



Village of Hanover Park Administration

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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, September 19, 2013
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. Car Show Expense Recap
 - b. Finance/Community and Economic Development Copier Lease
 - c. Budget & Levy Calendar
 - d. Disposal of Trailer
5. **STAFF UPDATES**
 - a. ERP and Adjudication Software Implementation Schedule
 - b. Hanover Square Update
6. **NEW BUSINESS**
7. **ADJOURNMENT**



TO: Village President and Board of Trustees

FROM: Eira L. Corral, Village Clerk

SUBJECT: Car Show Report

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: September 19, 2013- Board Workshop

Executive Summary

Summary of Village expenses required to coordinate the Car Show and a summary of the monies raised to benefit Hanover Park Community Resource Coalition.

Discussion

The cost for coordinating the car show totaled \$8,509.83. Additionally, a total of approximately \$1,531.70 was spent on in-house printing of flyers, mailers, labels, etc. Funds budgeted were supplemented by \$1,900 in sponsorships from Wickstrom Chevrolet, Joe Cotton Ford, Prairie Station Pub, and Gullo International Development. This event serves as a fundraiser for youth programming for the Hanover Park Community Resource Coalition (HPCRC). The amount raised for HPCRC was \$5,085.45.

The event was successful in registering 170 cars for the show. An estimated 500-700 community members attended the event.

Recommended Action

None

Budgeted Item:	_____ Yes	_____ No
Budgeted Amount:	\$	
Actual Cost:	\$	
Account Number:		

Agreement Name: _____

Executed By: _____ Workshop Meeting 9/19/13

Village of Hanover Park

Summary of Revenues and Expenses
Date of Event 8/11/13

Event Revenues

Village Car Show Budget	\$ 3,000.00
Village Personnel and Equipment Budget (by Dept)	\$ 4,441.23
Village 460 Postage Budget	\$ 325.35
Wickstrom Sponsorship	\$ 500.00
Joe Cotton Sponsorship	\$ 500.00
Prairie Station Pub Sponsorship	\$ 600.00
Gullo Int'l Development	\$ 300.00
*Printing Budget	\$ 1,531.70
Total Revenues	\$ 11,198.28

Event Inkind Contributions

Balloons	\$ 100.00
Banners	\$ 200.00
Band	\$ 500.00
Total Inkind Contributions	\$ 800.00

Village Expenses

T Shirts	\$ 1,880.00
Prize Money	\$ 900.00
DJ	\$ 500.00
Trophies	\$ 413.25
Mailings	\$ 325.35
SMS Poll voting membership	\$ 50.00
Ad	\$ -
Village Staff and Equipment	\$ 4,441.23
*Printing Expenses	\$ 1,531.70
Total Expenses	\$ 10,041.53

Summary

Overall Village Cost of Coordinating Event profit (loss)		
Revenues	\$	11,198.28
Expenses	\$	10,041.53
	\$	1,156.75

*Printing Cost

Human Resources Printer	\$ 1,500.00
Inspectional Services Printer	\$ 31.50
Xeros Copier	\$ 0.20
Total	\$ 1,531.70

HPCRC Fundraising Revenues

T-shirts Sold	\$120.00
Concession Stand	\$401.00
Car Fees	\$3,285.23
Vendor Fees	\$1,075.00
Auction	\$0.00
50/50	\$247.00
Total Revenues	\$5,128.23

HPCRC Inkind Contributions

Whole Foods-Food	\$1,000.00
10 bags of Ice	\$40.00
Total Inkind Contributions	\$1,040.00

HPCRC Expenses

Concession Stand	\$42.78
Total Expenses	\$42.78

Summary

Fundraising to Benefit HPCRC		
Revenues	\$5,128.23	
Expenses	\$42.78	
	\$5,085.45	



TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
 Rebekah Flakus, Finance Director
 Dan McGhinnis, IT Director

SUBJECT: Finance/Community and Economic Development Copier Lease

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: September 19, 2013 – Board Workshop

Executive Summary

Approve a Lease Order Agreement with Ricoh Americas Corporation for a 60 month lease at a base cost of \$580.63 per month, and use the year one cost savings to purchase a new postage machine and letter opener.

Discussion

The Finance and Community and Economic Development shared copier lease recently expired and is in need of replacement. The Village has standardized on color copiers from Ricoh in the Police Department, Fire Department, Public Works Department, and Inspectional Services Division/Information Technology wing based on several factors, but the primary focus is with cost savings. The current black and white copier lease is approximately \$1,677 per month, while the proposed copier is significantly less expensive and offers improved features such as color, dual sided single pass document feeder, saddle stitch finishing, and an improved multi-fold unit.

