

PRESIDENT
Dr. James L. Discipio

VILLAGE MANAGER
Julia A. Cedillo

VILLAGE CLERK
Amanda G. Seidel



TRUSTEES

Scott F. Mesick
Patricia B. Rocco
Michael L. Sheehan
James P. Kucera
Mario J. Fotino
Robert T. Lautner

VILLAGE BOARD MEETING

Tuesday, JANUARY 28, 2014 – 7:30 p.m.

AGENDA

1. **Call meeting to order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **West Suburban Public Safety Dispatch Consolidation Study Presentation – Tony Wheeler & Michael Milas of AECOM (materials can be found under Public Safety)**
5. **Public Participation (Agenda Related Items Only)**
6. **Consent Agenda (Roll Call Vote)**

No discussion. Trustees wishing to discuss any of the items below MUST request that item be removed from the Consent Agenda prior to motion to approve.

A. Approval of Minutes

- (i) Village Board Meeting – November 26, 2013
- (ii) Executive Session Meeting – November 26, 2013
- (iii) Work Session Meeting – December 10, 2013
- (iv) Executive Session Meeting – December 10, 2013
- (v) Work Session Meeting – January 14, 2014

B. Action – Turn Out Gear Purchase *Motion: To Approve the purchase of eight sets of new protective gear (pants and coats), at the cost of \$1,504.00 per set, or a total of \$12,032.00, from Paul Conway Shields*

C. Action – Change Order – Trine Construction LaGrange Road Water Main Project *Motion: Authorize the Change Order to the contract with Trine Construction for the amount of \$2,199.64, and authorize the Village Manager to execute the Change Order dated January 7, 2014*

D. Action – Appointment of IMRF Authorized Agent *Motion: To approve a Resolution appointing Emily Rodman as the Village's IMRF Authorized Agent*

E. Action – Motion to Authorize the President and Chairperson of the Finance Committee to sign the register for bills, and authorize the Treasurer and Village Clerk to sign checks in payment of operating bills and salaries as itemized in the Check Registers

F. Action – Motion to Authorize the Village Treasurer and Village Clerk to sign checks in the payment of payroll and other bills that become due between this date and February 25, 2014 with subsequent approval of the Payroll Register and Voucher Register by the Board of Trustees at its regular meeting to be held on February 25, 2014

VILLAGE BOARD MEETING
Tuesday, JANUARY 28 – 7:30 p.m.

AGENDA (continued – Page 2)

7. **Village Manager's Report**
8. **Administration Committee** – Robert Lautner, Chairman
 - A. Monthly Report
9. **Building & Zoning Committee** – Michael Sheehan, Chairman
 - A. Monthly Report
10. **Engineering & Capital Projects Committee** – James Kucera, Chairman
 - A. Monthly Report
11. **Public Safety Committee** – Mario Fotino, Chairman
 - A. Monthly Report– Police Department
 - B. Monthly Report – Fire Department
 - C. Discussion & Action – Local Debt Recovery Program – Revised Intergovernmental Agreement *Motion: To approve a Resolution authorizing the Village of La Grange Park to continue participation in the Illinois Local Debt Recovery Program in accordance with the revisions to the intergovernmental agreement and to authorize the Village President to sign the intergovernmental agreement on behalf of the Village of La Grange Park*
 - D. For Information Only – West Suburban Public Safety Dispatch Consolidation Study – AECOM Report
12. **Public Works Committee** – Scott Mesick, Chairman
 - A. Monthly Report – Public Works Department
 - B. Action – 2013-2014 Tree Trimming Program *Motion: Approving the Resolution accepting the proposal of A&B Landscaping and Tree Service in the amount of \$36,480 (or \$25,000), and authorize the Village President to execute the necessary documents*
 - C. Discussion & Action – LaGrange Road Water Main Contract Closeout *Motion: Approving the draft Agreement and authorize the Village Attorney to finalize the agreement for signature by the Village President*
 - D. Action – Brainard Avenue Project *Motion: Approve the Brainard Avenue Project Evaluation Timeline*
13. **Finance Committee** – Patricia Rocco, Chairman
 - A. Monthly Report
14. **Other Reports**
 - A. Village Clerk
 - B. Village Treasurer
 - C. Village Engineer
 - D. Village Attorney
 - E. Committee and Collectors Report

Action – Motion to Approve Committee and Collectors Report as Presented

VILLAGE BOARD MEETING
Tuesday, JANUARY 28 – 7:30 p.m.

AGENDA (continued – Page 3)

15. **Village President**
16. **Public Participation (Non-Agenda Related Items *Only*)**
17. **New Business**
18. **Executive Session –**
19. **Adjourn**

Next Village Work Session Meeting: February 11, 2014
Next Village Board Meeting: February 25, 2014



RULES FOR PUBLIC COMMENT

Village Board Work Session Meetings Village Board Meetings

1. Please step up to the microphone before speaking, and announce your name and address before beginning your comments.
2. After announcing your name and address for the record, you will be allowed to speak for three (3) minutes.
3. You may not use profane or obscene language and you may not threaten any person with bodily harm, or engage in conduct which amounts to a threat of physical harm.
4. (a) Agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to agenda items.

(b) Non-agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to Village business, Village services or Village governance.
5. The Village of La Grange Park complies with the Americans with Disabilities Act of 1990. If you require accommodations in order to observe or participate in the meeting, please contact Ms. Andy Bagley at (708) 354-0225 between 9:00 and 5:00 before the meeting so that the Village can make reasonable accommodations for you.

Consent Agenda Items

Village Board Agenda Memo

Date: January 21, 2014

To: President and Board of Trustees

From: Dean J. Maggos, Director of Fire and Building
Julia Cedillo, Village Manager

Re: Turnout Gear Purchase

GENERAL BACKGROUND: UPDATED / ADDITIONAL:

Please note the following in regards to the information discussed at the January Work Session. As noted verbally at the Work Session, we did receive a revised lower proposal from Paul Conway Shields, which is reflected in the summary of quotes below. Also, I have confirmed with our vendor that the Cairns gear is manufactured in the U.S.A., but in Pittsfield, NH, not in Pittsburgh, PA.

GENERAL BACKGROUND:

The Fire Department is continuing with their budgeted program to replace several sets of structural firefighting turnout gear on an annual basis. The goal of the program is to replace each firefighter's gear approximately every seven years, with some adjustments made depending upon wear and tear of a particular individual's gear, as some firefighters are more active than others.

In the last several years, the fire department conducted extensive research of various vendors of such turnout gear in regards to pricing, quality, options and safety. Although we have used the same specifications and vendor for the past several years, we faced some difficulty with our vendor during our last purchase, as the vendor went out of business after our order was placed. This created delays and some other issues regarding sizing in following up with the manufacturer.

As such, we obtained a sample set of gear from a new vendor and new manufacturer for review and evaluation this year, different from the past, but which most closely met our specs from recent years. We also obtained a quote for this gear, and a number of quotes from other vendors/manufacturers, who can provide gear somewhat similar to our specs. It should be noted that not all are exactly the same, as there are minor differences in weight, stitching, available options, and available materials, etc.

The following is a summary of the quotes received.

<u>Vendor</u>	<u>Manufacturer</u>	<u>Style</u>	<u>Cost per set</u>
Air One Equipment	Honeywell	PBI Max	\$2,220.00
MES	Globe	GXCEL Armor	1,795.00
Air One Equipment	Honeywell	Advance	1,750.00
MES	Globe	GXCEL Vantage	1,730.00
MES	Cairns	Reaction	1,680.00
Paul Conway Shields	Cairns	Reaction	1,504.00 (REVISED)
EES	LION	Super-Deluxe	1,499.00

Based upon a review of the quotes, and an evaluation of the gear and various manufacturers, we have decided to recommend a purchase of turnout gear manufactured by Cairns, from the vendor Paul Conway Shields.

The purchase is being brought to the Village Board as the price exceeds \$10,000.00, which will pay for the purchase of eight complete sets of protective gear (trousers and coats). The total price is \$12,032.00, which is slightly less than the \$12,226.00 we have budgeted for in our Capital Projects budget for such purchase. The turnout gear being purchased meets the current standards of the National Fire Protection Association for Protective Garments for Structural Firefighting; Standard 1971.

RECOMMENDATION:

Staff recommends the purchase of eight sets of new protective gear (pants and coats), at the cost of \$1,504.00 per set, or a total of \$12,032.00, from Paul Conway Shields, located in New Berlin, Wisconsin.

ACTION REQUESTED:

Motion to approve the purchase eight sets of new protective gear (pants and coats), at the cost of \$1,504.00 per set, or a total of \$12,032.00, from Paul Conway Shields.

DOCUMENTATION:

- Paul Conway Shields Quote for Cairns Structural Firefighting Turnouts - \$1,504.00 per set
- Specifications for Cairns Structural Firefighting Turnouts
- Copies of Quotes from other vendors and manufacturers

Quote

Paul Conway Shields
 14100 W. Cleveland Ave.
 New Berlin, WI 53151
dkosir@paulconwayshields.com
 (708) 238-9374

Order Number:
 Quote Date: 1/14/2014
 Salesperson: DWK
 Customer Name:

Quoted To:
 LaGrange Park FD
 Attn: Chief Dean Maggos
 LaGrange Park, IL 60526

Customer P.O.	Ship VIA FED-G	F.O.B New Berlin, WI	Terms Net 10
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Item Number	Unit	Quoted	Price Ea	Total
X2757-G	7 oz advance Reaxtion jacket Aralite sl2 thermal liner Cross tech black moisture barrier NYC I/y triple trim Hanging letter patch (LGPK on patch) D-ring on black self patch (advise location) Radio pocket (advise location & size) Self mic strap abv radio pocket Antenna notch (advise location) Self mic strap (advise location) Kevlar back 2x9x8 semi exp pockets Nomex hand & wrist guards Dragon hide reinforced cuffs Hook and dee in/Velcro out closure Take up straps American flag (advise sleeve)	8	\$868.00	\$6,944
Y2757-G	7 oz advance Reaxtion pant Aralite sl2 thermal liner Cross tech black moisture barrier 3" I/y triple trim around cuffs Expansion pkts lined w/ Kevlar twill Dragon hide knees Silizone padded knees Dragon hide cuffs	8	\$636.00	\$5,088

\$ 1504 565

Thank You!
www.paulconwayshields.com

Freight: TBD
Quote Total: \$12,032

Quote

Paul Conway Shields
14100 W. Cleveland Ave.
New Berlin, WI 53151
dkosir@paulconwayshields.com
(708) 238-9374

Order Number:
Quote Date: 12/04/2013
Salesperson: DWK
Customer Name:

Quoted To:
LaGrange Park FD
Attn: Steve Norvillas

Customer P.O.	Ship VIA	F.O.B	Terms
	FED-G	New Berlin, WI	Net 10
Item Number	Unit	Quoted	Amount
Stock Program	Cairns Reaxtion Coat	1 [#] 866	\$902.00 ea
Stock Program	Cairns Reaxtion Pants	1 [#] 636	\$657.00 ea

Thank You!
www.paulconwayshields.com

1509

Freight: TBD
Quote Total: \$1,559.00

Coat Spec:

7oz Black PCA Advance Out shell
Aralite SL2 thermal liner
Crosstech black moisture barrier
NYC L/Y Triple Trim
Hanging Letter Patch (LGPK on patch) bottom of coat
D-Ring on self patch (advise location)
Radio pocket (advise location & size)
Self mic strap above radio pocket
Antenna notch (advise location)
Self mic strap (advise location)
Kevlar back 2x9x8 semi expansion pockets
Nomex hand & wrist guards
Dragonhide reinforced cuffs
Embroidered American Flag
Survivor flashlight holder opposite radio pocket
Take-up straps

Pants Spec:

7oz Black PCA Advance outer shell
Aralite SL2 thermal liner
Crosstech black moisture barrier
3" L/Y triple trim around cuffs
Expansion pockets lined w/ Kevlar twill
Dragonhide knees
Silizone padded knees
Dragonhide cuffs

Steve Norvilas

From: Granath, Pamela <pgranath@mesfire.com>
Sent: Tuesday, December 17, 2013 7:39 AM
To: Steve Norvilas
Cc: Granath, Pamela
Subject: Cairns Reaxtion Gear 2013 Quote

Steve,

Good Morning! For the listed options below on the Cairns Reaxtion gear, I have added your price for both the coat and the pants. These prices are good through Februrary 28, 2014.

Thank you,

Pam Granath

Sales Representative
Municipal Emergency Services
Office: 800-322-8402
Mobile: 630-863-3417
Fax: 800-886-3397
pgranath@mesfire.com
<http://www.mesfire.com>



MUNICIPAL EMERGENCY SERVICES

124 East First St. * Deer Creek, IL * 61733

From: Steve Norvilas [<mailto:snorvilas@lagrangepark.org>]
Sent: Monday, December 16, 2013 12:25 PM
To: Granath, Pamela
Subject: RE: La Grange Park Gear_Armor_Dec 2013.xls

Do you sell Cairns Reaxtion as well? If so looking for a price with the following stuff

Coat Spec...\$975.00
7oz Black PCA Advance Out shell
Aralite SL2 thermal liner
Crosstech black moisture barrier
NYC L/Y Triple Trim
Hanging Letter Patch (LGPK on patch) bottom of coat
D-Ring on self patch (advise location)
Radio pocket (advise location & size)
Self mic strap above radio pocket
Antenna notch (advise location)
Self mic strap (advise location)
Kevlar back 2x9x8 semi expansion pockets
Nomex hand & wrist guards
Dragonhide reinforced cuffs

- Embroidered American Flag
- Survivor flashlight holder opposite radio pocket
- Take-up straps

Pants Spec...\$705.00

7oz Black PCA Advance outer shell
Aralite SL2 thermal liner
Crosstech black moisture barrier
3" L/Y triple trim around cuffs
Expansion pockets lined w/ Kevlar twill
Dragonhide knees
Silizone padded knees
Dragonhide cuffs

From: Granath, Pamela [<mailto:pgranath@mesfire.com>]

Sent: Friday, December 06, 2013 2:56 PM

To: Steve Norvilas

Cc: Granath, Pamela

Subject: La Grange Park Gear_Armor_Dec 2013.xls

Steve,

Here is the quote for the Globe XCEL gear using Armor as the outer shell.

Thank you,

Pam Granath
MES-Illinois

630-863-3417 Cell
800-886-3397 Fax



Air One Equipment, Inc.
360 Production Drive, South Elgin IL 60177
Telephone: (847) 289-9000
Fax: (847) 289-9001

Quotation

TO: LaGRANGE PARK FIRE DEPARTMENT
447 NORTH CATHERINE AVENUE
LaGRANGE PARK, IL 60526

Date: 12/16/13

ATTN: STEVE NORVILAS

REF: HONEYWELL

We are pleased to submit the following quotation in accordance with your request and subject to the Terms and Conditions listed below.

Qty	Part Number	Description	Each	Extended
1	AIRONE95	HONEYWELL ADVANCE TAILS BLACK	\$1,035.00	\$1,035.00
1	AIRONE96	HONEYWELL ADVANCE PANTS BLACK	\$715.00	\$715.00
1	AIRONE97	HONEYWELL PBI MAX TAILS BLACK	\$1,315.00	\$1,315.00
1	AIRONE98	HONEYWELL PBI MAX PANTS BLACK	\$905.00	\$905.00
			Total	\$3,970.00

By: _____
Air One Equipment, Inc.

VILLAGE BOARD AGENDA MEMO

Date: 01/08/2014

To: President & Board of Trustees

From: Brendan McLaughlin, Director of Public Works *BTM*
Julia Cedillo, Village Manager *JCD*

Re: **Change Order – Trine Construction**
LaGrange Road Water Main Project

GENERAL BACKGROUND

This agenda item is a request that the Village Board authorize a change order to the Contract with Trine Construction Corporation to reflect reductions in the sidewalk removal and replacement line item, and increases in the driveway and supplemental watering line items.

Attached is a Change Order dated January 7, 2014, from Hancock Engineering outlining the net change of \$2,199.64.

MOTION / ACTION REQUESTED:

Motion authorizing the Change Order to the contract with Trine Construction for the amount of \$2,199.64, and authorize the Village Manager to execute the Change Order dated January 7, 2014.

STAFF RECOMMENDATION:

Staff recommends approval of the Change Order.

DOCUMENTATION:

- Change Order dated January 7, 2014

CHANGE ORDER

Change Order No. 1
Date: January 7, 2014

PROJECT: **LaGrange Road COE Water Main Restoration**

OWNER: Village of LaGrange Park

CONTRACTOR: Trine Construction Corporation

The new item (No. 5) outlined below will be added to the contract for additional watering due to unusually hot and dry weather conditions, as authorized by the Village's Public Works Department for the referenced project, and is hereby made a part of the CONTRACT DOCUMENTS:

BALANCING QUANTITIES FOR CONTRACT ITEMS:

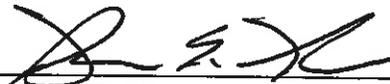
No. Item	Quantity	Unit	Unit Price	Total Amount
3. Sidewalk Removal and Replacement	-1,588.00	SqFt	6.05	(9,607.40)
4. Driveway Pavement Removal and Replacement	71	SqYd	55.00	3,905.00
5. Additional Supplemental Watering	1	L.S.	7,902.04	<u>7,902.04</u>
NET CHANGE				\$ 2,199.64

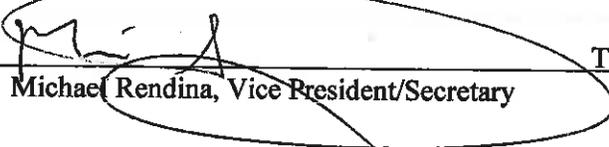
Change to CONTRACT AMOUNT:

Original CONTRACT AMOUNT	\$	88,812.50
Net change to CONTRACT AMOUNT by previously authorized Change Orders	\$	0.00
Change to the CONTRACT AMOUNT authorized by this Change Order	\$	<u>2,199.64</u>
CONTRACT AMOUNT including this Change Order	\$	91,012.14

Change to CONTRACT TIME: None

Approvals Required:

By Engineer:  Edwin Hancock Engineering Co.
Paul E. Flood, Senior Vice President

By Contractor:  Trine Construction Corporation
Michael Rendina, Vice President/Secretary

By Owner: Village of LaGrange Park, Illinois
Julia Cedillo, Village Manager

CHANGE ORDER

Change Order No. 1
Date: January 7, 2014

PROJECT: **LaGrange Road COE Water Main Restoration**

OWNER: Village of LaGrange Park

CONTRACTOR: Trine Construction Corporation

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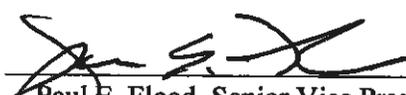
No. Item	Quantity	Unit	Unit Price	Total Amount
3. Sidewalk Removal and Replacement	-1,588.00	SqFt	6.05	(9,607.40)
4. Driveway Pavement Removal and Replacement	71	SqYd	55.00	3,905.00
5. Additional Supplemental Watering	1	L.S.	7,902.04	<u>7,902.04</u>
NET CHANGE				\$ 2,199.64

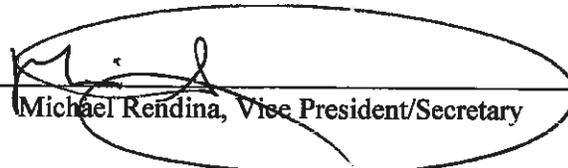
Change to CONTRACT AMOUNT:

Original CONTRACT AMOUNT	\$	88,812.50
Net change to CONTRACT AMOUNT by previously authorized Change Orders	\$	0.00
Change to the CONTRACT AMOUNT authorized by this Change Order	\$	<u>2,199.64</u>
CONTRACT AMOUNT including this Change Order	\$	91,012.14

Change to CONTRACT TIME: None

Approvals Required:

By Engineer:  Edwin Hancock Engineering Co.
Paul E. Flood, Senior Vice President

By Contractor:  Trine Construction Corporation
Michael Rendina, Vice President/Secretary

By Owner: Julia Cedillo, Village Manager Village of LaGrange Park, Illinois

Village Board Agenda Memo

Date: January 8, 2014

To: Finance Committee Chair Patricia Rocco
President & Board of Trustees

From: Pierre Garesché, Finance Director *P.G.*
Julia Cedillo, Village Manager *J.C.*

Re: **Appointment of IMRF Authorized Agent**

GENERAL BACKGROUND:

The Village of La Grange Park participates in the Illinois Municipal Retirement Fund (IMRF). Our participation is required by state law. IMRF is the pension plan covering all our full-time employees other than police officers.

As part of our participation in IMRF the Village is required to appoint an Authorized Agent. This individual, who is an employee of the Village, represents the Village with IMRF and is responsible for administering all of IMRF's various rules and regulations within the Village organization. A list of the various powers and duties is attached to this memo.

The position of Authorized Agent is currently held by our Finance Director, Pierre Garesche. With his impending retirement we are recommending that the Village Board appoint our Assistant Village Manager, Emily Rodman, as the new Authorized Agent. It is our expectation that in a few months, once the new Finance Director is settled into the position, we will once again come before the Board to ask that the new Finance Director be appointed as the Village's Authorized Agent. However, for the time being it is important that we plan for the period of time immediately before and after the current Finance Director's retirement.

MOTION/ACTION REQUESTED:

"I move that the Board approve the accompanying Resolution appointing Emily Rodman as the Village's IMRF Authorized Agent."

STAFF RECOMMENDATION:

We recommend the resolution be approved at the January 28, 2014 board meeting.

DOCUMENTATION:

Resolution Appointing an IMRF Authorized Agent
Powers and Duties of an Authorized Agent

RESOLUTION NUMBER 14-01

**RESOLUTION APPOINTING AN
IMRF AUTHORIZED AGENT**

WHEREAS, the Village of La Grange Park must, by state law, participate in the Illinois Municipal Retirement Fund (IMRF); and

WHEREAS, as part of the law the Village must appoint an Authorized Agent to act as the Village's representative for working with IMRF;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois as follows:

SECTION ONE: The Assistant Village Manager, Emily B. Rodman, is hereby appointed to be the IMRF Authorized Agent for the Village of La Grange Park.

SECTION TWO: The Authorized Agent appointed herein is authorized to file a petition for nomination of an executive trustee of IMRF and is authorized to cast a ballot for election of an executive trustee of IMRF.

SECTION THREE: This appointment shall become effective on January 31, 2014.

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 28th day of January, 2014.

YES:

NO:

ABSENT:

Approved this 28th day of January, 2014.

