

# **Public Safety Committee**

**Mario Fotino, Chairman**  
**Patricia Rocco**  
**Robert Lautner**

## **Village Board Agenda Memo**

**Date:** February 4, 2014  
**To:** Village President and Board of Trustees  
**From:** Julia Cedillo, Village Manager   
**Re:** **West Suburban Public Safety Dispatch Consolidation Study – AECOM Report**

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### **General Background**

In 2010-2011, the Villages of La Grange Park, La Grange and Western Springs engaged in a case study evaluation to explore opportunities for shared services. The study examined police, fire and communications services 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 report 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.

Subsequently, the Village Board discussed further exploration of a technical services study 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 evaluate the strengths, weaknesses, and opportunities of consolidating the dispatching functions as well as examine the costs and benefits of the consolidation as well as provide an implementation plan for the recommended solution. In 2012, through a well vetted RFP process, the three communities unanimously selected AECOM as the preferred consulting firm for the project.

### **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. 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. At the January 2014 Board Meeting, AECOM presented their findings and recommendation to the Village Board. Following the presentation, the Village Board identified a number of items for staff follow-up to lead their discussion on this matter for the February 2014 Work Session. Written staff responses to those items are attached to this memo.

### **Documentation**

- Consolidated Dispatch Follow Up Items
- Previously Distributed: AECOM Final Report: West Suburban Public Safety Dispatch Consolidation Study, November 22, 2013, and Addendum Replacement Page 49B (*inserted*)

## Dispatch Consolidation Follow Up

1. **What kind of agreements or arrangement is in place for the Village of Westchester (NorComm) and the City of Countryside (Southwest Central Dispatch)? Both communities migrated to an established dispatch service center.**

### Response provided by the Police Department

Westchester joined NorComm, a private company in 2013. The relationship does not provide for a governing board. Westchester is considered a client, and pays for the dispatch services provided, including RMS and CAD. Operational issues are addressed to a designated management employee at NorComm.

- Westchester pays \$506,419 to NorComm annually for Police and Fire dispatch services on a 10-year contract. The contract includes the start-up costs, which will be eliminated after 2 years.
- Westchester staffs their front desk with civilian employees 365 days per year, 24 hours a day. The annual cost for such staffing is \$150,000.

The Countryside Police Department belongs to Southwest Central Dispatch<sup>1</sup>. This consolidated dispatch center serves approximately 15 communities and included police and fire departments and a service population of approximately 180,000. They are an accredited dispatch center by the Commission on Accreditation of Law Enforcement Agencies (CALEA). Each participant's Mayor or Village President serves on the governing board. Operational oversight is provided by the Chiefs of the Police and Fire Departments of the participating departments.

- Countryside pays approximately \$352,000 per year. The exact amount could not be provided to us, because the actual amount in 911 surcharge fees was not known. It was estimated at approximately \$100,000 annually and is included as part of the \$352,000 estimate.
- Countryside PD staffs their front desk with civilian employees, 365 days per year, 24 hours per day. The annual cost for such staffing is \$120,000.

2. **What is the cost of purchasing our own equipment compared to consolidation?**

### Response

In 2008, the Village spent approximately \$380,000 on a complete new set of equipment for our Communications Center. This included new consoles with new equipment (computers), voice logging recorder, UPS unit, new rack equipment and replacement of transmitters, a new central electronics bank in the basement (telephone switch for 911 and incoming calls which interfaced to phone system and radios), and new furniture. This upgrade did not include a new records management system (RMS) as we had previous upgrades with the PIMS agency beforehand. This also did not include a computer aided dispatch (CAD) system. In 2009, the Village sought out a quote for a both RMS and CAD, and received a quote for approximately \$230,000 from Computer

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<sup>1</sup> Countryside residents receive the services of Pleasantview Fire Protection District, which includes dispatch.

Information Systems, Inc. (CIS), which likely included some hardware upgrades for the mobile components of our vehicles.

**Current**

- 2008 Console Equipment and Coms Center Upgrade: \$380,000
- *New RMS and CAD (estimate only):* \$240,000 - \$250,000
- *Total:* \$620,000 - \$630,000

**Consolidation Cost according to AECOM Report**

- Our share (28.1%) of one-time capital expenditures (pg. 45): \$237,585

**3. Are there challenges in our current dispatch operations or response service – or where might service be improved?**

**Police Department Response**

The following challenges exist in our current operation:

- No CAD system.
- We are the only agency still using PIMS as our RMS. It's adequate, but there are far superior systems. The longevity of the system is an ongoing question.
- Police officers provide dispatch relief, which accounts for a minimum of 3 hours per day.
- Sick calls or the unavailability of a dispatcher require a sworn officer to staff dispatch.
- Advancements in Fire Service protocols require increased skills and familiarity.

**Fire Department Response**

***Emergency Medical Dispatch***

This has been the highlight of discussion thus far. This would be a great improvement to services, and in some cases, can be critical in saving a resident's life. Without getting into all of the details here about how the service works, I believe residents have the expectation that such services are already being provided. There are many stories in the news media where the audio and/or transcript of the dispatcher's conversation with someone in need are played and/or shown, where a dispatcher talks someone through CPR or other life-saving action. When it comes to medical advice and direction, it is currently against the law for our dispatchers to provide such help or guidance.

***Computer Aided Dispatching***

There are various benefits and inefficiencies that can be overcome with the utilization of a CAD system.

- *Critical Safety Information.* Information regularly provided by residents in regards to those with special needs and certain medical conditions cannot be properly maintained or easily retrieved in emergencies. For instance, there have been a number of occasions where residents have told us a loved one has a special medical condition which requires special care, or that a loved one is

incapacitated and is not capable of self-rescue during a fire or another emergency. A CAD system would allow this information to be flagged by address, and when the incident is entered in the CAD, the information would be displayed for the dispatcher to alert responding personnel. The information would also display on vehicle Mobile Data Terminals. The same applies to lock box information and/or critical building safety information for firefighters. For instance, if firefighters were responding to a business with a unique dangerous roof structure, or a high concentration of dangerous chemicals stored in a specific area, the address would again be flagged and the CAD system would automatically display a caution note to dispatchers and responding personnel. The CAD system could also be used to alert EMS personnel and police officers to past incidents at a particular address where there was concern about a violent encounter or situation. Once in place, these types of features eventually could be easily expanded upon, such as the CAD system holding floor plans of schools and other facilities, which would be accessible by responding fire and police personnel for a variety of emergencies.

- *Speed and Accuracy.* Although computer systems do at times experience problems, once properly trained, a CAD system can improve the speed and efficiency of call handling. Many systems allow for 911 and other calls to automatically be loaded into the system in real time, and can provide run cards and/or dispatching instructions to the dispatcher. For instance, if there is a reported structure fire at a particular address in La Grange Park, the CAD system could provide the dispatcher specific information regarding what departments and/or units should be sent. This auto-assignment avoids the dispatcher's (or police officer's) reliance on memory or saves time in manually looking up the procedures in binder for a particular situation.
- *General Information Sharing and Operations.* Currently, when recording information related to fire and EMS incidents and responses, it is all hand written. As such, the information being relayed from the caller is written down into a paper response log, and any additional information such as the times fire department units are responding and/or arriving on the scene, are also manually written down. This type of paper system is very burdensome when creating additional reports. For instance, once the response log is hand written, EMS personnel on the ambulance and/or personnel at the station have to telephone the dispatcher to get the times, which are then handwritten down in their notes. This information is then transposed into a computerized "fire incident worksheet" or EMS report. For fire incidents, this information is then re-entered into our National Fire Incident Reporting System report, which is then transmitted electronically to the Office of the State Fire Marshal's office on a regular basis. A CAD system would most likely eliminate many of the middle steps, as the information from the CAD could automatically be downloaded into NFIRS report if warranted. Also, anyone with access to the CAD system screen could see the call information and response documentation in real time, allowing them to access information they need, instead of tracking down the paper copy.

### ***Job Function***

Currently, patrol officers regularly fill-in for dispatchers during lunch breaks, vacations, and other occasional time off. While they are experienced first responder professionals, they do not have the critical training and expertise of a public safety telecommunicator/dispatcher. As such, their familiarity with handling fire and EMS emergencies is limited in this role as compared to our dispatchers. As a result, this can present itself as a challenging situation for officers who are required to handle fire or life safety emergencies that are complex, stressful, and where time is of the essence.

- 4. What is the status of the fiber connect? How feasible is this and are the schools already participating or want to participate?**

#### **Response provided by the Village of Western Springs:**

It is believed to be more than feasible, as many fiber connections are currently in place in Western Springs, with their Metropolitan Area Network. All of their Village's facilities are connected, all of the public schools, the Catholic grade school, the Library, and Lyons Township South. Expansion of the system would include the oversizing of the fiber (i.e. increase the number of strands to service both La Grange and La Grange Park). The greatest challenge to expansion/connection is getting under the railroad. One possible solution is to identify some existing conduit. The Village of Western Springs has a direct connection into the Internet at their end which is more than sufficient to handle communications sharing for public safety operations for consolidated dispatch (total potential space is about the equivalent of 600 T1s). In addition to the Village of Western Spring's own uses, they have effectively provided the children in their area with world class Internet connections, perhaps matched in a few places around the country, but probably not exceeded.

- 5. What is currently taking place overnight at Village Hall? Are there personnel in the building after hours and overnight?**

#### **Police Department Response**

The only personnel in the Police Department at night are the on-duty telecommunicators and any police officers with arrests or who are completing required reports. Officers frequently take their breaks within the Police Department. Telecommunicators monitor prisoners via audio monitor. They also perform data entry duties, filing and interact with any walk-ins.

#### **Fire Department Response**

There are two paramedic/firefighters on-duty every 24 hour shift, and are housed overnight at Fire Station One, which is part of the Village Hall Complex. Based upon their scope of work, they are allowed to sleep overnight, and at times leave the building overnight to respond to emergencies. There are occasional times where additional fire personnel are in Fire Station One overnight when they respond back for fire calls, but in most cases, that is only for short durations.

**6. What is staff's view of consolidation – what are the pros and cons, the upsides and concerns?**

**Administration Department Response (re AECOM Recommendation)**

***Benefits***

It is likely that consolidation will result in enhanced 911 Dispatch service provision, a reduction in future infrastructure costs through cost sharing, and enhanced interoperability between the communities. Consolidation will allow the three communities to integrate EMD, something we otherwise could not afford on our own. Specific to La Grange Park, consolidation will introduce new technologies, resulting in the modernization of information systems within the Police and Fire Departments, resulting in efficiencies to operations and reporting requirements. Consolidation will also allow our Police Department to free up sworn officers who are currently assigned to dispatch duties as needed. Consolidation of dispatch for the three communities will lead to a shared standard for public safety telecommunications, which over time may expand to other public safety services, potentially leading to other opportunities for shared service models in the future.

***Additional Benefits of AECOM's Recommendation for Consolidation***

- Will allow for greater control over operations, service levels, and specialty service levels (as compared to other consolidation models).
- The three Villages already share a radio system and frequency. Other consolidation models, such as a regional center may require changes to our radio and apparatus identifiers.
- While we can obtain a new RMS and CAD on our own, the New World system with Crash Data reporting will create efficiencies for our patrol officers.
- A robust CAD and RMS system with the mobile component will allow the patrol officers to access data, complete dispositions in the field, allowing them to remain on the street rather than coming in to complete paperwork.
- A shared CAD and RMS will enhance interoperability and efficient information sharing with our neighbors. These enhancements may lead to other public safety opportunities.
- Consolidation will create efficiencies in responding to Freedom of Information Requests. Our Police Department processes approximately 150 -160 per year.
- The recommendation allows us to consolidate dispatchers from the three communities to one center, not likely an option under membership to a regional consolidated dispatch center.

***Challenges***

Our dispatchers currently provide 24 hour window service for the Police Department where someone is available to handle a number of service requests. According to a recent activity study, there are nearly 700 visits per month, averaging about 24 visits in a 24 hour period with about 60% of the activity in the 7 a.m. to 3 p.m. shift. With consolidation, the Village would have to identify alternative methods of servicing these walk-in activities. If these services cannot be accommodated with existing Village staff, we will have to hire personnel (most likely part-time, estimated at \$50,000 per year) to greet walk-ins and tend to service requests. This would add to the cost of

consolidation. Further, the Village will have to decide whether window services are provided after business hours as well as whether there will be access to the Village Hall lobby overnight. Whatever changes are considered, the Village will have to manage expectations and anticipate service needs for a successful transition.

Also, as equipment, software and intergovernmental communication plays an important role with dispatch and reporting operations, police officers and staff and fire personnel will need to be familiarized and trained with the new technology. Overall, there will be a number of operational or process changes, which will have to be evaluated, planned for and executed, requiring dedicated staff time.

Finally, there is greater flexibility (in terms of responding to conditions) in controlling long-term/short-costs, service levels, performance expectations when you are the only controlling entity. Shared governance will require strong communication and a shared vision of expectations and responsibilities. Therefore, it is essential that should the Village move forward with consolidation, there be a thoughtful process in the development of an intergovernmental agreement, a common understanding of service goals and performance objectives, and a detailed process for the transition that works for the three communities. This can be less of a challenge when partnering communities are similarly situated (compatible), are proximate in location, and have a familiarity with one another's operations and environment.

#### **Police Department Response**

Consolidated dispatch works. It has proven to do so in DuPage County for nearly 40 years, with Ducomm. Whether consolidated dispatch is or is not a fit for any community, including La Grange Park, is subject to many variables. Listed are some of the considerations and concerns for the consolidation of dispatch services.

