



2016 - 2017



**Annual Operating
and Capital Budget**



Township buildings highlighted on the front cover (From top left to bottom right)

Town Hall

Astor Avenue Community Center

Senior Center

Izaak Walton Center and Reserve



Elected Officials

Brian P. McGuire
Supervisor

Katy Dolan Baumer
Clerk

Thomas S. Smogolski
Assessor

P. Craig Ochoa
Highway Commissioner

Mary Alice Benoit
Steve Caramelli
Craig Essick
Howard Krick
Trustees

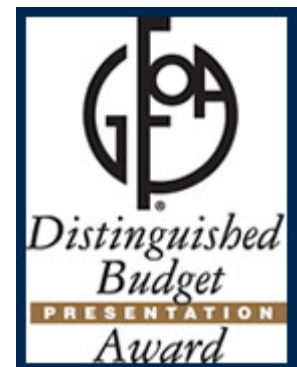
Administrative Staff

James C. Barr
Township Administrator

Suzanne Powers
Assistant Township Administrator

Samuel Hughes
Management Analyst

Accredited by 
National Institute of
Senior Centers





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Hanover Township

Illinois

For the Fiscal Year Beginning

April 1, 2015

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Hanover Township, Illinois for its annual budget for the fiscal year beginning April 1, 2015. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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April 1, 2016

Honorable Supervisor and Trustees,

I am pleased to present to you the Annual Operating and Capital Budget for the fiscal year beginning April 1, 2016 (FY17).

The economic environment in Hanover Township continues to modestly improve. The unemployment rate has declined to approximately match the State of Illinois rate of 6%.

Although the economy has continued to improve, Fiscal Year (FY) 2017 will remain challenging for Hanover Township. Continuing to realize the effect of economic factors facing residents, the Finance Committee once again recommended, and the Board adopted, a property tax levy with no increase over the previous year extension. Due to property taxes being the primary source of revenue for the Township, this poses challenges for the Township to maintain and enhance services while operating within available resources. This projected minimal growth budget, combined with expected cost increases, has required the Township to make difficult choices. Overall, significant increases to the Township budget can be attributed to the rising cost of employee health coverage. The Township also transferred a significant portion of previously saved dollars to the Capital Fund for use on substantial non-reoccurring expenditures. Other cost increases include expanded liability insurance to give the Township broader coverage and a 2.0% merit salary increment pool for employees.

The Fiscal Year 2017 budget allocates funds to continue to grow the Township's Nutrition Program within the Department of Senior Services. In the previous fiscal year, the Finance Committee endorsed Senior Services application for the federal funded home delivered meals grant through Age Options. It was awarded, and the new program began in October 2015. Major increases to the nutrition budget are to account for a full year of the Home Delivered Meals Program. The federal grant from Age Options supporting the senior congregate meals program increased this year to \$43,500 and meal donations are expected to decrease slightly.

With the economy continuing to improve, tax rates and collections are projected to hold steady or increase slightly over the next year. The Township does not maintain debt obligations and does not plan to incur any in the near future.

A balanced budget requires expenditures to not exceed available resources, which includes revenues for the current year and all fund reserves. The FY 2017 budget is once again balanced, and the Township retains healthy fund reserves for any unforeseen circumstances in the year ahead.

Budget Highlights

Department of Senior Services – The Road District has generously offered to fund senior transportation again, in the combined amount of \$250,000 as authorized by state statute. \$25,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$225,000 is allotted to operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.) The Mental Health Board has increased their funding for the AID disabled transportation program to reflect actual costs of the program of \$29,000. The federal grant from Age Options supporting the senior congregate meal program increased to \$43,500 and meal donations are expected to decrease slightly. Entering the first full fiscal year of the home delivered meals program has HDM grants increasing 100%, however half of the HDM grants are provided by the state. To date, these funds have been received, though this could change if the state budget impasses continues.

On the expenditure side, a series of large and small reductions have been made to account for the reduction in assistance from the Road District with the intention of not impacting service delivery. Notable reductions include elimination of intern stipends, a 50% reduction in the contingency line item, community affairs and transfers to the capital fund. Home Delivered Meals line items have increased to account for an entire year of service to home bound residents. Other reductions were made in programming and transportation again, to account for decreased support from the Road District. Overall, Senior Services Fund expenditures are budgeted to decline 3.2%.

Department of Youth and Family Services – Youth and Family Services is anticipating stable revenue from the prior year. Most expense changes are small with the goal of acquiring client information software for data tracking and billing in the new fiscal year from the equipment line item, with support from the Town Fund technology fund and grants. Intern stipends have been eliminated to provide funds for the annual maintenance costs of the new software. Other major changes include increases in employee health insurance due to employees opting into the health plan. Overall department expenditures are expected to increase 2.19%.

Department of Welfare Services – Welfare Services is expecting flat revenue in the new fiscal year with a slight increase in the property tax revenue and a decrease in LIHEAP application fees since the state has ceased the summer cooling LIHEAP program. On the expense side, the part-time receptionist position is slated for elimination and the remaining funds for the food pantry driver position have been removed. Other changes are relatively minor with a modest increase in home relief – utilities assistance based on demand during the prior year. Overall, the Welfare Services fund expenditures will decrease 1.3% and the pantry budget will decrease 8.4%.

Department of Facilities and Maintenance – The Facilities and Maintenance budget is being increased modestly to reflect planned increases in salaries and most notably the building cleaning contracts. In an effort to improve service, the cleaning agreements have been separated by building with additional, higher contractor expectations. Most other changes are small and represent the experience of the past year. Overall, department expenditures are requested to increase 2.3%.

Mental Health Board – The Mental Health Board is decreasing the consultant line item with the conclusion of their tri-annual needs assessment and strategic plan in FY16. The community resource center portion of the budget will remain relatively flat. The contract grants portion of the budget will increase a significant 15.7%, primarily to set aside potential future funding for Mental Health Housing related to the ongoing work of the Mental Health Housing Task Force. Total fund expenditures are budgeted to rise 13%.

Highway Department – The Highway Commissioner has planned continued financial support to the senior transportation program in the amount of \$250,000, a decrease from the previous year, and approximately \$350,000 for land acquisition and/or improvements for the Highway Department facility if it is determined necessary and beneficial. Funds continue to be allocated for significant road resurfacing projects in the amount of \$450,000, as well. Overall fund expenditures are expected to decrease 11.3%.

Office of the Assessor – The Assessor has complied with the (0%) non-personnel expenditure target that was requested and increased the salary line item 2.0% per budget guidelines. Overall, Assessor Office expenditures are budgeted to increase 1.7%.

Office of Community Health – The Office of Community Health is anticipating stable revenue and a modest increase in expenditures related to the planned salary increment and a change in employee health insurance enrollment. Other changes are relatively modest. Overall department expenditures are budgeted to increase 2.2%.

Department of Emergency Services – The Emergency Services Department budget is projected to increase by 1.0%. This increase is due to the salary pool and changes to the health plan selected by the department staff. Other changes are offset by decreases in expenses.

Office of Community and Veterans Affairs – The Office of Community and Veterans Affairs is budgeted to increase expenditures 4.2%. The increase is primarily due to a staff member opting into the Township’s employee health insurance program and planned salary increases. Other changes are relatively minor with increases offset by decreases in other line items.

Town Fund – The overall Town Fund/Administrative Services budget will increase by approximately 73.7%. This large increase is due to a planned \$1,150,000 transfer to the Capital Fund from the Town Fund reserve to enable previously saved dollars to be used for one-time capital projects. The only significant change in revenue is the continued growth in passports with associated fees increasing 20%. On the expense side, the Township liability insurance is increasing to expand coverage and an increase in premium, internet is going up to increase speed at the Town Hall and Senior Center, and consultants are being reduced significantly.

Vehicle Fund – The Road District Fund is reducing contributions and planned vehicle replacement is lower than the prior year. In the new fiscal year, one maintenance vehicle and one mid-sized Senior Services bus are scheduled for replacement. Total Vehicle Fund expenditures are budgeted to decrease 57.7%.

Capital Fund – The Finance Committee is recommending several capital projects for Fiscal Year 2017 including completing the replacement of the Town Hall and Senior Center parking lots, curbs, and targeted walkways, along with additional parking. Additional projects include improvements to the Lenoci Reserve with water service and new community garden plots and continued smaller improvements at the Izaak Walton Center and Reserve, Senior Center, and Town Hall. The Town Board will also have flexibility in considering a number of significant capital projects in the new fiscal year or future years with the large transfer of funds from the Town Fund reserve to the Capital Fund.

Respectfully Submitted,



James C. Barr, MPA

Township Administrator



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Mission Statement

The Township mission establishes the Township government's purpose, role, and values that make it possible to work toward realization of the vision. At the strategic planning session held on November 22, 2013, the Township Board, elected officials, and department directors discussed changes to the mission statement that were recommended by the Township Administrator. After discussion, there was consensus that the following Township mission be approved as presented:

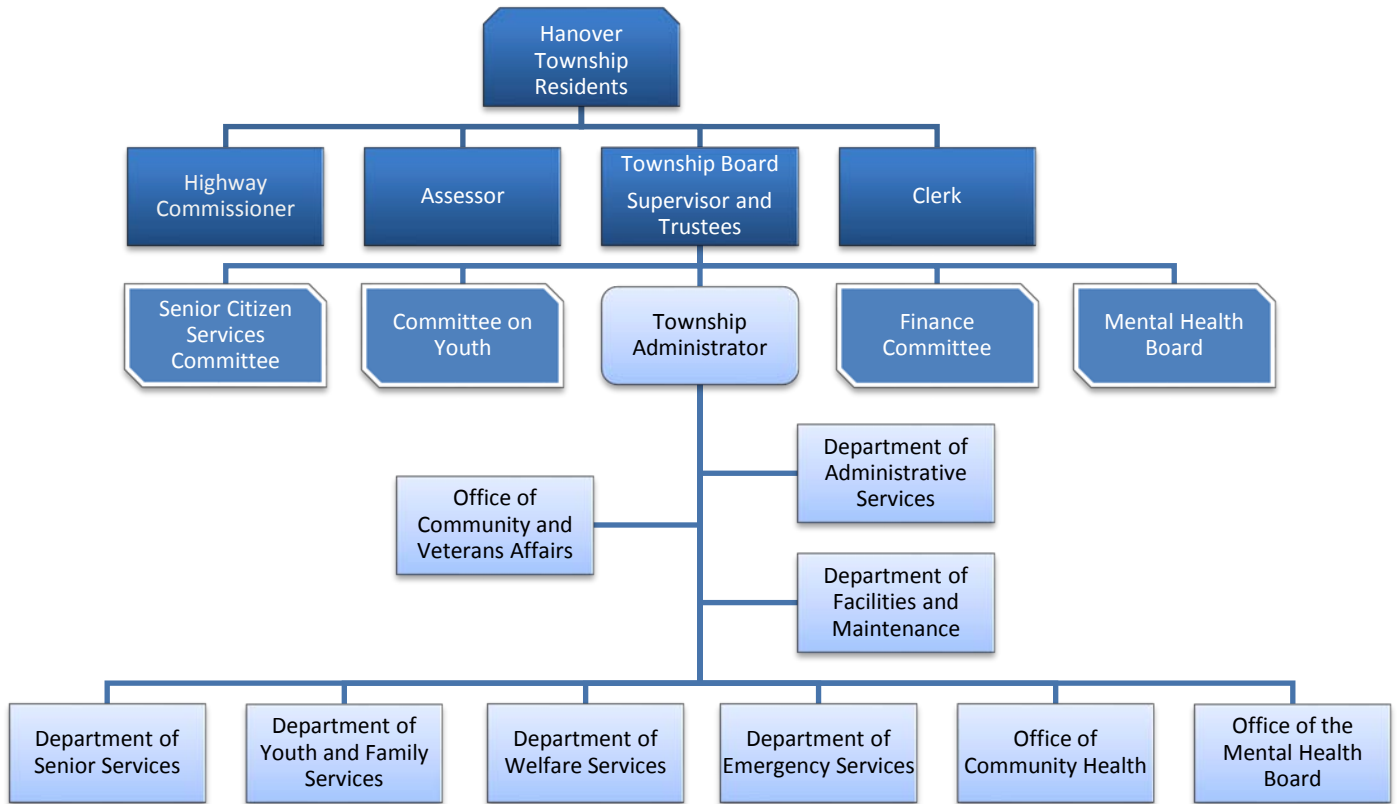
Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

Vision Statement

The Township vision statement represents the broadest expression of the ideal Township, or the imagined best community. At the November 22, 2013 strategic planning session, the Board, elected officials, and department heads reaffirmed the following vision statement:

Hanover Township will become a sustainable government, recognized as a leader in facilitating collaboration among residents, businesses, public, non-profit, educational, and research institutions to produce integrated social services and effective governance.

Hanover Township Organizational Chart



***Police** services are provided to Township residents by the individual municipal police departments within the incorporated areas of Bartlett, Elgin, Hanover Park, Hoffman Estates, Schaumburg, and Streamwood. The Cook County Sheriff’s Department provides police services for unincorporated areas.

****Fire** services are provided by the municipalities in incorporated areas, and by the Bartlett Fire Protection District for unincorporated areas and the Village of Bartlett.

Since November 2007, Hanover Township has regularly conducted strategic planning sessions to enhance its planning and budgetary process. The FY 16 strategic planning retreat was held on September 26, 2014. FY 17 is the second year of a new strategic planning process that will include three year strategic plans instead of a five year plan. During the FY 16 strategic planning session, the Township Board, elected officials, and departmental directors recommended Township-wide strategic priorities focusing on innovative ideas that will enhance Township services for residents.

After the initial planning session, the Township Board, elected officials, and department directors were assigned workgroups for each recommended priority. The workgroups met numerous times to create objectives, action steps, and deadlines for each priority and have continued to meet over the last year to ensure the action steps are being completed.

The transition to a new three year strategic plan will enable the Township to accomplish more complex long-term strategic priorities that need to be addressed in a shorter time period. Together, the long-term strategic priorities when coupled with annual departmental operating goals provide both a short and long-term planning capacity for the Township. This commitment to efficiency and thoughtful planning enables Hanover Township to provide the best possible services available to residents, at a very high level of quality, and at the most reasonable cost possible to the taxpayer.

Workgroup	Objective #: Description	Action Step #	Action Step Description	Due Date
Communications	1.1: Explore and make recommendations for township-wide client management software	1.1.1	Evaluate what client management software is currently used	6/1/2015 Completed
Communications	1.1: Explore and make recommendations for township-wide client management software	1.1.2	Identify companies that offer client management software	8/1/2015 Completed
Communications	1.1: Explore and make recommendations for township-wide client management software	1.1.3	Recommend client management software	10/1/2015 Completed
Communications	1.2: Evaluate current multicultural tools and develop recommendations	1.2.1	Inquire with each department to determine cultural deficiencies	8/1/2015 Completed
Communications	1.2: Evaluate current multicultural tools and develop recommendations	1.2.2	Investigate practices of other local governments and research tools to use	3/1/2016 Completed
Communications	1.2: Evaluate current multicultural tools and develop recommendations	1.2.3	Analyze and recommend cost effective multicultural tools for township use	10/1/2016
Communications	1.3: Research and identify new modes of communication	1.3.1	Evaluate current communications	6/1/2016 Completed
Communications	1.3: Research and identify new modes of communication	1.3.2	Research modes being used in surrounding communities and study best practices.	9/1/2016
Communications	1.3: Research and identify new modes of communication	1.3.3	Analyze and recommend new modes of township communication.	11/1/2016
Communications	1.4: Review the effectiveness of current committee structures and operations and make recommendations	1.4.1	Survey and discuss committees with Township Officials and committee members	7/1/2016
Communications	1.4: Review the effectiveness of current committee structures and operations and make recommendations	1.4.2	Review missions, bylaws, membership, and activities of current members.	6/1/2016
Communications	1.4: Review the effectiveness of current committee structures and operations and make recommendations	1.4.3	Recommend improvements to committee structures and/or operations to increase effectiveness, if needed	10/1/2016
Communications	1.5: Summarize the continuity, consistency and coordination of existing internal and external communication	1.5.1	Evaluate interdepartmental workgroups	8/1/2015 Completed
Communications	1.5: Summarize the continuity, consistency and coordination of existing internal and external communication	1.5.2	Explore communications with external stakeholders and communication opportunities	10/1/2016
Communications	1.5: Summarize the continuity, consistency and coordination of existing internal and external communication	1.5.3	Create survey for Township Elected Officials to determine what information they would like to have and how they would like it delivered	10/1/2015 Completed

Workgroup	Objective #: Description	Action Step #	Action Step Description	Due Date
Scope	2.1: Develop a plan to measure utilization of programs and services	2.1.1	Conduct interviews with Department Heads to determine what data is currently being collected	6/1/2015 Completed
Scope	2.1: Develop a plan to measure utilization of programs and services	2.1.2	Determine a standardized template for data collection for all Departments to utilize	9/1/2015 Completed
Scope	2.1: Develop a plan to measure utilization of programs and services	2.1.3	Compile utilization data per department, analyze and report.	7/1/2016
Scope	2.2: Develop a community based needs assessment	2.2.1	Create methods to survey residents	7/1/2015 Completed
Scope	2.2: Develop a community based needs assessment	2.2.2	Research and create survey template and questions	7/1/2015
Scope	2.2: Develop a community based needs assessment	2.2.3	Determine budget/funding partners/cost/implementation	10/1/2015
Scope	2.2: Develop a community based needs assessment	2.2.4	Secure final Board approval and conduct surveys	12/1/2015
Scope	2.2: Develop a community based needs assessment	2.2.5	Compile findings and present results	10/1/2016
Scope	2.3: Evaluate finds from Objective 1 & 2 and make recommendations for relevant programs and services	2.3.1	Analyze findings and present results	2/1/2017
Scope	2.3: Evaluate finds from Objective 1 & 2 and make recommendations for relevant programs and services	2.3.2	Establish a multi-departmental review workgroup	4/1/2017
Scope	2.3: Evaluate finds from Objective 1 & 2 and make recommendations for relevant programs and services	2.3.3	Consolidate the findings from the workgroup and demographics from the Evolution workgroup and make recommendations based on feedback	9/1/2017
Scope	2.3: Evaluate finds from Objective 1 & 2 and make recommendations for relevant programs and services	2.3.4	Present findings and develop action plans for Board approved initiatives	12/1/2017

Workgroup	Objective #: Description	Action Step #	Action Step Description	Due Date
Branding	3.1: Review existing Hanover Township Brand Communications and Messages	3.1.1	Review Hanover Township and department brand communication materials	6/1/2015 Completed
Branding	3.1: Review existing Hanover Township Brand Communications and Messages	3.1.2	Identify opportunities for better alignment of brand messaging	8/1/2015 Completed
Branding	3.2: Initiate Hanover Township Brand Essence Feedback Campaign "What Does Hanover Township Mean to Me?"	3.2.1	Solicit Hanover Township resident feedback through various avenues	1/1/2016 Completed
Branding	3.2: Initiate Hanover Township Brand Essence Feedback Campaign "What Does Hanover Township Mean to Me?"	3.2.2	Collect, analyze and summarize Hanover Township resident feedback	10/1/2016
Branding	3.3: Make recommendations to improve the alignment of brand messaging	3.3.1	Communicate aligned brand messaging to Hanover Township Department Heads along with needed changes and dates of execution	1/1/2016 Completed
Branding	3.3: Make recommendations to improve the alignment of brand messaging	3.3.2	Work with Hanover Township Department Heads to create an implementation timeline	4/1/2016 Completed
Branding	3.3: Make recommendations to improve the alignment of brand messaging	3.3.3	Make presentation to Board for final approval	8/1/2016
Branding	3.4: Implement Hanover Township brand changes to improve brand messaging	3.4.1	Audit changes and implementation related materials, i.e. use of logo, printed materials and communications, stationary, apparel, etc.	1/1/2017
Branding	3.4: Implement Hanover Township brand changes to improve brand messaging	3.4.2	Review ongoing changes to brand messages and communications to ensure the integrity of the alignment is maintained	3/1/2017
Branding	3.5: Explore a new or revised Hanover Township tagline	3.5.1	After assessment of the future of Hanover Township, identify brand messaging changes required and make recommendation to Board	9/1/2016
Branding	3.5: Explore a new or revised Hanover Township tagline	3.5.2	Determine the most effective ways to communicate the new Hanover Township tagline if adopted	11/1/2016

Workgroup	Objective #: Description	Action Step #	Action Step Description	Due Date
Evolution	4.1: Determine Township demographics	4.1.1	Collect demographics of township and identify residents served	6/1/2015 Completed
Evolution	4.1: Determine Township demographics	4.1.2	Identify projected changes in demographics based on population trends	8/1/2015 Completed
Evolution	4.1: Determine Township demographics	4.1.3	Develop and implement standardized procedures to collect data	10/1/2015 Completed
Evolution	4.2: Identify cultural and demographic trends	4.2.1	Research township demographics and cultural groups	6/1/2015 Completed
Evolution	4.2: Identify cultural and demographic trends	4.2.2	Research areas impacted by similar demographics and cultural groups	8/1/2016
Evolution	4.2: Identify cultural and demographic trends	4.2.3	Compare demographic and cultural groups similar to Hanover Township to determine how resident needs are being met	11/1/2016
Evolution	4.3: Ensure staff has appropriate skills to meet emerging needs	4.3.1	Review how all resident needs currently being met both organizationally and departmentally	7/1/2016
Evolution	4.3: Ensure staff has appropriate skills to meet emerging needs	4.3.2	Evaluate services and determine relevance based on current services offered and future needs of residents	9/1/2016
Evolution	4.3: Ensure staff has appropriate skills to meet emerging needs	4.3.3	Analyze current skills of staff to determine if emerging needs can be met	10/1/2016
Evolution	4.3: Ensure staff has appropriate skills to meet emerging needs	4.3.4	Identify and budget for training resources needed	5/1/2016
Evolution	4.3: Ensure staff has appropriate skills to meet emerging needs	4.3.5	Train staff to achieve skills needed to meet emerging needs	7/1/2016
Evolution	4.4: Identify funding sources	4.4.1	Analyze funding needs based on population trends	1/1/2017
Evolution	4.4: Identify funding sources	4.4.2	Determine feasibility of increasing tax levies and analyze possible tax levies	4/1/2017
Evolution	4.4: Identify funding sources	4.4.3	Research private and public funding sources	4/1/2017
Evolution	4.5: Synthesize all other strategic goals to ensure Township survivability	4.5.1	Develop Long Range Township Survivability Strategic Plan incorporating all other Township strategic goals	4/1/2017

What is a Township?

A township in Illinois serves as a sub-division of the State of Illinois; however it is a fully autonomous unit of local government with the authority to tax and issue debt. Townships are not authorized by state statute to impose a sales tax. The primary revenue streams are generated from property taxes, fees for services, and grants.

The township is primarily responsible for human services not regularly offered by incorporated municipalities, and for the upkeep of roads and bridges within the un-incorporated areas of the county. A village or city holds responsibility for delivery of select direct services such as police, fire, and garbage collection, as well as the majority of zoning and permitting processes. While some townships are co-terminus with the boundaries of a specific municipality, most townships contain multiple municipalities. All township services, excluding services provided by the Highway Department, which only services roads and bridges in unincorporated Cook County, are available to all residents within its boundaries, regardless of the village or city that resident resides in.

Hanover Township Specifics

Hanover Township is governed by an independently elected Township Board of Trustees. The Township Board consists of the Township Supervisor and four Trustees, elected at large from the Township. The Clerk, Assessor, and Highway Commissioner are elected simultaneously with the Board. The Assessor and Highway Commissioner do not vote. The Township Clerk votes only in the case of a tie vote to fill a vacancy in a Township office.

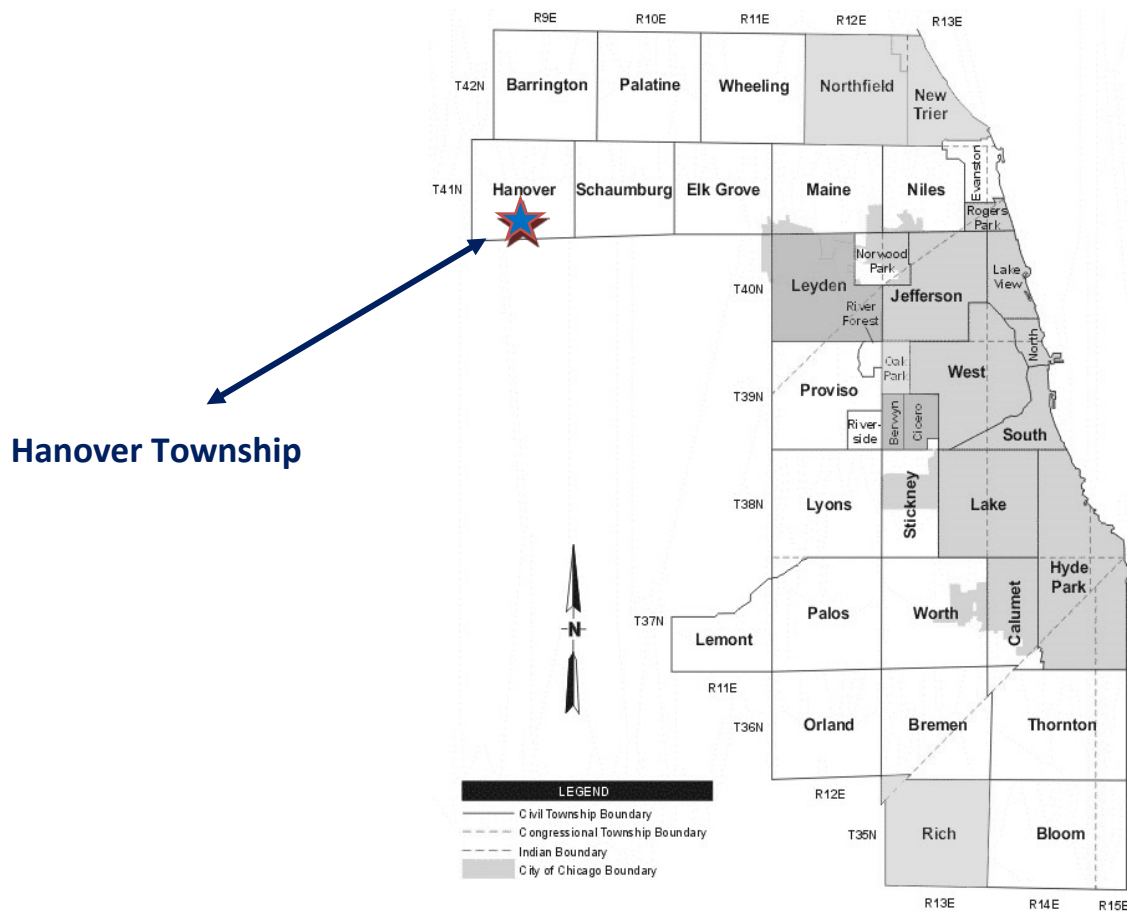
Hanover Township contains portions of six municipalities within our jurisdiction: Streamwood, Bartlett, Hanover Park, Elgin, Schaumburg, and Hoffman Estates. Specific operating departments within the Township include: Department of Administrative Services, Department of Emergency Services, the Office of Community Health, Department of Senior Services, Department of Youth and Family Services, Department of Welfare Services, Highway Department, Department of Facilities and Maintenance, the Office of the Mental Health Board, Assessor's Office, and the Office of Community and Veterans Affairs.

The Township is a survey township, meaning that it forms a perfect square that is six miles by six miles in size. The majority of townships in Illinois are of the survey type; however, some townships such as New Trier in northeastern Cook County are non-standardized in order to conform to physical and political boundaries such as the Cook County line and Lake Michigan.

Location

Hanover Township is located approximately 35 miles northwest of the City of Chicago, in Cook County. Hanover Township is within close distance to O'Hare International Airport, Midway International Airport, Schaumburg Regional Airport and DuPage Regional Airport. The Township is near I-90 and U.S. Route 20 and four state highways. The total land area is approximately 33.71 square miles. The Township consists of affordable to high-end homes.

Map of Townships within Cook County



Hanover was organized as a Township on April 2, 1850, primarily to provide government closer to home than the county seat in Chicago. Land was divided like a checkerboard into six mile squares called Townships, each Township being roughly 36 square miles. Hanover's location in the checkerboard is designated as Township 411 North, Range 9 East of the Third Principal Meridian - the farthest west of the old "country Towns" of Cook County. In 1850, the first federal census of Hanover Township reported a population of 672. Most of these people were from upstate New York and New England. Ten years later, there were 926 residents, but a marked change in composition had occurred. Most were German Protestants from the Kingdom of Hanover in Germany - hence the Township's name.

The rural government was concerned with collecting the tax, stray animals, control of weeds, and maintenance of roads. After spring and fall rains, roads were apt to become long black ditches of mud. The Clerk organized the machinery for elections.



Hanover Township Farmers

Rural days in Hanover Township ended with the westward spread of the Chicago metropolitan area. The rich land beckoned farmers to this vicinity, and that land has now been taken over by subdivisions, shopping centers, and industrial developments. The windmills and creameries are long gone, and only a few white farmhouses and barns remain. The Milwaukee Road trains which once hauled milk cans into Chicago are now carrying commuters. Township government lives on, adapting to the changing times, still meeting the needs of the residents. Those needs, of course, have changed dramatically.

Today, the population of Hanover Township is over 100,000. Most Streamwood residents live within its boundaries, as well as portions of Bartlett, Elgin, Hanover Park, Hoffman Estates, Schaumburg and unincorporated Cook County. In 1900, a town hall was built on the southeast corner of North Bartlett Road and Route 19. Since 1985, the Township hall has been located on ten acres of land, two miles south of Route 19 and Route 59. This building along with the Hanover Township Senior Center, the Hanover Township Astor Avenue Community Center, the Hanover Township Mental Health Community Resource Center, the Emergency Services Station #1 in Bartlett, and the Hanover Township Izaak Walton Center in Elgin house all Township services.

Community Profile



Statistics based on 2010-2014 American Community Survey, unless otherwise noted with an * symbol, meaning statistics are from the 2010 decennial census.

Hanover Township is approximately 36 square miles in size.

Township Website: www.hanover-township.org

Demographics:

Total Population:	100,472	Median Age	34.8 years
Male	51,186	Age 0-19	34.7%
Female	49,286	Age 20-54	52.0%
White	57,805	Age 55 and above	18.9%
African American	3,217	Median Household Income	\$65,566*
Asian	14,807	Per Capita Income	\$26,998*
American Indian	408		
Native Hawaiian	8		
Other	11,516		
Total Hispanic	36,233		
Two or more races	2,211		

*Population by Municipality:

Bartlett	15,806	Schaumburg	2,096
Elgin	23,137	Streamwood	37,335
Hanover Park	10,545	Unincorporated	2,346
Hoffman Estates	4,301		

Education:

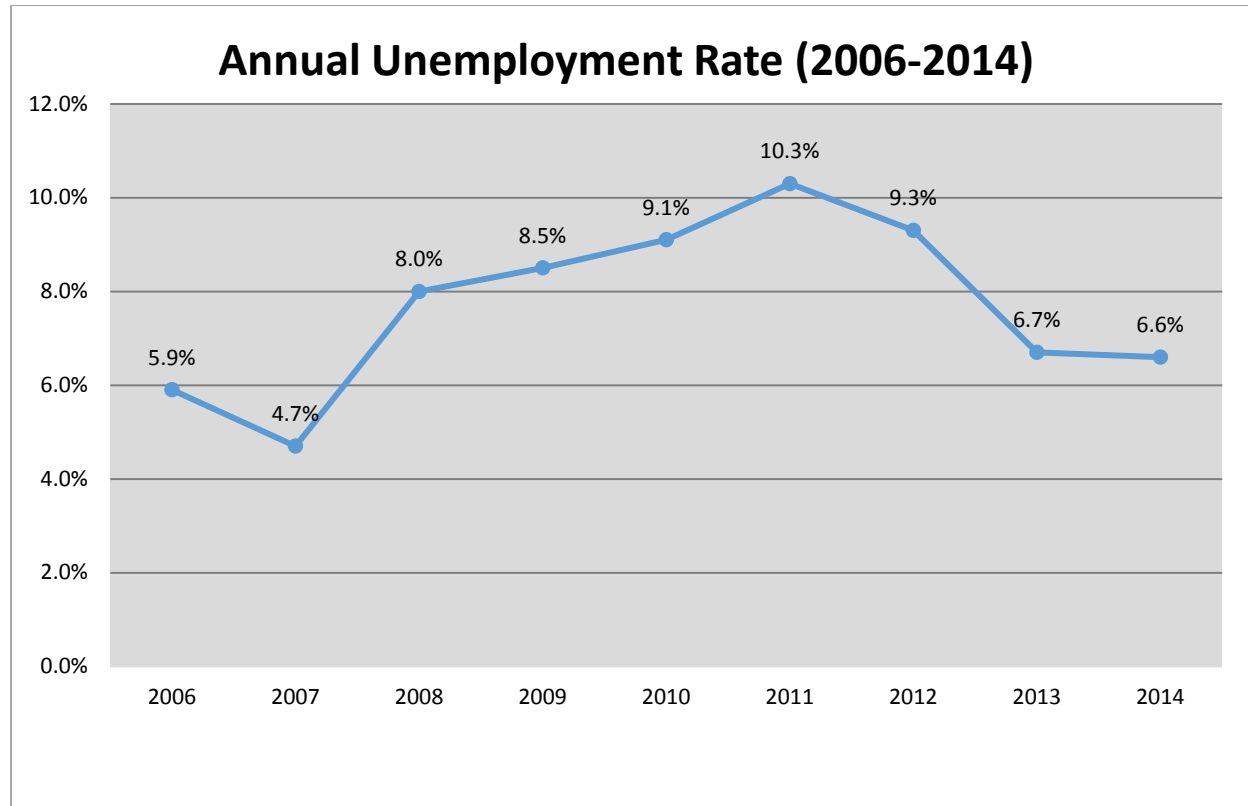
<i>Population 18 to 24</i>		<i>Population 25 and over</i>	
Less than High School	17.3%	Less than High School	16.6%
High School Graduate	34.9%	High School Graduate	25.4%
Some College or Associate's	36.9%	Some College or Associate's	25.0%
Bachelor's Degree or higher	10.9%	Bachelor's Degree or higher	33.0%

Housing:

EAV	\$2,023,548,103	Total Population in housing units	99,918
Total number of housing units	34,953	Population with mortgages	72,386*
Occupied homes	32,967	Population owning free and clear	8,438*
Vacant Homes	1,986	Population renting	19,596

Employment:

Population 16 years and over	76,248	Percent unemployed	6.6%
Civilian labor force	56,194		



Income and Benefits (2014 dollars)

Less than \$10,000	3.5%
\$10,000 to \$14,999	2.8%
\$15,000 to \$24,999	6.4%
\$25,000 to \$34,999	6.3%
\$35,000 to \$49,999	12.8%
\$50,000 to \$74,999	18.8%
\$75,000 to \$99,999	16.1%
\$100,000 to \$149,999	18.9%
\$150,000 to \$199,999	8.2%
\$200,000 or more	6.1%

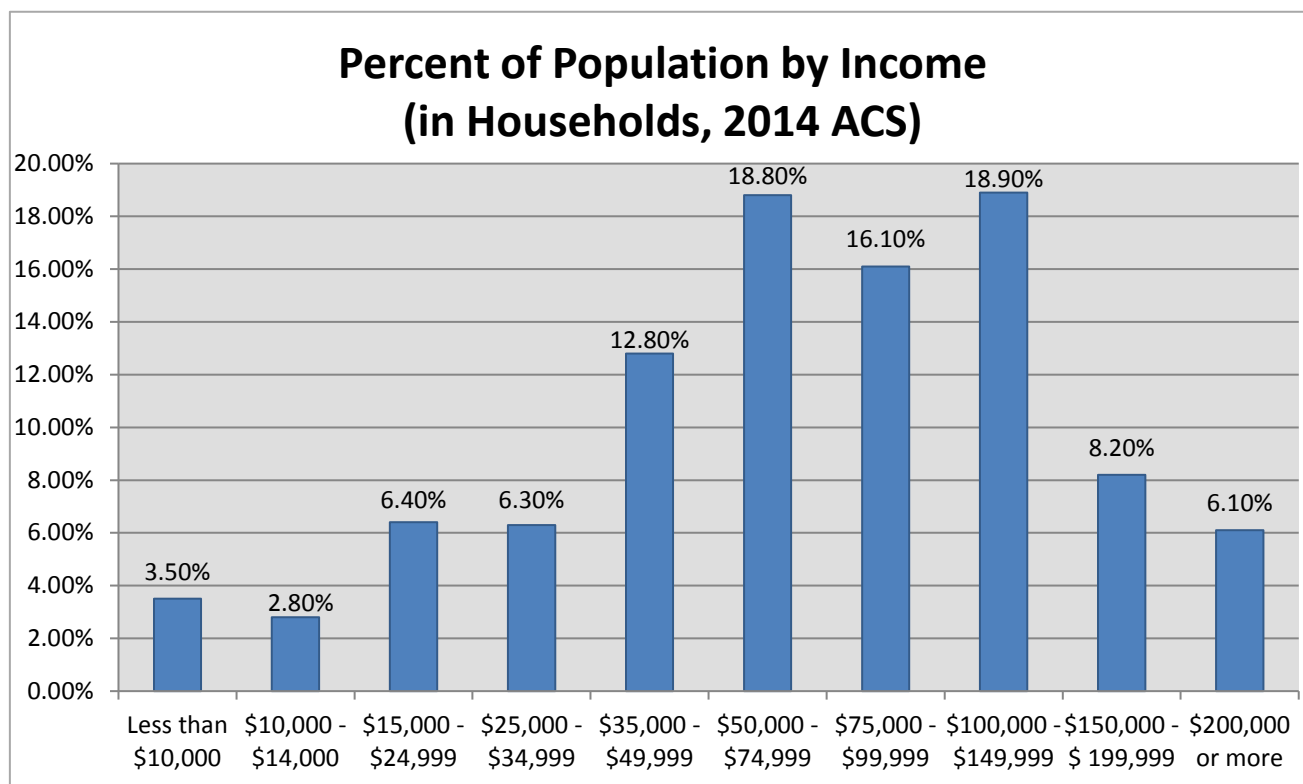
Top 10 Employment Sectors

Educational services and health care	17.4%
Manufacturing	17.5%
Retail trade	12.3%
Professional, scientific, management	11.2%
Arts, entertainment, hospitality	9.2%
Finance, insurance, real estate	7.2%
Transportation, warehousing	6.7%
Wholesale trade	3.9%
Construction	5.6%
Other services	8.3%

Principal Employers in Hanover Township (2015)

Employer	Type of Business	Approximate Number of Employees	Percentage of Township Population
Fresh Express	Food Distributor	700	0.69%
Senior Flexonics	Automotive Parts Manufacturing	432	0.43%
Super Target	Discount Retailer	300	0.30%
Wal-Mart Stores, Inc.	Discount Retailer	275	0.27%
Ace Coffee Bar, Inc.	Water Bottling Plant	240	0.24%
Behavioral Health Center	Medical	230	0.23%
Streamwood High School	Education	225	0.22%
Sam's Club	Discount Retailer	220	0.22%
Village of Streamwood	Government	183	0.18%
Clare Oaks	Senior Living	175	0.17%
Total		2,972	2.96%

Source: 2014 Comprehensive Annual Financial Report's from Elgin, Hanover Park, Hoffman Estates and Streamwood.
2015 Comprehensive Annual Financial Report from Bartlett.



The 2017 budget process explained:

The Township operates under an annual budget spanning one fiscal year, April 1 through March 31. This document contains the Annual Operating Budget and the Capital Budget for fiscal year 2017. The budget is a policy document that requires action and adoption by the Township Board.