Dr. James L. Discipio, Village President

ATTEST: _____
Amanda G. Seidel, Village Clerk

Memorandum

TO: Trustee Patricia Rocco, Chairman
Finance Committee

FROM: Julia Cedillo, Village Manager

DATE: January 23, 2014

RE: *First Half & Second Half of December 2013*

Payments for operating expenses from the various funds for *first & second half of December 2013* includes:

	<u><i>First Half of December</i></u>	<u><i>Second Half of December</i></u>
General Fund	\$ 112,075.74	\$ 113,866.17
2004 Debt Service Fund	- 0 -	- 0 -
Water Fund	280,041.92	43,945.06
Motor Fuel Fund	- 0 -	- 0 -
Sewer Fund	12,764.77	615.43
Emergency Telephone	11,620.27	- 0 -
Trust & Agency Fund	- 0 -	2,000.00
Working Cash Fund	- 0 -	- 0 -
Capital Projects Fund	143,699.30	289.00
Total	\$ 560,202.00	\$ 160,715.66

Payment for salaries, deductions, and employer payroll costs for the *first & second half of December 2013* includes a payroll disbursement from:

	<u><i>First Half of December</i></u>	<u><i>Second Half of December</i></u>
General Fund	\$ 185,545.77	\$ 181,188.93
Water Fund	9,170.70	9.756/62
Sewer Fund	3,874.66	4.-23/74
Trust & Agency	- 0 -	- 0 -
Total	\$ 198,591.13	\$ 194,969.19

Memorandum

TO: Trustee Patricia Rocco, Chairman
Finance Committee

FROM: Julia Cedillo, Village Manager

DATE: January 23, 2014

RE: *First Half & Second Half of January 2014*

Payments for operating expenses from the various funds for *first & second half of January 2014* includes:

	<u><i>First Half of January</i></u>	<u><i>Second Half of January</i></u>
General Fund	\$ 312,360.23	\$ 108,941.33
2004 Debt Service Fund	- 0 -	215,819.67
Water Fund	447,835.92	40,319.86
Motor Fuel Fund	215,569.67	- 0 -
Sewer Fund	26,202.80	5,678.55
Emergency Telephone	39,978.57	1,220.93
Trust & Agency Fund	1,000.00	500.00
Working Cash Fund	- 0 -	- 0 -
Capital Projects Fund	203,643.74	25,618.00
Total	\$ 1,246,590.93	\$ 398,098.34

Payment for salaries, deductions, and employer payroll costs for the *first & second half of January 2014* includes a payroll disbursement from:

	<u><i>First Half of January</i></u>	<u><i>Second Half of January</i></u>
General Fund	\$ 170,416.76	\$ 206,051.41
Water Fund	10,915.55	10,795.55
Sewer Fund	3,893.29	3,997.94
Trust & Agency	- 0 -	- 0 -
Total	\$ 185,225.60	\$ 220,844.90

Public Safety Committee

Mario Fotino, Chairman
Patricia Rocco
Robert Lautner

Village Board Agenda Memo

Date: January 16, 2014

To: Village President and Board of Trustees

From: Julia A. Cedillo, Village Manager 
Daniel L. McCollum, Chief of Police 

Re: Local Debt Recovery Program – Revised Intergovernmental Agreement

GENERAL BACKGROUND:

On January 14, 2014, the Illinois Office of the Comptroller notified the Village of LaGrange Park that a revised intergovernmental agreement was prepared for participants in the Local Debt Recovery Program. This program allows the Village to potentially recoup overdue fines and fees through the Comptroller's Office in accordance with Illinois law. The new agreement requires the signature of the Village President and an accompanying resolution.

The Village Board previously approved Resolution #12-14 (attached) on August 12, 2012. That resolution authorized the Village to participate in the Local Debt Recovery Program under a previous intergovernmental agreement. A new resolution has been prepared to acknowledge the revisions to the prior intergovernmental agreement and therefore allow LaGrange Park to continue participating in the program. In order to collect fees under this program, the Comptroller's Office must have a current, signed intergovernmental agreement and resolution from each participating governmental agency.

Village Attorney Cathy Keating reviewed both the agreement and the resolution on January 15, 2014.

Because the new agreement was first brought to staff's attention on January 14th, and it required the customary review by the Village Attorney, it was not feasible to place it on the January Work Session. It is being placed on the Board Meeting agenda for January 28, 2014 to avoid missing debt collection opportunities for an additional 30-45 days. Currently, all collections are on hold, pending the ratification of the revised agreement.

MOTION/ACTION REQUESTED:

A motion approving the resolution authorizing the Village of LaGrange Park to continue participation in the Illinois Local Debt Recovery Program in accordance with the revisions to the intergovernmental agreement and to authorize the Village President to sign the intergovernmental agreement on behalf of the Village of LaGrange Park.

Agenda Memo
Local Debt Recovery Program – Revised Intergovernmental Agreement
January 16, 2014
Page 2

STAFF RECOMMENDATION

We recommend that the resolution be approved and that the Village President be authorized to sign the revised intergovernmental agreement.

DOCUMENTATION

- Resolution No. 12-14 passed on August 14, 2012
- Resolution No.14-02
- Revised Intergovernmental Agreement

RESOLUTION NO. 12-14

**RESOLUTION AUTHORIZING THE EXECUTION OF AN
INTERGOVERNMENTAL AGREEMENT BETWEEN THE ILLINOIS STATE
COMPTROLLER'S OFFICE AND THE VILLAGE OF LA GRANGE PARK,
COOK COUNTY, ILLINOIS REGARDING PARTICIPATION IN THE
COMPTROLLER'S LOCAL DEBT RECOVERY PROGRAM**

WHEREAS, the Village of La Grange Park, Cook County, Illinois seeks to participate in the Illinois Office of the Comptroller's Local Debt Recovery Program for purposes of collecting debts owed to the Village of La Grange Park, Illinois; and

WHEREAS, participation in the Comptroller's Local Debt Recovery Program would significantly benefit the La Grange Park in collecting monies lawfully owed to the Village that have previously been uncollectible; and

WHEREAS, pursuant to Article VII, Section 10 of the Illinois Constitution of 1970, Section 3 of the Intergovernmental Cooperation Act (5 ILCS 220/3) and Sections 11-1-2.1 and 1-4-6 of the Illinois Municipal Code (65 ILCS 5/11-1-2.1 and 65 ILCS 5/1-4-6), public agencies are empowered to enter into intergovernmental agreements to support matters of mutual interest as provided by law; and

WHEREAS, the Village of La Grange Park believes it would be in the best interests of the Village to participate in the Local Debt Recovery Program and enter into an intergovernmental agreement with the Illinois State Comptroller's Office.

NOW, THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of La Grange Park, Illinois, as follows:

1. That the Village is authorized to participate in the Local Debt Recovery Program.
2. That the Village Manager is authorized to sign the Intergovernmental Agreement, and the Village Clerk is authorized to attest the agreement.
3. That the Village Manager is authorized and directed to take such further actions as she deems necessary and appropriate to implement, administer and enforce this Resolution and the Intergovernmental Agreement.

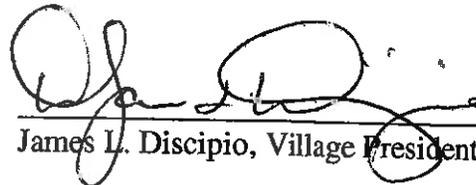
ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village
of La Grange Park, Cook County, Illinois this 14th of August, 2012.

YES: 5

NOS:

ABSENT: 1

Approved this 14th of August 2012.



James L. Discipio, Village President

ATTEST: Amanda G Seidel
Amanda G. Seidel
Village Clerk

(Approved as to form by Village Attorney Cathy Keating on 7/18/12)

RESOLUTION NO. 14-02

**RESOLUTION AUTHORIZING THE EXECUTION OF AN
INTERGOVERNMENTAL AGREEMENT BETWEEN THE ILLINOIS STATE
COMPTROLLER'S OFFICE AND THE VILLAGE OF LAGRANGE PARK,
COOK COUNTY, ILLINOIS REGARDING PARTICIPATION IN THE
COMPTROLLER'S LOCAL DEBT RECOVERY PROGRAM**

WHEREAS, the Village of La Grange Park, Cook County, Illinois seeks to participate in the Illinois Office of the Comptroller's Local Debt Recovery Program for purposes of collecting debts owed to the Village of LaGrange Park, Illinois; and

WHEREAS, participation in the Comptroller's Local Debt Recovery Program would significantly benefit the La Grange Park in collecting monies lawfully owed to the Village that have previously been uncollectible; and

WHEREAS, pursuant to Article VII, Section 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) and Sections 11-1-2.1 and 1-4-6 of the Illinois Municipal Code (65 ILCS 5/11-1-2.1 and 65 ILCS 5/1-4-6 *et seq.*), public agencies are empowered to enter into intergovernmental agreements to support matters of mutual interest as provided by law; and

WHEREAS, the Village of La Grange Park previously passed Resolution #12-14 at a regular Meeting of the President and Board of Trustees on August 14, 2012; and

WHEREAS, since the approval of Resolution #12-14, various changes have been made to the provisions of the Local Debt Recovery Program, necessitating a revised Intergovernmental Agreement between the Illinois Office of the Comptroller and the Village of La Grange Park, Illinois; and

WHEREAS, the Village of La Grange Park believes it would be in the best interests of the Village to continue to participate in the Local Debt Recovery Program and enter into a new intergovernmental agreement with the Illinois State Comptroller's Office.

NOW THEREFORE BE IT RESOLVED, by the President and Board of Trustees of the Village of La Grange Park, Illinois, as follows:

1. That the Village is authorized to continue to participate in the Local Debt Recovery Program.
2. That the Village President is authorized to sign the new Intergovernmental Agreement, and the Village Clerk is authorized to attest to the agreement.
3. That the Village Manager is authorized and directed to take such further actions as she deems necessary and appropriate to implement, administer and enforce this Resolution.

Resolution No _____

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village
of La Grange Park, Cook County, Illinois this 28th day of January, 2014.

YES:

NOS:

ABSENT:

Approved this 28th day of January, 2014.

James L. Discipio, Village President

ATTEST:

Amanda G. Seidel
Village Clerk

(Approved as to form by Village Attorney Cathy Keating on 1/15/14)

**INTERGOVERNMENTAL AGREEMENT
BY AND BETWEEN
THE ILLINOIS OFFICE OF THE COMPTROLLER
AND
THE VILLAGE OF LAGRANGE PARK
REGARDING ACCESS TO THE COMPTROLLER'S LOCAL DEBT RECOVERY
PROGRAM**

This Intergovernmental Agreement (“the Agreement”) is hereby made and entered into as of the date of execution by and between the Illinois Office of the Comptroller (hereinafter “IOC”) and the Village of LaGrange Park (hereinafter “the local unit”), in order to provide the named local unit access to the Local Debt Recovery Program for purposes of collecting both tax and nontax debts owed to the named local unit. Each of the parties hereto is a “public agency” as defined in Section 2 of the Intergovernmental Cooperation Act [5 ILCS 220/2].

WHEREAS, both the State of Illinois and the local unit have a responsibility to collect debts owed to its respective public bodies;

WHEREAS, IOC operates a system, known as the Comptroller’s Offset System (hereinafter, “the System”), for collection of debt owed the State by persons receiving payments from the State;

WHEREAS, the Illinois General Assembly specifically provided for the ability of the local unit to utilize the System when it amended Section 10.05 and added Section 10.05d to the State Comptroller Act [P.A. 97-632; 15 ILCS 405/10.05 and 10.05d];

WHEREAS, IOC and the local unit are empowered under the Illinois Constitution [Ill. Const., Art. VII, Sec. 10], Section 3 of the Intergovernmental Cooperation Act [5 ILCS 220/3], and Section 10.05d of the State Comptroller Act (hereinafter, “the Act”) [15 ILCS 405/10.05d] to contract with each other in any manner not prohibited by law;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises contained herein, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

Article I – Purpose

The purpose of the Agreement between the IOC and the local unit is to establish the terms and conditions for the offset of the State’s tax and nontax payments in order to collect tax and nontax debts owed to the local unit.

Article II – Authority

The authority for State payment offset is granted under Section 10.05 of the Act [15 ILCS 405/10.05] and the authority for entering into this Agreement is granted under Section 10.05d of the Act [15 ILCS 405/10.05d], Section 3 of the Intergovernmental Cooperation Act [5 ILCS 220/3], and Article VII of the Illinois Constitution [Ill. Const., Art. VII, Sec. 10].

Article III – State Payment Offset Requirements and Operations

A. Legal Requirements. The offset of State payments shall be conducted pursuant to the authority granted in Section 10.05 and 10.05d of the Act [15 ILCS 405/10.05 and 10.05d] and the requirements set forth in this Agreement.

1. Definition of “Debt”

- (a) For purposes of this Agreement, debt shall mean any monies owed to the local unit which is less than 7 years past the date of final determination, as confirmed by the local unit in Article III(A)(2)(a)(viii) of this Agreement.
- (b) No debt which is more than 7 years past the date of final determination may be placed or may remain on the System.
- (c) No debt which has resulted in the issuance of a warrant for the arrest of the debtor may be placed or remain on the System so long as that warrant for arrest is active.
- (d) No debt which has resulted in the attachment of a lien on any personal property or other personal interest of the debtor shall be placed or remain on the System so long as that lien is attached to that property or interest.

2. Due Process & Notification

- (a) Before submitting a debt to IOC for State payment offset, the local unit must comply with all of the notification requirements of this Agreement. For purposes of this Agreement, notification of an account or claim eligible to be offset shall occur when the local unit submits to IOC the following information:
 - (i) the name and address and/or another unique identifier of the person against whom the claim exists;
 - (ii) the amount of the claim then due and payable to the local unit;
 - (iii) the reason why there is an amount due to the local unit (i.e., tax liability, overpayment, etc.);
 - (iv) the time period to which the claim is attributable;
 - (v) the local entity to which the debt is owed;
 - (vi) a description of the type of notification has been given to the person against whom the claim exists and the type of opportunity to be heard afforded to such a person;

- (vii) a statement as to the outcome of any hearings or other proceedings held to establish the debt, or a statement that no hearing was requested; and,
 - (viii) the date of final determination of the debt.
- (b) IOC will not process a claim under the Agreement until notification has been received from the local unit that the debt has been established through notice and opportunity to be heard.
 - (c) The local unit is required to provide the debtor with information about a procedure to challenge the existence, amount, and current collectability of the debt prior to the submission of a claim to IOC for entry into the System. The decision resulting from the utilization of this procedure must be reviewable.

3. Certification

- (a) The chief officer of the local unit shall, at the time the debt is referred, certify that the debt is past due and legally enforceable in the amount stated, and that there is no legal bar to collection by State payment offset.
- (b) Only debts finally determined as currently due and payable to the local unit may be certified to IOC as a claim for offset.
- (c) The chief officer of the local unit may delegate to a responsible person or persons the authority to execute the statement of the claim required by the Agreement.
- (d) This delegation of authority shall be made on either electronic or paper based forms provided by the Comptroller.
- (e) For purposes of this Agreement, “chief officer of the local unit” means the Village Manager.
- (f) The chief officer hereby acknowledges and agrees that he/she will ensure that the login information into any electronic system provided by the Office of the Comptroller will remain confidential, that only active employees of the local unit may be granted the delegation of authority provided for in Part (c) of this Subsection, and that under no circumstances is a vendor, agent, consultant, collector or any other third-party representative of the local unit authorized to submit or certify debt to IOC on behalf of the local unit.

4. Notification of Change in Status

- (a) The chief officer must notify IOC as soon as possible, but in no case later than 30 days, after receiving notice of a change in the status of an offset claim.
- (b) A change in status may include, but is not limited to, payments received other than through a successful offset, the filing of a bankruptcy petition, the death of the debtor, or the expiration of the ability for the debt to remain on the System, as provided for in Article III(A)(1)(b) of this Agreement.

5. Notification of Change in the Chief Officer

- (a) The local unit shall be responsible for notifying IOC as soon as is practicable in the event the chief officer named in the Agreement is no longer an officer or employee of the local unit or is otherwise unable to perform the certification process provided for in Subsection 3 of this Section.
- (b) Upon obtaining knowledge that the chief officer is no longer an officer or employee of the local unit or is otherwise unable to perform the certification process provided for in Subsection 3 of this Section, whether through notification by the local unit or by any other means, IOC shall suspend the authority for the chief officer and any of his or her designees to certify debt to IOC.
- (c) The local unit shall be responsible for updating records with IOC in the event of a change in the chief officer in order to reestablish certification authority and resume collection by State payment offset.

B. Operational Requirements

- 1. Technical Requirements. IOC agrees to work with the local unit to facilitate information and data procedures as provided for in this Agreement. The local unit agrees to adhere to the standards and practices of IOC when transmitting and receiving data. The chief officer shall assume the responsibility of providing updates to the debtor records on file with IOC in order to ensure an equitable resolution of the debts owed to the local unit.
- 2. Fee. A fee may be charged to the debtor and shall be no more than \$20 per payment transaction. The fee will be deducted from the payment to be offset prior to issuance to the local unit.
- 3. Offset Notices. IOC will send offset notices to the debtor upon processing a claim under the Act and this Agreement. The notice will state that a request has been made to make an offset against a payment due to the debtor, identify the local unit as the entity submitting the request, provide the debtor with a phone number made available pursuant to Article III

(B)(6) of this Agreement, and inform the debtor that they may formally protest the offset within sixty (60) days of the written notice.

4. IOC Protest Process. If a protest is received, IOC will determine the amount due and payable to the local unit. This determination will be made by a Hearing Officer and will be made in light of all information relating to the transaction in the possession of IOC and any other information IOC may request and obtain from the local unit and the debtor subject to the offset. If IOC requests information from the local unit relating to the offset, the local unit will respond within sixty (60) days of IOC's request. IOC may grant the local unit an additional sixty (60) day extension for time to respond. The local unit shall complete an adjudication review with IOC in order to evaluate the local unit and the protest process prior to the offset of any State payments.
5. IOC Hearing Officer. The local unit hereby agrees to provide the Hearing Officer with any information requested in an efficient and timely manner in order to facilitate the prompt resolution to protests filed as a result of this Agreement. For purposes of this Agreement, any decision rendered by the Hearing Officer shall be binding on the local unit and shall be the final determination on the matter. The Hearing Officer may continue the review of a protest at his/her discretion in order to assure an equitable resolution.
6. Local Unit Call Center. The local unit hereby agrees to provide a working phone number which IOC will furnish to persons offset under this Agreement. The local unit shall ensure that the phone number is properly staffed in order to provide information about the debt the local unit is offsetting under this Agreement. The phone number for purposes of this Section and the Agreement is: 708-579-2375.
7. Debt Priorities. If a debtor has more than one local unit debt, the debt with the oldest date of entry on the System shall be offset first.
8. Transfer of Payment. Transfer of payment by IOC to the local unit shall be made in the form of electronic funds transfer (EFT). Nothing in this section or this Agreement shall limit the ability of either party to modify this Agreement at a later date in order to provide for an alternative method(s) of payment transfer.
9. IOC Refunds. If IOC determines that a payment is erroneous or otherwise not due to the local unit, IOC will process a refund of the offset, and refund the amount offset to the debtor. In the event the refund results in only a partial refund to the debtor, IOC will retain the fee referenced in Article III, Paragraph B, Section 2 above. The fee will only be refunded to the debtor in the event of a full refund of the offset amount.
10. Local Unit Refunds. The local unit is responsible for refunding monies to the debtor, including any and all administrative fees collected by IOC, if

an offset occurred due to inaccurate debt information or over collection, and the local unit has already received payment from IOC. IOC will only refund monies in the event that a payment has not yet been made to the local unit.

11. Third-Party Matching Services. IOC may utilize the services of a third-party vendor to assist in the identification of individual debtors. The local unit shall review and add any valid matches which result from the assistance of the third-party vendor within 30 days of receipt of the updated records. If the local unit is unable to add the valid matches within 30 days of receipt of the updated records, the chief officer must notify IOC as to the reason the local unit is not able to add the records in addition to a time frame for adding the records in the future.

Article IV – Permissible Use of Information

IOC acknowledges that the local unit is providing sensitive information about local debts for the purpose of conducting offsets under the Agreement. As such, IOC will use the information solely in connection with the Local Debt Recovery Program. IOC shall safeguard the local information in the same manner as it protects State debt information.

The local unit acknowledges that IOC is providing sensitive information about State payments for the purpose of conducting offsets under the Agreement. As such, the local unit will use the information solely in connection with the Local Debt Recovery Program. The local unit shall safeguard State information in the same manner as it protects local debt information.

The parties may use information in any litigation involving the parties, when such information is relevant to the litigation.

Article V – Term of the Agreement and Modifications

The Agreement becomes effective as of the Effective Date and shall remain in effect until it is terminated by one of the parties. Either party may terminate this Agreement by giving the other party written notice at least thirty (30) days prior to the effective date of the termination. Any modifications to the Agreement shall be in writing and signed by both parties.

Article VI – No Liability to Other Parties

Except for the fees described in Article III, paragraph B, Section 2 above, each party shall be responsible for its own costs incurred in connection with the Agreement. Each party shall be responsible for resolving and reconciling its own errors, but shall not be liable to any other parties for damages of any kind as a result of errors. Each party shall be liable for the acts and omissions of its own employees and agents. The Agreement does not confer any rights or benefits on any third party.

Article VII – Issue Resolution

The parties acknowledge that IOC is ultimately responsible for the development, design and operation of the System. Subject to that understanding, the parties agree to work cooperatively to resolve any matters that arise during the development, design and implementation of the program. If an issue cannot be resolved informally by mutual agreement of staff personnel, then the parties agree to elevate the issue to a senior level manager for resolution of the issue. For purposes of the Agreement, the “senior level managers” are:

1. IOC: Ray Marchiori, Director – Department of Government and Community Affairs
2. Local Unit: Julia A. Cedillo, Village Manager

Article VIII – Contacts

The points of contacts for this Agreement are:

IOC: Alissa Camp, General Counsel
Illinois Office of the Comptroller
325 West Adams
Springfield, Illinois 62704
Phone: 217/782-6000
Fax: 217/782-2112
E-mail: CampAJ@mail.ioc.state.il.us

Local Unit: _Cathleen Keating

Village Attorney
Village of LaGrange Park
Martin, Craig, Chester & Sonnenschein
2215 York Road #550
Oak Brook, IL 60523
Phone: 630/472-3407
Fax: 630/472-0048
E-mail: cmk@mccslaw.com

Article IX – Acceptance of Terms and Commitment

The signing of this document by authorized officials forms a binding commitment between IOC and the (Name of LCE here. The parties are obligated to perform in accordance with the terms and conditions of this document, any properly executed modification, addition, or amendment thereto, any attachment, appendix, addendum, or supplemental thereto, and any documents and requirements incorporated by reference.

