



Agenda
Village of Glen Ellyn
Regular Workshop Meeting
Monday, January 20, 2014
7:00 PM – Glen Ellyn Civic Center, Room 301

Village Board Workshop Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact Harold Kolze, Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

1. Call to Order
2. Roll Call
3. Audience Participation
 - A. Open: Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.
4. Discussion
 - A. Public Works Director Julius Hansen and Superintendent Bob Greenberg will present information regarding a Cross Connection Control Ordinance.
 - B. Village Manager Mark Franz and Dewberry Senior Associate Design Director Brian Meade will present an updated Facility Needs Analysis for the Police Department and Civic Center.
5. Other Items
6. Motion to adjourn to Executive Session for the purpose of setting the price for sale or lease of property and adjourning thereafter without returning to open session.
(Trustee McGinley)



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/20/14 07:00 PM
Department: Administration
Department Head: Kristen Schrader
Category: Reminder
Prepared By: Caroline Conlon

SCHEDULED

AGENDA ITEM (ID # 1053)

DOC ID: 1053

Open: Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, address and the group they are representing prior to addressing the Village Board.



Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/20/14 07:00 PM
Department: Public Works
Department Head: Julius Hansen
Category: Discussion Item
Prepared By: Robert Greenberg

SCHEDULED

AGENDA ITEM (ID # 1052)

DOC ID: 1052 C

Public Works Director Julius Hansen and Superintendent Bob Greenberg will present information regarding a Cross Connection Control Ordinance.

Background

The purpose of adopting a Cross Connection Control Ordinance is to establish the authority necessary to enforce the regulations and codes of the Illinois Plumbing Code and the Illinois Pollution Control Board. Establishing a viable cross connection control program for all public water supply systems with the appropriate ordinance language to enforce and direct the program is an Illinois Environmental Protection Agency (IEPA) required mandate.

By definition, a cross connection is a physical connection between two otherwise separate piping systems one of which contains potable water and the other a substance of unknown or questionable safety whereby there may be a flow from one system into the other system. Under normal working conditions the pressure exerted by the water in a public potable water system will keep these unknown or questionable water sources from back flowing into the public potable water system. A potential health hazard exists when the pressure on the public potable water system drops below the pressure of a private water system that is not protected with a backflow prevention device, causing the water from the private system to backflow or back siphon into the public water supply system.

These potentially health-threatening back flows can be prevented by installing backflow prevention devices. Traditional methods employ the use of *fixed proper air gaps* which are achieved by the unobstructed vertical flow through free atmosphere between the water discharge point and the flood level rim of a receptacle. These are used in many commercial and industrial applications. An example of this simple application is the common kitchen sink that by design has a faucet that free-flows through the atmosphere above the flood level of the sink. If the faucet was left on and a negative pressure or vacuum was created by the loss of system pressure, all that would occur would be the sucking of air into the system.

While the fixed proper air gap does a wonderful job of protecting our potable water system from simple backflow problems, it cannot protect our potable water system from the more complex commercial, industrial and residential processes that traditionally require check-valve systems. It is these complex check-valve systems that require inspection and regulation.

Issues

Over the past ten years, Public Works has identified over 1,552 locations where backflow prevention devices are required. We have confirmed the pressure of backflow prevention devices in

approximately 770 locations. Examples of water supplies that would require Cross Connection Control devices are doctors, dentists, mortuaries, manufacturing, restaurants, fire sprinkler systems and irrigation systems. Therefore, there may be at least 780 locations where backflow prevention devices are needed, but are not currently installed.

Glen Ellyn, as the owner of a community potable water system and the local governing authority, is required to ensure backflow prevention devices are installed where necessary, inventory backflow prevention devices, perform periodic inspections and surveys of potential cross connection locations and create a program to monitor the proper installation and maintenance of these devices. This is rationale for developing a Cross Connection Control Ordinance. Additionally, it should be noted that the IEPA has conducted inspections of the Village's water systems previously and strictly noted the need for a cross connection control ordinance and management program.

Solutions

As previously indicated, the IEPA requires that all Cross Connection Control Devices be tested annually and that the responsible governing agency providing the potable water to the community develop an oversight program to see that all Cross Connection Control Devices within their jurisdiction are tested and that enforcement of all applicable IEPA regulations are maintained. A program of this magnitude requires significant oversight as there are very specific IEPA protocols to follow. Fortunately, there are commercial agencies that will manage the entire process for a fee that traditionally is in the \$19 - \$20 range per inspection of a single backflow preventer.

Most communities that utilize third party management have the homeowner select and pay a plumber to perform the cross connection inspection. The plumber files the inspection report with the third party program manager and pays the filing fee directly to the third party manager. This program is quite popular among communities and does not cost the community anything to facilitate. These companies also manage the survey process and handle any reports required for the IEPA.

A smaller percentage of communities pay the fee directly out of their water fund. The down side of a plan like this is that it is subsidized by everyone even if their home does not require a backflow preventer. With the current survey information indicating that approximately 1552 locations require backflow prevention devices, this would cost the water fund approximately \$30,000 on an annual basis.

Action Requested

Following a presentation on the proposed cross connection ordinance at the January 20 Workshop, the Village Board is requested to review and consider how the Village should fund the program and inspections required through the cross connection ordinance. Should the Board wish to work through a third party company, Management will issue an RFP in mid to late February to appropriate vendors to begin the process of finding a company to manage the program.

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Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 01/20/14 07:00 PM
Department: Police
Department Head: Phil Norton
Category: Discussion Item
Prepared By: Robert Acton

SCHEDULED

AGENDA ITEM (ID # 1054)

DOC ID: 1054

Village Manager Mark Franz and Dewberry Senior Associate Design Director Brian Meade will present an updated Facility Needs Analysis for the Police Department and Civic Center.

Background

Beginning in 2008, the Police Department has led an effort to improve upon the deficiencies in the current Police facility. Noting that the Civic Center, built in 1929 to serve as a school building, held structural elements that limited the operations of Village staff as well as the Police Department, funding was approved to complete a space needs assessment. This analysis is best defined as a systematic study of a building and its occupants to determine if the existing design and size of the structure meet the needs of the occupants. Outside factors delayed the study until 2011.

Process

In 2011, the Village contracted with the architectural firm Dewberry, Inc. to complete the facility assessment. The final Facility Needs and Assessment Study was presented to the Village Board on July 23, 2012. See the Village's website for a copy of the study that details some of the deficiencies of the building and alternative ways to meet these critical needs. The study produced four schemes, or conceptual designs, that offered potential solutions to the deficiencies identified through the analysis.

The original schemes are summarized below:

- Scheme 1 included minimal changes within the existing building footprint. This scheme demonstrated a "limited, low cost" approach. At the time, this scheme received little support, as it offered only temporary relief to a small percentage of the identified needs.
- Scheme 2 proposed a 10,500 sq. ft., one-story addition on the south side of the Civic Center for police use. This plan introduced heavy reconstruction of the gymnasium, built as an addition to the original structure in 1940. Scheme 2 showed the relocation of Planning and Development to the first floor, where they would occupy a portion of the Police Department space. Lastly, this scheme included the consolidation of the Finance Department into one location on the first floor.
- Schemes 3A and 3B feature the construction of a layered, structured parking facility to replace the existing parking lot. Scheme 3B offers the greatest increase in parking at the Civic Center, with 108 total spaces, 30 spaces over the current parking lot. Schemes 3A and 3B include a three level addition for police, large enough to accommodate the programming, while further freeing up enough space within the Civic Center to address the needs of the other Village departments. Schemes 3A and 3B included significant design challenges, such as providing for recommended security setbacks and number of access points for police vehicles.

- Schemes 4A and 4B both center on a plan to move the Police Department into a newly constructed off-site facility. This option offers the greatest increase in space improvements and uses of a police facility, efficiently meeting the needs as determined through the Space Needs Study. Simply stated, a new building provides the greatest opportunity to design the necessary safety and security into the Police Department, while providing optimum efficiencies for workflow, long-term storage and training.

Scheme 4, or any “green-field” construction site, creates opportunities to phase in renovations to the Civic Center. In addition, the relocation of the Police Department away from the Civic Center is equivalent to an immediate 40% increase in parking for Village employees and other central business district users. It is also important to understand that construction away from the Civic Center eliminates any potential impact to the routine delivery of municipal services. In contrast, construction at the Civic Center would likely bring about the relocation of Police and some Village operations during construction.

In April 2013, the Department learned the Park District might vacate the Spring Avenue Recreation Center. The Village contracted with Dewberry for developing an additional scheme using the Park District property at 185 Spring Avenue. Scheme 4C is summarized below:

- Scheme 4C assumes a demolition of the current structure, originally constructed as a grammar school. Scheme 4C offers all of the programming needs accomplished through Schemes 4A and 4B. While a significant portion of this site is contained within the flood plain, Scheme 4C contained a 40,000 sq. ft. facility, with adequate parking and two access points built on a smaller footprint the current structure. This site would allow for future expansion, if necessary.

The cost estimates included in Scheme 4C **did not include site acquisition costs.**

Current Schemes for Consideration

In September 2013, the Village again contracted with Dewberry. The scope of services in this agreement called for modifications to Scheme 2 and Scheme 4. The intent was to provide a range of comparable options both at the Civic Center and at Panfish Park, where the Village owns property that could potentially support a new police facility. Prior to the start of the design work by Dewberry, staff revisited the original programming and reduced the police space by 5000 sq. ft., and the Civic Center programming by 6400 sq. ft.

Staff has met several times with Dewberry in order to complete the options as requested. Four new schemes resulted, all that include input and direction from the Village Administration and Police Department. These four new/modified schemes bring the total to eight (8) conceptual plans that have been developed to address facility needs. A brief summary of these new plans are as follows:

- Scheme 2A revisits the original Scheme 2. The intent of this scheme was to repurpose the Civic Center with minimal expansion beyond the original building footprint. A concerted attempt focused on improving public access to the police department, internal adjacencies, and wayfinding through the new police space. The final draft continues to fall short in all three of these areas, hampered in part by the grade variations throughout the Civic Center property. Furthermore, this scheme lacks a firing range, reduces Civic Center parking and fails to address essential access and security elements.
- Scheme 2B was a new approach to repurposing the Civic Center property. This plan removes the 1940's gymnasium and the 1970's addition, returning the Civic Center to the original shallow, linear school building. A new 37,000 sq. ft. addition is shown on the south side of the building, designed specifically for police use. This plan meets many of the programming needs but also falls short in addressing security setbacks, access elements, and further reduces an already lacking parking supply.
- Scheme 4B shows a new 37,000 sq. ft. police facility at Panfish Park. The building and required parking are positioned on property owned by the Village. While the scope of services did not include internal programming and configuration, the original Scheme 4 design aptly demonstrates the desired programming is achievable. Security setbacks and multiple access points to the facility are present in this scheme.
- Scheme 4C shows a new 37,000 sq. ft. police facility at the Spring Avenue Recreation Center location. The modification to the original Scheme 4C reduces the original building size to meet Schemes 2B and 4B.

The Village Board will receive all four of these schemes and a detailed cost matrix for each plan. According to the matrix, the final cost for each plan is as follows:

	Police Station Only	Police Station and Civic Center
• 2A -	N/A	\$13,492,346
• 2B -	N/A	\$16,399,703
• 4B -	\$13,346,132	\$17,522,909
• 4C -	\$14,379,008	\$18,555,784

Dewberry will also provide a list of the “pros” and “cons” for each of these plans, to further assist in the decision making process.

Action Requested

The aforementioned Schemes 2A, 2B, 4B and 4C will be presented to the Village Board at a workshop on Monday, January 20 at 7 PM. As before, Dewberry Design Director Brian Meade AIA LEED AP BD+C will present these schemes and be available to answer questions. Chief Norton, Deputy Chief Holmer and I will also be present at the workshop.

Attachments

Facility Needs Assessment Study (by Dewberry)

ATTACHMENTS:

- Glen Ellyn Facility Needs Study Update - Board Report (PDF)



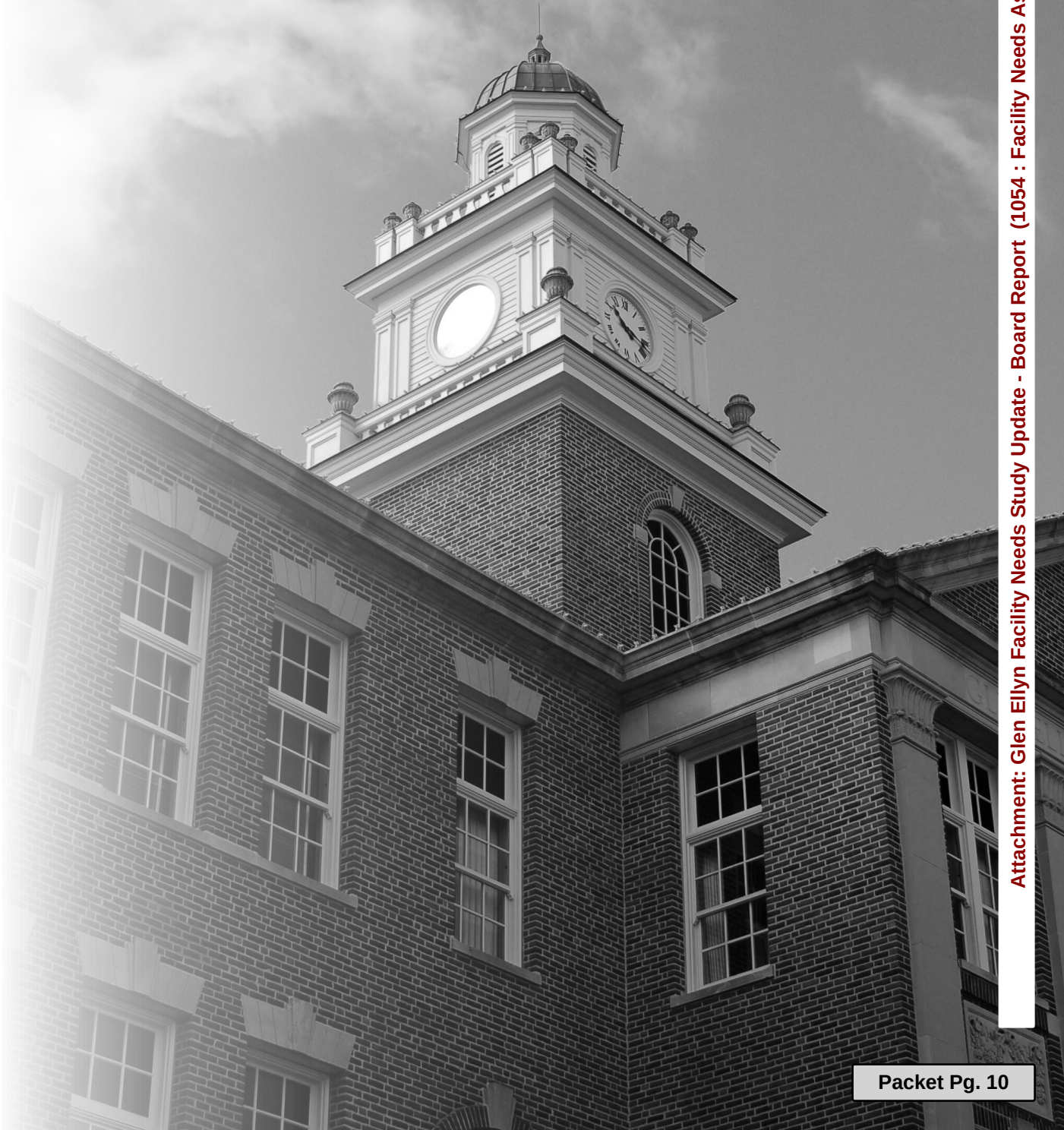
The Village of

Glen Ellyn

Police Department & Village Hall
Facility Needs Assessment Study
Updates

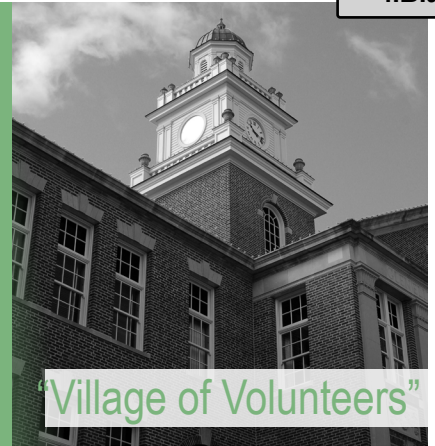
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“Village of Volunteers”





Dewberry



"Village of Volunteers"

The Village of Glen Ellyn

Needs Assessment Study Updates

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Attachment: Glen Ellyn Facility Needs Study Update - Board Report (1054 : Facility Needs Assessment - Updates)

1 EXECUTIVE SUMMARY

The Village of Glen Ellyn acknowledges that the current settings for the Police Department and Village Hall present operational and functional challenges, to the point of impacting staff security and safety in some instances. Dewberry, a national architecture and engineering firm specializing in the planning and design of Police and Village Hall facilities, was commissioned by the Village of Glen Ellyn to evaluate a range of options for addressing the current as well as the future needs for the Police and Village operations through the year 2032.

This updated study report addresses the following scope of work:

- Space Needs Analysis - assess quantity and type of space currently in use by the Police Department and Village Hall and determine projected needs to the target year 2032.
- Site Analysis - analyze the advantages/disadvantages of the existing and/or new site(s) and recommend a site layout that best meets the site parameters and needs of the users for this project.
- Preliminary Conceptual Drawings - provide block diagram drawings that depict the size and configuration for a reconfigured Village complex as well as a greenfield site for relocation of the Police Department.
- Cost Estimate - provide a preliminary cost estimate based on the size and scope of the proposed space needs analysis, addressing “construction” and “project” costs, and potential cost-saving options.

Over the past 2 years, Dewberry has explored 8 different design options with the Village of Glen Ellyn based on the results of the facility needs study and program that was developed and recently modified. **The 4 options with the most promise are being presented in this study update and are highlighted below in GREEN.**

Option 1 series:

(minor renovations with NO additions.)

