



CITY OF EMPORIA

AGENDA
EMPORIA CITY COUNCIL
Special Meeting
Tuesday, October 10, 2017 – 7:00 P.M.

OPENING PRAYER

ROLL CALL

APPROVAL OF AGENDA

UNFINISHED BUSINESS

17-59. Police Station and City Hall

PUBLIC COMMENT

CLOSED SESSION



CITY OF EMPORIA

Memorandum

October 6, 2017

TO: The Honorable Mayor and City Council

FROM: Brian S. Thrower, City Manager *BST*

SUBJECT: Police Station and City Hall

ITEM #: 17-59

At your July 19, 2016 meeting, you authorized staff to prepare construction drawings and seek construction bids for the new City Hall (option C-1) to be located across the street at the old elementary school site on S. Main Street. At that same meeting, you also authorized moving forward with the new Police Station to be located on the City's vacant lot on Halifax Street. At your March 21, 2017 meeting, you were shown renderings of the new Police Station to be located at the Halifax Street location. The estimated cost of the new Police Station is \$2,400,000.

Since that time, City Administration has been working with our architect, Baxter Bailey, to further develop plans for the new Police Station, as well as, refine the size and cost of the proposed new City Hall. The size of the proposed new City Hall has been reduced to 23,228 square feet. The estimated cost has been reduced to \$4,400,000.

For comparison purposes, we also further studied renovations and additions to the existing Municipal Building based on the identified space needs. The estimated cost of renovations and additions to the Municipal Building, including temporary relocation costs, totals \$3,350,000.

All of the estimated annual debt service (\$342,000) needed to finance the construction of the new City Hall, as well as the new Police Station, is already included and approved in the FY18 Budget (\$348,000). As such, City Administration does not anticipate needing any additional funding to construct the new City Hall and Police Station based on the cost estimates provided by Mr. Bailey.

Recommendation

At your August 15, 2017 meeting, you directed staff and Mr. Bailey to move the new Police Department to the old elementary school site where the proposed City Hall was to be constructed. You also directed staff and Mr. Bailey to plan improvements to the existing Municipal Building, as well as look at options to acquire additional property in the downtown area for the Voter Registrar's Office and storage needs.

Staff requests you consider moving forward with the new City Hall to be constructed at the old elementary school site and the new Police Station to be constructed at the Halifax Street site, as originally approved.

Should you not wish to move forward with that request, staff requests you consider another option that entails constructing one (1) new building on the old elementary school site to house both the new Police Department and City Hall.

Attachments

New City Hall Cost Estimate

New City Hall Drawings

Old City Hall (Municipal Building) Cost Estimate

Old City Hall (Municipal Building) Drawings

New Police Station Drawings

FY18 Budget – Non-Departmental Page Showing Annual Debt Service Payment

CITY HALL / CONCEPT 3 PROJECT BUDGET / SCHEMATIC / PRELIMINARY

Option C/1— A two-story City Hall building of 9,588 sf first floor, 5,354 sf second floor, 5,354 sf basement; and 2,932 sf attic totaling 23,400 sf. The structure will be sprinklered and have an elevator to all levels. This will be a steel frame structure above concrete foundations/basement with masonry walls, brick exterior and a standing seam roof, state-of-the-arts energy efficient throughout. State-of-the-arts mechanical, electrical and plumbing systems.

Construction Costs:

Sitework

Use: 14,942 sf @ \$ 16.00 = \$ 239,072

Construction

First Floor –	Use: 9,588 sf @ \$170.00	=	1,629,960
Second Floor -	Use: 5,354 sf @ \$170.00	=	910,180
Basement -	Use: 5,354 sf @ \$ 75.00	=	401,550
Attic -	Use: 2,932 sf @ \$ 80.00	=	234,560

SUBTOTAL / CONSTRUCTION / 23,228 sf **\$3,415,322+/-**

CONSTRUCTION COST / AVERAGE: \$147.03 psf

Other Costs:

Land		N/A
Architectural / Engineering / Survey	(9% Factor)	307,378
Construction Interest	(6% Factor/6 mo)	102,459
Equipment	(Phone/Data/Security)	50,000
Furnishings	(14,942 @ \$6.00)	89,652
Legal		5,000
Clerk-of-Works		15,000
Environmental	(Paid)	4,000
Landscaping		70,000
Construction Contingency	(10% Factor/RD)	317,625

