



**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
SPECIAL COMMITTEE OF THE WHOLE WORKSHOP  
GERALD C. TURRY VILLAGE BOARD ROOM  
5:00 PM, AUGUST 29, 2023**

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Regular Business**
  - 1. Discussion of the Draft Facilities and Space Needs Assessment
- IV. Public Comment**
- V. Closed Session**
- VI. Adjournment**

DATE POSTED: August 25, 2023



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# MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager

**FROM:** Brendon Mendoza, Assistant to the Public Works Director

**DATE:** August 29, 2023

**SUBJECT:** FGM Draft Facilities and Space Needs Assessment

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## **Background**

On August 16, 2022, the Village Board approved a professional services agreement with FGM Architects (FGM) for the Village's Draft and Preliminary Facilities and Space Needs Assessment (Draft Facilities Assessment). Village staff has worked with FGM to provide facility documents, walkthroughs, data, interviews and other relevant information needed to conduct a thorough analysis of the Village's existing facilities.

## **Discussion**

FGM conducted an assessment of the Village's six facilities; Village Hall, Police Department/Fire Department, Community Center, Aquatics Center, Public Works and the Pump House. The Community Center and Aquatics Center were reviewed for short-term options as they are to be thoroughly reviewed by the Draft Parks and Recreation Comprehensive Master Plan (Draft Master Plan). All of the facilities are over 30 years old and do not meet the needs for space and operational efficiency. FGM reviewed the mechanical and electrical systems along with condition and useful life for operational building components and systems. FGM reviewed space needs and crafted recommended solutions for the Village to pursue for improvement of its facilities.

FGM was asked to develop tiers based upon the existing conditions of the facilities:

- The first is Tier 1, which includes urgent items that need to be repaired or improved as they do not meet various codes and are required to keep the facilities functioning.
- Tier 2 covers Tier 1 solutions along with reconfiguration or re-assignment of space to address operational deficiencies.
- The Tier 3 solutions seek to address the long-term needs of each department by significant reconfiguration, building additions, or building completely new facilities.

Tier 1 recommendations will **not** be provided in detail as part of this memo as the Tier 1 solutions are comprised of small projects or repairs.

### Village Hall

Village Hall is a 12,644 square foot building constructed in 1991 that houses the Mayor, Village Clerk, Village Board Room, Village Manager's Office, Finance Department, Community Development and Information Technology. FGM determined that 15,967 square feet is necessary for operations and long-term planning of the facility.

#### *Tier 2*

Tier 2 for the Village Hall includes utilizing the interior spaces of the Village Hall with reconfigurations to improve the workflow and address deficiencies within Community Development, Finance and the Village Manager's Office. The total estimated cost for this is between \$3,217,539 to \$3,788,008. The changes with this option are listed below.

#### *Community Development*

- Maintain expanded open workspace captured from the former waiting area, allowing for additional service counter space.
- Adding a door into the Village Board Room for emergency egress and convenience.

#### *Village Board Room*

- Replacement and reconfiguration of dais and Village Board desk, eliminating raised platform and allowing for connection/passage from Community Development to the remainder of departments.

#### *Finance Department*

- Maintain expanded open office area created by relocation of the Workroom.
- Relocate Village Clerk's Office and IT Manager to shared office to create a Conference Room.

#### *Village Manager's Office*

- Space is captured at the east end of the public corridor to allow for a secure connection to the south portion of the facility. Access would remain for emergency egress only. A waiting zone is created for the department with the potential for a service window. Conference Room access is created from the public side, as well as the secure side.
- Expand the Village Board Conference Room and reallocate the remaining office space.

#### *Tier 2 Alternative*

Provided in the Tier 2 Alternative for the Village Hall includes utilizing the interior spaces of the Village Hall with modest reconfigurations to improve the workflow and address deficiencies within Community Development, Finance and the Village Manager's Office. This option also includes creating a new corridor north of the Village Board Room. The total estimated cost for this is between \$3,946,621 to \$4,606,787. The changes with this option are listed below.

#### *Community Development*

- Maintain expanded open workspace captured from the former waiting area, allowing for additional service counter space.
- Adding a corridor behind the Village Board Room for emergency egress and to provide secure connection to the rest of the facility.

*Village Board Room*

- Create a new corridor at northside of the room for Community Development access and redesign dais to eliminate the raised platform to comply with ADA requirements.

*Finance Department*

- Maintain expanded open office area created by relocation of Workroom.
- Relocate Village Clerk’s Office and IT Manager to shared office to create a Conference Room.
- Relocate Computer Room equipment to the Police Department basement to create an additional office.

