



# 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

**PRESIDENT**  
RODNEY S. CRAIG

**VILLAGE CLERK**  
EIRA CORRAL

**TRUSTEES**  
WILLIAM CANNON  
JAMES KEMPER  
JENNI KONSTANZER  
JON KUNKEL  
RICK ROBERTS  
EDWARD J. ZIMEL, JR.

**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, April 18, 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. AS400 & ERP
  - b. Reallocation of Capital Projects Fund Reserves for APX7500 Mobile Radios budgeted in Fiscal Year 2012
  - c. Agenda Process
  - d. Standing Purchase Order – Kale
  - e. Agreement for Lobbying Services
  - f. Gatso Red Light Camera Contract
  - g. Purchasing Policy –Cooperative Joint Purchasing
5. STAFF UPDATES
  - a. Village Bicycle Route Plan
6. NEW BUSINESS
7. ADJOURNMENT



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

**FROM:** Juliana Maller, Village Manager  
Daniel McGhinnis, Chief Information Officer

**SUBJECT:** Purchase of AS/400 and Overview of Enterprise Resource Planning Software

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** April 18, 2013 – Board Workshop

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**Executive Summary**

Staff will be presenting an overview of the ERP Software. As part of the Enterprise Resource Planning Solution, Phase I of the project is to replace the AS/400 to maintain the existing infrastructure and information. The cost is \$42,081 for Phase I.

**Discussion**

Several factors contribute to the overall need to replace the AS/400 and are listed below:

- Current AS/400 is 20 years old
- Police Records exist on the current system and need to be maintained
- Historical Sungard HTE information needs to be maintained
- IBM has not directly supported the hardware for several years
- IBM has indicated the end-of-life on hardware/software is September 2013
- Current AS/400 does not meet the specifications for new IBM Operating System Software
- Sungard HTE software requires IBM Operating Systems 7.x or greater
- Replacement Parts are becoming scarce and are only offered as refurbished
- Over a 2 year period the current AS/400 had 7 hard drive failures

Staff anticipates the new Enterprise Resource Planning Solution to take 12-18 months for full implementation of the system and does not want to risk potential system failure or complete data loss as a result of the current AS/400. Staff also anticipates that Sungard HTE will require the Village to upgrade their software to version 9 which will not run on the current AS/400 platform. Even though the Village is implementing a new Enterprise Resource Planning Solution to replace the current AS/400, SungardHTE system, the Village must maintain the old information for historical purposes.

Staff received three quotes for the AS/400 Software/Hardware, as well as software migration costs from certified IBM vendors. The lowest quote was from IT Solutions Group, Inc. which previously provided work resulting in \$24,000 savings over a 2 year period.

**Recommended Action**

Move approval of the purchase of an AS/400 at a cost of \$42,081 from Enterprise Resource Planning Solutions. Staff has determined that the hardware/software costs for all three vendors is approximately equal and is requesting to waive competitive bidding for this purchase.

**Attachments:** IT Solutions Group, Inc. Quote  
SPS VAR, LLC Quote  
New World Systems Quote

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$42,081.00	
<b>Actual Cost:</b>	\$42,081.00	
<b>Account Number:</b>	031-0000-466.13-31	



Customer: Village Of Hanover Park  
 Solution: Power 7 720 4 Core  
 Date: 2/8/2013  
 Agreement # 02082013\_1

SYSTEM	
IBM Power 7 720 4-core System with 1 core active/licensed	
CPU 16gig memory	
8 x 139.5gig disk drives Raid5 configuration	
LTO5 Internal Tape Drive	
Redundant/dual Power Supplies and ethernet cards	
1 OS license V7R1	
Unlimited user licenses (user licensing )	

Description	Price
Solution Price HW	\$17,104.00
Solution Price SW	\$24,466.00
Hardware MA 24X7	\$1,000.00
5 Year HW MA ext	\$2,438.00
5 year SW MA ext	\$3,026.00
10 - LTO 5 tapes	\$450.00
Totals	\$48,484.00
<b>ITSG PRICE</b>	<b>\$42,081.00</b>
ITSG Services	\$4,500.00

**Payment.** 50% due at contract acceptance  
 50 % due at completion

*Subject to availability. ITSG reserves the right to withdraw this proposal at anytime*

Signature \_\_\_\_\_ Date \_\_\_\_\_ PO # \_\_\_\_\_



**HANOVER PARK, IL  
Hardware Proposal - IBM POWER System  
04/10/13**

**IBM SYSTEM HARDWARE**

**QTY DESCRIPTION**

1	<b>IBM Model 8202-E4D</b>
1	0041 Device Parity Protection-All, Specify Code
1	0267 IBM i Operating System Partition Specify
1	0347 RAID Hot Spare Specify
1	0567 IBM i 7.1 Specify Code
1	0777 Power 720 4-core Express Edition for IBM i
1	0853 #1888 Load Source Specify
1	1827 System port/UPS Conversion Cable
8	1888 139GB 15K RPM SFF SAS Disk Drive (IBM i)
1	2145 Primary OS - IBM i
3	2319 Factory Deconfiguration of 1-core
1	3656 SAS SFF Cable
1	3930 System Serial Port Converter Cable
1	4650 Rack Indicator- Not Factory Integrated
1	5000 Software Preload Required
1	5227 PowerVM Standard Edition
2	5532 System AC Power Supply, 1925 W
1	5557 System Console-Ethernet No IOP
1	5638 1.5TB/3.0TB LTO-5 SAS Tape Drive
1	5771 SATA Slimline DVD-RAM Drive
1	5899 PCIe2 4-port 1GbE Adapter
2	6470 Power Cord 1.8m (6-ft), Drawer to Wall (125V/15A)
1	7134 IBM Rack-mount Drawer Bezel and Hardware
1	7145 IBM/OEM Rack-mount Drawer Rail Kit
1	9300 Language Group Specify - US English
1	9441 New IBM i License Core Counter
1	EJ01 Storage Backplane -- 8 SFF Bays/175MB RAID/Dual IOA
2	EM08 8GB (2x4GB) Memory DIMMs, 1066 MHz, 2Gb DDR3 DRAM
1	EPCK 4-core 3.6 GHz POWER7+ Processor Module
2	EPDK One Processor Activation for Processor Feature #EPCK
2	EPEK Zero-priced Processor Activation for #EPCK
1	ESC6 S&H - b
2	EU18 5-Pack of #EU17

IBM SYSTEM SOFTWARE & MAINTENANCE
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1	5372-IS5 System i HIPO
1	0529 Model 8202-E4D Routing
1	1000 IBM i (57xx-SS1)
1	1012 Client Access - Processor Based (57xx-XW1)
1	1015 WebSphere Dev Studio (57xx-WDS/5799-GPB)
1	1550 ILE Compilers (57xx-WDS)
1	1551 Heritage Compilers (57xx-WDS)
1	1552 Application Development ToolSet (57xx-WDS)
1	2924 English Primary Language U/L SBCS
1	3570 Version 7 Release 1
1	5000 Preload
1	5050 IBM i New or Transferred Licenses
1	5054 IBM i Unlimited Users Mfg Key
1	6027 Websphere Express V8.0 (5722-WE2)
1	6037 Rational Appl Mgmt Tool Set for i (5761-AMT)
1	9209 Rack Not Integrated in Mfg Specify
1	5660-EXP IBM Systems Director Express Edition for Power Systems SW Maint 1 Yr Reg
1	1490 Per Proc Small 1 Year SWMA Reg P7
1	5662-SOA 3-Year Registration for 5733-SOA/SOC
1	0572 OTC per User - Registration
1	2935 Multilingual Language
1	5809 Supply
1	5692-A6P System Software
1	1101 DVD Process No Charge
1	1404 VIOS Expansion Pack
1	2201 Virtual I/O Server
1	2264 IBM Systems Director Express Edition V6.3
1	3435 DVD/CD-ROM
1	3450 Electronic Delivery
1	5722-WE2 Web Enablement for i5/OS
1	1794 BOTC Websphere Express V8.x
1	2924 English U/L SBCS Primary
1	3450 Electronic SW Delivery (ESD)
1	5910 Websphere Express V8.0
1	5733-SOC IBM Rational Developer for i for SOA Construction
1	0003 OTC per User Obtained with HW
1	2935 Multilingual Language
1	3450 Electronic SW Delivery (ESD)
1	5839 Supply V8.5
1	5733-SPM IBM SW Maintenance for IBM i and Selected Products, 1-Year
1	0001 P05 Per Processor 1-Year Extended
1	9000 SWMA Renewal Registration
1	5733-SPP IBM Software Maintenance for IBM i and Selected Products, 1-Year
1	4909 P05 Registration/Renewal 24x7
1	9000 SWMA Renewal Registration
1	5761-AMT IBM Rational Application Management Tool Set for i

1 2079 P05 OTC  
1 2935 Multilingual Language  
1 3450 Electronic SW Delivery (ESD)  
1 5819 Supply (i6.1/i7.1)  
1 5765-EXP IBM Systems Director Express Edition for Power Systems  
1 0002 Express Edition - Per Proc w 1Yr SW Maint Small P7  
1 5765-PVS PowerVM Standard Edition  
1 0001 Per Processor small system  
1 5770-SS1 IBM i V7  
1 1525 IBM i per Core (E4B/E4C/E4D)  
1 3450 Electronic SW Delivery (ESD)  
1 5817 Supply IBM i Lang Group 1 (i7.1)  
1 5870 V7R1M0 Machine Code - RS 710-G(TR6)(02/13/2013)  
1 6000 IBM i per Core Registration  
1 6001 ePoE Registration  
1 6398 IBM i Unlimited Users Registration  
1 7010 Setup and Operation CD i7.1  
1 5770-SSA IBM i per Processor License Billing  
1 1549 OTC per Core w/ 90-Day SWMA (E4x 4-Core)  
1 5770-SSC IBM i per User Billing  
1 1568 BOTC Unlimited Users (E4x 4-Core)  
1 5770-WDS IBM Rational Development Studio for i  
1 1071 Rational Dev Studio Registration  
1 1100 P05 OTC ILE Compilers Obtained w/ HW  
1 1107 OTC per User ILE Compilers Obtained w/ HW  
1 1213 P05 OTC Heritage Compilers Obtained w/ HW  
1 1220 OTC per User Heritage Compilers Obtained w/HW  
1 1306 P05 OTC Appl Dev ToolSet Obtained w/ HW  
1 1314 OTC per User Appl Dev ToolSet Obtained w/HW  
1 3450 Electronic SW Delivery (ESD)  
1 5817 Supply Rational Dev Lang Group 1 (i7.1)  
1 5917 Supply ILE Compilers Lang Group 1 (i7.1)  
1 5927 Supply Heritage Compilers Lang Group 1 (i7.1)  
1 5937 Supply Appl Dev ToolSet Lang Group 1 (i7.1)  
1 6345 ILE Compiler License Registration  
1 6346 Heritage Compiler License Registration  
1 6347 Appl Dev ToolSet License Registration  
1 5770-XW1 i Access Family  
1 0974 P05 OTC Charged with HW  
1 3450 Electronic SW Delivery (ESD)  
1 5817 Supply PB Lang Group 1 (i7.1)  
1 5771-PVS PowerVM Standard Edition SW Maintenance: 1 Yr  
1 1215 Per processor small system 1yr reg  
1 1217 Per Processor small system 1Yr 24x7  
1 6942-12F Software Maintenance for IBM i  
1 0009 SWMA for IBM i  
1 0050 Request Proposal for Prices  
1 5318 Extended Coverage (24x7)  
1 6933 Quantity of Used Processors i5/OS  
1 6934 P05 SWMA i5/OS  
1 6969 1 year initial duration  
1 6942-25B Warranty Service Upgrade  
1 0050 Request Proposal for Prices  
1 4524 WSU Same Day 24x7x4 Response  
1 7447 8202-E4D 24x7x4 WSU

