



**WILSON ESTES POLICE ARCHITECTS**  
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*exclusively dedicated to public  
safety facility planning since 1978*

# **NEED ASSESSMENT STUDY FOR A NEW JUSTICE CENTER**

O'FALLON, MISSOURI

**AUGUST 7, 2013**



# O'FALLON JUSTICE CENTER O'FALLON, MISSOURI

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## NEED ASSESSMENT STUDY AUGUST 7, 2013

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## **SECTION 1.0 – EXECUTIVE SUMMARY**

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## INTRODUCTION

The O’Fallon Police Department and Municipal Court occupy a portion of the existing municipal complex at 100 North Main Street in O’Fallon, Missouri. This complex was constructed during several different time periods and was originally religious and education usage and was owned and operated by the Sisters of the Most Precious Blood. The original portion of the facility dates back to the 1920’s with additions in the 1960’s for educational purposes. The City of O’Fallon purchased their portion of the original complex in the late 1990’s and renovated it for municipal use, occupying the facility in 1999.

The personnel growth of the department over the years and the evolution of modern policing methods and technologies have created a demand that exceeds the current facility’s capability to support all operational demands. Even more critical, the deficient conditions will only continue to worsen as police staff size increases to meet the needs of the growing O’Fallon population. It is estimated that the resident population could exceed 120,000 within the next twenty-five years.

The primary purpose of this need assessment study, is to establish the space needs of the O’Fallon Police Department and Municipal Court, provide an evaluation of the current facilities, determine the best scenario or scenarios for the development of the programmed space needs, and establish the probable cost associated with the development of a new facility. The site selection process and evaluation of possible sites to support law enforcement operations can commence utilizing the results of the need assessment study with the results of the site selection process being submitted separately. The results of the need assessment and site selection processes together will then provide decision makers with the knowledge to proceed into the next phase of the project, and provide the foundation to move forward with design and construction.

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## METHODOLOGY

Information contained within this Need Assessment will focus the direction of the development process, and form the foundation for the design of a public safety facility accommodating 25-years of department growth. It outlines the probable construction cost, site selection considerations, and desirable building configurations. Development of each of these important issues requires first the establishment of the total need for space. The primary factors driving the need for space in a building are the personnel assigned to the facility, the activities performed, and the accessory support space required to occupy the space. Accurately identifying space needs in 25-years requires the establishment of personnel projections over that time. The baseline for these projections is represented by the personnel currently budgeted to each department division.



**Identifying Space Needs Through an Interactive Process**

The need assessment process began with meetings between Architects and representatives of the Police Department, Municipal Court and other City representatives. Architects catalogued all currently budgeted personnel within each division of the departments. The development of activity spaces to support facility personnel is based upon known operations of the O’Fallon Police Department and Municipal Court and the Architect’s expertise in the development of this facility type.

The group meeting format is intended to promote discussion of every space element identified, and separate wants from needs. This process ensures the development of a facility containing the space required for the department to provide the service expected by the community in a safe and efficient manner without unnecessary or excessive space.

The compilation of all current space needs through these interactive meetings forms the baseline from which all future need projections are developed.

**Personnel Growth Accommodation**

The number of personnel in the department is the primary determinant of the space requirement. Therefore, a properly sized building requires projecting the appropriate number of personnel who will occupy the building. Architects worked with public safety managers in ascertaining likely personnel growth in the department over the next 25-years. These discussions were informed by current city population estimates, US census information and historical population increase rates over the last several decades. Current personnel counts were adjusted to reflect understood increases in staffing that should occur in the short term. The department personnel increase forecasted to the future reflects an understanding that the level of service to the citizens of O’Fallon should be maintained.

<b>DEPARTMENT DIVISION</b>	<b>2013 PERSONNEL</b>	<b>2038 PERSONNEL</b>
Administration	6	9
Support Services	23.5	32
Communications	20	26
Patrol	106	144
Investigations	20	27
Emergency Management	1	1
Evidence & Property	2	3
Prisoner Processing	6	9
Municipal Court	5	7
Building Support	0	1
<b>PERSONNEL TOTALS</b>	<b>189.5</b>	<b>259</b>
<b>RESIDENT POPULATION</b>	<b>81,535</b>	<b>120,063</b>

- Table 1.1 -

**National Space Standards**

Once all personnel, activities, and support functions were identified through group meetings, square footage was assigned to each element. A determination of space for each element can be very subjective. Therefore, accurately assigning the appropriate amount of space is based upon area derived from a database of previously designed facilities and tailored to fit the way the O’Fallon Police Department and Municipal Court needs to operate. One component factored into the determination of space assigned to a specific Functional Element is the use of planning standards for public safety facilities. This can come in many forms, but is primarily related to the size of a workstation, seating, or table requirement to perform a task, or multiple tasks within the functional element. It can also be a standard for a room size based on the area required to perform a known set of tasks. Application of space standards protects against criticism of overbuilding and provides insurance against premature obsolescence from providing a space of insufficient size.

### Building Configuration Development Through Adjacency Relationships

Adjacency relationships of functional space elements were developed with department managers to allow the user to participate in prioritizing how the components of the facility would most efficiently interact. With square footage assigned to all of the spaces, the Architects can begin to conceptualize diagrams of the building as shown in Section 4. The Architects can then begin to allocate the identified spaces to various floor levels without compromising the integrity of functional relationships.

### Existing Facilities

The planning team evaluated the current facilities being utilized by the O'Fallon Police Department and Municipal Court. There are three components to this evaluation; (1) compare the existing space available to the police department compared to actual space needs for the O'Fallon Police Department and Municipal Court, (2) determine the effects on public safety operations due to constraints of the existing facilities, and (3) consider the viability for renovation of the existing municipal complex for sole use by the police department and municipal court should City Hall functions be located elsewhere.

### Site Considerations

The appropriateness of any site is related to the site's ability to meet certain minimum requirements. Of primary importance is a site with enough area to support building development. The building footprint area, parking required, and the portion of the site that is capable of being built upon after allowing for building setbacks and terrain impediments determine the minimum size of the site. The two components to a site analysis process are (1) the ability of a given site to support the established space needs and parking required, and (2) determining if a site best meets the operational goals of the Police Department and Municipal Court.

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### Cost By Application of National Averages

A statement of probable cost is developed utilizing square footage unit costs. The unit cost is developed from Wilson Estes Police Architects database of national average costs for public safety facilities. This number is adjusted by a regional cost factor for the O'Fallon region, further adjusted for inflation to the current day.

### SPACE NEEDS PROGRAMMING

A summary of the space needs requirements for the O'Fallon Police Department and Municipal Court is listed in the table below.

<b>DIVISION</b>	<b>2013 STAFF</b>	<b>2013 SPACE</b>	<b>2038 STAFF</b>	<b>2038 SPACE</b>
Administration	6	2,175	9	2,870
Support Services	23.5	2,865	32	3,740
Communications	20	1,330	26	1,710
Patrol	106	2,770	144	4,850
Investigations	20	2,780	27	3,370
Emergency Mgmt.	1	225	1	275
Evidence & Property	2	3,120	3	3,725
Prisoner Processing	6	2,905	9	3,550
Municipal Court	5	4,070	7	4,350
Building Support	0	11,320	1	13,655
<b>Subtotal (Net Area)</b>	<b>189.5</b>	<b>33,560</b>	<b>259</b>	<b>42,095</b>
Accessory Space		1,007		1,263
Circulation Space		9,333		11,707
Walls & Unusable Space		3,951		4,956
<b>Building Total</b>		<b>47,851</b>		<b>60,020</b>
Firing Range	0	3,370	0	3,790
Garage	0	15,510	0	20,790
Walls & Unusable Space		1,735		2,212
<b>Garage &amp; Range Total</b>		<b>21,015</b>		<b>26,792</b>
<b>GRAND TOTAL</b>		<b>68,866</b>		<b>86,812</b>

- Table 1.2 -

**BUILDING CONFIGURATION**

The area of floor space at ground level, and the configuration of the perimeter of the building are referred to as the “footprint”. The footprint plays a significant role in the determination of the site area requirement or a given site’s ability to meet the requirements for building development. In the initial stages of the planning process, the primary method for establishing the footprint is by ascertaining the probable floor plate usage. That is to say on what floor level a specific functional element will be located. Making a determination of the most appropriate placement on a floor level - and therefore establishing the direction of the building’s design - requires an understanding of the required functional interaction.

The placement indicated in the table below is in part based on the adjacency diagrams developed as part of the study process. Through this process we also establish the number of floor plates, or stories. In the table that follows, three possible ways the building could efficiently be configured are identified.

	BASEMENT		FIRST FLOOR		SECOND FLOOR	
	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF
<b>Option 1</b>	30,135	34,713	24,675	35,182*	11,865	16,917
<b>Option 2</b>	8,010	10,148	28,320	39,604*	11,865	16,917
<b>Option 3</b>	8,010	10,148	26,625	37,187*	13,560	19,334

- Table 1.3 -

\* Represents the footprint area of the building.

Referring to the areas indicated in Table 1.3, Option #1 includes a basement parking garage and Options #2 and #3 do not. The smaller first floor footprint of Option #3 results in the best solution for development on a small site.

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**PARKING**

In addition to the size of the building footprint, the selected site should provide for necessary parking. Significant land area is consumed by vehicle parking. Therefore, this study estimates the number of required parking spaces on-site for the personnel using the facilities, currently, and in twenty-five years. In Table 1.4 staff parking is established for the daily peak use time, typically at a mid-afternoon shift change.

	2013 VEHICLE COUNT			2038 VEHICLE COUNT		
	Personal	Fleet	Total	Personal	Fleet	Total
<b>Spaces</b>	103	48	151	143	70	213

- Table 1.4 -

A parking garage is planned for the basement in Option #1 shown in Table 1.3. This garage would accommodate 56 fleet vehicles as well as patrol bicycles and motorcycles. Use of a basement parking garage offers convenient access in the event of major event turnout and protection for the City’s investment in technologically equipped vehicles used to protect and serve the citizens of O’Fallon.

Some fleet vehicles including some specialty vehicles and trailers could be stored in an outbuilding as an optional planning element. The outbuilding would accommodate the balance of specialty fleet vehicles and other sensitive vehicle storage needs among other department storage. While the convenience of below-building parking is not as much of a concern, the protection and reduced visibility of these expensive and/or sensitive vehicles deserves special consideration. An outbuilding also allows for a less expensive building construction type than would be possible if these vehicles were placed in an expanded basement area.

A total of 92 public parking spaces are required to meet current visitor needs, with a need for 97 spaces in the future.

This results in an overall parking requirement of 310 spaces. Please note that public and staff parking should be separate for reasons relating to safety, security and confidentiality.

**SITE DEVELOPMENT SCENARIOS**

With building configuration options and parking requirements determined it is possible to determine both ideal and minimum site requirements for development of a new facility. An ideal site would not only provide needed acreage for a building and parking but also allow for facility and parking expansion. Also important is adequate green space to create a pleasant and inviting environment for the public and staff. Other tangible benefits of green space relate to possibility of greater design flexibility and benefits to operating costs of the new facility. For example, with additional green space, a buffer is created between hard surface areas such as parking lots. The amount of absorbed heat being transferred to the building is reduced and cooling requirements are therefore less.

The ideal site requirement will allow for building expansion and increased longevity of the new facility. The minimum site requirement is usually best suited when only smaller properties are available, such as in an urban setting where zero lot-line style development is the norm.

**Site Development Scenario #1 (Building Configuration #1)**

Building Footprint	39,313 SF
Parking	97,600 SF
Mechanical Yard	1,600 SF
Miscellaneous Paved Area	6,000 SF
Expansion Area	11,794 SF
Open Area	274,100 SF
<b>Total Site Requirement</b>	<b>430,407 SF</b>
	<b>9.9 Acres</b>

This building footprint presumes that the firing range component, while located in the basement, would be outside of the primary building footprint for acoustic separation and the overall footprint is therefore greater than the value shown in Table 1.3.

This option also includes a basement parking garage. Without a basement parking garage, the site would need to be ½ acre larger in order to accommodate additional surface parking.

**Site Development Scenario #2 (Building Configuration #3)**

Building Footprint	37,187 SF
Parking	108,500 SF
Mechanical Yard	1,600 SF
Miscellaneous Paved Area	6,000 SF
Expansion Area	0 SF
Open Area	0 SF
<b>Total Site Requirement</b>	<b>153,287 SF</b>
	<b>3.5 Acres</b>

This scenario does not include a parking garage.

Due to the limitations of a small site on building configuration options, inability to expand beyond the 25-year point and environmental concerns related to minimal green space, it is our recommendation that the City give strong consideration to the larger site option. The smaller site option is presented merely as an illustration of what is possible with significant compromises, and should only be considered if suitable property availability necessitates the selection of a smaller site. Examples of hypothetical site usage for the recommended and minimal site options are illustrated in Section 5.

As an example, when evaluating the existing municipal complex with a total site size of 6.5 acres, the property does not provide adequate space for building and realistic parking needs. Further, neither of the garage or firing range functions, nor expansion to address long term needs, is possible given the size of this property.

**STATEMENT OF PROBABLE CONSTRUCTION COST**

Costs were developed for building construction options that represent the most likely development scenarios. Hard costs are the “bricks and mortar” construction cost of the building plus normal site development cost and other components necessary for law enforcement operations. Soft costs are those needed for the development of the project plus furnishings and cost contingencies. The costs reflect 2013 construction dollars. Cost was derived from a database of typical police facilities built around the country and adjusted for local cost conditions. Since this project is only at the planning phase, two years of construction cost escalation is included to establish a more realistic budget for the project.

**Building Configuration Option #1 – With Parking Garage**

Hard Cost	\$ 22,120,654
Soft Cost	\$ 3,969,387
Total Cost	\$ 26,090,041
Escalation	\$ 1,588,883
Project Budget	\$ 27,678,924

**Building Configuration Options #2 and #3 – Without Parking Garage**

Hard Cost	\$ 18,753,159
Soft Cost	\$ 3,486,933
Total Cost	\$ 22,240,092
Escalation	\$ 1,354,420
Project Budget	\$ 23,594,512

As the site selection process has not yet commenced, site acquisition costs were not included in the statement of probable construction cost prepared as part of this need assessment study. This probable cost assumes construction using a traditional competitive bid delivery method. Construction management or other alternative delivery method styles may add additional cost. These additional costs can be very difficult to quantify, but based upon our experience, we believe that construction management may add an additional 5% to 10% in cost.

**JUSTICE CENTER OPERATIONS COSTS**

When a capital improvement building project is considered, the costs associated with facility operations should also be considered. Expenses such as utility usage costs and routine maintenance and repair costs will exceed the cost of construction over the life of the building. The estimate prepared for the O’Fallon Justice Center includes utilities, routine maintenance and repair and personnel costs for positions made necessary specifically by the new facility. The operations expense estimate includes possible costs during the twenty-five year planning period with a reasonable annual cost escalation factor. The annual operations cost estimate is summarized below. Refer to Table 6.4 for more detailed information.

<u>YEAR</u>	<u>AMOUNT</u>	<u>YEAR</u>	<u>AMOUNT</u>
1	\$ 334,804	14	\$ 668,220
2	\$ 438,756	15	\$ 692,827
3	\$ 453,438	16	\$ 721,121
4	\$ 468,737	17	\$ 748,083
5	\$ 484,679	18	\$ 776,275
6	\$ 503,873	19	\$ 805,759
7	\$ 521,278	20	\$ 836,602
8	\$ 539,179	21	\$ 871,450
9	\$ 557,858	22	\$ 905,306
10	\$ 577,351	23	\$ 940,746
11	\$ 600,531	24	\$ 977,854
12	\$ 622,121	25	\$ 1,016,718
13	\$ 644,668		
		<b>TOTAL</b>	<b>\$ 16,708,234</b>

- Table 1.5 -

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**ANIMAL SHELTER**

As part of this need assessment study, the space needs and costs associated with a city-operated animal shelter were investigated. It was determined that a 7,915 square foot facility would be required to meet the service needs established City representatives. The costs associated with the development and construction of an animal shelter is as follows:

Hard Cost	\$ 1,687,101
<u>Soft Cost</u>	<u>\$ 435,856</u>
Total Cost	\$ 2,122,957
<u>Escalation</u>	<u>\$ 129,287</u>
Project Budget	\$ 2,252,244

Shelter operations expenses were also investigated. Operating budgets for shelters in neighboring communities were considered. The operations expense estimate for the animal shelter includes possible costs during the twenty-five year planning period with a reasonable annual cost escalation factor. The initial probable annual operations budget for an animal shelter operated by the City of O’Fallon is approximately \$214,000 which includes the identified personnel necessary to operate the shelter. Refer to Table 6.5 for more detailed information and yearly estimated costs through the planning period.

**EXISTING FACILITY**

An evaluation of the existing facility and how it might be renovated for sole use by the Police and Court use was included as part of this needs assessment study. The first step in this process was to establish actual project needs for a new facility and to determine deficiencies and issues of the existing facility affecting routine operations. Understanding the actual needs and the current issues affords a better understanding of how a renovated facility might or might not work to address the identified need.

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For this type of development scenario, all project costs must be considered to allow for a fully informed decision to be made. This includes the costs of conducting renovations, but also that of constructing a new City Hall facility to house those functions vacated from the existing facility. The costs due to delay of commencement of renovations until after a new City Hall is occupied as well as the costs due to a more lengthy project due to phasing renovations are also critical cost components to consider. Detailed investigation of the existing facility’s structure and mechanical/electrical systems is also required.

The age and condition of the existing facility and layout of the structural systems creates limitations on design solutions that can address the needs of the Police Department and Municipal Court. The site is also of inadequate size to provide the requisite parking required by current Municipal Code, and there is inadequate site area to provide for an expansion for the identified firing range component, as well as long term department expansion beyond those needs identified through the 25 year planning period.

The total probable costs of renovating the existing municipal complex for sole use by the Police Department and Municipal Court are summarized as follows:

New City Hall Facility	\$ 21,056,536
<u>Existing Facility Renovation</u>	<u>\$ 18,258,927</u>
Total Cost	\$ 39,315,463

By comparison, the cost of constructing a new Justice Center facility without a parking garage but including a firing range has been established as \$23,594,512. Due to the increased costs and the inability for a renovation to fully address the identified needs, the renovation development scenario does not appear to be viable. Please refer to Section 7 for more detailed information regarding this analysis process and the resulting findings.

Examples of existing facility deficiencies are included on the following pages, along with examples of suitable design standards for typical public safety facilities. Additional information regarding existing facilities is presented as part of Section 7.



EXISTING SALLY PORT



RECOMMENDED SALLY PORT DESIGN



EXISTING FILE SERVERS



IDEAL FILE SERVER ROOM DESIGN

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EXISTING FORENSICS LAB



EXISTING SQUAD ROOM



IDEAL FORENSICS LAB DESIGN



IDEAL SQUAD ROOM DESIGN



EXISTING FITNESS ROOM



EXISTING REPORT WRITING STATIONS



IDEAL FITNESS ROOM DESIGN



IDEAL REPORT WRITING DESIGN



EXISTING EVIDENCE STORAGE AREAS



EXISTING TRAINING CLASSROOM



IDEAL EVIDENCE STORAGE DESIGN (HIGH DENSITY TYPE)



IDEAL TRAINING CLASSROOM DESIGN

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EXISTING FLEXIBLE-USE TRAINING SPACE



EXISTING LOCKER ROOM



IDEAL FLEXIBLE-USE TRAINING ROOM (SUBDIVIDABLE SPACE)



IDEAL LOCKER ROOM DESIGN

**EXECUTIVE SUMMARY CONCLUSION**

Deficiencies in the current facilities are readily apparent with the most obvious being a severe shortage of space to conduct routine public safety operations. Further issues relate to the age and condition of the existing facilities. The existing facility and site does not appear to be a viable candidate for long-term police department and municipal court usage as it cannot support parking needs and long-term future growth. The expense, as well as the impact to ongoing law enforcement operations, to correct deferred maintenance issues and to marginally address space issues does not appear to be a prudent investment of public funds.

Giving consideration to conversion of the existing municipal complex to sole police and court use would require relocation of City Hall functions to a new facility. The cost of construction of a new City Hall, the cost of waiting to proceed with renovations of the existing facility until the time that a new City Hall is occupied, and the costs of phasing renovations to allow continuous public safety operations during renovations all contribute to a total project budget far in excess of what is required to build a new Justice Center facility that would be efficiently designed and tailor fit to the unique needs of the O'Fallon Police Department and Municipal Court. Further, we believe that the limitations of the existing facility would result in a failure to completely solve the operational issues that are currently being experienced; an issue that would be solved by a new Justice Center facility.

Meeting all facility needs that also accommodates 25-years of growth is prudent planning for the long term and is the wisest usage of public funds. With facility options and probable construction costs established, decisions to be made affecting the advancement of the project pertain to the acceptance of the recommended project program, the expenditure of funds and selection of the site that best meets the goals of the Police Department and Municipal Court.

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## **SECTION 2.0 – STUDY OVERVIEW**

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## INTRODUCTION

The O’Fallon Police Department and Municipal Court occupy a portion of the existing municipal complex at 100 North Main Street. The facility is a renovated historic educational facility that was originally constructed in several phases and which was renovated for municipal use in 1999. All law enforcement and criminal justice functions for the City of O’Fallon are located at this facility.

With a current police & court staff of 160, and an O’Fallon city resident population estimated at 81,535, the personnel growth of the department and the evolution of modern policing methods have created a demand that exceeds the current facility and site capability to support all operational demands. The current facility creates logistical and operational issues with delivery of efficient public services to the residents of the City of O’Fallon.

The primary purpose of this need study, is to establish the space needs of the O’Fallon Police Department and Municipal Court, determine the best scenario or scenarios for the development of the space needs, and establish project costs. The Need Assessment will determine building area requirements to support future staffing for twenty-five years and evaluate options for developing a facility that houses all department user groups.

### Primary activities and objectives of the Needs Study are as follows:

- Define current personnel, activities, and support functions.
- Document projected staffing increases.
- Determine current and future facility space requirements.
- Determine operational relationships of the personnel, activity, and support spaces.
- Develop site requirements.
- Determine the minimum site requirements necessary to develop a new facility

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- Analyze sites that have been identified for possible project development.
- Perform an evaluation of the existing facility.
- Estimate building and site development construction costs for identified development scenarios.

## STUDY PROCESS

The study process began with on-site meetings on April 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup>, 2013 with James Estes and Paul Mitchell of Wilson Estes Police Architects, and managers and personnel of the O’Fallon Police Department, Municipal Court and other City departments. Information-gathering meetings provided an understanding of present and future department functions. Discussions with department representatives focused on how they currently operate, and how they could operate more efficiently without consideration for the way they currently operate under the constraints imposed by their existing building. To assist the architects in developing a facility program, one aspect of the meetings catalogued current budgeted personnel, and looked at the accessory support space they need to conduct routine operations. A tour of the existing facilities was conducted at a later date to allow a cursory documentation of deficient conditions and typical usage of current space.

### The following outlines the details of the process, which resulted in the final outcome documented in this report:

- Meetings were conducted in group interview format. This provided the insight into what makes these specific departments unique, and how the law enforcement in the region is evolving. This is followed by a similar discussion pertaining to each department and how the issues they face are impacted by their facility. Department personnel are asked to think beyond the envelope of how they currently operate, focusing on how they should operate if

not for the constraints of deficient space. Understanding these factors, blended with the understanding of traditional law enforcement space needs, allows the development of a building program specifically tailored to the needs of O’Fallon Police Department and Municipal Court personnel.

- Development of a list of optimal functional elements for current needs, through meetings and/or surveys with department administrators, provided a breakdown of the proposed building into each distinct element. (Functional elements are comprised of personnel, activities, and accessory support space. The list includes each distinct function, which in the design phase will become a room or space). Again utilizing department personnel input, these elements are increased where necessary to meet the anticipated future needs. (Refer to Section 3.2, Personnel Projections).
- Utilizing WEPA’s database developed from nearly 200 similar facilities around the country, space is established for each functional element based upon space standards necessary to accommodate specific operations. This method brings credibility to the establishment of the building size (which directly affects construction costs), and provides the highest level of assurance that the facilities will be useful at building occupancy, and for an acceptable time period in the future.
- Optimal internal adjacencies, or spatial relationships, between personnel, activities, and corresponding support functions are developed with the assistance of department personnel and recorded by diagram. Input to the architects through this process allows O’Fallon personnel the opportunity to influence how the building will ultimately be designed to meet their department’s specific operational needs.
- Develop alternative building configurations to establish probable building footprints. Establish parking and other site use elements. Develop site density usage to determine the minimum and maximum site area requirement for building development.
- Estimate the construction cost to develop new facilities that meet the programmed needs. Estimates are derived by applying current square footage costs for typical new facilities built around the country, adjusted to the O’Fallon region. WEPA maintains a cost database compiled from new facilities planned by WEPA and buildings planned by others. Utilizing typical square footage costs insures that the building construction budget is sufficient without being overly ambitious. Credibility is maintained when a realistic budget is developed at the outset to avoid cost overruns, while negating a “Taj Mahal” perception.

**TERMS USED**

**Adequacy** - Primarily, facility adequacy means two conditions have been met: 1) there is enough space for the functions housed; and 2) the functions are arranged to achieve safety, productivity, and service.

**Adequacy Year** - This is the year for which the building is planned to be perfectly adequate to support the planned for personnel, their activities, and accessory support spaces. It coincides with the end of the “planning horizon” period (see below). Conceptually, the next employee added at that time in the future would be accommodated with some crowding and functional sacrifice, although buildings typically operate beyond the adequacy year until the degree of overcrowding is considered unacceptable.

**Adjacencies** - The relative position of functional elements (rooms in the design phase) for optimal overall operational effectiveness.

**Full-Time Equivalent** - This term is used in discussions of personnel. One full-time worker equals 1 full-time equivalent. Two one-half time workers equal 1 full-time equivalent. In addition to part time workers, personnel who serve in more than one distinct position may be indicated as a fraction in the space needs tables. For example, an Administrative Assistant may perform that function one-half of the time, spending the other half in Records. They would then be listed as a .5 in each table location.

**Functional Element** – An identifiable function or task requiring a distinct area or space. Functional Elements become rooms in the design and construction phases of the project. Functional Elements are listed in column two of the Space Needs Tables.

**Gross Area** - The total floor area required to construct a building, as measured from the outside face of the exterior walls of the building. It includes the net area required of the functional elements and all support space like corridors, stairs, mechanical rooms, miscellaneous storage, structural space, walls, etc.

**Net Area** - The floor area required for a specific functional element only. Does not include support space. Net area multiplied by a “multiplier factor” yields the gross area.

**Planning Horizon** - This is a predetermined period of time in years, over which anticipated growth occurring in the period can be accommodated through planning facilities large enough at the outset to meet the needs required at the end of the period. This concept decreases the lifetime building cost, while at the same time increasing its usefulness by assuring long and functional service.

**Program** – referred to as a “space” or “planning” program, it is the definition of all of the specific components and their corresponding area requirements that compose the physical needs of the entity being planned for, within the building structure(s) and on the development site.

**Support Spaces** - Spaces that do not accommodate a primary use function. Support spaces include corridors, stairways, closets, mechanical rooms, etc.

**TIMELINE / NEXT STEPS**

The space needs programming and facilities evaluation contained in this report is the initial part of the overall project process. The design and construction of the facility make up the larger portion of the total process. The following timeline schedule is presented in order to provide sufficient information regarding where current work stands in relation to the overall process, and what the next step in the process would typically consist of. The schedule shown below would be typical for a project similar to the O’Fallon Justice Center, though exact times may be longer or shorter depending on the individual project, and how the defined projects are phased.

Part of the work listed below is currently in progress, commencing soon, or completed. (Items #1-#3 make up this portion of the work referred to as a Need Assessment and currently part of this Services Agreement). All other items listed below and noted as future portions of the work and are not a part of this Services Agreement.

**Work Currently In Progress**

1. PROGRAMMING/NEED ASSESSMENT

**Work Commencing Soon**

2. SITE EVALUATION & SELECTION ..... 4 weeks
3. EXISTING FACILITY ANALYSIS ..... 4 weeks

**Future Project Phases**

The following is an approximate schedule for future phases of the project. This estimate would be similar for a project utilizing a construction delivery method of either design-bid-build, or construction management delivery.

4. PROJECT MARKETING & FUNDING ..... *Duration TBD*
5. BASIC ARCHITECTURAL SERVICES – *10 to 12 Months Total (to bid drawing release, depending on owner approvals)*
  - a. Schematic Design Phase ..... *8 weeks*
    - Develop concept floor plans
    - Site Design (parking, walks, landscaping, etc.)
    - Outline narrative of construction materials
    - Building code analysis and implementation
    - Update construction cost estimate
  - b. *Owner Approval* ..... *1 – 2 weeks*
  - c. Design Development Phase ..... *10 weeks*
    - Refine/revise selected floor plan
    - Refine/revise site plan, if applicable
    - Develop interior elevations
    - Detailed narrative of construction materials
    - Develop specific construction details
    - Finalize implementation of code issues
    - Specify select products and materials
    - Develop security and access narrative
    - Develop room finish schedule
    - Preliminary Engineering
    - Update construction cost estimate
  - d. *Owner Approval* ..... *1 – 2 weeks*
  - e. Construction Documents Phase ..... *24 weeks*
    - Bid Drawings
    - Technical Specifications
    - Final Project Engineering
  - f. *Owner Approval* ..... *2 – 4 weeks*

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- g. Bidding Phase ..... *4 weeks*
  - Issue drawings & specifications to bidders
  - Consider substitution requests
  - Issue contract addendum
  - Open bids
- h. *Construction Contract Procurement ..... 4 Weeks*
- i. Construction Administration ..... *12 – 15 Months*
  - Building construction (by contractor)
  - Construction observation (conformance to the documents)
  - Progress reports
  - Develop and issue change orders
  - Process applications for payment
  - Review submittals
  - Conduct punch list inspections
  - Certify substantial completion
  - Warranty period (as needed)

# O'FALLON JUSTICE CENTER PROJECT TIMETABLE/TASKS

TASK DESCRIPTION	MONTHS																																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32		
CONTRACT PROCUREMENT AND JOB START	█																																	
NEEDS STUDY REPORT		█	█	█																														
SITE SELECTION, MARKETING & FUNDING *					?																													
DESIGN SERVICES CONTRACTING					█																													
SCHEMATIC DESIGN, PRESENTATION AND APPROVAL						█	█	█																										
DESIGN DEVELOPMENT, PRESENTATION AND APPROVAL									█	█	█																							
CONSTRUCTION DOCUMENTS												█	█	█	█	█																		
BIDDING																	█																	
BID ACCEPTANCE AND CONTRACT PROCUREMENT																			█															
CONSTRUCTION																																		
MOVE IN																																		█

█ ARCHITECT/ENGINEER AND BUILDING CONTRACTOR TASKS

█ TASKS REQUIRING OWNER INTERACTION

\* Depending upon funding, this time can vary significantly.

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## **SECTION 3.0 – SPACE NEEDS**

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AUGUST 7, 2013

PAGE 3.0

## PLANNING FOR GROWTH

The primary factor influencing the cost of a new facility is gross square footage (the total area of the building's floor plans measured to the outside face of the exterior walls). Total area is directly related to the number of personnel and the functions they perform in a given space. Therefore, planning new buildings requires the projection of future personnel in order to avoid premature inadequacy. Selecting the point in the future (planning horizon) that will provide the best planning results is a judgment decision based upon experience.

### Planning Horizon

The average useful life expectancy of a public building constructed today exceeds 70 years (frequently housing various tenants during this time). Anticipating the number of personnel who will occupy the building and how evolving technologies will influence facility operations 70 years from now is difficult, if not impossible.

Even if reasonable estimates for personnel and facility operations were possible to project that far into the future, a building sized for even 40 years of growth may well be three-quarters empty when first occupied. Considering that life cycle costs (heating, cooling, maintenance and repair) can far exceed initial construction costs, the economic sense of building at today's prices would be outweighed by the cost of maintaining unused space.

On the other hand, personnel growth patterns in a facility planned only to meet today's needs will lead to a condition of overcrowding that starts at initial occupation. In fact, with the typical occupancy of a new facility occurring more than two years after the actual building planning has taken place, a space deficiency can result from the outset with a growing law enforcement agency. The best planning allows the user to grow "into" the space, not "out of" the space.

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This space needs program looks at space required to meet current needs, and the space needs in 25 years. Planning beyond 25 years is not recommended. A planning horizon of about 25 years provides a reasonable degree of longevity, funding practicality, and predictability of operational methods and requirements. In planning to a 25-year time frame, the increase in required floor area will allow for expected growth and change without unreasonably large areas of initially unused space.

### Long-Term Growth

With the 25 year planning horizon, what happens after the year 2038? At that time the building structure should still have many years of useful life remaining. At the year 2038, the space in the facility should provide a "perfect fit" for the building's personnel and their functional requirements (in planning theory). Due to limitations in the service population, personnel increases beyond those identified in the Space Need Tables are not anticipated. However, future changes in the demand for police services could unexpectedly demand more personnel.

Some unanticipated personnel could be added with little negative impact to the building space. Minor modifications to some portions of the interior space may be required at some future point. It is unlikely that the expanded building will ever see a large enough personnel increase that would create a space deficiency comparable to the existing situation.

**PERSONNEL PROJECTIONS**

The primary determinant of the size of a building is the number of occupants (personnel assigned and visitors) that use a space, activities that occur within the space and equipment that supports the personnel and activities. Therefore, a properly sized building requires projecting the appropriate number of personnel who will occupy the building. While our goal is to be as accurate as possible, minor inaccuracies in the projected personnel requirements will not result in a decreased level of operational efficiency. It will, however, mean that the ‘perfect fit’ projected to occur in the adequacy year will occur earlier, or perhaps later, than projected depending upon when the total number of personnel projected for a planning period is reached.

The intent of this space need program is not to conduct a management/staffing analysis and any discussion of personnel projections is not to be taken as a recommendation for hiring additional personnel. However, prudent planning dictates making an allowance for probable staff growth. Architects worked with department managers in ascertaining likely personnel growth in the department in both the near term as well as over the next 25 years. The current total staffing level is 155 personnel which results in a ratio of 1.90 full-time staff (both sworn and civilian) per 1,000 O’Fallon residents.

Recognizing that the O’Fallon police department is currently understaffed when compared to neighboring communities and accounting for known anticipated staffing increases in the near future, an adjustment was made to the current planned staff for the purposes of this need assessment study. As previously discussed, space is driven by personnel and their activities. If personnel growth was to be projected from only the current staffing levels and disregarding likely near-term department growth, the projected staff levels would be deficient, and the

ability for a new facility to support the growth of the department through the 25-year planning horizon would be diminished.

Planned personnel adjustments made during the programming process resulted in a planned total staffing level of 184.5 personnel which results in a ratio of 2.26 full-time staff (both sworn and civilian) per 1,000 O’Fallon residents. Typically, the ratio projected should be close to the current ratio to maintain a comparable level of service to the City of O’Fallon. Resulting from the programming discussions with the user groups relating to how the department would be staffed and organized to support a greater resident population, a slightly reduced ratio resulted, shown to be 2.09 total staff per 1,000 O’Fallon residents. While the ratio of staff to population was slightly lower for the planning horizon year, department representatives were confident that the projected personnel levels were appropriate.

Considering sworn personnel only, a ratio of 1.59 sworn personnel per 1,000 O’Fallon residents was established for the planning horizon year. It is important to note that this is closer but still slightly less than ratios for typical departments in the O’Fallon region.

<u>Year</u>	<u>Total Personnel</u>	<u>Population</u>
2013	189.5	81,535
2038	259	120,063

- Table 3.1 -

## FUNCTIONAL ELEMENTS

A public service building is a tool to aid in conducting those operations necessary for delivering efficient services to the public. Developing an adequate tool for this task requires understanding and identifying those personnel and the activities the building will support. These are referred to as Functional Elements. Therefore, defining an adequate facility, or a tool that works, requires the identification of each Functional Element. In developing these elements, the Architects asked department personnel to imagine activities as they should be, without the constraints of the present building. They were encouraged to take advantage of a rare opportunity to rethink every aspect of routine functions as they are currently conducted. The product of this exercise is a unique list of functional elements specific to the operations of these law enforcement departments. These are listed in the second column of the Space Needs Tables, beginning on page 3.57.

In listing functional elements, we group them by identifying their common characteristics. In the case of law enforcement facilities, this breakdown of the total building begins with the department divisions such as Administration, Investigations, and Patrol. In the Space Needs Tables, headings such as these precede each listing of functional elements.

Although the functional elements ultimately define rooms, the best results come from maintaining the functional orientation during the study phase. Therefore, in the information gathering process, spaces such as hallways, closets, and stairs are purposely ignored in conversations with department personnel. The goal is to keep department personnel focused on how they operate, and not on the specific rooms and space they operate in. This is the essence of effective operational space development. For this reason, accessory support spaces (spaces that do not accommodate personnel or a primary activity) are not listed. Nonetheless, the

floor area required for this support function is accounted for in the conversion of the net area total to the gross area total, explained in space needs development below.

### Accessory support spaces include:

- coat closets
- non-specific storage
- corridors, stairways
- elevator shafts
- structural space and wall thickness
- mechanical chase space
- miscellaneous building equipment

It should be pointed out that architects and space planners, much like accountants, have various ways of reaching the same bottom line. For this reason, the net-to-gross conversion factor is neither constant nor standard in the industry. The more accessory use spaces are specifically programmed, the lower the value of the conversion factor. It is our belief that including the specific development of accessory use space takes away from focusing on the operations of the department that form the core of the facility development. The conversion factor here is based upon the average for over 100 law enforcement facilities that have been built.

**PLANNING STANDARDS**

It has been determined that the elements that dictate the need for space in a building are assigned personnel, temporary occupants, activities, and the equipment and furnishings necessary to conduct the required activity. A determination of the appropriate amount of space for each of these is very subjective, and is based upon a database of properly designed law enforcement facilities tailored to fit the way a specific department needs to operate.

The area required for certain functional elements can be determined in part by applying specific planning standards. Planning standards (PS) are simply an established quantity of floor space required to conduct a known activity, tested by past history. This can come in many forms, but they are primarily related to the size of a workstation, seating, or table requirement to perform a task, or multiple tasks within the Functional Element. It can also be a typical room size based on the area required to perform a known set of tasks.

For the Functional Elements listed in the Space Needs Tables, carrying a designation as seen in Table 3.2 to the right, the square footages assigned in the Space Needs Tables are based on Planning Standards. The diagrams on the following pages correspond to the designation in the first column of the table to the right. The area of a Planning Standard can be increased or decreased, in order to affect the overall square footage. However, the area shown herein is recommended for the given task.

Referring to the Space Need Tables, columns WS1 and WS2 indicate the number of workstations when they are used. Columns WS1T and WS2T designate the type of workstation, cross-referenced at right.

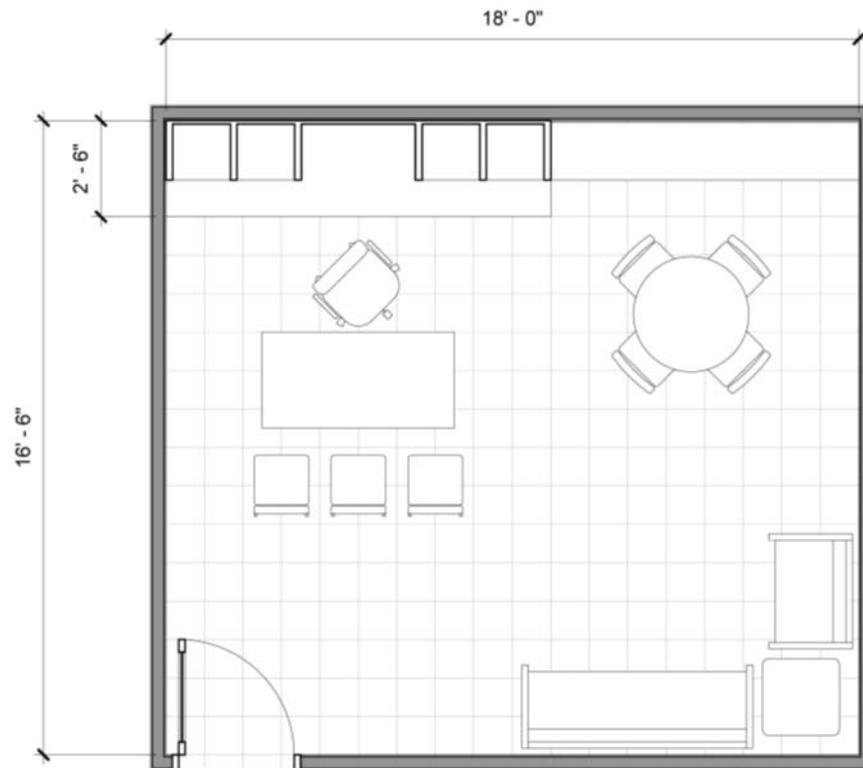
Please note that these diagrams are general and typical of public safety facilities across the nation. These would be refined on a space-by-space basis as needed during the design phase as the project is developed.

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TYPE	TYPICAL USE
PS-1	Private Office
PS-2	Private Office
PS-3	Private Office
PS-4	Private Office
PS-5	Private Office
PS-6	Private Office
PS-7	- NOT USED -
PS-8	Open Office
PS-9	Open Office
PS-10	Communications / Dispatch
PS-11	Briefing Room
PS-12	Training / Multi-Use Rooms
PS-13	Conference Rooms
PS-14	Toilet Rooms
PS-15	Report Writing
PS-16	Evidence Intake/Processing
PS-17	Interview Rooms
PS-18	Locker Rooms
PS-19	Shower Stalls
PS-20	Sally Port
PS-21	Holding Cells

- Table 3.2 -

Each planning standard diagram includes an “assigned to” list that references which future functional element (Year 2038) will utilize each particular planning standard.



