A+B					1,687	1,687	1,687

Figure 1.71

Public Works – Administration

Existing Conditions – Public Works Building Administration is an 18,694 square foot shop building built in 1995 which is located at 105 Service Drive. The single-story building has office space for Public Works Administration, Engineering, Construction Inspection, Utilities Operations, and Infrastructure Management. The building also contains a Public Utilities shop space with a storage mezzanine. The current building is at a capacity beyond that which it was designed with many of the original functional spaces (storage rooms, files rooms, conference rooms, etc.) having been converted to offices. Because of this, much of the storage is spread throughout the building corridors which leads to staff inefficiency. Other functional spaces such as restrooms and locker rooms are undersized based on the current staff counts and the breakroom area is in the shop bay, the same space where sewer trucks are serviced. There are also cases in the building where a single office is now shared by 2 or more people to accommodate staff growth since the building was constructed.

Future Needs – The main need for the Public Works Administration Building is the space to accommodate the current staff and the projected additional staff so they can perform their jobs more efficiently.

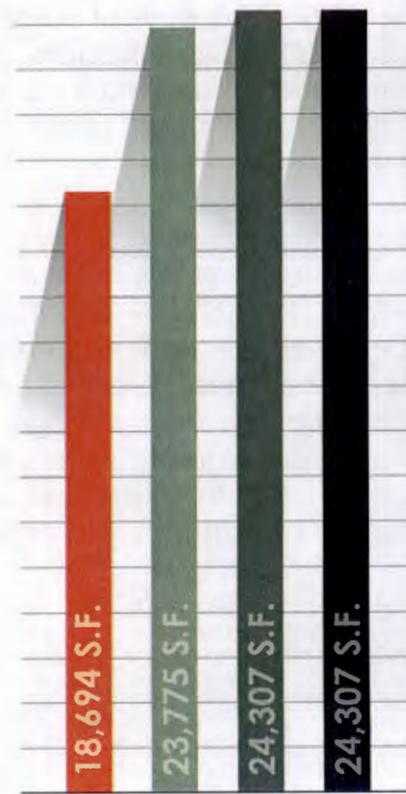
a. Increase Office / Work Area Space – The Public Works Administration Staff is projected to grow by 6 people over the next ten years and the current building is already beyond functional capacity. Many employees including engineers and inspectors are in offices that are undersized for their job functions. There is a need for increased office space for the current staff with additional room for growth in the foreseeable future.

b. Increase & Add Functional Spaces – Currentl, the largest need in the Public Works Administration building is the need for functional spaces as many of the functional spaces that were originally designed for the building have been converted to offices as the staff grew. Spaces for general office functions such as copy rooms, file rooms, conference rooms, storage rooms, and server rooms will need to be added to increase office efficiency and productivity. There is also a need for larger restrooms and a dedicated break area to accommodate the current and projected staff growth.

Figure 1.72



Public Works



- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

Figure 1.73

Chapter 1 - Space Needs Assessment
York County, Virginia

Figure 1.74

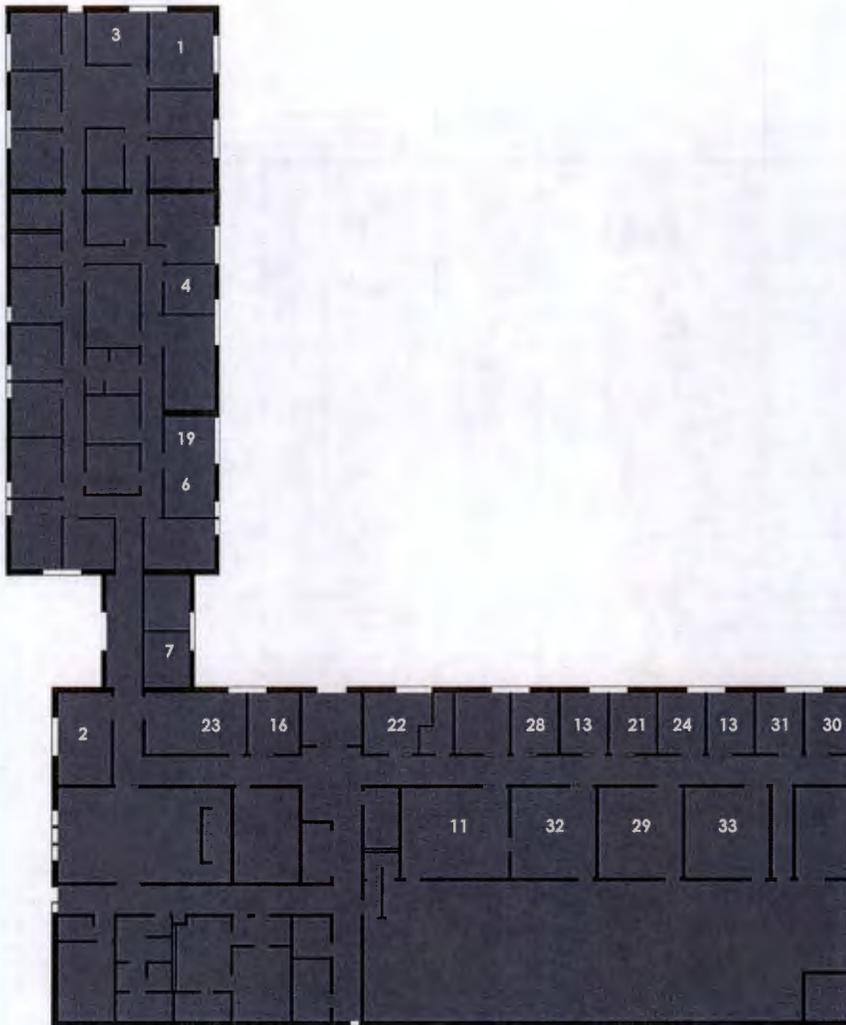


Figure 1.75

Functional Spaces											
34	Public RR	0	0%	M	144	2	2	2	288	288	288
35	Staff RR/Admin	208	72%	M	144	2	2	2	288	288	288
36	Storage for Inventory (using mezzanine)	2800	80%		3500	1	1	1	3,500	3,500	3,500
37	Utilities Shop	3065	100%		3065	1	1	1	3,065	3,065	3,065
38	Multipurpose Room	670	100%		670	1	1	1	670	670	670
39	Central File Room	430	86%		500	1	1	1	500	500	500
40	Breakroom	66	13%	LL	500	1	1	1	500	500	500
41	Vending	75	100%		75	1	1	1	75	75	75
42	Mens Locker/Shower/RR - Shop	600	100%		600	1	1	1	600	600	600
43	Womens Locker/Shower/RR-Shop	400	67%		600	1	1	1	600	600	600
44	Server Room	139	64%	SS	216	1	1	1	216	216	216
45	Icemaker	105	105%		100	1	1	1	100	100	100
46	Plotter Room	111	50%	F	224	1	1	1	224	224	224
47	Conference Room (Admin)	226	84%	I	270	1	1	1	270	270	270
48	Admin Reception	232	77%		300	1	1	1	300	300	300
49	Reception Service Counter	0	0%		50	1	1	1	50	50	50
50	Copier Work Room	120	34%	OO	352	1	1	1	352	352	352
51	Small Conference Rooms	0	0%	II	168	3	3	3	504	504	504
52	Admin Files	132	59%	F	224	1	1	1	224	224	224
53	Storage (Admin)	200	50%		400	1	1	1	400	400	400
B	Net Functional Area	9,579							12,726	12,726	12,726
C	Existing Net Floor Area Combined	14,736									
D	Existing Gross Departmental Floor Area	18,694									
A+B Net Area Needed for Personnel and Support Space									18,574	18,990	18,990
E	Gross Departmental Area Needed	1.28							23,775	24,307	24,307

Figure 1.76

Public Works - Administration

Personnel	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)		
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
1 Director of Public Works	224	104%	GG	216	1	1	1	216	216	216
2 Deputy Director of Public Works	223	103%	GG	216	1	1	1	216	216	216
3 Administrative Coordinator	134	112%	C	120	1	1	1	120	120	120
4 Public Works Public Relations	100	83%	C	120	1	1	1	120	120	120
5 Management Analyst		0%	C	120	1	1	1	120	120	120
6 Administrative Assistant II	140	88%	B	80	2	2	2	160	160	160
7 Administrative Assistant III	70	88%	B	80	1	1	1	80	80	80
8 Work As Required	80	50%	B	80	2	2	2	160	160	160
9 Chief of Engineering	200	119%	D	168	1	1	1	168	168	168
10 Stormwater Programs Manager	100	60%	D	168	1	1	1	168	168	168
11 Construction Inspector	100	67%	CE	150	1	1	1	150	150	150
12 Engineer I	100	83%	C	120	1	1	1	120	120	120
13 Engineer II	260	35%	CE	150	5	5	5	750	750	750
14 Engineering Specialist II	200	44%	CE	150	3	3	3	450	450	450
15 Maintenance Operations Coordinator	150	100%	CE	150	1	1	1	150	150	150
16 Right of Way Agent	142	95%	CE	150	1	1	1	150	150	150
17 Safety and Compliance Specialist	100	67%	CE	150	1	1	1	150	150	150
18 Operations Chief-Stormwater/Grds	100	60%	D	168	1	1	1	168	168	168
19 Administrative Assistant II	80	100%	B	80	1	1	1	80	80	80
20 Construction Inspector	437	137%	B	80	4	6	6	320	480	480
21 Utilities Project Manager	130	77%	D	168	1	1	1	168	168	168
22 Infrastructure Manager	171	102%	D	168	1	1	1	168	168	168
23 Autocad Technician	170	142%	C	120	1	1	1	120	120	120
24 Fats, Oils and Grease Program Coord.	65	65%	C1	100	1	1	1	100	100	100
25 Fats, Oils and Grease Program Inspector	65	65%	C1	100	1	1	1	100	100	100
26 GIS Specialist	100	60%	D	168	1	1	1	168	168	168
27 Infrastructure Specialist	100	83%	C	120	1	1	1	120	120	120
28 Utility Services Coordinator	130	203%	A	64	1	1	1	64	64	64
29 Inventory Coordinator	342	267%	A	64	2	2	2	128	128	128
30 Operations Superintendent	130	108%	C	120	1	1	1	120	120	120
31 Operations Supervisor	130	108%	C	120	1	1	1	120	120	120
32 Master Electrician	342	171%	C1	100	2	2	2	200	200	200
33 Pump Station Mechanic	342	134%	A	64	4	8	8	256	512	512
A Personnel and Net Office Area	5,157				49	55	55	5,848	6,264	6,264

Building Regulations

Existing Conditions – Building Regulations is a 3,238 square foot building constructed in 1994 and located at 103 Service Drive. The one-story building has office space for the Building Official, Building Plan Reviewers, Plans Review Technicians, and Building and Trades Inspectors. Renovated in 2014, the space is generally adequate for the department except for a few functional spaces such as a breakroom / kitchenette and a storage area. Currently, Building Regulations has 600 square feet of space in the Stormwater Maintenance building that is used for storage. While the two buildings are adjacent it would be more functional if the storage was located in the same building as the rest of the department.

Future Needs – The Building Regulations department is not expected to grow in terms of staff size over the next 10 years, however there is a need for additional area for work areas and support space.

a. Increase Office / Work Area Spaces – The Building Regulations staff is not expected to increase in the foreseeable future, but the current offices are undersized for staff functions. Many of the positions deal with large format drawings and need larger spaces than they currently have in order to receive, store, and review drawings in an efficient manner.

b. Increase & Add Functional Spaces – The main functional needs for the Building Regulations Department would be an increase in the size of the breakroom / kitchenette, general storage, and file storage areas and the relocation of the long term storage back to the department area.

Figure 1.77



County Building Regulations

Figure 1.78

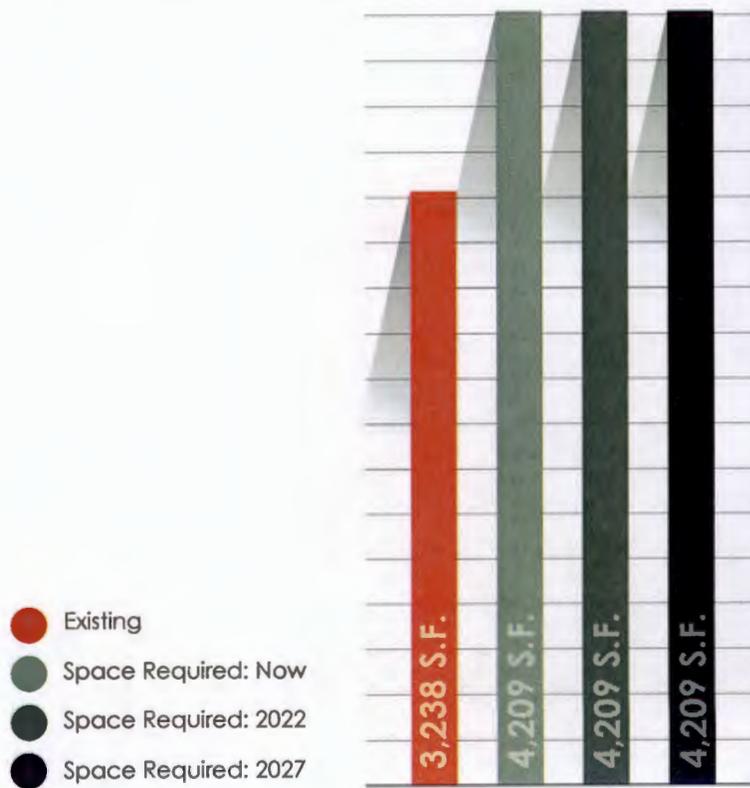


Figure 1.79

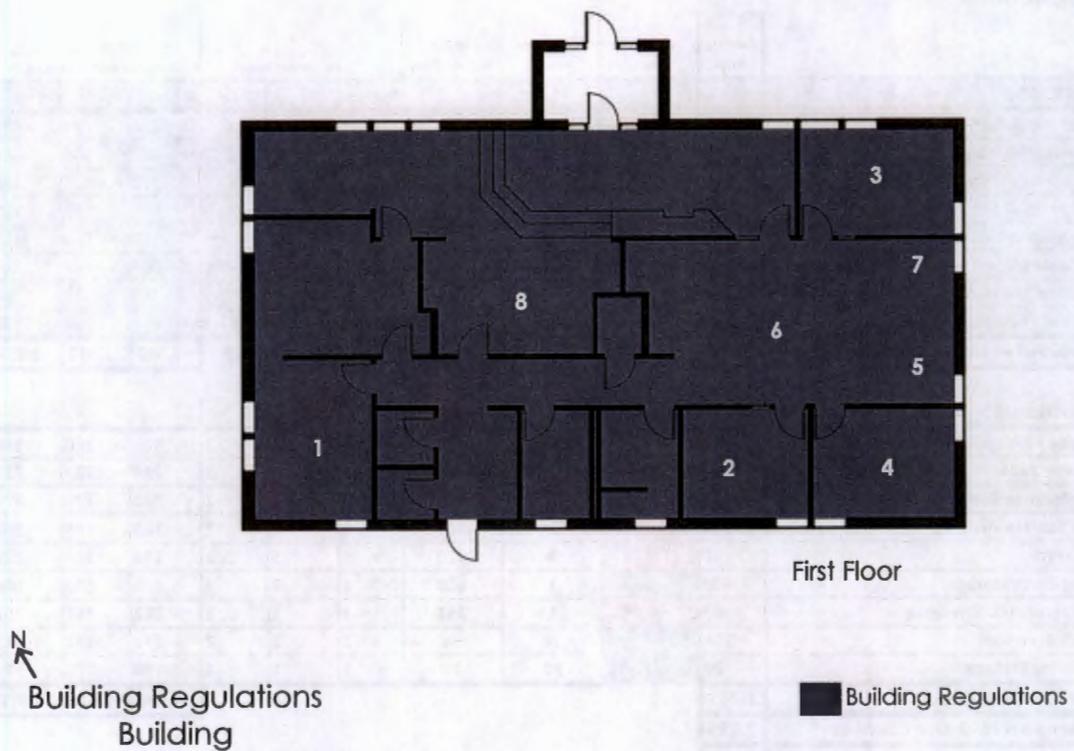


Figure 1.80

Building Regulations

		Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)		
						Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
Personnel											
1	Building Official	185	83%	F	224	1	1	1	224	224	224
2	Residential Plans Examiner	134	80%	D	168	1	1	1	168	168	168
3	Commercial Plans Examiner	158	94%	D	168	1	1	1	168	168	168
4	Plumbing & Mechanical Inspector	150	94%	B	80	2	2	2	160	160	160
5	Electrical Inspector	120	75%	B	80	2	2	2	160	160	160
6	Building Inspector	120	75%	B	80	2	2	2	160	160	160
7	Erosion & Sediment Control Inspector	60	75%	B	80	1	1	1	80	80	80
8	Permit Technician (at service counter)	163	85%	A	64	3	3	3	192	192	192
A	Personnel and Net Office Area	1,090				13	13	13	1,312	1,312	1,312
Functional Spaces											
9	Lobby / Reception	317	198%	AA	160	1	1	1	160	160	160
10	Printer Area	171	76%	F	224	1	1	1	224	224	224
11	Conference Room	210	78%	I	270	1	1	1	270	270	270
12	File Storage Area	106	63%	O	168	1	1	1	168	168	168
13	Storage	31	26%	P	120	1	1	1	120	120	120
14	Long Term Storage	600	100%	L	600	1	1	1	600	600	600
15	Breakroom/Kitchenette	86	34%	L	252	1	1	1	252	252	252
16	Staff Restroom	154	138%	N	56	2	2	2	112	112	112
15	Drawing Storage	70	100%	PP	70	1	1	1	70	70	70
B	Net Functional Area	1,745							1,976	1,976	1,976
C	Existing Net Floor Area Combined	2,835									
D	Existing Gross Departmental Floor Area	3,238									
A+B	Net Area Needed for Personnel and Support Space								3,288	3,288	3,288
E	Gross Departmental Area Needed	1.28		times A+B					4,209	4,209	4,209

Development Services

Existing Conditions – Development Services is a 3,896 square foot building constructed in 1993 and located at 102 County Drive. The one-story building has office space for Development, Planning, and Zoning positions and is undersized for current staff needs. Many of the former functional spaces have been converted to additional office spaces as the staff has grown.