SUBTOTAL / OTHER COSTS: \$ 961,114+/-

OTHER COSTS AVERAGE: \$ 41.37 psf

TOTAL PROJECT COST \$ 4,376,436+/-

TOTAL PROJECT / AVERAGE \$187.92 psf

SUGGESTED BUDGET: \$4,400,000 +/-

east elevation study



concept 3

EMPORIA CITY HALL
CITY OF EMPORIA, VA
201 S MAIN STREET
EMPORIA, VA 23847

BAXTER BAILEY
& ASSOCIATES
ARCHITECTS



preliminary drawings
EMPORIA CITY HALL

CITY OF EMPORIA, VA
 201 S MAIN STREET
 EMPORIA, VA 23847

Coordinated By:
 Brian Prewer - City Manager
 Ed Odey - Assistant City Manager

BAXTER BAILEY
& ASSOCIATES
ARCHITECTS
 A PROFESSIONAL CORPORATION
1000 North Main Street, Suite 100
 Emporia, VA 23847



architectural site plan

SCALE: 1" = 30'

preliminary drawings
EMPORIA CITY HALL

CITY OF EMPORIA, VA
 201 S MAIN STREET
 EMPORIA, VA 23847

Coordinated By
 Brian Thresher, City Manager
 Dr. Ed Bailey, Assistant City Manager

BAXTER BAILEY & ASSOCIATES
 ARCHITECTS
 1101 NORTH AVENUE, SUITE 100
 EMPORIA, VA 23847

CONCEPT 3

OLD CITY HALL
PROJECT BUDGET/ SCHEMATIC CONCEPT
Option B/1 – Renovations and Additions /East and South

Area: Existing @ 10,870 / Additions @ 4,105 + Basement @ 2,280 sf = 17,855 sf

Construction Costs:

Sitework

Use: 4,105 sf @ \$ 20.00 = \$ 82,100
 (Includes utility relocation)

Demolition

Use: 10,870 sf @ \$ 6.00 = 65,220
 (Interior demolition of existing)

Construction

Existing Space – Use: 10,870 sf @ \$100.00 = 1,087,000
 Addition Space · Use: 4,105 sf @ \$150.00 = 615,750
 Basement · Use: 2,880 sf @ \$ 70.00 = 201,600

SUBTOTAL / CONSTRUCTION / Area 17,855 **\$2,051,670+/-**

CONSTRUCTION COST / AVERAGE: \$114.91 psf

Other Costs:

Land N/A
 Architectural / Engineering / Survey (9% Factor) \$ 184,650
 Construction Interest (6% Factor) 61,550
 Equipment (Phone/Data/Security) 35,000
 Furnishings (Office/Clerical) (14,975 sf @ \$8.00) 119,800
 Legal 5,000
 Clerk-of-Works 15,000
 Environmental 7,000
 Landscaping 50,000
 Construction Contingency (10% Factor/RD) 205,167

SUBTOTAL / OTHER COSTS: **\$ 683,167+/-**

OTHER COSTS AVERAGE: \$ 38.26psf

Relocation Costs:

ModSpace Modular Office Space Rental @ 8,268 x 18 months	\$ 148,824
Building/Delivery/Install	56,300
Additional Items/Site Services	206,900
SUBTOTAL	\$ 412,024
<u>Alternates – Dismantle/Return/Footings</u>	<u>91,394</u>
TOTAL	\$ 503,418
Add Contingency @ 5%	25,170
TOTAL	\$ 528,588+/-

Other: Costs

Site Leveling & Seeding	9,500
Water Hook-Up (by City Staff)	5,000
Sewer Hook-Up (by City Staff)	7,500
Electric Hook-Up (by Dominion Power)	10,000
IT/Communications/Transfer	3,000
Security Install/Transfer	2,000
HC Parking Lot & Pathways	7,000
SUBTOTAL	\$ 44,000
Add Contingency @ 5%	2,200
TOTAL	\$ 46,200+/-

