Village of Hanover Park

Municipal Building
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Hanover Park, Illinois
60133-4398

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Rodney S. Craig
Village President

Eira L. Corral
Village Clerk

Ronald A. Moser
Village Manager

VILLAGE OF HANOVER PARK

VILLAGE BOARD
REGULAR WORKSHOP MEETING

Municipal Building: 2121 W. Lake Street
Hanover Park, IL 60133

Thursday, January 19, 2012
6:00 p.m.

AGENDA

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **AGENDA ITEM REVIEW**

4. **BOARD MEMBER CONCERNS**

5. **DISCUSSION TOPICS**

6. **STAFF UPDATES**
   a. **Village Hall Space Utilization**
   b. **Award Program Policy**
   c. **FY'13 Budget Update**
   d. **Strategic Plan Update**
   e. **Budget Amendment**
   f. **Extension of Banking Services**
   g. **NIMEC**
   h. **Development Commission Update**

7. **ADJOURNMENT**

BOARD WORKSHOP

January 19, 2012

DATE: January 10, 2012

TO: Village President and Board of Trustees

FROM: Ron Moser, Village Manager
William Beckman, Village Engineer

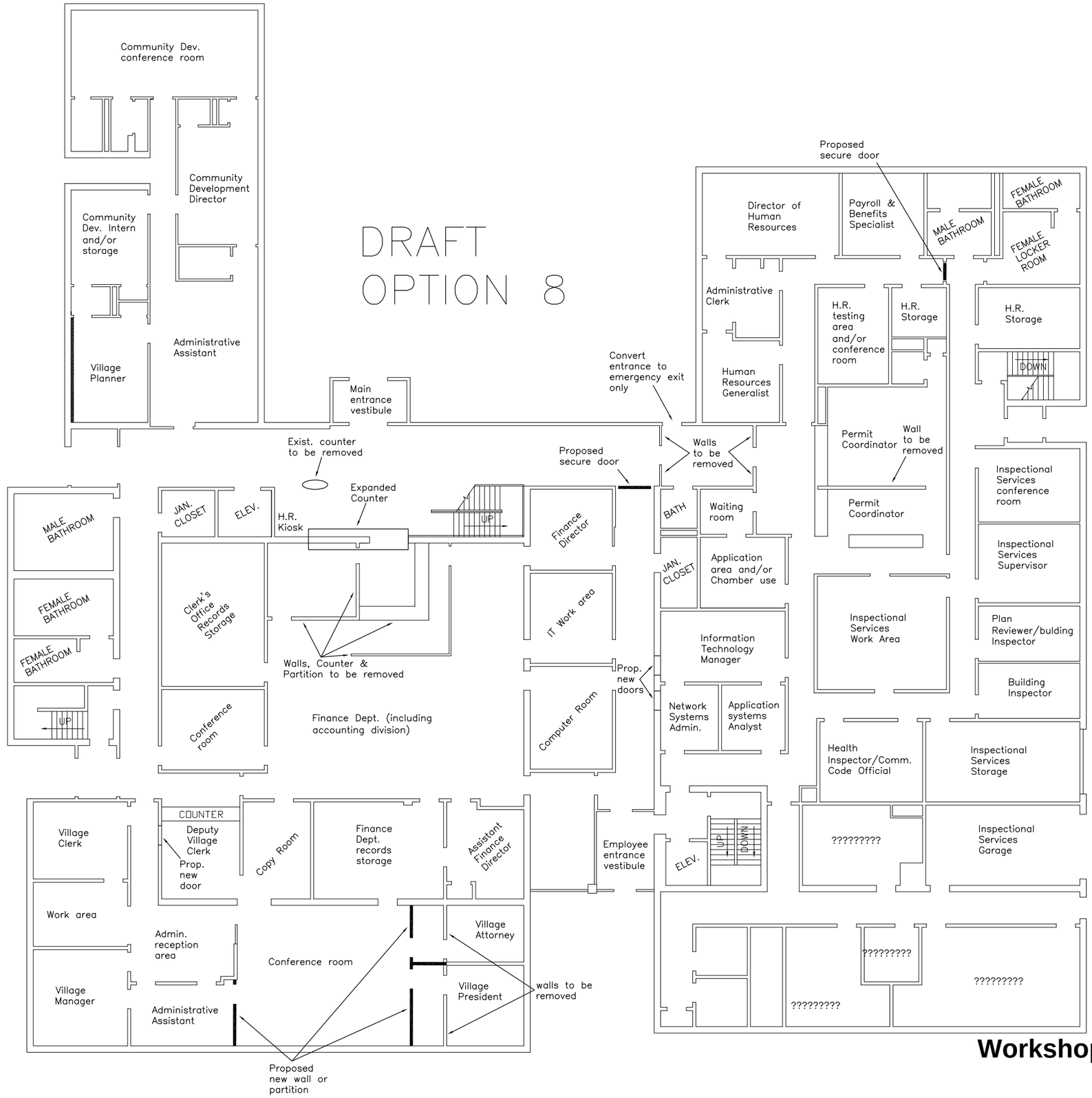
SUBJECT: Village Hall Space Utilization

Now that the new police building is nearing completion, staff is bringing forth a plan for space utilization in the existing Village Hall. Attached, labeled as draft option 8, is staff's recommendation for building utilization. We first started reviewing this approximately 6 months ago. The attached draft option 8 is staff's recommendation after many meetings and extensive input from all departments. Some of the highlights are as follows:

- The administrative wing moves from its current location at the front of the building to the back of the building in the space currently occupied by Human Resources and Community Development.
- The Community Development Department moves from its current location to the front of the building in the space vacated by the administrative wing.
- The Human Resources Dept. moves from its current location to the front of the space formerly occupied by the Police Department.
- The Inspectional Services Department moves from its current location at the back of the building to the middle space formerly occupied by the Police Department.
- The Information Technology Department moves from its current location on the second floor to additional space vacated in the old Police Department.
- The Clerk's office moves from its current location to the rear of the building formerly occupied by Human Resources and Inspectional Services.
