



## 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, November 1, 2012  
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. Update Rules of Order and Procedure
  - b. Quarterly Strategic Planning Update
  - c. FY13 Year-to-Date Financial Report
  - d. Board and Public Input on FY'14 Budget
  - e. Reimbursement of Permit Fee for Hanover Park Park District Project
5. **STAFF UPDATES**
  - a. Development Commission Update
6. **NEW BUSINESS**
7. **ADJOURNMENT**

**Workshop Meeting 11/1/12**

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

**FROM:** Eira L. Corral, Village Clerk/ Collector

**SUBJECT:** Update Rules of Order and Procedure

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** November 1, 2012 Board Workshop

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**Executive Summary**

Update the Rules of Order and Procedure handbook to reflect changes to the standing order of business for regular Board meetings and establish a standing order for Board Workshop meetings.

**Discussion**

The Standing Orders currently do not list presentations as the fourth item for discussion in a regular meeting agenda. Presentations will be added as the fourth item and will serve as an opportunity for presentations from outside groups, recognitions, swear-in ceremonies, etc.

The current Rules of Order and Procedure handbook does not establish a standing order of business for Board Workshop meetings. The attached standing orders of business for the Board Workshop agenda has been formatted following the template of the regular Board meeting agenda. Below is a brief description of the intent of each item.

1. CALL TO ORDER-ROLL CALL
2. ACCEPTANCE OF AGENDA- a motion to modify the order of agenda items as presented may be made at this time.
3. REGULAR BOARD MEETING AGENDA ITEM REVIEW- review questions or concerns on items on the regular board meeting agenda.
4. DISCUSSION ITEMS- the board will be briefed by staff on items to be presented for action at an upcoming regular board meeting.
5. STAFF UPDATES- staff will provide updates on ongoing matters.
6. NEW BUSINESS- this is an opportunity to introduce items for discussion that are not part of the presented agenda. The Board may direct

Agreement Name: \_\_\_\_\_ NONE \_\_\_\_\_

**Workshop Meeting 11/1/12**

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

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for the items to be placed on an upcoming workshop agenda for further discussion and staff input or to place on an upcoming regular Board meeting for action.

7. ADJOURNMENT

**Recommended Action**

Approve an update to the Rules of Order and Procedure handbook to include presentations as item four in the order of business for the regular Board meeting agendas and to the order of business for the Board Workshop agenda.

Attachments: Board Workshop Agenda Draft



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### VILLAGE OF HANOVER PARK

#### VILLAGE BOARD REGULAR WORKSHOP MEETING

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

Thursday, November 15, 2012  
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.
5. STAFF UPDATES
  - a.
6. NEW BUSINESS
  - a.
7. ADJOURNMENT



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

**FROM:** Juliana Maller, Village Manager  
Craig A. Haigh, Fire Chief

**SUBJECT:** Quarterly Strategic Planning Update

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** November 1, 2012 Board Workshop

**Executive Summary**

Staff provides a quarterly update on the status of Board Goals outlined in the comprehensive strategic plan. Staff will provide a brief overview of current progress during the November 1, 2012 Board Workshop.

**Discussion**

Attached is the quarterly strategic planning update, specifically focused on the established Board goals. Information on progress or accomplishments made within the last quarter are noted red.

**Recommended Action**

No action required

**Attachments:** Strategic Plan Quarterly Update #5

<b>Budgeted Item:</b>	_____ Yes	_____ No
<b>Budgeted Amount:</b>	\$	
<b>Actual Cost:</b>	\$	
<b>Account Number:</b>		

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

**Workshop Meeting 11/1/12**

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

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# STRATEGIC PLAN GOALS UPDATE

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1. Work to begin improving the overall image of the Village in order to make the community a desirable place to live and raise a family.
  - Objective – Conduct a comprehensive survey of residents and businesses to identify the strengths, weaknesses, perceived quality of Village services and the most preferred forms of communication.
    - Village Center Survey – Over an 8 month period, staff and the Teska planning firm reached out to residents, businesses, and property owners to get their input on what they would like to see in the Village Center area. Over 400 people participated in the outreach events, including an online survey, stakeholder interviews, open houses, and workshops. Around 250 people participated in the online survey, with a consensus that residents would like to see more shopping, dining, and activities offered in the area and enhanced transportation options. The high number of participants in the open house and online survey activities shows that residents are interested in participating in these manners and are more likely to continue to participate in public activities following the initial outreach. (10/12)
    - Irving Park Road Survey – During the summer of 2012, staff, CMAP, and the Urban Land Institute (ULI) reached out to over 100 businesses and property owners along the Irving Park Road corridor. Over 150 residents, businesses, property owners, and local service agencies provided feedback on the area in public meetings, stakeholder interviews, and a business meeting at CONECT. There was a good response to the intensive door-to-door outreach, Latino and Asian businesses in particular, performed by CMAP and the Clerk’s Office. Connections made throughout this process will continue to be utilized in community and economic development outreach over time. (10/12)
    - The Village Manager’s Office completed a Hi-Lighter Survey in November, 2011 utilizing both SurveyMonkey.com and placed in the January/February 2012 issue of the Hi-Lighter newsletter. The results were presented at the Board Workshop of March 1, 2012. The survey asked how residents prefer the Hi-Lighter be delivered and 246 responses were received in both paper and electronic format. Out of the 246 responses, 59% prefer the printed format and 41% would prefer the online format. It was also noted that only 5% of the respondents have no internet access. The Board gave direction to continue with the printed and mailed Hi-Lighter.
    - The Finance Department initiated and implemented the Village-wide Municipal Electric aggregation program providing direct

- savings to residents. A referendum was added to the March 20, 2012 ballot and the conversion took place in August, 2012. This year residents will save an estimated 46% on the supply of electricity compared the rate of Com Ed's supplier. Annually, the Finance Department will bid out the electric supply with the Village Board's approval and continue to provide Hanover Park residents with a lower cost. (10/12)
- Objective – Continue the Police Department's ART Program facilitating better strategic connection with residents in an attempt to lower crime rates and curb gang violence.
    - 3<sup>rd</sup> quarter ART meetings for FY12 are this month. This meeting will introduce new ART officers for calendar year. Part 1 Crime Rates are anticipated to be at another all-time low. (01/2012) 4<sup>th</sup> Quarter ART meetings for FY12 scheduled in April. (4/2012)
    - The first ART meetings for FY13 are scheduled for the week of July 23<sup>rd</sup>. (7/12)
    - Part 1 Crime at all-time low for calendar year 2011. Traffic Crashes at lowest level in 10 years. Awarded the IACP/Motorola Webber-Seavey Finalist Award for the Area Response Team Program. (4/2012)
    - Conducted first annual Spanish-speaking Area Response Team meeting. (4/2012)
    - The Special Enforcement and Prevention Unit (SEP) is operational with a focus on community outreach, education and specialized enforcement. SEP has made school zone enforcement a priority. 4/2012)
    - A Detective was detailed to work in the Special Operations Group for the summer months to assist with gang activity and investigations. (7/12)
    - Hanover Park joined the Cook County Gang Task Force to assist in efforts to combat gang activity. (7/12)
    - LEADS On-Line Program is fully operational and to date has led to several arrests and cleared cases. (7/12)
    - COPS Day held July 11<sup>th</sup>. (7/12)
    - **The Police Department was a winner of the IACP/CICSO Community Policing Award as a finalist. This is a very competitive award that recognizes community policing efforts on a national level. (10/12)**
    - **Spanish speaking Area Response Team meetings continue with one being held on October 17, 2012. (10/12)**
    - **The Police Department has added 4 AWD Squad SUVs to the fleet to enhance our foul weather emergency response capability. (10/12)**
  - Objective – Reduce, where possible, reliance on property tax through the development of alternate revenue sources.
    - Use of WBBM Radio (see narrative listed under Goal #2) (10/2011)

