



ANNUAL OPERATING & CAPITAL BUDGET

2020 - 2021

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

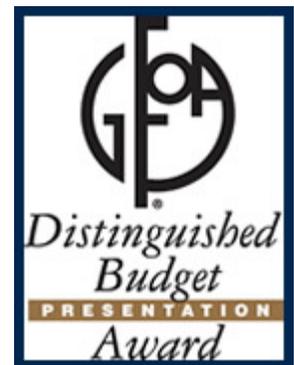
Administrative Staff

James C. Barr
Township Administrator

Kristin Vana
Assistant Township Administrator

Mackenzie Peshek
Graduate Management Intern

Accredited by 
National Institute of
Senior Centers





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Hanover Township

Illinois

For the Fiscal Year Beginning

April 1, 2019

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, 2012. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

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Budget Message

250
HANOVER TOWNSHIP

The image shows the exterior of a modern building with blue vertical siding. The address '250 HANOVER TOWNSHIP' is displayed in large white letters on the upper part of the facade. Below the siding is a brick wall. To the right, several flags are flying on tall poles against a clear blue sky.

April 1, 2020

Honorable Supervisor and Trustees,

I am pleased to present to you the Annual Operating and Capital Budget for the fiscal year beginning April 1, 2020 (FY21).

Departments were given guidelines including a 4% target for personnel costs and discretion in reasonable requests for all non-personnel expenditures in FY21. Below are highlights of the budget approved by the Township Board. Total combined expenditures are recommended to increase by approximately 26%, primarily due to one-time capital improvement projects.

In the midst of the COVID pandemic, the economy continues to decline rapidly and Hanover Township remains fiscally conservative in FY21. 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 a transfer from the Town Fund for one time capital projects including a new Emergency Services Station. Other cost increases include increases in technology support and a merit salary increment pool for employees.

A balanced budget requires expenditures not to exceed available resources, which includes revenues for the current year and all fund reserves. The FY21 budget is once again balanced, and the Township retains healthy fund reserves for any unforeseen circumstances in the year ahead.

Budget Highlights

Department of Aging 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 and state grant from Age Options supporting the senior congregate meal program increased 43% reflecting increased numbers of meal participants over the last

year. Entering the fourth full fiscal year of the home delivered meals program has Home Delivered Meals grants increasing 7.6% to \$98,875 due to an overall increase in the number of meals delivered. Program revenue has continued to exceed targets the last several years; consequently, Senior Programs fees are budgeted to increase 16.7%. On the expenditure side, Administrative costs are increasing to accommodate obtaining a Graduate Intern for a fellowship position through a regional university. In addition, the Transfer to Capital fund is increasing by \$80,000 due to the anticipated replacement of the building automation system at the Senior Center. Social Services salaries are increasing to account for an additional 8 hours per week for one therapist, which is offset by an increase in funding from the Mental Health Board. Total Aging Services revenue is anticipated to increase 6.9% with expenses growing 10.4%.

Department of Youth and Family Services – Youth and Family Services is anticipating a slight decrease in the overall budget to reflect a change in long tenured employee retirements. Other changes within the department budget are relatively modest. Total department expenditures are budgeted to decrease 1.6%.

Department of Human Services – Human Services is expecting a slight revenue increase totaling 1.9%. On the expense side, as a result of the recent change in law, the Food Pantry expenditures will be moved back to the General Assistance Fund in FY21. The Emergency Assistance line item will increase to reflect anticipated higher demands in the coming year. In addition, the Travel and Training budget will increase to accommodate the Outreach Coordinator; this line item was not increased last year to reflect the needs of the new position. The total department expenditures are budgeted to increase 21.2%.

Department of Facilities & Road Maintenance – The Facilities Division expenses are budgeted to increase 3.6%. The most significant increase is reflected in the Communications line item and is due to the implementation of the new cloud-based work order system which requires Facilities and Road Maintenance staff to have tablets to track and complete work orders. The use of these devices also requires monthly data plans to allow staff to utilize the software when internet service is unavailable. The Road Maintenance Division is anticipating a 0.9% increase in revenue. On the expense side, the Maintenance/Supplies line item has been removed, in addition to a decrease in the Engineering and Contract Work line items, due to not having any new large road projects scheduled to be completed in FY21. Road salt expenses are also budgeted to increase based on experience over the last year. Total Road Maintenance Division expenditures are budgeted to decrease 10%.

Mental Health Board – The Mental Health Board is decreasing the Postage and Printing line items in FY21 as the line items were increased in the previous year to accommodate the cost of distribution of the updated Mental Health Resource Guide. The Health Insurance costs are increasing to reflect a staff member utilizing full family health benefits.

Community Resource Center expenses are increasing most notably due to the need to replace a roof top unit (RTU) in the next fiscal year. Service contracts are budgeted to increase 2.8% including increasing Challenge Funding for agencies and new funding for Community Alternatives Unlimited, Fellowship Housing, Greater Elgin Family Care Center and Little City Foundation. Total Mental Health Fund expenditures are budgeted to increase 2.7%.

Office of the Assessor – The Assessor’s Office budget is increasing due to staff salary adjustments to provide comparable pay to other local Township Assessor Office staff. The budget also reflects decreases to Professional Services, Miscellaneous, and Equipment line items. Overall, Assessor Office expenditures are budgeted to increase 5.4%.

