



2019-2020
Annual Operating
and Capital Budget

Elected Officials

Brian P. McGuire
Supervisor

Katy Dolan Baumer
Clerk

Thomas S. Smogolski
Assessor

Alisa “Lee” Beattie
Craig Essick
Khaja Moinuddin
Eugene N. Martinez
Trustees

Administrative Staff

James C. Barr
Township Administrator

Kristin Vana
Assistant Township Administrator

Suzy Callahan
Administrative Services Coordinator





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Hanover Township

Illinois

For the Fiscal Year Beginning

April 1, 2018

Christopher P. Morill

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, 2017. 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.

Budget Message	1-4
Introduction	6-27
Mission and Vision Statements	6
Organizational Chart	7
Strategic Planning.....	8-9
Government Profile.....	10-11
Township History	12
Community Profile	13-15
The Budget Process.....	16-17
The Budget Calendar	18
Fund Structure.....	19
Major Funds	20
Major Revenue Sources.....	21-27
Financial Summaries	28-37
Revenue and Expenditure Summaries – All Funds.....	28-30
Expenditures per Capita	31
Major Increases/Decreases in Fund Balance	32-33
Consolidated Summary	34
Debt Summary	35
Full-Time Equivalent (FTE) Summary	36
Changes in Staffing Levels.....	37
General Town Fund	38-80
General Town Fund Summary and Highlights.....	38
General Town Fund Revenues.....	39
Administrative Services	40-46
Office of the Assessor	47-50
Office of Community Health	51-56
Office of Community and Veterans Affairs	57-61
Emergency Services.....	62-66
Facilities and Road Maintenance.....	67-71
Food Pantry.....	72
Youth and Family Services.....	73-80

Table of Contents



Special Revenue Funds	81-113
General Assistance Fund.....	81-88
Mental Health Fund	89-96
Road Maintenance Fund	97-101
Senior Center Fund	102-113
Retirement Funds	114-115
IMRF Fund.....	114
Social Security Fund	115
Capital Funds/CIP	116-133
Vehicle Replacement Fund	116
Capital Projects Fund	117
Capital Improvements Program.....	118
Five Year Capital Plan	119-120
Description of Capital Projects by Project.....	121-133
Boards and Committees	134
Finance Committee	134
Mental Health Board.....	134
Committee for Senior Citizens' Services	134
Committee on Youth.....	134
Appendices	135-142
Appendix A: Financial Policies.....	135-139
Appendix B: Glossary.....	140-141
Appendix C: Acronyms.....	142



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April 1, 2019

Honorable Supervisor and Trustees,

I am pleased to present to you the Annual Operating and Capital Budget for the fiscal year beginning April 1, 2019 (FY20).

The economic environment in Hanover Township continues to improve. The county's unemployment rate of 3.7% is below the State of Illinois rate of 4.0%.

Although the economy has continued to improve, Fiscal Year (FY) 2020 will remain challenging for Hanover Township. Continuing to realize the effect of economic factors facing residents, the Finance Committee recommended, and the Board adopted, a property tax levy with no increase over the previous year extension and decreases in the road and general assistance levies. 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 an increase in road resurfacing expenditures from reserves based on expected recommendations from the road system assessment and increases to the Senior Services Programming and Nutrition Divisions as a result of increased participation and enrollment. Other cost increases include increases in technology support and a merit salary increment pool for employees.

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 2020 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 Maintenance Fund is continuing to fund senior transportation, following the precedent of the prior Highway Commissioners, in the combined amount of \$180,000 as authorized by state statute. \$25,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$155,000 is allocated to operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.).

The federal grant from Age Options supporting the senior congregate meal program increased 18% reflecting increased numbers of meal participants over the last year. Entering the third full fiscal year of the home delivered meals program has HDM grants increasing 22% to \$91,896 due to an overall increase in the number of meals delivered. Program revenue has also greatly exceeded targets the last several years consequently Senior Programs fees are budgeted to increase 80%. On the expenditure side, Nutrition Division congregate salaries are increasing to account for an additional 25 hour per week part time staff member approved by the Township Board during the past year and offset by increases in grants from Age Options and the Mental Health Board. Food and nutrition supply costs have also increased with the number of meals served. Programming costs are increasing to realize the growth in demand the last few years fully offset by an increase in fee revenue. Total Senior Services revenue is anticipated to increase 9.26% with expenses growing 6.17%.

Department of Youth and Family Services – Youth and Family Services is anticipating revenue growth of 21.6% over the prior year due primarily to new Mental Health Board funding a part-time bilingual family therapist increasing to full-time. This change in staffing is also reflected in the Administration and Clinical Salary Line Item. Other changes within the department budget are relatively modest. Total department expenditures are budgeted to increase 3.74%.

Department of Welfare Services – Welfare Services is expecting a slight revenue increase totaling 0.8%. On the expense side, administration salaries are increasing due to the addition of a full-time Outreach Coordinator to ensure all segments of the community are fully accessing department and Township-wide services. This individual will also retain case management responsibilities. Within the direct assistance portion of the budget funds for General Assistance rental aid is decreasing due to continued lower demand related to low unemployment and Emergency Assistance is increasing due to more residents qualifying for this form of one-time aid. The Food Pantry portion of the budget is being moved back to the Town Fund where it was located prior to FY19. Due to the removal of the Food Pantry budget, total Welfare Services Fund expenditures are budgeted to decrease 6%.

Department of Facilities & Road Maintenance – The Facilities Division budget is decreasing moderately to reflect a change in a long tenured employee retirement. Other changes in the division budget are minimal. Overall, Facilities Division expenses are budgeted to decrease 2.5%. The Road Maintenance Division is anticipating a 2.0% decrease in revenue related to the reduction of the Road Levy. On the expense side, Community Affairs, Insurance, Printing, Office Supplies, and Utility line items are being reduced. Benefit costs have increased to account for a portion of the department director. The building section of the budget is being significantly reduced by 72% to reflect the reduction in scope of

changes to the Road Maintenance garage to a possible smaller addition from prior concepts. A significant increase in engineering and contract work is budgeted to allow for a comprehensive Road System Assessment by engineers to evaluate road conditions and recommend a resurfacing schedule. Based on the recommendations significant road resurfacing is anticipated in FY20 drawing on accumulated fund reserves. Road salt expenses are also budgeted to increase based on experience over the last year. Total Road Maintenance Division expenditures are budgeted to increase 18.2%.

Mental Health Board – The Mental Health Board is decreasing the Consulting line item due to the conclusion during the prior fiscal year of the board’s community needs assessment and new three-year strategic plan. Personnel related costs are increasing with the Mental Health Board Manager position changing from a 32 hour per week to a 40 hour per week position and the new individual anticipated utilizing full health benefits. Community Resource Center expenses are down with fewer capital improvements in the new fiscal year. Service contracts are budgeted to increase 4.3% including increasing Capital Funding for agencies significantly and new funding for the Center for Enriched Living, Gigi’s Playhouse, Marklund, Shelter group homes, Senior Services Home Delivered Meals, and the bilingual therapist in Youth and Family Services. Total Mental Health Fund expenditures are budgeted to increase 4.6%.

Office of the Assessor – The Assessor’s Office budget is decreasing due to a 40 hour per week Deputy Assessor position transitioning to a 32 hour per week role with the ability to add hours during appeals and while other staff are on leave. Overall, Assessor Office expenditures are budgeted to decrease 0.5%.

Office of Community Health – The Office of Community Health is anticipating an increase in expenditures related to the planned salary increment, changes in employee health insurance enrollment, and the need to provide competitive pay for the recently refilled registered nurse position and the director. The Crisis Care line item was eliminated with this cost being addressed through the Hanover Township Foundation community health fund and the dollars being reallocated to medical supplies. Other changes are relatively modest. Overall department expenditures are budgeted to increase 5.47%.

Department of Emergency Services – The Emergency Services Department budget is projected to increase by 17.2%. This sizable increase is due primarily to the board approved all dispatching services provided by DuComm. Most of this cost is a onetime expense to be added to DuComm’s new computer system with this amount decreasing over the coming years. Other changes in volunteer appreciation expenses are offset by decreases in education and training.

Office of Community and Veterans Affairs – The Office of Community and Veterans Affairs is budgeted to increase expenditures 1.6%. The increase is primarily due to adding costs related to social media archiving which is a prudent endeavor to ensure all social media records are retained. Other changes are relatively modest and reflect experience over the last two years and staff benefit enrollments as well.

Administrative Services – The overall Town Fund/Administrative Services budget will increase by approximately 2.6%. This increase is due primarily to the designated salary increment, increases in the transfer to the vehicle fund, and support for IT software, hardware, and support. The Equipment Rental – Town line item increased to cover the main copier lease expense. On the revenue side, Interest Income is budgeted to increase 300% with the Finance Committee and staff pursuing the most competitive rates with interest rates increasing over the last 18 months.

Vehicle Fund – The Town Fund is increasing its transfer to the Vehicle Fund to ensure long-term sustainability. In the new fiscal year, one Facilities and Maintenance van and one Senior Services bus are scheduled to be replaced.

Capital Fund – The Finance Committee is recommending several capital projects for Fiscal Year 2020 including the resurfacing of the Izaak Walton Center parking lot and the addition of a paved walking path at Lenoci Reserve. These two projects have been carried over from the last fiscal year due to construction delays related to the Fall weather with the path and final land transfer from the City of Elgin occurring this past winter with the parking lot. Additional projects include replacing carpeting throughout the entire main level of the Senior Center, and remodeling of the Food Pantry.

I am pleased to present the Fiscal Year 2020 Annual Operating Budget for your consideration. I look forward to another productive year of serving the residents of Hanover Township with our outstanding team of officials, staff, and volunteers.

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 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:

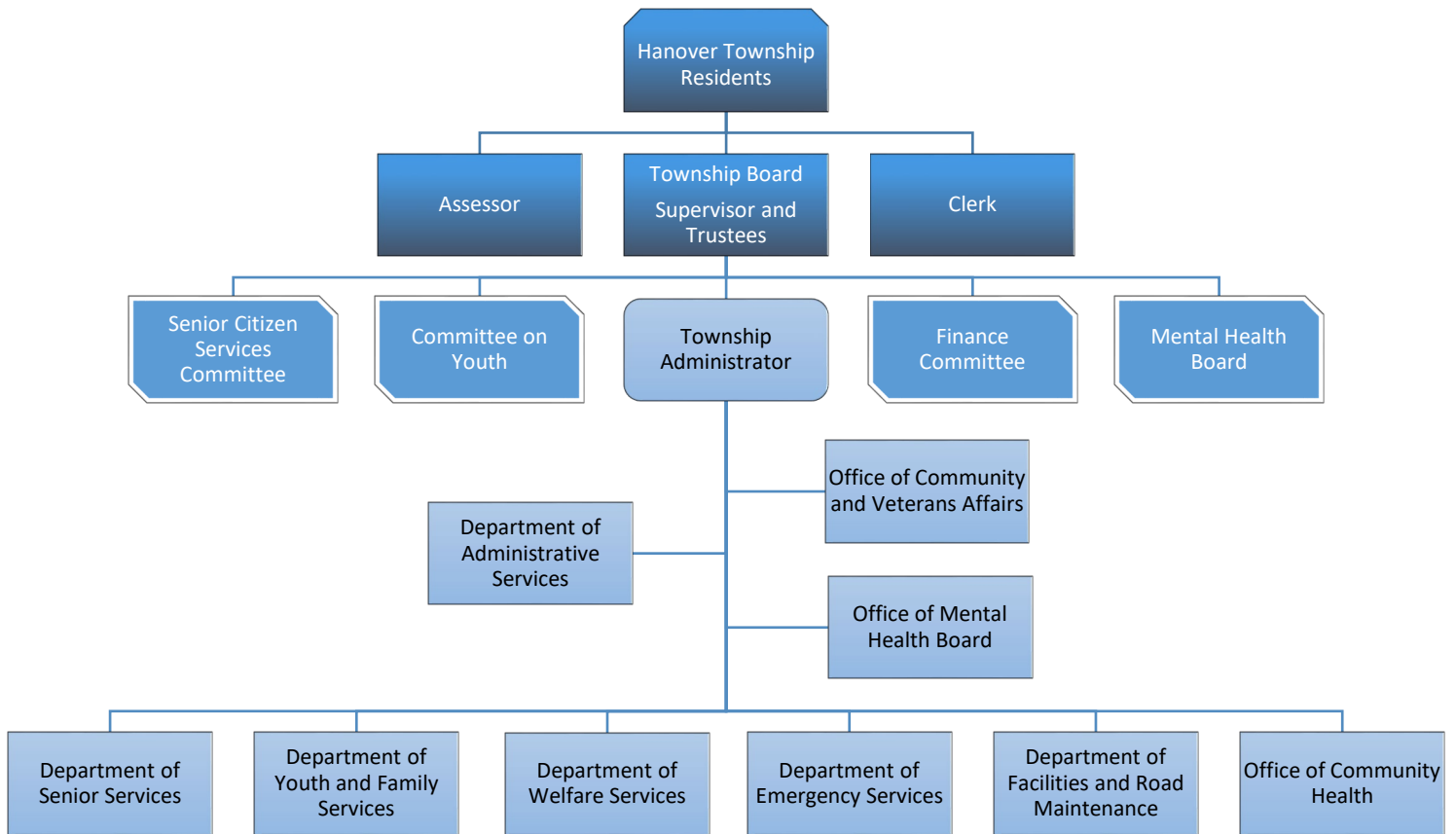
Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

Vision Statement

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

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

Hanover Township Organizational Chart



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

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

Since November 2007, Hanover Township has regularly conducted strategic planning sessions to enhance its planning and budgetary process. In 2017, Hanover Township engaged Northern Illinois University's Center for Governmental Studies (CGS) to assist with the development of the Township's FY2019 to FY2021 strategic plan. The strategic planning process included a workshop session with the Township Board and senior staff members in late 2017. Prior to the workshop, CGS led several focus groups with community stakeholders to gather input on their vision for the Township. In addition, an economic and demographic community profile was completed to add context to the strategic planning process.

The FY 2019 strategic planning retreat was held on December 1, 2017. During the retreat, four strategic priority areas were identified:

Strategic Priority Areas

1. Long term planning, implementation and evaluation
2. Financial planning and stability
3. Community engagement and provision of critical services
4. Cultural diversity and inclusion

Ultimately the Township Board, elected officials, and department directors recommended nine Township-wide goals focusing on the identified strategic priorities and innovative ideas that will enhance Township services for residents.

Hanover Township Key Strategic Goals FY19 – FY21

1. Explore youth services referendum to support a youth center and expanded youth programming.
2. Create a master plan for improvements at the Township's open space reserves, identify funding, and develop planned improvements.
3. Evaluate need, funding, and potential sites for a possible Township cemetery through donation, transfer, or acquisition of property.
4. Consider options to create a modernized emergency services station within Hanover Township's boundaries.
5. Further embrace the diversity of all ages and cultures within the Township.
6. Maintain our commitment to community outreach, engagement and awareness of the Township's services and programs including continued implementation of the Township's communications plan.
7. Collaborate with stakeholders and partners in our broader community to advance the completion of a disabled housing facility within the Township.
8. Remain committed to careful fiscal stewardship by working across the organization to promote, maintain, and sustain a sound financial position in both the short and long-term.
9. Continue to grow, enhance, and promote the Township's high standards for customer-focused service delivery across all departments.

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 Facilities and Road Maintenance 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

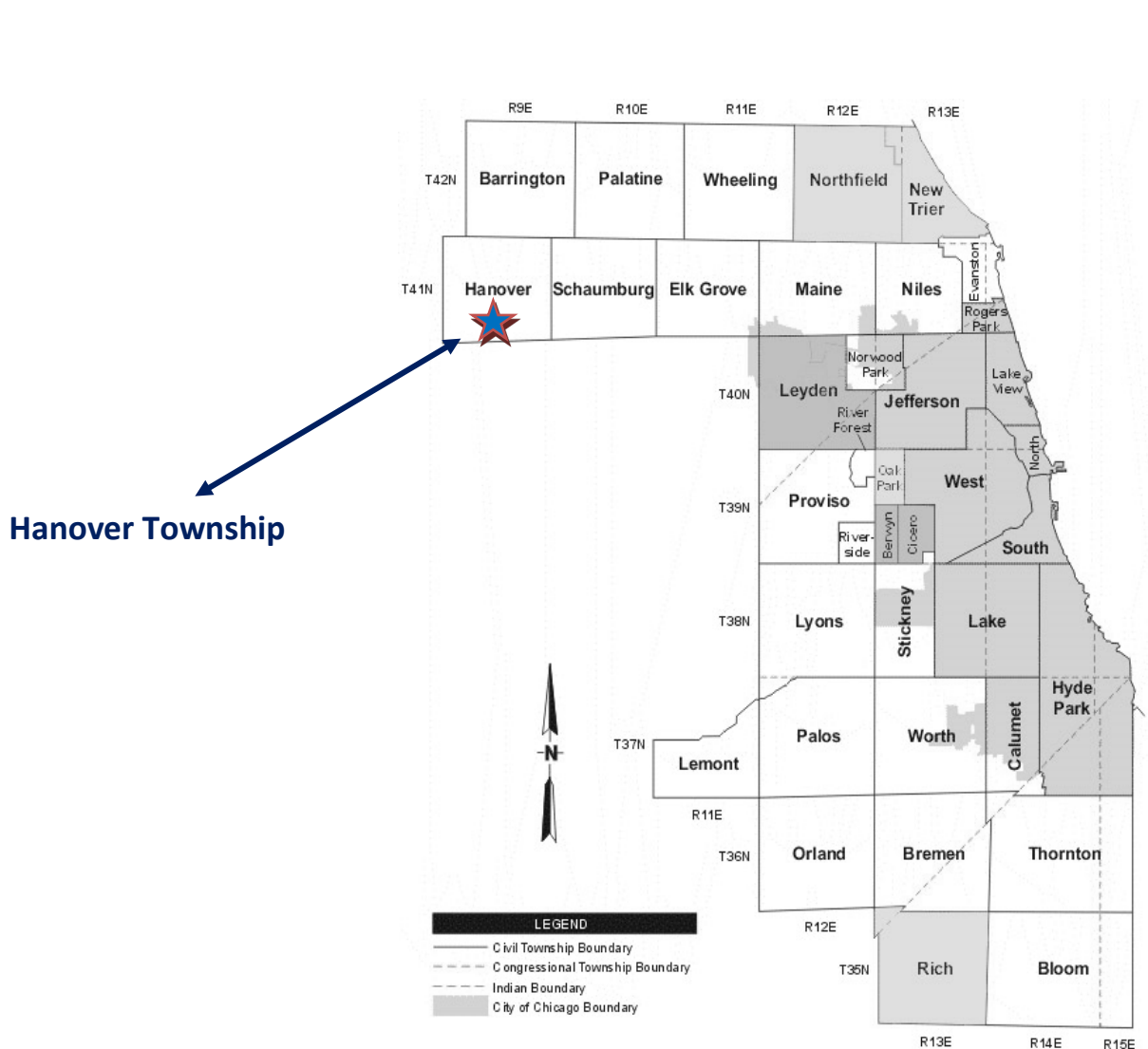
Hanover Township is governed by an independently elected Township Board of Trustees. The Township Board consists of the Township Supervisor and four Trustees, elected at large from the Township. The Clerk and Assessor are elected simultaneously with the Board. The Assessor does not vote. The Township 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 its 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, Department of Facilities and Road Maintenance, the Office of the Mental Health Board, Assessor's Office, and the Office of Community and Veterans Affairs.

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



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

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



Hanover Township Farmers

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

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

Statistics based on 2013-2017 American Community Survey, unless otherwise noted with an * symbol, meaning statistics are from the 2010 decennial census.

Hanover Township is approximately 36 square miles in size.

Township Website: www.hanover-township.org

Demographics:

Total Population:	101,074	Median Age	36.4 years
Male	51,126	Age 0-19	27.8%
Female	49,948	Age 20-54	50.1%
White	59,013	Age 55 and above	22.1%
African American	3,817		
Asian	14,231	Median Household Income	\$77,693
American Indian	802	Per Capita Income	\$30,418
Native Hawaiian	8		
Other Races Alone	20,169		
Total Hispanic	36,993		
Two or more races	3,034		

*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:

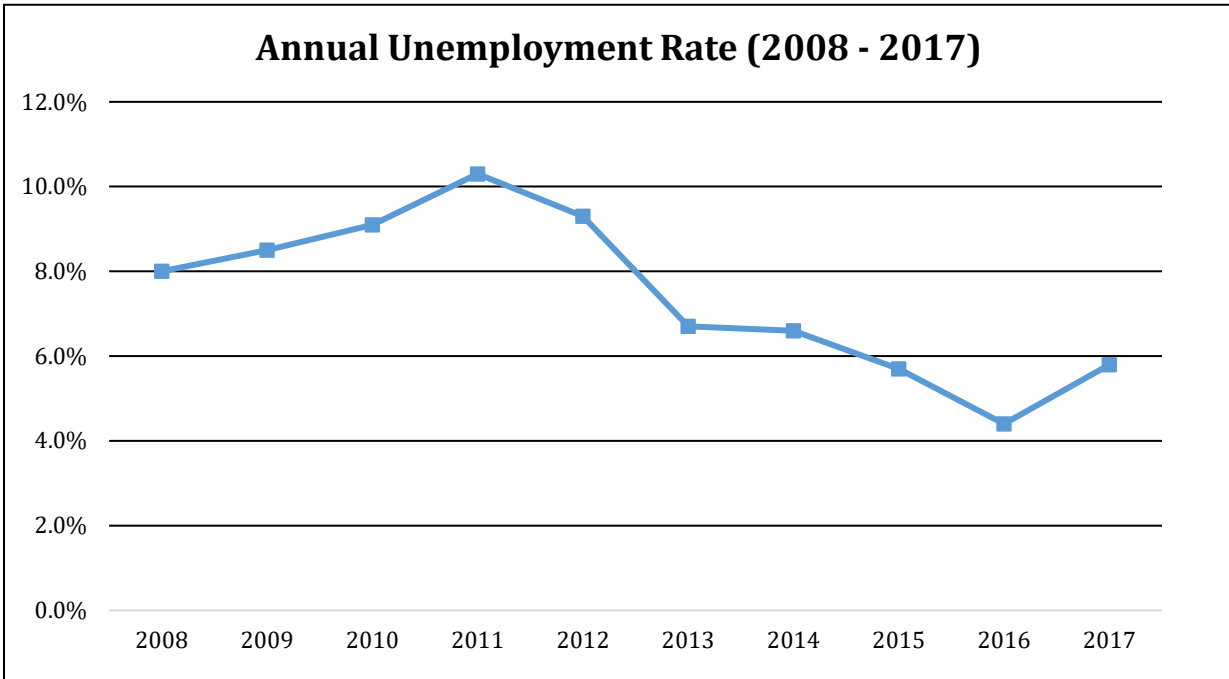
<i>Population 18 to 24</i>		<i>Population 25 and over</i>	
Less than High School	12.3%	Less than High School	16.1%
High School Graduate	35.4%	High School Graduate	26.5%
Some College or Associate's	44.3%	Some College or Associate's	27.4%
Bachelor's Degree or higher	8.1%	Bachelor's Degree or higher	29.9%

Housing:

EAV*	\$2,500,789,640	Total Population in housing units	100,574
Total number of housing units	34,178	Housing Units with a mortgage	19,245
Occupied homes	32,262	Housing Units without a mortgage	6,211
Vacant Homes	1,916	Occupied Units paying rent	6,561

Employment:

Population 16 years and over	77,414	Percent unemployed	5.8%
Civilian labor force	55,388		



Income and Benefits (2017 dollars)

Less than \$10,000	3.1%
\$10,000 to \$14,999	2.5%
\$15,000 to \$24,999	6.4%
\$25,000 to \$34,999	6.6%
\$35,000 to \$49,999	11.7%
\$50,000 to \$74,999	18.2%
\$75,000 to \$99,999	17.7%
\$100,000 to \$149,999	18.6%
\$150,000 to \$199,999	8.4%
\$200,000 or more	6.9%

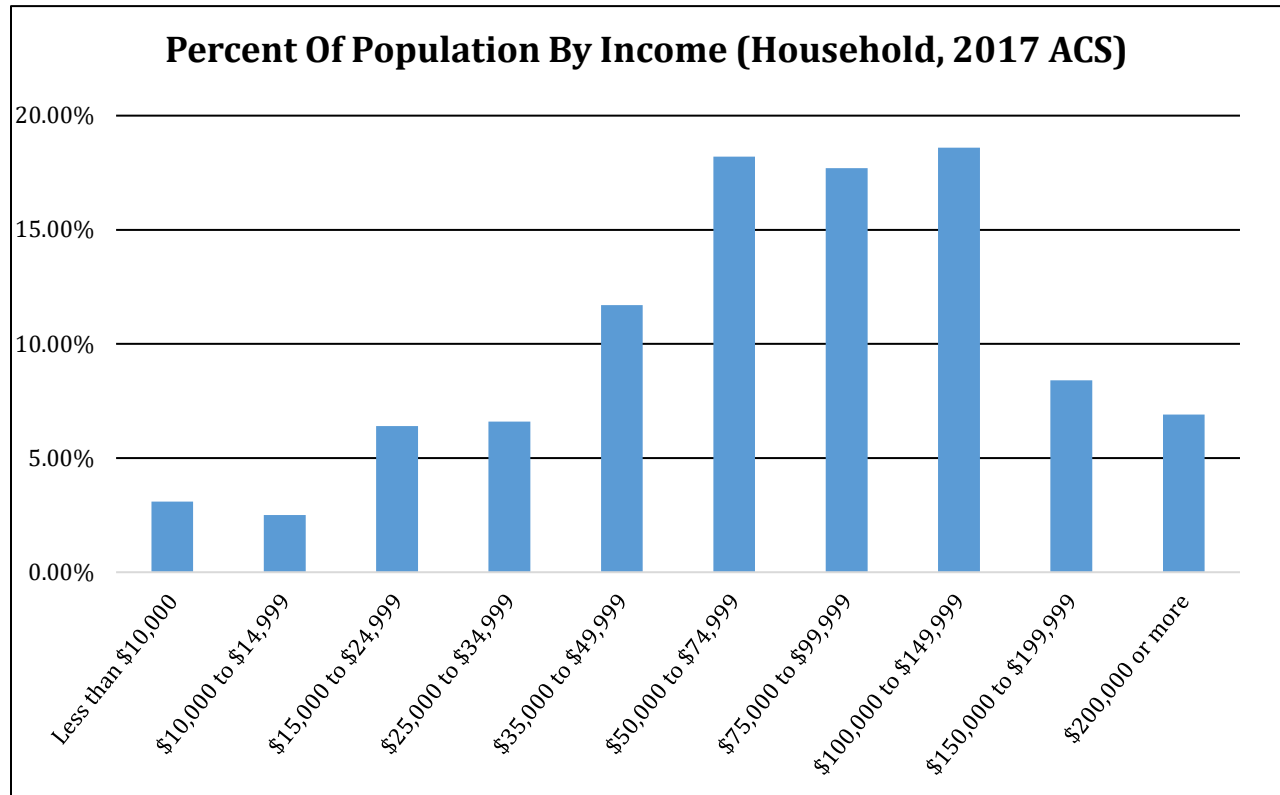
Top 10 Employment Sectors

Manufacturing	18.0%
Educational services and health care	17.5%
Retail trade	11.9%
Professional, scientific, management	12.3%
Arts, entertainment, hospitality	8.3%
Transportation, warehousing	7.4%
Finance, insurance, real estate	6.6%
Construction	5.6%
Wholesale trade	4.3%
Other services	3.9%

Principal Employers in Hanover Township (2017)

Employer	Type of Business	Approximate Number of Employees	Percentage of Township Population
Fresh Express	Food Processing	700	2.88%
Behavioral Health Center	Medical	400	1.65%
Super Target	Discount Retailer	310	1.28%
Wal-Mart Stores, Inc.	Discount Retailer	275	1.13%
Ace Coffee Bar, Inc.	Food Processing	250	1.03%
Streamwood High School	Education	220	0.91%
Village of Streamwood	Government	186	0.77%
Toyota	Car Sales	180	0.74%
Lexington Health Care	Nursing Home	160	0.66%
Total		2,901	11.96%

Source: 2017 Comprehensive Annual Financial Report's from Bartlett, Elgin, Hanover Park, Hoffman Estates, Schaumburg and Streamwood.



The 2020 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 2020. The budget is a policy document that requires action and adoption by the Township Board.

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

In November, the Township Administrator distributes the budget development memo that provides direction on how departments should develop their budget requests. This memo is based on direction provided by the Finance Committee. Departments have three weeks to estimate their operating revenue and expenses for the following fiscal year. The Operating and Capital Budgets are reviewed by the Township Administrator with each requesting department on an individual basis, and collectively evaluates their submitted draft budgets. 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 budget and appropriation ordinance for the Township is adopted, providing the legal authority to spend public funds. The final Township budget passed on April 9, 2019.

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 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.

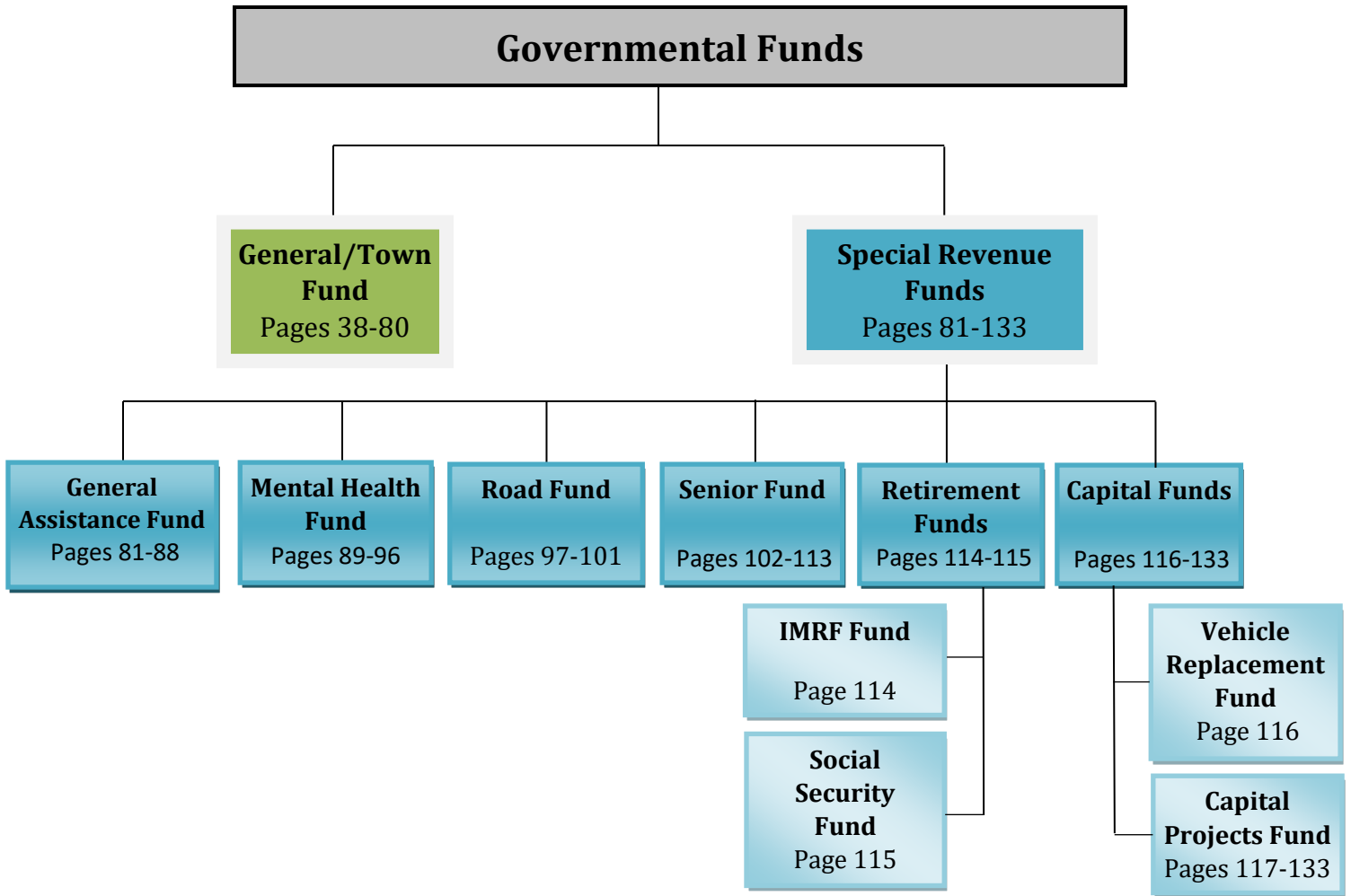
Those revenues susceptible to accrual are property taxes, interest revenue, and charges for services. Donations are not susceptible to accrual because generally they are not measurable until received in cash.

FY 2020 Budget Development Calendar

November 5, 2018	Finance Committee Budget Guidelines
December 7, 2018	Budget Development Memo Issued
December 31, 2018	Department Budget Submissions Due
January 1, 2019 - January 31, 2019	Administrative Budget Review
February 1, 2019 - February 15, 2019	Finance Committee Budget Workshops
February 16, 2019- February 22, 2019	Final Budget Compilation
March 1, 2019 - April 9, 2019	Township Board Budget Consideration and Public Hearings
April 1, 2019	Start of Fiscal Year 2020

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 senior citizens.

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

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

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

Summary of Department/Fund Relationships and Expenditures					
Departments	General	Senior	Road Maintenance	Mental Health	General Assistance
Administrative Services	X				
Assessor's Office	X				
Office of Community Health	X				
Office of Community and Veteran Affairs	X				
Emergency Services	X				
Facilities and Road Maintenance	X		X		
Mental Health Board				X	
Senior Services		X			
Welfare Services					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 Extension 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 2018 attach as an enforceable lien on January 1, 2018, 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, 2019, and are payable in two installments, on or about March 1, 2019 and August 1, 2019. 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 2019 tax levy, which attached as an enforceable lien on property as of January 1, 2019, has not been recorded as a receivable as of March 31, 2019. The tax has not yet been levied by the Township and will not be levied until December 2019, and therefore, the levy is not measurable at March 31, 2019.

Currently, the 2018 First Installment Real Estate Tax Bills for Cook County, Illinois have been mailed to taxpayers, and were due on Thursday, March 1, 2019. The first installment tax bills are 55 percent of the previous year's taxes. Any assessment reduction(s) taxpayers received for the 2018 tax year and/or any exemption(s) will be applied on the second installment tax bills, which are usually mailed in early summer.

