

PRESIDENT
Dr. James L. Discipio
VILLAGE MANAGER
Julia A. Cedillo
VILLAGE CLERK
Amanda G. Seidel



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

VILLAGE BOARD MEETING

Tuesday, SEPTEMBER 23, 2014 – 7:30 p.m.

AGENDA

1. **Call meeting to order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Presentation – Joseph Vikidel Retiring Auxiliary Police Officer**
5. **Swearing-In Ceremony of Paid on Call Firefighters Ryan Lange**
6. **Public Participation (Agenda Related Items Only)**
7. **Consent Agenda (Roll Call Vote)**

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

A. Approval of Minutes

- (i) Village Board Meeting – August 26, 2014
- (ii) Executive Session Meeting – August 26, 2014
- (iii) Work Session Meeting – September 9, 2014

- B. Action – Purchase of New Police Vehicles – Joint Purchasing: *Motion to obtain the approval for the purchase of two (2) 2014 Chevrolet Caprice from Currie Motors in Frankfort, Illinois in the amount of \$52,941.80*
- C. Action – 2014 Leaf Loading, Transportation and Disposal: *Motion Approving the Resolution Accepting the Proposal of Homer Industries LLC for the Disposal of Leaves in the amount of \$25.00 Per Bucket (Option #1), and authorize the Village President to execute the necessary contract documents*
- D. Action – New Front Entryway (Doors) for Village Hall: *Motion to accept a quote from Ward Door Specialists in the amount of \$13,550.00 and authorize the installation of a new ADA compliant front door at the Village Hall*
- E. Action – *Motion to Authorize the President and Chairperson of the Finance Committee to sign the register for bills, and authorize the Treasurer and Village Clerk to sign checks in payment of operating bills and salaries as itemized in the Check Registers*
- F. Action – *Motion to Authorize the Village Treasurer and Village Clerk to sign checks in the payment of payroll and other bills that become due between this date and October 28, 2014 with subsequent approval of the Payroll Register and Voucher Register by the Board of Trustees at its regular meeting to be held on October 28, 2014*

VILLAGE BOARD MEETING
Tuesday, SEPTEMBER 23 – 7:30 p.m.

AGENDA (continued – Page 2)

8. **Village Manager’s Report**
9. **Administration Committee** – Robert Lautner, Chairman
 - A. Monthly Report
10. **Building & Zoning Committee** – Michael Sheehan, Chairman
 - A. Monthly Report
11. **Engineering & Capital Projects Committee** – James Kucera, Chairman
 - A. Monthly Report
12. **Public Safety Committee** – Mario Fotino, Chairman
 - A. Monthly Report– Police Department
 - B. Monthly Report – Fire Department
 - C. Discussion & Action – West Suburban Public Safety Dispatch Consolidation Study – Design Phase Update: *Motion to proceed with the acceptance of a Proposal for Professional Services, by GovHR USA, Dated July 24, 2014, to engage in the recruitment and selection of an Executive Director / Director for consolidated dispatch for the Villages of La Grange Park, La Grange and Western Springs*
13. **Public Works Committee** – Scott Mesick, Chairman
 - A. Monthly Report – Public Works Department
14. **Finance Committee** – Patricia Rocco, Chairman
 - A. Monthly Report
 - B. Discussion & Action – Bond Counsel Agreement: *Motion to approve Chapman and Cutler LLP as bond counsel to assist with the refunding of the 2006 sewer bonds and authorize the Village Manager to sign an engagement letter*
15. **Other Reports**
 - A. Village Clerk
 - B. Village Treasurer
 - C. Village Engineer
 - D. Village Attorney
 - E. Committee and Collectors Report

Action – Motion to Approve Committee and Collectors Report as Presented
16. **Village President**
 - A. Proclamation – Fire Prevention Week
 - B. Proclamation Saluting Auxilliary Police Officer Joseph Vikidel
 - C. La Grange Park Woman’s Club
17. **Public Participation (Non-Agenda Related Items Only)**

VILLAGE BOARD MEETING
Tuesday, SEPTEMBER 23 – 7:30 p.m.

AGENDA (continued – Page 3)

18. **New Business**
19. **Executive Session**
20. **Adjourn**

Next Village Work Session Meeting: October 14, 2014
Next Village Board Meeting: October 28, 2014



RULES FOR PUBLIC COMMENT

Village Board Work Session Meetings Village Board Meetings

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

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

Village Board Agenda Memo

Date: September 17, 2014

To: Village President and Board of Trustees

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

Re: Swearing-in Ceremony of Paid-on-Call Firefighter

GENERAL BACKGROUND:

Ryan Lange is currently a Probationary Paid-On-Call Firefighter with our Village. He began employment with the Fire Department on January 16, 2012.

Ryan lives in our Village in the 600 block of North Brainard Ave. with his family, and is employed as a full-time contract paramedic/firefighter with Paramedic Services, Inc., working for the Pleasantview Fire Protection District. He also works as a part-time Dispatcher with the Fire District. It should also be noted that Ryan's father previously worked for the La Grange Park Fire Department, and is a recently retired Battalion Chief, also from the Pleasantview Fire District.

DOCUMENTATION:

Ryan has met all of the department requirements for probation. He is a State of Illinois Certified Firefighter, and also a licensed paramedic. He has also been trained in all of our fire department operations, and recently completed and passed required testing on the operation of fire department vehicles.

RECOMMENDATION:

We recommend swearing-in Probationary Firefighter Ryan Lange as a Paid-on-Call Firefighter for the La Grange Park Fire Department.

ACTION REQUESTED:

Swearing-in of Firefighter Ryan Lange at the Village Board Meeting on September 23, 2014.

Consent Agenda Items

Village Board Agenda Memo

Date: September 1, 2014

To: Village President and Board of Trustees

From: Julia Cedillo, Village Manager 
Philip J. Kubisztal, Interim Chief of Police 

Re: Purchase of New Police Vehicles – Joint Purchasing

GENERAL BACKGROUND

The 2014-2015 Village of LaGrange Park Budget authorizes the purchase of two replacement police vehicles. The Northwest Municipal Conference has awarded their municipal vehicle contract to Currie Motors of Forest Park, Illinois on the 2014 Chevrolet Caprice Police Vehicles. The desired vehicle, in accordance with the department's specifications, would cost \$26,470.90. This would exclude the installation of emergency equipment, prisoner partition, striping, etc. The Police Department would like to maintain a mixture of sedan and sport utility vehicles. These two vehicles would be replacements for two Ford Crown Victoria police sedans that are no longer manufactured.

DOCUMENTATION

The vehicle spec information is attached.

MOTION/ACTION REQUESTED

This matter is being placed on the agenda for the Village Board Work Session on September 9, 2014. If the consensus of the President and Board of Trustees is to authorize the purchase of the vehicles, the matter would be placed on the Consent Agenda for the September 23, 2014 Regular Village Board Meeting for approval.

RECOMMENDATION

Staff recommends approval for the purchase of two (2) 2014 Chevrolet Caprice from Currie Motors in Frankfort, Illinois in the amount of \$52,941.80



2014 Chevrolet Caprice Patrol Vehicle SPC Contract #138



Currie Motors Fleet

"Nice People To Do Business With"

Your Full-Line Municipal Dealer
www.CurrieFleet.com



If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500



Currie Motors Chevrolet
SPC Contract #138
2014 Chevrolet Caprice Patrol
Vehicle
Call Tom Sullivan (708) 562-4500

Standard Package: \$25,916.50

Warranty 3 Years 36,000 miles Bumper to Bumper/ 5 Years 100,000 Power train

Air bags, dual-stage frontal, pelvic-thorax side-impact, head curtain and knee, driver and front passenger, includes Passenger Sensing System

Air conditioning, dual-zone automatic climate control with pollen air filtration

Audio system, Chevrolet MyLink radio, AM/FM stereo with CD player and MP3 playback, includes 7" diagonal color touch-screen display

Audio system feature, standard speaker system with 2 speakers and 2 tweeters

Bluetooth for phone and music, personal cell phone connectivity to vehicle audio system, voice recognition

Cruise control, electronic with set and resume speed

Defogger, rear-window electric

Engine-3.6LSIDI DOHC V6

Door locks, power programmable with lockout protection

Door locks, rear child security

Driver Information Center, monochromatic display with customization features

Glove box, passenger-side, non-lockable

Ignition, 110-amp main power supply wiring at instrument panel & auxiliary 120-amps in trunk

Instrumentation, "certified" analog, 160 mph, 1 mph increments digital display, trip odometer, warning lamps & Driver Information Center with Oil Life Monitor

Key, folding blade fob

Lighting, interior with center-mounted dome and rear reading lights

Lighting, trunk courtesy lamp

Visors, driver and front passenger vanity mirrors, covered

Windows, power with driver and front passenger Express-Down and rear passenger lockout

Antenna, roof-mounted, fixed mast, radio

Daytime Running Lamps, reduced intensity low beam

Door handles, Black

Fascias, front and rear body-color

Glass, Solar-Ray light-tinted, windshield, driver and front passenger, light-tinted rear back glass

Headlamps, halogen with automatic exterior lamp control

Horn, dual-note high and low

Lamp, center high-mounted stop/brake (CHMSL)

License plate bracket, front

Lock cylinders, driver and front passenger doors

Lock cylinder, trunk

Mirrors, outside power-adjustable, Black, manual-folding

Tires, P235/50R18 all-season blackwall, Goodyear

Wheel, compact spare

If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500

Mirror , inside rearview manual day/night	Wheels , 18" (45.7 cm) heavy-duty steel
Monitor , engine hours and idle hours, displayed in Driver Information Center	Wheel center cap , bolt-on, forged aluminum
Power outlet , 1 located on instrument panel, 12-volt	Wipers , front intermittent, variable
Remote vehicle starter system , includes Remote Keyless Entry	Alternator , 170 amps with idle boost
Retained accessory power , power windows & audio system remain operational after ignition is switched off for 10 minutes or until a door is opened	Battery , 700 cold-cranking amps, located in trunk with Battery Rundown Protection
Safety belt pretensioners , front row seats	Brake/transmission shift interlock
Safety belts , 3-point, all seating positions	Brake , parking, foot apply
Seat adjuster , driver 6-way power, tilt, height and lumbar with manual recline and fore/aft	Brakes , 4-wheel antilock, 4-wheel disc, heavy-duty
Seat adjuster , front passenger 6-way power, tilt, height and lumbar with manual recline and fore/aft	Cooling , transmission oil cooler

Factory Order Cutoff Date: To be determined

If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500

Additional Options and Order Ford

Please enter the following:

Contact Name _____

Phone Number _____

Purchase Order Number _____

State Tax Exempt Number _____

PLEASE SUBMIT P.O. TO:

Currie Motors
8401 W. Roosevelt Rd
Forest Park, IL 60130
PHONE: (815)464-9200 FAX: (815) 464-7500
Contact Person: Tom Sullivan
CurrieFleet@gmail.com
www.CurrieFleet.com

Options:

<input type="checkbox"/>	Air bags-Standard plus Front/Rear Outboard Seating Position	66.00
<input type="checkbox"/>	Trunk Cargo Mat-HD Vinyl	83.60
<input type="checkbox"/>	Door Locks-Single Key Locking System Unique to 2014 Caprice only	22.00
<input type="checkbox"/>	Floor Mats-Carpeted Front and Rear na with Vinyl Rear Seat	70.40
<input type="checkbox"/>	Keys-6 Cut with Integrated Remote Keyless Entry (Unprogrammed)	132.00
<input type="checkbox"/>	Lamps-LED Red and Blue Flashing Trunk	374.00
<input type="checkbox"/>	Lighting-Red and White Auxiliary Dome	171.60
<input type="checkbox"/>	Rear Window Switches Inoperative	61.60
<input type="checkbox"/>	Rear Door Locks/Handles Inoperative	58.08
<input type="checkbox"/>	Cloth Front Bucket w/Vinyl Rear	96.80
<input type="checkbox"/>	Speed Limiter	83.60
<input type="checkbox"/>	Wiring-Grill Lamps and Siren Speaker	149.60
<input type="checkbox"/>	Wiring-Horn and Siren Circuit	57.20
<input type="checkbox"/>	Daytime Running Lamps and Automatic Headlamps Delete	22.00
<input type="checkbox"/>	Flasher System-Headlamp and Tail lamp	330.00
<input type="checkbox"/>	Mirrors-Outside Heated Power Adjustable	52.80
<input type="checkbox"/>	Roof Hole-On Center Line	171.60
<input type="checkbox"/>	Roof Hole-Passenger Side	171.60
<input checked="" type="checkbox"/>	Spot Lamp-Drivers Side	404.80
<input type="checkbox"/>	Spot Lamp-Drivers and Passenger Side	721.60
<input type="checkbox"/>	Spot Lamp Provision-Drivers Side	250.80
<input type="checkbox"/>	Spot Lamp Provision-Drivers/Passenger Side	457.60
<input checked="" type="checkbox"/>	Wheel- Full Size Spare and Tire	149.60

If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500

<input type="checkbox"/>	Wheel Cover-Full	35.20
<input type="checkbox"/>	Battery-Auxiliary Trunk Mount	220.00
<input type="checkbox"/>	Differential-Limited Slip	171.60
<input type="checkbox"/>	6.0L V-8	N/C
<input type="checkbox"/>	Prisoner Partition-Loose Shipped	799.00
<input type="checkbox"/>	Push Bumpers-Installed	665.00
<input type="checkbox"/>	Road-Ready Value Package *Code 3 2100 LED Light Bar *LED Hideaway Strobes *Remote Siren/Light Controller *100 Watt Siren Speaker *Equipment Console *Dual Cup Holders *3-Outlet 12v Power Accessory *Sliding Partition	4322.00
<input type="checkbox"/>	Rustproofing and Undercoating	395.00
<input type="checkbox"/>	Municipal Police Plates	105.00
<input type="checkbox"/>	Secure Idle Over-Ride	285.00
<input type="checkbox"/>	Delivery-Beyond 50 Miles	150.00

Options – Exterior

<input type="checkbox"/>	Silver Ice Metallic	N/C
<input type="checkbox"/>	Red Hot	N/C
<input type="checkbox"/>	Phantom Black Metallic	N/C
<input type="checkbox"/>	Karma Metallic (Jade)	N/C
<input type="checkbox"/>	Heron White	N/C
<input type="checkbox"/>	Hugo Blue –Orders Less than 20 Will Be Delayed	440.00

Options – Interior

<input type="checkbox"/>	Jet Black Front Cloth Buckets with Rear Cloth Bench	N/C
<input type="checkbox"/>	Jet Black Front Cloth Buckets with Vinyl Rear Bench	96.80

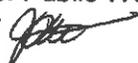
Please contact us if we have missed an option

CurrieFleet@gmail.com

Please submit P.O. with Vehicle Order

If we have missed an option or equipment that you need please call Tom Sullivan (708) 562-4500

Village Board Agenda Memo

Date: September 3, 2014
To: Village President and Board of Trustees
From: Brendan McLaughlin, Director of Public Works
Julia Cedillo, Village Manager  BSM
Re: 2014 Leaf Loading, Transportation and Disposal

GENERAL BACKGROUND

The Village hires a contractor each year to dispose of the leaves that are removed from the streets and stockpiled by Public Works crews. Last year an estimated 3,500 cubic yards of leaves were removed and disposed of.

A Request for Proposal and Bid specifications were prepared, and a bid packet was mailed out on July 28, 2014 to eight contractors.

Proposals were due no later than 9:00am on August 29, 2014. The following proposals were received:

<u>COMPANY</u>	<u>#1 - Cost Per Bucket</u>	<u>#2 - Cost per Cubic Yard</u>
Homer Industries LLC.	\$ 25.00	no bid
DisposAll Waste Services LLC	\$ 50.00	no bid

A cost analysis was performed, and it was determined that the most cost effective method for the removal of leaves would be to use Option #1, Cost per Bucket. *This was the same option used last year, at a cost of \$20.63 per bucket.*

\$25,500 has been budgeted in the Public Works Fund – Refuse Collection & Disposal (#01-44-3-324). It should be noted that in order to keep costs down, the Village will be loading leaves.

MOTION ACTION REQUESTED:

Motion accepting the proposal of Homer Industries LLC for the disposal of leaves in the amount of \$25.00 Per Bucket (Option #1), and authorize the Village President to execute the necessary contract documents.

RECOMMENDATION

Staff recommends hiring Homer Industries LLC to dispose of the leaves this year, and also authorize the Village President to execute the necessary contract documents. ***Homer Industries was the Village's contractor last year, and has also done work for the Villages of Oak Park and ComEd.***

Village Board Agenda Memo

Date: September 2, 2014

To: Village President and Board of Trustees

From: Julia A. Cedillo, Village Manager 

Re: **New Front Entryway (Doors) for Village Hall**

PURPOSE

To accept a quote in the amount of \$13,550 from Ward Door Specialists for services to install a new ADA compliant entry for Village Hall.

GENERAL BACKGROUND

The current front double doors of Village Hall are deteriorating and need replacement. The doors are original to the Village Hall facility construction (1976). The Village solicited pricing from three companies that specialize in commercial door installation. The quotes are as follows:

- | | |
|--|-------------|
| • DuPage Security: Single Door Installation Only | \$12,971.50 |
| • Goldy Locks Inc.: Single Door Installation | \$13,492.60 |
| • Goldy Locks Inc.: Double Door Installation | \$13,910.60 |
| • Ward Door Specialist: Double Door Installation | \$13,550.00 |

Staff from the Administration, Building, and Police Departments met to evaluate the proposed quotes for work. Staff unanimously agreed that the Ward Door solution was the best choice. Their solution for double doors, which includes all new framing and recessed hinges, best met the Village's needs in terms of quality, access efficiency and access requirements. Further, Ward Door specializes in custom door solutions and has a solid reputation for quality in installation and design. Village staff contacted three references provided by the vendor and all came back as excellent.

The new door will be constructed to ADA standards and will include a push button automatic power door operation. The Village has \$13,000 budgeted for this purchase. As the Village Board will recall, this project is a part of the Pilot FY 2014-15 Building & Wellness Program, funded by the Village's Health Insurance Terminal Reserve. As the Village's portion of the request for Terminal Reserve funds was finalized at \$27,549.87 (\$549.87 more than the budgeted \$27,000), additional funding is available to cover the cost of this project.

STAFF RECOMMENDATION

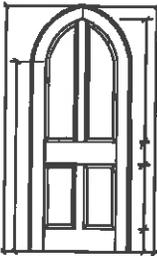
Staff recommends that the Village Board accept the quote by Ward Door Specialist and authorize the installation of new front doors.

ACTION REQUESTED

Motion to accept a quote from Ward Door Specialists in the amount of \$13,550.00 and authorize the installation of a new ADA compliant front door for the Village Hall.

DOCUMENTATION

- Quote from Ward Door Specialists
- Ward Door Specialists - References
- Quote from Goldy Locks Inc.
- Quote from DuPage Security Solutions Inc.



WARD DOOR SPECIALISTS

architectural door & hardware professionals

219 W. Diversey Ave. Elmhurst, IL 60126
 Phone: 630-835-2323 Fax: 630-835-2325

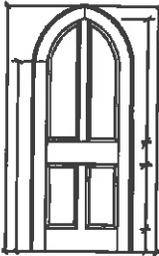
www.warddoor.com

ESTIMATE

Date	Estimate #
7/18/2014	29276

Billing Address		Install Address / Location		Primary Contact	
Village of La Grange Park 447 N. Catherine Ave. La Grange, IL 60526-2099		Village of La Grange Park 447 N. Catherine Ave. La Grange, IL 60526-2099		Primary Phone	
				708-354-0225 Ext. 107	
				Customer Fax	
				708-354-0241	
				Customer E-mail	
				jcedillo@lagrangepark.org	
Project			Payment/Credit Terms		Sales Rep
Front Exterior Entrance			Due upon receipt		WD
Item	Description				Qty
SPECIAL-LITE DOOR	Village Manager: Julia A. Cedillo 708-354-0225 Fax 708-354-0241 Pair SL-15 Doors with Heavy Wall Frame system and SL60K key removable mullion. (1" insulated clear glass) Dark Bronze * SL11HD hinge * 10" (ADA) bottom rail * 6.5 Midrail * SL 301 adj sweep				1
GLASS-SPECIAL	1" Insulated clear glass (Transom)				1
VON-99L-3'-313AN	Von Duprin Heavy Duty Rim Exit Device - Exterior Lever Trim - Key Cylinder Sold Separately - Anodized Dark Bronze Finish				1
VON-PART	VD 99L-DT 3'0"				1
LCN-4642-REG-DB	LCN Auto Equalizer Low-Energy Power Door Operator - Top Jamb (Push Side) Mount - Regular Arm - Dark Bronze Powder Coat Finish				1
LCN-4021-R-RH-DB	LCN Heavy Duty Door Closer - Top Jamb (Push Side) Mount - Regular Arm - Dark Bronze Powder Coat Finish				1
LCN-PART-4040-18TJ-DB	Drop Plate - Push Side Top Jamb Less Than 3 1/2" - Requires 1 3/4" Minimum - Dark Bronze Finish				1
WIK-4R-3-WR	4 1/2" Round Stainless Steel Wall Switch - Engraved (Blue) Wheelchair Logo & "Push To Open" - With Weather Resistant Seal				2
WIK-NR4S	Black ABS Plastic Round Surface Mount for 4 1/2" Round Switch				2
WIK-N4WR	Weather Resistant Gasket Ring for N4RS Mount				1
				Subtotal	
Estimate valid for 60 days. Deposit / pre-payment may be required, see payment/credit terms above.				Sales Tax (8.0%)	
Accepted - Print Name: _____ Sign & Date: _____				Total	

WARRANTY: Material and workmanship will be covered for a period of one (1) year from the date of our final invoice, provided that the door(s) and frame(s) have been painted / stained / sealed and properly maintained. Door hardware is covered by each individual manufacturer's warranty. Damage to doors, frames, or hardware resulting from, extreme weather, break-ins, carts, machinery, or any type of abuse is not covered.