- 1 6942-87M On-Site Problem Determination
- 1 0050 Request Proposal for Prices
- 1 8011 On-Site Problem Determination
- 1 6942-CON Contract Coverage (N/C codes)
- 1 0096 ServiceElite
- 1 6942-HMA Hardware Maintenance (N/C codes)
- 1 0025 Hardware Maintenance Selected
- 1 0050 Request Proposal for Prices
- 1 6942-TCS Terms (N/C codes)
- 1 0050 Request Proposal for Prices
- 1 0053 Prepay Billing 3 Year Term
- 1 6948-A73 Server Checkup OS Maintenance Analysis
- 1 7313 Request Proposal for Prices
- 1 7316 9x5 Default Coverage
- 1 9062 Server Checkup OS Maintenance Analysis
- 1 6948-E13 Software Maintenance for PowerVM Standard Edition
- 1 2075 Small Processor Group
- 1 5805 Extended Coverage (24x7)
- 1 7313 Request Proposal for Prices
- 1 7315 Quantity of Used Processors
- 1 9898 SWMA for PowerVM Std. Ed
- 1 6948-K04 Software Maintenance for IBM Systems Director Express Edition
- 1 2074 SWMA for Dir Exp Ed
- 1 2075 Small Processor Group
- 1 7313 Request Proposal for Prices
- 1 7315 Quantity of Used Processors
- 1 7316 Prime Shift Support

Total System Price	\$45,180
New World Customer Discount	-\$2,259
<b>TOTAL INVESTMENT</b>	<b><u>\$42,921</u></b>

## NOTES

- 1 *OS/400 Supports unlimited number of PC connections via Ethernet.*
- 2 *Customer must have a PC to be used as a system console that is attached to the iSeries 400.*
- 3 *This quote includes Client Access quoted on a per-processor (unlimited use) basis.*
- 4 *All proposed IBM hardware and peripherals include a minimum one-year warranty, unless otherwise stated. IBM's Service Suite represents a significant cost savings over standard annual maintenance. Maintenance is included in the IBM Service Suite package.*
- 5 *A detailed description of services to be performed is attached. Up to five days will be required to perform the attached services. Travel expenses are not included.*
- 6 *The above hardware and system software costs assume the licensing of New World Systems' application software and support as part of a complete solution.*
- 7 *The processor has been configured based on the proposed software. Additional disk and/or memory may be needed should Customer elect to purchase additional software for the eServer iSeries.*
- 8 *This configuration assumes the use of Customer's existing peripherals. New World will be happy to assist in the acquisition of additional hardware, which Customer may wish to purchase.*
- 9 *This configuration assumes that existing PCs operating on the LAN are equipped with Ethernet Cards, and that there are no twinax devices attached to the iSeries 400.*
- 10 *This configuration assumes that Customer has an IP-installed printer that could be used for system printing capabilities.*
- 11 *A detailed study of Customer's current environment may reveal the need for additional hardware and/or software for purposes of connectivity.*
- 12 *Cabling has not been proposed. Due to the various requirements in terms of cabling and connections for different personal computers and printers as well as various local requirements (i.e., building codes, use of union personnel, use of electricians, etc.), New World recommends that the customer contract with a local firm for any cabling requirements. New World Systems works closely with local vendors in this context providing them with the required specifications and alerting them to any issues.*
- 13 *The above customer costs are subject to confirmation prior to contract execution.*



## **SPS VAR, L.L.C**

**Proposal**

**For**

**Village of Hanover Park, IL**

**System Upgrade - Unlimited Users - 5 Year Maintenance  
No services provided**

Dino Vlachos  
SPS VAR, L.L.C.  
770 216-4426  
[dino.vlachos@spsvar.com](mailto:dino.vlachos@spsvar.com)

SPS VAR, L.L.C.  
3168 Mercer University Dr.  
Suite 200  
Atlanta, GA 30341  
[www.SPSvar.com](http://www.SPSvar.com)

**Configuration Summary:**

**IBM Power 720, rack mountable (no rack included)**

- 4 core, 1 core Active and Licensed with 5,950 CPW Rating
- 16 GB Memory
- 8 x 139.5GB Hard Drives (RAID 5 Configuration - 976.5GB usable)
- Unlimited Users
- OS V7R1
- 4 Port 1GB Ethernet Card
- 4 Port 1GB Ethernet Card - redundant
- System Console on Ethernet Console
- Redundant Power Supplies
- LTO5 Tape Drive 1.5TB/3.0TB
- 5 Year 24 X 7 Software Maintenance
- 5 Year 24 X 7 Hardware Maintenance
- 10 Blank LTO5 Tapes
- No UPS
- No Installation and Data Migration Services to be provided

**Purchase Price:**

\$42,122.88

**Estimated monthly lease payment - 36 months \$1 buyout\***

\$1,221.00

\* assuming good credit. Subject to change without notice.

## **PAYMENT SCHEDULE**

Completed lease documents or:

SPS VAR's standard payment terms listed below are defined in two steps.

50% At time of execution of contracts

50% At completion of on-site installation

The initial payment invoiced at the signing of the SPS VAR Product Agreements and upon receipt of purchase order enables SPS VAR to purchase necessary hardware and fund on-site expenses.

The second payment invoiced at the completion of the on-site installation.

The warranty period begins on the date of System Installation.

The System will be considered installed 10 days after arrival.

Sales Tax or any other applicable taxes are not included in any of this proposal's pricing information. If sales tax or any other tax becomes applicable, these taxes will then need to be added to the proposed pricing.

## **ADDITIONAL INFORMATION**

### **Time-and-Materials Billing Rates:**

SPS VAR, L.L.C. will provide custom programming and non-warranty maintenance customer support on a time-and-materials basis.

Requested design, programming, testing, documentation, implementation work and customer support will be done at \$195.00 per hour.

### **Additional training and On-site Support:**

If additional on-site training is required, it will be provided either on a time-and-materials basis (\$1950.00 per hour) plus actual expenses or \$1,200.00.per day plus actual expenses.

### **Travel and Out-of-Pocket Expenses:**

All travel and associated expenses for the on-site installation work during the initial setup are not included in the Base System price.

### **Performance and Sizing:**

Performance and sizing are estimates only. SPS VAR does not guarantee performance.

### **Prices:**

Prices are subject to change. Tax not included.



TO: Village President and Board of Trustees

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

SUBJECT: Motion to approve reallocation of Capital Project Fund Reserves for APX 7500 mobile radios Budgeted in Fiscal Year 2012

**ACTION**

REQUESTED:  Approval  Concurrence  Discussion  Information

MEETING DATE: April 18, 2013 – Board Workshop

**Executive Summary**

Motion to approve reallocation of Capital Project Fund Reserves for APX 7500 mobile radios budgeted in Fiscal Year 2012 in the amount of \$87,360.60.

**Discussion**

At the May 3, 2012 Village Board Meeting, approval was given to purchase Motorola Starcom21 APX 7000 & 7500 Radios and Accessories, not to exceed \$209,535.15. These radios and accessories were for both the Police and Fire Departments. In March, 2012, a portion of the radios were received and payment was processed in the amount of \$122,174.55 in Fiscal Year 2012.

The APX 7500 portable radios for the Fire Department were delayed and not received until July 2012, which falls into Fiscal Year 2013. The entire purchase was budgeted in the Capital Projects Fund in Fiscal Year 2012. The remaining \$87,360.60 outstanding from Fiscal Year 2012 still needs to be paid and is still within the original Board approved amount. A reallocation of fund balance is needed to accurately record the budgeted amount in Fiscal Year 2013 Capital Projects Fund.

**Recommended Action**

Motion to approve reallocation of Capital Project Fund Reserves for APX 7500 mobile radios Budgeted in Fiscal Year 2012, but received in Fiscal Year 2013.

**Attachments:**

- Du-Comm Invoice,
- May 3, 2012 Agenda memorandum,
- May 3, 2012 Board Meeting Minutes

<b>Budgeted Item:</b>	___ Yes <u>X</u> No
<b>Budgeted Amount:</b>	Reallocated from FY'12 (reserves)
<b>Actual Cost:</b>	\$87,360.60
<b>Account Number:</b>	031-0000-466.13-43

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_



**DU-COMM**  
*DuPage Public Safety Communications*  
 600 Wall Street  
 Glendale Heights, Illinois 60139  
 Phone 630.260.7500 Fax 630.924.9280

**4.b.**  
**INVOICE**

The following invoice number must appear on all related correspondence, shipping papers, and payment records:

**INVOICE NUMBER: 14602**

**ORIGINAL**

**Billed To:**  
 Hanover Park Fire Dept  
 2121 W Lake St  
 Hanover Park, IL 60103

*STARCOM21 System  
 Additional Radio Purchase*

*Equipment received by DU-COMM and  
 stored off-site for programming*

INVOICE DATE	TERMS
April 17, 2012	30

CHRG CODE	DESCRIPTION	FIXED CHARGE	QTY	PRICE	AMOUNT
00-Starc...	Additional APX Radios	86436	0.00	\$0.00	\$86,436.00
00-Starc...	5 RSM w/channel Selector, Vol. Control	924.6	0.00	\$0.00	\$924.60

Checks or Money Orders Payable to: DU-COMM  
 NO CASH ACCEPTED

**INVOICE TOTAL: \$87,360.60**

Hanover Park FD

ETSB Member  
DuCOMM Agency

Report Generated: 03/20/2012

Funding, Radio-Core-Package	Quantity	Unit Value	Available Funding
PSIC-Provided Radios	8	\$ 5,873.00	\$ 46,984.00
ETSB-Provided Radios	32	\$ 5,873.00	\$ 187,936.00
<b>Total Available Radio-Core-Package Funding</b>	<b>40</b>		<b>\$ 234,920.00</b>

AGENCY EQUIPMENT & COST OBLIGATION SUMMARY

Category	Quantity	Equipment Value	Agency Obligation	Notes
Portable Radios	40	\$ 234,920.00		
Mobile Radios	15	\$ 86,436.00		APX7000 maintenance cost is estimated to be \$62.28 per radio, per year after Year 4
Total Radios	55	\$ 321,356.00	\$ 86,436.00	Additional Radios
Batteries	80	\$ 7,728.00		
Chargers (15 Chargers Yielding 40 Charging Positions)	15	\$ 3,581.10		
Cases & Straps (40 Cases & 0 Straps)	40	\$ 800.40		
Microphones & Antennas (40 RSMs, 0 PSMs, 0 PSM Antennas)	40	\$ 3,877.80	\$ 924.60	5 RSM w/Channel Selector, Volume Control
Intrinsically-Safe Option	0	\$ -		
Enable Internal GPS Operation	0	\$ -		
Adjustment 1: Replace 36 Dual-Band VHF (136-174)Mhz & 7/800 with APEX 7000EX in black; no monetary change				
Adjustment 2 Replace batteries for APEX 7000 with batteries for APEX 7000XE; no monetary change				
Adjustment 3				
<b>TOTAL AGENCY OBLIGATION</b>			<b>\$ 87,360.60</b>	

AGENCY-STATED RADIO REQUIREMENTS - DETAILS

Radios - Portables	Quantity	Unit Cost	Extended Cost
Single-Band, 7/800	-	\$ 5,073.00	\$ -
Dual-Band VHF (136 - 174 MHz) & 7/800	40	\$ 5,873.00	\$ 234,920.00
Dual-Band UHF R1 (380 - 470 MHz) & 7/800	-	\$ 5,873.00	\$ -
Dual-Band UHF R2 (450 - 520 MHz) & 7/800	-	\$ 5,873.00	\$ -
<b>Totals, Portable Radio Quantity &amp; Value of Portable Radios</b>	<b>40</b>		<b>\$ 234,920.00</b>

Radios - Mobiles	Dash-Mount Quantity	Remote-Head Quantity	Dual-Head Quantity	Base Radio Quantity	Dash-Mount Unit Cost	Remote-Head Unit Cost	Dual-Head Unit Cost	Base Radio Unit Cost	Extended Cost
Single-Band, 7/800	-	-	-	-					
Dual-Band VHF (136 - 174 MHz) & 7/800	-	-	-	-	\$ 4,505.00	\$ 4,843.30	\$ 5,341.00		\$ -
Dual-Band UHF R1 (380 - 470 MHz) & 7/800	-	12	3	-	\$ 5,527.00	\$ 5,684.00	\$ 6,156.00	\$ 5,819.65	\$ 86,436.00
Dual-Band UHF R2 (450 - 520 MHz) & 7/800	-	-	-	-	\$ 5,527.00	\$ 5,684.00	\$ 6,156.00	\$ 5,819.65	\$ -
<b>Totals, Mobile Radio Quantity &amp; Value of Mobile Radios</b>			15						<b>\$ 86,436.00</b>

Total Value of Portable and Mobile Radios

\$ 321,356.00

Agency Cost, Condition 1: Agency radio count is less than or equal to funded radio count - Agency owes difference in cost between dual-band, dual-head mobiles and an equal number of dual-band portables.