As the Village continues to innovate with technology, specifically related to the Adjudication System, the Finance Department has determined that the cost savings from the copier lease will be used to replace the Village's obsolete postage machine. The adjudication process requires the Village to send out certified mail to people who have received tickets and the new postage machine will allow for electronic return receipts which will save postage costs and allow for more efficient processing of certified mail. In addition, the current postage machine and letter opener are obsolete and are continuously breaking, resulting in additional fees for repairs. The new machines will also have a lower annual maintenance cost.

The current year savings from replacing the copier lease will cover the expense to purchase the new postage machine and letter opener. The new copier, postage machine and letter opener will have annual cost savings in the following years of \$13,458 per year.

Agreement Name: _____

Executed By: _____ Workshop Meeting 9/19/13

Recommended Action

Move to approve a lease order agreement with Ricoh Americas Corporation and use the year 1 savings to purchase a new postage machine and letter opener.

Attachments: Xerox Cost Savings Analysis

Budgeted Item:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Budgeted Amount:	\$20,124	
Actual Cost:	\$20,043	
Account Number:	001-0510-415-03.51 050-5010-471-03.51	

Xerox Cost Savings Analysis

Monthly Lease - New Ricoh	\$ 580.63
Monthly Lease - Old Xerox	<u>1,677.00</u>
Monthly savings in lease Costs	<u><u>\$ 1,096.37</u></u>
FY 14 Savings in lease Costs (7 Months)	\$ 7,674.59
<i>Assuming new machine is purchased in September</i>	
Less: Cost of new Postage Machine/letter opener	<u>7,593.84</u>
FY '14 Costs under budget	<u><u>\$ (80.75)</u></u>
Annual Savings in lease Costs - Xerox Copy Machine	\$ 13,156.44
Annual Savings in Maintenance Costs - Postage Machine	<u>302.00</u>
Total Annual Savings	<u><u>13,458.44</u></u>
5 Year Savings	<u><u>\$ 67,292.20</u></u>



TO: Village President and Board of Trustees

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

SUBJECT: Proposed Fiscal Year 2014B and Calendar Year 2015 Budgets and Tax Levies Calendar

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: September 19, 2013 - Board Workshop

Executive Summary

The Strategic Plan includes transitioning the Village's budget year from a May 1 fiscal year to a January 1 calendar year. The Finance Committee discussed this at its August 19, 2013 meeting and gave direction to staff to discuss with the Board.

Review the proposed Fiscal Year 2014B and Calendar Year 2015 Budgets and Tax Levies Calendar.

Discussion

As part of the preliminary budget and property tax levy planning, the Finance Department reviews the prior year timeline and creates Budget and Levy calendar to ensure the entire process runs smoothly and the Village Board is aware of all dates and deadlines.

With Board direction to proceed with transitioning to a calendar year, the upcoming Fiscal Year will be quite different than in the past. Staff has created an eight month stub year beginning May 1, 2014 and ending December 31, 2014. Going forward, this stub year will be referred to as Fiscal year 2014B. Because the upcoming budget is only an eight month budget, Staff chose to create a longer calendar encompassing Fiscal year 2014B and Calendar Year 2015 with the appropriate property tax levies and dates for implementing the new ERP software system.

Attached is the proposed Budget and Property Tax Levy Calendar starting with the 2013 Property Tax Levy and Fiscal year 2014B Budget. As part of the Fiscal Year 2014B budget process, staff will be beginning the preparations for the upcoming Calendar Year 2015 Budget, but will not develop final budgets until after the Fiscal Year 2014B begins. The final Fiscal Year 2014B Budget will be entered into the new ERP software system when the Finance Department goes live on May 1, 2014.

Agreement Name: _____

Executed By: _____ Workshop Meeting 9/19/13

The second page of the Calendar includes the 2014 Property Tax Levy and Calendar Year 2015 Budget processes. Completion of the Fiscal Year 2014B Financial Statements and Audit will take place concurrently with the Calendar Year 2015 Budget and 2014 Property Tax levy processes. Once completed, the Calendar year 2015 proposed Budget and 2014 proposed Property Tax levy will be presented to the Village Board together for approval in December, and the new Calendar Year cycle will begin January 1, 2015.

Recommended Action

Review and give direction to proceed with the proposed Fiscal Year 2014B and Calendar Year 2015 Budgets and Tax Levies Calendar and direct the Village Attorney to draft the necessary Ordinance.

