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LaVelle Topps

## VILLAGE BOARD WORK SESSION MEETING

Tuesday, FEBRUARY 14, 2012 – 7:30 P.M.

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### AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Presentation – Cool Village Sustainability Plan presented by Chairperson Krista Grimm (see Cool Village Committee Item for materials)**
5. **Public Participation (agenda and non-agenda related)**
6. **Public Safety Committee Items**
  - A. Discussion & Action – Sprinkler Variance Request – 1015 E. 31<sup>st</sup> Street
  - B. Discussion – Purchase of Hydraulic Equipment
7. **Public Works Committee Items**
  - A. Discussion – Installation of Variable Frequency Drive on Pump #2 & #3 – Water Plant
8. **Finance Committee Items**
  - A. Discussion – Budget Schedule
  - B. Discussion – Water Rate Increase
9. **Cool Village Committee Items**
  - A. Presentation materials
10. **Other Reports:**
  - A. Village Manager
  - B. Village President
  - C. Village Clerk
  - D. Committee  
Public Works Garage Committee Items
    - A. Discussion – Schematic Design Phase

**VILLAGE BOARD WORK SESSION MEETING**  
**Tuesday, FEBRUARY 14, 2012 – 7:30 p.m.**

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**AGENDA (continued – Page 2**

- 11. New Business**
- 12. Executive Session**
- 13. Adjourn**

*Next Village Board Meeting: February 28, 2012*  
*Next Village Work Session Meeting: March 13, 2012*



## **RULES FOR PUBLIC COMMENT**

### **Village Board Work Session Meetings Village Board Meetings**

1. Please step up to the microphone before speaking, and announce your name and address before beginning your comments.
2. After announcing your name and address for the record, you will be allowed to speak for three (3) minutes.
3. You may not use profane or obscene language and you may not threaten any person with bodily harm, or engage in conduct which amounts to a threat of physical harm.
4. (a) Agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to agenda items.  
  
(b) Non-agenda-related comments: The Village President reserves the right to disallow comments that are repetitive of comments previously made during the meeting, or comments that do not relate to Village business, Village services or Village governance.
5. The Village of La Grange Park complies with the Americans with Disabilities Act of 1990. If you require accommodations in order to observe or participate in the meeting, please contact Ms. Andy Bagley at (708) 354-0225 between 9:00 and 5:00 before the meeting so that the Village can make reasonable accommodations for you.

# **Public Safety Committee**

**LaVelle Topps, Chairman**  
**Susan Storcel**  
**Patricia Rocco**

# **Village Board Agenda Memo**

**Date:** February 07, 2012

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

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



**Re:** Fire Sprinkler Variation Request – 1015 E. 31<sup>st</sup> St.

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## **GENERAL BACKGROUND**

A new business, The Children's House Montessori School, is planning on opening as a daycare facility in the building located at 1015 E. 31<sup>st</sup> St. In order to obtain approval and occupancy for such, the Village's Fire Prevention Code requires this building to be protected by an approved automatic fire suppression system (fire sprinkler system). Specifically, in this matter, the fire sprinkler requirement is triggered by section 1.10(C) of the code, which addresses "change of use" in existing buildings.

The owners of the proposed Montessori School, Steve and Jamie Archer, have submitted a letter requesting a variance from this code requirement. Specifically, they have requested that they not have to comply with such requirement in order to open the daycare, for the duration of their occupancy or a minimum of 3 years; please see the letter attached. Section 1.28 of the Village's Fire Prevention allows for this Variation request to be made, and heard by an Appeals Board, which consists of the Village President and Village Board of Trustees.

## **ACTION REQUESTED**

Pursuant to Section 1.28 of the Fire Prevention Code, the Board is to render a decision on this matter within ten (10) days after completing a hearing on this matter. As such, the Action that is being requested tonight is for both Discussion and a Motion as to whether or not to allow for the fire sprinkler variation, and if so, the allowable time period: the duration of their occupancy, three years, or some other time period.

If the Board wishes to further consider this matter, and postpone action on such until the regular Village Board meeting this month, as is done in accordance with most Agenda Items, a motion shall be made to continue the hearing to a date certain, that being February 28, 2012.

## **RECOMMENDATION**

Staff empathizes with many of the concerns that the applicants have with being able to meet the fire sprinkler obligation, but after very careful consideration, staff's recommendation is not to grant a variation. This recommendation comes from the consideration of a number of items, some of which are noted for understanding and clarification as follows.

1. In regards to the various hardships noted, and the cost of a fire sprinkler system, staff again is very empathetic. On a very limited number of past occasions, staff has

supported variations to fire sprinkler retro-fit requirements, specifically involving the installation timelines for installing fire sprinklers into existing buildings. The variations granted by the Board, and the support of such by staff though, never involved occupants of the ages in this request.

2. The applicant states that they are directly across from Fire Station No. 2, and that their fire alarm system is directly connected to our system. This is true, but it must be noted that Station No. 2 is not staffed by “in-house” personnel. It is staffed by paid-on-call personnel, and as such, even if an alarm is received, personnel still need to travel to the station to get apparatus and equipment.
3. Concern has been raised about the damage that accidental fire sprinkler activation may cause to the unique and irreplaceable Montessori materials made in the classroom, and the valuable antiques in the adjoining building. First, such malfunctions and/or accidental activations of sprinklers in this type of occupancy are extremely rare. Also, any concern about water damage from sprinklers is minimal compared to the damage an uncontrolled fire will do, or the water damage from manual firefighting efforts. A fire can completely destroy the materials and antiques of concern, and sprinklers are probably the best way to protect such.
4. There may be some concern by board members or others that the fire sprinkler requirements in this case are onerous to businesses, based upon such things as the size of the tenant space; it is approximately 1525 square feet. It should be noted though that this was heavily considered when this requirement was included with the approval of the Fire Prevention Code in August of 2003. As such, there are specific exemptions included in Section 1.10(C) of the code, that allow for a change of use between small Business and/or Mercantile type occupancies within existing buildings, without triggering the fire sprinkler requirement. As this is not considered a Business or Mercantile occupancy by our Fire Prevention Code, and it involves a daycare of more than five children, these exemptions do not apply.

#### **DOCUMENTATION**

- Copy of the emailed letter requesting the variation request.
- Copy of Village Fire Prevention Code sections pertaining to fire sprinkler requirement.

**COPY**

We, the Children's House Montessori School (TCHMS), are requesting a variation in the fire code be granted to our non-for-profit organization so we may operate at 1015 E. 31st Street.

We believe we have found an ideal location and we can provide a great service to the community if allowed to operate at said location. Re-purposing the location triggers the fire code enforcement which would require installation of a fire sprinkler system.

We are asking the variation be granted exempting compliance for the duration of our occupancy or a minimum of 3 years. We are asking for this exemption for the following reasons:

- the building does have the required safety system installed as dictated by fire code for a commercial space under 2000 sq feet.
- We intend to enroll 10 children and provide a premium Montessori experience for those children. As we will not be generating an exceptional crowd and we would not impact the public welfare.
- We are a small non-for-profit (application pending) and do not have capital for such a job.
- The retail space next door has also been equipped with the fire safety systems necessary to be up to code.
- The cost of the project is prohibitive at present time. If we are not allowed to occupy and operate at this location we will not be able to comply – without a business address we cannot apply for any grants. Without the assistance of state or federal funding, it will take a minimum of three years operational to generate the revenue for this project.
- The normal process of installation of a fire sprinkler system would also prohibit us from becoming operational in a timely manner.
- We are located almost directly across the street from fire station #2 and have an alarm system that offers a direct hook up to the emergency system. We will be developing an emergency/disaster plan in conjunction with the local emergency personnel.
- We intend to operate in accordance with American Montessori Society standards and comply with DCFS requirements for child care of children ages 3-6 years old. DCFS approval requires an inspection by the Illinois state fire marshal, and compliance with monthly emergency preparedness drills.
- The property owner is not required to upgrade the space that we are leasing, nor is she preventing us in any way from complying. She is assisting us in getting quotes for installation of said system according to the requirements she was given by Mr. Maggos.
- Because of the unique nature of Montessori materials (again the materials in a 3-6 classroom need to meet a criteria set forth by the American Montessori Society) some are handmade or teacher created originals, many are wood or laminated paper, significant damage could be done to the irreplaceable Montessori materials or valuable antiques in the adjoining building if a malfunction or accidental engagement of a sprinkler system should occur.

**We, TCHMS, ask that you weigh the impact we can make on the commerce of La Grange Park by operating a small, premier Montessori School in accordance with the American Montessori Society guidelines for accreditation, DCFS and ISBE regulations when considering granting this variance.**

**Thank you,**

**The Children's House Montessori founders  
Steve Archer II  
Jamie Archer, MAT**

**Dean Maggos**

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**From:** steve archer II [sarcherii@gmail.com]

**Sent:** Friday, February 03, 2012 2:00 PM

**To:** Dean Maggos

**Subject:** Variance request

**Attachments:** Variance.doc

Attached is The Children's House Montessori schools request for variance...

Thank you so much for the time and patience you have given and showed...

Steve Archer II

Please let us know if there is anything else we need to do....

COPY

Any person appealing a decision of the fire code official shall make the appeal by written notice filed in the Office of the Director of Fire and Building, 447 North Catherine Avenue, La Grange Park, Illinois 60526, within thirty (30) days from the date of the decision being appealed.

The Director of Fire and Building shall request that the Appeals Board call a hearing on said appeal within thirty (30) days of said notice of appeal filing. The Appeals Board shall consist of the Village President and Village Board of Trustees. The Appeals Board shall render a decision within ten (10) days after completing such hearing.

Nothing shall prevent the Village from seeking immediate enforcement of the regulations of this Chapter in court where the hazard involved requires such action.

### **§ 1.28 VARIATIONS**

If any person, firm, corporation or agent feels the provisions of this code constitute a unique or particular hardship relating to the use, construction or alteration of structures, a petition for a variation may be submitted. The granting of a variation may be made by the Village President and Village Board of Trustees when it shall find that documentation and evidence presented by the petitioner indicates the following:

- (1) The plight of the petitioner is due to unique circumstances.
- (2) The granting of the variation will not be detrimental to the public welfare or injurious to other adjoining properties.
- (3) Any person presently having an interest in the property has not created the alleged difficulty or hardship.
- (4) The purpose of the variation is not based exclusively upon cost.
- (5) The particular physical characteristics of the structure involved would result in an additional actual hardship upon the owner if the strict letter of the codes were carried out.

Any person requesting a variation of the fire code official shall make the request by written notice filed in the Office of the Director of Fire and Building, 447 North Catherine Avenue, La Grange Park, Illinois 60526.

The Director of Fire and Building shall request that the Village President and Village Board call a hearing on said variation within thirty (30) days of said notice of variation filing. The Appeals Board shall consist of the Village President and Village Board of Trustees. The Appeals Board shall render a decision within ten (10) days after completing such hearing.

### **§ 1.29 TEMPORARY CERTIFICATE OF OCCUPANCY**

The Director of Fire and Building shall determine that any building under construction or renovation shall be completed in a manner as described hereinafter before any occupancy whatsoever shall be permitted whether whole or in part.

Due to architectural characteristics and design it may be required that additional protection and fire separation shall be provided for the health, safety, and welfare of the occupants before any temporary occupancy is permitted, of a newly constructed or an existing building.

**§ 1.10 AUTOMATIC SUPERVISED FIRE SUPPRESSION SYSTEMS**

(A) All new construction that is equal or greater than the "total building area" criteria established in Table 1.10A shall be fully protected with an approved automatic supervised fire protection system complying with NFPA-13, 1999 edition. Where any part of the structure has a use group or occupancy type meeting the criteria listed in Table 1.10A, and the use group classification or occupancy type is in only a portion of the building, the entire building shall be fully protected by the approved automatic supervised fire protection system complying with NFPA-13, 1999 edition and this code.

Exception: R-3 and R-4 Type Occupancies.

(B) All new R-3 and R-4 type occupancies shall be fully protected with an approved automatic supervised fire protection system complying with NFPA-13D, 1999 edition.

(C) Any modifications to any existing structure, whereby the use group classification or occupancy type (as defined in BOCA) within a structure or portion thereof changes, and the structure meets or exceeds the criteria established in Table 1.10A, shall result in the requirement that the entire structure be fully protected by an approved automatic supervised fire suppression system complying with NFPA-13, 1999 edition and this code.

- Exceptions:*
- (1) Where the use group classification or occupancy type changes to a B (Business) or M (Mercantile) classification; and
  - (2) The total area involving the change of use is less than 5,000 square feet; and
  - (3) No other provisions of code would otherwise require the structure to be sprinklered.
  - (4) R-3 and R-4 Type Occupancies.

(D) Any modifications to any existing structure, whereby the height and/or area of a structure is increased and the structure meets or exceeds the criteria established in Table 1.10A, shall result in the requirement that the entire structure be fully protected by an approved automatic supervised fire suppression system complying with NFPA-13, 1999 edition and this code.

- Exceptions:*
- (1) R-3 and R-4 Occupancies.
  - (2) Where the height of a building is increased due to the roof of a structure being altered, and there is no useable space for storage, mechanical, or occupants created by the alteration.

(E) Any modifications to any existing structure, whereby the cost of modifications would be greater than 50% of the value of the structure, and the structure meets or exceeds the criteria established in Table 1.10A, shall result in the requirement that the entire structure be fully protected by an approved automatic supervised fire protection system complying with NFPA-13, 1999 edition and this code.

*Exceptions:* R-3 and R-4 Type Occupancies.

COPY

**Table 1.10A**

**OCCUPANCIES REQUIRING AUTOMATIC FIRE SUPPRESSION SYSTEMS  
BY OCCUPANCY TYPE CLASSIFICATION AND TOTAL BUILDING AREA**

<b>OCCUPANCY TYPE</b>	<b>WHERE REQUIRED</b>
A-1 Assembly (Theaters)	Required in all
A-2 Assembly (Nightclubs and similar uses)	Required in all
A-3 Assembly (Lecture halls, rec. centers, restaurants, not nightclubs)	Required in all
A-4 Assembly (Churches)	Required in all
B Business	Required (>2000 SF)
E Educational	Required in all
F-1 Factory & Industrial (Moderate)	Required in all
F-2 Factory & Industrial (Low)	Required in all
H High hazard	Required in all
I-1 Institutional (Residential care)	Required in all
I-2 Institutional (Incapacitated)	Required in all
I-3 Institutional (Restrained)	Required in all
M Mercantile	Required (>2000 SF)
R-1 Residential (Hotels)	Required in all
R-2 Residential (Multiple-family)	Required in all
R-3 Residential (Attached single family)	Required in all
R-4 Residential (One & Two Family Dwellings)	Required in all
S-1 Storage (Moderate)	Required (>2000 SF)
S-2 Storage (Low)	Required (>2000 SF)
U Utility (Miscellaneous)	Required (>2000 SF)

**§ 1.11 STANDPIPE SYSTEMS**

(A) Supervised Automatic standpipe systems shall be installed in accordance with NFPA 14, Standard for the Installation of Standpipe and Hose Systems 1996 edition, as well as all provisions within this Chapter, and Section 1.10 of this Chapter, throughout all buildings in which the floor level of the highest story is located more than two stories above the lowest level of the fire department vehicle access or in which the floor level of the lowest story is located more than two stories below the highest level of fire department vehicle access.

(B) Supervised Automatic standpipe systems shall be installed in accordance with NFPA 14, Standard for the Installation of Standpipe and Hose Systems 1996 edition, as well as all provisions within this Chapter, and Section 1.10 of this Chapter, throughout all buildings where any portion of the building floor area is greater than one hundred fifty (150) feet of travel from the nearest point of fire department access via a hard surface pavement. All required standpipe systems shall be installed in a location determined by the Chief of the Fire Prevention Bureau or his/her designee prior to any installation.

(C) Any persons wishing installation of a required standpipe system within any building, other than one and two family residential, shall obtain a permit issued by the Chief of the Fire

## **Village Board Agenda Memo**

**Date:** February 8, 2012

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

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



**Re: Purchase of Hydraulic Rescue Power Unit and Cutter – Grant Funded**

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### **GENERAL BACKGROUND:**

The Fire Department's hydraulic rescue system and tools can be used in a variety of emergencies, but are mostly commonly used in dealing with the extrication of victims from vehicle crashes. As such, most of this equipment is carried on our rescue pumper, which responds to all vehicle crashes. Some of the components of the system though, need to be updated. For instance, our current hydraulic cutter is not capable of handling many of the ultra high strength steels now being used in the manufacturing of new automobiles.

In 2011, the Fire Department was notified that they had been awarded a \$20,335.00 grant to help fund the purchase of new rescue equipment, including funds to purchase new hydraulic tools, including a new cutter and system power unit. The grant was obtained through the Assistance to Firefighters Grant program, which is comprised of a highly competitive peer review process administered by FEMA and the Department of Homeland Security. Some of the funds from this grant have recently been used to purchase new air lifting bags which was approved by the Board and ordered last month.

Since the notice of the grant award, Fire Department staff assigned to this project met with various vendors, representing various manufacturers, to evaluate new tool systems on the market, and compare cutters and power units that are compatible with our current system and other tools.

### **RECOMMENDATION:**

After much and careful consideration of the various products available, their related costs and grant funds available, staff recommends the purchase of a new cutter and power unit made by the manufacturer of our current hydraulic rescue system; Amkus. This allows for us to continue using all of the current tools we already have, and handle some of the new challenges we are facing in the field.

More specifically, we recommend the purchase of an AMKUS High Performance Cutter, model AMK-22, for \$5,800.00, a system Power Unit, model GH2S-XL, for \$6,750.00, and

two (2) 30 foot pump hoses for \$950.00. The new equipment will meet the requirements of NFPA 1936, which is the National Fire Protection Association's "Standard on Powered Rescue Tools". Additionally, the cutter is designed for dealing with high strength steels we may now encounter, having a cutting force of over 200,000 lbs, compared to our current cutters which have a force of approximately 60,000 lbs.

The total cost of this purchase will be \$13,500.00, and will actually be made through Paul Conway Shields, of New Berlin, Wisconsin, which is the sole source dealer for AMKUS Rescue Systems in Cook County, IL. There is also an opportunity to trade-in our older Power Unit for \$1,094.00, which staff is still considering.

Of note is a summary of the grant funding and overall rescue equipment purchases. Total grant award was \$20,335.00, and there is a required 5% local match on the award amount. As such, there are actual funds available up to \$19,319.00. Our purchases will actually be \$22,140.00, and as such, we will be responsible for a match of \$2,821.00. If we trade in our old Power Unit, we will be responsible for a match of \$1,727.00. In either event, we should be able to offset the match with funds from within our current Fire Department budget.

**ACTION REQUESTED:**

Discuss the approval of the purchase of an AMKUS High Performance Cutter, model AMK-22, for \$5,800.00, a system Power Unit, model GH2S-XL, for \$6,750.00, and two (2) 30 foot pump hoses for \$950.00, from Paul Conway Shields, of New Berlin, Wisconsin.

**DOCUMENTATION:**

- Information on Cutter, Power Unit and Hoses
- Photos of Equipment in use at Actual Incidents, Training and Open House
- Proposal from Paul Conway Shields
- Sole Source Provider Letter from AMKUS Rescue Systems
- AFG Grant Award Cover Letter

# AMK-22 Cutter

Part Number 220200001000



## SPECIFICATIONS

Length:	24.7 in.	(627.4 mm)	
Width:	7.5 in.	(190.5 mm)	Performance Level Rating
Depth:	8.9 in.	(226.1 mm)	
Weight (Ready-to-use):	46.0 lbs.	(20.9 kg)	A7 
Cutter Opening Distance:	5.0 in.	(127.0 mm)	B6 
Cutter Opening Time:	5 seconds		C7 
Cutter Closing Time:	6 seconds		D7 
Maximum Cutting Force (at top of body):	200,807 lbs.	(893.2 kN)	E8 
Rated Input Pressure:	10,500 psi	(724 bar)	

## DESIGN & OPERATIONAL FEATURES

 Certified Model NFPA 1936, 2010 edition

 EN13204 Designation: AC127F-20.9

*Unique 360 degree rotating handle with eight positions allows rescuer to place the handle in the best position for the desired cutting action*

*Control valve placement provides compact design allowing greater access for the user*

*Tool design provides excellent balance and natural hand placement*

*Capable of automotive cutting requirements*

*Anodized for corrosion protection*



2700 Wisconsin Avenue, Downers Grove, IL 60515-4226

Tel. (630) 515-1800 Fax (630) 515-8866

Website <http://www.amkus.com> E-mail [experts@amkus.com](mailto:experts@amkus.com)

05/27/10  
Rev. 2

# GH2S2-XL POWER UNIT

Part Number 70120G512050



## SPECIFICATIONS

Length	23.0 in.	(584 mm)
Width	16.0 in.	(407 mm)
Width (with one hose loop standard)	19.0 in.	(483 mm)
Height	20.5 in.	(521 mm)
Weight (Ready-to-use)	114.0 lbs.	(51.7 kg)
(Includes gas, engine oil, hydraulic fluid and couplings)		
Fluid Type: AMKUS MV-1 Mineral Base Hydraulic Fluid		
Rated Output Pressure:	10,500 psi	(724 bar)
Hydraulic Fluid Reservoir Capacity:	2.0 gals. US	(7.6 liters)
Delivery of pump, stage 1:	1.2 gpm per port x 2	(4542 cc/min)
Delivery of pump, stage 2:	0.25 gpm per port x 2	(946 cc/min)

## DESIGN & OPERATIONAL FEATURES

-  Certified Model NFPA 1936, 2010 edition
-  EN13204 Designation: MTO
-  Gasoline powered 4 cycle Honda® engine
-  Two high pressure, 2-stage pumping systems
-  Roll cage for protection and hose storage
-  Two tools can be connected and operated simultaneously
-  Two 2-way, 2-position selector valves
-  High pressure, two-stage pumping system
-  Non-toxic mineral base hydraulic fluid
-  Uses lead free gasoline

**AMKUS**  
RESCUE SYSTEMS

2700 Wisconsin Avenue, Downers Grove, IL 60515-4226  
Tel. (630) 515-1800 Fax (630) 515-8866

Website <http://www.amkus.com> E-mail [experts@amkus.com](mailto:experts@amkus.com)



## Options - Pump Hoses

- Quick connect couplings on one end only. Hoses are directly connected to power unit. Available in red, blue, black and yellow.



