

Independence, Kansas

City Hall Master Plan

Summary of Program Areas

Program Name	Program		Updated Program	
	Program SF	Total	Program SF	Total
City Departments				
Administration	2,237		2,407	
Finance & Records -- City Clerk's Office	1,404		1,480	
Public Works / Engineering/Utilities	1,416		1,032	
Housing Authority	1,007		1,228	
Court Clerk	1,020		768	
Commission Room / Municipal Court	1,958		1,936	
Information Technology	578		578	
General Support Spaces	3,270		2,130	
Sub-Total		12,889		11,558
Building Grossing Factor	20%	2,578	20%	2,312
TOTAL		15,467		13,870
			<i>delta</i>	<i>(1,598)</i>
Police Department				
Administration	1,080		1,140	
Investigations	624		624	
Evidence	2,300		4,209	
Patrol	1,572		2,057	
Dispatch	1,315		1,411	
Booking	1,481		1,251	
Staff Support Services	1,856		2,473	
KBI	483		504	
Sub-Total		10,711		13,669
Grossing Factor	20%	2,142	20%	2,734
TOTAL		12,854		16,402
			<i>delta</i>	<i>3,549</i>
Fire Department				
Administration	780		1,020	
Support	1,320		2,208	
Living Quarters	2,753		2,904	
Apparatus Bay / Support	10,340		12,760	
Sub-Total		15,193		18,892
Grossing Factor	20%	3,039	20%	3,778
TOTAL		18,232		22,671
			<i>delta</i>	<i>4,439</i>
PROGRAM SUMMARY				
City Departments	15,467		13,870	
Police Department	12,854		16,402	
Fire Department	18,232		22,671	
TOTAL	46,552		52,943	
	<i>delta</i>	<i>5,904</i>	<i>delta</i>	<i>6,390</i>

City Departments	PROGAM			UPDATED PROGAM			Comments
	Qty.	SF/area	Sub-Total Total	Qty.	SF/area	Sub-Total Total	
Administration							
City Manager Office	1	200	200	1	200	200	Office plus meeting area for 3-5
Assistant City Manager Office	1	180	180	1	180	180	Office plus meeting area for 3
G.I.S. Manager / Flex Office	1	100	100	1	120	120	Part time / 2-workstations
Dir of Public Safety / Code Enforcement	1	180	180	1	180	180	Office plus meeting area for 3
Building Inspection Office	1	120	120	1	120	120	Office could be adjacent to Public Works
Flex Office	1	100	100	-	100	-	(2) workstations for city staff
Reception workstation	-	-	-	1	72	72	
Large Conference Room	1	220	220	1	400	400	12 people
Small Conference Room	1	180	180	1	150	150	5 people, used by auditors
Coffee area	1	20	20	1	20	20	
Copy/Workroom	1	120	120	1	120	120	
Maps/Plans/Plotter Room	1	200	200	1	200	200	
Staff Restrooms	1	64	64	1	64	64	
Storage- Secure	1	80	80	1	80	80	
Storage- General	1	100	100	1	100	100	
Sub-Total			1,864			2,006	
Grossing Factor			20%			20%	401
TOTAL			2,237			2,407	

Finance & Records -- City Clerk's Office							
Director Office	1	180	180	1	180	180	Office plus meeting area for 3
Deputy City Clerk Office	1	80	80	1	120	120	Workstation
Accounts Receivable Office				1	120	120	Workstation
Treasure / City Clerk Workstation	1	80	80	1	80	80	Workstation to be in clerk area
Laserfiche Station	1	40	40	1	40	40	adjacent to above workstation
Secure Public Counter	1	100	100	2	48	96	(2) full-time staff workstations
Secure Public Counter (temp)	1	40	40	1	48	48	(1) flex-staff workstation
Secure Public Waiting	1	120	120	1	150	150	Seating for 6, public kiosk
Open Office	2	80	160				
Coffee area	1	20	20	1	20	20	
Copy/Workroom	1	120	120	1	160	160	Mail distribution
Storage- Secure	1	150	150	1	120	120	
Storage- General	1	100	100	1	120	120	Central supply
Sub-Total			1,190			1,254	
Grossing Factor			18%			18%	226
TOTAL			1,404			1,480	

