



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, August 20, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Craig Sherven, Police Chief,
Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Presentation and discussion regarding Phase 1 Plan Development for
Public Safety Center.

PREVIOUS ACTION:

The Village Board approved the proposal with Bray Architects to plan, design, and bid the project at their meeting on February 10, 2020. This was done following an RFP process that was initiated in December of 2019.

ISSUE SUMMARY:

The Village is in the midst of planning out the future development of a Public Safety Center to be located at the southeast intersection of Holscher and Broadhead Roads. Since May, Staff have been working with Bray Architects to study space needs, review site conditions, evaluate floor plans, consider timelines, and estimate costs. The Police Chief and Lieutenant have represented the Police Department, the Fire and Rescue Chief and Administrative Captain have represented the Fire and Rescue Department, and the Municipal Court Judge and Judicial Assistant have represented the Municipal Court with the Village Administrator overseeing the project in a general management role. This project is a cornerstone priority for the Village through multiple planning sources over the last several years as a means to address constraints for these Departments as well as free up space to provide for a Community Center renovation at the Municipal Center. Included in your packet is a conceptual site plan, timeline, summary cost estimate, and detailed cost estimate. Also in your packet is a short video to accompany this information as background prior to the meeting. In the meeting the Architect will present this information to the Village Board and walk through how all the information has thus far been prepared.

As far as notable next steps in the timeline...

- August 20th - Village Board Retreat: Review details on the site plan, timeline, and cost estimates. Set schedule for Public Input on the project.
- September 10th - Public Online Forum: At 6:00 pm on this date we would like to schedule an opportunity to meet with the public through a Zoom webinar on the project. This will offer a similar opportunity to what the board will experience on August 20th



and provide them a chance to weigh in on the project. Some items of note to be presented in this meeting:

- Project Background by Architect
 - Need/Support from Departments
 - Financial Implications by Administrator
 - Questions and Answer Session
 - September 28th - Village Board: Tentative date for plan acceptance in order to complete Phase 1 (Planning) and transition into Phase 2 (Design).
- April 2021 - Village Board: Tentative time frame for design acceptance in order to complete Phase 2 (Design) and transition into Phase 3 (Bidding).
- May 2021 - Village Board: Tentative time frame for project award in order to complete Phase 3 (Bidding) and transition into Phase 4 (Construction).
- June 2021 - Project Construction Begin
- June 2022 - Project Construction End

We will schedule additional public input sessions as may be needed in the future as plans develop. The first one again is to dive into the planning information as its known now, and later more detail can be provided on the project as design progresses.

[PLEASE WATCH THIS SHORT VIDEO AS AN INTRODUCTION FROM THE ARCHITECT TO THE PROJECT REGARDING THE MATERIALS PRESENTED IN THE PACKET.](#)

Bray Architects will present all of this information to the Village Board at our meeting on Thursday and walk through how all the information has thus far been prepared as well as taking questions as needed. Staff will also be present for support as applicable.

FINANCIAL/BUDGET IMPACT:

The updated cost projection for the building has notably grown from \$9-11 million to approximately \$16.3 million according to the latest cost estimate provided by the Architect. Most of this cost increase has to do with more detail and refined planning to develop the facility on the site as well as figuring out how additional uses like court and shared spaces interact with the other departments. This is what we set out to do within the planning process when that was initiated earlier this year.

We will review this in detail but understandably there is a lot that goes into any facility project especially one of this nature. This is also an estimate according to planning conducted to date which is further refined throughout the design process up until its time to go out for bids. There are a number of factors that go into determining the cost estimate, and one of these factors is the size of the building. We have been studying the space needs for Fire/Rescue and Police since 2017. A 30 year planning period was used for size planning for all the users. Please note the



following:

- **Fire and Rescue Space Need Projections**

- Current - 15,630
 - 2017 - 24,418
 - 2019 - 24,400
 - 2020 - 26,250

- **Police Space Need Projections**

- Current - 7,748
 - 2017 - 17,569
 - 2019 - 17,570
 - 2020 - 22,500

The total square footage for the building is currently proposed at 57,375 sf and the remaining square footage of 8,625 not identified above is for shared space which includes Municipal Court, court/training room, small meeting room, public restrooms, shared exercise space, and other hallways/access points. Both Department's notably grew as a result of the 2017 Facilities Master Plan with Fire/Rescue staying pretty consistent to date since that time period. Police is growing higher with this proposal than was previously projected most of which is attributed to a longer planning period. Court presently operates out of a few hundred square foot office and shared use of the Community Room and Conference Room A in the Municipal Center, so there growth within the shared area is substantial but needed due to the lack of space and ability to grow they presently have.