WARD DOOR SPECIALISTS

architectural door & hardware professionals

219 W. Diversey Ave. Elmhurst, IL 60126
 Phone: 630-835-2323 Fax: 630-835-2325

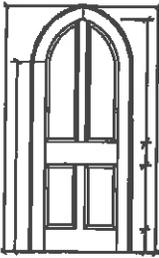
www.warddoor.com

ESTIMATE

Date	Estimate #
7/18/2014	29276

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Village of La Grange Park 447 N. Catherine Ave. La Grange, IL 60526-2099		Village of La Grange Park 447 N. Catherine Ave. La Grange, IL 60526-2099		Primary Phone	
				708-354-0225 Ext. 107	
				Customer Fax	
				708-354-0241	
				Customer E-mail	
				jcedillo@lagrangepark.org	
Project			Payment/Credit Terms		Sales Rep
Front Exterior Entrance			Due upon receipt		WD
Item	Description				Qty
PEM-171A-72	1/2" x 5" Saddle Threshold - Aluminum				1
PEM-18061DNB-36	5/8" Brush Door Sweep - Dark Bronze with Black Brush				2
CARP	Labor to install products listed above.				24
FREIGHT-INBOUND	Manufacturer Freight Charges				1
INSTALL SUPPLIES	Install Supply Bundle (Caulk, shims, fasteners, etc.)				1
GENERAL	<p>Note: Please make note that conduit and wiring by others. ***** General Terms *****</p> <p>1) Work will be scheduled during normal weekday working hours unless otherwise noted in this estimate. 2) If required, cost or acquisition of any permits is not included. 3) Any costs associated with obtaining additional insurance, bonds, or certificates, above and beyond our standard policy are not included. 4) Payment in full due upon completion of work; all materials supplied remain property of Ward Door Specialists until final invoice is paid. 5) Delivery lead time starts after all order information & deposits have been received. This time frame is an estimate and DOES NOT GUARANTEE a delivery date; please check in regularly for status of your order.</p>				
				Subtotal	
Estimate valid for 60 days. Deposit / pre-payment may be required, see payment/credit terms above.				Sales Tax (8.0%)	
Accepted - Print Name: _____ Sign & Date: _____				Total	

WARRANTY: Material and workmanship will be covered for a period of one (1) year from the date of our final invoice, provided that the door(s) and frame(s) have been painted / stained / sealed and properly maintained. Door hardware is covered by each individual manufacturer's warranty. Damage to doors, frames, or hardware resulting from, extreme weather, break-ins, carts, machinery, or any type of abuse is not covered.



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 Phone: 630-835-2323 Fax: 630-835-2325

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ESTIMATE

Date	Estimate #
7/18/2014	29276

Billing Address		Install Address / Location		Primary Contact	
Village of La Grange Park 447 N. Catherine Ave. La Grange, IL 60526-2099		Village of La Grange Park 447 N. Catherine Ave. La Grange, IL 60526-2099		Primary Phone	
				708-354-0225 Ext. 107	
				Customer Fax	
				708-354-0241	
				Customer E-mail	
				jcedillo@lagrangepark.org	
Project			Payment/Credit Terms		Sales Rep
Front Exterior Entrance			Due upon receipt		WD
Item	Description				Qty
EXCLUSIONS	***** EXCLUSIONS *****				
	1) Painting/Staining doors or frames not included.				
	2) Repairing old hardware not included; any "re-used" hardware will be re-installed as is.				
	3) No electrical wiring, other than "low voltage" to new door hardware we are supplying, is included.				
	4) No flooring or concrete work included.				
DEMO	***** DEMOLITION *****				
	In some cases where we are removing old doors and frames there will be minor collateral damage to the adjacent walls and (or) floor that is unavoidable. Touch up painting, drywall patching, wallpapering, tuck pointing, masonry work, or flooring repairs are not included.				
				Subtotal	\$12,742.59
Estimate valid for 60 days. Deposit / pre-payment may be required, see payment/credit terms above.				Sales Tax (8.0%)	\$807.41
Accepted - Print Name: _____ Sign & Date: _____				Total	\$13,550.00

WARRANTY: Material and workmanship will be covered for a period of one (1) year from the date of our final invoice, provided that the door(s) and frame(s) have been painted / stained / sealed and properly maintained. Door hardware is covered by each individual manufacturer's warranty. Damage to doors, frames, or hardware resulting from, extreme weather, break-ins, carts, machinery, or any type of abuse is not covered.

Trade References:

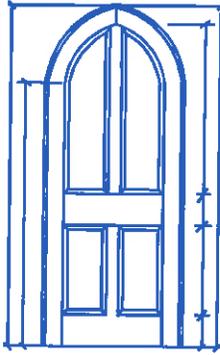
1. Heritage House Apartments
201 W Lake St.
Building 7 Structures Shop
Oak Park, IL 60302
Phone: 708-848-1800
Fax: 708-848-9416
Contact: Marie Strafford
Project: Replace 200-Bedroom, Bathroom, Closet Doors/Hardware

2. Marshall Field Garden Apartments
1448 North Sedgwick
Chicago, IL 60610
Phone: 312-335-9425
Fax: 312-335-9428
Contact: Bill Nowlin
Project: Apartment Entry Doors/Hardware

3. Northwestern University
2020 Ridge Road
Evanston, IL 60208
Phone: 847-491-8964
Fax: 847-467-1749
Contact: Steve Hopper
Project: Replaced 175 Dormitory and Classroom Doors

4. Village of Oak Park
201 South Blvd.
Oak Park, IL 60302
Phone: 630-271-4126
Fax:
Contact: Fred Biring

6. Village of Lisle
925 Burlington Ave.
Lisle, IL 60532
Phone: 630-271-4126
Fax:
Contact: Bill Glowienke



WARD DOOR SPECIALISTS

architectural door & hardware professionals

WARD DOOR SPECIALISTS – CLIENT REFERENCES

DUNS# 06-844-3550

3520 N. Lake Shore Drive Condo Assoc.

100 Year Old Building – Replaced Approx. 120 Doors - \$200,000.00

Michael Gaisor – Property Manager

Lieberman Management Services

Office Phone: (773) 248-6969

Office Fax: (773) 248-3579

1120 N Lake Shore Drive

Replaced 115 Doors - \$440,000.00

Krista Rothacker – Property Manager

Lieberman Management Services

Office Phone: (312) 787-9403

Office Fax: (312) 787-0649

3800 N Lake Shore Drive

Replaced Approx. 91 Doors - \$ 150,000.00

Melissa Mitrovic – Property Manager

Lieberman Management Services

Office Phone: (773) 327-9800

Office Fax: (773) 327-1771

4300 Marine Drive

Replaced 52 Doors - \$200,000.00

Donna Chorney – Property Manager

Advantage Management

Office Phone: (773) 528-0083

Office Fax: (773) 296-0476

219 W. DIVERSEY AVE. • ELMHURST, IL 60126
CITY: 312-258-9105 • SUBURBS: 630-835-2323
FAX: 630-835-2325 • WWW.WARDDOOR.COM

Julia Cedillo

From: Rob Caldwell <robaldwell@goldylocksinc.com>
Sent: Tuesday, August 12, 2014 12:24 PM
To: Julia Cedillo
Subject: RE: DOOR ESTIMATE
Attachments: VILLAGE OF LAGRANGE PARK (ADA OPERATOR).pdf; VILLAGE OF LA GRANGE PARK (DOUBLE DOORS).pdf; VILLAGE OF LA GRANGE PARK (SINGLE DOOR AND SIDE LITES).pdf

Hi, Julia

No I did not include the Ada operators, I attached it above. Also I added some information to the other quotes including the finish.

Thanks, Rob

From: Julia Cedillo [<mailto:JCedillo@lagrangepark.org>]
Sent: Monday, August 11, 2014 2:09 PM
To: Rob Caldwell
Subject: RE: DOOR ESTIMATE

Hi Rob,

What is the finish of the doors? Also do these quotes include the ADA push open. There is not a lot of detail in the quotes.

Thanks, Julia

From: Rob Caldwell [<mailto:robaldwell@goldylocksinc.com>]
Sent: Friday, July 25, 2014 10:58 AM
To: Julia Cedillo
Subject: DOOR ESTIMATE

Hi, Julia

Here are the estimates for the doors and options we talked about. Let me know if you have any questions.

Thanks, Rob

Rob Caldwell
Goldy Locks, Inc
17048 S Oak Park Ave
Tinley Park, IL 60477
708-532-6560
www.goldylocksinc.com



Goldy Locks, Inc.
 17048 S. Oak Park Ave.
 Tinley Park, IL 60477



ESTIMATE

Date	Estimate #
8/12/2014	18208

16444 CHERRY CREEK CT
 JOLIET, IL 60433

1620 PEBBLEWOOD LN.
 NAPERVILLE, IL 60563

NAME

SHIP TO

VILLAGE OF LA GRANGE PARK
 447 N. CATHERINE
 LA GRANGE PARK, IL 60526

P.O. NO.	TERMS	REP
	UPON RECEIPT	RWC

Qty	Item	Description	Cost	Total
		ADA OPERATORS		
2	HA-8	LOW PROFILE ADA SWING DOOR OPERATOR	1,974.14	3,948.28T
2	DORDM800WS-RF...	WIRELESS WALL SWITCH	290.00	580.00T
1	DORDM800RF-12	WIRELESS RECEIVER	290.00	290.00T
1	HARDWARE	WIRE, WIRE MOULDING, POWER SUPPLY, TRANSFORMER	450.00	450.00T
2	HARDWARE	DOOR OPERATOR OBSTRUCTION SENSOR	500.00	1,000.00T
1	HARDWARE	DOOR RELEASE MODULE	800.00	800.00T
1	LAB01	LABOR TO INSTALL	800.00	800.00
		<i>Double Door</i>	<i>7,868.28</i>	
			<i>6,042.60</i>	
			<u><i>13,910.88</i></u>	

50% DEPOSIT REQUIRED. BALANCE DUE UPON COMPLETION OF WORK. REMOVAL OF OLD DOORS / FRAMES WILL BE THE RESPONSIBILITY OF THE PROPERTY. LABOR FOR SERVICE WORK IS WARRANTED FOR 90 DAYS. NEW MECHANICAL PARTS ARE WARRANTED FOR ONE YEAR. REUSED MATERIALS HAVE NO WARRANTY. FOR ELECTRONICS, ALL NEW PARTS ARE WARRANTED BY THE MANUFACTURER'S WRITTEN WARRANTY ONLY. ALL LABOR IS WARRANTED FOR 90 DAYS UNLESS OTHERWISE INDICATED IN WRITING.

Subtotal	\$7,868.28
Sales Tax (0.0%)	\$0.00
Total	\$7,868.28

Signature _____

Phone #	Fax #	E-mail	Web Site
(708) 532-6560	(708) 429-6902	service@goldylocksinc.com	www.goldylocksinc.com

Goldy Locks, Inc.
 17048 S. Oak Park Ave.
 Tinley Park, IL 60477



ESTIMATE

Date	Estimate #
7/22/2014	18030

16444 CHERRY CREEK CT
 JOLIET, IL 60433

1620 PEBBLEWOOD LN.
 NAPERVILLE, IL 60563

NAME

VILLAGE OF LA GRANGE PARK
 447 N. CATHERINE
 LA GRANGE PARK, IL 60526

SHIP TO

P.O. NO.	TERMS	REP
	UPON RECEIPT	RWC

Qty	Item	Description	Cost	Total
1	GAD01	MAIN ENTRANCE DOOR GLASS ALUMINUM WIDE STYLE DOUBLE DOOR WITH MID RAIL, TRANSOM FRAME, ALL INSULATED CLEAR GLASS, BLACK ANODIZED FINISH WITH CONCEALED ROD PANIC BAR LOCK HARDWARE AND DOOR CLOSER	6,555.00	6,555.00T
1	LAB01	LABOR TO INSTALL	895.00	895.00
		<i>Single Door</i> <i>\$ 7,450.00</i> <i>6042.60</i> <hr/> <i>\$ 13,492.60</i>		

50% DEPOSIT REQUIRED. BALANCE DUE UPON COMPLETION OF WORK. REMOVAL OF OLD DOORS / FRAMES WILL BE THE RESPONSIBILITY OF THE PROPERTY. LABOR FOR SERVICE WORK IS WARRANTED FOR 90 DAYS. NEW MECHANICAL PARTS ARE WARRANTED FOR ONE YEAR. REUSED MATERIALS HAVE NO WARRANTY. FOR ELECTRONICS, ALL NEW PARTS ARE WARRANTED BY THE MANUFACTURER'S WRITTEN WARRANTY ONLY. ALL LABOR IS WARRANTED FOR 90 DAYS UNLESS OTHERWISE INDICATED IN WRITING.

Subtotal	\$7,450.00
Sales Tax (0.0%)	\$0.00
Total	\$7,450.00

Signature _____

Phone #	Fax #	E-mail	Web Site
(708) 532-6560	(708) 429-6902	service@goldylocksinc.com	www.goldylocksinc.com

Goldy Locks, Inc.
17048 S. Oak Park Ave.
Tinley Park, IL 60477



ESTIMATE

Date	Estimate #
7/22/2014	18032

16444 CHERRY CREEK CT
JOLIET, IL 60433

1620 PEBBLEWOOD LN.
NAPERVILLE, IL 60563

NAME

SHIP TO

VILLAGE OF LA GRANGE PARK
 447 N. CATHERINE
 LA GRANGE PARK, IL 60526

P.O. NO.	TERMS	REP
	UPON RECEIPT	RWC

Qty	Item	Description	Cost	Total
1	GAD01	MAIN ENTRANCE DOOR GLASS ALUMINUM SINGLE WIDE STYLE DOOR MID RAIL DESIGN AND TWO SIDE LITE, TRANSOM FRAME ALL INSULATED CLEAR GLASS, BLACK ANODIZED FINISH, PANIC BAR LOCK HARDWARE AND DOOR CLOSER	5,595.00	5,595.00T
1	LAB01	LABOR TO INSTALL	895.00	895.00

50% DEPOSIT REQUIRED. BALANCE DUE UPON COMPLETION OF WORK. REMOVAL OF OLD DOORS / FRAMES WILL BE THE RESPONSIBILITY OF THE PROPERTY. LABOR FOR SERVICE WORK IS WARRANTED FOR 90 DAYS. NEW MECHANICAL PARTS ARE WARRANTED FOR ONE YEAR. REUSED MATERIALS HAVE NO WARRANTY. FOR ELECTRONICS, ALL NEW PARTS ARE WARRANTED BY THE MANUFACTURER'S WRITTEN WARRANTY ONLY. ALL LABOR IS WARRANTED FOR 90 DAYS UNLESS OTHERWISE INDICATED IN WRITING.

Subtotal	\$6,490.00
Sales Tax (0.0%)	\$0.00
Total	\$6,490.00

Signature _____

Phone #	Fax #	E-mail	Web Site
(708) 532-6560	(708) 429-6902	service@goldylocksinc.com	www.goldylocksinc.com



603 South Addison Road
Addison, IL. 60101
Phone: 630-530-1300
Fax: 630-530-7935
Illinois License # 192000195

August 11, 2014

Julia Cedillo
Village Manager
Village of La Grange Park
447 N. Catherine Avenue
La Grange Park, IL 60526-2099

Quote, main North entrance

Remove existing entry frame and door, furnish and install the following materials as listed.

Proposed door would swing from left as seen standing outside

1 each Special-Lite SL-15 dark bronze wide stile aluminum door 3670 (42" wide) with panic prep and 1 inch clear tempered glass panel,

1 each Special-Lite dark bronze side lite and transom frame with 1 inch insulated tempered glass.

1 each Select SL11HD Dark Bronze anodized continuous hinge.

1 each Von DuPrin 99L x 313 Rim Panic device.

1 each HES 9600 X 613 x Smart Pac low voltage strike.

1 each LCN 4642 DKB Auto Equalizers (handicap door openers)

1 each BEA "push plate packages, (handicap push button actuators, RF, battery operated switches, surface mounting boxes and receiver)

2 each brush door sweeps, 1 for each side of door

Note: a dedicated 115 AC electric circuit is required for handicap opener power at the door head, not included in price, all 115 AC electric disconnections and reconnections by others, not included. A low voltage, 24 volt DC power supply is also needed for the electric strike, not included)

Materials and labor (excluding electrical and permit, if required) \$12,971.50

Price valid for 30 days from August 11, 2014

Submitted by

Jim Kubin C.M.L.

Memorandum

TO: Trustee Patricia Rocco, Chairman
Finance Committee

FROM: Julia Cedillo, Village Manager

DATE: September 18, 2014

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

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

	<u><i>First Half of September</i></u>	<u><i>Second Half of September</i></u>
General Fund	\$ 140,106.74	\$ 64,012.49
2004 Debt Service Fund	- 0 -	- 0 -
Water Fund	186,806.25	24,889.81
Motor Fuel Fund	- 0 -	- 0 -
Sewer Fund	3,535.00	4,136.57
Emergency Telephone	4,539.32	1,945.75
Trust & Agency Fund	24.65	1,000.00
Working Cash Fund	- 0 -	- 0 -
Capital Projects Fund	274.00	195,605.80
Total	\$ 335,285.96	\$ 291,590.42

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

	<u><i>First Half of September</i></u>	<u><i>Second Half of September</i></u>
General Fund	\$ 153,405.77	\$ 172,811.88
Water Fund	9,902.89	9,063.89
Sewer Fund	4,422.16	3,783.27
Trust & Agency	- 0 -	- 0 -
Total	\$ 167,730.82	\$ 185,659.04

Public Safety Committee

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

Village Board Agenda Memo

Date: September 4, 2014
To: Village President and Board of Trustees
From: Julia Cedillo, Village Manager 
Re: West Suburban Public Safety Dispatch Consolidation Study – Design Phase Update

Purpose

This agenda item seeks to provide an update on the Design Phase Part A and authorize the Village to proceed with recruitment efforts for an Executive Director for a consolidated dispatch center for the Villages of La Grange Park, La Grange and Western Springs.

General Background

At the June 2014 Work Session, the Village Board approved a Resolution authorizing the Village to proceed with the Design Phase, Parts A and B, of a Consolidated Dispatch Center. The Resolution was universal among all three Villages. The goal of Design Phase A is to clarify many of the unknowns related to governance, cost structure, membership and planning.

While staff is still developing the recommendations for Phase A, this memo provides an update on progress. Further, in the course of various meetings and discussions in completing this work, staff is recommending that the Villages proceed forward with recruitment efforts for the Director for the consolidated center. The selection of the Director will take several months and once hired, this professional will assist with critical recommendations and the coordination of tasks essential to the operation to the facility. In other words, the Director will also act as project manager for transitioning dispatch operations to a single facility in La Grange.

Design Phase, Part A Update

In accordance with the Resolution approved on June 10th, Phase A consists of the following:

a. Governance Structure

Staff has developed a draft By-Laws document that outlines a two-tiered governance structure consisting of an Executive Committee (Board of Directors) and an Operations Committee. A general summary of its elements is attached (Page 3).

b. Identify the Shared Funding Formula

- Transitional Costs will likely be divided evenly.
- Operational Costs will likely be divided based upon call volume (see attached – Page 4). However, staff continues to investigate best practices and consult with other towns and dispatch associations.
- Capital replacement costs are still under development.