1.800.955.8489  
262.782.4437 (FAX)  
www.paulconwayshields.com



PO Box 510086  
14100 W Cleveland Ave  
New Berlin, WI 53151

**PAUL CONWAY**  

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**S H I E L D S**

February 7, 2012

LaGrange Park Fire Department  
Attn. Lt. John Psenicka  
447 N. Catherine  
LaGrange Park, Illinois 60525

RE: Extrication Equipment

Dear Lt. Psenicka:

Thank you for allowing Paul Conway Shields the opportunity to submit this proposal for the Amkus Rescue equipment that your department has requested.

GH2S-XL	Two-tool simultaneous power unit. Separate hydraulic pumps for completely independent, true-simultaneous operation. With roll cage and a single hose loop. Honda 5.5 H.P. Engine	\$6750.00
PUMP HOSE	30 Foot Pump Hose with quick connect coupling on one end	\$ 475.00 ea.
AMK - 22 Cutter	Designed to handle the ultra high strength steels used in todays new vehicles. Unique 360 degree rotating handle. Maximum Cutting Force: 200,807 lbs.	\$5800.00

Total Package:	\$13,500.00
Trade-in GH2S-XL Power unit:	<u>\$1094.00</u>
Final Package Price:	\$12,406.00

No Delivery Charge.

When delivered, system will be pressure tested and ready to put into service.  
Training will be provided for Department.

If you should have any questions, please do not hesitate to give me a call.

Thank you,  
Ken Swanson  
815-347-0629





**FEMA**  
**COPY**

Mr. Dean Maggos  
La Grange Park Fire Department  
La Grange Park Fire Department  
La Grange Park, Illinois 60526-2099

Re: Grant No.EMW-2010-FO-10070

Dear Mr. Maggos:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2010 Assistance to Firefighters Grant has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to \$20,335.00. The Federal share is 95 percent or \$19,319.00 of the approved amount and your share of the costs is 5 percent or \$1,016.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your grant award. Maintain a copy of these documents for your official file. You establish acceptance of the grant and Grant Agreement Articles when you request and receive any of the Federal grant funds awarded to you. By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from FEMA.

If your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should request funds when you have an immediate cash need.

If you have any questions or concerns regarding the awards process or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

A handwritten signature in cursive script, reading "Elizabeth M. Harman", is located below the main body of text.

Elizabeth M. Harman  
Assistant Administrator  
Grant Programs Directorate

# **Public Works Committee**

**Scott Mesick, Chairman  
LaVelle Topps  
Marshall Seeder**

## VILLAGE BOARD AGENDA MEMO

**Date:** February 8, 2012

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

**From:** Richard Radde, Interim Director of Public Works *RNR*  
Julia Cedillo, Village Manager *JC*

**Re:** Installation of Variable Frequency Drive on Pump #2 & #3 – Water Plant

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### GENERAL BACKGROUND

During the Water Vulnerability Assessment conducted by Strand Engineering in 2005, a recommendation was made to install Variable Frequency Drives (“VFD”) on the high service pumps in the Water Plant. The VFD unit governs the amount of power being supplied to the pump motor. The unit will either speed up or slow down the pump motor, in order to maintain a specific system pressure, or elevated water tank level.

Village Staff researched opportunities for VFD replacement through available grant programs. Staff became aware of, and applied for, a grant through the DCEO (Illinois Department of Commerce and Economic Opportunity) to facilitate significant monetary incentives for organizations for upgrading to energy efficient equipment.

A formal Notice to Proceed was sent to the Village on January 25, 2012, by the DCEO advising that they had reserved \$13,800 for the completion of the project. These funds are legislative discretionary funds, requiring no matching monies from La Grange Park and are earmarked specifically for the purchase and installation of VFD’s for Pump #2 and Pump #3. *Pump #4 had a VFD installed in 2006, and Pump #1 was installed with a VFD in 2008. After completion of this project, all pumps will be installed with VFD units.* The DCEO Rebate Agreement and the DCEO Notice to Proceed Letter are attached. In order to receive the funds, the Agreement requires the signature of the Village President.

\$20,000 has been budgeted for the purchase and installation of two VFD units in the Water Fund – Distribution Department, Capital Outlay, Plant Improvements/Water Mains line item.

Bid specifications for the purchase and installation of the VFD units were prepared by Hancock Engineering. A Request for Bid was mailed to specific contractors who were qualified to perform the installation. The bid opening was held on February 8, 2012, at 10:00am. The following bids were received:

- Richmond Electric Co. Inc. \$15,600.00
- Lyons Pinner Electric Co. \$20,500.00
- SPD, Inc. \$20,990.00
- Rags Electric, Inc. \$21,700.00

Attached is Hancock Engineering’s Letter of Recommendation for Richmond Electric Co. to perform the project work.

**MOTION / ACTION REQUESTED:**

- Motion to approve the Resolution Approving the DCEO Rebate Agreement
- Motion to approve the Resolution Accepting the Bid from Richmond Electric Co. in the amount of \$15,600.00.

**STAFF RECOMMENDATION:**

Staff recommends that the Village Board authorize the Village President to sign the attached grant agreement. Staff also recommends that the Village Board accept the bid from Richmond Electric to complete the purchase and installation of the VFD equipment, in the amount of \$15,600. After receipt of the DCEO Rebate amount of \$13,800, the installation and purchase of the VFD units will cost the Village \$1,800.00.

**DOCUMENTATION:**

- Resolution Approving the DCEO Rebate Agreement
- DCEO Rebate Agreement – Agreement #4351 for the Village of La Grange Park
- DCEO Notice to Proceed Letter dated January 25, 2012
- Resolution Accepting Bid
- Recommendation from Hancock Engineering
- Bid Proposal Packet (*Due to the size - if you would like to view the Specifications and Bidding Documents, please contact Rick Radde.*)

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

**RESOLUTION APPROVING REBATE AGREEMENT IN THE AMOUNT OF \$13,800.00 WITH THE ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (DCEO), FOR THE INSTALLATION OF VARIABLE FREQUENCY DRIVES ON PUMP #2 AND #3 IN THE WATER PLANT**

WHEREAS, the Village of LaGrange Park was the recipient of a Legislative Rebate Award as part of the Illinois Public Sector Energy Efficiency Program 2011-2012 for the purchase and installation of Variable Frequency Drives on Pump #2 and Pump #3 in the Water Plant; and

WHEREAS, the Illinois Department of Commerce and Economic Opportunity (DCEO) has notified the Village of La Grange Park of the rebate award available in the amount of \$13,800.00 toward the completion of this project; and

WHEREAS, prior to receiving the funds, the DCEO has required the execution of Rebate Agreement No. 4351 to govern the provisions of the rebate.

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

1. That the Village of La Grange Park hereby approves DCEO Rebate Agreement No. 4351, attached hereto.
2. The Village President is authorized to execute this agreement.
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 2012.

YES:

NOS:

ABSENT:

Approved this \_\_\_\_ day of February 2012.

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

ATTEST:

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

*APPROVED AS TO FORM-*  
*VILLAGE ATTORNEY -- \_\_\_\_\_*



# Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

## STATE OF ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

### REBATE AGREEMENT # 4351

Whereas, the Illinois Department of Commerce and Economic Opportunity (**Department**) is a public agency of the State, as defined under the Act, and is authorized under the Energy Conservation and Coal Development Act, 20 ILCS 1105/3 et seq., as amended and supplemented, to administer on behalf of the State any energy programs and activities under federal law, regulations or guidelines, and is specifically authorized under the Public Utilities Act, 220 ILCS 5/8-103 et seq., as amended and supplemented ("Public Utilities Act") to administer a portion of the Illinois Energy Efficiency Portfolio ("EEP"); and

Whereas, the EEP sets certain statutory requirements to meet incremental annual energy savings goals, procure a minimum percent of the portfolio from local government, schools, and community colleges, and target low income households proportionate to their share of annual utility revenues; and

Whereas, **Village of LaGrange Park (Entity)** has submitted an application that has been reviewed and was found to meet all the necessary requirements set forth in the Department's Public Sector Energy Efficiency Program Guidelines and Application; and

Whereas, the Department is in receipt of Entity's Public Sector Energy Efficiency Program (PSEEP) application/notice of intent to install a qualifying energy efficient project that produces electricity and/or natural gas savings through efficiency improvements in buildings, equipment, or process;

**THEREFORE**, the Parties enter into this Rebate Agreement (Agreement) to set forth their respective responsibilities relative to the rebate described herein, and hereby agree as follows:

#### 1. Requirements

The Entity agrees to comply with all Illinois, federal laws and administrative rules applicable to the provision of services under this contract. The Entity will provide the following services to the Department:

- A. Complete the project tasks and meet the applicable specifications as outlined in the PSEEP Application, attached hereto as **Attachment A**.
- B. Allow the Department to verify compliance with the performance under the provisions of this Rebate Agreement, and grant permission to person or institutions to release information requested by the Department.
- C. Provide any additional documentation as requested by the Department.
- D. The Entity must submit a status report within 90 days from the date of this Rebate Agreement that delineates the completeness of the project tasks as outlined in the application. No status report will be necessary if the Entity has submitted the payment request/certification form pursuant to Section 4 of this Rebate Agreement.

~~The Department agrees to reserve funds necessary to make the payment pursuant to Section 4 of this~~

~~www.illdceo.net~~

Rebate Agreement for the term specified below. The payment will be made once the Department is satisfied that the project tasks in the attached application have been completed, and that all documentation required by this Agreement has been submitted and approved by the Department.

2. Commitments

The Entity agrees that all warranties and representations made by the Entity in the application and this Rebate Agreement are true, accurate and complete for the term of the Agreement, and that should any warranty or representation prove to have been incorrect when made in any material respect it will constitute a default of this Rebate Agreement.

3. Term

The term of this Agreement shall begin on July 1, 2011, and shall terminate on or before the close of business on May 31, 2012. As authorized under the Public Utilities Act, project tasks may commence as of June 1, 2011.

4. Payment

The amount of the rebate for services shall not exceed \$50,000.

To receive payment, the Entity must be approved by the Department and submit final documentation by May 15, 2012. Examples of the final documentation, including the payment request, final application, and certification forms are attached hereto as **Attachment B**.

Obligations of the Department under this Agreement will cease immediately without penalty of further payment being required if in any fiscal year sufficient funding is not available to implement the EEP pursuant to the Public Utilities Act.

5. Grant Funds Recovery Act (30 ILCS 705/1, *et seq.*)

This Agreement is subject to all applicable provisions of the Illinois Grant Funds Recovery Act, including the requirement that any Grant Funds not expended or legally obligated at the expiration or termination of the Grant term must be returned to the Department within 45 days following said expiration or termination. Notwithstanding any provision specified elsewhere in this Agreement regarding the treatment of interest earned on the Grant Funds, any interest earned on Grant Funds that is not expended or legally obligated during the Grant term must also be returned to the Department within 45 days following the expiration or termination of this Agreement.

This Agreement and all books, records and supporting documents related hereto shall be available for inspection and audit by the Department, the Office of Inspector General, the Auditor General of the State of Illinois, the Illinois Attorney General or any of their duly authorized representative(s), and the Grantee agrees to fully cooperate with any audit performed by the Auditor General or the Department. Grantee agrees to provide full access to all relevant materials and to provide copies of same upon request. Failure to maintain books, records and supporting documents required by this Agreement shall establish a presumption in favor of the Department for the recovery of any Grant Funds paid by the Department under this Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement or expenditure.

Agreements in excess of \$25,000 require, at a minimum, the filing of quarterly reports describing the progress of the program, project, or use and the expenditure of the grant funds related thereto.

6. Notices

Any notice, demand, or communication required or permitted to be given hereunder shall be given in writing at the addresses set forth in this section by any of the following means: (a) personal service, (b) electronic communication, (whether by email [illinois.energy@illinois.gov](mailto:illinois.energy@illinois.gov) or fax 217/785-2618), (c) overnight courier, or (d) registered or certified first class mail, postage prepaid, return receipt requested. Any document submitted pursuant to this Agreement must contain original signatures. The Parties, by notice given hereunder, may designate any further or different addresses to which subsequent notices, demands or communications shall be given.

To Department:

Illinois Department of Commerce  
and Economic Opportunity  
500 East Monroe St.  
Springfield, Illinois 62701

Attn: Tom Coe

To Entity:

Village of LaGrange Park  
937 Barnsdale Rd  
LaGrange Park, IL 60526-2006

Attn. Richard Radde

7. Entire Agreement

This Agreement constitutes the entire agreement between the Parties and shall supersede any and all prior agreements regarding the subject matter hereof.

8. Applicable Law and Severability

This Agreement shall be governed by the laws of the State. If any provision of this Agreement shall be held or deemed to be or shall in fact be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all cases because it conflicts with any other provision or provisions hereof or any constitution, statute, ordinance, rule of law or public policy, or for any reason, such circumstance shall not have the effect of rendering any other provision or provisions contained herein invalid, inoperative or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses, or sections contained in this Agreement shall not affect the remaining portions of this Agreement or any part thereof.

9. Drug Free Workplace

The Entity certifies that:

- A)  It is a Corporation, Partnership, or other entity (other than an individual) with 24 or fewer employees at the time of execution of this Agreement.
- B)  That the purpose of this grant is to fund solid waste reduction.
- C)  It is a Corporation, Partnership, or other entity (other than an individual) with 25 or more employees at the time of execution of this Agreement, or
- D)  That it is an individual.

If Option "A" or "B" is checked this Agreement is not subject to the requirements of the Act.

If Option "C" or "D" is checked and the amount of this rebate is five thousand dollars (\$5,000.00) or more, the Entity is notified that the Drugfree Workplace Act (30 ILCS 580/1 *et seq.*) is applicable to this Agreement, and the Entity must comply with the terms of said Act.

If the Entity is an individual, it certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.

**WHEREFORE**, the Parties hereby execute this Rebate Agreement by their authorized representatives. Entity's execution of this Agreement shall serve as its certification under oath that Entity has read, understands and agrees to all provisions of this Agreement and that the information contained in the Agreement is true and correct to the best of his/her knowledge, information and belief and that the Entity shall be bound by the same. Entity acknowledges that the individual executing this Agreement is authorized to act on the Entity's behalf. Entity further acknowledges that the award of Grant Funds under this Agreement is conditioned upon the above certification.

DEPARTMENT OF COMMERCE  
AND ECONOMIC OPPORTUNITY

Village of LaGrange Park

By:

By:

\_\_\_\_\_  
Warren Ribley, Director

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Date

**TIN Certification**

Under penalties of perjury, the undersigned certifies on behalf of the Entity that the name and taxpayer information number and legal status listed below are correct:

Name: Village of LaGrange Park

Taxpayer Identification Number:

SSN/FEIN: 36-6005954

Legal Status:

Individual

Estate or Trust

Sole Proprietor

Pharmacy - Non-corporate

Partnership/Legal Corporation

Nonresident Alien

Corporation

Pharmacy/Funeral Home/Cemetery Corp

Not For Profit Corporation

Tax Exempt

Medical Corporation

Governmental

Limited Liability Company (select applicable tax classification)

C - Corporation

P - Partnership

D - Disregarded Entity

Approved by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Title \_\_\_\_\_

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

**Attachment A**  
**(See Following Pages)**

**Attachment B**  
(See following pages)

**PAYMENT REQUEST/CERTIFICATION**

Application No. FY12 4351

Rebate Agreement No: \_\_\_\_\_

Name and Address:

Village of LaGrange Park  
937 Barnsdale Rd  
LaGrange Park, IL 60526-2006

Amount of Payment: \_\_\_\_\_

**CERTIFICATION**

All expenditures from these project funds are for approved project costs only. Further, I certify that supporting documentation of actual expenditures are on file in my office, and that I have full signature authority to sign on behalf of this organization.

Approved by:

\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

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

Department of Commerce and Economic Opportunity

Utility: ComEd

Program Manager \_\_\_\_\_ Code 37-0008 Date \_\_\_\_\_

Fiscal Liaison \_\_\_\_\_ Date \_\_\_\_\_

Authorization/Head of Unit \_\_\_\_\_ Date \_\_\_\_\_

**PROJECT COMPLETION DATE CERTIFICATION**

Application No. FY12 4351

Rebate Agreement No: \_\_\_\_\_

Recipient: Village of LaGrange Park

I hereby make the following certifications under the terms of the above referenced Public Sector Energy Efficiency Program Rebate Agreement.

All project tasks have been completed in accordance with the terms of the Agreement.

All deliverables have been submitted in accordance with the terms of the Agreement.

The Project Completion Date is \_\_\_\_\_.

I further certify that I am authorized to make this certification on behalf of the Recipient named above.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title (printed)

\_\_\_\_\_  
Name (signed)

\_\_\_\_\_  
Date

**CHECKLIST**  
**for REBATE AGREEMENT**

After the project is **Complete**, submit entire Rebate Agreement with Attachment A: Pre-Approval Forms and Attachment B: Final Application Forms and required documents that must include:

- Rebate Agreement Section 9: Drug Free Workplace - place a check on the appropriate line.
- Rebate Agreement TIN Certification - verify that the Recipient's federal taxpayer identification number (9-digit FEIN) is correct.
- Authorized official for the Recipient must sign the Rebate Agreement TIN Certification.
- Authorized official for the Recipient must sign the Rebate Agreement.
- Completed PSEE Section 1, Application, Page A-3, check "Final" box
- Completed PSEE Section 2, Building/Facility Information (for each Building), Page A-4
- Signed PSEE Section 3, Applicant Certification, Page A-5
- Manufacturer spec sheets, unless submitted with Pre-Approval or if equipment updated
- Updated PSEE Standard Incentive Worksheet(s) – Appendix B, or Custom Incentive Worksheets (s) – Appendix C for each building
- Invoices and receipts
- Complete and sign the attached Project Payment Certification form.
- Complete and sign the attached Project Completion Date Certification form.
- For lighting projects, submit a Final Light Survey\* for each building (sample form available for your use at [www.illinoisenergy.org](http://www.illinoisenergy.org) under Energy Efficiency)

\*Light Survey for new fixtures to include: room/area, quantity of existing fixtures, description and wattage of existing fixtures, quantity of new fixtures, description and wattage of new fixtures.

\*Light Survey for all lighting retrofits to include: room/area, quantity, description of existing fixtures, number of lamps in existing fixtures and number of lamps in retrofit fixtures. Lamp total shall match number of lamps indicated in the Lighting Incentive Spreadsheet. **Retrofit lamps and ballasts shall be listed at: <http://www.cce1.org/com/com-1t/com-1t-main.php3>, print out page containing model number and circle the model installed for approval.**

\*Light Survey for Occupancy Sensors to include: room/area, wattage of fixtures controlled.

- Submit to: Tom Coe  
DCEO Illinois Energy Office  
500 E. Monroe Street 11th Fl  
Springfield, IL 62701  
(217)785-2433 phone      217/558-2647 fax  
[tom.coe@illinois.gov](mailto:tom.coe@illinois.gov)



# Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

## Notice to Proceed

January 25, 2012

Mr. Richard Radde, Intern Director of Public Works  
Village of LaGrange Park  
937 Barnsdale Rd  
LaGrange Park, IL 60526-2006

RE: Application 4351 Village of LaGrange Park

Dear Mr. Radde:

The Department is in receipt of your Public Sector Energy Efficiency Pre-Approval application to install two VFDs at the Water Distribution Plant. Your application has been reviewed and was found to meet all the necessary requirements to proceed with the proposed project. Please refer to Application #4351 for all correspondence regarding this project.

This letter will serve as your formal **Notice to Proceed** for this project. We have reserved funds for your project, estimated to be \$13,800.00 and they will be held until May 15, 2012. Equipment installation must be completed and all documentation must be submitted to the Department for final review and approval. It is your responsibility to verify that all equipment meets the required specifications.

Please be advised that final documentation must include required 2011-2012 Year 4 documents (see [www.illinoisenergy.org](http://www.illinoisenergy.org) for the latest version). Final documentation must include all required forms as listed in Application Checklist located in Public Sector Energy Efficiency Program 2011-2012 Guidelines, Appendix A, page A-2. Your facility may be selected for a verification site visit.

Upon project completion, please indicate your agreement with these terms by completing the appropriate forms included in the attached Rebate Agreement and return to my attention at Illinois Department of Commerce and Economic Opportunity, Illinois Energy Office, 500 E. Monroe Street, Springfield, IL 62701.

If you have any questions or require any additional information, please feel free to contact me by telephone at (217)785-2433 or by email at [tom.coe@illinois.gov](mailto:tom.coe@illinois.gov).

Sincerely,

Tom Coe  
*Public Sector Energy Efficiency Program*

[www.ildceo.net](http://www.ildceo.net)

James R. Thompson Center  
100 West Randolph Street, Suite 3-400  
Chicago, Illinois 60601-3219  
312/814-7179 • TDD: 800/785-6055

2309 West Main, Suite 118  
Marion, Illinois 62959-1100  
618/997-4394 • TDD: 800/785-6055

500 East Monroe  
Springfield, Illinois 62701-1643  
217/782-7500 • TDD: 800/785-6055

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

**RESOLUTION ACCEPTING BID PROPOSAL FOR  
PURCHASE/INSTALLATION OF VARIABLE FREQUENCY DRIVES ON  
PUMP #2 and PUMP #3 IN THE WATER PLANT**

WHEREAS, the installation of a Variable Frequency Drive (“VFD”) units on Pump #2 and Pump# 3 have been recommended for the Water Plant; and

WHEREAS, the Village has received notice of a rebate award available in the amount of \$13,800.00 from the Illinois Department of Commerce and Economic Opportunity (DCEO), for the purchase and installation of these VFD units; and

WHEREAS, the Village has budgeted sufficient funds to cover the difference between the rebate award and the cost of the project; and

WHEREAS, a Request for Bid was mailed to specific contractors who were qualified to perform the installation, and a bid opening was held on February 8, 2012; and

WHEREAS, the Village has received a bid proposal from Richmond Electric for \$15,600.00, for the purchase and installation of the VFD units. Hancock Engineering has provided a Letter of Recommendation that the Village proceeds with this project with said contractor.

