



DARIEN POLICE



KATHLEEN MOESLE WEAVER
Mayor

GREG THOMAS
Chief of Police

EDWARD RENTKA
Commander-Administrative Services

GERALD PICCOLI
Commander-Operations

1710 Plainfield Road
Darien, Illinois 60561-5044
Administration 630.971.3999
FAX 630.971.4326
Police Response 9-1-1
www.darien.il.us

POLICE COMMITTEE
June 18, 2018
6:00 P.M.
Police Department Training Room
1710 Plainfield Road

1. Call to Order
2. Public Comment and Communications
3. Approval of Meeting Minutes – May 21, 2018
4. Agenda Memo – A motion authorizing the purchase of a (3) year licensing agreement for payroll scheduling software from Pace Systems, Inc. using Department of Justice award money in the amount of \$7,650.
5. Chief's Monthly Report
6. Next Meeting Date – July 16, 2018
7. Adjournment

**POLICE COMMITTEE
MEETING MINUTES
May 21, 2018**

Call to Order

The meeting was called to order at 6:02 p.m. in the police department training room. In attendance: Alderman McIvor, Alderman Vaughn, Alderman Marchese, City Administrator Vana, and Chief Thomas.

Public Comment and Communications

No public Comment and Communication.

Minutes

The minutes of the January 15, 2018, Police Committee meeting were unanimously approved.

Agenda Memo - DuPage County Metropolitan Enforcement Group (DUMEG) FYE2019 Annual Contribution in the amount of \$17,680. Chief explained this is a budgeted item and the payment will be taken out of the state drug forfeiture fund. Chief gave an overview of the activities of the DUMEG task force. There was over \$1M drug bust recently in which DUMEG assisted Darien PD. The committee unanimously approved.

Agenda Memo - A motion to approve the expenditure of budgeted funds to purchase twelve (12) 2018 Ford AWD Explorers from Ford Currie Commercial Center in the amount of \$364,524. Chief reviewed with the committee that this purchase was approved during the annual budgeting process with City Council. The cars will be purchased using state bidding prices. The committee unanimously approved.

Agenda Memo - A motion authorizing the expenditure of budgeted funds to purchase In-Car Video Systems from WatchGuard in the amount of \$107,767. Chief explained this purchase will come from the DUI technology fund. The committee unanimously approved.

Agenda Memo- A motion authorizing the expenditure of budgeted funds to purchase seventeen (17) Mobile Data Computer (MDC) systems from Brite-Fujitsu Computers in the amount of \$54,265.86. The committee unanimously approved.

Agenda Memo- A motion authorizing the expenditure of budgeted funds to purchase up-fitting twelve (12) police department patrol vehicles from Emergency Vehicle Tech (EVT) in the amount of \$128,323. The committee unanimously approved.

Agenda Memo - A motion authorizing the expenditure of budgeted funds to purchase fourteen (14) Radar Systems from Stalker Radar Applied Concepts, Inc. in the amount of \$19,600. Chief explained that this purchase will come from the DUI technology fund. The committee unanimously approved.

Chief's Monthly Report

Chief Thomas reviewed the highlights of his report with the committee.

Adjournment

The Committee Meeting was adjourned at 6:34 p.m.

Approved: _____
Date

Alderman: _____
Joseph Marchese

Chairman: _____
Sylvia McIvor

Alderman: _____
Lester Vaughn

AGENDA MEMO
Police Committee
June 18th, 2018

ISSUE STATEMENT

A motion authorizing the purchase of a (3) year licensing agreement for payroll scheduling software from Pace Systems, Inc. using Department of Justice award money in the amount of \$7,650.

BACKGROUND/HISTORY

Currently the records department enters police department employee payroll hours into the Abila payroll system using a paper copy of the patrol schedule and the administrative personnel's set schedule. Any adjustments to those hours (sick time, overtime, etc.) are completed on a form which is then submitted to a supervisor who will approve or deny the request and then forward the paperwork to the records department for entry into Abila. A records clerk makes the adjustments to payroll and then every two weeks after all entries are made a record clerk verifies all payroll entries which is then sent to the operations commander for a second verification check. The City accountant is then given a paper copy of the two week payroll summary which has been signed off on that it has been checked for errors.

We believe purchasing scheduling software will streamline this process saving time and money and allowing more time for other work to be completed. The Pace scheduling software creates a real time environment that gives supervisors access to benefit time the officers have earned or used. When a request is submitted for the use of benefit time the software will either allow the benefit time to be used or rejected. In the past there have been times when this information was either not available to supervisors or until the records clerk making the entries was available.