Public Works / Engineering/Utilities							
Public Works Director Office	1	180	180	1	180	180	
Utilities Director Office	1	180	180	1	180	180	
Maintenance Office	1	100	100	-	100	-	
Flat Files Storage	1	500	500	1	500	500	Archive storage, utilize high density storage
Conference Room	1	220	220	-	220	-	
Coffee area	1	8	8	1	20	20	
Storage- General	1	100	100	1	100	100	

	PROGAM			UPDATED PROGAM			Comments
	Qnty.	SF/area	Sub-Total Total	Qnty.	SF/area	Sub-Total Total	
Copy/Workroom	1	80	80	1	80	80	Could be shared depending on location
Sub-Total			1,180			860	
Grossing Factor			20%			20%	172
TOTAL			1,416			1,032	

Housing Authority

Director	1	180	180	1	180	180	
Public Waiting	1	115	115	1	115	115	
Reception	1	88	88	1	88	88	Open workstation
Office				2	180	360	Meeting for 3 people
Meeting Room	1	176	176				
Records	1	100	100	1	100	100	
Coffee area	1	20	20	1	20	20	
Storage- General	1	80	80	1	80	80	
Copy/Workroom	1	80	80	1	80	80	Could be shared depending on location
Sub-Total			839			1,023	
Grossing Factor			20%			20%	205
TOTAL			1,007			1,228	

Court Clerk

Court Clerk	1	160	160	1	160	160	Adjacent to finance
Copy/Workroom	1	80	80	1	80	80	Open office with public window/pay counter
Active files	1	80	80	1	150	150	Could be shared depending on location
Archive Files	1	160	160				
Judge Chambers	1	100	100	1	100	100	
City Prosecutor	1	100	100	1	100	100	
Laserfiche Station	1	30	30	1	30	30	Workstation
Coffee area	1	20	20	1	20	20	Could be shared depending on location
Meeting Room	1	120	120				
Sub-Total			850			640	
Grossing Factor			20%			20%	128
TOTAL			1,020			768	

	PROGAM			UPDATED PROGAM			Comments
	Qty.	SF/area	Sub-Total Total	Qty.	SF/area	Sub-Total Total	
Commission Room / Municipal Court							
Meeting Room	1	1,500	1,500	1	1,500	1,500	Dais have seating for 10 people
Attorney / Client Meeting	1	100	80	1	100	80	
Storage	1	100	100	1	100	100	Table and chairs
AV	1	80	80	1	80	80	
Sub-Total			1,760			1,760	
Grossing Factor			10%			10%	176
TOTAL			1,936			1,936	
Information Technology							
Workroom / Office	1	175	175	1	175	175	(2) workstations
Server Room	1	250	250	1	250	250	
Storage	1	100	100	1	100	100	
Sub-Total			525			525	
Grossing Factor			10%			10%	53
TOTAL			578			578	
General Support Spaces							
Traning Room	1	1000	1,000			-	Use of commisson chambers or EOC
Meeting Room, small	1	250	250	1	150	150	
Meeting Room, medium	1	350	350	1	300	300	
Break Room	1	150	150	1	350	350	
Staff Restrooms	4	70	280	4	70	280	Depends on the building layout
Lobby	-	0	-	-	0	-	In grossing factor
Public Restrooms	4	80	320	4	80	320	Depends on the building layout
Stairs	-	0	-	-	0	-	In grossing factor
Elevator	-	0	-	-	0	-	In grossing factor
Janitor Closet	3	25	75	3	25	75	
Data Rooms	3	50	150	3	50	150	
Electrical Rooms	3	50	150	3	50	150	
Sub-Total			2,725			1,775	
Grossing Factor			20%			20%	355
TOTAL			3,270			2,130	