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

1. That the Village of La Grange Park hereby accepts the proposal of Richmond Electric in the amount of \$15,600.00; and
2. The Village Manager is authorized and directed to take such further actions, as deemed necessary and appropriate to implement, administer and enforce this Resolution.

ADOPTED BY THE PRESIDENT AND THE BOARD OF TRUSTEES of the Village of La Grange Park, Cook County, Illinois this \_\_\_\_\_ day of February 2012.

YES:

NOS:

ABSENT:

Approved this \_\_\_\_\_ day of February 2012.

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

ATTEST:

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

APPROVED AS TO FORM-  
VILLAGE ATTORNEY – \_\_\_\_\_



February 8, 2012

President and Board of Trustees  
Village of LaGrange Park  
447 North Catherine Avenue  
LaGrange Park, Illinois 60526

Re: Variable Frequency Drive Installation for Pump No. 2 and Pump No. 3  
Bid Opening Results

Dear President and Board of Trustees:

Bids were received for the above referenced project on February 8, 2012. We offer the following comments and recommendations on the bid results.

The plans and specifications for the project were obtained by six (6) contractors, and the Village received bids from four (4) qualified companies. A summary of the bids received is as follows:

Richmond Electric Co Inc.	\$15,600.00
Lyons Pinner Electric Co.	\$20,500.00
SPD, Inc.	\$20,990.00
Rag's Electric Company Inc.	\$21,700.00
Engineer's Estimate	\$27,500.00

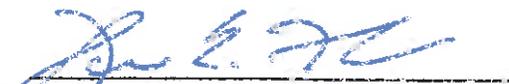
The bids were checked and found to be in order. The lowest bidder Richmond Electric Co. Inc. is a well-qualified, local Chicago area contractor who has satisfactorily completed municipal projects in the suburban area surrounding Chicago. They have a sufficient work force in which to complete this project in the allotted time. It is our recommendation that the Village accept the bid proposal submitted by Richmond Electric Co Inc. in the amount of \$15,600.00.

We have enclosed a copy of the bid tabulation for the project and the original bid proposals.

Please feel free to contact our office should you have any questions or require additional information.

Very truly yours,

EDWIN HANCOCK ENGINEERING CO.

  
Paul E. Flood, Senior Vice President

Enclosures

cc: Ms. Julia Cedillo, Interim Village Manager (W/Bid Tab)  
Mr. Rick Radde, Interim Director of Public Works (W/Bid Tab)

**BID TABULATION**

**BID DATE & TIME:** Wednesday, February 8, 2012 @ 10:00 A.M.

**PROJECT:** Variable Frequency Drive Installation for Pump No. and Pump No. 3  
 k:/bidtabs/LAGRNGPK/01305 - Variable Frequency Drive Standby

		ENGINEER'S ESTIMATE		Richmond Electric Co., Inc.		Lyons Pinner Electric Co.		
	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1. Low Voltage Variable Frequency AC Drive Installed, Complete, Pump No. 2	1	L.S.	13,750.00	13,750.00	7,800.00	7,800.00	10,250.00	10,250.00
2. Low Voltage Variable Frequency AC Drive Installed, Complete, Pump No. 3	1	L.S.	13,750.00	13,750.00	7,800.00	7,800.00	10,250.00	10,250.00
<b>TOTAL AMOUNT OF BID</b>				<b>\$ 27,500.00</b>		<b>\$ 15,600.00</b>		<b>\$ 20,500.00</b>

		SPD Incorporated		Rag's Electric Company, Inc.	
	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	TOTAL PRICE
1. Low Voltage Variable Frequency AC Drive Installed, Complete, Pump No. 2	1	L.S.	10,495.00	10,495.00	10,850.00
2. Low Voltage Variable Frequency AC Drive Installed, Complete, Pump No. 3	1	L.S.	10,495.00	10,495.00	10,850.00
<b>TOTAL AMOUNT OF BID</b>				<b>\$ 20,990.00</b>	<b>\$ 21,700.00</b>

## **Finance Committee**

**Patricia Rocco, Chairwoman**

**Scott Mesick**

**Marshall Seeder**

# **Village Board Agenda Memo**

**Date:** February 6, 2012  
**To:** Village President & Board of Trustees  
**From:** Julia Cedillo, Village Manager *gc*  
**RE:** FY 2012-2013 Budget Schedule

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The purpose of this memo is to provide an update to the Board regarding the development of the upcoming FY 2012-2013 Budget and the Five Year Plan - Fiscal Years 2013-2017.

Finance Director Pierre Garesche has completed preliminary work on the Budget while Village Manager Julia Cedillo is in the process of completing the draft Five Year Plan. During the month of February, the Administration Department will be completing the Five Year Plan and the draft Budget and its descriptive summaries, corresponding charts and graphs.

Below please find a preliminary Budget Schedule\* to review these documents, for the Finance Committee's and the Village Board's consideration:

- Tuesday, March 13, 2012 at 6:00 p.m. – Finance Committee Meeting – Review the Draft Five Year Plan - Fiscal Years 2013-2017
- Tuesday, March 13, 2012 Work Session – Review and Discussion of Draft FY 2012-2013 Budget and Draft Five Year Plan - Fiscal Years 2013-2017
- Tuesday, April 10, 2012 Work Session – Review and Discussion – Adopt FY 2012-2013 Budget and Fiscal Years 2013-2017 Five Year Plan
- Tuesday, April 24, 2012 Village Board Meeting – Action – Adopt FY 2012-2013 Budget and Fiscal Years 2013-2017 Five Year Plan

**Action Requested:**

Motion to approve the FY 2012 Budget Schedule.

\*Other meetings to review the draft Budget and Five Year Plan may become necessary, and will be scheduled accordingly.

# Village Board Agenda Memo

**Date:** February 7, 2012

**To:** President & Board of Trustees

**From:** Julia Cedillo, Village Manager 

**RE:** Water Rate Increase

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## GENERAL BACKGROUND:

The Village purchases its water supply from the Brookfield North Riverside Water Commission (BNRWC). The Village has been advised that the BNRWC approved a twenty percent (20%) increase in the rate they charge to their customers from \$2.85 per thousand gallons to \$3.42 per thousand gallons effective January 1, 2012. The BNRWC took this action in response to a 25% increase from their supplier, the City of Chicago. Since January 1, 2012, the Village has been paying the new rate to the BNRWC.

Upon receiving this information the Village has examined the impact of this rate change on the condition of the Water Fund. Based on this increase and other demands on the fund the staff is recommending that the Village Board approve an increase in the Village's rate from \$4.96 per 100 cubic feet to \$5.58 per 100 cubic feet. This equates to a 12.5% adjustment.

For the Board's information the table below lists the most recent water rate increases approved by the Board.

Rate per 100 cu. ft.	Approved	Effective Date	% Increase
3.51	4/9/2002	5/1/2002	NA
3.60	1/7/2003	2/1/2003	2.56
3.68	1/13/2004	2/1/2004	2.22
3.83	1/25/2005	2/1/2005	4.08
3.90	2/28/2006	3/1/2006	1.83
4.30	2/26/2008	5/1/2008	10.26
4.73	2/24/2009	5/1/2009	10.00
4.96	3/23/2010	5/1/2010	5.00
5.58		3/1/2012	12.50

Last year the BNRWC approved a five cent (.05) increase in the rate they charge to their customers from \$2.80 per thousand gallons to \$2.85 per thousand gallons effective January 1, 2011. This increase was not attributable to an increase in rates from the supplier, the City of Chicago. Instead, this small increase was due to the BNRWC's overall cost in delivering water to the customers. As a result of this increase, the Village did not raise its rates to customers.

The last series of substantial water rate increases attributable to the supplier, the City of Chicago, were in 2008, 2009, and 2010. This year, as part of the City of Chicago's approved Budget, it was reported that the City of Chicago will increase its water rates as follows:

25% effective January 1, 2012  
15% effective January 1, 2013  
15% effective January 1, 2014  
15% effective January 1, 2015

Past experience is such that the City of Chicago has implemented rate increases consistent with their previous announcement. In the same vein the BNRWC has increased its rates as well.

It should be noted that the West Central Municipal Conference (WCMC), for which we are one of 38 member communities, has established a Regional Water Rate Task Force in response to the substantial water rate increases imposed by the City of Chicago. The Task Force will monitor and analyze the propriety of the multi-year increases as it relates to water supply.

Village Staff has reviewed the BNRWC water rate increase in light of our Village's current water and sewer rates and with regard to anticipated infrastructure improvement projects planned for FY 2012 and the Five Year Plan. As such, it is necessary that the Village pass along the water rate increase to ensure financial feasibility of necessary improvements. Thus, the proposed Village water rate increase is substantially a pass-through of the BNRWC rate increase.

The ordinance attached hereto would authorize an increase of 12.5% in the water rate effective March 1, 2012. This would change the current rate from \$4.96/100 cu. ft. to \$5.58/100 cu. ft.

**MOTION/ ACTION REQUESTED:**

**Motion:**           **Move to approve, "An Ordinance Amending Chapter 51, Section 51.43 of the Village of La Grange Park Municipal Code Establishing Water Rates."**

**STAFF RECOMMENDATION:**

It is recommended that the Village Board approve the ordinance establishing new water rates. This action will maintain the financial integrity of the Water Fund so that it can meet its fiscal obligations and provide the necessary financial resources to maintain a reliable water system. Failure to provide for a rate increase may necessitate larger rate increases in the future to accommodate future increases from the water suppliers and restore the fund's financial condition.

**DOCUMENTATION:**

- Ordinance Amending Chapter 51, Section 51.43 of the Village of La Grange Park Municipal Code Establishing Water Rates
- Memos regarding the WCMC Water Rate Task Force (WCMC and Village of Melrose Park)
- Village Board Agenda Memo – Dated February 1, 2011

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING CHAPTER 51,  
SECTION 51.43 OF THE VILLAGE OF LA GRANGE  
PARK MUNICIPAL CODE ESTABLISHING WATER RATES**

WHEREAS, the Village of La Grange Park operates and maintains a municipal water system to provide potable water to all water users connected to said municipal water system; and

WHEREAS, the Village of La Grange Park purchases its total supply of potable water from the Brookfield North Riverside Water Commission pursuant to a long term supply contract; and

WHEREAS, the Brookfield North Riverside Water Commission has imposed new and higher rates to the Village of La Grange Park for the purchase of potable water; and

WHEREAS, the President and Board of Trustees, after reviewing the circumstances and ramifications of the water rate increase imposed by the Brookfield North Riverside Water Commission, have determined that it is in the best interests of the Village to increase the rates charged to customers of the Village of La Grange Park water system;

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

SECTION 1: That Section 51.43 of Chapter 51 of the Village of La Grange Park Municipal Code is repealed and the following Section 51.43 is substituted therefor:

**Section 51.43 Rates Established.**

The water rate which shall be paid by every person using the Village water supply shall be as follows:

(a) Five dollars and fifty-eight cents (\$5.58) for each one hundred (100) cubic feet of water if the payment is received by the due date printed on the bill.

(b) Six dollars and fourteen cents (\$6.14) for each one hundred (100) cubic feet of water if the payment is received after the due date printed on the bill.

(c) A minimum bill shall be calculated on the basis of six hundred (600) cubic feet for those persons using less than 600 cubic feet of water during the billing period.

(d) The above rates are to be effective March 1, 2012.

SECTION 2: All ordinances of this Village in conflict herewith are hereby repealed.

SECTION 3: This ordinance shall be in full force and effect after its passage, approval and publication as required by law.

APPROVED by the President and Board of Trustees of the Village of La Grange Park, Cook County, Illinois this 28<sup>th</sup> day of February, 2012.

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

ATTEST:

\_\_\_\_\_  
Amanda Seidel  
Village Clerk

APPROVED AS TO FORM - VILLAGE ATTORNEY: \_\_\_\_\_

**MEMBER COMMUNITIES**

- Bellwood
- Berkeley
- Berwyn
- Broadview
- Brookfield
- Cicero
- Countryside
- Elmwood Park
- Forest Park
- Forest View
- Franklin Park
- Harwood Heights
- Hillside
- Hodgkins
- Indian Head Park
- LaGrange
- LaGrange Park
- Leyden Township
- Lyons
- Lyons Township
- Maywood
- McCook
- Melrose Park
- Norridge
- Northlake
- North Riverside
- Oak Park
- River Forest
- River Grove
- Riverside
- Rosemont
- Schiller Park
- Stickney
- Stone Park
- Summit
- Westchester
- Western Springs
- Willow Springs

2000 Fifth Avenue, Building N  
 River Grove, IL 60171  
 ph 708/453-9100 fax 708/453-9101  
 www.westcook.org

**TO:** WCMC Members  
**FROM:** Richard F. Pellegrino, Executive Director  
**DATE:** October 27, 2011  
**RE:** Regional Water Rate Task Force

Please be informed that the West Central Municipal Conference has established a Regional Water Rate Task Force, relative to the proposed budgetary water rate increase by the City of Chicago Administration.

In this regard, Mayor Ronald M. Serpico of Melrose Park has graciously agreed to serve as Chairman of the Task Force during the initial phases of formulation and will providing guidance for a meeting date, time and location.

Additionally, the General Counsel of the WCMC, attorney Michael DelGaldo will be taking the lead relative to any and all legal aspects.

As many of you are aware, the "proposed" City of Chicago budget purportedly delineates an annual rate percentage increase of 25% the first year; a 15% increase for years two and three respectively.

Accordingly, the Task Force will monitor and analyze the propriety of such a staggering proposal as it relates to one of the most fundamental of all human commodities, viz, our water supply

**ASSOCIATE MEMBERS**

- Brookfield Zoo
- Triton College
- Morton College
- Norwood Park Twp Hwy Dept.
- Proviso Twp
- Stickney Twp
- Village of Bensenville
- City of Elmhurst

**PRESIDENT**

- Jeffrey Tobolski
- McCook

**VICE PRESIDENT**

- Sam Pulla
- Westchester

**TREASURER**

- James Discipio
- LaGrange Park

**PAST PRESIDENT**

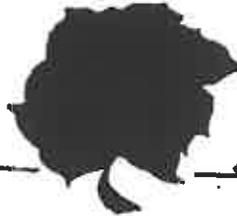
- Marilynn May
- River Grove

**EXECUTIVE DIRECTOR**

- Richard F. Pellegrino



Ronald M. Serpico  
MAYOR



# Village of Melrose Park



Mary Ann Paolantonio Salami  
CLERK

**- TRUSTEES -**

Anthony N. Abruzzo  
Arturo J. Mota

Jaime Anguiano  
Anthony J. Prignano

Cathy Cossident-Italia  
Mary Ramirez-Tacorri

November 1, 2011

Fellow Mayors and Managers:

As set forth in the attached letter dated October 19, 2011 from the Department of Water Management for the City of Chicago (the "City"), the City has introduced its 2012 Budget which calls for steep increases in water rates for suburban communities for the upcoming years.

The proposed increases are unreasonable, would hamper commerce and restrain trade in our communities and most importantly would burden suburban residents and require them to bear the burden of Chicago's significant budget deficit. We all understand that Mayor Emmanuel, like all of us, is charged with establishing a balanced budget for the community that he serves. None of us, however, have asked the City's residents to bear our communities' fiscal responsibilities.

The West Central Municipal Conference ("WCMC") has established a Regional Water Rate Task Force to address this issue (the "Task Force"). I have agreed and I am happy to chair the Task Force.

The Task Force has scheduled a meeting on November 18, 2011 at the Village of Melrose Park's Multi-Purpose Room, 1000 North 25<sup>th</sup> Avenue, Melrose Park, Illinois, 60160. The meeting will commence at 10:00 a.m. and last no longer than 11:30 a.m. I sincerely hope that you can join me, with the rest of the Task Force, so that we can band together to address this issue regarding our residents' water supply.

Sincerely,

Ronald M. Serpico  
Mayor  
Village of Melrose Park

Attach

# **Village Board Agenda Memo**

**Date:** February 1, 2011

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

**From:** Julia Cedillo, Interim Village Manager

**RE:** Water Rate Discussion

---

## **GENERAL BACKGROUND:**

The Village purchases its water supply from the Brookfield-North Riverside Water Commission (BNRWC). The Village has been advised that the BNRWC approved a five cent (.5) increase in the rate they charge to their customers from \$2.80 per thousand gallons to \$2.85 per thousand gallons effective January 1, 2011. This increase is not attributable to an increase in rates from the supplier, the City of Chicago. Instead, this small increase is due to the BNRWC's overall cost in delivering water to the customers, which has not been increased in over two years.

With this new information in hand, Village staff will examine the impact of this rate change on the condition of the Water Fund. In light of this small increase and other demands on the fund, staff will evaluate whether an increase in the Village's rate is recommended, which is currently \$4.96 per 100 cubic feet. Should the evaluation show that an increase to the water rate is warranted, staff will bring this matter back to the Board for its consideration in March or April of this year.

For the Board's information the table below lists the most recent water rate increases approved by the Board.

<b>Rate per 100 cu. ft.</b>	<b>Approved</b>	<b>Effective Date</b>	<b>% Increase</b>
3.51	4/9/2002	5/1/2002	NA
3.60	1/7/2003	2/1/2003	2.56
3.68	1/13/2004	2/1/2004	2.22
3.83	1/25/2005	2/1/2005	4.08
3.90	2/28/2006	3/1/2006	1.83
4.30	2/26/2008	5/1/2008	10.26
4.73	2/24/2009	5/1/2009	10.00
4.96	3/23/2010	5/1/2010	5.00

The draft Five-Year Plan, does not include any increases beyond FY 10-11. Anticipated future increases will be re-evaluated with the annual updating of the Five-Year Plan and once the BNRWC determines its rates.

## **MOTION / ACTION REQUESTED:**

**None requested. This memo is for informational purposes only.**

## **DOCUMENTATION:**

- Letter notification from Brookfield-North Riverside Water Commission

# **Cool Villages Committee**

**Patricia Rocco, Chairwoman**

**Rimas Kozica**

**Scott Mesick**

# **Village Board Memo**

Date: February 8, 2012  
To: Village President and Board of Trustees  
From: Julia Cedillo, Village Manager *JC*  
RE: **Cool Village Commission – Draft Sustainability Plan**

---

Since its establishment in January 2010, the Cool Village Commission has held regular monthly meetings in an effort to plan, prioritize and achieve the agenda set forth in the Commission's Charter document and the directives set by the Village Board.

Since that time, the commission has engaged in a data collections process, a carbon emissions inventory, the co-sponsoring of community events and the development of a Sustainability Plan.

At the February 14<sup>th</sup> Work Session meeting, Cool Village Commission Chairperson, Krista Grimm will provide a presentation on the commission's work, its findings, and the final draft of the Sustainability Plan. A copy of the draft Sustainability Plan is attached.

## **Action Requested**

Review only. The Cool Village Commission is requesting that the Village Board Review the draft Sustainability Plan at this time. Once the review is complete, the commission welcomes the opportunity to return to a meeting to answer questions in the advancement of Village Board approval of the Sustainability Plan.

## **Attachments**

- **Cool Village Commission Report to the Village Board**
- **Draft Sustainability Plan**



## **Village Board Memo**

Date: February 8, 2012  
To: Village President and Board of Trustees  
From: Cool Village Commission  
RE: **Cool Village Commission Report**

---

This memo provides a report of the progress of the various activities of the Cool Village Commission (CVC).

### **Sustainability Plan**

The CVC was created as an ad hoc advisory commission by the Village Board in October, 2009. One of the original tasks given to the CVC was creation of a Sustainability Plan for the Village (please see the charter document, attached). The CVC has devoted most of its efforts since its first meeting in February, 2010 to this task. The CVC is very pleased to present the result, the Draft Sustainability Plan, to the Village Board at this time.

In undertaking this effort, the CVC reviewed Sustainability Plans from communities around the country. The group noted that one shortcoming of many plans was the lack of an effective enforcement mechanism; many ambitious potential activities were described in the plans but there was no discussion of how such activities would be implemented, evaluated and modified, if necessary. Therefore, the CVC decided to propose an alternative approach.

The Plan set forth a strategic decision making process that involves continuous consideration of initiatives to achieve sustainable practices. Proposals may be submitted by the community, the Village staff, or the CVC itself. Six strategy areas form the framework for sustainable initiatives: Water; Land; Air; Energy; Energy Efficient Lighting; and Waste Recycling and E-Waste Mitigation. Under the decision making process, the CVC will evaluate proposals, considering the viability of each, including the capacity of the Village to undertake each initiative. Recommended initiatives would be presented to the Village Board for approval, and if approved, the CVC and/or Village staff would implement the initiatives, as appropriate. The Plan provides that approved projects will be attached to and become an integral part of the Sustainability Plan as appendices.

The Draft Sustainability Plan also includes a target for greenhouse gas (GHG) emissions reduction. The CVC conducted an extensive analysis of GHG emissions generated by the community and Village

operations (the findings of which are discussed below) during the baseline year of 2009, researched the results of efforts in other communities, and considered relevant trends. After much deliberation, the CVC decided to include a GHG emissions reduction target of 2% annually, excluding pass-through transportation emissions. Presumably, many of the sustainability initiatives would further the Village's progress toward meeting that target.

At this time, the CVC is presenting the Draft Sustainability Plan for the Village Board's review. Once the Village Board has had the time to review the document and its attachments, the commission will make itself available to answer any questions or receive any recommendations. Once in an acceptable form, the CVC respectfully requests acceptance or approval of the Plan.

### **GHG Emissions Inventory**

The CVC completed its greenhouse gas (GHG) emissions baseline inventory for 2009, the latest year for which data was available at the time the project was initiated. The Commission gathered data from ComEd, Nicor, the Chicago Metropolitan Agency for Planning (CMAP), Allied Waste and Village staff. The data was entered into the Clean Air and Climate Protection 2009 software (CACP 2009), a program provided by ICLEI to its members. Two reports, appendices of the Draft Sustainability Plan, provide the results of the inventory for both Village government operations and the community as a whole.