- c. Assess the three member composition and gauge if other agencies are interested
This is currently underway. The group will reach out to: Pleasantview, Countryside, Brookfield, Hinsdale, Clarendon Hills, among others.
- d. Identify Employment Model
Existing dispatch employees will merge to the new center. Thus, the job will automatically be offered to all existing dispatchers subject to ability to add new skills, meet training requirements, and successfully learn geography and high risk facilities. Staff is currently evaluating whether employees will start as La Grange employees or whether a separate new agency is the better transition for reasons related to personnel, benefit, and labor considerations.
- e. Identify the selection and hiring process for the Director of the consolidated center
Staff recommends that we utilize the services of GovHR USA for the recruitment and selection of the Director position. A proposal is attached for the Board's consideration. The Village Managers from the three communities would work with the firm in developing the job ad, recruitment brochure and hiring process to include an interview process and other evaluative measures. Staff is currently developing the job description, identifying necessary skills and requirements for the job.

Motion/Action

Motion to proceed with the acceptance of a Proposal for Professional Services, by GovHR USA, dated July 24, 2014, to engage in the recruitment and selection of an Executive Director / Director for consolidated dispatch for the Villages of La Grange Park, La Grange and Western Springs.

The cost of the proposal is \$17,880. Each community's share is estimated at about \$6,000.

Recommendation

Staff recommends that the Village Board approve the motion.

Recruiting a director position typically requires three to four months to seek input on the process, establish a timeline and positional needs, develop a recruitment notice or job advertisement, review resumes, select candidates, interview, background and reference check and negotiate terms of employment. Due to the shared employ and the necessity of completing a thorough and structured method of selection, staff is recommending that the three Villages enlist the services of a recruiting firm with expertise specific to the municipal government organization in general and the dispatch director position in particular.

Documentation

- Attachment A: Draft By-Laws General Summary
- Attachment B: Update on Call Volume Data and EMD
- Attachment C: Proposal for Recruitment Services, GOVHRUSA
- Attachment: Village Board Agenda Memo, dated June 4, 2014, w/attachments

Attachment A

Consolidated Dispatch – La Grange Park, La Grange and Western Springs Draft (summarized from the July 29, 2014 Draft) By-Laws Governance Summary

1. Board of Directors

- a. General Policy Matters
- b. Consists of the Village Manager or Designee
- c. One vote for each member community
- d. Chairperson elected for rotating two-year term
- e. Appoints Treasurer (Finance Director from a member community – no vote)
- f. Appoints Secretary (Executive Director – no vote)
- g. Hires and removes Executive Director
- h. Appoints auditors and legal
- i. Approves budget and bylaws
- j. Meets at least twice per year
- k. Binding arbitration for disputes
- l. Appoints chair of the Operations Committee
- m. Assumes new members would also be full voting members
- n. Ensures the development of standard operating procedures for the center¹

2. Operations Committee

- a. Daily oversight – carry out the policy directives from the Board of Directors
- b. Consists of one police and one fire department member from each member community appointed by the director
- c. Evaluate Executive Director and report findings to the Board of Directors
- d. Chairperson appointed by the Board of Directors - two year rotating term
- e. Operations Committee shall form a subcommittee to address technology matters
- f. Meeting frequency to be defined
- g. Oversight in the development of the SOPs

3. Executive Director

- a. Appointed by the Board of Directors
- b. Appoints, evaluates and removes employees, as authorized by policies and procedures
- c. Prepare budget
- d. Enforcement and administer policies established by the Board of Directors and Operations Committee
- e. Maintain certifications and accreditations
- f. Participate in meetings and discussions (no vote)
- g. Prepare monthly report
- h. Payroll and negotiations (for further discussion)

¹ The development of standard operating procedures was discussed at July 29, 2014 staff meeting.

Attachment B

Update on Call Volume Data

Police Department (Interim Police Chief Kubisztal)

Interim Chief Kubisztal recently met with the police chiefs from La Grange and Western Springs to discuss the documentation of calls for service and other police activity in an effort to standardize the total police dispatch volume between our three municipalities, to better understand each entities participation ratios, while working towards a cost sharing model for dispatch consolidation.

It was determined that all three police agencies are documenting calls for service in a very similar matter, with the exception of traffic stop activity. La Grange and Western Springs utilize computer automated dispatch systems; as such they have integrated their traffic stop activity into officer initiated calls for service. As we do not employ such automated systems, our documentation has been limited to hard punch cards, only documenting calls where a police officer has been assigned.

As planning towards consolidation has proceeded under the assumption that an automated dispatch computer system will used, it became obvious that La Grange Park should begin documenting its traffic stop activity in the same manner, in order to be uniform with the other two police agencies. With that in mind, Interim Chief Kubisztal contacted the Illinois Department of Transportation and received traffic stop data submitted for our Police Department for the last year. In 2013 a total of 2,794 traffic stops were reported to IDOT for the racial profiling data collection program.

The activity as presented in the Final Report of the AECOM study indicated a total reported dispatch volume of 9,437 for La Grange Park. In factoring in the additional 2,794 traffic stop activity, not previously captured, the anticipated Total Dispatch Volume should be adjusted to 12,231 to more accurately reflect the anticipated activity for the La Grange Park Police Department.

Fire Department (Fire Chief Dean Maggos)

Division Chief Norm Rick and Chief Maggos have been meeting with Chief Officers from La Grange and Western Springs Fire Departments to discuss details regarding how each of our agencies log fire, rescue and EMS incidents. The method of logging such directly ties to the reported volume of incidents our agency handles. As call volume will most likely at least be a partial determination of the cost sharing model for dispatch consolidation, each of our departments thought we needed to look at such for consistency and equity between the fire agencies, and Villages overall.

During our discussions, it was discovered that although similar, there were some critical differences in how we log incidents. Some of this resulted from how we actually respond to incidents, because our departments are staffed differently, and some of the variation comes from different interpretations of requirements of the National Fire Incident Reporting System (NFIRS). For instance, one of the variations is related to medical call response. If we send a fire engine crew to assist an ambulance crew with a medical call, we log it as one event. Western Springs FD on the other hand logs it as two events, one for the ambulance request, and another for the engine crew. La Grange FD handles it in yet a different manner, only logging two incidents if they actually get physical help from the firefighter/paramedics who arrive on the fire engine.

In order to help resolve some of our variations, a conference call was conducted with the NFIRS Coordinator from the Office of the State Fire Marshal. We wanted to obtain direction from her, on which

of our variations best meets the NFIRS requirements. Following the conference call, we met again and came to consensus on how we would log various incidents, again, to better provide consistency between the agencies in relation to actual call volume. On a positive note, it was discovered that in most instances, our Fire Department was already logging incidents in a manner consistent with the OSFM / NFIRS requirements. As such, our reported Fire Department incident volume should not change much if any, from that reported in the AECOM Study. On the other hand though, the La Grange and Western Springs reported incident numbers will drop somewhat, which on the fire department side will increase the percentage of dispatched call volume we would be responsible for, in regards to a final cost sharing model. Although the new call volume numbers have not been finalized, it appears that Western Springs FD will experience a reduction of approximately 400 incidents reported, and La Grange will see a reduction of approximately 50. As overall call volume for fire is significantly less than that of police, we do not believe that these changes alone will result in a substantial change in any cost sharing model.

EMD (Fire Chief Dean Maggos)

Emergency Medical Dispatching is planned for in our model for a consolidated Communications Center. Currently, our stand alone La Grange Park center is not staffed or trained to allow for such, and as such, is not allowed by law to provide Emergency Medical Dispatching.

Although the state Emergency Medical Services Act requires our Communications Center be equipped to provide Emergency Medical Dispatching, it does provide for a waiver to such requirements in certain circumstances. As such, the Village of La Grange Park did apply for and obtain a waiver for EMD in December of 2000.

In the last year or so, our Emergency Medical Services System (Loyola EMS), whose license and guidelines our EMT's and Paramedics operate under, have stated that they no longer believe that existing waivers are still valid, and that further waivers will no longer be given for EMD. In order to provide a formal process for such though, they have recently told all of the EMS providers working under their control, that if they intend to request a waiver for EMD pre-arrival instructions, that they need to re-apply for such. They have also indicated that although the law allows for the request of a waiver, based upon their interpretation of the law in regards to granting waivers, they will not be granting any. The denied waiver requests will then supposedly be forwarded on to the Illinois Department of Public Health for review, and further action, if IDPH deems such necessary.

At this point, we have submitted a request for a new waiver to Loyola. As we do not in fact currently provide such services, we felt this to be the best course of action to take, until we can provide EMD, again which may at some point be through the implementation of a combined communications center. (See attached letter.)

La Grange Park Fire Department

447 N. Catherine Ave.
La Grange Park, IL 60526

708-354-0225 *Administration*
708-352-2141 *Non-Emergency*
708-354-0241 *Fax*

August 31, 2014

Mark E. Cichon, D.O., FACOEP, FACEP
Christine Chaput, RN, MSN, CEN
Loyola University Medical Center
2160 South First Avenue
EMS Office, Building 110LL
Maywood, IL 60153

Dr. Cichon and Mrs. Chaput:

As requested, please accept this letter as a formal request from the Village of La Grange Park, for waiver of Section 515.710, Emergency Medical Dispatcher, of the Joint Committee of Administrative Rules – Administrative Code, Title 77, Chapter I, Subchapter f, Part 515. This waiver request is in accordance with Section 515.150, regarding Waiver Provisions.

It should be noted the IDPH had previously approved a waiver request for such in December of 2000, through our Police Department, who operates our Village's PSAP, and is responsible for dispatching fire-based ALS response and transport ambulances within our Village.

It should also be noted that our Village is currently discussing the merging of Communications Center operations with two other neighboring Villages, and if successful, Emergency Medical Dispatch is planned to be implemented as part of those joint operations.

Thank you in advance for your consideration, and should you have any questions, please feel free to contact me.

Sincerely,

Dean J. Maggos

Dean J. Maggos
Director of Fire, Building and Emergency Management



GovHR USA

Voorhees Associates GovTempsUSA

Attachment C

July 24, 2014

Ms. Ingrid Velkme
Deputy Village Manager
Village of Western Springs
740 Hillgrove Avenue
Western Springs, IL 60558

Dear Ms. Velkme:

Thank you for the opportunity to provide you with a proposal for Consolidated Dispatch for LaGrange, LaGrange Park, and Western Springs' Executive Director recruitment and selection process. Effective January 1, 2014, Voorhees Associates and GovTempsUSA have combined under one company, GovHR USA. GovHR USA is co-owned by Heidi Voorhees and Joellen Earl. All of the consultants and services remain the same. We are simply combining resources to more effectively serve our clients. GovHR USA prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

QUALIFICATIONS AND EXPERIENCE

GovHR USA is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies and services for communities. GovHR USA has been certified as a FBE (Female Business Enterprise) in the State of Illinois.

GovHR USA was established in 2009 as Voorhees Associates, LLC. Our headquarters offices are in Northbrook, Illinois. Heidi Voorhees, President, previously spent 8 years with the nationally recognized public sector consulting firm, The PAR Group and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 190 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri.

The firm has a total of twenty consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Delaware, Florida, Illinois, Michigan, and Wisconsin, as well as four reference specialists and six support staff.

Experience

GovHR USA has completed 177 recruitments since its establishment in 2009. We have 16 current recruitments in various stages of completion. Our consultants are experienced executive recruiters who have conducted over 450 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions

650 Dundee Road, Suite 270, Northbrook, Illinois 60062

Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT • INTERIM STAFFING • MANAGEMENT AND HUMAN RESOURCE CONSULTING

within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

References

The following references can speak to the quality of service provided by GovHR USA (recruitments conducted under the firm's previous name, Voorhees Associates):

Deputy Director Support Services recruitment

Deputy Director Operations recruitment

DuCOMM

Brian Tegtmeyer, Executive Director

600 Wall Street

Glendale Heights, IL 60139

630-260-7500

btegtmeyer@ducomm.org

Director of Emergency Preparedness recruitment

Waukesha County, Wisconsin

Renee Gage, Senior HR Analyst

515 W. Moreland Blvd.

Waukesha, WI 53188

262-548-7053

rgage@waukeshacounty.gov

Consultant Assigned

GovHR USA Vice Presidents Lee McCann and Paul Harlow will be responsible for your recruitment and selection process.

Lee McCann

Vice President - Midwest Region

Lee McCann brings over 36 years of active public safety experience to GovHR USA. He works on executive search and general management consulting projects.

Following his honorable discharge from the United States Army, Mr. McCann began his career in local law enforcement as a patrol officer in Evergreen Park, Illinois. He rose through the ranks of that agency, attaining the highest merit position, Lieutenant, in less than ten years. In 1982 he was named Chief of Police in Buffalo Grove, Illinois and served as Chief of Police in Buffalo Grove & Skokie, Illinois for the next 23 years. While serving in Buffalo Grove, he led the police department in becoming one of the first 50 law enforcement agencies in the nation to be accredited.

Mr. McCann accepted numerous leadership roles with intergovernmental agencies during his tenure as Chief of Police. He helped found and manage the Lake County (Illinois) Major Crimes Task Force, served as Chairman of the Executive Committee of the Northwest Central Dispatch System and was President of the Northern Illinois Police Crime Laboratory. He was Secretary of the Executive Board of the Northwest Police Academy for ten years, and was also President of the Northern Illinois Police Alarm System - a mutual aid organization that provides manpower and other specialized services to member agencies during disaster and other emergency situations. During the five years he served as President of this organization, Mr. McCann oversaw a 100% growth in membership to over 80 law enforcement agencies serving a population of approximately 1,000,000 people.

Mr. McCann's consulting experience includes general police management studies, executive search & recruiting assignments, and service as on-site assessment team leader for the Commission on Accreditation for Law Enforcement Agencies since 1987. He also is a member of several professional organizations and has served on the governing boards of civic and charitable organizations such as OMNI Youth Services, United Way and as chairman of the Regional Action Planning Project, a local initiative to suppress street gang activity.

Mr. McCann is a graduate of the F.B.I. National Academy, the Illinois Law Enforcement Executive Institute, and Chicago State University.

Paul M. Harlow
Vice President

Paul M. Harlow has 38 years of municipal experience in both public safety and municipal management for the Village of Glencoe, Illinois on Chicago's North Shore. This included 10 years as Director of Public Safety of the fully consolidated Public Safety Department and 13 years as Village Manager.

As Director of Public Safety, Mr. Harlow was responsible for coordinating and managing police, fire and emergency medical services in a fully consolidated public safety department. Overseeing the effort of international accreditations in a public safety environment, the department initiated and achieved accredited status in law enforcement through CALEA and initiated the process of fire service accreditation through the Commission on Fire Accreditation International. Upon receiving those certifications, the organization was identified as the only combined services public safety agency in the world with dual accreditation status.

During his tenure as Director of Public Safety, Mr. Harlow led efforts to enhance community based human relations programs and led in the enhancement of numerous regional mutual aid initiatives for effectiveness and efficiencies in area law enforcement and fire service, including the formation of a Major Crimes Task Force and Mutual Aid/Automatic Response Programs. In addition, as Director of Public Safety, Mr. Harlow was an Assessor for the Commission on Accreditation for Law Enforcement Agencies (CALEA). As President of the Northern Illinois Police Crime Laboratory, Paul led a successful effort to achieve accreditation; becoming at that time, the only such *private* crime laboratory in the world to be awarded that status.

Mr. Harlow served as a founding member of the Northeastern Illinois Public Safety Training Academy (NIPSTA). He has chaired numerous committees, served as Treasurer and Vice-President and currently volunteers as Chair of the NIPSTA Corporate Liaison Committee.

As the 7th Village Manager of the first community in Illinois (and 14th in the Nation) to adopt a Council-Manager form of Government, Mr. Harlow maintained the standard of excellence for fiscal integrity and governmental responsibility. AAA Bond Ratings, a series of voter approved infrastructure and business district improvements, GFOA awards for Excellence in Financial Reporting and Popular Annual Financial Report and fiscal stability in an era of economic downturn were maintained throughout his tenure. As Village Manager, Mr. Harlow directed the implementation of public communications policies leading to the Illinois Policy Institute acknowledgment for "receiving the highest score for transparency in the State of Illinois." Paul oversaw the operation of a variety of municipal services, including the operation of a water production facility and a municipal golf course; both distinguished for their quality. Mr. Harlow initiated and implemented numerous "shared services" programs with other local governmental entities that have led to effective cost savings to the taxpayers.

During his tenure as Village Manager, a significant enhancement to "the arts" in the community was fostered by the Village's retention and approved expansion of Writers' Theatre, "a cultural destination with a national reputation for excellence." The position of the community was also improved by the enhanced relationship between the Village and the Chicago Botanic Garden, an internationally recognized venue.

Mr. Harlow holds a Bachelors Degree in Political Science and a Masters Degree in Business Administration and Administration of Justice. He is a graduate of Northwestern University's School of Police Staff and Command and Executive Development Institute. He is also a graduate of the Federal Bureau of Investigation National Academy and Law Enforcement Executive Development Symposium.

SCOPE OF WORK

A typical recruitment and selection process can take 175 hours to conduct. At least 50 hours of this time is "administrative" including ad placement, acknowledgment of résumés, reference interviews, and due diligence on candidates. These tasks may take longer if someone is performing them for the first time. We believe our experience and ability to professionally administer your recruitment will provide you with the best possible outcome. GovHR USA clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

GovHR USA suggests the following approach to your recruitment, subject to your requests for modification:

Phase I – Position Assessment, Job Announcement and Brochure Development

Phase I will include the following steps:

- **Interviews** with officials from the three Villages, as well as any other individuals you deem appropriate to best understand the responsibilities, challenges, and culture of the Villages and the position.

At least eight (8) hours of one-on-one interviews will be conducted with Village officials in order to develop our Recruitment Brochure. This important document outlines the expectations for the first Executive Director, providing us with the information we need to target our recruitment. During this process we will assist you with establishing the salary for Executive Director by conducting a salary survey of comparable positions, if so desired.

- **Development of a Job Announcement.**
- **Development of a detailed Recruitment Brochure** for your review and approval.
- **Agreement on a detailed Recruitment Timetable.**

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- **Placement of the Job Announcement** in appropriate professional online publications. In addition to public sector publications and web sites, outreach will include LinkedIn and other private sector resources. We can provide placement recommendations, if so desired.
- **The development of a database of potential candidates** unique to this position and to Consolidated Dispatch, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.
- **Outreach** will be done through e-mail, telephone contacts, and U.S. mail as appropriate. GovHR USA consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of

municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.

We will develop a matrix which identifies key traits (taken from the Recruitment Brochure) such as education, experience, and the specific skills needed for the Executive Director. We will then use these filters to screen the candidates into a group of 15 to 20 semi-finalists.

- Candidates will be interviewed by telephone or Skype to fully grasp their qualifications and experience as well as their interpersonal skills.

We personally contact all the semi-finalists and conduct about an hour long telephone interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR USA, ensuring the process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR USA will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."
- GovHR USA will provide you with a log of all candidates who applied for the position. You may also review all of the résumés should you so desire.
- GovHR USA will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.

Phase V – Interviewing Process

Phase V will include the following steps:

- At the Recommendation meeting, the Interviewing Process will be finalized including the discussion of any specific components you deem appropriate, such as a writing sample.
- GovHR USA will develop the first and second round interview questions for your review. GovHR USA will provide you with interview books that include the credentials each candidate submits, a summary of each candidate's credentials, a set of questions with room for interviewers to make notes, and an evaluation sheet to assist interviewers in assessing each candidate's skills and abilities.
- GovHR USA will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. The schedule will incorporate a tour of facilities and interviews with appropriate stakeholders.

We offer a community "Meet and Greet" option, at no charge, as a means for the community to interact and get to know the candidates in an informal setting. At this "Meet and Greet," candidates would give a brief overview of themselves and answer questions from the audience.

- Once candidates for interview are selected, additional references will be contacted, verification of educational credentials, criminal court, credit, and motor vehicle and records checks. Using the candidate's name and work experience we review the top 200 search results available from Google, as well as his/her activity (if publicly available) on Facebook, Twitter, and other social media platforms. Employment verification can also be provided if so desired.

GovHR USA recommends a two-step interviewing process with (typically) five candidates interviewed in the first round. Following this round, we strongly suggest that two or three candidates are selected for second round interviews. Again, we will prepare a second round of interview questions and a "score sheet."

- GovHR USA consultants will be present for all of the interviews, serving as a resource and facilitator.

Phase VI – Appointment of Candidate

- GovHR USA will assist you as much as you request with the salary and benefit negotiations and drafting of employment agreement, if appropriate.
- GovHR USA will notify all applicants of the final appointment action, including professional background information on the successful candidate.
- GovHR USA will provide no-fee telephone follow-up and counsel to Officials of the three Villages and appointed Executive Director for six months following conclusion of the recruitment.

Optional Assessment Center

If desired, GovHR USA will perform an Assessment Center for candidates selected for interview as part of the selection process. An Assessment Center is a very useful tool for evaluating the strengths, weaknesses and skills and abilities of the first Executive Director for Consolidated Dispatch.