Option 2 series:

(renovations / additions with no structured parking)

- 2A
- 2B

Option 3 series:

(renovations / additions with structured parking)

- 3A
- 3B

Option 4 series:

(new police building offsite with village hall renovations)

- 4A (South Park Ave site near Glenbard South)
- 4B (Panfish Park site)
- 4C (Spring Ave site)

These design concepts have been developed in response to the space, functional adjacency, and parking needs identified for each department. The site planning options explored here have tried to address the following desirable attributes:

- External visibility of buildings and ease of internal campus way finding.
- Vehicular access to site and ease of circulation in and around site environs.
- Adequate and convenient parking on site.
- Compatible land use with adjacent properties.
- Capability for future expansion needs beyond 2032
- Economic impact

Staff Growth Summary

	Current Year Staff Positions 2012	Year 2015 Projection Staff Positions	Year 2020 Projection Staff Positions	Year 2032 Projection Staff Positions
Village Hall				
Village Hall Public Areas	0	0	0	0
Administration (all staff)	11	11	11	11
Administration (per shift)	9	9	9	9
Planning and Development (all staff)	16	17	18	20
Planning and Development (per shift)	13	14	15	17
Finance (all staff)	18	18	18	15
Finance (per shift)	14	14	14	11
Facilities Management (all staff)	9	9	10	11
Facilities Management (per shift)	5	5	6	6
Information Technology / Media (all staff)	2	2	2	3
Information Technology / Media (per shift)	2	2	2	3
Village Staff Areas	0	0	0	0
Total Village Hall Staff (per shift)	43	44	46	46
Total Village Hall Staff	56	57	59	60

Preliminary Findings - Staff

It is important to understand the staff makeup of the Police and Village departments. The projection of growth has been estimated to year 2032. These departments and staff have been used for purposes of allocating adequate space for the future. The projection is based on historical growth over the last ten years in each department as seen in the staff growth summary chart on this page.

Preliminary Findings - Community Growth

Limited increase is anticipated in both land area and population, as there is limited available land for development.

Building Safety and Security

The existing building was built with a different set of code standards and parameters back in 1927. Many of the original planning guidelines and parameters, although applicable at the time, need modification to respond to today's concerns for heightened safety & security measures. For example, the lack of control points within the building allow visitors to wander into some staff areas. There is a lack of protection for the Finance Clerks from an unruly customer. Also, detainee intake, processing, & release endanger staff and public with its current arrangements. Public visitors, police officers, police civilians, arrested persons, juveniles, and in-custody prisoners should be carefully separated by design within the improved facility. Planning and design guidelines, high-quality materials, and suitable security electronics systems reflecting the leading edge thinking can and should be used to make a safe and secure facility. One example is to improve the safety and security protocol for the 3rd floor Board Room by providing more direct access from the dais to the executive session room.

Quality of Work Environment

In the past, most police department employees spent little time inside the building. This is changing, and with this unique mixed use Civic Center facility, a large number of employees, primarily civilian support staff, spend much of their workday inside the building. Therefore, the quality of the work environment should be updated in the improved building design to enhance productivity, promote professionalism, and enable the best employees to be recruited and retained.

	Current Year Staff Positions 2012 (39 sworn)	Year 2015 Projection Staff Positions (46 total sworn)	Year 2020 Projection Staff Positions (52 total sworn)	Year 2032 Projection Staff Positions (56 total sworn)
Police Department				
Police Public Areas	0	0	0	0
Records (total staff)	10	10	11	12
Records (on duty with supervisor)	3	3	4	4
Patrol total (includes 4 patrol sgts.)	26	32	34	37
Officers Per Shift (with supervisor)	6	7	9	10
Investigations (with supervisor)	5	6	9	11
Investigations per shift	5	8	9	10
High School Liaison Officer	1	1	2	2
Police Administration	5	5	6	6
Shared Staff Area (Admin Assistant)	1	1	2	2
CSO (includes 2FT, 3PT)	2.5	4.5	5	5
Community Education Officer	1	1	1	1
Property and Evidence	1	1	1	1
Prisoner Processing	0	0	0	0
Emergency Operation Center	0	0	0	0
Police Building Support	0	0	0	0
Police Staff Per Shift	24.5	30.5	37	39
Total Police Staff	51.5	62.5	71	76

shaded areas indicate the staff "using the building every day" while on duty



Executive Summary

Optimize agencies and flow of the operational staff.

The points of entry and the arrangement of operational space in the current facility is limited by space and the different first floor level changes due to multiple additions over the years. Adjacency & flow improvements increase with the amount of renovation work to be done. Minor renovations will have the least impact while a new facility can be custom configured to enhance the flow and function of all departments. This will optimize efficiency so the staff can do more in less time within a safe and secure professional environment.

Create an environment of customer service in the public areas.

Easier way-finding, ample public service counters, and places to meet with residents are all important to communicate that the Village is fully engaged in serving the residents. For example, improving direct public access to the Planning & Development Department is a desired goal. A renovation within the Civic Center could begin to accomplish these goals.

Secure chain of custody of evidence.

The demands on local law enforcement for handling, processing and storage of evidence have changed substantially since the current facility was planned. Escalating retainage criteria for evidence necessitates increased secure storage. The department currently uses space in several locations wherever available in the building for evidence to be received, processed and stored. In addition, off site storage facilities are being utilized. Schemes #3 and #4 can bring all these components of the chain of custody together in a design that optimizes security thereby facilitating cases to be solved and prosecuted. New mandates from the State and Federal levels necessitate segregation of different categories of evidence / property, as well as ancillary requirements within the settings of dedicated exhaust, work surfaces, security protocols, etc.

Preliminary Findings: Summary

Both the Police Department and Village Hall currently have inadequate building area. The existing Civic Center was built in 1927 to operate as a school. Over the years it has been remodeled and retrofitted to function as a police department, village hall and community center. It does not meet current accessibility and code standards. Despite its shortcomings, the historic Civic Center building is a landmark within the community and an icon within the downtown business district. An option to demolish the entire existing structure and build a new Village Hall / Police Complex on the same site was considered but not pursued due to the iconic nature of this historic building and the overall cost.

The following two page spread contains a summary of all 4 options presented in this study update. The option highlights are compared in both a pros & cons matrix as well as a cost matrix organized into aHere is a summary of the 4 schemes presented in this report:

Conclusions from findings:

To best achieve the most long term 2032 goals & improvements for both Police and Village Hall and to spend the money wisely, Dewberry strongly recommends either option 4A or 4B over Options 2A or 2B. These later two options don't provide the necessary department-wide improvements towards a safer, more secure, more operationally efficient facility the Police department needs to bring them current with the best practices for public safety and robustly position them for the next 20 years.

PROS & CONS COMPARISON MATRIX	OPTION 2A: Civic Center Site	OPTION 2B: Civic Center Site	OPTION 4B: Panfish Park Site	OPTION 4C: Spring Ave Site
PARKING RELATED COMPARISONS:				
Current Civic Center on site parking = 78				
Duane Street public parking spaces in front of bldg	10	10	10	10
Parking spaces available for 2032 needs:				
on site police vehicle spaces	29	29	29	29
on site police staff spaces	13	14	40	40
on site police public spaces	2	2	26	34
on site village vehicle spaces	7	7	7	7
on site village hall staff spaces	12	13	44	44
on site village hall public spaces	2	2	27	27
TOTAL on site parking available for both police and VH:	65	67	173	181
What are the sizes of the police vehicle & staff spaces?	18'x9' (tight)	18'x9' (tight)	20'x10' (preferred)	20'x10' (preferred)
Is there room on site for larger special-use vehicles?	no	no	yes	yes
SITE & SECURITY RELATED COMPARISONS:				
Can police staff parking lot be secured with a fence & gate?	no	no	yes	yes
Is staff parking lot mixed with public parking? (not ideal)	yes	yes	no	no
Does police staff parking lot have at least 2 ways out? (a best practice for today's safest police facilities)	no	no	yes	yes
What is the police building security setback from the nearest public vehicle curb access point? (50' min is a best practice for safety.)	5' along east edge / 0' along south edge.	5' along east edge / 0' along south edge.	50' along both west & south bldg edges.	50' along both west plaza.
How far is the site from Roosevelt Rd - the highest calls for service?	1.17 miles	1.17 miles	0.19 miles	0.76 miles
PROGRAM SPACE COMPARISONS:				
Does this option have a firing range?	no	yes	yes	yes
Does this option keep the community gym function?	no	no	yes	yes
Does this option have an evidence vehicle processing bay? (ideal to maintain proper evidence chain of custody)	no	yes	yes	yes
Does this option have a drive through sally port? (a best practice for today's safest police facilities)	no	yes	yes	yes
How safe & direct is prisoner transport from holding to interview rooms?	not bad: although they're separate from investigation dept.	not bad: although they're separate from investigation dept.	very good: direct secure elevator ride 1 flr up into interview	very good: direct secure elevator ride 1 flr up into interview
Does this option have a dedicated community room within the police area?	no: could use EOC or other shared community rooms in bldg.	no: could use EOC or other shared community rooms in bldg.	no: could use EOC space.	no: could use EOC space.
How visible & inviting is the public entry to the police department?	Very bad: it's buried behind the elevator off the mid-landing.	Better: it has 20' exposure at the SE corner of existing bldg.	Very good: it faces the public entry plaza and parking.	Very good: it faces the public entry plaza and parking.
Does this option have any occupiable program spaces with LESS than 9' ceilings? (best practice for efficient lighting & work environments)	yes: 7117sf of space with barely 8' ceilings	no	no	no
TEMP RELOCATION / IMPACT COMPARISONS:				
Will police or village hall staff need to relocate during 16mo construction phase?	yes	yes	no	no
How much on site Civic Center parking will be available during construction?	0	0	78	78
Will there be noise or temporary utility disruptions for staff during construction?	yes	yes	no	no
Will Civic Center upper floors be handicap inaccessible (elevator replacement) for any portion of construction?	yes	no	no	no
FUTURE EXPANSION POTENTIAL COMPARISONS:				
How much room is there for police program space to expand beyond the 20yr feasibility needs?	Very little: could expand on portions of new 2nd flr roof if designed to support future floor.	Very little: could expand on portions of new 2nd flr roof if designed to support future floor.	Quite a bit: could expand E/W (especially if village buys NW residential property.)	A lot: could expand south or east
How much room is there for village hall program space to expand beyond the 20yr feasibility needs?	(see above)	(see above)	Can easily expand into old police spaces.	Can easily expand into old police spaces.

COST COMPARISON MATRIX				OPTION 2A: Civic Center Site		OPTION 2B: Civic Center Site		OPTION 4B: Panfish Park Site		OPTION 4C: Spring Ave Site		PHASED OPTION* (with 4B or 4C)	
				(full implementation)		(full implementation)		(full implementation)		(full implementation)		(new offsite police station + minor civic center renovation -ph1)	
				44,988		44,988		44,988		44,988		44,988	
				61,128		65,353		81,988		81,988		81,988	
CURRENT overall SF size: police, village hall, community spaces (does not include attic)				13,641	\$0.00	\$0	13,769	\$0.00	\$0	22,455	\$0.00	\$0	\$0
NEW overall SF size: police, village hall, community center spaces				4,494	\$80.00	\$359,520	4,350	\$80.00	\$348,000	4,494	\$80.00	\$359,520	\$359,520
Civic Center (R0 = no interior renovation)				20,781	\$150.00	\$3,117,150	9,927	\$150.00	\$1,489,050	18,039	\$150.00	\$2,705,850	\$0
Civic Center (R1 = light interior renovation)				limited	LS	\$50,000	limited	LS	\$50,000	limited	LS	limited	LS
Civic Center (R2 = heavy interior renovation)				5,039	\$220.00	\$1,108,580	0	\$220.00	\$0	0	\$220.00	\$0	\$0
Civic Center (exterior bldg improvements - window repair, masonry repair, roof work, painting, etc)				14,857	\$300.00	\$4,457,100	28,463	\$270.00	\$7,685,010	32,600	\$250.00	\$8,150,000	\$7,039,000
Mezzanine level addition inside gym				0	\$150.00	\$0	4,444	\$150.00	\$666,600	0	\$150.00	\$0	\$0
New above grade construction (not including range sf)				0	\$150.00	\$0	4,444	\$150.00	\$666,600	0	\$150.00	\$0	\$0
New below grade construction (not including range sf)				0	\$150.00	\$0	4,400	\$150.00	\$660,000	4,400	\$175.00	\$770,000	\$660,000
New firing range raw space costs (\$150/sf for basement; \$175/sf for 1st flr)				0	\$150.00	\$0	4,400	\$150.00	\$660,000	4,400	\$175.00	\$770,000	\$660,000
New firing range equipment related costs				0	LS	\$0	0	LS	\$415,000	0	LS	\$415,000	\$415,000
Existing elevator modifications: \$110K for elev, \$70K for shaft modification; \$20K for MEP; \$20K for markups)				3,756	\$12.00	\$45,072	16,942	\$8.00	\$135,536	40,000	\$6.00	\$240,000	\$24,000
Existing building-site demolition areas				3,756	\$12.00	\$45,072	16,942	\$8.00	\$135,536	40,000	\$6.00	\$240,000	\$24,000
Site work: includes excavation, grading, utilities, fencing, landscaping, exterior signage, exterior lighting, new pavement & walks				3,756	\$12.00	\$45,072	16,942	\$8.00	\$135,536	40,000	\$6.00	\$240,000	\$24,000
Escalation to mid-point of construction (mid 2015) - modest market growth at 2% per year x 1.5yrs				3,756	\$12.00	\$45,072	16,942	\$8.00	\$135,536	40,000	\$6.00	\$240,000	\$24,000
Design contingency				3,756	\$12.00	\$45,072	16,942	\$8.00	\$135,536	40,000	\$6.00	\$240,000	\$24,000
Construction contingency				3,756	\$12.00	\$45,072	16,942	\$8.00	\$135,536	40,000	\$6.00	\$240,000	\$24,000
Estimated Construction raw costs:				\$9,707,422		\$350,000	\$11,799,196		\$1,150,000	\$13,840,370		\$1,150,000	\$10,314,120
Other Project costs: (soft costs)													
site acquisition costs													
temp relocation cost / disruption during construction													
Furniture, Furnishings & Equipment, AV/Telecommunications / Security, new phone system, building signage, consultant fees, surveys, geotechnical/soil borings, construction testing, fundamental building commissioning (budgeted 23% of construction cost)													
Estimated TOTAL Project Costs:				\$13,492,346		\$16,399,703		\$17,522,909		\$18,555,784		\$13,828,141	

R0 = No interior renovation category: This category consists of spaces that will remain exactly as is.

R1 = Light interior renovation category: This category consists of freshening up spaces with limited architectural changes. Assume new wall & hard ceiling paint throughout. Assume new flooring. Assume very minor light fixture and diffuser changes, minor power and data modifications, and minor HVAC modifications above ceilings.

R2 = Heavy interior renovation category: This category consists of substantial reconfiguration of spaces. Include demolition of existing partitions and finishes. Assume new STC 45 metal stud/GWB partitions, carpet tile, new grid & ceiling tile, new fixtures and diffusers, modifications to power and data distribution, modifications to ductwork.

PHASED OPTION*: This option allows phasing in the feasibility study recommended improvements for the village hall program portion. This first phase assumes only minor renovation (R1) to allow planning /development and finance to move down to the first floor in the simplest manner. The remaining \$3.7M in recommended Village Hall program improvements / expansions could happen in later phases.

Building Planning Criteria

Local and Federal Regulations used:

Part of the building planning criteria Dewberry develops come from a multitude of national, state, and regional planning and design guides - some of which are shown below. Dewberry develops space needs, adjacencies, and options that also takes cues from national trends and creative solutions other communities are implementing.

