

Batavia Police Department

Facility Feasibility Study

Final Report
Sept. 15, 2014



Geddis
Architects

Architecture . Planning . Interiors



1.0 EXECUTIVE SUMMARY

Dating back to 1991 Genesee County and the City of Batavia were doing due diligence to comply with the Office of Court Administration mandate on inadequate courts space in various buildings. This led to an analysis and initial study of space needs for both facilities. On January 14, 1994 in a joint meeting with the County Legislature and City Council programmatic estimates were reviewed for a County/City Courthouse and Office Building. This proposal included the relocation of the City Police, County Sheriff, County Court, City Court, City Administration and some County Administration under a four story configuration at the current court facility location. Throughout the course of the year various conversations continued regarding the joint facility, cost estimates and funding possibilities which included committing a portion of City sales tax for anticipated debt service. This proposal was cut down from four stories, to three stories and then to its existing two stories. Eventually only a County/City Court Facility was constructed in 1996/97.

3. *Feasibility Study of Renovation of City Hall (1997)*

The 1996/97 budget included funds for retaining an architect to begin remodeling plans for City Hall (10 W. Main St.). The City retained the services of Doran, Yarrington Architects (DYA) of Rochester to perform the following scope of services: “improve the working conditions of the staff so that they may operate efficiently offering better service to the public, create an environment at City Hall which gives a good impression to visitors, provide effective storage space, make provisions for City Council meetings in the building and make the building handicap accessible.”

The report included tabulated program data which showed departmental needs demonstrating that there needed to be a significant increase (47%) in square footage space and proposed an addition to meet the additional space needs. DYA used the condition report on the building from 1991, previous architectural studies related to the new courthouse facility as well as collecting data on space requirements for City departments. Department heads were interviewed about space needs to identify a minimum reasonable amount of space that needed to be added. The City also conducted its own departmental review for comparison purposes and discussion. Lastly, concept designs were drafted and estimates of probable costs were based on conceptual designs.

Based on the information collected, the concept called for an addition of the then City Hall (10 W. Main St.) building towards the parking lot while the main City Hall building was to be maintained and restored. Office space would have been reassigned based on public accommodation and ease of customer service to residents in the community. The expansion would have allowed for better use of the facility by the public being served, allow for expansion of Police operations and improved the working conditions of the staff so that they may operate more efficiently. Physical improvements would include bringing the building into compliance with the American with Disabilities Act (ADA), major maintenance needs including exterior needs such as windows, tuck pointing, roof repairs and exterior molding repairs, interior painting, wall and floor coverings, electrical and heating system needs, communication and computer system upgrades and public service accommodations.

Construction cost estimates for this work was approximately \$2 million. This, however, does not include any site preparation or soft costs. In addition, there was an estimate given for the design development,

BATAVIA POLICE DEPARTMENT FACILITY FEASIBILITY STUDY

Table of Contents

1. Executive Summary
 - 1.1. Introduction
 - 1.2. Methodology
2. Current Conditions
3. Needs Assessment and Functional Program
4. Description of Alternative Sites and Scenarios
 - 4.1. New construction at Ellicott Street Site
 - 4.2. New construction at Jackson Street Site
 - 4.3. New construction at Evans Street Site
 - 4.4. New construction at Park Road Site (Sheriff's Dept.)
 - 4.5. Renovation and Additions at Existing Police Dept.
 - A. Demolish 1963 wing and make new three story addition
 - B. Retain entire existing structure and add new stair, elevator and garage
 - 4.6. Status Quo at Existing Police Dept.
5. Evaluation Criteria
 - 5.1. Site Selection Matrix
6. Cost Estimates
7. Appendices
 - 7.1. List of Potential Sites
 - 7.2. A Brief History of 10 W. Main St. (Brisbane House)
 - 7.3. Hazardous Materials Survey of 10 W. Main St.
 - 7.4. Phase I Environmental Site Assessment for 165 Evans Street
 - 7.5. Cost Estimate details

1.0 EXECUTIVE SUMMARY

1.1 Introduction

Geddis Architects were retained by the City of Batavia to conduct a feasibility study to examine alternatives for making improvements to the Police Department facilities. Our team includes Rebanks-Pepper-Littlewood as Police and Security Consultants, and Calgi Construction as Cost Estimating Consultants. The goal was to research a large range of alternatives including the following:

- Construct a new police station on properties to be identified;
- Construct renovations to create a new police station in existing buildings to be identified;
- Construct renovations and/or additions to the existing Police Facility.

The City of Batavia has been considering these improvements for some time. As far back as 1991 there was discussions regarding improvements, renovations, additions and relocations of the former City Hall and Police Department. Below is a brief review of prior findings:

1. *Batavia City Hall: Condition Report (1991)*

In 1990/91 the City contracted with Burwell, Bantel, Yarrington Architects of Rochester, an architectural/planning firm, to review and report on selected conditions of the 10 W. Main Street building, which was made of structures built in 1853 and a later addition in 1963. At the time offices in the building included, the City Manager's Office, Clerk/Treasurer, Finance, Public Works administration, Code Enforcement, Assessor, Water & Sewer administration, Engineering, Police Department and City Court. In summary the report stated "the buildings conditions, while generally sound, ranges in various areas from excellent to poor. In general the Police Department/Court wing of 1964 is in the best condition; the Annex with the Water Department is in the worst condition; the main block of City Hall to the south ranges from fair to good."

The scope of the work included a review of the exterior masonry, interior structure – especially possible attic over-loading, condition of the cupola, energy efficiency, basement dampness, generator exhaust to north porch and problems at the new addition. Items not reviewed in this report included an evaluation of the HVAC, plumbing, or electrical systems, code compliance, handicap accessibility, or the presence/absence of asbestos or any other environmental hazards in the building or related to the site. In addition, no evaluation was completed regarding the space needs of each office occupying the facility.

From reviewing following year budgets, it appears very little if anything came from this report. In addition, the proposed 1992/93 budget had recommended a \$14,000 capital project for City Hall however the project was not included in the adopted budget. It appears a \$14,000 capital project was budgeted for 1995/96, and around this time a portion of the roof was replaced. While several capital projects were identified in the City's Capital Improvement Plan and recommended in proposed budgets, most were not included in the final adopted budgets.

Also, around the completion of the report discussions began regarding a joint City/County Court Facility.

2. *Genesee County Facilities Study: Proposal for County/City Courthouse & Office Building (1994)*

1.0 EXECUTIVE SUMMARY

preparation of contract documents, bidding and project administration of \$150,000. In total the estimated cost of design and construction was \$2,150,000.

To date some roofing has been repaired, some interior improvements such as painting and carpeting has been completed, upgrades to the City's communication and computer system were done in 2009 and some minor exterior maintenance has been completed. Most of the identified improvements have not been made, most notably no addition was constructed, the building remains non-ADA compliant and accessible and the electrical and mechanical systems have not been improved.

In 1997 two additional reports contributed to this review. The Public Safety Task Force consisting of City staff concluded that the City move forward and initiate plans to construct new facilities for the Police Department. Due to City Hall offices being located in the same facility, renovation would not have resolved the space shortage problem. Around the same time the Police Chief created *Batavia Police Department Facility Needs Assessment*. In short, similar conclusions were made in that additional square footage was needed, in addition to substantial improvements to the existing structure, if the Police Department was to remain at the 10 W. Main St. location.

4. Joint Police/Sheriff Facility Discussions (1998-2005)

In January 1998, shortly following the completion and discussion of the above referenced *Feasibility Study of City Hall*, Genesee County expressed an interest to building a new Sherriff's Administration building and invited the City to be involved in an analysis of options for relocating the City Police Department into a joint Police/Sheriff facility. A facility was initially being considered at a location at the County Highway Department (Cedar Street) in the City of Batavia. In December 1998 further discussion developed that included consideration for a joint facility to house the Sheriff Administration, Police Dept., City Hall and the Town of Batavia Town Hall. A possible location was the City owned property on Park Road adjacent to the Veterans Hospital on the west side of the City. This was short lived as City Council preferred to keep City Hall and the Police Department downtown. While the joint Police/Sheriff facility was still of interest it was determined by City Council that the facility should remain in the downtown, in a more centralized location in the community. In January 1999 Genesee County decided to move forward with the Sheriff's Administration building at the Park Road location, and requested the City consider selling a portion of the property necessary to accommodate a new building and parking area.

Study for a Joint Genesee County Sheriff & Batavia City Police Public Safety Building (2002)

In August 2002 a presentation was given by the City to the Genesee County Public Service Committee suggesting a combining renovation/new construction joint facility be built. This included 15,000 square feet of new office space in three floors in the area between the prior Sheriff's Administration Building and prior City Hall, and a renovation of 11,000 sq. ft. of office space in City Hall. This concept was attempting to target cost efficiencies of a joint location in the downtown and joint communications services. The concept lead to the *Study for a Joint Genesee County Sheriff & Batavia City Police Public Safety Building* completed in September 2002. The study was conducted by SWBR Architects of Rochester, NY. The study was based on an examination of existing building and site drawings, tours of

Batavia Police Department Facility Feasibility Study

1.0 EXECUTIVE SUMMARY

the existing facilities, detailed estimates for probable construction cost for a new Sheriff's Administration Building (for comparison purposes) previously prepared and the input of City and County officials.

The conclusion of the study noted that the West Main Street site proposed many constraints in terms of parking capacity, roadway access, surrounding properties and the existing buildings would make the project very challenging. Specifically, there did not appear to be any real potential for construction cost savings at the site, in addition it conflicted with the critical need to expand the County Jail facility. In summary it was determined that a joint Police/Sheriff facility was compelling; however the West Main location was not the best choice for such a joint project.

In addition, in 2002 during the planning phases for the construction of the City Centre, some discussion was mentioned regarding the locating the police department in the Genesee Country Mall. This idea did not materialize and had little discussion beyond the conceptual phase.

St. Jerome (Bank St.) Site (2002)

Shortly after the September 2002 study, a new proposal for a joint City-County law enforcement facility was unveiled that initially included the demolition of some buildings at the former St. Jerome (Bank St.) site including the boiler building and access tunnels, remove underground fuel tanks, renovate the Growney Building and Emergency Room/Ambulatory Care Center, construct a new 9,000 sq. ft. building, construct a new service garage and develop secure parking area for staff and visitors. Both renovations and new construction would house the City Police and County Sheriff in an estimated 26,000 sq. ft. building. This proposal was put together by Carmina & Wood, P.C. of Buffalo as a possible alternative to the City and County constructing new but separate buildings in different locations. The initial estimated costs for the joint project were \$5.9 million.

In February 2003 the Genesee County Public Service Committee passed a resolution acknowledging support for the joint venture and requested the County Manager, Sheriff, Treasurer and County Attorney to begin negotiations with the City to formulate a plan.

In July 2004 project construction cost estimates were provided to the County Legislature and City Council regarding joint facilities at the St. Jerome's/Bank St. site and the Park Road site. The construction and design cost estimates were \$7.5 million and \$7.4 million respectively.

