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City of Sedalia, Missouri

Space Needs Analysis

Space Needs Analysis City of Sedalia, Missouri

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SPACE NEEDS EXECUTIVE SUMMARY

Program questionnaires were distributed to the City of Sedalia, Missouri Department Heads in May, 2007. The responses to the questionnaires produced information related to personnel and space needs projected through the year 2017. Departmental and shared support needs for equipment, furnishings, filing and adjacencies were also defined. As a follow up to the questionnaires, interviews were conducted with each department head to allow for clarification and expansion of specific responses.

The following Space Needs Analysis documentation defines the personnel and support space needs for each department within City Hall. These needs were determined by listing the rooms required, the work space requirements, furnishings and equipment needed for each space. Based on the requirements, an appropriate square footage was allocated for each space. Assigned areas were based on information gathered from Architectural Graphic Standards (Seventh Edition) and SFS Architects Inc. practical experience in programming similar projects.

A circulation and net-to-gross factor was added to the programmed square footage for each department to establish total square footage for the building. A circulation factor of 35% provides circulation space for corridors, stairs and elevators. A net-to-gross factor of 10% accommodates the thickness of walls, vertical shaft spaces, etc. A summary of square footage subtotals for each department provides the total square footage for the building.

Two scenario paths were developed; one to accommodate more immediate space needs and another to accommodate long term space solutions. For a short term solution conceptual floor plans were developed to indicate the relationship between the departments as well as their proximity to support spaces such as the public lobby. Feedback was received from department heads and a revised plan was developed for final presentation. For a long term solution to space needs, the total area needed to accommodate growth was looked at for two proposed solutions. One scenario to take the police station out of the municipal hall and build a separate facility, and another scenario to create an addition to municipal hall.

Immediate Needs Analysis (through 2007)

The findings of the study revealed that the current municipal hall has a total usable square footage 7750 square feet and the immediate needs for space are 7756 square feet. However, due to circulation and existing walls the space is not meeting the functionality needs of the city. The police department has an immediate need of 9,621 square feet and currently occupies 5,872 square feet. The police department is lacking 3,749 square feet; in addition the current space was built to include all police activities including jail cells. With the jail functions now at the county jail, the current police department is not functioning efficiently due to lack of square footage and existing building space constraints.

Short Term Solution (Scenario A)

A short term solution could be taken to accommodate immediate needs, long term actions could be taken a few years later and the work would not be redundant. The immediate needs would be focused primarily on the city hall 2nd floor south-east corner, city hall 1st floor south-east corner, police department basement and police department former sally-port. Any additions to the building would only affect small areas of remodeled space from scenario A. The total estimated cost for this renovation would be roughly **\$1,597,000**. This would include construction costs, furnishings, and fees. This would not include temporary relocation costs, finance expenses or other city administration costs.

Long Term Needs Analysis (through 2017)

The findings of the long term forecast for Municipal Hall was that city hall would reach a need for 8,678 square feet in 2017. With the existing square footage at 7,750 square feet, there will be need for roughly 1,000 square feet. The police department is projected to reach a need for a square footage of 10,136 in 2017. This exceeds their current square footage of 5,872 square feet by 4264 square feet. The total Municipal Hall will be lacking 4,264 square feet. Two long term solutions were explored.

Long Term Solution (Scenario B)

Long term solution B would propose an addition to city hall of approximately 5,500 square feet. The work that would be the addition would only have minor revisions to the short term solution (A). The City Hall addition would create an addition behind the finance and city clerks department. The police department addition would add the training functions, evidence storage, and additional office space. The total estimated cost for this renovation would be roughly **\$2,097,600**. This would include construction costs, furnishings, and fees. This would not include temporary relocation costs, finance expenses or other city administration costs.

Long Term Solution (Scenario C)

Long term solution C would propose building a separate facility for the police department. The diagrams attached represent a police department on an adjacent space by demolition of the garage facility. This is a diagrammatic plan only. The 10,100 square foot facility could be located on another available site. In this scenario city hall could utilize the former police area and potentially move in other city departments located elsewhere in the city. There would be some minor work needed to the former police station to accommodate city hall functions. There would be an excess square footage in the total Municipal Hall of roughly 4,900 square feet for future growth. The total estimated cost for this renovation would be roughly **\$3,650,100**. This would include construction costs, furnishings, and fees. This would not include temporary relocation costs, finance expenses or other city administration costs.

Council Chambers

As part of the study SFS Architects looked at the ability to change the council chambers from fixed seating to mobile furniture. By making this change the council chambers could increase seating capacity by roughly 15-18%.

Environmental Statement & LEED

In either options A, B, or C there is a great opportunity to remodel or build eco-responsibly. The United States Green Building Council has a program titled LEED. This is a certification program that awards recognition to environmentally green buildings. With the current MEP modifications Municipal Hall would be a good candidate to become a green building.

Space Needs Summary

Divisions	2007				2012				2017			
	Program'd Square Footage	Square Footage x 35% Circulation	Square Footage x 10% Net to Gross	Total Square Footage	Program'd Square Footage	Square Footage x 35% Circulation	Square Footage x 10% Net to Gross	Total Square Footage	Program'd Square Footage	Square Footage x 35% Circulation	Square Footage x 10% Net to Gross	Total Square Footage
Administration	1292	452	129	1873	1442	505	144	2091	1442	505	144	2091
Building Maintenance	571	200	57	828	571	200	57	828	571	200	57	828
City Clerk	625	200	63	906	625	219	63	906	625	219	63	906
Codes	664	232	66	963	792	277	79	1148	792	277	79	1148
Criminal Investigations	1251	438	125	1814	1426	499	143	2068	1251	499	143	2068
Finance	561	196	56	813	625	219	63	906	625	219	63	906
Information Technology	300	105	30	435	600	210	60	870	600	210	60	870
Police Department	5384	1884	538	7807	5564	1910	546	7911	5564	1947	556	8068
Public Works	561	196	56	813	561	196	56	813	561	196	56	813
Shared Support Spaces	775	271	78	1124	775	271	78	1124	775	271	78	1124
TOTAL SQUARE FOOTAGE				17377				18666				18823

SPACE NEEDS PROGRAM
Administration Remarks

Room Name

Mayor

250 NSF

Program Notes:

- * Private Office (See furniture Typical)

Furniture Requirements:

- * U-shaped Work Station
- * 2-4 Side Chairs
- * Bookshelves (2 - 36")
- * Credenza
- * Small Conference Table that can seat up to 4 chairs

Equipment Requirements:

- * Personal Computer
- * Printer
- * Panic Button in space

Storage:

- * Coat Closet/Storage Closet

Adjacencies:

- * Adjacent to City Administrator and City Administrative Assistant

Room Name

City Administrator

250 NSF

Program Notes:

- * Private Office (See furniture Typical)

Furniture Requirements:

- * U-shaped Work Station
- * 2-4 Side Chairs
- * Bookshelves (2 - 36")
- * Credenza
- * Small Conference Table that can seat up to 4 chairs

Equipment Requirements:

- * Personal Computer
- * Printer
- * Panic Button in space

Storage:

- * Coat Closet/Storage Closet

Adjacencies:

- * Close proximity to Mayor, Senior Administrative Assistant, and Assistant to City Administrator
- * Close proximity to Administrative Conference Room

Room Name

Senior Administrative Assistant

64 NSF

Program Notes:

- * Workstation (See furniture typical)
- * Workstation needs to have some privacy yet serve as receptionist

Furniture Requirements:

- * U-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 2-Overhead Cabinets
- * Transaction Counter

Equipment Requirements:

- * Personal Computer
- * Phone

Storage:

- * (3) 4 Dr Vertical Filing Cabinets
- * (1) 2 Dr. Lateral File
- * (1) 3 Dr Lateral File

Adjacencies:

- * Close proximity to circulation area
- * Close proximity to printer
- * Close proximity to Mayor & City Administrator

SPACE NEEDS PROGRAM
Administration Remarks Continued 2

Room Name

Assistant to City Administrator

150 NSF

Program Notes:

- * Private Office (See furniture Typical)

Furniture Requirements:

- * U-shaped Work Station
- * 2 Side Chair
- * Bookshelves (2 - 36")
- * Credenza

Equipment Requirements:

- * Personal Computer
- * Printer

Storage:

- * File Cabinets in Adjacent Room or in room

Adjacencies:

- * Close proximity to Mayor & City Administrator if Possible

Room Name

Senior Engineer Tech

64 NSF

Program Notes:

- * Workstation (See furniture typical)

Furniture Requirements:

- * L-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 2-Overhead Cabinets

Equipment Requirements:

- * Personal Computer

Storage:

- * File Cabinets in Adjacent Room

Adjacencies:

- * Close proximity to Public works or within Public works

Room Name

City Attorney

100 NSF

Program Notes:

- * Private Office (See furniture Typical)

Furniture Requirements:

- * U-shaped Work Station
- * 1 Side Chair
- * Bookshelves (4 - 36")
- * Credenza

Equipment Requirements:

- * Personal Computer
- * Printer if not mapped to city printer

Storage:

- * Just bookshelves in room

Adjacencies:

- * Proxi

Room Name

Senior Administrative Assistant (Public Works)

64 NSF

Program Notes:

- * Workstation (See furniture typical)
- * Workstation needs to have some privacy yet serve as receptionist

Furniture Requirements:

- * U-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 2-Overhead Cabinets
- * Transaction Counter

Equipment Requirements:

- * Personal Computer
- * Phone

Storage:

- * (3) 4 Dr Vertical Filing Cabinets
- * (1) 2 Dr. Lateral File
- * (1) 3 Dr Lateral File

Adjacencies:

- * Close proximity to circulation area
- * Close proximity to printer
- * Close proximity to Public Works Director

SPACE NEEDS PROGRAM
Administration Remarks Continued 3

Room Name

Administrative Conference Room

500 NSF

Program Notes:

- * Will be dedicated to Administrative functions

Furniture Requirements:

- * 20 Seats around table 20 around perimeter (Consider Stacking Chairs for Perimeter)
- * Conference Table
- * See Furniture Typicals
- * Markerboard

Equipment Requirements:

- * Potential Growth for DVD/VCR/TV
- * Projection Screen & Projector

Adjacencies:

- * Adjacent to Administrators Office & Mayors Office

Storage:

General Requests/Comments

- * Think about an intern space or a place for people to dock at
- * Storage off site is not convenient and at capacity
- * Short on Parking, Especially on Court Days