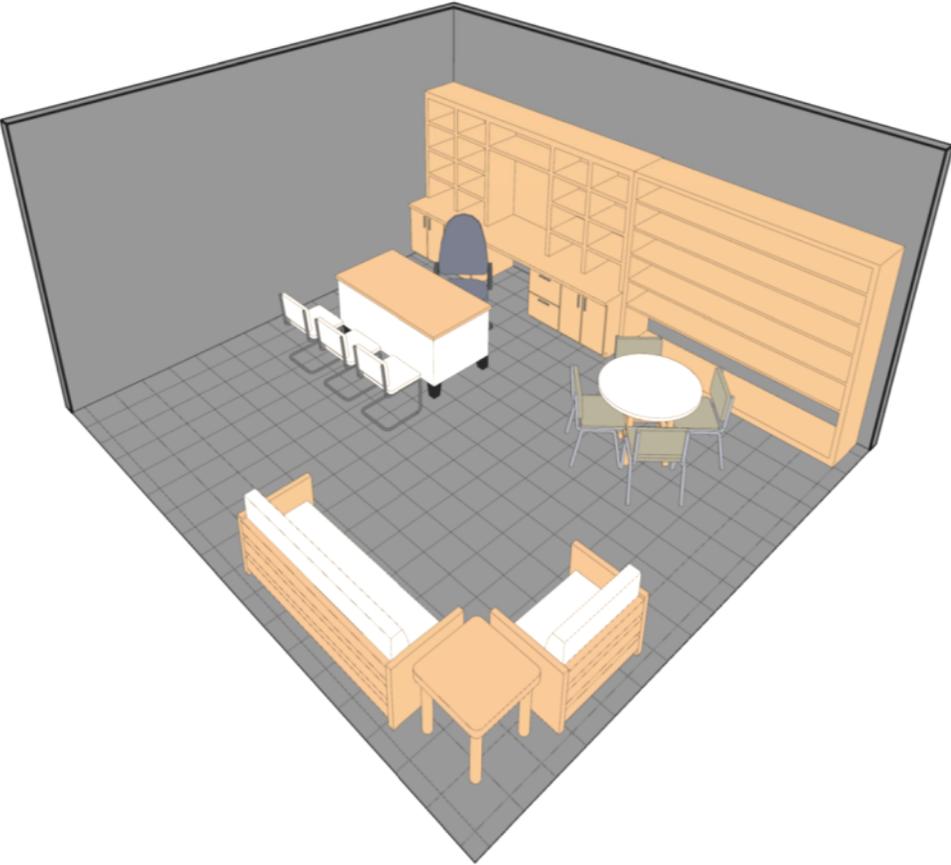
### DESIGN CONSIDERATIONS

- ✓ 295 SQUARE FOOT FLOOR AREA
- ✓ BUILT-IN CASEWORK AND FILE SPACE
- ✓ WORKSTATION AREA AT DESK
- ✓ CASUAL MEETING AREA (SOFA SEATING)
- ✓ SMALL CONFERENCE TABLE
- ✓ WALLS TO DECK WITH SOUND INSULATION
- ✓ POWER / DATA AT WORKSTATION, MEETING AREA AND CONFERENCE TABLE

### ASSIGNED TO

1.01 Chief

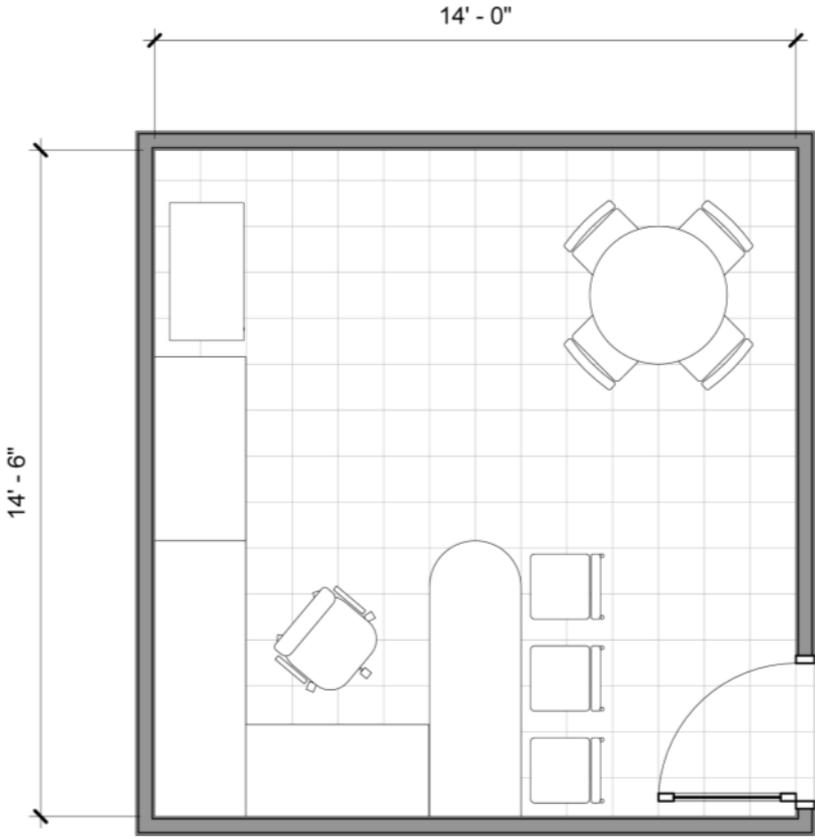
**PLANNING STANDARD PS-1**  
PLAN VIEW



**PLANNING STANDARD PS-1**  
3D VIEW

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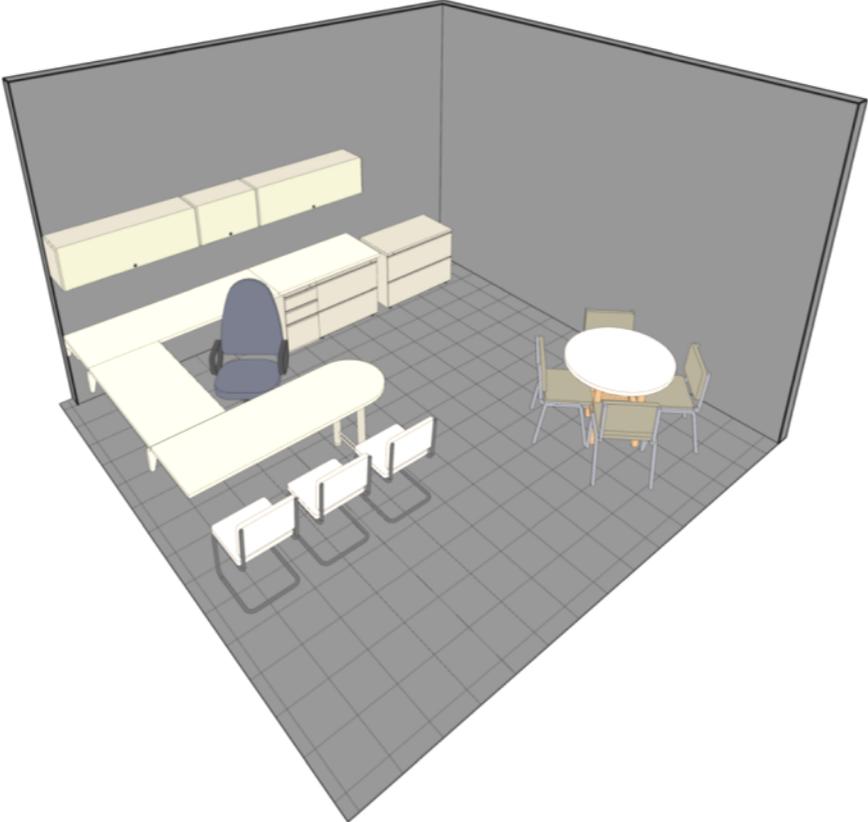
**DESIGN CONSIDERATIONS**

- ✓ 200 SQUARE FOOT FLOOR AREA
- ✓ 8 x 10 WORKSTATION AREA
- ✓ LATERAL OR LETTER FILE CABINET
- ✓ SMALL CONFERENCE TABLE
- ✓ POWER / DATA AT WORKSTATION, AND CONFERENCE TABLE
- ✓ WALLS TO DECK WITH SOUND INSULATION

**ASSIGNED TO**

- 1.02 Assistant Chief of Police
- 1.03 Administrative Major
- 1.04 Administrative Major

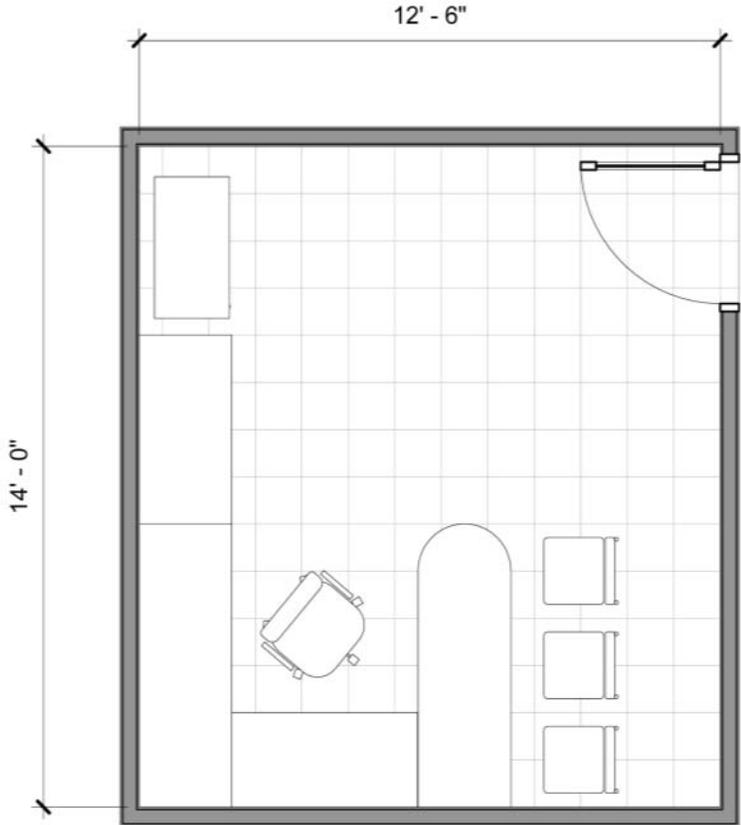
**PLANNING STANDARD PS-2**  
PLAN VIEW



**PLANNING STANDARD PS-2**  
3D VIEW

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**DESIGN CONSIDERATIONS**

- ✓ 175 SQUARE FOOT FLOOR AREA
- ✓ 8 x 10 WORKSTATION AREA
- ✓ LATERAL OR LETTER FILE CABINET
- ✓ POWER / DATA AT WORKSTATION
- ✓ WALLS TO DECK WITH SOUND INSULATION

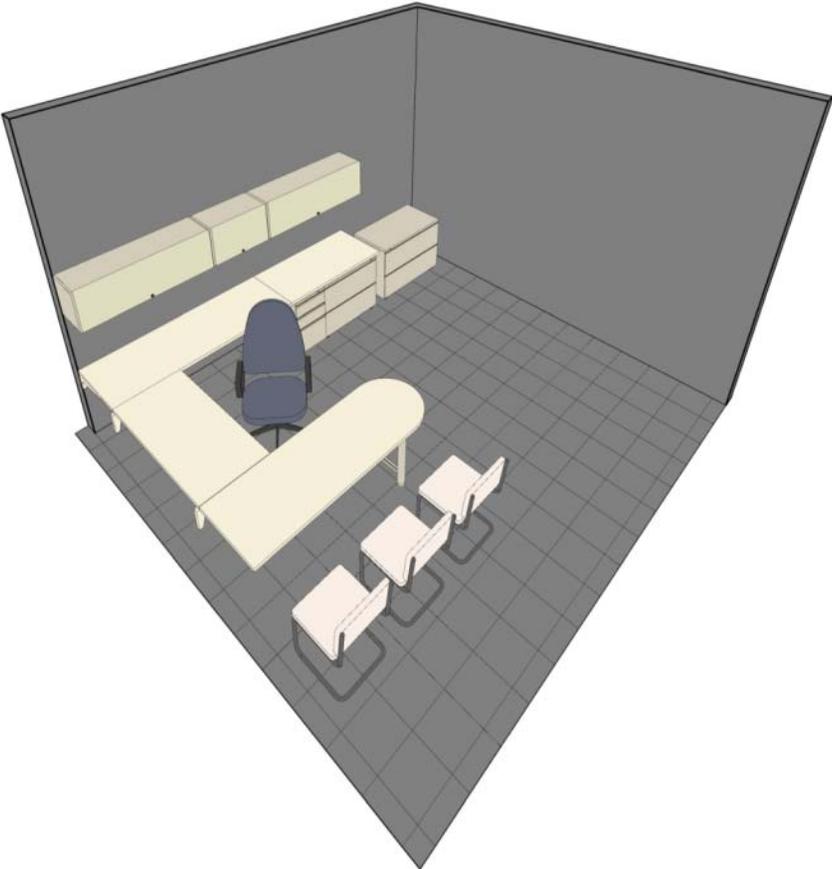
**ASSIGNED TO**

- 1.05 Administrative Services Captain
- 4.01 Operations Captain
- 4.02 Operations Captain
- 5.01 C.I.S. Captain

**PLANNING STANDARD PS-3**  
PLAN VIEW

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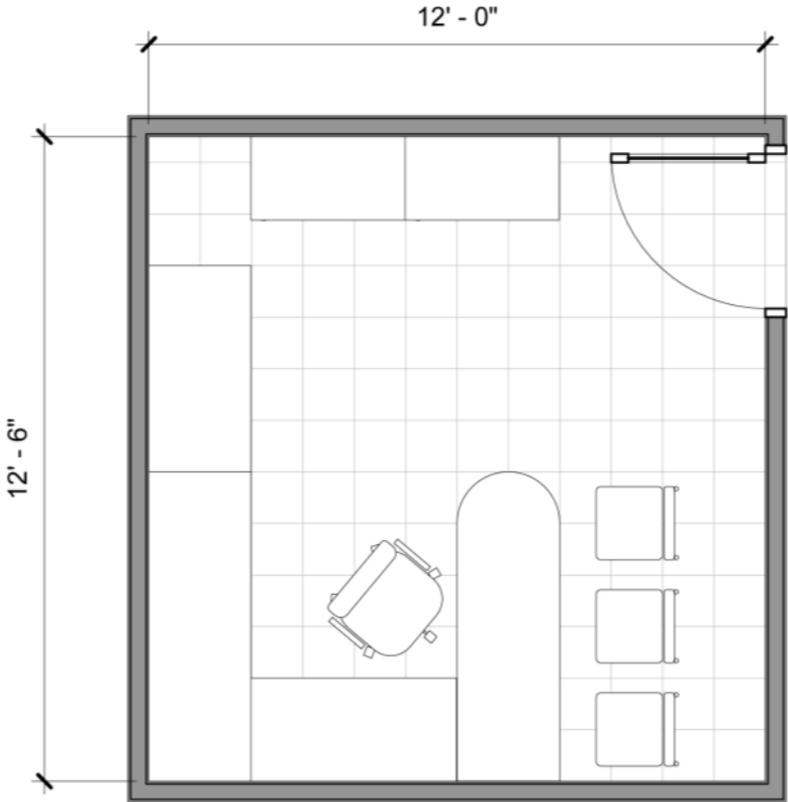
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**PLANNING STANDARD PS-3**  
3D VIEW

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**DESIGN CONSIDERATIONS**

- ✓ 150 SQUARE FOOT FLOOR AREA
- ✓ 8 x 10 WORKSTATION AREA
- ✓ LATERAL OR LETTER FILE CABINET
- ✓ POWER / DATA AT WORKSTATION
- ✓ WALLS TO DECK WITH SOUND INSULATION

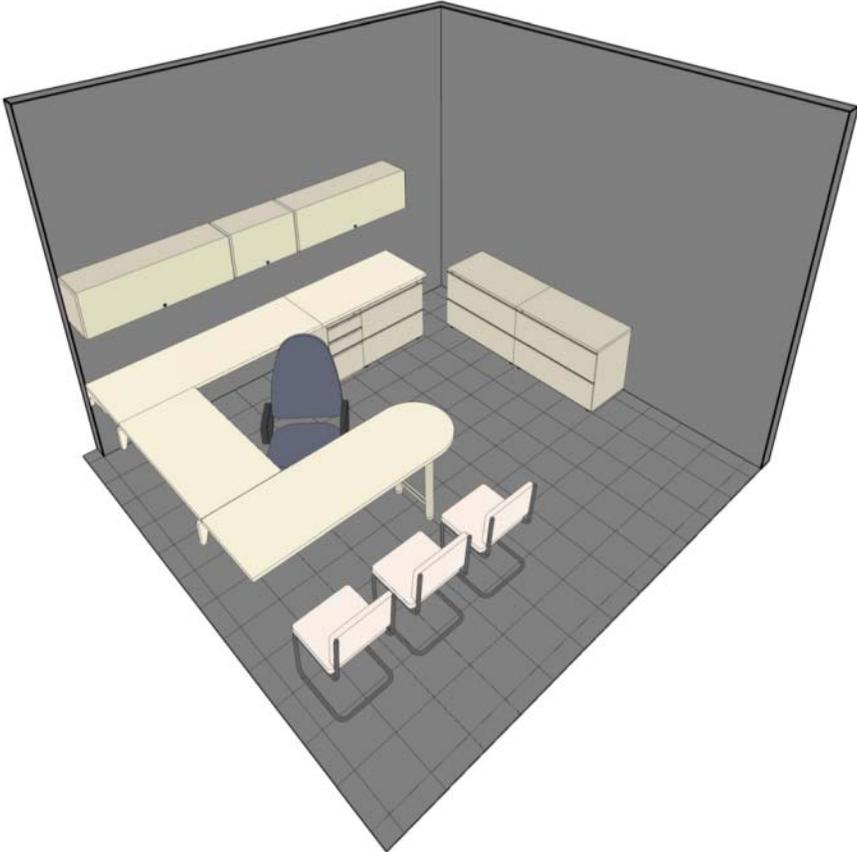
**ASSIGNED TO**

- 1.07 Administrative Lieutenant / P.I.O
- 1.10 Budget & Procurement
- 2.01 Community Services Lieutenant
- 2.06 Training Coordinator
- 3.01 Communications Supervisor
- 4.03-4.08 Patrol Lieutenant
- 4.09 Traffic Lieutenant
- 5.02 C.I.S. Lieutenant
- 9.01 Court Administrator

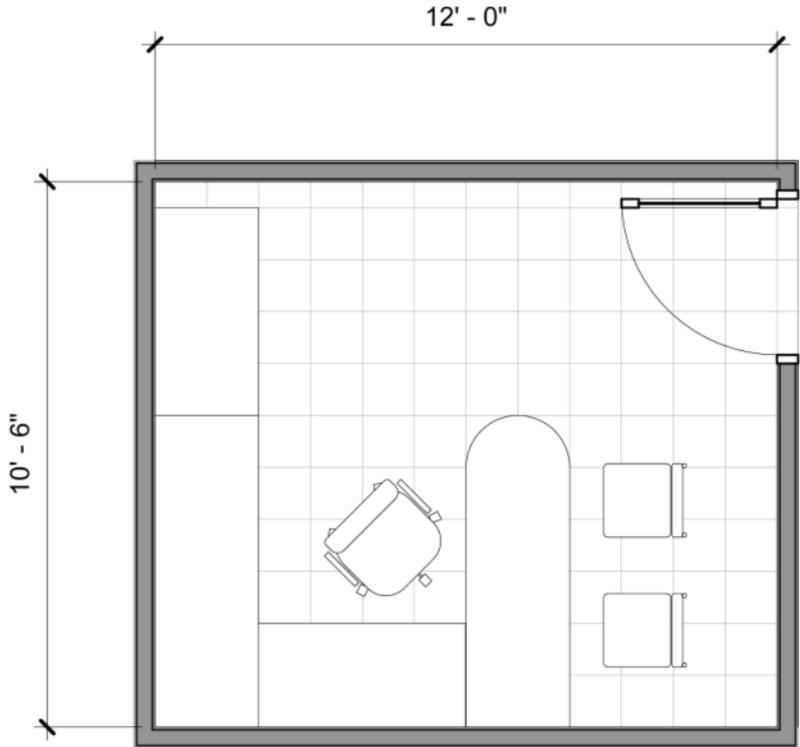
**PLANNING STANDARD PS-4**  
PLAN VIEW

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**PLANNING STANDARD PS-4**  
3D VIEW



**DESIGN CONSIDERATIONS**

- ✓ 125 SQUARE FOOT FLOOR AREA
- ✓ 8 x 10 WORKSTATION AREA WITH BUILT-IN FILES
- ✓ POWER / DATA AT WORKSTATION
- ✓ WALLS TO DECK WITH SOUND INSULATION

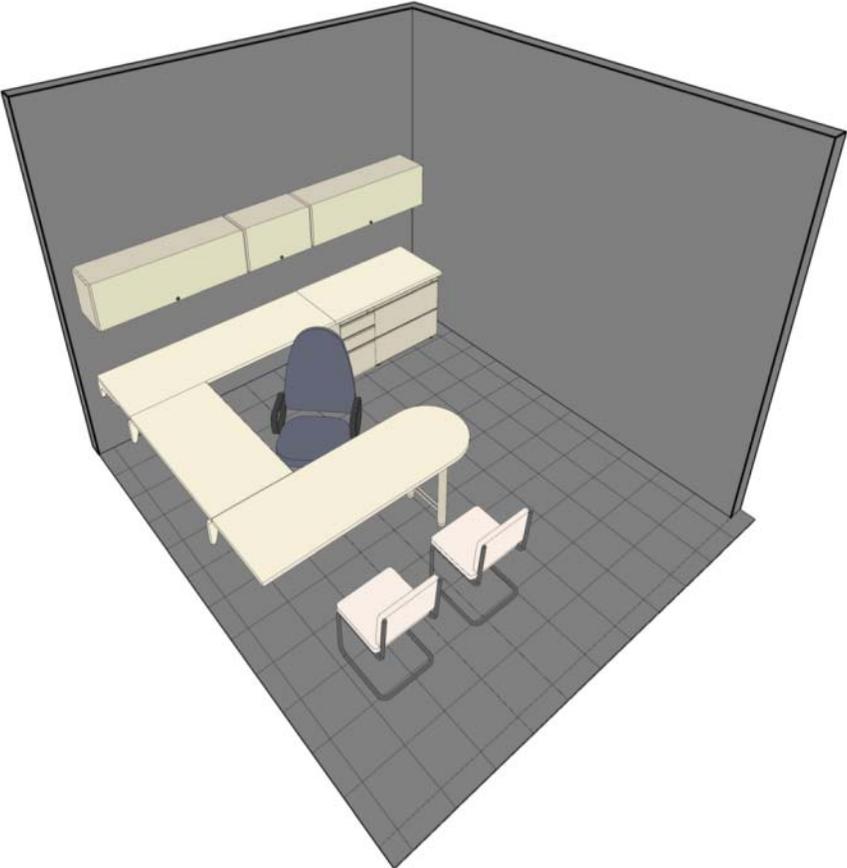
**ASSIGNED TO**

- 1.08 Executive Administrative Assistant
- 2.03-2.04 Community Services Sergeant
- 2.07 Training Officer
- 2.08 Records Supervisor
- 3.02 Lead Communications Officer
- 4.10 Traffic Commander
- 5.03-5.04 C.I.S. Sergeant
- 5.07 Crime Analyst
- 6.01 Emergency Management Coordinator
- 13.07 Shelter Coordinator

**PLANNING STANDARD PS-5**  
PLAN VIEW

O’FALLON JUSTICE CENTER  
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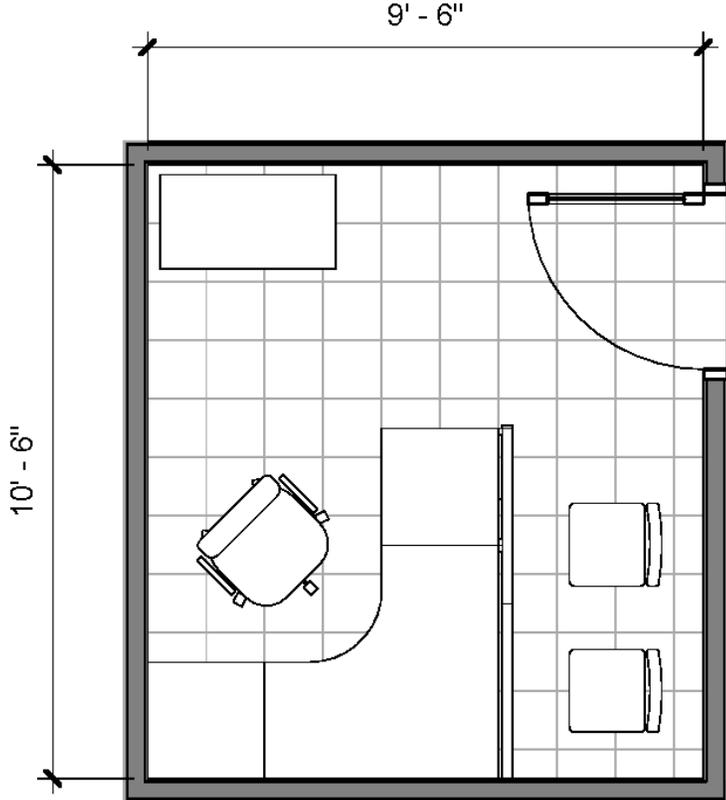
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**PLANNING STANDARD PS-5**  
3D VIEW

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**DESIGN CONSIDERATIONS**

- ✓ 100 SQUARE FOOT FLOOR AREA
- ✓ 6 x 6 WORKSTATION AREA WITH BUILT-IN FILES
- ✓ POWER / DATA AT WORKSTATION
- ✓ LATERAL OR LETTER FILE CABINET
- ✓ WALLS TO DECK WITH SOUND INSULATION

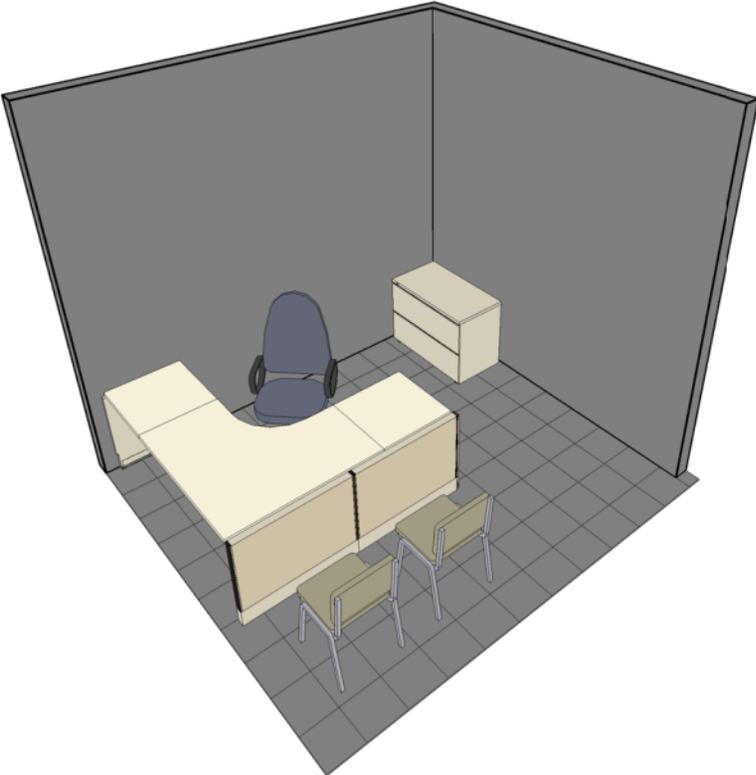
**ASSIGNED TO**

- 1.09 Administrative Assistant
- 2.05 Community Services Clerk
- 2.10 Transcriptionist
- 2.11 Scanning & Shredding
- 3.04 Information Coordinator
- 5.09 Records Technician / Clerk
- 10.23 Central Receiving Office

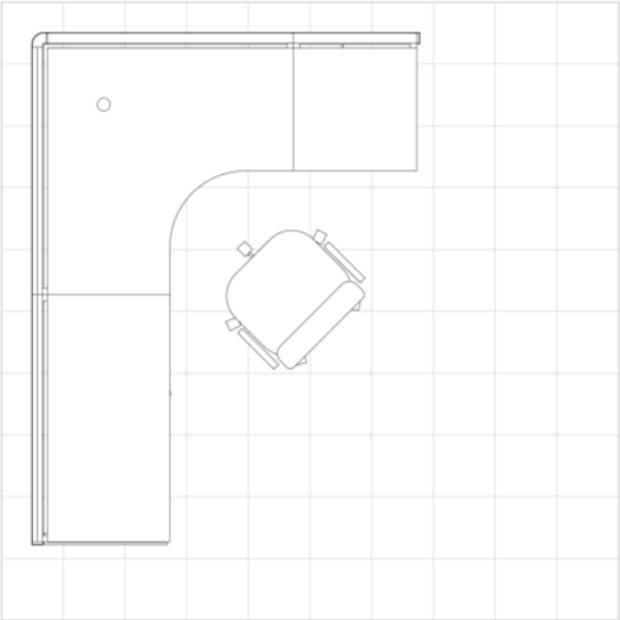
**PLANNING STANDARD PS-6**  
PLAN VIEW

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**PLANNING STANDARD PS-6**  
3D VIEW



**ASSIGNED TO**

- 5.05 C.I.S. Detective
- 5.06 Task Force Detective / Cybercrime
- 9.05 Prosecutor

*Designations 8b and 8c are shown merely to convey alternate layout possibilities.*



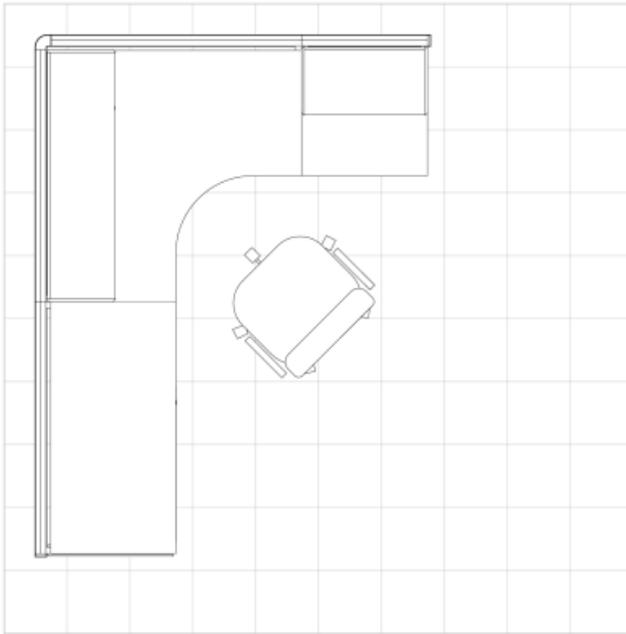
**DESIGN CONSIDERATIONS**

- ✓ 8 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA

**PLANNING STANDARD PS-8a**

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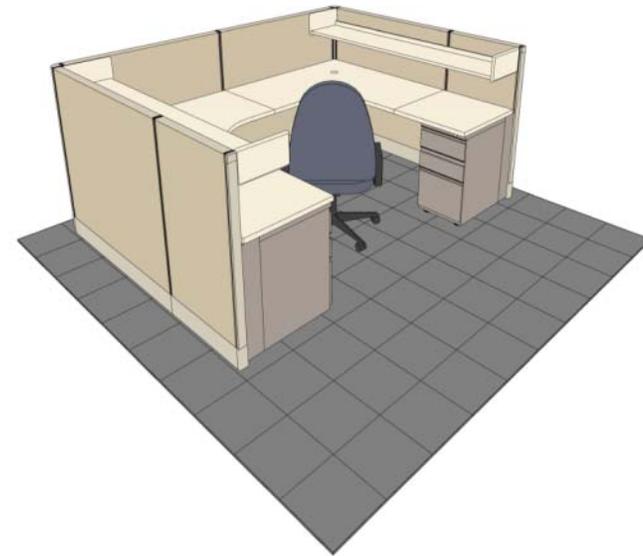
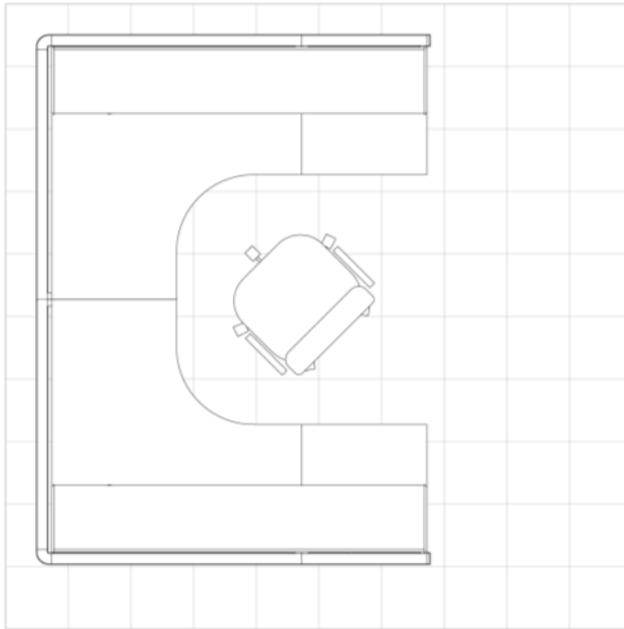
**DESIGN CONSIDERATIONS**

- ✓ 8 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA

**PLANNING STANDARD PS-8b**

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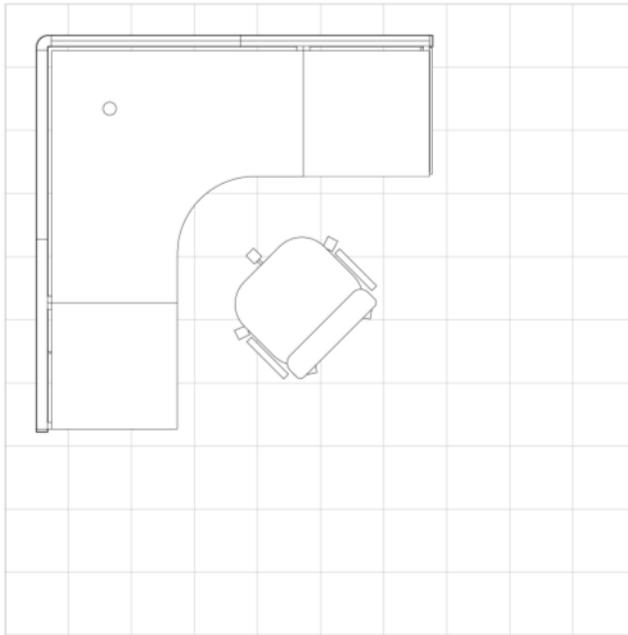
**DESIGN CONSIDERATIONS**

- ✓ 8 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE

**PLANNING STANDARD PS-8c**

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**ASSIGNED TO**

- 2.09 Records Clerks
- 2.17 Animal Control / Park Rangers
- 4.11-4.13 Patrol Sergeants
- 4.14 Traffic Officers
- 4.16 Administrative Assistant
- 4.19 K-9 Office
- 5.08 Warrant Officer
- 7.01 Evidence Specialists
- 9.02 Court Clerks
- 13.08 Shelter Attendants

**PLANNING STANDARD PS-9a**

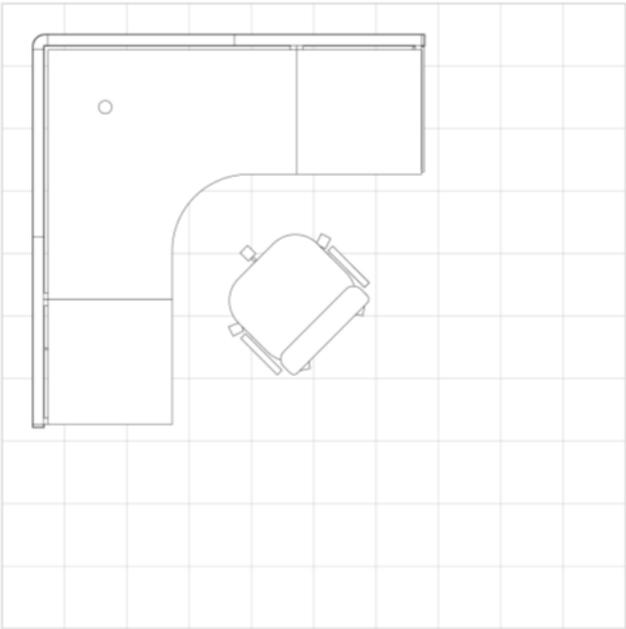
**DESIGN CONSIDERATIONS**

- ✓ 6 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA

*Designation 9b is shown merely to convey alternate layout possibilities.*

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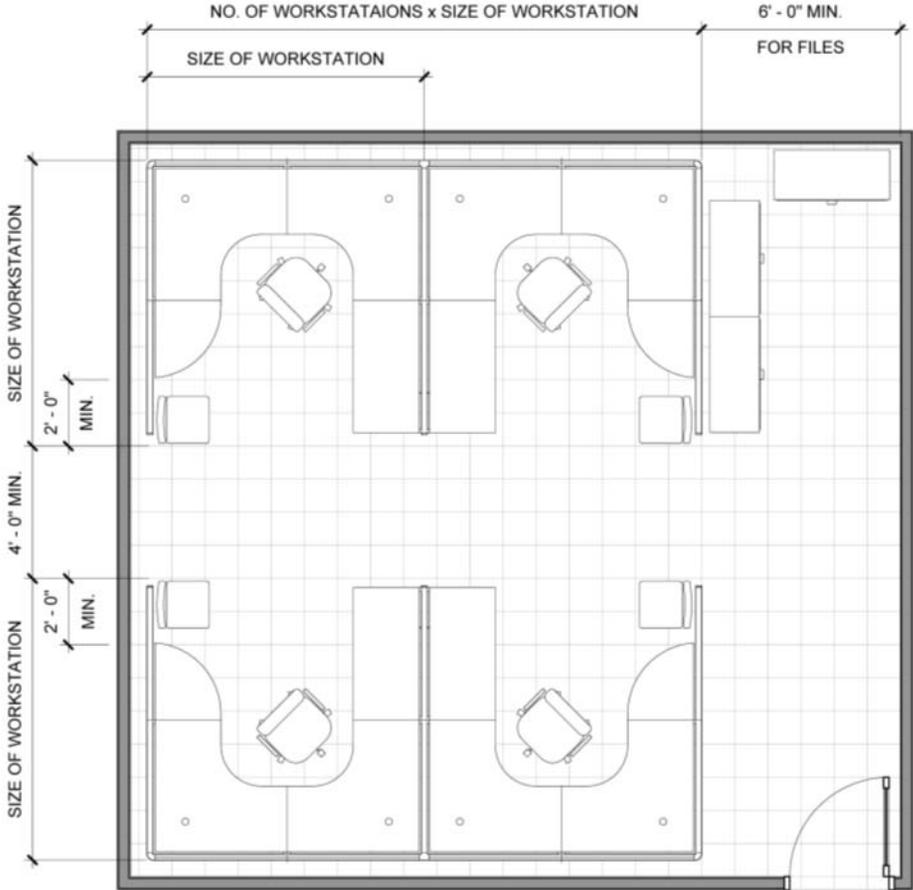
**DESIGN CONSIDERATIONS**

- ✓ 6 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE

**PLANNING STANDARD PS-9b**

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

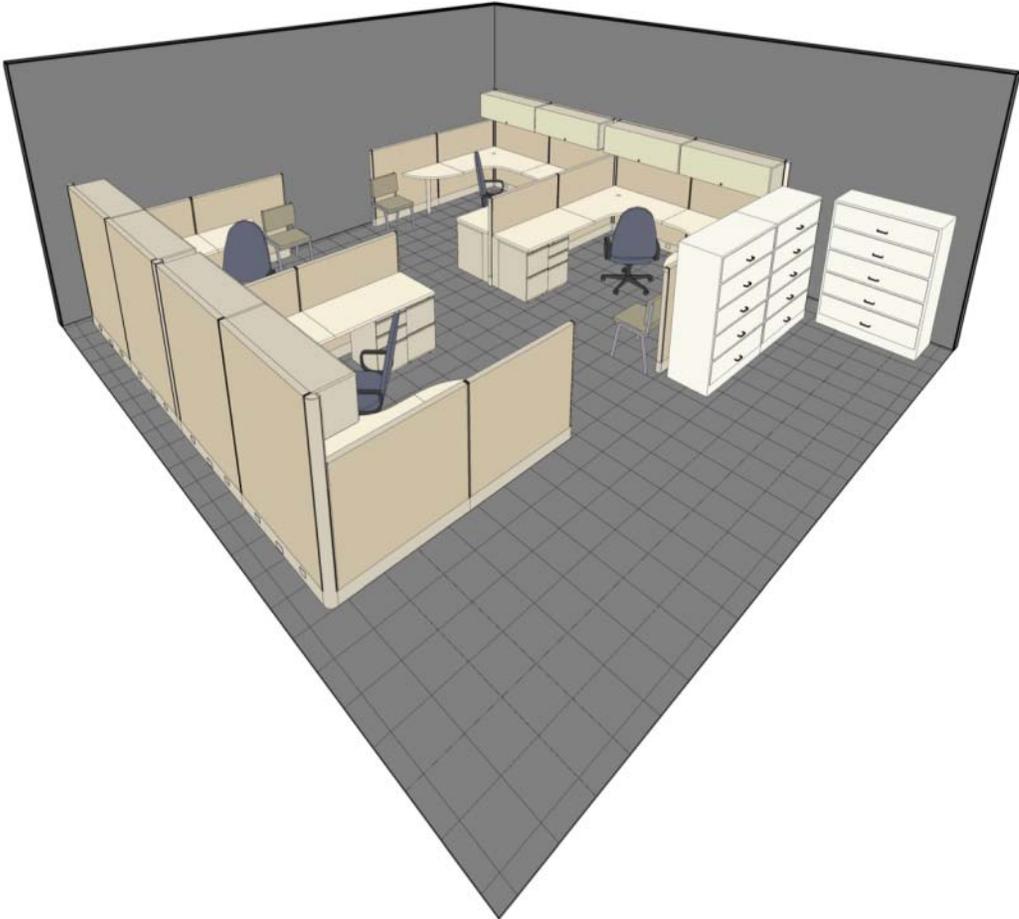
WILSON ESTES POLICE ARCHITECTS, PA



**PLANNING STANDARDS PS-7, PS-8 AND PS-9**  
EXAMPLE LAYOUT

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

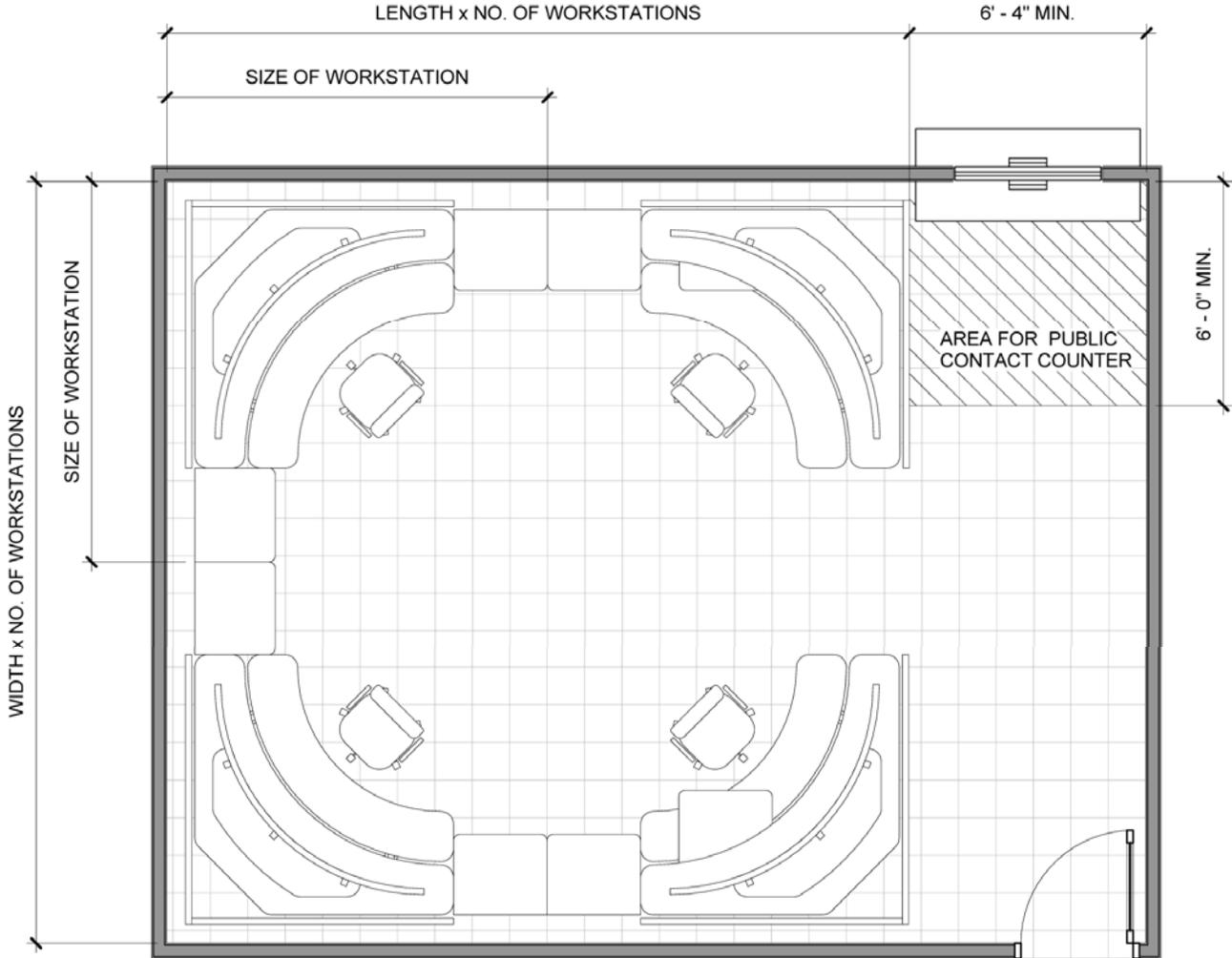
WILSON ESTES POLICE ARCHITECTS, PA



**PLANNING STANDARDS PS-7, PS-8 AND PS-9**  
3D VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



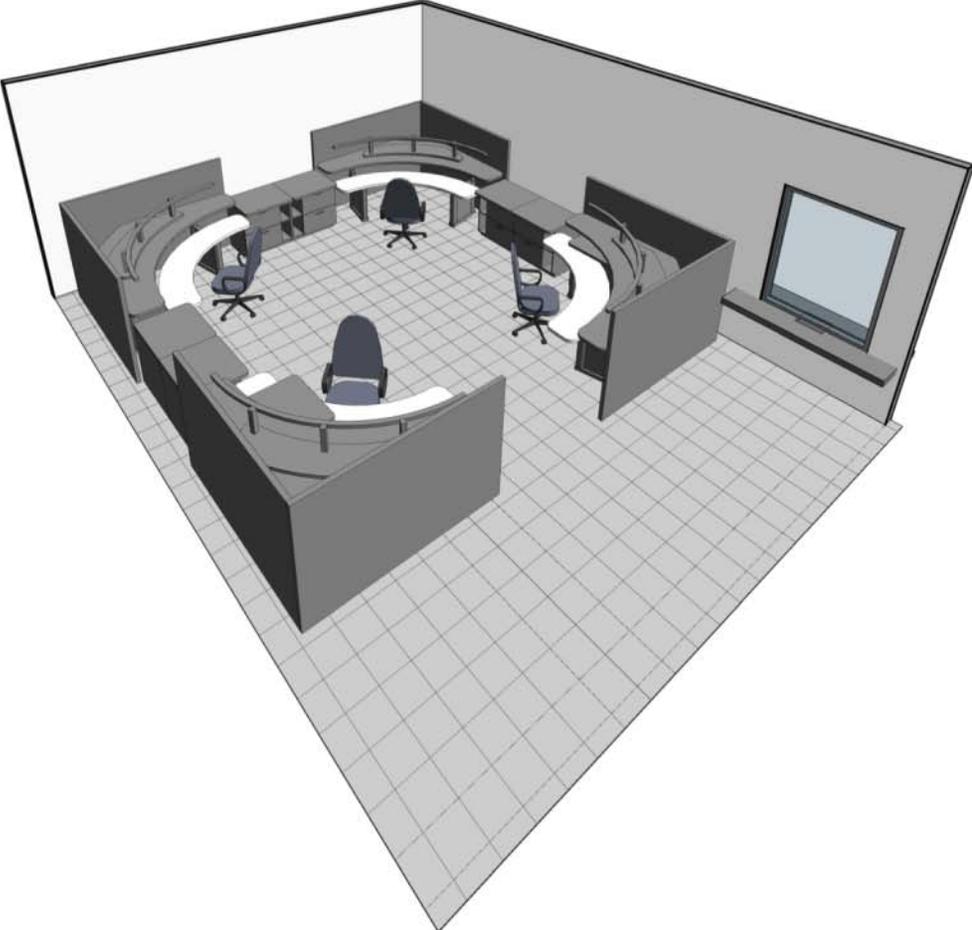
**ASSIGNED TO**

3.03 Dispatchers

**PLANNING STANDARDS PS-10**  
EXAMPLE LAYOUT

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

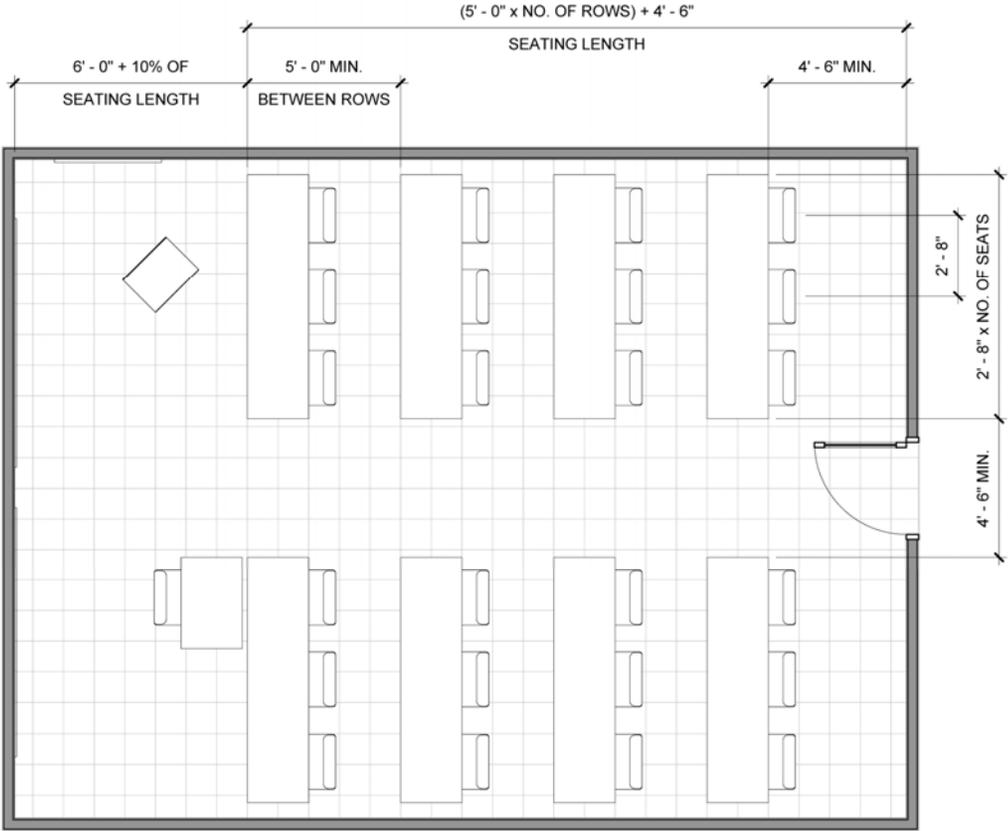
WILSON ESTES POLICE ARCHITECTS, PA



**PLANNING STANDARDS PS-10**  
3-D VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



**DESIGN CONSIDERATIONS**

- ✓ OPTIONAL BUILT-IN CASEWORK FOR AUDIO / VISUAL EQUIPMENT
- ✓ POWER / CATV / DATA AT AUDIO / VISUAL EQUIPMENT
- ✓ POWER / DATA AT EACH ROW
- ✓ CONCEALED PROJECTION SCREEN
- ✓ WALLS TO DECK WITH SOUND INSULATION

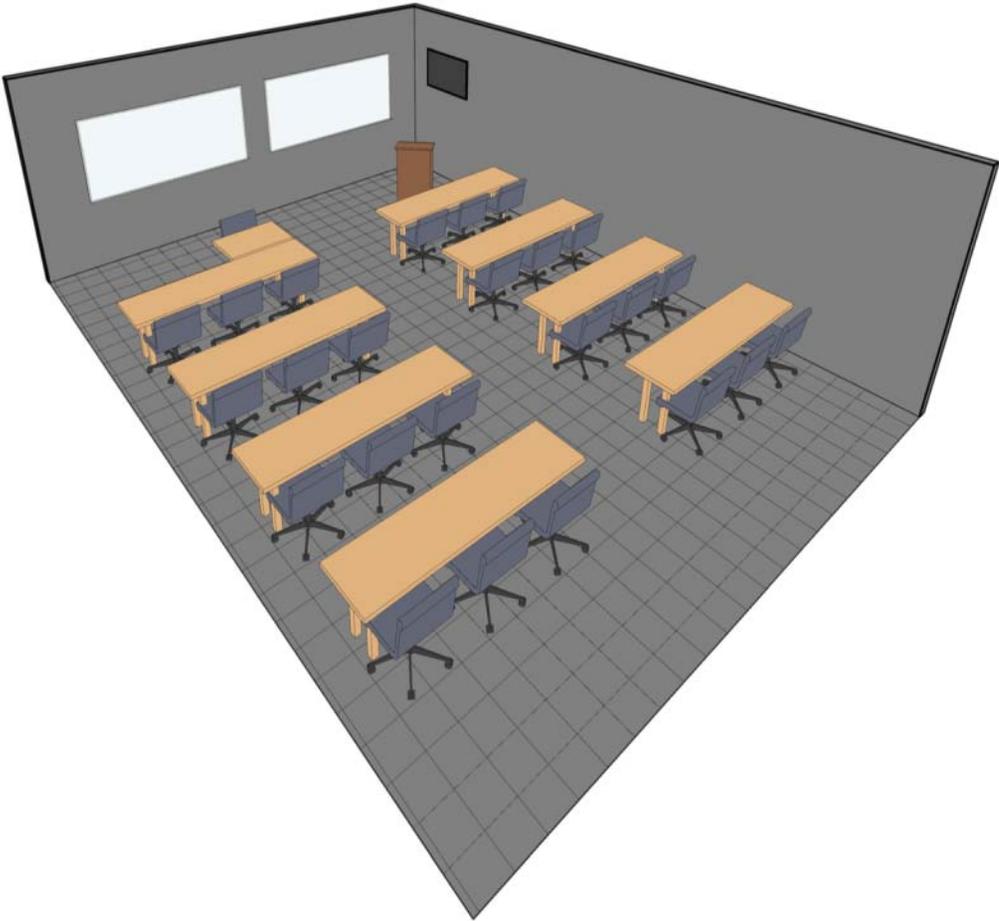
**ASSIGNED TO**

4.17 Briefing

**PLANNING STANDARD PS-11**  
PLAN VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

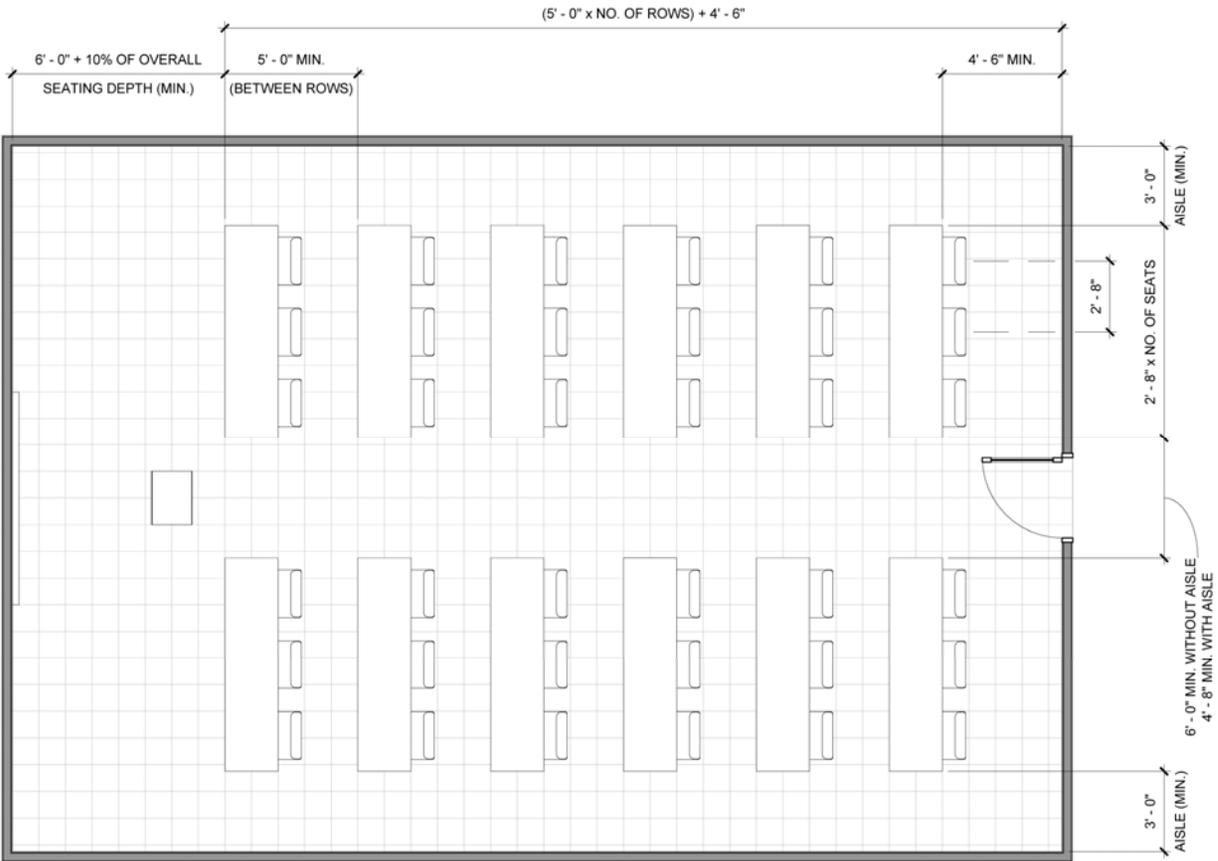
WILSON ESTES POLICE ARCHITECTS, PA



**PLANNING STANDARD PS-11**  
3D VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



**DESIGN CONSIDERATIONS**

- ✓ CONCEALED PROJECTION SCREEN
- ✓ IN CEILING PROJECTOR MOUNT
- ✓ OPERABLE PARTITION(S)
- ✓ POWER / DATA / MICROPHONE NEAR THE PODIUM
- ✓ EXTRA POWER / DATA IN WALLS FOR POSSIBLE E.O.C. USE
- ✓ WALLS TO DECK WITH SOUND INSULATION

