



CITY OF GENEVA

FACILITIES MASTER PLAN

SUBMITTED TO:
City of Geneva
22 South 1st Street
Geneva, Illinois 60134

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EXECUTIVE SUMMARY



EXECUTIVE SUMMARY



INTRODUCTION

FGM Architects Inc. (FGMA) assisted the City of Geneva with the preparation of a Facilities Master Plan for several of the City's facilities including City Hall, Police Station, Fire Station 1, Fire Station 2, and the Public Works Facility. The Facilities Master Plan also includes the recently purchased former Library building located directly west of City Hall. The City previously completed Facility Condition Assessments for the Geneva Generation Facility, Water Treatment Plant, and Wastewater Treatment Plant, and are included in the Master Plan by reference only.

The primary goals of the Facilities Master Plan are to address the following concerns:

- Being a historic community has its challenges, with some facilities and infrastructure dating back two centuries. The facilities included in this Master Plan range in age from 23 to 117 years old.
- The significant infrastructure challenges and dated facilities make it harder to provide the level of service the community expects.
- Safety, security, and accessibility are challenged by the existing conditions.
- Morale is negatively impacted within each department due to inefficient and/or substandard working conditions, making it difficult to attract and retain quality staff.



SUMMARY

The Facilities Master Plan takes into consideration the City's current and anticipated future needs for space and the organizational use of such space necessary for the cost effective and efficient operation of City government. The FGMA Team utilized record documents provided by the City, including previously prepared reports, facility assessments, and programmatic needs data, and completed surveys, tours of the existing facilities, and interviews with key stakeholders.

Following a review of the data and development of preliminary concepts, FGMA collaborated with the City in a series of meetings to review priorities and concepts. FGMA worked closely with the City and key stakeholders to facilitate a process to gain consensus on a preferred master plan strategy or group of strategies, with the following approach:

- Provide creative and thoughtful solutions.
- Provide consistency across departments.
- Recognize the need to maintain services and operations throughout implementation of projects.

Assessment and Recommendations

In developing an assessment and recommendations, the existing facilities were reviewed with respect to the following key considerations:

- **Program Requirements:** Each of the long-standing buildings do not provide fundamental programmatic requirements and do not meet the space and operational needs of those who work in them. City Hall, the Police Station, and Fire Station 2 are two to three times smaller than similar facilities providing similar services with an appropriate program.
- **Existing Conditions:** Despite the best efforts of the City over the years while utilizing available funding, each of the facilities need significant attention in terms of repairs, replacement, or enhanced maintenance plans.
- **Accessibility:** Complete accessibility for state and local governments is a higher level of standard than for other public buildings. Due to the age of the structures and locations within the City, most do not meet fundamental access requirements for public facilities. City Hall, as the most forward facing, is very deficient in this regard.



- **Security:** The safety and security of both the community and City Staff is of the utmost importance. Physical security concerns at each of the facilities were a key consideration identified during the Master Planning process and significant enhancements are recommended.
- **Equality:** Gender diversity is trending upwards in public safety roles, including police and fire departments. Providing facilities that address gender equality is a primary goal for the new facilities and renovations recommended herein.
- **Resiliency:** Resiliency includes safety and wellness for occupants, for which the current facilities are lacking. Addressing the need for secure spaces during storms and tornados is important. Wellness rooms and similar spaces for City staff and first responders are becoming must-have spaces.
- **Sustainability:** The City has been good stewards in maintaining its buildings and implementing sustainable initiatives. Moving forward, projects should focus on enhancing a resilient approach to providing City services.
- **Historic:** One of the challenges is maintaining the historic character of Geneva while embracing progressive developments. While renovating the historic structures may have limitations and certain constraints, it also offers an opportunity to provide a roadmap for other developments in the City.

In summary, based on the analysis completed, there are significant considerations for the City in terms of accessibility, safety and security issues; lost productivity, low morale, and the ability to attract and retain staff due to poor working conditions; and perhaps most importantly, a hampered ability to render required, expected, and excellent City services.



PRIORITIES

Stakeholder and Community Input

Following a review of the draft Facilities Master Plan, FGMA engaged with the City and its Community Engagement process that garnered preliminary feedback on the need to improve city-owned facilities. There was consistent messaging from both city staff and the community, as summarized below:

- There is an immediate need for a new Police Station as further summarized within this report.
- Modernization and infrastructure improvements are needed at other City facilities as further summarized within this report.
- The City shall provide safe, secure, accessible and effective work environments.
- The Facilities Master Plan should be completed as soon as possible to address deferred maintenance, deficiencies within city facilities, and to be fiscally responsible.
- Implementation of the Facilities Master Plan has the opportunity to support other developments within the city.
- Projects should reinforce the City as a good steward with a focus on the environment.
- Projects should maintain the historic character of City facilities.

Based on the Community Engagement process, the top areas of concern include the following:

- Upgrades and improvements to existing infrastructure and mechanical / electrical / plumbing systems at City facilities.
- Safety, security, and accessibility.
- Historical preservation.
- Technology upgrades to assist with city services.



Assessment and Recommendations

While each of the items identified in this Facilities Master Plan and the previously completed Facilities Condition Assessments are important to meeting the goal of providing excellent public service, available funding requires prioritization and a phased approach. The recommendations are based on the following priorities:

- **Must-Do:** Items in this category are required as minimum program requirements with respect to new facilities, additions, and/or significant renovations. This category also includes capital improvement items to address accessibility, current codes or ordinances, necessary maintenance, and health and life safety items.
- **Should-Do:** Items in this category would be considered best practices with respect to program requirements for the new facilities, additions, and/or significant renovations. These items are those in addition to or an increase in fundamental program elements in the Must-Do category and are recommended based on available funding.
- **Nice-to-Do:** Items in this category are betterments or additional programmatic elements that would only be recommended if there was available funding.

PROJECT SUMMARY

The following is a summary of the recommended projects for each facility summarized by priority. A detailed program summary is provided in Appendix A.

Police Department

- **Must-Do:** A new 45,000 SF Police Station located on the existing Public Works Site on South Street, limited to the must-do program requirements. This would likely not include should-do items such as an indoor firing range, larger training facilities, or indoor parking for squad vehicles.
- **Should-Do:** The three primary elements include an indoor evidence garage for vehicle processing, a 4,000 SF indoor firing range for state-mandated training, and a 3,700 SF indoor parking garage for 8-10 police vehicles for officer safety and efficiency as well as to extend the life of city assets.
- **Nice-to-Do:** Expanding on the three primary elements, adding a second bay to the indoor evidence garage for vehicle storage, a 8,000 SF indoor firing range for state-mandated training, and a 7,500 SF indoor parking garage for each of the current police vehicles with room for growth (up to 23 vehicles).



City Hall and Library

- **Must-Do:** A Civic Center redevelopment project that includes selective demolition of the north and east additions and historic renovations to the original turn of the century library building, reducing the size of the building to the original 4,000 square feet. Renovations to City Hall include a 15,000 SF addition to connect the existing facilities and the must-do program requirements. The additional benefits in maintaining these two historically significant structures in Downtown Geneva are the centralized services for the community, complete accessibility, and improved facilities for City staff.
- **Should-Do:** A full lower level under the 15,000 SF addition, providing space for future expansion and/or the Should-Do programmatic requirements that include offices, meeting / collaboration space, and staff support.
- **Nice-to-Do:** The interior build-out of the 15,000 SF addition for the Should-Do and Nice-to-Do programmatic requirements that include offices, meeting / collaboration space, and staff support.
- **Additional Considerations:** The City could consider a phased approach to the Civic Center Redevelopment Project. The initial phase would include selective demolition of the north and east additions and historic renovations to the original turn of the century library building. The Library would be reduced in size to the original 4,000 square feet. The second phase would include a 15,000 SF addition to connecting the existing facilities and completion of prioritized Must-Do, Should-Do and/or Nice-to-Do items, as funds are available.

Fire Department – Fire Station 1 – Headquarters

- **Must-Do: Ongoing maintenance and** first priority items including exterior improvements, equipment upgrades, and mechanical, electrical, plumbing system upgrades.
- **Should-Do:** Second priority items including interior renovations to address staff support and firefighter living quarters.
- **Nice-to-Do:** West side or north side addition to provide additional meeting and training space. The space could be available to the community for public use.
- **Additional Considerations:** First and second priority items are all recommended to be completed over the next ten years. Projects could be completed in phases over the next five to ten years based on the recommendation to increase spending for capital improvement projects and available funding.



Fire Department – Fire Station 2 – West Side

- **Must-Do:** A new 20,000 SF Fire Station located east of the existing fire station on city-owned property. The new facility would be similar to Fire Station 1 for consistency and would include three (3) double-depth apparatus bays and the must-do programmatic requirements.
- **Should-Do:** The addition of a fourth double-depth apparatus bay to accommodate storage needs and future growth.
- **Nice-to-Do:** Additional exterior training spaces to support state mandated training requirements.
- **Additional Considerations:** The proposed site is currently part of the neighborhood stormwater management system and additional study may be required to confirm the feasibility of building on this site.

Public Works:

- **Must-Do:** Site improvements and site security along with first-priority capital improvement projects and interior renovations.
- **Should-Do:** New covered storage including 3-sided open storage facilities at west and south yards, along with second-priority capital improvement projects.
- **Nice-to-Do:** Third-priority capital improvement projects including improvements to salt storage facility.
- **Additional Considerations:** First, second and third priority items are all recommended to be completed over the next ten years. Increased spending on capital improvement projects to address Must-Do and Should-Do items at Public Works, including site improvements, site security, interior renovations, and MEP system upgrades.



PROJECT COSTS AND RECOMMENDATIONS

Spending on capital improvements related to the existing facilities over the last several years has been averaging between \$1.0M to \$2.0M annually. Moving forward, significant additional funds will be required to address the needs identified. The good news is that the City does not currently have any general fund debt. The challenges related to project funding are that the City has limited cash reserves and a limit to its bonding authority of approximately \$100M.

Recognizing the challenges of implementing the recommendations with respect to local tax increases to residents, the benefit of tackling the high priority projects sooner rather than later can be reflected in the cost of the work. Escalation has been trending at 4.0 to 5.0 percent annually in the construction industry, meaning that \$100 million today would equal as much as \$128.0 million if deferred by five years or \$163.0 million if deferred 10 years.

The total estimated project costs to address each of the identified Must-Do, Should-Do, and Nice-to-Do items is \$178,650,000. Project costs are based on projects starting in March 2026 and include construction costs (cost of the work) including construction contingency and owner's costs (soft costs) that include professional services fees, furnishings, fixtures and equipment (FF&E), design contingency, and owner's project contingency. A summary is provided below and additional breakdown provided in Appendix C.

The next step is to develop an implementation plan to prioritize projects, programmatic requirements, and approach to completing the recommended improvements. Escalation at the rate of approximately 5 percent annually shall be considered when reviewing timeframes for completing the work.

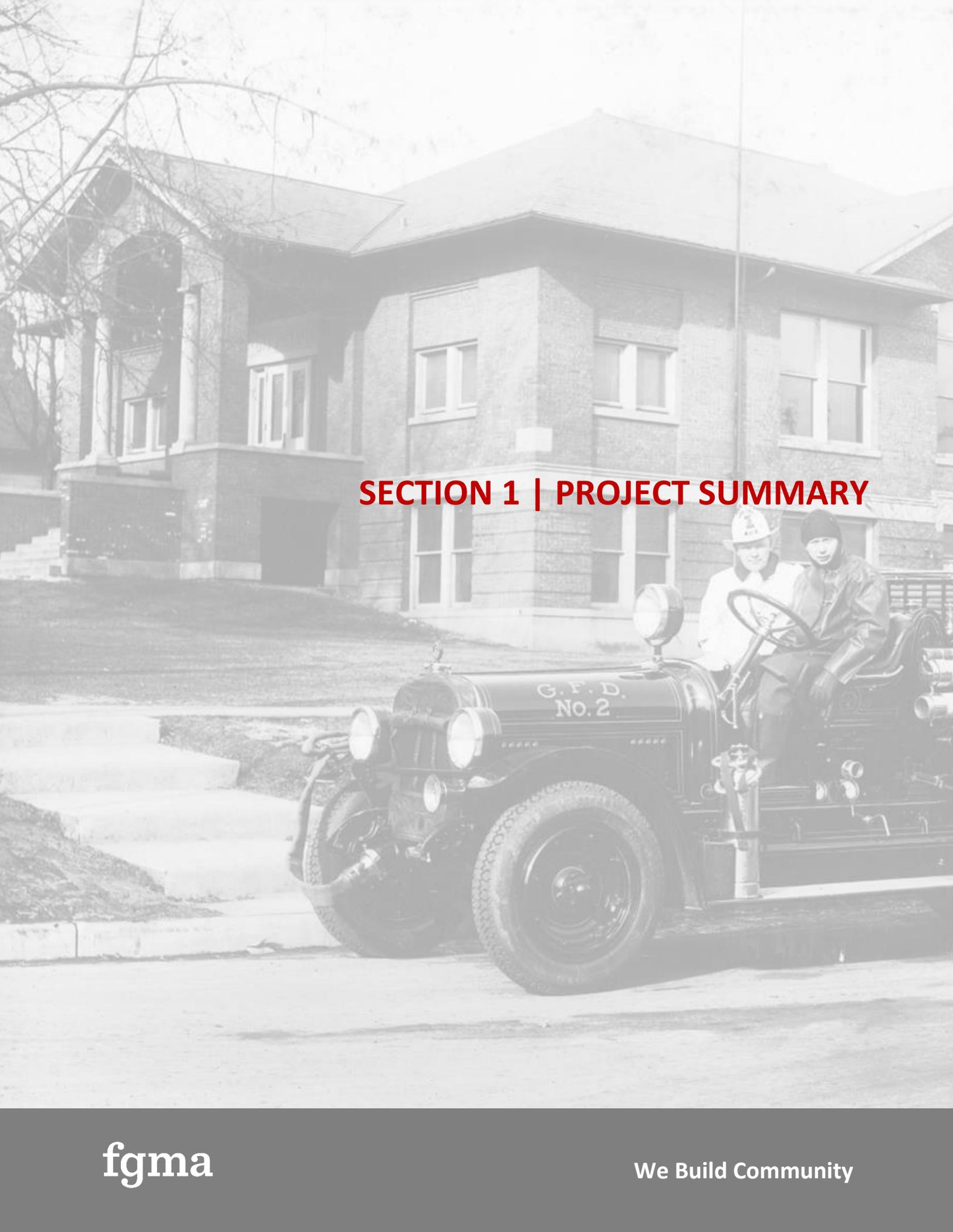
In addition, increasing the capital improvements budget from \$1.0M to \$2.0M to \$5.0M to \$6.0M annually is recommended. This approach will help to address the many deferred maintenance items, interior renovations, and replacement of systems nearing the end of their useful service life.



PROJECT COST SUMMARY

The Table below provides an overview of the recommendations for each facility by priority. Project costs are based on projects starting in March 2026 and construction starting in March 2027. Additional Project Cost Summaries are included in Appendix C.

Facility	Must-Do	Should-Do (Add to Must-Do)	Nice-to-Do (Add to Should-Do)
New Police Department	New 45,000 SF Police Station on Public Works site	Indoor firing range, indoor parking for 8-10 vehicles	Larger indoor firing range and indoor parking for 23 vehicles
Construction Costs	\$38,500,000	\$9,000,000	\$2,700,000
Owner's Costs	\$9,300,000	\$2,100,000	\$600,000
Estimated Project Costs	\$47,800,000	\$11,100,000	\$3,300,000
City Hall and Library Redevelopment	Maintain original 4,000 SF Library and 15,000 SF addition to connect Library to City Hall	Construct lower level of 15,000 SF addition.	Interior buildout of lower level of 15,000 SF addition.
Construction Costs	\$28,500,000	\$1,800,000	\$1,800,000
Owner's Costs	\$6,900,000	\$400,000	\$400,000
Estimated Project Costs	\$35,400,000	\$2,200,000	\$2,200,000
Fire Station 1	Ongoing maintenance and upgrades to existing systems	Interior renovations to address staff support and firefighter living quarters	Addition to provide additional meeting and training space
Construction Costs	\$6,700,000	\$1,300,000	\$4,600,000
Owner's Costs	\$1,700,000	\$300,000	\$1,100,000
Estimated Project Costs	\$8,400,000	\$1,600,000	\$5,700,000
New Fire Station 2	New Fire Station 2 with three (3) full double-depth bays	One (1) additional full length double bay	Additional sitework for training pad(s)
Construction Costs	\$15,900,000	\$1,300,000	\$500,000
Owner's Costs	\$3,850,000	\$300,000	\$100,000
Estimated Project Costs	\$19,750,000	\$1,600,000	\$600,000
Public Works	Site improvements and site security along with first-priority capital improvement projects	Covered vehicle and equipment storage along with second-priority capital improvement projects	Third-priority capital improvement projects including improvements to salt storage facility
Construction Costs	\$17,000,000	\$8,200,000	\$5,900,000
Owner's Costs	\$4,100,000	\$1,900,000	\$1,400,000
Estimated Project Costs	\$21,100,000	\$10,100,000	\$7,300,000
Subtotal Project Costs	\$132,950,000	\$26,600,000	\$19,100,000
TOTAL PROJECT COSTS		\$178,650,000	



SECTION 1 | PROJECT SUMMARY



SECTION 1.0 | PROJECT SUMMARY

PROJECT UNDERSTANDING

The primary goal of the Facilities Master Plan is to ensure that the City is positioned well to take the next steps necessary to improve the City-owned facilities. Previous versions of the City's Strategic Plan have emphasized excellent municipal services as a key priority. In addition, there is strong consideration for keeping key City services in the downtown area, for both convenience and exposure.

The following is an overview of the Project Team:

- FGM Architects Inc. (FGMA): As the Architect of Record and Prime Consultant, FGMA provided project management, architectural, and master planning services for the project.
- TERRA Engineering Inc. (TERRA): TERRA assisted with civil engineering and aided with site assessments providing feedback on possible stormwater impact, utility impacts, comments on geotechnical data, and site maneuvering for equipment/vehicles.
- Leopardo Companies, Inc. (Leopardo): Leopardo provided cost consulting as well as input into the feasibility, construction, phasing, and schedule for recommended projects.

PROJECT GOALS AND OBJECTIVES

For every project, it is important to establish clear goals which will be utilized to guide the direction of the solutions and decisions throughout the project. The following Preliminary Goals and Objectives were identified by the City in the Project Kick-Off Meeting:

Project Goals

- The primary goal of the Facilities Master Plan is to ensure that the City is positioned well to take the next steps necessary to maintain and improve the City-owned facilities that enable the City to continue delivering critical services.
- To align with the City's Strategic Plan, the Facilities Master Plan shall emphasize excellent municipal services as a key priority.
- Incorporate the strong consideration for keeping key City services in the downtown area, for both convenience and exposure, and maintain significant historic structures.



Project Objectives

The Facilities Master Plan will provide options for improvements and/or replacement of existing facilities. Priorities are initially presented as must-do, should-do, and nice-to-do based on key considerations. The financial impact will be of critical importance, so budgets are presented for each of the options identified. From a cost perspective, options include the following categories:

- Renovations to the existing facilities.
- Additions and renovations.
- New construction.

FACILITIES INCLUDED AS PART OF THE FACILITIES MASTER PLAN

The following City facilities are included as part of the Facilities Master Plan. Previous assessments have been completed for the Geneva Generation Facility, Wastewater Treatment Plant, and Water Treatment Plant and they are included in the Master Plan by reference.

- City Hall / Library: Maintaining the historic character of the two buildings is important. There are opportunities create new fully accessible spaces for City services. Accessibility, access, and parking in the downtown area remain key aspects of the Master Plan.
- Police Station: The current facility does not meet current needs and new facility is a high priority for the City. The current site has been reviewed, and several potential new sites have been considered as part of the Master Plan.
- Fire Station 1: This newer facility does not have any immediate needs, but long-term plans have been considered as part of the Master Plan.
- Fire Station 2: The current facility is undersized and does not meet current needs. Confirmation of program requirements and development of options for renovation, expansion, or relocation have been developed as part of the Master Plan.
- Public Works Facility: The existing facility meets the basic needs of the department but there is a lot of room for improvement. The facility serves a lot of needs for the City and the Master Plan explored operational and functional issues.



METHODOLOGY OF APPROACH

Methodology

FGMA obtained information for this study through data and documents provided and through a series of interviews and discussions with staff. Information was gathered and then analyzed to determine each department's space needs requirements and/or facility deficiencies that need to be addressed.

For the City Hall, Police, Fire, and Public Works Departments, information was gathered and then analyzed to determine each department's space needs requirements. The analysis was then summarized into a projection of space requirements called a Program Statement. The Program Statements, located in each facilities section of this report, are the final product of the needs analysis portion of the study.

For each facility, operational deficiencies were identified and are included in each facilities section of this report.

While this study was performed in a very collaborative manner with staff members, FGMA consistently reviewed space requests and operating assumptions to ensure that the recommended space size allotments reflect accurate needs.

PHASE 1 – ANALYSIS AND EVALUATION

Project Kick-Off Meeting

FGMA facilitated a project Kick-Off Meeting to establish the project goals by which the City will measure the project's success upon completion. To produce an effective analysis, FGMA believes that we must delve into key desires and concerns for the analysis. At the Kick-Off Meeting:

- Developed the project's goals. These are overarching goals that helped drive the direction of solutions and project decisions.
- Identified questions that must be answered as part of this study.
- Identified key stakeholders to be interviewed to garner information for the space needs analysis.
- Confirmed the initial project schedule.
- Identified potential dates for public input and City Council meetings.
- Set a date/frequency for regular review meetings to keep the project moving at an enthusiastic and appropriate pace.



Data Collection

As part of the master planning process, the FGMA team reviewed copies of record documents provided by the City, including the previously completed Facilities Condition Assessments, Programming Needs Reports, and other relevant information. The following is a summary of documentation reviewed:

- City of Geneva Strategic Plan, prepared by the Strategic Plan Advisory Committee, adopted October 15, 2018 and revised December 6, 2021.
- City of Geneva, Geneva Fire Department Strategic Plan 2021.
- Facility Condition Assessments prepared by Studio GC, dated October 18, 2021.
- City of Geneva, 2017 Key Themes Report & Engagement Summary prepared by the Strategic Plan Advisory Committee along with Thomas P. Miller & Associates, dated November 2017.
- City of Geneva, 2021 Comprehensive Drainage Study prepared by WBK Engineering dated August 29, 2022 with respect to potential sites for development.
- City of Geneva, Organizational Analysis and Service Delivery Review, prepared by Voorhees Associates, LLC, dated February 2013.
- City of Geneva, Historic Preservation Plan, dated November 17, 2008.
- City of Geneva, Comprehensive Plan prepared by Trkla, Pettigrew, Allend & Payne, dated April 2003.
- Copies of Record Drawings for the former Library building.

Site Analysis

The FGMA Team performed a site analysis for each existing location identified above. In addition, the FGMA Team reviewed potential new sites for expansion and/or relocation of required facilities. Properties included sites both owned and not owned by the City for potential redevelopment. The proposed sites were previously reviewed by the City and considered by the FGMA Team, specifically related to a location for a new Police Station. Copies of the preliminary assessments are included in the Appendix.



Site Visits and Confirmation of Existing Conditions

Following a review of the Facilities Condition Assessments provided by the City, the FGMA Team performed a site walk-through of each of the existing buildings to confirm the existing conditions and observe visible elements and systems outlined in the Facilities Condition Assessment, prepared by others.

This report summarizes previous findings along with documented shortcomings of the facilities with regards to space, operations, efficiencies, etc.

Meetings with Key Stakeholders

As part of each site visit, the FGMA Team met with representatives of the City to review and discuss issues with the facilities and their operations. In advance of the meetings, preliminary survey questionnaires were distributed to spark the conversation. Interviews included confirmation of the programmatic needs based on current and future operations. The responses to the survey questions and summaries of interviews with stakeholders are included in Section 2 of this Facilities Master Plan.

Space Needs Assessment and Report

The Facilities Master Plan included a space needs assessment based on existing floor plans and programming meetings with each department. As part of the process, the preliminary summary of findings was presented to the City Leadership Committee for input on how to best move forward. The primary goal of the presentation was to ensure that key stakeholders and constituents understand how the previously identified deficiencies and the space needs of each facility impact the health, safety, accessibility, and operations of these key facilities.

The Facilities Master Plan includes a summary of current spaces use, operations, and staffing for each facility with area (square foot) summaries for comparison. The Program Summary is included as Appendix A.

PHASE 2 – FACILITIES MASTER PLAN

Potential Solution Development

Based on the review of existing data, site visits, interviews with key stakeholders and an understanding of the space needs requirements of each facility, FGMA developed two to three conceptual solutions on how to address the needs of each facility. The options include renovations, additions, and/or new facilities. This work is performed interactively with significant input from the City.



Conceptual Design

FGMA prepared preliminary diagrams, conceptual site plans, conceptual floor plans, and building sketches for the recommended improvements. Concepts developed for each site are diagrammatic in nature and graphically illustrate potential solutions. Conceptual plans are intended to be visual representations of the building programs and illustrate the proposed layout, flow, and access for operations.

Budgeting

Based on the conceptual diagrams and plans, the FGMA Team that includes Leopardo Companies, Inc. prepared preliminary opinions of probable construction costs to assist the City in preparing project budgets for each facility and a summary of the total budget. Project budgets typically include hard costs (construction costs) and soft costs (Owner's costs including fees, furniture, fixtures, equipment, contingencies, etc.). Based on input from the City, final Project Budgets may include escalation for inflation and similar impacts on costs.

Preliminary Facilities Master Plan

From information gathered and generated, FGMA prepared a preliminary Facilities Master Plan that details the methodology, findings, and recommendations, and issue to the City for review.

FGMA will attend a review meeting with the City to address questions and comments. FGMA will incorporate suggested revisions into a final Facilities Master Plan suitable for presentation to City Council.

Prioritization, Schedules, and Phasing

Based on input received from City Council, the FGMA Team worked with the City to prioritize the recommended projects based on the information available, including conceptual plans and project budgets, and prepared preliminary project schedules based on short-term and long-term objectives.

Final Facilities Master Plan

FGMA made a presentation of findings and recommendations to City Council and incorporated responses to comments into a final Facilities Master Plan.



SECTION 1.1 | EXISTING CONDITIONS SUMMARY

GENERAL

Despite the best efforts of the City over the years to address the challenges of working within the existing facilities, and a “make it work” approach, the City is at a risk for liability related to accessibility, safety, and security issues; lost productivity, low morale, and the ability to attract and retain staff due to poor working conditions; and perhaps most importantly, a hampered ability to render required, expected, and excellent City services. The following is a high-level overview of the operational constraints of each Department.

City Hall

City Hall is located at 22 South First Street and was constructed in 1912. The two-story building is approximately 12,700 square feet in size and is home to key City Services and Council Chamber. There are two separate public entrances to the building, from the east and south. The primary public entrance is on the Lower Level and the front desk is not manned full-time. Despite signage, residents and visitors are often misdirected. There is limited security or separation from the public in both the first floor and second floor lobbies. Perhaps the greatest challenge, and one of the highest exposures for liability for the City, is that the building, and specifically the Council Chamber, is not accessible to the whole community.

The existing building presents organizational challenges as departments are not homogenous and are spread throughout the building. Finance is in a separate building across the street, creating a sense of isolation. There is a lack of privacy between Departments, which restricts some conversations or meetings. Internally, circulation is challenging, spaces are undersized, offices are inconsistent in size, with some as part of the circulation path, and restrooms are not adequate in number or size. The last interior renovation was completed approximately fifteen (15) years ago. Mechanical, electrical, and plumbing systems are not commercial grade and are nearing the end of their useful service lives.

Parking for visitors, especially during public meetings, is one of the larger challenges. For City staff, there are twenty (20) staff spaces in the parking lot on the southwest corner of South 1st Street and West State Street and thirteen (13) staff parking spaces, including one (1) accessible space, in the alley between City Hall and the Library. Public parking includes a limited number of street parking spots in front of the building on both sides of James Street and the west side of South 1st Street.



Library

The former library building, located at 127 James Street, was originally constructed in 1908 and finished with a donation from Andrew Carnegie. There have been three additions to the original building in 1938, 1986, and 1998. Based on information from the City, the Craftsman architectural style is enhanced by stone exterior chimneys and Tudor half-timbering with stucco. Stone for the original part of the building is from the Batavia quarry. The building has been vacant since the opening of the new library in July 2020. The intention of keeping either the library building or property active for public use is consistent with the City Council's vision for the facility.

Now owned by the City, the existing facility is in poor condition and will require a significant amount of work as part of any renovation. The exterior envelope, including masonry, windows, and roofing are each in need of repair or replacement. The newest mechanical, electrical, and plumbing systems are at the end of their useful service life and will need replacement. The fire sprinkler system in a portion of the building recently froze and burst, damaging some of the interior finishes in the original portion of the building.

As part of this Facilities Master Plan, a wide range of options were considered for the redevelopment of the City Hall and Library site. Based on the primary goal of keeping City services downtown, the option selected includes renovation of both facilities with an addition that connects the two buildings, providing accessible access to the public-facing divisions as well as the Council Chamber. The remaining site areas could be redeveloped into public plazas to support the wide range of downtown events and activities.

Police Department

The Police Station is located at 20 Police Plaza, directly east of City Hall. The two-story building is approximately 21,500 square feet in size, comprised of three buildings built at separate times, approximately 1915, 1953, and 1987. There have been several renovations in the 1960's, 1970's, 1980's and early 2000's. Based on information provided within the previously completed Facilities Condition Assessment, the building has been home to the Fire Department, the Public Works Department, Tri-Com Central Dispatch, and now the Police Department and Finance Department.

In the development of this report, it became clear that the existing building is working against the Police Department. Not only is the building too small, but the design of the building is negatively affecting the Police Department's operations. The building is woefully undersized in comparison with facilities for similar municipalities and inadequate to meet current operational and training needs. Mechanical, electrical, and plumbing systems are at the end of their useful service life and need significant repair or replacement. There is consensus within the City that a new Police Station is required.



There are several reasons why additional space is required, and they can be categorized into three main areas:

- **Police Operations have Changed:** There are spaces that do not exist for modern policing, including training, chain of custody for evidence processing and storage, and equitable spaces for each gender.
- **Existing Spaces are Inadequate:** Required spaces do not exist and many existing spaces are no longer adequate to meet current needs. As policing has changed, workspaces no longer meet operational requirements.
- **Wellness Spaces:** Spaces that promote mental and physical wellness have been of great importance in the past ten years. Research has shown that police officers are negatively affected by the stress of their jobs which includes early onset dementia, obesity, diabetes, and shorter lifespans. To help promote wellness, spaces that promote stress relief, physical fitness, and camaraderie are now included in modern police facilities. The spaces include specially designed quiet rooms for de-stressing, physical fitness facilities, break areas, and common space that allows for interaction with peers.

In addition to impacting the Police Department's objective of providing the City with the highest level of law enforcement services possible, the current condition of the Police Station is presenting the City with an increased risk of liability on several fronts:

- **Information Technology:** The head-end equipment for the City's data network is located on the upper level of the Police Department. The room is not very secure, the emergency generator is in poor condition, and there is limited or no battery back-up. An outage would impact most if not all City Services as well as the recording of police information required by law.
- **Operations:** The building is designed in a segregated, compartmentalized manner which negatively affects communication and sharing of information throughout the department, critical for effective policing. There are deficiencies in the sallyport, booking, holding, evidence, and other key spaces.
- **Radio Tower Location:** The current location of the existing radio tower is problematic. A police station is considered a critical facility and having a radio antenna next to the building is considered a hazard. The best practices are to have the building outside of the fall zone of the radio tower.

