



Village of Hanover Park Administration

Municipal Building
2121 Lake Street
Hanover Park, IL 60133-4398

630-823-5600
FAX 630-823-5786
www.hpil.org

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VILLAGE MANAGER
JULIANA A. MALLER

VILLAGE OF HANOVER PARK

VILLAGE BOARD REGULAR WORKSHOP MEETING Municipal Building: 2121 W. Lake Street Hanover Park, IL 60133

Thursday, February 7, 2013
6:00 p.m.

AGENDA

1. CALL TO ORDER-ROLL CALL
2. ACCEPTANCE OF AGENDA
3. REGULAR BOARD MEETING AGENDA ITEM REVIEW
4. DISCUSSION ITEMS
 - a. Health and Sanitation Code Updates
 - b. Village Center Planning Activities
 - c. Quarterly Financial Report
 - d. Hanover Square Shopping Center
 - i. Update
 - ii. Discussion on Additional Measures Board Wishes to See
 - e. Discussion on other information Board has requested and format
 - f. Advertising Committee/Commission Meetings
5. STAFF UPDATES
6. NEW BUSINESS
7. ADJOURNMENT

Workshop Meeting 2/7/13

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TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Craig A. Haigh, Fire Chief
Ann Marie Hess, Chief of Inspectional Services

SUBJECT: Health and Sanitation Code Updates

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: February 7, 2013 - Board Workshop

Executive Summary

The Fire Department Inspectional Services Division is responsible for the administration and enforcement of the adopted health and sanitation codes and standards referenced in Section 58-202 of the Village of Hanover Park Municipal Code. It has been several years since the referenced codes have been updated in the Municipal Code. More current standards are available for adoption and are enforced in some of the nearby communities.

Adoption of updated standards referenced in the State of Illinois Public Act 96-749 will also keep the Village in compliance with a law passed in 2009 requiring municipalities in Cook County to regulate retail food establishments in accordance with current Federal and State laws, or be required to contract with Cook County for the enforcement of these standards.

In keeping with the Fire Department's mission to maintain the highest level of health and safety possible at businesses throughout the Village, the Department is recommending the adoption of the currently recognized standards which will be administered by current staff which includes a State of Illinois Licensed Environmental Health Practitioner.

Additionally, the Department is recommending amending Section 58-17 of the Municipal Code to accurately reflect the administrative hearing process that may take place once a health-related violation is cited that closes a business.

Discussion

A survey was conducted through request to the Northwest Municipal Conference to determine which health and sanitation standards are being used in surrounding communities. Additional analysis was performed through internet research of municipal codes of noted communities including Schaumburg, Elk Grove, Arlington Heights, Mount Prospect, Park Ridge, and Evanston.

Specifically for food and beverage vending machines, it was determined that Schaumburg has a comprehensive ordinance to model for adoption that is based on the 2005 Food and Drug Administration Food Code.

Associated Costs

There are no measurable costs to businesses or the Village with the adoption of the updated standards.

Recommended Action

The Department recommends adoption of the updated standards as indicated below.

1. Hanover Park Municipal Code Section 58-202 adoptions would include:
 - 2008 Illinois Department of Public Health Food Service Sanitation Code with all appendices, subsequent editions, and amendments. (Includes by reference the Illinois Food, Drug and Cosmetic Act; the Sanitary Food Preparation Act; and the Illinois Food Handling Regulation Enforcement Act.)
 - 1996 Illinois Department of Public Health Retail Food Store Sanitation Code with all appendices, subsequent editions, and amendments.

(All of these codes and acts listed above are required to be adopted by the Illinois Municipal Code Chapter 65 ILCS 5.)

2. Additional standards recommended for adoption include:
 - 2008 DuPage County Health Department Food Service Design and Construction Handbook
 - Sections of the U.S. Food and Drug Administration 2005 Food Code for the regulation of vending machines as indicated in the attachments.
3. Hanover Park Municipal Code Section 58-17 would be amended as indicated in the attachment to allow for an administrative hearing to be conducted following the closing of a retail food service establishment for ordinance violations prior to further suspension or license revocation.

Attachments:

- Northwest Municipal Conference Survey
- Sections of the U.S. Food and Drug Administration 2005 Food Code (vending machines)
- Hanover Park Municipal Code Section 58-17, 58-19 Suspension, Revocation of License
- Ordinance with proposed changes

Budgeted Item:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Budgeted Amount:	\$ N/A	
Actual Cost:	\$ N/A	
Account Number:		

NORTHWEST MUNICIPAL CONFERENCE

1616 East Golf Road
Des Plaines, Illinois 60016
(847) 296-9200 • Fax (847) 296-9207
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TO: Managers and Administrators

FROM: Marina Durso, Program Associate for Administrative Services

DATE: September 7, 2012

SUBJECT: Illinois Department of Public Health Code (IDPH) Survey

The Village of Hanover Park has requested a survey on the above topic. Please complete the survey and return it to me via email at mdurso@nwmc-cog.org or by fax at 847-296-9207 no later than Tuesday, September 18, 2012. Thank you.

1. Has your municipality adopted the Illinois Department of Public Health Food Service Sanitation Code? If the IDPH code has been adopted, what year is adopted?

2. If the IDPH code has been adopted, are there any amendments to the code? Please specify any amendments to the code by providing the relevant sections in your Municipal Code.

3. Has your municipality adopted the Illinois Department of Public Health Retail Food Store Sanitation Code? If the IDPH code has been adopted, what year is adopted?

4. If the IDPH code has been adopted, are there any amendments to the code? Please specify any amendments to the code by providing the relevant sections in your Municipal Code.

5. Has your municipality adopted by reference the Illinois Food Handling Regulation Enforcement Act?

6. Has your municipality adopted by reference the Illinois Food, Drug and Cosmetic Act?

7. Has your municipality adopted by reference the Sanitary Food Preparation Act?

8. What type(s) of enforcement actions pertinent to food establishment regulation does your Municipal Code reference?

Contact Name: _____

Municipality: _____

Municipality	Has your municipality adopted the Illinois Department of Public Health Food Service Sanitation Code? If the IDPH code has been adopted, what year is adopted?	If the IDPH code has been adopted, are there any amendments to the code? Please specify any amendments to the code by providing the relevant sections in your Municipal Code.	Has your municipality adopted the Illinois Department of Public Health Retail Food Store Sanitation Code? If the IDPH code has been adopted, what year is adopted?	If the IDPH code has been adopted, are there any amendments to the code? Please specify any amendments to the code by providing the relevant sections in your Municipal Code.	Has your municipality adopted by reference the Illinois Food Handling Regulation Enforcement Act?	Has your municipality adopted by reference the Illinois Food, Drug and Cosmetic Act?	Has your municipality adopted by reference the Sanitary Food Preparation Act?	What type(s) of enforcement actions pertinent to food establishment regulation does your Municipal Code reference?
Arlington Heights	Yes. Adopted by reference as now or hereafter amended.	See attached Village code.	Yes. Adopted by reference as now or hereafter amended.	See attached Village code sections.	No.	No.	No.	See attached Village code sections.
Barrington	We do not regulate health standards above and beyond the county regulations.							
Buffalo Grove	Yes. Most current edition.	No.	Yes. Most current edition.	No.	No.	No.	No.	See attached.
Des Plaines	1999	N/A.	1999	N/A.	N/A.	N/A - subchapter Title 77.	N/A.	United States Public Health Service.
Hoffman Estates	Yes.	No.	No.	N/A.	No.	No.	No.	Business license revocation and/or fines not to exceed \$750 per day.
Lake Zurich	Lake Zurich has not adopted the codes mentioned. We deal in concert with Lake County on health issues.							
Niles	No.	N/A.	No.	N/A.	No.	No.	No.	By ordinance the Director of Code Enforcement is authorized for carrying out the provisions of the ordinance and interpretations of the minimum sanitation requirements based on national recognized standard.
Schaumburg	Yes. It was adopted on 10-09-2007.	See attached code section 95.30.	Yes. It was adopted on 10-09-2007.	See attached code section 95.30.	Not at this time.	Not at this time.	Not at this time.	Refer to attached Code concerning Licenses; Suspension and Revocation, and Enforcement and Inspection.
Skokie	See attached.	No Skokie amendments to the code.	Yes.	No Skokie amendments to the code.	State law references in Skokie Code: Regulation of food in municipalities, 65 ILCS 5/11-20-1 et seq.	State law references in Skokie Code: Illinois Food, Drug and Cosmetic Act, 410 ILCS 620/1 et seq.; Sanitary Food Preparation Act, 410 ILCS 650/0.01 et seq.	State law references in Skokie Code: Sanitary Food Preparation Act, 410 ILCS 650/0.01 et seq.	Sec. 54-292. Penalties Any person who violates any provision of this article shall be subject to the penalties provided in Section 1-6 in addition to any other penalty specifically provided for. The Village of Skokie conducts administrative adjudication hearings for the enforcement of provisions of the ordinances of all the Village Code. This would include food service violations if necessary. Section 1-6 stipulates that fines cannot exceed \$750.00 for each offense.
Streamwood	1998	Yes attached.	No.	No.	No.	No.	No.	Amendments that are attached local ordinance violation.
Vernon Hills	Vernon Hills being in Lake County, the Lake County Health Department administers health codes in Lake County.							

Recommended Vending Machine Ordinance

For the purpose of establishing sanitation rules and regulations for the sale of food and beverages through vending machines, there are hereby adopted sections of the U.S. Food and Drug Administration 2005 Food Code.

(A) Vended Potentially Hazardous Food. Potentially hazardous food dispensed through a vending machine shall be in the package in which it was placed at the food establishment or food processing plant at which it was prepared.

(1) Refrigerated, ready to eat, potentially hazardous food prepared in a food establishment and dispensed through a vending machine with an automatic shutoff control shall be discarded if it exceeds a temperature and time combination as specified in the food code.

(B) Condiments. Condiments at a vending machine location shall be in individual packages or provided in dispensers that are filled at an approved location, such as the food establishment that provides food to the vending machine location, a food processing plant that is regulated by the agency that has jurisdiction over the operation, or a properly equipped facility that is located on the site of the vending machine location.