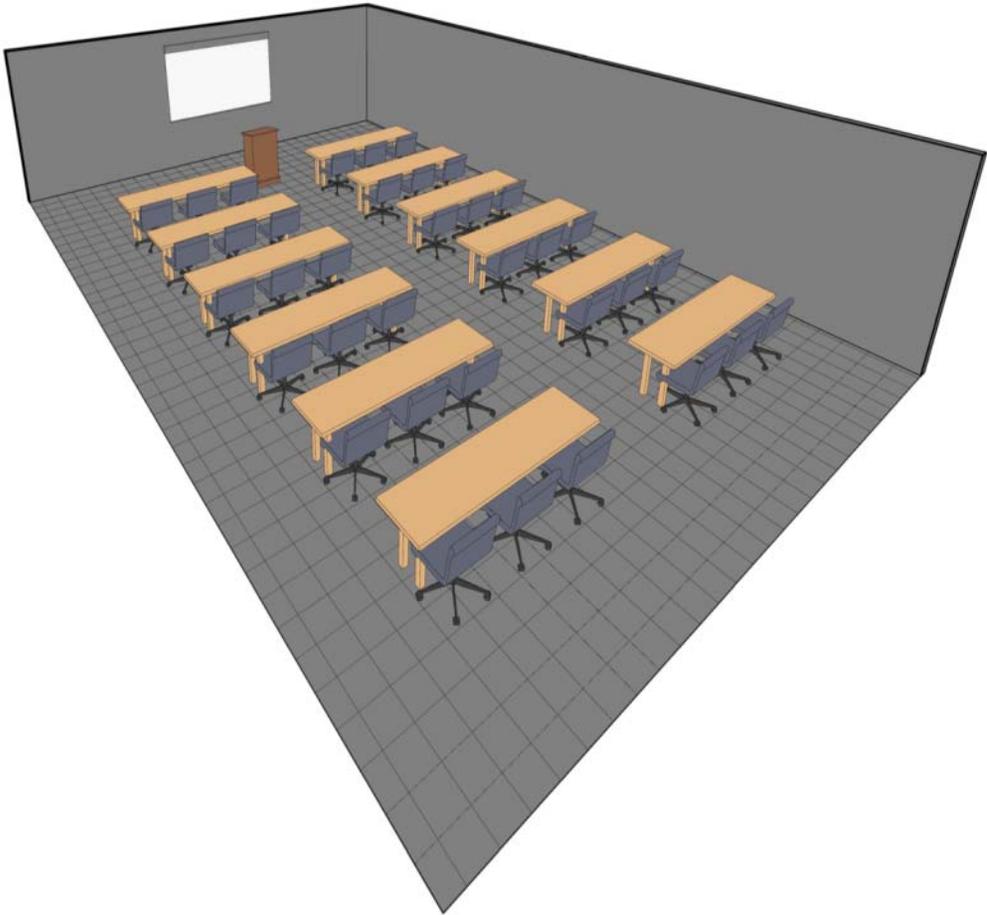
**ASSIGNED TO**

9.16 Court Gallery  
(Alternate Layout)

**PLANNING STANDARD PS-12a**  
PLAN VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

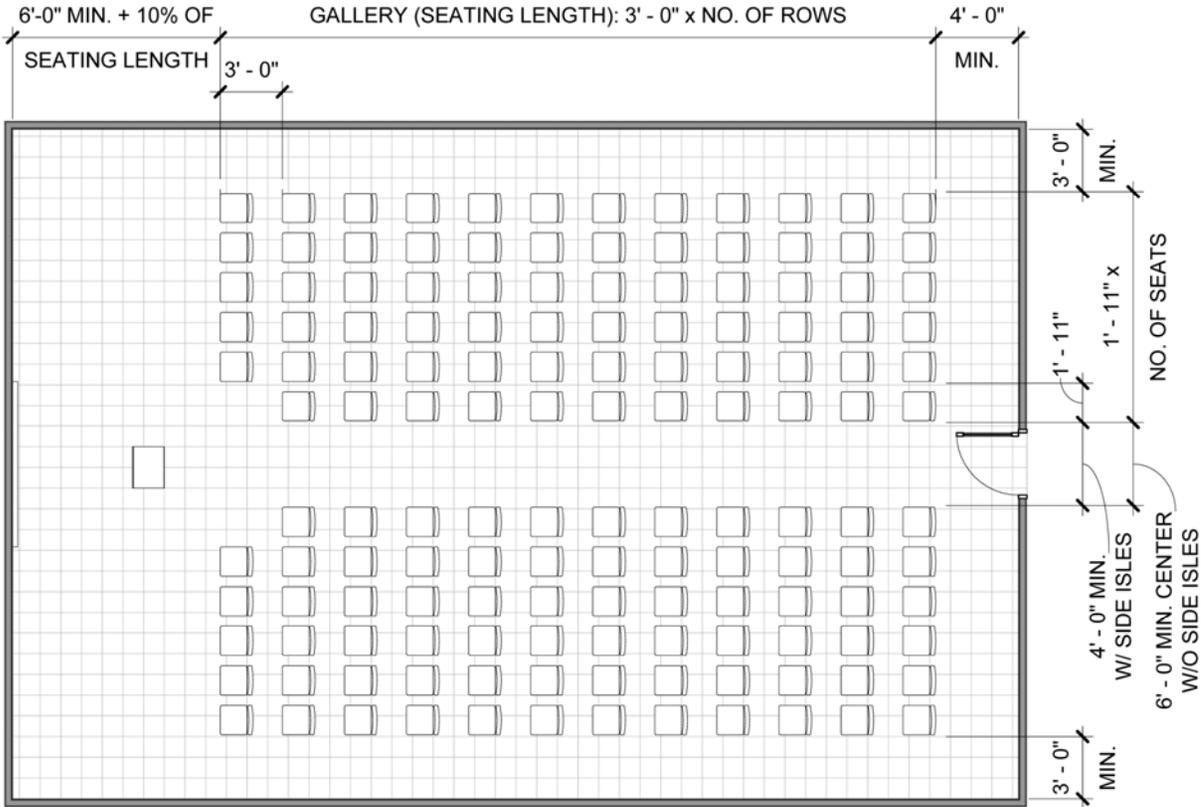
WILSON ESTES POLICE ARCHITECTS, PA



**PLANNING STANDARD PS-12a**  
3D VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



**DESIGN CONSIDERATIONS**

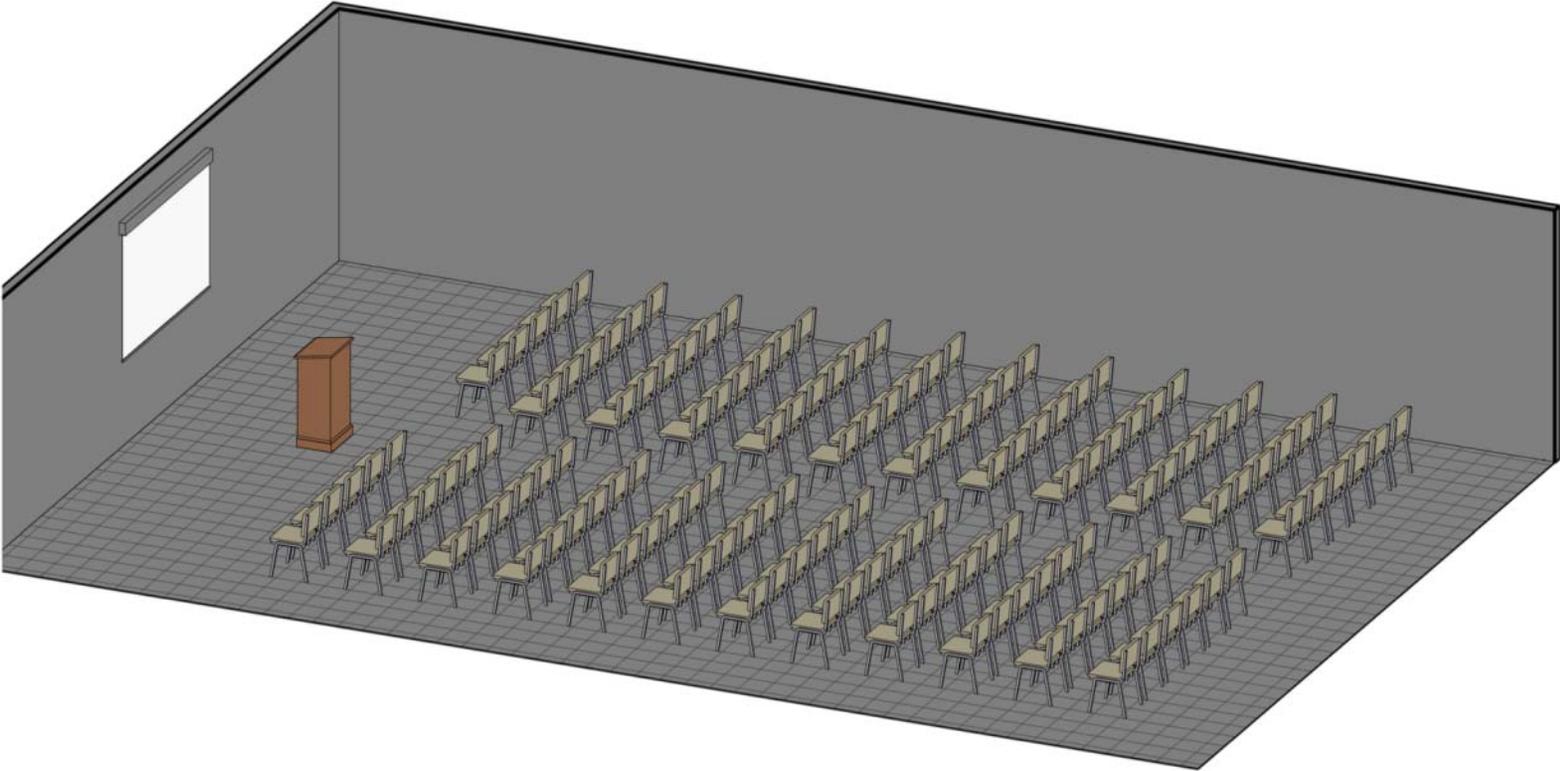
- ✓ CONCEALED PROJECTION SCREEN
- ✓ IN CEILING PROJECTOR MOUNT
- ✓ OPERABLE PARTITION(S)
- ✓ POWER / DATA / MICROPHONE NEAR THE PODIUM
- ✓ EXTRA POWER / DATA IN WALLS FOR POSSIBLE E.O.C. USE
- ✓ WALLS TO DECK WITH SOUND INSULATION

**ASSIGNED TO**

9.17 Court Gallery

**PLANNING STANDARD PS-12b**  
PLAN VIEW

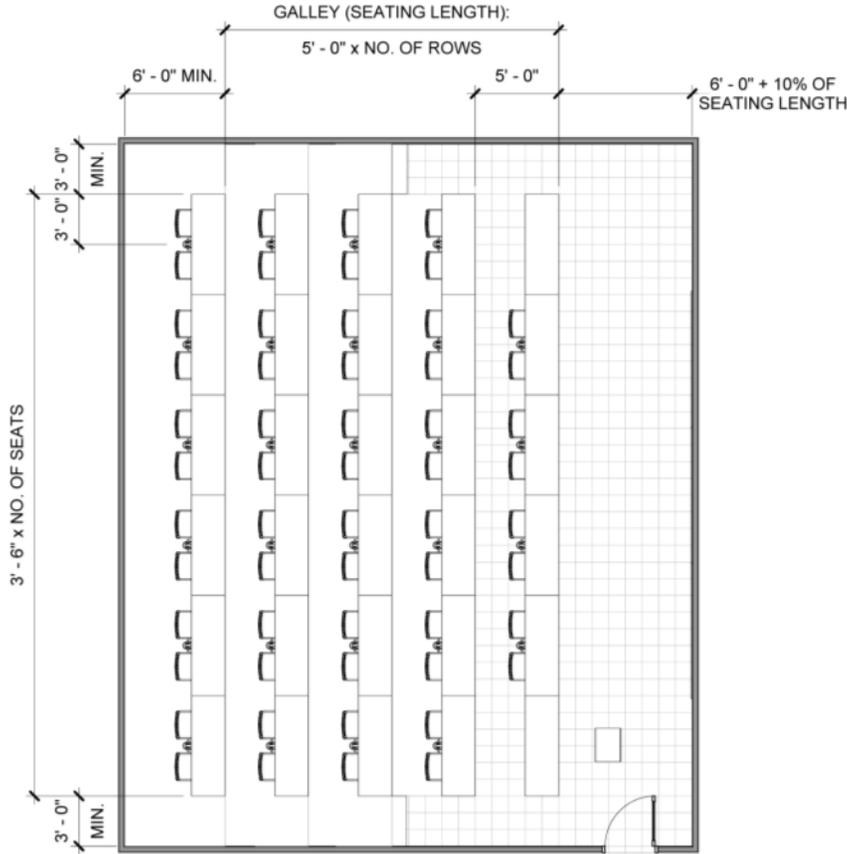
O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI



**PLANNING STANDARD PS-12b**  
3D VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



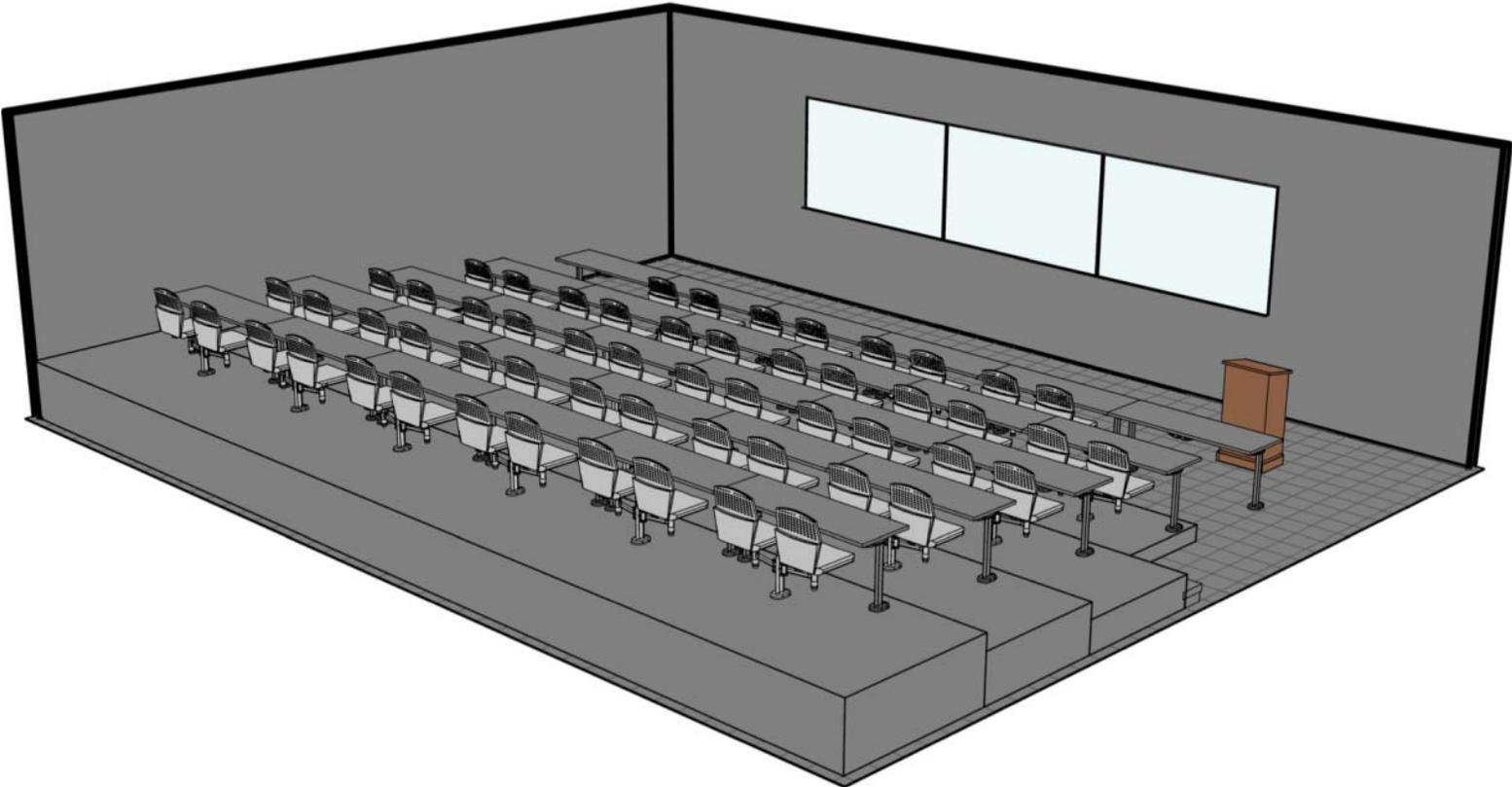
**PLANNING STANDARD PS-12d**  
PLAN VIEW

**DESIGN CONSIDERATIONS**

- ✓ TIERED AUDITORIUM SEATING
- ✓ CONCEALED PROJECTION SCREEN(S)
- ✓ IN CEILING PROJECTOR MOUNT(S)
- ✓ POWER / DATA / MICROPHONE NEAR THE PODIUM
- ✓ POWER / DATA AT EACH SEAT LOCATION
- ✓ WALLS TO DECK WITH SOUND INSULATION

**ASSIGNED TO**

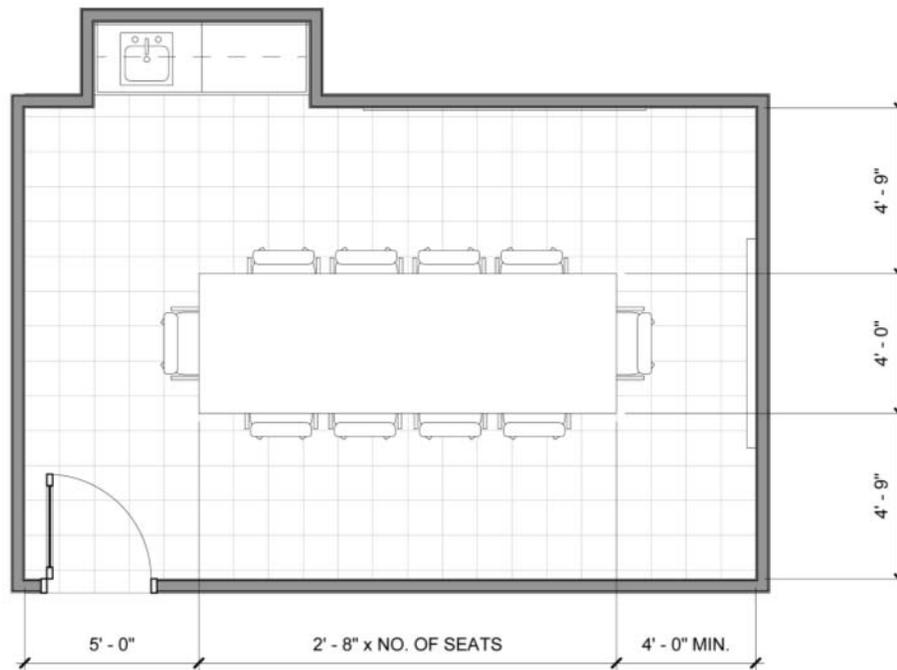
10.07 Training Auditorium



**PLANNING STANDARD PS-12d**  
3D VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



### DESIGN CONSIDERATIONS

- ✓ POWER / PHONE / DATA IN FLOOR AT CONFERENCE TABLE
- ✓ CONCEALED PROJECTION SCREEN
- ✓ IN-CEILING PROJECTOR MOUNT -OR- ROUGH-IN FOR FLAT PANEL TV WITH POWER AND CATV / VIDEO / DATA HOOK-UP
- ✓ WALLS TO DECK WITH SOUND INSULATION

### ASSIGNED TO

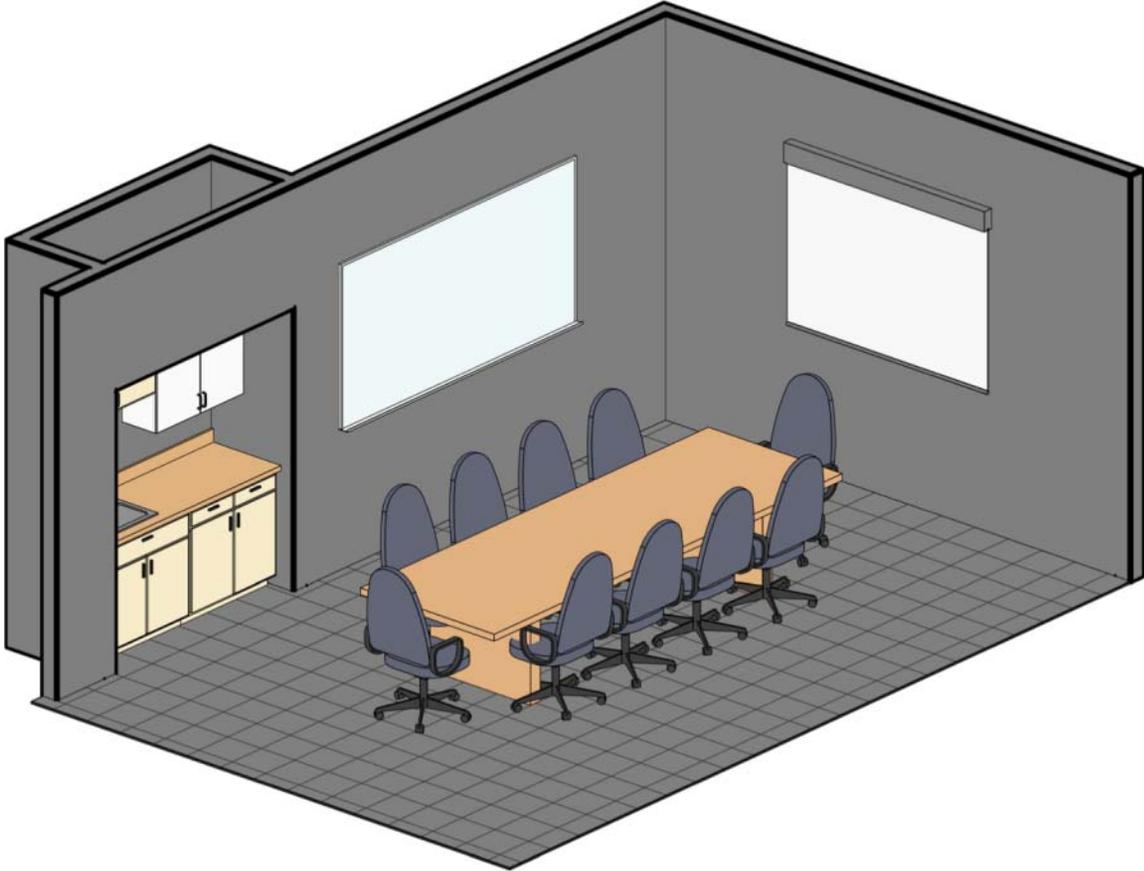
- |      |                                    |
|------|------------------------------------|
| 1.11 | Conference Room                    |
| 2.15 | D.A.R.E. / S.R.O. / Business Watch |
| 5.10 | Major Case Room / Conference       |
| 7.19 | Evidence Review                    |
| 9.11 | Court Conference Room              |

## PLANNING STANDARD PS-13

PLAN VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

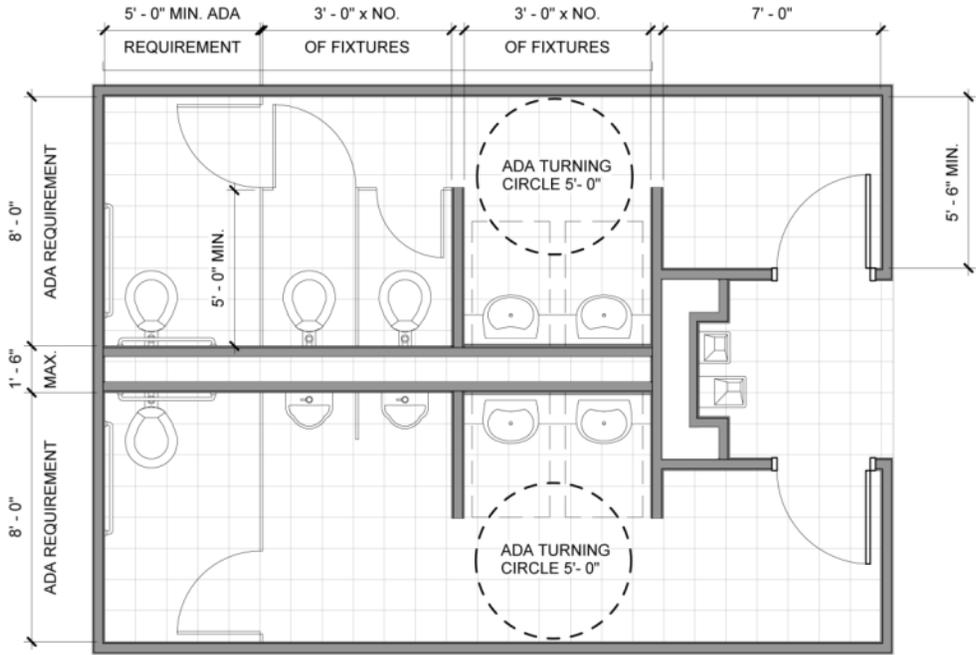
WILSON ESTES POLICE ARCHITECTS, PA



**PLANNING STANDARD PS-13**  
3D VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



**DESIGN CONSIDERATIONS**

- ✓ STAINLESS STEEL TOILET PARTITIONS
- ✓ WIDE MOUTH OR FLOOR STYLE URINALS
- ✓ CONTINUOUSLY MOUNTED URINAL SCREEN

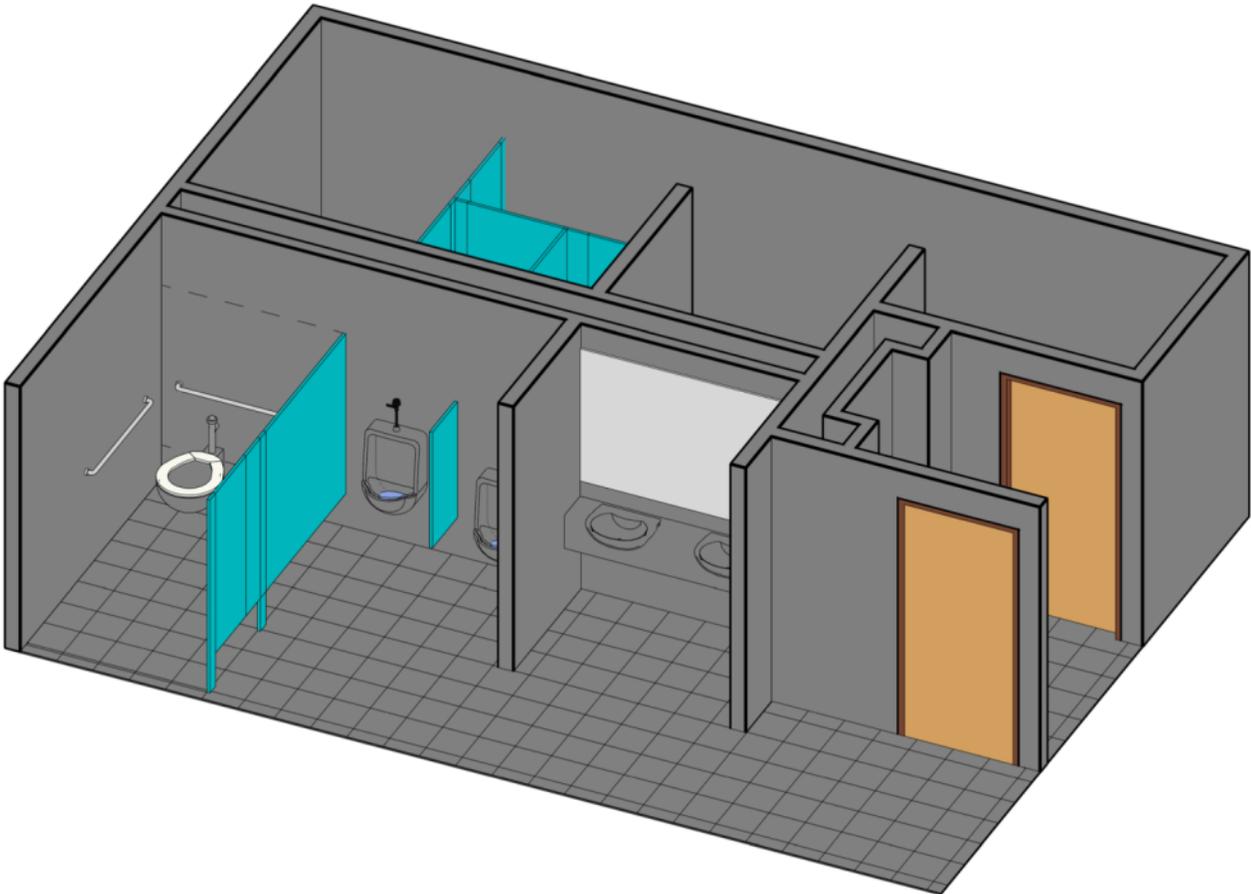
**ASSIGNED TO**

- 10.05 Men's Public Restrooms
- 10.06 Women's Public Restrooms
- 10.13 Men's Staff Restrooms
- 10.14 Women's Staff Restrooms

**PLANNING STANDARD PS-14a**  
PLAN VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

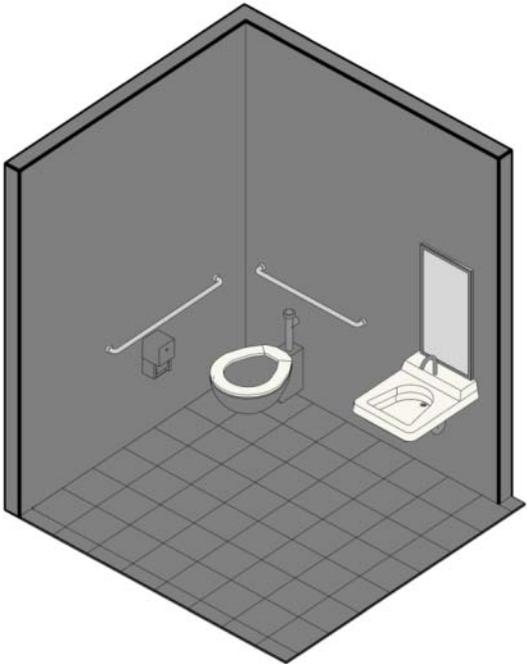
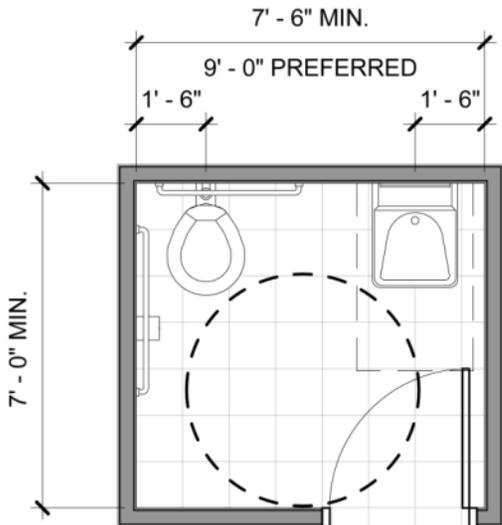
WILSON ESTES POLICE ARCHITECTS, PA



**PLANNING STANDARD PS-14a**  
3D VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



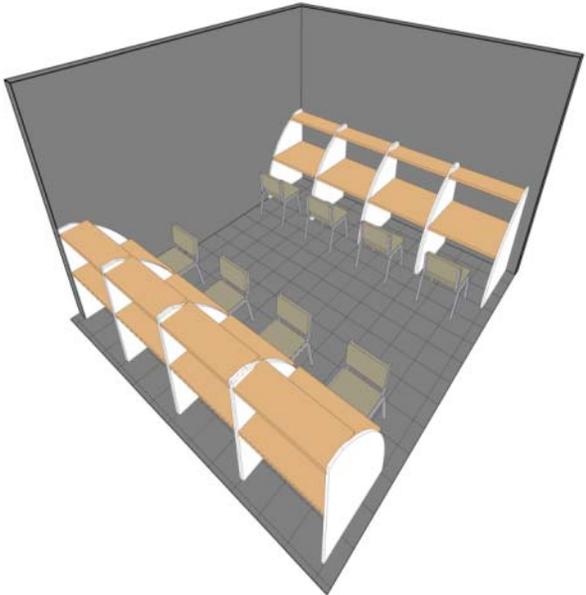
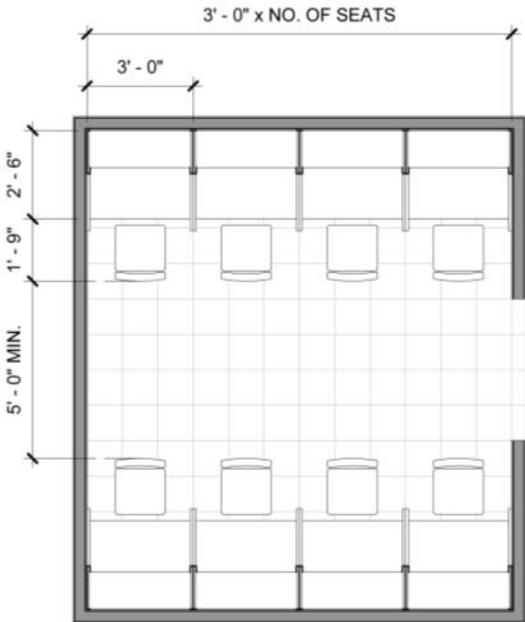
**PLANNING STANDARD PS-14b**

**ASSIGNED TO**

- 3.06 Toilet
- 5.16 Interview Restroom
- 8.04 Staff Toilet
- 8.28 Juvenile Toilet
- 8.30 Public Toilet
- 9.10 Employee Restrooms
- 13.03 Men's Public Restroom
- 13.04 Women's Public Restroom
- 13.19 Men's Staff Restroom
- 13.20 Women's Staff Restroom

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



**ASSIGNED TO**

4.18 Report Writing

**DESIGN CONSIDERATIONS**

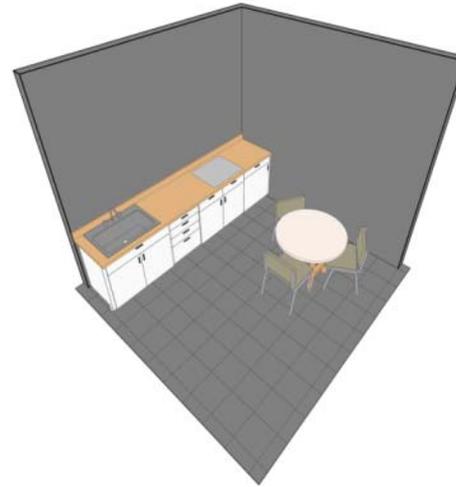
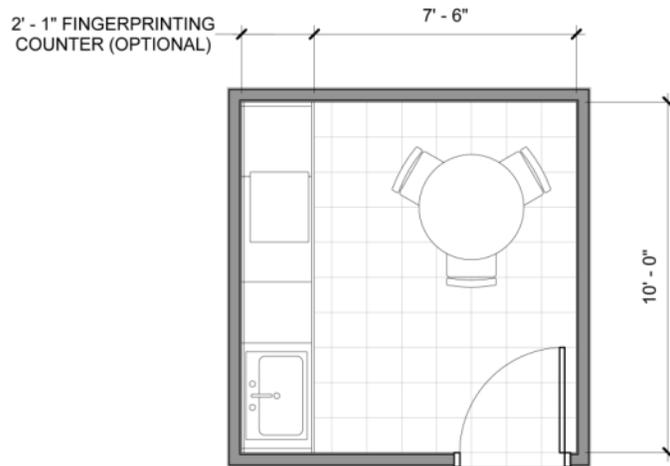
- ✓ BUILT-IN WORKSTATIONS
- ✓ POWER / DATA AT EACH WORKSTATION

**PLANNING STANDARD PS-15b**

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA





### DESIGN CONSIDERATIONS

- ✓ OPTIONAL STAND-UP COUNTER WITH SINK FOR FINGER PRINTING AND CLEAN UP
- ✓ ACCESS CONTROLLED ENTRY
- ✓ SMALL CONFERENCE TABLE
- ✓ AUDIO / VIDEO SURVEILLANCE
- ✓ WALLS TO DECK WITH SOUND INSULATION AND ACCOUSTICAL WALL TREATMENT
- ✓ SOUND RATED DOOR AND HARDWARE

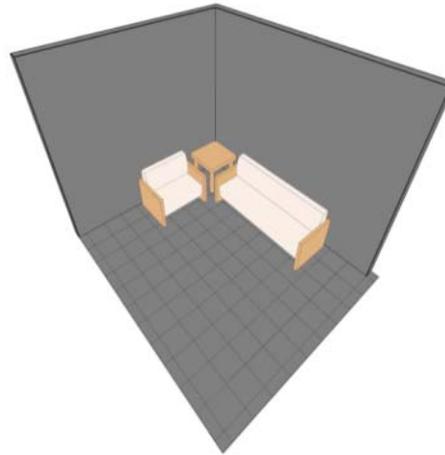
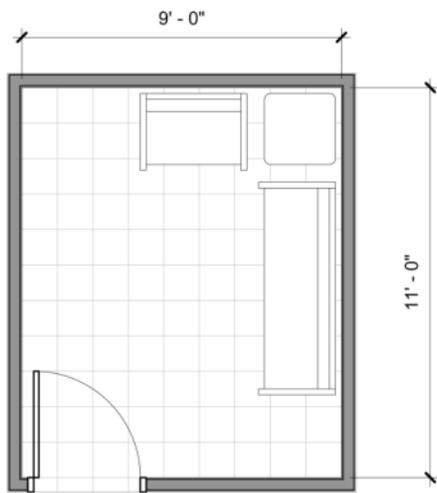
### ASSIGNED TO

- |           |  |
|-----------|--|
| 5.11      | Polygraph                              |
| 5.13-5.15 | Interview Room                         |
| 9.13      | Attorney/Client Conference             |
| 9.14      | Probation Services                     |
| 10.03     | Public Interview Room                  |
| 10.04     | Public Interview Room / Fingerprinting |

### PLANNING STANDARD PS-17a

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



### DESIGN CONSIDERATIONS

- ✓ CASUAL SEATING AREA (SOFA SEATING)
- ✓ CHILD FRIENDLY ENVIROMENT WITH STORAGE FOR TOYS
- ✓ ACCESS CONTROLLED ENTRY
- ✓ SMALL CONFERENCE TABLE
- ✓ AUDIO / VIDEO SURVEILLANCE
- ✓ WALLS TO DECK WITH SOUND INSULATION AND ACCOUSTICAL WALL TREATMENT
- ✓ SOUND RATED DOOR AND HARDWARE

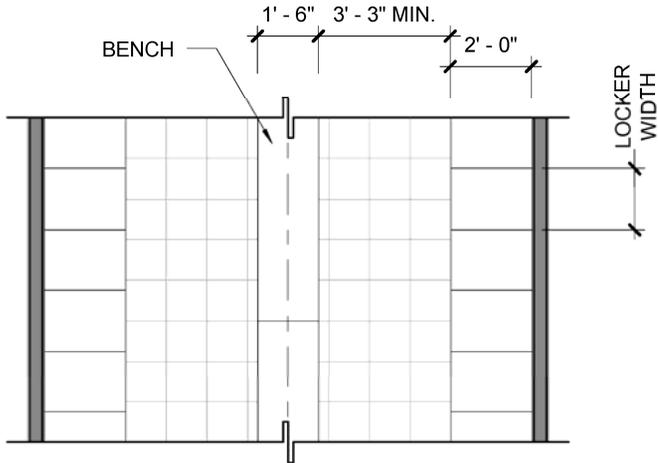
### ASSIGNED TO

5.12 Soft Interview Room

## PLANNING STANDARD PS-17b

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



**DESIGN CONSIDERATIONS**

- ✓ LOCKERS – CIVILIAN PERSONNEL
  - TWO-TIER
  
- ✓ LOCKERS – PRISONER PROPERTY
  - FOUR-TIER
  - HEAVY DUTY

W = 12" = 5.25 SQUARE FEET

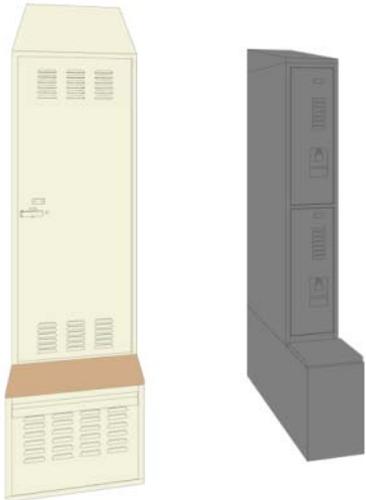
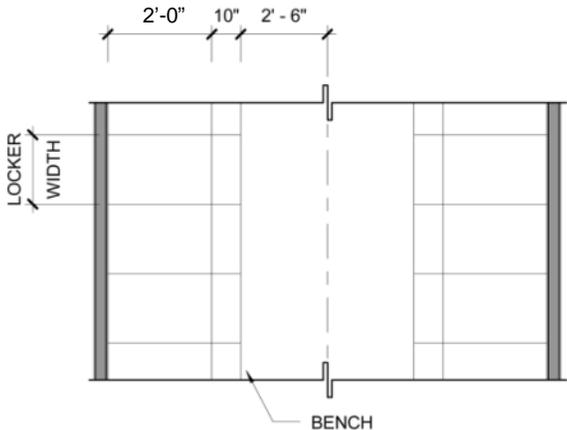
W = 24" = 10.5 SQUARE FEET

W = 30" = 13.13 SQUARE FEET

**ASSIGNED TO**

- 1.16 Admin. Men’s Toilet/Shower/Lockers (no bench)
- 1.17 Admin. Women’s Toilet/Shower/Lockers (no bench)
- 3.07 Lockers (no bench)
- 8.05 Prisoner Property Lockers (no bench)
- 10.15 Men’s Lockers
- 10.17 Women’s Lockers

**PLANNING STANDARD PS-18a**



**DESIGN CONSIDERATIONS**

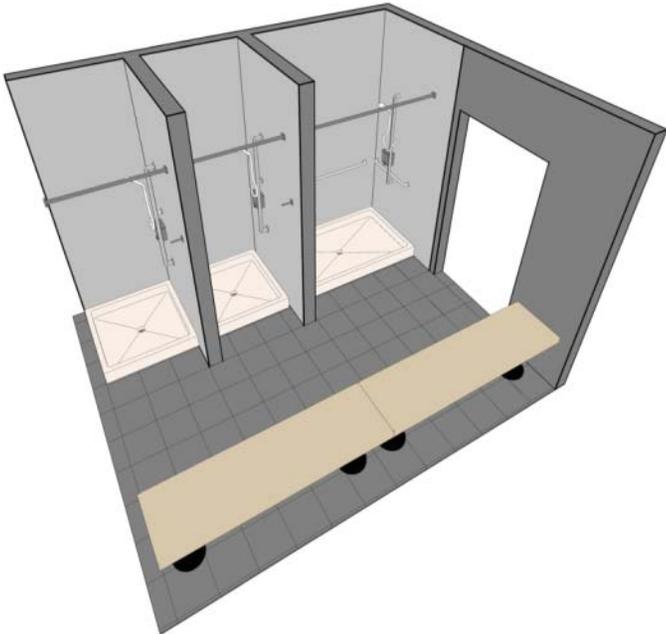
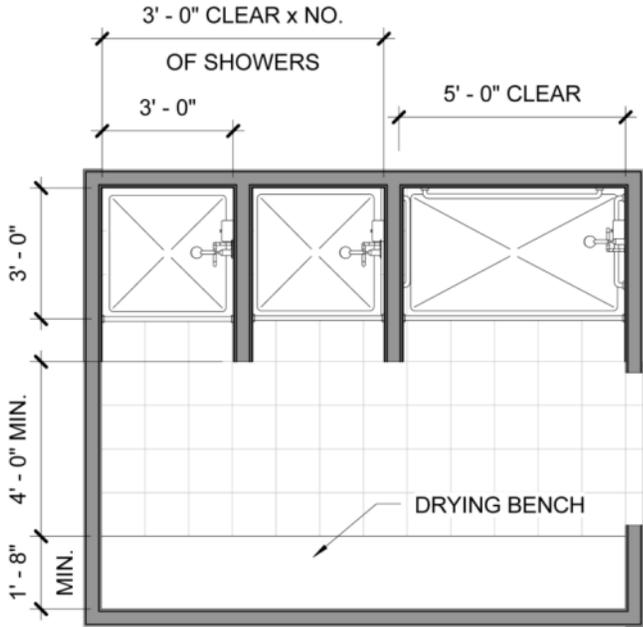
- ✓ LOCKERS – SWORN PERSONNEL
  - WARDROBE WITH INTERGRAL BENCH
  - LOCKABLE INSIDE COMPARTMENT FOR SIDE ARM STORAGE
  - PULL OUT DRAWER AT BASE FOR PERSONNEL EQUIPMENT
  - POWER AND VENTILATION AT EACH SWORN PERSONNEL LOCKER
- ✓ LOCKERS – CIVILIAN PERSONNEL
  - TWO-TIER WITH OR WITHOUT INTERGRAL BENCH

W = 12" = 5.25 SQUARE FEET  
W = 24" = 10.5 SQUARE FEET  
W = 30" = 13.13 SQUARE FEET

**ASSIGNED TO**

- 1.16 Admin. Men’s Toilet/Shower/Lockers
- 1.17 Admin. Women’s Toilet/Shower/Lockers
- 10.15 Men’s Lockers
- 10.17 Women’s Lockers

