

VILLAGE OF HANOVER PARK
PUBLIC NOTICE

Public notice is hereby given pursuant to the Open Meetings Act - Illinois Compiled Statutes, Chapter 5, Act 120, Section 1.01 (5 ILCS 120/1.01 et seq.) that the

BOARD OF TRUSTEES
(Name of public body)

shall hold a special workshop at

Municipal Complex, 2121 W. Lake St., Hanover Park, IL, Room 214 on
(Location)

Thursday, August 20, 2009 at 6:00 P.M.
(Date)

(Time)

AGENDA

- I. Call to Order
- II. Roll Call
- III. Agenda Item Review
- IV. Warrant Questions
- V. Consensus on Consent Agenda
- VI. Discussion Topics
 - a. Proposed FY 2011 Budget Schedule
 - b. Multi-Unit Rental Residential License Program
 - c. Lake Street Ditch
- VII. Staff Updates
- VIII. Adjournment

August 14, 2009



Eira L. Corral, Village Clerk

**ENGINEERING DEPARTMENT
INTEROFFICE MEMO**

DATE: August 11, 2009
TO: Village President and Board of Trustees
FROM: William Beckman, Village Engineer *WB*
SUBJECT: Lake Street Ditch

Staff has recently discovered a problem with the Village's storm sewer system which drains the section of town north of Lake Street and west of Center Avenue. Attached is a copy of a storm sewer map depicting this section of the Village. As highlighted in yellow on the attached map the storm sewer system in question drains from the depressional area south of Sycamore in a southwesterly direction and discharges into a ditch on the south side of Lake Street across from the Glendale Terrace apartments. Over the years this ditch has silted in to the point where it no longer functions properly as an outfall which reduces the capacity of the entire upstream storm sewer system. As a result the section of the Village tributary to this storm sewer system has taken longer to drain after the last two rainfall events.

Therefore we are requesting approval to solicit written quotes from contractors to reestablish approximately 800' of ditch on the south side of Lake Street and based on the lowest quote proceed immediately with the work. We anticipate an expense of \$15,000-\$20,000 to complete the ditch work. Although this is an unbudgeted expense, we are proposing to fund this in the sewer and water fund which will have adequate reserves due to the reassignment of expenses from that fund to the TIF2 fund.

It

VIAN CONSTRUCTION CO., INC.

SEWER AND WATER CONTRACTOR

1041 MARTHA STREET • ELK GROVE VILLAGE, IL 60007

TELEPHONE: (847) 364-5369 • FAX: (847) 364-5371

AUGUST 11, 2009

PROPOSAL TO:

WILLIAM BECKMAN
VILLAGE OF HANOVER PARK
2121 WEST LAKE STREET
HANOVER PARK, IL 60133

RE: 2009 WATER IMPROVEMENTS

VIAN CONSTRUCTION CO., PROPOSES TO FURNISH LABOR, MATERIAL AND EQUIPMENT TO PERFORM THE FOLLOWING:

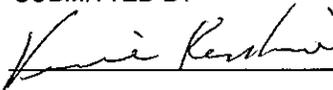
AT THE EAST CORNER OF LAKE STREET AND NORTH AVE.

RESHAPE 800 LF OF DITCH DRAINAGE.

ALL ACCESS MATERIAL TO REMAIN ON THE JOB SITE.

TOTAL LUMP SUM AMOUNT \$ 14,000.00 + \$6000 for silt fence = \$20000⁰⁰

SUBMITTED BY



ACCEPTED BY

VIAN CONSTRUCTION CO., INC.

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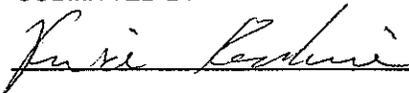
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ACCEPTED BY

HANOVER PARK POLICE DEPARTMENT

INTER OFFICE MEMORANDUM

To: Interim Chief, David Webb
Interim Village Manager, Ronald Moser

From: Mark Gatz, Deputy Chief of Police

Date: 080709

Subject: Multi-Unit Residential Licensing Fees

As the time for the initial contact with landlords of the multi-unit rental residential properties in HP approaches, I want to remind you of recent revisions in the village ordinance that affect the licensing fees levied on the landlords. The major points of this issue are outlined below.

The multi-unit inspection period runs each year from November through April of the following year.

The rental residential licensing fees are covered in village ordinance, Section 82-10.

- The fees assessed prior to the ordinance revision were \$50 per dwelling unit (apartment) and \$50 for every failed second inspection and every subsequent inspection.
- The revised ordinance that was passed on 8/21/08 provides for \$75 for each dwelling unit of a multi-unit building and \$75 for every failed second inspection and every subsequent inspection.

