

# Hanover Township

## Capital Improvement Program

(FY10 – FY14)

### Introduction

The preparation and adoption of a Capital Improvements Program (CIP) is an important part of Hanover Township's planning process. A CIP aims to recognize and resolve deficiencies in existing public facilities and anticipate and meet future demand for capital facilities. A CIP is a multi-year schedule that lays out a series of Township projects and their anticipated associated costs. Over the five year period considered by the CIP, it shows how the Town should plan to expand or renovate facilities and services to meet the demands of existing and new residents and businesses.

A CIP is an advisory document that can serve a number of purposes, including:

1. Guide the Township Board and administration in the annual budgeting process;
2. Aid in prioritization, coordination, and sequencing of capital improvements;
3. Inform residents, business owners, and developers of planned improvements.

### Overview

Submitted for consideration is the proposed Capital Improvements Program for the Fiscal Years 2009-2010 through 2013-2014. This document identifies long term needs and proposes a multi-year financial plan for them. The Township of Hanover has a long standing commitment to quality public services and thoughtful planning. The Capital Improvements Program formalizes that commitment and provides for orderly and appropriately financed growth of Township facilities. It is a financial tool that allows the Town Board to take a long range view of the organization's needs. This process will serve the organization as part of a larger ongoing strategic planning effort.

Beginning in the summer, the Town staff review the projects included in the current Capital Improvements Program, update the costs and status of those projects, and identify new projects to be included. The department submissions are reviewed, and project budgets and schedules are adjusted accordingly. The Town Board reviews the five-year program in the late summer, allowing an opportunity for additions, deletions, or amendments. This allows staff time to incorporate the new year's projects into the upcoming budget development process. This early review will likely also afford the Township an opportunity to bid construction projects early in the year, keeping costs down and completion timely.

The 5-year Capital Improvements Program for 2010-2014 totals \$3,205,000. In Fiscal Year 2010 the Town Board has allocated up to \$290,000 to be expended on capital improvements. This included approximately \$250,000 in grants and \$40,000 in local property tax revenues. The

chart below shows anticipated annual expenditures proposed in the 2010-2014 program. Capital expenditures can be expected to vary significantly from one year to the next.

### **Financing Methods**

Hanover Township has limited financing options. These options include funding from current revenue, often referred to as pay-as-you-go. The vast majority of annual revenue to the Township is from local property tax revenue, the bulk of which funds operating expenses such as salaries and utilities. A larger portion of these funds could be set aside each year for capital expenditure purposes. A second option is to fund the improvements through the working fund reserves, which represent savings by the Township overtime in each of the Town's several funds.

Debt financing, often referred to as pay-as-you-use, is another option available for consideration. The Town Board has historically been reluctant to use this source of financing, except for short term borrowing. The Township is limited by state statute and practice from considering other forms of revenue including sales tax, impact fees, and significant user fees.

Another major source of revenue for financing capital projects are grants. The Township has successfully applied for several Community Development Block Grants from the federal government through Cook County. A variety of county, state, federal, and private grants may be available for application; however a great deal of research is required to identify these potential sources of capital revenue. The Township may wish to allocate additional resources to grant research, writing, and administration. A mixture of financing methods including current revenue, fund reserves, grants, and borrowing will likely be required for any significant projects.

### **FY09 Highlights**

While the Capital Improvements Program anticipates expenditures over a five-year period, the immediate focus is on 2009-2010, which is referred to as the Capital Budget. These projects are part of the operating budget that has been approved by the Town Board. In Fiscal Year 2010 the Town Board has allocated up to \$290,000 to be expended on capital improvements. Funds are proposed to be budgeted for a total of two primary projects. Projects include renovation improvements to the Astor Avenue Community Center and the replacement of the farm house roof of the Town Hall, as well as small projects such as research for a senior park.

### **Project Descriptions**

#### **Astor Avenue Improvements**

The community center at Astor Avenue is an older facility that will likely require additional repair and upgrades over a long period of time to remain operational. These funds are set aside for improvements to the facility focusing on specialty needs of the food pantry and building wide system requirements for phones, internet access, and HVAC. The funds for these improvements have already been secured through the CDBG grant process.

### **Farm House Roof Replacement**

The farm house roof is in significant disrepair. A replacement is required, including damaged roof sheeting, new felt, ice and water protectant, and 30-year architectural shingle. New roof vents are also required as well as a replacement of the attic fan with a solar fan.

### **Senior Park**

This project will address the continued growth in the senior citizen population of the Township. Many years ago the Town Board had the foresight to purchase a sizable main campus. Within the last few years the Township has successfully completed the construction of an impressive Senior Center. Adjacent to the main campus, a new senior housing and assisted living complex has recently been completed and occupied. Today, these facilities, along with even newer senior living facilities on West Bartlett road, represent the majority of senior orientated construction throughout Hanover Township. A new senior park located between these two facilities on an approximate 1.2 acre parcel owned by the Township would provide additional recreation and programming space specifically designed for our growing senior population. The goal is to form a partnership with the local park districts and utilize state grants to pursue the project for any amount over and above the amount allocated in CIP.