The inventory serves two purposes. First, the results of inventories in future years will be compared against these 2009 results to determine the Village's progress toward meeting the GHG target reduction. Second, and equally as important, the results inform the strategic decision making process proposed in the Draft Sustainability Plan. The inventories provide guidance as to where the Village's efforts will be most impactful and should be focused. The CVC reached the following conclusions about the inventory results:

### **Community-Wide Emissions Findings**

1. The largest source of carbon dioxide equivalent (CO<sub>2</sub>e) emissions for the Village overall is the residential sector. Within this sector, natural gas and electricity are nearly evenly split as generation sources. Promoting efficiency measures to homeowners provides the Village many opportunities to impact GHG emissions levels.
2. The second largest creator of CO<sub>2</sub>e emissions is transportation, especially gasoline-powered lightweight trucks such as pick-ups and SUVs on arterial roads. The Village has few opportunities to impact truck traffic travelling through the region, so Village efforts should be focused elsewhere.
3. The Commercial sector generates nearly as much emissions as the Transportation sector, mainly through the use of electricity. As a secondary focus, dialogue with the local business community may yield some reductions in GHG emissions and possible cost savings.
4. The CMAP forecasting data for the Village of La Grange Park are essentially flat over the next 40 years, with the exception of transportation. The CMAP forecasting model is complex and no information is available in terms of assumptions and criteria utilized. Due to the inadequate

understanding of the CMAP model (especially in the context of the new federal efficiency standards for trucks as well as cars), the CVC is not comfortable using the projections.

### Government Operations Emissions Findings

1. Government operations account for an extremely small proportion, only 1.7-1.8%, of the community's GHG emissions for 2009, and reductions achieved by the municipality will have a similarly small impact on the emissions of the overall community. Nonetheless, the CVC recommends that the Village undertake efforts to reduce emissions as a show of leadership and continued good stewardship.
2. Most (72%) of the Village's GHGs are generated by buildings and facilities. The largest source is Village Hall. The use of natural gas at Village Hall accounts for 62% of the municipality's total GHGs, and electricity accounts for an additional 17% of CO<sub>2</sub>e emissions. Natural gas use at 1008-10 E. 31<sup>st</sup> St also is a significant source of GHG emissions, 19% of the total for the Village.
3. Because the largest share (59% overall) of the Village's emissions are from non-transportation related natural gas, efforts to reduce natural gas use, such as making sure that existing equipment is operating at peak efficiency, and upgrades to heating equipment and weatherization measures, should be researched. The CVC encourages pursuing opportunities to achieve greater electricity efficiencies as well, since electricity use accounts for 39% of GHG emissions.
4. The data also point toward looking at ways to achieve reductions in gasoline use by police vehicles, and in diesel fuel use of Public Works vehicles.

### Additional Activities

Since the last periodic report, the CVC partnered with the La Grange Park Police Department to participate in the DEA's National Drug Take Back Day on Saturday, October 29, 2011 at Village Hall from 10:00 a.m. to 2:00 p.m. The drugs were again collected by hand by sworn police officers (as required per the DEA) and were stored behind secure doors within the Police Department. The five collection bins provided by the DEA were filled to overflowing. An estimated 155 individuals participated in this event, on par with participation in April, 2011 which was estimated at 152. Participants came from a number of surrounding communities, from as far away as Justice. However, La Grange Park residents made up a larger proportion of the participants than in the April event, many learning of the event through the e-brief. Many residents (and non-residents) expressed appreciation that the Village served as a collection site.

As a zero-cost example of a way to reduce the community's GHG footprint, the CVC held its December, 2011 and February, 2012 meetings at the La Grange Park Public Library. The library has graciously allowed us to use a meeting room sized appropriately for our group and our typically small (0-2 person) audience. Past CVC meetings held in the Village's board room required the Village to light and heat/cool the large space for our use. Because the CVC meetings are held during the library's normal operating hours, the space was already conditioned, and fewer lights were needed to illuminate the smaller space. Finally, at the most recent CVC meeting in February, the Commission approved the transition to a

paperless agenda packet for its members. Instead, members will review the information on their laptops and/or on an overhead projector. Paper (hardcopy) agendas will be made available to the public at the meeting.

**Attachment**

- Draft Sustainability Plan

# Village of La Grange Park Sustainability Plan

February 1, 2012 Draft



Produced by:  
The Village of La Grange Park  
**Cool Village Commission**



**VILLAGE OF LA GRANGE PARK SUSTAINABILITY PLAN  
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**Cool Village Commission**

Krista Grimm, Chair  
David Mrazek  
John Aikens  
Donna Twickler  
Ed Kram  
Sarah Cervak  
Joe Paris

Special Mention:  
Patty Rocco, Former Chair

With Special Thanks To:  
**The Village Board of Trustees**  
James L. Discipio, Village Present  
Rimas Kozica  
Scott Mesick  
Marshall Seeder  
LaVelle Topps  
Patty Rocco  
Susan Storcel

# VILLAGE OF LA GRANGE PARK SUSTAINABILITY PLAN

## I. Sustainability

Sustainability is a process of community stewardship that utilizes resources in the present without compromising the ability of future generations to meet their needs. A successful program can be implemented through more efficient use of natural resources (land, energy, water and materials), resulting in a measurable reduction of pollutant and greenhouse gasses, emissions and utilization costs.

## II. Introduction

The Village of La Grange Park has long responded to the desire of its residents to improve the local environment, thereby enhancing the ambiance of living and working within the Village and improving the health of its residents. Such activities have served to minimize Village government expenditures on energy, with a focus on long-term fiscal responsibility. The history of the Village of La Grange Park's sustainable actions is described in detail in Section V of this Sustainability Plan ("Plan").

In 2008, a group of La Grange Park residents formed the Cool Village Coalition to express their desire for the Village to take actions to address global climate change and otherwise improve the air, water, and other natural resources within the Village. The Village responded by creating a Subcommittee of the Village Board to study how the Village might respond to the request of the citizen group. The Subcommittee recommended the formation of an ad hoc advisory commission to create a sustainability plan and recommend additional actions for consideration of the Village Board. On October 27, 2009, the charter ("CVC Charter") authorizing the creation of the La Grange Park Cool Village Commission ("CVC") was adopted by the Village Board. One task in the CVC Charter was creation of this Plan.

Accordingly, numerous strategies are enumerated in Section X of this Plan that may be implemented by the Village government to improve and increase local sustainable practices. Over time, the need, ability, willingness, and goals of the Village and its residents will evolve. For example, the Village has adopted a model to track the annual greenhouse gases emitted by the community. Trend data from the model may suggest certain types of programs and actions that will maximize the reduction of emissions. Therefore, a process for adoption of sustainable practices and decision making is set forth in Section XI of this Plan. This will allow for the focus of energy and resources on the highest priority activities.

## III. Purpose

The purpose of this plan is encapsulated in the CVC Charter, clearly stating the Village Board's intent:

To educate and inform citizens and facilitate sustainable community practices that lead to a reduction of the community's carbon footprint while promoting water conservation and the improvement of air, climate and water quality.

The goal of this Plan is to establish a framework for future decision making by the Village government to make sustainable choices, thereby enhancing the quality of life of Village residents and making the Village of La Grange Park an even better place to live, work and play.

The practices of the Village government and its residents have a substantial impact on the local environment. For example, in regards to water quality, the use of permeable paving materials, the design of gutters, and the use of rain barrels by households may reduce or prevent flooding in houses and streets after heavy rains. A multitude of potential actions may also impact the health and well-being of Village (and metropolitan area) residents. In regards to air quality, reducing the quantity of small-particulate emissions that are released into the air while cars idle can potentially improve the quality of the air breathed by Village residents, and in turn improve the health of the elderly and individuals with heart or respiratory ailments. Other potential actions may reduce the carbon emissions generated within the Village, contributing to benefits on a much larger scale.

#### **IV. Essential Background**

In order to evaluate what works best for the Village of La Grange Park, it is essential to consider the history and characteristics of the community. The following background material provides basic context for determining appropriate actions.

##### ***Mission Statement***

The Village of La Grange Park adopted the following Mission Statement to provide a comprehensive vision for the operation of Village government:

The Village of La Grange Park is committed to providing its citizens effective and efficient government services in a fiscally responsible manner. The Village encourages cooperation among its staff, Board and other units of government in order to assess community needs and to determine the most effective manner in which to meet those needs. While committed to maintaining a professional and responsible atmosphere, the Village must weigh individual needs against community standards and resources and determine what is in the best interests of all its residents.

The scope of this Plan within the Village's Mission Statement is intended to address the operation of Village government and the voluntary participation of La Grange Park community, i.e., residents, business owners, land owners, and other community stakeholders.

##### ***Demographics***

The Village of La Grange Park, incorporated in 1892, is 17 miles west of downtown Chicago located in Cook County, Illinois, comprising of 1,408 acres. According to the 2010 Census, the Village has a population of 13,579. There are 5563 housing units, 3,593 (65%) being single owner family occupied. Approximately 28 acres are dedicated to commercial floor space and approximately 33 acres are used for industrial floor space. There are approximately 100 commercial establishments and 10 industrial establishments. There are six parks, comprised of 21.5 acres. There are five schools, 2 private and 3 public. There are 2 gas stations and 3 residential retirement communities.

## **Land Use**

	<u>Acres</u>	<u>% of Total</u>
Single Family Residential	640	44.63
Two-family Residential	13	00.90
Multi-Family Residential	86	06.00
Total Residential	739	51.53
Commercial	28	01.95
Institutional (including cemetery)	61	04.25
Industrial	33	02.30
Vacant	1	00.07
Forest Preserve	238	16.60
Parks and Recreation	24	01.67
Road Right of Way	292	20.37
Rail Road Right of Way	18	01.26
Total Non-Residential	695	48.47
Entire Village	1,434	100.00%

## **Location**

The Village is located between the junction of I-290/I-88 and the junction of I-55/I-294. US Routes 45 (La Grange Road) and 34 (Ogden Avenue) provide direct access to both junctions and connect to the Village's two commercial nodes: the Village Market and 31<sup>st</sup> Street Business Corridor. Metra operates two commuter rail stations in nearby La Grange that are within walking distance to many residents of La Grange Park. Pace also operates four express bus routes that travel through or adjacent to the Village limits. O'Hare and Midway Airports are less than 30 minutes away. Rail freight travels through the Village along the IHBR alignment, which parallels La Grange Road.

## **Roads**

The Village maintains 38 miles of road. The roads are classified into three categories:

- 1) **Arterial Roads:** Arterials are intended to provide a high degree of mobility and function as the primary travel routes for vehicles entering, leaving, and passing through urban areas.
  - La Grange Road\*
  - 31<sup>st</sup> Street\*
  - Ogden Avenue\*
- 2) **Collectors:** The collector street system is designed to support the arterial network.
  - Maple Avenue\*
  - Brainard Avenue
  - Harding Avenue (east of Brainard Avenue)
  - Kemman Avenue
- 3) **Local Streets:** The role of the local street system is to carry low volumes of traffic at slow speeds to provide for safe and convenient access to housing areas and other land uses.

\*Denotes State roads under IDOT's purview.

## V. History of Sustainable Actions Taken by the Village

The Village of La Grange Park has a record of commitment to its environment, as evidenced by the following steps taken:

- The Village of La Grange Park has a long history of promoting and maintaining its urban forest and has been recognized as a Tree City USA by the National Arbor Day Foundation for 23 consecutive years.
- Chapter 95 of the La Grange Park, IL Code of Ordinances is dedicated to trees and shrubs. Trees provide shade for cooling in summer, release moisture into the air, help reduce flooding and erosion, and are a source of beauty from season to season over a lifetime.
- The Village has implemented the following programs to continually maintain its urban forest:
  - Annual Tree Trimming Program: The Village's parkway tree population consists of approximately 6,000 trees of varying species and age, all of which require special attention from time to time. This process is thorough and takes into account the shape, size, location, and age of the entire tree.
  - Tree Planting Program: This program is primarily a replacement program for fatally diseased trees or trees severely damaged by storms or ice.
  - Annual Arbor Day Tree Planting Contest: Each year since 2004 the Village plants a tree in memory or in honor of a La Grange Park resident or group with the planting of a tree.
- Beginning in 1990, the Village began offering residents curbside recycling.
- In 2007, the Village signed onto the Greenest Region Compact for Metropolitan Chicago ("GRC"). The GRC, developed by the Metropolitan Mayor's Caucus, obliges its members to take action to improve the region's air, water and land, reduce greenhouse gases, minimize waste, and reduce energy consumption.
- In 2007, the Village installed a pilot solar street light, the first solar-powered street light in the state of Illinois. A permanent solar street light was installed in 2011.
- In 2009, the Village sought funding for a new LEED (Leadership in Energy and Environmental Design) Gold Public Works building. The proposed building would incorporate energy efficient technologies and practices conserving energy, while creating a healthier work environment.
- In October of 2009, the Village Board voted to establish the CVC. In January of 2010, the seven member CVC was formed and held its first meeting in February of 2010.
- In the winter of 2009, the Village purchased hybrid vehicles for the Police Department. The vehicles purchased replaced standard/conventional vehicles due for replacement.

- In February of 2010, the Village joined ICLEI – Local Governments for Sustainability, an international association comprised of municipalities as well as national and regional local organizations worldwide who have made a commitment to sustainable development.
- In August of 2010, the Village received a grant for SEDAC (Illinois Smart Energy Design Assistance Center) to do an energy audit on the Public Works facility.
- In October of 2010, the Village instituted an annual Electronic Waste Recycling Day. Free CFL's were distributed to residents who participated in the inaugural E-Waste Recycling day.
- In April, 2011, the Village commenced participation as a collection site for the semiannual US Drug Enforcement Agency National Take Back Initiative for unwanted and unused pharmaceuticals.
- The Village continues to annually honor earth hour and earth day.

## **VI. Responsibilities of the Cool Village Commission, and its Successors**

The responsibilities of the CVC, and its Successors, are derived from the CVC Charter and in furtherance of the purpose and goals of the GRC. The following responsibilities are consistent with the purpose set forth in Section III of this Plan:

- Achieve the goals and objectives in this Plan.
- Evaluate and bring forth to the Village Board recommendations regarding membership to the U.S. Mayor Climate Protection Agreement and the Cool Cities Campaign.
- Provide technical assistance for conducting the Village's baseline carbon inventory.
- Provide technical assistance for monitoring the progress of this Plan and deliver corresponding reports to the Village Board.
- Review and recommend environmental goals and sustainability strategies.
- Develop educational information regarding this Plan and related activities.
- Assist the Village with the development and distribution of public service announcements.
- Provide public relations support to the Village for promoting this Plan and for any additional environmental sustainability initiatives adopted by the Village Board.
- Conduct public education and outreach programs under the direction of the Village Board.
- Recommend/Implement water strategies, including, but not limited to, promoting residential water conservation practices.

- Recommend/Implement waste strategies, including, but not limited to, enacting e-waste recycling programs.
- Participate in the Northern Illinois energy Project's Residential Lighting Program.
- Recommend/Implement air, energy and land strategies.
- Prepare periodic reports for the Village Board.

## **VII. Actions taken by the Cool Village Commission**

Since its inception, the CVC has taken the following actions:

- Held regular monthly meetings since February of 2010 in an effort to plan, prioritize and achieve the agenda set forth in the CVC Charter and the directives set by the Village Board.
- Facilitated the Village's membership to ICLEI – Local Governments for Sustainability, an international organization comprised of over 1000 municipalities worldwide.
- Facilitated the Village's grant for any energy audit by SEDAC.
- Conducted an emissions inventory. The baseline carbon use audit is necessary to measure the Villages progress in reducing its carbon footprint.
- Proposed Community recommendations to the Board based upon the strategies identified by the GRC.
- Participated in community events, including E-waste recycling events, Drug Take Back days, and the La Grange Park Business Association Bike Fest.

## **VIII. Carbon Emissions Inventory**

Throughout 2010 and through the efforts of the Village's Cool Village's Commission, the Village conducted a carbon emissions inventory utilizing a data framework provided by ICLEI or Local Governments for Sustainability ([www.iclei.org](http://www.iclei.org)). The results of this inventory are detailed in two documents attached as appendices, one focusing on the Village as a governmental unit and one that is community wide that incorporates residential dwellings, businesses and organizations, schools and industry. Each of the reports includes baseline data and targets for reducing emissions.

Data from the ICLEI inventory process revealed which carbon emissions were reasonably within our control for target reductions and those of which there was little to no control. One such example where LGP may have little impact is the emissions that result from vehicle miles traveled. While the Village can encourage the use of public transportation and car-pooling to individual households, the majority of the vehicle miles traveled in La Grange Park is a product of circumstance, occurring on La Grange Road, a major thoroughfare for north-south traffic in the western suburbs located within the Village's boundaries, and other state roads.

## **IX. Target Reduction of Green House Gas Emissions**

The Carbon Emissions Inventory provides a basis to establish a GHG emission reduction target as compared to the baseline data. A target provides a goal which the community and local government can strive to achieve and a way to measure progress toward achieving the goal (as compared to the established baseline).

Today the human community is producing approximately twice as much CO<sub>2</sub> as the earth's natural carbon sinks (oceans, forest, etc.) can absorb. That means even if emissions are stabilized at current levels, greenhouse gas concentrations would continue to increase dramatically. The international scientific community recommends an 80% reduction in GHG emissions by 2050 to reach levels that will significantly slow global warming. In order to achieve this international goal, La Grange Park must reduce GHG emissions approximately 2% annually from 2009 GHG emission levels.

When developing our GHG emission reduction target, the CVC also wanted to develop a realistic target. Many municipal GHG emission reduction targets were reviewed. After considering the scientific and municipal target information, the CVC decided to set a stretch target of 2% GHG reduction annually. The accounting of GHG emissions will include community wide and government operations emissions, but not the emissions generated by pass-through transportation.

## **X. Framework for the Village of La Grange Park Sustainable Strategies**

There are a myriad of education activities, strategies and practices available to a municipality to achieve its identified goals to reduce its carbon footprint and improve air and water quality. The Village of La Grange Park will target the following strategies. Under each strategy are examples of possible activities and practices, but the Village government by no means shall be obligated to implement or be limited by the examples in pursuing the strategies. Specific activities will be determined according to the Strategic Decision Making Process outlined in Section XI of this Plan.

### ***Water Strategies***

- Promote water strategies involving best storm water management practices, such as permeable pavers, native landscaping, rain barrels, rain gardens, and drought tolerant grass seed.
- Encourage the enhancement of Watering Restrictions in the Village Code.
- Encourage sub-metering where feasible. (e.g., tenant spaces, commercial process specific sub-metering applications, etc.)
- Create Pamphlets and other educational pieces on Water Conservation and Clean Water Strategies. Both pamphlets and possible exhibits at Village and community functions would educate children and adults the importance of planting native landscaping, disconnecting downspouts from the underground drain tile surrounding their homes, and the proper

disposal methods for expired prescription medication. Education is key to increasing the implementation of effective water strategies in the community.

### ***Land Strategies***

- Investigate grant opportunities that promote sustainable land strategy practices.
- Keep apprised of sustainable land strategy practices available to the Village.
- Consideration of investigating the plausibility and cost effectiveness of installing a roof garden atop Village Hall.
- Promote the current Resident Purchase Parkway Tree Program.
- Periodically evaluate programs that encourage tree planting and improvement of the urban landscape.
- Periodically evaluate available preventive practices for the Emerald Ash Borer and other arboreal threats

### ***Air Strategies***

- Educate the community on the negative impact of car idling. Idling is wasteful, harmful to passengers, and car engines.
- Involve the community through school environmental clubs, local competitions to select signage, and post informational signage throughout the community.
- Review the feasibility of retrofitting existing municipal vehicles with pollution control devices.
- Encourage the public to take advantage of the benefits of non-automotive travel.

### ***Energy Strategies***

- Participate in the Energy Star Portfolio Manager Program. Portfolio Manager is an interactive energy management tool that allows participants to track and assess energy and water consumption of its buildings in a secure online environment. Portfolio Manager can help set investment priorities, identify under-performing buildings, verify efficiency improvements and justify EPA recognition, under the Energy Star Program, for superior environmental performance.
- Receive information from the EPA Region 5 Community Climate Change Network. This network provides information and opportunities about energy efficiency and greenhouse gas reduction to municipalities. (completed)
- Consider joining the U.S. EPA Green Power Partnership Program. This Program encourages the use of renewable energy.
- Share information with the Community on options for residents to purchase renewable energy through alternative electricity providers.

- Encourage applications for SEDAC (Illinois Smart Energy Design Assistance Center) Grants and other grants applicable to environmental sustainability.

### ***Energy Efficient Lighting Strategies***

- Engage in a number of activities to increase the utilization of energy efficient lighting. Hold participatory events, i.e., hold periodic lighting awareness & distribution events. For these events it is recommended to solicit local business for sponsorship, provide an educational component, and encourage incentives for local purchase.
- Distribute awareness aids. Publish and distribute lifecycle information at local vendor locations and local recycling centers. Provide lighting technical assistance resources and information on hazardous waste collection.
- Provide educational information on energy efficiency lighting. Supply information on proper application dimmer use. Identify cold weather locations. Provide information on the proper discarding of waste not acceptable for street side garbage disposal. Include information on collection sites; recycling and disposal; and breakage and proper cleanup.

### ***Waste Recycling and E-Waste Mitigation Strategies***

- Hold periodic E-waste Recycling Days. Develop strategies to coordinate and co-market the event with neighboring communities. Create community awareness and education regarding E-waste and recycling.
- Consider an ongoing metal recycling site and/or program within the Village. Develop an education program for the Village regarding metal recycling. Work with service provider to benchmark program. Establish a strategy to grow the program.

## **XI. Strategic Decision Making Process**

The CVC, or its Successor, will consider each proposed initiative and will research promising proposals and their likelihood of success if implemented. Initiatives showing merit will be prioritized according to community need, resource requirements and overall cost of implementation. A cost benefit analysis of the proposed initiative will also be performed. Initiatives low in priority or in need of refinement will be referred for follow up analysis or will be reconsidered in the future based on need.

