



ANNUAL OPERATING and CAPITAL BUDGET

2015 - 2016





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

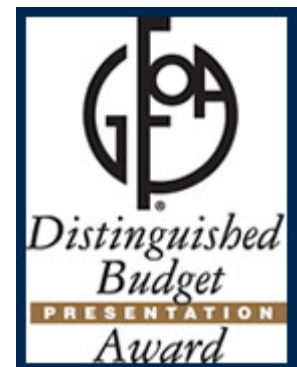
Administrative Staff

James C. Barr
Township Administrator

Suzanne Powers
Assistant Township Administrator

Amy Kaufholz
Management Analyst

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Hanover Township

Illinois

For the Fiscal Year Beginning

April 1, 2014

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, 2014. 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, 2015

Honorable Supervisor and Trustees,

I am pleased to present to you the Annual Operating and Capital Budget for the fiscal year beginning April 1, 2015 (FY16).

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%. The number of foreclosures also declined in FY 15 by 48.8%.

Although the economy has continued to improve, Fiscal Year (FY) 2016 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 switched to a new liability insurance provider which will increase the Town Fund/Administrative Services budget. The new liability insurance will give the Township wider coverage especially in the area of volunteer coverage. Other cost increases include a 2.5% merit salary increment pool for employees.

The Fiscal Year 2016 budget allocates funds to continue to grow the Township's Nutrition Program within the Department of Senior Services. The Finance Committee endorsed Senior Services application for the federal funded home delivered meals grant through Age Options. If awarded, the new program will begin in October 2015 and program revenue for the first six months is expected to be approximately \$43,000. The federal grant from Age Options supporting the senior congregate meals program increased significantly this year to \$37,800 and meal donations are expected to rise 44% due to higher than anticipated number of participants. Due to the low unemployment rate in the area and to ensure the long term financial sustainability of the Welfare Services Fund, Welfare Services has phased out the Employment Services Division and Intake Specialist position, which created a substantial decrease in the budget for FY 16.

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 2016 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 \$375,000 as authorized by state statute. \$50,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$325,000 is allotted to operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.) The Mental Health Board has maintained their funding for the AID disabled transportation program to reflect actual costs of the program of \$26,000. The federal grant from Age Options supporting the senior congregate meal program increased significantly to \$37,800 and meal donations are expected to rise 44% due to the high volume of participants. The Finance Committee has also endorsed Senior Services applying for the federally funded home delivered meals grant through Age Options which complements the congregate meal program. Program revenue for the first six months of this service, starting in October to correspond with the federal fiscal year, is expected to be approximately \$43,000 in grants and meal donations.

On the expenditure side, telephone and internet costs are declining and are primarily covered by the Town Fund for hard lines. Several line items are changing by relatively small dollar amounts; however these can appear as large percentages. In all departments' budgets employee benefit amounts changed based upon current employee enrollment in health plans and anticipated premium increase. Additionally, the Township's unemployment compensation rate from the state has notably declined. Nutrition expenses are increasing primarily due to higher than anticipated café customers and to allow for the home delivered meals program. In the transportation division vehicle maintenance is increasing and salaries are decreasing due to the outsourcing of the mechanic position. Lastly, the dispatch software annual fee is increasing to cover the addition of the automated reminder call software.

Department of Youth and Family Services – YFS is anticipating an increase in therapy fees collection due to the recent ability to accept debit and credit cards and will also further investigate the possibility of accepting insurance with the implementation of the Affordable Care Act and its mental health parity requirements. YFS has made several small targeted reductions, but is experiencing a larger increase in health insurance as some new employees have moved from single coverage to family and dependent plans. The substance abuse prevention position is moving from the Clinical Division to the Prevention Division with a corresponding decrease in salaries in the first area and an increase in the second. The department has been able to eliminate its special liability insurance for family therapy with the new Township-wide general liability insurance covering this risk. Overall department expenditures are expected to increase 1.26%.

Department of Welfare Services – Welfare Services is significantly decreasing their budget request with the phase out of the Employment Services Division due to the rebounding economy and lower local unemployment rate. Additionally, the department eliminated the position of Intake Specialist due to a decrease in walk-in assistance requests and the need to achieve long term financial sustainability within the Welfare Services fund. The home relief portion of the budget will remain the same as the previous year with small adjustments among specific line items. The food pantry

budget will also be lower due to the elimination of the Pantry Associate (driver) position to minimize pantry related costs to the Township. Volunteers will be utilized to pick up donations from local businesses. Overall, the Welfare Services fund expenditures will decrease 25% and the pantry budget will decrease 17.4%.

Department of Facilities and Maintenance – The Facilities and Maintenance budget is being increased modestly to reflect significant increases in health insurance with several staff adding dependents and others opting into the Township health insurance. Most other changes are small and represent the experience of the past year. Overall, department expenditures are budgeted to increase 3.6%.

Mental Health Board – The Mental Health Board is increasing the consultant line item in anticipation of conducting their tri-annual needs assessment and strategic plan for FY16. The community resource center portion of the budget will remain flat. The contract grants portion of the budget will increase a significant 10% to allow for additional one-time emergency grants to local funded agencies with the looming state fiscal crisis and to increase annual grants utilizing accumulated fund reserves. Total fund expenditures are budgeted to rise 10%.

Highway Department – The Highway Commissioner has planned continued financial support to the senior transportation program in the amount of \$375,000, and approximately \$350,000, reduced from \$1,030,000, for land acquisition and/or improvements for a new Highway Department facility if it is determined necessary and beneficial. Funds continue to be allocated for significant road resurfacing projects in the amount of \$600,000. Overall fund expenditures are expected to decrease 18.3%.

Office of the Assessor – The Assessor has complied with the 0% non-personnel expenditure target that was requested and increased the salary line item 2.5% per budget guidelines. Due to a change in employee benefit enrollment and the lowered unemployment compensation rate total office expenses are expected to decrease .3%.

Office of Community Health – The Office of Community is significantly increasing expected revenue by having the annual health and wellness fair revenue directed to the Township. Previously this operated through the foundation. Expenses will also increase beyond guidelines to cover the health fair expenses; however there will be a net benefit to the office of several thousand dollars. Other line item changes are minimal. Overall, OCH revenue will increase 200% and expenses will rise 5.8%.

Department of Emergency Services – The Emergency Services Department budget is projected to increase by 11.2%. This increase is due to the new director opting into the Township health plan. Other changes within the budget are modest and include moving funds from the Emergency Operations Center line item to uniforms and volunteer appreciation.

Office of Community and Veterans Affairs – The Office of Community and Veterans Affairs starts its fourth year of operations with its first full year functioning from the Izaak Walton Center completed. Significant budget changes include an increase in utilities to reflect operational experience and moving the Veterans Honor Roll from Community Relations to the Veterans Affairs portion of the budget. The Veterans Affairs portion also increased to account for this area having its own training, printing, and postage line items. It is expected that the Veterans’ Specialist will receive certification as a Veterans Service Officer in the next year. Total office expenses are budgeted to rise 3.6%.

Town Fund – The overall Town Fund/administration budget will increase by approximately 5% due to an increase in insurance costs related to changing the liability insurance provider. The new risk management trust has broader coverage especially in the area of volunteers, which the Township has hundreds contributing their talents throughout the year. Other increases include consulting and telephone service to the Town Hall and Senior Center.

Vehicle Fund – The Finance Committee is recommending maintaining contributions to this fund as we anticipate one large (20 seat with wheelchair access) senior bus will be purchased in FY16, as well as one possible replacement maintenance vehicle, and one or more potential replacement Emergency Services vehicles. The budget has increased to allow for flexibility with the balance of funds to be used from accumulated reserves.

Capital Fund – The Finance Committee is recommending several capital projects for Fiscal Year 2016, including potential complete replacement of the Town Hall and Senior Center parking lots, curbs, and targeted walkways along with possible additional parking. Additional projects include improvements to the Izaak Walton property in the form of a new ramp, lower level remodeling, and an outdoor education building partially funded by a recent grant from Cabela’s. We also anticipate improvements to the Senior Center and Lenoci Reserve. Funding will come from grants and transfers from the Town Fund and Senior Fund, as well as Capital Fund reserves.

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:

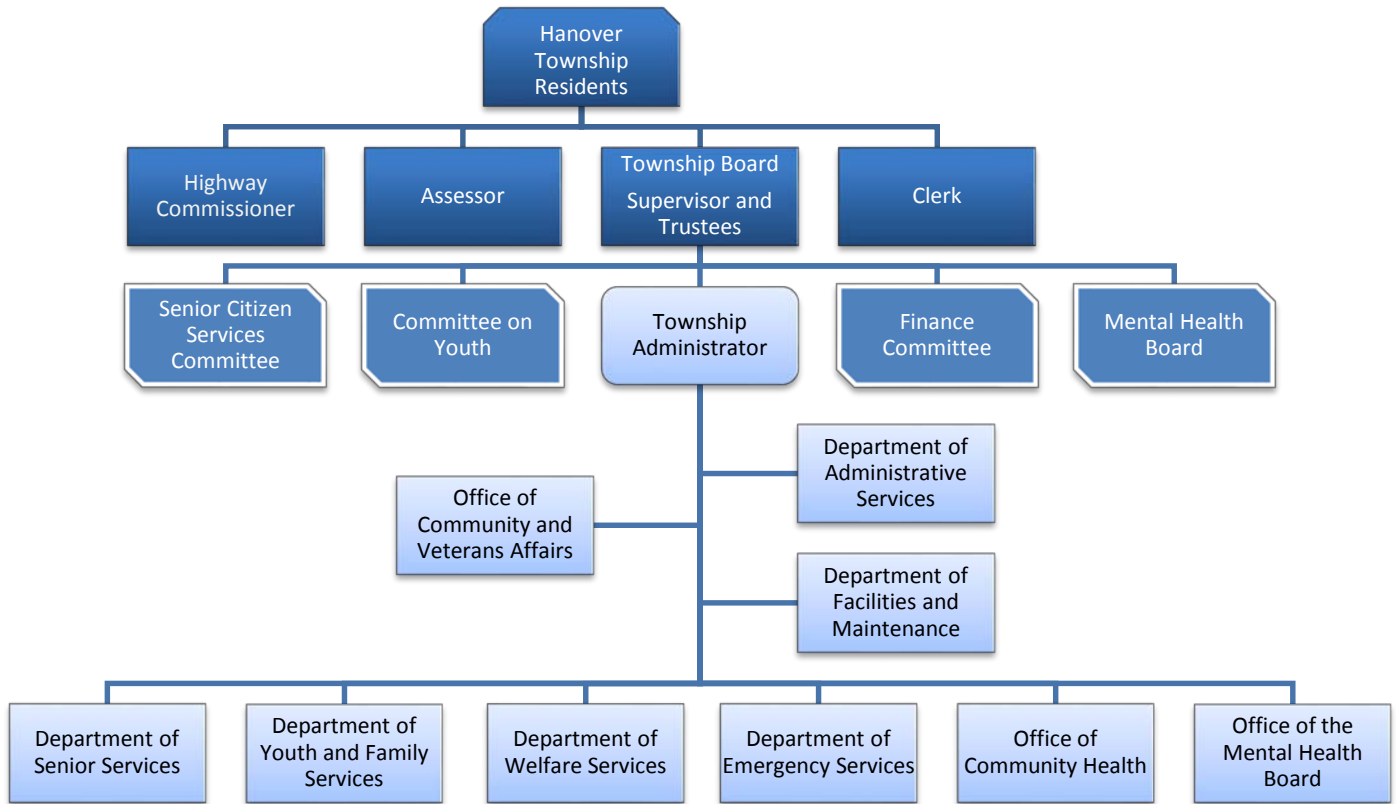
Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

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 annually conducted strategic planning sessions to enhance its planning and budgetary process. The FY 16 strategic planning retreat was held on September 26, 2014. FY 16 is the first 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 have met numerous times to create objectives, action steps, and deadlines for each priority and will continue to meet over the next three years to insure the action steps are being completed.

The transition to a new three year strategic plan will enable the Township to accomplish more complicated 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
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
Communications	1.1: Explore and make recommendations for township-wide client management software	1.1.3	Recommend client management software	10/1/2015
Communications	1.2: Evaluate current multicultural tools and develop recommendations	1.2.1	Inquire with each department to determine cultural deficiencies	8/1/2015
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
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
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	12/1/2015
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
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
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
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
Scope	2.1: Develop a plan to measure utilization of programs and services	2.1.3	Compile utilization data per department, analyze and report.	6/1/2016
Scope	2.2: Develop a community based needs assessment	2.2.1	Create methods to survey residents	7/1/2015
Scope	2.2: Develop a community based needs assessment	2.2.2	Research and create survey template and questions	10/1/2015
Scope	2.2: Develop a community based needs assessment	2.2.3	Determine budget/funding partners/cost/implementation	12/1/2015
Scope	2.2: Develop a community based needs assessment	2.2.4	Secure final Board approval and conduct surveys	4/1/2016
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
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
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
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
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	3/1/2016
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
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
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

Evolution	4.1: Determine Township demographics	4.1.1	Collect demographic of township and identify residents served	6/1/2015
Evolution	4.1: Determine Township demographics	4.1.2	Identify projected changes in demographics based on population trends	8/1/2015
Evolution	4.1: Determine Township demographics	4.1.3	Develop and implement standardized procedures to collect data	10/1/2015
Evolution	4.2: Identify cultural and demographic trends	4.2.1	Research township demographics and cultural groups	6/1/2015
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	10/1/2015
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	12/1/2015
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	1/1/2016
Evolution	4.3: Ensure staff has appropriate skills to meet emerging needs	4.3.4	Identify and budget for training resources needed	4/1/2016
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.

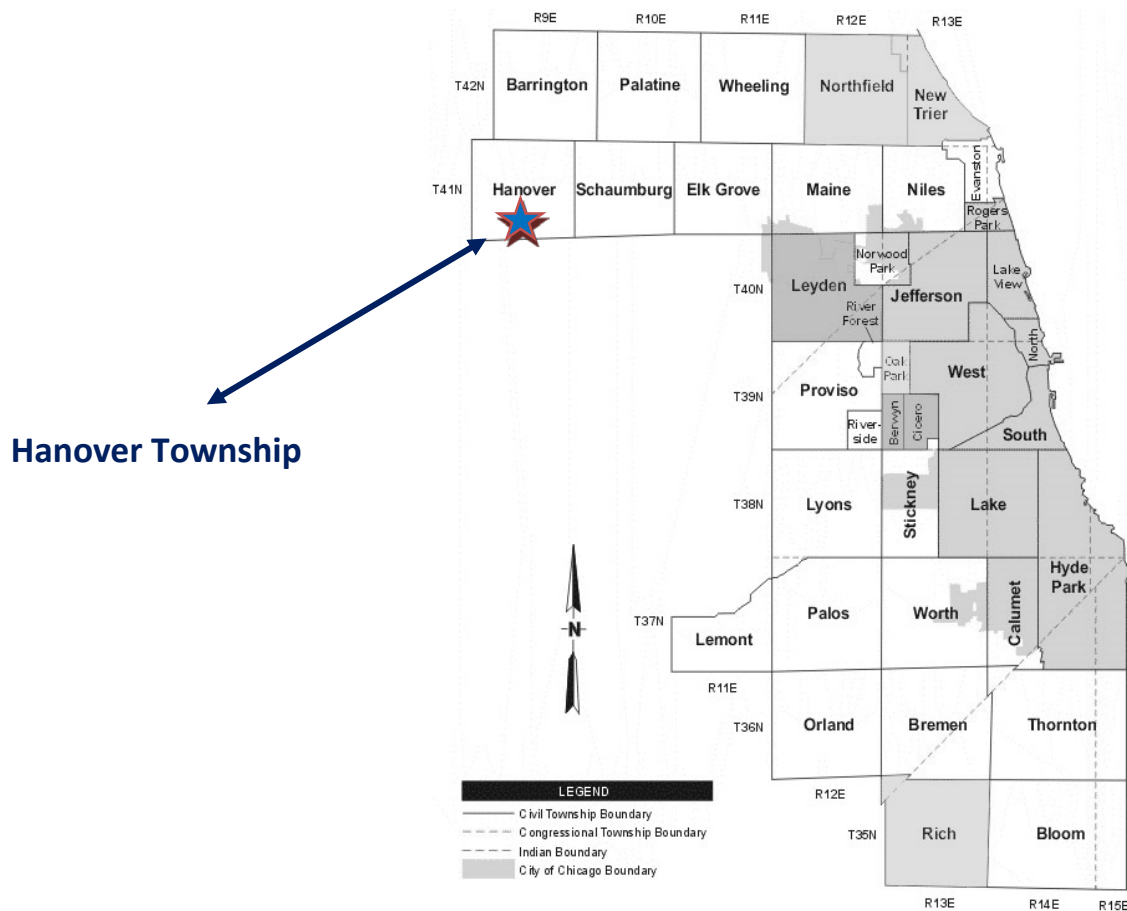
Hanover Township contains portions of six municipalities within our jurisdiction: Streamwood, Bartlett, Hanover Park, Elgin, Schaumburg, and Hoffman Estates. Specific operating departments within the Township include: Department of Administrative Services, Department of Emergency Services, the Office of Community Health, Department of Senior Services, Department of Youth and Family Services, Department of Welfare Services, Highway Department, Department of Facilities and Maintenance, 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 99,000. 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 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 U.S. Census Data, unless otherwise noted.

Hanover Township is approximately 36 square miles in size.

Township Website: www.hanover-township.org

Demographics:

Total Population:	99,538	Median Age	34.3 years
Male	49,365	Age 0-18	28.6%
Female	50,173	Age 19-54	53.2%
White	66,518	Age 55 and above	18.2%
African American	4,427	Median Household Income	\$65,566
Asian	14,214	Per Capita Income	\$26,998
American Indian	936		
Native Hawaiian	29		
Other	11,516		
Total Hispanic	32,317		
Two or more races	2,898		

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:

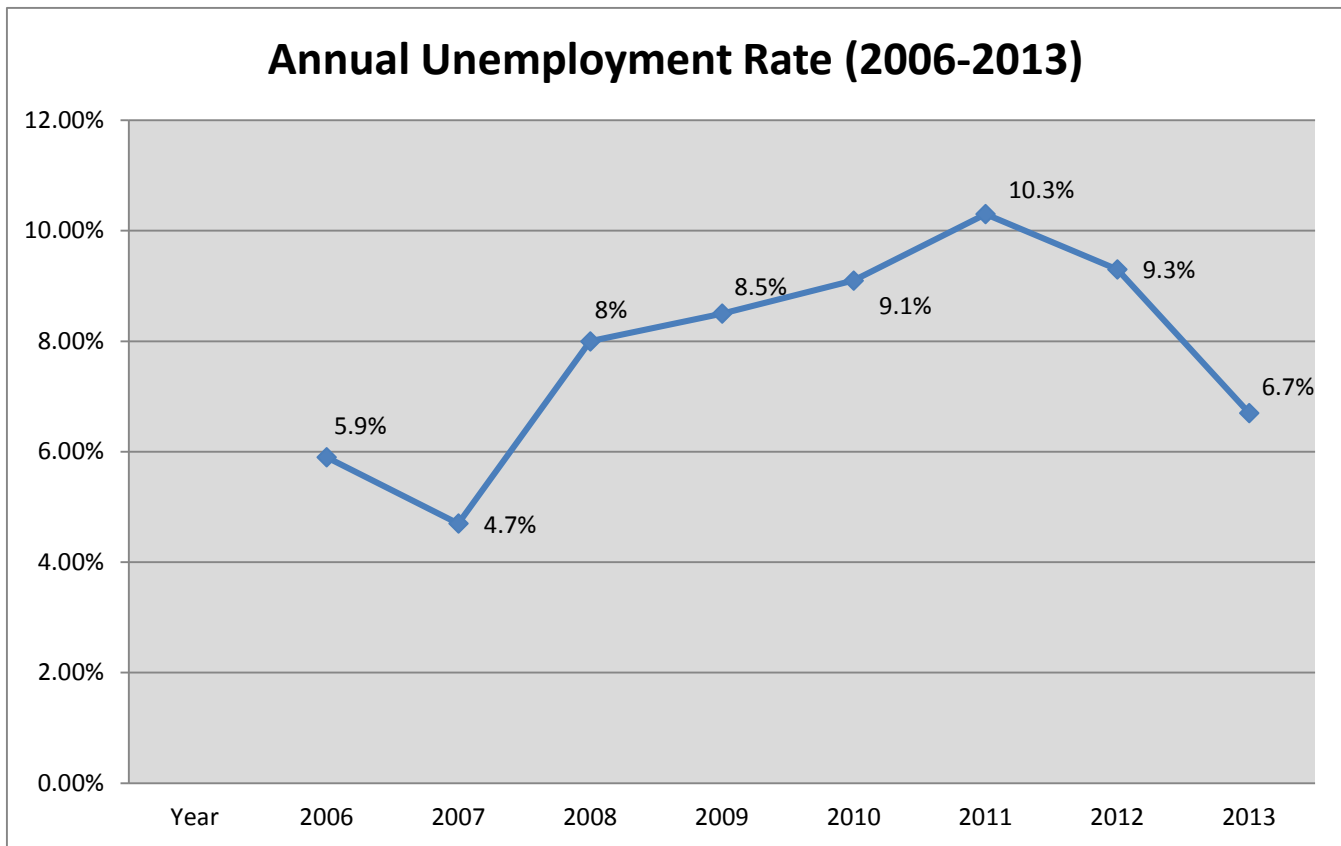
<i>Population 18 to 24</i>		<i>Population 25 and over</i>	
Less than High School	10.0%	Less than High School	15.7%
High School Graduate	27.4%	High School Graduate	27.2%
Some College or Associate's	43.8%	Some College or Associate's	24.9%
Bachelor's Degree or higher	18.9%	Bachelor's Degree or higher	32.3%

Housing:

EAV	\$2,527,513,700	Total Population in housing units	99,048
Total number of housing units	34,415	Population with mortgages	72,386
Occupied homes	32,878	Population owning free and clear	8,438
Vacant Homes	1,537	Population renting	18,224

Employment:

Population 16 years and over	75,582	Percent unemployed	6.7%
Civilian labor force	54,503		



Income and Benefits (2013 dollars)

Less than \$10,000	3.2%
\$10,000 to \$14,999	2.6%
\$15,000 to \$24,999	6.2%
\$25,000 to \$34,999	6.0%
\$35,000 to \$49,999	12.6%
\$50,000 to \$74,999	17.1%
\$75,000 to \$99,999	18.8%
\$100,000 to \$149,999	20.6%
\$150,000 to \$199,999	7.0%
\$200,000 or more	5.9%

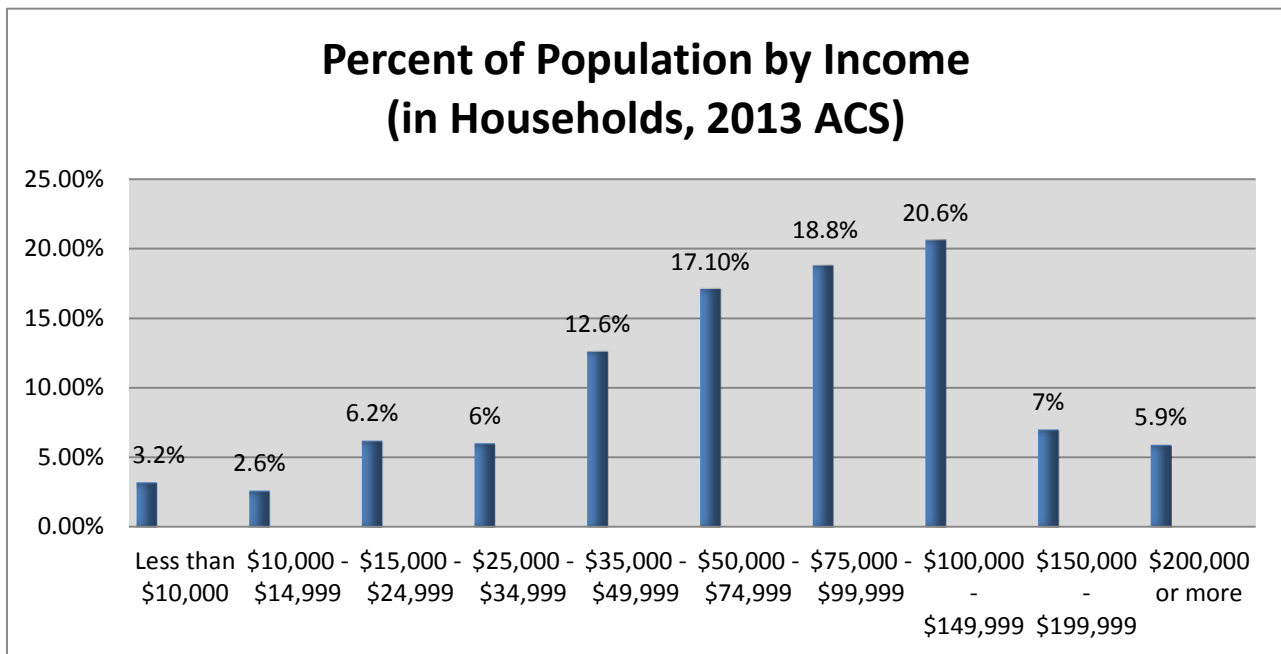
Top 10 Employment Sectors

Educational services and health care	18.3%
Manufacturing	18.0%
Retail trade	12.2%
Professional, scientific, management	10.4%
Arts, entertainment, hospitality	9.3%
Finance, insurance, real estate	7.7%
Transportation, warehousing	6.7%
Wholesale trade	3.8%
Construction	5.1%
Other services	3.5%

Principal Employers in Hanover Township (2013)

Employer	Type of Business	Approximate Number of Employees	Percentage of Township Population
Fresh Express	Food Distributor	700	0.71%
Senior Flexonics	Automotive Parts Manufacturing	432	0.44%
Super Target	Discount Retailer	300	0.3%
Wal-Mart Stores, Inc.	Discount Retailer	275	0.28%
Ace Coffee Bar, Inc.	Water Bottling Plant	240	0.24%
Behavioral Health Center	Medical	230	0.23%
Streamwood High School	Education	225	0.23%
Sam's Club	Discount Retailer	220	0.22%
Village of Streamwood	Government	175	0.18%
Clare Oaks	Senior Living	175	0.18%
Total		2972	3.01%

Source: 2013 Comprehensive Annual Report's for Bartlett, Elgin, Hanover Park, and Hoffman Estates.



The 2016 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 2016. 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 increases for staff for the next year. One of the first steps in preparing the annual budget document is to hold an annual strategic planning session with the Township Board, elected officials, administration and the eleven operating departments. This session identifies Township wide strategic goals and key goals within every department that drives 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 expenses for the following 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 17, 2015.

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.

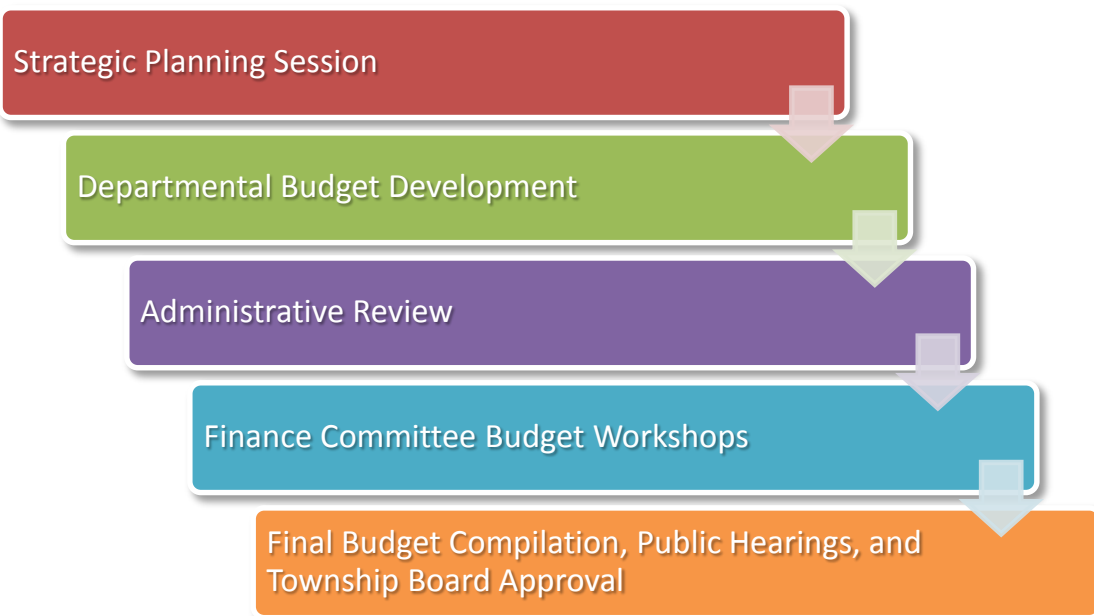
Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). “Measurable” 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.

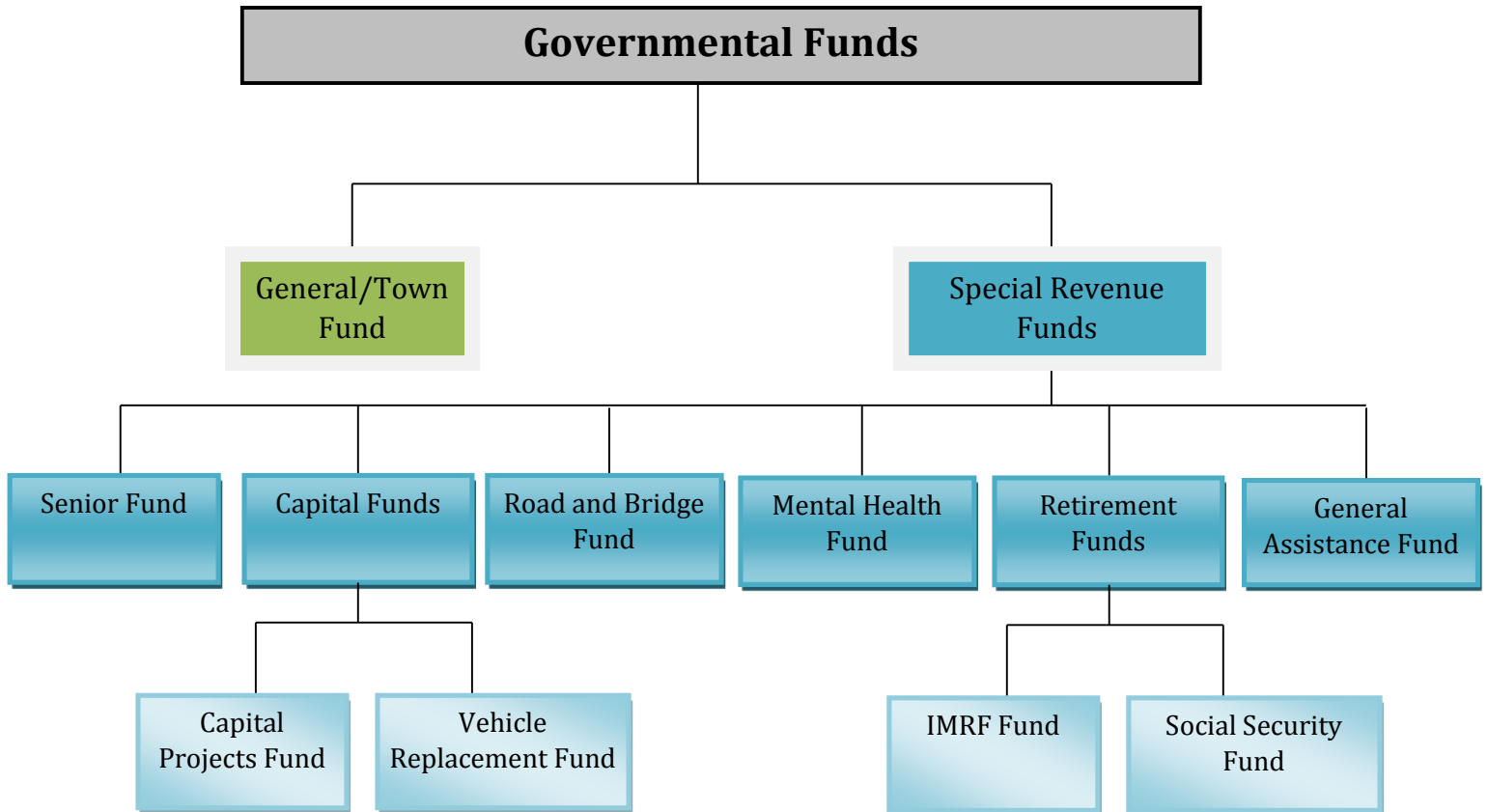
Those revenues susceptible to accrual are property taxes, interest revenue, and charges for services. Donations are not susceptible to accrual because generally they are not measurable until received in cash.