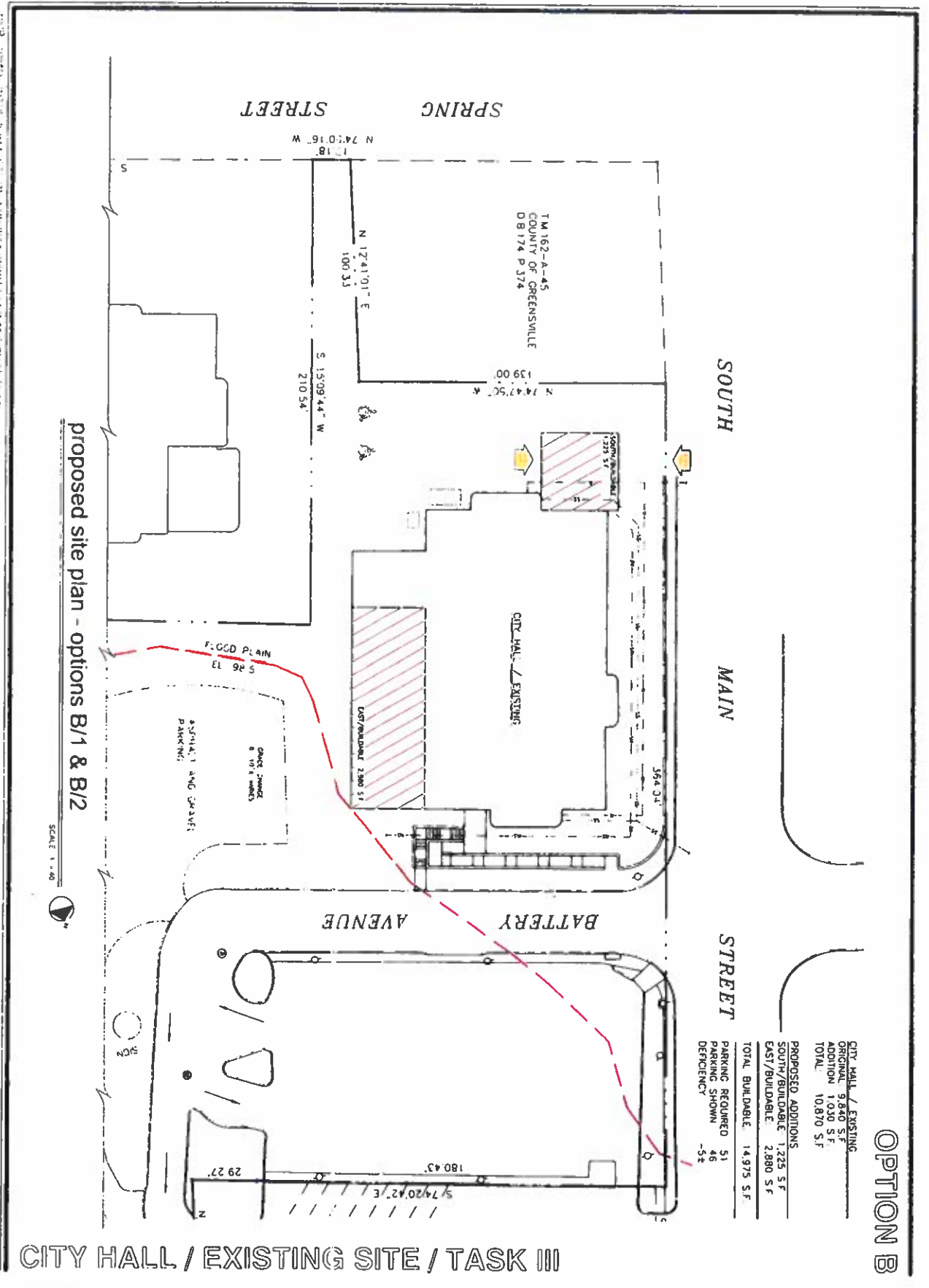
SUBTOTAL / RELOCATION COSTS: \$ 574,788+/-