Please note that in offering these observations, many of them should be prefaced with a preamble – “depending upon the chosen model of consolidation”. This cautionary inclusion recognizes that consolidating with the subject communities may not be the most cost-efficient or “best” solution and that other opportunities or arrangements, requiring further exploration may be more cost-effective and equally or more desirable, given the economics.

#### ***Pros Relating to Consolidating Dispatch Services (for Consolidation in General)***

- Transfer of management, supervision, payroll, etc. to another entity.
- Potential for increased training for telecommunications personnel.
- Police officers no longer would provide desk relief – more officers available.
- Potential for cost savings and improved efficiency (EMD, CAD, RMS)
- Big ticket items would be shared by participants.
- Decreasing 911 revenues would no longer be critical to support stand-alone operation.
- Liability for monitoring fire and burglar alarms would be reduced by transferring responsibility.

- FD calls would be better handled by fire-specific, trained personnel.
- EMD is added (and required) for consolidated agencies.
- Current personnel may be able to retain positions and even be paid a higher rate.
- Increased advancement opportunities for dispatch center personnel.
- Sharing costs could reduce fiscal strain when NG-911 requirements take effect.
- Dispatch consolidation has proven effective in numerous other jurisdictions – including those who have reduced the hours the station is staffed.

#### ***Cons Relating to Consolidating Dispatch Services (for Consolidation in General)***

- Potential loss of 911 funding – some agencies require direct transfer.
- May be more expensive.
- Governance structure may be cumbersome.
- Loss of direct control/supervision.
- Perceived drop in service to the community if station hours are reduced – loss of the human connection, operations centered on crime and emergencies rather than customer service.
- Existing personnel may not be acceptable and lose their employment.
- Potential loss of fire/burglar alarm revenue and costs to break contracts.
- Current equipment, furniture and programs become obsolete – Moducom Consoles, Eventide Recorder, Overnight Parking Program, Cimмерon radio ID, etc.
- If station is staffed 24/7, considerable costs are involved. (Elmwood Park pays \$150,000 per year).
- Ancillary duties, such as prisoner checks, traffic bonds, ticket payment processing, animal log books, senior call program, LEADS compliance, etc., transferred to another entity.
- Clerical staff will need to be added, even if the station closes during certain hours.
- Difficult and potentially expensive to go back once you consolidate.
- Depending upon the chosen model, radio equipment may require replacement.
- Start-up costs may be excessive.

#### **Fire Department Response**

There are various pros, cons and uncertainties, but I believe consolidation to be well overdue. I believe we need to provide Village residents with more efficient services, while reducing the potential for, or the actual amount of, increased service costs in the future. If we had a much better revenue base, and could commit to telecommunicators/dispatchers being on duty 24 hours a day, utilizing a CAD system and providing EMD, I probably wouldn't feel as strongly about consolidation at this time. Even so, I still might support it in order to address future financial concerns regarding technology replacements and enhancements.

#### ***Pros***

There are obviously many pros or upsides from the fire side of things, many of which have been identified above in question number three. There is also an upside in that we already conduct a great amount of automatic-aid and mutual-aid together, especially with La Grange and with sharing

our ambulances. As such, some minor additional efficiencies would be gained in saving time, by the amount of radio traffic that now goes back and forth when requesting an ambulance from one another. In the consolidated dispatch, they would immediately know who has an available ambulance between the three agencies, and be able to immediately dispatch it.

### **Cons**

Although overall beneficial, there are a number of concerns in moving forward, especially with uncertainties. The first is that the start-up will take staff time, work and money. Anyone who has consolidated, whether it be a Communications Center or another department or agency, will tell you it isn't easy. This work and process though will hopefully come out with the anticipated improved services and efficiencies in the end. There is also the concern regarding retention of current employees. This should be closely evaluated in regards to how this would be handled, and if desirable, build provisions into agreements to allow for such. Also, there are some concerns regarding operations. It helps we are in the same MABAS Division, but each Fire Department may have to somewhat modify a few of our individual basic dispatching procedures to make it easier and less confusing for the joint center to handle incidents. Again, there are some uncertainties, especially related to some technical issues as we move forward. For instance, we would not want to lose our ability to monitor fire alarms at the dispatch center, especially wirelessly. It is likely though, based upon our research thus far, that our current fire alarms could be easily monitored at the new center, and new alarms could be added from the other communities to the wireless system. What we don't know yet for sure is how our current monitoring agreement with our current vendor would be viewed and/or handled. We would hope and work towards an easy transition, but there is some unique state legislation currently being proposed by another alarm vendor that could impact municipal fire alarm systems throughout the state. It is too early to tell what impact that would have to us.

**7. What level of service would the Village provide after consolidation – in other words, how would we handle administrative tasks that were typically completed by dispatchers?**

Although the information would be very helpful for Village Board discussion, staff believes that it is too soon to identify how each task would be handled where. Below you will note a number of tasks currently handled by dispatch. Some of these tasks would be transferred to a consolidated center, some tasks are currently handled also by our Village Hall front counter, and some could be absorbed by our Village Hall front counter. It is likely that the remaining duties would be best handled by part-time front desk personnel at the Police Department. Re-assignment of these duties would be evaluated during a consolidation transition process.

#### Communication Center Duties and Tasks – Requiring Backfill

Walk Up Window and Administrative Calls

Public Walk-in Counter Service

Answer department administrative lines and direct call to proper person

Contact public works department after hours

Receive requests and inquiry for information from the general public

Issue copies of and collect fees for accident reports  
Receive FOIA requests and direct to proper person  
Stock and issue forms for the public. Firearms Owners, Rules of the Road, FOIA, etc.  
Maintain lost/found animal log  
Maintain streetlight/traffic light outage log  
Maintain business contact file  
Maintain repossession/relocation log  
Maintain tow book  
Maintain vendor/visitor book  
Maintain petty cash drawer  
Create/Complete Watch Commander log  
Closed Home program  
Sell Village vehicle and animal licenses  
Issue Village bicycle licenses  
Receive and grant parking permission (both daytime and overnight)  
Elderly call-in program

#### Citations

Receive, process and file traffic citations  
Receive, process and file parking, compliance and ordinance "L" citations  
Assist with court dates, bonds, payments, Gov-pay, etc. for traffic, parking & compliance citations

#### Local Database

PIMS inquires  
PIMS dispatch card entry  
LEADS inquires / Entries / Add-On  
LEADS Coordinator - LEADS Validations, LEADS Audits  
I-CLEAR inquires

#### Alarm Board

Monitor Alarm System  
Maintain Alarm System Information (keyholders, business contacts, etc.)  
Notify and Track OOS alarms  
Notify and Track trouble alarms and make appropriate notifications

#### Monitoring

Monitor prisoner audio surveillance

#### Prisoner & Arrest

Search and make physical prisoner checks (Matron Duty)

### **How Other Villages Handle the Transition of Tasks**

To provide the Village Board with some sense as to how a Village might handle the transition of administrative tasks after consolidation, the Police Department conducted research, and provides the following findings:

#### ***Burr Ridge***

Dispatching is done by Southwest Central Dispatch. Their station is staffed with a records clerk Monday through Friday 8am-8pm. Full records access and informational assistance is available during those times. After 8pm, a telephone is available for anyone in need of a police officer at the station. It is connected to Southwest Central Dispatch and, when needed, an officer is dispatched accordingly to the PD. They do not house prisoners, since they are in DuPage County and prisoners are taken directly to the jail in Wheaton.

#### ***Countryside PD***

They belong to Southwest Central Dispatch. Their Records Division works 8am-4pm, Monday through Friday. After that, a part-time community service officer staffs the front desk. There is a part-time person on duty to receive visitors 24 hours per day. After records closes, the CSO takes overnight parking permission calls, ticket payments, and walk-in accident reports. They also check on prisoners housed in any of their cells. FOIA requests are left until the next scheduled full-time records clerk is on duty.

#### ***Westchester PD***

Dispatching is done by Norcomm. This was the most unique operation we found. There are two union positions in the records operation. One is the senior clerk, who works 7am-3pm Monday through Friday, and the other clerk, who works 3pm-11pm Monday through Friday. All other staffing is done by part-time employees, who are limited to 30 hours per week and receive no benefits. Because the full-time records clerk positions are covered under a restrictive labor contract, their duties are limited to being at the desk, conducting prisoner checks and referring various matters/questions to the on-duty patrol supervisor. The non-union part-time employees do no data entry, filing, copying, etc. Any FOIA or union specified duties may only be performed by the 2 represented employees.

#### ***Hodgkins PD***

Dispatching is done by Southwest Central Dispatch. Their station is staffed for records access from Monday through Friday 6am-10pm for records and informational assistance. No records access or PD staffing is provided, except during the aforementioned days and hours. After hours, a telephone is available for visitors to pick up. It is connected to Southwest Central Dispatch. Any prisoner checks are performed by police officers. All other non-emergency matters must be conducted during the hours staffing is provided.

**8. Please provide an idea of the budget impact.**

Response: Page 49 of the AECOM report displays the budgetary impact over 10 years based on assumptions adopted by the consultants. This translates to about \$267,133 over a ten year period. Other potential budgetary impacts include the Fire software (\$20,000 already included in the Five Year Plan), and costs related to additional part-time staff for administrative duties, if necessary. If administrative tasks cannot be handled by existing staff, this new cost is estimated to be approximately \$50,000 per year. If the Village prefers to offer service hours extended beyond business hours, this cost would be more.

**9. What are other communities doing for similar services?**

Municipalities provide for dispatch service utilizing the following models:

**In-house Dispatch or Communications Center** – These communities are entirely self-reliant when it comes to costs and liabilities and have singular control over issues related to governance. This is La Grange Park's current model.

Communities: La Grange Park, La Grange, Western Springs, Brookfield, Maywood, Berwyn, Riverside *(there are likely more in our region and throughout the Chicagoland area)*

**Large Regional Telecommunications/Dispatch Provider** – these are larger intergovernmental cooperatives serving multiple police and fire agencies. New members typically do not have a role in governance but pay an annual contribution for services. These centers typically do not provide for a-la-cart or tailored services for participating communities.

- **Southwest Central Dispatch:** Burr Ridge, Chicago Ridge, Clarendon Hills, Countryside, Crestwood, Hinsdale, Indian Head Park, Lemont, North Palos Fire Protection District, Palos Fire Protection District, Palos Heights, Palos Heights Fire Protection District, Palos Hills, Palos Park, Willowbrook, Worth
- **NorComm:** Franklin Park, Oak Lawn, Westchester, *(many others, but did not obtain a list)*
- **DuComm (DuPage Public Safety Communications):** Addison Fire Protection District, Bartlett, Bloomingdale Fire Protection District, Carol Stream Police and Fire District, Darien Police, Darien-Woodridge Fire Protection District, Elmhurst, Glen Ellyn Police & Volunteer Fire Academy, Glenside Fire Protection District, Hanover Park, Itasca Fire Protection District, Lisle Police, Lisle – Woodridge Fire Protection District, Lombard, Oak Brook, Oakbrook Terrace Police and Fire Protection District, Roselle, Villa Park, Warrenville Police and Fire Protection District, West Chicago Police and Fire Protection District, Wheaton, Winfield Police and Fire Protection District, Woodridge Police, Wood Dale Fire Protection District, York Center Fire Protection District
- **Northwest Central Dispatch System:** Arlington Heights, Buffalo Grove, Elk Grove Village, Hoffman Estates, Inverness Police, Mount Prospect, Palatine, Palatine Rural Fire Protection District, Prospect Heights Police, Rolling Meadows, Schaumburg, Streamwood

- **Red Center:** The Regional Emergency Dispatch (R.E.D.) Center provides Fire & Emergency Medical Services (EMS) dispatching to the Highwood, Lincolnwood, Morton Grove, Niles, Northbrook, Northfield, Wheeling, Wilmette, and Winnetka/Kenilworth Fire Departments as well as the Deerfield-Bannockburn, Lincolnshire-Riverwoods, Long Grove, North Maine, and Prospect Heights Fire Protection Districts.
- **Tazcomm (Tazewell/Pekin Consolidated Communications Center):** Pekin Police and Fire, Tazewell County Sheriff's Office, Cincinnati Fire, Deer Creek/Goodfield Police, Delavan Fire, Delavan Police, Delavan Ambulance, Advanced Medical Transport, Hopedale Ambulance, Hopedale Fire, Mackinaw Rescue, Green Valley Police, Mackinaw Police and Fire, Minier Fire and Rescue, Hopedale Police, Marquette Heights Fire, Tremont 702, Marquette Heights Police, North Pekin Police and Fire, Minier/Armington Police, South Pekin Fire, Pekin Park Police, Tremont Fire, South Pekin Police, Tremont Police

**Smaller Telecommunications/ Dispatch Centers** – this is where a few communities consolidate. These centers may or may not take on new additional members, and may or may not offer a role in governance (shared governance). Some of these centers are more likely to allow some tailored services for its members.

- WSCDC (West Suburban Consolidated Dispatch Center) - Oak Park, River Forest and Elmwood Park
- ACDC (Addison Consolidated Dispatch Center) – Addison Police, Bensenville, Bloomingdale
- E-COMM 911 Dispatch: Flossmoor, Glenwood, Hazel Crest, Riverdale, South Holland
- Tri-Com Central Dispatch: Geneva, Batavia, St. Charles, Elburn, Sugar Grove
- Westmont Dispatch: The Village of Westmont partners with the Village of Downers Grove to provide consolidated emergency dispatch services for both communities.
- Orland Park: Provides dispatch services for Orland Hills
- Vernon Hills provides dispatch services for Lincolnshire and Libertyville
- EASTCOM (Eastern Will County Communications Center) - This operation currently operates out of the Crete Police Station. Members include: Beecher, Crete, Monee, Peotone, and University Park, and the fire districts of Beecher, Crete Township, Monee and Peotone.
- Quadcom: Carpentersville, East Dundee, West Dundee, West Dundee, Sleepy Hollow, Rutland/Dundee Fire Protection District
- Southcom: Located in north-eastern Illinois, provides fire, police and emergency medical dispatching services for the Villages of Matteson, Olympia Fields, Park Forest and Richton Park

**Pending Possible Consolidation** – communities considering the creation of a consolidated dispatch center.

- Lake Forest took the first step to entering an agreement with Lake Bluff, Highland Park and Glenview for centralized emergency 9-1-1 dispatch services Tuesday night, Jan. 21, by unanimously approving a resolution to draft a contract to set up the arrangement. Glenview now provides dispatch services for Grayslake, Hainesville, Niles and Morton Grove.