Office of Community Health – The Office of Community Health is increasing the Professional Services line item based on the need in the previous year for client lab work requests. Other changes are relatively modest. Overall department expenditures are budgeted to increase 1.2%.

Department of Emergency Services – The Emergency Services Department budget is projected to increase by 4.2%. Personnel costs will increase as the Emergency Services Director position has changed from a 32 hour per week to a 40 hour per week position. The Communications line item will decrease by 26.5%, as this line item was increased last year to accommodate a onetime expense to be added to DuComm’s new computer system.

Office of Community and Veterans Affairs – The Office of Community and Veterans Affairs is budgeted to increase expenditures 3.1%. The Community Relations Salary line item reflects an increase to contribute to the cost of a paid year round undergraduate intern position for the department. Previously, under graduate internships have been seasonal. In addition, the Veteran Affairs personnel costs are decreasing as the Veterans Specialist position has changed from a 40 hour per week to a 32 hour per week position. Other changes are relatively modest.

Administrative Services – The overall Town Fund/Administrative Services budget will increase by 35.1%. This increase is due primarily to the designated salary increment increases in the transfer to the capital fund from \$265,000 to \$765,000, and personnel costs associated with the addition of a full time Administrative Assistant position. The Administrative Assistant will offer administrative support to the Township Board and the

Budget Message



Township Administrator, in addition to providing additional back-up to the front office including becoming a certified passport acceptance agent.

Vehicle Fund – The Town Fund will keep flat its transfer to the Vehicle Fund. In the new fiscal year, one new Aging Services bus and one Youth and Family Services Open Gym van are scheduled to be replaced. In addition, funds have been reserved to purchase a new Emergency Services vehicle, if authorized, in the next fiscal year. As a result, the overall Vehicle Fund expenditures are budgeted to increase 68.2%.

Capital Fund – The Finance Committee is recommending several capital projects for Fiscal Year 2021 including the completion of the Izaak Walton Center and Reserve Master Plan and an Emergency Services Station. Both projects have been awarded grant funding which is reflected under the Capital Fund’s Grant revenue line item. Additionally, the Izaak Walton Center parking lot will be resurfaced and the Astor Avenue Community Center parking lot will be completed. The Township will also consider purchasing an integrated, cloud-based, security camera system that allows security cameras at all Township locations to be monitored and reviewed in one place. Currently, security cameras at each Township location have been set-up and/or replaced at different times and have become difficult to expand as needed. Additional projects include replacing the Senior Center Building Automation System, replacing a Town Hall Roof Top Unit (RTU), and internal remodeling. Total expenditures are budgeted for \$2,585,000.

I am pleased to present the Fiscal Year 2021 Annual Operating and Capital 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,

A handwritten signature in black ink, appearing to read "J.C. Barr", with a large, sweeping flourish underneath.

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:

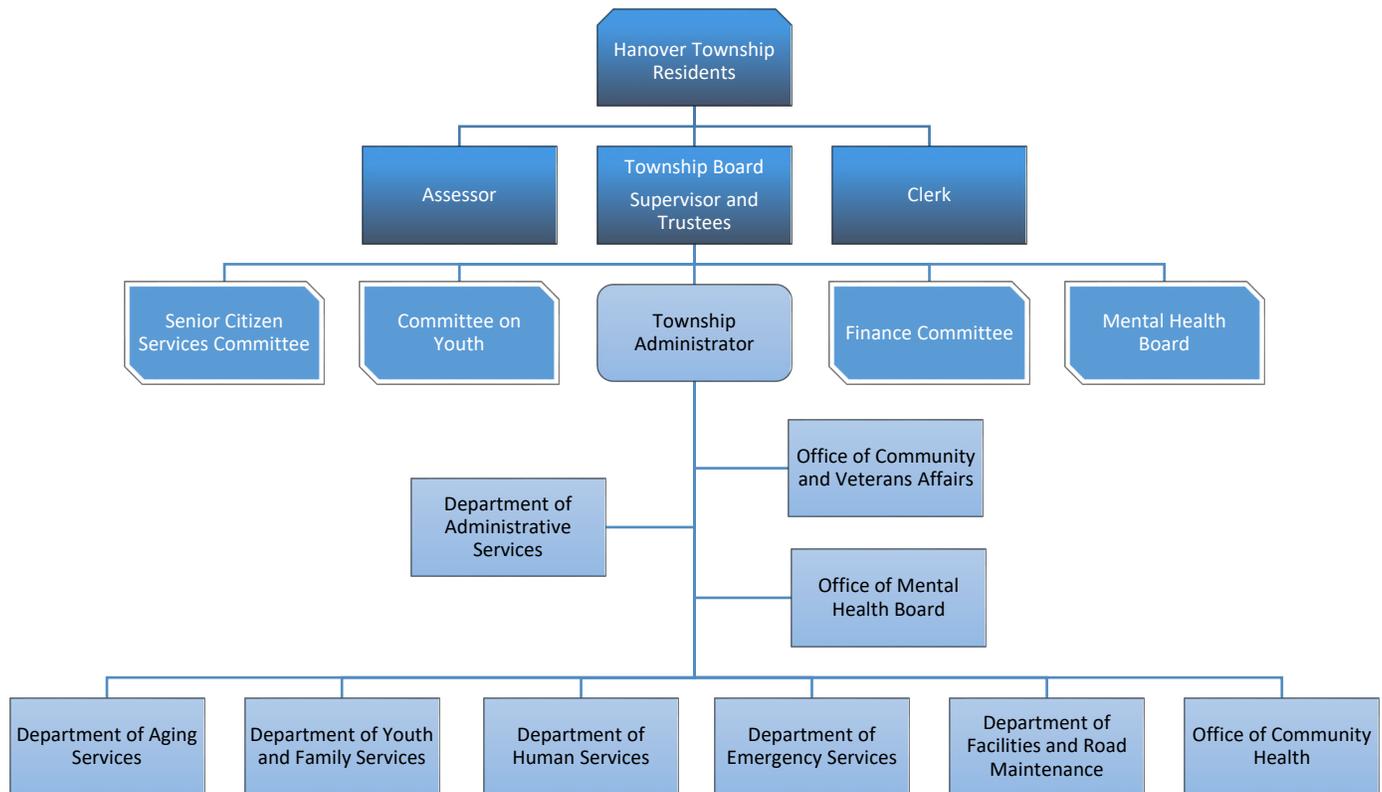
“Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.”