- Ambulance revenue is anticipated to generate approximately \$80,000 more than projected. This is due to the adjusted fee structure and success of the non-911 ambulance transport program. (01/2012)
- Objective – Develop strategies to connect the various geographical locations of the Village in order to promote unity and identity as Village residents.
  - Possible Landwer Acquisition: Attorney Paul and staff continue to work with the mortgage and title companies towards possible acquisition of this property. (10/2011)
  - Progress has been made in clearing the obstacles in order to facilitate a purchase. (01/2012) See comments detailed in Goal 11 regarding this issue. (7/12)
  - The Village Center Plan was completed to develop a guide for development of the area around the Metra station into a central gathering place for the Village that connects the north and south sides through multiple transportation networks such as car, bus, and walk/bike trails. (04/2012) **(See narrative in Goal #2)**
  - Irving Park Corridor Study: Staff is working with the Urban Land Institute and the Chicago Metropolitan Agency for Planning to assess how Irving Park may be enhanced as a cohesive corridor. (7/12) **(See narrative in Goal #2)**
- Objective – Continue to fund infrastructure improvements and work to enhance the overall look and cleanliness of the Village through aesthetic improvements and code enforcement activities.
  - TIF 2 Projects: The most significant project in TIF #2 is the landscaping and display sign. Staff is working towards finalizing this major project. (10/2011) The project is under construction and nearing completion. (4/2012) Landscaping work is complete. Currently waiting on completion of sign installation and sign electrical power. (7/12) **Landscaping the entryway monument sign was completed, bringing beauty and recognition to the corridor. Community messages now on display. (10/12)**
  - Arterial Fence Program: Arterial fence installed on west side of County Farm Road. (10/2011) Bids are out for the next section along the west side of County Farm Road from Schick to the railroad tracks. (7/12) **This section of fence is 90% complete (10/12)**
  - 2600 feet of existing water main was replaced at various locations throughout the Village and a new water main loop constructed at the Municipal complex. (10/2011) 2012 project bids have been opened with construction set to begin in August. (7/12) **Watermains on Turner, Unit and Gardner were replaced, along with a sanitary sewer line on East and Sycamore. (10/12)**
  - Iris Avenue and Flower Court were totally reconstructed.
  - 11 streets resurfaced throughout the Village and Court “J” reconstructed. (10/2011) Gladiola has been reconstructed. Due to the extreme weather and IDOT regulation, no trees or sod will be planted until September. Final surface will be placed following the landscaping. (7/12) **Gladiola project is complete. (10/12)**

- 7 additional depressed driveways were completed under the Village's cost sharing program thereby reducing the potential for garage flooding during storm events. (10/2011) Five driveways were reconstructed in 2012. (7/12)
  - Metra Station: The stamping and coloring of the platform will be started in October. Additionally, the Village landscaped the north side of the platform in September. (10/2011) Waiting to hear back from Metra on why the stamping has been delayed. (7/12) **Metra still experiencing delays in the stamping of the platform. (10/12)**
  - Continued aggressive code/commercial enforcement (10/2011)
  - New Police Headquarters: Dedication/Grand Opening was held February 18<sup>th</sup>. The Police Department move was completed and PD is fully operational. (4/2012)
  - The 2012 Business License Inspection Program, managed by the Fire Department Inspectional Services Division, should have all initial inspections completed by the end of April and will then focus on compliance re-inspections. Overall, compliance on the first visit is much higher than in previous years. (04/12)
  - The replacement of the Longmeadow Lane Bridge is scheduled for Winter 2012/2013. (04/12)
  - The Street Resurfacing budget has been increased to resurface 17 Streets. (04/12) Program is complete (7/12)
  - Construction of a Veterans Memorial will take place the summer of 2012. (04/12) Construction is ongoing. (7/12) **Project is complete and dedication is scheduled for November 11, 2012. (10/12)**
  - TIF 5: The process to establish a TIF area at the eastern end of Irving Park Road has begun, with adoption expected by early 2013. Over time, TIF funds may be used to assist with infrastructure development in the area, such as streetscaping, lighting, detention, and water lines. (7/12) **(See narrative in Goal #2)**
- Objective – Work with Harper Community College, Elgin Community College, College of DuPage and WorkNet to develop an outreach center located somewhere within the Village.
- Staff is working with representatives of the colleges and WorkNet to finalize a plan for location of a workforce center within the Hanover Square Shopping Center (04/2012). Hanover Square Property Managers are discussing lease terms and build out plans with colleges. (7/12) **Staff and property managers continue lease discussions with colleges, who are updating their agreement and business plan with the newly reorganized Workforce Board of Cook County (WorkNet). (10/12)**
- Objective – Promote family initiatives and explore funding opportunities to develop the MWRD property as a regional sports complex and expansion of the bike path system.
- **Initial discussions have been held with MWRD and the Village is reviewing the proposed lease. (10/12)**

- Objective – Embrace and affirm diversity as a cultural aspect of the Village.
  - Irving Park Corridor Study: The study includes intensive outreach to all types of residents and businesses, with a focus on reaching those who normally may not participate in public discussions. (7/12) **CMAP representatives and Village Clerk performed extensive outreach to Latino and Asian businesses and residents, with many providing feedback through stakeholder interviews and at the bilingual public presentation. (10/12)**
  - CIDC presented an open forum in September 2012 “Who is my Muslim neighbor?” which addressed concerns on discrimination of Muslims nationally and in the Chicago area. The event was attended by 100 people from the Village and surrounding communities in addition to the news media. (10/12)

2. Make the Village an attractive location for businesses.

- Objective – Develop marketing strategies that focus on quality affordable housing as well as available commercial opportunities based on community location, daily roadway traffic, and available mass transit and railway capabilities.
  - Hometown Heroes: Initiated program to provide incentives for public service personnel to purchase homes in the Village. Promotion programs through radio, local cable channels, eNews, realtors, banks, police and fire professional organizations and chamber promotions. (7/12) **Three homeowners have been approved to participate in the Hometown Heroes program. (10/12)**
  - CONNECT Realtor and Business Event: Committee revamping their yearly event to better reach out to local realtors and businesses, share information about local services and developments, and promote Hanover Park as ‘Where You Want to Be.’ (10/12)
  - Developer Incentives: Prepared standard developer incentive response package to utilize for large business site searches. Preparing TIF policy and application to direct and streamline TIF incentive agreements. (7/12)
  - Advertising: WBBM Radio has been hired to actively advertise business opportunities in the Village, particularly with TIF. We are on our third advertisement (and final). The final advertisement is geared specifically towards restaurant and retail business. Both staff and Elected Officials advised that many people have said they heard the advertising and expressed pride in the Village or that they felt this was a very valuable tool to promote the Village. Staff has had conversations with WBBM about possibly continuing advertisement after our current contract expires. That will be brought to the Board for consideration. (10/2011)
  - The second phase of advertising is underway, with upcoming commercials to expand the focus of Hanover Park as ‘Where you want

to be' to 'Where you want to live.' Staff receives calls each week from persons inquiring about the real estate and retail opportunities advertised. Several proposals are being developed by persons who learned about opportunities in the Village through the commercials. (04/2012)