This new fee schedule constitutes a 50% increase in fees over the previous ordinance. Several reasons were cited for justifying the increase in the fees from \$50 to \$75 during extensive discussions with the previous village administrative staff. They include:

- The increase in staff costs associated with the processing of the licenses and the inspection process.
- Increase in fuel costs
- The lack of fee increases during the previous six years.

These new fees were implemented last season, therefore, the building owners now pay \$75 per unit.

An equally important revision, is the issue of "compliance incentives". When certain rates of compliance were met, the previous ordinance Section 82-10 (c) contained provisions for:

- a waiver of the next year's fees and a two year licensing period , or
- a 50% reduction in fees and 30% of the dwelling units subject to inspection.

The elimination of the waivers will make it simpler to administer the program and project revenue. Village staff will no longer need to maintain a secondary computer database to track the waivers to determine:

- Who has a waiver for a particular year,
- When the building is due for inspection (whether the license is valid for one year or two)
- How many units are due for inspection (all the units or 30%)
- What dwelling units will be inspected when only 30% of the building is inspected
- How many total units will be inspected during the next budget year, when the current year initial inspections have not been conducted and therefore the number of waivers for the upcoming budget year is not known.

Additionally, elimination of the inspection waivers will reduce the potential for a dwelling unit to fall out of compliance as a result of being inspected every two years instead of annually.

The upcoming season (Nov 2009 to April 2010) is the last season earned compliance incentives will be honored. Starting in the 2010-2011 season, there will be no compliance incentives. The license application letters that are mailed to the building owners will include language this season indicating that the waiver provisions have been eliminated in the ordinance for the next season (2010-2011)

In order to accurately illustrate the savings to the building owners realized from the waivers, a two year period must be used to compare these costs. The chart below compares the 2 year cost for a typical 12 unit apartment building, using the provisions in effect during each of the following years:

- the old ordinance (2007-2008)
- Revised ordinance imposing new fees with incentives still in place (2009-2010)
- Revised ordinance imposing new fees with no incentives in place (2010-2011)

2 YEAR INSPECTION COSTS FOR A TYPICAL 12 UNIT APARTMENT BUILDING

Year	No Waiver		2 Year License		50% Fee Waiver	
2007-2008	\$1200		\$600		\$900	
2009-2010	\$1800		\$900		\$1350	
1 st Year Increase	\$600	50%	\$300	50%	\$450	50%
2010-2011	\$1800		\$1800		\$1800	
Increase From Prev. Year	\$0	0%	\$900	100%	\$450	33%
2 year Increase	\$600	50%	\$1200	300%	\$900	100%

An additional issue that should be noted is the increase in work for the Code Enforcement Unit. Where in the past, some of the buildings were not inspected at all or only 30% were inspected during the second licensed year; each and every multi-unit rental residential dwelling unit will need to be inspected every year starting in 2010-2011.

To accurately assess the impact on the Code Enforcement Unit, it is necessary to view the multi-unit inspection numbers in the entirety.

- The village currently has 101 multi-unit buildings with a total of 1164 units
- There are 540 total units scheduled to be inspected in 2009-2010.

The requirement to inspect all of the 1164 units will increase the multi-unit inspection workload of the Code Enforcement Unit by 115% (624 units). This increase in workload will be accommodated by reprioritizing other assigned Code Enforcement duties during the multi-unit inspection season.

I am reminding you of these issues because I anticipate that the apartment building owners may contact the village elected officials to protest this increase in fees when they receive their application letters. The elected officials will be better prepared to respond to these owners when they are aware of exactly what has changed and how it impacts the building owners.

Pc: CE Supv Hamill

Proposed Fiscal Year 2011 Budget Schedule

September – Preliminary revenue numbers prepared by Finance.

October – Meet with the Board to go over Village Goals and Objectives for the budget year. First Board Workshop in October, resident input; Second Board Workshop, Board input.

1st week of November - First Board Workshop in November, Department Head input.

2nd week of November – Budget instruction manual, forms and schedule distributed to departments.

1st week of December – Preliminary capital projects meetings with department heads to go over projects they have planned and match to Board goals.

2nd week of December – Fleet Services submits planned vehicle replacements and updated vehicle replacement plan.

1st week of January – Departments submit budgets; Finance enters salary and insurance (all personal services) for all departments.

2nd week of January – Review all budget and project requests with department heads (this should be short meetings to go through department budget and projects).

3rd week of January – Department heads resubmit budget with changes made by Manager; Finance revises revenue numbers, if needed, based on new information/actual results.

February – Meetings with Board/Finance Committee to go through budget.

March – Compilation of budget by Finance.

April – Budget approved at Board meeting.