City Administrator

Job Title and Sub-Department (if applicable)	Work Space Required			Recommended Unit Square Footage	HC Projections			Extended S.F. Projections		
	Private	Work Station	Other		2007	2012	2017	2007	2012	2017
Mayor	X			250	1	1	1	250	250	250
City Administrator	X			250	1	1	1	250	250	250
Senior Administrative Assistant		B/C		64	1	1	1	64	64	64
Asst. to City Administrator	X			150	0	1	1	0	150	150
Senior Engineer Tech		B		64	1	1	1	64	64	64
City Attorney	X			100	1	1	1	100	100	100
Senior Administrative Assistant		B/C		64	1	1	1	64	64	64
Staff Projections/Square Footage:					6	7	7	792	942	942

Support Spaces	Recommended Unit Square Footage	HC Projections			Extended S.F. Projections		
		2007	2012	2017	2007	2012	2017
Administrative Conference Room	500	1	1	1	500	500	500
Support Spaces Square Footage:					500	500	500
Staff Projections/Square Footage:					792	942	942
Department Square Footage:					1292	1442	1442
DEPARTMENT SQUARE FOOTAGE + CIRCULATION FACTOR (35%)					452	505	505
NET TO GROSS (10%)					129	144	144
TOTAL DEPARTMENT					1873	2091	2091

** New Request/Requirement
 *** Information captured on different section

SPACE NEEDS PROGRAM
Building Maintenance Remarks

Room Name

Building Maintenance Supervisor

36 NSF

Program Notes:

- * Small workspace

Furniture Requirements:

- * Straight worksurface
- * (2) 4 Drawer Vertical Files

Room Name

Custodian (Day & Night)

10 NSF

Program Notes:

- * Small workspace

Furniture Requirements:

- * Straight worksurface

Room Name

Supply Closets

225 NSF

Program Notes:

- * Shelved Closet spaces to house chemicals, Supplies, and Equipment
Total 3
- * Existing amount of space is working well for the group

Room Name

Filing Space

300 NSF

Program Notes:

- * Shelved Filing Room
Climate Controlled
- * 1 Flat File
- * Management of Long Term storage outside building for Courts & Codes

Building Maintenance

Job Title and Sub-Department (if applicable)	Work Space Required			Recommended Unit Square Footage	HC Projections			Extended S.F. Projections		
	Private	Work Station	Other		2007	2012	2017	2007	2012	2017
Building Maintenance Supervisor			X	36	1	1	1	36	36	36
Day & Night Custodian			X	10	1	1	1	10	10	10
Staff Projections/Square Footage:					2	2	2	46	46	46

Support Spaces	Recommended Unit Square Footage				Extended S.F. Projections		
		2007	2012	2017	2007	2012	2017
Supply Closets	75	3	3	3	225	225	225
Filing Space	300	1	1	1	300	300	300
Support Spaces Square Footage:					525	525	525
Staff Projections Square Footage:					46	46	46
Department Square Footage:					571	571	571
DEPARTMENT SQUARE FOOTAGE + CIRCULATION FACTOR (35%)					200	200	200
NET TO GROSS (10%)					57	57	57
TOTAL DEPARTMENT					828	828	828

** New Request/Requirement

*** Information captured on different section

SPACE NEEDS PROGRAM
City Clerk Remarks

Room Name

City Clerk

150 NSF

Program Notes:

- * Private Office (See furniture Typical)

Furniture Requirements:

- * U-shaped Work Station
- * 2 Side Chairs
- * Bookshelves (2 - 36")

Equipment Requirements:

- * Personal Computer

Storage:

- * Supply Closet

Adjacencies:

- * Close proximity to Deputy City Clerk, Administrative Aids, Finance and City Collector
- * Close proximity to Transaction counter

Room Name

Deputy City Clerk

72 NSF

Program Notes:

- * Workstation (See furniture typical)

Furniture Requirements:

- * L-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-2 Overhead Cabinets

Equipment Requirements:

- * Personal Computer
- * Phone
- * Typewriter

Adjacencies:

- * C+R97lose proximity to transaction window Receptionist/Administrative Aides
- * Close proximity to printer
- * Close proximity to City Clerk
- * Proximity to Vault

Room Name

Receptionist/Administrative Aides

64 NSF

Program Notes:

- * Workstation (See furniture typical)
- * This is a shared workstation

Furniture Requirements:

- * L-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-2 Overhead Cabinets

Equipment Requirements:

- * Personal Computer
- * Phone
- * Typewriter

Adjacencies:

- * Close proximity to transaction window
- * Close proximity to printer
- * Close proximity to City Clerk and Deputy City Clerk
- * Proximity to Vault

Room Name

Vault and File Space

175 NSF

Program Notes:

- * Firesafe Room to house historical documents, hr paperwork, and microfilm storage
- * Floorspace for general filing

Furniture Requirements:

- * (13) 4 Drawer Letter Vertical Filing
- * (8) 4 Drawer Legal Vertical Filing
- * (8) 5 Drawer Vertical Filing (1 of which letter others legal)
- * (2) 5 Drawer Microfilm File Cabinets

SPACE NEEDS PROGRAM
City Clerk Continued 2

Room Name

City Clerk File Area

100 NSF

Program Notes:

- * General Filing on the floor

General Requests/ Comments

- * Security important for HR Documents
- * File Space on the floor is necessary
- * Shared Copy Area with Finance
- * Transaction window; Secure

City Clerk

Job Title and Sub-Department (if applicable)	Work Space Required			Recommended Unit Square Footage				Extended S.F. Projections		
	Private	Work Station	Other		2007	2012	2017	2007	2012	2017
City Clerk	X			150	1	1	1	150	150	150
Deputy City Clerk		C		72	1	1	1	72	72	72
Receptionist/Admin Aides		C		64	2	2	2	128	128	128
Staff Projections/Square Footage:					4	4	4	350	350	350

Support Spaces	Recommended Unit Square Footage				Extended S.F. Projections		
		2007	2012	2017	2007	2012	2017
Firesafe Vault	175	1	1	1	175	175	175
File Area	100	1	1	1	100	100	100
Support Spaces Square Footage:					275	275	275
Staff Projections/Square Footage:					350	350	350
Department Square Footage:					625	625	625
DEPARTMENT SQUARE FOOTAGE + CIRCULATION FACTOR (35%)					219	219	219
NET TO GROSS (10%)					63	63	63
TOTAL DEPARTMENT					906	906	906

** New Request/Requirement

*** Information captured on different section

SPACE NEEDS PROGRAM
Code Enforcement Remarks

Room Name

Community Development Director

150 NSF

Program Notes:

- * Private Office (See furniture Typical)

Furniture Requirements:

- * U-shaped Work Station
- * 2 Side Chairs
- * Bookshelves (2 - 36")
- * Credenza
- * Small Side Table

Equipment Requirements:

- * Personal Computer

Storage:

- * (1) 4 Drawer Lateral File

Adjacencies:

- * Close proximity to Mayor, Senior Administrative Assistant, and Assistant to City Administrator
- * Close proximity to Administrative Conference Room

Room Name

Building Official

150 NSF

Program Notes:

- * Private Office (See furniture Typical)

Furniture Requirements:

- * U-shaped Work Station
- * 2 Side Chairs
- * Bookshelves (2 - 36")
- * Credenza
- * Small Side Table

Equipment Requirements:

- * Personal Computer

Storage:

- * (1) 4 Drawer Lateral File

Adjacencies:

- * Close proximity to Community Development Director, Inspectors and P&Z Technician
- * Proximity to a conference room

Room Name

Senior Building Inspector

72 NSF

Program Notes:

- * Workstation (See furniture typical)

Furniture Requirements:

- * L-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-2 Overhead Cabinets

Equipment Requirements:

- * Personal Computer
- * Phone
- * Typewriter

Adjacencies:

- * Close Proximity to Building Official, Inspectors and Community Development Director

Room Name

Building & Sanitation Inspectors

64 NSF ea.

Program Notes:

- * Workstation (See furniture typical)

Furniture Requirements:

- * L-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-2 Overhead Cabinets

Equipment Requirements:

- * Personal Computer
- * Phone
- * Typewriter

Adjacencies:

- * Close Proximity to Building Official, Inspectors and Community Development Director

SPACE NEEDS PROGRAM
Codes Enforcement Continued 2

Room Name

Permits & P & Z Technician

64 NSF

Program Notes:

- Workstation (See furniture typicals)
- Workstation next to transaction space or to serve as transaction/wayfinding space

Furniture Requirements:

- L-Shaped Workstation
- 1- 2 drawer file
- 1- Box, Box File Drawer
- 2-Overhead Cabinets

Equipment Requirements:

- Personal Computer

Storage:

·

Adjacencies:

- Adjacent to Inspectors, Community Development Director, and Building Official
- Adjacent to City Collector, at a minimum within the building

Room Name

File Space

50 NSF

Storage:

- * (8) 4 Dr Vertical Filing Cabinets (Legal)
- * (6) 2 Dr Vertical Filing Cabinets (Legal)
- * (3) 4 Dr Lateral Filing Cabinets
- * Blue Print / Plan Storage

Adjacencies:

- * Close Proximity to Codes Department

General Requirements

- * Department Adjacency to Conference room
- * Department Adjacency to Work area/Copy Room
- * Adjacency to Storage Room
- * Would like the addition of a break room
- * Change Flow of Citizen Traffic

Code Enforcement

Job Title and Sub-Department (if applicable)	Work Space Required			Recommended Unit Square Footage	HC Projections			Extended S.F. Projections		
	Private	Work Station	Other		2007	2012	2017	2007	2012	2017
Community Development Director	X			150	1	1	1	150	150	150
Building Official	X			150	1	1	1	150	150	150
Senior Building Inspector		A		72	1	1	1	72	72	72
Building Inspector		A		64	1	2	2	64	128	128
Sanitarian Inspector		A		64	1	1	1	64	64	64
Permits, P&Z Technician			Public Ctr	64	1	2	2	64	128	128
Staff Projections/Square Footage:					6	8	8	564	692	692

Support Spaces	Recommended Unit Square Footage	HC Projections			Extended S.F. Projections		
		2007	2012	2017	2007	2012	2017
File Room	100	1	1	1	100	100	100
Support Spaces Square Footage:					100	100	100
Staff Projections/Square Footage:					564	692	692
Department Square Footage:					664	792	792
DEPARTMENT SQUARE FOOTAGE + CIRCULATION FACTOR (35%)					232	277	277
NET TO GROSS (10%)					66	79	79
TOTAL DEPARTMENT					963	1148	1148

** New Request/Requirement

*** Information captured on different section

**SPACE NEEDS PROGRAM
Criminal Investigations Remarks**

Room Name

Detectives

64 NSF

Program Notes:

- * Workstation (See furniture typicals- Type C Collaborative style)
- * Workstation next to transaction space or to serve as transaction/wayfinding space

Furniture Requirements:

- * L-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-Overhead Cabinets
- * Seating, Table & Bookshelves

Equipment Requirements:

- * Personal Computer

Storage:

Adjacencies:

- * Patrol, Staff, Traffic, CPU

Room Name

DEU

100 NSF

Program Notes:

- * Private Office (See furniture Typicals)

Furniture Requirements:

- * U-shaped Work Station
- * (1) 4 Drawer Vertical File Cabinet
- * (1) Bookshelves (36")
- * Seating, Table & Bookshelves, Safe

Equipment Requirements:

- * Personal Computer

Storage:

- * (1) 4 Drawer Lateral File

Adjacencies:

- * Close proximity to Direct Reports

Room Name

CPU

64 NSF

Program Notes:

- * Workstation (See furniture typicals- Type C Collaborative style)
- * Workstation next to transaction space or to serve as transaction/wayfinding space

Furniture Requirements:

- * L-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-Overhead Cabinets

Equipment Requirements:

- * Personal Computer
- * TV, Audio Equipment

Storage:

Adjacencies:

- * Adjacency to Patrol and Traffic to pass information
- * Adjacency to Records Division for Case follow up and documentation
- * Adjacency to Community Policing for Case collaboration
- * Adjacency to Staff knowing of serious cases
- * Adjacency to dispatch

**SPACE NEEDS PROGRAM
Criminal Investigations Remarks Continued 2**

Room Name

Traffic

64 NSF

Program Notes:

- * Workstation (See furniture typicals- Type C Collaborative style)
- * Workstation next to transaction space or to serve as transaction/wayfinding space

Furniture Requirements:

- * L -Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-Overhead Cabinets

Equipment Requirements:

- * Personal Computer

Storage:

Adjacencies:

*

Room Name

File Room/Storage

100 NSF

Program Notes:

- * General Storage for department

Furniture Requirements:

- * File Cabinets
- * Shelving

Room Name

Copy Room

75 NSF

Program Notes:

- * Copy Room to be Shared

Furniture Requirements:

- * Worksurface
- * Copy Machine
- * Fax
- * Supply Storage

Room Name

Reclaimed Property Storage

300 NSF

Program Notes:

- * Storage for Recovered property and Hazardous Materials

Notes:

- * Not on City Hall Property due to hazardous materials

Room Name

Training Room

*** Captured on Police Department Section

Criminal Investigations

Job Title and Sub-Department (if applicable)	Work Space Required			Recommended Unit Square Footage	HC Projections			Extended S.F. Projections		
	Private	Work Station	Other		2007	2012	2017	2007	2012	2017
Detectives		C		64	5	5	5	320	320	320
DEU	X			100	2	2	2	200	200	200
CPU		C		64	2	2	2	128	128	128
Traffic		C		64	2	2	2	128	128	128
Staff Projections/Square Footage:					11	11	11	776	776	776
				Recommended Unit Square Footage				Extended S.F. Projections		
Support Spaces					2007	2012	2017	2007	2012	2017
File Room/Storage				100	1	1	1	100	100	100
Copy Room				75	1	1	1	75	75	75
Reclaimed Property Storage/Hazardous Material Storage				300	1	1	1	300	300	300
Training Room ***				0	1	1	1	0	0	0
Support Spaces Square Footage:								475	475	475
Staff Projections/Square Footage:								776	776	776
Department Square Footage:								1251	1251	1251
DEPARTMENT SQUARE FOOTAGE + CIRCULATION FACTOR (35%)								438	438	438
NET TO GROSS (10%)								125	125	125
TOTAL DEPARTMENT								1814	1814	1814

SPACE NEEDS PROGRAM
Finance Remarks

Room Name

Finance Director

150 NSF

Program Notes:

- * Private Office (See furniture Typical)

Furniture Requirements:

- * U-shaped Work Station with Credenza
- * 2 Side Chairs
- * Bookshelves (2 - 36")

Equipment Requirements:

- * Personal Computer

Storage:

- * Supply Closet

Adjacencies:

- * Close Proximity to Finance Techs, Collector & Courts
- * Close Proximity to Printer
- * Adjacent to Storage

Room Name

Collector

72 NSF

Program Notes:

- * Workstation (See furniture typical)

Furniture Requirements:

- * U Shaped Workstation (Type A- Private Workstation)
- * 1- 6 Dr Vertical File
- * 2 - 2 Drawer Lateral File Cabinet
- * 3 - 4 Drawer Lateral File Cabinet

Equipment Requirements:

- * Personal Computer
- * Phone

Adjacencies:

- * Close Proximity to Finance Director and Finance Techs
- * Close Proximity to Transaction Counter

Room Name

Finance Technicians

64 NSF

Program Notes:

- * L-Shaped Workstation (Type C- Collaborative, low wall environment)

Furniture Requirements:

- * L-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-2 Overhead Cabinets
- * 3- 2-Drawer lateral File Cabinet
- * 4 - 4 Drawer Lateral File Cabinet
- * 1 - 5 Drawer Lateral File Cabinet

Equipment Requirements:

- * Personal Computer
- * Phone

Adjacencies:

- * Close Proximity to Finance Director, Collectors Office, and Finance Techs
- * Close Proximity to Transaction Counter

Room Name

Accounting Clerk

64 NSF

Program Notes:

- * L-Shaped Workstation (Type C- Collaborative, low wall environment)

Furniture Requirements:

- * L-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-2 Overhead Cabinets

Equipment Requirements:

- * Personal Computer
- * Phone

Adjacencies:

- * Close Proximity to Finance Director and Finance Techs
- * Close Proximity to Transaction Counter

SPACE NEEDS PROGRAM
Finance Continued Part 2

Room Name

Court

64 NSF

Program Notes:

- * L-Shaped Workstation (Type C- Collaborative, low wall environment)

Furniture Requirements:

- * L-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-2 Overhead Cabinets

Equipment Requirements:

- * Personal Computer
- * Phone

Adjacencies:

- * Near Adjacency to Finance Director and Finance Techs
- * Close Proximity to Transaction Counter

Room Name

Storage

75 NSF

Storage:

- * Shelving around Perimeter of Room floor to Ceiling.
- * Will store boxes around average of banker boxes.
- * Climate Controlled Area

Room Name

Storage/Filing Vault (Checks Etc.)

40 NSF

Storage:

- * File Cabinets
- * Shelving
- * Fire Safe

General Requirements

- * Correct HVAC issue for Finance Director as a more immediate phase
- * ADD - Printer - Calculator
- * ADD Check Signer, Typewriter, Calculators
- * ADD Printer/Copier to be adjacent.

Finance

Job Title and Sub-Department (if applicable)	Work Space Required			Recommended Unit Square Footage	HC Projections			Extended S.F. Projections		
	Private	Work Station	Other		2007	2012	2017	2007	2012	2017
Finance Director	X			150	1	1	1	150	150	150
Collector		A		72	1	1	1	72	72	72
Finance Techs		C		64	1	1	1	64	64	64
Accounting Clerk		C		64	0	1	1	0	64	64
Court		C		64	2.5	2.5	2.5	160	160	160
Staff Projections/Square Footage:					6	7	7	446	510	510

Support Spaces	Recommended Unit Square Footage	HC Projections			Extended S.F. Projections		
		2007	2012	2017	2007	2012	2017
Storage	75	1	1	1	75	75	75
Storage/Vault Space (Checks Etc.)	40	1	1	1	40	40	40
Support Spaces Square Footage:					115	115	115
Staff Projections/Square Footage:					446	510	510
Department Square Footage:					561	625	625
DEPARTMENT SQUARE FOOTAGE + CIRCULATION FACTOR (35%)					196	219	219
NET TO GROSS (10%)					56	63	63
TOTAL DEPARTMENT					813	906	906

** New Request/Requirement

*** Information captured on different section

SPACE NEEDS PROGRAM
Information Technology Remarks

Room Name

Information Technology Director

150 NSF

Program Notes:

- * Private Office (Non Typical)

Furniture Requirements:

- * Work Bench Space for Each Associate (Approx 6' Long)
- * (3) Shelving Units for Equipment 36"W X 6'H X 30"D

Equipment Requirements:

- * Personal Computer
- * Equipment
- * Additional Connections & Electrical to support Equipment testing

Storage:

- * See Above with Shelving

Adjacencies:

- * Close proximity to Server Room

Considerations

- * Security of Importance due to cost of materials housed in this room

Room Name

Server Room

150 NSF

Program Notes:

- * House Servers / Building IT Support & Possibly Phone System

Furniture Requirements:

- * Server Racks (Space for up to 3)
- * Small Worksurface (3')

Equipment Requirements:

- * Servers
- * MULE System
- * Phone System

Adjacencies:

- * Centralized location to Police Department as well as City Hall

Considerations:

- * Security of importance due to housing the MULE System and IT for City Hall
- * Sensitivity to placement near other departments due to Cooling of Equipment

Information Technology

Job Title and Sub-Department (if applicable)	Work Space Required			Recommended Unit Square Footage	Extended S.F. Projections					
	Private	Work Station	Other		2007	2012	2017			
It Manager**	X			150	1	3	3	150	450	450
Staff Projections/Square Footage:					1	3	3	150	450	450

Support Spaces	Recommended Unit Square Footage	Extended S.F. Projections					
		2007	2012	2017			
Server Room**	150	1	1	1	150	150	150
Support Spaces Square Footage:					150	150	150
Staff Projections/Square Footage:					150	450	450
Department Square Footage:					300	600	600
DEPARTMENT SQUARE FOOTAGE + CIRCULATION FACTOR (35%)					105	210	210
NET TO GROSS (10%)					30	60	60
TOTAL DEPARTMENT					435	870	870

** New Request/Requirement

*** Information captured on different section

**SPACE NEEDS PROGRAM
Police Department Remarks**

Room Name

Chief of Police

150 NSF

Program Notes:

- * Private Office (See furniture Typical)

Furniture Requirements:

- * U-shaped Work Station
- * 2 Side Chairs
- * Bookshelves (2 - 36")

Equipment Requirements:

- * Personal Computer

Storage:

- * (1) 4 Dr Lateral File

Adjacencies:

- * Close Proximity to Executive Secretary

Room Name

Executive Secretary

100 NSF

Program Notes:

- * Private Office (See furniture Typical)

Furniture Requirements:

- * U-shaped Work Station
- * (1) 4 Drawer Vertical File Cabinet
- * (1) Bookshelves (36")

Equipment Requirements:

- * Personal Computer

Storage:

- * (1) 4 Drawer Lateral File

Adjacencies:

- * Close proximity to Chief of Police
- * Not Too distant from Public Space

Room Name

Commander (OSB) (UOB) (ASB)

150 NSF

Program Notes:

- * Private Office (See furniture Typical)

Furniture Requirements:

- * U-shaped Work Station
- * (1) 4 Drawer Vertical File Cabinet
- * (1) Bookshelves (36")

Equipment Requirements:

- * Personal Computer

Storage:

- * (1) 4 Drawer Lateral File

Room Name

Desk Officer

64 NSF

Program Notes:

- * Workstation (See furniture typical)
- * Workspace to serve public. Open feel yet Secure (Transaction Window)

Furniture Requirements:

- * L-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-2 Overhead Cabinets

Equipment Requirements:

- * Personal Computer
- * Phone

Adjacencies:

- * Close Proximity to Communications ; Share Information & Equipment

**SPACE NEEDS PROGRAM
Police Department Cont. Part 2**

Room Name

Patrol Officer

36 NSF

Program Notes:

- * Workstation (See furniture typicals)

Furniture Requirements:

- * L-Shaped 6X6 Workstation
- * 1- Box, Box File Drawer
- * 1-2 Overhead Cabinets

Equipment Requirements:

- * Personal Computer
- * Phone

Adjacencies:

- * Close Proximity or Shared Space with other Officers

Room Name

Administrative Assistant

56 NSF

Program Notes:

- * Workstation (See furniture typicals- Type C Collaborative style)
- * Workstation next to transaction space or to serve as transaction/wayfinding space

Furniture Requirements:

- * L -Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-Overhead Cabinets

Equipment Requirements:

- * Personal Computer

Storage:

Adjacencies:

- * Adjacent to department they are supporting

Room Name

Administrative Assistant Supervisor

64 NSF

Program Notes:

- * Workstation (See furniture typicals)

Furniture Requirements:

- * U Shaped Workstation (Type A- Private Workstation)
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-2 Overhead Cabinets

Equipment Requirements:

- * Personal Computer
- * Phone

Adjacencies:

- * Central location/Close to direct reports

Room Name

Animal Control Officer

36 NSF

Program Notes:

- * Workstation (See furniture typicals)

Furniture Requirements:

- * L Shaped Workstation (Type B- Semi-Private Workstation)
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1 Overhead Cabinets

Equipment Requirements:

- * Personal Computer
- * Phone

Adjacencies:

Room Name

Traffic Investigator

36 NSF

Program Notes:

- * Workstation (See furniture typicals)

Furniture Requirements:

- * L Shaped Workstation (Type B- Semi-Private Workstation)
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1 Overhead Cabinets

Equipment Requirements:

- * Personal Computer
- * Phone

Adjacencies:

**SPACE NEEDS PROGRAM
Police Department Cont. Part 3**

Room Name

File Room/Storage

175 NSF

Program Notes:

- * General Storage for department

Furniture Requirements:

- * File Cabinets
- * Shelving

Room Name

Squad Room / Conference Room

300 NSF

Program Notes:

- * Room for Briefings, and Conference Meetings

Furniture Requirements:

- * Seating & Chairs

Room Name

Interview Rom

75 NSF

Program Notes:

- * Hardwall Space for conducting interviews
- * Video Recording & Voice Recording

Furniture Requirements:

- * Desk
- * Chairs

Room Name

Evidence Storage & Evidence Check in Space

200 NSF

Program Notes:

- * Storage to house Evidence

Furniture Requirements:

- * Shelving
- * File Cabinets
- * Lockers
- * Refrigerator

Room Name

Armory

100 NSF

Program Notes:

- * Gun Storage & Maintenance Space

Furniture Requirements:

- * Cage,
- * Shelving Special for Arms
- * Work Bench

Room Name

Reception Space/Lobby

150 NSF

Program Notes:

- * Secure Lobby Space for Visitors to Police Department

Furniture Requirements:

- * Seating for up to 15-20 during demand
- * Transaction Window
- * Consider adjacent space for News Reporters

Room Name

Maint. Garage

300 NSF

Program Notes:

- * Space for General Maintenance of Squad Cars

Furniture Requirements:

- * Work Bench
- * Storage Shelving for Equipment

Room Name

Workout space

300 NSF

Program Notes:

- * Space for Officers to Work out; Can be shared with other departments

Furniture Requirements:

- * Gym Equipment
- * Mirrors

**SPACE NEEDS PROGRAM
Police Department Cont. Part 4**

Room Name
Training Space **700 NSF**

Program Notes:

- * Space for Officers to do Physical Training

Furniture Requirements:

- * Open area
- * Folding Chairs
- * Folding Tables

Room Name
Locker Rooms **300 NSF Total**

Program Notes:

- * Locker Room for Officers; 1 Male 1 Female

Furniture Requirements:

- * Lockers
- * Benches
- * Showers

Room Name
Storage & Training Facility **1500 NSF**

Program Notes:

- * Hardwall Space for storage, Training & Car Maint.
- *

Furniture Requirements:

- * Chairs
- * Tables
- * Shelves

Room Name
Communications Room **300 NSF**

Program Notes:

- * Hardwall Space for 911 & Dispatch
- * Sound Special Security & Consoles

Furniture Requirements:

- * Chairs
- * Consoles
- * Shelving, Extra Outlets & Connectivity / Specialty Area

Police Department

Job Title and Sub-Department (if applicable)	Work Space Required			Recommended Unit Square Footage	HC Projections			Extended S.F. Projections		
	Private	Work Station	Other		2007	2012	2017	2007	2012	2017
Chief of Police	X			150	1	1	1	150	150	150
Executive Secretary OCP	X			100	1	1	1	100	100	100
Commander (OSB)	X			150	1	1	1	150	150	150
Commander (UOB)	X			150	1	1	1	150	150	150
Commander (ASB)	X			150	1	1	1	150	150	150
Communications		C		72	1	2	2	72	144	144
Desk Officer		C		64	1	1	1	64	64	64
Patrolman		B		36	1	1	2	36	36	72
Patrolman		B		36	1	1	2	36	36	72
Patrolman		B		36	1	1	1	36	36	36
Patrolman		B		36	1	1	1	36	36	36
Administrative Assistant		C		56	1	1	1	56	56	56
Administrative Assistant		C		56	1	1	1	56	56	56
Administrative Assistant		C		56	1	1	1	56	56	56
Supervisor Administrative Assistant		A		64	1	1	1	64	64	64
Animal Control Officers		B		36	1	1	1	36	36	36
Traffic Investigator		B		36	1	1	2	36	36	72
Staff Projections/Square Footage:					17	18	21	1284	1356	1464

Support Spaces	Recommended Unit Square Footage	HC Projections			Extended S.F. Projections		
		2007	2012	2017	2007	2012	2017
File Room/Storage	175	1	1	1	175	175	175
Squad Room/Conference Room	300	1	1	1	300	300	300
Interview Room	75	1	1	1	75	75	75
Communications Room	300	1	1	1	300	300	300
Evidence Storage/ Evidence Checkin-Locker Room	200	1	1	1	200	200	200
Armory	100	1	1	1	100	100	100
Reception/ Lobby/ Dedicated to Police	150	1	1	1	150	150	150
Maint. Garage for Squad Cars	300	1	1	1	300	300	300
Work out/ Gym Facility	300	1	1	1	300	300	300
Training Room	700	1	1	1	700	700	700
Lockerrooms	150	2	2	2	300	300	300
Storage Facility	1500	1	1	1	1500	1500	1500
Support Spaces Square Footage:					4400	4400	4400
Staff Projections/Square Footage:					1284	1356	1464
Department Square Footage:					5684	5756	5864
DEPARTMENT SQUARE FOOTAGE + CIRCULATION FACTOR (35%)					1989	2015	2052
NET TO GROSS (10%)					568	576	586
TOTAL DEPARTMENT					8242	8346	8503

SPACE NEEDS PROGRAM
Public Works

Room Name

Public Works Director

150 NSF

Program Notes:

- * Private Office (See furniture Typical)

Furniture Requirements:

- * U-shaped Work Station
- * 2 Side Chairs
- * Bookshelves (2 - 36")

Equipment Requirements:

- * Personal Computer

Storage:

- * (1) 4 Drawer Lateral File

Adjacencies:

- * Close Proximity to Engineer Tech, Administrative Assistant & Working Conference Room
- * Close Proximity to Flat File Storage

Room Name

Engineer Tech

72 NSF

Program Notes:

- * Workstation (See furniture typical)

Furniture Requirements:

- * L-Shaped Workstation
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 1-2 Overhead Cabinets
- * Drafting Table

Equipment Requirements:

- * Personal Computer
- * Phone

Adjacencies:

- * Close Proximity to Public Works Director, Administrative Assistant & Working Conference Room
- * Close Proximity to Flat File Storage

Room Name

Administrative Assistant

64 NSF

Program Notes:

- * Workstation (See furniture typical)
- * Workstation needs to have some privacy yet serve as receptionist

Furniture Requirements:

- * U-Shaped Workstation With Guest Seating
- * 1- 2 drawer file
- * 1- Box, Box File Drawer
- * 2-Overhead Cabinets
- * Transaction Counter on workstation or at transaction space

Equipment Requirements:

- * Personal Computer
- * Phone

Storage:

- * (5) 4 Dr Vertical Filing Cabinets
- * (3) 6 Ft. 5 Drawer Flat Files

Adjacencies:

- * Close proximity to circulation area
- * Close Proximity to Public Works Director, Engineer Tech & Working Conference Room
- * Close Proximity to Storage

Room Name

Working Conference Room

200 NSF ea.

Program Notes:

- * Workspace with Large table & seating for up to 15 people
- * Space to lay out plans
- * Space will serve as support conference room for other groups

Furniture Requirements:

- * 1 Large Conference table to Seat up to 15 people
- * Filing Adjacent, but not necessarily in same room
- * Seating for up to 15 around table with additional chairs in Peripheral area

Room Name

File Room

200 NSF ea.

Program Notes:

- * File Space for plans & Permits

Public Works

Job Title and Sub-Department (if applicable)	Work Space Required			Recommended Unit Square Footage				Extended S.F. Projections		
	Private	Work Station	Other		2007	2012	2017	2007	2012	2017
Public Works Director	X			150	1	1	1	150	150	150
Engineer Tech		B		72	1	1	1	72	72	72
Administrative Assistant		C		64	1	1	1	64	64	64
Staff Projections/Square Footage:					3	3	3	286	286	286