**PLANNING STANDARD PS-18b**



**ASSIGNED TO**

- 1.16 Admin. Men's Toilet/Shower/Lockers
- 1.17 Admin. Women's Toilet/Shower/Lockers
- 10.16 Men's Showers
- 10.18 Women's Showers

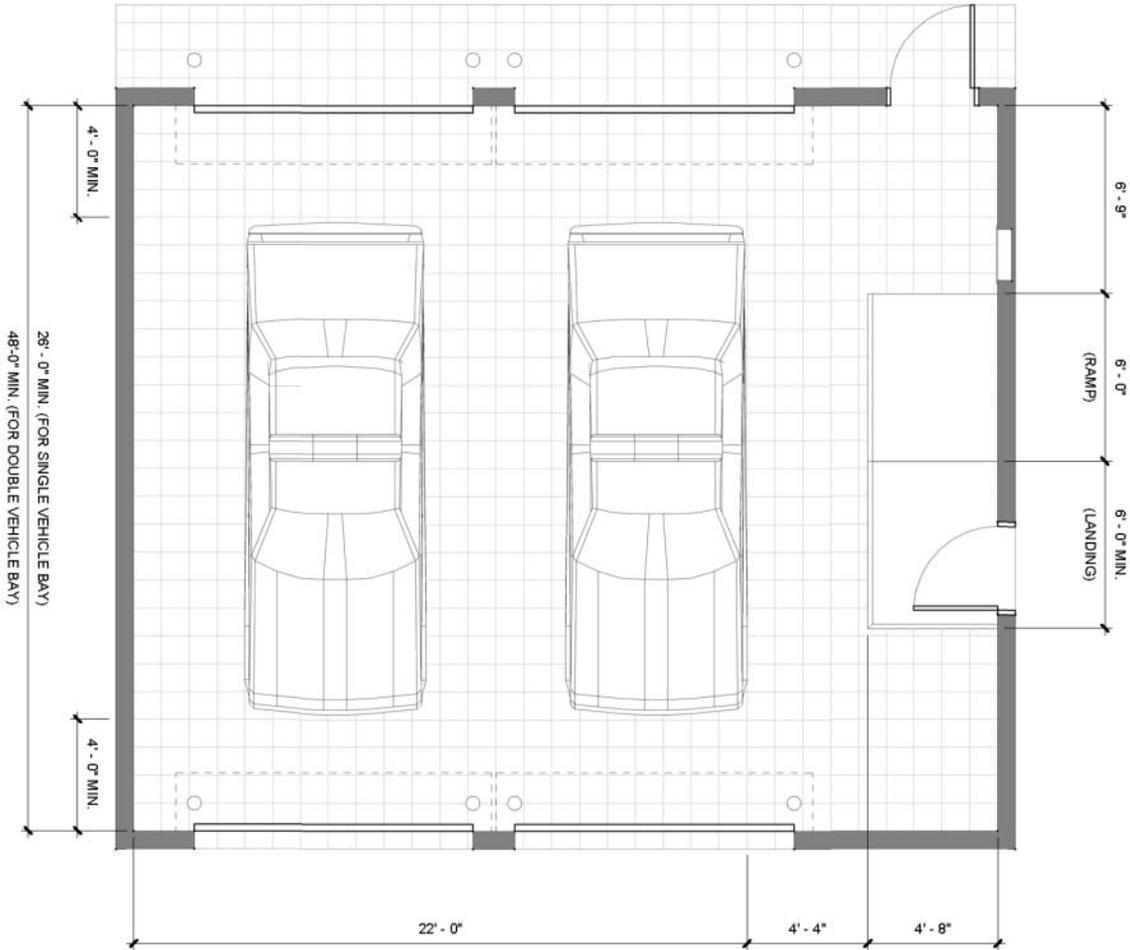
**DESIGN CONSIDERATIONS**

- ✓ DRY OFF BENCH
- ✓ CLOTHES HOOKS

**PLANNING STANDARD PS-19**

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



**PLANNING STANDARD PS-20a**  
PLAN VIEW

**DESIGN CONSIDERATIONS**

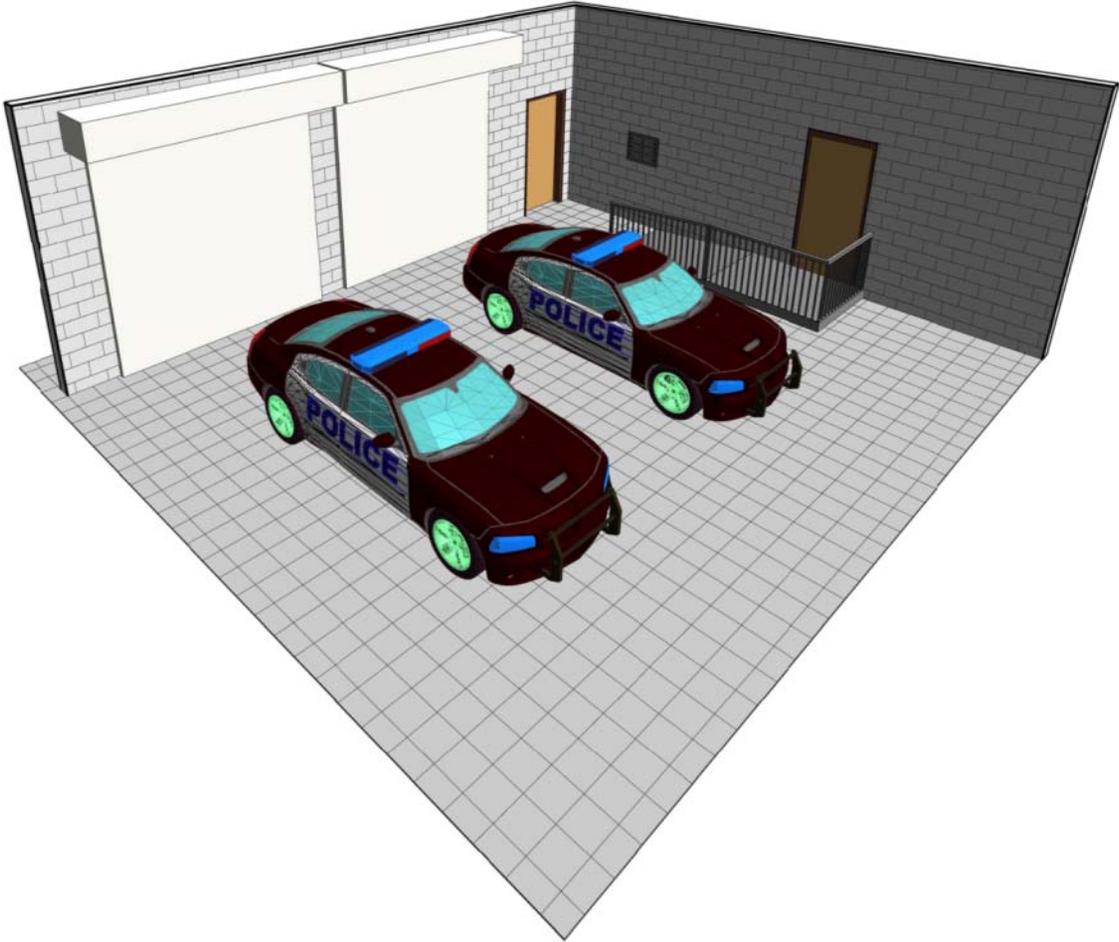
- ✓ VEHICLE ACCESS CONTROLLED OVERHEAD DOOR FOR ENTRY INTO SALLY PORT
- ✓ VIDEO SURVEILLANCE INSIDE AND *OUTSIDE*
- ✓ RECESSED GUN LOCKER
- ✓ ACCESS CONTROLLED OVERHEAD DOOR SWITCHES
- ✓ ACCESS CONTROLLED EXTERIOR DOOR IN AND OUT OF SALLY PORT
- ✓ INTERLOCKING "MAN TRAP" CAPABILITY
- ✓ LOCKDOWN OF ENTRY FROM EXTERIOR DURING MOVEMENT OF DETAINEE FROM VEHICLE
- ✓ TRENCH DRAIN
- ✓ EYE WASH STATION WITH DECONTAMINATION SHOWER
- ✓ PHOTO-EYE DETECTION SYSTEM TO SHUT OVERHEAD DOORS

**ASSIGNED TO**

8.01 Sally Port

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



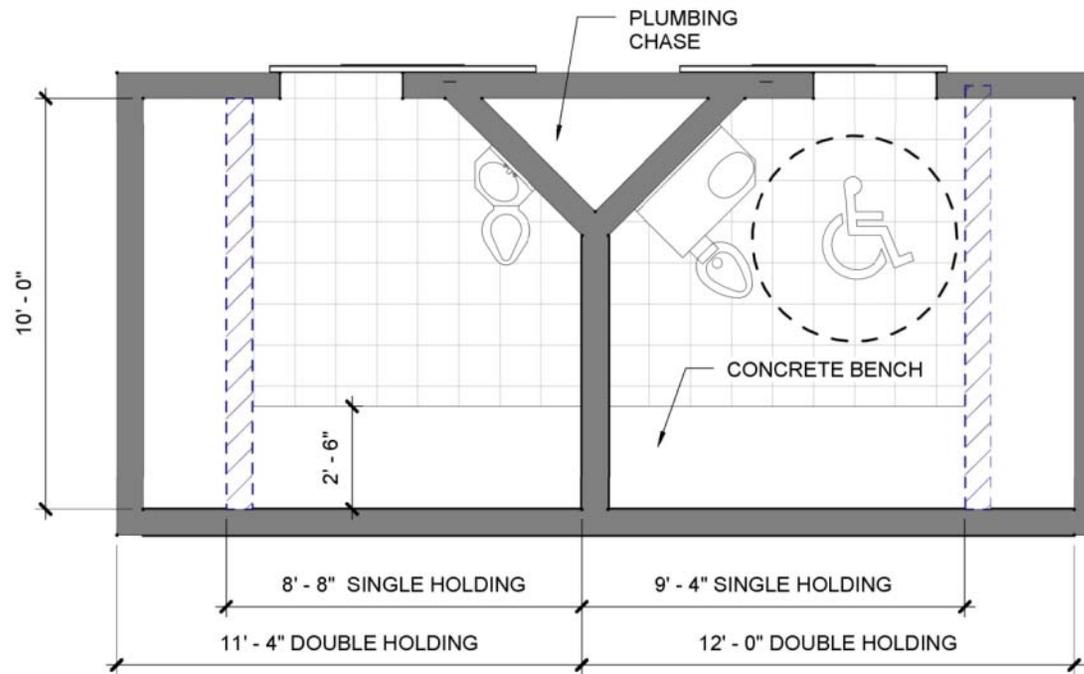
**PLANNING STANDARD PS-20a**  
3D VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA

**DESIGN CONSIDERATIONS**

- ✓ BUILT-IN CONCRETE BENCH
- ✓ PLUMBING CHASE TO ACCESS PLUMBING WITHOUT GOING IN CELL
- ✓ REINFORCED CONCRETE WALLS
- ✓ HOLLOW METAL DETENTION GRADE DOOR AND FRAME
  - FOOD PASS / CUFF PORT
  - WINDOW WITH COVER
  - SPEAK HOLES
- ✓ DETENTION GRADE HARDWARE
- ✓ VIDEO / AUDIO SURVEILLANCE
- ✓ SECURITY CEILING AND LIGHT FIXTURES
- ✓ DETENTION GRADE TOILET
- ✓ PREFERENCE FOR SLIDING HOLDING CELL DOORS



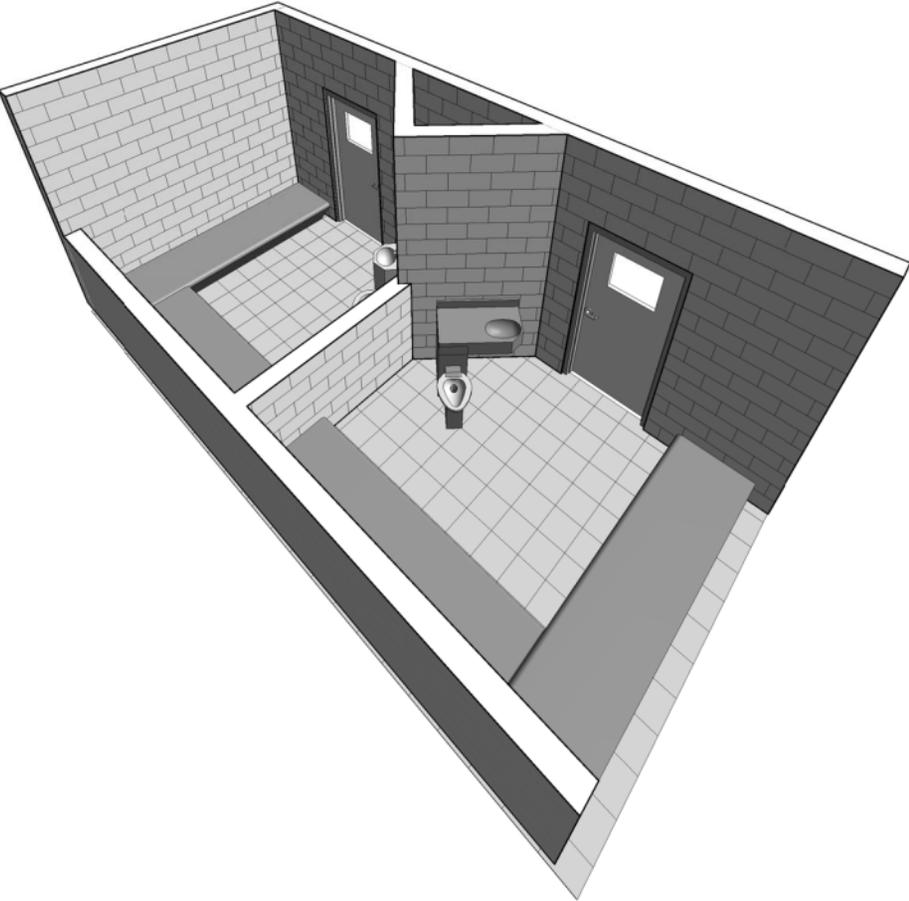
**PLANNING STANDARD PS-21**  
PLAN VIEW

**ASSIGNED TO**

- |           |                             |
|-----------|-----------------------------|
| 8.08      | Male Holding (Accessible)   |
| 8.09-8.17 | Male Holding                |
| 8.18      | Female Holding (Accessible) |
| 8.19-8.20 | Female Holding              |

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



**PLANNING STANDARD PS-21**  
3D VIEW

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA

**LOCKERS**

The area required in the locker rooms is in part determined by the size and configuration of the individual lockers. Based on discussions with the Police Department, two locker types are planned for in the department. Type 1 - large duty lockers are assigned to sworn City personnel for storing spare uniforms, coats, field apparel and equipment. Type 2 – double tier lockers are unassigned, and are for use by all other department staff while using the physical fitness, or shower facilities.

The ratio between male and female personnel counts is estimated for the future based on anticipated projections for national averages, and a contingency is added to compensate for estimation inaccuracies and future staffing realities. The contingency is in recognition that the ratio of male to female personnel is continually evolving. The contingency is evaluated for providing sufficient lockers to both males and females given an actual current day ratio that does not correspond with national averages. Future projections for the ratio are based on national standard estimates for the percentage of female officers anticipated in average departments. The built in locker contingency provides for this standard, as well as sufficient lockers should the department continue to grow proportional to the existing ratio of males to females.

LOCKER COUNT TABLE							
Type 1, Large Lockers: 24"w x 24"d x 72"h (single tier)							
O'FALLON JUSTICE CENTER							
NO.	FUNCTIONAL ELEMENT	2013	2038	NO.	FUNCTIONAL ELEMENT	2013	2038
2.01	Community Services Lieutenant	1	1	5.02	C.I.S. Lieutenant	1	1
2.02	Community Services Sergeants	2	3	5.03	C.I.S. Sergeants	2	2
2.15	D.A.R.E. / S.R.O.	9	11	5.05	C.I.S. Detectives	8	12
2.17	Animal Control / Park Rangers	4	6	5.06	Taskforce / Cybercrime Detectives	5	7
				5.08	Warrant Officers	2	2
4.01	Operations Captains	1	2				
4.03	Patrol Lieutenants	3	6	6.01	Emergency Management Coord.	1	1
4.09	Traffic Lieutenant	0	1				
4.10	Traffic Commander	1	1				
4.11	Patrol Sergeants	12	24				
4.14	Traffic Officers	10	13				
4.15	Patrol Officers	79	94				
4.19	K-9 Officer	0	1				
					<b>Subtotal</b>	<b>141</b>	<b>188</b>
					<b>Contingency (10%)</b>	<b>14</b>	<b>18</b>
					<b>Total</b>	<b>155</b>	<b>206</b>
					Male (90% current ratio)	140	185
					Female (14% future ratio)	21	28

- Table 3.3 -

LOCKER COUNT TABLE							
Type 2, Unassigned Lockers: 12"w x 24"d x 72"h (double tier)							
O'FALLON JUSTICE CENTER							
NO.	FUNCTIONAL ELEMENT	2013	2038	NO.	FUNCTIONAL ELEMENT	2013	2038
2.05	Community Services Clerk	1	1	5.07	Crime Analyst	1	1
2.06	Training Coordinator	1	1	5.09	Records Technician / Clerk	1	1
2.07	Training Officer	1	1				
2.08	Records Supervisor	1	1	7.01	Evidence Specialists	2	3
2.09	Records Clerks	3	5				
2.10	Transcriptionist	1	1	8.03	Confinement Officers	6	9
2.19	I.T. Work Room	0	1				
				10.21	Quartermaster	0	1
3.01	Communications Supervisor	1	1				
3.02	Lead Communications Officers	1	1				
3.03	Dispatchers	4	8				
3.04	Information Coordinator	1	1				
					<b>Subtotal</b>	<b>26</b>	<b>39</b>
					<b>Contingency (20%)</b>	<b>5</b>	<b>8</b>
					<b>Total</b>	<b>31</b>	<b>47</b>
4.16	Administrative Assistant	1	2				
					Male (50%)	16	24
					Female (50%)	16	24

- Table 3.4 -

**SPACE NEEDS TABLES**

In the Space Needs Tables that follow, current year (2013) personnel were allotted to the list of functional elements in the fourth column, labeled P1. Because the department is currently staffed below departments serving communities of similar size, and with an understanding that some staffing increases are realistically expected in the near term, staffing was projected with modest increases to establish the current space needs. This adjusted staffing is reflected in the fifth column, labeled P1A. The sixth column, labeled WS1, indicates the number of workstations required to support the assigned personnel and the seventh column labeled WST1, indicates the workstation type referenced to the planning standards diagrams included as part of this section. Based on the specific activity occurring in the space, the frequent peak occupancy (the highest number of occupants commonly found in the room, including visitors and the person or persons assigned to the space) is predicted in the eighth column, labeled O1.

Many functional elements do not have personnel assigned to the space, and size is determined by the activity that occurs in the space, such as with meeting or lobby space. The O1 column is a useful indicator of space needs, primarily when no personnel are assigned to the element.

From the personnel, workstation, and occupancy figures, and from an understanding of activities and equipment requirements, the 2013 space requirement was estimated for each element in the ninth column, labeled S1. This is the space requirement necessary for the department as it would be ideally staffed today if it were to be housed in what would be considered a current-day, typical law enforcement facility. The many accessory support spaces (closets, corridors, etc.) were not listed in order to retain the important orientation of primary functions.

The information in the 2013 columns were developed to enhance the accuracy of the 2038 projection, and to use as a measure for establishing the degree of deficiency in the current facility.

Based on the personnel projection, five similar columns were developed for the adequacy year, 2038. (See columns P2, WS2, WST2, O2, and S2.) The S2 column represents the need for which a building would be designed.

The sum of column S2 is the net area for a given grouping of functional elements. Using a multiplier, a percentage of the listed net area for each functional space is added for support space (gross area). This area is listed in the final row of the Summary of the Space Needs Tables.

FUNCTIONAL ELEMENTS AND SPACE NEEDS													
O'FALLON JUSTICE CENTER													
Planning Horizon Space Needs - S2													
Planning Horizon Frequent Peak Occupants - O2												↓	↓
Workstation Standard - WST2										↓	↓	↓	
Planning Horizon Workstations Required - WS2										↓	↓	↓	
Planning Horizon Personnel - P2										↓	↓	↓	
Current Space Needs - S1										↓	↓	↓	
Current Frequent Peak Occupants - O1										↓	↓	↓	
Workstation Standard - WST1										↓	↓	↓	
Current Workstations Required - WS1										↓	↓	↓	
Current Needed Personnel - P1A										↓	↓	↓	
Current Authorized Personnel - P1										↓	↓	↓	
1.00 ADMINISTRATION			CURRENT SPACE	2013					2038				
#	NAME			P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2
1.01	Chief of Police	245	1	1	1	PS-1	6	295	1	1	PS-1	6	295
1.02	Assistant Chief of Police	225	1	1	1	PS-2	5	200	1	1	PS-2	5	200
1.03	Administrative Major	0	0	0	1	-	0	0	1	1	PS-2	5	200
1.04	Administrative Major	0	0	0	0	-	0	0	1	1	PS-2	5	200
1.05	Administrative Services Captain	240	1	1	1	PS-3	4	175	1	1	PS-3	4	175
1.06	Operations Captain	240	1	1	1	PS-3	4	175	0	0	-	0	0
1.07	Administrative Lieutenant / P.I.O.	0	0	0	0	-	0	0	1	1	PS-4	4	150
1.08	Executive Administrative Assistant	0	0	0	0	-	0	0	1	1	PS-5	3	125
1.09	Administrative Assistant	225	1	1	1	PS-6	3	100	1	1	PS-6	3	100
1.10	Budget & Procurement	235	1	1	1	PS-4	4	150	1	1	PS-4	4	150
1.11	Conference Room	205	0	0	0	PS-13	10	300	0	0	PS-13	16	400
1.12	Work Room	<i>in 1.09</i>	0	0	0	-	1	80	0	0	-	1	80
1.13	Administrative Files	<i>in 1.09</i>	0	0	0	-	1	80	0	0	-	1	125
1.14	Galley	0	0	0	0	-	1	60	0	0	-	1	60
1.15	Executive Toilet/Shower	0	0	0	0	-	1	75	0	0	-	1	75
1.16	Admin. Men's Toilets/Showers/Lockers <sup>1,2,3,4</sup>	200	0	0	5/2	PS-18ab	2/1	290	0	10/2	PS-18ab	2/1	325
1.17	Admin. Women's Toilets/Showers/Lockers <sup>1,2,3,4</sup>	135	0	0	2/4	PS-18ab	1/1	195	0	3/4	PS-18ab	1/1	210
<b>Totals (Areas= Net Square Feet)</b>			<b>1,950</b>	<b>6</b>	<b>6</b>			<b>2,175</b>	<b>9</b>				<b>2,870</b>

1. Workstation count refers to the number of sworn (24" wide x 24" deep, bench/drawer base) and civilian (12" wide x 24" deep, double tier) lockers respectively.
2. Occupant count refers to the number of water closet and lavatory fixtures, respectively.
3. Planning Standards PS-18a abd PS-18b were utilized to determine space required for identified locker types and quantities.
4. Planning Standard PS-19 was utilized to establish space required for shower component at this space.

**FUNCTIONAL ELEMENTS AND SPACE NEEDS**

**O'FALLON JUSTICE CENTER**

Planning Horizon Space Needs - S2

Planning Horizon Frequent Peak Occupants - O2

Workstation Standard - WST2

Planning Horizon Workstations Required - WS2

Planning Horizon Personnel - P2

Current Space Needs - S1

Current Frequent Peak Occupants - O1

Workstation Standard - WST1

Current Workstations Required - WS1

Current Needed Personnel - P1A

Current Authorized Personnel - P1

2.00 SUPPORT SERVICES		CURRENT SPACE	2013						2038				
#	NAME		P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
2.01	Community Services Lieutenant	135	1	1	1	PS-4	4	150	1	1	PS-4	4	150
2.02	Community Services Sergeant	0	1	1	1	PS-5	3	125	1	1	PS-5	3	125
2.03	Community Services Sergeant	0	0	1	1	-	0	0	1	1	PS-5	3	125
2.04	Community Services Sergeant	0	0	0	0	-	0	0	1	1	PS-5	3	125
2.05	Community Services Clerk	0	0.5	0.5	1	PS-6	3	100	1	1	PS-6	3	100
2.06	Training Coordinator	140	1	1	1	PS-4	4	150	1	1	PS-4	4	150
2.07	Training Officer	0	0	1	1	PS-5	3	125	1	1	PS-5	3	125
2.08	Records Supervisor	<i>in 2.09</i>	1	1	1	PS-5	3	125	1	1	PS-5	3	125
2.09	Records Clerks	320	2.5	3	3	PS-9	5	235	5	5	PS-9	7	360
2.10	Transcriptionist	0	1	1	1	PS-6	3	100	1	1	PS-6	3	100
2.11	Scanning & Shredding	100	0	0	1	PS-6	3	100	0	1	PS-6	3	100
2.12	Active Records Files <sup>1</sup>	<i>in 2.09</i>	0	0	0	-	1	100	0	0	-	1	135
2.13	Archival Records Files <sup>2</sup>	845	0	0	0	-	1	360	0	0	-	1	435
2.14	Records Work/Copy Room	<i>in 2.09</i>	0	0	0	-	1	80	0	0	-	1	80
2.15	D.A.R.E / S.R.O. / Business Watch <sup>3</sup>	320	8	9	9	PS-13	6	300	11	11	PS-13	8	360
2.16	D.A.R.E / S.R.O. Storage	<i>in 2.15</i>	0	0	0	-	1	60	0	0	-	1	80



FUNCTIONAL ELEMENTS AND SPACE NEEDS													
O'FALLON JUSTICE CENTER													
													Planning Horizon Space Needs - S2
												Planning Horizon Frequent Peak Occupants - O2	↓
											Workstation Standard - WST2	↓	↓
										Planning Horizon Workstations Required - WS2	↓	↓	↓
									Planning Horizon Personnel - P2	↓	↓	↓	↓
								Current Space Needs - S1	↓	↓	↓	↓	↓
							Current Frequent Peak Occupants - O1	↓	↓	↓	↓	↓	↓
						Workstation Standard - WST1	↓	↓	↓	↓	↓	↓	↓
					Current Workstations Required - WS1	↓	↓	↓	↓	↓	↓	↓	↓
				Current Needed Personnel - P1A	↓	↓	↓	↓	↓	↓	↓	↓	↓
			Current Authorized Personnel - P1	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
3.00 COMMUNICATIONS			CURRENT SPACE	2013					2038				
#	NAME			P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2
3.01	Communications Supervisor	0	0	1	1	PS-4	4	150	1	1	PS-4	4	150
3.02	Lead Communications Officers	<i>in 3.03</i>	3	3	1	PS-5	3	125	3	1	PS-5	3	125
3.03	Dispatchers	234	12	15	4	PS-10	5	640	21	8	PS-10	9	1,000
3.04	Information Coordinator	<i>in 3.03</i>	1	1	1	PS-6	3	100	1	1	PS-6	3	100
3.05	Break Room	135	0	0	0	-	2	100	0	0	-	2	100
3.06	Toilet <sup>1</sup>	50	0	0	0	PS-14b	1	50	0	0	PS-14b	1	50
3.07	Lockers <sup>2</sup>	30	0	0	0	PS-18a	20	75	0	0	PS-18a	26	95
3.08	Radio & 911 Equipment <sup>3</sup>	20	0	0	0	-	1	90	0	0	-	1	90
<b>Totals (Areas= Net Square Feet)</b>			<b>469</b>	<b>16</b>	<b>20</b>			<b>1,330</b>	<b>26</b>				<b>1,710</b>

1. Uni-sex restroom.  
2. 12" wide x 24" deep double-tier lockers.  
3. Must be separate from primary file server room.

FUNCTIONAL ELEMENTS AND SPACE NEEDS													
O'FALLON JUSTICE CENTER													
Planning Horizon Space Needs - S2													
Planning Horizon Frequent Peak Occupants - O2												↓	
Workstation Standard - WST2											↓	↓	
Planning Horizon Workstations Required - WS2										↓	↓	↓	
Planning Horizon Personnel - P2								↓	↓	↓	↓		
Current Space Needs - S1							↓	↓	↓	↓	↓		
Current Frequent Peak Occupants - O1						↓	↓	↓	↓	↓			
Workstation Standard - WST1					↓	↓	↓	↓	↓				
Current Workstations Required - WS1				↓	↓	↓	↓	↓	↓				
Current Needed Personnel - P1A			↓	↓	↓	↓	↓	↓	↓				
Current Authorized Personnel - P1		↓	↓	↓	↓	↓	↓	↓	↓				
4.00 PATROL		CURRENT SPACE	2013						2038				
#	NAME		P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
4.01	Operations Captain	<i>in 1.06</i>	0	0	0	-	0	0	1	1	PS-3	4	175
4.02	Operations Captain	0	0	0	0	-	0	0	1	1	PS-3	4	175
4.03	Patrol Lieutenant	145	1	1	1	PS-4	4	150	1	1	PS-4	4	150
4.04	Patrol Lieutenant	145	1	1	1	PS-4	4	150	1	1	PS-4	4	150
4.05	Patrol Lieutenant	145	1	1	1	PS-4	4	150	1	1	PS-4	4	150
4.06	Patrol Lieutenant	0	0	0	0	-	0	0	1	1	PS-4	4	150
4.07	Patrol Lieutenant	0	0	0	0	-	0	0	1	1	PS-4	4	150
4.08	Patrol Lieutenant	0	0	0	0	-	0	0	1	1	PS-4	4	150
4.09	Traffic Lieutenant	0	0	0	0	-	0	0	1	1	PS-4	4	150
4.10	Traffic Commander	145	1	1	1	PS-5	3	125	1	1	PS-5	3	125
4.11	Patrol Sergeants	1,124	4	4	4	PS-9	8	295	8	8	PS-9	12	535
4.12	Patrol Sergeants	<i>in 4.11</i>	4	4	4	PS-9	8	295	8	8	PS-9	12	535
4.13	Patrol Sergeants	<i>in 4.11</i>	4	4	4	PS-9	8	295	8	8	PS-9	12	535
4.14	Traffic Officers	<i>in 4.11</i>	6	10	4	PS-9	6	295	13	6	PS-9	8	415
4.15	Patrol Officers	0	64	79	-	-	-	0	94	-	-	-	0
4.16	Administrative Assistant	0	0	1	1	PS-6	3	100	2	2	PS-9	3	150
4.17	Briefing	630	0	0	0	PS-11	18	515	0	0	PS-11	24	620
4.18	Report Writing	<i>in 4.11</i>	0	0	15	PS-15b	18	160	0	20	PS-15b	25	210
4.19	K-9 Office	0	0	0	1	PS-5	3	125	1	2	PS-9	4	150
4.20	K-9 Kennels / Dog Wash	0	0	0	0	-	3	80	0	0	-	4	125
4.21	K-9 Supplies & Equipment	0	0	0	0	-	1	35	0	0	-	1	50
Totals (Areas= Net Square Feet)		2,334	86	106				2,770	144				4,850

FUNCTIONAL ELEMENTS AND SPACE NEEDS													
O'FALLON JUSTICE CENTER													
Planning Horizon Space Needs - S2													
Planning Horizon Frequent Peak Occupants - O2													↓
Workstation Standard - WST2												↓	↓
Planning Horizon Workstations Required - WS2											↓	↓	↓
Planning Horizon Personnel - P2										↓	↓	↓	↓
Current Space Needs - S1									↓	↓	↓	↓	↓
Current Frequent Peak Occupants - O1								↓	↓	↓	↓	↓	↓
Workstation Standard - WST1							↓	↓	↓	↓	↓	↓	↓
Current Workstations Required - WS1						↓	↓	↓	↓	↓	↓	↓	↓
Current Needed Personnel - P1A					↓	↓	↓	↓	↓	↓	↓	↓	↓
Current Authorized Personnel - P1				↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
5.00 CRIMINAL INVESTIGATIONS SECTION		CURRENT SPACE	2013						2038				
#	NAME		P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
5.01	C.I.S. Captain	0	0	0	0	-	0	0	1	1	PS-3	4	175
5.02	C.I.S. Lieutenant	190	1	1	1	PS-4	4	150	1	1	PS-4	4	150
5.03	C.I.S. Sergeant	140	1	1	1	PS-5	3	125	1	1	PS-5	3	125
5.04	C.I.S. Sergeant	140	1	1	1	PS-5	3	125	1	1	PS-5	3	125
5.05	C.I.S. Detectives	800	8	8	8	PS-8	16	700	12	12	PS-8	24	1,000
5.06	Task Force Detectives / Cybercrime	0	5	5	2	PS-8	3	185	7	2	PS-8	3	185
5.07	Crime Analyst	155	1	1	1	PS-5	3	125	1	1	PS-5	3	125
5.08	Warrant Officer	<i>in 5.05</i>	1	2	2	PS-9	3	150	2	2	PS-9	3	150
5.09	Records Technician / Clerk	125	1	1	1	PS-6	3	100	1	1	PS-6	3	100
5.10	Major Case Room / Conference	0	0	0	0	PS-13	25	525	0	0	PS-13	25	525
5.11	Polygraph	75	0	0	0	PS-17a	2	75	0	0	PS-17a	2	75
5.12	Soft Interview Room	0	0	0	0	PS-17b	5	100	0	0	PS-17b	5	100
5.13	Interview Room	70	0	0	0	PS-17a	3	75	0	0	PS-17a	3	75
5.14	Interview Room	75	0	0	0	PS-17a	3	75	0	0	PS-17a	3	75
5.15	Interview Room	75	0	0	0	-	0	0	0	0	PS-17a	3	75
5.16	Interview Restroom <sup>1</sup>	0	0	0	0	PS-14b	1	50	0	0	PS-14b	1	50

FUNCTIONAL ELEMENTS AND SPACE NEEDS

O'FALLON JUSTICE CENTER

Planning Horizon Space Needs - S2

Planning Horizon Frequent Peak Occupants - O2

Workstation Standard - WST2

Planning Horizon Workstations Required - WS2

Planning Horizon Personnel - P2

Current Space Needs - S1

Current Frequent Peak Occupants - O1

Workstation Standard - WST1

Current Workstations Required - WS1

Current Needed Personnel - P1A

Current Authorized Personnel - P1

5.00 CRIMINAL INVESTIGATIONS SECTION		CURRENT SPACE	2013						2038				
#	NAME		P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
5.17	C.I.S. Equipment	<i>in 5.05</i>	0	0	0	-	1	80	0	0	-	1	100
5.18	Juvenile Files	<i>in 5.07</i>	0	0	0	-	1	60	0	0	-	1	80
5.19	Work Room	<i>in 5.05</i>	0	0	0	-	1	80	0	0	-	1	80
<b>Totals (Areas= Net Square Feet)</b>		<b>1,845</b>	<b>19</b>	<b>20</b>				<b>2,780</b>	<b>27</b>				<b>3,370</b>

1. Uni-sex restroom.

**FUNCTIONAL ELEMENTS AND SPACE NEEDS**

**O'FALLON JUSTICE CENTER**

Planning Horizon Space Needs - S2

6.00 EMERGENCY MANAGEMENT		CURRENT SPACE	2013						2038				
#	NAME		P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
6.01	Emergency Management Coordinator	0	1	1	1	PS-5	3	125	1	1	PS-5	3	125
6.02	E.O.C. Storage <sup>1</sup>	0	0	0	0	-	1	100	0	0	-	1	150
<b>Totals (Areas= Net Square Feet)</b>		<b>0</b>	<b>1</b>	<b>1</b>				<b>225</b>	<b>1</b>				<b>275</b>

1. In proximity to Court Room in cases when it will be used for E.O.C.

**FUNCTIONAL ELEMENTS AND SPACE NEEDS**

**O'FALLON JUSTICE CENTER**

Planning Horizon Space Needs - S2

Planning Horizon Frequent Peak Occupants - O2														↓
Workstation Standard - WST2												↓	↓	
Planning Horizon Workstations Required - WS2											↓	↓	↓	
Planning Horizon Personnel - P2										↓	↓	↓	↓	
Current Space Needs - S1									↓	↓	↓	↓	↓	
Current Frequent Peak Occupants - O1								↓	↓	↓	↓	↓	↓	
Workstation Standard - WST1							↓	↓	↓	↓	↓	↓	↓	
Current Workstations Required - WS1						↓	↓	↓	↓	↓	↓	↓	↓	
Current Needed Personnel - P1A					↓	↓	↓	↓	↓	↓	↓	↓	↓	
Current Authorized Personnel - P1				↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	
7.00 EVIDENCE & PROPERTY			CURRENT SPACE	2013					2038					
#	NAME			P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
7.01	Evidence Specialists	130	2	2	2	PS-9	3	150	3	3	PS-9	4	210	
7.02	Evidence Packaging (Bag & Tag)	180	0	0	2	-	2	90	0	3	-	3	125	
7.03	Evidence Processing	245	0	0	2	PS-16	2	120	0	2	PS-16	2	120	
7.04	Evidence Supplies	<i>in 7.03</i>	0	0	0	-	1	80	0	0	-	1	100	
7.05	Forensics	<i>in 7.03</i>	0	0	0	-	2	200	0	0	-	2	275	
7.06	Blood Drying Room #1	<i>in 7.03</i>	0	0	0	-	0	10	0	0	-	0	10	
7.07	Blood Drying Room #2	<i>in 7.03</i>	0	0	0	-	0	10	0	0	-	0	10	
7.08	Evidence & Property Storage <sup>1</sup>	330	0	0	0	-	2	525	0	0	-	2	700	
7.09	Drug Evidence <sup>2</sup>	254	0	0	0	-	2	75	0	0	-	2	100	
7.10	Guns & Cash <sup>3</sup>	<i>in 7.09</i>	0	0	0	-	1	80	0	0	-	1	120	
7.11	Biohazard Evidence <sup>2</sup>	<i>in 7.09</i>	0	0	0	-	1	50	0	0	-	1	75	
7.12	Large Evidence Storage <sup>2</sup>	720	0	0	0	-	2	250	0	0	-	2	400	
7.13	Bicycle Storage <sup>4</sup>	400	0	0	100	-	2	600	0	100	-	2	600	
7.14	Evidence Drop Vestibule #1	0	0	0	0	-	1	35	0	0	-	1	35	
7.15	Evidence Drop Vestibule #2	0	0	0	0	-	1	35	0	0	-	1	35	

FUNCTIONAL ELEMENTS AND SPACE NEEDS													
O'FALLON JUSTICE CENTER													
Planning Horizon Space Needs - S2													
Planning Horizon Frequent Peak Occupants - O2													↓
Workstation Standard - WST2												↓	↓
Planning Horizon Workstations Required - WS2											↓	↓	↓
Planning Horizon Personnel - P2										↓	↓	↓	↓
Current Space Needs - S1									↓	↓	↓	↓	↓
Current Frequent Peak Occupants - O1								↓	↓	↓	↓	↓	↓
Workstation Standard - WST1							↓	↓	↓	↓	↓	↓	↓
Current Workstations Required - WS1						↓	↓	↓	↓	↓	↓	↓	↓
Current Needed Personnel - P1A					↓	↓	↓	↓	↓	↓	↓	↓	↓
Current Authorized Personnel - P1				↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
7.00 EVIDENCE & PROPERTY			CURRENT SPACE	2013					2038				
#	NAME			P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2
7.16	Dirty Evidence Sorting	0	0	0	0	-	2	65	0	0	-	2	65
7.17	Vehicle Processing Bay	0	0	0	0	-	1	550	0	0	-	1	550
7.18	Evidence Lobby	0	0	0	0	-	2	70	0	0	-	2	70
7.19	Evidence Review	0	0	0	0	PS-13	4	125	0	0	PS-13	4	125
<b>Totals (Areas= Net Square Feet)</b>		<b>2,259</b>	<b>2</b>	<b>2</b>				<b>3,120</b>	<b>3</b>				<b>3,725</b>

1. High density storage shelving systems.
2. Static shelving systems.
3. Weapons shelving systems. Separate locked cabinet or vault for cash storage.
4. Workstation count refers to number of bicycles to be stored. Assumes use of high-density bicycle storage systems.

**FUNCTIONAL ELEMENTS AND SPACE NEEDS**

**O'FALLON JUSTICE CENTER**

Planning Horizon Space Needs - S2

Planning Horizon Frequent Peak Occupants - O2

Workstation Standard - WST2

Planning Horizon Workstations Required - WS2

Planning Horizon Personnel - P2

Current Space Needs - S1

Current Frequent Peak Occupants - O1

Workstation Standard - WST1

Current Workstations Required - WS1

Current Needed Personnel - P1A

Current Authorized Personnel - P1

8.00 PRISONER PROCESSING		CURRENT SPACE	2013						2038				
#	NAME		P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
8.01	Sally Port <sup>1</sup>	720	0	0	0	PS-20a	2	800	0	0	PS-20a	2	800
8.02	Adult Processing	300	0	0	0	-	4	125	0	0	-	6	200
8.03	Control Room (Confinement Officers)	<i>in 8.02</i>	6	6	2	-	2	150	9	3	-	3	210
8.04	Staff Toilet <sup>2</sup>	<i>in 8.21</i>	0	0	0	PS-14b	1	50	0	0	PS-14b	1	50
8.05	Prisoner Property Lockers <sup>3</sup>	15	0	0	0	PS-18a	28	35	0	0	PS-18a	36	45
8.06	Intoxilyzer	128	0	0	0	-	2	90	0	0	-	2	90
8.07	Group Holding	110	0	0	0	-	4	125	0	0	-	6	150
8.08	Male Holding #1 (Accessible)	0	0	0	0	PS-21	2	105	0	0	PS-21	2	105
8.09	Male Holding #2	72	0	0	0	PS-21	2	80	0	0	PS-21	2	80
8.10	Male Holding #3	72	0	0	0	PS-21	2	80	0	0	PS-21	2	80
8.11	Male Holding #4	72	0	0	0	PS-21	2	80	0	0	PS-21	2	80
8.12	Male Holding #5	72	0	0	0	PS-21	2	80	0	0	PS-21	2	80
8.13	Male Holding #6	0	0	0	0	PS-21	2	80	0	0	PS-21	2	80
8.14	Male Holding #7	0	0	0	0	-	0	0	0	0	PS-21	2	80
8.15	Male Holding #8	0	0	0	0	-	0	0	0	0	PS-21	2	80
8.16	Male Holding #9	0	0	0	0	-	0	0	0	0	PS-21	2	80
8.17	Male Holding #10	0	0	0	0	-	0	0	0	0	PS-21	2	80

FUNCTIONAL ELEMENTS AND SPACE NEEDS													
O'FALLON JUSTICE CENTER													
Planning Horizon Space Needs - S2													
Planning Horizon Frequent Peak Occupants - O2													↓
Workstation Standard - WST2												↓	↓
Planning Horizon Workstations Required - WS2											↓	↓	↓
Planning Horizon Personnel - P2										↓	↓	↓	↓
Current Space Needs - S1									↓	↓	↓	↓	↓
Current Frequent Peak Occupants - O1								↓	↓	↓	↓	↓	↓
Workstation Standard - WST1							↓	↓	↓	↓	↓	↓	↓
Current Workstations Required - WS1						↓	↓	↓	↓	↓	↓	↓	↓
Current Needed Personnel - P1A					↓	↓	↓	↓	↓	↓	↓	↓	↓
Current Authorized Personnel - P1				↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
8.00 PRISONER PROCESSING			CURRENT SPACE	2013					2038				
#	NAME			P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2
8.18	Female Holding #1 (Accessible)	0	0	0	0	PS-21	2	105	0	0	PS-21	2	105
8.19	Female Holding #2	145	0	0	0	PS-21	2	80	0	0	PS-21	2	80
8.20	Female Holding #3	0	0	0	0	-	0	0	0	0	PS-21	2	80
8.21	Adult Toilet / Shower (Accessible) <sup>2</sup>	70	0	0	0	-	1	65	0	0	-	1	65
8.22	Galley / Pantry	0	0	0	0	-	1	120	0	0	-	1	135
8.23	Laundry	0	0	0	0	-	1	110	0	0	-	1	110
8.24	Storage	0	0	0	0	-	1	60	0	0	-	1	90
8.25	Visitation	0	0	0	0	-	2	95	0	0	-	2	95
8.26	Juvenile Observation	110	0	0	0	-	2	100	0	0	-	2	100
8.27	Juvenile Holding	105	0	0	0	-	3	80	0	0	-	4	110
8.28	Juvenile Toilet <sup>2</sup>	65	0	0	0	PS-14b	1	55	0	0	PS-14b	1	55
8.29	Public Jail Lobby / Counter	0	0	0	0	-	2	100	0	0	-	2	100
8.30	Public Toilet <sup>2</sup>	0	0	0	0	PS-14b	1	55	0	0	PS-14b	1	55
<b>Totals (Areas= Net Square Feet)</b>		<b>2,056</b>	<b>6</b>	<b>6</b>				<b>2,905</b>	<b>9</b>				<b>3,550</b>

1. Side-by-side configuration in lieu of tandem-style.
2. Uni-sex restroom.
3. 12" wide x 24" deep, four-tier lockers.

**FUNCTIONAL ELEMENTS AND SPACE NEEDS**

**O'FALLON JUSTICE CENTER**

Planning Horizon Space Needs - S2

Planning Horizon Frequent Peak Occupants - O2

Workstation Standard - WST2

Planning Horizon Workstations Required - WS2

Planning Horizon Personnel - P2

Current Space Needs - S1

Current Frequent Peak Occupants - O1

Workstation Standard - WST1

Current Workstations Required - WS1

Current Needed Personnel - P1A

Current Authorized Personnel - P1

9.00 MUNICIPAL COURT		CURRENT SPACE	2013						2038				
#	NAME		P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
9.01	Court Administrator	145	1	1	1	PS-4	4	150	1	1	PS-4	4	150
9.02	Court Clerks	360	3.5	4	6	PS-9	8	415	6	8	PS-9	11	535
9.03	Court Clerks Public Window	<i>in 9.02</i>	0	0	3	-	3	150	0	3	-	3	150
9.04	Judge's Chamber	0	(1)	(1)	0	-	1	100	(1)	0	-	1	100
9.05	Prosecutor	<i>in 9.01</i>	(1.5)	(1.5)	1	PS-5	3	125	(2)	2	PS-8	3	185
9.06	Cashiers	85	0	(1)	2	-	2	110	(1)	2	-	2	110
9.07	Court Active Files <sup>1</sup>	<i>in 9.02</i>	0	0	0	-	1	125	0	0	-	1	150
9.08	Court Archive Files <sup>2</sup>	<i>in 2.13</i>	0	0	0	-	1	360	0	0	-	1	435
9.09	Work Room	<i>in 9.02</i>	0	0	0	-	1	80	0	0	-	1	80
9.10	Employee Restrooms (2) <sup>3</sup>	<i>in 10.13/14</i>	0	0	0	PS-14b	1 ea	100	0	0	PS-14b	1 ea	100
9.11	Court Conference Room <sup>4</sup>	0	0	0	0	PS-13	8	215	0	0	PS-13	8	215
9.12	Metal Detector Queueing / Scanning	90	0	0	0	-	10	90	0	0	-	10	90
9.13	Attorney/Client Conference	<i>in 9.16</i>	0	0	0	PS-17a	3	75	0	0	PS-17a	3	75
9.14	Probation Services	<i>in 9.16</i>	0	0	0	PS-17a	3	75	0	0	PS-17a	3	75
9.15	Court Storage <sup>5</sup>	0	0	0	0	-	2	250	0	0	-	1	250

FUNCTIONAL ELEMENTS AND SPACE NEEDS													
O'FALLON JUSTICE CENTER													
Planning Horizon Space Needs - S2													
Planning Horizon Frequent Peak Occupants - O2													↓
Workstation Standard - WST2												↓	↓
Planning Horizon Workstations Required - WS2											↓	↓	↓
Planning Horizon Personnel - P2										↓	↓	↓	↓
Current Space Needs - S1									↓	↓	↓	↓	↓
Current Frequent Peak Occupants - O1								↓	↓	↓	↓	↓	↓
Workstation Standard - WST1							↓	↓	↓	↓	↓	↓	↓
Current Workstations Required - WS1						↓	↓	↓	↓	↓	↓	↓	↓
Current Needed Personnel - P1A					↓	↓	↓	↓	↓	↓	↓	↓	↓
Current Authorized Personnel - P1				↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
9.00 MUNICIPAL COURT			2013						2038				
#	NAME	CURRENT SPACE	P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
9.16	Court Gallery <sup>6,7,8</sup>	1,975	0	0	0	PS-12b	170	1,100	0	0	PS-12b	170	1,100
9.17	Court Well:												
	<i>Judge's Position</i>	<i>in 9.16</i>	0	0	1	-	1	100	0	1	-	1	100
	<i>Court Clerk</i>	<i>in 9.16</i>	0	0	1	-	1	100	0	1	-	1	100
	<i>Prosecution Table</i>	<i>in 9.16</i>	0	0	1	-	2	100	0	1	-	2	100
	<i>Defense Table</i>	<i>in 9.16</i>	0	0	1	-	2	100	0	1	-	2	100
	<i>Access Ramp</i>	0	0	0	0	-	2	150	0	0	-	2	150
<b>Totals (Areas= Net Square Feet)</b>		<b>2,655</b>	<b>4.5</b>	<b>5</b>				<b>4,070</b>	<b>7</b>				<b>4,350</b>

1. Static shelving systems.
2. High-density shelving systems.
3. One men's and one women's single fixture restroom.
4. In proximity to Court Room for E.O.C. break out meeting room functionality.
5. Storage of tables and chairs, plus storage for defensive/tactics mats and equipment.
6. Should provide for approximately 50 occupants in class room style seating (PS-12a).
7. Emergency Operations Center functionality.
8. Court gallery should be separable from court well by an operable panel partition.