By their signing, the signatories represent and certify that they possess the authority to bind their respective organizations to the terms of this document, and hereby do so.

[Signature Page Follows]

IN WITNESS WHEREOF, the Illinois Office of the Comptroller and the Village of LaGrange Park by the following officials sign their names to enter into this agreement.

ILLINOIS OFFICE OF THE COMPTROLLER

By: _____

Date: _____

Name: Judy Baar Topinka

Title: Comptroller

VILLAGE OF LAGRANGE PARK

By: _____

Date: _____

Name: Dr. James L. Discipio

Title: Village President

**RESOLUTION AUTHORIZING THE EXECUTION OF AN
INTERGOVERNMENTAL AGREEMENT BETWEEN THE ILLINOIS STATE
COMPTROLLER'S OFFICE AND THE VILLAGE OF LAGRANGE PARK,
COOK COUNTY, ILLINOIS REGARDING PARTICIPATION IN THE
COMPTROLLER'S LOCAL DEBT RECOVERY PROGRAM**

WHEREAS, the Village of LaGrange Park, Cook County, Illinois seeks to participate in the Illinois Office of the Comptroller's Local Debt Recovery Program for purposes of collecting debts owed to the Village of LaGrange Park, Illinois; and

WHEREAS, participation in the Comptroller's Local Debt Recovery Program would significantly benefit the LaGrange Park in collecting monies lawfully owed to the Village that have previously been uncollectible; and

WHEREAS, pursuant to Article VII, Section 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) and Sections 11-1-2.1 and 1-4-6 of the Illinois Municipal Code (65 ILCS 5/11-1-2.1 and 65 ILCS 5/1-4-6 *et seq.*), public agencies are empowered to enter into intergovernmental agreements to support matters of mutual interest as provided by law; and

WHEREAS, the Village of LaGrange Park previously passed Resolution #12-14 at a regular Meeting of the President and Board of Trustees on August 14, 2012; and

WHEREAS, since the approval of Resolution #12-14, various changes have been made to the provisions of the Local Debt Recovery Program, necessitating a revised Intergovernmental Agreement between the Illinois Office of the Comptroller and the Village of LaGrange Park, Illinois; and

WHEREAS, the Village of LaGrange Park believes it would be in the best interests of the Village to continue to participate in the Local Debt Recovery Program and enter into a new intergovernmental agreement with the Illinois State Comptroller's Office.

NOW THEREFORE BE IT RESOLVED, by the President and Board of Trustees of the Village of LaGrange Park, Illinois, as follows:

1. That the Village is authorized to continue to participate in the Local Debt Recovery Program.
2. That the Village President is authorized to sign the new Intergovernmental Agreement, and the Village Clerk is authorized to attest to the agreement.
3. That the Village Manager is authorized and directed to take such further actions as she deems necessary and appropriate to implement, administer and enforce this Resolution.

Resolution No _____

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of LaGrange Park, Cook County, Illinois this _____ of _____, 2014.

YES:

NOS:

ABSENT:

Approved this _____ of _____ 2014.

James L. Discipio, Village President

ATTEST:

Amanda G. Seidel
Village Clerk

(Approved as to form by Village Attorney Cathy Keating on 1/15/14)

Village Board Agenda Memo

Date: January 22, 2014
To: Village President and Board of Trustees
From: Julia Cedillo, Village Manager 
Re: **West Suburban Public Safety Dispatch Consolidation Study – AECOM Report**

General Background

In 2010, the Village of La Grange Park engaged in a case study evaluation with the Villages of La Grange and Western Springs for the purposes of exploring opportunities for shared services. The study examined police, fire and communications services of the three participating municipalities and provided an assessment as to where compatibility for shared services exists. The study also identified opportunities to share resources and partner in the delivery of core public safety services which eliminate redundancies, and possibly result in cost savings. The study was presented to the Village Board in September 2011 by Project Manager Bill Balling of WRB LLC. In the report, Mr. Balling identified emergency dispatch service or communications operations as having great promise in terms of functionality and cost savings when considering shared service between the communities.

In October 2011, the Village Board discussed further exploration of a technical services study as a means to better understand the feasibility of consolidating into a single dispatch center. At the time, it was the consensus of the Village Board to move forward with engaging in a technical services study with the Villages of La Grange and Western Springs. The study would not only evaluate the strengths, weaknesses, and opportunities of consolidating the public safety dispatching functions of all three Villages, but it would also examine the detailed costs and benefits of the consolidation as well as provide an implementation plan for the recommended solution.

In 2012, staff from each of the three communities worked to assemble relevant task data, develop a Request for Proposal (RFP) for professional services, issue the RFP, interview candidate firms, check references and select a proposal from the most qualified firm for the desired scope of services. As a result of a thoroughly vetted process, staff from all three communities unanimously selected AECOM as the preferred consulting firm for the project. The total cost (\$75,000) was divided equally among the three communities.

AECOM Study

Throughout 2013, staff from each of the communities met with AECOM in the development of the study report. In October 2013, AECOM provided an overview presentation of their findings. In late November, AECOM presented a final draft for staff review. The work completed by AECOM is thorough, integrating data collected by Police and Fire Chiefs, Village Managers, as well as information gathered through interviews with the Village Presidents. The AECOM report is attached to this memo, for your review.

AECOM is recommending that the three communities proceed with developing a plan to implement a consolidated public safety dispatch center located at the La Grange Police Department, 304 W. Burlington in La Grange. Given the AECOM recommendation, there are a number of benefits as well as some challenges that warrant thoughtful consideration. Project Lead Tony Wheeler of AECOM and Mike Milas,

Associate Vice President of Technology Solutions, AECOM will present the report to the Village Board at the January 28th Village Board Meeting. AECOM will be prepared to answer any questions the Board may have regarding the report and its recommendations. The Village Board will reconvene to discuss next steps at the February Work Session.

Documentation

- AECOM Final Report: West Suburban Public Safety Dispatch Consolidation Study, November 22, 2013
- AECOM Addendum Replacement Page 49B (*inserted*)



Submitted to
Villages of La Grange
La Grange Park
Western Springs

Submitted by
AECOM
November 22, 2013

West Suburban Public Safety Dispatch Consolidation Study

Final Report

Table of Contents

- 1 Executive Summary 8
 - 1.1 Introduction..... 8
 - 1.2 Project Goals and Objectives..... 8
 - 1.3 Report Overview..... 8
 - 1.4 AECOM Recommendation..... 10
- 2 Current Dispatch Analysis..... 12
 - 2.1 Village of La Grange 12
 - 2.1.1 Current Organizational Structure and Governance..... 12
 - 2.1.2 Inventory of the Existing Systems and Equipment..... 12
 - 2.1.3 Staffing Levels..... 13
 - 2.1.4 Compensation 13
 - 2.1.5 E911 and Administrative Call Volumes..... 13
 - 2.1.6 Call Processing Statistics 13
 - 2.1.7 Training and Quality Assurance Practices 13
 - 2.1.8 Budget Data 13
 - 2.1.9 Technology in Use..... 14
 - 2.1.10 Technology Being Considered..... 14
 - 2.1.11 Facilities 14
 - 2.1.11.1 Dispatch Center Size – Good – Sufficient for current and future operations..... 14
 - 2.1.11.2 Dispatch Center Condition – Good – Space is neat and organized 14
 - 2.1.11.3 Equipment Area Size – Good – basement space for equipment was sufficient 14
 - 2.1.11.4 Equipment Area Condition – Good – Neat, accessible and organized..... 14
 - 2.1.11.5 Expansion Capability – Good – Ample space to expand equipment 14
 - 2.1.11.6 Radio Console System – Good – Motorola MCC 5500 14
 - 2.1.11.7 Computer Aided Dispatch System – Good – Valor CAD System 15
 - 2.1.11.8 9-1-1 System – Good - Positron Viper 5.2 15
 - 2.1.11.9 PBX/Administrative Telephone System – Good - Northstar 15
 - 2.1.11.10 Dispatch Workstation Furniture – Good – Watson Furniture 15
 - 2.1.11.11 Lighting – Good 15
 - 2.1.11.12 Heating, Ventilating, and Air Conditioning (HVAC) - Good..... 15
 - 2.1.11.13 Reliability – Good – No reports of equipment failures..... 15
 - 2.1.11.14 Generator – Good – Cummins 250 kW, Diesel, 470 Gallons Capacity 15

- 2.1.11.15 Uninterruptable Power Supply (UPS) – Good – APC/Symmetra LX 16
- 2.1.11.16 Back-Up Provisions – Good – Strong back-up arrangements 16
- 2.1.11.17 Maintainability – Good – Contractual maintenance 16
- 2.1.11.18 Parking – Good 16
- 2.1.11.19 Internal Facilities – Good..... 16
- 2.1.11.20 Security – Good..... 16
- 2.1.11.21 Mapping Good – Positron Power MAP 16
- 2.1.12 Stakeholder Perspectives 16
- 2.1.13 Non-Dispatch Tasks Performed by Employees 16
- 2.2 Village of La Grange Park 17
 - 2.2.1 Current Organizational Structure and Governance 17
 - 2.2.2 Inventory of the Existing Systems and Equipment..... 17
 - 2.2.3 Staffing Levels..... 17
 - 2.2.4 Compensation 18
 - 2.2.5 E911 and Administrative Call Volumes 18
 - 2.2.6 Call Processing Statistics 18
 - 2.2.7 Training and Quality Assurance Practices 18
 - 2.2.8 Budget Data 18
 - 2.2.9 Technology in Use..... 18
 - 2.2.10 Technology Being Considered 18
 - 2.2.11 Facilities 18
 - 2.2.11.1 Dispatch Center Size – Fair – Sufficient for current operation..... 18
 - 2.2.11.2 Dispatch Center Condition – Good 19
 - 2.2.11.3 Equipment Area Size – Good..... 19
 - 2.2.11.4 Equipment Area Condition – Fair 19
 - 2.2.11.5 Expansion Capability - Fair 19
 - 2.2.11.6 Radio Console System – Good - Moducom..... 19
 - 2.2.11.7 Computer Aided Dispatch System - None 19
 - 2.2.11.8 9-1-1 System – Good - Moducom 19
 - 2.2.11.9 PBX/Administrative Telephone System – Good – Electra- Elite 192 19
 - 2.2.11.10 Dispatch Workstation Furniture – Good 19
 - 2.2.11.11 Lighting - Fair 20
 - 2.2.11.12 Heating, Ventilating, and Air Conditioning (HVAC) - Good 20
 - 2.2.11.13 Reliability - Good 20
 - 2.2.11.14 Generator – Good – 45 KW Onan..... 20

2.2.11.15 Uninterruptable Power Supply (UPS) – Good – Chloride CP-300020

2.2.11.16 Back-Up Provisions – Good – Strong back up arrangements20

2.2.11.17 Maintainability- Good - Contractual Maintenance20

2.2.11.18 Parking - Good20

2.2.11.19 Internal Facilities - Good20

2.2.11.20 Security – Fair20

2.2.11.21 Mapping – Good – Moducom Ultracom 200020

2.2.12 Stakeholder Perspectives21

2.2.13 Non-Dispatch Tasks Performed by Employees21

2.3 Village of Western Springs21

2.3.1 Current Organizational Structure and Governance21

2.3.2 Inventory of the Existing Systems and Equipment21

2.3.3 Staffing Levels22

2.3.4 Compensation22

2.3.5 E911 and Administrative Call Volumes22

2.3.6 Call Processing Statistics22

2.3.7 Training and Quality Assurance Practices22

2.3.8 Budget Data22

2.3.9 Technology in Use23

2.3.10 Technology Being Considered23

2.3.11 Facilities Assessment23

2.3.11.1 Dispatch Center Size – Fair23

2.3.11.2 Dispatch Center Condition - Good23

2.3.11.3 Equipment Area Size - Good23

2.3.11.4 Equipment Area Condition - Good23

2.3.11.5 Expansion Capability – Fair23

2.3.11.6 Radio Console System – Good – Motorola CentraCom Elite23

2.3.11.7 Computer Aided Dispatch System – Good – New World CAD System24

2.3.11.8 9-1-1 System - Poor24

2.3.11.9 PBX/Administrative Telephone System – Good – Avaya24

2.3.11.10 Dispatch Workstation Furniture – Good24

2.3.11.11 Lighting – Good24

2.3.11.12 Heating, Ventilating, and Air Conditioning (HVAC) - Good24

2.3.11.13 Reliability – Fair24

2.3.11.14 Generator – Good24

2.3.11.15	Uninterruptable Power Supply (UPS) – Good	24
2.3.11.16	Back-Up Provisions - Good	25
2.3.11.17	Maintainability - Good.....	25
2.3.11.18	Parking - Good	25
2.3.11.19	Internal Facilities - Good	25
2.3.11.20	Security - Fair	25
2.3.11.21	Mapping - Good.....	25
2.3.12	Stakeholder Perspectives	25
2.3.13	Non-Dispatch Tasks Performed by Employees	25
3	Technology Feasibility Analysis	26
3.1	CAD.....	26
3.2	Police and Fire RMS	26
3.3	Voice and Data Radio	26
3.4	E911 Equipment.....	27
3.5	Dispatch Consoles	27
3.6	Intercom/Paging System	27
3.7	Logging Recorders.....	27
3.8	Network and Infrastructure.....	27
3.9	Mobile Communications.....	27
3.10	State and Federal Interfaces (LEADS, NCIC, Alerts, IWIN)	27
3.11	Video Equipment.....	28
3.12	Alarms and Alarm Monitoring.....	28
3.13	Livescan	28
3.14	GIS Capabilities.....	28
3.15	Emergency Resident Notification (Code Red) Fire/EMS Applications.....	28
3.16	Environmental Equipment	28
3.17	Backup/Alternative Processing Site(s).....	28
3.18	Radio System Interoperability	29
3.19	Fiber Optic Connections.....	29
3.20	Other Public Safety Software	29
3.21	Provide Data Connectivity between Facilities.....	29
3.21.1	Fiber	29
3.21.2	Unlicensed Microwave	29
3.21.3	Leased Lines	30
3.21.4	Licensed Microwave.....	30

3.21.5 VPN 30

4 Facility Requirements 32

4.1 Facility Renovation/Reconfiguration Discussion 33

4.2 Municipal Lock-up Facilities 33

4.3 Future Expansion 33

4.4 Back-up Facility Requirements 34

5 Staffing Analysis, Organizational Structure and Human Resources Recommendations 35

5.1 Staffing Analysis 35

5.1.1 Support Functions 36

5.1.2 Non-Dispatch/Non-Emergency Functions 37

6 Alternatives and Cost Benefit Analysis, Governance, Funding Model and Recommendations 40

6.1 No Consolidation – No Service Enhancements 40

6.1.1 Organization 40

6.1.2 Staffing 40

6.1.3 Technology 40

6.1.4 Space 40

6.1.5 Back-Up 40

6.2 Retaining current separate dispatch operations with a transition to enhanced service provision (EMD Dispatching) and technology gap mitigation (New and upgraded systems) 42

6.3.1 Governance 43

6.3.2 Staffing 43

6.3.3 Technology 43

6.3.4 Back-up 43

6.4 Full Public Safety Dispatch Consolidation for La Grange, La Grange Park, and Western Springs... 44

6.4.1 Governance 44

6.4.2 Emergency Communications Executive Committee 44

6.4.3 Emergency Communications Operations Committee 44

6.5 Cost Estimates 44

6.5.1 One-time Consolidation Costs 44

6.6 Personnel and Operational Costs for a Consolidated Center 45

7 Transition and Implementation Planning – Timeline and Required Actions 50

List of Tables

Table 2-1	Population
Table 3-1	Opinion of Probable Cost – Connectivity Options
Table 5-1	Consolidations
Table 6-1	Current Personnel
Table 6-2	2013 Budget
Table 6-3	Projected Future Expenditures Salary and O&M (2.5% Annual Increase)
Table 6-4	Staffing Required Emergency Medical Dispatch with Separate Centers
Table 6-5	Projected Future Expenditures with EMD Salary and O&M (2.5% Annual Increase)
Table 6-6	Opinion of Probable Cost – Consolidation One-Time Capital Expenditures
Table 6-7	Consolidation
Table 6-8	Opinion of Probable Cost – Consolidation Annual Salary Expenses
Table 6-9	Opinion of Probable Cost – Consolidation Annual Operations & Maintenance Expenses
Table 6-10	Opinion of Probable Cost – Consolidation Annual Budget
Table 6-11	Opinion of Probable Cost – Consolidation 10 Year Projection – All Costs
Table 6-12	Participation Ratios – Consolidation
Table 6-13	Opinion of Probable Cost – Consolidation Annual Change
Table 6-14	Projected Future Expenditures 10 Year Operating Cost

1 Executive Summary

1.1 Introduction

AECOM was contracted to complete The West Suburban Public Safety Dispatch Consolidation Study which is a comprehensive assessment of the feasibility of consolidated public safety dispatch for the Villages of La Grange, La Grange Park, and Western Springs, Illinois. Our study includes an analysis of options which include everything from doing nothing to a complete consolidation of the three public safety dispatch centers.

A Service Sharing Study was initiated in August 2010 by the Villages of La Grange, La Grange Park and Western Springs. The Study focused on three primary objectives: 1) determine compatibility between the study participants, both in terms of community characteristics and public safety operations; 2) based on the compatibility assessment, identify opportunities to share public safety services that could not only result in more cost-effective service delivery, but also create operational enhancements involving the combined use of staffing, equipment and facilities; and 3) provide recommendations as to opportunities for shared public safety services.

The Service Sharing Study, performed by the Metropolitan Mayors Caucus, concluded that there was sufficient compatibility between the communities to consider various shared service opportunities, most notably the consolidation of public safety communications. This detailed study is an extension of that conclusion.

1.2 Project Goals and Objectives

The Villages desire a consolidated solution that will streamline and enhance the Villages' ability to provide public safety dispatching services for the citizens and businesses of the Villages in the most professional and efficient manner possible. Additionally, the solution must also address the records management and management reporting requirements of the Villages and should consider the growth capability, governance and compatibility of adding additional communities over time.

1.3 Report Overview

This report has been organized into the following sections.

Section 1 Executive Summary:

This section introduces the study, provides the main objectives of the study and also provides our recommendation for the Villages. This recommendation is supported by the documentation and research summarized in the remainder of the document.

Section 2 Current Dispatch Center Analysis:

This section of the report analyzes the following aspects of each of the three current public safety dispatch centers:

- Current Organizational Structure and Governance
- Inventory of Existing Systems and Equipment
- Staffing Levels
- Compensation
- Call volumes
- Training
- Budget data
- Technology
- Facilities
- Stake holder perspectives
- Non-dispatch tasks performed by employees

Section 3 Technology Feasibility Analysis:

This section reviews and analyzes current and planned technology.

Section 4 Facility Requirements:

This section analyzes the current La Grange facility to determine the viability of this location and identify any modifications and costs required to host a consolidated dispatch center. Comments are also included which address requirements or modifications that might be required to accommodate other communities who may be interested in joining the consolidated dispatch operation in the future. Recommendations with regard to a back-up dispatch center post-consolidation are also included.

Section 5 Staffing Analysis, Organizational Structure and Human Resources Recommendations:

This section considers and analyzes staffing level needs, organizational structure and related Human Resources issues for a consolidated center.

Section 6 Alternatives and Cost Benefit Analysis, Governance, Funding Model and Recommendations:

This section presents AECOM's analysis and opinion of probable costs for three alternatives:

- 1) No Consolidation – No Service Enhancements
- 2) Retaining current separate dispatch centers with a transition to enhanced service provision (Emergency Medical Dispatching) and technology gap mitigation (new and upgraded systems).
- 3) Full Public Safety Dispatch Consolidation for La Grange, La Grange Park, and Western Springs at the La Grange facility

It also includes discussion of recommended governance and funding model for the new consolidated center.

Section 7 Key Implementation Plan Milestone Recommendations:

Within this section AECOM provides an outline of the significant tasks that will need to be accomplished if a decision to consolidate is made and an implementation plan developed. A preliminary timeline and proposed schedule is included to illustrate one method of sequencing the necessary tasks and to provide some estimates as to task duration.

1.4 AECOM Recommendation

AECOM is recommending that the three communities proceed with developing a plan to implement a consolidated public safety dispatch center located at La Grange PD. From a strategic service provision and cost effectiveness view, a consolidated public safety dispatch center will allow the Villages to significantly enhance service provision levels in the center. This will directly translate to providing enhanced support to Police, Fire and EMS, and most importantly, lead to a safer environment for both public safety staff and the citizens who are served by the center. Through consolidation, this can be accomplished with a modest decrease in total operating costs over ten years, and with significant future costs savings anticipated from a lower level of future capital expenditures. The analysis and rationale for the recommendation are more fully explained throughout this report; however, the primary justifications are as follows:

- 1) A consolidated center is the most cost effective method of addressing the desire of the communities to transition to an enhanced Emergency Medical Dispatch (EMD) model which requires at least two dispatchers to be on duty 24/7. By co-locating existing staff through a consolidation there would typically be three on duty dispatchers 24/7. Moving to EMD is a significant service level enhancement for the citizens served by the consolidated center. A one dispatcher center cannot support EMD.
- 2) A consolidated center will reduce and streamline future technology and systems maintenance, upgrade and replacement costs by reducing duplication of these systems. On-going system administration will also be streamlined as only one common platform for each technology will need to be selected and maintained. This reduction in duplication of systems will result in a savings of 100's of thousands of dollars over the next ten years by reducing both future capital outlays and annual systems maintenance expenses.
- 3) Shared technology systems under a consolidation will allow for enhanced information exchange and data interoperability both of which will favorably enhance service provision. If more and better information is available faster it enhances efficiency, effectiveness and safety.
- 4) The establishment of shared dispatch protocols and procedures will encourage the development of common service level provision approaches between the agencies that can lead to other future opportunities for shared service models. As staff within the three communities work collaboratively in jointly managing a consolidated public safety dispatch center they will forge stronger relationships and better understand how each agency operates which can lead to other collaboration opportunities such as consolidating similar departments within the three Villages and other communities joining the consolidated 911 Center.
- 5) A consolidated model allows for direct (working) supervisors 24/7 within the dispatch center leading to enhanced service level provision. It also off-loads the responsibility for direct supervision of the dispatch function from the Police Department line supervisors who now provide that supervision as a co-lateral duty in junction with other Police Management staff. This enhancement comes without the need to add new dispatch staff; the only new position will be the director. The new working supervisor role is supported by evolving five of the current public safety dispatcher positions into Lead Dispatcher positions who will be working supervisors.
- 6) The recommended staffing model for a consolidated center ends the current practice of occasionally assigning sworn patrol or administrative staff to fill dispatch positions in some centers, either for entire shifts or for occasional breaks. This frees up those sworn staff to remain assigned to their normal functional duties and thus leads to a more effective and efficient use of sworn staff.
- 7) Adequate staffing by trained dispatchers in the consolidated center will ensure that dispatch staff is fully trained and familiar with police, fire and emergency medical dispatch procedures. Currently, staff that is not fully trained in all disciplines is occasionally assigned to dispatch. The ending of this practice will serve to enhance service level provision and reduce risk and liability.