**Other Pertinent Information / Documentation:**

- Additional Information regarding EMD – Overview, Fire Chief Maggos (*attached*)

Here is where we are currently at...

Yesterday, I spoke to Christine Chaput, EMS Manager/System Coordinator for Loyola Hospital EMS. Loyola is our resource hospital, and our EMS system works under their direction, and under the EMS Medical Director Dr. Mark Cichon. EMD centers/dispatcher in our area operate under their direction, and include such organizations as NORCOMM, West Suburban Consolidated Dispatch, and Berwyn. Those centers adopt nationally recognized systems and pre-arrival instructions, such as Priority Dispatch and Powerphone, and Loyola authorizes them to use those with some tweaking. Dispatchers are required to participate in 12 hours of Continuing Education per year, which they can get anywhere, but beginning in January, Loyola will be providing the CE as it does for paramedics and EMT's operating in their system. It is her belief that EMD is required by law, and based upon how we operate in this area, no waivers are or will be granted for our type of operation. She tried to obtain a waiver for a neighboring communication center five years ago, and that is the stance that the state took. She also offered that her and/or Dr. Cichon would be willing to come discuss EMD issues with us if we so desired.

Overall Emergency Medical Dispatch oversight is provided by IL Department of Public Health Office of Preparedness and Response, Division of EMS and Highway Safety. I spoke to Brian Kieninger from IDPH this morning, who works in this Division. He admitted it isn't clear cut, in that they know organizations exist that don't provide EMD, but they should transfer calls to systems that do, or works towards that. In most cases, they advise organizations to contact their IDPH region resources hospital, and work in accordance with their requirements. Brian admitted they don't have the resources to enforce EMD, but they will take action if pre-arrival instructions are given by someone who is not an Emergency Medical Dispatcher, and/or they are not correct. He apologized for not being able to give me more clear direction, other than working with the resource hospital and following their guidance. He did say the state still has no way of licensing EMD Communications Centers themselves, as there is a software upgrade needed, and the state does not have the money for it.

#### EMS Systems Act

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1226&ChapterID=21>

Section 3.70 for EMD

#### JCAR

<http://www.ilga.gov/commission/jcar/admincode/077/077005150E07100R.html>

Section h. for waivers

# **Public Works Committee**

**Scott Mesick, Chairman**

**Michael Sheehan**

**Mario Fotino**

## **VILLAGE BOARD AGENDA MEMO**

**Date:** February 3, 2014

**To:** Village President and Board of Trustees

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

**Re:** **2014 Emerald Ash Borer Treatment Program**

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### **GENERAL BACKGROUND**

Back in 2011 through a contractor, the Village had 55 parkway Ash trees injected with an insecticide to help prevent the boring by Emerald Ash Borers. *These trees were picked because of their size and location.* At that time, 20 residents also paid for the injection of their parkway tree. Only a small number of trees were picked because of the cost, and the uncertainty with the effectiveness of the injections.

All of the trees which were injected do not show signs of infestation by the Emerald Ash Borer, and it is now time for re-injection. On January 15, 2014, a Request for Bid was published in the Suburban Life, and a bid opening was held on February 3, 2014, and the bid results are attached.

Robert Kinnucan Tree Experts and Landscaping Company was the lowest bidder. This company has performed work for numerous municipalities in the area, and has been in business for over 40 years.

### **MOTION / ACTION REQUESTED**

Motion approving the proposal from Robert Kinnucan Tree Experts and Landscaping Company dated January 22, 2014, and rejecting all other bids.

### **STAFF RECOMMENDATION**

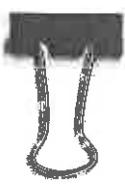
Acceptance of the bid from Robert Kinnucan Tree Experts and Landscaping Company.

### **DOCUMENTATION**

- Bid results tabulation; and
- Bid Proposal Packet, Specifications and Bidding Document (*Due to the size of this document, please contact Brendan McLaughlin if you would like to review these documents*)

**2014 EAB INJECTION PROGRAM**

<b><u>CONTRACTOR</u></b>	<b><u>Estimated Quantity of DBH</u></b>	<b><u>Unit Cost/DBH Inch</u></b>	<b><u>Total Base Bid</u></b>
Clean Cut Tree Service, Inc.	772 DBH inches (51 trees)	\$17.73	\$13,687.56
	452 DBH inches (22 trees/resident paid)	\$17.73	\$8,013.96
The Davey Tree Expert Company	772 DBH inches (51 trees)	\$5.85	\$4,156.20 (*Figure does not calculate properly with Unit Cost)
	452 DBH inches (22 trees/resident paid)	\$6.20	\$2847.60 (*Figure does not calculate properly with Unit Cost)
Robert Kinnucan Tree Experts and Landscaping Company	772 DBH inches (51 trees)	\$5.85	\$4,516.20
	452 DBH inches (22 trees/resident paid)	\$5.85	\$2,644.20
Tree & Turf Professionals, Inc.	772 DBH inches (51 trees)	\$8.25	\$6,369.00
	452 DBH inches (22 trees/resident paid)	\$8.25	\$3,729.00
Winkler's Tree & Landscaping, Inc.	772 DBH inches (51 trees)	\$7.48	\$5,774.56
	452 DBH inches (22 trees/resident paid)	\$10.91	\$4,931.32
Aspen Tree and Turf Care	772 DBH inches (51 trees)	\$8.00	\$6,176.00
	452 DBH inches (22 trees/resident paid)	\$8.50	\$3,842.00



**SCHEDULE OF BID PRICES**

**2014 EMERALD ASH BORER TREATMENT**

**THE UNDERSIGNED SUBMITS HERewith THIS SCHEDULE OF PRICES COVERING THE WORK TO BE PERFORMED UNDER THIS CONTRACT**

<b>Estimated Quantity of DBH (inches)</b>	<b>Unit Cost/DBH Inch</b>	<b>Total Base Bid</b>
772 DBH inches (51 trees)	\$ 5.85	\$ 4,516.20
452 DBH inches (22 trees treated through resident opted-in program) <i>Village will bill residents who choose to participate</i>	\$ 5.85	\$ 2,644.20

Contractor will be guaranteed the injection of the 51 parkway trees the Village has selected for the program. The additional 22 parkway trees are those which residents have voluntarily paid for injection in the past, and a letter will be sent offering the opportunity to participate in this year's program once unit prices have been set. The Village will bill and collect money from those residents. The Contractor will be paid directly from the Village for all trees injected.

**CONTRACTOR**      Robert Kinnucan Tree Experts and Landscaping Company, Inc.

**ADDRESS**            28877 Nagel Court

Lake Bluff, IL 60044

**PHONE NUMBER**    847-234-5327

**FAX NUMBER**        847-234-3260

**DATE**                    January 22, 2014

## **VILLAGE BOARD AGENDA MEMO**

**Date:** February 3, 2014  
**To:** Village President and Board of Trustees  
**From:** Brendan McLaughlin, Director of Public Works *BTM*  
Julia Cedillo, Village Manager *JC*  
**Re:** **Lawn Mowing and Flower Bed Landscape Maintenance Contracts**

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### **GENERAL BACKGROUND**

Contractor assistance is needed to perform Lawn Mowing and Flower Bed Landscape Maintenance in various areas throughout the Village, to allow public works employees to perform other tasks. Each of these tasks has distinct specifications allowing them to be bid separately, and the process of bidding separately to select a contractor typically results in a cost savings for the Village.

\$12,500 has been budgeted in the "Services - Miscellaneous Services" line item in the Public Works area. *\$2,000 has been placed in the Water Fund "Services – Miscellaneous Services" line item of the FY2014/2015 budget for the mowing of the Water Plant area.*

A Request for Proposal was published in the January 15, 2014, Suburban Life, and bid proposal packets were sent to 24 landscape contractors in the area, requesting bids for (1) various mowing throughout the Village, (2) mowing of the Water Plant area, and (3) flower bed maintenance. A bid opening was conducted on February 3, 2014, and the results are attached.

Landscape Concepts Management was the lowest bidder for all three bid requests. Landscape Concepts Management has performed the flower bed maintenance contract for the Village of La Grange Park for the past four years, without any problems.

### **MOTION / ACTION REQUESTED**

Motion approving the proposals from Landscape Concepts Management in the amount of \$4,360 for Lawn Mowing various areas throughout the Village, \$1,840 for Lawn Mowing at the Water Plant, and \$2,520 for Flower Bed Maintenance, and rejecting all other bids.

### **STAFF RECOMMENDATION**

Acceptance of the bids from Landscape Concepts Management for the Lawn Mowing and Flower Bed Maintenance contracts.

### **DOCUMENTATION**

- Resolution accepting the bids in each category as described above;
- Bid results tabulation; and
- Bid Proposal Packet, Specifications and Bidding Documents (*Due to the size of this document, please contact Brendan McLaughlin if you would like to review these documents*).

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ACCEPTING PROPOSALS/CONTRACTS FOR  
LAWN MOWING AND FLOWER BED LANDSCAPE MAINTENANCE**

WHEREAS, it is necessary for the Village to have contractor assistance for Lawn Mowing and Flower Bed Landscape Maintenance; and

WHEREAS, the Village prepared a "Request for Bid" which outlined the work to be performed for these tasks, and a bid opening was held on February 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 proposals from the following contractor:
  - Landscape Concepts Management for Lawn Mowing Various Areas throughout the Village, in the amount of \$4,360.00;
  - Landscape Concepts Management for Lawn Mowing at the Water Plant, in the amount of \$1,840.00; and
  - Landscape Concepts Management for Flower Bed Maintenance, in the amount of \$2,520.00; and
2. The Village President is authorized to execute contracts with the above contractor.
3. The Village Manager is authorized and directed to take such further actions as deemed necessary and appropriate to implement and administer this Resolution.

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

YES:

NOS:

ABSENT:

Approved this \_\_\_\_\_ day of February 2014.

\_\_\_\_\_  
Dr. James L. Discipio, Village President

ATTEST: \_\_\_\_\_  
Amanda G. Seidel  
Village Clerk

*APPROVED AS TO FORM-  
VILLAGE ATTORNEY – format previously approved  
By C. Keating*

**BID TABULATION SHEET - FLOWER BED MAINTENANCE*****Bid Opening: February 3, 2014***

<u>Contractor Name</u>	<u>Flower Bed Maintenance 2014</u>	<u>Flower Bed Maintenance 2015</u>	<u>Extra Work</u>
Landscape Concepts	\$2,520.00	\$2,520.00	\$35.00
Beary Landscaping	\$5,600.00	\$5,768.00	\$30.00

**BID TABULATION SHEET - VILLAGE MOWING*****Bid Opening: February 3, 2014***

<u>Contractor Name</u>	<u>Lawn Maintenance 2014</u>	<u>Lawn Maintenance 2015</u>	<u>Extra Work</u>
Landscape Concepts	\$4,360.00	\$4,360.00	\$35.00
Beary Landscaping	\$5,264.00	\$5,264.00	\$30.00
Acres Group	\$12,971.00	\$13,356.00	\$44.00
HL Landscapes	\$24,160.00	\$25,600.00	\$45.00

**BID TABULATION SHEET - WATER PLANT MOWING*****Bid Opening: February 3, 2014***

<u>Contractor Name</u>	<u>Water Plant - Lawn Maintenance 2014</u>	<u>Water Plant - Lawn Maintenance 2015</u>	<u>Extra Work</u>
Landscape Concepts	\$1,840.00	\$1,840.00	\$35.00
Beary Landscaping	\$2,604.00	\$2,604.00	\$30.00
Acres Group	\$5,117.00	\$5,117.00	\$44.00



**4. Mowing and Edging**

A. Weekly Clean-Up - All turf areas shall be policed for debris, tree limbs and litter prior to each mowing. All debris will be removed from site and disposed of properly. *(Number of occurrences: 33)*

B. Mowing of Turf - Finished turf shall be cut at a height of 2¼"-3" as conditions dictate. Mowing shall be done frequently enough so that no more than one-third (1/3) of the grass blade is removed per cutting but not less than weekly. The date of the first mowing and the frequency of all mowings will be mutually agreed upon by the VILLAGE and the CONTRACTOR. Areas next to fences, around trees, flower beds, posts, buildings, and other obstructions, shall be trimmed every time the adjacent area is mowed.

C. Trimming shall be to the same height as the mowing. Mowing equipment and patterns shall be employed to permit recycling of clippings where possible and present a neat appearance. Excess clippings shall be removed from sidewalks and streets. Blades on all equipment shall be kept sharp to prevent tearing of grass blades. *(Number of occurrences: 33)*

D. Mechanical Edging adjacent to Hardscape - Unobstructed perimeters of all turf areas fronting on sidewalks or curbs shall be edged twice during the summer to remove any grass encroaching onto the paved surface. *(Number of occurrences: 2)*

**5. Fertilization / Weed Control / Disease Control**

The VILLAGE will be notified 24 hours in advance of application of all or any fertilization/weed control/disease control. All applications should be completed between the hours of 6:00am and 8:00am.

