

**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 WORKSHOP MEETING**

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

**Thursday, February 2, 2012**  
**6:00 p.m.**

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. AGENDA ITEM REVIEW**
- 4. BOARD MEMBER CONCERNS**
- 5. DISCUSSION TOPICS**
- 6. STAFF UPDATES**
  - a. Water and Sewer Rates**
  - b. Budget Update**
  - c. National League of Cities Residential Sewer Insurance Program**
  - d. Redevelopment Agreement – Dino’s**
  - e. Crime Rate Report**
  - f. Police Department – Vending Machines**
- 7. ADJOURNMENT**



TO: Village President and Board of Trustees

FROM: Ron Moser, Village Manager
Rebekah Young, Finance Director
Kay Nees, Assistant Finance Director
Howard Killian, Director of Public Works

SUBJECT: Water and Sewer Fund Rates

MEETING DATE: Board Workshop - February 2, 2012

Executive Summary

Due to the increases in water rates by the City of Chicago of 25% in 2012, 15% in 2013, 15% in 2014 and 15% in 2015, the Finance Department undertook an analysis of the past and projected performance of the Water and Sewer Fund in order to determine a Village water rate that will allow the Water and Sewer Fund to pay for its day-to-day operations and cover the costs of required capital improvement.

Discussion

In recent years, the Village's Water and Sewer Fund has been incurring annual losses of around \$550,000 to \$650,000. These annual losses have been increasing steadily. As such, the Village cannot continue to absorb increases in water rates without passing it along to the residents.

In reviewing the attached scenarios, the Finance Department believes that the best option would be to abolish the minimum balance and replace it with a \$25 dollar bi-monthly fee. This would allow the Water and Sewer Fund to begin replacing its previous losses by fiscal

Agreement Name: Workshop Meeting 2/2/12

Executed By: Page 2

year 2014. It would also mean that people who have lower water usage will no longer be charged the same amount as heavier users while assuring that they still pay enough to cover the fixed costs associated with having a water and sewer account. Replacing the minimum balance with a flat fee would also put us more in line with how other area Village's charge their residents for Water. It will however, mean that people who use 14 to 16 thousand gallons of water bi-monthly will experience a larger increase in their bills. Please see attachment B for a chart of the effect on resident's water bills.

Traditionally, at the same time the Village passes an ordinance establishing new water rates, it also sets the new sewer rates and other miscellaneous fees. We are therefore recommending that the Village increase its sewer rates by 2% as of March 1, 2012, 3% as of January 1, 2013, 3% as of January 1, 2014 and 3% as of January 1, 2015. We also recommend increasing the Water Used During Construction Fees from \$100 to \$125 and to continue to increase the Water Connection Fees by 5% annually. Please see attachment C for a more detailed summary of other fee increases.

Attachments: Charts

## Attachment A - Summary of Water Rate Options

Water Fund Performance					
	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected
Cash basis net income (loss)	(544,424.00)	(599,357.00)	(663,121.30)	(1,049,603.00)	(850,932.90)
Cash/Interfund Balances	6,403,786.00	5,776,477.00	5,259,287.00		4,408,354.10