The consolidation study RFP included the below listed general goals that any recommended consolidation solution should include. The comment after each goal explains how the consolidation being recommended in this study would address each desired general goal.

Improved call taking service to the public:

- Improved efficiency in responding to calls for service;
 - Common dispatch protocols, better dispatch staffing levels and supervision will all support improved response efficiency
- Streamlined processing and consistency of all data and reports;
 - Moving to a shared and common technology platform will both streamline data processing and make data retrieval and analysis more consistent.
- Increased officer/firefighter productivity and resource management;
 - Ending the current practice of occasionally assigning sworn staff to dispatch and as dispatch supervisors will free these resources for assignment to their regular functional duties.
- Enhanced officer/firefighter safety with timely and detailed data on persons and locations;
 - Common dispatch protocols, better dispatch staffing levels and supervision will all support enhanced safety and more timely information exchange.
- The identification of enhanced equipment in preparation for future service upgrades (NG 911);
 - The future selection and maintenance of all related technology systems will be streamlined and more cost effective by reducing duplication.
- The potential for enhanced staffing including Emergency Medical Dispatching capabilities;
 - This is a key element of the consolidation as the enhanced consolidated staffing model will allow for a transition to Emergency Medical Dispatching (EMD)
- Improved management reporting and analysis capabilities;
 - Moving to a shared and common technology platform will both streamline data processing and make data retrieval and analysis more consistent and robust.
- Recognition of non-emergency functions as related to staffing requirements in each community;
 - The consolidated staffing model should be able to accommodate the majority of current non-dispatch/non-emergency functions. The continuation of any particular function will be a shared management decision.
- Improved ability to respond to Freedom of Information Act requests; and, improved ability to comply with State and Federal requirements.
 - More adequate dispatch staffing levels and improved and shared data systems will support responding to FOIA requests and compliance with governmental requirements.

2 Current Dispatch Analysis

This section defines the dispatch operations and communications environment as they exist today in each of the three Villages. Descriptions of the current operations for each of the localities involved in this study (La Grange, La Grange Park, and Western Springs) are provided and the duties performed by the dispatch staff of the centers are reviewed.

The study participants are three west suburban communities in the Metro Chicago area of Illinois. The total population for the communities in this study was approximately 42,000 in 2010, according to the U.S. Census Bureau.

**Table 2-1
Population**

Village	2010 Census
LaGrange	15,550
LaGrange Park	13,579
Western Springs	12,975
Total	42,104

2.1 Village of La Grange

The Village of La Grange dispatch center dispatches the Village's Police and Fire departments, and is the primary answering point for wireless and wireline 911 calls originating from inside the Village.

2.1.1 Current Organizational Structure and Governance

The dispatch center and its employees (dispatchers) are part of the Village of La Grange Police Department. It falls within the organizational structure of the Police Department and the dispatchers are supervised by the Administrative Lieutenant and Sergeant who are sworn officers. All of the dispatchers are non-sworn employees. The Police Department does not have in house IT support but contracts with AIS for this service.

2.1.2 Inventory of the Existing Systems and Equipment

Positron Viper CPE, Positron Power MAP Geofile, Valor CAD and PD RMS, Firehouse Fire RMS, Eventide VR725 logging recorder, Motorola MCC5500 radio consoles, Northern Telecom Northstar PBX. The La Grange PD uses mobile data, but it is not connected to the CAD. The dispatch furniture is provided by Watson.

The police radio system is shared with La Grange Park and Western Springs. La Grange Park maintains the repeater and comparator, and connects via console bridge to La Grange. The radio system is a VHF repeater with 7 satellite receive sites.

Fire Radio Systems – Each Fire Department currently operates on the same frequency and transmits locally from a base station that is located at each of the three Fire/Police facilities. This is a very low tech system that currently results in some areas of the Villages where radio coverage may be less than satisfactory for Fire Operations purposes. While the mitigation of this existing condition and concern is a separate issue to consolidation, it would be logical for a suitable resolution to be implemented as a part of the consolidation

initiative. At a minimum, connectivity will need to be addressed regarding the current fire radio systems so that each of the current transmitters can be activated from La Grange PD. Connectivity between the three centers is already an identified issue and whatever solution is selected should be able to also accommodate this connectivity requirement. If a coverage deficiency is verified, there are a number of improvements to transmit antenna location that can be considered all at a relatively modest cost. Another option could be to consider a repeater for the Fire frequency, but the viability of that option would need to be verified.

2.1.3 Staffing Levels

Dispatchers operate on three eight-hour shifts, with one-to-two dispatchers on-duty during the day and afternoon shifts and one on-duty during the night shift. The center employs six full-time dispatchers and two part-time dispatchers. Relief is sometimes provided by officers.

2.1.4 Compensation

Effective May 1, 2013 annual entry pay for dispatchers starts at \$43,092 and the top step is \$61,439 after 12 years of satisfactory performance. Sick leave is accrued at one day per month and vacation time is accrued by years of service as follows: 1 to 5 years accrues .83 days per month, 6 to 13 days accrues 1.25 days per month, 14 to 19 years accrues 1.66 days per month and 20 years and more accrue 2.08 days per month. They are provided with official polo type shirts, sweaters and sweatshirts as designated by the Department at no cost to the employee and replaced when it is determined to be unserviceable. They belong to the IMRF state retirement. There is no dispatch supervisor position, as supervision is performed by the Police Department's Administrative Lieutenant and Sergeant as mentioned earlier. The dispatchers are represented by the FOP Union, along with the police officers. The Department's FY2013 budget for dispatch personnel costs (salaries and wages, overtime, fringe benefits, and holiday pay) is \$490,493.

2.1.5 E911 and Administrative Call Volumes

There were 15,128 police calls for service and 1,879 fire and medical calls in 2012. The exact number of E911 calls was not captured for 2012, but that call statistic feature will be programmed to capture this information in the future.

2.1.6 Call Processing Statistics

See Section 2.1.5

2.1.7 Training and Quality Assurance Practices

Training consists of LEADS on line and an in house training program.

2.1.8 Budget Data

- FY2012 actual: \$479,792 for personnel services, \$101,114 for maintenance and operations, \$85,543 for capital expenditures.
- FY2013 budgeted: \$490,493 for personnel services, \$122,500 for maintenance and operations, \$113,843 for capital expenditures.

2.1.9 Technology in Use

Please see Section 2.1.

2.1.10 Technology Being Considered

The fire department is using mobile CAD features and this is an area of enhanced capabilities that the police department is also interested in.

2.1.11 Facilities

AECOM visited the Village of La Grange dispatch center and documented it during the assessment period of this study. During our site visits, we assessed and rated the center on twenty-one different attributes.

2.1.11.1 Dispatch Center Size – Good – Sufficient for current and future operations

The dispatch center has sufficient space to house comfortably the dispatchers, call-takers, management and supervision, and technical support for the current dispatch operation.

2.1.11.2 Dispatch Center Condition – Good – Space is neat and organized

The Dispatch Center is neat and clean. The area is organized and the positions are laid out in order to improve communications with each other, and to view security monitors and incoming foot traffic.

2.1.11.3 Equipment Area Size – Good – basement space for equipment was sufficient

The dispatch center has sufficient space to house comfortably the equipment used to support the current dispatch operation as well as space for expected growth. There is sufficient space for radios, telephones, and computers.

2.1.11.4 Equipment Area Condition – Good – Neat, accessible and organized

The equipment area is neat and clean. The equipment is installed in an area that will protect personnel and data assets. The equipment area is designed to extend the longevity of equipment. The equipment room is locked and secured in order to prevent unauthorized access. Access to equipment enclosures is unobstructed. Equipment room provides surge protection, fire protection, and equipment grounding.

2.1.11.5 Expansion Capability – Good – Ample space to expand equipment

The Center has sufficient unused space or the facility is designed in such a way as to be expandable both in aspects of dispatching area and equipment space.

2.1.11.6 Radio Console System – Good – Motorola MCC 5500

The Console system adequately interfaces with and supports the radio system. Dispatchers easily operate the console system features. All controls and information readouts are clear and easily understood. The system supports headsets, foot controls, select and unselect audio, and/or other modern features.

2.1.11.7 Computer Aided Dispatch System – Good – Valor CAD System

The CAD system adequately interfaces and supports the records management system. The dispatchers easily operate the system features. All controls and information readouts are clear and easily understood. The technology makes the dispatch and call taking easier and not more difficult. The system aids the dispatcher and call takers in answering calls, event locations, unit selection, report and incident numbering, and associative needs.

2.1.11.8 9-1-1 System – Good - Positron Viper 5.2

The 9-1-1 telephone system (CPE) operates seamlessly all in-coming 9-1-1 calls and out-going transfers. All controls and information are easy to read and understandable. The system requires few buttons pushes in operations and is expandable to accommodate consolidation.

2.1.11.9 PBX/Administrative Telephone System – Good - Northstar

The PBX telephone system operates seamlessly with all in-coming administrative calls and all out-going telephone lines. All controls and information are easy to read and understandable. The system requires few button pushes in operations.

2.1.11.10 Dispatch Workstation Furniture – Good – Watson Furniture

The furniture is a full featured design. The design allows raising and lowering the work positions, tilting work surfaces, management of the required cables and power cords. The design of the furniture assists the dispatcher and call takers with a convenient and comfortable layout.

2.1.11.11 Lighting – Good

The dispatch center is lighted in such a manner as to improve the operating environment. This includes individual controlled task lighting, natural light and/or windows, non-glare, and in-direct lighting.

2.1.11.12 Heating, Ventilating, and Air Conditioning (HVAC) - Good

The dispatch center has an effective heat and air conditioning system that provides for a wide range of conditions. Humidity is controlled. There is sufficient movement of air and infusion of fresh air to allow the dispatch area to have a non-stuffy atmosphere. The equipment space is maintained at the recommended temperature and humidity levels.

2.1.11.13 Reliability – Good – No reports of equipment failures

The systems that support the dispatch operation are reliable.

2.1.11.14 Generator – Good – Cummins 250 kW, Diesel, 470 Gallons Capacity

The emergency generator for the dispatch center also provides adequate power for the entire public safety facility (Police and Fire). The generator is in a self-contained exterior enclosure. Automatic transfer switches, surge protection and other ancillary items are contained within the enclosure. The generator is load tested annually.

2.1.11.15 Uninterruptable Power Supply (UPS) – Good – APC/Symmetra LX

The uninterruptible power supply for the dispatch center provides adequate support for the emergency operations.

2.1.11.16 Back-Up Provisions – Good – Strong back-up arrangements

Currently the Villages back-up one another. In addition, La Grange has a back-up agreement in place with Brookfield.

2.1.11.17 Maintainability – Good – Contractual maintenance

In the rare occasions when a system or device fails the repairs are quickly begun and performed. Overall there is a high confidence level that systems are reliable and well maintained.

2.1.11.18 Parking – Good

The Dispatch center has easy outside parking access with mass transit and main thoroughfare access nearby. The parking area is shared by the bank but still has adequate parking for additional vehicles.

2.1.11.19 Internal Facilities – Good

The dispatch center is within the Police Headquarters which has adequate break areas and restrooms.

2.1.11.20 Security – Good

The dispatch center is designed with controlled access to the Center using locked doors. The exterior of the facility is well lighted and secure. The dispatch center has windows that are bullet resistant glass and is configured so they cannot be opened.

2.1.11.21 Mapping Good – Positron Power MAP

Each call taking and dispatch position has ready access to an integrated computerized mapping system that manages, analyzes, and displays all forms of geographically referenced information or location information in a timely manner.

2.1.12 Stakeholder Perspectives

La Grange is open minded about understanding the merits of a consolidated dispatch. They are not currently providing EMD but would be interested in providing this service to the community. They are also interested in some of the features that New World CAD could provide in a consolidated center.

2.1.13 Non-Dispatch Tasks Performed by Employees

- Monitors alarms – some directly connected, others phoned in. There is also a water flow rate alarm from the water department.
- The Village of La Grange requires residents and visitors to get permission before parking on the streets overnight. The dispatchers answer an administrative line for parking requests, and keep a log of people permitted to park overnight.

- The dispatchers also answer administrative lines for the Police and Fire departments, and monitor prisoners via camera. Also monitor several other cameras. There are walkups after hours / at night, do bonds (cash or credit), pet fees.
- Dispatches Public Works Department
- Maintains commercial business listing and bicycle cards.

2.2 Village of La Grange Park

The Village of La Grange Park dispatch center dispatches the Village's Police and Fire Departments, and is the primary answering point for wireless and wireline 911 calls originating from inside the Village.

2.2.1 Current Organizational Structure and Governance

The Village of La Grange Park dispatch center and its employees (dispatchers) are part of the Village of La Grange Park Police Department. It falls within the organizational structure of the Police Department and the dispatchers are supervised by the Deputy Chief. All of the dispatchers are non-sworn employees. The Police Department does not have in house IT support but contracts with AIS for this service.

2.2.2 Inventory of the Existing Systems and Equipment

The CPE and radio consoles are Moducom and they currently do not use a CAD system. The RMS is PIMS which is a state system and La Grange Park is the last user on that system. The logging recorder is an Eventide VR725 and they use Panasonic mobile data computer in the PD vehicles via IPSAN (state network). The Fire Department has FirePrograms RMS and connects using Verizon aircards.

The Police radio system is shared with La Grange and Western Springs. The radio system is VHF repeater with 7 satellite receiver sites. La Grange Park maintains the repeater and a comparator.

Fire Radio Systems – Each Fire Department currently operates on the same frequency and transmits locally from a base station that is located at each of the three Fire/Police facilities. This is a very low tech system that currently results in some areas of the Villages where radio coverage may be less than satisfactory for Fire Operations purposes. While the mitigation of this existing condition and concern is a separate issue to consolidation, it would be logical for a suitable resolution to be implemented as a part of the consolidation initiative. At a minimum, connectivity will need to be addressed regarding the current Fire radio systems so that each of the current transmitters can be activated from La Grange PD. Connectivity between the three centers is already an identified issue and whatever solution is selected should be able to also accommodate this connectivity requirement. If a coverage deficiency is verified, there are a number of improvements to transmit antenna location that can be considered all at a relatively modest cost. Another option could be to consider a repeater for the Fire frequency, but the viability of that option would need to be verified.

2.2.3 Staffing Levels

Center employs four full-time dispatchers. Three shifts of one each and one relief dispatcher.

Police Officers are typically used to fill in when needed, and this amounts to approximately 1200 hours per year of officer time allocated towards dispatching.

2.2.4 Compensation

Entry pay for dispatchers is \$37,232 annually and tops out at \$44,283 annually in four years. There is no dispatch supervisor position. The dispatchers are not unionized and all of the village's dispatchers belong to the state IMRF retirement system.

2.2.5 E911 and Administrative Call Volumes

There were 3,873 total 911 calls received. Their system cannot provide historical data other than the last 12 months rolling totals; this data would have been from November 2011 – November 2012.

There were also 22,887 admin calls. In 2012 there were 7,509 dispatched and self-initiated police calls for service and 1,928 fire and EMS calls for service.

2.2.6 Call Processing Statistics

See above Section 2.2.5.

2.2.7 Training and Quality Assurance Practices

LEADS on line training and in house training.

2.2.8 Budget Data

The FY2012 actual is \$236,745 for personnel services and \$54,930 for maintenance and operations, \$0 for capital expenditures. The FY 2013 budgeted is \$241,719 for personnel services, \$92,500 for maintenance and operations, and \$72,500 for capital expenditures.

2.2.9 Technology in Use

See Section 2.2.

2.2.10 Technology Being Considered

CAD/RMS

2.2.11 Facilities

AECOM visited the Village of La Grange Park dispatch center and documented it during the assessment period of this study. During our site visits, we assessed and rated the center on twenty-one different attributes.

2.2.11.1 Dispatch Center Size – Fair – Sufficient for current operation

The dispatch center has sufficient space to house comfortably the current dispatch operations but has limited or no room for growth.

2.2.11.2 Dispatch Center Condition – Good

The Dispatch Center is neat and clean. The area is organized and the positions are laid out in order to improve communications with each other, and to view security monitors and incoming foot traffic.

2.2.11.3 Equipment Area Size – Good

The dispatch center has sufficient space to house comfortably the equipment used to support the current dispatch operation. There is sufficient space for radios, telephones, and computers.

2.2.11.4 Equipment Area Condition – Fair

The equipment area is neat and clean. The equipment is installed in an area that will protect personnel and data assets. The equipment area is designed to extend the longevity of equipment. The equipment room is locked and secured in order to prevent unauthorized access. Access to equipment enclosures is unobstructed. Equipment room provides minimum surge protection, fire protection, and equipment grounding. However, there is some water damage evidence on the wall in the equipment area that causes some concern.

2.2.11.5 Expansion Capability - Fair

There is room to expand equipment; however, there is no space in current dispatch area for dispatch operations expansion.

2.2.11.6 Radio Console System – Good - Moducom

The Console system adequately interfaces with and supports the radio system. Dispatchers easily operate the console system features. All controls and information readouts are clear and easily understood. The system supports headsets, foot controls, select and unselect audio, and/or other modern features.

2.2.11.7 Computer Aided Dispatch System - None

La Grange Park does not utilize a CAD system but are interested in adding this technology.

2.2.11.8 9-1-1 System – Good - Moducom

The 9-1-1 telephone system (CPE) operates seamlessly all in-coming 9-1-1 calls and out-going transfers. All controls and information are easy to read and understandable. The system requires few buttons pushes in operations.

2.2.11.9 PBX/Administrative Telephone System – Good – Electra- Elite 192

The PBX telephone system operates seamlessly with all in-coming administrative calls and all out-going telephone lines. All controls and information are easy to read and understandable. The system requires few buttons pushes in operations.

2.2.11.10 Dispatch Workstation Furniture – Good

The furniture is sufficient for operation and is well spaced.

2.2.11.11 Lighting - Fair

The dispatch center in general has good lighting but could use task lighting as well.

2.2.11.12 Heating, Ventilating, and Air Conditioning (HVAC) - Good

The dispatch center has an effective heat and air conditioning system that provides for a wide range of conditions. There is sufficient movement of air and infusion of fresh air to allow the dispatch area to have a non-stuffy atmosphere. There is also a dedicated wall unit in addition to the general HVAC.

2.2.11.13 Reliability - Good

The systems that support the dispatch operation are reliable with no reports of equipment failures.

2.2.11.14 Generator – Good – 45 KW Onan

The emergency generator for the dispatch center provides adequate support for the operations; however, it only has a 25 gallon fuel tank.

2.2.11.15 Uninterruptable Power Supply (UPS) – Good – Chloride CP-3000

The uninterruptible power supply for the dispatch center provides adequate support for the emergency operations.

2.2.11.16 Back-Up Provisions – Good – Strong back up arrangements

Currently the Villages back up one another.

2.2.11.17 Maintainability- Good - Contractual Maintenance

In the rare occasions when a system or device fails the repairs are quickly begun and performed. Overall there is a high confidence level that systems are reliable and well maintained.

2.2.11.18 Parking - Good

The Dispatch center has easy outside parking access at the facility.

2.2.11.19 Internal Facilities - Good

The dispatch center is designed with adequate break areas and restrooms. However, the break room was not near the dispatch area.

2.2.11.20 Security – Fair

The dispatch center is designed with controlled access to the center using combination locks and bullet resistant glass. However, the dispatch center personnel respond to the needs of the public at the walk up counter which makes this dispatch center very open.

2.2.11.21 Mapping – Good – Moducom Ultracom 2000

Each dispatch position has ready access to computerized mapping.

2.2.12 Stakeholder Perspectives

La Grange Park is opened minded to understand the merits of consolidation. They are concerned about the dispatching that is provided for the Fire Department when a police officer relieves the dispatcher as fire dispatching is unique and requires special skills. They also have a desire to implement EMD and provide this life-saving service to the community.

La Grange Park has a need to implement a CAD system and a new RMS. The current RMS is outdated and cumbersome to use. It is a state system and La Grange Park is the last user on the system. The PD responds to an increasing number of FOIA requests, and the current RMS makes this difficult.

Pro-consolidation, but concerned about cost and may be politically challenging.

2.2.13 Non-Dispatch Tasks Performed by Employees

- Monitors and answer alarms
- The Village of La Grange Park requires residents and visitors to get permission before parking on the streets overnight. The dispatchers answer an administrative line for parking requests, and keep a log of people permitted to park overnight.
- The dispatchers also answer administrative lines for the Police and Fire departments, and other Village departments after hours.
- Conduct prisoner checks and matron duty.
- They have a walk-up window where citizens can do numerous tasks such as buy vehicle tags, animal and bicycle licenses, report lost/found animal and numerous other customer service functions. For the month of September 2013 there were 692 citizen contacts at this window.
- Maintains commercial business listing and maintain a petty cash drawer.
- Dispatches Public Works and the Building Inspector.

2.3 Village of Western Springs

The Village of Western Springs dispatch center dispatches the Village's Police and Fire Departments, and is the primary answering point for wireless and wireline 911 calls originating from inside the Village. The Police Department is a CALEA accredited agency which currently includes their dispatch operations.

2.3.1 Current Organizational Structure and Governance

The Western Springs dispatch center is part of the organizational structure of the Police Department and is supervised by a sworn officer. Western Springs is the only village that provides IT support in-house.

2.3.2 Inventory of the Existing Systems and Equipment

Western Springs CPE equipment is an AT&T switch, TCI Tel Control Invision 2 operator equipment which has reached end of life. The CAD system is a New World Aegis CAD and PD RMS is New World Aegis. The Fire Department RMS is Firehouse and they have Motorola CentraCom Elite radio consoles. The logging recorder is Nice Scenario Replay and the PBX is Avaya IP Office. Chief, deputy chief, and lieutenants get CAD alerts on their smartphone (this is done by 'assigning' their phones to a call).

The Police radio system is shared with La Grange Park and La Grange. La Grange Park maintains the repeater and comparator, and connection is via console bridge to La Grange Park. The radio system is a VHF repeater with 7 satellite receiver sites.

