



# 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, January 9, 2014  
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. Kronos Telestaff Time and Attendance Software
  - b. Hanover Square RFP
  - c. Hanover Square – Work Authorization for Architectural Drawings Related to Façade Upgrade
5. STAFF UPDATES
6. NEW BUSINESS
7. ADJOURNMENT



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

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

**SUBJECT:** Kronos Telestaff Time and Attendance System

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** January 9, 2014 – Board Workshop

**Executive Summary**

The Village continues to streamline processes in order to reduce paper consumption, as well as consolidate disparate systems. Recently, the Village completed the implementation of a computer-based time and attendance software system (Kronos Workforce Central) for all departments except for Police and Fire (public safety). The Village is recommending implementing a similar system (Kronos Workforce Telestaff) for Public Safety.

**Discussion**

Kronos Telestaff works in connection with Kronos Workforce Central and will allow for the entire Village to move to an integrated computer based time and attendance system. This system will also integrate into our recently purchased Enterprise Resource Planning (ERP) system and continue to minimize reliance on paper. The primary difference between this system for public safety and the system all other departments are using is in the departments' scheduling needs. This requirement made it necessary for the Village to select a product that was not only compatible with current technology, but could also integrate seamlessly into the new ERP system. Kronos Telestaff converts the paper process into a completely automated computer based process and was designed specifically for public safety. The capabilities of this system also allows public safety to define rules based on clearly defined terms set in union contracts, as well as labor laws. All departments can fully reap the benefits of timekeeping, scheduling, absence management, and payroll integration. This equates to reduced labor costs, minimized compliance risk, and improved workforce productivity for the whole organization.

This item has been placed on the January 9<sup>th</sup> regular Board meeting agenda for approval.

**Recommended Action**

Move to approve the proposal from Kronos in an amount not to exceed \$46,810 and authorize the Village Manager to execute the necessary documents.

**Attachments:** Telestaff Proposal

Agreement Name: Proposal

Executed By: Village Manager

<b>Budgeted Item:</b>	<u> X </u> Yes	<u>   </u> No
<b>Budgeted Amount:</b>	\$46,810	
<b>Actual Cost:</b>	\$46,810	
<b>Account Number:</b>	31-0000-466-13.31	

Workshop Meeting 1/9/14



**Estimated Solution Investment Summary**  
 Pricing in US Currency  
 New Solution Proposal

TeleStaff Solutions Group  
 50 Corporate Park, Irvine, CA 92606  
 Telephone: 1-800-850-7374

Date Created: **December 23, 2013**  
 Expiration Date:

**Estimate Prepared For:** Village of Hanover Park WFTS Deployment      **Sales Representative:** Christopher Mickell / Ned Pajevic  
 Inside Sales Rep  
 Order Type:  
**Contact Info:**      **Customer SID#:**  
 Name: Daniel McGhinnis  
 Phone: dmcghinnis@hpl.org  
 Email:      0

Product Description	License Capacity / Billing Role	Unit Price	Investment	Maintenance
<b>Workforce TeleStaff Software Components</b>				
Workforce TeleStaff Licensed Users*	150	\$ 135	\$ 20,250	
Global Access Users (New Customers)*	150	\$ 25	\$ 3,750	
Global Access (Migration)	0	\$ 25	\$ -	
Contact Manager*	Y	\$ 15	\$ 2,250	
Institution Focus*	Y	\$ 20	\$ 3,000	
Gateway Manager	0	\$ 5,000	\$ -	
<b>TeleStaff 2.9 Software Components</b>				
TeleStaff Licensed Users*	0	\$ 140	\$ -	
Auctions	0	\$ 50	\$ -	
Institution Focus*	N	\$ 20	\$ -	
Gateway Manager*	0	\$ 5,000	\$ -	
Customer Hosted Web Access	0	\$ 50	\$ -	
Reporting System	0	\$ 5,000	\$ -	
Other	0	\$ -	\$ -	
Discount			\$ (18,150)	
<b>Total Investment for Software Solution</b>			<b>\$ 11,100</b>	<b>\$ 2,775</b>