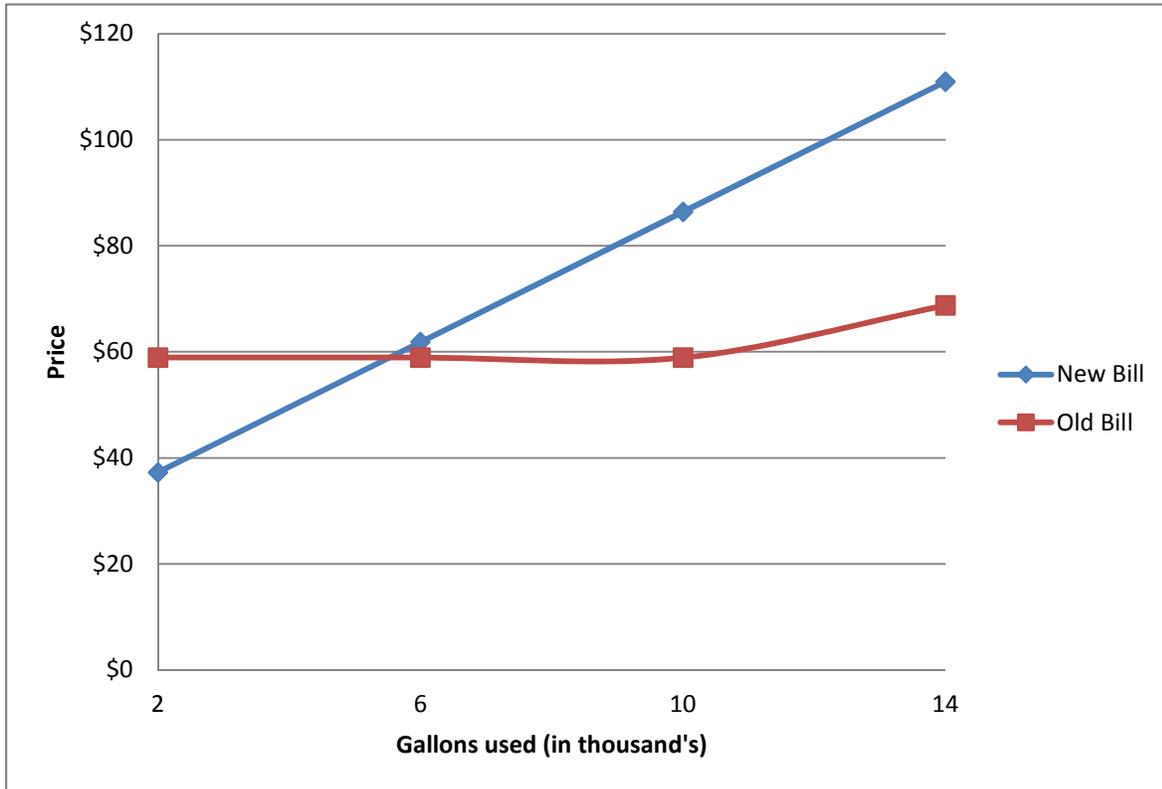
Rate Increases					
	3/1/2012	1/1/2013	1/1/2014	1/1/2015	
Minimum Balance 12,000	30%	15%	10%	10%	
Minimum Balance 10,000	35%	15%	15%	15%	
No Minimum Balance	50%	17%	15%	15%	
<b>\$25 flat fee No Minimum Balance</b>	<b>25%</b>	<b>15%</b>	<b>15%</b>	<b>15%</b>	

Proposed Water Rates					
	3/1/2012	1/1/2013	1/1/2014	1/1/2015	
Minimum Balance 12,000	6.38	7.34	8.07	8.88	
Minimum Balance 10,000	6.63	7.62	8.76	10.07	
No Minimum Balance	7.37	8.62	9.91	11.40	
<b>\$25 flat fee No Minimum Balance</b>	<b>6.14</b>	<b>7.06</b>	<b>8.12</b>	<b>9.34</b>	

Cash Basis Net Income (Loss) at a glance					
	FY 2013 Estimate	FY 2014 Estimate	FY 2015 Estimate	Total	
Minimum Balance 12,000	(391,023.79)	304,968.94	505,675.71	419,620.86	
Minimum Balance 10,000	(559,999.60)	212,899.42	767,482.95	420,382.77	
No Minimum Balance	(572,965.26)	251,524.75	772,911.83	451,471.33	
<b>\$25 flat fee No Minimum Balance</b>	<b>(178,268.13)</b>	<b>407,780.98</b>	<b>746,140.90</b>	<b>975,653.75</b>	

Cost of Senior Discount's on the \$25 flat fee option (based on 850 Senior Accounts)		
Seniors do not pay the minimum	127,500.00	
Seniors pay a \$12.50 minimum (50% discount)	63,750.00	

**Attachment B - Difference in Water Bills Assuming a change from a Minimum Bill to a \$25 fixed fee and a 25% Increase**



Gallons Used	New Bill	Old Bill	Increase (Decrease)
2	37.28	58.92	(21.64)
6	61.84	58.92	2.92
10	86.4	58.92	27.48
14	110.96	68.74	42.22

## Attachment C - Summary of Other Fee Increases

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Proposed Sewer Rates					
	5/1/2011	3/1/2012	1/1/2013	1/1/2014	1/1/2015
Percentage Increase		2%	3%	3%	3%
DuPage	5.00	5.10	5.25	5.41	5.57
Cook	1.85	1.89	1.95	2.01	2.07