Evaluation of the Old City Hall Structure for City Police Use (2004)

While continuing participation in the design of the proposed joint law enforcement facility, City Council requested an evaluation of the Old City Hall building for comparison purposes. In October 2004 an *Evaluation of the Old City Hall Structure for City Police Use* was completed by SWBR Architects of Rochester. The evaluation assessed "the work that would be required to renovate the Old City hall for Police use in such a way that would resolve existing building code violations including existing, fire safety and handicapped accessibility issues. Additionally, outdated and inoperable mechanical and electrical systems would be completely replaced with new, efficient, lower maintenance systems while hazardous

1.0 EXECUTIVE SUMMARY

materials including asbestos containing materials would be abated.” This was a preliminary assessment and the project budget was estimated just under \$2.6 million. However, it was disclosed that due to the age of the building there may be additional costs due to unknown factors once demolition and construction begins.

On November 12, 2004 a letter from the Chairman of the Genesee County Legislature was sent to the City Council President “requesting City Council provide a formal response and affirmation to the joint law enforcement facility on or before January 1, 2005.” Several days later another report from SWBR Architects was completed, *Architectural & Structural Evaluations of the Existing Pepsi-Cola Batavia Bottling Company Property at 319 West Main Street, Batavia*. This evaluation was again a preliminary assessment of the property for use as the site of the proposed joint law enforcement facility. The estimated cost for renovating and retrofitting the property was \$5.3 million, not including design fees or other “soft” project costs. When considering design fees for the St. Jerome property the estimated cost for the Pepsi-Cola building was approximately \$6.3 million.

Over the course of the next seven months discussion continued regarding what would be the best location for a joint facility. On June 13, 2005 City Council Resolution #59-2005, a Resolution Authorizing Negotiations with the Genesee County Legislature for an Occupancy Agreement Relating to a Joint Police/Sheriff Facility, was not motioned forward, thus ending the debate regarding a possible joint facility.

On July 11, 2005 City Council discontinued the public use and authorized the sale of a 7.428 acre parcel on Park Road to Genesee County to be used for government activities. The sale price was \$74,280. The Sheriff’s Administration facility was completed in 2007.

5. *Police Facility Committee (2006)*

In January 2006 a special committee was appointed to look at options for the Police Department. The committee consisted of City staff, City Council and members from the community. This committee was formed at the onset of concerns over the City’s financial condition. The committee met only several times after which the City’s poor financial condition took center stage. No formal recommendation was made to City Council.

1.0 EXECUTIVE SUMMARY

1.2 Current Study Methodology

The study required gathering a great deal of information about the functioning of the Police Dept. and the characteristics of the various potential sites. We developed potential design scenarios and cost estimates for each. We also developed criteria for evaluating each alternative. More specifically we performed the following tasks:

Phase-1: The Situation Analysis Phase involved meeting with the leadership of the Dept. and the City Manager to understand the overall project and to establish project goals and objectives. In this phase we also identified the various tasks needed to complete the study and assigned specific tasks to appropriate client and team personnel.

Phase-2: In the Data Collection, Analysis and Evaluation Phase we collected and reviewed existing data and statistics and conducted staff interviews to better understand department operations. The interviews provided insight into how each department functioned, the strengths and weaknesses of their current space, important space adjacencies, and objectives and goals for new or modified space. After Data Collection was complete, we created detailed space programs recording existing space allocations and made recommendations to address current and anticipated future space needs.

At the same time we collected information about a number of sites identified by the City as having potential based on size, availability and proximity to downtown. This involved locating and reviewing publicly available documents and conducting tours of the premises. In the case of the existing Police Department we verified existing building conditions, and created as-built drawings. See Appendix 7.1 for a list and description of sites included in the study.

Phase-3: In the Conceptual Design Phase we utilized all collected data to generate design alternatives for the most suitable sites. In the case of vacant sites with all new construction we produced block diagrams to show space allocations and building stacking. In the case of the existing Police Dept. we developed a more detailed schematic design so as to identify more accurately the level of renovation required. We also assisted the City in conducting a Hazardous Materials Assessment. In each case we developed schematic site plans to show access, site movement, and police and public parking. In this process it became clear that certain sites were more suitable than others so we narrowed the options for budgeting.

Cost estimates were developed for the selected design alternatives and presented for consideration and input. It was decided to look for a less expensive alternative at the existing Police Department, so an alternative design was developed which entailed keeping more of the existing building.

Phase-4: In the Findings and Report Phase the team looked at all the information that had been collected and evaluated the alternatives based on pre-determined criteria. (See Site Selection Matrix)

2.0 CURRENT CONDITIONS

The Police Facility for the City of Batavia is located in a historic building which was originally constructed as a private residence by George Brisbane in 1855. In 1918 it was acquired by the City and converted to a new City Hall after a fire destroyed the city offices and courts in Ellicott Hall. A significant addition was made in 1963 which again re-organized the interior spaces. In 2004 a New City Hall was built and this structure was retained for the sole use of the Police Department. A Timeline for the use and evolution of the structure can be found in Appendix 7.2. The building consists of a number of wings on different levels:

- The original main house has a ground floor elevated about 3'-6" above the adjacent grade and has very high first floor ceilings (14'-8" to second floor). The original main stair and wrap around veranda were removed and the original octagonal skylight and opening to the first floor were filled in at the time of the conversion in 1918. Very little of the original detail remains.
- An attached two story wing tucks under the roof of the main house. It is probably original and appears to have been a kitchen and servants wing. Its first floor aligns with the original house but its second floor is significantly lower (3 feet).
- Another two story semi-attached wing in line with the "kitchen" wing also appears to be part of the original construction though it's built with lower quality masonry. It appears on the 1906 Sanborn Map as being connected to the "kitchen" wing by a one story passage though its original use is uncertain. Its floors do not align with either the main house or the "kitchen" wing; its first floor is closer to grade (about 2'-2" above) and it has a low second floor height.
- An addition was made in 1963 to significantly increase the size of the structure and to provide a large court room. Its first floor aligns with the original house but its second floor doesn't align with either the original house or the other two wings. It included new central stairs to access the principal levels but no elevator. It is clad in brick similar to the original house and has a flat roof lower than the eaves of the original house.

When the Police Department inherited the building, minimal work was done to renovate it into a modern Police facility. Though the Department has adapted as well as possible there are a number of physical and operational challenges posed by the current configuration of the structure.

Operational Challenges:

- Building Entrance is not secure: The public entrance to the facility is by means of two doors at the side and back of the building leading to a common corridor. Neither door is directly visible from the front desk nor has a securable vestibule making it impossible to trap a hostile intruder.
- Front desk is too small and poorly located: The front desk is the nerve center for the Department and should be able to seat at least two people comfortably. The current desk area is small and is not located so as to directly observe the public entry.
- Prisoner transfer and booking is not secure: Prisoner transfer from outside to booking/processing is through the public entrance. The booking area and holding rooms are directly adjacent to the entrance corridor. The holding cells are located in the adjacent County

2.0 CURRENT CONDITIONS

jail requiring transfers through public areas. This arrangement is potentially dangerous to the public should a prisoner become disruptive during transfer.

- Interview rooms are not isolated or secure: Interview rooms are currently scattered throughout the building without secure access from holding areas. In addition they are not acoustically isolated from public areas. It is difficult to isolate prisoners from victims and conduct simultaneous interviews.
- Storage of weapons and gear is insufficient and not co-located: Ideally, weapon storage, gear storage and weapons workbench would be co-located in a secure location. They are scattered in the existing building and the gear storage is in-adequate.
- Officer locker room is too small: The locker room for both male and female officers is too small. In addition, the toilets are woefully undersized and there are no showers.
- Parking areas for police vehicles are commingled with public parking: The lack of segregated parking for the public and police vehicles creates a number of problems. First there is no secure area for transferring prisoners from police vehicles to the building. Ideally, an enclosed sallyport would lead directly to a booking and holding area. In addition, the police vehicles as well as the officer's private vehicles are not segregated and are thus exposed to vandalism. This has occurred in the past. Overall there is a lack of parking.
- There is a lack of consolidated evidence storage, it is currently scattered throughout the building.

Physical Challenges:

- Building egress is inadequate and not code compliant: There are two un-enclosed stairs serving the building along with one un-covered exterior stair. None of these is fully code compliant to provide proper egress from the entire second floor. In addition, there is only one stair to the basement. As a result, the NYS Department of Labor allows only limited use of this floor.
- Building is not ADA compliant: The building does not conform to ADA accessibility requirements. It is built on multiple levels without an elevator and does not have accessible toilets or other required accessible facilities.
- Building infrastructure is outdated and in need of repair/replacement: All the building systems including Heating, Ventilating and Air Conditioning along with Electrical are outdated and in need of extensive repair or replacement. Significant cracks are visible in the buildings masonry enclosure and there is need for extensive re-pointing. Roofing and flashings need repair and/or replacement, windows should be replaced. The building contains no fire sprinkler system and lacks an up to date fire alarm system.

2.0 CURRENT CONDITIONS

- **Hazardous Materials:** The building contains a significant amount of Hazardous Materials including Asbestos Containing Materials, Lead Paint and PCBs. The extent has been documented in the Survey Report, see Appendix 7.3.

3.0 Needs Assessment & Functional Program

The current and future facility space needs for the Batavia Police Department were determined using a standardized needs assessment process. This comprised a number of steps:

- Understanding current police operations, current working conditions, and the impact the facility has on conducting efficient, effective and safe policing services to the community. This included touring the existing building with representatives of the BPD, observing and asking questions. This gave the consulting team a good background into current conditions and challenges. This, in conjunction with reviewing existing drawings, and taking an inventory of existing people, functions and spaces, allowed us to form a baseline existing facility program.
- In parallel with this we obtained information on population growth and demographic changes in Batavia, and the impact that future growth may have on police staffing.
- We conducted two rounds of user group interviews, using a standardized and project-specific list of questions and topics.
 - The first round allowed the consulting team to obtain detailed information on specific police operations in Batavia, comments on current conditions and their impact on those operations, opinions on future changes and/or growth within the community and the department, initial estimates of space needs and internal building planning priorities (e.g. adjacencies). We then compared this to industry standards and what we would normally expect with respect to facility needs for a municipal police department of this size, taking into account the special and unique requirements of Batavia, and particular requirements within New York state (e.g. facilities and procedures for dealing with juvenile offenders).
 - The second round of interviews included review of the data collected in the first round, discussion regarding perceived space requirements, separation of ‘needs’ from ‘wants’ and more detailed analysis of the functions to be accommodated and the facilities required, both for now and into the future. This formed the basis for a draft space and functional program, which was further refined and adjusted in consultation with BPD senior command.

The space and functional program was then used to develop a generic concept block plan showing the required and preferred adjacencies amongst units and the ideal distribution of spaces by floor. This concept was then used to determine requirements for a site, considering the building footprint, parking and other site needs.

The consulting team has considerable experience in planning and designing municipal police buildings, and has worked together on a number of similar assignments. This experience, gathered over many years, allowed us to understand policing operations in general, and to focus on the specific needs for the City of Batavia. We compared space estimates for particular functions with industry standards – this included everything from current standards for duty lockers, workstation and office sizes, evidence handling and storage, prisoner management, number and size of interview rooms, vehicle examination bays and needs for the various operational teams and support personnel within the Batavia Police Department.