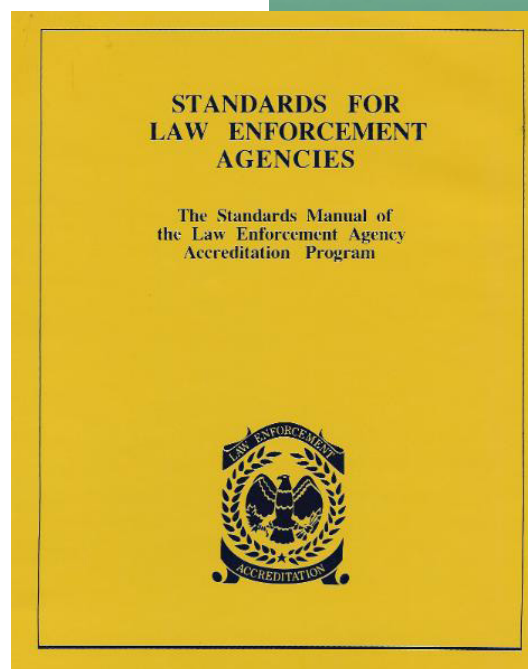
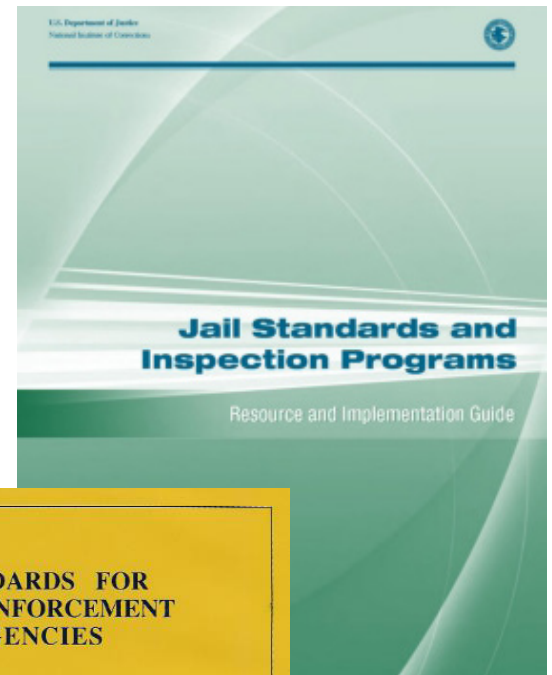
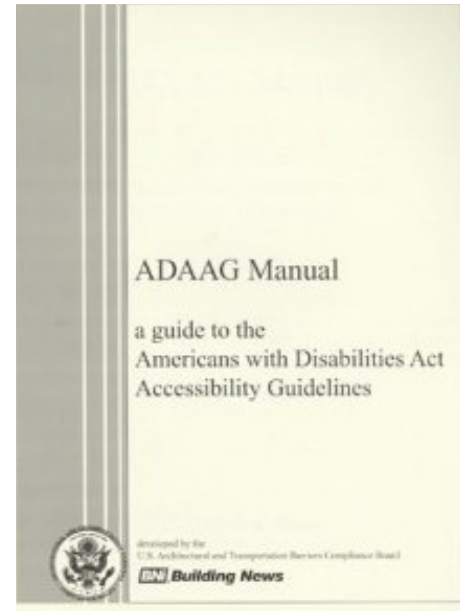


PLANNING, DESIGNING AND CONSTRUCTING POLICE FACILITIES

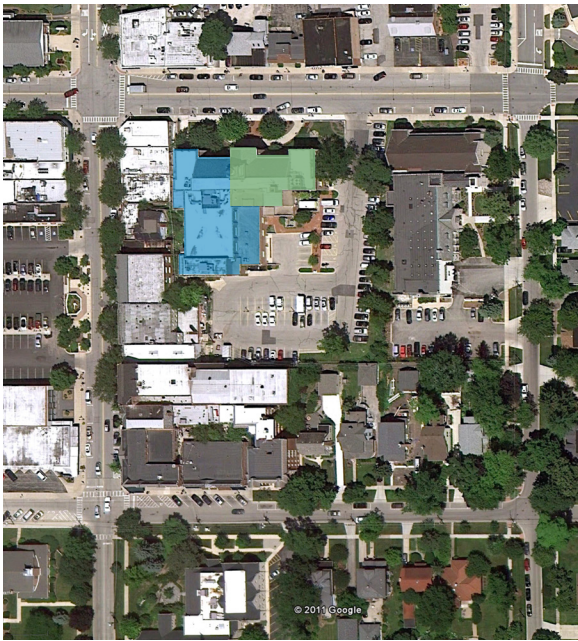


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515 North Washington Street
Alexandria, Virginia 22314
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2 EXISTING FACILITIES



Municipal Campus

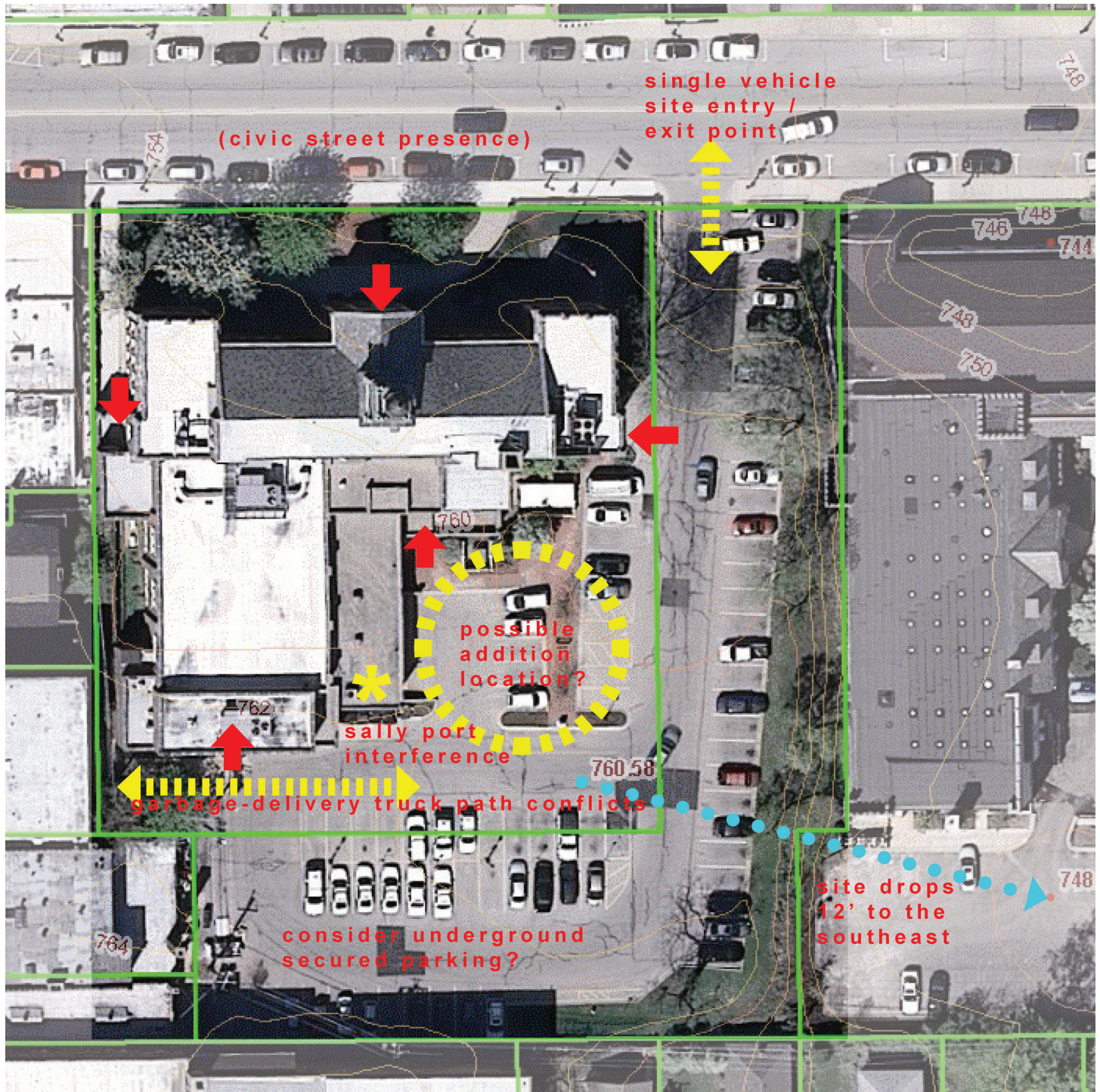
■ Police Department

■ Village Hall

This section of the report takes a detailed look at the Village Hall and Police Facility, currently occupied and in use. The space allocated to each department has been measured and is indicated in the drawings and tabulations of this section of the report. The floor plan and site plan drawings in this section of the report have been developed, color-coded and reviewed by Village staff for the purpose of assessing current space allocations. This information can then be used in comparing current and future space needs with current space in use.

It may also be determined from the assessment and drawings of the existing buildings that certain adjacencies between departments are beneficial and others are not. These “lessons learned” from the existing buildings regarding adjacencies have been applied to the planning process and are represented in the conceptual diagrams. It is important to point out that there is a significant shortage of space in the existing building for both staff work areas and storage in both village hall and police functions.

Existing Site Conditions



- **Total On-site Surface Parking Spaces =** 78
 - unsecured spaces for Police vehicles: 21
 - unsecured spaces for Village vehicles: 7
 - unsecured spaces for staff vehicles: 47
 - spaces for retail vehicle: 1
 - spaces for public / visitors: 2*

**(Most visitors currently park on Duane Street between Main and Forest. There are now 22 spaces on the south side of Duane and 14 spaces on the north side of Duane for a total of 36 public parking spaces shared with other nearby businesses.)*



parking lot drops off about 12' to the east

Existing Site Conditions

Site Analysis Issues to Consider:

- Expansion potential: tight site
- Site circulation: one way in and out; non-separated vehicle access for public, staff, and deliveries
- Existing site conditions: sallyport and dumpster conflicts; Entrance to sallyport is difficult to maneuver and is also compromised with ice / snow conditions.
- Parking needs
- Existing underground infrastructure: effects on expansion
- Geography and drainage: public safety concern
- Inclement weather conditions create a hazard for vehicles and pedestrians on steep slope of driveway
- Solar orientation and natural day lighting
- Efficient and effective delivery of Village services
- Improved way-finding and accessibility to citizens: is site and building ADA compliant?
- Best practices for site / building security protocol: ideal setbacks and secured Police parking
- Lack of setbacks creates an uncomfortable proximity of Police work settings, sensitive materials, witnesses, and undercover officers to neighboring apartments and buildings
- Civic presence within community



Sally port deficiencies: ramp is too steep, vehicle access difficult in bad weather, and backing out site lines are bad with site walls



Hardware store delivery lane conflicts with staff entrance



Parking lot entrance ramp too steep: safety hazard



Trash pick-up area conflicts with sally port entrance

Existing Facility: space utilization

- Existing 3 story Civic Center gross SF = 44,988.
- Village Hall program spaces (including its percentage of support spaces) occupy 37% of total building.
- Police Department program spaces (including its percentage of support spaces) occupy 33% of total building.
- Shared community spaces (including its percentage of support spaces) occupy 30% of total building.
- “support space” areas include general building stairs, elevator, corridors, storage, and mechanical/electrical/plumbing spaces.

Existing Facility Analysis: 44,988 BGSF

	Village Hall Components (net sf)	square feet
1.1	Village Hall Public Areas	3,938
1.2	Administration	1,882
1.3	Planning and Development	1,853
1.4	Finance	1,523
1.5	Facilities Management	296
1.6	Information Technology	595
1.7	Village Staff Areas	624
Net square feet (NSF) totals		10,711
Dept Gross Square Feet (DGSF) Multiplier		1.20
Dept Gross Square Feet (DGSF)		12,853
Building Gross Square Feet (BGSF) Multiplier		1.28
Building Gross Square Feet (BGSF) - Village Hall Portion		16,466

	Other Components in Civic Center (net sf)	square feet
1.8	Shared Community Spaces / Meeting Rooms	4,278
1.9	Gymnasium	4,907
Net square feet (NSF) totals		9,185
Dept Gross Square Feet (DGSF) Multiplier		1.15
Dept Gross Square Feet (DGSF)		10,563
Building Gross Square Feet (BGSF) Multiplier		1.28
Building Gross Square Feet (BGSF) - Shared Portion		13,532

	Police Department Components (net sf)	square feet
2.1	Police Public Areas	511
2.2	Records	717
2.3	Patrol	1,060
2.4	Investigations	803
2.5	Police Administration	1,216
2.6	Property and Evidence	529
2.7	Prisoner Processing	1,811
2.8	Police Shared Staff Area	3,023
2.9	Emergency Operation Center	0
2.10	Police Building Support	0
Net square feet (NSF) totals		9,670
Dept Gross Square Feet (DGSF) Multiplier		1.21
Dept Gross Square Feet (DGSF)		11,701
Building Gross Square Feet (BGSF) Multiplier		1.28
Building Gross Square Feet (BGSF) - Police Portion		14,990

Existing Facility: deficiencies & challenges

General deficiencies:

- The first floor west side has 3 different level changes that are not handicap accessible.
- The building also has various restroom conditions that do not meet ADA codes.
- Poor wayfinding for the public. All visitors are funneled to just one lobby.
- Public can freely access and roam many corridors impacting security control.
- Insufficient storage for all departments within the building.

Police related deficiencies:

- Police operations dealing with three different level changes on their main level.
- Blind spot for 24/7 communications post from front entrance and vestibule.
- Lack of quality interview rooms directly off the Public Lobby
- Prisoner/DUI processing potential liability and safety risk.
- Poor evidence intake/processing area. Sallyport is doubling as evidence intake.
- Insufficient Police locker accommodations.
- Lack of private / controlled Police staff break area (shared with the Clayton room).
- Emergency Operations Center operations less than desired.
- Ventilation problems in evidence / property storage settings.
- Acoustical impacts throughout the building from the gymnasium that affect quality of interviews, roll call, and other functions.
- Challenges to maintain chain-of-custody protocol for evidence.
- Little flexibility to adapt to changing technology and security needs.
- Sallyport entry open to public view, cars, and direct access.
- Delivery vehicles compromise police operations and response.
- Deliveries/flow of supplies, munitions, arms, etc. difficult with multi-level situation.
- Testing/processing for DUI is a challenge and unsafe for staff.

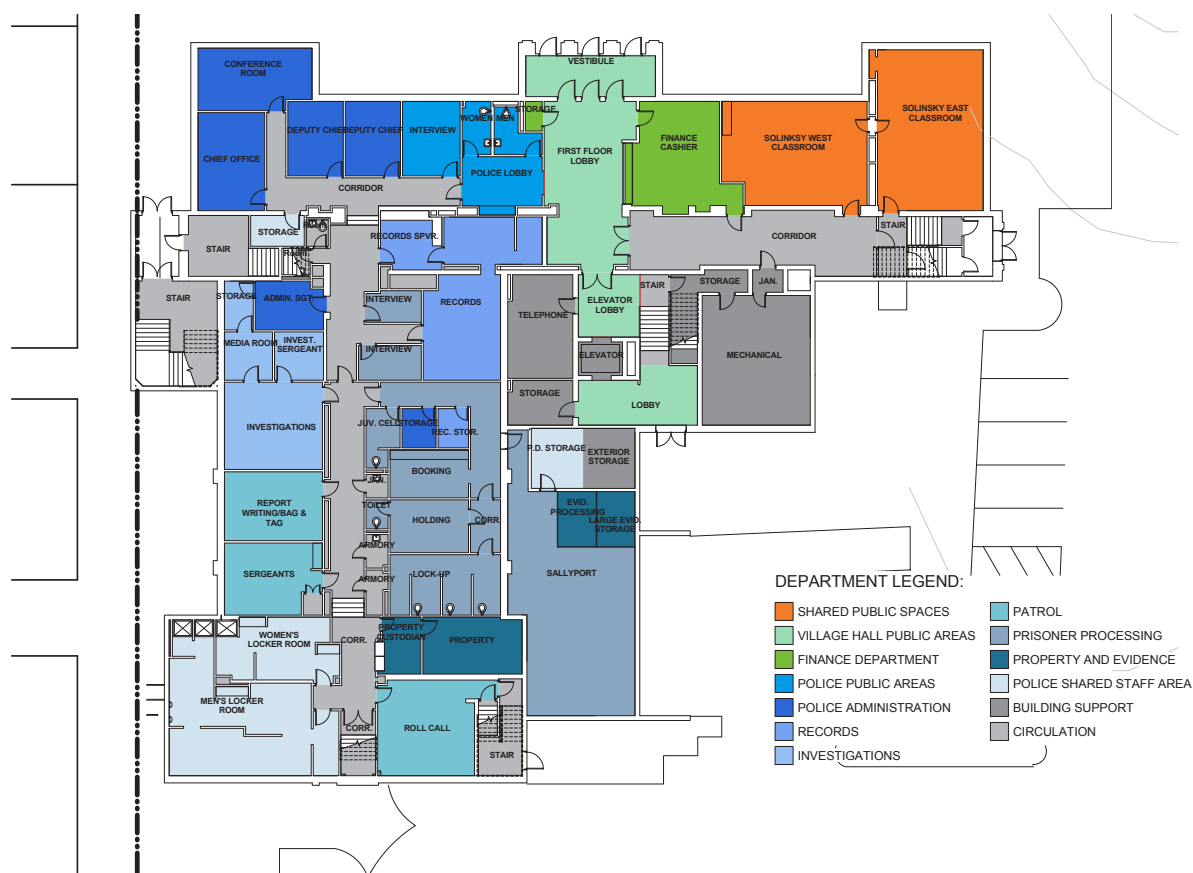
Village Hall related deficiencies:

- Lack of protection/security for cashiers office.
- Finance Department is not together and separated on two floors.
- The public route to get to the Planning and Development Department should not have to go through the Administration Department.
- The Planning Department is undersized for the flow of work and storage needs.
- The Administration Department is also undersized, squeezed into small spaces, and compartmentalized.
- The Facilities & Multimedia offices are remote & separated from the rest of the department by being on the third floor.
- The flow of the Village Board room on the third floor is less than ideal in terms of controlling after hours access and security to the building.
- The current Village Board room also lacks direct secured exit routes for staff in case of an emergency.