The preparation for the Township's annual budget begins at the six month review of the current fiscal year by the Finance Committee. At this review, the committee provides direction for the next fiscal year budget by discussing the Consumer Price Index (CPI), the available property tax levy, available resources, and the projected merit salary pool for staff for the next year. Every third year, the Township holds a strategic planning session with the Township Board, elected officials, administration and the eleven operating departments. This session identifies Township wide strategic goals that focus on long term objectives. In addition, each department has their own annual operational goals which allow individual departments to focus on short term objectives. Together, these strategies drive the decision-making process for the upcoming fiscal year.

In November, the Township Administrator distributes the budget development memo that provides direction on how departments should develop their budget requests. This memo is based on direction provided by the Finance Committee. Departments have three weeks to estimate their operating revenue and expenses for the following fiscal year. The Operating and Capital Budgets are reviewed by the Township Administrator with each requesting department on an individual basis, and collectively evaluates their submitted draft. The Township Administrator estimates all revenue projections for the upcoming year, which provides direction as to the level of growth or reduction that can be reflected in expenditures.

The recommended budget is submitted to the Finance Committee in January at which point a workshop is scheduled to review each operating department independently and recommend changes. The final week of January, Administrative Services compiles the final budget document to be submitted to the Township Board for approval as endorsed by the Finance Committee. The Board holds a public hearing and may amend the budgeted appropriations. A formal budgeted appropriation ordinance for the Township and Township Road District is adopted in March, providing the legal authority to spend public funds. The final Township budget passed on March 22, 2016.

Amending the Budget

There are two ways the Township budget may be amended: (1) The Township Board may adopt a supplemental appropriation ordinance. The supplemental ordinance may not exceed the aggregate of any additional revenue available or the amount of fund balances available when the annual appropriation ordinance was adopted; or (2) The Township Board, with a two-thirds vote, may authorize transfers between line items within a department. To amend the budget a tentative amendment is prepared for the Budget and Appropriation Ordinance. Notice of the proposed amendment is posted and after a waiting period of 30 days a special meeting of the board is held and the amendment is voted upon.

Basis for Budgeting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e. intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

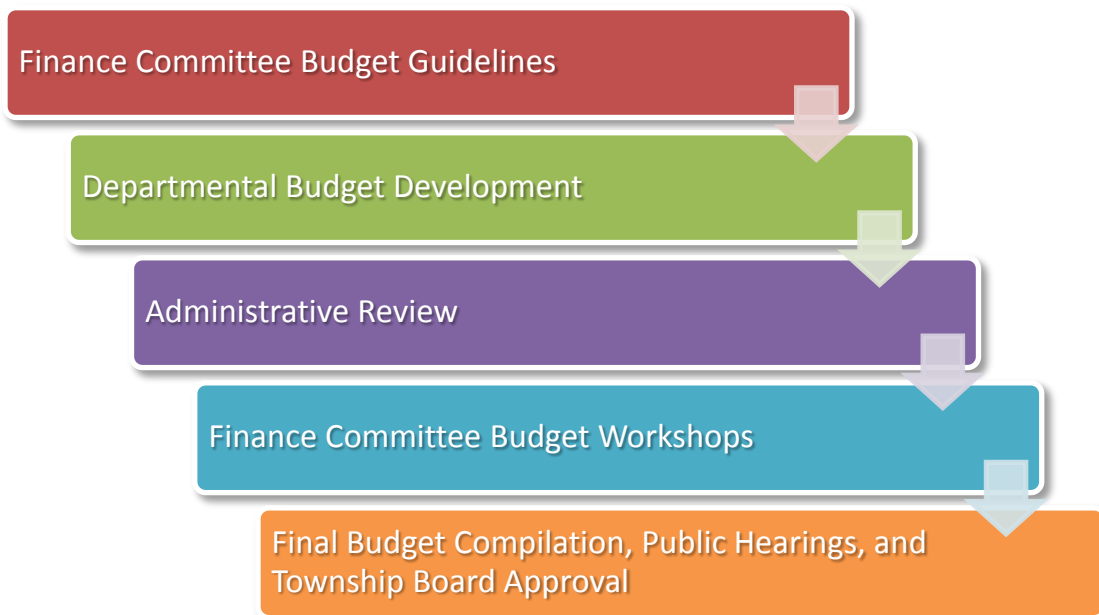
Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Township considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred.

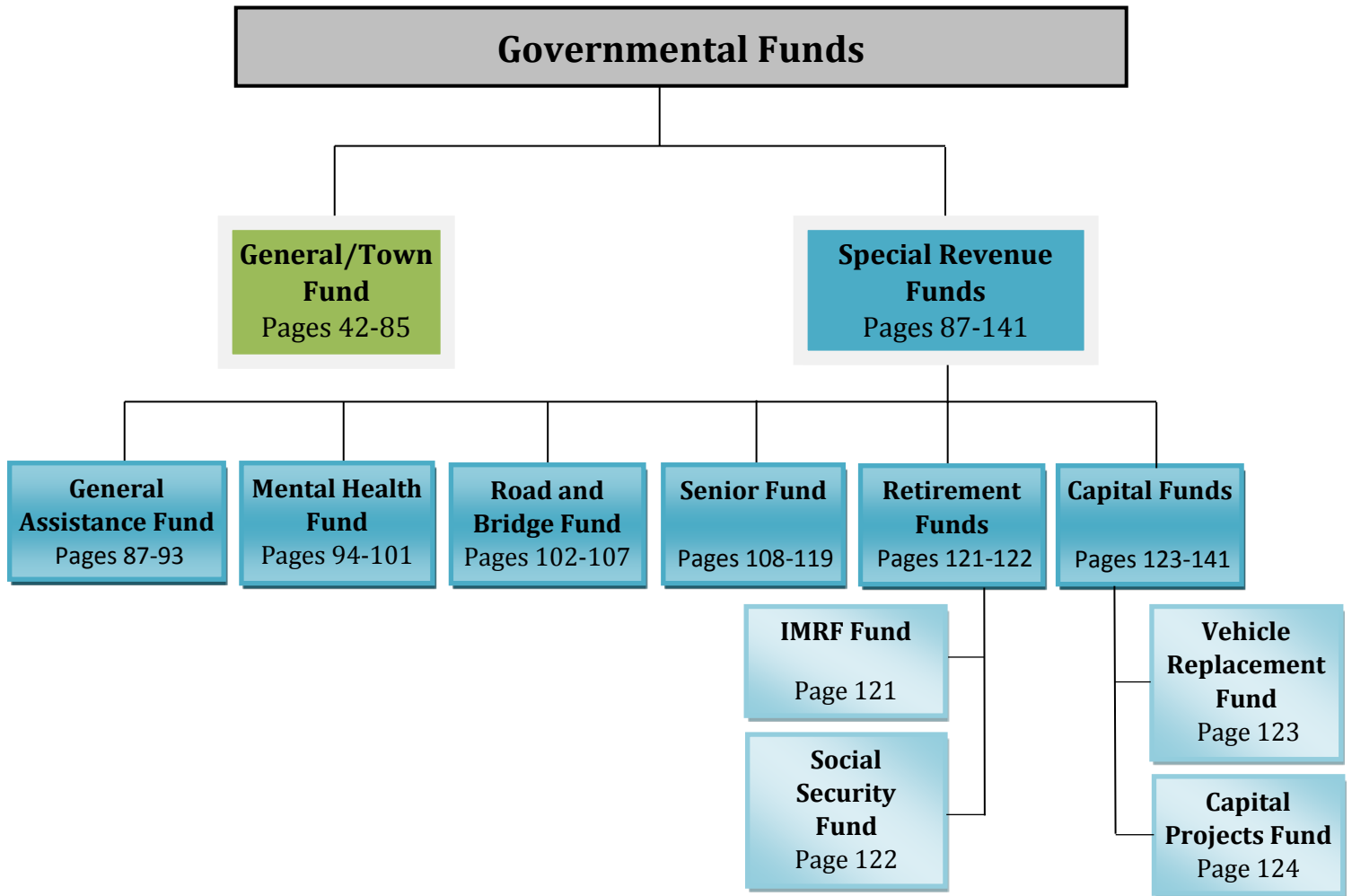
Those revenues susceptible to accrual are property taxes, interest revenue, and charges for services. Donations are not susceptible to accrual because generally they are not measurable until received in cash.

FY 2017 Budget Development Calendar

November 5, 2015	Finance Committee Budget Guidelines
November 30, 2015	Budget Development Memo Issued
December 21, 2015	Department Budget Submissions Due
December 22, 2015 - January 8, 2016	Administrative Budget Review
January 11, 2016 - January 22, 2016	Finance Committee Budget Workshops
January 25, 2016 - January 29, 2016	Final Budget Compilation
February 1, 2016 - March 31, 2016	Township Board Budget Consideration and Public Hearings
April 1, 2016	Start of Fiscal Year 2017

The Budget Process





The accounts of the Township are organized on the basis of funds, each of which is considered a separate budgeting entity. The operations of each fund are budgeted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures or expenses as appropriate. Government resources are allocated to and budgeted for individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. Funds are classified into the following category: **governmental**.

Governmental funds are used to account for all or most of the Township’s general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of capital assets (capital projects funds), and the servicing of long-term general debt (debt services funds). The General (Town) Fund is used to account for all activities of the Township not accounted for in some other fund.

Major Funds

The Township reports the following major governmental funds:

The Town Fund (general) accounts for the resources traditionally associated with the Township’s operations that are not required legally or by sound financial management to be accounted for in another fund.

The Senior Services Fund (special revenue) accounts for expenditures related to services and programs for seniors.

The Road and Bridge Fund (special revenue) accounts for the revenues and expenditures needed to finance the maintenance and construction of the Township’s roads and bridges.

The Mental Health Fund (special revenue) accounts for revenues and expenditures needed for services and programs in the areas of mental health, developmental disabilities, and substance abuse.

The General Assistance Fund (special revenue) accounts for all activities related to local public aid including programs and services for low-income residents.

Summary of Department/Fund Relationships					
Departments	General	Senior	Road and Bridge	Mental Health	General Assistance
Administrative Services	X				
Assessor's Office	X				
Office of Community Health	X				
Office of Community and Veterans Affairs	X				
Emergency Services	X				
Facilities and Maintenance	X				
Highway Department			X		
Mental Health Board				X	
Senior Services		X			
Welfare Services	X				X
Youth and Family Services	X				

Hanover Township does not receive any sales tax or income tax. The Township's primary sources of revenue are property taxes, with additional revenues from replacement taxes, grants and donations, fees, and interest income.

Property Taxes

The amount of the tax levy is limited by the Property Tax Limitation Law (PTELL). 35 ILCS 200/18-185 PTELL limits the increase in property tax that the Township may levy to 5% or the percentage increase in the Consumer Price Index during the 12 month calendar year preceding the levy year, whichever is less. A higher property tax may be levied if the community experiences new construction, mergers or consolidations, or voters approve a higher rate by referendum.

Property taxes for 2015 attach as an enforceable lien on January 1, 2015, on property values assessed as of the same date. Taxes are levied by December of the subsequent fiscal year (by passage of a tax levy ordinance). Tax bills are prepared by the county and issued on or about February 1, 2016, and are payable in two installments, on or about March 1, 2016 and August 1, 2016. The county collects such taxes and remits them periodically. The allowance for uncollectable taxes has been stated at 0.5% of the tax levy to reflect actual collection experience. Property tax receivable balances in the financial statements appear net of this allowance.

The 2016 tax levy, which attached as an enforceable lien on property as of January 1, 2016, has not been recorded as a receivable as of March 31, 2016. The tax has not yet been levied by the Township and will not be levied until December 2016, and, therefore the levy is not measurable at March 31, 2016.

Currently, the 2015 First Installment Real Estate Tax Bills for Cook County, Illinois have been mailed to taxpayers, and were due on Tuesday, March 1, 2016. The first installment tax bills are 55 percent of the previous year's taxes. Any assessment reduction(s) taxpayers received for the 2015 tax year and/or any exemption(s) will be applied on the second installment tax bills, which are usually mailed in early summer.

Major Revenue Sources

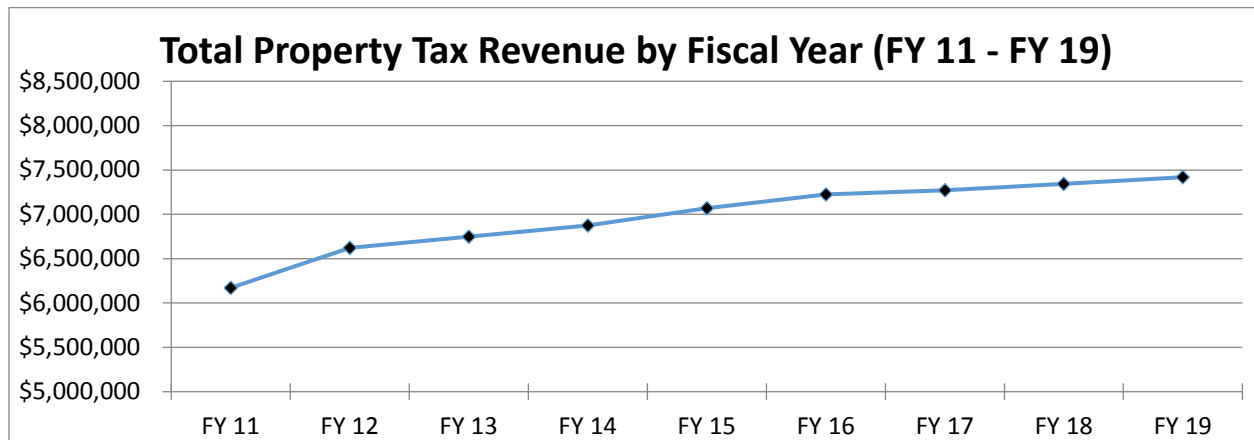


Property Tax Revenues by Fund

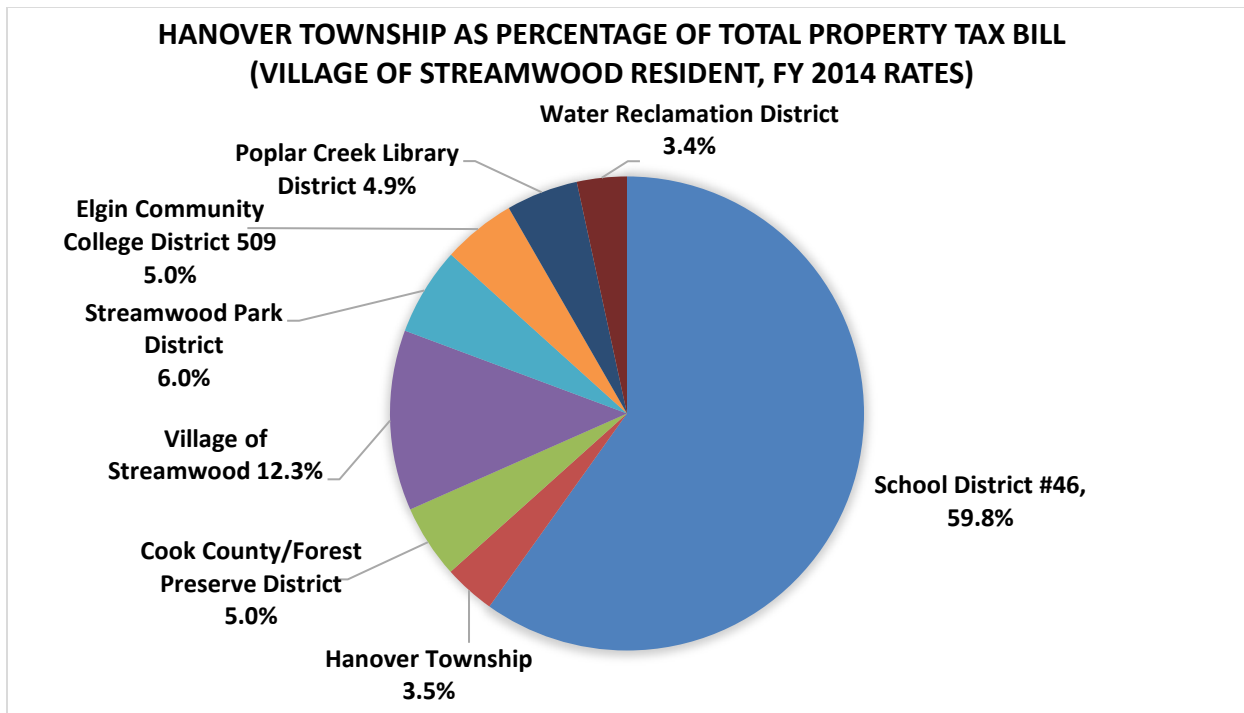
	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$2,229,729	\$ 4,031,017	\$ 3,294,777	\$ 3,380,429	\$ 3,455,555	\$ 3,532,394	\$ 3,553,140	\$3,588,671	\$ 3,624,558
Senior	\$ 666,053	\$ 1,203,422	\$ 982,940	\$ 1,002,998	\$ 1,020,562	\$ 1,043,460	\$ 1,045,850	\$1,056,309	\$ 1,066,872
GA	\$ 225,967	\$ 419,397	\$ 340,092	\$ 350,418	\$ 368,670	\$ 370,567	\$ 372,893	\$ 376,622	\$ 380,388
Road	\$ 564,676	\$ 986,845	\$ 829,456	\$ 811,944	\$ 850,717	\$ 881,595	\$ 897,876	\$ 906,855	\$ 915,923
MHB	\$ 677,602	\$ 1,220,254	\$ 999,080	\$ 1,023,234	\$ 1,064,490	\$ 1,076,198	\$ 1,083,165	\$1,093,997	\$ 1,104,937
Soc	\$ -	\$ 164,310	\$ 134,249	\$ 136,983	\$ 138,855	\$ 141,728	\$ 142,000	\$ 143,420	\$ 144,854
IMRF	\$ 203,322	\$ 202,596	\$ 166,105	\$ 169,488	\$ 171,834	\$ 177,142	\$ 177,500	\$ 179,275	\$ 181,068
Total	\$6,171,545	\$ 6,623,645	\$ 6,746,699	\$ 6,875,494	\$7,070,683	\$7,223,084	\$ 7,272,424	\$7,345,148	\$ 7,418,600

*The final property tax installment for FY 11 was deferred to FY 12 due to late disbursement of funds from Cook County.

For trend analysis purposes these funds were separated back out to provide a cleaner model for prediction of future revenues.



Hanover Township utilized a combination of estimates from Cook County and changes in the Consumer Price Index to make projections concerning the expected levels of property tax revenues to be generated. Although there has been some fluctuation in overall EAV and tax rates over the past few years, overall extensions have consistently grown in a controlled manner. A conservative approach is utilized in all revenue projections using both historical trend analysis and assumptions based on current and projected economic factors. The Township estimates a small increase in property tax revenues for FY 17, with 1% growth for FY 18 and FY 19.



The chart above represents the amount of property tax a sample resident of Hanover Township in the Village of Streamwood pays to various overlapping governments. U-46 School District collects the largest portion at 59.8% of the total rate, whereas Hanover Township collects 3.5% of the total.

Replacement Taxes

Replacement taxes are revenues collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.

These taxes resulted when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments. The proceeds from these taxes are placed into the Personal Property Replacement Tax Fund to be distributed to local taxing districts.

The total collections are divided into two portions. One portion (51.65 percent) goes to Cook County. The other portion (48.35 percent) goes to downstate counties. The Cook County portion is then distributed to the taxing districts in Cook County based on each district's share of personal property tax collections for the 1976 year. This percentage is called the district's "allocation factor".

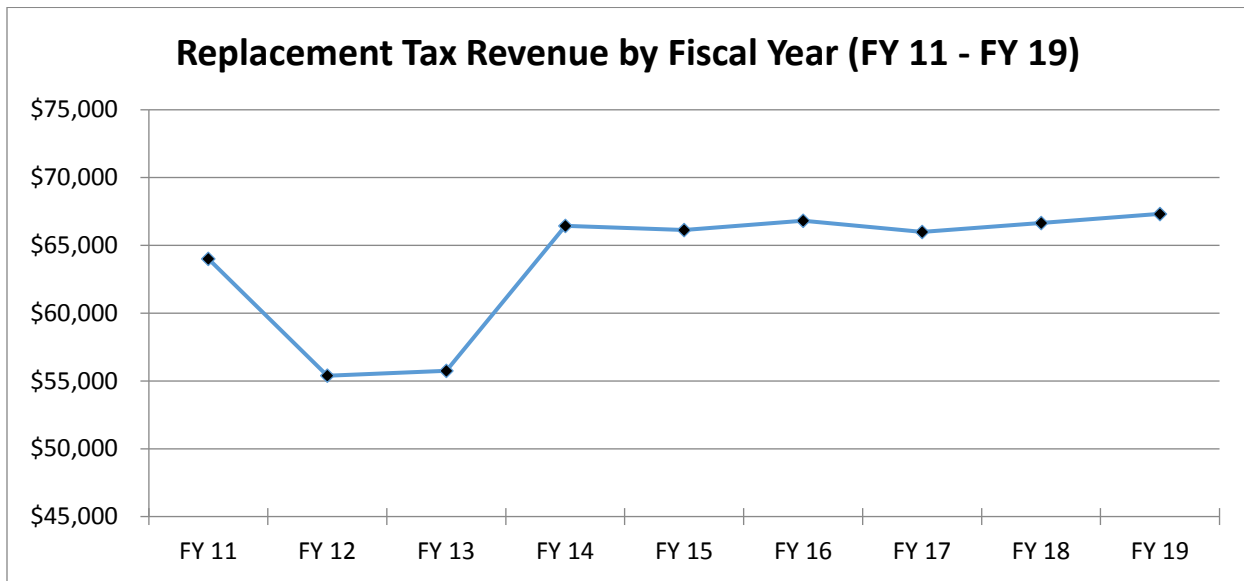
Major Revenue Sources



Replacement Tax Revenues by Fund

	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 21,967	\$ 21,083	\$ 26,076	\$ 25,617	\$ 28,005	\$ 27,061	\$ 30,000	\$ 30,300	\$ 30,603
GA	\$ 4,368	\$ 3,587	\$ 2,057	\$ 3,867	\$ 2,811	\$ 4,085	\$ 4,000	\$ 4,040	\$ 4,080
Road	\$ 24,339	\$ 19,169	\$ 20,754	\$ 25,361	\$ 26,896	\$ 23,424	\$ 20,000	\$ 20,200	\$ 20,402
MHB	\$ 13,335	\$ 11,547	\$ 6,858	\$ 11,600	\$ 8,432	\$ 12,254	\$ 12,000	\$ 12,120	\$ 12,241
Total	\$ 64,009	\$ 55,386	\$ 55,745	\$ 66,445	\$ 66,144	\$ 66,824	\$ 66,000	\$ 66,660	\$ 67,327

The projections for replacement tax revenues were calculated using a combination of historical trend analysis and state economic indicators. In keeping with the Township’s conservative fiscal philosophy and accounting for relatively flat growth projections for the near term in Illinois, projections for FY 18 and FY 19 replacement tax revenues were estimated with a 1% increase to the base budget projection for both years.



Grants and Donations

Grants and donations vary from year to year based on availability of funding and various external factors. The Township actively seeks additional grant opportunities such as Community Development Block Grants as a method to diversify revenue sources.

Major Revenue Sources



Grants and Donations by Fund

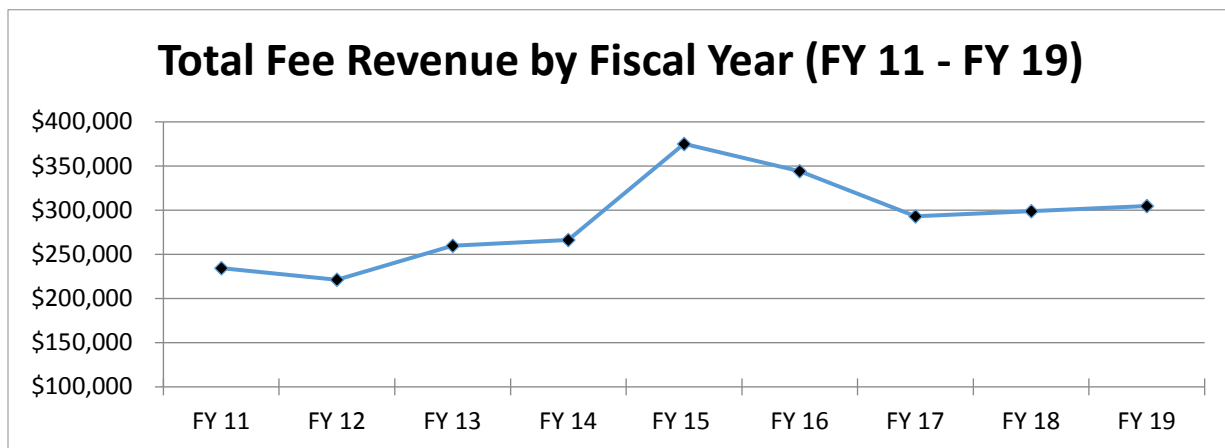
	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ -	\$ 31,560	\$ 58,740	\$ 83,384	\$ 81,855	\$ 80,955	\$ 84,001	\$ 83,706	\$ 85,380
Senior	\$ 50,854	\$ 32,380	\$ 34,675	\$ 57,104	\$ 120,323	\$ 185,130	\$ 218,500	\$ 220,685	\$ 222,892
GA	\$ -	\$ -	\$ -	\$ 11,195	\$ 10,466	\$ -	\$ 1	\$ -	\$ -
Veh	\$ 45,793	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cap	\$ 29,060	\$ 452,295	\$ 80,000	\$ 4,000	\$ 25,000	\$ 7,000	\$ 1,000	\$ 10,000	\$ 10,000
Total	\$ 125,707	\$ 516,235	\$ 173,415	\$ 155,683	\$ 237,644	\$ 273,085	\$ 303,502	\$ 315,391	\$ 319,292

Fees

The Township collects fees for certain services provided to residents. Examples include passport processing fees, physicals, vaccinations, bus services, and tutoring. Fee revenue continues to rise due to the high number of residents continuously applying for passports and our growing senior programming. It is believed that these increases are due to the economy continuing to slowly recovering from the Great Recession. For a complete list of Township fees please visit: <http://www.hanover-township.org/home/showdocument?id=352>

Fee Revenue by Fund

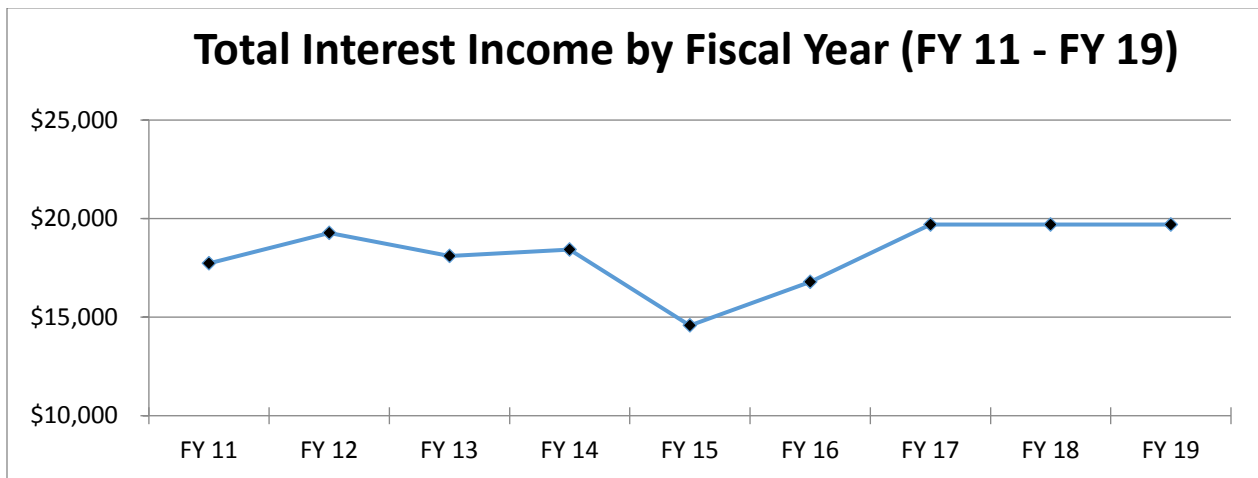
	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 77,379	\$ 77,245	\$ 89,388	\$ 94,214	\$ 127,755	\$ 148,033	\$ 108,500	\$ 110,670	\$ 112,883
Senior	\$ 113,984	\$ 108,017	\$ 136,509	\$ 139,927	\$ 213,075	\$ 169,624	\$ 160,500	\$ 163,710	\$ 166,984
GA	\$ 14,097	\$ 13,935	\$ 11,411	\$ 11,195	\$ 10,466	\$ 6,041	\$ 5,000	\$ 5,100	\$ 5,202
Road	\$ 2,462	\$ 2,093	\$ 2,542	\$ 2,592	\$ 1,468	\$ 2,315	\$ 3,000	\$ 3,060	\$ 3,121
MHB	\$ 19,404	\$ 11,950	\$ 11,500	\$ 10,469	\$ 12,301	\$ 13,245	\$ 12,500	\$ 12,750	\$ 13,005
Veh	\$ 7,272	\$ 7,989	\$ 8,437	\$ 7,892	\$ 10,085	\$ 9,584	\$ 8,000	\$ 8,160	\$ 8,323
Total	\$ 234,598	\$ 221,229	\$ 259,787	\$ 266,289	\$ 375,150	\$ 348,842	\$ 297,500	\$ 303,450	\$ 309,519



Interest Income by Fund

	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 2,247	\$ 3,080	\$ 5,597	\$ 9,044	\$ 10,444	\$ 9,587	\$ 10,000	\$ 10,000	\$ 10,000
Senior	\$ 1,524	\$ 1,481	\$ 1,426	\$ 1,405	\$ 937	\$ 843	\$ 1,500	\$ 1,500	\$ 1,500
GA	\$ 1,070	\$ 1,137	\$ 1,142	\$ 800	\$ 375	\$ 239	\$ 1,000	\$ 1,000	\$ 1,000
Road	\$ 10,242	\$ 11,152	\$ 7,443	\$ 4,989	\$ 1,370	\$ 4,972	\$ 5,000	\$ 5,000	\$ 5,000
MHB	\$ 1,307	\$ 876	\$ 973	\$ 978	\$ 689	\$ 631	\$ 1,500	\$ 1,500	\$ 1,500
Soc	\$ -	\$ 32	\$ 24	\$ 60	\$ 57	\$ 51	\$ 100	\$ 100	\$ 100
IMRF	\$ 70	\$ 66	\$ 123	\$ 163	\$ 142	\$ 83	\$ 100	\$ 100	\$ 100
Veh	\$ 1,273	\$ 1,445	\$ 1,374	\$ 992	\$ 563	\$ 376	\$ 500	\$ 500	\$ 500
Total	\$ 17,733	\$ 19,269	\$ 18,102	\$ 18,431	\$ 14,577	\$ 16,782	\$ 19,700	\$ 19,700	\$ 19,700

As shown in the graph below, the level of interest income collected by the Township in FY 2016 increased from the previous year (FY15). This increase comes in part from the Federal Reserve increasing the base interest rate and the Townships overall level of holdings being either maintained or increased over the time period. The Township is projecting an additional increase in interest income for the current fiscal year.



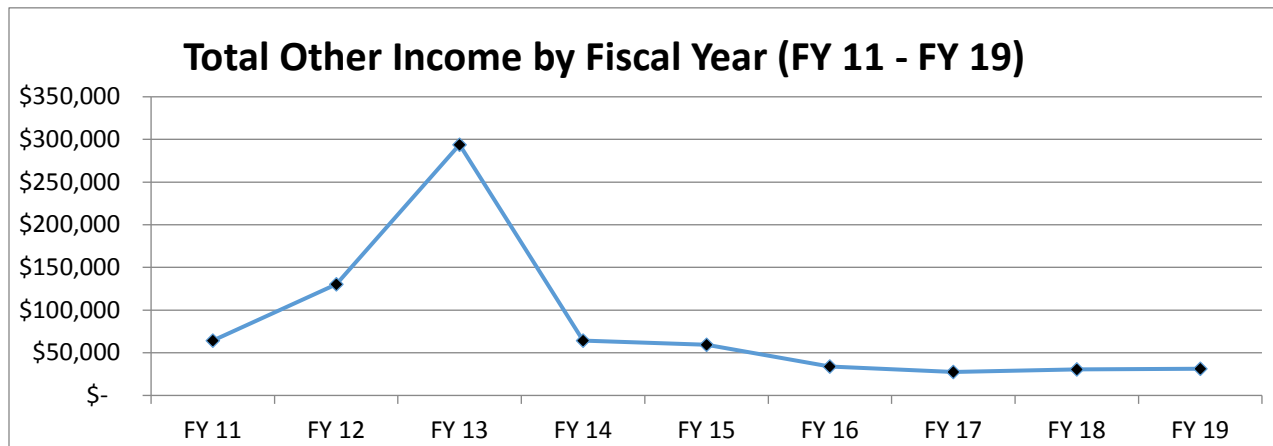
Major Revenue Sources



Other Income by Fund

Fund	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 18 Projected	FY 19 Projected
Town	\$ 39,472	\$ 21,490	\$ 258,291	\$ 17,829	\$ 8,725	\$ 4,951	\$ 6,000	\$ 6,975	\$ 7,114
Senior	\$ 3,043	\$ 3,560	\$ 21,858	\$ 28,151	\$ 26,796	\$ 10,215	\$ 4,500	\$ 5,718	\$ 5,832
GA	\$ 9,381	\$ 101,765	\$ -	\$ 18,212	\$ 22,130	\$ 13,388	\$ 15,000	\$ 15,300	\$ 15,606
Road	\$ -	\$ -	\$ 2,542	\$ -	\$ 1,674	\$ 2,856	\$ 1,000	\$ 1,433	\$ 1,462
MHB	\$ 12,350	\$ 3,612	\$ 11,260	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,228	\$ 1,253
Total	\$ 64,246	\$ 130,427	\$ 293,951	\$ 64,192	\$ 59,325	\$ 31,411	\$ 27,500	\$ 28,229	\$ 28,794

Other income includes one-time revenue sources such as legal settlements and revenues which are not included in any other category. This revenue is highly variable and difficult to forecast; therefore averages were taken based on previous years. Outlier years were removed from the averages to make the projections more accurate.



Rental Income by Fund

Fund	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 18 Projected	FY 19 Projected
Town	\$ 7,500	\$ 12	\$ 750	\$ 10,500	\$ -	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
MHB	\$ 4,750	\$ 2,200	\$ 11,500	\$ 10,110	\$ 11,400	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Total	\$ 12,250	\$ 2,212	\$ 12,250	\$ 20,610	\$ 11,400	\$ 22,500	\$ 22,500	\$ 22,500	\$ 22,500

Rental income has remained a highly stable, but very minor revenue source over the past several years. The Township entered into a 10 year lease agreement in FY 15 which will cause a 0% annual increase in revenue.

Legal Limits on Township Debt

The Local Government Debt Limitation Act (50 ILCS 405/1), sets the legal debt limitation for Hanover Township. Per this act, total debt may not exceed 2.875% of the value of the taxable property within the Township, including existing debt. The 2014 total taxable assessed property value is \$1,773,089,762; therefore, Hanover Township’s legal limit of debt is \$50,976,331.

Additionally, per 60 ILCS/1 Sec. 240-5, Township Code, a Township Board “may borrow money (i) from any bank or financial institution if the money is to be repaid within 10 years from the time it is borrowed or (ii) with the approval of the Highway Commissioner, from a Township Road District fund, if the money is to be repaid within one year from the time it is borrowed.”

Summary of Debt Policy

Hanover Township’s Board takes a conservative approach in relation to debt financing. Currently the Township carries no long-term debt obligations.