Attachments: Draft – FY 2014B and Calendar Year 2015 Budget and Levy Calendar

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

VILLAGE OF HANOVER PARK
FISCAL YEAR 2014B & CALENDAR YEAR 2015
BUDGET AND TAX LEVY CALENDAR

4.c.

October 7, 2013 Discuss 2013 Levy Options with Village Manager

October 21, 2013 Finalize with Village Manager the recommended 2013 Property tax levy

October 28, 2013 Finance Committee Meeting (4:30 p.m.) to discuss Property Tax Levy

November 5, 2013 Budget guidance and distribution of Instruction Manual - for 20 months (Staff Meeting 9:00 a.m.)

November 7, 2013 Fiscal Year 2014B Budget & Public Input (6:00 p.m.)

November 7, 2013 Strategic Plan Update & Impact on Budget (6:00 p.m.)

November 21, 2013 2nd Quarter FY 2014 Financial Report Presentation (6:00 p.m.)

November 21, 2013 Discuss 2013 Property Tax Levy recommendation with Village Board at workshop (6:00 p.m.)

November 21, 2013 Truth and Taxation Estimate & Public Hearing on Village Board Meeting Agenda (7:30 p.m.)

November 25, 2013 Potential preliminary meeting with Finance Committee

December 5, 2013 Final Discussion of 2013 Property Tax Levy with Village Board if needed (6:00 p.m.)

December 5, 2013 2013 Property Tax Levy and Abatements on Village Board meeting agenda (7:30 p.m.)

December 13, 2013 All department, committee and commission budgets are to be submitted to the Village Manager's Office by 4:30 p.m.
For FY 2014B and Calendar Year 2015

December 23, 2013 File 2013 Property Tax Levy and Abatements with Cook and DuPage Counties

January 20, 2014 Budget Revisions Due to Finance for both FY 2014B & Calendar Year 2015

January 27, 2014 Finance Committee Meeting - Review draft budget

February 6, 2014 Finance Committee Meeting - if needed (meet prior to Board Workshop 4:30 p.m.)

February 12, 2014 Pull together documents for Calendar Year 2015 budget, but save for later approval

February 20, 2014 FY 2014B Budget Discussion with Village Board at Board Workshop (6:30 p.m.)

February 20, 2014 Add Agenda Memo Item - Motion for a public hearing & Display of Budget (7:30 p.m.)

February 24, 2014 Potential meeting with Finance Committee

February 27-March 7, 2014 Prepare FY 2014B Budget Document for Village Board Approval

March 3, 2014 Publish legal notice for Budget Law Hearing in newspaper (10 days before Budget Law Hearing)

March 5, 2014 Put FY 2014B Budget on file for public review (10 days before Budget Law Hearing)

March 20, 2014 Budget Public Hearing on FY 2014B Budget prior to Board Meeting (7:15 p.m.)

March 20, 2014 Board Meeting - Pass Budget Ordinance adopting FY 2014B Budget (7:30 p.m.)

April 18, 2014 Deadline for adoption of FY 2014B Budget

May 1, 2014 Start of Fiscal Year 2014B

May 1, 2014 Go live with New World in Finance & HR

**VILLAGE OF HANOVER PARK
FISCAL YEAR 2014B & CALENDAR YEAR 2015
BUDGET AND TAX LEVY CALENDAR**

4.c.

June 2014 Audit Prep work - Fiscal Year 2014B
July 2014 Audit Fieldwork - Fiscal Year 2014B
August 2014 Finalizing Items for CAFR and Audit - Fiscal Year 2014B
September 2, 2014 Utility Billing Go Live with New World

August 5, 2014 Budget guidance and distribution of Instruction Manual Calendar Year 2015 (Staff Meeting 9:00 a.m.)

August 7, 2014 Calendar Year 2015 Budget, Strategic Plan, and Department & Public Input (6:00 p.m.)

August 7, 2014 Strategic Plan Update & Impact on Budget (6:00 p.m.)

August 29, 2014 All department, committee and commission budgets are to be submitted to the Village Manager's Office by 4:30 p.m.

September 26, 2014 Finance & Manager's Office Finalize draft of Levy & Budget recommendation

October 6, 2014 Finance Committee Meeting - 2014 Levy Options & Calendar Year 2015 Year Input

October 7, 2014-October 13, 2014 Finalize with Village Manager the recommended 2014 Property tax levy & Calendar Year 2015 Budget

October 20, 2014 Finance Committee Meeting to implement any final changes to Calendar Year 2015 Budget & 2014 Property Tax Levy

November 6, 2014 Bring Draft 2014 Property Tax Levy & Draft Calendar Year 2015 Budget for Village Board review - Workshop (6:00 p.m.)