Fire Radio Systems – Each Fire Department currently operates on the same frequency and transmits locally from a base station that is located at each of the three Fire/Police facilities. This is a very low tech system that currently results in some areas of the Villages where radio coverage **may be** less than satisfactory for Fire Operations purposes. While the mitigation of this existing condition and concern is a separate issue to consolidation, it would be logical for a suitable resolution to be implemented as a part of the consolidation initiative. At a minimum, connectivity will need to be addressed regarding the current Fire radio systems so that each of the current transmitters can be activated from La Grange PD. Connectivity between the three centers is already an identified issue and whatever solution is selected should be able to also accommodate this connectivity requirement. If a coverage deficiency is verified, there are a number of improvements to transmit antenna location that can be considered all at a relatively modest cost. Another option could be to consider a repeater for the Fire frequency, but the viability of that option would need to be verified.

2.3.3 Staffing Levels

The center employs four full-time dispatchers and three part-time dispatchers, all civilian. They operate on 12 hour shifts. The Community Service Officer (CSO) is also the dispatch supervisor. The supervisor/CSO fills in on dispatching as needed.

2.3.4 Compensation

Western Springs dispatch is not unionized and starting pay for dispatchers is \$33,800 annually and tops out at \$46,051 annually. Each dispatcher receives a \$475 uniform allowance annually. They belong to the IMRF state retirement.

2.3.5 E911 and Administrative Call Volumes

There were 3,930 total 911 calls received in 2011. 36,500 administrative calls received.

2.3.6 Call Processing Statistics

See above Section 2.3.5

2.3.7 Training and Quality Assurance Practices

The training period for full-time employees is three months and completing LEADS on line training. For part time employees, the training period is adjusted due to the limited hours worked.

2.3.8 Budget Data

- FY2012 actual: \$277,096.65 for personnel services, \$213,056 for operations and maintenance, and \$0 for capital expenditures. Total FY2012 actual: \$490,152.65.
- FY2013 budgeted: \$295,162 for personnel services, \$189,300 for operations and maintenance, \$0 for capital expenditures. Total FY2013 budgeted: \$484,462.
- Note: The capital expenditures above for Western Springs 911 do not include some related expenditures for technical equipment that is captured in the IT budget.

2.3.9 Technology in Use

See Section 2.3.2.

2.3.10 Technology Being Considered

- Mobile CAD upgrade to CAD system. Current CPE is reaching 'end of life,' but don't want to upgrade until they can be sure they're getting something nextgen compliant.
- Interested in Dispatch having the ability to monitor fireground channels. Waiting for results of study – will move forward with procurement if there is no consolidation. Want ability to open station from dispatch center and monitor wireless alarms.

2.3.11 Facilities Assessment

AECOM visited the Village of Western Springs dispatch center and documented it during the assessment period of this study. During our site visits, we assessed and rated the center on twenty-one different attributes.

2.3.11.1 Dispatch Center Size – Fair

The dispatch center has sufficient space to house comfortably the dispatchers for current operations.

2.3.11.2 Dispatch Center Condition - Good

The Dispatch Center is neat and clean. The area is organized and the positions are laid out in order to improve communications with each other, and to view security monitors and incoming foot traffic.

2.3.11.3 Equipment Area Size - Good

The dispatch center has sufficient space to house comfortably the equipment used to support the current dispatch operation as well as space for growth in both equipment areas.

2.3.11.4 Equipment Area Condition - Good

The equipment area is neat and clean. The equipment is installed in an area that will protect personnel and data assets. The equipment area is designed to extend the longevity of equipment. Access to equipment enclosures is unobstructed. Equipment room provides surge protection, fire protection, and equipment grounding.

2.3.11.5 Expansion Capability – Fair

There is ample space to expand equipment but not space in the current dispatch area to expand. There are other areas of the facility that offer room for dispatch operations if needed.

2.3.11.6 Radio Console System – Good – Motorola CentraCom Elite

The Console system adequately interfaces with and supports the radio system. Dispatchers easily operate the console system features. All controls and information readouts are clear and easily understood. The system supports headsets, foot controls, select and unselect audio, and/or other modern features.

2.3.11.7 Computer Aided Dispatch System – Good – New World CAD System

The New World CAD system adequately interfaces and supports the records management systems and is upgradeable to add Mobile CAD which has State approved Crash reporting. The dispatchers easily operate the system features. All controls and information readouts are clear and easily understood. The technology makes the dispatch and call taking easier and not more difficult. The system aids the dispatcher and call takers in answering calls, event locations, unit selection, report and incident numbering, and associative needs. The system is designed for single entry and automation when possible to allow work activities to be completed more efficiently.

2.3.11.8 9-1-1 System - Poor

The 9-1-1 telephone system (CPE) has reached end of life and must be replaced soon.

2.3.11.9 PBX/Administrative Telephone System – Good – Avaya

The Avaya PBX IP telephone system operates seamlessly with all in-coming administrative calls and all outgoing telephone lines. All controls and information are easy to read and understandable. The system requires few button pushes in operations.

2.3.11.10 Dispatch Workstation Furniture – Good

The furniture is sufficient for operations and well-spaced.

2.3.11.11 Lighting – Good

The dispatch center is well lit but could use some task lighting.

2.3.11.12 Heating, Ventilating, and Air Conditioning (HVAC) - Good

The dispatch center has an effective heat and air conditioning system that provides for a wide range of conditions. There is sufficient movement of air and infusion of fresh air to allow the dispatch area to have a non-stuffy atmosphere. The equipment space is maintained at the recommended temperature and humidity levels.

2.3.11.13 Reliability – Fair

The systems that support the dispatch operation shall have no reports of recurring failure but the CPE is approaching end of life.

2.3.11.14 Generator – Good

There are two emergency generators for the facility. An Onan diesel generator and a natural gas generator will provide adequate support for the operations.

2.3.11.15 Uninterruptable Power Supply (UPS) – Good

The uninterruptible power supply for the dispatch center provides adequate support for the emergency operations.

2.3.11.16 Back-Up Provisions - Good

The Villages back one another up but Western Springs first back-up is La Grange.

2.3.11.17 Maintainability - Good

In the rare occasions when a system or device fails the repairs are quickly begun and performed by in house IT or contractual maintenance. However, as mentioned before, the CPE is approaching end of life.

2.3.11.18 Parking - Good

The Dispatch center has easy outside parking access with mass transit and traffic access.

2.3.11.19 Internal Facilities - Good

The dispatch center has adequate break areas and restrooms.

2.3.11.20 Security - Fair

The dispatch center is very open to the public to facilitate walk-in traffic. However, the center does have bullet resistant glass and a transaction door. The building itself is unlocked at night with only the dispatch center open.

2.3.11.21 Mapping - Good

Each position has ready access to an integrated computerized mapping system through the CAD system that manages, analyzes, and displays all forms of geographically referenced information or location information in a timely manner.

2.3.12 Stakeholder Perspectives

Western Springs is open minded to the merits of consolidation. They view this as an opportunity to save money, enhance technology and service, and create a foundation for sharing additional services (police/fire) in the future.

2.3.13 Non-Dispatch Tasks Performed by Employees

- Monitors numerous cameras and answer alarms
- The Village of Western Springs requires residents and visitors to get permission before parking on the streets overnight. The dispatchers answer an administrative line for parking requests, and keep a log of people permitted to park overnight.
- The dispatchers also answer administrative lines for the Police and Fire Departments, and other Village Departments after hours.
- Conduct prisoner checks and matron duty.
- They have a walk-up window where citizens can do numerous tasks such as animal and bicycle licenses, report lost/found animal and numerous other customer service functions.
- Maintains commercial business listing and a senior citizen program where they call specific residences twice a day.

3 Technology Feasibility Analysis

3.1 CAD

There are currently two CAD platforms within the three Villages, New World and Valor. Both are reliable CAD systems but New World is one of only four, third party vendors approved through the State of Illinois to run CRASH reporting software, which would make this required activity more efficient to complete for field staff. New World also appears to have a more robust management reporting system. AECOM is recommending that the combined center should use Western Spring's New World CAD. The New World system is the most full featured of the current CAD systems in place and has the better expansion potential to accommodate the consolidated center and to offer new features that agency representatives felt would be beneficial. This CAD platform transition path will be more cost effective than alternatives such as selecting a new vendor; Western Springs staff is already familiar with it and are also very satisfied. This will require an upgrade to the CAD to allow the addition of the other two villages. The participating agencies have also expressed a strong desire to implement mobile data for all Police agencies and so our consolidation costing includes an upgrade of CAD to support Mobile CAD which will also provide the state approved Crash reporting. The cost of this upgrade would be \$320,000. This does not include the hardware for the additional dispatch position as there is the potential to re-use hardware from the two centers.

3.2 Police and Fire RMS

Combined center should use New World RMS for the village's police departments. Western Springs and La Grange fire departments use Firehouse for records; however La Grange will need its copy connected to CAD. La Grange Park uses Fire Programs. It would be advantageous for La Grange Park to move to Firehouse RMS for information sharing between the Villages and to simplify the data interfaces between the Fire RMS system and the shared CAD system under consolidation. The estimated cost for La Grange Park to purchase Firehouse is \$17,000.

Police records for La Grange and La Grange Park will need to be brought into Western Spring's RMS. How to best accomplish this will be part of the implementation phase activities, however, a data conversion cost is included in the overall consolidation one-time costs.

3.3 Voice and Data Radio

Currently, La Grange Park maintains repeaters for the shared police frequencies. La Grange and Western Spring's dispatch centers connect via console bridge to La Grange Park's dispatch center, which connects to the repeaters via telephone. The Police radio system is a VHF repeater with 7 satellite receiver sites. There is no plan to change this system during consolidation.

3.4 E911 Equipment

AECOM recommends using the Positron Viper 5.2 at the Village of La Grange. The system configuration will be upgraded to accommodate the other two Villages and additional position equipment will need to be purchased.

3.5 Dispatch Consoles

Currently La Grange has three dispatch consoles. AECOM is recommending that a fourth console be added for a consolidated center.

3.6 Intercom/Paging System

Currently Western Springs broadcasts all fire calls over the intercom at the fire stations. This is a desired feature for all Villages and could be accommodated in a consolidated center.

3.7 Logging Recorders

AECOM recommends using the Eventide logging recorder currently in use at La Grange.

3.8 Network and Infrastructure

Western Springs has some network infrastructure in place already such as conduit under the Rail Road. If fiber can be connected with a reliable/redundant network connection to La Grange the CAD system could remain at Western Springs. Additional administrative lines will need to be brought in from Western Springs and La Grange Park. An estimated cost of \$75,000 has been provided by Western Springs IT staff to install a looped fiber connection between the three Police facilities if the school system shares in some of the cost. This cost will be higher if this would not be a joint project with the school district, and actual cost will depend of how costs are shared and managed.

3.9 Mobile Communications

All communities have expressed the desire to use a mobile CAD.

3.10 State and Federal Interfaces (LEADS, NCIC, Alerts, IWIN)

The Village of La Grange currently has interfaces in place to interface with State and Federal law enforcement databases. This is a cost of \$735 a month. By having a consolidated dispatch center this could reduce this cost for the Villages by about 2/3 as currently each Village pays the monthly connection fee.

3.11 Video Equipment

There is a desire to connect the two Police Department lobby areas at Lagrange Park and Western Springs to the new consolidated Dispatch center. There are many different ways to do this and the best method of doing so will be determined after a building connectivity solution is decided upon. Any related costs should be modest and easily covered within the project contingency.

3.12 Alarms and Alarm Monitoring

La Grange Park has equipment to receive radio alarms and all three Villages currently receive alarm calls on 7-digit numbers.

3.13 Livescan

Livescan is in use at La Grange and is a digital booking system.

3.14 GIS Capabilities

GIS for the consolidated 911 center will be provided through the New World CAD. The County has digitized ArcView maps for the entire County so there should not be an issue to update CAD with maps for the other two Villages.

3.15 Emergency Resident Notification (Code Red) Fire/EMS Applications

Currently all three Villages use Code Red citizen notification system. AECOM recommends the three Villages maintain these systems at each Village as each Village uses these systems for various notifications, not just emergencies. An implementation action item will be working with this provider to ensure that the appropriate notifications can be initiated from the consolidated center..

3.16 Environmental Equipment

La Grange environmental equipment is sufficient to accommodate the expansion of one dispatch position.

3.17 Backup/Alternative Processing Site(s)

As mentioned earlier the three Villages' currently back up one another. La Grange has back-up plans and agreements in place with Brookfield, however, Brookfield could not sustain a back-up operation for an extended period of time should the consolidated center at La Grange become non-operational for any reasons. Therefore AECOM recommends that a back-up facility be maintained at Western Springs. Since Western Springs will likely be housing the CAD server, by installing a portable CPE "Viper on Wheels" the Villages could have a dependable three position back-up solution in place should the need arise. La Grange also has a 24' Command Trailer that can be used for dispatch operations if necessary if minor modifications to equipment were undertaken. Any costs for those modifications to that trailer are not part of the consolidation study report.

3.18 Radio System Interoperability

The Villages have interoperable radio communications with each other and Brookfield is also on the same Police frequency.

3.19 Fiber Optic Connections

Please refer to Section 3.9.

3.20 Other Public Safety Software

Currently all three Villages use CodeRed citizen notification software.

3.21 Provide Data Connectivity between Facilities.

Under the consolidation model being recommended within this report there will be an immediate and on-going need to have reliable and adequate data connectivity between the three Police facilities at La Grange, La Grange Park and Western Springs. There are several typical ways to provide this type of connectivity which is described below. In this case, due to some existing fiber facilities and fiber conduits, implementation of a fiber loop between the three facilities may be the best and most cost effective approach. The viability of this option and its ultimate cost is dependent on certain local conditions and some anticipated sharing of costs with the local school district for a related fiber project. The cost chart at the end of this section, therefore, provides cost ranges for all of the alternatives explained and should be used as a general guide to understanding the alternatives. As the fiber option does seem like it may be a good option in this case, the cost estimate for that, which has been provided by the Western Springs IT staff, is what is included in the consolidated center cost model.

3.21.1 Fiber

The Village of Western Springs maintains a fiber network that could be expanded to create a fiber loop connecting the three police stations. Fiber is immune to interference and highly reliable on its own, but is susceptible to damage from construction activities. This can be mitigated by creating a fiber loop, so that communications can be routed around a cut fiber. While fiber is normally a very expensive option, the Village of Western Spring's existing fiber network, along with interest in fiber from the local school district, can be leveraged to make this both a reliable and affordable option. Villages-owned fiber would also provide significantly higher data rates than any of the other options. The cost estimate for the fiber loop in the table below was provided by Western Springs IT and is based on the premise that the cost would be shared with the local school district that is planning a similar fiber project. Actual costs will be higher if they cannot be shared or if the current fiber network and pathways cannot be used as part of this effort.

3.21.2 Unlicensed Microwave

Also commonly referred to as point-to-point, solutions cover a wide range of prices, reliabilities, and data rates. Unlicensed spectrum is not protected, so interference can be a large issue. A system that works well now could perform poorly in several years as nearby people begin to use the same frequencies. There is some unlicensed spectrum reserved for public safety, which would greatly reduce – but not eliminate - the danger of

interference. Like licensed microwave, this solution requires antennas to have a clear line-of-sight path between each other. Because line-of-sight between antennas is required, detailed path studies will be necessary to determine the minimum antenna heights. Depending on the conditions, new poles or towers may be required as part of this solution.

3.21.3 Leased Lines

Leased lines are network connections between two points, provided by a local service provider. Leased line traffic does not traverse the public internet, instead remaining on the service provider's local network. Leased lines are available in a wide variety of data rates. This option is not as reliable as licensed microwave or a Villages-owned fiber loop, and the Villages will have a low amount of control over the network. Leased lines come with well-defined service agreements (guaranteed data rate and reliability levels) and good support from the service provider. While initial costs are low, leased lines normally incur expensive monthly fees. Leased line cost estimates below are a high estimate. If this option was selected costs would be refined after actual needs for leased services were scoped and specified.

3.21.4 Licensed Microwave

Licensed microwave is typically the most robust solution, and is often employed in public safety and cellular voice networks. Microwave path lengths (or hops) are typically 5-20 miles long, and provide a high data rate at 99.999% or better uptime. Interference is rarely an issue, as licensed microwave spectrum is carefully apportioned and controlled by the FCC. A microwave ring would provide a highly reliable network connection and would allow the villages to retain a high level of control over their network. However, licensed microwave is an expensive solution, and requires microwave dishes to have a clear line-of-sight path between each other. Because line-of-sight between antennas is required, detailed path studies will be necessary to determine the minimum antenna heights. Depending on the conditions, new poles or towers may be required as part of this solution.

3.21.5 VPN

The cheapest option would be to create a Virtual Private Network over the internet. Any high-speed internet connection would be suitable. However, this option is the least reliable, and cedes control of the network to the local internet service providers. While a VPN can be made secure, this is generally not an accepted practice for law enforcement traffic. This option is also only as reliable as the internet, making it the least reliable connectivity option. Technical support on troubleshooting network issues would also be worse than any of the other options. Internet service is often provided on a best-effort basis, with no guarantees of uptime, data rate, or latency/congestion, and varying degrees of technical support. This option has a low startup cost and incurs a low monthly fee. Currently Western Springs has ample Internet access at almost no cost.

Table 3-1
Opinion of Probable Cost
Connectivity Options

Equipment Cost Elements	Cost Opinion
Licensed Microwave Loop	\$175,000-\$375,000
Fiber Loop	\$75,000
Unlicensed Microwave Loop	\$50,000-\$125,000
Leased Lines	\$6,000-\$20,000/month + installation costs
Internet/VPN	\$300-\$600/month

4 Facility Requirements

All three Villages currently operate separate 911 Centers. AECOM agrees with the premise that the most logical and cost effective location for a consolidated center would be the current La Grange PD dispatch center. To accommodate the additional staff and to allow for a reasonable amount of additional capacity and flexibility within the new center our facilities recommendation includes adding a fourth dispatch position at La Grange. This will require some modest facility reconfiguration under this recommendation.

The consolidation study RFP included the following desired features and services that any new consolidated facility would be able to support. The comment after each bullet explains how a consolidated facility at La Grange PD could support each desired attribute. Some of these services are facility related and others are operational decisions.

- Primary 911 answering with Phase 2 Wireless and Enhanced (ALI/ANI) Wireline service
 - This is in place today and will remain so with appropriate modifications to the call routing process to reflect the consolidation.
- Police, fire and EMS radio dispatch and Computer Aided Dispatch (CAD) Services
 - The facility will support radio dispatch and will offer a shared CAD solution for all three communities.
- Provide after-hours telephone contact for residents of the member communities
 - After hours telephone contact is more of an operational issue. Both the facility and the technologies can accommodate and support this service.
- Provide monitoring of prisoners in an adjacent municipal jail facility, both in- person checks and audio/visual monitoring in compliance with Illinois Department of Corrections standards
 - Remote monitoring by video and audio is in place today in the La Grange PD center. In-person checks are an operational decision for management.
- Monitor certain video feeds from member communities, including possible cameras located at police facilities and other locations in the Villages including possible supplemental remote dispatch stations to be utilized in high volume call events.
 - This service can be accommodated in the new facility. What video to display and how to display it is an issue with both technology and operational components.
- Provide officials from the Villages with required reporting information such as call logs and other statistics
 - How to provide this is an operational issue. The new facility and technology platforms will be able to provide this information.
- Provide wireless point-to-point data communication between facilities.
 - Wireless point-to-point connectivity is not so much a facility issue but rather an issue of antenna placement, frequency availability, path availability and cost/value. Connectivity via fiber optic cable would be an alternative solution. The building connectivity issue is discussed in more detail within this report at the end of Section 3 – Technology Feasibility Analysis.
- Provide the capability to incorporate enhanced services such as NG 911 and Emergency Medical Dispatch.
 - The new consolidated facility will accommodate EMD. Future technologies such as the emerging and developing NG 911 services will need to be evaluated once they are defined as would any new technology being considered. We do not envision any facility driven limitations to considering new NG 911 technologies, but there may be other non-facility considerations such as band-width for connectivity and the impact on staffing for new services.

4.1 Facility Renovation/Reconfiguration Discussion

AECOM is recommending that a fourth dispatch position be added to the La Grange PD dispatch center as part of the transition to a consolidated center. There are several reasons for this recommendation; 1) As the new staffing model will recommend three on-duty dispatchers 24/7 a fourth position would be necessary to accommodate extra staff that might support a special event or significant critical incident. 2) A fourth position could also be used for some aspects of training 3) The fourth position would allow for the flexibility to shift on-duty staff to an alternate position in the case of an equipment failure at any one of the other three positions. 4) The fourth position would be able to accommodate some level of expanded workload and staffing that would come if other communities and agencies were to join the consolidated center.

To accommodate the fourth position the room will need to be reconfigured with some changes to wall location, electrical and HVAC, furniture and finishes.

If a new Director role is desired (AECOM recommends one) an office space will be necessary. The La Grange Police Chief has suggested that there is a space on the lower level of the La Grange PD building that was previously utilized by the DEA and that would be suitable to use as both office space, however, this space is not in close proximity to the dispatch center. Another option would be to repurpose the current bond room which is adjacent to the dispatch center and convert that to an office. This would be a better location.

The envisioned reconfiguration/renovation does not anticipate the need to change any external walls, any significant plumbing work, any asbestos mitigation or any other more significant renovation elements. As such, our cost estimate is based on approximately 400 square feet of reconfigured space with a per foot cost allowance of \$150/ square foot, for a total cost estimate of \$60,000. Actual costs may in fact prove to be lower. The most cost effective approach may be to engage limited support from an architectural firm for planning and scope and then to utilize a local general contractor for the work coordination.

The costs for new furniture, the new console and other miscellaneous equipment in these two areas are included separately within the relevant cost charts.

4.2 Municipal Lock-up Facilities

The anticipated solution would be for the Village of La Grange to house inmates for the three Villages, particularly after hours. La Grange has 9 cells which is adequate for the three Villages. If the operational model will be for the consolidated dispatch center staff to continue to provide some of the necessary in-person inmate monitoring this is the only location where that could be accomplished. However, if La Grange Park and Western Springs wanted the Consolidated E911 Center to remotely monitor prisoners at their jails this could be accomplished for a low cost that is captured in the contingency funding. This option alone would not satisfy the inmate monitoring requirements as we understand them. Another staff person would need to be in those other buildings anytime an inmate was being held. An inmate cannot be housed within a building that is not staffed.

4.3 Future Expansion

As discussed above with the addition of a fourth console/dispatch position the combined center will offer some capacity to accommodate periods of peak activity, special events, training and a spare back-up position within the center. This same fourth position could be used in the future if a fourth 24/7 on-duty dispatcher were to be

added to accommodate additional workload that could come with other communities joining the consolidated center. It may also be possible to accommodate a fifth dispatch position within this same general space through a second reconfiguration similar to the one detailed above. Beyond that, if this same dispatch space were to be used for a larger staff, exterior walls would likely need to be moved to accommodate any significant additional square footage needs. Any major expansion would also want to consider alternative space elsewhere within this building or another space altogether. As the space needs and staffing needs for future communities joining would be directly related to the scope of that effort a similar study would need to be conducted which would look at all of the aspects of any significant change in work load, staff count and related factors.