Ideas for initiative proposals to include in this Plan may come from citizens within the community, initiatives employed by other municipalities, or those of State and Federal agencies. Initiative proposals that have a high probability of success and fit within the goals of this Plan will have a high likelihood of consideration. The success of this Plan relies on manageable initiatives that promise demonstrable outcomes for the citizenry and the environment.

Favorably evaluated proposals will be formally introduced to the Village Board for review, and will include detailed information regarding key objectives, costs of deployment, resources required, benefits to the community, potential liability issues, and relevant timelines for development and deployment. The Village Board will consider the proposed initiative in the context of benefits to the community. If the Village Board approves the initiative proposal, the

CVC, or its Successor, will create a formal action plan for deployment. The completed initiative including the action plan will then be included as an appendix to the existing Village Sustainability Plan.

## **XII. Sustainability Plan Review**

The Village Board shall evaluate the existing Village Sustainability Plan for necessary changes every two years, or as needed as determined by the Village Board.

## **XIII. Successor to the Cool Village Commission**

Three months prior to the completion of the CVC term, the Village Board shall take steps to extend the CVC or create a Successor to advance the purpose set forth in Section III of this Plan.

## **XV. ATTACHMENTS**

# Village of La Grange Park

## 2009 Government Operations Greenhouse Gas Emissions Inventory



### Narrative Report

Produced by: Cool Village Commission

September 19, 2011



# Executive Summary

## The Purpose of Conducting an Inventory

Each day, local governments operate buildings, vehicle fleets, street lights, traffic signals, water systems, and wastewater plants; local government employees consume resources commuting to work and generate solid waste which is sent for disposal. All of these activities directly or indirectly cause the release of carbon dioxide and other greenhouse gases into the atmosphere. This report presents the findings and methodology of a local government operations (LGO) greenhouse gas emissions inventory for the Village of La Grange Park (VLP). The inventory measures the greenhouse gas emissions resulting specifically from VLP's government operations, arranged by sector to facilitate detailed analysis of emissions sources. The inventory addresses where and what quantity of emissions are generated through various local government activities. Through analysis of a local government's emissions profile, the Village of La Grange Park can tailor strategies to achieve the most effective greenhouse gas emission reductions.

Strategies that can significantly reduce emissions include increasing energy efficiency in facilities and vehicle fleets, utilizing renewable energy sources, reducing waste, and supporting alternative modes of transportation for employees. The benefits of these actions include lower energy bills, improved air quality, and more efficient government operations, in addition to the mitigation of local and global climate change impacts. By striving to save taxpayer money through efficient government operations, VLP is working to improve government services in a smart and targeted way that will benefit all of the Village's residents.

Regardless of one's views on climate change, VLP recognizes that communities like ours produce vast amounts of pollution, and it makes sense to produce less. Reduction of greenhouse gas emissions translates into a healthier environment, and in many cases, cost savings.

By conducting this inventory and joining ICLEI-Local Governments for Sustainability USA, a membership association of more than 600 U.S. local governments, VLP is acting now to limit future impacts that threaten the lives and property of VLP's residents and businesses, make government operations more efficient, and improve the level of service it offers to the residents of La Grange Park.

## Inventory Results

The following figures summarize the results of the LGO greenhouse gas emissions inventory for VLP, by sector and source. VLP Government GHG emissions account for 1.7%<sup>1</sup> of community-wide GHG emissions.

### 2009 Government Operations CO<sub>2</sub>e Emissions by Sector

TABLE 1

Sector	metric tons CO <sub>2</sub> e
Buildings and Facilities	1,567
Vehicle Fleet	330
Street Lighting	284
Water Delivery Facilities	280
<b>Totals</b>	<b>2,461</b>

### 2009 Government Operations CO<sub>2</sub>e Emissions by Source

TABLE 2

Source	metric tons CO <sub>2</sub> e
Electricity	857
Natural Gas	1,273
Diesel – Off Road - Generator	4
Diesel – DPW & Fire	140
Biodiesel (≤5%) <sup>2</sup>	0
Gasoline	186
<b>Totals</b>	<b>2,461</b>

<sup>1</sup> This is 0.1% less than the Community Wide Report.

<sup>2</sup> The Village of La Grange Park utilizes a biodiesel blend less than 5% for large vehicles.

## Climate Change Mitigation Activities in VLP

In 2009, the VLP has responded to growing concerns over the effects of climate change by adopting a comprehensive approach to addressing emissions in the public and private sectors. This approach was officially initiated with adoption of the Charter to establish a Cool Village Commission to construct a sustainability plan for the VLP. The Sustainability Plan was developed to outline the VLP's commitment to sustainability and to identify strategies for the VLP's to reduce emissions in its VLP.

One of the tasks of the CVC was to evaluate whether the VLP should sign onto the U.S. Mayor's Climate Protection Agreement. By signing onto to the Climate Protection Agreement, the VLP would be committing itself to reduce carbon emissions that meet or exceed Kyoto Protocol targets, 7% reduction by 2012. The CVC was assigned with the task of taking an inventory of the GHG emissions for the VLP and evaluating whether the VLP could meet the 7% reduction target. The CVC is responsible for setting forth strategies to reduce carbon emissions by predetermined target. More discussion on establishing a GHG emissions reduction target is addressed later in this report. Below list strategies that could reduce GHG emissions for the VLP:

- Expand energy efficiency programs
- Seek to achieve reduction targets for transportation-related GHG emissions
- Expand the use of green building practices
- Increase waste diversion, composting, and commercial recycling
- Promote water efficiency programs
- Preserve forests that sequester carbon dioxide

The Sustainability Plan adopted by the Village of La Grange Park outlines the VLP's achievements in addressing climate change.

# Introduction

## General Methodology

### Local Government Operations Protocol

A national standard called the Local Government Operations Protocol (LGO Protocol) has been developed and adopted by the California Air Resources Board (ARB) in conjunction with ICLEI. This standard provides quantification methods and procedures for reporting greenhouse gas emissions from local government operations. The LGO Protocol forms the basis of ICLEI's Clean Air & Climate Protection Software (CACP), which allows local governments to perform the emissions calculations using standardized methods. The CVC used the LGO Protocol to conduct the local government emissions inventory specifically. The State of Illinois does not currently offer tools nor require local governments to inventory and report their emissions, an emissions inventory is a critical first step for the Village to develop internal emissions reduction strategies and track future progress.

### Greenhouse Gases and Carbon Dioxide Equivalent

Emissions summaries found throughout this report also use CACP's ability to combine emissions from the various greenhouse gases into carbon dioxide equivalent, CO<sub>2</sub>e. Since equal quantities of each greenhouse gas have more or less influence on the greenhouse effect, converting all emissions to a standard metric, CO<sub>2</sub>e, allows apples to apples comparisons amongst quantities of all six emissions types. Greenhouse gas emissions are reported in this inventory as metric tons of CO<sub>2</sub>e (MTCO<sub>2</sub>e).

Table 3 exhibits the greenhouse gases and their global warming potential (GWP), a measure of the amount of warming a greenhouse gas may cause compared to the amount of warming caused by carbon dioxide.

**TABLE 3: GREENHOUSE GASES**

Gas	Chemical Formula	Activity	Global Warming Potential (CO <sub>2</sub> e)
<b>Carbon Dioxide</b>	CO <sub>2</sub>	Combustion	1
<b>Methane</b>	CH <sub>4</sub>	Combustion, Anaerobic Decomposition of Organic Waste (Landfills, Wastewater), Fuel Handling	21
<b>Nitrous Oxide</b>	N <sub>2</sub> O	Combustion, Wastewater Treatment	310
<b>Hydrofluorocarbons</b>	Various	Leaked Refrigerants, Fire Suppressants	12–11,700
<b>Perfluorocarbons</b>	Various	Aluminum Production, Semiconductor Manufacturing, HVAC Equipment Manufacturing	6,500–9,200
<b>Sulfur Hexafluoride</b>	SF <sub>6</sub>	Transmission and Distribution of Power	23,900

## Calculating Emissions

The CVC employed a calculation based methodology to assess emissions within the Village buildings tested. This approach is the most widely applied and provides a foundation from which cost effective and consistent comparisons may be developed and allows for standardized emissions metrics across a broad spectrum of municipalities throughout the United States. Table 4 provides examples of common emissions calculations.

**TABLE 4: BASIC EMISSIONS CALCULATIONS**

Activity Data	x	Emissions Factor	=	Emissions
Electricity Consumption (kilowatt hours)		CO <sub>2</sub> emitted/kWh		CO <sub>2</sub> emitted
Natural Gas Consumption (therms)		CO <sub>2</sub> emitted/therm		CO <sub>2</sub> emitted
Gasoline/Diesel Consumption (gallons)		CO <sub>2</sub> emitted /gallon		CO <sub>2</sub> emitted
Waste Generated by Government Operations (tons)		CH <sub>4</sub> emitted/ton of waste		CH <sub>4</sub> emitted

## Organizational Boundaries

The organizational boundary for the inventory determines which aspects of operations are included in the emissions inventory, and which are not. Under the LGO Protocol, two control approaches are used for reporting emissions: operational control or financial control. A local government has operational control over an operation if it has full authority to introduce and implement policies that impact the operation. A local government has financial control if the operation is fully consolidated in financial accounts. If a local government has joint control over an operation, the contractual agreement will have to be examined to see who has authority over operating policies and implementation, and thus the responsibility to report emissions under operational control.

LGO Protocol strongly encourages local governments to utilize operational control as the organization boundary for a government operations emissions inventory. Operational control is believed to most accurately represent the emissions sources that local governments can most directly influence, and this boundary is consistent with other environmental and air quality reporting program requirements. The CVC adopted Operational Control in its assessment of emissions since it provides a means for the Village to assess and manage emissions from assets accountable to the Village. In this way operational changes instituted by the Village related to emissions reduction can be quantified.

## Types of Emissions

As described in the LGO Protocol, emissions from each of the greenhouse gases can come in a number of forms:

**Stationary or mobile combustion:** These are emissions resulting from on-site combustion of fuels (natural gas, diesel, gasoline, etc.) to generate heat, electricity, or to power vehicles and mobile equipment.

**Purchased electricity:** These are emissions produced by the generation of power from utilities outside of the VLP.

**Fugitive emissions:** Emissions that result from the unintentional release of greenhouse gases into the atmosphere (e.g., leaked refrigerants, methane from waste decomposition, etc.).

**Process emissions:** Emissions from physical or chemical processing of a material (e.g., wastewater treatment).

## Exclusions

The less significant emissions sources (up to 5 percent of total emissions) were not used in this inventory.

A common emission that is categorized as an information item is carbon dioxide emitted in the combustion of biogenic fuels. Local governments will often burn fuels that are of biogenic origin (wood, landfill gas, organic solid waste, biofuels, etc.) to generate power. Common sources of biogenic emissions are the combustion of landfill gas from landfills or biogas from wastewater treatment plants, as well as the incineration of organic municipal solid waste at incinerators.

Each inventoried sector may have additional emissions sources associated with them that were unaccounted for, such as solid waste generated by government operations and fuels consumed by vehicles during employee commuting that could not be estimated.

Also, local governments provide different services to their citizens, and the scale of the services (and thus the emissions) is highly dependent upon the size and purview of the local government. For these reasons, comparisons between local government totals should not be made without keen analysis of the basis for figures and the services provided.

## Inventory Results

### Emissions Total

In 2009, VLP's greenhouse gas emissions from government operations totaled 2461 metric tons of CO<sub>2</sub>e. This number represents an approximation of emissions, and is not intended to represent a complete picture of emissions from VLP's operations. This approximate number was calculated specifically to avoid double counting.

### Buildings and Other Facilities

Facility operations contribute to greenhouse gas emissions in two major ways. First, facilities consume electricity and fuels such as natural gas. This consumption is associated with the majority of greenhouse gas emissions from facilities. In addition, fire suppression, air conditioning, and refrigeration equipment in buildings can emit hydrofluorocarbons (HFCs) and other greenhouse gases when these systems leak refrigerants or fire suppressants. Refrigerants and fire suppressants are very potent greenhouse gases, and have Global Warming Potential (GWP) of up to many thousand times that of CO<sub>2</sub>. For example, HFC-134a, a very common refrigerant, has a GWP of 1300, or 1300 times that of CO<sub>2</sub>. Therefore, even small amounts of leaked refrigerants can have a significant effect on greenhouse gas emissions.

Six facilities operated by VLP are included in this reporting category:

- 1) 447 N Catherine (Village Hall, Fire Station, and Police Department)
- 2) 1010 E. 31<sup>st</sup> Street (Fire Station)
- 3) 3147 Prairie Avenue (Underground Vault for Water Distribution)
- 4) 1600 Barnsdale (Lift Station for the sewer [well])
- 5) 1400 Scotdale (Lift Station for the sewer [well])
- 6) Police Surveillance Unit

VLP also operates 937-939 Barnsdale (Public Works Facility/Office/Garage/ Water Tank Intake Buildings [a/k/a Pump House/Reservoir, Lift Stations]). This building is categorized as a water delivery facility and is included in the Water Delivery Facilities section.

**TABLE 5: SOURCES OF GHG FROM FACILITIES**

Facility	CO <sub>2</sub> e Emissions from Natural Gas	% of Sector Emissions from Natural Gas	CO <sub>2</sub> e Emissions from Electricity	% of Sector Emissions from Electricity	Total CO <sub>2</sub> e Emissions	Total % Sector Emissions
447 N. Catherine	973	62%	268	17%	1241	79%
1010 E. 31 <sup>st</sup> Street	300	19%	11	.7%	311	20%
1400 Scotdale	0	0%	5	.3%	5	.3%
1600 Barnsdale	0	0%	5	.3%	5	.3%
3147 Prairie	0	0%	2	.2%	2	.2%
Surveillance Unit	0	0%	3	.2%	3	.2%
<b>Totals</b>	<b>1273</b>	<b>81%</b>	<b>294</b>	<b>19%</b>	<b>1567</b>	<b>100%</b>

**TABLE 6: EMISSIONS FROM FACILITIES BY SOURCE**

Facility	% of VLP Emissions Natural Gas	% of VLP Emissions Electricity	Total % VLP Emissions
447 N. Catherine	39.6%	10.9%	50.5%
1010 E. 31 <sup>st</sup> Street	12.2%	.5%	12.7%
1400 Scotdale	0%	.2%	.2%
1600 Barnsdale	0%	.2%	.2%
3147 Prairie	0%	.1%	.1%
Surveillance Unit	0%	.1%	.1%
<b>Totals</b>	<b>51.8%</b>	<b>12%</b>	<b>63.8%</b>

### Streetlights, Traffic Signals, and Other Public Lighting

Like most local governments, VLP operates a range of public lighting. VLP has 270 unmetered highway lights and 4 metered street lights. The majority of emissions associated with the operation of this infrastructure are due to electricity consumption. Data relating to electricity consumption for public lighting was obtained from ComEd.

**TABLE 7: EMISSIONS FROM PUBLIC LIGHTING**

Highway Lights Subsector	Electricity Use (kWh)	metric tons CO <sub>2</sub> e	% of VLP Emissions
Streetlights - Metered	66,695	47	1.9%
Streetlights - Unmetered	337,719	237	9.6%
<b>Totals</b>	<b>404,414</b>	<b>284</b>	<b>11.5%</b>

### Water Delivery Facilities

This sector includes emissions from equipment used for the distribution or transport of water, including drinking water, sprinkler systems and irrigation. VLP operates a range of water transport equipment, including 937-939 Barnsdale (Public Works Facility/Office/Garage/Water Tank Intake Buildings [a/k/a Pump House/ Reservoir, Lift Stations]).

**TABLE 8: EMISSIONS GENERATED BY WATER DELIVERY FACILITIES**

Facility	metric tons CO <sub>2</sub> e	% of VLP Emissions	Electricity Use (kWh)	Cost (\$)
937-939 Barnsdale	280	11.4%	399,232.77	\$ 41,457
<b>Totals</b>	<b>280</b>	<b>11.4%</b>	<b>399,232.77</b>	<b>\$ 41,457</b>

## Vehicle Fleet and Mobile Equipment

The vehicles and mobile equipment used in VLP's daily operations, burn gasoline, diesel, and other fuels, which results in greenhouse gas emissions. In addition, vehicles with air conditioning or refrigeration equipment use refrigerants that can leak from the vehicle.

In 2009, VLP operated a vehicle fleet with:

#	Type	#	Type
15	Passenger Cars	1	Fire Ladder Truck
4	SUVs	1	Pumper Truck
1	Van	2	Ambulances
7	Light Duty Trucks	1	Fire Truck (Pumper)
8	Heavy Trucks	1	Pumper
1	Street Sweeper		

VLP's vehicle fleet performed a number of essential services, from emergency responses, police patrol, street maintenance and tree trimming.

**TABLE 9: LGO PROTOCOL REPORT - VEHICLE FLEET EMISSIONS BY EMISSION TYPE**

Department	Gasoline Consumption (gal)	Off Road Diesel Consumption (gal)	Biodiesel Consumption (gal)	Diesel Consumption (gal)	metric tons CO <sub>2</sub> e (combined)	% of VLP Emissions	Cost (combined)
Police	16,092				145	5.9%	\$ 39,680
Fire	1,505		84.498	4140.402	56	2.2%	\$ 15,793
Public Works	2,852		197.162	9660.938	125	5.1%	\$ 35,370
Building	82				1	0%	\$ 210
Administration	51				0	0%	\$ 132
Misc: 447 Catherine		357			4	.1%	\$ 1002.51
<b>Totals</b>	<b>20,582</b>	<b>357</b>	<b>281.66</b>	<b>13801.34</b>	<b>330</b>	<b>13.4%</b>	<b>\$92,187.39</b>

# Next Steps

## ICLEI's Five Milestone Process

While VLP has already begun to reduce greenhouse gas emissions through its actions, this inventory represents the first step in a systematic approach to reducing VLP's emissions. This system, developed by ICLEI, is called the Five Milestones for Climate Mitigation. This Five Milestone process involves the following steps:

- Milestone One:** Conduct a baseline emissions inventory and forecast
- Milestone Two:** Adopt an emissions reduction target for the forecast year
- Milestone Three:** Develop a local climate action plan
- Milestone Four:** Implement the climate action plan
- Milestone Five:** Monitor progress and report results

## ICLEI's Five Milestones for Climate Mitigation



ICLEI staff is available to local governments who are members and should be contacted to discuss the full range of resources available at each stage of the Milestone process. The following sections provide a glimpse at next steps and help capture the lessons learned in conducting this inventory.

## Setting Emissions Reduction Targets

This inventory provides an emissions baseline that can be used to inform Milestone Two of ICLEI's Five-Milestone process—setting emissions reduction targets for VLP's municipal operations. The greenhouse gas emissions reduction target is a goal to reduce emissions to a certain percentage below base year levels by a chosen planning horizon year. A target provides an objective toward which to strive and against which to measure progress.

In selecting a target, it is important to strike a balance between scientific necessity, ambition, and what is realistically achievable. VLP should give itself enough time to implement chosen emissions reduction measures—noting that the farther out the target year is, the more VLP should pledge to reduce. ICLEI recommends that regardless of the chosen long-term emissions reduction target (e.g., 15-year, 40-year), VLP should establish linear interim targets for every two- to three-year period. Near-term targets facilitate additional support and accountability, and linear goals help to ensure continued momentum around local climate protection efforts. To monitor the effectiveness of its programs, VLP should plan to re-inventory its emissions on a regular basis; many municipalities are electing to perform annual inventories. ICLEI recommends conducting an emissions inventory every three to five years.

### **The Long-Term Goal**

ICLEI recommends that near-term climate work should be guided by the long-term goal of reducing its emissions by 80 percent to 95 percent from the 2005 baseline level by the year 2050. By referencing a long-term goal that is in accordance with current scientific understanding, VLP can demonstrate that it intends to do its part towards addressing greenhouse gas emissions from its internal operations.

It is important to keep in mind that it will be next to impossible for local governments to reduce emissions by 80 to 95 percent without the assistance of state and federal policy changes that create new incentives and new sources of funding for emissions reduction projects and programs. However, in the next 15 years, there is much that local governments can do to reduce emissions independently. Additionally, cost saving projects can be undertaken now. There is no need to delay increasing the quality of local government service and operations, while reducing taxpayer costs.

### **Village of La Grange Park Targets and Guidance**

An integral component of the Village of La Grange Park climate protection approach should be the creation of three core emissions reduction targets at the community level: near-, mid- and long term. While these targets are specific to the community-scale, they can be used to inform emissions targets for government operations as well.

### **Departmental Targets**

If possible, ICLEI recommends that VLP consider department-specific targets for each of the departments that generate emissions within its operations. This allows VLP staff to do a more in-depth analysis of what is achievable in each sector in the near, mid and long-term, and also provides encourages department leaders to consider their department's impact on the climate and institute a climate-conscious culture within their operations.

### **Creating an Emissions Reduction Strategy**

This inventory identifies the major sources of emissions from VLP's operations and, therefore, where policymakers will need to target emissions reductions activities if they are to make significant progress toward adopted targets. For example, since Buildings and Facilities was a major source of emissions from VLP's operations, it is possible that VLP

could meet near-term targets by implementing a few major actions within the Buildings and Facilities sector of emissions. VLP's facility at 447 N. Catherine Avenue makes up approximately 80% of emissions from the Buildings and facilities, narrowing the focus of where to implement strategies to reduce emissions. Medium-term targets could be met by focusing emissions reduction actions on the other sectors, and the long term (2040) target will not be achievable without major reductions in all of these sectors.

Please note that, whenever possible, reduction strategies should include cost-saving projects that both reduce costs (such as energy bills) while reducing greenhouse gas emissions. These "low hanging fruit" are important because they frequently represent win-win situations in which there is no downside to implementation. Selecting these projects in the order of largest to smallest benefit ensures that solid, predictable returns can be realized locally. These projects lower recurring expenditures, save taxpayer dollars, create local jobs, and benefit the community environmentally.

Given the results of the inventory, ICLEI recommends that VLP focus on the following tasks in order to significantly reduce emissions from its government operations:

- Comprehensive municipal retrofit of existing buildings
- Switch traffic signals from incandescent bulbs to Light Emitting Diodes (LEDs)
- Change procurement policy to specify high fuel efficiency for each vehicle class.
- Increase office recycling, e.g. paper, cardboard, cans, toner cartridges

Using these strategies as a basis for a more detailed overall emissions reductions strategy, or climate action plan, VLP should be able to reduce its impact on global warming. In the process, it may also be able to improve the quality of its services, reduce costs, stimulate local economic development, and inspire local residents and businesses to redouble their own efforts to combat climate change.