### **New Highway/Bus Garage**

The Township owns and operates eleven vehicles, excluding those owned by the Road District. Currently, only three of these vehicles are housed under roof. The existing highway and bus garages are dated, likely not in compliance with all current codes, and ineffective at meeting existing and future space needs. A new garage would likely be located in the general area of the existing garages, providing much needed additional space for vehicles, a wash bay to allow for on-site cleaning of vehicles, and possibly additional storage space for Township records and equipment. This garage would create an opportunity for further partnership between the Road District and Senior Transportation Services. Also, as the Emergency Management Agency develops this location may provide space for storage of any related emergency vehicles acquired. In the interim period, the Township has identified and is negotiating a lease for garage space to house vehicles until a Township garage of appropriate size is constructed.

### **Senior Center Lower Level Build Out**

This project would provide additional space for Senior Center activities. In particular, the Senior Services staff has proposed a "Positive Aging Resource Center" that would compliment existing programming and services offered at the center on the West portion. The PARC center may include relocating Senior Social Services staff, providing space for senior service providers such as Catholic Charities or the Illinois Department on Ageing, as well as local regional specialists. The East side would likely be primarily built out for a multi-purpose room for the increased number of Senior Center activates. The senior lending closet, gift shop storage, and bathroom facilities would also been included in the scope of this project. The Township has already acquired \$80,000 in CDBG funds towards the completion of the project.

### **Town Hall Roof Replacement**

The Town Hall roof is in need of replacement and/or repair. Roof repair companies should be consulted. Green roof replacement should be considered, including the use of recycled materials, vegetation, and other current green initiatives.

### **Township Space Study**

The programs and services of Hanover Township have grown significantly over the last twenty-five years since the construction of the Town Hall, matching the growth in population in the community. The addition of the Senior Center and relocation of services to the Astor Avenue Community Center has met demand for space in the short term. However, it is expected that further increases in services will be limited by existing space constraints, even as the Township is utilizing new grant funding options to meet service demand. A comprehensive space study of all Township departments and operations by professional architects in the field will provide a blue print for future capital improvements including a probable Town Hall renovation and/or construction.

### **Township Hall Remodel/Construction**

The farm house portion of the Town Hall dates back to the early 20<sup>th</sup> century, and existing building systems are becoming obsolete including HVAC, sprinklers, and design layout. As demand for space continues and building codes become more stringent a significant remodeling and/or construction of Town Hall facilities may become necessary to address resident expectation of service delivery. The previously mentioned space study should provide the Township with a clear direction of which alternatives will best address the Township's long term space needs.

### **Parking Lot Reconstruction**

The existing parking lot serving the Town Hall and the areas around the garages is in significant disrepair. A short term project to repair and seal coat the lots should prolong their useful life by a few years, however significant reconstruction will be required in the future. This reconstruction should only occur after any planned major construction projects using these access roads and lots such as the town hall addition/remodel and the garage construction.

### **Campus Property Enlargement**

This project is to address long term space needs of the Township. As neighboring properties are voluntarily placed on the market for sale, the Township should review each parcel for consideration for long term acquisition to accommodate services offered by the Township.

### **Recommendations**

As this is the second year of implementing the Township's Capital Improvement Program, it is recommended that the Town Board consider each project individually and in context of the larger CIP. This would be an appropriate time to offer additional projects for inclusion in the CIP and/or deletions or amendments to the projects presented. The CIP is an advisory document providing the Town Board and administration direction in future fiscal year's capital budget

development. Future years funding need not be fully addressed in the CIP, only in the capital budget of the effective fiscal year. It is anticipated that a variety of funding sources will be required to meet the CIP as presented including current revenues, grants, fund reserves, and possibly some form of borrowing. Grants will likely be a primary source of funding for capital improvements. The Township should invest additional resources towards grant research, writing, and administration. Please feel free to contact the Administrator's Office with any questions, comments, or inquiries regarding the information presented.

**Hanover Township**  
**5+ Year Capital Improvement Program (CIP)**  
*December 10, 2009*

Project	FY10	FY11	FY12	FY13	FY14	FY15-FY30	Total
Astor Avenue Improvements	\$ 250,000						
Farm House Roof Replacement	\$ 10,000						
Senior Park	\$ 5,000		\$ 150,000				
New Highway/Bus Garage		\$ 1,500,000					
Senior Center L.L. Buildout		\$ 35,000	\$ 350,000				
Town Hall Roof Replacement		\$ 30,000					
Township Space Study				\$ 25,000			
Town Hall Remodel/Construction					TBD*		
Parking Lot Reconstruction						\$ 150,000	
Campus Property Enlargement						\$ 550,000	
Misc. Minor Improvements	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
<b>Total Per Fiscal Year</b>	<b>\$ 290,000</b>	<b>\$ 1,590,000</b>	<b>\$ 525,000</b>	<b>\$ 50,000</b>	<b>\$ 25,000</b>	<b>\$ 725,000</b>	<b>\$ 3,205,000</b>

\* The estimated cost for the Town Hall remodel/construction would be determined in the space study.