Ratios of Outstanding Debt by Type (FY 2006-2016)

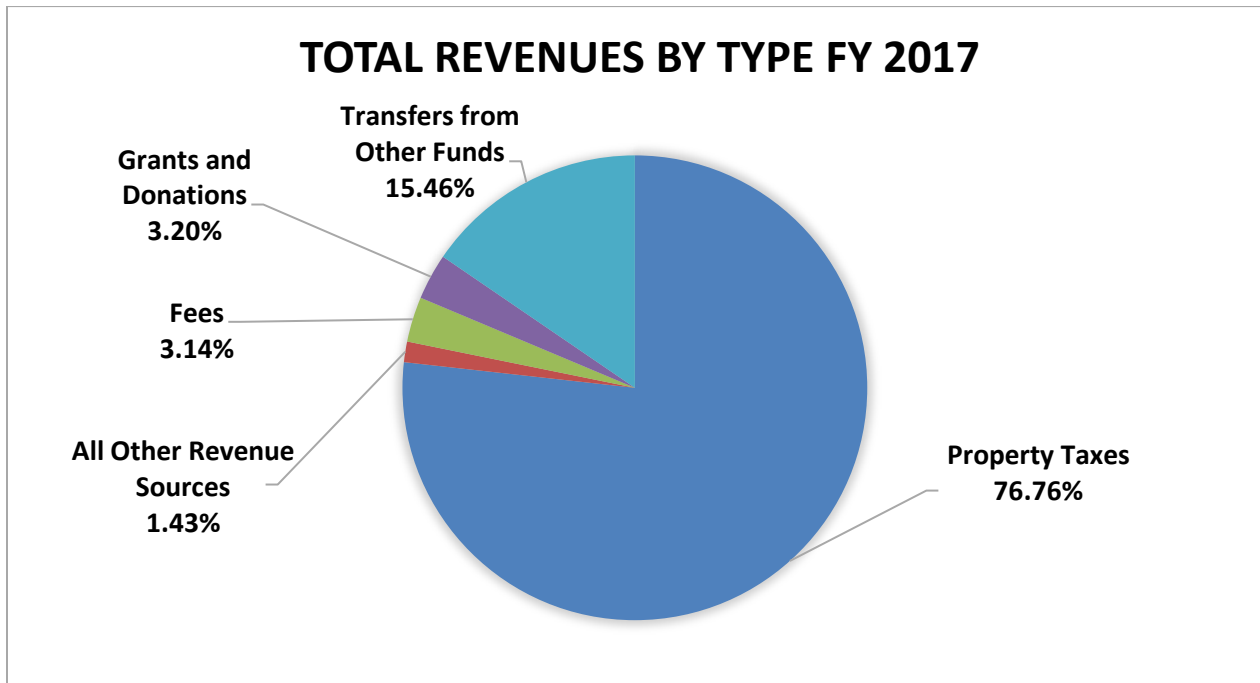
Fiscal Year	General Obligation Bonds	Loan Payable	Total Township	Debt per Capita
2006	\$ -	\$ -	\$ -	\$ -
2006	\$ -	\$ -	\$ -	\$ -
2007	\$ -	\$ -	\$ -	\$ -
2008	\$ -	\$ -	\$ -	\$ -
2009	\$ -	\$ -	\$ -	\$ -
2010	\$ -	\$ -	\$ -	\$ -
2011	\$ -	\$ -	\$ -	\$ -
2012	\$ -	\$ -	\$ -	\$ -
2013	\$ -	\$ -	\$ -	\$ -
2014	\$ -	\$ -	\$ -	\$ -
2016	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -

Total Expenditures by Fund Summary FY 2017

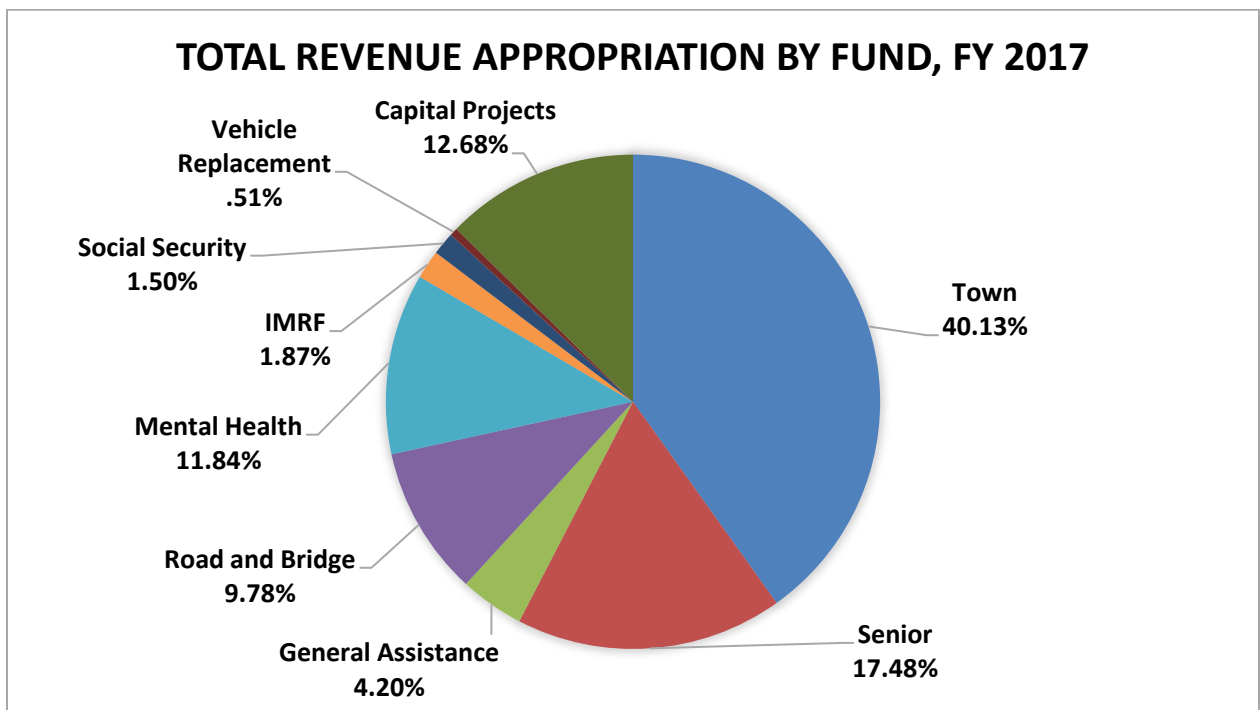
	FY 2015	FY 2016	FY 2016	FY 2017	
	Actual	Budget	Actual	Budget	% Change
General Town Fund	\$ 3,506,734	\$ 3,778,149	\$ 3,688,609	\$ 4,824,168	27.69%
Senior Fund	\$ 1,702,568	\$ 1,761,814	\$ 1,724,579	\$ 1,705,710	-3.18%
General Assistance Fund	\$ 456,207	\$ 448,339	\$ 374,358	\$ 442,650	-1.27%
Mental Health Fund	\$ 969,942	\$ 1,263,575	\$ 1,220,181	\$ 1,427,600	12.98%
Road and Bridge Fund	\$ 1,276,049	\$ 2,088,281	\$ 1,265,062	\$ 1,853,150	-11.26%
IMRF Fund	\$ 171,249	\$ 173,380	\$ 173,380	\$ 177,600	2.43%
Social Security Fund	\$ 127,524	\$ 140,114	\$ 140,114	\$ 142,100	1.42%
Capital Projects Fund	\$ 561,912	\$ 585,000	\$ 254,757	\$ 1,560,000	166.67%
Vehicle Replacement Fund	\$ 133,850	\$ 260,000	\$ 276,732	\$ 110,000	-57.69%
Total Expenditures	\$ 8,906,035	\$ 10,498,652	\$ 9,117,772	\$ 12,242,978	16.61%
Total Revenues	\$ 8,484,458	\$ 8,460,901	\$ 8,622,783	\$ 9,474,126	11.98%
Excess of Revenues over Expenditures	\$ (421,577)	\$ (2,037,751)	\$ (494,989)	\$ (2,768,852)	35.88%

Total Revenues by Type FY 2017

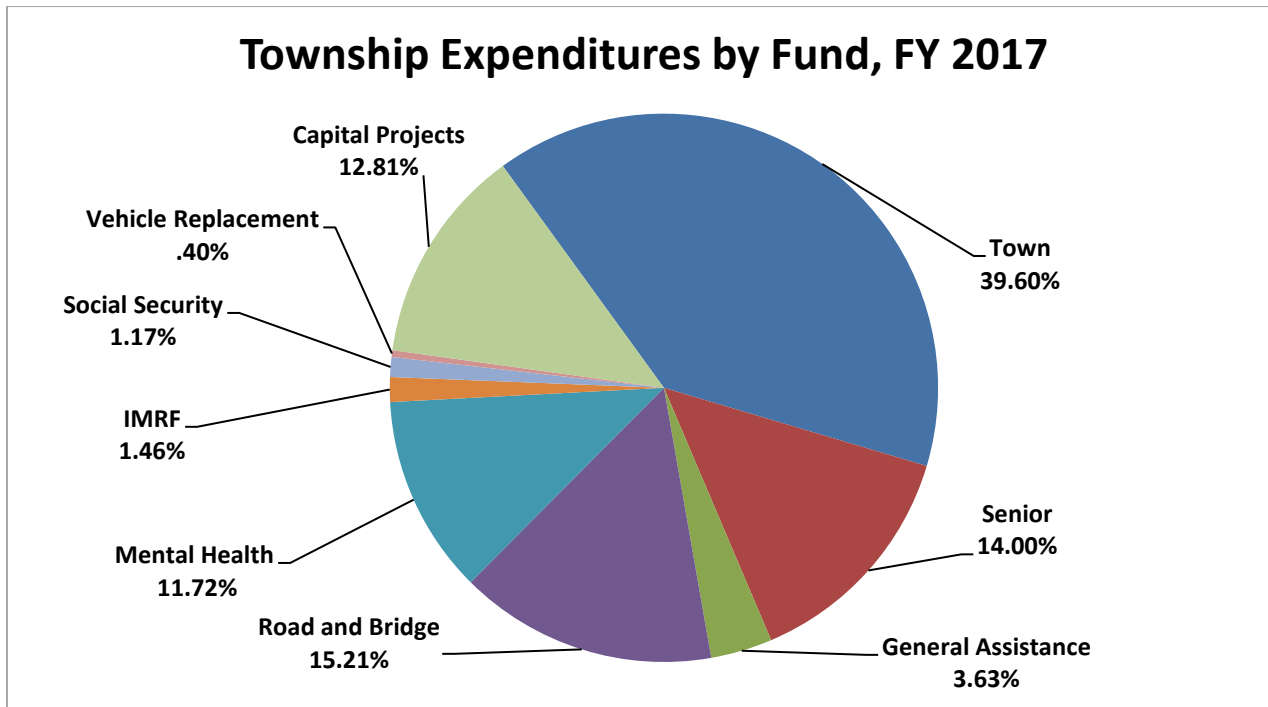
	FY 2015	FY 2016	FY 2016	FY 2017	%
	Actual	Budget	Actual	Budget	Change
Property Taxes	\$ 7,070,683	\$ 7,143,877	\$ 7,223,084	\$ 7,272,424	1.79%
Replacement Taxes	\$ 66,145	\$ 63,000	\$ 66,824	\$ 66,000	4.76%
Interest	\$ 14,577	\$ 17,100	\$ 16,782	\$ 19,700	15.20%
Rent	\$ 11,400	\$ 21,300	\$ 22,500	\$ 22,500	5.33%
Other	\$ 59,324	\$ 25,600	\$ 31,411	\$ 27,500	7.42%
Fees	\$ 364,685	\$ 279,500	\$ 343,056	\$ 297,500	6.44%
Grants and Donations	\$ 237,644	\$ 288,000	\$ 279,126	\$ 303,502	5.38%
Transfers from Other Funds	\$ 660,000	\$ 640,000	\$ 640,000	\$ 1,465,000	128.91%
Total Revenues	\$ 8,484,458	\$ 8,460,901	\$ 8,622,783	\$ 9,474,126	11.98%



Property taxes comprise the primary revenue source for the Township as 76.76% of all revenues come from this tax. Fund transfers comprise another 15.46%, whereas grants and fees account for approximately 3.20% and 3.14%.

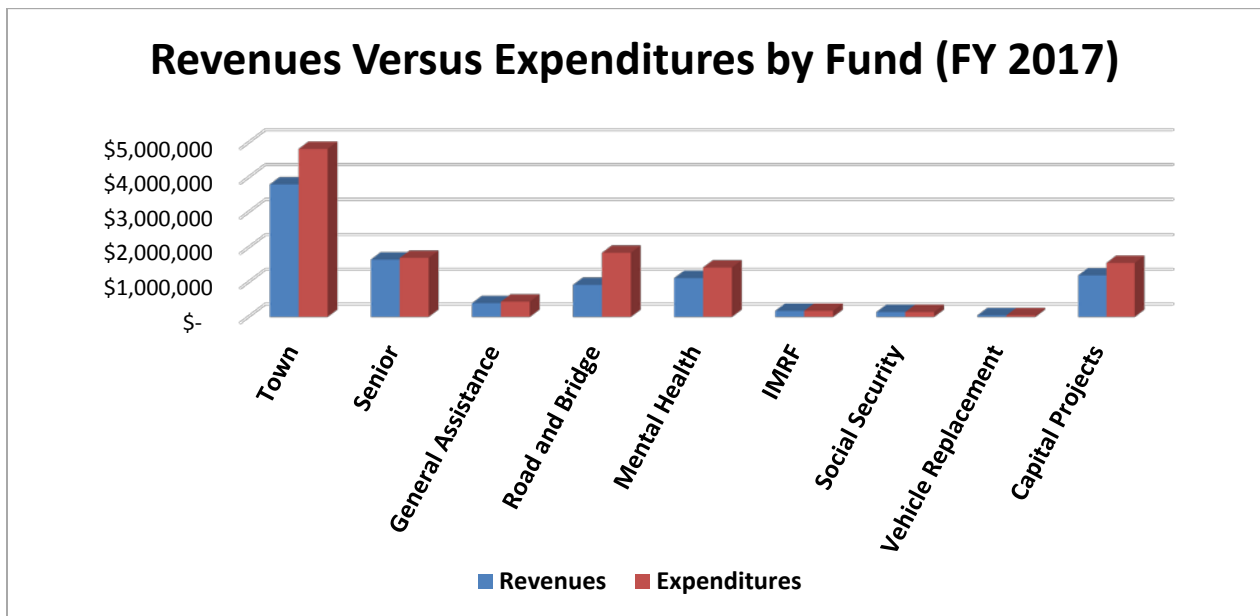


Township Expenditures by Fund, FY 2017



The largest expenditure by fund is the General Town Fund at approximately 39.60% of the total. This is in line with previous years and most of the Township’s operating departments are budgeted through this fund.

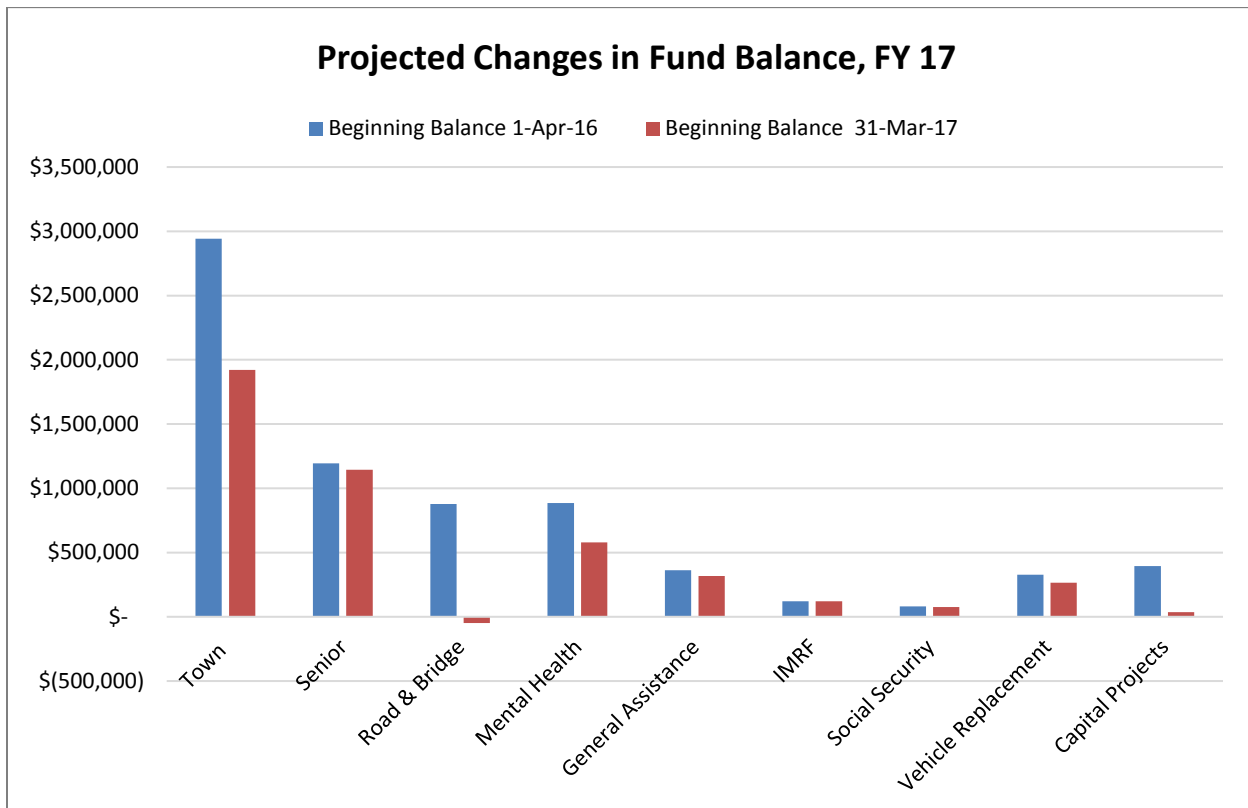
Revenues Versus Expenditures by Fund (FY 2017)



Expenditures are budgeted to exceed revenues for all major funds, and equal or exceed revenues in all non-major funds as to utilize accumulated reserves.

Projected Changes in Fund Balance FY 2017

	Balance 31-Mar-16	Total Estimated Revenues	Total Estimated Funds Available	Total Budgeted Expenditures	Balance 31-Mar-17	% Change
Town	\$ 2,942,197	\$ 3,802,141	\$ 6,744,338	\$ 4,824,168	\$ 1,920,170	-34.7%
Senior	\$ 1,193,307	\$ 1,655,850	\$ 2,849,157	\$ 1,705,710	\$ 1,143,447	-4.2%
Road & Bridge	\$ 877,467	\$ 926,876	\$ 1,804,343	\$ 1,853,150	\$ (48,807)	-105.6%
Mental Health	\$ 884,483	\$ 1,122,165	\$ 2,006,648	\$ 1,427,600	\$ 579,048	-34.5%
General Assistance	\$ 363,268	\$ 397,894	\$ 761,162	\$ 442,650	\$ 318,512	-12.3%
IMRF	\$ 121,769	\$ 177,600	\$ 299,369	\$ 177,600	\$ 121,769	0.0%
Social Security	\$ 81,824	\$ 142,100	\$ 223,924	\$ 142,100	\$ 76,288	-6.8%
Vehicle Replacement	\$ 326,951	\$ 48,500	\$ 375,451	\$ 110,000	\$ 265,451	-18.8%
Capital Projects	\$ 395,033	\$ 1,201,000	\$ 1,596,033	\$ 1,560,000	\$ 36,033	-90.9%
Total	\$ 7,186,299	\$ 9,474,126	\$ 16,660,425	\$ 12,242,978	\$ 4,411,911	-38.6%



Fund Balance Highlights:

- The Town Fund balance is projected to decrease 34.7%. This decrease is primarily due to a one-time lump-sum transfer to the capital fund to draw down on fund balance and to help address the number of capital projects planned for in the five year capital improvements plan.
- The largest projected change in fund balance is from the Road and Bridge Fund, with a budgeted decrease of 105.6%. With the budgeting process starting months before the new fiscal year begins, anticipating final expenditures for the current fiscal year can be imperfect. When the FY 2017 budget was formed, FY 2016 expenditures were projected to be marginally lower. The FY 2017 expenditures, although budgeted for \$1,853,150, will not reach this total. Building improvements are expected to be significantly lower than budgeted. As a result, the Road and Bridge fund balance will end the fiscal year higher than budgeted.
- The second largest reduction in fund balance will be from the Capital Projects Fund, with a budgeted decrease of 90.9%. This decrease is due to multiple capital projects planned to be completed over the 5 year Capital Improvements Plan. This is in line with the Township's goal of spending down accumulated reserves on one-time capital projects. A comprehensive list of scheduled capital projects can be found in this document, beginning on page 125.
- The Mental Health Fund balance will decrease by 34.5%, largely due to a budgeted increase for one-time emergency grants to local funded agencies affected by the looming state financial crisis, an increase in annual grants utilizing accumulated fund balance, and additional resources set aside for potential funding of mental health housing related to ongoing work of the Mental Health Housing Task Force.

Financial Summaries



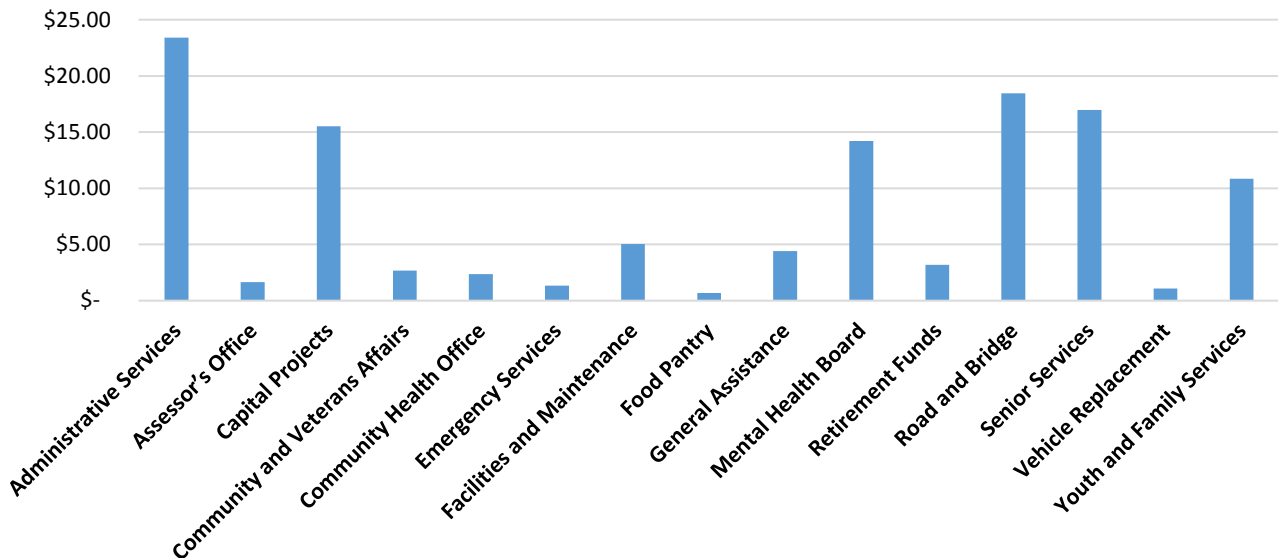
Consolidated Financial Summary FY 2017

REVENUE			General					Vehicle		Total
	Town	Senior	Assistance	Road and Bridge	Mental Health	IMRF	Social Security	Replacement	Capital Projects	
Property Taxes	\$ 3,553,140	\$ 1,045,850	\$ 372,893	\$ 897,876	\$ 1,083,165	\$ 177,500	\$ 142,000	\$ -	\$ -	\$ 7,272,424
Replacement Taxes	\$ 30,000	\$ -	\$ 4,000	\$ 20,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 66,000
Interest	\$ 10,000	\$ 1,500	\$ 1,000	\$ 5,000	\$ 1,500	\$ 100	\$ 100	\$ 500	\$ -	\$ 19,700
Rent	\$ 10,500	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 22,500
Other	\$ 6,000	\$ 4,500	\$ 15,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 27,500
Fees	\$ 108,500	\$ 160,500	\$ 5,000	\$ 3,000	\$ 12,500	\$ -	\$ -	\$ 8,000	\$ -	\$ 297,500
Grants & Donations	\$ 84,001	\$ 218,500	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 303,502
Transfers	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 1,200,000	\$ 1,465,000
Total	\$ 3,802,141	\$ 1,655,850	\$ 397,894	\$ 926,876	\$ 1,122,165	\$ 177,600	\$ 142,100	\$ 48,500	\$ 1,201,000	\$ 9,474,126
EXPENDITURES										
Administration	\$ 1,076,027	\$ 806,350	\$ 172,550	\$ 146,650	\$ 102,100	\$ -	\$ -	\$ -	\$ -	\$ 2,303,677
Assessors	\$ 166,112	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,112
Facilities & Maintenance	\$ 507,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 507,563
Community Health	\$ 237,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 237,868
Community and Veterans Affairs	\$ 268,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 268,868
Emergency Services	\$ 134,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,130
Food Pantry	\$ 69,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,350
Youth and Family Services	\$ 1,089,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,089,250
Senior Services	\$ -	\$ 162,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162,500
Senior Nutrition	\$ -	\$ 225,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,110
Senior Transportation	\$ -	\$ 511,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 511,750
Welfare Services	\$ -	\$ -	\$ 270,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,100
Mental Health Contracts	\$ -	\$ -	\$ -	\$ -	\$ 1,280,000	\$ -	\$ -	\$ -	\$ -	\$ 1,280,000
Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177,600	\$ 142,100	\$ -	\$ -	\$ 319,700
Road & Bridge Maintenance	\$ -	\$ -	\$ -	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,000
Community Resource Center	\$ -	\$ -	\$ -	\$ -	\$ 45,500	\$ -	\$ -	\$ -	\$ -	\$ 45,500
Capital Projects										
Bldg & Equipment	\$ 110,000	\$ -	\$ -	\$ 256,500	\$ -	\$ -	\$ -	\$ -	\$ 1,560,000	\$ 1,926,500
Land/Bldg Acq	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ -	\$ 110,000
Transfers										
Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Senior	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Vehicle	\$ 15,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital	\$ 1,150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,150,000
Total	\$ 4,824,168	\$ 1,705,710	\$ 442,650	\$ 1,853,150	\$ 1,427,600	\$ 177,600	\$ 142,100	\$ 110,000	\$ 1,560,000	\$ 12,242,978
Surplus (Deficit)	\$ (1,022,027)	\$ (49,860)	\$ (44,756)	\$ (926,274)	\$ (305,435)	\$ -	\$ -	\$ (61,500)	\$ (359,000)	\$ (2,768,852)
Beginning Fund Balance	\$ 2,942,197	\$ 1,193,307	\$ 363,268	\$ 877,467	\$ 884,483	\$ 121,769	\$ 81,824	\$ 326,951	\$ 395,033	\$ 7,186,299
Ending Fund Balance	\$ 1,920,170	\$ 1,143,447	\$ 318,512	\$ (48,807)	\$ 579,048	\$ 121,769	\$ 76,288	\$ 265,451	\$ 36,033	\$ 4,411,911

Expenditures per Capita (FY 2017)

	Total Budget	Total per Capita
Administrative Services	\$ 2,351,027	\$ 23.40
Assessor's Office	\$ 166,112	\$ 1.65
Capital Projects	\$ 1,560,000	\$ 15.53
Community and Veterans Affairs	\$ 268,868	\$ 2.68
Community Health Office	\$ 237,868	\$ 2.37
Emergency Services	\$ 134,130	\$ 1.33
Facilities and Maintenance	\$ 507,563	\$ 5.05
Food Pantry	\$ 69,350	\$ 0.69
General Assistance	\$ 442,650	\$ 4.41
Mental Health Board	\$ 1,427,600	\$ 14.21
Retirement Funds	\$ 319,700	\$ 3.18
Road and Bridge	\$ 1,853,150	\$ 18.44
Senior Services	\$ 1,705,710	\$ 16.98
Vehicle Replacement	\$ 110,000	\$ 1.09
Youth and Family Services	\$ 1,089,250	\$ 10.84

Total Expenditures per Capita FY 2017

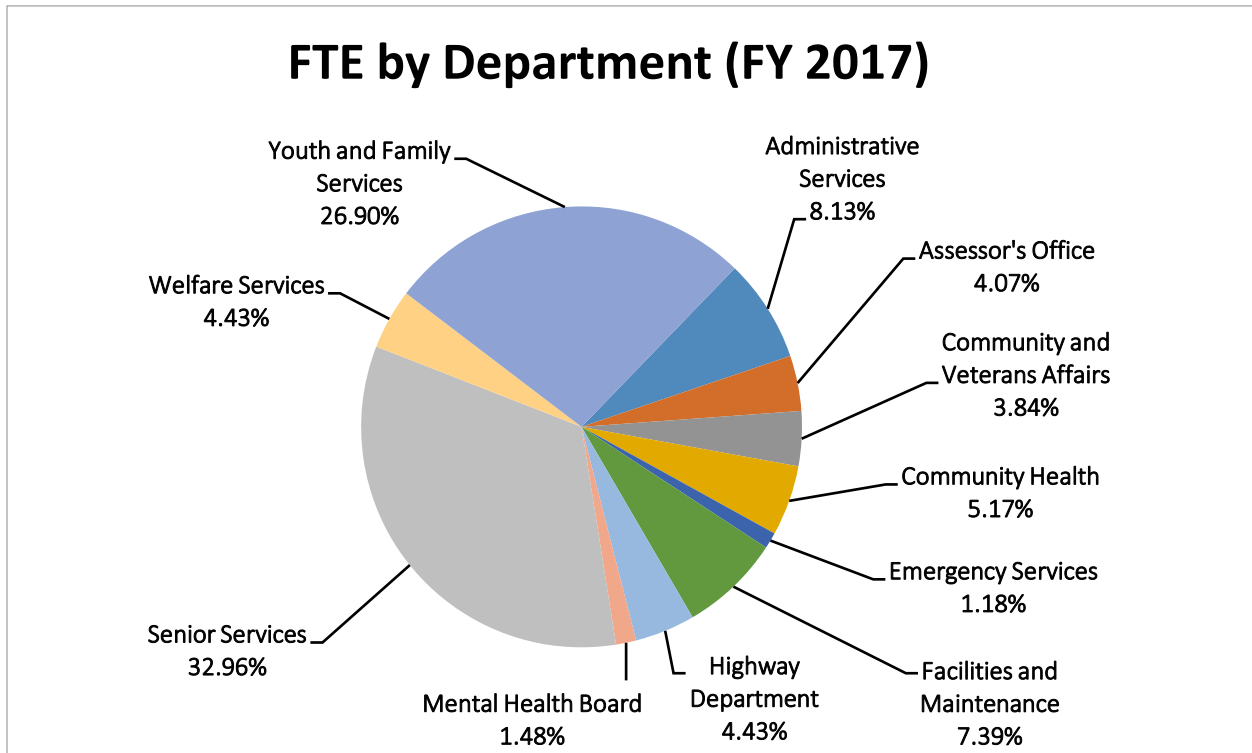


Full – Time Equivalent (FTE) Position Summary



Summary of Employees By Department									
Department and Position	2015 Actual	2016 Actual	2017 Projected	Change	Department and Position	2015 Actual	2016 Actual	2017 Projected	Change
Administrative Services					Mental Health Board				
Township Administrator	1.0	1.0	1.0	0.0	Mental Health Board Manager	1.0	1.0	1.0	0.0
Assistant Township Administrator	1.0	1.0	1.0	0.0	Total	1.0	1.0	1.0	0.0
Management Analyst	1.0	1.0	1.0	0.0	Senior Services				
Resident Services Assistant	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0
Receptionist	1.0	1.0	1.0	0.0	Administrative Assistant	1.0	1.0	1.0	0.0
Management Graduate Intern	0.5	0.5	0.5	0.0	Receptionist	1.2	1.2	1.2	0.0
Total	5.5	5.5	5.5	0.0	Program Manager	1.0	1.0	1.0	0.0
Assessor's Office					Volunteer and Program Coordinator	1.0	1.0	1.0	0.0
Chief Deputy Assessor	1.0	1.0	1.0	0.0	Program Specialist	0.75	0.75	0.75	0.0
Deputy Assessor	1.0	1.0	1.0	0.0	Computer Instructor	0.4	0.4	0.4	0.0
Administrative Assistant	0.75	0.75	0.75	0.0	Visual Art Instructor	0.3	0.3	0.3	0.0
Total	2.75	2.75	2.75	0.0	Visual Art Instructor/Graphic Designer	1.0	1.0	1.0	0.0
Community and Veterans Affairs					Social Services Manager	1.0	1.0	1.0	0.0
Community Relations Director	1.0	1.0	1.0	0.0	Social Services Specialist	2.5	2.5	2.5	0.0
Veterans Specialist	0.25	0.60	0.6	0.0	Therapist	0.4	0.4	0.4	0.0
Communications Specialist	0.0	0.0	1.0	1.0	Nutrition Coordinator/Head Chef	1.0	1.0	1.0	0.0
Communications Assistant	1.0	1.0	0.0	-1.0	Line Cook	0.55	0.55	0.55	0.0
Total	2.25	2.6	2.6	0.0	Café Assistant	0	0.25	0	-0.25
Community Health					Home Delivered Meals Assistant	0	1.25	1.25	0.00
Director	1.0	1.0	1.0	0.0	Transportation Manager	1.0	1.0	1.0	0.0
Community Health Nurse	1.0	1.0	1.0	0.0	Transportation Dispatcher	1.0	1.0	1.0	0.0
Community Health Assistant	0.0	1.0	1.0	0.0	Bus Driver	6.0	6.00	6.00	0.0
Administrative Assistant	1.0	0.0	0.0	0.0	Total	21.10	22.60	22.35	-0.25
Receptionist	0.5	0.5	0.5	0.0	Welfare Services				
Total	3.5	3.5	3.5	0.0	Director	1.0	1.0	1.0	0.0
Emergency Services					Case Manager	1.0	1.0	1.0	0.0
Director	0.8	0.8	0.8	0.0	Employment Services Manager	1.0	0.0	0.0	0.0
Total	0.8	0.8	0.8	0.0	Employment Services Specialist	1.0	0.0	0.0	0.0
Facilities and Maintenance					Food Pantry Associate	1.0	0.0	0.0	0.0
Director	1.0	1.0	1.0	0.0	Intake Specialist	1.0	0.0	0.0	0.0
Operations Manager	1.0	1.0	1.0	0.0	Pantry and Volunteer Coordinator	1.0	1.0	1.0	0.0
Facilities Technician	1.0	1.0	1.0	0.0	Receptionist	0.5	0.5	0.0	-0.5
Maintenance Associate	2.0	2.0	2.0	0.0	Total	7.50	3.50	3.00	-0.5
Mechanic	1.0	0.0	0.0	0.0	Youth and Family Services				
Total	6.0	5.0	5.0	0.0	Director	1.0	1.0	1.0	0.0
Highway Department					Office Manager	1.0	1.0	1.0	0.0
Highway Foreman	1.0	1.0	1.0	0.0	Administrative Assistant	1.0	1.0	1.0	0.0
Highway Associate	2.0	2.0	2.0	0.0	Receptionist	0.5	0.5	0.5	0.0
Total	3.0	3.0	3.0	0.0	Tutors	0.7	0.7	0.7	0.0
	2015 Actual	2016 Actual	2017 Projected	Change	Clinical Manager	1.0	1.0	1.0	0.0
					Family Therapist	5.0	5.0	5.0	0.0
Grand Total FTE	71.6	68.45	67.70	-0.75	Outreach & Prevention Services Manager	1.0	1.0	1.0	0.0
					Program Coordinator	1.0	1.0	1.0	0.0
					Open Gym Assistants	3.0	3.0	3.0	0.0
					Volunteer and Prevention Coordinator	1.0	1.0	1.0	0.0
					Clinical Interventionist	1.0	1.0	1.0	0.0
					Prevention Specialist	1.0	1.0	1.0	0.0
					Total	18.2	18.2	18.2	0.0

FTE by Department (FY 2017)



Changes in Staffing Levels

- In total, FTE for the Township is projected to decrease by .75 FTE from FY 16 to FY 17.
- The Department of Welfare Service's has been reduced by .5 FTE. A part-time receptionist position will not be filled following a vacancy, instead volunteers and department staff will take over those duties.
- The Department of Senior Services has been reduced by .25 FTE with the removal of the café assistant position. The elimination of this position comes as the low hours per week contributed to a high turnover rate and allowed the Nutrition Division to reduce costs.

The General Town Fund accounts for the resources traditionally associated with the Township's operations that are not required legally or by sound financial management to be accounted for in another fund. The following Departments fall under this fund: Administrative Services, Assessor's Office, Emergency Services, Facilities and Maintenance, the Office of Community Health, Youth and Family Services, Food Pantry, and Community and Veteran's Affairs.

General Town Fund Summary

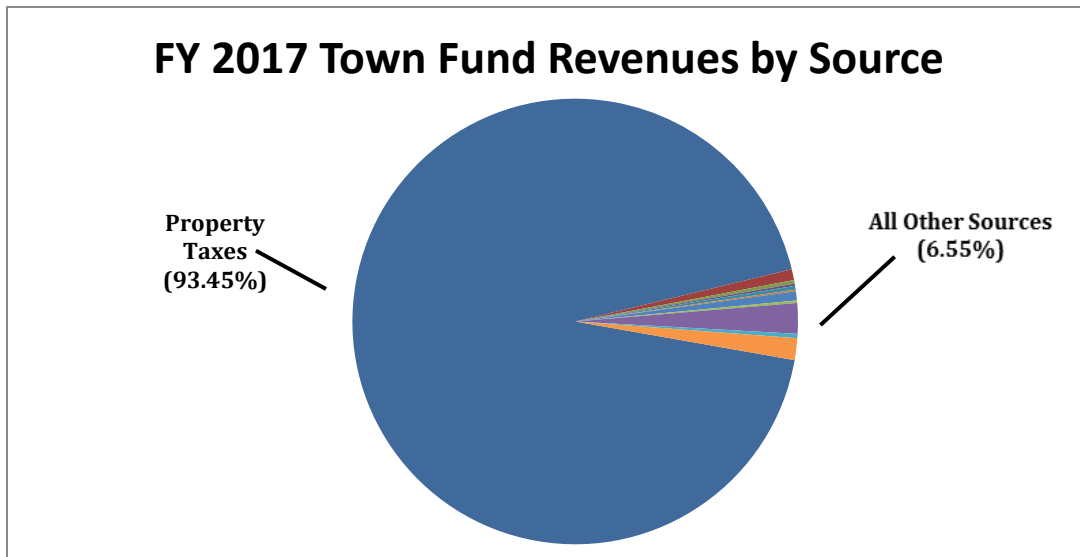
	FY 2015	FY 2016	FY 2016	FY 2017	
	Actual	Budget	Actual	Budget	% Change
Revenues	\$ 3,712,340	\$ 3,726,365	\$ 3,813,482	\$ 3,802,141	2.03%
Expenditures by Department					
Administrative Services	\$ 1,265,847	\$ 1,353,897	\$ 1,350,948	\$ 2,351,027	73.65%
Assessor's Office	\$ 154,137	\$ 163,262	\$ 155,939	\$ 166,112	1.75%
Office of Community Health	\$ 216,766	\$ 232,722	\$ 223,494	\$ 237,868	2.21%
Community and Veterans Affairs	\$ 238,080	\$ 257,916	\$ 259,409	\$ 268,868	4.25%
Emergency Services	\$ 114,156	\$ 132,812	\$ 137,031	\$ 134,130	0.99%
Facilities and Maintenance	\$ 455,750	\$ 496,345	\$ 475,280	\$ 507,563	2.26%
Food Pantry	\$ 85,958	\$ 75,748	\$ 66,891	\$ 69,350	-8.45%
Youth and Family Services	\$ 976,041	\$ 1,065,447	\$ 1,019,616	\$ 1,089,250	2.23%
Total Expenditures	\$ 3,506,734	\$ 3,778,149	\$ 3,688,608	\$ 4,824,168	27.69%
Excess of Revenues Over Expenditures	\$ 205,606	\$ (51,784)	\$ 124,874	\$ (1,022,027)	1873.63%
Fund Balance Beginning April 1	\$ 2,611,717	\$ 2,817,323	\$ 2,817,323	\$ 2,942,197	4.43%
Estimated Cash on Hand March 31	\$ 2,817,323	\$ 2,765,539	\$ 2,942,197	\$ 1,920,170	-30.57%

Budgetary Highlights:

- The most significant increase in the General Town Fund expenditures comes from the Administrative Service Department. This increase comes almost entirely from a planned \$1,150,000 transfer to the Capital Fund to enable previously saved dollars to be used for one-time capital projects. This transfer is the primary reason for the Town Fund balance reducing 30.57% in FY 2017.
- Additional increases can be attributed to the Townships 2% salary increment pool and other employee related expenses. Increased liability insurance costs come from expanding coverage and addressing regular increases, and improved internet speeds at the Town Hall and Senior Center locations also contribute to the increase.
- Significant decreases from the food pantry can be contributed to reductions in personnel related costs, including salaries and benefits. This comes from the elimination of an unfilled part time food pantry driver position. These responsibilities will now be performed by volunteers.
- Overall, budgeted expenditures are projected to rise 27.69%, which is in large part from the one-time Capital Fund transfer.