FY 2016 Budget Development Calendar

September 26, 2014	Strategic Planning Session
November 26, 2014	Budget Development Memo Issued
December 19, 2014	Department Budget Submissions Due
December 22, 2014 - January 9, 2015	Administrative Budget Review
January 12, 2015 - January 23, 2015	Finance Committee Budget Workshops
January 26, 2015 - January 30, 2015	Final Budget Compilation
February 2, 2015 - March 31, 2015	Township Board Budget Consideration and Public Hearings
April 1, 2015	Start of Fiscal Year 2016

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, alcohol and substance abuse.

The General Assistance Fund (special revenue) accounts for all activities related to Welfare Services 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 2014 attach as an enforceable lien on January 1, 2014, 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, 2015, and are payable in two installments, on or about March 1, 2015 and October 1, 2015. 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 2015 tax levy, which attached as an enforceable lien on property as of January 1, 2015, has not been recorded as a receivable as of March 31, 2015 as the tax has not yet been levied by the Township and will not be levied until December 2015, and, therefore the levy is not measurable at March 31, 2015.

Currently, the 2014 First Installment Real Estate Tax Bills for Cook County, Illinois have been mailed to taxpayers, and are due on Saturday, March 1, 2015. The first installment tax bills are 55 percent of the previous year's taxes. Any assessment reduction(s) taxpayers received for the 2014 tax year and/or any exemption(s) will be applied on the second installment tax bills, which are usually mailed out in the fall.

Major Revenue Sources

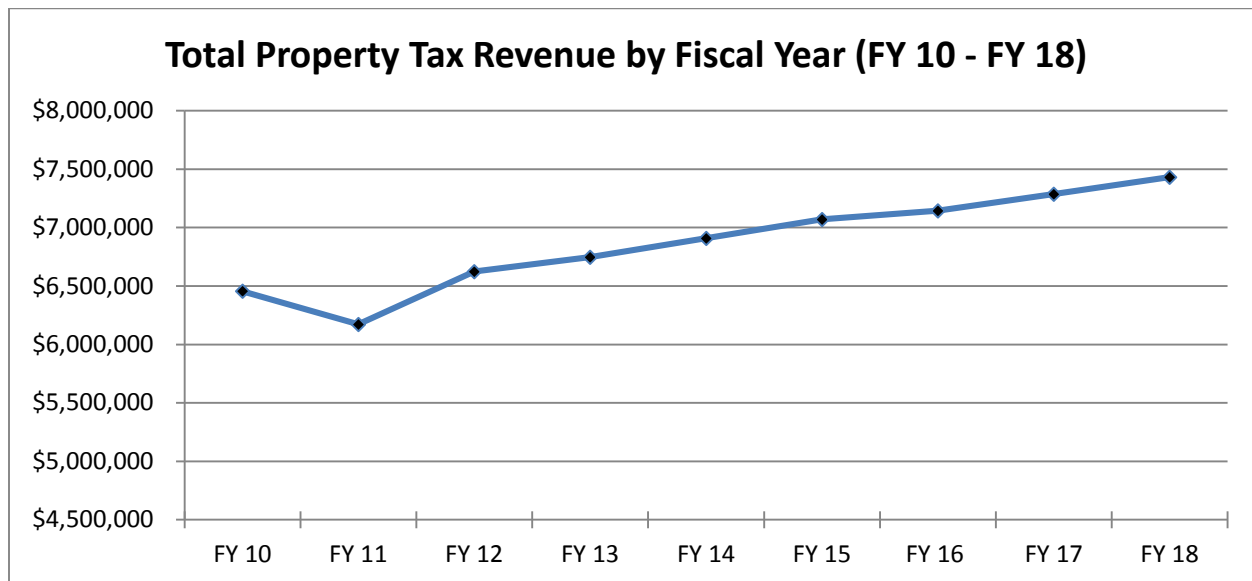


Property Tax Revenues by Fund

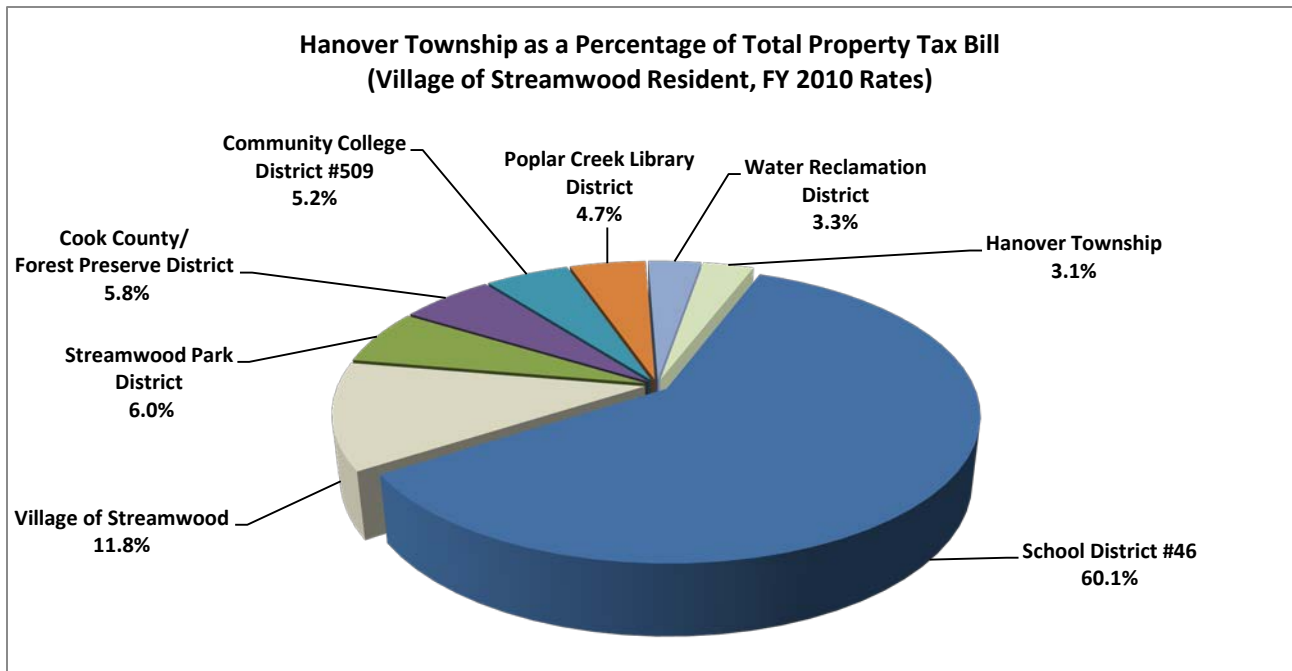
	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 3,181,501	\$ 2,229,729	\$ 4,031,017*	\$ 3,294,777	\$ 3,380,429	\$ 3,455,555	\$ 3,489,364	\$ 3,559,151	\$ 3,630,334
Senior	\$ 951,985	\$ 666,053	\$ 1,203,422	\$ 982,940	\$ 1,002,998	\$ 1,020,562	\$ 1,029,475	\$ 1,050,065	\$ 1,071,066
GA	\$ 309,848	\$ 225,967	\$ 419,397	\$ 340,092	\$ 350,418	\$ 368,670	\$ 367,670	\$ 375,023	\$ 382,524
Road	\$ 791,329	\$ 564,676	\$ 986,845	\$ 829,456	\$ 811,944	\$ 850,717	\$ 875,981	\$ 893,501	\$ 911,371
MHB	\$ 928,737	\$ 677,602	\$ 1,220,254	\$ 999,080	\$ 1,023,234	\$ 1,064,490	\$ 1,067,993	\$ 1,089,353	\$ 1,111,140
Soc	\$ -	\$ -	\$ 164,310	\$ 134,249	\$ 136,983	\$ 138,855	\$ 140,064	\$ 142,865	\$ 145,723
IMRF	\$ 292,063	\$ 203,322	\$ 202,596	\$ 166,105	\$ 169,488	\$ 171,834	\$ 173,380	\$ 176,848	\$ 180,385
Total	\$ 6,455,463	\$ 6,171,545	\$ 6,623,645	\$ 6,746,699	\$ 6,875,494	\$ 7,070,684	\$ 7,143,927	\$ 7,286,806	\$ 7,432,542

*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, and the Township estimates a small increase in property tax revenues for FY 16, with 2% growth for FY 17 and FY 18.



The chart above represents the amount of property tax residents of Hanover Township pay to various overlapping governments. The U-46 School District collects the largest portion at over 60% of the total rate, whereas Hanover Township collects the smallest portion at only 3.1% 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.

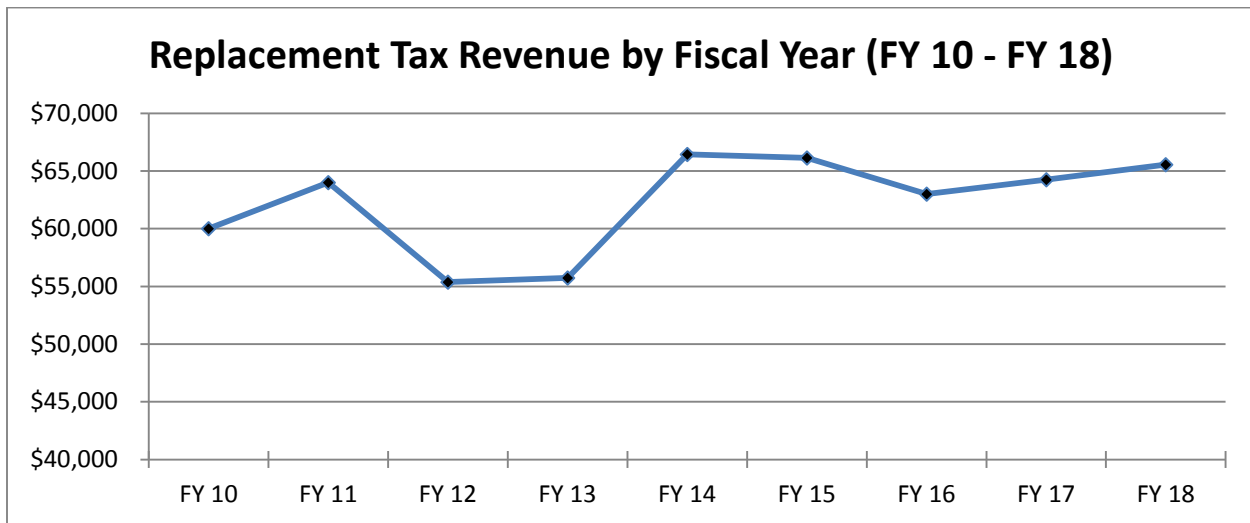
These taxes resulted when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments. 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".

Replacement Tax Revenues by Fund

Fund	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 16 Projected	FY 17 Projected
Town	\$ 19,409	\$ 21,967	\$ 21,083	\$ 26,076	\$ 25,617	\$ 28,005	\$ 30,000	\$ 30,600	\$ 31,212
GA	\$ 4,008	\$ 4,368	\$ 3,587	\$ 2,057	\$ 3,867	\$ 2,811	\$ 4,000	\$ 4,080	\$ 4,162
Road	\$ 22,332	\$ 24,339	\$ 19,169	\$ 20,754	\$ 25,361	\$ 26,896	\$ 17,000	\$ 17,340	\$ 17,687
MHB	\$ 14,251	\$ 13,335	\$ 11,547	\$ 6,858	\$ 11,600	\$ 8,432	\$ 12,000	\$ 12,240	\$ 12,485
Total	\$ 60,000	\$ 64,009	\$ 55,386	\$ 55,745	\$ 66,445	\$ 66,145	\$ 63,000	\$ 64,260	\$ 65,545

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 17 and FY 18 replacement tax revenues were estimated with a 2% increase to the base budget projection for both years.



Grants and Donations

Grants and donations vary from year to year based upon 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

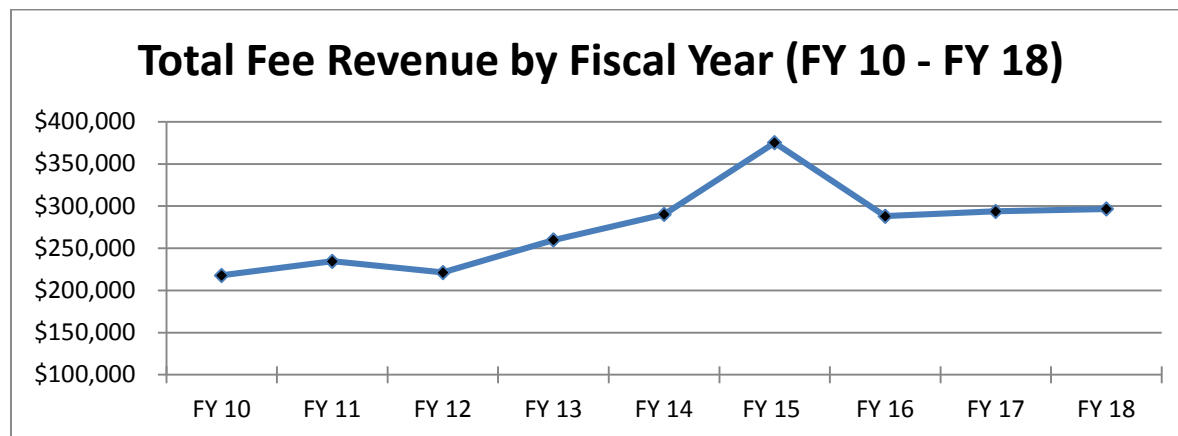
Fund	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Projected	FY 18 Projected
Town	\$ 224	\$ -	\$ 31,560	\$ 58,740	\$ 83,384	\$ 81,855	\$ 84,001	\$ 45,917	\$ 46,836
Senior	\$ 13,960	\$ 50,854	\$ 32,380	\$ 34,675	\$ 57,104	\$ 120,323	\$ 196,022	\$ 66,065	\$ 67,387
GA	\$ -	\$ -	\$ -	\$ -	\$ 11,195	\$ 10,466	\$ 1	\$ 4,525	\$ 1,556
Veh	\$ -	\$ 45,793	\$ -	\$ -	\$ -	\$ -	\$ 8,500	\$ 7,911	\$ 8,069
Cap	\$ -	\$ 29,060	\$ 452,295	\$ 80,000	\$ 4,000	\$ 25,000	\$ 1,000	\$ 97,243	\$ 99,188
Total	\$ 14,184	\$ 125,707	\$ 516,235	\$ 173,415	\$ 155,683	\$ 237,644	\$ 260,024	\$ 218,662	\$ 223,036

Fees

The Township collects fees for certain services provided to residents. Examples include passport processing fees, physicals, vaccinations, bus services, and tutoring. Fee revenue continued to rise; due to the high number of residents continuing to apply for passports and our growing senior programming. It is believed that these increases are due to the economy continuing to slowly recover from the Great Recession. For a complete list of Township fees please go to the following link: <http://www.hanover-township.org/Admin/Misc/2013%20Fee%20Schedule.pdf>

Fee Revenue by Fund

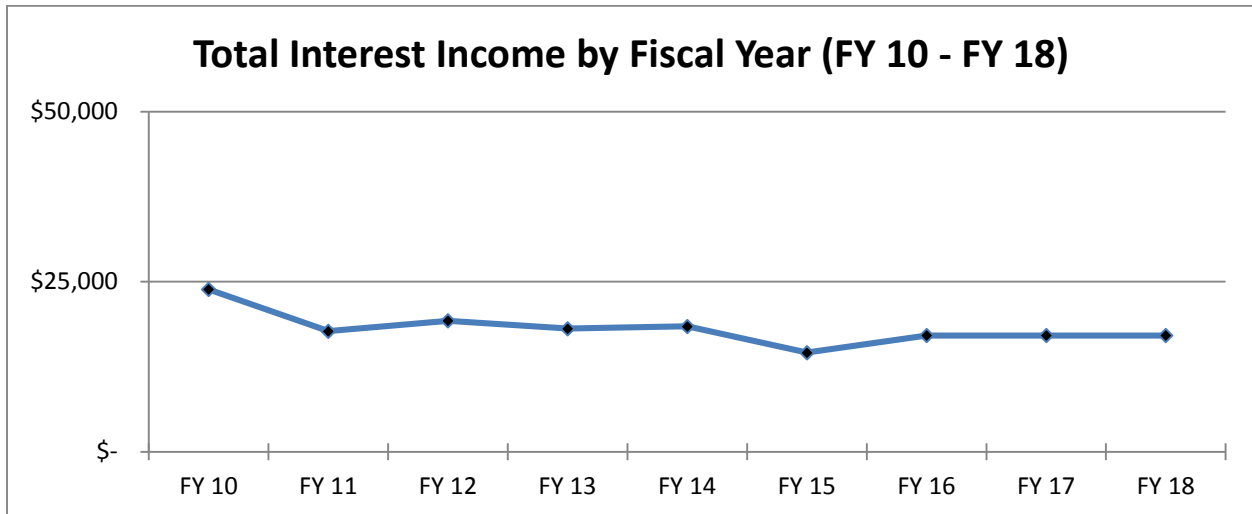
Fund	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Projected	FY 18 Projected
Town	\$ 70,947	\$ 77,379	\$ 77,245	\$ 89,388	\$ 94,214	\$ 127,755	\$ 94,000	\$ 95,880	\$ 96,839
Senior	\$ 108,592	\$ 113,984	\$ 108,017	\$ 136,509	\$ 139,927	\$ 213,075	\$ 166,000	\$ 169,320	\$ 171,013
GA	\$ 10,103	\$ 14,097	\$ 13,935	\$ 11,411	\$ 11,195	\$ 10,466	\$ 10,000	\$ 10,200	\$ 10,302
Road	\$ 2,915	\$ 2,462	\$ 2,093	\$ 2,542	\$ 2,592	\$ 1,468	\$ 3,000	\$ 3,060	\$ 3,091
MHB	\$ 18,285	\$ 19,404	\$ 11,950	\$ 11,500	\$ 10,469	\$ 12,301	\$ 6,500	\$ 6,630	\$ 6,696
Vehicle	\$ 6,953	\$ 7,272	\$ 7,989	\$ 8,437	\$ 7,892	\$ 10,085	\$ 8,500	\$ 8,670	\$ 8,757
Total	\$ 217,795	\$ 234,598	\$ 221,229	\$ 266,289	\$ 290,270	\$ 375,150	\$ 288,000	\$ 293,760	\$ 296,698



Interest Income by Fund

	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 2,892	\$ 2,247	\$ 3,080	\$ 5,597	\$ 9,044	\$ 10,444	\$ 7,500	\$ 7,500	\$ 7,500
Senior	\$ 1,497	\$ 1,524	\$ 1,481	\$ 1,426	\$ 1,405	\$ 937	\$ 1,500	\$ 1,500	\$ 1,500
GA	\$ 1,166	\$ 1,070	\$ 1,137	\$ 1,142	\$ 800	\$ 375	\$ 1,000	\$ 1,000	\$ 1,000
Road	\$ 15,373	\$ 10,242	\$ 11,152	\$ 7,443	\$ 5,431	\$ 1,370	\$ 5,000	\$ 5,000	\$ 5,000
MHB	\$ 1,695	\$ 1,307	\$ 876	\$ 973	\$ 978	\$ 689	\$ 1,500	\$ 1,500	\$ 1,500
Soc	\$ -	\$ -	\$ 32	\$ 24	\$ 60	\$ 57	\$ 50	\$ 50	\$ 50
IMRF	\$ 47	\$ 70	\$ 66	\$ 123	\$ 163	\$ 142	\$ 50	\$ 50	\$ 50
Veh	\$ 1,194	\$ 1,273	\$ 1,445	\$ 1,374	\$ 992	\$ 563	\$ 500	\$ 500	\$ 500
Total	\$ 23,864	\$ 17,733	\$ 19,269	\$ 18,102	\$ 18,873	\$ 14,577	\$ 17,100	\$ 17,100	\$ 17,100

As shown in the graph below, the level of interest income collected by the Township has fallen off dramatically over the last few fiscal years. The decrease is due almost entirely to lowered interest rates provided from bank rates for certificates of deposit. The overall level of holdings has been maintained or increased over the time period included. The Township will continue to project conservative flat interest revenues until the Federal Reserve increases the base interest rate.



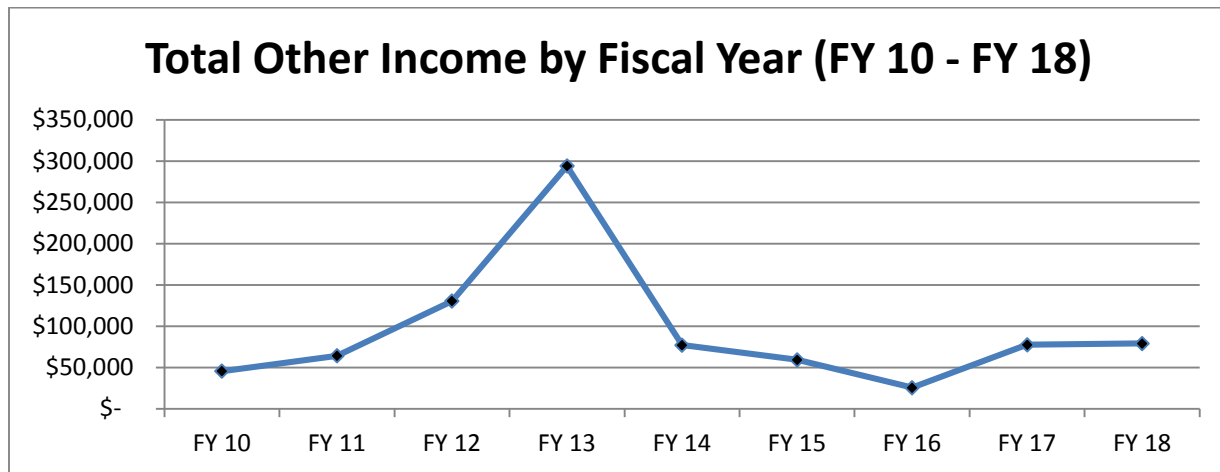
Major Revenue Sources



Other Income by Fund

Fund	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Projected	FY 18 Projected
Town	\$ 30,566	\$ 39,472	\$ 21,490	\$ 258,291	\$ 17,829	\$ 8,725	\$ 6,000	\$ 24,089	\$ 24,571
Senior	\$ 1,429	\$ 3,043	\$ 3,560	\$ 21,858	\$ 28,151	\$ 26,796	\$ 3,500	\$ 12,811	\$ 13,069
GA	\$ 10,104	\$ 9,381	\$ 101,765	\$ -	\$ 18,212	\$ 22,130	\$ 15,000	\$ 32,965	\$ 33,624
Road	\$ -	\$ -	\$ -	\$ 2,542	\$ 2,592	\$ 1,674	\$ 100	\$ 1,450	\$ 1,479
MHB	\$ 3,710	\$ 12,350	\$ 3,612	\$ 11,260	\$ 10,469	\$ -	\$ 1,000	\$ 6,149	\$ 6,272
Total	\$ 45,629	\$ 64,246	\$ 130,427	\$ 293,951	\$ 77,253	\$ 59,325	\$ 25,600	\$ 77,464	\$ 79,013

Other income includes one-time revenue sources such as legal settlements and other revenues which are not included in any other category. This revenue is highly variable and difficult to forecast; therefore an average of fiscal years 10 through 15 was utilized to set a baseline as a “normal” year (FY 13 is considered an outlier due to a large legal settlement), with a small percentage increase included for FY 17 and FY 18 projections.



Rental Income

Rental Income by Fund

Fund	FY 10 Actual	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Projected	FY 18 Projected
Town	\$ 10,000	\$ 7,500	\$ 12	\$ 750	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
MHB	\$ 11,700	\$ 4,750	\$ 2,200	\$ 11,500	\$ 10,110	\$ 10,469	\$ 10,800	\$ 10,908	\$ 11,017
Total	\$ 21,700	\$ 12,250	\$ 2,212	\$ 12,250	\$ 20,610	\$ 20,969	\$ 21,300	\$ 21,408	\$ 21,517

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

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 2013 total taxable assessed property value is \$1,968,978,792.90; therefore, Hanover Township’s legal limit of debt is \$39,379,576.

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 2005-2015)

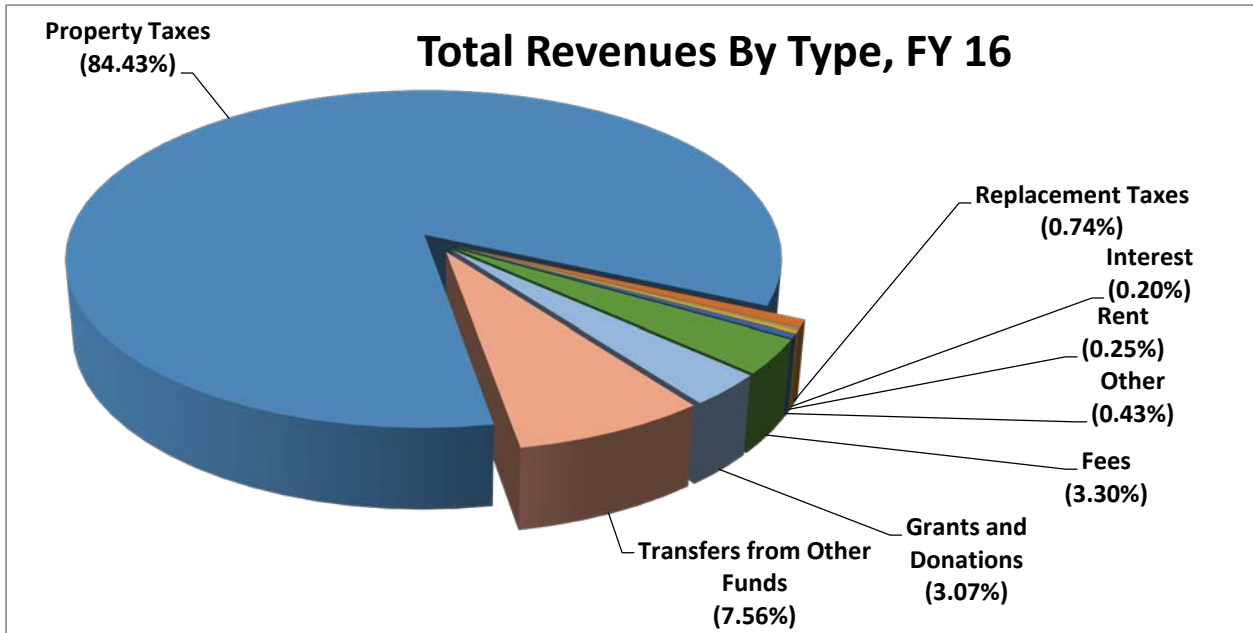
Fiscal Year	General Obligation Bonds	Loan Payable	Total Township	Debt per Capita
2005	\$ -	\$ 1,112,083	\$ 1,112,083	\$ 11.17
2006	\$ -	\$ -	\$ -	\$ -
2007	\$ -	\$ -	\$ -	\$ -
2008	\$ -	\$ -	\$ -	\$ -
2009	\$ -	\$ -	\$ -	\$ -
2010	\$ -	\$ -	\$ -	\$ -
2011	\$ -	\$ -	\$ -	\$ -
2012	\$ -	\$ -	\$ -	\$ -
2013	\$ -	\$ -	\$ -	\$ -
2014	\$ -	\$ -	\$ -	\$ -
2015	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$1,112,083	\$1,112,083	

Total Expenditures by Fund Summary FY 2016

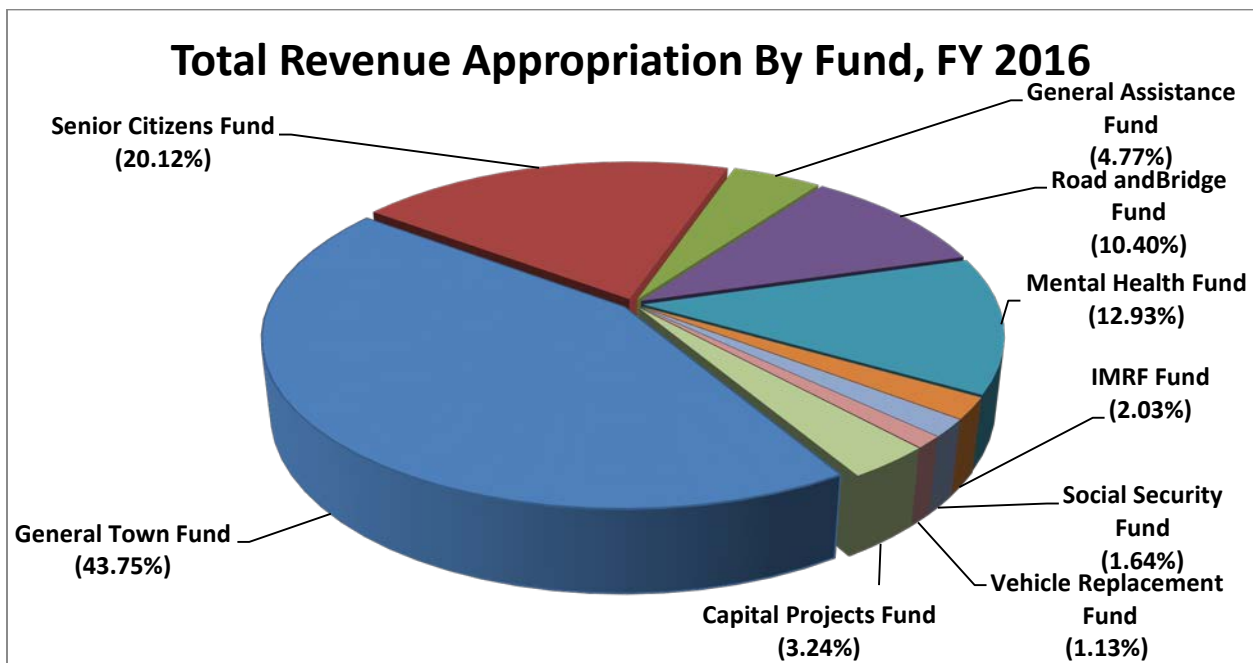
	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	% Change
General Town Fund	\$ 3,329,367	\$ 3,661,804	\$ 3,506,734	\$ 3,778,149	3.18%
Senior Fund	\$ 1,498,995	\$ 1,679,381	\$ 1,702,568	\$ 1,761,814	4.91%
General Assistance Fund	\$ 541,278	\$ 598,324	\$ 456,207	\$ 448,339	-25.07%
Mental Health Fund	\$ 1,005,347	\$ 1,148,489	\$ 969,942	\$ 1,263,575	10.02%
Road and Bridge Fund	\$ 649,729	\$ 2,557,452	\$ 1,276,049	\$ 2,088,281	-18.35%
IMRF Fund	\$ 201,315	\$ 170,363	\$ 171,249	\$ 173,380	1.77%
Social Security Fund	\$ 125,292	\$ 137,700	\$ 127,524	\$ 140,114	1.75%
Capital Projects Fund	\$ 451,200	\$ 500,000	\$ 561,912	\$ 585,000	17.00%
Vehicle Replacement Fund	\$ 225,139	\$ 178,250	\$ 133,850	\$ 260,000	45.86%
Total Expenditures	\$ 8,027,662	\$ 10,631,763	\$ 8,906,037	\$ 10,498,652	-1.25%
Total Revenues	\$ 7,671,499	\$ 8,309,037	\$ 8,485,459	\$ 8,460,901	1.83%
Excess of Revenues over Expenditures	\$ (356,163)	\$ (2,322,726)	\$ (420,575)	\$ (2,037,751)	-12.27%

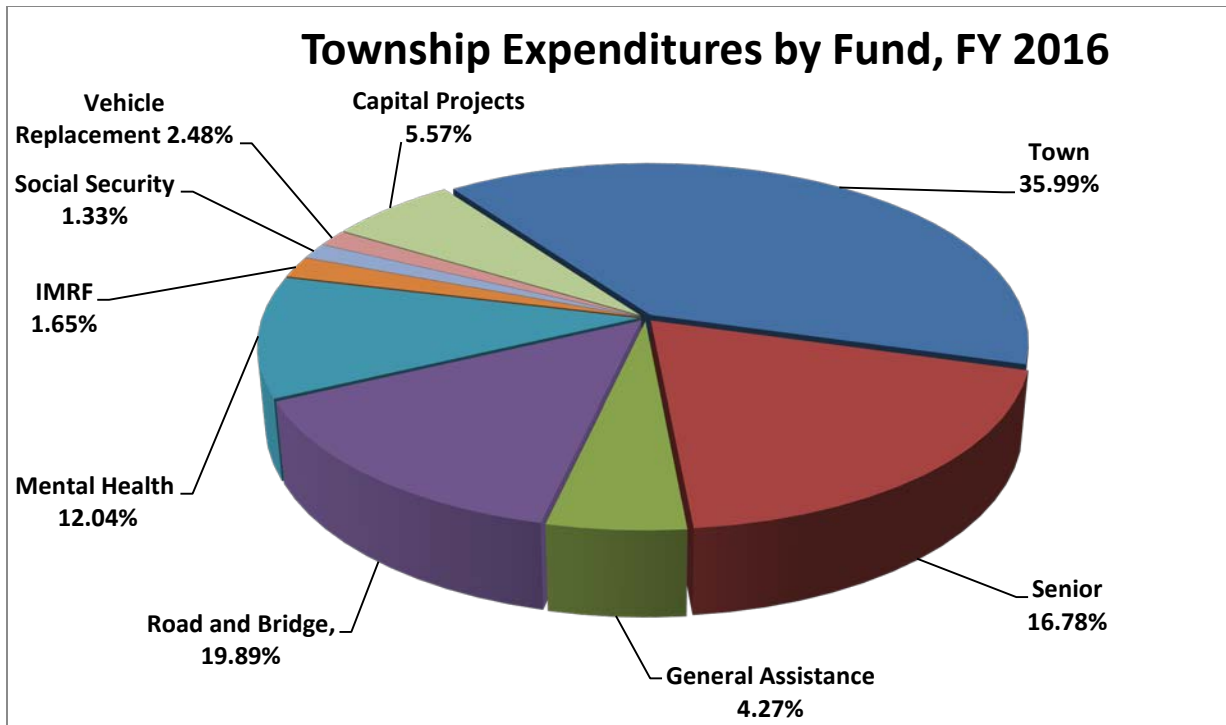
Total Revenues by Type FY 2016

	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	% Change
Property Taxes	\$ 6,875,494	\$ 6,971,165	\$ 7,070,683	\$ 7,143,877	2.48%
Replacement Taxes	\$ 66,445	\$ 62,000	\$ 66,145	\$ 63,000	1.61%
Interest	\$ 18,873	\$ 17,100	\$ 14,577	\$ 17,100	0.00%
Rent	\$ 10,500	\$ 20,000	\$ 11,400	\$ 21,300	6.50%
Other	\$ 66,753	\$ 29,800	\$ 59,324	\$ 36,100	21.14%
Fees	\$ 254,751	\$ 306,722	\$ 364,685	\$ 279,500	-8.88%
Grants and Donations	\$ 155,683	\$ 242,250	\$ 237,644	\$ 260,024	7.34%
Transfers from Other Funds	\$ 650,208	\$ 660,000	\$ 660,000	\$ 640,000	-3.03%
Total Revenues	\$ 8,098,707	\$ 8,309,037	\$ 8,484,458	\$ 8,460,901	1.83%

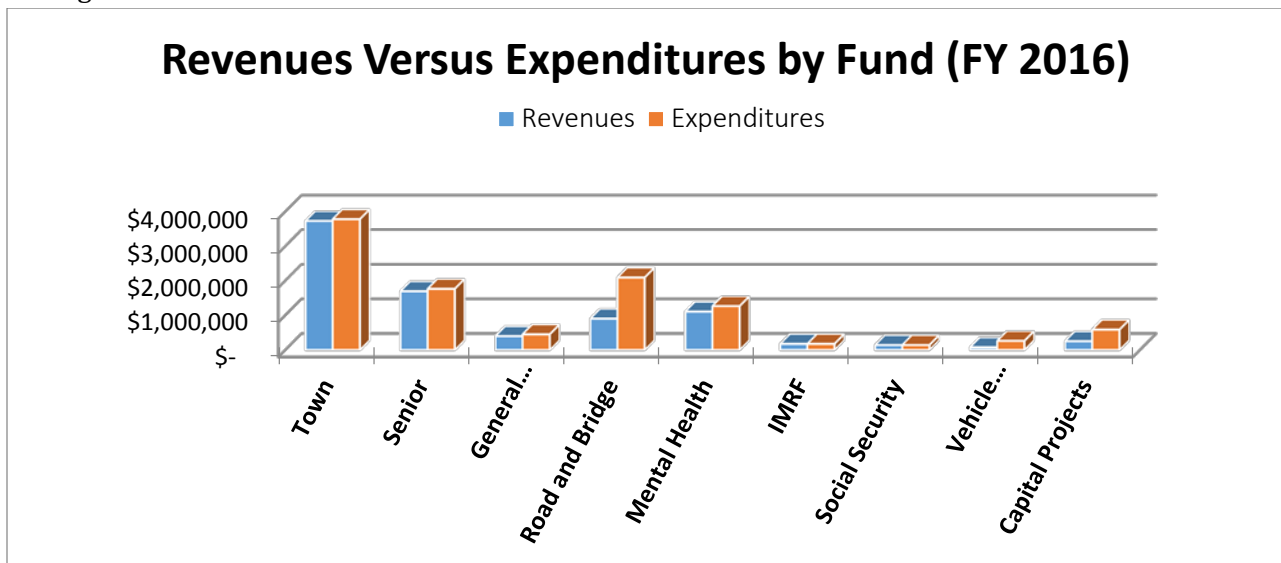


Property taxes comprise the primary revenue source for the Township as 84.43% of all revenues come from this tax. Fund transfers comprise of another 7.56%, whereas fees and grants account for approximately 3.30% and 3.07%.