A new facility meeting current requirements with provisions for future growth has been identified as the highest priority for the City. As part of this Facilities Master Plan, several options were considered, which were narrowed down to a primary option for the City-owned site located directly east of the Public Works facility. The new station could be constructed while the existing facility remains fully operational. Once



completed, the existing station site could be redeveloped by the City or sold to a private developer.

Fire Department

The Department is housed in two facilities and there is an overarching goal to provide equity between the two stations. While the size of the department is not anticipated to increase significantly, considerations should be made as part of any renovation or new construction to include space for recruits and/or paramedic students.

- Fire Station 1, also referred to as the Headquarters and/or East Side Fire Station, is located at 200 East Side Drive. The single-story building with partial lower level is approximately 24,600 square feet in size. The facility was opened in 2002, is in good condition, and generally meets current needs. However, an exterior stair enclosure and interior renovations to the administrative offices, bunk rooms, locker rooms, training areas, and support spaces are recommended. The building and major mechanical, electrical, and plumbing systems are nearing the end of their useful life. There are no significant revisions or updates required immediately, but plans should be developed for systematic upgrades to the existing facilities over the next 5 to 10 years.
- Fire Station 2, also referred to as the West Side Fire Station, is located west of Randall Road at 2530 Fargo Boulevard. The single-story building is approximately 8,350 square feet in size and was opened in 1993. The facility is severely undersized and does not meet current operational needs as the fundamental requirements for fire station design have changed significantly since that time. The two (2) apparatus bays are inadequately sized and cannot properly function as drive through bays, limiting operational efficiency. Other spaces are dated, and major systems are at or near the end of their useful service life. There is no administrative space due to lack of space within the building and fitness facilities are in a detached garage, that was not intended for this use. Lastly, the facility does not meet current accessibility requirements for visitors and staff.

The Fire Stations are in commercial / residential transition areas and the sites have security issues as staff parking areas are easily accessible to pedestrians and vehicles. Operationally, there are limited decontamination areas and inadequate buffers between the hot zones and cold zones to help reduce the transmission of carcinogens. This may present long-term health risks to the firefighters and staff in the fire stations.

There is consensus within the City that a new Fire Station 2 is required. As part of this Facilities Master Plan, several options were considered, which were narrowed down to a primary option for the City-owned site located directly east of the current station. The new station could be constructed while the existing facility remains fully operational.



Once completed, the existing site could be either incorporated into the stormwater management system for the surrounding neighborhood and/or sold for redevelopment.

Public Works Department

The Geneva Public Works Department is located southwest of downtown at 1800 South Street. The large facility is made of three primary structures – the front administrative building, the north half of the garage that includes a vehicle maintenance garage, and the south half of the garage. Offices and support spaces for the three main divisions are in the middle of the garages with a mezzanine that runs the length of the building providing additional storage. There is limited stair access to the mezzanine and no elevator access, which severely restricts its use. Storage rooms on this level support not only Public Works, but other City departments.

The administrative wing has significant deficiencies with the heating, ventilation, and air conditioning (HVAC) systems as well as the roofing systems that provide for an inadequate interior environment. Throughout the expansive facility, staff spaces that include locker rooms, break areas, and shared spaces are severely deficient and do not meet current standards, contributing to the difficulty in attracting and retaining employees.

The site includes visitor parking and storage yard access on the north, staff parking on the east side of the facility, and large storage yards on the south and west sides. Site access and security are primary considerations for any planned improvements. The lack of adequate site security puts the City's inventory of materials and equipment at risk. The lack of building security exposes the City and its staff to various risks.

A new facility to meet current needs is highly infeasible due to cost. Significant interior and exterior improvements along with system upgrades are required to bring the existing building and site up to contemporary standards. Due to the size of the facility, recommended improvements to the infrastructure, exterior envelope, and mechanical, electrical, and plumbing systems cost more than similar improvements to smaller City-owned buildings.



HISTORIC CONSIDERATIONS

One of the challenges from a planning standpoint is maintaining the historic character of Geneva while embracing progressive developments. While renovating the historic structures may have limitations and certain constraints, it also offers an opportunity to demonstrate how to effectively provide contemporary functions within a historic facility as a roadmap for other developments in the City.

City Hall

As stated in the previously completed Facilities Condition Assessment and based on additional information reviewed in the preparation of this report, City Hall is a prominent historical feature within the city fabric. The existing facility has significant importance to the City as the early location of key city services. The building and the neighboring Library are located within the City of Geneva's Historic District, which also falls under the U.S. Department of Interior.

Library

The previously completed Facilities Condition Assessment did not include the Library as part of its study, but the turn-of-the-century building is equally important to the City. Officially listed as a Carnegie Library, there is a strong desire to return the original portion of the building to its original condition.

Police Station

The Police Station, as previously stated in the completed Facilities Condition Assessment, is comprised of three separate buildings built at separate times.

- Building A – North Section: The original building is believed to have been built around 1915 and used to be home to Ekdahl's Ford Agency and Garage.
- Building B – Middle Section: The middle section of the building was dedicated on April 28, 1953, and wrapped around the original building.
- Building C – South Section. This portion of the station is believed to have been added in the 1980's when the Police Department first moved to the lower level.

The existing facility is located within the City of Geneva's Historic District, which also falls under the U.S. Department of Interior. The building has been home to the Fire Department, the Public Works Department, Tri-Com Central Dispatch, and now the Police Department and Finance Department. While the original buildings and police station addition are not of historic significance, any renovations or additions are subject to the City's historic review process.



Fire Station 1

As stated in the previously completed Facilities Condition Assessment, due to the age of the building and location, there are no historical considerations that should be considered.

Fire Station 2

As stated in the previously completed Facilities Condition Assessment, due to the age of the building and location, there are no historical considerations that should be considered.

Public Works

As stated in the previously completed Facilities Condition Assessment, due to the age of the building and location, there are no historical considerations that should be considered.

RESILIENCY

Safety

Geneva is a high-risk area for tornados. According to records, the largest tornado in the Geneva area was an F5 in 1990 that caused 350 injuries and 29 deaths.

There are no dedicated storm shelters for any of the City-owned facilities and considerations should be made to include facilities that meet building code requirements for Standard for the Design and Construction of Storm Shelters.

Sustainability

The City of Geneva has a responsibility to be good stewards of its resources and has previously achieved many sustainable initiatives. The following is a brief summary of initiatives currently in place related to both facilities and City services:

- **Leadership:** Partnered with other local governments to achieve efficiency and sustainability.
- **Climate:** Developed a resiliency plan to protect assets, public health, and provide essential services through natural and man-made disasters.
- **Energy:** Implemented energy efficiency measures that have a short-term payback (i.e. lighting occupancy sensors). Installed and operates renewable energy systems at municipal facilities.



- **Water:** Operates an efficient water utility that delivers clean, healthful, water. Ensures drinking and wastewater systems are operating efficiently. Supports programs to reduce consumption.
- **Land:** Enacted and enforces land use policies that protect valuable natural assets and support resiliency. Maintains beautiful landscapes and streetscapes to enhance gateways, business districts and important public spaces.
- **Mobility:** Provided bicycle parking at most municipal facilities, business districts and transit stations and in neighborhoods.
- **Municipal Operations:** Extended useful life of physical assets.

There are many additional initiatives that are ongoing or in-progress by the City with a focus on the community and surrounding regions. While the actions outlined above are admirable, ongoing maintenance of facilities that have outlived their useful life and/or are no longer sustainable are a key aspect of this report.

OTHER CONSIDERATIONS

Environmental

No environmental investigation was conducted as part of this Master Planning process. Due to the age of some of the facilities, confirmation with respect to the presence of asbestos containing materials (ACM) and/or lead based coatings should be considered.

Traffic and Parking

No traffic or parking studies were conducted as part of this Master Planning process but comments and/or parking considerations have been included as part of the concepts and options developed.



PRIORITIES

Despite the best efforts of the City over the years while utilizing available funding, each of the facilities need significant attention in terms of repairs, replacement, or enhanced maintenance plans. While each of the items identified in the previously completed Facilities Condition Assessments and this Facilities Master Plan are important to meeting the goal of providing excellent public service, available funding requires prioritization and a phased approach. The recommendations are based on the following priorities:

- **Must Do:** Items in this category are required as minimum program requirements with respect to new facilities, additions, and/or significant renovations. This category also includes items to address accessibility, current building codes or ordinances, necessary maintenance, and health, life safety items.
- **Should Do:** Items in this category would be considered best practices for program requirements with respect to new facilities, additions, and/or significant renovations. These items are those in addition to or an increase in fundamental program elements in the Must-Do category.
- **Nice to Do:** Items in this category are betterments or additional programmatic elements that would only be recommended if there was available funding.



SECTION 1.2 | PROGRAMMATIC SUMMARY

GENERAL

Each of the long-standing facilities do not meet the space and operational needs of those who work in them, thus hampering the City’s ability to provide services to the community. Based on the meetings with stakeholders and best practices, a program summary was completed for each facility documenting current spaces and a recommended program based on need. The following is a summary of the program requirements, and a detailed program is included in Appendix A.

PROGRAMMATIC PRIORITIES

Like the recommendations for physical improvements to each facility, programmatic requirements also have priorities. While each of the items identified are important to meeting the goal of providing excellent public service, available funding requires prioritization and a phased approach. The recommendations are based on the following priorities:

- **Must Do:** Items in this category are required as minimum program requirements with respect to new facilities, additions, and/or significant renovations. These items are the basic essential program elements required to meet industry standards, certification requirements, or other defining criteria.
- **Should Do:** Items in this category would be considered best practices for program requirements with respect to new facilities, additions, and/or significant renovations. These items are those in addition to or an increase in fundamental program elements in the Must-Do category and are recommended based on available funding.
- **Nice to Do:** Items in this category are betterments or additional programmatic elements that would only be recommended if there was available funding.



PROGRAM SUMMARY

Facility	Existing Program	Proposed Program	Delta
Police Station	21,500 SF	59,000 SF	Indoor Parking Indoor Firing Range Right-Sized Facilities
City Hall	10,200 SF	20,000 SF	Council Chamber Meeting Rooms Offices
Fire Station 2	7,300 SF	20,800 SF	Apparatus Bays Staff Space Support Space
Fire Station 1	24,600 SF	27,770 SF	Battalion Chief Suite Operational Rooms Bunkrooms
Public Works	104,000 SF	149,800 SF	Meeting Room Break Room Outdoor Storage

As noted above, City Hall, the Police Station, and Fire Station 2 are two to three times smaller than similar facilities providing similar services with an appropriate program. There are must-do, should-do, and nice-to-do options within each of the programs and the numbers below reflect the full range of options for a new or renovated facility.

PROGRAM STATEMENTS

See Appendix B – Program Statements for a detailed breakdown of the areas summarized above.



SECTION 1.3 | SUMMARY OF OPTIONS

CONCEPTUAL SOLUTION DEVELOPMENT

FGMA developed conceptual solutions addressing the needs of each facility. The options include renovations and additions. For potential new facilities, the size of the property has been identified. Solution explorations in the form of conceptual site plan and building sketches. Conceptual plans are diagrammatic in nature and illustrate graphically potential solutions.

SUMMARY OF SITES CONSIDERED FOR REDEVELOPMENT

FGMA and the City analyzed multiple properties for possible redevelopment, including both City-owned and privately owned sites. The following is a summary of properties considered:

CITY OWNED

1800 South Street – East Half of Existing Public Works Site

- Size: Approximately 11.8 acres.
- Pros: The property is currently owned by the City and the location adjacent to the Public Works Facility would provide for potential efficiencies in operations.
- Cons: The site is not located on an arterial roadway which may impact convenient access for the community.

1700 Averill Road – East Half of Existing Power Generation Facility

- Size: Approximately 3.5 acres.
- Pros: The property is currently owned by the City.
- Cons: The site is likely too small for the proposed uses and limits future flexibility for the Geneva Generation Facility. The location on the east side of the City is less centralized than other potential sites. The site is not located on an arterial roadway which may impact convenient access for the community.



602 Crissey Avenue – South Half of Existing Wastewater Treatment Plant

- Size: Approximately 4.1 acres.
- Pros: The property is currently owned by the City, is centrally located on an arterial roadway, and is appropriately sized for redevelopment for City services.
- Cons: The site development may be cost prohibitive and redevelopment limits future flexibility for the wastewater treatment plant.

Northwest Corner of Keslinger Road and South Peck Road

- Size: To be Confirmed - Undeveloped Farmland
- Pros: The property is currently owned by the City, is centrally located on primary arterial roadways, and is appropriately sized for redevelopment for City services.
- Cons: The location on the west side of the City is less centralized. The site development may be cost prohibitive and redevelopment limits future flexibility for private developments.

PRIVATELY OWNED

Southeast Corner of Gary Lane and Sheilia Lane -ECO Strong Site

- Size: Approximately 6.56 acres.
- Pros: The location directly west and adjacent to the existing Public Works Facility would provide for potential efficiencies in operations. The central location, if redeveloped for City services (police, fire or city hall), would be a good community use.
- Cons: The property is not currently owned by the City and demolition of the existing warehouse would increase costs. The purchase would include the potential loss of commercial property and corresponding tax revenue. The site is not located on an arterial roadway which may impact convenient access for the community.



602 East State Street - Lou’s Sales & Service Site

- Size: Approximately 3.35 acres.
- Pros: The location on State Street south of Harrison Street is located on an arterial roadway and is centralized in town.
- Cons: The property is not currently owned by the City and is too small based on preliminary test fits.

Intersection of State Street and Kirk Road – Undeveloped Sites

- Size: Southwest corner is approximately 15.1 acres, southeast corner is approximately 6.84 acres, and northeast corner is approximately 3.93 acres.
- Pros: Two sites at the intersection are appropriately sized for redevelopment for City services. The location on two primary arterial roadways makes access convenient.
- Cons: The properties are not currently owned by the City and may not be of the highest and best use for the community. The location on the east side of the City is less centralized than other potential sites.

Southeast Corner of Averill Road and Dearborn Court

- Size: Approximately 9.5 acres.
- Pros: The site across the street from the Geneva Generation Facility is appropriately sized for redevelopment for City services.
- Cons: The property is not currently owned by the City and may not be of the highest and best use for the community. The location on the east side of the City is less centralized than other potential sites.

Southwest Corner of Averill Road and Kautz Road

- Size: Approximately 7.8 acres.
- Pros: The site is appropriately sized for redevelopment for City services and is located on an arterial roadway.
- Cons: The property is not currently owned by the City and may not be of the highest and best use for the community. The location on the east side of the City is less centralized than other potential sites.



Northeast corner of South 1st Steet and South 3rd Streets

- Size: Approximately 2.9 acres made up of 5 parcels including the former Duke & Lee’s Service Station and 3 smaller parcels to the east.
- Pros: The properties are centrally located on an arterial roadway.
- Cons: The property is not currently owned by the City and may not be of the highest and best use for the community. In addition, the site is likely too small for the proposed uses.

Northeast Corner of Richards Street and State Street

- Size: Approximately 2.3 acres.
- Pros: The property is centrally located on a primary arterial roadway.
- Cons: The property is not currently owned by the City and may not be of the highest and best use for the community. In addition, the site is likely too small for the proposed uses.

Mill Race Inn Property

- Size: Approximately 1.7 acres.
- Pros: The property is centrally located on primary arterial roadways.
- Cons: The property is not currently owned by the City and may not be of the highest and best use for the community. In addition, the site is likely too small for the proposed uses. Lastly, the location presents several logistical challenges. Site development may be cost prohibitive and redevelopment limits flexibility for private developments.

Due primarily to the additional cost and impact on schedule that acquiring a private site would incur, the concepts developed for this Facility Master Plan were limited to current City-owned properties.



CHALLENGES AND CONSTRAINTS

There are innumerable options available to address the operational and functional deficiencies of the existing facilities. To narrow the scope of the Master Plan, the Design Team, with input from the City, focused on properties currently owned by the City for potential redevelopment. This is specifically applicable to options developed for the Police Department, City Hall, and Fire Station 2.

For the downtown facilities that include the Police Department / Finance and City Hall, schemes related to the shared parking with the Herrington Inn and Spa may require additional study. In addition, modifications to Illinois Route 31 / South First Street, such as a crosswalk or roadway / intersection improvements, would require input from the State, which would require additional steps that may be prohibitive.

The other challenge with respect to any redevelopment connected to the downtown facilities is maintaining the historic character of downtown as well as what would be done if some of the City services moved out of downtown. In short, what would be done with the existing buildings and sites that remain?

Perhaps the greater challenge with the existing City Hall and Library facilities is with respect to accessibility for all and universal design. As stated above, in order to provide excellent City services, the residents and visitors must be able to access the staff and facilities without hesitation.

One additional consideration is the continuing trend towards online transactions for the Finance Department and Community Development Department. This puts less pressure on those departments needing a downtown presence. The location of the Leadership Team and Council Chamber remains predicated on a strong downtown presence.

For the Police Department, there is flexibility with respect to the location of a new facility based on the fact that there is a limited amount of public that come to the facility and the majority of staff are on patrol. A location central to the City is desired along with convenient access, complete accessibility, parking for visitors, and secure parking for officers and staff.

For the Fire Department, the location of Fire Station 1 east of downtown remains a strong presence. For options to redevelop Fire Station 2, proximity to the Randall Road corridor was deemed highly desirable. The primary challenge in potentially redeveloping the site directly east of the existing station is related to the stormwater management and detention system currently in place.



SECTION 1.4 | SUMMARY OF CONCEPTS

GENERAL

There was a myriad of options discussed with respect to improvements to the existing facilities. Concepts ranged from improvements on existing sites, other City-owned properties, and other properties within the City limits. Ultimately, direction from the City was to focus on existing sites and concepts for development on other City-owned properties. The following is a summary of the concepts developed:

City Hall and Library

- Option 1 – Renovate the entirety of the former Library (approximately 30,000 SF) to accommodate City Hall functions, including the Finance Department. The existing Library building includes adequate space for City functions with additional space for community functions. The two primary concerns are the amount of work required to address accessibility and historic restoration of the building and what would be done with the current City Hall. In addition, this option provides more space than the program demands (approximately 20,000 SF).
- Option 2 – Renovate a portion of the former Library (approximately 10,000 SF) to accommodate City Hall functions, including the Finance Department. Similar to Option 1, the two primary concerns are the amount of work required to address accessibility and historic restoration of the building and what would be done with the current City Hall.
- Option 3 – Demolish the Library and provide a 20,000 SF addition to the existing City Hall to accommodate City Hall functions, including the Finance Department.
- Option 4 – This option would demolish the later additions to the Library while maintaining the original turn of the century building at a size of approximately 4,000 SF. A new, at-grade connection between the Library and City Hall would accommodate City Hall functions, including the Finance Department. The existing Council Chamber would be restored to its original character as the renovations would provide for a fully accessible building. This option was deemed the most desirable by key stakeholders.



Other options considered for City Hall but deemed undesirable include the following:

- Option 5 – New City Hall on existing Police Department site. The existing Police Department site is owned by the City and appears to provide adequate space for a new Civic Center that could include both a new Police Station and City Hall with either a shared or separate entrances. The primary concern is with respect to parking for City Hall, the Police Station, and the adjacent hotel facility. The existing City Hall site could be retained for community purposes and the existing Library site could be sold for redevelopment.
- Option 6 – New City Hall on the existing Public Works site. Similar to Option 2, the existing site is owned by the City and appears to provide more than adequate space for a new Civic Center that could include both a new Police Station and City Hall with either shared or separate entrances. The pros of this solution is a new facility designed to meet the needs of the City that would be fully accessible to visitors and staff. The location outside of the downtown district could be considered a con. Similar to Option 2, The existing City Hall site could be retained for community purposes and the existing Library site could be sold for redevelopment.

Police Department

There was consensus that the existing Police Station is not suitable to meet current needs and the existing building is not suitable for renovation or expansion. Several options were developed for a new Police Station.

- Option 1 – As outlined in City Hall Option 5 above, a new Police Station could be located on the existing site as part of a new Civic Center. There would be short-term issues during the construction phase but the long-term solution of keeping the Police Department downtown may outweigh the challenges.
- Option 2 – As outlined in City Hall Option 6 above, and identified as most desirable by key stakeholders, a new Police Station could be located on the existing Public Works site as part of a redevelopment.
- Option 3 – A new Police Station could be located west of Randall Road as part of a redevelopment with Fire Station 2.



Fire Department

The Department is housed in two facilities and there is an overarching goal to provide equity between the two stations. While the size of the department is not anticipated to increase significantly, future considerations should include space for recruits and/or paramedic students.

Fire Station 1

- Fire Station 1, also referred to as the Headquarters and/or East Side Fire Station, is generally in good condition and is meeting current needs. The building was opened in 2002 and major systems are nearing the end of their useful life.
- There are no significant revisions or updates required immediately, but plans should be developed for systematic upgrades to the existing facilities over the next 5 to 10 years.

Fire Station 2

- Fire Station 2, also referred to as the West Side Fire Station, is undersized and does not meet current operational needs. The single-story building was opened in 1993 and the fundamental requirements for fire station design have changed significantly. The two (2) apparatus bays are inadequately sized and cannot properly function as drive through bays. Other spaces are dated, and major systems are at or near the end of their useful service life.
- There is consensus within the City that a new Fire Station 2 is required. As part of this Facilities Master Plan, several options were considered, which were narrowed down to a primary option for the City-owned site located directly east of the current station. A new Fire Station 2 as a stand-alone building on the site. The new station could be constructed while the existing facility remains fully operational. Once completed, the existing station site could be either incorporated into the stormwater management system for the surrounding neighborhood and/or sold for redevelopment.



Public Works Department

The Public Works facility is generally in fair condition and meets the basic operational needs of the various divisions. The options for improvements are tied more closely to long-term planning for the wide range of projects needed to enhance the existing facility.

- **Must Do Projects:** The highest priority is site Improvements to address access and site security. In addition, First Priority Capital Improvement Projects should be addressed.
- **Should-Do Projects:** As funds become available, interior renovations and Second Priority Capital Improvement Projects should be addressed. In addition, site improvement including covered storage (3-sided open storage at west yard and south yard) should be considered.
- **Nice-To-Do:** Ultimately, the Third Priority Capital Improvement Projects will need to be addressed as well as improvements to the existing salt storage facility. Planning and funding should be allocated to address each of the items above.



SECTION 1.5 | SUMMARY OF ANALYSIS

POLICE DEPARTMENT

Police Station | Summary

The existing two-story Police Station is 21,500 SF. The space need analysis determined that approximately 59,000 SF of space is necessary for the Police Department to operate effectively, planning for the long term which is defined as 30-plus years. This is a space deficit of 37,500 square feet, or more than two and a half times of the current facility (274%). While the increase incorporates space for some modest growth of the department, the primary reason why more space is required is because police operations have changed dramatically since the building was originally constructed. These changes include statutory (legal), technological, and procedural changes. The two largest areas of consideration are as follows:

- **Indoor Firing Range:** The department does not currently have an indoor range and is required to travel to other facilities for training. Operationally this is an issue as it requires additional time for travel, often overtime for training due to scheduling, and the need to cover shifts while training is completed off site.
- **Indoor and/or Covered Parking:** The department does not currently have any covered parking for patrol vehicles and very limited garage parking for specialty vehicles. The benefits of covered and/or indoor parking are tied to extending the life of the vehicles, access to vehicles while protected from the elements, and minimizing time required for clearing snow and ice during inclement weather.

Police Station | Existing Facility Summary

The existing Police Station ranges in age from 110 to 40 years old and is in varying states of fair to poor condition. Based on the previously completed Facilities Condition Assessment, tours and interviews conducted as part of this Facilities Master Plan, survey responses from City Council, and discussions with key stakeholders, there appears to be a consensus that a new Police Station is required to provide excellent City services.

Police Station | Conceptual Solutions and Budgets

There are several options available for a new Police Station and the following three were selected by the City during the planning process for further consideration. In each option below, there is space provided for both internal and external training events and meeting space. Depending on the option selected, some of this meeting space may be shareable with the joint facility. Each of the options are feasible and each have pros and cons:



- Option 1:** A new Police Station located on the existing downtown site as part of a redevelopment. There would be short-term issues during the construction phase but the long-term solution of keeping the Police Department downtown may outweigh the challenges. Secure parking for staff and efficiency of operations could be impacted by the site constraints. The need for structured parking significantly increases the costs compared to the other options.
- Option 2:** A new Police Station located on the existing Public Works site either as a standalone building or with either a new City Hall and/or Fire Station 2. This option takes advantage of City-owned property and makes the Police Station good addition to the existing campus. The existing site is centrally located between downtown and Randall Road, the two areas with the largest number of traffic incidents.
- Option 3:** A new Police Station be located west of Randall Road as part of a redevelopment either as a standalone building or with a new Fire Station 2. Like Option 2, this takes advantage of City-owned property and if partnered with a new Fire Station 2, could find efficiencies in building. The site is a bit remote from Downtown, which could be addressed with a satellite location in City Hall.

Police Station | Recommendations

The consensus recommendation is to provide a new Police Station as outlined in Option 2 above, as a standalone new facility. This option addresses the space needs requirements projecting 30 years into the future but at a higher cost than the other options, primarily related to the amount of site development required. To address the functional goals that were identified, the City will need to prioritize its overall facility needs and determine resources available.





CITY HALL AND LIBRARY

The existing City Hall and Library buildings were constructed at the turn of the century, are iconic to the City of Geneva, are anchors in the City's Central Historic District, which is listed on the National Register of Historic Places. As noted throughout this Facilities Master Plan, this presents challenges related to significant renovations or additions but provides opportunity for the City to demonstrate how to best implement a successful design approach to meet the current and future needs of the City.

An additional challenge may be temporary space required for City services during any significant renovation project. There may be phased opportunities to utilize the existing Police Station after their move to a new facility as part of a phase approach to upgrading City Facilities.

City Hall and Library | Existing Facility Summary

City Hall is in fair condition with many operational constraints and the existing Library is in poor condition, primarily due to its age. Both facilities have significant accessibility issues that do not support the overarching goal of providing excellent service to the community. A detailed summary is provided in Sections 2 and 3 of this report.

City Hall and Library | Conceptual Solutions and Budgets

Several options were considered as part of this Facilities Master Plan for a new or redeveloped City Hall.

- **Option 1:** Renovate the existing Library and relocate City Hall to this location. The pros are limited to the ample space available and the fact that the City currently owns the building. The challenge is that the program calls for approximately 20,000 SF of space and the Library has approximately 30,000 SF available. Combined with the existing City Hall, there is approximately 40,000 SF available. The cost of renovating this amount of space and/or abandoning the existing City Hall was not deemed feasible.
- **Option 2:** Related to Option 2 for the Police Department, a new City Hall could be located on the existing Public Works site as part of a redevelopment either as a standalone building or with either a new Police Station and/or Fire Station 2. This Option takes advantage of City-owned property and either as a standalone building or partnered with either a new Police Station and/or Fire Station 2, would be the anchor of a new City Campus.
- **Option 3:** Provide a 20,000 SF addition to the existing City Hall to provide additional program and support space as well as vertical circulation to address accessibility concerns. The pros include keeping City Services downtown and renovating the existing historic structure. The challenge is that the Library

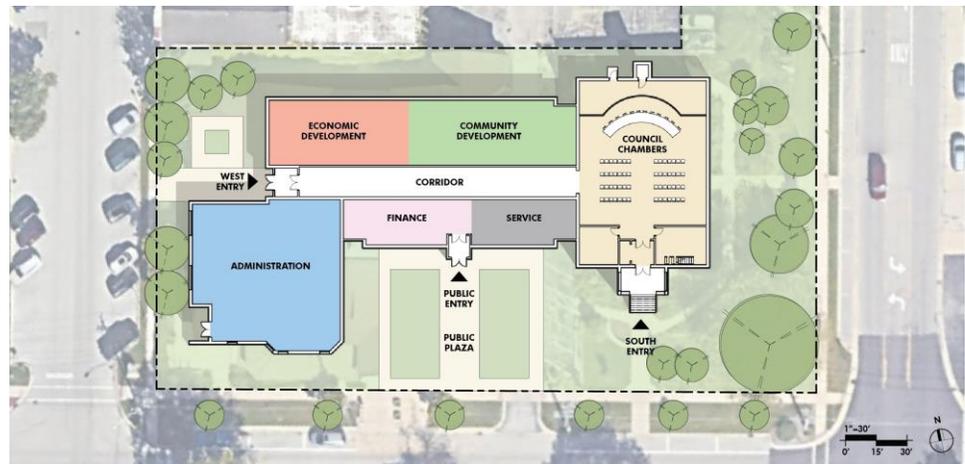


building would not be needed. This would provide for a potential sale or redevelopment, which was not deemed desirable by City Council and key stakeholders.

- **Option 4:** Provide selective demolition of approximately two-thirds of the library, restoring the original portion of the building to its configuration at the turn of the century. Provide a 15,000 SF addition to the existing City Hall to connect the two structures and create a new Civic Center with additional program and support space as well as vertical circulation to address accessibility concerns.

City Hall and Library | Recommendations

The consensus recommendation is to provide a new Civic Center as outlined in Option 4 above. This approach provides a fully accessible building with renovations and system upgrades to extend the life of the buildings another 40 to 50 years. See Appendix B for additional information.





FIRE DEPARTMENT

FIRE STATION 1 | HEADQUARTERS

The existing building area is 24,600 SF. If a brand-new facility was being provided, the space needs analysis finds that 27,770 SF of space would be necessary for the Fire Department to operate effectively, including planning for the long term which is defined as 30-plus years plus. Based on this analysis, there is a space deficit of approximately 3,170 SF. More space is required to address the major space and operational issues that were identified for the training, administration, men’s and women’s bunkrooms, and apparatus bay space. This increase also incorporates space for future flexibility.

Fire Station 1 | Existing Facility Summary

Even though Fire Station 1 is in good condition, there are items in need to be addressed in a capital maintenance program. A detailed summary is provided in Sections 2 and 3 of this report.

Fire Station 1 | Conceptual Solutions and Budgets

- **Must Do:** Capital improvements to the exterior envelope, including a roof replacement and enclosure of the west exterior stairwell to the Lower Level should be implemented as soon as possible. Each of the heating, ventilating and air-conditioning (HVAC) systems are original to the building and the vast majority of the equipment is nearing the end of its useful life. A capital plan should be in place to replace systems over the next 5 to 10 years.
- **Should Do:** To the extent funds are available, interior renovations to address the operational concerns related to the administrative suite, Battalion Chief, operational, and residential areas of the building to meet current requirements should be planned for. To address sustainability concerns and to help reduce energy consumption, lighting should be upgraded to LED fixtures with daylighting and occupancy controls.
- **Nice to Do:** If funds are available, additional outdoor training space should be provided.

Fire Station 1 | Recommendations

The City should continue with regular maintenance and consider contracting for inspection and maintenance contracts for key systems and components, including roofing, elevators, and mechanical, electrical, and plumbing systems. Systematic replacement of systems nearing the end of their useful service lives should be budgeted for and funds set aside as part of a capital improvements plan.



FIRE STATION 2

The existing building area is 8,348 SF. If a brand-new facility was being provided, the space needs analysis finds that 20,800 SF of space would be necessary for the Fire Department to operate effectively, including planning for the long term which is defined as 30-plus years plus. Based on this analysis, there is a space deficit of approximately 12,450 SF. This is a deficit of 249%, or two and a half times the size of the existing fire station. More space is required to address the major space and operational issues that were identified for the training, administration, men’s and women’s bunkrooms, and apparatus bay space. This increase also incorporates space for future flexibility.