3rd Party Components	Units			
Sybase License (Base Server License)	0	\$ 125	\$ -	\$ -
Sybase License (Concurrent License)	0	\$ 125	\$ -	\$ -
Sybase License (Unlimited License)	0	\$ 2,500	\$ -	\$ -
Dongle 4 Port	0	\$ 900	\$ -	\$ -
Dongle 8 Port	0	\$ 1,500	\$ -	\$ -
Dongle 12 Port	0	\$ 2,100	\$ -	\$ -
<b>3rd Party Total</b>			<b>\$ -</b>	<b>\$ -</b>

Professional Services	Hours			
Deployment Services	168	\$ 145	\$ 24,360	Estimate
<b>Deployment Services Total</b>			<b>\$ 24,360</b>	

Technical Services	Hours			
Technical Services	Fixed per SOW		\$ 1,600	Fixed Fee
<b>Technical Services Total</b>			<b>\$ 1,600</b>	

Solution Development	Hours			
Custom Services	0	\$ 215	\$ -	Estimate
<b>Solution Development Total</b>			<b>\$ -</b>	

Auctions Configuration	Hours			
Vacation	0	\$ 150	\$ -	Estimate
Position/Shift	0	\$ 150	\$ -	Estimate
Roster/Workcode/OT/Special Event	0	\$ 150	\$ -	Estimate
Assignment Builder	0	\$ 150	\$ -	Estimate
<b>Auctions Configuration Total</b>			<b>\$ -</b>	

Other Professional Services	Hours			
Phase 2 - Advanced Configuration	28	\$ 150	\$ 4,200	Estimate
MS SQL Server Migration Services			\$ -	
<b>Other Professional Services Total</b>			<b>\$ 4,200</b>	

Subscription Services	Hours			
Hosted Web Access			\$ -	
<b>Subscription Services Total</b>			<b>\$ -</b>	

Investment Summary	
TeleStaff Software =	\$ 11,100
3rd Party Components =	\$ -
Annual Maintenance Cost =	\$ 2,775
Deployment Services =	\$ 24,360
Technical Services =	\$ 1,600
Auctions Configuration =	\$ -
Solution Development =	\$ -
<b>Total Initial Solution Cost =</b>	<b>\$ 39,835</b>
Subscription Services =	\$ -
Annual Maintenance =	\$ 2,775
<b>Annual Recurring Costs =</b>	<b>\$ 2,775</b>
<i>Billed annually in advance beginning on 1st renewal of maintenance date</i>	
Advanced Configuration Services =	\$ 4,200
MS SQL Migration Services =	\$ -
<i>Estimated fees for budgetary purposes</i>	



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

**FROM:** Juliana Maller, Village Manager  
Shubhra Govind, Director of Community & Economic Development

**SUBJECT:** Hanover Square - RFP

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** January 9, 2014 – Board Workshop

**Executive Summary**

Staff has prepared a Request for Qualification/Proposal for the sale and redevelopment of the Hanover Square property. The next step to issuing the RFQ/RFP is to send it to a list of developers, brokers, realtors and other interested parties, in addition to publishing it in the newspaper, and posting the document on both the Village website, as well as Choose DuPage's and the Urban Land Institute's (ULI) website for greater visibility.

**Discussion**

Following the Board's direction on December 5, 2013, staff has prepared the RFQ/RFP document to solicit interest in the sale of the Hanover Square property. The approach to the document takes several considerations into account, including:

- The Village would like to ensure that the redevelopment of the property is consistent with the long term goals of the Village Center and TIF #3 objectives, and provides public benefit.
- The property is to be sold to the private sector.
- Several criteria will be used for evaluation in determining who the property should be sold to.
- The Village would like to ensure redevelopment/significant improvement of the property and as such, will evaluate the financial capabilities of a potential buyer in addition to the proposed redevelopment plan.

In order to provide comprehensive information to potential buyers who may not be local, the RFQ/RFP document provides information about the site, the Village Center/TOD plan, the region and the redevelopment goals and objectives. The evaluation criteria for the proposals has been identified up front, in order to enable review in light of the Village's expectations.

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

Executed By: \_\_\_\_\_ Workshop Meeting 1/9/14

To ensure that the buyer/developer has the experience and the financial wherewithal, the RFP also requests relevant information and needs to provide adequate time to responders to not only pull the information together but also provide the Village a concept plan illustrating their vision for redevelopment.