# Village of LaGrange Park

## 2009 Community-Wide Greenhouse Gas Emissions Inventory



### **Narrative Report**

Produced by the Cool Village Commission

August 2011

In Collaboration with



The Village of La Grange Park (VLP) recognizes that greenhouse gas (GHG) emissions from human activity are contributing to climate change and that the Village may contribute to efforts to reduce these emissions, both through its government operations and by inspiring change throughout the community. On January 26, 2010, VLP's Board created the Cool Village Commission (CVC) and directed it to develop a Sustainability Plan. This GHG emissions inventory provides critical data to inform VLP's future policy to reduce emissions.

Presented here are estimates of greenhouse gas emissions resulting from activities in 2009 in VLP's community as a whole and from VLP's government operations. 2009 was the most recent year for which a wide variety of data was available. These data will provide a baseline against which the Village will be able to compare future performance and demonstrate progress in reducing emissions.

## Climate Change Background

Naturally occurring gases dispersed in the atmosphere determine the Earth's climate by trapping solar radiation. This phenomenon is known as the greenhouse effect. There is much evidence that suggests that human activities are increasing the concentration of greenhouse gases, most notably the burning of fossil fuels for transportation and electricity generation that introduces large amounts of carbon dioxide and other gases into the atmosphere. Collectively, these gases intensify the natural greenhouse effect, which is in turn expected to affect global climate patterns and cause climate change.

Regardless of one's opinion of climate change research, it makes sense to try to reduce greenhouse gas emissions. Many communities in the United States have taken responsibility for addressing climate change at the local level, and in exploring how to adapt to these changes. Scientists expect changing temperatures to result in more frequent and damaging storms accompanied by flooding and disruption of ecosystems and habitats.

## The Cities for Climate Protection Campaign

VLP along with more than 1,000 local governments, including over 600 in the United States, have joined ICLEI's Cities for Climate Protection (CCP) campaign.<sup>1</sup> The CCP campaign provides a framework for local governments to identify and reduce greenhouse gas emissions, organized along five milestones:

1. Conduct an inventory and forecast of local greenhouse gas emissions;
2. Establish a greenhouse gas emissions reduction target;
3. Develop an action plan for achieving the emissions reduction target;
4. Implement the action plan; and,
5. Monitor and report on progress.

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<sup>1</sup> ICLEI was formerly known as the International Council for Local Environmental Initiatives, but the name has been changed to ICLEI – Local Governments for Sustainability.

This report represents the completion of the first CCP milestone, and provides a foundation for future work to reduce greenhouse gas emissions in La Grange Park.

## Methodology

### Greenhouse Gas Emissions Inventory Protocols

The first step towards achieving tangible greenhouse gas emissions reductions requires identifying baseline levels and sources of emissions. As local governments continue to join the climate protection movement, the need for a standardized approach to quantify these emissions is essential. Given this, the CVC with the assistance of staff used the International Local Government GHG Emissions Analysis Protocol (IEAP) to inventory VLP's community emissions and a protocol for Local Government Operations to inventory GHG emissions from VLP's government operations and buildings (which are evaluated as a subsector of the community inventory).

#### Community Emissions Protocol

The IEAP, developed by ICLEI, provides an easily implementable set of guidelines to assist local governments in quantifying greenhouse gas emissions from both their internal operations and from the whole community within the Village boundaries. ICLEI began development of the IEAP with the inception of its Cities for Climate Protection Campaign in 1993, and recently formalized an official version to establish a common GHG emissions inventory protocol for all local governments worldwide.

#### Local Government Operations Protocol

In 2008, ICLEI, the California Air Resources Board (CARB), and the California Climate Action Registry (CCAR) released a protocol for Local Government Operations to serve as a national appendix to the IEAP.<sup>2</sup> It serves as the national standard for quantifying and reporting greenhouse emissions from local government operations. The purpose of the protocol is to provide the principles, approach, methodology, and procedures needed to develop a local government operations greenhouse gas emissions inventory. The CVC used this protocol to conduct the local government emissions inventory specifically. While the State of Illinois does not currently require local governments to inventory and report their emissions, an emissions inventory is a critical first step for the Village to develop internal emissions reduction strategies and track future progress.

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<sup>2</sup> CARB adopted the LGOP in 2008.

## Quantifying Greenhouse Gases Emissions

### Base Year

A primary aspect of the emissions inventory process is the requirement to select a base year with which to compare current emissions. Due to availability of accurate data, 2009 was selected as the base year.

### Establishing Boundaries

Setting an organizational boundary for greenhouse gas emissions accounting and reporting is an important step in the inventory process. VLP's community inventory assesses emissions resulting from activities taking place within the VLP's geopolitical boundary. The IEAP defines geopolitical boundary as that "consisting of the physical area or region over which the local government has jurisdictional authority." Although the Village may have limited influence over the level of emissions from some activities, it is important that every effort be made to compile a complete analysis of all activities that result in greenhouse gas emissions.

For data relating to government operations, estimates were made based on activities and facilities that the Village maintains operational control.

### Emission Types

Quantifying emissions beyond the three primary GHGs, Carbon Dioxide (CO<sub>2</sub>), Methane (CH<sub>4</sub>) and Nitrous Oxide (N<sub>2</sub>O), can be difficult. Therefore, ICLEI has developed a means for local governments to produce a simplified inventory that includes the three primary GHGs yet is still in accordance with the IEAP methodology. This inventory uses the ICLEI three GHG methodology.

### Quantification Methods

Greenhouse gas emissions were quantified using calculation-based methodologies. The basic equation used: *Activity Data* × *Emission Factor* = *Emissions*

Activity data refer to the relevant measurement of energy use or other greenhouse gas-generating processes such as fuel consumption by fuel type, metered annual electricity consumption, and annual vehicle miles traveled. Please see appendices for a detailed listing of the activity data used in composing this inventory.

Known emission factors are used to convert energy usage or other activity data into associated emissions quantities. They are usually expressed in terms of emissions per unit of activity data (e.g. lbs CO<sub>2</sub>/kWh of electricity). Table 1 demonstrates an example of common emission calculations that use this formula. Please see appendices for details on the emissions factors used in this inventory.

**TABLE 1: BASIC EMISSIONS CALCULATIONS**

Activity Data	Emissions Factor	Emissions
Electricity Consumption (kWh)	CO <sub>2</sub> emitted/kWh	CO <sub>2</sub> emitted
Natural Gas Consumption (therms)	CO <sub>2</sub> emitted/therm	CO <sub>2</sub> emitted
Gasoline/Diesel Consumption (gallons)	CO <sub>2</sub> emitted /gallon	CO <sub>2</sub> emitted
Vehicle Miles Traveled	CH <sub>4</sub> , N <sub>2</sub> O emitted/mile	CH <sub>4</sub> , N <sub>2</sub> O emitted

### CACP 2009 Software

To facilitate community efforts to reduce greenhouse gas emissions, ICLEI developed the Clean Air and Climate Protection 2009 (CACP 2009) software package in partnership with the National Association of Clean Air Agencies (NACAA) and the U.S. Environmental Protection Agency (EPA). CACP 2009 determines emissions by combining activity data (energy consumption, waste generation, etc.) with verified emission factors.<sup>2</sup>

Greenhouse gas emissions are aggregated and reported in terms of equivalent carbon dioxide units, or CO<sub>2</sub>e. Converting all emissions to equivalent carbon dioxide units allows for the consideration of different greenhouse gases in comparable terms. For example, methane is twenty-one times more powerful than carbon dioxide on a per weight basis in its capacity to trap heat, so the CACP software converts one metric ton of methane emissions to 21 metric tons of carbon dioxide equivalents.

The CACP software has been and continues to be used by over 600 U.S. local governments to reduce their greenhouse gas emissions. However, it is worth noting that, although the software provides governments with a sophisticated and useful tool, calculating emissions from energy use with precision is difficult. The model depends upon numerous assumptions, and it is limited by the quantity and quality of available data. With this in mind, it is useful to think of any specific number generated by the model as an approximation of reality, rather than an exact value.

### Evaluating Emissions

There are several important concepts involved in the analysis of emissions arising from many different sources and chemical/mechanical processes throughout the community. Those not touched on already are explored below.

This inventory examines emissions by Sector. Many local governments find a Sector-based analysis more relevant to policy making and project management, as it assists in formulating Sector-specific reduction measures and climate action plan components.

<sup>2</sup> The emission factors and quantification methods employed by the CACP software are consistent with national and international inventory standards established by the Intergovernmental Panel on Climate Change (1996 Revised IPCC Guidelines for the Preparation of National Inventories) the U.S. Voluntary Greenhouse Gas Reporting Guidelines (EIA form 1605), and the Local Government Operations Protocol (LGOP).

# Community Emissions Inventory Results

## Emissions by Sector

The Village of La Grange Park community emitted approximately 133,643 metric tons of CO<sub>2</sub>e in the year 2009. (This figure excludes the 330 metric tons of CO<sub>2</sub>e for fuel usage of government operations.) As visible in Table 2 below, electricity and natural gas usage within the Residential Sector were the largest sources of community emissions (44.4%). Emissions from the Commercial Sector accounted for 26.3 percent of total community emissions, and emissions from the Transportation Sector accounted for 28.7 percent of the Village's overall emissions. The remaining 0.6 percent of emissions came from waste generated by La Grange Park residents in 2009.

**TABLE 2: COMMUNITY EMISSIONS BY SECTOR**

Emission	Residential	Commercial / Industrial	Transportation	Waste Generation	TOTAL
CO <sub>2</sub> e (metric tons)	59,398	35,196.2	38,295	754.1	133,643
% of Total CO <sub>2</sub> e	44.4	26.3	28.7	0.6	100%
MMBtu					0.00

## Residential

As shown in Table 2, VLP's Residential Sector generated an estimated 59,398 metric tons of CO<sub>2</sub>e in 2009. This estimate was calculated using 2009 electricity and natural gas consumption data provided by ComEd and Nicor, and only includes consumption through residential buildings. Data on residential equipment usage, such as lawnmowers or on-site electricity generation, is not included in this inventory. GHG emissions associated with residential transportation and residential waste generation are included separately in the Transportation and Waste Sector emissions totals.

Table 3 provides information on residential emissions on a per household basis. VLP's households generated 59,398 metric tons of GHG emissions in 2009. Per household emissions can be a useful metric for measuring progress in reducing greenhouse gases and for comparing one's emissions with neighboring cities and against regional and national averages.

**TABLE 3: VLP'S 2009 GREENHOUSE GAS EMISSIONS PER HOUSEHOLD**

Number of Occupied Housing Units (2000 census)	5,416
Total Residential GHG Emissions (metric tons CO <sub>2</sub> e)	59,398
Residential GHG Emissions/Household (metric tons CO <sub>2</sub> e)	10.97

Nearly 47.4 percent of residential GHG emissions were generated from the use of natural gas. Natural gas is typically used in residences as a fuel for heating water and cooking. Approximately 52.6 percent of residential GHG emissions were generated through electricity provided by ComEd and other providers.

## **Commercial**

VLP is primarily a residential community. Accordingly, VLP's businesses generated only 26.3 percent of community-wide GHG emissions in 2009, or 35,196 metric tons of CO<sub>2</sub>e. Approximately 67.5 percent of commercial GHGs were generated through electricity, and 32.5 percent were generated through natural gas. [These numbers include government operations]. VLP's government GHG emissions from natural gas and electricity account for approximately 6.5% of GHG emissions in the Commercial Sector.

## **Transportation**

VLP's Transportation Sector accounted for 38,295 metric tons CO<sub>2</sub>e, or 28.7 percent, of the Village's 2009 GHG emissions. The Transportation Sector analysis includes emissions from all vehicle use within VLP boundaries (whether on local roads or State highways passing through VLP).

Approximately 95 percent of VLP's 2009 transportation-related greenhouse gas emissions were generated from vehicle miles traveled (VMT) on state highways located within Village boundaries, while approximately 5 percent was generated from vehicles on local roads.

Emissions from railroads and the air travel of VLP residents were not included in the Transportation Sector analysis.

## **Waste**

The Waste Sector constituted 0.6 percent of total 2009 emissions for the community of VLP. Emissions from the Waste Sector are an estimate of methane generation from the anaerobic decomposition of organic wastes (such as paper, food scraps, plant debris, wood, etc.) that are deposited in a landfill. Specifically, the emissions that are included in the inventory report are an estimate of fugitive emissions (emissions not captured by methane recovery facilities) coming off the landfill in the year 2009.

## **Per Capita Emissions**

Per capita emissions can be a useful metric for measuring progress in reducing greenhouse gases and for comparing one community's emissions with neighboring cities and against regional and national averages. That said, due to differences in emission inventory methods, it can be difficult to get a directly comparable per capita emissions number, and one must be cognizant of this margin of error when comparing figures.

Dividing total VLP community GHG emissions by population yields a result of 9.86 metric tons of CO<sub>2e</sub> per capita. It is important to understand that this number is not the same as the carbon footprint of the average individual living in VLP (which would include lifecycle emissions, emissions resulting from air travel, etc.).

**TABLE 4: VLP'S 2009 PER CAPITA GREENHOUSE GAS EMISSIONS**

<b>Population (2010 census)</b>	<b>13,551</b>
<b>Total GHG Emissions (metric tons CO<sub>2e</sub>)</b>	<b>133,643</b>
<b>Residential GHG Emissions/Household (metric tons CO<sub>2e</sub>)</b>	<b>9.86</b>

## Community Emissions Forecast

To illustrate the potential emissions growth based on projected trends in energy use, driving habits, job growth, and population growth from the baseline year going forward, VLP conducted an emissions forecast for the years 2012, 2020 and 2040. Under a business-as-usual scenario, VLP's emissions will grow by approximately:

- 1 percent by the year 2012 from 133,643.4 to 135,340.6 metric tons CO<sub>2e</sub>
- 2 percent by the year 2020 from 133,643.4 to 136,356.7 metric tons CO<sub>2e</sub>
- 6 percent by 2040 from 133,643.4 to 141,675.3 metric tons CO<sub>2e</sub>

### Residential

For the Residential Sector, a population projection for VLP conducted by the Chicago Metropolitan Agency for Planning (CMAP) estimated that VLP's population was 13,551 in 2009, and will be 13,586 in 2012; 13,614 in 2020; and 13,685 in 2040. Based on these population projections, staff estimated average annual compound growth in energy demand to be 0.086 percent annually from 2009 to 2012; 0.042 percent annually from 2009 to 2020; and 0.032 percent annually from 2009 to 2040.

### Commercial / Industrial

CMAP projections do not include any growth for VLP's Commercial Sector: the emission growth forecasted is zero. However, the Commercial Sector should be monitored for growth as the Village is continuing to evaluate options to bring growth to this area. Another area to monitor is VLP's government GHG emissions as they are included in the Commercial Sector, except for its fuel usage which equals 330 metric tons.

### Transportation

For the Transportation Sector, projected growth in energy demand was obtained from the Chicago Metropolitan Agency for Planning (CMAP). The annual Vehicle Miles Traveled (VMT) are derived from the forecasts CMAP is required to make to meet federal air quality conformity requirements. The 2012 estimate was developed by interpolating using the average change between the forecast years 2016, 2020, and 2040. CMAP projects that the VMT will increase

at the approximate annual rates of 1.5% per year through 2012, 0.6% per year through 2020 and 0.5% per year through 2040. These numbers were used to estimate emissions growth in the Transportation Sector for the VLP forecast.

## Waste Generation

As with the Residential Sector, population is the primary determinate for growth in emissions pertaining to waste generation. Therefore, the average annual population growth rate for 2009 to 2012 is 0.086 percent, for 2009 to 2020 is 0.042 percent, and for 2009 to 2040 is 0.032 percent, as calculated from CMAP and used to estimate future emissions from waste disposal.

## Government Operations Emissions Inventory Results

VLP government operations account for approximately for 1.8%<sup>3</sup> of community-wide GHG emissions. VLP's government operations were responsible for emitting 2461 metric tons of communitywide CO<sub>2</sub>e in the base year 2009, with Buildings and Facilities Sector contributing the highest amount and approximately 64 percent of this total. These figures include VLP's government fuel usage of 330 metric tons of CO<sub>2</sub>e emissions, as can be seen in the Government Operation's Vehicle Fleet Sector. For a complete VLP government operations inventory analysis, see the attached Government Operations Inventory Report.

## Conclusion

This analysis found that the La Grange Park community as a whole was responsible for emitting 133,643.4 metric tons of CO<sub>2</sub>e in the base year 2009, with emissions from the Residential Sector contributing the most to this total. The results from the 2012 and 2020 emissions forecasts demonstrate that under a business-as-usual scenario, emissions will grow most significantly in the Transportation Sector, approximately 4% and 6%, respectively. The greatest emission growth is demonstrated in forecast year 2040 in the Transportation Sector, approximately 16%. The emissions growth for the Waste Sector is the same as the Residential Sector. The Residential Sector will have the greatest impact since the Residential Sector produces approximately 44% of total village emissions. These results suggest that energy use in the Residential and Transportation Sectors presents both the greatest challenge and requires the most urgent action in order for VLP to reduce its emissions in the future. Finally, a proactive approach to monitor and evaluate the Commercial Sector should coincide with the proactive steps taken to improve the commercial industry in La Grange Park.

Based on the ICLEI methodology and recommendations, VLP should begin to document emissions reduction measures that have been implemented since 2009 and should quantify the emissions benefits of these measures to demonstrate progress made to date.

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<sup>3</sup> This is 0.1% higher than Government Operations Report.

As the Village of La Grange Park Government moves forward with considering emission reduction strategies and works to create a sustainability plan, the Village should identify and quantify the emission reduction benefits of climate and sustainability strategies that could be implemented in the future, including energy efficiency, renewable energy, vehicle fuel efficiency, alternative transportation, vehicle trip reduction, land use and transit planning, waste reduction and other strategies. Through these efforts and others the Village of La Grange Park can achieve additional benefits beyond reducing emissions, including saving money and improving its economic vitality and quality of life.

## **VILLAGE OF LA GRANGE PARK COOL VILLAGE COMMISSION**

There is hereby established an ad hoc advisory commission to be known as the La Grange Park Cool Village Commission, (hereinafter referred to as the "Cool Village Commission" or "CVC").

### **Purpose and Objectives**

The Cool Village Commission shall be an advisory body to the Village Board. The Cool Village Commission shall prepare and recommend to the Village Board a Sustainability Plan designed to achieve the following goal:

***"To educate and inform citizens and facilitate sustainable practices that lead to a reduction of the Village's carbon footprint while promoting water conservation and the improvement of air, climate and water quality."***

### **Duties of the Commission**

Duties and activities by the Cool Village Commission should include but are not limited to achieving the goals and objectives of a Sustainability Plan. Additional duties and activities are listed below: (the items below are for illustrative purposes and are not intended to limit the scope of the Commission's inquiry):

- Evaluate and bring forth to the Village Board recommendations regarding membership to the U.S. Mayor Climate Protection Agreement and the Cool Cities Campaign.
- Provide technical assistance for conducting the Village's baseline carbon inventory.
- Provide technical assistance for monitoring the progress of the Sustainability Plan and deliver corresponding reports to the Village Board.
- Review and recommend environmental goals and sustainable strategies.
- Develop educational information regarding the Sustainability Plan and related activities.
- Assist the Village with the development and distribution of public service announcements.
- Provide public relations support to the Village for promoting the Sustainability Plan and for any additional Cool Village Commission initiatives adopted by the Village Board.
- Conduct educational and public oriented programs under the direction of the Village Board.

### **Membership**

The Cool Village Commission shall consist of seven voting members, all of whom shall be appointed by the Village President with the advice and consent of the Village Board.

- Members shall have professional expertise in or knowledge of urban sustainability, responsible environmental policies and practices, water and ecosystems services, energy conservation and/or clean energy alternatives, climate change, materials management and human health.

- At all times five of the individuals serving on the Cool Village Commission shall reside within the Village.
- The Chairperson of the Commission shall be appointed by the Village President, with the advice and consent of the Village Board. The Chairperson shall reside within the Village limits.

#### **Timetable**

The Cool Village Commission shall use its best efforts to complete its appointed tasks within 36 months of its first meeting.

#### **Meetings**

The Cool Village Commission shall establish its own meeting schedule. All meetings of the Commission shall be subject to the provisions of the State of Illinois Open Meetings Act.

#### **Reports**

The Cool Village Commission shall prepare a report to the Village Board no less often than quarterly and more frequently when special circumstances occur.

# **Public Works Garage Committee**

**Scott Mesick, Chairman**

**LaVelle Topps**

**Susan Storcel**

# Village Board Agenda Memo

Date: February 8, 2012  
To: Village President and Board of Trustees  
From: Emily Rodman, Assistant Village Manager   
Julia Cedillo, Village Manager   
RE: Public Works Garage – Schematic Design Phase

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## GENERAL BACKGROUND

The Village formally began its assessment of the existing Public Works facility and options for repair/replacement in the fall of 2006. Over the next four years, the Village evaluated potential repair and new construction options, worked to secure partial funding for the project through legislative funds in the 2009 Capital Bill and budgeted for the eventual construction of the facility.

*(Please see the PowerPoint presentation provided by Village Manager Julia Cedillo at the January 24<sup>th</sup> Village Board meeting for additional details on the history of the project.)*

## PHASES OF DESIGN

### *Conceptual Design Phase*

In the fall of 2010, the Village entered into a contract with Legat Architects (Legat) to proceed with the first phase of building design, referred to as “conceptual design,” based on a pre-identified budget of approximately \$1.2 million (see Attachment A for more information on Conceptual Design). The conceptual design phase included meeting with staff and the Public Works Garage Committee (PWGC) to evaluate existing space, capital, and infrastructure and to determine needs for the new and/or repaired facility. Legat was charged with drafting a preliminary floor plan, site plan, exterior elevation and developing an estimation of costs for two scenarios: 1) repair of the north portion of the facility and 2) replacement of the north section.