Other Fee Increases		Actual 5/1/2008 - 2011	Proposed 3/1/2012 - 2015
Water Used During Construction:			
	New Single Family and Duplex Residential	100.00	125.00
	New Multi-family residential, commercial, Industrial	100 per each 200 lineal feet of building	125 per each 200 lineal feet of building
Water Connections Fees		Annual 5% Increases	Annual 5% Increases

**Water Rates of Surrounding Communities**

	Water Rate for 1st 1000 gallons	Water Rates after first 1000 gallons	Monthly fee	Sewer Rates	Other
<b>Hoffman Estates</b>	\$4.67	\$4.67	\$4.75	\$0.98	
<b>Mount Prospect</b>	\$5.31	\$5.31	\$5.00	\$1.71	
<b>Schaumburg</b>	\$5.48	\$5.48	\$2.48	\$1.14	
<b>Streamwood</b>	\$5.54	\$5.54	N/A	\$3.69	
<b>Elgin</b>	\$6.02	\$3.38	\$18.41	\$1.43	
<b>Bartlett</b>	\$6.36	\$6.36	\$9.21-\$10.85	\$0.77 - \$1.94	
<b>Elk Grove Village</b>	\$5.50	\$5.50	N/A	\$1.75	
<b>Rolling Meadows (3/1)</b>	\$7.40	\$8.60	\$3.00	\$2.5/\$2.95	17% increase, For the first 15,000 gallons, they have the smaller price, bill monthly
<b>Current Hanover Park</b>	\$4.91	\$4.91	N/A	\$1.85/\$5.00	
<b>Proposed Hanover Park</b>	\$6.14	\$6.14	\$25	\$1.89/\$5.10	Fee is bi-monthly. The fee for one month would be \$12.50

# BOARD WORKSHOP

February 2, 2012

**DATE:** January 23, 2012

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

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

**SUBJECT:** National League of Cities Residential Sewer Insurance Program

As was briefly discussed at the January 5, 2012 Workshop, the National League of Cities (NLC) offers a sewer repair program to residents.

Staff met with the program representatives, who will be in attendance at this workshop, to discuss the program and answer any questions. The program is basically a voluntary insurance program that will pay for root removal or repairs to the sanitary sewer service line should the resident experience problems.

The homeowner would pay a premium, in the \$4 to \$6 per month range, for the insurance, directly to the company. When the resident experiences a backup, they will have a 24-hour number to call. The company will contract with local plumbing firms to complete the work. If the problem is only roots, they will remove the roots. If it is a larger problem, they will direct the company to make the repairs, up to \$4,000, plus an additional \$4,000 if the company has to work in the road.

Staff contacted three of the towns which currently are part of the program, and all had favorable comments.

They also offer a program for the water line, but staff does not recommend this program be offered to residents, as we rarely experience problems with the water line.

The Village involvement includes placing the information in our newsletter, water bills, eblasts, etc. They would also use our letter head and return mailing labels so the resident knows the Village supports the program. Additionally, if the Mayor chooses, he would be provided a letter to include in the mailings.

The agreement also provides a small payment back to the Village based on the number of residents who join.

Attached is information regarding the program.

ck

To strengthen  
and promote  
cities as centers  
of opportunity,  
leadership, and  
governance.



National League of Cities

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Executive Director  
Donald J. Borut

Dear City Official:

The National League of Cities (NLC) is pleased to partner with Utility Service Partners, Inc. (USP) in offering the NLC Service Line Warranty Program. Our Service Line Warranty Program is an affordable home protection solution for your residents to help them deal with the financial burden of unanticipated utility line repair and replacement costs that are not the city's responsibility to repair. Some additional program benefits are:

- No cost for cities to participate
- Affordable rates for residents
- Repairs made by trusted local contractors
- Reduces local officials' frustration
- Increases citizen satisfaction

We selected this program because of two outstanding features. First, by endorsing the NLC Service Line Warranty Program, the city generates extra revenue. USP will pay the city a royalty on every dollar collected. The Program generates an on-going, sustainable source of revenue for the city. Second, the program helps stimulate the local economy. USP uses local contractors to complete the repairs, which helps keep money in the local economy.