Existing Facility Utilization

Color coded plans by department

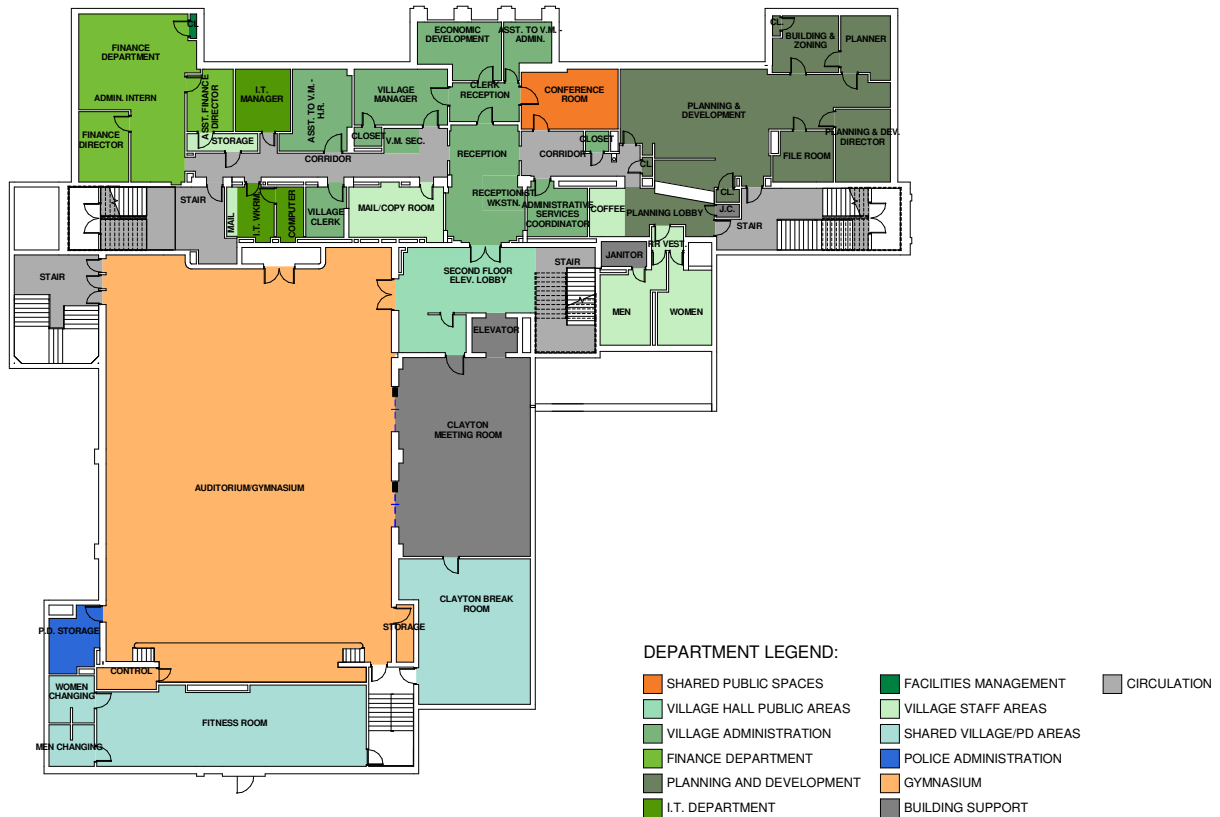


Level:
1.0

0' 40'

Existing Facility Utilization

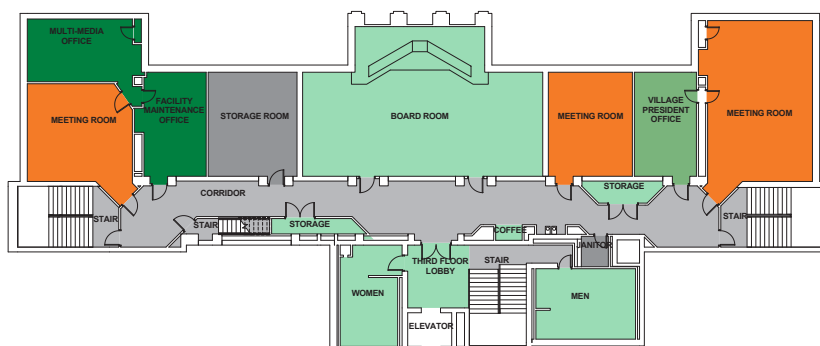
Color coded plans by department



Level:

2.0

0' — 40'



Level:

3.0

0' — 40'

3 FACILITY SPACE NEEDS ANALYSIS Updates

The original space needs study and program developed in 2012 was further vetted in the fall of 2013 by all village staff with the goal of trying to reduce program SF. The following summary page of both police and village spaces show the results of this effort.

Some technical terms are used in this section which call for description.

Net Square Feet (NSF) –This term refers to the space of a room that may be measured from the inside face of the walls of that room. The amount of Net Square Feet allocated for a space is driven by the functions the room is intended to serve.

Department Gross Square Feet (DGSF)– This amount of space includes certain spaces in addition to NSF to account for the wall thicknesses and internal walkways between rooms or workstations within a department. This is arrived at by applying a multiplier appropriate to the Net Square Feet of rooms within a department. The multiplier will vary depending on the types of spaces being considered.

Building Gross Square Feet (BGSF)- This amount of space will encompass the total amount of space needed to build the building. It includes space in addition to the DGSF not directly attributable to any particular department. This includes spaces like main corridors serving multiple departments, stairways, space for HVAC, electrical and plumbing distribution throughout the building and the thickness of the exterior walls. This is the building area that the cost estimate is based on.

Nearby Municipality population, staff size, building size matrix

The following charts provide benchmark data from other communities to help highlight and identify common trends, similarities, and differences between communities. The charts are organized by community size. The building size data shown for each community assumes the entire building unless otherwise noted.

* The s.f. sizes shown for Glen Ellyn Police & Village Hall portions include an equal percentage of common corridors, and mechanical/electrical/plumbing support spaces. The shared gym and public meeting rooms are not included in these numbers.

Police Facility Benchmark Matrix

Community	Facility Type	Facility Type	Community Population	Year Completed	Building Size (Police portion)	Police Staff sworn/civilian	Indoor Firing Range
Darien, IL	New Building	Police	22,086	1995	23,000 s.f.	35/8	NO
Lisle, IL	New Building	Police	22,390	2000	38,660 s.f.	43/17	YES
Roselle, IL	New Building/Add.	Police	22,763	1970/2005	29,000 s.f.	33/11	NO
Westmont, IL	New Building	Police	24,685	2004	41,422 s.f.	40/5	YES
West Chicago, IL	Union Pacific	Police	27,086	Occupied 1992	14,812 s.f.*	48/10	NO
Glen Ellyn, IL	Existing	Combined	27,450	1927	14,990 s.f.	43/8	NO
Woodridge, IL	New Building	Police	32,971	1986	22,000 s.f.	52/15	NO
St. Charles, IL	New Building/Add.	Police	32,974	1985/2001		52/23	NO
Glendale Heights, IL	New Add/Renovation	Village Hall, Police	34,208	2012	40,000s.f. (police)	54/25 (total bldg allow 98)	YES
Addison, IL	Add./Renovation	Police	36,942	2000	30,000 s.f.	66/50	YES
Lombard, IL	New Building	Police	43,165	1973	23,000 s.f.	68/26	YES
Dekalb, IL	New Building	Police	43,862	2013	38,500 s.f.	57/17	Add alt.
Wheaton, IL	New Building	Police	52,894	1990	42,000 s.f.	65/35	YES

* currently exploring a new facility

Village Hall Benchmark Matrix

Community	Facility Type	Facility Type	Community Population	Year Completed	Building Size (village hall portions)	Staff Size	
Darien, IL	New Building	Village Hall	22,086	1980	# of remodels	8.5	
Lisle, IL	New Building	Village Hall	22,390	2003	36,400 s.f. Includes 16,000 s.f. rentable space	35	
Roselle, IL	New Building	Village Hall	22,763	1997	17,500 s.f.	17	
Westmont, IL	New Building	Village Hall	24,685	2000	22,931 s.f.	25	
West Chicago, IL	Existing Building	Village Hall	27,086	Occupied 1978	16,387 s.f.	30	
Glen Ellyn, IL	Existing	Combined	27,450	1927	16,466 s.f.	58	
Woodridge, IL	New Building	Village Hall	32,971	1998	27,530 s.f.	30	
Addison, IL	New Building	Village Hall	36,942	1998	52,000 s.f.	84	
Lombard, IL	New Building	Village Hall	43,165	1973	27,830 s.f.		
Wheaton, IL	Exist. Historical Building	Village Hall	52,894	Reno 1995	40,000 s.f.	33	

The following Space Needs Summary Chart compares the existing component sizes with the recommended component sizes for the year 2032 based on all the factors that went into this study. Therefore, this report suggests that an appropriate Village Hall size for Glen Ellyn should be over double it's current size or about 27,000sf. Likewise, an appropriate Police Department size for Glen Ellyn should be over 3-1/2 times it's current size or about 43,500sf.

Facility Space Needs Analysis

Space Needs Summary

	Village Hall Component	Current Year 2014		Proposed Year 2032			
		Staff Positions 2012	Building Gross Square Feet	Staff Positions 2032	Department Gross Square Feet	Net to Gross Ratio	Building Gross Square Feet
1.1	Village Hall Public Areas	0	4,726	0	4,571	1.15	5,257
1.2	Administration	11	2,258	11	3,101	1.20	3,721
1.3	Planning and Development	14	2,224	16	3,139	1.20	3,767
1.4	Finance	18	1,828	13	2,326	1.20	2,791
1.5	Facilities Management	9	355	11	1,507	1.20	1,808
1.6	Information Technology / Media	2	714	3	1,288	1.20	1,546
1.7	Village Staff Areas	0	749	0	2,094	1.20	2,513
	Totals	54	12,853	54	18,025		
	Dept. Gross to Building Gross Factor		1.20				
	Building Gross Square Feet total		15,424				21,402

	Other Components in Civic Center	Current Year 2014		Proposed Year 2032			
		Staff Positions 2012	Building Gross Square Feet	Staff Positions 2032	Department Gross Square Feet	Net to Gross Ratio	Building Gross Square Feet
1.8	Shared Community Spaces / Meeting Rooms*	0	4,920	0	2,213	1.15	2,545
1.9	Gymnasium	0	5,643	0	5,643	1.00	5,643
1.10	Building Support (mep & storage spaces)	0	2,385	0	2,368	1.15	2,723
1.11	Leasable space to future tenants						
	Totals	0	12,948	0	10,224		
	Dept. Gross to Building Gross Factor		1.00				
	Building Gross Square Feet total		12,948				10,911

*Current meeting room spaces deemed excessive; will be reduced by 2032 with space allocations going to other departments

	Police Department Component	Current Year 2014		Proposed Year 2032			
		Staff Positions 2012	Building Gross Square Feet	Staff Positions 2032	Department Gross Square Feet	Net to Gross Ratio	Building Gross Square Feet
2.1	Police Public Areas	0	511	0	1,886	1.15	2,169
2.2	Records	10	717	10	1,389	1.20	1,667
2.3	Patrol (26/37), CSO(2.5/5), Community Education Officer(1/1), HS Liason Officer(1/2)	29.5	1,060	45.0	2,063	1.20	2,476
2.4	Investigations	5	803	13	3,082	1.20	3,698
2.5	Police Administration	5	1,216	6	2,544	1.20	3,053
2.6	Property and Evidence	1	529	1	2,956	1.15	3,399
2.7	Prisoner Processing	0	1,811	0	4,544	1.25	5,680
2.8	Police Shared Staff Area	1	3,023	2	4,689	1.15	5,392
2.9	Emergency Operation Center	0	0	0	1,826	1.15	2,100
2.10	Police Building Support	0	0	0	2,618	1.15	3,011
2.11	Firing Range	0	0	0	3,833	1.15	4,407
	Totals	51.5	9,670	77.0	31,429		
	Dept. Gross to Building Gross Factor		1.21				
	Building Gross Square Feet total		14,066				37,052

	Village Hall/Police Department Combined	Current Year 2014		Proposed Year 2032			
		Staff Positions 2012	Building Gross Square Feet	Staff Positions 2032	Department Gross Square Feet	Net to Gross Ratio	Building Gross Square Feet
	Totals	106	42,437	131	59,678		69,365
	Existing Dept. Gross to Building Gross Factor		1.06				1.00
	Existing Building Gross Square Feet		44,988				69,365
			current				proposed

PARKING NEEDS



One of the greatest challenges of the Civic Center site is the lack of adequate on site parking for both staff and the public. In fact during business hours, quite often there are no on-site spaces available for the public.

Municipal Buildings commonly have a high need for parking. At Village Hall it is necessary to accommodate the large number of employees, large public meetings like Village Board, and Plan Commission, and the continual flow of residents utilizing services and conducting business. At the Police Department it is necessary to accommodate employee vehicles as well as numerous Police vehicles and the visitors accessing the building for a wide variety of services offered by the Police Department.

The analysis in the section is intended to clearly define the quantity of parking needed. The table further defines the quantity of parking needed by each division of each department. This is important because it enables project planners and designers to recognize and appropriately allocate the right quantities of the correct type of parking in the best location to achieve a smoothly operating vehicle traffic flow to and from the site.

The Needs Assessment and Project Costs for schemes 3A & 3B reflect a 2 level parking structure for the existing site. The lower level would be underground while the upper level would be at roughly the same elevation as the existing lot. While the current facility and operations do not have this amenity, there are compelling arguments for a heated and ventilated garage.

- Garages have proven to improve efficiency of the Patrol officers during severe winter conditions. The vehicles are kept warm and protected from the elements, allowing an officer to immediately remobilize to the streets, versus wasting shift time scraping windows, warming up engines, etc.
- Protection of Village assets. Not only is the vehicle an asset, but more importantly the equipment and hardware on board are vital to officers performing their duties. More and more technology is being loaded into the vehicles to provide the officers accurate and up-to-date intel on their patrol routes and at the scene of the calls. On-board terminals, gear, and software are sensitive to extreme heat and cold conditions and their maintenance or replacement impacts annual operating budgets. Without protection from the elements the life cycle and replacement will be accelerated for this equipment.
- Special use vehicles such as crime scene, SWAT, etc. are expensive investments for the Village and Police Department. Expediting their mobilization for an event becomes paramount, and similar to the patrol vehicles, protection of the vehicles and the on-board equipment is a priority. Protocol necessitates that the high-tech equipment on board is ready to respond, and the equipment is very sensitive to hot and cold environments.
- On the Civic Center site, a lower level garage would also provide visual screening & protection of officers and staff from all the apartments units surrounding this site.

Parking Needs

Combined Village Hall / Police Parking:

		2012 (during business hrs at any given time)				2032 (during business hrs at any given time)			
		Village Vehicles	Employee Vehicles	Visitor Vehicles*	Total Vehicles	Village Vehicles	Employee Vehicles	Visitor Vehicles*	Total Vehicles
	Combined Parking Space NEEDS:	28	63	23	114	36	82	49	167
	Current on-site parking Spaces:	28	50	0*	78				

* Note: Visitors can currently park on Duane Street in either 30min or 3hr parking spaces between Main St & Forest Ave. There are now 22 spaces on the south side of Duane and 14 spaces on the north side of Duane for a total of 36 spaces shared with other nearby businesses. Forest Ave also has free street parking. The 2009 Downtown Strategic Plan also identified a future parking garage near the intersection of Duane & Forest to help with the parking shortage in this area.

Police Department Parking Needs:

	Police Department Components	2012 (during day shift at any given time)				2032 (during day shift at any given time)			
		Village Vehicles	Employee Vehicles	Visitor Vehicles*	Total Vehicles	Village Vehicles	Employee Vehicles	Visitor Vehicles*	Total Vehicles
2.1	Police Public Lobby								
2.2	Records		3	1			4	2	
2.3	Patrol(6/10) [includes CSO(2.5/5) & Community Education Officer(1/1)]	13	10			19	16		
2.4	Investigations (includes HS Liason officer)	4	6			5	11		
	SWAT Van/Special Use	1				1			
2.5	Police Administration	3	5	1		4	6	1	
2.6	Property and Evidence		1				1		
2.7	Prisoner Processing / Bond Out		0	1			0	1	
2.8	Shared Staff Area		0				0		
2.9	Emergency Operations Center / training		0	0			0	25	
2.10	Police Building Support		0				0		
	Police Parking Spaces needs:	21	25	3	49	29	38	29	96

* Note: Currently visitor parking is shared between Police & Village Hall. Police visitor parking is expected to increase in the future if a dedicated EOC / training room is built that would bring outside agencies to the P.D.

Village Hall Parking Needs:

	Village Hall Components	2012 (during business hrs at any given time)				2032 (during business hrs at any given time)			
		Village Vehicles	Employee Vehicles	Visitor Vehicles*	Total Vehicles	Village Vehicles	Employee Vehicles	Visitor Vehicles*	Total Vehicles
1.1	Village Hall Public Areas (includes board rm / executive session)			1				1	
1.2	Administration	2	11	1		2	12	1	
1.3	Planning and Development (inspection)	5	14	2		5	14	2	
1.4	Finance		10	2			14	2	
1.5	Facilities Management		1	0			2	0	
1.6	Information Technology/Media		2	0			2	0	
1.7	Village Staff Areas			0				0	
1.8	Shared Public Spaces / Meeting Rooms			8				8	
1.9	Gymnasium			6				6	
1.10	Building Support								
	Village Hall Parking Space needs:	7	38	20	65	7	44	20	71

* Note: Visitor Vehicle quantities are an estimate. With all the different village hall and community meeting / gym schedules each day, it's difficult to quantify an average visitor parking need in this case. Increased after hours public parking demands for board meetings or other events appear to be supported for a couple reasons. A large percentage of the on-site staff spaces are available after hours, street parking is available, and some citizens walk or use mass transit.

4

SITE EVALUATIONS/
DESIGN CONCEPT
DIAGRAM UPDATES

Over the past 2 years, Dewberry has explored 8 different design options with the Village of Glen Ellyn based on the results of the facility needs study and program that was developed and recently modified. The 4 options with the most promise are being presented in this study update and are highlighted below in GREEN.

Option 1 series:

(minor renovations with NO additions.)