Support Spaces	Recommended Unit Square Footage				Extended S.F. Projections		
		2007	2012	2017	2007	2012	2017
Working Conference Room	200	1	1	1	200	200	200
File Storage	75	1	1	1	75	75	75
Support Spaces Square Footage:					275	275	275
Staff Projections/Square Footage:					286	286	286
Department Square Footage:					561	561	561
DEPARTMENT SQUARE FOOTAGE + CIRCULATION FACTOR (35%)					196	196	196
NET TO GROSS (10%)					56	56	56
TOTAL DEPARTMENT					813	813	813

** New Request/Requirement

*** Information captured on different section

SPACE NEEDS PROGRAM
Shared Spaces Remarks

Room Name

Break Room

100 NSF

Program Notes:

- * Hardwall Space

Furniture Requirements:

- * Table
- * 4 Side Chairs
- * Microwave
- * Sink
- * Refrigerator
- * Coffee Maker
- * Bulletin Board

Room Name

Small Huddle Conference Room

100 NSF

Program Notes:

- * Small Conference Space for 'Break-Away' Conversations

Furniture Requirements:

- * Small Table
- * 4 Chairs

Room Name

Council & Court Chambers

500 NSF

Program Notes:

- * General Public Space for Council & Court Chambers

Furniture Requirements:

- * 100 Seats
- * 10 Seats in Front of Room
- * Audio Visual

Room Name

Copy Room

75 NSF

Program Notes:

- * Copy Room to be Shared by Upstairs Departments

Furniture Requirements:

- * Worksurface
- * Copy Machine
- * Fax
- * Supply Storage

Room Name

File Space

50 NSF

Storage:

- * (8) 4 Dr Vertical Filing Cabinets (Legal)
- * (2) 2 Dr Vertical Filing Cabinets (Legal)
- * (3) 4 Dr Lateral Filing Cabinets
- * Blue Print / Plan Storage

Adjacencies:

- * Close Proximity to Codes Department

Shared Spaces

	Recommended Unit Square Footage				Extended S.F. Projections		
		2007	2012	2017	2007	2012	2017
Support Spaces							
Break Room	100	1	1	1	100	100	100
Small Huddle conference room **	100	1	1	1	100	100	100
Council Chambers	500	1	1	1	500	500	500
Copy Room	75	1	1	1	75	75	75
Support Spaces Square Footage:					775	775	775
Department Square Footage:					775	775	775
DEPARTMENT SQUARE FOOTAGE + CIRCULATION FACTOR (35%)					271	271	271
NET TO GROSS (10%)					78	78	78
TOTAL DEPARTMENT					1124	1124	1124

** New Request/Requirement

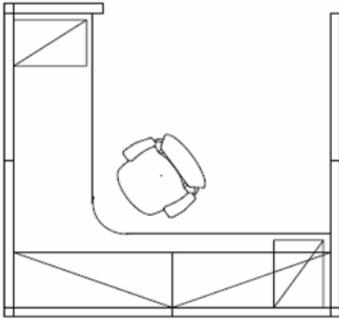
*** Information captured on different section

Please note: Administrative conference room captured on Administration Page, Public Works Conference room captured on Public Works page.

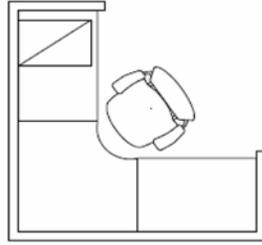
Parking Needs Summary

Division	Programmed Working Hours						Programmed After Hours					
	Staff			Public			Staff			Public		
	2007	2012	2017	2007	2012	2017	2007	2012	2017	2007	2012	
Administration	7	7	7	2	2	2	2	2	2	2	2	
Building Maintenance	2	2	2	0	0	0	2	2	2	0	0	
City Clerk	3	3	3	3	3	3	0	0	0	0	0	
Codes	6	6	6	2	2	2	0	0	0	0	0	
Criminal Investigations	11	11	11	1	1	1	2	2	2	0	0	
Finance	8	8	8	2	2	2	0	0	0	0	0	
IT	3	3	3	0	0	0	0	0	0	0	0	
Police Department	12	12	12	3	3	3	7	7	7	1	1	
Public Works	5	5	5	1	1	1	0	0	0	0	0	
Parking Spaces Subtotal	57	57	57	14	14	14	13	13	13	3	3	
Total Parking Spaces	57			14			13			3		

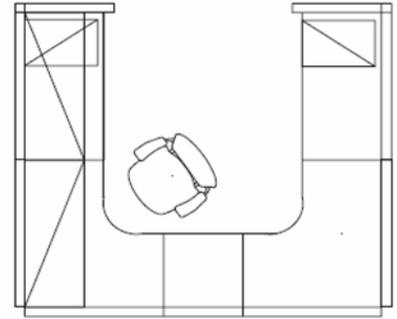
Furniture Typicals



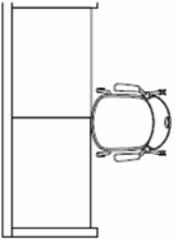
WORKSTATION TYPE 1
64 SF



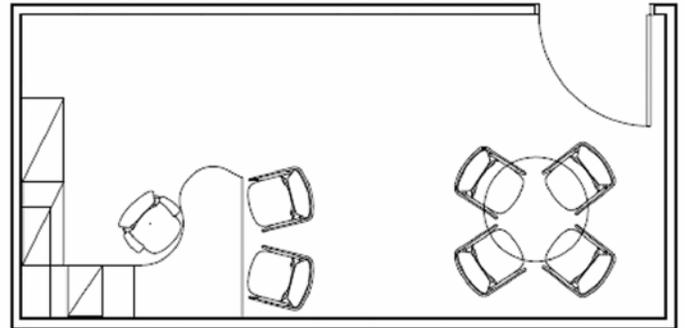
WORKSTATION TYPE 3
36 SF



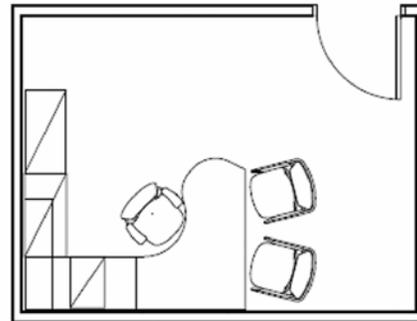
WORKSTATION TYPE 2
72 SF



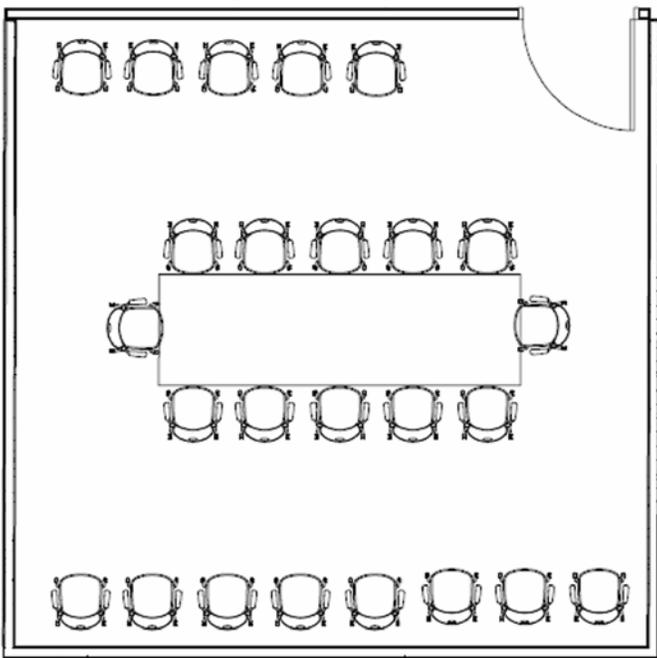
WORKSTATION TYPE 4
"VISITOR STYLE"