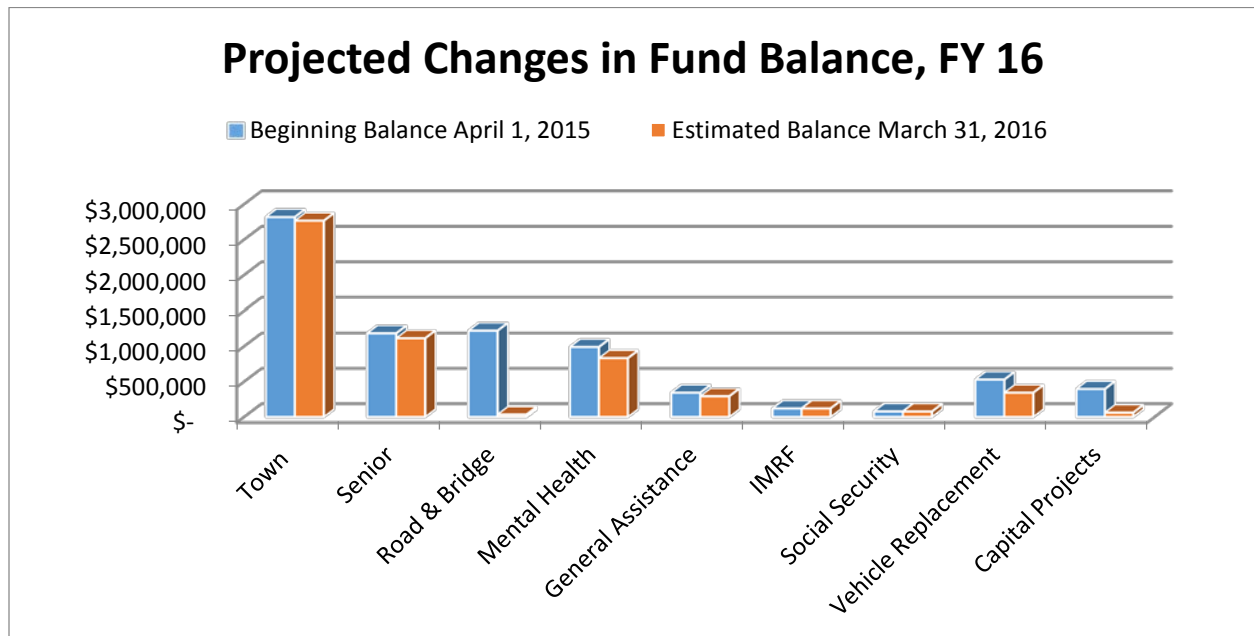
The largest expenditure by fund is the General Town Fund at approximately 39.37% of the total. This is in line with previous years and most of the Township’s operating departments are budgeted through this fund.



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

Projected Changes in Fund Balance FY 2016

	Balance 31-Mar-15	Total Estimated Revenues	Total Estimated Funds Available	Total Budgeted Expenditures	Balance 31-Mar-16	Percentage Change
Town	\$ 2,817,323	\$ 3,726,365	\$ 6,543,688	\$ 3,778,149	\$ 2,765,539	-1.8%
Senior	\$ 1,183,613	\$ 1,691,997	\$ 2,875,610	\$ 1,761,814	\$ 1,113,796	-5.9%
Road & Bridge	\$ 1,220,698	\$ 901,081	\$ 2,121,779	\$ 2,088,281	\$ 33,498	-97.3%
Mental Health	\$ 990,336	\$ 1,105,293	\$ 2,095,629	\$ 1,263,575	\$ 832,054	-16.0%
General Assistance	\$ 342,963	\$ 397,671	\$ 740,634	\$ 448,339	\$ 292,295	-14.8%
IMRF	\$ 120,104	\$ 173,380	\$ 293,484	\$ 173,380	\$ 120,104	0.0%
Social Security	\$ 77,979	\$ 140,114	\$ 218,093	\$ 140,114	\$ 76,288	-2.2%
Vehicle Replacement	\$ 528,722	\$ 74,000	\$ 602,772	\$ 260,000	\$ 342,772	-35.2%
Capital Projects	\$ 395,093	\$ 251,000	\$ 646,093	\$ 585,000	\$ 61,093	-84.4%
Total	\$7,676,881	\$ 8,460,901	\$ 16,137,782	\$10,498,652	\$5,637,439	-26.6%



Fund Balance Highlights:

- The total Township fund reserves are projected to decrease by 26.6% for the FY 2016 budget year. This decrease is part of a continued effort to spend down excess reserves on one-time capital projects, and is not being used for ongoing operating expenditures.
- The largest projected change in fund balance is from the Capital Projects Fund, with a budgeted decrease of 84.4%. This decrease is due to the planning multiple capital projects for completion in FY 2016. 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 127.
- The second largest reduction in fund balance is the Road and Bridge Fund. This represents the Highway Commissioner's desire to maintain maximum flexibility in the reconstruction of Township roads.
- The General Assistance Fund is projected to decrease 14.8%, this decrease is primarily due to the phase out of the Employment Services Division due to the rebounding economy and the decrease in the local unemployment rate. The Township also eliminated the Intake Specialist position due to the decrease in walk-in assistance requests and to achieve long term financial sustainability for the Welfare Services fund.
- Finally, the Mental Health Fund balance will increase by 16% mainly due to the budgeted increase for one-time emergency grants to local funded agencies with the looming state fiscal crisis and to increase annual grants utilizing accumulated fund.

Financial Summaries



Consolidated Financial Summary FY 2016

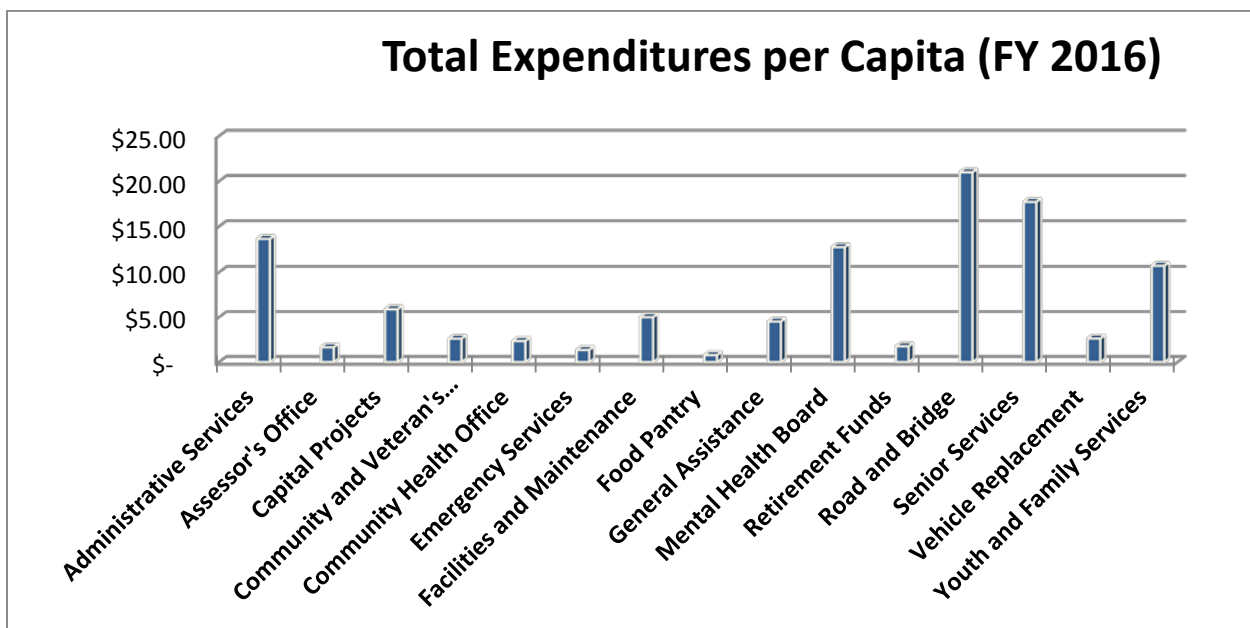
REVENUE	Town	Senior	General Assistance	Road and Bridge	Mental Health	IMRF	Social Security	Vehicle Replacement	Capital Projects	Total
Property Taxes	\$3,489,364	\$ 1,029,475	\$ 367,670	\$ 875,981	\$ 1,067,993	\$ 173,330	\$ 140,064	\$ -	\$ -	\$ 7,143,877
Replacement Taxes	\$ 30,000	\$ -	\$ 4,000	\$ 17,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 63,000
Interest	\$ 7,500	\$ 1,500	\$ 1,000	\$ 5,000	\$ 1,500	\$ 50	\$ 50	\$ 500	\$ -	\$ 17,100
Rent	\$ 10,500	\$ -	\$ -	\$ -	\$ 10,800	\$ -	\$ -	\$ -	\$ -	\$ 21,300
Other	\$ 6,000	\$ 3,500	\$ 15,000	\$ 100	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 25,600
Fees	\$ 99,000	\$ 166,000	\$ 10,000	\$ 3,000	\$ 12,000	\$ -	\$ -	\$ 8,500	\$ -	\$ 298,500
Grants & Donations	\$ 84,001	\$ 166,522	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 251,524
Transfers	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 250,000	\$ 640,000
Total	\$3,726,365	\$ 1,691,997	\$ 397,671	\$ 901,081	\$ 1,105,293	\$173,380	\$ 140,114	\$ 74,000	\$ 251,000	\$ 8,460,901
EXPENDITURES										
Administration	\$1,078,897	\$ 900,108	\$ 180,239	\$ 158,280	\$ 112,575	\$ -	\$ -	\$ -	\$ -	\$ 2,430,099
Assessors	\$163,262	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,262
Facilities & Maint	\$ 496,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 496,345
Community Health	\$ 232,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 232,722
Community and Veterans Affairs	\$ 257,916	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 257,916
Emergency Services	\$ 132,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132,812
Food Pantry	\$ 75,748	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,748
Youth and Family Services	\$1,065,447	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,065,447
Senior Services	\$ -	\$ 169,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 169,000
Senior Nutrition	\$ -	\$ 182,476	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,476
Senior Transportation	\$ -	\$ 510,230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 510,230
Welfare Services	\$ -	\$ -	\$ 268,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 268,100

Financial Summaries



Employment Services	\$ -	\$ -	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mental Health Contracts	\$ -	\$ -	\$ -	\$ -	\$ 1,106,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,106,500
Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 173,380	\$ 140,114	\$ -	\$ -	\$ -	\$ -	\$ 313,494
Road & Bridge Maint	\$ -	\$ -	\$ -	\$ 1,037,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,037,500
Community Resource Ctr	\$ -	\$ -	\$ -	\$ -	\$ 44,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,500
Capital Projects												
Bldg & Equipment	\$ 110,000	\$ -	\$ -	\$ 167,501	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 585,000	\$ -	\$ 777,501
Land/Bldg Acq	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260,00	\$ -	\$ -	\$ 178,250
Transfers												
Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Senior	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000
Vehicle	\$ 15,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Total	\$3,778,149	\$ 1,761,814	\$ 448,339	\$ 2,088,281	\$ 1,263,575	\$173,380	\$ 140,114	\$ 260,000	\$ 585,000	\$10,498,652		
Surplus (Deficit)	\$ (51,784)	\$ (69,817)	\$ (50,668)	\$ (1,187,200)	\$ (158,282)	\$ -	\$ -	\$ (186,000)	\$ (334,000)	\$ (2,037,751)		
Beginning Fund Balance	\$2,817,323	\$ 1,183,613	\$ 342,963	\$ 1,220,698	\$ 990,336	\$120,104	\$ 77,979	\$ 528,722	\$ 395,093	\$7,676,881		
Ending Fund Balance	\$2,765,539	\$ 1,113,796	\$ 292,295	\$ 33,498	\$ 832,054	\$120,124	\$ 76,288	\$ 342,772	\$ 61,093	\$5,637,439		

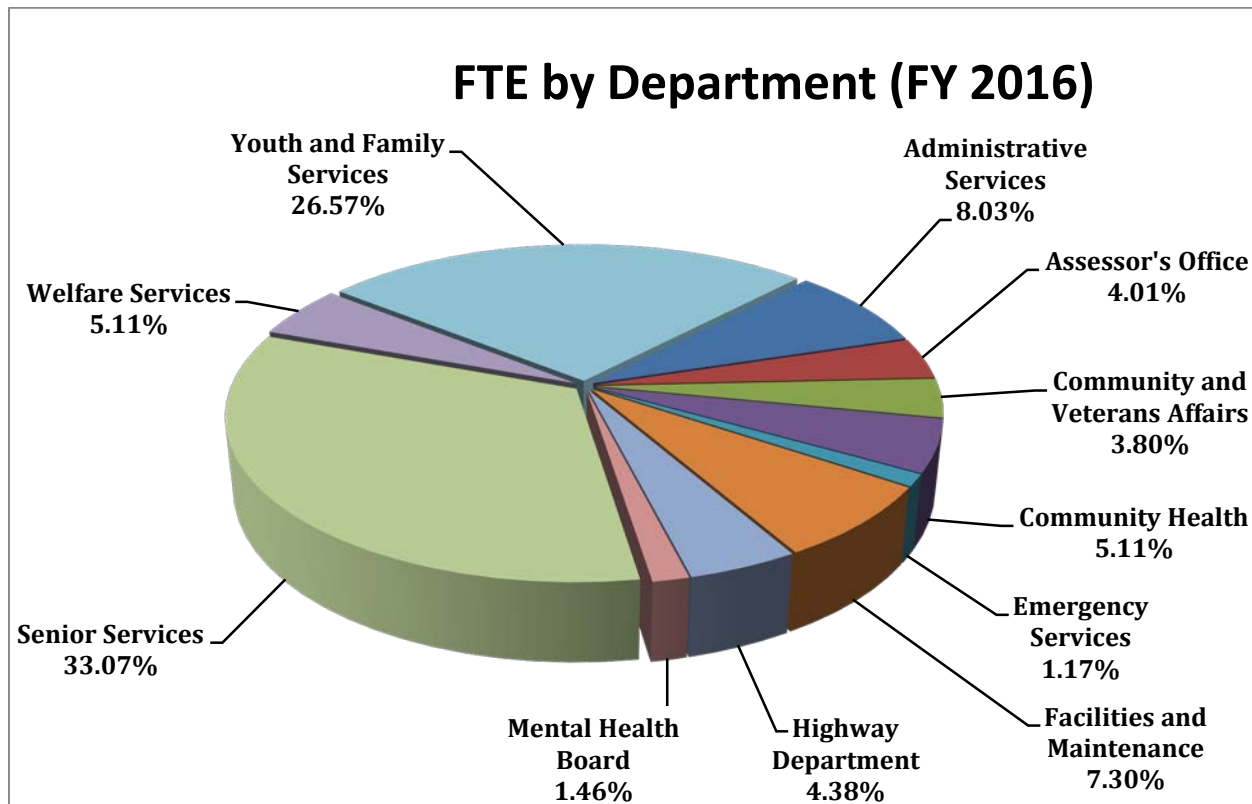
Expenditures per Capita (FY 2016)		
	Total Budget	Total per Capita
Administrative Services	\$ 1,353,897	\$ 13.60
Assessor's Office	\$ 163,262	\$ 1.64
Capital Projects	\$ 585,000	\$ 5.88
Community and Veteran's Affairs	\$ 257,916	\$ 2.59
Community Health Office	\$ 232,722	\$ 2.34
Emergency Services	\$ 132,812	\$ 1.33
Facilities and Maintenance	\$ 496,345	\$ 4.99
Food Pantry	\$ 75,748	\$ 0.76
General Assistance	\$ 448,339	\$ 4.50
Mental Health Board	\$ 1,263,575	\$ 12.69
Retirement Funds	\$ 173,380	\$ 1.74
Road and Bridge	\$ 2,088,281	\$ 20.98
Senior Services	\$ 1,761,814	\$ 17.70
Vehicle Replacement	\$ 260,000	\$ 2.61
Youth and Family Services	\$ 1,065,447	\$ 10.70



Full – Time Equivalent (FTE) Position Summary



Summary of Employees By Department									
Department and Position	2014 Actual	2015 Actual	2016 Projected	Change	Department and Position	2014 Actual	2015 Actual	2016 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				
Administrative Assistant	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0
Receptionists	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	0.4	0.4	0.4	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	1.5	2.5	2.5	0.0
Veterans Advocate	0.25	0.60	0.60	0.0	Intake Specialist	1.0	0.0	0.0	0.0
Communications Assistant	1.0	1.0	1.0	0.0	Therapist	0.4	0.4	0.4	0.0
Total	2.25	2.60	2.60	0.0	Nutrition Coordinator/Head Chef	1.0	1.0	1.0	0.0
Community Health					Line Cook	0.5	0.5	0.5	0.0
Director	1.0	1.0	1.0	0.0	Café Assistant	0.0	0	0.25	0.25
Community Health Nurse	1.0	1.0	1.0	0.0	Home Delivered Meals Assistant	0.0	0	1.25	1.25
Community Health Assistant	0.0	1.0	1.0	0.0	Transportation Manager	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	0.0	0.0	0.0	Transportation Dispatcher	1.0	1.0	1.0	0.0
Receptionist	0.5	0.5	0.5	0.0	Bus Driver	6.0	6.0	6.0	0.0
Total	3.5	3.5	3.5	0.0	Total	21.15	21.15	22.65	1.50
Emergency Services					Welfare Services				
Director	0.8	0.8	0.8	0.0	Director	1.0	1.0	1.0	0.0
Total	0.8	0.8	0.8	0.0	Case Manager	1.0	1.0	1.0	0.0
Facilities and Maintenance					Intake Specialist	1.0	0.0	0.0	0.0
Director	1.0	1.0	1.0	0.0	Receptionist	0.5	0.5	0.5	0.0
Operations Manager	1.0	1.0	1.0	0.0	Employment Services Manager	1.0	0.0	0.0	0.0
Facilities Technician	1.0	1.0	1.0	0.0	Employment Services Specialist	1.0	0.0	0.0	0.0
Maintenance Associate	2.0	2.0	2.0	0.0	Pantry and Volunteer Coordinator	1.0	1.0	1.0	0.0
Mechanic	1.0	0.0	0.0	0.0	Food Pantry Associate	0.75	0.00	0.00	0.0
Total	6.0	5.0	5.0	0.0	Total	7.25	3.50	3.50	0.0
Highway Department					Youth and Family Services				
Highway Foreman	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0
Highway Associate	2.0	2.0	2.0	0.0	Office Manager	1.0	1.0	1.0	0.0
Total	3.0	3.0	3.0	0.0	Administrative Assistant	1.0	1.0	1.0	0.0
					Receptionists	0.5	0.5	0.5	0.0
					Tutors	0.7	0.7	0.7	0.0
					Clinical Manager	1.0	1.0	1.0	0.0
					Family Therapist	5.0	5.0	5.0	0.0
					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
Grand Total FTE	71.4	67.0	68.5	1.50	Total	18.2	18.2	18.2	0.0



Changes in Staffing Levels

- In total, FTE for the Township is projected to grow by 1.5 FTE from FY 15 to FY 16.
- The Department of Senior Services received a new nutrition grant for the home delivered meals program and to help support this service, two Home Delivered Meals Assistants will be hired at 1.25 FTE. The congregate meals program also received additional funding to continue offering meals at the Stars 'N Stripes Café and a Café assistant will be hired at .25 FTE to help support café volunteers.
- The Department of Welfare Services is seeing a significant change in staffing due to the phase out of the Employment Services Division. The phase out was due to the rebounding economy. Welfare Services also eliminated the Intake Specialist position due to the decrease in walk-in assistance requests to the department and to achieve long term financial sustainability in the fund. Volunteers will replace the Pantry Associate position to minimize pantry costs to the Township.

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 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	% Change
Revenues	\$ 3,621,016	\$ 3,631,689	\$ 3,712,340	\$ 3,726,365	2.61%
Expenditures by Department					
Administrative Services	\$ 1,282,836	\$ 1,288,220	\$ 1,265,847	\$ 1,353,897	5.10%
Assessor's Office	\$ 163,970	\$ 163,686	\$ 154,137	\$ 163,262	-0.26%
Office of Community Health	\$ 205,338	\$ 219,948	\$ 216,766	\$ 232,722	5.81%
Community and Veterans Affairs	\$ 265,603	\$ 248,610	\$ 238,080	\$ 257,916	3.74%
Emergency Services	\$ 121,340	\$ 118,712	\$ 114,156	\$ 132,812	11.88%
Facilities and Maintenance	\$ 411,624	\$ 478,921	\$ 455,750	\$ 496,345	3.64%
Food Pantry	\$ 88,195	\$ 91,725	\$ 85,958	\$ 75,748	-17.42%
Youth and Family Services	\$ 1,000,458	\$ 1,051,983	\$ 976,041	\$ 1,065,447	1.28%
Total Expenditures	\$ 3,539,367	\$ 3,661,805	\$ 3,506,734	\$ 3,778,149	3.18%
Excess of Revenues Over Expenditures	\$ 81,650	\$ (30,116)	\$ 205,606	\$ (51,784)	71.95%
Fund Balance Beginning April 1	\$ 2,530,067	\$ 2,715,551	\$ 2,611,717	\$ 2,817,323	3.19%
Estimated Cash on Hand March 31	\$ 2,611,717	\$ 2,685,435	\$ 2,817,323	\$ 2,765,539	2.42%

Budgetary Highlights:

- The most significant change in the General Town Fund is the elimination of the Pantry Associate position. This elimination occurred to minimize pantry related costs to the Township. Volunteers will be used in place of the position.
- The increase of the Emergency Services Department at 11.88% is due to the new Director opting into the Township's major health insurance coverage.
- The Town Fund increase accounts for new liability insurance for better volunteer coverage and an increase in consulting.
- Overall, budgeted expenditures are projected to rise just over 3.18%, which is in line with previous fiscal year budgets.

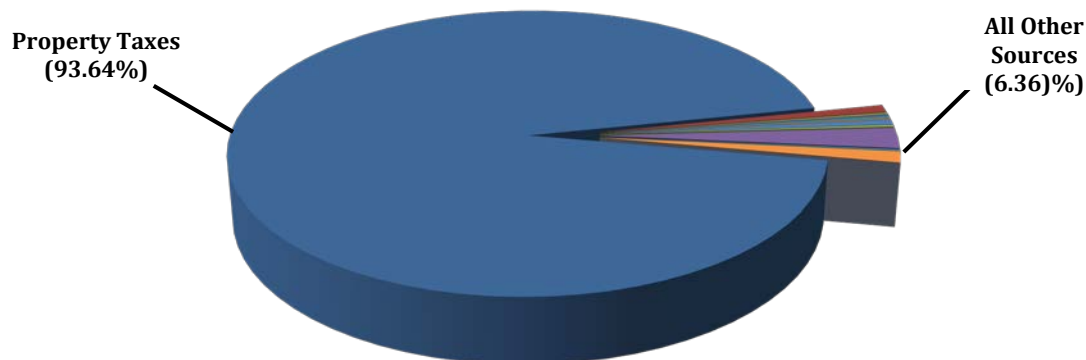
General Town Fund



General Town Fund Revenues

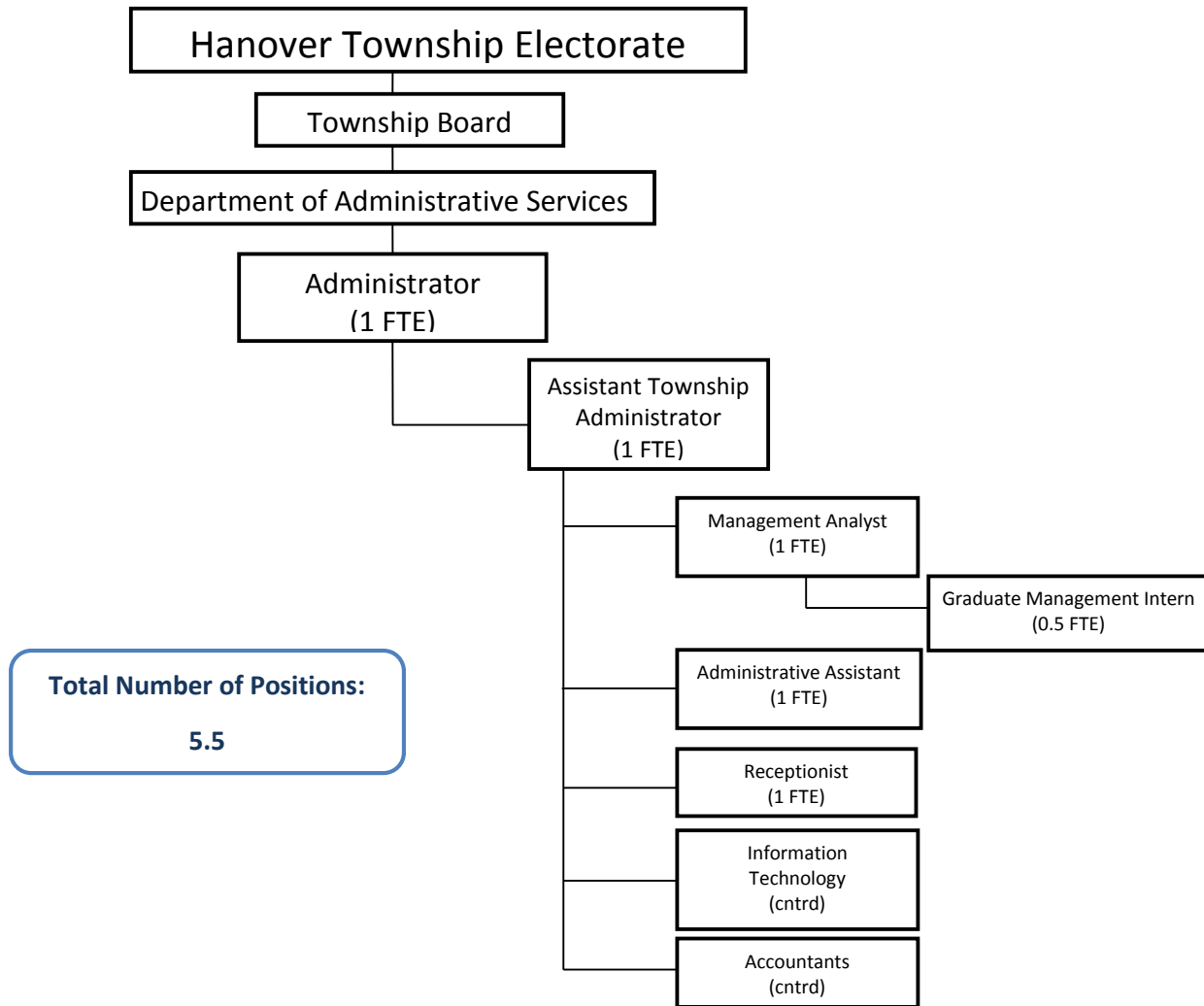
1013	Town Fund Revenue	FY 2014		FY 2015		FY 2015	FY 2016	% Change
		Actual	Budget	Actual	Budget	Actual	Budget	
1013000	Property Taxes	\$ 3,380,429	\$ 3,413,988	\$ 3,455,555	\$ 3,489,364			2.21%
1013100	Replacement Taxes	\$ 25,617	\$ 30,000	\$ 28,005	\$ 30,000			0.00%
1013250	Interest Income	\$ 9,044	\$ 7,500	\$ 10,444	\$ 7,500			0.00%
1013300	Other Income	\$ 9,091	\$ 5,200	\$ 8,725	\$ 6,000			15.38%
1013350	Rental Income	\$ 10,500	\$ 10,000	\$ 11,000	\$ 10,500			5.00%
1013420	MHB/Office Charges	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500			0.00%
1013430	YFS- Therapy Charges	\$ 28,896	\$ 20,000	\$ 24,751	\$ 25,000			25.00%
1013435	YFS- Other Income	\$ 14	\$ 500	\$ 217	\$ 500			0.00%
1013440	YFS- Tutoring Fees	\$ 8,578	\$ 7,000	\$ 8,130	\$ 7,000			0.00%
1013445	YFS- MHB Grants	\$ 83,384	\$ 84,000	\$ 81,855	\$ 84,000			0.00%
1013450	Community Health	\$ 4,238	\$ 4,000	\$ 5,487	\$ 12,000			200.00%
1013952	Passport Fees	\$ 56,726	\$ 45,000	\$ 68,671	\$ 50,000			11.11%
101395	Grant	\$ -	\$ 1	\$ 5,000	\$ 1			0.00%
Total	Town Fund Revenue	\$ 3,621,016	\$ 3,631,689	\$ 3,712,340	\$ 3,726,365			2.61%

FY 2016 Town Fund Revenues by Source



Revenue Highlights

- The Office of Community significantly increasing expected revenue by 200% by having the annual health and wellness fair revenue directed to the Township. Previous this revenue operated through the Hanover Township Foundation.
- The Department of Youth and Family Services- Therapy Charges collection is expected to increase by 25%. This increase is due to the recent ability to accept debit and credit cards.