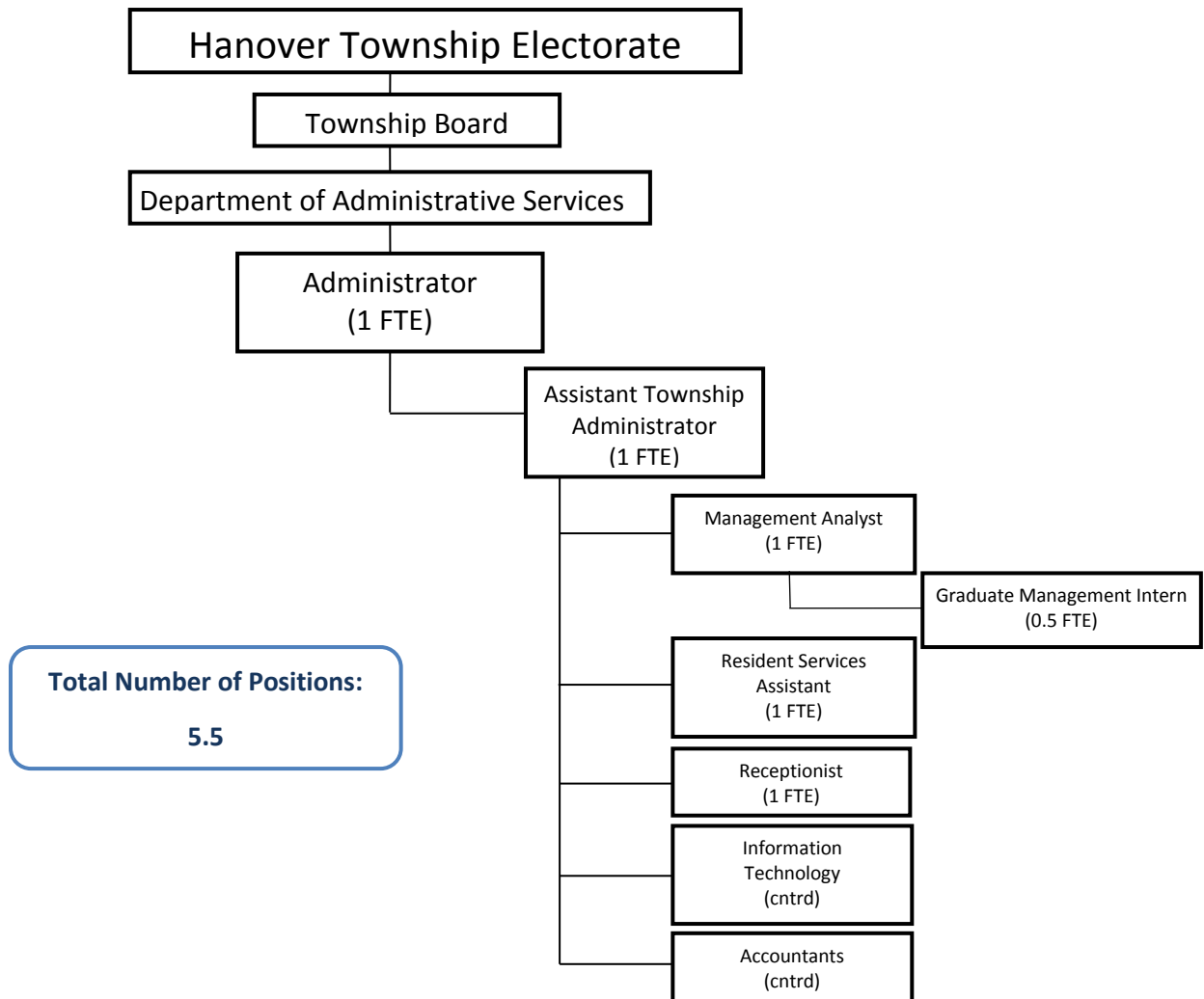
General Town Fund Revenues

1013	Town Fund Revenue	FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
1013000	Property Taxes	\$ 3,455,555	\$ 3,489,364	\$ 3,532,394	\$ 3,553,140	1.83%
1013100	Replacement Taxes	\$ 28,005	\$ 30,000	\$ 27,061	\$ 30,000	0.00%
1013250	Interest Income	\$ 10,444	\$ 7,500	\$ 9,587	\$ 10,000	33.33%
1013300	Other Income	\$ 8,725	\$ 6,000	\$ 4,951	\$ 6,000	0.00%
1013350	Rental Income	\$ 11,000	\$ 10,500	\$ 10,500	\$ 10,500	0.00%
1013420	MHB/Office Charges	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
1013430	YFS- Therapy Charges	\$ 24,751	\$ 25,000	\$ 18,894	\$ 25,000	0.00%
1013435	YFS- Other Income	\$ 217	\$ 500	\$ 16	\$ -	-100.00%
1013440	YFS- Tutoring Fees	\$ 8,130	\$ 7,000	\$ 10,550	\$ 7,000	0.00%
1013445	YFS- MHB Grants	\$ 81,855	\$ 84,000	\$ 80,995	\$ 84,000	0.00%
1013450	Community Health	\$ 5,487	\$ 12,000	\$ 13,379	\$ 12,000	0.00%
1013952	Passport Fees	\$ 68,671	\$ 50,000	\$ 100,695	\$ 60,000	20.00%
1013955	Grant	\$ 5,000	\$ 1	\$ 0	\$ 1	0.00%
Total	Town Fund Revenue	\$ 3,712,340	\$ 3,726,365	\$ 3,813,481	\$ 3,802,141	2.03%



Revenue Highlights

- Interest income is expected to increase 33.33% due to an increase in the base interest rate level set by the Federal Reserve.
- The Department of Administrative Services- Passport Fees collection is expected to increase by 20%. This increase is due to a surge in the number of passports processed through the office in the last few fiscal years.



Total Number of Positions:
5.5

Mission

The Department of Administrative Services’ mission is to ensure effective implementation of Township Board policies through efficient professional management of the Township government. The Township Administrator serves as the organization’s Chief Administrative Officer and in this capacity is responsible for administration, coordination, and management of all Township services and employees not directly reporting to an elected official. The Assistant Township Administrator serves as the human resources officer and coordinates information technology initiatives. The Department also provides support services including accounting, budgeting, financial management, and grant development.

Services

The Department of Administrative Services consists of the Township Administrator, Accounting, Human Resources, Grants Coordination, Information Technology, and Planning. The Accounting and Information Technology functions are both contracted; Township staff performs all other functions in-house. This Department is also responsible for processing passport applications, hunting and fishing licenses, handicap placards, voter registration, and Cook County vehicle sticker issuance.

Location and Contact Information

Department Head: Suzanne Powers, Assistant Township Administrator
spowers@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M, W-F: 8:30 am to 4:30 pm, Tu: 8:30 am to 6:00 pm

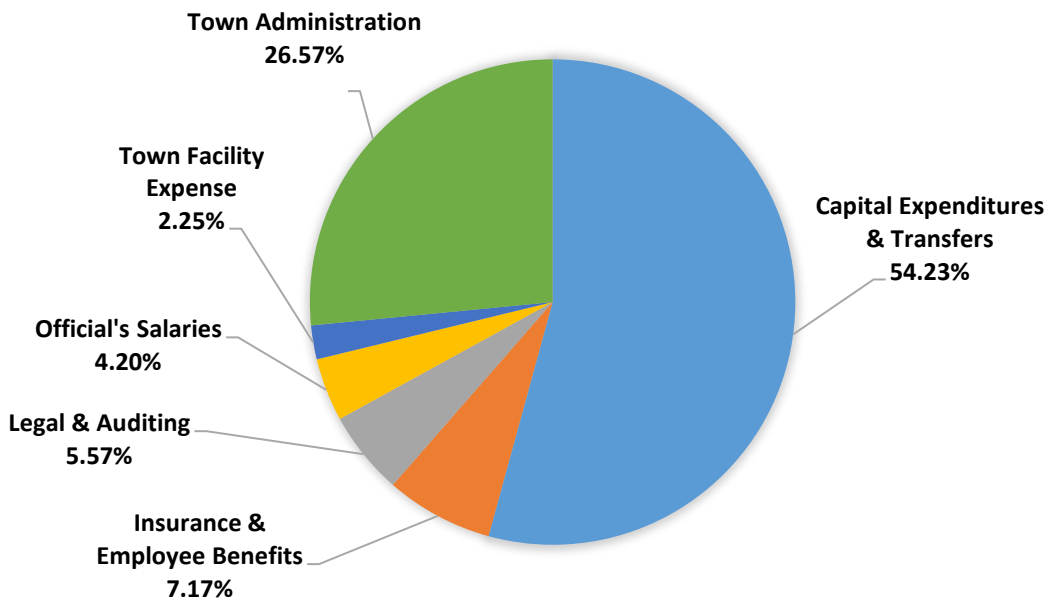
Webpage: <http://www.hanover-township.org/departments/administrative-services>

Department and Position	2014 Actual	2015 Actual	2016 Projected	Change
Administrative Services				
Township Administrator	1.0	1.0	1.0	0
Assistant Township Administrator	1.0	1.0	1.0	0
Management Analyst	1.0	1.0	1.0	0
Resident Services Assistant	1.0	1.0	1.0	0
Receptionist	1.0	1.0	1.0	0
Graduate Management Intern	0.5	0.5	0.5	0
Total	5.5	5.5	5.5	0

Budget Highlights:

- Notable and projected increases in the budget include a 363% increase in capital expenditures and transfers. This is due to a one-time lump-sum transfer to the Capital Fund to draw down on fund balance and prepare for capital expenditures coming to fruition in the next five years.
- A marked increase of 7.66% in the Townships liability insurance plan comes from expanding coverage and addressing regular increases.

ADMINISTRATIVE SERVICES EXPENDITURES (FY 2017)



Consolidated Expenditures

Expenditures	FY 2015	FY 2016	FY 2016	FY 2017	% Change
	Actual	Budget	Actual	Budget	
Capital Expenditures & Transfers	\$ 274,624	\$ 275,000	\$ 289,085	\$ 1,275,000	363.64%
Insurance & Employee Benefits	\$ 132,614	\$ 156,600	\$ 163,545	\$ 168,600	7.66%
Legal & Auditing	\$ 165,473	\$ 130,000	\$ 177,014	\$ 131,000	0.77%
Official's Salaries	\$ 98,802	\$ 98,802	\$ 98,802	\$ 98,802	0.00%
Town Facility Expense	\$ 61,090	\$ 52,400	\$ 59,675	\$ 53,000	1.15%
Town Administration	\$ 533,243	\$ 641,095	\$ 562,827	\$ 624,625	-2.57%
	\$ 1,265,847	\$ 1,353,897	\$ 1,350,948	\$ 2,351,027	73.65%

Administrative Services



Administrative Services Detailed Expenditures

Expense		FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	% Change
1014	Town Fund- Expenditures					
1010FF	Official's Salaries					
1014301	Compensation of Officials	\$ 98,802	\$ 98,802	\$ 98,802	\$ 98,802	0.00%
Total	Official's Salaries	\$ 98,802	\$ 98,802	\$ 98,802	\$ 98,802	0.00%
Expense		FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	% Change
101TOE	Town Office Expense					
1014401	Postage	\$ 2,877	\$ 3,000	\$ 2,977	\$ 3,000	0.00%
1014404	Office Supplies	\$ 6,064	\$ 6,000	\$ 6,093	\$ 6,000	0.00%
1014406	Printing	\$ 3,421	\$ 4,500	\$ 5,263	\$ 4,500	0.00%
1014408	Salaries	\$ 324,536	\$ 340,000	\$ 353,039	\$ 340,000	0.00%
1014412	Travel Expenses	\$ 5,379	\$ 5,000	\$ 4,395	\$ 5,000	0.00%
1014414	Memberships, Subs, Pubs	\$ 13,464	\$ 12,000	\$ 10,994	\$ 12,000	0.00%
1014420	Pre-Employment Charges	\$ 41	\$ 750	\$ 328	\$ 600	-20.00%
1014424	Education & Training	\$ 14,956	\$ 18,000	\$ 17,373	\$ 18,000	0.00%
1014429	Miscellaneous	\$ 5,111	\$ 10,000	\$ 4,652	\$ 10,000	0.00%
1014520	Consulting	\$ 9,000	\$ 30,000	\$ 1,000	\$ 10,000	-66.67%
1014530	Financial Administration	\$ 60,343	\$ 62,781	\$ 61,685	\$ 64,000	1.94%
1014531	Community Affairs	\$ 9,567	\$ 10,000	\$ 7,198	\$ 10,000	0.00%
1014532	Committee on Youth	\$ 3,020	\$ 3,000	\$ 1,118	\$ 3,000	0.00%
1014533	Environmental Sustainability	\$ 1,197	\$ 1,000	\$ 824	\$ 1,000	0.00%
1014534	Passport Services	\$ 6,223	\$ 5,000	\$ 7,729	\$ 6,000	20.00%
1014535	Legal Notices	\$ 1,169	\$ 1,000	\$ 484	\$ 1,000	0.00%
1014560	Contingency Fund	\$ -	\$ 50,000	\$ -	\$ 50,000	0.00%
1014591	Health Insurance	\$ 33,610	\$ 36,000	\$ 40,615	\$ 39,000	8.33%
1014592	Dental, Vision & Life Insurance	\$ 2,656	\$ 2,830	\$ 2,456	\$ 3,125	10.42%
1014593	Unemployment	\$ 4,269	\$ 3,917	\$ 4,671	\$ 3,900	-0.43%
1014594	IMRF Expense	\$ 14,503	\$ 22,554	\$ 17,438	\$ 21,000	-6.89%
1014595	FICA Expense	\$ 11,836	\$ 13,763	\$ 12,495	\$ 13,500	-1.91%
Total	Town Hall Administration	\$ 533,243	\$ 641,095	\$ 562,827	\$ 624,625	-2.73%

Administrative Services



101LEA		FY 2015	FY 2016	FY 2016	FY 2017	%
Legal & Auditing		Actual	Budget	Actual	Budget	Change
1014501	Auditing	\$ 8,400	\$ 10,000	\$ 8,023	\$ 11,000	10.00%
1014502	Legal Services	\$ 157,073	\$ 120,000	\$ 168,991	\$ 120,000	0.00%
Total	Legal & Auditing	\$ 165,473	\$ 130,000	\$ 177,014	\$ 131,000	0.77%

101ISE		FY 2015	FY 2016	FY 2016	FY 2017	%
Insurance & Employee Benefits		Actual	Budget	Actual	Budget	Change
1014411	Employee Assistance Program	\$ 1,451	\$ 1,600	\$ 1,451	\$ 1,600	0.00%
1014503	General Insurance	\$ 118,181	\$ 138,000	\$ 147,715	\$ 150,000	8.70%
1014507	Flex & 457 Plan	\$ 4,026	\$ 4,000	\$ 3,890	\$ 4,000	0.00%
1014512	Employee Recognition	\$ 3,044	\$ 5,000	\$ 2,744	\$ 5,000	0.00%
1014513	Employee Wellness	\$ 5,911	\$ 8,000	\$ 7,745	\$ 8,000	0.00%
Total	Insurance & Employee Benefits	\$ 132,614	\$ 156,600	\$ 163,545	\$ 168,600	7.66%

101CAP		FY 2015	FY 2016	FY 2016	FY 2017	%
Capital Expenditures		Actual	Budget	Actual	Budget	Change
1014410	Equipment Purchases	\$ 13,596	\$ 20,000	\$ 21,570	\$ 20,000	0.00%
1014430	Computer Equipment & Software	\$ 76,028	\$ 70,000	\$ 80,515	\$ 70,000	0.00%
1014540	Facility Lease	\$ 20,000	\$ 20,000	\$ 22,000	\$ 20,000	0.00%
1014541	Transfer to Vehicle Fund	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
1014547	Transfer to Capital Projects	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,150,000	667%
Total	Capital Expenditures	\$ 274,624	\$ 275,000	\$ 289,085	\$ 1,275,000	363.64%

101THE		FY 2015	FY 2016	FY 2016	FY 2017	%
Town Hall Expense		Actual	Budget	Actual	Budget	Change
1014402	Telephone- Town	\$ 37,983	\$ 30,000	\$ 38,811	\$ 30,000	0.00%
1014403	Utilities- Town	\$ 18,980	\$ 18,000	\$ 15,889	\$ 17,000	-5.56%
1014405	Internet Access- Town	\$ 1,877	\$ 1,800	\$ 2,636	\$ 3,400	88.89%
1014416	Equipment Rental- Town	\$ 2,250	\$ 2,600	\$ 2,339	\$ 2,600	0.00%
Total	Town Hall Expense	\$ 61,090	\$ 52,400	\$ 59,675	\$ 53,000	1.15%

Performance Metrics

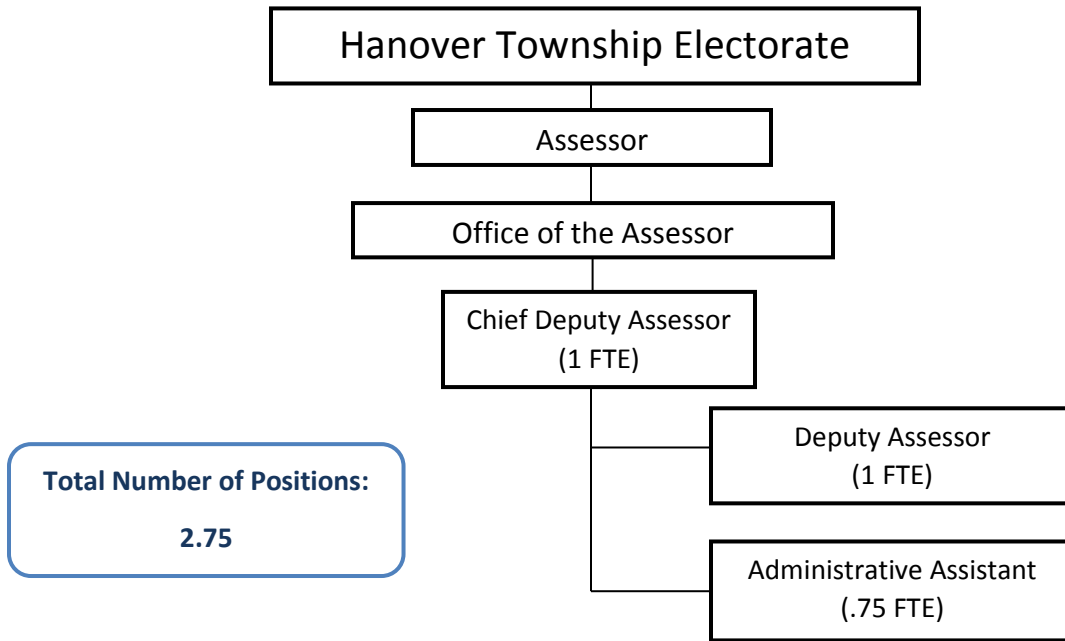
Service Provided	FY 2014	FY 2015	FY 2016	% Change
Passports	2,265	2,648	4,099	54.8%
Photo fees	\$7,225	\$9,611	\$15,105	57.2%
Fee deposits	\$54,099	\$59,800	\$83,800	40.1%
Fishing/Hunting Licenses	108	91	69	-24.2%
Handicap Placards	177	181	206	13.8%
Cook County Vehicle Stickers	247	414	259	-37.4%
Grant Application Submissions	11	4	2	-50.0%
Human Resources Requests	1,709	1,518	1,594	5.0%
New Employee Orientations	16	19	17	-10.5%
Percent of Budget Expended	79.7%	83%	86.2%	3.2%
Resident Contacts	22,746	18,446	22,675	22.9%
Technology Work Orders	288	341	397	16.4%

FY 2016 Department Accomplished Goals (in order of priority)

1. Researched case management software to be utilized across departments for efficiency and effectiveness of customer service.
2. Developed passport marketing plan, including increased social media outreach, Township website marketing, and Hanover Happenings and Club 59. Researched local passport photo provider fees to find that the Township fees are in line with other area vendors.

Administrative Services FY 2017 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Develop and implement semi-annual training program for Management Team, annual front line staff training, expand ongoing staff development opportunities and access to available training resources.	1. Establish training needs and resources. (Powers - 6/15/16)	a. Meet with department heads and managers to review current staff training needs.	a. TBC: 5/15/16
		b. Survey staff for training needs and knowledge of position/department specific training resources available.	b. TBC: 6/1/16
		c. Finalize targeted training areas and resources.	c. TBC: 6/15/16
	2. Implement and evaluate training and resource development. (Powers - 3/31/17)	a. Establish bi-annual training program based on established need.	a. TBC: 7/1/16
		b. Address department/position specific development resources and uses.	b. TBC: 8/1/16
		c. Survey staff on effectiveness of training.	c. TBC: 3/31/17
II. Analyze data collection for the scope and evolution strategic planning workgroups, assist in data collection and conduct community assessment.	1. Analyze data collection for strategic planning workgroups. (Hughes - 3/31/17)	a. Research and compile demographic and utilization trends.	a. TBC: 11/1/16
		b. Compile department monthly reporting and analyze usage and demographics.	b. TBC: 3/1/17
		c. Finalize report for strategic planning workgroups and Township Board.	c. TBC: 3/31/17
	2. Research and conduct community assessment. (Hughes- 3/31/17)	a. Research and implement survey methods and questions.	a. TBC; 7/1/16
		b. Compile and analyze survey results.	b. TBC; 12/1/16
		c. Finalize report for Scope workgroup.	c. TBC: 3/31/17



Mission

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

Services

The Assessor’s Office provides support for any questions regarding Cook County Property Taxes, including billing, filing exemptions, and property tax appeals.

Location and Contact Information

Department Head: Patty Glascott, Chief Deputy Assessor
pglascott@hanover-township.org

Facility Location: Hanover Township Town Hall
250 S. IL Route 59
Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M,W-F: 8:30 am to 4:30 PM, Tu: 8:30 am to 6:00 PM

Webpage: <http://www.hanover-township.org/departments/assessor-s-office>

Department and Position	2015 Actual	2016 Actual	2017 Projected	Change
Assessor's Office				
Chief Deputy Assessor	1.0	1.0	1.0	0
Deputy Assessor	1.0	1.0	1.0	0
Administrative Assistant	.75	0.75	0.75	0
Total	2.75	2.75	2.75	0

Budget Highlights:

The salary line item increased 2.0% per guidelines. Additional increases in related employee benefits and unemployment contributions contribute to the overall Office budget being 1.74% higher than the previous fiscal year.

Assessor's Office Detailed Expenditures

Expense	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	% Change
1014 Town Fund-Expenditures					
104ASR Assessor's Division					
1044405 Office Supplies	\$ 4,409	\$ 4,410	\$ 4,447	\$ 4,410	0.00%
1044407 Printing	\$ 1,055	\$ 1,225	\$ 840	\$ 1,225	0.00%
1044409 Salaries	\$ 114,929	\$ 117,875	\$ 117,233	\$ 120,232	2.00%
1044411 Equipment	\$ 1,362	\$ 3,430	\$ 2,588	\$ 3,430	0.00%
1044413 Travel Expenses	\$ 1,224	\$ 3,234	\$ 1,128	\$ 3,234	0.00%
1044415 Dues, Subs, & Publications	\$ 2,635	\$ 2,695	\$ 2,818	\$ 2,695	0.00%
1044419 Training	\$ 3,450	\$ 3,430	\$ 2,063	\$ 3,430	0.00%
1044426 Miscellaneous	\$ 701	\$ 1,176	\$ 1,167	\$ 1,176	0.00%
1044433 Professional Services	\$ -	\$ 980	\$ -	\$ 980	0.00%
1044525 Communications	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%
1044491 Health Insurance	\$ 11,128	\$ 11,351	\$ 12,190	\$ 11,600	2.19%
1044492 Insurance	\$ 1,694	\$ 1,700	\$ 1,692	\$ 1,750	2.94%
1044493 Unemployment	\$ 1,570	\$ 1,000	\$ 1,578	\$ 1,200	20.00%
1044494 IMRF Expense	\$ 5,958	\$ 6,059	\$ 5,810	\$ 6,050	-0.01%
1044495 FICA Expense	\$ 4,024	\$ 3,697	\$ 2,385	\$ 3,700	0.00%
Total Assessor's Division	\$ 154,137	\$ 163,262	\$ 155,939	\$ 166,112	1.74%

Performance Metrics

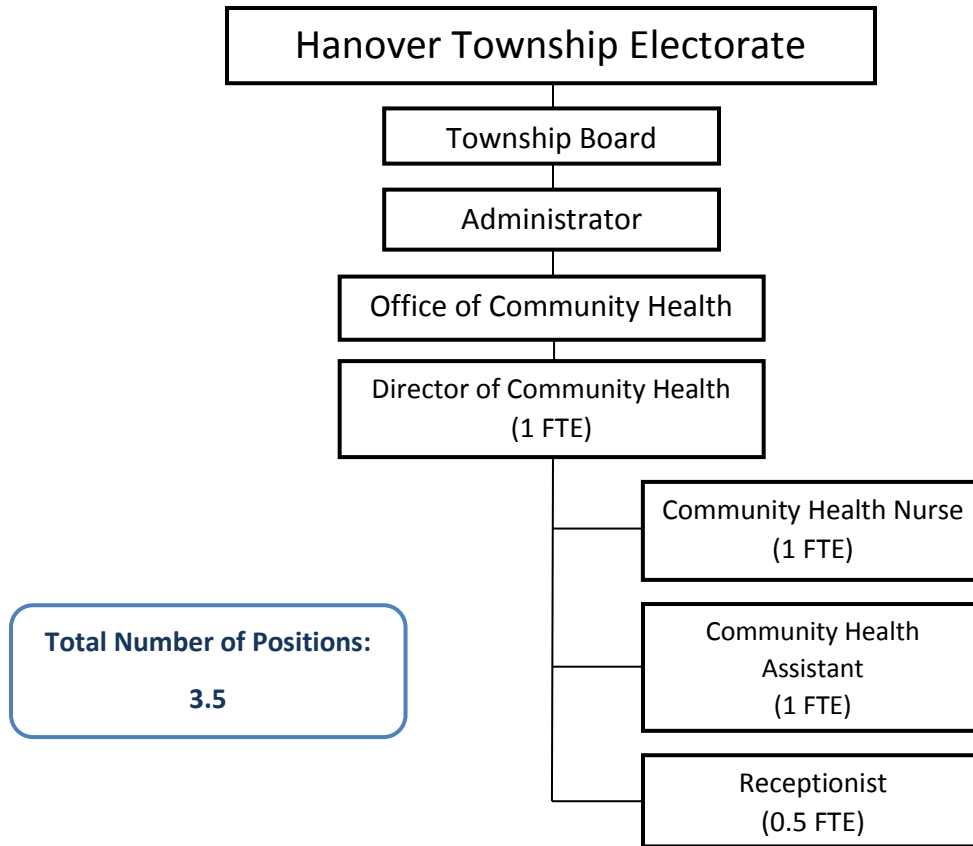
Service Provided	FY 2014	FY 2015	FY 2016	% Change
Administration				
Office Visits	4,394	4,380	4708	7.5%
Building Permits Processed	4,266	4,525	5418	19.7%
Sales Recording	1,542	977	672	-31.2%
Change of Name	158	148	177	19.6%
Property Tax Appeals	1,026	814	983	20.8%
Certificate of Errors	400	501	779	55.5%
Property Location Updates	13	23	18	-21.7%
New Owner Mailings	886	692	648	-6.4%
Long Time Occupants	7	0	0	0%
Exemptions				
Home Owner Exemptions	87	88	272	209.1%
Senior Home Owner Exemptions	445	534	869	62.7%
Senior Freeze Exemptions	721	739	896	21.2%
Miscellaneous Exemptions	224	234	335	43.2%
Foreclosures	643	329	176	-46.5%

FY 2016 Department Accomplished Goals (in order of priority)

1. Created an Assessor’s office informational brochure for our counter area.
2. Created a computer instruction guideline sheet for computer kiosk area.
3. Researched viability of seminars with the Cook County Treasurer’s Office and Cook County Recorder of Deeds office.
4. Received Certified Illinois Assessing Officer Designation.

Office of The Assessor FY 2017 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Research senior homeowners that have not been receiving their exemptions.	1. Research CCAO records for non-renewals. (Glascott - 6/1/16)	a. Research all potential seniors. b. Research CCAO records.	a. TBC: 5/1/16 b. TBC: 6/1/16
II. Research homeowners who have not been receiving their exemptions.	1. Research CCAO records. (Christopher - 7/1/16)	a. Research websites useful to our office. b. Comprise website information in a handy instruction sheet.	a. TBC: 6/1/16 b. TBC: 7/1/16
III. Offer to host brief seminars at homeowner association meetings.	1. Identify HOA contacts. (Deyne - 3/31/17)	a. Contact Community Relations Director for HOA contact information. b. Contact HOA to offer brief seminars.	a. TBC: 9/1/16 b. TBC: 3/31/17
IV. Receive the Certified Illinois Assessing Officer Designation.	1. Research CIAO classes. (Christopher - 7/1/16)	a. Sign up for CIAO classes. b. Complete CIAO classes.	a. TBC: 4/15/16 b. TBC: 7/1/16
V. Cross check sales with assessed values to recommend appealing for new buyers who purchased below the current market value.	1. Research sales. (Glascott - 10/1/16)	a. Research arm's length sales. b. Verify assessed values. c. Contact homeowners.	a. TBC: 8/1/16 b. TBC: 9/1/16 c. TBC: 10/1/16



Mission

The Office of Community Health mission is to provide education and health promotion, prevent the spread of disease and illness, and to assist residents in accessing quality health services.

Services

The Office of Community Health's services include health education and medication review, wellness screenings, home visits, safety programs, Tuberculosis (TB) testing by appointment, assisting residents with enrolling in health insurance coverage under the Affordable Care Act, children immunizations and the Dental Access Network Program. The Dental Access Network Program aims to provide low cost dental services to residents who qualify.

Location and Contact Information

Department Head: Kristen Smith, Director
ksmith@hanover-township.org

Facility Location: Hanover Township Senior Center
 240 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-483-5665

Hours of Operation: M-F: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/community-health>

Department and Position	2015 Actual	2016 Actual	2017 Projected	Change
Community Health				
Director	1.0	1.0	1.0	0
Community Health Nurse	1.0	1.0	1.0	0
Community Health Assistant	1.0	1.0	1.0	0
Receptionist	0.5	0.5	0.5	0
Total	3.5	3.5	3.5	0

Budget Highlights:

- The salary line item increased 2.0%. Additional increases in related employee benefits and unemployment contributions contribute to the overall Department budget being 2.21% higher than the previous fiscal year.

Office of Community Health Detailed Expenditures

Expense		FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	% Change
1014	Town Fund-Expenditures					
101CHN	Community Health Nurse					
1014450	Salaries	\$ 165,854	\$ 171,100	\$ 167,617	\$ 174,522	2.00%
1014451	Postage	\$ 249	\$ 700	\$ 382	\$ 600	-14.29%
1014452	Office Supplies	\$ 1,967	\$ 2,000	\$ 1,601	\$ 2,000	0.00%
1014453	Printing	\$ 1,536	\$ 1,800	\$ 1,266	\$ 1,800	0.00%
1014454	Travel	\$ 893	\$ 1,200	\$ 784	\$ 1,200	0.00%
1014455	Dues, Subs, & Publications	\$ 140	\$ 200	\$ 78	\$ 275	37.50%
1014456	Community Affairs	\$ 1,893	\$ 3,500	\$ 2,416	\$ 3,325	-5.00%
1014458	Equipment	\$ 987	\$ 1,550	\$ 2,101	\$ 2,500	61.29%
1014459	Professional Services	\$ 917	\$ 1,500	\$ 512	\$ 1,500	0.00%
1014461	Miscellaneous	\$ 1,064	\$ 1,000	\$ 509	\$ 1,000	0.00%
1014462	License/Professional Insurance	\$ 256	\$ 300	\$ 215	\$ 300	0.00%
1014465	Medical Supplies	\$ 7,061	\$ 7,350	\$ 7,387	\$ 7,350	0.00%
1014466	Communications	\$ 1,568	\$ 1,750	\$ 1,227	\$ 1,750	0.00%
1014467	Crisis Care	\$ 849	\$ 2,750	\$ 789	\$ 2,000	-27.27%
1014468	MHB Prescription Reimbursement	\$ 41	\$ -	\$ -	\$ -	0.00%
1014491	Health Insurance	\$ 15,352	\$ 18,810	\$ 23,205	\$ 20,300	7.92%
1014492	Dental, Vision & Life Insurance	\$ 1,654	\$ 1,700	\$ 1,731	\$ 1,750	2.94%
1014493	Unemployment	\$ 1,596	\$ 1,350	\$ 1,301	\$ 1,560	15.56%
1014494	IMRF Expense	\$ 7,577	\$ 8,795	\$ 6,247	\$ 8,796	0.01%
1014495	FICA Expense	\$ 5,313	\$ 5,367	\$ 4,125	\$ 5,340	-.50%
Total	Community Health Nurse	\$ 216,766	\$ 232,722	\$ 223,493	\$ 237,868	2.21%

Performance Metrics

Service Provided	FY 2014	FY 2015	FY 2016	% Change
Appointments				
ProTimes	263	280	275	-1.8%
TB Skin Test	87	85	88	3.5%
Cholesterol	85	132	87	-34.1%
Pharmaceutical Assistance Programs	63	21	9	-57.1%
Miscellaneous Labs	106	90	96	6.7%
Wellness Screening (BP, anemia, diabetes)	NC	218	404	85.3%
Others	774	444	418	-5.9%
Total (Unduplicated)	1,378	1,270	1,377	8.4%
Clinic Clients				
Senior Center/ Home Visits	1,204	1,089	1,188	9.1%
Izaak Walton Center- Elgin	66	81	48	-40.7%
Astor Avenue	163	138	158	14.5%
Offsite Clinics	143	183	160	-12.6%
Total (Unduplicated)	1,576	1,491	1,554	4.2%
Public Education and Health Promotion				
Media Coverage	58	58	52	-10.3%
Informational Seminars	132	124	75	-39.5%
Program Participants	1,386	1,920	1,635	-14.8%
Primary Care Provider Support	190	146	107	-26.7%
Phone Triage	4,675	5,005	4,845	-3.2%
Embracelet Program*	34	26	0	-100.0%

*Program no longer offered

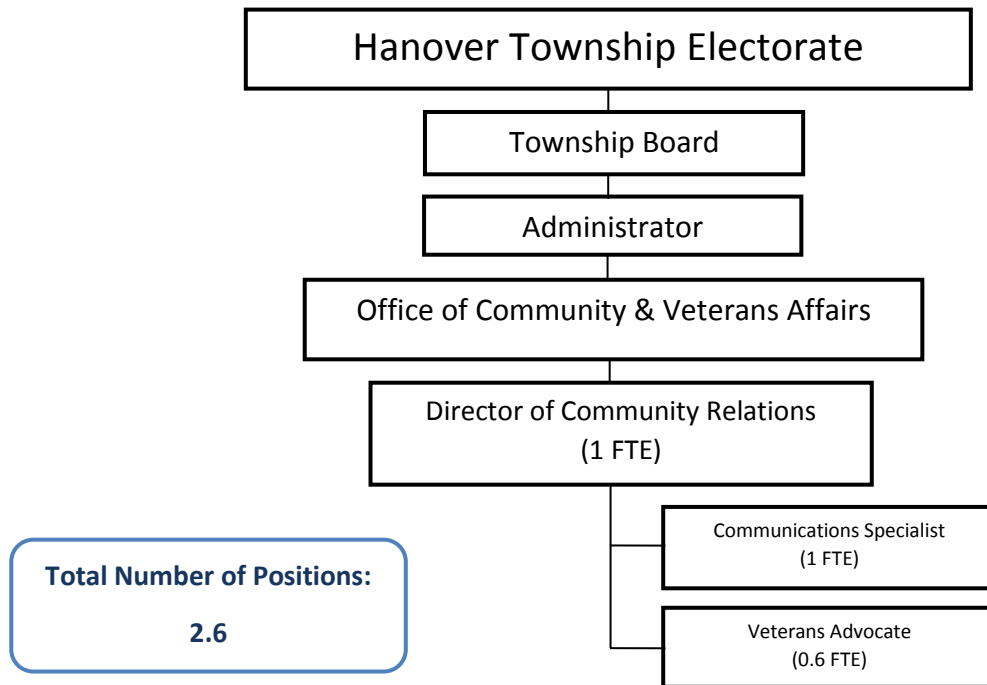
FY 2016 Department Accomplished Goals (in order of priority)

1. Further expanded and developed the Dental Access Network program by increasing service providers including specialists and seeking additional resources to aid in funding the program.
2. Increased direct service involving fire departments, frequent flyers, and service delivery coordination, home visits, hospital discharge planning when appropriate, and other direct services.

Office of Community Health FY 2017 Goals and Actions Plan			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>i. Support local hospitals' goal of lowering hospital readmissions by developing and providing chronic disease management support groups, including but not limited to Congestive Heart Failure (CHF) and Chronic Obstructive Pulmonary Disease (COPD).</p>	<p>1. Research and Develop content for support groups on CHF and COPD, and establish location and frequency of support groups. (Arriola - 9/30/16)</p>	<p>a. Identify seminars or continuing education opportunities that focus on CHF and COPD.</p>	<p>a. TBC: 7/1/16</p>
		<p>b. Meet with a hospital CHF nurse to collaborate and coordinate goals and educational topics for residents.</p>	<p>b. TBC: 10/1/16</p>
		<p>c. Identify potential location(s) for support groups to be held within the community.</p>	<p>c. TBC: 12/1/16</p>
	<p>2. Work with hospital discharge planners as well as fire depts. to identify residents who would benefit from the supportive service and enroll them in support group. (Smith - 3/31/17)</p>	<p>a. Contact community fire departments and provide information on support groups available and identify eligible clients in the community.</p>	<p>a. TBC: 10/1/16</p>
		<p>b. Meet with St. Alexius Medical Center's Director of Case Management and Social Services to collaborate on support group curriculum and establish a referral base.</p>	<p>b. TBC: 1/1/17</p>
		<p>c. Market launch of support groups through press releases, social media, print materials, as well as meeting with local medical providers.</p>	<p>c. TBC: 2/1/17</p>
		<p>d. Implement launch of support groups.</p>	<p>d. TBC: 3/31/17</p>

Office of Community Health FY 2017 Goals and Actions Plan

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Increase access and utilization of Dental Access Network program by providing preventative dental services (exams, x-rays, cleanings) through Foundation, as well as providing transportation services (taxi/Uber) to dental clinics out of the township. Additionally, aim to expand network of participating dentists and improve awareness of service through press releases, social media, etc.	1. Develop and Establish new guidelines for expanding preventative dental services to clients. (Smith - 3/31/17)	a. Update program documents and guidelines to include the provision of preventative dental service coverage. b. Collaborate with current dental partners on a voucher system or other method for providing routine cleanings. c. Contact new dental offices to inquire about participating in a preventative dental program.	a. TBC: 6/1/16 b. TBC: 7/1/16 c. TBC: 3/31/17
	2. Increase awareness and access of dental services through regular marketing and provision of transportation to clinics, as needed. (Schrader - 3/31/17)	a. Contact local taxi, Uber, or other transportation services to inquire about fees and/or voucher systems for providing transportation to dental office locations. b. Work with Community Relations Director and Assistant to increase awareness of current program, as well as expansion to preventative routine cleanings, through press releases, social media and other forms of marketing.	a. TBC: 7/1/16 b. TBC: 3/31/17



Mission

The Office of Community and Veterans Affairs is dedicated to providing Township residents with accurate and timely information in regards to all services and events offered by Hanover Township. The department is engaged in community events and actively promotes the mission and vision developed by the Township Board. The Office of Community and Veterans Affairs is also responsible for assisting Township Veterans in obtaining information and benefits entitled to them by law.

Services

The Office of Community and Veterans Affairs is responsible for providing information to Township residents via press releases, website and social media postings, as well as representing the Township at community events. This department is responsible for maintaining and operating the Izaak Walton Center in the City of Elgin. The Veteran Specialist is available to assist our Veteran population in understanding and receiving benefits for which they are entitled.

Location and Contact Information

Department Head: Tom Kuttenberg, Director
tkuttenberg@hanover-township.org

Facility Location: Izaak Walton Center
 899 Jay Street
 Elgin, IL 60120

Phone: 847-888-8329

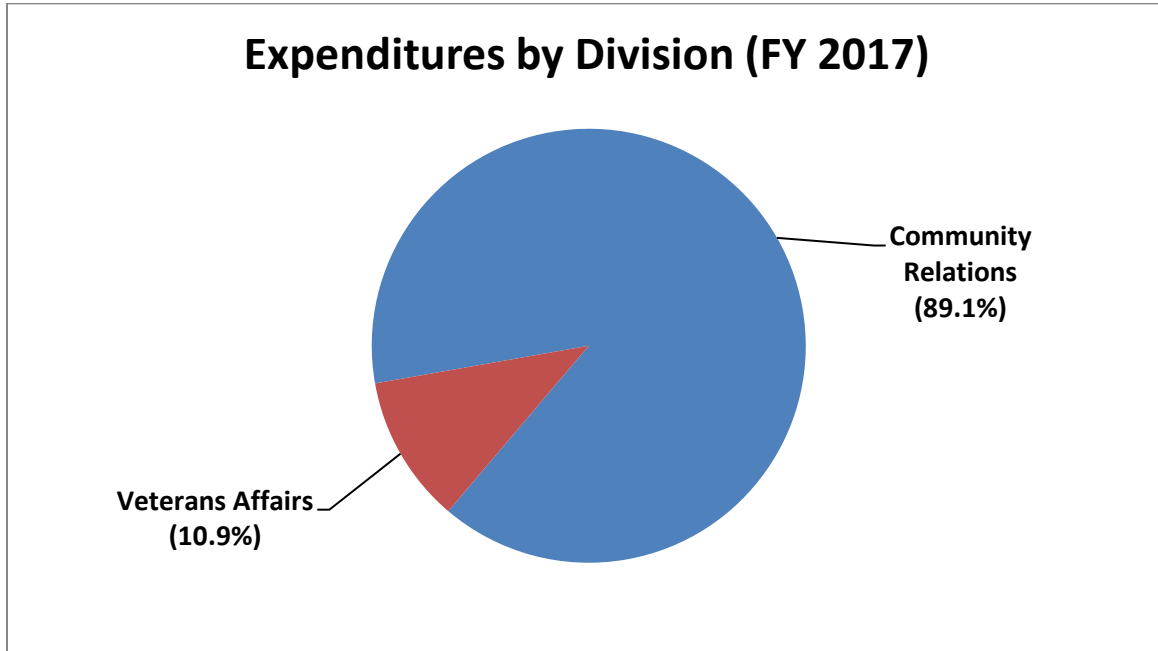
Hours of Operation: M-F: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/community-veterans-affairs>

Department and Position	2015 Actual	2016 Actual	2017 Projected	Change
Community and Veterans Affairs				
Community Relations Director	1.0	1.0	1.0	0
Veterans Advocate	0.25	0.6	0.6	0
Communications Assistant	1.0	1.0	0.0	-1.0
Communications Specialist	0.0	0.0	1.0	1.0
Total	2.25	2.6	2.6	0

Budget Highlights:

- Significant budget changes include a 28.92% increase in the health insurance line item to reflect a staff member opting into the Township’s insurance program. This percentage increase is large primarily because the department only has two full time and one part time employee.
- Additional increases come from the training and education line item. This line item increase will help the department continue to be informed about effective ways to reach out to residents and notify them of Township programs, services, and events.