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.”

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. Updates to the current strategic plan were made in 2020 after more workshops and focus groups were conducted by CGS.

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.



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 in which that resident resides.

Hanover Township Specifics

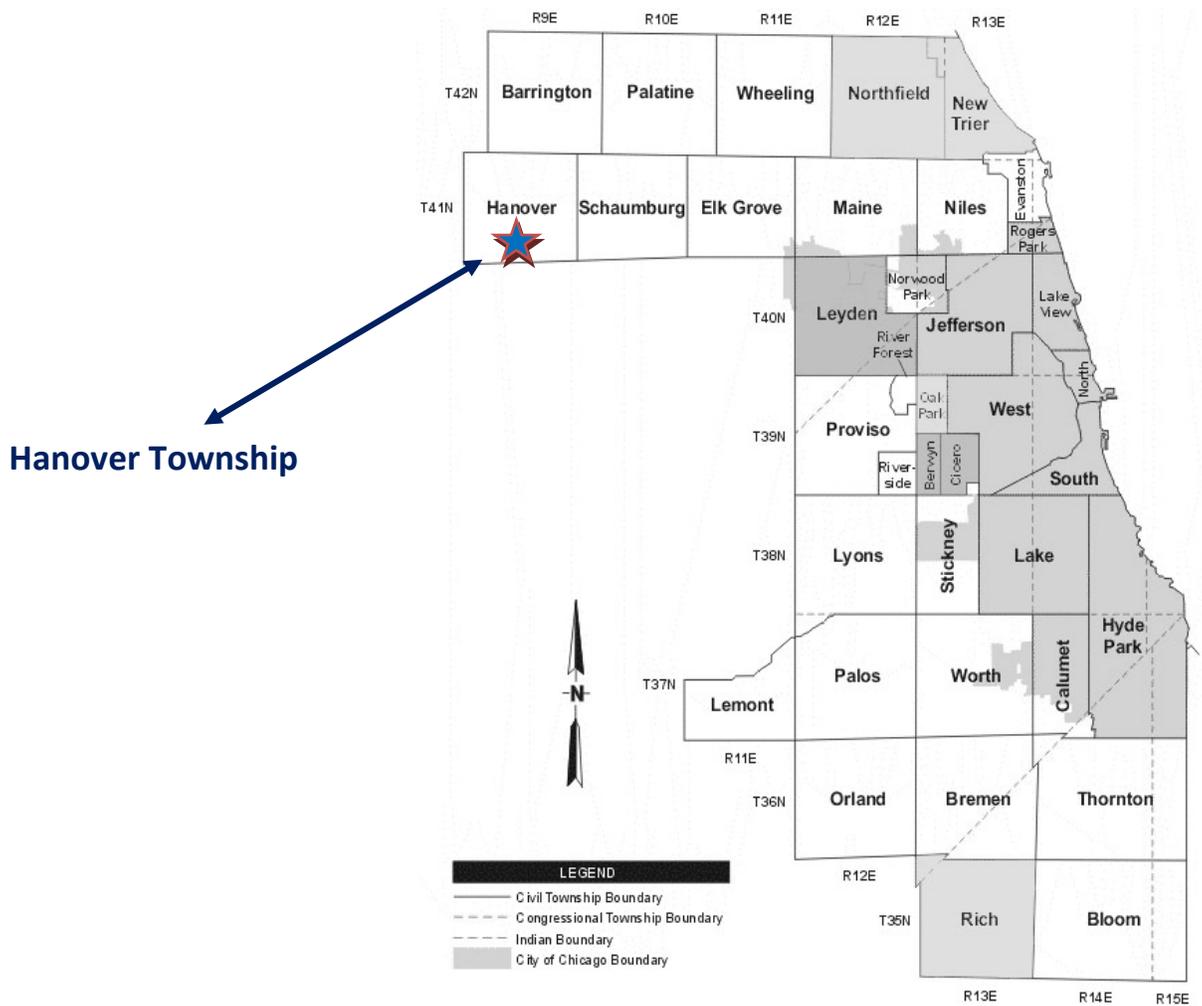
Hanover Township is governed by an independently elected Township Board of Trustees. The Township Board consists of the Township Supervisor and four Trustees, elected at large from the Township. The Clerk and Assessor are elected simultaneously with the Board. The Assessor does not vote. The Township 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 Aging Services, Department of Youth and Family Services, Department of Human 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.