(C) Vending Machine, Vending Stage Closure. The dispensing compartment of a vending machine including a machine that is designed to vend prepackaged snack food that is not potentially hazardous such as chips, party mixes, and pretzels shall be equipped with a self-closing door or cover if the machine is:

(1) Located in an outside area that does not otherwise afford the protection of an enclosure against the rain, windblown debris, insects, rodents, and other contaminants that are present in the environment; or

(2) Available for self-service during hours when it is not under the full-time supervision of a food employee.

(D) Can Openers on Vending Machines. Cutting or piercing parts of can openers on vending machines shall be protected from manual contact, dust, insects, rodents, and other contamination.

(E) Vending Machines, Automatic Shutoff.

(1) A machine vending potentially hazardous food shall have an automatic control that prevents the machine from vending food:

(a) If there is a power failure, mechanical failure, or other condition that results in an internal machine temperature that cannot maintain food temperature as specified in the food code.

(b) If a condition specified under Subparagraph (E) (1) (a) of this section occurs, until the machine is serviced and restocked with food that has been maintained at temperatures in the food code.

(2) When the automatic shut off within a machine vending potentially hazardous food is activated:

(a) In a refrigerated vending machine, the ambient temperature may not exceed any time/temperature as specified in the food code.

(b) In a hot holding vending machine, the ambient temperature may not be less than 135 degrees F for more than 120 minutes immediately after the machine is filled, serviced, or restocked.

(F) Vending Machines, Liquid Waste Products.

(1) Vending machines designed to store beverages that are packaged in containers made from paper products shall be equipped with diversion devices and retention pans or drains for container leakage.

(2) Vending machines that dispense liquid food in bulk shall be:

(a) Provided with an internally mounted waste receptacle for the collection of drip, spillage, overflow, or other internal wastes; and

(b) Equipped with an automatic shutoff device that will place the machine out of operation before the waste receptacle overflows.

(3) Shutoff devices specified under (F)(2)(b) of this section shall prevent water or liquid food from continuously running if there is a failure of a flow control device in the water or liquid food system or waste accumulation that could lead to overflow of the waste receptacle.

(G) Vending Machine Doors and Openings.

(1) Vending machine doors and access opening covers to food and container storage spaces shall be tight-fitting.

(2) Vending machine service connection openings through an exterior wall of a machine shall be closed by sealants, clamps, or grommets so that the openings are no larger than 1/16 of an inch.

(H) Outdoor Food Vending Areas, Overhead Protection. Except for machines that vend canned beverages, if located outside, a machine used to vend food shall be provided with overhead protection.

Sec. 58-17. - Suspension, revocation of license.

- (a) Suspension of business operations.
 - (1) When the conduct or operation of any commercial establishment or activity, whether licensed or unlicensed, shall constitute a nuisance in fact and a clear and present danger to the public health, safety, or general welfare, the village manager shall be authorized to summarily order the cessation of business and the closing of the premises for a period not to exceed ten days.
 - (2) Within eight days after a license or permit is suspended, the village president shall call a hearing as provided in subsection (d) of this section for the purpose of determining whether or not the license or permit should be revoked or further suspended.
- (b) Revocation of license.
 - (1) Licenses issued by the village may be suspended for up to 30 days or revoked in addition to any fine imposed by the village president after notice and hearing as provided in subsection (d) of this section for any of the following causes:
 - a. Any fraud, misrepresentation, or false statement contained in the application for the license;
 - b. Failure by the applicant to comply with any provision of this Code or any statutes of the state relating to the business, occupation, or activity of the license;
 - c. Conviction of the applicant of any felony or of a misdemeanor where such conviction indicates their inability to operate a safe, honest, and legitimate business operation within the village;
 - d. Failure of the licensee or permittee to pay any fine, penalty, or charge owed to the village;
 - e. Any deceptive trade practices as defined by state or federal law or regulation and shall comply with all applicable laws and regulations regarding consumer protection and deceptive trade practices;
 - f. Compliance with all village zoning, building, fire and health codes, and ordinances, as well as all other applicable village codes, ordinances, rules, and regulations and the premises shall be maintained in good repair, free of litter and debris and kept in a safe condition for employees, customers, and other persons present therein or thereon;
 - g. Any other violation of any village ordinance, resolution, or regulation; or
 - h. Refusal to permit an inspection or sampling or any interference with a duly authorized village officer or employee while in the reasonable performance of his duties in making such inspections.
- (c) Such revocation, if ordered, shall not preclude prosecution and imposition of any other penalties provided for the violation of other applicable provisions of this chapter or other ordinances of the village. No person whose license has been revoked shall be eligible for a new license during the period for which the original license was originally issued.
- (d) Hearing procedures.
 - (1) *Notice.*
 - a. Notice of a hearing shall set forth specifically the grounds of the complaint and the time and place of the hearing.

- b. Such notice shall be served by certified mail (return receipt requested) to the licensee at his last known residence or business address, at least five days prior to the date set for the hearing or personally served on the licensee at least three days prior to the date set for the hearing.
 - c. If the licensee shall request a continuance in the date of the hearing, any suspension in effect shall be continued until the continued hearing date.
 - d. All pleadings, motions, notices, and orders shall be filed with the village clerk.
- (2) *Procedural rules.*
- a. Prior to the beginning of any hearing, the village president may adopt additional procedural rules as may be necessary for that hearing.
 - b. At the hearing, the licensee shall be permitted counsel and shall have the right to respond, present evidence, and cross-examine witnesses.
 - c. All proceedings shall be stenographically or electronically recorded.
 - d. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded. The rules of evidence as applied in civil cases in the circuit courts of the state shall be followed. Evidence not admissible under those rules of evidence may be admitted, however, if it is of a type commonly relied upon by reasonably prudent men in the conduct of their affairs. Objections to evidentiary offers may be made and shall be noted in the record.
 - e. No discovery procedure shall be used prior to a hearing except by leave of the village president who shall supervise all or any part of any discovery procedure.
 - f. The standard for proof for hearings shall be by the preponderance of the evidence.
 - g. The village president shall preside and render the decision within a reasonable time after the conclusion of the hearing, but not later than 30 days after such conclusion. The decision shall be in writing and shall summarize the evidence and state the reasons for the decision.
- (3) *Hearing costs.*
- a. Any licensee whose license is suspended or revoked, or a business that operates without a license shall pay to the village the costs of the hearing before the village president. The village president shall determine the costs incurred by the village for said hearing, including, but not limited to, court reporter fees, the costs of transcripts or records, attorneys' fees, the cost of preparing the mailing notices and orders, and all other miscellaneous expenses incurred by the village or such lesser sum as the village president may allow.
 - b. The licensee shall pay said costs to the village within 30 days of notification of the costs by the village president. Failure to pay said costs within 30 days of notification is a violation of this section and may be cause for license suspension or revocation, or the levy of a fine.

(Code 1975, §16-14; Ord. No. O-84-52, § 2, 10-18-1984; Ord. No. O-97-23, § 2, 5-15-1997; Ord. No. O-03-34, § 2 (16-17), 9-4-2003)

Sec. 58-19. - Penalty; enforcement.

- (a) In addition to the suspension and revocation provisions above, any person, firm, or corporation convicted of violating any provisions of this chapter shall be subject to a fine of not less than \$25.00 and not more than \$750.00. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

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- (b) Whenever a person, firm, or corporation violates any of the provisions of this chapter, the village may cause appropriate legal actions and proceedings, in law or in equity, to be instituted and maintained to enforce compliance herewith.

(Code 1975, § 16-17; Ord. No. O-84-52, § 2, 10-18-1984; Ord. No. O-99-55, § 1, 10-7-1999; Ord. No. O-03-34, §§ 1, 2(16-19), 9-4-2003)

ORDINANCE NO. O-13-

AN ORDINANCE MODIFYING ARTICLES I, GENERAL REGULATIONS, AND V, FOOD AND FOOD ESTABLISHMENTS, OF CHAPTER 58 - LICENSES, PERMITS, AND BUSINESS REGULATIONS OF THE MUNICIPAL CODE OF THE VILLAGE OF HANOVER PARK, ILLINOIS

WHEREAS, the President and Board of Trustees of the Village of Hanover Park find that it is necessary to amend its regulation of Food and Food Establishments within the Village as required by 65 ILCS 5/11-20-16; and

WHEREAS, the Village of Hanover Park is a home rule unit by virtue of the provisions of the 1970 Constitution of the State of Illinois and may exercise and perform any function pertaining to its government and affairs including adoption of this Ordinance; now, therefore,

BE IT ORDAINED by the President and Board of Trustees of the Village of Hanover Park, Cook and DuPage Counties, Illinois, as follows:

SECTION 1: That the following paragraphs, subsections, and sections of Chapter 58 of the Municipal Code of Hanover Park, as amended, be and are amended to read as follows:

* * * * *

Sec. 58-17. - Suspension, revocation of license.

(a) Suspension of business operations.

- (1) When the conduct or operation of any commercial establishment or activity, whether licensed or unlicensed, shall constitute a nuisance in fact and a clear and present danger to the public health, safety, or general welfare, the village manager shall be authorized to summarily order the cessation of business and the closing of the premises for a period not to exceed ten days.
- (2) Unless (i) waived by the affected business; or (ii) the nuisance is substantially abated in the opinion of the village manager and the business is allowed to resume and reopen, within eight days after a license or permit is suspended, the village president shall call a hearing as provided in subsection (d) of this section for the purpose of determining whether or not the license or permit should be revoked or further suspended.

* * * * *

DIVISION 1. - FOOD STORES

* * * * *

Sec. 58-202. - Adoption of regulations.

The latest edition (currently 1996) of the Retail Food Store Sanitation Code, as published by the Illinois Department of Public Health (Part 760 of 77 Illinois Administrative Code) together with all appendices thereto, and all subsequent editions or amendments is adopted as the regulations governing the sanitation procedures and controls for the storage, preparation and display of food sold within this village with such amendments as are hereinafter set forth in this chapter.

* * * * *

Sec. 58-205. - New food stores.