Fire Station 2 | Existing Facility Summary

The following summary is based on the previously completed Facilities Condition Assessment and tours completed by the FGMA Team as part of this Report. Even though Fire Station 2 is in fair condition, there are items in need to be addressed in a capital maintenance program.

Fire Station 2 | Conceptual Solutions and Budgets

Based on survey responses from City Council and discussions with key stakeholders, there appears to be a consensus that a new Fire Station 2 is required to provide excellent City services.

There are several options available for a new Fire Station 2 and the following three were selected by the City for further consideration. In each option below, there is space provided for both internal and external training events as well as meeting space.

- **Option 1:** A new Fire Station 2 located directly east of the existing station on City-owned property. The station could be constructed as a standalone building or as part of a redevelopment with a new Police Station.
- **Option 2:** A new Fire Station 2 located on the existing Public Works site as part of a redevelopment either as a standalone building or with either a new City Hall and/or Police Station.
- **Option 3:** The option of a significant addition and/or addition to the existing facility is not recommended due to the site constraints, considerable cost of remodeling, and the need to keep the facility fully operational during construction.



Fire Station 2 | Recommendations

The consensus recommendation is to provide a new Fire Station 2 on the existing City-owned site directly east of the existing station on Fargo Boulevard. The recommended option addresses the space needs requirements projecting 30 years into the future but at a substantial cost. To address the functional goals identified, the City will need to prioritize its overall facility needs and determine resources available. See Appendix B for additional information.



PUBLIC WORKS

Public Works | Summary

The existing Public Works Facility is approximately 104,000 square feet, comprising of the north administrative building, north garage, and south garage. If a brand-new facility was being provided, the space needs analysis finds that 149,800 square feet of space would be necessary for the various Department to operate effectively, including planning for the long term which is defined as 30-plus years plus. Based on this analysis, there is a space deficit of approximately 45,800 square feet. More space is required to address the major space and operational issues that were identified for the training room, men’s and women’s locker rooms, and other shared spaces. This increase also incorporates space for future flexibility.

Public Works | Existing Facility Summary

The existing facility is 40 to 50 years old, and many systems and components are at or past the end of their useful service life. There are many issues related to the existing site including site access, site security, parking, and traffic flow. A detailed summary is provided in Sections 2 and 3 of this report.



Public Works | Conceptual Solutions and Budgets

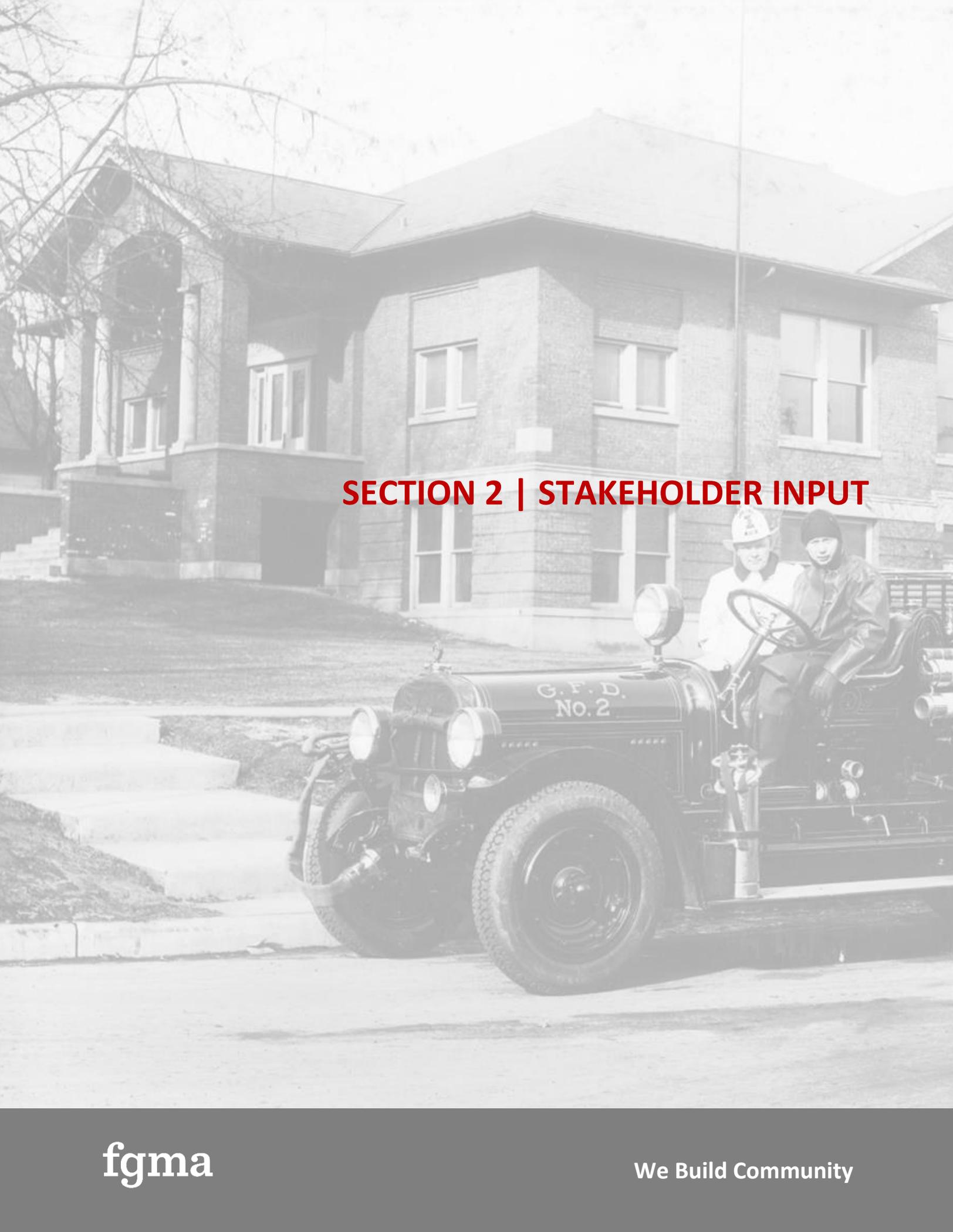
Due to the size of the facility when compared to City Hall, the Fire Stations, or Police Station, costs are significantly higher for similar scopes of work. An option for phased redevelopment of the existing site to first construct a new Public Works facility on the east half, demolish the existing facility, and then construct the new Police Station on the west half of the site was considered, but the costs far exceeded the feasibility.

- **Must Do:** The list of first priority projects should be completed in the next 1-5 years. Each of the heating, ventilating and air-conditioning (HVAC) systems are original to the building and the vast majority of the equipment is nearing the end of its useful life. A capital plan should be in place to replace systems over the next 5 to 10 years.
- **Should Do:** The list of second priority projects should be completed in the next 5-10 years. To address sustainability concerns and to help reduce energy consumption, lighting should be upgraded to LED fixtures with daylighting and occupancy controls.
- **Nice to Do:** Items in this category are recommended to the extent additional funding is available.

Public Works | Recommendations

The City should continue with regular maintenance and consider contracting for inspection and maintenance contracts for key systems and components, including roofing and mechanical, electrical, and plumbing systems. Systematic replacement of systems nearing the end of their useful service lives should be budgeted for and funds set aside as part of a capital improvements plan.





SECTION 2 | STAKEHOLDER INPUT



SECTION 2.0 | STAKEHOLDER INPUT

MEETINGS WITH KEY STAKEHOLDERS

The FGMA Team met with representatives of the City to review and discuss issues regarding the facilities and their operations. In advance of the meetings, preliminary survey questionnaires were distributed to spark the conversation. Interviews included confirmation of the programmatic needs based on current and future operations.

In addition, six (6) questions were sent to the City Council for input and twelve (12) anonymous responses were received.

SUMMARY OF COUNCIL SURVEYS

The following is a summary of the responses received, and a complete reporting of the survey responses is included in the Appendix.

1. What is your short-term vision for the City of Geneva?

There was a general consensus that each of the existing City facilities were in need of modernization and that there should be a focus on creating spaces that provide comfortable and effective work environments for City staff. There should be a focus on facilities that help to attract and retain City employees.

From a facilities standpoint, it was agreed that the immediate need was for a new Police Station, at a location to be determined, followed closely by the need for improvements related to accessibility.

2. What is your long-term vision for the City?

The overall vision appears to be consistent with a focus on completing items identified in the Facilities Master Plan, completing other public and private developments, all while strengthening the historic character of Geneva.

There were several comments focused on ensuring that the City remains a good steward of both its assets and the environment. Perhaps best stated as the City being a leader with respect to sustainability in both its facilities and operations.



3. Do you foresee any changes to City services in the future?

Most agreed that there would likely be limited changes to traditional City services in the near future due to the limited growth opportunities. Changes are likely to come in the form of energy, electricity, and industrial developments within the City and surrounding region.

The responses took another opportunity to stress the need for spaces that provide better work environments for staff and fully accessible spaces for the public. Providing appropriately sized meeting spaces and offices remained at the forefront of the response.

4. What are your goals for this facilities master planning project?

The primary goal of the Facilities Master Plan is to have a useful tool that clearly outlines the options, feasibility, costs, and steps necessary to implement capital expenditures that will benefit the City and its ability to continue to provide excellent City Services.

5. Are there specific ideas you have about the following facilities (this could include location, use, etc.): City Hall, Former Library Building, Police Facility, Fire Station 1 (Headquarters), Fire Station 2, Public Works?

The input from this question was consistent with the many discussions had with key stakeholders interviewed as part of the project. Ensuring that new and/or significantly renovated facilities follow current energy codes and sustainable initiatives are key considerations. The following summarizes discussions about specific facilities:

- **City Hall / Library:** There is a strong desire to keep key City services downtown. Finding an opportunity to utilize both the existing City Hall and historic portion of the former Library was presented by most as a favorable solution.
- **Police Department:** There was unanimous consensus that a new Police Station is required and the existing City-owned property on South Street was most commonly recommended.
- **Fire Station 1:** This facility is relatively new in comparison to other City-owned buildings and is mostly in need of some interior renovations related to the bunk rooms and regular maintenance / capital improvements related to the building envelope, mechanical, electrical, and plumbing systems.



- **Fire Station 2:** The building is no longer functional, programmatically, and operationally, and is in need of replacement. The most likely site is the City-owned property directly to the east that is currently being used for stormwater detention. Additional stormwater improvements for this area of Geneva may need to be included as part of any redevelopment.
- **Public Works:** This facility houses several departments that are less public facing but are vital to the daily lives of residents and businesses. Significant renovations and/or a complete replacement of the building may be deemed necessary.

6. Do you have any other thoughts about the Facilities Master Plan that you would like share?

The responses to this general question were very inspiring in calling for bold decisions to ensure that the best courses of action are being taken for both the City's professional staff and physical assets.

There appears to be a strong understanding that costs and funding may present a challenge. The report has tried to present costs that compare renovations to new construction and challenges that can be encountered with the different approaches, as well as historic considerations.



SUMMARY OF STAKEHOLDER INTERVIEWS

With assistance from the Facilities Manager, the Design Team met with individual departments and divisions to get a better understanding of operational challenges related to the existing facilities. Comments and discussions are summarized below by department or division.

CITY HALL

General

There were consistent items across each of the offices that include accessibility, secure transaction counters, and dedicated staff restrooms and these topics are addressed below.

- **Security:** The existing building is very exposed. The lower-level transaction counter is not separated from the public lobby and is not regularly staffed. The upper-level entrance serves the Building Division and the doors to Council Chamber are checked, but once inside, access is unlimited.
- **Safety:** While not specifically required by building codes, there is no storm shelter for City Hall employees.
- **Privacy:** Acoustic separation between offices, suites, and meeting rooms is of the utmost importance due to the sensitive and private nature of the work done at City Hall. This is also applicable to other departments and facilities.
- **Daylight and Views:** Many offices are internal and do not have direct views of the outside or access to areas with natural light. This should be a strong consideration for any future developments.
- **Breakroom:** A shared breakroom is desired as a means to bring people together across departments.
- **Restrooms:** City Hall restrooms are not accessible, do not appear to meet current building codes, and the upper-level restrooms are shared between the public and staff.
- **Parking:** There is a limited number of parking spaces directly adjacent to City Hall for staff.

The previous renovations to City Hall have improved many of the staff areas, including the breakroom, but most departments are lacking in space. The less-than-ideal conditions have benefited staff with a need to remain organized but have also been a disadvantage as departments tend to take a “we make it work” approach.



As expressed by several departments, despite its historic character and location downtown, City Hall does not give a very strong first impression to new residents, businesses, or developers due to the deficiencies outlined in this report. As the centerpiece of city services, City Hall should strive to be a shining example of meeting the City's own codes and ordinances. The "we make it work" approach should be replaced with a "follow our example" approach to new projects and renovations.

Council Chamber

One of the largest functions of City Hall is the Council Chamber. The current Council Chamber presents several challenges. The space is undersized and inaccessible and does not meet the needs of the City for public meetings space.

The room's location on the upper level of City Hall serves as a corridor to staff offices and break room, impromptu meetings space, flexible gathering space, training room, and a wide range of other unplanned activities. Shared public and staff restrooms are located directly off the room creating noise and privacy issues. Support spaces, including a conference room, audio-visual room, and storage room are located directly off the room making access difficult when the room is in use.

As part of any future development, an appropriately sized Council Chamber that is technology rich and flexible enough to support City commissions and outside groups should be planned for. Security and the ability to restrict access to other areas of City Hall when the room is in use, especially after hours, should be a priority planning consideration.

The size and configuration of the dais is appropriate and works well. Dedicated space for up to 6 staff, the press, and speakers and presentations should be accommodated. Technology should be easy to use and presentations visible to both the dais and the public. Flexible seating and furniture for use within the Council Chamber, along with appropriately sized storage, should be provided to allow for a wide range of uses.

A space to meet for closed sessions and/or an executive conference room should be located adjacent to the Council Chamber, sized for 15 to 20 people with 12 seated at the table. This space could be utilized for other meetings when not in use for Council Meetings. In addition, a dedicated restroom with discreet access from the Dais should be considered. Currently Council members or staff need to utilize the shared public restrooms at the back of the Council Chamber.



City Administrator's Office

The City Administrator's Office is responsible for the management and administration of City operations including communications, facilities, and business and liquor licensing. Located on the lower level of City Hall, current staff includes the following:

- City Administrator
- Executive Assistant / Deputy City Clerk
- Communications Manager
- Facilities Manager

Each position has a private office that is generally appropriate in size and generally located adjacent to each other, with the following additional comments:

- As part of any future development, considerations should include appropriate sized offices for both the Mayor and City Administrator, with small to medium-sized tables for internal meetings with department heads, staff, and visitors. Appropriately sized secure storage should also be considered.
- The Executive Assistant / Deputy City Clerk is responsible for historical and archival documents as well as retention of documents required by the state. Storage areas include the former safe on the lower level of City Hall and offsite storage areas at Public Works. Considerations include a dedicated workstation that is out of the circulation path with direct access to the City Administrator.
- The Communications Manager is located in a private office on the lower level of City Hall and has a very broad range of responsibilities, including external communications, media relations, webmaster, social media, newsletters, and community emails. Current responsibilities include a requirement to have a surface knowledge of each department and require meetings and travel to other City departments and facilities. The size of the current office is adequate but if a new space is provided, space for meetings for up to four people in the office with a video monitor for screen sharing would be desired. The location of the office would ideally remain in City Hall and be adjacent or between Community Development and Economic Development due to the number of projects and regular updates required.
- The Facilities Manager is currently located on the upper level of City Hall 2 days per week, Public Works 2 days per week and remote 1 day per week.



Administrative Services

The Administrative Services Department includes Administration, Information Technologies, and Human Resources Divisions. As stated on the City's website, the Department is responsible for conducting special projects; administering employee compensation, benefits, personnel policies, and recognition program; assists with employee recruitment and selection, collective bargaining and risk management; and managing the City's computer network and, cable television-related issues. Current staff includes the following:

- Assistant City Administrator / Director of Administrative Services
- Administrative Analyst
- IT Manager
- IT Analyst
- HR Manager
- Payroll and Benefits Specialist

The Assistant City Administrator and Administrative Analyst are located on the lower level of City Hall with proximity to the other departments, which works well. The Assistant City Administrator is in a private office with appropriate size and locations. The Administrative Analyst sits at the front desk portion of the open office and serves as a receptionist in addition to analyst functions. A secure transaction counter is recommended at the front desk for additional security.

This group utilizes the shared workroom on the lower level of City Hall for projects that require large surface areas, including scanning large format documents, and other special projects.

In any future development, these positions should have adjacency to a shared meeting room, the shared workspace, and storage and filing room(s).



Information Technologies (IT)

The IT Manager is located in a private office on the upper level of City Hall, in the space that used to be the stage. The IT Analyst is located in a private office on the upper level of the Police Station, near the head-end equipment.

The IT Division is responsible for maintaining the fiber and data network for the City that also services Tri-Com Central Dispatch in St. Charles, Kane County, and the Public School Districts for Geneva, St. Charles, and Batavia. The fiber network for the entities listed above are all interconnected and pass through Geneva. The data network also supports the City's phone system using voice over internet protocol (VoIP).

The IT Division is also responsible for the operation and maintenance of audio-visual equipment and systems, cellular telephones, closed-circuit television (CCTV) systems, access control systems and the Help Desk. The IT Division provides support to the City Departments including the City Council, meeting rooms, training room, Police Department audio and visual recording systems, and video production and editing.

One of the biggest challenges for the IT Division is that the IT equipment and head-end system for the City's data network are located in the Police Station, across the street from City Hall, and staff offices are not located together. With the goal of streamlining and improving services, with any future development, these functions would be located near each other. In addition, space for receiving, storing, and prepping new equipment is desired along with proximity to a loading dock due to frequent deliveries.

Human Resources (HR)

The Human Resources Division is located in private offices on the lower level of City Hall. Current staff includes the following:

- HR Manager
- Payroll and Benefits Specialist

The Human Resources Division has limited interactions with the public but should have easy access to a lobby or reception area. In any future development, HR would be located near other City Services, remaining in private offices due to confidentiality requirements.

Community Development

Community Development is spread throughout City Hall, creating operational deficiencies. Most projects being reviewed by the City require a lot of coordination between groups, and there is no centralized meeting space.



Building and Zoning Division

The Building Division is located on the upper level of City Hall, which has a separate address – 109 James Street. Current staff includes the following:

- Building Commissioner
- Permit Technicians (2)
- Building Inspector
- Code Compliance Officer

The Building and Zoning Division is one of the more public facing offices with the responsibility for issuing building permits for new construction, renovations, remodeling, and maintenance projects. The biggest challenges to the Building Division is the location on the upper level of City Hall, which is not accessible, and the lack of security.

The front service counter is undersized, unsecure, and the two forward facing workstations do not provide any privacy. Interactions with the public are often held on individual desktop and there is a significant need for a meeting space that does not allow the public to enter the private workspaces. The Council Chamber, in addition to being used for circulation on the upper level of City Hall, is often used for impromptu meetings. A dedicated space for meetings with the public, a dedicated space for reviewing large format documents, storage space for projects under review, archival storage, and a secure transaction counter for two people are the primary needs for the Building Division.

The Building Commissioner and Building Inspector each have offices located in the attic space. The two offices and two open workstations for the Code Compliance Officer and Independent Contractors are generous in size and offer a great historic perspective but are not accessible. Looking ahead, the Division requires individual private offices and/or meeting space for private conversations. As part of any redevelopment, additional flexible office space should be considered to address future needs.



Planning Division

The Planning Division is located on the first floor of City Hall and current staff includes the following:

- Community Development Director
- City Planner
- Preservation Planner
- Assistant City Planner

As stated on the website, the Planning Division serves residents, business owners, and developers within the City by managing land-use entitlements for proposed residential and commercial projects. The Planning Division is responsible for the review and recommendation of projects requiring approval by the Planning and Zoning Commission and/or the Historic Preservation Commission.

The Historic Preservation Commission reviews projects that require a building permit application and involves exterior alterations to buildings located within the Historic District or individually identified as a landmark property.

In any future development, the Planning Division office would ideally be located within a Community Development Suite of Offices with adjacency to the Building and Zoning Division with the ability to share resources, meeting spaces, and storage rooms.

Economic Development

As stated by the City, the Economic Development Department is responsible for all areas of economic development including business attraction and retention and managing efforts to support the future growth of the City. The Economic Development Department is located in private offices located on the lower level of City Hall. Current staff includes the following:

- Economic Director
- Business Development Analysts (2)

The Department has a primary goal of attracting and retaining business to the City and encouraging and supporting tourism. The current location within City Hall makes meeting this goal challenging due to the lack of privacy, lack of meeting space, and accessibility challenges with the existing building. Due to these challenges, the Economic Development Department traditionally meets with businesses and potential developers



outside of its offices at City Hall. The department has a limited number of walk-ins, and most meetings are by appointment.

In any future development, the Economic Development Department would be located in a suite of private offices with dedicated and/or shared access to a medium-sized meeting room, space for a small table for intake meetings, and dedicated file storage. The suite could be part of a larger office that is shared with Community Development due to the close relationship between the two departments.

Finance

The Finance Department is located across the street from City Hall on the upper level of the Police Station. Current staff includes the following:

- Finance Director
- Accounting Supervisor
- Accounts Payable
- Accounts Receivable
- Utility Billing Specialist
- Administrative Analyst (Part-Time)

The current space has accommodated the Finance Department for many years but should be included as part of any new development for City Hall due to a wide range of deficiencies. The front counter, which serves the public, is not accessible. The open workstations do not provide any privacy when interacting with the public on the phone. The back counter, where cash is counted, is not secure. As the City moves forward with cash-less options, this may not be relevant but is currently an issue.

In any future development, three private offices are recommended for the Finance Director, Purchasing / Procurement Manager, and other positions. A medium-sized conference room and/or access to a shared conference room is required. In addition, access to a shared large conference room or training room is desired to continue with community focused training programs, bid openings, and other similar events that may require broadcast and/or streaming services. Bid openings and training are currently conducted in the Council Chamber, utilizing the computers in the dais, which may not be the best environment for learning and collaboration.



One other unique aspect of this Department is that the Finance Department picks up payments from the four drop boxes located at Finance, City Hall, Fire Station 1, and Fire Station 2. As the City moves more towards online and cash-less payments for City services, this requirement may go away.

Other Considerations

There are several other challenges related to the existing City Hall facility and the inability to meet current needs. In any future development, the following spaces should be planned for and included:

- **Secure Storage:** Primarily related to Human Resources and City Administrator's office, secure storage with limited access should be provided for personnel files and documents required to be maintained by the state.
- **Dedicated Public Restrooms:** Currently restrooms are shared between the public and staff on the upper level of City Hall and the lower level restrooms are inadequately sized. Neither set of restrooms are accessible nor provide required fixtures. In any future development, dedicated public restrooms, including single use / gender neutral and/or family restrooms should be planned for.
- **Mothers Room:** These accommodations include time for women to express milk and a private space that is not a bathroom each time they need to pump. Lactation rooms should provide, at a minimum, a lockable door, a work surface and chair, a small utility-type sink, storage for cleaning supplies and paper towels, adequate HVAC service, including a thermostat, and well-placed electrical outlets.
- **Resiliency Rooms:** This flexible, multi-purpose space provides a respite for employees that may need a break or a location to pause and breathe through a difficult moment.
- **Bicycles:** The City is a very bike-friendly community and the support for alternative forms of transportation should be encouraged. Currently there is little or no support for the bike community, including access, bike racks, or covered bike parking. Additional improvements should be planned for as a sustainable initiative to any future development.



POLICE DEPARTMENT

General

There appears to be consensus within the City that a new Police Station is needed. This section will focus primarily on what is recommended as a minimum program to support the department based on best practices, state mandated training requirements, and the ability to best serve and protect.

The Police Department currently has thirty-eight (38) sworn police officers and 9 civilian staff positions. The current Police Department staff is outlined below:

- Command Staff (3):
 - Chief of Police
 - Deputy Chiefs (2)
- Sergeants (7):
 - Patrol Sergeants (5)
 - Detective Sergeant
 - Administrative Sergeant
- Patrol Officers (28):
 - Patrol Officers (23)
 - Detectives (3)
 - High School Liaison / School Resource Officer
 - Task Force Officer
- Full-Time Civilian Personnel (9):
 - Administrative Assistant
 - Records Manager
 - Records Specialists (5 full-time; 4 part-time)
 - Community Service Officers (2)

With a current City population of 22,237 (as listed on the City's website), this equates to 1.7 officers per 1,000 occupants, which is in line with similar sized cities in the Midwest but less than the 2019 FBI national and regional averages outlined below:

- Midwest Group IV (10,000 to 25,000 residents): 1.7 officers per 1,000
- Midwest Average: 2.2 officers per 1,000
- National Average: 2.3 officers per 1,000



Based on available statistics, comparatively Batavia has 41 sworn officers (1.56 per 1,000) and St. Charles has 58 sworn officers (1.76 per 1,000). In summary, and based on meetings with the Police Department, the number of sworn officers is adequate but future facilities should include space for additional flexibility.

Additional provisions for full-time and part-time staff in Records and Administrative Services would be recommended and space for future sworn officers and community services officers (CSO) should be considered in the layout of locker rooms and support spaces.

Command Staff

The Command Staff is currently located in a suite of private offices on the upper level of the existing station. The suite includes an open workspace for the Administrative Assistant, a workroom with a kitchenette and storage. Most offices have windows to the exterior and there are skylights providing natural light to the other spaces. The offices are generous in size and the suite generally functions well.

Adjacent to the suite is the Quartermaster Storage, in a series of closets off of the main corridor. The amount of storage is generally adequate, but the location and configuration could be improved in a future layout.

As a side note, there are no dedicated facilities staff for the Police Department and most minor repairs are completed by the Facilities Manager. We understand that the City is working to centralize the operation and maintenance of the City's facilities.

Records

Located on the lower level of the existing station, and traditional with most Police Departments, Records is the most public facing group within the department. Currently, the Police Station and Records are open 24 hours a day, 7 days a week, 365 days a year. The Records Manager has a private office that is a former closet and is too small.

In any future development, Records should include 3 dedicated workstations that are separate from the transaction window for privacy plus an open and flexible space for light-duty and other temporary positions. Due to the full-time occupancy of this office, there should be a dedicated breakroom with views to the transaction window along with a dedicated restroom.

Records Storage should include a workspace to support Freedom of Information Act (FOIA) requests.



Investigations

Investigations is currently located on the lower level of the existing station. There are 4 open workstations located within a shared suite. In the future, a total of nine (9) workstations should be considered to provide flexibility.

Digital evidence continues to increase, and dedicated space is required that is separate and secure from adjacent areas. This office often needs dedicated storage with power for charging multiple devices, as well as a dedicated internet service for privacy and secure communications.

In any future development, private offices or workstations with additional acoustic privacy should be considered along with access to a shared or dedicated conference room for large cases. The conference room should be sized to accommodate 12-16 people. A shared coffee area and/or support for the conference room should also be considered.

Patrol

One of the biggest challenges for patrol officers with the existing facility includes the size and location of Roll Call and the location of the duty bag lockers within Roll Call, restricting access if the room is in use for other purposes.

In any future development, Roll Call would be sized to accommodate up to 20 people for briefings and training. The room would be located near the sergeant's offices and with close access to the duty bag lockers, ideally located on the way to the secure vehicle parking area.

6 to 8 dedicated and flexible workstations for report writing, access to information and forms, temporary evidence lockers with charging capabilities, and good circulation is key to supporting the patrol officers.

Other spaces include dedicated storage for rifles, equipment charging (Axon body cameras, flashlights, tasers, and radios), and other gear should be considered.

Evidence

The current evidence processing and storage spaces do not meet current standards. Secure storage for evidence should be separate from the evidence processing area. Ventilated storage rooms for controlled substances should be provided.

The evidence area requires a dedicated and secure private office and a workstation. High density storage options should be considered to maximize efficiency and operations.



Detention

The existing detention areas are generally adequate in size with a variety of options available for short-term detention (birdcage or holding), juvenile detention, and separate areas for men and women. Operationally, at this current time, most detainees are at the station for a short period of time before being transported to the Kane County Sheriff's Office.

There are currently no interview rooms located within the detention area, which requires transporting detainees to the interview rooms upstairs. Dedicated spaces within detention are the standard and should be provided in any future development. The variety of interview rooms to be considered include hard interviews, soft interviews, family rooms, and resiliency / victim rooms.

The effective design of the detention spaces is primarily for the safety of the officers, paramedics, and of course the detainees. Preliminary recommendations based on input received include 2 holding cells (birdcages), 4 detention cells (2 groups of 2 for male/female and adult / juvenile), 2 hard interview rooms, a booking station with space for fingerprinting, photographs, and storage for required forms and personal effects.

Social Work | New space that is not currently part of the Police Station

There is no dedicated space for the two contractual social workers. The City has seen the benefits of having social workers as part of the department as they increase law enforcement effectiveness when dealing with subjects experiencing certain behaviors. They can help address complex social issues, such as mental health crises and substance abuse, in a compassionate and effective manner. Dedicated private offices and access to a dedicated and/or shared meeting room is required.

Training | New space that is not currently part of the Police Station

Training is a key aspect of the Police Department and there is currently no dedicated training room. Space for up to 60 people seated at training tables should be provided. In addition, provide adequate storage for tables and chairs when not in use. Support space including countertops for educational materials, displays, and/or food service should be provided.

This space, depending on location within the City, could be utilized by other departments and also be used by other entities.



Indoor Firing Range | New space that is not currently part of the Police Station

The Police Department does not currently have an indoor firing range and is required to travel to other locations, often during off hours and/or overtime, in order to complete the regular training that is required by the state. As part of any development, a 4 to 8 lane indoor firing range should be considered. The benefits of a dedicated training facility includes improved officer training, less costs due to the ability to train during normal shifts, and reduced travel time and costs. The range should include space for 8-10 people for orientation and debriefs, access to an armory, supply storage, and access to a gun cleaning area. Similar to the training room, this facility could be utilized by other municipalities or groups that require training without facilities of their own.

The current armory is located off of the upper level garage, near evidence processing. A new armory should ideally be centrally located and/or have access to a loading dock and freight elevator for movement within the station.

Simulation Room | New space that is not currently part of the Police Station

Training and technology are the two biggest trends in public safety. In addition to live round training, current trends include simulations using virtual equipment. The space requirements are minimal, and the room could be used for other purposes, if necessary.

Fitness and Mat Training | New space that is not currently part of the Police Station

A small fitness room is located on the upper level of the existing station and is generally smaller and less equipped than current standards. In any new development, an adequately sized and outfitted fitness center should be provided. In addition, a mat room for physical training exercises for groups of 8 or more should be provided. This large, open, flexible space should have a dedicated storage room for mats, training supplies and equipment, and training file storage.

Locker Rooms

Locker rooms and other shared spaces often become the areas where teams come together and should include amenities that both attract and retain staff. The current locker rooms are undersized, outdated, and do not provide amenities that are consistent with newer facilities. There is an increasing number of female officers in the industry, and it is recommended that each set of locker rooms provide some flexibility for the number of officers. In addition to appropriately sized lockers with ventilation and power for charging, the locker rooms should consider quiet rooms and/or sleeping rooms for individuals that may be coming off an overnight shift and a need to be onsite or in court in the morning.



Break Room

Similar to the locker rooms, the break room is a multi-functional gathering space that should provide for the comfort and benefit of officers and staff. A contemporary kitchen with durable appliances, a variety of seating options for both dining and relaxing should be considered.