**FUNCTIONAL ELEMENTS AND SPACE NEEDS**

**O'FALLON JUSTICE CENTER**

Planning Horizon Space Needs - S2

Planning Horizon Frequent Peak Occupants - O2

Workstation Standard - WST2

Planning Horizon Workstations Required - WS2

Planning Horizon Personnel - P2

Current Space Needs - S1

Current Frequent Peak Occupants - O1

Workstation Standard - WST1

Current Workstations Required - WS1

Current Needed Personnel - P1A

Current Authorized Personnel - P1

10.00 BUILDING SUPPORT		CURRENT SPACE	2013						2038				
#	NAME		P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
10.01	Public Vestibules (2)	0	0	0	0	-	2 ea	120	0	0	-	2 ea	120
10.02	Public Lobbies (2)	700	0	0	0	-	12 ea	900	0	0	-	12 ea	900
10.03	Public Interview Room	0	0	0	0	PS-17a	3	75	0	0	PS-17a	3	75
10.04	Public Interview Room / Fingerprinting	115	0	0	0	PS-17a	3	90	0	0	PS-17a	3	90
10.05	Men's Public Restrooms (2) <sup>1</sup>	165	0	0	0	PS-14a	3/3	350	0	0	PS-14a	4/4	400
10.06	Women's Public Restrooms (2) <sup>1</sup>	165	0	0	0	PS-14a	3/3	350	0	0	PS-14a	4/4	400
10.07	Training Auditorium	635	0	0	0	PS-12d	60	1,575	0	0	PS-12d	72	1,800
10.08	Training Storage	<i>in 9.16</i>	0	0	0	-	2	125	0	0	-	2	175
10.09	Training Galley	0	0	0	0	-	2	80	0	0	-	3	80
10.10	A/V Equipment (2)	0	0	0	0	-	1	160	0	0	-	1	160
10.11	Staff Entry / Mud Room	0	0	0	0	-	3	80	0	0	-	5	100
10.12	Staff Kitchen / Break Room <sup>2</sup>	150	0	0	0	-	14	475	0	0	-	18	550
10.13	Men's Staff Restrooms (2) <sup>1</sup>	255	0	0	0	PS-14a	4/2	330	0	0	PS-14a	5/3	425
10.14	Women's Staff Restrooms (2) <sup>1</sup>	250	0	0	0	PS-14a	2/2	350	0	0	PS-14a	2/2	350
10.15	Men's Lockers <sup>3</sup>	1,025	0	0	140/16	PS-18ab	-	1,790	0	185/24	PS-18ab	-	2,385
10.16	Men's Showers	75	0	0	0	PS-19	3	105	0	0	PS-19	4	135
10.17	Women's Lockers <sup>3</sup>	255	0	0	21/16	PS-18ab	-	325	0	28/24	PS-18ab	-	420
10.18	Women's Showers	60	0	0	0	PS-19	1	45	0	0	PS-19	2	75
10.19	Fitness Room	1,115	0	0	0	-	15	700	0	0	-	18	850
10.20	Mail / Office Center / Central Supply	395	0	0	0	-	4	150	0	0	-	7	250
10.21	Quartermaster / Police Supply	145	0	0	1	-	2	120	1	1	-	2	200



FUNCTIONAL ELEMENTS AND SPACE NEEDS													
O'FALLON JUSTICE CENTER													
Planning Horizon Space Needs - S2													
Planning Horizon Frequent Peak Occupants - O2													↓
Workstation Standard - WST2												↓	↓
Planning Horizon Workstations Required - WS2											↓	↓	↓
Planning Horizon Personnel - P2										↓	↓	↓	↓
Current Space Needs - S1									↓	↓	↓	↓	↓
Current Frequent Peak Occupants - O1								↓	↓	↓	↓	↓	↓
Workstation Standard - WST1							↓	↓	↓	↓	↓	↓	↓
Current Workstations Required - WS1						↓	↓	↓	↓	↓	↓	↓	↓
Current Needed Personnel - P1A					↓	↓	↓	↓	↓	↓	↓	↓	↓
Current Authorized Personnel - P1				↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
11.00 FIRING RANGE			CURRENT SPACE	2013					2038				
#	NAME			P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2
11.01	Firing Range	0	0	0	6	-	7	2,915	0	6	-	7	2,915
11.02	Range Secure Entry Vestibule	0	0	0	0	-	2	45	0	0	-	2	45
11.03	Range Control Room / Office <sup>1</sup>	0	0	0	0	-	2	125	0	0	-	2	125
11.04	Range Storage	0	0	0	0	-	2	175	0	0	-	2	175
11.05	F.A.T.S.	200	0	0	0	-	6	180	0	0	-	6	180
11.06	Gun Cleaning	160	0	0	2	-	2	100	0	2	-	2	100
11.07	Armory	<i>in 11.06</i>	0	0	2	-	2	150	0	2	-	2	150
11.08	Arsenal / Amunition Storage	<i>in 11.06</i>	0	0	0	-	1	80	0	0	-	1	100
<b>Totals (Areas= Net Square Feet)</b>		<b>360</b>	<b>0</b>	<b>0</b>				<b>3,770</b>	<b>0</b>				<b>3,790</b>

1. Desk-height counter with window for visibility into range. Adequate space for range control systems as well as general office functions (computer, phone, files, etc)



**FUNCTIONAL ELEMENTS AND SPACE NEEDS**

**O'FALLON JUSTICE CENTER**

Planning Horizon Space Needs - S2

Planning Horizon Frequent Peak Occupants - O2

Workstation Standard - WST2

Planning Horizon Workstations Required - WS2

Planning Horizon Personnel - P2

Current Space Needs - S1

Current Frequent Peak Occupants - O1

Workstation Standard - WST1

Current Workstations Required - WS1

Current Needed Personnel - P1A

Current Authorized Personnel - P1

13.00 ANIMAL SHELTER		CURRENT SPACE	2013						2038				
#	NAME		P1	P1A	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
13.01	Vestibule / Lobby / Reception	0	0	0	0	-	4	225	0	0	-	4	225
13.02	Visitation	0	0	0	0	-	4	150	0	0	-	4	150
13.03	Men's Public Restroom	0	0	0	0	PS-14b	1	50	0	0	PS-14b	1	50
13.04	Women's Public Restroom	0	0	0	0	PS-14b	1	50	0	0	PS-14b	1	50
13.05	Retail	0	0	0	0	-	4	120	0	0	-	4	120
13.06	Retail Storage	0	0	0	0	-	1	60	0	0	-	1	60
13.07	Shelter Coordinator	0	0	1	1	PS-5	3	125	1	1	PS-5	3	125
13.08	Shelter Attendants	0	0	1	1	PS-6	3	100	2	2	PS-9	3	150
13.09	Kennels												
	<i>Large Dogs</i>	0	0	0	0	-	14	850	0	0	-	24	1,500
	<i>Small / Medium Dogs</i>	0	0	0	0	-	20	330	0	0	-	36	775
	<i>Cats</i>	0	0	0	0	-	20	225	0	0	-	36	375
13.10	Exotic Animals Storage	0	0	0	0	-	1	125	0	0	-	1	125
13.11	Animal Intake	0	0	0	0	-	3	120	0	0	-	3	120
13.12	Dog Quarantine	0	0	0	0	-	2	90	0	0	-	4	175
13.13	Cat Quarantine	0	0	0	0	-	4	65	0	0	-	8	110
13.14	Medical Exam	0	0	0	0	-	2	125	0	0	-	2	125
13.15	Medical Supply / Pharmacy	0	0	0	0	-	1	80	0	0	-	1	80
13.16	Animal Wash Room	0	0	0	0	-	2	100	0	0	-	2	100
13.17	Supply / Storage / Freezer	0	0	0	0	-	1	150	0	0	-	1	150



### SPACE NEEDS SUMMARY

Information contained in the previous Space Needs Tables represents the net total square footage for the proposed building project. The sum of all divisions is the Net Area Subtotal, representing the total usable space in each room, and is indicated in the Summary Table on the following page.

Areas not programmed by function include circulation space such as halls, stairways, and elevators; and unusable space defined by and within walls. These are added to the total net area by the use of a multiplier that is established through historical precedence with reference to similar buildings constructed in the past. The result is the gross square footage of the building, which is the total floor area of all floor levels measured to the outside face of exterior walls.

In the table on the following page, the net space needs are combined and the aforementioned multiplier applied to determine the total area required for the project.

FUNCTIONAL ELEMENTS AND SPACE NEEDS SUMMARY							
O'FALLON JUSTICE CENTER							
#	DIVISION	EXISTING SPACE	2013			2038	
			P1	P1A	S1	P2	S2
1	ADMINISTRATION	1,950	6	6	2,175	9	2,870
2	SUPPORT SERVICES	2,485	20	23.5	2,865	32	3,740
3	COMMUNICATIONS	469	16	20	1,330	26	1,710
4	PATROL	2,334	86	106	2,770	144	4,850
5	CRIMINAL INVESTIGATIONS SECTION	1,845	19	20	2,780	27	3,370
6	EMERGENCY MANAGEMENT	0	1	1	225	1	275
7	EVIDENCE & PROPERTY	2,259	2	2	3,120	3	3,725
8	PRISONER PROCESSING	2,056	6	6	2,905	9	3,550
9	MUNICIPAL COURT	2,655	4.5	5	4,070	7	4,350
10	BUILDING SUPPORT	6,710	0	0	11,320	1	13,655
	<b>SUBTOTAL (Net Area)</b>	<b>22,763</b>			<b>33,560</b>		<b>42,095</b>
	ACCESSORY SUPPORT SPACE	3%			1,007		1,263
	CIRCULATION	27%			9,333		11,707
	WALLS AND UNUSABLE AREA	9%			3,951		4,956
	<b>BUILDING TOTAL</b>		<b>160.5</b>	<b>189.5</b>	<b>47,851</b>	<b>259</b>	<b>60,020</b>
11	FIRING RANGE	360	0	0	3,770	0	3,790
12	GARAGE	215	0	0	15,510	0	20,790
	WALLS AND UNUSABLE AREA	9%			1,735		2,212
	<b>GARAGE AND RANGE TOTAL</b>				<b>21,015</b>		<b>26,792</b>
	<b>JUSTICE CENTER TOTAL</b>				<b>68,866</b>		<b>86,812</b>
13	ANIMAL SHELTER	0	0	2	4,215	3	5,640
	ACCESSORY SUPPORT SPACE	3%			126		169
	CIRCULATION	25%			1,085		1,452
	WALLS AND UNUSABLE AREA	9%			488		654
	<b>ANIMAL SHELTER TOTAL</b>				<b>5,915</b>		<b>7,915</b>
	<b>GRAND TOTAL</b>				<b>74,781</b>		<b>94,727</b>

### **PARKING REQUIREMENT**

To determine the extent to which a site will support parking needs, a determination must be made for the demand for both public and staff parking.

The development for each of these two parking categories is distinct to represent the separation requirement of the two types in actual site development. A determination of the peak parking space demand is calculated on the following page.

The peak use of public parking could occur at any given time. This is due to the fact that the greatest demand for public parking is in support of municipal court proceedings or an assembly event in the Training Room. The peak use for staff parking typically occurs during one of the daily shift changes on a weekday during normal operating hours. It was determined to occur at mid-afternoon for the O'Fallon Police Department. The exception to this - whereby a greater demand for parking may result - may occur infrequently for large assemblies of staff in the Training Room, or during a special operations event.

The establishment of the proper amount of parking is based on the total number of personal and fleet vehicles on the site at the same time. Personal vehicles are those vehicles driven to the site by the department personnel who own the vehicle. Fleet vehicles are all City owned vehicles provided to the personnel.

Should consideration be given to including underground parking in the design of the project, surface parking can be reduced by the amount of vehicles that will be parked in the garage area. This will result in less site area being required to support the project.

The reader should note that the existing facility currently provides thirty-three (33) true public parking spaces and one-hundred and ninety (190) true staff parking spaces. Currently there is not adequate public parking, and public is allowed to park in what should be strictly staff parking areas, thus impacting the effectiveness of staff parking quantities.

PARKING REQUIREMENT						
O'FALLON JUSTICE CENTER						
	2013 VEHICLE COUNT			2038 VEHICLE COUNT		
	FLEET	PERSONAL	TOTAL	FLEET	PERSONAL	TOTAL
<b>STAFF VEHICLES</b>						
Administration	4	2	6	6	4	10
Support Services	12	24	36	16	33	49
Communications	0	9	9	0	12	12
Patrol	18	40	58	28	56	84
Investigations	7	14	21	11	18	29
Emergency Management	1	1	2	1	1	2
Evidence & Property	0	2	2	0	3	3
Detention	0	2	2	0	3	3
Municipal Court	0	8	8	0	11	11
Building Support	0	2	2	0	4	4
Garage	6	0	6	8	0	8
Firing Range	0	0	0	0	0	0
<b>SUBTOTAL</b>	<b>48</b>	<b>104</b>	<b>152</b>	<b>70</b>	<b>145</b>	<b>215</b>
<i>Garage Parking Reduction</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<b>SUBTOTAL</b>	<b>48</b>	<b>104</b>	<b>152</b>	<b>70</b>	<b>145</b>	<b>215</b>
Reduction: Vacation & Sick Leave (6%)	0	6	6	0	9	9
<b>BASE STAFF PARKING REQUIREMENT</b>	<b>48</b>	<b>98</b>	<b>146</b>	<b>70</b>	<b>136</b>	<b>206</b>
<i>Plus Required Accessible Parking <sup>1</sup></i>			<i>5</i>			<i>7</i>
<b>TOTAL STAFF PARKING REQUIREMENT</b>			<b>151</b>			<b>213</b>
<b>PUBLIC PARKING REQUIREMENT <sup>2,3</sup></b>	<b>-</b>	<b>92</b>	<b>92</b>	<b>-</b>	<b>97</b>	<b>97</b>

1. Accessible spaces for staff parking are included above the base requirement due to actual anticipated usage of non-accessible staff parking.
2. Public parking is based on one parking stall per 50 square feet of public space.
3. Public parking must include four (4) accessible parking spaces which shall be included as part of the total public parking need.

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## **SECTION 4.0 – ADJACENCIES**

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### FUNCTIONAL ADJACENCIES

The defining components of facility adequacy are: (1) sufficient space, and (2) the proper placement of functions. The Space Needs Tables address adequate space. Placement of functions, or adjacencies, depends upon the required interaction. Interaction requirements include many factors. Those key to police and public safety functions include: safety, security, confidentiality, productivity, and service.

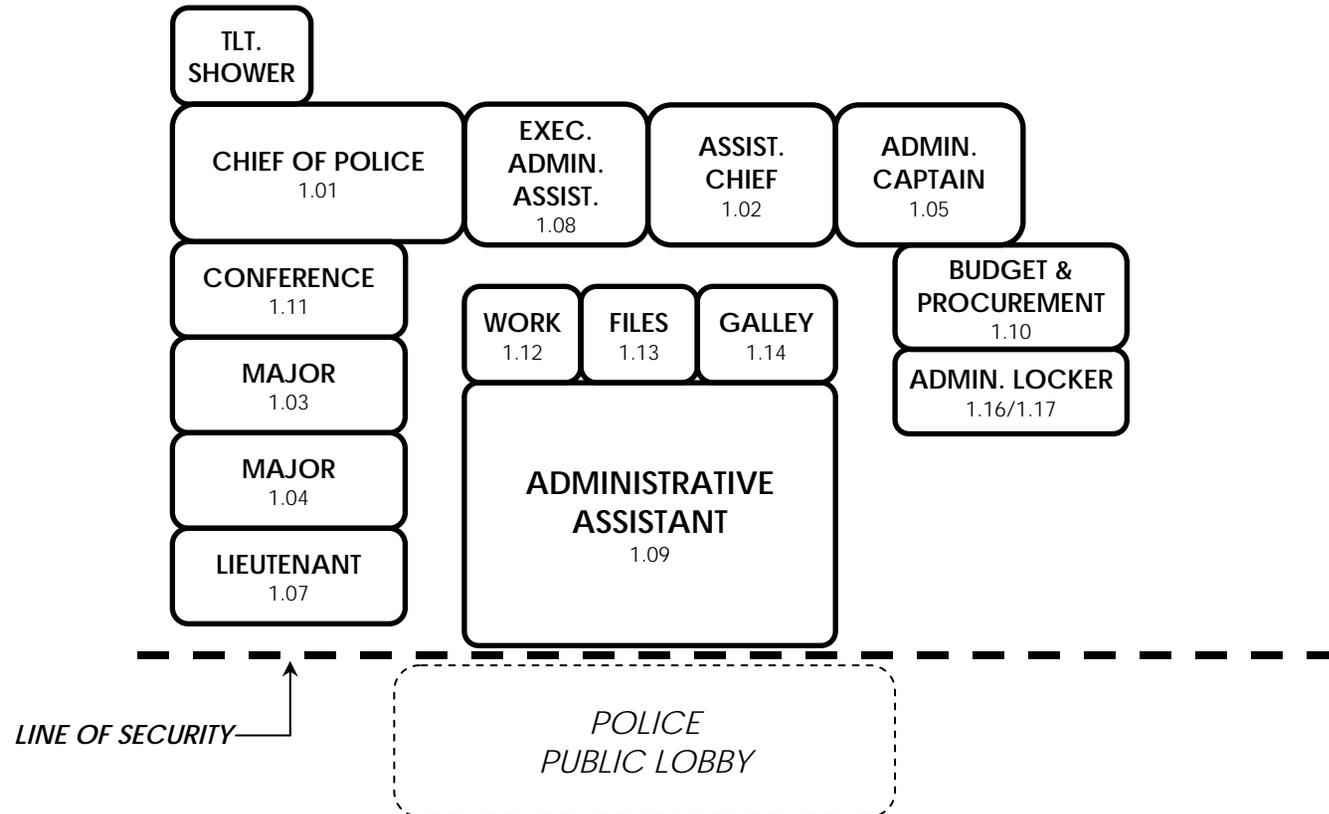
Addressing these issues, and with information provided by the division managers, adjacencies have been prioritized. In developing the adjacencies, the goal is to think beyond the way the department currently operates if a particular method of operation is: (1) not promoting the best efficiency; and (2) the result of a specific building limitation.

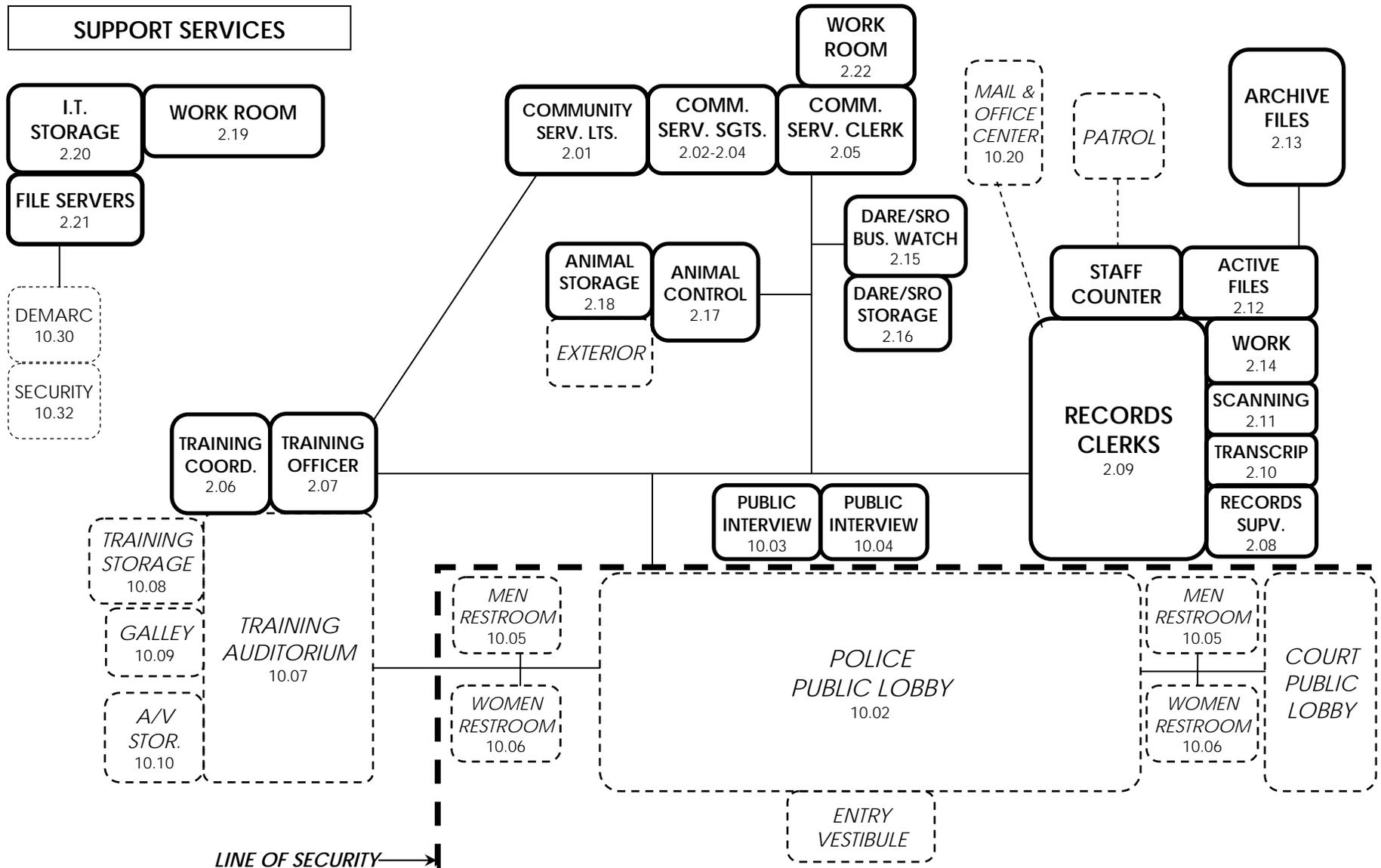
The functional elements, as cataloged in the Space Needs Tables, are shown diagrammatically. The size of the graphical elements has no relationship to the amount of space allocated. Elements that touch indicate a high priority interaction requirement. This does not necessarily mean that these elements will be rooms that touch, only that they have a strong interaction, and that the design of the building will need to recognize this connection in order to provide the most efficient means of operation.

In the design phase of the project, these diagrams serve as a roadmap in the development of floor plan layout. The plans can be evaluated and refined using the adjacency diagrams.

**The Adjacency Diagrams on the following pages show the results of the process.**

ADMINISTRATION

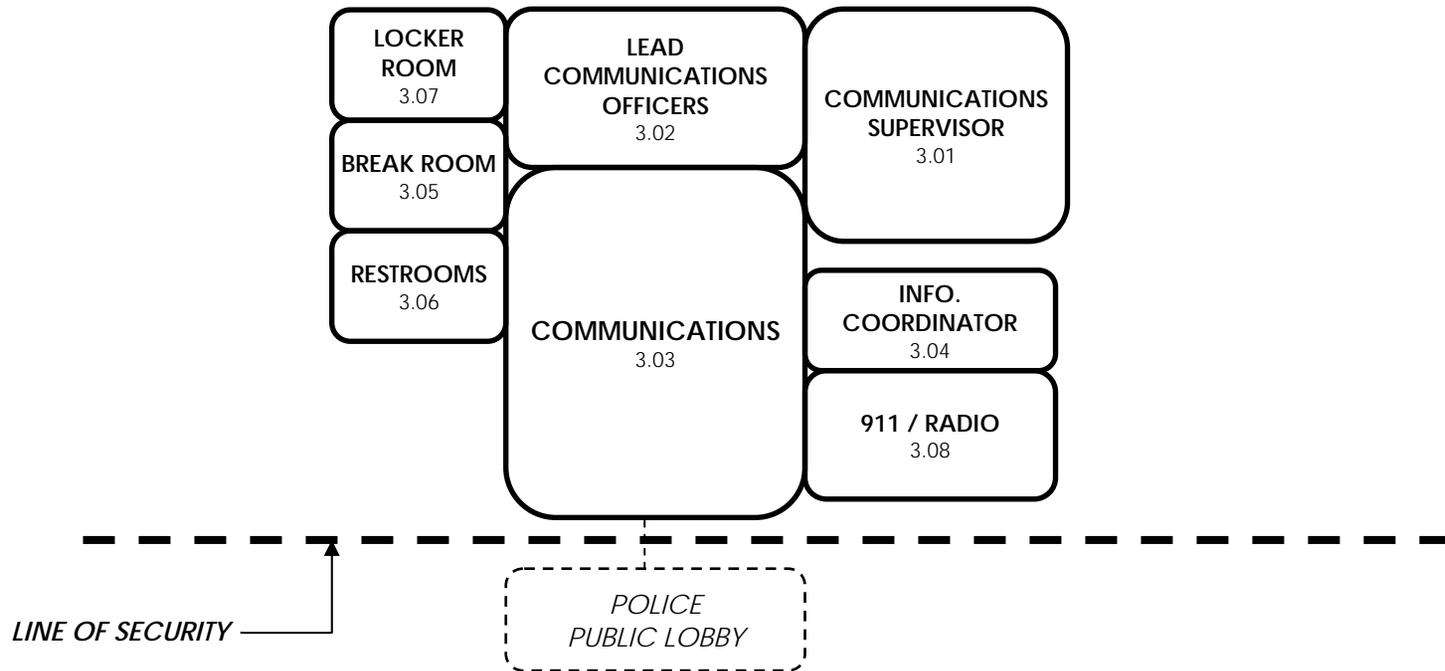


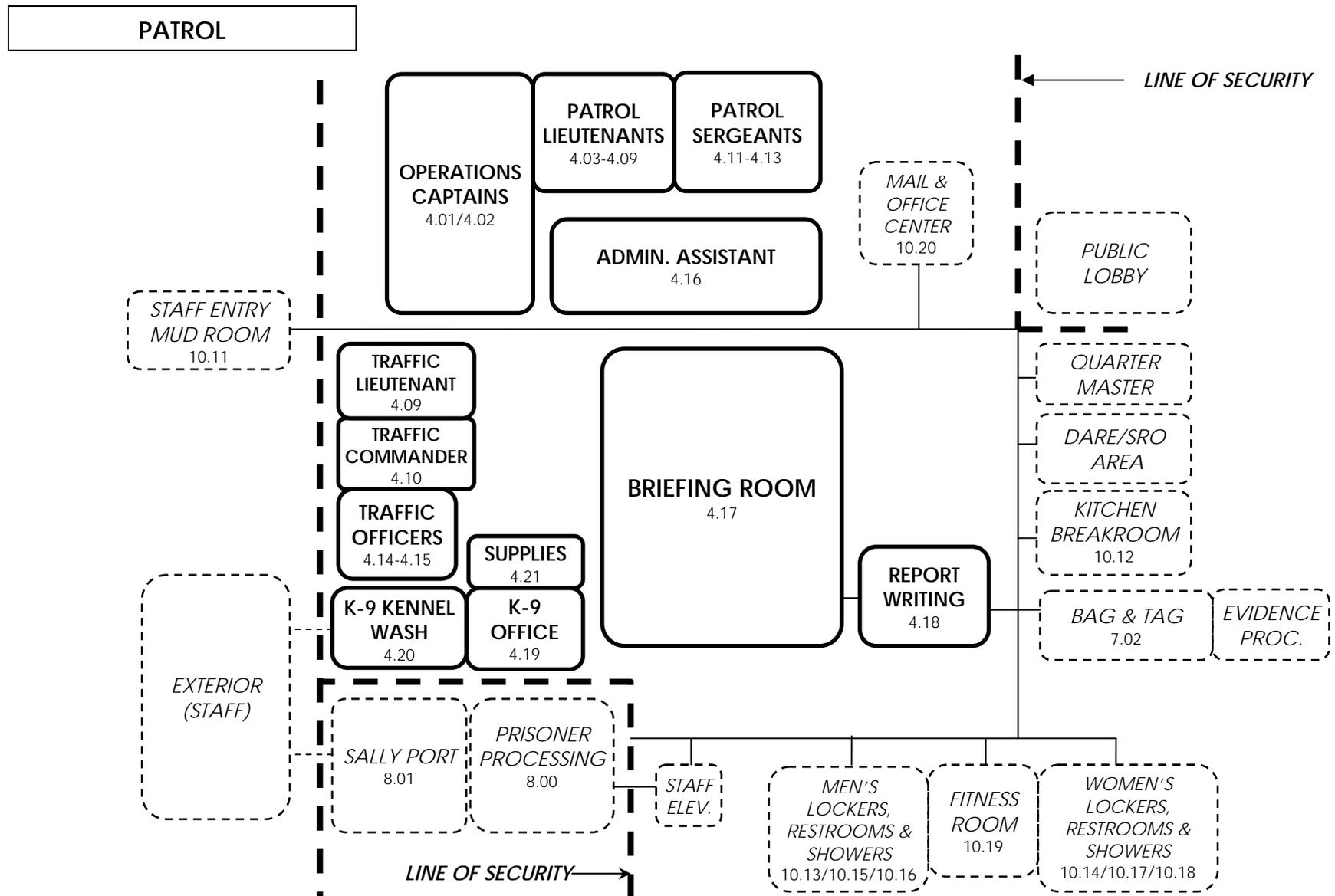


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COMMUNICATIONS

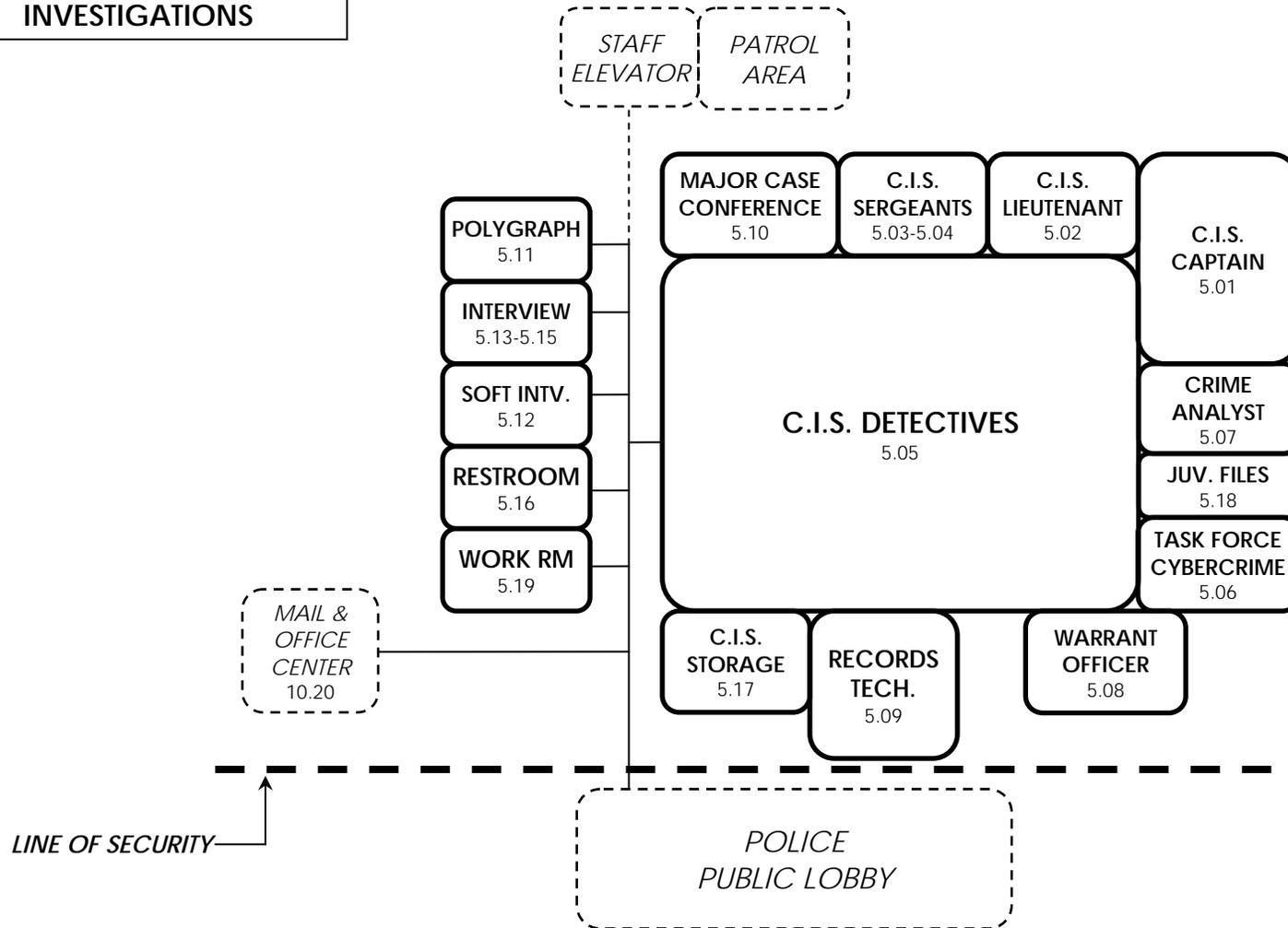


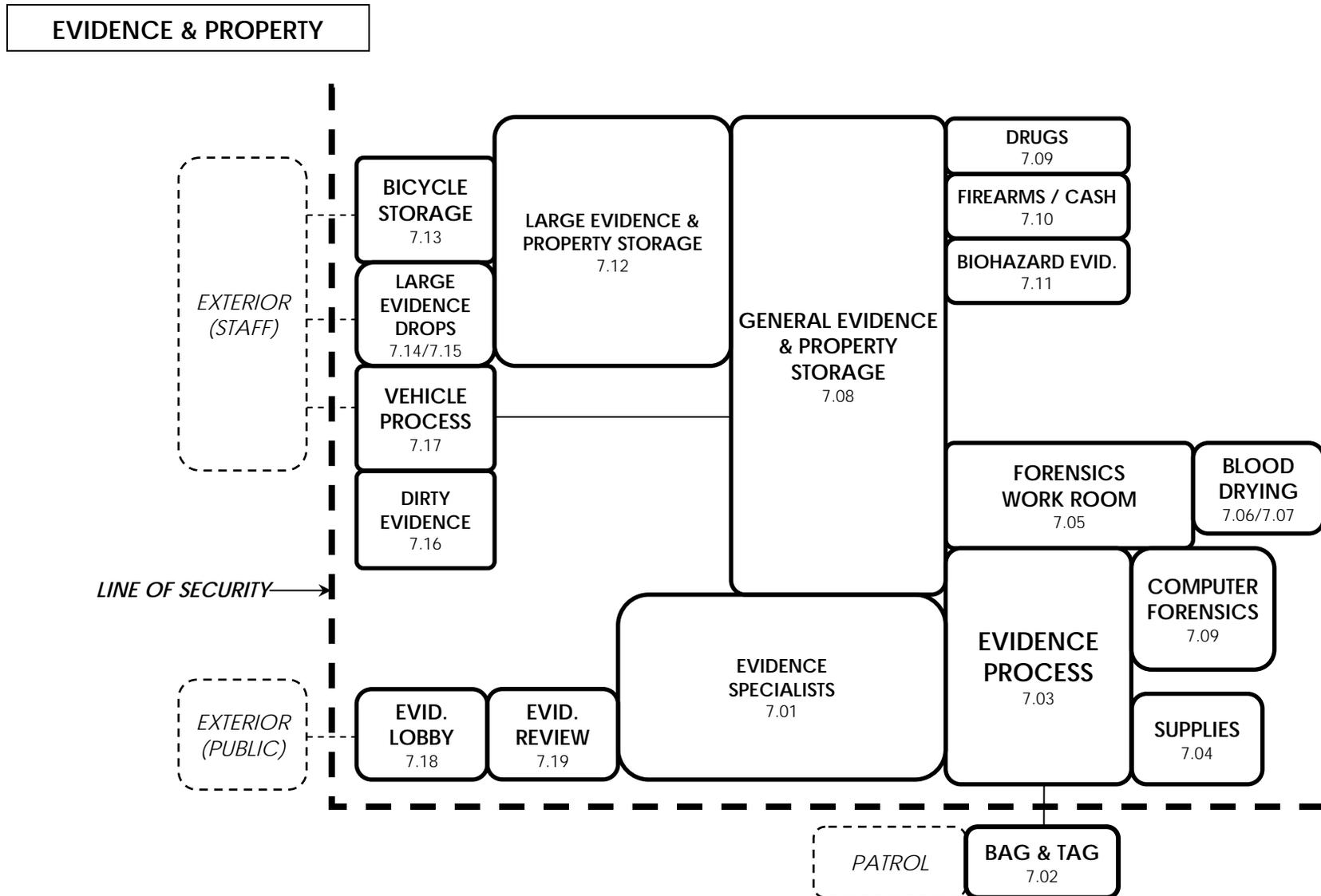


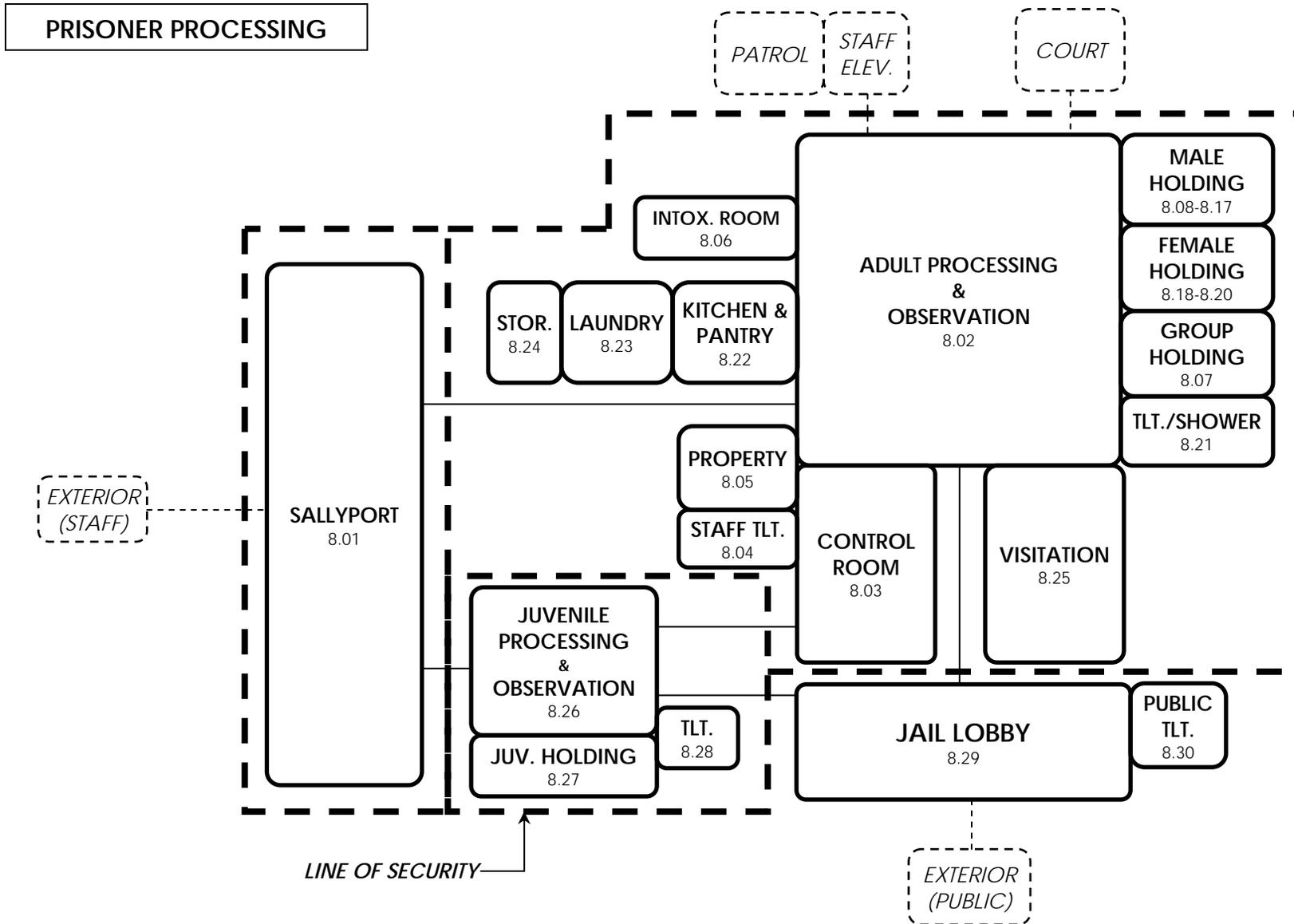
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INVESTIGATIONS

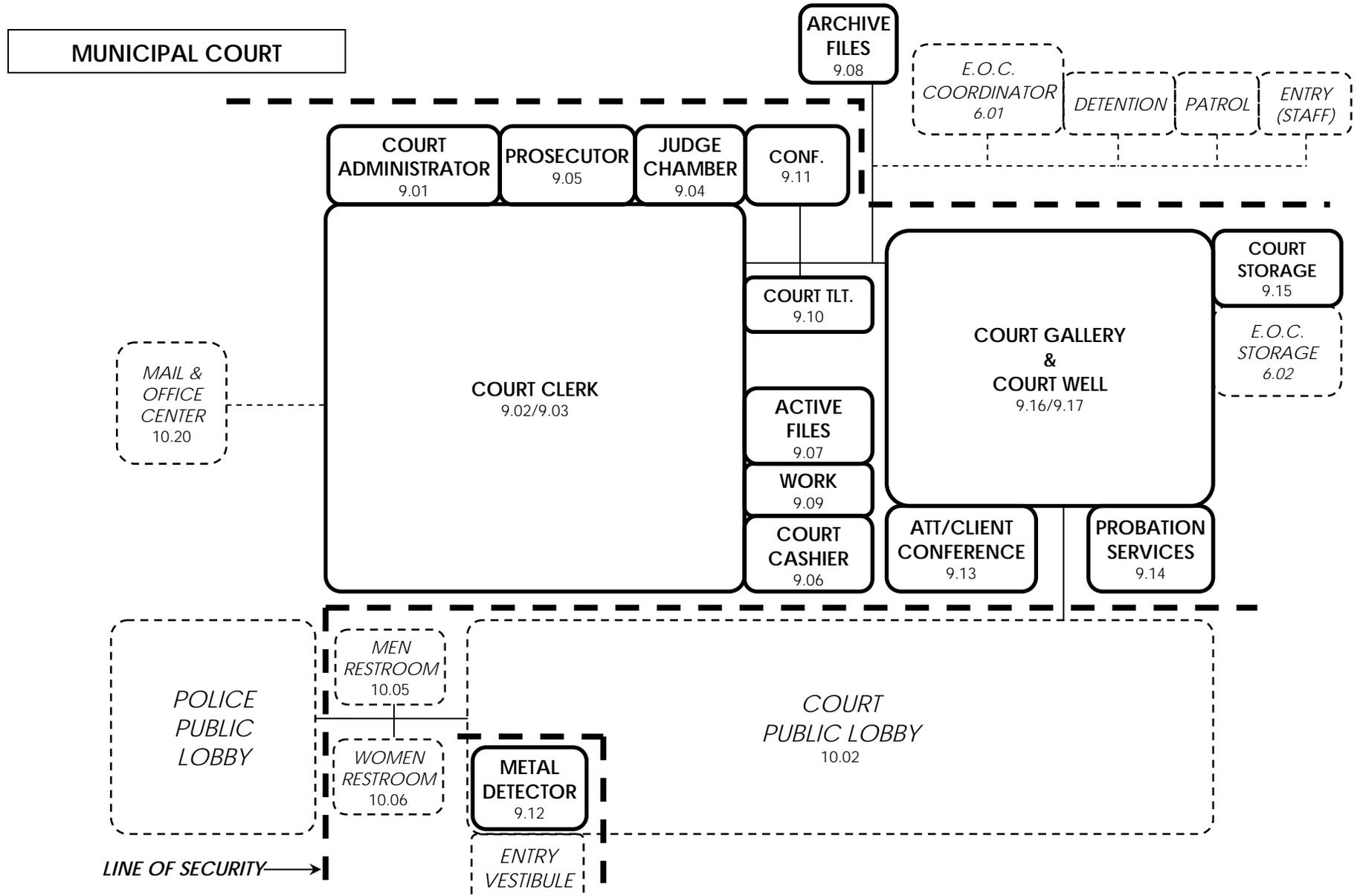






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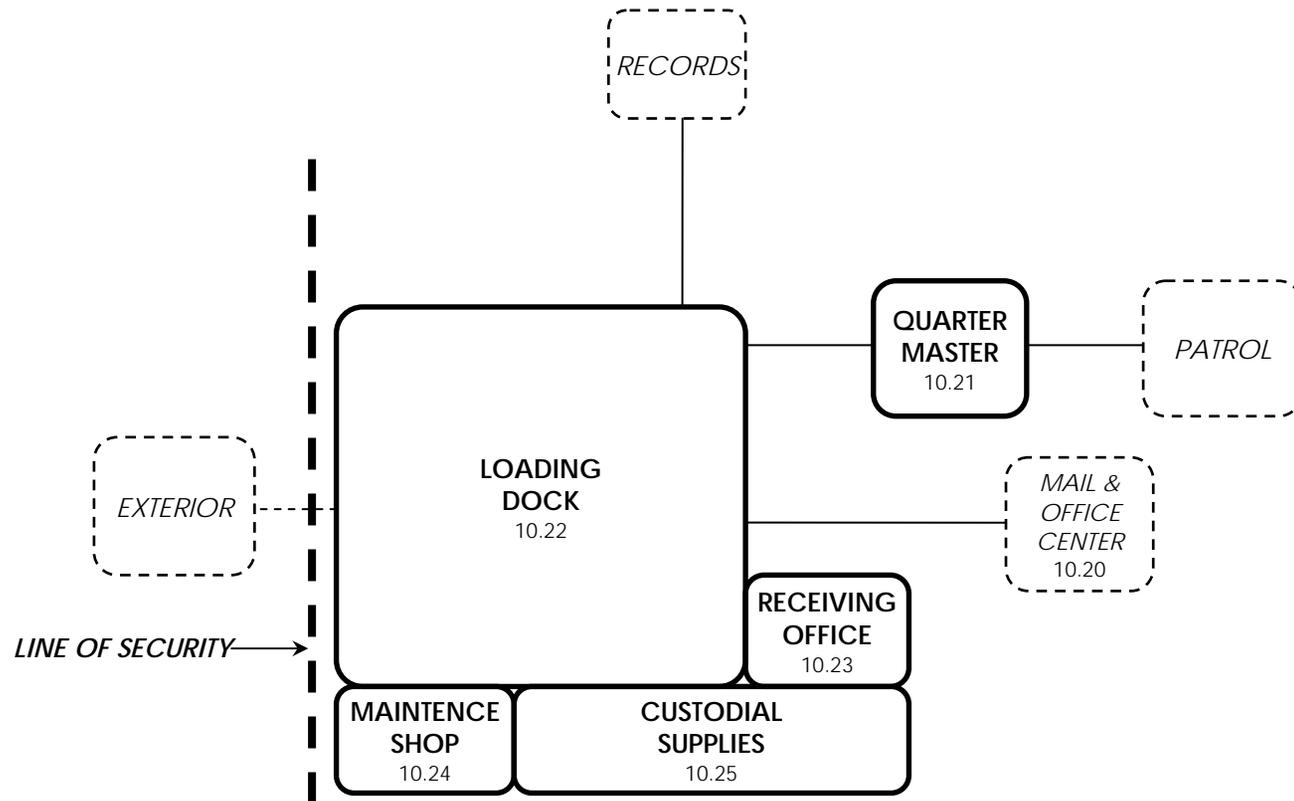
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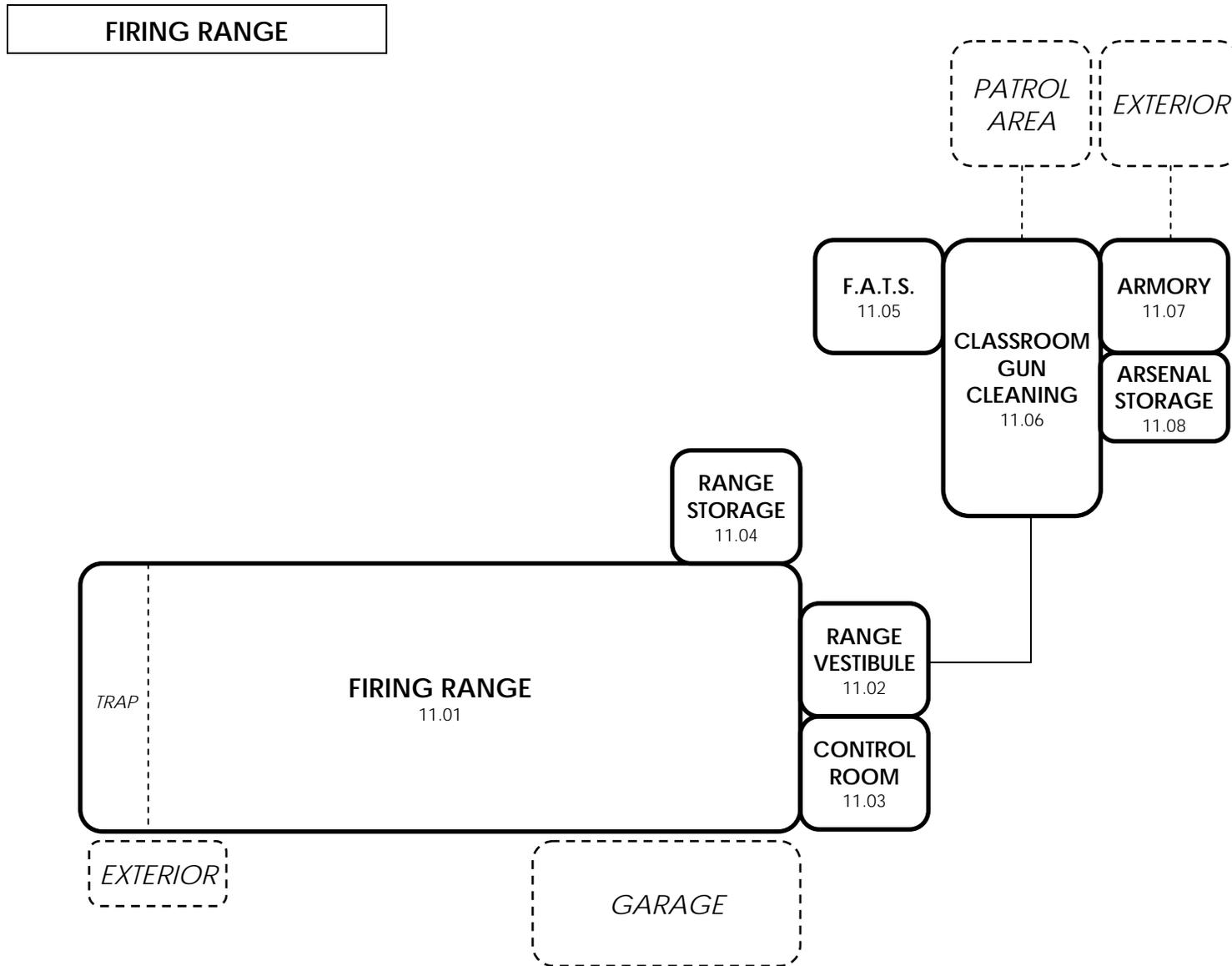