GovHR USA consultants will prepare all the related documents and scoring sheets for a Prewritten Exercise (done prior to the Assessment Center and evaluated by the Assessors) and a choice of three (3) of the following exercises to be completed on the Assessment Center day:

- In-Basket Exercise
- Oral Presentation Exercise
- Leaderless Group Exercise

- Structured Interview
- Budget Analysis Exercise
- Other exercise of the Client's choosing

Optional 360° Evaluation

As a service to Consolidated Dispatch, we offer the option to provide you with a proposal for a 360° performance evaluation for the newly appointed Executive Director at about six months into his or her employment. This evaluation will include seeking feedback from officials from the three Villages, along with any other constituents Village officials feel would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR USA will prepare a proposal for this service.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of LaGrange, LaGrange Park, and Western Springs Village officials, development and approval of recruitment brochure Deliverable: recruitment brochure	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8
Consultant recommendation to Villages of qualified candidates Deliverable: recruitment report	week 9
Selection of candidate finalists by Village Officials; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets	week 10
Interviews of selected finalist candidates; selection of final candidate; negotiation, offer, acceptance and appointment	weeks 11-12

Summary of Costs

Recruitment Fee:	\$12,500
Recruitment Expenses: (not to exceed)	3,500
Expenses include consultant travel, postage/shipping, telephone, support services, copying etc. Also includes candidate due diligence efforts.	
Advertising costs	1,800*
Total Fees:	\$17,800**

*Advertising costs over \$1,800 will be placed only with client approval. If less than \$1,800, Client is billed only for actual cost.

**This fee does not include travel and accommodations for candidates interviewed. Recruitment brochures are produced as electronic files. Printed brochures can be provided, if desired, for an additional cost of \$900.

Optional Assessment Center Fee: \$5,000*

*This fee includes all the preparation and cost of the Assessment Center materials, and the fees and expenses for the consultants to attend as facilitators. We will also assist the Villages in selecting three (3) professionals from outside the organization, who will act as observers in assessing each candidate's strengths and weaknesses. The cost includes a written report outlining the findings of the Assessment Center as reported by the Assessors. The Villages would be responsible for paying a \$500 stipend to each Assessor (and possibly mileage for the assessors). **This fee does not include lodging, travel and meal expenses for the GovHR USA Facilitator(s) to be on site for the Assessment Center. Actual expenses will be billed in addition to the \$5,000 fee.**

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses and the costs for the Recruitment Brochure printing will be itemized with sufficient detail and invoiced as incurred. In addition, the Recruitment Fee will be invoiced in three (3) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon acceptance of our proposal. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. The final invoice will be sent upon completion of the recruitment assignment and will include all remaining expenses. Upon receipt of each invoice the Client will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

GovHR USA Guarantee

It is the policy of GovHR USA to assist our clients until an acceptable candidate is appointed to the position. Therefore, no additional professional fee would be incurred should the Village Officials not make a selection from the initial group of recommended candidates and request additional candidates be developed for interview consideration. Additional reimbursable expenses may be incurred should the situation require consultant travel beyond the normal three visits.

Upon appointment of a candidate, GovHR USA provides the following guarantee: should the selected and appointed candidate at the request of Consolidated Dispatch or the employee's own determination, leave the employ of Consolidated Dispatch within the first 24 months of appointment, we will, if desired, conduct another search for the cost of expenses and announcements only.

In addition, in accordance with the policy of our firm as well as established ethics in the executive search industry, we will not actively recruit the placed employee for a period of five years.

Why Choose GovHR USA?

The heart and soul of a professional recruitment firm is the expertise it brings to its clients. GovHR USA consultants are all experienced local government executives who have demonstrated careers and expertise that brings first hand knowledge of the disciplines in which they now consult. This knowledge can assist clients in designing the appropriate interview questions, the development of written and oral exercises to best assess candidates' abilities, and facilitation of the clients' discussion of the candidates.

Our process reflects the client's goals and objectives—therefore, the time we spend developing the Recruitment Brochure is critical in our understanding of the challenges, opportunities, and culture of the

position under consideration. Our candidate assessment and interviewing skills are based on thousands of interviews over the course of our Consultants' many years of experience in the recruitment and selection field. This professional familiarity allows us to be sensitive to the nuances, not only the obvious. In addition, as experienced local government professionals, our Consultants are able to ask probing, thoughtful questions and effectively evaluate the candidates' answers. We provide the client with a diverse list of potential candidates who have been fully vetted by our staff and who are truly interested in and well-qualified for the position. We respect the confidentiality of candidates' applications and are respectful of the candidates' current employment situation when we conduct reference calls. We are not a gatekeeper—clients will be provided with a list of everyone who applied and may view the résumés should they so desire.

Our firm's executive recruitment standards embrace a professional process of integrity, trust, and respect toward all parties involved and a commitment toward meeting the expressed needs and desires of our Client. Our ultimate goal is for the client to be completely satisfied with the selected candidate.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
Co-Owner
GovHR USA

ACCEPTED BY CONSOLIDATED DISPATCH
VILLAGE OF LA GRANGE, ILLINOIS

BY: _____
TITLE: _____
DATE: _____

VILLAGE OF LA GRANGE PARK, ILLINOIS

BY: _____
TITLE: _____
DATE: _____

VILLAGE OF WESTERN SPRINGS, ILLINOIS

BY: _____
TITLE: _____
DATE: _____

WAUKESHA COUNTY,
WISCONSIN



DIRECTOR OF EMERGENCY PREPAREDNESS

Voorhees Associates, LLC is pleased to announce the recruitment and selection process for Waukesha County, Wisconsin's next Director of Emergency Preparedness. This brochure provides background information on the County as well as the requirements and expected qualifications for the Director of Emergency Preparedness position. Additional information about Waukesha can be found on the County's website: www.waukeshacounty.gov

Candidates interested in applying for this position should submit their résumé and cover letter, along with contact information for five work-related references by **April 15, 2013** to: www.VoorheesAssociates.com/current-positions.

Lee McCann, Vice President
Mike Hosking, Vice President
Norm Malcolm, Vice President



500 Lake Cook Road, Suite 350
Deerfield, Illinois 60015
TEL: 847-580-4246
FAX: 866-401-3100

Formal applications should be submitted to:
www.VoorheesAssociates.com/current-positions



PROFESSIONAL ANNOUNCEMENT

Waukesha County, Wisconsin, home to almost 400,000 residents on 576 square miles, is seeking a highly-qualified individual with excellent interpersonal and leadership skills to fill the position of Director of Emergency Preparedness. Waukesha, the third largest county in Wisconsin, is located 15 miles west of the City of Milwaukee and 100 miles northwest of Chicago. The Emergency Preparedness Department consists of three divisions: the Waukesha County Communications Center, which functions as the Public Safety Answering Point and emergency dispatching center for 30 municipalities and the Waukesha Sheriff's Department; Radio Services; and Emergency Management. The

Director of Emergency Preparedness is assisted in leading the department by three division managers and various supervisory staff.



The duties of The Director of Emergency Preparedness include directing a staff of 60 and the activities of the Communications Center, Radio Services and Emergency Management functions including: budget development and management; training and staff development; long range fiscal planning; 9-1-1 system design, maintenance and development; radio equipment and mobile data equipment hardware and software maintenance and repair; and emergency management. The Director serves as the head of emergency management in accordance with Wisconsin Chapter Statute 323.

Candidates should have comprehensive knowledge of the principles and practice of government management and knowledge of government regulations regarding 9-1-1 systems and 9-1-1 system design and equipment. Knowledge and understanding of telephone and public safety radio systems and emergency preparedness is desirable. Extensive experience with operational and capital budgets is required. Experience in a consolidated dispatch center and legislative knowledge and experience are desired attributes. The ability and desire to work cooperatively with numerous fire and police chiefs and other municipal leaders is essential. N.I.M.S. and APCO/NENA certifications are very important. The Director of Emergency Preparedness is an employee of Waukesha County and reports directly to the County Executive. Waukesha County offers a competitive range of benefits. The salary range for this position is \$105,394-\$129,626.

Candidates must hold a bachelor's degree in criminal justice, fire science management, public administration, finance, business administration or a closely related field. A master's degree is desirable. They also should have at least five (5) years of responsible professional work experience in public safety or a closely related field, two (2) of which have been in a supervisory capacity. A history of strong leadership, management and effective oral and written communications skills is essential. Strong interpersonal skills are essential.

Submit a cover letter and résumé with salary history and five work-related references by **April 15, 2013** via our online application system: www.VoorheesAssociates.com/current-positions. Electronic submissions are required. Lee McCann, Mike Hosking, Norm Malcolm, Voorhees Associates LLC, 500 Lake Cook Road, Suite 350, Deerfield, Illinois 60015 847-580-4246.



COMMUNITY BACKGROUND

Located in Southeastern Wisconsin, Waukesha County is immediately west of Milwaukee County and 15 miles west of the City of Milwaukee. Interstate 94 and Interstate 43 along with over 600 miles of County Roads and State Highways provide excellent access within the County and to adjacent areas. The third largest county in Wisconsin, Waukesha consists of 390,000 residents in 37 municipalities. It is also home to over 12,000 businesses. The County's 576 square miles include 21,000 acres of public parks, 77 lakes, 20 public golf courses and hundreds of miles of hiking, biking, cross country skiing and snow mobile trails.



In prehistoric times, the Effigy Mound Builders and Potawatomi Indians populated what is now Waukesha County.

In the 1700s fur traders worked in the area, and in the mid 1800s settlers arrived from the east. In the late 1800s Waukesha County's quarries provided some of the stone that was used to rebuild Chicago after the great fire of 1871. Waukesha was once known as "Cow County USA" because of the many dairy farms located in the County. Today, Waukesha has evolved into a place with many diverse businesses including facilities of some of the world's leading manufacturers and other businesses.

QUICK FACTS

Waukesha County:

Population	390,267 (2011)
Per capita Income	\$51,868 (2010)
Number of Jobs	223,267 (2011)
Unemployment Rate	6.5% (2011)
Public School Enrollment	63,309 (2011)
Private School Enrollment	12,403 (2011)
Median Age	42 (2010)

Communications Center:

Wireless 9-1-1 Calls Received	64,033 (2012)
Total 9-1-1 Calls Received	75,581 (2012)
Non 9-1-1 Calls Received	149,978 (2012)
Total Phone Calls Received	225,559 (2012)
Outgoing Phone Calls	93,030 (2012)

WAUKESHA COUNTY GOVERNMENT

Sound fiscal management has served the taxpayers of Waukesha County very well. The County enjoys both excellent county level services and an AAA Bond rating. The County is governed with Executive, Legislative and Judicial Branches. The elected County Executive, Daniel P. Vrakas, is the appointing authority and immediate supervisor of the Director of Emergency Management and other Department Directors. Other County elected officials include the County Clerk, the Clerk of the Circuit Court, Circuit Court Judges, the District Attorney, the Register of Deeds, the Sheriff, and the Treasurer. The County Board of Supervisors is the legislative branch of government and consists of 24 part-time supervisors and one full-time County Board Chair.

WAUKESHA EMERGENCY PREPAREDNESS DEPARTMENT

The Emergency Preparedness Department is led by the Director of Emergency Preparedness and consists of three divisions: Communications, Radio Services and Emergency Management. The 2013 expense budgets for the department are \$6,483,645. The largest division, Communications, is staffed with 1 Manager, 1 Communications Center Specialist, 6 Supervisors, 43 Telecommunicators, 2 part-time Telecommunicators (1 FTE,) and 1 Clerk. This staff is supplemented by 2 members of the County Information Technology Department who are stationed at the Communications Center and focus most of their efforts on the Emergency Preparedness Department. This division provides PSAP services for the entire county for wireless 9-1-1 calls and full PSAP/Dispatch services for the Sheriff's Department and 30 of the county's 37 municipalities. The Communications Center handles fire, police and emergency medical dispatching services, and is EMD certified. The Radio Services Division is staffed by 1 manager, 1 Radio Systems Specialist, 2 Communications Technicians and 1 Account Clerk. Radio Services provides installation programming, maintenance and repair of all radios on the Waukesha County trunked radio system. Over 5,000 mobile and portable radios, 7 antenna sites, 13 radio channels, 93 transmitters and 113 control base stations are

included in the Division's area of responsibility. The Emergency Management Division is staffed by 1 Emergency Management Manager and 1 Programs/Projects Analyst. This division conducts activities in all five nationally-recognized phases of Emergency Management: mitigation, prevention, preparedness, response and recovery. It carries out the duties of the Federal Emergency Planning and Community Right to Know Act (EPCRA) and related Wisconsin statutes. The Department also has a Senior Financial Analyst assigned to it that it shares with another department.



CANDIDATE QUALIFICATION CRITERIA

Education and Experience

- Graduation from an accredited college or university with a bachelor's degree in criminal justice, fire science management, public or business administration, finance or a closely related field is required. A master's degree is desirable.
- Five (5) years of responsible professional work experience in public safety or a related field, a minimum of two (2) years of which are in a supervisory capacity, is required.
- Certification from a 9-1-1 public safety professional organization such as APCO or NENA is highly desirable.
- Experience with a consolidated dispatch operation is very desirable.
- Extensive experience with operational/capital budgets is essential.
- Legislative knowledge and experience is desirable.
- Management experience with an organization staffed by at least 30 individuals is also desirable.
- Expertise in the latest technology related to 9-1-1 services and telecommunications equipment is necessary.
- Understanding Emergency government and the latest technology and procedures related to it is important.



Management Style/Personal Traits

- The successful applicant must demonstrate excellent interpersonal and leadership skills, leading by example and encouraging outstanding performance from all members of the department. The Department requires an inclusive, collaborative leader.
- Excellent written and oral communications skills are essential.
- A results-driven approach to making decisions coupled with the ability and willingness to delegate tasks and responsibilities to others is highly desired.

WAUKESHA COUNTY, WISCONSIN

- Successful applicants must possess the ability and desire to work effectively with public safety and elected officials. The next Director will also be able to work well with both regional and statewide partners.
- An advocate of teamwork and consolidated dispatching, the Director must ensure open and honest communications with the County Executive and be forthcoming with information the Executive needs in order to be effective.
- Strong technical knowledge is highly desirable.
- The ability to work under sometimes stressful conditions, providing strong and effective leadership in such situations is absolutely necessary, as is a commitment to employee development and training.
- The Director should be an anticipatory leader with a vision of the future who understands how change can impact the people of Waukesha County and Emergency Preparedness.
- Honesty and integrity are character traits that are absolutely essential. Demonstrating a sense of humor when appropriate is helpful.



CHALLENGES/OPPORTUNITIES

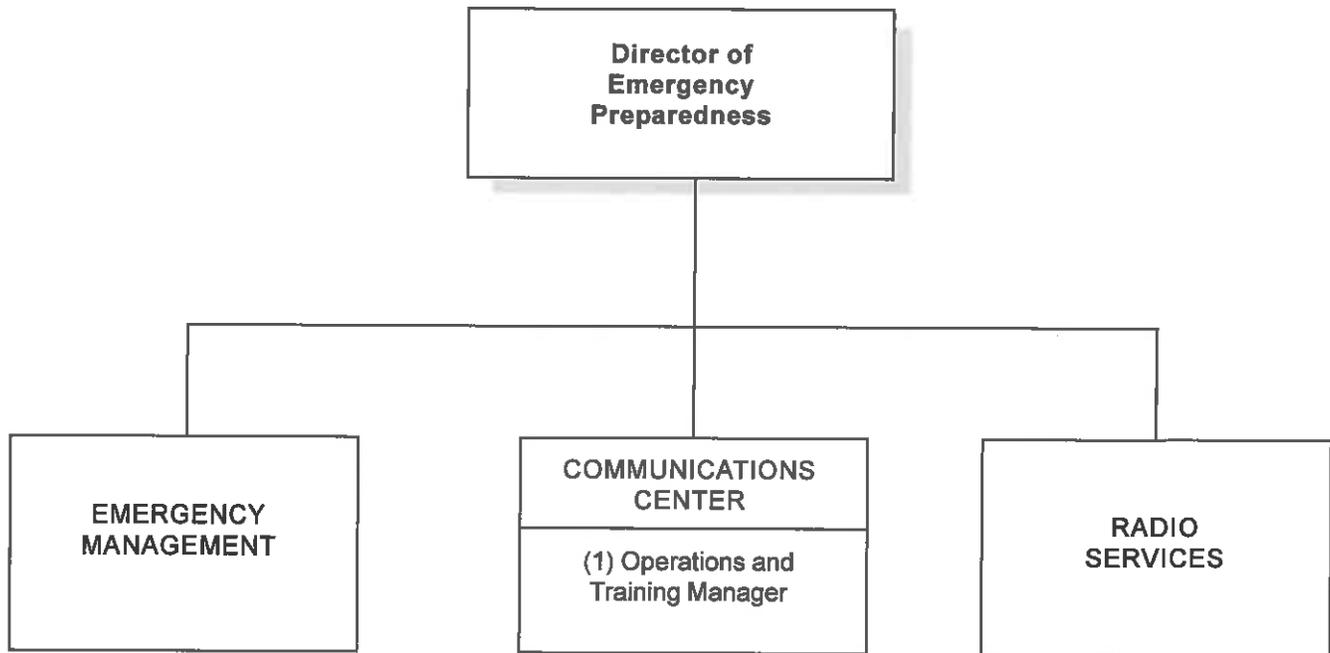
- The Department is exploring a joint venture with adjacent Milwaukee County for the development and implementation of a new 800 digital radio system. A request for proposals is expected to be approved in April of 2013. If the project moves forward the overall costs for equipment, infrastructure etc. is anticipated to be approximately forty million dollars. The Director will be expected to manage the County's interests in this project.
- The Radio Services Division operates using an enterprise fund approach. This division repairs, installs and maintains communications equipment for the Emergency Preparedness Department, Sheriff's Department and numerous public safety organizations within the county and for other nearby communities. Making wise decisions that ensures quality service is provided to all customers in a fiscally sound and competitive manner is the responsibility of the Director of Emergency Preparedness. There is potential for growing this division if outreach is deemed desirable.
- Currently the Communications Center provides 9-1-1 services for the Waukesha County Sheriff's Department and 30 of the county's 37 municipalities. It can reasonably be anticipated that additional municipal partners may eventually seek the Communications Center services. Managing that process will be the responsibility of the Director.

WAUKESHA COUNTY, WISCONSIN

- Ensuring effective understanding and communications between and among the Emergency Services Department's Communications Center and the Department's municipal partners and Waukesha County's Sheriff's Department is a key responsibility of the Director of Emergency Preparedness.



2013 DEPARTMENT OF EMERGENCY PREPAREDNESS



- (1) Emergency Management Coordinator
- (1) Programs and Projects Analyst

- (6) Communications Center Supervisor
- (1) Communications Center Specialist
- (1) Senior Financial Analyst*
- (2) Senior Information Technology Professional**
- (45) Telecommunicators***
- (1) Clerk Typist III

- (1) Radio Systems Manager
- (1) Radio Systems Specialist
- (2) Radio Systems Technician
- (1) Account Clerk I

* Position is being shared with the Register of Deeds Office
(40% - Dept of Emergency Preparedness/60% - Register of Deeds)

** Department of Administration positions assigned to the Communications Center

*** Two positions are being overfilled on an on-going basis

WEST SUBURBAN
CONSOLIDATED
DISPATCH CENTER



EXECUTIVE DIRECTOR

Voorhees Associates, LLC is pleased to announce the recruitment and selection process for the West Suburban Consolidated Dispatch Center's next Executive Director. The WSCDC provides dispatch services to the municipalities of Elmwood Park, Oak Park, and River Forest, Illinois. This brochure provides background information on the WSCDC and related municipalities, the organization and the qualifications and experience WSCDC is seeking in the next Executive Director. Candidates interested in applying for the position should submit their résumé and cover letter along with contact information for three work-related references at once to VoorheesAssociates.com/current-positions.