A. Turf Pre-Emergent - The CONTRACTOR shall apply a pre-emergence crabgrass control to all turf areas at the rate specified by manufacturer. Application will be made in the prior to crabgrass or noxious annual weed germination. This application should also contain a fertilizer in it. *(Number of occurrences: 1)*

B. Turf Post-Emergent - The CONTRACTOR shall apply a post-emergence broadleaf weed control (Trimec or equivalent) to all turf areas once in Late Spring at the rate specified by manufacturer. *(Number of occurrences: 1)*

C. Insect/Disease Control – (i.e. grub control) CONTRACTOR shall apply a grub control in Late July or early August, at the rate specified by the manufacturer. *(Number of occurrences: 1)*

D. Turf Areas - Turf areas shall be fertilized in Late September, poundage of material should be applied at the rate as specified by the manufacturer. *(Number of occurrences: 1)*

**6. Fall Clean-Up**

Leaves shall be removed from all turf in autumn, as needed, from approximately the third week of October through the end of November. All leaves and debris present in turf areas by the last site visit are to be removed prior to conclusion of the Agreement.

*(Number of occurrences: As needed, but not less than twice during the term of this Agreement)*

7. **Extra Work**  
Any extra work not provided for in this Agreement shall be on a "time and material" basis. CONTRACTOR's hourly rate is \$ 35.00 per man per hour. No such additional services shall be rendered unless first agreed to in writing by both parties.
8. **Safety**  
CONTRACTOR shall ensure that its employees are following all Federal and State regulations pertaining to worker's safety along State or Local roadways.
9. **Responsibility for Damage**  
CONTRACTOR shall be responsible for, and shall repair any damage caused by its mowing services. CONTRACTOR shall repair (by re-sodding or reseeding with appropriate materials as approved in advance by VILLAGE) any areas damaged by its mowing and shall maintain the affected area(s) until the sod is knit or the grass is fully established.
10. **General Standards of Performance; Right to Terminate.**  
A. All work will be performed in a good and workmanlike manner by trained, properly supervised personnel in accordance with accepted horticulture practices.  
B. Adequate personnel, materials and equipment shall be provided to permit the timely completion of all operations.  
C. Landscape and all other debris shall be removed from the site at the end of each day and legally disposed of at the expense of the CONTRACTOR.  
D. The Public Works Director shall have the right to terminate this Agreement upon written notice to CONTRACTOR if the Director finds that CONTRACTOR has not fully performed its services in accordance with this Agreement or that CONTRACTOR's work is not satisfactory.
11. **Federal, State and Local regulations; taxes; permits; licenses.**  
A. The CONTRACTOR shall adhere to all Federal, State and VILLAGE Laws.  
B. The CONTRACTOR shall adhere to all Federal and State guidelines governing equal employment opportunities.  
C. The VILLAGE has adopted an ordinance governing the prevailing rate of wages paid for work performed by contractors in the VILLAGE. If applicable, all labor performed under the provisions of this Agreement shall comply with the Illinois Prevailing Wage Act. The general prevailing rate of hourly wages in Cook County will apply for the work being performed in the Village of La Grange Park in Cook County, Illinois. The CONTRACTOR will guarantee the faithful performance of such Prevailing Wage Act to include but not limited to: that not less than the prevailing rate of wages as found by the VILLAGE or Department of Labor or determined by the court on review shall be paid to all laborers, workers and mechanics performing work under this contract. If the prevailing rates are revised during the Agreement the revised rate shall apply to this contract
12. **Insurance/Certificate of Insurance**  
A. During the duration of this Agreement, CONTRACTOR shall maintain the following insurance coverage limits:  
1. Workers' Compensation Insurance as prescribed by Illinois Statute  
2. General Liability Insurance:  
- \$1,000,000 per occurrence  
- \$2,000,000 aggregate

- 3. Property Damage Liability Insurance:
  - \$1,000,000 per occurrence
  - \$2,000,000 aggregate

- 4. Vehicle Liability:
  - \$500,000 per occurrence

B. The CONTRACTOR shall furnish a Certificate of Insurance verifying the existence of the aforementioned coverages. Further, the VILLAGE shall be named as additional insured on each policy for any liability arising out of the CONTRACTOR'S work. For purposes of this Agreement, "arising out of the CONTRACTOR'S work" shall mean:

- 1. Liability the VILLAGE may incur for which the VILLAGE is indemnified below; and/or
- 2. Liability the VILLAGE may incur due to joint negligence of the CONTRACTOR and the VILLAGE.

C. The CONTRACTOR shall indemnify and forever hold harmless, including the payment of reasonable attorneys fees and court costs, the VILLAGE, its agents, officials and employees against any and all claims for injuries, death, loss damages, claims of every type, nature and description (including without limitation environmental and patent claims), suits, liabilities judgments, costs and expenses arising from or related in any way to the alleged negligence or act or omission of the CONTRACTOR or its employees, agents, servants, subcontractors or suppliers in connection with performance of this Agreement.

D. The CONTRACTOR shall, at the CONTRACTOR'S own expense, appear, defend any and pay all charges of attorneys and all costs and other expenses arising from the foregoing, or incurred in connection therewith in the defense of the VILLAGE, its agents, officials and employees.

**13. Payment for Services**

VILLAGE shall pay for the services rendered pursuant to this Agreement in seven (7) equal payments each year, upon receipt of a monthly statement from CONTRACTOR describing the work performed during the previous month, commencing with a bill for April services and ending with a bill for November services.

**14. Total Amount of Contract – 2014:** \$ 4,360.00  
**Total Amount of Contract – 2015:** \$ 4,360.00

**VILLAGE OF LA GRANGE PARK**

**CONTRACTOR:**

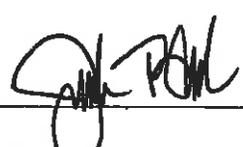
By: \_\_\_\_\_

Dr. James L. Discipio  
 Village President

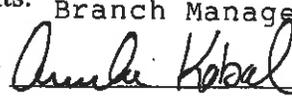
Attest: \_\_\_\_\_

Amanda G. Seidel  
 Village Clerk

Date: \_\_\_\_\_

By:  \_\_\_\_\_

Its: Branch Manager

Attest:  \_\_\_\_\_

Date: 2-3-14

# Village Board Agenda Memo

**Date:** 2/04/2014  
**To:** President and Board of Trustees  
**From:** Brendan McLaughlin, Public Works Director *BSM*  
Julia Cedillo, Village Manager *JC*  
**RE:** Purchase of Asphalt Hot Patch Trailer

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**PURPOSE:** To request the advance purchase of an Asphalt Hot Patch Trailer.

## GENERAL BACKGROUND:

The current trailer was purchased "used" in 2002, and lacks safety features of the newer models. It was also badly damaged in December 2013, when the wind blew out the flame and the gas did not shut off. Re-ignition resulted in a backfire explosion which damaged the heating chamber. The equipment is too badly damaged to repair and it is not recommended that this unit be placed back into service.

A replacement unit has been included in the DRAFT budget for next year. It is ranked as the departments #2 capital request. The Public Works Department recommends advancing the purchase of this piece of equipment to the current fiscal year so that it can be used to patch potholes between now and May 1st, which is the start of the next fiscal year.

Staff has contacted Galva Road Equipment who is the sales representative for Falcon Road Maintenance Equipment. Falcon Equipment was awarded the contract for this type of equipment by the National Joint Powers Alliance, a governmental joint purchasing organization and also holds the State of Illinois Joint Purchasing Contract.

The Village of Lombard purchased a Falcon Asphalt Patch Trailer last fiscal year and have reported no problems with the vendor or the equipment. Staff was scheduled to go on site and inspect the equipment, however this was delayed due to Wednesday's snow and will occur prior to the Work Session.

Staff is seeking to expedite this purchase as this year's winter has created many potholes and we want to begin patching if we ever get a few days that aren't sub-zero or snowing.

If the Board finds it acceptable, staff would finalize specifications with the vendor and get the trailer ordered. The Village of Lombard spent \$21,934.00 on their trailer in May of 2012 (packet attached). Under the joint purchasing contract, staff expects a minor price increase and request authorization not to exceed \$25,000.

## MOTION/ACTION REQUESTED:

Motion authorizing the purchase of an asphalt hot patch trailer from Galva Road Equipment at the pricing established in the Joint Purchasing Contract, with an amount not to exceed \$25,000.

## STAFF RECOMMENDATION:

Staff recommends the purchase of an asphalt hot patch trailer.

## DOCUMENTATION:

- State of Illinois Joint Purchasing Notice of Award
- Village of Lombard Agenda Item

STATE OF ILLINOIS  
DEPARTMENT OF  
CENTRAL MANAGEMENT SERVICES

T NUMBER: T0310  
PAGE NO.: 00001

DISTRIBUTE TO: 416PSD : BUREAU OF STRATEGIC SOURCING

-----  
NOTICE OF AWARD

CONTRACT TITLE: PSD TRAILER MOUNTED ASPHALT PATCHING  
EQUIPMENT

CONTRACT NO: VARIOUS

OPTIONS AVAILABLE: 01      JOINT PURCHASING: YES

VENDOR NAME AND ADDRESS      VENDOR NUMBER:  
\* \* SEE ATTACHED \* \*

CONTACT THE FOLLOWING IN THE EVENT OF QUESTIONS PERTAINING TO THIS CONTRACT:

BUYER NAME AND PHONE  
BRETT BARNES  
(217) 785-3851

SOLICITATION: 226204      BID OPEN DATE: 12/08/11

CONTRACT NO: 4017153      4017154      4017155  
A10128 : VENDOR PAYMENT PROGRAM:

DUE TO UNPRECEDENTED ECONOMIC RECESSION, ILLINOIS HAS EXPERIENCED LOWER THAN EXPECTED REVENUES WHICH HAS LED TO A DELAYED PAYMENT CYCLE. IN MANY CASES, VENDORS AND SERVICE PROVIDERS ARE WAITING SEVERAL MONTHS TO RECEIVE PAYMENT FOR GOODS AND SERVICES PROVIDED TO THE STATE. THE STATE OF ILLINOIS VENDOR PAYMENT PROGRAM IS INTENDED TO PROVIDE RELIEF TO THOSE VENDORS AND SERVICE PROVIDERS. FOR MORE INFORMATION PLEASE SEE OUR WEBSITE AT PAYMENTS.ILLINOIS.GOV.

CONTRACT NO: 4017153      4017154      4017155  
J43246 : SCOPE:

TO ESTABLISH A CONTRACT TO ENABLE THE DEPARTMENT OF TRANSPORTATION AND ALL AUTHORIZED LOCAL GOVERNMENTAL UNITS TO PURCHASE TRAILER MOUNTED ASPHALT PATCHING EQUIPMENT ON AN AS NEEDED BASIS DURING THE CONTRACT PERIOD.

CONTRACT NO: 4017153  
J43248 : SPECIFICATIONS/ATTACHMENTS:

ADDITIONAL SPECIFICATIONS/ATTACHMENTS ARE MADE PART OF THIS SOLICITATION. IT SHALL BE THE BIDDER'S RESPONSIBILITY TO DOWNLOAD THE SPECIFICATIONS/ATTACHMENTS AND RETURN WITH THE BID IF REQUIRED.

403-60-06, SPECIFICATIONS AND QUESTIONNAIRE FOR TRAILER MOUNTED, MULTI-FUNCTION ASPHALT PATCHING MACHINE, DATED AUGUST 2011.

423-60-02, SPECIFICATIONS AND QUESTIONNAIRE FOR TRAILER MOUNTED ASPHALT HEATING UNIT, DATED AUGUST 2011.

432-60-08, SPECIFICATIONS AND QUESTIONNAIRE FOR TRAILER MOUNTED BITUMINOUS HEATING KETTLE, 275 GALLON CAPACITY, DATED AUGUST 2011.

THE ABOVE REFERENCED SPECIFICATION(S) IS AN INTEGRAL PART OF THE BID DOCUMENT. THE SPECIFICATION(S) EMBODIES A QUESTIONNAIRE THAT IS TO BE COMPLETED AND RETURNED WITH THE BID RESPONSE.

BIDDER SHALL SUBMIT TWO (2) COPIES OF THE SPECIFICATION/QUESTIONNAIRE, BID, AND ANY DESCRIPTIVE LITERATURE REQUIRED WITH THEIR BID.

CONTRACT NO: 4017153      4017154      4017155  
J43254 : DELIVERY INSTRUCTIONS/INVOICES:

IDOT DELIVERY INSTRUCTIONS:

DELIVERY SHALL BE MADE DURING THE REGULAR WORK WEEK DURING ESTABLISHED RECEIVING HOURS (8:00 A.M. TO 2:00 P.M.) UNLESS PREVIOUS ARRANGEMENTS ARE MADE WITH THE ENGINEER TO WHOM SHIPMENT IS MADE. SUCCESSFUL VENDOR SHALL CONTACT THE DISTRICT 24 HOURS PRIOR TO DELIVERY OF THE EQUIPMENT.

IDOT INVOICES:  
INVOICES IN DUPLICATE SHALL BE SENT TO EACH OF THE DISTRICTS TO WHOM SHIPMENT IS MADE.

CONTRACT NO: 4017153      4017154      4017155  
J43255 : INSPECTION:

IF WITHIN ONE YEAR AFTER DELIVERY, THE STATE DISCOVERS THAT THE GOODS/EQUIPMENT DOES NOT MEET A CONTRACT SPECIFICATION, THE STATE MAY REQUIRE THE VENDOR, AT NO CHARGE TO THE STATE, TO REPAIR OR REPLACE THE EXISTING GOODS/EQUIPMENT WITH GOODS/EQUIPMENT THAT CONFORM TO CONTRACT SPECIFICATIONS. THIS PROVISION APPLIES TO NON-CONFORMITIES DISCOVERED WHILE REPAIRING OR MAINTAINING THE GOODS/EQUIPMENT AND WHICH WOULD NOT BE VISIBLE THROUGH THE ROUTINE INSPECTION UPON DELIVERY.