Staff & Space Summary

Table 1

Version 4.1 - July 31, 2014

Operational Areas (includes Sworn & Civilian Personnel - See Table 2)						
	Current	Future	Growth	Exist	Req'd	
1 - Administration	4	4-5	25%	595	700	
2 - Uniform Division	30	30-31	3%	1,507	2,120	
3 - Detective Division	5	5-6	20%	1,087	2,090	
4 - Youth Office	1	1	0%	500	350	
5 - Training	0	0		524	590	
	40	40-43	7%	Subtotal - Net Area	4,213	5,850 sq.ft

Note: Some future growth in the Police Department was considered for space planning purposes. It was not discussed if or when staffing may change, only that the proposed space program had the capacity to handle some additional growth in department size.

Support Spaces				Exist	Req'd	
6 - Common Areas				933	1,780	
7 - Staff Amenities				1,090	1,475	
8 - Public Areas				383	370	
				Subtotal - Net Area	2,406	3,625 sq.ft
				Total Net Area	6,619	9,475 sq.ft
				Grossing Factor	2.55	1.40
				Total Gross Floor Area	16,910	13,300 sq.ft

400 - Garages/Storage				Exist	Req'd	
9 - Garages & Storage				700	2,880	
				Net Area	700	2,880 sq.ft
				Grossing Factor	1.00	1.10
				Gross Floor Area	700	3,200

Total Staff & Space Requirements						
	Current	Future	Growth	Exist	Req'd	
Building Total	40	40-43	7%	Subtotal - Net Area	7,319	12,355 sq.ft
				Avg. Grossing Factor	2.31	1.34
				Total Gross Floor Area	16,910	16,500 sq.ft

Internal Circulation, Existing Space - some existing areas include internal circulation, therefore comparison of net/usable ratios are not possible between existing and proposed space.

Additional GFA Required Space/Person (all areas)	423	(410) sq.ft	#VALUE! sq.ft
Existing Gross Area	6,010	Level 2	
	5,430	Level 1 (excl. Parole)	
	5,470	Bsmt.	
	16,910		

Table 1

Staffing Summary (Dec 2013)	Current	Future	
Chief of Police	1	1	
Assistant Chief	1	1	
Sergeants	4	4	3 platoon Sgts + swing shift Sgt
Patrol Officers	20	20-21	
Detective Sergeant	1	1	
Detectives	4	4-5	
Youth Detectives	1	1	
Subtotal Sworn Personnel	32	32-34	6%
Clerk/Typist (Chief/Asst.)	1	1-2	1 add'l future position
Clerk/Typist (Front Desk)	1	1	
Desk Clerks	1	1	2 part-time, count as 1 FTE
Parking/Animal Control	1	1	
Crossing Guards	4	4	
Subtotal Civilian Personnel	8	8-9	1%
Total Department Personnel	40	40-43	7%

Note: Some future growth in the Police Department was considered for space planning purposes. It was not discussed if or when staffing may change, only that the proposed space program had the capacity to handle some additional growth in department size.

Table 2

Operational Areas

1 - Administration												
Administrative Zone	Current		Future	Space Type	Existing Areas			Required Areas			Proposed Areas	
	Number	Size			Allocated	Number	Size	Allocated	Renovation Plan 2	Notes		
Police Chief	1	1		Office	1	195	195	1	180	180	205	
Assistant Chief	1	1		Office	1	240	240	1	160	160	150	
Chief's Assistant	1	1		Workstation	1	80	80	1	100	100	100	
Admin Assistant	1	1-2		Workstation				1	80	80	80	
				Files/Records	1	80	80	1	80	80	50	
				Document Center/Storage		incl.		1	100	100	110	
Total Staff	4	4-5	25%	Growth		Net Area	595		Net Area	700	695	Sq.Ft

2 - Uniform Division												
Operations Zone	Current		Future	Space Type	Existing Areas			Required Areas			Proposed Areas	
	Number	Size			Allocated	Number	Size	Allocated	Renovation Plan 2	Notes		
Sergeants	4	4		Shared Office	1	155	155	1	180	180	140	
Officers	20	20-21		Report Room A	1	256	256	1	480	480	550	incl. prisoner bench
				Report Room B (2 desks)	1	155	155		incl. above	-		
				Resource Area (kitchen.)	1	74	74	1	60	60	incl.	
Crossing Guards	4	4		Drop-In Wkstn.			1	30	30	incl.		
Parking/Animal Control	1	1		Workstation				1	30	30	incl.	
				Briefing Room (12p)	1	300	300	1	480	480	375	
				Equipment	1	135	135		incl. above	-		
				Document Center				1	80	80	incl.	combine with DB if adj.
				Armory	1	44	44	1	80	80	-	
				Holding Room	1	88	88	2	80	160	80	one provided
				Secure Interview Room	1	170	170	2	80	160	78	one provided (#6)
				Monitoring							1	60
Desk Clerks	1	1		Front Desk Counter	1	130	130	1	240	240	300	Count as 2 FTEs
				Mail Sorting/Files				1	80	80	incl.	
Total Staff	30	30-31	3%	Growth		Net Area	1,507		Net Area	2,120	1,571	Sq.Ft

3 - Detective Division												
Operations Zone	Current		Future	Space Type	Existing Areas			Required Areas			Proposed Areas	
	Number	Size			Allocated	Number	Size	Allocated	Renovation Plan 2	Notes		
D/Sgt	1	1		Office	1	220	220	1	140	140	150	
Detectives	4	4-5		Open Office (4 desks)	1	460	460	1	600	600	450	
				Case Files	1	incl.		1	80	80	incl.	
				Document Center		incl.		1	80	80	incl.	combine with Uniform if adj.
				Project Room				1	360	360	-	use room in 6-Common
				Equipment	1	120	120	1	100	100	95	

Table 2

				Interview Room	1	155	155	2	100	200	143	two provided (#3, #4)	
				Monitoring				1	60	60	75		
				Evidence Room	1	72	72	1	240	240	250		
				Evidence Intake	1	60	60	1	80	80	80		
				Identifications Lab				1	150	150	175		
	5	5-6	20%	Growth	Net Area			1,087	Net Area			2,090	1,418 Sq.Ft

4 - Youth Office				Operations Zone							Proposed Areas		
	Current	Future	Space Type	Existing Areas			Required Areas			Renovation Plan 2	Notes		
				Number	Size	Allocated	Number	Size	Allocated				
Youth Detective	1	1	Office (shared)	1	295	295	1	180	180	150			
			Soft Interview	1	205	205	1	120	120	217	two provided (#1, #2)		
			Storage				1	50	50	40			
	1	1	0%	Growth	Net Area			500	Net Area			350	407 Sq.Ft

5 - Training				Administrative Zone							Proposed Areas	
	Current	Future	Space Type	Existing Areas			Required Areas			Renovation Plan 2	Notes	
				Number	Size	Allocated	Number	Size	Allocated			
Field Training Officer			Office	1	168	168	1	140	140	70	Drawn from units	
			Training Storage	1	6	6	1	50	50	incl.		
			Training Room	1	350	350	1	400	400	520	on second floor	
				Net Area			524	Net Area			590	590 Sq.Ft

Support Spaces

6 - Common Areas				Support Zone							Proposed Areas	
	Current	Future	Space Type	Existing Areas			Required Areas			Renovation Plan 2	Notes	
				Number	Size	Allocated	Number	Size	Allocated			
			Community/MP Room	1	813	813	1	960	960	975	on second floor	
			Conference/Project Room				1	400	400	545	used by DB as well	
			General Storage				1	100	100	100	part of 1,200 sf provided	
			Archives				1	200	200	200	part of 1,200 sf provided	
			Quartermaster Stores	1	120	120	1	120	120	120	part of 1,200 sf provided	
				Net Area			933	Net Area			1,780	1,940 Sq.Ft

7 - Staff Amenities				Support Zone							Proposed Areas	
	Current	Future	Space Type	Existing Areas			Required Areas			Renovation Plan 2	Notes	
				Number	Size	Allocated	Number	Size	Allocated			
			Break Room	1	195	195	1	320	320	290		
			Male Lockers (32)	1	490	490	1	360	360	360	part of 970 sf provided	
			Male Showers		none		1	100	100	100	part of 970 sf provided	

Table 2

Version 4.1 - July 31, 2014

Male Washrooms	1	-		per Code					part of 970 sf provided
Female Lockers (10)	1	140	140	1	120	120	120		part of 970 sf provided
Female Showers		none		1	75	75	75		part of 970 sf provided
Female Washrooms	1	-		per Code					part of 970 sf provided
Fitness Room	1	265	265	1	500	500	-		
Net Area		1,090		Net Area		1,475		945	Sq.Ft