Office of Community and Veterans Affairs Detailed Expenditures

101VET	Veterans Affairs	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	% Change
1014700	Salaries	\$ 13,290	\$ 20,500	\$ 16,152	\$ 20,900	2.00%
1014701	Veterans Honor Roll	\$ n/a	\$ 4,000	\$ 5,982	\$ 4,000	0.00%
1014703	Travel Expenses	\$ 96	\$ 250	\$ 236	\$ 250	0.00%
1014704	Supplies	\$ 104	\$ 300	\$ 277	\$ 300	0.00%
1014705	Training	\$ -	\$ 800	\$ -	\$ 1,000	25.00%
1014706	Printing	\$ -	\$ 400	\$ 625	\$ 400	0.00%
1014707	Postage	\$ -	\$ 530	\$ 403	\$ 430	-18.87%
1014793	Unemployment	\$ 39	\$ 340	\$ 315	\$ 390	14.71%
1014794	IMRF Expense	\$ -	\$ 1,054	\$ 566	\$ 1,053	0.00%
1014795	FICA Expense	\$ 115	\$ 643	\$ 369	\$ 640	-0.47%
Total	Veterans Affairs	\$ 13,645	\$ 28,817	\$ 24,925	\$ 29,363	1.89%

Office of Community and Veterans Affairs Detailed Expenditures

Community and Veteran Affairs		FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	% Change
Community Relations						
1014608	Salaries	\$ 96,325	\$ 100,410	\$ 104,915	\$ 104,500	4.07%
1014611	Education & Training	\$ 1,187	\$ 1,200	\$ 963	\$ 2,200	83.33%
1014614	Printing	\$ 858	\$ 800	\$ 618	\$ 800	0.00%
1014615	Postage	\$ 373	\$ 400	\$ 344	\$ 450	12.50%
1014617	Equipment & Furniture	\$ 2,880	\$ 2,500	\$ 2,637	\$ 2,300	-8.00%
1014619	Office Supplies	\$ 994	\$ 1,000	\$ 987	\$ 900	-10.00%
1014620	Satellite Office Programs	\$ 1,124	\$ 1,500	\$ 1,419	\$ 1,500	0.00%
1014621	Satellite Office Utilities	\$ 5,920	\$ 6,000	\$ 6,532	\$ 6,000	0.00%
1014623	Satellite Office Phone & Internet	\$ 3,815	\$ 3,500	\$ 3,529	\$ 3,920	12.00%
1014624	Travel	\$ 1,153	\$ 1,300	\$ 739	\$ 1,000	-23.08%
1014625	Communications	\$ 64,254	\$ 64,000	\$ 64,059	\$ 64,000	0.00%
1014626	Community Service Awards	\$ 2,063	\$ 2,000	\$ 2,258	\$ 2,000	0.00%
1014628	Historical Marker Program	\$ 818	\$ 2,400	\$ 1,479	\$ 2,400	0.00%
1014629	Dues & Subscriptions	\$ 298	\$ 400	\$ 460	\$ 210	-47.50%
1014630	Veteran Honor Roll	\$ 3,106	\$ -	\$ -	\$ -	n/a
1014631	Community Festivals	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	0.00%
1014691	Health Insurance	\$ 16,513	\$ 18,539	\$ 20,685	\$ 23,900	28.92%
1014692	Dental, Vision & Life Insurance	\$ 725	\$ 1,140	\$ 995	\$ 1,160	1.75%
1014693	Unemployment	\$ 1,126	\$ 700	\$ 1,036	\$ 800	14.29%
1014694	IMRF Expense	\$ 4,805	\$ 5,161	\$ 4,958	\$ 5,267	2.05%
1014695	FICA Expense	\$ 3,099	\$ 3,149	\$ 2,870	\$ 3,198	1.56%
Total	Community Relations	\$ 224,435	\$ 229,099	\$ 234,483	\$ 237,254	3.56%
Total	Community and Veterans Affairs Department	\$ 238,080	\$ 257,916	\$ 259,408	\$ 268,868	4.25%

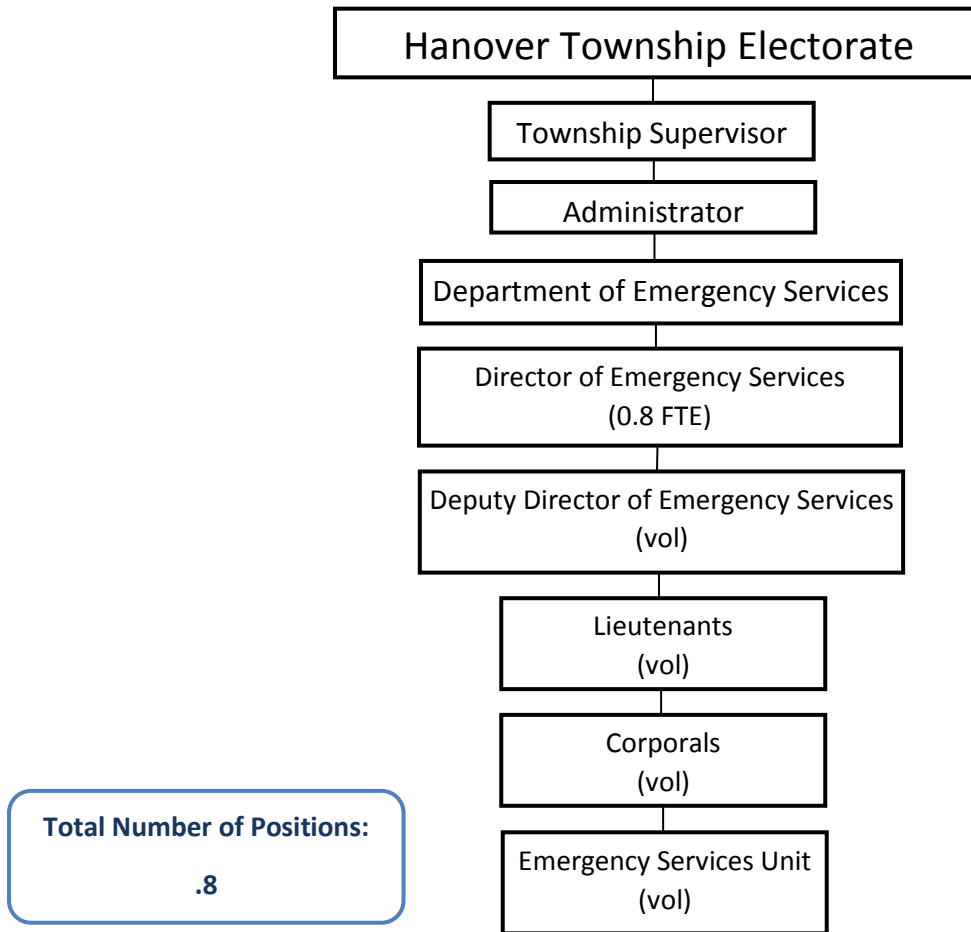
Performance Metrics

Service Provided	FY 2014	FY 2015	FY 2016	% Change
Website Visits	87,401	99,397	84,432	-15.1%
Facebook Likes	665	738	1,453	96.9%
Media Releases	63	71	74	4.2%
Veteran Contacts	58	233	429	84.1%
Total Veterans Served	43	151	257	70.2%
Total Resident Contacts (Elgin Office)	1,740	2,298	2,770	20.5%

FY 2016 Department Accomplished Goals (in order of priority)

1. Launched the new Township website.
2. Researched and analyzed advertising in the Township newsletter to reduce production and distribution costs.

Office of Community and Veterans Affairs FY 17 Goals and Actions Plan			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Create Township wide IWC outreach plan to increase resident contacts by 20% for FY17.</p>	<p>1. Evaluate current programs and services. (Monegato 6/1/16)</p>	a. Compile and analyze attendance figures for programs and services in FY16.	a. TBC: 6/15/16
		b. Survey departments/staff regarding current and past IWC programs and services.	b. TBC: 7/1/16
		c. Research and analyze room rental rates with comparable community centers.	c. TBC: 9/1/16
	<p>2. Finalize outreach plan. (Kuttenberg 8/1/16)</p>	a. Present report on usage and effectiveness of current IWC programming with Executive Staff. Solicit input for future programming.	a. TBC: 7/1/16
		b. Share findings and report with Township Administrator for final approval.	b. TBC: 8/1/16
	<p>3. Implement and evaluate outreach plan. (Kuttenberg 3/31/17)</p>	a. Implement outreach plan.	a. TBC: 9/1/16
		b. Create method to evaluate effectiveness of outreach plan.	b. TBC: 10/1/16
		c. Evaluate effectiveness of outreach plan.	c. TBC: 3/31/17
	<p>II. Increase email distribution list for monthly e-newsletter to 7,000.</p>	<p>1. Evaluate current methods for email collection. (Monegato 6/15/16)</p>	a. Review paper submission form with departments for effectiveness.
b. Evaluate current monthly email address submission methods for success			b. TBC: 6/15/16
<p>2. Initiate new concepts for email collection. (Kuttenberg 3/31/16)</p>		a. Launch email collection methods for Township forms.	a. TBC: 6/15/16
		b. Launch email collection methods for community events.	b. TBC: 7/1/16
		c. Reach 7,000 email addresses	c. TBC: 3/31/16



Mission

The Hanover Township Emergency Services Unit is trained to respond to a wide range of emergencies and non-emergency events to either assist primary emergency responders or operate independently in times of natural and manmade disasters. This dedicated group of professional volunteers exists to provide a properly equipped, trained and ready unit to assist Hanover Township residents and the public safety agencies that serve them.

Services

During the spring and summer months, the Unit will activate during severe weather watches and warnings to serve as weather spotters to provide notification of tornado activity. When requested by one of the law enforcement or fire departments serving Hanover Township, the Emergency Services Unit is able to assist in traffic control, scene security, emergency scene lighting, and first aid services, clearing of storm damage from roadways, and manpower assistance for a number of other tasks. In addition, the Unit is one of nine search and rescue teams in Illinois validated by the Illinois Search and Rescue Council.

Location and Contact Information

Department Head: William Burke, Director
WBurke@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M-F: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/emergency-services>

Department and Position	2015 Actual	2016 Actual	2017 Projected	Change
Emergency Services				
Director	0.8	0.8	0.8	0
Total	0.8	0.8	0.8	0

Budget Highlights

- The most significant increase from last year’s budget comes from the vehicle fuel and maintenance line item. The increase is due in part to the size of the department’s fleet and responding to more emergency callouts than in the past.

Emergency Services Detailed Expenditures

Expense		FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	% Change
1014	Town Fund-Expenditures					
101ES	Emergency Services					
1014801	Salaries	\$ 44,731	\$ 40,500	\$ 40,000	\$ 40,800	0.74%
1014802	Equipment	\$ 18,659	\$ 22,000	\$ 41,624	\$ 22,000	0.00%
1014803	Uniforms	\$ 8,774	\$ 7,000	\$ 6,152	\$ 7,000	0.00%
1014804	Printing	\$ 647	\$ 1,000	\$ 636	\$ 1,000	0.00%
1014805	Postage	\$ 108	\$ 100	\$ 114	\$ 100	0.00%
1014806	Office Supplies	\$ 809	\$ 750	\$ 1,012	\$ 750	0.00%
1014807	Miscellaneous	\$ 781	\$ 1,000	\$ 1,303	\$ 1,000	0.00%
1014808	Education & Training	\$ 8,642	\$ 10,000	\$ 7,818	\$ 10,000	0.00%
1014809	Pre-Volunteer Screening	\$ 208	\$ 500	\$ 275	\$ 500	0.00%
1014810	Travel	\$ 1,990	\$ 2,500	\$ 524	\$ 2,500	0.00%
1014811	Volunteer Insurance	\$ -	\$ 800	\$ -	\$ -	-100.00%
1014812	Volunteer Appreciation	\$ 3,580	\$ 3,750	\$ 2,683	\$ 3,500	-6.67%
1014813	Vehicle Fuel & Maintenance	\$ 7,546	\$ 6,000	\$ 14,564	\$ 8,000	33.33%
1014814	Communications	\$ 7,686	\$ 9,000	\$ 12,663	\$ 9,000	0.00%
1014815	Emergency Ops Center	\$ 3,741	\$ 8,000	\$ 2,121	\$ 7,000	-12.50%
1014815	Health Insurance	\$ 2,200	\$ 15,650	\$ 1,400	\$ 16,700	6.71%
1014815	Dental, Vision & Publications	\$ 494	\$ 570	\$ 571	\$ 580	1.75%
1014815	Unemployment	\$ 415	\$ 340	\$ 496	\$ 390	14.71%
1014815	IMRF Expense	\$ 1,864	\$ 2,082	\$ 1,822	\$ 2,060	-1.06%
1014815	FICA Expense	\$ 1,313	\$ 1,270	\$ 1,253	\$ 1,250	-1.57%
Total	Emergency Services	\$ 114,188	\$ 132,812	\$ 137,031	\$ 134,130	0.99%

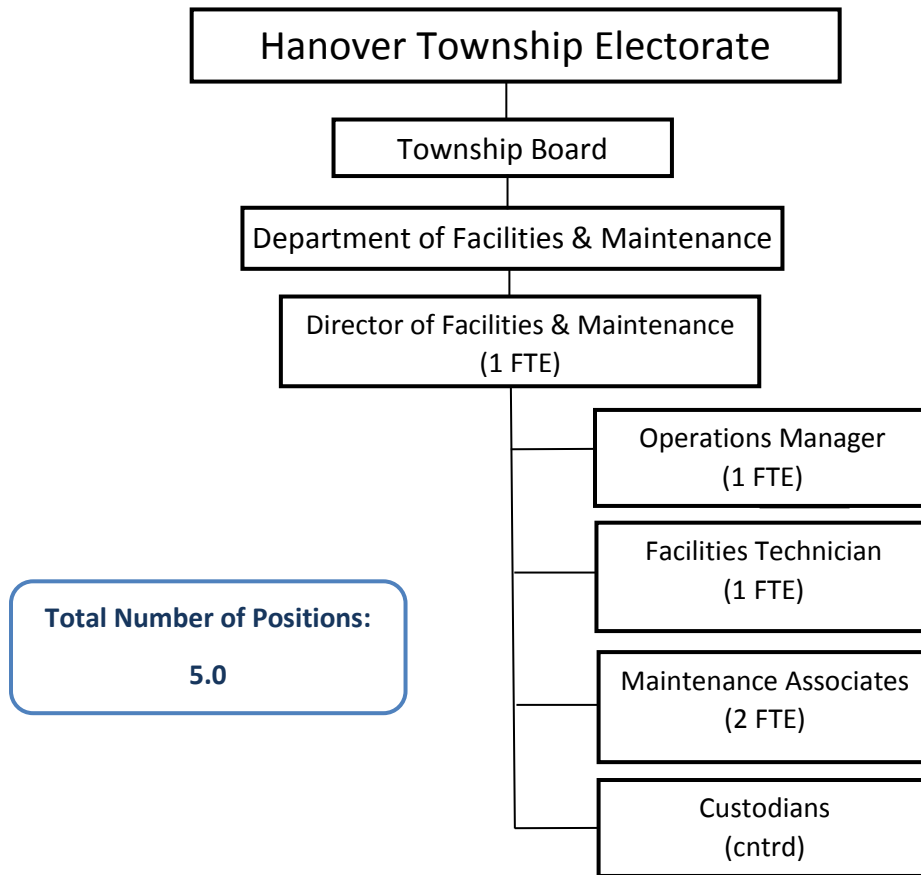
Performance Metrics

Service Provided	FY 2014	FY 2015	FY 2016	% Change
Volunteers				
Total Volunteers	31	31	30	-3.2%
New Volunteers	10	2	4	100.0%
Volunteer Hours	4,203	6,077	7,053	16.1%
Training				
Total Hours	1,217	1,500	1,940	29.3%
Details				
Township Events	16	24	47	95.8%
Municipal Event Assistance	39	49	68	38.8%
Emergency Call Outs	40	56	74	32.1%
Safety Patrols	34	37	63	70.3%
Miscellaneous	25	27	15	-44.4%

FY 2016 Department Accomplished Goals (in order of priority)

1. Researched and analyzed a web-based events tracking system.
2. Started the initial stages of planning a multi-agency tabletop exercise.

Department of Emergency Services FY 2016 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Research, analyze and implement, if appropriate, an updated communication system for HTES including full service dispatch with multi-jurisdictional dispatch agency.	1. Research and implement communication system. (Burke – 10/1/16)	a. Meet with stakeholders to determine need and scope of project. b. Research available communications systems and full service dispatch agencies. c. Analyze Costs. d. Determine feasibility and purchase communication system.	a. TBC: 6/15/16 b. TBC: 8/1/16 c. TBC: 9/1/16 d. TBC: 10/1/16
	2. Implement and evaluate updated communications system. (Burke – 3/31/17)	a. Oversee implementation of system. b. Provide trainings to Emergency Services Volunteers. c. Evaluate effectiveness of system.	a. TBC: 11/1/16 b. TBC: 12/1/16 c. TBC: 3/31/17
II. Develop mutual response plan for HTES to receive and provide assistance to other EMA agencies and expand response role to area police and fire departments.	1. Research and develop mutual response plan. (Burke – 11/1/16)	a. Research available emergency services mutual response plans. b. Meet with area police and fire departments determine need. c. Finalize plan.	a. TBC: 7/1/16 b. TBC: 8/1/16 c. TBC: 11/1/16
	2. Implement mutual response plan. (Burke – 3/31/17)	a. Train Emergency Service volunteers. b. Coordinate implementation with area agencies, as needed. c. Evaluate effectiveness of response plan.	a. TBC: 12/1/16 b. TBC: 1/1/16 c. TBC: 3/31/17



Mission

The Facilities and Maintenance Department ensures proper administration of the Township's buildings and grounds, including eight Township facilities.

Services

The department is responsible for custodial services, room and event set up, repair, construction and renovation of all Township buildings and fleet maintenance.

Location and Contact Information

Department Head: Steve Spejcher, Director
sspejcher@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M-F: 7:30 am to 3:30 pm

Webpage: <http://www.hanover-township.org/departments/administrative-services>

Department and Position	2015 Actual	2016 Actual	2017 Projected	Change
Facilities and Maintenance				
Director	1.0	1.0	1.0	0
Operations Manager	1.0	1.0	1.0	0
Facilities Technician	1.0	1.0	1.0	0
Maintenance Associates	2.0	2.0	2.0	0
Total	5	5	5	0

Budget Highlights:

- The major increases to expenditures came from the Township’s housekeeping contract which increased 18.75%, to increase quality of custodial services.
- Additional increases come from a 2.63% increase in the salary line item as the salary pool for the Township increased in FY 2017.

Facilities and Maintenance Detailed Expenditures

Expense	FY 2015	FY 2016	FY 2016	FY 2017	% Change
	Actual	Budget	Actual	Budget	
1014 Town Fund-Expenditures					
101Main Facilities Maintenance					
1014200 Salaries	\$ 254,799	\$ 266,000	\$ 265,158	\$ 273,000	2.63%
1014202 Office Supplies	\$ 676	\$ 400	\$ 537	\$ 400	0.00%
1014204 Janitorial Supplies- Izaak	\$ 600	\$ 800	\$ 80	\$ 800	0.00%
1014205 Janitorial Supplies- Town	\$ 2,412	\$ 4,000	\$ 4,755	\$ 4,000	0.00%
1014206 Janitorial Supplies- Senior	\$ 1,663	\$ 5,000	\$ 4,931	\$ 5,000	0.00%
1014207 Janitorial Supplies- Astor	\$ 455	\$ 1,000	\$ 143	\$ 1,000	0.00%
1014208 Housekeeping Contract	\$ 40,837	\$ 40,000	\$ 42,144	\$ 47,500	18.75%
1014209 Building Contracts	\$ 11,272	\$ 13,000	\$ 11,959	\$ 12,500	-3.85%
1014210 Building Maintenance- Town	\$ 8,124	\$ 8,500	\$ 4,714	\$ 7,500	-11.76%
1014211 Building Maintenance- Senior	\$ 10,838	\$ 9,500	\$ 6,188	\$ 9,000	-5.26%
1014212 Building Maintenance- Astor	\$ 1,518	\$ 1,800	\$ 1,132	\$ 1,500	-16.67%
1014230 Building Maintenance - Izaak	\$ 674	\$ 4,000	\$ 1,569	\$ 4,000	0.00%
1014213 Equipment Maintenance- Town	\$ 7,541	\$ 10,000	\$ 8,828	\$ 9,000	-10.00%
1014214 Equipment Maintenance- Senior	\$ 18,111	\$ 12,500	\$ 11,330	\$ 12,000	-4.00%
1014215 Equipment Maintenance- Astor	\$ 2,117	\$ 1,250	\$ 359	\$ 1,200	-4.00%
1014229 Equipment Maintenance- izaak	\$ 517	\$ 4,000	\$ 22	\$ 4,000	0.00%
1014216 Equipment Rental	\$ 1,519	\$ 2,000	\$ 1,168	\$ 2,000	0.00%
1014217 Education & Training	\$ 431	\$ 1,000	\$ 152	\$ 1,000	0.00%
1014218 Vehicle Maintenance- Town	\$ 4,726	\$ 4,500	\$ 5,436	\$ 5,000	11.11%
1014219 Vehicle Fuel- Town	\$ 6,556	\$ 7,500	\$ 6,011	\$ 6,500	-13.33%
1014220 Seasonal Projects Assistance	\$ 3,970	\$ 5,000	\$ 10,470	\$ 4,500	-10.00%
1014221 Cell Phone/Communications	\$ 1,291	\$ 1,700	\$ 1,414	\$ 1,500	-11.76%
1014222 Trash Removal- Town	\$ 2,386	\$ 2,500	\$ 2,796	\$ 2,500	0.00%
1014223 Trash Removal- Senior	\$ 2,279	\$ 1,800	\$ 2,901	\$ 2,500	38.89%
1014224 Trash Removal- Astor	\$ 1,869	\$ 1,500	\$ 2,186	\$ 2,500	66.67%
1014232 Trash Removal - Izaak	\$ 634.78	\$ 1,200	\$ 1,400	\$ 1,200	0.00%
1014225 Grounds/Reserve Maintenance	\$ 8,862	\$ 11,500	\$ 8,839	\$ 11,000	-4.35%
1014226 Uniforms	\$ 376	\$ 900	\$ 1,129	\$ 1,000	11.11%
1014227 Miscellaneous	\$ 1,011	\$ 1,000	\$ 221	\$ 1,000	0.00%
1014227 Health Insurance	\$ 33,841	\$ 45,950	\$ 42,195	\$ 46,000	0.11%
1014227 Dental, Vision & Life Insurance	\$ 3,165	\$ 2,830	\$ 3,026	\$ 2,900	2.47%
1014227 Unemployment	\$ 1,861	\$ 1,700	\$ 2,286	\$ 1,950	14.71%
1014227 IMRF Expense	\$ 11,046	\$ 13,672	\$ 11,985	\$ 13,759	0.64%
1014227 FICA Expense	\$ 7,771	\$ 8,343	\$ 7,816	\$ 8,354	0.13%
Total Facilities Maintenance	\$ 455,750	\$ 496,345	\$ 475,280	\$ 507,563	2.26%

Performance Metrics

Service Provided	FY 2014	FY 2015	FY 2016	% Change
Administration				
Vehicle Service Calls	363	160	168	5.0%
Work Orders	701	686	620	-9.6%
Event Setups/Tear Downs	1,729	2,262	2,392	5.7%
Energy Efficiency - Electricity (Kw)				
Astor Ave. Community Center	39,994	50,523	54,640	8.0%
Town Hall	106,080	101,520	101,400	-0.1%
Senior Center	406,124	412,207	437,653	6.2%
Energy Efficiency - Gas (Therms)				
Astor Ave. Community Center	3,178.54	1,958.07	1,845.97	-5.4%
Town Hall	9,348.92	7,428.73	6,538.61	-12.0%
Senior Center	24,299.59	17,991.37	18,687.31	3.9%

FY 2016 Department Accomplished Goals (in order of priority)

1. Managed Izaak Walton Center improvements including remodeling of the lower level, an elevator installation, handicap accessible ramps, and construction of an outdoor education center.
2. Acted as project manager for the planning stages of the Town Hall and Senior Center parking lot reconstruction project.
3. Hired a new housekeeping contractor for the Town Hall and Senior Center.

Department of Facilities and Maintenance FY 2017 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Act as a project manager overseeing the planning and implementation of Town Hall & Senior Center parking lot reconstruction project.	1. Determine scope of project. (Spejcher - 6/1/16)	a. Determine construction schedule. b. Establish building revised entrances, staff parking, and parking lot closure schedule. c. Communicate construction schedule and closures to staff/public.	a. TBC: 4/2/16 b. TBC: 4/15/16 c. TBC: 4/15/16
	2. Resurface parking lot. (Spejcher- 7/1/16)	a. Have contractor secure permits. b. Oversee construction.	a. TBC: 5/15/16 b. TBC: 7/1/16
II. Implement and oversee plan to run water from Stowell Avenue to Naomi Walters-Lenoci Reserve and build community gardens at Lenoci Reserve with water service.	1. Finalize plan for water service. (Spejcher - 7/1/16)	a. Establish scope of project. b. Hire engineer and develop design. c. Apply for permits.	a. TBC: 5/1/16 b. TBC: 6/15/16 c. TBC: 7/1/16
	2. Oversee implementation of project. (Spejcher- 9/15/16)	a. Meet with stakeholders to develop community garden plans. b. Oversee installation of water service c. Finalize construction of community gardens.	a. TBC: 7/1/16 b. TBC: 8/15/16 c. TBC: 9/15/16

NOTE: Supplementary data for the Food Pantry is contained under the General Assistance Fund, which has functional responsibility for this sub-unit. The organizational chart, mission, and any associated performance metrics are reported under that fund.

Services

Residents can use the Food Pantry twice per month, every 15 days. Residents can also come once a week on Wednesday or Friday for bread.

Location and Contact Information

Department Head: Mary Jo Imperato, Director
mimperato@hanover-township.org

Facility Location: Hanover Township Astor Avenue Community Center
 7431 Astor Avenue
 Hanover Park, IL 60133

Phone: 630-540-9085

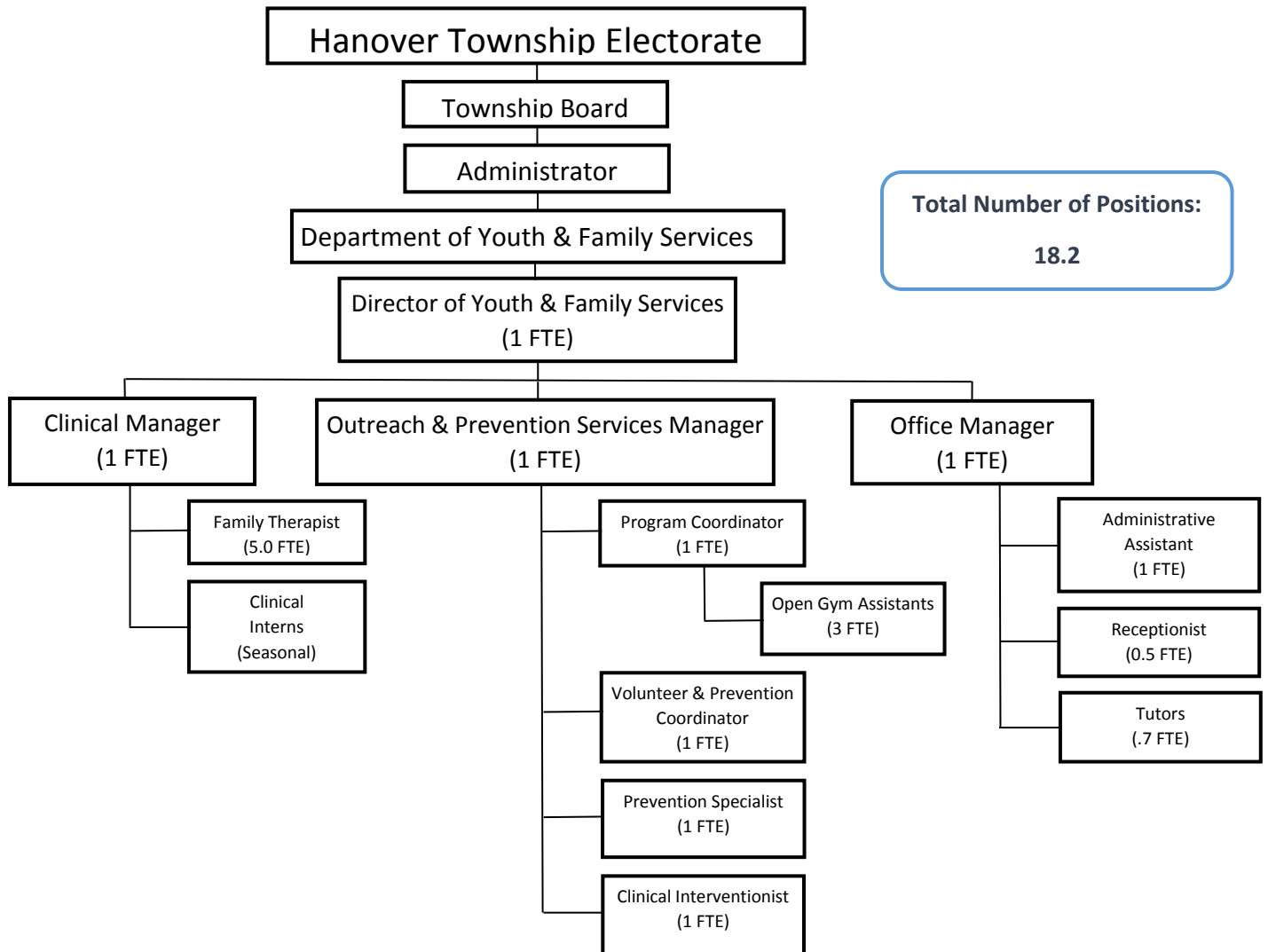
Hours of Operation: M: 1:00 pm to 3:00 pm Tu: 1:00 pm to 6:00 pm
 W-F: 11:00 am to 3:00 pm Sa: 9:00 am to 11:30 am

Webpage: <http://www.hanover-township.org/departments/welfare-services>

Budget Highlights:

- Personnel related costs, including salaries and retirement expenditures, comprise the largest notable line item decreases in the FY17 budget. This comes from a reduction in funds for a part time pantry driver. This responsibility will be performed by volunteers instead.

1014	Town Fund-Expenditures	FY 2015	FY 2016	FY 2016	FY 20167	%
		Actual	Budget	Actual	Budget	
1014	Food Pantry					
1014460	Salaries	\$ 57,683	\$ 48,000	\$ 39,083	\$ 40,500	-15.63%
1014461	Utilities	\$ 9,388	\$ 7,500	\$ 8,257	\$ 7,500	0.00%
1014391	Health Insurance Dental, Vision & Life	\$ 13,455	\$ 15,200	\$ 15,868	\$ 17,000	11.84%
1014392	Insurance	\$ 961	\$ 575	\$ 525	\$ 600	4.35%
1014393	Unemployment	\$ 817	\$ 500	\$ 400	\$ 400	-20.00%
1014394	IMRF Expense	\$ 2,137	\$ 2,467	\$ 1,807	\$ 2,100	-14.88%
1014395	FICA Expense	\$ 1,517	\$ 1,506	\$ 951	\$ 1,250	-17.00%
Total	Food Pantry	\$ 85,958	\$ 75,748	\$ 66,891	\$ 69,350	-8.45%



Total Number of Positions:
18.2

Mission

The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. This is accomplished by providing services which help to strengthen families, to provide outreach to children and teens at risk of school failure and delinquency, and to contribute to the building up of a healthier community for all Township youth.

Services

Youth and Family Services provides outpatient family and group therapy, tutoring services, an after-school program called Open Gym, an alternative to suspension program, psychiatric evaluation, support groups, school based substance abuse prevention, and volunteer opportunities.

Location and Contact Information

Department Head: John Parquette, Director
iparquette@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-483-5799

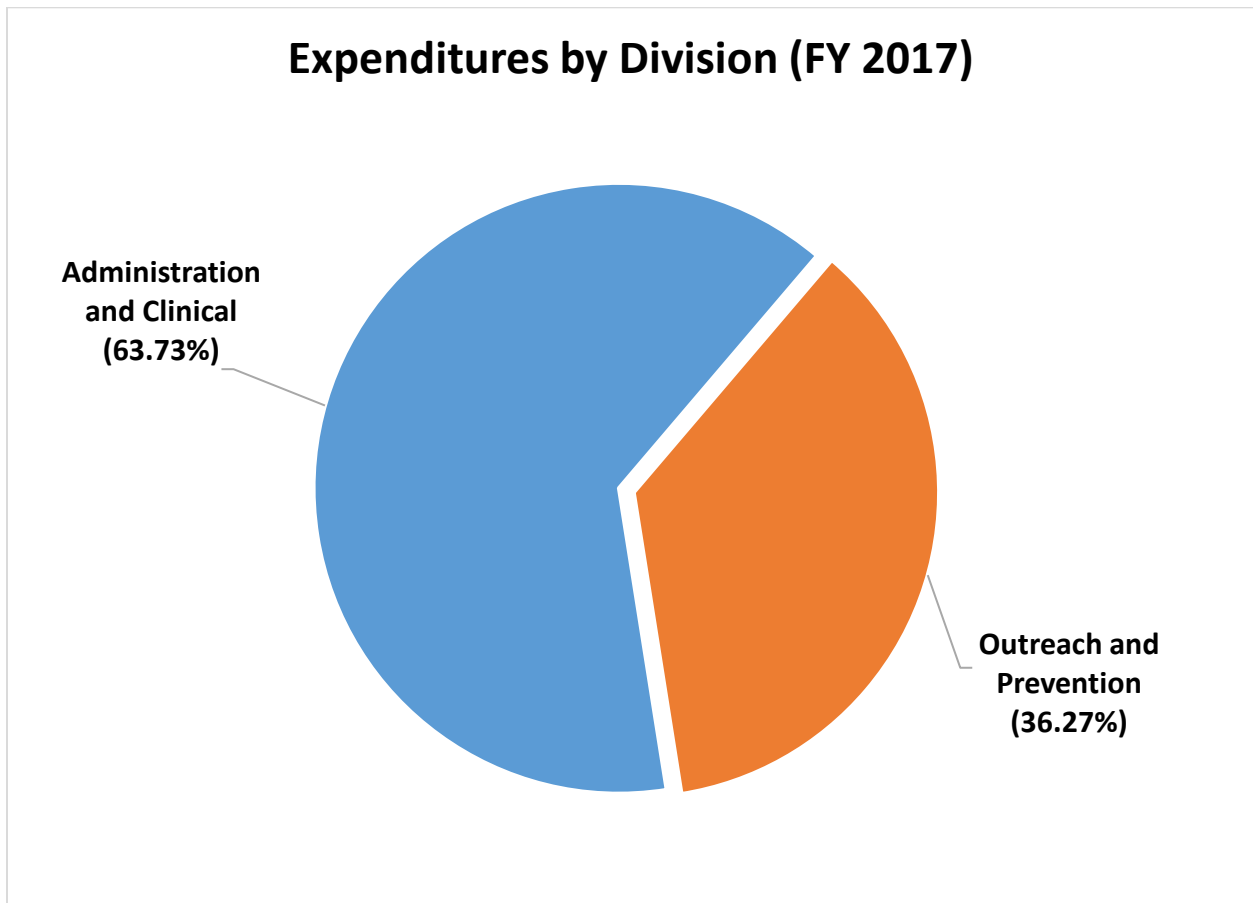
Hours of Operation: M-Th: 9:30 am to 9:00 pm
 F: 9:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/youth-and-family-services>

Department and Position	2015 Actual	2016 Actual	2017 Projected	Change
Youth and Family Services				
Director	1.0	1.0	1.0	0
Office Manager	1.0	1.0	1.0	0
Administrative Assistant	1.0	1.0	1.0	0
Receptionist	0.5	0.5	0.5	0
Tutors	0.7	0.7	0.7	0
Clinical Manager	1.0	1.0	1.0	0
Family Therapist	5.0	5.0	5.0	0
Outreach and Prevention Manager	1.0	1.0	1.0	0
Program Coordinator	1.0	1.0	1.0	0
Open Gym Assistants	3.0	3.0	3.0	0
Prevention Specialist	1.0	1.0	1.0	0
Clinical Interventionist	1.0	1.0	1.0	0
Volunteer & Prevention Coordinator	1.0	1.0	1.0	0
Total	18.2	18.2	18.2	0

Budget Highlights:

- The most notable increases in Youth and Family Services' budget are those related to personnel; including, insurance coverage to reflect an increase in premiums.
- The 42.86% increase in the equipment line item is associated with the purchase of client information software and annual software maintenance costs.