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/en/departments/administration.aspx>

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
Administrative Assistant	1.0	1.0	1.0	0
Receptionist	1.0	1.0	1.0	0
Management Graduate Intern	0.5	0.5	0.5	0
Total	5.5	5.5	5.5	0

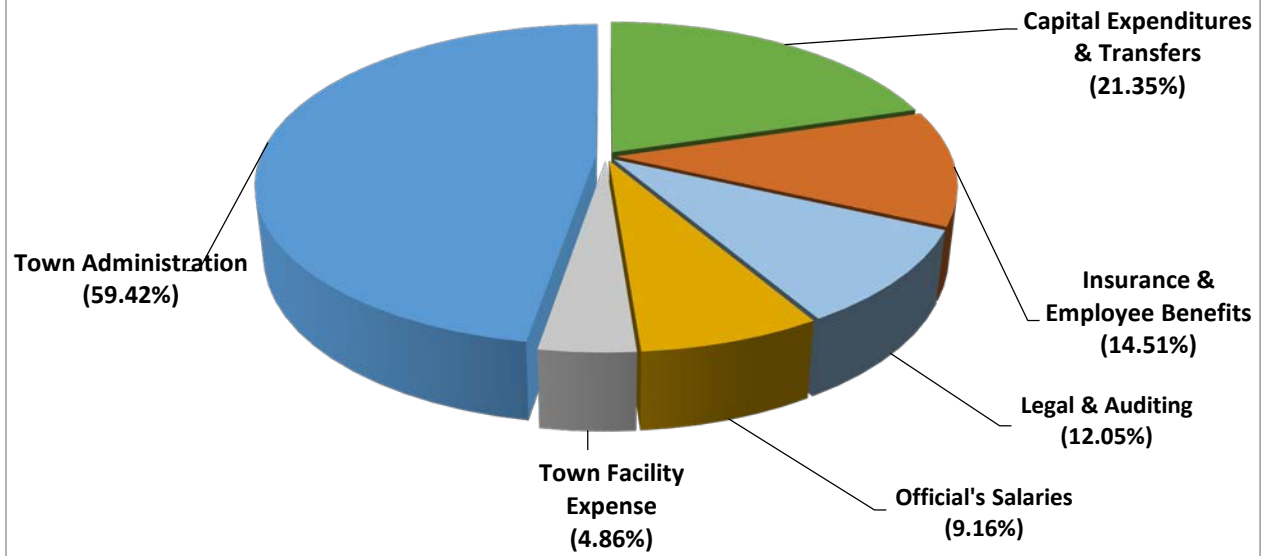
Budget Highlights:

- Notable and projected increases in the budget include a 400% increase in consulting fees.
- A marked increase of 29.85% in Insurance and employee benefits is the result of the increase in major medical insurance premiums and to changing liability insurance providers. The new liability insurance plan will give the Township broader coverage especially in the area of volunteers, which the Township has hundreds contributing their talents throughout the year.

Consolidated Expenditures

Expenditures	FY 14	FY 15	FY 15	FY 16	% Change
	Actual	Budget	Actual	Budget	
Capital Expenditures & Transfers	\$ 324,820	\$ 275,000	\$ 274,624	\$ 275,000	0.00%
Insurance & Employee Benefits	\$ 96,638	\$ 120,600	\$ 132,614	\$ 156,600	29.85%
Legal & Auditing	\$ 176,467	\$ 132,000	\$ 165,473	\$ 130,000	-1.52%
Official's Salaries	\$ 98,802	\$ 98,802	\$ 98,802	\$ 98,802	0.00%
Town Facility Expense	\$ 56,719	\$ 50,400	\$ 61,090	\$ 52,400	3.97%
Town Administration	\$ 485,581	\$ 611,418	\$ 533,243	\$ 641,095	4.85%
	\$ 1,239,306	\$ 1,288,220	\$ 1,265,855	\$ 1,353,897	5.10%

Administrative Services Expenditures (FY 2016)



Administrative Services Detailed Expenditures

Expense	FY 14 Actual	FY 15 Budget	FY 15 Actual	FY 16 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%
	FY 14	FY 15	FY 15	FY 16	%
101TOE Town Office Expense	Actual	Budget	Actual	Budget	Change
1014401 Postage	\$ 3,690	\$ 2,750	\$ 2,877	\$ 3,000	9.09%
1014404 Office Supplies	\$ 3,907	\$ 6,000	\$ 6,064	\$ 6,000	0.00%
1014406 Printing	\$ 6,950	\$ 5,000	\$ 3,421	\$ 4,500	-10.00%
1014408 Salaries	\$ 280,690	\$ 330,000	\$ 324,536	\$ 340,000	3.03%
1014412 Travel Expenses	\$ 3,610	\$ 5,000	\$ 5,379	\$ 5,000	0.00%
1014414 Memberships, Subs, Pubs	\$ 14,314	\$ 12,000	\$ 13,464	\$ 12,000	0.00%
1014420 Pre-Employment Charges	\$ 1,522	\$ 750	\$ 41	\$ 750	0.00%
1014424 Education & Training	\$ 17,799	\$ 18,000	\$ 14,956	\$ 18,000	0.00%
1014429 Miscellaneous	\$ 9,624	\$ 10,000	\$ 5,111	\$ 10,000	0.00%
1014520 Consulting	\$ 4,825	\$ 6,000	\$ 9,000	\$ 30,000	400.00%
1014530 Financial Administration	\$ 60,343	\$ 61,550	\$ 60,343	\$ 62,781	2.00%
1014531 Community Affairs	\$ 11,073	\$ 10,000	\$ 9,567	\$ 10,000	0.00%
1014532 Committee on Youth	\$ 1,870	\$ 3,300	\$ 3,020	\$ 3,000	-9.09%
1014533 Environmental Sustainability	\$ 349	\$ 1,250	\$ 1,197	\$ 1,000	-20.00%
1014534 Passport Services	\$ -	\$ 6,000	\$ 6,223	\$ 5,000	-16.67%
1014535 Legal Notices	\$ -	\$ 1,000	\$ 1,169	\$ 1,000	0%
1014560 Contingency Fund	\$ -	\$ 50,000	\$ -	\$ 50,000	0.00%
1014591 Health Insurance	\$ 39,525	\$ 37,731	\$ 33,610	\$ 36,000	-4.59%
1014592 Dental, Vision & Life Insurance	\$ 2,432	\$ 2,993	\$ 2,656	\$ 2,830	-5.45%
1014593 Unemployment	\$ 5,641	\$ 5,378	\$ 4,269	\$ 3,917	-27.17%
1014594 IMRF Expense	\$ 7,873	\$ 23,094	\$ 14,503	\$ 22,554	-2.34%
1014595 FICA Expense	\$ 8,814	\$ 13,622	\$ 11,836	\$ 13,763	1.04%
Total Town Hall Administration	\$ 488,660	\$ 611,418	\$ 533,243	\$ 641,095	4.85%

Administrative Services



101LEA		FY 14	FY 15	FY 15	FY 16	
Legal & Auditing		Actual	Budget	Actual	Budget	% Change
1014501	Auditing	\$ 8,400	\$ 12,000	\$ 8,400	\$ 10,000	-16.67%
1014502	Legal Services	\$ 168,067	\$ 120,000	\$ 157,073	\$ 120,000	0.00%
Total	Legal & Auditing	\$ 176,467	\$ 132,000	\$ 165,473	\$ 130,000	-1.52%

101ISE		FY 14	FY 15	FY 15	FY 16	
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	\$ 83,333	\$ 100,000	\$ 118,181	\$ 138,000	38.00%
1014507	Flex & 457 Plan	\$ 3,657	\$ 4,000	\$ 4,026	\$ 4,000	0.00%
1014512	Employee Recognition	\$ 1,200	\$ 5,000	\$ 5,911	\$ 5,000	0.00%
1014513	Employee Wellness	\$ 6,997	\$ 10,000	\$ 3,044	\$ 8,000	-20.00%
Total	Insurance & Employee Benefits	\$ 96,638	\$ 120,600	\$ 132,614	\$ 156,600	29.85%

101CAP		FY 14	FY 15	FY 15	FY 16	
Capital Expenditures		Actual	Budget	Actual	Budget	% Change
1014410	Equipment Purchases	\$ 24,916	\$ 20,000	\$ 13,596	\$ 20,000	0.00%
1014430	Computer Equipment & Software	\$ 69,903	\$ 70,000	\$ 76,028	\$ 70,000	0.00%
1014540	Facility Lease	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	0.00%
1014541	Transfer to Vehicle Fund	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
1014547	Transfer to Capital Projects	\$ 195,000	\$ 150,000	\$ 150,000	\$ 150,000	0.00%
Total	Capital Expenditures	\$ 324,819	\$ 275,000	\$ 274,624	\$ 275,000	0.00%

101THE		FY 14	FY 15	FY 15	FY 16	
Town Hall Expense		Actual	Budget	Actual	Budget	% Change
1014402	Telephone- Town	\$ 33,957	\$ 28,000	\$ 37,983	\$ 30,000	7.14%
1014403	Utilities- Town	\$ 18,784	\$ 18,000	\$ 18,980	\$ 18,000	0.00%
1014405	Internet Access- Town	\$ 1,642	\$ 1,800	\$ 1,877	\$ 1,800	0.00%
1014416	Equipment Rental- Town	\$ 2,335	\$ 2,600	\$ 2,250	\$ 2,600	0.00%
Total	Town Hall Expense	\$ 56,718	\$ 50,400	\$ 61,090	\$ 52,400	3.97%

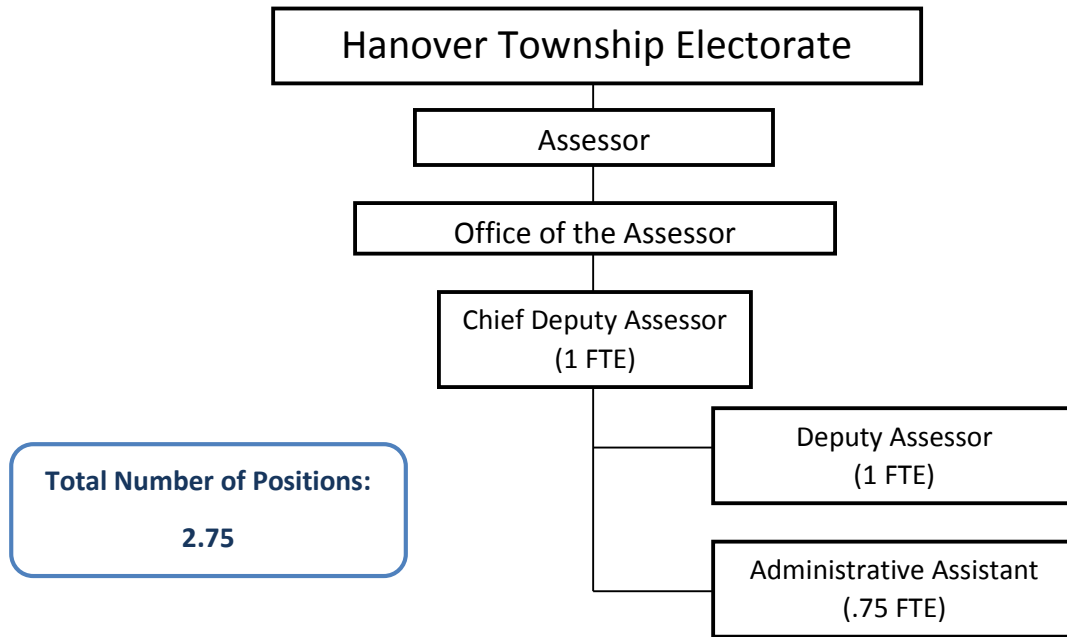
Performance Metrics

Service Provided	FY 2013	FY 2014	FY 2015	% Change
Passports	1,964	2,265	2,648	16.9%
Photo fees	\$6,780	\$7,225	\$9,611	33%
Fee deposits	\$56,258	\$54,099	\$59,800	10.54%
Fishing/Hunting Licenses	138	108	91	-15.74%
Handicap Placards	233	177	181	2.26%
Cook County Vehicle Stickers	212	247	414	67.6%
Grant Application Submissions	15	11	4	-63.6%
Human Resources Requests	1,582	1,709	1,518	-11%
New Employee Orientations	15	16	19	19%
Percent of Budget Expended	77.9%	79.7%	83%	4%
Resident Contacts	21,537	22,746	18,446	-19%
Technology Work Orders	310	288	341	18%

FY 2015 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 2016 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
1. Implementation of case management software.	1. Research and implementation of case management software. (Kaufholz 08/15/15)	a) Research, analyze, and choose case management software program. b) Coordinate initial set-up, data transfer, and installation of software. c) Provide trainings to department managers and staff.	a) TBC 06/15/15 b) TBC 08/01/15 c) TBC 08/15/15
	2. Evaluate effectiveness and efficiency of software. (Kaufholz 01/01/16)	a) Create a method to evaluate the effectiveness of software and changes in staff efficiency. b) Perform evaluation of software	a) TBC 09/01/15 b) TBC 1/ 1/16
2. Create standardized onboarding practices for new employees.	1. Create universal onboarding procedures for new employees. (Powers- 08/01/15)	a) Create onboarding manager handbook. b) Train department heads and managers on orientation procedures. c) Implement universal onboarding procedures.	a) TBC 06/01/15 b) TBC 07/01/15 c) TBC 08/01/15
	2. Create standardized procedures for new employee follow-up. (Powers 03/31/16)	a) Create a short and long term manager follow op procedures for employees b) Coordinate procedures with management team c) Analyze employee retention with new onboarding and follow-up procedures.	a) TBC 07/01/15 b) TBC 08/01/15 c) TBC 03/31/16



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/en/departments/assessor.aspx>

Department and Position	2014 Actual	2015 Actual	2016 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 2.5% per guidelines. Additional decreases in related employee benefits and unemployment contributions contribute to the overall Office budget being .26% lower than the previous fiscal year.

Assessor's Office Detailed Expenditures

Expense	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	% Change
1014 Town Fund-Expenditures					
104ASR Assessor's Division					
1044405 Office Supplies	\$ 4,412	\$ 4,410	\$ 4,409	\$ 4,410	0.00%
1044407 Printing	\$ 1,241	\$ 1,225	\$ 1,055	\$ 1,225	0.00%
1044409 Salaries	\$ 118,573	\$ 115,000	\$ 114,929	\$ 117,875	2.50%
1044411 Equipment	\$ 1,924	\$ 3,430	\$ 1,362	\$ 3,430	0.00%
1044413 Travel Expenses	\$ 1,237	\$ 3,234	\$ 1,224	\$ 3,234	0.00%
1044415 Dues, Subs, & Publications	\$ 3,358	\$ 2,695	\$ 2,635	\$ 2,695	0.00%
1044419 Training	\$ 2,680	\$ 3,430	\$ 3,450	\$ 3,430	0.00%
1044426 Miscellaneous	\$ 1,424	\$ 1,176	\$ 701	\$ 1,176	0.00%
1044433 Professional Services	\$ 340	\$ 980	\$ -	\$ 980	0.00%
1044525 Communications	\$ 25	\$ 1,000	\$ -	\$ 1,000	0.00%
1044491 Health Insurance	\$ 14,370	\$ 13,145	\$ 11,128	\$ 11,351	-13.65%
1044492 Insurance	\$ 1,768	\$ 1,978	\$ 1,694	\$ 1,700	-14.05%
1044493 Unemployment	\$ 2,464	\$ 2,136	\$ 1,570	\$ 1,000	-53.18%
1044494 IMRF Expense	\$ 5,926	\$ 6,194	\$ 5,958	\$ 6,059	-2.18%
1044495 FICA Expense	\$ 4,228	\$ 3,653	\$ 4,024	\$ 3,697	1.20%
Total Assessor's Division	\$ 163,970	\$ 163,686	\$154,137	\$ 163,262	-0.26%

Performance Metrics

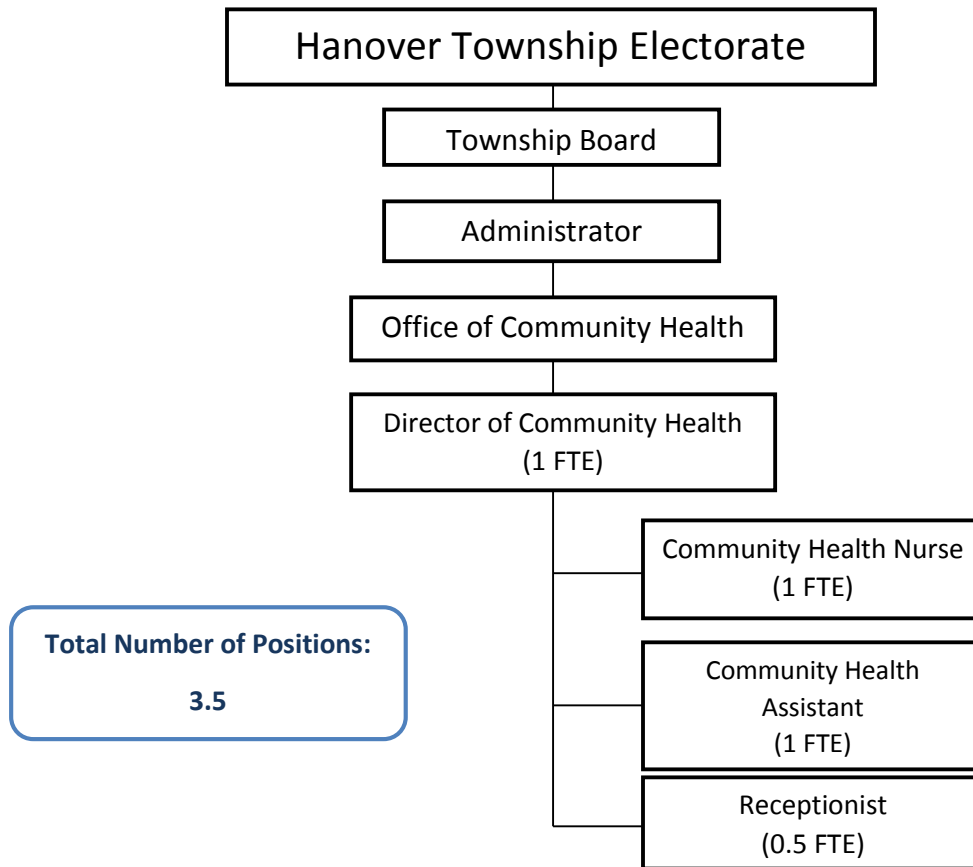
Service Provided	FY 2013	FY 2014	FY 2015	% Change
Administration				
Office Visits	4,159	4,394	4,380	-3%
Building Permits Processed	4,144	4,266	4,525	6%
Sales Recording	1,251	1,542	977	-37%
Change of Name	153	158	148	-6%
Property Tax Appeals	771	1,026	814	-20.6%
Certificate of Errors	400	400	501	25%
Property Location Updates	388	13	23	76.9%
New Owner Mailings	882	886	692	-21.8%
Long Time Occupants	28	7	0	-100%
Exemptions				
Home Owner Exemptions	81	87	88	1.1%
Senior Home Owner Exemptions	540	445	534	20%
Senior Freeze Exemptions	981	721	739	-2.5%
Miscellaneous Exemptions	300	224	234	4.5%
Foreclosures	562	643	329	-48.8%

FY 2015 Department Accomplished Goals (in order of priority)

1. Find Senior homeowners who have not been receiving exemptions and call them.
2. Rental lists from Villages/Cities and forward to Cook County Assessor’s Office
3. Take classes towards CIAO designation.

Office of The Assessor FY 2016 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Create an Assessor's office informational brochure for our counter area.	1. Comprise necessary information. (Glascott&Christopher- 03/31/16)	a. List all pertinent information handled in office. b. Comprise information in an easy to read brochure.	a. TBC 10/01/15 b. TBC 03/31/16
II. Create a computer instruction guideline sheet for computer kiosk area.	1. Research websites useful to Assessor's office. (Christopher- 10/01/15)	a. Research websites useful to our office b. Comprise website information in a handy instruction sheet.	a. TBC 08/01/15 b. TBC 10/01/15
III. Research viability of seminars with the Cook County Treasurer's Office and Cook County Deeds office.	1. Identify liaisons with each office. (Deyne- 03/31/16)	a. Contact Cook County offices. b. Secure a liaison's name, phone#, and e-mail address.	a. TBC 01/01/16 b. TBC 03/31/16
IV. Receive Certified Illinois Assessing Officer Designation	1. Research CIAO classes. (Christopher- 03/31/16)	a. Sign up for CIAO classes. b. Complete CIAO classes.	a. TBC 01/01/16 b. TBC 03/31/16



Mission

The Office of Community Health mission is to provide education and health promotion, prevent the spread of disease and illness, and to assist 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, 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/en/departments/community_health.aspx

Department and Position	2014 Actual	2015 Actual	2016 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:

- Expenses have increased to cover health fair expenses which include; postage, printing, community affairs, and professional services line items.
- Office of Community Health Revenue will also increase by 200% to include event revenue from the Health Expo.

Office of Community Health Detailed Expenditures

Expense	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	% Change
1014 Town Fund-Expenditures					
101CHN Community Health Nurse					
1014450 Salaries	\$ 158,320	\$ 165,240	\$ 165,854	\$ 171,100	3.55%
1014451 Postage	\$ 115	\$ 400	\$ 249	\$ 700	75.00%
1014452 Office Supplies	\$ 1,164	\$ 2,000	\$ 1,967	\$ 2,000	0.00%
1014453 Printing	\$ 1,147	\$ 1,200	\$ 1,536	\$ 1,800	50.00%
1014454 Travel	\$ 1,019	\$ 1,200	\$ 893	\$ 1,200	0.00%
1014455 Dues, Subs, & Publications	\$ 150	\$ 200	\$ 140	\$ 200	0.00%
1014456 Community Affairs	\$ 2,141	\$ 2,500	\$ 1,893	\$ 3,500	40.00%
1014458 Equipment	\$ 446	\$ 1,200	\$ 987	\$ 1,550	29.17%
1014459 Professional Services	\$ 464	\$ 750	\$ 917	\$ 1,500	100.00%
1014461 Miscellaneous	\$ 489	\$ 1,000	\$ 1,064	\$ 1,000	0.00%
1014462 License/Professional Insurance	\$ 133	\$ 400	\$ 256	\$ 300	-25.00%
1014465 Medical Supplies	\$ 6,765	\$ 7,000	\$ 7,061	\$ 7,350	5.00%
1014466 Communications	\$ 1,046	\$ 1,750	\$ 1,568	\$ 1,750	0.00%
1014467 Crisis Care	\$ 2,706	\$ 3,000	\$ 849	\$ 2,750	-8.33%
1014468 MHB Prescription Reimbursement	\$ 84	\$ 100	\$ 41	\$ -	-100.00%
1014491 Health Insurance	\$ 14,116	\$ 14,397	\$ 15,352	\$ 18,810	30.65%
1014492 Dental,Vision & Life Insurance	\$ 1,758	\$ 1,848	\$ 1,654	\$ 1,700	-8.01%
1014493 Unemployment	\$ 2,227	\$ 1,614	\$ 1,596	\$ 1,350	-16.36%
1014494 IMRF Expense	\$ 6,275	\$ 8,899	\$ 7,577	\$ 8,795	-1.17%
1014495 FICA Expense	\$ 4,773	\$ 5,249	\$ 5,313	\$ 5,367	2.24%
Total Community Health Nurse	\$ 205,338	\$ 219,948	\$ 216,766	\$ 232,722	5.81%

Performance Metrics				
Service Provided	FY 2013	FY 2014	FY 2015	% Change
Appointments				
ProTimes	317	263	280	6.5%
TB Skin Test	97	87	85	-2.3%
Cholesterol	185	85	132	55%
Pharmaceutical Assistance Programs	65	63	21	-67%
Miscellaneous Labs	217	106	90	-15%
Wellness Screening (BP, anemia, diabetes)	NC	NC	218	100%
Others	555	774	444	39.5%
Total (Unduplicated)	1,436	1,378	1,270	-7.8%
Clinic Clients				
Senior Center/ Home Visits	N/A	1,204	1,089	-9.6%
Izaak Walton Center- Elgin	123	66	81	-18.5%
Astor Avenue	198	163	138	-15.3%
Offsite Clinics	N/A	143	183	28%
Total (Unduplicated)	321	1,576	1,491	-5.4%
Public Education and Health Promotion				
Media Coverage	39	58	58	0%
Informational Seminars	18	132	124	-6%
Program Participants	N/A	1,386	1,920	38.5%
Primary Care Provider Support	181	190	146	-23%
Phone Triage	7,086	4,675	5,005	7%
Embracelet Program	80	34	26	-23.5%

FY 2015 Department Accomplished Goals (in order of priority)

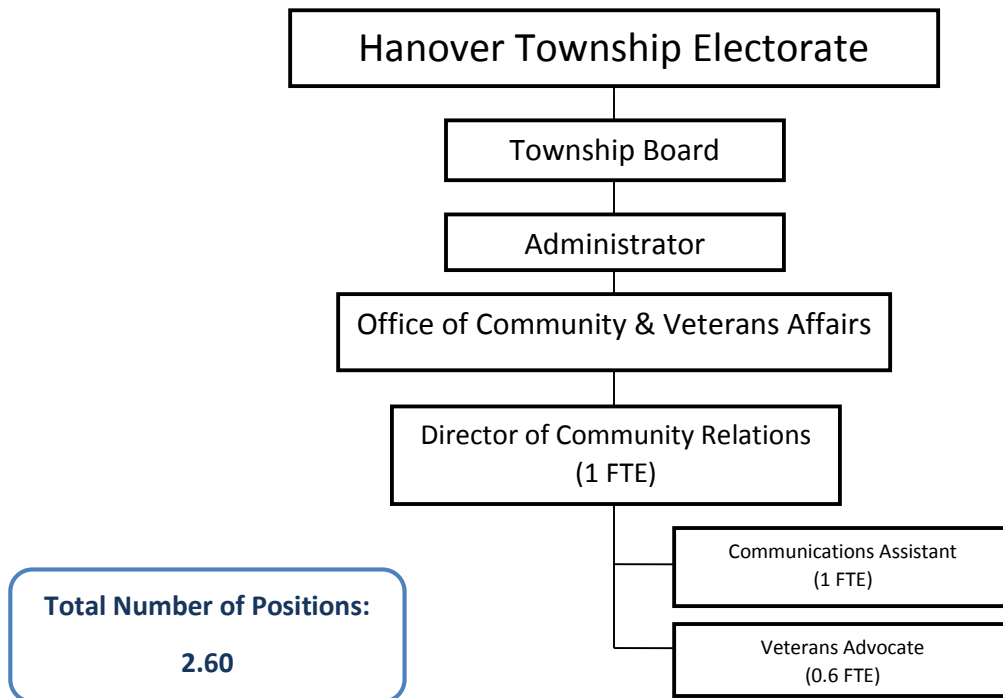
1. Developed dental referral network plan with low cost major dental work services based on income. Currently, we have 9 dentists who have agreed to the plan and office locations Elgin, Hanover Park, and Streamwood.
2. Increased outreach and services to 18-40 year old population by holding a 5k race and expanding health expo with screenings relevant to that demographic. Our first annual 5k had nearly 200 participants with 50% of the participants being between the ages of 18-40. New to the health expo this year, we had a petting zoo, cooking demo, fitness demos and pregnancy screening services.

Office of Community Health FY 2016 Goals and Actions Plan

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Further expand and develop Dental Access Network program by increasing service providers including specialists and seek additional resources to aid in funding the program.</p>	<p>1. Expand program by enlisting a dental office in both Bartlett and Streamwood. Establish a referral to at least 1 oral surgeon/specialist. (Smith 03/31/16)</p>	<p>a) Identify dentists who are accepting new patients in Bartlett and Streamwood.</p> <p>b) Meet with dental providers in Bartlett and Streamwood to increase service area and locations for program.</p> <p>c) Meet with UIC Dental School, Midwestern University and other local oral surgeons to establish partnerships or referrals.</p> <p>d) Market Dental Access Network through Hanover Happenings and township social media to increase resident's aware of program.</p>	<p>a) TBC 04/30/15</p> <p>b) TBC 09/30/15</p> <p>c) TBC 03/31/16</p> <p>d) TBC 03/31/16</p>
	<p>2. Increase resources for Dental Access Network Program by seeking and applying for dental grant opportunities. (Arriola 3/31/16)</p>	<p>a) Allocate proceeds from 5K for dental program and seek sponsorship from dental offices for event.</p> <p>b) Identify and submit grant applications for oral health/dental program.</p>	<p>a) TBC 05/15/15</p> <p>b) TBC 03/31/16</p>

Office of Community Health FY 2015 Goals and Actions Plan

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>II. Increase direct service involving fire departments, frequent flyers, and service delivery coordination, home visits, hospital discharge planning when appropriate, and other direct services.</p>	<p>1. Identify areas of greatest need for frequent 911 residents in regard to health and provide services to address needs by direct care or appropriate referral. (Smith 03/31/16)</p> <p>2. Collaborate with St. Alexius Hospital to discharge planning team to create an approach for transitioning residents back to their homes. (Arriola 03/31/16))</p>	<p>a. Meet with local fire and police departments to discuss most common reasons residents utilize 911.</p> <p>b. Perform periodic home visits, wellness checks or phone calls for identified 911 frequent flyers to assess for compliancy and ensure adequate resources and services are in place.</p> <p>c. Establish quarterly meeting/conference with police/fire representatives to evaluate effectiveness.</p> <p>d. Refer 911 frequent flyers to PCP, FQHC or appropriate provider to decrease frequency of 911 use.</p> <p>a. Meet with St. Alexius Discharge Planners quarterly to strengthen relationships and communication between discharge staff and OCH Staff.</p> <p>b. Provide in-hospital resource evaluations with residents prior to discharge, as needed, to ensure appropriate resources are in place before going home.</p> <p>c. Provide post discharge wellness checks to residents referred from St. Alexius to assess for compliancy with discharge</p>	<p>a. TBC 05/15/15</p> <p>b. TBC 03/31/16</p> <p>c. TBC 03/31/15</p> <p>d. TBC 03/31/16</p> <p>a. TBC 03/31/16</p> <p>b. TBC 03/31/16</p> <p>c. TBC 03/16</p>



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 Kuttенberg, Director
tkuttенberg@hanover-township.org

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

Phone: 847-888-8329

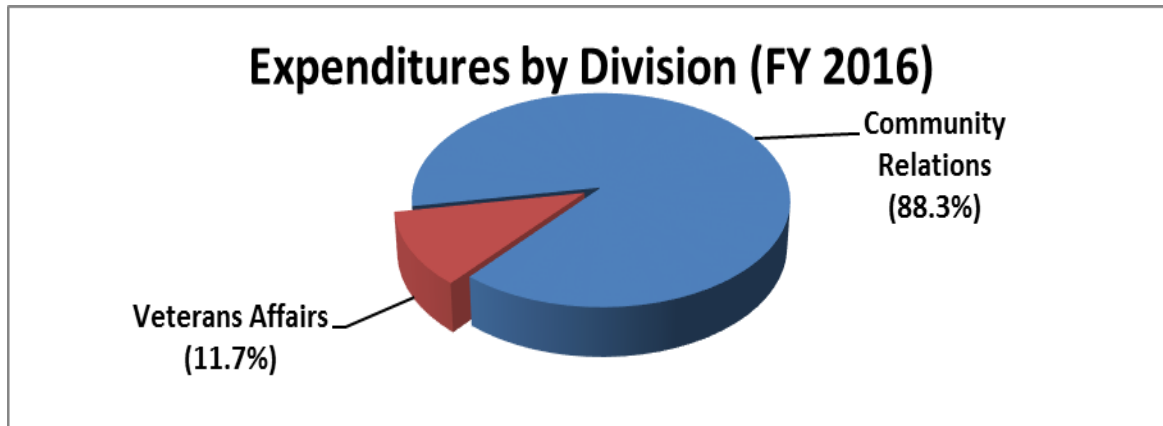
Hours of Operation: M-F: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/en/departments/veteran.aspx>

Department and Position	2014 Actual	2015 Actual	2016 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	1.0	0
Total	2.5	2.6	2.6	0

Budget Highlights:

- Most notably, significant budget changes include an increase in utilities and satellite office programs to reflect the operations of CVA in its first full year of functioning from the Izaak Walton Center.
- The increase in the Veterans Affairs portion reflects the division having their own line items for training, printing, and postage. The Veterans Honor Roll has also moved from Community Relations to Veterans Affairs portion of the budget.