* * * * *

- (b) Properly prepared plans, including equipment specifications and installation layouts, shall be submitted to the Inspectional Services Division of the Fire Department for review and approval before work is begun on the construction of new food stores or the reconstruction or extensive alteration of existing ones.

Sec. 58-206. - Food from establishments in other jurisdictions.

Food from food service establishments or food stores outside the jurisdiction of the village may be sold within the village if such food service establishments or food stores conform to the provisions of this chapter or to substantially equivalent provisions. To determine the extent of compliance with such provisions, the Health Officer may accept reports from the responsible authority in other jurisdictions where such food stores or food service establishments are located.

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DIVISION 2. - FOOD SERVICE ESTABLISHMENTS

* * * * *

Sec. 58-222. - Adoption of regulations.

The latest edition (currently 2008) of the Food Service Sanitation Code (Part 750 of Illinois Administrative Code), as published by the Illinois Department of Public Health, together with all appendices thereto, and all subsequent editions or amendments is adopted as the regulations governing the sanitation procedures and control for the

storage, preparation and serving of food within the village with such amendments as hereinafter set forth in this chapter.

Sec. 58-223. - Definitions.

Food service establishments as defined in the regulations adopted in Section 58-222 shall be amended to include day care centers, nursing homes, schools, rehabilitation centers, hospitals, retirement centers and churches.

Sec. 58-224. - Unwholesome food.

No food service establishment shall offer for sale, or keep for the purpose of selling or offering for sale, any food of any kind intended for human consumption which is spoiled, tainted or is unwholesome and unfit for human consumption for any reason or violate any rule or regulation as provided in the Food Service Sanitation Code as adopted in Section 58-222.

* * * * *

Sec. 58-226. - Food service construction requirements.

* * * * *

- (c) The construction, enlargement, alteration or conversion of a building for use as a food service establishment shall comply with the requirements of the 2008 edition of the Food Service Design & Construction Handbook published in pamphlet form by the Du Page County Health Department, Division of Environmental Health.

Sec. 58-227. - Food service establishments in other jurisdictions.

* * * * *

Food from food service establishments or food stores located outside the jurisdiction of the village may be sold within the village if such food service establishments or food stores conform to the provisions of this chapter or to substantially equivalent provisions. To determine the extent of compliance with such provisions, the Health Officer may accept reports from the responsible authority in other jurisdictions where such food service establishments are located.

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DIVISION 4. - AUTOMATIC FOOD VENDING MACHINES

* * * * *

Sec. 58-252. - Adoption of regulations.

The greater standards (most restrictive standards) of the latest edition of the Rules and Regulations Pertaining to Sanitary Vending of Food and Beverages, as published by the Illinois Department of Public Health (Part 743 of 77 Illinois Administrative Code), published in pamphlet form, together with the following sections of the U.S. Food and Drug Administration, 2005 Food Code, with such subsequent editions or amendments to either, are adopted as the regulations governing the sanitation procedures and controls for the storage, preparation and display of food sold within vending machines and food or beverage vending vehicle as the regulations of the village.

The sections of the U.S. Food and Drug Administration, 2005 Food Code, referenced above are as follows:

- (a) Vended Potentially Hazardous Food. Potentially hazardous food dispensed through a vending machine shall be in the package in which it was placed at the food establishment or food processing plant at which it was prepared.

Refrigerated, ready to eat, potentially hazardous food prepared in a food establishment and dispensed through a vending machine with an automatic shutoff control shall be discarded if it exceeds a temperature and time combination as specified in the food code.
- (b) Condiments. Condiments at a vending machine location shall be in individual packages or provided in dispensers that are filled at an approved location, such as the food establishment that provides food to the vending machine location, a food processing plant that is regulated by the agency that has jurisdiction over the operation, or a properly equipped facility that is located on the site of the vending machine location.
- (c) Vending Machine, Vending Stage Closure. The dispensing compartment of a vending machine including a machine that is designed to vend prepackaged snack food that is not potentially hazardous such as chips, party mixes, and pretzels shall be equipped with a self-closing door or cover if the machine is:

- (1) Located in an outside area that does not otherwise afford the protection of an enclosure against the rain, windblown debris, insects, rodents, and other contaminants that are present in the environment; or
- (2) Available for self-service during hours when it is not under the full-time supervision of a food employee.
- (d) **Can Openers on Vending Machines.** Cutting or piercing parts of can openers on vending machines shall be protected from manual contact, dust, insects, rodents, and other contamination.
- (e) **Vending Machines, Automatic Shut-off.**
 - (1) A machine vending potentially hazardous food shall have an automatic control that prevents the machine from vending food:
 - (a) If there is a power failure, mechanical failure, or other condition that results in an internal machine temperature that cannot maintain food temperature as specified in the food code.
 - (b) If a condition specified under Subparagraph (E) (1) (a) of this section occurs, until the machine is serviced and restocked with food that has been maintained at temperatures in the food code.
 - (2) When the automatic shut off within a machine vending potentially hazardous food is activated:
 - (a) In a refrigerated vending machine, the ambient temperature may not exceed any time/temperature as specified in the food code.
 - (b) In a hot holding vending machine, the ambient temperature may not be less than 135 degrees F for more than 120 minutes immediately after the machine is filled, serviced, or restocked.
- (f) **Vending Machines, Liquid Waste Products.**
 - (1) Vending machines designed to store beverages that are packaged in containers made from paper products shall be equipped with diversion devices and retention pans or drains for container leakage.
 - (2) Vending machines that dispense liquid food in bulk shall be:

- (a) Provided with an internally mounted waste receptacle for the collection of drip, spillage, overflow, or other internal wastes; and
- (b) Equipped with an automatic shutoff device that will place the machine out of operation before the waste receptacle overflows.
- (3) Shutoff devices specified under (F)(2)(b) of this section shall prevent water or liquid food from continuously running if there is a failure of a flow control device in the water or liquid food system or waste accumulation that could lead to overflow of the waste receptacle.
- (g) Vending Machine Doors and Openings.
 - (1) Vending machine doors and access opening covers to food and container storage spaces shall be tight-fitting.
 - (2) Vending machine service connection openings through an exterior wall of a machine shall be closed by sealants, clamps, or grommets so that the openings are no larger than 1/16 of an inch.
- (h) Outdoor Food Vending Areas, Overhead Protection. Except for machines that vend canned beverages, if located outside, a machine used to vend food shall be provided with overhead protection.

* * * * *

DIVISION 5. - FOOD OR BEVERAGE VENDING VEHICLES

Sec. 58-271. - Definitions.

* * * * *

- (c) *Vending*: The act of selling, or offering to sell, any food or beverage, for human consumption from a food or beverage vending vehicle on private property.

Sec. 58-272. - Food vending vehicle equipment.

All food or vending vehicles shall have the following equipment:

- (a) A litter or trash container, visible and available to customers of the vending vehicle. In addition thereto, each licensee shall clean up any

debris or litter which may occur as a result of the vendor's business prior to leaving any given area of sale.

- (b) Equipment that will keep all potentially hazardous food on the vehicle at a temperature below 41 degrees Fahrenheit.
- (c) If providing hot potentially hazardous foods, equipment that will keep all such foods at 135 degrees Fahrenheit or above.

Sec. 58-273. - Prohibitions on conducting the business of vending from a vehicle.

The following shall not be performed from a vending vehicle:

- (a) Vending from a vehicle on a public roadway or Village property.
- (b) Emitting any noise intended to advertise the presence of the vehicle, while it is moving.
- (c) Vending before 10:00 a.m., or after sunset on any day.

SECTION 2: That each section, paragraph, sentence, clause and provision of this Ordinance is separable and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance nor any part thereof, other than the part affected by such decision.

SECTION 3: That except as to the amendments heretofore mentioned, all chapters, sections, subsections, and paragraphs of the Municipal Code of Hanover Park shall remain in full force and effect.

SECTION 4: That this Ordinance shall, by authority of the Village Board of the Village of Hanover Park, be published in pamphlet form. From and after ten days after said publication, this Ordinance shall be in full force and effect.

ADOPTED this _____ day of _____, 2013, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTENTION:

Approved: _____

Rodney S. Craig
Village President

ATTESTED, filed in my office, and published in pamphlet form this _____ day of _____, 2013.

Eira Corral, Village Clerk



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Katie Bowman, Village Planner
Howard Killian, Director of Engineering & Public Works

SUBJECT: Village Center Planning Activities

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: February 7, 2013 – Board Workshop

Summary

Review of planning activities related to advancement of the Village Center Plan related to transportation, wetlands, and market analysis.

Discussion

Staff is currently working on several of the key implementation steps for the Village Center Plan, including the following:

- Perform a traffic feasibility study related to the establishment of the Elgin O'Hare Expressway western extension as a boulevard style road (strategy 1)
- Consult with local wetland jurisdictional agencies to determine existing data on wetlands and to present preliminary site and roadway plans (strategy 1)
- Work with current property owners to better understand pending vacancies and encourage leasing to destination restaurants, consumer services, and stores. (strategy 4)

Elgin O'Hare Expressway

Last year, staff met with IDOT representatives to discuss the future plans of the Elgin O'Hare Expressway west of its current terminus of Lake Street. The main question was whether IDOT would allow the Village to utilize the existing IDOT right of way for a more local type of roadway to County Farm Road and west through our Village Center Plan. The plan calls for a boulevard cross section as opposed to an expressway through this section.

The IDOT officials stated that they would like the Village to assess the impacts of our proposal, on both the existing Elgin O'Hare Expressway and the local road network of County Farm Road, Devon and Lake Street. Our plan is to hire a consultant to study the impacts with a roadway stopping at County Farm Road, ending in our development, ending at Devon, and lastly, extending the roadway along the proposed expressway alignment to Lake Street.

We have obtained a proposal from the engineering firm that completed most of the work on the recently approved Elgin O'Hare Expressway project, as they are most familiar with the modeling and existing traffic patterns. We believe this study will cost the Village less than \$25,000 and will be bringing forward a proposal to the February 21st Board Meeting.