Dual-Band, Dual-Head Mobile Cost

Core-Radio Package Cost

\$ -  
\$ -

Cost Difference

Quantity of Dual-Band, Dual-Head Mobiles

Agency Cost, Condition 1: Additional cost of Dual-Band, Dual-Head Mobile Radios

\$	-
\$	-
\$	80,438.00

Agency Cost, Condition 2: Total agency radio count is greater than funded radio count - Agency owes cost of additional radios beyond funded radios cost basis.

Cost Basis for Batteries

Funded-Radio Batteries (=Funded Radios x 2)

Unit Cost for Core-Package Battery

Cost Basis for Batteries

80	\$ 98.60
\$	7,728.00

\$7,728.00
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Battery Value	Standard LION, 2900 Mah	Extended Life LION Battery, 4200MAh	Intrinsically-Safe 2000MAh NIMH FM Approved Battery	Unit Cost	Unit Cost	Unit Cost	Extended Cost
Primary	40	0	0	\$ 98.60	\$ 92.00	\$ -	\$3,864.00
Spare	40	0	0	\$ 96.60	\$ 110.40	\$ -	\$3,884.00
<b>Total Batteries &amp; Value of Batteries</b>	<b>80</b>	<b>0</b>	<b>0</b>				<b>\$7,728.00</b>

Agency Cost, Condition 1: Battery Count is Greater than Twice Portable Radio Count - Agency Owes Cost of Additional Batteries

Standard LION, 2900 Mah

Extended Life LION Battery, 4200MAh

Total, Agency Cost, Condition 1

Quantity	Agency Obligation Quantity	Agency Obligation Cost
80	0	\$ -
0	0	\$ -
<b>80</b>		<b>\$ -</b>

Agency Cost, Condition 2: Battery Count is Less than Twice Portable Count, Agency Pays Extra Cost of Extended Life Batteries.

Chargers

40	\$ 88.25	\$ 3,450.00
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\$ -
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Chargers

Single-unit

Multi-unit (six-gang)

Multi-unit (six-gang), w/Display

Vehicle

Totals - Chargers & Charging Positions

Quantity	Charging Positions	Unit Cost	Extended Cost	Delta Cost	Additional Cost
10	10	\$ 88.25	\$ 882.50		
5	30	\$ 543.72	\$ 2,718.60		
0	0	\$ 931.50	\$ -	\$ 387.78	\$ -
0	0	\$ 289.10	\$ -	\$ 182.85	\$ -
<b>15</b>	<b>40</b>		<b>\$ 3,581.10</b>		

Agency Obligation Quantity	Agency Obligation Cost
0	\$ -
0	\$ -
0	\$ -
0	\$ -
0	\$ -
<b>0</b>	<b>\$ -</b>

Condition 1: The number of charging positions is less than or equal to the number of portables - Agency owes cost additional cost of multi-unit chargers w/display and vehicle chargers.

\$ -
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Condition 2: The number of charging positions is greater than the number of portables - Agency owes...

\$ -
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Cases

Hard Leather Case w/3" Fixed Bell Loop for NNTN7038 Battery

Universal Carry Holder - Rigid Plastic w/Belt Clip

Quantity	Unit Cost	Cost
0	\$ 48.23	\$ -
40	\$ 20.01	\$ 800.40

Agency Obligation Quantity	Agency Obligation Cost
0	\$ -
0	\$ -

Leather Case w/2.75" Swivel Belt Loop for NNTN7038 Battery	0	\$	44.85	\$	-	0	\$	-
Nylon Case w/3" Fixed Belt Loop for NNTN7038 Battery	0	\$	32.43	\$	-	0	\$	-
Hard Leather Case w/3" Fixed Belt Loop for Extended Life Battery	0	\$	47.81	\$	-	0	\$	-
Leather Carry Case w/2.75" Swivel Belt Loop for Extended Life Battery	0	\$	48.23	\$	-	0	\$	-
Nylon Case w/3" Fixed Belt Loop for Extended Life Battery	0	\$	34.50	\$	-	0	\$	-
<b>Total - Cases</b>								
Shoulder Straps	40			\$	800.40	0	\$	-
<b>Total, Cases and Shoulder Straps</b>	0	\$	15.87	\$	-	0	\$	-
				\$	800.40	0	\$	-

**Cost Basis for Cases = No. of Portables x Unit Cost for Hard Leather Case w/3" Fixed Belt Loop for NNTN7038 Battery**

Funded Radios	40				
Unit Cost for Core-Package Case		\$	48.23		
<b>Cost Basis for Cases</b>		\$	1,849.20		

Condition 1: Agency case count is less than or equal to agency portable radio count - Agency cost is zero (case included with radio price). \$ 1,849.20

Condition 2: Agency case count is greater than agency portable radio count - Agency cost is ... \$ -

**MICROPHONES & ANTENNAS**

Value of Microphones & Antennas	Quantity	Unit Cost	Extended Cost
RSM - Standard	35	\$ 73.83	\$ 2,584.05
RSM w/Channel Selector, Volume Control	5	\$ 258.75	\$ 1,293.75
PSMs	-	\$ 113.16	\$ -
<b>Total Microphones</b>			
Stubby Antennas (For PSMs)	40		\$ 3,877.80
<b>Total Microphone &amp; Antenna Value</b>			\$ 3,877.80

<b>RSM Microphone Cost Basis</b>			
RSM Unit Cost			
Funded-Radio Radio Count			
<b>Total</b>		\$	73.83
			40
		\$	2,953.20

<b>PSM Microphone &amp; Antenna Cost Basis</b>			
PSM Microphone & Antenna Cost			
Funded-Radio Radio Count			
<b>Total</b>		\$	-
		\$	-

<b>Delta RSM w/Channel Selector, Volume Control</b>			
Unit Cost, RSM - Standard			
Unit Cost, RSM w/Channel Selector, Volume Control			
Delta Unit Cost			73.83
Quantity			258.75
Cost			184.92
			5
			924.60

<b>Extra PSM Antennas</b>			
Unit Cost			
Quantity			
PSM Quantity		\$	8.28
			0
			0

Extra Quantity  
 Value of PSM Antennas 0  
\$ -

*Condition 1: Mic count is less than or equal to portable radio count - Agency owes difference in cost between channel selector RSM and cost of standard RSM plus extra PSM mics and extra PSM antennas*  
 RSM Selector Cost  
 Extra PSM Antennas  
 Agency Cost, Condition 1 \$ 924.60  
\$ -  
\$ 924.60

*Condition 2: Mic count is greater than portable radio count - Agency owes cost of additional microphones and antennas*  
 Mic & Antenna Cost  
 Mic & Antenna Cost Basis  
 Agency Cost, Condition 2 \$ -  
-

**OTHER EQUIPMENT & OPTIONS**

Intrinsically Safe Option	0		
Enable Internal GPS Operation	0	\$ 76.00	\$ -
Optional Encryption - AES/DES-XL/AES-OFB W/ Multi-Key	0	\$ -	\$ -
Earbuds/Surveillance Kits	2	\$ 959.60	\$ -

Note: The cost of earbuds and surveillance kits is not included. Please contact Motorola or other manufacturer for a


**Village of Hanover Park**
**AGENDA MEMORANDUM**

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

**FROM:** Ron Moser, Village Manager  
David Webb, Police Chief  
Craig Haigh Fire Chief

**SUBJECT:** Purchase of Motorola Starcom21 APX 7000 & 7500 Radios and Accessories

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** May 3, 2012

**Executive Summary**

The Police and Fire Departments request Board approval to allow the Police and Fire Departments to purchase 126-Motorola Starcom21 APX 7000 Portable Radios, 20-APX 7500 Mobile Radios and related accessories to complete both departments' conversion to federally mandated radio equipment. The purchase of these radios will allow the Police and Fire Departments to comply with federal guidelines to narrow band all non-federal public safety radios to a 700/800 MHz Interoperable radio system by January 1, 2013.

Invoices have been attached from DuPage Public Safety Communications (DuComm) for \$122,174.55 for 86-Starcom21APX 7000 portable radios, 5-APX 7500 Mobile radios, and accessories to be purchased by the Police Department and \$87,360.60 for 40-Starcom21APX 7000 portable radios and 15-APX 7500 Mobile radios, and accessories to be purchased by the Fire Department. The total request for Police and Fire radios is \$209,535.15.

**Discussion**

The Federal Communication Commission (FCC) mandated that all non-federal public safety entities narrow band their communication systems to 700/800 MHz Interoperable radio system by January 1, 2013. With this mandate, the Police and Fire Departments were required to purchase new portable and mobile radios to meet the mandate because the current police and fire radios did not have this capability and could not be converted to a narrow banded interoperable network.

The Police and Fire Departments are members of DuPage Public Safety Communications (DuComm), which provides communication and dispatch services to the Village. The Police and Fire Departments, as well as the 29 other Police and Fire agencies served by

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_

**Regular Mtg. 05/03/12**

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**Workshop Meeting 4/18/13**

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DuComm, worked collaboratively with DuPage County Emergency Telephone System Board (ETSB) to determine the process to be utilized to narrow band all public safety communication systems. In February 2010, all the agencies served by DuComm agreed that the Motorola Starcom21 Radio System would be the best alternative to pursue and to comply with the narrow banding mandate. An intergovernmental agreement was subsequently prepared and signed in December 2010, and DuComm began to work with Motorola and the ETSB on procurement of the radios needed and necessary accessories.

The Police and Fire Departments budgeted funds in their respective FY12 Budgets to fund the procurement of the radios for each department. Each department listed the Starcom21 Radios in their five year summary of capital projects portion of the budget (Budget Form #4A). The Police Department budgeted \$289,265.00 for the radios needed and the Fire Department budgeted \$86,000.00 for a total of \$375,265.00. The total cost for the Police and Fire Department radios is \$316,346.60, but due to a credit being applied by DuComm for the Cy Pres Grant of \$115,404.71, the final cost for the Starcom21 radios is \$200,941.89. Both Departments originally budgeted \$375,265.00 for the Starcom21 radios, but will subsequently save \$174,323.11 of FY12 capital budget funds due to the Cypres Grant credit that was applied and the lower than expected final price of the radios.

In March of 2012 the Police and Fire Departments received 126-MotorolaStarcom21 APX 7000 portable radios and accessories, which will subsequently be issued to all Police and Fire Department Personnel, who are in need of a portable police and fire radios. The Police and Fire Departments have not received the 15- APX 7500 Radios from DuComm, but will deliver them in the near future. The purchase of these radios will allow the Police and Fire Departments to comply with FCC guidelines.

#### **Recommended Action**

Police Department staff respectfully request the Village Board to approve its request to purchase 86-Motorola Stracom21 APX 7000 Portable radios, 5-APX 7500 Mobile radios, and accessories.

Attachments: DuComm Invoices

**Village of Hanover Park**

Municipal Building  
2121 West Lake Street  
Hanover Park, Illinois  
60133-4398

Rodney S. Craig  
Village President

Eira L. Corral  
Village Clerk

630-823-5600  
Fax 630-823-5786

Ronald A. Moser  
Village Manager



**VILLAGE OF HANOVER PARK**

**VILLAGE BOARD  
REGULAR MEETING**

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

Thursday, May 03, 2012  
7:30 p.m.

**MINUTES**

**1. CALL TO ORDER - ROLL CALL**

Mayor Craig called the meeting to order at 7:39 p.m.

PRESENT: Trustees Kemper, Kunkel, Zimel, Konstanzer,  
Cannon, Roberts

ABSENT: Trustees None

ALSO PRESENT: Village Manager Ron Moser, Department Heads, Attorney Paul.

**2. PLEDGE OF ALLEGIANCE**

All recited the pledge.

Mayor Craig requested a moment of silence due to the passing of Deb Millner, Senator John Millner's wife.

**3. ACCEPTANCE OF AGENDA**

Motion by Trustee Zimel, seconded by Trustee Cannon to add items 6-A.16, 6-A.17 and 6-A.19 to the Consent Agenda.

Roll call:

AYES: Trustees Kemper, Kunkel, Zimel, Konstanzer, Cannon, Roberts

NAYS: Trustees None

ABSENT: Trustees None

Motion carried: Accepted amended agenda.

**4. PRESENTATIONS**

Mayor Craig read the following:

- a. Proclamation – Declaring the week of May 20-26, 2012 as National Public Works Week in the Village of Hanover Park

b. Proclamation – Declaring Saturday May 19, 2012 as River Sweep 2012 day in the Village of Hanover Park.

c. Proclamation – Declaring May 15, 2012 as Police Officers Memorial Day & May 13-19, 2012 as National Peace Officers Week in the Village of Hanover Park.