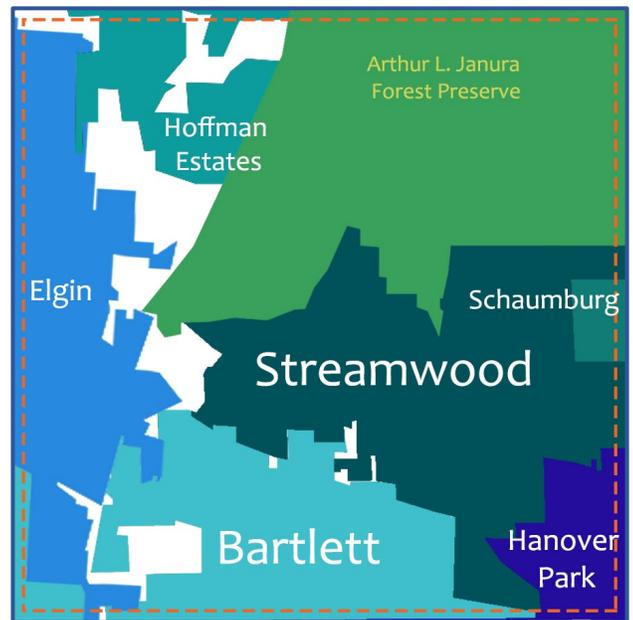
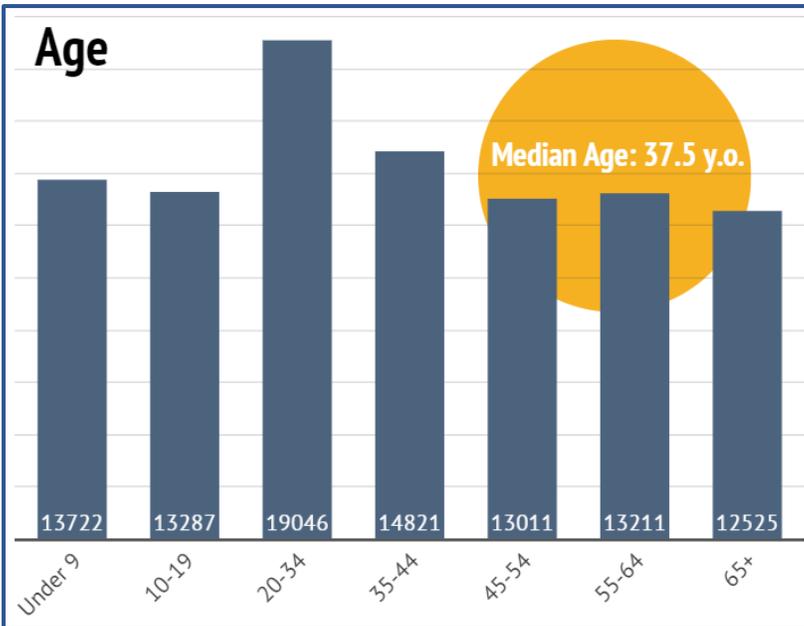
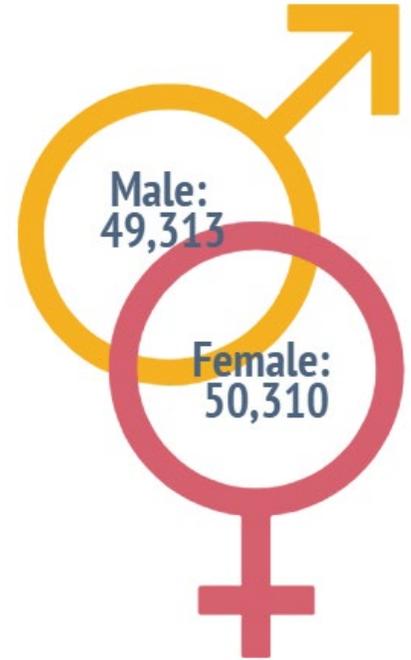
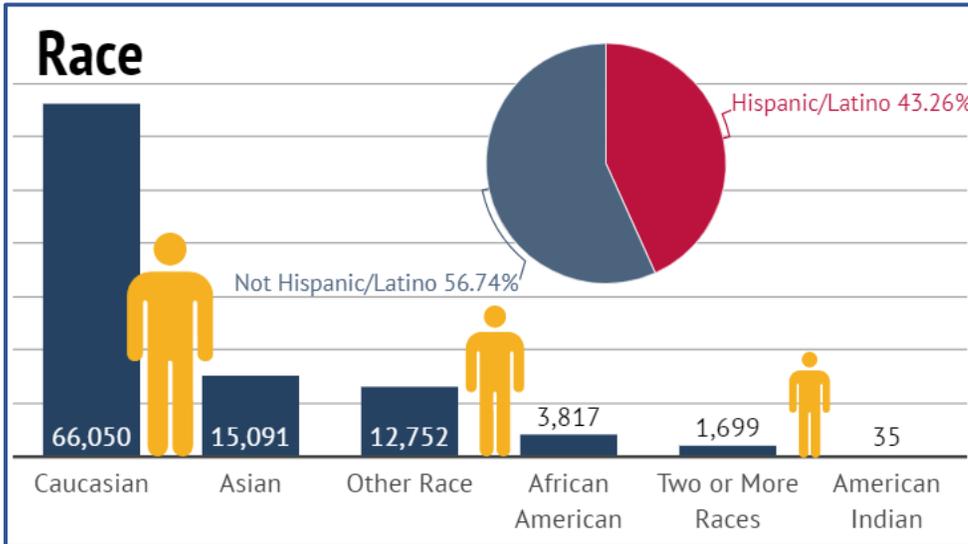
Today, the population of Hanover Township is over 100,000. Most Streamwood residents live within its boundaries, as well as portions of Bartlett, Elgin, Hanover Park, Hoffman Estates, Schaumburg and unincorporated Cook County. In 1900, a town hall was built on the southeast corner of North Bartlett Road 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.