Wetlands

There are several wetlands on the vacant property that are located in the Village Center area, all located in DuPage County. Some of them cover a significant portion of individual properties and may impact the potential to develop these properties or a proposed roadway network. Staff has met with representatives of the engineering firm that completed the last wetland determination back in the early 2000's to obtain a better understanding of the quality of these wetlands. Staff is also in the process of meeting with the DuPage County Storm water staff to get an understanding of what we can do to minimize the impact of the development on the wetlands, and still be able to utilize the land to its fullest. The goal is to have staff well informed as we enter preliminary conversations with developers.

Market Study

The properties within the Village Center area have various impediments related to market and physical aspects, which have delayed development of the area. Among them are a lack of certainty about roadway development and wetland impact, as well as a lack of understanding of the local retail and residential market and its untapped opportunities. The Village Center Plan included a market strategy that assessed the strengths and weaknesses of the local market and evaluated the type of development that would be feasible based on the size of the area and overall regional market. However, a more detailed market study to assist with more targeted business/developer recruitment has not yet been performed. This study would evaluate the types of businesses and the level of residential rent that could be expected on specific sites, particularly those readily available along the north side of Lake Street. Staff has reached out to several consulting firms who perform real estate market analysis. Estimates for the work depending on the level of detail range in the \$50,000-\$80,000 range. Staff seeks Board guidance on seeking Proposals for a retail and residential market study for the area.

Recommendation

Receive update from Staff related to ongoing Village Center planning activities. Direct Staff to prepare proposal for the Elgin O'Hare West Extension Traffic Operations Feasibility Study. Direct staff to seek proposals for a retail and residential market study for the area.

Attachments

- Exhibit 1 Village Center Plan Implementation Strategies
- Exhibit 2 Traffic Study Scope of Services
- Exhibit 3 Village Center Preliminary Wetland Map

Budgeted Item:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Budgeted Amount:	N/A	
Actual Cost:	N/A	
Account Number:	N/A	

Implementation Strategies Matrix:

Strategy 1: Establish the Elgin-O'Hare west extension as a "Boulevard" road		
Task	Potential Partnerships	Phasing
Perform a feasibility study, to address issues such as traffic volumes, travel patterns, and access points, roadway design prototype, transit, and multiuse trails, and green infrastructure solutions, as well as its terminus or further connection to Lake Street via Bartlett and Streamwood. Items to be resolved: <ul style="list-style-type: none"> • Lead agency • Role of IDOT, counties, municipalities • Study funding sources • Study elements, potentially including roadways, access, transit, and multiuse trails 	Bartlett, Streamwood, IDOT, RTA, IDNR, Property Owners, Cook and DuPage Counties; Transportation Consultant	Short Term
Facilitate interagency coordination and assemblage of funding from a variety of sources.	IDOT, RTA, CMAP, DCEO, Village, DuPage County	Short to Intermediate Term
Identify funding sources and make grant applications.	IDOT, RTA, CMAP, DCEO, DuPage County	
Consult with local wetland jurisdictional agencies to determine existing data on wetlands and to present preliminary site and roadway plans.	DuPage County, IEPA	Short Term
Strategy 2: Initial Site Preparation		
Task	Potential Partnerships	Phasing
Due to the sites location and natural resources, preparation should include a more detailed study to further identify key environmental features, their location and calibrate the plan based on very specific options. <ol style="list-style-type: none"> 1. Prepare a site topographical survey and clearly define natural features including wetlands 2. Once defined evaluate grade, features/and mitigation requirements Prepare preliminary site area conditions exhibit and add EOH right of way	Village; Transportation/ Environmental Consultant	Short Term
Strategy 3: Build awareness of the development opportunities offered by the Village Center		
Task	Potential Partnerships	Phasing
Reach out to local newspapers and real estate trade journals to submit press releases and articles relating to the development prospects offered by the Hanover Park Village Center.	Local newspapers; real estate trade journals	Short Term
Create promotional materials, such as brochures and newsletters, to circulate around the region and among development companies and professional organizations to help attract developer and business tenant interest.	Real estate trade journals; real estate brokerages	Short Term
Create a project web-site dedicated to implementation of the Village Center/TOD with possible options for posting of media releases, announcements, property and ownership information, etc.	Village, Chamber of Commerce, DuPage and Cook County	Short Term
Promote the Village Center project at trade shows, like the International Council of Shopping Centers (ICSC).	Village, Chamber of Commerce, DuPage and Cook County	Intermediate to Long Term

Workshop Meeting 2/7/13

Table 5.1: Implementation Strategies Matrix (Page 1 of 4)



Contact the real estate representatives at anchor retail companies to provide them with marketing materials and invite them for a tour of the project site and area.	Village, Chamber of Commerce, DuPage County	Intermediate to Long Term
Establish an RFQ/RFP process to accept and review development proposals, ensuring they adhere to the principles of the Conceptual Land Use Development Plan and the Design Guidelines.	Village, property owners	Intermediate to Long Term
Strategy 4: Strengthen Ontarioville as a destination retail and restaurant cluster that conveys an identity to the Village Center area		
Task	Potential Partnerships	Phasing
Create an informal study group that meets with staff to discuss Ontarioville business environment. <ul style="list-style-type: none"> Seek an Ontarioville business willing to provide meeting space and offer coffee. Create an e-mail notice list that includes property owners, business owners, and interested residents 	Chamber of Commerce, local business, Study group	Short Term
With Village staff leadership, organize quarterly study group meetings to promote cross marketing, events, Chamber of Commerce membership, and share information on Village Center progress.	Chamber of Commerce, Study group	Short Term
Work with property owners to understand pending vacancies and encourage leasing to destination restaurants, consumer services, and stores.	Village, Study group	Short Term
Maintain list of businesses that might have interest in an Ontarioville location.	Local Real Estate Agents, Chamber of Commerce	Short Term
Work with local banks; provide low interest loans or grants for building rehab, façade improvements or new infill construction that meets Historic District design standards.	Village, local banks	Short to Intermediate Term
Encourage the local press to cover Ontarioville events to provide greater visibility to the local businesses.	Real Estate Trade Journals	Short Term
Investigate advantages and disadvantages of adding a tag line like “Hanover Park’s Historic Center” to Ontarioville marketing.	Study Group	Short Term
Strategy 5: Create a strong character and sense of place in the Village Center by creating a brand identity and designing an urban design program for streetscape, signage, and gateways		
Task	Potential Partnerships	Phasing
Collaborate with a design and marketing firm to create a brand identity for the Village Center that is truly unique and clearly differentiates the project from other conventional Village centers, while relating to Historic Ontarioville.	Design and marketing firm	Intermediate to Long Term
Design a unified wayfinding and information signage program for the Village Center based on the brand identity from the previous task.	Village, IDOT, signage and design firms	Intermediate to Long Term
Integrate streetscape enhancements, signage, and gateway elements as detailed in the Streetscape Design Guidelines.	Village, IDOT, selected developer(s) for Village Center	Intermediate to Long Term
Design and integrate a gateway sign/element to affix to the potential pedestrian/bicycle trails and overpasses.	Village, IDOT, signage and design firms	Intermediate to Long Term

Table 5.1: Implementation Strategies Matrix (Page 2 of 4)

Strategy 6: Maintain open communication with the property owners and public officials to facilitate potential development interests		
Task	Potential Partnerships	Phasing
Maintain regular contact with individual property owners.	Property owners	Short to Intermediate Term
Acquire properties in cases where the property owner(s) are willing to sell and be part further build-out of the Village Center.	Property owners, selected developer(s) for Village Center	Intermediate to Long Term
Establish an Implementation Plan committee responsible for oversight and facilitation of transportation and development improvements within the Village Center/TOD area to meet on a quarterly basis. <ul style="list-style-type: none"> Report Quarterly to the Village Board on economic development contacts and response 	IDOT, ITA, Property Owners, MWRD, RTA, Pace, Metra, State and Congressional representatives	Short Term
Build working relationships with developers and brokers, and provide them with quality promotional and technical information on the advantages of developing in the Village Center.	Village, Chamber of Commerce	Short Term
Assist with relocation and re-establishment of viable businesses within the Village Center, consistent with the Village Center Plan, or other locations within the Village.	Village, private developers	Intermediate to Long Term
Strategy 7: Seek national, state, and regional awareness of economic development potential associated with the Hanover Park Town Center		
Task	Potential Partnerships	Phasing
Schedule individual briefing meetings to present the final report to Hanover Park's federal and state elected officials.	Village	Short Term
Monitor legislation and grant programs with the potential to fund the Elgin O'Hare extension.	Legislative Staff, Village lobbyist, Steering Committee	Short Term
Participate in DuPage County Economic Development Initiatives with the goal of making the Hanover Park Village Center a regional initiative	Chamber of Commerce, DuPage County	Short Term
Encourage Real Estate trade journals to cover the Hanover Park Village Center as a logical next step to the eastern extension of the Elgin O'Hare Expressway	Real Estate Trade Journals	Short Term
Repeat briefing meetings, legislative review and trade journal outreach annually	Elected Officials, Chamber of Commerce	Long Term, ongoing
Strategy 8: Commit to dedicated adherence to the sustainability recommendations outlined in this Plan to facilitate the potential for the Village Center to achieve LEED-ND certification		
Task	Potential Partnerships	Phasing
Ensure at least one member of the project development team is a LEED Accredited Professional or equivalent, as defined in IDP Credit 2 of the LEED 2009 for Neighborhood Development Rating System Manual.	Selected developer(s) for Village Center	Short to Intermediate Term
Consult the sustainability analysis in Section 3 and recommendations to ensure the development of the Village Center adheres to the LEED-ND principles and methods specific to the Hanover Park Village Center.	Selected developer(s) for Village Center	Intermediate to Long Term

Table 5.1: Implementation Strategies Matrix (Page 3 of 4)