**5. TOWNHALL SESSION**

Persons wishing to address the public body must register prior to Call to Order. Please note that public comment is limited to 5 minutes.

Ms. Linda Packham and Mr. Ken Greissmer thanked the board for the Arbor Day Celebration that was sponsored by the Village.

**6. VILLAGE PRESIDENT REPORT – RODNEY S. CRAIG**

Mayor Craig, reminded all that on May 18, 2012 is the DuPage Mayors and Managers 50<sup>th</sup> Anniversary Gala. This is the night that Mayor Craig will be sworn in as President and he looks forward to seeing everyone there.

Motion by Trustee Zimel, seconded by Trustee Kunkel, to approve by omnibus vote those items on the Amended Consent Agenda.

Roll call:

AYES:	Trustees:	Kemper, Kunkel, Zimel, Konstanzer, Cannon, Roberts
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion carried: Approved the Amended Consent Agenda.

**6-A.1** Waive the reading and approve the Minutes of the Workshop Meeting of April 5, 2012.  
**(C.A)**

**6-A.2** Waive the reading and approve the Minutes of the Regular Meeting of April 5, 2012.  
**(C.A)**

**6-A.3** Waive the reading and approve the Minutes of the Workshop Meeting of April 19, 2012.  
**(C.A.)**

**6-A.4** Waive the reading and approve the Minutes of the Regular Meeting of April 19, 2012.  
**(C.A.)**

**6-A.5** Approve recommendation from Veteran’s Committee to sponsor Operation Support Our Troops Freedom Bash 2012 in the amount of \$250.00 and authorize the Village Manager to execute the necessary documents.  
**(C.A.)**

**6-A.6** Approve purchase order for 126-Motorola Starcom21 APX 7000 portable radios and 20-APX 7500 Mobile radios with DuPage Public Safety Communications for an amount not to exceed \$209,535.15 and authorize the Village Manager to execute the necessary documents.  
**(C.A.)**

**6-A.7** Approve purchase order for 40-Motorola PM400 Mobile VHF radios with Communications Direct, Inc. for an amount not to exceed \$11,640.00 and authorize the Village Manager to execute the necessary documents.  
**(C.A.)**

- 6-A.8** Pass a Resolution for maintenance of streets and highways by Municipality under the  
**(C.A.)** Illinois Highway Code in the amount of \$1,667.359.00
- 6-A.9** Award contract for emergency tree and branch removal to Burke's Tree Service of  
**(C.A.)** Streamwood for an amount not to exceed \$26,000.00 and authorize the Village  
Manager to execute the necessary documents.
- 6-A.10** Approve a standing purchase order for miscellaneous electrical repairs at the  
**(C.A.)** wastewater plant and collection system lift stations to Lan Electric for an amount not to  
exceed \$20,000.00 and authorize the Village Manager to execute the necessary  
documents.
- 6-A.11** Approve a purchase order for dewatering and hauling sludge from STP1 for an amount  
**(C.A.)** not to exceed \$150,000.00 and authorize the Village Manager to execute the necessary  
documents.
- 6-A.12** Award contract for the reconstruction of Gladiola Avenue to Schroeder Asphalt  
**(C.A.)** Services in an amount not to exceed \$352,837.35 and authorize the Village Manager to  
execute the necessary documents.
- 6-A.13** Pass a Resolution for Improvements by Municipality under the Illinois Highway Code  
**(C.A.)** in the amount of \$352,837.35.
- 6-A.14** Approve a blanket purchase order for uniforms and accessories to Fireground Supply,  
**(C.A.)** Inc. for an amount not to exceed \$9,500.00 and authorize the Village Manager to  
execute the necessary documents.
- 6-A.16** Approve a purchase order for continued work on our Industrial Zinc Control Program  
**(C.A.)** with AECOM of Chicago for an amount not to exceed \$103,000.00 and authorize the  
Village Manager to execute the necessary documents.
- 6-A.17** Pass a Resolution (R-12-15) authorizing an easement agreement with the Metropolitan  
**(C.A.)** Water Reclamation District of Greater Chicago.
- 6-A.19** Pass a motion accepting the new fund balance policy.  
**(C.A.)**
- 6-A.15** Make a motion as follows: "I move to make the Electric Power Aggregation Plan of  
Operation and Governance available for public inspection at the office of the Village  
Clerk commencing by Monday, May 7<sup>th</sup>, 2012 during regular office hours and to  
publish in the Daily Herald on or before May 7<sup>th</sup>, 2012, a Notice of the Public Hearings  
to be held on May 17<sup>th</sup>, 2012 and June 7<sup>th</sup>, 2012, during the regular Village Board  
meeting."

Motion by Trustee Zimel, seconded by Trustee Cannon to make the Electric Power Aggregation Plan of Operation and Governance available for public inspection at the office of the Village Clerk commencing by Monday, May 7<sup>th</sup>, 2012 during regular office hours and to publish in the Daily Herald on or before May 7<sup>th</sup>, 2012, a Notice of

the Public Hearings to be held on May 17<sup>th</sup>, 2012 and June 7<sup>th</sup>, 2012, during the regular Village Board meeting.”

Finance Director, Rebekah Young, noted that two representatives from NIMEC will be present at the public hearing meetings to answer questions.

Roll call:

AYES:	Trustees:	Kemper, Kunkel, Zimel, Konstanzer, Cannon, Roberts
NAYS:	Trustees:	None
ABSENT:	Trustee:	None

Motion carried: Approved to make the Electric Power Aggregation Plan of Operation and Governance available for public inspection at the office of the Village Clerk commencing by Monday, May 7<sup>th</sup>, 2012 during regular office hours and to publish in the Daily Herald on or before May 7<sup>th</sup>, 2012, a Notice of the Public Hearings to be held on May 17<sup>th</sup>, 2012 and June 7<sup>th</sup>, 2012, during the regular Village Board meeting.”

**6-A.18** Pass an Ordinance (O-12-12) amending the 2010 comprehensive plan for the Village of Hanover Park, Illinois.

Motion by Trustee Zimel, seconded by Trustee Cannon to pass an Ordinance (O-12-12) amending the 2010 comprehensive plan for the Village of Hanover Park, Illinois.

Village Planner, Katie Bowman, briefed the board on the final draft of the Village Center Plan to be included as an amendment to the 2010 Comprehensive Plan.

Teska Associates provided a presentation on the Hanover Park Village Center TOD Plan.

Mayor Craig noted the major commitment of the community and respective agencies.

Roll call:

AYES:	Trustees:	Kemper, Kunkel, Zimel, Konstanzer, Cannon, Roberts
NAYS:	Trustees:	None
ABSENT:	Trustee:	None

Motion carried: Passed Ordinance (O-12-12) amending the 2010 comprehensive plan for the Village of Hanover Park, Illinois.

**6-A.20** Pass an Ordinance (O-12-13) amending the purchasing authority of the Village Manager.

Motion by Trustee Zimel, seconded by Trustee Cannon to pass an Ordinance amending the purchasing authority of the Village Manager.

Finance Director, Rebekah Young, noted that the Ordinance would increase the purchasing authority from the current \$10,000.00 to \$20,000.00.

Motion by Trustee Zimel, seconded by Trustee Kunkel to table item until August 2, 2012.

Discussion was held. Trustees noted that the trust was being given to the position not the individual.

Roll call:

AYES: Trustees: Kunkel, Zimel  
NAYS: Trustees: Kemper, Konstanzer, Cannon, Roberts  
ABSENT: Trustee: None

Motion carried: Failed to table item until August 2, 2012.

Roll call:

AYES: Trustees: Kemper, Kunkel, Konstanzer, Cannon, Roberts  
NAYS: Trustees: Zimel  
ABSENT: Trustee: None

Motion Carried: Passed Ordinance (O-12-13) amending the purchasing authority of the Village Manager.

**6-A.21** Approve warrant SWS178 in the amount of \$1,137,432.07.

Motion by Trustee Zimel, seconded by Trustee Kemper to approve warrant SWS178 in the amount of \$1,137,432.07.

Questions were fielded and answered.

Roll call:

AYES: Trustees: Kemper, Kunkel, Zimel, Konstanzer, Cannon, Roberts  
NAYS: Trustees: None  
ABSENT: Trustee: None

Motion carried: Approved warrant SWS178 in the amount of \$1,137,432.07

**6-A.22** Approve warrant W642 in the amount of \$170,002.45.

Motion by Trustee Zimel, seconded by Trustee Kunkel to approve warrant W642 in the amount of \$170,002.45.

Questions were fielded and answered.

Roll call:

AYES: Trustees: Kemper, Kunkel, Zimel, Konstanzer, Cannon, Roberts  
NAYS: Trustees: None  
ABSENT: Trustee: None

Motion carried: Approved warrant W642 in the amount of \$170,002.45

**6-A.23** Approve warrant PC13 (P-Cards) in the amount of \$152,434.21.

Motion by Trustee Zimel, seconded by Trustee Kunkel to approve warrant PC13 (P-Cards) in the amount of \$152,434.21.

Roll call:

AYES:	Trustees:	Kemper, Kunkel, Zimel, Konstanzer, Cannon, Roberts
NAYS:	Trustees:	None
ABSENT:	Trustee:	None

Motion carried: Approved warrant PC13 (P-Cards) in the amount of \$152,434.21.

**7. VILLAGE MANAGER’S REPORT- RON MOSER**

Village Manager, Ron Moser, briefed the board on the Home Town Hero program that is good for the village to increase residential sales. Manager Moser was also approached by M/I Homes and briefed the board on their need to increase sales to complete construction. Discussion was held and recommendation was made to bring to a future board meeting.

**8. VILLAGE CLERK’S REPORT- EIRA L. CORRAL**

Clerk Corral thanked Public Works for their support on Arbor Day as well as the Sister Cities Committee and the Lions. Clerk Corral informed that she visited Ontarioville School which was recognized as one of the top 7 energy conservation schools in the school district.

**9. CORPORATION COUNSEL’S REPORT – BERNARD Z. PAUL**

No Report.

**10. VILLAGE TRUSTEES REPORTS**

**10-A. JAMES KEMPER**

Trustee Kemper commented on how very glad he attended the Sister Cities Conference.

**10-B. JON KUNKEL**

No Report.

**10-C. EDWARD J. ZIMEL JR.**

Trustee Zimel, welcomed back Finance Director Rebekah Young. Trustee Zimel informed he attended the YMCA ball and it was a great event. Trustee Zimel asked Public Works Director, Howard Killian, what was the status of the Water/Sewer insurance program. Howard Killian informed that a Press Release was sent out today and the mailing was done by the company on Wednesday as well as IT was setting up a presentation on the Cable channel. Trustee Zimel congratulated 3 Trustees on their one year anniversary.

**10-D. JENNI KONSTANZER**

No Report.

**10-E. BILL CANNON**

Trustee Cannon thanked Trustee Zimel for reviewing the financial reports consistently.

**10-F. RICK ROBERTS.**

Trustee Roberts reminded all of the Veteran’s Memorial on May 28, 2012 at the Village Hall. Trustee Roberts thanked Public Works Director, Howard Killian for his support.

**11. EXECUTIVE SESSION**

- a. Section 2(c)(5) – Land Acquisition
- b. Section 2(c)(2) – Collective Bargaining
- c. Section 2(c)(1) – Personnel
- d. Section 2(c)(11) – Probable Litigation

Motion by Trustee Zimel, seconded by Trustee Kemper to hold Executive Session regarding a. Section 2(c)(5) – Land Acquisition, b. Section 2(c)(2) – Collective Bargaining, c. Section 2(c)(1) – Personnel, d. Section 2(c)(11) – Probable Litigation without return to the Regular Meeting.

Roll call:

AYES:	Trustees:	Kemper, Kunkel, Zimel, Konstanzer, Cannon, Roberts
NAYS:	Trustees:	None
ABSENT:	Trustees:	None

Motion carried: Hold Executive Session regarding a. Section 2(c)(5) – Land Acquisition, b. Section 2(c)(2) – Collective Bargaining, c. Section 2(c)(1) – Personnel, d. Section 2(c)(11) – Probable Litigation without return to the Regular Meeting.

**12. ADJOURNMENT**

Motion by Trustee Zimel, seconded by Trustee Kunkel, to adjourn meeting.