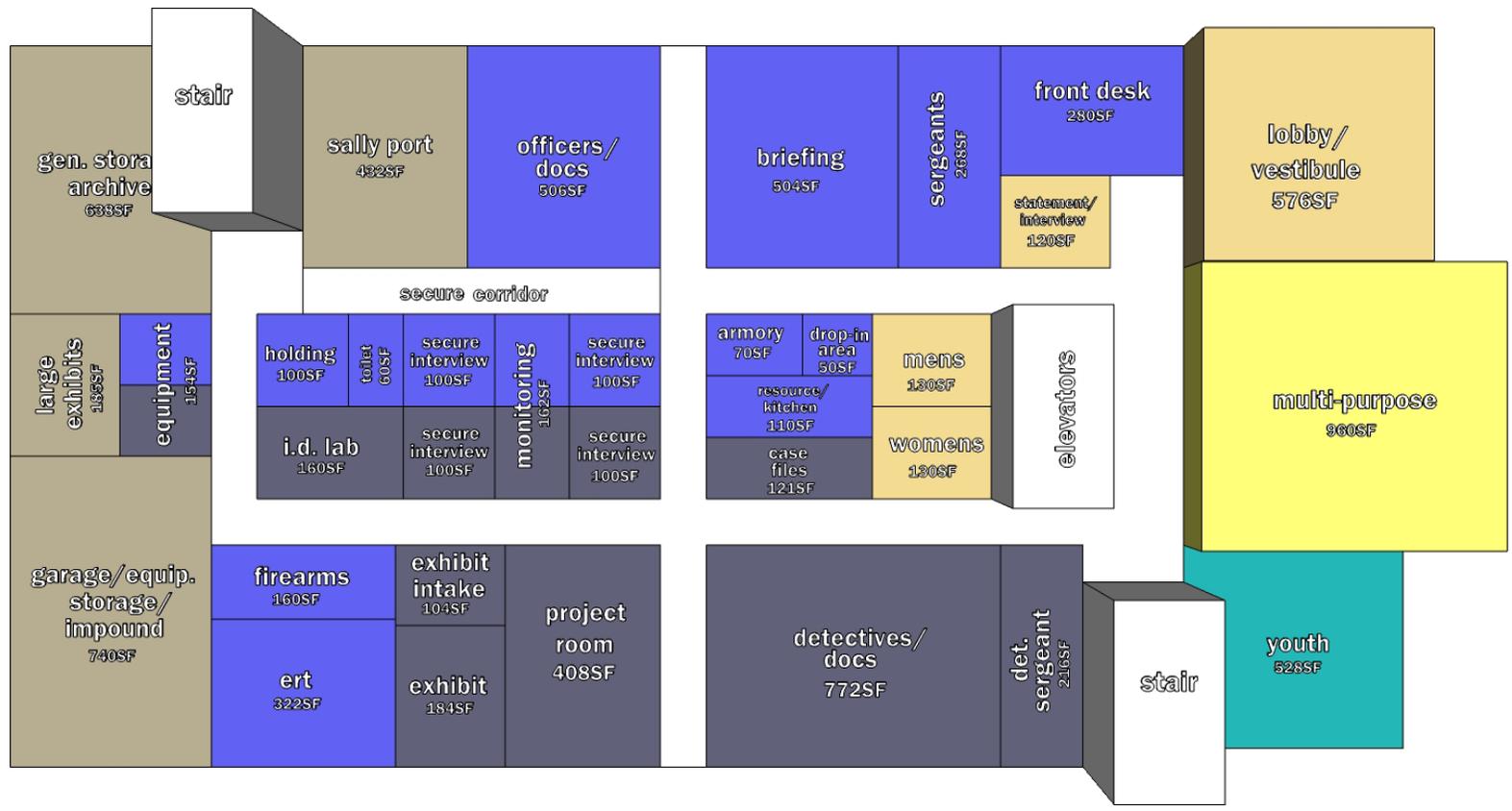
8 - Public Areas

Support Zone	Space Type	Existing Areas			Required Areas			Proposed Areas	
		Number	Size	Allocated	Number	Size	Allocated	Renovation Plan 2	Notes
	Public Lobby	1	223	223	1	250	250	150	
	Statement/Interview	1	160	160	1	120	120	160	(#5)
	Public Washroom				per Code				
Net Area		383		Net Area		370		310	Sq.Ft

400 - Garages/Storage

9 - Garages & Storage

Garage & Storage Zone	Space Type	Existing Areas			Required Areas			Proposed Areas	
		Number	Size	Allocated	Number	Size	Allocated	Renovation Plan 2	Notes
	Garage/Equip. Storage	1	200	200	1	600	600	405	
	Prisoner Sallyport				1	600	600	405	
	ERT Garage/Equipment				1	600	600	-	combine with above
	Large Evidence	1	100	100	1	180	180	-	
	Impound Garage				1	500	500	-	
	General Storage	1	400	400	1	400	400	600	part of 1,200 sf provided
Net Area		700		Net Area		2,880		1,410	Sq.Ft



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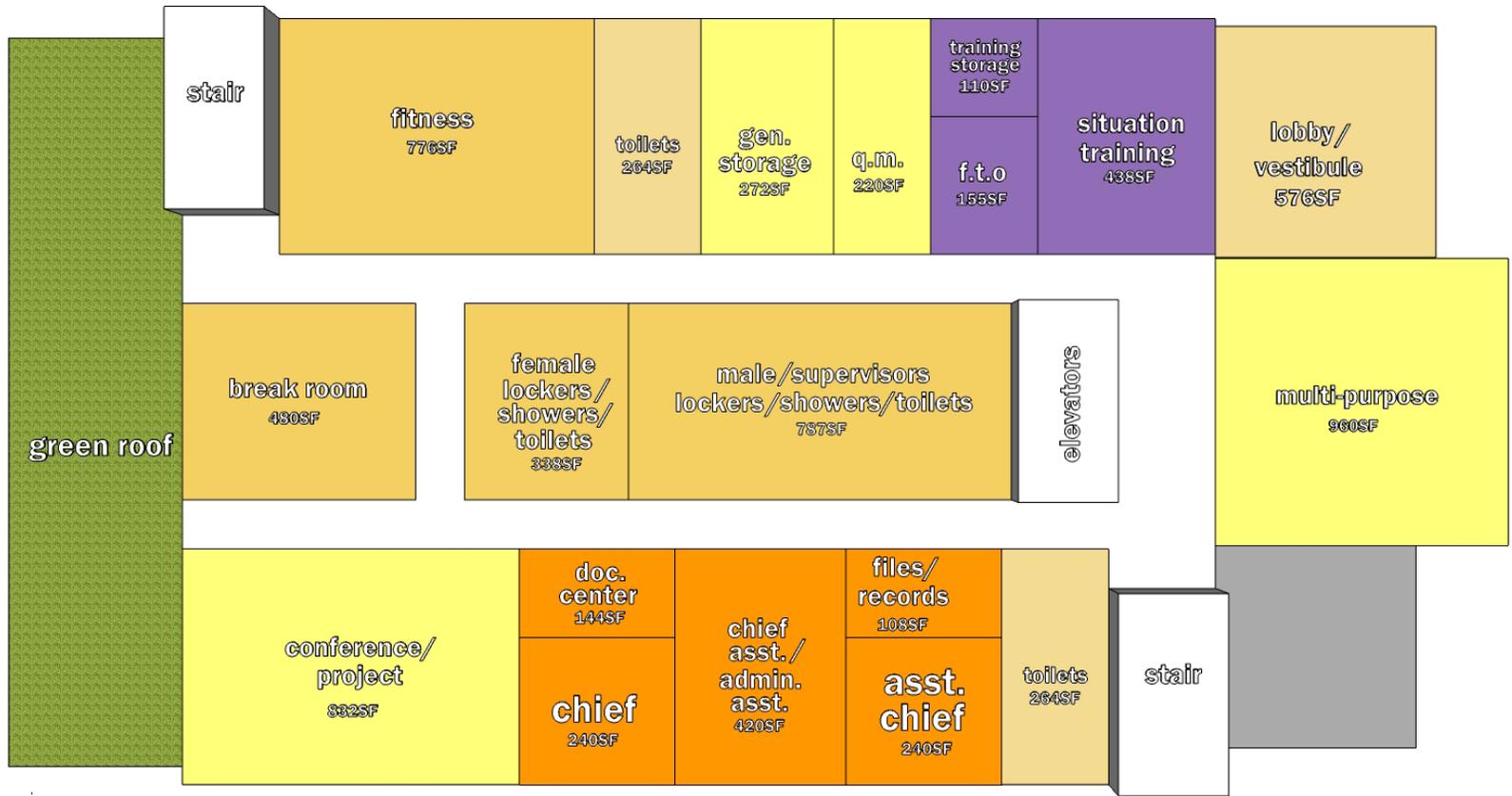
Drawing
 First Floor
 Programming
 Diagram

Date
 08/29/14

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 7300

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 PD-1



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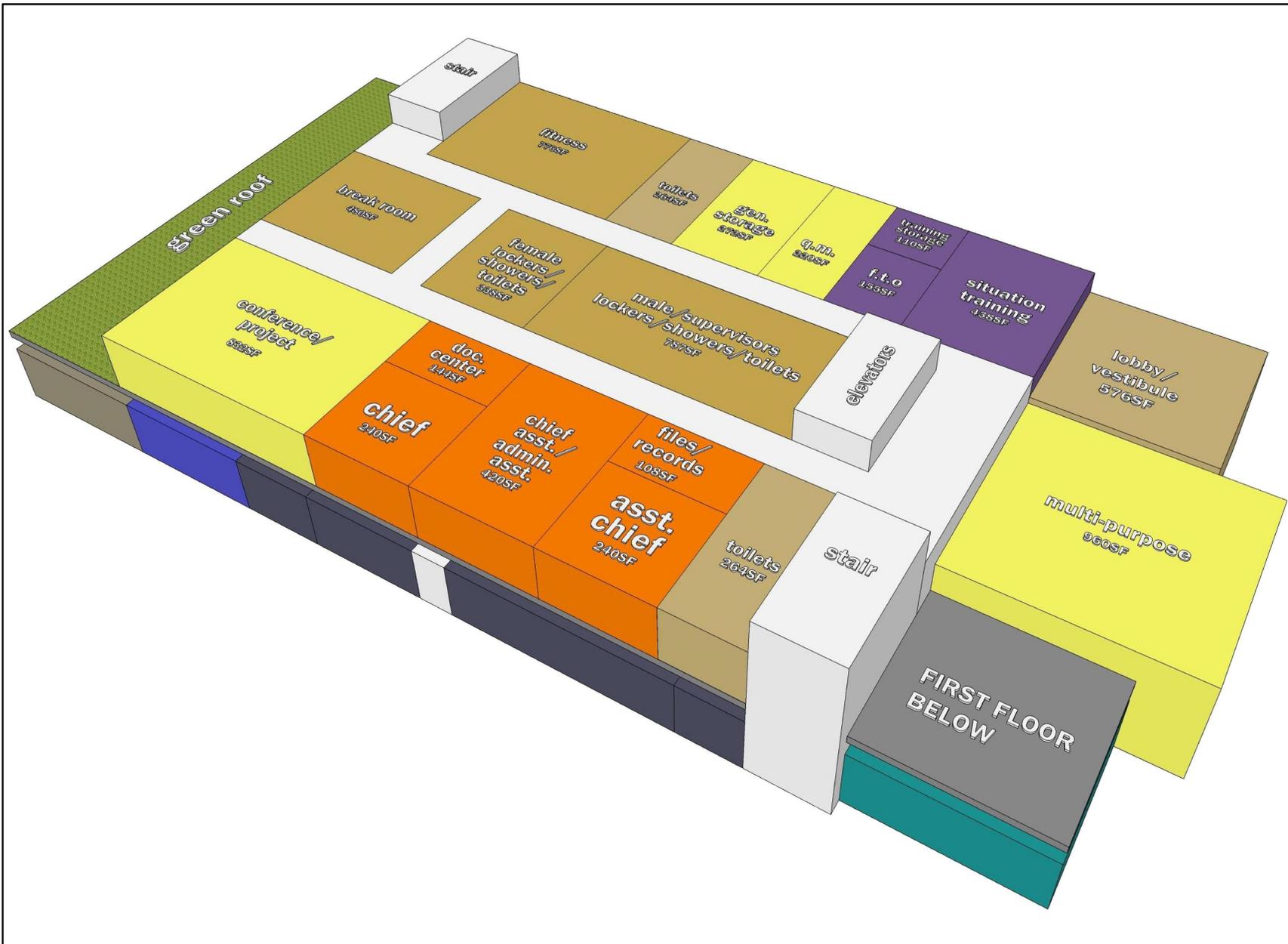
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 Second Floor
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 Programming
 Diagram

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PD-3

4.0 DESCRIPTION OF ALTERNATIVE SITES AND SCENARIOS

This section includes a total of six (6) possible construction scenarios and provides observations regarding each site:

- Site Description
- Zoning
- Environmental
- Site Development Approach
- Summary Observations

4.1 NEW CONSTRUCTION AT 56 ELlicOTT STREET

Site Description

This site is composed of three parcels that the City would need to assemble in order to create a viable building site. It is located at the corner of Ellicott St. and Jackson St. and extends back to a short frontage on Evans St. The three parcels total 2.36 acres. The parcel along Ellicott St. contains a one story retail building housing a Florist Shop and Tire Store. Adjacent properties to the North and West contain Office functions which are in full use. Adjacent properties to the South include the Salvation Army Thrift Store and warehouse buildings.