In developing the conceptual design, Legat worked with the PWGC and Village staff to design a building that could meet the Village’s needs within the identified cost constraints, essentially working backwards from an “ideal” facility to develop a functioning facility within the Village’s budget. As a result, the conceptualized facility (Attachment B) would need to be constructed in phases, with only the first phase of the project being feasible within the identified budget. The remaining two phases could be constructed at a later date if the Village’s budget allowed.

In February 2011, the Village Board opted to halt further design development and refrain from spending additional funds on the project until it was confirmed that the Capital Bill grants would be upheld.

In November 2011, the Village was notified by DCEO that the Capital Bill grants previously awarded to the Village would be funded. In preparation for proceeding with the grants, staff met with Legat Architects in December 2011 to review the previously developed conceptual design. In that meeting, staff expressed concerns about the structural integrity of the attached building design. Staff was further concerned about the costs associated with bringing the 1960s building up to code under the attached design. Finally, staff was concerned that if the future phases of the facility were never constructed, the overall integrity and functionality of the Public Works facility would be limited. Staff felt the facility should be designed “looking forward”, that is, based on functionally first and then scaled back (in size and materials used) to meet budget constraints as necessary. As a result, during the meeting, staff worked with Legat to informally sketch an alternative layout of the facility that provided optimum functionality both internally within the facility and externally on the site and eliminated all structural integrity concerns. This modified conceptual design was presented to the PWGC at their January 26<sup>th</sup> meeting (Attachment C). It should be noted that the modified conceptual design was not designed to meet the Village’s previously identified budget. Recognizing this incongruence, staff prepared a modification to the conceptual design that brings a detached conceptual design within the previously set budgetary limits (Attachment D).

### *Schematic Design*

The conceptual design phase of a project is intended to provide the client with a general idea of how space may lay out on a given piece of property and how different components of that space may relate to one another. This phase of design is based on preliminary data regarding existing infrastructure, space needs, and construction costs. The conceptual design is not intended to, and cannot accurately reflect the final layout of the proposed facility, as a more detailed evaluation and significantly more data is required to refine the design.

Thus, the second phase of design, referred to as “schematic design,” is the process by which the Village, working with Legat and their team of consultants, will identify the specific infrastructure improvements and space needs requirements for the new Public Works facility. During this process, the size and relationship of rooms will be determined along with the general layout of furniture and fixtures within those spaces. The building is “laid out” on the site in direct relationship to existing infrastructure and the Village will begin to evaluate alternative building materials to be used. Civil and mechanical engineers are brought on board (by Legat) to provide a written evaluation of the necessary mechanical systems (electrical, plumbing, HVAC, etc.) and to assist in determining space needs for the various systems. Preliminary code review is also undertaken to ensure that the design of the building will meet all required state and local codes and regulations.

As these items are further refined, the project budget is also further refined through the identification of the specific space and infrastructure needs and materials used. Through the

merger of this additional data, a schematic design (which may go through several iterations) is developed. The schematic design includes a site plan, floor plan, two exterior elevations, a cross section of the building, written narratives on infrastructure needs, and a per square foot cost estimate for the facility. Based on recent conversations with Legat, Marc Rhode anticipates that project costs for a steel building have increased anywhere between 3% and 10% since the original estimates were generated in November 2010. Thus, staff will work with Legat through the schematic design process to evaluate alternative building materials and designs to keep the project within the identified budget. At the end of the schematic design phase, the Village should have an agreed upon design for the new Public Works facility and a more concrete understanding of costs associated with project.

Under the Village's proposed contract with Legat (Attachment E), the cost to complete the schematic design phase would be \$13,260.00.

#### *Design Development*

The third phase of design is referred to as "design development." During this phase, all elements of the project are further refined and building systems (mechanical, electrical, plumbing, etc.) and building materials and finishes are established. A final code review is completed to ensure the design complies with applicable codes and regulations and a refined line-item cost estimate is prepared. As part of the design development phase, drawings for each element of the project are prepared, including all architectural plans (site plan, floor plan, building elevations, cross sections, etc.), mechanical and engineering plans. Upon the completion of the design development phase, the next step is to draft the construction documents, the final documents used by contractors to build the facility.

#### **PROJECT MANAGEMENT**

While the Village has hired Legat Architects to assist with the design of the Public Works facility, Village staff will be managing the project through the entire design and construction process. The Village has assembled a team of staff members including Assistant Village Manager Emily Rodman, Interim Public Works Director Rick Radde, a representative from Hancock Engineering and Building Inspector Rob Wierzba, to work directly with Legat. During the schematic design phase, the Village team will be working collaboratively with Legat's team to ensure that the final schematic design meets the needs of the Village, while staying within the identified budget.

Legat anticipates it will take approximately four weeks working closely with the Village's project team to complete the schematic design process. Based on this timeline, staff anticipates that the resulting schematic design will be presented to the PWGC in early April and to the Village Board at their April work session.

#### *Construction Management / Project Delivery*

While the schematic design phase is underway and prior to proceeding with the design development phase, the Village should consider what approach it would like to employ when proceeding with construction of the facility. Typically, property owners approach construction

in one of three ways: the “Design/Bid/Build” approach, the “Design/Build” approach or the “Construction Management (CM)” approach. Please see Attachment F for a diagram detailing the various approaches. It should be noted that regardless of the approach selected, Village staff will continue to oversee the project through completion.

To assist in the further evaluation of which approach the Village should employ with construction of the facility, Village staff, in conjunction with Legat and an established construction contractor, would like to provide a presentation on the pro’s and con’s of each approach. This presentation will be provided at the March 13<sup>th</sup> Village Board Work Session.

#### **MOTION / ACTION**

Discuss the approval to move forward with the schematic design phase of the Public Works Garage project and to execute the contract for schematic design services with Legat. If there is a consensus, this item will be placed on the Agenda for approval at the February 28<sup>th</sup> Board meeting.

#### **RECOMMENDATION**

Staff recommends the Village proceed with pursuing the schematic design phase. As part of the design process, staff and the PWGC recommend the Village consider a detached building design, if feasible.

#### **OTHER CONSTRUCTION CONSIDERATIONS**

##### **INFRASTRUCTURE RELOCATION AND OTHER SOFT COSTS**

At the January 26<sup>th</sup> PWGC meeting, Village staff reported to the Committee that there are existing underground utilities that will need to be relocated to accommodate construction of a new building. These utilities include water, sewer, and electrical lines. The costs associated with the relocation of these lines are not currently included in the project budget. To minimize the impact on the budget, Legat recommends that the Public Works Department complete as much of the relocation work as possible in-house. Interim Public Works Director Rick Radde believes that the Department has the expertise and capacity to assist with some of the work. Staff has provided a brief summary below of how the Public Works Department may be able to assist with the utility relocation work and the associated estimated costs.

##### *Water*

The Public Works Department believes they will be able to complete the entire water line relocation in-house with material costs estimated at \$20,000. It should be noted that regardless of the location of the new Public Works building, an upgrade to the existing water line would be necessary in order to retrofit the existing (1953 building) with a sprinkler system.

### *Electric*

The electric relocation work would need to be completed by an outside contractor. However, the Public Works Department is able to conduct trenching, backfill and restoration work related to the electric line relocation, thereby reducing the overall cost. (Public Works previously assisted with this work at Village Hall.) With Public Works performing the aforementioned work, staff estimates the cost to complete the electric line relocation work will be \$35,000.

### *Sewer*

Due to the complexity associated with relocating the sewer line, this work would need to be completed by an outside contractor. There may be some opportunity for the Public Works Department to complete portions of the necessary work to reduce costs, but this would need to be further evaluated with the contractor selected. The estimated cost for relocating the sewer line is \$45,000.

In order to accommodate the additional utility relocation costs, the Village may incorporate the added costs into the existing project budget. However, in order to maintain the existing budget, the square footage of the new building would likely need to be substantially reduced. Therefore, staff recommends that the utility relocation costs be budgeted separately and the work be completed prior to construction beginning on the new facility. To offset these additional costs, Village staff would continue to seek grant opportunities for construction costs related to the new Public Works facility or other budgeted items.

### *Environmental Concerns*

At the January 26<sup>th</sup> PWGC Meeting, there was also discussion about whether a Phase 1 Environmental Study would need to be completed for the site. In 2005/2006 the Village was required to complete environmental remediation related to a leaking underground storage tank. The remediation was completed and in 2006 the Village received a No Further Remediation (NFR) Letter indicating that all environmental contamination related to the leak had been remediated. According to Village Engineer Paul Flood, since the Village obtained the NFR letter and there are no remaining underground tanks located on the site, the Village does not need to conduct any further environmental assessment of the underlying property (land).

### *Structural Soil Boring Test*

While a Phase 1 Environmental Study for the land will not be required, the Village will need to conduct soil borings on the site where the new building will be constructed. Soil boring tests are completed to evaluate the quality and composition of the soil and to assist in engineering the design of the building. The soil borings will be conducted once the Village and Legat have determined the final location of the new building. The estimated cost for conducting soil borings is approximately \$5,000.00.

### *Hazardous Materials - Building*

Prior to demolishing or renovating an existing building, Cook County requires that property owners obtain certification that there are no hazardous materials present in the building. Based

on the age of the existing Public Works facility (1953 building), Village staff believes the structure may contain hazardous materials such as asbestos, lead, mercury, etc. In order to determine if any hazardous materials are present, the Village will need to conduct a Demolition Survey of the building. If the Survey identifies that hazardous materials may be present, the Village will need to conduct further studies (as required by State and Federal regulations) to confirm their presence and determine the extent to which they exist in the facility. Once those studies are completed, the Village will be required to have the hazardous substances removed by licensed contractors certified to remove hazardous materials. Staff estimates the cost to complete the Demolition Survey will be \$3,000 - \$4,000. Costs for further studies and remediation will depend on if, and to what extent, hazardous materials are identified. It should be noted that regardless of whether the existing building is entirely demolished, or simply renovated, a hazardous materials survey will be required.

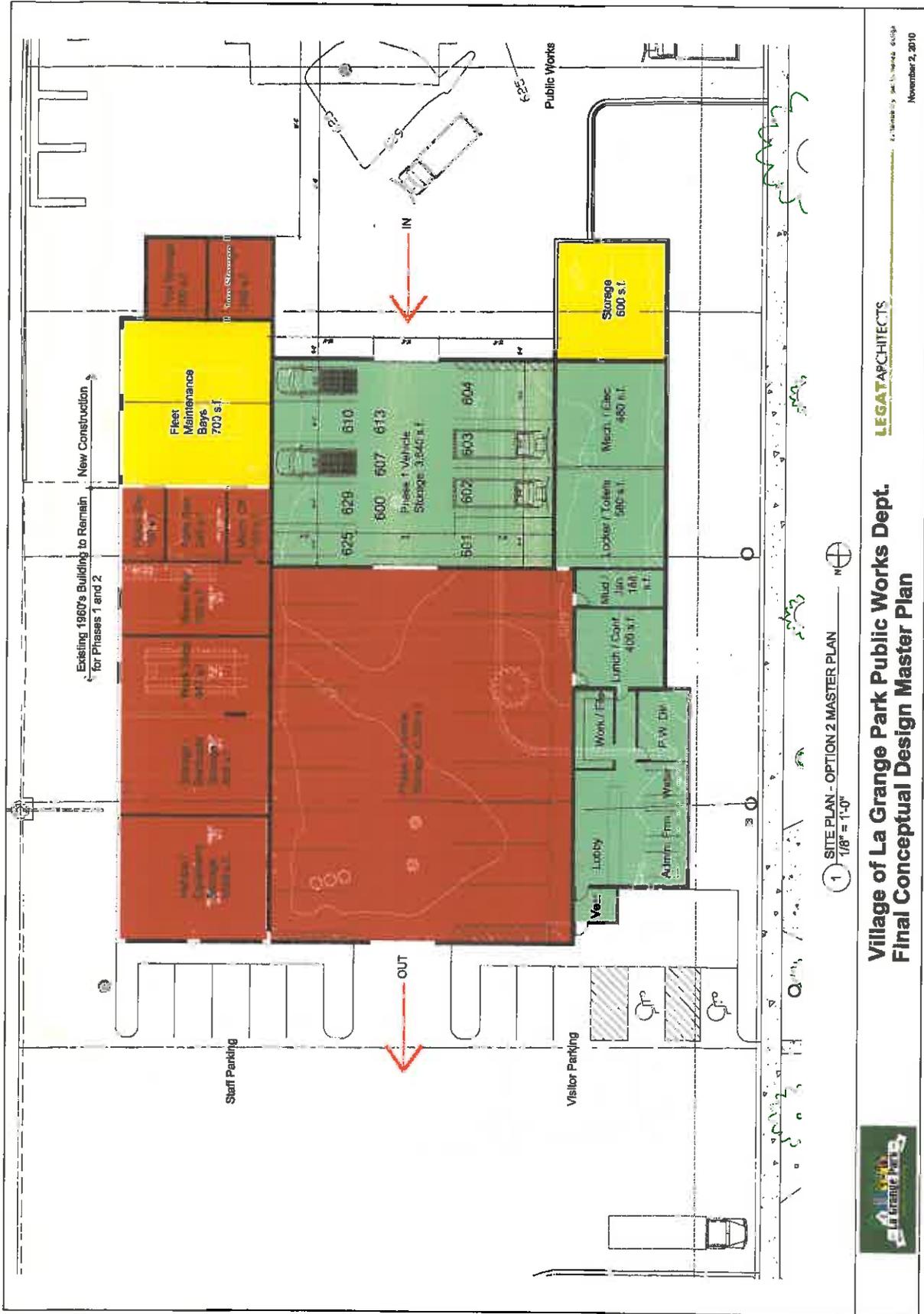
#### **DOCUMENTATION**

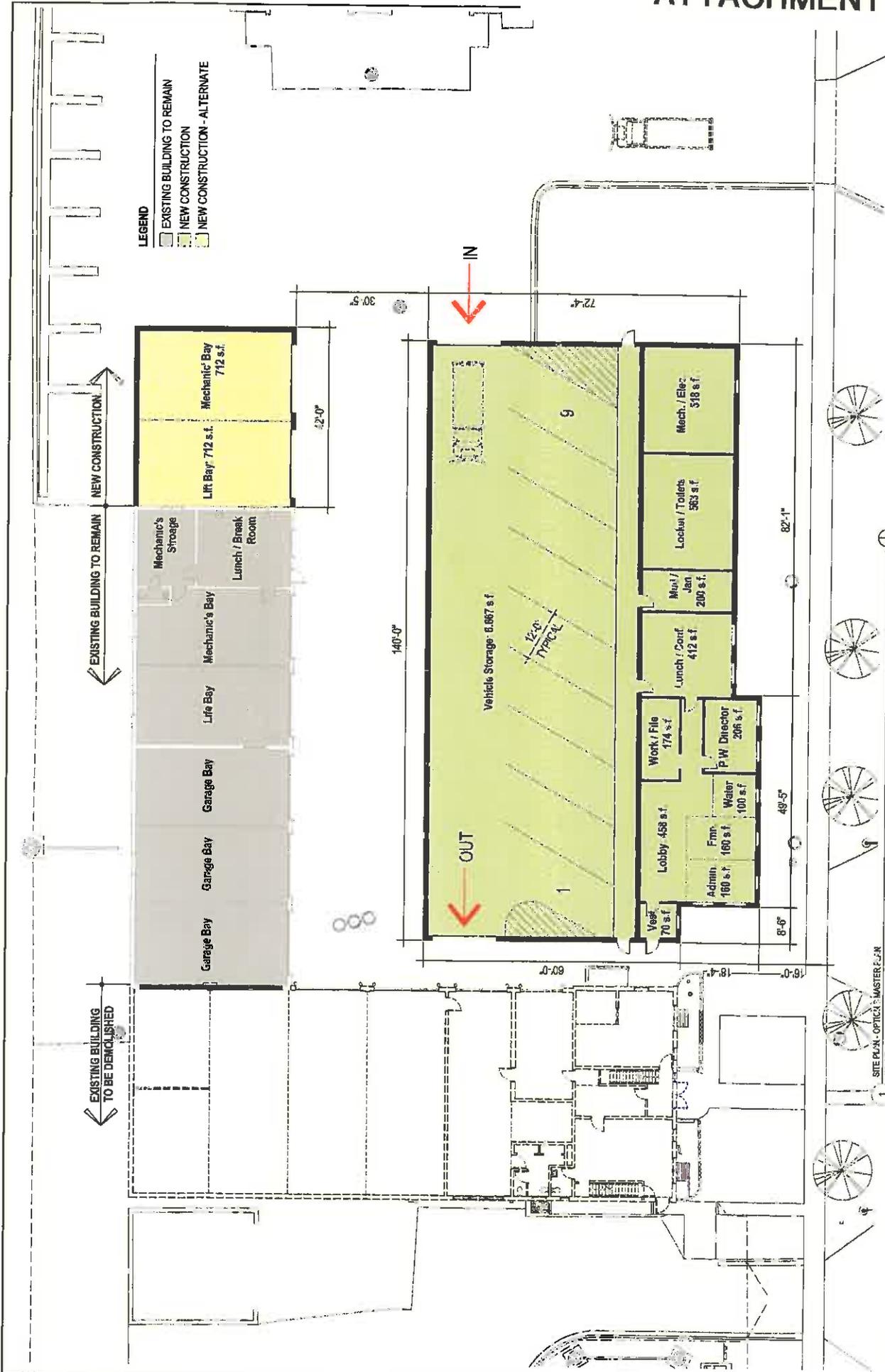
- Attachment A – Design Phases Overview
- Attachment B – Conceptual Design
- Attachment C – Modified Conceptual Design (Detached)
- Attachment D – Staff Modified Conceptual Design – Per Budget
- Attachment E – Proposed Contract with Legat Architects
- Attachment F – Construction Delivery Approaches

# Design Phases - Overview

## AIA Standards Guide These Design Phases







**LEGEND**  
 [Symbol] EXISTING BUILDING TO REMAIN  
 [Symbol] NEW CONSTRUCTION  
 [Symbol] NEW CONSTRUCTION - ALTERNATE

EXISTING BUILDING TO REMAIN

EXISTING BUILDING TO BE DEMOLISHED

NEW CONSTRUCTION

**Village of La Grange Park Public Works Dept.  
 Phase 1 Conceptual Design - OPTION 3**

LEGAT ARCHITECTS

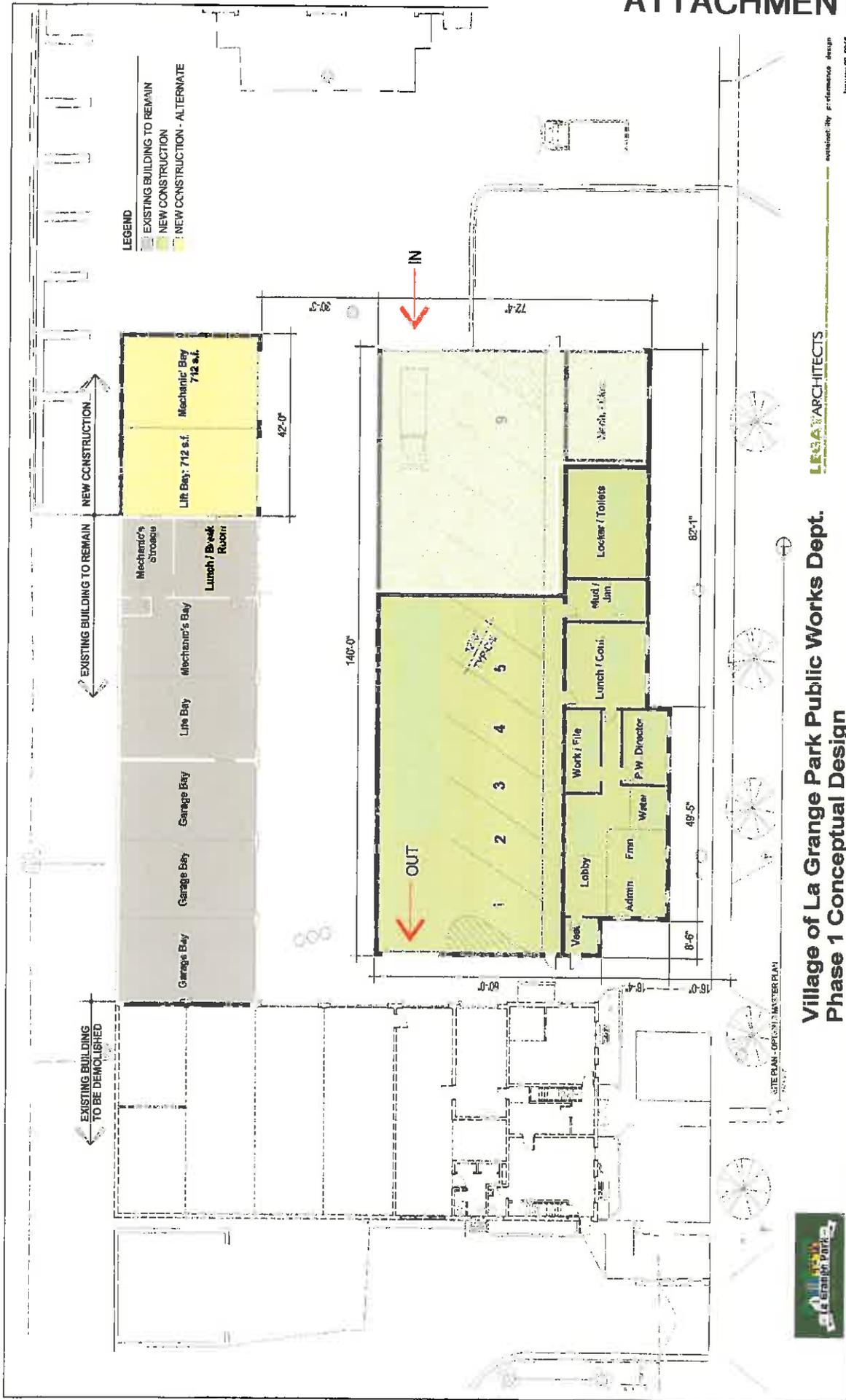
community performance design  
 January 26, 2012



SITE PLAN - OPTION 3 - MASTER PLAN

Sketch modified to estimated square footage within Village's established budget -- approximately 6,775 SF

# ATTACHMENT D



LESA ARCHITECTS

## Village of La Grange Park Public Works Dept. Phase 1 Conceptual Design

prepared by Performance Design  
January 28, 2012

February 8, 2012

VIA e-mail

Ms. Julia Cedillo  
Village Manager  
Village of La Grange Park  
447 N. Catherine  
La Grange Park, IL 60526

Re: Additions and Renovations to the Public Works Facility  
Architect's Project Number: 21025.BD – La Grange Park  
**Proposal to Provide Professional Architectural Services – Schematic Design**

Dear Ms. Cedillo:

Legat Architects ("Architect") is pleased to have the opportunity to continue to provide professional architectural services to the Village of La Grange Park. We have enjoyed working together with the Public Works Garage Committee over the past several months, and we understand that the Village desires Legat Architects to move forward with the Schematic Design phase of the project. The purpose of this letter is to confirm our understanding of the scope of work and to identify the professional services to be provided and related fees.