Lee McCann, Vice President
Mike Hosking, Vice President



500 Lake Cook Road, Suite 350
Deerfield, Illinois 60015
TEL: 847-580-4246
FAX: 866-401-3100

Formal applications should be submitted to:
www.VoorheesAssociates.com/current-positions

PROFESSIONAL ANNOUNCEMENT

The West Suburban Consolidated Dispatch Center (WSCDC), River Forest, Illinois, is seeking a highly qualified individual to fill the position of Executive Director. The WSCDC provides E-9-1-1 Police, Fire and EMS dispatching to Elmwood Park, Oak Park and River Forest, which has a residential service population of approximately 88,000 people and an area of 9.09 square miles. The Executive Director's responsibilities include directing the staff of 30 and activities of the 9-1-1 center including: budget implementation and management, training, financial accounting, and long-range financial planning; 9-1-1 system design, maintenance and upgrade, including telecommunication equipment, the Computer Aided Dispatch (CAD) software, hardware and feeder data systems that present criminal justice data to the CAD terminals to facilitate appropriate dispatch decision-making by the PSAP dispatchers, and the Master Street Address Guide (MSAG) 9-1-1 emergency response database; and compliance with state and federal regulations regarding 9-1-1 system, PSAP and backup PSAP operations. Candidates should have comprehensive knowledge of the principles and practice of government management, state and federal regulations pertaining to 9-1-1 systems, and 9-1-1 system design and equipment. The Executive Director is an employee of the

WSCDC and reports to the WSCDC Board of Directors. The WSCDC offers an extensive package of employee benefits including: medical and dental insurance, sick leave, vacation benefits, holiday benefits, the Illinois Municipal Retirement Fund, and employee assistance program. Salary range is \$110,000- \$115,000+/- DOQ plus an automobile allowance. Candidates should possess a bachelor's degree in Business Administration, Communications, Public Administration or other Public Safety related field. Candidates should also have seven to ten years experience in a manager or leadership position or an equivalent combination of experience and training which provides the requisite skills and abilities to perform as the Executive Director. A history of strong leadership, management, oral and written communication skills is essential. Submit cover letter and résumé with salary history and five references by February 4, 2013 via our online application system www.VoorheesAssociates.com/current-positions. Electronic submission preferred. Michael Hosking and Lee McCann, Vice Presidents, Voorhees Associates LLC, 500 Lake Cook Road, Suite 350, Deerfield, Illinois 60015 TEL: 1-847-580-4246.

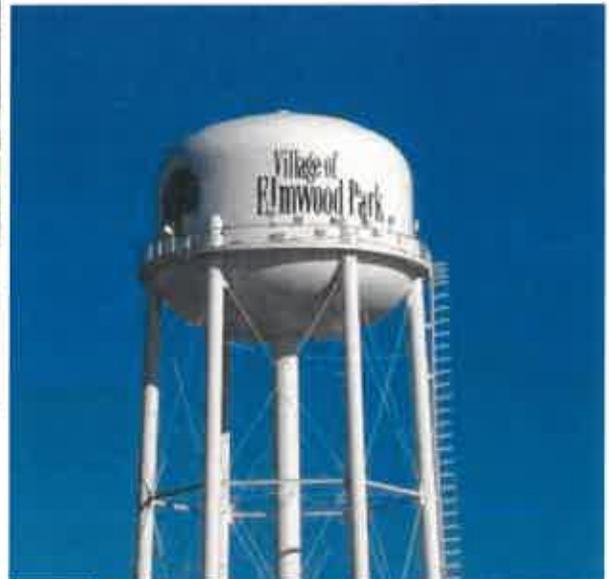
ELMWOOD PARK, OAK PARK, RIVER FOREST, ILLINOIS

The three communities of Elmwood Park, Oak Park and River Forest are located immediately west of Chicago and are home to a diverse residential population, as well as a thriving suburban business and retail shopping area. Although each of the communities is unique and somewhat different, they share a rich settlement history dating back to the 1800s.

Elmwood Park was incorporated in April of 1914. However, the area was settled by Native Americans in the 1700s. The first European settlers were Jean Baptiste Beaubien and his wife Josette LaFrambois who came from Fort Dearborn in 1804. The Seniors Center at the Village Hall is named after Ms. LaFrambois.



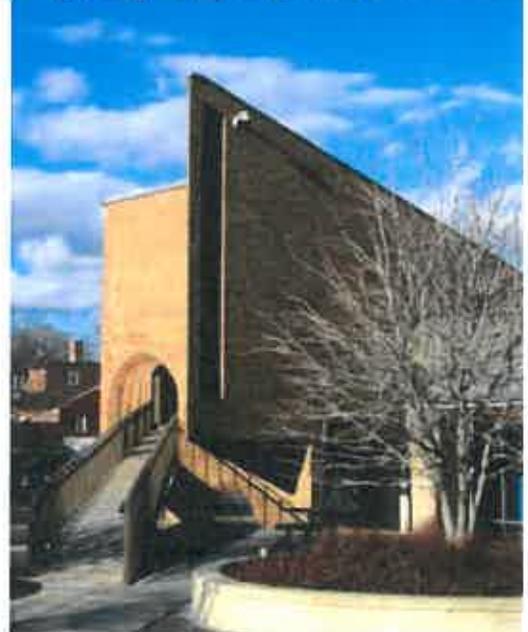
Village of Elmwood Park



In 1835 one of the original settlers of Oak Park built a cabin near Lake Street and Harlem Avenue. Today, Oak Park is home to over 100 restaurants, nearly 2,000 businesses, numerous theaters, art galleries and many antiques shops. Oak Park has a renowned architectural heritage and is the site of the Frank Lloyd Wright Home and Studio.



Village of Oak Park



River Forest is well known for its beautiful housing stock. One of the community's first homes was built near the Des Plaines River in 1836 in the area of Thatcher Avenue and Madison Street. River Forest is also widely recognized for maintaining a high standard of living for its residents and its dedication to providing a variety of recreational opportunities. Concordia University and Dominican University are situated in River Forest and considered to be outstanding private educational institutions.

Railroads had a major impact on the settling of these three communities. Even today, there are three commuter train lines that serve the communities, allowing residents easy access to Chicago and other suburbs.



Village of River Forest

WEST SUBURBAN CONSOLIDATED DISPATCH CENTER (WSCDC)

The West Suburban Consolidated Dispatch Center (WSCDC) was established in May 2002 when the Oak Park and River Forest 9-1-1 Dispatch Centers merged. In 2003, the Village of Elmwood Park joined the Dispatch Center. The Dispatch Center currently services a residential population of approximately 88,000 over a 9.09 square mile area.

For 2012 the WSCDC handled (approximately) the following number of incoming telephone calls:

9-1-1	Wire line	9,800
9-1-1	Wireless	39,000
	Subtotal	48,800
Elmwood Park	10 Digit Emergency	8,000
Oak Park	10 Digit Emergency	29,500
River Forest	10 Digit Emergency	25,500
	Subtotal	63,000
Elmwood Park	Administrative Calls	3,000
Oak Park	Administrative Calls	10,500
River Forest	Administrative Calls	7,500
	Subtotal	21,000
Total incoming telephone calls		132,800

The WSCDC has responsibility for a number of public safety communication tasks including:

- Answering all 9-1-1, emergency and administrative telephone lines for member agencies
- Coding all addresses into a Master Street Address Guide for maintenance of the 9-1-1 system
- Providing a computer aided dispatch system for 6 member public safety agencies
- Maintaining all call handling agreements with adjacent jurisdictions and filing the mandatory Illinois Commerce Commission regulatory report on an annual basis
- Maintaining a fixed asset inventory and depreciation schedule in compliance with the Government Accounting Standards Board (GASB 34)

EXECUTIVE DIRECTOR JOB SUMMARY

This is a senior administrative position requiring specialized knowledge in the fields of government finance, human resources and project management. The Executive Director should have considerable technical knowledge in the field of public safety communication, including 9-1-1 telephone network configurations and equipment, as well as Public Safety Answering Point (PSAP) procedures and equipment. The Executive Director will develop, update, maintain and facilitate WSCDC policies, contracts and other activities, and manage intergovernmental cooperation and coordination with various local, state and federal agencies. Supervision is exercised over staff. Work is performed under administrative direction of the WSCDC Operations Committee and the WSCDC Executive Board.



DUTIES

The WSCDC Executive Director directs the activities of the Dispatch Center and staff based upon resolutions or guidance from the Board of Directors and Operations Committee in the areas of budget implementation and management, financial accounting, and long-range financial planning; 9-1-1 system design, maintenance and upgrades, including telecommunication equipment, and the Master Street Address Guide (MSAG) 9-1-1 emergency

response database; and compliance with state and federal regulations regarding 9-1-1 system and primary PSAP operations. Additionally, the Executive Director provides supervision and technical support for Computer Aided Dispatch (CAD) applications, hardware, and feeder data systems that present criminal justice data to the CAD workstations to facilitate appropriate dispatch decision-making by the PSAP dispatchers.



DESIRABLE KNOWLEDGE AND SKILLS

Comprehensive knowledge of the principles and practice of budgeting, supervision, negotiation and administration of labor management agreements, team building, as well as skills necessary to prepare and present technical reports. It would be very desirable to have knowledge of state and federal regulations pertaining to 9-1-1 systems, as well as a thorough working knowledge of 9-1-1 system operations and design. The Executive Director must have a history of integrity and honesty. The Executive Director should be a visible leader and advocate for the men and women of the WSCDC. He/she must be able to delegate supervisory authority and responsibility while retaining accountability for the actions of the WSCDC personnel. The Executive Director should be open minded to researching and implementing new technologies, as well as reviewing and improving current policies related to operations, scheduling, training and/or other industry standards.

TRAINING AND EXPERIENCE

Completion of a Bachelor's Degree in Business or Public Administration, Communications or other Public Safety related field and seven to ten years experience in a supervisory or management position. Experience in a 9-1-1 related field is desirable. Strong commitment to customer service is required for developing effective and positive relationships for those who seek fire, police or emergency medical assistance.

CHALLENGES AND OPPORTUNITIES

Communications among the Dispatch Center staff, member agency staffs, service chiefs and governing bodies of the WSCDC have been identified as problematic. The next Executive Director will need to be an excellent listener and an articulate speaker. Working closely with the Operations Committee, which consists of the member fire and police chiefs, and the Center's staff, the Executive Director will be expected to exercise leadership to improve the communications environment.

The next Executive Director must demonstrate excellent interpersonal skills when interacting with the Center's staff, and be willing to actively engage in such interaction with staff and others on a daily basis. The Executive Director must be a respectful, inclusive, collaborative individual who encourages employee input and ownership and retains staff.

Sound fiscal management experience has been identified as a very important attribute for the new Executive Director. For example, the Center's aging Computer Aided Dispatch System

needs to be addressed in the near future, but the WSCDC has not yet developed and implemented a capital equipment replacement plan or established a Capital Replacement Reserve Account with annual allocations. Numerous other items of equipment, hardware and software continue to age without a plan to address their replacement.



The member communities are not opposed to expanding membership in the WSCDC, particularly if expansion would help spread operational expenses and reduce the current members' costs. However, while the location of the Center in the River Forest Village Hall meets current needs, it is unlikely that significant membership expansion could be accommodated at that location.

The Executive Director must be able to work with diverse communities and different organizational cultures.

The successful candidate will be a person who embraces and facilitates necessary changes. He or she must be committed to training and employee development.



**West Suburban Consolidated Dispatch Center
Organization Chart**

Board of Directors

| > **Operations Committee**

Executive Director

| > **Executive Secretary**

Administrative Manager

|

Supervisor (Day Shift)

Supervisor (Afternoon Shift)

Supervisor (Midnight Shift)

|

|

|

Telecommunicators

Telecommunicators

Telecommunicators

Board of Directors (3 Members)
Elmwood Park Village Manager
Oak Park Village Manager
River Forest Village Administrator

Operations Committee (6 Members)
Elmwood Park Fire Chief and Police Chief
Oak Park Fire Chief and Police Chief
River Forest Fire Chief and Police Chief

Fiscal Year 2013 Budgeted Positions
Executive Director (1)
Administrative Manager (1)
Executive Secretary (1)
Supervisors (3)
Telecommunicators (25)



Village Board Agenda Memo

Date: June 4, 2014
To: Village President and Board of Trustees
From: Julia Cedillo, Village Manager 
Re: West Suburban Public Safety Dispatch Consolidation Study – Design Phase

Purpose

This agenda item seeks to authorize the Village to proceed with the design phase of a consolidated public safety dispatch center.

General Background

At the January 2014 Board Meeting, AECOM presented their findings to the Village Board which included the recommendation that the Villages of La Grange Park, La Grange and Western Springs proceed with developing a plan to implement a consolidated public safety dispatch center to be located at the La Grange Police Department, 304 W. Burlington in La Grange. Following the presentation, the Village Board identified a number of items for staff follow-up to lead discussion on this matter for the February 2014 Work Session. Following discussion at the February Work Session, the Village Board requested additional information related to costs for membership to regional dispatch centers, specifically Norcomm and Southwest Central Dispatch.

At the April 2014 Work Session, staff provided the follow-up information on costs associated with regional centers as well next steps for consolidation under a combined dispatch center. Board discussion centered on the benefits of consolidation, while understanding there is still much needed information and many unknowns. Staff identified that the next steps would likely include the presentation of a resolution in June that would direct staff to craft an intergovernmental agreement that would detail design, implementation, economics and governance of a consolidated center. At the end of discussion there was agreement to move forward with the AECOM recommendation of a consolidated dispatch center. The Board also requested that staff provide a cost comparison chart that compared estimated costs under the AECOM recommendation to that of Southwest Central Dispatch. That data is attached to this memo.

Next Steps

Consistent with information shared at the April Work Session, attached to this memo is a resolution that authorizes the Village to engage in the next steps of a consolidated dispatch center, the Design Phase, parts A and B. The goal of Design Phase A is to clarify many of the unknowns related to governance, cost structure, membership and planning. Once completed, the Village Managers will report their recommendations to the Village Board for review and consideration. At that point, the Village Board will have the opportunity to consent or authorize movement to Design Phase B.

The attached Resolution is universal among all three Villages. Both the Village of Western Springs and the Village of La Grange have approved this Resolution.

Motion/Action

Motion to Approve A Resolution Authorizing the Village of La Grange Park, in Concert with the Village of La Grange and the Village of Western Springs, to Proceed with the Design Phase of a Consolidated Dispatch Center.

Documentation

- Resolution Authorizing the Village of La Grange Park, in Concert with the Village of La Grange and the Village of Western Springs, to Proceed with the Design Phase of a Consolidated Dispatch Center
- Village Board Memo, dated April 3, 2014
- Staff Follow-up: Comparable Data – Consolidation Costs Amortized Over 10 Years
- Minutes of the April 8, 2014 Work Session Meeting (excerpt)

RESOLUTION NO. 14-16

A RESOLUTION AUTHORIZING THE VILLAGE OF LA GRANGE PARK, IN CONCERT WITH THE VILLAGE OF LA GRANGE AND THE VILLAGE OF WESTERN SPRINGS, TO PROCEED WITH THE DESIGN PHASE OF A CONSOLIDATED DISPATCH CENTER

WHEREAS, Article VII, Section 10 of the 1970 Constitution of the State of Illinois and the Intergovernmental Cooperation Act (5 ILCS 22/1 et. seq.), authorize the joint exercise by two or more local governments of any power common to them; and

WHEREAS, the Villages of La Grange Park, La Grange and Western Springs (Villages) have previously resolved to study the consolidation of their public safety dispatch centers; and

WHEREAS, to that end, the Villages retained the services of the Metropolitan Mayors Caucus in 2010 to undertake a "Case Study Evaluation of Police Department and Fire Department Service Delivery, and Cooperative Opportunities Between the Villages of La Grange, La Grange Park and Western Springs"; and

WHEREAS, the Metropolitan Mayors Caucus Report recommended public safety joint dispatch be further studied; and

WHEREAS, in September 2012 the Villages retained the services of AECOM Technical Services, Inc. to conduct a feasibility of the Villages consolidating public safety dispatch; and

WHEREAS, the final AECOM report was submitted to the Villages for review in November 2013 indicating the general feasibility, cost savings, and improved services to be derived from such a public safety joint dispatch center.

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:

SECTION 1: That the corporate authorities of the Village of La Grange Park hereby authorize and direct the Village of La Grange Park, in concert with the Villages of La Grange and Western Springs, to proceed with the Design Phase of the development of a consolidated Public Safety Dispatch Center.

SECTION 2: The design phase shall generally consist of the following activities in two phases. The first, Phase A, to be completed by the Village Managers of the three Villages, shall consist of the following:

- a. Outline the final governance structure for a consolidated joint safety dispatch center for the Villages;

- b. Identify the shared funding formula to be utilized for transitional costs, operating costs, and capital costs;
- c. Assess the current three member composition and determine if any other municipal agencies are interested in participating and could be accommodated efficiently and effectively;
- d. Identify the employment model to be utilized;
- e. Identify the selection and hiring process for the Director of the Consolidated Public Safety Dispatch Center (or Project Manager).

SECTION 3. Following the completion of Phase A, the Village Managers will report to the corporate authorities their recommendations. Following the corporate authorities concurrence, it is intended to proceed to design Phase B which shall consist of the following:

- a. Selection and hiring of a Director for the Consolidated Public Safety Dispatch Center (or Project Manager);
- b. Formation of such work unit transition teams as may be required;
- c. Finalization of an Intergovernmental Agreement among the Villages;
- d. Initiation of such facilities, equipment modifications and procurements as are required;
- e. Do all else necessary to complete the requirements for opening a consolidated public safety dispatch center.

Adopted by the President and the Board of Trustees of the Village of La Grange Park, Cook County, Illinois this 10th day of June, 2014.

YES: _____
 NOS: _____
 ABSENT: _____

Approved this 10th day of June 2014.

 Dr. James L. Discipio, Village President

ATTEST: _____
 Amanda Seidel, Village Clerk

Village Board Agenda Memo

Date: April 3, 2014
To: Village President and Board of Trustees
From: Julia Cedillo, Village Manager
Re: West Suburban Public Safety Dispatch Consolidation Study – Follow Up / Update

Purpose

To provide the Village Board with follow up data related to the West Suburban Public Safety Dispatch Consolidation Study.

General Background

In November 2013, consulting firm AECOM presented staff from the Villages of La Grange Park, La Grange and Western Springs with a final draft of *West Suburban Public Safety Dispatch Consolidation Study* for review. The work completed by AECOM is thorough, integrating data collected by Police and Fire Chiefs, Village Managers, as well as information gathered through interviews with the Village Presidents. AECOM is recommending that the three communities proceed with developing a plan to implement a consolidated public safety dispatch center located at the La Grange Police Department, 304 W. Burlington in La Grange.

At the January 2014 Board Meeting, AECOM presented their findings and recommendation to the Village Board. Following the presentation, the Village Board identified a number of items for staff follow-up to lead their discussion on this matter for the February 2014 Work Session. Written staff responses to those items were provided to the Village Board at the February 2014 Work Session Meeting. Following further discussion at that meeting, the Village Board requested additional information related to costs for membership to regional dispatch centers, specifically Norcomm and Southwest Central Dispatch. Those costs are on the following page. Staff was also asked to look into how other Village's typically handle window operations once consolidation at another location occurs. That data is also attached to this memo.

Next Steps

Representatives from the three Villages met last month (and staff more recently for a checkup), and would like to progress towards planning next steps for Board consideration. To that end, the group will present each of the Village Boards with a Resolution in June (or soon thereafter) that directs staff from the three Villages to draft an Intergovernmental Agreement that outlines the design, implementation, economics and governance of a consolidated dispatch center for the Villages of La Grange Park, La Grange, and Western Springs.

Motion/Action

There is no action requested at this time. This is for the Village Board's information only. If there is further information requested of staff, please direct staff accordingly.

Documentation

- Comparable Data – Consolidation Costs for Two Regional Centers
- Consolidated Dispatch Follow-Up Items, Chief McCollum, dated February 14, 2014
- Village Board Memo, dated February 4, 2014, with Attachment

**Village of La Grange Park
Dispatch Options Cost Summary
5/23/2014**

	Retain In House Dispatch (No EMD)	Consolidated Dispatch (AECOM Plan)	Southwest Central Dispatch
Year One			
CAD/MDS System (Amortized*)	\$ 11,040	\$ -	\$ -
RMS System (Amortized*)	19,860	-	19,860
Firehouse Software (Amortized*)	-	1,880	-
In Car Computers (Amortized*)	-	3,310	-
Radio Transmitter (Amortized*)	-	-	8,060
New Radios (Amortized*)	-	-	2,210
Upgrade 911 Console (Amortized*)	33,100	-	-
Personnel	307,100	40,000	40,000
Operations & Maintenance	94,800	-	-
RMS Maintenance	-	-	-
Annual Fees/Assessments	-	442,289	392,223
Year One Total Cost	\$ 465,900	\$ 487,479	\$ 462,353
Year Two			
Amortized Capital Costs	\$ 64,000	\$ 5,190	\$ 30,130
Personnel	314,800	40,000	40,000
Operations & Maintenance	97,200	-	-
Software Maintenance	20,000	3,800	15,000
Annual Fees/Assessments	-	452,691	394,551
Year Two Total Cost	\$ 496,000	\$ 501,681	\$ 479,681
Year Three			
Amortized Capital Costs	\$ 64,000	\$ 5,190	\$ 30,130
Personnel	322,700	40,000	40,000
Operations & Maintenance	99,600	-	-
Software Maintenance	20,000	3,800	15,000
Annual Fees/Assessments	-	463,353	402,062
Year Three Total Cost	\$ 506,300	\$ 512,343	\$ 487,192
Year Four			
Amortized Capital Costs	\$ 64,000	\$ 5,190	\$ 30,130
Personnel	330,800	40,000	40,000
Operations & Maintenance	102,000	-	-
Software Maintenance	20,000	3,800	15,000
Annual Fees/Assessments	-	474,281	409,761
Year Four Total Cost	\$ 516,800	\$ 523,271	\$ 494,891
Year Five			
Amortized Capital Costs	\$ 64,000	\$ 5,190	\$ 30,130
Personnel	339,100	40,000	40,000
Operations & Maintenance	104,500	-	-
Software Maintenance	20,000	3,800	15,000
Annual Fees/Assessments	-	485,483	417,653
Year Five Total Cost	\$ 527,600	\$ 534,473	\$ 502,783
Total Five Year Costs	\$ 2,512,600	\$ 2,559,247	\$ 2,426,901

*Amortized over 10 years at 2.25% discount rate

In discussing this chart with DC Kubisztal and Director Noller, the following observations are made:

- The capital costs are amortized over a ten year period in an attempt to provide an "apples to apples" comparison. These costs as listed are not reflective of actual costs for each year.
- Retain In House Dispatch does not include EMD.
- The Retain In House and AECOM costs are estimates/preliminary while the SWC911 are somewhat known.
- When amortizing costs over a ten year period, there is not a substantial difference in cost between the options.
- Given that there is not a substantial cost difference in these estimates, it is recommended that focus is placed on the intangible qualities of each option.