Youth and Family Services Detailed Expenditures

109ADM	Administration & Clinical	FY 2015	FY 2016	FY 2016	FY 2017	%
		Actual	Budget	Actual	Budget	
1094608	Salaries	\$ 468,248	\$ 499,900	\$ 484,211	\$ 503,500	0.72%
1094611	Education & Training	\$ 4,724	\$ 6,850	\$ 5,735	\$ 6,850	0.00%
1094612	Consulting Fees	\$ 2,700	\$ 3,600	\$ 3,300	\$ 3,600	0.00%
1094613	Answering Service	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	0.00%
1094614	Printing	\$ 1,559	\$ 1,500	\$ 1,484	\$ 1,500	0.00%
1094615	Postage	\$ 441	\$ 400	\$ 401	\$ 400	0.00%
1094616	Books & Journals	\$ 504	\$ 500	\$ 280	\$ 400	-20.00%
1094617	Equipment Maintenance	\$ -	\$ 2,000	\$ 43	\$ 2,000	0.00%
1094618	Psychiatric Backup	\$ 7,850	\$ 9,000	\$ 5,720	\$ 9,000	0.00%
1094619	Office Supplies	\$ 2,648	\$ 3,000	\$ 2,300	\$ 3,000	0.00%
1094620	Community Affairs	\$ 2,469	\$ 2,100	\$ 2,102	\$ 2,100	0.00%
1094621	Recruitment & Pre Employment	\$ 2,640	\$ 2,000	\$ 440	\$ 1,800	-10.00%
1094622	Miscellaneous	\$ 392	\$ 500	\$ 93	\$ 700	40.00%
1094623	Travel	\$ 2,885	\$ 3,500	\$ 3,438	\$ 3,500	0.00%
1094624	Intern Stipends	\$ 1,000	\$ 3,500	\$ 2,260	\$ -	-100.00%
1094624	Software Maintenance	\$ -	\$ -	\$ -	\$ 3,500	100.00%
1094625	Insurance	\$ 2,958	\$ -	\$ -	\$ -	0.00%
1094626	Equipment & Furniture	\$ 5,348	\$ 3,500	\$ 3,266	\$ 5,000	42.86%
1094628	Tutoring	\$ 21,276	\$ 24,000	\$ 21,623	\$ 24,000	0.00%
1094629	Dues & Subscriptions	\$ 490	\$ 500	\$ 670	\$ 500	0.00%
1094691	Health Insurance	\$ 52,319	\$ 67,550	\$ 70,760	\$ 71,350	5.63%
1094691	Dental, Vision & Life Insurance	\$ 5,168	\$ 5,100	\$ 4,628	\$ 5,300	3.92%
1094691	Unemployment	\$ 6,380	\$ 4,000	\$ 1,777	\$ 3,900	-2.50%
1094691	IMRF Expense	\$ 20,542	\$ 25,695	\$ 16,894	\$ 25,600	-0.37%
1094691	FICA Expense	\$ 13,121	\$ 15,679	\$ 4,235	\$ 15,500	-1.14%
Total	Administration & Clinical	\$ 626,863	\$ 685,574	\$ 636,860	\$ 694,200	1.26%

		FY 2015	FY 2016	FY 2016	FY 2017	%
1090UT	Outreach & Prevention	Actual	Budget	Actual	Budget	Change
1094640	Salaries	\$ 198,7001	\$ 221,650	\$ 222,079	\$ 226,700	2.28%
1094641	Open Gym Program	\$ 79,521	\$ 81,600	\$ 73,996	\$ 81,600	0.00%
1094643	Education & Training	\$ 1,627	\$ 2,000	\$ 1,538	\$ 2,000	0.00%
1094644	Travel	\$ 2,936	\$ 3,000	\$ 3,174	\$ 3,000	0.00%
1094645	Printing	\$ 798	\$ 800	\$ 804	\$ 800	0.00%
1094646	Postage	\$ -	\$ 200	\$ -	\$ 200	0.00%
1094647	Office Supplies	\$ 994	\$ 1,000	\$ 998	\$ 1,000	0.00%
1094648	Community Affairs	\$ 987	\$ 1,000	\$ 835	\$ 1,000	0.00%
1094649	Professional Services	\$ 2,000	\$ 1,200	\$ 1,185	\$ 1,200	0.00%
1094650	Program Supplies	\$ 1,585	\$ 2,000	\$ 1,707	\$ 2,000	0.00%
1094651	Cell phone	\$ 1,716	\$ 2,000	\$ 1,662	\$ 1,500	-25.00%
1094655	Transportation	\$ 681	\$ 2,750	\$ 808	\$ 1,750	-36.36%
1094791	Health Insurance	\$ 28,684	\$ 29,750	\$ 39,360	\$ 40,000	34.45%
1094792	Dental, Vision & Life Insurance	\$ 3,225	\$ 2,850	\$ 2,871	\$ 2,900	1.75%
1094793	Unemployment	\$ 5,774	\$ 5,000	\$ 5,162	\$ 4,500	-10.00%
1094794	IMRF Expense	\$ 9,831	\$ 14,329	\$ 15,318	\$ 15,500	8.17%
1094795	FICA Expense	\$ 10,119	\$ 8,744	\$ 11,258	\$ 9,400	7.50%
Total	Outreach & Prevention	\$ 349,178	\$ 379,873	\$ 382,755	\$ 395,050	4.00%
Total	Youth & Family Services	\$ 976,041	\$ 1,065,447	\$ 1,019,616	\$ 1,089,250	2.23%

Performance Metrics

Service Provided	FY 2014	FY 2015	FY 2016	% Change
Outreach and Prevention				
Open Gym Participants	12,519	13,344	14,188	6.3%
Open Gym Participants (Unduplicated)	1,150	1,167	1,044	-10.5%
Alternative to Suspension Referrals	145	92	89	-3.3%
Alternative to Suspension (Unduplicated)	147	150	152	1.3%
Clinical				
Therapy Clients (Total Attended)	3,031	3,316	3,921	18.2%
Therapy Clients (Unduplicated)	1,385	1,499	1,659	10.7%
New Clients (Unduplicated)	160	168	170	1.2%
Clinical Hours	3,420	2,903	2,827	-2.6%
Group Session Participants	7,097	5,386	1,947	-63.9%
Tutoring Participants				
Total	1,622	1,764	1,943	10.1%
Unduplicated	235	245	274	11.8%

FY 2016 Department Accomplished Goals (in order of priority)

1. Determined the feasibility of implementing and initiating insurance reimbursement for clinical services.
2. Effectively measured the value and impact of school based services (therapist lead groups, PBIS, substance abuse intervention & prevention, and alternative to suspension).
3. Advanced the Department's messaging, branding, and community awareness.

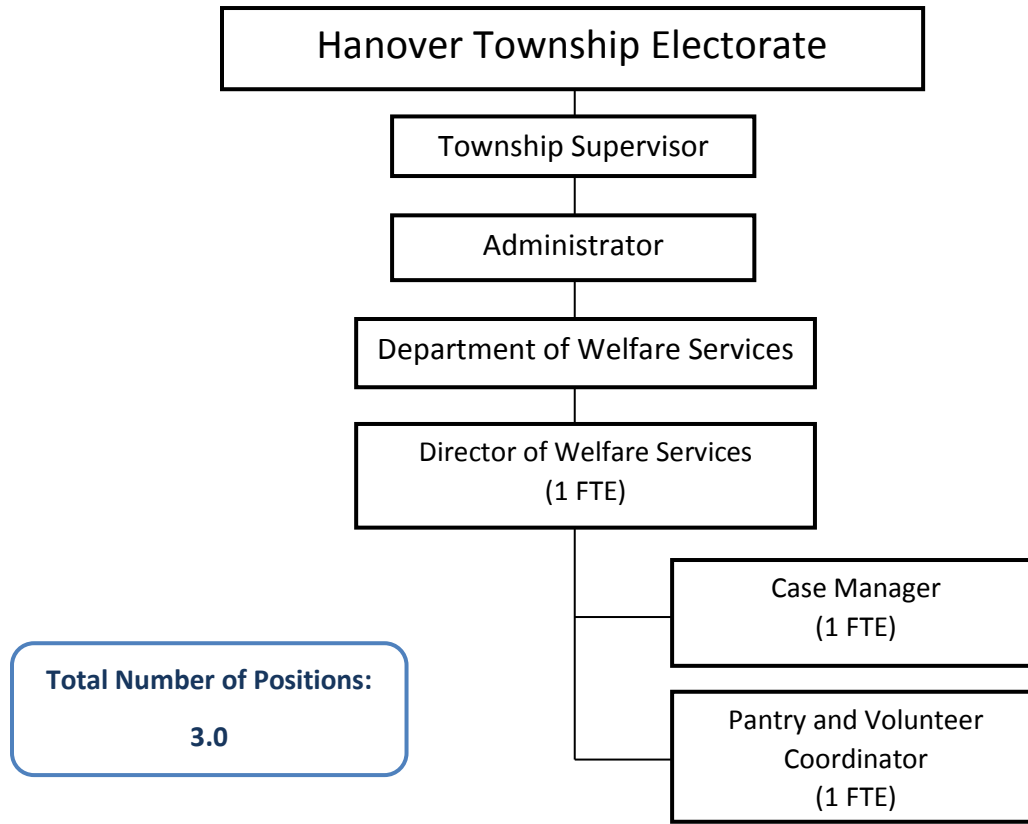
Department of Youth and Family Services FY 2017 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>i. Purchase and implement a comprehensive electronic medical records management system to advance the department's abilities, efficiencies, and capacity to operate, develop, and evaluate programs; to be compliant with the Affordable Care Act in managing billing and revenue for clinical services.</p>	<p>1. Secure funding for the purchase and implementation of the Custom Information Solutions (CIS) electronic medical records management system. (Parquette – 6/1/16)</p>	<p>a. Complete and submit a MHB capital grant application for assistance with the purchase of CIS.</p> <p>b. Obtain attorney/Administration approval for the purchase and contract of CIS with the Kenneth Young Center.</p> <p>c. Purchase and install CIS.</p>	<p>a. TBC: 5/1/16</p> <p>b. TBC: 5/15/16</p> <p>c. TBC: 6/1/16</p>
	<p>2. Develop and update departmental procedures, clinical documentation and billing /fees to be utilized with CIS. (Houdek – 8/15/16)</p>	<p>a. Develop and propose new procedures for clinical services, documentation, fees, billing, and overall service delivery with insurance for Administration approval.</p> <p>b. Upon approval, train staff on new procedures for clinical services, insurance billing, documentation, fees, and service delivery.</p>	<p>a. TBC: 7/1/16</p> <p>b. TBC: 8/15/16</p>
	<p>3. Secure training on CIS utilization and management for all staff. (Houdek – 9/15/16)</p>	<p>a. Conduct all staff training on CIS utilization and data management.</p> <p>b. Create sustainable CIS training manual for new employees and interns.</p>	<p>a. TBC: 9/1/16</p> <p>b. TBC: 9/15/16</p>
	<p>4. Create and launch a marketing plan for insurance reimbursed clinical services. (Houdek – 11/1/16)</p>	<p>a. Create a marketing strategy that is in line with department's brand.</p> <p>b. Implement marketing strategy.</p> <p>c. Evaluate efficiency and effectiveness of software implementation and insurance reimbursed clinical services.</p>	<p>a. TBC: 10/1/16</p> <p>b. TBC: 11/1/16</p> <p>c. TBC: 3/31/16</p>

Department of Youth and Family Services FY 2017 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Develop, coordinate, and implement a one day youth summit in coordination with the Association of Illinois Township Committees on Youth and community partners.	1. Develop a comprehensive event and marketing plan for the 2016 Youth Summit. (Parquette – 6/1/16)	a. Develop a business plan and budget for the 2016 Youth Summit.	a. TBC: 5/1/16
		b. Develop a comprehensive state-wide marketing plan for the 2016 Youth Summit.	b. TBC: 5/15/16
		c. Secure approval from AITCOY Executive Board and Membership and launch plans.	c. TBC: 6/1/16
	2. Secure keynote motivational speakers as well as workshop presenters. (Parquette – 8/1/16)	a. Utilize key contacts to find keynote speakers and workshop presenters.	a. TBC: 7/1/16
		b. Solicit and secure keynote and workshop speakers/presenters within budget.	b. TBC: 8/1/16
	3. Recruit Elected Officials and Youth Delegates from across the State of Illinois for participation. (Parquette – 7/1/16)	a. Develop registration forms, consents, and youth delegate selection criterial forms.	a. TBC: 6/1/16
		b. Implement comprehensive state wide marketing plan.	b. TBC: 6/15/16
		c. Work with TOI, TOI Divisions, and AITCOY to secure state wide representation at Summit.	c. TBC: 7/1/16
	4. Host 2016 Youth Summit, create messaging video, and evaluate event. (Parquette - 11/1/16)	a. At Summit, capture video and photo's for the creation of press materials, promotional video, and use at TOI's Annual Educational Conference.	a. TBC: 11/1/16
		b. Conduct exit surveys and interviews to evaluate Summit.	b. TBC: 11/1/16

Department of Youth and Family Services FY 2017 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
III. Develop programming for the Izaak Walton Center and Reserves Outdoor Education Center to be utilized by Youth and Family Services Outreach and Prevention Division.	1. Create and determine opportunities for outdoor education within Outreach and Prevention Programming. (Cohen - 6/1/16)	a. Brainstorm with staff, conduct research and consult with School District U-46 on possible outdoor education opportunities.	a. TBC: 5/1/16
		b. Based on findings, create outdoor education curriculums for elementary, middle and high school aged youth.	b. TBC: 6/1/16
		c. Create consents and informational materials to be used in outdoor educational programming.	c. TBC: 6/1/16
	2. Provide training to staff for the implementation of outdoor education. (Teachout - 6/15/16)	a. Create procedures for use of outdoor educational materials and equipment.	a. TBC: 6/1/16
		b. Conduct staff trainings on outdoor educational curriculums and utilization of equipment.	b. TBC: 6/15/16
	3. Create an outdoor education calendar of programming for summer programs and services. (Cohen - 6/1/16)	a. Review YFS summer programming schedules to determine opportunities for outdoor educational programming.	a. TBC: 5/15/16
		b. Create and distribute outdoor educational programming calendar to departments and participant parents.	b. TBC: 6/1/16
	4. Create and launch a marketing plan to promote outdoor educational programming. (Cohen - 8/15/16)	a. Create new promotional flyers, social media, website, and e-blasts to promote programming.	a. TBC: 6/15/16
		b. Capture photos, video footage, and testimonials from summer outdoor educational programming.	b. TBC: 8/15/16



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Mission

Hanover Township Welfare Services is committed to improving the welfare of Hanover Township residents experiencing hardships by providing resources and support to empower residents in achieving self-sustainability.

Services

Welfare Services provides general and emergency assistance, Low Income Home Energy Assistance Program (LIHEAP) intake, Supplemental Nutrition Assistance Program (SNAP) intake, a food pantry, All Kids health insurance program intake, assistance with weatherization, Access to Care, and referral services.

Location and Contact Information

Department Head: Mary Jo Imperato, Director
mimperato@hanover-township.org

Facility Location: Astor Avenue Community Center
 7431 Astor Avenue
 Hanover Park, IL 60133

Phone: 630-540-9085

Hours of Operation: M, W-F: 8:30 am to 4:30 pm, Tu: 8:30 am to 6:00 pm

Webpage: <http://www.hanover-township.org/departments/welfare-services>

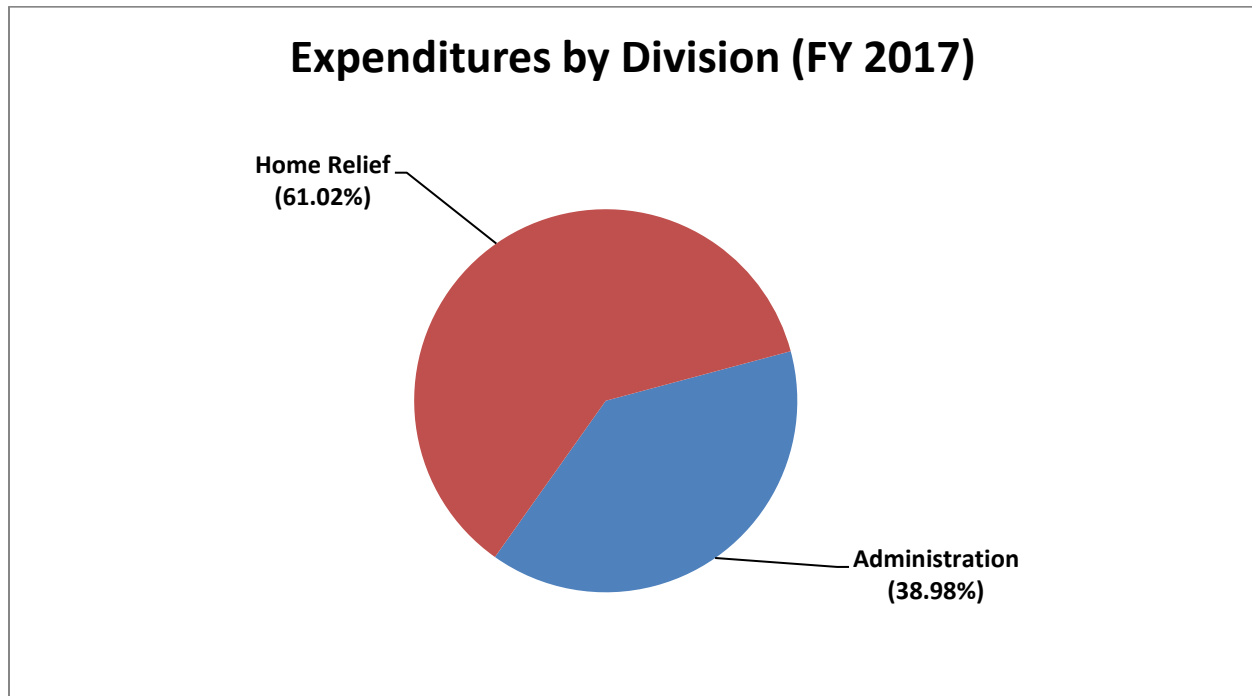
Department and Position	2015 Actual	2016 Actual	2017 Projected	Change
Welfare Services				
Director	1.0	1.0	1.0	0
Case Manager	1.0	1.0	1.0	0
Employment Services Manager	1.0	0	0	0
Employment Services Specialist	1.0	0	0	0
Food Pantry Associate*	1.0	0	0	0
Pantry and Volunteer Coordinator	1.0	1.0	1.0	0
Intake Specialist	1.0	0	0	0
Receptionist	0.5	0.5	0	-0.5
Total	7.50	3.50	3.0	-0.5

*The Food Pantry is budgeted through the general Town fund; however, it is functionally a part of the Welfare Services Department.

Budget Highlights:

- The Welfare Services Department will see a decrease in expenditures from the salaries line item as a part-time receptionist position will not be filled with a paid employee. Instead, the position will be covered by utilizing volunteers and other department staff.
- The volunteer appreciation line item will increase 16.67% this fiscal year to show continued gratitude and recognition to the departments 30+ volunteers.

General Assistance Fund Expenditures by Division



General Assistance Fund Summary

	FY 2015	FY 2016	FY 2016	FY 2017	%
	Actual	Budget	Actual	Budget	Change
Revenues	\$ 404,452	\$ 397,671	\$ 394,319	\$ 397,894	0.06%
Budgeted					
Expenditures					
Administration	\$ 207,797	\$ 180,239	\$ 181,070	\$ 172,550	-4.27%
Employment Services	\$ 42,018	\$ -	\$ -	\$ -	0.00%
Home Relief	\$ 206,392	\$ 268,100	\$ 193,288	\$ 270,100	0.75%
Total Expenditures	\$ 456,207	\$ 448,339	\$ 374,358	\$ 442,650	-1.27%
Excess of Revenues Over Expenditures	\$ (51,755)	\$ (50,668)	\$ 19,960	\$ (44,756)	-11.67%
Fund Balance Beginning April 1	\$ 394,718	\$ 275,902	\$ 343,308	\$ 363,268	31.67%
Estimated Cash on Hand March 31	\$ 343,308	\$ 225,234	\$ 363,268	\$ 318,512	41.41%

General Assistance Fund



General Assistance Fund Detailed Revenues

Income		FY 2015	FY 2016	FY 2016	FY 2017	%
		Actual	Budget	Actual	Budget	Change
2023	Welfare Services-Revenue					
2023000	Property Taxes	\$ 368,670	\$ 367,670	\$ 370,567	\$ 372,893	1.42%
2023100	Replacement Taxes	\$ 2,811	\$ 4,000	\$ 4,084	\$ 4,000	0.00%
2023250	Interest Income	\$ 375	\$ 1,000	\$ 238	\$ 1,000	0.00%
2023300	Other Income	\$ 22,130	\$ 15,000	\$ 13,388	\$ 15,000	0.00%
2023350	CEDA- LIHEAP	\$ 10,466	\$ 10,000	\$ 6,041	\$ 5,000	-50.00%
2023445	Grants	\$ -	\$ 1	\$ -	\$ 1	0.00%
Total	Welfare Services-Revenue	\$ 404,452	\$ 397,671	\$ 394,319	\$ 397,894	0.06%

General Assistance Fund Detailed Expenditures

Expense		FY 2015	FY 2016	FY 2016	FY 2017	%
		Actual	Budget	Actual	Budget	Change
2024	Welfare Services-Expenditures					
2024ADM	Administration					
2024201	Salaries	\$ 151,592	\$ 137,000	\$ 134,978	\$ 130,000	-5.11%
2024202	Office Supplies	\$ 3,625	\$ 3,000	\$ 4,221	\$ 3,250	8.33%
2024204	Equipment	\$ 6,105	\$ 4,500	\$ 5,147	\$ 4,500	0.00%
2024205	Travel & Training	\$ 1,567	\$ 2,000	\$ 1,869	\$ 2,000	0.00%
2024206	Postage	\$ 142	\$ 600	\$ 14	\$ 250	-58.33%
2024210	Printing	\$ 2,548	\$ 1,500	\$ 2,272	\$ 1,500	0.00%
2024212	Dues, Pubs & Background Check	\$ 384	\$ 500	\$ 475	\$ 500	0.00%
2024213	Community Affairs/Misc	\$ 744	\$ 1,000	\$ 1,525	\$ 1,000	0.00%
2024507	Professional Services	\$ 4,765	\$ 2,000	\$ 4,023	\$ 1,500	-25.00%
2024509	Volunteer Appreciation	\$ 1,896	\$ 1,500	\$ 769	\$ 1,750	16.67%
2024510	Miscellaneous	\$ 478	\$ 500	\$ 264	\$ 500	0.00%
2024591	Health Insurance	\$ 19,717	\$ 12,600	\$ 12,177	\$ 13,200	4.76%
2024592	Dental, Vision & Life Insurance	\$ 1,619	\$ 1,200	\$ 1,213	\$ 1,200	0.00%
2024593	Unemployment	\$ 1,796	\$ 1,000	\$ 2,091	\$ 800	-20.00%
2024594	IMRF Expense	\$ 6,586	\$ 7,042	\$ 5,999	\$ 6,600	-6.28%
2024595	FICA Expense	\$ 4,234	\$ 4,297	\$ 4,028	\$ 4,000	-6.91%
Total	Administration	\$ 207,797	\$ 180,239	\$ 181,070	\$ 172,550	-4.27%

General Assistance Fund



2024HOM	Home Relief	FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
2024102	Rent	\$ 115,234	\$ 134,000	\$ 109,993	\$ 134,000	0.00%
2024103	Utilities	\$ 13,000	\$ 20,000	\$ 18,288	\$ 22,000	10.00%
2024105	Personnel Essentials	\$ 23,046	\$ 24,000	\$ 22,211	\$ 24,000	0.00%
2024106	Travel Expenses	\$ 8,786	\$ 10,000	\$ 8,745	\$ 10,000	0.00%
2024110	Burial	\$ -	\$ 1,500	\$ -	\$ 1,500	0.00%
2024107	Medical	\$ -	\$ 25,000	\$ -	\$ 25,000	0.00%
2024116	Catastrophic Insurance	\$ 3,175	\$ 3,500	\$ 3,175	\$ 3,500	0.00%
2024117	Miscellaneous	\$ 75	\$ 100	\$ -	\$ 100	0.00%
2024119	Emergency Assistance	\$ 43,075	\$ 50,000	\$ 30,875	\$ 50,000	0.00%
Total	Home Relief	\$ 206,392	\$ 268,100	\$ 193,288	\$ 270,100	0.75%

2024EMP	Employment Services	FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
2024215	Salaries	\$ 35,732	\$ -	\$ -	\$ -	0.00%
2024216	Office Supplies	\$ 185	\$ -	\$ -	\$ -	0.00%
2024217	Equipment	\$ -	\$ -	\$ -	\$ -	0.00%
2024218	Travel and Training	\$ 287	\$ -	\$ -	\$ -	0.00%
2024219	Postage	\$ -	\$ -	\$ -	\$ -	0.00%
2024220	Printing	\$ 380	\$ -	\$ -	\$ -	0.00%
2024221	Professional Services	\$ 100	\$ -	\$ -	\$ -	0.00%
2024291	Health Insurance	\$ 3,278	\$ -	\$ -	\$ -	0.00%
2024292	Dental, Vision & Life Insurance	\$ 514	\$ -	\$ -	\$ -	0.00%
2024293	Unemployment	\$ 457	\$ -	\$ -	\$ -	0.00%
2024294	IMRF Expense	\$ 725	\$ -	\$ -	\$ -	0.00%
2024295	FICA Expense	\$ 361	\$ -	\$ -	\$ -	0.00%
Total	Employment Services	\$ 42,017	\$ -	\$ -	\$ -	0.00%

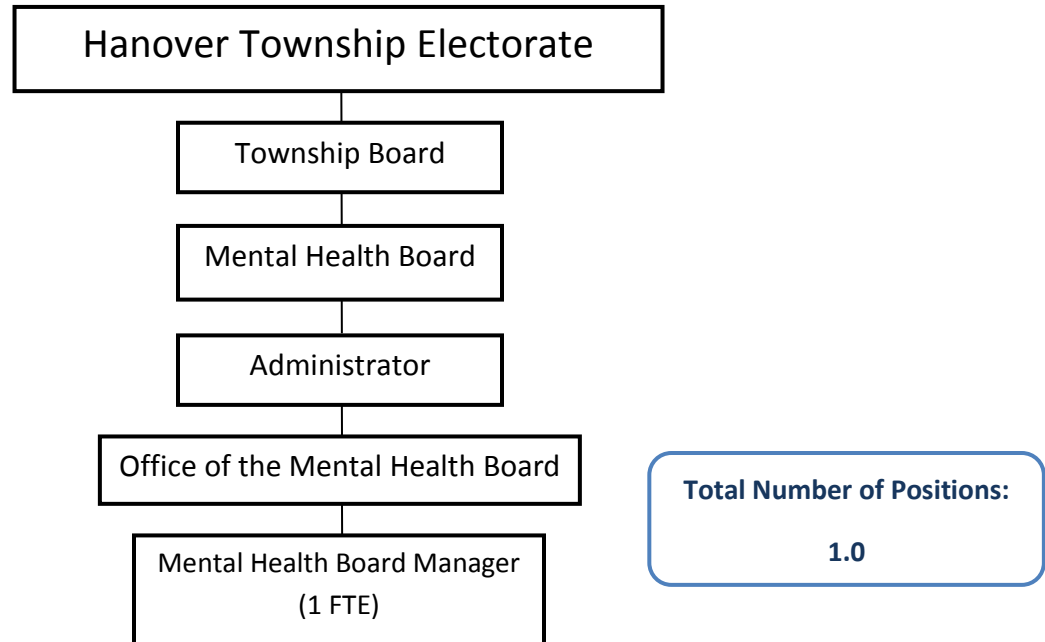
Performance Metrics

Service Provided	FY 2014	FY 2015	FY 2016	% Change
General Assistance				
General Assistance Clients	255	272	279	2.6 %
General Assistance Appointments	654	567	590	4.1%
Emergency Assistance Appointments	311	276	214	-22.5%
Emergency Assistance Approved	72	57	50	-12.3%
Crisis Intake Clients	2,744	1,818	1,845	1.5%
Access to Care	61	28	2	-92.9%
LIHEAP Applications				
Office	1,090	764	411	-46.2%
Circuit Breaker	19	8	6	-25.0%
Social Services				
ComEd Hardships	86	40	39	-2.5%
Weatherization	3	17	4	-76.5%
Food Pantry				
Served (Households)	10,921	9,837	9,407	-4.4%
New Applications	1,109	601	473	-21.3%
Food Donations	760	732	737	.6%
Community Center Walk-Ins	4,216	2,782	2,366	-15.0%

2016 Department Accomplished Goal

1. Evaluated Food Pantry operations and practices to improve customer experience.
2. Increased recruitment of auxiliary staff to assist with LIHEAP, employment assistance and other useful service delivery.

Department of Welfare Services FY 2017 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Organize an ongoing system to identify food pantry clients who are facing hardship and work with them to identify resources to aid in attaining self-sufficiency including other forms of assistance, training, education and job placement.	1. Identify needs most commonly requested. (Orozco – 7/1/16) 2. Develop follow-up procedures to contact and assist residents facing hardship meet their current needs. (Saul - 9/1/16) 3. Implement new processes and forms to meet client needs. (Imperato – 3/31/17)	a. Review current application and intake forms. b. Evaluate current forms being used and improve by adding checklist identifying other possible client needs. a. Develop follow-up procedures to contact and assist residents regarding needs. b. Create tracking system to identify service needs. a. Implement new processes to identify client needs. b. Train all staff and auxiliary staff on new procedures. c. Track and monitor progress and most needed services.	a. TBC: 5/1/16 b. TBC: 7/1/16 a. TBC: 8/1/16 b. TBC: 9/1/16 a. TBC: 10/1/16 b. TBC: 11/1/16 c. TBC: 3/31/17
II. Develop formal, multi-faceted auxiliary staff volunteer recognition program.	1. Research volunteer recognition programs and best practices. (Orozco – 7/1/16) 2. Develop structured recognition program meeting all areas of volunteerism at Astor Avenue. (Orozco – 11/1/16) 3. Implement Volunteer Recognition Program. (Imperato – 3/31/17)	a. Review best practices for recognition programs. b. Research similar organization recognition programs. a. Identify areas of volunteerism within Astor Avenue. b. Identify levels of recognition. c. Research award recognition items for all areas of volunteerism at Astor Avenue. a. Create recognition program including levels of service and awards. b. Develop brochure outlining program, levels of volunteerism and reward systems. c. Introduce Volunteer Recognition program. d. Plan Award Recognition Event.	a. TBC: 6/1/16 b. TBC: 7/1/16 a. TBC: 8/1/16 b. TBC: 9/1/16 c. TBC: 11/1/16 a. TBC: 1/1/17 b. TBC: 2/1/17 c. TBC: 3/1/17 d. TBC: 3/31/17



Mission

The mission of the Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

Services

The Mental Health Board manages the Hanover Township Community Resource Center, funds a number of agencies that provide direct services to Township residents with mental health, developmental disorders, or substance abuse issues. Funded programs include counseling, job training, transportation, treatment for addictions and substance abuse, and sponsorship or co-sponsorship of a number of public information programs designed to let more people know about services that are available.

Location and Contact Information

Department Head: Kristin Vana, Manager
kvana@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

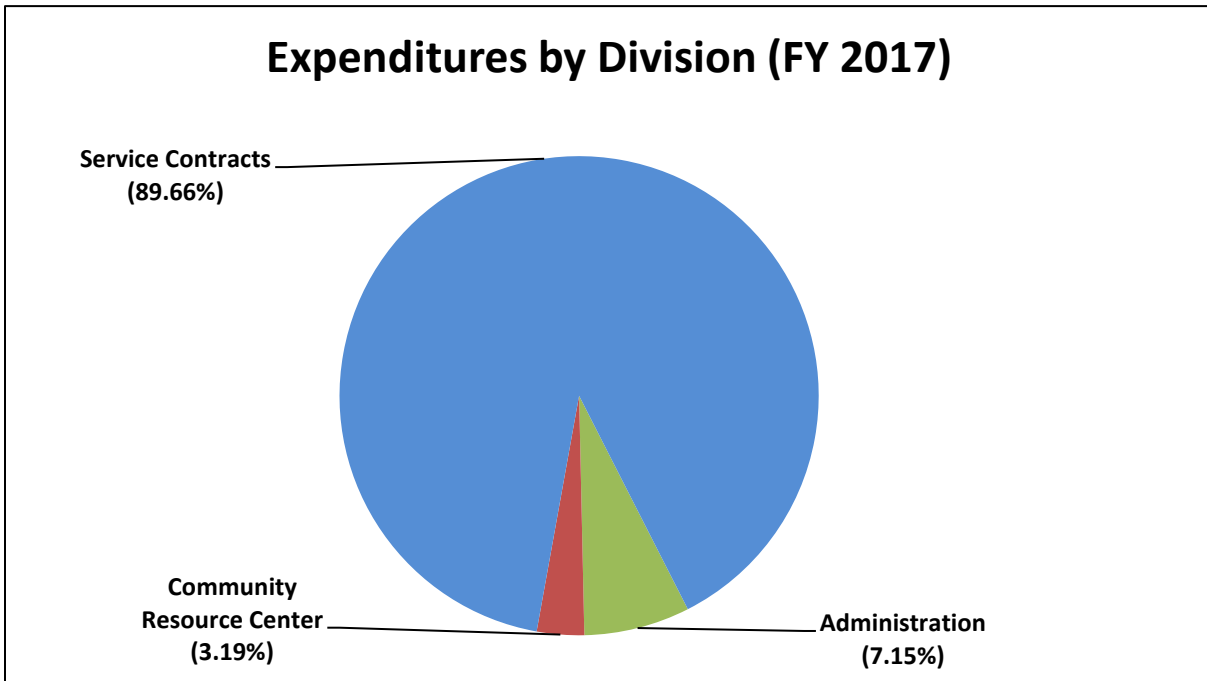
Hours of Operation: M-F: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/mental-health-board>

Department and Position	2015 Actual	2016 Actual	2017 Projected	Change
Mental Health Board				
Mental Health Board Manager	1.0	1.0	1.0	0
Total	1.0	1.0	1.0	0

Budget Highlights:

- The Mental Health Board consultant line item has decreased substantially due to the completion of their tri-annual needs assessment and strategic plan conducted in FY16.
- The contract grants portion of the budget will increase a significant 15.68% to allow for additional one-time emergency grants to local funded agencies affected by the looming state fiscal crisis, an increase in annual grants utilizing accumulated fund balance and additional resources set aside for potential funding for mental health housing related to ongoing work of the Mental Health Housing Task Force.



Mental Health Fund Summary

	FY 2015	FY 16	FY 2016	FY 17	% Change
	Actual	Budget	Actual	Budget	
Revenues	\$ 1,097,313	\$ 1,105,293	\$ 1,114,327	\$ 1,122,165	1.53%
Expenditures					
Service Contract	\$ 851,296	\$ 1,106,500	\$ 1,081,601	\$ 1,280,000	15.68%
Administration	\$ 71,561	\$ 112,575	\$ 97,785	\$ 102,100	-9.30%
Community Resource Center	\$ 47,085	\$ 44,500	\$ 40,794	\$ 45,500	2.25%
Total	\$ 969,942	\$ 1,263,575	\$ 1,220,180	\$ 1,427,600	12.98%
Excess of Revenues Over Expenditures	\$ 127,371	\$ (158,282)	\$ (105,853)	\$ (305,435)	92.97%
Fund Balance Beginning April 1	\$ 862,965	\$ 990,336	\$ 990,336	\$ 884,483	-10.69%
Estimated Cash on Hand March 31	\$ 990,336	\$ 832,054	\$ 884,483	\$ 579,048	-30.41%

Mental Health Fund Detailed Revenues

Income		FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
5053	Mental Health Board-Revenue					
5053000	Property Taxes	\$ 1,064,490	\$ 1,067,993	\$ 1,076,197	\$ 1,083,165	1.42%
5053100	Replacement Taxes	\$ 8,432	\$ 12,000	\$ 12,253	\$ 12,000	0.00%
5053250	Interest Income	\$ 689	\$ 1,500	\$ 631	\$ 1,500	0.00%
5053300	Other Income	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%
5053350	Rental Income	\$ 11,400	\$ 10,800	\$ 12,000	\$ 12,000	11.11%
5053850	Tide Transportation Fee	\$ 4,498	\$ 4,500	\$ 4,700	\$ 4,500	0.00%
5053855	Telephone Reimbursement	\$ 6,083	\$ 5,500	\$ 6,921	\$ 6,000	9.09%
5053950	AID Transportation Fees	\$ 1,721	\$ 2,000	\$ 1,623	\$ 2,000	0.00%
Total	Mental Health Board-Revenue	\$ 1,097,313	\$ 1,105,293	\$ 1,114,327	\$ 1,122,165	1.53%

Mental Health Fund Detailed Expenditures

Expense		FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
5054	MHB- Expenditures					
5054ADM	Administration					
5054001	Hanover Township Services	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
5054002	Legal	\$ 278	\$ 3,000	\$ 3,381	\$ 4,000	33.33%
5054005	Training	\$ 420	\$ 750	\$ 550	\$ 750	0.00%
5054006	Travel	\$ 100	\$ 1,000	\$ 117	\$ 1,000	0.00%
5054008	Subscriptions & Pubs	\$ -	\$ 150	\$ 114	\$ 150	0.00%
5054009	Salaries	\$ 49,693	\$ 56,500	\$ 54,315	\$ 56,500	0.00%
5054012	Office Supplies	\$ 284	\$ 1,000	\$ 243	\$ 1,000	0.00%
5054013	Postage	\$ 235	\$ 500	\$ 277	\$ 500	0.00%
5054014	Equip/Database	\$ 2,134	\$ 3,000	\$ 500	\$ 2,000	-33.33%
5054508	IMRF Expense	\$ 5,267	\$ 5,750	\$ 501	\$ 5,700	-0.87%
5054522	FICA Expense	\$ 3,022	\$ 4,300	\$ 480	\$ 4,350	1.16%
5054537	Community Relations	\$ 613	\$ 1,000	\$ 528	\$ 1,000	0.00%
5054538	Miscellaneous	\$ 456	\$ 500	\$ 800	\$ 500	0.00%
5054539	Dues	\$ 778	\$ 2,000	\$ 647	\$ 2,000	0.00%
5054540	Special Events	\$ 750	\$ 1,000	\$ 17,551	\$ 1,000	0.00%
5054541	Printing	\$ 79	\$ 1,500	\$ 2,600	\$ 1,500	0.00%
5054544	Consultants	\$ -	\$ 18,000	\$ 570	\$ 8,000	-55.56%
5054591	Health Insurance	\$ 2,151	\$ 6,500	\$ 401	\$ 6,500	0.00%
5054592	Dental, Vision, and Life Insurance	\$ 487	\$ 625	\$ 5,554	\$ 650	4.0%
5054593	Unemployment Compensation	\$ 316	\$ 1,000	\$ 4,155	\$ 500	-50.00%
Total	Administration	\$ 71,561	\$ 112,575	\$ 97,785	\$ 102,100	-9.30%

5054COM	Community Resource Center	FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
5054210	Utilities	\$ 6,952	\$ 8,000	\$ 5,860	\$ 8,000	0%
5054213	Janitorial	\$ 4,968	\$ 5,500	\$ 4,968	\$ 5,500	0%
5054214	Rent	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0%
5054216	Telephone Systems Maintenance	\$ 95	\$ 2,000	\$ 526	\$ 2,000	0%
5054617	Capital Improvements	\$ 2,650	\$ 5,000	\$ 4,498	\$ 5,000	0%
5054250	Building Maintenance	\$ 5,522	\$ 5,500	\$ 4,711	\$ 5,500	0%
5054286	Agency Support Services	\$ 16,898	\$ 8,500	\$ 10,231	\$ 9,500	12%
Total	Community Resource Center	\$ 47,085	\$ 44,500	\$ 40,794	\$ 45,500	2.25%

5054SVC	Service Contracts	FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
5054	Service Contracts	\$ 851,296	\$ 1,106,500	\$ 1,081,602	\$ 1,280,000	15.68%
Total	Service Contracts	\$ 851,296	\$ 1,106,500	\$ 1,081,602	\$ 1,280,000	15.68%

Mental Health Fund Service Contracts

Each year the Hanover Township Mental Health Board holds an annual call for proposals/grant applications for agencies serving Hanover Township residents in the areas of mental health, developmental disabilities, and substance abuse prevention and intervention. Grant applications and agencies are reviewed by the Mental Health Board in October for the future fiscal year which begins the following April. Once the tax levy is set for the upcoming fiscal year, the Mental Health Board's finance committee sets a budget to include the total amount for grant allocations. In January of each year, the Mental Health Board meets at its regular monthly meeting and makes recommendations for grant awards, which the Board then approves with a roll call vote.

Below is a list of programs currently approved to receive funding from the Hanover Township Mental Health Board during FY 2017.