Future Needs – While the Development Services Department is not expected to grow over the next 10 years, the existing office is undersized for current staff needs. The department has the following needs which would allow it to function more efficiently:

a. Increase Office / Work Area Space – The Development Services staff is not expected to increase in the foreseeable future, but the current offices are undersized for staff functions. Many of the positions deal with large format drawings and need larger spaces than they currently have in order to lay out and review drawings in an efficient manner.

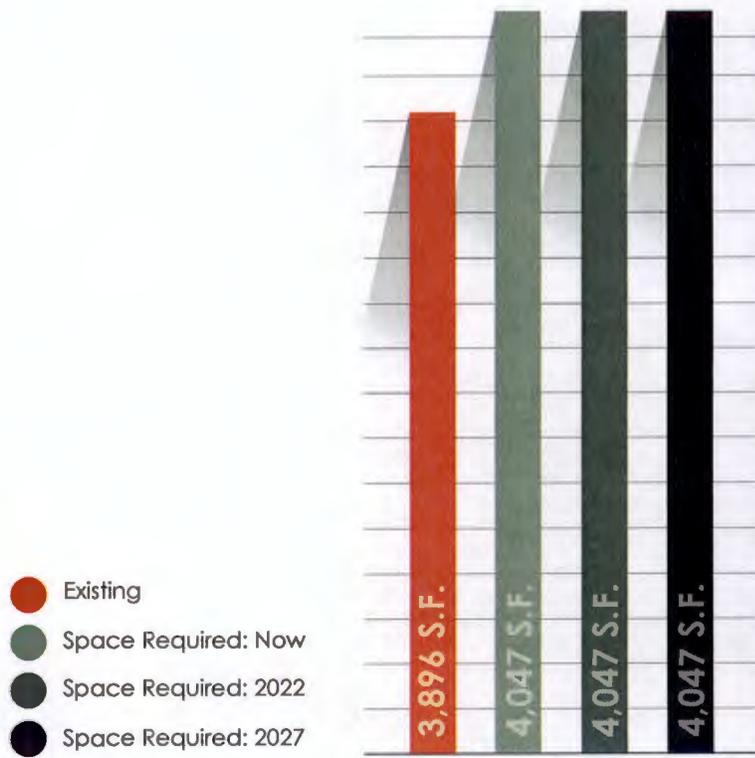
b. Increase & Add Functional Spaces – Since the building was constructed, most of the functional spaces have been converted to offices in order to accommodate a growing staff. There is a need for additional conference space, storage space, file space, as well as a need for a larger copier area, plotter and drawings layout area, and kitchenette / breakroom area.

Figure 1.81



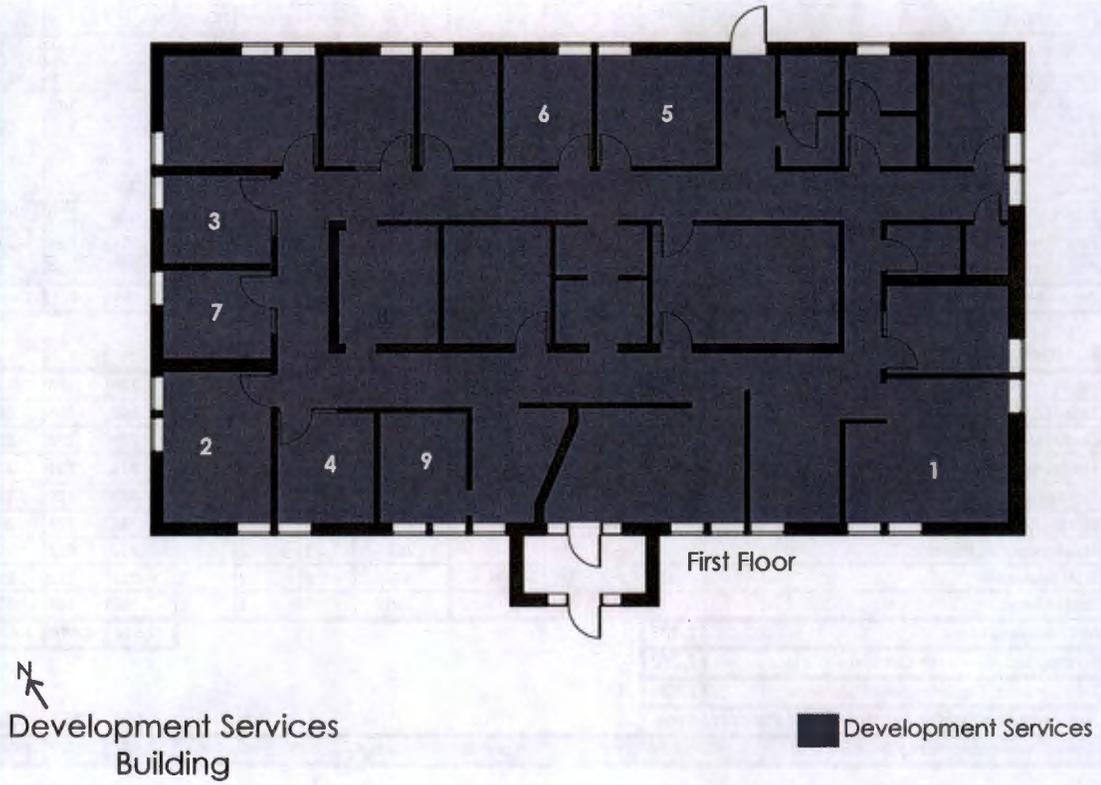
County Development Services

Figure 1.82



- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

Figure 1.83



Development Services

Figure 1.84

	Personnel	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)		
						Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
1	Chief of Development Services	192	86%	F	224	1	1	1	224	224	224
2	Senior Planner	295	88%	D	168	2	2	2	336	336	336
3	Planner I	85	71%	C	120	1	1	1	120	120	120
4	Development Facilitator	95	79%	C	120	1	1	1	120	120	120
5	Zoning & Code Enforcement Supervisor	85	51%	D	168	1	1	1	168	168	168
6	Senior Zoning & Code Enforcement Officer	87	52%	D	168	1	1	1	168	168	168
7	Zoning & Code Enforcement Officer	85	71%	C	120	1	1	1	120	120	120
8	Part Time Zoning & Code Enforcement Officer	0	0%	A	64	2	2	2	128	128	128
9	Administrative Technician	85	106%	B	80	1	1	1	80	80	80
A	Personnel and Net Office Area	1,009				11	11	11	1,464	1,464	1,464
	Functional Spaces										
10	Lobby / Plans Receiving	273	171%	AA	160	1	1	1	160	160	160
11	Small Conference Room	83	49%	II	168	1	1	1	168	168	168
12	Conference / Meeting Room	210	78%	I	270	1	1	1	270	270	270
13	File Storage Area	208	93%	F	224	1	1	1	224	224	224
14	Storage	77	64%	P	120	1	1	1	120	120	120
15	Plotter Area	106	47%	F	224	1	1	1	224	224	224
16	Breakroom/Kitchenette	42	17%	L	252	1	1	1	252	252	252
17	Staff Restroom	151	135%	N	56	2	2	2	112	112	112
16	Copier Area	53	32%	O	168	1	1	1	168	168	168
B	Net Functional Area	1,203							1,698	1,698	1,698
C	Existing Net Floor Area Combined	2,212									
D	Existing Gross Departmental Floor Area	3,896									
A+B	Net Area Needed for Personnel and Support Space								3,162	3,162	3,162
E	Gross Departmental Area Needed	1.28		times A+B					4,047	4,047	4,047

York-Poquoson Courthouse

Existing Conditions - The York-Poquoson Courthouse is a 65,000 square foot building located at 300 Ballard Street which was constructed in 1997. The courthouse needs were evaluated by PMA and Court Works, a specialist in courthouse planning. This evaluation included meetings with the Chief Circuit Court Judge, Clerk of the Circuit Court, and other courts related personnel. Appendix A provides a detailed analysis of the future courts space needs over the next 10 - 20 years. The courthouse is dedicated to primarily court-related functions with the exceptions of a storage area in the basement utilized by the Commissioner of the Revenue and probation offices currently located in the building.

Future Needs - Based on existing and projected caseloads it appears the existing courthouse building is capable of meeting the needs of the court system for the foreseeable future (up to 20 years). There are several adjustments to existing space layout and configuration that are needed to better serve the needs of the Courts as summarized below. At some point in the long-range future, when caseloads grow, there will be a need for additional courtrooms and possibly additional area for clerks office space. At that time in the future, the probation offices can be relocated to open up additional space in the existing building and the facility can be expanded on the existing site by either renovating the Finance Building or building a new building in its location. Immediate changes to the existing spaces to increase the functionality and efficiency of the courthouse are suggested as follows:

a) Jury Assembly Area - Currently the building contains 5 courtrooms, 4 that are used regularly and 1 small courtroom which is not utilized for cases. It has been requested that the 5th courtroom be converted into a Jury Assembly room which could better serve the process of selecting a jury.

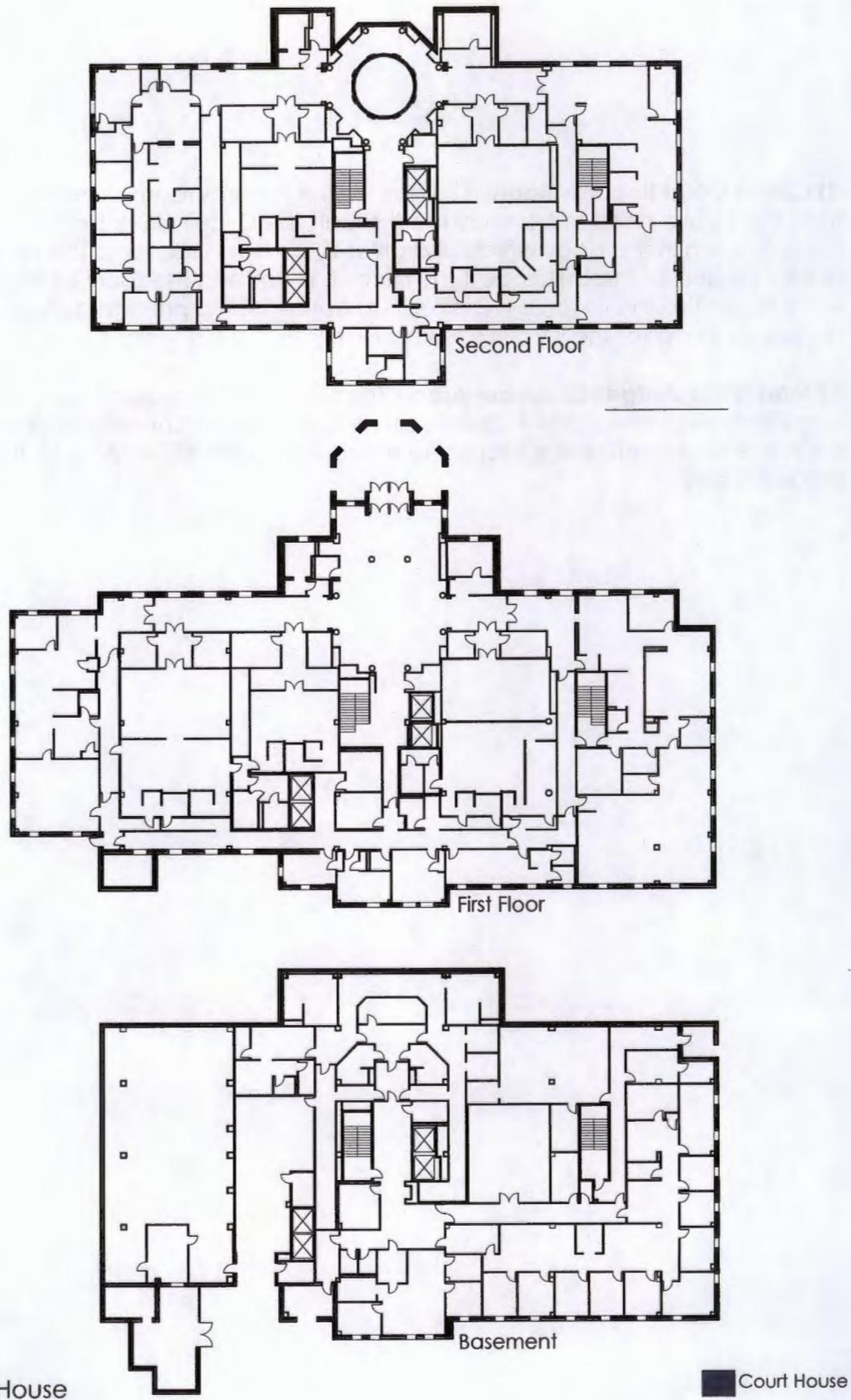
b) Courtroom Holding Cells - The Circuit Court and J&DR courtrooms each only have one holding cell which is insufficient to manage the typical court docket schedules. The courts have requested modifications that would add another holding cell to each courtroom. Adding these two additional holding cells would allow the court to process cases more efficiently and provide the required separation of male, female and juvenile defendants in the holding areas.

c) J&DR Private Hearing Room - The office adjacent to the J&DR judge's office was intended to be a small jury room and is currently being used as election records storage by the Circuit Clerk. If the election records were stored somewhere else this room could provide needed space for a private hearing room for the J&DR court.

Figure 1.85



Figure 1.86



d) Circuit Court Records Room – To access the records room current visitors from the public need to be escorted through the Circuit Clerk's office to the records room in the back which also gives them easy access to the secure back corridors of the building. If the records room and the Clerk's office were flipped so the records were kept up front it would provide a more secure scenario for the Circuit Clerk's office.

e) Modify the Judges Chamber Area - The Circuit Court requires a modification to the Judge's Chambers area in order to convert the Judge's chamber to a conference room and move the Judge's Chamber to the adjacent space.

York Hall

Existing Conditions – York Hall is a 17,702 square foot building located at 301 Main Street. The building was originally constructed in 1954 as a courthouse and was renovated in 1999 when the Courts were moved to their current location. York Hall provides a Meeting Chamber on the second floor for County Board Meetings and other meetings which are televised. The ground level houses a tourist-oriented gift shop which occupies the majority of the first floor, as well as an exhibit space and public meeting room. The basement is utilized as a museum exhibit space.