- i. Enabling Objective: Implement a plan to visually enhance the area commonly referred to as the Village Center.
  - Village Center Plan (RTA Grant): Staff continues to work with consultants to develop a plan for the Village Center. Over 300 people have provided input through interviews, surveys, and a public workshop. Preliminary plans are now being developed for consideration at a December open house. Staff has gotten positive feedback on the concept plan from potential businesses and developers. (10/2011)
  - The Plan is now complete and will be presented to the Board for final review. Staff is working to begin promotion and implementation of the plan, and continue to reach out to transit agencies to discuss the future of the Elgin-O'Hare Expressway. (04/2012)
  - Final Plan approved by the Village Board on May 3, 2012. The Village was awarded a follow-up grant from the RTA to assist with implementation of the plan. (7/12)
  - **Staff began implementation of the Plan, preparing for a zoning update that will codify the recommendations and create a Village Center zoning district. They are also focusing on promoting comprehensive redevelopment of the north side of Lake Street, stretching from Hanover Square west to the property at the northwest corner of Church and Lake. (10/12)**
- Objective – Work with developers, owners and occupants to reduce vacant tenant space.
  - TIF Projects: Our current major focus is on TIF #2 with the landscape project (see above). Other projects in TIF #2 have already been completed or are anticipated. (10/11)
  - Another major project in TIF #3 is working towards a Redevelopment Agreement with Hanover Square Shopping Mall. (10/2011) The Hanover Square Shopping Center was purchased in December, 2012. Staff is working to stabilize, rent, and develop plans for redevelopment of the Center. (04/2012) Staff continues to focus on Hanover Square, working with property managers and the leasing agent to prepare plans for redevelopment. An RFQ for construction of a new center sign has been released. (07/12) **Staff and Property Managers are working to renew existing leases as well as establishing new ones; multiple leads are being pursued. Purchase of the northern outlot at Walnut (former Shires restaurant) is being finalized. Plans for a**

new sign are being finalized. Staff has prepared bid documents for a new roof and a RFQ for a construction manager for 'white box' buildout of tenant spaces. Staff is also exploring best options for long-term redevelopment of the center, evaluating such options against the financial capabilities and goals of the TIF. (10/12)

- Developers Open House: A successful meeting with developers showcasing our TIF areas. We will likely have another in the future. (10/2011)
- ICSC Events: 10/5 & 10/6 – Chicago Deal Making Session (10/2011) Village Leadership and staff will promote individual properties and larger development opportunities at ICSC ReCon in Las Vegas in May 2012. (04/2012) Staff and Village leadership attended the ICSC Las Vegas conference in May. The group met with numerous developers and retail brokers and has several interested parties who they are following up with. (7/12) **The Chicago Deal Making Session – Village Leadership and staff met with developers, retailers, property owners, and brokers to focus on promoting the Village Center area as well as the 'old Menards' site at Wise and Irving Park Roads. (10/12)**
- WebQA (10/2011): Staff is working with the CONECT business committee to promote the forum for local businesses to advertise on the Village website (04/2012) Local registered contractors have been invited to list themselves on the Shop Hanover Park portion of the Village's website. Over 20 contractors have already registered, providing benefits to local small businesses and residents at no additional cost. (7/12) **Program continues to grow with over 100 businesses and contractors registered. CONECT will expand the service to local realtors at the Realtor and Business Reception (10/12)**
- TIF 5: Staff is preparing the Redevelopment Plan for the establishment of a new TIF district around the old Menards site at Irving Park and Wise Roads. (04/2012) ~~Outreach has begun for the panel, which will be held on 8/1-2. (7/12)~~ **TIF approval process has begun, with public hearing and final approval to occur in early 2013. Irving Park Corridor Study evaluated the area and recommends residential or mixed residential/commercial uses for redevelopment. Staff continues to reach out to property owners and developers to promote redevelopment of the area. (10/12)**
- Choose DuPage: Utilizing services of county economic development organization to promote Village properties, including the ICSC trade show, property site listing services and market research. (7/12)
- Irving Park Corridor Study: Staff is working with the Chicago Metropolitan Agency for Planning (CMAP) and the Urban Land Institute (ULI) to hold a technical assistance panel, which will evaluate ways in which the Village may assist businesses in the area and promote it as an attractive retail corridor. (04/2012) **Study and public**

**outreach completed in 8/2012. Recommendations include focusing on key retail corridors, increased business and resident connections, and streetscape improvements. Plan utilized to encourage improved design of a new discount tire business approved along the corridor. (10/12)**

- Objective – Enhance transit based opportunities in order to bring people to the Village and allow residents greater transportation options.
    - County Farm Road Bus Study: This RTA grant is covering the study to determine whether public transit along CFR can be supported. The surveys are completed and the consultant is working on compiling the results. Several public meetings will be held in the coming months to gain more public input. (10/2011)
    - The study is continuing. The results, along with possible implementation strategies will be presented in the summer of 2012. (04/12) The final draft report is being reviewed and a public hearing will be scheduled in July. (7/12)
    - **Final public input meeting is scheduled for October 25<sup>th</sup>, which will be followed by the final report being presented. (10/12)**
  - Coterminous Village corporate boundaries with Village Department service areas.
    - Possible Landwer Acquisition: See Narrative Above (10/2011)
    - Progress has been made in clearing the obstacles in order to facilitate a purchase of the Landwer property. (01/2012) See comments detailed in Goal 11 regarding this issue. (7/12)
    - Attorney Paul and Fire Department staff has started the preparation process necessary to file for disconnection. (01/2012)
3. Conduct annual workforce alignment reviews designed to support service needs with Village workforce.
- Objective – Conduct department specific work flow process analysis and alignment with full and part time staffing.
    - Community Development Inspectional Service was transferred to the Fire Department. This transfer combined the Fire Department’s Prevention Division with Community Development’s Inspection Division creating the new Inspectional Services Division. Leadership is evaluating the divisional needs and plans to hire a new supervisor in coming months. (10/2011)
    - McGrath Consulting Group, Inc. is in the final stages of a review of the Fire Department – Inspectional Services Division. (01/2012)
    - The McGrath and Associates consultant’s report on Inspectional Services was completed. Recommendations will be provided to the Board at the April 19<sup>th</sup> workshop. (04/12)
    - The Engineering Department was placed under Public Works and staffing adjustments were made resulting in a savings. (04/12)
    - The FD and HR Departments conducted a search and have hired a new Chief of Inspectional Services who will begin employment July 23, 2012. (7/12)



will be teaching classes in November and February, respectively. (10/12)

- The Police Department continues to develop our succession planning by sending all sworn supervisors to the Northwestern School of Police Staff and Command, which is a nationally recognized program in police command training. (10/12)

4. Upgrade of Public Safety Communication System. (ongoing)

- Objective – Purchase all equipment necessary to transition the police and fire department to the new 700MHz radio system.

- Radio System Budgeted: The Village will be receiving approximately \$115,000 dollars credit toward the \$375,265 cost of the radio program due to a settlement with DuComm from a past project. The purchase of the radios is tentatively set for mid-year 2012. (01/2012)
- The 700MHz radios were purchased and have been received. The police department plans to deploy the radios by May 1, 2012. The Fire Department is expected to be deployed by late summer. (4/2012)
- Radio system deployment delayed due to ETSB and Du-Comm infrastructure issues. 7/12)
- All 700 MHz radio system infrastructure is in place and project testing is underway. The tentative rollout date is expected prior to January 1, 2013. (10/12)
- All members of the Police Department were trained on the operation of the new radios and the radios have been issued. (10/12)
- The Police Department is continuing its review and need for signal amplification due to problems with radio signal penetration of the jail area and EOC. (10/12)

- Objective – Upgrade the Public Works FCC radio license, as required, to meet the narrow banded VHF requirements.

- Staff is evaluating the options for band and the possible reuse of most of our portable radios. (10/12)

- Objective – Reprogram or purchase new radio equipment required for transition of Public Works to a narrow banded VHF frequency.

5. Upgrade the primary Information Technology System allowing enhanced information processing and reporting and cross department communication.