CONTRACT NO: 4017153      4017154      4017155  
J43263 : SERVICE DOCUMENTATION:

DURING THE WARRANTY PERIOD THE VENDOR SHALL BE ABLE TO PROVIDE PARTS AND SERVICE DIRECTLY OR THROUGH A SUBCONTRACTOR AT THE AGENCY LOCATION. PLEASE PROVIDE DOCUMENTATION WITH YOUR BID INDICATING SUCH ABILITY TO PROVIDE PARTS AND SERVICE.

PARTS WAREHOUSE: \_\_\_\_\_

ABILITY TO SERVICE: \_\_\_\_\_

CONTRACT NO: 4017153      4017154      4017155  
S00181 : REMANUFACTURED EQUIPMENT:

REMANUFACTURED AND/OR RECONDITIONED EQUIPMENT WILL NOT BE ACCEPTED. ALL EQUIPMENT MUST BE NEWLY MANUFACTURED.

CONTRACT NO: 4017154  
J43248 : SPECIFICATIONS/ATTACHMENTS:

ADDITIONAL SPECIFICATIONS/ATTACHMENTS ARE MADE PART OF THIS SOLICITATION. IT SHALL BE THE BIDDER'S RESPONSIBILITY TO DOWNLOAD THE SPECIFICATIONS/ATTACHMENTS AND RETURN WITH THE BID IF REQUIRED.

403-60-06, SPECIFICATIONS AND QUESTIONNAIRE FOR TRAILER MOUNTED, MULTI-FUNCTION ASPHALT PATCHING MACHINE, DATED AUGUST 2011.

423-60-02, SPECIFICATIONS AND QUESTIONNAIRE FOR TRAILER MOUNTED ASPHALT HEATING UNIT, DATED AUGUST 2011.

432-60-08, SPECIFICATIONS AND QUESTIONNAIRE FOR TRAILER MOUNTED BITUMINOUS HEATING KETTLE, 275 GALLON CAPACITY, DATED AUGUST 2011.

THE ABOVE REFERENCED SPECIFICATION(S) IS AN INTEGRAL PART OF THE BID DOCUMENT. THE SPECIFICATION(S) EMBODIES A QUESTIONNAIRE THAT IS TO BE COMPLETED AND RETURNED WITH THE BID RESPONSE.

BIDDER SHALL SUBMIT TWO (2) COPIES OF THE SPECIFICATION/QUESTIONNAIRE, BID, AND ANY DESCRIPTIVE LITERATURE REQUIRED WITH THEIR BID.

CONTRACT NO: 4017155  
J43248 : SPECIFICATIONS/ATTACHMENTS:

ADDITIONAL SPECIFICATIONS/ATTACHMENTS ARE MADE PART OF THIS SOLICITATION. IT SHALL BE THE BIDDER'S RESPONSIBILITY TO DOWNLOAD THE SPECIFICATIONS/ATTACHMENTS AND RETURN WITH THE BID IF REQUIRED.

403-60-06, SPECIFICATIONS AND QUESTIONNAIRE FOR TRAILER MOUNTED, MULTI-FUNCTION ASPHALT PATCHING MACHINE, DATED AUGUST 2011.

423-60-02, SPECIFICATIONS AND QUESTIONNAIRE FOR TRAILER MOUNTED ASPHALT HEATING UNIT, DATED AUGUST 2011.

432-60-08, SPECIFICATIONS AND QUESTIONNAIRE FOR TRAILER MOUNTED BITUMINOUS HEATING KETTLE, 275 GALLON CAPACITY, DATED AUGUST 2011.

THE ABOVE REFERENCED SPECIFICATION(S) IS AN INTEGRAL PART OF THE BID DOCUMENT. THE SPECIFICATION(S) EMBODIES A QUESTIONNAIRE THAT IS TO BE COMPLETED AND RETURNED WITH THE BID RESPONSE.

BIDDER SHALL SUBMIT TWO (2) COPIES OF THE SPECIFICATION/QUESTIONNAIRE, BID, AND ANY DESCRIPTIVE LITERATURE REQUIRED WITH THEIR BID.

VENDOR NAME AND ADDRESS

DURACO INC  
2000 OLD WHITFIELD RD  
PEARL, MS 39208-9170

CONTRACT NO: 4017153  
PYMT TERMS: NONE  
DELIVERY: 60 DAYS ARO  
VENDOR NO:  
BUSINESS CLASS CODE: NNLEN  
LEGAL STATUS: PARTNERSHIP  
CONTRACT END DATE: 02/28/14

PRIME VENDOR: N  
CONTRACT BEGIN DATE: 03/01/12

CONTACT NAME: C E ALFORD  
CONTACT PHONE: (866) 607-2824  
CONTACT E-MAIL: NALFORD@DURAPATCHER.COM

CONTACT FAX: (601) 932-6039

KOENIG BODY & EQUIPMENT INC  
2428 W FARMINGTON RD  
PEORIA, IL 61604-5899

CONTRACT NO: 4017155  
PYMT TERMS: NONE  
DELIVERY: SPECIFIED ELSEWHERE  
VENDOR NO:  
BUSINESS CLASS CODE: NNSJN  
LEGAL STATUS: CORPORATION  
CONTRACT END DATE: 02/28/14

PRIME VENDOR: N  
CONTRACT BEGIN DATE: 03/01/12

CONTACT NAME: MARK KOENIG  
CONTACT PHONE: (800) 767-7406  
CONTACT E-MAIL: MARK@KOENIGBODY.COM

CONTACT FAX: (309) 673-6836

KONSTANTY STEVEN J  
DBA GALVA ROAD EQUIPMENT LLC  
2225 E 5TH AVENUE  
GALVA, IL 61434-0001

CONTRACT NO: 4017154  
PYMT TERMS: NONE  
DELIVERY: 90 DAYS ARO  
VENDOR NO:  
BUSINESS CLASS CODE: NNLEN  
LEGAL STATUS: CORPORATION  
CONTRACT END DATE: 02/28/14

PRIME VENDOR: N  
CONTRACT BEGIN DATE: 03/01/12

CONTACT NAME: STEVEN J KONSTANTY  
CONTACT PHONE: (309) 368-5594  
CONTACT E-MAIL: STEVEK@FALCONRME.COM

CONTACT FAX: (309) 932-8172

CONTRACT ITEMS/SERVICES  
BY LINE ITEM

T NUMBER: T0310  
PAGE NO.: 00005

LINE#	DESCRIPTION/MFGR/BRAND	QUANTITY FROM/TO	UNIT	DISCOUNT	UNIT PRICE
00001	COMMODITY CODE: 3531-435-0100 PATCHER, ASPHALT PATCHING MACHINE, TRAILER MOUNTED, MULTI-FUNCTION  SHALL BE IN ACCORDANCE WITH THE STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION SPECIFICATION NO. 403-60-06 FOR TRAILER MOUNTED, MULTI-FUNCTION, ASPHALT PATCHING MACHINE, DATED AUGUST 2011.  VENDOR: DURACO INC : CONTRACT NO: 4017153 BRAND: DURAPATCHER MODEL: 125DJT	8.000	EACH	N/A	\$ 47,563.00000
00002	COMMODITY CODE: 3531-435-0101 OPTION, 25 FOOT CRACK FILLING EMULSION HOSE ON RETRACTABLE WHEEL WITH 4 FOOT HAND WAND, MOUNTED ON THE REAR OF THE UNIT  VENDOR: DURACO INC : CONTRACT NO: 4017153	1.000	EACH	N/A	\$ 921.00000
00003	COMMODITY CODE: 3531-435-0102 OPTION, 48" ARROW BOARD WITH CONTROLS  VENDOR: DURACO INC : CONTRACT NO: 4017153	1.000	EACH	N/A	\$ 931.00000 ✓
00004	COMMODITY CODE: 3531-442-1009 ASPHALT HEATING UNIT, TRAILER MOUNTED  SHALL BE IN ACCORDANCE WITH THE STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION SPECIFICATION NO. 423-60-02 FOR TRAILER MOUNTED ASPHALT HEATING UNIT, DATED AUGUST 2011.  VENDOR: KONSTANTY STEVEN J : DBA GALVA ROAD EQUIPMENT LLC CONTRACT NO: 4017154 BRAND: FALCON RME MODEL: P4D1XI	10.000	EACH	N/A	\$ 14,355.00000 ✓
00006	COMMODITY CODE: 3531-435-0010 OPTION, ELECTRIC OVERNIGHT HEATER FOR COMMODITY 3531-442-1009  SHALL BE IN ACCORDANCE WITH THE STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION SPECIFICATION NO. 423-60-02 FOR TRAILER MOUNTED ASPHALT HEATING UNIT, DATED AUGUST 2011.  VENDOR: KONSTANTY STEVEN J : DBA GALVA ROAD EQUIPMENT LLC CONTRACT NO: 4017154	1.000	EACH	N/A	\$ 1,782.00000 ✓
00007	COMMODITY CODE: 3531-435-0011 OPTION, HYDRAULIC SURGE BRAKES FOR COMMODITY 3531-442-1009  SHALL BE IN ACCORDANCE WITH THE STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION SPECIFICATION NO. 423-60-02 FOR TRAILER MOUNTED ASPHALT HEATING UNIT, DATED AUGUST 2011.	1.000	EACH	N/A	\$ 860.00000

CONTRACT ITEMS/SERVICES  
BY LINE ITEM

T NUMBER: T0310  
PAGE NO.: 00006

LINE#	DESCRIPTION/MFGR/BRAND	QUANTITY FROM/TO	UNIT	DISCOUNT	UNIT PRICE
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00007 CONTINUED.....

VENDOR: KONSTANTY STEVEN J  
: DBA GALVA ROAD EQUIPMENT LLC  
CONTRACT NO: 4017154

00008	COMMODITY CODE: 3531-435-0012 OPTION, MOUNTED SPARE TIRE FOR COMMODITY 3531-442-1009	1.000	EACH	N/A	\$ 235.00000
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SHALL BE IN ACCORDANCE WITH THE STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION SPECIFICATION NO. 423-60-02 FOR TRAILER MOUNTED ASPHALT HEATING UNIT, DATED AUGUST 2011.

VENDOR: KONSTANTY STEVEN J  
: DBA GALVA ROAD EQUIPMENT LLC  
CONTRACT NO: 4017154

00009	COMMODITY CODE: 3531-435-0013 OPTION, SINGLE SHOVELING DOOR IN LIEU OF TWO SHOVELING DOORS FOR COMMODITY 3531-442-1009	1.000	EACH	N/A	-\$ 200.00000 ✓
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SHALL BE IN ACCORDANCE WITH THE STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION SPECIFICATION NO. 423-60-02 FOR TRAILER MOUNTED ASPHALT HEATING UNIT, DATED AUGUST 2011.

\* VENDOR: KONSTANTY STEVEN J  
: DBA GALVA ROAD EQUIPMENT LLC  
CONTRACT NO: 4017154

00005	COMMODITY CODE: 3531-442-1012 BITUMINOUS HEATING KETTLE, 275 GALLON CAPACITY, TRAILER MOUNTED	8.000	EACH	N/A	\$ 15,583.00000
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SHALL BE IN ACCORDANCE WITH THE STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION SPECIFICATION NO. 432-60-08 FOR TRAILER MOUNTED BITUMINOUS HEATING KETTLE, 275 GALLON CAPACITY, DATED AUGUST 2011.

VENDOR: KOENIG BODY & EQUIPMENT INC  
:  
CONTRACT NO: 4017155  
BRAND: STEPP MODEL: SGS275

\* VENDOR OFFERS PROMPT PAYMENT DISCOUNT

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
**For Inclusion on Board Agenda**  
**Bids and Proposals**

TO : President and Village Board of Trustees  
FROM : David A. Hulseberg, Village Manager *dah*  
DATE : April 12, 2012 Agenda Date May 3, 2012  
TITLE : Bid Opening For: One New Asphalt Hot Patch Trailer  
SUBMITTED BY: John Mannino, Fleet Supervisor *JM*

**RESULTS:**

Date Bids Were Published \_\_\_\_\_  
Bidding Closed \_\_\_\_\_  
Total Number of Bids Received \_\_\_\_\_  
Total Number of Bidders Meeting Specifications \_\_\_\_\_  
Bid Security Required \_\_\_\_\_ Yes X No  
Performance Bond Required \_\_\_\_\_ Yes X No  
Were Any Bids Withdrawn \_\_\_\_\_ Yes X No  
Explanation:  
Waiver of Bids Requested? \_\_\_\_\_ X Yes \_\_\_\_\_ No  
If yes, explain: State bid joint purchase contract # PSD4017154.  
Award Recommended to Lowest \_\_\_\_\_ X Yes \_\_\_\_\_ No  
Responsible Bidder?  
If no, explain:

**FISCAL IMPACT:**

Engineer's estimate/budget estimate \$ 20,000.00  
Amount of Award \$ 21,934.00

**BACKGROUND/RECOMMENDATION:**

Staff seeks Board approval to award a contract to Galva Road Equipment of Galva (IL) for one new asphalt hot patch trailer and to trade one in (unit # ST911 1999 asphalt hot patch trailer).