*Village Manager’s Office*

- Space is captured at the east end of the public corridor to allow for a secure connection between the north and south portion of the facility. Access would remain for emergency egress only. A waiting zone has been created for the department with the potential for a service window while keeping staff areas secure. Conference Room access is created from the public side, as well as the secure side.
- Expand the Village Board Conference Room and reallocate the remaining office space. Reconfigured offices to create additional workstations in an open office.

*Tier 3 Expansion to Southeast*

Provided in Tier 3 Expansion to the Southeast for Village Hall includes the options in Tier 2 and proposes a new 3,450 square foot addition to the Southeast to address space shortage and a more functional layout. The total estimated cost for this is between \$6,203,806 to \$6,917,438.

*Tier 3 Expansion to North*

Provided in the Tier 3 Expansion to the North for Village Hall includes creation of an addition to the Northeast to address the space shortage. By adding in this direction, a connection corridor can be built out from the Village Board Room enabling expansion of Community Development and the Village Manager’s Office. The addition can also free up space in the Finance Department on the south portion of the building for internal expansion. This option would require the curved drive off Lincoln Avenue to be removed. The total estimated cost for this is between \$6,237,469 to \$6,945,665.

<b>Village Hall Tiers</b>		
<b>Tier</b>	<b>Low</b>	<b>High</b>
Tier 1	\$633,500	\$922,000
Tier 2	\$3,217,539	\$3,788,008
Tier 2 Alternative	\$3,946,621	\$4,606,787
Tier 3 (Expansion to Southeast)	\$6,203,806	\$6,917,438
Tier 3 Alternative (Expansion to North)	\$6,237,469	\$6,945,665

## Police Department

The Police Department is a 17,057 square foot building constructed in 1991. It is currently authorized for 33 sworn police officers and eight civilian staff. FGM determined that 23,545 square feet is necessary for operations and long-term planning of the facility.

### *Tier 2*

The Tier 2 solution proposes a 6,500 square feet addition to the southwest portion of the facility, taking over the existing parking area. The proposed addition would be comprised of a new lock up, sallyport, evidence processing, garage, collection and storage. Existing interior space would be renovated to address current deficiencies such as inadequate locker room space, patrol functions, investigations work areas, interview space, conference rooms and wellness areas. The total estimated cost for this is between \$11,491,040 to \$13,141,884.

### *Tier 3*

This solution proposes a 4,800 square foot addition to the northeast (toward Lincoln Ave.), taking over the existing curved drop off area. The proposed addition would provide space to address current deficiencies such as inadequate locker room space, patrol functions, investigations work areas, interview space, conference rooms and wellness areas.

An 875 square foot expansion of the existing training room and storage is also proposed. This would require a reconfiguration of the lower-level mechanical area as well. This solution also proposes a 6,500 square foot addition to the southwest portion of the facility to accommodate a garage for Police Department vehicle parking. The existing interior space would also be renovated to address other deficiencies in lock up, sallyport, evidence processing, collection and storage. The total estimated cost for this is between \$14,567,520 to \$16,409,760.

<b>Police Department Tiers</b>		
<b>Tier</b>	<b>Low</b>	<b>High</b>
Tier 1	\$2,099,000	\$3,058,500
Tier 2	\$11,491,040	\$13,141,884
Tier 3	\$14,567,520	\$16,409,760

## Fire Department

The Fire Department is a 9,453 square foot building constructed in 1991. It is used to house the Fire Department's apparatuses and equipment. FGM determined that 26,343 square feet is necessary for operations and long-term planning of the facility.

### *Tier 2*

The Tier 2 option proposes that the existing living quarters of the Fire Station be demolished and rebuilt as a three-story addition to accommodate the needs of the administration and residential functions. A third floor (7,400 square feet) has been added to accommodate a second Community/Training Room with an entrance lobby, stairs and an elevator. This second Community/Training Room was identified

by staff for inclusion into the concepts as land is limited for any further future expansions. The space can be used by any department in the Village as it will have a separate entrance.

To accommodate some of the additional needs of the apparatus bay, either one or two additional drive-through bays are proposed to be added to the northwest. This does not provide all the additional bay space required, but it was determined that it would not be desirable to lose any additional open space park land. The bay addition will require re-working of the adjacent drive to accommodate vehicle access. Existing interior space would be renovated to address other current deficiencies. The cost for this option is between \$20,183,957 to \$21,526,494.