	PROGAM			UPDATED PROGAM			Comments
	Qnty.	SF/area	Sub-Total Total	Qnty.	SF/area	Sub-Total Total	
Police Department							
Administration							
Police Chief Office	1	180	180	1	180	180	
Captain Office	1	180	180	1	150	150	
Administration office	1	120	120	1	120	120	
Lt's Office							
Conference Room	1	220	220	1	320	320	8-10 people
Secure Storage	1	100	100	1	100	100	
Copy/Workroom/ Coffee	1	100	100	1	80	80	
Sub-Total			900			950	
Grossing Factor			20%			20%	190
TOTAL			1,080			1,140	
Investigations							
Detective's Office	2	120	240	2	120	240	
Secure Storage	1	100	100	1	100	100	
Interview Rooms	2	90	180	2	90	180	(1) hard and (1) soft rooms
Sub-Total			520			520	
Grossing Factor			20%			20%	104
TOTAL			624			624	
Evidence							
Bag and Tag Work area	1	120	120	1	120	120	
Lab / Evidence Processing	1	180	180	1	180	180	
Evidence Storage-Short Term	1	500	500	1	500	500	
Evidence Storage-Long Term	1	1,200	1,200	1	2,400	2,400	
Large Evidence Sallyport				1	60	60	access from vehicle sallyport
Found Property				1	400	400	
Sub-Total			2,000			3,660	
Grossing Factor			15%			15%	549
TOTAL			2,300			4,209	
Patrol							
Sergeant's Office	1	320	320	2	150	300	(2) office with (2) workstations each
School Resource Officer	1	100	100	1	100	100	
Animal Control	1	100	100	1	100	100	
Patrol Roll Call	1	280	280	1	280	280	6-8 people
Patrol Report Writing	1	140	140	1	140	140	(3) workstations, office mailboxes
Patrol Equipment	1	80	80	1	80	80	
Weapons Cleaning	1	50	50	1	50	50	
Armory	1	120	120	1	120	120	
Quartermaster	1	120	120	1	120	120	
Child In Need of Care Area				1	200	200	
CINC Bedroom				1	80	80	

	PROGAM			UPDATED PROGAM			Comments
	Qty.	SF/area	Sub-Total Total	Qty.	SF/area	Sub-Total Total	
CINC Restroom				1	64	64	
CINC Storage				1	80	80	
Sub-Total			1,310			1,714	
Grossing Factor		20%	262			20%	343
TOTAL			1,572			2,057	

Dispatch							
							Hardened space
City Dispatch Stations (full)	2	80	160	2	80	160	
City Dispatch Stations (backup)	1	64	64	1	64	64	
City Dispatch Supervisor				1	120	120	Office
Records workstation	1	64	64	1	64	64	
County Dispatch station	2	80	160		80	-	
County Dispatch Supervisor	1	120	120		120	-	
Work area / Copy / Print	1	50	50	1	50	50	
Break area / Staff lockers	1	150	150	1	150	150	
Restroom	1	68	68	1	68	68	
Records Storage (City)	1	180	180	1	180	180	
Records Storage (County)	1	80	80		80	-	
Server room				1	200	200	
Server Workroom				1	120	120	
Sub-Total			1,096			1,176	
Grossing Factor		20%	219			20%	235
TOTAL			1,315			1,411	

Booking							
Booking	1	240	240	1	240	240	Cuff bench, ID, BAC
Booking restroom	1	48	48	1	48	48	
Sally port	1	800	800	1	600	600	
Patrol Bicycle / General Storage	1	200	200	1	200	200	
K9 Room				1	80	80	
Sub-Total			1,288			1,088	
Grossing Factor		15%	193			15%	163
TOTAL			1,481			1,251	

Staff Support Services							
Breakroom	1	300	300	1	300	300	
Male Restroom / Locker room	1	660	660	1	800	800	20 Lockers w/ restroom and showers
Female Restroom / Locker room	1	480	480	1	480	480	16 Lockers w/ restroom and showers
Restroom- Staff				2	80	160	Depending on layout
Restroom - Public	2	80	160	2	80	160	