Monitor and tally the points accrued throughout the development process, per the LEED-ND Rating System.	Selected developer(s) for Village Center	Intermediate to Long Term
Submit an application for LEED-ND certification for the Hanover Park Village Center to the USGBC, outlining the prerequisites and credits met and the total points accrued.	Selected developer(s) for Village Center	Intermediate to Long Term
Strategy 9: Promote Transportation/Transit improvements to expand multi-modal travel options		
Task	Potential Partnerships	Phasing
Continue to work with Pace on the County Farm Road Transit Study to determine potential transit alternatives.	Village, Pace	Short Term
Work with IDOT and Pace to construct bus pull-outs on Lake Street near Church Street.	Village, IDOT, Pace	Short to Intermediate Term
Continue to participate with IDOT on the Elgin-O'Hare Tier 2 study for roadway and transit alternatives	Village, IDOT	Short to Intermediate Term
Continue to work with Pace on County Farm Road Transit Study to determine potential transit alternatives	Pace, DuPage County, RTA	Short Term
Work with IDOT and Pace to construct bus pull-outs on Lake Street near Church Street.		Intermediate Term
Secure an additional signalized intersection access to the Village Center on County Farm Road, south of Ontarioville Road.	Village, Transportation Consultant	Intermediate Term
Additional Strategies		
Task	Potential Partnerships	Phasing
Coordination with the Army Corps of Engineers and likely permitting for potential wetlands issues within and near the TOD study area.	Village, Army Corps of Engineers	Short Term to Intermediate Term
Pursue the acquisition of lands identified on the Village Center for wetland mitigation and public open space areas. Identify and contact property ownerships to determine availability.	Village, private-developers	Intermediate to Long Term
Open lines of communications with other utilities serving the community to ensure appropriate service to new development and coordination with existing service lines.	Village, utility companies	Short Term to Intermediate Term
Review and update Village zoning regulations as they relate to the Village Center/TOD area.	Village	Short Term
Where necessary, acquire key properties in strategic locations to facilitate the acquisition of sites sufficient to support desired developments.	Village	Intermediate to Long Term
Expand financial incentives available to all properties in the Village Center/TOD area to create a competitive economic development program and enhance private investment interest.	Village	Short Term

Table 5.1: Implementation Strategies Matrix (Page 4 of 4)

Scope of Services

Elgin O'Hare West Extension: Traffic Operations Feasibility Study, Village of Hanover Park, Illinois

The following provides a draft scope of services for the sketch level traffic operations analysis and feasibility on the potential extension of the existing Elgin O'Hare expressway west from US 20 (Lake Street) to County Farm Road and Devon Ave in Hanover Park, Illinois.

Assumptions

1. CH2M HILL will evaluate the effects of the proposed roadway extensions for three socio-economic demand scenarios with the associated roadway configurations for the development assumed for the parcel west of County Farm Road and east/south of Devon Ave. The socio-economic demand assumption book-ends will be determined from prior studies identified by Hanover Park and will be used as an input to the analysis.
2. Traffic Operations analysis will be performed for three roadway plans:
 - a. Extending the roadway to County Farm Road as a 4-Lane roadway
 - b. Extending the roadway west of County Farm Road and terminating in the development
 - c. Extending the roadway west of County Farm Road and tying into Devon Ave through the development with a gradual reduction in cross-section from 4-Lanes to 2-Lanes.

Task Descriptions

Task 1: Evaluating Existing Conditions

The Consultant team will develop a traffic operations network which includes critical intersections and roadway segments in coordination with Village staff. The existing Elgin O'Hare West Bypass travel demand model will be used as an input to generate AM and PM peak hour turning movement for the traffic operations network. Traffic operations analysis will be performed using SYNCHRO and level-of-service and travel performance will be determined for the existing conditions.

Task 2: Develop Forecast Year 2020 No-Build Travel Demand and Traffic Analysis

The Consultant team will utilize the Elgin O'Hare West Bypass travel demand model to generate Forecast Year 2020 travel demand for the No-Build condition. AM and PM peak hour turning movement for the traffic operations network for the forecast year will be assessed for No-Build scenario. Traffic

operations analysis will be performed to evaluate level-of-service and travel performance for the 2040 No-Build condition.

Task 3: Develop Forecast Year 2020 Alternative Evaluation and Traffic Analysis

The Consultant team will utilize the Elgin O'Hare West Bypass travel demand model to build the proposed three alternative roadway configurations to generate Forecast Year 2020 travel demand. AM and PM peak hour turning movement for the traffic operations network for the forecast year alternatives will be generated to assess traffic performance. Traffic operations analysis will be performed to evaluate level-of-service and travel performance for the 2040 alternatives and compared to No-build condition.

Deliverables

Task 4: Technical Memorandum and Summary of Results

The Consultant team will develop a technical memorandum summarizing the results of the traffic operations and travel performance for the proposed alternatives under consideration. The technical memorandum will include methods, assumptions and exhibits describing the details of the traffic study. All correspondence including the technical documentation and associated exhibits will be transmitted in an electronic format.

The Consultant will submit a draft technical memorandum for review and comment. The Consultant will work with the Village Staff to address comments and recommendations, and submit a final version for approval. All associated documentation related to the technical memorandum, including exhibits will be transmitted to Village of Hanover Park for record keeping purposes.

Environmental Features

Wetlands

A large part of the study area is occupied by wetlands. Figure 10-A shows the location of these wetlands. The areas marked with a blue hatch are the approximate boundaries of the wetlands as provided by a 2003 Village study. Areas in red indicate expanded boundaries as a result of the field investigation conducted by Gewalt Hamilton in the summer of 2011. In addition, these wetlands are classified as either critical or regulatory under the DuPage County Wetland Ordinance. Critical wetlands require a buffer of 100 feet within which no development can take place. For regulatory wetlands this boundary is 50 feet. However, wetlands can be mitigated within DuPage County at a rate of three to one (3:1) for critical wetlands, and one and one half to one (1.5:1) for regulatory wetlands.

Soil Conditions

As part of the planning effort for the Village Center Plan, the soil maps for the study area were reviewed to determine the adequacy to support new development. In summary, the conditions of the surrounding soils are such that future development will require some additional improvements to address the general poor condition of soils through constructed drainage elements or special foundation construction design and materials.

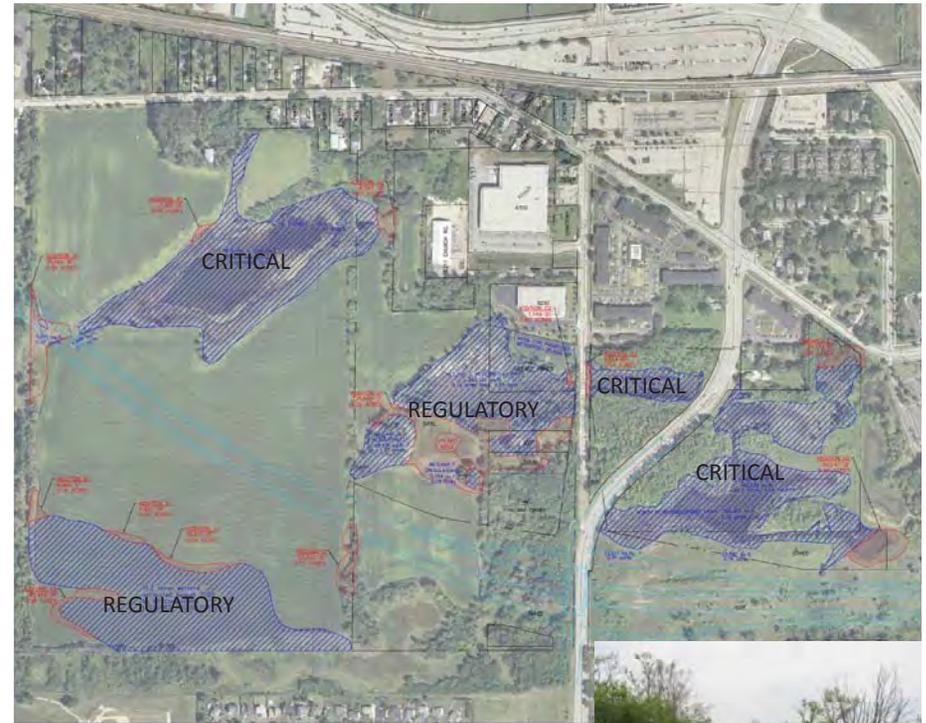


Figure 4.9: Map showing the location of critical and regulatory wetlands within the study area



Hydrologic Soil group	Description	Texture	Infiltration Rates (in/hr)
A	Low runoff potential and high infiltration rates even when wetted	Sand, loamy sand, or sandy loam	> 0.30
B	Moderate infiltration rates when wetted	Silt loam or loam	0.15 – 0.30
C	Low infiltration rates when wetted	Sandy clay loam	0.05 – 0.15
D	High runoff potential and very low infiltration when wetted	Clay loam, silty clay loam, sandy clay, silty clay, or clay clay, or clay	0 – 0.05

Table 4.2: Soil conditions of the undeveloped land within the study area

Figure 4.8: Map showing the soil types and description of the soils within the study area



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Rebekah Flakus, Finance Director

SUBJECT: Fiscal Year 2013 Year-to-date Financial Report through January 28, 2013

ACTION

REQUESTED: Approval Concurrence Discussion Information

RECOMMENDED FOR CONSENT AGENDA: Yes No

MEETING DATE: February 7, 2013 - Board Workshop

Executive Summary

Providing the Village President and Board of Trustees a year-to-date Financial Report including Budget & Projection Summaries by fund for all Village Funds, and Revenue & Expenditure Summaries by account for the General Fund and Water & Sewer Fund. The report represents 75% of the total Fiscal Year.

Discussion

General Fund Fiscal Year 2013 year-to-date revenues are \$106,180 lower than prior year-to-date revenues. The slight decrease is primarily due to decreases in Utility, Sales and Food and Beverage Taxes compared to the prior year-to-date. As of January 28, 2013, the General Fund Revenue projections exceed the budgeted amount by about \$50,860, primarily due to increased projections in State Income Tax. General Fund Fiscal Year 2013 Projections as a whole are showing a surplus of \$429,863. The surplus will fluctuate throughout the remaining few months of the Fiscal Year as capital and other projects are completed.