Some other things to consider in evaluating our Service Line Warranty Program are: 1) USP pays for the repairs, not your residents, 2) all repairs are performed to local code, 3) customers are provided with a 24/7 customer service repair hotline, and 4) USP is responsible for all aspects of the program including marketing, billing, customer service, and performing all repairs.

The Warranty Program came to the attention of the NLC through a grass roots effort that began in West Virginia, Illinois, Oklahoma and Texas. Participating cities have been delighted with the program and eagerly endorsed it to the NLC.

When you participate in an NLC-endorsed program, you have the satisfaction of knowing that the NLC staff is working with the service provider to offer superior service. We are here to help cities participate in the program and make sure the program works for you. I strongly encourage you to consider NLC for *solutions, service and savings*.

For more information about the NLC Service Line Warranty Program, contact Denise Belser, NLC Program Director, at [belser@nlc.org](mailto:belser@nlc.org) or (202) 626-3028. I also invite you to visit the Enterprise Programs section of NLC's website at [www.nlc.org](http://www.nlc.org).

Sincerely,

Donald J. Borut  
Executive Director

**Workshop Meeting: 2/2/12**  
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Past Presidents: John DeStefano, Jr., Mayor, New Haven, Connecticut • Brian J. O'Neill, Councilman, Philadelphia, Pennsylvania Directors: Ulysses Z. Addison, Jr., Councilmember, Baton Rouge, Louisiana • David Baker, Mayor, Kenmore, Washington • Geoffrey C. Beckwith, Executive Director, Massachusetts Municipal Association • M. Margaret Bales, Commissioner, Lauderdale, Florida • Charles A. Blango, Alderman, New Haven, Connecticut • William G. "Bill" Brooks, Mayor, Belle Isle, Florida • Kenneth H. Bullock, Executive Director, Utah League of Cities and Towns • Jim Byard, Jr., Mayor, Fowlville, Alabama • Gary W. Campbell, City Director/Vice Mayor, Fort Smith, Arkansas • Sheri Capehart, Councilmember, Arlington, Texas • Nancy G. Carter, Council Member, Charlotte, North Carolina • Brad Cole, Mayor, Carbondale, Illinois • Sandra Colvin-Bey, Council Member, Minneapolis, Minnesota • John F. Cook, Mayor, El Paso, Texas • Mildred C. Crump, Council President, Newark, New Jersey • Joe Davis, Sr., Alderman, Milwaukee, Wisconsin • Gretchen Diskett, Mayor, Solina, Michigan • Larry G. Frong, Executive Director, Illinois Municipal League • Don Furlong, Councilmember, Campbell, California • John A. Garner, Jr., Executive Director, Pennsylvania League of Cities and Municipalities • Paul M. Gresham, Councilmember, Raleigh, North Carolina • Kap Hankins, Council Member, Trolwood, Ohio • Terry B. Henderson, Mayor Pro Tem, La Quinta, California • John H. Hines, Mayor, York, Pennsylvania • John Kavanagh, Councilmember, Mesa, Arizona • Greg Lemke, Council Member, Moorhead, Minnesota • George Lewis, Executive Director, Mississippi Municipal League • Mylon Lowery, Council Member, Memphis, Tennessee • Michael McCouley, Executive Director, League of Oregon Cities • James F. Miller, Executive Director, League of Minnesota Cities • Mark Mitchell, Councilmember, Tempe, Arizona • Garet L. Nencolas, Mayor, Caldwell, Idaho • Ron Nofnisky, Councilmember, Dallas, Texas • Louisa W. Padgett, Councilmember, Wilmington, North Carolina • Randall W. & Faye Padgett, Councilmembers, Colorado Springs, Colorado • Ed P. Reyes, Councilmember, Los Angeles, California • Gene Schuller, Alderman, Chicago, Illinois • John Spring, Mayor, Quincy, Illinois • Sharyn T. Tallman, Councilmember, Clarksburg, West Virginia

**UTILITY SERVICE PARTNERS**

How long has the company been in business?

The company was originally formed in 1998 within Columbia Energy to provide service line warranties for its utility customers. USP was formed in September 2003 to purchase Columbia Service Partners from Columbia Energy. USP continues to expand the product offerings and grow the business through city and utility partnerships. USP is a proud member of the Better Business Bureau.

**PROGRAM**

Is this program available everywhere?

The NLC Service Line Warranty Program will be introduced throughout the contiguous United States in phases over the next 18 months. Please see our National Roll-Out Schedule map for details regarding your state.