- The second floor space currently occupied by the Informational Technology Department becomes an area for Trustee working space and meeting rooms.
- The existing front counter of Village Hall gets relocated and expanded to provide better integration with the Finance Department operation.

As shown in detail on the exhibit this plan entails the construction of several new walls and proposed security doors as well as constructing new doors in existing walls. This plan also limits all public ingress and egress to the front of the building. The existing back entrance will become employee entrance. Finally, a training room and an employee lunch room are provided in the basement.

At this point staff is looking for general approval from the Board for the plan so that we can begin implementation of the details and construction needed for completion.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OPTION 8
Community Dev. conference room
Community Development Director
Community Dev. Intern and/or storage
Administrative Assistant
Village Planner
Main entrance vestibule
Exist. counter to be removed
Expanded Counter
MALE BATHROOM
FEMALE BATHROOM
FEMALE BATHROOM
UP
JAN. CLOSET
ELEV.
H.R. Kiosk
Clerk's Office Records Storage
Conference room
Walls, Counter & Partition to be removed
Finance Dept. (including accounting division)
Finance Director
IT Work area
Computer Room
Proposed secure door
Convert entrance to emergency exit only
Walls to be removed
BATH
Waiting room
JAN. CLOSET
Application area and/or Chamber use
Information Technology Manager
Prop. new doors
Network Systems Admin.
Application systems Analyst
Employee entrance vestibule
ELEV.
UP
DOWN
Director of Human Resources
Payroll & Benefits Specialist
Proposed secure door
MALE BATHROOM
FEMALE BATHROOM
FEMALE LOCKER ROOM
Administrative Clerk
Human Resources Generalist
H.R. testing area and/or conference room
H.R. Storage
H.R. Storage
DOWN
Permit Coordinator
Wall to be removed
Permit Coordinator
Inspectional Services conference room
Inspectional Services Supervisor
Inspectional Services Work Area
Plan Reviewer/bulding Inspector
Building Inspector
Health Inspector/Comm. Code Official
Inspectional Services Storage
????????
Inspectional Services Garage
????????
????????
????????
Village Clerk
COUNTER
Deputy Village Clerk
Prop. new door
Copy Room
Finance Dept. records storage
Assistant Finance Director
Work area
Admin. reception area
Conference room
Village Attorney
Village Manager
Administrative Assistant
Village President
walls to be removed
Proposed new wall or partition