RELOCATION COSTS AVERAGE: \$ 32.19_{psf}

TOTAL PROJECT COST \$3,309,625+/-

TOTAL PROJECT / AVERAGE \$185.36_{psf}

SUGGESTED BUDGET: \$3,350,000 +/-



proposed site plan - options B/1 & B/2

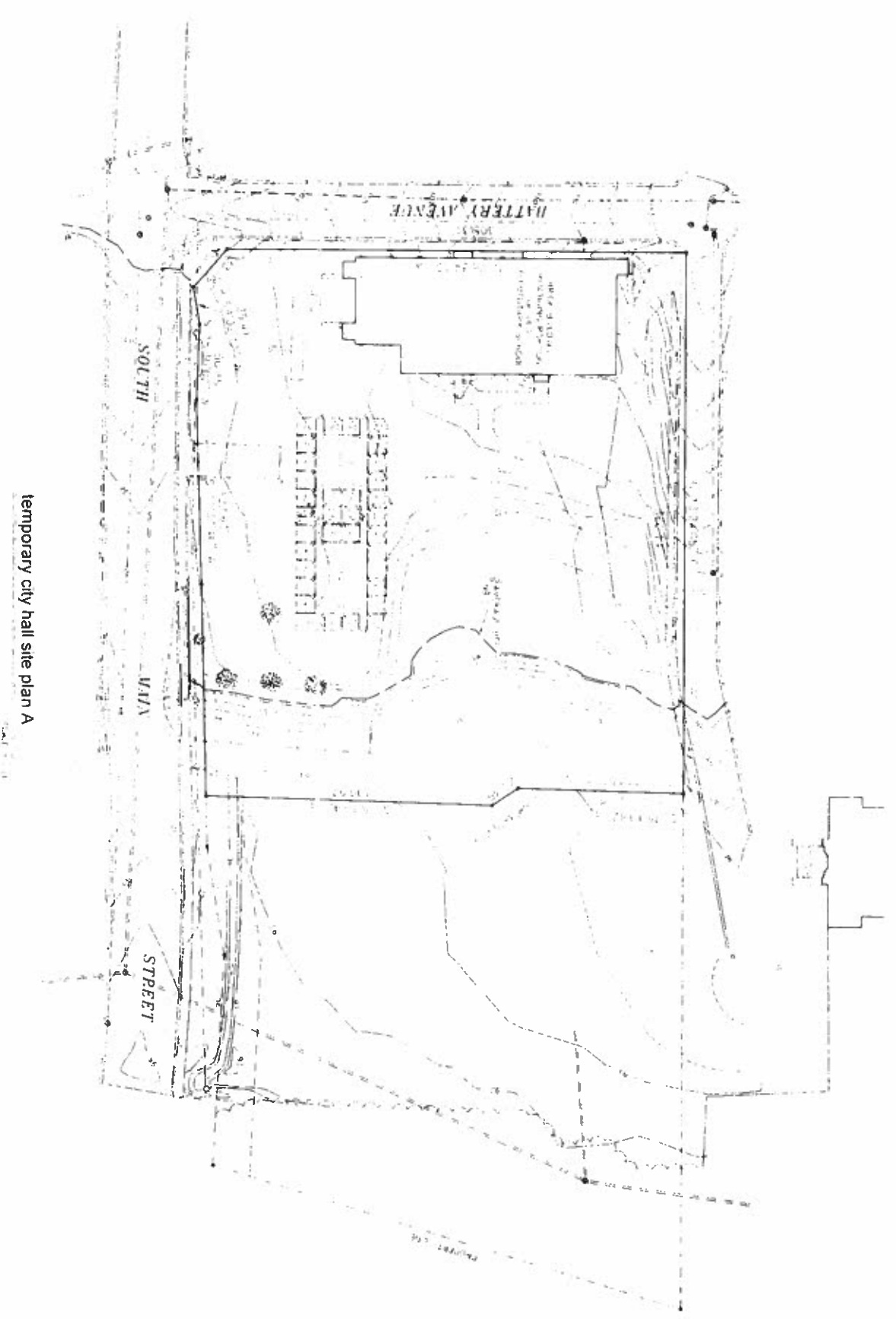
SCALE 1" = 40'

CITY HALL / EXISTING	
ORIGINAL	9,840 S.F.
ADDITION	1,030 S.F.
TOTAL	10,870 S.F.
PROPOSED ADDITIONS:	
SOUTH/BUILDABLE 1,225 S.F.	
EAST/BUILDABLE 2,880 S.F.	
TOTAL BUILDABLE	14,975 S.F.
PARKING REQUIRED	51
PARKING SHOWN	46
DEFICIENCY	-55