Zoning

One of the parcels is located within the C-3 Central Commercial (.75 acres) where Municipal facilities are a permitted use with an allowable 100% lot coverage. The other two parcels (.57 and 1.04 acres) are located in the C-2 General Commercial District and I-1 Industrial District respectively. These districts do not allow Municipal facilities; development of a Police Facility on this site would require a Special Use Permit.

Environmental

The site is in the 100 yr. flood zone of the Tonawanda Creek. No Base Flood Elevation has been determined, however, it can be assumed that new construction would have to comply with the current NFIP flood requirements. This will require elevating the structure and will make the construction of usable basement space very difficult. No environmental assessment was conducted on this site, however its prior use as an automotive repair shop would suggest potential environment conditions may exist and would require investigation, and possible remediation, prior to construction.

Site Development Approach

The site has enough size to locate a two story Police Facility and associated police and public parking. Demolition of the existing retail structure would be required.

Access off Ellicott St. must be carefully considered as traffic backs up from the light at the corner or Ellicott and Jackson. An additional access point from Evans St. is an advantage. The generic Program Stacking Plan developed from the Space Program was used to develop a preliminary site plan; it would be modified to become more site specific should this Alternate proceed to the next level of development.

Because of the height of the Base Flood Elevation in this area, a basement space would not be recommended.

4.1 NEW CONSTRUCTION AT 56 ELLICOTT STREET

Observations

- The Site has good access to the Downtown area, a prime consideration for the Police Department.
- All new construction allows best ability to meet program and operational needs of the Police Department.
- Location of the Site in a flood zone requires flood mitigation measures, discourages development of below grade structures and increases construction costs. It may compromise Police activities during a severe flood event.
- Environmental remediation will be required before development could begin, this will increase construction time and cost.
- The City has to purchase the Santy properties.
- The future of the existing historic building (10 W. Main St.) is not addressed in this scenario; presumably it will be sold or re-purposed for another public use.
- Utilizing this site for a Police Station may compete with economic development intentions.

4.2 NEW CONSTRUCTION AT 96-98 JACKSON STREET

Site Description

This site consists of a single parcel of 1.9 acres currently occupied by a Salvation Army Thrift Store (20,000 to 25,000 sf) located at 96-98 Jackson St. It is immediately South of the Ellicott Street site and separated from a residential zone directly to the south by a local, occasionally used railroad spur. This alternative would require purchasing the property from the Salvation Army and potentially finding another site for the thrift store.

Zoning

The site is located partially within a C-2 General Commercial District and partially within an I-1 Industrial District. These districts do not allow Municipal facilities; development of a Police Facility on this site would require a Special Use Permit.

Environmental

The site is in the 100 yr. flood zone of Tonawanda Creek. New construction would need to be built above the current Base Flood Elevation (BFE) of 892.3 per the current NIFP flood requirements. Subgrade structures including basements must meet special design requirements and often are not practicable. There is no indication that the site contains hazardous materials though this should be confirmed by performing a Phase 1 Environmental Site Assessment (ESA).

Site Development Approach

The existing Thrift Store would not be suitable for adaptation to a new Police Facility. The existing first floor is barely 5" above the Base Flood Elevation and, though this meets the technical requirements of the NFIP, would not be recommended for a critical Police facility. In addition, the building was built with very light weight construction and would not accept a second floor without significant reinforcement. Lastly, it is set far back from the street and does not meet the Police Department's need to have strong visibility and community presence.

The existing structure would be abated of any hazardous material prior to demolition and a new two story Police Facility would be built towards the front of the site in the current parking lot. The generic Program Stacking Plan developed from the Space Program was used to develop a preliminary site plan; it would be modified to become more site specific should this Alternate proceed to the next level of development. There is ample egress from Jackson St. and ample space for secure police parking and public parking.

Observations

- The Site has good access to the Downtown area, a prime consideration for the Police Department.
- All new construction allows best ability to meet program and operational needs of the Police Department.

4.2 NEW CONSTRUCTION AT 96-98 JACKSON STREET

- Location of the Site in a flood zone requires flood mitigation measures, discourages development of below grade structures and increases construction costs. It may compromise Police activities during a severe flood event.
- A Phase I (possible Phase II) Environmental Site Assessment (ESA) should be performed on the site prior to purchase to identify any existing environmental impacts. If found, environmental remediation would be required.
- The City would have to purchase the property.
- The existing structure would have to be abated of any hazardous material prior to demolition.
- The future of the existing historic building (10 W. Main St.) is not addressed in this scenario; presumably it will be sold or re-purposed for another public use.



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Site 2
 Jackson Street

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4.3 NEW CONSTRUCTION AT 165 EVANS STREET

Site Description

This site is composed of two parcels totaling 5.69 acres. The northern parcel (1.43 acres) is owned by the City of Batavia; the southern parcel is privately owned. They are situated between Evans St. and Tonawanda Creek with a short frontage on Evans St. and a long creek waterfront. The site is currently unoccupied except for parking. The site is located south and west of the Ice Rink and Fire Department and adjacent to a parking lot for the County Courts building. A warehouse is situated south of the property.

Zoning

The site is located entirely within a C-2 General Commercial District. This district does not allow Municipal facilities; development of a Police Facility would require a Special Use Permit.

Environmental

The site is in the 100 yr. flood zone of Tonawanda Creek. New construction would need to be built above the Base Flood Elevation per the current NFIP requirements. This will require elevating the structure; subgrade structures including basements must meet special design requirements and often are not practicable. A Phase 1 Environmental Site Assessment (ESA) was recently conducted which uncovered a history of manufacturing and industrial operations at the site. A previous remediation (completed 1995) removed a number of Underground Storage Tanks (UST) along with a quantity of contaminated soils. It is unclear, however, if all the environmental issues were corrected at that time. The report recommends conducting a Phase 2 ESA to confirm that all hazardous conditions have been remediated.

Site Development Approach

The site has ample size to locate a two story Police Facility and associated police and public parking. Because of the short street frontage, only a single access and egress point on Evans St. would be possible. It is assumed in this alternative that a new building would be located near the front of the property. The generic Program Stacking Plan developed from the Space Program was used to develop a preliminary site plan; it would be modified to become more site specific should this Alternate proceed to the next level of development.

Because of the Base Flood Elevation in this area, the first floor would have to be elevated. Subgrade structures including basements must meet special design requirements and would be impractical.

Observations

- The Site has good access to the Downtown area, a prime consideration for the Police Department.
- All new construction allows best ability to meet program and operational needs of the Police Department.

4.3 NEW CONSTRUCTION AT 165 EVANS STREET

- Location of the Site in a flood zone requires flood mitigation measures, discourages development of below grade structures and increases construction costs. It may compromise Police activities during a severe flood event.
- Environmental remediation is likely to be required before development could begin, this may increase construction time and cost
- The City will have to purchase the larger parcel to have sufficient land for development.
- The future of the existing historic building (10 W. Main St.) is not addressed in this scenario; presumably it will be sold or re-purposed for another public use.



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Site 3
 Evans Street

Date 08/29/14

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4.4 NEW CONSTRUCTION AT PARK ROAD (SHERIFF'S DEPT.)

Site Description

This alternative consists of constructing a two story standalone facility along with minor renovations to the existing County Sheriff's Facility to co-locate the Police Dept. next to the Sheriff's Dept. This County Sheriff's building was completed in 2007 and also houses the County's Emergency Dispatch Center. It consists of a one story building with a separate garage structure to the north and east and communications tower to the south. There is separate surface parking for police vehicles and public vehicles.

Zoning

The site is located in an R-1 Residential District. Municipal Facilities are not an as-of-right use in this zoning district however the Sheriff's Facility received the appropriate zoning approvals to allow construction. An expansion of this non-conforming use would presumably require a similar action as it would be for public use.

Environmental

It is presumed that the recent construction at the site has left the site clear of hazardous materials. The site is not in a flood zone.

Development Approach

The theory of this approach was that certain facilities could be shared between the Sheriff's Dept. and the Police Dept. thus reducing the overall size of a new facility and creating potential synergies between the Police and Sheriff's Departments. On April 10, 2014 members of the City Facility Study team meet with the Genesee County Manager, Genesee County Sheriff and Undersheriff to discuss possible development approaches and willingness to share space and resources. From that discussion with the Sheriff's Dept. and subsequent discussions with the City Facility Study team a number of conclusions were made about the Park Road facilities.

Initially it was thought that numerous spaces could be shared such as, the front desk and public lobby, statement room off the public lobby, conference room, briefing room, break room and ancillary garage building for equipment and vehicular storage of the ERT vehicle only. After further review it was determined that the current facility in its current design and functionality would not be able to harbor these spaces as shared spaces without significant alterations and inconvenience to the Sheriff's operations. This is primarily due to the location of the existing spaces not being centrally located for both agencies to easily access without disrupting the others work flow and/or the general lack of space to accommodate additional staffing and equipment of Batavia Police Department.

In addition, other program areas were identified which could not be shared because of lack of capacity or the need to maintain separate facilities such as, dedicated prisoner transfer sallyport and booking areas, secure holding and interview rooms, uniform patrol offices, equipment storage, investigative

4.4 NEW CONSTRUCTION AT PARK ROAD (SHERIFF'S DEPT.)

offices and identification areas, youth bureau, evidence intake and storage, personnel lockers, washrooms and shower facilities and administration offices. In addition, other infrastructure and facilities that would have to be expanded are the mechanical and electrical systems including emergency electrical systems, secure parking for police vehicles and public parking.

There was follow-up discussion with the Police Chief and County Sheriff centered around Genesee County taking on pre-arraignment holding and booking functions of arrestees for the City of Batavia. In doing so, space for a secure holding cell(s) and booking area would not be required for a new facility. However, it was discussed that the Commission of Corrections may have to conduct a staffing analysis and determine if additional correction officer(s) would be needed at all times in the County holding cells area located at the jail. The County expressed concern that this may create a demand for additional staffing. In addition, some concern was made of the availability of the holding cells, of which there is currently four that are only staffed when needed. The County also expressed concern that, due to many variables, any change in responsibilities should be done on a trial basis to monitor progress with personnel and the Commission.

Depending on exactly how many facilities can be shared, an addition of at least 16,800 sf. would be required. The area to the South of the existing building is the most likely site for a new addition for the Police Department. Additional parking for Police Vehicles and staff cars would be required in addition to an expansion of public parking. After much discussion and analysis, this alternative as proposed effectively only shares a public entry and front desk area as substantial renovations and alterations to the existing facility would be required to achieve a greater shared space model.