- The IT Department received shipment of the network switching and is currently implementing the new hardware. Sound, Inc. will be finalizing the configuration of the new network during the week of October 17, 2011 and will start working on the in-building wireless coverage shortly after the network is completed. (10/11)
- The network infrastructure was installed and tested. Redundant links have been established at Fire Headquarters, Fire Station 2, Village Hall, and the new Police Department. These links are designed to be completely automatic so no user intervention is

required. The wireless access points have been installed at Fire Headquarters, Fire Station 2 and the new Police Department. Sound Incorporated is in the process of testing the equipment at all locations. They are also working on the new Police Department infrastructure and still testing the equipment at that facility.(1/2012)

- All of the equipment has been installed with the exception of some of the wireless devices at Village Hall and Public Works. These items are the Village's responsibility and will be installed soon. Sound Inc. is working of finalizing the network diagram of all the installed components and should be done by the end of May. (4/2012)
- The IT Department issued an RFP for the replacement of the AS400/ERP and received proposals back from the vendors. The IT Department finished reviewing the proposals and narrowed the vendors down to three. Demonstrations of the new software packages are scheduled for October 22 – 26, 2012. All Village employees are invited to give their input on the software. (10/2012)

6. Replace the Village-wide PBX phone system.

- The IT Department completed their discussion of the phone menu structure with all departments and has a tentative cut over date of November 15<sup>th</sup>. Sound Inc. has started their initial programming of the phone system and all the features requested by the departments. The IT Department is expected to receive the server shipment in the next few weeks and will start installing them as soon as they arrive. (10/11)
- The Village went live with the new phone system on October 15 and was a smooth transition for everyone. The fax lines were all migrated over to the new system approximately 2 weeks later. Minor programming changes are still being conducted by Sound Incorporated; however, the phone system is fully operational. The IT Department has received numerous comments on the new phone system and users are excited about the change. The most enjoyable feature added to this phone system is the ability to receive voicemail in email form and users are now able to forward a message to the right department instantly.(1/2012)

7. Update Operating and Office Software across all departments.

- Microsoft Office 2010 has been installed on all computers in the Village, as well as Windows XP. All departments are on the same platform which allows them to share information in a uniform manner. (10/11)

8. Development of a staff training facility.

- Objective – Utilizing the vacated police building attached to Village Hall, identify and then substantially remodel an area that will be used as a Village-wide training classroom.
    - Enabling Objective: Provide state of the art audiovisual technologies that will facilitate quality presentations.
    - Enabling Objective: Provide technology capabilities that will allow computer based training as well as training on Village Information Technology systems and processes.
      - To be completed with the renovation of current Police Department: It is anticipated that the current roll call room in the basement of the Police Department will be renovated to a staff training facility after the Police Department moves to their new facility. (10/11)
9. Create a Village-wide secure records storage facility.
- Objective – Utilizing the vacated police building attached to Village Hall, identify and remodel, as necessary, a secure area that can be used for organized and retrievable record storage.
    - To be completed with the renovation of current Police Department (Range/Jail Cells): After the Police Department moves from Village Hall, we will renovate the shooting range and jail cells for a secure records storage facility. We will be able to move paper records from the building the Village owns across the street from Village Hall into this secure storage facility. That will also allow us the flexibility of the property owned across the street on Lake Street. (10/11) HR has moved into the old PD area and the Clerk’s office has moved to the former HR area. PW staff is preparing to move Inspectional Services into the old PD. (7/12)
    - **Bid documents are being developed to provide a new counter and remodel the old Police radio room for Inspectional Services. Staff has met with a contractor to review options for cleaning the lead out of the old range. Staff is beginning to work on the generator project. (10/12)**
10. Coterminous Village corporate boundaries with Village Department services areas.
- Objective – Annexation of properties located on Lake Street commonly referred to as the Sod Farm and the Driving Range.
    - Annexation of sod farm and driving range: The Village has considered forced annexing of the sod farm and driving range on Lake Street. However, after a legal review, staff is recommending that not be pursued. The following points address this matter (10/11):
      - Since both of these properties are completely surrounded by the Village, we can force the annexation of these properties into the Village.
      - If these properties are forced into the Village, they are subject to all Village ordinances.

- Forced annexation means that they can develop in accordance with our ordinances, therefore, the zoning district would be residential. The owners could develop it in that manner and the Village would not have a way to stop it. At this time, staff feels that the best use of this land is commercial.
  - Since these properties are not adjacent to any other municipalities, they cannot be annexed by anyone other than the Village of Hanover Park.
  - Legal and staff opinion is that it would be better to annex the properties when the owners are ready to come in, at that time, work out an annexation agreement. This would give us more control than a forced annexation.
  - Possible benefits for delay of an annexation agreement include: 1) a possible land donation to the Village from the owners, 2) zoning could be set up as commercial, 3) additional sums for different fees could be considered, and 4) it is believed that at least one of the owners at this time does not desire annexation. It may be beneficial to wait until there is a more positive approach by the owners.
- Objective – Disconnection of territory covered by Bloomingdale Fire Protection District and serve the area with the Village’s Fire Department.
- Landwer (See comments detailed in above objectives) (10/11)
  - Attorney Paul and Fire Department staff has started the preparation process necessary to file for disconnection. (01/2012)
  - Progress has been made in clearing the obstacles in order to facilitate a purchase of the Landwer property. (01/2012)
11. Begin planning for a new joint Village facility located in the south end of the Village that will incorporate the needs of fire, police and public works.
- Landwer (See comments detailed in above objectives) (10/11)
  - Progress has been made in clearing the obstacles in order to facilitate a purchase of the Landwer property. (01/2012)
  - The Village filed a Highest and Best Offer of \$200,000 the week of June 4, 2012. We were notified that the property was sold to a higher bidder. A Jeavon Shegall, a Remax realtor from Roselle reportedly purchased the property. Specific information regarding her intentions for the property is not known. She has been advised that the Village would be interested in purchasing the property should she decide to sell. (7/12)
  - **As a contingency plan to the purchase of the Landwer property, Mayor Craig and Chief Haigh met with the leadership of the DuPage Forest Preserve District regarding a land trade or the construction of a joint facility located at Morton and County Farm Road. Conversations revolved around the Forest Preserve relinquishing control of approximately 2-3 acres for the construction of a replacement Fire Station No 2. This new facility would then incorporate a rest stop/picnic area for the bike path**

and include a traffic control device allowing pedestrians and bikers to cross County Farm Road for safe access to the Mallard Lake Forest Preserve. A second meeting with the Forest Preserve has been scheduled for Tuesday, October 9<sup>th</sup>. (10/12)



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

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

**SUBJECT:** Fiscal Year 2013 Year-to-date Financial Report

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**RECOMMENDED FOR CONSENT AGENDA:**  Yes  No

**MEETING DATE:** November 1, 2012 Board Workshop

**Executive Summary**

Providing the Village President and Board of Trustees a year-to-date Financial Report including Budget & Projection Summaries by fund for all Village Funds, and Revenue & Expenditure Summaries by account for the General Fund and Water & Sewer Fund. The report represents 42% of the total Fiscal Year.

**Discussion**

General Fund Fiscal Year 2013 year-to-date revenues are significantly higher than the prior year-to-date revenues primarily due to over 75% of the Village's property tax revenues having already been received in the first 5 months. In previous Fiscal Years, the second installment of property tax was received between December and January compared to September this year. As of September 30, 2012, the General Fund is projected to have a budget shortfall in revenues of about \$178,000. A shortfall in Real Estate Transfer Revenue and the budgeted Transfer from TIF #4 that we do not anticipate receiving, make up the majority of the decrease. General Fund Fiscal Year 2013 Projections are showing a loss of \$267,265 even after including \$250,000 of Fund Reserves designated for the Veteran's Memorial and utilizing the remaining IPBC Reserve of \$1,128,770.

Year-to-date expenditures for the General Fund are about \$705,142 higher than expenditures for prior year-to-date primarily due to the timing of contractual services needed, including consulting and maintenance costs. Fiscal Year 2013 General Fund expenditure projections are \$89,152 higher than the budgeted amount due to the increase in overtime costs. We will work over the second half of the Fiscal Year toward the balancing of this fund.