Mental Health Fund



Service Contract	FY 2017 Budget	Service Contract	FY 2017 Budget
AID Case Management	\$ 5,200	Ecker Center/PEP	\$ 8,100
AID Supportive Employment	\$ 40,200	Ecker Therapy Services	\$ 81,000
AID Transportation	\$ 29,000	Epilepsy Foundation	\$ 1,000
Alexian Brothers - Outpatient Psych	\$ 23,800	FSA - Adult	\$ 12,000
Bartlett Learning Center	\$ 7,200	FSA - Youth	\$ 22,000
Boys and Girls Club	\$ 5,500	HTSS - Senior Mental Health	\$ 40,000
Bridge YFS - Crisis Intervention	\$ 10,500	HTYFS Alt. to Suspension	\$ 25,000
CAC CASI	\$ 18,500	HTYFS Interventionist	\$ 50,000
CAC Family Support	\$ 3,300	HTYFS Psychiatric Back-Up	\$ 9,000
CAC Safe from the Start	\$ 18,000	Journeys - Hope Center	\$ 4,000
Catholic Charities Caregivers Group	\$ 3,500	Kenneth Young Center - SASS	\$ 9,500
CCC - Strategies for Safety	\$ 6,000	LSSI-Legacy Corps	\$ 20,000
CCC Domestic Violence Counsel	\$ 26,000	Leyden FS - Detox/Rehab	\$ 50,000
CCC Domestic Violence Shelter	\$ 30,000	Maryville Academy Casa Salama	\$ 25,000
CCC SA Counseling	\$ 9,000	Mental Health Housing	\$ 150,000
Centro de Informacion	\$ 32,800	Northwest CASA	\$ 8,200
Clearbrook Children's Program	\$ 7,500	Open Door Clinic	\$ 5,000
Clearbrook Day Services	\$ 4,200	PADS of Elgin	\$ 25,000
Clearbrook Residential	\$ 5,000	Renz Outpatient	\$ 60,000
Countryside In-Home Respite	\$ 3,000	Shelter Inc. Healthy Families	\$ 12,500
Day One Network	\$ 7,500	Summit Center	\$ 12,000
Easter Seals	\$ 55,000	Wings Shelter	\$ 10,000
Easter Seals Family Support	\$ 10,000	Service Contracts	\$ 1,000,000

Other Recurring Service Contract Agreements

Contract/Program	FY 17 Budget	Notes
Capital Grant Fund	\$ 40,000	Funding for agency capital projects awarded throughout the FY
Challenge Grant Fund	\$ 40,000	Funding for new program grants presented throughout the FY
Contract Support Services	\$ 150,000	Emergency grant funding awarded throughout the FY
MI-Drug/Medical Tests Fund	\$ 5,000	Reimbursement for tests and approved prescription drugs
Staff Development Fund	\$ 30,000	Grants for agency staff development
TIDE Transportation	\$ 15,000	Transportation for developmentally disabled to and from work
Total Recurring Service Contracts	\$ 280,000	

Performance Metrics

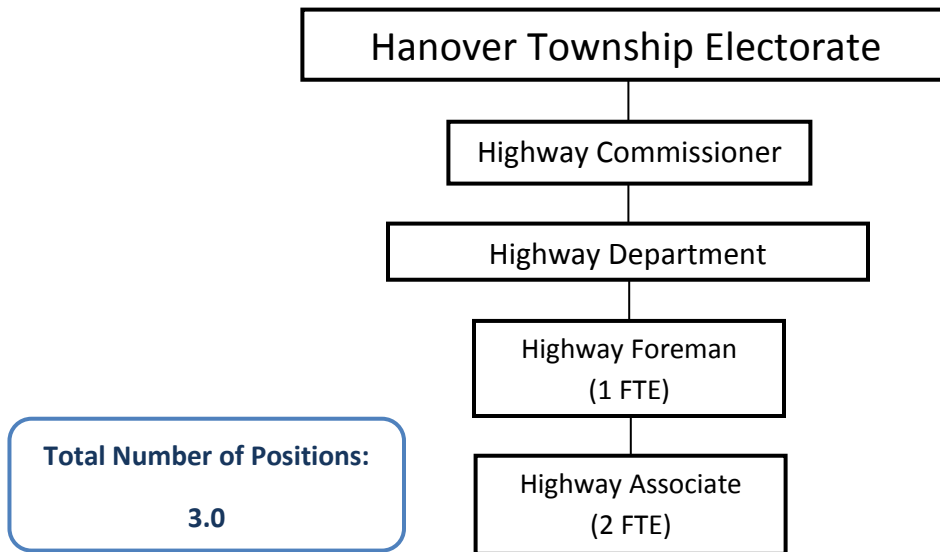
Service Provided	FY 2014	FY 2015	FY 2016	% Change
Grant Funding				
New Clients	4,222	3,817	2,788	-26.92%
Closed Cases	2,223	1,836	807	-56.05%
Prevention Programming Presentations	386	301	353	17.28%
Number in Audience	12,295	15,801	16,004	1.28%
TIDE				
Participants	7	8	12	50.0%
Rides	1,077	812	1,128	38.92%
Resource Center				
Organizations Providing Services	5	5	6	20.0%
Clients Served	576	949	1,034	8.96%

FY 2016 Department Accomplished Goals (in order of priority)

1. Researched and evaluated expanding the TIDE transportation program beyond work/work training programs to include recreational programs and additional needs.
2. Identified and promoted most responsible crisis response options.

Office of Mental Health FY 2017 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Research and implement new agency reporting website to increase data collection, provide a user-friendly template and increase agency efficiency in reporting numbers.</p>	<p>1. Research reporting website systems and update agency reporting requirements. (Vana – 12/1/16)</p> <p>2. Implement new reporting website system and agency reporting requirements. (Vana – 3/31/17)</p>	<p>a. Research reporting website options.</p> <p>b. Solicit feedback from the Mental Health Board Planning Committee on agency reporting requirements.</p> <p>c. Present findings to Mental Health Board.</p> <p>a. Notify agencies of new reporting website.</p> <p>b. Host two trainings for funded agency staff.</p> <p>c. Implement new reporting website for Fiscal Year 2018.</p>	<p>a. TBC: 10/1/16</p> <p>b. TBC: 11/1/16</p> <p>c. TBC: 12/1/16</p> <p>a. TBC: 1/1/17</p> <p>b. TBC: 3/1/17</p> <p>c. TBC: 3/31/17</p>
<p>II. Develop new funding opportunity to assist funded agencies in accessing and managing bilingual interns.</p>	<p>1. Research funded agencies' use and cost of interns at the undergraduate and graduate level. (Vana – 12/1/16)</p> <p>2. Establish bilingual intern program for currently funded agencies. (Vana – 3/31/17)</p>	<p>a. Identify the current use of bilingual interns at the undergraduate and graduate level.</p> <p>b. Analyze cost to agencies to manage bilingual intern.</p> <p>c. Present findings to Mental Health Board.</p> <p>a. Solicit Planning Committee to establish program and application guidelines.</p> <p>b. Coordinate with local universities to assist funded agencies in establishing relationships.</p> <p>c. Contact FY 18 funded agencies about funding opportunities for bilingual interns.</p>	<p>a. TBC: 11/1/16</p> <p>b. TBC: 11/1/16</p> <p>c. TBC: 12/1/16</p> <p>a. TBC: 2/1/17</p> <p>b. TBC: 3/1/17</p> <p>c. TBC: 3/31/17</p>



Mission

The Hanover Township Road District consists of all roads and bridges in the Township that are not on State or County right-of-way or within the corporate limits of the municipalities within the Township's boundaries. The Road District is a special purpose government, receiving tax dollars through its own independent line item on your Cook County tax bill. State law requires Township Road Districts to maintain their unincorporated roadways. Our goal is to provide the best possible road surfaces at the most economical expense to the residents of Hanover Township.

Services

Among the duties of the Highway Department are constructing and maintaining roads and bridges; snow and ice removal, removing debris, downed trees, and dead animals from the roadway; storage of district tools and equipment; and installation and maintenance of traffic signs. The Highway Department also approves all driveway permits in the unincorporated area. In addition, the Township Road District provides free chipping of residents' brush and branches, and free wood chips. The Road District mows the right-of-ways to prevent the spread of noxious weeds and improve the appearance of the roadside.

Location and Contact Information

Department Head: Sam Santangelo, Highway Foreman
ssantangelo@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

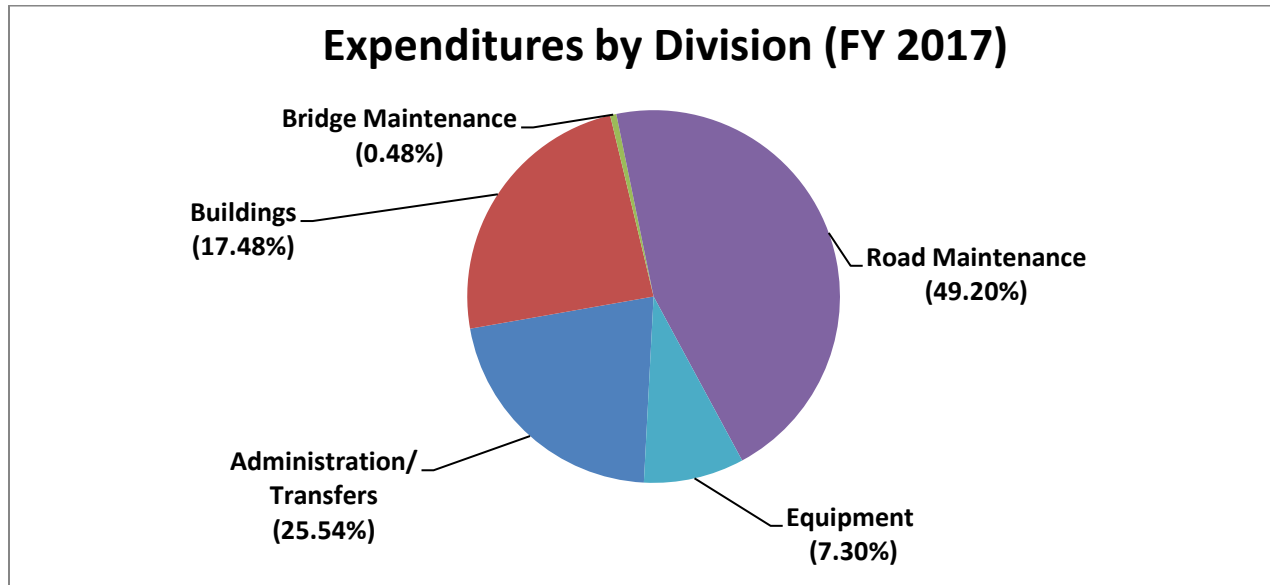
Hours of Operation: M-F: 7:30 am to 3:30 pm

Webpage: <http://www.hanover-township.org/departments/highway-department>

Department and Position	2015 Actual	2016 Actual	2017 Projected	Change
Highway Department				
Highway Foreman	1.0	1.0	1.0	0
Highway Associates	2.0	2.0	2.0	0
Total	3.0	3.0	3.0	0

Budget Highlights:

- The Highway Department has planned continued financial support to the senior transportation program in the amount of \$250,000.
- Overall fund expenditures are expected to decrease 11.26% due largely to a reduction in the contract work line item of the road maintenance section of the budget. This comes from a reduction in the amount of road work planned for FY 2017 compared to the previous year.



Road and Bridge Fund Summary

	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	% Change
Revenues	\$ 888,846	\$ 901,081	\$ 915,417	\$ 926,876	2.86%
Expenditures					
Administration/Transfers*	\$ 483,850	\$ 533,280	\$ 485,050	\$ 396,650	-25.62%
Buildings	\$ -	\$ 365,000	\$ -	\$ 445,000	21.92%
Bridge Maintenance	\$ -	\$ 10,000	\$ 9,900	\$ 10,000	0.00%
Road Maintenance	\$ 729,633	\$ 1,027,500	\$ 684,880	\$ 840,000	-18.25%
Equipment	\$ 62,566	\$ 152,501	\$ 84,231	\$ 161,500	5.90%
Total Expenditures	\$ 1,276,049	\$ 2,088,281	\$ 1,265,061	\$ 1,853,150	-11.26%
Excess of Revenues Over Expenditures	\$ (387,512)	\$ (1,187,200)	\$ (349,644)	\$ (926,274)	-21.98%
Fund Balance Beginning April 1	\$ 1,614,623	\$ 1,227,111	\$ 1,227,111	\$ 877,467	-28.49%
Estimated Cash on Hand March 31	\$ 1,227,111	\$ 39,911	\$ 877,467	\$ (48,807)**	-222.29%

*To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13, and ILCS 1/220-10

**Building expenditures for FY 2017 will be reduced throughout the fiscal year to insure the Road and Bridge Fund has a positive fund balance moving into FY 2018.

Road and Bridge Fund Detailed Revenues

Income		FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
3033	Road & Bridge-Revenue					
3033000	Property Taxes	\$ 850,717	\$ 875,981	\$ 881,595	\$ 897,876	2.50%
3033100	Replacement Taxes	\$ 26,896	\$ 17,000	\$ 23,424	\$ 20,000	17.65%
3033250	Interest Income	\$ 1,370	\$ 5,000	\$ 4,972	\$ 5,000	0.00%
3033300	Permits & Traffic Fines	\$ 1,468	\$ 1,500	\$ 255	\$ 1,500	0.00%
3033400	Traffic Enforcement Fees	\$ 1,649	\$ 1,500	\$ 2,059	\$ 1,500	0.00%
3033500	Other	\$ 25	\$ 100	\$ 3,112	\$ 1,000	900.00%
Total	Road & Bridge-Revenue	\$ 882,125	\$ 901,081	\$ 915,417	\$ 926,876	2.86%

Road and Bridge Fund Detailed Expenditures

Expense		FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
3034	Road and Bridge- Expenditures					
3034ADM	Administration					
3034791	Health Insurance	\$ 14,057	\$ 16,502	\$ 16,087	\$ 15,500	0.00%
3034792	Dental, Vision, and Life Insurance	\$ 1,560	\$ 1,700	\$ 1,017	\$ 1,250	-24.47%
3034793	Unemployment Compensation	\$ 355	\$ 1,000	\$ 1,096	\$ 1,200	20.00%
3034794	IMRF Expense	\$ 17,122	\$ 17,990	\$ 15,554	\$ 18,000	0.06%
3034795	FICA Expense	\$ 12,619	\$ 13,388	\$ 12,381	\$ 14,000	4.57%
3034700	Postage	\$ 654	\$ 1,500	\$ 667	\$ 1,500	0.00%
3034701	Legal	\$ 11,674	\$ 20,000	\$ 9,915	\$ 20,000	0.00%
3034702	Insurance	\$ 10,750	\$ 32,000	\$ 28,421	\$ 32,000	0.00%
3034703	Accounting	\$ 2,100	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
3034704	Telephone	\$ 2,605	\$ 3,500	\$ 3,394	\$ 3,500	0.00%
3034705	Dues, Subs, & Publications	\$ 1,031	\$ 1,000	\$ 1,058	\$ 1,000	0.00%
3034706	Travel Expenses	\$ 421	\$ 1,500	\$ 94	\$ 1,500	0.00%
3034707	Printing	\$ 367	\$ 1,000	\$ 50	\$ 1,000	0.00%
3034708	Training & Conferences	\$ 479	\$ 1,000	\$ 161	\$ 1,000	0.00%
3034709	Uniforms & Safety Equipment	\$ 1,143	\$ 1,500	\$ 1,567	\$ 1,500	0.00%
3034710	Community Affairs	\$ 4,772	\$ 20,000	\$ 8,586	\$ 20,000	0.00%
3034711	Utilities	\$ 6,037	\$ 6,500	\$ 4,319	\$ 6,500	0.00%
3034712	Miscellaneous	\$ 877	\$ 2,000	\$ 1,103	\$ 2,000	0.00%
3034713	Service Charges	\$ 2	\$ 200	\$ 161	\$ 200	0.00%
3034714	Office Supplies	\$ 226	\$ 2,500	\$ 1,919	\$ 2,500	0.00%
3034715	Replacement Tax	\$ -	\$ 12,000	\$ -	\$ -	-100.00%
3034716	Transfer to Senior Transportation	\$ 325,000	\$ 325,000	\$ 325,000	\$ 225,000	-30.77%
3034717	Transfer to Vehicle Fund	\$ 70,000	\$ 50,000	\$ 50,000	\$ 25,000	-50.00%
Total	Administration	\$ 483,850	\$ 533,279	\$ 485,050	\$ 396,650	-25.62%

Road and Bridge Fund



3034BLD	Buildings	FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
3034612	Building Improvements	\$ -	\$ 10,000	\$ -	\$ 90,000	800.00%
3034613	Building Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
3034617	Land/Building Acquisition & Imp.	\$ -	\$ 350,000	\$ -	\$ 350,000	0.00%
Total	Buildings	\$ -	\$ 365,000	\$ -	\$ 445,000	21.92%

3034BRG	Bridge Maintenance	FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
3034615	Bridge Repair & Maintenance	\$ -	\$ 10,000	\$ 9,900	\$ 10,000	0.00%
Total	Bridge Maintenance	\$ -	\$ 10,000	\$ 9,900	\$ 10,000	0.00%

3034ROD	Road Maintenance	FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
3034600	Controlled Substance Testing	\$ 340	\$ 500	\$ 450	\$ 500	0.00%
3034601	Salaries	\$ 156,315	\$ 175,000	\$ 161,838	\$ 182,000	4.00%
3034602	Road Materials & Operations	\$ 28,229	\$ 30,000	\$ 15,575	\$ 35,000	16.67%
3034603	Gasoline	\$ 15,511	\$ 20,000	\$ 9,327	\$ 20,000	0.00%
3034605	Maintenance Supplies	\$ -	\$ 5,000	\$ 60	\$ 2,500	-50.00%
3034606	Engineering	\$ 36,498	\$ 25,000	\$ 16,221	\$ 25,000	0.00%
3034607	Contract Work	\$ 414,292	\$ 600,000	\$ 378,249	\$ 450,000	-25.00%
3034610	Street Lighting	\$ 19,377	\$ 17,000	\$ 33,115	\$ 20,000	17.65%
3034614	Signs, Stripping & Tree Removal	\$ -	\$ 5,000	\$ 750	\$ 5,000	0.00%
3034616	Salt	\$ 59,071	\$ 150,000	\$ 70,295	\$ 100,000	-33.33%
Total	Road Maintenance	\$ 729,633	\$ 1,027,500	\$ 685,880	\$ 840,000	-18.25%

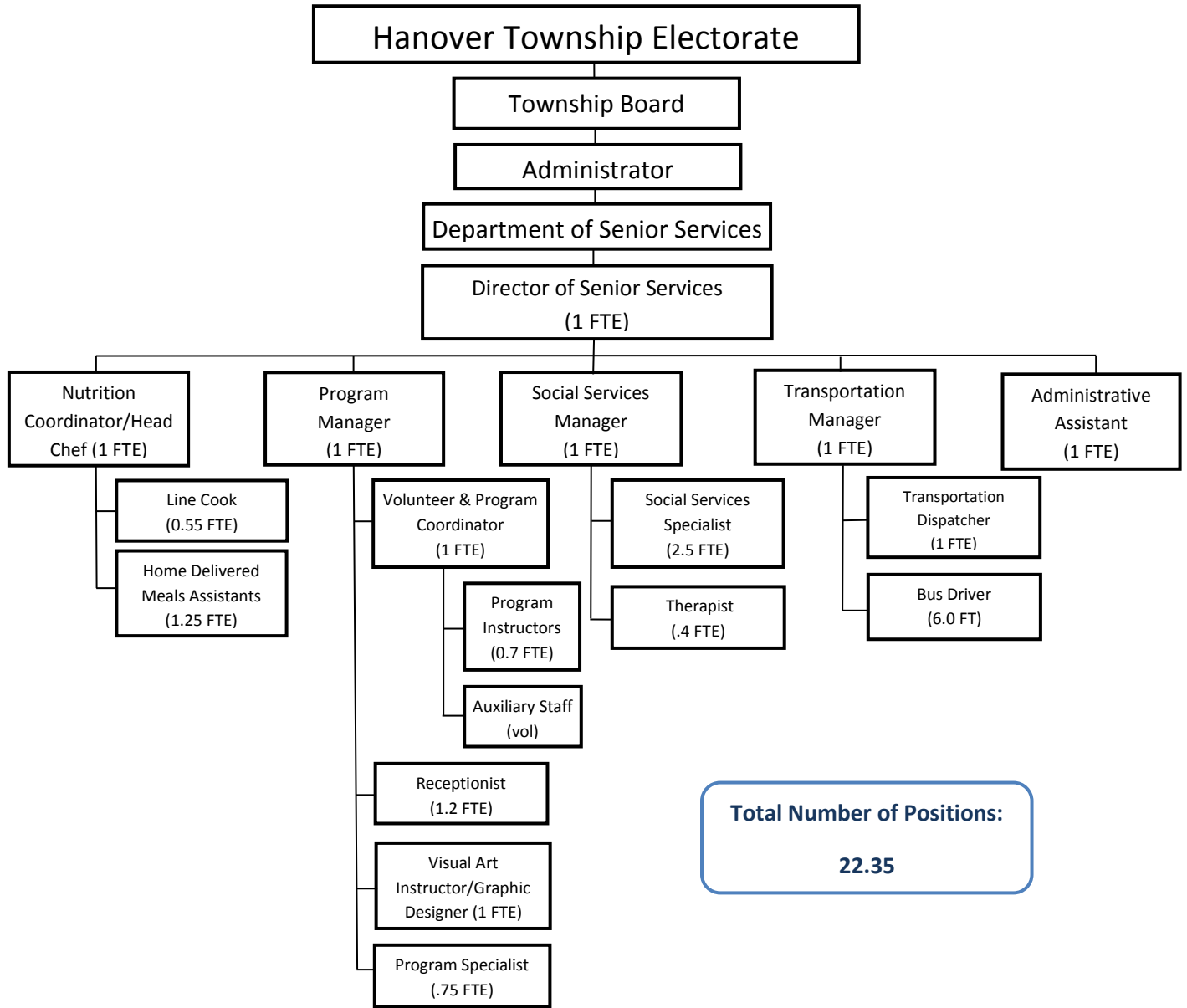
3034EQM	Equipment	FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
3034604	Machine Rental	\$ 116	\$ 1,500	\$ 614	\$ 1,500	0.00%
3034608	Equipment Purchase	\$ 267	\$ 100,000	\$ 31,228	\$ 100,000	0.00%
3034609	Maintenance Vehicles & Equipment	\$ 62,183	\$ 50,000	\$ 52,389	\$ 60,000	20.00%
3034610	Emergency Equipment	\$ -	\$ 1,000	\$ -	\$ -	-100.00%
3034611	Construction Equipment	\$ -	\$ 1	\$ -	\$ -	-100.00%
Total	Equipment	\$ 62,566	\$ 152,501	\$ 84,231	\$ 161,500	5.90%

Performance Metrics

Service Provided	FY 2014	FY 2015	FY 2016	% Change
Fall Season				
Branch Pickup (Truckloads)	50	48	39	-18.8%
Winter Season				
Salt (Tons)	1,780	838	571	-31.9%

FY 2016 Department Accomplished Goals (in order of priority)

1. Completed Gromer Road resurfacing project.
2. Continued the expansion of the Township-wide recycling event and reached out to new and different vendors.



Location and Contact Information

Department Head:	Tracey Colagrossi, Director tcolagrossi@hanover-township.org
Facility Location:	Hanover Township Senior Center 240 S. IL Route 59 Bartlett, IL 60103
Phone:	630-483-5600
Hours of Operation:	M,W,F: 8:30 am to 4:30 pm Tu, Th: 8:30 am to 8 pm Sa: 8:30 am to noon
Webpage:	http://www.hanover-township.org/departments/senior-services

Mission

With respect, innovation, and a dedication to excellence, Senior Services is committed to facilitating programs and services that promote independence, a sense of community, and well-being for mature adults in Hanover Township.

Services

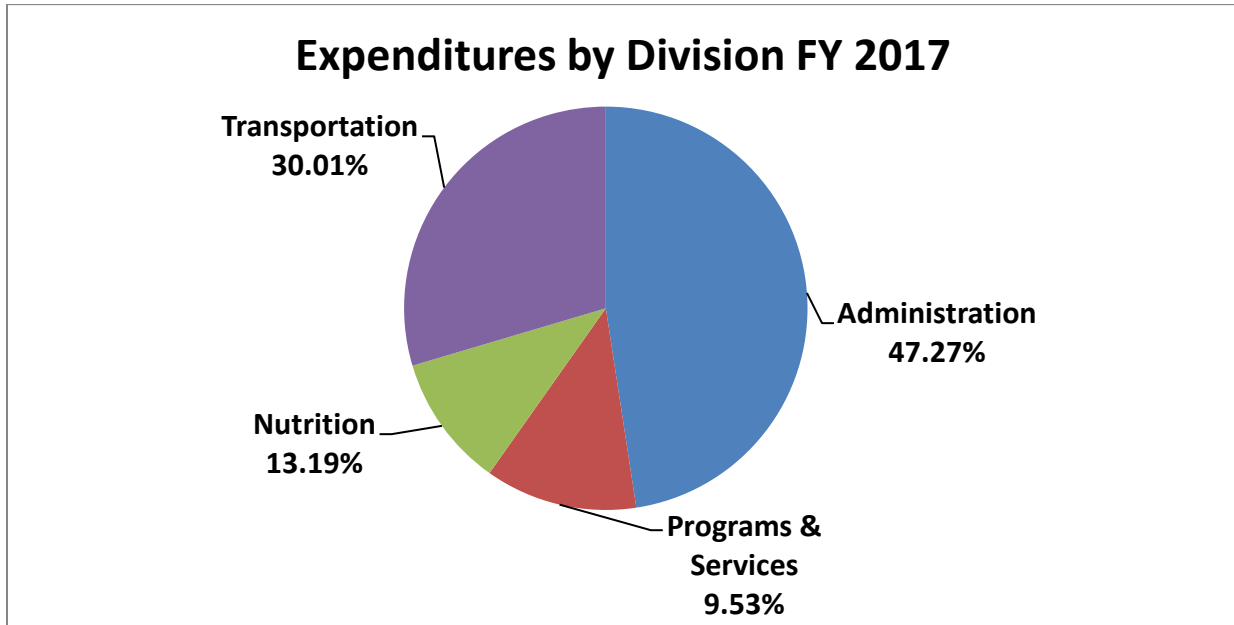
The Senior Services Department offers transportation, recreational programs, a nutrition program, trips, and social services as well as many opportunities for volunteerism to the seniors who live in our Township.



Department and Position	2015 Actual	2016 Actual	2017 Projected	Change
Senior Services				
Director	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	0.0
Receptionist	1.2	1.2	1.2	0.0
Program Manager	1.0	1.0	1.0	0.0
Volunteer and Program Coordinator	1.0	1.0	1.0	0.0
Program Specialist	.75	.75	.75	0.0
Computer Instructor	0.4	0.4	0.4	0.0
Visual Art Instructor	0.3	0.3	0.3	0.0
Visual Art Instructor/Graphic Designer	1.0	1.0	1.0	0.0
Social Services Manager	1.0	1.0	1.0	0.0
Social Services Specialist	2.5	2.5	2.5	0.0
Therapist	0.4	0.4	0.4	0.0
Nutrition Coordinator/Head Chef	1.0	1.0	1.0	0.0
Line Cook	0.55	0.55	0.55	0.0
Café Assistant	0.0	.25	0.0	-0.25
Home Delivered Meals Assistants	0.0	1.25	1.25	0.0
Transportation Manager	1.0	1.0	1.0	0.0
Transportation Dispatcher	1.0	1.0	1.0	0.0
Bus Driver	6.0	6.0	6.0	0.0
Total	21.10	22.60	22.35	-0.25

Budget Highlights:

- Transfers in from the Road and Bridge Fund have been reduced 30.77% this fiscal year. The reduction comes as the Highway Department has drawn down on their fund balance over the last few fiscal years and is unable to provide a transfer at the previous amount.
- Transfers to the capital fund have decreased by 50% to reduce expenditures and because the department does not have substantial capital projects planned after FY 2017.
- In the nutrition section of the Senior Fund, there are large percentage increases to the home delivered meals line items because FY 2017 will be the first full year of the Home Delivered Meals Program.



Senior Center Fund Summary

	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Budget	% Change
Revenues	\$ 1,706,693	\$ 1,691,997	\$ 1,734,272	\$ 1,655,850	-2.14%
Expenditures					
Administration	\$ 846,435	\$ 900,108	\$ 820,560	\$ 806,350	-10.42%
Programs & Services	\$ 186,289	\$ 169,000	\$ 210,512	\$ 162,500	-3.85%
Nutrition	\$ 138,143	\$ 182,476	\$ 183,170	\$ 225,110	23.36%
Transportation	\$ 531,702	\$ 510,230	\$ 510,335	\$ 511,750	0.30%
Total Expenditures	\$ 1,702,568	\$ 1,761,814	\$ 1,724,578	\$ 1,705,710	-3.18%
Excess Revenues Over Expenditures	\$ 4,125	\$ (69,817)	\$ 9,694	\$ (49,860)	-28.58%
Fund Balance Beginning April 1	\$ 1,179,488	\$ 1,183,613	\$ 1,183,613	\$ 1,193,307	0.81%
Estimated Cash on Hand March 31	\$ 1,183,613	\$ 1,113,796	\$ 1,193,307	\$ 1,143,447	2.66%

Senior Fund Detailed Revenues

Income		FY 2015	FY 2016	FY 2016	FY 2017	%
		Actual	Budget	Actual	Budget	Change
1103	Senior Center-Revenue					
1103000	Property Taxes	\$ 1,020,562	\$ 1,029,475	\$ 1,043,460	\$ 1,045,850	1.59%
1103250	Interest Income	\$ 937	\$ 1,500	\$ 843	\$ 1,500	0.00%
1103300	Other Income	\$ 26,796	\$ 3,500	\$ 10,215	\$ 4,500	28.57%
1103325	AID Transportation Fees	\$ 25,200	\$ 26,000	\$ 25,200	\$ 29,000	11.54%
1103330	Mental Health Grant	\$ 42,278	\$ 45,500	\$ 44,298	\$ 41,000	-9.89%
1103333	Volunteer Express Grant	\$ -	\$ -	\$ -	\$ 5,000	100.00%
1103350	LIHEAP Fees	\$ 7,802	\$ 6,000	\$ 6,749	\$ 6,500	8.33%
1103425	Senior Ctr./Transportation Grant	\$ 34,673	\$ 33,800	\$ 24,099	\$ 31,700	-6.21%
1103426	Congregate Nutrition Grant	\$ 35,570	\$ 37,822	\$ 50,209	\$ 43,500	15.01%
1103450	Transfer From Road and Bridge*	\$ 325,000	\$ 325,000	\$ 325,000	\$ 225,000	-30.77%
1103500	Senior Programs	\$ 115,000	\$ 80,000	\$ 109,567	\$ 92,000	15.00%
1103501	Congregate Meal Donations	\$ 41,731	\$ 36,000	\$ 34,900	\$ 33,500	-6.94%
1103504	Home Delivered Meals Grant	\$ -	\$ 23,100	\$ 18,904	\$ 46,000	99.13%
1103505	Home Delivered Meals Donation	\$ -	\$ 19,800	\$ 5,972	\$ 17,800	-10.10%
1103506	Nutrition Event Catering	\$ -	\$ -	\$ -	\$ 5,000	100.00%
1103507	Material Fees	\$ 19,973	\$ 18,000	\$ 22,984	\$ 20,000	11.11%
1103509	Lending Closet	\$ 11,171	\$ 6,500	\$ 11,873	\$ 8,000	23.08%
Total	Senior Center-Revenue	\$ 1,706,693	\$ 1,691,997	\$ 1,734,273	\$ 1,655,850	-2.14%

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Senior Fund Detailed Expenditures

Expense		FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
1104	Senior Center-Expenditures					
1104ADM	Administration					
1104517	Salaries	\$ 493,447	\$ 500,000	\$ 476,265	\$ 488,500	-2.30%
1104518	Intern Stipends	\$ 1,890	\$ 5,000	\$ 3,754	\$ -	-100.00%
1104522	Contingency	\$ 9,910	\$ 50,000	\$ 3,442	\$ 25,000	-50.00%
1104523	Recruitment	\$ 836	\$ 1,500	\$ 2,549	\$ 1,000	-33.33%
1104524	Utilities	\$ 63,636	\$ 65,000	\$ 53,784	\$ 63,000	-3.08%
1104525	Telephone & High Speed Internet	\$ 2,751	\$ 3,600	\$ 2,052	\$ 2,100	-41.67%
1104527	Equipment	\$ 10,694	\$ 9,000	\$ 13,456	\$ 10,000	11.11%
1104528	Office Supplies	\$ 8,870	\$ 9,500	\$ 10,252	\$ 9,000	-5.26%
1104529	Postage	\$ 3,628	\$ 4,000	\$ 4,562	\$ 4,000	0.00%
1104533	Printing	\$ 6,291	\$ 4,000	\$ 7,849	\$ 4,000	0.00%
1104534	Dues, Subs, & Publications	\$ 4,276	\$ 2,800	\$ 3,344	\$ 2,800	0.00%
1104535	Travel	\$ 3,412	\$ 2,000	\$ 4,723	\$ 2,000	0.00%
1104536	Education & Training	\$ 698	\$ 3,500	\$ 4,152	\$ 3,500	0.00%
1104537	Consultants	\$ -	\$ 500	\$ -	\$ -	-100.00%
1104538	Community Affairs	\$ 2,048	\$ 2,000	\$ 1,649	\$ 1,000	-50.00%
1104539	Miscellaneous	\$ 200	\$ 1,000	\$ 1,259	\$ 1,000	0.00%
1104541	Transfer to Capital Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ 50,000	-50.00%
1104591	Health Insurance	\$ 76,434	\$ 83,725	\$ 79,153	\$ 88,450	5.64%
1104592	Dental, Vision & Life Insurance	\$ 2,052	\$ 5,100	\$ 3,844	\$ 5,000	-1.96%
1104593	Unemployment	\$ 8,360	\$ 6,500	\$ 6,527	\$ 6,000	-7.69%
1104594	IMRF Expense	\$ 29,519	\$ 25,700	\$ 22,903	\$ 25,000	-2.72%
1104595	FICA Expense	\$ 17,485	\$ 15,683	\$ 15,041	\$ 15,000	-4.36%
Total	Administration	\$ 846,435	\$ 900,108	\$ 820,560	\$ 806,350	-10.42%

Senior Fund



1104SOC	Programs & Services	FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
1104514	Weekend Programming	\$ 3,251	\$ 4,000	\$ 3,344	\$ 3,000	-25.00%
1104512	Satellite Programming	\$ -	\$ 2,500	\$ 4,338	\$ 2,000	-20.00%
1104515	Programming	\$ 128,635	\$ 95,000	\$ 139,699	\$ 94,000	-1.05%
1104516	Social Services	\$ 2,556	\$ 3,000	\$ 1,803	\$ 1,500	-50.00%
1104519	Senior Assistance	\$ 1,737	\$ 3,000	\$ 3,760	\$ 3,000	0.00%
1104520	Volunteer Services	\$ 8,195	\$ 14,000	\$ 10,616	\$ 14,000	0.00%
1104526	Communications	\$ 9,903	\$ 14,000	\$ 15,273	\$ 12,000	-14.29%
1104531	Computer Instruction	\$ 1,734	\$ 1,500	\$ 118	\$ 1,000	-33.33%
1104532	Visual Arts	\$ 19,101	\$ 16,000	\$ 20,540	\$ 16,000	0.00%
1104533	Psychiatric Services	\$ 11,176.00	\$ 16,000	\$ 11,021	\$ 16,000	0.00%
Total	Social Services	\$ 186,289	\$ 169,000	\$ 210,512	\$ 162,500	-3.85%

1104TRN	Transportation	FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
1104513	Alternative Transportation	\$ 1	\$ 5,000	\$ -	\$ 2,000	-60.00%
1104517	Volunteer Express	\$ 2,838	\$ 5,000	\$ 1,574	\$ 5,000	0.00%
1104518	Vehicle Maintenance	\$ 67,285	\$ 45,000	\$ 66,717	\$ 45,000	0.00%
1104546	Salaries	\$ 311,189	\$ 300,000	\$ 302,479	\$ 303,000	1.00%
1104547	Dispatch Software	\$ 15,829	\$ 18,550	\$ 10,931	\$ 18,550	0.00%
1104549	Recruitment	\$ 363	\$ 1,500	\$ 1,540	\$ 1,000	-33.33%
1104550	Telephone/Bus Tablets	\$ 7,644	\$ 6,800	\$ 7,071	\$ 6,400	-5.88%
1104551	Training	\$ 4,235	\$ 3,000	\$ 4,159	\$ 2,000	-33.33%
1104552	Fuel	\$ 48,218	\$ 45,000	\$ 35,377	\$ 42,500	-5.56%
1104553	Uniforms	\$ 962	\$ 1,500	\$ 894	\$ 1,200	-20.00%
1104691	Health Insurance	\$ 43,222	\$ 45,500	\$ 49,422	\$ 53,100	16.70%
1104692	Dental, Vision & Life Insurance	\$ 4,885	\$ 4,550	\$ 4,677	\$ 4,500	-1.10%
1104693	Unemployment	\$ 3,522	\$ 4,000	\$ 3,688	\$ 3,000	-25.00%
1104694	IMRF Expense	\$ 12,392	\$ 15,420	\$ 13,765	\$ 15,000	-2.72%
1104695	FICA Expense	\$ 9,118	\$ 9,410	\$ 8,041	\$ 9,500	0.96%
Total	Transportation	\$ 531,702	\$ 510,230	\$ 510,335	\$ 511,750	0.30%

Senior Fund



1104NUT	Nutrition	FY 2015	FY 2016	FY 2016	FY 2017	% Change
		Actual	Budget	Actual	Budget	
1104550	Congregate Salaries	\$ 49,088	\$ 52,750	\$ 56,297	\$ 56,000	6.16%
1104551	Congregate Food	\$ 59,088	\$ 50,000	\$ 54,118	\$ 50,000	0.00%
1104552	Congregate Equipment	\$ 3,274	\$ 3,500	\$ 2,692	\$ 2,000	-42.86%
1104553	Congregate Supplies	\$ 13,104	\$ 2,400	\$ 10,441	\$ 4,000	66.67%
1104554	Training	\$ 75	\$ 500	\$ 459	\$ 500	0.00%
1104555	Recruitment	\$ -	\$ 500	\$ 1,101	\$ 500	0.00%
1104556	Home Delivered Meals Salaries	\$ -	\$ 16,250	\$ 12,242	\$ 33,150	104.00%
1104557	Home Delivered Meals Benefits	\$ -	\$ 3,250	\$ -	\$ 6,630	104.00%
1104558	Home Delivered Meals Food	\$ -	\$ 33,000	\$ 21,747	\$ 50,000	51.52%
1104559	Home Delivered Meals Equipment	\$ -	\$ 4,000	\$ 6,415	\$ 500	-87.50%
1104560	Home Delivered Meals Supplies	\$ -	\$ 2,000	\$ 6,711	\$ 3,800	90.00%
1105561	Event Catering	\$ -	\$ -	\$ -	\$ 2,500	100.00%
1104791	Health Insurance	\$ 8,559	\$ 8,725	\$ 9,009	\$ 9,800	12.32%
1104792	Dental, Vision, and Life Insurance	\$ 551	\$ 570	\$ 609	\$ 580	1.75%
1104793	Unemployment	\$ 285	\$ 665	\$ -	\$ 650	-2.26%
1104794	IMRF Expense	\$ 2,358	\$ 2,711	\$ 1,294	\$ 2,800	3.28%
1104795	FICA Expense	\$ 1,721	\$ 1,655	\$ 35	\$ 1,700	2.72%
Total	Nutrition	\$ 138,103	\$ 182,476	\$ 183,170	\$ 225,110	23.36%

Performance Metrics

Service Provided	FY 2014	FY 2015	FY 2016	% Change
Programming Division				
Planned Programs	2,240	2,459	2,483	1.0%
Participants (Duplicated)	20,477	26,692	26,225	-1.7%
Participants (Unduplicated)	1,536	1,914	2,242	17.1%
Wait Listed (Unduplicated)	784	546	597	9.3%
Art and Computer Classes	509	698	771	10.5%
Art and Computer Class Participants	3,764	4,770	5,044	5.7%
New Volunteers	71	103	60	-41.7%
Total Volunteers (Unduplicated)	271	307	409	33.2%
Total Volunteer Hours	18,764	21,903	21,864	-0.2%
Meals Served	2,567	11,558	10,881	-5.9%
Meals Delivered by Volunteers	9,928	10,946	11,859	8.3%
Social Services Division				
Clients Served (Unduplicated)	1,156	1,267	1,364	7.7%
Clients Served (Duplicated)	4,815	4,595	4,334	-5.7%
Energy Assistance	560	591	481	-18.6%
Prescription Drug and Health	1,041	1,065	1,122	5.4%
Social Service Programs	127	113	131	15.9%
Social Service Program Participants	1,282	950	1,093	15.1%
Lending Closet Transactions	937	1,006	1,224	21.7%
Transportation Division				
One Way Rides Given	19,764	21,273	19,291	-9.3%
Individuals Served (Unduplicated)	740	731	826	13.0%
New Riders	229	298	592	98.7%
Unmet Requests for Rides	439	290	377	30.0%

2016 Department Accomplished Goals (in order of priority)

1. Planned and implemented a Township operated home delivered meal program, with funding awarded by Age Options.
2. Increased recruitment of auxiliary staff volunteers to assist in expansion of service delivery and program services.
3. Utilized Transportation software to maximize ridership, increase efficiencies in scheduling through add on confirmation software.