How are our citizens notified of the program?

USP mails each resident a campaign letter which outlines the cities' endorsement, followed by a reminder letter two weeks later to ensure the highest response rate. USP only solicits through direct mail — no telemarketing is ever employed. All homeowners will have the option to enroll in the program, regardless of the age of their residence.

What cooperation will be needed from the cities?

USP desires to enter into a co-branded marketing services agreement with each city. The agreement provides for the use of the city name/logo, in conjunction with USP's logo, on marketing materials sent to citizens. The city is endorsing USP as the service provider for the warranty program.

When do you solicit residents?

Through the years, we have found the optimal times to invite citizens to participate are in the Spring and Fall of each year.

Does NLC or USP sell or rent the personal information of residents that enroll in the program?

No. Neither the NLC nor USP will sell or rent the names of prospective customers or participants.

How much does the resident pay for this service?

Each warranty is sold separately and the price range is generally between \$4 and \$5 a month per product.

**BENEFITS**

How much will residents save by using the warranty program?

While costs for water line and sewer line repairs can vary, the average cost of repairing a broken water line or sewer line may range from \$1,200 to over \$3,500.

Will this program cost the city any money?

Not a cent. USP pays for all marketing materials and program administration. Furthermore, USP will pay the city a royalty for every resident that participates in the program!

What benefit does the city receive from endorsing these programs?

By endorsing the USP programs, the city is able to reduce residents' frustration over utility line failures by bringing them low-cost service options. 96% of survey respondents say that their image of the city is enhanced because the warranty program is offered as a service by the city. These programs also generate extra revenue for the city through the royalty that is paid by USP to the city. Finally our programs help to stimulate the local economy. USP only uses local contractors to complete the repairs which helps to keep the dollars in the local community.

**RESPONSIBILITIES**

Who administers the program?

Utility Service Partners (USP) administers the program and is responsible for all aspects of the program including marketing, billing, customer service, and performing all repairs to local code.

What are the city's responsibilities?

We ask each city to work with USP to provide the following; 1) a copy of the city seal, if available, for the solicitation letterhead 2) the city's return address for outer envelope (this ensures a high "open-rate") 3) the name, title and signature sample of the designated solicitation signor and 4) the appropriate zip codes of the city to allow USP to purchase a mailing list of the residents.

Why does the city have to provide a city seal, address and signature?

We have found that while the letter is written in such a manner as to leave no doubt that it is a USP program (the USP logo is on the enrollment form), the city address drives a very high "open-rate" and the city seal and signature lend credibility to the offer, thus driving a much higher enrollment rate.

Will we get a lot of calls from citizens when they get the letter?

A press release provided by USP and issued prior to the first mailing will help alleviate citizen concerns, which should result in nominal calls to city hall.

## **PRODUCTS**

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How will citizens know what is covered?

All customers receive a set of terms and conditions upon enrollment in a utility warranty program. They have 30 days from the date of enrollment to cancel and receive a full refund.

What items are included as part of the water line warranty?

The external water warranty covers the underground service line from the point of connection to the city main line to the water meter. It also covers the underground service line between the water meter and the exterior foundation of the home. If any part of the line is broken and leaking, USP will repair or replace the line in order to restore the service. Coverage caps listed in the terms & conditions are per occurrence as follows: \$4,000 plus an additional \$500 for public sidewalk cutting, if necessary.

What items are included as part of the sewer line warranty?

The external sewer line warranty covers the underground service line from the point of connection to the city main line to the point of entry to the home. If any part of the line is broken and leaking, USP will repair or replace the line in order to restore the service. Coverage caps listed in the terms & conditions are per occurrence as follows: \$4,000 plus an additional \$4,000 for public street cutting, if necessary.

The Coverage Cap looks adequate but is there an annual or lifetime restriction on how much you will pay to repair?

No. Unlike some other warranties available, we provide you with the full coverage per incident. We will pay up to your coverage amount each and every time you need us. We do not deduct prior repair expense from your coverage cap or limit the amount we will pay annually.

Doesn't Homeowner's Insurance cover this type of repair?

Typically, no. Most homeowner policies will pay to repair the damage created by failed utility lines but they generally do not pay to repair the actual broken pipes or lines. We encourage you to call your insurance company to determine your actual coverage.