The Water & Sewer Fund Revenues as of September 30, 2012 are \$699,000 higher than the prior year-to-date revenues due to the water rate increase that occurred in May of

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

**Workshop Meeting 11/1/12**

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

**Page 20**

2012. Due to a shortfall in tap on fees within Cook County, Fiscal Year 2013 revenues are currently projected lower than the budgeted amount by about \$33,484.

Expenditures for the Water & Sewer Fund are about \$404,000 less than the prior year-to-date expenditures. Similar to the General Fund, the variance is due to the delay in several Capital purchases which will occur later in the year, as well as a decrease in maintenance costs. The projected Fiscal Year 2013 expenditures currently remain at the budgeted amount. Fluctuations in the projections will occur throughout the remainder of the Fiscal Year.

Other Funds with significant variances include the Motor Fuel Tax Fund, Municipal Building Fund, and the Police and Fire Pension Funds. The Motor Fuel Tax Fund has a \$1.4 million increase of expenditures and revenues for Fiscal Year 2013 budget and projections. In order to complete the scheduled street repaving projects and street and bridge reconstruction projects, monies were budgeted from fund reserves. The Municipal Building Fund did not have any revenues or expenditures budgeted in Fiscal Year 2013. The projected \$240,000 costs were budgeted in Fiscal Year 2012, but weren't completed until Fiscal Year 2013. Once the Finance Department receives notice that all expenditures have been accounted for, a Budget Amendment will be brought forward to the Village Board to mediate the variance. For both Police and Fire Pension funds, the increases in revenues were due to the increase in the amount the Village contributes to the pensions.

Enclosed is a breakdown by Fund of all revenues and expenditures compared to prior year-to-date and projections for the current year. The Finance Department will continue to track revenues and expenditures using this report and adjust projections for Fiscal Year 2013 on a monthly basis. Also included is a Revenue & Expenditure Summary by Account for the General Fund and the Water & Sewer Fund to give further detail on the Village's most active Funds.

Staff is requesting the Village President and Board of Trustees review the format of the attached Financial Report. Recommendations for changes or enhancements to the format would be appreciated. Any feedback received will be reviewed and addressed in future financial reports.

### **Recommended Action**

No action is required.

Attachments: Budget & Projection Summary Total By Fund Budget, Budget Revenue Summary by Account General Fund, Expenditure Budget Summary by Account General Fund, Revenue & Expenditure Summary by Account Water & Sewer Fund

<b>Budgeted Item:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Budgeted Amount:</b>	\$0.00	
<b>Actual Cost:</b>	\$0.00	
<b>Account Number:</b>		

VILLAGE OF HANOVER PARK, ILLINOIS  
Budget & Projection Summary - Total by Fund  
Fiscal Year Ending April 30, 2013

As of September 30, 2012

Fund	YTD % Variance					
	FY 2011 YTD Actual	FY 2012 YTD Actual	FY 2013 YTD Actual	FY 2013 Budget	FY 2012 to FY 2013	FY 2013 Projection
<b>Revenues and Other Financing Sources</b>						
General	\$ 11,552,541	\$ 11,689,942	\$ 14,294,911	\$ 28,905,047	22.3%	\$ 28,726,934
<b>Special Revenue Funds</b>						
Road and Bridge	144,794	78,244	86,805	115,203	10.9%	115,203
Motor Fuel Tax	709,048	562,706	418,900	2,434,196	-25.6%	2,434,196
SSA #3	1,151	8	9,175	20,425	N/A	20,425
SSA #4	41	10,300	18,047	29,845	75.2%	29,845
SSA #6	-	-	33,112	77,038	N/A	77,038
	<u>855,033</u>	<u>651,258</u>	<u>566,038</u>	<u>2,676,707</u>	<u>60.6%</u>	<u>2,676,707</u>
<b>Debt Service Funds</b>						
2001 General Obligation Bonds	270,629	261,640	-	-	-100.0%	-
2002 General Obligation Bonds	248,486	287,970	-	-	-100.0%	-
2010 General Obligation Bonds	-	190,869	569,088	835,896	198.2%	835,896
2010A General Obligation Bonds	-	170,056	118,990	299,388	-30.0%	299,388
2011 General Obligation Bonds	166,887	160,825	463,841	639,847	188.4%	639,847
	<u>686,002</u>	<u>1,071,359</u>	<u>1,151,919</u>	<u>1,775,131</u>	<u>156.5%</u>	<u>1,775,131</u>
<b>Capital Projects Funds</b>						
General Capital Projects	269,774	750,165	393,267	1,565,682	-47.6%	1,565,682
TIF #2 Capital Projects	14,319	72,190	-	-	-100.0%	-
TIF #3	229,439	198,764	1,146,091	678,250	476.6%	1,637,951
SSA #5	303,230	164,901	289,962	367,710	75.8%	367,710
TIF #4	597	13,690	22	342,954	-99.8%	-
Municipal Building Fund	12,511	6,879	416	-	-94.0%	500
	<u>829,871</u>	<u>1,206,587</u>	<u>1,829,758</u>	<u>2,954,596</u>	<u>211.1%</u>	<u>3,571,843</u>
<b>Enterprise Funds</b>						
Water and Sewer	3,546,835	3,714,515	4,413,536	11,049,426	18.8%	11,015,942
Commuter Parking Lot	113,330	129,236	133,390	409,336	3.2%	409,336
Hanover Square	-	135,797	248,173	653,220	82.8%	653,220
	<u>3,660,165</u>	<u>3,979,547</u>	<u>4,795,099</u>	<u>12,111,982</u>	<u>104.8%</u>	<u>12,078,498</u>
<b>Internal Service Fund</b>						
Central Equipment	113,448	135,797	402,960	1,546,207	196.7%	1,546,207
	<u>113,448</u>	<u>135,797</u>	<u>402,960</u>	<u>1,546,207</u>	<u>196.7%</u>	<u>1,546,207</u>
<b>Trust and Agency Funds</b>						
Police Pension	1,011,162	1,141,130	902,839	2,446,876	-20.9%	2,446,876
Fire Pension	561,671	558,101	457,077	1,325,753	-18.1%	1,325,753
	<u>1,572,834</u>	<u>1,699,231</u>	<u>1,359,916</u>	<u>3,772,629</u>	<u>-39.0%</u>	<u>3,772,629</u>
<b>Total Revenues</b>	<u>\$ 19,269,893</u>	<u>\$ 20,433,722</u>	<u>\$ 24,400,601</u>	<u>\$ 53,742,299</u>	<u>19.4%</u>	<u>\$ 54,147,948</u>

VILLAGE OF HANOVER PARK, ILLINOIS  
Budget & Projection Summary - Total by Fund  
Fiscal Year Ending April 30, 2013