Year-to-date expenditures for the General Fund are about \$2,220,648 lower than expenditures for prior year-to-date primarily due to the timing of contractual services needed, including consulting and maintenance costs, and due to the delay of capital projects. Fiscal Year 2013 General Fund expenditure projections are \$129,003 lower than the budgeted amount due to the reduction in contractual services.

The Water & Sewer Fund Revenues as of January 28, 2013 are \$1,084,780 higher than the prior year-to-date revenues due to the water rate increases that occurred in May of 2012 and January 1, 2013. Due to a decrease in Leachate Treatment Revenue, Fiscal Year 2013 revenues are currently projected lower than the budgeted amount by about \$88,000.

Agreement Name: _____

Workshop Meeting 2/7/13

Executed By: _____

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Expenditures for the Water & Sewer Fund are about \$422,000 less than the prior year-to-date expenditures. Similar to the General Fund, the variance is due to the delay in several Capital purchases which will occur later in the year, as well as a decrease in maintenance costs. The projected Fiscal Year 2013 expenditures currently are \$355,353 less than the Budgeted amount. The significant reduction in expenditures is due to the reduction in maintenance and contractual costs. Water & Sewer Fund Fiscal Year 2013 Projections as a whole are showing a \$3,591 surplus. Fluctuations in the projections will occur throughout the final quarter of the Fiscal Year.

Other Funds with notable variances include the Motor Fuel Tax Fund, Municipal Building Fund, Special Service Area #5 Fund, and the Police and Fire Pension Funds. The Motor Fuel Tax Fund has a \$1.4 million increase of expenditures and revenues for Fiscal Year 2013 budget and projections. In order to complete the scheduled street repaving projects and street and bridge reconstruction projects, monies were budgeted from fund reserves. The Municipal Building Fund did not have any revenues or expenditures budgeted in Fiscal Year 2013. The projected \$240,000 costs were budgeted in Fiscal Year 2012, but weren't completed until Fiscal Year 2013. Once the Finance Department receives notice that all expenditures have been accounted for, a Budget Amendment will be brought forward to the Village Board to mediate the variance. Special Service Area # 5 Fund shows a projected deficit of \$35,290 of revenues. As part of a multi-year lighting project, funds were levied in previous years for the implementation of the project. Funds will continue to be levied for the remaining years of the project to complete the full funding. For both Police and Fire Pension funds, the increase in revenues over expenditures is caused by the timing of fair value adjustments within the investments. The fluctuations within the two pension funds will occur throughout the year and will finalize at the end of the Fiscal Year.

Enclosed is a breakdown by Fund of all revenues and expenditures compared to prior year-to-date and projections for the current year. The Finance Department will continue to track revenues and expenditures using this report and adjust projections for Fiscal Year 2013 on a monthly basis. Also included is a Revenue & Expenditure Summary by Account for the General Fund and the Water & Sewer Fund to give further detail on the Village's most active Funds.

Recommended Action

No action is required.

Attachments: Budget & Projection Summary Total By Fund Budget, Budget Revenue Summary by Account General Fund, Expenditure Budget Summary by Account General Fund, Revenue & Expenditure Summary by Account Water & Sewer Fund

Budgeted Item:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Budgeted Amount:	\$0.00	
Actual Cost:	\$0.00	
Account Number:		

VILLAGE OF HANOVER PARK, ILLINOIS
Budget & Projection Summary - Total by Fund
Fiscal Year Ending April 30, 2013

As of January 28th, 2013

Fund	1/28/2013			YTD % Variance		
	FY 2011 YTD Actual	FY 2012 YTD Actual	FY 2013 YTD Actual	FY 2013 Budget	FY 2012 to FY 2013	FY 2013 Projection
Revenues and Other Financing Sources						
General	\$ 18,394,905	\$ 20,256,347	\$ 20,150,167	\$ 28,905,047	-0.5%	\$ 29,205,907
Special Revenue Funds						
Road and Bridge	178,863	109,703	91,554	115,203	-16.5%	115,203
Motor Fuel Tax	1,339,353	912,740	911,707	2,434,196	-0.1%	2,434,196
SSA #3	21,808	73	9,223	20,425	N/A	20,425
SSA #4	2,036	18,171	18,084	29,845	-0.5%	29,845
SSA #6	35	81,048	35,340	77,038	N/A	77,038
	<u>1,542,096</u>	<u>1,121,734</u>	<u>1,065,909</u>	<u>2,676,707</u>	<u>-17.1%</u>	<u>2,676,707</u>
Debt Service Funds						
2001 General Obligation Bonds	375,948	379,472	-	-	-100.0%	-
2002 General Obligation Bonds	338,359	363,706	-	-	-100.0%	-
2010 General Obligation Bonds	106,170	368,013	681,047	835,896	85.1%	835,896
2010A General Obligation Bonds	-	352,062	174,341	299,388	-50.5%	299,388
2011 General Obligation Bonds	238,876	7,295,644	485,114	639,847	-93.4%	639,847
	<u>1,059,353</u>	<u>8,758,897</u>	<u>1,340,503</u>	<u>1,775,131</u>	<u>-258.8%</u>	<u>1,775,131</u>
Capital Projects Funds						
General Capital Projects	349,749	1,034,545	507,135	1,565,682	-51.0%	1,565,682
TIF #2 Capital Projects	899,728	865,491	-	-	-100.0%	-
TIF #3	449,851	640,143	1,168,235	678,250	82.5%	1,637,951
SSA #5	361,703	175,213	313,381	367,710	78.9%	367,710
TIF #4	113,476	131,687	35	342,954	-100.0%	-
Municipal Building Fund	5,917,927	1,268,431	422	-	-100.0%	500
	<u>8,092,436</u>	<u>4,115,510</u>	<u>1,989,207</u>	<u>2,954,596</u>	<u>-189.6%</u>	<u>3,571,843</u>
Enterprise Funds						
Water and Sewer	6,142,162	6,464,105	7,548,885	10,606,636	16.8%	10,518,636
Commuter Parking Lot	212,307	248,589	234,625	409,336	-5.6%	409,336
Hanover Square	-	2,859,940	436,773	653,220	-84.7%	653,220
	<u>6,354,469</u>	<u>9,572,635</u>	<u>8,220,282</u>	<u>11,669,192</u>	<u>-73.6%</u>	<u>11,581,192</u>
Internal Service Fund						
Central Equipment	215,516	267,593	643,290	1,546,207	140.4%	1,546,207
	<u>215,516</u>	<u>267,593</u>	<u>643,290</u>	<u>1,546,207</u>	<u>140.4%</u>	<u>1,546,207</u>
Trust and Agency Funds						
Police Pension	2,463,602	680,880	1,533,010	2,446,876	125.2%	2,446,876
Fire Pension	1,383,871	670,662	791,292	1,325,753	18.0%	1,325,753
	<u>3,847,474</u>	<u>1,351,542</u>	<u>2,324,302</u>	<u>3,772,629</u>	<u>143.1%</u>	<u>3,772,629</u>
Total Revenues	<u>\$ 39,506,248</u>	<u>\$ 45,444,257</u>	<u>\$ 35,733,660</u>	<u>\$ 53,299,509</u>	<u>-21.4%</u>	<u>\$ 54,129,616</u>

VILLAGE OF HANOVER PARK, ILLINOIS
Budget & Projection Summary - Total by Fund
Fiscal Year Ending April 30, 2013

As of January 28th, 2013

Fund	1/28/2013			FY 2013 Budget	YTD % Variance FY 2012 to FY 2013	FY 2013 Projection
	FY 2011 YTD Actual	FY 2012 YTD Actual	FY 2013 YTD Actual			
Expenditures and Other Financing Uses						
General	\$ 17,055,030	\$ 21,742,503	\$ 19,521,855	\$ 28,905,047	-10.2%	\$ 28,776,044
Special Revenue Funds						
Road and Bridge	236,719	26,331	74,538	115,203	183.1%	281,203
Motor Fuel Tax	1,292,201	1,325,280	1,624,111	2,434,196	22.5%	2,434,196
SSA #3	9,894	10,270	8,693	20,400	-15.4%	20,400
SSA #4	16,725	16,725	15,244	29,800	-8.9%	29,800
SSA #6	421,842	-	-	77,013	0.0%	77,013
	<u>1,977,381</u>	<u>1,378,607</u>	<u>1,722,587</u>	<u>2,676,612</u>	<u>181.4%</u>	<u>2,842,612</u>
Debt Service Funds						
2001 General Obligation Bonds	450,875	453,353	-	-	-100.0%	-
2002 General Obligation Bonds	673,789	683,100	-	-	-100.0%	-
2010 General Obligation Bonds	353,800	425,644	795,788	795,360	87.0%	795,360
2010A General Obligation Bonds	-	298,307	299,816	299,388	100.0%	299,388
2011 General Obligation Bonds	278,848	7,331,094	640,025	639,847	-91.3%	639,847
	<u>1,757,312</u>	<u>9,191,497</u>	<u>1,735,628</u>	<u>1,734,595</u>	<u>-104.3%</u>	<u>1,734,595</u>
Capital Projects Funds						
General Capital Projects	1,972,296	1,002,791	502,841	1,304,182	-49.9%	1,304,182
TIF #2 Capital Projects	398,175	572,374	-	-	-100.0%	-
TIF #3	361,469	3,045,870	537,732	655,545	-82.3%	951,372
SSA #5	260,223	69,566	93,154	403,000	33.9%	403,000
TIF #4	470,415	120,031	38,543	223,185	-67.9%	45,000
Municipal Building Fund	3,054,309	10,671,840	226,568	-	-97.9%	240,000
	<u>6,516,887</u>	<u>15,482,472</u>	<u>1,398,839</u>	<u>2,585,912</u>	<u>-364.1%</u>	<u>2,943,554</u>
Enterprise Funds						
Water and Sewer	6,322,657	6,729,795	6,307,259	11,049,426	-6.3%	10,694,073
Commuter Parking Lot	279,208	189,053	173,886	409,336	-8.0%	409,336
Hanover Square	-	22,162	404,054	465,590	100.0%	465,590
	<u>6,601,865</u>	<u>6,941,011</u>	<u>6,885,200</u>	<u>11,924,352</u>	<u>85.7%</u>	<u>11,568,999</u>
Internal Service Fund						
Central Equipment	665,814	119,800	650,591	1,546,207	443.1%	1,546,207
	<u>665,814</u>	<u>119,800</u>	<u>650,591</u>	<u>1,546,207</u>	<u>443.1%</u>	<u>1,546,207</u>
Trust and Agency Funds						
Police Pension	1,097,829	1,227,563	1,162,611	1,785,689	-5.3%	1,785,689
Fire Pension	368,913	466,868	567,189	912,431	21.5%	922,431
	<u>1,466,741</u>	<u>1,694,432</u>	<u>1,729,801</u>	<u>2,698,120</u>	<u>16.2%</u>	<u>2,708,120</u>
Total Expenditures	\$ 36,041,028	\$ 56,550,320	\$ 33,644,501	\$ 52,070,845	-40.5%	\$ 52,120,131