Minutes
Village of La Grange Park – Work Session Meeting
April 8, 2014

foot Temporary Structure for seasonal retail sales; to be occupied on or after April 9, 2014 and to be removed no later than July 3, 2014. The motion was seconded by Trustee Rocco and passed unanimously by roll call vote.

Trustee Sheehan moved on to his next item by reading the Village Board Agenda Memo of April 8, 2014 regarding Noise Restrictions Exception- St. Louise de Marillac Carnival/Summerfest. The principal of St. Louise was introduced and present to answer any questions. At the end of discussion a consensus was reached to place *the motion to Grant an exception to the nuisance regulations contained in Section 93.04.C.5 (as amended) of the Village Municipal Code, for the purpose of allowing carnival rides and amplified music to remain operational at the St. Louise de Marillac Carnival/Summerfest on Thursday, July 17, 2014 until 10:00 pm, and on Friday, July 20, 2014 and Saturday, July 19, 2014 until 11:00pm on the Consent Agenda at the April 22nd Village Board Meeting.*

Public Safety Committee Items

Trustee Fotino read the Village Board Agenda Memo of April 3, 2014 regarding West Suburban Public Safety Dispatch Consolidation Study- Follow Up/Update. Discussion began over Aecom, Norcomm and SWC 911. Trustee Fotino asked for more detailed information and a comparison chart for services provided by AECOM and SWC 911. It was also mentioned that he would like to hear more from Chief Maggos and Chief McCollum on this item. Village Manager Cedillo and Chief McCollum discussed their meeting with SWC 911. Discussion began over the benefits of consolidation with AECOM. Discussion moved to how there is still much needed information and many unknowns. At the end of discussion there was consensus to move forward with AECOM.

Public Works Committee Items

Trustee Mesick read the Village Board Agenda Memo of 04/03/2014 regarding Edgewood Avenue Paving Improvements (Budget 2014/15). The bid prices and a recommendation will be provided to the Board on April 22nd for action. *At the end of discussion there was a Consensus to place the motion to award a contract to the lowest bidder on the Consent Agenda at the April 22nd Village Board Meeting.*

Trustee Mesick moved on to his next item by reading the Village Board Agenda Memo of 04/03/14 regarding FY 2014/15 Area Patching Program & Federal Aid Routes. Public Works Director McLaughlin began a PowerPoint presentation of pictures showing the condition of the roadway on Kemman. Public Works Director McLaughlin and Village Engineer Flood explained why they are suggesting re-prioritizing the Federal funds allocated to Harding be moved to Kemman. *At the end of discussion a Consensus was reached to place a motion to award a contract to the lowest bidder for area pavement patching on Harding, Park and Ashland, with a start date no sooner than May 1, 2014 and a motion to concur with the recommendation to re-prioritize the Federal funds allocated to Harding (west of LaGrange Road) to Kemman (North of 31st Street) on the Consent Agenda at the April 22nd Village Board Meeting.*

Finance Committee Items

Trustee Rocco read the Village Board Agenda Memo of March 28, 2014 regarding Fiscal-Year 2013-14 Budget Revisions. At the end of discussion there was a *Consensus to place a motion approving the resolution authorizing the fiscal year 2013-14 budget revisions as outlined in Exhibit B on the Agenda at the April 22nd Village Board Meeting.*

Finance Committee

Patricia Rocco, Chairwoman

Scott Mesick

James Kucera

Village Board Agenda Memo

Date: September 18, 2014

To: Village President and Board of Trustees

From: Larry Noller, Finance Director 

Julia Cedillo, Village Manager 

Re: Bond Counsel

PURPOSE

To approve Chapman and Cutler LLP as bond counsel to assist with the refunding of the 2006 sewer bonds.

GENERAL BACKGROUND

In order to proceed with evaluating and potentially refunding the 2006 sewer bonds, the Village Board recently selected R.W. Baird as financial advisor to provide analysis and guidance with the process. The next step in the process is for the Village to select bond counsel. Bond counsel will draft all required ordinances and other documents authorizing the issuance of the refunding debt.

Bond counsel should be selected based on the merits of the firm as well as the cost to provide the requested services. Village staff sent out a Request For Proposal (RFP) document to nine of the top ranked bond counsel firms in Illinois. Five firms responded to the RFP. Village staff reviewed the proposals with R.W. Baird and the Village Attorney. Based on the quality of the proposal and high level of experience, staff is recommending the Village Board approve Chapman and Cutler LLP as bond counsel.

STAFF RECOMMENDATION

Staff recommends the Village Board approve Chapman and Cutler LLP as bond counsel for the 2006 sewer bond refunding.

ACTION REQUESTED

Motion to approve Chapman and Cutler LLP as bond counsel to assist with the refunding of the 2006 sewer bonds and authorize the Village Manager to sign an engagement letter.

DOCUMENTATION

- Bond Counsel RFP
- Bond Counsel Fee Summary
- Chapman and Cutler Proposal



VILLAGE OF LA GRANGE PARK
447 NORTH CATHERINE AVENUE
LA GRANGE PARK, IL 60526

**REQUEST FOR PROPOSAL FOR:
BOND COUNSEL**

**PROPOSALS DUE:
FRIDAY, SEPTEMBER 12, 2014
12:00 PM CDT**

Proposals shall be submitted via email, fax or mail to:

Larry Noller
Finance Director
Village of La Grange Park
447 North Catherine Avenue
La Grange Park, IL 60526
Fax: (708) 354-0241
Email: lnoller@lagrangepark.org

NOTICE INVITING PROPOSALS FOR BOND COUNSEL

September 3, 2014

The Village of La Grange Park, a non-home rule municipality, is requesting proposals for Bond Counsel as described in the following Request for Proposal (RFP).

Qualified firms are invited to submit a proposal as described under Proposal Requirements. A copy of the completed proposal must be submitted **no later than 12:00 p.m. CDT on Friday, September 12, 2014** to:

Larry Noller
Finance Director
Village of La Grange Park
447 North Catherine Avenue
La Grange Park, IL 60526
Fax: (708) 354-0241
Email: lnoller@lagraangepark.org

BACKGROUND

The Village of La Grange Park, a non-home rule municipality, is seeking Bond Counsel to assist in the refunding of its Series 2006 General Obligation Bonds. The Village issued the \$5,645,000 in bonds in order to finance various improvements to the Village's sewer system.

SCOPE OF SERVICES TO BE PROVIDED

1. Assist the Village and its Financial Advisor in planning the financing and structuring of the bond issue;
2. Provide all legal services necessary to issue the bonds, including but not limited to:
 - a. providing an objective legal opinion with respect to the authorization and issuance of debt obligations and whether interest paid is tax-exempt under federal and/or state laws and regulations;
 - b. preparing authorizing documents and any other document needed in connection with the issuance of the bonds, including closing documents and transcripts;
 - c. reviewing use of proceeds to ensure compliance with applicable state and/or federal law and regulations;
 - d. preparing all documents and materials necessary to comply with all applicable "continuing disclosure" requirements for transactions;
 - e. participating, if requested, in activities associated with rating agency and/or bond insurer reviews;

- f. offering continuing legal advice, as needed, on issues related to the sale of the bonds, any issues that arise post-sale, the trustee administration of obligations, and in particular, any actions necessary to ensure that interest will continue to be tax-exempt; and
 - g. providing other legal opinions or advices as required;
3. Assist the Village or others in various aspects of preparing the official statement and all other disclosure documents to be disseminated in connection with the sale of the bonds;
4. Obtain from governmental authorities such approvals, rulings, permissions, and exemptions as Bond Counsel determines are necessary or appropriate with respect to the issue;
5. Render opinions on such related matters as: the applicability of particular provisions of federal and state securities laws; the applicability of tax law provisions; the eligibility of the bonds for investment by various fiduciaries and other regulated investors; the status of the bonds and related obligations under laws relating to creditors' rights; and the validity and enforceability of security agreements, indentures, and other documents related to the bonds and their security.

PROPOSAL REQUIREMENTS

A. Scope of Services

Respondents shall provide a clear, concise response to the scope of service requirements set forth above. Respondents shall indicate any additions or subtractions from the above scope of services which are necessary in order to carry out the refunding identified in the background section.

B. Qualifications

Respondents shall include the following in their Qualifications:

1. Describe your firm, including profile, experience and background, number of attorneys in total and the number of attorneys specializing in municipal finance.
2. Identify the team and any other key personnel who would be involved in this refunding. Include a brief resume for each person listing specific qualifications applicable to experience in similar dollar volume and experience with other similar Illinois non-home rule local government debt issuance.
3. Include a chronological list of all Illinois municipal debt issuance in the past three years where Respondent has served as Bond Counsel. This list should include: (a) date of sale, (b) issuer's name, (c) issuer's home rule status (d) issue type and amount, and (e) method of sale.
4. Describe your firm's experience in preparing parameters ordinances.
5. Identify any potential legal or other challenges with the proposed refunding.

6. Provide brief examples of any innovative solutions your firm has implemented for non-home rule local governments.

C. References

Respondent shall include the name, address and telephone number of at least three non-home rule clients for whom services similar to those described in this Request for Proposal have been performed.

D. Disclosure

The Respondent shall disclose any professional or personal financial interest which could be a possible conflict of interest in representing the Village. The Respondent shall disclose any pending investigation of the Respondent or enforcement or disciplinary actions taken within the past three years by any regulatory bodies.

E. Fee

The Respondent shall prepare a total fixed fee statement. Fees stated shall cover the financial plan for the refunding in its entirety, including, but not limited to, all items listed in the Scope of Services. The fees quoted should indicate any fee differences which relate to different methods of issuance. It is the Village's expectation that Bond Counsel will be compensated when the Series 2006 bonds are refunded. If compensation is expected by the Respondent before the issuance of refunding bonds or for other services performed by the Respondent it should be explicitly stated in the proposal. The Respondent shall list any and all fees which would be due from the Village in the case that the refunding transaction does not close for any reason. The fees quoted shall cover all professional services and ordinary incidental expenses and travel expenses within the Chicago metropolitan area.

F. Draft Engagement Letter

The Respondent shall include a draft engagement letter, which incorporates the requirements of this RFP.

SELECTION PROCESS

Proposals will be evaluated based upon, but not limited to, related experience of the Respondent, knowledge of the Village, professional qualifications of individuals to be assigned to the refunding, fees, and overall proposal content.

GENERAL TERMS AND CONDITIONS

All proposals and accompanying materials submitted will be considered public information.

The Village reserves the right to reject any and all proposals and to waive informalities and minor irregularities in any proposal reviewed. Further, the Village may reject any proposal which does not conform to the instructions herewith. Additionally, the Village reserves the right to negotiate all terms and conditions of any final agreement entered into between the Village and a Bond Counsel. Nothing in this Request for Proposals shall be deemed to commit the Village to engage any services.

Agreement

Bond Counsel will be expected to execute an Agreement with the Village. The following items will be a part of any Agreement between the Respondent and the Village:

Representation and Certification of Services

Bond Counsel represents and certifies that Services shall be performed in accordance with the generally accepted standards of professional practice, care, and diligence practiced by recognized firms in performing services of a similar nature in existence at the time of performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the Village.

Bond Counsel represents that its employees, partners, members, agents and subcontractors currently hold, and shall maintain throughout the term of the Agreement, all required licenses, permits and certificates, and have duly registered and otherwise complied in all respects with any applicable federal, state and local laws, regulations and ordinances applicable to the performance of this Agreement.

Indemnification

To the fullest extent permitted by law, Bond Counsel shall defend, hold harmless, and indemnify the Village, their corporate authorities, trustees, officers, directors, agents, and employees from and against any and all injury, death, loss, property damage, judgments, liens, claims, suits, liabilities, actions, causes of action, demands, expenses, costs, or other liabilities of any character (including reasonable attorney's fees) arising in whole or in part, relating to or resulting from the performance under this Agreement by Bond Counsel, its Subcontractors, or others performing or furnishing any Work directly or indirectly on Contractor's behalf, including but not limited to (a) failure to comply with, or violation of, any federal, state or local law, statute, regulation, rule, ordinance, order, or governmental directive; (b) acts, omissions or willful misconduct; and, (c) failure to comply with the terms, conditions, representations, or warranties contained in the Agreement. In connection with any such liabilities, the Village, their officers, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice and Bond Counsel shall be solely liable for all costs, fees and expenses of such defense. Any insurance policies required to be maintained pursuant to the Agreement shall in no way limit the extent of Bond Counsel's responsibility to indemnify as herein provided. The terms of this indemnity shall survive the suspension, expiration or termination of this Agreement.

No Personal Liability

No elected or appointed official or employee of the Village shall be personally liable, in law or in contract, to Bond Counsel as the result of the execution of this Agreement.

QUESTIONS

Please contact Larry Noller via email at lnoller@lagrangepark.org with any questions.

**Village of La Grange Park
Bond Counsel Proposed Fees
September 2014**

<u>Firm</u>		<u>Fee</u>
Miller Canfield	\$	5,000
Kutack Rock	\$	6,361
Chapman and Cutler	\$	7,500
Katten	\$	8,800
IceMiller	\$	9,500

Proposal to Serve as Bond Counsel

Prepared for the Village of La Grange Park

September 12, 2014

Proposal to Serve as Bond Counsel

A. Scope of Services

Respondents shall provide a clear, concise response to the scope of service requirements set forth above. Respondents shall indicate any additions or subtractions from the above scope of services which are necessary in order to carry out the refunding identified in the background section.

Chapman and Cutler LLP (“Chapman” or the “Firm”) is pleased to submit the following information in response to the Request for Proposals issued by the Village of La Grange Park (the “Village”). We understand that the Village is seeking bond counsel to assist in the refunding of its Series 2006 General Obligation Bonds, which were issued in the amount of \$5,645,000 in bonds in order to finance various improvements to the Village’s sewer system.

If selected as bond counsel, we are prepared to assist the Village and its Financial Advisor in planning the financing and structuring of the bond issue. We are highly qualified to provide all legal services necessary to issue the bonds and to perform all other duties listed in the Scope of Services included in the Request for Proposals.

B. Qualifications

1. Describe your firm, including profile, experience and background, number of attorneys in total and the number of attorneys specializing in municipal finance.

Chapman was founded in 1913 as a firm focused on finance, representing market participants in all aspects of public finance, banking, and corporate finance and securities transactions. That mission and focus continue to this day, but the Firm has also expanded to include related practice areas such as real estate, corporate counseling, commercial litigation, and bankruptcy, restructuring, and workouts. We are headquartered in Chicago, Illinois, with additional offices in New York City, Salt Lake City, San Francisco, and Washington, DC. The Firm presently consists of 248 attorneys — 143 partners, 96 associates, and 9 counsel.

Since our founding, we have been one of the preeminent law firms in the nation in the field of public finance. The Public Finance Department, consisting of 50 attorneys, is primarily involved as bond counsel, underwriters’ counsel, or disclosure counsel in bond issues throughout the United States. Forty-three of these public finance attorneys are located in our Chicago office, and 21 focus their practice exclusively on public finance transactions in Illinois. During our long history we have represented many units of local government throughout the State of Illinois on thousands of transactions with an aggregate par amount in the billions of dollars. Chapman’s bond lawyers are widely regarded as the preeminent Illinois public finance lawyers.

Chapman also has one of the largest groups of tax lawyers in the country dedicated to a public finance practice. At least six members of our Taxation Department devote all or substantially all of their practice exclusively to the public finance area and tax matters related to bond issues.

Our prominence as national bond counsel and as the preeminent Illinois public finance firm is repeatedly shown in tabulations released by *Thomson Reuters*. According to the *Thomson Reuters* reports, Chapman has ranked first or second nationally in the total number of long-term municipal new issues handled by the Firm as bond counsel in each year from 1980 through 2013, inclusive (the only years for which reliable data exists). In 2013, we served as bond counsel on 442 long-term municipal new issues, with an aggregate par amount of more than \$5.8 billion. In Illinois during 2013, Chapman handled 390 issues as bond counsel, totaling more than \$4.2 billion — more than twice as many bond issues as all other Illinois firms combined.

- 2. Identify the team and any other key personnel who would be involved in this refunding. Include a brief resume for each person listing specific qualifications applicable to experience in similar dollar volume and experience with other similar Illinois non-home rule local government debt issuance.**

The following attorneys will be committed to the Village's project:

Lawrence E. White. Larry is a partner in Chapman's Public Finance Department and will serve as the primary contact for this project. He serves as bond counsel, disclosure counsel, and underwriters' counsel to governmental entities and underwriters on a wide variety of governmental financings.

Hillary D. Phelps. Hillary is an associate in Chapman's Public Finance Department. She has extensive experience serving as bond counsel, disclosure counsel, and underwriter's counsel in governmental purpose bond transactions.

Sarah A. Breitmeyer. Sarah is an associate in Chapman's Taxation Department. She regularly provides tax advice related to tax-exempt financings, including new money and refunding financings for the benefit of governmental units and other issuers throughout Illinois.

Complete resumes of these key personnel are attached as *Exhibit A* to this proposal.

- 3. Include a chronological list of all Illinois municipal debt issuance in the past three years where Respondent has served as Bond Counsel. This list should include: (a) date of sale, (b) issuer's name, (c) issuer's home rule status (d) issue type and amount, and (e) method of sale.**

Due to the sheer number of transactions Chapman handles each year, providing a complete list of the Firm's transactions would be impractical. Attached as *Exhibit B* is a list of representative transactions in excess of \$5 million in which the Firm served as bond counsel to cities, villages, and townships in Illinois.

- 4. Describe your firm's experience in preparing parameters ordinances.**

Chapman prepares parameters ordinances and parameters resolutions on a daily basis. Approximately half of the financings in which we serve as bond counsel utilize a parameters format.

- 5. Identify any potential legal or other challenges with the proposed refunding.**

We foresee no credible legal or other challenges to the financing.

6. Provide brief examples of any innovative solutions your firm has implemented for non-home rule local governments.

Our breadth and depth of experience allows our firm to draw on many varied experiences to create innovative solutions for our clients. Each transaction is unique but all benefit from the experience we gain from the many hundreds of financings we complete each year. Some examples of innovative solutions implemented for non-home rule local governments include (a) pledging limited tax bonding authority as a revenue source in an alternate revenue bond financing (to allow for larger projects in situations where statutory debt limits were a restriction), and (b) utilizing a CPI inflation factor in structuring debt service payments for tax capped issuers with debt service extension base limitations.

We would look forward to bringing our breadth and depth of experience to the Village to solve its financing challenges.

C. References

Respondent shall include the name, address and telephone number of at least three non-home rule clients for whom services similar to those described in this Request for Proposal have been performed.

We invite you to contact the following references to learn more about our services:

Patrick Brennan
Village Manager
Village of Kenilworth
419 Richmond Road
Kenilworth, Illinois 60043
847.251.1666

Dennis Bubenik
Director of Finance
Village of Homewood
2020 Chestnut Road
Homewood, Illinois 60430
708.206.3370

Tom Kuehne
Finance Director
Village of Arlington Heights
33 South Arlington Heights Road
Arlington Heights, Illinois 60005
847.368.5510

D. Disclosure

The Respondent shall disclose any professional or personal financial interest which could be a possible conflict of interest in representing the Village. The Respondent shall disclose any pending investigation of the Respondent or enforcement or disciplinary actions taken within the past three years by any regulatory bodies.