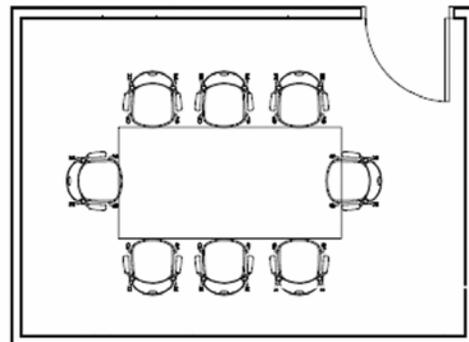
OFFICE TYPE 1
250 SF



OFFICE TYPE 2
150 SF



CONFERENCE ROOM
TYPE 1
500 SF

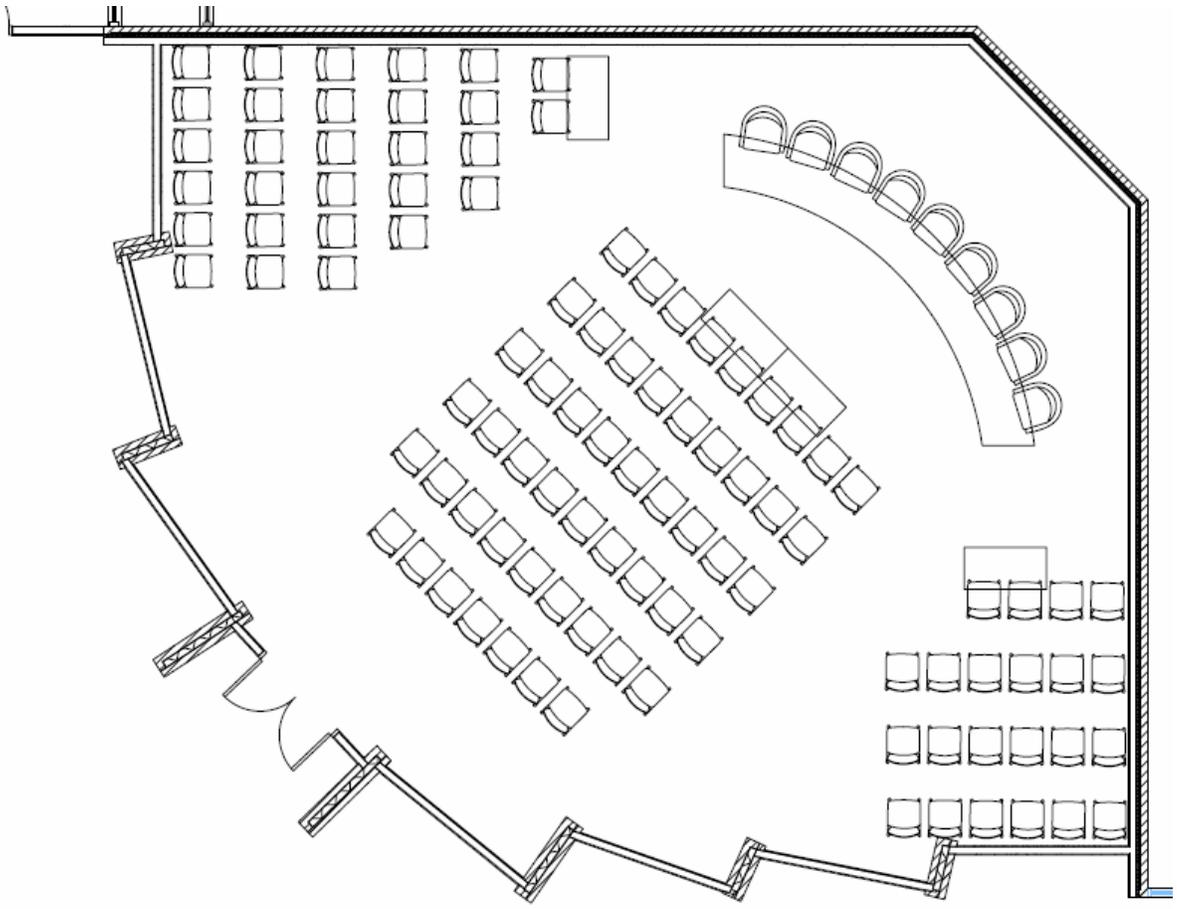


CONFERENCE ROOM
TYPE 2
180 SF

Furniture Typicals

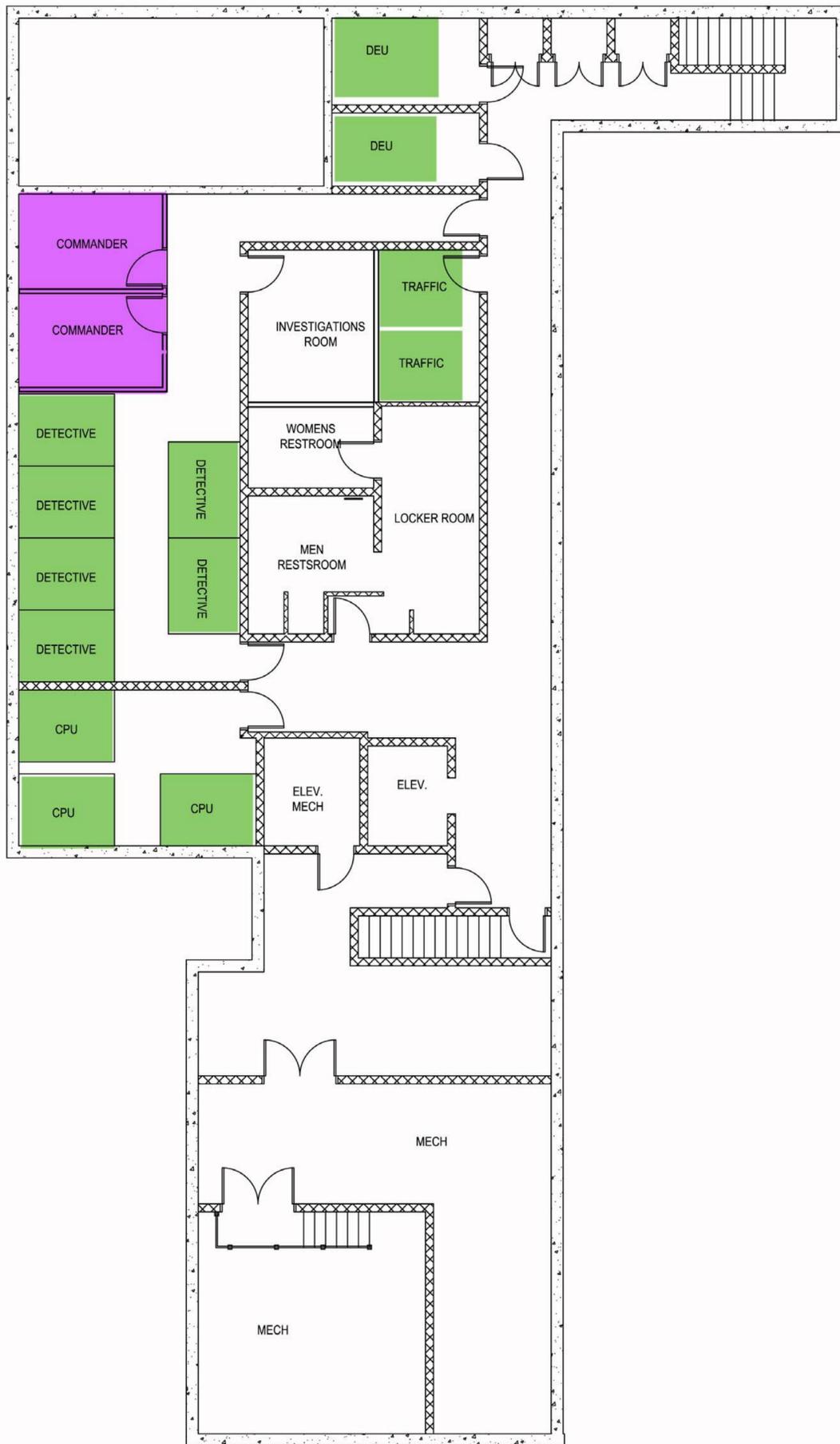


Council Chamber Diagram - Mobile Furniture

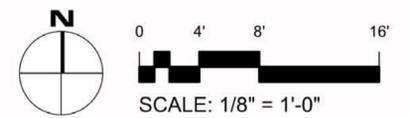


103 Mobile Seats

SCENERIO A
 RENOVATION FOR IMMEDIATE NEEDS
 BASEMENT LEVEL - MUNICIPAL HALL



- NEW CONSTRUCTION
- NEW WORKSTATIONS



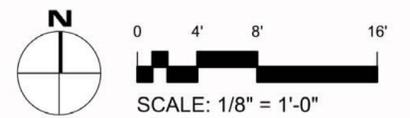
SEDALIA SPACE PLAN
 CITY OF SEDALIA, MISSOURI



SCENERIO A
 RENOVATION FOR IMMEDIATE NEEDS
 FIRST FLOOR-MUNICIPAL HALL



- NEW CONSTRUCTION
- NEW WORKSTATIONS



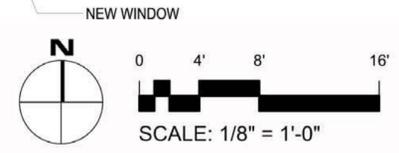
SEDALIA SPACE PLAN
 CITY OF SEDALIA, MISSOURI