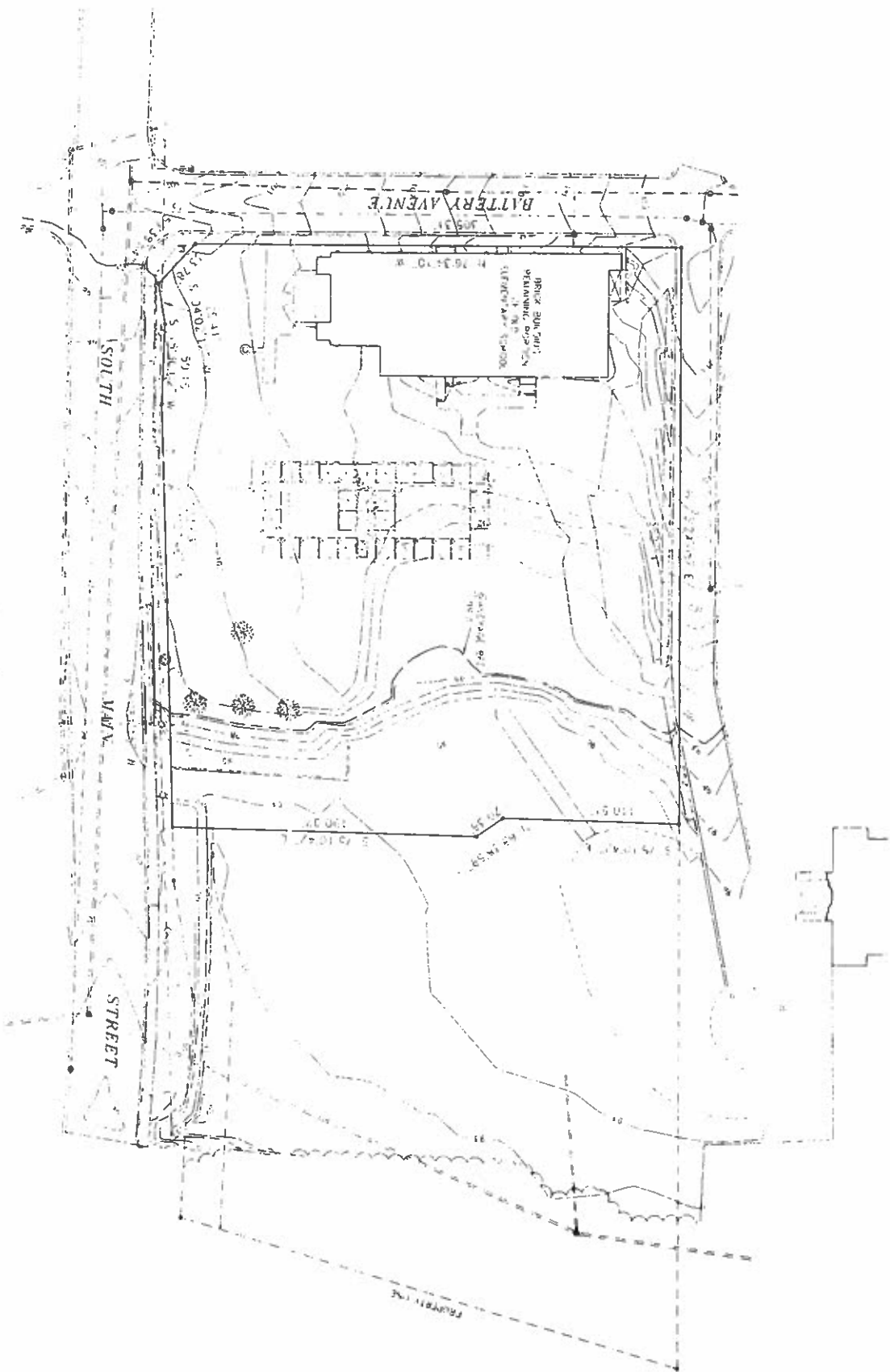
OPTION B

CITY HALL / EXISTING SITE / TASK III

	CITY HALL AND POLICE STATION CITY OF EMPORIA, VA 201 S MAIN STREET	Owner: City of Emporia City Council Members Howard W. Pritchard, Mayor Barbara C. Karpman, Council Member Michael S. Wadsworth, Council Member James D. H. Smith, Council Member Michael R. H. Smith, Council Member
	DATE: JANUARY 2011 DRAWN BY: JTB CHECKED BY: JTB REVISED:	Coordinated By: [Name]