There are no conflicts of interest preventing the Firm from representing the Village.

There is no pending investigation of the Firm nor have there been any enforcement or disciplinary actions taken within the past three years by any regulatory bodies.

E. Fee

The Respondent shall prepare a total fixed fee statement. Fees stated shall cover the financial plan for the refunding in its entirety, including, but not limited to, all items listed in the Scope of Services. The fees quoted should indicate any fee differences which relate to different methods of issuance. It is the Village's expectation that Bond Counsel will be compensated when the Series 2006 bonds are refunded. If compensation is expected by the Respondent before the issuance of refunding bonds or for other services performed by the Respondent it should be explicitly stated in the proposal. The Respondent shall list any and all fees which would be due from the Village in the case that the refunding transaction does not close for any reason. The fees quoted shall cover all professional services and ordinary incidental expenses and travel expenses within the Chicago metropolitan area.

As is customary, Chapman bills its fees as bond counsel on a transactional basis instead of hourly. Our statement of charges is customarily rendered and paid at closing, or in some instances, upon or shortly after delivery of the final transcripts. We would propose a fixed fee of \$7,500 for the proposed issuance.

F. Draft Engagement Letter

The Respondent shall include a draft engagement letter, which incorporates the requirements of this RFP.

A draft of our standard form engagement letter is attached as *Exhibit C* to this proposal. We are happy to discuss all aspects of the engagement letter and modify as appropriate. We note that our insurance policies do not permit our firm to indemnify clients (such prohibitions are customary for law firm insurance), and any agreement with the Village could not include indemnification provisions.

Exhibit A Attorney Resumes

Lawrence E. White

Hillary D. Phelps

Sarah A. Breitmeyer



Lawrence E. White
Partner

Chicago Office
312.845.3426
312.516.3926 (Fax)
white@chapman.com

Larry White is a partner in the Public Finance and Government Relations Department at Chapman and Cutler LLP and has been practicing law since 1990. He serves as bond counsel, disclosure counsel and underwriters' counsel to governmental entities and underwriters on a wide variety of governmental financings. Larry also counsels investment banks, commercial banks and financial advisors on a wide variety of government related topics, including public offering disclosure and regulatory compliance. In addition, Larry is a frequent speaker on public finance and related regulatory topics.

Larry has focused his public finance practice on general obligation and revenue bond transactions, including financings for school districts, park districts, cities, villages, counties, libraries and fire protection districts. In addition, he is a lead attorney in the firm's bond counsel representation of Cook County, the City of Chicago and the Illinois Student Assistance Commission.

Larry was previously named one of the 40 Under Forty Lawyers to watch in Illinois by the Law Bulletin Publishing Company. He has also previously served as Assistant Legal Counsel to Speaker Michael J. Madigan of the Illinois House of Representatives.

Publications

- "Governing Law for Municipal Bankruptcy in Illinois," *Journal of Bankruptcy Law*, January 2014
- "Home Rule in Illinois: A Modern Controversy Reignites an Old Debate," *The Dispatch*, Late Winter 2014
- "Issuing School Bonds: Standards of Care in a Heightened Regulatory Environment," *The Journal of School Business Management, Illinois Association of School Business Officials*, Volume 24, Number 2, Fall 2012

Practice Focus

- Public Finance

Education

- University of Pennsylvania
School of Law
JD, 1990
- University of Texas
BBA, with high honors, 1987

Admitted

- Illinois

Memberships

- National Association of Bond Lawyers
- Illinois Association of School Business Officials



Hillary D. Phelps
Associate

Chicago Office
312.845.3729
312.516.3229 (Fax)
hphelps@chapman.com

Hillary Phelps is an Associate in the Public Finance Department of Chapman and Cutler LLP. She participated in the firm's summer associate program in 2008 and joined the firm in 2009. Prior to attending law school, Hillary worked at Williams & Connolly LLP in Washington, D.C. for three years.

Hillary serves as bond counsel, disclosure counsel and underwriter's counsel in governmental purpose bond transactions. She represents school districts, park districts, airports, cities, villages, colleges, and other bond issuers throughout Illinois.

Presentations

- Illinois Association of Park Districts Annual Conference, January 2014
- Illinois Public Airport Association Fall Conference, September 2013
- Illinois Government Officers Finance Association Debt Management Seminar, May 2013
- Illinois Local Government Lawyers Association Annual Conference, February 2013

Practice Focus

- Public Finance

Education

- Loyola University Chicago
School of Law
JD, *cum laude*, 2009
- Colgate University
BA, Political Science and
Economics, *cum laude*, 2003

Admitted

- Illinois



Sarah A. Breitmeyer
Associate

Chicago Office
312.845.3497
312.516.1897 (Fax)
breitmey@chapman.com

Sarah Breitmeyer is an associate in the Taxation Department of Chapman and Cutler LLP. She participated in the firm's summer associate program in 2006, and joined the firm in 2007. Prior to joining Chapman, Sarah worked as a litigation management coordinator for Special Risk Services Group, LLC.

Sarah provides tax advice related to tax-exempt financings, including new money and refunding financings for the benefit of governmental units, 501(c)(3) organizations and private corporations, and represents governmental issuers, underwriters, investment brokers and outside bond counsel in tax-exempt financing matters. She regularly provides the tax analysis as bond counsel with respect to numerous tax-exempt bond issues for the benefit of 501(c)(3) organizations including colleges and universities, hospitals, museums, cultural institutions and research organizations and has drafted post-issuance tax compliance policies and procedures for numerous 501(c)(3) organizations. Sarah provides advice concerning multipurpose financings, working capital borrowings, advance refundings, derivative products, output facilities, post-issuance tax compliance and procedures and defense of IRS audits of tax exempt and build America bonds. In addition, she has served on a comment project of the ABA related to working capital financings.

Presentations

- "Tax Issues for Transactional Lawyers," Chapman and Cutler LLP, July 2013
- "The Bonds are Issued, Then What? Post Issuance Compliance for Municipal Bonds," May 2012
- "Formation and Qualification of Exempt Organizations," March 2012
- "Working Capital Borrowings," February 2012
- "After the Bonds are Issued: IRS Compliance Checks and Resolving Compliance Issues," September 2011
- "Maximizing the Financial Impact of the New Federal Stimulus Law," West Central Municipal Conference, October 2009
- "Economic Disruption, the Stimulus Package and the Effect on the Municipal Bond Market," Women in Public Finance Conference, April 2009

Practice Focus

- Taxation

Education

- Loyola University Chicago
School of Law
JD, *magna cum laude*, 2007
- University of Illinois at
Urbana-Champaign
BS, Journalism, 2002

Admitted

- Illinois

Memberships

- National Association of Bond
Lawyers
- American Bar Association

Exhibit B Representative Transactions*

Sale Date	Issuer Name	Size of Issue	Name of Issue	Home Rule Status
5/22/14	City of East Peoria, Tazewell County, Illinois	\$18,570,000	Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2014	Non-Home Rule
4/22/14	City of Crystal Lake, McHenry County, Illinois	\$7,610,000	General Obligation Refunding Bonds, Series 2014	Home Rule
3/26/14	City of Peoria, Peoria County, Illinois	\$9,660,000	General Obligation Bonds, Series 2014A	Home Rule
3/24/14	City of Chicago, Cook County, Illinois	\$432,630,000	General Obligation Bonds, Project and Refunding Series 2014A	Home Rule
3/24/14	City of Chicago, Cook County, Illinois	\$450,790,000	General Obligation Bonds, Taxable Project and Refunding Series 2014B	Home Rule
2/10/14	City of Highland Park, Lake County, Illinois	\$9,955,000	General Obligation Bonds, Series 2014	Home Rule
2/4/14	Village of Mount Prospect, Cook County, Illinois	\$6,290,000	General Obligation Bonds, Series 2014	Home Rule
1/17/14	Campton Township, Kane County, Illinois	\$8,770,000	General Obligation Refunding Bonds, Series 2014	Non-Home Rule
1/8/14	Dundee Township, Kane County, Illinois	\$6,910,000	Taxable General Obligation Open Space Refunding Bonds, Series 2014	Non-Home Rule
1/7/14	City of Elmhurst, DuPage and Cook Counties, Illinois	\$8,770,000	General Obligation Refunding Bonds, Series 2014A	Home Rule
12/27/13	Village of Oak Lawn, Cook County, Illinois	\$18,000,000	Waterworks System Revenue Bond, Tax-Exempt Revolving Line of Credit, Series 2013A	Home Rule
11/12/13	City of Bloomington, McLean County, Illinois	\$9,225,000	General Obligation Bonds, Series 2013C	Home Rule
10/29/13	City of Bloomington, McLean County, Illinois	\$7,800,000	General Obligation Refunding Bonds, Series 2013A	Home Rule
10/1/13	City of Elmhurst, DuPage and Cook Counties, Illinois	\$9,150,000	General Obligation Bonds, Series 2013	Home Rule
9/26/13	Village of Skokie, Cook County, Illinois	\$9,415,000	General Obligation Bonds, Series 2013A	Home Rule

* A break-down of which of the following transactions were sold by competitive sale and which by negotiation was not immediately available; however, the list contains a representative sampling of both methods of sale. Further information is available upon request.

Chapman and Cutler LLP

Sale Date	Issuer Name	Size of Issue	Name of Issue	Home Rule Status
9/10/13	Village of Mount Prospect, Cook County, Illinois	\$9,800,000	General Obligation Bonds, Series 2013	Home Rule
8/21/13	Village of Arlington Heights, Cook County, Illinois	\$7,755,000	General Obligation Refunding Bonds, Series 2013	Home Rule
8/21/13	Village of Hawthorn Woods, Lake County, Illinois	\$6,240,000	Debt Certificates, Series 2013	Non-Home Rule
8/15/13	Village of Kenilworth, Cook County, Illinois	\$9,590,000	General Obligation Voted Bonds, Series 2013	Non-Home Rule
8/15/13	City of Evanston, Cook County, Illinois	\$12,565,000	General Obligation Corporate Purpose Bonds, Series 2013A	Home Rule
8/15/13	City of Decatur, Macon County, Illinois	\$17,212,394	Water Revenue Promissory Note, Series 2013	Home Rule
7/30/13	Village of Romeoville, Will County, Illinois	\$12,870,000	Taxable General Obligation Bonds, Series 2013A	Home Rule
7/10/13	City of Crystal Lake, McHenry County, Illinois	\$9,465,000	General Obligation Bonds, Series 2013A	Home Rule
6/20/13	Village of Tinley Park, Cook and Will Counties, Illinois	\$11,340,000	General Obligation Refunding Bonds, Series 2013	Home Rule
6/4/13	City of Collinsville, Madison and St. Clair Counties, Illinois	\$5,480,000	General Obligation Refunding Bonds, Series 2013A	Home Rule
5/30/13	Village of Schaumburg, Cook and DuPage Counties, Illinois	\$173,860,000	General Obligation Refunding Bonds (Hotel/Convention Center Project), Series 2013A	Home Rule
5/28/13	City of Highland Park, Lake County, Illinois	\$9,960,000	General Obligation Bonds, Series 2013	Home Rule
5/17/13	Village of Oswego, Kendall County, Illinois	\$8,595,000	General Obligation Refunding Bonds, Series 2013	Home Rule
5/8/13	City of Batavia, Kane and DuPage Counties, Illinois	\$9,120,000	General Obligation Refunding Bonds, Series 2013	Home Rule
5/1/13	Village of Lombard, DuPage County, Illinois	\$10,000,000	General Obligation Debt Certificates (Limited Tax), Series 2013	Non-Home Rule
3/26/13	Village of Sugar Grove, Kane County, Illinois	\$5,460,000	General Obligation Refunding Bonds (Alternate Revenue Source), Series 2013A	Non-Home Rule
3/6/13	City of St. Charles, Kane and DuPage Counties, Illinois	\$22,355,000	General Obligation Corporate Purpose Refunding Bonds, Series 2013	Home Rule
2/27/13	Village of Wauconda, Lake County, Illinois	\$9,950,000	General Obligation Bonds, Series 2013	Non-Home Rule
12/27/12	City of Highland Park, Lake County, Illinois	\$9,295,000	General Obligation Refunding Bonds, Series 2012	Home Rule

Sale Date	Issuer Name	Size of Issue	Name of Issue	Home Rule Status
12/20/12	City of East Peoria, Tazewell County, Illinois	\$6,215,000	General Obligation Refunding Bonds (Alternate Revenue Source), Series 2013B	Non-Home Rule
12/20/12	Village of South Holland, Cook County, Illinois	\$9,950,000	General Obligation Refunding Bonds, Series 2012	Home Rule
12/18/12	Village of Glenview, Cook County, Illinois	\$14,575,000	General Obligation Refunding Bonds, Series 2012B	Home Rule
12/18/12	Village of Glenview, Cook County, Illinois	\$7,730,000	General Obligation Refunding Bonds, Series 2012C	Home Rule
12/6/12	Village of Orland Park, Cook and Will Counties, Illinois	\$18,000,000	Taxable General Obligation Refunding Bonds, Series 2012B	Home Rule
12/6/12	Village of Orland Park, Cook and Will Counties, Illinois	\$5,220,000	General Obligation Refunding Bonds, Series 2012D	Home Rule
12/4/12	City of Morris, Grundy County, Illinois	\$5,450,000	General Obligation Waterworks and Sewerage Refunding Bonds (Alternate Revenue Source), Series 2012	Non-Home Rule
11/13/12	City of Oak Forest, Cook County, Illinois	\$9,265,000	General Obligation Refunding Bonds, Series 2012	Home Rule
10/18/12	City of St. Charles, Kane and DuPage Counties, Illinois	\$9,035,000	General Obligation Corporate Purpose Bonds, Series 2012A	Home Rule
10/18/12	City of St. Charles, Kane and DuPage Counties, Illinois	\$12,025,000	General Obligation Refunding Bonds, Series 2012B	Home Rule
10/17/12	Village of Glen Ellyn, DuPage County, Illinois	\$5,005,000	General Obligation Golf Course Improvement Bonds, Series 2012	Home Rule
10/9/12	City of Crystal Lake, McHenry County, Illinois	\$9,235,000	General Obligation Bonds, Series 2012	Home Rule
10/2/12	Village of Rosemont, Cook County, Illinois	\$45,240,000	Taxable General Obligation Corporate Purpose Bonds, Series 2012B	Home Rule
9/25/12	Village of LaGrange, Cook County, Illinois	\$6,205,000	General Obligation Library Refunding Bonds, Series 2012B	Non-Home Rule
8/28/12	City of Springfield, Sangamon County, Illinois	\$68,050,000	Water Revenue Bonds, Series 2012	Home Rule
8/27/12	Village of Buffalo Grove, Lake and Cook Counties, Illinois	\$6,000,000	General Obligation Corporate Purpose Bonds, Series 2012	Home Rule
8/23/12	Village of Streamwood, Cook County, Illinois	\$7,540,000	General Obligation Refunding Bonds, Series 2012	Home Rule
8/20/12	City of Rockford, Winnebago County, Illinois	\$5,925,000	General Obligation Refunding Bonds, Series 2012A	Non-Home Rule
8/1/12	City of Elmhurst, DuPage and Cook Counties, Illinois	\$10,000,000	General Obligation Bonds, Series 2012	Home Rule

Chapman and Cutler LLP

Sale Date	Issuer Name	Size of Issue	Name of Issue	Home Rule Status
7/26/12	City of Wheaton, DuPage County, Illinois	\$17,920,000	General Obligation Library Refunding Bonds, Series 2012A	Home Rule
7/26/12	City of Evanston, Cook County, Illinois	\$15,720,000	General Obligation Corporate Purpose Bonds, Series 2012A	Home Rule
7/25/12	Village of Schaumburg, Cook and DuPage Counties, Illinois	\$69,935,000	General Obligation Refunding Bonds, Series 2012A	Home Rule
7/24/12	City of Batavia, Kane and DuPage Counties, Illinois	\$7,150,000	General Obligation Refunding Bonds, Series 2012A	Home Rule
6/27/12	City of Elgin, Kane and Cook Counties, Illinois	\$8,600,000	General Obligation Corporate Purpose Bonds, Series 2012A	Home Rule
6/14/12	Village of Glenview, Cook County, Illinois	\$18,090,000	General Obligation Refunding Bonds, Series 2012A	Home Rule
6/5/12	Village of Channahon, Will County, Illinois	\$6,775,000	General Obligation Refunding Bonds, Series 2012	Home Rule
5/17/12	Village of Mokena, Will County, Illinois	\$6,890,000	General Obligation Refunding Bonds (Sales Tax Alternate Revenue Source), Series 2012	Non-Home Rule
5/1/12	Village of Bartlett, DuPage, Cook, and Kane Counties, Illinois	\$13,525,000	General Obligation Bonds, Series 2012	Home Rule
4/18/12	City of Bloomington, McLean County, Illinois	\$7,660,000	Taxable General Obligation Bonds, Series 2012	Home Rule
4/3/12	Village of Rosemont, Cook County, Illinois	\$59,390,000	Taxable General Obligation Corporate Purpose Bonds, Series 2012A	Home Rule
3/15/12	City of Elgin, Kane and Cook Counties, Illinois	\$15,215,000	General Obligation Refunding Bonds, Series 2012	Home Rule
3/1/12	Village of Schaumburg, Cook and DuPage Counties, Illinois	\$13,025,000	General Obligation Refunding Bonds, Series 2012	Home Rule
2/28/12	Village of Vernon Hills, Lake County, Illinois	\$7,850,000	General Obligation Bonds, Series 2011A	Home Rule
2/23/12	City of Geneva, Kane County, Illinois	\$5,250,000	General Obligation Refunding Bonds (Waterworks and Sewerage Alternate Revenue Source), Series 2012B	Non-Home Rule
2/15/12	Village of Tinley Park, Cook and Will Counties, Illinois	\$5,235,000	General Obligation Refunding Bonds, Series 2012	Home Rule
2/6/12	Village of Hillside, Cook County, Illinois	\$5,100,000	General Obligation Bonds, Series 2012A	Home Rule
12/28/11	Village of Schaumburg, Cook and DuPage Counties, Illinois	\$9,990,000	General Obligation Refunding Bonds, Series 2011	Home Rule
12/15/11	City of Dixon, Lee County, Illinois	\$6,375,000	General Obligation Refunding Bonds, Series 2011	Non-Home Rule

Chapman and Cutler LLP

Sale Date	Issuer Name	Size of Issue	Name of Issue	Home Rule Status
11/30/11	City of Chicago, Cook County, Illinois	\$210,640,000	General Obligation Bonds, Series 2011A	Home Rule
11/30/11	City of Chicago, Cook County, Illinois	\$205,705,000	Taxable General Obligation Bonds, Series 2011B	Home Rule
11/15/11	City of Chicago, Cook County, Illinois	\$214,340,000	Sales Tax Revenue Bonds, Series 2011A	Home Rule
11/15/11	City of Chicago, Cook County, Illinois	\$18,565,000	Sales Tax Revenue Bonds, Series 2011B	Home Rule
11/1/11	Village of Hanover Park, Cook and DuPage Counties, Illinois	\$7,030,000	General Obligation Refunding Bonds, Series 2011	Home Rule
10/25/11	Village of Wheeling, Cook and Lake Counties, Illinois	\$8,445,000	General Obligation Refunding Bonds, Series 2011	Home Rule
10/24/11	Village of Oak Park, Cook County, Illinois	\$5,030,000	General Obligation Corporate Purpose Project and Refunding Bonds, Series 2011B	Home Rule
10/3/11	Village of Bensenville, DuPage and Cook Counties, Illinois	\$7,205,000	General Obligation Bonds (Alternate Revenue Source), Series 2011B	Non-Home Rule
9/27/11	City of Geneva, Kane County, Illinois	\$13,000,000	General Obligation Refunding Bonds, Series 2011	Non-Home Rule
9/27/11	Village of Glenview, Cook County, Illinois	\$11,035,000	General Obligation Corporate Purpose Refunding Bonds, Series 2011	Home Rule
9/7/11	Village of Channahon, Will and Grundy Counties, Illinois	\$5,085,000	General Obligation Refunding Bonds, Series 2011	Home Rule

Exhibit C

Form of Engagement Letter

Re: _____

Dear _____:

We are pleased to provide an engagement letter for our services as bond counsel for the bonds in reference (the "*Bonds*"). For convenience and clarity, we may refer to the _____ in its corporate capacity and to you, the _____ officers (including the _____ of the _____), employees, and general and special counsel to the _____, collectively as "*you*" (or the possessive "*your*"). You have advised us that the purpose of the issuance of the Bonds, briefly stated, is _____. You are retaining us for the limited purpose of rendering our customary approving legal opinion as described in detail below.