Roll call:

AYES:	Trustees:	Voice Vote; All Ayes
NAYS:	Trustees:	None
ABSENT:	Trustee:	None

Motion carried: Meeting adjourned at 8:37 p.m.

Recorded and transcribed by:

Eira L. Corral  
Village Clerk

Minutes approved by President and Board of Trustees on this: 17<sup>th</sup> day of May 2012.



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager

SUBJECT: Agenda Process

**ACTION**

REQUESTED:  Approval  Concurrence  Discussion  Information

MEETING DATE: April 18, 2014 – Board Workshop

**Executive Summary**

Staff would like to have a discussion with the Village Board on the agenda process. We are seeking direction on the type of items the Board would like to review at Workshops prior to them going on the regular meeting agenda.

**Discussion**

The types of agenda items that currently go directly on the Board agenda include:

- Standing purchase orders (if budgeted & meets requirements of purchasing policy)
- Bids (if budgeted)
- Resolutions
- Purchases related to approved agreements

**Recommended Action**

Provide direction to staff on the type of items the Board would like to review at Board Workshops prior to them going on the regular meeting agenda.

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_



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

**FROM:** Juliana Maller, Village Manager  
David Webb, Chief of Police

**SUBJECT:** Blanket Purchase Order to Kale Uniform for the Purchase of Police Department Uniforms

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** April 18, 2013 – Board Workshop

**Executive Summary**

The Police Department requests Board approval to establish a blanket purchase order with Kale Uniform in the amount of \$44,200 for the purchase of Police Department uniforms purchased between May 1, 2013 and April 30, 2014. These funds are provided for in the FY14 Budget.

**Discussion**

Kale Uniform maintains a store in Wheaton, Illinois, where Department members can be measured and fitted for police uniform equipment. Kale Uniform provides all the uniform items that are required to equip Police Department employees.

At this time, no other area uniform suppliers provide the required uniform items, that can be custom fit to the wearer, nor is there a facility that is closer to Hanover Park than Wheaton, Illinois.

The Village has used Kale Uniform for over 20 years now, and has been happy with their services.

**Recommended Action**

Motion to approve a blanket purchase order to Kale Uniform in the amount of \$44,200.

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$ 44,200	
<b>Actual Cost:</b>	\$ 44,200	
<b>Account Number:</b>	001-810,820,850,870-421-2-31	

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_

Ship To Name	Item / Description	Quote Method	Rate	Min Qty	Date Expires
<b>Sold To:</b>	<b>HANOVER PARK POLICE DEPT.(200HH035)</b>				
	<b>HANOVER PARK POLICE DEPT.</b>				
	<b>HANOVER PARK, IL 60103</b>				
	101-11	Fixed Price	5.50	0.00	12/31/2015
	BLACK CAP				
	126R7845	Fixed Price	39.50	0.00	12/31/2015
	LADIES L/S SHIRT BRILLIANT BLUE 100% POLYESTER				
	127R7886	Fixed Price	37.50	0.00	12/31/2015
	LADIES LONG SLEEVE POLICE SHIRT L.A.P.D. BLUE 100% PREMIER POLYESTER				
	176R7845	Fixed Price	34.50	0.00	12/31/2015
	LADIES S/S SHIRT BRILLIANT BLUE 100% POLYESTER				
	177R7886	Fixed Price	32.00	0.00	12/31/2015
	LADIES SHORT SLEEVE POLICE SHIRT LAPD BLUE 100% PREMIER POLYESTER				
	195-NV	Fixed Price	20.50	0.00	12/31/2015
	NAVY FUR TROOPER CAP WITH NAVY VINYL				
	313-E	Fixed Price	38.50	0.00	12/31/2015
	TEXTROP M/LS BLUE SHIRT				
	314-E	Fixed Price	38.50	0.00	12/31/2015
	TEXTROP M/LS NAVY SHIRT				
	3310-E	Fixed Price	35.00	0.00	12/31/2015
	TEXTROP M/SS WHITE SHIRT				
	3313-E	Fixed Price	35.00	0.00	12/31/2015
	TEXTROP M/SS BLUE SHIRT				
	3314-E	Fixed Price	35.00	0.00	12/31/2015
	TEXTROP M/SS NAVY SHIRT				
	35W7800	Fixed Price	36.50	0.00	12/31/2015
	MENS LONG SLEEVE POLICE SHIRT WHITE 100% PREMIER POLYESTER				
	35W7845	Fixed Price	37.99	0.00	12/31/2015
	COMMAND BY FLYING CROSS L/S SHIRT BRILLIANT BLUE 100% POLYESTER				
	35W7886	Fixed Price	37.99	0.00	12/31/2015
	MENS LONG SLEEVE POLICE SHIRT LAPD BLUE 100% POLYESTER				
	38233	Fixed Price	41.50	0.00	12/31/2015
	SLX NVY BLU TEX				
	38233-22	Fixed Price	43.50	0.00	12/31/2015
	SLX NVY BLU TEX				
	38233-24	Fixed Price	43.50	0.00	12/31/2015
	SLX NVY BLU TEX				
	38233-24-REG	Fixed Price	43.50	0.00	12/31/2015
	SLX NVY BLU TEX				
	38233-26	Fixed Price	43.50	0.00	12/31/2015
	SLX NVY BLU TEX				
	38233-30	Fixed Price	43.50	0.00	12/31/2015
	SLX NVY BLU TEX				
	47280	Fixed Price	55.50	0.00	12/31/2015
	NAVY FREEDOM FLEX TROUSER				
	52186	Fixed Price	9.50	0.00	12/31/2015
	NAVY MOCK NECK DICKIE				
	52686	Fixed Price	32.00	0.00	12/31/2015
	L/S MOCK TURTLENECK				
	55W-NV	Fixed Price	39.95	0.00	12/31/2015
	NAVY BLUE SERGE 5-STAR CAP SOLID				
	733-15	Fixed Price	133.00	0.00	12/31/2015
	BLACK/ORANGE REVERSIBLE RAINCOAT				
	733-53	Fixed Price	133.00	0.00	12/31/2015
	BLACK/FLUORESCENT YELLOW REVER. RAINCOAT				

**Fechheimer Brothers Company**

Customer Quote Information

RETAIL\_2

By Customer

Cust Code : 200HH035

Ship To No : All

Ship To Name	Item / Description	Quote Method	Rate	Min Qty	Date Expires
	834-6056	Fixed Price	119.99	0.00	12/31/2015
	MINI GRID URATHANE OXFORD SHOE				
	85R7800	Fixed Price	34.50	0.00	12/31/2015
	MENS SHORT SLEEVE POLICE SHIRT WHITE 100% PREMIER POLYESTER				
	85R7845	Fixed Price	34.50	0.00	12/31/2015
	COMMAND BY FLYING CROSS MENS SHORT SLV SHIRT BRILLIANT BLUE 100%POLY				
	85R7886	Fixed Price	34.50	0.00	12/31/2015
	MENS SHORT SLEEVE POLICE SHIRT LAPD BLUE 100% POLYESTER				
	9313-E	Fixed Price	36.00	0.00	12/31/2015
	TEXTROP F/LS BLUE SHIRT				
	9314-E	Fixed Price	38.50	0.00	12/31/2015
	TEXTROP F/LS NAVY SHIRT				
	942-BS	Fixed Price	85.50	0.00	12/31/2015
	MENS BLACK HI-GLOSS UNIFORM OXFORD SHOE				
	9813-E	Fixed Price	36.00	0.00	12/31/2015
	TEXTROP F/SS BLUE SHIRT				
	9813/NV-E	Fixed Price	34.50	0.00	12/31/2015
	WOMEN'S S/S TEXTROP SHIRT - BLUE W/NAVY POCKET FLAPS & EPAULETS				
	9814-E	Fixed Price	36.00	0.00	12/31/2015
	TEXTROP F/SS NAVY SHIRT				
	FM2000	Fixed Price	32.00	0.00	12/31/2015
	FRISKMASTER LEATHER DUTY GLOVE W/SPECTRA LINING				
	FM3500	Fixed Price	41.00	0.00	12/31/2015
	FRISKMASTER MAX LEATHER DUTY GLOVE W/POWERSHILED X3 LINER				
	K-52	Fixed Price	350.95	0.00	12/31/2015
	MENS BLACK LEATHER POLICE JACKET W/1-PC.BACK				
	NECKWEAR	Fixed Price	4.00	0.00	12/31/2015



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

**FROM:** Juliana Maller, Village Manager

**SUBJECT:** Authorize the Village Manager to Enter into a Contract with Roger C. Marquardt & Co. for Lobbying Services

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** April 18, 2013 – Board Workshop

**Executive Summary**

Staff is requesting the Village Board authorize the Village Manager to enter into an agreement for lobbying services with Roger C. Marquardt & Co., Inc. for a period of June 1, 2013 through April 30, 2014, not to exceed eleven (11) months, at a cost of \$2,000 per month.

**Discussion**

At the Board Meeting of April 19, 2012, the Village Board passed a Resolution authorizing the Village President to enter into contract for lobbying services with Roger C. Marquardt & Co., Inc. for the period of May 19, 2012 through May 31, 2013 at a cost of \$3,500 per month. This contract is due to expire on May 31, 2013.

At the Board Workshop of March 7, 2013, the Village President informed the Board that he has worked with Scott Marquardt to get the Village a reduced rate of \$2,000 per month. The Board directed staff to include \$22,000 in the Fiscal Year 2014 budget and to continue our lobbying services.

**Recommended Action**

Motion to authorize the Village Manager to enter into an agreement for lobbying services with Roger C. Marquardt & Co., Inc. for a period of June 1, 2013 through April 30, 2014, not to exceed eleven (11) months, at a cost of \$2,000 per month.

**Attachment:** Agreement

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$ 22,000	
<b>Actual Cost:</b>	\$ 22,000	
<b>Account Number:</b>	001-0410-414-03-61	

Agreement Name: Services Agreement

1

Executed By: Village Manager

**Workshop Meeting 4/18/13**

**Page 32**

**CONTRACTUAL AGREEMENT**

This Agreement is made on the \_\_\_\_ day of May 2013, between ROGER C. MARQUARDT & CO., INC. (“RCM & CO”) having its principal place of business, at 600 So. Second Street, Suite 400, Springfield, Illinois 62704 and the Village of Hanover Park, having its principal place of business at 2121 Lake Street, Hanover Park, Illinois 60103.

IN CONSIDERATION of the Village of Hanover Park, retaining RCM & CO, it is agreed as follows:

**I. COMPENSATION AND TERMS**

Village of Hanover Park retains RCM & CO and RCM & CO hereby agrees to represent Village of Hanover Park in the capacity of “lobbyist/consultant”, before the Illinois General Assembly and the executive levels of state government.

Without limiting the foregoing, it is understood that such services shall include:

Working with members of the Illinois General Assembly, Governor’s Office, State Agencies, and any other legitimate sources to obtain grants, member initiative allotments, and direct funding designations to the Village of Hanover Park for capital improvements, which includes, among other things, as building, equipment, structural, and road improvements, which shall directly result from the State Budget and from available sources resulting from the Capital Program;

Lobbying efforts with Key legislative or regulatory officials and their staffs, on matters pertaining to the authorized activities and interests of the Village of Hanover Park;

On instructions from an authorized representative, undertaking such actions as the Village of Hanover Park may deem appropriate and consistent with the objectives of this Agreement;

Upon request, provide the Village of Hanover Park with summary written reports on RCM & CO’s activities for the Village of Hanover Park; and

Maintain close liaison and frequent communication with the Village President and/or Village Manager, particularly during critical periods or on priority items.

The term of this Agreement is as follows:

\$2,000 per month (June 1, 2013 – April 30, 2014)

Due upon receipt of monthly invoices

**II. WARRANTIES BY RCM & CO**

RCM & CO represents and warrants to Village of Hanover Park that it has the experience and ability to perform the services required by this Agreement; that they will perform said services, in a professional, competent and timely manner, as represented and suitable for the performance of the Agreement; and that they have the power to enter into and perform this Agreement; and that their performance of this Agreement shall not infringe upon or violate the rights of any third party or violate any federal, state and municipal laws. RCM & CO further warrants that they have complied and will continue to comply with the Illinois Lobbyist Registration Act.

### III. INDEPENDENT CONTRACTOR

RCM & CO acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. RCM & CO shall not enter into any contract or commitment on behalf of the Village of Hanover Park, RCM & CO further acknowledges that they are not considered an affiliate or subsidiary of the Village of Hanover Park, and are not entitled to any of the Village of Hanover Park employment rights or benefits. It is expressly understood that this undertaking is not a joint venture.