UNBUDGETED EXPENDITURES

- General Fund - \$10,000.00 was approved for joint participation in the Northwest Fourth Fest in Hoffman Estates
- TIF # 3 - \$242,037 is the tax incentive payment to NuCare that wasn't included in the FY 2013 Budget
- Municipal Building Fund - Nothing was budgeted in FY 2013 for the Police Building. Expenditures carried over from FY 2012

VILLAGE OF HANOVER PARK, ILLINOIS
 Revenue Summary by Account
 Fiscal Year Ending April 30, 2013
 As of January 28th, 2013

Fund 001 - General Fund

Account	Description	1/28/2013			YTD % Variance	FY 2013 Budget	FY 2013 Projection
		FY 2011 YTD Actual	FY 2012 YTD Actual	FY 2013 YTD Actual			
Revenues and Other Financing Sources							
311.01-00	Real Property Tax	\$ 7,040,948	\$ 7,692,145	\$ 7,271,508	-5.5%	9,553,253	9,553,253
311.02-00	Personal Prop Replacement	68,144	59,869	57,638	-3.7%	85,015	85,015
312.01-00	Simp Telecommunications	844,073	819,199	800,171	-2.3%	1,107,208	1,073,992
312.02-00	Natural Gas Tax	89,007	99,463	67,566	-32.1%	142,800	144,228
312.03-00	Electric Tax	331,690	325,915	294,850	-9.5%	467,399	467,399
313.01-00	Sales Tax	2,449,818	3,660,534	3,545,716	-3.1%	5,170,219	5,221,921
313.02-00	Use Tax	374,859	400,308	428,381	7.0%	599,974	577,190
313.03-00	Home Rule Sales Tax	965,353	1,587,693	1,542,709	-2.8%	2,213,956	2,213,956
313.04-00	Real Estate Transfer Tax			150,801	N/A	308,184	277,366
313.05-00	Hotel/Motel Tax	28,827	26,130	25,790	-1.3%	36,720	36,720
314.01-00	Food & Beverage Tax	816,712	820,458	752,446	-8.3%	1,077,544	1,055,993
315.01-00	State Income Tax	2,218,840	2,238,775	2,509,128	12.1%	3,045,435	3,341,624
Total Taxes		15,228,270	17,730,489	17,446,704	-1.2%	23,807,707	24,048,657
321.01-00	Business Licenses	74,355	63,744	55,595	-12.8%	90,015	90,015
321.02-00	Liquor Licenses	57,270	43,710	45,475	4.0%	45,195	45,195
321.03-00	Contractor Licenses	31,800	22,990	25,190	9.6%	23,999	23,999
321.04-00	Vendor/Solicitor Licenses	740	185	210	13.5%	250	250
321.06-00	Animal Licenses	841	915	770	-15.8%	500	500
321.07-00	Penalties on Licenses	5,982	8,010	6,654	-16.9%	10,363	10,363
321.08-00	Multi-Family Licenses	91,500	91,800	77,400	0.0%	87,225	81,000
321.09-00	Single Family Rental Licenses	48,300	48,850	48,550	-0.6%	37,800	72,550
322.01-00	Building Permits-Cook	68,285	37,565	42,815	14.0%	31,500	34,514
322.02-00	Building Permits-DuPage	66,435	52,375	44,943	-14.2%	50,000	43,756
322.03-00	Sign Permits	2,719	3,937	3,459	-12.1%	4,000	4,000
Total Licenses and Permits		448,227	374,081	351,061	-6.0%	380,847	406,142
323.01-00	Solid Waste Franchise Fee	87,919	88,303	91,233	3.3%	113,746	114,883
323.02-00	Building Reinspect Fee	95	915	1,225	33.9%	1,500	1,500
323.03-00	Inspection Fees-Misc	1,305	420	100	-76.2%	-	200
323.05-00	Plan Review-Comm Devel	14,330	11,811	11,261	-4.7%	20,000	15,120
323.07-00	Cable Franchise Fee	242,298	261,305	277,930	6.4%	359,895	359,895
323.12-00	Ambulance Fees	433,470	417,972	475,035	13.7%	640,000	600,000
323.12-01	Non-911 Ambulance Transports	-	524	-	-100.0%	36,800	1,500
323.13-00	CPR Fees	1,380	2,220	2,575	16.0%	3,000	3,500
323.14-00	Vehicle Impoundment Fees	447,900	484,500	582,500	20.2%	626,000	700,000
323.16-00	ADT Administrative Fee	-	3,868	-	-100.0%	-	3,000
323.17-00	Public Safety Application Fee	4,900	1,500	2,603	73.5%	1,500	1,500
323.18-00	Child Safety Seat Install	-	-	135	0.0%	-	205
Total Charges for Services		1,247,897	1,273,337	1,444,596	9.5%	1,802,441	1,801,098
351.01-00	Traffic Fines-Cook	79,074	91,523	88,071	-3.8%	110,000	133,102
351.02-00	Traffic Fines-DuPage	20,369	24,758	26,241	6.0%	38,000	38,334
351.03-00	Ordinance Violations	186,105	191,793	210,797	9.9%	269,000	273,764
351.04-00	Warning Tickets	915	370	360	-2.7%	100	210
351.05-00	Police False Alarm Fines	8,700	4,075	4,175	2.5%	6,100	4,500
351.07-00	Fire False Alarm Fines	5,640	3,950	4,100	3.8%	5,000	6,050
351.08-00	Traffic Court Supervision	-	-	53,700	0.0%	53,700	53,700
351.09-00	Fines-Red Light Cameras	117,517	95,149	103,288	8.6%	131,520	209,956
351.10-00	Kennel Fees	1,830	1,500	1,200	-20.0%	2,500	1,900
Total Fines and Forfeits		420,150	413,118	491,931	12.7%	618,770	724,016
Total Investment Income		35,244	27,634	14,280	-42.6%	31,344	31,344
363.00-00	Printed Materials	4,926	4,280	4,256	-0.6%	7,000	6,332
364.00-00	Rental Income	250,641	265,346	273,603	3.1%	291,900	321,900
380.00-00	Grant Revenues	128,821	76,641	65,125	0.0%	59,618	92,546
389.03-00	Miscellaneous Income	27,399	86,631	56,560	-34.7%	1,225,123	1,220,305
389.07-00	Corporate Partnership Prog	-	4,700	2,050	-56.4%	4,700	2,050
389.08-00	Loan Repay- DuPage M&M	97	89	-	-100.0%	90	90
Total Miscellaneous		417,812	437,688	401,594	-2.3%	1,591,431	1,646,223
391.16-00	Trans from SSA #6	-	-	-	0.0%	40,013	23,833
391.33-00	Transfer from TIF #3	269,316	-	-	0.0%	-	-

VILLAGE OF HANOVER PARK, ILLINOIS
 Revenue Summary by Account
 Fiscal Year Ending April 30, 2013
 As of January 28th, 2013

Fund 001 - General Fund

Account	Description	FY 2011	FY 2012	1/28/2013	YTD % Variance	FY 2013	FY 2013
		YTD Actual	YTD Actual	FY 2013 YTD Actual		Budget	Projection
391.37-00	Transfer from TIF #4	200,000	-	-	0.0%	107,900	-
391.50-00	Water and Sewer Fund	127,989	-	-	0.0%	274,594	274,594
Total Interfund Transfers		597,305	-	-	0.0%	422,507	298,427
399.00-00	Use of Fund Balance		-	-	0.0%	250,000	250,000
Total Revenues and Other Financing Sources		\$ 18,394,905	\$ 20,256,347	\$ 20,150,167		\$ 28,905,047	\$ 29,205,907
Total BUDGETED Expenditures & other financing uses		\$ 17,055,030	\$ 21,742,503	\$ 19,521,855	\$ 0	\$ 28,905,047	\$ 28,776,044
Net Revenues after Expenditures		\$ 1,339,875	\$ (1,486,156)	\$ 628,312		\$ -	\$ 429,863

VILLAGE OF HANOVER PARK, ILLINOIS
 Expenditure Summary by Account
 Fiscal Year Ending April 30, 2013
 As of January 28th, 2013