Sallyport, Parking and Vehicle Storage

The sallyport does not meet current standards, there is currently no secure parking for the patrol vehicles and very limited and inadequate space for storing specialty vehicles. As part of any new Police Station, the following should be planned for:

- **Sallyport:** A dual-bay drive-through sallyport sized to accommodate an ambulance. The bays could be dividable in order to provide secure storage for impounded vehicles and evidence processing.
- **Secure Parking:** Covered or ideally indoor parking for up to 25 patrol vehicles, plus storage of 2-3 specialty vehicles should be considered. The benefits of having vehicles protected from the elements include ready access to officers and decreased maintenance costs. This is considered a should-do priority.
- **Evidence Bay:** Parking for the evidence technician vehicle and/or a dedicated bay for processing vehicles for evidence. This bay should be secured and separate from the main parking area.
- **Bicycle Storage:** The facility currently has some space dedicated to bicycle storage and maintenance. In addition, storage is required for found or impounded bicycles that is separate from the officer's equipment. This storage could be combined with other large evidence storage with direct access from the outdoors and/or indoor parking garage.
- **CSO / DARE Vehicle(s):** The Community Service Officer (CSO) and Drug Abuse Resistance Education (DARE) Vehicle is used on a regular basis and should be stored in the parking garage or secure storage area when not in use.
- **Speed Trailers:** These portable speed limit trailers are deployed on a regular basis but need space for storage when not in use.
- **Miscellaneous:** A wide variety of other storage needs should be considered, including signage for special events, Special Olympics, riot gear, car seats, , etc. In addition, space inside the parking garage or inside the station should be provided for a boot wash station, drying racks for we gear, and laundry facilities.



Other Considerations

In any future development, the following spaces should be planned for and included:

- **Emergency Operations Center (EOC):** The current Emergency Operations Center (EOC) is located in the lower level of Fire Station 1. The Training Room outlined above could serve as a secondary EOC and dedicated storage for equipment and supplies should be provided directly adjacent to the Training Room.
- **Drones:** The Police Department acquired a drone and this technology, and the devices are emerging as a key piece of equipment. Dedicated space for the storage, charging, and repair of drones and similar equipment should be provided.
- **Comfort Animal:** The City has recently sworn in a dedicated comfort animal that may live at the station full time. Unlike the typical K-9 role of supporting police with searches, tracking, and apprehension, the primary role of the comfort dog is to provide emotional support for officers, staff, and victims, especially after traumatic incidents.
- **K9:** In addition to the recently sworn in service dog, the department occasionally houses lost animals. Including a kennel and area for cleaning rescue animals should be considered.
- **Dedicated Public Restrooms:** Currently located in the main lobby, in any future development, dedicated public restrooms, including single use / gender neutral and/or family restrooms should be planned for.
- **Mothers Room:** These accommodations include time for women to express milk and a private space that is not a bathroom each time they need to pump. Lactation rooms should provide, at a minimum, a lockable door, a work surface and chair, a small utility-type sink, storage for cleaning supplies and paper towels, adequate HVAC service, including a thermostat, and well-placed electrical outlets.
- **Resiliency Rooms:** This flexible, multi-purpose space provides a respite for employees that may need a break or a location to pause and breathe through a difficult moment.
- **Bicycles:** The City is a very bike-friendly community and the support for alternative forms of transportation should be encouraged. Currently there is little or no support for the bike community, including access, bike racks, or covered bike parking. Additional improvements should be planned for as a sustainable initiative to any future development.



FIRE DEPARTMENT

General

The Fire Department completed a Strategic Plan in 2021 and the report is included by reference. As stated, the plan was created for two reasons:

- Provide guidance for the future, and
- Be a living document for the community, residents, and business community.

The Department is housed in two facilities.

- Fire Station 1 is also referred to as the Headquarters and/or East Side Fire Station.
- Fire Station 2 is also referred to as the West Side Fire Station.
- Considerations should be made for flexible workstations and accommodation for part-time and paid on call (POC) staff at both facilities, and as further outlined below.

As noted above, the City is landlocked, and population growth will be limited in the near future and the size of the department is not anticipated to increase significantly. Based on this assumption, the Fire Department is appropriately sized for the size of the City. Current staff is outlined below:

- Fire Chief
- Administrative Analyst
- Fire Marshall
- Deputy Chief
- Battalion Chiefs (3)
- Lieutenants (6)
- Paid On Call (POC) Lieutenants (4)
- Career Firefighters (12)
- Paid On Call (POC) Firefighters (40)



Fire Station 1 Apparatus Bays

At Fire Station 1, the four double-depth apparatus bays are adequately sized to support the equipment listed below but the configuration does not support drive through operations except for Tower 201. Items tagged as frontline are arranged for primary discharge.

- One (1) Frontline Battalion Chief SUV (Car 200, aka BC Buggy).
- One (1) Frontline Squad Vehicle (Squad 201).
- One (1) Second Due, Type 1 Fire Engine (Engine 201).
- One (1) Reserve, Type 1 Fire Engine (Engine 205).
- One (1) Frontline, Quint Fire Truck (Tower 201). The quint fire truck, also known as a quintuple combination pumper, is a compact apparatus that does a little bit of everything. It combines rescue and firefighting capabilities and serves five primary functions: a fire pump, water tank, supply hose, aerial device with a permanently attached waterway and ground ladders.
- One (1) Frontline Ambulance (Medic 251).
- One (1) Reserve Ambulance (Medic 253).
- Remaining space within the apparatus bays is utilized for storage of the boat with trailer and off-road / utility vehicle.

Fire Station 2 Apparatus Bays

Fire Station 2: The two apparatus bays are inadequately sized and cannot properly function as drive through bays. Current equipment includes the following and items tagged as frontline are arranged for primary discharge.

- One (1) Frontline Brush Fire Truck (Brush 202). These smaller vehicles are Designed to access and maneuver where other fire trucks cannot go.
- One (1) Frontline, Type 1 Fire Engine (Engine 202).
- One (1) Second Due, Type 1 Fire Engine (Engine 204).
- One (1) Frontline Ambulance (Medic 252).
- Remaining space within the apparatus bays is utilized for storage of the boat with trailer, and miscellaneous other items.



There is a separate garage structure at Fire Station 2 that houses the following:

- One (1) Technical Rescue Trailer (TRT).
- One (1) HazMat Trailer.
- There is currently only one (1) truck dedicated to pulling trailers.

Firefighter Interviews

The FGMA Team met with Command Staff and firefighters from individual shifts over the course of three days to gain an additional understanding of operational constraints and gather recommendations on improvements to existing facilities.

In general, there is a goal to provide equity between stations, in both the hot zones and cold zones. Future considerations should include space for recruits and/or paramedic students. Recruits currently start their shifts in the morning but may go to 24-hours in the future.

The following comments are related to both of the existing facilities and comments are summarized by space type.

Fire Station 1 Administration Suite

At Fire Station 1, the Administration Suite includes space for the Chief, Deputy Chief, Battalion Chief, and Fire Marshal. Reception and Administration is located behind a secure door from the main lobby. The layout of the Administration Suite is generally adequate, but there were several recommendations:

- Relocate the Deputy Chief's office closer to the Chief's office to improve communication. This could be achieved by swapping the Deputy Chief's office with the Fire Marshal's office.
- As a nice-to-do, a Battalion Chief Suite with bunk room and private restroom should be considered as part of any significant renovation or addition.
- The Paramedic Coordinator's office, located between the Administration Suite and the Apparatus Bays, works well and they do not need to be attached.
- Provide one to two hoteling stations for part-time or visiting staff.
- Provide additional storage space for office supplies and paper storage.



- If additional space is needed within the Administration Suite, the file storage could be relocated to the Lower Level. In addition, mailboxes and copier could be relocated to the Shift Office.
- Provide electronic access control and the ability to unlock doors remotely by the Administrative staff.
- A dedicated office for TRT and HazMat and Lieutenant's Office with small conference table. The Lieutenant's Office is currently the BC's Office.

Fire Station 1 – Lower Level

Fire Station 1 has a lower level that includes a training room that also serves as the Emergency Operations Center (EOC) for the City. The lower level can be accessed from an interior stair off the lobby and an exterior stair on the west side of the building. The lower level cannot be accessed from the Apparatus Bay, which presents some operational challenges.

Fire Station 2 does not currently have a basement or lower level. In the design of a new facility, the inclusion of a basement may provide additional storage and support space but may also increase costs due to the need for an elevator and at least two stairwells.

Fire Station 1 Shift Room

At Fire Station 1, the Shift Room is undersized and would ideally be larger to accommodate the full shift. Requirements include space for door reports, studying, and computer access. Ideally there would be one computer for every two people. The Shift Room would also ideally be located closer to the Dayroom or near the apparatus bays.

There is a preference for dedicated space outside of the Shift Room for radio chargers, primarily for health reasons.

Apparatus Bays

The following items should be taken into consideration in the planning for new or renovated facilities:

- Double depth, drive through bays are preferred to single-vehicle depth bays for fire trucks, engines, and ambulances. Smaller bays or the ability to back in trailers, like the existing garage at Fire Station 2, could be considered.
- Space for additional and future vehicles should be considered.
- Showers: A decontamination shower should be provided within the Apparatus Bay. In addition, access to single occupancy shower and toilet room(s) directly



from the Apparatus Bays is desired. These conditions do not currently exist at either station and their implementation would help in reducing contamination between the hot zone and cold zone.

- A dedicated space or locker room for turnout gear for each shift and a gear drying area is required. Requirements include multiple gear extractors and gear dryers.
- Ample floor drains for adequate drainage are required.
- In floor radiant heating would be a nice to do.
- Hose and air lines between bays are required.
- A compressor with higher output is desired.
- There are currently issues with the height of the bays with respect to cleaning. This should be considered in the design of Fire Station 2.
- Adequate space within the bay for miscellaneous storage such as coolers, and equipment such as ice machines, should be considered.
- Space for refilling oxygen tanks should be provided at each facility.
- Drafting Pit: The use of an underground tank for water storage and the ability to reuse the water for testing pumps and training is considered a nice-to-do.
- A dedicated EMS room, with ample storage and computerized inventory system is desired.

Bunkrooms

There is a desire for individual bunks in closed rooms with full height doors and beds assigned by person and not by shifts. This provides an enhanced level of privacy compared to the semi-private configurations currently in both stations.

Separate male and female bunkrooms, and a direct connection to a single use toilet room should be a consideration in the design of a new station and/or any renovations. The current program is for a maximum of 10 people at Fire Station 1 and 8 people at Fire Station 2.

Adequate storage space for bedding and supplies should be provided in each bunkroom. There should also be space provided for personal storage, including bedding, clothing, toiletries, device charges, etc. A ceiling fan in each bunkroom provides an additional level of personal comfort.



Additional storage for bedding for part-time firefighters and future considerations for recruits is required at both stations. Space is limited, and reconfiguration of the bunk rooms may be required. This should be a consideration in the design of a new Station 2, if applicable.

The addition of a monitor with dispatch information in the bunkrooms would be an operational benefit at both stations.

Locker Rooms

Geneva is considered a combination department. Paid-on-Call (POC) firefighters sign up for shifts and typically keep their turnout gear in their personal vehicles. Storage for POC gear should be discussed further as part of any future project.

The locker rooms should be sized for the full department, including POC firefighters. Full sized lockers for full-time staff and firefighters and half sized lockers for part time staff can be considered. The current program calls for approximately 40 lockers at each station.

Locker rooms should remain separate from the bunkrooms as they serve separate purposes. Both male and female lockers are generally adequate at Station 1 but undersized in in poor condition at Station 2. There are currently group toilet and shower areas at both facilities and the trend is towards single-occupancy shower and toilet rooms for enhanced privacy.

Additional lockers for POC firefighters and future considerations for recruits are required at both stations. Space is limited, and reconfiguration of the locker rooms may be required. This should be a consideration in the design of a new Station 2, if applicable.

Kitchen, Dining, and Day Rooms

At both facilities, the Kitchens, Dining areas, and Day Rooms need upgrades. A larger great room with additional kitchen prep space is desired at both facilities and should be a consideration in the design of a new Station 2, if applicable.

As with any kitchen, additional pantry storage and space for small appliances, utensils, gadgets, and kitchen supplies should be considered. Station 1 is currently adequate, but Station 2 is significantly undersized. An ice machine in the kitchen and water filling stations located at appropriate locations with each facility are recommended upgrades.



Fitness

At Station 1, a Fitness Room is located on the Lower Level. The space is generally adequate, but equipment could be reconfigured to accommodate up to five (5) people. There is also an opportunity to incorporate an exercise circuit within the Apparatus Bay.

The size and location of Fitness Rooms need to be investigated further as part of any renovation or new construction. In general, the rooms are tending to be larger and certain requirements may be needed for future accreditation. In addition, the desired location is typically closer to the apparatus bays to help individuals to be mindful of staying fit (out of sight, out of mind).

Support and Storage

- **Self-Contained Breathing Apparatus (SCBA):** There is currently a single station at each facility, which does not meet current standards. Additional capabilities at each facility is required.
- **Emergency Medical Services (EMS):** Supplies are needed from the contract. There is currently bulk storage at Station 1 and considerations should be included in the Design of Station 2. A management system is also required.
- **Fleet Gear:** Turn-out gear should stored and located away from the living quarters. There is a possible move of the explorer program to the Apparatus Bay floor and a need to get gear from the basement into the hot zone.
- **Shift Room:** The Shift Room should be a separate space sized to accommodate a minimum of seven (7) people and should include mailboxes, a copier, and computers for continuing education units (CEU). The area should be adjacent to the Lieutenant's Office with visual contact to assist with communication of assignments.
- **Laundry:** An extractor, washer, and dryer are required within the Apparatus Bay and separate commercial washer and dryer to support the bunk rooms and laundry are required at both facilities.
- **Maintenance Room:** There is a need for additional workspace and storage to support the maintenance and operation of each facility.
- **Hose Tower:** Neither facility currently includes a hose tower.



Other Considerations

- **Library / Study Space:** A dedicated quiet space with access to reference documents and a quiet study area is desired with adjacency to the rest of crews.
- **Resiliency Room:** For first responders, the effects of chronic stress can take an acute toll on physical and mental health. FGMA's current approach to facility design enhances physical and mental health throughout the entire workplace, and includes dedicated spaces known variously as wellness, quiet, or immersion rooms.
- **Training:** Space for training within the Fire Station would be considered a nice-to-do as joint training could be accommodated as part of a new Police Station.
- **Outdoor Patio Space:** Outdoor gathering space with a grill and/or smoker, along space for picnic tables, is considered a must-do. This creates a safe space for conversations and team building in a non-stressed environment.
- **Landscaping:** New or improvements to existing landscaping should include native and adaptive plantings and possibly irrigation to reduce maintenance.



PUBLIC WORKS DEPARTMENT

General

As stated on the City's website, the Public Works Department oversees several important functions that impact the everyday life of residents and businesses including water, wastewater, electricity, road construction, snow removal, and garbage collection. Divisions are centralized at the Public Works facility located on South Street, west of downtown, and include the following:

- Engineering and GIS Division
- Electric Division
- Street and Fleet Division
- Water and Wastewater Division
- Management of Garbage, Recycling and Yard Waste
- Management of 2 Cemeteries

Adaptability and flexibility are key aspects of a typical workday. It is often challenging to know what is going to happen on any given day.

The Public Works Department is led by the Public Works Director with administrative support, each located in the front, single story administrative wing of the facility. The facility has a limited number of public functions that includes right of way (ROW) permits for contractors, cemetery inquiries, and requests related to parkway trees.

The front office does not have a traditional transaction counter and is not separated from the public lobby, creating security concerns. In any future development, the administrative workspaces should be separated from the front desk for privacy and the area should be separated from the lobby for security.

There are three (3) administrative workstations within the front area, with one of them at the front counter. The workstations should not be forward facing, should be semi-private due to the nature of the conversations being held, and should have a view to a secure transaction counter. This would be similar to other forward-facing departments such as Community Development or Finance.

Additional information is outlined in the Facilities Condition Assessment, but it should be noted that the Administration wing of the building has a roof that leaks significantly during rain events and there is no heating in the Director's office. This portion of the building needs significant attention, as outlined in this report.



One scenario includes building a new Public Works Facility on the east side of the current site and then tearing down the existing facility to create space for a new Police Station. The new municipal campus would likely include a shared training facility that could be shared with other departments, other municipalities, and the community.

Facility improvements could include the following:

- The addition of concrete masonry unit (CMU), partial height partitions with epoxy coating around the perimeter of the existing pre-engineered metal building (PEMB) would help in the ability to clean the building on a regular basis. This could be supported with additional trench drains throughout the facility to provide the ability to power wash the walls and floors on a regular basis.
- New, environmentally friendly lighting is recommended to increase lighting levels throughout the space. Reviewing options for increasing natural light, either through the addition of clerestory windows and/or skylights should also be considered.
- Improvements to air circulation and the potential addition of air-conditioning should be considered to provide a more favorable work environment.
- Gathering space on the main level, within the vehicle bays, for approximately 20 people to meet prior to starting a shift is desired. This space could have white boards or other means to communicate the day's activities and events.

Administration

The public lobby provides access to the main conference room, that is used for both internal and external meetings. Additional meeting space is not as important as more meetings have transitioned to virtual / online. A challenge with the existing space is that it also serves as the kitchenette / coffee station / break room for the front offices.

The conference room is also utilized for plan reviews where the conference table is used to layout full-sized drawings and the monitor is used for reference and notes. In any future development, a similar space that serves this purpose should be considered to minimize the impact on the conference room availability.

Within Public Works, it has been tough to build team unity as there are three main divisions with three separate, but related missions tied to service. The absence of a shared breakroom or large meeting space for joint programs contributes to this.



Additional Considerations

Another key aspect of Public Works is that the fiber optic network that supports the City and other entities outlined earlier in this report is owned by the City and maintained by Public Works, and not one of the independent vendors such as AT&T or Comcast. As noted above, the head-end for the City's data network is located at the Police Station and is managed by the IT group located in both City Hall and the Police Station. The emergency generator at the Police Station is currently in the process of being replaced to ensure that systems remain operational.

The Public Works facility also serves as the back-up Emergency Operations Center (EOC), although there is no dedicated storage for the required equipment to support emergency operations.

Somewhat unique to the City, Public Works is not currently responsible for the operations and maintenance of other City-Owned buildings, such as City Hall, the Police Station, and Fire Stations. We understand that centralizing the operations and maintenance of facilities is currently in progress by the City.

Based on feedback from staff in the Electrical Division and Streets Division, there are opportunities to improve on the utilization of the existing space within the facility.

- While somewhat centralized with dedicated space, materials, tools, and equipment is typically located all over the facility, both inside and outside.
- Wall space within the facility is typically underutilized and racking solutions for seasonal equipment, such as snow plows, may be an alternative for consideration.

Site and Site Access

The Public Works site is accessed from South Street on a curb cut that is shared between Public Works vehicles (cars and trucks) and visitors to the administrative wing and Sam Hill Park. There is staff parking located on the east side of the building and the Public Works yards are located on the west and south sides of the building.

There is a fence around the storage yard with operable gates. The gate operators do not appear to be in good working condition and are typically left open during normal working hours, leaving the site vulnerable.

The salt storage building is located on the south portion of the site and is typically accessed from the west yard and a difficult three-point turn that requires backing up a significant distance to access the salt. Recommendations to improve access and reduce the turning movements include accessing the salt building from the east roadway,



backing up a shorter distance to get access, and then exiting the site on through the west yard.

Other vehicle movements occur within the east and west halves of the building with access running the full length of the building. Considerations should be made to create dedicated Public Works access from South Street to minimize potential conflicts with staff and public vehicles.

For the exterior storage yards, consideration should be made to consolidate divisional materials and equipment into their own secure areas for inventory control. For example, the Electrical Division has materials on the north third of the west yard and a dedicated storage area on the south side of the building. This location traditionally holds electrical equipment such as transformers and switches.

The west storage yard includes space for each division. Outdoor storage in this area could be better organized to help protect the assets. Items such as overhead and underground cables are left exposed to the elements and could be better protected with an open-air structure and/or racked storage capabilities.

The south yard is currently undersized and additional space is desired to allow for vehicle movements within the yard, including cranes and larger trucks with trailers. Other considerations include pad mounted or stacking transformers to provide for more open space.

Additional Site Considerations

- A dedicated space with proper clearances is required for the National Pollutant Discharge Elimination System (NPDES). Requirements include dumpster(s) and container(s) that are stormproof and waterproof.
- A dedicated space for the vacuum truck cleanout is required with proper clearances.
- As noted above, covered and/or rack storage is recommended in outdoor storage yards to be more efficient with available space and to protect and extend the life of the City's assets.
- Valuable space in the west yard is currently being used for the storage of decommissioned vehicles such as fire trucks that are no longer in service. In addition, this area is used for storing vehicles as evidence due to the lack of facilities within the Police Station or Police Department. Alternative locations should be considered and a dedicated vehicle processing area should be part of any new Police Station.



- Access to the two (2) existing towers – 911 / Tricom and Crown Castle Cellular Tower – need to be maintained based on existing agreements with the City.
- The skate park location can be reconsidered as part of any potential redevelopment.
- The overhead coiling doors on the back of the building, currently 14-feet high, are too low and prone to accidents. Modifying the existing openings to a minimum of 16-feet high, with proper protections is desired.
- Geneva Emergency Management Agency (GEMA) vehicles are currently stored on the south side of the building, unprotected. These vehicles are not used often, and their lives could be extended if protected under cover.

Engineering / GIS

As stated on the City’s website, the Engineering Division is responsible for providing the following services:

- Administering and supervising engineering-related improvements and activities within the City.
- Managing the design, bidding, and construction of Public Works projects.
- Reviewing plans submitted by developers to ensure the plans comply with City ordinances and display good engineering judgment.
- Working with residents to solve an array of engineering and Public Works issues.
- Maintaining and overseeing the city's Geographic Information System (GIS) and providing information systems support.
- Improving the workflow of City employees by making data accessible via paper and electronic maps and digital files, through the Internet and as needed for analysis and mapping purposes.
- Engineering: Located near the center of the main level, there are currently four offices allocated to the Engineering Division and one office being utilized for scanning and printing. The offices are organized around an open meeting area that can be used for informal meetings. This area could be improved with the addition of a video monitor for use in reviewing drawings or documents collaboratively.



- GIS: Located on the main floor of the existing facility, staff includes two full-time positions plus an intern. The team provides GIS to each of the City's departments and its location within Public Works seems appropriate. The current offices are located on the main level on the interior of the building. In any future development, the GIS offices would have daylight and views.
- Meeting Space:
 - There is currently a single conference room and an additional meeting room for groups of 4 to 6 people should be considered.
 - A conference room with space to accommodate up to 20 people should be considered.
 - A huddle room with space to accommodate 6 to 8 people, and available to other groups, should be considered.
- Kitchenettes: There is currently only one shared kitchen area located on the east side of the building.

Electric Division

As stated on the City's website, the Electric Division employees are responsible for the design and maintenance of the electric utility system within the City limits of Geneva. This includes the City's electrical substations, distribution system, streetlights, and fiber optic communications network for approximately 10,200 residential, commercial, and industrial customers.

The City has owned and operated a Municipal Electric Distribution System since 1896. The City operates the system without competition from other suppliers or distributors of electrical power. The system is not subject to regulation by the Illinois Commerce Commission.

Located on the main level of the existing facility, key staff includes the following:

- Superintendent of Electrical Services
- Manager – Electrical Operations
- Manager – Distribution, Construction, and Maintenance

In addition, the Electrical Division works in three groups of three-person crews, for a total of nine (9) linemen and typically one (1) intern.

In addition to the offices, the Electric Division has a dedicated Supervisory Control and Data Acquisition (SCADA) system that is monitored and controlled from the "war room" located near the center of the main level of the existing facility. While the central



location is appropriate, the room is not fully secured and does not meet the requirements of a proper control room from a space and environmental standpoint. Considerations should be made for a new space that is secure, appropriately sized, and has the mechanical, electrical, and technological infrastructure necessary to support operations.

Additional spaces to support the Electrical Division include the following:

- Electric Foreman’s Room / War Room (368 SF)
- Electric Purchasing & Inventory Coordinator’s Office (229 SF)
- Electric Meter Office (282 SF)
- Electric Meter Test Room (348 SF)
- Electric Street Light Room (641 SF)
- Electric Tool Room (283 SF)
- Cable Area (283 SF)

Street and Fleet Division

As stated on the City’s website, the Street and Fleet Division is responsible for the planning and delivery of maintenance services and programs including streets, sidewalks and alleys; public and commuter parking lots; signs and pavement markings; streetscape; cemetery; urban forestry; and community festival support. The division also provides residents with information about tree maintenance and watering.

In addition, the Street and Fleet Division is responsible for managing fleet services associated with the maintenance of the entire city-owned fleet of 175 vehicles and equipment. This is accomplished by utilizing a modern computer-based system emphasizing preventive care and comprehensive cost controls.

Staff currently includes two (2) fleet mechanics and a fleet maintenance supervisor. The supervisor’s office is located in the former parts storage room. Parts storage was moved from the shared space with the emergency generator due to numerous safety concerns.

The two largest challenges for the vehicle maintenance portion of the facility are its location at the front of the building and the lack of depth to accommodate longer vehicles. With its location at the front of the building, the overhead doors are often open to improve circulation during warmer months and/or accommodate larger vehicles. This presents a significant security risk, as this provides unrestricted and unsecure access to the facility. Considerations should be made to relocate the vehicle



maintenance facility to the secure side of the campus, behind a secure fence, and sized appropriately to be able to service and maintain the wide range of vehicles owned by the City.

Three bays, similar to the existing condition, should be adequate. It was recommended to provide one (1) fixed lift and two (2) portable lifts for flexibility. Consideration should also be given to providing an additional quick-service bay, similar to the commercial chains, that offer timely oil-changes, tire rotations, and other regularly scheduled maintenance items. In summary, four bays, or two per technician, would be desired. A dedicated tire room with tire machine is also needed.

Other consideration should be given to a space to outfit new police vehicles in-house, versus sending them out to other vendors. This could provide operational and cost savings to the Police Department.

Parts storage is currently adequate and regularly used and quick-moving items are kept in stock. Other parts are often ordered on an as-needed basis from a variety of local vendors and distributors. A dedicated landings space for deliveries is also desired to receive parcels, pallets of materials, and/or drums of fluids.

There is currently a fabrication area located within the east half of the vehicle bays that is used by each division and the vehicle maintenance team. Considerations should be made for bringing this closer to the vehicle maintenance area in any future plans.

The emergency generator is located indoors near the northeast corner of the building. The generator is at the end of its useful life and needs replacement.

As noted above, the overhead doors are typically left open during warmer months. Air-conditioning should be considered as part of any improvements as this will provide a better work environment, which is helpful in attracting and retaining staff.

Water and Wastewater Division

The Water and Wastewater Division includes the Divisions of Water Treatment and Supply, Wastewater Treatment, and Water and Sewer Maintenance. As stated on the City's website, the Division is responsible for providing reliable, high-quality drinking water, wastewater treatment-related services that are protective of customer health and safety and maintaining 100 percent compliance with state and federal standards.



Water and Wastewater Facilities

The Water and Wastewater Treatment Plants were not included as part of this Master Plan, primarily due to their ability to set rates and pursue their own projects independently from the City’s process for supporting capital projects. The maintenance division has dedicated space within the Public Works facility and the Design Team completed interviews with key stakeholders to identify any shared opportunities for consideration as part of the recommended improvements to Public Works. Located on the main level of the existing Public Works facility and the Water Treatment Plant, key staff includes the following:

- Superintendent of Water and Wastewater
- Supervisor of Systems Maintenance and Customer Service

No major issues were identified with respect to the maintenance areas within the Public Works facility, but considerations should be made to provide additional storage and support space for the crews. This includes additional space for gear storage, along with facilities such as a mud room for hanging and drying wet gear, a boot wash, boot dryer(s), access to shared laundry facilities, and improvements to the locker rooms. In addition, having a dedicated space for the maintenance of portable electronics, such as iPads, that are used in the field, along with a shared workstation with computer to check emails, etc. is desired.

On the exterior of the building, there is currently nowhere to dump spoils from excavations and field work prior to being tested and hauled-off for disposal. Considerations should be made as part of the recommended site improvements to address what is currently a challenging situation.

Geneva Emergency Management Agency (GEMA)

GEMA is a local agency in the City that focuses on emergency preparedness and response within the community. As stated on the City’s website, the agency assists the Geneva Fire and Police Departments, as well as key community organizations including the Geneva Chamber of Commerce and Geneva Park District. GEMA collaborates with other emergency management agencies at the municipal, county, state, and federal levels to ensure a comprehensive and coordinated approach to emergency management.

GEMA's primary function is to respond to and manage various emergencies that may occur within the city, including natural disasters, accidents, and other situations requiring coordinated response efforts. GEMA actively seeks volunteers to join their team, emphasizing the importance of community involvement in emergency preparedness and response.



The GEMA offices are located on the upper level of the Public Works Facility above the multi-purpose room and are accessed from a stairwell in the east half of the garage. Three private offices and a storage room surround a shared open workspace.

Additional discussion is required to determine the best location for GEMA as the Emergency Operations Center (EOC) is located at Fire Station 1, GEMA vehicles are stored at Public Works, and the agency has a relationship with multiple departments.

Shared Facilities

The following is a summary of shared spaces available for use by each division:

- **Training Room:** The existing Training Room, located on the east half of the main level, is the largest room of its kind in the City. There is a moveable partition to break the room into smaller spaces, that is rarely if ever used. The interior finishes are in poor condition and the flooring is in need of replacement. This could be attributed to the space formerly being an equipment storage bay and the poor condition of the subfloor. Due to its size, its location within the building, a dedicated entrance, and the availability of parking, the Training Room is often made available to outside agencies. This opportunity could be enhanced with improvements to the room.
- **Locker Rooms:** Locker Rooms for men and women are woefully deficient and are not used due to their extremely poor condition. The Men's Locker Room has access from the service / vehicle bays and the office suite. The Women's Locker Room is only accessible from the office suite. This provides operational challenges and, when coupled with the inadequacy of the locker rooms, unusable spaces. Any future development should address the locker rooms with new facilities that meet current standards for accessibility and amenities.
- **Kitchenette:** For the front office and office suites, the only viable kitchenette is located within the main Conference Room. This provides many operational challenges when the room is in use, as noted above. Considerations for additional kitchenettes and/or coffee stations should be made in any future plans.
- **Offices:** Except for the five offices located in the front area of the building, most offices do not have windows to the exterior. This presents operational challenges for key staff, for example the Superintendent of Streets cannot visually see the weather and is reliant primarily on reports from outside sources during the onset of snow events.



- **Work Rooms / Lunchrooms:** Each group has their own workroom with most located on the main level in the south half of the building. Each group utilizes their space uniquely and spaces are often used for gathering before a shift, during lunch, and after a shift.
- **Chemical Storage:** Considerations for Occupational Safety and Health (OSHA) compliant chemical storage should be confirmed as part of any improvements.