Who replaces landscaping if damaged?

USP will provide basic restoration to the site. This includes filling in the holes, mounding the trench (to allow for settling) and raking and seeding the affected area. Restoration does not include replacing trees or shrubs or repairing private paved/concrete surfaces. This is outlined in the terms & conditions sent to the customer.

What building codes will you adhere to?

If the line is broken and leaking, USP will repair or replace the leaking portion of the line according to the current code. However, USP is not responsible for bringing working lines up to code that are not in need of repair.

## **CUSTOMER SERVICE**

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Will a citizen have a long hold time when reporting a claim?

No. Repair calls receive the highest priority and are answered 24/7. Repair calls are connected to a live agent through a voice recognition unit (VRU).

Will the customer always get a live operator when they call?

Yes. Customers are directed to select to speak with either a service or claims agent and will then be directed to a live Agent.

What is the claims process?

Program participants call a toll-free USP number to file a claim. USP selects the contractor, who is required to contact the customer within one hour of receiving the job to schedule a time to begin the repairs. Typically, repairs are completed within 24 hours. Emergencies receive priority handling.

## **CONTRACTORS**

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Who performs the repair work?

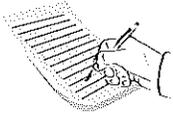
USP retains local, professional plumbers to perform all the service line repair work.

How selective are you when choosing contractors to conduct repairs?

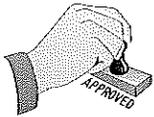
USP only selects contractors who share our commitment to excellence in customer service. Scorecards are maintained for each contractor, tracking the customer satisfaction rating for work performed. Customer feedback is shared with our contractors and any contractor with a low customer satisfaction rating is removed from the network.



## Implementation Process



1. Upon approval from city council (if applicable), execute one-page contract provided by USP (upon contract execution, USP will immediately begin to recruit and screen local contractors)



2. Approve Press Release provided by USP (general notice to eliminate resident confusion/city calls) and if desired, distribute to local media and/or post to the city website



3. Send the following to USP for the creation of the citizen solicitation letter:
  - City Seal artwork, if available
  - Name/Title of designated signor plus signature
  - City Address for outer envelope
  - Zip+4 list of city territory



4. Approve Campaign Letter provided by USP



5. Access Monthly Reporting via the web



6. Receive Annual Payment



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

**FROM:** Ron Moser, Village Manager  
Patrick Grill, Community Development Director  
Katie Bowman, Village Planner

**SUBJECT:** Hanover Square Shopping Center

**ACTION**

**REQUESTED:**  Approval  Concurrence  Direction  Information

**MEETING DATE:** February 2, 2011

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**Executive Summary**

Provide Staff direction regarding preparation of agreements related to reimbursement of TIF-related design expenses and preparation of further design plans for the redevelopment of the Hanover Square Shopping Center. Also, provide Staff direction related to the potential lease of space within Hanover Square for a community college satellite facility.

**Discussion**

On December 20, 2011, the Village of Hanover Park purchased the Hanover Square Shopping Center on Barrington Road. Up until that point, Elvio Mazzei, owner of Dino's Finer Foods, had been negotiating the purchase of the center from the owner Louis Pacini. Mr. Mazzei incurred costs associated with the acquisition and redevelopment of the center with the hope that the Village would help with TIF assistance. Mr. Mazzei is contemplating expanding Dino's Grocery store to approximately 40,000 square feet and relocating it to a more central location within Hanover Square Shopping Center.

In order to prepare for redevelopment of the center, Elvio Mazzei signed two contracts with architect Scott Shalvis for the preparation of design, engineering, and construction plans. One was for work associated with the interior build-out of an enlarged space for Dino's in Hanover Square (Contract 1), and the other was for renovation of the entire center (Contract 2). To date, work has been performed on both contracts.

Mr. Shalvis has performed and invoiced Mr. Mazzei for approximately \$60,000 worth of work related to the renovation of the entire center (Contract 2). This includes an as-built inventory of existing facilities and preparation of renovation plans for the entire center. Work for the full center includes the preparation of various draft plans (around 80% complete) related to construction, structural, plumbing, electrical, mechanical, and landscape design. See Exhibits 1 and 2 for more details.