	PROGAM				UPDATED PROGAM				Comments
	Qty.	SF/area	Sub-Total	Total	Qty.	SF/area	Sub-Total	Total	
Server Room	-	-	-	-	-	-	-	-	Included in dispatch
General Storage	1	256	256	-	1	250	250	-	
Sub-Total				1,856				2,150	
Grossing Factor			15%	278			15%	323	
TOTAL				2,134				2,473	

KBI									
	Qty.	SF/area	Sub-Total	Total	Qty.	SF/area	Sub-Total	Total	Comments
Office	1	320	320	-	4	80	320	-	(4) workstations in a office
Interview room	1	100	100	-	1	100	100	-	
Sub-Total				420				420	
Grossing Factor			15%	63			20%	84	
TOTAL				483				504	

	PROGAM			UPDATED PROGAM			Comments
	Qty.	SF/area	Sub-Total Total	Qty.	SF/area	Sub-Total Total	
Fire Department							
Administration							
Fire Chief Office	1	180	180	1	180	180	
Captain Office	1	150	150	1	150	150	
Lead Medic Office	1	120	120	1	120	120	
EMS Report Room				1	220	220	(3) workstations
Workroom / Copy	1	80	80	1	60	60	
Records Storage	1	120	120	1	120	120	
Sub-Total			650			850	
Grossing Factor		20%	130		20%	170	
TOTAL			780			1,020	
Support							
Training Room / EOC	1	550	550	1	750	750	Emergency Operations Center, ICC 500 rated room
EOC Storage				1	100	100	
Table and Chair Storage				1	80	80	
Kitchenette				1	60	60	
Restroom	1	80	80	2	80	160	
Exercise Room	1	470	470	1	470	470	
Restroom/Shower				1	120	120	
Vestibule / Day lockers				1	100	100	For outside city staff use
Sub-Total			1,100			1,840	
Grossing Factor		20%	220		20%	368	
TOTAL			1,320			2,208	
Living Quarters							
Living / Dayroom	1	330	330	1	330	330	
Dining Hall	1	270	270	1	270	270	Dining for 10 people
Kitchen	1	200	200	1	200	200	(3) refrigerators
Pantry / Storage	1	50	50	3	25	75	one per shift
Sleeping Quarters - total	10	96	960	10	96	960	10 bedrooms
Shower / Restrooms - total		0	0		0	0	
Individual Restroom/Shower	4	75	300	4	75	300	
Individual Restroom/Shower (ADA)	1	95	95	1	95	95	
Locker Area	1	25	25	30	3	90	(30) 18" w x 24"d lockers in hallway
Janitor/Storage	1	64	64	1	40	40	
Washer / Dryer				1	60	60	
Sub-Total			2,294			2,420	
Grossing Factor		20%	459		20%	484	
TOTAL			2,753			2,904	

	PROGAM			UPDATED PROGAM			Comments
	Qty.	SF/area	Sub-Total	Qty.	SF/area	Sub-Total	
Apparatus Bay / Support							
Shift Office	1	250	250	1	250	250	
Workshop / Laundry / Decon	1	200	200	1	200	200	
Turn Out Gear	1	360	360	1	360	360	
Mechanical / Janitor	1	300	300	1	300	300	
SCBA / Compressor	1	210	210	1	210	210	
Hose Tower	-	-	-	2	100	200	Two-story element
Medical Storage	1	80	80	1	80	80	
Apparatus Bay	1	8,000	8,000	1	10,000	10,000	
Sub-Total			9,400			11,600	
Grossing Factor			10%			10%	1,160
TOTAL			10,340			12,760	

Summary			
Administration		780	1,020
Support		1,320	2,208
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Apparatus Bay / Support		10,340	12,760
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Grossing Factor	20%	3,039	3,778
TOTAL		18,231	22,670