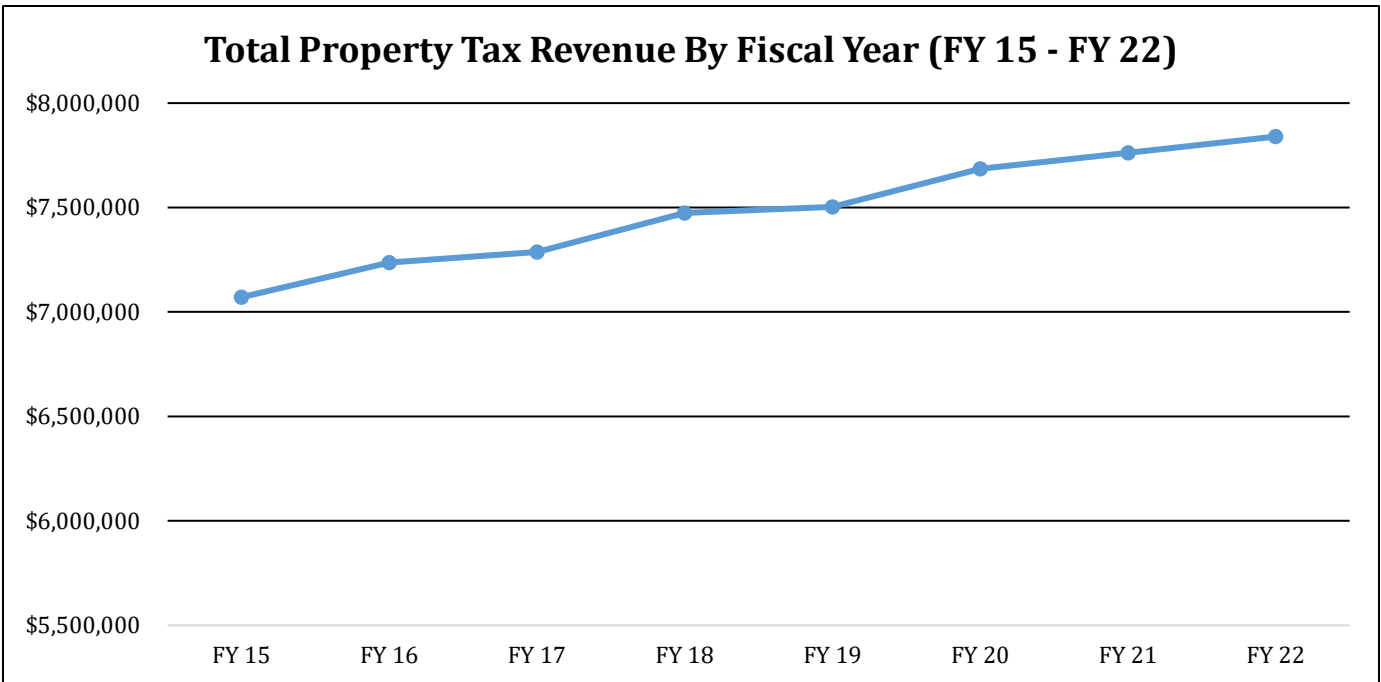
Major Revenue Sources



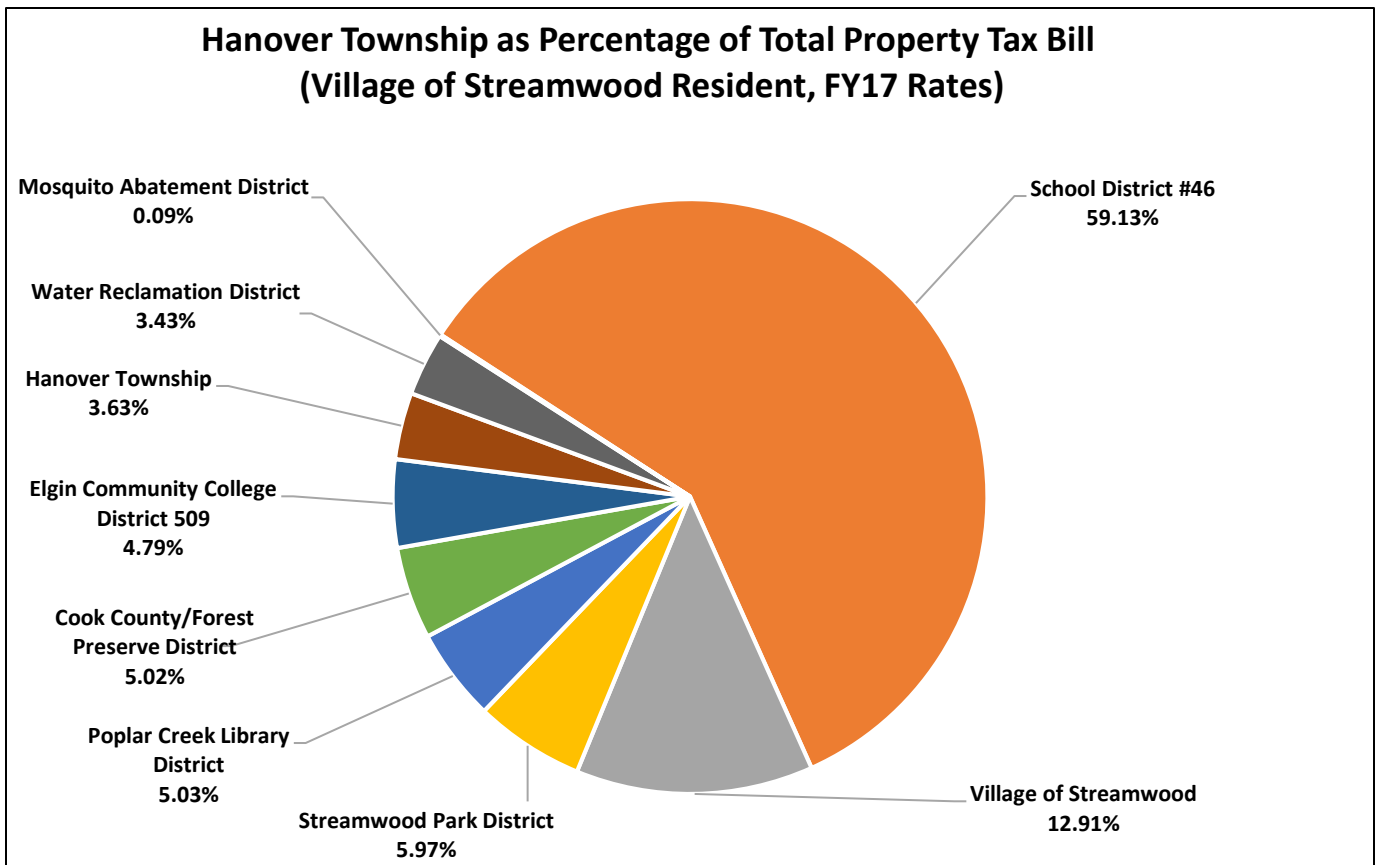
Property Tax Revenues by Fund

Fund	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 3,455,555	\$ 3,533,950	\$ 3,581,571	\$ 3,628,536	\$ 3,687,754	\$ 3,801,283	\$ 3,839,296	\$ 3,877,689
Senior	\$ 1,020,562	\$ 1,035,921	\$ 1,055,931	\$ 1,067,682	\$ 1,084,749	\$ 1,113,995	\$ 1,125,135	\$ 1,136,386
GA	\$ 368,670	\$ 371,951	\$ 381,855	\$ 395,349	\$ 386,616	\$ 390,805	\$ 394,713	\$ 398,660
Road	\$ 850,717	\$ 898,146	\$ 876,058	\$ 864,371	\$ 847,295	\$ 848,200	\$ 856,682	\$ 865,249
MHB	\$ 1,064,490	\$ 1,080,609	\$ 1,068,355	\$ 1,192,747	\$ 1,162,246	\$ 1,188,530	\$ 1,200,415	\$ 1,212,419
Soc	\$ 138,855	\$ 140,701	\$ 143,420	\$ 144,827	\$ 149,540	\$ 153,098	\$ 154,629	\$ 156,175
IMRF	\$ 171,834	\$ 175,882	\$ 179,276	\$ 180,837	\$ 184,388	\$ 189,359	\$ 191,253	\$ 193,165
Total	\$ 7,070,683	\$ 7,237,160	\$ 7,286,466	\$ 7,474,349	\$ 7,502,588	\$ 7,685,270	\$ 7,762,123	\$ 7,839,744

Total Property Tax Revenue By Fiscal Year (FY 15 - FY 22)



Hanover Township utilized a combination of estimates from Cook County and changes in the Consumer Price Index to make projections concerning the expected levels of property tax revenues to be generated. Although there has been some fluctuation in overall EAV and tax rates over the past few years, overall extensions have consistently grown in a controlled manner. A conservative approach is utilized in all revenue projections using both historical trend analysis and assumptions based on current and projected economic factors. The Township estimates a small increase in property tax revenues for FY 20, with 1% growth for FY 21 and FY 22.



The chart above represents the amount of property tax a sample resident of Hanover Township in the Village of Streamwood pays to various overlapping governments. U-46 School District collects the largest portion at 59% of the total rate, whereas Hanover Township collects 3.6% of the total.

Replacement Taxes

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

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

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

Major Revenue Sources



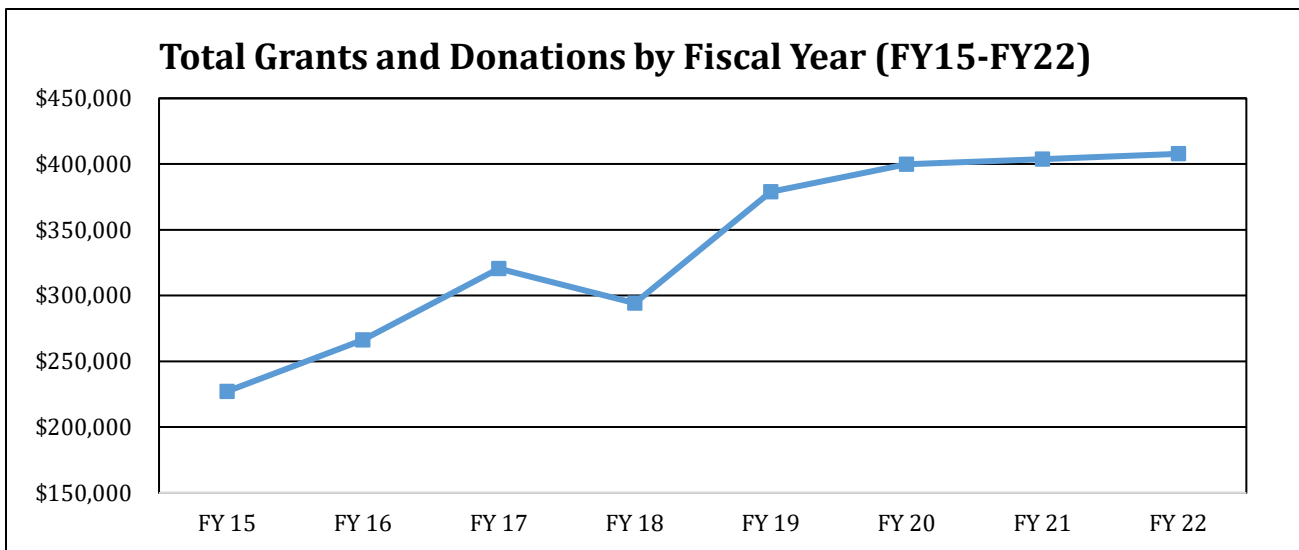
Fund	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 28,005	\$ 27,061	\$ 25,433	\$ 25,806	\$ 26,804	\$ 30,000	\$ 30,300	\$ 30,603
GA	\$ 2,811	\$ 4,084	\$ 3,839	\$ 3,020	\$ 2,074	\$ 4,000	\$ 4,040	\$ 4,080
Road	\$ 26,896	\$ 23,424	\$ 24,182	\$ 22,461	\$ 25,859	\$ 28,000	\$ 28,280	\$ 28,563
MHB	\$ 8,432	\$ 12,254	\$ 11,517	\$ 9,061	\$ 6,221	\$ 14,000	\$ 14,140	\$ 14,281
Total	\$ 66,144	\$ 66,823	\$ 64,971	\$ 60,348	\$ 60,958	\$ 76,000	\$ 76,760	\$ 77,528

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 21 and FY 22 replacement tax revenues were estimated with a 1% increase to the base budget projection for both years.

Grants and Donations

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

Fund	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 81,855	\$ 80,955	\$ 81,645	\$ 81,870	\$ 104,430	\$ 109,000	\$ 110,090	\$ 111,191
Senior	\$ 120,323	\$ 178,382	\$ 238,848	\$ 265,354	\$ 274,525	\$ 289,732	\$ 292,629	\$ 295,556
Capital	\$ 25,000	\$ 7,000	\$ -	\$ 2,096	\$ -	\$ 1,000	\$ 1,010	\$ 1,020
Total	\$ 227,178	\$ 266,337	\$ 320,493	\$ 294,289	\$ 378,955	\$ 399,732	\$ 403,729	\$ 407,767



Major Revenue Sources



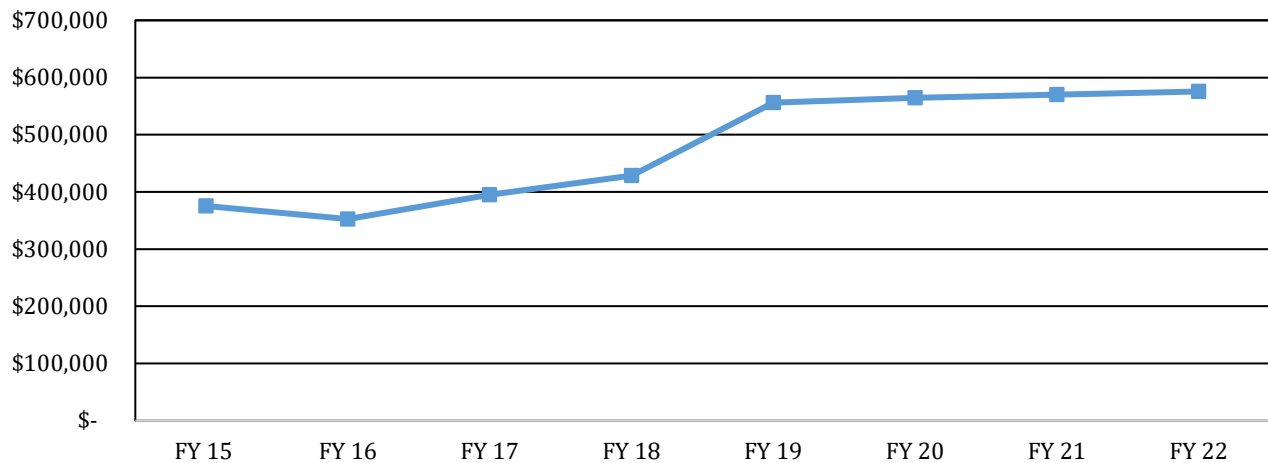
Fees

The Township collects fees for certain services provided to residents. Examples include passport processing fees, physicals, vaccinations, bus services, and tutoring. Fee revenue continues to rise due to the high number of residents continuously applying for passports and our growing senior programming. For a complete list of Township fees please visit <http://www.hanover-township.org/home/showdocument?id=8658>.

Fee Revenue by Fund

Fund	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 127,755	\$ 144,978	\$ 187,717	\$ 195,021	\$ 212,452	\$ 207,200	\$ 209,272	\$ 211,365
Senior	\$ 213,075	\$ 176,373	\$ 174,133	\$ 202,681	\$ 311,538	\$ 303,500	\$ 306,535	\$ 309,600
GA	\$ 10,466	\$ 6,041	\$ 7,858	\$ 6,090	\$ -	\$ 23,000	\$ 23,230	\$ 23,462
Road	\$ 1,468	\$ 2,314	\$ 1,637	\$ 2,319	\$ 877	\$ 4,000	\$ 4,040	\$ 4,080
MHB	\$ 12,301	\$ 13,245	\$ 13,694	\$ 13,322	\$ 21,156	\$ 18,000	\$ 18,180	\$ 18,362
Vehicle	\$ 10,085	\$ 9,584	\$ 9,878	\$ 9,285	\$ 10,049	\$ 8,500	\$ 8,585	\$ 8,671
Total	\$ 375,150	\$ 352,535	\$ 394,917	\$ 428,718	\$ 556,072	\$ 564,200	\$ 569,842	\$ 575,540

Total Fee Revenue by Fiscal Year (FY15-FY22)

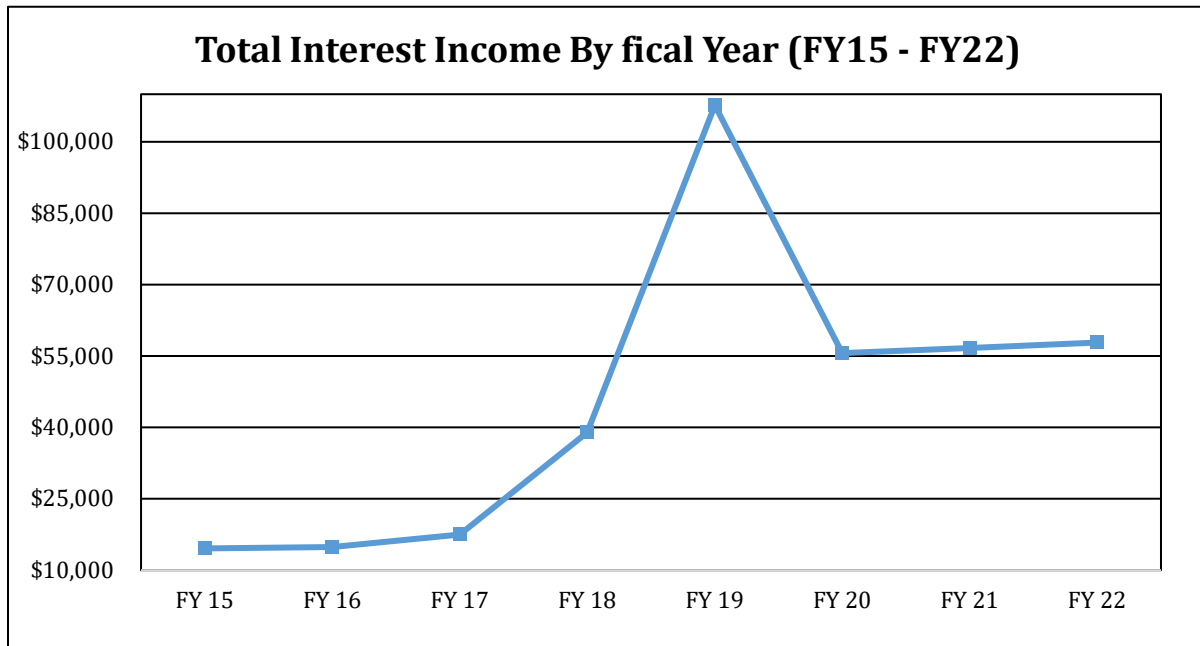


Major Revenue Sources



Interest Income by Fund								
Fund	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 10,444	\$ 7,647	\$ 10,243	\$ 22,705	\$ 71,232	\$ 40,000	\$ 40,800	\$ 41,616
Senior	\$ 937	\$ 843	\$ 1,288	\$ 5,306	\$ 8,889	\$ 4,000	\$ 4,080	\$ 4,162
GA	\$ 375	\$ 238	\$ 682	\$ 1,261	\$ 4,026	\$ 2,000	\$ 2,040	\$ 2,081
Road	\$ 1,370	\$ 4,972	\$ 3,639	\$ 5,969	\$ 13,437	\$ 5,000	\$ 5,100	\$ 5,202
MHB	\$ 689	\$ 631	\$ 1,028	\$ 2,378	\$ 6,395	\$ 3,000	\$ 3,060	\$ 3,121
Soc	\$ 57	\$ 51	\$ 80	\$ 201	\$ 600	\$ 300	\$ 306	\$ 312
IMRF	\$ 142	\$ 83	\$ 104	\$ 314	\$ 929	\$ 400	\$ 408	\$ 416
Vehicle	\$ 563	\$ 375	\$ 407	\$ 801	\$ 2,168	\$ 900	\$ 918	\$ 936
Total	\$ 14,577	\$ 14,840	\$ 17,471	\$ 38,935	\$ 107,676	\$ 55,600	\$ 56,712	\$ 57,846

As shown in the graph below, the level of interest income collected by the Township in FY 2019 increased from the previous year (FY 18). This increase comes in part from the Federal Reserve increasing the base interest rate and the Townships overall level of holdings being either maintained or increased over the time period.

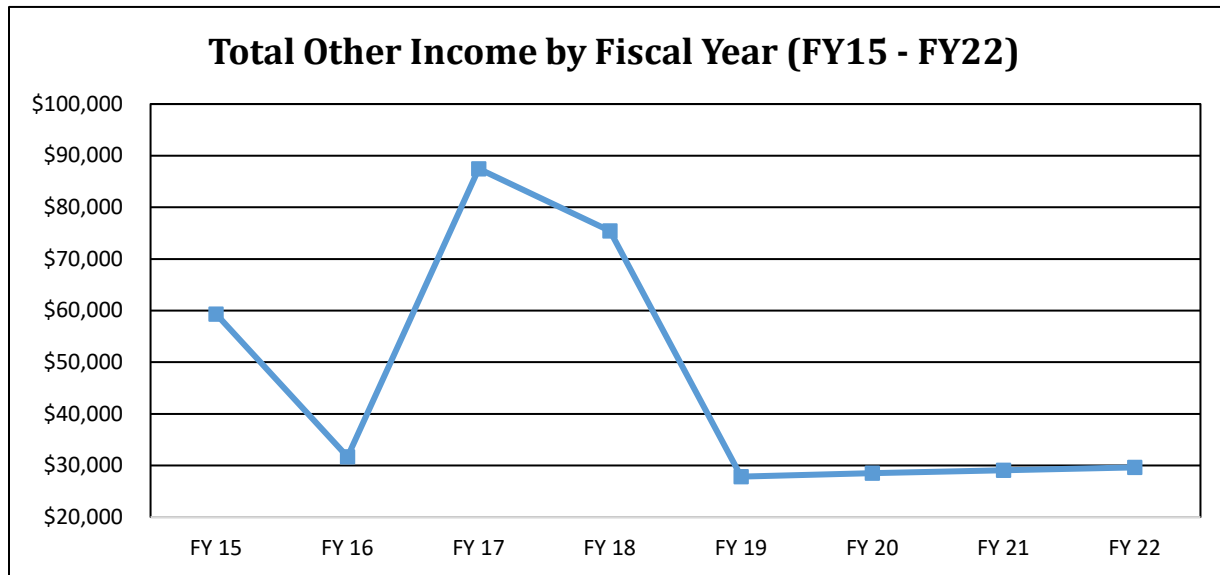


Major Revenue Sources



Fund	FY15	FY 6	FY17	FY18	FY19	FY20	FY21	FY22
	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 8,725	\$ 4,967	\$ 4,659	\$ 26,948	\$ 6,488	\$ 6,000	\$ 6,120	\$ 6,242
Senior	\$ 26,796	\$ 10,215	\$ 2,180	\$ 2,500	\$ 1,100	\$ 2,500	\$ 2,550	\$ 2,601
GA	\$ 22,130	\$ 13,388	\$ 80,337	\$ 15,000	\$ 18,783	\$ 18,000	\$ 18,360	\$ 18,727
Road	\$ 1,674	\$ 3,112	\$ 25	\$ 15,858	\$ 1,467	\$ 1,000	\$ 1,020	\$ 1,040
MHB	\$ -	\$ -	\$ 259	\$ 15,109	\$ -	\$ 1,000	\$ 1,020	\$ 1,040
Total	\$ 59,325	\$ 31,682	\$ 87,460	\$ 75,415	\$ 27,838	\$ 28,500	\$ 29,070	\$ 29,651

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



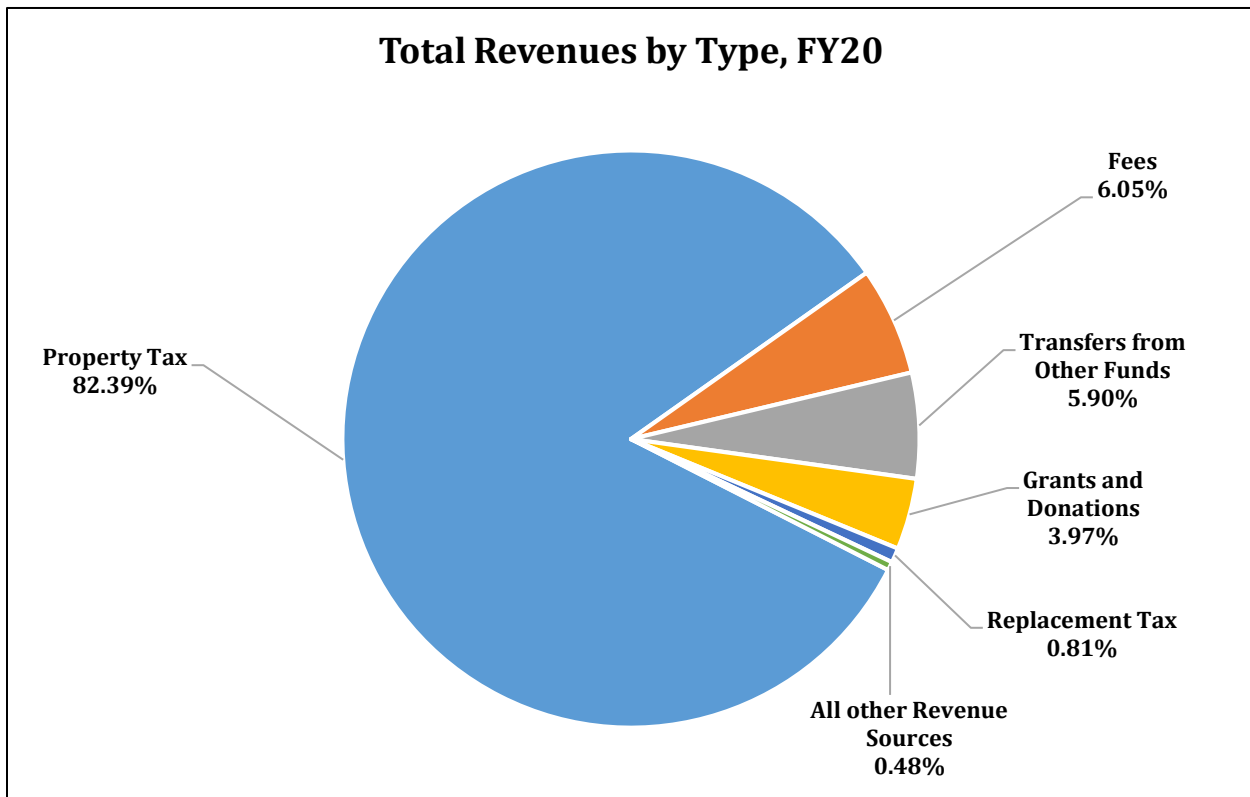
Fund	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ -	\$ 10,500	\$ 11,100	\$ 10,010	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
MHB	\$ 11,400	\$ 12,000	\$ 11,800	\$ 11,700	\$ 11,600	\$ 12,000	\$ 12,000	\$ 12,000
Total	\$ 11,400	\$ 22,500	\$ 22,900	\$ 21,710	\$ 21,600	\$ 22,000	\$ 22,000	\$ 22,000

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

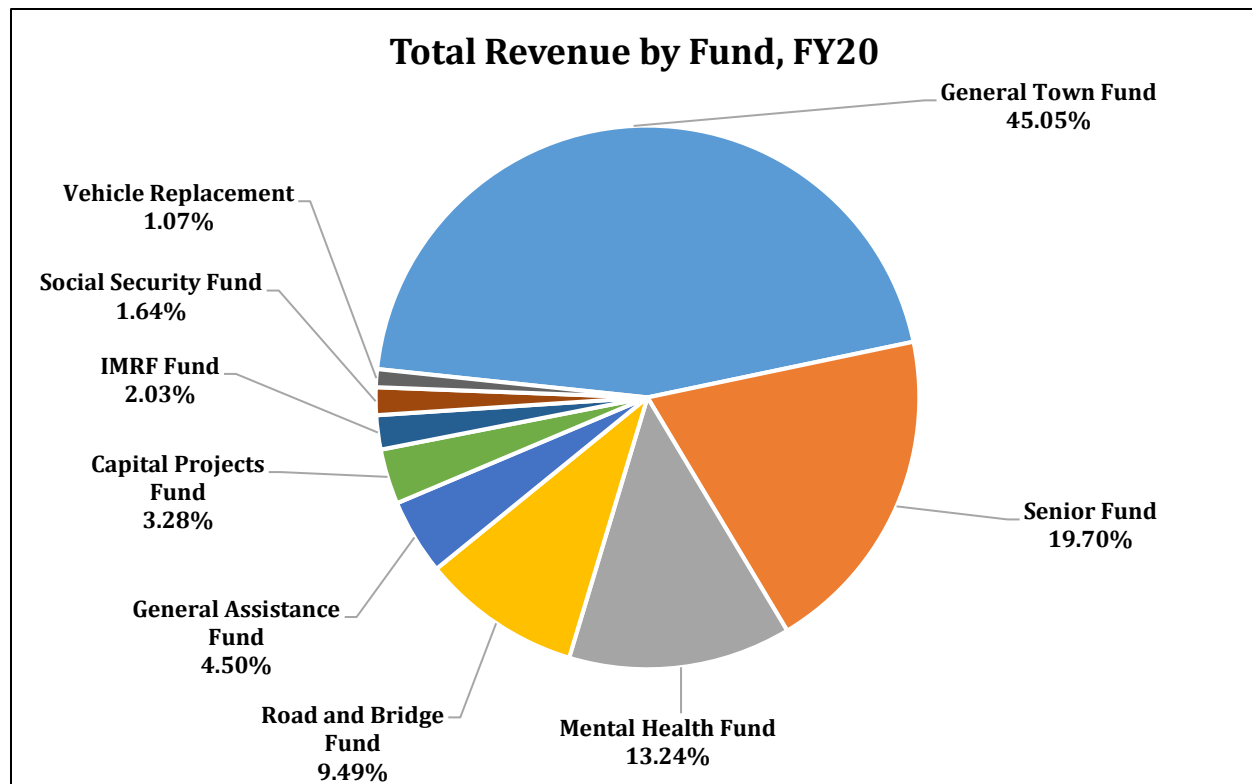
Total Revenues by Type, FY 20

Revenue	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Property Taxes	\$ 7,408,789	\$ 7,503,866	\$ 7,502,589	\$ 7,685,270	2.42%
Replacement Taxes	\$ 60,348	\$ 74,000	\$ 60,957	\$ 76,000	2.70%
Interest	\$ 36,537	\$ 22,450	\$ 107,674	\$ 55,600	147.66%
Rent	\$ 11,700	\$ 22,000	\$ 11,600	\$ 22,000	0.00%
Other	\$ 38,083	\$ 4,500	\$ 27,838	\$ 4,500	0.00%
Fees	\$ 470,709	\$ 463,500	\$ 566,071	\$ 564,200	21.73%
Grants and Donations	\$ 323,134	\$ 316,064	\$ 386,841	\$ 370,732	17.30%
Transfers from Other Funds	\$ 397,000	\$ 602,000	\$ 602,000	\$ 550,000	-8.64%
Total Revenue	\$ 8,746,300	\$ 9,008,380	\$ 9,265,570	\$ 9,328,302	3.55%

Total Revenues by Type, FY20

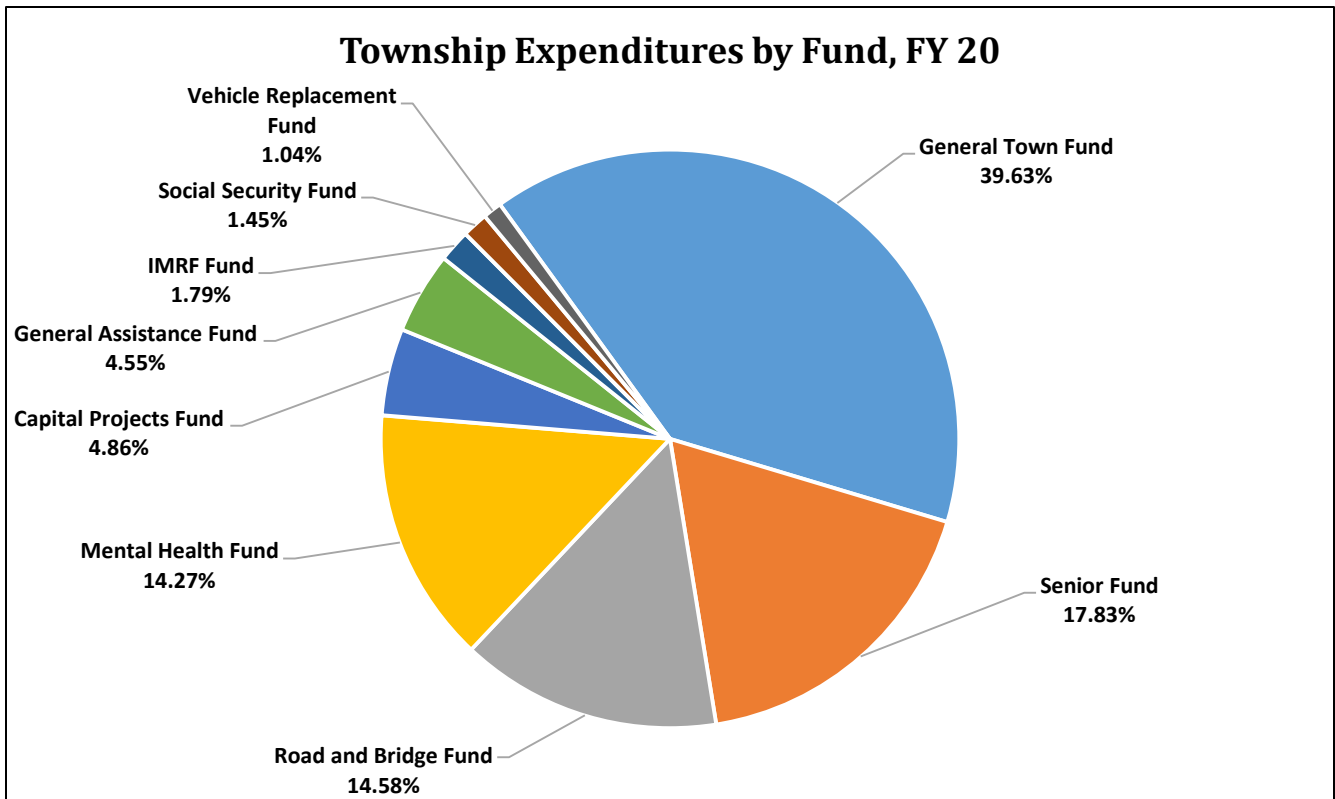


Property taxes comprise the primary revenue source for the Township as 82.39% of all revenues come from this tax. Fund transfers comprise another 5.90%. Fees and grants account for approximately 6.05% and 3.97% respectively.

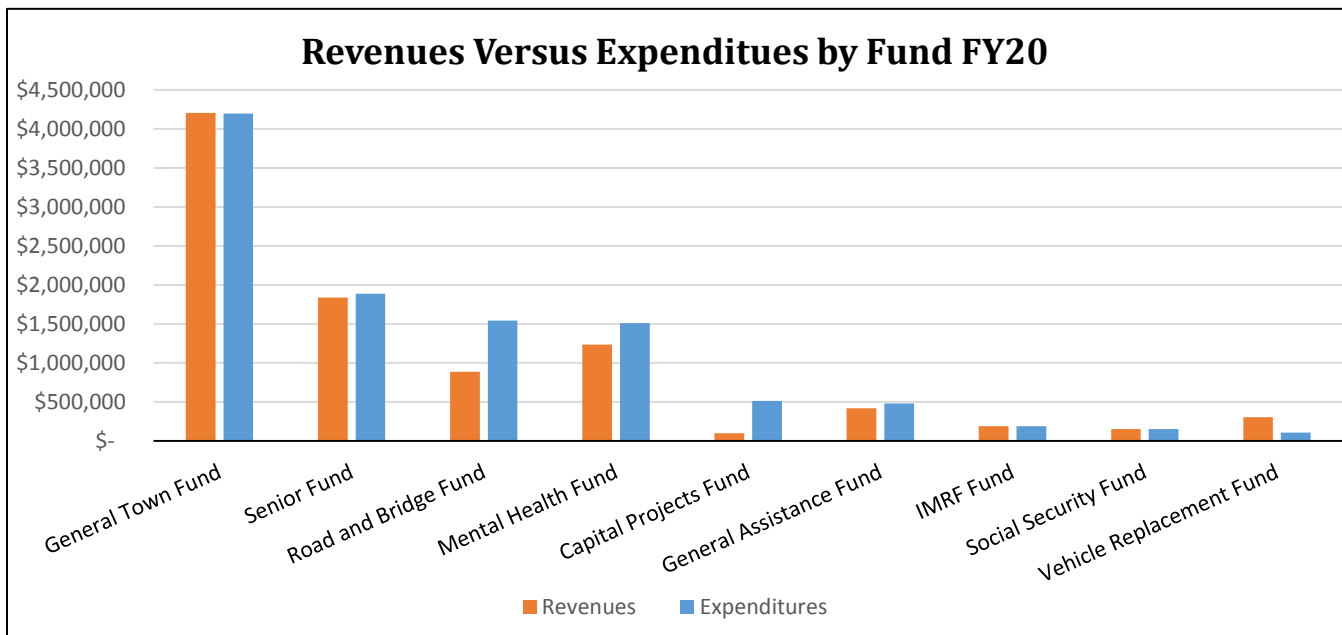


Total Expenditures by Fund Summary FY20

Expenditures	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
General Town Fund	\$ 3,767,960	\$ 4,015,053	\$ 3,755,596	\$ 4,197,203	4.54%
Senior Fund	\$ 1,697,853	\$ 1,778,560	\$ 1,888,833	\$ 1,888,227	6.17%
General Assistance Fund	\$ 309,500	\$ 513,075	\$ 380,816	\$ 482,140	-6.03%
Mental Health Fund	\$ 1,132,151	\$ 1,444,670	\$ 1,169,787	\$ 1,511,570	4.63%
Road and Bridge Fund	\$ 839,741	\$ 1,306,850	\$ 650,473	\$ 1,544,700	18.20%
IMRF Fund	\$ 182,995	\$ 184,403	\$ 184,560	\$ 189,759	2.90%
Social Security Fund	\$ 146,416	\$ 148,313	\$ 149,348	\$ 153,398	3.43%
Capital Projects Fund	\$ 295,039	\$ 515,000	\$ 126,378	\$ 515,000	0.00%
Vehicle Replacement Fund	\$ 86,667	\$ 171,000	\$ 189,416	\$ 110,000	-35.67%
Total Expenditures	\$ 8,458,322	\$ 10,076,924	\$ 8,495,207	\$ 10,591,997	5.11%
Total Revenues	\$ 8,746,300	\$ 9,008,380	\$ 9,265,570	\$ 9,328,302	3.55%
Excess of Revenues over Expenditures	\$ 287,978	\$ (1,068,544)	\$ 770,363	\$ (1,263,695)	18.26%



The largest expenditure by fund is the General Town Fund at approximately 39.63% of the total. This is in line with previous years and most of the Township’s operating departments are budgeted through this fund.