November 6, 2014 Budget Public Hearing on FY 2015 Budget prior to Board Meeting (7:15 p.m.)

November 6, 2014 Truth and Taxation Estimate & Public Hearing on Village Board Meeting Agenda (7:30 p.m.)

November 17, 2014 Publish legal notice for Budget Law Hearing in newspaper (10 days before Budget Law Hearing)

November 19, 2014 Put Calendar 2015 Budget on file for public review (10 days before Budget Law Hearing)

December 4, 2014 Final Discussion of 2014 Property Tax Levy and Calendar Year 2015 Budget with Village Board (6:00 p.m.) - if needed

December 4, 2014 2014 Property Tax Levy and Abatements & Calendar Year 2015 Budget on Village Board meeting agenda for approval (7:30 p.m.)

December 22, 2014 Deadline to File 2014 Property Tax Levy

December 22, 2014 File Approved Calendar Year 2015 Budget

December 31, 2014 Deadline for adoption of Calendar Year 2015 Budget

January 1, 2015 Start Calendar Year 2015


Village of Hanover Park
AGENDA MEMORANDUM

TO: Village President and Board of Trustees

FROM: Juliana A. Maller, Village Manager
Howard A. Killian, Director of Engineering and Public Works

SUBJECT: Disposal of Trailer

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: September 19, 2013 – Board Workshop

Executive Summary

At the Board Workshop of September 5, 2013, an Ordinance authorizing the sale by public auction of personal property owned by the Village of Hanover Park was included on the agenda for approval. A 1991 trailer was pulled off the list prior to approval. The Village Board indicates that they wished to have further discussion about the trailer.

Discussion

A motion was made and passed for the 1991 Trailer listed below to be pulled off the list of property to be auctioned, and hold off sending it to auction until further discussion is had by the Board.

<u>Unit #</u>	<u>Vin #</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Minimum Bid</u>
659	1WC200E1XM1053148	1991	Wells Cargo	Trailer	\$ 400

Recommended Action

Direct staff on what the Board wishes to be done with the trailer.

Budgeted Item:	_____ Yes	_____ No	N/A
Budgeted Amount:	\$		
Actual Cost:	\$		
Account Number:			

Agreement Name: _____

Executed By: Juliana Maller

Workshop Meeting 9/19/13
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TO: Village President and Board of Trustees

FROM: Juliana Maller, Village Manager
Rebekah Flakus, Finance Director
Dan McGhinnis, IT Director

SUBJECT: Enterprise Resource Software and Adjudication Software Implementation Schedule

ACTION

REQUESTED: Approval Concurrence Discussion Information

MEETING DATE: September 18, 2013 – Board Workshop

Executive Summary

Information regarding the implementation schedule for the Enterprise Resource Planning software including a preliminary implementation schedule for the Adjudication software.

Discussion

Over the past month, staff has been working with New World Systems on an implementation schedule for the Enterprise Resource Planning software installation. Staff is phasing in modules beginning with Financial Management, which is considered the most critical component due to other modules integration with the general ledger. The implementation of most modules will overlap with each other as they will not have a significant impact outside of the targeted department. Below is the most current implementation schedule and is subject to change based on the Village's needs.

- Financial Management setup/configuration is between 10/7/2013 – 4/11/2014
- Financial Management go live date is 5/1/2014
- HR/Payroll setup/configuration is between 10/28/2013 – 4/4/2014
- HR/Payroll go live date is 5/5/2014
- Utility Management setup/configuration is between 11/18/2013 – 8/1/2014
- Utility Management go live date is 9/2/2014
- Community Development setup/configuration is between 2/18/2014 – 9/12/2014
- Community Development go live date is 10/13/2014

The adjudication software schedule is in its preliminary stages while staff is coordinating the ordinance changes to allow the Village to adjudicate in-house. Below is the tentative timeline.

Agreement Name: _____

Executed By: _____ Workshop Meeting 9/19/13

- Base System Setup is between 9/15/2013 – 10/4/2013
- State Ticketing Setup is between 10/1/2013 – 10/21/2013
- Training and Testing is between 10/21/2013 – 11/1/2013
- Go Live Date is 12/1/2013 – 12/15/2013

Recommended Action

No action needed – information only.

Budgeted Item: ___ Yes ___ No N/A
Budgeted Amount:
Actual Cost:
Account Number: