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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PATRICK J. ROLLINS, CHIEF OF POLICE  
BRENT EICHELBERGER, VILLAGE ADMINISTRATOR  
MATT ANASTASIA, FINANCE DIRECTOR  
**SUBJECT:** DISCUSSION: BUILDING IMPROVEMENTS FOR THE POLICE  
DEPARTMENT  
**AGENDA:** SEPTEMBER 6, 2022  
**DATE:** SEPTEMBER 2, 2022

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**ISSUE**

Should the Village Board authorize non-budgeted monies for police department building improvements and provide direction on conceptual concepts for staff to continue the process.

**DISCUSSION**

The Police Department will be assuming possession of the existing building when Administration and Finance move out. The Board has asked for ideas to better improve the operation and efficiency of the police department and staff has conceptually developed a strategic process.

It is anticipated that the Police Department will be at this property for the foreseeable future. Knowing this, there is a desire to address some immediate operational efficiencies and building expansion so that this location becomes better suited for the police department outlook. The ability to fund these initiatives will be addressed further down in this report, as funding is currently available. It is anticipated the estimated cost to improve this location for the Police Department into the foreseeable future is \$1,500,000.

Some of the improvement items that have been identified are:

- Adding/Constructing a Sallyport to the existing building for off-loading and on-loading of persons in custody in a manner that is safe and secure for all parties. Transferring prisoners in and out of the vehicle through a controlled access environment is police department best practices. Relocate an evidence storage area and processing area within the Sallyport. Installing a climate controlled environment is best to protect the integrity of the evidence. The space will also

permit the processing for crime scene vehicles or large items along with evidence lockers. The Police Department would relocate the evidence drying stations and fuming chambers from an offsite location into the new Sallyport evidence section addition. **Estimated Cost - \$1,360,000**

- Creating a shared locker room with dressing to occur in the existing bathroom facilities. Purchasing and installing police lockers. **Estimated Cost - \$110,000**
- Replacement of prisoner cell plumbing fixtures. **Estimated Cost - \$20,000**
- Installing access control points and minor technology infrastructure improvements throughout the building and new addition. **Estimated Cost - \$5,000**
- New exterior signage for the Police Department. (And partial removal of the existing "Municipal Center" signage.) **Estimated Cost - \$5,000**

During this improvement, there are other departmental changes that would occur which will have minimal to no cost to complete:

- Relocate the arsenal to another section of the building.
- Relocate the Sergeant's office to the soon to be newly acquired space vacated by Finance/Admin.
- Relocate Records to the soon to be newly acquired space vacated by Finance/Admin.
- Relocating Investigation to the soon to be newly acquired space vacated by Finance/Admin.
- Relocate Officer work area to another section of the building.
- Create a designated police conference room and roll call space in the conference room.
- Relocating the Chief's office to the soon to be newly acquired space vacated by Finance/Admin.
- Establishing the "Police Training Room" The existing Village Board Room to be re-named to the "Police Training Room" (The Police Training Room will temporarily be utilized for the Village Board Meetings, Plan Commission, Police Commission, Police Pension Board, and for other meetings, up until the new Village Hall is built. Once a new VH with a new Board Room is built, the various meetings will relocate to the new Village Hall.)

Williams Architects has worked with the Village in the past. They were involved with the planning and designing of a new Sugar Grove Police Department back in the early 2000s. Representatives from Williams Architects-Mark Bushhouse, and Frederick Quinn Corporation will be at the Board Meeting to present some conceptual plans for adding a Sallyport and Sallyport with space for evidence storage and processing.

Should the Board wish to proceed a general scope of the project and a budget should be established. If given that direction, the next step will be for staff to recommend a construction method and firm to work with at a subsequent Board meeting.

**COST**

Estimated costs are \$1,500,000. Attached is a Funding Plan.

**RECOMMENDATION**

That the Village Board direct staff to proceed with the next steps of completing Police Department building improvements, including the construction of an addition for a Sally Port and Evidence Processing and Storage with a total budget not to exceed \$1,500,000.

### **Police Sally Port Addition and Building Improvements Funding Plan**

The Village **WILL** be able to fund the Police Department Sally Port Addition and Building Improvements, while not affecting the Village's ability to fund a new Village Hall. With the General Fund surplus transfer approved for FY21-22, selling of 140/160 S. Municipal Dr. property and FY22-23 General Fund transfer, the projected Fund Balance in the General Capital Projects Fund (GCPF), for future Village Facilities use at the end of FY22-23 is \$3,470,594. The only dedicated expense from the Fund Balance in the future, is the new Village Administration/Finance Department lease at 160 S. Municipal Dr. The lease is \$40,800 annually, with a 4-year lease approved, totaling \$163,200. For rounded numbers, this leaves \$3,300,000 for new Village Facilities.

The Police Department Sally Port addition and Building Improvements has an estimated total cost of \$1,500,000. If this is funded through the Capital Projects Fund it will leave \$1,800,000 for a future Village Hall.

New Village Hall construction is estimated at \$6,000,000 split equally between the GCPF and the Utility Fund. The Utility Fund portion is expected to be covered through a new bond that will be issued as current bonds are paid off, resulting in no increase in annual payments. A bond may also be needed for the GCPF portion depending upon the balance in the GCPF at that time. There is a current revenue source in Fund 30 of Rental Income from the Cell Tower leases on our Water Towers totaling \$55,000 annually which goes to help funding a portion of the bond payment that incorporates the dated Police Department new facility plans from 10+ years ago. This Bond will expire in FY25-26, leaving the current dedicated Rental Income revenue available as a revenue source to contribute to the GCPF portion of a future Village Hall.

As an alternative for funding the Police Additions, the Village could internally borrow General Capital Projects Fund (Fund 30) from the money saved for Vehicle & Equipment Replacement Fund (VERF). Estimated FY22-23 ending Fund Balance for the VERF is \$1,845,170, however, over the next 20 years, the lowest the VERF Fund Balance would be is \$1,300,000. The VERF Fund Balance considers, the amount of money in which should be in the Fund to cover Vehicle & Equipment replacement at any period in time. This could mean at any given year; a particular vehicle is only 50% funded. Over the next 20 years, the most anticipated Vehicle & Equipment replacement costs in one single year is \$1,300,000 in FY2037-2038, but generally the highest is \$840,000.