As of September 30, 2012

Fund	FY 2011	FY 2012	FY 2013	FY 2013	YTD % Variance	FY 2013
	YTD Actual	YTD Actual	YTD Actual	Budget	FY 2012 to FY 2013	Projection
<b>Expenditures and Other Financing Uses</b>						
General	\$ 9,002,044	\$ 10,761,410	\$ 11,466,552	\$ 28,905,047	6.6%	\$ 28,994,199
<b>Special Revenue Funds</b>						
Road and Bridge	140,633	6,499	73,417	115,203	1029.6%	281,203
Motor Fuel Tax	916,561	1,074,828	1,460,624	2,434,196	35.9%	2,434,196
SSA #3	5,694	4,106	3,929	20,400	-4.3%	20,400
SSA #4	3,975	3,975	6,625	29,800	66.7%	29,800
SSA #6	373,233	-	-	77,013	0.0%	77,013
	<u>1,440,095</u>	<u>1,089,408</u>	<u>1,544,594</u>	<u>2,676,612</u>	<u>1127.9%</u>	<u>2,842,612</u>
<b>Debt Service Funds</b>						
2001 General Obligation Bonds	17,938	9,326	-	-	-100.0%	-
2002 General Obligation Bonds	21,788	11,550	-	-	-100.0%	-
2010 General Obligation Bonds	928	168,089	258,233	795,360	53.6%	795,360
2010A General Obligation Bonds	-	-	149,569	299,388	100.0%	299,388
2011 General Obligation Bonds	139,237	139,237	102,091	639,847	-26.7%	639,847
	<u>179,890</u>	<u>328,202</u>	<u>509,892</u>	<u>1,734,595</u>	<u>-73.0%</u>	<u>1,734,595</u>
<b>Capital Projects Funds</b>						
General Capital Projects	845,978	738,055	384,483	1,304,182	-47.9%	1,304,182
TIF #2 Capital Projects	272,425	347,553	-	-	-100.0%	-
TIF #3	337,310	127,395	461,531	655,545	262.3%	951,372
SSA #5	232,529	41,642	58,935	234,000	41.5%	234,000
TIF #4	1,270	70,394	36,315	223,185	-48.4%	45,000
Municipal Building Fund	860,678	6,281,282	225,389	-	-96.4%	240,000
	<u>2,550,190</u>	<u>7,606,322</u>	<u>1,166,653</u>	<u>2,416,912</u>	<u>11.1%</u>	<u>2,774,554</u>
<b>Enterprise Funds</b>						
Water and Sewer	3,385,216	3,893,172	3,488,545	11,049,426	-10.4%	11,049,426
Commuter Parking Lot	183,287	109,117	97,997	409,336	-10.2%	409,336
Hanover Square	-	-	247,699	465,590	100.0%	465,590
	<u>3,568,503</u>	<u>4,002,288</u>	<u>3,834,242</u>	<u>11,924,352</u>	<u>79.4%</u>	<u>11,924,352</u>
<b>Internal Service Fund</b>						
Central Equipment	416,691	16,199	175,983	1,546,207	986.4%	1,546,207
	<u>416,691</u>	<u>16,199</u>	<u>175,983</u>	<u>1,546,207</u>	<u>986.4%</u>	<u>1,546,207</u>
<b>Trust and Agency Funds</b>						
Police Pension	574,983	664,117	642,809	1,785,689	-3.2%	1,785,689
Fire Pension	200,275	216,872	308,203	912,431	42.1%	922,431
	<u>775,258</u>	<u>880,989</u>	<u>951,012</u>	<u>2,698,120</u>	<u>38.9%</u>	<u>2,708,120</u>
Total Expenditures	<u>\$ 17,932,672</u>	<u>\$ 24,684,818</u>	<u>\$ 19,648,928</u>	<u>\$ 51,901,845</u>	<u>-20.4%</u>	<u>\$ 52,524,639</u>

**UNBUDGETED EXPENDITURES**

General Fund - \$10,000.00 was approved for joint participation in the Northwest Fourth Fest in Hoffman Estates  
TIF # 3 - \$242,037 is the tax incentive payment to NuCare that wasn't included in the FY 2013 Budget  
Municipal Building Fund - Nothing was budgeted in FY 2013 for the Police Building. Expenditures carried over from FY 2012

VILLAGE OF HANOVER PARK, ILLINOIS  
 Revenue Summary by Account  
 Fiscal Year Ending April 30, 2013  
 As of September 30th, 2012

## Fund 001 - General Fund

Account	Description	FY 2011 YTD Actual	FY 2012 YTD Actual	FY 2013 YTD Actual	YTD % Variance	FY 2013 Budget	FY 2013 Projection
<b>Revenues and Other Financing Sources</b>							
311.01-00	Real Property Tax	\$ 5,066,125	\$ 5,297,077	\$ 6,950,294	31.2%	9,553,253	9,553,253
311.02-00	Personal Prop Replacement	22,554	26,461	29,355	10.9%	85,015	85,015
312.01-00	Simp Telecommunications	477,987	459,670	467,390	1.7%	1,107,208	1,085,064
312.02-00	Natural Gas Tax	46,855	57,027	40,612	-28.8%	142,800	137,088
312.03-00	Electric Tax	187,425	190,988	191,821	0.4%	467,399	467,399
313.01-00	Sales Tax	1,299,877	1,426,810	1,970,818	38.1%	5,170,219	5,221,921
313.02-00	Use Tax	198,160	233,382	235,886	1.1%	599,974	605,974
313.03-00	Home Rule Sales Tax	498,054	551,829	843,252	52.8%	2,213,956	2,236,096
313.04-00	Real Estate Transfer Tax	147,516	102,675	86,698	-15.6%	308,184	277,366
313.05-00	Hotel/Motel Tax	13,753	14,019	13,242	-5.5%	36,720	36,720
314.01-00	Food & Beverage Tax	467,394	469,907	443,614	-5.6%	1,077,544	1,034,442
315.01-00	State Income Tax	1,239,931	1,272,895	1,452,793	14.1%	3,045,435	3,045,435
<b>Total Taxes</b>		<b>9,665,631</b>	<b>10,102,740</b>	<b>12,725,774</b>	<b>11.0%</b>	<b>23,807,707</b>	<b>23,785,772</b>
321.01-00	Business Licenses	833	2,518	7,213	186.4%	90,015	90,015
321.02-00	Liquor Licenses	12,720	(160)	2,712	-1794.8%	45,195	45,195
321.03-00	Contractor Licenses	19,040	11,880	13,230	11.4%	23,999	23,999
321.04-00	Vendor/Solicitor Licenses	675	115	170	47.8%	250	250
321.06-00	Animal Licenses	326	290	240	-17.2%	500	500
321.07-00	Penalties on Licenses	4,138	6,031	2,746	-54.5%	10,363	10,363
321.08-00	Multi-Family Licenses	20,925	-	40,500	0.0%	87,225	88,097
321.09-00	Single Family Rental Licenses	31,125	28,800	29,100	1.0%	37,800	37,800
322.01-00	Building Permits-Cook	55,880	24,030	23,600	-1.8%	31,500	31,815
322.02-00	Building Permits-DuPage	54,065	42,565	34,083	-19.9%	50,000	50,500
322.03-00	Sign Permits	1,808	2,161	2,189	1.3%	4,000	4,000
<b>Total Licenses and Permits</b>		<b>201,535</b>	<b>118,230</b>	<b>155,782</b>	<b>9.9%</b>	<b>380,847</b>	<b>382,534</b>
323.01-00	Solid Waste Franchise Fee	37,224	37,324	37,899	1.5%	113,746	114,883
323.02-00	Building Reinspect Fee	595	765	820	7.2%	1,500	1,500
323.03-00	Inspection Fees-Misc	-	350	100	-71.4%	-	200
323.05-00	Plan Review-Comm Devel	12,220	9,796	4,866	-50.3%	20,000	19,800
323.07-00	Cable Franchise Fee	159,131	172,664	184,631	6.9%	359,895	359,895
323.12-00	Ambulance Fees	233,822	292,586	236,082	-19.3%	640,000	640,000
323.12-01	Non-911 Ambulance Transports	-	207	(235)	-213.3%	36,800	1,500
323.13-00	CPR Fees	490	1,405	1,995	42.0%	3,000	3,150
323.14-00	Vehicle Impoundment Fees	254,400	261,500	337,000	28.9%	626,000	657,300
323.17-00	Public Safety Application Fee	4,900	1,500	1,290	-14.0%	1,500	1,500
<b>Total Charges for Services</b>		<b>702,781</b>	<b>779,356</b>	<b>804,449</b>	<b>1.4%</b>	<b>1,802,441</b>	<b>1,799,728</b>
351.01-00	Traffic Fines-Cook	47,842	47,984	45,355	-5.5%	110,000	110,000
351.02-00	Traffic Fines-DuPage	12,260	15,821	15,189	-4.0%	38,000	38,000
351.03-00	Ordinance Violations	113,732	105,983	106,437	0.4%	269,000	269,000
351.04-00	Warning Tickets	540	200	220	10.0%	100	210
351.05-00	Police False Alarm Fines	5,325	2,625	1,725	-34.3%	6,100	6,100
351.07-00	Fire False Alarm Fines	3,215	2,300	2,650	15.2%	5,000	5,500
351.09-00	Fines-Red Light Cameras	63,942	51,580	87,538	69.7%	131,520	131,520
351.10-00	Kennel Fees	1,265	1,080	720	-33.3%	2,500	2,500
<b>Total Fines and Forfeits</b>		<b>248,121</b>	<b>227,573</b>	<b>259,834</b>	<b>5.2%</b>	<b>618,770</b>	<b>562,830</b>
<b>Total Investment Income</b>		<b>33,665</b>	<b>18,244</b>	<b>14,283</b>	<b>-12.6%</b>	<b>31,344</b>	<b>31,344</b>
363.00-00	Printed Materials	2,872	2,225	2,676	20.3%	7,000	7,000
364.00-00	Rental Income	233,222	247,746	257,947	4.1%	291,900	300,657
367.00-00	Drug Forfeiture	5,647	-	-	0.0%	3,000	3,000
380.00-00	Grant Revenues	101,706	118,993	39,585	0.0%	59,618	67,615
389.03-00	Miscellaneous Income	16,843	70,046	33,131	-52.7%	96,353	91,535
389.07-00	Corporate Partnership Prog	-	4,700	1,450	-69.1%	4,700	1,450
389.08-00	Loan Repay- DuPage M&M	97	89	-	-100.0%	90	90
<b>Total Miscellaneous</b>		<b>360,387</b>	<b>443,799</b>	<b>334,789</b>	<b>-23.6%</b>	<b>462,661</b>	<b>471,348</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Revenue Summary by Account  
 Fiscal Year Ending April 30, 2013  
 As of September 30th, 2012