Following is an outline of the RFQ/RFP document:

### **SECTION I: RFP PURPOSE**

- A. Introduction and Overview
- B. The Hanover Square Site
- C. Planning Process to Date (history and background)
- D. Objectives for the site
- E. Redevelopment Goals
- F. Village Center/TOD / TIF3 Data

### **SECTION II: COMMUNITY INFORMATION**

- A. Demographics
- B. Village and Regional Amenities

### **SECTION III: RFP SUBMISSION INFORMATION**

- A. Submission Details
- B. Evaluation Criteria
- C. Proposal Submittal Requirements
- D. Proposal Review and Selection Process
- E. RFP Inquiries and Site Visit
- F. Timeline

- Attachments will include documents/flyers prepared for Hanover Square, the Village in general, and the Village Center Plan.
- Also included is a Cover Sheet for the responders

Based on feedback from our property managers and brokers, the following schedule for the process is proposed:

Issue RFP	Jan. 17, 2014
Q&A and tour of property	Mid-February
Deadline for submission	March 14 (allows 8 weeks for response)
Review/Evaluate proposals	March/April 2014
Update Board	April

### **Recommended Action**

Review the RFQ/RFP and authorize staff to distribute.

**Attachments:** RFQ/RFP document (sent under separate cover)

<b>Budgeted Item:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Budgeted Amount:</b>	\$ N/A	
<b>Actual Cost:</b>	N/A	
<b>Account Number:</b>	033-0000-465-13.21	



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

**FROM:** Juliana Maller, Village Manager  
Shubhra Govind, Director of Community & Economic Development  
Howard Killian, Director of Public Works

**SUBJECT:** Hanover Square – Work Authorization for Architectural Drawings Related to Façade Upgrade

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** January 9, 2014 – Board Workshop

**Executive Summary**

The next step towards constructing a façade upgrade to Hanover Square is to give the Construction Managers authorization to proceed with the engineering, structural and architectural drawings for the façade upgrade. The original contract in the amount of \$250,000 included such work, and there are adequate funds remaining in the contract for this work. Staff requests the Board authorize the Village Manager to sign the Work Authorization under the original contract.

**Discussion**

In January of 2013, the Board approved a contract with Innovative Construction Solution, Inc. of Brookfield, Wisconsin in an amount not to exceed \$250,000 for Construction Manager Services for the Hanover Square Shopping Center.

The contract was to oversee both the white box build outs and possible major projects, such as the façade or parking lot improvements. The agreed upon process was:

1. The Construction Manager, working with the Village and the Management Company, develops a scope of work and proposed cost estimate of build out.
2. After cost estimate is agreed upon, the Construction Manager will proceed with obtaining competitive pricing for all work to be completed. A guaranteed maximum price contract, falling under the provisions of the main contract, is reviewed by the Village and Management Company.
3. If acceptable, the Village Manager authorizes the Construction Manager to proceed with the build out.
4. All trades, including the architect, will work directly for the Construction Manager.

Agreement Name: Work Authorization

Executed By: Village Manager

Workshop Meeting 1/9/14

5. Construction Manager, for their services, is to be paid 5 percent for overhead and 4 percent for profit.

As mentioned before, the original contract covered up to \$250,000 worth of work. At this time, the Village has spent \$44,197.20 of this amount. The authorization for proceeding with the architectural and engineering drawings related to the façade design can be provided under the original contract. As such, this is a request for Work Authorization.

An amount of \$51,426 was estimated for construction management in the staff memo for the Return on Investment analysis discussion of December 5, 2013. Attached please see a Work Authorization request in the amount of \$46,456.73 for the structural, electrical and architectural drawings related to the façade upgrade.

### **Recommended Action**

Move to Authorize the Village Manager to sign the Work Authorization for the Construction Managers to prepare the structural, electrical and architectural drawings for the Façade Upgrade, under the original contract.

**Attachments:** Work Authorization Request

<b>Budgeted Item:</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Budgeted Amount:</b>	\$0	
<b>Actual Cost:</b>	\$46,456.73	
<b>Account Number:</b>	033-000-465-13.21	