A. DESCRIPTION OF SERVICES

As Bond Counsel, we will work with you and the following persons and firms: the underwriters or other bond purchasers who purchase the Bonds from the _____ (all of whom are referred to as the "*Bond Purchasers*") and counsel for the Bond Purchasers, financial advisors, trustee, paying agent and bond registrar and their designated counsel (you and all of the foregoing persons or firms, collectively, the "*Participants*"). We intend to undertake each of the following (the "*Services*") as necessary:

1. Review relevant Illinois law, including pending legislation and other recent developments, relating to the legal status and powers of the _____ or otherwise relating to the issuance of the Bonds.

2. Obtain information about the Bond transaction and the nature and use of the facilities or purposes to be financed (the "*Project*") or, for any portion of the Bonds to be issued for refunding purposes, the facilities or purposes financed with the proceeds of the bonds to be refunded (the "*Prior Project*").

3. Review the proposed timetable and consult with the Participants as to issuance of the Bonds in accordance with the timetable.

4. Consider the issues arising under the Internal Revenue Code of 1986, as amended, and applicable tax regulations and other sources of law, relating to the issuance of the Bonds on a tax-exempt basis; these issues include, without limitation, ownership and use of the Project or Prior Project, use and investment of Bond proceeds prior to expenditure, and security provisions or credit enhancement relating to the Bonds.

5. Prepare or review major Bond documents, including tax compliance certificates, review the bond purchase agreement, if applicable, and, at your request, draft descriptions of the documents which we have drafted. _____ As Bond Counsel, we assist you in reviewing only those sections of an official statement or any other disclosure document to be disseminated in connection with the sale of the Bonds involving the description of the Bonds, the security for the Bonds, and the description of the federal tax exemption of interest on the Bonds and, if applicable, the "bank-qualified" status of the Bonds.

6. Prepare or review all pertinent proceedings to be considered by the _____ of the _____; confirm that the necessary quorum, meeting and notice requirements are contained in the proceedings, and draft pertinent excerpts of minutes of the meetings relating to the financing.

7. Attend or host such drafting sessions and other conferences as may be necessary, including a preclosing, if needed, and closing; and prepare and coordinate the distribution and execution of closing documents and certificates, opinions and document transcripts.

8. Render our legal opinion regarding the validity of the Bonds, the source of payment for the Bonds, and the federal income tax treatment of interest on the Bonds, which opinion (the "*Bond Opinion*") will be delivered in written form on the date the Bonds are exchanged for their purchase price (the "*Closing*"). The Bond Opinion will be based on facts and law existing as of its date. Please see the discussion below at part D. Please note that our opinion represents our legal judgment based upon our review of the law and the facts so supplied to us that we deem relevant and is not a guarantee of a result.

B. LIMITATIONS; SERVICES WE DO NOT PROVIDE

Our Services as Bond Counsel are limited as stated above. Consequently, unless otherwise agreed pursuant to a separate engagement letter, our Services *do not* include:

1. Giving any advice, opinion or representation as to the financial feasibility or the fiscal prudence of issuing the Bonds, including, without limitation, the undertaking of the Project, the investment of Bond proceeds, the making of any investigation of or the expression of any view as to the creditworthiness of the _____, of the Project or of the Bonds or the form, content, adequacy or correctness of the financial statements of the _____. We will not offer you financial advice in any capacity beyond that constituting services of a traditionally legal nature.

2. Except as described in Paragraph (A)(5) above, assisting in the preparation or review of an official statement or any other disclosure document with respect to the Bonds or performing an independent investigation to determine the accuracy, completeness or sufficiency of any such document or rendering any advice, view or comfort that the official statement or other disclosure document (which may be referred to as the “*Official Statement*”) does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements contained therein, in light of the circumstances under which they were made, not misleading. Please see our comments below at paragraphs (D)(5) and (D)(6).

3. Independently establishing the veracity of certifications and representations of you or the other Participants. For example, we will not review the data available on the Electronic Municipal Market Access system website created by the Municipal Securities Rulemaking Board (and commonly known as “EMMA”) to verify the information relating to the Bonds to be provided by the Bond Purchasers, and we will not undertake a review of your website to establish that information contained corresponds to that you provide independently in your certificates or other transaction documents.

4. Supervising any state, county or local filing of any proceedings held by the _____ of the _____ incidental to the Bonds.

5. Preparing any of the following — requests for tax rulings from the Internal Revenue Service, blue sky or investment surveys with respect to the Bonds, state legislative amendments, or pursuing test cases or other litigation.

6. Opining on securities laws compliance or as to the continuing disclosure undertaking pertaining to the Bonds; and, after the execution and delivery of the Bonds, providing advice as to any Securities and Exchange Commission investigations or concerning any actions necessary to assure compliance with any continuing disclosure undertaking.

7. After Closing, providing continuing advice to the _____ or any other party concerning any actions necessary to assure that interest paid on the Bonds will continue to be tax-exempt; *e.g.*, we will not undertake rebate calculations for the Bonds without a separate engagement for that purpose, we will not monitor the investment, use or expenditure of Bond proceeds or the use of the Project or Prior Project, and we are not retained to respond to Internal Revenue Service audits.

8. Any other services not specifically set forth above in Part A.

C. ATTORNEY-CLIENT RELATIONSHIP; REPRESENTATION OF OTHERS

Upon execution of this engagement letter, the _____ will be our client, and an attorney-client relationship will exist between us. However, our Services as Bond Counsel are limited as set forth in this engagement letter, and your execution of this engagement letter will constitute an acknowledgment of those limitations. Also please note that the attorney-client privilege, normally applicable under State law, may be diminished or non-existent for written advice delivered with respect to Federal tax law matters.

From time to time we represent in a variety of capacities and consult with most underwriters, investment bankers, credit enhancers such as bond insurers or issuers of letters of credit, ratings agencies, investment providers, brokers of financial products, financial advisors, banks and other financial institutions, and other persons who participate in the public finance market on a wide range of issues. _____ Prior to execution of this engagement letter, we may have consulted with one or more of such firms regarding the Bonds including, specifically, the Bond Purchasers. We are advising you, and you understand that the _____ consents to our representation of it in this matter, notwithstanding such consultations, and even though parties whose interests are or may be adverse to the _____ in this transaction are clients in other unrelated matters. Neither our representation of the _____ nor such additional relationships or prior consultations will affect, however, our responsibility to render an objective Bond Opinion.

Your consent does not extend to any conflict that is not subject to waiver under applicable Rules of Professional Conduct (including Circular 230 discussed below), or to any matter that involves the assertion of a claim against the _____ or the defense of a claim asserted by the _____. In addition, we agree that we will not use any confidential non-public information received from you in connection with this engagement to your material disadvantage in any matter in which we would be adverse to you.

Circular 230 as promulgated by the U.S. Department of Treasury ("*Circular 230*") provides rules of professional conduct governing tax practitioners. Circular 230 includes provisions regarding conflicts of interest and related consents that in some respects are stricter than applicable state rules of professional conduct which otherwise apply. In particular, Circular 230 requires your consent to conflicts of interest be given in writing within 30 days of _____. If we have not received all of the required written consents by this date, we may be required under Circular 230 to "promptly withdraw from representation" of the _____ in this matter.

Further, this engagement letter will also serve to give you express notice that we represent many other municipalities, school districts, park districts, counties, townships, special districts and units of local government both within and outside of the State of Illinois and also the State itself and various of its agencies and authorities (collectively, the "*governmental units*"). Most but not all of these representations involve bond or other borrowing transactions. We have assumed that there are no controversies pending to which the _____ is a party and is taking any position which is adverse to any other governmental unit, and you agree to advise us promptly if this assumption is incorrect. In such event, we will advise you if the other governmental unit is our client and, if so, determine what actions are appropriate. Such actions could include seeking waivers from both the _____ and such other governmental unit or withdrawal from representation.

The _____ will have its general or special counsel available as needed to provide advocacy in the Bond transaction and has had the opportunity to consult with such counsel concerning the conflict consents and other provisions of this letter; and that other Participants will retain such counsel as they deem necessary and appropriate to represent their interests.

D. OTHER TERMS OF THE ENGAGEMENT; CERTAIN OF YOUR UNDERTAKINGS

Please note our understanding with respect to this engagement and your role in connection with the issuance of the Bonds.

1. In rendering the Bond Opinion and in performing any other Services hereunder, we will rely upon the certified proceedings and other certifications you and other persons furnish to us. Other than as we may determine as appropriate to rendering the Bond Opinion, we are not engaged and will not provide services intended to verify the truth or accuracy of these proceedings or certifications. We do not ordinarily attend meetings of the _____ at which proceedings related to the Bonds are discussed or passed unless special circumstances require our attendance.

2. The factual representations contained in those documents which are prepared by us, and the factual representations which may also be contained in any other documents that are furnished to us by you are essential for and provide the basis for our conclusions that there is compliance with State law requirements for the issue and sale of valid Bonds and with the Federal tax law for the tax exemption of interest paid on the Bonds. Accordingly, it is important for you to read and understand the documents we provide to you because you will be confirming the truth, accuracy and completeness of matters contained in those documents at the issuance of the Bonds.

3. If the documents contain incorrect or incomplete factual statements, you must call those to our attention. We are always happy to discuss the content or meaning of the transaction documents with you. Any untruth, inaccuracy or incompleteness may have adverse consequences affecting either the tax exemption of interest paid on the Bonds or the adequacy of disclosures made in the Official Statement under the State and Federal securities laws, with resulting potential liability for you. During the course of this engagement, we will further assume and rely on you to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security. We understand that you will cooperate with us in this regard.

4. You should carefully review all of the representations you are making in the transaction documents. We are available and encourage you to consult with us for explanations as to what is intended in these documents. To the extent that the facts and representations stated in the documents we provide to you appear reasonable to us, and are not corrected by you, we are then relying upon your signed certifications for their truth, accuracy and completeness.

5. Issuing the Bonds as "securities" under State and Federal securities laws and on a tax-exempt basis is a serious undertaking. As the issuer of the Bonds, the _____ is obligated under the State and Federal securities laws and the Federal tax laws to disclose all material facts. The _____'s lawyers, financial advisors and bankers can assist the _____ in fulfilling these duties, but the _____ in its corporate capacity, including your knowledge, has the collective knowledge of the facts pertinent to the transaction and the ultimate responsibility for the presentation and disclosure of the relevant information. Further, there are complicated Federal tax rules applicable to tax-exempt bonds. The Internal

Revenue Service has an active program to audit such transactions. The documents we prepare are designed so that the Bonds will comply with the applicable rules, but this means you must fully understand the documents, including the representations and the covenants relating to continuing compliance with the federal tax requirements. Accordingly, we want you to ask questions about anything in the documents that is unclear.

6. As noted, the members of the _____ also have duties under the State and Federal securities and tax laws with respect to these matters and should be knowledgeable as to the underlying factual basis for the bond issue size, use of proceeds and related matters.

7. We are also concerned about the adoption by the _____ of the gift ban provisions of the State Officials and Employees Ethics Act, any special ethics or gift ban ordinance, resolution, bylaw or code provision, any lobbyist registration ordinance, resolution, bylaw or code provision, or any special provision of law or ordinance, resolution, bylaw or code provision relating to disqualification of counsel for any reason. We are aware of the provisions of the State Officials and Employees Ethics Act and will assume that you are aware of these provisions as well and that the _____ has adopted proceedings that are only as restrictive as such Act. However, if the _____ has stricter provisions than appear in such Act or is subject to or has adopted such other special ethics, lobbyist or disqualification provisions, we assume and are relying upon you to advise of same.

E. FEES

As is customary, we will bill our fees as Bond Counsel on a transactional basis instead of hourly. Disbursements and other non-fee charges are billed separately and in addition to our fees for professional services. Factors which affect our billing include: (a) the amount of the Bonds; (b) an estimate of the time necessary to do the work; (c) the complexity of the issue (number of parties, timetable, type of financing, legal issues and so forth); (d) recognition of the partially contingent nature of our fee, since it is customary that in the case no financing is ever completed, we render a greatly reduced statement of charges; and (e) a recognition that we carry the time for services rendered on our books until a financing is completed, rather than billing monthly or quarterly.

Based upon our current understanding of the terms, structure, size and schedule of the proposed financing, the duties we will undertake pursuant to this engagement letter, the time we estimate will be necessary to effectuate the transaction and the responsibilities we will assume, we expect that our fee will be _____, plus the disbursements and non-fee charges noted above.

If, at any time, we believe that circumstances require an adjustment of our original fee estimate, we will consult with you and prepare an amendment to this engagement letter. Our statement of charges is customarily rendered and paid at Closing, or in some instances upon or shortly after delivery of the bond transcripts; we generally do not submit any statement for fees prior to the Closing, except in instances where there is a substantial delay from the expected timetable. In such instances, we reserve the right to present an interim statement of charges. If, for any reason, the Bonds are not issued or are issued without the rendition of our Bond Opinion

as bond counsel, or our services are otherwise terminated, we expect to negotiate with you a mutually agreeable compensation.

The undersigned will be the attorney primarily responsible for the firm's services on this Bond issue, with assistance as needed from other members of our bond, securities and tax departments.

F. RISK OF AUDIT BY INTERNAL REVENUE SERVICE

The Internal Revenue Service (the "Service") has an ongoing program of auditing tax-exempt obligations to determine whether, in the view of the Service, interest on such tax-exempt obligations is excludable from gross income of the owners for federal income tax purposes. We can give no assurances as to whether the Service might commence an audit of the Bonds or whether, in the event of an audit, the Service would agree with our opinions. If an audit were to be commenced, the Service may treat the _____ as the taxpayer of purposes of the examination. As noted in paragraph 6 of Part B above, the scope of our representation does not include responding to such an audit. However, if we were separately engaged at the time, and subject to the applicable rules of professional conduct, we may be able to represent the _____ in the matter.

G. END OF ENGAGEMENT AND POST ENGAGEMENT; RECORDS

Our representation of the _____ and the attorney-client relationship created by this engagement letter will be concluded upon the issuance of the Bonds. Nevertheless, subsequent to the Closing, we will prepare and provide a bond transcript in a CD-ROM format pertaining to the Bonds and make certain that a Federal Information Reporting Form 8038-G is filed.

Please note that you are engaging us as special counsel to provide legal services in connection with a specific matter. After the engagement, changes may occur in the applicable laws or regulations, or interpretations of those laws or regulations by the courts or governmental agencies, that could have an impact on your future rights and liabilities. Unless you engage us specifically to provide additional services or advice on issues arising from this matter, we have no continuing obligation to advise you with respect to future legal developments.

This will be true even though as a matter of courtesy we may from time to time provide you with information or newsletters about current developments that we think may be of interest to you. While we would be pleased to represent you in the future pursuant to a new engagement agreement, courtesy communications about developments in the law and other matters of mutual interest are not indications that we have considered the individual circumstances that may affect your rights or have undertaken to represent you or provide legal services.

At your request, to be made at or prior to Closing, any other papers and property provided by the _____ will be promptly returned to you upon receipt of payment for our outstanding fees and client disbursements. All other materials shall thereupon constitute our own files and property, and these materials, including lawyer work product pertaining to the

transaction, will be retained or discarded by us at our sole discretion. You also agree with respect to any documents or information relating to our representation of you in any matter which have been lawfully disclosed to the public in any manner, such as by posting on EMMA, your website, newspaper publications, filings with a County Clerk or Recorder or with the Secretary of State, or otherwise, that we are permitted to make such documents or information available to other persons in our reasonable discretion. Such documents might include (without limitation) legal opinions, official statements, bond resolutions or ordinances, or like documents as assembled and made public in a governmental securities offering.

We call your attention to the _____'s own record keeping requirements as required by the Internal Revenue Service. Answers to frequently asked questions pertaining to those requirements can be found on the IRS website under frequently asked questions related to tax-exempt bonds at www.irs.gov (click on "Tax Exempt Bond Community", then "Frequently Asked Questions"), and it will be your obligation to comply for at least as long as any of the Bonds (or any future bonds issued to refund the Bonds) are outstanding, plus three years.

H. YOUR SIGNATURE REQUIRED

If the foregoing terms are acceptable to you, please so indicate by returning the enclosed copy of this engagement letter dated and signed by an authorized officer not later than the date which is 30 days after _____, retaining the original for your files. Please note that if we perform Services prior to your executing this engagement letter, this engagement letter shall be effective as of the date we have begun rendering the Services. We will provide copies of this letter to certain of the Participants to provide them with an understanding of our role. We look forward to working with you.

Very truly yours,

CHAPMAN AND CUTLER LLP

By _____

Accepted and Approved:

By: _____

Title: _____

Date: _____, 20__.

cc: _____

Special Note: This letter must be signed and returned within 30 days of _____.

President's Report



PROCLAMATION

WHEREAS, the Village of La Grange Park is committed to ensuring the safety and security of all those living in our Village; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, three out of five home fire deaths result from fires in properties without working smoke alarms; and

WHEREAS, in one-fifth of all homes with smoke alarms, none were working; and

WHEREAS, working smoke alarms, fire sprinklers, and planning and practicing a home fire escape plan will greatly increase your chances of surviving a home fire; and

WHEREAS, the La Grange Park Fire Department is dedicated to promoting strong fire safety practices, such as providing public fire safety education in the schools throughout the month and at their Annual Open House, taking place this year on October 12th; and

WHEREAS, the 2014 Fire Prevention Week theme, "Smoke Alarms Save Lives: Test Yours Every Month" effectively serves to remind us all of the simple actions we can take to keep our homes and families safe from fire during Fire Prevention Week and year-round.

NOW, THEREFORE BE IT PROCLAIMED THAT:

The Village President and Board of Trustees of the Village of La Grange Park does hereby proclaim October 5-11, 2014 as Fire Prevention Week throughout this Village, and urges all the people of La Grange Park to protect their homes and families by heeding the important safety messages of Fire Prevention Week 2014.

James L. Discipio, Village President

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of La Grange Park to be affixed this 23rd day of September 2014.

ATTEST:

Amanda G. Seidel, Village Clerk

PROCLAMATION

SALUTING AUXILIARY POLICE OFFICER JOSEPH VIKIDEL

WHEREAS, Joseph Vikidel (Joe) has faithfully served the Village of La Grange Park since 1978 and in the mid-90s he was given the position of Sergeant of Auxiliary; and

WHEREAS, Auxiliary Police Officer Vikidel announced his retirement in August of 2014; and

WHEREAS, Joe has dedicated a major portion of his life as an auxiliary police officer protecting and serving residents within the Village of La Grange Park; and

WHEREAS, he has spent hundreds of hours working at parades, festivals, block parties and other Village gatherings as a visible representative of La Grange Park; and

WHEREAS, Joe was instrumental in providing necessary support and supplies to the Police Department's Adopt-a-Cop Program and Summer Youth Camp; and

WHEREAS, communities like La Grange Park rely on people like Joe Vikidel to provide necessary support to keep our neighborhoods safe and insure that the peace is maintained; and

WHEREAS, during his 36 years of service to the Village of La Grange Park, Joe has made many friends and developed long lasting relationships with members of the Police Department, other municipal employees and elected and appointed officials alike; and

WHEREAS, it is both necessary and appropriate to honor Joseph Vikidel for all of his contributions to the Village and his dedication to duty.

NOW, THEREFORE BE IT PROCLAIMED, that the Village of La Grange Park President and Board of Trustees acknowledge the contribution that Joseph Vikidel has made to the Village of La Grange Park and its residents during his dedicated service as a La Grange Park Auxiliary Police Officer and we wish him well in his retirement.

Dr. James L. Discipio, Village President

ATTEST: _____
Amanda G. Seidel, Village Clerk

PROCLAMATION

La Grange Park Women's Club

WHEREAS, the La Grange Park Woman's Club was organized on June 10, 1954 making it one of the longest standing organization in the Village; and

WHEREAS, on June 10, 2014 the La Grange Park Woman's Club celebrated its 60th anniversary; and

WHEREAS, through its history the club has been active in many local causes and charitable efforts; and

WHEREAS, the ongoing service and contributions of the La Grange Park Woman's Club exemplify the community spirit that exists in our Village.

NOW, THEREFORE BE IT PROCLAIMED THAT:

1. The Village of La Grange Park proclaims the month of October La Grange Park Woman's Club month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Village of La Grange Park to be affixed this 23rd day of September, 2014.

James L. Discipio, Village President

ATTEST: _____
Amanda G. Seidel, Village Clerk

Items of Interest

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

2014 MEETINGS REMINDER

October 14, 2014	Work Session Meeting	7:30 p.m.	Village Hall
October 28, 2014	Village Board Meeting	7:30 p.m.	Village Hall
November 11, 2014	Work Session Meeting	7:30 p.m.	Village Hall
November 25, 2014	Village Board Meeting	7:30 p.m.	Village Hall
December 9, 2014	Work Session Meeting	7:30 p.m.	Village Hall