Other Considerations

- **Storm Shelter:** There is no dedicated or rated storm shelter within the existing facility. Currently the east stairwell is used for gathering during a storm event. Considerations for a fully compliant storm shelter, sized to accommodate the staff, with restrooms, emergency power, and a dedicated water source should be made.
- **Mezzanine Storage:** As noted, a portion of the north half of the mezzanine is used for file storage for both Public Works and other departments. Space is getting constrained as over 300 boxes of files have migrated to this space over the last two years. Access is challenging as there is no elevator to the mezzanine level. The remaining areas of the mezzanine are shared between general use, the electrical division, water division, and streets division. There is a desire to store smaller, seasonal pieces of equipment on the mezzanine to free up main floor area, but that is not very feasible without an elevator or lift.
- **File Storage:** The main workroom, storage closets, and flat file storage located in Engineering meet current requirements for storage and the State's archive requirements. In addition, there is space available on the mezzanine level that is being utilized for storage by Public Works and other departments.
- **Technology Support:** The use of iPads, drones, and other mobile technologies requires areas for storage and charging.
- **Janitorial Service Storage:** Cleaning is managed by a third party and additional space is required for storage of supplies and equipment.
- **Bike Racks and/or Covered / Indoor Bike Storage:** As previously noted, the City is very bicycle friendly and encourages alternative transportation. Facilities for covered bike parking and/or secure bike storage should be considered as part of any upgrades or renovations.
- **Electric Vehicles (EV):** The City has a limited number of electric vehicles currently, but considerations should be made at existing sites for additions to the fleet.



SECTION 3 | ASSESSMENT SUMMARY



SECTION 3.0 | FACILITY CONDITION ASSESSMENT SUMMARY

EVALUATION OF 2021 FACILITY CONDITION ASSESSMENT

Summary

A Facility Condition Assessment for each of the City-owned buildings was completed by the City and its consultant, approximately four years ago. The reports dated October 18, 2021, included the following information:

- Detailed Building Description:
 - Building History
 - Architectural Review
 - Operational Concerns
 - Mechanical Systems
 - Plumbing Systems
 - Fire Protection Systems
 - Electrical Systems
- Accessibility Survey (Building And Site Review)
- Security Analysis
- Municipal Code and Zoning Analysis
- Historical Considerations
- Recommended Resolutions:
 - Building Recommendations
 - Accessibility Recommendations
 - Security Recommendations
 - Sustainability Recommendations
- Building Maintenance Analysis

General

For each of the facilities, the primary goal of the existing conditions review is to review and confirm the existing condition of the major building and site elements to assist in determining the remaining life of systems and/or components and assist the City in prioritizing capital improvement projects based on the funds available.

The FGMA Team reviewed the existing drawings and conducted tours of the existing facilities to determine the overall general condition of the buildings and sites. The tours were conducted in conjunction with City Staff, who were familiar with the buildings and provided valuable insight into maintenance requirements and issues.

This assessment update is to be utilized as an additional planning tool and is intended to provide the City with the information needed to make informed decisions on the steps that should be taken to address the facility needs throughout the City.



Deficiency Notation Form and Building Rating System

Based on the Facility Condition Assessments previously completed by the City and the tours completed as part of this Facilities Master Plan, the following Deficiency Notation Forms were developed by FGMA for each of the facilities reviewed. For programmatic, operational, accessibility, and/or sustainability observations, comments were summarized as follows:

- **Compliant:** The item is generally compliant with current codes or best practices for similar facilities.
- **Deficient:** The item is either nonexistent or does not meet current requirements, current codes, or best practices for similar facilities.

For building systems and components, the rating system is based on the ASTM E2018-15, Standard Guide For Property Condition Assessments standards and defined as follows:

- **Good Current:** The system was built, renovated, or rehabilitated to equal or exceed the current nationally recognized standards addressing the item; it is functioning properly, and it appears to be properly maintained. Parts are readily available.
- **Good Dated:** The system meets or exceeds the lawfully enforceable minimum standard but does not meet the corresponding current nationally recognized standard; it is functioning properly and appears to be properly maintained. Parts are readily available.
- **Fair:** The system fails to meet minor lawfully enforceable minimum standards in one or more minor respects but is scheduled to be brought up to code. It is marginally functional or requires frequent repair to continue functioning and appears to be adequately maintained. Parts are becoming difficult to acquire and the system is nearing the end of its useful life.
- **Poor:** The system fails to meet lawfully enforceable minimum standards in substantial respect; it does not function reliably and appears to be poorly maintained. Parts can no longer be acquired, and the system is beyond its useful life.
- **Very Poor:** The system fails to meet lawfully enforceable minimum standards to such an extent as to pose an imminent threat to the health or safety of building occupants or is completely nonfunctional.

Using the Deficiency Notation Form as a guide, the FGMA Team referenced this document during the recent assessment of the facilities.



Accessibility Considerations

As summarized by the Institute for Human Centered Design, the Americans with Disabilities Act (ADA) requires that state and local governments, as well as businesses and non-profit organizations, to provide services, programs, and goods to people with disabilities and equitable access. Older or existing facilities are not grandfathered in as ADA is a civil rights law and not a building code. Requirements for state and local governments are different than for public places

State and local governments must ensure that services, programs, and activities, when viewed in their entirety, are accessible to people with disabilities. Alterations to older buildings are often required to ensure accessibility to ensure compliance with the Department of Justice's ADA Title II Regulations 28 CFR Part 35.150. Complete accessibility for state and local governments is a higher level of standard than for public buildings that require readily achievable barrier removal. To that end, state and local governments are not required to take any action that requires a financial or administrative burden.

The Department of Justice has the following priorities, which are equally applicable to state and local government facilities:

- **Priority 1:** Accessible approach and entrance(s).
- **Priority 2:** Access to goods and services.
- **Priority 3:** Access to public toilet rooms.
- **Priority 4:** Access to other public items or any other measures necessary.

A complete accessibility survey was not completed as part of the Facilities Condition Assessments or this Facilities Master Plan but is recommended prior to the implementation of steps required to achieve compliance with ADA.

The forms below include a brief overview of sustainability initiatives that should be considered as part of the Facilities Master Plan.



Security Considerations

A Facility Security Assessment (FSA) is an in-depth analysis used to determine security measures needed to protect personnel, property, and information. A complete Facility Security Assessment was not completed as part of the Facilities Condition Assessments or this Facilities Master Plan, but is recommended to address several concerns:

- **Risk Management:** The assessment of physical facilities helps to identify potential risks and address resiliency of existing assets.
- **Health, Safety and Welfare:** Investing in physical security demonstrates a commitment to the community and staff that their welfare is first and foremost.
- **Cybersecurity:** Physical security and restricted access to certain areas is a key aspect of preventing cybersecurity.
- **Regulatory Compliance:** For some departments, maintaining secure areas for data, records, evidence, etc. is a requirement.

The previously completed Facility Condition Assessments provided a general overview of physical security concerns at each of the facilities and this was a key consideration identified during the interviews and tours completed as part of the Facilities Master Plan. Comments are limited to the following previously identified key physical security aspects:

- Site and Perimeter Security.
- Public Interaction and Transaction Counters.
- Access Control.
- Surveillance and Closed-Circuit Television (CCTV).
- Intrusion Detection and Panic Alarms.

A complete Facility Security Assessment is recommended for the City Facilities, especially prior to the implementation of any centralized city-wide systems or procedures.



Sustainability Considerations

As previously stated, the City of Geneva has a responsibility to be good stewards of its resources and has previously achieved many sustainable initiatives. From everyday activities such as alternative transportation, reducing water and energy consumption, and recycling, to larger initiatives such as alternative energy and facilities that exceed current energy code requirements, the previously completed Facilities Condition Assessments included observations with respect to opportunities for green initiatives which has been expanded on as part of this Facilities Master Plan.

For organizational purposes, the forms below utilize the major topics developed by the United States Green Building Council (USGBC) as part of its Leadership in Energy and Environmental Design (LEED) certification system.

- **Location and Transportation:** Considerations include surrounding density and diverse uses, access to quality transit, bicycle facilities, and provisions for green vehicles.
- **Sustainable Sites:** Considerations include provisions for open space, rainwater management, heat island reduction, and light pollution reduction.
- **Water Efficiency:** Design considerations include outdoor and indoor water use reduction and metering to monitor and confirm use. New construction and/or significant renovations should include low flow water fixtures and site development that includes drought tolerant plantings with native and adaptive species.
- **Energy and Atmosphere:** In addition to fundamental items such as commissioning of systems and refrigerant management, the primary goal is to optimize energy efficiency and performance with considerations for renewable energy production.
- **Materials and Resources:** Key considerations include the storage and collection of recyclables and reducing the life-cycle impact of building products.
- **Indoor Environmental Quality:** The focus is on the interior environment for occupants and visitors including indoor air quality, thermal comfort, access to daylight and views, and acoustic performance.

Deficiency Notation Forms

Based on the above, the following is an updated assessment of existing building conditions for each facility:



SECTION 3.1 | POLICE STATION DEFICIENCY NOTATION FORM



GENERAL

The Geneva Police Station is located at 20 Police Plaza in Geneva, Illinois and is within the Department of Interior and the City of Geneva Historic Districts. The two-story building is approximately 21,500 square feet and was constructed in several phases over the last 110 years, with notable renovations in the 1960's, 1970's, 1987 and 2002. Based on information provided by the City, the building has three main areas:

- Building A – North: The original portion of the building, constructed in 1915. This portion of the building has been used by various City agencies, including the Fire Department, the Public Works Department, Tri-Com Central Dispatch, and is currently shared by the Police Department and Finance Department.
- Building B – Middle: The mixed-use addition was constructed in 1953 and used by the City and the Fire Department.
- Building C – South: The newest portion of the building, constructed in the 1980's to accommodate the Police Department.



SUMMARY OF EXISTING CONDITIONS AND RECOMMENDATIONS | POLICE STATION

POLICE STATION		2021 STUDY RATING	2023 ASSESSMENT	NOTES
	Architectural and Operational Concerns			
1.	General	Deficient	Concur	The existing Police Station is deficient with respect to meeting current standards and requirements for operations and training.
2.	Exterior Secure Parking	Deficient	Concur	The existing surface parking area is undersized for shift changes and patrol cars and does not provide adequate protection for the vehicles and officer safety.
3.	Interior Secure Parking	Deficient	Concur	Storage for specialized vehicles including all-terrain vehicles does not meet current requirements.
4.	General Storage	Deficient	Concur	Storage for vehicles, equipment, and legally required documents and evidence does not meet current requirements.
5.	Evidence Storage	Deficient	Concur	The lack of adequate storage does not meet current requirements and/or best practices with respect of chain of custody.
6.	Roll Call	Deficient	Concur	The roll call room is undersized and not located in an area that allows for efficient access to patrol vehicles, sallyport, holding, evidence, or a report writing area.
7.	Patrol	Deficient	Concur	Patrol lockers are currently located in the Roll Call room and are not conveniently located near the exit to the patrol vehicles.
8.	Breakroom	Deficient	Concur	Interior finishes are in poor condition and the location on the lower level has been subject to frequent sewage backups.
9.	Locker Room	Deficient	Concur	Locker rooms are undersized and do not meet current standards for police station design and do not provide the proper amount of privacy. There is no storage for equipment or firearms, ventilation for uniforms, or adequate power for charging devices.
10.	Sallyport	Deficient	Concur	The sallyport is extremely undersized and not configured for drive-through operations. The configuration of the sallyport and holding cells does not allow for efficient transport of suspects or provide for officer safety.



POLICE STATION		2021 STUDY RATING	2023 ASSESSMENT	NOTES
11.	Detention	Deficient	Concur	The holding cells are not configured to align with current operations or Illinois Department of Corrections design requirements. Due to the practice of discharging or bringing suspects to the Kane County Jail, most spaces are not heavily used.
12.	Bond Out	Deficient	Concur	The location of the existing bond-out and the bond-out system makes it difficult to release detainees in a safe and controlled manner.
13.	Evidence	Deficient	Concur	The evidence area is undersized and there is not adequate storage for long term evidence.
14.	Evidence Processing	Deficient	Concur	Equipment and configuration are inefficient. Additionally, the ductwork is not isolated so odors from the processing process, or evidence gathered, infiltrates into the adjacent administrative space.
15.	Training	Deficient	Concur	There are no training facilities creating significant inefficiencies.
16.	Investigations	Deficient	Concur	There is no collaboration or dedicated meeting spaces for Investigations.
17.	Meeting Space	Deficient	Concur	Meeting space and/or conference rooms.
18.	Interview Rooms	Deficient	Concur	There is insufficient interview space with an appropriate level of privacy. Additional acoustically rated interview rooms are required.
19.	Records and Police Reception	Deficient	Concur	The office layout is inefficient and interaction with the public is challenging. Additionally, the public has a view of the desks of the staff allowing them to potentially see sensitive documentation.
20.	Records Manager Office	Deficient	Concur	The records manager's office is in a space that was previously a closet and therefore does not have adequate supervisory views or sized in accordance with the manager's needs.
21.	Patrol and Report Writing	Deficient	Concur	Report writing area is undersized and not configured to meet current requirements.
22.	Fitness	Deficient	Concur	Existing space is undersized, poorly ventilated, and not configured to meet current requirements.
23.	Offices	Deficient	Concur	Existing offices on the Lower Level are undersized and not configured to meet current requirements.
24.	Circulation	Deficient	Concur	Critical pathways inside the building require officers to traverse stairs during a response to an emergency call for service.



POLICE STATION		2021 STUDY RATING	2023 ASSESSMENT	NOTES
25.	Conference Rooms	Deficient	Concur	conference rooms do not have requisite collaboration and audiovisual features.
26.	Furnishings, Fixtures and Equipment (FFE)	Deficient	Concur	Furniture systems within the existing facility have exceeded their useful lives. Provide contemporary systems may be more efficient and ergonomically designed to reduce employee fatigue and injury.
Accessibility				
27.	Priority 1: Accessible approach and entrance(s)	Compliant	Concur	The access to the main access to the building is generally compliant with accessibility requirements.
28.	Priority 2: Access to goods and services	Compliant	Concur	The building is generally compliant with accessibility requirements.
29.	Priority 3: Access to public toilet rooms	Compliant	Concur	The public toilet rooms on the first floor are generally compliant with accessibility requirements.
30.	Priority 4: Other measures necessary	Deficient	Concur	Primarily due to the age of the existing facility, there are several areas that are not compliant with accessibility requirements.
Security				
31.	Site / Perimeter Security	Deficient	Concur	There is no secure parking for officers or staff vehicles. The existing parking lot areas are shared with other public functions. Secure parking areas for officers private and squad vehicles are highly recommended.
32.	Transaction Counter	Good – Current	Concur	Existing Reception / Records has a secure transaction counter. An accessible public lobby / safe haven that is accessible 24 hours a day with an emergency phone is recommended.
33.	Access Control	Deficient	Concur	A complete centralized access control system is recommended. Provide access control at exterior doors and select interior doors as well as exterior secure areas.
34.	Closed Circuit Television (CCTV)	Deficient	Concur	A complete centralized CCTV camera and monitoring system, in addition to the detention system, is recommended.
35.	Intrusion Detection / Panic	Deficient	Concur	Maintaining panic alarms at key public areas is recommended.
36.	Other – Detention	Good – Dated	Concur	Detention has specific requirements to meet State of Illinois, Department of Corrections certification. Existing system is at risk due to the condition of the emergency generator and centralized IT equipment.



POLICE STATION		2021 STUDY RATING	2023 ASSESSMENT	NOTES
Sustainability				
37.	Location and Transportation	Good – Current	Concur	The current location downtown has many benefits. Considerations for a new site should include surrounding density and diverse uses, access to quality transit, bicycle facilities, and provisions for green vehicles.
38.	Sustainable Sites	Poor	Concur	Considerations for redeveloping the existing site as well as developing a site for a new facility should include provisions for open space, rainwater management, heat island reduction, and light pollution reduction.
39.	Water Efficiency	Fair	Concur	There is minimal landscaping and most plumbing fixtures are older. The primary goals for a new or renovated facility should include low flow water fixtures and site development that includes drought tolerant plantings with native and adaptive species.
40.	Energy and Atmosphere	Poor	Concur	The existing building does meet current energy codes. The primary goal for a new or renovated facility is to optimize energy efficiency and performance with considerations for renewable energy production.
41.	Materials and Resources	Good – Dated	Concur	Key considerations include the storage and collection of recyclables and reducing the life-cycle impact of building products.
42.	Indoor Environmental Quality	Poor	Concur	The building and regularly occupied spaces have almost no natural light outside of a few offices on the west side.
Building Systems				
43.	Mechanical Systems	Poor	Concur	Each of the existing mechanical systems are in need of replacement.
44.	Electrical Systems	Good – Dated	Concur	The existing electrical systems are generally in good condition but would likely need to be replaced as part of a complete renovation.
45.	Emergency Power Systems	Poor	Concur	The existing emergency generator is past its useful service life. The repair or replacement is a high priority due to the 24/7/365 nature of the facility and the presence of the main computer room for the City.
46.	Fire Alarm Systems	Good - Dated	Concur	The existing fire alarm system is generally in good condition but would likely need to be replaced as part of a complete renovation.



POLICE STATION		2021 STUDY RATING	2023 ASSESSMENT	NOTES
47.	Plumbing Systems	Good to Poor	Concur	Domestic water, sanitary systems, stormwater, and plumbing fixtures would need to be replaced as part of a significant renovation and/or addition.
48.	Fire Protection Systems	Deficient	Concur	There is no fire sprinkler system. A complete, automatic fire sprinkler system would need to be provided as part of a significant renovation or new facility.



SECTION 3.2 | CITY HALL DEFICIENCY NOTATION FORM



GENERAL

City Hall is located at 22 South First Street in Geneva, Illinois. The two-story building is approximately 12,700 square feet and was constructed in 1912 and is within the Department of Interior and the City of Geneva Historic Districts. The last major renovation was completed in 2009 and included interior and exterior improvements. Programmatically, additional space is required to provide better customer service, more efficiently organized workspaces, and to increase safety and security in City Hall.

Fundamentally, a fully accessible facility is the primary goal of any renovation. Without the ability to provide universal access, the City simply cannot meet its primary goal of providing exceptional City Services. The project should strive towards being fully accessible, including public access, staff access, offices, meeting rooms, etc. Any addition or renovation will likely need to include an accessible entrance, lobby space, elevator, stairway, and accessible toilet rooms (men's, women's, and gender neutral).



Each of the systems outlined in the Facilities Condition Assessment should be replaced as recommended. The biggest challenge is the age of the building and the historic architecture. Accommodating current requirements for heating, cooling, and natural ventilation through the use of residential grade units is not viable. Any addition or renovation will likely need to include a mechanical room with space to provide contemporary equipment including air-handling units, heat recovery wheels, modular natural gas boilers, and an electronic temperature control system with building automation system (BAS).

A successful project completed by the City to renovate and upgrade a historic structure can be a shining example for future developments that may find the task daunting. A project of this nature, to upgrade and renovate one of the City's finest structures, can serve as a template for what will be acceptable in the future.



SUMMARY OF EXISTING CONDITIONS AND RECOMMENDATIONS | CITY HALL

	CITY HALL	2021 STUDY RATING	2023 ASSESSMENT	NOTES
	Architectural and Operational Concerns			
1.	Exterior Envelope	Fair	Concur	The mechanical systems are failing and leading to thermal comfort issues at the perimeter of the building. Coupling that with an inefficient building envelope the issues are compounded. Window systems and wall systems are not sealed. Building occasionally has infiltration of bugs disrupting operations and causing distractions.
2.	Openings	Fair to Poor	Concur	Exterior entrance doors are in poor condition. Exterior windows are in fair condition and in need of replacement. Replace existing exterior windows and doors with new, insulated assemblies to assist with improving the thermal envelope to meet current energy codes.
3.	Roofing	Fair	Concur	Replace existing roofing system including fascia and trim to assist with improving the thermal envelope to meet current energy codes.
4.	Council Chamber	Deficient	Concur	Council Chamber is undersized and does not meet accessibility requirements. The space is not secure and is part of the general circulation within the building.
5.	Finance Department	Deficient	Concur	The Finance Department is located across the street as part of the Police Station building. This creates inefficiencies from administrative and public access.
6.	Offices	Deficient	Concur	Administrative offices and spaces are generally undersized for their needs, in comparison to current office standards. The office space is outdated and is not efficiently laid out due to the size and age of the building. The departments are spread across the building and are in whatever space is available.
7.	Conference Rooms	Deficient	Concur	There is an insufficient number of conference rooms not allowing collaboration to occur between staff to create additional efficiencies in work processes.
8.	Toilet rooms	Deficient	Concur	The Upper-Level toilet rooms are shared between the public and staff and are located within the Council Chamber, presenting issues with privacy and noise. The Lower-Level toilet rooms are undersized and do not meet accessibility requirements.



CITY HALL		2021 STUDY RATING	2023 ASSESSMENT	NOTES
Accessibility				
9.	General	Deficient	Concur	Primarily due to the age and size of the existing facility, there are many areas that are not compliant with accessibility requirements.
10.	Priority 1: Accessible approach and entrance(s).	Deficient	Concur	<p>Accessible parking spaces are located on the west side of the building but remote from the Lower-Level entrance.</p> <p>The access to the Lower Level of the building is generally compliant with accessibility requirements. The Upper Level is not accessible.</p> <p>There is no accessible parking for the Finance Department across the street from City Hall and a limited accessible route between the two buildings.</p>
11.	Priority 2: Access to goods and services.	Deficient	Concur	The public spaces of the building are not fully accessible with respect to ADA requirements.
12.	Priority 3: Access to public toilet rooms.	Deficient	Concur	There are no public toilet rooms on the Lower Level. The public toilet rooms on the Upper Level are not fully accessible with respect to ADA requirements.
13.	Priority 4: Other measures necessary	Deficient	Concur	There is no elevator, and the existing chair lift is currently inoperable, and replacement parts are not available.
Security				
14.	Site / Perimeter Security	Deficient	Concur	There is no secure parking for City Hall staff vehicles and one of the existing parking lot areas is remote from the building. Due to the location of City Hall in the downtown areas, dedicated but not necessarily secure parking areas for staff are recommended.
15.	Transaction Counter	Deficient	Concur	<p>The Existing transaction counters for Finance are generally secure and accessible. The transaction counter for Community Development is not secure and the public often have free access to the areas of work.</p> <p>Secure transaction counters are recommended and a secure public lobby / safe havens that is accessible 24 hours a day with an emergency phone or direct connection to the Police Department is recommended.</p>
16.	Access Control	Deficient	Concur	A complete centralized access control system is recommended. Provide proximity card readers at exterior entrances and secure areas within the facility.



CITY HALL		2021 STUDY RATING	2023 ASSESSMENT	NOTES
17.	Closed Circuit Television (CCTV)	Deficient	Concur	A complete centralized CCTV camera and monitoring system is recommended. Provide exterior cameras at each entrance and exterior parking areas. It is recommended that cameras be recorded and actively monitored at a central location.
18.	Intrusion Detection / Panic	Deficient	Concur	Panic buttons at select locations, including public facing transaction counters (Finance, Community Development, Council Chambers), and other key locations to be determined should be considered.
19.	Restricted Access Areas	Deficient	Concur	There is an increasing need for secure and controlled access to the building and a separation between public and staff areas.
Sustainability				
20.	Building Reuse	Compliant	Concur	The City has opportunities to demonstrate their stewardship of City-owned properties by employing sustainable approaches to renovations and improvements.
21.	Location and Transportation	Good – Dated	Concur	The location downtown meets the key considerations including surrounding density, diverse uses, and access to quality transit. Additional provisions should be considered for bicycle facilities, and green vehicles.
22.	Sustainable Sites	Good – Dated	Concur	Considerations as part of any redevelopment include provisions for open space, rainwater management, heat island reduction, and light pollution reduction.
23.	Water Efficiency	Poor	Concur	Design considerations include outdoor and indoor water use reduction and metering to monitor and confirm use. New construction and/or significant renovations should include low flow water fixtures and site development that includes drought tolerant plantings with native and adaptive species.
24.	Energy and Atmosphere	Poor	Concur	In addition to fundamental items such as commissioning of systems and refrigerant management, the primary goal is to optimize energy efficiency and performance with considerations for renewable energy production.
25.	Materials and Resources	Fair	Concur	Key considerations include the storage and collection of recyclables and reducing the life-cycle impact of building products.
26.	Indoor Environmental Quality	Fair	Concur	The focus is on the interior environment for occupants and visitors including indoor air quality, thermal comfort, access to daylight and views, and acoustic performance.



CITY HALL		2021 STUDY RATING	2023 ASSESSMENT	NOTES
	Building Systems			
27.	Mechanical – Heating, Ventilation and Air-Conditioning (HVAC)	Poor	Concur	The building is heated and cooled by (6) residential-grade gas furnaces with associated grade mounted air-cooled condensing units. None of the units provide outside air ventilation and only a few interior spaces have operable windows to meet the ventilation code. FGMA concurs with the previous recommendations to replace each of the mechanical systems as part of a renovation and/or redevelopment of City Hall.
28.	Supplemental Cooling	Poor	Concur	The former server room on the stage has a duct-free split system that was recently repaired. The Studio Production room adjacent to the Council Chambers has a portable air conditioner.
29.	Temperature Controls	Poor	Concur	There are temperature control issues because each furnace has one thermostat, but serves spaces with varying loads, including both interior and perimeter spaces on the same furnace. Because of this, plug-in electric heaters are in use throughout the building. Temperature controls are standalone electric. There is no Building Automation System (BAS) to provide remote monitoring and control of the equipment.
30.	Electrical Lighting	Good to Fair	Concur	Interior lighting appears to be in fair condition and a replacement program is in process to update all the fixtures to energy efficient LED fixtures. The replacement has been completed on the Lower Level.
31.	Emergency Power	Good	Concur	The existing generator provides back-up power to the entire building.
32.	Electrical Power	Fair to Poor	Concur	The electrical panels appear to be in fair condition. Thermal imaging service is recommended at the switchboard and panels as a preventative measure to ensure all connections are secure and properly terminated. Locations are in poor locations, often in offices or closets and not dedicated electrical rooms with proper clearances.
33.	Electrical Wiring	Fair	Concur	Replace any remaining cloth insulated wires currently installed in the building.
34.	Emergency Lighting	Good	Concur	Provide emergency lighting with an integral back-up battery in the men & women public toilet rooms.
35.	Fire Alarm System	Good	Concur	Provide fire alarm notification devices in the men & women public toilet rooms.



CITY HALL		2021 STUDY RATING	2023 ASSESSMENT	NOTES
36.	Clock System	Deficient	Concur	There is no master clock system in the building.
37.	Plumbing Systems	Good	Concur	In general, the domestic water and water systems are in good condition.
38.	Plumbing Systems – Water Service	Deficient	Concur	A new water main should be routed to the building with provisions for future flush valves and sprinkler system. The water service should be located within a mechanical space with room for a water meter and a backflow preventer. An RPZ backflow preventer should be installed on the potable domestic water pipe serving the building to protect the city water supply from the building potable water service.
39.	Plumbing Systems – Piping	Fair to Poor	Concur	Galvanized water supply piping in the building should be replaced with copper piping.
40.	Plumbing Fixtures	Good to Poor	Concur	Existing fixtures are in good condition but rated poor due to heavy water usage. In addition, thermostatic mixing valves should be added to all public lavatories should be added. Mop sinks should be provided on each floor near the toilet rooms.
41.	Plumbing Systems – Hot Water	Fair to Poor	Concur	Replace water heater within 3-5 years and add an expansion tank and recirculation system to domestic hot water piping.
42.	Fire Protection System	Deficient	Concur	The existing building has no automatic fire protection system. Provide a complete, automatic fire sprinkler system throughout the existing facility and any new addition.
43.	Audio-Visual Systems	Good to Fair	Concur	Conference Rooms and Council Chambers should be provided with updated technology.



SECTION 3.3 | FIRE STATION 1 DEFICIENCY NOTATION FORM



GENERAL

The single-story building with partial basement was constructed in 2002 and is generally in very good condition. Some systems are nearing the end of their useful service lives and capital improvements should include their systematic replacement. Additional recommendations are primarily related to meeting best practices for fire stations related to functionality, privacy, and equity.



SUMMARY OF EXISTING CONDITIONS AND RECOMMENDATIONS | FIRE STATION 1

FIRE STATION 1 HEADQUARTERS		2021 STUDY RATING	2023 ASSESSMENT	NOTES
Architectural and Operational Concerns				
1.	Apparatus Bays	Deficient	Concur	Lacking shower and decontamination areas recommended as part of best practices.
2.	Emergency Operations Center (EOC)	Deficient	Concur	Undersized and not configured to meet current requirements.
3.	Fitness Room	Deficient	Concur	Undersized and not configured to meet current requirements.
4.	Bunk Rooms	Deficient	Concur	Undersized and not configured to meet current requirements for privacy and single occupancy.
5.	Locker Rooms	Deficient	Concur	Undersized and not configured to meet current requirements for privacy and gender equity.
6.	Battalion Chief Suite	Deficient	Concur	Provide a dedicated office and bunk space consistent with best practices.
7.	Exterior Envelope	Good	Concur	Roofing maintenance contract recommended for regular documented assessments and repairs.
8.	Exterior Stair	Deficient	Concur	Recommend an enclosure of the exterior stair to the lower level for added security and protection from the elements.
9.	Elevator	Good	Concur	Elevator maintenance contract recommended for regular documented assessments and repairs.
10.	Residential Quarters	Deficient	Concur	Renovations are recommended for the bunk rooms, locker rooms, and toilet / shower facilities to meet current requirements.
11.	Interior Finishes	Fair	Concur	Replacement of finishes and casework in the dayroom and kitchen recommended due to heavy use.
Accessibility				
12.	Priority 1: Accessible approach and entrance(s)	Compliant	Concur	The access to the main access to the building is generally compliant with accessibility requirements.
13.	Priority 2: Access to goods and services	Compliant	Concur	The building is generally compliant with accessibility requirements.
14.	Priority 3: Access to public toilet rooms	Compliant	Concur	The toilet rooms are generally compliant with accessibility requirements.
15.	Priority 4: Other measures necessary	Good - Current	Concur	There are no significant issues with respect to accessibility requirements.



FIRE STATION 1 HEADQUARTERS		2021 STUDY RATING	2023 ASSESSMENT	NOTES
Security				
16.	Site / Perimeter Security	Deficient	Concur	There is no secure parking for firefighters or staff vehicles. Secure parking for the Fire Department staff vehicles is recommended if feasible. Perimeter fencing of the secure parking areas with motorized gates and access control is part of the recommendations.
17.	Main Entrance Lobby	Good	Concur	The existing main entrance is secured. Provisions for a safe haven and/or emergency telephone should be considered.
18.	Access Control	Deficient	Concur	A complete centralized access control system is recommended. Provide access control at exterior doors and select interior doors.
19.	Closed Circuit Television (CCTV)	Deficient	Concur	A CCTV camera system was recently added. System should be tied to a centralized CCTV camera and monitoring system.
20.	Intrusion Detection / Panic	Deficient	Concur	An intrusion detection system is not recommended.
Sustainability				
21.	Location and Transportation	Good – Dated	Concur	Considerations as part of any redevelopment should include bicycle facilities and provisions for green vehicles.
22.	Sustainable Sites	Good – Dated	Concur	Considerations as part of any redevelopment include maintaining open space and provisions rainwater management, heat island reduction, and light pollution reduction.
23.	Water Efficiency	Good – Dated	Concur	Design considerations include outdoor and indoor water use reduction and metering to monitor and confirm use. Any renovations should include low flow water fixtures and site development that includes drought tolerant plantings with native and adaptive species.
24.	Energy and Atmosphere	Good – Dated	Concur	The current facility does not meet current energy codes. The primary goal of any renovations is to optimize energy efficiency and performance with considerations for renewable energy production.
25.	Materials and Resources	Good – Dated	Concur	Key considerations include the storage and collection of recyclables and reducing the life-cycle impact of building products.
26.	Indoor Environmental Quality	Good – Dated	Concur	The focus is on the interior environment for occupants and visitors including indoor air quality, thermal comfort, access to daylight and views, and acoustic performance. Improvements to existing systems are outlined below.