*Tier 3*

This solution proposes that the existing living quarters of the Fire Station be demolished and rebuilt as a three-story addition plus a basement to accommodate the needs of the administration and residential functions. A third floor (7,400 square feet) has been added to accommodate a second Community/ Training Room in the building with an entrance lobby, stairs and an elevator. The lower level (7,400 square feet) would accommodate general storage.

An entrance lobby, stairs and an elevator are also included. These spaces were identified by staff for inclusion into the concepts to maximize space to accommodate any future needs as land is limited for any further additions. The space can be used by any department in the Village as it will have a separate entrance. This option also includes the installation of one or two additional apparatus bays. The cost for this option is between \$24,038,361 to \$25,577,129.

<b>Fire Department Tiers</b>		
<b>Tier</b>	<b>Low</b>	<b>High</b>
Tier 1	\$517,000	\$818,500
Tier 2	\$20,183,957	\$21,526,494
Tier 3	\$24,038,361	\$25,577,129

Community Center

The Community Center is a 6,316 square foot building which was constructed in 1971 and offers a wide variety of recreational programming. The Community Center has been identified as presenting too many issues that cannot be addressed without rebuilding the facility.

Due to the facility being recommended for rebuild, FGM in the interim has provided two options, an option to keep the building operational in the short term of zero to five years and midterm of five to 10 years. This building is expected to be recommended to be demolished and construction of a new facility.

If the facility is directed to be opened in the short term of no greater than five years, the cost would be between \$334,000 and \$541,000. If the facility was to be kept for over 10 years, the cost would be between \$1,664,000 and \$2,516,000.

<b>Community Center Tiers</b>		
<b>Tier</b>	<b>Low</b>	<b>High</b>
Option 1A (5 to 10 Years)	\$1,664,000	\$2,516,000
Option 1B (0 to 5 Years)	\$334,000	\$541,000

Aquatics Center

The Aquatics Center is expected to be thoroughly reviewed to include the recreational elements and long-term planning as part of the Parks and Recreation Master Plan. FGM recommended a short-term solution of zero to five years. The Tier 1 option includes reconfiguration of the admissions area of the Village Pool along with the maintenance items. Village staff has already conducted the recommended changes to the admissions area, but the Tier 1 would still include the required maintenance items. The cost for Tier 1 is between \$708,854 to \$834,557.

The Tier 2 option includes longer-term expansion and reconfiguration of the admissions booth with clear access to the locker rooms. A new corridor has been created from the admissions area to the pool with the addition of a new family changing room. The staff area is reconfigured to create new toilet/shower facilities for lifeguards, a new locker area, and workspace as well as an enlarged training room. The cost for Tier 2 is between \$4,585,408 to \$5,161,188.

<b>Aquatics Center Tiers</b>		
<b>Tier</b>	<b>Low</b>	<b>High</b>
Tier 1 (Administration Reconfiguration)	\$708,854	\$834,557
Tier 2 (New Admissions, Family Changing, Enlarged Training)	\$4,585,408	\$5,161,188

Public Works

The Public Works Facility is a 30,044 square foot building and was constructed in 1990. It houses the Village’s equipment for projects and maintenance of the Village’s infrastructure and utilities. FGM determined that 57,887 square feet is necessary for operations and long-term planning of the facility.

*Tier 2 – Renovated Garage with New Addition*

This solution proposes two new additions added to the existing equipment garage. At the south, a two-story addition would replace the existing staff areas and fleet maintenance garages. The new fleet garage space would be located on the first floor while the second floor would include administrative offices, and staff support areas, including, break room and men’s and women’s locker rooms.

Stairs and an elevator would be included for proper access to the second floor. At the north, an equipment garage addition would be built, taking over a portion of the existing parking lot to expand the available storage. The cost for this option is between \$23,151,892 to \$25,079,367.

*Tier 2 Alternative – Renovated Garage with One Story Addition*

This solution proposes two new one-story additions be added to the existing equipment garage. At the south, a one-story addition would replace the existing staff areas and fleet maintenance garages with new administrative offices, and staff support areas, including, break room and men’s and women’s locker rooms. At the north, an equipment garage addition would be built, to expand the available storage as well as a new fleet garage addition. This solution takes over a large portion of the existing parking lot. The cost for this option is between \$25,153,449 to \$27,286,211.