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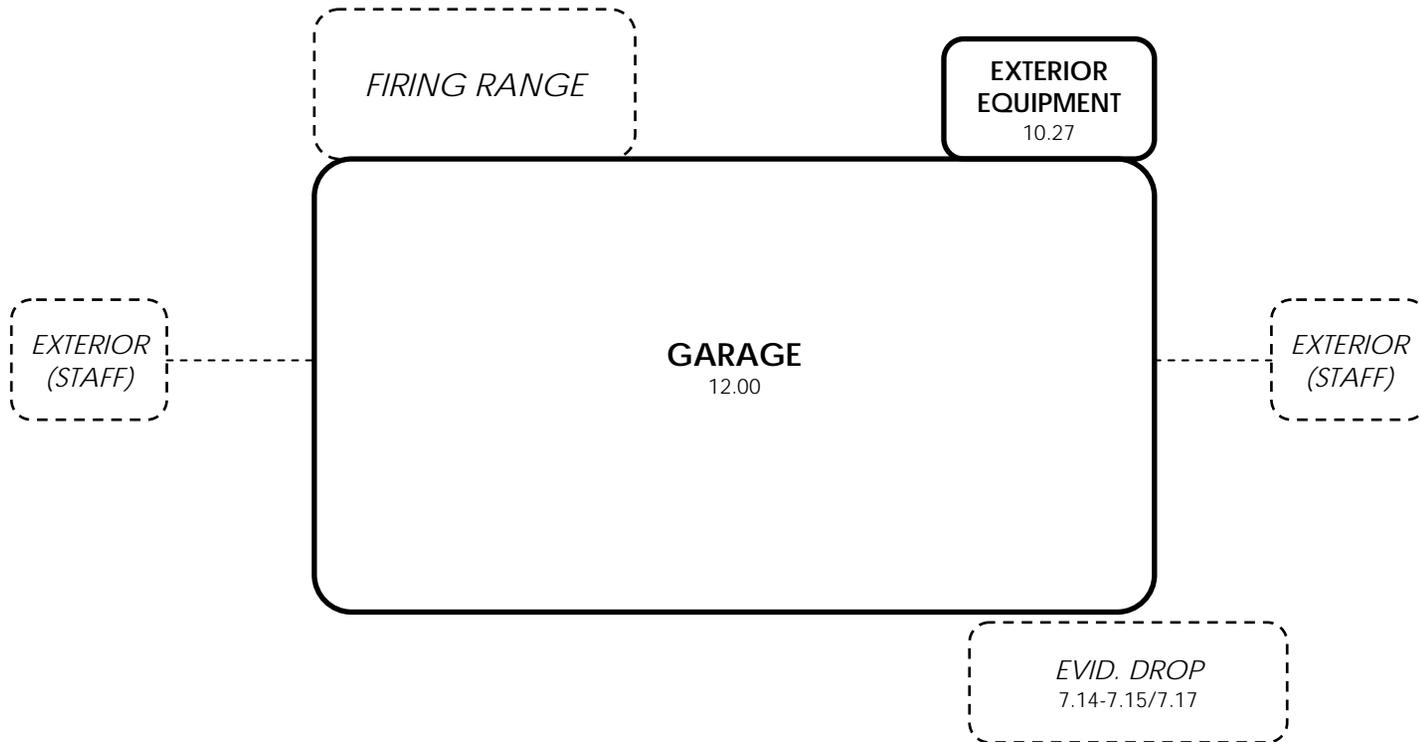
WILSON ESTES POLICE ARCHITECTS, PA

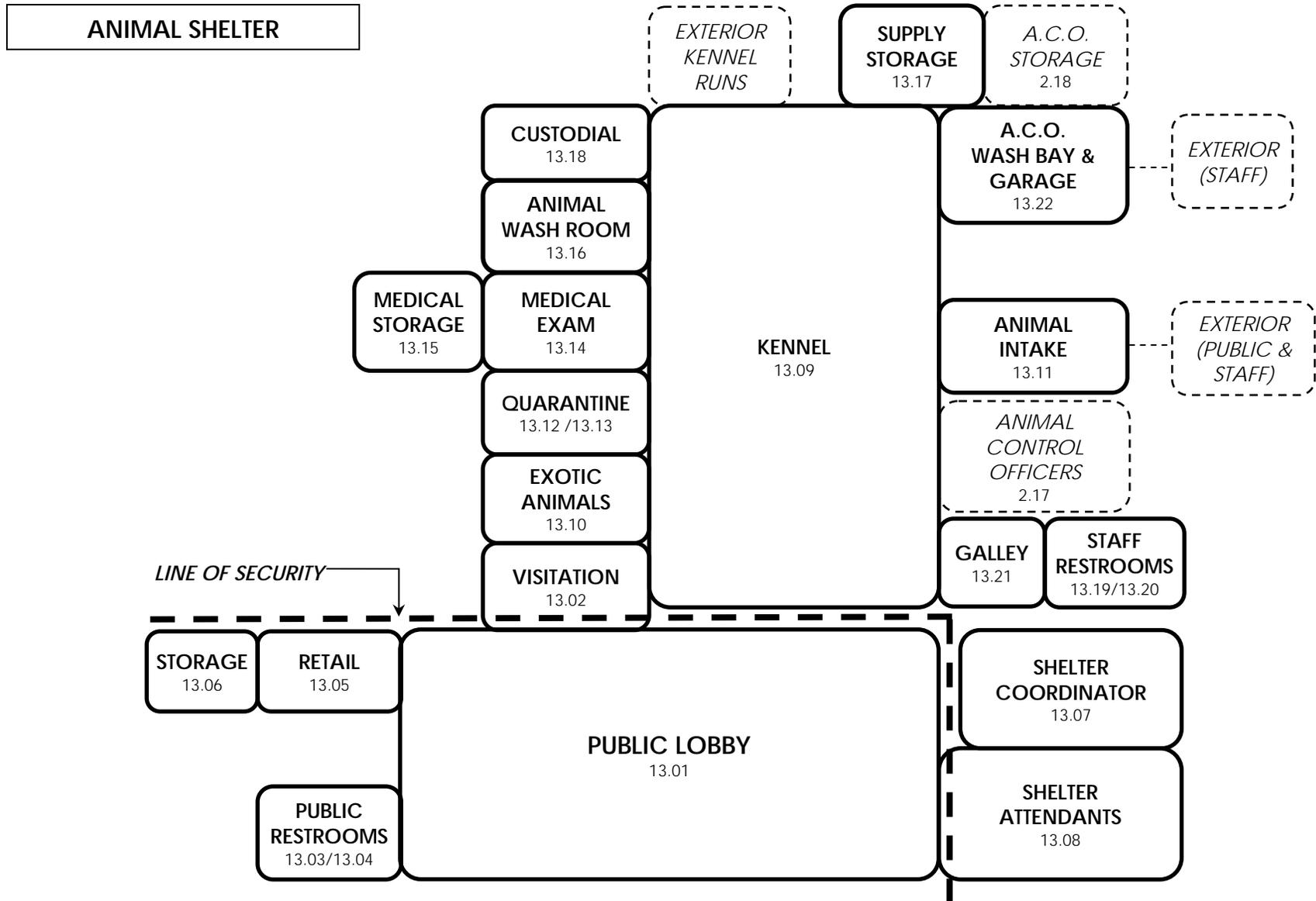
**BUILDING SUPPORT**





**GARAGE**





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## **SECTION 5.0 – BUILDING & SITE DEVELOPMENT**

WILSON ESTES POLICE ARCHITECTS, PA

AUGUST 7, 2013

PAGE 5.0

## **DEVELOPMENT SCENARIOS INTRODUCTION**

Section 3 establishes the required space needs for all of the affected operations, both at the building level, and at the site level through the establishment of the parking requirements. This section will evaluate the feasibility of probable scenarios for developing facilities that meet the needs identified in Section 3.

Three scenarios will be analyzed from the standpoint of building configuration, placing the operational elements on one of three floor levels; basement, first floor, and/ or the second floor level. This will provide alternate building configurations, giving the flexibility to choose the best configuration to meet the design needs for any sites identified for development.

### **Evaluating the Occupancy Scenarios**

How well a site meets the development needs of a particular user group is primarily related to the site's ability to meet the minimum area required, and the long-term capability of providing a high level of operational efficiency. Minimum site area requirement is determined from the required total of developed surface area, and the desired open space around the developed structures and surfaces. A requirement to have a surplus of developable space for handling facility expansion beyond any planned growth can further impact the minimum site area requirement.

Analysis of a particular development scenario starts with the square footage requirements stated in the Space Need Tables and the Space Needs Summary. The defined square footages are evaluated with regard to their proper placement in the proposed building structure. In essence, a determination is made as to the floor level in the building that will provide the optimal operating efficiency for each functional element. The placement for these functional elements is shown in the Building Configuration Tables that follow in this section.

The area of floor space at ground level, and the configuration of the perimeter of the building are referred to as the "footprint". The footprint plays a significant role in the determination of the site area requirement. In the initial stages of the planning process, the primary method for establishing the footprint is by ascertaining the probable floor plate usage. That is to say on what floor level a specific functional element will be located. Making a determination of the most appropriate placement on a floor level - and therefore establishing the direction of the building's design - requires an understanding of the required functional interaction. The placements indicated in the three tables on the following pages are in part based on the on-site meetings with police personnel.

The desired placement of any given element on a specific floor level is influenced by two elements; internal, placement based on the specific design needs of the given functional element; and external, which relates to the impact the given conditions of the site to be developed have on the design of the building. Without consideration for the external forces, typical police buildings could most often work quite well with all functional elements on the ground level. Given that this is seldom the most efficient or cost effective way to construct buildings, consideration has to be given to the functions that have the greatest need to be on the first floor. In a police building, these spaces are usually those that require frequent contact with the public, like records; those spaces that get a high flow of traffic, such as uniform patrol; detention, where it is undesirable to move detainees up and down multiple levels; and areas like evidence and property, where bulk items are moved to and from at frequent intervals. Frequently, in police facility design, Administration and perhaps Investigations represent the most efficient compromise - along with some meeting rooms - on the above grade levels.

Along with the footprint, total parking area and other hard surface development, determines the minimum site area required for development. The parking square footage requirement is derived from the parking counts contained in the Parking Counts Table at the end of Section 3.

The final component used to establish the minimum site area requirement is the open area that surrounds the developed surfaces. Open areas provide room for future expansion, greater design flexibility, and green space that can enhance the overall environment and provide some degree of benefit to the operating cost of the building. This is primarily related to buffering the hard surface areas that transfer absorbed heat to the building structure. Urban settings will frequently have zero lot lines with little, to no open space surrounding the building. This is less common in suburban locations where 40% to 100% open areas are the norm. In any event, open space is a beneficial desire, and not a set requirement.

**Building Configuration Tables**

Referring to the Building Configuration Tables for three development options, on the following pages, the second column lists the functional elements defined in the Space Need Tables in Section 3. All columns to the right state the square footages – both net and gross - for the functional elements assigned to the indicated floor level. The subtotal of the net areas are increased using specific multipliers to account for support space, circulation, and unusable building areas. The result shows the gross area required for each floor level. The first floor level establishes the footprint used as one factor in determining minimum site area.

**Building Configuration Options Summary**

	BASEMENT		FIRST FLOOR		SECOND FLOOR		TOTAL
	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF	Gross SF
OPT #1	30,135	34,713	24,675	35,182*	11,865	16,917	86,812
OPT #2	8,010	10,148	28,320	39,604*	11,865	16,917	66,669
OPT #3	8,010	10,148	26,625	37,187*	13,560	19,334	66,669

\* Represents the footprint area of the building.

Referring to the areas indicated above, Option #1 includes a basement parking garage and Options #2 and #3 do not.

Additional detail for each option is provided on the following pages in Tables 5.1, 5.2 and 5.3, respectively.

BUILDING CONFIGURATION - OPTION #1										
O'FALLON JUSTICE CENTER										
FUNCTIONAL ELEMENTS		BASEMENT		1ST FLOOR		2ND FLOOR		OUTBUILDING		GROSS TOTAL
		NET	GROSS	NET	GROSS	NET	GROSS	NET	GROSS	
1.0	ADMINISTRATION					2,870				
2.0	SUPPORT SERVICES	635		2,455		650				
	2.13, 2.18	●								
	2.01-2.05, 2.08-2.12, 2.14-2.17, 2.22			●						
	2.06-2.07, 2.19-2.21					●				
3.0	COMMUNICATIONS					1,710				
4.0	PATROL			4,850						
5.0	CRIMINAL INVESTIGATIONS					3,370				
6.0	EMERGENCY MANAGEMENT			275						
7.0	EVIDENCE & PROPERTY	1,685		2,040						
	7.12-7.17	●								
	7.01-7.11, 7.18-7.19			●						
8.0	PRISONER PROCESSING			3,550						
9.0	MUNICIPAL COURT	435		3,915						
	9.08	●								
	9.01-9.07, 9.09-9.17			●						
10.0	BUILDING SUPPORT	2,800		7,590		3,265				
	10.11, 10.26-10.31	●								
	10.01-10.06, 10.10, 10.12, 10.14-10.26, 10.29, 10.31			●						
	10.02, 10.05-10.10, 10.13-10.14, 10.26, 10.29, 10.32					●				
	<b>NET SPACE SUBTOTALS</b>	<b>5,555</b>		<b>24,675</b>		<b>11,865</b>				
	Accessory Support Space	3%	167	740		356				
	Circulation	27%	1,545	6,862		3,300				
	Walls and Unusable Area	9%	654	2,905		1,397				
	<b>1.00 - 8.00 GROSS SUBTOTALS</b>		<b>7,920</b>		<b>35,182</b>		<b>16,917</b>			<b>60,020</b>
11.0	FIRING RANGE	3,790								
12.0	GARAGE	20,790								
	<b>NET SPACE SUBTOTALS</b>	<b>24,580</b>								
	Walls and Unusable Area	9%	2,212							
	<b>9.0 - 10.0 GROSS SUBTOTALS</b>		<b>26,792</b>							<b>26,792</b>
	<b>GROSS TOTALS FOR ALL FLOORS</b>		<b>34,713</b>		<b>35,182</b>		<b>16,917</b>			<b>86,812</b>

Table 5.1

BUILDING CONFIGURATION - OPTION #2											
O'FALLON JUSTICE CENTER											
FUNCTIONAL ELEMENTS			BASEMENT		1ST FLOOR		2ND FLOOR		OUTBUILDING		GROSS TOTAL
			NET	GROSS	NET	GROSS	NET	GROSS	NET	GROSS	
			●								
1.0	ADMINISTRATION							2,870			
2.0	SUPPORT SERVICES		435		2,655		650				
	2.13		●								
	2.01-2.05, 2.08-2.12, 2.14-2.18, 2.22				●						
	2.06-2.07, 2.19-2.21						●				
3.0	COMMUNICATIONS							1,710			
4.0	PATROL				4,850						
5.0	CRIMINAL INVESTIGATIONS							3,370			
6.0	EMERGENCY MANAGEMENT				275						
7.0	EVIDENCE & PROPERTY		600		3,125						
	7.13		●								
	7.01-7.12, 7.14-7.19				●						
8.0	PRISONER PROCESSING				3,550						
9.0	MUNICIPAL COURT		435		3,915						
	9.08		●								
	9.01-9.07, 9.09-9.17				●						
10.0	BUILDING SUPPORT		2,750		7,640		3,265				
	10.26, 10.28-10.31		●								
	10.01-10.06, 10.10-10.27, 10.29, 10.31				●						
	10.02, 10.05-10.10, 10.13-10.14, 10.26, 10.29, 10.32						●				
	<b>NET SPACE SUBTOTALS</b>		<b>4,220</b>		<b>26,010</b>		<b>11,865</b>				
	Accessory Support Space	3%	127		780		356				
	Circulation	27%	1,174		7,233		3,300				
	Walls and Unusable Area	9%	497		3,062		1,397				
	<b>1.00 - 8.00 GROSS SUBTOTALS</b>			<b>6,017</b>		<b>37,086</b>		<b>16,917</b>			<b>60,020</b>
11.0	FIRING RANGE		3,790								
12.0	GARAGE				2,310						
	12.08-12.10 ONLY										
	<b>NET SPACE SUBTOTALS</b>		<b>3,790</b>		<b>2,310</b>						
	Walls and Unusable Area	9%	341		208						
	<b>9.0 - 10.0 GROSS SUBTOTALS</b>			<b>4,131</b>		<b>2,518</b>					<b>6,649</b>
	<b>GROSS TOTALS FOR ALL FLOORS</b>			<b>10,148</b>		<b>39,604</b>		<b>16,917</b>			<b>66,669</b>

Table 5.2

BUILDING CONFIGURATION - OPTION #3										
O'FALLON JUSTICE CENTER										
FUNCTIONAL ELEMENTS		BASEMENT		1ST FLOOR		2ND FLOOR		OUTBUILDING		GROSS TOTAL
		NET	GROSS	NET	GROSS	NET	GROSS	NET	GROSS	
		●								
1.0	ADMINISTRATION					2,870				
2.0	SUPPORT SERVICES	435		1,510		1,795				
	2.13	●								
	2.08-2.12, 2.14, 2.17-2.18, 2.22			●						
	2.01-2.07, 2.15-2.16, 2.19-2.21					●				
3.0	COMMUNICATIONS					1,710				
4.0	PATROL			4,850						
5.0	CRIMINAL INVESTIGATIONS					3,370				
6.0	EMERGENCY MANAGEMENT			275						
7.0	EVIDENCE & PROPERTY	600		3,125						
	7.13	●								
	7.01-7.12, 7.14-7.19			●						
8.0	PRISONER PROCESSING			3,550						
9.0	MUNICIPAL COURT	435		3,915						
	9.08	●								
	9.01-9.07, 9.09-9.17			●						
10.0	BUILDING SUPPORT	2,750		7,090		3,815				
	10.26, 10.28-10.31	●								
	10.01-10.06, 10.10-10.11, 10.13-10.27, 10.29, 10.31			●						
	10.02, 10.05-10.10, 10.12-10.14, 10.26, 10.29, 10.32					●				
	<b>NET SPACE SUBTOTALS</b>	<b>4,220</b>		<b>24,315</b>		<b>13,560</b>				
	Accessory Support Space	3%	127	729		407				
	Circulation	27%	1,174	6,762		3,771				
	Walls and Unusable Area	9%	497	2,863		1,596				
	<b>1.00 - 8.00 GROSS SUBTOTALS</b>		<b>6,017</b>		<b>34,669</b>		<b>19,334</b>			<b>60,020</b>
11.0	FIRING RANGE	3,790								
12.0	GARAGE			2,310						
	12.08-12.10 ONLY									
	<b>NET SPACE SUBTOTALS</b>	<b>3,790</b>		<b>2,310</b>						
	Walls and Unusable Area	9%	341	208						
	<b>9.0 - 10.0 GROSS SUBTOTALS</b>		<b>4,131</b>		<b>2,518</b>					<b>6,649</b>
	<b>GROSS TOTALS FOR ALL FLOORS</b>		<b>10,148</b>		<b>37,187</b>		<b>19,334</b>			<b>66,669</b>

Table 5.3

## SITE DEVELOPMENT

With preliminary building configuration established in Tables 5.1 – 5.3, an assessment as to the minimum site to support this development scenario can proceed. The building footprint along with the hard surface areas such as parking, drives, and miscellaneous paving, and open area make up the minimum site area requirement. In addition, it may be desirable to consider some acreage to support the development of needs beyond the twenty-five year planning horizon. Typical open areas range from forty to sixty percent in suburban developments. Forty percent open area is sufficient, but would not be considered excessive. While zero lot line developments are more common in some urban planning, especially where land is in high demand, we would recommend against it as it greatly minimizes design flexibility and eliminates the possibility for economical future expansion.

In an initial step, to gain an understanding of site needs under ideal conditions, we will look at typical site planning requirements that could be expected to meet the needs of our program, including an additional 30% expansion beyond the current twenty-five year planning horizon, and a final open area of 60%. This is referred to as a low density site development, and is represented in Hypothetical Site Diagram Figure 5a which includes all programmatic elements. Figure 5b is a similar low-density development but does not include a basement parking garage and therefore surface parking requirements are greater.

Additionally, we will look at the absolute minimum site area requirement utilizing a zero lot line configuration. This is referred to as a high density development and is reflected in Hypothetical Site Diagram Figure 5c.

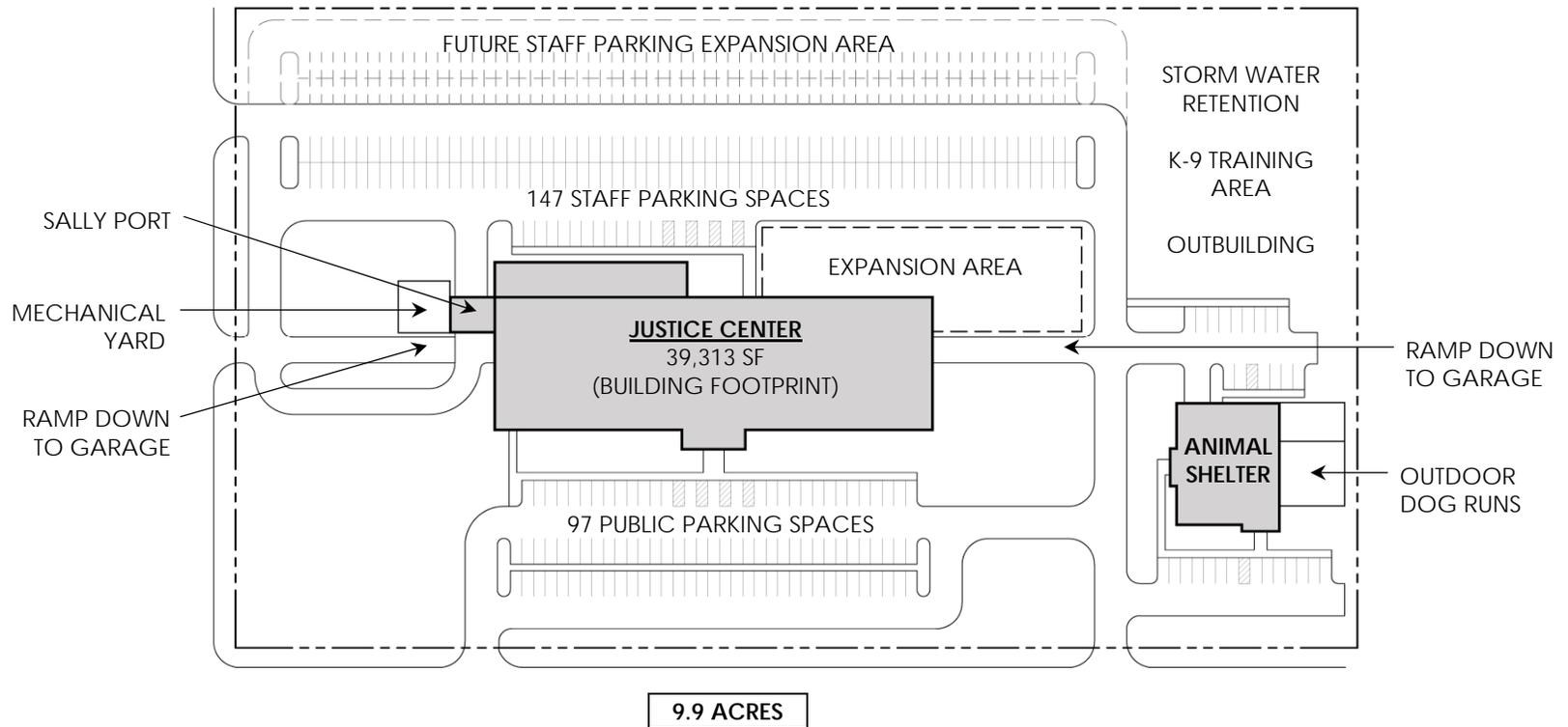
All site planning is based on the needs as stated in the twenty-five year growth period.

SITE DEVELOPMENT SCENARIOS - OPTION #1					
Building Configuration per Table 5.1					
O'FALLON JUSTICE CENTER					
LOW DENSITY DEVELOPMENT (Recommended)			HIGH DENSITY DEVELOPMENT (Not Recommended)		
Total Project Space Need		86,812 SF	Total Project Space Need		86,812 SF
Total Police Building Size		86,812 SF	Total Police Building Size		86,812 SF
Total Outbuilding Size		- SF	Total Outbuilding Size		- SF
First Floor Footprint		39,313 SF	First Floor Footprint		39,313 SF
Outbuilding Footprint		- SF	Outbuilding Footprint		- SF
Staff Parking	(147 spaces at 400 SF each)	58,800 SF	Staff Parking	(147 spaces at 350 SF each)	51,450 SF
Public Parking	(97 spaces at 400 SF each)	38,800 SF	Public Parking	(97 spaces at 350 SF each)	33,950 SF
Mechanical/Electrical Yard		1,600 SF	Mechanical/Electrical Yard		1,600 SF
Miscellaneous Paved Area		6,000 SF	Miscellaneous Paved Area		6,000 SF
Total Developed Area		144,513 SF	Total Developed Area		132,313 SF
Unplanned Expansion Space	30.00%	11,794 SF	Unplanned Expansion Space	0.00%	- SF
Open Area	63.68%	274,100 SF	Open Area	0.00%	- SF
<b>TOTAL SITE REQUIREMENT</b>		<b>430,407 SF</b>	<b>TOTAL SITE REQUIREMENT</b>		<b>132,313 SF</b>
		<b>9.9 acres</b>			<b>3.0 acres</b>

Table 5.4

SITE DEVELOPMENT SCENARIOS - OPTION #2					
Building Configurations per Tables 5.2 and 5.3					
O'FALLON JUSTICE CENTER					
LOW DENSITY DEVELOPMENT (Recommended)			HIGH DENSITY DEVELOPMENT (Not Recommended)		
Total Project Space Need		66,669 SF	Total Project Space Need		66,669 SF
Total Police Building Size		66,669 SF	Total Police Building Size		66,669 SF
Total Outbuilding Size		- SF	Total Outbuilding Size		- SF
First Floor Footprint (per table 5.2)		39,604 SF	First Floor Footprint (per table 5.3)		37,187 SF
Outbuilding Footprint		- SF	Outbuilding Footprint		- SF
Staff Parking	(213 spaces at 400 SF each)	85,200 SF	Staff Parking	(213 spaces at 350 SF each)	74,550 SF
Public Parking	(97 spaces at 400 SF each)	38,800 SF	Public Parking	(97 spaces at 350 SF each)	33,950 SF
Mechanical/Electrical Yard		1,600 SF	Mechanical/Electrical Yard		1,600 SF
Miscellaneous Paved Area		6,000 SF	Miscellaneous Paved Area		6,000 SF
Total Developed Area		171,204 SF	Total Developed Area		153,287 SF
Unplanned Expansion Space	30.00%	11,881 SF	Unplanned Expansion Space	0.00%	- SF
Open Area	60.00%	274,600 SF	Open Area	0.00%	- SF
<b>TOTAL SITE REQUIREMENT</b>		<b>457,685 SF</b>	<b>TOTAL SITE REQUIREMENT</b>		<b>153,287 SF</b>
		<b>10.5 acres</b>			<b>3.5 acres</b>

Table 5.5

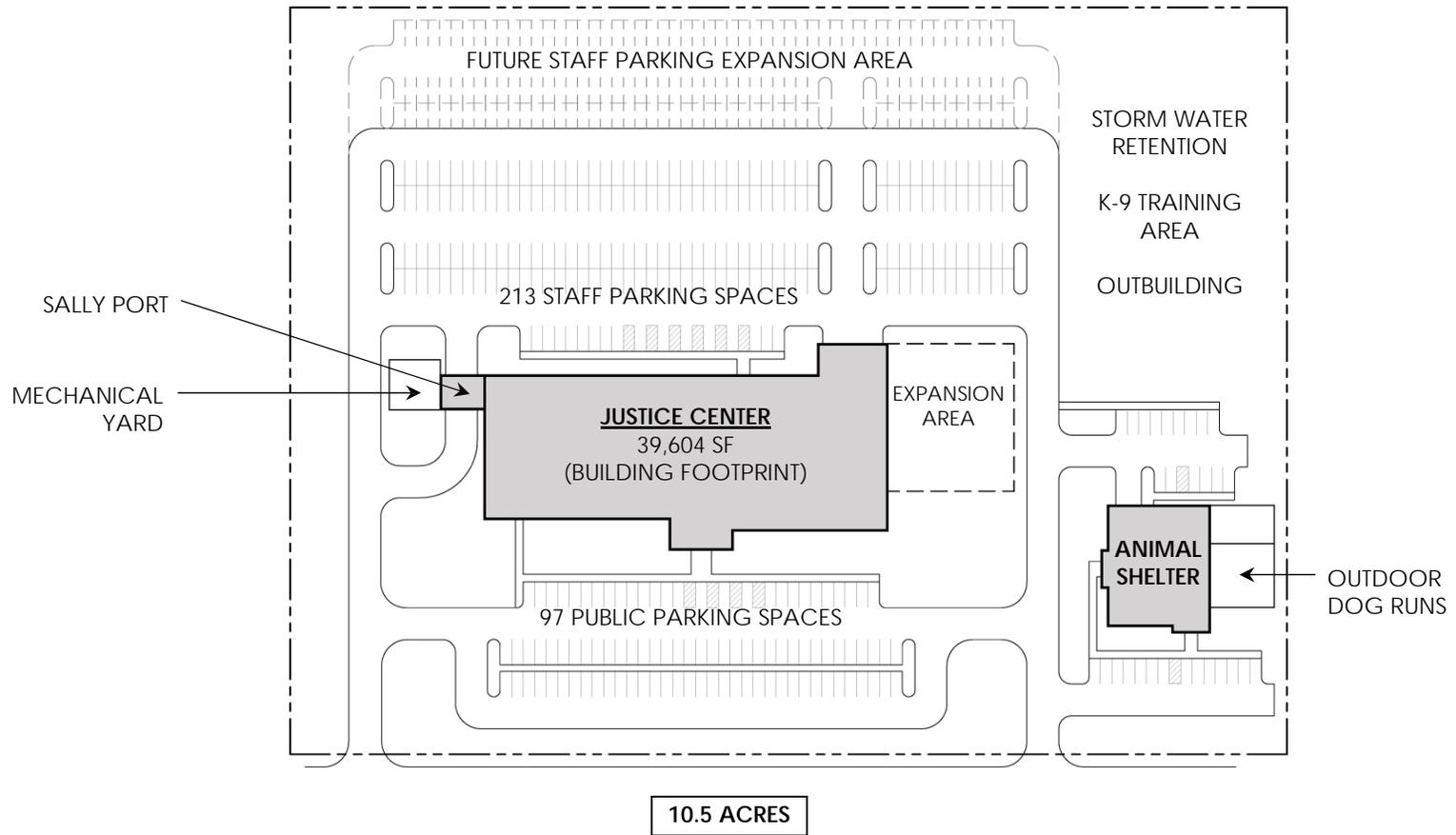


*NOTE: ANIMAL SHELTER IS SHOWN FOR LAYOUT PURPOSES ONLY AND IS NOT INCLUDED IN THE BASE BUDGET.*

**HYPOTHETICAL SITE USAGE DIAGRAM**  
 FIGURE 5a - BUILDING CONFIGURATION #1  
 Low Density Development  
 (Recommended)

**O'FALLON JUSTICE CENTER**  
**O'FALLON, MISSOURI**

**WILSON ESTES POLICE ARCHITECTS, PA**

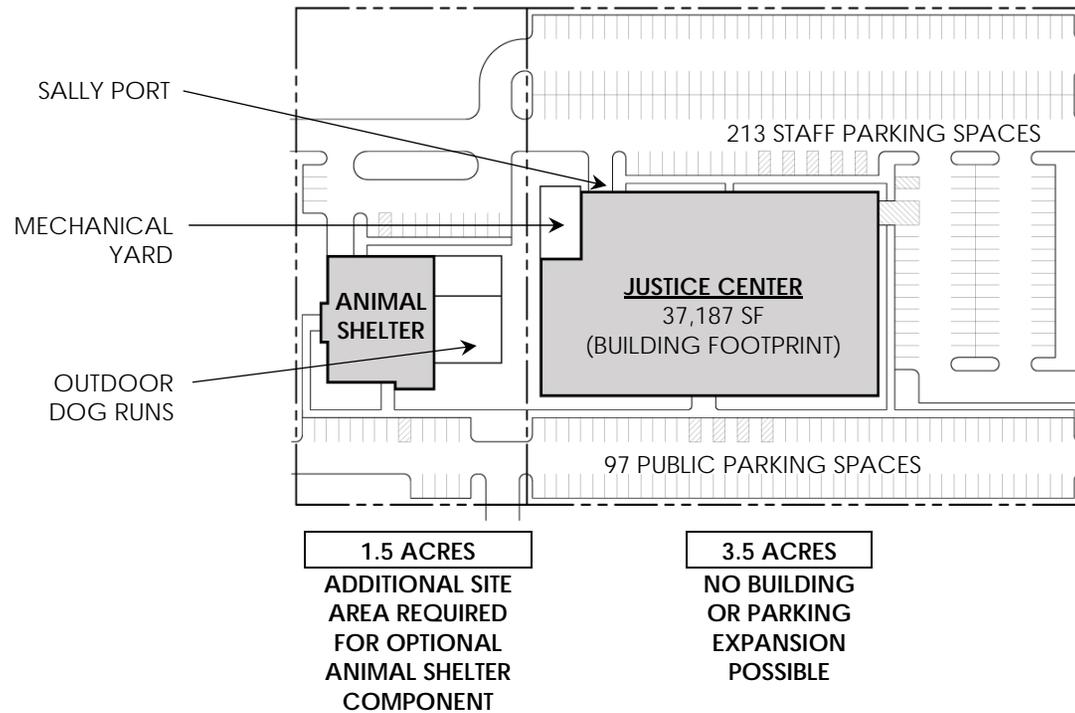


*NOTE: ANIMAL SHELTER IS SHOWN FOR LAYOUT PURPOSES ONLY AND IS NOT INCLUDED IN THE BASE BUDGET.*

**HYPOTHETICAL SITE USAGE DIAGRAM**  
 FIGURE 5b - BUILDING CONFIGURATION #2  
 Low Density Development  
 (Recommended)

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*NOTE: ANIMAL SHELTER IS SHOWN FOR LAYOUT PURPOSES ONLY AND IS NOT INCLUDED IN THE BASE BUDGET.*

**HYPOTHETICAL SITE USAGE DIAGRAM**  
FIGURE 5c - BUILDING CONFIGURATION #3  
High Density Development  
(Not Recommended)

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O'FALLON, MISSOURI

## **SECTION 6.0 – PROJECT COSTS**

WILSON ESTES POLICE ARCHITECTS, PA

AUGUST 7, 2013

PAGE 6.0

**STATEMENT OF PROBABLE CONSTRUCTION COST**

Preliminary new construction cost can be estimated by utilizing average new facility square footage construction costs for typical public safety facilities built around the country. By adjusting these numbers to the local construction market and factoring in inflation, the total probable cost can be developed for the O’Fallon Justice Center for a predetermined point in time.

The process begins with a review of the cost of a typical new public safety facility. Cost information and other survey data have been collected from over 200 new facilities. The facilities have been constructed in many locations and bidding climates over many years. Therefore, the cost figures from the database have been adjusted for inflation and regional cost differences to develop the average.

Construction activity at the time of bidding can have a dramatic affect on costs. Low activity means more competitive bids. Increased activity results in fewer bidders and higher project cost.

Site development typically comprises approximately 8 - 10% of the total square footage cost, and this is reflected in the Statement of Probable Construction Cost tables on the following pages.

Average base construction cost for Public Safety Centers constructed in late 2008 was \$275 per square foot. Since that time, construction costs steadily decreased through 2009, leveling off in the first quarter of 2010. The Turner Construction Cost Index currently shows a national average construction cost decrease of approximately 8% since late 2008, placing the national average for police facility construction cost at \$253 per square foot.

While the O’Fallon area benefits from proximity to multiple nearby municipalities in the St. Louis area where potential bidding construction companies originate. However, the cost of construction in the St. Louis area is slightly higher than the national average and construction costs are also affected by prevailing wage requirements in the State of Missouri. From an analysis of

local factors affecting construction cost, we have determined that O’Fallon is approximately 103% of the national average or approximately \$259 per square foot.

Itemizing out normal site development and other miscellaneous hard costs results in a base building construction cost of \$228 per square foot. A bidding contingency has been included to address the undefined nature of the project details and unanticipated market changes in the current year.

Other project costs have been identified under the category of “Soft Costs”. These include, but are not limited to, professional fees, geotechnical exploration, site surveys, construction phase testing, and furnishings. An unknown site development contingency is also included because a site for the facility has not yet been identified and depending on which site is chosen, more extensive utility, grading and foundation work may be required beyond what could be considered “normal” site development.

Total project cost is a combination of the hard costs required to physically construct a building as well as the soft costs needed to support project development and to ready a completed facility for occupancy. The total project cost is established around the current construction market for a building constructed in 2013 with likely annual escalation costs shown separately.

The tables on the following pages illustrate three statements of probable cost for the O’Fallon Justice Center Project.

- Table 6.1 All identified core project needs, including an underground parking garage.
- Table 6.2 All identified core project needs, less underground parking.
- Table 6.3 Costs associated with an optional stand-alone animal shelter.

Additional cost options are presented in the section following these statements of probable cost.

**O’FALLON JUSTICE CENTER  
O’FALLON, MISSOURI**

PRELIMINARY STATEMENT OF PROBABLE COST - OPTION #1 - WITH PARKING GARAGE					
O'FALLON JUSTICE CENTER					
		Unit Cost	Quantity	Units	Cost
BUILDING AND SITE DEVELOPMENT	Building Construction - Above Grade	\$ 228.00	52,100	Sq. Ft.	\$ 11,878,800.00
	Building Construction - Basement	\$ 140.00	34,713	Sq. Ft.	\$ 4,859,820.00
	Building Construction - Outbuilding	\$ 100.00	0	Sq. Ft.	\$ -
	Normal Site Development	\$ 22.00	86,813	Sq. Ft.	\$ 1,909,886.00
MISCELLANEOUS HARD COSTS	Phone / Data Wiring	\$ 4.00	86,813	Sq. Ft.	\$ 347,252.00
	Security Systems	\$ 5.00	86,813	Sq. Ft.	\$ 434,065.00
	Landscaping / Irrigation System	0.75%	\$18,648,506	Building/Site Cost	\$ 139,863.00
	Range Equipment, Acoustics & Ventilation		6	Lanes	\$ 540,000.00
		SUBTOTAL			\$ 20,109,686.00
		10% BID CONTINGENCY			\$ 2,010,968.00
		TOTAL HARD COSTS			\$ 22,120,654.00
SOFT COSTS	Professional Fees				\$ 1,790,000.00
	Construction Phase Contingency				\$ 400,000.00
	Geotechnical and Surveying				\$ 25,000.00
	Construction Testing Services				\$ 50,000.00
	Furnishings, Fixtures & Equipment				\$ 804,387.00
	Technology Infrastructure & Equipment				\$ 1,047,000.00
	Radio Equipment & Tower				\$ 311,000.00
	High Density Storage Systems				\$ 250,000.00
	Audio/Visual Systems				\$ 250,000.00
	Unknown Site Development Contingency				\$ 400,000.00
	Site Acquisition				\$ -
	TOTAL SOFT COSTS			\$ 5,327,387.00	
PROJECT COST		HARD PROJECT COSTS			\$ 22,120,654.00
		SOFT PROJECT COSTS			\$ 5,327,387.00
		TOTAL PROJECT COSTS			\$ 27,448,041.00
		Escalation Cost 2014 (2013 +3%)			\$ 28,271,482.00
		Escalation Cost 2015 (2014 +3%)			\$ 29,119,626.00

Table 6.1

PRELIMINARY STATEMENT OF PROBABLE COST - OPTION #2 - NO PARKING GARAGE					
O'FALLON JUSTICE CENTER					
		Unit Cost	Quantity	Units	Cost
BUILDING AND SITE DEVELOPMENT	Building Construction - Above Grade	\$ 228.00	56,521	Sq. Ft.	\$ 12,886,788.00
	Building Construction - Basement	\$ 140.00	10,148	Sq. Ft.	\$ 1,420,720.00
	Building Construction - Outbuilding	\$ 100.00	0	Sq. Ft.	\$ -
	Normal Site Development	\$ 22.00	66,669	Sq. Ft.	\$ 1,466,718.00
MISCELLANEOUS HARD COSTS	Phone / Data Wiring	\$ 4.00	66,669	Sq. Ft.	\$ 266,676.00
	Security Systems	\$ 5.00	66,669	Sq. Ft.	\$ 333,345.00
	Landscaping / Irrigation System	0.85%	\$15,774,226	Building/Site Cost	\$ 134,080.00
	Range Equipment, Acoustics & Ventilation		6	Lanes	\$ 540,000.00
		SUBTOTAL			\$ 17,048,327.00
		10% BID CONTINGENCY			\$ 1,704,832.00
		TOTAL HARD COSTS			\$ 18,753,159.00
SOFT COSTS	Professional Fees				\$ 1,500,000.00
	Construction Phase Contingency				\$ 330,000.00
	Geotechnical and Surveying				\$ 25,000.00
	Construction Testing Services				\$ 50,000.00
	Furnishings, Fixtures & Equipment				\$ 681,933.00
	Technology Infrastructure & Equipment				\$ 1,047,000.00
	Radio Equipment & Tower				\$ 311,000.00
	High Density Storage Systems				\$ 250,000.00
	Audio/Visual Systems				\$ 250,000.00
	Unknown Site Development Contingency				\$ 400,000.00
	Site Acquisition				\$ -
	TOTAL SOFT COSTS			\$ 4,844,933.00	
PROJECT COST		HARD PROJECT COSTS			\$ 18,753,159.00
		SOFT PROJECT COSTS			\$ 4,844,933.00
		TOTAL PROJECT COSTS			\$ 23,598,092.00
		Escalation Cost 2014 (2013 +3%)			\$ 24,306,034.00
		Escalation Cost 2015 (2014 +3%)			\$ 25,035,215.00

Table 6.2

STATEMENT OF PROBABLE COST - ANIMAL SHELTER					
O'FALLON JUSTICE CENTER					
		Unit Cost	Quantity	Units	Cost
BUILDING AND SITE DEVELOPMENT	Building Construction	\$ 165.00	7,915	Sq. Ft.	\$ 1,305,975.00
	Normal Site Development	\$ 20.00	7,915	Sq. Ft.	\$ 158,300.00
MISCELLANEOUS HARD COSTS	Phone / Data Wiring	\$ 2.75	7,915	Sq. Ft.	\$ 21,766.25
	Security Systems	\$ 3.25	7,915	Sq. Ft.	\$ 25,723.75
	Landscaping / Irrigation System	1.50%	\$1,464,275	Building/Site Cost	\$ 21,964.00
	SUBTOTAL				\$ 1,533,729.00
	10% BID CONTINGENCY				\$ 153,372.00
<b>TOTAL HARD COSTS</b>				<b>\$ 1,687,101.00</b>	
SOFT COSTS	Professional Fees				\$ 151,839.00
	Construction Phase Contingency				\$ 80,000.00
	Geotechnical and Surveying				\$ 15,000.00
	Construction Testing Services				\$ 20,000.00
	Furnishings				\$ 69,017.00
	Unknown Site Development Contingency				\$ 100,000.00
	Site Acquisition				\$ -
<b>TOTAL SOFT COSTS</b>				<b>\$ 435,856.00</b>	
PROJECT COST	<b>HARD PROJECT COSTS</b>				<b>\$ 1,687,101.00</b>
	<b>SOFT PROJECT COSTS</b>				<b>\$ 435,856.00</b>
	<b>TOTAL PROJECT COSTS</b>				<b>\$ 2,122,957.00</b>
	Escalation Cost 2014 (2012 +3%)				\$ 2,186,645.00
	Escalation Cost 2015 (2013 +3%)				\$ 2,252,244.00

Table 6.3

**COST OPTIONS**

The primary cost options established as part of this need assessment study and shown on Tables 6.1, 6.2 and 6.3 are as follows:

- #1 Project with Basement Parking Garage \$ 27,678,924
- #2 Project without Basement Parking Garage \$ 23,594,512
- #3 Add Stand-Alone Animal Shelter \$ 2,252,244

These three budget options include escalation/inflation cost increases through the year 2015.

Additional functional elements and project options were discussed as part of the information gathering sessions with City personnel. The following additional cost options are presented for consideration by the City.

Add Covered Parking for Fleet Vehicles

In the project option where an underground parking garage is not included for the final project design (Table 6.2), covered parking for a section of the staff parking lot would be advantageous to protection of the fleet vehicles and the costly equipment installed therein. Costs to cover forty (40) fleet vehicles were investigated and the costs are as follows:

2013 Project Costs	\$ 22,240,092	(Table 6.2 Project Cost)
Covered Parking	+ \$ 325,000	(includes site costs)
<u>Additional Soft Costs</u>	<u>+ \$ 25,000</u>	
Adjusted 2013 Costs	\$ 22,590,092	
2014 Project Costs	\$ 23,267,795	(+ 3% Escalation)
<b>2015 Project Costs</b>	<b>\$ 23,965,829</b>	(+ 3% Escalation)
<b>Budget Delta</b>	<b>+ \$ 371,317</b>	

Utilizing a solar panel array supported on a trellis structure could substitute for a fabricated parking canopy structure. There are lease programs available with little to no up-front cost by the City and payments made to the solar energy company are typically

less than the cost of the same amount of energy purchased from the utility company. Further investigation regarding the feasibility of utilizing a solar array would be required when exact project requirements are known and a project design prepared.