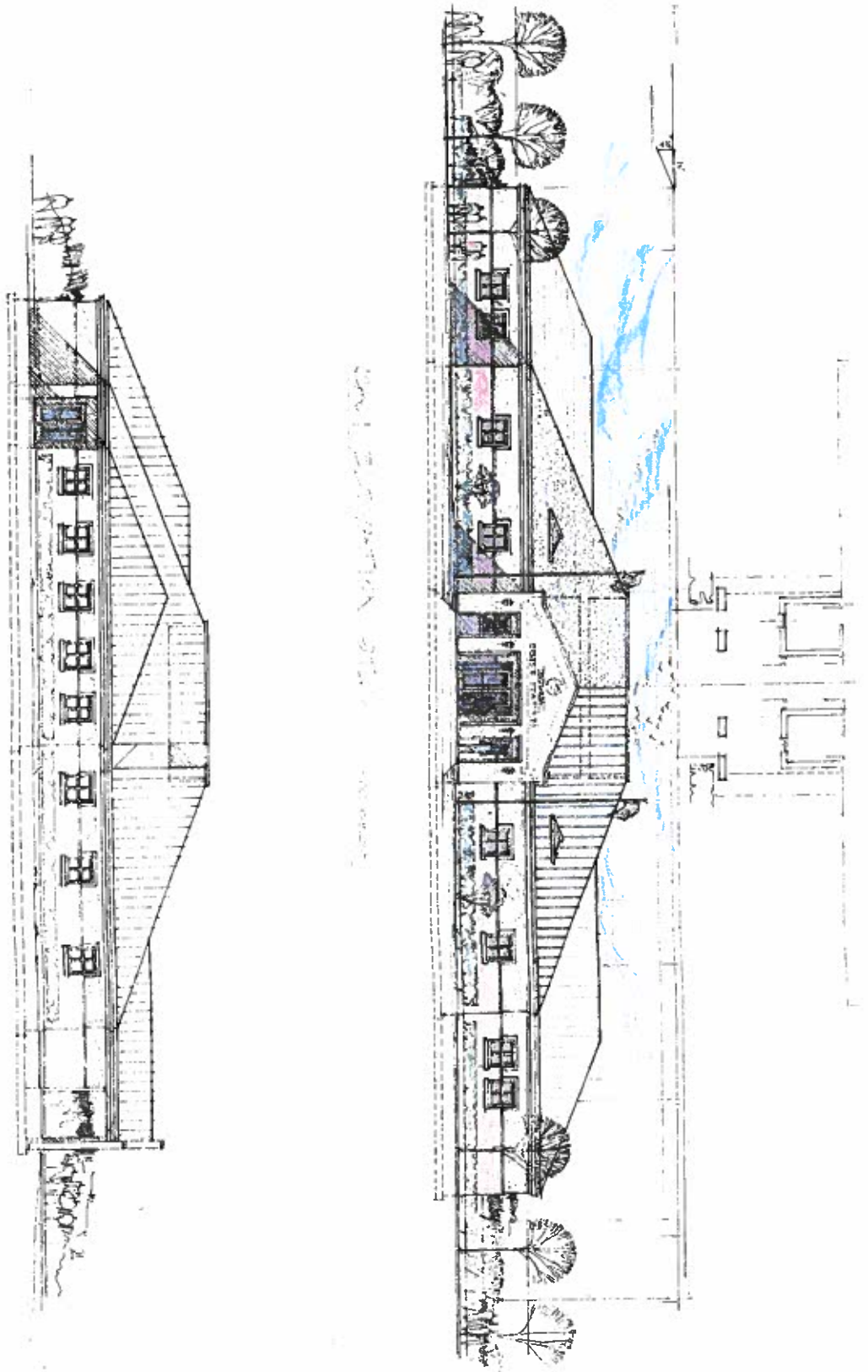


temporary city hall site plan A



temporary city hall site plan B

SCALE 1/8" = 1'-0"