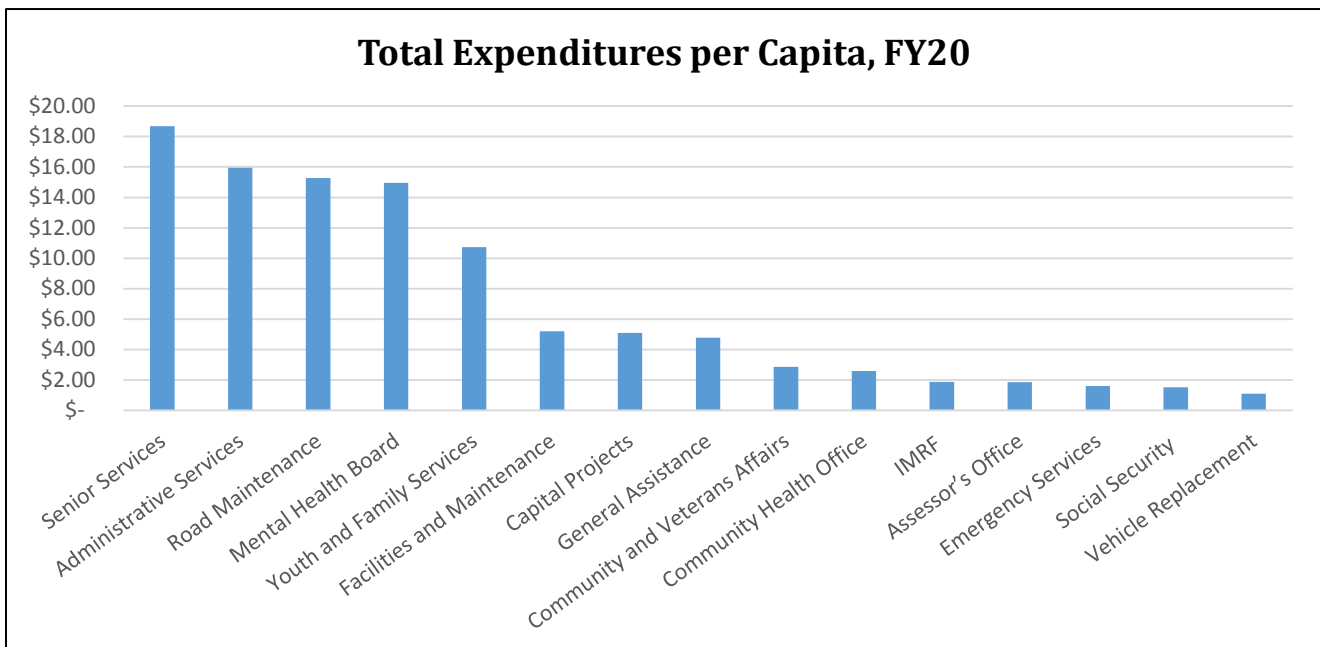


Expenditures are budgeted to exceed revenues for all major funds, and equal or exceed revenues in all non-major funds as to utilize accumulated reserves.

Expenditures per Capita, FY20

	Total Budget	Total per Capita
Senior Services	\$ 1,888,227	18.68
Administrative Services	\$ 1,611,150	15.94
Road Maintenance	\$ 1,544,700	15.28
Mental Health Board	\$ 1,511,057	14.95
Youth and Family Services	\$ 1,084,818	10.73
Facilities and Maintenance	\$ 526,200	5.21
Capital Projects	\$ 515,000	5.10
General Assistance	\$ 482,140	4.77
Community and Veterans Affairs	\$ 288,541	2.85
Community Health Office	\$ 262,350	2.60
IMRF	\$ 189,759	1.88
Assessor's Office	\$ 187,827	1.86
Emergency Services	\$ 161,895	1.60
Social Security	\$ 153,398	1.52
Vehicle Replacement	\$ 110,000	1.09

Total Expenditures per Capita, FY20



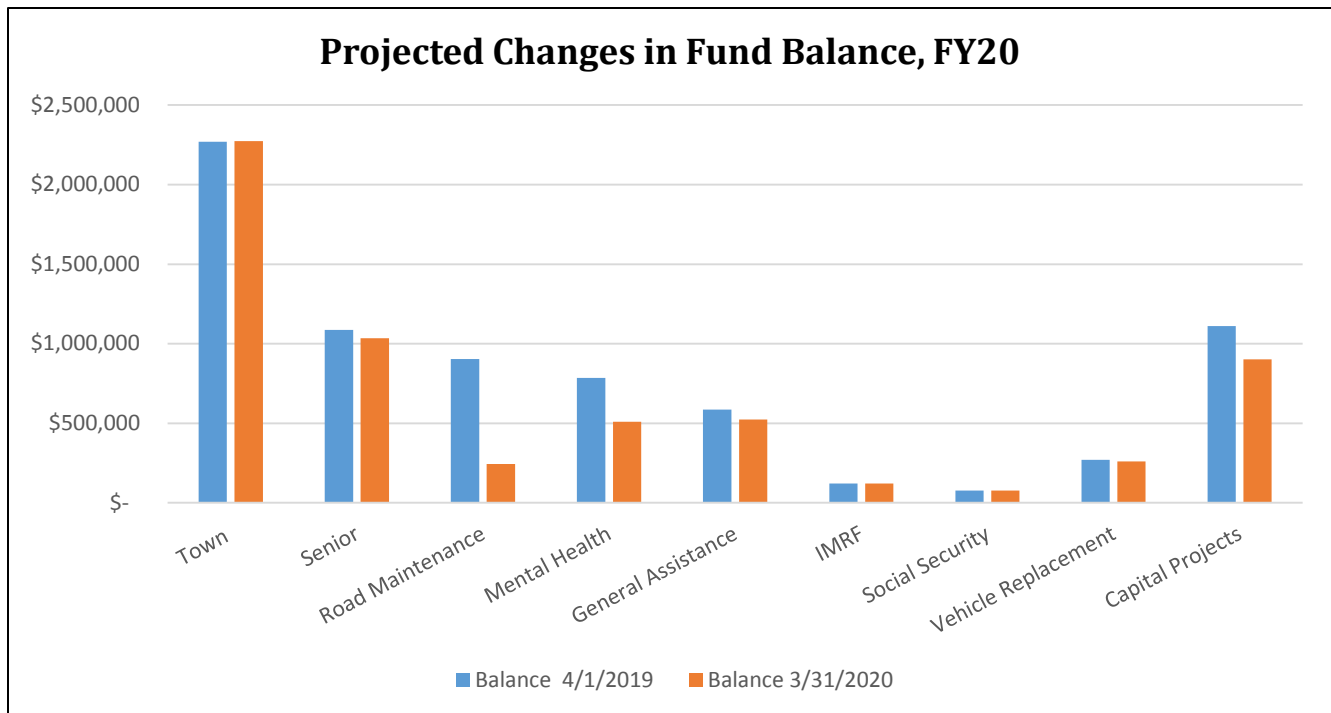
Financial Summary



Projected Changes in Fund Balance FY20

	Balance 4/1/2019	Total Estimated Revenues	Total Estimated Funds Available	Total Budgeted Expenditures	Balance 3/31/2020	Percentage Change
Town	\$ 2,268,640	\$ 4,201,983	\$ 6,470,623	\$ 4,197,203	\$ 2,273,420	0.21%
Senior	\$ 1,086,145	\$ 1,837,227	\$ 2,923,372	\$ 1,888,227	\$ 1,035,145	-4.70%
Road Maintenance	\$ 903,901	\$ 885,200	\$ 1,789,101	\$ 1,544,700	\$ 244,401	-72.96%
Mental Health	\$ 784,827	\$ 1,235,530	\$ 2,020,357	\$ 1,511,570	\$ 508,787	-35.17%
General Assistance	\$ 586,242	\$ 419,805	\$ 1,006,047	\$ 482,140	\$ 523,907	-10.63%
IMRF	\$ 121,351	\$ 189,759	\$ 311,110	\$ 189,759	\$ 121,351	0.00%
Social Security	\$ 76,463	\$ 153,398	\$ 229,861	\$ 153,398	\$ 76,463	0.00%
Vehicle Replacement	\$ 270,884	\$ 99,400	\$ 370,284	\$ 110,000	\$ 260,284	-3.91%
Capital Projects	\$ 1,111,110	\$ 360,000	\$ 1,417,110	\$ 515,000	\$ 902,110	-18.81%
Total	\$ 7,209,563	\$ 9,382,302	\$ 16,591,865	\$ 10,591,997	\$ 5,999,868	-16.78%

Projected Changes in Fund Balance, FY20



Fund Balance Highlights:

- The Town Fund balance is projected to increase minimally in FY20. The increase can be attributed to a moderate increase in revenue.
- The Road Maintenance Fund has the most significant change with a projected 72.96% decrease in the overall fund balance. The Township is budgeting for extensive road resurfacing capital projects.
- The second largest projected change in fund balance is from the Mental Health Fund, with a budgeted decrease of 35.17%. The change is largely due to continuing to draw down on accumulated fund balance for agency capital projects, new program development, as well as staff development. Further funding is set aside for the potential future mental health housing initiative.
- The Capital Projects Fund is projected for a decrease of 18.81%. 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 117.
- The General Assistance Fund also has a projected 10.63% decrease in fund balance. Historically the township budgets for additional expenditures to anticipate a possible recession during which the local public aid demand may increase rapidly.
- The Vehicle Fund balance has a projected 3.91% decrease with the projected replacement of one senior bus and one maintenance vehicle.
- The 4.70% reduction in the Senior Services Fund Balance can be attributed to a one-time transfer to the Capital Improvements Fund for future capital improvements to the Senior Center.

Financial Summaries



Consolidated Financial Summary FY20

REVENUE	Town	Senior	General Assistance	Mental Health	Road Maintenance	IMRF	Social Security	Vehicle Replacement	Capital Projects	Total
Property Taxes	\$ 3,801,283	\$ 1,113,995	\$ 390,805	\$ 1,188,530	\$ 848,200	\$ 189,359	\$ 153,098	-	-	\$ 7,685,270
Replacement Taxes	\$ 30,000	-	\$ 4,000	\$ 14,000	\$ 28,000	-	-	-	-	\$ 76,000
Interest	\$ 40,000	\$ 4,000	\$ 2,000	\$ 3,000	\$ 5,000	\$ 400	\$ 300	\$ 900	-	\$ 55,600
Rent	\$ 10,000	-	-	\$ 12,000	-	-	-	-	-	\$ 22,000
Other	\$ 4,500	-	-	-	-	-	-	-	-	\$ 4,500
Fees	\$ 207,200	\$ 303,500	\$ 23,000	\$ 18,000	\$ 4,000	-	-	\$ 8,500	-	\$ 564,200
Grants & Donations	\$ 109,000	\$ 260,732	-	-	-	-	-	-	\$ 1,000	\$ 370,732
Transfers	-	\$ 155,000	-	-	-	-	-	\$ 90,000	\$ 305,000	\$ 550,000
Total	\$ 4,201,983	\$ 1,837,227	\$ 419,805	\$ 1,235,530	\$ 885,200	\$ 189,759	\$ 153,398	\$ 99,400	\$ 306,000	\$ 9,328,302
EXPENDITURES										
Personal Cost	\$ 2,601,948	\$ 1,240,877	\$ 214,740	\$ 75,170	\$ 201,200	\$ 189,759	\$ 153,398	-	-	\$ 4,677,092
Administration	\$ 524,755	\$ 111,500	\$ 20,300	\$ 46,900	\$ 992,000	-	-	-	-	\$ 1,695,455
Town Office Expense	\$ 209,500	-	-	-	-	-	-	-	-	\$ 209,500
Town Hall Expense	\$ 57,800	-	-	-	-	-	-	-	-	\$ 57,800
Legal & Auditing	\$ 155,000	-	-	-	-	-	-	-	-	\$ 155,000
Insurance & Emp Benefits	\$ 168,600	-	-	-	-	-	-	-	-	\$ 168,600
Nutrition	-	\$ 139,500	-	-	-	-	-	-	-	\$ 139,500
Programs	-	\$ 224,000	-	-	-	-	-	-	-	\$ 224,000
Social Services	-	\$ 15,000	-	-	-	-	-	-	-	\$ 15,000
Transportation	-	\$ 117,350	-	-	-	-	-	-	-	\$ 117,350
Pantry	\$ 8,500	-	-	-	-	-	-	-	-	\$ 8,500
Home Relief	-	-	\$ 247,100	-	-	-	-	-	-	\$ 247,100
Service Contracts	-	-	-	\$ 1,339,000	-	-	-	-	-	\$ 1,339,000
Community Resource Center	-	-	-	\$ 50,500	-	-	-	-	-	\$ 50,500
Capital Projects										
Bldg & Equipment	\$ 141,100	-	-	-	\$ 171,500	-	-	-	\$ 75,000	\$ 387,600
Land/Bldg Acq	-	-	-	-	-	-	-	-	\$ 440,000	\$ 440,000
Vehicles	-	-	-	-	-	-	-	\$ 110,000	-	\$ 110,000
Transfers										
Town	-	-	-	-	-	-	-	-	-	-
Senior	-	-	-	-	\$ 155,000	-	-	-	-	\$ 155,000
Vehicle	\$ 65,000	-	-	-	\$ 25,000	-	-	-	-	\$ 90,000
Retirement	-	-	-	-	-	-	-	-	-	-
Capital	\$ 265,000	\$ 40,000	-	-	-	-	-	-	-	\$ 305,000
Total	\$ 4,197,203	\$ 1,888,227	\$ 482,140	\$ 1,511,570	\$ 1,544,700	\$ 189,759	\$ 153,398	\$ 110,000	\$ 515,000	\$10,591,997
Surplus (Deficit)	\$ 4,780	\$ (51,000)	\$ (62,335)	\$ (276,040)	\$ (659,500)	-	-	\$ (10,600)	\$ (209,000)	\$ (1,263,695)
Beginning Fund Balance	\$ 2,268,640	\$ 1,086,145	\$ 586,242	\$ 784,827	\$ 903,901	\$ 121,351	\$ 76,463	\$ 270,884	\$ 1,111,110	\$ 7,209,563
Ending Fund Balance	\$ 2,273,420	\$ 1,035,145	\$ 523,907	\$ 508,787	\$ 244,401	\$ 121,351	\$ 76,463	\$ 260,284	\$ 902,110	\$ 5,945,868

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 2018 total taxable assessed property value is \$1,967,914,991; therefore, Hanover Township’s legal limit of debt is \$56,577,556.

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.

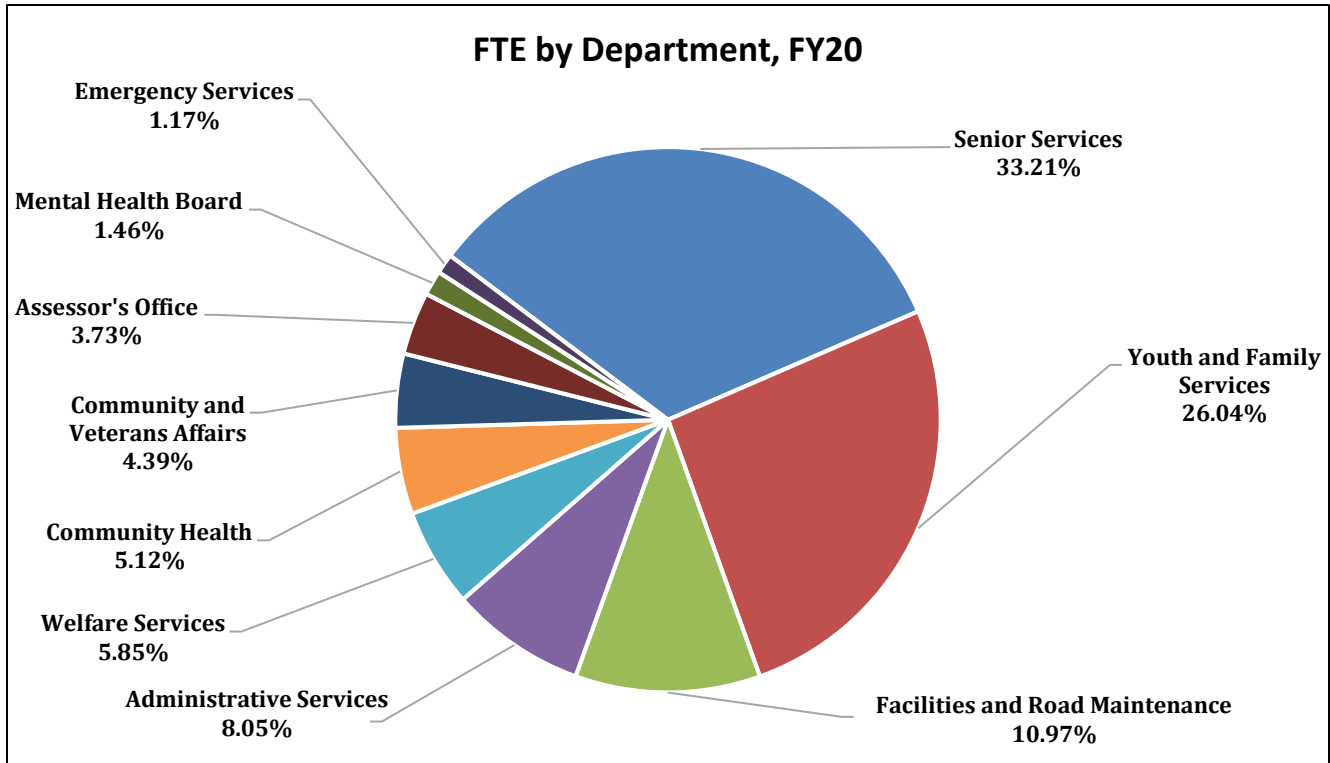
Ratios of Outstanding Debt by Type (FY 2008-2018)

Fiscal Year	General Obligation Bonds	Loan Payable	Total Township	Debt per Capita
2008	\$ -	\$ -	\$ -	\$ -
2009	\$ -	\$ -	\$ -	\$ -
2010	\$ -	\$ -	\$ -	\$ -
2011	\$ -	\$ -	\$ -	\$ -
2012	\$ -	\$ -	\$ -	\$ -
2013	\$ -	\$ -	\$ -	\$ -
2014	\$ -	\$ -	\$ -	\$ -
2015	\$ -	\$ -	\$ -	\$ -
2016	\$ -	\$ -	\$ -	\$ -
2017	\$ -	\$ -	\$ -	\$ -
2018	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -

Full-Time Equivalent (FTE) Position Summary

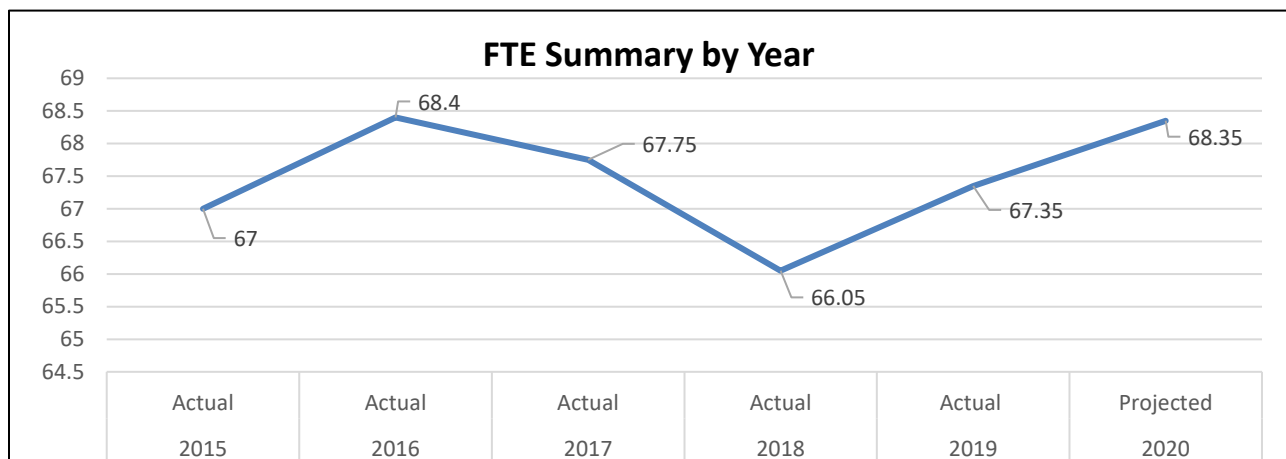


Summary of Employees By Department																			
2018 2019 2020					2018 2019 2020														
Department and Position	Actual	Actual	Projected	Change	Department and Position	Actual	Actual	Projected	Change										
Administrative Services					Senior Services														
Township Administrator	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0										
Assistant Township Administrator	1.0	1.0	0.8	-0.2	Administrative Assistant	1.0	1.0	1.0	0.0										
Administrative Services Coordinator	0.0	1.0	1.0	0.0	Receptionist	1.2	1.2	1.2	0.0										
Administrative Specialist	1.0	0.0	0.0	0.0	Program Manager	1.0	1.0	1.0	0.0										
Resident Services Assistant	1.0	1.0	1.0	0.0	Volunteer and Program Coordinator	1.0	1.0	1.0	0.0										
Receptionist	1.0	1.3	1.2	-0.1	Program Specialist	0.75	0.75	0.75	0.0										
Management Graduate Intern	0.5	0.0	0.5	0.5	Computer Instructor	0.4	0.4	0.4	0.0										
Total	5.5	5.3	5.5	0.2	Visual Art Instructor	0.3	1.3	1.3	0.0										
Assessor's Office					Visual Art Instructor/Graphic Designer	1.0	0.0	0.0	0.0										
Chief Deputy Assessor	1.0	1.0	1.0	0.0	Social Services Manager	1.0	1.0	1.0	0.0										
Deputy Assessor	1.75	1.75	1.55	-0.2	Social Services Specialist	2.0	2.0	2.0	0.0										
Total	2.75	2.75	2.55	-0.2	Therapist	0.4	0.6	0.6	0.0										
Community Health					Nutrition Manager	1.0	1.0	1.0	0.0										
Director	1.0	1.0	1.0	0.0	Line Cook	0.6	0.6	0.6	0.0										
Community Health Nurse	1.0	1.0	1.0	0.0	Kitchen Assistant	0.0	0.6	0.6	0.0										
Community Health Assistant	1.0	1.0	1.0	0.0	Home Delivered Meals Assistant	1.25	1.25	1.25	0.0										
Receptionist	0.5	0.5	0.5	0.0	Transportation Manager	1.0	1.0	1.0	0.0										
Total	3.5	3.5	3.5	0.0	Transportation Dispatcher	1.0	1.0	1.0	0.0										
Community and Veterans Affairs					Bus Driver	6.0	6.0	6.0	0.0										
Director of Community and Government Relations	1.0	1.0	1.0	0.0	Total	21.9	22.7	22.7	0.0										
Veterans Specialist	0.6	1.0	1.0	0.0	Welfare Services														
Communications Specialist	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0										
Total	2.6	3.0	3.0	0.0	Case Manager	1.0	1.0	1.0	0.0										
Emergency Services					Welfare Services Coordinator	1.0	1.0	1.0	0.0										
Director	0.8	0.8	0.8	0.0	Outreach Coordinator	0.0	0.0	1.0	1.0										
Total	0.8	0.8	0.8	0.0	Total	3.0	3.0	4.0	1.0										
Facilities and Road Maintenance					Youth and Family Services														
Director	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0										
Operations Manager	1.0	1.0	1.0	0.0	Office Manager	1.0	0.0	0.0	0.0										
Facilities Manager	0.0	1.0	1.0	0.0	Administrative Assistant	1.0	1.0	1.0	0.0										
Facilities Technician	1.0	0.0	0.0	0.0	Receptionist	0.5	1.1	1.1	0.0										
Maintenance Associate	2.0	2.0	2.0	0.0	Lead Tutor	0.0	0.1	0.1	0.0										
Road Maintenance Manager	1.0	1.0	1.0	0.0	Tutor	0.7	0.6	0.6	0.0										
Road Maintenance Associate	1.0	1.0	1.0	0.0	Clinical Manager	1.0	1.0	1.0	0.0										
Seasonal Assistant	0.5	0.5	0.5	0.0	Family Therapist	4.5	5.0	5.0	0.0										
Total	7.5	7.5	7.5	0.0	Outreach & Prevention Services Manager	1.0	1.0	1.0	0.0										
Mental Health Board					Program Coordinator	1.0	1.0	1.0	0.0										
Mental Health Board Manager	0.8	1.0	1.0	0.0	Assistant Program Coordinator	1.0	1.0	1.0	0.0										
Total	0.8	1.0	1.0	0.0	Open Gym Assistant	2.0	2.0	2.0	0.0										
					Volunteer and Prevention Coordinator	1.0	1.0	1.0	0.0										
					Clinical Interventionist	1.0	1.0	1.0	0.0										
					Prevention Specialist	1.0	1.0	1.0	0.0										
					Total	17.7	17.8	17.8	0.0										
					<table border="0"> <tr> <td></td> <td>2018</td> <td>2019</td> <td>2020</td> <td></td> </tr> <tr> <td></td> <td>Actual</td> <td>Actual</td> <td>Projected</td> <td>Change</td> </tr> </table>						2018	2019	2020			Actual	Actual	Projected	Change
	2018	2019	2020																
	Actual	Actual	Projected	Change															
					Grand Total FTE	66.05	67.35	68.35	1.0										



Changes in Staffing Levels

- In total, FTE for the Township is projected to increase by 1.0 FTE from FY 19 to FY 20. The Assessor's Office have been reduced by .2 FTE.
- The Administrative Services Department has increased by .2 FTE with a decrease of .3 FTE with the reduction of hours in the Assistant Administrator and Receptionist positions and the addition of the Graduate Management Intern position at .5 FTE.
- The Welfare Services Department increased 1.0 FTE with the addition of a full time Outreach Coordinator.



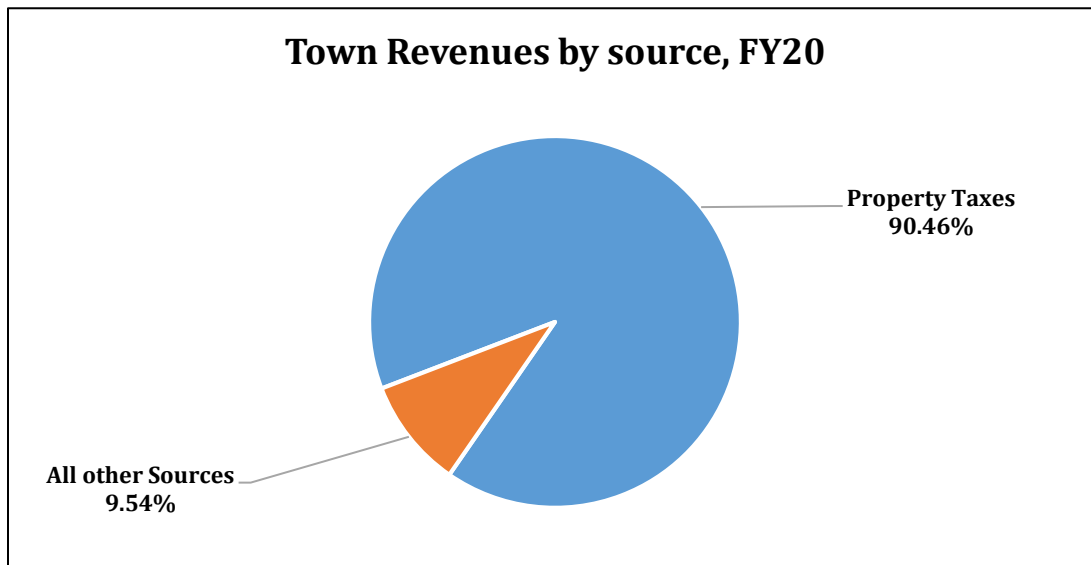
The General Town Fund accounts for the resources traditionally associated with the Township's operations that are not required legally or by sound financial management to be accounted for in another fund. The following Departments fall under this fund: Administrative Services, Assessor's Office, Emergency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

General Town Fund Summary					
	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Revenues	\$ 3,906,179	\$ 4,033,780	\$ 4,119,160	\$ 4,201,983	4.17%
Expenditures by Department					
Administrative Services	\$ 1,418,957	\$ 1,570,102	\$ 1,450,849	\$ 1,611,150	2.61%
Assessor's Office	\$ 170,104	\$ 188,682	\$ 173,620	\$ 187,827	-0.45%
Office of Community Health	\$ 224,834	\$ 248,750	\$ 225,731	\$ 262,350	5.47%
Community and Veterans Affairs	\$ 251,870	\$ 284,101	\$ 278,782	\$ 288,541	1.56%
Emergency Services	\$ 138,345	\$ 138,115	\$ 142,797	\$ 161,895	17.22%
Facilities and Maintenance	\$ 533,986	\$ 539,900	\$ 547,376	\$ 526,200	-2.54%
Food Pantry	\$ 69,023	\$ -	\$ -	\$ 74,725	100%
Youth and Family Services	\$ 959,642	\$ 1,045,403	\$ 936,441	\$ 1,084,515	3.74%
Total Expenditures	\$ 3,767,960	\$ 4,015,053	\$ 3,755,596	\$ 4,197,203	4.54%
Excess of Revenues Over Expenditures	\$ 138,219	\$ 18,727	\$ 363,564	\$ 4,780	-74.48%
Fund Balance Beginning April 1	\$ 2,091,455	\$ 2,248,297	\$ 2,183,071	\$ 2,268,640	0.90%
Estimated Cash on Hand March 31	\$ 2,183,071	\$ 2,267,024	\$ 2,580,825	\$ 2,273,420	0.28%

Budgetary Highlights:

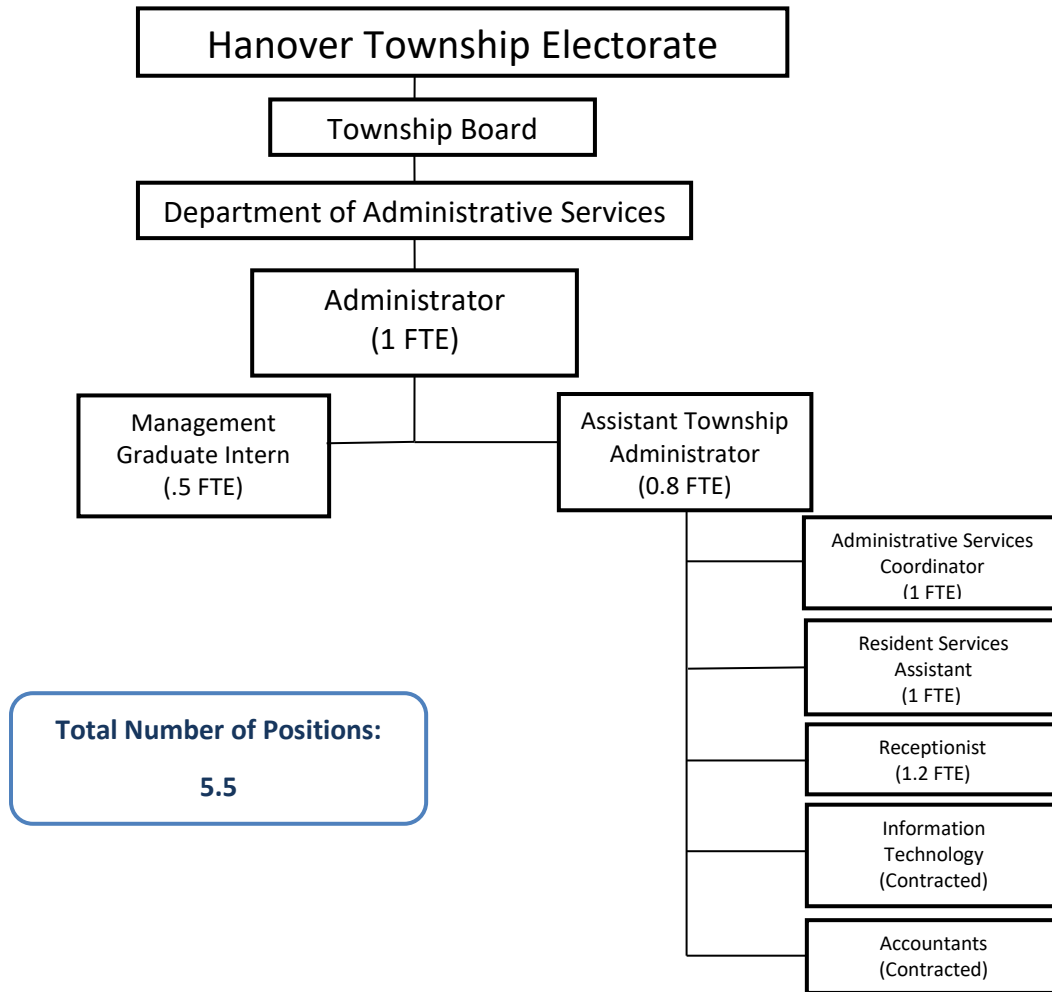
- The most significant increase in the General Town Fund expenditures comes from the Food Pantry being moved back from the General Assistance Fund to the General Town Fund.
- An increase of 17.22% in Emergency Services Expenditures accommodates full dispatch services with DuComm. A portion of the cost accounts for a onetime fee, and therefore is expected to decrease in the FY21.
- A budgeted increase in Office of Community Health accounts for a 5.47% salary increment with the nursing staff to remain competitive with outside employers.

