



LOMBARD POLICE DEPARTMENT



Date: May 5, 2011

To: David A. Hulseberg, AICP, ICMA-CM
Village Manager

From: Raymond J. Byrne - Chief of Police

Re: Proposal to Contract for Crossing Guard Services

At your request, the police department has explored alternatives to staffing the current crossing guard program because of concerns about exposure to financial liabilities as they relate to unemployment compensation for these part-time Village employees. In essence, the desire is to eliminate concerns about unemployment insurance by outsourcing the crossing guard program.

Initially, in trying to find alternative staffing solutions, we quickly discovered that the options were very limited. The only private company we could locate that provides crossing guards as a program was Andy Frain Services, Inc. The Carol Stream Police Department has been utilizing Andy Frain Services, Inc. for their crossing guard program and have found it to be effective. Working with Andy Frain, we have reached an agreement that provides for the same level of service that we currently enjoy at virtually the same cost. For FYE 2011 and FYE 2012, the Village has budgeted \$85,000 in part-time salaries for crossing guards (cost center 2170.711160). Additionally, expenditures for social security and Medicare are budgeted as well at approximately \$6,513 (cost centers 2170.711530 and 2170.711570 respectively). The total cost of salaries and benefits to staff the current program is approximately \$91,513.

While formulating this agreement, we worked through several issues. Two of the issues should be highlighted. First, in looking at the current program, we realized there were some inequities in the number of hours individual crossing guards were being compensated for. From our perspective, crossing guards should all be compensated for the same number of hours. The recommendation is for two (2) hours per day. Second, Andy Frain did make it clear that all of the current crossing guards would be given the first choice of becoming employees of Andy Frain and retaining their current crossing guard posts.

With this background in mind, the Police Department recommends that the attached agreement for crossing guard services by Andy Frain Services, Inc. be entered into. This agreement offers the following benefits:

- The agreement represents a modest decrease of approximately \$786 to staff the crossing guard program.

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- The proposal provides the same level of service and coverage that currently exists. There would be no diminishment in service from our current levels.
- All of the current crossing guards would be retained and become employees of Andy Frain. Additionally, as Andy Frain employees, they would be afforded additional opportunities to work other events and venues through Andy Frain.
- All of the current crossing guards would still receive the same hourly rate of pay (\$12.78) as they receive now. New hires would receive a slightly lower starting rate (\$11.00).

The Agreement has been reviewed by Village Attorney Tom Bayer as well as Andy Frain's legal department. If you should have any questions, or would like additional information, please do not hesitate to contact me.

cc: Dep. Chief Rollins
Dep. Chief Wirsing
Sgt. Gabinski

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