### IV. BUSINESS PRACTICES

RCM & CO hereby represents and covenants that they:

-have no knowledge or information that any unlawful payments, disbursements, assignments or transfers of property of any type have been made, or promised to any governmental official or to any intermediary, broker or agent who shall in turn, directly or indirectly unlawfully pay, disburse, assign or transfer property to any governmental official, to unlawfully influence any act or decision of any governmental official;

-will take all reasonable steps to ensure that no unlawful payments, disbursements, assignments or transfers of property of any type be made to any governmental official, or to any intermediary, broker or agent who shall in turn, directly or indirectly unlawfully pay, disburse, assign or transfer property to any governmental official, to unlawfully influence any act or decision of any governmental official.

### V. CONFIDENTIALITY

RCM & CO recognizes and acknowledges that this Agreement creates a confidential relationship between RCM & CO and the Village of Hanover Park and that information concerning the Village of Hanover Park, or its operation, whether written or oral, is confidential in nature. All such information concerning the Village of Hanover Park is hereinafter collectively referred to as "Confidential Information". RCM & CO will not use, disclose to any third party, directly or indirectly, for its own benefit or the benefit of others, both during the term of the Agreement and subsequent to its termination, any Confidential Information which RCM & CO may acquire or develop in connection with or as a result of the performance of this agreement. RCM & CO further agrees to bind their employees and subcontractors to the terms and conditions of this Agreement.

### VI. GRANT

RCM & CO agrees that their work product produced in the performance of this Agreement shall remain the exclusive property of the Village of Hanover Park, and that they will not sell, transfer, publish, disclose, display or otherwise make the work product available directly to third parties without the Village of Hanover Park's prior written consent. Any rights granted to RCM & CO under this Agreement shall not affect the Village of Hanover Park's exclusive ownership of the work product.

### VII. TERMINATION

Either party may terminate this Agreement upon thirty (30) days prior written notice.

IN WITNESS WHEREOF, the Village of Hanover Park, and ROGER C. MARQUARDT & CO., INC. do hereby affirm that they understand the provisions contained herein. Therefore, in consideration of the mutual covenants contained herein, the Village of Hanover Park, and ROGER C. MARQUARDT & CO., INC. have caused this contract to be executed, by witness of the signatures following, as of the day and year first written.

VILLAGE OF HANOVER PARK

ROGER C. MARQUARDT & CO., INC.

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



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

**FROM:** Juliana Maller, Village Manager  
David Webb, Police Chief

**SUBJECT:** Gatso Red Light Camera Contract

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** April 18, 2013 - Board Workshop

**Executive Summary**

At a recent Village Board meeting, a question was asked regarding the expiration of our current red light camera program vendor, Gatso USA. The Police Department requests Village Board input on continuing with the Gatso USA agreement. The Police Department recommends the first year extension of the agreement.

**Discussion**

In June of 2008, the Police Department signed a contract with Gatso USA to be the "red light camera" vendor for the Village of Hanover Park. The agreement and services under the agreement were for a period of 5 years, with two (2) optional one (1) year extensions. The first 5 years of the agreement expire on June 19, 2013. The agreement will automatically extend for an additional year unless the Village notifies Gatso otherwise.

The red light camera program has been beneficial for several reasons:

1. It has lowered accidents at the Barrington Road and Lake Street intersection since start of program 2008.
2. Should an accident occur within the intersection, it allows for investigating officers to review the video footage.
3. Red light camera violations are very clear and easily defined for the administrative adjudication process or for criminal/traffic court.
4. The program allows that intersection to be recorded at all times regarding other criminal or traffic scenarios.
5. The program has an Amber Alert mode which allows the intersection to switch from recording red light camera violations to a license plate recognition device. Upon recognizing the plate, the system notifies the police department that the vehicle has passed thru the intersection.
6. The program has the ability to go live and stream video live if necessary.
7. The program allows officer manpower to be allocated in other areas.

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_

8. All citation revenue goes to the Village of Hanover Park General Fund. FY13 revenue this year as of 4/8/13 is \$142,652.

The Police Department is very satisfied with Gatso USA as the vendor. Problems have been minimal and Gatso has been very responsible from a customer service standpoint.

The police department recommends the program.

**Recommended Action**

Move to proceed with the continuation of the Gatso USA agreement for a one year extension.

**Attachments:**        Gatso contract

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$142,000 projected FY14 revenue
<b>Actual Cost:</b>	n/a
<b>Account Number:</b>	001—0000-351.09-00



## Technology & Business Services Agreement

This agreement is made on the 17<sup>th</sup> day of June, 2008, between **GATSO USA, Inc.**, a Delaware corporation with a principal business address at 900 Cummings Center, Suite 410-T, Beverly, Massachusetts 01915 ("GATSO") and the **Village of Hanover Park, Illinois**, a municipality/village of the State of Illinois with a principal business address of 2121 W. Lake Street, Hanover Park, Illinois 60133.

### WITNESSETH:

Whereas the Village wishes to retain the technology and business services of GATSO USA to supply the Village with a red-light photo-enforcement program for the monitoring of red-light violations and associated traffic offenses.

### 1. DURATION AND TERMINATION OF AGREEMENT

- 1.1 This agreement and the services provided under this agreement shall commence on the effective date stated above, and continue for a period of five years, with two (2) optional one (1) year extensions.
- 1.2 One year extensions shall be renewed each year on the anniversary of the start date unless the Village notifies GATSO in writing of their intention to terminate the agreement, at least 30 days prior to the anniversary date.
- 1.3: Termination of the agreement can be made at the mutual agreement of both GATSO and the Village.
- 1.4 Either party may terminate this agreement for cause if: (i) the other party has breached its obligations under this agreement; (ii) the state legislation is amended to prohibit the operation of automated traffic law enforcement systems; or (iii) any court having jurisdiction over the Village's rules, or state or federal statute declares, the results from the automated traffic law enforcement system is inadmissible in evidence or otherwise overturns the state legislation. The terminating party must provide 30 days advance notice to the other party of its intent to terminate, which notice shall include the reasons for the termination and, in the case of a breach, shall provide the other party with an opportunity to cure the breach within the 30 day period following notice from the terminating party.

- 1.5 The Village is entitled to terminate this agreement for convenience, provided that the Village provides 60 days advance notice to GATSO of its intent to terminate. In the event that the Village exercises its option to terminate for convenience within the initial three year term, the Village will be required to pay to GATSO a penalty fee for such termination in the amount of \$1,000 per approach for each month remaining in the initial three year term of this agreement. The penalty fee will not be triggered until after the expiration of the 60 day notice period, being the "close date," and the penalty fee will be due to GATSO 30 days after such close date. No penalty fee will apply to a termination for convenience by the Village during any renewal term of this agreement.
- 1.6 At the close date for this agreement, either through contract duration or through termination for cause, convenience or mutual agreement; image capture activities shall cease immediately however both GATSO and the Village accept that all photo-enforcement violations still in process or captured prior to the close date shall be concluded to their final state, in the same manner and under the same conditions of compensation.
- 1.7 Upon the termination of this agreement, GATSO shall promptly remove all associated hardware and equipment, which removal shall be no later than 45 days after termination. Upon removal of the hardware and equipment, GATSO shall restore the intersections to substantially the same condition as existed prior to this agreement and repair any damage resulting from the installation or removal of GATSO's hardware or equipment.

**2. COMPENSATION**

2.1 GATSO USA proposes a compensation scheme based on a service fee per transaction basis, corresponding with State of Illinois supporting legislation ILCS 5/11-208.

2.2 Transactions comprise of:

Image capture	<b>\$5.00</b>
Initial review	<b>\$5.00</b>
DMV inquiry	<b>\$5.00</b>
Second review	<b>\$5.00</b>
Police Dept review preparation	<b>\$5.00</b>
Citation issuance & mailing	<b>\$5.00</b>

Maximum compensation per issued citation is capped at **\$30.00**

In addition to these fees, the Village will pay a charge of \$15 per camera for each hour that the camera is activated for Amber Alert, except that there is no charge for the first 30 minutes of Amber Alert Activation for each camera for the first five activations in any one month.

- 2.3 All installed equipment under this contract shall remain the property of GATSO for the duration of the agreement and any costs associated with the supply, installation, commissioning, operation and maintenance of the original configured system shall be at the cost of GATSO.
- 2.4 GATSO contracts that there shall be no additional charges for project start up fees, program implementation, monthly rental/lease fee per camera or per approach and or percentage of revenues collected. All compensation paid to GATSO shall be that stated in 2.1
- 2.5 GATSO shall invoice Village for service fees on the 30<sup>th</sup> day of each month and shall be paid by Village on or before the 30<sup>th</sup> day of the following month. Late payment fees of 1.5% of outstanding balances as of the 30<sup>th</sup> day of the due month shall be added to the invoice of the next month.

### **3. SCOPE OF WORK**

- 3.1 GATSO shall install, operate and maintain the GATSOMETER red-light photo enforcement system in accordance with standard installation practices at locations agreed to between GATSO and the Village.

The systems that will be installed, operated, and maintained by GATSO is described more fully in Exhibit A and will be installed at the intersections designated in Exhibit A. GATSO and the City will mutually agree on the identification of enforced intersections based on community safety and traffic needs as warranted. GATSO agrees that installation, operation, and maintenance of the system will be in accordance with the provisions of City/Village Municipal Code or City/Village Ordinance, as well as Section 11-208.6 of the Illinois Vehicle Code, 625 ILCS 5/11-208.6

- 3.2 A system shall remain at its initial location for the duration of the agreement period or for a minimum of one year before being moved to a new location and only after the written consent by both parties.
- 3.3 Each system shall operate on a continual 24 hour basis for the duration of the agreement and shall only be non-operational for periods of maintenance.
- 3.4 GATSO shall upload encrypted violation images and embedded violation data to a secure GATSO server in a timely manner that ensures the camera system remains in operation at all times. Images and data shall be correlated to DMV records and an electronic violation package assembled.
- 3.5 GATSO shall process the violation images and data through a web-based program and provide the Police Department with limited access to that program to enable Police Department review and approval/rejection of violations, prior to a citation being issued.
- 3.6 GATSO shall issue mailed citations through this web-based program and allow for the review of violation images and data. Cited registered owners of violation vehicles are able to view images and offense video through the web-portal by

using unique identifier codes issued on each citation issued. Additionally, there shall be a 1-800 helpdesk number to either discuss the citation in more detail or accept the payment

- 3.7 GATSO shall provide necessary training and training documentation to Village employees, as designated.
- 3.8 GATSO shall store captured violation data and images for a period of one year from the violation date. The Village shall have access to this data for the duration of the stored period.
- 3.9 GATSO shall provide payment facilities in the form of 'pay by web', 'pay by phone' and 'pay by mail' for the payment of citations issued within the red-light photo enforcement program. Payment facilities will also include a lock-box.
- 3.10 GATSO shall provide monthly reports to the Village comprising of statistics relating to the entire program, including but not limited to; the number of captured violations, the number of violations sent for police department approval, number of citations sent and the number of citations paid.
- 3.11 GATSO contracts to ensure the GATSOMETER systems installed for this program shall be subject to software upgrades when available, without charge to the Village.
- 3.12 GATSO contracts that installation of equipment shall commence within 10 standard working days after all necessary state, county and city permits have been received.
- 3.13 GATSO shall provide standard GATSO signage to the local approach roads to an enforced intersection at no cost to the Village. Non-standard signage specified by the Village shall be supplied to the Village at cost and included within the first invoice issued to the Village against this agreement.
- 3.14 GATSO shall provide assistance to support the Village efforts in public education and awareness programs, including but not limited to; violation statistics and violation statistic improvements.
- 3.15 The Village may from time to time request changes to the services required to be performed or the addition of products or services to those required pursuant to the terms of this Agreement by providing written notice thereof to GATSO. Upon GATSO's receipt of the requested change, GATSO shall deliver a written statement describing the effect, if any, the proposed changes would have on the pricing of this Agreement. Following the Village's receipt of the new pricing, the Parties shall negotiate to implement the proposed changes, the time, manner and amount of payment or price increases or decreases, as the case may be, and any other matters relating to the proposed changes. If the Village and GATSO fail to reach an agreement with respect to any of the proposed changes it shall not be deemed to be a breach of this Agreement.
- 3.16 GATSO shall undertake to ensure that the red-light camera enforced IDOT intersections within the Village are compliant with State of Illinois LED traffic

signal requirements and that GATSO shall share the cost of any changes to the traffic signals necessary for compliance, to the limit of 50% of the total cost. The remaining 50% of any upgrade cost shall be made by the Village of Hanover Park. The shared cost that the Village would be responsible in paying shall not exceed \$7500.00 per IDOT controlled intersection.