General Town Fund Revenues					
Town Fund Revenue	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Property Taxes	\$ 3,628,536	\$ 3,688,080	\$ 3,687,754	\$ 3,801,283	3.07%
Replacement Taxes	\$ 25,806	\$ 30,000	\$ 26,804	\$ 30,000	0.00%
Interest Income	\$ 22,705	\$ 10,000	\$ 71,232	\$ 40,000	300.00%
Other Income	\$ 26,948	\$ 6,000	\$ 6,488	\$ 6,000	0.00%
Rental Income	\$ 10,010	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
MHB/Office Charges	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
YFS- Therapy Charges	\$ 20,284	\$ 25,000	\$ 20,157	\$ 24,000	-4.00%
YFS- Tutoring Fees	\$ 7,660	\$ 7,000	\$ 10,144	\$ 8,000	14.29%
YFS- MHB Funding	\$ 81,870	\$ 84,000	\$ 104,430	\$ 109,000	29.76%
Community Health	\$ 15,824	\$ 15,000	\$ 15,030	\$ 15,000	0.00%
Community Affairs	\$ 5,143	\$ 4,200	\$ 6,254	\$ 4,200	0.00%
Passport Fees	\$ 146,753	\$ 150,000	\$ 156,367	\$ 150,000	0.00%
Total Town Fund Revenue	\$ 3,996,040	\$ 4,033,780	\$ 4,119,160	\$ 4,201,983	4.17%



Revenue Highlights

- A 300.00% increase in Interest Income for the General Town Fund Revenue represents an increase in Federal bank interest rates which the Township aggressively pursued from the Township’s banking institutions.
- The Mental Health Board awarded Youth and Family Services funding to increase a Bilingual therapist position to full time due to demand in the community resulting in a 29.76% increase in revenue.



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 accounting, payroll and resident services.

Services

The Department of Administrative Services consists of the Township Administrator, Accounting, Human Resources, Information Technology, and Resident Services. The Accounting and Information Technology functions are both contracted; Township staff performs all other functions in-house. This Department is responsible for accepting passport applications, hunting and fishing licenses, handicap placards, and voter registration.

Location and Contact Information

Department Head: Kristin Vana, Assistant Township Administrator
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, W-F: 8:30 am to 4:30 pm, Tues: 8:30 am to 6:00 pm

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

Department and Position	2018 Actual	2019 Actual	2020 Projected	Change
Administrative Services				
Township Administrator	1.0	1.0	1.0	0.0
Assistant Township Administrator	1.0	1.0	0.8	-0.2
Administrative Services Coordinator	0.0	1.0	1.0	0.0
Administrive Specialist	1.0	0.0	0.0	0.0
Resident Services Assistant	1.0	1.0	1.0	0.0
Receptionist	1.0	1.3	1.2	-0.1
Management Graduate Intern	0.5	0.0	0.5	0.5
Total	5.5	5.3	5.5	0.2

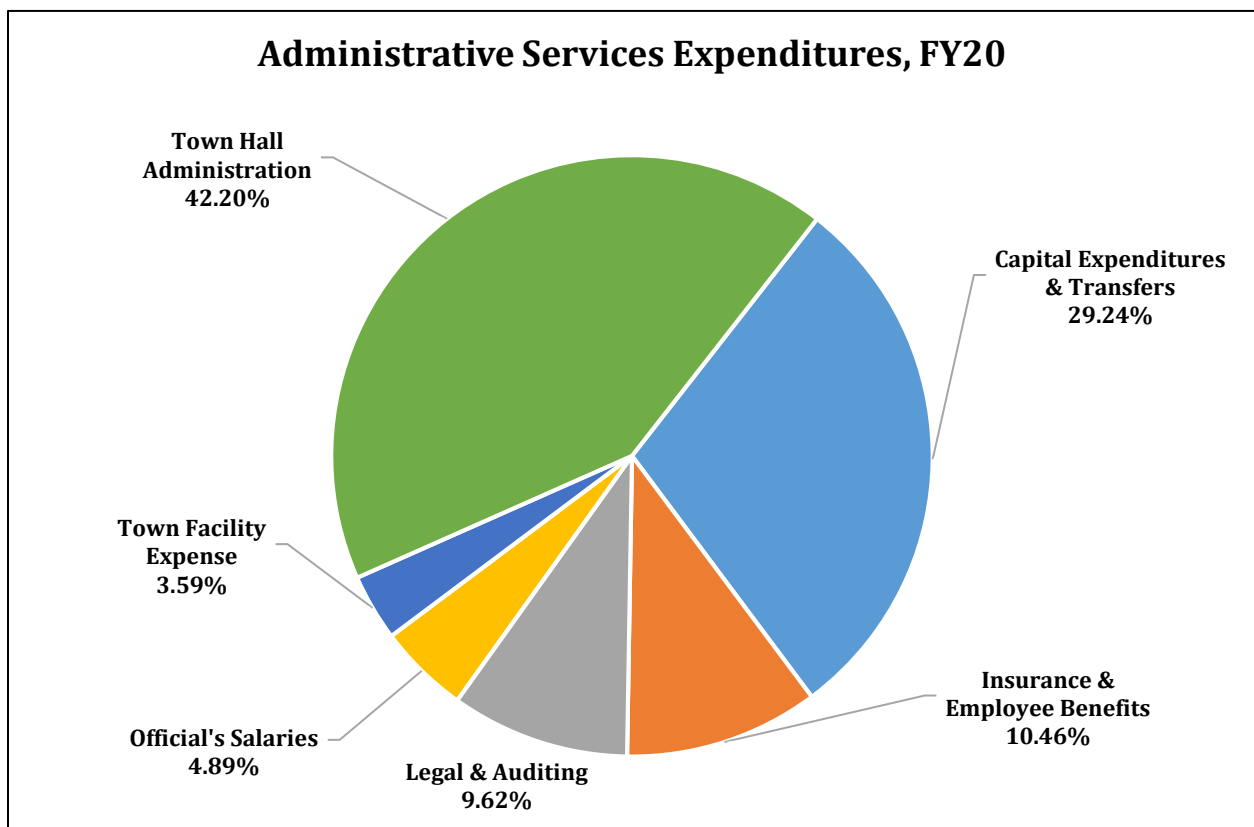
Budget Highlights:

- Equipment rental increased by \$3,900 to accommodate the cost of the main computer lease expense.
- Information Technology, Software and Support increased by \$5,000 and an additional \$15,000 was transferred to the Vehicle Fund. Overall expenditures increased 2.6% which can also be attributed to planned salary increment pool and employee personnel costs.

Consolidated Expenditures

Expense	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Capital Expenditures & Transfers	\$ 297,581	\$ 461,000	\$ 461,751	\$ 471,100	2.19%
Insurance & Employee Benefits	\$ 158,587	\$ 168,600	\$ 161,619	\$ 168,600	0.00%
Legal & Auditing	\$ 190,117	\$ 155,000	\$ 163,395	\$ 155,000	0.00%
Official's Salaries	\$ 95,854	\$ 78,802	\$ 77,503	\$ 78,800	0.00%
Town Facility Expense	\$ 103,765	\$ 53,900	\$ 42,527	\$ 57,800	7.24%
Town Hall Administration	\$ 573,053	\$ 652,800	\$ 544,053	\$ 679,850	4.14%
Total	\$ 1,418,957	\$ 1,570,102	\$ 1,450,848	\$ 1,611,150	2.61%

Administrative Services Expenditures, FY20



Administrative Services Detailed Expenditures					
Official's Salaries	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Compensation of Officials	\$ 95,854	\$ 78,802	\$ 77,503	\$ 78,800	0.00%
Total Official's Salaries	\$ 95,854	\$ 78,802	\$ 77,503	\$ 78,800	0.00%
Town Office Expense					
Postage	\$ 5,802	\$ 3,500	\$ 5,803	\$ 3,500	0.00%
Office Supplies	\$ 7,562	\$ 6,000	\$ 5,810	\$ 6,000	0.00%
Printing	\$ 9,664	\$ 6,000	\$ 5,314	\$ 6,000	0.00%
Salaries	\$ 350,614	\$ 357,000	\$ 331,695	\$ 370,000	3.64%
Travel Expenses	\$ 4,162	\$ 5,000	\$ 2,151	\$ 5,000	0.00%
Memberships, Subs, Pubs	\$ 13,574	\$ 12,000	\$ 12,604	\$ 12,000	0.00%
Pre-Employment Charges	\$ 946	\$ 1,000	\$ 50	\$ 1,000	0.00%
Education & Training	\$ 14,524	\$ 18,000	\$ 6,838	\$ 18,000	0.00%
Miscellaneous	\$ 9,170	\$ 10,000	\$ 7,317	\$ 10,000	0.00%
Consulting	\$ 12,594	\$ 10,000	\$ 8,847	\$ 10,000	0.00%
Financial Administration	\$ 60,343	\$ 65,000	\$ 62,200	\$ 65,000	0.00%
Community Affairs	\$ 6,125	\$ 5,000	\$ 5,463	\$ 5,000	0.00%
Committee on Youth	\$ 1,965	\$ 3,000	\$ 2,565	\$ 3,000	0.00%
Passport Services	\$ 10,410	\$ 12,000	\$ 13,839	\$ 14,000	16.67%
Legal Notices	\$ 250	\$ 1,000	\$ 302	\$ 1,000	0.00%
Contingency Fund	\$ 4,500	\$ 50,000	\$ -	\$ 50,000	0.00%
Health Insurance	\$ 35,329	\$ 44,000	\$ 41,719	\$ 55,000	25.00%
Dental, Vision & Life Insurance	\$ 2,668	\$ 2,800	\$ 1,244	\$ 2,950	5.36%
Unemployment	\$ 2,767	\$ 2,500	\$ 1,096	\$ 2,100	-16.00%
IMRF Expense	\$ 11,158	\$ 16,000	\$ 8,352	\$ 16,500	3.13%
FICA Expense	\$ 8,927	\$ 11,000	\$ 8,767	\$ 11,200	1.82%
Ancillary Benefits	\$ -	\$ 12,000	\$ 12,076	\$ 12,600	5.00%
Total Town Office Expense	\$ 573,053	\$ 652,800	\$ 544,052	\$ 679,850	4.14%

Administrative Services



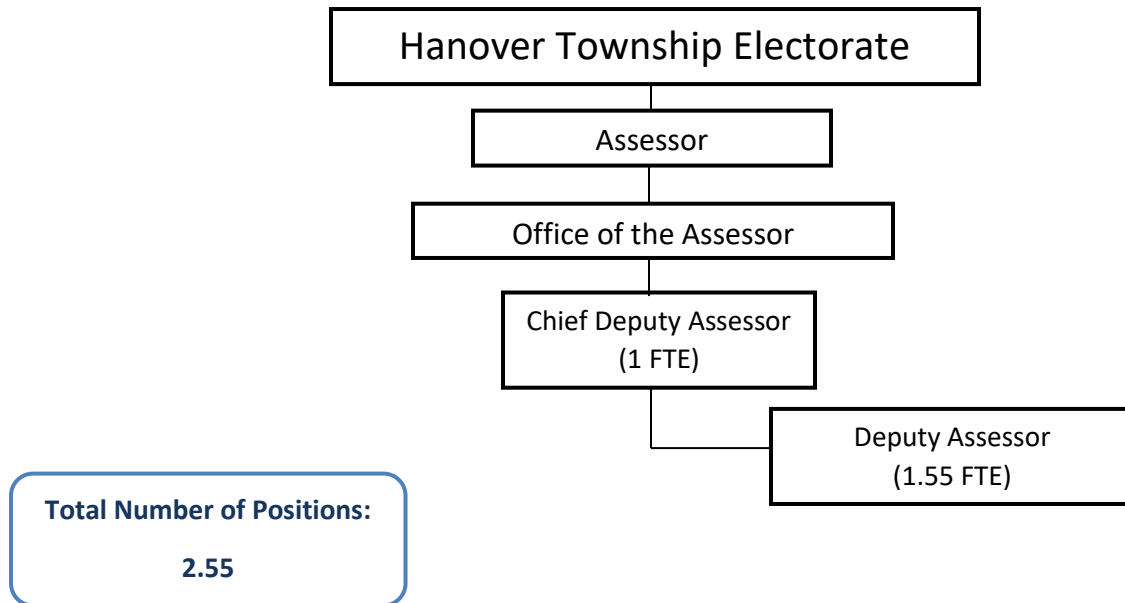
	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Legal & Auditing					
Auditing	\$ 11,300	\$ 15,000	\$ 11,546	\$ 12,500	-16.67%
Legal Services	\$ 178,817	\$ 140,000	\$ 151,849	\$ 142,500	1.79%
Legal & Auditing	\$ 190,117	\$ 155,000	\$ 163,395	\$ 155,000	0.00%
Insurance & Employee Benefits					
Employee Assistance Program	\$ 1,451	\$ 1,600	\$ 1,451	\$ 1,600	0.00%
General Insurance	\$ 143,929	\$ 150,000	\$ 145,212	\$ 150,000	0.00%
Flex & 457 Plan	\$ 2,533	\$ 4,000	\$ 4,080	\$ 4,000	0.00%
Employee Recognition	\$ 4,739	\$ 5,000	\$ 5,957	\$ 5,000	0.00%
Employee Wellness	\$ 5,935	\$ 8,000	\$ 4,920	\$ 8,000	0.00%
Insurance & Employee Benefits	\$ 158,587	\$ 168,600	\$ 161,620	\$ 168,600	0.00%
Capital Expenditures					
Equipment Purchases	\$ 15,000	\$ 20,000	\$ 22,154	\$ 20,000	0.00%
Computer Equipment & Software	\$ 80,551	\$ 95,000	\$ 93,567	\$ 100,000	5.26%
Facility Lease	\$ 22,030	\$ 21,000	\$ 21,030	\$ 21,100	0.48%
Transfer to Vehicle Fund	\$ 30,000	\$ 50,000	\$ 50,000	\$ 65,000	30.00%
Transfer to Capital Projects	\$ 150,000	\$ 275,000	\$ 275,000	\$ 265,000	-3.64%
Total Capital Expenditures	\$ 297,581	\$ 461,000	\$ 461,751	\$ 471,100	2.19%
Town Hall Expense					
Telephone- Town & Senior Ctr	\$ 30,583	\$ 28,000	\$ 12,894	\$ 28,000	0.00%
Utilities- Town & Senior Ctr	\$ 68,030	\$ 19,000	\$ 20,548	\$ 19,000	0.00%
Internet Access- Town	\$ 3,810	\$ 4,300	\$ 3,869	\$ 4,300	0.00%
Equipment Rental- Town	\$ 1,342	\$ 2,600	\$ 5,216	\$ 6,500	150.00%
Total Town Hall Expense	\$ 103,765	\$ 53,900	\$ 42,527	\$ 57,800	7.24%

Performance Metrics				
Service Provided	FY17	FY18	FY19	% Change
Passports	6,043	5,786	4,870	-15.83%
Photo fees	\$21,935	\$39,000	\$35,950	-7.82%
Fee deposits	\$120,000	\$103,960	\$122,150	17.50%
Fishing/Hunting Licenses	88	80	85	6.25%
Handicap Placards	213	228	254	11.40%
Cook County Vehicle Stickers	255	258	299	15.89%
Human Resources Requests	1,615	1,666	1,616	-3.00%
New Employee Orientations	14	17	23	35.29%
Percent of Budget Expended	78.80%	83.70%	83.20%	-0.60%
Resident Contacts	28,879	20,112	19,674	-2.18%
Technology Work Orders	536	549	451	-17.85%

FY19 Department Accomplished Goals (in order of priority)

1. Researched, recommended, and implemented cost efficient lighting upgrades at the William Tiknis Campus
2. Researched and identified an automated facilities management system to improve submission and communication of maintenance request and tracking of facilities related equipment and repairs.

Administrative Services FY20 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Create master plan for improvements at the Township’s open space reserves, and identify funding.	1. Research design plans and funding opportunities. (Vana – 9/1/19)	a. Contract with Hitchcock Design to update master plans and OSLAD grant application.	a. TBC: 9/1/19
		b. Work with Hitchcock Design and Township department staff to obtain user group feedback.	b. TBC: 10/1/19
		c. Collaborate with Hitchcock Design to update and refine master plans.	c. TBC: 12/1/19
	2. Develop final master plan to include improvements to the Township’s open space reserves. (Vana – 3/15/20)	a. Submit grant funding applications if available.	a. TBC: 10/1/19
		b. Develop timeline for reserve improvement.	b. TBC: 2/1/20
		c. Make recommendation of complete master plans for improvements.	c. TBC: 3/31/20
II. Evaluate need, funding, and potential site for a possible Township cemetery through donation, transfer, or acquisition of property.	1. Review and update cemetery study to determine need. (Peshek – 11/1/19)	a. Review previous cemetery study and update with information to include operational and zoning needs.	a. TBC: 8/1/19
		b. Analyze costs.	b. TBC: 9/1/19
		c. Determine need and feasibility.	c. TBC: 11/1/19
	2. Research sites for potential cemetery and determine feasible site acquisition. (Peshek – 3/31/20)	a. Identify potential sites with the Township.	a. TBC: 12/1/19
		b. Identify funding and/or property acquisition opportunities.	b. TBC: 1/1/20
		c. Make recommendation for Township cemetery to the Township Board.	c. TBC: 3/31/20



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, Tues: 8:30 am to 6:00 pm

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

Department and Position	2018 Actual	2019 Actual	2020 Projected	Change
Assessor's Office				
Chief Deputy Assessor	1.0	1.0	1.0	0.0
Deputy Assessor	1.75	1.75	1.55	-0.2
Total	2.75	2.75	2.55	-0.2

Budget Highlights:

The salary line item decreased 0.68% as a result of a .2 FTE staffing change. The Assessor's Office expenditures are budgeted to decrease 0.45% for FY 2020.

Assessor's Office Detailed Expenditures					
Expense	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Assessor's Division					
Office Supplies	\$ 4,135	\$ 4,410	\$ 2,886	\$ 4,410	0.00%
Printing	\$ 1,469	\$ 1,225	\$ 2,082	\$ 1,225	0.00%
Salaries	\$ 123,266	\$ 126,391	\$ 124,974	\$ 125,536	-0.68%
Equipment	\$ 3,369	\$ 3,430	\$ 2,304	\$ 3,430	0.00%
Travel Expenses	\$ 741	\$ 2,034	\$ 383	\$ 2,034	0.00%
Dues, Subs, & Publications	\$ 1,499	\$ 2,695	\$ 2,529	\$ 2,695	0.00%
Training	\$ 1,418	\$ 2,230	\$ 1,471	\$ 2,230	0.00%
Miscellaneous	\$ 723	\$ 1,176	\$ 527	\$ 1,176	0.00%
Professional Services	\$ -	\$ 980	\$ -	\$ 980	0.00%
Communications	\$ 782	\$ 1,000	\$ 55	\$ 1,000	0.00%
Health Insurance	\$ 23,431	\$ 30,000	\$ 28,445	\$ 30,000	0.00%
Dental, Vision & Life Insurance	\$ 1,571	\$ 1,765	\$ 784	\$ 1,765	0.00%
Unemployment	\$ 1,020	\$ 862	\$ 378	\$ 862	0.00%
IMRF Expense	\$ 3,661	\$ 5,650	\$ 2,949	\$ 5,650	0.00%
FICA Expense	\$ 3,019	\$ 4,834	\$ 3,853	\$ 4,834	0.00%
Total	\$ 170,104	\$ 188,682	\$ 173,620	\$ 187,827	-0.45%

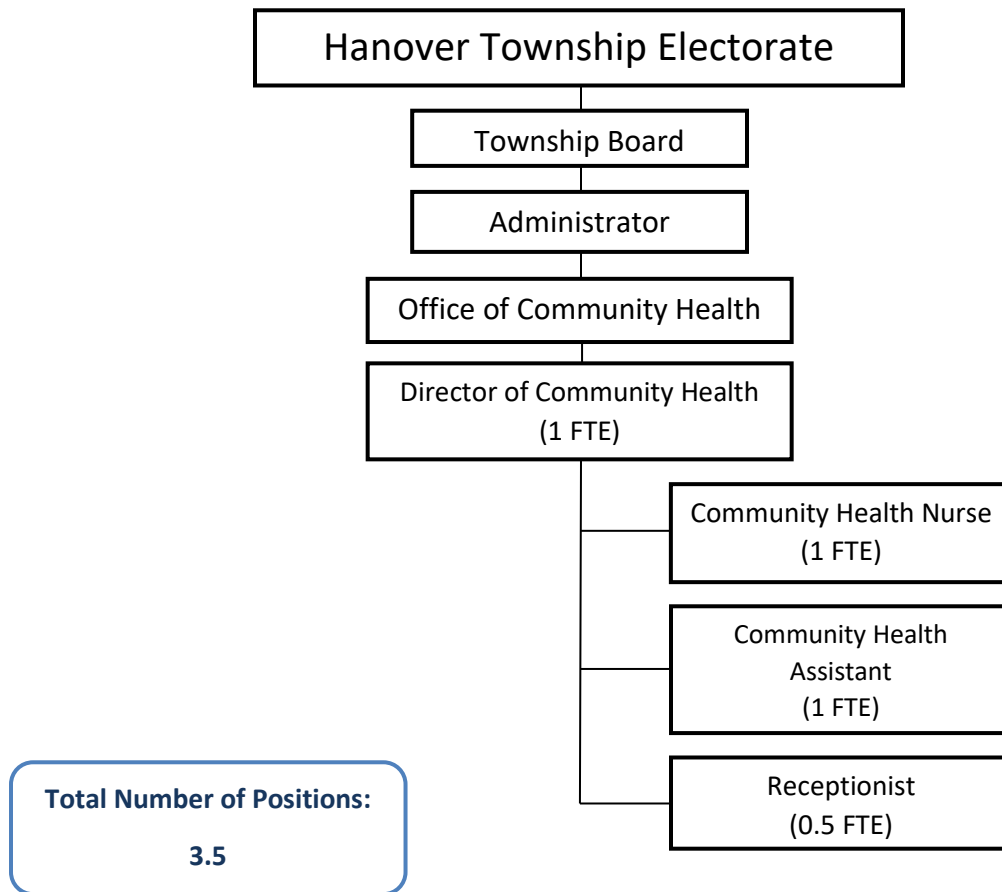
Performance Metrics				
Service Provided	FY17	FY18	FY19	% Change
Administration				
Office Visits	6,179	5,060	4829	-4.57%
Building Permits Processed	5,389	5,574	5457	-2.10%
Change of Name	168	97	98	1.03%
Property Tax Appeals	2001	1,238	813	-34.33%
Sales Recording	N/A	N/A	1282	100.00%
New Owner Mailing	N/A	N/A	1136	100.00%
Certificate of Errors	945	1025	742	-27.61%
Property Location Updates	9	17	5	-70.59%
Exemptions				
Home Owner Exemptions	343	389	331	-14.91%
Senior Homeowner Exemptions	939	846	805	-4.85%
Senior Freeze Exemptions	825	1112	1065	-4.23%
Miscellaneous Exemptions	63	37	36	-2.70%

FY19 Department Accomplished Goals (in order of priority)

1. Attended other departments to promote our office services.
2. Attended Home Owner’s Association meetings.

Office of The Assessor FY20 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Contact seniors who are not receiving their exemptions.</p>	<ol style="list-style-type: none"> 1. Research phone numbers for senior taxpayers. (Glascott – 7/1/19) 2. Research eligible seniors who have not received exemptions. (Glascott – 8/1/19) 3. Call senior taxpayers. (Christopher – 9/1/19) 	<ol style="list-style-type: none"> a. Locate phone numbers for senior taxpayers. b. Check AINQ for current exemptions. c. Call seniors and inform them about missing exemptions. 	<ol style="list-style-type: none"> a. TBC: 7/1/19 b. TBC: 8/1/19 c. TBC: 9/1/19
<p>II. Contact Homeowners who are not getting their exemptions.</p>	<ol style="list-style-type: none"> 1. Research 2 year old sales for exemptions. (Christopher – 2/1/20) 2. Research phone numbers for taxpayers. (Christopher – 2/15/20) 3. Call taxpayers who have not received exemptions. (Deyne – 3/31/20) 	<ol style="list-style-type: none"> a. Check AINQ and ASIQ for exemptions. b. Locate phone numbers for taxpayers. c. Call taxpayers and inform them about missing exemptions. 	<ol style="list-style-type: none"> a. TBC: 2/1/20 b. TBC :2/15/20 c. TBC: 3/31/20
<p>III. Retain CIAO designations for all staff.</p>	<ol style="list-style-type: none"> 1. Research IPAI courses. (Deyne – 1/1/20) 2. Sign up staff for courses. (Glascott – 2/1/20) 3. Attend courses (All Staff – 3/31/20) 	<ol style="list-style-type: none"> a. Check IPAI’s website for course schedules. b. Send in registration for courses. c. Attend courses. 	<ol style="list-style-type: none"> a. TBC: 1/1/20 b. TBC: 2/1/20 c. TBC: 3/31/20



Mission

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

Services

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

Location and Contact Information

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

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

Phone: 630-483-5665

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

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

Department and Position	2018 Actual	2019 Actual	2020 Projected	Change
Community Health				
Director	1.0	1.0	1.0	0.0
Community Health Nurse	1.0	1.0	1.0	0.0
Community Health Assistant	1.0	1.0	1.0	0.0
Receptionist	0.5	0.5	0.5	0.0
Total	3.5	3.5	3.5	0.0

Budget Highlights:

- The Crisis Care line item was eliminated with the cost being addressed through the Hanover Township Foundation community health fund. Funds were reallocated to the medical supply line item.
- The salary line item has increased 6.01% related the need to provide competitive pay for two registered nurse positions within the department. Additional increases in personnel expenses related to health insurance and FICA contribute to the overall department budget increasing 4.13% from the previous fiscal year.

Office of Community Health Detailed Expenditures					
Expense	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Town Fund-Expenditures					
Community Health Nurse					
Salaries	\$ 172,498	\$ 183,000	\$ 172,202	\$ 194,000	6.01%
Postage	\$ 268	\$ 450	\$ 98	\$ 350	-22.22%
Office Supplies	\$ 1,086	\$ 1,500	\$ 784	\$ 1,500	0.00%
Printing	\$ 2,342	\$ 2,000	\$ 2,177	\$ 2,000	0.00%
Travel	\$ 1,033	\$ 1,200	\$ 1,119	\$ 1,500	25.00%
Dues, Subs, & Publications	\$ 328	\$ 275	\$ 178	\$ 275	0.00%
Community Affairs	\$ 1,900	\$ 3,000	\$ 2,401	\$ 3,000	0.00%
Equipment	\$ 1,954	\$ 3,325	\$ 1,977	\$ 3,325	0.00%
Professional Services	\$ 1,706	\$ 1,000	\$ 1,577	\$ 1,200	20.00%
Miscellaneous	\$ 651	\$ 1,000	\$ 629	\$ 1,000	0.00%
License/Professional Insurance	\$ 134	\$ 450	\$ 164	\$ 300	-33.33%
Medical Supplies	\$ 8,239	\$ 8,000	\$ 8,390	\$ 10,150	26.88%
Communications	\$ 790	\$ 1,400	\$ 1,619	\$ 1,000	-28.57%
Crisis Care	\$ 353	\$ 2,000	\$ 393	\$ -	-100.00%
Health Insurance	\$ 19,217	\$ 22,000	\$ 20,860	\$ 23,600	7.27%
Dental,Vision & Life Insurance	\$ 1,159	\$ 1,800	\$ 800	\$ 1,800	0.00%
Unemployment	\$ 1,360	\$ 1,150	\$ 504	\$ 1,150	0.00%
IMRF Expense	\$ 5,393	\$ 8,200	\$ 4,281	\$ 8,700	6.10%
FICA Expense	\$ 4,423	\$ 7,000	\$ 5,579	\$ 7,500	7.14%
Total	\$ 224,834	\$ 248,750	\$ 225,732	\$ 262,350	5.47%

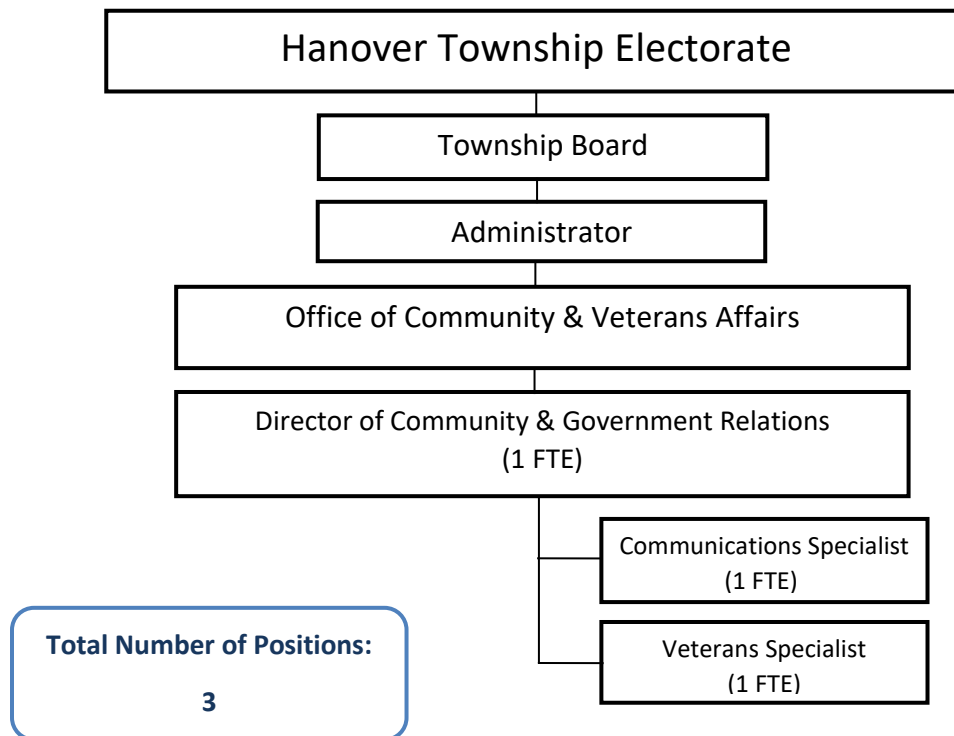
Performance Metrics				
Service Provided	FY17	FY18	FY19	% Change
Appointments				
ProTimes	288	205	134	-34.63%
TB Skin Test	85	116	106	-8.62%
Cholesterol	84	103	121	17.48%
Pharmaceutical Assistance Programs	16	16	16	0.00%
Miscellaneous Labs	108	125	137	9.60%
Wellness Screening (BP, anemia, diabetes)	345	481	444	-7.69%
Others	464	501	460	-8.18%
Clinic Clients				
Senior Center/ Home Visits	1,057	1,098	1,045	-4.83%
Izaak Walton Center- Elgin	80	48	43	-10.42%
Astor Avenue	117	132	109	-17.42%
Offsite Clinics	141	137	155	13.14%
Total (Unduplicated)	555	576	595	3.30%
Public Education and Health Promotion				
Media Coverage	51	46	50	8.70%
Informational Seminars	72	68	48	-29.41%
Program Participants	2,056	1,902	1,828	-3.89%
Primary Care Provider Support	139	116	84	-27.59%

FY19 Department Accomplished Goals (in order of priority)

1. Made progress towards increasing the number of unduplicated clients by partnering with local organizations and businesses to provide wellness screenings to clients/employees.
2. Continued to increase the proportion of older adults age 65 and older who are up to date on a core set of clinical preventive services.

Office of Community Health FY20 Goals and Actions Plan				
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS	
<p>I. Increase outreach to culturally diverse populations by providing screenings/resources quarterly in partnership with local agencies who serve those clients (Centro, Jain Center, etc.)</p>	<p>1. Identify ways to increase awareness of health services to culturally diverse populations. (Court – 10/1/19)</p>	<p>a. Contact local agencies and distribute Community Health brochures to agencies who serve culturally diverse clients</p> <p>b. Invite agencies who serve culturally diverse populations to participate in the annual health expo.</p>	<p>a. TBC: 9/1/19</p> <p>b. TBC: 10/1/19</p>	
	<p>2. Develop partnership opportunities to reach populations from diverse backgrounds and ethnicities. (Smith – 3/31/20)</p>	<p>a. Attend a cultural competency training.</p> <p>b. Contact Centro de Informacion, Jain Center, local churches, etc. to identify interest/possibility in holding public wellness screenings for clients.</p> <p>c. Attend health/outreach/or informational fairs hosted by organizations serving clients from diverse backgrounds.</p>	<p>a. TBC: 1/1/20</p> <p>b. TBC: 3/31/20</p> <p>c. TBC: 3/31/20</p>	
	<p>II. Ensure excellent customer service for clients served by implementing customer service best practices and distributing participant satisfaction surveys after programs to provide 90% satisfaction to clients served.</p>	<p>1. Identify current standards for customer service best practices. (Daccardo – 9/30/19)</p>	<p>a. Research customer service best practices in relation to service delivery.</p> <p>b. Consult with Township and Municipal nurses on current customer services practices in place.</p> <p>c. Research and review samples of client satisfaction surveys.</p> <p>d. Attend a customer service training.</p>	<p>a. TBC: 7/1/19</p> <p>b. TBC: 7/1/19</p> <p>c. TBC: 8/1/19</p> <p>d. TBC: 10/1/19</p>
		<p>2. Identify current client satisfaction of programs and services. (Court – 12/31/19)</p>	<p>a. Create client satisfaction surveys to collect data and feedback on current client satisfaction of services.</p> <p>b. Distribute to clinic clients and residents who participate in department programs.</p> <p>c. Collect and compile data to analyze current satisfaction scores and review feedback suggestions.</p>	<p>a. TBC: 9/1/19</p> <p>b. TBC: 10/1/19</p> <p>c. TBC: 1/1/20</p>

Office of Community Health FY20 Goals and Actions Plan			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
	3. Train all department staff members on customer service best practices and ensure consistency across staff members. (Smith – 3/31/20)	a. Create standard greeting for answering phones and train staff to have a unified greeting. b. Review any unsatisfactory surveys, identify opportunities for improvement. c. Implement changes if feasible to improve satisfaction.	a. TBC: 1/1/20 b. TBC: 2/1/20 c. TBC: 3/31/20



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. 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 Kuttnerberg, Director
tkuttnerberg@hanover-township.org

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

Phone: 847-888-8329

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

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

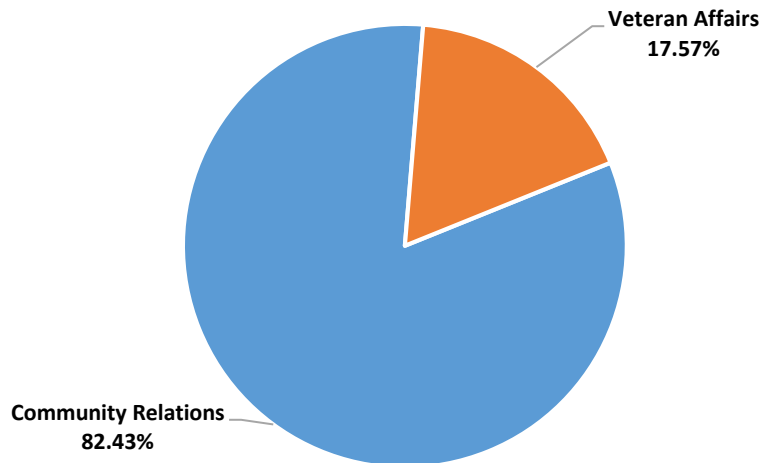
Department and Position	2018 Actual	2019 Actual	2020 Projected	Change
Community and Veterans Affairs				
Director of Community and Government Relations	1.0	1.0	1.0	0.0
Veterans Specialist	0.6	1.0	1.0	0.0
Communications Specialist	1.0	1.0	1.0	0.0
Total	2.6	3.0	3.0	0.0

Budget Highlights:

- The Office of Community and Veterans Affairs has an overall budgeted increase of 1.56%. The increase is primarily related to adding costs related to social media archiving.
- There is a decrease of 57.65% for the health insurance line item due to an employee waiving major medical coverage with the township.