Option 2 series:

(renovations / additions with no structured parking)

- 2A
- 2B

Option 3 series:

(renovations / additions with structured parking)

- 3A
- 3B

Option 4 series:

(new police building offsite with village hall renovations)

- 4A (South Park Ave site near Glenbard South)
- 4B (Panfish Park site)
- 4C (Spring Ave site)

These design concepts have been developed in response to the space, functional adjacency, and parking needs identified for each department. The site planning options explored here have tried to address the following desirable attributes:

- External visibility of buildings and ease of internal campus way finding.
- Vehicular access to site and ease of circulation in and around site environs.
- Adequate and convenient parking on site.
- Compatible land use with adjacent properties.
- Capability for future expansion needs beyond 2032
- Economic impact

Key Critical Success Factors:

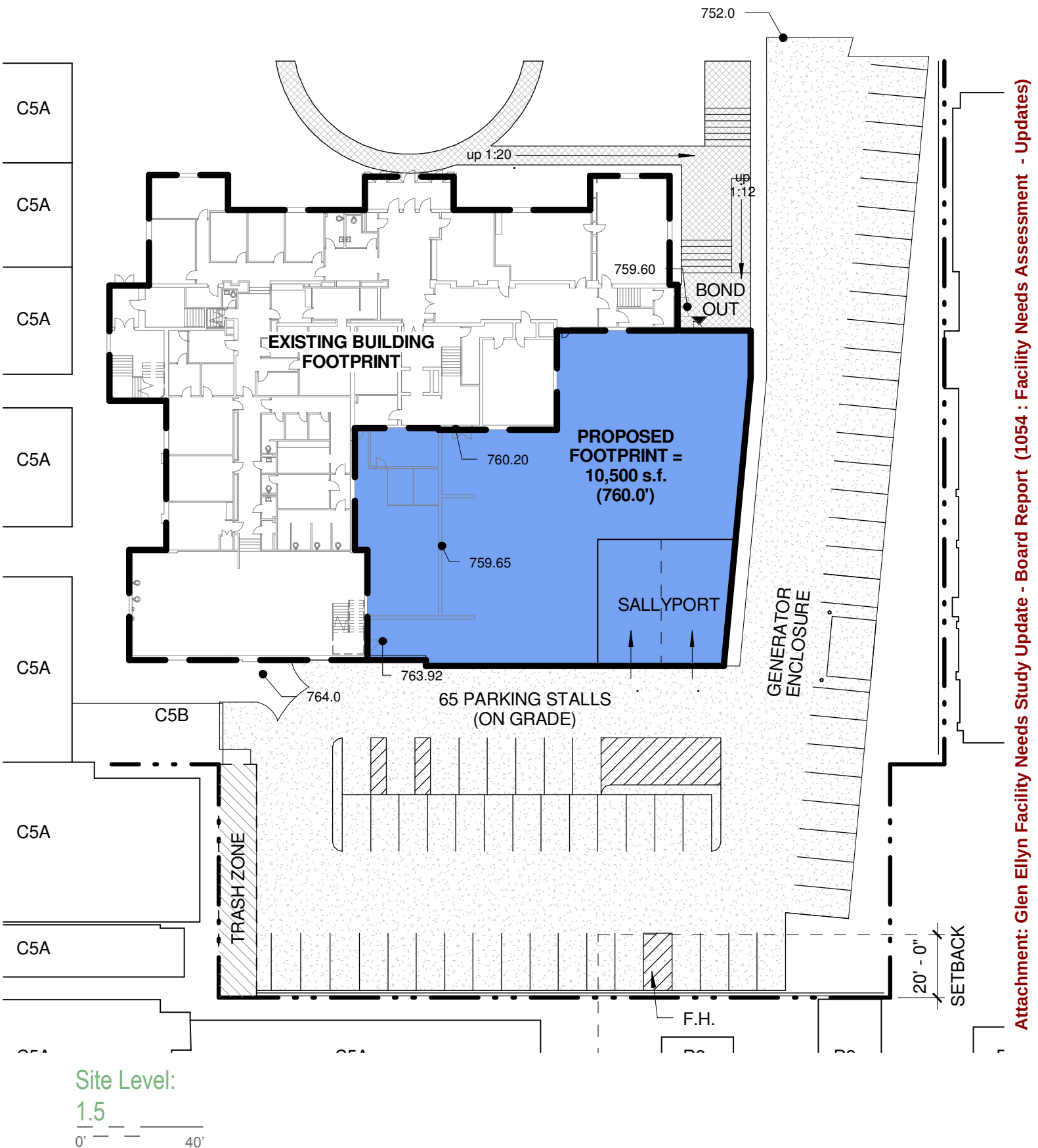
1. To maximize efficient use and adjacencies for all department spaces.
2. To develop an enhanced security planning strategy for both Police and Village Hall spaces.
3. To improve the public/private separation of spaces.
4. To improve flow and circulation through different departments.

Option 2A:

Option 2A (Civic Center Site) consists of a two story addition to the southeast corner of the building housing some new police spaces such as prisoner processing, patrol, records, and a new sallyport. The gym would get filled in with enlarged police & community functions and a new 3rd floor mezzanine. Village Hall improvement highlights include a unified Finance Department on the first floor as well the shifting of the Planning & Development Department to the first floor. See pros / cons & cost comparison matrix for more details.

Site Evaluation/Design Concept Diagrams

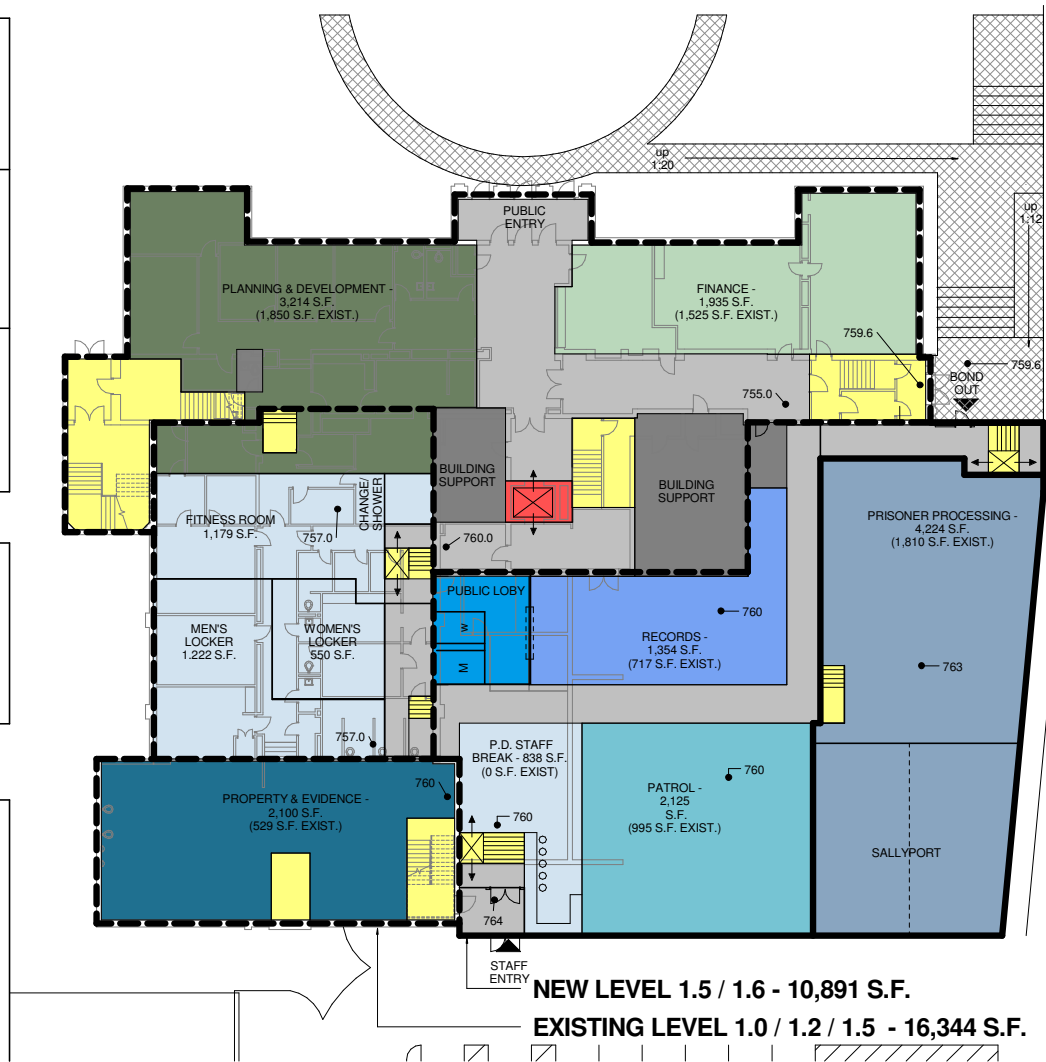
Option 2A: 61,128sf total: 19,896sf (new) & 25,275sf (renovated)



Attachment: Glen Ellyn Facility Needs Study Update - Board Report (1054 : Facility Needs Assessment - Updates)

Site Evaluation/Design Concept Diagrams

Option 2A: 61,128sf total: 19,896sf (new) & 25,275sf (renovated)

Level:
1.0/1.5

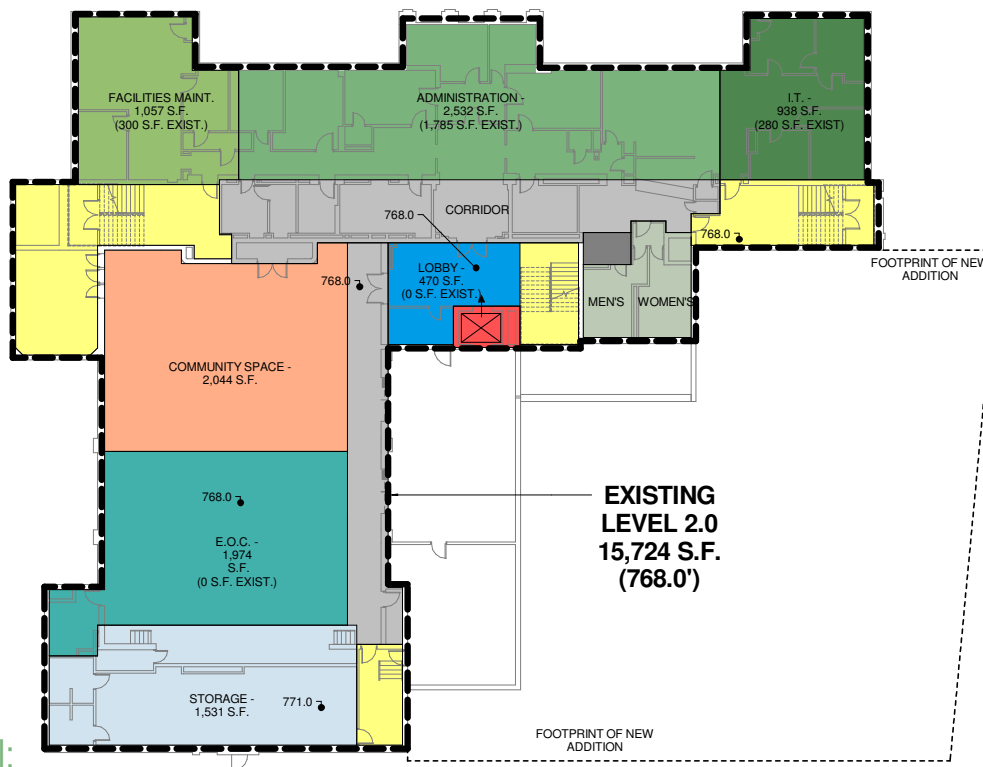
0' ——— 40'

Site Evaluation/Design Concept Diagrams

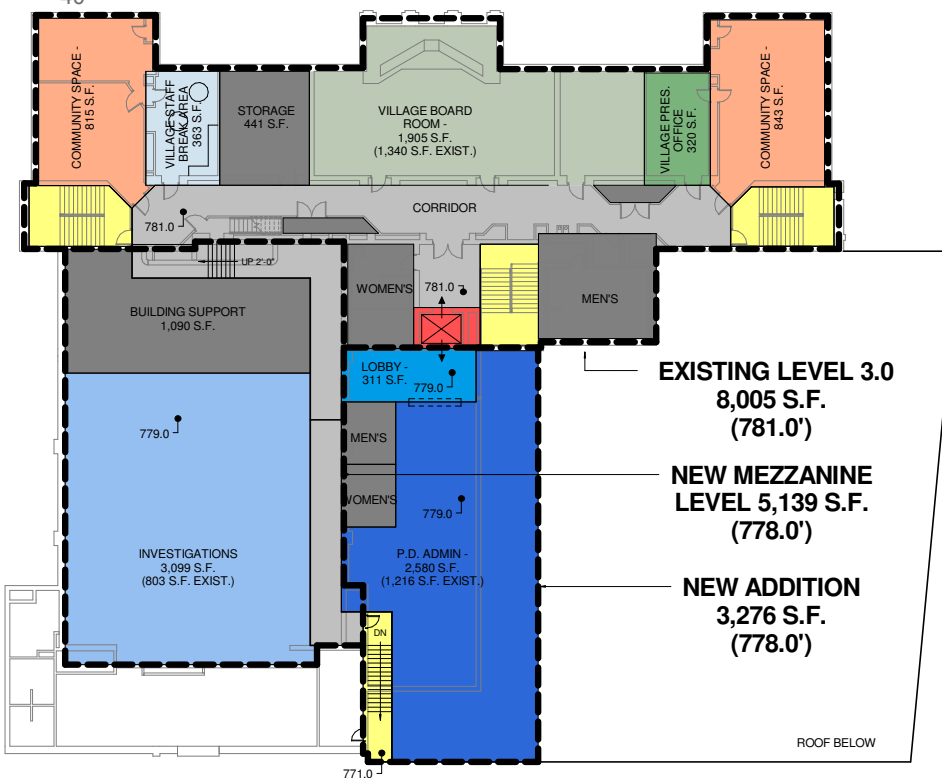
Option 2A: 61,128sf total: 19,896sf (new) & 25,275sf (renovated)

BUILDING USES:

- SHARED PUBLIC SPACES
- VILLAGE HALL PUBLIC AREAS
- VILLAGE ADMINISTRATION
- FINANCE DEPARTMENT
- PLANNING AND DEVELOPMENT
- I.T. DEPARTMENT
- FACILITIES MANAGEMENT
- VILLAGE STAFF AREAS
- SHARED VILLAGE/PD AREAS
- POLICE PUBLIC AREAS
- POLICE ADMINISTRATION
- RECORDS
- INVESTIGATIONS
- PATROL
- PRISONER PROCESSING
- PROPERTY AND EVIDENCE
- POLICE SHARED STAFF AREA
- GYMNASIUM
- BUILDING SUPPORT
- CIRCULATION

Level:
2.0

0' — 40'

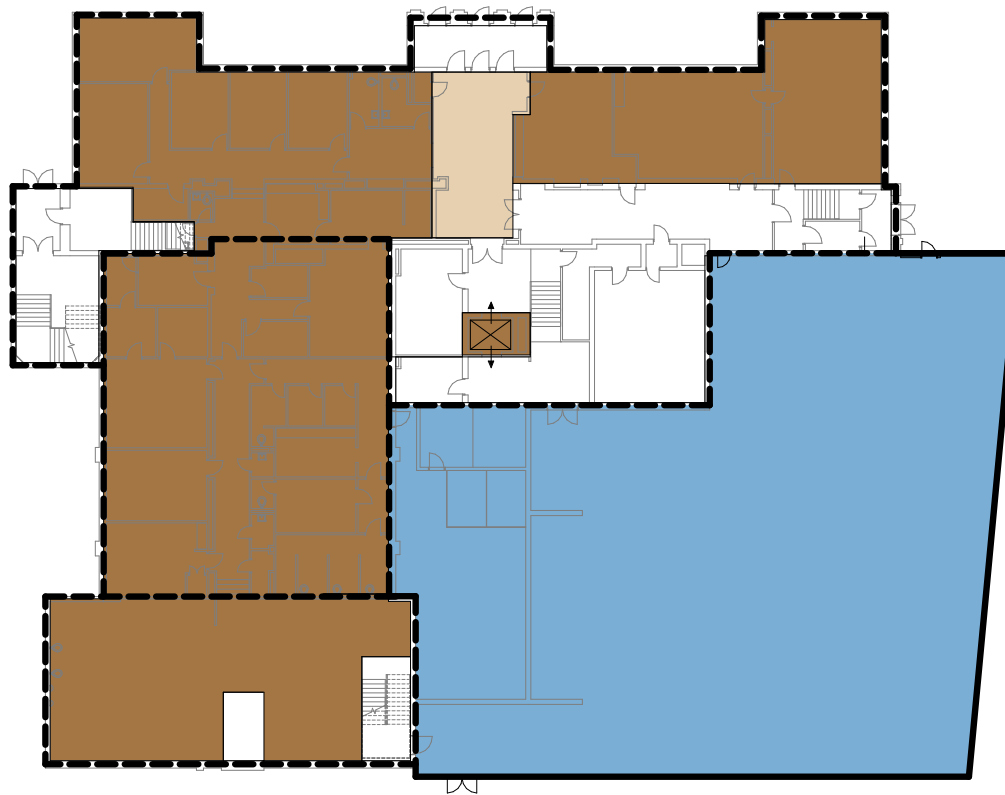
Level:
3.0/new mazzanine

0' — 40'

Site Evaluation/Design Concept Diagrams

Option 2A: 61,128sf total: 19,896sf (new) & 25,275sf (renovated)

- HEAVY RENOVATION = 10,921 SF**
- LIGHT RENOVATION = 587 SF**
- NO RENOVATION = 4,350 SF**
- NEW CONSTRUCTION = 10,925**