Office of Community and Veterans Affairs Detailed Expenditures

Community and Veteran Affairs	FY 2014 Actual	FY 2014 Budget	FY 2015 Actual	FY 2016 Budget	% Change
Community Relations					
1014608 Salaries	\$ 92,860	\$ 98,000	\$ 96,325	\$ 100,410	2.46%
1014611 Education & Training	\$ 1,002	\$ 1,200	\$ 1,187	\$ 1,200	0.00%
1014614 Printing	\$ 972	\$ 800	\$ 858	\$ 800	0.00%
1014615 Postage	\$ 343	\$ 400	\$ 373	\$ 400	0.00%
1014617 Equipment & Furniture	\$ 2,391	\$ 2,500	\$ 2,880	\$ 2,500	0.00%
1014619 Office Supplies	\$ 1,024	\$ 1,000	\$ 994	\$ 1,000	0.00%
1014620 Satellite Office Programs	\$ 1,125	\$ 1,000	\$ 1,124	\$ 1,500	50.00%
1014621 Satellite Office Utilities	\$ 6,661	\$ 3,500	\$ 5,920	\$ 6,000	71.43%
1014622 Satellite Office Lease	\$ 19,629	\$ -	\$ -	\$ -	-100.00%
1014623 Satellite Office Phone & Internet	\$ 4,023	\$ 3,500	\$ 3,815	\$ 3,500	0.00%
1014624 Travel	\$ 1,204	\$ 1,200	\$ 1,153	\$ 1,300	8.33%
1014625 Communications	\$ 65,439	\$ 64,000	\$ 64,254	\$ 64,000	0.00%
1014626 Community Service Awards	\$ 2,077	\$ 2,000	\$ 2,063	\$ 2,000	0.00%
1014628 Historical Marker Program	\$ 800	\$ 2,400	\$ 818	\$ 2,400	0.00%
1014629 Dues & Subscriptions	\$ 239	\$ 300	\$ 298	\$ 400	33.33%
1014630 Veteran Honor Roll	\$ 2,882	\$ 5,000	\$ 3,106	\$ -	-100%
1014631 Community Festivals	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	0.00%
1014691 Health Insurance	\$ 18,160	\$ 16,822	\$ 16,513	\$ 18,539	10.21%
1014692 Dental, Vision & Life Insurance	\$ 1,309	\$ 1,259	\$ 725	\$ 1,140	-9.45%
1014693 Unemployment	\$ 1,770	\$ 1,076	\$ 1,126	\$ 700	-34.94%
1014694 IMRF Expense	\$ 4,283	\$ 5,167	\$ 4,805	\$ 5,161	-0.12%
1014695 FICA Expense	\$ 3,909	\$ 3,113	\$ 3,099	\$ 3,149	1.16%
Total Community Relations	\$ 244,699	\$ 227,237	\$ 224,435	\$ 229,099	0.82%

Office of Community and Veterans Affairs Detailed Expenditures

		FY 2014	FY 2015	FY 2015	FY 2016	
101VET	Veterans Affairs	Actual	Budget	Actual	Budget	% Change
1014700	Salaries	\$ 19,567	\$ 20,000	\$ 13,290	\$ 20,500	2.50%
1014701	Veterans Honor Roll	\$ -	\$ -	\$ -	\$ 4,000	100%
1014703	Travel Expenses	\$ -	\$ 100	\$ 96	\$ 250	150.00%
1014704	Supplies	\$ 93	\$ 100	\$ 104	\$ 300	200.00%
1014705	Training	\$ -	\$ -	\$ -	\$ 800	100.00%
1014706	Printing	\$ -	\$ -	\$ -	\$ 400	100.00%
1014707	Postage	\$ -	\$ -	\$ -	\$ 530	100.00%
1014793	Unemployment	\$ 631	\$ 538	\$ 39	\$ 340	-36.80%
1014794	IMRF Expense	\$ -	\$ -	\$ -	\$ 1,054	100.00%
1014795	FICA Expense	\$ 613	\$ 635	\$ 115	\$ 643	1.26%
Total	Veterans Affairs	\$ 20,904	\$ 21,373	\$ 13,645	\$ 28,817	34.83%
Total		\$ 266,008	\$ 248,610	\$ 238,080	\$ 257,916	3.74%

Performance Metrics

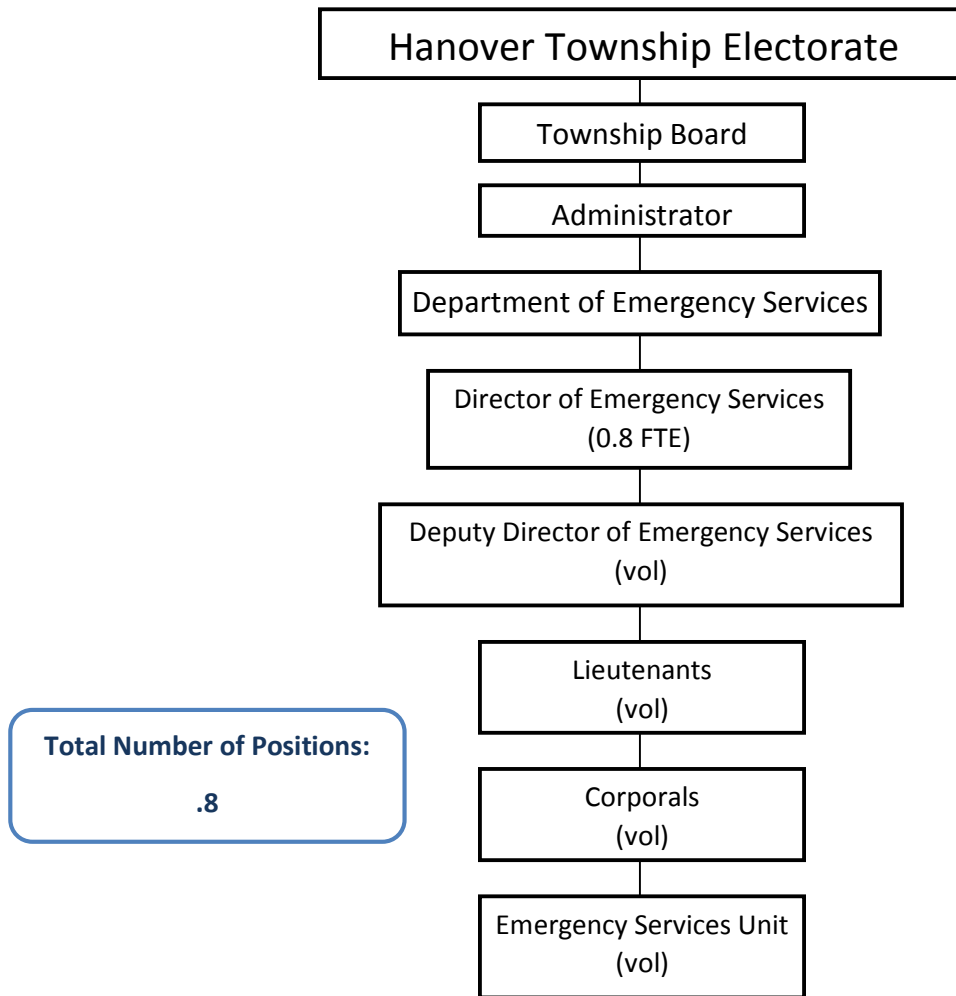
Service Provided	FY 2013	FY 2014	FY 2015	% Change
Website Visits	81,303	87,401	99,397	13.73%
Facebook Likes	601	665	738	10.98%
Media Releases	69	63	71	12.70%
Veteran Contacts	83	58	233	301.72%
Total Veterans Served	56	43	151	251.16%
Total Resident Contacts (Elgin Office)	1,997	1,740	2,298	32.07%

FY 2015 Department Accomplished Goals (in order of priority)

1. In the process of developing a marketing plan for outreach to the Hispanic population. A Hispanic media list has been compiled after reaching out to Hispanic community organizations and traditional media.
2. Community and Veterans Affairs has increased outreach and services to veterans. Met initial target of increasing veterans served by 20%.

Office of Community and Veterans Affairs FY 16 Goals and Actions Plan

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Launch new Township Website	<ol style="list-style-type: none"> 1. Finalize homepage and subpage template designs. (Kuttenberg- 06/15/15) 2. Implement new features needed for new website. (Kuttenberg – 06/15/15) 3. Test, train, and launch website. (Kuttenberg- 09/01/15) 	<ol style="list-style-type: none"> a. Summarize results of internal and external design surveys. b. Present website design to Administraor. a. Review features of website with internal working group. b. Identify new features to be implemented when site launches, establish timelines for future features. a. Work with vendor and staff to test the new website. b. Conduct staff training on new site. c. Launch new website. 	<ol style="list-style-type: none"> a. TBC 04/30/15 b. TBC 06/05/15 a. TBC 06/01/14 b. TBC 06/15/15 a. TBC 07/01/15 b. TBC 08/01/15 c. TBC 09/01/15
II. Research and analyze advertising in the Township newsletter to reduce production and distribution costs.	<ol style="list-style-type: none"> 1. Research advertising companies. (Monegato- 06/01/15) 2. Analyze cost-benefit of advertising in the newsletter. (Kuttenberg_ 10/01/15) 	<ol style="list-style-type: none"> a. Contact municipalities that utilize advertising in newsletters, b. Contact non-profits and community organizations that utilize advertising in newsletters a. Determine parameters for advertising in Township newsletter, b. Present recommendation to Administrator. 	<ol style="list-style-type: none"> a. TBC 05/01/15 b. TBC 06/01/15 a. TBC 08/01/15 b. TBC 10/01/15



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.

Location and Contact Information

Department Head: William Burke, Director
cessick@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/en/departments/emergency_services.aspx

Department and Position	2014 Actual	2015 Actual	2016 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 and substantial increase to the Emergency Services expenditures is health insurance line item. This is due to the new Director opting into the Township health insurance program.

Emergency Services Detailed Expenditures

Expense		FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	% Change
1014	Town Fund-Expenditures					
101ES	Emergency Services					
1014801	Salaries	\$ 40,682	\$ 40,500	\$ 44,731	\$ 40,500	0.00%
1014802	Equipment	\$ 19,141	\$ 22,000	\$ 18,659	\$ 22,000	0.00%
1014803	Uniforms	\$ 8,764	\$ 6,000	\$ 8,774	\$ 7,000	16.67%
1014804	Printing	\$ 860	\$ 1,000	\$ 647	\$ 1,000	0.00%
1014805	Postage	\$ 148	\$ 100	\$ 108	\$ 100	0.00%
1014806	Office Supplies	\$ 1,339	\$ 750	\$ 809	\$ 750	0.00%
1014807	Miscellaneous	\$ 1,221	\$ 1,000	\$ 781	\$ 1,000	0.00%
1014808	Education & Training	\$ 5,758	\$ 10,000	\$ 8,642	\$ 10,000	0.00%
1014809	Pre-Volunteer Screening	\$ 355	\$ 500	\$ 208	\$ 500	0.00%
1014810	Travel	\$ 121	\$ 2,500	\$ 1,960	\$ 2,500	0.00%
1014811	Volunteer Insurance	\$ 775	\$ 800	\$ -	\$ 8,000	0.00%
1014812	Volunteer Appreciation	\$ 1,313	\$ 2,750	\$ 3,580	\$ 3,750	36.36%
1014813	Vehicle Fuel & Maintenance	\$ 8,498	\$ 6,000	\$ 7,546	\$ 6,000	0.00%
1014814	Communications	\$ 6,402	\$ 9,200	\$ 7,686	\$ 9,000	-2.17%
1014815	Emergency Ops Center	\$ 6,669	\$ 9,000	\$ 3,741	\$ 8,000	-11.11%
1014815	Health Insurance	\$ 15,602	\$ 2,400	\$ 2,200	\$ 15,650	552.08%
1014815	Dental, Vision & Publications	\$ 1,069	\$ 206	\$ 494	\$ 570	176.70%
1014815	Unemployment	\$ 808	\$ 538	\$ 415	\$ 340	-36.80%
1014815	IMRF Expense	\$ 984	\$ 2,181	\$ 1,862	\$ 2,082	-4.54%
1014815	FICA Expense	\$ 831	\$ 1,287	\$ 1,313	\$ 1,270	-1.32%
Total	Emergency Services	\$ 121,340	\$ 118,712	\$ 114,156	\$ 140,012	11.88%

Performance Metrics

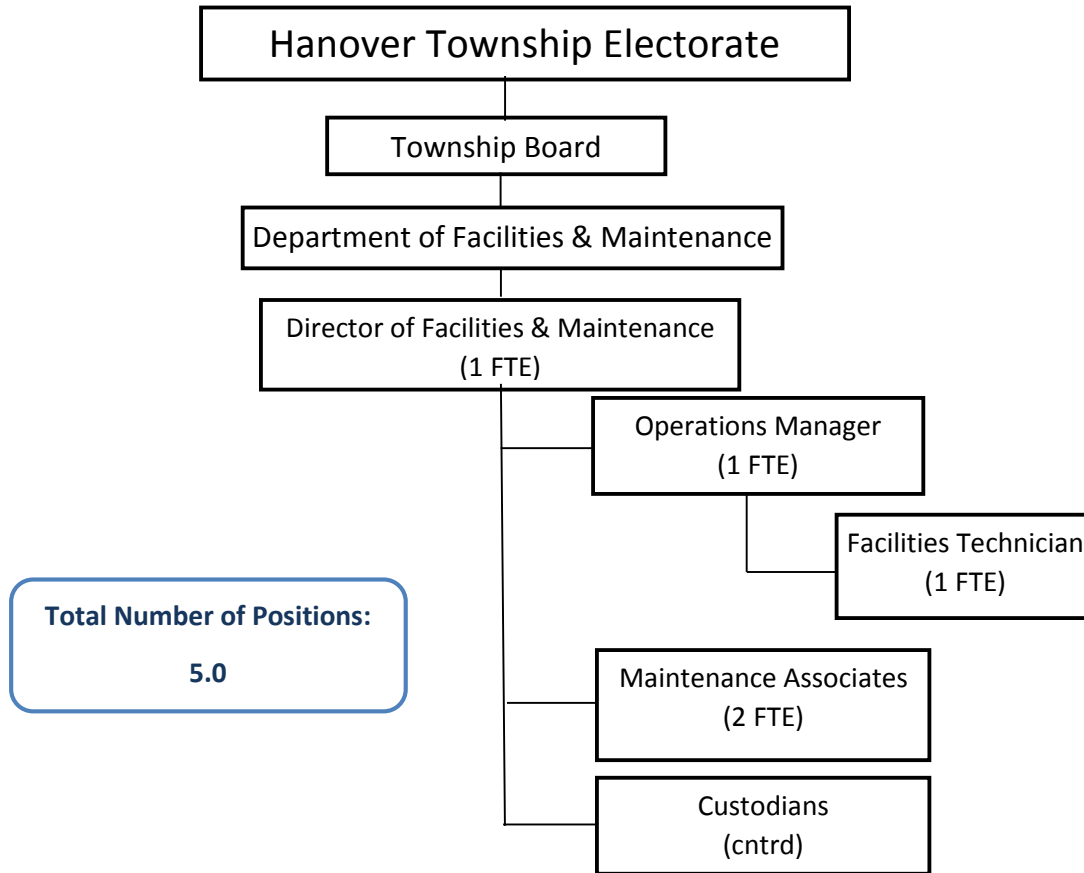
Service Provided	FY 2013	FY 2014	FY 2015	% Change
Volunteers				
Total Volunteers	33	31	28	-9.8%
New Volunteers	17	10	0	-100%
Volunteer Hours	2,343	3,036	3,539	14.2%
Training				
Total Hours	1,513	1,757	3,762	114%
Details				
Township Events	26	25	28	12%
Municipal Event Assistance	32	39	52	33%
Emergency Call Outs	49	40	51	27.5%
Safety Patrols	32	34	45	32.3%
Miscellaneous	5	25	13	48%

FY 2015 Department Accomplished Goals (in order of priority)

1. Establish separate communication division with dedicated personnel. This would include two members that would be responsible for public education and information, as well as ordering, maintaining, and managing communications equipment.
2. Creation of the Emergency Operations Center development plan, including needs, timetable, and budget.

Department of Emergency Services FY 2016 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Research, analyze and implement, if appropriate, a web-based events tracking system.</p>	<p>1. Research and identify events tracking system (Burke- 09/01/15)</p> <p>2. Oversee implementation and evaluation of software</p>	<p>a. Identify department needs</p> <p>b. Research and analyze applicable software</p> <p>c. Identify and recommend software</p> <p>a. Coordinate initial set-up and installation of software</p> <p>b. Provide software trainings to volunteers</p> <p>c. Evaluate efficiency and effectiveness of software.</p>	<p>a. TBC 07/01/15</p> <p>b. TBC 08/01/15</p> <p>c. TBC 09/01/15</p> <p>a. TBC 09/01/15</p> <p>b. TBC 10/15/15</p> <p>c. TBC 01/01/16</p>
<p>2. Conduct multi-agency tabletop exercise.</p>	<p>1. Plan multi-agency table top exercise. (Burke- 10/01/15)</p> <p>2. Conduct and evaluate tabletop exercise. (Burke - 02/01/16)</p>	<p>a. Define the scope and purpose of exercise</p> <p>b. Determine exercise scenarios and agenda</p> <p>c. Identify agency participants</p> <p>a. Host tabletop exercise</p> <p>b. Conduct a debriefing and solicit participant feedback</p> <p>c. Evaluate exercise and participant feedback</p>	<p>a. TBC 08/01/15</p> <p>b. TBC 09/01/15</p> <p>c. TBC 10/01/15</p> <p>a. TBC 11/01/15</p> <p>b. TBC 12/01/15</p> <p>c. TBC 02/01/16</p>



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-Sa: 7:30 am to 3:30 pm

Webpage:
<http://www.hanover-township.org/en/departments/administration.aspx>

Department and Position	2014 Actual	2015 Actual	2016 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
Mechanic	1.0	0	0	0
Total	6	5	5	0

Budget Highlights:

- The major increase to expenditures at 65.38% is the health insurance line item. This increase is due to the increase in health premiums as well as staff opting into the health program this year and other staff adding dependents.

Facilities and Maintenance



Facilities and Maintenance Detailed Expenditures

Expense	FY 2014	FY 2015	FY 2015	FY 2016	% Change
	Actual	Budget	Actual	Budget	
1014 Town Fund-Expenditures					
101Main Facilities Maintenance					
1014200 Salaries	\$ 234,682	\$ 260,000	\$ 254,799	\$ 266,000	2.31%
1014202 Office Supplies	\$ 197	\$ 375	\$ 676	\$ 400	6.67%
1014204 Janitorial Supplies- Izaak	\$ 820	\$ 825	\$ 600	\$ 800	-3.03%
1014205 Janitorial Supplies- Town	\$ 3,252	\$ 4,000	\$ 2,412	\$ 4,000	0.00%
1014206 Janitorial Supplies- Senior	\$ 6,222	\$ 5,250	\$ 1,663	\$ 5,000	-4.76%
1014207 Janitorial Supplies- Astor	\$ 315	\$ 1,000	\$ 455	\$ 1,000	0.00%
1014208 Housekeeping Contract	\$ 32,415	\$ 40,000	\$ 40,837	\$ 40,000	0.00%
1014209 Building Contracts	\$ 11,543	\$ 13,250	\$ 11,272	\$ 13,000	-1.89%
1014210 Building Maintenance- Town	\$ 4,178	\$ 8,500	\$ 8,124	\$ 8,500	0.00%
1014211 Building Maintenance- Senior	\$ 10,722	\$ 10,000	\$ 10,838	\$ 9,500	-5.00%
1014212 Building Maintenance- Astor	\$ 828	\$ 2,000	\$ 1,518	\$ 1,800	-10.00%
1014230 Building Maintenance - Izaak	\$ 1,312	\$ 4,000	\$ 674	\$ 4,000	0.00%
1014213 Equipment Maintenance- Town	\$ 2,916	\$ 10,000	\$ 7,541	\$ 10,000	0.00%
1014214 Equipment Maintenance- Senior	\$ 13,900	\$ 13,500	\$ 18,111	\$ 12,500	-7.41%
1014215 Equipment Maintenance- Astor	\$ 4,605	\$ 1,350	\$ 2,117	\$ 1,250	-7.41%
1014229 Equipment Maintenance- Izaak	\$ 329	\$ 5,000	\$ 517	\$ 4,000	-20.00%
1014216 Equipment Rental	\$ 741	\$ 2,100	\$ 1,519	\$ 2,000	-4.76%
1014217 Education & Training	\$ 546	\$ 900	\$ 431	\$ 1,000	11.11%
1014218 Vehicle Maintenance- Town	\$ 2,789	\$ 4,500	\$ 4,726	\$ 4,500	0.00%
1014219 Vehicle Fuel- Town	\$ 8,806	\$ 7,500	\$ 6,556	\$ 7,500	0.00%
1014220 Seasonal Projects Assistance	\$ 6,367	\$ 8,000	\$ 3,970	\$ 5,000	-37.50%
1014221 Cell Phone/Communications	\$ 1,374	\$ 1,800	\$ 1,291	\$ 1,700	-5.56%
1014222 Trash Removal- Town	\$ 1,964	\$ 2,500	\$ 2,386	\$ 2,500	0.00%
1014223 Trash Removal- Senior	\$ 1,870	\$ 1,800	\$ 2,279	\$ 1,800	0.00%
1014224 Trash Removal- Astor	\$ 1,968	\$ 1,500	\$ 1,869	\$ 1,500	0.00%
1014232 Trash Removal - Izaak	\$ -	\$ 1,200	\$ 634.78	\$ 1,200	0.00%
1014225 Grounds/Reserve Maintenance	\$ 7,048	\$ 11,000	\$ 8,862	\$ 11,500	4.55%
1014226 Uniforms	\$ 514	\$ 900	\$ 376	\$ 900	0.00%
1014227 Miscellaneous	\$ 789	\$ 800	\$ 1,011	\$ 1,000	25.00%
1014291 Health Insurance	\$ 21,789	\$ 27,785	\$ 33,841	\$ 45,950	65.38%
1014292 Dental, Vision & Life Insurance	\$ 2,902	\$ 2,634	\$ 3,165	\$ 2,830	7.44%
1014293 Unemployment	\$ 3,757	\$ 2,689	\$ 1,861	\$ 1,700	-36.78%
1014294 IMRF Expense	\$ 11,264	\$ 14,003	\$ 11,046	\$ 13,672	-2.36%
1014295 FICA Expense	\$ 8,891	\$ 8,260	\$ 7,771	\$ 8,343	1.00%
Total	\$ 411,624	\$ 478,921	\$ 455,750	\$ 496,345	3.64%

Performance Metrics

Service Provided	FY 2013	FY 2014	FY 2015	% Change
Administration				
Vehicle Service Calls	420	363	160	-55.9%
Work Orders	737	701	686	-2.1%
Event Setups/Tear Downs	1,848	1,729	2,262	30.8%
Energy Efficiency - Electricity (Kw)				
Astor Ave. Community Center	45,986	39,994	50,523	26.3%
Town Hall	109,440	106,080	101,520	-4.3%
Senior Center	422,547	406,124	412,207	1.5%
Energy Efficiency - Gas (Therms)				
Astor Ave. Community Center	2,805.11	3,178.54	1,958.07	-38.4%
Town Hall	6,612.30	9,348.92	7,428.73	-20.5%
Senior Center	22,269.96	24,299.59	17,991.37	-25.9%

FY 2015 Department Accomplished Goals (in order of priority)

1. Develop and implement a capital improvement plan for Lenoci Reserve including playground refurbishment and/or replacement, lighting, benches, seal coat walking paths, and other needs.
2. Conduct further renovations at the Izaak Walton Center including the installation of an elevator and upgraded electrical service.

Department of Facilities and Maintenance FY 2016 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Act as a project manager for Izaak Walton Center improvements.	1. Complete elevator installation and electrical service upgrade. (Spejcher - 07/15/15)	a. Oversee installation of elevator b. Coordinate additional contracted work c. Finalize installation of elevator.	a. TBC 05/15/15 b. TBC 06/01/15 c. TBC 06/15/15
	2. Complete lower level renovations. (Spejcher - 07/01/15)	a. Installation of flooring b. Installation of kitchen and countertops c. Renovation of lower level windows	a. TBC 06/01/15 b. TBC 07/01/15 c. TBC 07/01/15
	3. Installation of handicap accessible ramp. (Spejcher - 08/01/15)	a. Receive 3 quotes from contractors b. Hire contractor c. Oversee installation of ramp	a. TBC 06/15/15 b. TBC 06/15/15 c. TBC 08/01/15
	4. Complete outdoor education center construction. (Spejcher - 08/01/15)	a. Determine scope of project b. Develop plan c. Oversee construction	a. TBC 05/15/15 b. TBC 06/01/15 c. TBC 08/01/15
II. Act as project manager for Town Hall and Senior Center parking lot reconstruction project.	1. Hire engineer and oversee budding process. (Spejcher - 05/01/15)	a. Research qualified engineers b. Hire engineer c. Go out to bid	a. TBC 05/15/15 b. TBC 06/01/15 c. TBC06/15/15
	2. Renovations to lower level. (Spejcher - 3/31/15)	a. Recommend contractor and award contract b. Oversee construction	a. TBC 07/15/15 b. TBC 09/15/15

Department of Facilities and Maintenance FY 2016 Goals and Actions Plan			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>III. Hire new housekeeping contractor for Town Hall and Senior Center.</p>	<p>1. Revise current housekeeping requirements. (Spejcher - 09/01/15)</p> <p>2. Oversee bidding and hiring process. (Spejcher - 12/01/15)</p>	<p>a. Review previous specifications for housekeeping contract</p> <p>b. Determine current housekeeping needs for Town Hall and Senior Center</p> <p>c. Review and develop specifications for contract to be used for bidding process.</p> <p>a. Go out to bid</p> <p>b. Hire housekeeping contractor</p> <p>c. Schedule monthly follow ups with contractor to identify areas of improvement</p>	<p>a. TBC 08/01/15</p> <p>b. TBC 05/15/15</p> <p>c. TBC 09/01/15</p> <p>a. TBC 09/15/15</p> <p>b. TBC 11/01/15</p> <p>c. TBC 12/01/15</p>

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

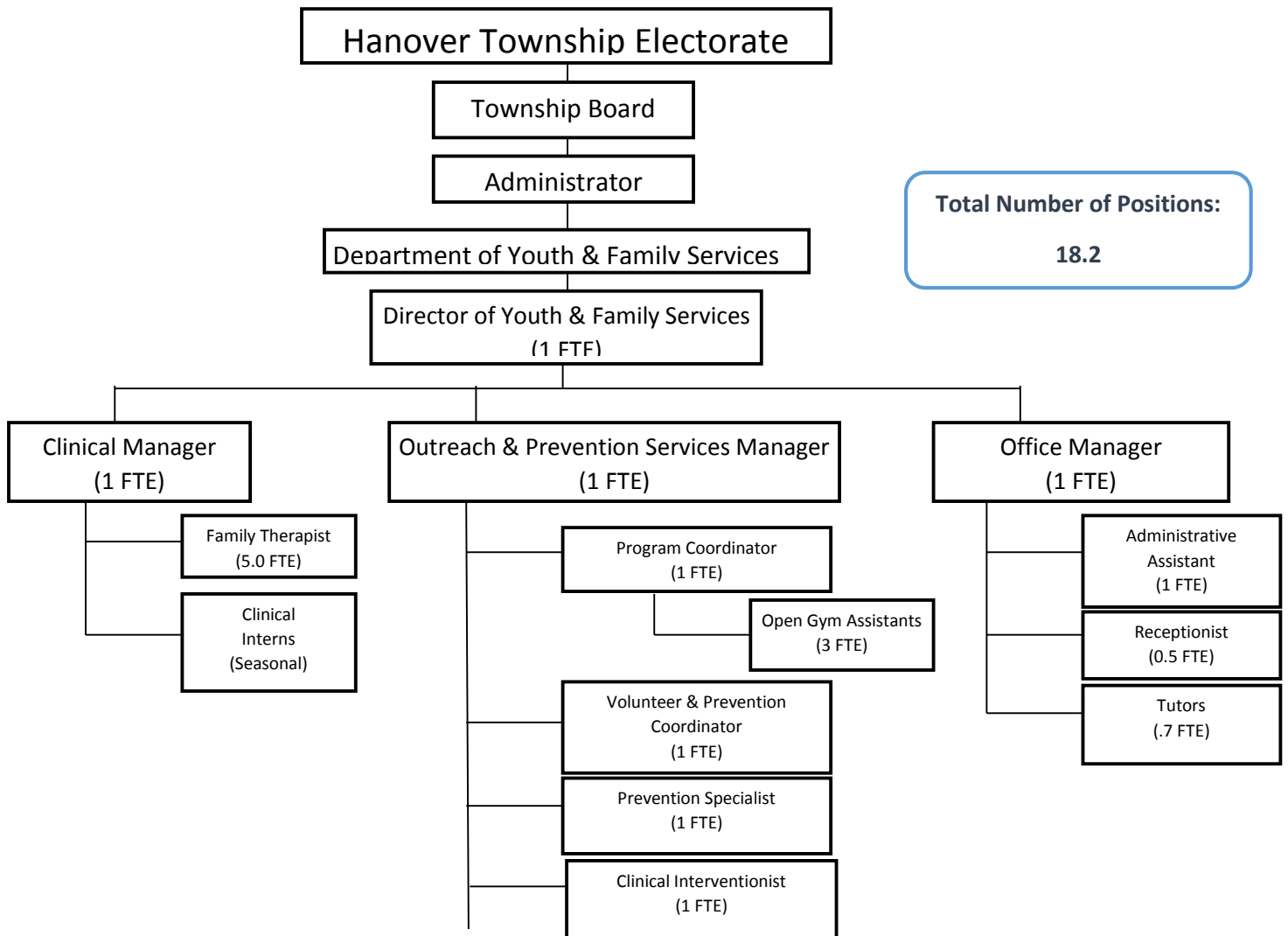
Hours of Operation: M: 1:00 pm to 3:00 pm Tu: 1:00 pm to 6:00 pm
 W-F: 11:00 am to 3:00 pm Sa: 9:00 am to 11:30 am

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

Budget Highlights:

- Personnel related costs, including salaries and benefits, comprise the largest notable line item decreases due to the elimination of Pantry Associate position.