Office of Community and Veterans Affairs Detailed Expenditures					
	FY18	FY19	FY19	FY20	%
Community Relations	Actual	Budget	Actual	Budget	Change
Salaries	\$ 115,578	\$ 114,330	\$ 118,115	\$ 121,000	5.83%
Education & Training	\$ 2,250	\$ 2,200	\$ 1,465	\$ 2,200	0.00%
Printing	\$ 720	\$ 700	\$ 523	\$ 700	0.00%
Postage	\$ 233	\$ 550	\$ 524	\$ 550	0.00%
Equipment & Furniture	\$ 3,042	\$ 2,300	\$ 3,053	\$ 2,600	13.04%
Office Supplies	\$ 1,022	\$ 900	\$ 1,064	\$ 1,000	11.11%
Miscellaneous	\$ -	\$ -	\$ -	\$ 1,000	100.00%
Satellite Office Programs	\$ 1,621	\$ 2,000	\$ 1,683	\$ 2,000	0.00%
Satellite Office Utilities	\$ 7,568	\$ 8,500	\$ 7,922	\$ 8,500	0.00%
Satellite Office Phone & Internet	\$ 3,730	\$ 4,300	\$ 4,122	\$ 4,400	2.33%
Travel	\$ 978	\$ 1,100	\$ 1,971	\$ 1,500	36.36%
Communications	\$ 48,783	\$ 48,600	\$ 54,132	\$ 48,600	0.00%
Social Media Archive and Distribution	\$ -	\$ -	\$ -	\$ 4,000	100.00%
Community Service Awards	\$ 2,309	\$ 2,200	\$ 2,077	\$ 2,200	0.00%
Community Affairs	\$ 4,071	\$ 5,000	\$ 5,714	\$ 5,000	0.00%
Historical Marker Program	\$ 36	\$ 2,400	\$ 931	\$ 2,400	0.00%
Dues & Subscriptions	\$ 704	\$ 700	\$ 365	\$ 500	-28.57%
Community Festivals	\$ 11,000	\$ 11,000	\$ 5,750	\$ 7,500	-31.82%
Health Insurance	\$ 15,049	\$ 12,000	\$ 11,378	\$ 10,600	-11.67%
Dental, Vision & Life Insurance	\$ 919	\$ 1,200	\$ 533	\$ 1,200	0.00%
Unemployment	\$ 681	\$ 600	\$ 263	\$ 600	0.00%
IMRF Expense	\$ 3,212	\$ 5,150	\$ 2,688	\$ 5,300	2.91%
FICA Expense	\$ 2,618	\$ 4,400	\$ 3,507	\$ 4,500	2.27%
Community Relations	\$ 226,122	\$ 230,130	\$ 227,780	\$ 237,850	3.35%
Veteran Affairs					
Salary	\$ 18,717	\$ 34,500	\$ 34,160	\$ 36,000	4.35%
Veteran Honor Roll	\$ 4,584	\$ 4,000	\$ 4,333	\$ 4,000	0.00%
Travel	\$ (39)	\$ 450	\$ 618	\$ 600	33.33%
Supplies	\$ 70	\$ 600	\$ 162	\$ 600	0.00%
Training	\$ 30	\$ 1,200	\$ 977	\$ 1,200	0.00%
Printing	\$ 714	\$ 400	\$ 349	\$ 400	0.00%
Postage	\$ 530	\$ 430	\$ -	\$ 400	-6.98%
Health Insurance	\$ -	\$ 8,500	\$ 8,059	\$ 3,600	-57.65%
Dental, Vision & Life Insurance	\$ -	\$ 591	\$ 263	\$ 591	0.00%
Unemployment	\$ -	\$ 300	\$ 131	\$ 300	0.00%
IMRF Expense	\$ 625	\$ 1,600	\$ 835	\$ 1,600	0.00%
FICA Expense	\$ 515	\$ 1,400	\$ 1,116	\$ 1,400	0.00%
Veteran Affairs	\$ 25,746	\$ 53,971	\$ 51,003	\$ 50,691	-6.08%
Community & Veteran Affairs	\$ 251,869	\$ 284,101	\$ 278,783	\$ 288,541	1.56%

Expenditures by Division, FY20



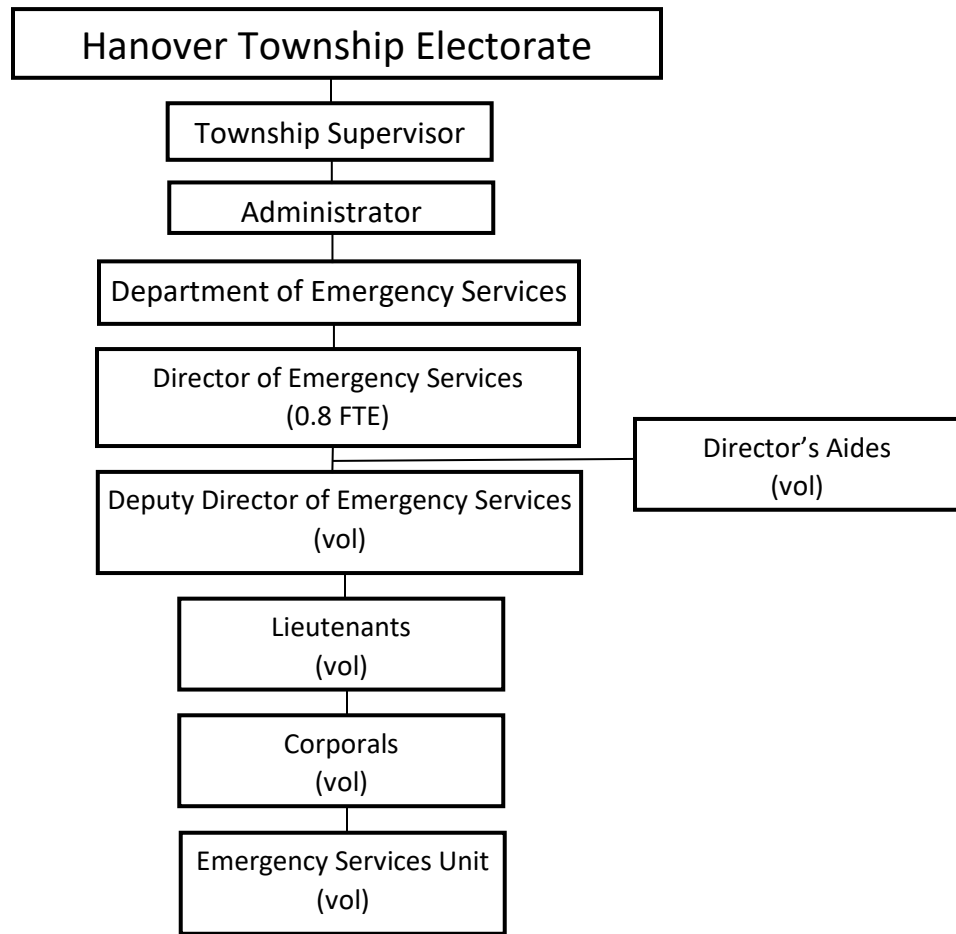
Performance Metrics

Service Provided	FY17	FY18	FY19	% Change
Website Visits (total)	49,643	50,407	53,360	5.86%
Website Visits (Unique)	36029	33,282	45,686	37.27%
Facebook Likes	1,822	2,232	2,992	34.05%
Facebook Reach	N/A	N/A	537,420	100.00%
New Twitter Followers	874	1123	1,219	8.55%
New YouTube Views	2963	3,560	3,817	7.22%
Media Releases	45	42	38	-9.52%
Veteran Contacts	335	603	952	57.88%
Total Veterans Served	192	560	887	58.39%
Total Resident Contacts (Elgin Office)	4,767	5,620	3,529	-37.21%

FY19 Department Accomplished Goals (in order of priority)

1. Increased Veteran contacts by 50%.
2. Researched and developed Township branding campaign.

Office of Community and Veterans Affairs FY20 Goals and Actions Plan			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	SATUS
<p>I. Review, research, and revise the Township's Communications plan with emphasis on community engagement and process.</p>	<p>1. Evaluate current communications plans. (Kuttenberg - 7/1/19)</p> <p>2. Research Municipal communications plans with an emphasis on community engagement. (Kuttenberg - 8/1/19)</p> <p>3. Submit revised Communications plan to the Township Board (Kuttenberg - 2/1/20)</p>	<p>a. Solicit feedback from department heads on current plan.</p> <p>b. Solicit feedback from other communications professionals on current plan.</p> <p>a. Request communications plans from local municipalities.</p> <p>b. Request communications plans from national communications professionals.</p> <p>a. Submit revised plan to Executive Staff.</p> <p>b. Submit revised plan to Township Administrator.</p> <p>c. Submit revised plan to Township Board.</p>	<p>a. TBC: 7/1/19</p> <p>b. TBC: 7/1/19</p> <p>a. TBC: 8/1/19</p> <p>b. TBC: 8/1/19</p> <p>a. TBC: 10/1/19</p> <p>b. TBC: 11/1/19</p> <p>c. TBC: 2/1/20</p>
<p>II. Assist department heads in researching and identifying grant opportunities from federal and state agencies.</p>	<p>1. Identify grant needs from department heads. (Kuttenberg - 9/1/19)</p> <p>2. Conduct department head training for grant research and applications. (Kuttenberg - 12/1/19)</p>	<p>a. Meet with department heads and management staff.</p> <p>b. Compile list of state grant postings.</p> <p>c. Compile list of federal grant postings.</p> <p>a. Identify state resource for point of contact for grant research & applications.</p> <p>b. Identify federal resource for point of contact for grant research & applications.</p>	<p>a. TBC: 8/1/19</p> <p>b. TBC: 9/1/19</p> <p>c. TBC: 9/15/19</p> <p>a. TBC: 11/1/19</p> <p>b. TBC: 12/1/19</p>



Mission

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

Services

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

Location and Contact Information

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

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

Phone: 630-837-0301

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

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

Department and Position	2018 Actual	2019 Actual	2020 Projected	Change
Emergency Services				
Director	0.8	0.8	0.8	0.0
Total	0.8	0.8	0.8	0.0

Budget Highlights

- The communications line item will increase substantially due to the board approved new, full dispatching services provided by DuComm. This line item is anticipated to decrease in future years, as the cost to implement the service is included in FY20.
- Overall expenditures increased 17.22 % in FY20.

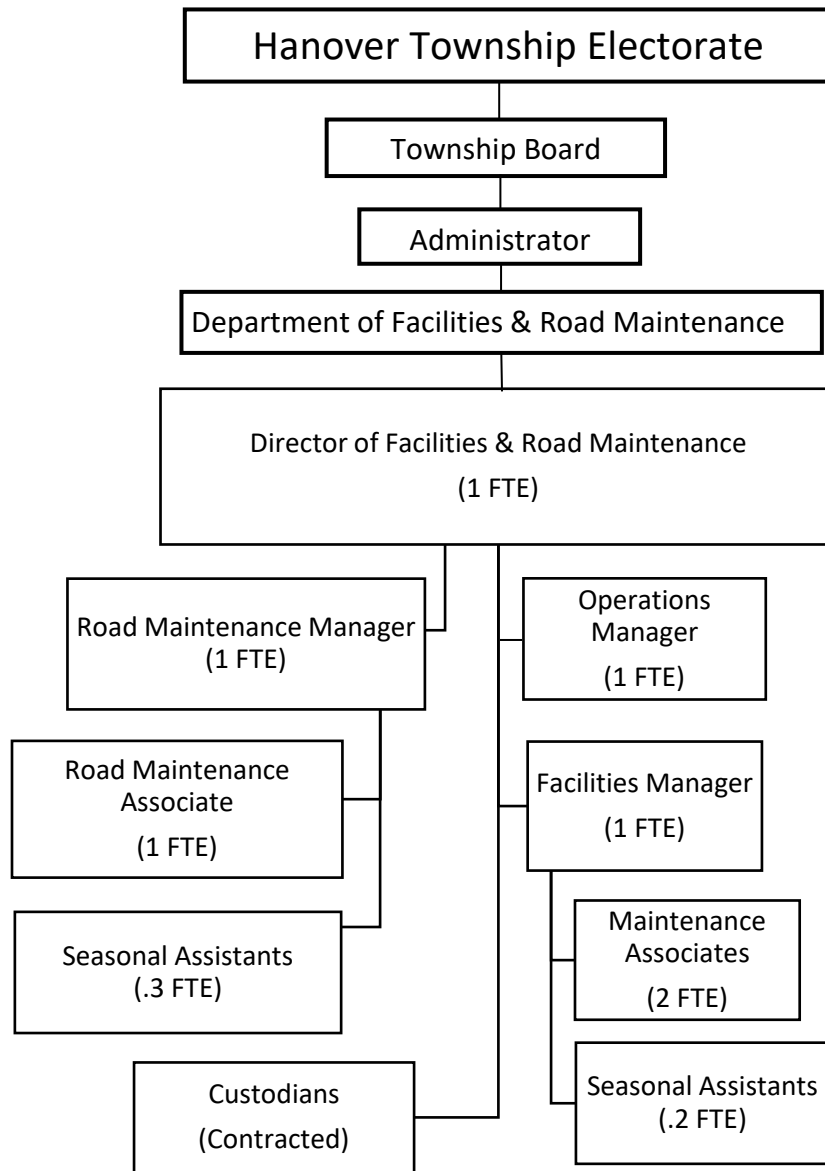
Emergency Services Detailed Expenditures					
Expense	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Emergency Services					
Salaries	\$ 41,727	\$ 42,900	\$ 42,182	\$ 44,600	3.96%
Equipment	\$ 18,499	\$ 23,000	\$ 25,056	\$ 23,000	0.00%
Uniforms	\$ 8,886	\$ 8,500	\$ 6,307	\$ 8,500	0.00%
Printing	\$ 1,243	\$ 1,000	\$ 2,730	\$ 1,000	0.00%
Postage	\$ 125	\$ 200	\$ 62	\$ 200	0.00%
Office Supplies	\$ 679	\$ 1,000	\$ 803	\$ 1,000	0.00%
Miscellaneous	\$ 1,002	\$ 1,000	\$ 1,293	\$ 1,000	0.00%
Education & Training	\$ 15,581	\$ 10,500	\$ 9,911	\$ 10,000	-4.76%
Pre-Volunteer Screening	\$ 816	\$ 500	\$ 2,722	\$ 500	0.00%
Travel	\$ 2,245	\$ 2,500	\$ 864	\$ 2,500	0.00%
Volunteer Appreciation	\$ 4,665	\$ 3,500	\$ 6,525	\$ 4,000	14.29%
Vehicle Fuel & Maintenance	\$ 14,572	\$ 9,000	\$ 13,447	\$ 9,000	0.00%
Communications	\$ 9,985	\$ 11,000	\$ 10,198	\$ 34,000	209.09%
Emergency Ops Center	\$ 73	\$ 100	\$ -	\$ 100	0.00%
Health Insurance	\$ 15,015	\$ 19,000	\$ 18,015	\$ 17,900	-5.79%
Dental, Vision & Life Insurance	\$ 563	\$ 600	\$ 267	\$ 600	0.00%
Unemployment	\$ 341	\$ 290	\$ 127	\$ 290	0.00%
IMRF Expense	\$ 1,271	\$ 1,900	\$ 992	\$ 2,000	5.26%
FICA Expense	\$ 1,055	\$ 1,625	\$ 1,295	\$ 1,705	4.92%
Total	\$ 138,345	\$ 138,115	\$ 142,796	\$ 161,895	17.22%

Performance Metrics				
Service Provided	FY17	FY18	FY19	% Change
Volunteers				
Total Volunteers	28	34	35	2.94%
New Volunteers	8	8	5	-37.50%
Hours				
Volunteer Detail Hours	4,270	4,383	4,899	11.77%
Volunteer Work Hours	2,566	1,790	3,671	105.08%
Volunteer Training Hours	2,786	3,278	3,308	0.92%
Total Volunteer Hours	9,623	9,450	11,931	26.25%
Details				
Emergency Call Outs	46	79	88	11.39%
Safety Patrols	49	37	42	13.51%
Township Sponsored Events	39	27	25	-7.41%
Other Community Events	47	43	58	34.88%
Miscellaneous	0	0	0	0.00%
Total Details	181	186	210	12.90%

FY19 Department Accomplished Goals (in order of priority)

1. Researched and implemented new dispatching services provided by DuComm.
2. Initiated Emergency Services Cadet Program.

Department of Emergency Services FY20 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Expand the general alarm response or equivalent with one or more additional in-township first responder agencies.	<ol style="list-style-type: none"> 1. Meet with Fire Chiefs and/or officers individually to determine interest. (Burke – 10/1/19) 2. Assist and establish relationship for full general alarm response. (Burke – 2/1/20) 	<ol style="list-style-type: none"> a. Schedule meetings with 5 in-township first responder agencies. b. Determine agencies' interest and the scope of response by HTES. a. Conduct a meet and greet with interested agencies. b. Determine if any joint training is necessary and communications capabilities. c. Execute partnership for general alarm response of equivalent with all interested agencies. 	<ol style="list-style-type: none"> a. TBC: 8/1/19 b. TBC: 10/1/19 a. TBC: 12/1/19 b. TBC: 12/1/19 c. TBC: 2/1/20
II. Meet one on one with all police and fire chiefs in the township twice per year.	<ol style="list-style-type: none"> 1. Complete two meetings per month throughout the fiscal year. (Burke – 3/31/20) 	<ol style="list-style-type: none"> a. Establish meeting schedule with in-township Police and Fire Chiefs. b. Conduct meeting and determine future collaborations. 	<ol style="list-style-type: none"> a. TBC: 8/1/19 b. TBC: 3/31/20
III. Develop working relationship with West Chicago, Roselle and St. Charles Emergency Management Agencies, including developing mutual aid agreement and joint training.	<ol style="list-style-type: none"> 1. Meet with West Chicago, Roselle and St. Charles Emergency Management Agencies. (Burke – 10/1/19) 2. Establish mutual aid agreement and joint training with interested agencies. (Burke – 3/1/20) 	<ol style="list-style-type: none"> a. Request meeting with representatives of these agencies. b. Meet and discuss possible collaboration. a. Discuss need and responsibilities of each agency. b. Execute Mutual-Aid agreements with each agency. 	<ol style="list-style-type: none"> a. TBC: 8/1/19 b. TBC: 10/1/19 a. TBC: 12/1/19 b. TBC: 3/1/20



Total Number of Positions:
7.5

Mission

The Facilities and Road Maintenance Department ensures proper administration of the Township’s buildings and grounds, including eight Township facilities. The department is also responsible for road maintenance of the Township’s unincorporated roadways.

Services

The department is responsible for custodial services, room and event set up, repair, construction and renovation of all Township buildings, as well as fleet and open space maintenance. The department is responsible for maintenance of unincorporated roadways and bridges and also coordinates code enforcement with Cook County Building and Zoning.

Location and Contact Information

Department Head: Caleb Hanson, Director
 chanson@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: 7:00 am to 3:00 pm

Webpage: <http://www.hanover-township.org/departments/facilities-road-maintenance>

Budget Highlights:

- Facilities and Road Maintenance overall budget will decrease by 2.54% as the result of a change in a long tenured employee retirement. Related personnel costs will also decrease.

Department and Position	2018 Actual	2019 Actual	2020 Projected	Change
Facilities and Maintenance				
Director	1.0	1.0	1.0	0.0
Operations Manager	1.0	1.0	1.0	0.0
Facilities Manager	0.0	1.0	1.0	0.0
Facilities Technician	1.0	0.0	0.0	0.0
Maintenance Associate	2.0	2.0	2.0	0.0
Road Maintenance Manager	1.0	1.0	1.0	0.0
Road Maintenance Associate	1.0	1.0	1.0	0.0
Seasonal Assistant	0.5	0.5	0.5	0.0
Total	7.5	7.5	7.5	0.0

Facilities and Road Maintenance



Facilities and Maintenance Detailed Expenditures

Expense	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Facilities Maintenance					
Salaries	\$ 289,089	\$ 286,000	\$ 298,247	\$ 274,000	-4.20%
Office Supplies	\$ 600	\$ 400	\$ 730	\$ 400	0.00%
Janitorial Supplies	\$ 11,403	\$ 10,000	\$ 10,389	\$ 10,000	0.00%
Housekeeping Contract	\$ 48,373	\$ 50,000	\$ 52,725	\$ 50,000	0.00%
Building Contracts	\$ 17,897	\$ 13,000	\$ 18,977	\$ 13,000	0.00%
Building Maintenance- Town	\$ 10,570	\$ 6,000	\$ 11,412	\$ 6,000	0.00%
Building Maintenance- Senior	\$ 5,145	\$ 8,000	\$ 5,595	\$ 8,000	0.00%
Building Maintenance- Astor	\$ 536	\$ 2,000	\$ 2,871	\$ 2,000	0.00%
Equipment Maintenance- Town	\$ 2,362	\$ 5,000	\$ 3,982	\$ 5,000	0.00%
Equipment Maintenance- Senior	\$ 21,930	\$ 14,000	\$ 14,906	\$ 14,000	0.00%
Equipment Maintenance- Astor	\$ 838	\$ 1,200	\$ 1,019	\$ 1,200	0.00%
Equipment Rental	\$ 691	\$ 1,500	\$ 272	\$ 1,500	0.00%
Education & Training	\$ 534	\$ 1,000	\$ 593	\$ 1,500	50.00%
Vehicle Maintenance- Town	\$ 10,575	\$ 5,500	\$ 1,055	\$ 5,500	0.00%
Vehicle Fuel- Town	\$ 4,175	\$ 6,000	\$ 5,932	\$ 6,000	0.00%
Seasonal Projects Assistance	\$ 17,977	\$ 20,000	\$ 16,754	\$ 20,000	0.00%
Cell Phone/Communications	\$ 834	\$ 1,500	\$ 771	\$ 1,500	0.00%
Trash Removal- Town	\$ 4,060	\$ 3,000	\$ 2,946	\$ 3,000	0.00%
Trash Removal- Senior	\$ 4,171	\$ 3,000	\$ 3,406	\$ 3,000	0.00%
Trash Removal- Astor	\$ 3,749	\$ 3,000	\$ 3,969	\$ 3,000	0.00%
Grounds/Reserve Maintenance	\$ 11,204	\$ 10,000	\$ 14,848	\$ 10,000	0.00%
Uniforms	\$ 1,057	\$ 1,500	\$ 1,985	\$ 2,000	33.33%
Miscellaneous	\$ 532	\$ 1,000	\$ 987	\$ 1,000	0.00%
Building Maintenance - Izaak	\$ 2,758	\$ 3,000	\$ 2,851	\$ 3,000	0.00%
Equipment Maintenance- izaak	\$ 1,183	\$ 2,500	\$ 2,740	\$ 2,000	-20.00%
Trash Removal - Izaak	\$ 1,771	\$ 1,800	\$ 1,218	\$ 1,800	0.00%
Health Insurance	\$ 40,363	\$ 51,000	\$ 48,356	\$ 51,100	0.20%
Dental, Vision & Life Insurance	\$ 2,453	\$ 2,950	\$ 1,311	\$ 2,800	-5.08%
Unemployment	\$ 1,798	\$ 1,450	\$ 635	\$ 1,400	-3.45%
IMRF Expense	\$ 8,368	\$ 13,500	\$ 7,047	\$ 12,100	-10.37%
FICA Expense	\$ 6,979	\$ 11,100	\$ 8,847	\$ 10,400	-6.31%
Facilities Maintenance	\$ 504,539	\$ 539,900	\$ 547,376	\$ 526,200	-2.54%

Performance Metrics				
Service Provided	FY17	FY18	FY19	% Change
Administration				
Vehicle Service Calls	117	91	142	56.04%
Work Orders	791	703	569	-19.06%
Event Setups/Tear Downs	2,115	2,241	2,189	-2.32%
Energy Efficiency - Electricity (Kw)				
Astor Avenue Community Center	66,893	59,178	54,697	-7.57%
Town Hall	108,360	86,872	85,620	-1.44%
Senior Center	400,540	374,950	346,571	-7.57%
Energy Efficiency - Gas (Therms)				
Astor Ave. Community Center	2,080	2,056.00	2,396.00	16.54%
Town Hall	5,249	6,406.00	8,320.00	29.88%
Senior Center	8,523	14,445.00	19,292.00	33.55%
Road Maintenance				
Salt Usage (tons)	501	710	1250	76.06%

FY19 Department Accomplished Goals (in order of priority)

1. Completed the planning and awarded contract for the walking path installation at Naomi Walters Reserve.
2. Researched road resurfacing master plan.

Department of Facilities and Road Maintenance FY20 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Act as project manager overseeing the planning and implementation of the Izaak Walton Reserve parking lot resurfacing project.	1. Hire engineer and oversee bidding process. (Hanson – 8/15/19)	<ul style="list-style-type: none"> a. Research and hire qualified engineer. b. Receive cost estimates and determine scope of project. c. Go out to bid. d. Recommend contractor and award contract. 	<ul style="list-style-type: none"> a. TBC: 4/1/19 b. TBC: 5/1/19 c. TBC: 7/1/19 d. TBC: 8/15/19
	2. Oversee parking lot expansion and resurfacing project. (Hanson – 12/1/19)	<ul style="list-style-type: none"> a. Establish impact on building operations, programming, and parking lot closure. b. Communicate construction schedule and impact with staff/public. c. Oversee construction and completion. 	<ul style="list-style-type: none"> a. TBC: 8/1/19 b. TBC: 8/15/19 c. TBC: 12/1/19
II. Oversee planning and implementation of the walking path installation at Naomi Walters Reserve.	1. Hire engineer and oversee bidding process. (Spejcher – 6/1/18)	<ul style="list-style-type: none"> a. Research and hire qualified engineer. b. Receive cost estimates and determine scope of project. c. Go out to bid. d. Recommend contract and award contract. 	<ul style="list-style-type: none"> a. TBC: 4/15/18* b. TBC: 5/1/18* c. TBC: 5/15/18* d. TBC: 6/1/18*
	2. Oversee walking path installation. (Hanson – 8/1/19)	<ul style="list-style-type: none"> a. Apply for permits. b. Oversee walking path installation. 	<ul style="list-style-type: none"> a. TBC: 8/1/18* b. TBC: 8/1/19
III. Research, develop, and finalize road resurfacing master plan.	1. Research and develop road resurfacing master plan. (Hanson – 5/15/19)	<ul style="list-style-type: none"> a. Research prior road resurfacing projects. b. Research and hire qualified engineer. c. With the engineer, establish current unincorporated road conditions. 	<ul style="list-style-type: none"> a. TBC: 4/1/18* b. TBC: 4/1/19 c. TBC: 5/15/19
	2. Finalize road resurfacing master plan. (Hanson – 9/1/19)	<ul style="list-style-type: none"> a. Compile road resurfacing project research information. b. Establish road resurfacing project master plan. c. Finalize road resurfacing project master plan. 	<ul style="list-style-type: none"> a. TBC: 5/1/18* b. TBC: 7/1/19 c. TBC: 9/1/19

*Goal II & III – Work completed in FY19

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: 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 Tues: 1:00 pm to 6:00 pm
 W-F: 11:00 am to 3:00 pm Sat: 9:00 am to 11:30 am

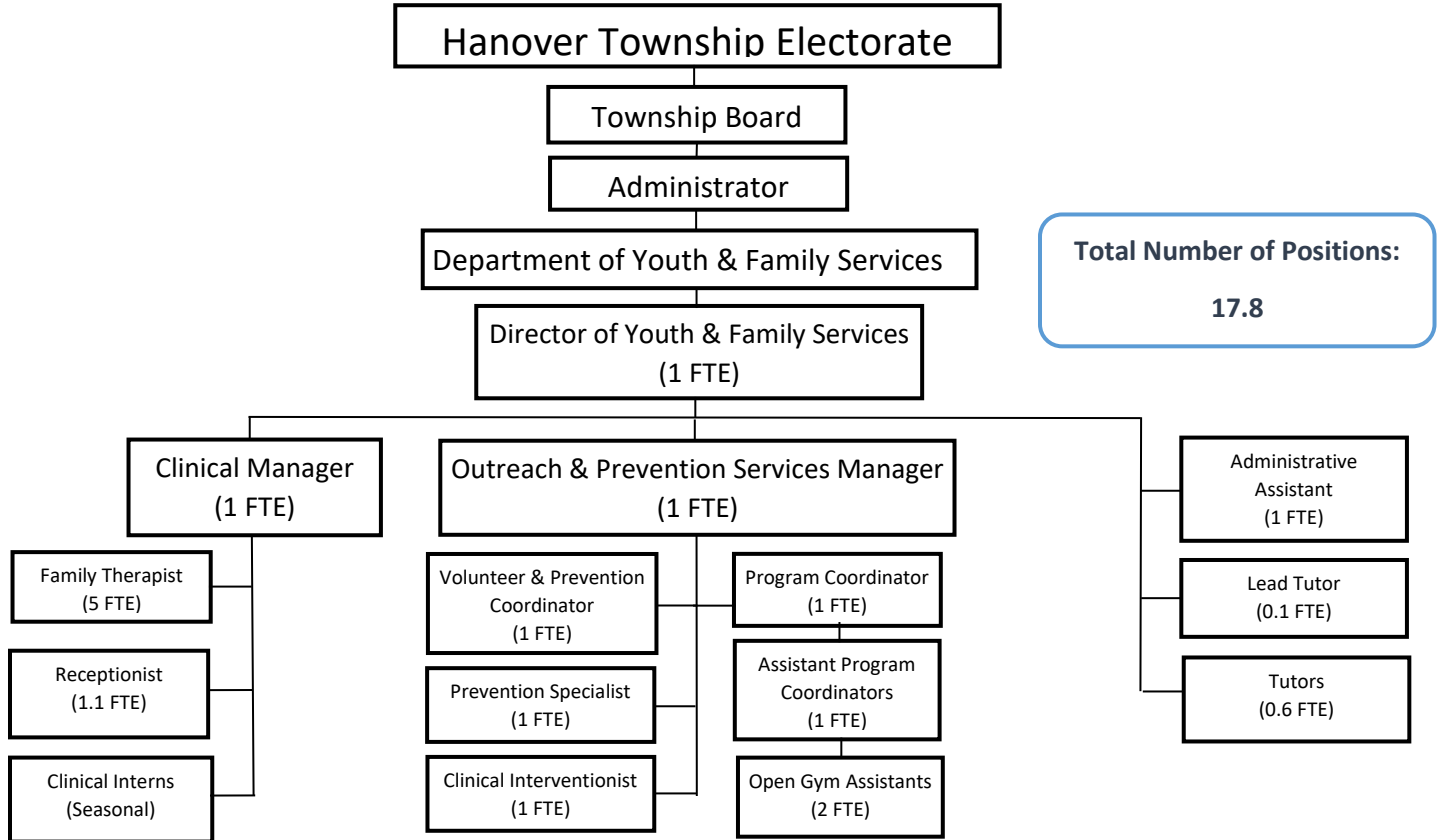
Webpage: <http://www.hanover-township.org/departments/welfare-services>

Budget Highlights:

- For Fiscal Year 2020 the Food Pantry budget was moved back to the General Town Fund where it was located prior to FY 19. Data for the Food Pantry can be found under the General Town Fund on page 38.

Food Pantry Detailed Expenditures

Expense	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Food Pantry					
Salaries	\$ 41,101	\$ -	\$ -	\$ 43,800	0.00%
Utilities	\$ 9,101	\$ -	\$ -	\$ 8,500	0.00%
Health Insurance	\$ 15,015	\$ -	\$ -	\$ 17,850	0.00%
Dental, Vision & Life Insurance	\$ 1,182	\$ -	\$ -	\$ 600	0.00%
Unemployment	\$ 369	\$ -	\$ -	\$ 300	0.00%
IMRF Expense	\$ 1,240	\$ -	\$ -	\$ 2,000	0.00%
FICA Expense	\$ 1,014	\$ -	\$ -	\$ 1,675	0.00%
Food Pantry	\$ 69,023	\$ -	\$ -	\$ 74,725	0.00%



Mission

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

Services

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

Location and Contact Information

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

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

Phone: 630-483-5799

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

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

Department and Position	2018 Actual	2019 Actual	2020 Projected	Change
Youth and Family Services				
Director	1.0	1.0	1.0	0.0
Office Manager	1.0	0.0	0.0	-1.0
Administrative Assistant	1.0	1.0	1.0	0.0
Receptionist	0.5	1.1	1.1	0.6
Lead Tutor	0.0	0.1	0.1	0.1
Tutor	0.7	0.6	0.6	-0.1
Clinical Manager	1.0	1.0	1.0	0.0
Family Therapist	4.5	5.0	5.0	0.5
Outreach & Prevention Services Manager	1.0	1.0	1.0	0.0
Program Coordinator	1.0	1.0	1.0	0.0
Assistant Program Coordinator	1.0	1.0	1.0	0.0
Open Gym Assistant	2.0	2.0	2.0	0.0
Volunteer and Prevention Coordinator	1.0	1.0	1.0	0.0
Clinical Interventionist	1.0	1.0	1.0	0.0
Prevention Specialist	1.0	1.0	1.0	0.0
Total	17.7	17.8	17.8	0.0

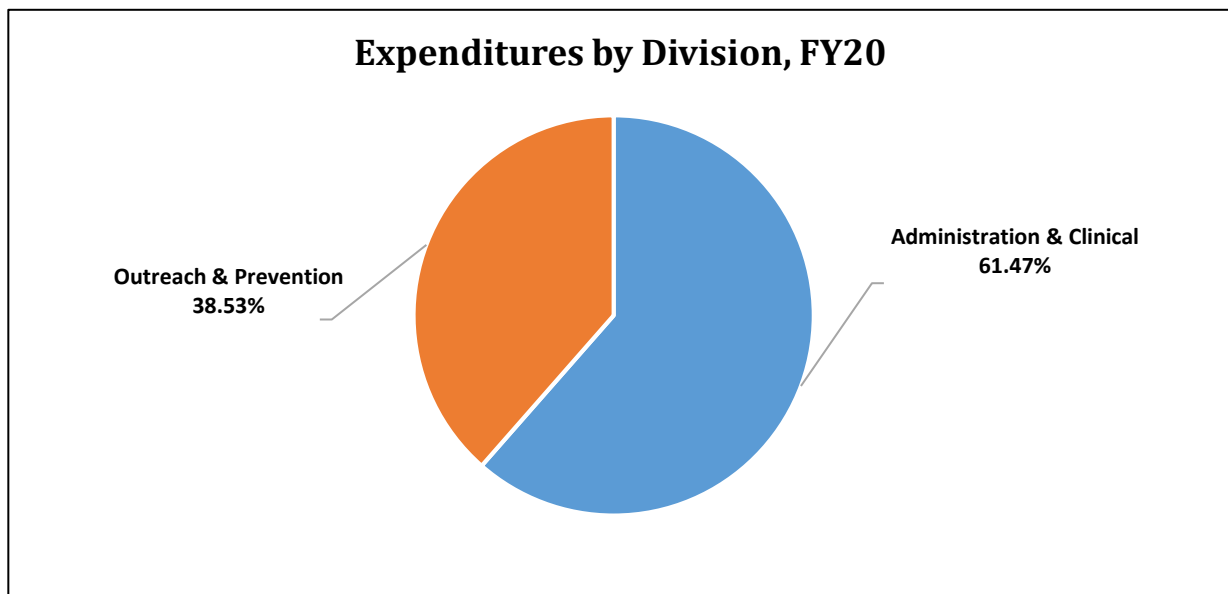
Budget Highlights:

- The Administration and Clinical salary line item has increased by 6.73% as a result of the planned salary increment, as well as the bilingual family therapist becoming full time due to additional Mental Health Board funding.
- Overall, Youth and Family Services department expenditures are expected to increase by 3.74%.