Community Profile

Statistics based on 2018 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

Total Population: 99,623



Hanover Township Municipal Populations

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

Community Profile



Educational Attainment

Population 18 to 24

Less than High School	9.8%
High School Graduate	32.1%
Some College or Associate's	50.2%
Bachelor's Degree or higher	7.8%

Population 25 and over

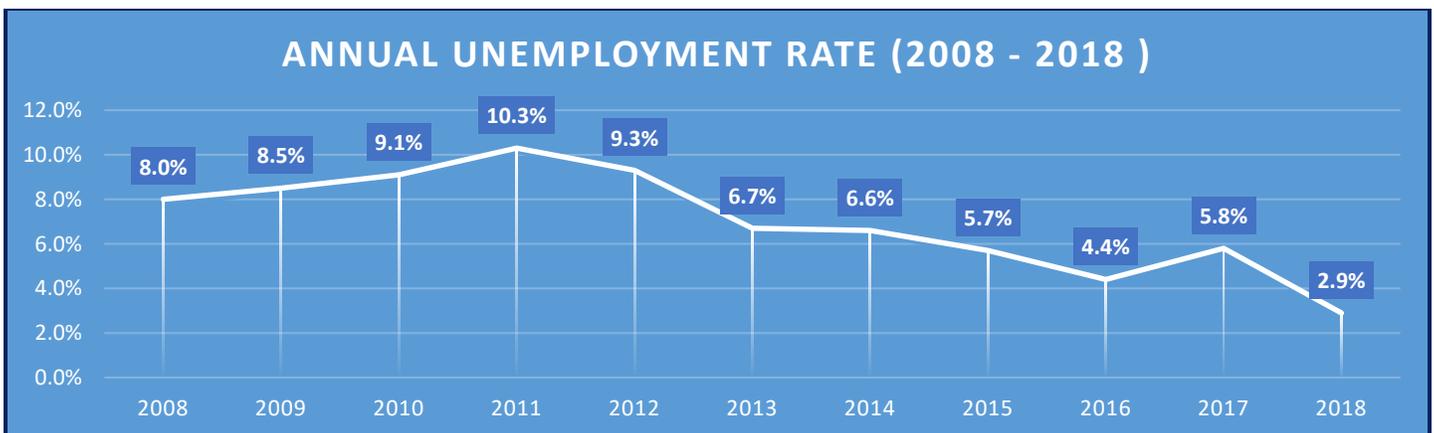
Less than High School	18.4%
High School Graduate	28.0%
Some College or Associate's	23.7%
Bachelor's Degree or higher	29.9%