		FY 2014	FY 2015	FY 2015	FY 2016	%
1014	Town Fund-Expenditures	Actual	Budget	Actual	Budget	Change
1014	Food Pantry					
1014460	Salaries	\$ 60,434	\$ 57,012	\$ 57,683	\$ 48,000	-15.81%
1014461	Utilities	\$ 7,407	\$ 7,000	\$ 9,388	\$ 7,500	7.14%
1014391	Health Insurance	\$ 14,506	\$ 20,869	\$ 13,455	\$ 15,200	-27.16%
1014392	Dental, Vision & Life Insurance	\$ 954	\$ 1,343	\$ 961	\$ 575	-57.19%
1014393	Unemployment	\$ 1,273	\$ 1,076	\$ 817	\$ 500	-53.53%
1014394	IMRF Expense	\$ 2,260	\$ 2,614	\$ 2,137	\$ 2,467	-5.62%
1014395	FICA Expense	\$ 1,364	\$ 1,811	\$ 1,517	\$ 1,506	-16.84%
Total	Food Pantry	\$ 88,198	\$ 91,725	\$ 85,958	\$ 75,748	-17.42%



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
iparquette@hanover-township.org

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

Phone: 630-483-5799

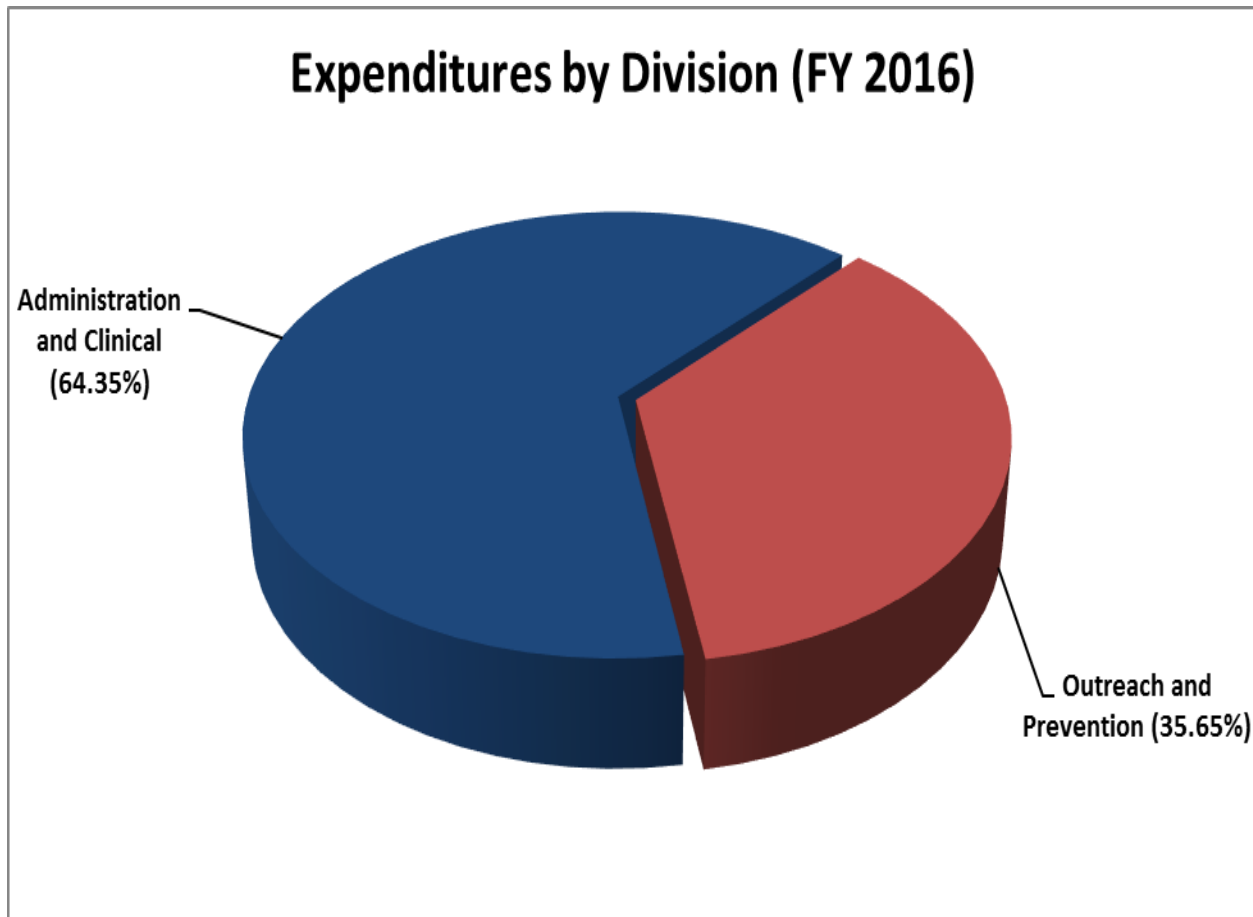
Hours of Operation: M-Th: 9:30 am to 9:00 pm
 F: 9:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/en/departments/youth.aspx>

Department and Position	2014 Actual	2015 Actual	2016 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
Receptionists	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 increase in premiums and some new employees having moved from single coverage to family and dependent plans.
- The decrease in the salary line item is due to the substance abuse prevention program moving from the Clinical Division to the Prevention Division. This would account for the 24.17% increase in the salary line item for Outreach and Prevention.



Youth and Family Services Detailed Expenditures

109ADM	Administration & Clinical	FY 2014	FY 2015	FY 2015	FY 2016	%
		Actual	Budget	Actual	Budget	Change
1094608	Salaries	\$ 506,540	\$ 525,136	\$ 468,248	\$ 499,900	-4.81%
1094611	Education & Training	\$ 7,124	\$ 7,250	\$ 4,724	\$ 6,850	-5.52%
1094612	Consulting Fees	\$ 2,100	\$ 3,600	\$ 2,700	\$ 3,600	0.00%
1094613	Answering Service	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	0.00%
1094614	Printing	\$ 1,740	\$ 1,500	\$ 1,559	\$ 1,500	0.00%
1094615	Postage	\$ 763	\$ 600	\$ 441	\$ 400	-33.33%
1094616	Books & Journals	\$ 149	\$ 500	\$ 504	\$ 500	0.00%
1094617	Equipment Maintenance	\$ 1,441	\$ 2,000	\$ -	\$ 2,000	0.00%
1094618	Psychiatric Backup	\$ 6,800	\$ 9,000	\$ 7,850	\$ 9,000	0.00%
1094619	Office Supplies	\$ 2,694	\$ 3,000	\$ 2,648	\$ 3,000	0.00%
1094620	Community Affairs	\$ 3,563	\$ 2,500	\$ 2,469	\$ 2,100	-16.00%
1094621	Recruitment & Pre Employment	\$ 1,019	\$ 2,000	\$ 2,640	\$ 2,000	0.00%
1094622	Miscellaneous	\$ 321	\$ 400	\$ 392	\$ 500	25.00%
1094623	Travel	\$ 3,890	\$ 3,000	\$ 2,885	\$ 3,500	16.67%
1094624	Intern Stipends	\$ 6,000	\$ 3,500	\$ 1,000	\$ 3,500	0.00%
1094625	Insurance	\$ 2,929	\$ 3,000	\$ 2,958	\$ -	-100.00%
1094626	Equipment & Furniture	\$ 5,345	\$ 4,000	\$ 5,348	\$ 3,500	-12.50%
1094628	Tutoring	\$ 20,586	\$ 24,000	\$ 21,276	\$ 24,000	0.00%
1094629	Dues & Subscriptions	\$ 571	\$ 500	\$ 490	\$ 500	0.00%
1094691	Health Insurance	\$ 63,008	\$ 62,765	\$ 52,319	\$ 67,550	7.62%
1094691	Dental, Vision & Life Insurance	\$ 6,268	\$ 6,187	\$ 5,168	\$ 5,100	-17.57%
1094691	Unemployment	\$ 6,561	\$ 6,992	\$ 6,380	\$ 4,000	-42.79%
1094691	IMRF Expense	\$ 20,769	\$ 28,282	\$ 20,542	\$ 25,695	-9.15%
1094691	FICA Expense	\$ 17,207	\$ 16,682	\$ 13,121	\$ 15,679	-6.01%
Total	Administration & Clinical	\$ 688,588	\$ 717,595	\$ 626,863	\$ 685,574	-4.46%

Department of Youth and Family Services



109OUT	Outreach & Prevention	FY 2014	FY 2015	FY 2015	FY 2016	%
		Actual	Budget	Actual	Budget	Change
1094640	Salaries	\$ 172,770	\$ 178,500	\$ 79,521	\$ 221,650	24.17%
1094641	Open Gym Program	\$ 72,202	\$ 81,600	\$ 198,701	\$ 81,600	0.00%
1094643	Education & Training	\$ 1,339	\$ 1,600	\$ 1,627	\$ 2,000	25.00%
1094644	Travel	\$ 2,558	\$ 2,500	\$ 2,936	\$ 3,000	20.00%
1094645	Printing	\$ 799	\$ 800	\$ 798	\$ 800	0.00%
1094646	Postage	\$ -	\$ 200	\$ -	\$ 200	0.00%
1094647	Office Supplies	\$ 444	\$ 1,000	\$ 994	\$ 1,000	0.00%
1094648	Community Affairs	\$ 138	\$ 1,000	\$ 987	\$ 1,000	0.00%
1094649	Professional Services	\$ 1,200	\$ 1,200	\$ 2,000	\$ 1,200	0.00%
1094650	Program Supplies	\$ 1,562	\$ 2,000	\$ 1,585	\$ 2,000	0.00%
1094651	Cell phone	\$ 1,946	\$ 2,000	\$ 1,716	\$ 2,000	0.00%
1094655	Transportation	\$ 663	\$ 2,750	\$ 681	\$ 2,750	0.00%
1094791	Health Insurance	\$ 29,814	\$ 27,189	\$ 28,684	\$ 29,750	9.42%
1094792	Dental, Vision & Life Insurance	\$ 3,385	\$ 3,862	\$ 3,225	\$ 2,850	-26.20%
1094793	Unemployment	\$ 6,634	\$ 5,916	\$ 5,774	\$ 5,000	-15.48%
1094794	IMRF Expense	\$ 6,884	\$ 14,008	\$ 9,831	\$ 14,329	2.29%
1094795	FICA Expense	\$ 9,533	\$ 8,263	\$ 10,119	\$ 8,744	5.82%
	Outreach & Prevention	\$ 311,871	\$ 334,388	\$ 349,178	\$ 379,873	13.60%
Total	Youth & Family Services	\$ 1,000,458	\$ 1,051,982	\$ 976,041	\$ 1,065,447	1.28%

Performance Metrics

Service Provided	FY 2013	FY 2014	FY 2015	% Change
Outreach and Prevention				
Open Gym Participants	12,722	12,519	13,344	6.6%
Open Gym Participants (Unduplicated)	1,054	1,150	1,167	1.5%
Alternative to Suspension Referrals	128	145	92	-36.6%
Alternative to Suspension (Unduplicated)	106	147	150	2%
Clinical				
Therapy Clients (Total Attended)	3,723	3,031	3,316	9.4%
Therapy Clients (Unduplicated)	688	1,385	1,499	8.2%
New Clients (Unduplicated)	N/A	160	168	5%
Clinical Hours	2,981	3,420	2,903	15.1%
Group Session Participants	5,555	7,097	5,386	24.4%
Tutoring Participants				
Total	1,281	1,622	1,764	8.8%
Unduplicated	241	235	245	4.3%

FY 2015 Department Accomplished Goals (in order of priority)

1. Implemented Phase 2 of substance abuse prevention work to expand reach, impact, and branding of programs and services.
2. Researched feasibility of accepting health insurance per the requirements of the Affordable Care Act and investigate other revenue options.
3. Developed best use of Lacy Reserve in order to accommodate the department's services and programs.

Department of Youth and Family Services FY 2016 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Determine the feasibility of implementing and initiate if approved, insurance reimbursement for clinical services.</p>	<p>1. Conduct research on various electronic medical records management software and complete a cost analysis. (Houdek- 05/15/15)</p> <p>2. Review and determine the impact of implementation on clinical and administrative staff time, service delivery, and resources. (Houdek- 11/15/15)</p> <p>3. Secure insurance panels. (Houdek - 10/15/15)</p>	<p>a. Solicit various vendors to determine the most appropriate electronic medical records management software based on capacity and cost.</p> <p>b. Compile findings and make recommendations to administration for approval.</p> <p>a. Conduct time study on therapist's use of time and clinical expectations.</p> <p>b. Determine the amount of time utilized for billing insurance and completing required clinical documentation.</p> <p>c. Analyze findings and present findings to administration.</p> <p>a. Complete application to receive a National Provider Identifier Number.</p> <p>b. Complete applications for clinical staff to secure their National Provider Identifier Numbers.</p> <p>c. Complete applications in order to become a provider on insurance panels.</p>	<p>a. TBC 04/15/15</p> <p>b. TBC 05/15/15</p> <p>a. TBC 08/15/15</p> <p>b. TBC 09/15/15</p> <p>c. TBC 11/15/15</p> <p>a. TBC 05/15/15</p> <p>b. TBC 08/15/15</p> <p>c. TBC 10/15/15</p>

Department of Youth and Family Services FY 2016 Goals and Action Plans

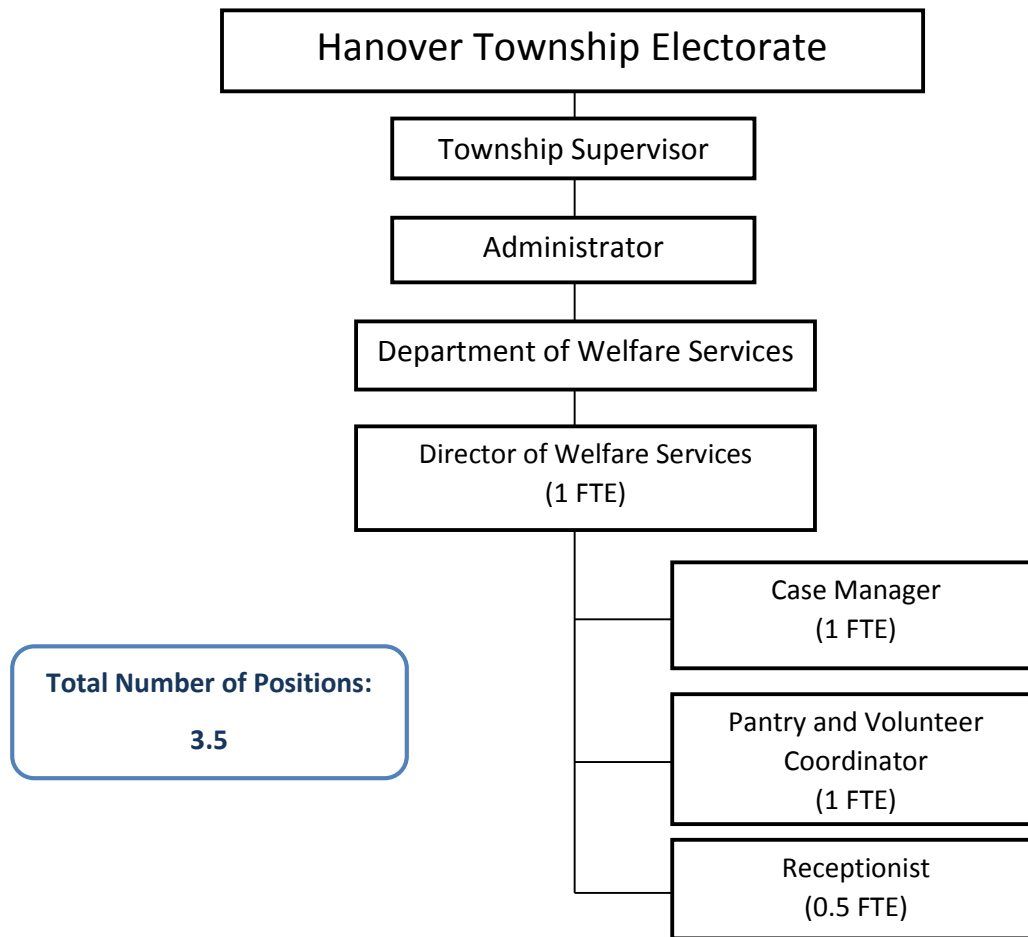
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>II. Effectively measure the value and impact of school based services (therapist lead groups, PBIS, substance abuse intervention & prevention, and alternative to suspension).</p>	<ol style="list-style-type: none"> 1. Develop biannual measures to evaluate school based services. (Parquette – 08/15/15) 2. Conduct pretests at the beginning of the school year to establish baselines. (Parquette – 11/15/15) 3. Conduct end of the school year measures. (Parquette – 05/15/15) 4. Analyze data to determine the value and impact of school based services (Parquette – 08/01/15) 	<ol style="list-style-type: none"> a. Research evidence based evaluation tools and surveys. b. Select tools based on utility, cost, and efficiency. a. Secure parental consent to conduct pretests. b. Distribute pretests to participants and gather data. a. Distribute and conduct post-tests. b. Gather data from post-tests. a. Compile findings from pretests and post-tests. b. Analyze compiled data to determine value and impact of school based services. 	<ol style="list-style-type: none"> a. TBC 07/15/15 b. TBC 08/15/15 a. TBC 10/15/15 b. TBC 11/15/2015 a. TBC 04/15/15 b. TBC 05/01/15 a. TBC 05/15/15 b. TBC 08/01/15

Department of Youth and Family Services FY 2016 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>III. Advance the Department's messaging, branding, and community awareness.</p>	<p>1. Create a departmental branding strategy. (Parquette – 05/15/15)</p> <p>2. Implement internal branding strategy plan. (Parquette – 09/15/15)</p> <p>3. Implement external branding strategy plan. (Parquette – 03/15/16)</p>	<p>a. Research branding and messaging and create template to be utilized for developing brand strategy.</p> <p>b. Hold bi-annual all staff retreat for the purpose of teambuilding and creating branding/messaging strategy.</p> <p>c. Implement strategy.</p> <p>a. Conduct staff trainings on branding and messaging.</p> <p>b. Create and implement internal practices, reminders, and reinforcements for department branding and messaging</p> <p>c. Create and implement teambuilding and meeting structures</p> <p>a. Purchase Hanover Township Logo apparel for staff to wear for community based services.</p> <p>b. Create a department feature story for Hanover Happenings to launch brand and messaging.</p> <p>c. Create a quarterly department brand/messaging e-blasts.</p> <p>d. Create 4-6 videos and photo brand messaging, to be utilized via website, social media, e-blasts, and other marketing avenues.</p>	<p>a. TBC 04/15/15</p> <p>b. TBC 04/30/15</p> <p>c. TBC 05/15/15</p> <p>a. TBC 05/15/15</p> <p>b. TBC 07/15/15</p> <p>c. TBC 08/01/15</p> <p>a. TBC 04/15/15</p> <p>b. TBC 12/01/15</p> <p>c. TBC 12/15/15</p> <p>d. TBC 03/15/16</p>



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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: Hanover Township 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/en/departments/welfare.aspx>

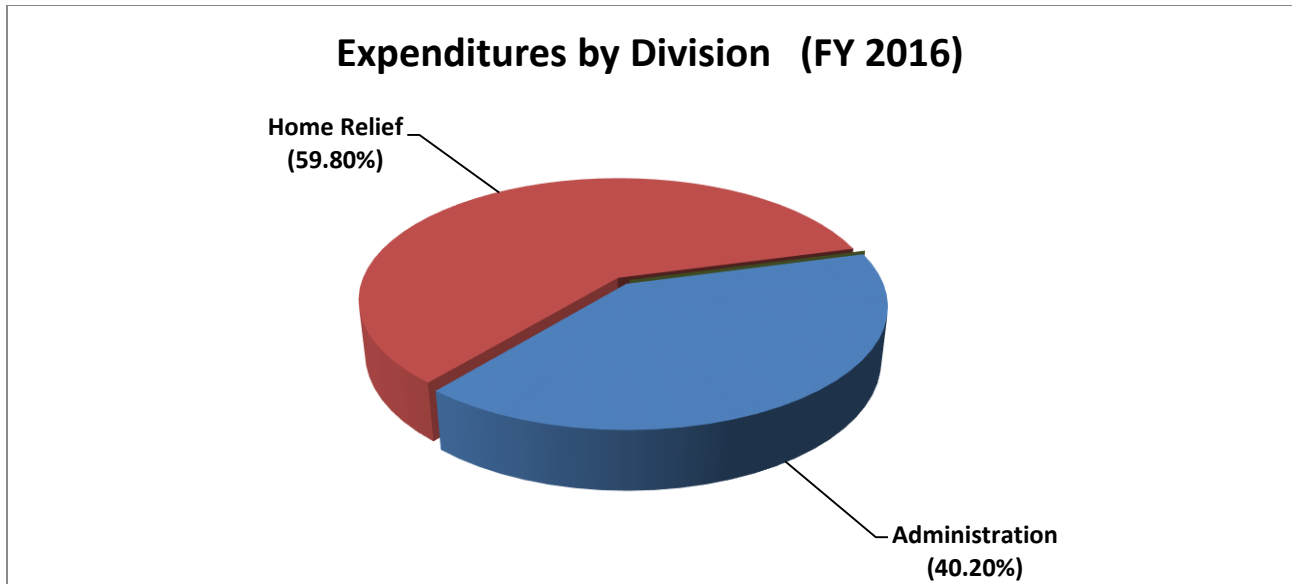
Department and Position	2014 Actual	2015 Actual	2016 Projected	Change
Welfare Services				
Director	1.0	1.0	1.0	0
Case Manager	1.0	1.0	1.0	0
Employment Services Manager	1.0	0	0	0
Employment Services Specialist	1.0	0	0	0
Pantry and Volunteer Coordinator	1.0	1.0	1.0	0
Intake Specialist	1.0	0	0	0
Receptionist	0.5	0.5	0.5	0
Food Pantry Associate*	0.75	0	0	0
Total	7.25	3.50	3.50	0

*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 saw a major decrease in expenditures due to the phase out of the Employment Services Division. The phase out is due to the rebounding economy and lower local unemployment rate.
- Administration expenditures have also decreased due to the elimination of the Intake Specialist due to the significant decrease in walk-in assistance requests and to achieve long term financial sustainability for the General Assistance fund.

General Assistance Fund Expenditures by Division



General Assistance Fund Summary

	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	% Change
Revenues	\$ 376,600	\$ 376,124	\$ 404,452	\$ 397,671	5.73%
Budgeted Expenditures					
Administration	\$ 235,649	\$ 222,139	\$ 207,797	\$ 180,239	-19%
Employment Services	\$ 90,961	\$ 108,085	\$ 42,018	n/a	-100%
Home Relief	\$ 214,668	\$ 268,100	\$ 206,392	\$ 268,100	0%
Total Expenditures	\$ 541,728	\$ 598,324	\$ 456,207	\$ 448,339	-25%
Excess of Revenues Over Expenditures	\$ (164,678)	\$ (222,200)	\$ (51,755)	\$ (50,668)	-77%
Fund Balance Beginning April 1	\$ 559,396	\$ 602,723	\$ 394,718	\$ 275,902	-54%
Estimated Cash on Hand March 31	\$ 394,718	\$ 380,523	\$ 342,963	\$ 225,234	-41%

General Assistance Fund



General Assistance Fund Detailed Revenues

Income		FY 2014	FY 2015	FY 2015	FY 2016	%
		Actual	Budget	Actual	Budget	Change
2023	Welfare Services-Revenue					
2023000	Property Taxes	\$ 350,418	\$ 351,123	\$ 368,670	\$ 367,670	4.71%
2023100	Replacement Taxes	\$ 3,867	\$ 4,000	\$ 2,811	\$ 4,000	0.00%
2023250	Interest Income	\$ 800	\$ 1,000	\$ 375	\$ 1,000	0.00%
2023300	Other Income	\$ 10,320	\$ 10,000	\$ 22,130	\$ 15,000	50.00%
2023350	CEDA- LIHEAP	\$ 11,195	\$ 10,000	\$ 10,466	\$ 10,000	0.00%
2023445	Grants	\$ -	\$ 1	\$ -	\$ 1	0.00%
Total	Welfare Services-Revenue	\$ 376,600	\$ 376,124	\$ 404,452	\$ 397,671	5.73%

General Assistance Fund Detailed Expenditures

Expense		FY 2014	FY 2015	FY 2015	FY 2016	%
		Actual	Budget	Actual	Budget	Change
2024	Welfare Services-Expenditures					
2024ADM	Administration					
2024201	Salaries	\$ 167,293	\$ 169,500	\$ 151,592	\$ 137,000	-19.17%
2024202	Office Supplies	\$ 2,632	\$ 2,000	\$ 3,625	\$ 3,000	50.00%
2024204	Equipment	\$ 9,930	\$ 4,500	\$ 6,105	\$ 4,500	0.00%
2024205	Travel & Training	\$ 2,745	\$ 2,000	\$ 1,567	\$ 2,000	0.00%
2024206	Postage	\$ 195	\$ 300	\$ 142	\$ 600	100.00%
2024210	Printing	\$ 2,745	\$ 1,500	\$ 2,548	\$ 1,500	0.00%
2024212	Dues, Pubs & Background Check	\$ 1,144	\$ 500	\$ 384	\$ 500	0.00%
2024213	Community Affairs/Misc	\$ 727	\$ 1,000	\$ 744	\$ 1,000	0.00%
2024507	Professional Services	\$ 4,272	\$ 2,500	\$ 4,765	\$ 2,000	-20.00%
2024509	Volunteer Appreciation	\$ 1,392	\$ 1,500	\$ 1,896	\$ 1,500	0.00%
2024510	Miscellaneous	\$ 606	\$ 500	\$ 478	\$ 500	0.00%
2024591	Health Insurance	\$ 23,666	\$ 18,008	\$ 19,717	\$ 12,600	-30.03%
2024592	Dental, Vision & Life Insurance	\$ 1,477	\$ 1,666	\$ 1,619	\$ 1,200	-27.97%
2024593	Unemployment	\$ 3,391	\$ 2,151	\$ 1,796	\$ 1,000	-53.51%
2024594	IMRF Expense	\$ 7,708	\$ 9,129	\$ 6,586	\$ 7,042	-22.86%
2024595	FICA Expense	\$ 5,662	\$ 5,385	\$ 4,234	\$ 4,297	-20.20%
Total	Administration	\$ 235,649	\$ 222,139	\$ 207,797	\$ 180,239	-18.86%

General Assistance Fund



2024HOM	Home Relief	FY 2014	FY 2015	FY 2015	FY 2016	%
		Actual	Budget	Actual	Budget	
2024102	Rent	\$ 109,003	\$ 126,000	\$ 115,234	\$ 134,000	6.35%
2024103	Utilities	\$ 16,159	\$ 26,000	\$ 13,000	\$ 20,000	-23.08%
2024105	Clothing	\$ 23,719	\$ 26,000	\$ 23,046	\$ 24,000	-7.69%
2024106	Travel Expenses	\$ 8,535	\$ 10,000	\$ 8,786	\$ 10,000	0.00%
2024110	Burial	\$ -	\$ 1,500	\$ -	\$ 1,500	0.00%
2024107	Medical	\$ 60	\$ 25,000	\$ -	\$ 25,000	0.00%
2024116	Catastrophic Insurance Premium	\$ 2,598	\$ 3,500	\$ 3,175	\$ 3,500	0.00%
2024117	Miscellaneous	\$ -	\$ 100	\$ 75	\$ 100	0.00%
2024119	Emergency Assistance	\$ 54,594	\$ 50,000	\$ 43,075	\$ 50,000	0.00%
Total	Home Relief	\$ 214,668	\$ 268,100	\$ 206,392	\$ 268,100	0.00%

2024EMP	Employment Services	FY 2014	FY 2015	FY 2014	FY 2016	%
		Actual	Budget	Actual	Budget	
2024215	Salaries	\$ 64,442	\$ 78,000	\$ 35,732	\$ -	-100.00%
2024216	Office Supplies	\$ 1,552	\$ 500	\$ 185	\$ -	-100.00%
2024217	Equipment	\$ 1,036	\$ 1,000	\$ -	\$ -	-100.00%
2024218	Travel and Training	\$ 444	\$ 750	\$ 287	\$ -	-100.00%
2024219	Postage	\$ -	\$ 500	\$ -	\$ -	-100.00%
2024220	Printing	\$ 849	\$ 750	\$ 380	\$ -	-100.00%
2024221	Professional Services	\$ 492	\$ 1,000	\$ 100	\$ -	-100.00%
2024291	Health Insurance	\$ 14,943	\$ 16,743	\$ 3,278	\$ -	-100.00%
2024292	Dental, Vision & Life Insurance	\$ 1,715	\$ 1,087	\$ 514	\$ -	-100.00%
2024293	Unemployment	\$ 2,019	\$ 1,076	\$ 457	\$ -	-100.00%
2024294	IMRF Expense	\$ 1,896	\$ 4,201	\$ 725	\$ -	-100.00%
2024295	FICA Expense	\$ 1,573	\$ 2,478	\$ 361	\$ -	-100.00%
Total	Employment Services	\$ 90,961	\$ 108,085	\$ 42,017	\$ -	100.00%

Performance Metrics

Service Provided	FY 2013	FY 2014	FY 2015	% Change
General Assistance				
General Assistance Clients	258	255	272	6.7%
General Assistance Appointments	638	654	567	-13.3%
Emergency Assistance Appointments	328	311	276	-5.2%
Emergency Assistance Approved	59	72	57	-11.3%
Crisis Intake Clients	3,374	2,744	1,818	-33.7%
Access to Care	93	61	28	-54%
LIHEAP Applications				
Office	883	1,090	764	-29.9%
Circuit Breaker	4	19	8	-57.9%
Social Services				
ComEd Hardships	94	86	40	-53.9%
Weatherization	20	3	17	466%
Food Pantry				
Served (Households)	10,896	10,921	9,837	-9.9%
New Applications	1,461	1,109	601	-45.8%
Food Donations	679	760	732	-3.7%
Community Center Walk-Ins				
	4,448	4,216	2,782	-34%

2015 Department Accomplished Goals (in order of priority)

1. Researched and implemented a scanning/bar code system to assist with food pantry client check-in and pantry usage. This allows food pantry patrons to have a card with a bar code to scan when they come in.
2. Attempted to establish a relationship with the Chicago-Cook Workforce Partnership and apply for Employment Services grant funding. Grant funding was unavailable.

General Assistance Fund



Department of Welfare Services FY 2016 Goals and Action Plans

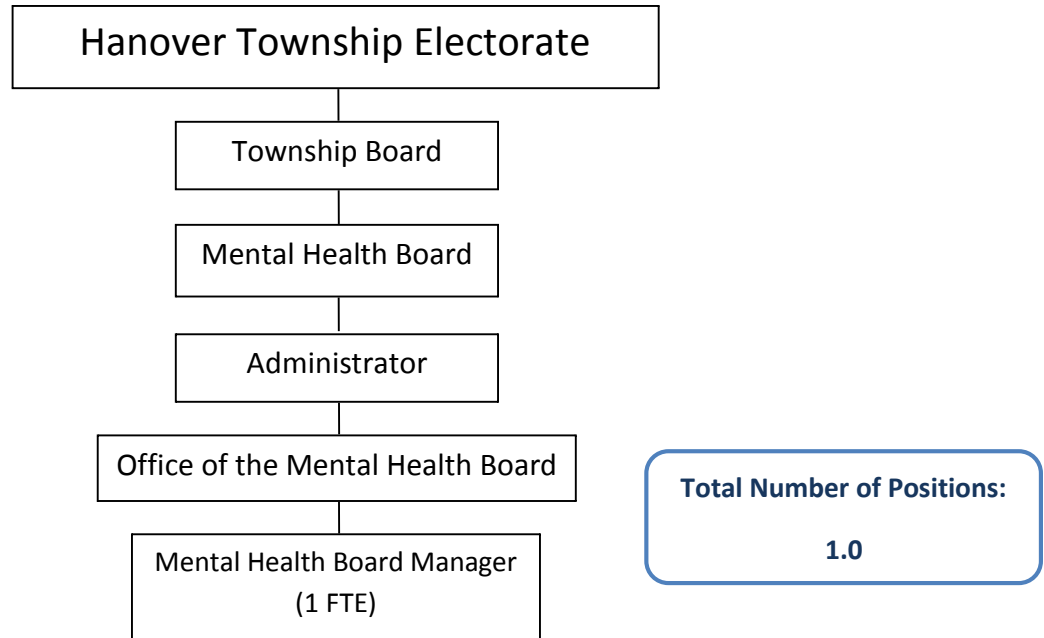
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Evaluate Food Pantry operations and practices to improve customer experience.</p>	<p>1. Review and update Food Pantry stand operating procedures. (Orozco- 12/01/15)</p> <p>2. Improve food choices and quality of foods in food pantry to include more fresh foods. (Imperato- 09/01/15)</p> <p>3. Implement training program and recruitment for food pantry auxiliary staff. (Orozco- 03/01/2016)</p>	<p>a. Review current food pantry policies and procedures.</p> <p>b. Research food pantry operations best practices and compare to Hanover Township practices</p> <p>c. Update Food Pantry policies and procedures based on research and to include bar code system policies.</p> <p>a. Review current food pantry vendors.</p> <p>b. Research additional vendors, pricing, and payment options.</p> <p>c. Monitor what items are in demand the most.</p> <p>d. Implement changes to vendors food choice based on research.</p> <p>a. Develop standardized training program for food pantry auxiliary staff.</p> <p>b. Create and implement recruitment strategy for food pantry auxiliary staff.</p> <p>c. Increase auxiliary staff by 10% to assist with driving and operations.</p>	<p>a. TBC 05/01/15</p> <p>b. TBC 10/01/15</p> <p>c. TBC 12/01/15</p> <p>a. TBC 05/01/15</p> <p>b. TBC 06/01/15</p> <p>c. TBC 08/01/15</p> <p>d. TBC 09/01/15</p> <p>a. TBC 06/01/15</p> <p>b. TBC 07/15/15</p> <p>c. TBC 03/01/16</p>

General Assistance Fund



Department of Welfare Services FY 2016 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Evaluate Food Pantry operations and practices to improve customer experience.	4. Review and update Food Pantry stand operating procedures. (Orozco- 12/01/15) 5. Improve food choices and quality of foods in food pantry to include more fresh foods. (Imperato- 09/01/15) 6. Implement training program and recruitment for food pantry auxiliary staff. (Orozco- 03/01/2016)	d. Review current food pantry policies and procedures. e. Research food pantry operations best practices and compare to Hanover Township practices f. Update Food Pantry policies and procedures based on research and to include bar code system policies. e. Review current food pantry vendors. f. Research additional vendors, pricing, and payment options. g. Monitor what items are in demand the most. h. Implement changes to vendors food choice based on research. d. Develop standardized training program for food pantry auxiliary staff. e. Create and implement recruitment strategy for food pantry auxiliary staff. f. Increase auxiliary staff by 10% to assist with driving and operations.	d. TBC 05/01/15 e. TBC 10/01/15 f. TBC 12/01/15 e. TBC 05/01/15 f. TBC 06/01/15 g. TBC 08/01/15 h. TBC 09/01/15 d. TBC 06/01/15 e. TBC 07/15/15 f. TBC 03/01/16



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

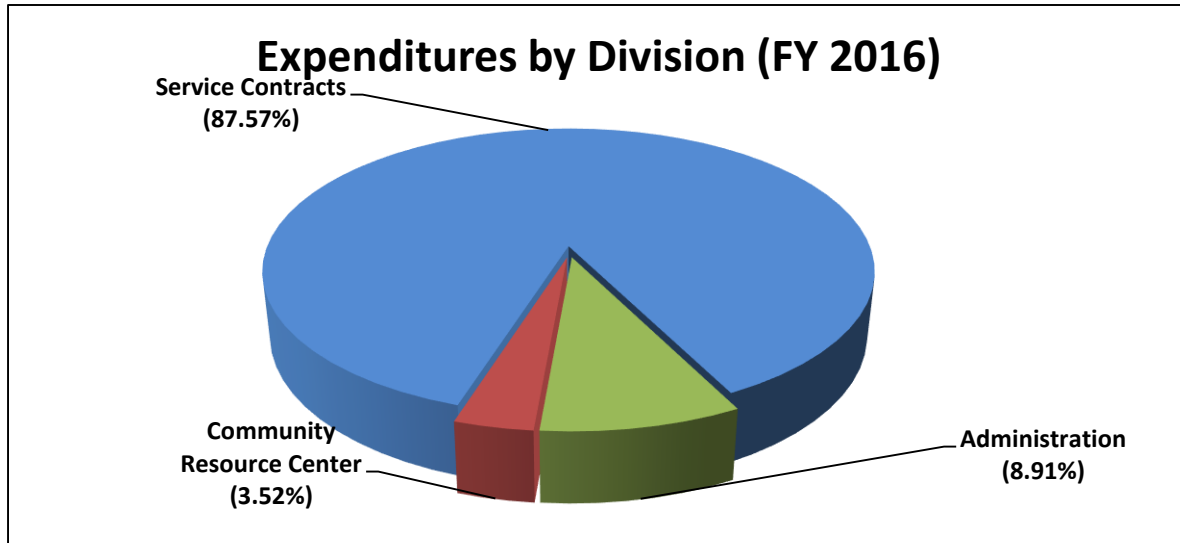
Hours of Operation: M-F: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/en/departments/mhb.aspx>

Department and Position	2014 Actual	2015 Actual	2016 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 is increasing substantially due to the anticipation of conducting their tri-annual needs assessment and strategic plan for FY16.
- The contract grants portion of the budget will increase a significant 10% to allow for additional one-time emergency grants to local funded agencies with the looming state fiscal crisis and to increase annual grants utilizing accumulated fund reserves.