Youth and Family Services Detailed Expenditures

Administration & Clinical	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Salaries	\$ 449,214	\$ 463,800	\$ 436,321	\$ 495,000	6.73%
Education & Training	\$ 4,110	\$ 6,000	\$ 5,804	\$ 6,000	0.00%
Consulting Fees	\$ 3,300	\$ 3,600	\$ 3,000	\$ 3,600	0.00%
Answering Service	\$ -	\$ 1,200	\$ 1,200	\$ 1,200	0.00%
Printing	\$ 3,564	\$ 2,000	\$ 2,159	\$ 2,000	0.00%
Postage	\$ 171	\$ 400	\$ 155	\$ 400	0.00%
Books & Journals	\$ (19)	\$ 400	\$ 77	\$ 400	0.00%
Equipment Maintenance	\$ 372	\$ 2,500	\$ 2,423	\$ 2,500	0.00%
Psychiatric Backup	\$ 1,975	\$ 9,000	\$ 4,520	\$ 9,000	0.00%
Office Supplies	\$ 3,229	\$ 3,000	\$ 2,528	\$ 3,000	0.00%
Community Affairs	\$ 1,959	\$ 2,100	\$ 3,542	\$ 2,600	23.81%
Recruitment & Pre Employment	\$ 3,000	\$ 1,500	\$ 2,151	\$ 1,500	0.00%
Miscellaneous	\$ 364	\$ 500	\$ 58	\$ 500	0.00%
Travel	\$ 1,568	\$ 3,500	\$ 2,557	\$ 3,000	-14.29%
Software Maintenance	\$ -	\$ 3,600	\$ -	\$ 3,600	0.00%
Equipment & Furniture	\$ 5,736	\$ 3,500	\$ 1,015	\$ 3,000	-14.29%
Tutoring	\$ 20,535	\$ 26,000	\$ 20,529	\$ 27,500	5.77%
Dues & Subscriptions	\$ 590	\$ 500	\$ 689	\$ 500	0.00%
Health Insurance	\$ 49,319	\$ 56,000	\$ 53,097	\$ 55,378	-1.11%
Dental, Vision & Life Insurance	\$ 4,067	\$ 4,119	\$ 1,831	\$ 4,707	14.28%
Unemployment	\$ 3,668	\$ 3,427	\$ 1,502	\$ 3,356	-2.07%
IMRF Expense	\$ 14,855	\$ 20,302	\$ 10,598	\$ 21,899	7.87%
FICA Expense	\$ 13,147	\$ 14,990	\$ 11,947	\$ 15,990	6.67%
Total Administration & Clinical	\$ 584,722	\$ 631,938	\$ 567,703	\$ 666,630	5.49%

Outreach & Prevention	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Open Gym Program	\$ 6,101	\$ 6,200	\$ 10,044	\$ 7,200	16.13%
Open Gym Salaries	\$ 106,662	\$ 121,500	\$ 93,232	\$ 123,500	1.65%
Salaries	\$ 187,869	\$ 191,000	\$ 187,256	\$ 196,000	2.62%
Education & Training	\$ 1,735	\$ 2,000	\$ 1,892	\$ 2,000	0.00%
Travel	\$ 2,525	\$ 3,000	\$ 3,080	\$ 3,000	0.00%
Printing	\$ 185	\$ 1,100	\$ 302	\$ 1,100	0.00%
Postage	\$ -	\$ 200	\$ -	\$ -	-100.00%
Office Supplies	\$ 1,082	\$ 1,000	\$ 767	\$ 1,000	0.00%
Community Affairs	\$ 784	\$ 1,000	\$ 1,289	\$ 1,200	20.00%
Professional Services	\$ 350	\$ 1,200	\$ 1,200	\$ 1,200	0.00%
Program Supplies	\$ 1,259	\$ 2,000	\$ 1,092	\$ 1,000	-50.00%
Cell phone	\$ 2,704	\$ 3,012	\$ 3,159	\$ 3,000	-0.40%
Substance Abuse Prevention Program	\$ 2,163	\$ 2,700	\$ 2,859	\$ 3,200	18.52%
Transportation	\$ -	\$ 500	\$ -	\$ 500	0.00%
Health Insurance	\$ 35,558	\$ 46,500	\$ 44,090	\$ 42,000	-9.68%
Dental, Vision & Life Insurance	\$ 4,210	\$ 2,942	\$ 1,307	\$ 2,942	0.00%
Unemployment	\$ 3,668	\$ 3,073	\$ 1,347	\$ 3,206	4.33%
IMRF Expense	\$ 8,552	\$ 13,587	\$ 7,093	\$ 14,313	5.34%
FICA Expense	\$ 9,513	\$ 10,951	\$ 8,728	\$ 11,524	5.23%
Total Outreach & Prevention	\$ 374,919	\$ 413,465	\$ 368,737	\$ 417,885	1.07%
Youth & Family Services Expenditures	\$ 959,642	\$ 1,045,403	\$ 936,440	\$ 1,084,515	3.74%



Performance Metrics				
Service Provided	FY17	FY18	FY19	% Change
Outreach and Prevention				
Open Gym Participants	14,165	14,533	14,031	-3.45%
Open Gym Participants (Unduplicated)	1,306	1,110	1,187	6.94%
Alternative to Suspension Referrals	120	102	90	-11.76%
Alternative to Suspension (Unduplicated)	181	175	190	8.57%
Clinical				
Therapy Clients (Total Attended)	3,992	4,614	5,238	13.52%
Therapy Clients (Unduplicated)	1,898	1,792	2,120	18.30%
New Clients (Unduplicated)	174	166	88	-46.99%
Clinical Hours	3,277	2,862	3,336	16.56%
Group Session Participants	2,585	2,080	2,819	35.53%
Tutoring Participants				
Total	1,566	1,452	1,408	-3.03%
Unduplicated	244	236	218	-7.63%

FY19 Department Accomplished Goals (in order of priority)

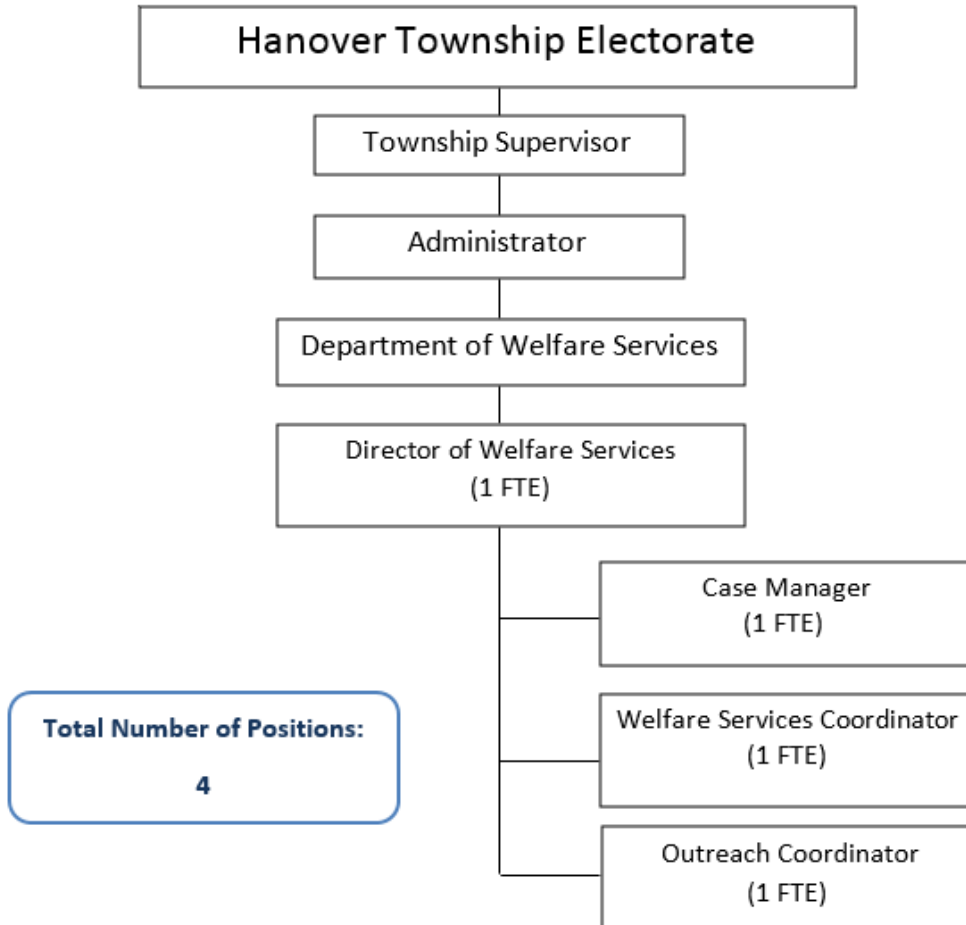
1. Researched and designed an updated Tutoring Services Program to include an expansion in frequency of tutoring sessions, targeting participants with significant deficits in reading, math and dual language, and increasing efficiencies in program management and functioning.
2. Researched, developed, and implemented a high school level substance abuse prevention retreat.
3. Researched, designed, and implemented a high school graduate transition program with Alternative to Suspension graduates and school-wide District U-46 personnel.

Department of Youth and Family Services FY20 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Conduct qualitative research on the longitudinal impact of various programs on township residents in partnership with Loyola University of Chicago.	1. Secure agreement with Loyola University of Chicago to complete research. (Houdek - 10/15/19)	a. Create with Consultant the framework for the agreement.	a. TBC: 4/1/19
		b. Loyola to secure RFB to create agreement to conduct research.	b. TBC: 9/1/19
		c. Conduct legal review of agreement for Board approval.	c. TBC: 10/1/19
		d. Secure Board Approval of agreement.	d. TBC: 10/15/19
	2. Develop plan for implementing open ended focus groups to obtain longitudinal data from program participants. (Houdek - 12/15/19)	a. Develop criteria for selection of participants and create list of potential participants.	a. TBC: 6/15/19
		b. Create participation forms and consents.	b. TBC: 7/15/19
		c. Select dates and spaces for focus groups and create standardized topics/questions to discuss during focus groups.	c. TBC: 9/15/19
		d. Contact participants and secure consents.	d. TBC: 10/1/19
		e. Conduct focus groups.	e. TBC: 11/1/19
		f. Collect data.	f. TBC: 12/15/19
	3. Evaluate data and publish findings. (Houdek - 3/15/20)	a. Meet with Loyola researchers to clarify any programmatic/service questions.	a. TBC: 1/15/20
		b. Review data with Administration to review findings to be published for distribution within the Township.	b. TBC: 2/1/20
c. Create draft report for Administrations approval.		c. TBC: 3/1/20	
d. Publish report for distribution.		d. TBC: 3/15/20	

Department of Youth and Family Services FY20 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Develop and implement family event throughout academic year at the Izaak Walton Center and Reserve.	1. Meet with IWC&R staff to determine quarterly dates/times for family events. (Dickinson – 9/15/19)	a. Set up meeting with IWC&R staff to review event calendar to determine dates/times for quarterly family events.	a. TBC: 7/15/19
		b. Complete event planning forms to secure required equipment and staffing for events.	b. TBC: 9/15/19
	2. Develop plan for determining and implementing family events. (Dickinson – 10/1/19)	a. Utilize staff meeting to brainstorm possible family events to be held.	a. TBC: 7/15/19
		b. Develop questionnaire to solicit input and ideas from current YFS clients and program participants on possible family events.	b. TBC: 8/1/19
		c. Review findings and budget to determine quarterly family events to be held.	c. TBC: 9/15/19
		d. Create and launch a marketing plan to promote events.	d. TBC: 10/1/19
	3. Evaluate family events to grow programming/ events at IWC&R. (Dickinson – 3/1/20)	a. Create evaluation tools, surveys and modes to capture data to measure success, impact and level of desire to attend again.	a. TBC: 8/15/19
		b. Implement evaluation plan and capture data/input.	b. TBC: 9/1/19
		c. Review and evaluate data to determine level of success, impact and likely hood of offering program again.	c. TBC: 3/1/20

Department of Youth and Family Services FY20 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
III. Research and apply for grants to expand drug prevention programming.	1. Research local, state and federal grants and/or funding opportunities related to drug prevention that meets HTYFS mission and scope. (Parquette – 8/1/19)	a. Create a research team for each type of grant available.	a. TBC: 7/1/19
		b. Provide teams with grant parameters that are applicable to HTYFS scope, mission and needs.	b. TBC: 7/15/19
		c. Conduct research.	c. TBC: 8/1/19
	2. Select grants/funding opportunities which HTYFS qualifies for. (Parquette – 10/1/19)	a. Create grant appropriateness rubric for grant application selection.	a. TBC: 9/1/19
		b. Present selected grants for Administrations approval for application.	b. TBC: 10/1/19
	3. Apply for grants. (Parquette – 11/15/19)	a. Determine team member roles in writing grants.	a. TBC: 10/15/19
		b. Conduct weekly grant meetings to monitor progress and review for accuracy.	b. On-going
		c. Submit grant applications and supporting materials.	c. TBC: 11/15/19



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 employment support services.

Location and Contact Information

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

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

Phone: 630-540-9085

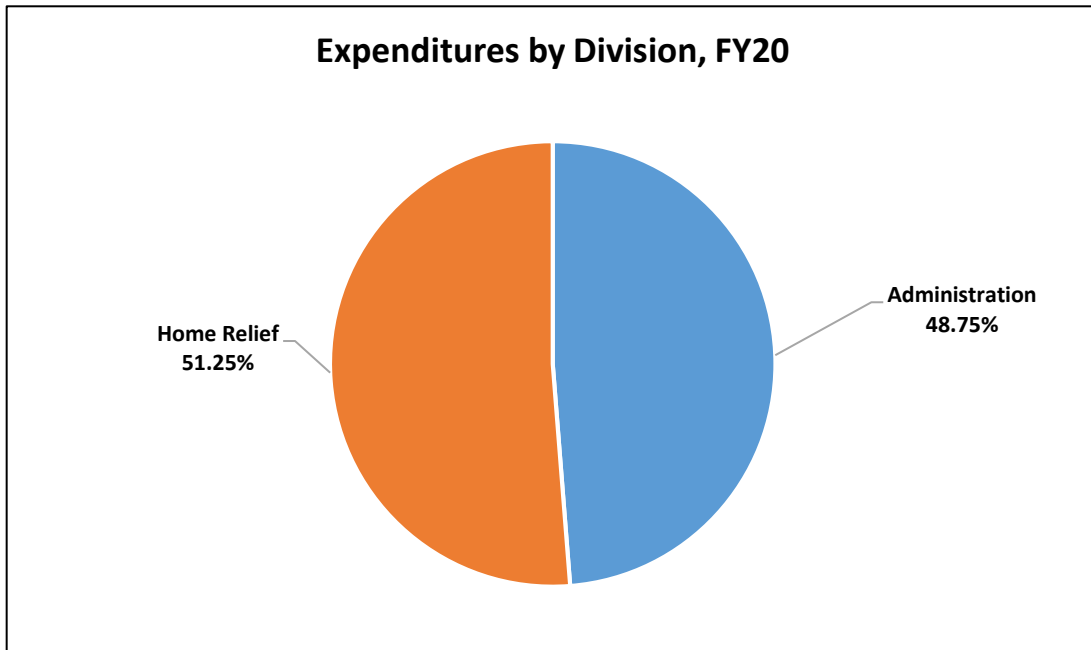
Hours of Operation: M, W-F: 8:30 am to 4:30 pm, Tues: 8:30 am to 6:00 pm

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

Department and Position	2018 Actual	2019 Actual	2020 Projected	Change
Welfare Services				
Director	1.0	1.0	1.0	0.0
Case Manager	1.0	1.0	1.0	0.0
Welfare Services Coordinator	1.0	1.0	1.0	0.0
Outreach Coordinator	0.0	0.0	1.0	1.0
Total	3.0	3.0	4.0	1.0

Budget Highlights:

- Due to an addition of a full-time Outreach Coordinator, administration salaries are increasing by 38.2%. This change is due to ensure access to all residents.
- There is a significant increase in the health insurance line item due to employee changes in electing to enroll in major medical coverage with the township.
- For FY20, the Food Pantry line item is being moved back the General Town Fund, due its removal the General Assistance fund expenditures are expected to decrease 6.03%



General Assistance Fund Summary					
	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Revenues	\$ 421,579	\$ 416,430	\$ 419,385	\$ 419,805	0.81%
Expenditures					
Administration	\$ 172,543	\$ 165,575	\$ 164,283	\$ 235,040	41.95%
Employment Services	\$ 16,500	\$ -	\$ -	\$ -	0.00%
Food Pantry	\$ -	\$ 72,400	\$ 69,754	\$ -	100.00%
Home Relief	\$ 118,957	\$ 275,100	\$ 146,779	\$ 247,100	-10.18%
Total Expenditures	\$ 308,000	\$ 513,075	\$ 380,816	\$ 482,140	-6.03%
Excess of Revenues Over Expenditures	\$ 113,579	\$ (96,645)	\$ 38,569	\$ (62,335)	-35.50%
Fund Balance Beginning April 1	\$ 544,603	\$ 671,258	\$ 655,918	\$ 586,242	-12.67%
Estimated Cash on Hand March 31	\$ 655,918	\$ 574,613	\$ 697,288	\$ 523,907	-8.82%

General Assistance Fund



General Assistance Fund Detailed Revenues					
	FY18	FY19	FY19	FY20	%
Welfare Services-Revenue	Actual	Budget	Actual	Budget	Change
Property Taxes	\$ 395,349	\$ 388,430	\$ 386,616	\$ 390,805	0.61%
Replacement Taxes	\$ 3,020	\$ 4,000	\$ 2,074	\$ 4,000	0.00%
Interest Income	\$ 1,261	\$ 1,000	\$ 4,026	\$ 2,000	100.00%
Other Income	\$ 15,858	\$ 18,000	\$ 18,783	\$ 18,000	0.00%
CEDA- LIHEAP	\$ 6,090	\$ 5,000	\$ 7,886	\$ 5,000	0.00%
Total	\$ 421,579	\$ 416,430	\$ 419,385	\$ 419,805	0.81%
General Assistance Fund Detailed Expenditures					
	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Salaries	\$ 127,922	\$ 126,000	\$ 127,547	\$ 174,138	38.20%
Office Supplies	\$ 5,010	\$ 3,250	\$ 3,763	\$ 3,250	0.00%
Equipment	\$ 6,768	\$ 3,500	\$ 4,099	\$ 3,500	0.00%
Phone & Internet	\$ -	\$ -	\$ -	\$ 2,100	100.00%
Travel & Training	\$ 3,389	\$ 3,000	\$ 3,029	\$ 2,000	-33.33%
Postage	\$ 298	\$ 200	\$ 15	\$ 200	0.00%
Printing	\$ 2,742	\$ 1,500	\$ 1,591	\$ 1,500	0.00%
Dues, Pubs & Background Check	\$ 429	\$ 500	\$ 230	\$ 500	0.00%
Community Affairs/Misc	\$ 852	\$ 1,000	\$ 544	\$ 1,000	0.00%
Professional Services	\$ 4,035	\$ 1,500	\$ 3,486	\$ 4,000	166.67%
Volunteer Appreciation	\$ 2,993	\$ 1,750	\$ 1,264	\$ 1,750	0.00%
Miscellaneous	\$ 447	\$ 500	\$ 980	\$ 500	0.00%
Health Insurance	\$ 6,016	\$ 10,600	\$ 10,051	\$ 23,514	121.83%
Dental, Vision & Life Insurance	\$ 3,513	\$ 1,200	\$ 533	\$ 1,766	47.17%
Unemployment	\$ 692	\$ 575	\$ 252	\$ 862	49.91%
IMRF Expense	\$ 4,029	\$ 5,650	\$ 2,949	\$ 7,800	38.05%
FICA Expense	\$ 3,408	\$ 4,850	\$ 3,865	\$ 6,660	37.32%
Total	\$ 172,544	\$ 165,575	\$ 164,198	\$ 235,040	41.95%

General Assistance Fund



Pantry	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Salaries	\$ -	\$ 42,250	\$ 40,460	\$ -	-100.00%
Utilities	\$ -	\$ 8,000	\$ 9,807	\$ -	-100.00%
Health Insurance	\$ -	\$ 17,700	\$ 16,783	\$ -	-100.00%
Dental, Vision & Life Insurance	\$ -	\$ 600	\$ 267	\$ -	-100.00%
Unemployment	\$ -	\$ 300	\$ 131	\$ -	-100.00%
IMRF Expense	\$ -	\$ 1,900	\$ 992	\$ -	-100.00%
FICA Expense	\$ -	\$ 1,650	\$ 1,315	\$ -	-100.00%
Total Pantry	\$ -	\$ 72,400	\$ 69,755	\$ -	-100.00%
Home Relief					
Rent	\$ 57,488	\$ 134,000	\$ 52,384	\$ 100,000	-25.37%
Utilities	\$ 9,208	\$ 22,000	\$ 12,464	\$ 22,000	0.00%
Personnel Essentials	\$ 13,151	\$ 20,000	\$ 14,452	\$ 20,000	0.00%
Travel Expenses	\$ 7,373	\$ 10,000	\$ 8,510	\$ 10,000	0.00%
Burial	\$ -	\$ 1,500	\$ -	\$ 1,500	0.00%
Medical	\$ -	\$ 25,000	\$ -	\$ 25,000	0.00%
Catastrophic Insurance	\$ 3,175	\$ 3,500	\$ 3,175	\$ 3,500	0.00%
Miscellaneous	\$ 100	\$ 100	\$ -	\$ 100	0.00%
Emergency Assistance	\$ 28,461	\$ 59,000	\$ 55,794	\$ 65,000	10.17%
Total Home Relief	\$ 118,957	\$ 275,100	\$ 146,779	\$ 247,100	-10.18%
Employment Services					
Professional Services	\$ 16,500	\$ -	\$ -	\$ -	0.00%
Total Employment Services	\$ 16,500	\$ -	\$ -	\$ -	0.00%

Performance Metrics				
Service Provided	FY17	FY18	FY19	% Change
General Assistance				
General Assistance Clients	149	142	135	-4.93%
General Assistance Appointments	314	283	273	-3.53%
Emergency Assistance Appointments	202	203	245	20.69%
Emergency Assistance Approved	19	35	57	62.86%
Crisis Intake Clients	1,435	1,579	1,525	-3.42%
Access to Care	0	0	0	0.00%
LIHEAP Applications				
Office	500	522	437	-16.28%
Circuit Breaker	9	19	3	-84.21%
Social Services				
ComEd Hardships	29	67	109	62.69%
Weatherization	7	1	7	600.00%
Food Pantry				
Served (Households)	8,329	9,090	8,989	-1.11%
New Applications	362	315	395	25.40%
Food Donations	649	628	729	16.08%
Community Center Walk-Ins	2,764	2,596	2,171	-16.37%

FY19 Department Accomplished Goals (in order of priority)

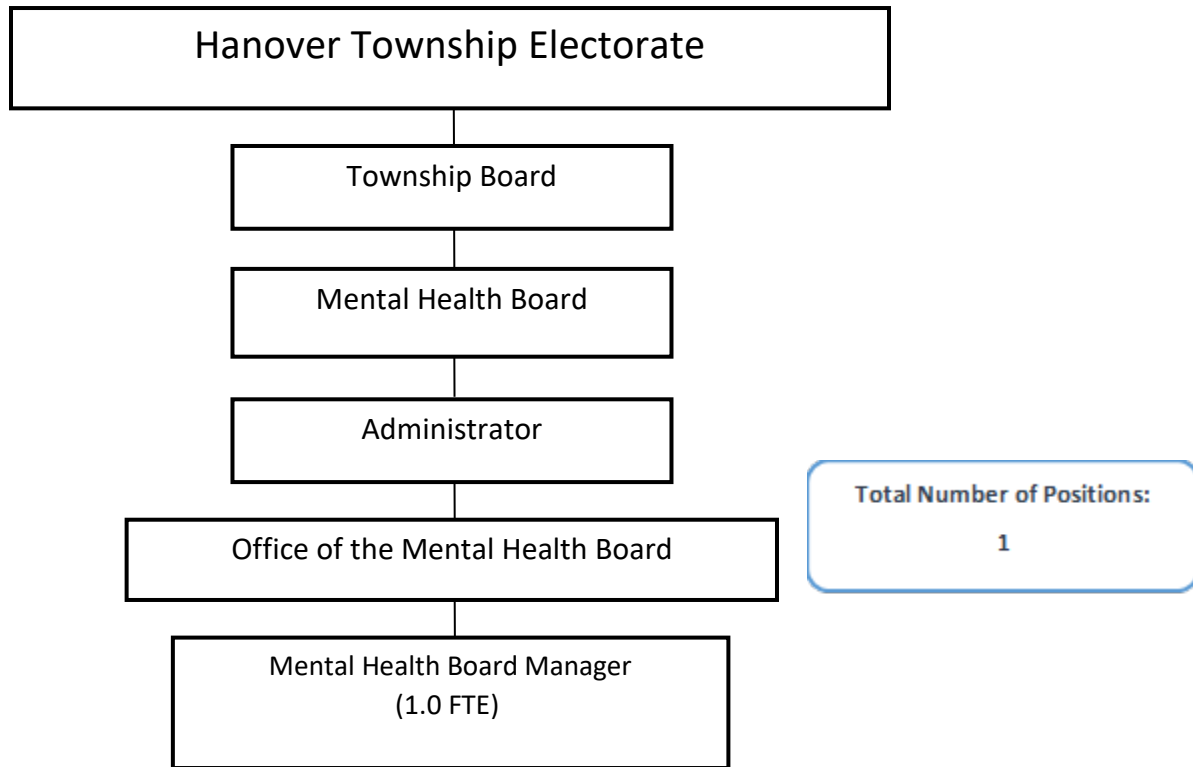
1. Trained and implemented SSI/SSDI Outreach, Access and Recovery (SOAR) program in Welfare Services to assist with submission of benefit applications and receiving initial approvals for SSI/SSDI.
2. Developed and implemented comprehensive volunteer training calendar and program.

Department of Welfare Services FY20 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>i. To embrace diverse cultural and dietary needs by expanding the food pantry variety and dietary options.</p>	<p>1. Identify foods for ethnic groups using the food pantry as well as non-allergen, vegetarian, vegan and low glycemic options. (Orozco - 9/1/19)</p> <p>2. Develop purchasing plan to meet special dietary needs items for food pantry. (Orozco - 8/1/19)</p> <p>3. Track program changes and monitor results of expansion. (Imperato - 3/31/20)</p>	<p>a. Identify ethnic demographic metrics for food pantry patrons.</p> <p>b. Survey food pantry patrons to identify special dietary needs and preferred ethnic food choices.</p> <p>c. Develop standing food pantry staples list to meet dietary needs of residents.</p> <p>a. Research Northern Illinois Food Bank as well as local grocers' availability, pricing and delivery options of special food items.</p> <p>b. Develop inventory systems to maintain on hand quantities of identified staple items.</p> <p>a. Develop tracking system to ensure staple items are ordered before depleted.</p> <p>b. Identify ordering systems and delivery schedules to ensure constant availability of staple items.</p> <p>c. Evaluate and monitor systems to ensure the dietary needs of food pantry patrons available.</p>	<p>a. TBC 7/1/19</p> <p>b. TBC 8/1/19</p> <p>c. TBC 9/1/19</p> <p>a. TBC 7/1/19</p> <p>b. TBC 8/1/19</p> <p>a. TBC 8/1/19</p> <p>b. TBC 8/1/19</p> <p>c. TBC 3/31/20</p>

Department of Welfare Services FY20 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Redesign food pantry by improving shelving space, updating display cases, shelving units and counter space to create better access to all goods throughout the pantry.	1. Meet with designers to offer suggestions for new food pantry layout. (Imperato - 7/1/19) 2. Identify anticipated costs for materials and installation for redesign. (Imperato - 9/1/19) 3. Schedule installation with Facilities and Maintenance. (Orozco - 12/1/19)	a. Identify two designers to develop possible food pantry layouts. b. Visit local food pantries to learn about food pantry practices and services. a. Get three quotes for cost comparisons. b. Meet with Facilities and Maintenance to determine if they are able to eliminate costs by completing in house installation. c. Submit cost comparisons to Administration. a. Meet with Facilities and Maintenance to review installation options. b. Identify number of auxiliary staff needed to prepare for reorganization. c. Schedule delivery of materials. d. Schedule installation with Facilities and Maintenance. e. Complete installation.	a. TBC: 7/1/19 b. TBC: 7/1/19 a. TBC: 7/1/19 b. TBC: 8/1/19 c. TBC: 9/1/219 a. TBC: 10/1/19 b. TBC: 10/1/19 c. TBC: 10/1/19 d. TBC: 11/1/19 e. TBC: 12/1/19



Mission

The mission of the Hanover Township Mental Health Board is to ensure 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 and funds a number of agencies that provide direct services to Township residents with mental health, developmental disorders, or substance abuse needs. 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: Amanda Teachout, Manager
ateachout@hanover-township.org

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

Phone: 630-837-0301

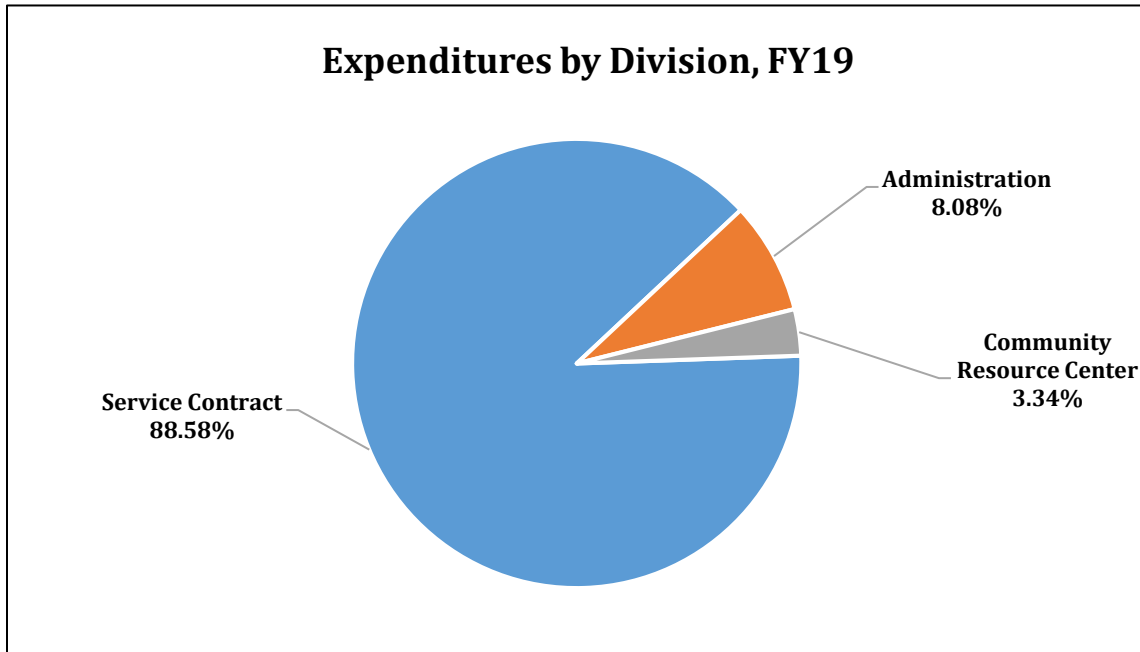
Hours of Operation: M-F: 8:30 am to 4:30 pm

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

Department and Position	2018 Actual	2019 Actual	2020 Projected	Change
Mental Health Board				
Mental Health Board Manager	0.8	1.0	1.0	0.0
Total	0.8	1.0	1.0	0.0

Budget Highlights:

- The Mental Health Board increased total service contract expenditures by 4.28% due to providing additional Capital Funding for agencies.
- The Mental Health Board Manager position is increasing from a 32 hour per week to 40 hours per week with full health benefits being utilized resulting in an increase in administration expenditures.
- A decrease of 13.68% in the Community Resource Center line item is due to fewer capital improvements planned in FY20.



Mental Health Fund Summary

	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Revenues	\$ 1,244,316	\$ 1,182,262	\$ 1,207,618	\$ 1,235,530	4.51%
Expenditures					
Service Contract	\$ 993,375	\$ 1,284,000	\$ 1,028,936	\$ 1,339,000	4.28%
Administration	\$ 89,548	\$ 102,170	\$ 88,913	\$ 122,070	19.48%
Community Resource Center	\$ 49,229	\$ 58,500	\$ 51,938	\$ 50,500	-13.68%
Total	\$ 1,132,151	\$ 1,444,670	\$ 1,169,787	\$ 1,511,570	4.63%
Excess of Revenues Over Expenditures	\$ 112,165	\$ (262,408)	\$ 37,831	\$ (276,040)	5.19%
Fund Balance Beginning April 1	\$ 859,850	\$ 740,910	\$ 974,209	\$ 784,827	5.93%
Estimated Cash on Hand March 31	\$ 974,209	\$ 479,502	\$ 1,020,193	\$ 508,787	6.11%

Mental Health Fund Detailed Revenues

Income	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Mental Health Board-Revenue					
Property Taxes	\$ 1,192,747	\$ 1,141,262	\$ 1,162,246	\$ 1,188,530	4.14%
Replacement Taxes	\$ 9,061	\$ 14,000	\$ 6,221	\$ 14,000	0.00%
Interest Income	\$ 2,378	\$ 2,500	\$ 6,395	\$ 3,000	20.00%
Other Income	\$ 15,109	\$ 1,000	\$ -	\$ 1,000	0.00%
Rental Income	\$ 11,700	\$ 12,000	\$ 11,600	\$ 12,000	0.00%
Tide Transportation Fee	\$ 4,691	\$ 4,500	\$ 11,584	\$ 8,000	77.78%
Telephone Reimbursement	\$ 6,881	\$ 6,500	\$ 7,234	\$ 7,000	7.69%
AID Transportation Fees	\$ 1,750	\$ 1,500	\$ 2,339	\$ 2,000	33.33%
Total	\$ 1,244,316	\$ 1,183,262	\$ 1,207,618	\$ 1,235,530	4.42%

Mental Health Fund Detailed Expenditures

Expense	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Hanover Township Services	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
Legal	\$ 3,476	\$ 4,000	\$ 2,966	\$ 4,000	0.00%
Training	\$ 470	\$ 750	\$ -	\$ 750	0.00%
Travel	\$ 433	\$ 1,000	\$ -	\$ 1,000	0.00%
Subscriptions & Pubs	\$ -	\$ 150	\$ -	\$ 150	0.00%
Salaries	\$ 45,339	\$ 50,000	\$ 45,587	\$ 58,000	16.00%
Office Supplies	\$ 690	\$ 1,000	\$ 490	\$ 1,000	0.00%
Postage	\$ 9,066	\$ 500	\$ 233	\$ 9,500	1800.00%
Equip/Database	\$ 2,714	\$ 2,000	\$ 1,528	\$ 2,000	0.00%
Community Relations	\$ 537	\$ 1,000	\$ 1,670	\$ 4,000	300.00%
Miscellaneous	\$ 797	\$ 500	\$ 757	\$ 500	0.00%
Dues	\$ 570	\$ 2,000	\$ -	\$ 1,500	-25.00%
Special Events	\$ 800	\$ 1,000	\$ -	\$ 1,000	0.00%
Printing	\$ 10,602	\$ 1,500	\$ 482	\$ 13,000	766.67%
Consultants	\$ -	\$ 19,500	\$ 16,851	\$ 4,000	-79.49%
Health Insurance	\$ 2,400	\$ 3,600	\$ 8,150	\$ 8,000	122.22%
Dental, Vision, and Life Insurance	\$ 611	\$ 600	\$ 267	\$ 600	0.0%
Unemployment Compensation	\$ 341	\$ 370	\$ 162	\$ 370	0.00%
IMRF Expense	\$ 3,100	\$ 4,600	\$ 2,401	\$ 4,600	0.00%
FICA Expense	\$ 3,104	\$ 3,600	\$ 2,869	\$ 3,600	0.00%
Total Administration	\$ 89,548	\$ 102,170	\$ 88,913	\$ 122,070	19.48%

	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Community Resource Center					
Utilities	\$ 6,684	\$ 8,000	\$ 8,370	\$ 8,000	0.00%
Janitorial	\$ 4,968	\$ 5,500	\$ 4,968	\$ 5,000	-9.09%
Rent	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
Telephone Systems Maintenance	\$ 128	\$ 1,500	\$ -	\$ 1,500	0.00%
Capital Improvements	\$ 10,230	\$ 18,000	\$ 11,682	\$ 10,000	-44.44%
Building Maintenance	\$ 4,732	\$ 5,000	\$ 4,051	\$ 5,000	0.00%
Agency Support Services	\$ 12,487	\$ 10,500	\$ 12,868	\$ 11,000	4.76%
Total	\$ 49,229	\$ 58,500	\$ 51,939	\$ 50,500	-13.68%
Service Contracts					
Service Contracts	\$ 993,375	\$ 1,234,000	\$ 1,028,936	\$ 1,339,000	4.28%
Total	\$ 993,375	\$ 1,234,000	\$ 1,028,936	\$ 1,339,000	4.28%

Mental Health Fund Service Contracts

Each year the Hanover Township Mental Health Board holds an annual call for proposal applications for agencies serving Hanover Township residents in the areas of mental health, developmental disabilities, and substance abuse prevention and intervention. Applications and agencies are reviewed by the Mental Health Board in October for the next 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 funding allocations. In January of each year, the Mental Health Board meets at its regular monthly meeting and makes recommendations for funding awards, which the Board then approves with a roll call vote.