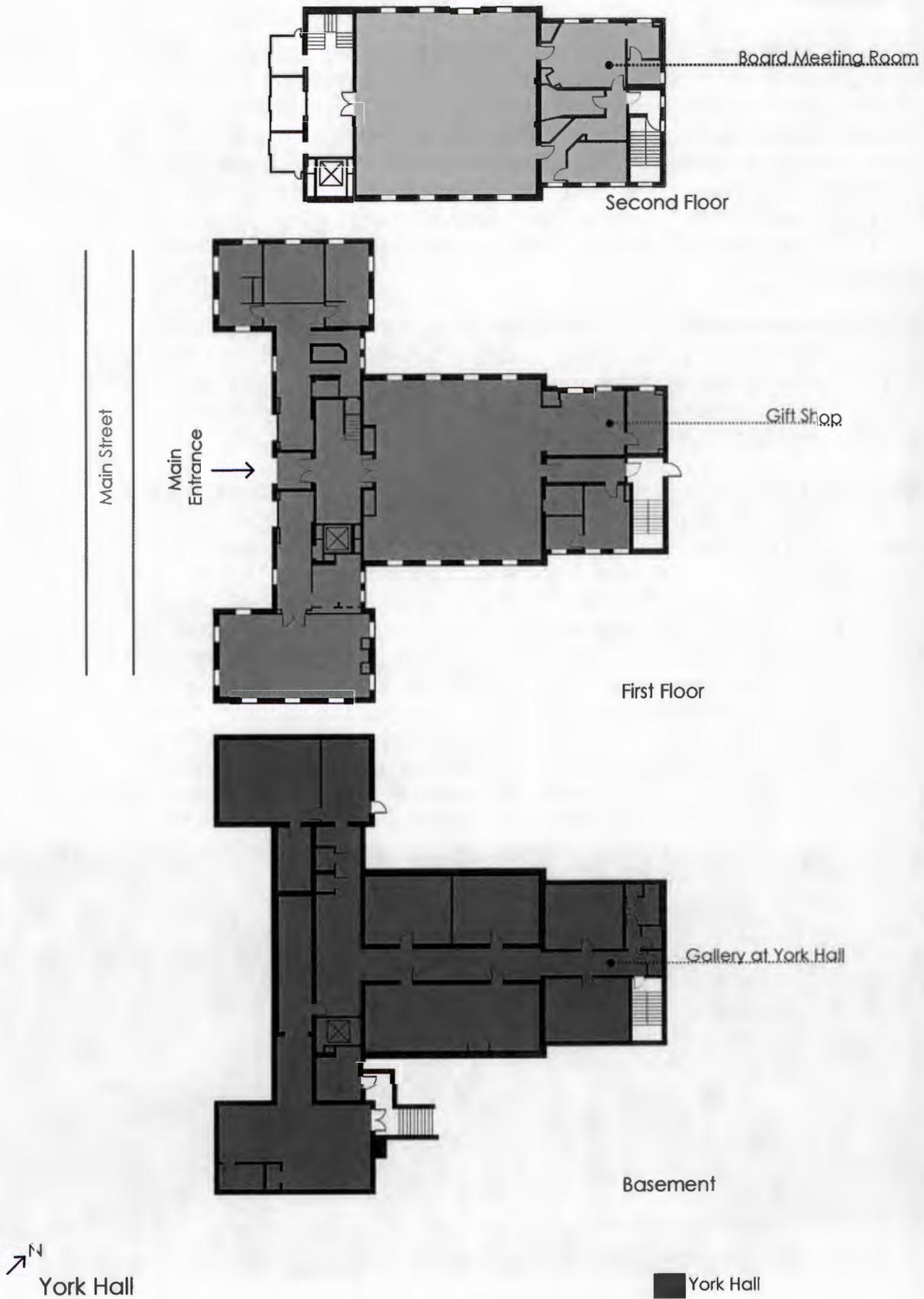
Future Considerations - The 1999 renovation plan originally envisioned that York Hall would serve as the County Administration offices. This plan has not been realized and as the County seeks to address its long-range needs, it is recommended that the County consider implementing this plan for several reasons.

First, if the facility is to continue to be the location of the County Board Meeting Room, then it should be occupied by Administration personnel that support the County Board at meetings. This would enable access of materials and better support of the Board members and meetings by having the resources of the Administration within the building. Second, it is customary and expected that the center of government will house the administrative personnel and public meeting hall of the government. Third, the building is not occupied consistently during normal business hours by personnel and/or uses that can supervise the security of the facility during the day. Fourth, the gift shop and museum could be relocated to other locations which are more prominent to visitors and tourists and likely gain from greater exposure and pedestrian traffic. It is recommended that the County consider relocating these uses to

Figure 1.87



Figure 1.88



Public Works – Stormwater Maintenance

Existing Conditions – Public Works Stormwater Maintenance is a 3,200 square foot building located at 103-A Service Drive. The building contains three offices, a breakroom, an open shop area, a storage mezzanine, and a storage room which is currently used by building regulations as file storage. The current space is adequate except for the size of the breakroom.

Future Needs - This building is of sufficient size to meet most of the department's needs. There is a need for access to a larger breakroom or provision for additional space within the building. If the storage area for building regulations storage was moved then there would be sufficient space within the building to meet the needs for this use for the foreseeable future. Parking appears to be the biggest need at the location. There does not appear to be enough space in the public works administration lot, so the employees are parking in the gravel equipment yard around the building.

Figure 1.89



Public Works
Stormwater Maintenance

Figure 1.90

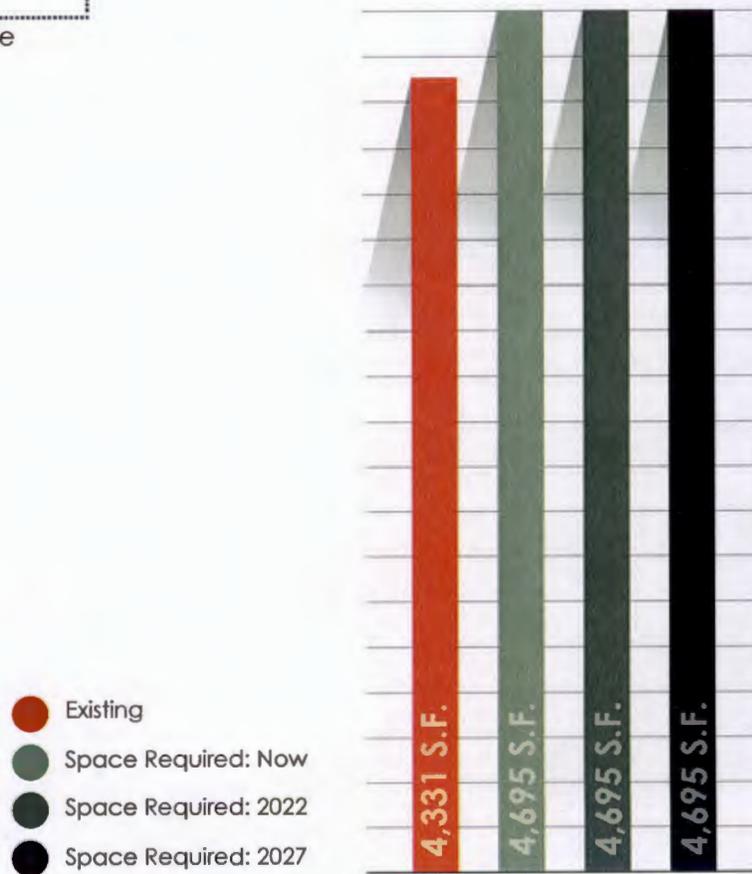


Figure 1.91

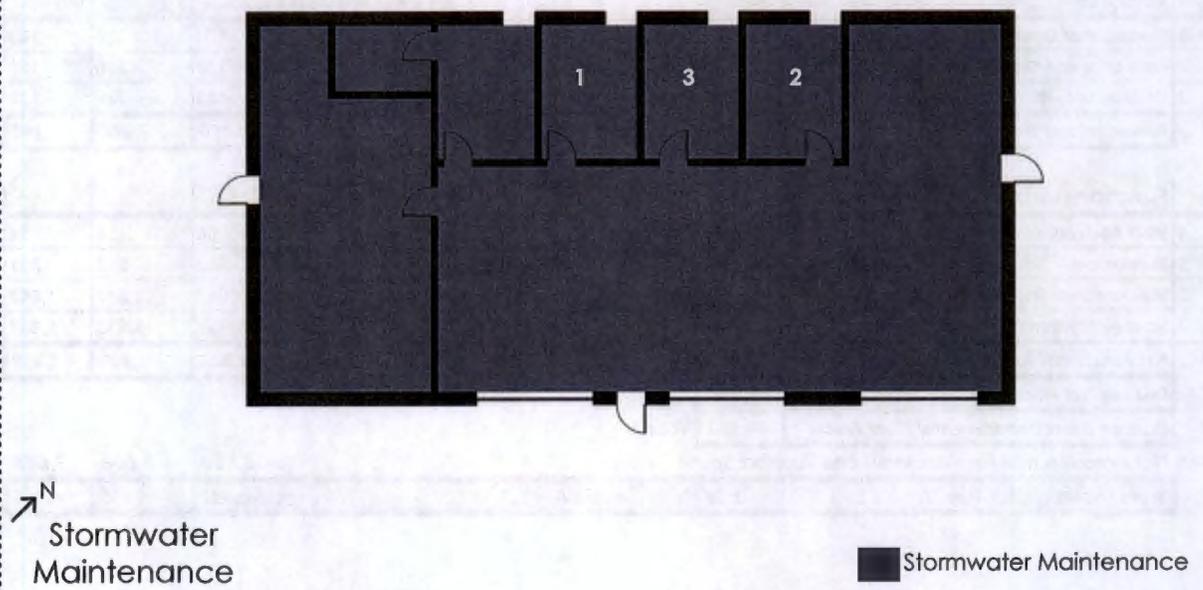


Figure 1.92

Public Works - Stormwater Maintenance Building

	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)			
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs	
Personnel											
1	Stormwater Operations Superintendent	164	137%	D	120	1	1	1	120	120	120
2	Fats, Oils, and Grease Inspector	132	110%	C	120	1	1	1	120	120	120
3	Utilities Locator	118	98%	C	120	1	1	1	120	120	120
A	Personnel and Net Office Area	414				3	3	3	360	360	360
Functional Spaces											
4	Staff Restroom	71	127%	N	56	1	1	1	56	56	56
5	Breakroom	145	58%	L	252	1	1	1	252	252	252
6	Maintenance Shop Space	1,647	100%		1,647	1	1	1	1,647	1,647	1,647
7	Storage Mezzanine	1,353	100%		1,353	1	1	1	1,353	1,353	1,353
B	Net Functional Area	3,216							3,308	3,308	3,308
C	Existing Net Floor Area Combined	3,630									
D	Existing Gross Departmental Floor Area	4,331	Note 1								
A+B	Net Area Needed for Personnel and Support Space								3,668	3,668	3,668
E	Gross Departmental Area Needed	1.28	times A+B						4,695	4,695	4,695

Public Works – Building and Grounds

Existing Conditions – Public Works Building and Grounds is a 12,513 square foot shop building built in 1993 which is located at 1801 Wolftrap Road. The space is broken down into bays and contains mosquito control, the sign shop, the HVAC shop, the lock shop, the carpentry shop, the electrical shop, the paint shop, the ground maintenance office, restrooms, a breakroom and various supervisor offices. The main issue with the building is the lack of space for offices and storage. Currently, the trade shops are at capacity when it comes to storage and working space and the foremen do not have a proper workspace set-up, instead of resorting to a small work surface inside the shop. Mosquito Control is the department with the most critical issues. Currently, all their functions take place in the same shop bay and there is no separation between chemical storage, office functions, testing lab, and work area. They also do not have the proper storage for their larger chemical quantities, instead of storing them outside under a metal canopy with no environmental protection or spill containment. Because of these conditions the Mosquito Control department is not fully accredited.

Future Needs – The most urgent space need at the Building and Grounds building is a Mosquito Control area which is up to the accreditation standard. Currently the employees have their desk space, break area, and testing lab in the same garage bay that they store the temperature sensitive chemicals, which could pose a health risk to the workers. The main need would be for a separate chemical storage space or building that would be fully enclosed and climate controlled with a spill containment design per EPA standards. Personnel space is another issue in the current building that will need to be addressed. In most cases the employees of the various shops have only a small workspace only large enough for a computer in their respective shop spaces. By providing a dedicated work space the employees could perform their job functions more efficiently and free up needed space in the shops. Overall, the shops spaces appear to be adequate except for storage needs, which could be addressed by freeing up space where there are currently work stations and by adding storage mezzanines.

