

## CITY OF WARRENVILLE

### MEMO

To: Mayor, City Council, and City Administrator White  
From: Public Works Director Kuchler *PK*  
Subject: FACILITIES SPACE NEEDS STUDY  
Date: October 8, 2025

The purpose of this memorandum is to summarize the scope of the proposed Facilities Space Needs Study, the status, and next steps.

#### **Background**

A \$50,000 decision package for a Citywide Facilities and Space Needs Study was originally included in the FY 2020 budget, as a follow up to the August 2020 Services and Staffing Needs Study. The facilities space needs study was delayed due to the pandemic, and next appeared in the FY 2024 budget as a \$100,000 decision package. The project was not completed that year and was included in the FY 2025 budget with an anticipated \$100,000 expense. During the development of the FY 2026 budget, staff anticipated beginning the study in FY 2025 and finishing it in FY 2026, for a total cost of \$100,000. Since it was anticipated to be split between the two fiscal years, the FY 2026 budget only includes \$50,000.

#### **Scope of Proposed Study**

The purpose of the study is to evaluate the three main City buildings (City Hall, Police, and Public Works) in the context of the existing and anticipated future staffing, operations, and uses. The Police Department has identified space limitations to meet its current and future operations. City Hall has plenty of overall space, but the layout of the building does not contain additional usable workspace without some remodeling or reconfiguration. Public Works is heavily utilized and needs to be reviewed to determine if the existing space can be reconfigured for more efficient utilization. The buildings are over twenty years old, and staffing structure, technology, usage, and needs have evolved since the buildings were originally designed and constructed.

The evaluation will include an evaluation of the existing components of the buildings, which will be beneficial as the City contemplates succession planning for management of the facilities. An evaluation of building compliance with the Americans with Disabilities Act (ADA) will be completed, and necessary improvements will be identified with costs, so the City can plan to address those needs in the future. That work will dovetail with the technical assistance the City is receiving from the Chicago Metropolitan Agency for Planning (CMAP) for a self-evaluation and transition plan for the public sidewalks in City rights-of-way.

The deliverables from this contract will include preliminary cost estimates for specific projects in each building that will allow the City to plan and prioritize these projects in the future. Those projects could be very small remodeling projects, or they could be larger remodeling projects that move interior walls and create new spaces. Staff is making it clear that a new building is not preferred, so the focus of this study will be making the best use of the existing buildings. If additional space is needed, the first choice would be to build an addition on the existing building. If the conclusion is a new building is necessary, that will require additional study beyond the scope of this contract.

It is important to note that any new improvements such as remodeling, additions, or a new building do not have a current funding source. The Capital Maintenance and Replacement Plan (CMRP) funding is for maintaining and replacing existing infrastructure, and does not include replacement of buildings. It also does not include any new infrastructure, including remodeling, building out new rooms, or additions. When the study is completed, it will be presented to City Council.

#### **Status and Next Steps**

Staff has received three Statements of Qualifications from architectural consultants that have successfully completed similar studies for other municipalities. City Administrator White, Police Chief Bonilla, and Public Works Director Kuchler interviewed all three firms. Once there is consensus on the consultant best qualified for this work, staff will negotiate a contract with that firm. The contract will be placed on a consent agenda at a future City Council meeting for City Council consideration when it is ready.

Staff anticipates requesting 1-2 elected officials to work with staff and the consultant in a workgroup setting, as the study progresses. This request would be made at a future meeting if a contract is approved by City Council.

#### **Staff Recommendation**

Recommend the Committee direct staff to negotiate a contract with an architectural consultant for consideration at a future City Council meeting.

*Please note that staff anticipates this contract will likely be approximately \$100,000.*