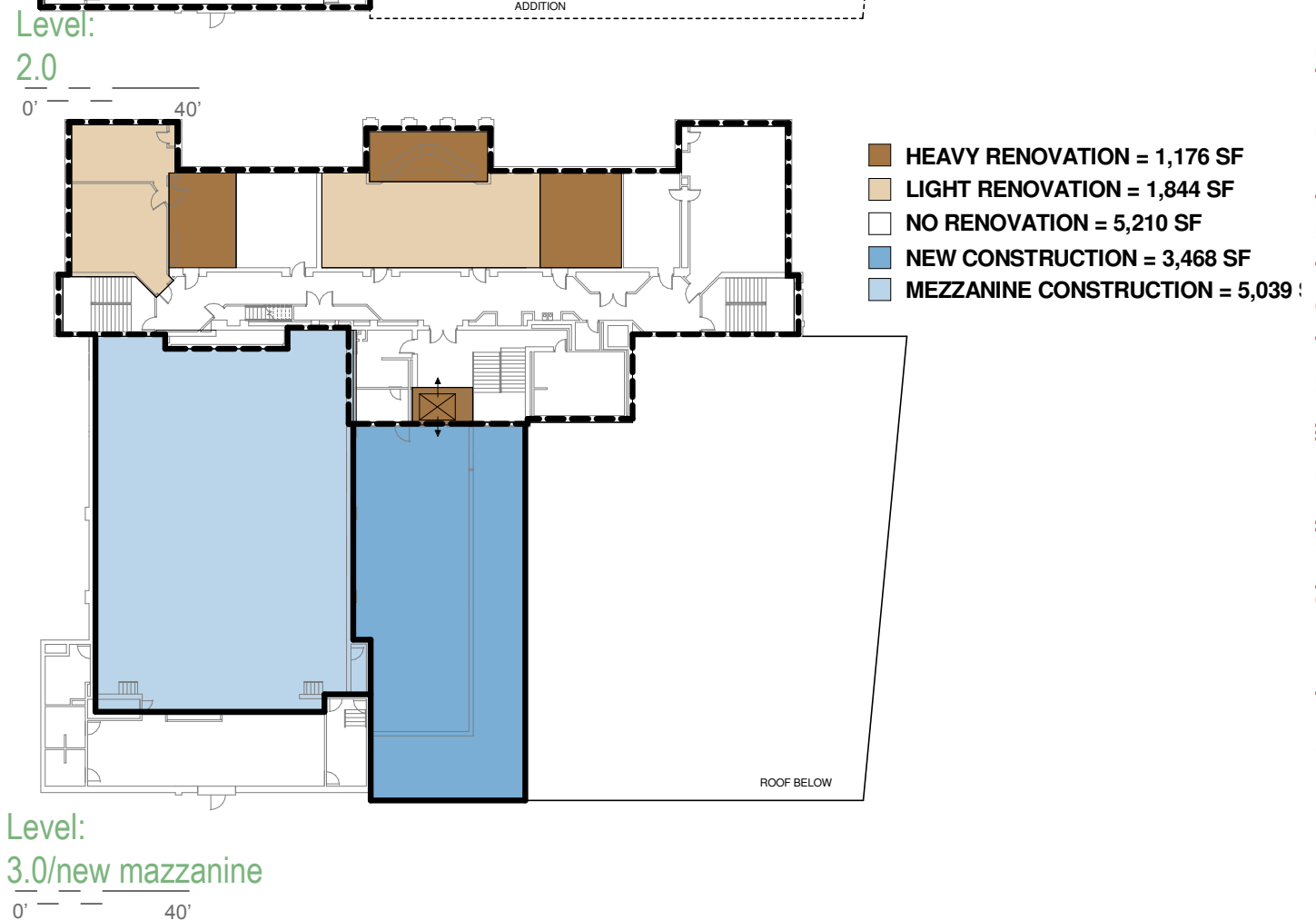
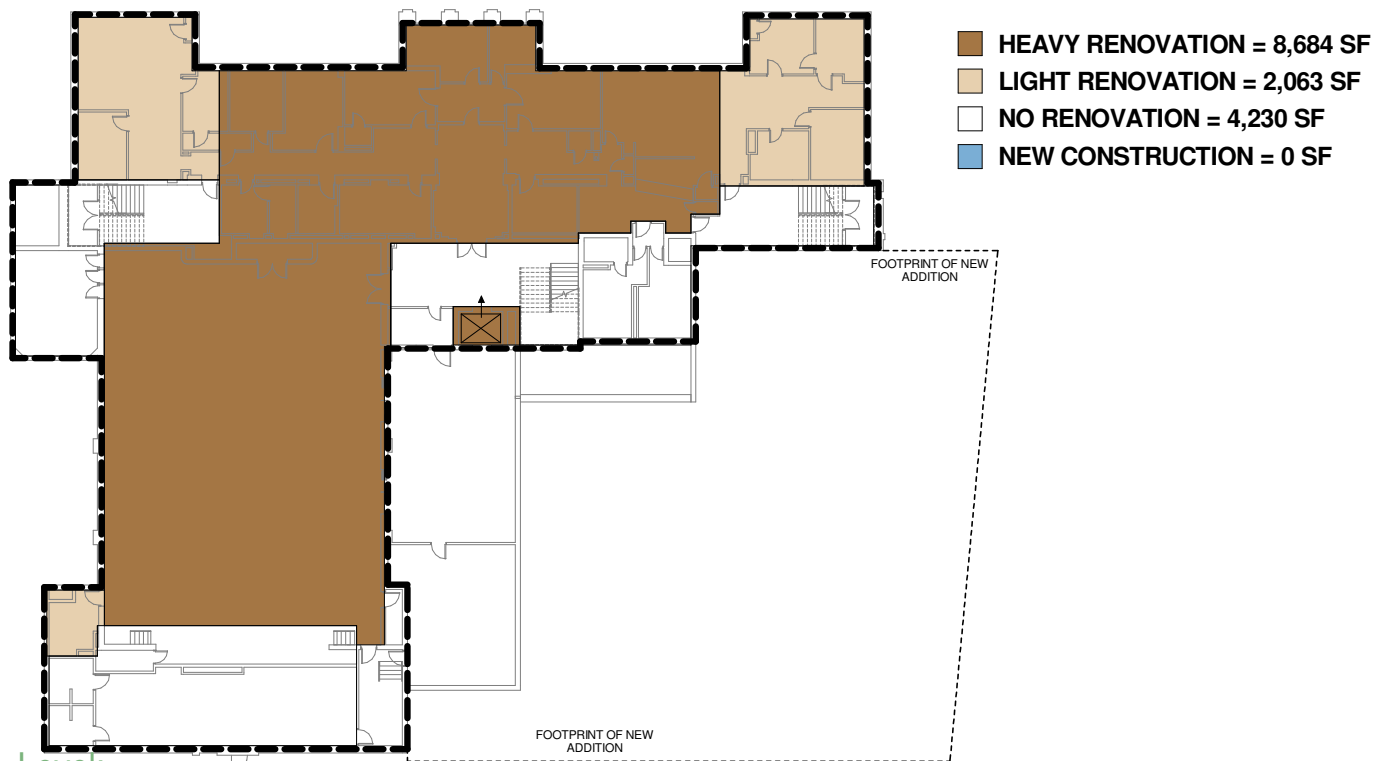


Level:
1.0/1.5

0' ——— 40'

Site Evaluation/Design Concept Diagrams

Option 2A: 61,128sf total: 19,896sf (new) & 25,275sf (renovated)

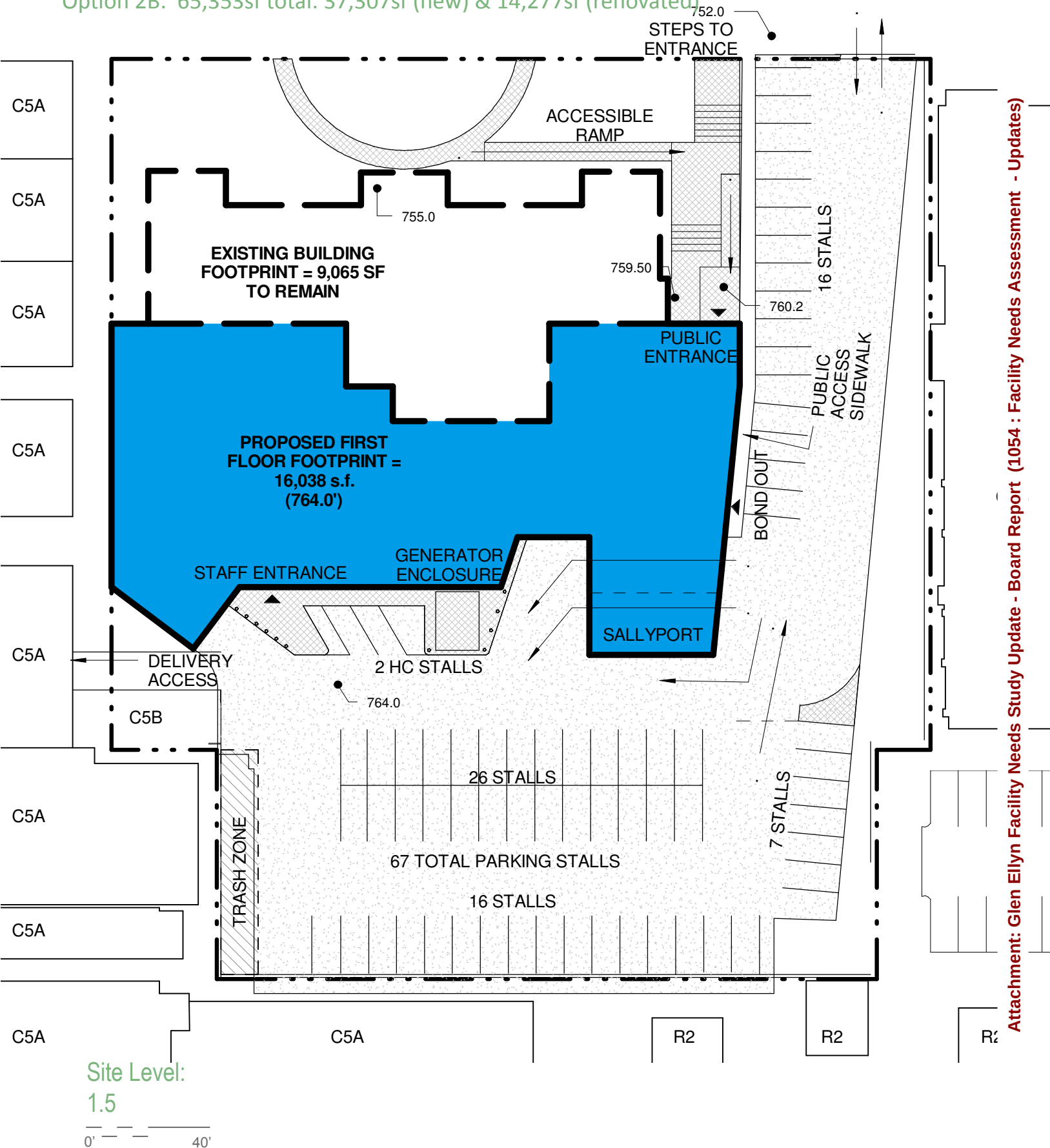


Option 2B:

Option 2B (Civic Center site) demolishes the 1940's gymnasium volume as well as the 1970's Clayton addition (16,942sf total). In it's place, is a new 2 story + basement addition containing mostly police functions. This addition corrects all the handicap inaccessible levels from the existing conditions. However, there are still many site issues that are not able to be solved in this option. See pros / cons & cost comparison matrix for more details.

Site Evaluation/Design Concept Diagrams

Option 2B: 65,353sf total: 37,307sf (new) & 14,277sf (renovated)

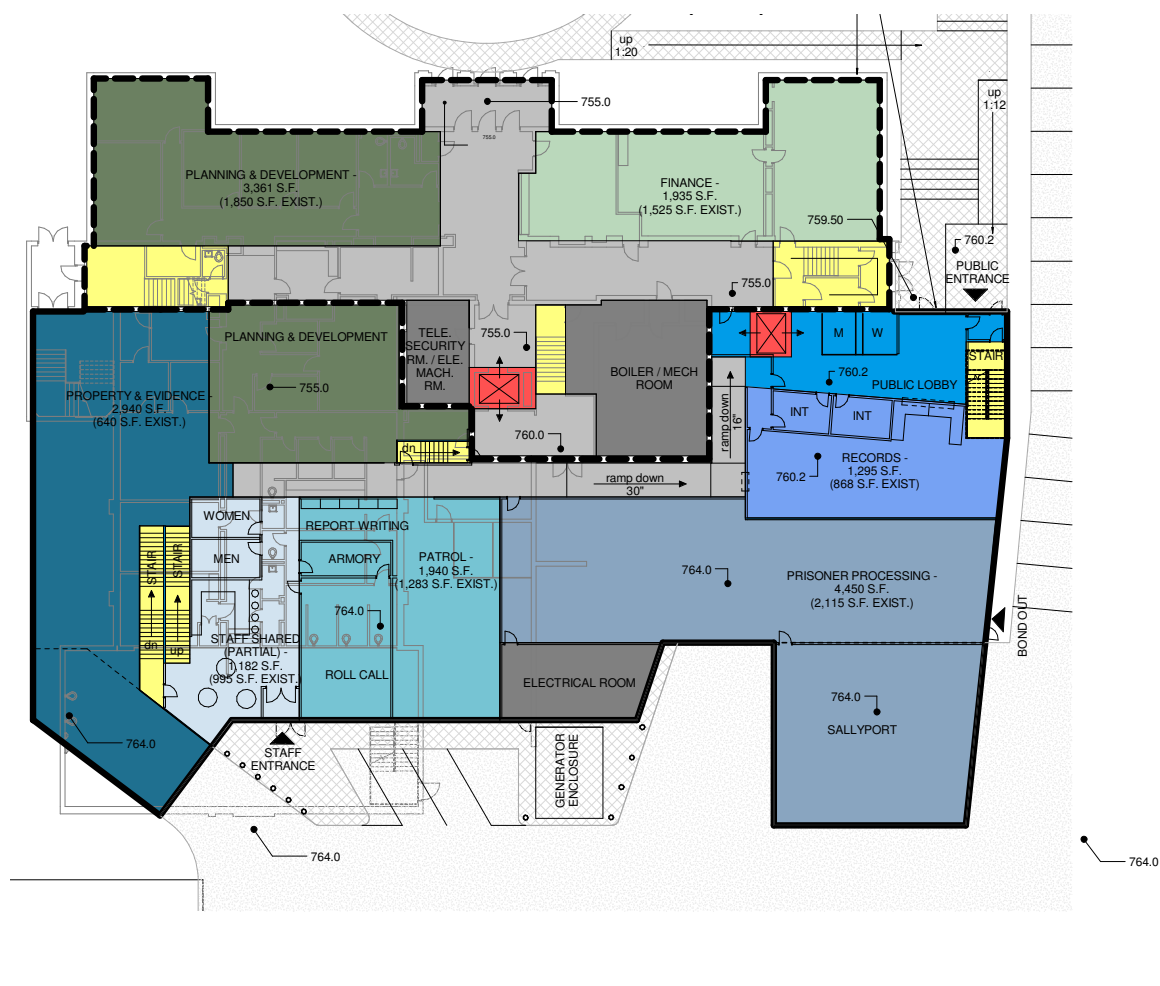
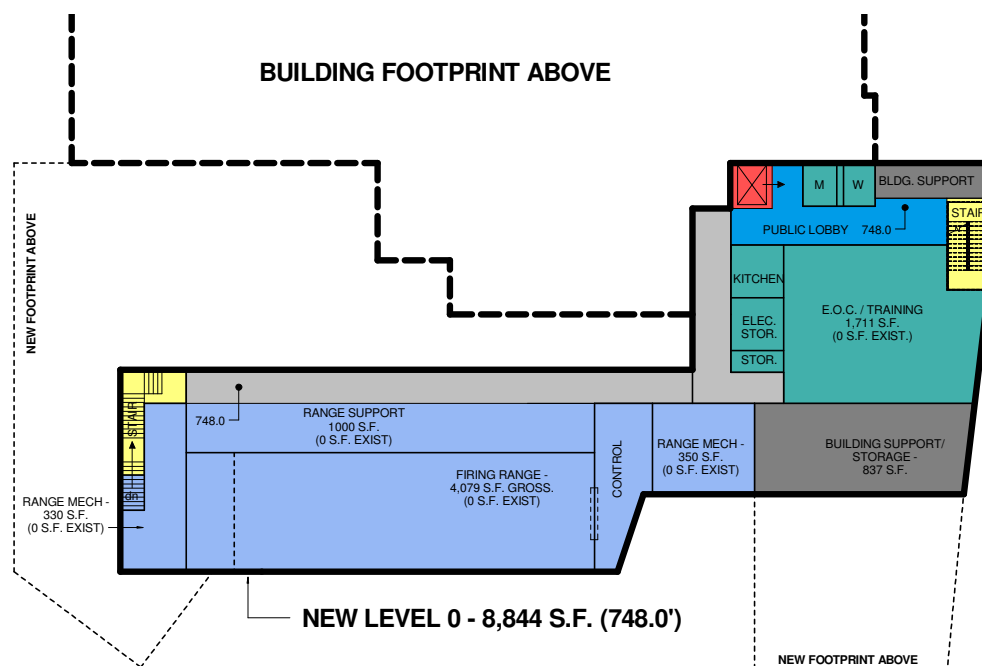


Attachment: Glen Ellyn Facility Needs Study Update - Board Report (1054 : Facility Needs Assessment - Updates)

Level:
0.0



0' 40'