#### **4. CITY RESPONSIBILITIES**

- 4.1 The Village shall designate a Village official with the authority to exercise the City responsibilities under this agreement.
- 4.2 The Village shall cooperate with GATSO during the planning, installation, implementation and operation phases of the program.
- 4.3 The Village at no cost, shall provide permits or assist in the provision of those permits to GATSO for the installation of equipment necessary for the program.
- 4.4 The Police Department shall provide authorized representatives to carefully review uploaded violations sent by GATSO and determine whether said violations are to be approved and subsequently mailed as citations, or rejected and subsequently reported on with the reasons of rejection.

#### **5. GENERAL PROVISIONS**

##### **5.1 Indemnification and Liability.**

A. The Village hereby agrees to defend and indemnify and hold harmless GATSO and its affiliates, shareholders or other interest holders, managers, officers, directors, employees, agents, representatives and successors, permitted assignees and all persons acting by, through, under or in concert with them (including but not limited to the suppliers of equipment and installers), or any of them against, and to protect, save and keep harmless the from, and to pay on behalf of or reimburse the as and when incurred for, any and all Losses which may be imposed on or incurred by any GATSO or equipment provided and/or installer arising out of or in any way related to:

- i. any material representation, inaccuracy or breach of any covenant, warranty or representation of the Village contained in this Agreement;
- ii. the willful misconduct of the Village, its employees contractors or agents which result in bodily injury to any natural person (including third parties) or any damage to any real or tangible personal property (including the personal property of third parties), except to the extent caused by the willful misconduct of any GATSO Party;

- iii. any claim, action or demand not caused by GATSO's failure to perform its obligations under this Agreement; or
- iv. any claim, action or demand challenging the Village's use of the Automated Traffic Law Enforcement System or any portion thereof, the validity of the results of the Village's use of the Automated Traffic Law Enforcement System or any portion thereof; validity of the Citations issued, prosecuted and collected as a result of the Village's use of the Automated Traffic Law Enforcement System provided by GATSO.

B. GATSO hereby agrees to defend and indemnify and hold harmless the Village manager, officers, directors, employees, agents, representatives and successors, permitted assignees and each of their affiliates, and all persons acting by, through, under or in concert with them, or any of them against, and to protect, save and keep harmless the Village Parties from, and to pay on behalf of or reimburse the Village Parties as and when incurred for, any and all liabilities, obligations, losses, damages, penalties, demands, claims, actions, suits, judgments, settlements, costs, expenses and disbursements (including reasonable attorneys' fees and court costs) of whatever kind and nature, which may be imposed on or incurred by any Village Party arising out of or related to:

- i. any material misrepresentation, inaccuracy or breach of an covenant, warranty or representation of GATSO contained in this Agreement;
- ii. the willful misconduct of GATSO, its employees or agents which result in death or bodily injury to any natural person (including third parties) or any damage to any real or tangible personal property (including the personal property of third parties), except to the extent caused by the willful misconduct of any Village or any of its agents; or
- iii. any claim, action or demand not caused by the Village's failure to perform its obligations under this Agreement.

C. Notwithstanding anything to the contrary in this Agreement, neither Party shall be liable to the other, by reason of any representation or express or implied warranty, condition or other term or any duty at common or civil law, for any lost profits; indirect, incidental, or consequential damages, however caused.

D. In the event any claim, action or demand in respect of which any Party hereto seeks indemnification from the other, the Party seeking indemnification shall give the Party from whom indemnification is being sought written notice of such Claim promptly after the Indemnified Party first becomes aware. The Party from whom indemnifications is being sought shall have the right to choose counsel to defend such Claim (subject to approval of such counsel by the other Party, which approval

shall not be unreasonably withheld, conditioned or delayed), and to control, and settle such Claim. The Party from whom indemnifications is being sought shall have the right to participate in the defense at its sole expense; provided.

5.2 Relationship between GATSO and the Village. Nothing in this Agreement shall create, or be deemed to create, a partnership, joint venture or the relationship of principal and agent or employer and employee between the parties. The relationship between the Parties shall be that of independent contractors, and nothing contained in this Agreement shall permit either Party to incur any debts or liabilities or obligations on behalf of the other Party (except as specifically provided herein).

5.3 Assignment. Neither Party may assign all or any portion of this Agreement without the prior written consent of the other, which consent shall not be unreasonably withheld or delayed.

5.4 Applicable Law. This Agreement shall be governed by and construed in all respects solely in accordance with the laws of the State of Illinois.

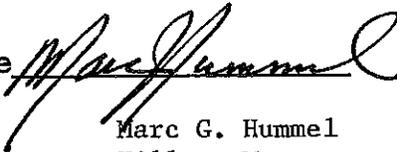
5.5 Jurisdiction and Venue. Any dispute arising out of or in connection with this Agreement shall be submitted to the exclusive jurisdiction and venue of the State Courts of the State of Illinois located in the County the Village resides, and both Parties specifically agree to be bound by the jurisdiction and venue thereof.

In witness thereof, GATSO USA and the Village of Hanover Park have executed this agreement as of the date stated above.

For and on behalf of GATSO USA

For and on behalf of Village of Hanover Park, Illinois

By: signature \_\_\_\_\_

signature  \_\_\_\_\_

Marc G. Hummel  
Village Manager

name and title \_\_\_\_\_

name and title \_\_\_\_\_



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

**FROM:** Juliana Maller, Village Manager  
Rebekah Flakus, Finance Director  
Kay Nees, Assistant Finance Director

**SUBJECT:** Approval of Proposed Purchasing Policy Revisions

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** April 18, 2013 – Board Workshop

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**Executive Summary**

Approval of proposed Purchasing Policy Revisions to allow for participation in the Illinois Cooperative Job Order Contract and other similar joint purchasing programs.

**Discussion**

At the March 21, 2013 Village Board Workshop, staff gave a presentation on the Illinois Cooperative Job Order Contract through the City of Naperville and expressed interest in using the program or similar programs. The Board gave direction to proceed with amending the current Village of Hanover Park Purchasing Policy in order to accommodate any purchasing for construction in conjunction with joint purchasing. The Village's Legal Counsel has revised pages 5 and 6 of the current purchasing policy to include the revised language needed.

**Section 2 a. Exceptions to the General Policy for Vendor Selection** now includes the following language:

***Cooperative Joint Purchasing for Construction***

*Additionally, the Village may participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of supplies, goods, services, and construction with one or more public procurement agencies (United States Government or its agencies, the State of Illinois, any other state, any political subdivision of the State of Illinois) in accordance with agreements entered into by and between the participating public procurement agencies.*

*The Village is also authorized, with any Joint Purchasing under the Exceptions to the General Policy for Vendor Selection, to purchase through such Joint Purchasing, goods for construction (any work or public improvement) and contract with contractors for installation of the good or goods, including laborers, and artisans necessary to perform the*

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_ **Workshop Meeting 4/18/13**

*work. The approval authority for the expense for such contract with contractors shall be subject to the amount limitation and in accordance with B. Approval of Village Purchases.*

This is the necessary addition to the Village's Purchasing Policy required by legal counsel. The revision is highlighted in the attached policy for approval.

**Recommended Action**

Move approval of proposed Purchasing Policy Revisions to Section 2a.

**Attachments:** Village of Hanover Park Purchasing Policy amended 4-18-2013

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

Village of Hanover Park  
Purchasing Policy

April 18, 2013

**PURCHASING POLICY**

**A. Employee Conduct and Code of Ethics**

All Village employees engaged in purchasing and related activities shall comply with all relevant laws, ordinances, policies and established Village procedures. The expenditure of public funds requires the highest degree of public trust to protect the interest of the Village and the residents of Hanover Park. Village employees shall:

1. Ensure that public funds are spent efficiently and effectively and in accordance with laws, regulations, and Village policies and procedures.
2. Ensure that all potential suppliers are provided with adequate and identical information upon which to base their proposal, quotation or bid.
3. Ensure that fair and equal consideration is given to each proposal, quotation or bid received.
4. Never allow purchases for identical or similar goods or services to be intentionally purchased separately in order to circumvent established policies.
5. Follow Village policies relating to conflicts of interest as provided in the Personnel Rules & Regulations manual and Interference with the Bidding Process as attached (Exhibit A). It is Village policy to observe the highest standards of ethics and to shield the employee, the Village and the vendor from any suggestion or appearance of a conflict of interest or violation of law.

**B. Approval of Village Purchases**

All purchases shall require approval of the appropriate persons as described in the guidelines below:

<b><u>Dollar Limit</u></b>	<b><u>Required Approval</u></b>
<b>Under \$1000.00</b>	<b>Division and Department Head</b>
<b>\$1,000.00 - \$10,000.00</b>	<b>Division and Department Head, Finance Director</b>
<b>\$10,000.00 - \$20,000.00</b>	<b>Finance Director, Village Manager</b>
<b>Over \$20,000.00</b>	<b>Village Manager and Village Board</b>

The Division Head, Department Head, Finance Director or Village Manager, may authorize and designate someone else to grant approval in their absence. The Finance

Director or his/her designee is authorized to sign purchase orders for amounts up to \$10,000 for which funds have been budgeted. The Village Manager or his/her designee must sign all other purchase orders and contracts. Contracts over \$20,000 require Village Board Approval, and may then be signed by the Village Manager or his/her designee. In addition, all purchases of computer and computer related equipment must be reviewed by the Chief Information Officer.

The petty cash system may be used for cash purchases under \$50. These funds are NOT to be used to avoid or circumvent normal purchasing procedures of the Village. Supporting documentation must accompany all petty cash vouchers. All petty cash vouchers must bear division and department head approval.

### **C. Vendor Selection Criteria**

#### **1. Price**

Price analysis shall include but not be limited to:

- a. Price quotes
- b. Prior price quotations and contract prices
- c. Prices published in catalogues or price lists
- d. Prices available on the open market
- e. State/Intergovernmental purchasing contracts

#### **2. Lowest Responsible Vendor**

The following factors may also be considered when making vendor selection:

- a. The ability, capacity and skill of the vendor to provide the service or materials required
- b. The ability, capacity or skill to provide the service or materials promptly, or within the time specified
- c. The qualification, experience or efficiency of the goods/services supplied by the vendor
- d. The performance of previous contracts or services
- e. The vendor compliance with the laws and/or ordinances relating to the service or materials
- f. The sufficiency of the financial resources and ability of the vendor to perform the goods/services
- g. The quality, availability and adaptability of the materials or contractual services to the particular use required
- h. The ability of the vendor to provide future maintenance and service
- i. The number and scope of any conditions attached to the proposal, quotation or bid.

### **3. Local Preference in Purchasing**

- a. When securing price quotations, Department Heads shall ensure that qualifying local vendors are solicited. No price preference will be given to local vendors; however, if everything else is equal between two or more possible vendors, the local vendor will be given preference.
- b. Local vendor means any person, firm, partnership, corporation (including franchises or branches) licensed to conduct business within the Village, physically operating within the corporate boundaries of the Village, and subject to Village taxes.

### **4. Non-Discrimination**

The Village of Hanover Park, in an effort to promote non-discrimination, encourages the efforts of contractors and subcontractors in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age or handicap or any other characteristic protected by law that is unrelated to the ability to perform the job. The Village also seeks to promote non-discrimination in its purchasing. In keeping with this policy, Village departments will not discriminate when choosing vendors for pricing information or selecting vendors.

### **5. Interoperable Emergency Response Equipment**

The Village of Hanover Park is a partner in various mutual aid assistance programs and receives grant funds from state and federal governments. A key requirement of these agreements is that mutual aid equipment purchased by the Village must be compatible (i.e., interoperable) with the equipment of other agencies. To that end, the federal government has developed a Standardized Equipment List (SEL) that contains minimum equipment recommendations for emergency response equipment. The SEL promotes interoperability and standardization across the response community at the local, state, and federal levels by offering a standard reference and a common set of terminology. When securing price quotations, department heads shall ensure that interoperable emergency response equipment meets the requirements of the SEL unless waived by the Village Manager.