*Tier 3 – New Construction*

This solution proposes that a new facility be built on the existing north parking lot to keep it operational. While a one-story facility would be ideal, to meet the square footage requirement, the entire site would be utilized, leaving no space for parking. To meet the required program a two-story portion would be built with the fleet garage space located on the first floor and administrative offices, and staff support areas, including, break room and men’s and women’s locker rooms on the second floor. Stairs and an elevator would be included for proper access to the second floor.

The new facility would need to be built in phases in order to keep the existing facility somewhat operational. The existing equipment garage, fleet and staff areas could remain while most of the new equipment garage is built to the north. Phase two would include the remainder of the equipment garage (support areas) and the two-story portion, requiring that some operations be accommodated with temporary facilities such as trailers. The cost for this option is between \$31,669,672 to \$33,949,241.

<b>Public Works Tiers</b>		
<b>Tier</b>	<b>Low</b>	<b>High</b>
Tier 1	\$1,801,000	\$2,321,000
Tier 2 (Renovated Garage with New Additions)	\$23,151,892	\$25,079,367
Tier 2 (Alt Renovated Garage with One Story Addition)	\$25,153,449	\$27,286,211
Tier 3 (New Construction)	\$31,669,672	\$33,949,241

Pump House

The Pump House is a 6,121 square foot building and was constructed in 1954 and is used to distribute and treat the Village’s potable water supply. The Pump House only had Tier 1 items to be recommended for improvement as the various repairs and improvements are needed to ensure the critical facility is operational and up to date with the needs of the facility and staff. The Tier 1 solution focuses on implementing maintenance items including repair of any areas allowing water infiltration, concrete slab repairs, masonry tuckpointing, window repairs, mechanical system repairs, plumbing system repairs and lighting fixture upgrades. Exterior security is addressed with the addition of fencing and sliding vehicle gates to secure the front apron access to the building. Additional parking behind the secure fencing is also proposed.



This solution also includes interior remodeling and proposes that the north side of the garage be used for equipment and the south portion be used for large meter storage. The existing toilet room would be remodeled and expanded to meet ADA requirements and to accommodate shower facilities for staff.

A new chlorine building is also proposed to the east of the Pump House. This would allow for the highly corrosive material to be stored separately from the interior workspaces. This will also free up space for additional meter storage. The cost for this option is between \$1,015,937 and \$1,120,495.

<b>Pump House Tiers</b>		
<b>Tier</b>	<b>Low</b>	<b>High</b>
Tier 1 (Maintenance Items, Interior Remodeling, New Chlorine Building and Security Fencing)	\$1,015,937	\$1,120,495

Public Review Process and Next Steps

At the August 29 Special Committee of the Whole Workshop, FGM will summarize the Draft Facilities Assessment. This is the first step of a detailed public review process following the work by FGM and the Village over the last year to develop this assessment. The second step will be a review of the Parks Assessment coordinated by staff and include a tour of the 13 Village parks at the September 12 Park and Recreation Board Meeting. The third step will be Hitchcock Design Group (Hitchcock) summarizing the Draft Parks and Recreation Comprehensive Master Plan (Draft Master Plan) at the September 19 Committee of the Whole Meeting.

Following the completion of the initial three public steps, the Draft Facilities Assessment Tier 1 projects, which includes urgent items that need to be repaired or improved as they do not meet various codes and are required to keep the facilities functioning, will be presented at the October 16 Capital Improvements Plan (CIP) Workshop. It is anticipated that at this October 16 meeting, the Village Board will give policy direction on inclusion of improvements determined by the Draft Facilities Assessment. Any other short term operational issues coming about as a result of both the Draft Facilities Assessment and Master Plan will be presented at the Calendar Year (CY) 2024 Budget Workshop to be scheduled in early November.

The first half of 2024 will be used to provide a thorough opportunity for the Village Board to further review both the Draft Facilities Assessment and the Draft Master Plan to ultimately prioritize the projects over a long-term basis. Starting in January 2024, various regularly scheduled and special Committee of the Whole Meetings will be utilized for this purpose. Tours of current facilities as well as in other municipalities will be offered and coordinated for the Village Board in order to gain understanding of the challenges of the Village’s current facilities and to see facility options in other municipalities.

**Financial Impact**

The financial impact will depend upon the ultimate policy direction by the Village Board of prioritization of both facilities and parks capital projects. A thorough revenue analysis will be conducted to provide funding options to the Village Board for financing these future projects.

**Recommendation**

It is the recommendation of this memorandum that the Village Board discuss this at the August 29, 2023 Special Committee of the Whole Workshop.

**Documents Attached**

None.