4.4 Back-up Facility Requirements

At present La Grange PD has a back-up arrangement with Brookfield PD. The Brookfield Center has three console positions with little room to accommodate expansion. Using it as a short term back-up facility to the new consolidated center may be possible, however the space is not intended to accommodate significant additional staff and so there would be many limitations.

A better approach would be to consider maintaining the current dispatch space at Western Springs P.D. as the designated back-up/alternate dispatch facility under a consolidated model. Using this space as an alternate (back-up) center could be accommodated with minimal costs and could re-use existing consoles, equipment and connectivity. As mentioned earlier, small portable CPE could be purchased and installed at Western Springs for the 911 connectivity. If a third position were desired, a portable (suit-case like) third console could be acquired and set up either at Western Springs or at another location. Using Western Springs P.D. as a back-up/alternate dispatch facility is a low cost option that provides all of the essential elements and capabilities that are typically desirable in such a location.

Pleasantview Communications, a unit of Pleasantview Fire Protection District, located at Pleasantview Station 1 at 1970 Plainfield Road is a secondary PSAP for dispatching fire and EMS calls. It has two fully functional dispatcher/call-taker consoles. It was considered as a back-up location but logistically may not be practical. There is not connectivity between the Villages and Pleasantview so this would require additional significant cost for connectivity by fiber, microwave or other means. However, redundant equipment could be purchased for that location but that would also be costly. There would also be a cost for the space and utilities and would require a second intergovernmental agreement between the Consolidated 911 Center and Pleasantview. This is a possible alternate location, but less desirable for the reasons stated.

5 Staffing Analysis, Organizational Structure and Human Resources Recommendations

This section considers and analyzes staffing level needs, organizational structure and related Human Resources issues for a consolidated center.

5.1 Staffing Analysis

Determination of appropriate dispatch center staffing levels is a multifaceted effort. The process can be very involved and entail the use of complex staffing formula's or it can be a more straightforward assessment of 24/7 position and operational needs. The more complex analysis is appropriate where larger centers are being studied, where centers that are very disparate in size are involved, when there is available detailed call volume distribution data that can be analyzed, or when there is a circumstance where current staffing levels are thought to be inadequate. In this study detailed hour-by-hour call volume distribution data was not available for all three centers and there was a difference in the type of data available from center to center. This was not an issue, however, in that the staffing recommendations here are aligned more with service level enhancements and the opportunities that come with a consolidation of existing staff from three locations into one.

The total combined center activity and workload under consolidation will be very similar to the current activity levels under three centers. The populations served, number of total incidents handled and number of field staff supported will not change.

One significant operational factor that will change is the desired transition to and enhanced service of Emergency Medical Dispatching (EMD). Under the EMD model a dispatcher assigned to a medical call uses an EMD information database and program to support a process which can involve a series of questions and instructions that are asked of and provided to a caller. The intent is to gain incident information that can help facilitate assistance and engagement to resolve the medical issue or support the efforts of the responding units. These exchanges can be simple and short or more involved and time consuming. That possibility requires that the assigned dispatcher have the ability to stay with that call and process as training and procedures dictate. Thus, to use EMD, it is important that there be enough staff on duty to allow the assigned dispatcher to focus on and stay with the EMD incident as long as it takes. In a center where only one dispatcher is on duty at a time this would not always be possible as other duties would still need to be accomplished and could create conflicts. In a center with at least two, and preferably three on-duty dispatchers, this focused attention to EMD calls can be accommodated. The staffing model being recommended supports a transition to EMD.

Another positive aspect of a consolidated model, and a component of this recommendation, is the ability to provide on-duty dispatch supervision within the center 24/7 while not increasing total staff levels. Our recommendation includes creating the new role of "Lead dispatcher" and filling five positions to allow for 24/7 supervision. This would be a working supervisor who would also handle normal calls and activity when activity levels dictated that engagement. The "Lead Dispatcher" would also provide on-duty supervisory oversight and mentoring to other dispatchers, facilitate and provide training, and serve as Communications Training Officers (CTO's) if desired by management. Current supervisory duties are provided by sworn Police shift supervisors and management staff would no longer be necessary, thus freeing up those resources for the duties that they would more typically be assigned to. Having trained Dispatch Supervisors providing direct supervision within

the consolidated center would also enhance the level of function specific knowledge that the supervisors have regarding the work being monitored. The cost analysis envisions paying lead dispatchers 10% more than line dispatchers.

Another advantage of the consolidated staffing model being recommended is that it will address and resolve the concern identified during staff interviews regarding the current practice within the three separate centers of occasionally using sworn patrol or management staff to provide breaks or to fill entire shifts in dispatch. The stated concern, which is valid, is that in this circumstance sworn staff who may have little or no specific training regarding dispatching and who may not be familiar with the functional areas of the Fire or Emergency Medical Services are at a disadvantage and as a result depending on the incident and circumstances service level provision could suffer. With the consolidated model and a three person 24/7 dispatch staffing recommendation, the consolidated center should be able to provide their own breaks with internal staff and there should be adequate staff (at full staffing) to fill all required shifts with trained dispatchers.

The following charts detail current separate center staffing and the recommended staffing model for a consolidated center. With the exception of the new position of Director, the total number of Full Time Equivalent (FTE) dispatch positions remains the same as it is today. The model also accommodates the continuation of the Part-time dispatcher role. The number of part-time dispatchers will vary based on expected hours worked per person. Two 50% part-time staff could equal one FTE position or three 33% part-time staff could do the same. It is a flexible model, however, the utilization of part-time staff does bring with it some additional training and proficiency challenges.

**Table 5-1
Consolidation**

Villages 911 Consolidation		
	On Duty	Total
911 Director		1
Lead Dispatcher	1	5
Communications Officers	2	
Communications Officers - Full Time		8
Communications Officers - Part Time		4
Total	3	18

5.1.1 Support Functions

The following section describes how support services can be provided under the recommended organizational structure and facility location. Part of the Inter-Jurisdictional Agreement development process should include a discussion and explanation of how all support services will be provided and funded. Typical options for a consolidated agency this size would include utilizing the support staff of one or more of the participating municipalities, hiring independent staff (not recommended here) or contracting with third party providers for support services. The most cost effective and most efficient way of providing for services such as: Technical Support, HR Support, Clerical/Fiscal Support, and Facility support would be to investigate the possibility of obtaining these limited services from La Grange staff or perhaps from staff at one of the other municipalities, as in this case the drive distances are not significant. These services could be provided on a shared and pro-rated cost basis, on a fee basis, or a municipality could be given a "credit" towards their proportion of center funding. Western Springs is the only entity that currently has in-house IT staff providing support. This is a good method of providing this type of unique support for public safety operations systems which can be different from more generic IT support needs. If, however, the scope and level of support were to be expanded

for the new consolidated center it may also require that an additional staff person be hired by Western Springs. The cost effectiveness and operational benefits, for this approach and for alternative approaches, would need to be analyzed during the implementation phase as an action item.

The aspects of quality assurance would be provided both internally through center supervisory and management staff, and through the oversight of the governance Board and Operational Advisory Committee. An external annual financial audit process should be established if a separate governance structure and budget is developed.

Training would be another internal function, with training provided in-house and available externally through state and regional resources.

Cost estimates for the above services are included in the consolidated center operating budget projections.

5.1.2 Non-Dispatch/Non-Emergency Functions

The continuation of any desired non-dispatch/non-emergency functions is primarily an operational decision that will need to be decided jointly by the team who will be assigned to work on the consolidated dispatch implementation plan. In general, if staffing levels allow, this is really a shared management discussion and decision as to what the most efficient and effective service provision plan would be under the consolidated center. Our interviews did not identify any unusual or cumbersome tasks that staffs in the current centers are performing now and which would merit specific discussion here. Functions and services that are typically continued are those which apply globally to the dispatch function or to all agencies. Services that may be considered for discontinuation are those which impact or benefit only one participating agency. There is room for some operational leeway and more than one iteration when it comes to how to address these small but sometimes important tasks that have traditionally been accomplished by a standalone center. An attempt should be made to establish a new reasonable starting baseline of services, with the ability to adjust based on some actual experience under the new consolidated model. It is important to include both staff from the legacy Police and Fire Agencies in this discussion, but also representatives of the new centers line and supervisory staff plus the new Director. These decisions are best arrived at in a collaborative fashion with all stakeholders represented in the discussion.

All of the Village's dispatchers perform a multitude of administrative tasks, and consolidation may affect the ability of a consolidated center to perform all tasks. The communities in the three Villages reflect the fact that dispatchers in the villages perform a myriad of duties. None are outside of the norm and are similar to the tasks performed across the nation. Some of these tasks are:

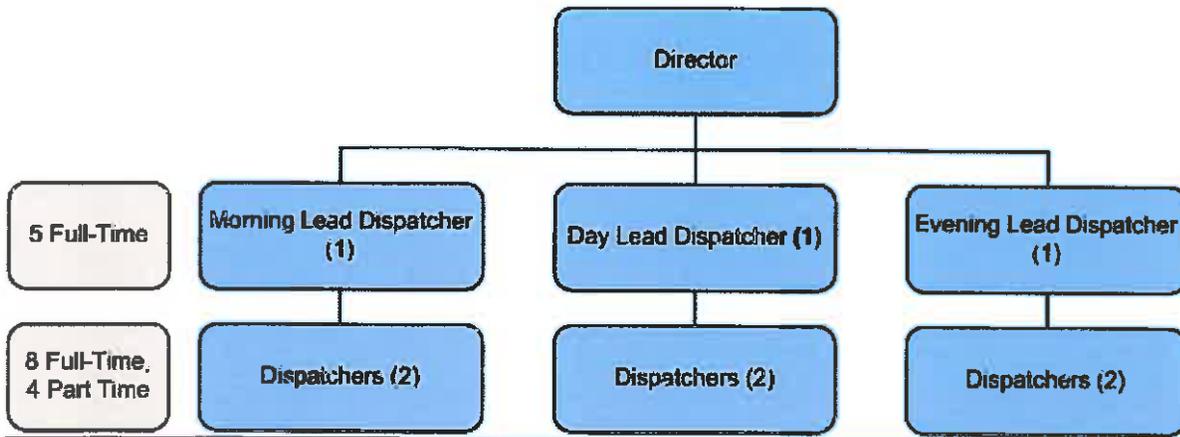
- Administrative telephone calls
- Village Public Works contact
- Citizen Walk ups
- Issue licenses and permits, including collecting fees
- Citizen Emergency refuge
- Domestic situation and drop off of children for court imposed custody
- Some Lock-up supervision
- Writing initial reports
- Maintain Village keys
- Parking records and contact

One of the aspects of consolidation efforts is the determination as to who will handle these ancillary duties that cannot be addressed by the consolidated center. In some instances, such as the issuance of licenses and permits the solution may be to use part time non-sworn personnel for a limited number of hours in the evening and on weekends. Burn permits in many jurisdictions are issued by the Fire Department but this might also be something that could be continued in the combined center if there was some commonality to the process developed. As mentioned above, a regional lock up, particularly for after hours, could be housed at La Grange PD and dispatchers could assist with this task as they do today. Most of the duties listed above can still be handled by the consolidated center.

Consolidating the three centers into one will leave two centers unoccupied at times. Currently Western Springs has video in their lobby area that can be viewed from any location with an internet connection. By simply adding a ring down line in the lobby any citizen could have contact with 911 and the dispatchers could observe the situation in the lobby. This solution could be implemented for La Grange Park as well.

Organizational Structure

The essential roles and rationale for each were described above in the staffing analysis section of this report. This section provides an organizational model overview with chart. Under the separate consolidated dispatch governance model the center would require one management position, the 911 Director (Director of Public Safety Dispatch Services). The Director would be responsible for planning and directing the overall operation of the center including all typical management functions. The center would have five (5) Lead Dispatchers, and eight (8) Full Time and four (4) Part Time Communications Officers (dispatchers). The center would typically have one lead dispatcher and two dispatchers assigned to an 8-hour shift.



Human Resources Recommendations

The consolidated center will blend together what are today three separate work groups at La Grange, La Grange Park and Western Springs. The issue of who the employer will be for the new consolidated staff is key to making HR decisions and knowing how to best approach them. The creation of a new Agency or Authority may or may not mean that the new entity is the administrative employer for the staff. It could be the actual employer, or that role could be filled by one of the municipalities. In this case La Grange is likely the most logical selection from the standpoint of having the largest current work group, the only dispatch work group that is currently unionized and as the new facility will be at La Grange PD. In most cases, the current La Grange compensation and benefit package is also the one with the higher pay scale and the more robust benefit package.

The following general factors are important to consider when deciding on which HR approach is best for a particular consolidation effort:

- Who should the new Employer be? - Would it be more cost effective and less administratively burdensome to utilize one of the municipal partners as the administrative employer for staff thus handling the entire payroll and benefits related issues? The cost to perform these services can be determined and incorporated into the funding formula or otherwise addressed within the Intergovernmental Agreement. If this approach is not the most cost effective, or there is not a willingness or ability for one of the municipalities to take this on, alternatives such as using a third party payroll and benefits administrator can be researched and implemented. In general it is a more expensive option for the new organization to provide all of these services internally through the hiring of full or part-time staff. This is especially true for small or mid-sized consolidated centers such as this one; therefore, we are not recommending that option here.
- How should the positions in the consolidated center be filled? - In either the case of a new blended employment group or a new employment group for everyone there will be new employees to that group. This process can be handled in different ways the most common being one of the following options;
 - All current employees who wish to transition are automatically accepted and become employees of the new group.
 - All new employees to the group must apply for employment and are screened against establish criteria, however, all current employees are given preference for employment over new external applicants
 - All employees must apply for the new positions and everyone is screened and evaluated on an equal basis regardless of current employment status, however, current employees would obviously bring with them the skills and experience that they have now and thus would offer that to the new employer.
- Is the intent to develop a work group consolidation plan that has as a goal retaining as many of the current dispatch employees as possible? If so, the following general approach is typically followed:
 - Pay Scale Disparities - Move all lower paid employees up to the higher pay scale as appropriate to the applicable position, step, etc. (Note: The AECOM consolidated center operational cost estimates make this assumption)
 - Employee Benefit Packages - Provide all employees with the same benefit package that is currently being provided to the work group either with the more comprehensive package or the work group which falls under the municipality that would be the administrative employer if that employment model is selected.
 - Seniority - Develop a seniority list merge process that allows employees to retain the seniority (time in service) that they have with their current employer. There may be a negotiation aspect to this process if one or more groups are currently represented by a union and contract as is the case here.
 - Paid Time Off Disparities – This falls under total compensation as it is an element of either compensation or benefits depending on your perspective. Equalization needs to occur so that all employees fall under one PTO guideline. The comments above under benefit packages also apply here.
 - Union Contracts/Retirement Packages/Job Titles and Descriptions – Once the issue of who the employer will be is decided these issues can be addressed. In this case all of the employee groups participate in the same retirement system and thus that transition should be fairly straightforward and mostly an administrative task that would not affect individual employees as the same plan would continue without changes.

6 Alternatives and Cost Benefit Analysis, Governance, Funding Model and Recommendations

Three variations or alternatives are discussed in this section with the majority of the discussion focused on the recommendation for a full consolidation. The three alternatives are:

- 1) No Consolidation – No Service Enhancements
- 2) Retaining current separate dispatch operations with a transition to enhanced service provision (EMD Dispatching) and technology gap mitigation (New and upgraded systems)
- 3) Full Public Safety Dispatch Consolidation for La Grange, La Grange Park, and Western Springs at the La Grange facility

6.1 No Consolidation – No Service Enhancements

This option would maintain the status-quo, with each of the existing centers continuing to operate independently.

6.1.1 Organization

Since each center would continue to operate independently, no organizational changes would occur.

6.1.2 Staffing

The staffing levels would continue as they currently exist. Table 6-1 displays the current staffing levels.

6.1.3 Technology

Each of the dispatch centers will continue to bear the full responsibility for updating and replacing their 9-1-1 system, mapping, radio consoles, dispatch workstation furniture, CAD and RMS systems, and recording system. Interchange of information will continue to be less efficient or effective than it could be under consolidation.

6.1.4 Space

Each of the dispatch centers will continue to operate in their existing facilities. Several of the centers are limited in terms of space, especially in their communications and computer equipment rooms. In order to meet future needs, each community will have to shoulder the cost of any expansion or renovation.

6.1.5 Back-Up

The dispatch centers will continue to have the same back-up provisions as outlined in their existing plans.

Tables 6-1, 6-2 and 6-3 which follow all relate to information regarding personnel levels and budgets *if the three separate centers were to continue independently and without EMD.*

Table 6 - 1
Current Personnel

Dispatch Center	FT Actual	PT Actual	On Duty Days	On Duty Afternoon	On Duty Nights
La Grange (8 Hour Shifts)	6	2	2	2	1
La Grange Park (8 Hour Shifts)	4	0	1	1	1
Western Springs (12 Hour Shifts)	4	3	1	0	1
Total	14	5	4	3	3

FT= Full Time
PT= Part Time

For the 2013 Fiscal Year, the three entities have a combined budget total of \$1,618,017 for the provision of dispatch services. The totals below also include capital expenditures. As mentioned earlier, some of the capital technical expenses from Western Springs are captured in their separate IT budget. The expenses are categorized as follows:

Table 6-2
2013 Budget

Village	Personnel	O&M	Capital	Total
La Grange	\$490,493	\$122,500	\$113,843	\$726,836
La Grange Park	\$241,719	\$92,500	\$72,500	\$406,719
Western Springs	\$295,162	\$189,300	\$0	\$484,462
TOTAL	\$1,027,374	\$404,300	\$186,343	\$1,618,017

If the communities do not participate in a consolidation effort, they will each need to manage normal future cost increases and on-going expenses. The current dispatch salaries and general overhead expenses are anticipated to rise over time, estimated at a 2.5% increase per annum. The projected future expenditures for salaries and operations and maintenance under the current separate dispatch center model for the next ten years are displayed below in Table 6-3:

Table 6-3
Projected Future Expenditures
Salary and O&M (2.5% Annual Increase)

AGENCY	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	TOTAL
La Grange	\$ 612,993	\$ 628,300	\$ 644,000	\$ 660,100	\$ 676,600	\$ 693,500	\$ 710,800	\$ 728,600	\$ 746,800	\$ 765,500	\$ 6,867,193
La Grange Park	\$ 392,059	\$ 401,900	\$ 411,900	\$ 422,200	\$ 432,800	\$ 443,600	\$ 454,700	\$ 466,100	\$ 477,800	\$ 439,700	\$ 4,392,759
Western Springs	\$ 484,462	\$ 496,800	\$ 509,000	\$ 521,700	\$ 534,700	\$ 548,100	\$ 561,800	\$ 575,800	\$ 590,200	\$ 605,000	\$ 5,427,362
Total:	\$ 1,489,514	\$ 1,526,800	\$ 1,564,900	\$ 1,604,000	\$ 1,644,100	\$ 1,685,200	\$ 1,727,300	\$ 1,770,500	\$ 1,814,800	\$ 1,860,200	\$ 16,687,314

Table 6-2 does not include the cost for approximately 1,200 hours annually that police officers work in dispatch at La Grange Park. This cost has been estimated at approximately \$57,840 annually considering the average salary plus fringe benefits for a police officer. Table 6-3, however, does include this cost as it is a real cost to operate the center.

There is also cost associated with the supervision of the three centers provided by their respective Police Departments as collateral duty today; it is an additional soft cost as it falls under other budgets. The costs for general employment services such as HR, Payroll, benefit administration, etc. are other soft costs that currently fall under the primary Police Department budgets or elsewhere within the Village budgets. *Therefore the true costs for operating the three separate centers are actually higher than the direct operating budgets for each suggest.*

6.2 Retaining current separate dispatch operations with a transition to enhanced service provision (EMD Dispatching) and technology gap mitigation (New and upgraded systems)

AECOM was asked to research the issue of how the State of Illinois views EMD. It is clear that the State encourages agencies to implement EMD, however, the relevant code is subject to interpretation. Regarding Emergency Medical Dispatch (EMD), Title 83, Chapter 1, Subchapter f of 911 Administrative Code, the Emergency Medical Services (EMS) Systems Act [210 ILCS 50] and the 77 Ill. Adm. Code 515 discuss in length the training requirements and certifications for dispatchers providing EMD but does not explicitly state that an agency is required to provide EMD. However, the local EMS Coordinator and other persons who are involved with EDM issues have interpreted the code as a requirement. It is clear to everyone that if EMD is provided, that the state guidelines for training and EMD provision must be followed.

As there is a clear desire to transition to the enhanced service model of providing Emergency Medical Dispatch (EMD) in each community, the option of doing so while retaining three separate centers is briefly covered here. This alternative is highlighted, not because we believe that it is a good alternative, but because it may be a typical question that is asked by someone not familiar with the various operational and cost factors. i.e. 'Why can't we do EMD without consolidating?'

Under the EMD model a dispatcher assigned to a medical call uses an EMD information database and program to support a process which can involve a series of questions and instructions that are asked of and provided to a caller. The intent is to gain incident information that can help facilitate assistance and engagement to resolve the medical issue or support the efforts of the responding units. These exchanges can be simple and short or more involved and time consuming. That possibility requires that the assigned dispatcher have the ability to stay with that call and process as training and procedures dictate. Thus, to use EMD, it is important that there be enough staff on duty to allow the assigned dispatcher to focus on and stay with the EMD incident as long as it takes. In a center where only one dispatcher is on duty at a time this would not always be possible as other duties would still need to be accomplished and could create conflicts. In a center with at least two, and preferably three on-duty dispatchers, this focused attention to EMD calls can be accommodated.

To accommodate a transition to EMD in three separate centers each center would need to be staffed 24/7 with at least two trained EMD dispatchers. This will double the number of on duty dispatch personnel for Western Springs and La Grange Park on all shifts and increase the midnight shift staffing at La Grange. As you can see from the following chart, the additional positions and related costs to accomplish EMD at three separate small public safety dispatch centers is very significant. This increase in staffing would not necessarily realize the other benefits of a consolidated dispatch work force in one location, and it would cost significantly more. It is simply not a cost effective option.

**Table 6-4
Staffing Required for Emergency Medical Dispatch With
Separate Centers**

	Current FTE	Additional Full Time	Additional Part Time
La Grange	7	2	2
La Grange Park	4	4	4
Western Springs	5.5	3	3

Table 6.4 assumes that 10 F.T.E positions are necessary to support 24/7 staffing in a separate center for EMD.