Meeting of
December 21, 2016

NOV 29 2016
STUDY 5

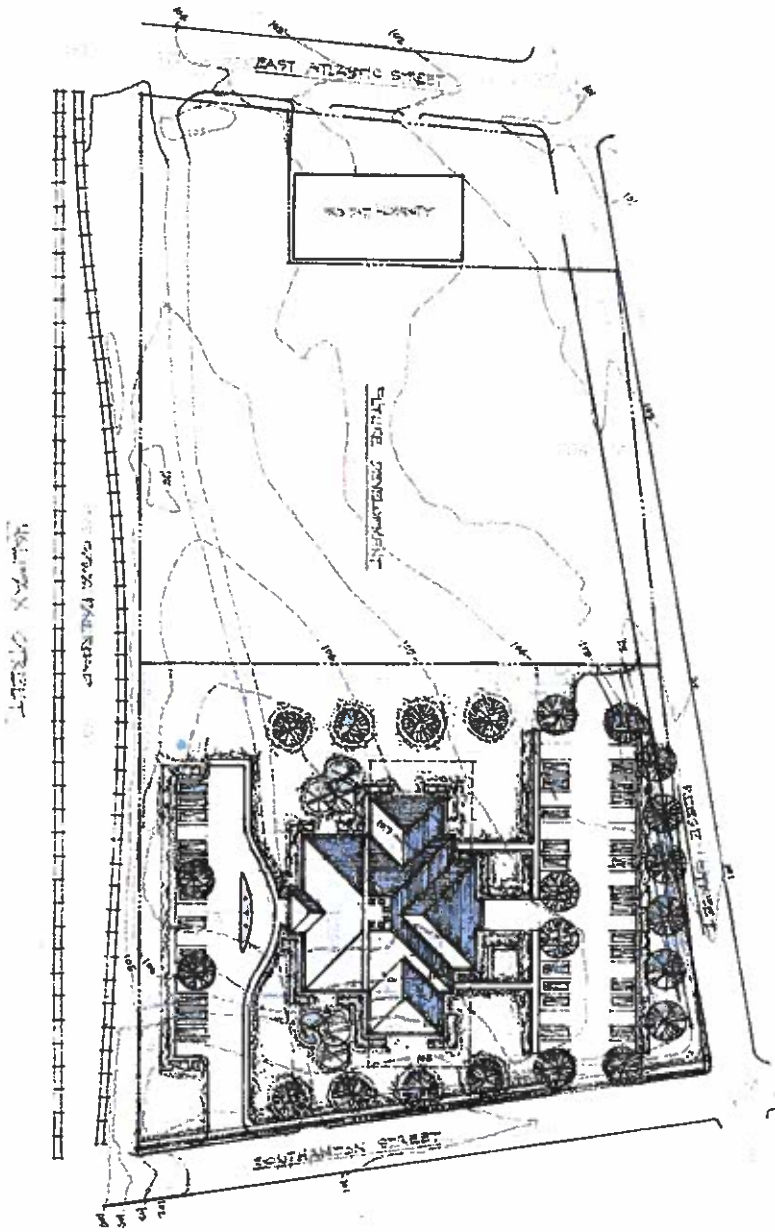


Architectural Drawings
EMPORIA POLICE STATION

CITY OF EMPORIA, VA
201 S MAIN STREET

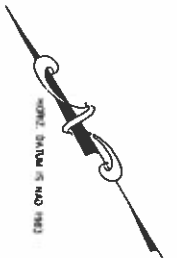
Consulted By
James W. Co. Manager
Architectural Drawings

**BAXTER BAILEY
& ASSOCIATES**
ARCHITECTS
1720112 QUALITY DRIVE
EMPORIA, VA 22429



site plan study

SCALE 1" = 40'



Revised Plan
March 14, 2017

STUDY 5_D

1

preparation by architects
EMPORIA POLICE STATION

CITY OF EMPORIA, VA
201 S MAIN STREET

Coordinated By:
Bill Traylor - City Manager
P.L.A. 121100 - Registered Professional Engineer