On the following page is a list of programs currently approved to receive funding from the Hanover Township Mental Health Board during FY20.

Service Contract	FY20 Budget	Service Contract	FY20 Budget
Administer Justice Legal Aid	\$ 8,000	Family Service Association Therapy Services	\$ 37,000
AID Case Management	\$ 6,000	Ecker Center Crisis Services	\$ 10,500
AID Supportive Employment	\$ 41,000	Ecker Center Therapy Services	\$ 88,000
Alexian Brothers - Outpatient Psychiatry	\$ 12,500	GiGi's Playhouse	\$ 15,000
Boys and Girls Club	\$ 5,000	HTSS Home Delivered Meals	\$ 11,000
Bridge YFS Crisis Intervention	\$ 5,000	Girl Scouts of Northern IL Outreach	\$ 10,000
CAC Coordination, Advocacy Sensitivity Interviewing	\$ 20,000	HTSS Senior Mental Health	\$ 42,000
CAC Family Support	\$ 6,500	HTYFS Alternate to Suspension	\$ 25,000
CAC Safe from the Start	\$ 20,000	HTYFS Youth Substance Abuse Prevention	\$ 50,000
Catholic Charities Caregivers Group	\$ 4,500	HTYFS Psychiatric Back-Up	\$ 9,000
Center for Enriched Living	\$ 2,400	Journeys Hope Center	\$ 1,500
CCC Domestic Violence Counseling	\$ 30,000	Kenneth Young Center SASS	\$ 13,000
CCC Domestic Violence Shelter	\$ 30,000	Leyden Family Services Detox/Rehab	\$ 40,000
CCC Sexual Assault Counseling	\$ 15,000	HTYFS Bilingual Therapist	\$ 25,000
Centro de Informacion	\$ 27,500	Marklund Residential Program	\$ 20,000
Clearbrook Children's Program	\$ 8,000	Mental Health Housing	\$ 90,000
Clearbrook Day Services	\$ 7,000	Northwest Center Against Sexual Assault	\$ 8,500
Clearbrook Residential	\$ 7,500	Open Door Clinic	\$ 5,000
Day One PACT Disability Support Services	\$ 9,000	Shelter, Inc. Group Homes	\$ 10,000
Easter Seals Outpatient Rehab	\$ 62,000	Summit Early Learning Center	\$ 12,000
Easter Seals Family Support	\$ 15,000	Wings Shelter	\$ 2,400
Easter Seals Nutrition Services	\$ 11,000	PADS of Elgin	\$ 25,000
Maryville Academy Music Therapy	\$ 20,000	Renz Outpatient Substance Abuse Services	\$ 57,200
		Service Contracts	\$ 980,000

Other Recurring Service Contract Agreements

Contract/Program		Notes
Capital Grant Fund	\$ 125,000	Funding for agency capital projects awarded throughout the year
Challenge Grant Fund	\$ 50,000	Funding for new programs presented throughout the year
Contract Support Fund	\$ 100,000	Emergency funding awarded throughout the year
Staff Development Fund	\$ 30,000	Funding for agency staff development
AID Transportation	\$ 30,000	Transportation for developmentally disabled to and from AID
TIDE Transportation	\$ 24,000	Transportation for developmentally disabled to and from work
Total Recurring Service Contracts	\$ 359,000	

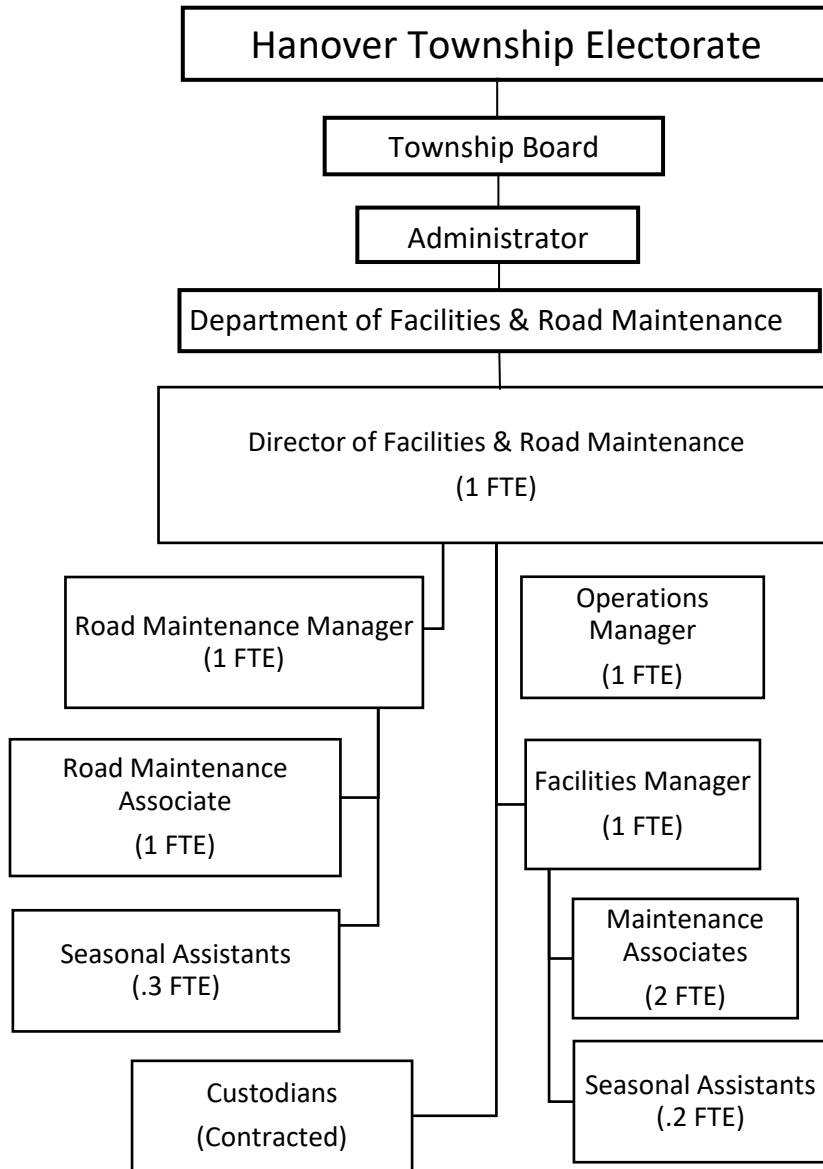
Performance Metrics				
Service Provided	FY17	FY18	FY19	% Change
Funding				
New Clients	2,651	2,819	3,377	19.79%
Closed Cases	999	702	850	21.08%
Prevention Programming Presentations	414	208	549	163.94%
Number in Audience	12,569	2,503	4,547	81.66%
TIDE				
Participants	18	17	19	11.76%
Rides	1,257	919	1,519	65.29%
Resource Center				
Organizations Providing Services	6	6	6	0.00%
Clients Served	1,119	1,051	493*	-53.09%
*Agencies not reporting clients served				

FY19 Department Accomplished Goals (in order of priority)

1. Researched and identified transitional resources available to Hanover Township residents for mental health, substance abuse and developmental disability services.
2. Completed community needs assessment to identify the needs of Hanover Township residents and gaps in services and/or programming.

Office of Mental Health FY20 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
i. Create a Spanish Mental Health Resource Guide	1. Identify gaps in services in Spanish. (Teachout – 7/1/19) 2. Ensure Mental Health Board Information is available in Spanish (Teachout – 10/1/19)	a. Determine program needs by communicating with funded agencies, community members, and Township departments. a. Create and distribute a Spanish version of the Mental Health Resource Guide. a. Translate and distribute Mental Health Board brochure in Spanish.	a. TBC: 7/1/19 a. TBC: 9/1/19 b. TBC: 10/1/19
ii. Research and identify the need for support groups on-site at Hanover Township in collaboration with Mental Health Board funded agencies in the areas of mental health and caregivers for individuals with developmental disabilities.	1. Identify gaps in services to caregivers (Teachout – 7/1/19) 2. Establish monthly ongoing support groups related to mental health, developmental disability, or substance abuse at a Township location. (Teachout – 12/1/19)	a. Determine program needs by communicating with funded agencies, community members, and Township departments. a. Recruit and fund group facilitators based on support group topics. b. Implement ongoing support groups.	a. TBC: 7/1/19 a. TBC: 8/15/19 b. TBC: 12/1/19



Total Number of Positions:
7.5

Mission

The Facilities and Road Maintenance Department ensures proper administration of the Township’s buildings and grounds, including eight Township facilities. Through the Road Maintenance Fund, the department is able to maintain unincorporated Hanover Township roadways and bridges.

Services

The department is responsible for custodial services, room and event set up, repair, construction and renovation of all Township buildings, as well as fleet and open space maintenance. The department is for maintenance of unincorporated roadways and bridges and also assists Cook County Sheriff’s Office with code enforcement.

Location and Contact Information

Department Head: Caleb Hanson, Director
 chanson@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: 7:00 am to 3:00 pm

Webpage: <http://www.hanover-township.org/departments/facilities-road-maintenance>

Department and Position	2018 Actual	2019 Actual	2020 Projected	Change
Facilities and Maintenance				
Director	1.0	1.0	1.0	0.0
Operations Manager	1.0	1.0	1.0	0.0
Facilities Manager	0.0	1.0	1.0	0.0
Facilities Technician	1.0	0.0	0.0	0.0
Maintenance Associate	2.0	2.0	2.0	0.0
Road Maintenance Manager	1.0	1.0	1.0	0.0
Road Maintenance Associate	1.0	1.0	1.0	0.0
Seasonal Assistant	0.5	0.5	0.5	0.0
Total	7.5	7.5	7.5	0.0

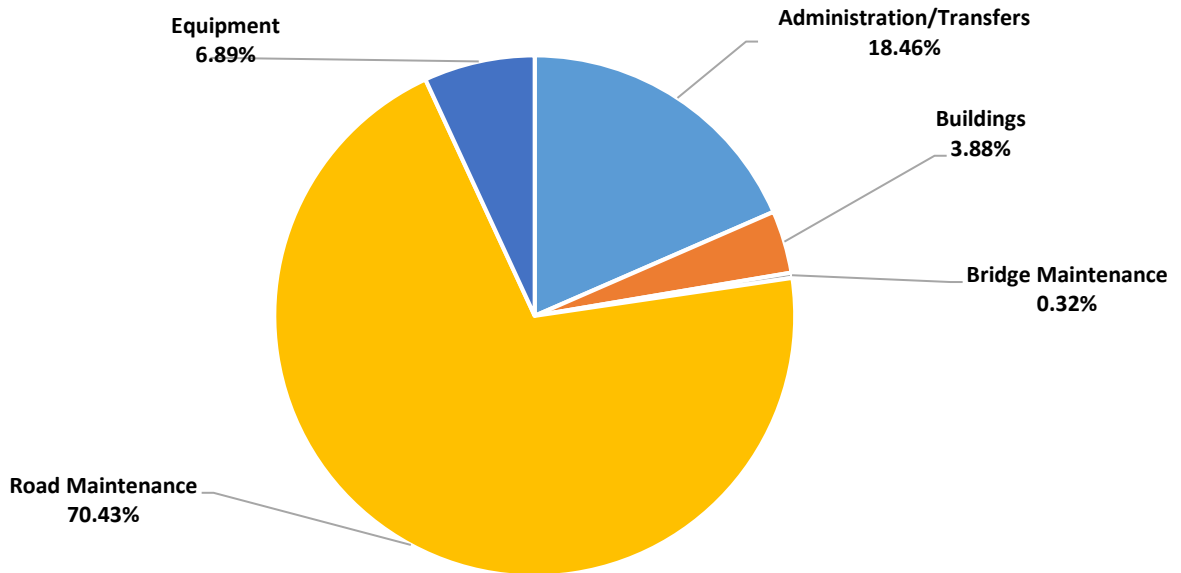
Budget Highlights:

- Effective January 1, 2018, the Road District was consolidated into the Township. The services provided within the Road and Bridge Fund are overseen by the Facilities and Road Maintenance department under the Road Maintenance fund.
- The engineering and contract work line items reflect a significant increase to allow for a comprehensive Road System Assessment by engineers to evaluate road conditions and recommend extensive resurfacing.
- Overall, the Road Maintenance Division expenditures will increase by 18.2%

Road Maintenance Fund Summary

	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Revenues	\$ 896,674	\$ 903,528	\$ 888,934	\$ 885,200	-2.03%
Expenditures					
Administration/Transfers	\$ 226,402	\$ 287,850	\$ 250,612	\$ 285,200	-0.92%
Buildings	\$ 2,444	\$ 190,000	\$ 574	\$ 60,000	-68.42%
Bridge Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
Road Maintenance	\$ 528,753	\$ 722,500	\$ 272,716	\$ 1,088,000	50.59%
Equipment	\$ 82,142	\$ 101,500	\$ 126,570	\$ 106,500	4.93%
Total Expenditures	\$ 839,741	\$ 1,306,850	\$ 650,472	\$ 1,544,700	18.20%
Excess of Revenues Over Expenditures	\$ 56,933	\$ (403,322)	\$ 238,462	\$ (659,500)	63.52%
Fund Balance Beginning April 1	\$ 801,348	\$ 1,252,926	\$ 856,445	\$ 903,601	-27.88%
Estimated Cash on Hand March 31	\$ 856,445	\$ 849,604	\$ 1,020,193	\$ 244,401	-71.23%

Expenditures by Division, FY20

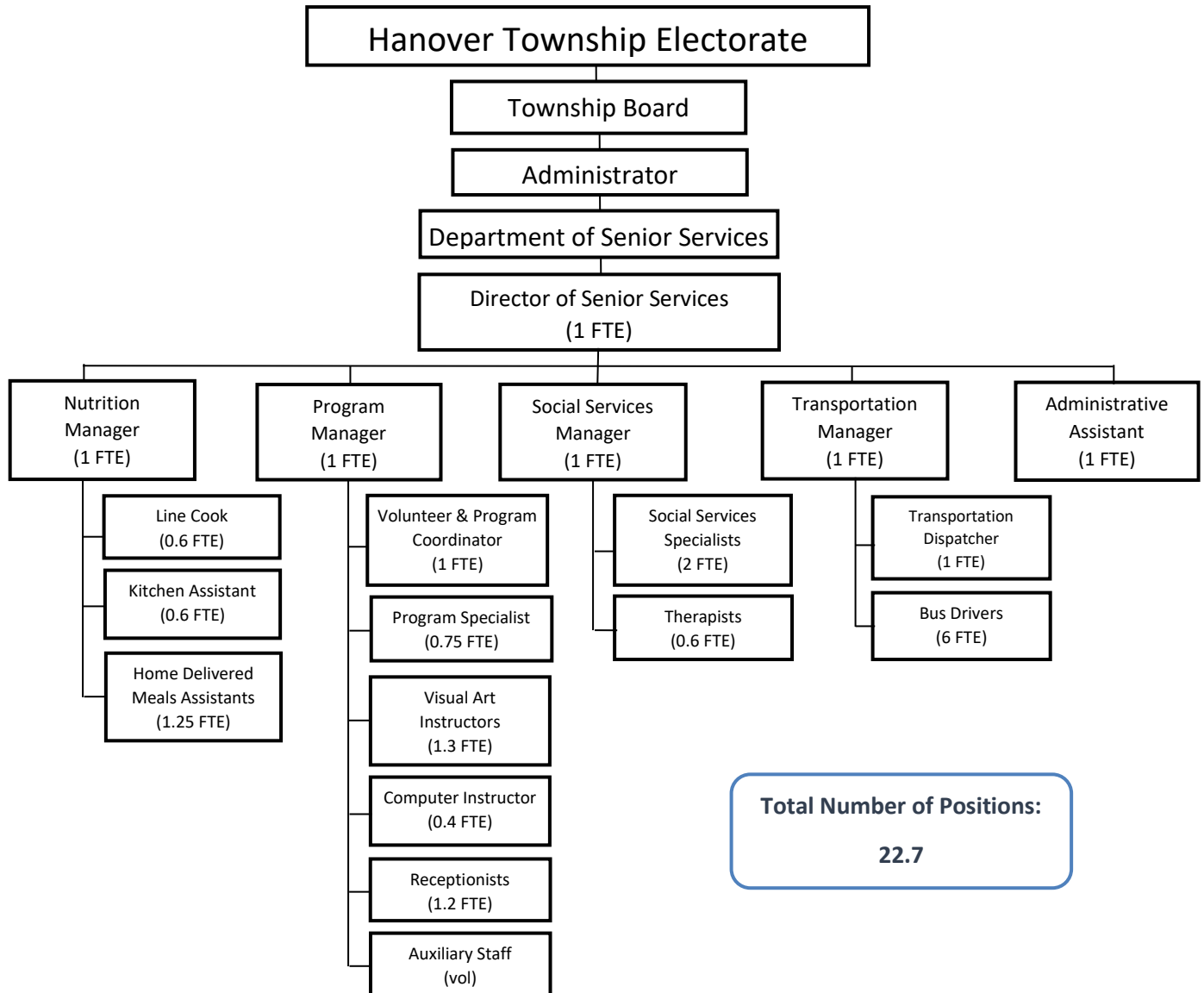


Road Maintenance Fund Detailed Revenues					
Income	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Road & Bridge-Revenue					
Property Taxes	\$ 864,371	\$ 868,528	\$ 847,295	\$ 848,200	-2.34%
Replacement Taxes	\$ 22,461	\$ 26,000	\$ 25,859	\$ 28,000	7.69%
Interest Income	\$ 5,969	\$ 5,000	\$ 13,437	\$ 5,000	0.00%
Permits & Traffic Fines	\$ 571	\$ 1,500	\$ 877	\$ 1,500	0.00%
Traffic Enforcement Fees	\$ 1,744	\$ 1,500	\$ 1,467	\$ 1,500	0.00%
Other	\$ 1,557	\$ 1,000	\$ -	\$ 1,000	0.00%
Road & Bridge-Revenue	\$ 896,673	\$ 903,528	\$ 888,935	\$ 885,200	-2.03%
Road Maintenance Fund Detailed Expenditures					
Expense	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Health Insurance	\$ 9,796	\$ 14,500	\$ 13,748	\$ 17,250	18.97%
Dental, Vision, and Life Insurance	\$ 721	\$ 1,250	\$ 556	\$ 1,350	8.00%
Unemployment Compensation	\$ 553	\$ 600	\$ 263	\$ 1,800	200.00%
IMRF Expense	\$ 11,158	\$ 8,000	\$ 4,176	\$ 8,800	10.00%
FICA Expense	\$ 11,361	\$ 6,500	\$ 5,180	\$ 6,000	-7.69%
Postage	\$ 27	\$ 1,000	\$ 715	\$ 1,000	0.00%
Legal	\$ -	\$ 20,000	\$ 6,470	\$ 20,000	0.00%
Insurance	\$ 28,018	\$ 32,000	\$ 27,542	\$ 30,000	-6.25%
Accounting	\$ 2,500	\$ -	\$ -	\$ -	0.00%
Telephone	\$ 1,821	\$ 3,000	\$ 533	\$ 3,000	0.00%
Dues, Subs, & Publications	\$ -	\$ 1,000	\$ 463	\$ 1,000	0.00%
Travel Expenses	\$ 308	\$ 1,000	\$ -	\$ 1,000	0.00%
Printing	\$ 1	\$ 1,000	\$ 120	\$ 500	-50.00%
Training & Conferences	\$ -	\$ 1,000	\$ 150	\$ 1,000	0.00%
Uniforms & Safety Equipment	\$ 1,887	\$ 2,000	\$ 1,177	\$ 2,000	0.00%
Community Affairs	\$ 2,224	\$ 5,000	\$ 1,287	\$ 2,500	-50.00%
Utilities	\$ 4,989	\$ 6,000	\$ 7,407	\$ 5,000	-16.67%
Miscellaneous	\$ 680	\$ 1,000	\$ 780	\$ 1,000	0.00%
Recruitment	\$ -	\$ 1,000	\$ 1	\$ 1,000	0.00%
Service Charges	\$ 316	\$ -	\$ -	\$ -	0.00%
Office Supplies	\$ 43	\$ 2,000	\$ 44	\$ 1,000	-50.00%
Transfer to Senior Transportation	\$ 125,000	\$ 155,000	\$ 155,000	\$ 155,000	0.00%
Transfer to Vehicle Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
Total Administration	\$ 386,119	\$ 286,050	\$ 250,612	\$ 285,200	-0.30%

Road Maintenance Fund



	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Buildings					
Building Improvements	\$ 22	\$ 180,000	\$ -	\$ 50,000	-72.22%
Building Maintenance	\$ 2,423	\$ 10,000	\$ 574	\$ 10,000	0.00%
Land/Building Acquisition & Imp.	\$ -	\$ -		\$ -	-
Total Buildings	\$ 2,445	\$ 190,000	\$ 574	\$ 60,000	-68.42%
Bridge Maintenance					
Bridge Repair & Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
Total Bridge Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
Road Maintenance					
Controlled Substance Testing	\$ 765	\$ 500	\$ 615	\$ 500	0.00%
Salaries	\$ 147,895	\$ 160,000	\$ 155,244	\$ 166,000	3.75%
Road Materials & Operations	\$ 13,160	\$ 30,000	\$ 10,656	\$ 25,000	-16.67%
Gasoline	\$ 9,750	\$ 20,000	\$ 9,779	\$ 20,000	0.00%
Maintenance Supplies	\$ 475	\$ 2,000	\$ 201	\$ 2,000	0.00%
Engineering	\$ 3,307	\$ 30,000	\$ -	\$ 97,000	223.33%
Contract Work	\$ 291,968	\$ 400,000	\$ 17,364	\$ 670,000	67.50%
Street Lighting	\$ 6,920	\$ 15,000	\$ 4,662	\$ 15,000	0.00%
Signs, Stripping & Tree Removal	\$ 20,085	\$ 15,000	\$ 2,060	\$ 12,500	-16.67%
Salt	\$ 34,429	\$ 50,000	\$ 74,136	\$ 80,000	60.00%
Total Road Maintenance	\$ 428,091	\$ 983,000	\$ 274,716	\$ 1,088,000	10.68%
Equipment					
Machine Rental	\$ 305	\$ 1,500	\$ 128	\$ 1,500	0.00%
Equipment Purchase	\$ 39,785	\$ 75,000	\$ 64,839	\$ 75,000	0.00%
Maintenance Vehicles & Equipment	\$ 42,051	\$ 25,000	\$ 61,604	\$ 30,000	20.00%
Total Equipment	\$ 169,233	\$ 101,500	\$ 126,570	\$ 106,500	4.93%



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 Tues, Thurs: 8:30 am to 8:00 pm Sat: 8:30 am to 12:30 pm
Webpage:	http://www.hanover-township.org/departments/senior-services

Mission

Enriching Lives, Fostering Friendships, Promoting Independence

Services

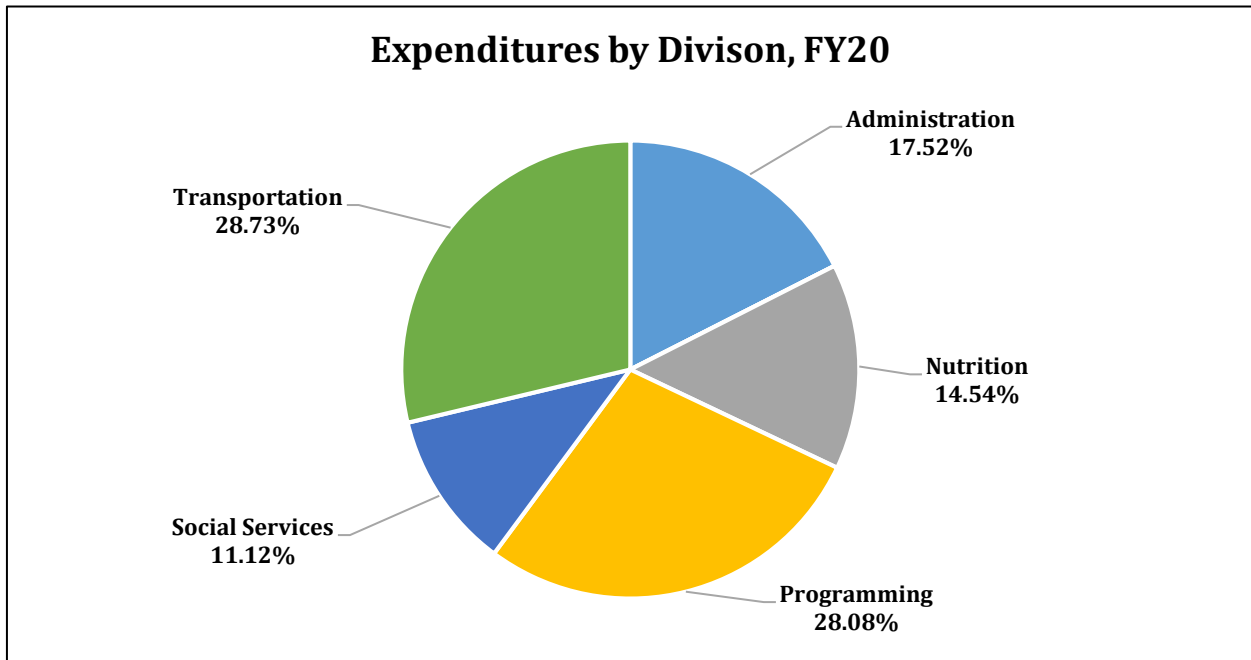
The Senior Services Department offers transportation, life enrichment programs, nutrition services, and social services as well as many opportunities for volunteerism to the seniors who live in the Township.

Accredited by 
National Institute of
Senior Centers

Department and Position	2018 Actual	2019 Actual	2020 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	0.75	0.75	0.75	0.0
Computer Instructor	0.4	0.4	0.4	0.0
Visual Art Instructor	0.3	1.3	1.3	0.0
Visual Art Instructor/Graphic Designer	1.0	0.0	0.0	0.0
Social Services Manager	1.0	1.0	1.0	0.0
Social Services Specialist	2.0	2.0	2.0	0.0
Therapist	0.4	0.6	0.6	0.0
Nutrition Manager	1.0	1.0	1.0	0.0
Line Cook	0.6	0.6	0.6	0.0
Kitchen Assistant	0.0	0.6	0.6	0.0
Home Delivered Meals Assistant	1.25	1.25	1.25	0.0
Transportation Manager	1.0	1.0	1.0	0.0
Transportation Dispatcher	1.0	1.0	1.0	0.0
Bus Driver	6.0	6.0	6.3	0.3
Total	21.9	22.7	22.7	0.0

Budget Highlights:

- Home Delivered Meals grant revenue increased 21.98%, in addition to an 18% increase in a federal grant from Age Options supporting the senior congregate meal program.
- The Nutrition Division congregate salary line item will increase 42.86% to account for an additional 25 hour per week position. Food and supply cost have also increased as a result of the number of meals served.
- Program revenue is budgeted to increase by 80%. As a result, programming costs will increase 66.67%
- The Senior Fund budget is planned to increase 6.17% overall for FY20.



Senior Center Fund Summary

	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Revenues	\$ 1,669,988	\$ 1,681,564	\$ 1,835,800	\$ 1,837,227	9.26%
Expenditures					
Administration	\$ 678,294	\$ 370,163	\$ 342,257	\$ 330,809	-10.63%
Programs & Services	\$ 210,155	\$ -	\$ -	\$ -	0.00%
Nutrition	\$ 294,820	\$ 239,010	\$ 301,774	\$ 274,543	14.87%
Programming	\$ -	\$ 431,941	\$ 535,825	\$ 530,298	22.77%
Social Services	\$ -	\$ 214,201	\$ 192,469	\$ 210,009	-1.96%
Transportation	\$ 514,582	\$ 523,245	\$ 516,507	\$ 542,568	3.69%
Total Expenditures	\$ 1,697,851	\$ 1,778,560	\$ 1,888,833	\$ 1,888,227	6.17%
Excess Revenues Over Expenditures	\$ (27,863)	\$ (96,996)	\$ (53,032)	\$ (51,000)	-47.42%
Fund Balance Beginning April 1	\$ 1,905,960	\$ 1,126,341	\$ 1,152,113	\$ 1,086,145	-3.57%
Estimated Cash on Hand March 31	\$ 1,152,113	\$ 1,029,345	\$ 1,106,821	\$ 1,035,145	0.56%

Senior Fund Detailed Revenues					
Income	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Senior Center-Revenue					
Property Taxes	\$ 1,067,682	\$ 1,085,200	\$ 1,084,749	\$ 1,113,995	2.65%
Interest Income	\$ 5,306	\$ 3,000	\$ 8,889	\$ 4,000	33.33%
Other Income	\$ 3,963	\$ 2,500	\$ 1,100	\$ 2,500	0.00%
AID Transportation Fees	\$ 26,400	\$ 29,000	\$ 26,600	\$ 30,000	3.45%
Mental Health Grant	\$ 40,000	\$ 41,000	\$ 42,020	\$ 42,000	2.44%
LIHEAP Fees	\$ 5,940	\$ 6,500	\$ 7,127	\$ 6,000	-7.69%
Senior Ctr./Transportation Grant	\$ 47,133	\$ 39,612	\$ 45,854	\$ 40,486	2.21%
Congregate Nutrition Grant	\$ 48,887	\$ 52,618	\$ 85,525	\$ 62,350	18.50%
Transfer From Road and Bridge*	\$ 125,000	\$ 155,000	\$ 155,000	\$ 155,000	0.00%
Senior Programs	\$ 139,345	\$ 100,000	\$ 204,165	\$ 180,000	80.00%
Congregate Meal Donations	\$ 32,237	\$ 32,500	\$ 36,325	\$ 35,000	7.69%
Home Delivered Meals Grant	\$ 78,181	\$ 75,334	\$ 72,326	\$ 91,896	21.98%
Home Delivered Meals Donation	\$ 18,917	\$ 16,000	\$ 28,800	\$ 18,000	12.50%
Out Trip Transportation	\$ -	\$ 6,800	\$ 595	\$ 7,000	2.94%
Nutrition Event Catering	\$ 850	\$ 3,000	\$ 4,434	\$ 3,000	0.00%
Material Fees	\$ 19,080	\$ 22,000	\$ 19,827	\$ 23,000	4.55%
Lending Closet	\$ 11,067	\$ 11,500	\$ 12,465	\$ 12,000	4.35%
Home Delivered Meals MHB Funding	\$ -	\$ -	\$ -	\$ 11,000	100.00%
Total Revenues	\$ 1,669,988	\$ 1,681,564	\$ 1,835,800	\$ 1,837,227	9.26%

Senior Fund Detailed Expenditures

Expense - Administration	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Salaries	\$ 478,388	\$ 127,500	\$ 110,105	\$ 132,500	3.92%
Contingency	\$ 1,800	\$ 10,000	\$ -	\$ 10,000	0.00%
Recruitment	\$ 366	\$ 300	\$ 141	\$ 1,800	500.00%
Utilities	\$ -	\$ 55,000	\$ 51,221	\$ 58,000	5.45%
Telephone & High Speed Internet	\$ 1,067	\$ 1,200	\$ 1,243	\$ 1,200	0.00%
Equipment	\$ 10,107	\$ 10,000	\$ 14,837	\$ 14,000	40.00%
Office Supplies	\$ 8,722	\$ 9,000	\$ 7,430	\$ 9,000	0.00%
Postage	\$ 3,764	\$ 4,000	\$ 2,961	\$ 5,000	25.00%
Printing	\$ 5,566	\$ 4,000	\$ 5,908	\$ 5,000	25.00%
Dues, Subs, & Publications	\$ 2,215	\$ 2,500	\$ 1,979	\$ 2,500	0.00%
Travel	\$ 5,691	\$ 500	\$ 3,419	\$ 1,000	100.00%
Education & Training	\$ 4,821	\$ 1,000	\$ 1,250	\$ 1,000	0.00%
Community Affairs	\$ 935	\$ 1,000	\$ 2,980	\$ 2,000	100.00%
Miscellaneous	\$ 1,061	\$ 1,000	\$ 1,642	\$ 1,000	0.00%
Transfer to Capital Fund	\$ 40,000	\$ 30,000	\$ 30,000	\$ 40,000	33.33%
Transfer to Vehicle Fund	\$ -	\$ 67,000	\$ 67,000	\$ -	-100.00%
Health Insurance	\$ 76,534	\$ 35,369	\$ 33,536	\$ 35,635	0.75%
Dental, Vision & Life Insurance	\$ 8,336	\$ 654	\$ 291	\$ 654	0.00%
Unemployment	\$ 4,519	\$ 575	\$ 252	\$ 575	0.00%
IMRF Expense	\$ 14,258	\$ 5,678	\$ 2,964	\$ 5,904	3.98%
FICA Expense	\$ 10,144	\$ 3,887	\$ 3,098	\$ 4,042	3.99%
Total Administration	\$ 678,294	\$ 370,163	\$ 342,257	\$ 330,810	-10.63%

Senior Fund



Programs	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Satellite Programming	\$ 2,159	\$ 1,500	\$ 1,279	\$ 2,500	66.67%
Weekend Programming	\$ 2,495	\$ 1,500	\$ 3,046	\$ 4,000	166.67%
Programming	\$ 151,900	\$ 96,000	\$ 213,697	\$ 160,000	66.67%
Volunteer Services	\$ 17,913	\$ 14,000	\$ 17,396	\$ 16,000	14.29%
Senior Newsletter	\$ 12,710	\$ 12,000	\$ 14,910	\$ 13,000	8.33%
Computer Instruction	\$ 139	\$ 1,000	\$ 185	\$ 1,000	0.00%
Visual Arts	\$ 16,438	\$ 16,000	\$ 19,119	\$ 18,000	12.50%
Out Trip Transportation	\$ -	\$ 6,500	\$ 169	\$ 7,000	7.69%
Program Salaries	\$ -	\$ 216,500	\$ 212,507	\$ 225,000	3.93%
Program Training	\$ -	\$ 1,500	\$ 20	\$ 1,500	0.00%
Program Staff Travel	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%
Program Recruitment	\$ -	\$ 300	\$ -	\$ -	-100.00%
Health Insurance	\$ -	\$ 43,567	\$ 41,309	\$ 60,076	37.89%
Dental, Vision, & Unemployment	\$ -	\$ 2,419	\$ 1,075	\$ 2,419	0.00%
Unemployment	\$ -	\$ 2,048	\$ 897	\$ 2,048	0.00%
IMRF Expense	\$ -	\$ 9,497	\$ 4,958	\$ 9,937	4.63%
FICA Expense	\$ -	\$ 6,610	\$ 5,268	\$ 6,817	3.13%
Total Programs	\$ 203,753	\$ 431,941	\$ 535,835	\$ 530,297	22.77%
Social Services					
Social Services	\$ 2,381	\$ 1,500	\$ 5,147	\$ 1,500	0.00%
Senior Assistance	\$ 3,294	\$ 3,000	\$ 2,790	\$ 3,000	0.00%
Psychiatric Services	\$ 727	\$ 10,000	\$ 1,201	\$ 8,000	-20.00%
Salaries	\$ -	\$ 153,985	\$ 144,618	\$ 163,500	6.18%
Training	\$ -	\$ 1,500	\$ 1,165	\$ 1,500	0.00%
Travel	\$ -	\$ 500	\$ 728	\$ 1,000	100.00%
Recruitment	\$ -	\$ 300	\$ 946	\$ -	-100.00%
Health Insurance	\$ -	\$ 28,551	\$ 27,071	\$ 16,000	-43.96%
Dental, Vision, and Life Insurance	\$ -	\$ 1,765	\$ 784	\$ 1,765	0.00%
Unemployment	\$ -	\$ 1,361	\$ 596	\$ 1,378	1.25%
IMRF Expense	\$ -	\$ 7,027	\$ 3,668	\$ 7,398	5.28%
FICA Expense	\$ -	\$ 4,712	\$ 3,755	\$ 4,967	5.41%
Total Social Services	\$ 6,402	\$ 214,201	\$ 192,469	\$ 210,008	-1.96%