FIRE STATION 1 HEADQUARTERS		2021 STUDY RATING	2023 ASSESSMENT	NOTES
	Building Systems			
27.	Mechanical Systems	Fair	Concur	Existing heating, ventilation and air-conditioning systems are nearing the end of their service life and need replacement in the next 5 years. Upgrades to the exhaust management system for apparatus bays is planned for the next year.
28.	Temperature Controls	Deficient	Concur	Provide an addressable building automation system (BAS).
29.	Electrical System	Good – Dated	Concur	Thermal imaging service is recommended at the switchboard and panels as a preventative measure to ensure all connections are secure and properly terminated.
30.	Electrical Power and Distribution	Good – Dated	Concur	Replace receptacles in the apparatus bay with GFCI type due to exposure to moisture.
31.	Lighting	Good – Dated	Concur	
32.	Plumbing Systems	Good – Dated	Concur	Existing domestic water, sanitary, and stormwater systems are in good condition.
33.	Plumbing Systems	Good – Dated	Concur	Add thermostatic mixing valves to public lavatories. Provide backflow preventers at chemical dispensing equipment. Replace Lower-Level pumps.
34.	Plumbing Fixtures	Good – Dated	Concur	Plumbing fixtures should be replaced as part of any renovations.
35.	Emergency Eye Wash	Good – Dated	Concur	Route domestic hot water to eyewash fixture and provide thermostatic mixing valve.
36.	Fire Protection System	Good – Dated	Concur	Existing thin wall piping should be examined and replaced within the next 10-15 years and system converted to nitrogen filled in lieu of compressed air.
37.	Fire Alarm System	Good – Dated	Concur	Provide carbon monoxide detectors in Lower-Level Mechanical Room. Provide fire alarm initiating devices in the kitchen area for early detection.



SECTION 3.4 | FIRE STATION 2 DEFICIENCY NOTATION FORM



GENERAL

The single-story structure was constructed in 1993 and a separate storage garage was added at a later date. Based on information provided by the City, the building size was limited due to budget constraints and provisions for future expansion limited based on the site conditions. As stated in the Facilities Condition Assessment, the buildings are both wood-framed structures consistent with light commercial or residential-grade construction. Due to the size of the facility, design of the facility, and the significant issues with bringing the facility up to current building codes, energy codes, and accessibility standards a significant renovation or replacement is recommended.



SUMMARY OF EXISTING CONDITIONS AND RECOMMENDATIONS | FIRE STATION 2

FIRE STATION 2		2021 STUDY RATING	2023 ASSESSMENT	NOTES
Architectural and Operational Concerns				
1.	Site Elements	Fair	Concur	The landscaping is in fair condition.
2.	Site Pavements	Good	Concur	The concrete walks are in fair condition and the concrete apron at the north side of the apparatus bay was recently replaced. The asphalt drives have deteriorated where there are significant cracks and need replacement.
3.	Exterior Entrance	Good	Concur	Aluminum and glass entrance doors are in good condition.
4.	Exterior Windows	Fair	Concur	The vinyl-clad wood windows are residential grade and have far exceeded their service life.
5.	Roof	Excellent	Concur	The roof is a shingle roof system and was recently replaced.
6.	Interior Finishes	Fair	Concur	The interior finishes are dated and in need of replacement.
7.	Apparatus Bays	Deficient	Concur	There is insufficient room in the apparatus bay to store the equipment restricting the use a drive-through.
8.	Storage Space	Deficient	Concur	Storage space for vehicles and equipment are undersized and not configured to meet current requirements.
9.	Fitness Room	Deficient	Concur	Undersized and not configured to meet current requirements.
10.	Bunk Rooms	Deficient	Concur	Undersized and not configured to meet current requirements with respect to privacy.
11.	Locker Rooms	Deficient	Concur	Undersized and not configured to meet current requirements with respect to privacy and gender equity.
12.	Battalion Chief Suite	Deficient	Concur	Provide a dedicated office and bunk space
Accessibility				
13.	Priority 1: Accessible approach and entrance(s)	Deficient	Concur	The building is not accessible. Each entrance has a step which limits access to those with limited mobility. There is no ADA designated parking and an accessible route should be provided to the public walkway.
14.	Priority 2: Access to goods and services	Compliant	Concur	The building is generally compliant with accessibility requirements.



FIRE STATION 2		2021 STUDY RATING	2023 ASSESSMENT	NOTES
15.	Priority 3: Access to public toilet rooms	Compliant	Concur	The public toilet rooms on the first floor are generally compliant with accessibility requirements.
16.	Priority 4: Other measures necessary	Deficient	Concur	Primarily due to the age of the existing facility, there are several areas that are not compliant with accessibility requirements, as outlined below.
17.	Doorways	Deficient	Concur	Most of the interior doorways do not meet ADA requirements with respect to adequate approach space required on each side of the openings.
18.	Toilet rooms and Locker Rooms	Deficient	Concur	The internal configuration and access to the toilet rooms and locker rooms do not meet ADA requirements.
19.	Signage	Deficient	Concur	The internal signage does not meet ADA requirements with respect to contrast and braille.
Security				
20.	Site / Perimeter Security	Deficient	Concur	There is no secure parking for firefighters or staff vehicles. Secure parking for the Fire Department staff vehicles is recommended if feasible. Perimeter fencing of the secure parking areas with motorized gates and access control is part of the recommendations.
21.	Main Entrance	Good	Concur	The existing main entrance is secured. Provisions for a safe haven and/or emergency telephone should be considered.
22.	Access Control	Deficient	Concur	A complete centralized access control system is recommended. Provide access control at exterior doors and select interior doors.
23.	Closed Circuit Television (CCTV)	Deficient	Concur	A CCTV camera system was recently added. System should be tied to a centralized CCTV camera and monitoring system.
24.	Intrusion Detection / Panic	Deficient	Concur	An intrusion detection system is not recommended.
Sustainability				
25.	Location and Transportation	Fair	Concur	Considerations as part of any new development include surrounding density and diverse uses. Any new development should include bicycle facilities and provisions for green vehicles.
26.	Sustainable Sites	Good – Dated	Concur	Considerations as part of any new development include provisions for open space, rainwater management, heat island reduction, and light pollution reduction.



FIRE STATION 2		2021 STUDY RATING	2023 ASSESSMENT	NOTES
27.	Water Efficiency	Fair	Concur	Design considerations include outdoor and indoor water use reduction and metering to monitor and confirm use. New construction and/or significant renovations should include low flow water fixtures and site development that includes drought tolerant plantings with native and adaptive species.
28.	Energy and Atmosphere	Poor	Concur	The current facility Does not meet current energy codes. The primary goal of any new development is to optimize energy efficiency and performance with considerations for renewable energy production.
29.	Materials and Resources	Fair	Concur	Key considerations include the storage and collection of recyclables and reducing the life-cycle impact of building products.
30.	Indoor Environmental Quality	Fair	Concur	The focus is on the interior environment for occupants and visitors including indoor air quality, thermal comfort, access to daylight and views, and acoustic performance.
Building Systems				
31.	Mechanical Systems	Poor	Concur	The system is configured like a residential furnace system and is at the end of its service life. New commercial grade, energy efficient HVAC systems are recommended as part of any renovation or redevelopment. Upgrades to the exhaust management system for apparatus bays is planned for the next year.
32.	Temperature Controls	Deficient	Concur	There is no Building Automation System (BAS) system installed. A fully addressable BAS system are recommended as part of any renovation or redevelopment.
33.	Electrical Systems	Fair	Concur	
34.	Plumbing Systems	Fair	Concur	A study is currently in progress to determine the source of leaking in the sanitary sewers.
35.	Fire Protection Systems	Fair	Concur	The existing building is protected by a dry pipe sprinkler system.



SECTION 3.5 | PUBLIC WORKS DEFICIENCY NOTATION FORM



GENERAL

The large, single-story facility was constructed in 1987 with the south addition added in 1997. The garage portions of the facility are premanufactured metal buildings with a large span structural steel frame. The exterior walls and roofs are prefinished, insulated metal panels. The single-story administrative building on the north is conventional load-bearing masonry construction with brick masonry veneer. As stated in the Facilities Condition Assessment, the existing facility is nearing the end of its useful life and is in need of significant upgrades to stand up to heavy use and extend its life span.



SUMMARY OF EXISTING CONDITIONS AND RECOMMENDATIONS | PUBLIC WORKS

	PUBLIC WORKS	2021 STUDY RATING	2023 ASSESSMENT	NOTES
	Site and Operational Concerns			
1.	Site Access and Circulation	Deficient	Concur	The site has a number of site circulation conflicts due to the location of the staff parking and the flow of traffic.
2.	Site Storage	Deficient	Concur	Covered storage is desired to protect and extend the life of valuable equipment and materials.
3.	Site Element	Poor	Concur	Site elements are in fair to poor condition due to the age of the facility as well as the intensive and heavy use of heavy equipment.
4.	Asphalt Pavements	Poor	Concur	At the end of its service life and in need of replacement.
5.	Concrete Pavements	Good	Concur	Nearing the end of its service life.
6.	Landscaping	Poor	Concur	Overgrowth to be removed and landscaping in need of replacement.
7.	Site Drainage	Poor	Concur	West end of the property there is often flooding, that then backs into the loading dock.
8.	Site Fencing	Poor	Concur	Existing fencing in need of replacement and new fencing added for site security.
9.	Fueling Station	Poor	Concur	The replacement of the existing fueling station is currently in-progress.
	Architectural and Operational Concerns			
10.	Loading Dock	Deficient	Concur	The loading dock does not meet current OSHA workplace safety requirements and is not utilized. The area is also prone to flooding and is used primarily for vehicle storage.
11.	Vehicle Maintenance	Deficient	Concur	The existing maintenance garage is undersized and not configured to meet current requirements. The location at the front of the building creates security issues.
12.	Daylighting and Views	Deficient	Concur	Many of the regularly occupied interior offices and spaces do not have natural light.
13.	Conference Rooms	Deficient	Concur	There is an insufficient number of conference rooms.
14.	Offices	Deficient	Concur	The office space is outdated and is not efficiently laid out. The offices are small in comparison to current standards.
15.	Locker Rooms	Deficient	Concur	Existing Locker Rooms are undersized and in very poor condition.



PUBLIC WORKS		2021 STUDY RATING	2023 ASSESSMENT	NOTES
16.	Lunchroom	Deficient	Concur	The existing room is in poor condition. A dedicated and centralized lunch area of sufficient size, ideally with natural light and upgraded finishes, should be provided.
17.	Break Rooms	Deficient	Concur	Provide sufficient break areas for staff and transitory workers.
18.	Technology	Deficient	Concur	Provide wireless access points throughout the facility for internet connectivity.
19.	Storm Shelter	Deficient	Concur	A dedicated storm shelter meeting ICC-500 requirements is recommended.
20.	Exterior Envelop	Fair	Concur	A regular roof maintenance contract should be engaged to perform annual inspections and preventative maintenance.
21.	Metal Roof at Garages	Good	Concur	A new roof coating is being installed to extend the current life up to 10 years.
22.	Single Ply Roof	Poor	Concur	EPDM membrane roof at Administrative Wing is beyond its anticipated life span and in need of replacement. A new roof coating is being installed to extend the current life up to 10 years.
23.	Exterior Aluminum Windows	Poor	Concur	Aluminum-clad wood windows at Administrative building in need of replacement.
24.	Exterior HM Doors	Poor	Concur	Hollow metal doors and frames in need of replacement.
25.	Exterior Aluminum Doors	Good	Concur	Main entrance doors are in good condition.
26.	Interior Doors	Good	Concur	Solid core wood doors in hollow metal frames.
27.	Flooring	Poor	Concur	Garage bay floors are showing significant deterioration and are in need of repair or replacement.
28.	Interior Finishes	Poor	Concur	The interior finishes are generally in poor condition due to their age and intensity of use. There is an ongoing program to replace finishes.
Accessibility				
29.	Priority 1: Accessible approach and entrance(s).	Compliant	Concur	The access to the main access to the building is generally compliant with accessibility requirements. Provide accessible parking spaces meeting current requirements.
30.	Priority 2: Access to goods and services.	Compliant	Concur	The building is generally compliant with accessibility requirements.
31.	Priority 3: Access to public toilet rooms.	Compliant	Concur	The public toilet rooms on the first floor are generally compliant with accessibility requirements.



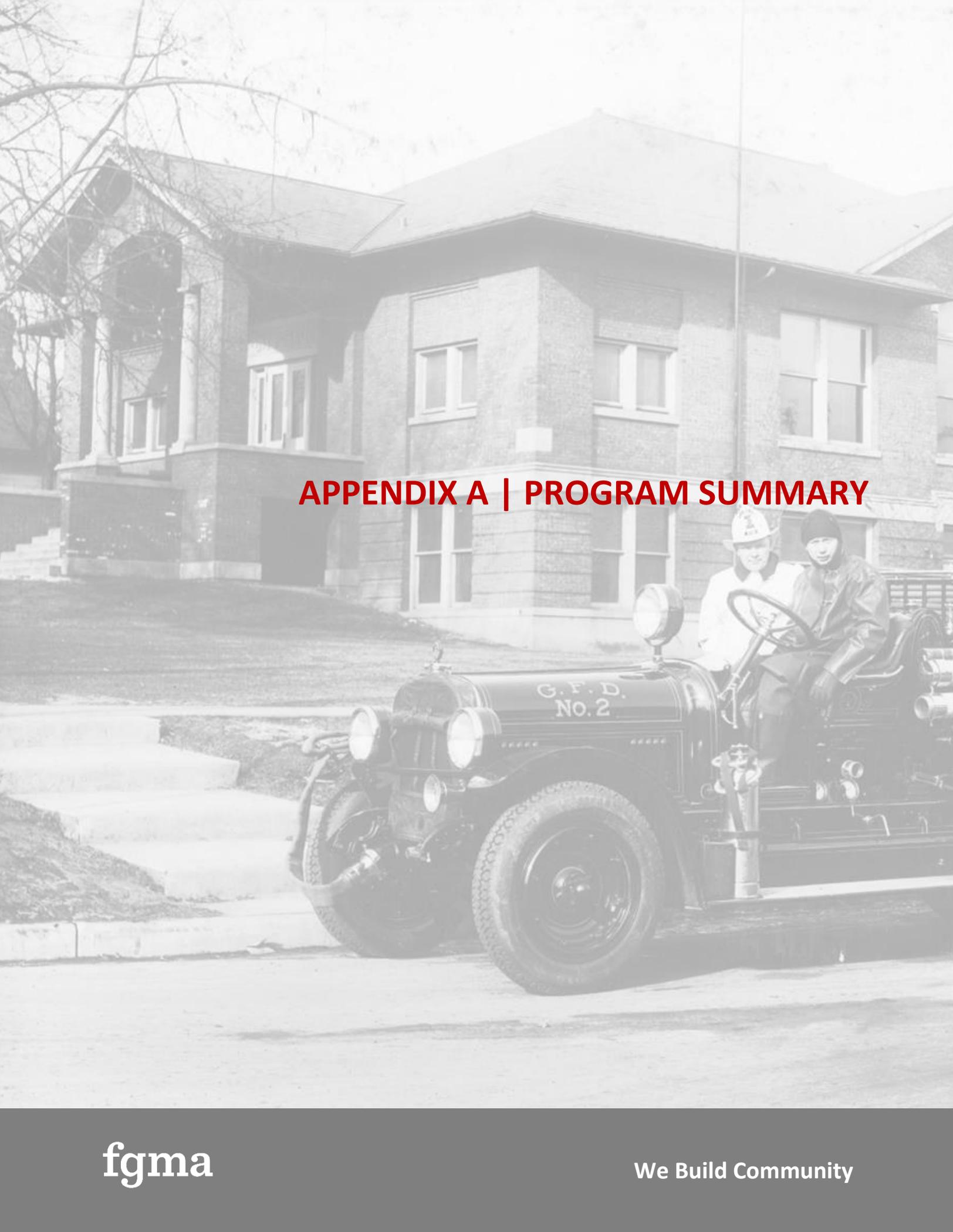
PUBLIC WORKS		2021 STUDY RATING	2023 ASSESSMENT	NOTES
32.	Priority 4: Other measures necessary	Deficient	Concur	Primarily due to the age of the existing facility, there are several areas that are not compliant with accessibility requirements.
33.	Vertical Circulation – Elevator	Deficient	Concur	Provide elevator for access to the second offices and mezzanine.
Security				
34.	Site Security – Parking and Access	Deficient	Concur	There is no secure parking for staff vehicles. The existing parking lot area on the east is shared with other public functions. Access to the secure outdoor storage areas is often left open. Provisions for secure parking and access control should be considered. Secure exterior storage yards for Public Works and secure access to the garage spaces is highly recommended. Perimeter fencing of the secure parking areas with motorized gates and access control is part of the recommendations
35.	Perimeter Security – Fencing	Deficient	Concur	Secure perimeter fencing should be considered to protect the stored materials and equipment and restrict access to the building. Repair or replace existing damaged fence panels and remove plantings and overgrowth.
36.	Building Security - Exterior Access	Deficient	Concur	Overhead doors at the maintenance garage are often left open for ventilation providing free access to the building. Relocating the maintenance area to a secure location and secure access to the exterior overhead doors should be considered.
37.	Lobby Transaction Counter	Good	Concur	Provide a dedicated secure transaction counter at the main lobby / reception area for public interaction. A secure public lobby that is accessible 24 hours a day with an emergency phone or direct connection to the Police Department is recommended for each of the public facilities for emergencies and safe-haven requirements.
38.	Access Control	Deficient	Concur	A complete centralized access control system is recommended. Provide access control at exterior doors and select interior doors as well as secure exterior areas.
39.	Closed Circuit Television (CCTV)	Deficient	Concur	A complete centralized CCTV camera and monitoring system is recommended.
40.	Intrusion Detection / Panic	Deficient	Concur	Maintaining panic alarms at key public areas is recommended.



PUBLIC WORKS		2021 STUDY RATING	2023 ASSESSMENT	NOTES
	Sustainability			
41.	Location and Transportation	Good – Dated	Concur	Future considerations include bicycle facilities and provisions for green vehicles.
42.	Sustainable Sites	Fair	Concur	Future considerations include provisions for maintaining open space, rainwater management, heat island reduction, and light pollution reduction.
43.	Water Efficiency	Fair	Concur	Design considerations include outdoor and indoor water use reduction and metering to monitor and confirm use. New construction and/or significant renovations should include low flow water fixtures and site development that includes drought tolerant plantings with native and adaptive species.
44.	Energy and Atmosphere	Fair to Poor	Concur	The primary goal for renovations and/or additions is to optimize energy efficiency and performance with considerations for renewable energy production.
45.	Materials and Resources	Fair	Concur	Key considerations include the storage and collection of recyclables and reducing the life-cycle impact of building products.
46.	Indoor Environmental Quality	Fair to Poor	Concur	The focus is on the interior environment for occupants and visitors including indoor air quality, thermal comfort, access to daylight and views, and acoustic performance.
	Mechanical Systems			
47.	Heating, Ventilation and Air-Conditioning Systems	Fair to Poor	Concur	The various systems are nearing or beyond their typical life expectancy and in need of systematic replacement.
48.	Computer Room Systems	Deficient	Concur	The computer rooms do not have dedicated cooling.
49.	Temperature Controls	Deficient	Concur	There is no building automation system (BAS) and temperature controls are standalone.
50.	Electrical Power Distribution	Good	Concur	Thermal imaging is recommended at the switchboard and panels as a preventative measure to ensure connections are secure and properly terminated.
51.	Emergency Generator	Fair	Concur	The existing generator is beyond its life expectancy and in need of replacement.
52.	Interior Lighting	Fair	Concur	Light fixtures to be systematically upgraded to LED with lighting controls to meet current codes.
53.	Exterior Lighting	Fair	Concur	Light fixtures to be systematically upgraded to LED.
54.	Emergency Lighting & Exit Signs	Deficient	Concur	Provide battery back-up for exit signs.



PUBLIC WORKS		2021 STUDY RATING	2023 ASSESSMENT	NOTES
55.	Fire Alarm System	Good	Concur	Confirm requirements for a remote annunciator.
56.	Central Clock System	--	--	There is no master clock system in the building.
57.	Plumbing Systems	Good	Concur	8-inch combined water service that splits to a 4-inch fire protection service and a 3-inch domestic water service.
58.	Hot Water	Good	Concur	
59.	Sanitary	Good	Concur	
60.	Triple Basin Gas/Oil Separator	Good	Concur	Not present in North Garage.
61.	Toilet Room Plumbing Fixtures	Good to Poor	Concur	Locker Room showers are in very poor condition and not in use.
62.	Plumbing Fixtures	Deficient	Concur	Certain hose valves and the pressure washer are missing vacuum breakers and the brine mixing tank has no backflow preventer.
63.	Emergency Eye Wash	Deficient	Concur	Eyewash stations recommended throughout the facility.
64.	Fire Protection System	Poor	Concur	The dry system piping is beyond its typical life expectancy and in need of replacement.



APPENDIX A | PROGRAM SUMMARY



APPENDIX A | PROGRAM SUMMARY

GENERAL

Each of the long-standing facilities do not meet the space and operational needs of those who work in them, thus hampering the City's ability to provide services to the community. Based on the meetings with stakeholders and best practices, a program summary was completed for each facility documenting current spaces and a recommended program based on need.

The following is a detailed summary of the program requirements for each facility.

- Text in black is fundamental program data comparing existing facilities with recommended programs based on the priorities outlined below.
- Text in green are spaces that could be established as standards across the city.
- Text in red identifies spaces that do not currently exist but are recommended based on the priorities outlined below.

PROGRAMMATIC PRIORITIES

Each of the spaces identified are important to meeting the goal of providing excellent public service, but available funding requires prioritization and/or a phased approach to implementation. The recommendations are based on the following priorities:

- **Must Do:** Items in this category are required as minimum program requirements with respect to new facilities, additions, and/or significant renovations. These items are the basic essential program elements required to meet industry standards, certification requirements, or other defining criteria.
- **Should Do:** Items in this category would be considered best practices for program requirements with respect to new facilities, additions, and/or significant renovations. These items are those in addition to or an increase in fundamental program elements in the Must-Do category and are recommended based on available funding.
- **Nice to Do:** Items in this category are betterments or additional programmatic elements that would only be recommended if there was available funding.

RECOMMENDATIONS

For the new Police Station, columns have been provided showing each of the three priority categories above. For the other facilities, each of the program summaries include recommended spaces based on the must-do category.

PROGRAM SUMMARY

POLICE DEPARTMENT

20 Police Plaza, Geneva IL

Existing Area:	Lower Floor:	11,622	SF
	Upper Floor:	9,879	SF
	Subtotal - Existing Police Station:	21,501	SF

Proposed Area - New Single Story Police Station:

Subtotal - Must Do:	45,000	SF	Limited Indoor Parking and no Indoor Firing Range
Subtotal - Nice to Do:	56,200	SF	Moderate Indoor Parking and 4-lane Indoor Firing Range
Subtotal - Should Do:	67,400	SF	Indoor Parking for Fleet an 8-lane Indoor Firing Range

Number	Name	Existing Area	Proposed Area	Must	Should	Nice	Comments
PUBLIC ENTRY, TRAINING/COMMUNITY/EOC ROOM							
100	Vestibule	308	SF	100	SF	X	Fully Accessible Entrance Vestibule
101	Lobby	156	SF	750	SF	X	Provide Seating for 8-10
103	Toilet	37	SF	0	SF	X	See Below
	Men's Toilet Room	-	SF	180	SF	X	(2) toilet, (2) urinals, (2) lavatories
	Women's Toilet Room	-	SF	165	SF	X	(3) toilet, (2) lavatories
104	Interview / Citizen Report Room	63	SF	100	SF	X	Provide seating for (4)
New	Citizen Report / Fingerprinting	0	SF	100	SF	X	Provide seating for (4) with counter for fingerprinting
New	Vestibule for Training / Community Room	0	SF	250	SF	X	Vestibule to separate Training and EOC functions from the public
New	Training, Community Room, and EOC	0	SF	1,800	SF	X	Training room to accommodate (60) persons in classroom setting
New	Support Counter / Storage	0	SF	80	SF	X	Counter for training handouts, food service
New	EOC equipment Storage	0	SF	60	SF	X	Secure storage room
New	Simulator Storage	0	SF	150	SF	X	Assume mobile screen type simulator
New	Table and Chair Storage	0	SF	150	SF	X	Table and chair storage
	Subtotal	564	SF	3,885	SF	3,885	0
RECORDS / RECEPTION							
New	Records / Police Station Reception			80		X	Provide for (1) secure reception work areas with package pass-through, screened from office area
107	Records Supervisor Office	85	SF	150	SF	X	"U" shaped workstation with (2) guest chairs and file storage
106	Records Office	461	SF	0	SF	X	730 SF - See Below for Breakdown
New	Records Workstations	-	SF	320	SF	X	(4) 8'x7' "U" shaped workstations
New	Flexible Workstations	-	SF	80	SF	X	(1) 8'x7' "U" shaped workstation for light duty and interns
New	Mobile Video Review Workstation	-	SF	80	SF	X	(1) 8'x7' "U" shaped workstation for body cam review/redaction
New	Officer Reception	-	SF	60	SF	X	Area for officer paperwork drop off
New	Active Files	-	SF	70	SF	X	(4) 42" lateral files - 5 drawer
New	Supply Storage	-	SF	80	SF	X	Locate in Copy / Work Room below?
New	Coffee Area	-	SF	40	SF	X	Locate in Copy / Work Room below?
130	File System	67	SF	90	SF	X	Vertical carousel file storage system - 10' x 4'
140	Bulk Records	445	SF	445	SF	X	Consider High Density Storage System or Hybrid with Fixed Shelves
	Subtotal	1,058	SF	1,495	SF	1,495	0
ADMINISTRATION / COMMAND							
181	Upper Lobby	0	SF	0	SF	X	297 SF - Not included as part of net area
173	Second Floor Administrative Lobby	561	SF	150	SF	X	Soft seating area for informal discussions
159	Chief of Police Office	269	SF	300	SF	X	Desk, credenza, conference table for (6), book case, files
180	Closet	21	SF	15	SF	X	
160	Deputy Chief of Patrol Operations Office	233	SF	250	SF	X	Desk, credenza, conference table for (4), book case, files
179	Closet	22	SF	15	SF	X	
161	Deputy Chief of Police Services Office	235	SF	250	SF	X	Desk, credenza, conference table for (4), book case, files
211	Closet	22	SF	15	SF	X	
172	Administrative Services Sergeant Office	152	SF	250	SF	X	"U" shaped workstation with (1) 42" lateral file
165	Closet	47	SF	15	SF	X	
162	Command Support	553	SF	150	SF	X	Soft seating area for informal discussions
	Administrative Assistant Workstation	0	SF	100	SF	X	10'x10'
133	Administrative Conference Room	261	SF	480	SF	X	Seating for (16) with credenza
164	Copy & File Room	240	SF	200	SF	X	Secure file storage room with (8) legal file cabinets and storage shelving
	Coffee Area	0	SF	40	SF	X	Currently in Copy & File Room
	Subtotal	2,616	SF	2,230	SF	2,230	0
PATROL							
119	Patrol Sergeants	267	SF	400	SF	X	(4) Sergeants and Dedicated Storage
121	Roll Call / Briefing Room	413	SF	420	SF	X	Current Squad Room for (21) Patrol Officers - Space for 24 (3x8)
A-H	Duty Bag Storage	28	SF	160	SF	X	Currently in Squad Room - Locate near Garage / Exit to Parking
New	Patrol Equipment Charging / Mail Box Area	28	SF	100	SF	X	Provide (24) 2'x2'x2' lockers (triple tier) for duty bags near patrol entry
128	Report Writing Workstations - Open Office	134	SF	200	SF	X	Currently Located in Corridor
129	Report Writing Workstations - Separate room	136	SF	150	SF	X	
129A	Closet	20	SF	60	SF	X	Dedicated Storage
125	Patrol Conference Room	149	SF	150	SF	X	Seating for (4-6) people
126	Conference Room Storage	37	SF	40	SF	X	Dedicated Storage
122	CSO / Crime Prevention	152	SF	150	SF	X	
123	CSO Storage	38	SF	60	SF	X	Dedicated Storage
	DARE	132	SF	150	SF	X	
New	Interview/Juvenile Temporary Holding Rooms	0	SF	160	SF	X	(2) Temporary holding rooms visible from Report Writing
New	Holding Toilet	0	SF	65	SF	X	
New	Copy / Work Room	0	SF	80	SF	X	
New	Office (adjacent to Social Worker)	0	SF	0	SF	X	
New	Reference Library	0	SF	40	SF	X	
	Subtotal	1,534	SF	2,385	SF	2,385	0