Has Recommended Bidder Worked for Village Previously \_\_\_\_\_ Yes X No  
If yes, was quality of work acceptable \_\_\_\_\_ Yes \_\_\_\_\_ No  
Was item bid in accordance with Public Act 85-1295? \_\_\_\_\_ Yes X No  
Waiver of bids - Public Act 85-1295 does not apply X Yes

**REVIEW (as needed):**

Village Attorney XX \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director XX \_\_\_\_\_ Date \_\_\_\_\_  
Village Manager XX *dah* \_\_\_\_\_ Date 4/17/12

**NOTE: All materials must be submitted to and approved by the Village Manager's Office by 4:30 pm, Wednesday, prior to the Board Agenda distribution.**

# PRICE QUOTE

PAGE 1 OF 1

Today's Date: 04/06/12

Quote Good Through: 05/31/2012

Requested Of: Galva Road Equipment, LLC  
222 SE 5<sup>th</sup> Ave.  
Galva, Illinois 61434

Requested By: Village of Lombard  
1051 S. Hammerschmidt  
Lombard, Ill. 60148  
Attn: Chris Bohnert

Payment Terms: Net 30 days

Freight Terms: FOB Lombard , Ill

Quote Number: 04060312GRE

Qty	Item No	Model Description and Options	Price
		<b>OPTIONAL EQUIPMENT FOR 4 TON FALCON RECYCLING ASPHALT HOT PATCHER Including:</b>	
		<b>Dump Trailer (Includes Electric over Hydraulic Pump &amp; Push Button Control on Tether Cord)</b>	<b>\$4596</b>
		<b>LED Stop/Turn/Tail and Marker Lights</b>	<b>\$311</b>
		<b>Arrow Stick Mounting Bracket installed/painted</b>	<b>\$250</b>
		<b>Strobe Light on Raised Mounting Bracket</b>	<b>\$315</b>
		<b>Solvent Dip Tank mounted on Curbside Frame</b>	<b>\$340</b>
		<b>235/80R16 Tires on 8 bolt Rims</b>	<b>\$1202</b>
		<b>Marine Grade Deep Cycling Battery Charger w/Integrated Wiring</b>	<b>\$555</b>
		<b>Rear Facing Thermometer (50/550 degrees)</b>	<b>\$402</b>
		<b>24 hour Timer</b>	<b>\$308</b>
			<b>\$8,279</b>
		<b>Note: For 7-day Timer in lieu of 24 Hour Timer Add</b>	<b>\$196</b>



Galva Road Equipment, LLC  
222 SE 5<sup>th</sup> Ave.  
Galva, Illinois 61434  
309-368-5594

Authorized Sales and Service Distributor for FALCON Road Maintenance Equipment Co.

# PRICE QUOTE

PAGE 1 OF 1

Today's Date: 03/30/2012

Quote Good Through: 02/21/2013

Requested Of: Galva Road Equipment, LLC  
 222 SE 5<sup>th</sup> Ave.  
 Galva, Illinois 61434

Requested By: Village of Lombard  
 1051 S. Hammerschmidt  
 Lombard, Il. 60148  
 Attn: Chris Bohnert

Payment Terms: Net 30 days

Freight Terms: FOB Lombard, Ill

Quote Number: 03300212GRE

Qty	Item No	Model Description and Options	Price
1	P4D1XI	<b>4-Ton FALCON Recycling Asphalt Hot Patcher                      Triple Wall Construction, Diesel Fuel Source,                      Ceramic Combustion Chamber w/ Heat                      Management System Certified 92% Energy                      Efficient, Automatic Temperature Control, 8 X 14.5                      12 Ply Tires on 8 Bolt Solid Rims and 4" Round LED                      Rear Strobes</b>	<b>\$14,355</b>
		<b>DEDUCT for Single Metering Door in lieu of double                      doors</b>	<b>-\$200</b>
		<b>DEDUCT for Trade-in 1 KM Asphalt Hot Box                      Your Cost</b>	<b>-\$500</b>
			<hr/> <b>\$13,655</b>
		<b>1 Operator, Parts &amp; Service Manual                      One-Year Warranty                      Training                      Delivery to Lombard, Ill.</b>	<b>Included                      Included                      Included                      Included</b>
		<b>CMS Solicitation Number: 226204                      Contract Number: PSD4017154                      T-Number: T0310</b>	



Galva Road Equipment, LLC  
 222 SE 5<sup>th</sup> Ave.  
 Galva, Illinois 61434

309-368-5594 FAX:309-423-7815 Email:stevek@falconrme.com

Authorized Sales and Service Distributor for FALCON Road Maintenance Equipment Co.

**FY12B Vehicle Replacement Running Update**

Unit Number	Vehicle Description	New Unit #	New Vehicle Description	Anticipated Cost	Accum. Reserve	Salvage Value	Total \$ Available	Fiscal Impact	Notes
<b>Police Department</b>									
PT189	Taurus Sedan	n/a	n/a				\$0	\$0	retain until fy14
PP712	Crown Vic	n/a	n/a				\$0	\$0	retain until fy14, traffic unit
PP730	Crown Vic	PP744	AWD sedan	\$0	\$19,000	\$3,000	\$22,000	\$22,000	reduce squad car fleet by 1
PP731	Crown Vic	PP745	AWD sedan	\$26,000	\$19,000	\$3,000	\$22,000	-\$4,000	
PP732	Crown Vic	PP746	AWD sedan	\$26,000	\$19,000	\$3,000	\$22,000	-\$4,000	
PP733	Crown Vic	PP747	AWD sedan	\$26,000	\$20,300	\$3,000	\$23,300	-\$2,700	
PP734	Crown Vic	PP748	AWD sedan	\$26,000	\$19,000	\$3,000	\$22,000	-\$4,000	
<b>Fire Department</b>									
FM64	F350 Ambulance	FM64	F450 ambulance	\$161,450	\$141,000	\$15,000	\$156,000	-\$5,450	
FR81	4x4 EC pickup	FR81	4x4 crewcab pickup	\$31,944	\$23,508	\$6,000	\$29,508	-\$2,436	use reserves from fr80
<b>Community Development</b>									
BD8	Taurus Wagon	n/a	n/a				\$0	\$0	retain until fy14
BD9	Taurus Wagon	n/a	n/a				\$0	\$0	retain until fy14
BD83	Ranger Pickup	BD83	Prius	\$24,000	\$16,584	\$6,000	\$22,584	-\$1,416	
CE204	Freestar Minivan	n/a	n/a				\$0	\$0	retain until fy14
<b>Public Works</b>									
<b>(General Fund)</b>									
ST377	Street Sweeper	n/a	n/a				\$0	\$0	
ST330	S/A Dump Truck	ST330	S/A Dump Truck	\$139,215	\$155,000	\$11,000	\$166,000	\$26,785	
ST371	Roller	ST371	Roller	\$46,944	\$48,492	\$26,200	\$74,692	\$27,748	use reserves from st370, trade st370 & st371 and reduce fleet by one
ST904	Roller Trailer	ST904	Roller Trailer						
ST911	4 ton Reclaimer	ST911	4 ton Reclaimer	\$22,434	\$20,000	\$500	\$20,500	-\$1,934	
EN301	2x4 Pickup	n/a	n/a				\$0	\$0	retain until fy13
EN304	2x4 Pickup	n/a	n/a				\$0	\$0	retain until fy14
TS934	Enclosed Trailer	SM934	Flat Bed Trailer	\$6,200	\$3,164	\$100	\$3,264	-\$2,936	donate old trailer to lions club
TS438	Graffiti step van	TS438	Trailer system	\$17,000	\$12,000	\$0	\$12,000	-\$5,000	
<b>(S/W Fund)</b>									
WT451	Wheel Loader	WT451	Wheel Loader	\$148,105	\$140,642	\$17,600	\$158,242	\$10,137	
WP337	Taurus Wagon	VM501	Fusion	\$15,000	\$18,000	\$1,500	\$19,500	\$4,500	transfer vm500 to wp
<b>General Fund Total \$553,187</b>				<b>\$716,292</b>	<b>\$674,690</b>	<b>\$98,900</b>	<b>\$773,590</b>	<b>\$57,298</b>	
<b>Sewer/Water Fund Total \$163,105</b>									

**FLEET SERVICES DIVISION  
 FY12B VEHICLE REPLACEMENT REQUEST  
 COST CENTER: 6101-8306-733600**

**VEHICLE INFORMATION**

**DEPARTMENT:** Public Works  
**DIVISION:** Streets  
**FLEET #:** ST911  
**YEAR AND MAKE:** 1999 Keizer Morris 4-ton asphalt hot patch trailer  
**MPG:** n/a  
**UNIT USED FOR:** Pot hole patching

**REPAIR COST AND MILEAGE**

	<b>Cost</b>	<b>Mileage</b>
<b>YEAR TO DATE:</b>	\$0 *	n/a *paving season has not started
<b>LIFE TO DATE:</b>	\$7,181	n/a
<b>LAST YEAR:</b>	\$174	n/a

**REPLACEMENT COST**

<b>TOTAL RESERVES:</b>	\$20,000	<b>Met</b>	<b>Replacement Guidelines</b>
<b>SALVAGE VALUE:</b>	\$500	<b>X</b>	10 years
			miles N/A
			hours N/A
<b>AMOUNT AVAILABLE:</b>	\$20,500		
<b>ANTICIPATED COST:</b>	<u>\$22,434</u>		
<b>FISCAL IMPACT:</b>	<u>-\$1,934</u>		

**RECOMMENDATION:** Replace with a new 4-ton reclaimer

**DISPOSAL OF VEHICLE:** Trade  
**REPLACEMENT VEHICLE:** 4-ton asphalt hot patch trailer

**MANAGER'S APPROVAL:** YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**COMMENTS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MANAGER WILL DISCUSS WITH DEPARTMENT HEAD:** YES \_\_\_\_\_ NO \_\_\_\_\_

**DISCUSSION DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**COMMENTS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



PURCHASE ORDER P.O. #: 069988  
 DATE: 05/09/12

MAIL INVOICES TO:  
 VILLAGE OF LOMBARD  
 ACCOUNTS PAYABLE  
 255 E. WILSON AVE.  
 LOMBARD, IL 60148-3926  
 PHONE: (630) 620-5700  
 FAX: (630) 620-8222

TO: GALVA ROAD EQUIPMENT  
 222 SOUTHEAST 5TH AVE  
 GALVA, IL 61434-0001

SHIP TO:  
 VILLAGE OF LOMBARD  
 DEPT OF PUBLIC WORKS  
 CENTRAL GARAGE  
 282 EAST CENTRAL AVENUE  
 LOMBARD, IL 60148

VENDOR #  
 6468

DELIVER BY: SHIP VIA: F.O.B.  
 07/01/12 BEST WAY DESTINATION

REQUISITIONED BY  
 MANNINO, JOHN

LINE#	QUANTITUM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	1.0EA	4-TON ASPHALT HOT PATCH TRAILER (QUOTE03300212GRE) VENDOR ITEM NO.- P4D1XI	21934.0000	21934.00
			SUB-TOTAL	21934.00
			TOTAL	21934.00

REMARKS:  
 FAX ONLY  
 VENDOR-PLEASE CONTACT THE EMPLOYEE REFERENCED ABOVE IF THIS PURCHASE ORDDER IS FAXED TO YOU WITHOUT THE VILLAGE'S TERMS AND CONDITIONS PAGE. THIS PURCHASE ORDER IS NOT VALID UNLESS YOU HAVE RECEIVED A COPY OF THE TERMS AND CONDITIONS.

# **Finance Committee**

**Patricia Rocco, Chairwoman**

**Scott Mesick**

**James Kucera**

## **Village Board Agenda Memo**

Date: February 5, 2014

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

From: Pierre A. Garesché, Finance Director *P.A.G.*  
Julia A. Cedillo, Village Manager *JAC*

Re: **Audit Services Agreement**

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### **GENERAL BACKGROUND:**

The public accounting firm of Selden Fox, Ltd. has audited the Village's financial statements for the past 15 years. The firm has done an excellent job over the years and we are now recommending it be retained to perform the audit for 2013-14. The fee for the audit completed in 2013 was \$16,400. The fee being proposed for the coming audit by Selden Fox, Ltd. is \$16,900. That represents a 3.0% increase.

### **MOTION/ACTION REQUESTED:**

"I move that we hereby adopt the accompanying resolution approving the audit services agreement dated January 8, 2014."

### **STAFF RECOMMENDATION:**

We recommend the resolution be approved at the February 25, 2014 board meeting.

### **DOCUMENTATION:**

Engagement letter for auditing services  
Resolution approving audit services agreement

# Selden Fox, LTD.

A PROFESSIONAL CORPORATION  
CERTIFIED PUBLIC ACCOUNTANTS  
619 Enterprise Drive  
Oak Brook, Illinois 60523-8835

630-954-1400  
630-954-1327 FAX

[email@seldenfox.com](mailto:email@seldenfox.com)  
[www.seldenfox.com](http://www.seldenfox.com)

January 8, 2014

Board of Trustees  
Village of La Grange Park  
447 North Catherine Avenue  
La Grange Park, Illinois 60526-2099

Attention: Mr. Pierre A. Garesche, Finance Director

Ladies and Gentlemen:

This letter will confirm our understanding of the terms, objectives and limitations of our engagement to provide professional services to **Village of La Grange Park**, for the year ending April 30, 2014. Please read it carefully to ensure that it is acceptable.