Payroll information will be able to be transferred electronically directly into the Abila accounting software, both Pace and Abila have been in contact with each other and both advise this can be accomplished which will save additional time in accounting. The Pace software provided a 6 month disclaimer that allows the police department to cancel the purchase at no cost if we find it does not suit our needs. The software is renewed annually at a cost of \$3000, however by purchasing three (3) years of licensing in advance we would receive a 15% discount reducing the cost from \$9000 to \$7,650 for the first three (3) years. The purchase would be made using Department of Justice award money.

We calculated the approximate time and cost spent on payroll currently, this does not include sergeants and patrol officers time or the flow of paperwork. Every 2 weeks the record clerk spends 7.5 combined hours dedicated to payroll for a yearly cost of \$5,436 and the commander spends 5 hours in the same time frame for a yearly cost of \$8,135 for an approximate combined yearly cost of \$13,571.

We also spoke to the City accountant who advises that if the new software works well with Abila, she would no longer need to use the spreadsheets to verify if all comp/leave time is calculating properly. Currently, even though our system does calculate this, it is often calculated incorrectly. She generally spends about an hour every 2 weeks updating spreadsheets. It would cut this time in half since she would still have to do it for the other City departments. The biggest benefit we will gain from this system is the accuracy in payroll itself. Every payroll period she spends quite a bit of

time double checking entries and finding errors and this software should eliminate the need for this process.

The Darien Police Department is a proud participant in the United States Department of Justice and the United States Department of Treasury Equitable Sharing Program for State and Local Law Enforcement Agencies. For the last two years the Darien Police Department has participated in federal task forces whose goal is to stem the flow of illegal narcotics into the Chicago metropolitan area which is one of the major hubs for illegal narcotics coming into the United States. It is the goal of this program to not only cut off the flow of illegal narcotics into the area, but to take away and use the tools, proceeds and property derived from any criminal activity against the offenders. These seized tools, proceeds and property are ultimately a deterrent to criminal activity and an enhancement to law enforcement. Under the *Guidelines of the Equitable Sharing Program*, the funds received cannot be used to replace or supplant the police department's regularly budgeted monies but augment the police budget. These seized monies may only be used by the police department in order to augment the police budget. This purchase meets the *Guidelines of the Equitable Sharing Program* and will provide an important tool for the police department that otherwise would not be available without participation in the Equitable Sharing Program.

Payroll Scheduling Software	
COMPANY	AMOUNT
Pace Systems, Inc. (\$3,000 per year – 74 users)	\$3,000/1 yr. - \$7,650/3 yr. (15% discount)
Business Management Systems, Inc.	\$5,920/1 yr.
OSL Solutions	\$6,500/1 yr.

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval of the resolution authorizing the purchase of a (3) year licensing agreement for payroll scheduling software from Pace Systems, Inc. using Department of Justice award money in the amount of \$7,650.

ALTERNATE CONSIDERATION

As recommended by the Committee.

DECISION MODE

This item will be placed on the July 16, 2018 agenda for formal Council consideration and approval.



Pace Scheduler Quotation #DAR06112018 - 3 Year Option

June 11, 2018

Darien Police Department
Chief – Greg Thomas, C/O Commander Ed Rentka, Julie Saenz.
1710 Plainfield Rd
Darien, IL 60561

Pace Systems is pleased to provide this quotation for the Pace Scheduler Software. The software was designed to minimize both scheduling time and errors, while at the same time providing a software that is simple to use and manage. Since the software resides online, users and administrators will have access from anywhere there is a device with an active internet connection (PC, Laptop, Tablet, Smartphone, etc.)

Some of the beneficial features of the software are:

Feature	Benefit
Cloud based	Accessible anywhere and no impact on IT resources
Audit trail of all requests, approvals and denials	Reports at your fingertips for evaluations and verifications
Request time off and holdovers electronically	Eliminate paperwork, capture everything in one central place
Totally configurable look and feel	Enjoy a smooth transition due to a familiar looking schedule
Multiple, customizable approval levels	Electronic approval flow that matches your current flow
Manage OT to multiple budgets	Save time and headache by pulling automatic OT reports
Manage shift change requests	Quick, simple, approved and recorded
Robust reporting	Supplement or replace your current payroll calculations
Identify future staffing deficits	Better forecasting for holidays, events, or short staffed days
Repeating shift assignments	Save time when entering set schedules
Email and text notifications	Quickly send messages for meetings, open-shift requests and announcements
Setup, training and help desk	Pace will set up your current schedule and train admins and users
Custom shift rotations	We can handle even the most complicated shift rotations with ease
Competitive pricing	Budget friendly pricing
Time bank tracking (Accruals)	Allow full oversight of time off balances for officers, management and/or payroll.
Special Event Shift Coverage	Create extra shifts for special events and allow officers to claim them via the software.
Assignment Scheduling (Beats/Posts/Inventory Management)	Assign beats/posts to officers, then have the ability to assign them cars and other equipment necessary for that beat/post.