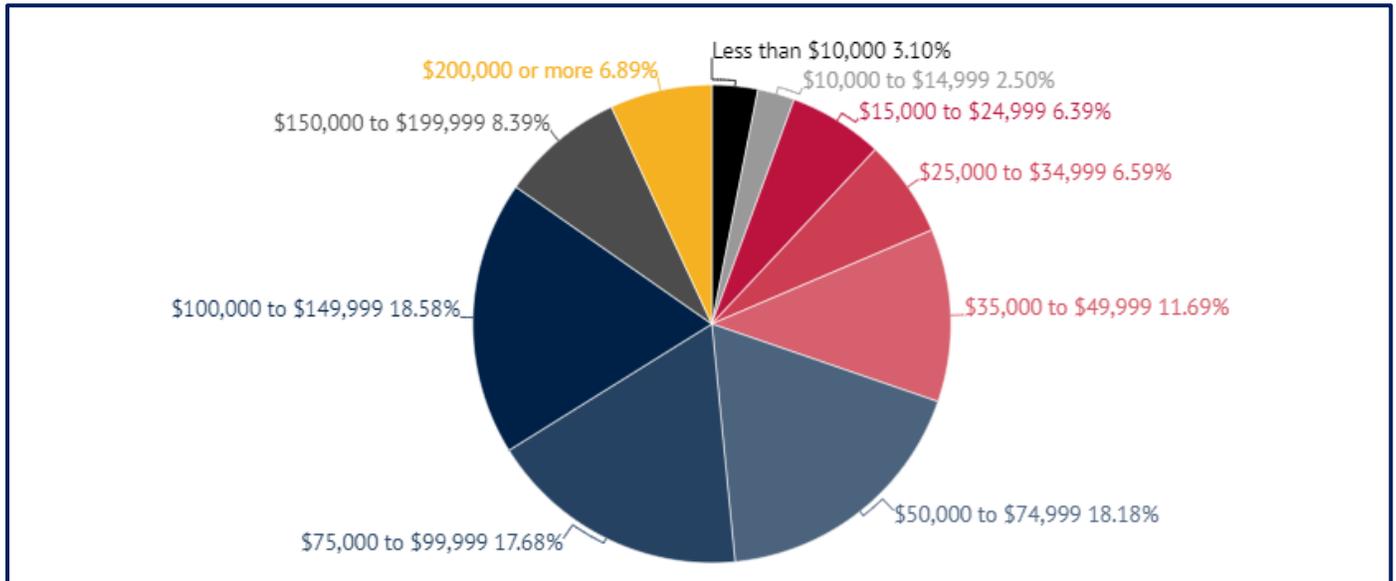
EAV* \$2,500,789,640

Employment:

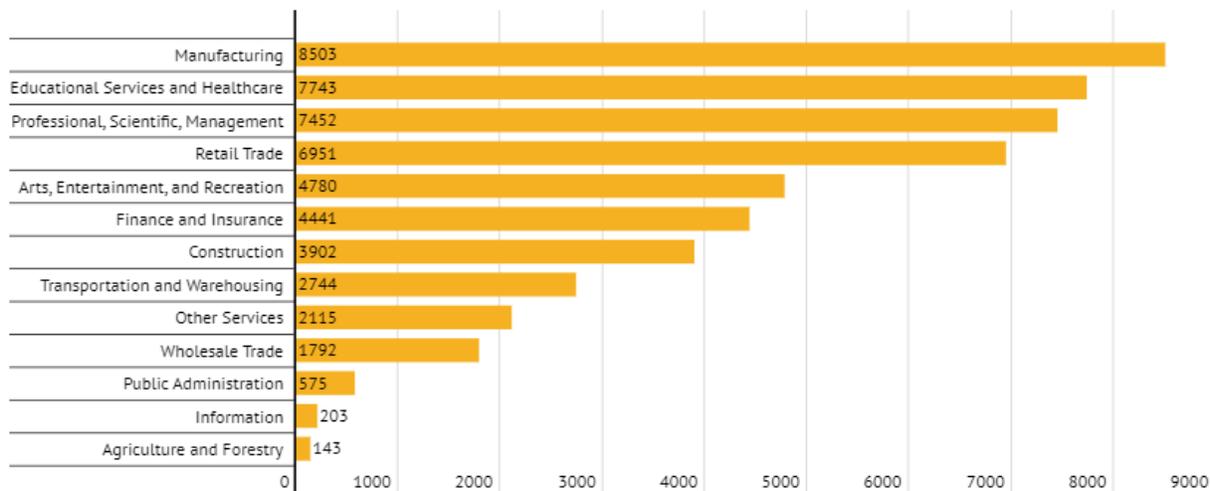
Population 16 years and over	76,871	Percent unemployed	2.9%
Civilian Employed Population	51,344	Labor Force Participation Rate	66.8%



Income and Benefits (2019 dollars)



Employment Sectors



The Fiscal Year 2021 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 2021. 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 March 24, 2020.

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 a vote is taken on the amendment.

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 2021 Budget Development Calendar

November 5, 2019	Finance Committee Budget Guidelines
December 6, 2019	Budget Development Memo Issued
December 31, 2019	Department Budget Submissions Due
January 1, 2020 - January 31, 2020	Administrative Budget Review
February 1, 2020 - February 14, 2020	Finance Committee Budget Workshops
February 15, 2020- February 17, 2020	Final Budget Compilation
February 18, 2020 - March 31, 2020	Township Board Budget Consideration and Public Hearings
April 1, 2020	Start of Fiscal Year 2021