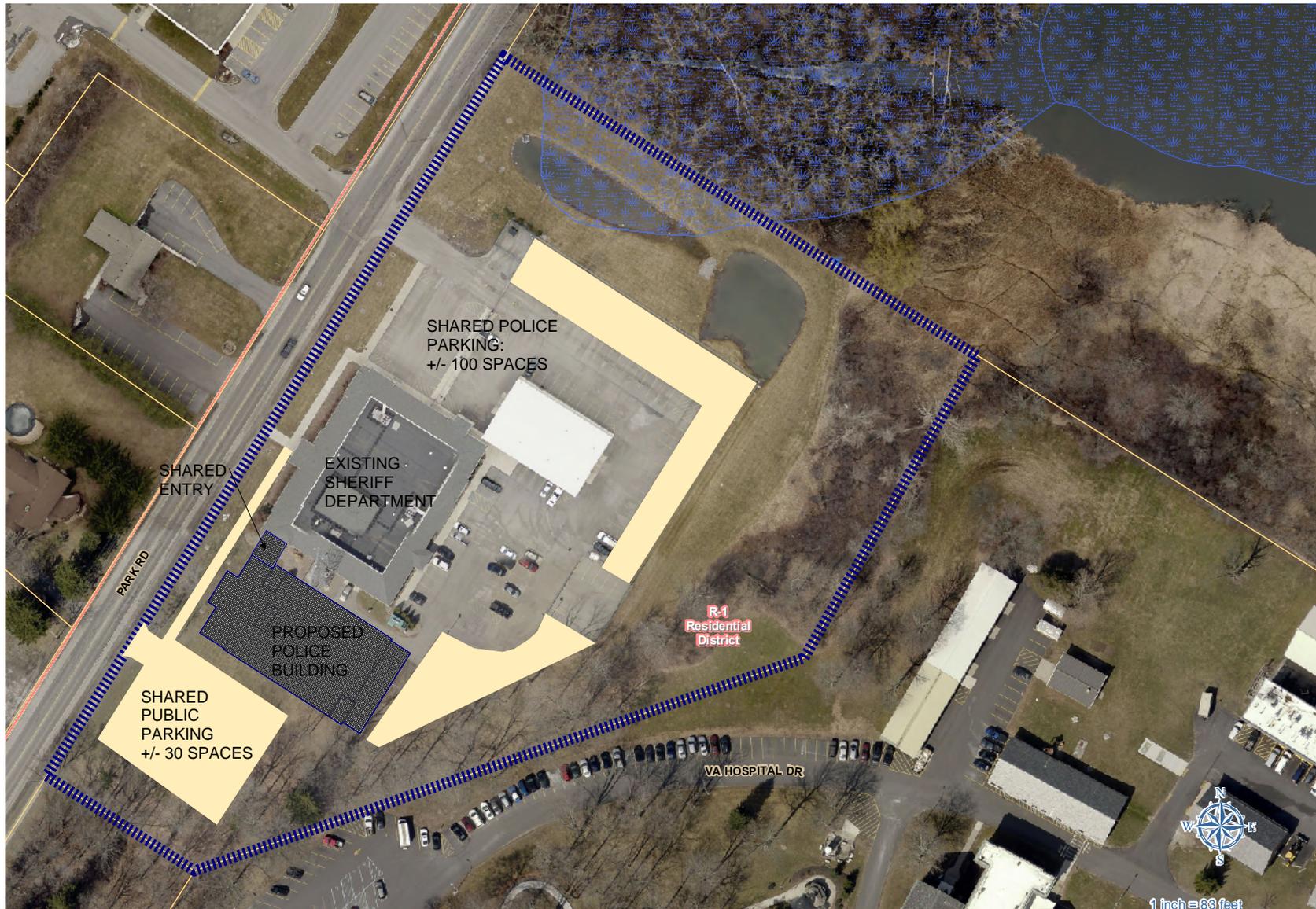
It should be noted that in order to pursue a shared space model political will from the City Council, County Legislature and the County Sheriff would be needed and a proactive and collaborative planning effort from all parties would be required. In addition, the current Park Road facility would require substantial alterations to account for easy access to shared facilities resulting in a change in the existing building layout. A shared facility cannot be achieved unless a full commitment is made from all parties involved. Lastly, a user agreement would have to be negotiated to determine facility ownership, terms and conditions of lease arrangements and facility maintenance and capital improvement responsibility.

It should also be noted that at the April 10, 2014 meeting it was clearly stated that the County would not contribute financially to any improvements to either facility, Park Road or the Jail holding cell area; that would be solely the City's responsibility.

4.4 NEW CONSTRUCTION AT PARK ROAD (SHERIFF'S DEPT.)

Observations

- The site is far removed from the downtown area. A satellite facility may be required so that the Police Dept. can have a visible downtown presence.
- Due to capacity and operational issues, little to no core functional areas can be shared between the Police and Sheriff's Departments. The result is more of a "co-location" as opposed to an "integration".
- Since the Departments have different jurisdictions and serve different public needs, a clear identity for each should be maintained.
- In order to facilitate sharing of program spaces, it will be necessary to make modifications to the existing building. The extent of these modifications will depend on exactly how many and which spaces are to be shared. A shared public entrance and lobby, for instance, may require it to be re-located to a position between the two facilities.
- Additional collective bargaining impacts may have to be considered. For example, briefing times are not the same for the two units and changing to have overlapping briefing times may have additional cost impacts to the City, Genesee County or Both.
- The future of the existing historic building (10 W. Main St.) is not addressed in this scenario; presumably it will be sold or re-purposed for another public use.



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 Park Road

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4.5 RENOVATION AND ADDITIONS AT EXISTING POLICE DEPT.

Site Description

The existing Police Dept. was originally built as a single family home by George Brisbane in 1853. In 1918 it was renovated and converted to the Batavia City Hall. In 1963 a two story addition was made on the north side of the original house. The building remained the City Hall until a new building was built in 2004 to house the City Administration without the Police Department, which then became the building's only tenant.

The existing structure has numerous levels interconnected by the central stair. It does not meet ADA requirements and egress from all levels is not code compliant. The arrangement of interior spaces is not conducive to proper policing, for example; prisoners in the holding area are directly adjacent to the front desk and within hearing distance of interview rooms. The exterior of the building is in poor shape, new windows and masonry restoration is required to prevent further deterioration.

The site does not have segregated parking: public and police vehicles coexist in the same lot. Police and staff vehicles are therefore not protected from public access and potential vandalism.

Zoning

The existing Police Dept. is located within the C-2 General Commercial District with an HO Historical Overlay. Any change to the exterior of the building will require approval from the Historic Preservation Commission.

Environmental

The structure is located outside the flood zone. A Hazardous Materials Survey was conducted on the inside of the building for ACMs and PCBs. Significant hazardous materials were identified which would have to be remediated in any renovation and addition project.

Development Approach

Two approaches were investigated for the renovation of the existing building. In both cases the existing building is fully renovated and an addition is made.

- A. Demolish 1963 addition and construct a new three story addition:** This approach removes the 1963 addition and builds a new addition with a basement and two upper floors aligning with the floors of the original house. The interior of the existing building will be gutted to accommodate the program. An elevator and accessible toilets are added along with new egress stairs in the addition. The added basement space can accommodate an indoor pistol range. The public entry will be moved to the original front entry on Main St. Vehicular access to the site will remain in its current location though a means of restricting public access to police parking will be developed.
- B. Retain entire existing structure and add new stair, elevator and garage:** This approach retains all the existing building with its multiple levels. A one story garage along with a new elevator, stair and police entry lobby is contained in a new addition. The interior of the existing building will be gutted to accommodate the program including a new stair to create a second means of egress from all

4.5 RENOVATION AND ADDITIONS AT EXISTING POLICE DEPT.

levels. An elevator and accessible toilets will also be added. The public entry will be moved to the original front entry on Main St. Vehicular access to the site will remain in its current location though a means for restricting public access to police parking will be developed.

Observations:

- The Site has good access to the Downtown area, a prime consideration for the Police Department, however; emergency vehicle egress is difficult most times of the day: *Both Options*
- Temporary relocation of the Police Dept. will be required during construction: *Both Options*
- Renovating an existing structure is less optimal than constructing a new building for achieving all the program goals: *Option A with more new construction (17,660 sf new, 11,116 sf renovated) meets program goals more successfully than Option B (2660 sf new, 17,858 sf renovated)*
- Environmental remediation will be required before beginning construction, this may increase construction time and cost: *Both Options*
- Adequate Public and Secure Police Parking will be more difficult to achieve because of site constraints: *Both Options*
- The existing historical structure is completely renovated thus assuring its preservation: *Both Options*



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Site 5-A
 Existing Police Building

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4.6 STATUS QUO AT EXISTING POLICE DEPT.

Site Description

As stated earlier the current structure is composed of multiple floors and levels and a variety of changes of use over its 150 plus years in existence. Most notably, for a public facility, is that it does not meet ADA requirements.

In prior years, dating as far back as 1991, various improvements were suggested that included ADA compliance, hazardous material abatement, mechanical and electrical improvements/replacement and exterior and interior improvements including window replacements. Significant hazardous materials have been identified with a recent Hazardous Material Survey, and all material would have to be remediated in any renovation or addition project. This only adds to the arrangement of spaces that is not conducive to proper police operations, provides poor and inefficient working conditions for staff and provides poor use of the facility by the public being served.

Observations

Over the past 25 years the City has done little to maintain 10 W. Main St. There has been some roof replacement and repairs, some interior painting and carpeting and some exterior maintenance. Continuing with this approach is an option to consider, however the unpredictability of what issues may arise with the building, the urgency in which it needs to be corrected, and the cost associated with those corrections may be more challenging to address in the future.

Unfortunately due to the nature and condition of the existing building, modest improvements may be limited to only aesthetic appeal and some physical conditioning of the structure to extend its life. Reasoning for modest improvements is that any significant alterations to the interior of the building would most likely require the space/area be made ADA compliant, per of the Building Code of New York State. In addition, any substantial mechanical or electrical improvements, such as reconfiguring, extending and significantly improving the heating and air conditioning system or electrical system throughout the building, would also require ADA compliance. While aesthetic improvements are important, they will most likely not address the functionality of the building, safety of the staff or efficiency of operations of the police department.

While the October 2004 *Evaluation of the Old City Hall Structure for City Police Use* mentioned improvements such as abating asbestos material, egress upgrades, ADA accessibility upgrades, mechanical and electric system replacement (including sprinklers), partitions, fire rating improvement and finishes and soft costs, the report was very non-specific, did not include drawings or layout changes and was very limited in investigation. Most importantly this report did not address operational needs, security or safety concerns. When considering these factors, the report in general is a very surface review of existing conditions and conceptual ideas for improvements, and does not substantiate a formal study or investigation of the facility. Without additional research and analysis, this report does not constitute a reliable source for costs associated with completing the recommended scope of work.

There are circumstances in which building improvements may not require ADA compliance, for example if compliance is determined to be “technically infeasible” due to physical or site constraints prohibiting

4.6 STATUS QUO AT EXISTING POLICE DEPT.

the minimum ADA requirements from being met, or if compliance would exceed 20% of the project cost. While this may be possible in certain circumstances, these options would require the City Council to consider adopting a public policy that would purposefully not make the Police Station ADA compliant.

5.0 EVALUATION CRITERIA

The Team developed Evaluation Criteria to help the City sort out the numerous alternatives developed in the study. These consider factors the city deems most important in choosing a scenario. In addition, the Team ranked the Evaluation Criteria in terms of priority thus creating a weighted ranking system. This is reflected in the Site Selection Matrix

1. Provides Good Proximity to Downtown

Criteria Value: 4

It is very important to the Police Department to have a strong presence in the downtown area. Alternatives closer to downtown will receive a higher score

2. Provides Adequate Parking for Police/Public Vehicles

Criteria Value: 1

The Police Facility will need considerable parking for both Police and Public Vehicles. Alternatives with larger sites and ample parking will receive a higher score

3. Provides Good Access & Security for Police Vehicles

Criteria Value: 3

The Police Facility needs segregated parking for police vehicles and staff cars. In addition it is important for police vehicles to have un-impeded egress to adjacent streets so that they can quickly respond to emergency calls. Alternatives that provide easy access to adjacent streets and allow segregated parking for Police Vehicles will receive a higher score.