We will audit the financial statements of the governmental activities, the business-type activities, fiduciary activities, each major fund, the statements of revenues, expenditures and changes in fund balance – budget and actual – for the General and major Special Revenue Funds, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Village of La Grange Park as of and for the year ending April 30, 2014.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) to supplement the Village of La Grange Park's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village of La Grange Park's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide

any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of Funding Progress – Pension Funds

Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Individual Nonmajor Governmental Funds
2. Computation of Legal Debt Margin

Our responsibility and the objective of an audit is to express an opinion on the basic financial statements based on our audit, and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole, and is limited to the period covered by our audit. We will conduct our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. Accordingly, a material misstatement may remain undetected. Also, an audit is not designed to detect error or fraud that is immaterial to the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. If circumstances preclude us from issuing an unmodified opinion, we will discuss the reasons with you in advance. If for any reason we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or decline to issue a report as a result of the engagement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. Accordingly, the areas and number of transactions selected for testing will involve judgment. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

An audit of financial statements includes obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit of financial statements is not designed to provide assurance on internal control or to identify significant deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We are also responsible to determine that certain other matters related to the conduct of the audit are communicated to those charged with governance, including: (a) the planned scope and timing of the audit, (b) significant audit findings, (c) disagreements with management and other serious difficulties encountered in performing the audit, (d) various matters related to the entity's accounting policies and financial statements, e) management representations and, (f) corrected and uncorrected misstatements.

Management is responsible for the entity's financial statements and the selection and application of the accounting policies. Management is responsible for the fair presentation in the financial statements of financial position, results of operations, and cash flows in conformity with the accrual basis of accounting generally accepted in the United States of America. Management is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management is responsible for establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies in the design or operation of such controls of which it has knowledge. Management is responsible for identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and for informing us of any known material violations of such laws and regulations.

Management is responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. Management agrees to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Management also

agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon, or if our report on supplementary information will not accompany the audited financial statements, management agrees to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving: (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, short sellers, or others. The audit committee, or its equivalent, is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Management is responsible for providing: (a) access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters; (b) additional information that is requested for the purpose of the audit; and (c) unrestricted access to persons within the entity from whom it is necessary to obtain audit evidence. At the conclusion of the engagement, management will provide us with a letter that confirms certain representations made during the audit. Management is responsible for adjusting the financial statements to correct material misstatements and for affirming to the auditor in the representation letter that the effects of any uncorrected misstatements aggregated by the auditor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

As part of our engagement for the year ending April 30, 2014 we will:

1. Prepare the basic financial statements and accompanying notes from a trial balance provided by the Village. We will provide 25 copies of the report.
2. Prepare the Annual Financial Report to the Comptroller of the State of Illinois.
3. Prepare a management letter outlining weaknesses in internal control or other matters which we feel appropriate.

4. Prepare a required communication with the Village's Finance Committee or Board of Trustees indicating, among other things, estimates used in the preparation of the financial statements, errors noted, disagreements in accounting matters, and cooperation of staff.
5. Allocate the Village's investments in accordance with Governmental Accounting Standards Board (GASB) standards for the audit report.
6. If required, audit the Village's major federal financial assistance programs to meet the requirements under the Single Audit Act of 1984. Our fees for this service will be determined at a later date depending on the number of grants and the dollar amount received.

In the process of performing the audit, we may perform nonattest services, such as performing certain computations, preparation of the State of Illinois Comptroller Annual Report and preparing proposed adjusting journal entries. We will provide you with a list of proposed adjusting journal entries when our procedures have been completed. Our professional standards require us to document that you understand and accept your responsibilities for such nonattest services:

- You are responsible to make all management decisions and make informed judgments on the results of the services.
- You have designated an individual with suitable skills, knowledge or experience to be accountable for overseeing such services. We understand that the Finance Director will have this responsibility.
- You will evaluate the adequacy of and accept responsibility for the results of such services and determine that they met management's objectives.
- You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

Although not included in our fee, we will be available during the year to consult with you on tax and accounting effects of any proposed transactions or contemplated changes in business policies subject to the terms of this engagement letter including the limitation on our liability as set forth below.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm (either in hard copy or electronically), you also agree to provide us with printers' proofs or masters for our review and approval before printing or publishing.

You also agree to provide us with a copy of the final reproduced material for our approval before it is published. If you publish your financial statements electronically on the World Wide Web, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

We will have full cooperation and assistance of your personnel during the audit, including the preparation of schedules, analyses of accounts, retrieval of documentation and typing of confirmations and other correspondence. The receipt of such items on a piecemeal basis throughout the audit decreases audit efficiency and increases our time requirements and thus the audit costs.

Our professional fees for the foregoing services will be billed at rates determined by the nature of the services and the degree of skill required by our personnel. Our professional fees for the foregoing services will be \$16,900.

Invoices are payable upon presentation. Our initial fee estimate assumes we will receive the aforementioned assistance from your personnel and unexpected circumstances will not be encountered. We will notify you of any circumstances we encounter that could significantly affect our initial estimate of total fees. Any fees incurred from collection efforts of amounts payable to us shall be paid by the Village of La Grange Park. We reserve the right to terminate our services if payment is not made when due. It is mutually understood and agreed that our liability, if any, arising from the services performed under the terms of this engagement letter will not exceed the fees we have received for this engagement.

The Village of La Grange Park, its Board of Trustees and management will indemnify Selden Fox, Ltd. and its shareholders, officers and employees or representatives and hold them harmless from any claims, liabilities, losses and costs arising in circumstances where there has been any knowing misrepresentation by a member of the Village of La Grange Park's management, employees or agents, regardless of whether such person was acting in the Village's interest.

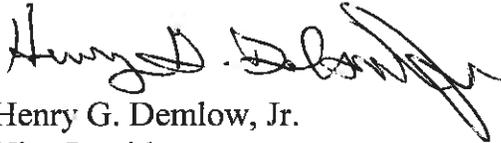
Henry G. Demlow, Jr. is the engagement officer for the audit services specified in this letter and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

The work papers (including electronic files) for this engagement are the property of Selden Fox, Ltd. and constitute confidential information. If requested, access to such work papers will be provided under the supervision of Selden Fox, Ltd. personnel.

If the foregoing arrangements agree with your requirements, please indicate below by signing the approval statement and return this letter to us. A copy is enclosed for your records. We appreciate the opportunity to serve you and trust that our association will be a long and pleasant one.

Very truly yours,

SELDEN FOX, LTD.



Henry G. Demlow, Jr.  
Vice President

HGD/dkf

APPROVAL

The foregoing is approved by the Board of Trustees of the VILLAGE OF LA GRANGE PARK. You are hereby authorized to proceed with the services as described.

VILLAGE OF LA GRANGE PARK

By: \_\_\_\_\_

Title: \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING AUDIT SERVICES AGREEMENT**

WHEREAS the firm of Selden Fox, Ltd. has provided excellent auditing services to the Village of La Grange Park in the past; and

WHEREAS the Village of La Grange Park seeks to retain Selden Fox, Ltd. to audit our financial statements for the 2013-14 fiscal year;

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 Village of La Grange Park hereby approves the audit services agreement dated January 8, 2014, and attached hereto; and

**SECTION TWO:** The Village Manager is authorized and directed to take such further actions as she deems necessary to implement, administer and enforce this Resolution.

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this 25th day of February, 2014.

YES:

NO:

ABSENT:

Approved this 25th day of February, 2014.

\_\_\_\_\_  
Dr. James L. Discipio, Village President

ATTEST: \_\_\_\_\_  
Amanda G. Seidel  
Village Clerk

# **Village Manager's Report**

# Village Board Agenda Memo

Date: February 6, 2014

To: Village President & Board of Trustees

From: Julia Cedillo, Village Manager 

RE: Illinois Green Infrastructure Grant

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## GENERAL BACKGROUND:

Late last year, the Village received notification of an Illinois Green Infrastructure Grant (IGIG) award in the amount of \$416,000 from the Illinois Environmental Protection Agency (IEPA). The Village's grant submittal seeks to eliminate rooftop pollutants from entering Salt Creek through a community-wide Downspout Assistance Program. With this program, there are also direct benefits to homeowners as the disconnection of these downspouts will provide for greater capacity in the combined sewer system during rain events, which will work to reduce the incidence of basement flooding.

The grant application to the state was the result of the work done by the Village's Engineering & Capital Projects Committee whose work and research culminated in the drafting of a Flood Mitigation Report, released and presented in 2012. That report identified a downspout disconnection program as one potential and effective effort to reduce the adverse impacts to homeowners during a heavy rain event.

At the December 10<sup>th</sup> Village Board Work Session, staff provided an overview of the Grant Program, the Village's application, and progress on the grant to date. More recently, Director McLaughlin, Chief Maggos and the Village Manager worked with the IEPA on the grant agreement, clarifying requirements, terms and the timeline for the implementation of the program. The IGIG grant award has progressed to a position where the state is requesting that we approve a grant agreement, to include the signature of the Village President.

## Below are the summary highlights of the IGIG Grant Agreement

- The Village is required to draft a new Downspout Disconnection Ordinance (the Village currently has a mandatory downspout disconnect ordinance, § 50.28). The draft language must be submitted to the state by May 1, 2014.
- The overall goal is the disconnection of 1,814 homes.
- For disconnections exceeding \$100 per resident applicant, the Village will verify the work is completed to standards / codes.
- The program and its activities must begin by August 1, 2014.
- The Village should complete the first 400 disconnections by December 1, 2014.
- The program and its activities must be complete by June 30, 2016.
- An operations and maintenance report is required for best management practices.
- The Village must track and complete a summary of activities by location and type.
- The Village must draft an agreement for homeowners that measures will remain in place for 10 years.
- The final report summarizing all activities and results is due July 31, 2016.
- The state has added a mutually agreed upon termination clause (*recently added – see page five*).

**MOTION/ACTION REQUESTED:**

This is for the Village Board's review and discussion only. If it is the consensus of the Board to proceed with an agreement, staff will draft a resolution to approve the grant agreement and prepare the agreement for the Village President's signature.

- ***Motion to approve Resolution Approving Grant Agreement in the Amount of \$416,000 with the Illinois Environmental Protection Agency for the Downspout Disconnection Assistance Program, and authorize the Village President to execute same.***

Following that authorization, Village staff will work with the Village Attorney to draft an amendment to our downspout disconnection ordinance for the Village Board's consideration at a later date. Concurrent to that process, staff will draft a program plan, outlining the elements of the reimbursement program for residents.

**DOCUMENTS**

- Draft IGIG Grant Agreement *(marked up)*
- IGIG Presentation – Overview, dated December 10, 2013
- Hancock Memo, Residential Roof Disconnection Review, September 7, 2011

**CHANGES**

Yellow = La Grange Recommendation

Gray = IEPA Recommendation

**AGREEMENT PERIOD:**

The period of performance covered by this Agreement shall be from The Date of Execution through September 30, 2016. No services will be paid which are performed prior to or subsequent to this performance period.

Assistance Amount \$416,500.00

Agreement Type IGIG Agreement Number IGIGXXX

Recipient Village of La Grange Park

Address 447 N. Catherine Avenue Telephone (708) 354-0225  
LaGrange Park, Illinois 60526-2099 FAX (708) 354-0241

**Project Description/Scope of Work**

**DOWNSPOUT DISCONNECTION ASSISTANCE PROGRAM**

Under this Agreement, the Recipient shall complete the following tasks.

**DRAFT DOWNSPOUT DISCONNECTION ORDINANCE**

1. The Recipient shall investigate the development of a downspout disconnection ordinance for **single-family residential** properties within the Village boundaries. This shall include an assessment of the resources needed to implement such an ordinance and should consider the use of both incentive and penalty alternatives to make sure that all **single-family residential** downspouts are disconnected from the combined sewer by a specific date. The Recipient shall complete and submit draft ordinance language to the Illinois EPA by May 1, 2014.

**DOWNSPOUT DISCONNECTION**

2. The Recipient, or its Assign, shall cause the disconnection of existing roof drain downspouts from the combined sewer/sanitary sewer system in La Grange Park for at least **1,841 residential properties**. For **disconnections costing more than \$100 per residence**, the Recipient, or its Assign, will verify that the proposed reroute of the flow path will not create **new drainage issues** at the site or on the adjacent properties at the primary structure. For **disconnections costing less than \$100**, the Recipient, or its Assign will respond to reported complaints that a re-route of the flow path has created **new drainage issues** at the site or on the adjacent site that impacts the primary structure. At each downspout disconnection site **costing over \$100 per residence**, the Recipient will confirm the entry path into the combined sewer is closed in accordance with current codes. Authorized downspout disconnection activities include use of 1) elbows, splash pad, and discharge extension, 2) small section of

new roof gutter, elbows, splash pad, and discharge extension, 3) reroute portion of roof gutters, and if needed elbows, splash pad, and discharge extension, 4) reroute of significant portion of roof gutters, and if needed elbows, splash pad, and discharge extension, and 5) any of the above with the addition of best management practices (such as rain barrel, rain garden or infiltration swale) to address discharge in challenged areas.

A summary of the activities conducted under this task shall be included in the progress report submitted by the Recipient in accordance with Item 6 of this Agreement. This summary shall include a spreadsheet identifying the address, description of performed disconnection activity, latitude and longitude of the center of the impacted general storm water drainage district, ~~proposed completion date, proposed total cost,~~ actual completion date, and actual total cost associated with each residential site participating in the program.

Implementation of the activities outlined in accordance with Item 2 of this Agreement must begin by August 1, 2014. In the event that implementation of the activities developed in accordance with Item 2 of this Agreement has not begun by August 1, 2014, the Recipient, or its Assigns, shall immediately discontinue all work on this Agreement, unless an extension is requested by the Recipient and approved by the Illinois EPA prior to July 15, 2014. In the event of such a discontinuation of work, no costs incurred in association with the Agreement will be eligible for reimbursement by the Illinois EPA.

The Recipient shall complete the first 400 downspout disconnection by December 1, 2014 and all downspout disconnections and other approved best management practices needed to address problem locations by June 30, 2016. Photographic images, including before and after shots of the downspout disconnection site locations, documenting implementation shall be completed and submitted by the Recipient to the Illinois EPA by July 31, 2016 for sites costing over \$100. A five percent sampling of disconnections costing under \$100 shall have after shots submitted to document implementation.

