

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
12/15/2015

SUBJECT:	SUBMITTED BY:
Facilities Plan Update	Michael Baker Deputy Village Manager

SYNOPSIS

This item provides an update regarding the Village's Top Priority Action Item *Create a Facilities Sustainability Plan*.

STRATEGIC PLAN ALIGNMENT

The Strategic Goals established by the Village Council include Steward of Financial, Environmental and Neighborhood Sustainability and Exceptional Municipal Services. *Create a Facilities Sustainability Plan* is a Top Priority Action Item.

FISCAL IMPACT

N/A

RECOMMENDATION

N/A

BACKGROUND

During the period of September 2015 to August 2016, the Village Council will create a facility sustainability plan focusing on the Police Station and Village Hall. The plan will identify improvements that should be made and how to pay for them.

Progress on the plan to date includes the following:

1. In May 2015, the Village Council permanently stopped work on the Facilities Plan that was pursued in 2014 and directed staff through the Long Range Planning Process to pursue a different plan as a top priority action item.
2. In September 2015, the Village Council reviewed and confirmed the maintenance and operational issues that present challenges in both of these buildings, which are summarized below and detailed on the Village website.
3. In October 2015, the Village Council discussed financial and other resources that it would be willing to consider using for improvements to these facilities. The majority of the Council preferred to use existing revenues and existing assets in evaluating options for these facilities. This resulted in the establishment of a \$16 million project budget.

- On December 1, 2015, the Council approved a contract with Williams Architects to assist the Village in developing options for Council consideration. This work has already begun and the options discussion is scheduled to begin at the January 19, 2016 Village Council Meeting.

Summary of the Issue

This process is designed to develop a long-term plan for the sustainable maintenance and operations of its facilities, with particular emphasis on the Police Station and Village Hall. The issues facing the Village are summarized below:

- A 2012 Facility Condition Assessment identified **\$10.3 million of maintenance needs** - \$3.6 million in the Police Station (link to [Police Station Assessment](#)) and \$6.7 million at Village Hall (link to [Village Hall Report](#)).
- The age and condition of both facilities have resulted in **operational deficiencies** that can interfere with efficient service delivery and effective employee/customer interaction.
- The Village has **limited resources available** to undertake improvements to these facilities.

Proposed Process and Timeline

To develop a Facility Sustainability Plan that will guide decision-making for many years to come, the following process is proposed. It includes at least monthly public meetings which began on September 15, 2015.

Proposed Process and Timeline

September 2015	October 2015	January-June 2016	July-August 2016
1. Issue >>>	2. Resources >>>	3. Options >>>	4. Plan
<p>1. Define the Issue - The facility issues faced by the Village will be clearly defined.</p> <p>2. Identify Available Resources - Available and potential resources that could be allocated to fund or enable any of the improvements will be identified. These include sources of revenue, land, partnership opportunities, etc.</p> <p>3. Create and Consider a Range of Options - During this stage of the process, a range of options will be considered and evaluated, from maintaining the existing facilities to new construction/addition. Town hall meetings will also take place during this time.</p> <p>4. Develop the Plan - The plan will be developed in preparation for the 2017 budget. It will include specific information about which improvements to undertake, where those improvements will occur and how they will be paid for.</p>			

Public Participation

It is important that this process actively engages the community and provides many opportunities for participation. Opportunities for participation include:

- **Attend Public Meetings** - Meeting dates, times and locations will be publicized on the Village webpage and through the Village's Facebook page and Twitter feed.
- **Email the Village** at dgfacilities@downers.us
- **Watch meetings live** on YouTube and Channel 6
- **Look for other opportunities to participate**, such as Town Hall Meetings, Coffee with the Council events, etc. all of which will be publicized in advance.