## Fund 001 - General Fund

Account	Description	FY 2011 YTD Actual	FY 2012 YTD Actual	FY 2013 YTD Actual	YTD % Variance	FY 2013 Budget	FY 2013 Projection
391.16-00	Trans from SSA #6	-	-	-	0.0%	40,013	40,013
391.33-00	Transfer from TIF #3	269,316	-	-	0.0%	-	-
391.37-00	Transfer from TIF #4	-	-	-	0.0%	107,900	-
391.50-00	Water and Sewer Fund	71,105	-	-	0.0%	274,594	274,594
Total Interfund Transfers		340,421	-	-	0.0%	422,507	314,607
399.00-00	Use of Fund Balance	-	-	-	0.0%	250,000	250,000
390.39-00	IPBC Reserve Fund	-	-	-	0.0%	1,128,770	1,128,770
Total Revenues and Other Financing Sources		\$ 11,552,541	\$ 11,689,943	\$ 14,294,911		\$ 28,905,047	\$ 28,726,934
Total BUDGETED Expenditures & other financing uses		\$ 9,002,044	\$ 10,761,410	\$ 11,466,552	\$ 1	\$ 28,905,047	\$ 28,994,199
Net Revenues after Expenditures		\$ 2,550,496	\$ 928,533	\$ 2,828,359		\$ -	\$ (267,265)

VILLAGE OF HANOVER PARK, ILLINOIS  
 Expenditure Summary by Account  
 Fiscal Year Ending April 30, 2013  
 As of September 30th, 2012

**Fund 001 - General Fund - Expenditures**

Account	Description	FY 2011 YTD Actual	FY 2012 YTD Actual	FY 2013 YTD Actual	YTD % Variance	FY 2013 Budget	FY 2013 Projection
<b>Expenditures and Other Financing Uses</b>							
1-11	Salaries-Regular	4,346,130	5,067,320	4,845,251	-4.38%	11,748,328	11,748,328
1-12	Salaries-Part Time	260,647	306,333	303,807	-0.82%	664,701	664,701
1-21	Overtime Compensation	375,091	407,936	446,905	9.55%	933,528	1,022,680
1-22	Court Appearances	58,265	67,850	84,778	24.95%	149,000	149,000
1-23	Holiday Pay	4,760	9,433	2,984	-68.37%	150,100	150,100
1-26	Compensation Adjustment	4,000	3,500	3,500	0.00%	8,400	8,400
1-27	Language Proficiency	15	-	-	0.00%	21,500	21,500
1-28	On-Call Premium Pay	1,176	2,879	3,483	20.98%	11,254	11,254
1-29	Employee Incentive	11,155	8,577	5,466	-36.27%	26,950	26,950
1-30	Sick Leave Buy Back	-	-	-	0.00%	-	-
1-41	State Retirement	171,310	212,630	250,789	17.95%	600,360	600,360
1-42	Social Security	313,836	362,477	354,165	-2.29%	866,336	866,336
1-43	Police/Fire Pension	769,713	1,001,833	1,046,271	4.44%	2,385,031	2,385,031
1-44	Employee Insurance	961,181	1,051,493	1,072,327	1.98%	2,514,875	2,514,875
1-45	Special Pension	13,307	14,343	11,065	-22.86%	26,666	26,666
1-46	Unempl Compensation	2,579	6,801	5,450	-19.86%	100,211	100,211
<b>Total Personal Services</b>		<b>7,293,166</b>	<b>8,523,406</b>	<b>8,436,240</b>	<b>-0.43%</b>	<b>20,207,240</b>	<b>20,296,392</b>
Total Commodities		364,336	435,810	487,805	4.67%	1,293,334	1,293,334
Total Contractual Services		1,145,160	1,267,573	2,209,935	18.66%	6,446,041	6,446,041
Total Operating Expenditures		8,802,663	10,226,789	11,133,980	3.42%	27,946,615	28,035,767
Total Interfund Transfers		199,382	534,621	332,572	-7.50%	958,432	958,432
<b>Total Expenditures and Other Financing Uses</b>		<b>\$ 9,002,044</b>	<b>\$ 10,761,410</b>	<b>\$ 11,466,552</b>		<b>\$ 28,905,047</b>	<b>\$ 28,994,199</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Revenue & Expenditure Summary by Account  
 Fiscal Year Ending April 30, 2013  
 As of September 30, 2012