Figure 1.93



Buildings + Grounds

Figure 1.94

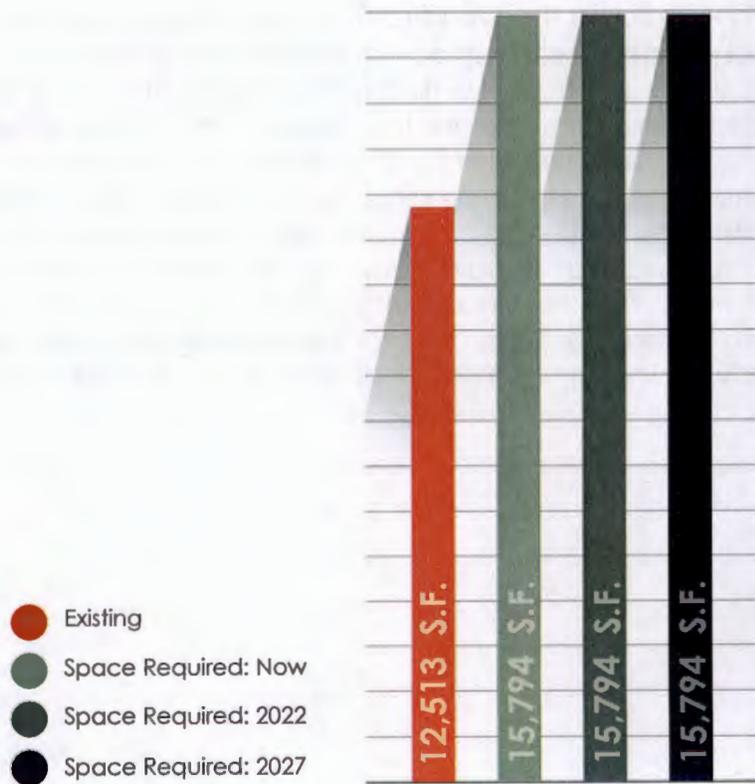


Figure 1.95

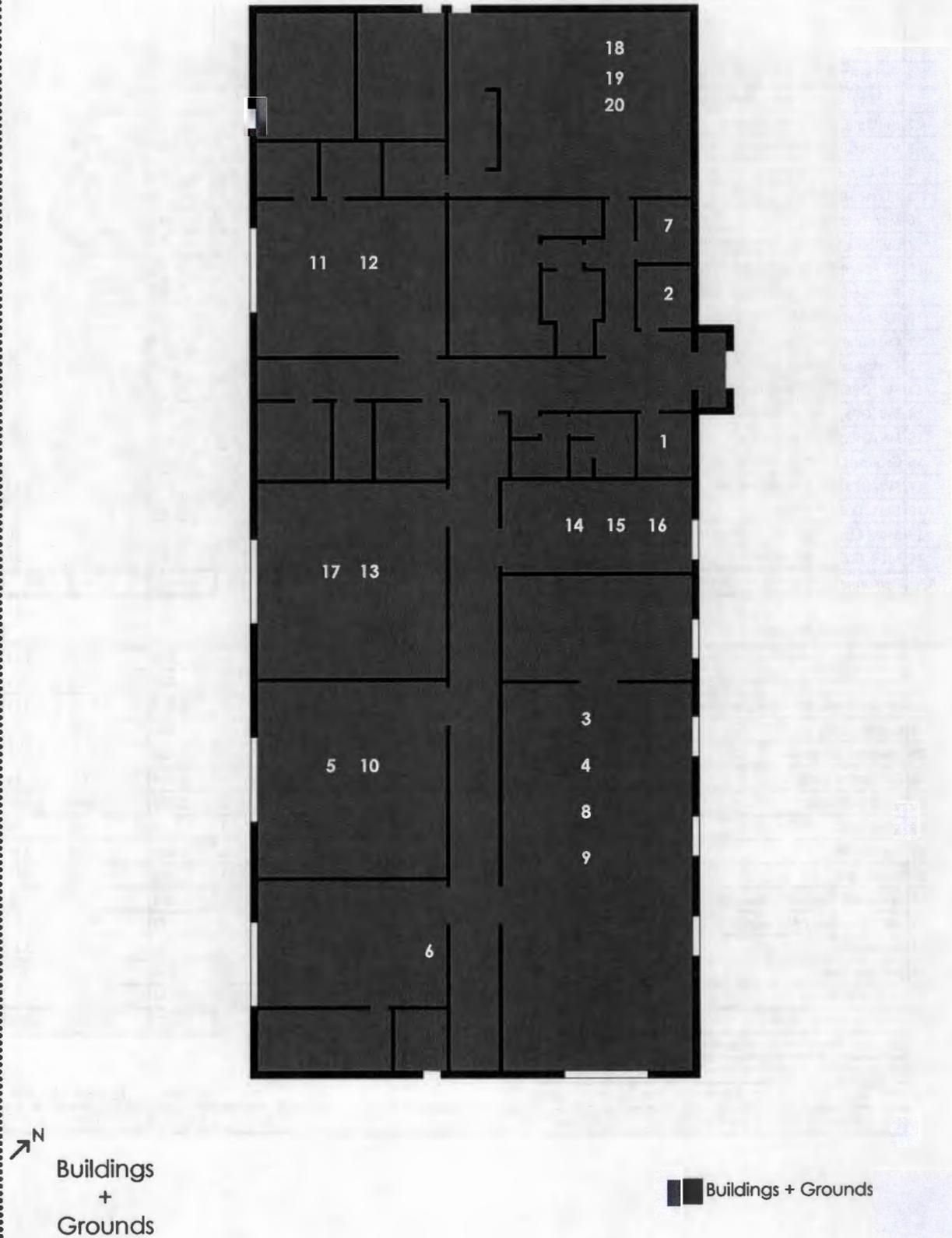


Figure 1.96

Public Works - Buildings and Grounds

Personnel	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)		
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
1 Facility Maintenance Manager	85	71%	C	120	1	1	1	120	120	120
2 Building Trades Supervisor	85	71%	C	120	1	1	1	120	120	120
3 BT -Facilities Maintenance Mechanic II	50	69%	W	36	2	2	2	72	72	72
4 BT- General Maintenance Technician	50	69%	W	36	2	2	2	72	72	72
5 Master Plumber	25	69%	W	36	1	1	1	36	36	36
6 Sign Technician	204	47%	G	216	2	2	2	432	432	432
7 Building Systems Superintendent	85	71%	C	120	1	1	1	120	120	120
8 BS - Facilities Maintenance Mechanic II	25	35%	W	36	2	2	2	72	72	72
9 BS - General Maintenance Technician	25	69%	W	36	1	1	1	36	36	36
10 BS - Master HVAC Technician	60	83%	W	36	2	2	2	72	72	72
11 Custodial Facilities Ser. Supervisor	25	31%	B	80	1	1	1	80	80	80
12 Custodial Facilities Ser. Assistant	25	69%	W	36	1	1	1	36	36	36
13 SW/OPS/GND Construction Inspector	25	69%	W	36	1	1	1	36	36	36
14 SW/OPS/GND Maintenance Superv.	120	50%	C	120	2	2	2	240	240	240
15 SW/OPS/GND Gnds. Maint. Ops. Coord.	85	71%	C	120	1	1	1	120	120	120
16 Grounds Maintenance Worker II	300	78%	A	64	6	6	6	384	384	384
17 SW/OPS/GND Oper. Supervisor I	100	42%	B	80	3	3	3	240	240	240
18 Mos. Ctrl. - Biologist	27	34%	B	80	1	1	1	80	80	80
19 Mos. Ctrl. - Operations Superint.	27	34%	B	80	1	1	1	80	80	80
20 Mos. Ctrl. - Technician	27	34%	B	80	1	1	1	80	80	80
A Personnel and Net Office Area	1,455				33	33	33	2,528	2,528	2,528

Functional Spaces										
21 Mosquito Control Testing Lab	0	0%	D	168	1	1	1	168	168	168
22 Mosquito Control Chemical Storage	0	0%		400	1	1	1	400	400	400
23 Mosquito Control Shop Space	1,128	100%		1,128	1	1	1	1,128	1,128	1,128
24 Lunchroom	0	0%	LL	500	1	1	1	500	500	500
25 Mechanical Shop	945	79%		1,200	1	1	1	1,200	1,200	1,200
26 Carpentry Shop	2,374	100%		2,374	1	1	1	2,374	2,374	2,374
27 Electrical Shop	946	79%		1,200	1	1	1	1,200	1,200	1,200
28 Sign Shop	75	100%		75	1	1	1	75	75	75
29 Key Room	136	100%		136	1	1	1	136	136	136
30 Vending	45	100%		45	1	1	1	45	45	45
31 Women's Locker/Shower/RR	208	100%		208	1	1	1	208	208	208
32 Men's Locker / Shower / RR	591	100%		591	1	1	1	591	591	591
33 Ice maker	145	100%		145	1	1	1	145	145	145
34 Storage Bay	604	100%		604	1	1	1	604	604	604
35 Custodial Shop	1,037	100%		1,037	1	1	1	1,037	1,037	1,037
B Net Functional Area	8,234							9,811	9,811	9,811
C Existing Net Floor Area Combined	9,689									
D Existing Gross Departmental Floor Area	12,513									
A+B Net Area Needed for Personnel and Support Space								12,339	12,339	12,339
E Gross Departmental Area Needed	1.28							15,794	15,794	15,794

Public Works – Satellite Shop

Existing Conditions - The public works satellite shop is a 2,448 square foot building constructed in 1980 that is located at 1488 Government Road, Williamsburg. The building is used by the public works crews that service the north end of the county. The existing building is adequate given its use except for that there is only a single restroom for the 14 people who report to the building.

Future Needs - While the building is mostly adequate there is a need for additional restrooms to handle the demand when the entire staff of 14 people is there. There is also a need for additional parking since the current parking lot is shared with the Griffin-Yeates center, and a plan in place to create additional parking on an adjacent site that is owned by Newport News Waterworks.

Public Works has advocated to relocate the Satellite facility to the central campus where the maintenance operation can be consolidated for management and inventory control purposes.

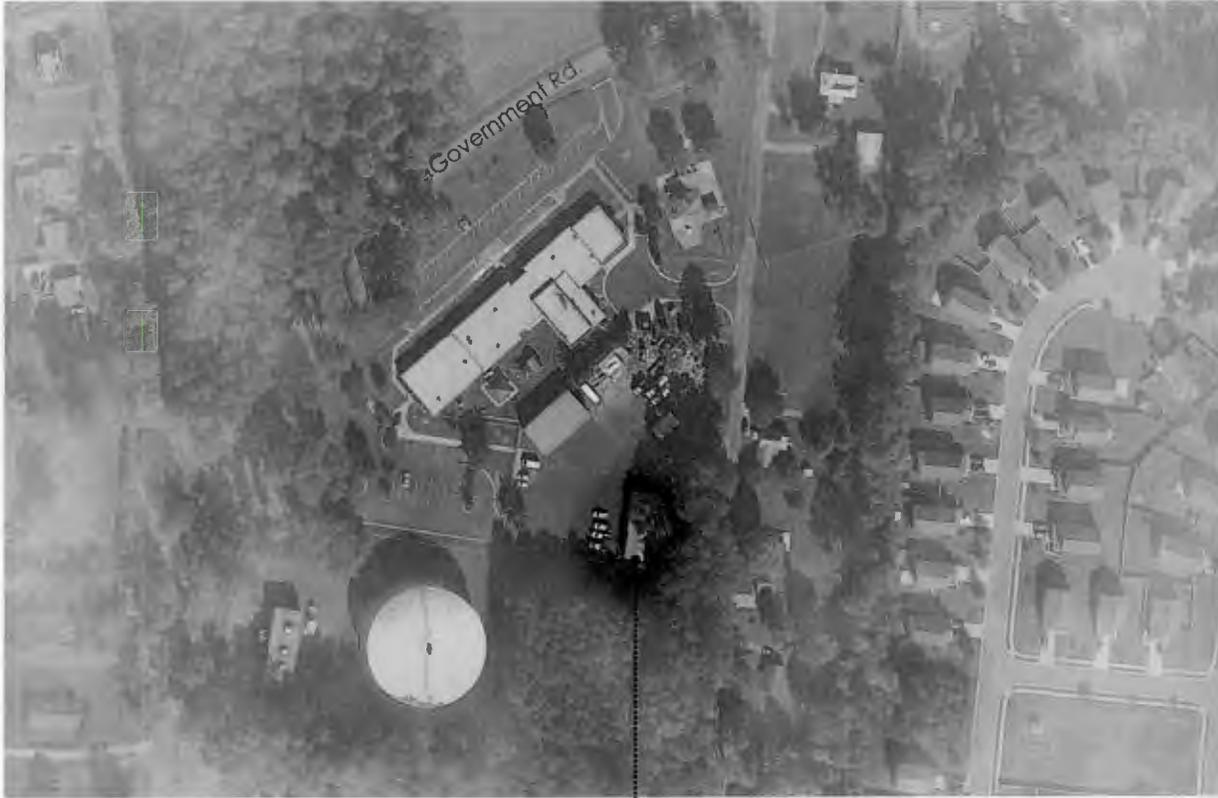


Figure 1.97

N
↑
Public Works
Satellite Shop

■ Satellite Shop

Figure 1.98



Public Works
Satellite Shop

Public Works – Waste Management

Existing Conditions - The Waste Management building is a 5,180 square foot building built in 1981 and is located at 145 Goodwin Neck Road at the site of the waste transfer station. The building consists of an office area, a restroom / locker / breakroom area, and an open shop area with storage rooms and cages and a foreman office. The building used to house the mosquito control office which has moved to the Building and Grounds Building. Because of this move there is adequate space for the offices and functional spaces and there appears to be no space issues for the foreseeable future.

Figure 1.99



- Existing
- Space Required: Now
- Space Required: 2022
- Space Required: 2027

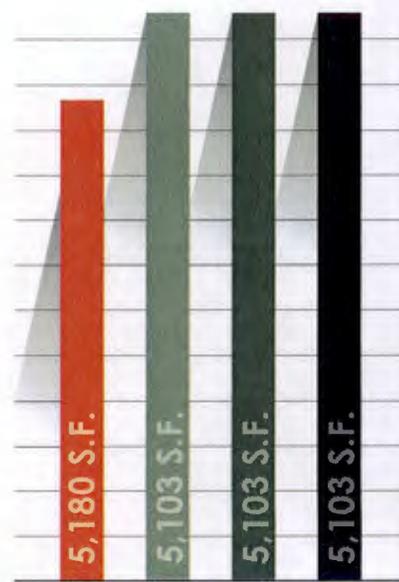
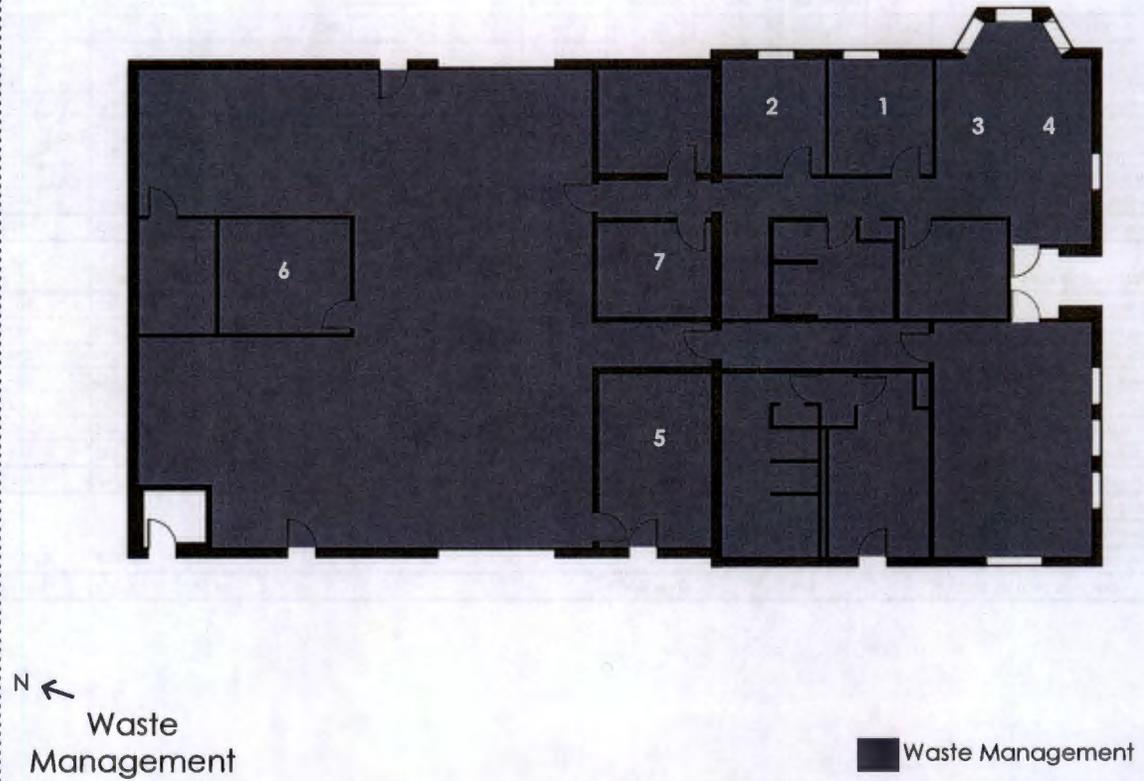


Figure 1.100

Figure 1.101



Waste Management Center

Figure 1.102

	Existing Area	% of need met	Space Type Needed	Space Required (sf)	Personnel Need			Space Required (s.f.)		
					Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
Personnel										
1 Waste Management Manager	131	100%		131	1	1	1	131	131	131
2 Recycling/Beautification Coordinator	131	100%		131	1	1	1	131	131	131
3 Administrative Assistant II	115	100%		115	1	1	1	115	115	115
4 Administrative Assistant II	115	100%		115	1	1	1	115	115	115
5 Crew Supervisor/Equipment Operator	216	100%		216	1	1	1	216	216	216
6 Crew Supervisor/Equipment Operator	165	100%		165	1	1	1	165	165	165
7 Recycling Center Attendent	132	100%		132	1	1	1	132	132	132
A Personnel and Net Office Area	1,005				7	7	7	1,005	1,005	1,005
Functional Spaces										
4 Staff Restroom	303	100%		303	1	1	1	303	303	303
5 Breakroom	403	100%		403	1	1	1	403	403	403
6 Locker Room	178	100%		178	1	1	1	178	178	178
7 Storage	116	100%		116	1	1	1	116	116	116
8 Files	52	100%		52	1	1	1	52	52	52
9 Vehicle Parking	1,801	100%		1,801	1	1	1	1,801	1,801	1,801
10 Mechanical	129	100%		129	1	1	1	129	129	129
B Net Functional Area	2,982							2,982	2,982	2,982
C Existing Net Floor Area Combined	3,987									
D Existing Gross Departmental Floor Area	5,180									
A+B Net Area Needed for Personnel and Support Space								3,987	3,987	3,987
E Gross Departmental Area Needed	1.28		times A+B					5,103	5,103	5,103

Note 1

Departmental Summary of Space Needs

A summary of each Department's space needs is presented in Figure 1.104 on the next page. The format for reporting this information follows the organization and layout from the detailed space needs tables presented in this section as grouped by the buildings in which they are currently located.

Existing Departmental Floor Area - The first data column indicates the existing departmental floor area associated with each department. (Where a department is located in a building with other uses, this figure may not reflect floor area for stairways, elevators, restrooms and other spaces considered as common areas in the building.)

Future Departmental Floor Area Needed - The next four columns provide a projection of the floor area needed for each department based on current staffing and space requirements over the next 10 years in five year increments. The departmental floor area shown indicates the area needed for each department, exclusive of stairs, elevators, restrooms, building lobbies and public corridors. (Departmental Areas are similar to leas-able area in an office building) The shaded column provides a visual and percentage indication of how well the current space provides for the future needs of each department using the five-year projected space need compared with the existing space. Where the color shading indicates red, the existing space is 50 percent or less of the space required in the next five years. Where the color shading is orange to yellow the existing space is between 50 and 75 percent of what is needed in the next five years. Where the color shading is yellow to green the existing space is between 75 and 100 percent of what is needed.

Future Gross Building Area Needed - The last three columns of the table illustrate the gross building area needed by each department. Gross building area has been calculated by increasing the departmental floor area by a factor of 25 percent in order to account for the walls, stairs, building lobbies, elevators and other common features required in planning for the total area required.