The Budget Process

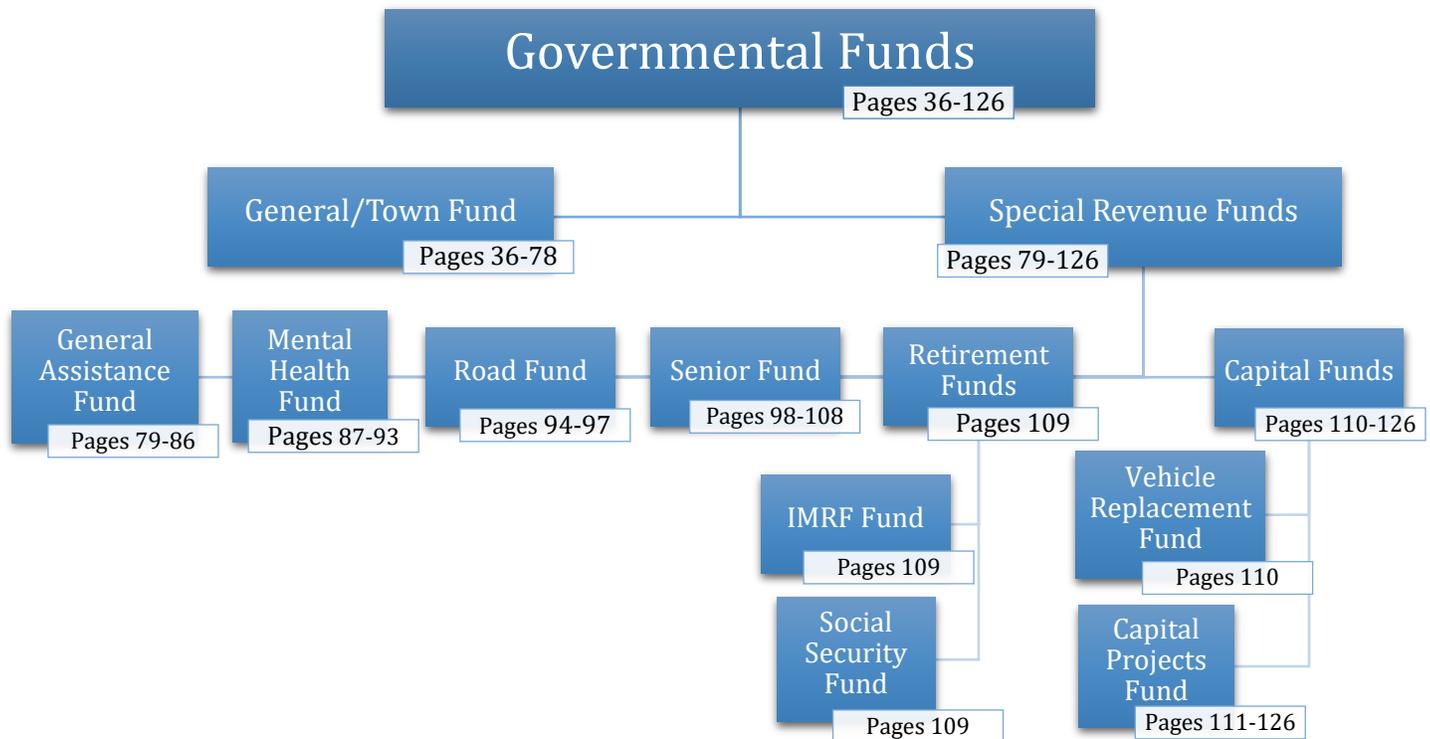
Finance Committee Budget Guidelines

Departmental Budget Development

Administrative Review

Finance Committee Budget Workshops

Final Budget Compilation, Public Hearings,
and Township Board Approval



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 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 Aging 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	
Aging Services		X			
Human 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 2020 attach as an enforceable lien on January 1, 2020, 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, 2021, and are payable in two installments, on or about March 1, 2021 and August 1, 2021. 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 2020 tax levy, which attached as an enforceable lien on property as of January 1, 2020, has not been recorded as a receivable as of March 31, 2020. The tax has not yet been levied by the Township and will not be levied until December 2020, and therefore, the levy is not measurable at March 31, 2020.

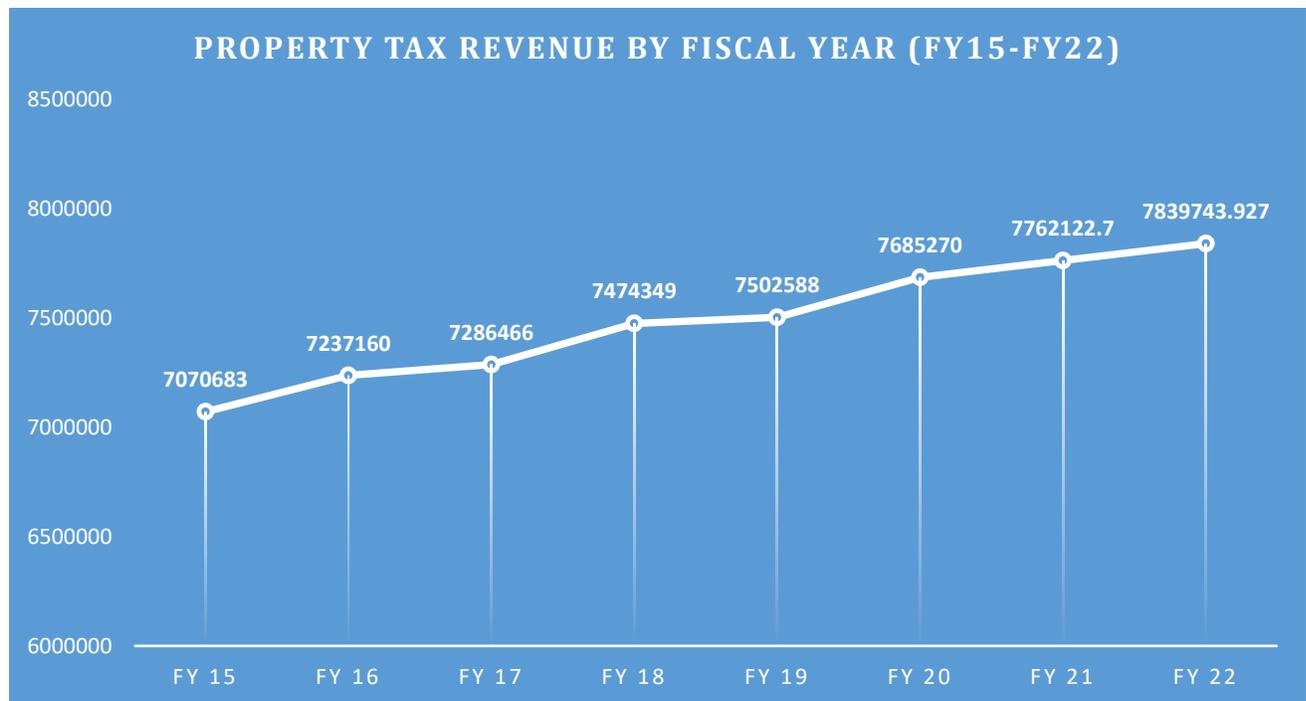
Currently, the 2020 First Installment Real Estate Tax Bills for Cook County, Illinois have been mailed to taxpayers, and were due on Thursday, March 1, 2021. The first installment tax bills are 55 percent of the previous year's taxes. Any assessment reduction(s) taxpayers received for the 2020 tax year and/or any exemption(s) will be applied on the second installment tax bills, which are usually mailed in early summer.