Senior Fund



Nutrition	FY18	FY19	FY19	FY20	%
	Actual	Budget	Actual	Budget	Change
Congregate Salaries	\$ 87,429	\$ 42,000	\$ 90,412	\$ 60,000	42.86%
Congregate Food	\$ 63,091	\$ 50,000	\$ 65,576	\$ 60,000	20.00%
Congregate Equipment	\$ 3,454	\$ 1,500	\$ 5,212	\$ 1,500	0.00%
Congregate Supplies	\$ 9,067	\$ 5,000	\$ 7,281	\$ 6,000	20.00%
Training	\$ 735	\$ 500	\$ 210	\$ 500	0.00%
Recruitment	\$ 1,384	\$ 500	\$ 479	\$ -	-100.00%
Home Delivered Meals Salaries	\$ 36,069	\$ 58,000	\$ 32,649	\$ 60,500	4.31%
Home Delivered Meals Benefits	\$ -	\$ -		\$ -	0.00%
Home Delivered Meals Food	\$ 69,957	\$ 59,400	\$ 72,192	\$ 62,000	4.38%
Home Delivered Meals Equipment	\$ 2,635	\$ 2,000	\$ 7,861	\$ 2,000	0.00%
Home Delivered Meals Supplies	\$ 7,518	\$ 5,000	\$ 7,113	\$ 6,000	20.00%
Event Catering	\$ 2,645	\$ 2,500	\$ 3,996	\$ 1,500	-40.00%
Health Insurance	\$ 3,977	\$ 3,600	\$ 3,413	\$ 3,600	0.00%
Dental, Vision, and Life Insurance	\$ 517	\$ 588	\$ 261	\$ 588	0.00%
Unemployment	\$ 1,383	\$ 1,149	\$ 504	\$ 1,436	24.98%
IMRF Expense	\$ 2,728	\$ 4,293	\$ 2,241	\$ 5,261	22.55%
FICA Expense	\$ 2,232	\$ 2,980	\$ 2,375	\$ 3,658	22.75%
Total Nutrition	\$ 294,820	\$ 239,010	\$ 301,774	\$ 274,543	14.87%
Transportation					
Alternative Transportation	\$ 5,085	\$ 2,000	\$ 9,536	\$ 5,000	150.00%
Vehicle Maintenance	\$ 55,547	\$ 45,000	\$ 44,243	\$ 47,000	4.44%
Salaries	\$ 320,782	\$ 317,000	\$ 317,240	\$ 330,000	4.10%
Dispatch Software	\$ 16,196	\$ 18,550	\$ 18,528	\$ 18,550	0.00%
Recruitment	\$ 1,927	\$ 1,000	\$ 3,709	\$ -	-100.00%
Telephone/Bus Tablets	\$ 4,604	\$ 5,000	\$ 6,174	\$ 5,500	10.00%
Training	\$ 2,332	\$ 2,000	\$ 1,909	\$ 2,000	0.00%
Fuel	\$ 35,109	\$ 37,500	\$ 36,029	\$ 37,500	0.00%
Uniforms	\$ 1,556	\$ 1,800	\$ 1,334	\$ 1,800	0.00%
Health Insurance	\$ 47,310	\$ 63,458	\$ 60,169	\$ 64,373	1.44%
Dental, Vision & Life Insurance	\$ 4,733	\$ 4,707	\$ 2,092	\$ 4,707	0.00%
Unemployment	\$ 2,905	\$ 2,443	\$ 1,071	\$ 2,443	0.00%
IMRF Expense	\$ 8,989	\$ 13,412	\$ 7,001	\$ 13,949	4.00%
FICA Expense	\$ 7,507	\$ 9,375	\$ 7,472	\$ 9,746	3.96%
Total Transportation	\$ 514,582	\$ 523,245	\$ 516,507	\$ 542,568	3.69%

Performance Metrics				
Service Provided	FY17	FY18	FY19	% Change
Programming Division				
Planned Programs	2,366	2,700	3,009	11.44%
Participants (Duplicated)	31,005	36,033	37,170	3.16%
Participants (Unduplicated)	2,243	2,116	2,066	-2.36%
Wait Listed (Unduplicated)	870	819	518	-36.75%
Art and Computer Classes	662	633	728	15.01%
Art and Computer Class Participants	4,585	3,946	3,826	-3.04%
New Volunteers	70	79	69	-12.66%
Total Volunteers (Unduplicated)	268	284	289	1.76%
Total Volunteer Hours	28,331	27,907	27,142	-2.74%
Meals Served	10,524	14,203	15,506	9.17%
Meals Delivered by Volunteers	12,182	16,895	25,185	49.07%
Social Services Division				
Clients Served (Unduplicated)	1,234	1,251	1,226	-2.00%
Clients Served (Duplicated)	2,738	2,652	3,085	16.33%
Energy Assistance	448	432	447	3.47%
Prescription Drug and Health	1,280	1,537	1,370	-10.87%
Social Service Programs	121	131	142	8.40%
Social Service Program Participants	1,493	1,512	1,376	-8.99%
Lending Closet Transactions	1,223	1,285	1,397	8.72%
Transportation Division				
One Way Rides Given	18,871	20,559	18,585	-9.60%
Individuals Served (Unduplicated)	713	669	644	-3.74%
New Riders	713	669	644	-3.74%
Unmet Requests for Rides	636	391	604	54.48%

FY19 Department Accomplished Goals (in order of priority)

1. Increased the capacity of participation of older adults in day trips through implementation of diversified methods in transportation, payment systems, and expansion of service to reduce the number of residents on wait lists by 25%.
2. Researched fifty-five passenger motor coach collaborative, impact on service offerings, and user agreement between townships with similar transportation needs.

Department of Senior Services FY20 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
i. Create and implement a home assistance program for older adults to address issues of code violations, minor home repairs, snow removal, and lawn cutting through a collaboration of volunteers, municipalities, and nonprofit groups.	1. Research and evaluate information on other programs at the local, state, and national level. (Gomez - 10/1/19)	a. Contact other townships, municipalities, and other government and nonprofits on processes for code enforcement, programs for minor home repairs, snow removal, and lawn cutting.	a. TBC: 4/1/19
		b. Evaluate program models that would best suit the township in sustainability and costs.	b. TBC: 8/1/19
		c. Create guidelines for residents to qualify for services.	c. TBC: 10/1/19
	2. Create and implement a plan encompassing collaboration with municipalities, nonprofit groups, and volunteers based on. (Gomez - 11/1/19)	a. Create program plans for snow removal, home repair, and lawn cutting based upon recommendations	a. TBC: 8/15/19
		b. Create any agreements if needed.	b. TBC: 9/1/19
		c. Recruit and train volunteer teams for program services.	c. TBC: 10/1/19
		d. Implement services with volunteers.	d. TBC: 11/1/19
	3. Evaluate for continuous improvement and report to the Board. (Gomez - 3/31/20)	a. Evaluate programs based upon feedback from clients and volunteers	a. TBC: 2/1/20
		b. Assess sustainability of program.	b. TBC: 2/1/20
c. Report progress to the board at the end of fiscal year 20.		c. TBC: 3/31/20	

Department of Senior Services FY20 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Develop and implement a master plan for Runzel Reserve Senior Park to increase usage by creating interactive stations and games for older adults to exercise and socialize outdoors	1. Gather feedback from patrons and research park facilities at the local, state, and national levels for improvements to the reserve. (Colagrossi – 9/1/19)	a. Create and implement a survey for patrons to provide feedback on improvements for the reserve. b. Contact park districts, governments, and landscape architects to provide additional ideas for improvements and enhancements to the reserve.	a. TBC: 4/1/19 b. TBC: 9/1/19
	2. Work with Hitchcock Design to create based upon research to present to the board for approval. (Colagrossi – 12/1/19)	a. Develop a report based upon findings from research in coordination with Hitchcock Design. b. Create a draft plan to present to the administrator. c. Work with Hitchcock Design to identify costs and determine if quotes or a bid is needed to complete the project. d. Present plan to the board for approval.	a. TBC: 8/1/19 b. TBC: 9/30/19 c. TBC: 11/15/19 d. TBC: 12/1/19

Department of Senior Services FY20 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
III. Create monthly educational programs and outreach for Senior Center participants to embrace cultural and age diversity of residents of Hanover Township.	1. Identify demographics of older adults underutilizing services and potential outreach opportunities. (Murillo - 8/1/19)	a. Research demographics of township residents aged 55 and older.	a. TBC: 6/1/19
		b. Identify potential volunteers through current roster and create an outreach work group.	b. TBC: 6/30/19
		c. Meet with group and identify ways to increase program participation of residents underutilizing program.	c. TBC: 8/1/19
	2. Create and implement a plan for outreach (Murillo - 10/1/19)	a. With group's input, create an outreach plan using various methods such as phone calls, meetings, and events.	a. TBC: 9/1/19
		b. Implement plan using volunteers.	b. TBC: 10/1/19
	3. Evaluate plan quarterly to determine impact on various demographics of older adults. (Murillo - 3/31/20)	a. Evaluate plan through data collected in MySenior Center system.	a. TBC: 10/15/19
		b. Make adjustments to plan based upon results of first evaluation.	b. TBC: 1/1/20
		c. Continue evaluation of plan quarterly.	c. TBC: 3/31/20

IMRF Description:

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

IMRF Fund Summary					
	FY 2018	FY 2019	FY 2019	FY 2020	%
	Actual	Budget	Actual	Budget	Change
Revenues					
Property Taxes	\$ 180,837	\$ 184,203	\$ 184,388	\$ 189,359	2.80%
Interest income	\$ 314	\$ 200	\$ 929	\$ 400	100.00%
Total Revenues	\$ 181,151	\$ 184,403	\$ 185,316	\$ 189,759	2.90%
Expenditures					
IMRF-Expense	\$ 182,995	\$ 184,403	\$ 184,560	\$ 189,759	2.90%
Total Expenditures	\$ 182,995	\$ 184,403	\$ 184,560	\$ 189,759	2.90%
Excess of Revenues Over Expenditures	\$ (1,844)	\$ -	\$ 756	\$ -	300.00%
Fund Balance Beginning April 1	\$ 121,351	\$ 121,351	\$ 119,507	\$ 121,351	0.00%
Estimated Cash on Hand March 31	\$ 119,507	\$ 121,351	\$ 122,201	\$ 121,351	0.00%

Social Security Fund					
	FY 2018	FY 2019	FY 2019	FY 2020	%
	Actual	Budget	Actual	Budget	Change
Revenue					
Property Taxes	\$ 144,827	\$ 148,163	\$ 149,540	\$ 153,098	3.33%
Interest Income	\$ 201	\$ 150	\$ 600	\$ 300	100.00%
Revenue	\$ 145,028	\$ 148,313	\$ 150,140	\$ 153,398	3.43%
Expenditure					
FICA Expense	\$ 146,416	\$ 148,313	\$ 149,348	\$ 153,398	3.43%
Expenditure	\$ 146,416	\$ 148,313	\$ 149,348	\$ 153,398	3.43%
Excess of Revenue Over Expense	\$ (1,388)	\$ -	\$ 792	\$ -	0.00%
Fund Balance Beginning April 1	\$ 76,463	\$ 75,130	\$ 75,075	\$ 76,463	1.77%
Estimated Cash on Hand March 31	\$ 75,075	\$ 75,130	\$ 76,928	\$ 76,463	1.77%

Vehicle Replacement Fund



Vehicle Replacement Fund					
	FY 2018	FY 2019	FY 2019	FY 2020	%
	Actual	Budget	Actual	Budget	Change
Revenue					
Interest Income	\$ 801	\$ 600	\$ 2,168	\$ 900	50.00%
Bus Fares & Donations	\$ 9,324	\$ 8,500	\$ 10,049	\$ 8,500	0.00%
Transfer In from Road	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
Transfer In from Senior Services	\$ -	\$ 67,000	\$ 67,000	\$ -	100.00%
Transfer In from Town	\$ 57,000	\$ 50,000	\$ 50,000	\$ 65,000	30.00%
Revenue	\$ 92,125	\$ 151,100	\$ 154,217	\$ 99,400	-34.22%
Expenditure					
Vehicle Purchase	\$ 26,055	\$ 35,000	\$ 34,930	\$ 30,000	-14.29%
Bus Purchase	\$ 60,611	\$ 136,000	\$ 154,486	\$ 80,000	-41.18%
Expenditure	\$ 86,667	\$ 171,000	\$ 189,416	\$ 110,000	-35.67%
Excess of Revenue Over Expense	\$ 5,459	\$ (19,900)	\$ (35,200)	\$ (10,600)	-46.73%
Fund Balance Beginning April 1	\$ 288,470	\$ 262,470	\$ 293,929	\$ 270,884	3.21%
Estimated Cash on Hand March 31	\$ 293,929	\$ 242,570	\$ 258,729	\$ 260,284	7.30%

Budget Highlights:

Transfers from the Town Fund will increase by 30% this year. A Facilities and Road Maintenance van and one Senior Services bus are scheduled to be replaced in FY20.

Capital Projects Fund					
	FY 2018	FY 2019	FY 2019	FY 2020	%
	Actual	Budget	Actual	Budget	Change
Revenue					
Grant	\$ 2,096	\$ 1,000	\$ -	\$ 1,000	0.00%
Transfer-In from Town Fund	\$ 150,000	\$ 275,000	\$ 275,000	\$ 265,000	-3.64%
Transfer-In from Senior Fund	\$ 40,000	\$ 30,000	\$ 30,000	\$ 40,000	33.33%
Revenue	\$ 192,096	\$ 306,000	\$ 305,000	\$ 306,000	0.00%
Expenditure					
Reserve Improvements	\$ -	\$ 75,000	\$ 13,390	\$ 75,000	100.00%
Astor Ave Roof Replacement	\$ 200,026	\$ -		\$ -	0.00%
Senior Center Improvements	\$ 23,424	\$ 30,000	\$ 3,200	\$ 85,000	183.33%
Izaak Walton Center Parking Lot	\$ -	\$ 325,000	\$ -	\$ 270,000	-16.92%
Izaak Walton Center Improvements	\$ 10,121	\$ -	\$ -	\$ -	0.00%
Building & Perm Improvements	\$ 61,467	\$ 85,000	\$ 109,788	\$ 85,000	0.00%
Expenditure	\$ 295,039	\$ 515,000	\$ 126,378	\$ 515,000	0.00%
Excess of Revenue Over Expense	\$ (102,943)	\$ (209,000)	\$ (178,622)	\$ (821,000)	292.82%
Fund Balance Beginning April 1	\$ 1,020,110	\$ 896,110	\$ 917,167	\$ 1,111,110	23.99%
Estimated Cash on Hand March 31	\$ 917,167	\$ 687,110	\$ 1,095,789	\$ 902,110	31.29%

Budget Highlights:

- The capital projects revenue is budgeted to remain flat for FY20. Additional funds were transferred to the Capital Fund from the Senior Fund.
- The Naomi Walters Lenoci Reserve will receive a walking path around the perimeter of the property in addition to landscaping improvements. This project carries over from the last fiscal year due to construction delays related to weather.
- The Izaak Walton Center parking lot will be resurfaced and a second entrance will be added, connecting to Hastings Street to allow for easier access for emergency vehicles, Senior Services buses and residents.
- Further details concerning each individual project and additional highlights are included in the Capital Improvement Program section of this document, from pages 120-130.

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 2019-2020 through 2023-2024. 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 Township 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 2020-2024 totals \$5,778,000. A portion of these funds will be dedicated to developing the Izaak Walton Center parking lot, the Lenoci Reserve walking path addition, and the Senior Center main level flooring replacement. Other projects include improvements to the Astor Avenue Community Center and Food Pantry and unincorporated Hanover Township road resurfacing. Long term projects include construction of a Town Hall roof replacement and a shelter for Hanover Township vehicles that accommodates Department of Emergency Services by facilitating a permanent training and operating space. Funding will predominantly be transferred from the Town Fund, Road Fund, and Senior Fund, as well as Capital Fund reserves and Grants. The chart on the following page shows anticipated annual expenditures proposed in the 2020-2024 program. 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, 2019)

Project	FY 20	FY 21	FY 22	FY 23	FY 24	Total
<i>Izaak Walton Parking Lot Resurfacing & Extension</i>	\$ 270,000					\$ 270,000
<i>Lenoci Reserve Walking Path</i>	\$ 75,000					\$ 75,000
<i>Senior Center Main Level Flooring Replacement</i>	\$ 85,000					\$ 85,000
<i>Food Pantry Remodeling Project</i>	\$ 45,000					\$ 45,000
<i>Senior Center Improvements</i>		\$ 40,000		\$ 40,000		\$ 80,000
<i>Reserve Improvements</i>		\$ 75,000	\$ 75,000			\$ 150,000
<i>Izaak Walton Reserve Master Plan</i>		\$ 600,000				\$ 600,000
<i>Astor Avenue Community Center Parking Lot</i>		\$ 25,000				\$ 25,000
<i>Town Hall RTU Replacement</i>		\$ 11,000		\$ 12,000		\$ 23,000
<i>Izaak Walton HVAC Improvement</i>		\$ 15,000				\$ 15,000
<i>Town Hall Roof and Building Improvements</i>			\$ 500,000			\$ 500,000
<i>Road Resurfacing Projects</i>	\$ 670,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,270,000
<i>Combined Transportation Facility</i>					\$ 1,500,000	\$ 1,500,000
<i>Miscellaneous Minor Improvements</i>	\$ 40,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 140,000
Total Per Fiscal Year	\$ 1,185,000	\$ 1,191,000	\$ 1,000,000	\$ 477,000	\$ 1,925,000	\$ 5,778,000
Funding Summary	FY 20	FY 21	FY 22	FY 23	FY 24	Total
<i>Grants</i>	\$ 1,000	\$ 300,000	\$ 1,000	\$ 1,000	\$ 1,000,000	\$ 1,303,000
<i>Property Tax Revenue- Senior Services Fund</i>	\$ 40,000	\$ 40,000		\$ 40,000	\$ -	\$ 120,000
<i>Property Tax Revenue- Town Fund</i>	\$ 265,000	\$ 265,000	\$ 200,000	\$ 36,000	\$ 200,000	\$ 966,000
<i>Property Tax Revenue - Road Maintenance Fund</i>	\$ 670,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,270,000
<i>Property Tax Revenue- Capital Fund Reserve</i>	\$ 209,000	\$ 186,000	\$ 399,000	\$ -	\$ 325,000	\$ 1,119,000
Total Funding	\$ 1,185,000	\$ 1,191,000	\$ 1,000,000	\$ 477,000	\$ 1,925,000	\$ 5,778,000

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 on rare occasion. The Township is limited by state statute and practice from considering other forms of revenue including sales tax, impact fees, and significant user fees.

Another major source of revenue for financing capital projects are grants. The Township has successfully applied for several Community Development Block Grants from the federal government through Cook County. A variety of county, state, federal, and private grants are available for application and the Township has been actively pursuing these opportunities. A mixture of financing methods including current revenue, fund reserves, grants, and borrowing will likely be required for any significant projects.

FY 2020 Highlights

Although the Capital Improvements Program anticipates expenditures over a five year period, the immediate focus is on FY2020, which is referred to as the Capital Budget. These projects are part of the operating budget that was approved by the Town Board. For Fiscal Year 2020, the Town Board has allocated up to \$1,185,000 to be expended on capital improvements. The \$1,185,000 will be derived from local property tax revenues and reserves. These funds are to be budgeted on the following primary projects: Izaak Walton parking lot resurfacing/connection to Hastings Street, Lenoci Reserve walking path, Senior Center main level flooring replacement, Food Pantry remodeling, and road resurfacing of Hanover Township roads.

Project: *Izaak Walton Parking Lot Resurfacing & Extension*



Description: The Izaak Walton Center and Reserve has been in need of a parking lot rehabilitation since it was donated in FY 2013. Pending a land transfer from the City of Elgin, the project has been on hold until the current year. Presently, the parking lot has 27 spaces for cars. The scope of the project includes resurfacing the existing lot and connecting it to Hastings Street for easier access for emergency vehicles, Senior Services buses, and residents. The project is targeted for completion in FY 2020.

Projected Impact on Operational Budget:

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

Project: *Lenoci Reserve Walking Path*



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 an open space for residents, with other multi-use programming offered. The Township replaced playground equipment in FY 2015 and resurfaced the walking path on the property in FY 2016. In FY 2020, a walking path on the Eastern portion of the property will be constructed to connect the existing pathway in a circle in order to promote easier accessibility and increased utilization. The Naomi Walters Lenoci Reserve Master Plan is also scheduled to be updated for FY 2020.

Projected Impact on Operational Budget:

This project would add minimal operational expenses due to future maintaining of Lenoci pathways (ie. resealing, plowing, etc.).

Project: Senior Center Main Level Flooring Replacement

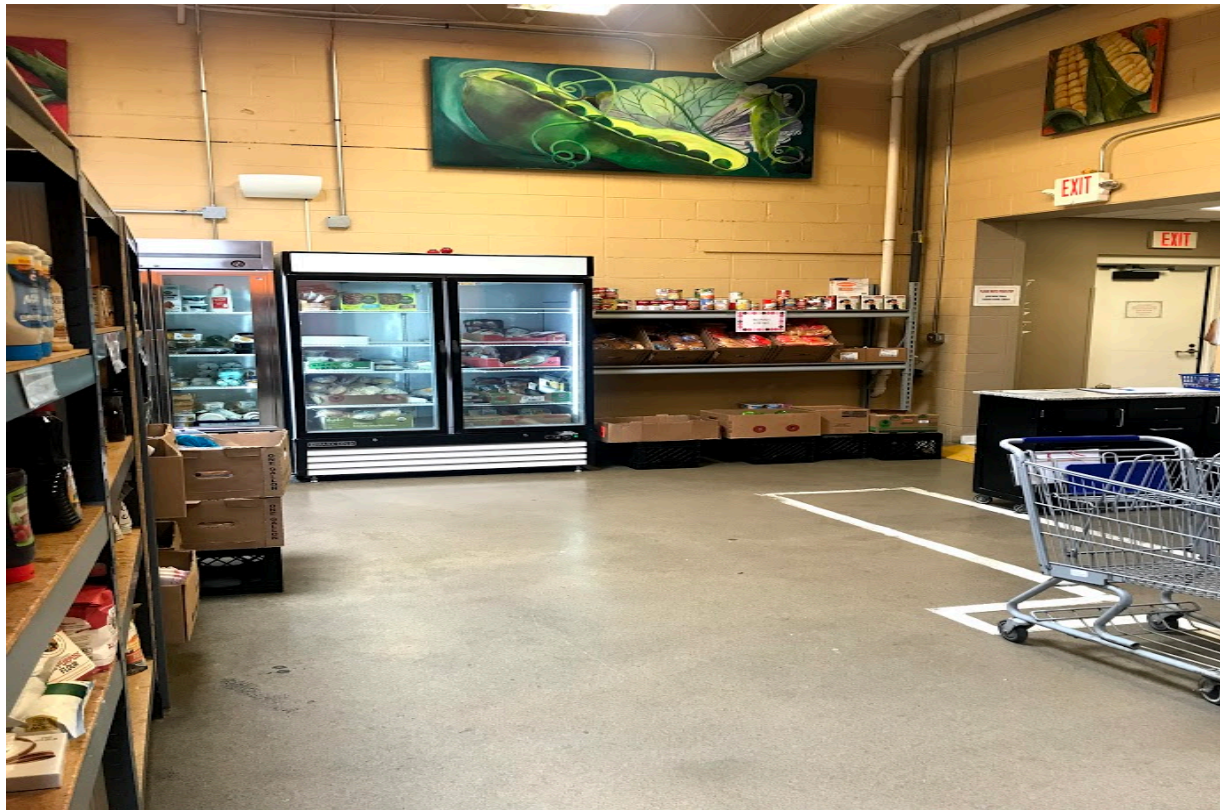


Description: The Senior Center was built in 2004 and opened to the public in 2005. New tile to the main entryways, front desk area, and a portion of the café area was added in FY2019. Extensive staining, aging, and wearing of the current carpets have occurred due to increased use over the last 15 years. Portions of the flooring in the main community areas including the lobby, library, hallways to programming rooms, offices, technology lab, and Veterans Hall will be updated with new carpeting. This is projected for completion FY2020.

Projected Impact on Operational Budget:

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

Project: *Food Pantry Remodeling Project*



Description: Operating out of the Town Hall until relocating to the Astor Avenue Community Center in 2009, the food pantry utilizes a medium sized warehouse space to serve the community. In 2013, due to need, the garage was added to increase storage space. Later a walk in refrigerator and freezer was constructed in 2016. The food pantry is in need of updated shelving, counter space, and new wall covering so as to provide an appropriate market aesthetic that promotes dignity for user groups. This is projected to be completed by FY2020.

Projected Impact on Operational Budget:

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

Project: *Road Resurfacing Projects*



Description: In January of 2018, the Hanover Township Road District was consolidated into the operations of Hanover Township due to a citizen referendum the prior year. The Township owns and maintains approximately 13 miles of unincorporated roads. The Township has engaged an engineering firm to conduct a comprehensive road system assessment to provide long-term guidance on road resurfacing prioritization. In FY2020, the Township plans to resurface roads in the eastern portion of the Sherwood Oaks subdivision along with South Berner Drive to address cracking, loose gravel, and deterioration of these roads as identified in the road system assessment.

Proposed Impact on Operational Budget:

This project will have no estimated impact on the operational budget

Project: *Senior Center Improvements*



Description: The Senior Center was constructed in 2004 with approximately 20,395 square feet, the building is in need of updates to its HVAC system, the art room's counter tops and cabinets, the main lobby furniture, and the lower level flooring. Immediate needs include replacing the HVAC main control system as of FY2021. Longer term updates involve replacement of the larger components of the HVAC system. Also, an assessment of any external wear on the building or grounds and subsequent repairs are needed. Other building improvements projected for the future entail roof replacement, plumbing refurbishments, and electrical updates. This will be an ongoing project throughout FY20-FY24 and the next ten years.

Projected Impact on Operational Budget:

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

Project: *Reserve Improvements*

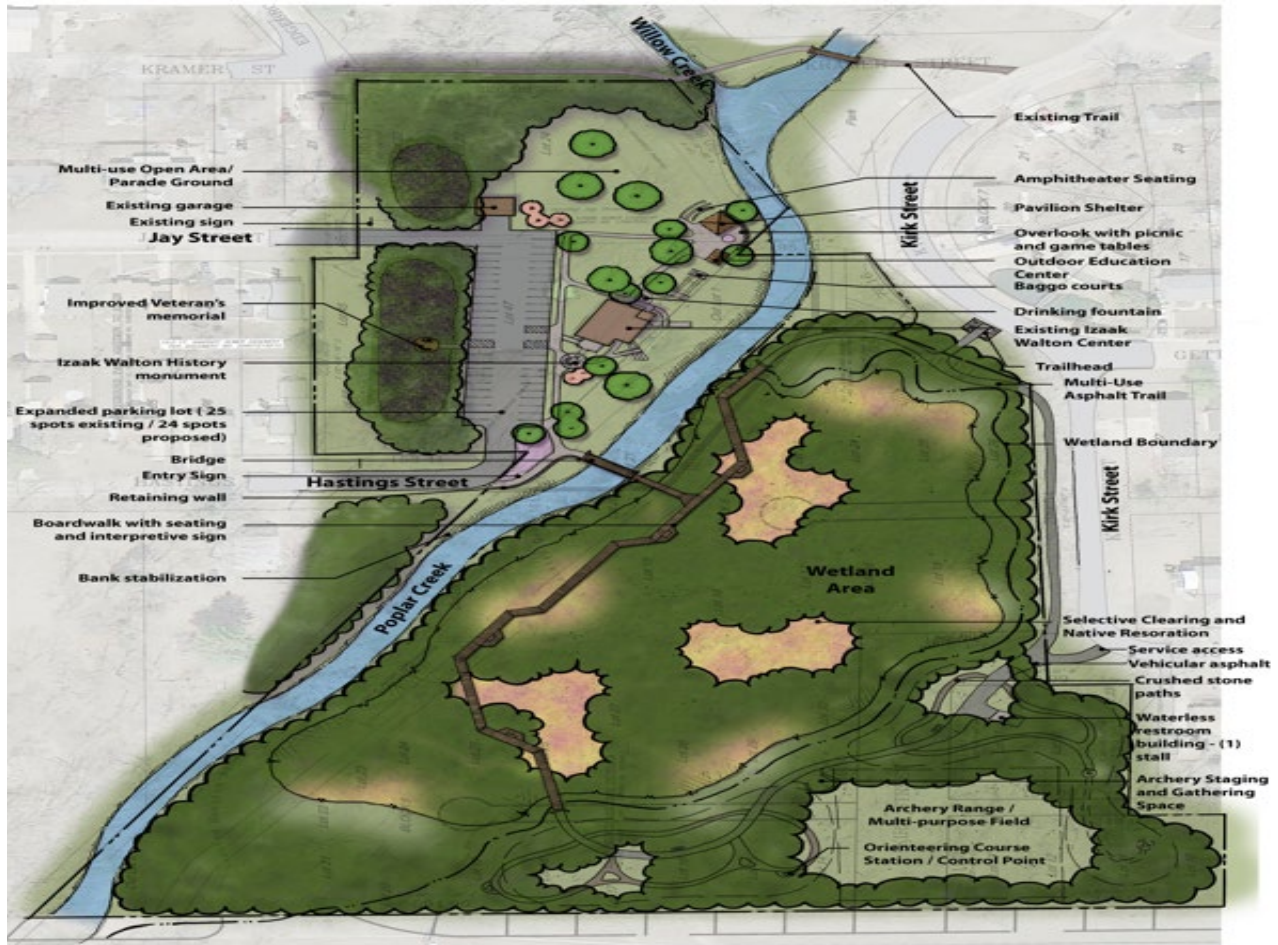


Description: One of the key strategic goals established during the three year strategic planning retreat was the creation of a master plan for improvements at the Township’s open space reserves. The reserve master plan would build off existing plans available for the Mel Runzel Reserve, the Naomi Walters Lenoci Reserve, and the Izaak Walton Reserve. The plan would include updating existing plans with changes in resources available, long-term reserve development and establishing the priorities and preferences of user groups. Specific improvements foreseen for the Runzel Reserve property may include dedicated green space for recreational activities such as a putting green or yoga area, alternative exercise equipment, an entertainment space, a new fountain, additional benches for seating, or a permanent bags or horseshoe set up. Possible updates for the Lenoci Reserve involve community garden boxes and water access to accommodate the garden and a drinking fountain. This is projected for completion by FY2022.

Projected Impact on Operational Budget:

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

Project: *Izaak Walton Reserve Master Plan*



Description: Hanover Township acquired the Izaak Walton property in FY 2013, and consists of 11 acres of wooded land that includes a lodge built in the 1940's. To maximize the utilization of the 11 acre property, a more permanently constructed bridge, walking path and elevated board walk will lead through the southwest portion of the reserve, which mostly consists of forest and wetland south of Poplar Creek. Currently an archery range resides in the southwest corner of the reserve and a pathway would provide easier and more frequent accessibility. On the northern side of Poplar Creek, Hanover Township is looking to add a designated picnic area with drinking fountains and pavilion shelter as well as an amphitheater. This project is set for completion by FY2022 contingent on the State of Illinois Open Space Land Acquisition and Development grant funding.

Projected Impact on Operational Budget:

With the addition of reserve improvements, there may be operational impact related to property upkeep for the Facilities and Road Maintenance Department. Full operational impact would be assessed as the master plan is developed for the reserves.

Project: Astor Avenue Parking Lot



Description: The existing parking lot serving the Astor Avenue Community Center is in need of resurfacing and repairs. This includes the front parking spaces and the side driveway that provides access for delivery vans for the food pantry. The project is scheduled for completion in FY21.

Projected Impact on Operational Budget:

This project is expected to have no estimated impact on the operational budget.

Project: *Town Hall RTU Replacement*



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

Projected Impact on Operational Budget:

This project is expected to reduce maintenance costs for these units and provide additional energy efficiencies, slightly reducing operating costs.

Project: Izaak Walton Center HVAC Improvement



Description: The Izaak Walton property was donated to the Township in FY 2013, and consists of 11 acres of wooded land that includes a lodge built in the 1940's. Over the last four fiscal years, the lodge has been remodeled and transformed into a useable office and community space. Though the main floor of the building has been updated with central air conditioning, the lower level has not. Currently, insulation is being added to regulate temperature throughout the seasons. With the increasing number of events and meetings taking place in the lower level, this issue has grown more noticeable and is targeted to be addressed in FY 2021 with a new lower level air conditioning system.

Projected Impact on Operational Budget:

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

Project: *Town Hall Roof and Building Improvements*



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

Projected Impact on Operational Budget:

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

Project: *Combined Transportation Facility*



Description: Hanover Township owns and operates a large fleet of vehicles in need of a shelter to enhance the longevity of their operating capacity. Not only will the Senior Service buses have protection from the environment when not in use, but the Department of Emergency Services would have a space for their increasing fleet and equipment. Operating out of Station #1 on Main Street in Bartlett, Emergency Services also requires a more permanent space to conduct trainings. The project entails constructing a garage and training space that includes bathroom facilities and additional storage for the township. This project is set to complete in FY2024.

Projected Impact on Operational Budget:

This project would add additional operational expenses.

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, the annual tax levy, 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 ensure that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township. The Mental Health Board manages the Hanover Township Community Resource Center, and 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. The Mental Health Board meets the fourth Tuesday of each month, August through May at 6:30 pm.

Senior Citizens' Services Committee

The Hanover Township Senior Citizens' Services Committee 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 second Monday of each month at 1:00 pm in the Senior Center with the Trustee Liaison and Senior Services Director to discuss programs and services. Meetings are open to the public.

Committee on Youth

The Township Board of Trustees appoints members to its Committee on Youth, a volunteer board which serves in an advisory capacity to the Town Board on the needs of youth. Three members are youths aged 15-18. The Committee meets monthly on the fourth Monday of the month at 6:30 pm with the Trustee Liaison and Director of Youth and Family Services to discuss and give recommendations about current services and potential responses to the needs of Township youth and their families. Starting in FY14, the Committee had a budget of \$3,000, which is included in the General Town Fund under the Administrative Services Department.

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 the Generally Accepted Accounting Principles (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 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.

AID- Association for Individual Development

CAC- Children's Advocacy Center

CASA- Center Against Sexual Assault (Northwest CASA)

CCC- Community Crisis Center

CEDA- Community and Economic Development Association

CERT- Community Emergency Response Team

CIP- Capital Improvements Plan

EAV- Equalized Assessed Valuation

ESL- English as a Second Language

FICA- Federal Insurance Contributions Act

FOIA- Freedom of Information Act

FSA- Family Service Association

FTE- Full Time Equivalent

FY- Fiscal Year

GAAP- Generally Accepted Accounting Principles

GFOA- Government Finance Officers Association

HDM- Home Delivered Meals

HTSS- Hanover Township Senior Services

HTYFS- Hanover Township Youth and Family Services

ILCS- Illinois Complied Statues

IMRF- Illinois Municipal Retirement Fund

LIHEAP- Low Income House Energy Assistance Program

MHB- Mental Health Board

OCH- Office of Community Health

PADS- Public Action to Deliver Shelter (Pads of Elgin)

PTELL- Property Tax Extension Law Limit

RTU- Roof Top Unit

SNAP- Supplemental Nutrition Assistance Program

YFS- Youth and Family Services.



Sprint 2 Spring 5K



Fall Food Truck Festival