Table 6-5
Projected Future Expenditures With EMD
Salary and O&M (2.5% Annual Increase)

AGENCY	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	TOTAL
La Grange	\$ 819,192	\$ 839,700	\$ 860,700	\$ 882,200	\$ 904,300	\$ 926,900	\$ 950,100	\$ 973,900	\$ 998,200	\$ 1,023,200	\$ 9,178,392
La Grange Park	\$ 804,456	\$ 824,600	\$ 845,200	\$ 866,300	\$ 888,000	\$ 910,200	\$ 933,000	\$ 956,300	\$ 980,200	\$ 1,004,700	\$ 9,012,956
Western Springs	\$ 793,760	\$ 813,600	\$ 833,900	\$ 854,700	\$ 876,100	\$ 898,000	\$ 920,500	\$ 943,500	\$ 967,100	\$ 991,300	\$ 8,892,460
Total:	\$ 2,417,408	\$ 2,477,900	\$ 2,539,800	\$ 2,603,200	\$ 2,668,400	\$ 2,735,100	\$ 2,803,600	\$ 2,873,700	\$ 2,945,500	\$ 3,019,200	\$ 27,083,808

All other observations under the previous section discussing no consolidation would also apply to this alternative.

6.3 Virtual Consolidation

This option proposes a consolidation of the technical systems of the three Villages into single, joint systems. The three 911 Centers would migrate to a common technology platform, which could re-use the existing systems but would incur some redundant equipment cost such as infrastructure and back up equipment.

6.3.1 Governance

A governance structure for the purchase, management, and maintenance of the technical systems would need to be determined for the 911 Centers. This option could be accomplished under an agreement between Villages, or operated as an independent authority.

6.3.2 Staffing

There are two scenarios in this option: virtual consolidation with no service enhancements such as EMD and virtual consolidation and implementing EMD at each center.

Virtual Consolidation with no service enhancements will not require additional staff and cost and staffing will be consistent with Section 6.1. Virtual Consolidation with EMD will require the additional staff described in Section 6.2 which may prove to be financially unacceptable.

6.3.3 Technology

The New World CAD system at Western Springs and the Positron Phone System at La Grange would need to be upgraded if those separate centers remain operational. The Virtually Combined centers should use New World RMS for the village's Police Departments. Police records for La Grange and La Grange Park will need to be brought into Western Spring's RMS.

Western Springs and La Grange Fire Departments use Firehouse for records; however La Grange will need its copy connected to CAD. La Grange Park uses Fire Programs. It would be advantageous for La Grange Park to move to Firehouse RMS for information sharing between the Villages and to simplify the data interfaces between the Fire RMS system and the shared CAD system under consolidation. There would be a cost of approximately \$17,000 for La Grange Park to purchase Firehouse.

6.3.4 Back-up

The Villages can configure these combined systems to provide geo-diversity, improve situational awareness and maintain a back-up situation similar to the current situation.

6.4 Full Public Safety Dispatch Consolidation for La Grange, La Grange Park, and Western Springs

This option would consolidate the dispatch operations of the three Villages into a single, Consolidated Public Safety Communications Center located at La Grange P.D.

6.4.1 Governance

AECOM recommends an independent authority focused on the provision of public safety communications to be created through an Intergovernmental Agreement. Having a separate independent authority would ensure that all three Villages have an equal voice in the Consolidated Center.

A two-tiered governance structure should be established to provide oversight of the Consolidated Center, comprised of an Executive Committee and an Operations Committee.

6.4.2 Emergency Communications Executive Committee

The Executive Committee for the dispatch authority should be comprised of members from the participating Villages. The Village Manager of each community would appoint one person as a member of the Executive Committee or he/she could decide to be a Committee member themselves. This Committee should be the general policy making authority for the dispatch operations. Its functions should include:

- Entering into contracts
- Acquiring, holding, or disposing of property
- Approval of authority's annual budget and expenditures
- Hiring, employing and terminating dispatch management staff
- Adopting and revising bylaws for its operations

6.4.3 Emergency Communications Operations Committee

The second part of the governance structure is the Operations Committee. The Operations Committee should consist of senior representatives of the agencies served by the Consolidated Center. Each Executive Committee member would appoint 2 members from their Village.

The function of the Operations Committee is to provide guidance and input to the Executive Committee and the Director on operational and other appropriate issues. It is envisioned the Operations Committee would work with the Director to develop appropriate standards and procedures concerning performance, personnel selection and training, and other technical and operational issues as directed by the Executive Committee.

6.5 Cost Estimates

6.5.1 One-time Consolidation Costs

In any consolidation effort there will be one-time costs associated with the consolidation related to; facilities, equipment, systems and training. This project includes anticipated costs in all of these categories. The various previous sections of this report have analyzed the needs in these areas and made recommendations about which alternatives and which approaches would be the most cost effective and would lead to the desired outcomes.

For cost model purposes in this report an assumption was made that one-time capital costs would be financed, with the financing repayment costs becoming part of the on-going operational budget for the consolidated center. If the municipalities are able to find current capitol funds, or are able to budget separately for these costs, that component would come out of the total annual operating budget. The fiscal advisors and senior Village staff will need to determine what the most advantageous method of paying the one-time capital costs are. Including them in the operating costs and covering them through anticipated borrowing allows for those costs to be included in the total cost discussion within this report presentation. The annual loan assessment line in table 6-6 assumes a ten year loan repayment schedule if the one-time costs were to be financed. That same figure appears again in table 6-10 as Capitol Loan expenses.

The following chart details and summarize these one-time cost estimates.

Table 6-6
Opinion of Probable Cost
Consolidation
One-Time Capital Expenditures

Equipment Cost Elements	Cost Opinion
CAD Systems	\$ 320,000
RMS Interface and Upgrades	\$ 40,000
Dispatch Position	\$ 20,000
Dispatch Console Furniture	\$ 11,500
Positron Viper Upgrade & Phone Set	\$ 70,000
Viper On Wheels (3rd Console for Backup)	\$ 85,000
911 Manager's Office	\$ 5,000
EMD Software	\$ 50,000
Renovations	\$ 60,000
Other Vendor Services	\$ 50,000
Fiber Connectivity	\$ 75,000
Contingency	\$ 59,000
Total:	\$ 845,500
Annual Loan Assessment	\$ 93,300

6.6 Personnel and Operational Costs for a Consolidated Center

The following charts provide a summary of the consolidated center staffing analysis section earlier in this report, provide estimated costs for the recommended staffing model and also provide on-going operational costs for the center.

Tables 6-7 and 6-8 summarize recommended staffing levels and related costs for personnel.

Table 6-9 summarizes future annual operational costs for the consolidated center.

Table 6-10 is a combination of the annual Loan Repayment Expense, Operating and Salary Costs, and thus a total cost table.

**Table 6-7
Consolidation**

Villages 911 Consolidation		
	On Duty	Total
911 Director		1
Lead Dispatcher	1	5
Communications Officers	2	
Communications Officers - Full Time		8
Communications Officers - Part Time		4
Total	3	18

**Table 6-8
Opinion of Probable Cost
Consolidation
Annual Salary Expenses**

Staffing Cost Element	Cost Opinion
Dispatch Staff (Part & Full Time)	\$ 718,500
Supervision & Manager	\$ 513,500
TOTAL	\$ 1,232,000

**Table 6-9
Opinion of Probable Cost
Consolidation**

Annual Operations & Maintenance Expenses

Cost Element	Cost Opinion
Operations	\$ 57,000
General Supplies	\$ 1,500
Education & Training	\$ 9,000
Administrative Employment (5% of salary)	\$ 61,600
Equipment Maintenance	\$ 84,900
TOTAL	\$ 214,000

Table 6-10
Opinion of Probable Cost
Consolidation
Annual Budget

User Agency	Total Annual Assessment Hosted
Capital Loan Expenses	\$ 93,400
Operating Expenses	\$ 214,000
Annual Salary Expenses	\$ 1,232,000
New Annual Budget	\$ 1,539,400

Table 6 -11 projects the first year total consolidated center costs through 2022. It assumes an annual inflationary increase of approximately 2.5%.

Table 6-11
Opinion of Probable Cost
Consolidation
10 Year Projection - All Costs

User Agency	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	TOTAL
La Grange	\$ 611,280	\$ 625,635	\$ 640,349	\$ 655,430	\$ 670,889	\$ 686,734	\$ 702,975	\$ 719,622	\$ 736,685	\$ 754,175	\$ 6,803,773
La Grange Park	\$ 432,141	\$ 442,289	\$ 452,691	\$ 463,353	\$ 474,281	\$ 485,483	\$ 496,964	\$ 508,733	\$ 520,796	\$ 533,160	\$ 4,809,892
Western Springs	\$ 495,979	\$ 507,626	\$ 519,564	\$ 531,801	\$ 544,344	\$ 557,200	\$ 570,378	\$ 583,885	\$ 597,729	\$ 611,920	\$ 5,520,425
TOTAL	\$ 1,539,400	\$ 1,575,550	\$ 1,612,604	\$ 1,650,584	\$ 1,689,513	\$ 1,729,416	\$ 1,770,317	\$ 1,812,240	\$ 1,855,211	\$ 1,899,256	\$ 17,134,090

Funding Model Recommendation

The two most important aspects of a shared services model such as consolidated dispatch, where there needs to be consensus on best approach by all participating entities, are Governance and Cost Sharing. This section discusses a recommended approach to cost sharing and a related funding model or participation ratio.

Good cost sharing models are perceived by the participants as being fair and reasonable. It is also a desirable component for the model to be flexible over time as factors that impact it may change.

In general shared service cost sharing models acknowledge and incorporate the relative size of the consortium partners which is generally proportional to their contribution towards the composite work load. This relative size of the partner component also acknowledges that a certain proportion of costs are necessary simply to provide the core service, in this case public safety dispatch. In other words no matter what your work load is if you are going to provide the service you need a facility, systems, equipment and personnel to do so. It can be looked at as the shared overhead necessary just to provide the service. As a common factor population is often used as one component of the cost sharing model. The relative size of a municipality also often reflects their proportional ability to pay. A second frequent component is some measure of actual work load where that is available. This second factor will acknowledge difference in service usage levels that can be present and which may not be directly proportional to size.

The table below is a recommendation of participating ratios for this consortium and consolidated dispatch initiative. At present it anticipates three participating municipalities, but that is a component that can be easily changed in the future if other municipalities desire to join.

One factor is population data, taken in this example from the 2010 Census. Population is weighted at 50% in this example.

The second factor is a relative measure of work load contribution. In this circumstance total dispatch call volume statistics were used as that was data that all agencies were able to provide. This second factor is also weighted at 50%. Call volume statistics are from 2012 as provided by the agencies.

What percentage is given to any one factor is a negotiable component of the agreement between the participants. While this 50/50 ratio is common, it is a flexible factor and a local decision between the participants.

Using the above criteria, Table 6-12 shows what percentage of the annual anticipated costs for the consolidated center each participant would pay. Factors such as the provision of facility space, in-kind services, or other participant contributions that impact the budget can all be taken into consideration and are appropriate discussion points during the development of the Intergovernmental Agreement and total cost sharing discussion.

Table 6-12
Participation Ratios
Consolidation

Village	2010 Population	Total Dispatch Volume	Dispatch Volume Population
La Grange	15,550	17,007	39.7%
La Grange Park	13,579	9,437	28.1%
Western Springs	12,975	13,441	32.2%
TOTAL	42,104	39,885	100%

Table 6-13 applies the above percentages against the anticipated costs and compares current budgets to what the future assessments would be.

Table 6-13
Opinion of Probable Cost
Consolidation
Annual Change

Village	Participation Ratio	2013 Budget	New Allotment	Annual Change
La Grange	39.7%	\$ 612,993	\$ 611,280	\$ (1,713)
La Grange Park	28.1%	\$ 392,059	\$ 432,141	\$ 40,082
Western Springs	32.2%	\$ 484,462	\$ 495,979	\$ 11,517
TOTAL	100%	\$ 1,489,514	\$ 1,539,400	\$ 49,886

Note: The above costs in Table 6-13 includes capital financing repayment for the one time consolidation costs which is a new cost item and would last for the first ten years in this model, and an allowance of 5% of total salaries for Administrative employment services which are now soft costs to each Village within other budgets. *Therefore the actual consolidated center annual total operating expenses are less than what the three separate centers cost today.* The La Grange Park 2013 budget includes the cost of Police Officers filling open dispatch positions.

Comparison of Current Separate Center Costs to the Consolidated Model Costs Estimates

The following chart compares ten year costs for the three alternatives; 1) No Consolidation, 2) Consolidation with EMD and 3) No consolidation but adding staff to accommodate EMD.

**Table 6-14
Projected Future Expenditures
10 year operating costs**

AGENCY	No Consolidation	Consolidation with EMD	No Consolidation with EMD
La Grange	\$ 6,867,193	\$ 4,809,892	\$ 9,178,392
La Grange Park	\$ 4,542,759	\$ 5,520,425	\$ 9,162,956
Western Springs	\$ 5,927,362	\$ 6,803,773	\$ 9,392,460
Total:	\$ 17,337,314	\$ 17,134,090	\$ 27,733,808

The above ten-year cost comparisons for the three alternatives include the costs for each separate community replacing and upgrading necessary systems, a cost that would no longer be necessary and/or reduced under a consolidated model.

The consolidation costs include all of the equipment needed to implement the consolidation, however, do not include long-term capital replacement costs as that can be handled in a variety of manner depending on local budgeting practices.

The above costs in Table 6-14, for Consolidation with EMD, includes capital financing repayment for the one time consolidation costs which is a new cost item and would last for the first ten years in this model, and an allowance of 5% of total salaries for Administrative employment services which are now soft costs to each Village within other budgets. Thus the no consolidation ten year roll-up number is really 5% or more less than actual total costs to the Villages today under the current separate center model.

When each community evaluates the merits of their participation in a consolidated center they must take into consideration three primary factors; 1) Costs that will be off-set, avoided or lower by virtue of a consolidated model, 2) The enhanced level of service provision that will come from a consolidated model (at very modest additional cost), 3) The long term cost saving that will be realized through only having to maintain one set of shared systems and equipment.

Today's individual center budgets do not include some of the operating and overhead costs that the consolidated model includes. Things such as utilities and administrative employment costs are real costs today under the general Police Department budgets, but were not part of the dispatch center budgets.

Overall Cost/Benefit Statement

At a macro level this recommended consolidated model will significantly enhance service provision levels at a modestly lower cost level than today's budgets. Longer term, significant cost saving will be realized through the need to only maintain and upgrade one set of what are expensive systems and equipment that support a public safety dispatch operation. The study shows that consolidation will be a model for the Villages where you will get more for less in the long run.

Comparison of Current Separate Center Costs to the Consolidated Model Costs Estimates

The following chart compares ten year costs for the three alternatives; 1) No Consolidation, 2) Consolidation with EMD and 3) No consolidation but adding staff to accommodate EMD.

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Total:	\$ 17,337,314	\$ 17,134,090	\$ 27,733,808

*Note: The projected future expenditures for La Grange Park under **No Consolidation** and **No Consolidation with EMD** options include a \$150k allowance for a CAD system. The projected future expenditures for Western Springs under **No Consolidation** and **No Consolidation with EMD** options include a \$500k allowance for the necessary replacement of the 911 Phone System that has reached end of life.

The above ten-year cost comparisons for the three alternatives include the costs for each separate community replacing and upgrading necessary systems, a cost that would no longer be necessary and/or reduced under a consolidated model.

The consolidation costs include all of the equipment needed to implement the consolidation, however, do not include long-term capital replacement costs as that can be handled in a variety of manner depending on local budgeting practices.

The above costs in Table 6-14, for Consolidation with EMD, includes capital financing repayment for the one time consolidation costs which is a new cost item and would last for the first ten years in this model, and an allowance of 5% of total salaries for Administrative employment services which are now soft costs to each Village within other budgets. Thus the no consolidation ten year roll-up number is really 5% or more less than actual total costs to the Villages today under the current separate center model.

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Today's individual center budgets do not include some of the operating and overhead costs that the consolidated model includes. Things such as utilities and administrative employment costs are real costs today under the general Police Department budgets, but were not part of the dispatch center budgets.

Overall Cost/Benefit Statement

At a macro level this recommended consolidated model will significantly enhance service provision levels at a modestly lower cost level than today's budgets. Longer term, significant cost saving will be realized through the need to only maintain and upgrade one set of what are expensive systems and equipment that support a public safety dispatch operation. The study shows that consolidation will be a model for the Villages where you will get more for less in the long run.

This addendum Page 49-A replaces the original Table 6-14 Projected Future Expenditures, 10 Year Operating Costs with correctly aligned budget estimates.

7 Transition and Implementation Planning – Timeline and Required Actions

In order to plan for a smooth transition to a new Consolidated Dispatch Service Provision Model numerous actions will be required in advance of the actual cut over date. For planning and discussion purposes in this section it is anticipated that a 12 month time frame should be anticipated to accomplish all of the related activities. Various transition and planning teams will need to be established with selected staff participating in multiple teams. It is recognized that planning activities such as this are typically accomplished as collateral duties for current staff. In many similar consolidation efforts the solution to getting all of these tasks accomplished has been to obtain external assistance, through a consulting firm or other external resources, to assist in coordinating and accomplishing the efforts that are outlined below.

In order to facilitate this transition the following activities will need to occur:

- Month 1 – Agree that the concept of a consolidated public safety dispatch model is desired and that all study participants want to continue as members. Verify that new desired governance model will be a new entity such as a separate Consolidated Public Safety Dispatch Authority with an Executive Committee and an Operations Committee as its two governance and oversight elements. Determine how the various transition teams will report back to senior management on transition planning status and for validation of effort and decisions.
- Month 1 – Decide how fiscal issues will affect the transition timeline such as borrowing for capital expenses vs. regular capital outlay planning through the regular budget process. Discuss the budget issues related to the pre-transition training needs for current staff.
- Month 2 - Establish an Intergovernmental Agreement Planning Team to begin planning the following aspects of the agreement: (This will likely be a three to six month iterative effort)
 - Governance structure specifics and Committee make-up
 - Employment model (who will the employer be for the consolidated center staff)
 - Shared funding formula specifics
 - Operating cost and support services model
 - Membership (opt-in/opt-out guidance)
- Month 3 – After the employer model has been decided form a work unit transition team to address the following issues:
 - Assess the various compensation, benefit, work rule, contract and related employment factors for the three current work groups.
 - Determine goals for how these groups will be consolidated and what the process will be, being mindful of how the plan and goals may impact employee retention.
 - Decide how to address disparities in pay, benefits and paid time off policies
 - Determine how merging of seniority between the three groups will be handled
 - Discuss any transitions that might be necessary for the related retirement plans
 - Create new job descriptions for the Director, Lead Dispatcher and Dispatcher
 - Identify issues that may require negotiation or approval from related unions for represented employees who will be transitioning.
- Month 3 – Form a policies and procedures transition team to develop new policies, procedures, protocols and functions for the new center. Begin the process of integrating policies and procedures and creation of a new consolidated center P&P Manual.
- Month 3 – Initiate the process for implementing the required reconfiguration and remodeling of the affected areas within the La Grange P.D. facility. Develop a schedule that will mesh with the desired transition plan timeline.
- Month 3 – Initiate the procurement process and develop an implementation schedule to purchase additional equipment and upgrade existing equipment as required for consolidation.

- Month 3/4 – Initiate the selection and hiring process for the new Director so that they can participate in the remaining aspects of the transition plan.
- Month 4/5 – Form a training plan formation team to assess training needs and develop a training plan. Some aspects of the consolidation such as the new shared RMS will require a broader level of training for all law enforcement staff.
- Month 5/6 – Initiate the selection process for the lead dispatchers so that they can be included in the remaining planning and transition tasks.
- Months 8-10 – Begin cross-training of staff and other related training.
- Months 11-12 - Finalize actual transition and cut-over plan.

Public Works Committee

Scott Mesick, Chairman

Michael Sheehan

Mario Fotino

VILLAGE BOARD AGENDA MEMO

Date: 01/03/2014
To: Village President and Board of Trustees
From: Brendan McLaughlin, Director of Public Works *BSM*
Julia Cedillo, Village Manager *JAC*
Re: 2013 - 2014 Tree Trimming Program

GENERAL BACKGROUND

The area of the Village scheduled for tree trimming this year is the section located East of Kemman to Maple Avenue, and South of 26th to 31st Street. This area has not been trimmed in 7 years and includes approximately 694 trees which are over 7" dbh. *This figure does not include the trimming of any Ash trees.*

Bid specifications were prepared, and a Request for Proposal was published in the December 18, 2013, Suburban Life newspaper. *Bid packets were also sent out to twelve contractors.* A bid opening was held on January 3, 2014, at 9:30am. The following proposals were received:

<u>Contractor</u>	<u>Bid Amount</u>
A & B Landscaping & Tree Service	\$ 36,480
Winkler's Tree & Landscaping	\$ 42,598
The Davey Tree Expert Company	\$ 135,280

\$25,000 is budgeted in the Public Works Budget – Trimming & Removal (#01-44-3-322) for the tree trimming program. The low bid is \$11,480 higher than the amount budgeted. To reduce the number of trees trimmed to fit within the amount budgeted, 10 of the 30 blocks would have to be eliminated from this cycle. Based on this funding level, tree trimming would shift to be 20 blocks per year. With roughly 184 blocks in the Village, that would put the Village on a nine year cycle for parkway tree trimming.

Rather than reduce the number of trees to be trimmed, if the Village Board prefers, the Village can accept the lowest bid and close the shortfall through available monies in other Public Works accounts. Staff was able to identify available funds for this shortfall in two accounts: Vehicle Maintenance and Repair Services (#01-44-3-300), and Equipment Maintenance and Repair Services (#01-44-3-302). To date, expenditures in those two accounts are trending less than what was budgeted.

MOTION ACTION REQUESTED

Motion approving the Resolution accepting the proposal of A&B Landscaping and Tree Service in the amount of \$36,480 (or \$25,000), and authorize the Village President to execute the necessary contract documents.

RECOMMENDATION

Staff recommends accepting the lowest bid from A&B Landscaping and Tree Service in the amount of \$36,480, and authorize the Village President to execute the necessary contract documents.