Figure 1.103

Departmental Summary of Space Needs

Bldg. grossing factor

1.25

Departments	Existing Dep. Area	% of need met	Dep. Space Required (s.f.)			Gross Space Required (s.f.)		
			Now	5 yrs	10 yrs	Now	5 yrs	10 yrs
Administration Building						17,942		
Administration	5,905	107%	5,519	5,726	5,748	6,899	7,158	7,185
Economic Development	1,165	66%	1,760	1,760	1,760	2,200	2,200	2,200
Planning	1,764	105%	1,687	1,687	1,687	2,109	2,109	2,109
Registrar	1,273	36%	3,547	3,547	3,547	4,434	4,434	4,434
Community Services-Administration	2,855	82%	3,502	3,604	3,707	4,378	4,506	4,634
<i>Total Area</i>						20,019	20,406	20,561
Building Regulations Building						3,238		
Building Regulations	3,238	77%	4,209	4,209	4,209	5,261	5,261	5,261
Development Services Building						3,896		
Development Services	3,496	86%	4,047	4,047	4,047	5,059	5,059	5,059
Parks and Recreation Building						4,384		
Parks and Recreation	4,384	99%	4,417	4,520	4,520	5,522	5,650	5,650
Finance Building						21,828		
Finance Department	5,581	69%	8,119	8,375	8,375	10,149	10,469	10,469
Commissioner of the Revenue	3,583	51%	7,009	7,163	7,316	8,762	8,954	9,146
Treasurer	2,149	74%	2,909	3,012	3,114	3,637	3,765	3,893
Real Estate Assessor	1,626	86%	1,884	1,966	1,966	2,355	2,458	2,458
Human Resources	1,294	62%	2,093	2,461	2,461	2,616	3,077	3,077
Information Technology	5,461	64%	8,484	8,484	8,484	10,605	10,605	10,605
<i>Total Area</i>						38,123	39,326	39,646
Public Safety Building						26,700		
Sheriff	8,721	53%	16,387	20,442	22,715	20,483	25,552	28,394
Fire and Life Safety	4,110	61%	6,781	7,805	7,959	8,477	9,757	9,949
EOC (Existing)	1,000					1,000	1,000	1,000
Social Services	12,239	82%	14,852	15,241	15,707	18,565	19,051	19,634
<i>Total Area</i>						48,525	55,360	58,976
Public Works Administration Bldg.						18,694		
Public Works Administration	18,694	79%	23,775	24,307	24,307	29,718	30,384	30,384
Public Works Maintenance						6,779		
Satellite Shop	2,448	100%				2,448	2,448	2,448
Stormwater maintenance	4,331	74%	4,695	4,695	4,695	5,869	5,869	5,869
						8,317	8,317	8,317
Public Works Building & Grounds Bldg.						18,694		
Building and Grounds	12,513	63%	15,794	15,794	15,794	19,742	19,742	19,742
Fire & Life Safety						10,000	10,000	10,000
Logistics Building						10,000	10,000	10,000

Chapter 2

Meeting the Future Space Needs for the County

Development of a Long-Range Plan - Meeting future space needs for the County will be an ongoing process that will involve strategic and tactical approaches to address the wide range of operational needs across the various departments. Addressing the space needs for all local government departments is usually an incremental and progressive process which involves multiple projects over a period of time. Projects must be prioritized and planned through the Capital Improvement Plan which puts capital spending into a multi-year planning framework. Certain projects, like the proposed new Law Enforcement Building, are higher priorities and can provide a direct solution to address critical needs and open up space to be utilized for other departments.

Renovation of Existing Buildings – Given that the County has over 17 building facilities, ranging in age from 1947 to 2009, renovation and expansion of existing buildings will be important in meeting future space needs. In some cases, existing departments can be accommodated through renovation or building expansion on site where existing land area permits. However, there are many issues that must be assessed in reusing existing buildings to meet future needs which will affect decision-making with regard to renovating these buildings.

- A) Compliance with the Americans with Disabilities Act (ADA) and other accessibility requirements – Most of the existing buildings in the county exhibit limitations and compliance issues with the ADA which range from minor to major architectural barriers to disabled users. These issues will need to be addressed and solved as part of plans to reuse existing facilities.
- B) Security – Many of the county's buildings are not arranged to provide secure separations between public and staff areas, separate employee entrances and separation of public and staff restrooms. These concerns need to be addressed sufficiently when considering a building for renovation because it will affect the function of the facility and the cost of the project.
- C) Configuration – The overall plan configuration may or may not be compatible with the required furniture and/or functional requirements of the new uses. In many cases, the need to change the floor plan and building layout may necessitate moving the existing department out in order to make improvements and then moving them back in after the changes are made.

In general, renovation projects need to be analyzed from a cost perspective to identify whether the underlying infrastructure is strong enough to justify the additional investment of a renovation as well as how that investment compares to other options.

New Construction – New construction, where appropriate, offers the opportunity to build a new facility while the existing department continues to function and then move the operation only once. The advantage to this approach as compared to renovation in-place is to eliminate the need for temporary space or expensive measures to perform renovation/expansion projects in occupied spaces.

Rental Space – Many opportunities exist to rent office space in York County and the County may want to consider rental space as a temporary or permanent way of providing space for certain operations. If a need for space is temporary or short-lived, it may make more sense to rent the needed space for the time needed. Similarly, if space requirements are changing and it is difficult to identify and forecast space needs over the next 10 to 20 years, then it may make more sense to rent space until the long-range needs can be better understood. It is more expensive over long periods of time to rent space than to construct it and finance it over a long period of time. Therefore, it is recommended that rental space be used for short-term or highly changing needs.

Sheriffs Department

Considerations and Recommendations for Meeting Space Needs

Sheriff's Office – It is recommended that the County build a dedicated Law Enforcement Building to meet the Sheriff's Department current and future needs. The current location is inadequate because of its limited capacity for expansion and parking at a scale required to meet the department's future need. Construction of a new facility should be planned to meet the projected 10 year departmental needs which is forecast at 28,400 square feet of area.

Construction of a new Law Enforcement Building would provide the fastest path to solving the Sheriff Department's extreme shortage of space. As cited above, a new building could be constructed without disturbing the current operation and once complete the department could move in a one-step process. This provides lower costs and logistical advantages to solving this need for the long term. Additionally, this will open up space within the existing Public Safety Building to address the needs of Social Services and Fire and Life Safety.

There are several sites within the Goodwin Neck Road complex (owned by the County) which are adequate to accommodate construction of a new facility as illustrated in the following figures.



Figure 2.1

Site 1 is behind the existing Public Safety Building on the north side of Operations Drive, as shown in Figure 2.1. Site 1 has the advantage of closer proximity to the E911 center, fuel depot and direct access to the existing entrance to Goodwin Neck Road. This site is somewhat limited in land area and may require a two-story building configuration.

Site 2 is located between the corner of Goodwin Neck Road and Wolf Trap Road on existing county owned land. The site appears to be large enough to accommodate a 1 story building with associated parking while still leaving room for future expansion.

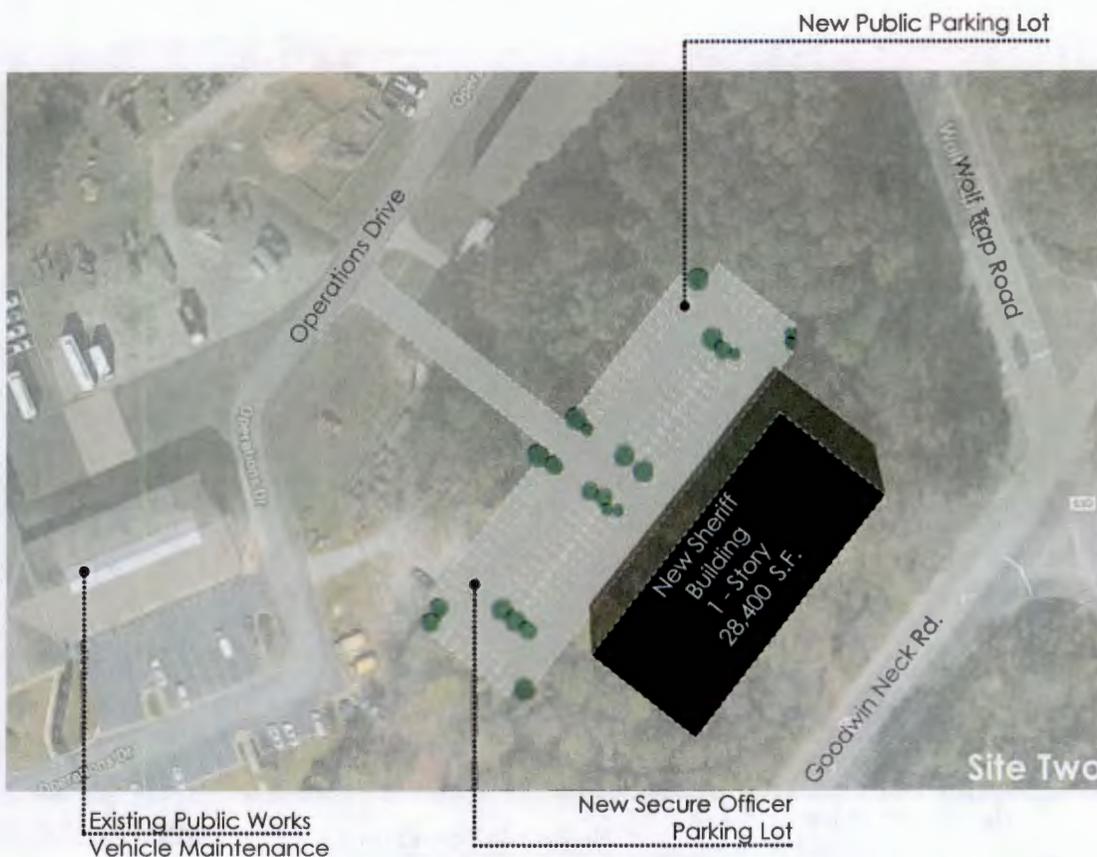


Figure 2.2

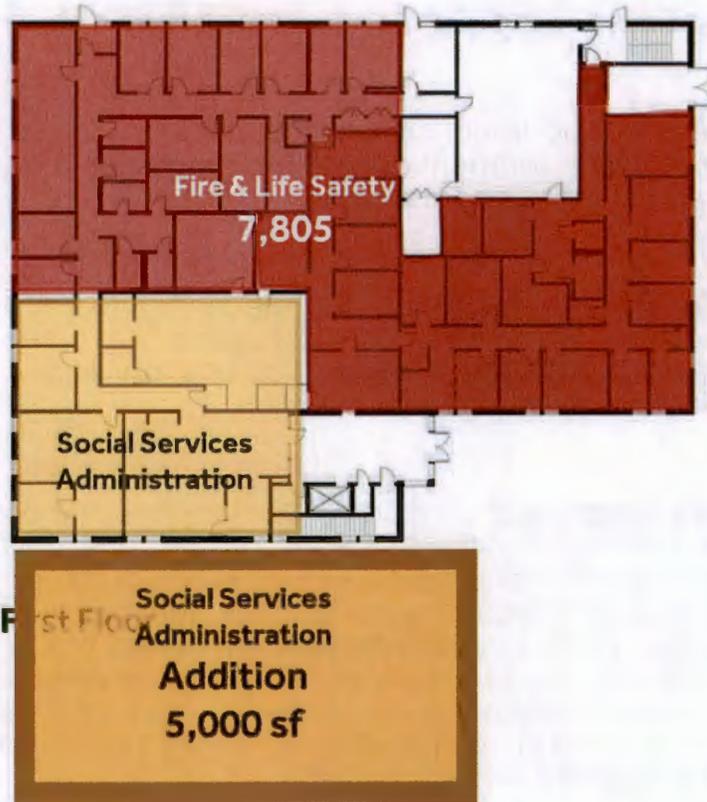
Fire and Life Safety & Social Services Departments

Once the Sheriff's Department is relocated, the Fire and Life Safety Department and Social Services Department can be rearranged on the existing site to meet their current and future space needs as follows:

Fire and Life Safety Department – as illustrated in Figure 2.4, Fire and Life Safety can expand at their current location into 4,000 square feet of first floor space vacated by the Sheriff on the first floor. This should allow expansion of this department without interfering with its ongoing operation.

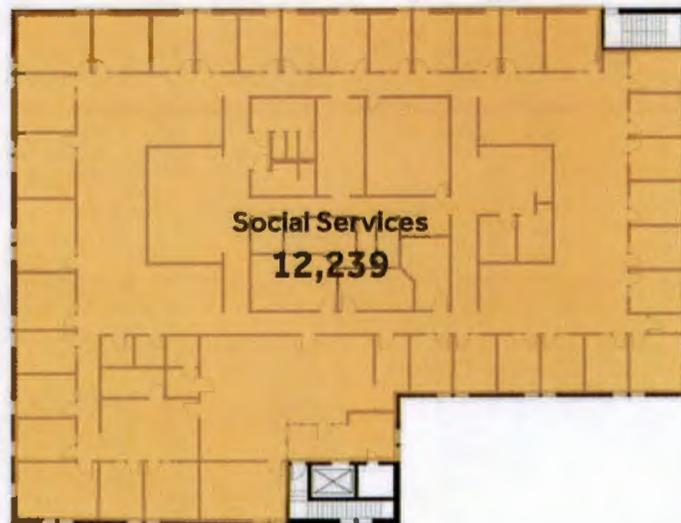
Social Services Department – The Social Services Department could meet its needs by utilizing the remainder of the space vacated by the Sheriff's Department and adding a 5,000 square foot addition to the existing building, as shown in Figures 2.3 and 2.4. This approach would involve locating the majority of the administrative offices, reception, client-services interview rooms and training room to the ground floor and rearranging the second floor to better accommodate the workspace requirements of personnel of the department. This would allow the department to meet its space needs in an operationally efficient model and make the building more secure and convenient for its clients.

Figure 2.3



First Floor

Figure 2.4



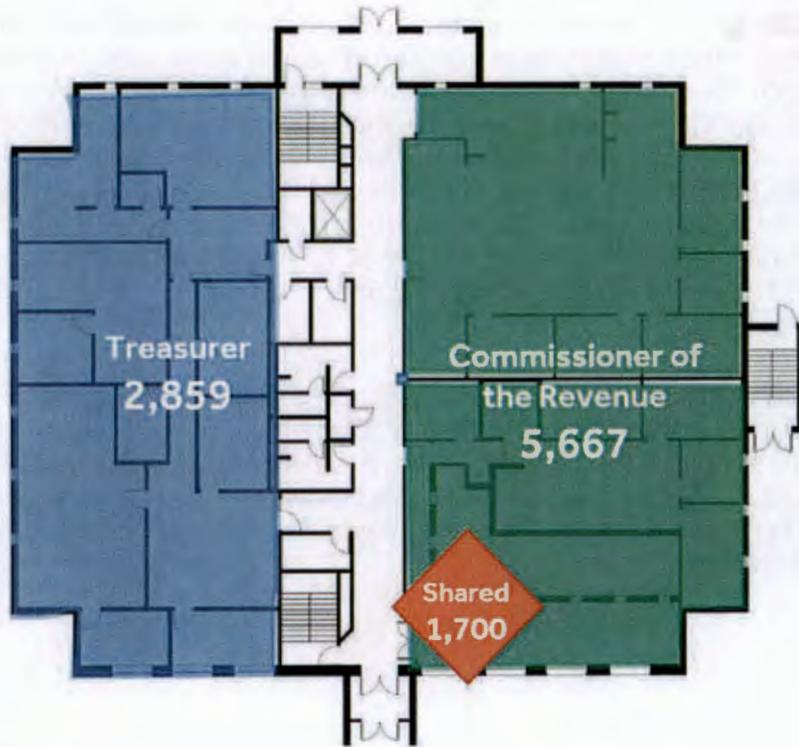
Second Floor

Finance

Finance Building – It is recommended that all departments other than the Finance, Commissioner of the Revenue and the Treasurer departments be relocated so that these three remaining departments can expand to meet their needs at this location. This would require that IT Administration offices, the Real Estate Assessor office and Human Resource be relocated to other locations. This would allow the Treasurer and Commissioner of the Revenue to expand on the first floor of the building and possibly create a more convenient point of service for customers and dedicate the second floor to the Finance Department. This arrangement is shown in Figures 2.5 and 2.6.

This building was originally built as a court facility and is not organized to provide a dedicated public entry, separation of public and staff circulation and separate restroom facilities for visitors and staff. There are numerous accessibility issues with the building and site that need to be solved as well. These objectives should be addressed in rearranging the building layout to accommodate these three financial departments.