Fund 001 - General Fund - Expenditures

Account	Description	1/28/2013				FY 2013 Budget	FY 2013 Projection
		FY 2011 YTD Actual	FY 2012 YTD Actual	FY 2013 YTD Actual	YTD % Variance		
Expenditures and Other Financing Uses							
1-03	Refunds	-	-	-		-	
1-11	Salaries-Regular	8,254,032	8,789,585	8,438,717	-3.99%	11,748,328	11,693,799
1-12	Salaries-Part Time	461,779	506,896	465,231	-8.22%	664,701	626,459
1-21	Overtime Compensation	690,376	699,999	626,238	-10.54%	933,528	962,878
1-22	Court Appearances	111,964	120,014	143,140	19.27%	149,000	169,160
1-23	Holiday Pay	140,017	146,742	150,802	2.77%	150,100	154,100
1-26	Compensation Adjustment	7,150	6,300	6,300	0.00%	8,400	8,400
1-27	Language Proficiency	18,529	18,900	21,024	0.00%	21,500	20,400
1-28	On-Call Premium Pay	1,683	5,606	5,875	4.79%	11,254	11,254
1-29	Employee Incentive	21,110	24,178	13,871	-42.63%	26,950	26,950
1-41	State Retirement	327,758	376,729	427,946	13.60%	600,360	594,791
1-42	Social Security	584,498	609,062	603,722	-0.88%	866,336	851,690
1-43	Police/Fire Pension	1,462,448	1,730,441	1,807,195	4.44%	2,385,031	2,385,031
1-44	Employee Insurance	1,736,445	1,826,778	1,867,454	2.23%	2,514,875	2,515,368
1-45	Special Pension	25,624	24,619	19,869	-19.29%	26,666	26,666
1-46	Unempl Compensation	4,560	14,095	10,727	-23.89%	100,211	100,211
Total Personal Services		13,847,972	14,899,942	14,608,111		20,207,240	20,147,157
Total Commodities		679,809	772,328	789,359	#DIV/0!	1,293,334	1,289,923
Total Contractual Services		2,283,503	4,208,591	3,713,169	#DIV/0!	6,446,041	6,380,532
Total Operating Expenditures		16,811,284	19,880,862	19,110,639	#DIV/0!	27,946,615	27,817,612
Total Interfund Transfers		243,745	1,861,641	411,216	-53.83%	958,432	958,432
Total Expenditures and Other Financing Uses		\$ 17,055,030	\$ 21,742,503	\$ 19,521,855		\$ 28,905,047	\$ 28,776,044

VILLAGE OF HANOVER PARK, ILLINOIS
Revenue & Expenditure Summary by Account
Fiscal Year Ending April 30, 2013
As of January 28th, 2012

Fund 050 - Water and Sewer Fund

Account	Description	1/28/2013					
		FY 2011 YTD Actual	FY 2012 YTD Actual	FY 2013 YTD Actual	YTD % Variance	FY 2013 Budget	FY 2013 Projections
Revenues and Other Financing Sources							
321.07-00	Penalties on Licenses	\$ 1,334	\$ 1,440	\$ 1,400	-2.78%	\$ 1,800	\$ 1,800
322.10-00	Wastewater Discharge	-	3,000	-	-100.00%	3,000	3,000
Total Licenses and Permits		1,334	4,440	1,400	-68.47%	4,800	4,800
344.01-00	Water Sales-Cook Cty	1,641,173	1,666,858	2,268,871	36.12%	3,493,397	3,493,397
344.02-00	Water Sales-DuPage Cty	2,009,463	2,258,989	2,751,884	21.82%	3,540,425	3,540,425
345.01-00	Sewer Sales-Cook Cty	492,408	541,354	536,341	-0.93%	809,959	809,959
345.02-00	Sewer Sales-DuPage Cty	1,496,808	1,572,426	1,582,294	0.63%	1,935,493	1,935,493
346.00-00	Water Penalties	137,778	144,761	143,154	-1.11%	190,400	190,400
347.01-00	Water Tap-On Fees-Cook	30,594	26,984	39,195	45.25%	56,666	56,666
347.02-00	Water Tap-On Fees-DuPage	-	2,249	-	-	9,444	9,444
348.01-00	Sewer Tap-On Fees-Cook	29,982	26,445	40,262	52.25%	55,532	55,532
348.02-00	Sewer Tap-On Fees-DuPage	-	-	-	-	9,254	9,254
349.01-00	Water Meters-Cook Cty	4,792	4,995	4,470	-10.50%	6,169	6,169
349.02-00	Water Meters-DuPage Cty	172	1,309	277	-78.84%	969	969
Total Charges for Services		5,843,171	6,246,370	7,366,748	17.94%	10,107,708	10,107,708
361.00-00	Interest on Investments	13,728	7,390	7,105	-3.86%	13,000	13,000
362.00-00	Net Change in Fair Value	(5,361)	317	-	-100.00%	600	600
Total Investment Income		8,367	7,707	7,105	-7.81%	13,600	13,600
380.04-00	Reimb Exp-Property Damage	5,629	1,572	284	-81.93%	4,000	4,000
380.09-00	Reimb Exp-Miscellaneous	3,094	907	7,607	738.67%	2,500	2,500
389.03-00	Miscellaneous Income	15,427	16,827	44,656	165.38%	22,000	22,000
389.09-00	Leachate Treatment Rev	265,140	186,282	121,084	-35.00%	273,000	185,000
Total Miscellaneous		289,290	205,588	173,632	-15.54%	301,500	213,500
399.00-00	Use of Fund Balance	-	-	-	-	-	-
Total Other		-	-	-	0.00%	-	-
389.03-00	Use of IPBC Reserve Funds	-	-	-	0.00%	179,028	179,028
Total Revenues and Other Financing Sources		6,142,162	6,464,105	7,548,885	16.78%	10,606,636	10,518,636
Expenditures and Other Financing Uses							
5010	Administration	1,134,137	1,188,105	966,693	-18.64%	1,513,675	1,425,024
5020	Water Treatment	2,267,819	2,197,816	2,404,780	9.42%	3,653,551	3,546,283
5030	Water Maintenance	727,283	817,973	735,441	-10.09%	843,258	835,862
5040	Water Meter Operations	135,112	135,338	129,245	-4.50%	200,133	195,538
5050	Sewage Treatment	976,091	1,039,394	735,350	-29.25%	1,472,078	1,293,080
5060	Sewer Maintenance	433,367	449,032	459,722	2.38%	933,954	730,454
5070	Depreciation/Debt Service	648,849	902,136	876,028	-2.89%	2,432,777	2,667,832
Total Expenditures and Other Financing Uses		6,322,657	6,729,795	6,307,259	-6.28%	11,049,426	10,694,073
Net Revenues after Expenditures		\$ (180,495)	\$ (265,690)	\$ 1,241,625		\$ (442,790)	\$ (175,437)



TO: Village President and Board of Trustees

FROM: Editorial Board

SUBJECT: Advertising Committee/Commission Meetings

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: February 7, 2013 - Board Workshop

Executive Summary

On January 31, 2013, the Editorial Board reviewed a request from Trustee Cannon to post dates, times and locations of all Board Committee and Commission meetings on the Barrington Road sign.

Discussion

The Village Board approved the Barrington Road Sign Policy at the December 6, 2012 Board Workshop Meeting. The approved policy allows for the display of content submitted by Village Committees/Commissions that is approved by the Editorial Board. The Editorial Board met on Thursday, January 31, 2013 to review a request from Trustee Cannon to post all Board, Committee and Commission meetings on the sign.

The Editorial Board noted the following considerations for the Village Board to discuss and provide direction.

- 1) Purpose of the Electronic Board: Currently, the electronic sign has been used to announce special events and programs by both the Village and the Park District.
- 2) Consistency: Should all dates, times and locations for meetings of all Boards, Committees and Commissions be posted using a standard format.
- 3) Timeliness of submittal: Should the two week time frame for submittals be changed? Committees and Commission must submit changes one week prior to the meeting.
- 4) Staff Time: Additional staff time will be needed to manage and moderate continuously for changes to meeting dates, times and location. Greater variety of slides would also require additional staff time.

Agreement Name: _____

Workshop Meeting 2/7/13

Executed By: _____

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Recommended Action

Provide staff direction on whether regular Board, Committee and Commission meetings should be placed on the electronic sign, and in what format. Further, provide direction on if the Board wishes to see changes made to the Barrington Road Sign Policy.

Attachments: Barrington Road Sign Policy

Budgeted Item:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Budgeted Amount:	\$ N/A		
Actual Cost:	\$ Potential additional staff time		
Account Number:			

ADMINISTRATIVE POLICY HANOVER PARK, ILLINOIS



DIRECTIVE: 000

SUBJECT: Barrington Road Sign

POLICY: It is the policy of the Village of Hanover Park to utilize the LED lighted sign on Barrington Road to provide pertinent information to the public utilizing the guidelines set in place by this policy.

PURPOSE: The purpose of the LED lighted sign on Barrington Road is to provide a mechanism to disseminate municipal and other government entity information to the public.

DEFINITIONS:

Government Entity: Any public body which is funded through taxes that serves Hanover Park.

Editorial Board: A group of individuals from various departments who review and approve Village communications, website content, special events, and other miscellaneous community events and information and promotional materials. This group includes the Village President, Village Manager, Village Clerk and Manager's Administrative Assistant, among others.

I. Approved Organizations

- A. The Village of Hanover Park and Hanover Park Park District are approved to display content on the sign following the guidelines listed below. The Park District is permitted to have up to eight messages, unless otherwise authorized by the Editorial Board.
- B. Other Government Entities
 - 1. The sign may be used to display information on behalf of other government entities. Request is to be submitted in writing. This request will then be presented to the Editorial Board for approval.

II. Content and Format

A. Restricted Material and Message Content

1. Sign messages will contain information restricted to Village of Hanover Park government activities, as well as material from other governmental entities, which has been approved by the Editorial Board.
2. Information advertising commercial businesses or other private entities is not permitted, in addition to private, religious and for-profit events.
3. Special events will be advertised no more than two weeks prior to the event.
4. The Village of Hanover Park reserves the right to edit any messages sent in from outside organizations.

C. Format of Messages.

1. For maximum visibility, text contained within a message must be no less than a 15 pt. font size, and no more than 3 lines on any individual message. One additional message may be created to include all the information needed. Messages must be meaningful and not simply graphics or logos. The font used in messages must be Arial Black.

Simple picture graphics and logos may be used; However, messages may not contain flashing borders, scrolling or other movements between messages. Sign copy changes shall not occur no more than once every 3 seconds. Note that any pictures and/or graphics used must follow copyright laws (i.e. no copyrighted materials may be used without written authorization).

2. Color – Village of Hanover Park messages will contain a blue background with tan text or EasyArt backgrounds from the Ignite Software.

The Hanover Park Park District messages will contain a green background with yellow color text or EasyArt backgrounds from the Ignite Software.

Other government entities will be assigned colors so that the agencies can be distinguished from one another.

3. Timing – The timing on the sign should be set to 3-4 seconds per slide. A good guideline to use is 1 second per line of text.