## **1.0 Project:**

- 1.1 Village of La Grange Park – Additions and Renovations to the Public Works Facility
- 1.2 Public Works Facility, 937 Barnsdale, La Grange Park, IL

## **2.0 Project Parameters:**

2.1 Project Objective: Design and construction of additions to the existing public works facility.

- The Scope of Work ("Work") for this proposal will include Schematic Design Services for the overall project.
- The program for the design was finalized and dated November 3, 2010, and is attached herein for reference.
- The budget for the project was finalized and dated November 3, 2010, and is attached herein for reference.

## **2.2 Project Activities:**

2.2.1 Provide Schematic Design drawings for the scope of work identified in item 2.1 above.

## **2.3 Budget Parameters:**

2.3.1 The total project budget, including construction costs, soft cost, and professional fees is \$1,229,824.00.

2.3.2 An updated cost estimate for the project that fulfills the parameters set forth in Section 2.3.1 shall be provided at the end of Schematic Design.

Ms. Julia Cedillo  
Village of La Grange Park  
**Proposal to Provide Professional Architectural Services**  
February 8, 2012  
Page 2 of 5

2.4 Time Parameters: To be determined in conjunction with the Village.

2.5 Project Delivery Method: To be determined.

### **3.0 Architect's Scope of Service:**

3.1 Legat Architects proposes to complete the scope of professional architectural services in accordance with the basic services outlined in AIA Document B101 - Standard Form of Agreement Between Owner and Architect, 2007 edition, for Schematic Design only, as modified by the Contract for Services between the Village and Legat Architects and exhibits thereto (the "Contract"). In the event of a conflict between the AIA Document B101 and the Contract, the Contract shall control.

3.2 Services excluded from this Agreement include detailed take-off cost estimating, the preparation of Design Development and Construction Documents, Bidding, Construction Administration, and the preparation of record (as-built) documents.

3.3 Legat Architects agrees to engage a Village team consisting of the Village Manager or Assistant Village Manager, Village Building Code Inspector, Director of Public Works and representative from Hancock Engineering (Client Team) in a collaborative design process in the development of the Schematic Design.

### **4.0 Deliverables:**

4.1 Schematic Design Documents consist of drawings including a site plan, floor plan, two (2) exterior elevations, a building cross section, narratives of all mechanical systems (including electrical, plumbing, HVAC, fire protection, civil engineering, structural engineering, and architectural) and any other required drawings to establish the Schematic Design for the project.

4.2 An updated estimate of probable cost for the project will be provided at the end of Schematic Design.

### **5.0 Schedule:**

5.1 Legat Architects proposes the following schedule: To be determined.

5.2 The schedule is subject to decisions made in timely manner pertaining to the documents submitted by the Architect for review in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

### **6.0 Compensation:**

6.1 The Client will compensate the Architect based on 9.5% of the construction cost as identified in the Contract for Construction. For the purpose of Schematic Design, the Client will compensate the Architect based on

Ms. Julia Cedillo  
Village of La Grange Park  
**Proposal to Provide Professional Architectural Services**  
February 8, 2012  
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15% of the 9.5% of the construction cost as identified in the Cost Estimated dated November, 3, 2010, which is a Lump Sum of \$16,000.00 (15% x \$106,997.00).

- 6.2 As described in our previous proposal dated August 3, 2010, there will be a credit to the Village for the design option that was selected in Phase 1. The selected option was Option 2, which was for a fee amount of \$2,740.00.
- 6.3 Total fee for this phase will be \$13,260.00.
- 6.4 Reimbursable Expenses will be in addition to the Architect's compensation and shall be invoiced using the multipliers indicated below times the expenses incurred by Legat Architects.
- 6.4.1 Reproduction costs for drawings, specifications, addenda, reports, etc. required to be submitted at the end of each contractual phase and for bidding purposes shall be invoiced at 1.10 times.
  - 6.4.2 Postage and delivery charges for bid documents and materials requested by the Client or required by authorities having jurisdiction shall be invoiced at 1.10 times.
  - 6.4.3 Necessary consultants, including professional civil engineering services, as approved by the Client will be invoiced at 1.25 times.
  - 6.4.4 Specialty consultants to provide boundary and topographic surveys and construction materials testing will be invoiced at 1.10 times.
  - 6.4.5 Other specialty consultants as approved by the Client will be invoiced at 1.25 times.

#### **7.0 Client's Responsibilities:**

- 7.1 The Client will provide access to the project site and facilities and to all original construction drawings, as-built documents, etc. that document the existing conditions.
- 7.2 The Client will designate a representative authorized to act on the Client's behalf with respect to the Project. The authorized representative will render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

#### **8.0 Miscellaneous Provisions:**

- 8.1 Unless otherwise provided in this Agreement, the Architect and Architect's consultants will have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.
- 8.2 Estimates of Probable Cost will be completed by referencing several sources, including active construction projects involving Legat Architects, R.S. Means Construction Cost Data, and historical construction

Ms. Julia Cedillo  
Village of La Grange Park  
**Proposal to Provide Professional Architectural Services**  
February 8, 2012  
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information. A final Estimate of Probable Cost will be completed when the Construction Documents are 95% complete (not included as part of this proposal).

If you have any questions regarding this proposal, please contact me at your earliest convenience.

Thank you.

Sincerely,  
Legat Architects, Inc.

Marc Rohde, AIA, LEED AP

MCR/MR

ATTACHEMENTS      Final Space Needs Analysis dated November 3, 2010  
                                 Preliminary Cost Estimate dated November 3, 2010

cc                        Cindy Hopkins, Kate Brannelly, Legat Architects

File: 21025.00 – La Grange Park – A1

ACCEPTANCE        An agreement with Legat Architects, Inc. may be initiated by completing of the acceptance block below and returning one copy of this proposal to Legat Architects, Inc.

We accept the terms of this Proposal as modified by the Contract referenced herein:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

Ms. Julia Cedillo  
Village of La Grange Park  
**Proposal to Provide Professional Architectural Services**  
February 8, 2012  
Page 5 of 5

**CONTRACT FOR SERVICES BETWEEN LEGAT ARCHITECTS, INC.  
AND THE VILLAGE OF LA GRANGE PARK**

This Contract for Services ("Contract") is made and entered into between LEGAT ARCHITECTS, INC., an Illinois corporation ("LEGAT"), and the VILLAGE OF LA GRANGE PARK, a municipal corporation ("VILLAGE") on this \_\_\_ date of February, 2012.

WHEREAS, LEGAT has offered and the VILLAGE has agreed to engage LEGAT for Schematic Design Services for Additions and Renovations to the Public Works building at 937 Barnsdale Road, La Grange Park (the "Project"), on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and conditions herein contained, the VILLAGE and LEGAT agree as follows:

1. **SCOPE OF SERVICES:** LEGAT shall provide the services set forth in this Contract and in the Scope of Services attached hereto as Exhibit A and in the letter dated 2/8/2012 from Legat Architects (which are incorporated into this Contract and made a part hereof), and such other services as the parties may hereafter agree upon in writing ("Services").
2. **DUTY OF THE VILLAGE:** The Village Manager will respond on a timely basis to requests by LEGAT for data and information (to the extent available to the VILLAGE) to assist LEGAT in the performance of its services hereunder. LEGAT shall communicate with the VILLAGE only through the Assistant Village Manager or, in her absence, the Village Manager.
3. **COMPENSATION:** As compensation for LEGAT's services hereunder, the VILLAGE shall pay LEGAT a Lump Sum Fee of \$16,000 (the "Fee") based upon 15% of the total architectural fee of 9.5% of total construction cost, as identified in the Cost Estimate dated November 3, 2010, less the portion of the total fee already paid of \$2,740. No other amount shall be paid by the VILLAGE to LEGAT for time, costs or expenses incurred in the performance of this Contract.
4. **RELATIONSHIP OF THE PARTIES.** The parties understand and agree that LEGAT is an independent consultant of the VILLAGE and that LEGAT shall not hold itself out as a joint venturer, employee or agent of the VILLAGE. LEGAT shall have no authority to bind the VILLAGE in any manner for any purpose or to assume or create any obligation of any kind, expressed or implied, on behalf of the VILLAGE.
5. **CONFIDENTIALITY:** LEGAT shall treat all information and data supplied to it by the VILLAGE as highly confidentiality and shall not disclose such information or data to any person or entity without the express written authorization of the VILLAGE.
6. **INSURANCE:** LEGAT shall secure general liability and errors and omissions insurance to cover all services provided under this Contract in such amounts as the VILLAGE deems necessary. LEGAT shall deliver certificates evidencing such insurance

naming the VILLAGE as additional insured to the VILLAGE simultaneously with its execution of this Contract.

**7. INDEMNIFICATION:** LEGAT agrees to indemnify, defend, and hold harmless the VILLAGE and its officers, trustees, agents and employees, (including the payment of reasonable attorneys fees and costs) from any claims, demands, judgments, costs, expenses, losses, audits, damages or liability of any type, nature and description whatsoever arising out of, related in any way to LEGAT's negligence in the performance of its services, or failure of LEGAT to timely, carefully and accurately perform its services as prescribed by this Contract. These indemnification provisions shall survive the termination of this Contract and shall not be limited or in any way affected by insurance policies required to be maintained pursuant to this Contract.

**8. GOVERNING LAW:** This Contract shall be construed in accordance with and governed by Illinois law. Any lawsuit, brought by either party against the other party must be brought in the State of Illinois.

**9. NOTICES:** All notices, communications and/or demands given pursuant hereto shall be in writing and shall be deemed sufficient if sent by email to the VILLAGE in care of its Village Manager, Julia Cedillo, at [jcedillo@lagrangepark.org](mailto:jcedillo@lagrangepark.org) and to LEGAT in care of its Project Manager, Marc Rohde, at [MRohde@legat.com](mailto:MRohde@legat.com).

**10. WAIVER:** The terms or covenants of this Contract may be waived only by a written instrument executed by both parties hereto. The failure of any party at any time to require performance of any provision hereof shall in no manner affect its right at a later time to enforce the same. No waiver by any party of any term or covenant contained in this Contract, whether by conduct or otherwise, in any one more instances, shall be deemed to be, or construed as, a further or continuing waiver of any breach, or a waiver of the breach of any other term or covenant contained herein, at the same or any prior or subsequent time.

**11. ENTIRE CONTRACT; AMENDMENTS:** This Contract sets forth the entire understanding and agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements, arrangements and understanding, written or oral, relating to the subject matter hereof. This Contract may be amended, superseded, cancelled, renewed or extended, only by a written instrument executed by both parties hereto.

IN WITNESS WHEREOF, LEGAT and the VILLAGE OF LA GRANGE PARK have executed this Contract as of the date and year first written above.

**LEGAT ARCHITECTS, INC.**

**VILLAGE OF LA GRANGE PARK**

By: \_\_\_\_\_  
Patrick Brosnan, AIA, LEED AP, President

By: \_\_\_\_\_  
Julia Cedillo, Village Manager

## EXHIBIT A

# LEGAT ARCHITECTS SCOPE OF SERVICES

### **Schematic Design:**

Legat Architects will provide professional architectural services in accordance with the basic services outlined below.

(Excerpt from: AIA Document B101, 2007 Edition)

### § 3.2 SCHEMATIC DESIGN PHASE SERVICES

§ 3.2.1 The Architect shall review the program and other information created previously as part of a separate project, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.3 The Architect shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, and preliminary building plans, sections and elevations; and may include digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

**Budget Parameters:** The total project budget, including construction costs, soft costs, and professional fees is \$1,229,824.00. An updated estimate of probable cost for the project, consistent with this budget, will be provided at the end of Schematic Design.

**Deliverables:** Schematic Design Documents consist of drawings including a site plan, floor plan, exterior elevations, and any other required drawings to establish the Schematic Design for the project, and an updated estimate of probable cost for the project.

# Village of La Grange Park Public Works Dept.

FINAL Space Needs Analysis - Phased Plan

3-Nov-10

LECA ARCHITECTS

Room Number	Room	Room Type		Phase 1		Phase 2		Phase 3		Phase 4		Phase 5		Phase 6		Phase 7		Phase 8		Phase 9		Phase 10	
		Existing	New	F.Y. Staff	P.T. Staff	Sess. Staff	Space Type	Total Spaces	Space NSF	Total Spaces	Space Type	Total Spaces	Space NSF	Total Spaces	Space Type	Total Spaces	Space NSF	Total Spaces	Space Type	Total Spaces	Space NSF	Total Spaces	Space NSF
1.0	ADMINISTRATIVE																						
	Entry vestibule		X	0	0	0	O	1	60														
	Lobby / Reception / Waiting Area		X	0	0	0	O	1	120														
	Administrative Assistant Area (open office space)		X	1	0	0	O	1	100														
	Public Works Foreman's Area (open office space)		X	1	0	0	O	1	100														
	Visitor Operator's Area (open office space)		X	1	0	0	O	1	100														
	Public Works Director's Office		X	1	0	0	P	1	200														
	Conference Room		X	0	0	0	P	1	168														
	Work / Copy / File Room		X	0	0	0	SEC	1	200														
	Staff Totals			4	0	0																	
	Net Square Footage Totals								838														
	Circulation Factor - 25%								217														
	TOTAL GROSS SQUARE FEET (existing and proposed)								1,055														

Room Number	Room	Existing	New	F.Y. Staff	P.T. Staff	Sess. Staff	Space Type	Total Spaces	Space NSF	Total Spaces	Space Type	Total Spaces	Space NSF	Total Spaces	Space Type	Total Spaces	Space NSF	Total Spaces	Space Type	Total Spaces	Space NSF	Total Spaces	Space NSF
2.0	COMMON AREAS																						
	Staff Totals			0	0	0																	
	Net Square Footage Totals								0														
	Circulation Factor - 10%								0														
	TOTAL GROSS SQUARE FEET (existing and proposed)								0														

Room Number	Room	Existing	New	F.Y. Staff	P.T. Staff	Sess. Staff	Space Type	Total Spaces	Space NSF	Total Spaces	Space Type	Total Spaces	Space NSF	Total Spaces	Space Type	Total Spaces	Space NSF	Total Spaces	Space Type	Total Spaces	Space NSF	Total Spaces	Space NSF
3.0	SECURED AREAS																						
	General Work Shop	X		3	0	0		5	0	3	O	3	400	3	O	0	0	0	0	0	0	0	0
	Staff Totals			3	0	0																	
	Net Square Footage Totals								0				400										
	Circulation Factor - 25%								100				100										
	TOTAL GROSS SQUARE FEET (existing and proposed)								100				500										

Legend for Space Type:  
 P=Private Office, O=Open Area, OW=Open Workstation, SEC = Secured Room/Space  
 2:1073\_Staffroom\_1\_10.dwg Proposed.rvt





# Village of La Grange Park Public Works Dept.

Option 2 - Phase 1 Construction - Manufactured Metal Building  
 Preliminary Cost Estimate - November 2, 2010

LEGATARCHITECTS

Phase	Building or Space Type	Units	Cost/ unit	Total Cost
<b>HARD COSTS</b>				
<b>NEW CONSTRUCTION*</b>				
1.0	Administration	1,085 s.f.	x \$115 =	\$124,775
2.0	Common Areas	0 s.f.	x \$115 =	\$0
3.0	Shop Areas	0 s.f.	x \$115 =	\$0
4.0	Support	2,050 s.f.	x \$115 =	\$235,750
5.0	Storage	0 s.f.	x \$115 =	\$0
6.0	Fleet Maintenance	0 s.f.	x \$115 =	\$0
7.0	Heated Vehicle Storage	3,640 s.f.	x \$115 =	\$418,600
		6,775 s.f. total		
		\$115.00 /s.f.		
<b>Subtotal - New Construction</b>				<b>\$779,125</b>
<b>EXTERIOR/SITE CONSTRUCTION</b>				
	General Sitework (estimate - no scope defined)	1.2 acres	x \$125,000 =	\$150,000
	Site Construction (recycling area, trash enclosure, etc.)	1 allow.	x \$13,000 =	\$13,000
<b>Subtotal - Exterior/Site Construction</b>				<b>\$163,000</b>
<b>EXISTING BUILDING DEMOLITION</b>				
	Administration Area Demolition - 22'-0" high	26,950 c.f.	x \$0.35 =	\$9,433
	Garage Area Demolition - 18'-0" high	91,800 c.f.	x \$0.35 =	\$32,130
	Basement Area Demolition and Infill - 10'-0" high	63,820 c.f.	x \$0.35 =	\$22,337
<b>Subtotal - Existing Building Demolition</b>				<b>\$63,900</b>
<b>TOTAL HARD COST:</b>				<b>\$1,006,025</b>

## SOFT COSTS

Design Contingency (5%)	\$50,301
Construction Contingency (5%)	\$50,301
Technology Wiring and Connection Allowance	\$1,500
Computer Systems (none at this time - move existing)	\$0
Furniture (none at this time - move existing)	\$0
Vehicle Lift	\$15,000
A/E Design Fees	\$106,697

**TOTAL PROJECT COST: \$1,229,824**

\* Costs per square foot are based on Means Building Construction Cost Data for the following categories: Low Rise Office, Warehouse & Office Combination, Warehouse and Storage Buildings, Municipal Repair Garages, and Parking Garages. The assumption is that the project will be constructed out of the most cost effective building materials possible, including the use of metal siding, and possibly a metal manufactured building. Actual materials will be defined if this option is selected.

Legend for Unit Type:

s.f. = square feet; l.s. = lump sum; allow. = allowance

# Construction Delivery Approaches

## Traditional Design/Bid/Build

- Owner enters into two sequential contractual arrangements in three phases.
- The project is first designed through to construction documents and then the owner goes to bid for construction.
- The prime contractor builds the project in accordance to specifications.
- Competitive Bidding (Lowest Qualified Bidder)
- Little to no risk control.
- Subject to Change Orders:
  - Builder may determine that design is not cost effective, or
  - Builder may determine that design elements do not work,
  - Village will have to be the intermediary and determine the course of action – owner gets “caught in the middle.”

### Linear Process (Phases)

1. Design – Architect
2. Bid – Village
3. Build – Builder

## CM At Risk

- Allows overlap in the design & construction phases and to obtain significant constructability input during the design phase of a project.
- The owner contracts separately but somewhat simultaneously with designer and contractor.
- Owner selects (through RFP) a contractor to perform construction management services and construction work in accordance with plans and specifications.
- The CM has significant input during the design phase.
- The CM will subcontract part or all of its construction scope to specialty contractors as soon as that part of the design is completed.
- When the design is complete, the CM guarantees the maximum price of the project.

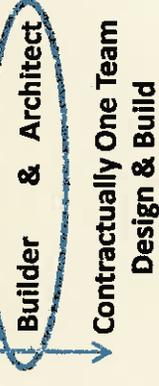
### Two Separate Teams Working Together



## Design Build

- Permits an owner to contract with one entity with both in-house design and construction capabilities.
- The total cost of the design and construction are contained in one contract.
- The hired team is at risk for cost, schedule, quality and management of the project.
- Owner avoids typical conflict as to responsibility for unanticipated problems between the contractor and the designer.
- Less conventional but common in private sector, becoming more common in federal government.
- Builder committed (guaranteed) to maximum price.
- Open book accounting.
- Builder led.
- Can go to RFP for process.

### One Team (Builder Led)



## **Items of Interest**

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

**Strategic Meeting on Community Development  
Mattone's**

**Monday, February 27, 2012  
6:00 p.m. –**

**2012 Springfield Legislative Conference & Reception**

**Wednesday, March 28, 2012**

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**2012 MEETINGS REMINDER**

February 28, 2012	Village Board Meeting	7:30 p.m.	Village Hall
March 13, 2012	Work Session Meeting	7:30 p.m.	Village Hall
March 27, 2012	Village Board Meeting	7:30 p.m.	Village Hall
April 10, 2012	Work Session Meeting	7:30 p.m.	Village Hall
April 24, 2012	Village Board Meeting	7:30 p.m.	Village Hall
May 8, 2012	Work Session Meeting	7:30 p.m.	Village Hall
May 22, 2012	Village Board Meeting	7:30 p.m.	Village Hall
June 12, 2012	Work Session Meeting	7:30 p.m.	Village Hall
June 26, 2012	Village Board Meeting	7:30 p.m.	Village Hall
July 10, 2012	Work Session Meeting	7:30 p.m.	Village Hall
July 24, 2012	Village Board Meeting	7:30 p.m.	Village Hall
August 14, 2012	Work Session Meeting	7:30 p.m.	Village Hall
August 28, 2012	Village Board Meeting	7:30 p.m.	Village Hall
September 11, 2012	Work Session Meeting	7:30 p.m.	Village Hall
September 25, 2012	Village Board Meeting	7:30 p.m.	Village Hall
October 9, 2012	Work Session Meeting	7:30 p.m.	Village Hall
October 23, 2012	Village Board Meeting	7:30 p.m.	Village Hall
November 13, 2012	Work Session Meeting	7:30 p.m.	Village Hall
November 27, 2012	Village Board Meeting	7:30 p.m.	Village Hall
December 11, 2012	Work Session Meeting	7:30 p.m.	Village Hall