



100 Parkers Mill, Oswego, IL 60543 (630) 554-3618 Fax (630) 554-3306  
Website: <http://www.oswegoil.org>

---

**MEMORANDUM**

**To:** Village President and Board of Trustees  
**CC:** Village Administrator, Village Attorney and Department Heads  
**From:** Captain Jeff Burgner  
**Date:** November 20, 2014  
**Agenda:** December 2, 2014 Committee of Whole Board Meeting  
**Subject:** Police Facility

---

Purpose

Obtain further direction from the Village Board regarding a new police facility. Staff would like to determine if and what services need to be obtained to further the conversations regarding a new police facility.

Background

Board Action Previously Taken:

<b>Date</b>	<b>Action</b>
September 1, 2008	Final version of Space Needs Assessment was completed.
September 2, 2014	The topic of a new police facility was presented to the Village Board. Direction was given to staff to provide all Village Board members with a copy of the 2008 Space Needs Assessment.
October 21, 2014	Board was provided a memorandum providing discussion on a new police facility. Direction was given to explore the option of one site for police operations.

Discussion

In 2008, the Village Board was provided a Space Needs Assessment completed by McClaren, Wilson and Lawrie, Inc. ***The assessment stated that the current police facility was not large enough for the operation at the time of the assessment in 2008.*** The assessment indicates that to correct the current deficiencies in space needed for a

police department of our size, a facility that provides approximately 59,000 square feet would be recommended. The 59,000 square foot facility would encompass primary space needed for daily police operations (39,000 square feet) as well as secondary space including a forensic lab, firearms range, canine section, evidence/property and warm storage (20,000 square feet). The current space within the facility remains at 23,000 square feet.

It is clear that our Village is committed to planning for the future; however we should focus on correcting known deficiencies while incorporating future growth concepts into those plans. Staff has received direction that one location will be used for a police facility rather than multiple locations. This assists in providing more clear direction on research. In order to further investigate the options available, staff would like to pose the questions below to assist in moving forward with this research to present to the Village Board. There was discussion on possibly having the police department move into Village Hall and having the Village Hall operations move into the current police department. It was unclear if the Village Board would like this concept further researched.

**Question #1. Does the Village Board seek to have the trading spaces option further researched?**

**Questions #2 If the answer to question #1 is yes, in what fiscal year would the Village Board like staff to add a feasibility study cost into the budget?**

**Question #3 If the answer to question #1 is no, the Capital Improvement Plan identifies FY17 as the year to budget for architectural services. Does the Village Board want to begin the architectural process during FY 17 or make a change to the Capital Improvement Plan? This cost would be spilt over two fiscal years.**

#### Recommendation

Depending on answers to the questions listed above, staff would recommend moving forward with the budgeting of funds to accomplish either task. This will allow this project to continue to move forward. Based on space limitations, operational inefficiencies within the building, building age and projected future growth it is important to identify a strategy to move towards the future of a police facility.

The current facility has very little room to expand and the only space for expansion is in the basement of the building. Operational inefficiencies include the limitations in housing adult and juvenile subjects in police custody, equipment storage locations, lack of parking as well as a need for additional evidence storage space. These are a few of the operational concerns within the building. Due to the age of the building we are incurring more complex repair and maintenance concerns such as water leaks, equipment breakdown/aging (example - overhead garage doors/original building security technology). As the Village grows, the need to employ more police personnel will add to the staff operating within the building.

Strategic Planning Objective: A strategic plan was completed by the Village and adopted by

the Village Board in 2012.

Goal 1.4: Create a work environment that is conducive to a high-performing municipal organization.

1.4.3: Provide the equipment, technology, training/education and work conditions for safe, efficient, high-quality service and results.

Goal 6.3: Build and maintain municipal facilities necessitated by the growth and development of the Village.