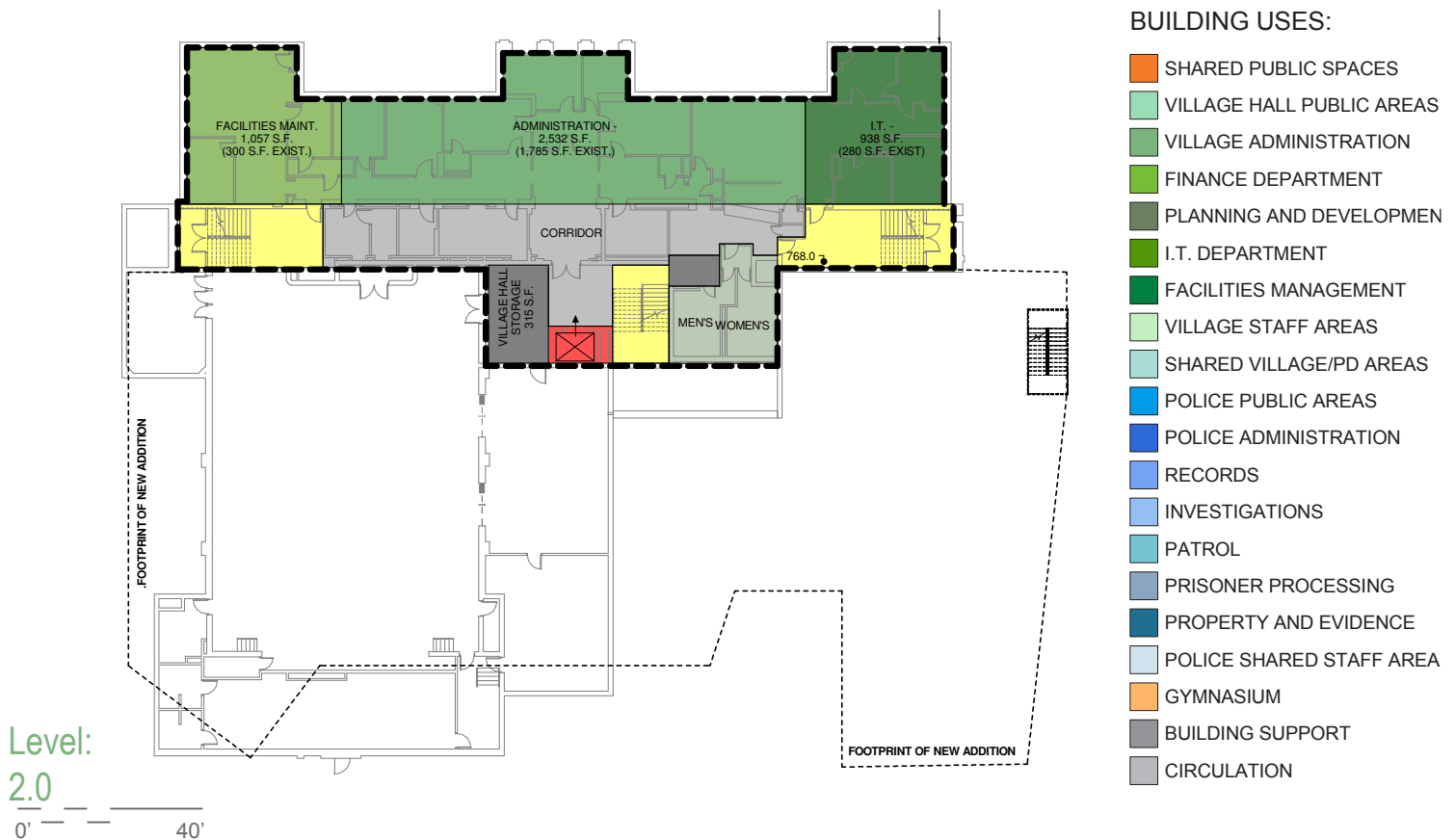
Level:
1.0/1.5



0' 40'

Site Evaluation/Design Concept Diagrams

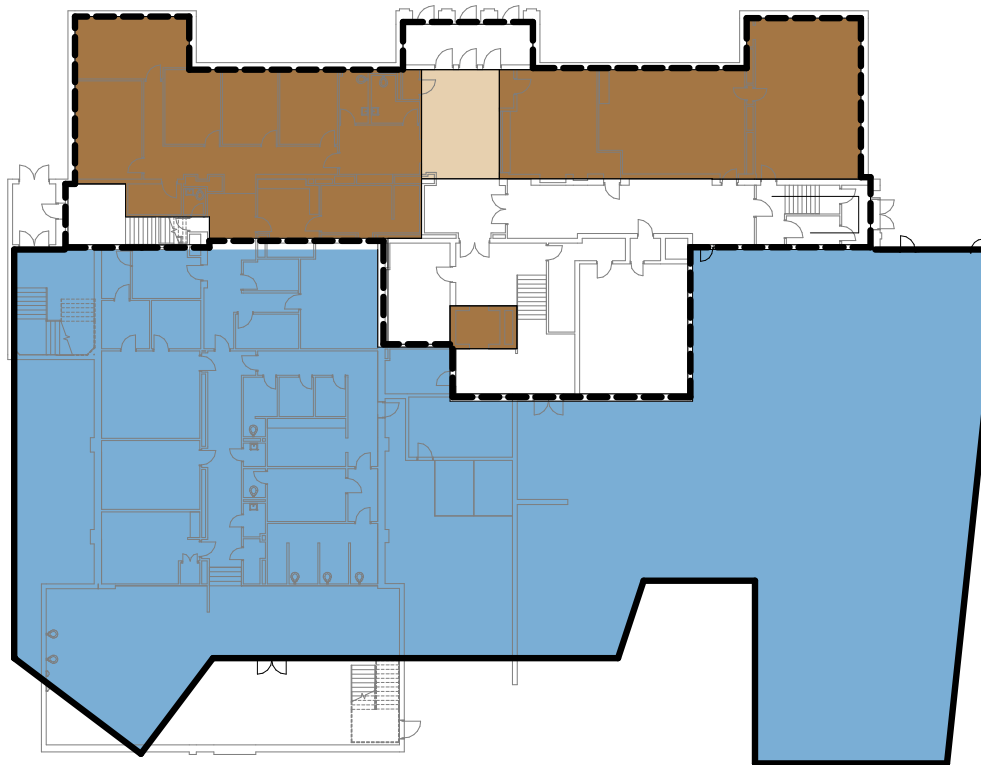
Option 2B: 65,353sf total: 37,307sf (new) & 14,277sf (renovated)



Site Evaluation/Design Concept Diagrams

Option 2B: 65,353sf total: 37,307sf (new) & 14,277sf (renovated)

- HEAVY RENOVATION = 4,681 SF**
- LIGHT RENOVATION = 367 SF**
- NO RENOVATION = 3,477 SF**
- NEW CONSTRUCTION = 16,038 SF**

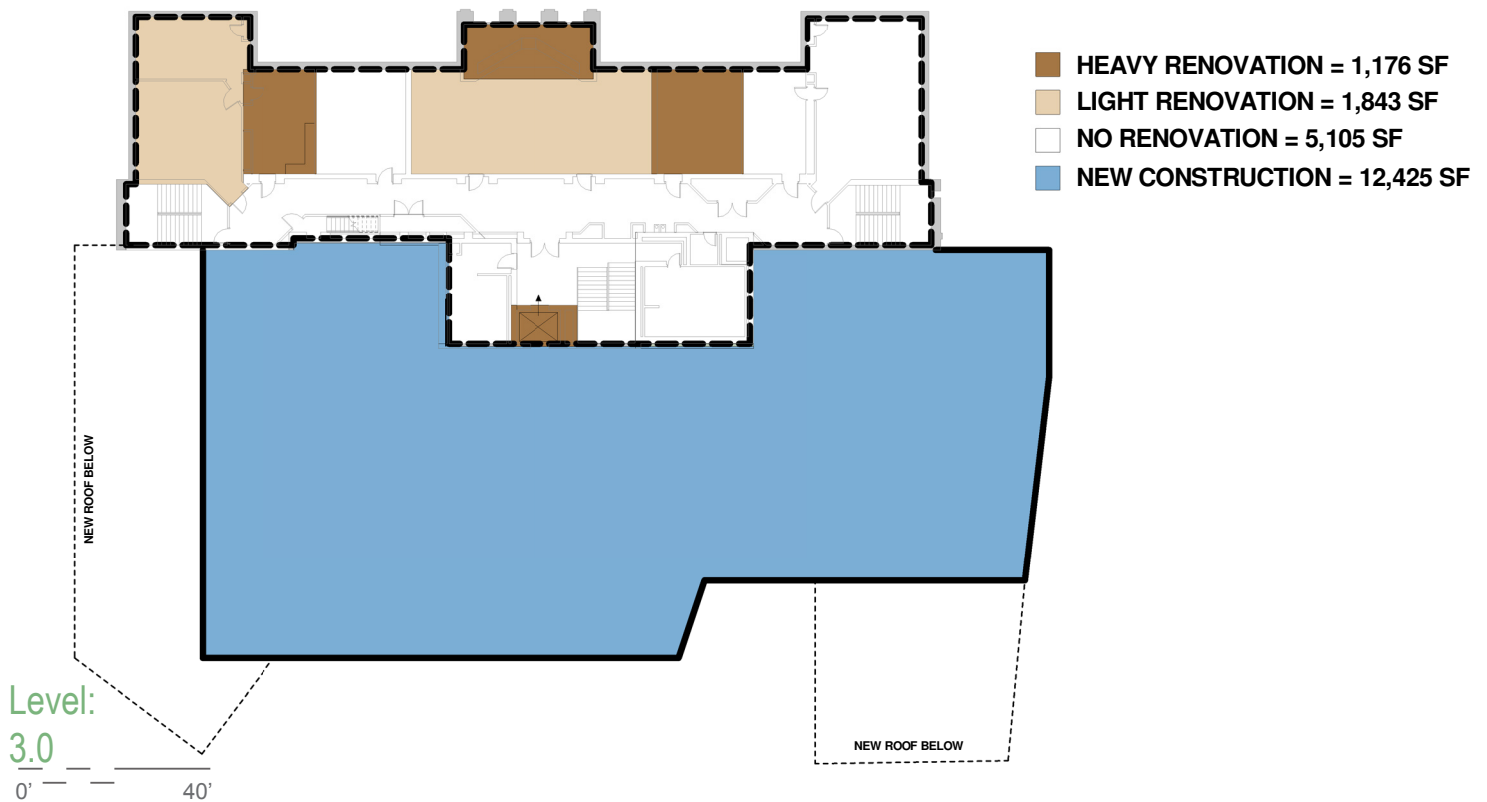
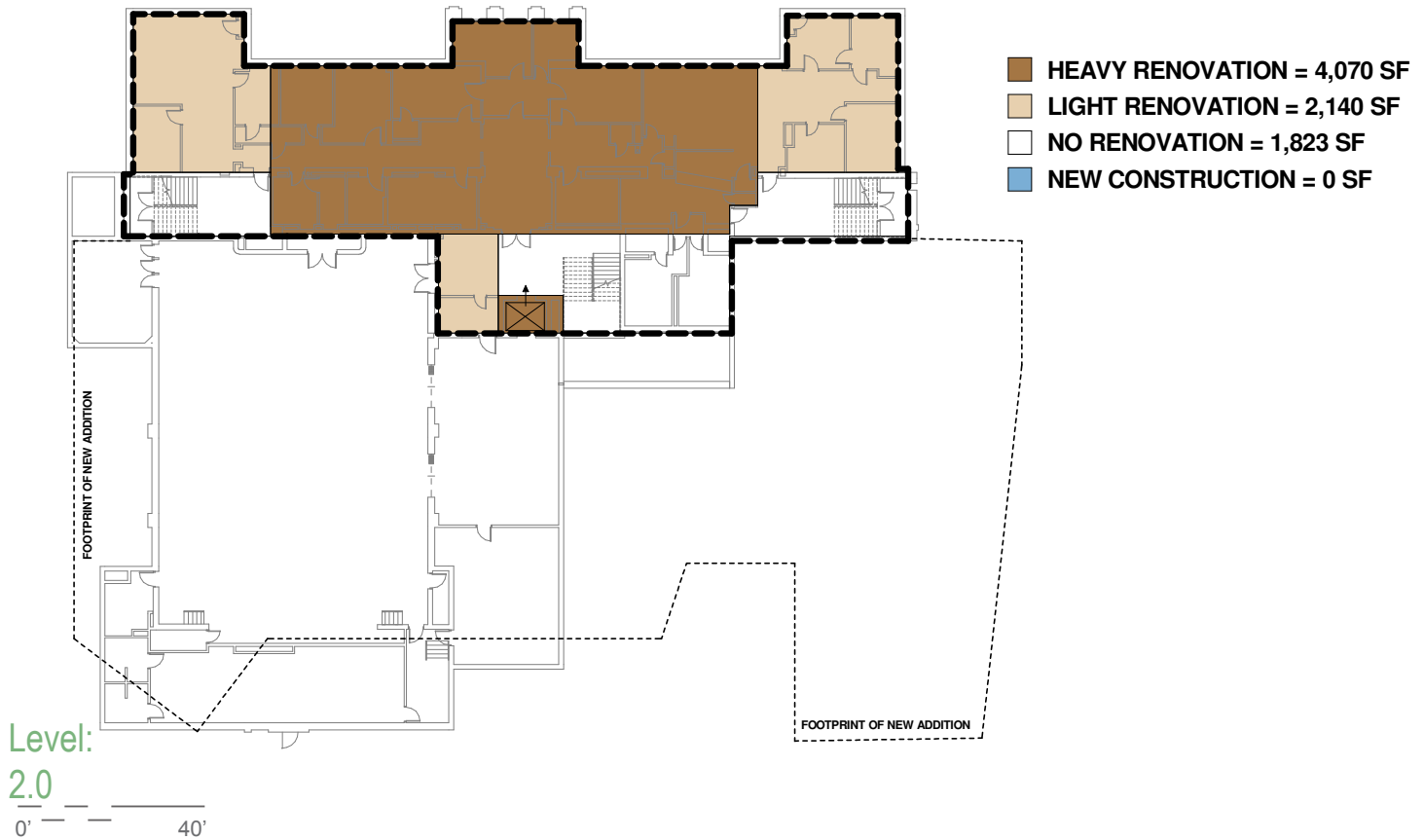


Level:
1.0/1.5

0' ——— 40'

Site Evaluation/Design Concept Diagrams

Option 2B: 65,353sf total: 37,307sf (new) & 14,277sf (renovated)



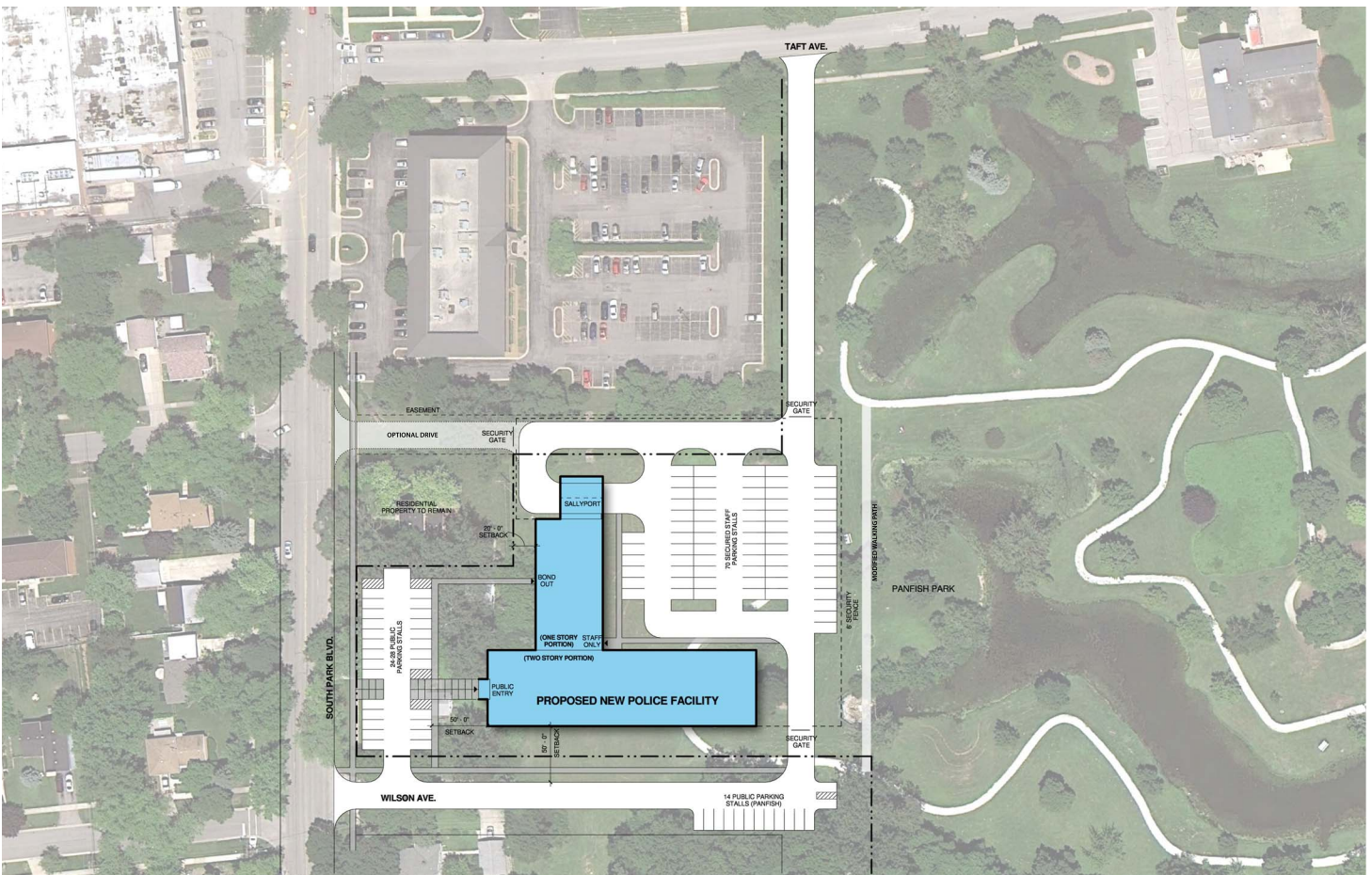
Option 4B: 81,988sf total: 37,000sf (new) & 22,533sf (renovated)



Schemes 4B (Panfish Park site) explores a new 2 story with basement police station on this new 3 acre site. Planning on this new site allows for some tighter efficiencies and utilization as compared to all the constraints on the existing site. A benefit to this scheme is staging. Both Police & Village Hall operations could remain uninterrupted until the Police were ready to move into their new building. Once this happens, the Village would have more flexibility in staging different areas of the Village Hall renovation within the existing building and over time if needed. The Panfish Park access drive from Wilson would be improved as would trailhead parking. Some of the western trail path would have to be modified.