3. The Recipient shall secure all necessary permits prior to implementing supplemental BMP activities described under Item 2 of this Agreement. Prior to project implementation, the Recipient shall enter into appropriate legally binding agreements with participating landowners for the implementation of supplemental BMP activities to ensure that the downspout disconnection, BMPs and flow reroute components are maintained as designed and that the operation and maintenance procedures are implemented for at least ten (10) years from the date of completion. The Recipient shall submit a draft boiler plate agreement for supplemental BMPs to the Illinois EPA by May 1, 2014. The Recipient shall submit a copy of any executed agreements to the Illinois EPA with the progress report submitted by the Recipient in accordance with Item 6 of this Agreement. Continued compliance for downspout disconnections will occur through a three percent sampling of homes annually for the next five years and by response to any notification of a homeowner altering drainageways or reconnecting to the sewer system.

#### PROJECT EVALUATION AND REPORT

4. The Recipient shall prepare a report explaining the execution of the Downspout Disconnection Assistance Program (i.e., pre and post conditions, type and location of practices, practice design, methods of practice installation) and evaluating the project's success, including but not limited to theoretical (no water testing required) improvements in water quality and stormwater runoff reductions. The report shall document the project tasks and summarize the findings of the project, including a discussion of the cost-effectiveness of

selected practices in relationship to alternative management strategies. Two (2) copies of the draft report shall be completed and submitted by the Recipient to the Illinois EPA by June 30, 2016. The final report shall be completed and three (3) paper copies and one (1) electronic copy submitted by the Recipient to the Illinois EPA by July 31, 2016.

#### OTHER DIRECTED ACTIVITIES

5. The Recipient shall be available for coordination and progress briefings. The dates and locations of these briefings will be specified by the Illinois EPA in consultation with the Recipient during the course of the project.
6. The Recipient shall submit a written progress report by the fifteenth (15<sup>th</sup>) of January, April, July and October occurring during the Agreement Period. Whenever practical reports should be submitted printed two-sided.
7. All products produced and all work performed by the Recipient under this Agreement shall be subject to review and approval by the Illinois EPA to determine eligibility and acceptability in meeting the terms and intent of this Agreement.
8. The Recipient and the Illinois EPA retain the right to cite, quote, circulate, and reprint all documents and other materials produced under this Agreement. The Recipient will include in any publications for external general circulation (including all press releases, brochures, newsletters, Web sites, and presentation materials) the following phrase: "Funding for this project provided, in part, by the Illinois Environmental Protection Agency through the Illinois Green Infrastructure Grant Program."
9. The Recipient shall develop an Operation and Maintenance Sheet (O & M Sheet) for the best management practices (BMPs) implemented under this Agreement to ensure their long-term viability (at least ten years). The O & M Sheet shall be developed for the property owner to help identify regular inspection needs and appropriate management activities such as sediment and debris removal, replacement of vegetation and hardware, chemical treatment, etc. The O & M Sheet shall identify both coordinating (i.e., local governments) and participating (i.e., citizen groups, landowners) parties to carry out inspection and management needs and the financial resources necessary for implementation of the O & M Plan. A draft of the O & M Sheet shall be completed and submitted by the Recipient to the Illinois EPA by May 1, 2014. The final O & M Sheet shall be completed and submitted by the Recipient to the Illinois EPA by June 1, 2014.

<b>Project Schedule</b>
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<u>Description</u>	<u>Completion Date</u>
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**DRAFT DOWNSPOUT DISCONNECTION ORDINANCE**

1. Submit Draft Language	May 1, 2014
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**DOWNSPOUT DISCONNECTION**

2. Summary of Activities	Quarterly as stipulated
Complete First 400 Downspout Disconnections	December 1, 2014
Complete All Downspout Disconnections	June 30, 2016
Photographic Documentation of Construction	July 31, 2016

3. Draft Permits and Landowner Agreements	May 1, 2014
Final Permits and Landowner Agreements	Quarterly as stipulated

**PROJECT EVALUATION & REPORT**

3. Draft Report	June 30, 2016
Final Report	July 31, 2016

**OTHER DIRECTED ACTIVITIES**

6. Progress Report	Quarterly as stipulated
9. Draft O & M Sheet	May 1, 2014
Final O & M Sheet	June 1, 2014

<b>Estimated Allowable Project Costs</b>
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Project Cost Summary	<u>Totals</u>
Subcontracts	490,000.00
Design/Engineering	97,450.00
Construction	392,550.00
<b>TOTAL</b>	<b>\$ 490,000.00</b>

<b>Assistance Amount at</b>	<b><u>85%</u></b>	<b>\$ <u>416,500.00</u></b>
<b>Recipient Share at</b>	<b><u>15%</u></b>	<b>\$ <u>73,500.00</u></b>

<b>Comments on Allowable/Excluded Costs</b>
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In the event that the Recipient has not documented the first 400 downspout disconnections as described in Item 2 of this Agreement by June 1, 2015, the Recipient and the Illinois Environmental Protection Agency mutually agree to terminate this Agreement by July 15, 2015, unless an extension of time is requested by the Recipient and approved by the Illinois Environmental Protection Agency prior to July 1, 2015.

In the event of a July 15, 2015 Agreement termination, the Illinois Environmental Protection Agency shall not be liable for any costs, incurred after June 15, 2015, associated with labor or materials for the downspout disconnections or supplemental BMP activities as described in Item 2 of this Agreement.

In the event that the Recipient has not documented 850 downspout disconnections by December 1, 2015, the Recipient and the Illinois Environmental Protection Agency mutually agree to terminate this Agreement by January 15, 2016, unless an extension of time is requested by the Recipient and approved by the Illinois Environmental Protection Agency prior to January 1, 2016.

In the event of a January 15, 2016 Agreement termination, the Illinois Environmental Protection Agency shall not be liable for any costs, incurred after December 15, 2015, associated with labor or materials for the downspout disconnections or supplemental BMP activities as described in Item 2 of this Agreement.



**IGIG Grant:  
Downspout  
Disconnection  
Assistance  
Program**

**Village of La Grange Park**

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## Downspout Disconnection Assistance Program

- \$416,500 in grant funds from the State of Illinois
- IGIG – A program to implement best management practices to control storm water runoff for water quality protection
- Funds are limited to the implementation of projects to install best management practices (BMPs)
- This is a reimbursement program. Grant recipients must perform the work, pay project costs, and submit invoices with documentation before reimbursement
- Very competitive - IGIG provides for 5 million dollars annually

## Background

- Engineering and Capital Projects Committee
- One of 8 Flood Mitigation Strategies
- Survey results showed that 47% of homes connected to combined storm system
- Residential roofs contribute approximately 12% of the flow during a heavy rain event
- Downspout connections centralize the roof runoff into the system causing peak discharges

## Background

- Disconnection will increase the capacity of the sewer and allow the water to infiltrate the soil, reducing peak flow, minimizing the surcharging of the sewer
- In December 2011, and again in 2012, submitted an IGLG grant proposal for a Downspout Disconnection Assistance Program
- Received Board Support prior to submittal, due to mandatory disconnect by date certain premise

## IGIG Application

- Mandatory disconnect by a date certain
- **Best possible outcome for community-wide benefit where water quality is improved**
- Reduction in pollutant run-off
- Mitigates overflow into Salt Creek and Des Plaines River
- Rainwater would not have to be treated, resulting in reduction in energy costs
- Program also offers BMPs to manage impacts onto personal property

## Current Ordinance

The Village currently has a downspout disconnect Ordinance:

**“§ 50.28 Disconnection of Downspouts from Sanitary Sewage System**  
Effective upon the sale of property within the Village of La Grange Park, any gutter and downspout system connected to a sewer conveying sanitary sewage shall be disconnected at ground level or at the nearest pipe joint to ground level, reconfigured to drain onto or into the ground, and not drain into the conveying sanitary sewer, and sealed with cement to provide a permanent disconnection from the sanitary sewer.”

Also includes relief measures, i.e. exemptions and appeals

## Program Under the Grant

1. Investigate the development of a new ordinance
  - Compliance by a date certain
  - Should consider incentive and penalty measures
  - Send to the state

## Program Under the Grant

### 2. Align resources with program needs

*Baseline: 1,900 disconnections*

○ Disconnection Assistance	\$410,000
○ BMPs	\$ 20,000
○ <u>Consultant Costs/Design, Engr.</u>	<u>\$ 90,000</u>
Total	\$490,000

(85/15 Split)

State Share

Village Share

\$416,500

\$ 73,500

## Program Under the Grant

3. Align resources with achievable goals
  - State will allow changes in the program/budget
  - State must approve the final budget
  - State encourages realistic goal in terms of achievable disconnections
  - State has to substantiate the measurable improvement to the quality of the waterways – i.e. the impact of the program

## Program Under the Grant

4. Village must implement certain administrative tasks
  - Summary of activities by location and type
  - Agreement with homeowner that measures will remain in place for 10 years
  - Operations & Maintenance Report for BMPs

## Program Under the Grant

5. The Village must complete the program over a two year period

- Ordinance
- Education / outreach
- Program Forms
- Tracking / evaluation
- Compliance checks
- Final Report

## Challenges

- Resident concerns regarding overland standing water after a rain event
- Costs to the homeowner
- Awareness of program or its benefits
- KSAs to compliance
- Lack of compliance or delay in compliance
- Staff time to coordinate, do field work, answer questions, track compliance

## How to Meet those Challenges

- Effective communications plan
- Program provides for incentives to make compliance manageable
- Workshops and educational materials for the “how tos”
- Entice participants - extend the date certain beyond the grant program deadline
- Hire a part-time employee in the Building Department

## Summary

- Downspout Disconnection Assistance Program will be an effective measure for:
  - Mitigating pollutants in our waterways
  - Reducing the discharge of the large volume of rooftop water into our sewers, leading to increased sewer capacity and reduction in the incidence of sewer backups for residents
- Easing the impacts of compliance for residents
- Introducing effective BMPs to some homeowners to mitigate overland water

## Comments and Questions

- o Seeking direction from the Village Board:

*Before staff proceeds with grant administration, is there continued support for this program?*

## Next Steps

- Staff meets to finalize incentive program, structured to ensure the highest level of participation
- Budget will be refined
- Work with the state to outline an acceptable timeline for implementation
- Create a task list for the work to be done
- Complete grant documentation and approve an agreement

# MEMO

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**Date:** September 7, 2011

**To:** Village of La Grange Park

**Attn:** Ms. Julia Cedillo, Village Manager

**From:** Paul E Flood, Senior Vice President  
Mark D. Lucas, Vice President

**Re:** Engineering and Capital Projects Committee  
Residential Roof Disconnection Review

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During our review of the Village combined sewer system we made a recommendation that the Village consider requiring the disconnection of all existing residential roof drains from the system. Based on results of the Resident Survey for the first section of the Village, the responses indicated that the number of homes that had roofs connected directly to the combined sewer (via downspout connections to building service) was approximately 47%. Our previous review of the area, based on walking inspection of 10 random residential blocks within the study area, indicated approximately 45% of the homes roofs were directly tributary to the sewer system through downspout connections. Therefore, our findings are supported by the results of the survey.

We reviewed the roof sizes within the study area by measuring 6 random blocks of structure coverage based on available aerial data. The average residential structure covers 1,300 square feet. There is an average of 24 homes located on each block and 52 blocks of residential structures tributary to the system.

The estimated residential roof area that is connected directly to the combined sewer is 16.76 acres of the approximately 231 acres of tributary area to the sewer system. The impervious nature of the roof area yields a significant volume and rate of flow entering the sewers during storm events. These residential roofs connected to the sewer system represent 7.25% of the area, and contribute approximately 12% of the flow to the sewer. The amount of flow entering the system will vary based on the intensity and duration of the storm event.

There is approximately 12 additional acres of roof area associated with a larger multi-family development and institutional/commercial uses that are directly connected to the sewer system. Some of these impacts, in the case of Jewel facility, are mitigated through restricted

flows from the site. Others because of their age and construction cannot be readily disconnected from the sewer. For these instances, the disconnection is best addressed during redevelopment of the particular site.

The area studied in the Village is served by a combined sewer system; and as such there are no federal, state or county wide requirements to disconnect any type of storm discharge from the system, including downspouts, as by definition this is the sewer that serves as the storm conveyance system. Our recommendation to require the disconnection of the downspouts is based on the capacity of the system to convey flows during storm events. Downspouts that are directly connected to the sewer concentrate and centralize the roof runoff into the system causing peak discharges from individual roofs to enter the system during the same time and within close proximity to the roadway runoff peak discharge. Disconnecting the downspouts and directing the discharge to flow overland prior to entering the sewer system delays the surface runoff from entering the sewer system which helps equalize the system, reducing the peaks and subsequent surcharging in the sewer. Additionally the disconnection allows some, and in lesser events most, of the runoff from the roofs to infiltrate into the soils, which will reduce the volume of flow entering the system. Another benefit of disconnecting the downspouts would be a reduction in pollutant loads being added to Salt Creek. The runoff from the roofs that would be directed over lawns would allow contaminants to be absorbed into the soils which would improve the quality of the water that eventually drained into the sewer system. The reduction in volume entering the system will reduce the frequency/duration of combined sewer overflow (CSO) events which means less untreated sewer flow discharging directly into Salt Creek.

## Items of Interest

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

**Congressman Quigley Town Meeting**  
**Village Hall – Board Room**

**Wednesday, February 19, 2014**  
**10:00 am - noon**

**WCMC Legislative Drive-Down**  
**Springfield, IL**

**Wednesday, March 26, 2014**  
**all day**

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**2014 MEETINGS REMINDER**

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