Mental Health Fund Summary

	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 16 Budget	% Change
Revenues	\$ 1,056,391	\$ 1,069,214	\$ 1,097,313	\$ 1,105,293	3.37%
Expenditures					
Service Contract	\$ 882,135	\$ 1,005,500	\$ 851,296	\$ 1,106,500	10.04%
Administration	\$ 79,861	\$ 98,489	\$ 71,561	\$ 112,575	14.30%
Community Resource Center	\$ 43,351	\$ 44,500	\$ 47,085	\$ 44,500	0.00%
Total	\$ 1,005,347	\$ 1,148,489	\$ 969,942	\$ 1,263,575	10.02%
Excess of Revenues Over Expenditures	\$ 51,004	\$ (79,275)	\$ 127,371	\$ (158,282)	99.66%
Fund Balance Beginning April 1	\$ 811,921	\$ 730,965	\$ 862,965	\$ 990,336	35.48%
Estimated Cash on Hand March 31	\$ 862,965	\$ 651,690	\$ 990,336	\$ 832,054	27.68%

Mental Health Fund



Mental Health Fund Detailed Revenues

Income		FY 2014	FY 2015	FY 2015	FY 2016	% Change
		Actual	Budget	Actual	Budget	
5053	Mental Health Board-Revenue					
5053000	Property Taxes	\$ 1,023,234	\$ 1,032,714	\$ 1,064,490	\$ 1,067,993	3.42%
5053100	Replacement Taxes	\$ 11,600	\$ 12,000	\$ 8,432	\$ 12,000	0.00%
5053250	Interest Income	\$ 978	\$ 1,500	\$ 689	\$ 1,500	0.00%
5053300	Other Income	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%
5053350	Rental Income	\$ 10,110	\$ 10,000	\$ 11,400	\$ 10,800	8.00%
5053850	Tide Transportation Fee	\$ 4,420	\$ 5,000	\$ 4,498	\$ 4,500	-10.00%
5053855	Telephone Reimbursement	\$ 4,474	\$ 5,000	\$ 6,083	\$ 5,500	10.00%
5053950	AID Transportation Fees	\$ 1,575	\$ 2,000	\$ 1,721	\$ 2,000	0.00%
Total	Mental Health Board-Revenue	\$ 1,056,391	\$ 1,069,214	\$ 1,097,313	\$ 1,105,293	3.37%

Mental Health Fund Detailed Expenditures

Expense		FY 2014	FY 2015	FY 2015	FY 2016	% 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	\$ 713	\$ 3,000	\$ 278	\$ 3,000	0.00%
5054005	Training	\$ 420	\$ 750	\$ 420	\$ 750	0.00%
5054006	Travel	\$ 329	\$ 1,000	\$ 100	\$ 1,000	0.00%
5054008	Subscriptions & Pubs	\$ 183	\$ 150	\$ -	\$ 150	0.00%
5054009	Salaries	\$ 51,202	\$ 56,500	\$ 49,693	\$ 56,500	0.00%
5054012	Office Supplies	\$ 183	\$ 1,000	\$ 284	\$ 1,000	0.00%
5054013	Postage	\$ 252	\$ 500	\$ 235	\$ 500	0.00%
5054014	Equip/Database	\$ 2,100	\$ 3,000	\$ 2,134	\$ 3,000	0.00%
5054508	IMRF Expense	\$ 5,723	\$ 6,170	\$ 5,267	\$ 5,750	-6.81%
5054522	FICA Expense	\$ 3,715	\$ 4,322	\$ 3,022	\$ 4,300	-0.51%
5054537	Community Relations	\$ 1,293	\$ 1,000	\$ 613	\$ 1,000	0.00%
5054538	Miscellaneous	\$ 504	\$ 500	\$ 456	\$ 500	0.00%
5054539	Dues	\$ 908	\$ 2,000	\$ 778	\$ 2,000	0.00%
5054540	Special Events	\$ 60	\$ 1,000	\$ 750	\$ 1,000	0.00%
5054541	Printing	\$ 1,339	\$ 1,500	\$ 79	\$ 1,500	0.00%
5054544	Consultants	\$ -	\$ 4,000	\$ -	\$ 18,000	350.00%
5054591	Health Insurance	\$ 5,870	\$ 6,443	\$ 2,151	\$ 6,500	0.88%
5054592	Dental, Vision, and Life Insurance	n/a	\$ 616	\$ 487	\$ 625	1.5%
5054593	Unemployment Compensation	\$ 567	\$ 538	\$ 316	\$ 1,000	85.87%
Total	Administration	\$ 79,861	\$ 98,489	\$ 71,561	\$ 112,575	14.30%

Mental Health Fund



		FY 2014	FY 2015	FY 2015	FY 2016	%
5054COM	Community Resource Center	Actual	Budget	Actual	Budget	Change
5054210	Utilities	\$ 7,367	\$ 8,000	\$ 6,952	\$ 8,000	0%
5054213	Janitorial	\$ 4,978	\$ 5,500	\$ 4,968	\$ 5,500	0%
5054214	Rent	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0%
5054216	Telephone Systems Maintenance	\$ 750	\$ 2,000	\$ 95	\$ 2,000	0%
5054617	Capital Improvements	\$ 8,508	\$ 5,000	\$ 2,650	\$ 5,000	0%
5054250	Building Maintenance	\$ 3,461	\$ 5,000	\$ 5,522	\$ 5,500	10%
5054286	Agency Support Services	\$ 8,287	\$ 8,000	\$ 16,898	\$ 8,500	6%
Total	Community Resource Center	\$ 43,351	\$ 44,500	\$ 47,085	\$ 44,500	2.30%

		FY 2014	FY 2015	FY 2015	FY 2016	%
5054SVC	Service Contracts	Actual	Budget	Actual	Budget	Change
5054	Service Contracts	\$ 882,135	\$ 1,005,500	\$ 851,296	\$ 1,106,500	0.00%
Total	Service Contracts	\$ 882,135	\$ 1,005,500	\$ 851,296	\$ 1,106,500	10.04%

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.

Mental Health Fund



Below is a list of programs currently approved to receive funding from the Hanover Township Mental Health Board during FY 16.

Service Contract	FY 2016 Budget	Service Contract	FY 2016 Budget
AID Case Management	\$ 5,000	Ecker Therapy Services	\$ 78,000
AID Supportive Employment	\$ 40,000	Epilepsy Foundation	\$ 1,000
AID Transportation	\$ 26,000	FSA - Adult	\$ 12,400
Alexian Brothers - Outpatient Psych	\$ 21,000	FSA - Youth	\$ 21,000
Autism Society of IL	\$ 1,000	HTSS - Senior MH	\$ 40,000
Bartlett Learning Center	\$ 7,200	HTYFS Alt. to Suspension	\$ 25,000
Boys and Girls Club	\$ 6,100	HTYFS Interventionist	\$ 50,000
Bridge YFS - Crisis Intervention	\$ 10,300	HTYFS Psychiatric Back-Up	\$ 9,000
CAC CASI	\$ 18,500	Journeys - Hope Center	\$ 3,600
CAC Family Support	\$ 3,100	Kenneth Young Center - SASS	\$ 9,000
CAC Safe from the Start	\$ 18,000	LSSI-Legacy Corps	\$ 20,000
Catholic Charities Caregivers Group	\$ 3,500	Leyden FS - Detox/Rehab	\$ 50,000
CCC - Strategies for Safety	\$ 6,000	Maryville Academy Casa Salama	\$ 25,000
CCC Domestic Violence Counsel	\$ 25,700	Northwest CASA	\$ 8,000
CCC Domestic Violence Shelter	\$ 30,000	Open Door Clinic	\$ 5,000
CCC SA Counseling	\$ 9,000	PADS of Elgin	\$ 25,000
Centro de Informacion	\$ 33,000	Renz Outpatient	\$ 60,000
Clearbrook Children's Program	\$ 7,000	Shelter Inc. Healthy Families	\$ 12,000
Clearbrook Day Services	\$ 3,900	Summitt Center	\$ 12,000
Clearbrook Residential	\$ 5,000	Wings Traditional Shelter	\$ 10,000
Countryside In-Home Respite	\$ 3,000	Service Contracts	\$ 826,500
Day One Network	\$ 7,500		
Easter Seals	\$ 53,700		
Ecker Center/PEP	\$ 7,000		

Other Recurring Service Contract Agreements

Contract/Program	FY 16 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
MI-Drug/Medical Tests Fund	\$ 5,000	Reimbursement for tests
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

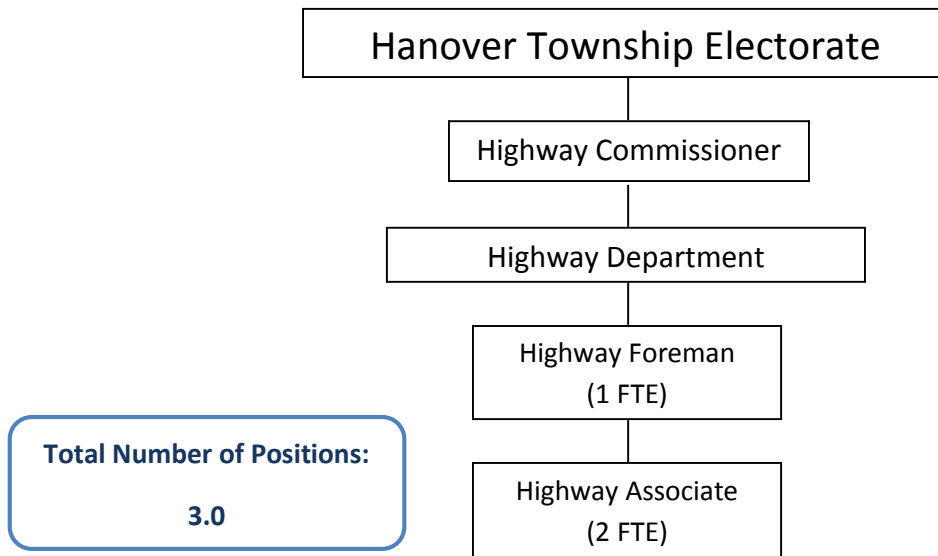
Service Provided	FY 2013	FY 2014	FY 2015	% Change
Grant Funding				
New Clients	3,523	4,222	3,817	-9.6%
Closed Cases	1,795	2,223	1,836	-17.4%
Prevention Programming Presentations	204	386	301	-22%
Number in Audience	9,929	12,295	15,801	28.5%
TIDE				
Participants	8	7	8	14.3%
Rides	1,095	1,077	812	-24.6%
Resource Center				
Organizations Providing Services	5	5	5	0.0%
Clients Served	703	576	949	64.8%

FY 2015 Department Accomplished Goals (in order of priority)

1. Created and distributed resource guide to all Township households, of mental health, substance abuse and development disability providers.
2. Continued to collaborate with Human Services Coordination Council to develop strategies to increase quality trainings for professionals and parents about youth and adolescent mental health disorders, autism, and other developmental disabilities.
3. Researched and implemented new grants management system to increase efficiency and quality of applications and agency reporting.

Office of Mental Health FY 2016 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Expand TIDE transportation program beyond work/work training programs to include recreational programs and additional needs.</p>	<p>1. Analyze expanded needs of TIDE riders. (Vana - 10/01/15)</p> <p>2. Establish policies for expanded usage of TIED program. (Vana- 02/01/16)</p>	<p>a. Survey current TIDE riders on transportation needs outside of work/work training programs.</p> <p>b. Analyze costs of increasing usage of TIDE program.</p> <p>c. Present findings to Mental Health Board.</p> <p>a. Establish set usage guidelines, rates, and policies for TIDE program.</p> <p>b. Present new guidelines to Mental Health Board for approval</p> <p>c. Distribute new guidelines and program start date to current TIDE riders.</p>	<p>a. TBC 08/01/15</p> <p>b. TBC 09/01/15</p> <p>c. TBC 10/01/15</p> <p>a. TBC 11/01/15</p> <p>b. TBC 01/01/16</p> <p>c. TBC 02/01/16</p>
<p>II. Identify and promote most responsible crisis response options.</p>	<p>1. Research current crisis response options available. (Vana- 11/01/15)</p> <p>2. Establish partnership to promote crisis response services. (Vana- 03/31/16)</p>	<p>a. Identify local crisis response options and their current usage.</p> <p>b. Analyze cost or promoting crisis response service.</p> <p>c. Present findings to Mental Health Board.</p> <p>a. Solicit Planning Committee to determine best practices for successful crisis response services.</p> <p>b. Contact local agencies about funding opportunities for crisis response.</p> <p>c. Present challenge grant for crisis response services to Mental Health Board.</p> <p>d. Market crisis response information to Township residents.</p>	<p>a. TBC 09/01/15</p> <p>b. TBC 10/01/15</p> <p>c. TBC 11/01/15</p> <p>a. TBC 11/01/15</p> <p>b. TBC 01/01/16</p> <p>c. TBC 03/01/16</p> <p>d. TBC 03/31/16</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 with 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 Townships 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

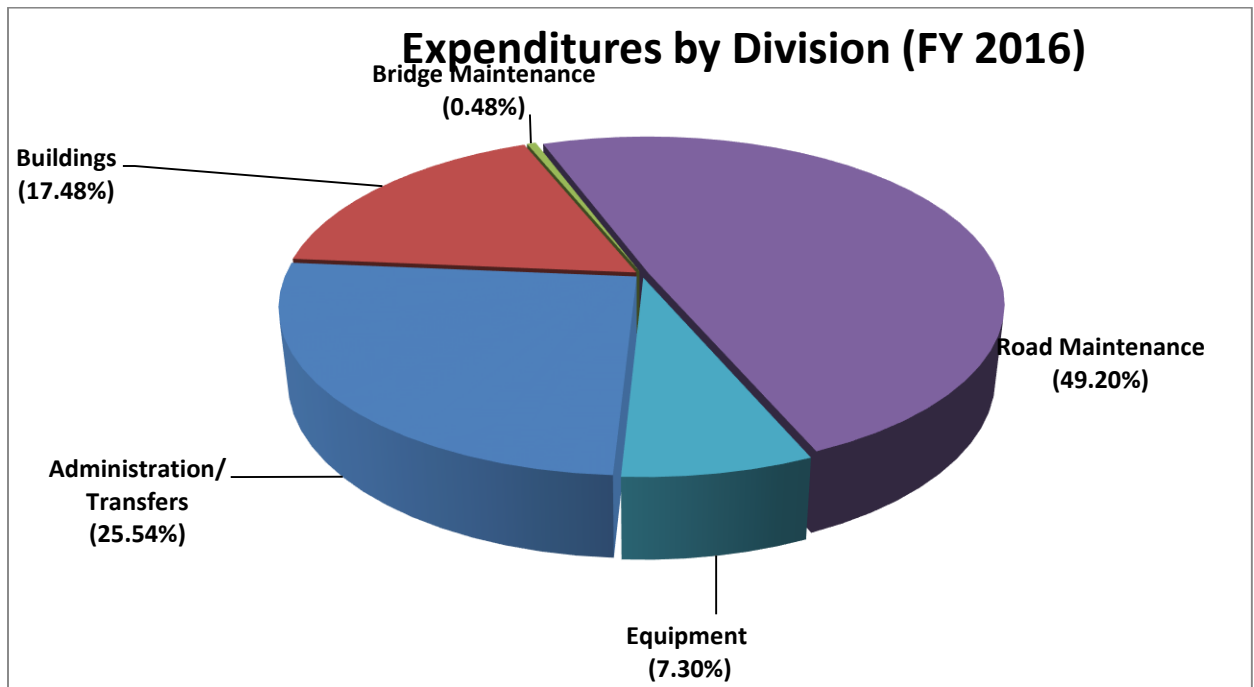
Webpage: <http://www.hanover-township.org/en/departments/highway.aspx>

Department and Position	2014 Actual	2015 Actual	2016 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 Commissioner has planned continued financial support to the senior transportation program in the amount of \$375,000
- Overall fund expenditures are expected to decrease 18.3% due to a decrease in the building improvement line item.

Road and Bridge Fund



Road and Bridge Fund Summary

	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	%
					Change
Revenues	\$ 845,328	\$ 880,847	\$ 882,125	\$ 901,081	2.30%
Expenditures					
Administration/Transfers*	\$ 511,971	\$ 547,636	\$ 483,850	533,280	-2.62%
Buildings	\$ -	\$ 1,046,000	\$ -	\$ 365,000	-65.11%
Bridge Maintenance	\$ -	\$ 10,816	\$ -	\$ 10,000	-7.54%
Road Maintenance	\$ 506,537	\$ 875,500	\$ 729,633	\$ 1,027,500	17.36%
Equipment	\$ 29,429	\$ 77,501	\$ 62,566	\$ 152,501	96.77%
Total Expenditures	\$ 1,047,937	\$ 2,557,453	\$ 1,276,049	\$ 2,088,281	-18.35%
Excess of Revenues Over Expenditures	\$ (202,609)	\$ (1,676,606)	\$(393,925)	\$(1,187,200)	-29.19%
Fund Balance Beginning April 1	\$ 1,817,232	\$ 1,690,626	\$ 1,614,623	\$ 1,220,698	-27.80%
Estimated Cash on Hand March 31	\$ 1,614,623	\$ 14,021	\$ 1,220,698	\$ 33,498	138.91%

*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

Road and Bridge Fund



Road and Bridge Fund Detailed Revenues

Income		FY 2014	FY 2015	FY 2015	FY 201	% Change
		Actual	Budget	Actual	Budget	
3033	Road & Bridge-Revenue					
3033000	Property Taxes	\$ 811,944	\$ 857,497	\$ 850,717	\$ 875,981	2.16%
3033100	Replacement Taxes	\$ 25,361	\$ 16,000	\$ 26,896	\$ 17,000	6.25%
3033250	Interest Income	\$ 5,431	\$ 5,000	\$ 1,370	\$ 5,000	0.00%
3033300	Permits & Traffic Fines	\$ 1,098	\$ 750	\$ 1,468	\$ 1,500	100.00%
3033400	Traffic Enforcement Fees	\$ 1,494	\$ 1,500	\$ 1,649	\$ 1,500	0.00%
3033500	Other	\$ -	\$ 100	\$ 25	\$ 100	0.00%
Total	Road & Bridge-Revenue	\$ 845,328	\$ 880,847	\$ 882,125	\$ 901,081	2.30%

Road and Bridge Fund Detailed Expenditures

Expense		FY 2014	FY 201	FY 2015	FY 2016	% Change
		Actual	Budget	Actual	Budget	
3034	Road and Bridge- Expenditures					
3034ADM	Administration					
3034791	Health Insurance	n/a	\$ 13,816	\$ 14,057	\$ 15,502	n/a
3034792	Dental, Vision, and Life Insurance	\$ 2,256	\$ 2,243.00	\$ 1,560	\$ 1,700	n/a
3034793	Unemployment Compensation	\$ 843	\$ 1,614	\$ 355	\$ 1,000	-38.04%
3034794	IMRF Expense	\$ 23,061	\$ 20,748	\$ 17,122	\$ 17,990	-13.29%
3034795	FICA Expense	\$ 15,454	\$ 14,535	\$ 12,619	\$ 13,388	-7.89%
3034700	Postage	\$ 779	\$ 1,500	\$ 654	\$ 1,500	0.00%
3034701	Legal	\$ 5,114	\$ 20,000	\$ 11,674	\$ 20,000	0.00%
3034702	Insurance	\$ 42,713	\$ 32,000	\$ 10,750	\$ 32,000	0.00%
3034703	Accounting	\$ 2,100	\$ 2,500	\$ 2,100	\$ 2,500	0.00%
3034704	Telephone	\$ 3,308	\$ 3,500	\$ 2,605	\$ 3,500	0.00%
3034705	Dues, Subs, & Publications	\$ 1,224	\$ 1,000	\$ 1,031	\$ 1,000	0.00%
3034706	Travel Expenses	\$ 408	\$ 1,500	\$ 421	\$ 1,500	0.00%
3034707	Printing	\$ 483	\$ 1,000	\$ 367	\$ 1,000	0.00%
3034708	Training & Conferences	\$ 201	\$ 1,500	\$ 479	\$ 1,000	-33.33%
3034709	Uniforms & Safety Equipment	\$ 303	\$ 1,500	\$ 1,143	\$ 1,500	0.00%
3034710	Community Affairs	\$ 5,912	\$ 10,000	\$ 4,772	\$ 20,000	100.00%
3034711	Utilities	\$ 7,346	\$ 6,500	\$ 6,037	\$ 6,500	0.00%
3034712	Miscellaneous	\$ 1,099	\$ 2,000	\$ 877	\$ 2,000	0.00%
3034713	Service Charges	\$ 34	\$ 200	\$ 2	\$ 200	0.00%
3034714	Office Supplies	\$ 1,125	\$ 2,500	\$ 226	\$ 2,500	0.00%
3034715	Replacement Tax	\$ -	\$ 12,480	\$ -	\$ 12,000	-3.85%
3034716	Transfer to Senior Transportation	\$ 328,208	\$ 325,000	\$ 325,000	\$ 325,000	0.00%
3034717	Transfer to Vehicle Fund	\$ 70,000	\$ 70,000	\$ 70,000	\$ 50,000	-28.57%
Total	Administration	\$ 511,971	\$ 547,636	\$ 483,850	\$ 533,279	-2.62%

Road and Bridge Fund



		FY 2014	FY 2015	FY 2015	FY 2016	%
3034BLD	Buildings	Actual	Budget	Actual	Budget	Change
3034612	Building Improvements	\$ -	\$ 11,000	\$ -	\$ 10,000	-9.09%
3034613	Building Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
3034617	Land/Building Acquisition & Imp.	\$ -	\$ 1,030,000	\$ -	\$ 350,000	-66.02%
Total	Buildings	\$ -	\$ 1,046,000	\$ -	\$ 365,000	-65.11%

		FY 201	FY 2015	FY 2015	FY 2016	%
3034BRG	Bridge Maintenance	Actual	Budget	Actual	Budget	Change
3034615	Bridge Repair & Maintenance	\$ -	\$ 10,816	\$ -	\$ 10,000	-7.54%
Total	Bridge Maintenance	\$ -	\$ 10,816	\$ -	\$ 10,000	-7.54%

		FY 2014	FY 2015	FY 2015	FY 2015	%
3034ROD	Road Maintenance	Actual	Budget	Actual	Budget	Change
3034600	Controlled Substance Testing	\$ 340	\$ 500	\$ 340	\$ 500	0.00%
3034601	Salaries	\$ 188,484	\$ 190,000	\$ 156,315	\$ 175,000	-7.89%
3034602	Road Materials & Operations	\$ 16,429	\$ 35,000	\$ 28,229	\$ 30,000	-14.29%
3034603	Gasoline	\$ 22,732	\$ 15,000	\$ 15,511	\$ 20,000	33.33%
3034605	Maintenance Supplies	\$ (40)	\$ 5,000	\$ -	\$ 5,000	0.00%
3034606	Engineering	\$ 12,580	\$ 15,000	\$ 36,498	\$ 25,000	66.67%
3034607	Contract Work	\$ 221,617	\$ 520,000	\$ 414,292	\$ 600,000	15.38%
3034610	Street Lighting	\$ 5,542	\$ 15,000	\$ 19,377	\$ 17,000	13.33%
3034614	Signs, Stripping & Tree Removal	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
3034616	Salt	\$ 38,853	\$ 75,000	\$ 59,071	\$ 150,000	100.00%
Total	Road Maintenance	\$ 506,537	\$ 875,500	\$ 729,633	\$ 1,027,500	17.36%

		FY 2014	FY 2015	FY 2015	FY 2016	%
3034EQM	Equipment	Actual	Budget	Actual	Budget	Change
3034604	Machine Rental	\$ -	\$ 1,500	\$ 116	\$ 1,500	0.00%
3034608	Equipment Purchase	\$ 10	\$ 50,000	\$ 267	\$ 100,000	100.00%
3034609	Maintenance Vehicles & Equipment	\$ 29,419	\$ 25,000	\$ 62,183	\$ 50,000	100.00%
3034610	Emergency Equipment	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%
3034611	Construction Equipment	\$ -	\$ 1	\$ -	\$ 1	0.00%
Total	Equipment	\$ 29,429	\$ 77,501	\$ 62,566	\$ 152,501	96.77%

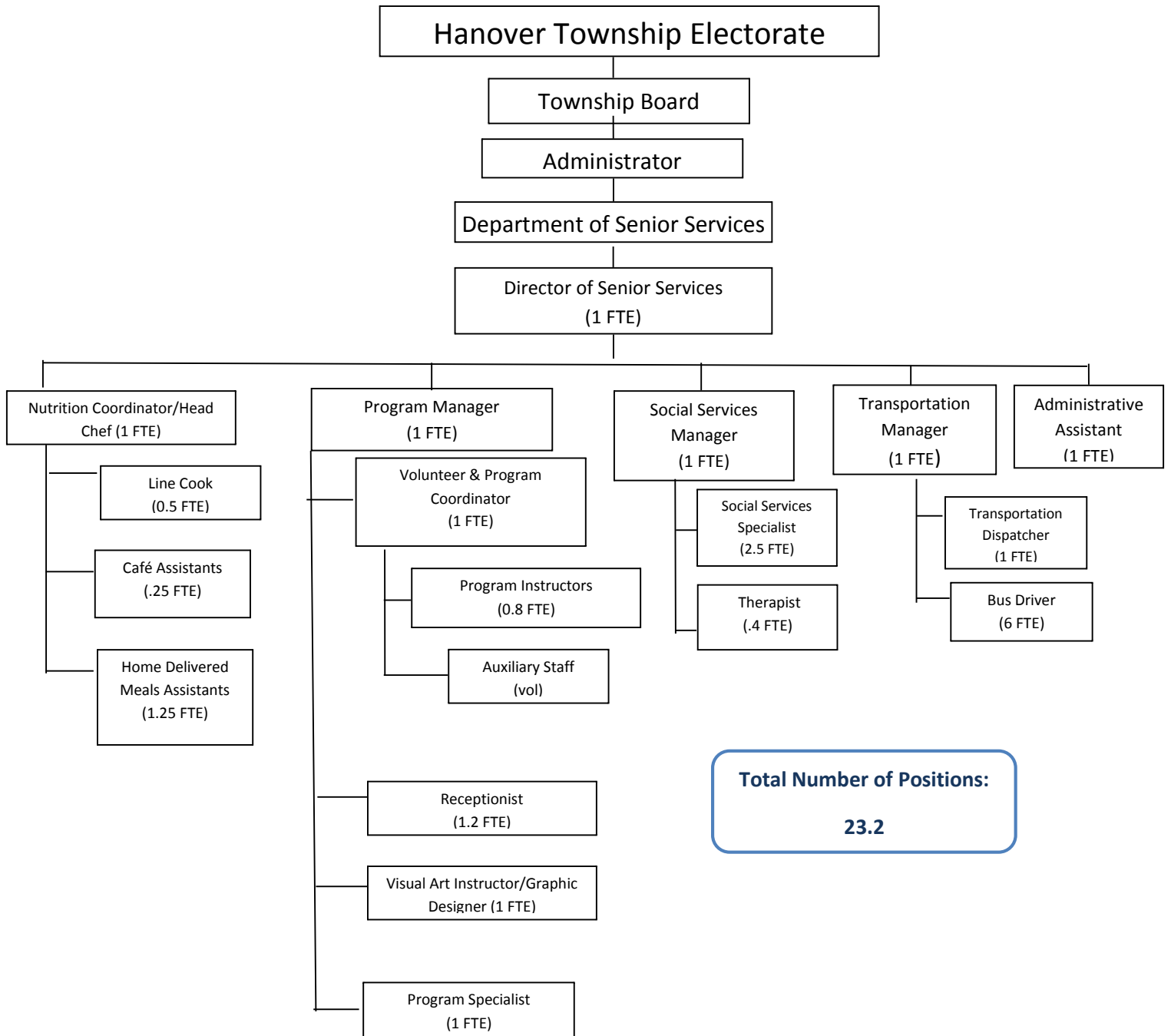
Performance Metrics

Service Provided	FY 2013	FY 2014	FY 2015	% Change
Fall Season				
Branch Pickup (Truckloads)	50	50	48	-4.0%
Winter Season				
Salt (Tons)	943	1,780	838	-52.9%

FY 2015 Department Accomplished Goals (in order of priority)

1. Completed Gromer Road transfer to the Hanover Township Road District.
2. Continued removal of infected trees in Bridlewood subdivision.
3. Continued the expansion of the Township-wide recycling event and reached out to new and different vendors.

Senior Fund



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.