Staff seeks direction from the Board as it relates to the reimbursement to Elvio of TIF related expenses and whether the Board wishes to negotiate a new contract with Scott Shalvis for completion of the plans within terms agreeable to the Village. In general,

design work related to redevelopment of the entire center is TIF-eligible (Contract 2), while plans for relocation and build-out of the Dino's store are not (Contract 1). As Mr. Shalvis already has considerable knowledge of the building and a working history with a major tenant, Staff believes moving forward with Mr. Shalvis will be the most time-efficient and cost-effective option.

In addition, the Village is aware of a joint effort between Elgin Community College, Harper College and WorkNet to establish a satellite educational and employment facility. Originally, this group considered the Westview Shopping Center, but was unable to work with ownership on a lease. Now that the Village owns the Hanover Square Shopping Center, this group would like to negotiate for space in this location. The community colleges and WorkNet anticipate the need for approximately 10,000 square feet of space.

Staff also is seeking direction from the Board as it relates to negotiation with the community college districts for space at Hanover Square. Staff and the colleges find Hanover Square to be a good location for the facility due to its central location within the Village, access to transportation, and the availability of space. Additionally, work with the colleges on this project will further the Village's goal of promoting workforce development.

### **Recommended Action**

If the President and Board of Trustees concur, they should direct Staff to prepare the necessary agreements reimbursing Elvio Mazzei for approximately \$60,000 in TIF-related costs associated with the redevelopment of Hanover Square Shopping Center. They should also direct Staff to negotiate a service agreement with Scott Shalvis for finalization of redevelopment plans associated with Hanover Square within terms agreeable to the Village.

In addition, if the President and Board of Trustees concur, they should direct Staff to negotiate a lease agreement with Elgin Community College for preparation and use of space in the Hanover Square Shopping Center for a satellite Community College facility.

## Hanover Square Redevelopment Plans

Work performed to date by Scott Shalvis – 1/25/12

- **Contract 1 - Dino's Supermarket:**
  - Preliminary design of Dino's Supermarket with several rounds of revisions;
  - Equipment selection;
  - Equipment bidding;
  - Analysis bids from several manufacturers for kitchen and refrigeration equipment.
  
- **Contract 2 - Hanover Square Center**
  - Architectural:
    - Field measure existing building and tenant spaces (was unable to verify structure of several tenant spaces due to tenants and or structure was un-accessible at time of survey. (separate contract w/ Elvio)
    - Preliminary Architectural design of center and "White Box" for all tenant spaces.
    - Construction Drawings for the façade and interior renovation and "White Box" of the center 85%;
      - Floor Plans;
      - Roof plans;
      - Reflective Ceiling plan;
      - Exterior Elevations;
      - Enlarged building elevations;
      - Interior elevations
      - Enlarge plans;
      - Details
      - Sections;
      - Finish Schedule;
      - Door schedules;
      - Site Plan;
    - Bid the Drawings to six contractors and analysis the bids and requested clarifications and cost saving options.
    - Prepared rendering to show option to remove the canopies to save money.
  - **Structural** design 80% complete including reinforcing existing roof structure for:
    - New design loads (snow and dead loads);
    - New roof top units;
    - Snow drifting,
    - Roof Framing Plan;
    - Framing details;
    - Foundation Plan;
    - Foundation details;
    - Option to raise the roof in the proposed new Dino's Supermarket space,
    - Review of lateral system and the removal of existing "X" Framing to allow for flexibility for future tenant build-outs.

- **Plumbing** design and drawings : (80% complete)
  - New individual water service for each possible tenant spaces;
  - New ADA restrooms in all tenant spaces;
  - New interior roof drain system, due to the existing flat roof to bring into code conformance.
- **Electrical** design and drawings: (70% complete)
  - New electrical service to all tenant spaces;
  - Design of “White Box” base lighting and base power layout;
  - New design of new common area lighting;
- **Mechanical** design and drawings: (80% complete)
  - Design for new rooftop units (RTU’s) for each space and gas piping servicing the RTU’s ;
  - Distribution of ductwork for base “White Box” finish for all tenant spaces;
- **Landscape** design(90%)
  - Landscape design and drawings of entire site; (out-lots not included at this time.)
- **Civil** engineering:
  - Topographical survey
  - Alta Survey (paid directly by Village)
  - Preliminary Site Design(paid directly by Village)



Proposed Elevation Revision Hanover Square  
Hanover Park, IL.