Figure 2.5



First Floor

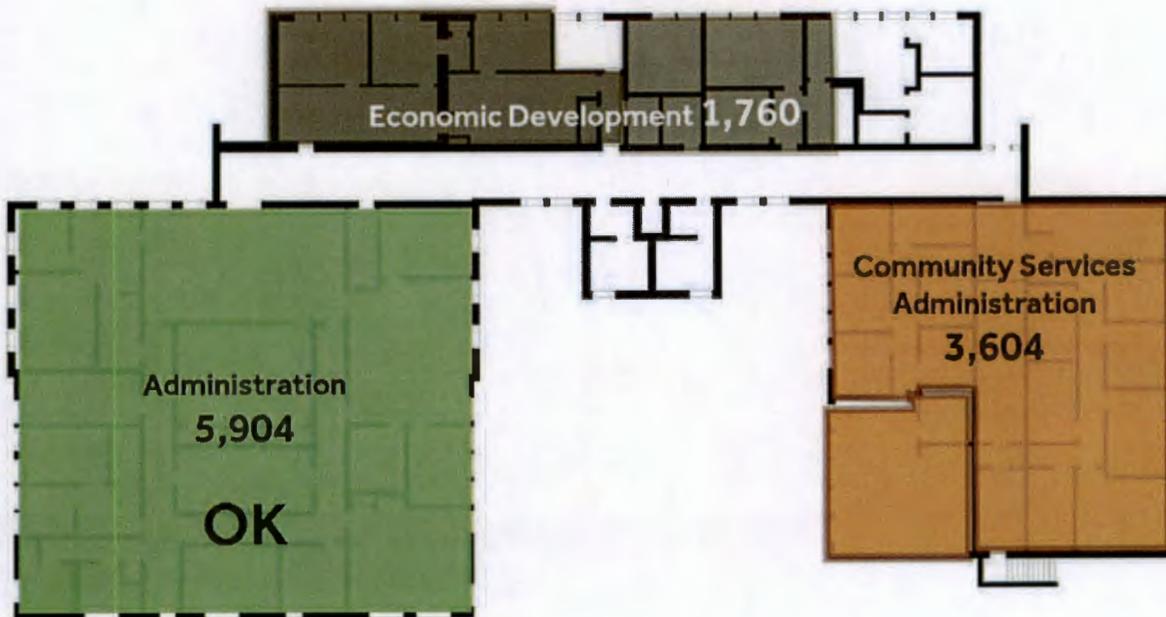
Figure 2.6



Second Floor

County Administration Building – In examining the existing County Administrative Building, several options were examined based on removing specific departments to open up space to expand other departments within the building. All options recommend moving the Planning Department out of the basement and consolidating this office with other development services. It is important to keep in mind that this facility is one of the older facilities in the county's inventory. Originally built as a school, this building appears to be a combination of wood frame and masonry construction. The building lacks many features that are needed to provide security and accessibility in public buildings. These concerns should be addressed in any of the options where this building is reused. Given the age of the building and construction type, it has a limited future life to meet the needs of the County and it should be considered for replacement in the 20 year planning period.

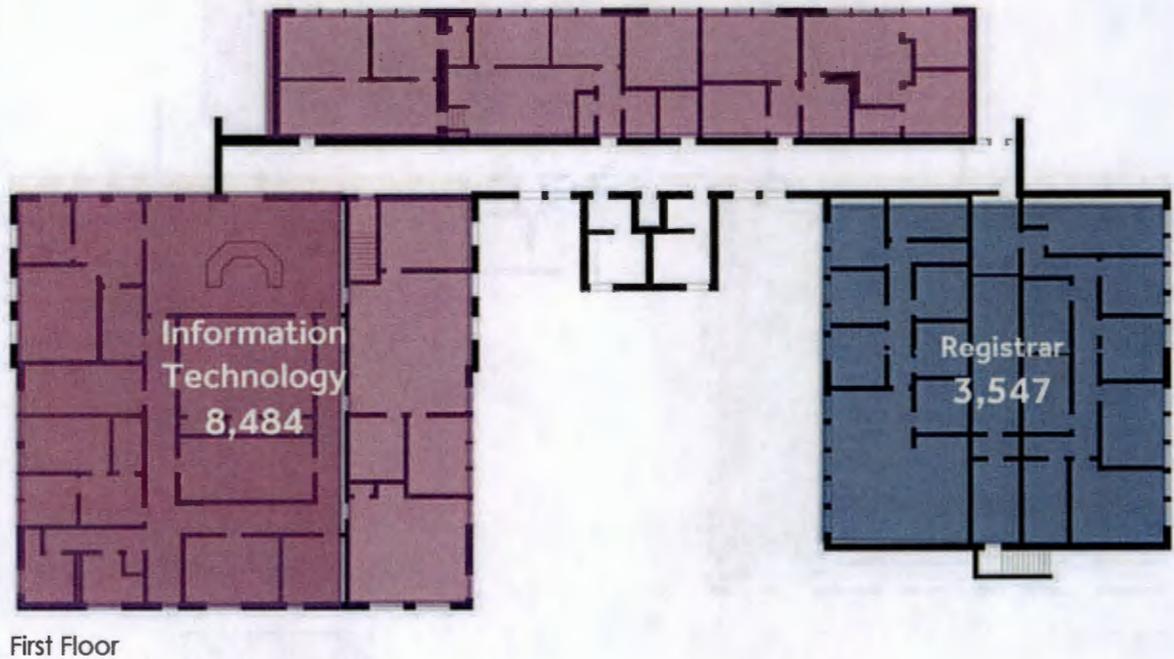
Option 1 – This option proposes relocating the Registrar to another location and utilizing the Administrative Office Building for Administration, Economic Development and Community Services Administration, as shown in Figure 2.7. In this option, Economic Development would expand into the area vacated by the Registrar and Community Services Administration would eventually expand into the training room being used jointly for the county-wide accounting system training.



First Floor

Figure 2.7

Option 2 - This option considers moving the Administrative offices and Economic Development out of the building and reusing the building to consolidate the Information Technology Department and the Registrar, as shown in Figure 2.8. In this scenario, there is sufficient area to locate the entire IT Department at this location and meet the space requirements for the Registrar. Administration and Economic Development would be relocated in this option.



First Floor

Figure 2.8

Option 3 – This option considers moving Economic Development out of the building and allowing the Registrar to expand along the front of the building and possibly utilize the basement for storage purposes.



Figure 2.9

Create a Development Services Complex

It is proposed to move the offices of Parks, Recreation and Tourism to another location and relocate Planning and Building Regulations to this site. The configuration shown in Figure 2.10 and Figure 2.11 proposes to relocate Building Regulations to the space vacated by Parks and Recreation and then construct a new infill addition where the Planning Department can be integrated into one facility where residents can come to access land and building development services. Such a facility will require a shared lobby, public restrooms, access to public meeting rooms and conference areas.

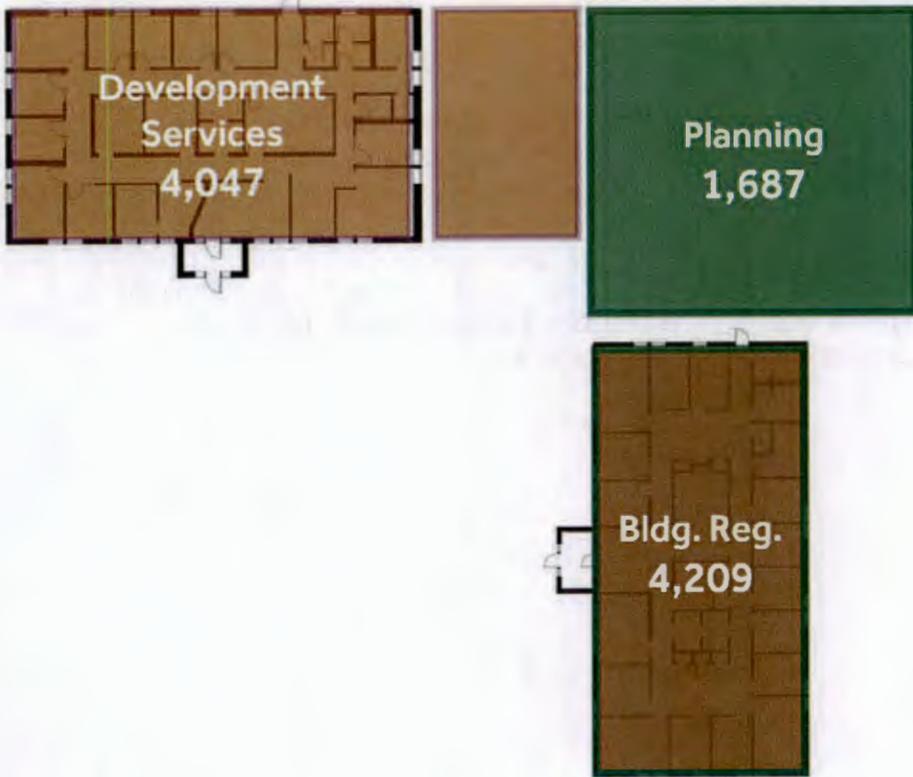


Figure 2.10

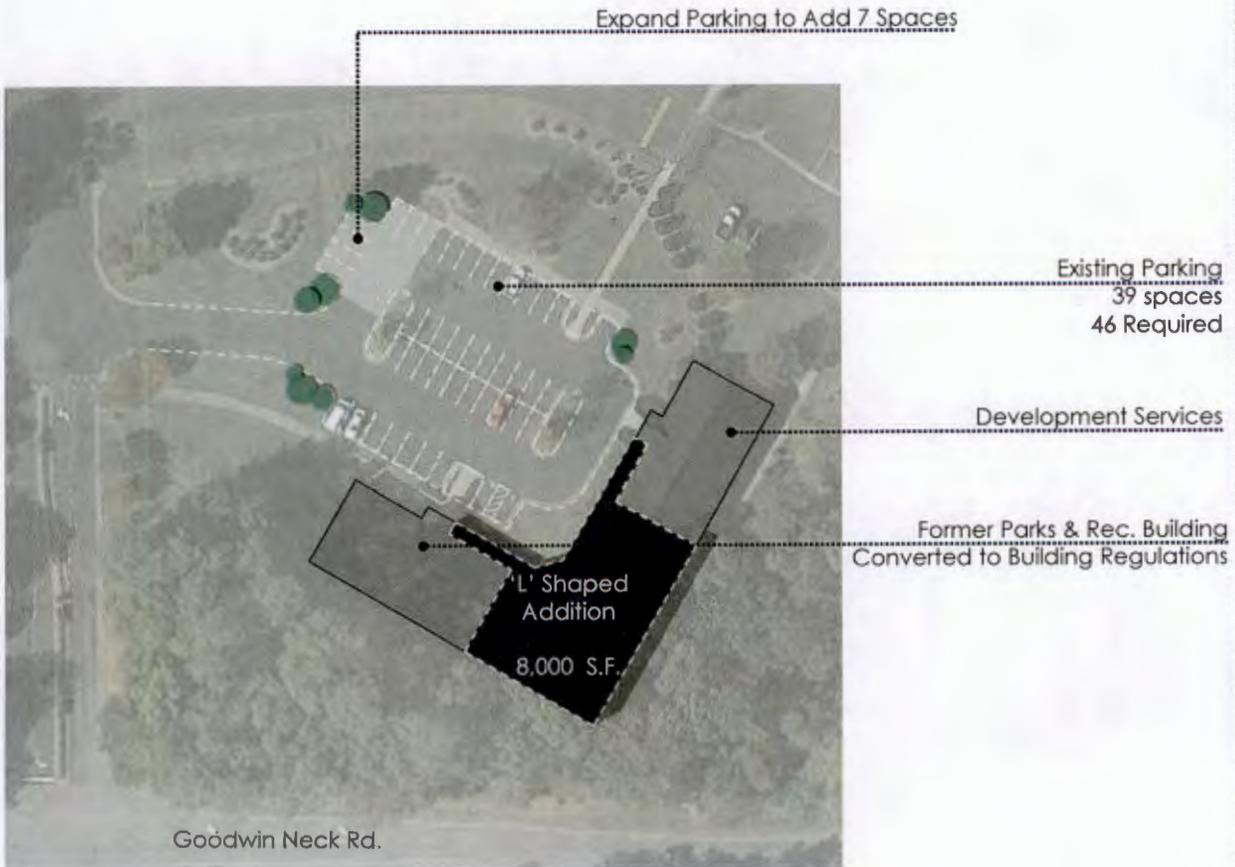


Figure 2.11

Public Works

Public Works Administration Building – This building houses the administrative and engineering offices of the Public Works Department, as well as some shop space. There is a need to provide an additional 11,000 square feet of area for administrative needs including offices and support spaces. It is possible to expand at the existing site to add additional space. It is also possible to utilize 103 Service Drive if the Building Regulations Department is relocated. This scenario is shown in Figure 2.12 and Figure 2.13 schematically.

Public Works Building and Grounds Maintenance Building – This building requires additional space for the mosquito control operation, sign-age fabrication and some office space. It is envisioned that this can be accomplished on-site in an incremental process outside of the strategic plan.

Public Works Stormwater Maintenance Building – This building requires additional area for a breakroom. It is envisioned that this can be accomplished on-site in an incremental process outside of the strategic plan.

Public Works Satellite Shop – This facility is located at the north end of the County and the department would like to relocate these resources at the Goodwin Neck Road location to improve inventory control and management. This objective should be possible over time. It will likely require construction of additional storage area at the Goodwin Neck Road facilities.

Figure 2.12

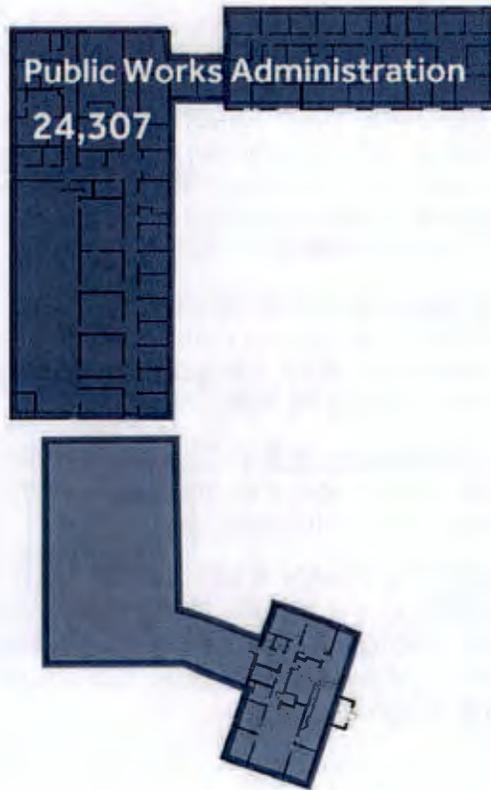
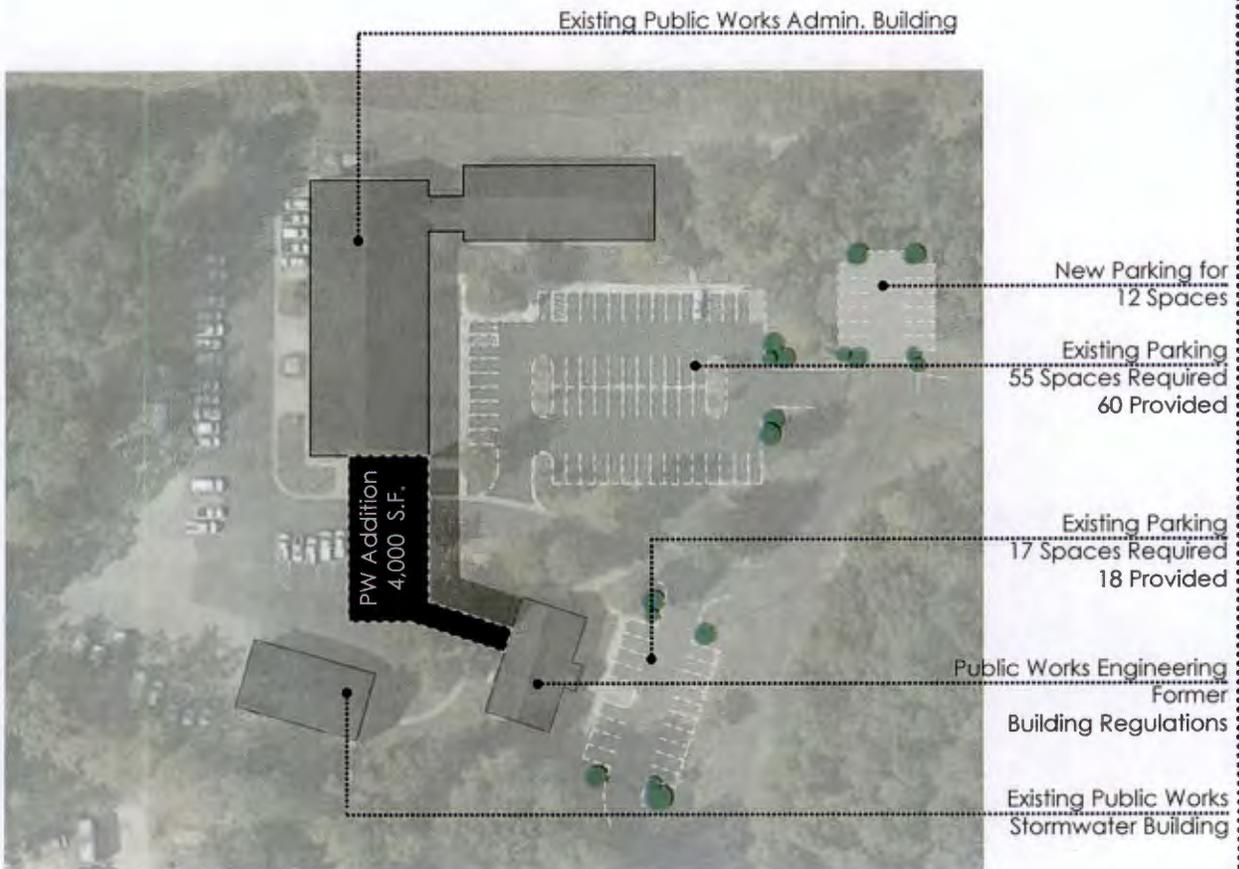


Figure 2.13



Considerations for Other Departments

The following departments have been recommended for relocation although there are not clear solutions at this time as to where to place them. The County may wish to consider rental space available in other parts of the County until some point in the future when a permanent building can be provided. A more detailed analysis of where these departments should be located is necessary in order to understand whether certain departments need to be located in proximity to the Yorktown Governmental Center or other areas of the County.