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/en/departments/senior.aspx



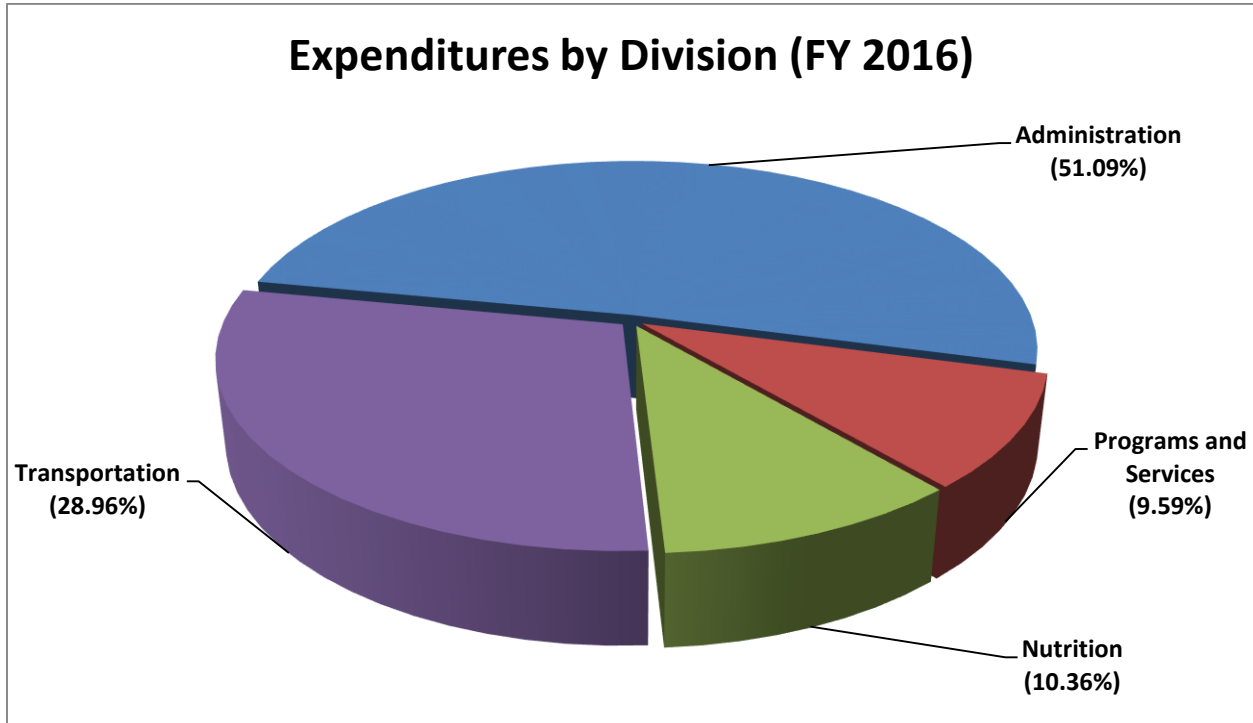
Senior Fund



Department and Position	2014 Actual	2015 Actual	2016 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	0.4	0.4	0.4	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	1.5	2.5	2.5	0.0
Intake Specialist	1.0	0.0	0.0	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	0.5	0.5	0.5	0.0
Café Assistant	0.0	0.0	.25	0.25
Home Delivered Meals Assistants	0.0	0.0	1.5	0.5
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	6.5	0.0
Total	21.15	21.15	23.2	1.5

Budget Highlights:

- In the Nutrition section of the Senior Fund there is an increase in the budget due to adding the Home Delivered Meals Program, which will be partially funded through a federal Age Options grant and will be an added complement to the congregate meals program. Nutrition expenses are also increasing due to higher than anticipated participation at the café.
- Numerous line items are changing in the Senior Fund expenditures by small amounts but appear to be large percentage increases. Like all other departments' budgets employee benefit amounts changed based upon current employee enrollment in Township health plans.



Senior Center Fund Summary

		FY 2014	FY 2015	FY 2015	FY 2016	
		Actual	Budget	Actual	Budget	% Change
Revenues	\$	1,557,793	\$1,559,350	\$ 1,706,693	\$ 1,691,997	8.5%
Expenditures						
Administration	\$	872,401	\$ 898,301	\$ 846,435	\$ 900,108	0.20%
Programs & Services	\$	202,362	\$ 171,500	\$ 186,289	\$ 169,000	-1.46%
Nutrition	\$	-	\$ 93,528	\$ 138,143	\$ 182,476	95.1%
Transportation	\$	542,232	\$ 516,053	\$ 531,702	\$ 510,230	-1.13%
Total Expenditures	\$	1,616,995	\$1,679,382	\$ 1,702,568	\$ 1,761,814	4.91%
Excess Revenues Over Expenditures	\$	(59,202)	\$(119,532)	\$ 4,125	\$ (69,817)	-41.59%
Fund Balance Beginning April 1	\$	1,238,690	\$1,223,949	\$ 1,179,488	\$ 1,183,613	-3.30%
Estimated Cash on Hand March 31	\$	1,179,488	\$1,104,417	\$ 1,183,613	\$ 1,113,796	.85%

Senior Fund Detailed Revenues

Income		FY 2014	FY 2015	FY 2015	FY 2016	%
		Actual	Budget	Actual	Budget	Change
1103	Senior Center-Revenue					
1103000	Property Taxes	\$ 1,002,998	\$ 1,007,880	\$ 1,020,562	\$ 1,029,475	2.14%
1103250	Interest Income	\$ 1,405	\$ 1,500	\$ 937	\$ 1,500	0.00%
1103300	Other Income	\$ 3,836	\$ 3,500	\$ 26,796	\$ 3,500	0.00%
1103325	AID Transportation Fees	\$ 20,400	\$ 26,000	\$ 25,200	\$ 26,000	0.00%
1103330	Grant	\$ 6,482	\$ 47,770	\$ 42,278	\$ 45,500	-4.75%
1103350	CEDA- LIHEAP	\$ 7,594	\$ 6,000	\$ 7,802	\$ 6,000	0.00%
1103425	Title III Grants- Sub Area	\$ 39,781	\$ 30,200	\$ 34,673	\$ 33,800	11.92%
1103426	Title IIIC Nutrition Grant	\$ -	\$ 31,500	\$ 35,570	\$ 37,822	20%
1103450	Transfer From Road and Bridge*	\$ 328,208	\$ 325,000	\$ 325,000	\$ 325,000	0.00%
1103500	Senior Programs	\$ 108,338	\$ 75,000	\$ 115,000	\$ 80,000	6.67%
1103501	Nutrition	\$ 11,188	\$ 25,000	\$ 41,731	\$ 36,000	44.00%
1103503	Donations	\$ 3,247	\$ -	\$ -	\$ -	0.00%
1103504	Home Delivered Meals Grant	\$ -	\$ -	\$ -	\$ 23,100	100.00%
1103505	Home Delivered Meals Donation	\$ -	\$ -	\$ -	\$ 19,800	100.00%
1103507	Material Fees	\$ 18,338	\$ 15,000	\$ 19,973	\$ 18,000	20.00%
1103509	Lending Closet	\$ 5,978	\$ 5,000	\$ 11,171	\$ 6,500	30.00%
Total	Senior Center-Revenue	\$ 1,557,793	\$ 1,599,350	\$ 1,706,693	\$ 1,691,997	8.5%

* 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 2014	FY 2015	FY 2015	FY 2016	% Change
	Actual	Budget	Actual	Budget	
1104 Senior Center-Expenditures					
1104ADM Administration					
1104517 Salaries	\$ 469,222	\$ 493,500	\$ 493,447	\$ 500,000	1.32%
1104518 Intern Stipends	\$ 1,145	\$ 5,000	\$ 1,890	\$ 5,000	0.00%
1104522 Contingency	\$ 34,242	\$ 50,000	\$ 9,910	\$ 50,000	0.00%
1104523 Recruitment	\$ 1,233	\$ 1,500	\$ 836	\$ 1,500	0.00%
1104524 Utilities	\$ 57,948	\$ 65,000	\$ 63,636	\$ 65,000	0.00%
1104525 Telephone & High Speed Internet	\$ 4,412	\$ 6,500	\$ 2,751	\$ 3,600	-44.62%
1104527 Equipment	\$ 11,862	\$ 9,750	\$ 10,694	\$ 9,000	-7.69%
1104528 Office Supplies	\$ 6,807	\$ 7,500	\$ 8,870	\$ 9,500	26.67%
1104529 Postage	\$ 3,665	\$ 4,000	\$ 3,628	\$ 4,000	0.00%
1104533 Printing	\$ 5,722	\$ 3,600	\$ 6,291	\$ 4,000	11.11%
1104534 Dues, Subs, & Publications	\$ 1,038	\$ 2,800	\$ 4,276	\$ 2,800	0.00%
1104535 Travel	\$ 1,995	\$ 1,500	\$ 3,412	\$ 2,000	33.33%
1104536 Education & Training	\$ 4,661	\$ 4,000	\$ 698	\$ 3,500	-12.50%
1104537 Consultants	\$ 460	\$ 500	\$ -	\$ 500	0.00%
1104538 Community Affairs	\$ 5,069	\$ 2,000	\$ 2,048	\$ 2,000	0.00%
1104539 Miscellaneous	\$ 234	\$ 1,000	\$ 200	\$ 1,000	0.00%
1104540 Tile Endowment Fund	\$ 7,141	\$ -	\$ -	\$ -	0.00%
1104541 Transfer to Capital Fund	\$ 118,000	\$ 100,000	\$ 100,000	\$ 100,000	0.00%
1104542 Senior Satellite Services	\$ 2,152	\$ -	\$ -	\$ -	0.00%
1104591 Health Insurance	\$ 83,351	\$ 86,242	\$ 76,434	\$ 83,725	-2.92%
1104592 Dental, Vision & Life Insurance	\$ 3,994	\$ 4,409	\$ 2,052	\$ 5,100	15.67%
1104593 Unemployment	\$ 9,632	\$ 7,500	\$ 8,360	\$ 6,500	-13.33%
1104594 IMRF Expense	\$ 22,589	\$ 26,000	\$ 29,519	\$ 25,700	-1.15%
1104595 FICA Expense	\$ 15,823	\$ 16,000	\$ 17,485	\$ 15,683	-1.98%
Total Administration	\$ 872,401	\$ 898,301	\$ 846,435	\$ 900,108	0.20%

Senior Fund



1104SOC	Programs & Services	FY 2014	FY 2015	FY 2015	FY 2016	% Change
		Actual	Budget	Actual	Budget	
1104514	Weekend Programming	\$ 2,005	\$ 2,500	\$ 3,251	\$ 4,000	60.00%
1104512	Satellite Programming	\$ -	\$ 4,000	\$ -	\$ 2,500	-37.50%
1104515	Programming	\$ 141,608	\$ 95,000	\$ 128,635	\$ 95,000	0.00%
1104516	Social Services	\$ 2,000	\$ 3,000	\$ 2,556	\$ 3,000	0.00%
1104519	Senior Assistance	\$ 2,857	\$ 3,000	\$ 1,737	\$ 3,000	0.00%
1104520	Volunteer Services	\$ 14,624	\$ 14,000	\$ 8,195	\$ 14,000	0.00%
1104526	Communications	\$ 20,762	\$ 18,000	\$ 9,903	\$ 14,000	-22.22%
1104530	Nutrition	\$ 4,379	\$ -	\$ -	\$ -	0.00%
1104531	Computer Instruction	\$ -	\$ 1,000	\$ 1,734	\$ 1,500	50.00%
1104532	Visual Arts	\$ 14,127	\$ 15,000	\$ 19,101	\$ 16,000	6.67%
1104533	Psychiatric Services	\$ -	\$ 16,000	\$ 11,176	\$ 16,000	0.00%
Total	Social Services	\$ 202,362	\$ 171,500	\$ 186,289	\$ 169,000	-1.46%

1104NUT	Nutrition	FY 2014	FY 2015	FY 2015	FY 2016	% Change
		Actual	Budget	Actual	Budget	
1104550	Salaries	\$ -	\$ 43,000	\$ 49,088	\$ 52,750	22.67%
1104551	Food	\$ -	\$ 30,000	\$ 59,088	\$ 50,000	66.67%
1104552	Equipment	\$ -	\$ 3,500	\$ 3,274	\$ 3,500	0.00%
1104553	Supplies	\$ -	\$ 4,000	\$ 13,104	\$ 2,400	-40.00%
1104554	Training	\$ -	\$ 1,000	\$ 75	\$ 500	-50.00%
1104555	Recruitment	\$ -	\$ 500	\$ 0	\$ 500	0.00%
1104556	Home Delivered Meals Salaries	\$ -	\$ -	\$ -	\$ 16,250	100.00%
1104557	Home Delivered Meals Benefits	\$ -	\$ -	\$ -	\$ 3,250	100.00%
1104558	Home Delivered Meals Food	\$ -	\$ -	\$ -	\$ 33,000	100.00%
1104559	Home Delivered Meals Equipment	\$ -	\$ -	\$ -	\$ 4,000	100.00%
1104560	Home Delivered Meals Supplies	\$ -	\$ -	\$ -	\$ 2,000	100.00%
1104791	Health Insurance	\$ -	\$ 7,095	\$ 8,559	\$ 8,725	2.97%
1104792	Dental, Vision, and Life Insurance	\$ -	\$ 213	\$ 551	\$ 570	167.61%
1104793	Unemployment	\$ -	\$ 538	\$ 285	\$ 665	23.61%
1104794	IMRF Expense	\$ -	\$ 2,316	\$ 2,358	\$ 2,711	17.06%
1104795	FICA Expense	\$ -	\$ 1,366	\$ 1,721	\$ 1,655	21.16%
Total	Nutrition	\$ n/a	\$ 93,528	\$ 138,143	\$ 182,476	95.10%

Senior Fund



1104TRN	Transportation	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	% Change
1104513	Alternative Transportation	\$ -	\$ 5,000	\$ 1	\$ 5,000	0.00%
1104517	Volunteer Express	\$ -	\$ 8,270	\$ 2,838	\$ 5,000	-39.54%
1104518	Vehicle Maintenance	\$ 19,764	\$ 25,000	\$ 67,285	\$ 45,000	80.00%
1104546	Salaries	\$ 321,745	\$ 324,513	\$ 311,189	\$ 300,000	-7.55%
1104547	Dispatch Software	\$ 59,701	\$ 8,000	\$ 15,829	\$ 18,550	131.88%
1104549	Recruitment	\$ 2,636	\$ 1,500	\$ 363	\$ 1,500	0.00%
1104550	Telephone/Bus Tablets	\$ 6,733	\$ 6,800	\$ 7,644	\$ 6,800	0.00%
1104551	Training	\$ 1,347	\$ 3,000	\$ 4,235	\$ 3,000	0.00%
1104552	Fuel	\$ 56,376	\$ 45,000	\$ 48,218	\$ 45,000	0.00%
1104553	Uniforms	\$ 673	\$ 1,500	\$ 962	\$ 1,500	0.00%
1104554	Office Supplies	\$ 890	\$ -	\$ -	\$ -	0.00%
1104691	Health Insurance	\$ 52,119	\$ 50,593	\$ 43,222	\$ 45,500	-10.07%
1104692	Dental, Vision & Life Insurance	\$ 5,695	\$ 4,250	\$ 4,885	\$ 4,550	7.06%
1104693	Unemployment	\$ 4,948	\$ 4,841	\$ 3,522	\$ 4,000	-17.37%
1104694	IMRF Expense	\$ 5,284	\$ 17,477	\$ 12,392	\$ 15,420	-11.77%
1104695	FICA Expense	\$ 4,321	\$ 10,309	\$ 9,118	\$ 9,410	-8.72%
Total	Transportation	\$ 542,232	\$ 516,053	\$ 531,702	\$ 510,230	-1.13%

Performance Metrics

Service Provided	FY 2013	FY 2014	FY 2015	% Change
Programming Division				
Planned Programs	1,981	2,240	2,459	9.8%
Participants (Duplicated)	20,053	20,477	26,692	30.4%
Participants (Unduplicated)	1,419	1,536	1,914	24.6%
Wait Listed (Unduplicated)	796	784	546	-30.4%
Art and Computer Classes	562	509	698	37%
Art and Computer Class Participants	4,582	3,764	4,770	26.7%
New Volunteers	78	71	103	45%
Total Volunteers (Unduplicated)	241	271	307	13.3%
Total Volunteer Hours	18,607	18,764	21,903	16.7%
Meals Served	N/C	2,567	11,558	350%
Meals Delivered by Volunteers	11,500	9,928	10,946	10.3%
Social Services Division				
Clients Served (Unduplicated)	1,158	1,156	1,267	9.6%
Clients Served (Duplicated)	N/C	4,815	4,595	-4.6%
Energy Assistance	538	560	591	5.5%
Prescription Drug and Health	1,546	1,041	1,065	2.3%
Social Service Programs	114	127	113	-11%
Social Service Program Participants	1,118	1,282	950	-25.9%
Lending Closet Transactions	736	937	1,006	7.4%
Transportation Division				
One Way Rides Given	20,502	19,764	21,273	7.6%
Individuals Served (Unduplicated)	847	740	731	-1.2%
New Riders	202	229	298	30%
Unmet Requests for Rides	309	439	290	-40%

2015 Department Accomplished Goals (in order of priority)

1. Implemented and evaluated nutrition program for sustainability.
2. Collaborated with Alexian Brothers Mental Health Center to improve the C-Hope Program through the establishment of Standard Operating Procedures which define client prioritization, program development, and supervision of personnel, revenue enhancement metrics, and evaluation.
3. Recruited volunteers with diverse language skills and cultural backgrounds to aid in the development of multicultural and outreach services.

Department of Senior Services FY 2016 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Planning and implementation of Township operated home delivered meal program, if awarded by AgeOptions funding.	1. Set up infrastructure for the Home Delivered Meals Program. (Colagrossi - 10/01/15) 2. Determine standard operating procedures. (Colagrossi- 10/01/15) 3. Create evaluation methodology. (Colagrossi- 03/31/15)	a. Recruit and hire staff. b. Purchase equipment. c. Transfer client information. a. Use Title III-C2 grant requirements to develop procedures to maintain funding, including donation requests b. Collaborate with Catholic Charities to learn procedures for HMD screening. c. Write kitchen procedures for HDM program. d. Write volunteer procedures for HDM drivers. a. Develop survey to obtain responses prior to Township meal delivery, b. Create and implement monthly phone procedure to monitor HMD program. c. Create a reporting system to analyze program for administrative review.	a. TBC 08/31/15 b. TBC 10/01/15 c. TBC 10/01/15 a. TBC 07/01/15 b. TBC 07/15/15 c. TBC 10/01/15 d. TBC 10/01/15 a. TBC 10/01/15 b. TBC 01/01/16 c. TBC 03/31/16

Department of Senior Services FY 2016 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Increase recruitment of auxiliary staff volunteers to assist in expansion of service delivery and program services.	<ol style="list-style-type: none"> <li data-bbox="569 505 926 656">1. Increase internet presence through engagement on website and through social media. (Cable- 05/01/15) <li data-bbox="569 797 957 948">2. Create marketing materials to recruit volunteers from local business and community events. (Cable- 07/01/15) <li data-bbox="569 1049 940 1138">3. Create an incentive program for auxiliary staff members, (Cable- 07/01/15) 	<ol style="list-style-type: none"> <li data-bbox="1035 505 1535 623">a. Collaborate with Community Relations Director to regularly post auxiliary staff volunteer opportunities on Facebook, Twitter, and other websites <li data-bbox="1035 630 1507 688">b. Evaluate effectiveness of social media through survey of volunteers. <li data-bbox="1035 695 1478 753">c. Determine best social media outlet based on responses. <li data-bbox="1035 792 1535 850">a. Collaborate with graphic designer to design brochure and application. <li data-bbox="1035 857 1535 964">b. Review new marketing materials with Community Relations Director to assure Township message is being appropriately conveyed. <li data-bbox="1035 971 1335 997">c. Disseminate materials <li data-bbox="1035 1040 1478 1099">a. Create focus group for feedback on determining incentives <li data-bbox="1035 1105 1514 1164">b. Develop a reward system for auxiliary staff. <li data-bbox="1035 1170 1507 1229">c. Purchase recognition items related to service and performance. 	<ol style="list-style-type: none"> <li data-bbox="1623 505 1839 531">a. TBC 06/01/15 <li data-bbox="1623 639 1839 665">b. TBC 07/01/15 <li data-bbox="1623 704 1839 730">c. TBC 07/01/15 <li data-bbox="1623 802 1839 828">a. TBC 06/01/15 <li data-bbox="1623 867 1839 893">b. TBC 07/01/15 <li data-bbox="1623 964 1839 990">c. TBC 03/31/16 <li data-bbox="1623 1062 1839 1088">a. TBC 06/01/15 <li data-bbox="1623 1127 1839 1153">b. TBC 07/01/15 <li data-bbox="1623 1192 1839 1218">c. TBC 03/31/16

Department of Senior Services FY 2016 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
III. Utilize Transportation software to maximize ridership, increase efficiencies in scheduling through add on confirmation software.	1. Track deficiencies in software to best accommodate ridership. (Varsalona- 06/15/15) 2. Increase on time performance and number of rides per hour. (Varsalona- 03/31/16)	a. Document inefficiencies in grouped rides with provided feedback from drivers and dispatch. b. Collaborate with Ecolane to resolve software issues documented. c. Monitor and ensure software utilized to maximum capacity. a. Create weekly/monthly system reports to identify operational efficiencies and inefficiencies. b. Report monthly findings with expectations for increased service/ridership. c. Evaluate and recommend actions from data to increase efficiencies and on-time performance per driver. d. Bi-annual report on progress to the board and senior committee. e. Monitor for continued improvements.	a. TBC 04/01/15 b. TBC 06/01/15 c. TBC 06/15/15 a. TBC 04/30/15 b. TBC 07/01/15 c. TBC 08/01/15 d. TBC 10/01/15 e. TBC 03/31/16



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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.

		IMRF Fund				
		FY 2014	FY 2015	FY 2015	FY 2016	%
		Actual	Budget	Actual	Budget	Change
6063	IMRF-Revenue					
6063000	Property Taxes	\$ 169,488	\$ 170,313	\$ 171,834	\$ 173,330	1.77%
6063250	Interest Income	\$ 163	\$ 50	\$ 142	\$ 50	0.00%
6063255	Transfer-In	\$ -	\$ -	\$ -	\$ -	0.00%
Total	IMRF-Revenue	\$ 169,651	\$ 170,363	\$ 171,976	\$ 173,380	1.77%
6064	IMRF-Expenditure					
6064508	IMRF-Expense	\$ 201,315	\$ 170,363	\$ 171,249	\$ 173,380	1.77%
Total	IMRF-Expenditure	\$ 201,315	\$ 170,363	\$ 171,249	\$ 173,380	1.77%
	Excess of Revenue Over Expense	\$ (31,664)	\$ -	\$ 727	\$ -	0.00%
	Fund Balance Beginning April 1	\$ 151,041	\$ 97,316	\$ 119,377	\$ 120,104	23.40%
	Estimated Cash on Hand March 31	\$ 119,377	\$ 97,316	\$ 120,104	\$ 120,104	23.40%

Social Security Fund



		Social Security Fund				
		FY 2014	FY 2015	FY 2015	FY 2016	%
		Actual	Budget	Actual	Budget	Change
6563	Social Security-Revenue					
6563000	Property Taxes	\$ 136,983	\$ 137,650	\$ 138,855	\$ 140,064	1.75%
6563250	Interest Income	\$ 60	\$ 50	\$ 57	\$ 50	0.00%
6563255	Transfer-In	\$ -	\$ -	\$ -	\$ -	0.00%
Total	Social Security-Revenue	\$ 137,043	\$ 137,700	\$138,913	\$ 140,114	1.75%
6564	Social Security-Expenditure					
6564522	FICA-Expense	\$ 125,292	\$ 137,700	\$ 127,524	\$ 140,114	1.75%
Total	Social Security-Expenditure	\$ 125,292	\$ 137,700	\$127,524	\$ 140,114	1.75%
	Excess of Revenue Over Expense	\$ 11,751	\$ -	\$ 11,388	\$ -	0.00%
	Fund Balance Beginning April 1	\$ 54,840	\$ 51,556	\$ 66,591	\$ 77,979	51.25%
	Estimated Cash on Hand March 31	\$ 66,591	\$ 51,556	\$ 77,979	\$ 77,979	51.25%

Vehicle Replacement Fund



		Vehicle Replacement Fund				
		FY 2014	FY 2015	FY 2015	FY 2016	%
		Actual	Budget	Actual	Budget	Change
7003	Vehicle Replacement-Revenue					
7003250	Interest Income	\$ 992	\$ 500	\$ 563	\$ 500	0.00%
7003440	Bus Fares & Donations	\$ 7,892	\$ 8,250	\$ 10,085	\$ 8,500	3.03%
7003450	Transfer from Road & Bridge	\$ 70,000	\$ 70,000	\$ 70,000	\$ 50,000	-28.57%
7003460	Transfer from Town	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
Total						
7003	Vehicle Replacement-Revenue	\$ 93,884	\$ 93,750	\$ 95,648	\$ 74,000	-21.07%
7004	Vehicle Replacement-Expenditure					
7004410	Vehicle Purchase	\$ 222,325	\$ 100,000	\$ 75,772	\$ 160,000	6.67%
7004540	Bus Purchase	\$ 2,814	\$ 78,250	\$ 58,078	\$ 100,000	27.80%
Total						
7004	Vehicle Replacement-Expenditure	\$ 225,139	\$ 178,250	\$ 133,850	\$ 260,000	13.91%
	Excess of Revenue Over Expense	\$ (131,255)	\$ (84,500)	\$ (38,203)	\$ (186,000)	38.29%
	Fund Balance Beginning April 1	\$ 698,230	\$ 563,730	\$ 566,975	\$ 528,772	-6.21%
	Estimated Cash on Hand March 31	\$ 566,975	\$ 479,230	\$ 528,772	\$ 342,772	-20.15%

Budget Highlights:

- Transfer from the Road and Bridge Fund will decrease by 28.57% this year but other contributions will stay the same in anticipation of one large senior bus to be purchased in FY16.
- The budget has increased to allow for the possibility of a replacement maintenance vehicle and the possibility of a replacement Emergency Services vehicle.

Capital Projects Fund

		FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	% Change
8083	Capital Projects-Revenue					
8083445	Grant	\$ 4,000	\$ 100,000	\$ 25,000	\$ 1,000	-99.00%
8083450	Transfer-In from Town Fund	\$ 195,000	\$ 150,000	\$ 100,000	\$ 150,000	0.00%
8083455	Transfer-In from Senior Fund	\$ 118,000	\$ 100,000	\$ 150,000	\$ 100,000	0.00%
Total	8083 Capital Projects-Revenue	\$ 317,000	\$ 350,000	\$ 275,000	\$ 251,000	-28.29%
8084	Capital Projects-Expenditure					
8084414	Town and Senior Parking Lots	\$ -	\$ -	\$ -	\$ 395,000	100%
8084415	Senior Center Improvements	\$ 8,503	\$ 100,000	\$ 30,586	\$ 50,000	-50%
8084420	Izaak Walton Center Improvements	\$ -	\$ 200,000	\$ 328,700	\$ 40,000	-80%
8084425	Building & Perm Improvements	\$ 222,239	\$ 200,000	\$ 202,627	\$ 100,000	-50%
Total	8084 Capital Projects-Expenditure	\$ 230,741	\$ 500,000	\$ 561,912	\$ 585,000	17%
	Excess of Revenue Over Expense	\$ 86,259	\$ (150,000)	\$ (286,912)	\$ (334,000)	123%
	Fund Balance Beginning April 1	\$ 593,205	\$ 560,205	\$ 682,005	\$ 395,093	-29%
	Estimated Cash on Hand March 31	\$ 679,464	\$ 410,205	\$ 395,093	\$ 61,093	-85%

Budget Highlights:

- Overall, capital expenditures are budgeted to increase 17% from FY 15, as the Township continues to enhance the Izaak Walton Center, Lenoci Reserve playground, and improve the Senior Center's energy efficiency.
- Revenues are budgeted to decrease by 28% due to the expected decrease grant revenue. Transfers from both the Town and Senior Funds are budgeted to remain the same.
- Further details concerning each individual project and additional highlights are included in the Capital Improvement Program Section of this document, from pages 131-139.

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 2015-2016 through 2019-2020. 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 2016-2020 totals \$1,991,000. 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 2016. 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 2016-2020 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, 2015)						
Project	FY 16	FY 17	FY 18	FY 19	FY 20	Total
<i>Parking Lot Reconstruction (Town Hall)</i>	\$ 125,000					\$ 125,000
<i>Senior Center Improvements</i>	\$ 50,000			\$ 50,000		\$ 100,000
<i>Izaak Walton Center Improvements</i>	\$ 40,000					\$ 40,000
<i>Lenoci Reserve Improvements</i>	\$ 40,000	\$ 40,000				\$ 80,000
<i>Senior Center Solar Panels and Retrocomission</i>	\$ 30,000					\$ 30,000
<i>Izaak Walton Reserve Master Plan</i>		\$ 700,000				\$ 700,000
<i>Parking Lot Reconstruction (Senior Center)</i>	\$ 220,000					\$ 220,000
<i>Parking Lot Expansion</i>	\$ 50,000					\$ 50,000
<i>Town Hall RTU Replacement</i>			\$ 8,000		\$ 8,000	\$ 16,000
<i>Town Hall Renovations</i>				\$ 250,000	\$ 250,000	\$ 500,000
<i>Miscellaneous Minor Improvements</i>	\$ 30,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 130,000
Total Per Fiscal Year	\$ 585,000	\$ 765,000	\$ 33,000	\$ 325,000	\$ 283,000	\$ 1,991,000

Funding Summary	FY 16	FY 17	FY 18	FY 19	FY 20	Total
<i>Grants</i>		\$ 350,000	\$ -	\$ -		\$ 350,000
<i>Property Tax Revenue- Senior Fund</i>	\$ 100,000	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 250,000
<i>Property Tax Revenue- Town Fund</i>	\$ 150,000	\$ 200,000	\$ 33,000	\$ 150,000	\$ 150,000	\$ 1,236,000
<i>Property Tax Revenue- Capital Fund Reserve</i>	\$ 335,000	\$ 165,000	\$ -	\$ 125,000	\$ 83,000	\$ 150,000
Total Funding	\$ 585,000	\$ 765,000	\$ 33,000	\$ 325,000	\$ 283,000	\$ 1,991,000

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 we have 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 2016 Highlights

Although the Capital Improvements Program anticipates expenditures over a five year period, the immediate focus is on Fiscal Year 2015-2016, 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 2016, the Town Board has allocated up to \$585,000 to be expended on capital improvements. This includes approximately \$585,000 in local property tax revenues and reserves. These funds are to be budgeted on the following primary projects, including improvements to the Izaak Walton Center, Lenoci Reserve, and parking lot reconstruction for the Senior Center and Town Hall, and Senior Center retro -commissioning.

Project: *Parking Lot Reconstruction (Town Hall)*



Description: The existing parking lot serving the Town Hall is in significant disrepair. Considerable reconstruction is required, including new asphalt paving, sealing, striping, and curb repair. In FY 2013, the lot around the Highway garages was reconstructed, and in FY 2016, the parking lot in front of the Town Hall is scheduled for reconstruction.

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 possible 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 approximately 28 spaces. This project is targeted for completion in FY 2016.

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 will be in need of significant repairs in the future. 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, and striping. This project is targeted for completion in FY 2016.

Projected Impact on Operational Budget:

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

Project: Senior Center Improvements



Description: The solar and energy efficiency project is a concerted effort by Hanover Township to ensure that taxpayer resources can be conserved through a reduction in energy utilization while simultaneously benefiting the environment through reducing the Township’s carbon footprint. A small scale solar project will help to offset a small portion of the Senior Center’s electricity usage while also serving as a highly visible demonstration of the technology to residents. Efficiency measures such retro-commissioning the Center’s HVAC system and updating the system’s computer program has been projected to reduce energy usage by as much as 50% and will be completed in FY 2016. Other improvements include repairs to the external façade of the building.

Projected Impact on Operational Budget:

Estimated Operational Impact of Solar and Energy Efficiency Projects

Energy Measure	Annual Average Electricity Cost (2010-2013)	Annual Average Gas Cost (2010-2013)	Estimated Reduction in Electricity (%)	Estimated Reduction in Gas (%)	Estimated Total Annual Savings
Solar Panels	\$ 38,257	\$ 11,615	44.7%	67.0%	
DCV			5.0%	n/a	\$ 1,913
Retro-Commissioning			14.4%	25.0%	\$ 8,413
			27.5%	42.4%	\$ 15,443
Total					\$ 25,769

Project: Izaak Walton Center 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. The Township's Office of Community and Veterans Affairs is based at the building, and multi-use programming is offered through other departments on a weekly basis. In addition, the property will be used for at-risk youth programming and other community events. Additional upgrades and improvements in FY 2016 include, the lower level remodel, an outdoor education center and an ADA accessible ramp.

Projected Impact on Operational Budget:

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

Project: *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 will be resurfacing the walking path on the property as well as adding community water and electric service in FY 2016. Also in FY 2016, community garden boxes will be added to the reserve along with additional plants and flowers.

Projected Impact on Operational Budget:

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

Project: *Izaak Walton Center Reserve Master Plan*



Description: The Izaak Walton Center Reserve currently sits on 11 acres of undeveloped land which is inaccessible to residents. This project will develop the 11 acres to benefit residents and will include: expansion of the parking lot, restroom facilities, walking trails and a bridge, and wetland enhancement and restoration. 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. In 2013, the Town Hall RTU met the age standard for the equipment and will require replacement every two years. This projected is targeted for completion in FY 18.

Projected Impact on Operational Budget:

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

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 3 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 at 7 pm on the 4th Monday 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 FY 14, 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 ensuing 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.

Appendix C: Acronyms



CEDA- Community and Economic Development Association

CERT- Community Emergency Response Team

CIP- Capital Improvements Program

CRO- Community Relations Office

EAV- Equalized Assessed Valuation

EOP- Emergency Operations Plan

ESL- English as a Second Language

FOIA- Freedom of Information Act

FTE- Full Time Equivalent

FY- Fiscal Year

GFOA- Government Finance Officers Association

ILCS- Illinois Compiled Statutes

IMRF- Illinois Municipal Retirement Fund

LIHEAP- Low Income Home Energy Assistance Program

OCH- Office of Community Health

RTU- Roof Top Unit

YFS- Youth and Family Services