**D. Vendor Selection Requirements****1. *General Policy for Vendor Selection***

Employees are responsible for obtaining quotes for purchases as outlined below. Verbal quotes must be written on the Purchase Requisition Form prior to submitting the form to the Finance Department. Written quotes must be attached to the Purchase Requisition Form prior to submitting the form to the Finance Department. Requisitions submitted without the required quotes or a satisfactory explanation of why quotes were not obtained, for example, sole source, emergency purchase or standardized vendor, will be returned to the originating department. Employees shall not disclose information, including price, derived from quotes to competing vendors.

<b><u>Dollar Limit</u></b>	<b><u>Requirement</u></b>
<b>Under \$1,000.00</b>	<b>No quote or Purchase Requisition Form is required. Employees are encouraged to seek quotes whenever possible.</b>
<b>\$1,000.00 - \$3,000.00</b>	<b>Three verbal quotes are required. The quotes shall be recorded in the Check Request Form. Purchase Request Form not required.</b>
<b>\$3,000.00 - \$10,000.00</b>	<b>Three written quotes are required. The quotes shall be recorded on the Purchase Requisition Form.</b>
<b>\$10,000.00 - \$20,000.00</b>	<b>A Purchase Requisition is required. These purchases shall be competitively bid unless it falls under the exceptions listed in the purchasing manual.</b>
<b>Over \$20,000.00</b>	<b>A Purchase Requisition Form is required. These purchases shall be competitively bid unless it falls under the exceptions listed in the purchasing manual. Request requires Finance Director, Village Manager &amp; Village Board approval.</b>

Items purchased repeatedly during the fiscal year, for example, top soil, cement, copier paper, office supplies, do not require quotes each time a purchase is made, however, competitive quotes for these items shall be sought at least once each year to ensure that vendors are competitive (See Blanket Purchase Orders).

Items between \$10,000.00 and \$20,000.00 shall be competitively bid and let to the lowest responsible bidder. The Village Manager has the authority to waive the competitive bidding requirement. Items exceeding \$20,000.00 must be competitively bid and let to the lowest responsible bidder pursuant to **Illinois Compiled Statutes, Chapter 65, Paragraph 5/8-9-1.**

Contracts for public improvements (permanent improvement upon real property) owned by the Village exceeding \$10,000 shall be competitively bid and let to the lowest responsible bidder pursuant to Illinois Compiled Statutes, Chapter 65, Paragraph 5/8-9-1. The Village Board may waive the competitive bidding requirement by a 2/3 vote of trustees. The Exceptions to the General Policy for Vendor Selection are exceptions to the bid requirement.

## **2. Exceptions to the General Policy for Vendor Selection:**

### **a. Joint Purchasing**

The Village may purchase supplies, personal property and services through a joint purchase agreement with one or more other governmental units. Such purchases shall be let by competitive bid as provided by the Government Joint Purchasing Act, 30 ILCS 525/1 *et seq.*

#### **State of Illinois**

Village employees are authorized to obtain goods and services using the State of Illinois Joint Purchasing Program. When available through the State program, it is not necessary for Village employees to obtain quotes or to competitively bid the goods or services which are sought. Employees shall be responsible, however, for ensuring that the goods or services are of a quality sufficient to meet the Village's needs and that pricing is competitive.

When making purchases using the State's assigned vendor, employees shall submit a purchase requisition to the Finance Department. The purchase requisition shall include the name of the vendor, the State of Illinois contract number, and the Village's assigned joint purchasing member ID number. This information will be included on the purchase order.

#### **Cooperative Joint Purchasing for Construction**

Additionally, the Village may participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of supplies, goods, services, and construction with one or more public procurement agencies (United States Government or its agencies, the State of Illinois, any other state, any political subdivision of the State of Illinois) in accordance with agreements entered into by and between the participating public procurement agencies.

The Village is also authorized, with any Joint Purchasing under the Exceptions to the General Policy for Vendor Selection, to purchase through such Joint Purchasing, goods for construction (any work or public improvement) and contract with contractors for installation of the good or goods, including laborers, and artisans necessary to perform the work. The approval authority for the expense for such contract with contractors shall be subject to the amount limitation and in accordance with B. Approval of Village Purchases.

### ***Other Joint Purchasing Programs***

Employees are authorized to utilize the following joint purchasing programs when the price of the goods or services is competitive and the quality meets the Village's standards:

Northwest Municipal Conference  
DuPage Mayors and Manager's Conference  
Illinois Municipal League  
Suburban Purchasing Cooperative  
Others in Compliance with Government Joint Purchasing Act  
US Communities

Employees should prepare a purchase requisition form for the purchase per the instructions of the agency utilized.

### ***Other Units of Government***

Employees are permitted to purchase items jointly with other units of government when the price of the goods or services sought is competitive and the quality meets the Village's standards. Prior to initiating the transaction, employees shall seek the written approval of the Finance Director.

All questions regarding joint purchasing opportunities should be directed to the Account Technician II – Accounts Payable, the Assistant Finance Director or the Finance Director.

#### **b. Sole Source Purchases**

Contracts for parts, supplies or equipment that are available only from a single source are referred to as sole source purchases. Sole source purchases may arise from the following circumstances:

- Equipment or services for which there is no comparable competitive product or service, or is available only from one vendor.
- Public utilities.
- A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer.

- An item or service where compatibility or service capability is the overriding consideration, such as computer software or maintenance agreements.
- Supplies for which the Village has developed standards for consistency, for example water meters or computers, that are available from only one vendor.

The requisitioning department should document any attempts to identify alternate suppliers and explain the uniqueness of the product or service on the requisition. It is the responsibility of the requisitioning department to justify the need for any sole source purchase. These items shall not be subject to requirements for seeking competitive quotes or bids. However, any purchases in excess of \$20,000 shall be presented to the Village Board prior to acquisition with a request to approve and waive bid requirements by a 2/3 vote of trustees, if applicable.

### **c. Emergency Purchases Policy**

Emergencies are defined as events that could not have been foreseen where immediate action is necessary. Equipment failure, vehicle breakdown, storm damage and anything jeopardizing public safety and welfare are considered emergencies. In the event of an emergency affecting the public health and safety, the Village Manager or his designee may authorize purchases per Section 2-179 (11) of the Hanover Park Municipal Code to address the emergency.

If the emergency expenditure occurs outside of regular business hours, the department head may authorize expenditures up to \$10,000 to alleviate the possible danger to public health and safety. Whenever possible, the Department Head should notify the Village Manager of the emergency and the need for immediate action prior to incurring the expenditure. Emergency expenditures costing \$10,000.00 to \$20,000.00 will need Village Manager or his/her designee to authorize the expenditure. Should the cost of the immediate action necessary exceed \$20,000, the Village Manager or his/her designee must authorize the expenditure and the Village Board must be notified of the emergency, the necessity for action and provided with an itemized listing of all expenditures promptly.

### **d. Professional Services**

Professional services are exempt from the requirement of prior competitive quotes or bidding when the services require the exercise of professional and significant business judgment to the Village. Professional services include, but are not limited to, doctors, attorneys, engineers, testing services, surveyors, auditors, bond consultants, real estate appraisers, architects, or other professional consultants.

Although not required, the Village as a home rule community may comply with the Local Government Professional Services Selection Act (50 ILCS 510/0.01 *et seq.*) in the selection of architectural, engineering and land surveying services, unless it has an existing satisfactory relationship for such services with one or more firms.

**E. Purchase Orders**

Purchase orders are required for any purchase of goods or services over \$3,000. A check request is used to authorize payment for purchases that do not require a purchase order. A purchase order may be prepared for purchases under \$3,000 if required by the vendor.

**F. Check Requests**

Check request forms are used for purchases of goods and services under \$3,000 or other payments for which the purchase order process is not appropriate, for example, payroll withholding payments, bond principal and interest payments, utilities, professional services, employee reimbursements, and employee training. Check requests may also be used for construction contracts, provided the request includes the board approved contract cost, the amount paid-to-date, the amount requested and the total.

**G. Blanket Purchase Orders**

When, in the ordinary course of Village business, no single purchase of, or individual contract for a specific type of supply, material or service from a particular vendor by a department exceeds \$3,000 but is less than \$10,000, but the total dollar value of all anticipated purchases and/or contracts for a specific type of supply, material, or service during the Village's fiscal year does exceed said amount, a Blanket Purchase Requisition shall be prepared for the vendor and submitted to the Finance Department. The use of a blanket purchase order for these situations is required to streamline the purchasing process and ensure that competitive quotes are obtained. The required Village procedures for soliciting quotes or requiring bids or a request for proposal should be followed based on the amount of the blanket purchase requisition. Blanket Purchase Requisitions for cumulative payments to a vendor exceeding \$20,000 during one fiscal year require Village Board approval prior to the issuance of a Blanket Purchase Order. Blanket Purchase Requisitions should be submitted to the Village Board after the approval of the fiscal year's budget or if before, should clearly indicate that they are being approved pending the approval of the budget. All blanket purchase orders expire at the end of the fiscal year; therefore, a new requisition needs to be prepared each fiscal year.

Blanket purchase requisitions may also be prepared for vendors with which the Village has an account in an effort to simplify the processing of charge transactions. All charge transactions must be approved by the Department Head. These vendors may be used for daily operating supplies. The Village Procurement Card accounts should not be used to circumvent normal purchasing procedures. A purchase requisition is required for any purchase of an individual item over \$3,000. In addition, individual charge items purchases over \$3,000.00 will require vendor quotations as specified in the *Vendor Selection Requirements* section of this policy.

Encumbrances are not generated by the computer system when a blanket purchase order is prepared, expenditures are charged to the account when the payment is processed. Department Heads should ensure that adequate funds are available in an account to process blanket purchase order transactions throughout the fiscal year.

#### **H. Purchases for which Funds, or Sufficient Funds, have not been Budgeted**

All purchases under \$10,000 for which funds, or sufficient funds, have not been appropriated in the budget for the fiscal year require Village Manager approval prior to the issuance of a purchase order or check. The expenditure should be taken from the appropriate account based on the nature of the expenditure. The requisitioning department head should advise the Village Manager which account within the department has excess funds available to accommodate the purchase. The Village Manager has the authority to revise the budget within any fund (Hanover Park Municipal Code, Section 94-6), however, funds should be available within the requisitioning department's budget for the expenditure. The Village Manager may authorize a budget transfer to facilitate the expenditure, or authorize the over expenditure of a particular account if funds are available elsewhere in the department's budget.

Unbudgeted purchases over \$20,000 require Village Board approval. The request submitted to the board for approval should include the authorization to increase the budget if necessary. No revision to the annual budget shall be made increasing the budget in the event monies are not available to do so.

**VILLAGE OF HANOVER PARK**

**PURCHASING POLICY**

**APPROVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES THIS  
JANUARY 10, 2013**

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**RODNEY S. CRAIG,  
VILLAGE PRESIDENT**

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**EIRA L. CORRAL,  
VILLAGE CLERK**



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager  
Howard A. Killian, Director of Public Works

SUBJECT: Village Bicycle Route Plan

**ACTION**

REQUESTED:  Approval  Concurrence  Discussion  Information

MEETING DATE: April 18, 2014 – Board Workshop

**Executive Summary**

Staff has prepared an update to the Village Bicycle Route Plan, a copy of which is attached. While this map does not provide specific locations of proposed bicycle routes, it does provide a general corridor that will be investigated in more detail in the future. This document will also provide staff direction in pursuing future project priorities and funding opportunities.

**Discussion**

On the map, existing Village paths are shown in green, with future routes identified by a blue dashed line. The corridors are as follows:

- Barrington Road – North South
- Irving Park Road – East West
- Lake Street – East of Ontarioville
- Ontarioville/Devon
- County Farm Road – North South
- Schick Road – East West
- Gary Avenue – North South
- Central Road
- Along West Branch of DuPage River
- Several Internal Neighborhood Routes

It is envisioned that these paths would be free standing where possible, but along the roadway if needed.

**Recommended Action**

No action required. Staff will be available to answer questions regarding the plan.

Attachments: Bicycle Route Plan

Agreement Name: \_\_\_\_\_

Executed By: \_\_\_\_\_

### HANOVER PARK BIKE PATHS

- HANOVER PARK EXISTING ———
- HANOVER PARK FUTURE - - - - -
- BIKE ROUTES (ON STREET) - · - · - ·
- OTHER COMMUNITY EXIST. ———
- OTHER COMMUNITY FUTURE · · · · ·