Add Outbuilding

Original planning discussions with City representatives gave consideration to construction of an outbuilding that would house some storage and miscellaneous spaces at a lower construction cost than if housed in the main Justice Center facility. As planning evolved, some of those spaces were reduced or eliminated as cost-saving measures were considered. Some specialty vehicles that were also planned for storage in an outbuilding were also determined to remain parked outside. The originally planned spaces that remained and which would be appropriate for location in an outbuilding were relatively minimal and the costs of constructing such a small outbuilding were not justifiable and those remaining spaces were moved back into the main facility. For the City's consideration, the following costs are associated with construction of an outbuilding that includes those eliminated spaces and with relocation of other spaces from the main facility to the outbuilding:

2013 Project Costs	\$ 26,090,041	(Table 6.1 Project Cost)
Main Facility Reductions	- \$ 315,759	(- 2,157 SF & site costs)
Outbuilding Cost	+ \$ 542,500	(+ 5,425 SF)
<u>Additional Soft Costs</u>	<u>+ \$ 38,245</u>	
Adjusted 2013 Costs	\$ 26,355,027	
2014 Project Costs	\$ 27,145,677	(+ 3% Escalation)
<b>2015 Project Costs</b>	<b>\$ 27,960,047</b>	(+ 3% Escalation)
<b>Budget Delta</b>	<b>+ \$ 281,124</b>	

**O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI**

**JUSTICE CENTER OPERATIONS EXPENSES**

When any new capital improvement building project is considered, the costs associated with the operations of a new facility should also be given consideration. Long term expenses such as utility usage costs and routine maintenance costs made solely necessary by the construction of a new facility will exceed the cost of construction over the life of the building. For the purpose of this study, operations expenses were estimated based on past performance of recent projects and with specific cost information provided by the City of O’Fallon. Personnel costs for only those positions made necessary specifically by the new facility can also impact operations expenses. The operations expense estimate includes possible costs during the twenty-five year planning period. The operations estimate for the Justice Center project is shown on Table 6.4.

**Utilities**

Utility service costs for a new Justice Center project would include electric power, natural gas, telephone and internet service.

Electric power and natural gas expense allowances were benchmarked on a cost per square foot basis using utility costs for a recent project of similar size and scope over the last two years. Utility rate increases should be estimated as well. However, it is impossible to know exactly what those rate increases may be. Utilizing historical data and considering industry sources for predictive information shows that, while volatile, rate increases are likely to continue at approximately the same rates. Electric power rate increases has historically been less than increases associated with natural gas service. For the O’Fallon Justice Center project, an aggregate rate increase percentage for utilities was established at 5.84% per year.

Communications services such as telephone and internet service historically have experienced less costly rate increases. For the purpose of this estimate, a rate increase percentage of 1.5% per year was utilized.

Due to the increasing costs of utility service, an effort should be made to emphasize energy efficiency during subsequent design phases for the project.

**Routine Maintenance**

The costs associated with routine maintenance for the new facility is an important consideration. Given the expense of constructing a new building, anticipating and providing for routine maintenance to protect the public’s investment is critical. Service contracts for critical facility services are common for large projects such as a new O’Fallon Justice Center. Service contract expenses for elevators, the emergency power generator and mechanical equipment were included in the operations estimate. Routine maintenance such as replacement of equipment filters and belts and consumable items such as light bulbs are also expenses that will occur on an annual or semi-annual basis. Contracted services such as pest control, equipment testing and solid waste removal will also be necessary for the new facility. Routine maintenance costs are labor and material driven and are subject to similar escalation increases to that of construction.

**Facility Repairs**

Beyond routine maintenance there will also be repairs that become necessary as buildings age. For the purpose of this exercise, an allowance was established that has lower initial annual costs but grows over time. Repair costs are labor and material driven and are subject to similar escalation increases to that of construction.

**Personnel**

Only costs associated with personnel made necessary by a new facility should be considered in for an operations estimate. Increases in sworn and civilian police personnel made necessary to provide service to the community as it grows are typically considered as the population grows and therefore there is increased tax revenue to support a growing police department.

For the purpose of this exercise, the only personnel considered were two new custodial positions and one finance clerk position associated with money collection. The finance clerk position is currently provided at City Hall but would require an additional position at the new Justice Center facility as the City Hall position would not be eliminated. Even though the exact annual adjustments in compensation for employees is unknown and unpredictable, increases in compensation for employees will undoubtedly occur over time. Therefore, a modest annual increase was projected as part of this exercise.

Custodial costs could be reduced if the City gives consideration to contracting such services from an independent custodial company.

**ANIMAL SHELTER OPERATIONS EXPENSES**

Operations expenses were also estimated for the optional Animal Shelter component. The utility, maintenance and repair costs were estimated utilizing a similar methodology as was used for the Justice Center estimate. Due to the reduced size and complexity of the shelter component, costs were adjusted accordingly.

Operating expenses such as animal care, medical services, training, office supplies, printing expenses, professional dues, and insurance are also included as no existing budget currently exists for these expenses. Information regarding operating budgets for neighboring animal shelters was utilized to establish probable operating expenses for an animal shelter for the City of O’Fallon.

The personnel to staff an animal shelter also does not currently exist and costs for the planned personnel are also included.

The operations estimate for the Animal Shelter component is shown on Table 6.5.

OPERATIONS ESTIMATE							
O'FALLON JUSTICE CENTER							
YEAR	UTILITY SERVICES	TECHNOLOGY SERVICES	ROUTINE MAINTENANCE	REPAIR ALLOWANCE	CUSTODIAL	FINANCE	ANNUAL OPERATIONS ALLOWANCE
1	\$ 121,000	\$ 61,800	\$ 37,312	\$ -	\$ 73,887	\$ 40,805	\$ 334,804
2	\$ 128,061	\$ 62,727	\$ 125,982	\$ 5,000	\$ 75,365	\$ 41,621	\$ 438,756
3	\$ 135,533	\$ 63,668	\$ 129,761	\$ 5,150	\$ 76,872	\$ 42,454	\$ 453,438
4	\$ 143,442	\$ 64,623	\$ 133,654	\$ 5,305	\$ 78,410	\$ 43,303	\$ 468,737
5	\$ 151,811	\$ 65,593	\$ 137,664	\$ 5,464	\$ 79,978	\$ 44,169	\$ 484,679
6	\$ 160,670	\$ 66,577	\$ 141,794	\$ 8,203	\$ 81,577	\$ 45,052	\$ 503,873
7	\$ 170,045	\$ 67,575	\$ 146,047	\$ 8,449	\$ 83,209	\$ 45,953	\$ 521,278
8	\$ 179,967	\$ 68,589	\$ 150,429	\$ 8,449	\$ 84,873	\$ 46,872	\$ 539,179
9	\$ 190,468	\$ 69,618	\$ 154,942	\$ 8,449	\$ 86,571	\$ 47,810	\$ 557,858
10	\$ 201,582	\$ 70,662	\$ 159,590	\$ 8,449	\$ 88,302	\$ 48,766	\$ 577,351
11	\$ 213,344	\$ 71,722	\$ 164,378	\$ 11,278	\$ 90,068	\$ 49,741	\$ 600,531
12	\$ 225,793	\$ 72,798	\$ 169,309	\$ 11,616	\$ 91,869	\$ 50,736	\$ 622,121
13	\$ 238,968	\$ 73,890	\$ 174,388	\$ 11,964	\$ 93,707	\$ 51,751	\$ 644,668
14	\$ 252,912	\$ 74,998	\$ 179,620	\$ 12,323	\$ 95,581	\$ 52,786	\$ 668,220
15	\$ 267,669	\$ 76,123	\$ 185,008	\$ 12,693	\$ 97,493	\$ 53,841	\$ 692,827
16	\$ 283,288	\$ 77,265	\$ 190,559	\$ 15,649	\$ 99,442	\$ 54,918	\$ 721,121
17	\$ 299,818	\$ 78,424	\$ 196,275	\$ 16,118	\$ 101,431	\$ 56,017	\$ 748,083
18	\$ 317,312	\$ 79,600	\$ 202,164	\$ 16,602	\$ 103,460	\$ 57,137	\$ 776,275
19	\$ 335,828	\$ 80,794	\$ 208,228	\$ 17,100	\$ 105,529	\$ 58,280	\$ 805,759
20	\$ 355,423	\$ 82,006	\$ 214,475	\$ 17,613	\$ 107,640	\$ 59,445	\$ 836,602
21	\$ 376,162	\$ 83,236	\$ 220,910	\$ 20,716	\$ 109,792	\$ 60,634	\$ 871,450
22	\$ 398,111	\$ 84,485	\$ 227,537	\$ 21,338	\$ 111,988	\$ 61,847	\$ 905,306
23	\$ 421,341	\$ 85,752	\$ 234,363	\$ 21,978	\$ 114,228	\$ 63,084	\$ 940,746
24	\$ 445,927	\$ 87,038	\$ 241,394	\$ 22,637	\$ 116,513	\$ 64,345	\$ 977,854
25	\$ 471,947	\$ 88,344	\$ 248,636	\$ 23,316	\$ 118,843	\$ 65,632	\$ 1,016,718
<b>TOTALS</b>	<b>\$ 6,486,422</b>	<b>\$ 1,857,907</b>	<b>\$ 4,374,419</b>	<b>\$ 315,859</b>	<b>\$ 2,366,628</b>	<b>\$ 1,306,999</b>	<b>\$ 16,708,234</b>

Table 6.4

OPERATIONS ESTIMATE								
O'FALLON ANIMAL SHELTER								
YEAR	UTILITY SERVICES	TECHNOLOGY SERVICES	ROUTINE MAINTENANCE	REPAIR ALLOWANCE	OPERATING EXPENSES	SHELTER COORDINATOR	SHELTER ATTENDANTS	ANNUAL OPERATIONS ALLOWANCE
1	\$ 12,000	\$ 3,090	\$ 14,310	\$ -	\$ 59,380	\$ 53,609	\$ 71,604	\$ 213,993
2	\$ 12,701	\$ 3,137	\$ 30,190	\$ 2,500	\$ 60,422	\$ 54,681	\$ 73,036	\$ 236,668
3	\$ 13,442	\$ 3,184	\$ 31,095	\$ 2,575	\$ 61,329	\$ 55,774	\$ 74,497	\$ 241,896
4	\$ 14,226	\$ 3,232	\$ 32,028	\$ 2,653	\$ 62,249	\$ 56,890	\$ 75,986	\$ 247,264
5	\$ 15,056	\$ 3,280	\$ 32,989	\$ 2,732	\$ 63,182	\$ 58,028	\$ 77,506	\$ 252,774
6	\$ 15,935	\$ 3,329	\$ 33,979	\$ 4,359	\$ 64,130	\$ 59,188	\$ 79,056	\$ 259,977
7	\$ 16,864	\$ 3,379	\$ 34,998	\$ 4,490	\$ 65,092	\$ 60,372	\$ 80,637	\$ 265,833
8	\$ 17,848	\$ 3,430	\$ 36,048	\$ 4,490	\$ 66,069	\$ 61,579	\$ 82,250	\$ 271,714
9	\$ 18,890	\$ 3,481	\$ 37,130	\$ 4,490	\$ 67,060	\$ 62,811	\$ 83,895	\$ 277,757
10	\$ 19,992	\$ 3,534	\$ 38,243	\$ 4,490	\$ 68,065	\$ 64,067	\$ 85,573	\$ 283,965
11	\$ 21,159	\$ 3,587	\$ 39,391	\$ 6,170	\$ 69,086	\$ 65,349	\$ 87,284	\$ 292,027
12	\$ 22,393	\$ 3,640	\$ 40,572	\$ 6,355	\$ 70,123	\$ 66,655	\$ 89,030	\$ 298,768
13	\$ 23,700	\$ 3,695	\$ 41,790	\$ 6,545	\$ 71,175	\$ 67,989	\$ 90,811	\$ 305,705
14	\$ 25,083	\$ 3,750	\$ 43,043	\$ 6,742	\$ 72,242	\$ 69,348	\$ 92,627	\$ 312,836
15	\$ 26,546	\$ 3,807	\$ 44,335	\$ 6,944	\$ 73,326	\$ 70,735	\$ 94,479	\$ 320,172
16	\$ 28,095	\$ 3,864	\$ 45,665	\$ 8,697	\$ 74,426	\$ 72,150	\$ 96,369	\$ 329,266
17	\$ 29,734	\$ 3,922	\$ 47,034	\$ 8,958	\$ 75,542	\$ 73,593	\$ 98,296	\$ 337,080
18	\$ 31,469	\$ 3,980	\$ 48,445	\$ 9,227	\$ 76,675	\$ 75,065	\$ 100,262	\$ 345,124
19	\$ 33,306	\$ 4,040	\$ 49,899	\$ 9,504	\$ 77,825	\$ 76,566	\$ 102,268	\$ 353,409
20	\$ 35,249	\$ 4,101	\$ 51,396	\$ 9,789	\$ 78,993	\$ 78,097	\$ 104,313	\$ 361,938
21	\$ 37,306	\$ 4,162	\$ 52,938	\$ 11,627	\$ 80,178	\$ 79,659	\$ 106,399	\$ 372,269
22	\$ 39,483	\$ 4,225	\$ 54,526	\$ 11,976	\$ 81,380	\$ 81,253	\$ 108,527	\$ 381,371
23	\$ 41,786	\$ 4,288	\$ 56,161	\$ 12,336	\$ 82,601	\$ 82,878	\$ 110,698	\$ 390,748
24	\$ 44,225	\$ 4,352	\$ 57,846	\$ 12,706	\$ 83,840	\$ 84,535	\$ 112,912	\$ 400,416
25	\$ 46,805	\$ 4,418	\$ 59,582	\$ 13,087	\$ 85,098	\$ 86,226	\$ 115,170	\$ 410,386
<b>TOTALS</b>	<b>\$ 643,293</b>	<b>\$ 92,907</b>	<b>\$ 1,053,633</b>	<b>\$ 173,442</b>	<b>\$ 1,789,487</b>	<b>\$ 1,717,097</b>	<b>\$ 2,293,485</b>	<b>\$ 7,763,356</b>

Table 6.5

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

## **SECTION 7.0 – EXISTING FACILITY ANALYSIS**

WILSON ESTES POLICE ARCHITECTS, PA

AUGUST 7, 2013

PAGE 7.0

**EXISTING FACILITY ANALYSIS**

With facility needs and costs established, the existing municipal complex was evaluated for suitability for renovation to solely house police and court functions. This evaluation was made by touring the facility and site and reviewing the existing drawings of the facility furnished by the City of O'Fallon. This evaluation was not exhaustive and was made only for the purpose of determining general feasibility. With the results of this preliminary analysis, the City of O'Fallon can better determine if further more detailed investigation is appropriate.

**Current Facility Deficiencies and Operational Issues**

Following are some of the general observations that were made during walk-throughs of the existing municipal complex:

- The facility chosen for renovation was previously used for academic purposes. Construction methods and design was not intended for law enforcement purposes and did not appear to be truly suitable for use by the O'Fallon Police Department & Municipal Court.
  - The facility was renovated for police department use but the reported lack of substantive involvement of division leadership created situations where spaces did not meet the unique needs of the building users once the facility was occupied.
  - Facility improvements were designed without the benefit of appropriate project-type experience. Deep experience in the project-type affords a perspective of how law enforcement operations have evolved over time and knowledge of current trends and how facilities can be planned for longevity.
  - As the department has grown, adaptations have been made but typically this has resulted in reduced storage areas and reduced space per person. It does not appear that there is adequate room for any further departmental growth – whether it is personnel, equipment or storage.
- Due to the growth and facility adaptations made necessary, in many cases personnel are not currently in optimum locations in the facility relative to other staff they regularly interact with, specific job duties they perform, or support and storage areas they need frequent access to.
  - City Hall functions have also been forced to expand in response to population growth within O'Fallon. It has become necessary that some required police areas have been forfeited to city functions.
  - There are numerous areas of the building that are suffering from deferred maintenance and routine wear-and-tear.
  - There are several areas in the facility that do not conform to accessibility guidelines.
  - The records division appears to be at capacity and space per person assigned to be reduced from typical law enforcement facility standards. Further, active files storage is inadequate within the space and archival storage is inconvenient to frequent use.
  - The communications division appears to be at capacity and further growth is impaired or impossible, whether it is personnel or equipment.
  - Law enforcement facilities have a high demand for first floor use. Public contact points, uniformed patrol, detention and evidence functions are typically placed at ground level. It was noted that uniformed patrol was operating from a second floor area which is inefficient and cumbersome to routine police operations. Evidence intake, processing and storage functions were also primarily located at the second floor which is cumbersome to the intake and disposition processes. Administration is located at the first floor area

which would be better suited for one of the aforementioned divisions which should have priority for ground floor access.

- The evidence intake process itself was disjointed with single-sided evidence drop lockers being added to the second floor corridor area outside of the primary evidence processing and storage room.
- Large evidence and property items are stored temporarily in the sally port at ground level. Long-term large evidence storage is located in a basement storage room at some distance from the primary evidence processing and storage area at the second floor.
- Disposition of evidence or property begins at a location separate from public contact points by a floor level. Convenient disposition to property owners and court officials should be considered in a new facility with the evidence division in relative proximity to public contact points.
- Report writing and evidence bag-and-tag is separate from the evidence lockers. Officers are less efficient in their day-to-day duties with regards to preparing evidence and property in conjunction with associated report writing and subsequent temporary storage in evidence drop lockers. It would be more efficient for report writing and bag-and-tag functions to occur at a unified space with secure pass-through evidence drop lockers connected to the evidence processing and storage area.
- The aforementioned issues build inefficiency into the day-to-day duties of evidence division and patrol personnel as they must constantly move between different areas of the building to complete their duties. Evidence division spaces in typical modern law enforcement facilities will be unified and self-contained allowing staff to operate efficiently and to reinforce proper chain-of-custody procedures by design.
- Ventilation at drug evidence storage areas and staff locker

areas appear to be neither adequate nor conforming to standard design practices for law enforcement facilities.

- The investigations division currently struggles with the competing needs of privacy to conduct focused work and conduct telephone interviews versus the benefits of a collaborative work environment to resolving cases. A future facility should either consider private or semi-private offices with a collaborative group meeting area or an open office concept with private rooms available for focused work or confidential phone calls.
- There are separate camera systems for general surveillance and interview rooms and the quantity of general surveillance cameras appeared to be less than a typical modern law enforcement facility. A unified system should be considered for a new facility that, at a minimum, covers general site surveillance, key site and building entry points, public areas, interview rooms, detention areas and critical or sensitive areas such as evidence bag-and-tag and storage. A modern system should also include redundancy in storage and operation so that critical events are not lost in case of equipment failure.
- There are several different security access control systems in operation – a combination of pin-pad locks, stand-alone proximity card locks and a centralized card access system. This creates inefficiency in programming and maintaining the disparate systems in operation. A unified system should be considered for a new facility that will secure, at a minimum, building perimeter, public-to-staff area doors, any critical areas such as detention and evidence and any frequent-use doors such as gun cleaning and patrol equipment rooms. With communications as part of the facility, redundancy for access control systems should be considered to ensure that the ability to operate and control the system from dispatch is maintained in the event of equipment failure.

- The detention area of the facility is not located in proximity to the court area and there is no secure path for detainee movement to court. Issues regarding security, confidentiality and dignity are present when detainees must be moved through public areas. Care should be given to separate detainees from the public, victims and witnesses.
- The municipal court area does not accommodate security for judge and court personnel. Ballistics resistant construction should be considered for the dais screen wall. Separation of offenders/detainees and the general public should also be considered. A temporary holding room(s) outside of the court room and immediately connected to the detention area would be beneficial to improved security.
- Private offices are immediately connected to the court room which impairs confidentiality and personnel efficiency.
- The physical fitness space is shared between police and city hall personnel. While this is not always an issue for every community, many police administrators will recognize that police work and investigative processes do not stop outside of police work areas. We are aware that in many cases, when communications between police personnel can be maintained in confidentiality that cases can be discussed extemporaneously and crimes solved. When police areas are deemed to be shared with non-departmental personnel, the feeling that case issues can be discussed freely can be impaired.
- City Hall spaces are also at capacity. There is a shortage of space for personnel (office areas), common work/task areas and storage needs.
- The site is constrained from further expansion. There is not currently adequate parking for public which creates an issue when court or other public gatherings occur. There is not adequate separation between public and staff parking

areas. Typically the point of peak staff parking demand is the afternoon shift change when both patrol and personal vehicles are present, in addition to vehicles of all civilian staff. While not present at that time, I observed the staff parking lot to be quite full and would presume that the availability of staff parking is currently at or below ideal for the current needs.

It was apparent that the current site and facility are not meeting the current and future needs of the O'Fallon Police Department. Considering that department growth within the current facility will be difficult, if not impossible, current staff efficiency is likely being impacted in a significant way. In order to consider the existing facility as a viable alternative to new construction, any renovation conducted should achieve the following:

- Address all identified space and parking needs.
- Eliminate all of the functional and operational compromises that are currently being experienced by Police and Court personnel, just as a new facility would provide.
- Be considered structurally sound and responsive to design criteria for critical use facilities.
- Provide adequate mechanical, electrical and technology systems and infrastructure to support public safety operations.
- Be considered more cost effective than new construction and a prudent use of public funds. All costs necessary to accommodate sole use by Police & Courts must be considered, including the cost of a new City Hall facility.

*Photos are included at the end of this section that show the representative existing conditions of the municipal complex.*

**Existing Facility Structure and Service Areas**

The impact of the existing structural system and location of service areas on a renovation project is an important consideration. Column locations can impact design flexibility. Service areas include stairs, elevators, mechanical/electrical equipment, restrooms, etc. Structural elements and service areas are difficult and costly to modify and should be maintained in place if possible.

In reviewing the existing drawings, it is apparent that the structural column system in the existing municipal complex is very dense. There are supporting columns on each side of central corridors and in many cases they do not align with each other on opposite sides of corridors. The erratic placement of columns will impact how effective a renovation will be and may create issues with final design and the ultimate efficiency of how spaces are laid out and interact with each other.

Service areas are also spread throughout each floor plate of the existing facility. To a certain degree, this is to be expected. However, where the greatest issues lie is in maintaining the path of egress to stairs and exits. In several cases, paths to exits will need to be maintained but security issues could result where it becomes necessary to take exiting persons through potentially secure portions of the building to reach those exits.

A more detailed evaluation of the condition of the structural system and its capacity to meet the design requirements for a critical use facility will be necessary during subsequent investigations of the existing facility. A new facility would be designed to meet stringent structural design criteria for critical use facilities and also be designed to meet seismic design criteria, a requirement for the O’Fallon region. The existing facility likely does not currently meet either of these design criteria.

*Refer to Figures 7a through 7c for diagrams that show existing structure and service areas.*

**Existing Facility Mechanical and Electrical Systems**

A detailed evaluation of the condition of the mechanical and electrical systems at the existing facility will be required during any subsequent investigations of the existing facility.

It has been noted that there are ventilation and airflow issues at several key areas of the police department, notably evidence and detention areas. Some modifications would likely be necessary as part of any renovations conducted.

It has also been noted that there is not adequate power and technology capacity at numerous areas of the facility to accommodate routine and typical law enforcement operations. The equipment utilized by public safety agencies becomes greater each year and having adequate power and technology infrastructure place is a critical part of long-term planning.

Energy efficiency of the existing systems is also a concern. A new facility would provide necessary mechanical, electrical and technology systems for public safety operations and be energy efficient. The existing systems in place at the municipal complex are less efficient and would require significant modifications, and potentially replacement, to adequately address the needs of the Police Department and Municipal Court.

**Existing Facility Site Issues**

The following issues regarding the existing site were noted as part of this evaluation process:

- The existing site is currently fully developed. There is no room for expansion, either to address identified space needs or for future expansion beyond the 25-year planning horizon.
- Parking for public and staff is grossly undersized and there is no distinct separation between public and staff parking areas which is a significant security concern. Parking does not meet either identified actual peak parking needs nor adopted

municipal standards and requirements. Public parking is especially deficient and off-site parking would be necessary.

- Routine traffic patterns on to and off of the site are impacted by the active train line immediately adjacent to the site and the amount of vehicle traffic on Main Street. This causes difficulty to public and personnel in navigating to and from the current facility.
- The active train line immediately adjacent to the site poses undue risk to public safety operations. In the event of an accident in proximity to the existing facility, the ability to direct response operations would be impacted and access to the facility would be significantly impaired if not impossible.

**Hazardous Materials**

Any renovation of a historic structure should include some investigation of the existing materials for the presence of hazardous materials such as lead paint and asbestos. Without a understanding if these materials would be present or not, any preliminary budgets should include a contingency for the remediation of encountered materials.

**Difficulties of Renovating for Public Safety Departments**

Our experience in considering renovations of existing structures for public safety agencies shows that it is very difficult to address all the functional and space needs that a new facility would include without compromise. Often, in comparison to basic commercial project renovations, more significant renovations are necessary to achieve even a compromised version of the needs a new facility would address.

Further, complications arise when renovating or expanding a facility that must stay in operation during construction activities. Often, construction must be phased and various divisions moved to temporary or renovated locations and then the next phase of

work commencing. This lengthens the overall duration of construction and therefore increases the cost of construction. Operating out of a facility under construction also impacts the productivity and effectiveness of personnel.

Given the costs of demolition, the increased costs of renovation construction compared to more typical commercial renovations, and the frequent need to phase construction activity, the ultimate costs in many cases approach that of new construction. Due to the nature of renovation projects, unknown conditions will be encountered during the course of construction and be required to be addressed. Therefore, the construction phase contingency allowance for a renovation project should be greater than that for a new construction project.

Consideration must therefore be given to not only costs, but also the compromises that may be inherent in a renovation project and the effect on personnel of operating out of a facility under construction.

**CONCEPTUAL LAYOUT DIAGRAMS**

An evaluation of how the existing facility might generally be renovated to accommodate divisions of the Police Department and Municipal Court was made and diagrams prepared that would show a conceptual layout.

These diagrams are hypothetical and conceptual in nature and shows zones for each division where the requisite space appears to be available. A more detailed design process would be required to ascertain how the identified space needs are addressed in each area and how existing structure and service areas can be maintained.

*Please refer to Figures 7d through 7f for the results of this process.*

The following compromises were made evident as part of this exercise:

- Evidence areas are currently disjointed between basement and 2<sup>nd</sup> floor areas. Ideally, the evidence division would be located at the 1<sup>st</sup> floor in close proximity to the patrol division. There appears to be space available for all evidence areas in the basement. However, due to circulation and egress components, it is not possible to organize the evidence division into a distinct suite of spaces that would be secure and separate from other staff areas. This creates potential issues with regards to chain of evidence custody and is more difficult to manage the evidence intake, processing and storage processes.
- Patrol division appears to have adequate space at the 1<sup>st</sup> floor area with locker areas also located at the 1<sup>st</sup> floor. The fitness room, however, still appears necessary to stay in the basement. Ideally the fitness area would be in close proximity to the patrol locker areas.
- Support Services division appears to have adequate space on the 1<sup>st</sup> floor which is critical due to the public contact necessary with the records personnel. However, in order to reasonably accommodate the public contact point, relocation or removal of the existing restrooms in the 1<sup>st</sup> floor west wing area is required.
- The detention area appears to have adequate space available on the 1<sup>st</sup> floor. However, due to the necessary connection the west stairway and elevator, the revised layout is less than optimal and compromises in efficient operation will likely be encountered.
- There is adequate space at the 2<sup>nd</sup> floor to expand the Communications division but renovations at this area will significantly impact their ability to continue operations from their existing space in an efficient manner due to noise and disruption from surrounding construction areas.
- It will be necessary to infill the existing atrium area to provide the necessary space for the training classroom which will be costly.
- Due to the need to maintain patrol and detention functions at the 1<sup>st</sup> floor, the Municipal Court is indicated at the existing gymnasium area at the 2<sup>nd</sup> floor. This is of special concern due to the lack of connection to the 1<sup>st</sup> floor public area. Further, the lobby areas are shared by police and courts. Ideally, separate lobby spaces are recommended due to the frequency of and types of visitors for each user group. The most serious concern regarding locating the Municipal Court at this location relates to the separation of the court spaces from the detention area. Issues with movement of detainees from the holding area to court will not be improved by this arrangement.
- There is no ability to accommodate the firing range component as part of a renovation of the existing facility without expansion.
- All previously identified site issues cannot reasonably be corrected as part of a renovation of the existing facility. This includes meeting parking requirements and having room to expand the facility to meet identified space needs (firing range) and for long-term expansion beyond the 25-year planning horizon.

**RENOVATION PROJECT BUDGET**

As stated previously, when comparing the possibility of renovating an existing facility to construction of a new facility, not only the primary renovation costs need to be considered. The costs associated with documenting the existing facility precedent to design, investigation of the existing facility structure, shell, mechanical and electrical systems, and investigation for the presence of hazardous materials all become necessary to consider. Relocation of City Hall functions also becomes necessary and precedent to renovation of the existing municipal complex for sole use by the Police Department and Municipal Court.

Lastly, phasing of the construction activity and the cost of escalation of construction costs due to phasing of work bears impact on the total project budget. This relates not only to phasing of renovations but also the delay to the commencement of renovations due to the need to relocate City Hall functions.

**New City Hall Facility**

The first aspect of considering the costs associated with use of the existing facility for sole use by the police department and municipal court began with determining what the City Hall functions would be required in a new facility. Based upon our history of understanding City Hall functions, space requirements and how they grow in response to population growth (and as compared to police department personnel and space growth), we made some assumptions about the space required for a new City Hall facility for the City of O’Fallon.

Analyzing the space that is currently used for City functions, we know that they are currently also short on space. However, the deficiencies probably relate to office areas more than public or shared staff areas. That being said, the City is currently using approximately 46,500 square feet of space. Just as was done for

the Police Department and Municipal Court, an estimate of the City Hall’s current needs was made. For the purpose of this exercise we have presumed that the City Hall space is currently about 34% deficient in space (as compared to 49% for police and court space). This establishes current City Hall space needs at 62,000 square feet. This baseline establishes current needs from which growth projections can be made.

Based upon experience, we have found that City Hall projects typically do not grow in response to population at the same rate as police projects. Typically, they require about 75% of the growth space. Based on this understanding, we would propose that the City Hall may require a facility of 73,620 square feet to accommodate growth over 25 years. We highly recommend that a separate need assessment study be completed to truly understand what the needs for City Hall would be. Without that process, a true understanding of the City Hall needs is not possible.

With initial estimates of space requirements made, a preliminary cost estimate was prepared and is summarized as follows:

Hard Cost	\$ 16,770,805
<u>Soft Cost</u>	<u>\$ 3,077,000</u>
Total Cost	\$ 19,847,805
<u>Escalation</u>	<u>\$ 1,208,731</u> (to bid date in 2015)
Project Budget	\$ 21,056,536

Please refer to Table 7.1 at the end of this Section for more detail.

**Existing Facility Renovation**

Utilizing the conceptual layout diagrams (Figures 7d through 7f), a conceptual construction phasing plan was prepared to gain an understanding of what portions of the work would be completed each phase and to consider maintaining operations during the renovation project.

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The conceptual layout diagrams also afforded an opportunity to better understand the degree and significance of renovations that would likely be required at each area. Square footage unit costs for minor, typical and major renovation activity was determined based on past renovation project costs and costs published by R.S. Means. Understanding that renovations of the existing facility would not be possible until after a new City Hall facility would be occupied, these unit costs were adjusted based on escalation for renovation commencement in the year 2016. Unit costs for each phase were also adjusted accordingly.

With a conceptual phasing plan established and inflation adjusted renovation unit costs determined, a preliminary cost estimate was prepared and is summarized as follows:

Phase #1 Hard Costs	\$ 8,714,993
Phase #2 Hard Costs	\$ 3,887,426
Phase #3 Hard Costs	\$ 1,929,508
<u>Soft Costs</u>	<u>\$ 3,727,000</u>
Total Cost	\$ 18,258,927

Please refer to Table 7.2 at the end of this Section for more detail.

Please note that a 10% bid contingency is included in each phase hard cost above but summarized on Table 7.2. Escalation costs were also included for costs in each phase and are therefore is not included in the table above. However, should commencement of renovations occur later than 2016, escalation for that delay is indicated at the bottom of Table 7.2.

Soft costs associated with existing facility documentation, existing facility due diligence investigation, and hazardous materials investigation is included for the renovation project. Please also note that the construction phase contingency allowance associated with the renovation project is greater than that for a new construction project and a special contingency for the possible remediation of hazardous materials is also included.

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**EXISTING FACILITY ANALYSIS SUMMARY**

The total probable costs of renovating the existing municipal complex for sole use by the Police Department and Municipal Court are summarized as follows:

New City Hall Facility	\$ 21,056,536
<u>Existing Facility Renovation</u>	<u>\$ 18,258,927</u>
Total Cost	\$ 39,315,463

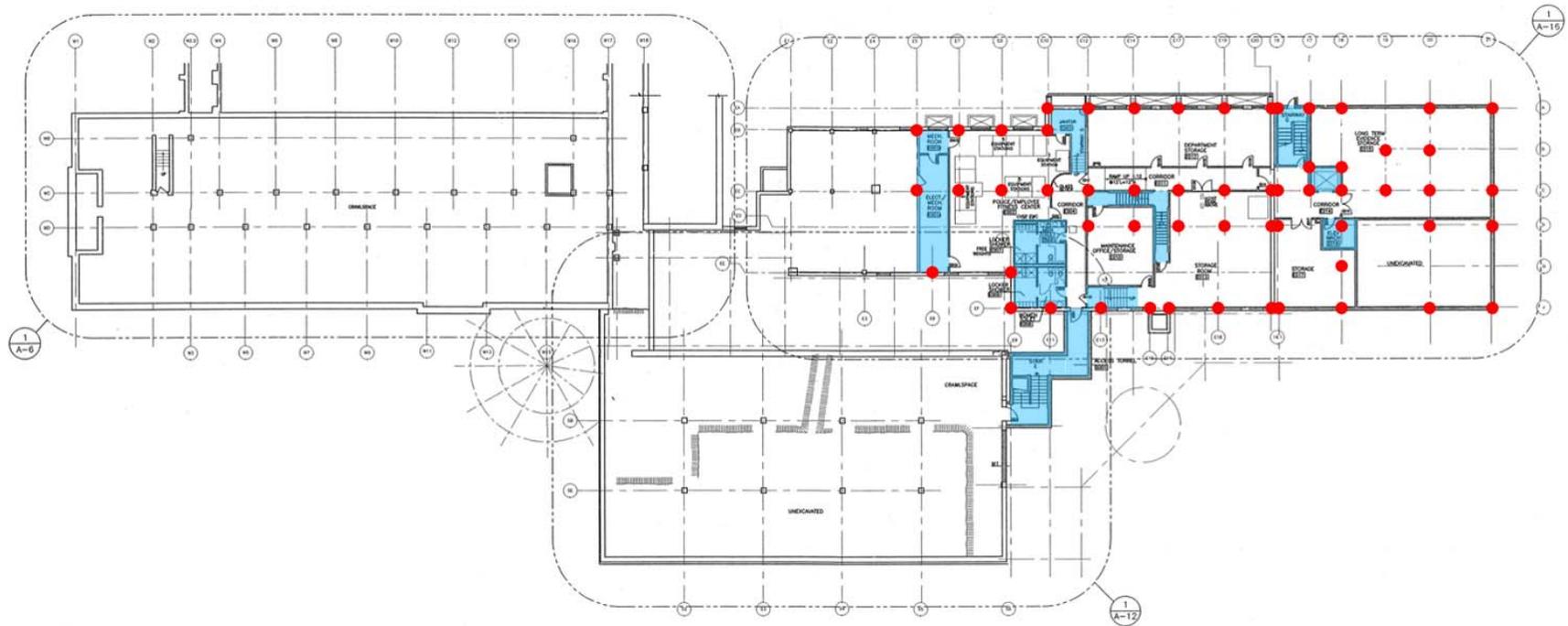
By comparison, the cost of constructing a new Justice Center facility without a parking garage but including a firing range has been established as \$23,594,512.

As previously discussed, the renovation of the existing facility would not solve numerous critical issues:

- All identified space needs will not be met. There will continue to be compromises to functional and operational efficiency.
- Critical adjacencies between divisions and personnel will not be met. Several divisions will also not have the recommended 1<sup>st</sup> floor location.
- The site cannot accommodate the necessary parking established by municipal ordinance.
- The site cannot accommodate long-term growth and is impacted by access/traffic issues and the active train line immediately adjacent to the site.

It is our opinion that expanding City Hall functions into the vacated portions of the municipal complex currently occupied by the Police Department & Municipal Court would require less renovation work and therefore be less costly than the renovations associated with adapting the municipal complex for sole use by Police & Courts.

Therefore, it is our opinion that the most prudent use of public funds would be to construct a new Justice Center facility.

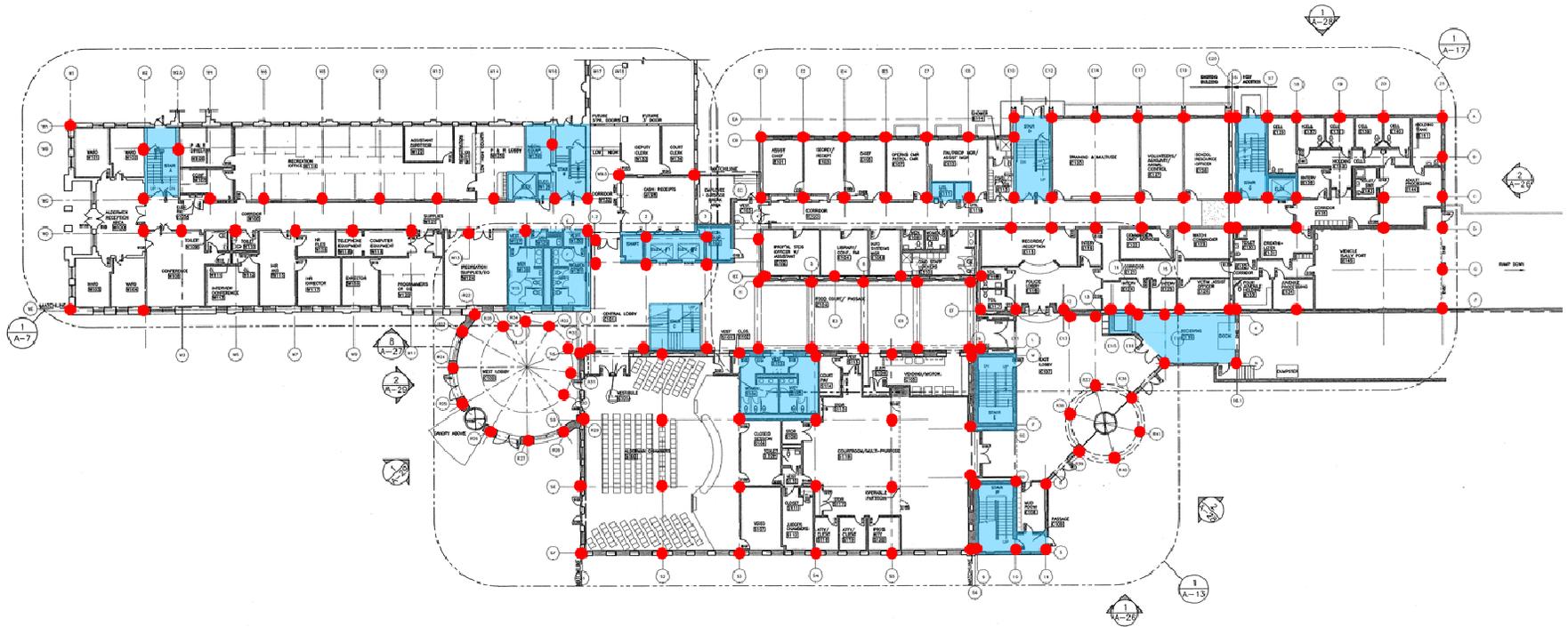


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**BASEMENT LEVEL STRUCTURE AND SERVICE AREAS**

-- Figure 7a --

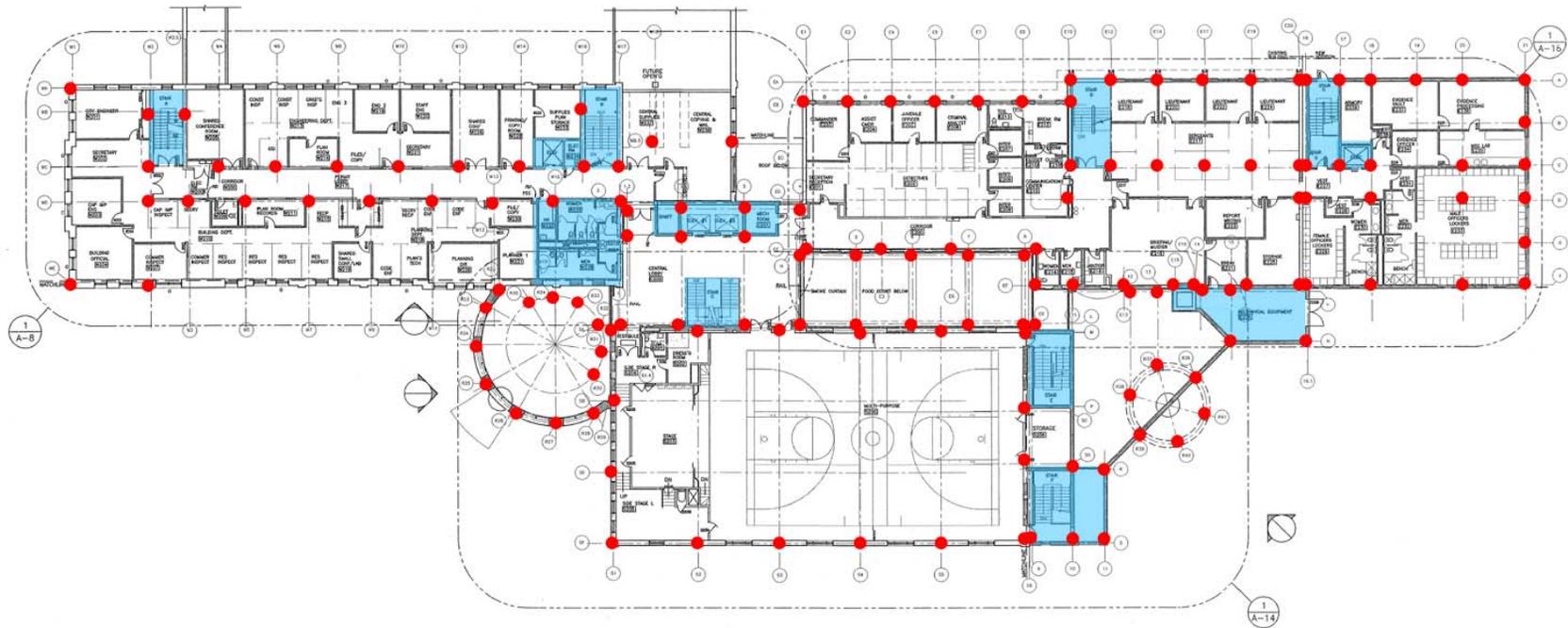
WILSON ESTES POLICE ARCHITECTS, PA



FIRST FLOOR STRUCTURE AND SERVICE AREAS  
-- Figure 7b --

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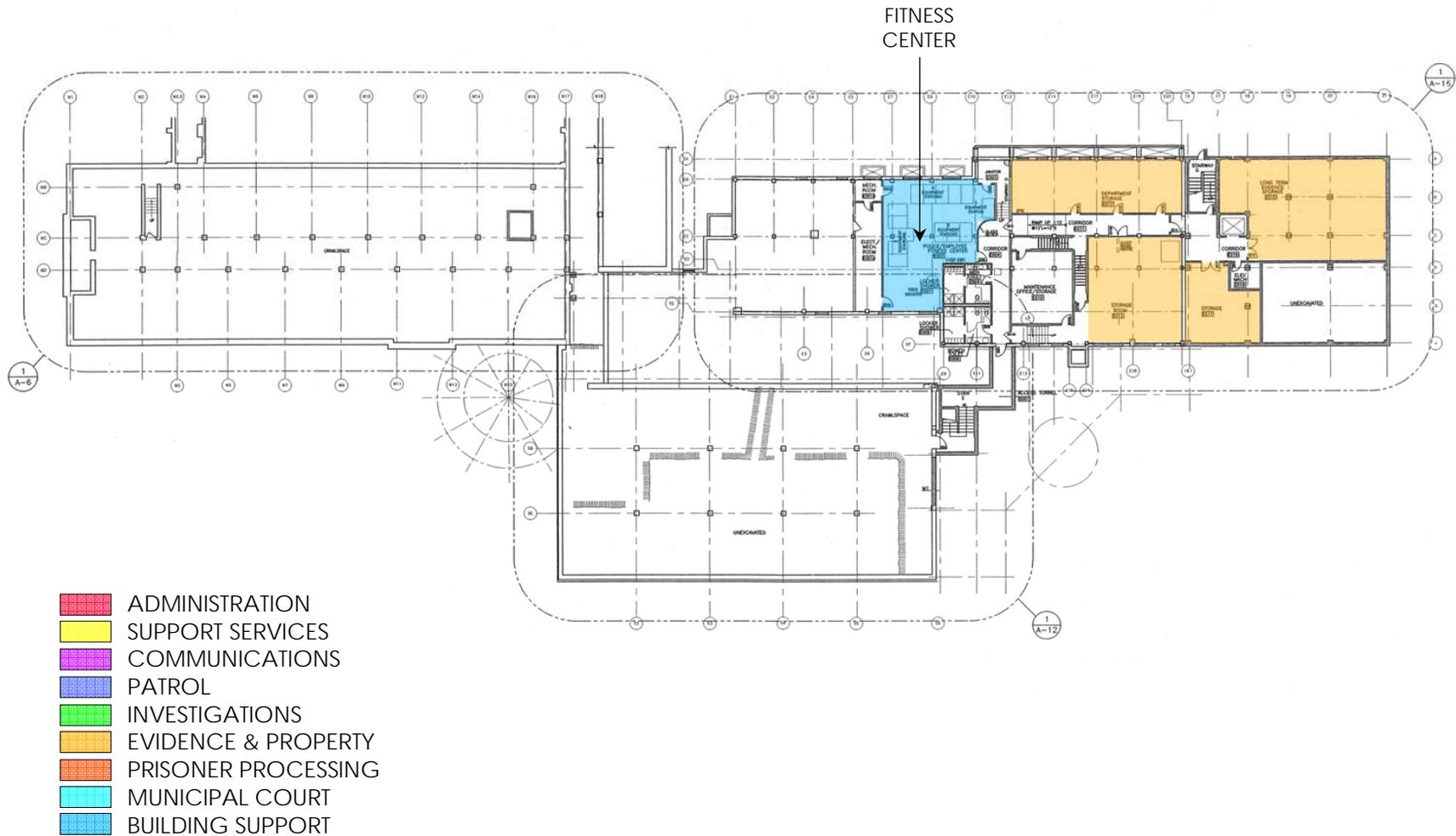
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**SECOND FLOOR STRUCTURE AND SERVICE AREAS**  
*-- Figure 7c --*

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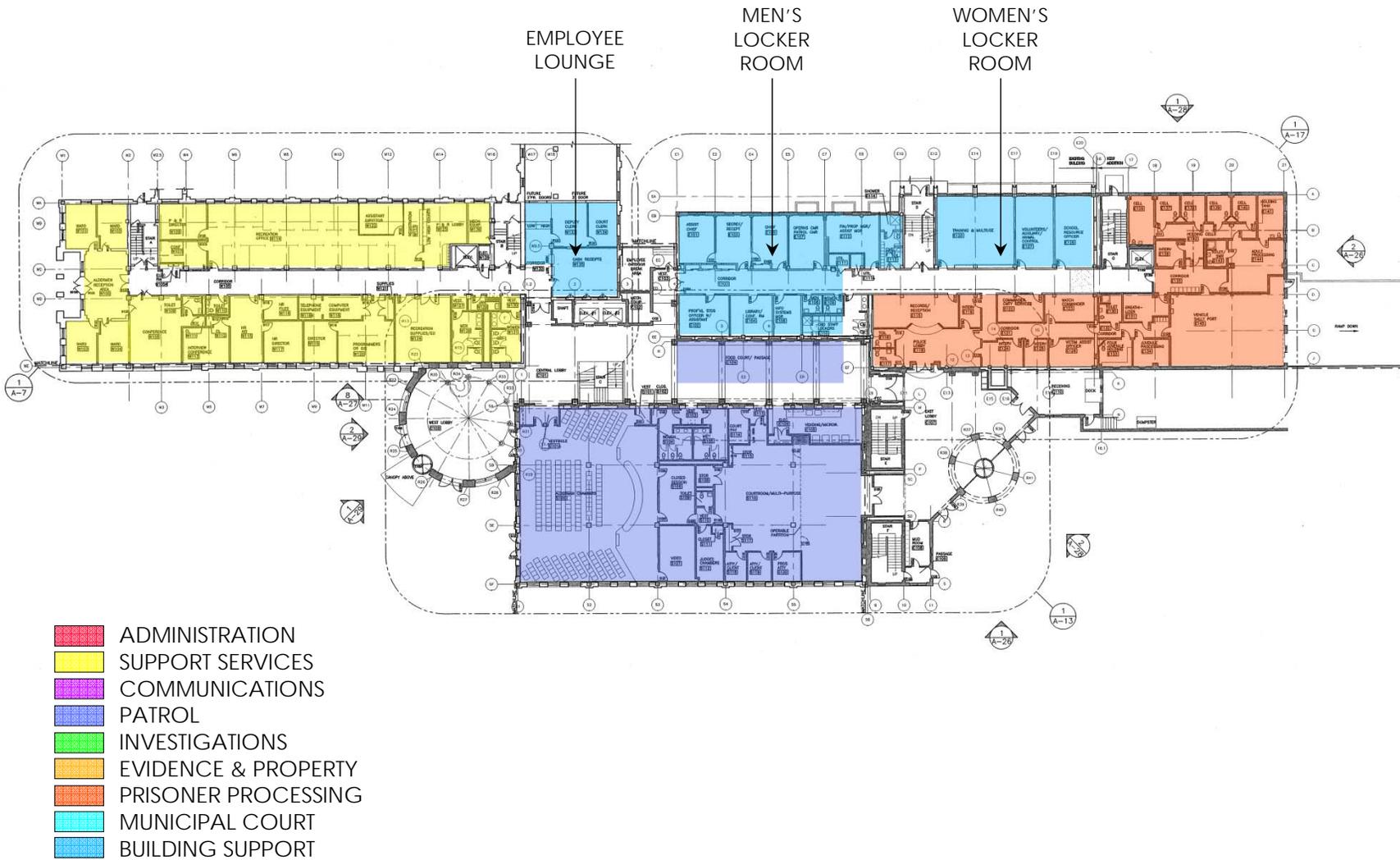
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**BASEMENT LEVEL HYPOTHETICAL USAGE DIAGRAM**  
 -- Figure 7d --

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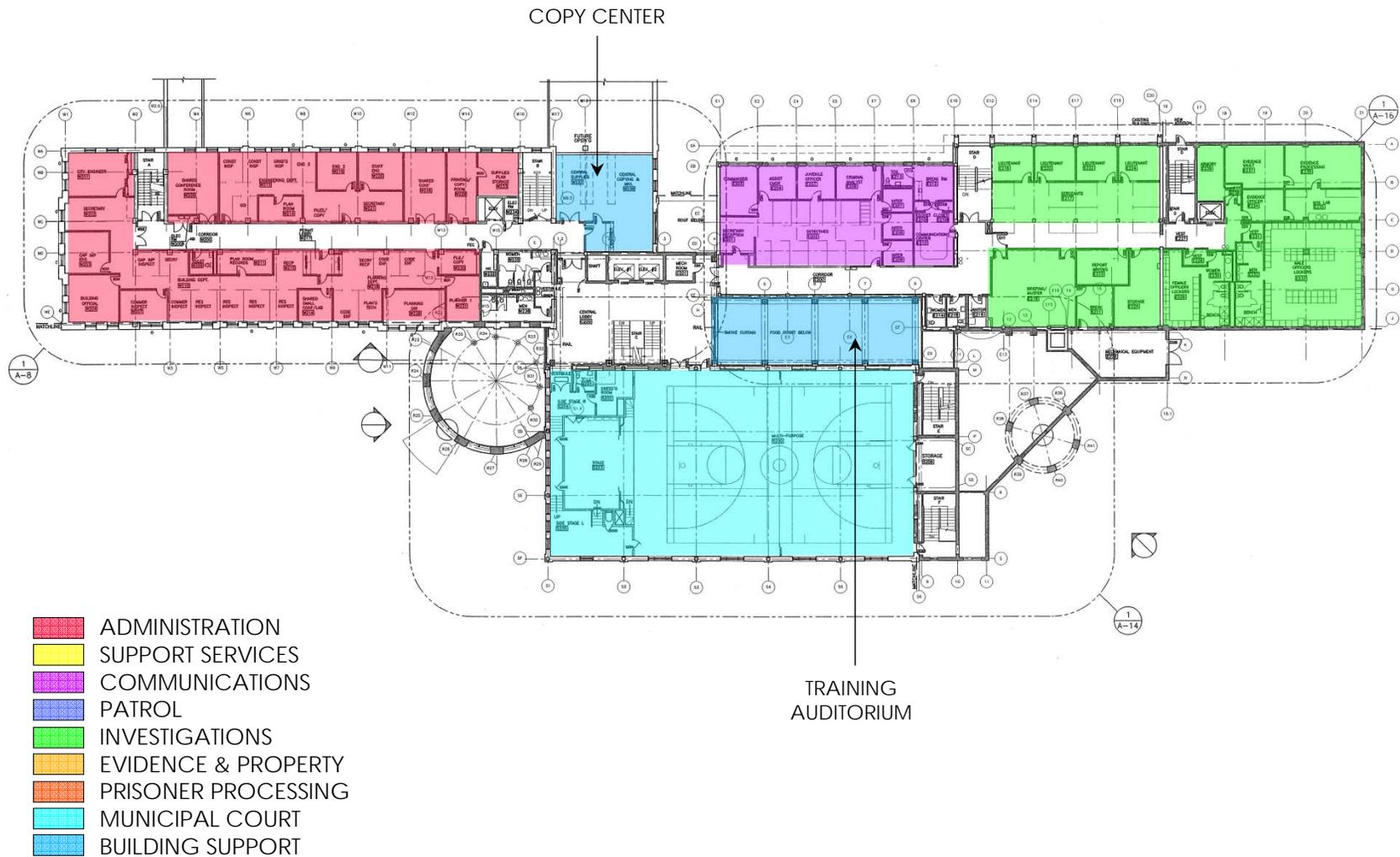
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**FIRST FLOOR HYPOTHETICAL USAGE DIAGRAM**  
-- Figure 7e --

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**SECOND FLOOR HYPOTHETICAL USAGE DIAGRAM**  
 -- Figure 7f --

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**EXISTING FACILITY PHOTOS**

The photos in this section were taken to document some of the general conditions of the existing facility and to demonstrate the typical operational issues and facility deficiencies that were encountered.