Number	Name	Existing Area	Proposed Area	Must	Should	Nice	Comments
INVESTIGATIONS / DETECTIVE							
110	Detective Sergeant Office	146	SF 150	SF	X		"U" shaped workstation with (2) guest chairs and file storage
New	Closet		SF 15	SF	X		
109	Investigations	398	SF 510	SF	X		(4) 8'x7" "U" shaped workstations
New	School Resource Officer	0	SF 85	SF	X		8'x7" "U" shaped workstations
New	Specialized Equipment Workstation	0	SF 85	SF	X		8'x7" "U" shaped workstations
New	Flexible Workstation	0	SF 85	SF	X		8'x7" "U" shaped workstations
New	File Storage	0	SF 50	SF	X		(3) 42" lateral files
New	Secure Storage Closet/Armory	0	SF 60	SF	X		Storage and equipment closet
New	Storage	0	SF 40	SF	X		General storage
New	Interview Recording Equipment	0	SF 50	SF	X		Secure room
New	In-Process Evidence Temporary Storage	0	SF 80	SF	X		Lockers for temporary evidence storage
New	Evidence Packaging Area	0	SF 40	SF	X		Work counters for packaging
New	Investigations Conference Room	0	SF 480	SF	X		Conference Space for (16)
New	Computer Forensics	0	SF 260	SF	X		Provide secure office with (4) computer workstations
New	Secure Storage	0	SF 15	SF	X		Storage of electronics and media within office, faraday construction
New	Coffee Area	0	SF 50	SF	X		Kitchenette with full size refrigerator
New	Coat Closet	0	SF 15	SF	X		
108	Standard Interview Rooms (2) required	78	SF 200	SF	X		Tables and chairs - Locate to share with Patrol
New	Soft Interview Room (1) required	0	SF 150	SF	X		Soft seating - Locate to share with Patrol
New	Hard Interview Room (1) required	0	SF 100	SF	X		Tables and chairs - Locate to share with Patrol
New	Toilet Room	0	SF 65	SF	X		Single user toilet room to support interview rooms
	Subtotal	622	SF 2,585	SF 2,585	0	0	
SOCIAL SERVICES							
171	Conference Room	161	SF 320	SF	X		Current Counseling Office - Seating for 10-12
New	Counseling Lobby / Reception	0	SF 150	SF	X		Locate off lobby. Soft seating for (2-4)
New	Counseling Room	0	SF 200	SF	X		Table with (4-6) chairs
New	Social Worker Office	0	SF 150	SF	X		"U" shaped workstation, (2) guest chairs, file storage
New	Closet	0	SF 10	SF	X		
New	Secondary Counseling Office	0	SF 150	SF	X		"U" shaped workstation, (2) guest chairs, file storage
New	Closet	0	SF 10	SF	X		
New	Toilet Room	0	SF 80	SF	X		Unisex Toilet Room Located within Suite
	Subtotal	161	SF 1,070	SF 1,070	0	0	
EVIDENCE PROCESSING							
169	Evidence Garage	383	SF 0	SF	0		Currently use Garage Space (Caged Space is 14'x25')
New	Evidence Garage / Vehicle Processing / Storage Bay	0	SF 0	SF	0	600	1,200 Includes winch to aid in vehicle movement
New	Evidence Garage Support	0	SF 0	SF	X	100	100 Provide space for a eyewash and countertop with sink
	Temporary Large Evidence Storage	143	SF 150	SF	X		
New	Drying Cabinets	0	SF 120	SF	X		Provide space for a double drying cabinets and 8' layout area
167	Forensic Processing Lab	285	SF 0	SF	0		504 SF Per Program Below
	Drug Testing	0	SF 20	SF	X		
	Fuming Chamber	0	SF 20	SF	X		
	Fume Hood	0	SF 30	SF	X		
	Specialty Drug Chamber	0	SF 20	SF	X		
	Refrigerator	0	SF 15	SF	X		Provide space for (1) refrigerator
	Worktables and Counters	0	SF 200	SF	X		Center island worktable with packaging area
	Photography Workstation	0	SF 60	SF	X		8' workstation with computer and printer
	Workstation	0	SF 45	SF	X		6' workstation with computer
	Temporary Evidence Lockers	0	SF 30	SF	X		Provide space for temporary evidence storage - multi-tier lockers
	Equipment Storage Closet	0	SF 64	SF	X		For storage of ET kits and supplies (can be located off garage)
	Subtotal	811	SF 774	SF 774	700	1,300	
EVIDENCE AND PROPERTY STORAGE							
168	Evidence Room / General Evidence Storage	412	SF 625	SF	X		Assumes a growth rate for 30 years (typ. intake of 1,600 pcs per year)
	Open Floor Area	-	SF -	SF	0		Floor working space
	Refrigerated Storage	-	SF -	SF	0		Allow space for (2) refrigeration units
	Destruction Holding Area	-	SF -	SF	0		Area with shelving
	Firearms Storage	-	SF -	SF	0		Currently have approx. 8-10 sf storage cabinets
	Evidence Intake Area/Work Area	-	SF -	SF	0		Work Area with sink
	Valuables/Money Vault	-	SF -	SF	0		Existing mixed in with general evidence
	Narcotics Storage	-	SF -	SF	0		100% exhaust ventilation (existing mixed in with general evidence)
	Property Custodian Office	0	SF 160	SF	X		"U" shaped workstation with workcounters and storage
	Evidence Packaging	0	SF 140	SF	X		Area with computer workstation - Existing in Evidence Processing
	In-Process Evidence Temporary Storage	-	SF -	SF	0		Evidence return lockers
	Worktable and Barcoding	-	SF -	SF	0		Large counter, storage for supplies, sink
	Evidence Drop Lockers (existing in hallway)	-	SF -	SF	0		(4) sets pass-thru lockers (12')
166	Storage	97	SF 100	SF	0		Currently EV Storage
170	Bike Storage	92	SF 200	SF	X		Storage for (15) bicycles
205	Large Evidence Storage	51	SF 200	SF	X		Estimated area required
	Evidentiary Vehicles	-	SF -	SF	0		Stored offsite or short term in vehicle processing garage
	Explosives Storage	-	SF -	SF	0		See outdoor spaces below - Remote Evidence Storage
	Subtotal	652	SF 1,425	SF 1,425	0	0	

Number	Name	Existing Area	Proposed Area	Must	Should	Nice	Comments
DETENTION / HOLDING FACILITY							
146	Sally Port	496	SF	1,600	SF	X	Two (2) drive through bays
New	Sally Port Support	0	SF	80	SF	X	Provide space for emergency eyewash, bootwash, counter with sink, etc.
153	Vestibule Area / Corridor	72	SF	50	SF	X	Secure entry to lockup areas
149	Temporary Holding Room	76	SF	150	SF	X	Holding room glazing to view into with toilet
148	Booking Room / Processing Area	520	SF	740	SF	X	
	Cuff Benches	-	SF	-	SF	0	Keep (3) detainees separated - locate away from Booking Station
	Fingerprint Area	-	SF	-	SF	0	For ink fingerprinting, with sink and eyewash
	Live Scan/Suspect Photography	-	SF	-	SF	0	Include photo area
	Sobriety Testing	-	SF	-	SF	0	Work area for breathalyzers
	Booking Station	-	SF	-	SF	0	Size to allow processing of (2) detainees
	Prisoner Search and Personal Effects Lockers	0	SF	70	SF	X	Include sorting counters and (8) double tiered lockers
	Line-Up Room	0	SF	150	SF	X	Relocated from Patrol - locate in secure corridor for viewing
New	Hard Interview Rooms (3) required	62	SF	300	SF	X	Hard interview rooms
150	Toilet	29	SF	65	SF	X	Single user detention grade toilet
New	Janitors Closet	0	SF	40	SF	X	Secure storage of cleaning supplies
New	Secure Storage	0	SF	20	SF	X	For detention supplies (blankets, jumpsuits, etc.)
154 / 155	Cells	120	SF	820	SF	X	(8) Cells total in (4) sets of (2) cells, incl. (1) Accessible Cell
144	Juvenile Holding Cell	74	SF	0	SF	0	Incorporated into cells above
143	Juvenile	79	SF	0	SF	0	Incorporated into cells above
142	Holding	84	SF	0	SF	0	Incorporated into cells above
New	Shower Room	0	SF	60	SF	0	Existing shower is included in toilet room above
New	Attorney/Client Room	0	SF	100	SF	X	
151	Bond Room	36	SF	50	SF	X	
152	Bond Out Vestibule	30	SF	50	SF	X	For bonding out detainees from holding area
	Subtotal	1,678	SF	4,345	SF	4,345	0 0
TRAINING AND WELLNESS							
184	Physical Fitness / Wellness Room	444	SF	1,200	SF	X	Space for stretching, strength, and cardio fitness equipment.
New	Defensive Tactics / Mat Room	0	SF	1,000	SF	X	Large mat room with video screen and adjustable lighting
New	Gun Locker Storage	0	SF	10	SF	X	Area outside room for (15) gun lockers
New	Storage	0	SF	200	SF	X	Equipment Storage
New	Simulator Training	0	SF	0	SF		Assume use of a mobile virtual simulator in Training Room
New	Lockers	0	SF	30	SF	X	Small area (6) lockers for temporary patrol equipment storage
New	Gun Locker Storage	0	SF	10	SF	X	Area for (6) gun lockers
New	Firing Range - Should Do - 4 Lanes x 25 yards	0	SF	0	SF	0	4,000 0 20' wide x 25 yard firing range with Range Control Room (80-100 SF)
New	Firing Range - Nice to Do - 8 Lanes x 25 yards	0	SF	0	SF	0	0 8,000 20' wide x 25 yard firing range with Range Control Room (80-100 SF)
New	Weapons Maintenance/Cleaning	0	SF	200	SF	X	Area adjacent to the range with (3-5) cleaning stations
163	Armory Storage	125	SF	125	SF	X	
	Ammunition Storage	-	SF	-	SF		Storage for 50,000 rounds of ammunition
	Weapons Storage	-	SF	-	SF		Storage for (8) rifles, (12) handguns, and other weapons
	Tactical Equipment Storage	-	SF	-	SF		Storage for tactical equipment
	Subtotal	569	SF	2,775	SF	2,775	4,000 8,000
STAFF SUPPORT							
New	Mud Room / Wet Gear Storage	0		80	SF	X	Adjacent to Garage / Exterior Entrance
195	Men's Locker Room	960		1,120	SF	X	Provide (56) 24" wide lockers
194	Toilet/Sinks/Shower Areas	103		280	SF	X	(2) toilets, (2) urinals, (2) lavs, (2) showers
188	Women's Locker Room	268		560	SF	X	Provide (28) 24" wide lockers
189	Toilet/Sinks/Shower Areas	135		180	SF	X	(2) toilets, (2) lavs, (1) shower
New	Changing Room	0		30	SF	X	Also used for nursing mothers
136	Break Room	230		850	SF	X	(3-4) tables of four, kitchen with stove/oven, (2) microwaves, (2) refrigerators
137	Kitchen	303		0	SF	X	Included Above
New	Storage	0		60	SF	X	Canteen supply storage
	Staff Toilets Allowance	333		500	SF	X	For toilet rooms throughout the building
New	Pension Files	0		120	SF	X	(2-3) file cabinets and small workstation
New	General Building Storage	0		500	SF	X	Programmed Storage
174-177	Quartermaster Storage (174, 175, 176, 177)	66		100	SF	X	Dedicated Storage
186	Resilience / Bunk / Nursing Room (2) rooms req'd	79		200	SF	X	Used for mental wellness, resting, nursing, and other uses
	Subtotal	2,477	SF	4,580	SF	4,580	0 0

Number	Name	Existing Area	Proposed Area	Must	Should	Nice	Comments
WARM STORAGE							
118	Indoor Parking - CSO Cars	591	SF	-	SF	X	Current Fleet (25), (27) in future, assume (4) vehicles on street: (23) in garage. Prepare for future electric vehicle charging.
209	Indoor Parking - CSO Cars	1,051	SF	-	SF	X	Included in new options below
New	Indoor Parking for Department Vehicles	0	SF	2,000	SF	X	Included in new options below
New	Indoor Parking for Department Vehicles	-	SF	0	SF	0	Must Do - Parking for 2-3 Vehicles
New	Indoor Parking for Department Vehicles	-	SF	0	SF	0	Should Do - Parking for 8-10 Shift Vehicles
New	ATV Storage	-	SF	300	SF	X	Nice to Do - Parking for 23 Vehicles
New	Trailer Storage	-	SF	300	SF	X	(1) ATV
New	Wash Area	-	SF	0	SF	X	(1) trailer
New	General Storage	-	SF	500	SF	X	Provide 10'x'18 area to rinse off vehicles / Alternative is to use drive aisle
New	Bike Patrol Storage	-	SF	150	SF	X	Flexible / Seasonal Storage
New	Gear Lockers	-	SF	50	SF	X	Storage for (5) bikes - assume vertical storage racks
New	Bicycle Rack Storage	-	SF	50	SF	X	(10) 12-inch wide triple tier lockers
New	Maintenance Area	-	SF	100	SF	X	Rack storage for impounded bikes
New	Open Storage	-	SF	150	SF	X	Area with small work bench and storage cabinet
New	Community Relations Storage	-	SF	100	SF	X	Open garage floor storage (traffic control items, etc.)
New	Animal Control / Canine Storage	-	SF	50	SF	X	Storage Room for Community Relations
	Subtotal	1,642	SF	3,750	SF	3,750	Area for 2-3 cages or crates
BUILDING SYSTEMS AND MAINTENANCE SPACES							
New	Mechanical Room	0	SF	1,200	SF	X	Plumbing and Fire Protection Room (Water and Natural Gas)
New	Electrical Rooms	0	SF	500	SF	X	Normal and Emergency Power Rooms
116	Furnace Room	108	SF	0	SF	0	Included in New Mechanical Room
158	Mechanical Room	107	SF	0	SF	0	Included in New Mechanical Room
138	Maintenance Room	114	SF	0	SF	0	Included in New Mechanical Room
139	Maintenance / Hot Water (HWH)	87	SF	0	SF	0	Included in New Mechanical Room
147	Mechanical Room	61	SF	0	SF	0	Included in New Mechanical Room
157	Emergency Generator Room	136	SF	0	SF	0	Locate in secure area outside of building - See Below
182	Server Room (MDF)	129	SF	150	SF	X	Currently Main Server for Village - MDF
New	IDF Room	0	SF	150	SF	X	If necessary due to size of building
183	Computer Room	104	SF	0	SF	0	Currently Flexible Office Space
185	Storage	105	SF	105	SF	X	Dedicated Computer Storage
New	Janitor's Closets	0	SF	100	SF	X	For supplies and cleaning equipment
New	Maintenance Storage	0	SF	100	SF	X	Maintenance desk and supply storage
New	Mail and Package Delivery Room	0	SF	60	SF	X	Small room for deliveries and sorting
New	Delivery Area	0	SF	150	SF	X	Temporary staging area
	Subtotal	951	SF	2,515	SF	2,515	0
	SUBTOTAL - PROGRAM AREAS	15,335	SF	33,814	SF	33,814	8,400
	GROSSING FACTOR	140%		133%		133%	133%
	GROSS AREA	21,501	SF	45,000	SF	45,000	11,200

EXTERIOR REQUIREMENTS							
1.0	Entry Plaza	0	SF	1,000			
2.0	Flagpole Area	0	SF	100			
3.0	Outdoor Patio	0	SF	400			Seating and area for grill. Partially covered for greater use.
4.0	Outdoor Seating Area	0	SF	100			Semi-private space for wellness use
5.0	Remote Evidence Storage	0	SF	200			Small remote building for hazardous evidence and explosives magazine
6.0	Electrical Transformer	0	SF	100			
7.0	Generator	0	SF	300			Currently Located within Building
8.0	Trash Enclosure	0	SF	150			Clear Access
9.0	SUBTOTAL - EXTERIOR PROGRAMS	0	SF	2,350	SF		

PARKING REQUIREMENTS							
		EXISTING		PROPOSED			
1.0	Staff Parking	25		24			Spaces for personal vehicles
2.0	Police Department Vehicle Parking	20		4			Fleet is in garage, provide (4) quick access spaces
3.0	Visitor / Training Parking	14		50			Spaces for visitors
4.0	TOTAL PARKING REQUIRED	59		78			Total Spaces

NOTES
The space needs analysis assumes modest growth over the next 30 years of (5-6) sworn officers and (3-4) non-sworn staff.

PROGRAM SUMMARY

CITY HALL

22 South First Street, Geneva, Illinois

Existing Area	First Floor:	4,550	SF
City Hall:	Mezzanine:	960	SF
	Second Floor:	4,690	SF
	Total Area - Existing City Hall:	10,200	SF

Existing Area	Lower Level:	16,500	SF
Library:	Upper Level:	17,500	SF
	Total Area - Existing Library:	34,000	SF

Total Combined Area: 44,200 SF

Proposed Area - Proposed Addition and Renovation: 17,500 SF

Number	Name	Existing Area		Proposed Area	Comments
LOBBY/PUBLIC					
32	Vestibule - South Lobby	93	SF	1,000	SF Room for Pre-Function and Overflow
28	Council Chambers	1,392	SF	2,000	SF Seats for 60, 8 Staff, 12 at Dias
27	Conference Room	302	SF	300	SF Similar to Current Space
New	Executive Conference Room	0	SF	400	SF Room for 12 Seated and Additional Space
New	Conference Room Support	0	SF	100	SF Kitchenette and/or Catering Space
29	Production Studio	84	SF	150	SF Adjacent to Council Chambers
26	Storage Room	103	SF	150	SF Adjacent to Council Chambers
44	Storage Closet 1	12	SF	0	SF Adjacent to Council Chambers
43	Storage Closet 2	14	SF	0	SF Adjacent to Council Chambers
	Subtotal	2,000	SF	4,100	SF
CITY ADMINISTRATION					
20	Mayor's Office	162	SF	300	SF Private Office - Level 1 with Room for Meetings
19	City Administrator	171	SF	250	SF Private Office - Level 2 Adjacent to Mayor's Office
18	Assistant City Administrator	175	SF	200	SF Private Office - Level 3
45	Administrative Assistant	169	SF	150	SF Open Workstation
13	Conference Room	176	SF	300	SF Provide Access from Lobby and Offices
14	Vault	62	SF	150	SF Secure Storage Area for Archival Files
40	Closet - City Administration	20	SF	50	SF Coat Closet
	Subtotal	935	SF	1,400	SF
CITY SERVICES					
12	East Lobby	164	SF	200	SF Room for Pre-Function and Overflow
39	Closet	27	SF	0	SF
17	Storage	124	SF	150	SF Former Loading Area - Water Issues
15	Payroll Office	125	SF	150	SF Private Office - Level 4
16	HR Office	163	SF	150	SF Private Office - Level 4
23	Reception and Workspace	412	SF	500	SF Transaction Counter and Open Workspaces
	Subtotal	1,015	SF	1,150	SF
FINANCE					
203	Vestibule	56	SF	100	SF 2 Transaction Counters (1 Accessible)
201	Finance Director	151	SF	150	SF Private Office - Level 3
New	Finance Office	0	SF	150	SF Private Office - Level 3
202	Finance	737	SF	800	SF 8 Open Workspaces x 65 SF + Circulation
198	Kitchenette / Break Room	22	SF	150	SF Could be Shared if Located in Same Building
	Subtotal	966	SF	1,350	SF

Number	Name	Existing Area		Proposed Area		Comments
COMMUNITY DEVELOPMENT						
47	Vestibule	42	SF	0	SF	
New	Reception	0	SF	150	SF	Part of the CD Suite
38	Historic Preservation	112	SF	150	SF	Private Office - Level 4
8	City Planner	156	SF	150	SF	Private Office - Level 4
4	Community Development Director	165	SF	150	SF	Private Office - Level 4
5	Information Office	131	SF	150	SF	Private Office - Level 4
New	File Storage	0	SF	150	SF	Part of the CD Suite
New	Plan Review Areas	0	SF	150	SF	Part of the CD Suite
33	Building & Zoning	314	SF	600	SF	Shared Office Area with Workstations
Attic	Office	248	SF	150	SF	Private Office - Level 4 - Currently in Attic Space
Attic	Office	198	SF	150	SF	Private Office - Level 4 - Currently in Attic Space
Attic	Inspector Office	88	SF	150	SF	Private Office - Level 4 - Currently in Attic Space
Attic	Inspector Office	82	SF	150	SF	Private Office - Level 4 - Currently in Attic Space
	Subtotal	1,536	SF	2,250	SF	
ECONOMIC DEVELOPMENT						
New	Reception	0	SF	150	SF	Part of ED Suite
6	Economic Development Director	128	SF	250	SF	Private Office - Level 2
7	Business Development Analyst	156	SF	150	SF	Private Office - Level 4
New	Business Development Analyst	0	SF	150	SF	Private Office - Level 4
	Subtotal	284	SF	700	SF	
INFORMATION TECHNOLOGY						
48	IT	25	SF	150	SF	Private Office - Level 4
29	Studio Production	84	SF	150	SF	Dedicated Production Space
34	Server Room	89	SF	150	SF	Former Dressing Rooms - Room for Future Growth
37	Analysis Manager	105	SF	150	SF	Private Office - Level 4
36	IT Manager	113	SF	150	SF	Private Office - Level 4
New	Secure Storage	0	SF	150	SF	Dedicated Secure Storage
New	IT Workspace	0	SF	150	SF	Dedicated Workspace
	Subtotal	416	SF	1,050	SF	
STAFF SUPPORT						
25	Break Room	259	SF	300	SF	Staff
24	File/Copy Area	296	SF	300	SF	Shared Workspace
	Subtotal	555	SF	600	SF	
	SUBTOTAL - PROGRAM AREA	7,707	SF	12,600	SF	
	GROSSING FACTOR	132%		139%		
	GROSS AREA	10,200	SF	17,500	SF	

PROGRAM SUMMARY

FIRE STATION 2

2530 Fargo Boulevard, Geneva, Illinois

Existing Area:	Fire Station:	7,280	SF
	Garage:	1,070	SF
		8,350	SF

Proposed Area - New Fire Station 2: 22,500 SF

Number	Name	Existing Area		Proposed Area		Comments
PUBLIC ENTRANCE						
6	Vestibule	68	SF	100	SF	Fully Accessible
7	Lobby	150	SF	150	SF	Chairs for blood pressure checks & guests, department historical items
8	Toilet	55	SF	60	SF	Public Toilet in Lobby - Minimum ADA Size is 48 SF
						(1) toilet, (1) lavatory, (1) child changing station
	Subtotal	273	SF	310	SF	
ADMINISTRATION						
4	Communication Room	184	SF	300	SF	(6) workstations, copier, mailboxes, etc. - could be located on route from dayroom to bays
5	Lieutenant Office	281	SF	250	SF	(2) desks, center conference table. Located adjacent to Shift Office
New	Shift Office	0	SF	250	SF	flex office space for multiple workstations, library, or future expansion
New	Conference Room	0	SF	400	SF	
New	Training Room	0	SF	1,200	SF	Company Level Drills, Community Outreach
	Subtotal	465	SF	2,400	SF	
RESIDENTIAL STAFF SUPPORT						
10	Bunk Room - Men	285	SF	0	SF	
11	Bunk Room - Women	281	SF	0	SF	
New	Bunk Room	0	SF	1,200	SF	Twelve (12) 90 SF private rooms with (1) bed, (1) nightstand, and (3) 24x24x24 bedding lockers
New	Part Time Locker Bedding Area	0	SF	100	SF	(21) 24x24x24 bedding lockers located near bunk rooms
24	Dining Room - 8 (12)	193	SF	300	SF	
27	Kitchen - 8 (12)	197	SF	200	SF	(3) fridges, (1) high-end res stove or (2) residential stoves, microwave, dishwasher, coffee, etc.
New	Pantry - 4 (12)	0	SF	60	SF	room to accommodate (3) shift pantries, (1) 2%/FF pantry, coolers, small appliances
33	Dayroom - 8 (12)	514	SF	800	SF	greatroom concept
New	Laundry Room	0	SF	100	SF	(1) washer & (1) dryer, supplies, storage
New	Firefighter Resiliency Wellness/ Mothers Room / Study	0	SF	80	SF	Mothers Room, PTSD management, stress management, diabetes management, etc. Per IL law, mothers room to be provided, and wellness room recommended per NFPA
	Subtotal	1,470	SF	2,840	SF	

Number	Name	Existing Area		Proposed Area	Comments
APPARATUS BAY					
3	Garage / Apparatus Bays	2,700	SF	5,000	SF (2) 20'x85' & (2) 17'x85' deep bays. (1) FL Engine, (1) FL Medic, (1) Brush, (1) Reserve Rngine, (1) Boat
30	Garage / Small Vehicle Storage	0	SF	1,400	SF (2) trailers and TRT storage - (2) 20'x35' deep bays incorporated into the main station
16	Janitor	30	SF	50	SF Mop basin, cleaning supplies and equipment
18	Lockable Storage	90	SF	100	SF
19	Workshop	101	SF	120	SF small shop bench, equipment, tools, parts storage, compressor, bench grinder, etc.
20	Loose Equipment	81	SF	100	SF
21	EMS Storage	81	SF	100	SF (3) rack storage, o2 bottle storage & rack
22	Laundry Room	102	SF	240	SF (2) extractor, comm washer, comm dryer, laundry tub, mop basin, (1) skeleton dryers, wall clip rack for equipment drying
23	Lawn Storage	81	SF	100	SF Direct access from exterior and interior
28	Storage	78	SF	200	SF
29	Bunker Gear / Turnout Gear	74	SF	600	SF (24) lockers for shift, (8) lockers for part time, 16 l.f. open rack storage for additional gear (TRT, etc.)
New	SCBA	0	SF	80	2 bottle fill station, cabinet for repairs
New	Hose Storage	0	SF	40	alcove off bay floor for rolling rack, (1) hose rollers - possibly include in turnout gear room to stay negative pressure
New	Sanitation Area	0	SF	20	hand wash sink & boot wash located in corridor from house to bay
New	Bay Toilet	0	SF	80	(1) toilet, (1) lavatory, (1) st.stl. decon shower. Possible storm shelter location
New	Ladder Storage	0	SF	30	Currently on floor. Provide alcove off of bay floor
New	Flex Training Space	0	SF	300	area off bay floor for rotating traing props and scenarios
New	Mezzanine Storage	0	SF	600	If possible, Mezzanine space above support rooms for additional storage, training. Anywhere from 600sf to 1,000sf
	Subtotal	3,418	SF	9,160	SF
BUILDING SUPPORT					
12	Men	124	SF	600	SF (24) 24x24x72 lockers for shift, (20) 24x24x36 lockers for pt-time
13	Showers	153	SF	0	SF Shared between Men and Women. New in single use bathrooms
14	Women	123	SF	300	SF (12) 24x24x72 lockers for shift, (12) 24x24x36 lockers for pt-time
New	Single User Restrooms - 4 male, 1 female	0	SF	550	SF (1) toilet, (1) lavatory, (1) shower, (1) changing bench ea. To be located off of locker rooms for use by each gender.
15	Storage	44	SF	100	SF
25	Mechanical Room	173	SF	200	SF
New	Electrical Room	0	SF	160	SF Normal and Emergency Power
New	Air Compressor Room	0	SF	60	SF compressors for SCBA, air, etc.
New	Information Technology Room (MDF)	0	SF	120	SF (2) racks - cameras, remote access, alerting, phones, etc., A/c unit
New	Water Service / Fire Sprinkler Room Storage	0	SF	80	SF
		11	SF	100	SF
New	Gym	0	SF	600	SF 4-5 people at a time - equipment, cardio, stretching area - possibly connected to bay?
	Subtotal	628	SF	2,870	SF

Number	Name	Existing Area		Proposed Area	Comments
GARAGE					
30	Garage / Storage	660	SF	0	SF Current Stand-Alone Building Currently (2) trailers and TRT storage existing in out-building. Smaller bays (2) 20'x35' deep bays incorporated into the main station
31	Gym	270	SF	0	SF Included as part of main station
32	Closet	32	SF	0	SF
	Subtotal	962	SF	0	SF
	SUBTOTAL - PROGRAM AREA	7,216	SF	17,580	SF Net Program Area
	GROSS AREA / PROGRAM AREA	116%		128%	Grossing Factor
	GROSS AREA	8,350	SF	22,500	SF Program Area x Grossing Factor

EXTERIOR SPACE NEED REQUIREMENTS

Public Parking	3		for visitors or public programs
Shift Parking	16		Spaces for personal vehicles during shift change
Apparatus Parking	1		space for visiting fire apparatus, large space at 50'x12'
Entry Plaza	300	SF	
Flagpole Area	50	SF	(3) flagpoles
Exterior Patio	400	SF	Area for grill and seating - possibly covered
Electrical Transformer	100	SF	
Emergency Generator	200	SF	
Monument Sign	50	SF	
Trash Enclosure	100	SF	(2) 2-yd dumpsters

PROGRAM SUMMARY

FIRE STATION 1 | HEADQUARTERS

200 East Side Drive, Geneva, Illinois

Existing Area:	Basement:	8,076	SF
	Mezzanine:	1,230	SF
	Ground:	15,294	SF
		24,600	SF

Number	Name	Existing Area		Proposed Area		Comments
OFFICE						
003	Training Office	141	SF	150	SF	Private Office - Level 4
013	Public Education Office	140	SF	150	SF	Private Office - Level 4
111	Reception	82	SF	100	SF	
111A	Closet	9	SF	25	SF	
113	Fire Prevention	223	SF	250	SF	Private Office - Level 2
113A	Storage	23	SF	25	SF	
114	Chief's Office	298	SF	300	SF	Private Office - Level 1
114A	Closet	42	SF	25	SF	
118	Lieutenant's Office	212	SF	250	SF	Private Office - Level 2
118A	Closet	12	SF	25	SF	
119	Deputy Chief	246	SF	250	SF	Private Office - Level 2
119A	Closet	13	SF	25	SF	
122	G.I.S. Mapping	144	SF	150	SF	Private Office - Level 4
123	Communications	125	SF	150	SF	Private Office - Level 4
125	Paramedic Coordinator	112	SF	150	SF	Private Office - Level 4
125A	Closet	9	SF	25	SF	
	Subtotal - Office	1,831	SF	2,050	SF	
CONFERENCE						
002	Training/ AV Storage	265	SF	300	SF	
004	Training Room	1,002	SF	1,000	SF	
005	Kitchenette	19	SF	0	SF	Included in Training Room
006	Storage	38	SF	50	SF	
117	Conference	255	SF	300	SF	
	Subtotal - Conference	1,579	SF	1,650	SF	
SUPPORT						
001	Archival Storage	438	SF	500	SF	
007	Vending	19	SF	20	SF	
010	Water Service	117	SF	120	SF	
011	Radio Storage	45	SF	50	SF	
012	Storage	2,083	SF	2,000	SF	
016	Mechanical	399	SF	400	SF	
017	Electrical	199	SF	200	SF	
018	IT Room	193	SF	200	SF	
019	Women's Public Toilet	191	SF	200	SF	
020	Janitor	36	SF	50	SF	
021	Men's Public Toilet	191	SF	200	SF	
022	Exercise	440	SF	500	SF	
023	Storage	87	SF	100	SF	
024	Storage	87	SF	100	SF	
025	Storage	22	SF	100	SF	
026	Storage	1,039	SF	1,000	SF	
100	Dining	151	SF	200	SF	
101	Kitchen	290	SF	300	SF	
102	Dayroom	599	SF	600	SF	
103	Bunkroom	825	SF	1,000	SF	

Number	Name	Existing Area		Proposed Area	Comments
104	Storage	38	SF	50	SF
110	Toilet	46	SF	80	SF
111C	Storage	82	SF	100	SF
116	Copy/Workroom	147	SF	200	SF
116A	Storage	124	SF	100	SF
121	Kitchenette	64	SF	100	SF
127	Men's Toilet	213	SF	200	SF
128	Men's Lockers	398	SF	400	SF
129	Women's Toilet Lockers	221	SF	200	SF
129A	Closet	6	SF	50	SF
130	Showers (3)	140	SF	500	SF
131	Locker	40	SF	50	SF
132	Janitor	28	SF	50	SF
133	EMS Storage	58	SF	100	SF
135	Map Counter	31	SF	50	SF
136	Garage	5,954	SF	6,000	SF
136A	Storage	233	SF	200	SF
136B	Storage	333	SF	200	SF
136C	Storage	156	SF	200	SF
136D	Storage	99	SF	200	SF
136E	Storage	122	SF	200	SF
	Subtotal - Support	15,984	SF	17,070	SF
	SUBTOTAL - PROGRAM AREA	19,394	SF	20,770	SF
	GROSSING FACTOR	127%		135%	
	GROSS AREA	24,600	SF	28,040	SF