**Fund 050 - Water and Sewer Fund**

Account	Description	FY 2011 YTD Actual	FY 2012 YTD Actual	FY 2013 YTD Actual	YTD % Variance	FY 2013 Budget	FY 2013 Projections
<b>Revenues and Other Financing Sources</b>							
321.07-00	Penalties on Licenses	\$ 814	\$ 840	\$ 740	-11.90%	\$ 1,800	\$ 1,800
322.10-00	Wastewater Discharge	-	2,000	-	-100.00%	3,000	1,000
<b>Total Licenses and Permits</b>		<b>814</b>	<b>2,840</b>	<b>740</b>	<b>-73.94%</b>	<b>4,800</b>	<b>2,800</b>
344.01-00	Water Sales-Cook Cty	836,592	914,770	1,144,551	25.12%	3,493,397	3,493,397
344.02-00	Water Sales-DuPage Cty	1,232,057	1,351,935	1,777,373	31.47%	3,540,425	3,540,425
345.01-00	Sewer Sales-Cook Cty	234,971	270,931	275,959	1.86%	809,959	809,959
345.02-00	Sewer Sales-DuPage Cty	896,837	933,876	993,231	6.36%	1,935,493	1,935,493
346.00-00	Water Penalties	74,587	80,532	83,464	3.64%	190,400	190,400
347.01-00	Water Tap-On Fees-Cook	30,594	13,492	20,306	50.50%	56,666	48,950
347.02-00	Water Tap-On Fees-DuPage	-	-	-	-	9,444	-
348.01-00	Sewer Tap-On Fees-Cook	29,982	13,222	20,825	57.50%	55,532	48,950
348.02-00	Sewer Tap-On Fees-DuPage	-	-	-	-	9,254	-
349.01-00	Water Meters-Cook Cty	4,792	3,279	2,254	-31.24%	6,169	7,650
349.02-00	Water Meters-DuPage Cty	86	1,175	277	-76.43%	969	1,000
<b>Total Charges for Services</b>		<b>3,340,498</b>	<b>3,583,212</b>	<b>4,318,240</b>	<b>20.51%</b>	<b>10,107,708</b>	<b>10,076,224</b>
361.00-00	Interest on Investments	5,637	6,596	3,973	-39.77%	13,000	13,000
362.00-00	Net Change in Fair Value	5,053	1,487	-	-100.00%	600	600
<b>Total Investment Income</b>		<b>10,690</b>	<b>8,084</b>	<b>3,973</b>	<b>-50.85%</b>	<b>13,600</b>	<b>13,600</b>
380.04-00	Reimb Exp-Property Damage	5,454	1,285	284	-77.89%	4,000	4,000
380.09-00	Reimb Exp-Miscellaneous	1,504	907	7,607	738.67%	2,500	2,500
389.03-00	Miscellaneous Income	9,447	10,657	6,938	-34.90%	22,000	22,000
389.09-00	Leachate Treatment Rev	178,428	107,530	75,754	-29.55%	273,000	273,000
<b>Total Miscellaneous</b>		<b>194,833</b>	<b>120,379</b>	<b>90,582</b>	<b>-24.75%</b>	<b>301,500</b>	<b>301,500</b>
399.00-00	Use of Fund Balance	-	-	-	-	442,790	442,790
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>442,790</b>	<b>442,790</b>
389.03-00	Use of IPBC Reserve Funds	-	-	-	0.00%	179,028	179,028
<b>Total Revenues and Other Financing Sources</b>		<b>3,546,835</b>	<b>3,714,515</b>	<b>4,413,536</b>	<b>18.82%</b>	<b>11,049,426</b>	<b>11,015,942</b>
<b>Expenditures and Other Financing Uses</b>							
5010	Administration	621,201	623,067	573,117	-8.02%	1,513,675	1,513,675
5020	Water Treatment	1,180,168	1,344,555	1,426,710	6.11%	3,653,551	3,653,551
5030	Water Maintenance	424,875	566,601	379,264	-33.06%	843,258	843,258
5040	Water Meter Operations	77,194	77,085	71,200	-7.63%	200,133	200,133
5050	Sewage Treatment	544,596	492,244	406,192	-17.48%	1,472,078	1,472,078
5060	Sewer Maintenance	255,760	308,108	207,276	-32.73%	933,954	933,954
5070	Depreciation/Debt Service	281,422	481,512	424,786	-11.78%	2,432,777	2,432,777
<b>Total Expenditures and Other Financing Uses</b>		<b>3,385,216</b>	<b>3,893,171</b>	<b>3,488,545</b>	<b>-10.39%</b>	<b>11,049,426</b>	<b>11,049,426</b>
<b>Net Revenues after Expenditures</b>		<b>\$ 161,619</b>	<b>\$ (178,657)</b>	<b>\$ 924,991</b>		<b>\$ -</b>	<b>\$ (33,484)</b>



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

**FROM:** Juliana Maller, Village Manager

**SUBJECT:** Reimbursement of Permit Fee for a Hanover Park Park District Project

**ACTION**

**REQUESTED:**  Approval  Concurrence  Discussion  Information

**MEETING DATE:** November 1, 2012 Board Workshop

**Executive Summary**

The Village received the attached letter from Bob O'Brien, Superintendent of Parks and Planning at the Hanover Park Park District, requesting the Village reimburse them for the permit fee they paid out for the Ahlstrand Field House HVAC project.

**Discussion**

The permit fee cost for the project is \$730.00. The permit was issued on September 14, 2012. This was not a joint Village/Park District project. Permit fees are based on the cost to issue the permit, as well as staff time to coordinate and manage plan reviews and on-site inspections. In this case, plans were outsourced to the Village's consulting firm, Fire Safety Consultants Inc., for review of all electrical and mechanical equipment and installation. On-site inspections were made by Village Inspectors, as well as inspectors from the consulting firm. The Park District will be due a refundable bond of \$365.00 upon completion of the Village's final inspection. It is my understanding that in the past, from time-to-time, fees have been waived for the Park District.

There is not a Village policy that states that the Village will waive permit fees for other governmental entities. Staff does not recommend the permit fee be reimbursed to the Hanover Park Park District.

**Recommended Action**

Recommend denial of request.

**Attachments:** Hanover Park Park District Letter  
Permit

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

**Workshop Meeting 11/1/12**

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

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(630) 837-2468  
FAX (630) 837-9720

1919 Walnut Avenue  
Hanover Park, Illinois 60133

October 22, 2012

Village Board of Trustees  
Village of Hanover Park  
2121 West Lake Street  
Hanover Park, IL 60133

Dear Trustees:

On behalf of the Hanover Park Park District, I would like to request that the Village reimburse the permit fee for the Ahlstrand Field House HVAC project located at 6800 Catalpa Street, Permit # 12-576 in the amount of \$730.00. The architect for this project is W-T Engineering and the contractor is Ram Mechanical Services. The project was started last month and should be completed by October 31. Thank you for your consideration on this project.

A handwritten signature in blue ink, appearing to read "Bob O'Brien", is written over the typed name.

Bob O'Brien  
Superintendent of Parks & Planning  
Hanover Park Park District

VILLAGE OF HANOVER PARK  
DEVELOPMENT PERMIT  
630/823-5860

4.e.

PERMIT NBR: 12-00000576 VALUATION: \$ 36,475 ISSUE DATE: 9/14/12  
ADDRESS: 6800 CATALPA ST PIN: 06-36-207-030-0000

TENANT: HP PARK DIST-HVAC UPGRADE

PROPERTY OWNER:

AHLSTRAND POOL  
1919 WALNUT

HANOVER PARK IL 601333502  
(000)

FEES:

BUILDING PERMIT 365.00

REFUNDABLE BOND 365.00

GENERAL CONTRACTOR:

OWNER (000)

SUB-CONTRACTOR(S):

CONTR WEATHERGUARD ROOFING  
CONTA RAM MECHANICAL SERVICES, INC.  
CONTE STANCY ELECTRIC INC.

GRAND TOTAL 730.00

APPLICATION MISCELLANEOUS COMMENTS

RECEIVED FROM OWNER CHECK# 52850 \$365  
PF/\$365 BOND, MAIL BOND TO: HP PARK  
DISTRICT, 1919 WALNUT AVE, HP 60133

REQUIRED INSPECTIONS: THIS CARD MUST BE DISPLAYED ON SITE, VISIBLE FROM THE STREET AND REMAIN IN PLACE UNTIL ALL CONSTRUCTION IS COMPLETED. THE FOLLOWING INSPECTIONS ARE REQUIRED AND MUST BE APPROVED IN THE FOLLOWING ORDER:

- ROUGH ELECTRICAL
- ROUGH MECHANICAL
- FINAL ELECTRIC
- FINAL MECHANICAL

- \* APPOINTMENTS FOR INSPECTIONS MUST BE MADE BY 3:30 P.M. THE PRECEDING DAY.
- \* A REINSPECTION FEE OF \$35.00 (\$25.00 FOR RESIDENTIAL PERMITS) WILL BE CHARGED FOR EACH FAILED OR UNCANCELED INSPECTION; FOUR HOURS NOTICE IS REQUIRED TO CANCEL INSPECTIONS.
- \* WORK AUTHORIZED BY THIS PERMIT MUST BEGIN WITHIN SIX MONTHS AND BE COMPLETED WITHIN TWELVE MONTHS OF ISSUE DATE.

I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND ACCURATE AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS PERMIT.

Bob O'Brien 9/14/12 AMH/SLS  
OWNER/CONTRACTOR DATE INSPECTIONAL SERVICES DIVISION