4. Can be Readily Acquired

Criteria Value: 2

Sites that can be readily acquired by the City will receive a higher score.

5. Can Readily Achieve Zoning/Regulatory Approvals

Criteria Value: 1

All of the alternatives will require some Zoning and/or Local Regulatory approvals. Sites that have fewer regulatory hurdles will receive a higher score.

6. Requires Minimum Disruption to Police and Public During Development

Criteria Value: 2

Some alternatives will require temporary relocations or other forms of disruption to the Police Department and Public during construction. Alternatives which minimize disruption will receive a higher score.

7. Meets City Development Goals and has Positive or No Impact on other Redevelopment Initiatives

Criteria Value: 1

All of the sites considered have alternative development potential. Alternatives which meet the City's overall development goals and does not interfere with the City's other redevelopment initiatives will receive a higher score.

5.0 EVALUATION CRITERIA

- 8. Minimizes Site Development Issues (relocation, temporary facilities, Infrastructure improvements, environmental remediation) Criteria Value: 3**

Alternatives that have fewer site development issues will receive a higher score.

- 9. Minimizes Overall Development Cost Criteria Value: 4**

Alternatives with lower overall development cost will receive a higher score.

- 10. Effectively Meets Program and Functional Needs Criteria Value: 3**

Alternatives which most effectively meet the functional and space program will receive a higher score.

Site Selection Matrix														
No.	EVALUATION CRITERIA	Criteria Value	Site I Della Penna/Santy		Site II Salvation Army		Site III Creek Park		Site IV Park Road		Existing PD Scheme 1		Existing PD Scheme 2	
			score	total	score	total	score	total	score	total	score	total	score	total
1	Provides Good Proximity to Downtown	4		0		0		0		0		0		0
2	Provides Adequate Parking for Police/Public Vehicles	1		0		0		0		0		0		0
3	Povides Good Access & Security for Police Vehicles	3		0		0		0		0		0		0
4	Can be Readily Acquired	2		0		0		0		0		0		0
5	Can Readily Achieve Zoning/Regulatory Approvals	1		0		0		0		0		0		0
6	Requires Minimum Disruption to Police and Public During Development	2		0		0		0		0		0		0
7	Meets City Development Goals and has Positive or No Impact on other Redevelopment Initiatives	1		0		0		0		0		0		0
8	Minimizes Site Development Issues (relocation, temporary facilities, infrastructure, environmental remediation)	3		0		0		0		0		0		0
9	Minimizes Overall Development Cost	4		0		0		0		0		0		0
10	Effectively Meets Program and Functional Needs	3		0		0		0		0		0		0
	Total			0		0		0		0		0		0
		RANK												

Score:

- 1 Evaluation Criteria is not achieved
- 2 Evaluation Criteria is achieved less than satisfactorily
- 3 Evaluation Criteria is achieved satisfactorily
- 4 Evaluation Criteria is achieved more than satisfactorily

Criteria Value:

- 4 Very important
- 3 Relatively more important
- 2 Relatively less important
- 1 Less important

6.0 COST ESTIMATES AND BUDGETS

The following spread sheet shows the Project Costs for the various alternatives identified in the report. Below is an explanation of the budget line items. More detailed cost estimates can be found in the Appendices.

1. Base Construction Cost:

A - Building

- New building construction will include the following: Building Site Work, Concrete Foundations, Structural Steel Framing, Masonry Walls, Roofing, Insulation, Doors and Windows, Interior Finishes, Plumbing, Fire Sprinkler, HVAC System and Electrical System.
- Addition and alterations will include the following: Demolition & Abatement, Building Site Work, Concrete Foundations, Structural Steel Framing, Masonry walls and Restoration of existing Exterior Walls, Roofing, Insulation, Doors and Windows, Interior Finishes, Plumbing, Fire Sprinkler, HVAC System and Electrical System.

B – Alterations of Existing Spaces

- Alterations of space within the Existing Genesee County Sheriff's Department to accommodate Batavia Police Department addition.

C - Pistol Range

- Underground pistol range (74FT x 20FT) with five shooting booths.

D – Communications Tower

- New communications tower to be installed at alternate location to make room for an addition to house the Batavia Police Department

E - Site Work and Parking @ \$12 per SF

- Site clearing and grading, site drainage and utility, concrete curb and asphalt pavement, site lighting and traffic control.

F - Elevate Building Site above Flood Elevation

- Three of the building sites are located within the flood zone; the police facility must be elevated above the Base Flood Elevation in order to stay operational in a flood emergency. (Allow 2'-0" of Imported Fill)

G - Pile Foundation

- Three of the building sites are located within the flood zone; it is assumed that the structures will require a pile foundation.

6.0 COST ESTIMATES AND BUDGETS

H - Demolition

- Existing buildings on site will need to be demolished before the construction of a new building.

I - Environmental Site Remediation

- Based on preliminary studies, the building sites contain contaminated soil which needs to be removed and replaced with imported fill.

2. Contingency:

Design Contingency 10%

- This contingency covers changes during the design phase which result in cost increases. These include such things as program scope changes, site conditions discovered during design, new or changed requirements from regulating authorities or other events not known when the initial budget was created. This is normally set at 10% for both new construction and renovation.

Construction Contingency

- The construction contingency covers cost increases incurred after construction has begun due to unforeseen conditions and other factors. The construction contingency ranges from 5% for new buildings to 10% for renovations. This may be pro-rated for projects consisting of both new construction and renovations.

Escalation 3% per Annum

- 3% per annum increase is assumed for labor and material cost.

3. Project Soft Cost and Other Cost:

Consultant Fees

Architectural / Engineering Fees

- Fees for architectural, structural and MEP design.

Civil Engineering Fees

- Fees for site civil design.

Construction Management Fees

- Fees for pre-construction and construction phase for project manager, estimator, scheduler, construction manager.

Communication Consultant Fees

- Fees for IT, data, security and communication designs.

6.0 COST ESTIMATES AND BUDGETS

Owner Fees and other Costs

Legal Fees - City of Batavia

- Fees for legal counsel for reviewing contracts, real estate transition.

Building Permit Fee - City of Batavia

- Building department permitting and inspection fee.

Bond Cost - City of Batavia

- Bond counsel, legal and sales cost.

Owners Protective and Builders Risk Insurance @ 0.83 %

- Insurance premium cost for Owners protective and builders risk insurance.

Repurpose Cost - 10 West Main Street

- This is an allowance for work to be done to the existing Police facility after it is vacated in order for it to be sold or re-used.

Building Site Acquisition Cost

- Cost for purchasing building site.

Temporary Relocation Cost – Rent

- Rental cost for temporary police department relocation space.

Temporary Relocation Cost - Fit Out

- Fit out costs for temporary police department relocation space.

Move Out / Move In Cost

- Moving costs for moving police department out of existing space and into the new space.

Miscellaneous Expenditures

- Miscellaneous expenditures required to complete the project.

Bidding Expenses and Advertising

- Printing and newspaper advertising costs.

Testing & Inspection

Material Testing & Inspection

- Fees for third party testing laboratory and inspector contracted by Owner.

6.0 COST ESTIMATES AND BUDGETS

Soil Survey & Borings

- Test pits and borings that are needed for geotechnical information for building foundation design.

Asbestos and Hazardous Material Survey

- Environmental investigation for existing building materials to determine areas and limit of hazardous materials for removal.

Air Monitoring and Air Sample Tests

- Tests and air samples to determine that construction work areas are safe for all other construction activity.

Interior Systems & Furnishing

Interior Furnishings and Equipment – FF&E

- Office furniture, special police equipment, tables and chairs.

Telephone, Communication, Network System, Security & Alarm System

- Wires and equipment for telephone, computer, security cameras, security door entrance and alarm system.

4. Project Soft Cost Contingency:

Soft Cost Contingency 10%

- Contingency for any increase in scope and fees for items listed on project soft cost and other cost.

City of Batavia Conceptual Schematic Budget For Police Facility Study
Budget Comparison
September 10, 2014