**BAXTER BAILEY
& ASSOCIATES**
ARCHITECTS
A PROFESSIONAL CORPORATION

	2015-16		2015-16		2016-17		2016-17		2017-18		2017-18		2017-18		% Change Over 2016-17	Comments
	Final Budget	Actual	Budget	Year-End Projection	Departmental Request	Manager Recommendations	Council Approved	Over 2016-17								
Non-Departmental																
Data Processing																
Annual Licensing/Support	29,400	27,822	20,792	20,792	23,928	23,928	23,928	15.1%								
EDP Equipment	0	0	9,336	9,103	8,179	8,179	8,179	-12.4%								Year 2 of 3 year lease for new server
Total	29,400	27,822	30,128	29,895	32,107	32,107	32,107	6.6%								
Insurance																
General Liability Insurance (75%)	147,681	147,681	140,680	140,894	145,121	145,121	145,121	3.2%								Assumes a 1% rate increase
Retirees - Medical Insurance	18,844	18,664	14,304	20,244	23,724	23,724	23,724	69.9%								
Total	166,525	166,345	154,984	161,138	168,845	168,845	168,845	8.9%								
Debt Service																
Health Department Debt Service	15,115	14,662	14,863	14,663	14,664	14,664	14,664	0.0%								FY 2024
Greensville County Sheriff's Dept. Debt Service	16,590	16,116	16,096	16,096	16,097	16,097	16,097	0.0%								FY 2024
Commonwealth Attorney's Building Debt Service	36,848	36,848	36,312	36,312	35,759	35,759	35,759	-1.5%								FY 2022
Extension Office Debt Service	11,319	11,319	11,319	11,319	11,319	11,319	11,319	0.0%								FY 2025
Greensville County Sheriff's Office Expansion	0	0	0	0	18,256	18,256	18,256	0.0%								FY 2025
Greensville County Courthouse Addition	0	0	0	0	17,000	17,000	17,000	0.0%								FY 2025
GO Refunding Bond Series 2006	103,876	103,875	85,634	85,634	87,391	87,391	87,391	2.1%								Retracked 2019A GO Bond FY 2016
GO Refunding Bond Series 2004A	169,613	169,612	169,612	169,612	0	0	0	0.0%								Retracked 1995 GO Bond FY 2016
GO Bond Series 2012B	125,762	125,713	125,811	125,811	125,764	125,764	125,764	0.0%								Bank building renovation, FY 2013
2009 Note Payable	13,551	13,551	13,551	13,551	13,551	13,551	13,551	0.0%								Purchase of property for Farmer's Mall, FY 2020
2010 USDA RD Loan	1,965	1,965	0	0	0	0	0	0.0%								Police cars, FY 2016
2011 USDA RD Loan	70,152	70,152	70,152	70,152	70,152	70,152	70,152	0.0%								Sanitation trucks, FY 2019
2011 USDA RD Loan	55,284	55,284	55,284	55,284	55,284	55,284	55,284	0.0%								Fire truck, FY 2022
2012 Lease Purchase Agreement	5,166	5,166	0	0	0	0	0	-100.0%								Police cars, FY 2016
2013 Lease Purchase Agreement	20,491	20,491	5,123	5,123	0	0	0	0.0%								Police cars, FY 2017
2013 Lease Purchase Agreement	26,462	26,462	26,462	26,462	26,462	26,462	26,462	0.0%								Public Works equipment, FY 2019
2013 Note Payable	43,986	43,985	43,986	43,986	43,986	43,986	43,986	0.0%								Farmer's Market Trailhead Improvements, FY 2019
2014 Note Payable	43,836	43,836	43,836	43,836	7,306	7,306	7,306	-83.3%								Police cars & Public Works equipment, FY 2018
GO Refunding Bond Series 2014	4,026	4,026	4,028	4,028	4,034	4,034	4,034	0.1%								Refunded 2014B & 2018 Bonds, FY 2015
2016 Lease Purchase Agreement	24,614	12,734	23,892	23,892	23,892	23,892	23,892	0.0%								Police cars, FY 2019
2016 Lease Purchase Agreement	21,569	1,577	17,592	17,592	17,593	17,593	17,593	0.0%								Animal Control vehicle & PW equipment, FY 2023
2015 Note Payable	13,735	13,735	23,117	23,117	23,117	23,117	23,117	0.0%								Utility #1 chasses replacement, FY 2023
GO Bond Series 2015	115,599	66,484	122,058	122,058	124,929	124,929	124,929	2.3%								Annual Shelter, S. Main & E. Albemarle St Improvements, FY 2015
2016 Lease Purchase Agreement	0	0	26,322	19,123	25,498	25,498	25,498	-3.1%								Police cars, FY 2020
2016 Lease Purchase Agreement	0	0	16,186	11,722	15,505	15,505	15,505	-4.2%								Code Enforcement, Sheriff, & Emerg. Serv. Vehicles, FY 2022
GO Bond Series 2017								40.5%								
2017 Lease Purchase Agreement	0	0	247,760	79,000	348,000	348,000	348,000	40.5%								Police cars financed for 7 years w/ 2%
2017 Lease Purchase Agreement	0	0	0	0	26,122	26,122	26,122	0.0%								Police cars financed for 7 years w/ 2%
Total Debt Service	939,559	857,613	1,029,194	844,771	1,160,721	1,160,721	1,160,721	12.8%								Public Works equipment financed for 7 years w/ 2%
Operating/Capital Reserve																
Continued Implementation of Compensation Study	125,000	0	106,800	0	100,000	100,000	100,000	-59.2%								Includes Rural Development required reserve
2% COLA	0	0	0	0	80,241	80,241	80,241	53.83%								Effective July 1, 2017 (includes Civ. Manager & Civ. Clerk)
Sick Leave Payout	0	0	0	8,474	0	0	0	46.49%								Effective January 7, 2018 (includes Civ. Manager & Civ. Clerk)
Total Non-Departmental	1,260,484	1,051,780	1,321,106	1,044,278	1,588,407	1,588,407	1,505,541	14.0%								
Grand Total General Fund	22,770,962	20,125,990	25,917,577	18,659,713	28,965,730	27,305,856	27,317,384	5.4%								