VILLAGE HALL SECOND FLOOR

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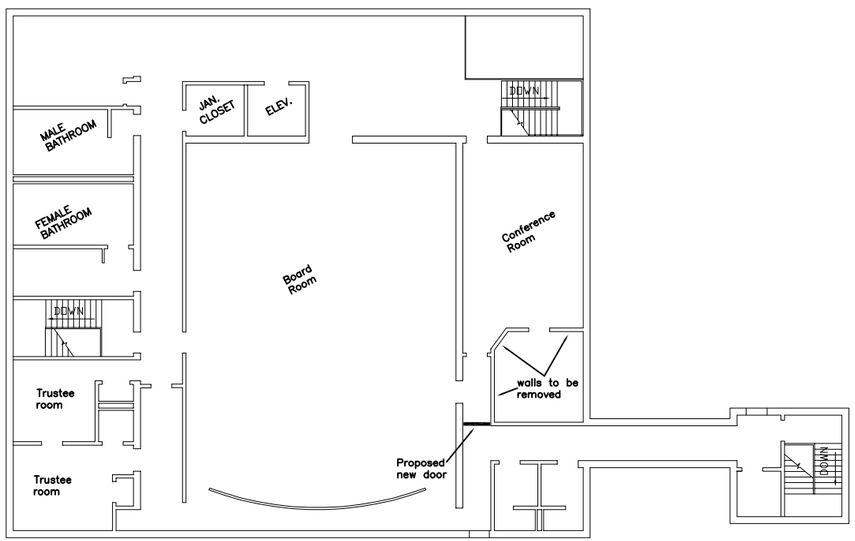
OPTION 8



VILLAGE HALL BASEMENT

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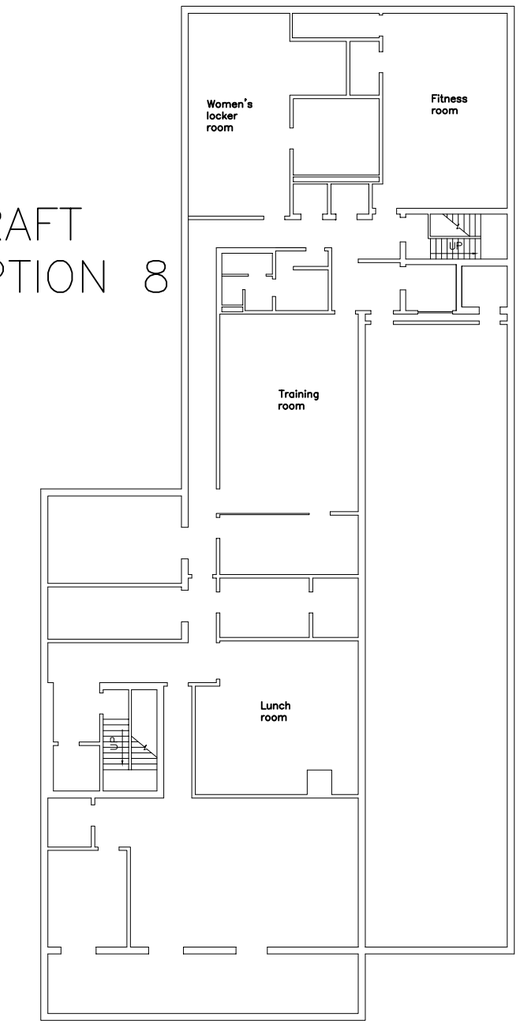
OPTION 8



Village of Hanover Park **AGENDA MEMORANDUM**

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

FROM: Ron Moser, Village Manager

SUBJECT: Village Awards Program Policy

MEETING DATE: **January 19, 2012 Board Workshop**

Discussion

The Village Awards Program policy is a newly created policy. Staff developed this policy to provide guidelines for the eligibility, application and approval process for recipients who are nominated for an award, as well as criteria for what type of award they are to receive.

Staff seeks direction from the Board as to any changes they wish to be made to this policy. Once it has been finalized, staff will bring the policy to a future Board meeting for approval.

RM:smk

Attachments: Village Awards Program Policy

VILLAGE OF HANOVER PARK
HANOVER PARK, ILLINOIS

SUBJECT: Village Awards Program

POLICY: The policy of the Village of Hanover Park is to be aggressive in determining if a given act or consistent outstanding service to the village warrants recognition and, if so, to appropriately recognize that act or achievement.

I. APPLICATION AND ELIGIBILITY FOR AWARDS CANDIDACY

A. Each candidacy case shall be initiated by a sponsor(s). Any elected official, village department head or private citizen may serve as a sponsor.

