**Village of Hanover Park**

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

630-372-4200
Fax 630-372-4215

Rodney S. Craig
Village President

Eira L. Corral
Village Clerk

Hanover Park

# VILLAGE BOARD WORKSHOP MEETING

March 4, 2010
6:00 P.M.
Village Hall, Council Chambers: Room 214

## AGENDA

I. Call to Order
II. Roll Call
III. Review Warrants
IV. Agenda Item Review
V. Consensus to the Consent Agenda
VI. Discussion Topics
   a. Liquor License for Hanover Park Park District
   b. Pension Fairness for Illinois Communities Coalition
   c. Metra Station Platform
   d. Budget Discussion: Police Building Payment Plan
   e. Budget Discussion: FY 2011 Early Purchases of Materials and Supplies
VII. Staff Updates
VIII. Adjournment

# BOARD WORKSHOP

**March 4, 2010**

**DATE:** February 24, 2010

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

**FROM:** Ronald A. Moser, Village Manager
Howard A. Killian, Director of Public Works

**SUBJECT:** Metra Station Platform

The Village received a telephone call from our Metra contact regarding the upcoming reconstruction of the platform at the Metra Station. Metra currently has plans to reconstruct the platform and replace it with asphalt, which is what is currently there. The Village may have an option to upgrade the surface to either brick pavers or concrete, with the additional expense being the Village's. This is located in a TIF District, whose funds can be used to pay for this improvement.

Prior to requesting from Metra what the additional expense would be, staff would like to obtain direction from the Board. Our options are as follows:

1. Let Metra replace with asphalt.
2. Request Metra to install concrete.
3. Request Metra to install brick pavers.
4. Only install concrete or pavers adjacent to the Station.

ck

# VILLAGE MANAGER
# INTEROFFICE MEMORANDUM

**DATE:** February 25, 2010

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

**FROM:** Ron Moser, Village Manager

**SUBJECT:** **Police Building Payment Plan**

At the Board Workshop of March 4, 2010, staff will discuss the methodology for paying for the new police facility. Attached is a list of potential funding sources to be used.

Staff will speak to this in greater detail at the Workshop and will seek direction as to how the Board would like to proceed.

RM/smk

Attachment

Police Building Funding Sources:

| | |
|---|---|
| General Obligation Bonds (BAB) | $16,000,000 |
| Municipal Building Fund | 1,047,455 |
| Genera l Fund | 600,000 |
| Capital Projects Fund Reserve | 1,500,000 |
| Total: | 19,147,455 |

# VILLAGE MANAGER
# INTEROFFICE MEMORANDUM

**DATE:** February 25, 2010

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

**FROM:** Ron Moser, Village Manager

**SUBJECT:** **Pre-Purchasing of Materials & Supplies**

Our preliminary review of the budget estimates that revenues will exceed expenditures in the current Fiscal Year. To reduce next year's budget which may then allow for increased police staffing, staff is recommending the immediate purchase of materials and supplies that would otherwise have been budgeted in the next fiscal year.

Attached are memos from the Police Department, Fire Department and Public Works describing the items recommended for immediate purchase in each department. This topic will be discussed in greater detail at the Board Workshop of March 4, 2010.

RM/smk

Attachments

# HANOVER PARK POLICE DEPARTMENT

# ADMINISTRATIVE MEMORANDUM

TO: Village Manager Ron Moser

FROM: David Webb, Chief of Police DW

DATE: February 19, 2010

SUBJECT: FY11 Advance Purchases

#10-016A

Below are listed items that could be purchased or paid in FY10 rather than FY11 if the FY10 Budget allows.

| | | |
|---|---|---|
| 0810-421.02-13 | CALEA Annual Fee | $ 4,696 |
| 0810-421.02-27 | Shredder | 1,500 |
| 0810-421.03-71 | NEMRT | 360 |
| 0810-421.03-71 | IACP Conference | 750 |
| 0810-421.03-71 | Northwestern Staff & Command | 4,000 |
| 0820-421.02-13 | NIPAS Annual Fee | 805 |
| 0820-421.02-13 | Helicopter Air Support | 1,000 |
| 0820-421.02-25 | Ammunition | 5,000 |
| 0820-421.02-27 | OC Live | 700 |
| 0820-421.02-27 | OC Cases & Inert Trainers | 300 |
| 0820-421.02-27 | Ear Muffs & Shooting Glasses | 100 |
| 0820-421.02-27 | Armor supplies | 100 |
| 0820-421.02-27 | AR15 Magazine Holders | 100 |
| 0820-421.02-27 | AR 15 Magazines | 200 |
| 0820-421.02-27 | Glock Handguns for New Officers | 1,000 |
| 0820-421.02-27 | Glock Magazines | 175 |
| 0820-421.02-27 | Patrol Rifles | 750 |
| 0820-421.02-27 | Ballistic Shields | 750 |
| 0820-421.02-34 | Lidar | 1,500 |
| 0820-421.02-34 | Traffic Safety Wands | 476 |
| 0820-421.02-34 | HT1000 Police Radios | 1,000 |
| 0820-421.02-34 | Digital Cameras | 500 |
| 0830-421.02-13 | DuPage Childrens Center | 3,750 |
| 0830-421.02-13 | Childrens Advocacy | 4,000 |
| 0830-421.02-13 | MCAT Membership Fee | 3,500 |
| 0830-421.02-13 | DuPage Major Crimes Task Force | 500 |
| 0830-421.02-34 | GPS Units | 400 |
| 0830-421.02-34 | Surveillance Equipment/Night Vision | 2,000 |
| 0840-421.02-27 | Crime Prevention Supplies | 1,000 |
| 0850-421.02-27 | Three Gross Fusies | 920 |
| 0870-421.02-34 | Lasers and Thermometers | 250 |
| | TOTAL | $42,082 |