**ADMINISTRATIVE OFFICE / STORAGE**



**ADMINISTRATIVE CONFERENCE ROOM / STORAGE**



**BUDGET & PROCUREMENT OFFICE / STORAGE**

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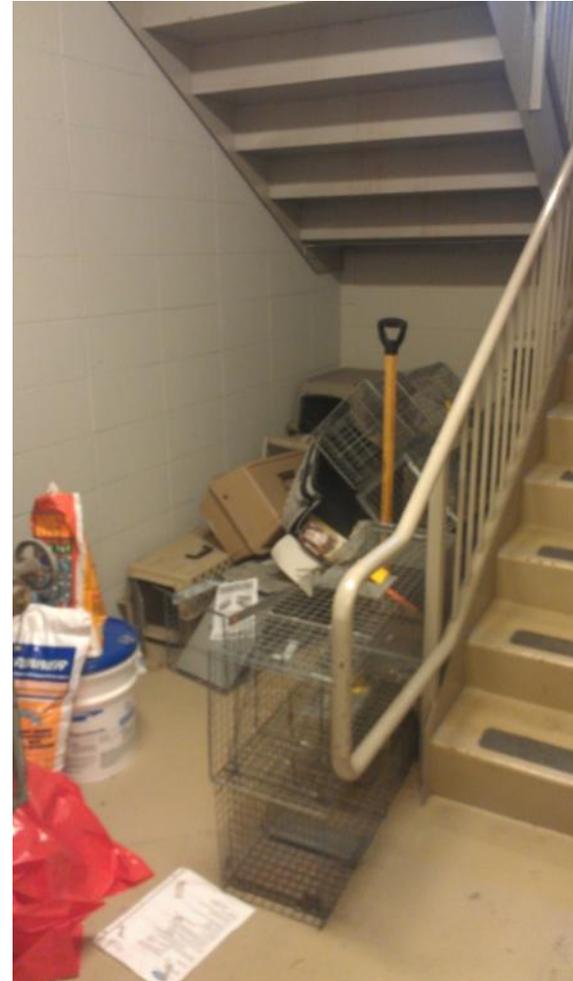
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RECORDS CLERKS OFFICE



PARK RANGERS & ANIMAL CONTROL OFFICE / STORAGE



ANIMAL CONTROL STORAGE

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ARCHIVAL FILES



COMMUNITY SERVICES STORAGE



D.A.R.E. & S.R.O. OFFICE / STORAGE



TRAINING CLASSROOM



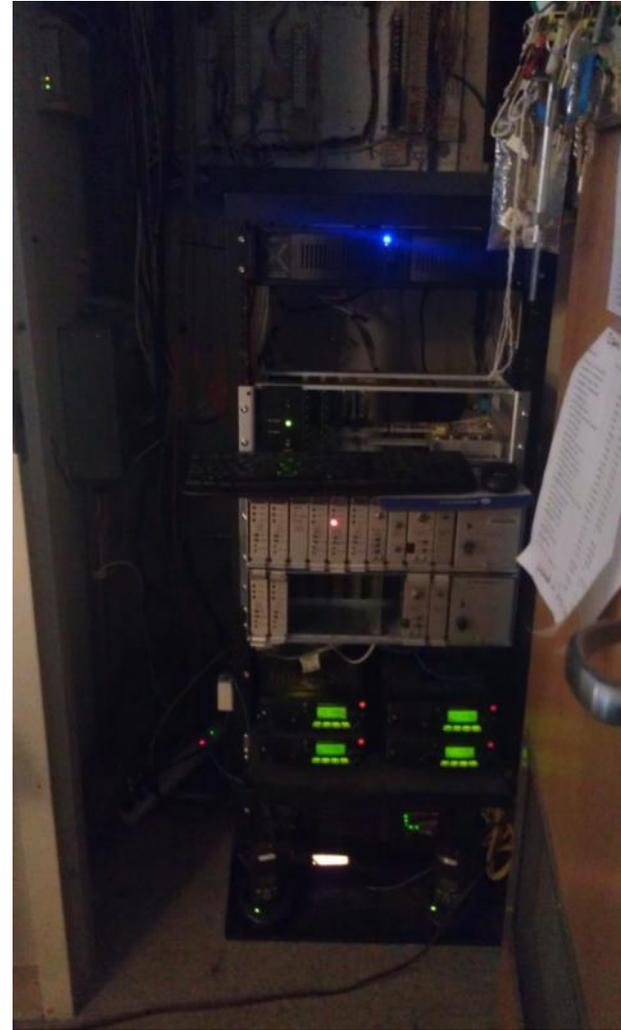
QUARTERMASTER STORAGE



DISPATCH AREA / SUPERVISOR OFFICE



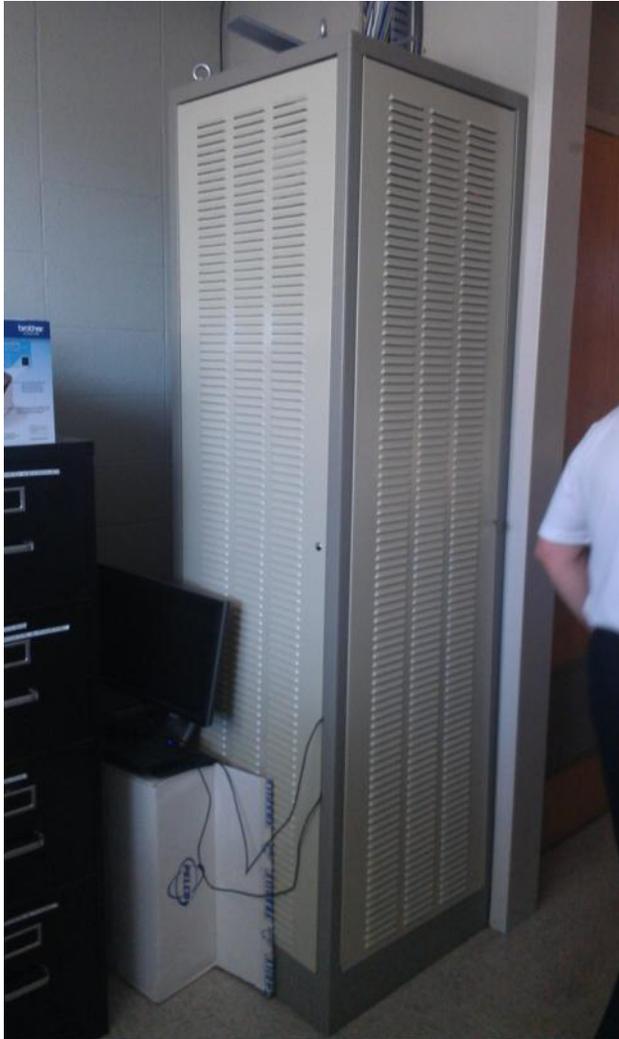
DISPATCH AREA / SUPERVISOR OFFICE



COMMUNICATIONS EQUIPMENT (IN DISPATCH)

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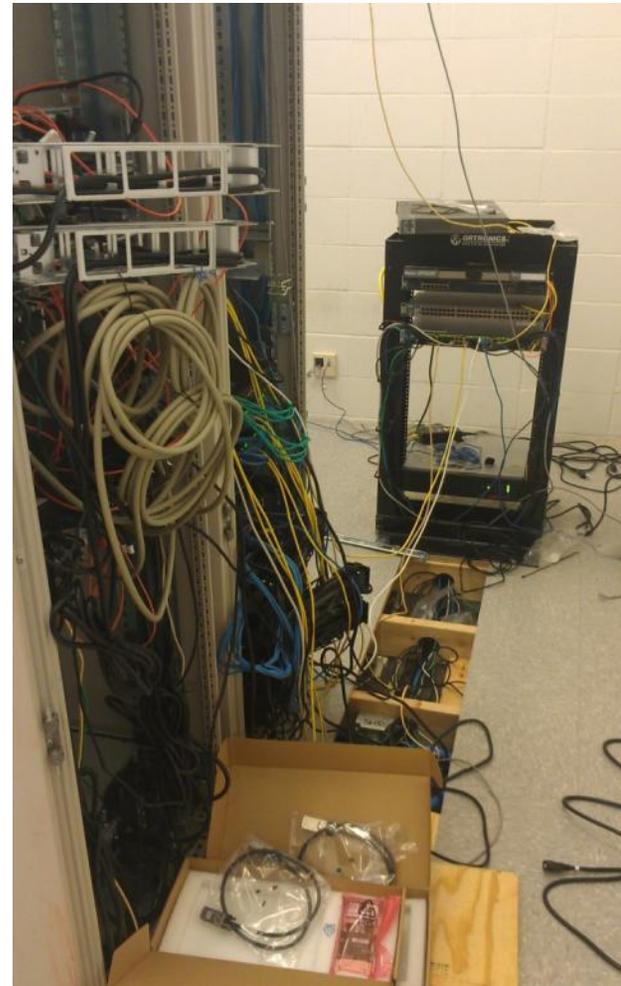
COMMUNICATIONS EQUIPMENT (IN DISPATCH)



COMMUNICATIONS LOCKERS (IN HALLWAY)



TELEPHONE EQUIPMENT



FILE SERVER ROOM



EVIDENCE BAG & TAG / PROCESSING



EVIDENCE BAG & TAG / PROCESSING



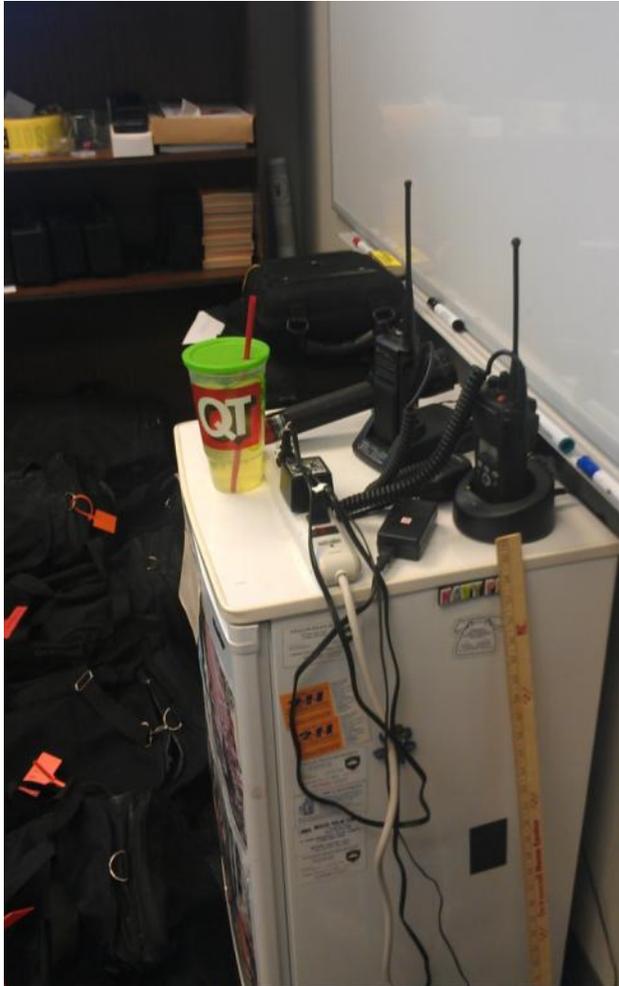
EVIDENCE DROP LOCKERS (NOT PASS-THROUGH TYPE)



PATROL OFFICE AREA / REPORT WRITING

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PATROL PRIVATE OFFICE / STORAGE / EQUIPMENT



PATROL WORK AREA / EQUIPMENT / STORAGE



PATROL EQUIPMENT DROP / STORAGE



PATROL STORAGE



BRIEFING / ROLL CALL



PATROL STORAGE



BRIEFING / ROLL CALL



BRIEFING / ROLL CALL



ARMORY / GUN CLEANING



ARMORY / GUN CLEANING

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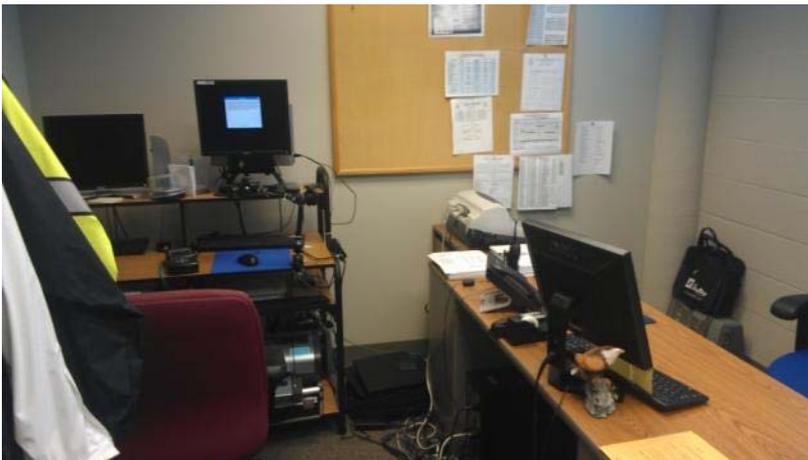
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INVESTIGATORS OFFICE / STORAGE



INVESTIGATIONS PRIVATE OFFICE / STORAGE



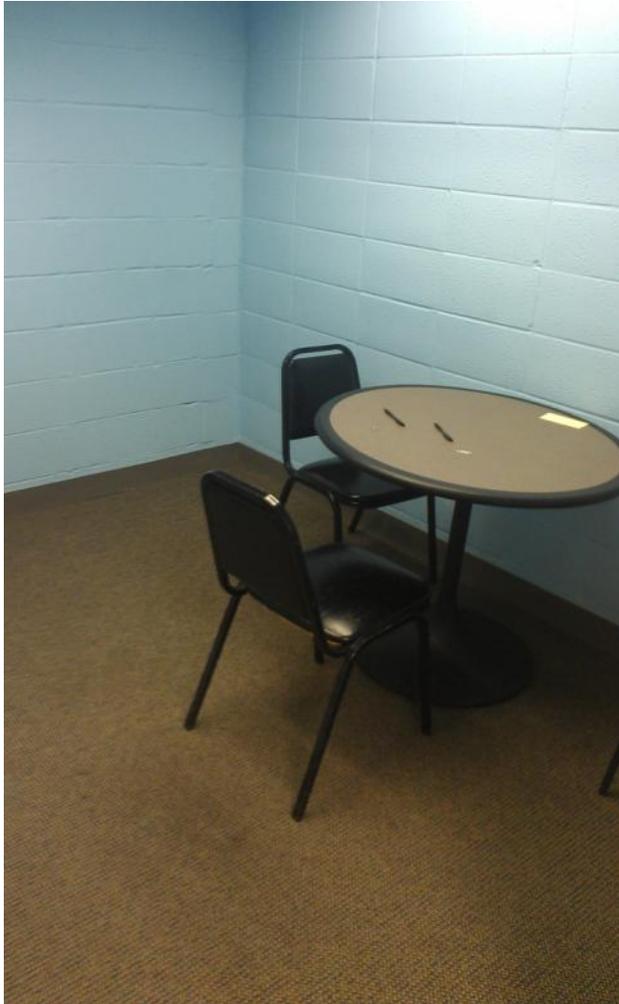
INVESTIGATIONS PRIVATE OFFICE / INTERVIEW RECORDING EQUIP.



INVESTIGATIONS RECEPTION / STORAGE

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INVESTIGATIONS AREA INTERVIEW ROOM



PUBLIC LOBBY INTERVIEW ROOM



POLYGRAPH ROOM



EVIDENCE OFFICE



GUNS, DRUGS & CASH STORAGE

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GENERAL EVIDENCE & PROPERTY STORAGE



LONG TERM EVIDENCE STORAGE



LONG TERM EVIDENCE STORAGE



LONG TERM EVIDENCE STORAGE

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PRISONER PROCESSING DESK



INTOXILYZER (SOBRIETY TESTING)



ADULT HOLDING CELL (BUNKS ARE SUICIDE RISK)

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GROUP HOLDING



DETENTION STORAGE (IN SHOWER)



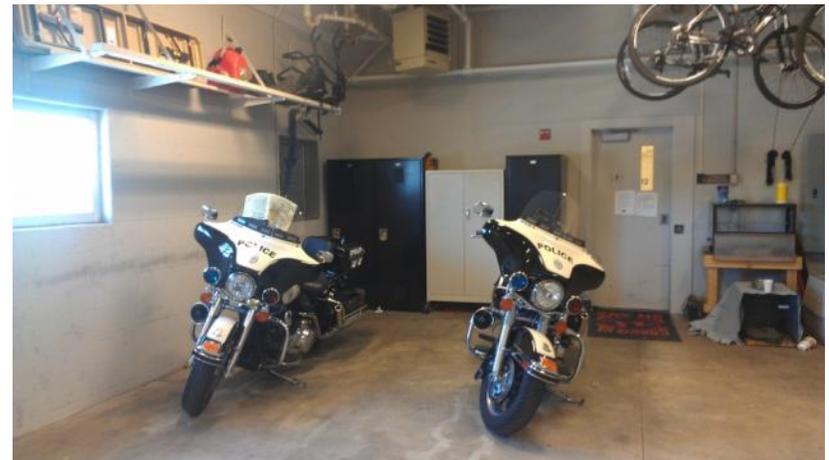
JUVENILE PROCESSING



DETENTION LAUNDRY (IN BASEMENT)



JUVENILE HOLDING



SALLY PORT / MOTORCYCLES / BICYCLES / STORAGE

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SALLY PORT / ANIMAL CONTROL KENNELS



SALLY PORT / EVIDENCE PROCESSING



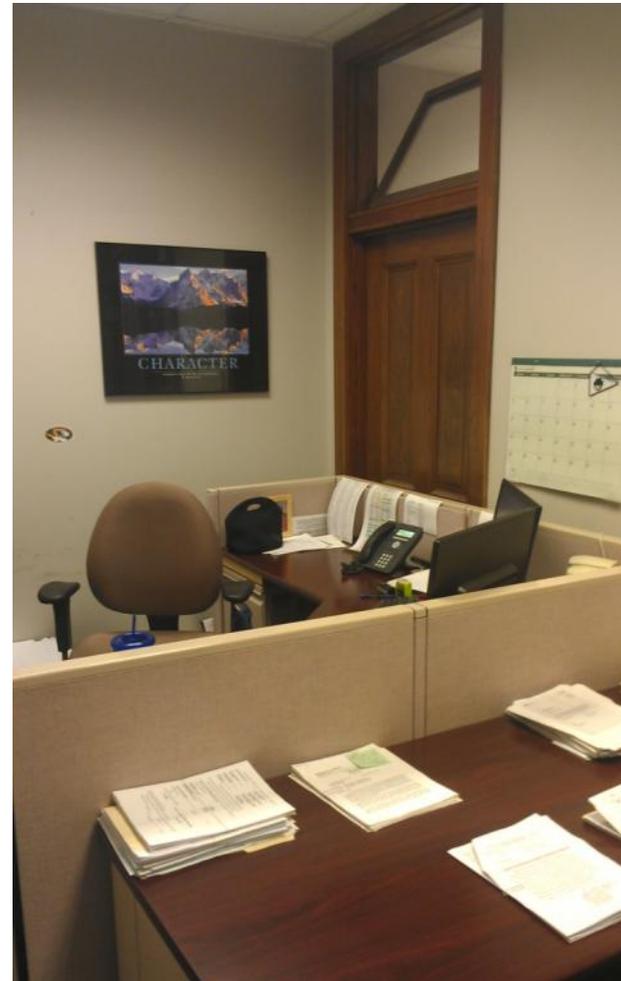
SALLY PORT / STORAGE

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COURT CLERKS PUBLIC WINDOW



COURT ADMINISTRATOR & PROSECUTOR OFFICE



COURT CLERKS OFFICE / STORAGE / FILES

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COURT OFFICE AREA (IN OLD HALLWAY AREA)



COURT ROOM / MULTI-PURPOSE ROOM



COURT DAIS (NO BALLISTIC PROTECTION)



CITY HALL OFFICES (IN COURT ROOM)



PRISONER MOVEMENT TO COURT THROUGH PUBLIC AREAS



PRISONER MOVEMENT TO COURT THROUGH STAFF CORRIDORS



COURT CASHIER WINDOWS (IN COURT ROOM)

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BUILDING CUSTODIAN / MAINTENANCE (IN ATTICE)



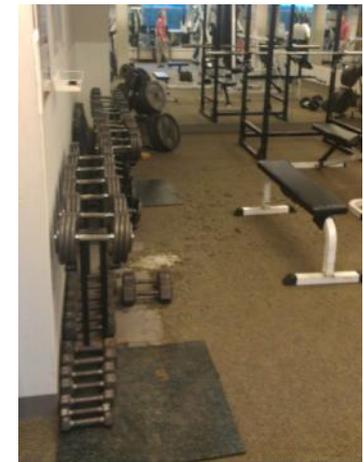
PHYSICAL FITNESS ROOM (IN BASEMENT)



BICYCLE STORAGE (IN ATTIC)



PHYSICAL FITNESS ROOM (IN BASEMENT)



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FITNESS AREA LOCKERS (IN BASEMENT CORRIDOR)



PATROL LOCKER ROOM (ON 2<sup>ND</sup> FLOOR)



PATROL LOCKER ROOM / STORAGE (ON 2<sup>ND</sup> FLOOR)



PATROL LOCKER ROOM (ON 2<sup>ND</sup> FLOOR)



PATROL LOCKER ROOM (ON 2<sup>ND</sup> FLOOR)



PATROL LOCKER ROOM (INSUFFICIENT POWER / VENTILATION)



PATROL LOCKER ROOM  
(INSUFFICIENT POWER / VENTILATION)



MISCELLANEOUS STORAGE (IN CORRIDORS)



MISCELLANEOUS STORAGE (IN CORRIDORS)



MISCELLANEOUS STORAGE (IN CORRIDORS)



AMMUNITION STORAGE (IN ARCHIVAL FILES)



FIRING RANGE



FIRING RANGE



FIRING RANGE



FIRING RANGE

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ACTIVE RAIL LINE ADJACENT TO FACILITY



PUBLIC ACCESS TO STAFF ENTRIES



NO SEPARATION BETWEEN PUBLIC AND STAFF PARKING AREAS



UNDERSIZED PUBLIC PARKING

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WILSON ESTES POLICE ARCHITECTS, PA



CRAMPED CITY HALL OFFICE AREAS



CRAMPED CITY HALL OFFICE AREAS



CRAMPED CITY HALL OFFICE AREAS



CRAMPED CITY HALL OFFICE AREAS

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA



INSUFFICIENT CITY HALL STORAGE AREAS



INSUFFICIENT CITY HALL STORAGE & WORK AREAS



INSUFFICIENT CITY HALL STORAGE AREAS



CITY HALL ATTIC STORAGE

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

WILSON ESTES POLICE ARCHITECTS, PA

PRELIMINARY STATEMENT OF PROBABLE COST					
NEW O'FALLON CITY HALL					
		Unit Cost	Quantity	Units	Cost
BUILDING AND SITE DEVELOPMENT	Building Construction - Above Grade	\$ 185.00	61,120	Sq. Ft.	\$ 11,307,200.00
	Building Construction - Basement	\$ 140.00	12,500	Sq. Ft.	\$ 1,750,000.00
	Normal Site Development	\$ 21.00	73,620	Sq. Ft.	\$ 1,546,020.00
MISCELLANEOUS HARD COSTS	Phone / Data Wiring	\$ 3.00	73,620	Sq. Ft.	\$ 220,860.00
	Security Systems	\$ 3.75	73,620	Sq. Ft.	\$ 276,075.00
	Landscaping / Irrigation System	1.00%	\$14,603,220	Building/Site Cost	\$ 146,032.00
	SUBTOTAL				\$ 15,246,187.00
	10% BID CONTINGENCY				\$ 1,524,618.00
	TOTAL HARD COSTS				\$ 16,770,805.00
	SOFT COSTS	Professional Fees - Need Assessment			
Professional Fees - Design Services					\$ 1,250,000.00
Construction Phase Contingency					\$ 320,000.00
Geotechnical and Surveying					\$ 20,000.00
Construction Testing Services					\$ 40,000.00
Furnishings, Fixtures & Equipment					\$ 687,000.00
High Density Storage Systems					\$ 125,000.00
Audio/Visual Systems					\$ 250,000.00
Unknown Site Development Contingency					\$ 350,000.00
Site Acquisition					\$ -
TOTAL SOFT COSTS				\$ 3,077,000.00	
PROJECT COST	HARD PROJECT COSTS				\$ 16,770,805.00
	SOFT PROJECT COSTS				\$ 3,077,000.00
	TOTAL PROJECT COSTS				\$ 19,847,805.00
	Escalation Cost 2014 (2013 +3%)				\$ 20,443,239.00
	Escalation Cost 2015 (2014 +3%)				\$ 21,056,536.00

Table 7.1

PRELIMINARY STATEMENT OF PROBABLE COST					
O'FALLON EXISTING FACILITY RENOVATION FOR POLICE & COURTS					
		Unit Cost	Quantity	Units	Cost
PHASE #1 HARD COSTS YEAR 2016	Basement Demo Cost - Minor	\$5.60	1,508	Sq. Ft.	\$ 8,444.80
	Basement Demo Cost - Major	\$13.20	3,774	Sq. Ft.	\$ 49,816.80
	Above Grade Demo Cost - Minor	\$5.60	2,273	Sq. Ft.	\$ 12,728.80
	Above Grade Demo Cost - Major	\$13.20	33,228	Sq. Ft.	\$ 438,609.60
	Renovation Construction - Minor	\$87.50	2,667	Sq. Ft.	\$ 233,362.50
	Renovation Construction - Typical	\$164.00	31,738	Sq. Ft.	\$ 5,205,032.00
	Renovation Construction - Major	\$246.00	6,338	Sq. Ft.	\$ 1,559,148.00
	Phone / Data Wiring	\$4.60	40,743	Sq. Ft.	\$ 187,417.80
	Security Systems	\$5.60	40,743	Sq. Ft.	\$ 228,160.80
		PHASE #1 SUBTOTAL			
PHASE #2 HARD COSTS YEAR 2017	Basement Demo Cost - Minor	\$5.80	2,066	Sq. Ft.	\$ 11,982.80
	Basement Demo Cost - Major	\$13.60	0	Sq. Ft.	\$ -
	Above Grade Demo Cost - Minor	\$5.80	1,689	Sq. Ft.	\$ 9,796.20
	Above Grade Demo Cost - Major	\$13.60	13,703	Sq. Ft.	\$ 186,360.80
	Renovation Construction - Minor	\$90.20	2,189	Sq. Ft.	\$ 197,447.80
	Renovation Construction - Typical	\$169.00	10,969	Sq. Ft.	\$ 1,853,761.00
	Renovation Construction - Major	\$253.40	4,300	Sq. Ft.	\$ 1,089,620.00
	Phone / Data Wiring	\$4.80	17,458	Sq. Ft.	\$ 83,798.40
	Security Systems	\$5.80	17,458	Sq. Ft.	\$ 101,256.40
		PHASE #2 SUBTOTAL			
PHASE #3 HARD COSTS YEAR 2018	Basement Demo Cost - Minor	\$6.00	0	Sq. Ft.	\$ -
	Basement Demo Cost - Major	\$14.10	0	Sq. Ft.	\$ -
	Above Grade Demo Cost - Minor	\$6.00	0	Sq. Ft.	\$ -
	Above Grade Demo Cost - Major	\$14.10	7,119	Sq. Ft.	\$ 100,377.90
	Renovation Construction - Minor	\$93.00	0	Sq. Ft.	\$ -
	Renovation Construction - Typical	\$174.10	3,257	Sq. Ft.	\$ 567,043.70
	Renovation Construction - Major	\$261.10	3,862	Sq. Ft.	\$ 1,008,368.20
	Phone / Data Wiring	\$5.00	7,119	Sq. Ft.	\$ 35,595.00
	Security Systems	\$6.00	7,119	Sq. Ft.	\$ 42,714.00
	PHASE #3 SUBTOTAL				\$ 1,754,098.80

Table 7.2

PRELIMINARY STATEMENT OF PROBABLE COST				
O'FALLON EXISTING FACILITY RENOVATION FOR POLICE & COURTS				
HARD COST SUMMARY	JUSTICE CENTER PHASE #1			\$ 7,922,721.10
	JUSTICE CENTER PHASE #2			\$ 3,534,023.40
	JUSTICE CENTER PHASE #3			\$ 1,754,098.80
	SUBTOTAL HARD COSTS			\$ 13,210,843.30
	10% BID CONTINGENCY			\$ 1,321,084.33
	RENOVATION HARD COSTS			\$ 14,531,927.63
SOFT COSTS	Professional Fees - Existing Facility Documentation			\$ 15,000.00
	Professional Fees - Design Services			\$ 1,380,000.00
	Existing Facility Due Dilligence Report			\$ 25,000.00
	Hazardous Materials Investigation & Testing			\$ 6,000.00
	Construction Phase Contingency			\$ 800,000.00
	Hazardous Materials Remediation Contingency			\$ 250,000.00
	Construction Testing Services			\$ 25,000.00
	Furnishings, Fixtures & Equipment			\$ 726,000.00
	High Density Storage Systems			\$ 250,000.00
	Audio/Visual Systems			\$ 250,000.00
TOTAL SOFT COSTS			\$ 3,727,000.00	
JUSTICE CENTER RENOVATION PROJECT COST	JUSTICE CENTER HARD PROJECT COSTS			\$ 14,531,927.63
	JUSTICE CENTER SOFT PROJECT COSTS			\$ 3,727,000.00
	TOTAL JUSTICE CENTER PROJECT COSTS			\$ 18,258,927.63
	Escalation to Start in 2017 (2016 +3%)			\$ 18,806,695.00
	Escalation to Start in 2018 (2017 +3%)			\$ 19,370,895.00

Table 7.2 (continued)

O'FALLON JUSTICE CENTER  
O'FALLON, MISSOURI

## **SECTION 8.0 – CONCLUSIONS**

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AUGUST 7, 2013

PAGE 8.0

**CONCLUSIONS**

*The following general observations and conclusions are drawn from the study process.*

1. The current facility is inadequate to efficiently conduct routine law enforcement and municipal court operations. The growth of the resident and daytime population in O’Fallon has created a demand for law enforcement personnel that has exceeded the capacity of the current spaces. The space provided in the building will only become increasingly deficient in the future.
2. The inadequacies of the existing facility compromise confidentiality, safety, security, and personnel productivity. In addition to inadequate space, the relationship and placement of existing rooms within the facility is deficient. The current facility lends to a chaotic placement of personnel, inhibiting proper interaction, and adding to the inefficient use of the staff’s time. A new facility, properly designed, will enhance the required operational interactions. The new building should be designed to facilitate current operations efficiently, and accept expected future staffing increases without impacting proper operations.
3. The recommended area of a site to support the development of the new police facility including all parking and vehicular circulation on-site, and room for some expansion beyond the 25-year planning horizon is at least 10 acres with an underground parking garage and at least 10.5 acres without an underground parking garage, due to the increased amount of surface parking then being required.
4. We recommend the construction of a basement beneath the entire first floor footprint. It could serve to provide protected parking for fleet vehicles, and provide an ideal location for housing a firing range within the current planning process. Additionally, locating the construction of some specific police facility spaces below grade could reduce construction cost as compared to above grade construction. Any unfinished basement space could serve as additional storage space, or future expansion space.
5. The size of the proposed justice center facility was derived from space standards for typical public safety facilities around the country and informed by the specific requirements unique to the O’Fallon Police Department and Municipal Court. The facility proposed for O’Fallon, built to meet the 25-year growth period, is comparable to most other new public safety facilities of similar department size and with similar operational characteristics. Building for the future needs of the O’Fallon Police Department and Municipal Court represents only a modest increase in space and is prudent use of public funds considering the difficulty in renovating these types of buildings and the increased cost of construction should long-term needs be addressed at a point in the future.
6. While the existing facility has adequate space to house the identified needs should City Hall functions be removed, there are issues with the current facility that relate to outdated and inefficient mechanical systems, insufficient electrical and technology infrastructure, and limitations on design caused by the existing facility’s structural system and service areas that are difficult and costly to modify. The constraints of the existing facility may make it necessary to renovate a greater amount of space to meet the functional requirements of the police department and municipal court than would be required in a

new and efficiently designed facility. Further, many of the inefficiencies and impacts of the existing facility currently experienced by police and court personnel would not necessarily be addressed by a renovation of the existing facility due to where department functions might fit. The current site also poses significant limitations on the viability of reuse of the existing municipal facility for sole use by the police department and municipal court. Vehicular access to the site is limited and hampered by routine traffic patterns. The active train line that lies adjacent to the current site also poses issues and potential risks to operation of the facility should there be an accident occur in proximity to the facility. The current site is also substantially deficient in parking. The rear parking area should be designated for the sole use of police and court personnel for security and safety reasons. Public parking at the front parking area is then grossly insufficient and off-site parking accommodations would be necessary.

7. In comparing the costs of a new Justice Center facility to renovating the existing municipal complex for sole use by the police department and municipal court, it is our recommendation that consideration be given to constructing a new facility for police and court use. In order to properly accommodate the identified needs significant modifications of the existing facility would be necessary. Further, renovation costs associated with adapting an existing facility for police use are consistently higher than renovation costs for more typical building occupants. It is our opinion that there would still be limitations on the operations of the police department and municipal court by the existing facility that would not be present in a new and efficiently designed facility constructed specifically to address those needs. When considering the necessary cost to construct a new facility for City Hall functions,

the costs inherent in phasing the renovations and the unknowns associated with the possibilities of hazardous materials and conditions of structural and building systems, the budget associated with accommodating the police and courts in a renovation of the existing facility greatly exceeds to the cost of building a new facility to serve their needs.

*In looking at the net area of space available in the existing facilities as compared to the corresponding space requirement, we can draw the following conclusions:*

- A. The Administration Division requires 2,870 square feet in 25 years. The existing Administration area contains 1,950 square feet of area dedicated to the specific need. The existing facility provides 67 percent of the future need. The location of the Police Administration within the facility could be improved. The new facility should remove the Administrative suite of space from the main flow of traffic through the building, placing it in a location out of a main corridor. The development of a self-contained administrative suite with an access control/reception point would maximize the work environment. The relationship with the Lobby needs careful consideration. This relationship should promote controlled, yet convenient access between the Lobby and Administrative Suite for authorized visitors, while maintaining a visual separation from the Lobby, and a physical location within the secure portion of the building.
- B. The Support Services Division is comprised of several policing and support functions, whose primary area needs involve records, training, animal control, school resource personnel, and information technology. Support Services requires 3,740 square feet in 25 years. The existing Support Services areas

contain 2,485 square feet of area dedicated to the specific need. The existing facility provides 66 percent of the future need. Because of the limitations of the space available, the spaces currently available are not able to be efficiently utilized in many cases and where growth may occur space is simply not available. Space for personnel is currently undersized considerably and some needed support spaces are unavailable. Records and file storage areas are at capacity and does not allow for expansion as the police department grows. High density mobile storage systems would allow for greatly increased storage capacity at active and archival file areas with marginal increases in space.

- C. Communications currently occupies 469 square feet. Communications has a need for 1,710 square feet in 25 years. The existing facility provides 27 percent of the future need. The current communications suite does not provide adequate space for expansion as additional personnel are added in the future. The Communications division in a new facility should be a secured suite of spaces where personnel can operate without having to leave that area. All functions should be self contained within that suite and include private offices for supervisory personnel, break area, restroom and lockers for personal item storage. This area in a new facility should also provide a dedicated space for the sensitive equipment associated with emergency communications operations.
- D. The Patrol Division requires 4,850 square feet in 25 years. The existing Patrol areas contain 2,334 square feet of space or 48 percent of the need in 25 years. The largest deficiency relates to personnel spaces being significantly undersized and support spaces being either unavailable or inefficiently utilized due to the constraints of the existing facility. The development of a new facility should facilitate the efficient movement of officers

in and out of the building, to and from lockers, report writing rooms, and briefing space. Rooms specifically for the purpose of briefing, and report writing should be developed. Locker quantities should be sufficient to handle the unknown ratio of male to female personnel. Modern day police officers are expected to be physically fit. Fitness training facilities should be developed to meet this goal.

- E. The Investigations Division includes not only criminal investigations but also cybercrime investigations and warrant service. The Investigations Division requires 3,370 square feet in 25 years. The existing Investigations areas contain 1,845 square feet of space or 54 percent of the need in 25 years. The largest current deficiencies relate to a lack of adequate office space for investigators, undersized space for supervisory personnel and inadequate storage for investigations equipment and personal equipment storage. Adequate space for private/sensitive division meetings and major case activity is also absent from the current division areas. In addition to the space deficiency, there is a lack of space for confidential discussions with witnesses, suspects, and between investigators as well as a lack of dedicated interviewee restrooms which forces suspects and victims to utilize staff restrooms. Investigation facilities should be developed with a flexible bullpen configuration, with supervisory personnel immediately adjacent to the primary investigations office area in private offices. Cybercrime work functions should be separate from the open office area due to the sensitive nature of these work processes.
- F. The Evidence & Property Division requires 3,725 square feet in 25 years. This assumes use of high density mobile storage systems to efficiently store material with adequate room for department growth and associated storage space increases

that will become necessary with the smallest amount of space required. Firearms, drugs, cash and hazardous items should be segregated from general evidence and property storage areas. Bicycle storage is a special concern. The existing spaces dedicated for Forensics is grossly undersized. Further, there is no location to properly sort through dirty evidence (trash) and no facilities available for properly processing vehicular evidence. Use of specialized bicycle storage systems in a dedicated space will allow for greatly increased storage capacities in less space than currently has to be utilized and with greater convenience than the attic space that is currently being utilized. The existing Evidence & Property areas contain 2,259 square feet of space or 60 percent of the need in 25 years.

- G. The booking and short-term holding of prisoners are currently conducted in 2,056 square feet of space. The need in 25 years is 3,550 square feet. The existing space is 58 percent of the long-term planning need. The current configuration does not support the most efficient use of the personnel operating in the detention area. The primary improvement would be to create better viewing of detainees from a single vantage point, and to improve the access and flow of individuals requiring contact with the detainees and the booking personnel. The current location of the detention area in proximity to the municipal court does not provide a safe and secure path for detainees as they move from holding to court, and requires movement of detainees through public areas. A new facility should locate the holding area in relative proximity to the municipal court and have a secure route for movement of detainees.
- H. The Municipal Court currently operates out of 2,655 square feet. The need in 25 years is 4,350 square feet. The existing space is 61 percent of the long-term planning need. Office and support areas for court personnel are grossly undersized

with multiple uses sharing common spaces. Further, the office and support spaces are not in convenient proximity to the court room space, which contributes further to inefficiency. The court room is currently not configured optimally and has other City functions officing out of spaces immediately connected to the court room space. There is no ballistic protection for court personnel at the dais, nor a safe and secure path for exit from the court room in case of emergency. A new facility should incorporate ballistic protection into the dais construction and a safe path and refuge space for personnel that may need to evacuate in cases of emergency. The existing detention area is at a distance from the court room and detainees must travel through public spaces to be taken to court. A new facility should incorporate a secure path of travel for detainees.

- I. A modern police facility requires a variety of support spaces that allow the proper interaction between staff, and between staff and the public; locker rooms, training space, etc. among these. A multi-use room should be carefully designed to provide space to conduct in-service training, and provide the flexibility to potentially serve as a community meeting room. In addition to sufficient assembly space, area should be provided for required storage. The lobby should be developed as a control point, capable of handling small crowds for assembly, which allows the public into areas of the facility intended for community or inter-agency training functions, while restricting access to the staff areas. Separate lobby spaces for police and courts are highly recommended. The disparate frequency of use and type of clientele that will visit the facility for each user group will create issues with a common lobby. The greatest deficiencies relate to inadequate space for personnel lockers, showers and restrooms. The training room currently serves multiple functions including in service training and staff

meeting functions. A dedicated space for this function is recommended. A large flexible multi-use training room that is available for miscellaneous department training and community functions is also beneficial. In many similar departments, this type of shared-use space can also serve as a major-event operations coordination space and for defensive tactics training. In the case of the O'Fallon Justice Center facility, the court room can provide this flexible use space without the need for a dedicated space in the police department area of a new facility.

- J. The O'Fallon Police Department currently has access to an outdoor firing range facility for firearms proficiency training and qualification purposes. However, the outdoor range is at a distance from the existing facility and from the southern City limits. This places the department in a position to reduce on-the-street staffing levels when personnel require firearms training or qualifications. There is also added cost regarding travel expenses and in some cases off-shift man hours and associated labor expense. As part of this planning process, a 6-lane tactical training range has been planned and will require 3,790 square feet of space. A tactical firing range offers benefits over the more traditional stationary style firing range. With a tactical range, the department will have the flexibility to utilize the entire range for shooting scenarios rather than being limited to firing from a stationary position at the back of the range. With the ability to manipulate lighting, and introduce smoke and sound, as well as set up vehicles and props, the department would be able to create the equivalent of real-world scenarios for training purposes which will result in a better prepared police force to serve the citizens of O'Fallon. Incorporating a range into the new facility will make its use more convenient and more frequent, resulting in personnel

serving the citizens of O'Fallon with an even higher degree of training and firearms proficiency. There are special concerns with regards to acoustics, ventilation and ballistics for firing range spaces that will require special design and construction consideration for this area of the facility.

- K. The O'Fallon Police Department currently does not have adequate garage space for fleet vehicles, specialty vehicles and seized vehicles. Fleet vehicles are currently parked at-grade in surface parking lots. There is not adequate public parking which blends public vehicles and foot traffic with City personnel and fleet vehicles. This puts the fleet at risk during inclement weather and also does not provide adequate separation of public and fleet vehicles putting the fleet at risk of damage either by accident or by malicious intent. The police fleet is also equipped with advanced technological equipment that in many cases exceeds the value of the vehicle itself. This equipment is put at risk by being parked at-grade with extreme swings in temperature and environmental conditions prevalent to our region. As part of this planning process, it is recommended that fleet vehicles, motorcycles and bicycles as well as critical response vehicles be located in a basement parking garage. Some infrequently used vehicles may be able to be housed in a less expensive outbuilding.
- L. Though less than efficient parking configurations are frequently an accepted inadequacy, parking that promotes a smooth flow in and out of the site is highly desirable. Parking should be designed in such a way that it provides separation between public and staff parking areas, and provide convenient access to the building for fleet vehicles. From the public parking area, access points should be readily identifiable. A new building should emphasize the identity of the occupants and add to the dignity of the police as a community service.

- M. Other needs that are inadequate are those pertaining to storage space, closets, sufficient restrooms, and proper hallway circulation. Development of these areas in a new building should be guided by the appropriate building codes, accessible design requirements, and standards for design of public safety facilities.
- N. Use of high-density mobile storage systems at many locations have been determined to be the best strategy for mitigating the storage issues the O'Fallon Police Department currently experiences. These types of systems are typically specified for use in active and archival file storage areas as well as for the evidence and property division. Use of these systems can store an equivalent amount of material in approximately half as much space or less as standard shelving or file cabinets. With the expense of constructing building space it is typically deemed more cost effective to purchase these high-density storage systems in lieu of constructing a bigger building.