Department of Senior Services FY 2017 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Work collaboratively with community partners, seniors, and staff for the renewal of the National Institute of Senior Centers re-accreditation for Hanover Township Senior Services for July 2017. (FY18).	1. Form Accreditation Committee. (Colagrossi – 8/1/16)	a. Meet with Community Partners for recruitment of external committee.	a. TBC: 5/1/16
		b. Letter of Intent to self-assess filed.	b. TBC: 5/31/16
		c. Meet with internal committee.	c. TBC: 6/1/16
		d. Complete Gap Analysis.	d. TBC: 7/1/16
		e. Send invitation to external group.	e. TBC: 7/1/16
		f. Kickoff meeting of the whole.	f. TBC: 8/1/16
	2. Create document review notebook. (Colagrossi – 11/1/16)	a. Review and update plans and procedures required for accreditation standards.	a. TBC: 9/1/16
		b. Compile final notebook.	b. TBC: 10/1/16
		c. Final Committee review of notebook.	c. TBC: 11/1/16
3. Request Peer Review. (Colagrossi – 3/31/17)	a. Conduct NISC Peer Review.	a. TBC: 12/1/16	
	b. Receive Accreditation.	b. TBC: 3/31/17	

Department of Senior Services FY 2017 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Increase participation at the Izaak Walton Center by 20% above FY16 participation, through concentration in bi-cultural/bi-lingual and intergenerational programming.	1. Planned programs for current roster of seniors to participate at IWCR. (Austin - 1/1/17)	a. Coordinate events with incentives to promote participation at the center.	a. TBC: 4/15/16
		b. Collaborate with the department to provide transportation and social services resources in plans.	b. TBC: 4/15/16
		c. Promote events through Club 59 newsletter, Hanover Happenings, Facebook, and other social media outlets.	c. TBC: 8/1/16
		d. Evaluate program for qualitative and quantitative responses.	d. TBC: 10/1/16
		e. Plan further events according to data results.	e. TBC: 1/01/17
	2. Determine the needs of the population surrounding the center for program development. (Murillo-9/1/16)	a. Create and disseminate brief survey regarding program needs of residents.	a. TBC: 5/15/16
		b. Analyze results and create programs from survey assessment.	b. TBC: 7/1/16
		c. Evaluate program for qualitative and quantitative responses from the community.	c. TBC: 8/1/16
		d. Plan further events with input from residents.	d. TBC: 9/1/16
	3. Increase presence in the community with creating evening and weekend events. (Murillo-1/1/17)	a. Collaborate with Community Relations Department for the planning of events.	a. TBC: 4/15/16
		b. Develop a marketing strategy to promote events.	b. TBC: 8/1/16
		c. Execute monthly evening event and evaluate for qualitative and quantitative results.	c. TBC: 11/1/16
		d. Determine success of program on responses of participants.	d. TBC: 12/1/16
		e. Plan future events and evaluate progress ongoing.	e. TBC: 1/1/17

Department of Senior Services FY 2017 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
III. Achieve financial and operational sustainability in nutrition services through the growth and development of the congregate and home delivered meals programs and expanding special event catering to offset operational expenses.	1. Increase congregate meal participation to 50 dinners on constant basis. (Slowik-1/1/17)	a. Conduct focus group, phone survey, paper survey of different users/non-users and collect data to evaluate participation/satisfaction. b. Create and implement marketing plan based on results of data collection to reflect the desires of participants and attract new participants. c. Evaluate participation and survey data monthly, address low volume days, increase meals of high volume days.	a. TBC: 7/1/16 b. TBC: 9/1/16 c. TBC: 1/1/17
	2. Create and implement a plan for sustainable service for the Home Delivered Meal Program. (Slowik-1/1/17)	a. Create a Private Pay criterion/plan for clients to receive HDM program for short term/emergency use. b. Communicate plan with CCU and MCO for feedback/awareness. c. Evaluate plan for feasibility on staff and HDM drivers.	a. TBC: 5/1/16 b. TBC: 6/1/16 c. TBC: 1/1/17
	3. Create a plan to address special event catering for other departments and organizations. (Slowik-3/1/17)	a. Collaborate with Nutrition and Programming to plan for special events to ensure efficiencies and streamlined staffing. b. Formulate procedures for invoices, staffing, and inventory for inner office billing for events. c. Evaluate quarterly revenue, staffing, inventory and quality of events for future.	a. TBC: 8/1/16 b. TBC: 10/1/16 c. TBC: 03/1/17



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IMRF Description:

The Township’s defined benefit pension plan, Illinois Municipal Retirement Fund (IMRF), provides retirement, disability, annual cost of living adjustments, and death benefits to plan members and beneficiaries. IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011 are eligible for Tier 1 benefits. Employees become vested after eight years of service, are eligible for reduced retirement at age 55 and full retirement at age 60. Employees hired on or after January 1, 2011 are eligible for Tier 2 benefits. Tier 2 employees become vested after 10 years and are eligible for retirement with reduced benefits as of age 62, or retirement with full benefits as of age 67. A portion of the employer cost is paid by the IMRF Fund and the balance is paid from the individual department’s budget.

IMRF Fund

		FY 2015	FY 2016	FY 2016	FY 2017	%
		Actual	Budget	Actual	Budget	Change
6063	IMRF-Revenue					
6063000	Property Taxes	\$ 171,834	\$ 173,330	\$ 177,142	\$ 177,500	2.41%
6063250	Interest Income	\$ 142	\$ 50	\$ 83	\$ 100	100.00%
6063255	Transfer-In	\$ -	\$ -	\$ -	\$ -	0.00%
Total	IMRF-Revenue	\$ 171,976	\$ 173,380	\$ 177,225	\$ 177,600	2.43%
6064	IMRF-Expenditure					
6064508	IMRF-Expense	\$ 171,249	\$ 173,380	\$ 173,380	\$ 177,600	2.43%
Total	IMRF-Expenditure	\$ 171,249	\$ 173,380	\$ 173,380	\$ 177,600	2.43%
Excess of Revenue Over Expense		\$ 727	\$ -	\$ 3,845	\$ -	0.00%
Fund Balance Beginning April 1		\$ 119,377	\$ 120,104	\$ 120,104	\$ 123,969	3.20%
Estimated Cash on Hand March 31		\$ 120,104	\$ 120,124	\$ 123,969	\$ 123,969	3.20%

Social Security Fund



Social Security Fund

		FY 2015	FY 2016	FY 2016	FY 2017	%
		Actual	Budget	Actual	Budget	Change
6563	Social Security-Revenue					
6563000	Property Taxes	\$ 138,855	\$ 140,064	\$ 141,728	\$ 142,000	1.38%
6563250	Interest Income	\$ 57	\$ 50	\$ 51	\$ 100	100.00%
6563255	Transfer-In	\$ -	\$ -	\$ -	\$ -	0.00%
Total	Social Security-Revenue	\$ 138,913	\$ 140,114	\$ 141,779	\$ 142,100	1.42%
6564	Social Security-Expenditure					
6564522	FICA-Expense	\$ 127,524	\$ 140,114	\$ 140,114	\$ 142,100	1.42%
Total	Social Security-Expenditure	\$ 127,524	\$ 140,114	\$ 140,114	\$ 142,100	1.42%
Excess of Revenue Over Expense		\$ 11,388	\$ -	\$ 1,655	\$ -	0.00%
Fund Balance Beginning April 1		\$ 66,591	\$ 77,979	\$ 77,979	\$ 79,644	2.13%
Estimated Cash on Hand March 31		\$ 77,979	\$ 77,979	\$ 79,644	\$ 79,644	2.13%

Vehicle Replacement Fund



Vehicle Replacement Fund

		FY 2015	FY 2016	FY 2016	FY 2017	%
		Actual	Budget	Actual	Budget	Change
7003	Vehicle Replacement-Revenue					
7003250	Interest Income	\$ 563	\$ 500	\$ 375	\$ 500	0.00%
7003440	Bus Fares & Donations	\$ 10,085	\$ 8,500	\$ 9,584	\$ 8,000	-5.88%
7003450	Transfer from Road & Bridge	\$ 70,000	\$ 50,000	\$ 50,000	\$ 25,000	-50.00%
7003460	Transfer from Town	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
Total						
7003	Vehicle Replacement-Revenue	\$ 95,648	\$ 74,000	\$ 74,959	\$ 48,500	-34.46%
7004	Vehicle Replacement-Expenditure					
7004410	Vehicle Purchase	\$ 75,772	\$ 160,000	\$ 179,566	\$ 40,000	-75.00%
7004540	Bus Purchase	\$ 58,078	\$ 100,000	\$ 97,165	\$ 70,000	-30.00%
Total						
7004	Vehicle Replacement-Expenditure	\$ 133,850	\$ 260,000	\$ 276,731	\$ 110,000	-57.69%
	Excess of Revenue Over Expense	\$ (38,203)	\$ (186,000)	\$ (201,771)	\$ (61,500)	-66.94%
	Fund Balance Beginning April 1	\$ 566,975	\$ 528,722	\$ 528,722	\$ 326,951	-38.16%
	Estimated Cash on Hand March 31	\$ 528,772	\$ 342,722	\$ 326,951	\$ 265,451	-22.55%

Budget Highlights:

- Transfers from the Road and Bridge Fund will decrease by 50% this year but other contributions will stay the same in anticipation of one senior bus and one maintenance vehicle to be purchased in FY 2017.
- The budget has decreased as the vehicles planned to be replaced in FY 2017 are not the same types of vehicles purchased in the previous year and are less costly.

Capital Projects Fund

		FY 2015	FY 2016	FY 2016	FY 2017	%
		Actual	Budget	Actual	Budget	Change
8083	Capital Projects-Revenue					
8083445	Grant	\$ 25,000	\$ 1,000	\$ 7,000	\$ 1,000	0.00%
8083450	Transfer-In from Town Fund	\$ 100,000	\$ 150,000	\$ 150,000	\$ 1,150,000	666.67%
8083455	Transfer-In from Senior Fund	\$ 150,000	\$ 100,000	\$ 100,000	\$ 50,000	-50.00%
Total	Capital Projects-Revenue	\$ 275,000	\$ 251,000	\$ 257,000	\$ 1,201,000	378.49%
8084	Capital Projects-Expenditure					
8084414	Town and Senior Parking Lots	\$ -	\$ 395,000	\$ 8,120	\$ 395,000	0.00%
8084415	Senior Center Improvements	\$ 30,586	\$ 50,000	\$ 55,748	\$ 40,000	-20.00%
8084420	Izaak Walton Center Improvements	\$ 328,700	\$ 40,000	\$ 117,528	\$ 25,000	-37.50%
8084425	Building & Perm Improvements	\$ 202,627	\$ 100,000	\$ 73,361	\$ 1,100,000	1000.00%
Total	Capital Projects-Expenditure	\$ 561,913	\$ 585,000	\$ 254,757	\$ 1,560,000	166.67%
Excess of Revenue Over Expense		\$ (286,913)	\$ (334,000)	\$ 2,243	\$ (359,000)	7.49%
Fund Balance Beginning April 1		\$ 682,005	\$ 395,092	\$ 392,790	\$ 395,033	-0.01%
Estimated Cash on Hand March 31		\$ 395,092	\$ 61,092	\$ 395,033	\$ 36,033	-41.02%

Budget Highlights:

- The capital expenditures are budgeted to increase 166% from FY 16. This is made possible by a one-time lump sum transfer from the Town Fund. This revenue is included in the FY 17 budget, but is intended to be used over the entire 5 year Capital Improvement Plan.
- The Township continues to enhance the Izaak Walton Center and Reserve, Lenoci Reserve, and make improvements to the Senior Center and Town Hall buildings.
- The Townships Town Hall and Senior Center parking lots will be completely replaced and with the increase in Senior Center visitors, expanded to include an extra 26 parking spots.
- Further capital expenditures may occur with the potential acquisition of property and any other unforeseen costs that may arise over the fiscal year.
- Further details concerning each individual project and additional highlights are included in the Capital Improvement Program section of this document, from pages 128-141.

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 Township 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 Capital Improvements Program for the Fiscal Years 2016-2017 through 2020-2021. 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 early fall, 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 five-year Capital Improvements Program for 2017-2021 totals \$2,168,000. These funds will be dedicated to developing the 11 acres that surround the Izaak Walton Center. Other projects include improvements to the Senior Center, Lenoci Reserve, and Town Hall. The parking lots of the Senior Center and Town Hall will also be reconstructed and expanded in FY 2017. In addition to grants, funding will come from transfers from the Town Fund and Senior Fund, as well as Capital Fund reserves. The chart on the following page shows anticipated annual expenditures proposed in the 2017-2021 programs. Capital expenditures can be expected to vary significantly from one year to the next.

Capital Improvements Program



Hanover Township

5+ Year Capital Improvement Plan (CIP)

(April 1, 2016)

Project	FY 17	FY 18	FY 19	FY 20	FY 21	Total
Parking Lot Reconstruction (Town Hall)	\$ 250,000					\$ 250,000
Parking Lot Reconstruction (Senior Center)	\$ 150,000					\$ 150,000
Parking Lot Expansion	\$ 75,000					\$ 75,000
Senior Center Improvements	\$ 40,000		\$ 50,000			\$ 90,000
Izaak Walton Reserve Improvements	\$ 25,000					\$ 25,000
Lenoci Reserve Improvements	\$ 40,000	\$ 40,000				\$ 80,000
Youth and Family Services Renovations	\$ 40,000					\$ 40,000
Maintenance Garage Roof Replacement	\$ 15,000					\$ 15,000
Downey Hall Renovations	\$ 17,000					\$ 17,000
Town Hall RTU Replacement		\$ 16,000		\$ 16,000		\$ 32,000
Town Hall Entrances		\$ 19,000				\$ 19,000
Izaak Walton Parking Lot Expansion and Resurfacing		\$ 200,000				\$ 200,000
Izaak Walton Reserve Master Plan		\$ 100,000	\$ 450,000			\$ 550,000
Town Hall Renovations			\$ 250,000	\$ 250,000		\$ 500,000
Miscellaneous Minor Improvements	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total Per Fiscal Year	\$ 677,000	\$ 400,000	\$ 775,000	\$ 291,000	\$ 25,000	\$ 2,168,000

Funding Summary	FY 17	FY 18	FY 19	FY 20	FY 21	Total
Grants	\$ 1,000	\$ -	\$ 200,000	\$ -	\$ -	\$ 201,000
Property Tax Revenue- Senior Fund	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Property Tax Revenue- Town Fund	\$ 626,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 25,000	\$ 1,101,000
Property Tax Revenue- Capital Fund Reserve	\$ -	\$ 250,000	\$ 425,000	\$ 141,000	\$ -	\$ 816,000
Total Funding	\$ 677,000	\$ 400,000	\$ 775,000	\$ 291,000	\$ 25,000	\$ 2,168,000

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 expenditures purposes. A second option is to fund the improvements through the working fund reserves, which represent savings by the Township over time in each of the Township'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 are available for application and the Township has been actively pursuing these opportunities. A mixture of financing methods including current revenue, fund reserves, grants, and borrowing will likely be required for any significant projects.

FY 2017 Highlights

Although the Capital Improvements Program anticipates expenditures over a five year period, the immediate focus is on Fiscal Year 2016-2017, which is referred to as the Capital Budget. These projects are part of the operating budget that will be approved by the Town Board. For Fiscal Year 2017, the Town Board has allocated up to \$1,560,000 to be expended on capital improvements. The \$1,560,000 will be derived from local property tax revenues and reserves. These funds are to be budgeted on the following primary projects; parking lot reconstruction and expansion for the Senior Center and Town Hall, further developments to the Naomi Walter's-Ienoci Reserve, Izaak Walton Center parking lot resurfacing/expansion and reserve enhancements, and Senior Center improvements.

Project: *Parking Lot Reconstruction (Town Hall)*



Description: In FY 2017, the parking lot in front of the Town Hall is scheduled for reconstruction. The existing parking lot serving the Town Hall is in significant disrepair. Considerable reconstruction is required, including new asphalt paving, sealing, striping, sidewalks, curbs and a retaining wall surrounding the exterior of the building.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Project: *Senior Center Parking Lot Reconstruction*



Description: The existing parking lot serving the Senior Center is in need of significant repairs. The parking lot, originally constructed in 2004, included underground drainage, which had led to significant cracking, depressions, and other damage. The reconstruction would include new asphalt, sealing, striping, and concrete reinforcements to the storm sewers.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Project: *Parking Lot Expansion*



Description: At the request of Senior Center users and increased demand due to the build out of the lower level of the Senior Center, there is a need for expansion of the parking lot on the main Township campus. In consulting with an engineer, the lowest cost alternative is to add parking spaces on both sides of the connecting road between the Town Hall and the Senior Center. This would add 26 spaces. This project is targeted for completion in FY 2017.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Project: *Senior Center Improvements*



Description: The Senior Center was built in 2004 and opened to the public in 2005. The carpet in the main community areas including the lobby, library, hallways to programming rooms, and Veterans Hall will need to be replaced due to age and volume of foot traffic. Additional improvements include new counter tops in the art room. These projects are targeted for completion in FY 2017.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operating budget.

Project: *Izaak Walton Reserve Improvements*



Description: The Izaak Walton Property was acquired by the Township in FY 2013, and consists of 11 acres of wooded land that includes a lodge built in the 1940's. Over the last two fiscal years, the lodge has been remodeled and brought up to date. A portion of the 11 acre property lies adjacent to the lodge on the other side of a creek. This portion is heavily wooded and is unusable in its current state. Enhancements to this portion of the property include adding a network of trails and designing/creating an archery range for resident use. The final improvement scheduled for FY 2017 includes the planting of various flowers and plants natural to northern Illinois, around the lodge to improve the esthetics and keep true to the history of the property.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Project: Naomi Walter's-Lenoci Reserve Improvements



Description: The Township acquired the Lenoci Reserve property in FY 2014, which consists of 2.8 acres, including a playground area. The primary use of the property will remain as a park for area residents, with other multi-use programming offered. The Township replaced playground equipment in FY 2015 and resurfaced the walking path on the property in FY 2016. In FY 2017, improvements will include adding a community water source on the property so residents enjoying the reserve have access to potable water, the addition of community garden boxes and other flowers and plantings added around the reserve.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Project: *Youth and Family Services Renovations*



Description: The Youth and Family Services portion of the Town Hall building predates the 1985 addition. Since this time, the department has grown and added additional services for the Townships residents. For this reason, along with the age of the building, improvements and renovations to the departments section of the Town Hall building are essential. Improvements include updating office spaces, refurbishing the entryway/foyer, renovating the kitchen and improving technological components in the department. Technological improvements include updating WIFI access points and employing more sound dampening measures to help ensure the privacy of therapy clients.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Project: *Maintenance Garage Roof Replacement*



Description: The maintenance garage, located behind the Town Hall building, houses the offices of three maintenance staff members, the department's equipment and acts as additional storage space for Emergency Services and Transportation vehicles. The garage roof has reached its expected lifespan and the most cost effective option for the long term is to replace the existing roof. This project only covers the garage portion of the building. The office space attached to the left side of the garage was an addition to the main building and is not in need of a roof replacement at this time. This project is targeted for completion in FY 2017.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Project: *Downey Hall Renovations*



Description: Downey Hall is a multipurpose room located in Town Hall, which was previously the location of the Town's board meetings and is now used to host meetings and programs. Renovations would include new floor coverings, layout adjustment, paint and new furniture and fixtures. These renovations are designed to update the room and help make it more suitable to the new demands placed on it. This project is targeted for completion in FY 2017.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Project: *Town Hall RTU Replacement*



Description: The RTU (Roof Top Unit) is designed to supply a building with heat and air conditioning. The average life span of an RTU is roughly 15 to 20 years. A plan has been implemented to replace one RTU every two years, until all the old units have been replaced.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Project: *Town Hall Entrance*



Description: Continued improvements to the Town Hall building include renovations to the entrances of the building. Renovations will include two sets of doors for the Youth and Family Services and Administration entrances, as well as three rear and side entry doors. This project is proposed to be completed in FY 2018.

Proposed Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Project: *Izaak Walton Center parking lot*

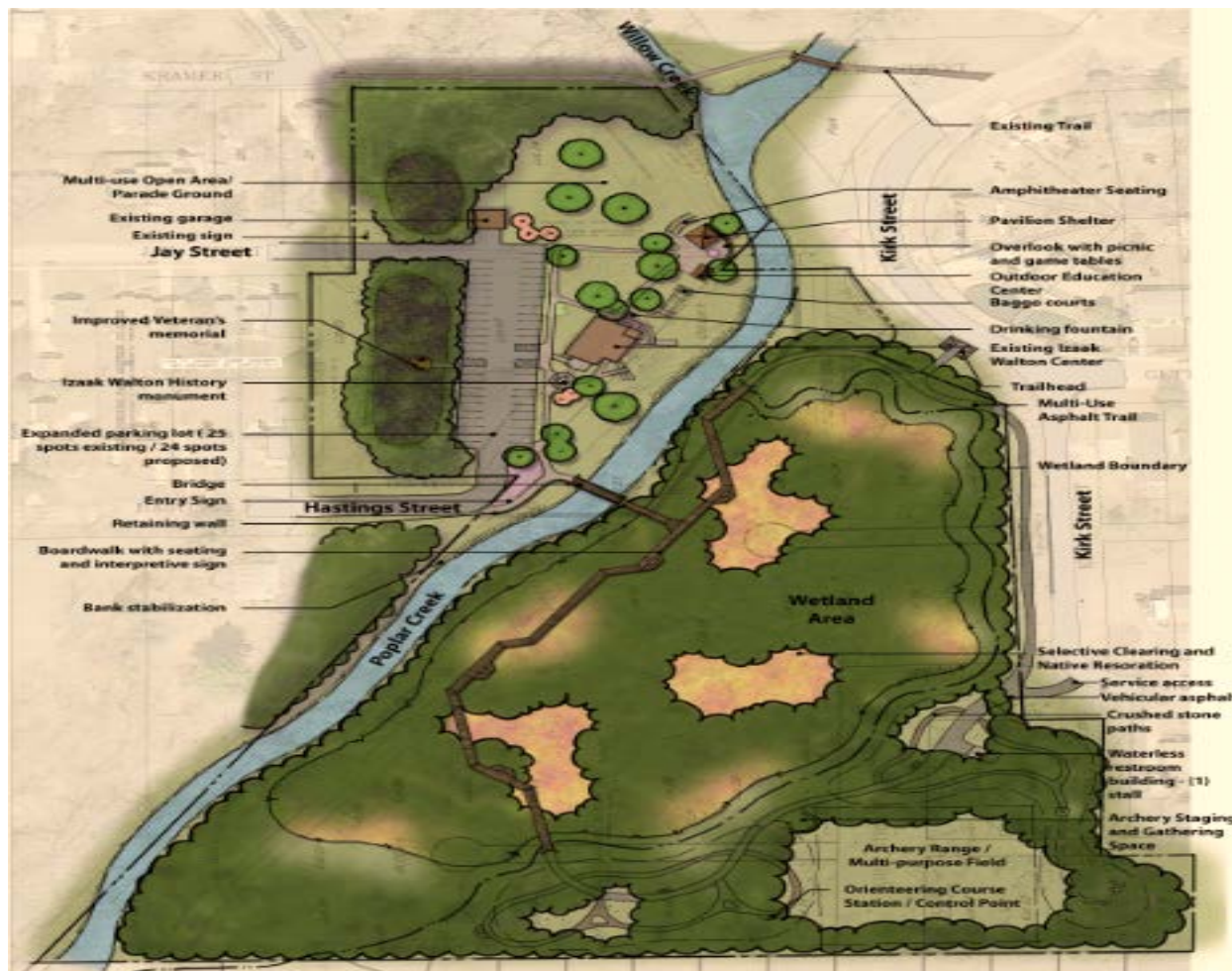


Description: The Izaak Walton Center and Reserve has been in need of parking lot repair and expansion since it was acquired in FY 2013. Currently, the parking lot has enough spaces for 27 cars, but will need to expand to accommodate the growth of Township services delivered through the center, which include Township department programming and community events. The project is targeted for completion in FY 2017.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Project: Izaak Walton Center and Reserve Master Plan



Description: The Izaak Walton Center and Reserve was acquired in FY 2013 and by FY 2016, a master plan for the property was developed. The master plan was designed to make the lodge and property it sits on, more useable for the Townships residents. Improvements included upgraded paths through the wooded portion of the site, a board walk surrounding the reserve, and a walking/bicycling bridge crossing the creek which will connect the two halves of the property. Additional improvements will include wetland enhancement/restoration.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Project: *Town Hall Improvements*



Description: The Town Hall building is over thirty years old and will soon need significant repairs to keep it in good condition. Repairs and replacements will include a new roof, replacement and redesign of the fascia material, new windows and improvements to the layout of the interior. Improvements made will keep the building safe, help prevent major structural repairs and make it more energy efficient.

Projected Impact on Operational Budget:

- This project will have no estimated impact on the operational budget.

Finance Committee

The Finance Committee is an advisory body to the Hanover Township Board responsible for advising on all matters related to financial affairs including fiscal policies, the annual Township budget, personnel, and investments. The Committee meets on an ad hoc basis when the need arises. Several meetings occur in the fall and winter to facilitate the annual budget development process.

Mental Health Board

The mission of the Hanover Township Mental Health Board is to advocate for increasing the availability and quality of mental health services through the development of a comprehensive and coordinated system of effective and efficient program delivery, accessible to all residents of Hanover Township. The Mental Health Board manages the Hanover Township Community Resource Center, funds a number of agencies that provide direct services to Township residents such as counseling, job training, transportation, treatment for addictions and substance abuse, and sponsors or co-sponsors a number of public information programs designed to let more people know about available services.

Committee for Senior Citizens' Services

The Hanover Township Committee for Senior Citizens' Services is the voice of the mature adult community, fostering new ideas and providing opportunities for fellowship and personal growth. This advisory committee to the Hanover Township Board of Trustees is made up of residents who represent the senior population of the Township on issues and concerns of interest to seniors. The committee meets the 2nd Monday of each month at 1 p.m. in the Senior Center with the Trustee Liaison and Senior Services Director to discuss programs and services. Meetings are open to the public.

Committee on Youth

The Township Board of Trustees appoints members to its Committee on Youth, a volunteer board which serves in an advisory capacity to the Town Board on the needs of youth. Three members are youths aged 15-18. The Committee meets monthly on the second Tuesday of the month at 6:30 p.m. with the Trustee Liaison and Director of Youth and Family Services to discuss and give recommendations about current services and potential responses to the needs of Township youth and their families. Starting in FY14, the Committee had a budget of \$3,300, which is included in the General Town Fund under the Administrative Services Department.



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As part of the Fiscal Year 2013 budget cycle, administrative staff submitted the operating budget to the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award Program. One major recommendation from the GFOA reviewers was that the Township should adopt a set of official financial policies that are consistent with recommended best practices that have been developed by the GFOA membership. Per instructions from the Township Administrator, a review was conducted of GFOA recommended financial policies to specifically identify best practices. Additionally, sample financial policies from the municipalities of Bartlett, Elgin, Schaumburg, and Streamwood were reviewed to identify common language in enacted policies.

Many of the recommendations were already the current practice of the Township; however these practices had not been put into official policy. Once language for the proposed policies had been drafted, an extensive review was undertaken by administrative staff, Township accountants, and the Township attorney to ensure that the language was sufficient to meet the requirements for the GFOA recommendations, and also remain flexible enough to meet the specific needs of Hanover Township. The proposed policies were then entered into an ordinance and officially adopted by the Board on November 20, 2012.

Budget Policies

Hanover Township will adopt and maintain a balanced budget in which expenditures will not be allowed to exceed reasonably estimated revenues and other available funds while at the same time maintaining fund balances according to levels as set out in policy.

Development of the budget will be directed by specific goals and objectives as identified in the Township's annual strategic planning session to include both organizational and department specific goals.

The proposed budget shall be prepared in a manner which maximizes the understanding of residents and public officials and provides meaningful information as to the Township's financial status and activities. Copies of the budget shall be made available electronically via the Township's website and as hardcopies to any interested parties after approval from the Township Board. A public hearing will be conducted prior to approval of the budget.

Budgets are adopted on a basis consistent with GAAP. Annually appropriated budgets are adopted at the fund level for the general, specific revenue, and capital projects funds. The annual appropriated budget is legally enacted and provides for a legal level of control at the fund level. All annual appropriations lapse at the fiscal year end. The budget is prepared by fund, function, and activity, and includes information on the past year, current estimates, and requested appropriations for the next fiscal year. The proposed budget is presented to the governing body for review. The governing body holds public hearings and may add to, subtract from, or change appropriations, but may not change the form of the budget. Expenditures may not legally exceed budgeted appropriations at the fund level.

Budget Amendment

In accordance with Section 3 of the Municipal Budget Law, the Township Board may make transfers between the various line items in any fund in the appropriation ordinance so long as the transfers do not exceed in the aggregate ten percent of the total amount appropriated in such fund by such ordinance. If the Township Board is required to amend the original budget and appropriations ordinance, it may do so by the same procedure that is used for the original adoption of the budget and appropriation ordinance; provided that nothing in this section shall be construed to permit transfers between funds required by law to be kept separate.

Long-Range Planning

As part of the annual budget review process the Township shall project fund revenues and expenditures one year beyond the current budget year for the General Town fund and five years for the Capital Improvement and Vehicle Replacement funds. The Township will estimate annual revenues on an objective, reasonable, and conservative basis. Most revenues will be estimated based upon a historical trend analysis model.

Investment Policies

The Township maintains a cash and investment pool that is available for use by all funds. The Township's investment policy authorizes the Township to invest in all investments allowed by Illinois Compiled Statutes (ILCS) and is more stringent in its application. The Township's investment policy limits its deposits to financial institutions that are members of the FDIC system and are capable of posting collateral for amounts in excess of FDIC insurance. It is the policy of the Township to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Township and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objectives of the policy are, in order of priority, legality, safety of principle, liquidity, rate of return, and ties to the community.

Revenue Diversification

The Township shall endeavor to develop and maintain a diversified and stable revenue base to the extent allowable as a non-home rule unit of local government, in order to shelter it from short-term fluctuations in any one revenue source.

Use of One-Time Revenues

Revenues that are considered to be one-time shall only be utilized to pay for one-time expenses. Under no circumstances shall one-time revenues be utilized to fund general, ongoing operations of the Township.

Use of Unpredictable Revenues

Hanover Township does not have a major revenue source that is considered to be unpredictable. As a non-home rule unit of local government, approximately 85% of revenue is derived strictly from property taxes while other revenues are highly predictable.

Capital Assets

Capital assets, which include property, plant, equipment, and certain tangible assets, are recorded in the applicable government activities columns in the government-wide financial statements. Capital assets are defined by the Township as assets with an estimated useful life in excess of one-year and an initial individual cost of more than \$2,500. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	30
Building Improvements	5-20
Vehicles	7-20
Infrastructure	7-20
Furniture and Equipment	5-10

Fees and Charges

On a bi-annual basis and as part of the regular budget process, all charges for services and user fees shall be reviewed to ensure that rates are at an appropriate level in relation to the cost of providing individual services, are competitive with similar services provided within the area, and reflective of the residents ability to pay. If a subsidy is deemed to exist, it shall be justified in terms of the public purpose being served and applicable law. Once set, the complete schedule of Township charges and fees shall be posted on the Township website to provide full transparency and access to the public. For programs or services with highly variable fees, all costs will be published in the community newsletter.

Debt Capacity, Issuance, and Management

The Township will confine long-term borrowing to capital improvements or one-time debt obligations that cannot be financed from current revenues or reserves. Debt or bond issuance will not be used to finance current operating expenditures. Capital projects financed through the issuance of bonds shall be financed for a period not to exceed the expected useful life of the improvement and in accordance with applicable law, including but not limited to referendum approval authorizing the issuance of such bonds. A policy of full disclosure on every financial report and bond prospectus shall be followed at all times.

As a non-home rule unit of government, the Local Government Debt Limitation Act (50 ILCS 405/1), sets the legal debt limitation for Hanover Township. Per this act, total debt may not exceed 2.875% of the value of the taxable property within the Township including existing debt. Additionally, pursuant to Section 240-5 of the Township Code, the Township Board may borrow money (i) from any bank or financial institution (as defined in said Section 240-5) if the money is to be repaid within 10 years from the time it is borrowed or (ii) with the approval of the Highway Commissioner, from a Township road district fund, if the money is to be repaid within one year from the time it is borrowed.

Operating/Capital Expenditure Accountability

Monthly financial reports will be prepared by the Township accountants and shall be provided to staff. Staff shall review and monitor expenditures to ensure control of spending within available revenues. The Township Administrator shall impose spending limits if, in their judgment, revenues fall below original estimates or if expenditures exceed reasonable limits.

A position analysis will be conducted for the replacement of any employee who resigns, retires or is terminated for any reason. The analysis of the worker's responsibilities and a replacement recommendation will be undertaken by Township Administrative staff and the associated department heads. The Township Administrator will take this information, as well as the current status of the Township's financial condition, into consideration when making a final replacement decision. The Township Board will be notified of any replacement actions.

Revenue or Stabilization Accounts

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund. Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy. GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures

The Township shall maintain an Emergency Contingency line item in the General (Town) Fund in addition to the general fund reserve, so as to provide for emergencies, unanticipated expenditures, and revenue shortfalls. Expenditures may be made from the contingency fund only upon approval of the Township Administrator.

The objectives of the fund balance reserve practices are: to provide for contingency or emergency spending; to preserve the credit worthiness of the Township; to avoid interest expenses for operating budget needs; and to stabilize fluctuations from year to year in property taxes collected and paid to the Township.

Annual appropriation budgets are adopted for General and Special Revenue funds. The financial Statements and Independent Auditor's Report are prepared at the end of the fiscal year. The Financial Statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. All appropriations lapse at the end of the fiscal year. Excess revenues over expenditures for the fiscal year accumulate in the fund balance for the associated fund.

The Township seeks to maintain an unreserved undesignated General Fund and Special Revenue Funds that, as of March 31 of each year, is equal to a minimum of four months of the ensuring years budgeted fund expenditures, with a target of six months of the ensuing year's budgeted expenditures. The Township will exercise diligence in avoiding the appropriation of fund balance for recurring operating expenditures. Fund balances that exceed the maximum level of established for each fund will be appropriated for non-recurring capital projects or programs. Use of operating surpluses is the primary method of the Township with which to finance capital projects.

If the unrestricted balance for the General (Town Fund) falls below the minimum levels as set forth in this policy, a plan shall be developed to return to the minimum balance within a reasonable period of time.

Accounting Procedures – All processes, which discover, record, classify, and summarize financial information to produce financial reports and to provide internal control.

Accounting System – The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups or organizational components.

Accrual Basis – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flow.

Activity – The smallest unit of budgetary accountability and control for a specific function within the Township.

Appropriation – An authorization granted by the Township Board to make expenditures and to incur obligations for purposes specified in the Budget and Appropriations Ordinance.

Assessed Valuation – A valuation set upon real estate or other property by the County Assessor and the State as a basis for levying taxes.

Balanced Budget - A budget is balanced when current expenditures are equal to receipts.

Budget - A plan of financial operation embodying an estimate of proposed revenue and expenditures for a specific period of time (budget fiscal year).

Budget Calendar or Timeline – The schedule of key dates or milestones that a government follows in the preparation and adoption of their budget.

Budget Message - The opening section of the budget which provides the Township Board and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the Township Administrator.

Capital Improvements Program (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet the long-term capital needs of the Township.

Deficit – (1) The excess of liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during the accounting period.

Department - A major administrative division of the Township which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation – Expiration in the service life of fixed assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence.

Expenditure - Decreases in net total assets. Expenses represent the total cost of operations during a period of time regardless of the timing of the related expenditures.

FICA – The Federal Insurance Contributions Act provides a federal system of old age, survivors, disability and hospital insurance.

Fiscal Year - The time period designated by the Township signifying the beginning and ending period for recording financial transactions. Hanover Township has specified April 1st to March 31st as its fiscal year.

Fund – An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying in specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Accounting – The accounts of the Township are organized based on the basis of funds, each of which is considered a separate accounting entity. The operations of a fund are accounted for with separate sets of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund Balance – The excess of an entity’s assets over its liabilities. A negative fund balance is sometimes called a deficit.

IMRF – Illinois Municipal Retirement Fund provides employees of local governments and school districts in Illinois with a system for retirement, disability, and death benefits.

Modified Accrual Basis – The accrual basis of accounting adapted to the government fund type. Under it, revenues are recognized when they become both “measurable” and “available to finance current expenditures.” Expenditures are recognized when the related fund liability is incurred. All governmental funds are accounted for using the modified accrual basis of accounting.

Operating Budget – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service activities of the Township are controlled.

Operating Funds – Resources derived from recurring revenue sources used to finance ongoing operating expenditures.

Ordinance – A formal legislative enactment by the governing board of the Township.

Property Tax - Property taxes are levied on real property according to the property’s valuation and the tax rate.

Revenue - Funds that the Township receives as income.

Special Revenue Funds – These funds are used to account for proceeds from specific revenue sources (other than capital projects) that are legally restricted to expenditures for specified purposes.

CEDA- Community and Economic Development Association

CERT- Community Emergency Response Team

CIP- Capital Improvements Plan

EAV- Equalized Assessed Valuation

ESL- English as a Second Language

FICA- Federal Insurance Contributions Act

FOIA- Freedom of Information Act

FTE- Full Time Equivalent

FY- Fiscal Year

GAAP- Generally Accepted Accounting Principles

GFOA- Government Finance Officers Association

HDM- Home Delivered Meals

ILCS- Illinois Compiled Statutes

IMRF- Illinois Municipal Retirement Fund

LIHEAP- Low Income House Energy Assistance Program

OCH- Office of Community Health

PTELL- Property Tax Extension Law Limit

RTU- Roof Top Unit

SNAP- Supplemental Nutrition Assistance Program

YFS- Youth and Family Services



Runzel Reserve