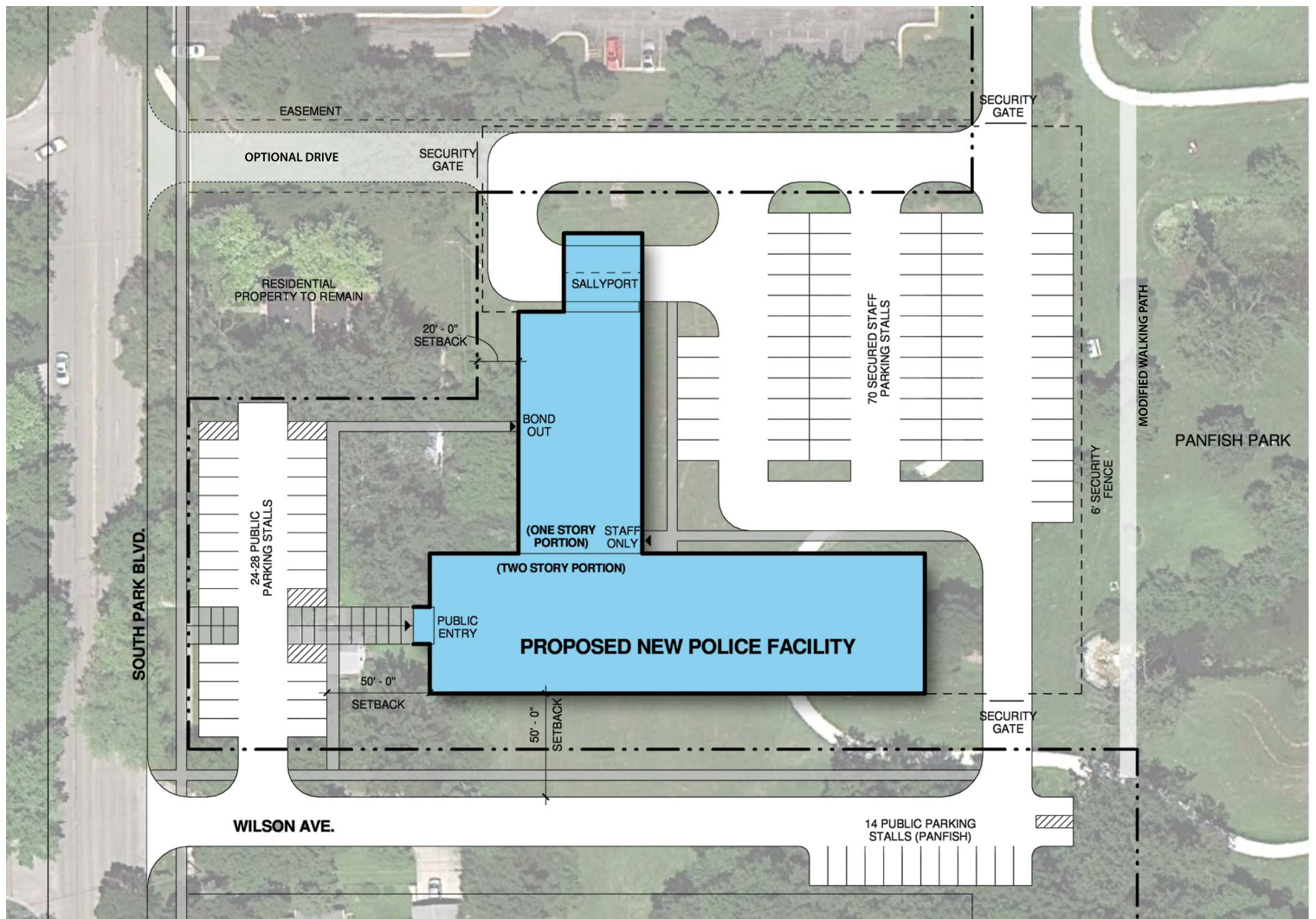
Site Level:

1.0 0' 160'



Site Evaluation/Design Concept Diagrams

Option 4B: 81,988sf total: 37,000sf (new) & 22,533sf (renovated)

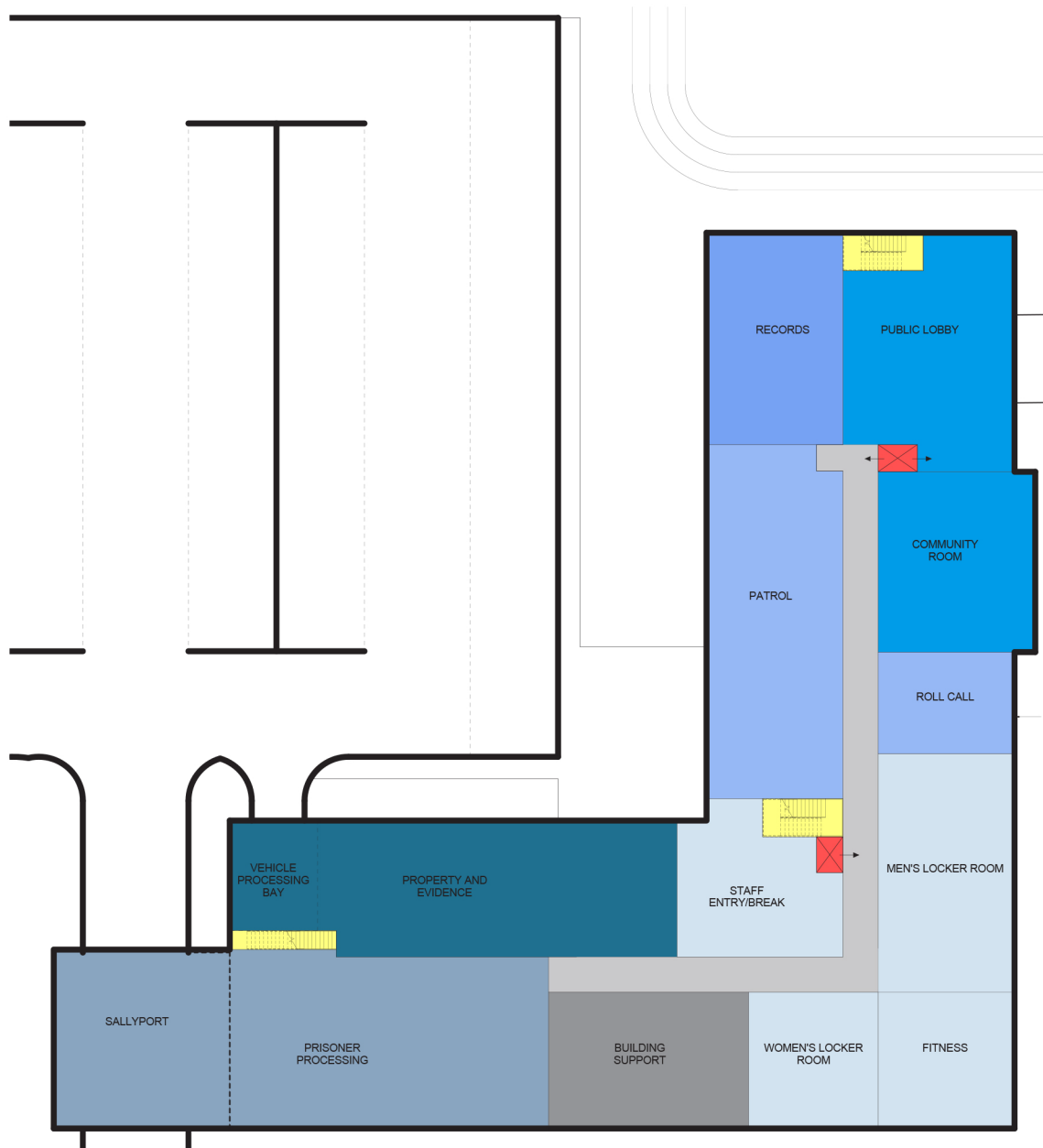


Site Level:

1.0 0' 80'

Site Evaluation/Design Concept Diagrams

Option 4B: 81,988sf total: 37,000sf (new) & 22,533sf (renovated)



Level:
1.0

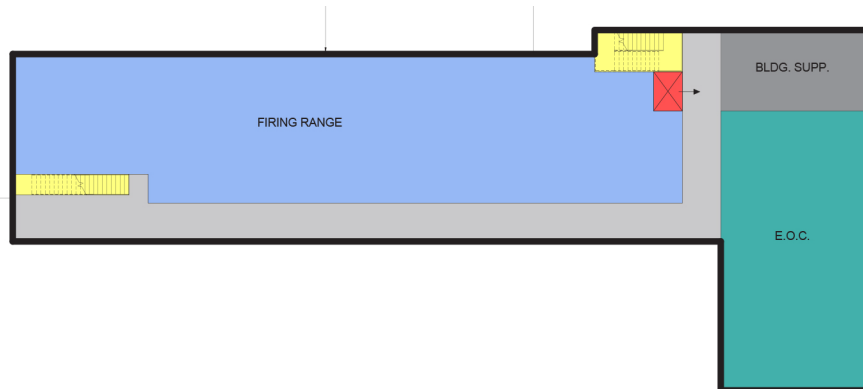
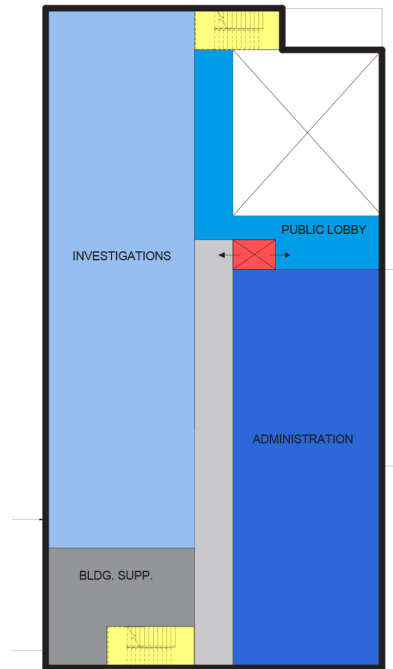
Site Evaluation/Design Concept Diagrams

Option 4B: 81,988sf total: 37,000sf (new) & 22,533sf (renovated)

These floor plans shapes don't match the latest site plan building footprint. However, they can still be referenced as stacking diagrams to see which program spaces will go on which levels. The only program space shown on these plans that is no longer in the program is a dedicated community room. The EOC could double as a community meeting space from time to time.

Level:
2.0

0' ——— 40'

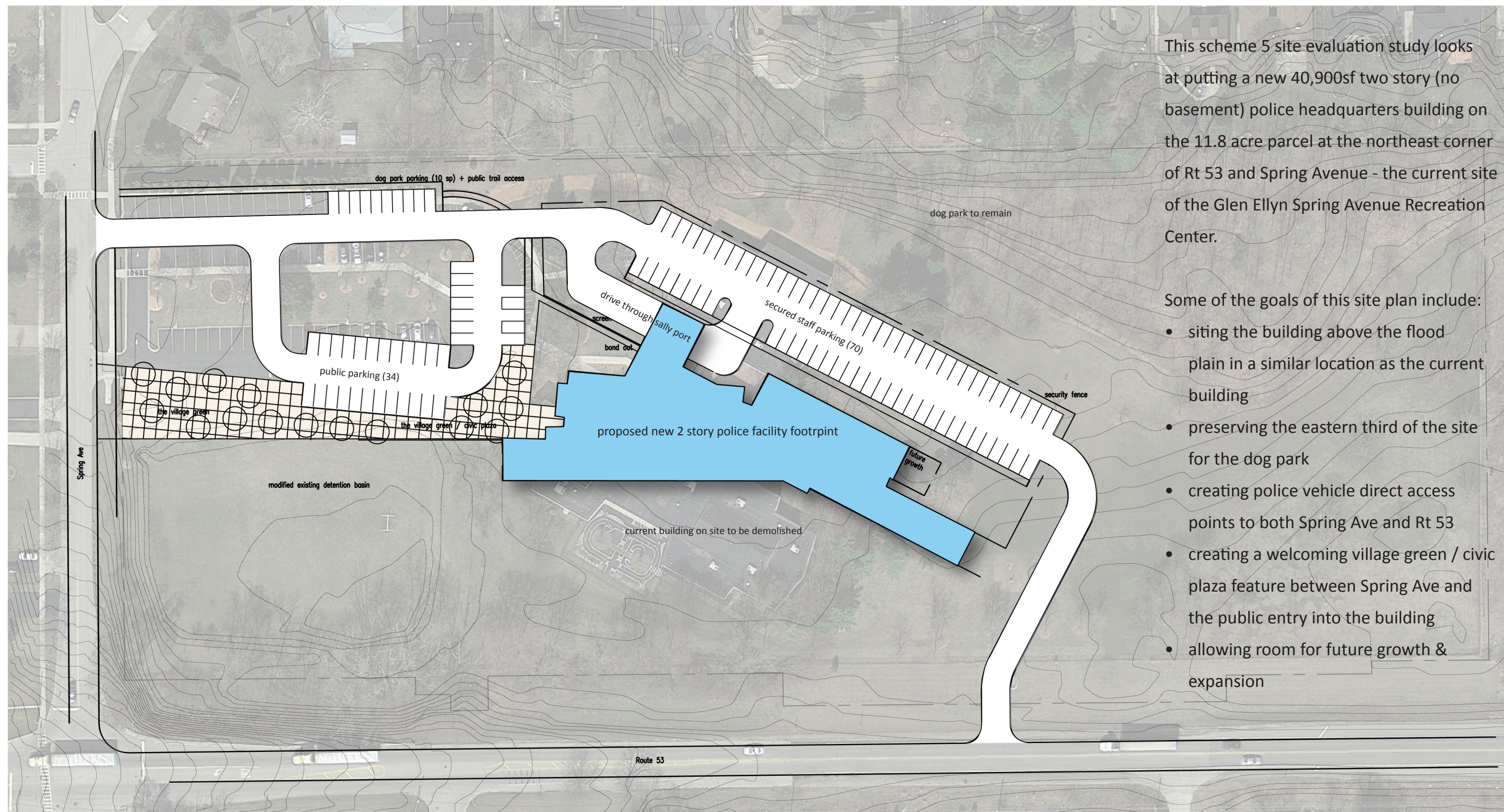


Level:
0.0

0' ——— 40'

Site Evaluation / Design Concept Diagrams

Scheme 4C: 81,988sf total: 37,000sf (new) & 22,533sf (renovation)

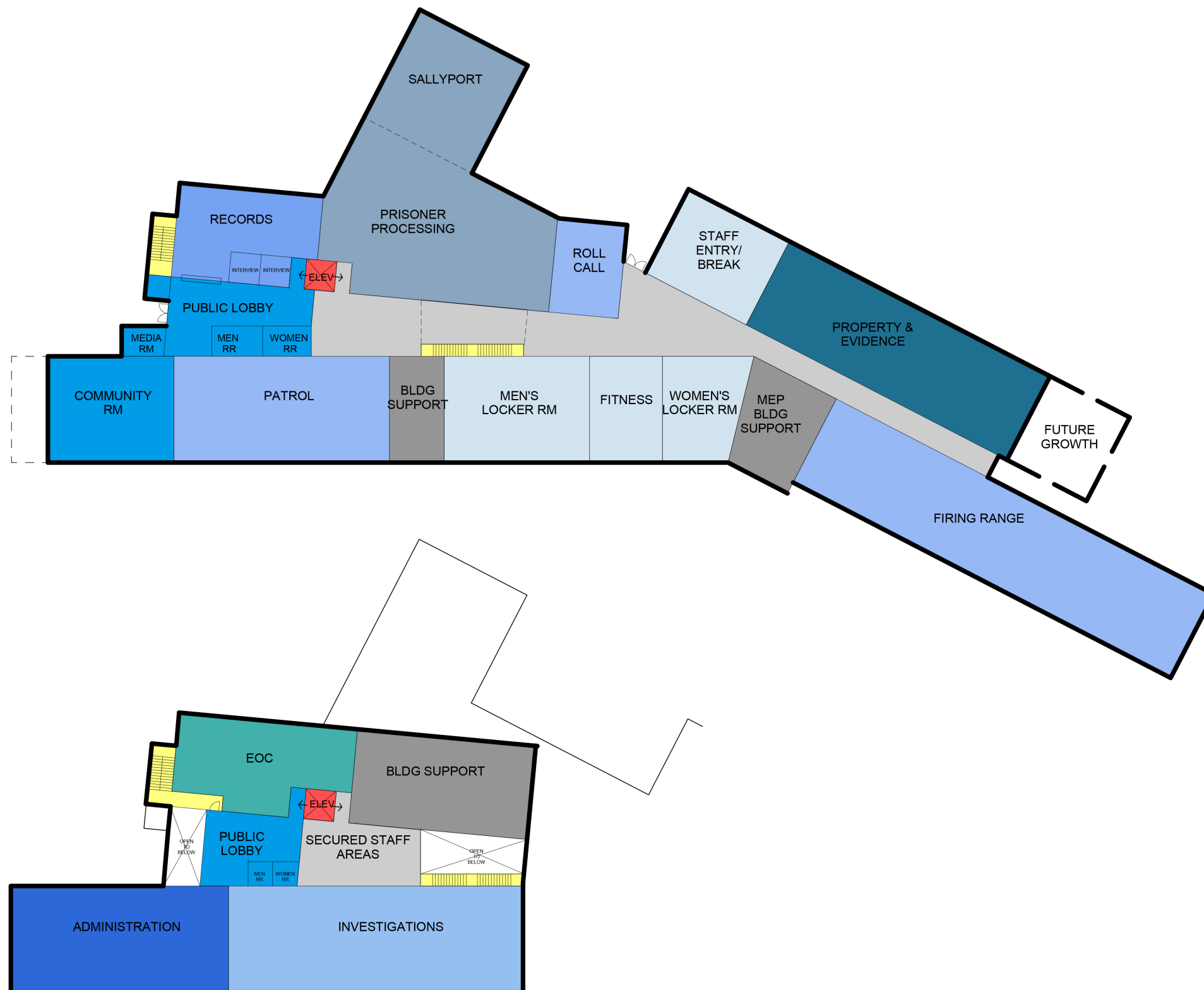


siteplan concept

0' — 80'

Site Evaluation / Design Concept Diagrams

Scheme 4C: 81,988sf total: 37,000sf (new) & 22,533sf (renovation)

first floor diagram
0' ——— 40'second floor diagram
0' ——— 40'