Real Estate Assessor – The Real Estate Assessor office space will need to be relocated if the Finance Department expands on the second floor of the Finance Building.

Human Resources – The Human Resources Department will need to be relocated for the same reasons cited above to make room for Finance to grow.

Information Technology – Information Technology is currently split between the Finance Building, where the administrative offices are located and the technical support operation at the Post Office building. This department buys, warehouses and manages a large number of computers, parts and support services to maintain and upgrade information technology across all County departments. It is recommended that the County consider relocating both parts of this department at one central location suitable for deliveries and inventory control. The server can continue to be located in the Post Office space but over time a more secure and suitable location for central computing should be identified. It may be that over time, this need can be shifted to cloud services as technology changes continue.

Economic Development – The Economic Development Department should be relocated to a more high-profile location which is more suitable to market to the business and real estate community. Several possibilities exist from the setting of Historic Yorktown and the waterfront to the central corridor along George Washington Highway. This office should be well positioned and designed to present the best image of the County to the world of economic opportunity.

Sports Center – This facility has sufficient land area to be able to expand on site when that becomes necessary.

Parks and Recreation – Parks and Recreation Administration should be relocated to the Sports Center to consolidate this group around the recreation assets which have been established at this location. The County may want to consider renting space for this need until a new facility at the Sports Center can be provided.

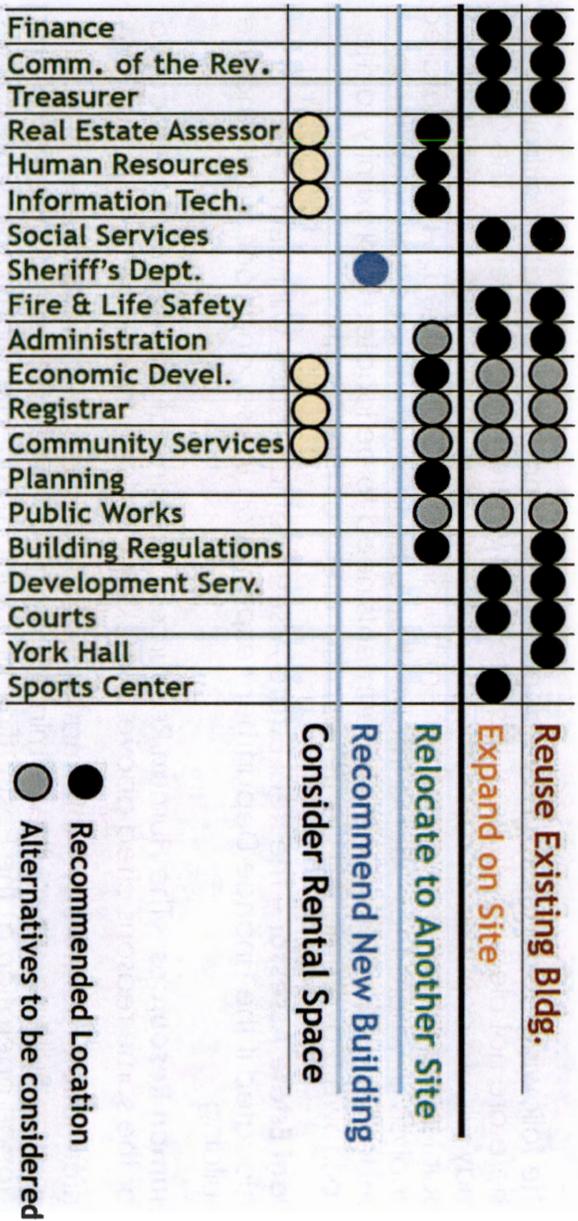


Figure 2.14

Appendix A

Prepared by
Court Works
12/2017

Court Needs Study

Court Needs Study

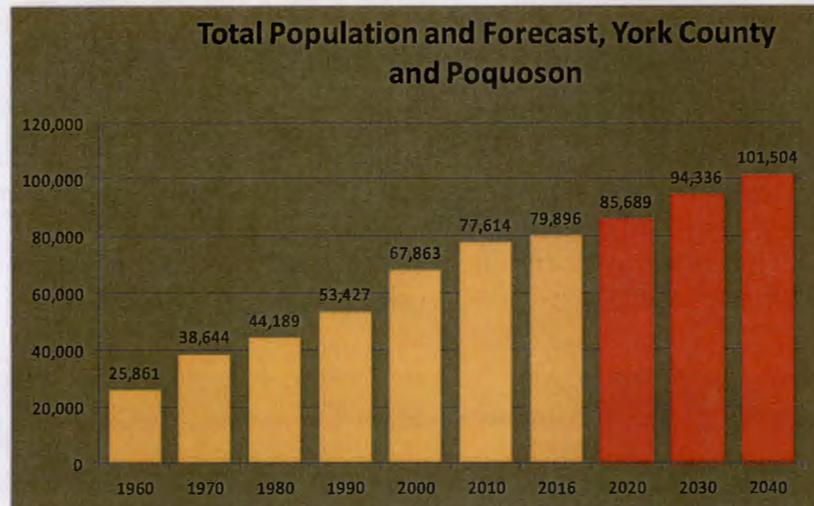
Forecast Analysis

The key determinants of courthouse size are the number of judges, number of courtrooms, and the number of staff who will be working in the building. They in turn are based on the workload of the court, most easily measured by the number of new annual case filings. A less direct measure of need is population. The following analysis takes both into consideration when estimating the future number of judges, courtrooms, and staff.

Population

The County's total population (including the City of Poquoson) has grown steadily from about 25,900 in 1960 to its present estimated population in 2016 of just about 80,000. According to forecasts made by the Weldon Cooper Center for Public Service, University of Virginia, the total population is expected to grow to about 94,000 by 2030. This would make the County similar in size to the current populations of Williamsburg/James City County, Roanoke County, and the City of Portsmouth, and slightly smaller than Albemarle County and Hanover

Figure A.1



Circuit Court Workload

Uninterrupted case filing data are available for the Circuit Court from 2000. Circuit Court filings remained fairly stable throughout the period, declining slightly from 2,152 in 2000 to their current level in 2016 of 1,932. The past several years have shown a slight overall increase in filings. The forecast trend line shows a continuing overall decline through 2030 from the current level to approximately 1,580. With an increasing population forecast, we would not expect the continued decline in total circuit court filings over the long run. It is more likely that case filings will level out

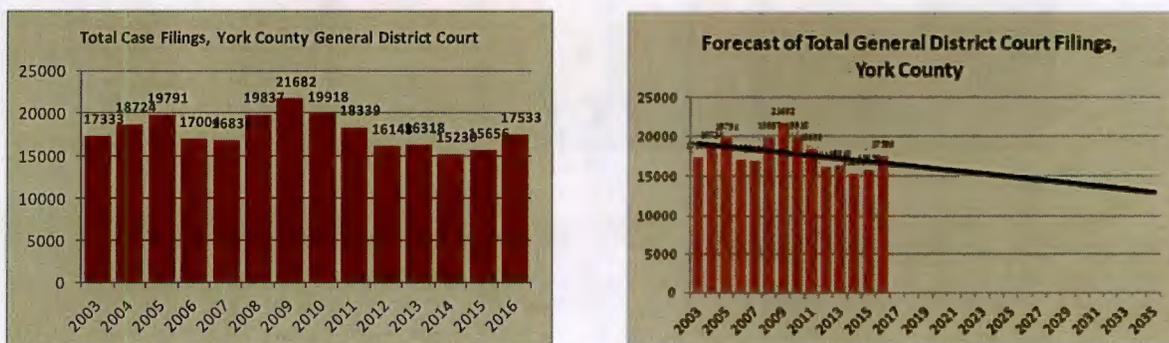
Figure A.2



General District Court (GDC)

Uninterrupted case filing data are available for the General District Court from 2003. Total GDC case filings grew slightly through 2009, but have been trending downward since then. The current case load (17,533 total filings) is nearly identical to total filings in 2003. If the trend continues, total case filings are forecast to decrease to approximately 14,000 by 2030, a decline of about 3,500 from their current level.

Figure A.3



General District Court filings, especially traffic, are heavily influenced by the level of law enforcement and number of patrols. Since traffic represents the major portion (60%) of the GDC docket, any changes in enforcement efforts will likely have a dramatic affect on the number of total cases annually.

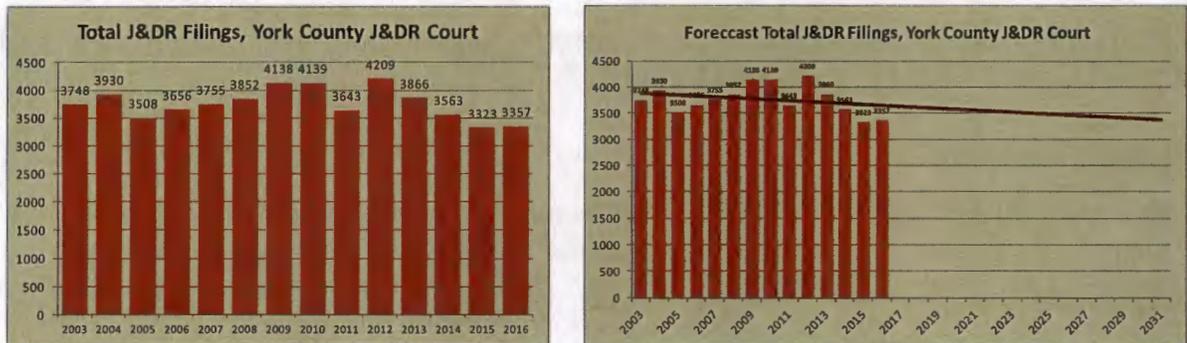
With population forecast to continue growing over the next 10-15 years, we would also expect to see a gradual increase in GDC cases. With this in mind we expect to see an eventual leveling out of the number of total GDC cases annually and a gradual increase over the next 10-15 years.

Juvenile and Domestic District Court (J&DR)

Uninterrupted case filing data are available for the J&DR Court from 2003.

As with the other two caseloads, the Juvenile and Domestic Relations Court caseload has been relatively stable over the period (2003-2016) with a slight overall downward trend over the period. The decline has become more pronounced in the past five years declining from 4,209 to 3,357 filings.

Figure A.4



The forecast trend line indicates a continuing decline in the total J&DR filings through 2030. As with the other two courts, we would expect a generally leveling off of the decline and an eventual increase as a result of an increasing population over the next 10-15 years.

Judges and Staffing

The Circuit Court currently has one Circuit Court Judge, one judicial assistant, one Circuit Clerk and 14 FTE deputy clerks. On occasion, a senior judge will also sit in Circuit Court. It was reported that a second judicial assistant and two additional part-time deputy clerks are anticipated in the future. With these additions, it is anticipated that there will be sufficient judicial and non-judicial resources to manage the anticipated Circuit Court caseload over the next 10-15 years.

There is currently one GDC judge, one District Court Clerk, and six deputy clerks (one part-time). One additional district court deputy clerk is anticipated in the future. With this addition, the current level of judicial and non-judicial resources needed to handle the GDC caseload should be adequate for the next 10-15 years.

There is one J&DR Judge, one J&DR Clerk, and six deputy clerks. The J&DR Clerk received one additional deputy clerk earlier this year. Without a dramatic increase in the overall caseload it is anticipated that at most one more deputy clerk might be added over the next 10-15 years and we do not anticipate the need for an additional J&DR judge. The current level of judicial and non-judicial resources needed to handle the J&DR Court caseload should be adequate.

The Commonwealth Attorney has seven Assistant Commonwealth Attorneys in private offices, one Office Manager in a private office, three support staff in open workstations, and one paralegal and one law clerk in open workstations. The office makes use of student interns who work in

Courtrooms

With respect to the number of courtrooms needed, the current complement of five courtrooms seem to be more than adequate to handle the anticipated caseloads over the next 10-15 years. Current dockets indicate that both the J&DR courtroom and the GDC courtroom are used approximately 70% of the time. Similarly, the Circuit Court courtroom appears to be sufficient for the time being. All three courts make some use of an additional courtroom on occasion but all reported that the fifth courtroom is not needed at present. And, as long as caseloads remain at or near their current levels, four courtrooms should be sufficient to handle the work of all three Courts over the next 10-15 years.

Other Space Needs

With the exception of some minor alterations to current offices required by additional staff, the only major space request made by the Circuit Court is the need for a jury assembly room. This was also requested by the Circuit Clerk and the Commonwealth Attorney. A jury assembly room that would accommodate 100 prospective jurors would require approximately 1,456 square feet. Space required would generally include the assembly area with seating, two toilets, a small kitchenette with space for coffee maker, storage room, and possibly a small area for vending machines. Recommended alterations to other existing spaces are noted below.

Circuit Clerk

A problem has existed with the location of the Public Records Room at the rear of the office. People access the room through the private corridor between the courtroom and the Clerk's Office. This also allows them access to the stairs that leads to the private circulation on the second floor. It is suggested that the Office be reorganized to locate the records rooms at the front of the office where the public may access records without entering what is considered private work and circulation areas.

General District Clerk

The GDC Clerk is in need of a second payment window in the corridor leading from the courtroom. At present this area backs up with people coming out of court to pay fines. A second window will allow the Clerk's Office to process payments faster.

J&DR Court

Presently the office adjacent to the J&DR Judge's Office is being used by the Circuit Clerk to house election records. Prior to this the room was used as a conference room for J&DR hearings. This room was originally intended as a small jury room and has a toilet attached. It is recommended that other secure space be found for election records and that the room be used for the Judge's private office. The room now being used as the judge's office can be reused for private J&DR hearings.

Other Space Needs Continued

Courtroom Holding

There is only one holding cell each for Circuit Court and J&DR Courtrooms. This does not allow for the proper separation of male and female in-custody defendants and limits the number of defendants that may be held adjacent to the courtrooms, resulting in delays while in-custody defendants have to be escorted to and from central holding. Space exists to add a second holding cell for each of these two courtrooms by converting the entry area to the courtrooms to a holding cell and moving the entry door to the courtroom. Care needs to be taken to ensure that the holding area is properly soundproofed to eliminate noise from disturbing courtroom proceedings.

Commonwealth Attorney / Victim Witness

The Commonwealth Attorney has seven Assistant Commonwealth Attorneys in private offices, one Office Manager in a private office, three support staff in open workstations, and one paralegal and one law clerk in open workstations. The office makes use of student interns who work in the Office Manager's Office. In 10-15 years 1-2 additional Assistant Commonwealth Attorneys may be required.

The Victim Witness Office occupies about half of what used to be the law library. Space exists for four private offices. Lacking is space for a reception counter, private public waiting, conference/interview room, and a child waiting area. It is recommended that if additional space becomes available in the courthouse that the Victim Witness Offices be enlarged to accommodate these additional needs.

Other than the need for additional office space for one or two Assistant Commonwealth Attorneys, the Office has no pressing additional space requirements.

Sheriff and Prisoner handling

The Central Holding Area is adequate with the following exceptions. The fingerprint/ID area is located in the secure entry area to the Juvenile Holding Cells and the Control Room. Additionally, staff must enter the secure Prisoner Holding Area to access the staff toilets, break room, and staff lockers.

It is recommended that the fingerprinting and ID functions be moved to the outer entry vestibule that serves as attorney access to the prisoner interview rooms. While the access to staff support spaces is not optimal, no actions are recommended at this time because there is no adequate affordable solution to the problem.

Conclusion

The courts in York County are currently making use of four courtrooms, with the fourth courtroom being shared by the three courts as needed. It is likely that this will be sufficient for the next 10-15 years at which point the fifth courtroom may be needed.

With this in mind, and the need for a jury assembly room, it is recommended that courtroom #2 be converted into a jury assembly area. This courtroom is chosen for its closeness to the Circuit Courtroom and location on the first floor near the main entrance. Courtroom #2 has sufficient space to accommodate the 1,456 square feet needed for a jury assembly room.

When caseloads grow to the point that the fifth courtroom is needed, the jury assembly space can be turned back into a courtroom.

In terms of the number of judges, it is anticipated that there will not be a fourth judge housed in Yorktown on a regular basis during this period but that there will be a need to house senior or substitute judges on occasion. Spaces already exist to accommodate this.