PROGRAM SUMMARY

PUBLIC WORKS

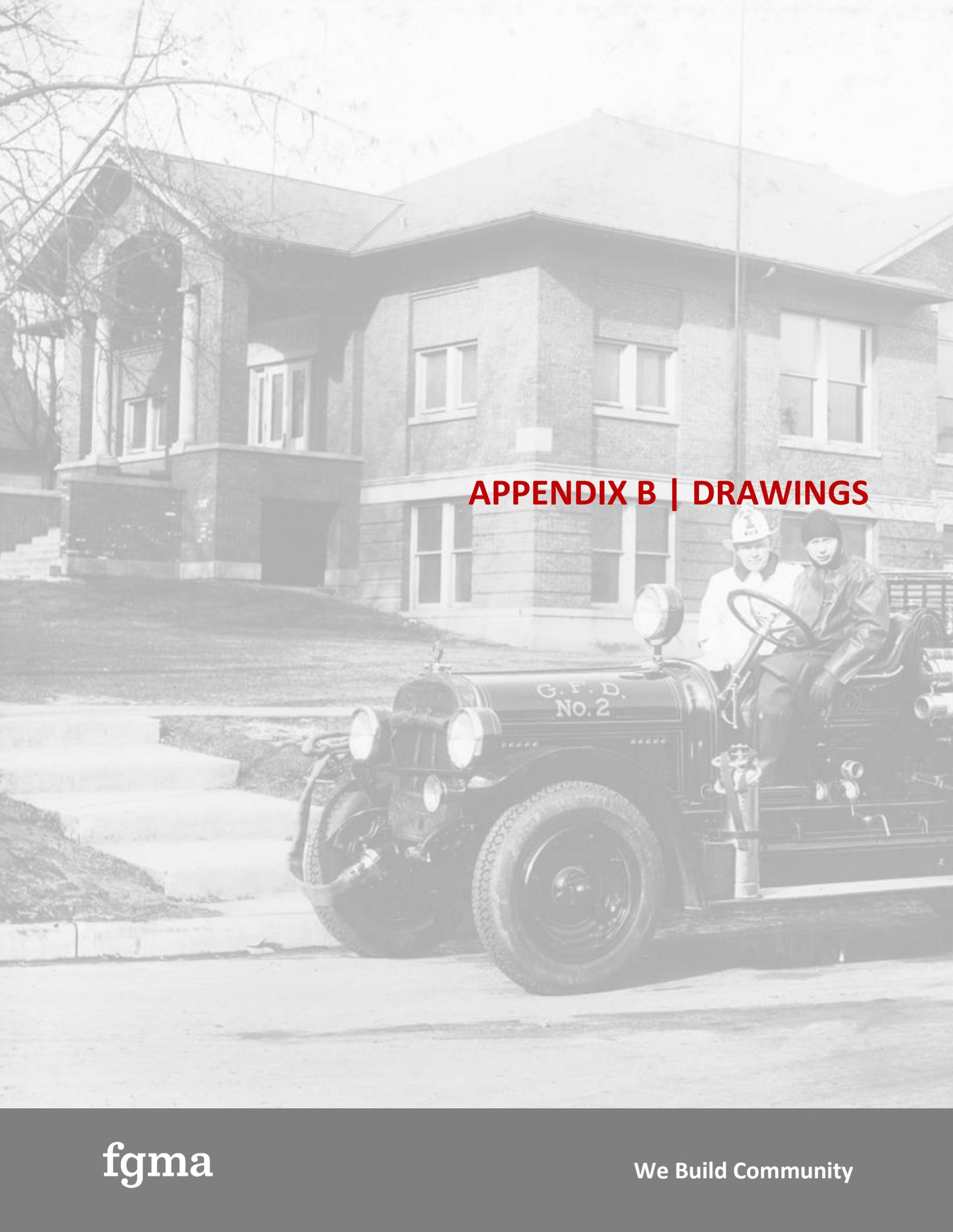
1800 South Street, Geneva, Illinois

Existing Area:

First Floor:	84,228	SF
Mezzanine:	19,854	SF
	104,082	SF

Number	Name	Existing Area		Proposed Area	Comments
OFFICES					
2	Public Works Director	302	SF	300	SF Office Level 1
1	Wastewater Superintendent	198	SF	250	SF Office Level 2
18	Cemetary Office	115	SF	150	SF Office Level 4
22	GIS Mapping	460	SF	450	SF 3 Workstations plus Circulation
9	File / Copy	457	SF	500	SF Front Offices
11	Storage	108	SF	100	SF Miscellaneous Storage Near Front Offices
	Subtotal	1,640	SF	1,750	SF
ENGINEERING					
12	City Engineer	210	SF	200	SF Office Level 3
13	Civil Engineer	161	SF	200	SF Office Level 3
14	Engineer Tech	120	SF	150	SF Office Level 4
15	Scanner	120	SF	150	SF Office Level 4 - Future Office
21	Civil Engineer Office	130	SF	200	SF Office Level 3
	Subtotal	741	SF	900	SF
STREETS					
16	Street Superintendent	169	SF	250	SF Office Level 2
20	Streets Office	131	SF	150	SF Office Level 4
24	Manager - Streets Operation	120	SF	200	SF Office Level 3
29	Inventory Coordinator	229	SF	200	SF Office Level 3
51	Reception/Admin	409	SF	600	SF 3 Open Workstations plus Transaction Counter
	Subtotal	1,058	SF	1,400	SF
ELECTRICAL DEPARTMENT					
New	Electrical Control Room	0	SF	500	SF Space for Monitoring, Meeting, and Emergencies
4	Electrical Superintendent	195	SF	250	SF Office Level 2
5	Manager - Electrical	180	SF	200	SF Office Level 3
8	Manager - Electrical Distribution	170	SF	200	SF Office Level 3
28	Electrical Foreman's Room	368	SF	400	SF
38	Electric Meter Office	282	SF	250	SF Office Level 2
40	Electric Meter Test Room	348	SF	500	SF
43	Electric Street Light Room	641	SF	500	SF
46	Electric Tool Room	283	SF	500	SF
47	Cable Area	283	SF	500	SF
	Subtotal - Electrical Department	2,750	SF	3,800	SF
WATER DEPARTMENT					
19	Manager - Water	120	SF	200	SF Office Level 3
25	Water Meter Office	119	SF	150	SF Office Level 4
39	Water Meter Service Room	366	SF	500	SF
41	Water Department Storage	397	SF	500	SF
	Subtotal - Electrical Department	1,002	SF	1,350	SF
CONFERENCE					
3	Conference	431	SF	500	SF Access to Public and Offices
New	Kitchenette	0	SF	100	SF Conference Room Support
37	Multi-Purpose Room	1,771	SF	2,000	SF Flexible Meeting Room, Backup EOC
34	Kitchen	247	SF	300	SF Multi-Purpose Room Support
	Subtotal - Conference	2,449	SF	2,900	SF

Number	Name	Existing Area		Proposed Area	Comments
VEHICLE MAINTENANCE					
30	Vehicle Maintenance Garage	2,283	SF	3,000	SF Extended Length to Accommodate Vehicles
32	Maintenance Parts Storage	617	SF	1,000	SF Formerly Include Generator Room
33	Vehicle Maintenance Office	189	SF	200	SF Office Level 3
	Subtotal - Conference	3,089	SF	4,200	SF
GARAGES					
48	South Garage	26,892	SF	27,000	SF
49	North Garage	27,293	SF	27,000	SF North Half of Garage
23	Loading Dock	2,511	SF	2,500	SF Flooding Issues
	Subtotal - Garages	56,696	SF	56,500	SF
MEZZANINE STORAGE					
12	North Mezzanine Storage Room	276	SF	276	SF Maximize Existing Space
13	North Mezzanine Storage Room	1,172	SF	1,172	SF Maximize Existing Space
20	North Mezzanine Storage	10,304	SF	10,304	SF Maximize Existing Space
21	South Mezzanine Storage	6,186	SF	6,186	SF Maximize Existing Space
	Subtotal - Storage	17,938	SF	17,938	SF
SHOPS					
42	Sign Shop	377	SF	500	SF
44	Tool Crib Storage Cage	606	SF	500	SF
45	Carpenter Shop	621	SF	500	SF
	Subtotal - Shops	1,604	SF	1,500	SF
SUPPORT					
New	Break Room	0	SF	2,000	SF Shared Break Room with Kitchen
6	Women	153	SF	200	SF Front Offices
7	Men	94	SF	200	SF Front Offices
10	Server Room	57	SF	120	SF 10'x12' Minimum Dimensions for Rack Clearance
26	Women Locker Room	255	SF	500	SF
27	Men Locker Room	716	SF	1,500	SF
35	Women	54	SF	60	SF Minimum ADA Size is 48 SF
36	Men	52	SF	60	SF Minimum ADA Size is 48 SF
31	Diesel Generator	313	SF	0	SF Generator to be located outdoors
	Subtotal - Support	1,694	SF	4,640	SF
NORTHEAST MEZZANINE					
11	Chief Mechanic	155	SF	200	SF Office Level 3
9	Director	207	SF	250	SF Office Level 2
10	Assistant Director	214	SF	250	SF Office Level 2
8	Staff Work Room	581	SF	500	SF
7	Secure Storage	150	SF	150	SF Located off of Staff Work Room
6	Communications	268	SF	250	SF Office Level 2
5	Mechanical Room	199	SF	200	SF North Mezzanine
16	Storage	142	SF	150	SF Located at top of East Stairs
	Subtotal	1,916	SF	1,950	SF
	SUBTOTAL - PROGRAM AREA	92,577	SF	98,828	SF
	GROSSING FACTOR	112%		116%	
	GROSS AREA	104,082	SF	115,000	SF



APPENDIX B | DRAWINGS



APPENDIX B | DRAWINGS

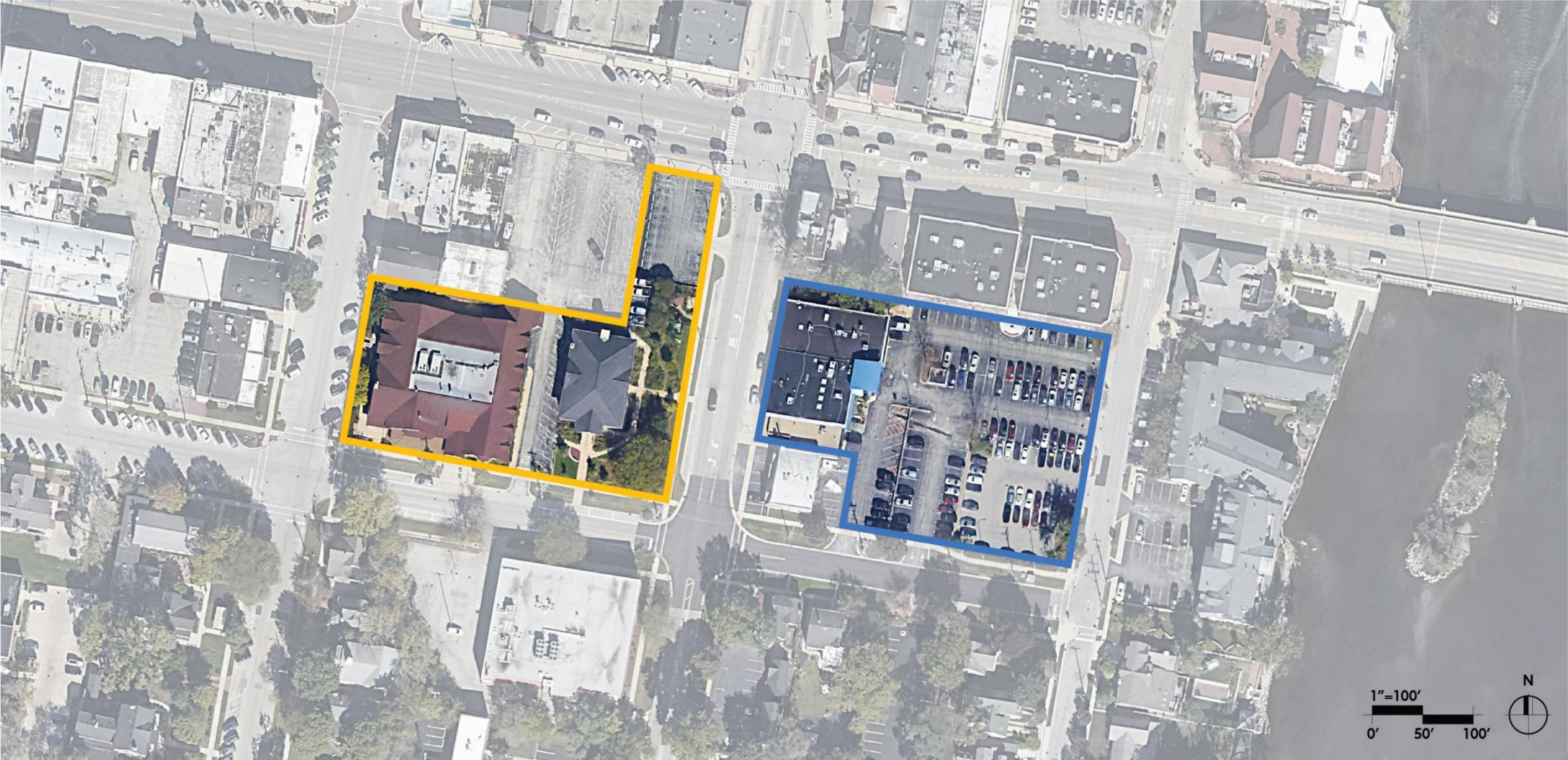
GENERAL

Drawings of existing site conditions and conceptual site plans and/or floor plans are provided for the following recommended options:

- Downtown Geneva – City Hall and Police | Existing Condition Plan
- Downtown Geneva – City Hall and Police | Proposed Plan – Upper Level
- Downtown Geneva – City Hall and Police | Proposed Plan – Lower Level
- South Street – Public Works | Existing Condition Plan
- South Street – Public Works And New Police Station | Proposed Plan
- East Side Drive – Fire Station 1 - Headquarters | Existing Condition Plan
- East Side Drive – Fire Station 1 - Headquarters | Proposed Plan
- Fargo Boulevard – Fire Station 2 | Existing Condition Plan
- Fargo Boulevard – Fire Station 2 | Proposed Plan

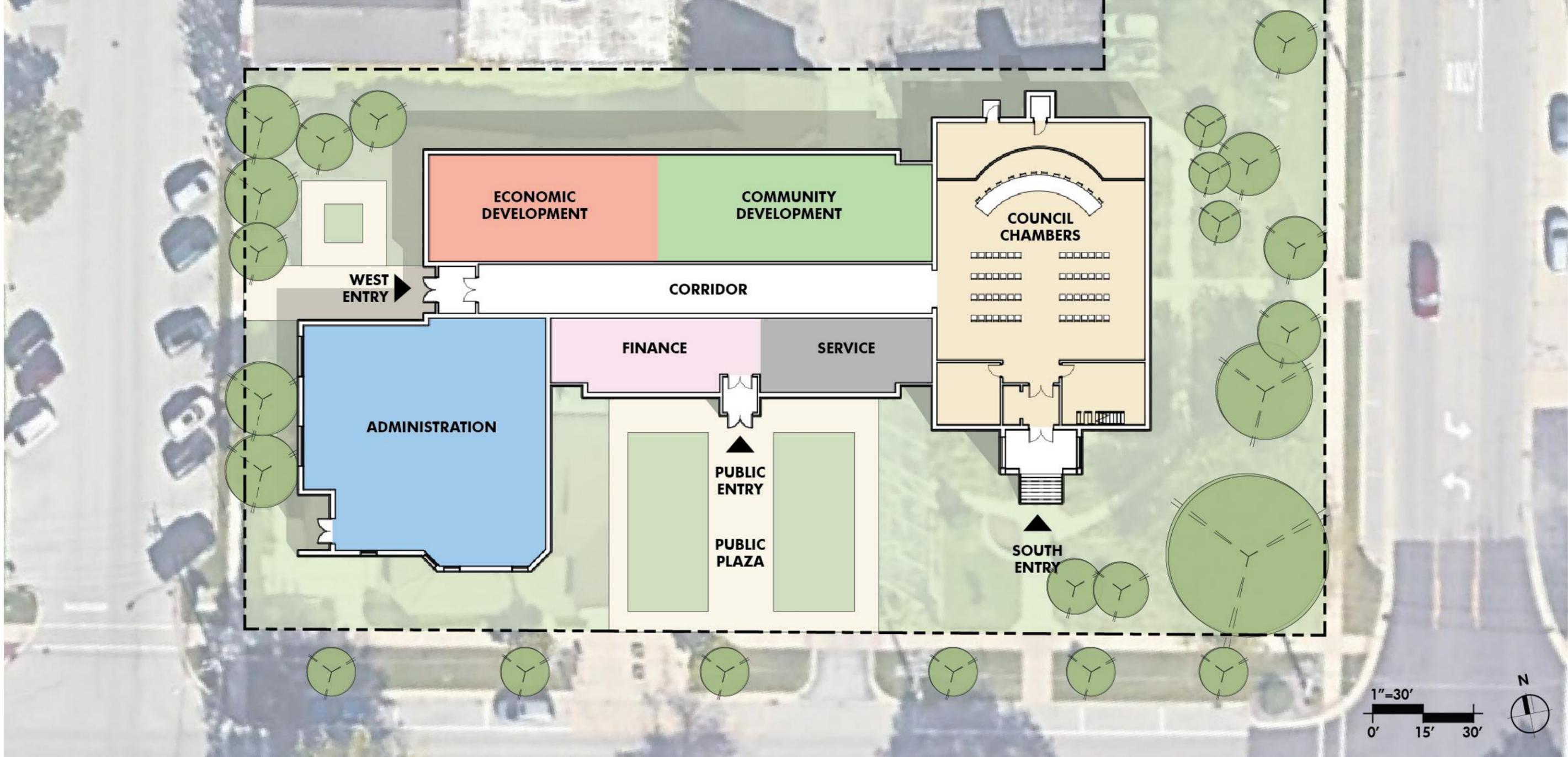


DOWNTOWN GENEVA – CITY HALL AND POLICE | EXISTING CONDITION PLAN



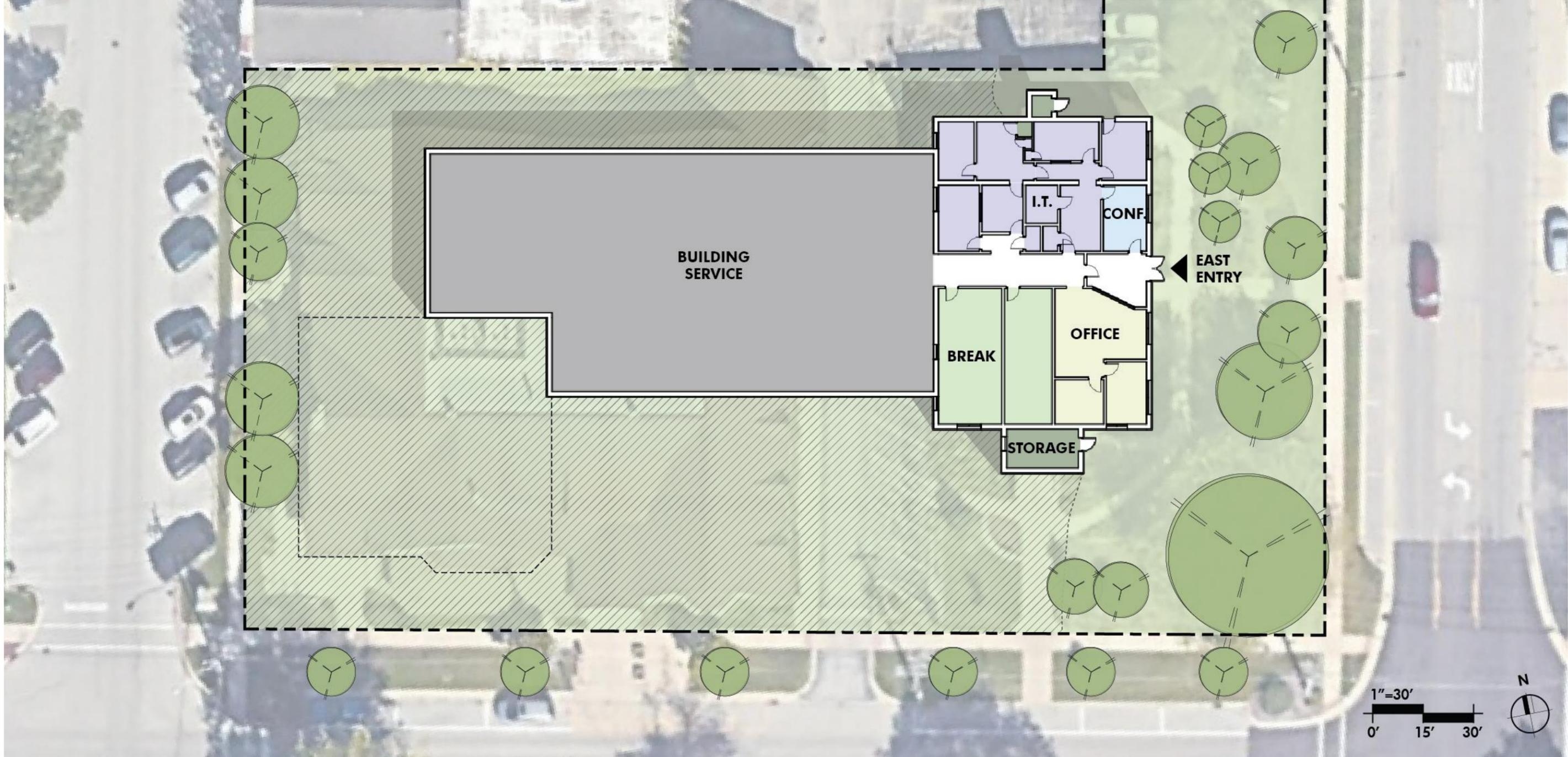


DOWNTOWN GENEVA – CITY HALL AND LIBRARY | PROPOSED PLAN – UPPER LEVEL





DOWNTOWN GENEVA – CITY HALL AND LIBRARY | PROPOSED PLAN – LOWER LEVEL





SOUTH STREET – PUBLIC WORKS | EXISTING CONDITION PLAN





SOUTH STREET – PUBLIC WORKS AND NEW POLICE STATION | PROPOSED PLAN





EAST SIDE DRIVE – FIRE STATION 1 - HEADQUARTERS | EXISTING CONDITION PLAN





EAST SIDE DRIVE – FIRE STATION 1 - HEADQUARTERS | PROPOSED PLAN





FARGO BOULEVARD – FIRE STATION 2 | EXISTING CONDITION PLAN





FARGO BOULEVARD – FIRE STATION 2 | PROPOSED PLAN





APPENDIX C | COST SUMMARY



APPENDIX C | PROJECT COST SUMMARY

PROJECT COSTS AND RECOMMENDATIONS

The total estimated project costs to address each of the identified Must-Do, Should-Do, and Nice-to-Do items is \$178,650,000. Project costs include construction costs (cost of the work) including construction contingency and owner's costs (soft costs) that include professional services fees, furnishings, fixtures and equipment (FF&E), design contingency, and owner's project contingency. The following is a summary of the line items below:

Construction Costs (Hard Costs)

- Construction Costs: The construction cost estimates are for the cost of the work and are based on starting design in Spring 2026 and starting construction in spring 2027. Estimated costs include a five to six percent escalation factor to bring the unit prices to the approximate center of the construction schedule.
- In addition to the cost of the work, the construction costs include the construction manager's fee, construction manager's bonds and insurance, construction manager's overhead and profit, general conditions, and a construction contingency to address potential unforeseen conditions.
- General conditions include the indirect costs and services necessary to successfully manage and facilitate a project and include items such as temporary facilities, temporary utilities, and safety.

Owner's Costs (Soft Costs)

- Professional Services Fees (8%): Costs are for the architect and consultant team that includes civil engineers, landscape architects, structural engineers, mechanical engineers, electrical engineers, and technology consultants. In addition, specialty consultants may be required for topographic surveys, geotechnical engineering, and environmental engineering. Fees vary by the size and complexity of each project but 8 percent is within the range for similar projects in northern Illinois.
- Furnishings, Fixtures & Equipment (FF&E) (4-5%): Costs are traditionally for loose items in the facilities including furniture, technology equipment, audio-visual equipment, and similar owner-related items specific to each facility. Costs vary by the size and type of facility but 4 to 5 percent is within the range for similar projects in northern Illinois. For example, the requirements for a police station will vary significantly when compared to a city hall or public works facility.



- **Design Contingency (5%):** The design of the new or remodeled facilities and/or recommended improvements or upgrades have not been started. Preliminary costs are based on similar facilities and the depth of experience by both the design and construction teams. The design contingency is intended to mitigate risk and accommodate changes in the scope of the project with respect to program, materials, and/or systems as the design phases progress and decisions are made by the owner. The contingency amount at this early stage of the project typically ranges from 5 to 10 percent.
- **Owner's Project Contingency (5%):** Similar to the design contingency, the owner's contingency is intended to mitigate risk in that the full scope of the project or projects has not been defined yet. The contingency amount at this early stage of the project typically ranges from 5 to 10 percent.



PROJECT COST SUMMARY

The Tables below provide an overview of the recommendations for each facility by priority. Project costs are based on projects starting in March 2026 and construction starting in March 2027.

Facility	Must-Do	Should-Do (Add to Must-Do)	Nice-to-Do (Add to Should-Do)
New Police Department	New 45,000 SF Police Station on Public Works site	Indoor firing range, indoor parking for 8-10 vehicles	Larger indoor firing range and indoor parking for 23 vehicles
Construction Costs	\$38,500,000	\$9,000,000	\$2,700,000
Owner's Costs	\$9,300,000	\$2,100,000	\$600,000
Estimated Project Costs	\$47,800,000	\$11,100,000	\$3,300,000
City Hall and Library Redevelopment	Maintain original 4,000 SF Library and 15,000 SF addition to connect Library to City Hall	Construct lower level of 15,000 SF addition.	Interior buildout of lower level of 15,000 SF addition.
Construction Costs	\$28,500,000	\$1,800,000	\$1,800,000
Owner's Costs	\$6,900,000	\$400,000	\$400,000
Estimated Project Costs	\$35,400,000	\$2,200,000	\$2,200,000
Fire Station 1	Ongoing maintenance and upgrades to existing systems	Interior renovations to address staff support and firefighter living quarters	Addition to provide additional meeting and training space
Construction Costs	\$6,700,000	\$1,300,000	\$4,600,000
Owner's Costs	\$1,700,000	\$300,000	\$1,100,000
Estimated Project Costs	\$8,400,000	\$1,600,000	\$5,700,000
New Fire Station 2	New Fire Station 2 with three (3) full double-depth bays	One (1) additional full length double bay	Additional sitework for training pad(s)
Construction Costs	\$15,900,000	\$1,300,000	\$500,000
Owner's Costs	\$3,850,000	\$300,000	\$100,000
Estimated Project Costs	\$19,750,000	\$1,600,000	\$600,000
Public Works	Site improvements and site security along with first-priority capital improvement projects	Covered vehicle and equipment storage along with second-priority capital improvement projects	Third-priority capital improvement projects including improvements to salt storage facility
Construction Costs	\$17,000,000	\$8,200,000	\$5,900,000
Owner's Costs	\$4,100,000	\$1,900,000	\$1,400,000
Estimated Project Costs	\$21,100,000	\$10,100,000	\$7,300,000
Subtotal Project Costs	\$132,950,000	\$26,600,000	\$19,100,000
TOTAL PROJECT COSTS	\$178,650,000		



PROJECT COST SUMMARY

The following tables provide additional breakdown of the estimated owner’s costs, based on the summary provided above.

Facility	Must-Do	Should-Do (Add to Must-Do)	Nice-to-Do (Add to Should-Do)
New Police Department	New 45,000 SF Police Station on Public Works site	Indoor firing range, indoor parking for 8-10 vehicles	Larger indoor firing range and indoor parking for 23 vehicles
Construction Costs	\$38,500,000	\$9,000,000	\$2,700,000
Professional Services Fees	\$3,100,000	\$720,000	\$220,000
Furnishings & Equipment (FF&E)	\$1,700,000	\$400,000	\$100,000
Design Contingency	\$2,200,000	\$480,000	\$140,000
Owner’s Project Contingency	\$2,300,000	\$500,000	\$140,000
Estimated Project Costs	\$47,800,000	\$11,100,000	\$3,300,000
Facility	Must-Do	Should-Do (Add to Must-Do)	Nice-to-Do (Add to Should-Do)
City Hall and Library Redevelopment	Maintain original 4,000 SF Library and 15,000 SF addition to connect Library to City Hall	Construct lower level of 15,000 SF addition.	Interior buildout of lower level of 15,000 SF addition.
Construction Costs	\$28,500,000	\$1,800,000	\$1,800,000
Professional Services Fees	\$2,300,000	\$150,000	\$150,000
Furnishings & Equipment (FF&E)	\$1,300,000	\$75,000	\$75,000
Design Contingency	\$1,600,000	\$85,000	\$85,000
Owner’s Project Contingency	\$1,700,000	\$90,000	\$90,000
Estimated Project Costs	\$35,400,000	\$2,200,000	\$2,200,000



Facility	Must-Do	Should-Do (Add to Must-Do)	Nice-to-Do (Add to Should-Do)
Fire Station 1	Ongoing maintenance and upgrades to existing systems	Interior renovations to address staff support and firefighter living quarters	Addition to provide additional meeting and training space
Construction Costs	\$6,700,000	\$1,300,000	\$4,600,000
Professional Services Fees	\$600,000	\$110,000	\$370,000
Furnishings & Equipment (FF&E)	\$300,000	\$50,000	\$200,000
Design Contingency	\$400,000	\$70,000	\$250,000
Owner’s Project Contingency	\$400,000	\$70,000	\$280,000
Estimated Project Costs	\$8,400,000	\$1,600,000	\$5,700,000
New Fire Station 2	New Fire Station 2 with three (3) full double-depth bays	One (1) additional full length double bay	Additional sitework for training pad(s)
Construction Costs	\$15,900,000	\$1,300,000	\$500,000
Professional Services Fees	\$1,300,000	\$110,000	\$30,000
Furnishings & Equipment (FF&E)	\$700,000	\$55,000	\$15,000
Design Contingency	\$900,000	\$65,000	\$25,000
Owner’s Project Contingency	\$950,000	\$70,000	\$30,000
Estimated Project Costs	\$19,750,000	\$1,600,000	\$600,000
Facility	Must-Do	Should-Do (Add to Must-Do)	Nice-to-Do (Add to Should-Do)
Public Works	Site improvements and site security along with first-priority capital improvement projects	Covered vehicle and equipment storage along with second-priority capital improvement projects	Third-priority capital improvement projects including improvements to salt storage facility
Construction Costs	\$17,000,000	\$8,200,000	\$5,900,000
Professional Services Fees	\$1,400,000	\$660,000	\$500,000
Furnishings & Equipment (FF&E)	\$750,000	\$350,000	\$240,000
Design Contingency	\$950,000	\$440,000	\$300,000
Owner’s Project Contingency	\$1,000,000	\$450,000	\$360,000
Estimated Project Costs	\$21,100,000	\$10,100,000	\$7,300,000
Subtotal Project Costs	\$132,950,000	\$26,600,000	\$19,100,000
TOTAL PROJECT COSTS		\$178,650,000	



PROJECT COSTS | SUMMARY BY PRIORITIES

The Should-Do and/or Nice-To-Do items are recommended to the extent that additional funding is available.

FACILITY	MUST DO	PROJECT COST	SHOULD DO	INCREMENTAL COST	NICE-TO-DO	INCREMENTAL COST	TOTAL PROJECT COST
Due Diligence	Referendum Preparation and Pre-Design Services including Topographic Surveys and Geotechnical Investigations	\$500,000	N/A	\$0	N/A	\$0	\$500,000
New Police Station	New 45,000 SF Police Station on Public Works site on South Street	\$47,800,000	Indoor firing range, limited indoor parking, and covered parking for patrol vehicles	\$11,100,000	Larger indoor firing range and indoor parking for all vehicles	\$3,300,000	\$62,200,000
City Hall and Library Redevelopment	Demolition of all but original 4,000 SF Library and 15,000 SF addition to connect Library to City Hall for City Services	\$35,400,000	Construct lower level of 15,000 SF addition.	\$2,200,000	Interior buildout of lower level of 15,000 SF addition.	\$2,200,000	\$39,800,000
Fire Station 1	Ongoing maintenance and upgrades to existing systems	\$8,400,000	Interior renovations to address current needs with respect to offices and firefighter living quarters	\$1,600,000	Addition to provide additional meeting and training space	\$5,700,000	\$15,700,000
New Fire Station 2	New Fire Station 2 with 3 full double-depth bays	\$19,750,000	Additional full length double bay	\$1,600,000	Additional sitework for training pad(s)	\$600,000	\$21,950,000
Public Works	Site improvements and site security along with first-priority capital improvement projects and interior renovations	\$21,100,000	Covered storage (3-sided open storage at west and south yards) along with second-priority capital improvement projects	\$10,100,000	Third-priority capital improvement projects including improvements to salt storage facility	\$7,300,000	\$38,500,000
TOTAL PROJECT COSTS	TOTAL	\$132,950,000	TOTAL	\$26,600,000	TOTAL	\$19,100,000	\$178,650,000