	Site I Ellicott Street		Site II Jackson Street		Site III Evans Street		Site IV Park Road		Existing PD Scheme 1		Existing PD Scheme 2	
Probable Cost	Ellicott Street Site 56 Ellicott Street 17,900 SF New Construction		Jackson Street Site 96-98 Jackson Street 17,900 SF New Construction		Evans Street Site 26 Evans Street 17,900 SF New Construction		Genesee County Sheriff's Facility 165 Park Road 16,800 SF New Construction		City of Batavia Police Station 10 West Main Street 11,116 SF Building Renovation & 17,660 SF Building Additions		City of Batavia Police Station 10 West Main Street 17,858 SF Building Renovation & 2,660 SF Building Additions	
1. Base Construction Cost:												
A - Building	17,900 SF x \$300 per SF	\$5,370,000	17,900 SF x \$300 per SF	\$5,370,000	17,900 SF x \$300 per SF	\$5,370,000	16,800 SF x \$300 per SF	\$5,040,000	ITEMIZED BUDGET	\$10,515,988	ITEMIZED BUDGET	\$7,471,295
B - Alterations of Existing Spaces	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	\$225,000	EXCLUDED	INCLUDED	INCLUDED	INCLUDED
C - Pistol Range	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	EXCLUDED	ITEMIZED BUDGET	\$350,000	EXCLUDED	EXCLUDED
D - Communications Tower	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$350,000	N/A	N/A	N/A	N/A
E - Site Work and Parking @ 12 per SF	\$571,200	\$571,200	\$885,600	\$885,600	\$1,056,000	\$1,056,000	\$852,000	\$852,000	INCLUDED	INCLUDED	INCLUDED	INCLUDED
F - Elevate Building Site Above Flood Elevation (Allow 2'-0" of Import Fill)	\$351,000	\$351,000	\$315,000	\$315,000	\$391,500	\$391,500	N/A	N/A	N/A	N/A	N/A	N/A
G - Pile Foundation	\$324,000	\$324,000	\$324,000	\$324,000	\$324,000	\$324,000	N/A	N/A	N/A	N/A	N/A	N/A
H - Demolition	\$345,000	\$345,000	\$437,000	\$437,000	N/A	N/A	N/A	N/A	INCLUDED	INCLUDED	INCLUDED	INCLUDED
I - Environmental Site Remediation	\$250,000	\$250,000	\$250,000	\$250,000	\$500,000	\$500,000	N/A	N/A	N/A	N/A	N/A	N/A
Base Construction Cost Sub Total:	\$7,211,200	\$7,211,200	\$7,581,600	\$7,581,600	\$7,641,500	\$7,641,500	\$6,467,000	\$6,467,000	\$10,865,988	\$10,865,988	\$7,471,295	\$7,471,295
2. Contingency: *												
Design Contingency 10%	10%	\$721,120	10%	\$758,160	10%	\$764,150	10%	\$646,700	10%	\$1,086,599	10%	\$747,130
Construction Contingency	5%	\$396,616	5%	\$416,988	5%	\$420,283	5%	\$355,685	7.5%	\$896,444	7.5%	\$616,382
Escalation 3% per Annum	3%	\$249,868	3%	\$262,702	3%	\$264,778	3%	\$224,082	3%	\$385,471	3%	\$265,044
Contingency Sub Total:	\$1,367,604	\$1,367,604	\$1,437,850	\$1,437,850	\$1,449,210	\$1,449,210	\$1,226,467	\$1,226,467	\$2,368,514	\$2,368,514	\$1,628,556	\$1,628,556
Base Construction Cost with Contingency Sub Total:	\$8,578,804	\$8,578,804	\$9,019,450	\$9,019,450	\$9,090,710	\$9,090,710	\$7,693,467	\$7,693,467	\$13,234,502	\$13,234,502	\$9,099,851	\$9,099,851
3. Project Soft Cost and Other Cost *												
Consultant Fees *												
Architectural / Engineering Fees	8%	\$576,896	8%	\$606,528	8%	\$611,320	10%	\$646,700	10%	\$1,086,599	10%	\$747,130
Civil Engineering Fees		\$200,000		\$200,000		\$200,000		\$100,000		\$50,000		\$50,000
Construction Management Fees	5%	\$360,560	5%	\$379,080	5%	\$382,075	5%	\$323,350	5%	\$543,299	5%	\$373,565
Communication Consultant Fees		\$30,000		\$30,000		\$30,000		\$30,000		\$30,000		\$30,000
Consultant Fees * Sub Total:	\$1,167,456	\$1,167,456	\$1,215,608	\$1,215,608	\$1,223,395	\$1,223,395	\$1,100,050	\$1,100,050	\$1,709,898	\$1,709,898	\$1,200,694	\$1,200,694
Owner Fees *												
Legal Fees - City of Batavia		\$15,000		\$15,000		\$15,000		\$15,000		\$15,000		\$15,000
Building Permit Fee - City of Batavia		Waive		Waive		Waive		Waive		Waive		Waive
Bond Cost - City of Batavia		\$5,000		\$5,000		\$5,000		\$5,000		\$5,000		\$5,000
Owners Protective and Builders Risk Insurance @ 0.83 %		\$59,853		\$62,927		\$63,424		\$53,676		\$90,188		\$62,012
Repurpose Cost - 10 West Main Street		\$300,000		\$300,000		\$300,000		\$300,000		N/A		N/A
Building Site Acquisition Cost		\$240,000		\$240,000		\$50,000		N/A		N/A		N/A
Temporary Relocation Cost - Rent		N/A		N/A		N/A		N/A		\$100,000		\$100,000
Temporary Relocation Cost - Fit Out		N/A		N/A		N/A		N/A		\$150,000		\$150,000
Move Out / Move In Cost		\$25,000		\$25,000		\$25,000		\$25,000		\$50,000		\$50,000
Miscellaneous Expenditures		\$25,000		\$25,000		\$25,000		\$25,000		\$25,000		\$25,000
Bidding Expenses and Advertising		\$10,000		\$10,000		\$10,000		\$10,000		\$10,000		\$10,000
Owner Fees * Sub Total:	\$679,853	\$679,853	\$682,927	\$682,927	\$493,424	\$493,424	\$433,676	\$433,676	\$445,188	\$445,188	\$417,012	\$417,012
Testing & Inspection *												
Material Testing & Inspection		\$35,000		\$35,000		\$35,000		\$25,000		\$25,000		\$20,000
Soil Survey & Borings		\$30,000		\$30,000		\$30,000		\$25,000		\$10,000		\$10,000
Asbestos and Hazardous Material Survey		\$15,000		\$15,000		N/A		N/A		\$15,000		\$10,115
Air Monitoring and Air Sample Tests		\$20,000		\$20,000		N/A		N/A		\$35,000		\$35,000
Testing & Inspection * Sub Total:	\$100,000	\$100,000	\$100,000	\$100,000	\$65,000	\$65,000	\$50,000	\$50,000	\$85,000	\$85,000	\$75,115	\$75,115
Interior Systems & Furnishing *												
Interior Furnishings and Equipment - FF&E		\$300,000		\$300,000		\$300,000		\$300,000		\$300,000		\$300,000
Telephone, Communication, Network System, Security & Alarm System		\$300,000		\$300,000		\$300,000		\$300,000		\$300,000		\$300,000
Interior Systems & Furnishing * Sub Total:	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Project Soft and Other Cost * Sub Total:	\$2,547,309	\$2,547,309	\$2,598,535	\$2,598,535	\$2,381,819	\$2,381,819	\$2,183,726	\$2,183,726	\$2,840,086	\$2,840,086	\$2,292,821	\$2,292,821
4. Project Soft Cost Contingency: *												
Soft Cost Contingency 10%		\$254,731		\$259,854		\$238,182		\$218,373		\$284,009		\$229,282
Soft Cost Contingency * Sub Total:	\$254,731	\$254,731	\$259,854	\$259,854	\$238,182	\$238,182	\$218,373	\$218,373	\$284,009	\$284,009	\$229,282	\$229,282
Project Soft and Other Cost * with Contingency Sub Total:	\$2,802,040	\$2,802,040	\$2,858,389	\$2,858,389	\$2,620,001	\$2,620,001	\$2,402,099	\$2,402,099	\$3,124,094	\$3,124,094	\$2,522,103	\$2,522,103
Project Cost Total:	\$11,380,844	\$11,380,844	\$11,877,839	\$11,877,839	\$11,710,712	\$11,710,712	\$10,095,565	\$10,095,565	\$16,358,596	\$16,358,596	\$11,621,954	\$11,621,954

* ITEMS THAT REQUIRE INPUT FROM PROJECT TEAM

7.0 APPENDICES

7.1. LIST OF POTENTIAL SITES (ATTACHED)

7.2. A BRIEF HISTORY OF 10 W. MAIN ST. (BRISBANE HOUSE) (ATTACHED)

7.3. HAZARDOUS MATERIALS SURVEY OF 10 W. MAIN ST. (UPON REQUEST AND AVAILABLE ONLINE)

7.4. PHASE I ENVIRONMENTAL SITE ASSESSMENT FOR 165 EVANS STREET (UPON REQUEST AND AVAILABLE ONLINE)

7.5. COST ESTIMATE DETAILS (UPON REQUEST AND AVAILABLE ONLINE)

7.1 LIST OF POTENTIAL SITES

Site Location	Type	Action
235 State St.	NYS Police Armory	Excluded-not available
Corner Center St. & School St.	Vacant- Parking lot	Excluded-too small
40-52 Ellicott St.	Existing buildings	Included in study
96-98 Jackson St.	Existing occupied building	Included in study
60 Evans St.	Vacant land	Included in study
Park Road	Sheriff's Dept.	Included in study
10 W. Main St.	Existing Police Dept.	Included in study
City Centre	Existing City Hall	Excluded-too small
Fire Department	Existing Fire Dept.	Excluded-too small

10 West Main Street Building Evolution and Timeline

December 9, 2013

1853 – 1855

- 1853 Designed/1855 Move-In The George Brisbane (1812-1892) Residence was built by Thomas McCulley on the land inherited from George's father's estate (James Brisbane I who had lived nearby, but died in 1851). It was and generally remains a two story, brick Italianate "villa" of five bays wide with a low hipped roof, rounded arched windows on the second floor. There were full height, walk out window doors on the first floor to a veranda porch which continued on three sides of the residence. The center portico had (and has) four square columns with Corinthian capitals.
- The center hall plan had its single asymmetrical stair in the back corner (rear and west). The original stair was removed in 1918 (and is where today's vault is located).
- An octagonal rotunda with a second floor railings allowed natural light throughout the house. This was probably the most significant feature on the inside of the house. The rotunda was removed /covered /infilled in 1958.
- The mansion had an attached single wing (likely from the beginning) which may have been the kitchen. It has a lower roof than the main house. It is possible this is the supposed 1876 addition described in the National Register (but the City Historian and we are not sure about this). Houses of pre-civil war often had attached kitchens.
- There is an additional detached structure immediately adjacent in the rear: the "servants' quarters. "(The precise date of construction of this is unknown, but we agree with the City Historian this might be original, though built of "lesser" masonry than the main house.) We cannot date this for sure. But by the city hall reconstruction on the 1918 Sanborn maps, its use had changed and it is labelled a "shed."
- There were additional separate utilitarian outbuildings as well (1906 Sanborn) of unknown dates. These were removed in the city hall period.

1876

- The National Register nomination form notes an addition. We cannot confirm this nor can the City Historian. We thought it might be the kitchen wing or the

Appendix 7.2

servants' quarters but we cannot demonstrate either of these with full confidence.

1896

- 1896 The Veranda was "restored" with the return of Sarah Brisbane to the house.

1917 - 1918

- c. 1917 The city acquired the residence from the Brisbane (James II) family. The building was "untenanted for some time" since 1911. The City's intention was to create a park and raze the building.
- 1918 After the fire in the City Hall/Courthouse/Ellicott Hall, the city's leadership re-examined the Brisbane residence and determined it could be retained. They elected to make it the replacement city hall and heavily renovate it rather than demolishing it. It was re-fitted by Frank H. Homelius (later the mayor of Batavia) as the replacement city hall.
- The veranda was removed (deemed to be structurally unsuitable) and the inside was extensively renovated. This included removal of the main stair as noted earlier.

The Council Chamber on the first floor was highly regarded. The octagonal rotunda that brought light through the building was its most distinctive feature.

- The stairway from the first to the second floor was moved from the rear and west side of the house to the rear of the main hallway. (Another stair right behind the 1918 stair was added in 1963).
- (Per Newspaper) A vault of concrete and brick was erected in the former location of the stair: this new two story vault was to allow the assessor and treasurer access.
- 1918 A barn on the property was torn down and its lumber was recycled.

1906-1919 The Sanborn indicates an addition (stair?) on the back side some time between 1906-1918, possibly in 1918, but not mentioned in contemporary new articles.

- James (II) Brisbane died in 1919.

1939

- Basement improvements of unknown scope were constructed.

1958-1959

- 1958-1959 The distinctive octagonal rotunda was eliminated and replaced by a first floor ceiling, as well as flooring and ceiling on the second floor.
- 1958 A new City Council Chambers and City Attorney's office were created on the second floor.
- 1959 The Tax Office was enlarged on the first floor west. We presume this was within existing spaces.

1963

- 1963 The Rear Addition was added to become the Police Headquarters. We presume this is when the connector to the back 1918 wing was added. This wing included another stairs.

1969

- 1969 The Cupola was removed because of structural issues. We are not sure when the original two chimneys were removed.

1982 – 1983

- 1982 The Genesee County Courthouse Historic District was created and certified (12.10.1982). It includes five (5) structures plus the Soldier Monument including the old City Hall/Police Headquarters. Batavia City Hall is/was the second oldest of the five (oldest is the Genesee County Courthouse, which itself is a listed national Register structure confirmed in 1973). The "time of significance" for old Batavia City Hall is/was its 1918 character and appearance and its civic presence.
- 1983 A replacement cupola was installed with local efforts.

2000

- The local Historic district was created for the same area.