The clerks and other offices in the courthouse will likely see some incremental growth needs of one or two positions at most during the next 10-15 years, requiring some modifications to their spaces.

Figure A.5

Component	Total NSF			Gross Up Factor	Component Gross SF			Current Actual NSF
	2016	2020	2030		2016	2020	2030	
CIRCUIT COURTROOM	2,898	2,898	2,898	1.1	3,188	3,188	3,188	2,920
GENERAL DISTRICT COURTROOM	2,267	2,267	2,267	1.1	2,494	2,494	2,494	2,425
J&DR DISTRICT COURTROOM	2,328	2,328	2,328	1.1	2,561	2,561	2,561	2,354
COURTROOM #2	1,535	-	1,535	1.1	1,689	-	1,689	1,697
COURTROOM #5	1,484	1,484	1,484	1.1	1,632	1,632	1,632	1,656
JURY ASSEMBLY	-	1,456	1,456	1.1	-	1,602	1,602	-
TOTAL JUDGE AREA	1,864	1,864	2,064	1.1	2,050	2,050	2,270	1,612
CIRCUIT CLERK	5,226	5,354	5,482	1.2	6,271	6,425	6,578	4,806
DISTRICT COURT CLERK	2,040	2,040	2,180	1.2	2,448	2,448	2,616	2,010
JDR COURT CLERK	2,194	2,194	2,258	1.2	2,633	2,633	2,710	1,890
SHERIFF AND SECURITY	5,295	5,416	5,466	1.2	6,355	6,499	6,559	5,050
COMMONWEALTH ATTORNEY	3,832	3,832	3,952	1.2	4,598	4,598	4,742	3,092
JUVENILE AND COURT SERVICES	2,338	2,338	2,538	1.2	2,806	2,806	3,046	2,090
PUBLIC SUPPORT	2,973	2,973	2,973	1.1	3,270	3,270	3,270	2,973
BUILDING SUPPORT	2,240	2,240	2,240	1.3	2,464	2,464	2,464	2,242
Total Net Area	38,515	38,684	41,121					36,817
Total Component Gross Area					44,459	44,670	47,421	
Total Building Gross Sq. Ft.(1.65xNSF)					63,550	63,829	67,850	
ACTUAL BGSF					65,515			

Converted to Jury Assembly Room
Jury Assembly Added

Appendix B

Figure B.1

Type A - Open Office

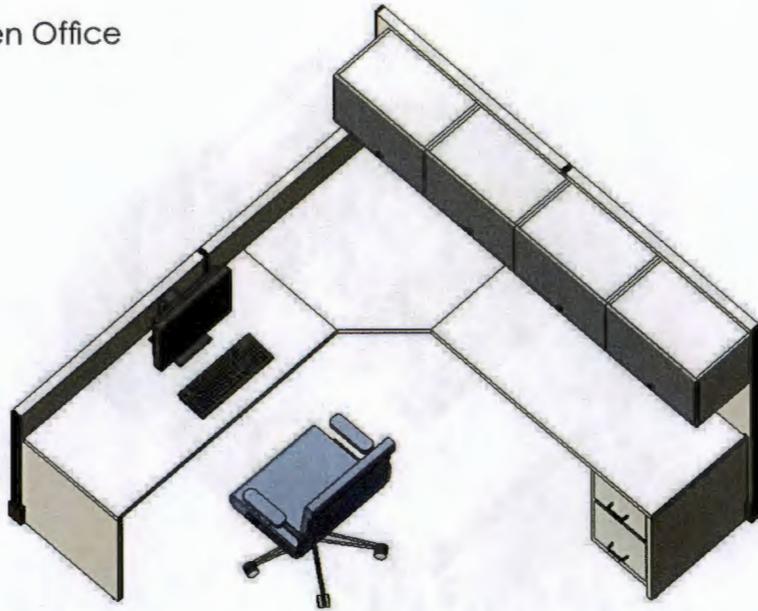
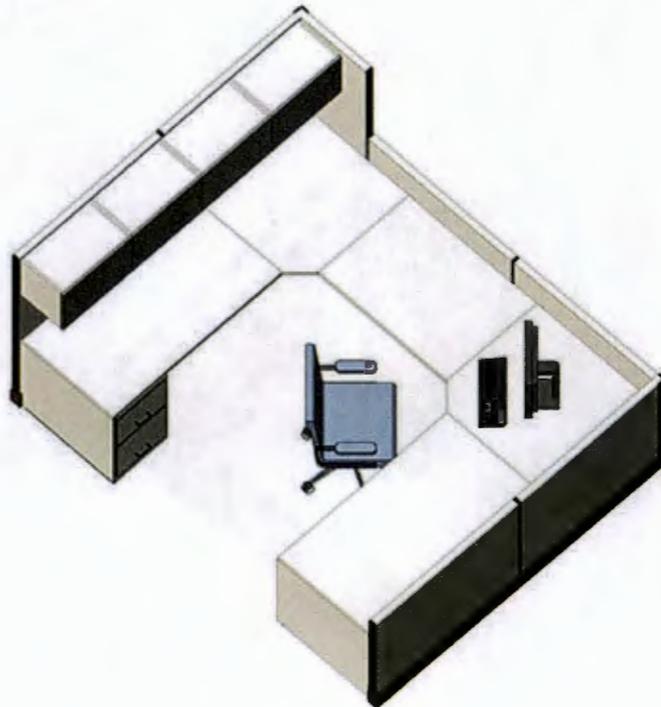


Figure B.2

Type B - Open Office



Type C - Office

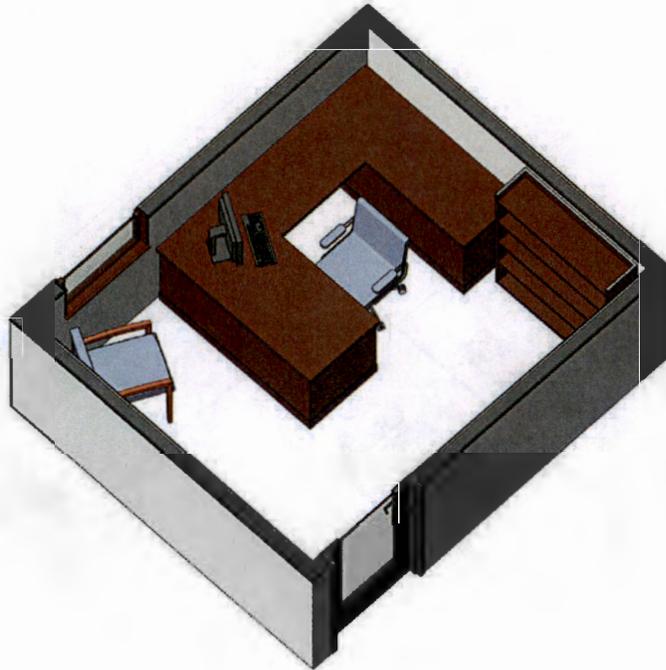


Figure B.3

Type D - Office 10x12

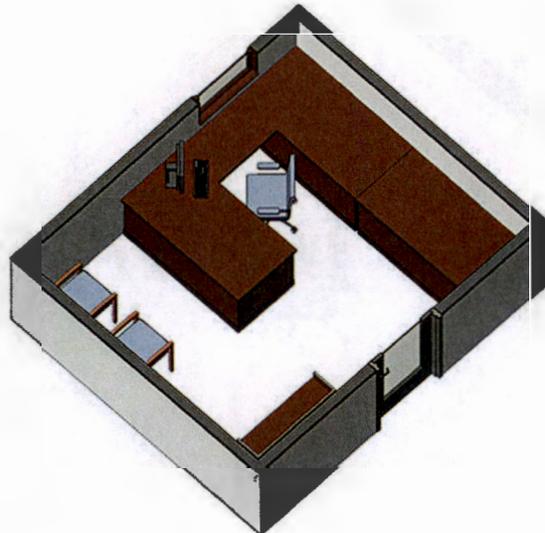
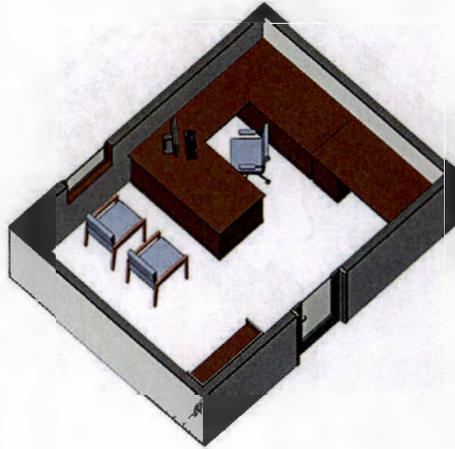


Figure B.4

Type E - Office 12x16

Figure B.5



Type F - Plotter Room

Figure B.6



Type G - Office 12x18

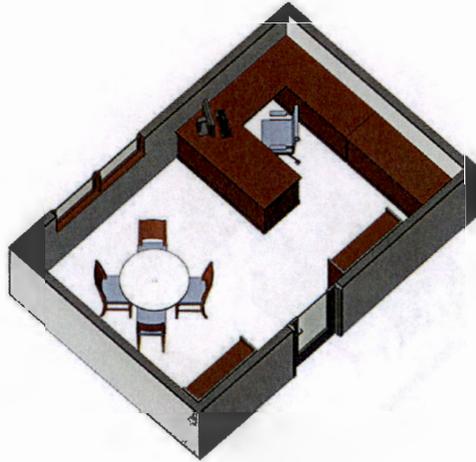


Figure B.7

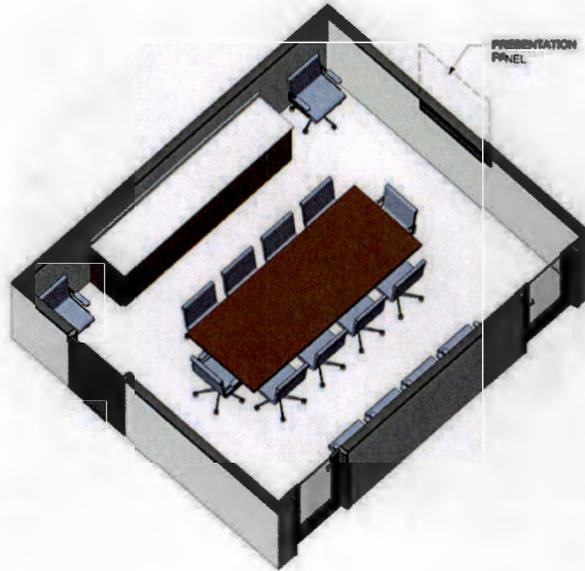
Type HH - County Administrator



Figure B.8

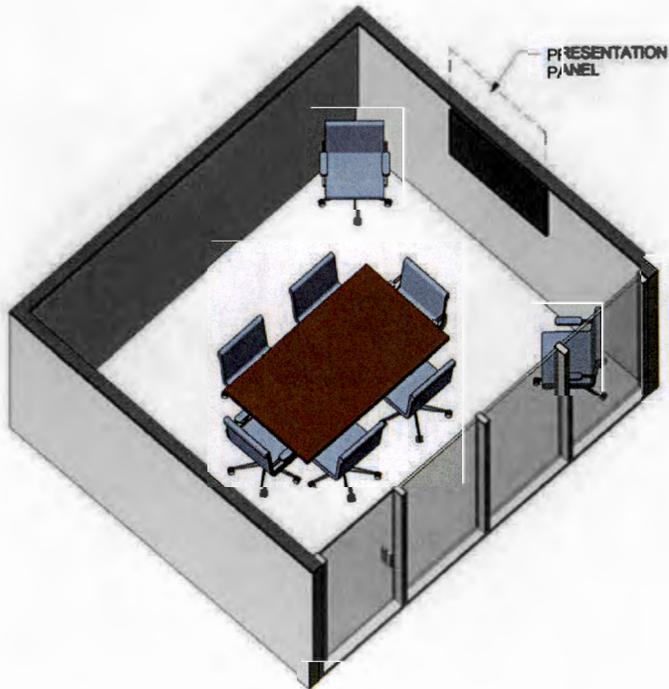
Type I - 10 Person Conference Room

Figure B.9



Type II - 6 Person Conference Room

Figure B.10



Type III - 12 Person Conference Room

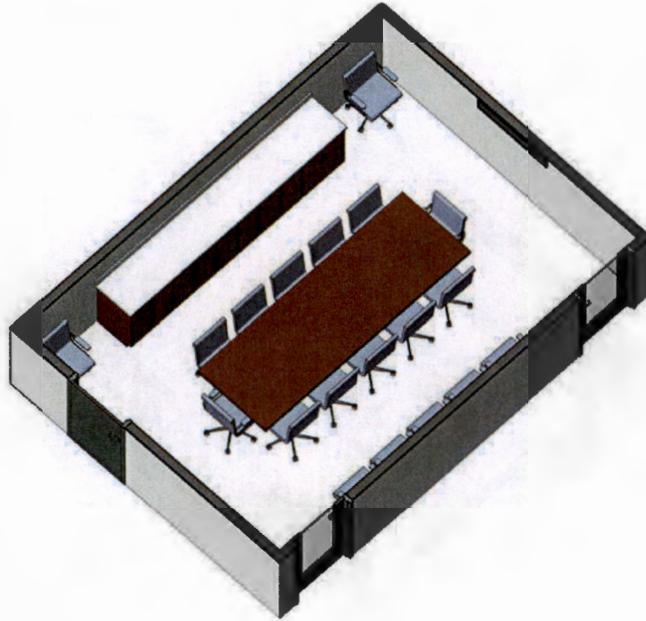


Figure B.11

Type L - Break Room

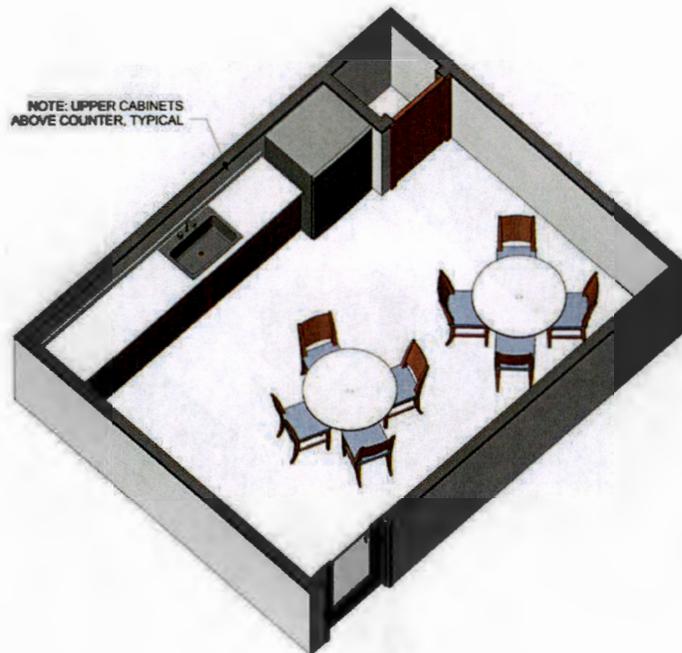
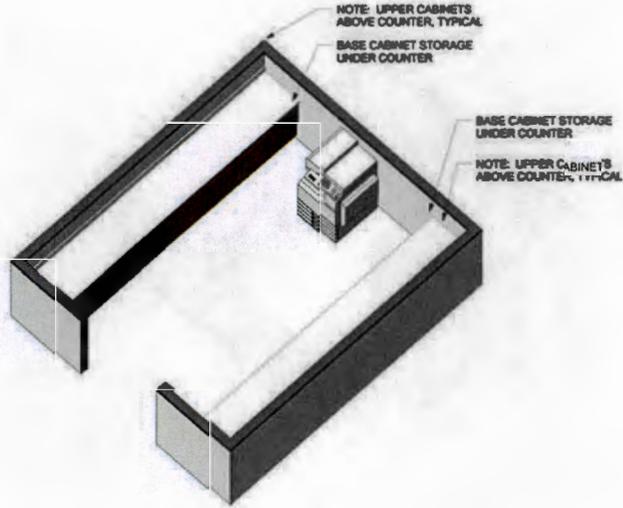


Figure B.12

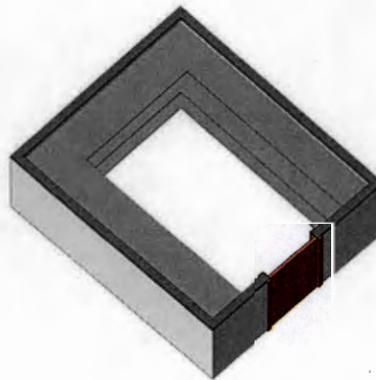
Type O - Copy Work Room

Figure B.13



Type P - Storage

Figure B.14



Type S - Server Room



Figure B.15