DOCUMENTATION

- Resolution Approving Proposal/Contract for 2013-2014 Tree Trimming Program

RESOLUTION NO. 14-03

**RESOLUTION ACCEPTING PROPOSAL/CONTRACT FOR
2013-2014 Tree Trimming Program**

WHEREAS, it is necessary for parkway trees in the Village to be trimmed; and

WHEREAS, the Village has prepared a "Request for Proposal" which outlined the work to be performed in this program, and a bid opening was held on January 3, 2014; and

NOW, THEREFORE BE IT HEREBY RESOLVED, by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois, as follows:

1. That the Village of La Grange Park hereby accepts the proposal of **A&B LANDSCAPING AND TREE SERVICE** in the amount of \$36,480.00.
2. The Village President is hereby authorized to execute a contract with **A&B LANDSCAPING AND TREE SERVICE**.
3. The Village Manager is authorized and directed to take such further actions, as necessary and appropriate to implement, administer and enforce this Resolution.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this _____ day of January 2014.

YES:

NOS:

ABSENT:

Approved this ____ day of January 2014.

Dr. James L. Discipio, Village President

ATTEST:

Amanda Seidel
Village Clerk

APPROVED AS TO FORM-
VILLAGE ATTORNEY – Format Previously Approved

VILLAGE BOARD AGENDA MEMO

Date: 01/23/2014

To: Village President and Board of Trustees

From: Paul Flood, Village Engineer
Brendan McLaughlin, Director of Public Works *BJM*
Julia Cedillo, Village Manager

Re: La Grange Road Water Main – Contract Closeout

PURPOSE

To present a Draft Agreement between Trine Construction Corp. and the Village of La Grange Park which addresses the issues related to trench compaction below the Army Corps of Engineers' standard of 90%.

GENERAL BACKGROUND

Pursuant to Village Board direction, the Village Attorney, Village Engineer and Public Works Director met with Trine Construction to negotiate a resolution of this matter. The parties agreed that the area that had compaction less than 90% was roughly 4,500 square feet. At \$6.00 per square foot, it would cost \$27,000 to remove and replace all sidewalk in this area. Of the 4,500 square feet in question, all areas exceeded 85% compaction. Trine pointed out that after the compaction test, and as part of final grading and sidewalk installation, one additional compaction run was performed, which would result in increasing the compaction percentages. As a result, Trine wants to re-test the affected areas under 89% later this Spring, before June 1st.

In the meantime, Trine will deposit with the Village the full replacement cost for sidewalks in question (\$27,000), and will also provide the Village with a one year maintenance bond for the sidewalks. Any work done during this one year period will be completed by Trine and will not come from the escrow deposit. Once the test results are secured, the Village will reduce the amount of monies escrowed to cover only those areas below 90% compaction. That escrow will be held by the Village for five years from the date of the Agreement.

It should be noted that even at the 90% compaction rate, there is still a chance that a sidewalk square could shift due to ground settling or tree roots. It is important to note that in those cases where 90% is reached, the Village would normally be responsible for any sidewalk repairs. In the areas where compaction is at 85% or better, Trine could argue that their deficiency only accounts for 5% or less of the non-compacted areas and the Village should be responsible for 10% of the non-compacted areas. If that risk was spread proportionately, the contractor would hold one-third of the risk and the village's share would be two-thirds.

The negotiators from the Village believe this is a reasonable resolution. It gives the Village full costs for the sidewalks in question and allows Trine to re-test and confirm that the Village sidewalks are sitting on stone that has been compacted to the 90% standard.

As the Village is provided a one year maintenance bond for all of the sidewalks (regardless of compaction levels), this is also a benefit to the Village as we would not otherwise have a maintenance bond for the Village's contracted work.

MOTION ACTION REQUESTED

Motion approving the Draft Agreement and authorize the Village Attorney to finalize the agreement for signature by the Village President.

RECOMMENDATION

It is recommended the Village Board approve the draft agreement and authorize the Village Attorney to finalize the agreement for signature by the Village President.

NOTE: The agreement is in draft form at the time of the agenda being printed. In the event substantive edits are proposed, those will be shared with the Village Board in advance of Tuesday's meeting.

**AGREEMENT BETWEEN THE VILLAGE OF LA GRANGE PARK
AND TRINE CONSTRUCTION CORP.**

This Agreement is between the Village of La Grange Park, an Illinois municipal corporation ("Village") and Trine Construction Corp., an Illinois corporation ("Trine").

WHEREAS, pursuant to a water main installation contract ("ACOE Contract") between Trine and the Army Corp of Engineers ("ACOE"), Trine compacted stone above the water main and below a sidewalk it constructed as part of the water main installation along the west side of LaGrange Road, in LaGrange Park, Illinois pursuant to a contract with the Village ("Sidewalk Contract"); and

WHEREAS, compaction testing performed by Trine (as required by the ACOE Contract) revealed that a portion of the stone, comprising an area extending 830 linear feet by 5.5 feet wide, or approximately 4,500 square feet (the "Affected Area") had been compacted to a compaction rate between 85% and 89% rather than to a 90% compaction rate as specified in the ACOE Contract; and

WHEREAS, the Village is concerned about settlement of the sidewalk in the Affected Area which may result from Trine's failure to compact the stone to the 90% compaction rate required by the ACOE Contract; and

WHEREAS, Trine wishes to receive final payment on the ACOE Contract from ACOE and ACOE is reluctant to issue final payment until the compaction issue described above is resolved to the satisfaction of the Village.

NOW, THEREFORE, the Village and Trine agree as follows:

1. Trine will provide a one year warranty, from August 31, 2013 (the date of substantial completion of its sidewalk installation) to August 31, 2014 (the "Warranty Period"). During the Warranty Period, Trine will replace any sidewalk installed as part of the Sidewalk Contract which settles or cracks by one quarter inch (1/4") or more. Upon notice from the Village that any sidewalk squares have settled or cracked more than ¼ inch, Trine will remove such sidewalk, re-compact the stone under the sidewalk and replace the sidewalk, at no cost to the Village. This warranty shall be secured by a maintenance bond in the form attached hereto.

2. On or before January 31, 2014, Trine shall pay the sum of \$27,000 to the Village for the Village to hold in escrow to reimburse the Village for potential costs the Village may incur over the next 5 years as a result of settlement of the sidewalks in the Affected Area.

3. On or before June 1, 2014, Trine will arrange for a second test of the stone compaction beneath the sidewalks in the Affected Area, in intervals of not less than every 100 feet, for a total of 9 to 10 compaction samples. Trine shall give the Village at least 10 days

advance notice of the date on which the compaction testing will be done and the sidewalk locations from which the samples will be taken, so that the Village can notify property owners in the Affected Area. Trine shall also give the Village Engineer 10 days advance notice so that the Village Engineer or his representatives can be present during the testing. Trine will provide copies of all test results to the Village within 10 days of its receipt of the 2014 test results.

4. The Village shall release to Trine that portion of the \$27,000 which corresponds to the percentage of sidewalk squares in the Affected Area in which the 2014 tests reveal compaction of at least 90%. Such funds shall be released to Trine within 30 days of Trine's completion of replacement of the sidewalks in the Affected Area where the testing was done.

5. The Village shall continue to hold that portion of the \$27,000 which corresponds to that portion of sidewalks in the Affected Areas in which the 2014 tests shows compaction below 90%, for a period of five (5) years from the date of this Agreement (the "Term").

6. Following the expiration of the one year warranty period and for the duration of the Term, if any sidewalk in the Affected Area settles or cracks one quarter inch (1/4") or more, the Village shall be entitled to utilize any portion or all of the funds withheld pursuant to this Agreement to reimburse itself for the costs of removing the settled or cracked sidewalk, recompacting the stone underneath and reinstalling the sidewalk.

7. Any funds remaining in this escrow five years from the date of this Agreement shall be returned to Trine.

AGREED this _____ day of _____, 2014.

TRINE CONSTRUCTION CORP.

By _____
Its _____

VILLAGE OF LA GRANGE PARK

By _____
Dr. James L. Discipio, Village President

Attest: _____
Village Clerk

Village Board Agenda Memo

Date: January 22, 2014
To: Village President & Board of Trustees
From: Julia Cedillo, Village Manager 
RE: **Brainard Avenue Project**

PURPOSE

To seek Village Board approval regarding the timeline by which the Village considers feedback on the Brainard Avenue pavement project, as part of a Brainard Avenue Project Evaluation Timeline.

GENERAL BACKGROUND:

At the September 2013 Work Session, the Village Board discussed options for the scope and funding for improving Brainard Avenue from Harding to its southern limits. Specifically, staff was seeking direction from the Board as to whether the Village should begin a discussion with Brainard residents if there was potential interest in seeking federal grant dollars under the Surface Transportation Program (STP) or whether the Village should pursue a smaller scope for the project which would be funded through the Village. As a result, the Board directed staff to clarify with IDOT what requirements were necessary and whether variances from those requirements are likely. The Village Board agreed to revisit the discussion with the updated information under the STP federal grant program.

Village staff and Village engineers met with the Illinois Department of Transportation (IDOT) and the Federal Highway Administration (FHWA) on two occasions. Under a preliminary review of the project under the STP, both agencies agreed that the Village would receive variations such that the speed limit would remain the same, no stop signs would be removed, and no street widening would take place. However, to be able to accommodate minimum lane and parking width, as required by the Bureau of Local Roads & Streets Manual (see attached), parking must be limited to one side of the street.¹ Additionally, no new pavement markings would be required, i.e. no striping except in the areas within the curve which will require a centerline striping as it exists now. The Village has also confirmed that the peak of the pavement would occur in the center, not offset, as existing. Finally, the Village confirmed that the southern end of the project (logical termini) as part of the federal processing must extend to Ogden. However, if a portion of the project has more recently been improved and is in good condition, the Village can seek an omission for that portion. Accordingly, the Village would seek an omission for the southern portion of Brainard in La Grange. IDOT agreed that they will support such an omission and therefore the limit of improvement would likely be somewhere near our Village's southern limits.

Concurrent to the Village's confirmation of the scope of the project under the STP, several residents from Brainard Avenue made contact with the Village in an effort to clarify the Village's intentions regarding Brainard

¹ The Federal Highway Administration delegates the review of projects to the local agency, in Illinois, the Illinois Department of Transportation (IDOT), which utilizes the Bureau of Local Roads Manual. Regarding driving lanes, for Collector streets such as Brainard, travel lanes should range from 10 ft to 12 ft. See pg. 31-1(7) of Chapter 31 of Bureau of Local Roads Manual. Regarding parking lanes, on Collector streets such as Brainard, in residential areas, an 8 ft (2.4 m) parallel parking lane should be provided on one or both sides of the street, as appropriate for the lot size and density of development. See pg. 31-1(12). Brainard is 28 feet wide. <http://www.dot.state.il.us/blr/manuals/Chapter%2031.pdf>.

and express their concerns regarding the project. The feedback was welcomed and the interaction has been positive and appreciated, as each resident provides a different perspective as well as innovative ideas. One specific outreach effort came from Brainard resident Matt Rempfer, who offered to coordinate a community advisory group to facilitate public input as an impartial and independent party. The purpose of the group is to garner resident feedback, help understand the project context and achieve community buy-in on the process and design. The work of the group would culminate into a consensus based report, to be presented to the Village Board.

At the October 2013 Village Board Meeting, the Village Board agreed to provide limited support to a community advisory group independent of the Village, to include the use of the community room for meetings, staff response to questions, and group presentation of a report to the Village Board. It was further clarified that the Village would provide such support to any community group on this issue, and that the date to hear reports or feedback would be decided in January 2014.

As such, staff proposes for the Village Board's consideration, the following timeline:

- April 22, 2014 Board Meeting: Public comment /community group presentation on the Brainard Project
- May 13, 2014 Work Session: Village Board Discussion (if necessary)
- June 10, 2014 Work Session: Village Board Decision²

This timeline allows sufficient time for any community group or resident to prepare feedback for the Village Board. It also allows the Village to work within the necessary timelines with our Council of Government, the West Central Municipal Conference (WCMC) regarding the STP grant work.

MOTION/ACTION REQUESTED

Move to approve the Brainard Avenue Project Evaluation Timeline.

DOCUMENTATION

- Geometric Design Criteria for Urban Two Way Arterials and Collectors, Figure 33-3C, Bureau of Local Roads & Streets Manual
- Chapter Thirty-one, Cross Section Elements regarding Collector Streets and Parallel Parking, pages 31-1(7) and 31-1(12), Bureau of Local Roads & Streets Manual

² Staff recommends that the Village Board has its decision on this matter no later than June 10th, to allow for STP preparation during the month of June, for a WCMC Transportation Meeting in July.

Design Element		Manual Section	Two-Way DHV < 1400 (1)	Two-Way DHV 1400-2400 (1)	Two-Way DHV 2400-3400 (1)	
Design Controls	Highway Type	—	TWS-2	TWS-4	TWS-6	
	Design Forecast Year	27-6.02	Current	Current	Current	
	* Design Speed	27-5.02	30 mph – 40 mph	30 mph – 40 mph	30 mph – 40 mph	
	* Level of Service	27-6.04	D	D	D	
	* Surface Width	Number of Travel Lanes	31-1.02	2	4	6
		Travel Lane	31-1.01	Des: 11' Min: 10'	Des: 11' Min: 10'	Des: 11' Min: 10'
		Travel Lane (Shared with Bicycles)	42-3.03	Des: 14' Min: 13'	Des: 14' Min: 13'	Des: 14' Min: 13'
		Parking Lane (2)	31-1.04	8'	8'	8'
		Auxiliary Lane (2)	31-1.03	Single Left & Right: Des: 11', Min: 10'	Dual Lefts: Des: 22', Min: 20'	
	Cross Slope	*Travel Lanes (Minimum)	31-1.08	1.5% - 2%	1.5% - 2% (3a)	1.5% - 2% (3a)
Auxiliary Lanes			2% (3b)	(3b)	(3b)	
Outside Curb and Gutter Type		31-1.07	B-6.24, B-6.18 or B-6.12 CC&G (4)			
Median Width	Flush/TW/TL (5)		N/A/11'	Existing/11'	Existing/11'	
	Traversable	31-1.06	N/A	Existing	Existing	
	Raised-Curb		N/A	Existing	Existing	
Sidewalk Width (6)		31-2.02	Des: 5' Min: 4'	Des: 5' Min: 4'	Des: 5' Min: 4'	
	* Clear Zone (7)	35-2	1.5'	1.5'	1.5'	
Roadway Slopes	Side Slopes (8)	Cut Section (Curbed)	—	—	—	
		Rock Cut	—	—	—	
	Median Slopes	Fill Section (Curbed)		—	—	
		Concrete Surface/Traversable		N/A	1.5%	
		Flush/TW/TL Surface		1.5%	1.5%	
Grass/Landscape Surface		N/A	5% (Towards C&G)	5% (Towards C&G)		

* Controlling design criteria (see Section 27-7). TWS = Two-Way Street

**GEOMETRIC DESIGN CRITERIA FOR URBAN TWO-WAY ARTERIALS AND COLLECTORS
 (3R Projects)**

Figure 33-3C (US Customary)

Chapter Thirty-one

CROSS SECTION ELEMENTS

31-1 ROADWAY SECTIONS

For rural cross sections, the roadway width is the combined width of the traveled way, any median, both shoulders, and any auxiliary lanes on the mainline facility. The traveled way is the combined width of all travel lanes. Figure 31-1A provides a typical cross section for rural 2-lane highways.

For urban cross sections, the roadway consists of the travel lanes, auxiliary lanes including parking lanes, any bike lanes or median, and curb and gutter. Figures 31-B through 31-1E provide typical cross sections for urban streets. The roadway width is measured from face-to-face of curbs. The tables in Chapters 32 and 33 provide the face-to-face widths based on the functional classification, traffic volume, and project scope of work.

31-1.01 Travel Lane Widths

31-1.01(a) Rural

The lane width of a roadway greatly influences the safety and comfort of driving. On the local highway system, travel lane widths generally vary between 9 ft (2.7 m) and 12 ft (3.6 m) depending on functional classification, traffic volumes, and project scope of work. While lane widths of 12 ft (3.6 m) are desirable, lanes that are 10 ft (3.0 m) wide are acceptable on low-speed facilities and lanes that are 9 ft (2.7 m) are appropriate for low-volume roads. The tables in Chapters 32 and 33 provide specific travel lane widths for these parameters.

31-1.01(b) Urban

Consider the following for urban streets:

1. **Local Streets.** Travel lanes should be at least 10 ft (3.0 m) wide and preferably 11 ft (3.3 m). In industrial areas, travel lanes should be 12 ft (3.6 m). The width of new construction of local residential streets should either meet the criteria in Chapter 32 or the Institute of Transportation Engineers' publication *Guidelines for Residential Subdivision Street Design, A Recommended Practice*. Where right-of-way is restricted (e.g., additional right-of-way cannot be acquired due to economic, social, or environmental factors), travel lanes in industrial areas may be 11 ft (3.3 m).

BUREAU OF LOCAL ROADS & STREETS
CROSS SECTION ELEMENTS

Mar 2007

31-1(7)

2. **Collector Streets.** Travel lanes should range from 10 ft (3.0 m) to 12 ft (3.6 m). In industrial areas, travel lanes should be 12 ft (3.6 m), except where right-of-way is restricted. In this case, the travel lane may be 11 ft (3.3 m).
3. **Arterial Streets.** Travel lane widths may vary from 10 ft (3.0 m) to 12 ft (3.6 m). The 10 ft (3.0 m) width should only be used in highly restricted areas having little or no truck traffic. A 12 ft (3.6 m) travel lane should be provided, where practical, on free-flowing facilities with a 45 mph (70 km) design speed or where truck traffic is significant.
4. **Bicycles.** Lane widths may need to be increased to accommodate bicycles; see Chapter 42 for guidance and Chapter 32 for design criteria.

31-1.01(c) Bridges

In general, the approach roadway width should be provided across the bridge. For guidance on roadway widths across bridges, see Section 36-6.

31-1.02 Number of Lanes

31-1.02(a) Rural/Suburban Facilities

For most rural and suburban local roads and collectors, capacity conditions normally do not govern and two travel lanes are generally appropriate. However, on suburban arterials, capacity needs may require more than two lanes. Where the design volume exceeds the capacity of an existing or proposed 2-lane arterial, consider the following alternatives to increase the facility's capacity:

- Improve the alignment and profile to decrease the gradient and increase the percentage of the total length of roadway with sufficient sight distance to afford opportunities for passing.
- Improve capacity by adding climbing or passing lanes.
- Improve capacity through intersections by adding auxiliary lanes (e.g., left-turn lanes).
- Alleviate delays caused by mid-block left turns by providing two-way left-turn lanes (TWLTL) in suburban areas to remove turning traffic from the through lanes. For additional guidance, see Section 31-1.05(b) and Section 48-4 of the *BDE Manual*.
- Modify the design to provide a 4-lane highway initially or as planned stage construction.

31-1.02(b) Urban Facilities

The following guidelines apply to urban facilities:

BUREAU OF LOCAL ROADS & STREETS
CROSS SECTION ELEMENTS

31-1(12)

Mar 2007

- between a safety zone and adjacent curb or within 30 ft (9.1 m) of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by signs or markings;
- within 15 ft (4.6 m) of a fire hydrant;
- within 20 ft (6.1 m) of any crosswalk;
- within 30 ft (9.1 m) on the approach leg to any intersection with a flashing signal, stop sign, yield sign, or traffic control signal located at the side of the roadway;
- within 20 ft (6.1 m) of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 ft (22.9 m) of this type of entrance (when properly signed);
- within 50 ft (15.2 m) of the nearest rail of a highway/railroad crossing;
- on bridges or within a highway tunnel; and
- in areas designated by local traffic and enforcement regulations (e.g., near school zones, loading zones, bus stops). See local ordinances for additional information on parking restrictions.

31-1.04(b) Parallel Parking

In determining parking lane widths, consider the following:

1. **Lane Conversion.** Parking lane width determinations should include consideration for converting the parking lane into a travel lane during peak hour traffic or in the future (e.g., in areas where peak hour traffic may require additional through traffic lanes).
2. **Measurement.** Parking lane widths are generally measured from the face of the curb and typically include the gutter flag width. However, if the lane may be converted to a travel lane, the width should be in addition to that of the gutter flag.
3. **Local Streets.** Where used in residential areas, a parallel parking lane of at least 8 ft (2.4 m) should be provided on one or both sides, as appropriate to the conditions of lot size and intensity of development. In commercial areas, parking lanes should be 10 ft (3.0 m) wide and are usually provided on both sides.
4. **Collector Streets.** In residential areas, an 8 ft (2.4 m) parallel parking lane should be provided on one or both sides of the street, as appropriate for the lot size and density of development. In commercial and industrial areas, parking lanes widths should range from 10 ft to 12 ft (3.0 m to 3.6 m) and are usually provided on both sides of the street.
5. **Arterial Streets.** In general, parking along urban arterials should only be considered where it currently exists. However, parallel parking may be considered where adequate capacity is available in the through lanes and adequate parking is not available or practical on adjacent streets or off-street parking facilities. The parking lane width

Items of Interest

VILLAGE OF LA GRANGE PARK
La Grange Park Village Hall, 447 N. Catherine Ave., La Grange Park, Illinois

WCMC Legislative Breakfast
Rosemont, IL

Saturday, February 8, 2014
8:30 am - noon

Fire Dept. Annual Dinner
Via Bella Restaurant, Countryside

Saturday, February 8, 2014
6:30 pm - midnight

2014 MEETINGS REMINDER

February 11, 2014	Work Session Meeting	7:30 p.m.	Village Hall
February 25, 2014	Village Board Meeting	7:30 p.m.	Village Hall
March 11, 2014	Work Session Meeting	7:30 p.m.	Village Hall
March 25, 2014	Village Board Meeting	7:30 p.m.	Village Hall
April 8, 2014	Work Session Meeting	7:30 p.m.	Village Hall
April 22, 2014	Village Board Meeting	7:30 p.m.	Village Hall
May 13, 2014	Work Session Meeting	7:30 p.m.	Village Hall
May 27, 2014	Village Board Meeting	7:30 p.m.	Village Hall
June 10, 2014	Work Session Meeting	7:30 p.m.	Village Hall
June 24, 2014	Village Board Meeting	7:30 p.m.	Village Hall
July 8, 2014	Work Session Meeting	7:30 p.m.	Village Hall
July 22, 2014	Village Board Meeting	7:30 p.m.	Village Hall
August 12, 2014	Work Session Meeting	7:30 p.m.	Village Hall
August 26, 2014	Village Board Meeting	7:30 p.m.	Village Hall
September 9, 2014	Work Session Meeting	7:30 p.m.	Village Hall
September 23, 2014	Village Board Meeting	7:30 p.m.	Village Hall
October 14, 2014	Work Session Meeting	7:30 p.m.	Village Hall
October 28, 2014	Village Board Meeting	7:30 p.m.	Village Hall
November 11, 2014	Work Session Meeting	7:30 p.m.	Village Hall
November 25, 2014	Village Board Meeting	7:30 p.m.	Village Hall
December 9, 2014	Work Session Meeting	7:30 p.m.	Village Hall