Pace Scheduler Quotation #DAR06112018 - 3 Year Option

Pricing

Pace Systems will provide the Pace Scheduling software for a yearly fee of:

\$3,000.00* per year – Up to 74 users
3 year option with discount \$9,000.00 – 15% \$1,350.00= \$7,650.00

* Pricing includes hosting, site setup with client data, all updates, fixes, unlimited support, unlimited training, and any new features that may be added throughout the year.

Aliba integration to be provide by client.

Agreement

Customer Signature

Pace Systems Signature

Title

Title

Date

Date

Customer PO #

Submitted By:

Steve Mancione
630-395-2191

CC: Mark Liu
CC: Frank Provenzano

OSL Solutions Project Estimate

Prepared for:
Darien Police Department

Presented by Jeff Schubert

June 11, 2018
Version 1.0

Our Success Proposition

The Darien Police Department will greatly benefit from the deployment of OSL Solutions' product, OSL. Our complete solution will include all the necessary tools, assistance, and support to make your implementation a success.

The complete integrated solution:

- Time and Attendance management tools;
- Personnel management;
- Inventory control;
- Training Management; and
- Payroll integration.

Professional Services:

- OSL Project Management Resource;
- Business Analyst to assist in the provisioning of the OSL application;
- Data Migration assistance to mass populate the OSL application;
- "Train the Trainer" training.

Post Deployment Support (Annual Maintenance):

- All new OSL features;
- Maintenance releases and emergency defect resolution;
- Toll free access to technical and application support experts;
- FAQ section on OSL's Web Site;
- Access to Extended Services such as Training and Best Practice Consulting.

Our commitment to you is ongoing. We provide continuous customer support as part of your Support Agreement. Our dedicated customer service team will always be available to help with any questions, challenges or concerns you may have.

As a total solution provider, OSL can also provide additional training as desired. We can even customize a course to suit your specific organization's needs.

Implementation Methodology

OSL takes great care in ensuring that we provide quality solutions to our customers. Our company has extensive experience in implementing software solutions. Based on our prior experience implementing software, coupled with discussions with your organization OSL recommends the following implementation approach:

Planning and Scoping

The project starts with an on-site Kick-Off session to plan the details of the project and ensure maximum participation from the Darien Police Department team with minimum impact to their daily schedules. The Kick-Off includes a detailed walk-through of the Project Charter, including Scope and Objectives, Project Deliverables, Roles and Responsibilities of OSL and the Darien Police Department, Communications Plan and Acceptance Process. The detailed schedule will be finalized and the project team will be introduced to the format and target content of the Business Analysis Document.

Business Analysis and Data Preparation

The OSL team will review the Darien Police Department Timekeeping and Scheduling procedures, including any existing or planned Collective Bargaining Agreements and any existing databases containing employee, attendance and scheduling information. Relevant information collected through this process will be incorporated into the Business Analysis document. OSL maintains a suite of tools that can be used to mass populate employee data into the OSL application.

Application Provisioning and Configuration

Through an intensive on-site workshop, the project team initiates configuration and provisioning of the OSL application. OSL will lead selected personnel from the Darien Police Department through the configuration and use of the application. Following the workshop, OSL will identify the remaining work for configuration and provisioning of the application to be performed by the Darien Police Department team.

Training

OSL will prepare a training plan in co-ordination with the Darien Police Department to prepare for the on-site training. The targeted user community will receive functional-based training to ensure their understanding of how the OSL Application fits into their day-to-day business activities.

Customization

Any customization identified through the Business Analysis, will be executed through OSL's standard development methodology, including specification, design, development, testing and integration.

Production

Upon acceptance, support of the application begins through our technical support Help Desk accessed through e-mail or OSL's toll free telephone number.

Detail Project Costing

Darien Police Department would be purchasing an Enterprise wide product license.

The Darien Police Department then pays an Annual Maintenance fee to use the product and receive all future updates and features.

OSL Solutions Software Package and Services:		
Enterprise Software Licenses	Unlimited Seats	\$500.00
Implementation Services:	Estimate (\$)	
Installation/Configuration	\$3,000.00	
On-site Training (Train the Trainer)	\$3,000.00	\$6,000.00
Total Professional Services		6,500.00
Annual Maintenance		3,000.00

Qualifications:

1. License fees are for a one-time enterprise wide site license. There will never be additional charges for additional users.
2. All software license costs will be invoiced upon contract signing.
3. Final Payment will be at Go-Live.
4. It is recommended to allocate additional funds for further customization.
5. Annual Maintenance will commence 1 year after contract signing and will not increase for the first 3 years.