As of the end of 2019, the Village has \$16.165 million in outstanding debt with a debt limitation of \$52.8 million according to our equalized value outlined within the audit. This equates to a 31% debt utilization ratio and the current 5 year CIP projected this growing to 58% after 2021 following the borrowing for this project whereby it begins to fall in 2022 and beyond. Current policy provides as a guide not to exceed 67% percent. This project and other assumptions we'll need to make in the next plan will likely take us to this number. We will reset these metrics with the next 5 year plan which would include taking in account updated equalized values that will show an increased maximum debt threshold.

VILLAGE PLAN REFERENCE:

2020-2024 Capital Improvement Plan

The Plan was adopted in 2020 for the next 5 years with the construction of the Public Safety Center programmed in 2021 at a cost of \$10,000,000. We knew this number would change as we began to dive into the project more specifically and admittedly it is higher than anticipated as noted above. At the time with that assumption the overall tax impact was projected at \$0.19 per year for the five years of the plan which on average equated to about \$52.15 in potential additional costs, this is less than or consistent with previous year's CIPs. We are working on



updating the financial forecast for this model with new assumptions on cost and interest rates, but if all else is equal with the current plan then the cost estimate on the tax levy is likely to increase the earlier noted projection by \$20-\$30 per year. However, this is based on adaptation of the current plan with new information. We have the benefit of revisiting all of these future plans/projects with the next 5 year plan to better address and plan for the future financial impact which will change the projected tax impact. Future plans can evaluate terms, interest rates, use of fund balance, shifting of priorities, staggering, refinance, and other factors again to balance the long term fiscal impact of the project. There are a number of tools at our disposal to accomplish this and remains part of our objective to do so as we transition from planning to design.

[This plan can be viewed through this link.](#) Please see page 4 for its inclusion within the plan and page 8 for the financial projection.

2020-2030 Strategic Plan

This is a key strategy to meet our facility goals within this long term plan. Again the cost projection is higher than what was forecasted in this plan; however, the action steps to complete the project are well in line with what is outlined within the plan and on schedule to meet the timeline as we intended to. Doing so allows for other priorities to be achieved and helps to properly situate our public safety uses for multiple decades to come.

[This plan can be viewed through this link.](#) Please see page 6 for its inclusion within the goals and page 16 for the action plan.

2020-2021 Strategic Plan Annex

As it is in the Strategic Plan, this project is a high priority for completion in the next year within the Board's goals and objectives. Within the previous agenda item, this project is noted within the goals and objectives. The action plan presented for the next year is consistent with what is presented within these materials for cost and timeline as well as what is also listed within the Strategic Plan noted in the previous item. The 2021 Budget will be established following this action plan as well as its noted inclusion within the CIP.

2017 Facilities Master Plan

This study looked at Village Departments to forecast space needs into the future and look at some conceptual options to address these issues. This is where it was noted that a sizable jump would be necessary for Police from their current space utilization to what might be needed in the future. Additionally, throughout this plan it was always noted that someone would have to move out ultimately to achieve the key priority of one day constructing a Community Center. The study primarily focused on police only moving out while constructing a second floor to the Municipal Center to support expansion. Costs suggested for these improvements are similarly high as what we are looking at today, and as a result of continued discussions on these improvements following plan acceptance it became more critical to also move Fire and Rescue



out which would avoid a second floor construction while creating space for the Community Center at the Municipal Center as was desired. The study below from 2019 further studied this issue regarding Fire/Rescue and Police in order to assist further planning on a facility project if still warranted.

[Please click on this link to view the whole plan.](#)

2019 Public Safety Analysis

The Public Safety Analysis was commissioned in 2018 and ultimately completed in 2019 to study these two Departments more closely from the space needs they might command to what their staffing implications might be in the future. Operational recommendations are contained within Chapter 2 beginning on Page 11 for Facility Needs. Ultimately the finding was that the current space was inadequate to support these services with little to no room for additional growth. This analysis also did confirm the space needs for both Departments based on the analysis that was done in 2017.

[Please click on this link to view the whole analysis.](#)

ORDINANCE REFERENCE:

Section 23-94 - Referendum for Large Capital Construction Projects

Binding referendums are required for large capital construction projects when the net cost is expected to exceed 1% of our equalized value. The preliminary estimate for January 1, 2020 on the Village's equalized value is \$1.127 billion generating a threshold of around \$11.3 million. However, Section 23-94(b) notes exceptions to this requirement and specifically sub (6) refers to this requirement not apply to "public safety facilities, limited to fire, police, EMS, and municipal court." Even though the anticipated cost exceeds the threshold in our code, a binding referendum is not required for such things.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is a presentation by the Architect and discussion between the Board, Architect, and Staff on the project plan thus far prepared. No action is intended to be taken with this item.

ATTACHMENTS:

1. 3488_McFarland Saftey Building_Site Render
2. 3488 - McFarland PS - Preliminary Cost Estimate
3. McFarland PS Schedule - Draft 2020-07-29