SCENERIO A
 RENOVATION FOR IMMEDIATE NEEDS
 SECOND FLOOR-MUNICIPAL HALL



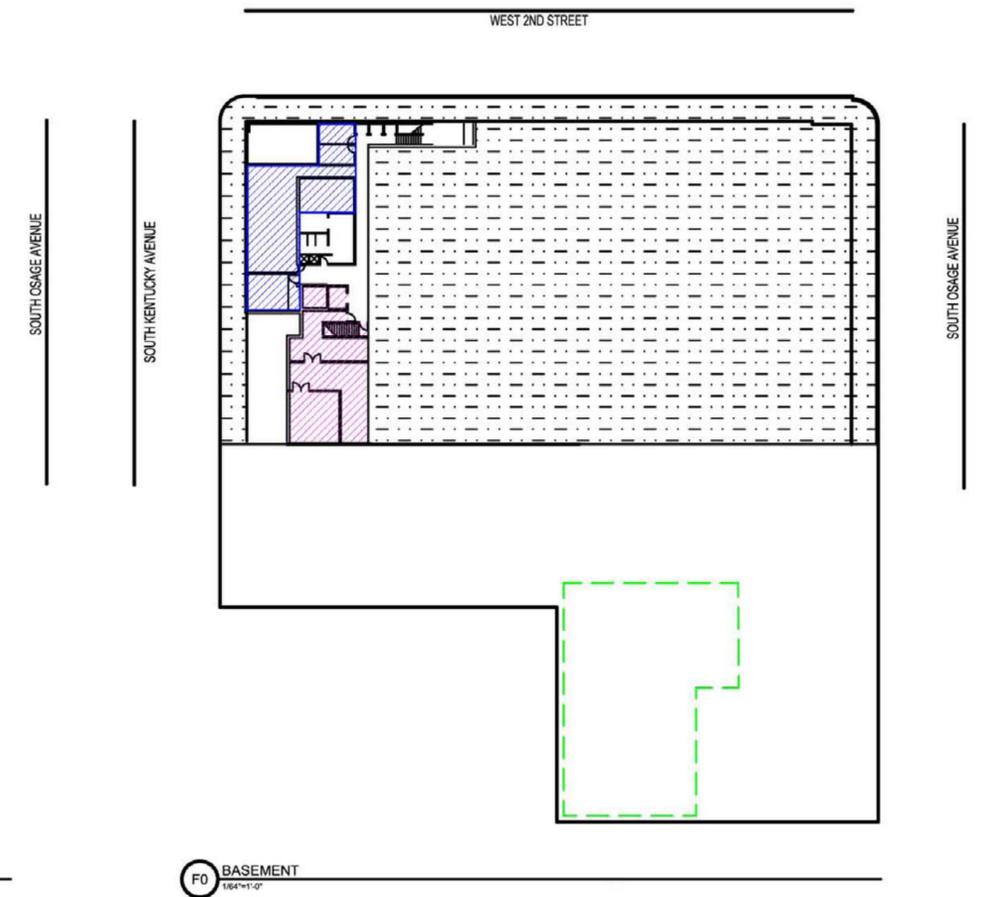
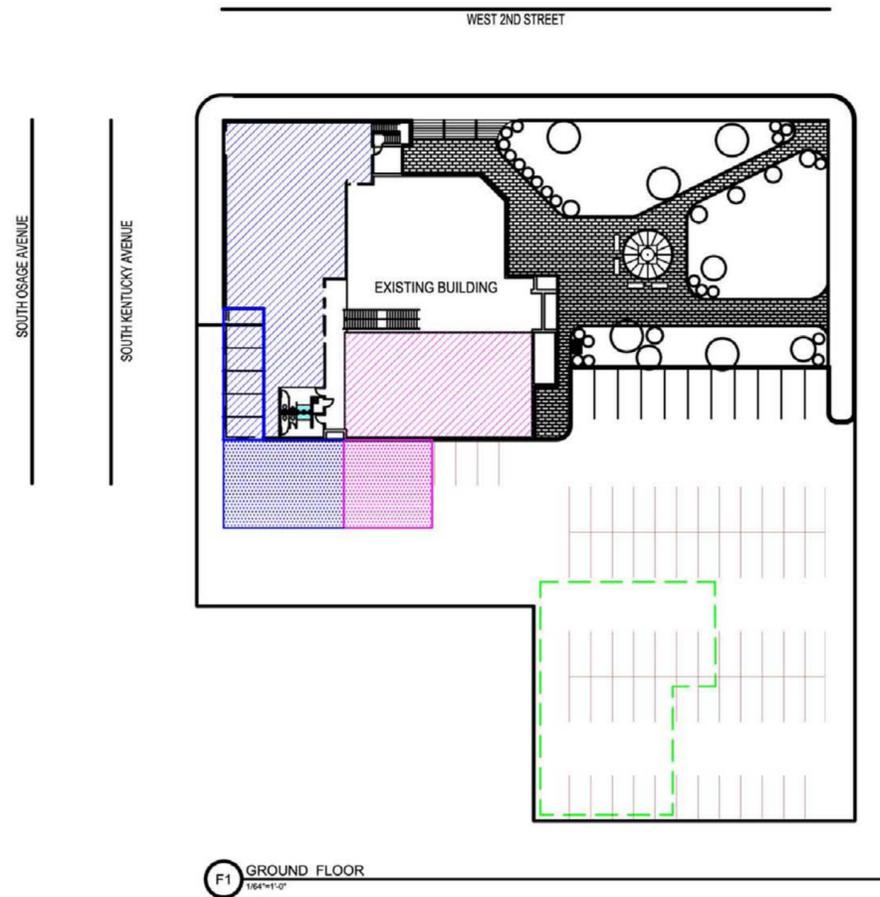
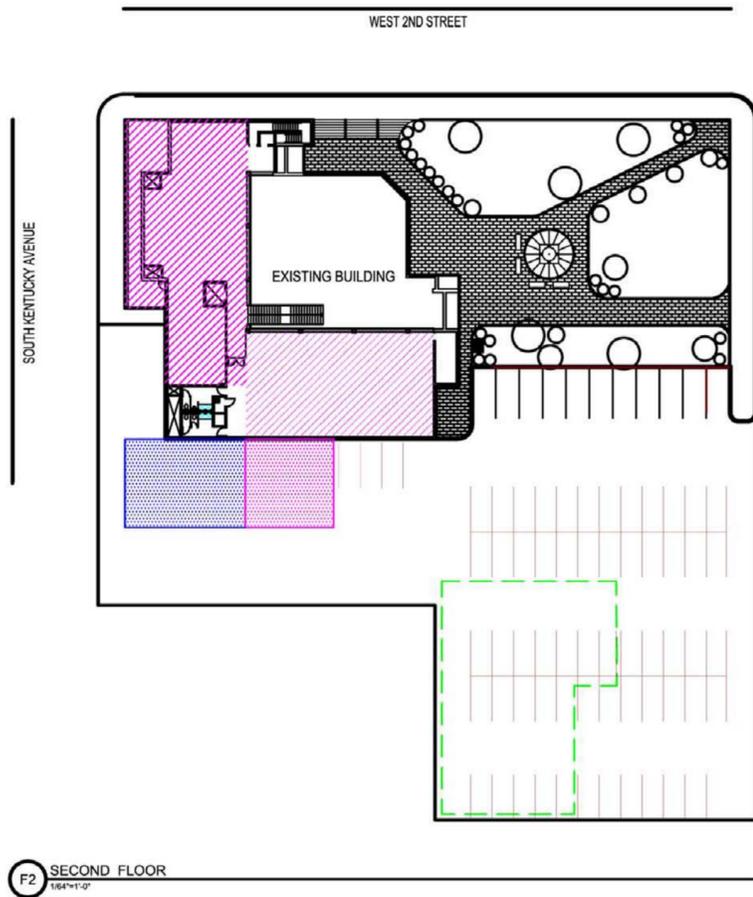
- NEW CONSTRUCTION
- NEW WORKSTATIONS



SEDALIA SPACE PLAN
 CITY OF SEDALIA, MISSOURI



SCENERIO B
 ADDITION TO ACCOMODATE LONG TERM SPACE NEEDS



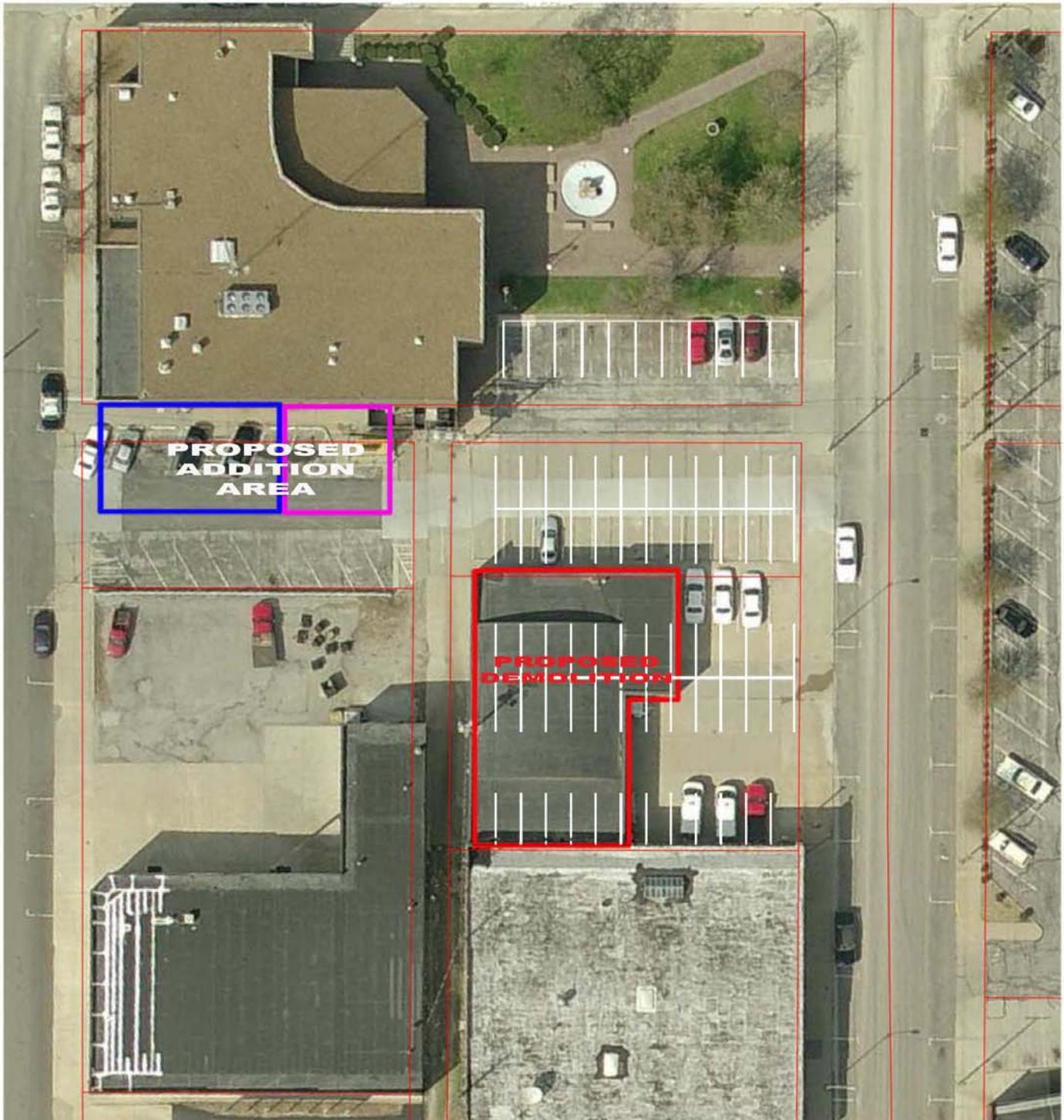
N

LEGEND

-  EXISTING CITY HALL
-  EXISTING POLICE STATION
-  PROPOSED CITY HALL
-  PROPOSED POLICE STATION

PROPOSED ADDITION:
 2200 SF. CITY HALL
 3300 SF. POLICE DEPARTMENT

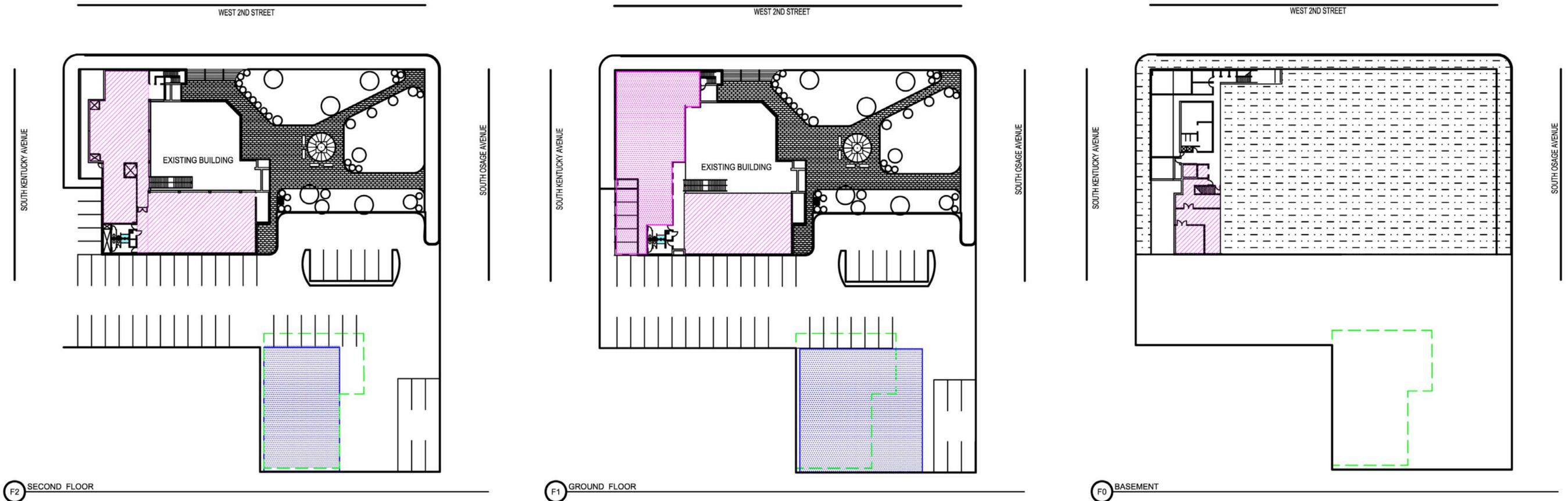
SCENARIO B
ADDITION TO ACCOMMODATE LONG TERM SPACE NEEDS



SEDALIA SPACE PLAN
CITY OF SEDALIA, MISSOURI



SCENERIO C
 NEW BUILDING TO ACCOMODATE LONG TERM SPACE NEEDS



LEGEND	
	EXISTING CITY HALL
	PROPOSED CITY HALL
	PROPOSED POLICE STATION

PROPOSED NEW POLICE FACILITY APPROX. 9955 SF.
 CITY HALL TO TAKE OVER APPROX. 2,500 SF OF
 VACATED POLICE STATION SPACE.