B. Any private citizen or village employee is eligible for consideration for any village award.

II. PROCESSING OF AWARDS CANDIDACY CASES

A. Application and Sponsorship

1. All cases for candidacy in any awards category shall be initiated through completion of the Village of Hanover Park Award Form by the sponsor. The sponsor shall complete as fully as possible all of the identified information. (Appendix A)

2. The Village of Hanover Park Award Form will be forwarded to the Village Manager for approval when initiated by a Department Head or a private citizen.

3. If approved, the Village Manager will forward his recommendation of approval to the Village President.

4. Final approval of awards will be as follows:

a. The Village Board Award of Merit will be determined by polling the Village Board. The poll will be conducted by using the Village of Hanover Park Award Form.

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b. The Mayor's Commendation Coin will be determined by the Village President.

c. The Village of Hanover Park Certificate of Recognition will be determined by the Village President.

IV. CRITERIA FOR AWARDS

A. Village Board Award of Merit - This award shall be presented to a private party or village employee who through a single act or consistent outstanding service, has *significantly impacted* the village by their actions.

B. Mayor's Commendation Coin - This award shall be presented to a private person or village employee who through a single act or consistent outstanding service, *brings credit* to the Village of Hanover Park and is deserving of recognition and appreciation by the Village President and/or elected officials.

C. Village of Hanover Park Certificate of Recognition - This award shall be presented to a private person or village employee who is *deserving of recognition* and appreciation by the Village President and/or elected officials.

V. PRESENTATION AND METHOD OF RECOGNITION

A. Village Board Award of Merit

1. Presentation of this award shall be during a Village Board meeting; and

2. The following shall be presented by the Village President or his designee with prior notice being sent to the local media:

a. This award consists of a Medallion.
b. Certificate of explanation detailing the incident being recognized.
c. Photo and article describing the award will be published in the Highlighter
d. Due to the stature of this award, it will be presented on a limited basis
e. The winner(s) of the Award of Merit shall be invited to the annual village awards ceremony.

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B. Mayor's Commendation Coin

1. Presentation of this award shall be during a Village Board meeting; and

2. The following shall be presented by the Village President or his designee with prior notice being sent to the local media;

   a. This award of a Commendation Coin.
   b. Certificate of explanation detailing the incident being recognized
   c. Photo and article describing the award will be published in the Highlighter.

C. Village of Hanover Park Certificate of Recognition

1. This award consists of a Village of Hanover Park Certificate of Recognition.

   a. The award is a Certificate detailing the incident being recognized.
   b. This award may be delivered to the candidate with no formal ceremony;
   c. or presented at a village board meeting at the discretion of the Village President.
   d. Photo and article describing the award will be published in the Highlighter.

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Village of Hanover Park
Award Form

Name _____ Incident Date _____ Report Date _____

AWARD NOMINATION

[ ] Award of Merit [ ] Commendation Coin [ ] Certificate of Recognition

_____

_____

_____

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Sponsor: _____Date: _____Village Manager:_____Date:_____

Village President : _____Date: _____

Award of Merit

Trustee:_____ Yes ☐ No ☐ Trustee:_____ Yes ☐ No☐

Trustee:_____ Yes ☐ No ☐ Trustee:_____ Yes ☐ No ☐

Trustee:_____ Yes ☐ No ☐ Trustee:_____ Yes☐ No ☐

Village President:_____ Yes ☐ No ☐

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Village of Hanover Park **AGENDA MEMORANDUM**

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

FROM: Ron Moser, Village Manager
Rebekah Young, Finance Director

SUBJECT: Extension of Banking Services Agreements

MEETING DATE: **Board Workshop - January 19, 2012**

Executive Summary

Staff is seeking to extend the Banking Services Agreements with First Eagle Bank and Fifth Third Bank, which were originally approved in November 6, 2008.

Discussion

Currently, the Village uses First Eagle Bank for our main depository account and Fifth Third Bank for our Payroll and Accounts Payable Accounts. Based on an analysis of the current fee and banking structure, staff recommends continuing to utilize First Eagle Bank for our main depository account and continue other operating accounts with Fifth Third Bank. The contracts entered into on November 6, 2008 were for a three year contract with an option for a three year extension. Both Banks have agreed to extend the contracts approved in 2008 for an additional three years through 2014 without any increases in the fee structure.