Copy: DC Gatz, DC Cortese, Lt. Menough

# HANOVER PARK FIRE DEPARTMENT
# INTEROFFICE MEMORANDUM

**DATE:** **February 17, 2010**

**TO:** Ron Moser, Village Manager

**FROM:** Craig A. Haigh, Fire Chief

**SUBJECT:** **Proposed Fiscal Year 2011 Early Purchases**

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Based on a review of planned expenditures for the upcoming fiscal year, department leadership proposes that the following purchases can be made prior to the start of the fiscal year thereby reducing the overall budget by $27,528.

| Account | Itemized Listing | Expense |
|---|---|---|
| 001-0720-420.01-13 Membership / Subscriptions | MABAS Dues: Division II | $4,000 |
| | MABAS Corporate | $275 |
| | MABAS Dues: Division XII | $1,500 |
| | International Association of Fire Chief (5) | $1,000 |
| | Fire Engineering Magazine | $110 |
| | | **$6,885** |
| 001-0720-420.01-14 Books/ Publications / Maps | NFPA 13 | $70 |
| | NFPA 72 | $113 |
| | NFPA 17A | $29 |
| | | **$212** |
| 001-0720-420.02-23 Communication Parts | Portable Radio Batteries | $500 |
| | Pager Batteries | $200 |
| | | **$700** |
| 001-0720-420.02-27 Materials and Supplies | Sidewalk Salt | $1,000 |
| | Replace (3) | $700 |
| | Replacement LP 12 Cables | $650 |
| | SP O2 Cables | $650 |
| | | **$3,000** |

| Account | Itemized Listing | Expense |
|---|---|---|
| 001-0720-420.02-28 Cleaning Supplies | Turn out gear cleaner | $265 |
| | SCBA Facepiece Cleaner | $295 |
| | Fire Hose | $1,500 |
| | Saw Blades and Chains | $900 |
| | | **$2,960** |
| 001-0720-420.02-31 Uniforms | Stocked t-shirts and turtlenecks | $2,500 |
| | Shoe Allowance (IAFF) | $3,000 |
| | Job Shirts | $750 |
| | | **$6,250** |
| 001-0720-420.02-33 Safety and Protective | Firefighter Gloves | $600 |
| | | **$600** |
| 001-0720-420.03-78 Rehab Supplies | Kore Kooling Chair Arm Sleeves | $66 |
| | Bottled Water | $620 |
| | Automatic Blood Pressure Cuff | $700 |
| | Gatorade | $100 |
| | | **$1,486** |
| 001-0720-420.03-91 Special Events | Childs Bunker Gear | $320 |
| | Plastic helmets | $1,780 |
| | Coloring Books | $2,250 |
| | Badges | $275 |
| | Pencils | $810 |
| | | **$5,435** |
| **Total Proposed** | | **$27,528** |

cc: Kenneth D. Zaccard, Assistant Fire Chief

**INTEROFFICE MEMO**
**PUBLIC WORKS DEPARTMENT**

**DATE:** February 22, 2010

**TO:** Ronald A. Moser, Village Manager

**FROM:** Howard A. Killian, Director of Public Works

**SUBJECT:** FY11 Budget

Following our discussion on Wednesday, February 17, we are suggesting the following changes to the FY11 Budget.

| | | |
|---|---|---|
| 0620 | Purchase $15,000 worth of sign materials prior to May 1. | |
| 0630 | Reduce Bloomingdale Township Mosquito spraying to $2,297. | |
| 0640 | Purchase the following prior to May 1. | |
| | Holiday Lights | $ 3,000 |
| | Flags | 2,000 |
| | Miscellaneous Cleaning Supplies | 3,000 |
| | Vacuum Cleaner | 1,200 |
| 0650 | Purchase the following prior to May 1. | |
| | 06-22 Tires and Miscellaneous | $ 7,000 |
| | 02-27 | 1,000 |
| | 02-29 | 2,000 |
| | Remove Drive Cam | $22,000 Savings |

We are suggesting these changes with the understanding that the FY12 Budget will be considered with these amounts included back in our budget, minus the Drive Cam funding.

ck