SEDALIA SPACE PLAN
 CITY OF SEDALIA, MISSOURI





**SEDALIA SPACE PLANNING
CITY OF SEDALIA, MISSOURI**

Shaughnessy Fickel & Scott Architects Inc.

PROJ. NO. 07729

SFS PROJ. NO. 07729

DRAWING:

SCENARIO C
NEW BUILDING TO
ACCOMMODATE LONG
TERM SPACE NEEDS

**City of Sedalia Space Needs Study
Project Budget Summary
October 14, 2007**

**Scenario A
Renovation for Immediate Needs**

Construction Costs		
Basement Level Police	\$25,000	
First Floor Finance (option 1 or 2)	\$225,000	
First Floor Police (option 1 or 2)	\$325,000	
Second Floor PW/Codes	\$300,000	
subtotal construction costs		\$875,000
Other Project Costs		
Furnishings Allowance	\$215,000	
A/V Equipment Allowance	\$35,000	
Contingency Allowance	\$225,000	
Project Expenses and Fees	\$162,000	
subtotal other project costs		\$637,000
Total Project Cost		\$1,512,000
Add 2nd Floor Exec Conf Room Mods		
Construction Costs	\$75,000	
Other Project Costs	\$10,000	
Total 2nd Floor Exec Conf Room Mods		\$85,000

Notes:

The above figures are based on current construction costs and exclude temporary relocation costs, finance expenses or other city administration costs.

"Project expenses and fees" includes moving expenses, phone/data, minor testing during construction, professional fees and expenses.

**City of Sedalia Space Needs Study
Project Budget Summary
October 14, 2007**

**Scenario B
Addition to Existing City Hall**

Construction Costs	\$1,225,000
Furnishings Allowance	\$150,000
A/V Equipment Allowance	\$125,000
Security Allowance	\$20,000
Contingency Allowance	\$304,000
Project Expenses and Fees	\$273,600
Total Project Costs	\$2,097,600

**Scenario C
New Police Building and Renovation of City Hall**

Construction Costs	\$2,300,000
Furnishings Allowance	\$200,000
A/V Equipment Allowance	\$125,000
Security Allowance	\$20,000
Contingency Allowance	\$529,000
Project Expenses and Fees	\$476,100
Total Project Costs	\$3,650,100

Notes:

The above figures are based on current construction costs and exclude temporary relocation costs, dispatch relocation costs, finance expenses or other city administration costs.

"Project expenses and fees" includes moving expenses, phone/data, soils testing, survey, testing during construction, professional fees and expenses.

Yes ? No

Materials & Resources 14 Points

Y							
				Prereq 1	Storage and Collection of Recyclables		Required
				Credit 1.1	Tenant Space, Long Term Commitment		1
				Credit 1.2	Building Reuse, Maintain 40% of Interior Non-Structural Components		1
				Credit 1.3	Building Reuse, Maintain 60% of Interior Non-Structural Components		1
				Credit 2.1	Construction Waste Management, Divert 50% From Landfill		1
				Credit 2.2	Construction Waste Management, Divert 75% From Landfill		1
				Credit 3.1	Resource Reuse, 5%		1
				Credit 3.2	Resource Reuse, 10%		1
				Credit 3.3	Resource Reuse, 30% Furniture and Furnishings		1
				Credit 4.1	Recycled Content, 10% (post-consumer + 1/2 pre-consumer)		1
				Credit 4.2	Recycled Content, 20% (post-consumer + 1/2 pre-consumer)		1
				Credit 5.1	Regional Materials, 20% Manufactured Regionally		1
				Credit 5.2	Regional Materials, 10% Extracted and Manufactured Regionally		1
				Credit 6	Rapidly Renewable Materials		1
				Credit 7	Certified Wood		1

Yes ? No

Indoor Environmental Quality 17 Points

Y							
				Prereq 1	Minimum IAQ Performance		Required
				Prereq 2	Environmental Tobacco Smoke (ETS) Control		Required
				Credit 1	Outside Air Delivery Monitoring		1
				Credit 2	Increased Ventilation		1
				Credit 3.1	Construction IAQ Management Plan, During Construction		1
				Credit 3.2	Construction IAQ Management Plan, Before Occupancy		1
				Credit 4.1	Low-Emitting Materials, Adhesives and Sealants		1
				Credit 4.2	Low-Emitting Materials, Paints and Coatings		1
				Credit 4.3	Low-Emitting Materials, Carpet Systems		1
				Credit 4.4	Low-Emitting Materials, Composite Wood and Laminate Adhesives		1
				Credit 4.5	Low-Emitting Materials, Systems Furniture and Seating		1
				Credit 5	Indoor Chemical and Pollutant Source Control		1
				Credit 6.1	Controllability of Systems, Lighting		1
				Credit 6.2	Controllability of Systems, Temperature and Ventilation		1
				Credit 7.1	Thermal Comfort - Compliance		1
				Credit 7.2	Thermal Comfort - Monitoring		1
				Credit 8.1	Daylight & Views - Daylight 75% of Spaces		1
				Credit 8.2	Daylight & Views - Daylight 90% of Spaces		1
				Credit 8.3	Daylight & Views - Views for 90% of Seated Spaces		1

Yes ? No

Innovation & Design Process 5 Points

				Credit 1.1	Innovation in Design: Provide Specific Title		1
				Credit 1.2	Innovation in Design: Provide Specific Title		1
				Credit 1.3	Innovation in Design: Provide Specific Title		1
				Credit 1.4	Innovation in Design: Provide Specific Title		1
				Credit 2	LEED™ Accredited Professional		1

Yes ? No

Project Totals (pre-certification estimates) 57 Points

Certified: 21 to 26 points, Silver: 27 to 31 points, Gold: 32 to 41 points, Platinum: 42 to 57 points



LEED for New Construction v2.2 Registered Project Checklist

Project Name:
Project Address:

Yes ? No

Sustainable Sites 14 Points

<input checked="" type="checkbox"/>	Prereq 1	Construction Activity Pollution Prevention	Required
<input type="checkbox"/>	Credit 1	Site Selection	1
<input type="checkbox"/>	Credit 2	Development Density & Community Connectivity	1
<input type="checkbox"/>	Credit 3	Brownfield Redevelopment	1
<input type="checkbox"/>	Credit 4.1	Alternative Transportation , Public Transportation Access	1
<input type="checkbox"/>	Credit 4.2	Alternative Transportation , Bicycle Storage & Changing Rooms	1
<input type="checkbox"/>	Credit 4.3	Alternative Transportation , Low-Emitting & Fuel-Efficient Vehicles	1
<input type="checkbox"/>	Credit 4.4	Alternative Transportation , Parking Capacity	1
<input type="checkbox"/>	Credit 5.1	Site Development , Protect or Restore Habitat	1
<input type="checkbox"/>	Credit 5.2	Site Development , Maximize Open Space	1
<input type="checkbox"/>	Credit 6.1	Stormwater Design , Quantity Control	1
<input type="checkbox"/>	Credit 6.2	Stormwater Design , Quality Control	1
<input type="checkbox"/>	Credit 7.1	Heat Island Effect , Non-Roof	1
<input type="checkbox"/>	Credit 7.2	Heat Island Effect , Roof	1
<input type="checkbox"/>	Credit 8	Light Pollution Reduction	1

Yes ? No

Water Efficiency 5 Points

<input type="checkbox"/>	Credit 1.1	Water Efficient Landscaping , Reduce by 50%	1
<input type="checkbox"/>	Credit 1.2	Water Efficient Landscaping , No Potable Use or No Irrigation	1
<input type="checkbox"/>	Credit 2	Innovative Wastewater Technologies	1
<input type="checkbox"/>	Credit 3.1	Water Use Reduction , 20% Reduction	1
<input type="checkbox"/>	Credit 3.2	Water Use Reduction , 30% Reduction	1

Energy & Atmosphere 17 Points

<input checked="" type="checkbox"/>	Prereq 1	Fundamental Commissioning of the Building Energy Systems	Required
<input checked="" type="checkbox"/>	Prereq 2	Minimum Energy Performance	Required
<input checked="" type="checkbox"/>	Prereq 3	Fundamental Refrigerant Management	Required

***Note for EAc1:** All LEED for New Construction projects registered after June 26th, 2007 are required to achieve at least two (2) points under EAc1.

<input type="checkbox"/>	Credit 1	Optimize Energy Performance	1 to 10
<input type="checkbox"/>		10.5% New Buildings or 3.5% Existing Building Renovations	1
<input type="checkbox"/>		14% New Buildings or 7% Existing Building Renovations	2
<input type="checkbox"/>		17.5% New Buildings or 10.5% Existing Building Renovations	3
<input type="checkbox"/>		21% New Buildings or 14% Existing Building Renovations	4
<input type="checkbox"/>		24.5% New Buildings or 17.5% Existing Building Renovations	5
<input type="checkbox"/>		28% New Buildings or 21% Existing Building Renovations	6
<input type="checkbox"/>		31.5% New Buildings or 24.5% Existing Building Renovations	7
<input type="checkbox"/>		35% New Buildings or 28% Existing Building Renovations	8
<input type="checkbox"/>		38.5% New Buildings or 31.5% Existing Building Renovations	9
<input type="checkbox"/>		42% New Buildings or 35% Existing Building Renovations	10
<input type="checkbox"/>	Credit 2	On-Site Renewable Energy	1 to 3
<input type="checkbox"/>		2.5% Renewable Energy	1
<input type="checkbox"/>		7.5% Renewable Energy	2
<input type="checkbox"/>		12.5% Renewable Energy	3
<input type="checkbox"/>	Credit 3	Enhanced Commissioning	1
<input type="checkbox"/>	Credit 4	Enhanced Refrigerant Management	1
<input type="checkbox"/>	Credit 5	Measurement & Verification	1
<input type="checkbox"/>	Credit 6	Green Power	1

continued...