Major Revenue Sources

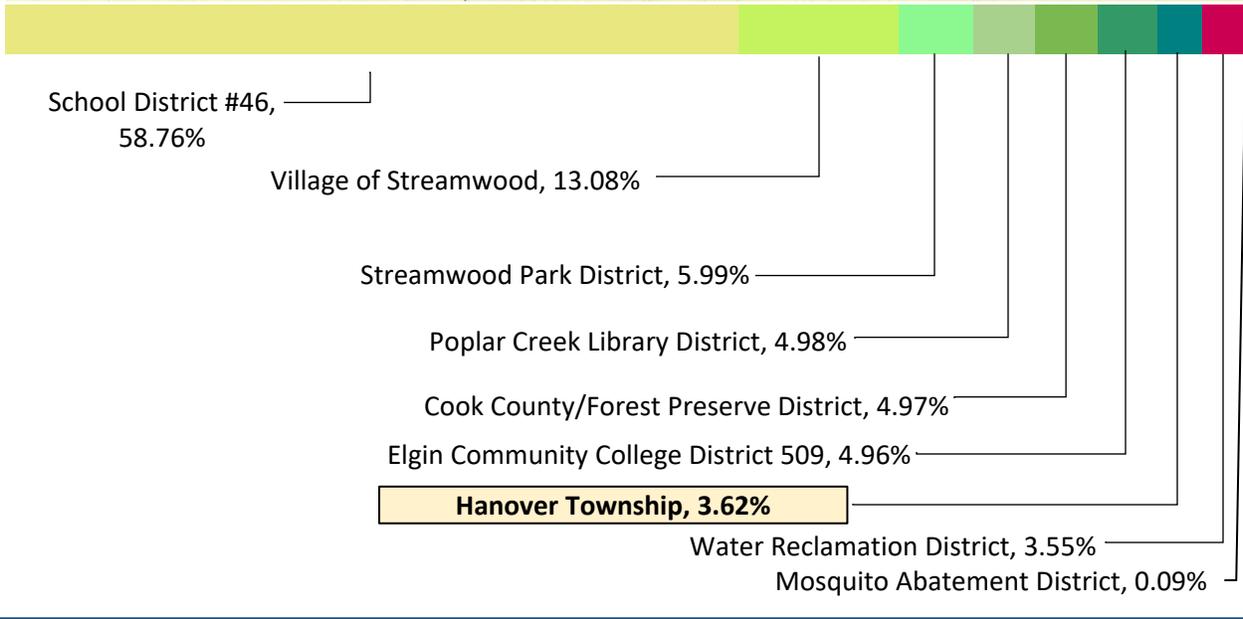


Fund	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Budget	FY 22 Projected	FY 23 Projected
Town	\$ 3,455,555	\$ 3,533,950	\$ 3,581,571	\$ 3,628,536	\$ 3,687,754	\$ 3,801,283	\$ 3,839,296	\$ 3,877,689	\$ 3,916,466
Senior	\$ 1,020,562	\$ 1,035,921	\$ 1,055,931	\$ 1,067,682	\$ 1,084,749	\$ 1,113,995	\$ 1,125,135	\$ 1,136,386	\$ 1,147,750
General Assistance	\$ 368,670	\$ 371,951	\$ 381,855	\$ 395,349	\$ 386,616	\$ 390,805	\$ 394,713	\$ 398,660	\$ 402,647
Road	\$ 850,717	\$ 898,146	\$ 876,058	\$ 864,371	\$ 847,295	\$ 848,200	\$ 856,682	\$ 865,249	\$ 873,901
Mental Health Board	\$ 1,064,490	\$ 1,080,609	\$ 1,068,355	\$ 1,192,747	\$ 1,162,246	\$ 1,188,530	\$ 1,200,415	\$ 1,212,419	\$ 1,224,544
Social Security	\$ 138,855	\$ 140,701	\$ 143,420	\$ 144,827	\$ 149,540	\$ 153,098	\$ 154,629	\$ 156,175	\$ 157,737
IMRF	\$ 171,834	\$ 175,882	\$ 179,276	\$ 180,837	\$ 184,388	\$ 189,359	\$ 191,253	\$ 193,165	\$ 195,097
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	\$7,918,141

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.



Major Revenue Sources



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 2.3% 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."

Fund	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY20 Actual	FY 21 Budget	FY 22 Projected	FY 23 Projected
Town	\$ 28,005	\$ 27,061	\$ 25,433	\$ 25,806	\$ 26,804	\$ 39,016	\$ 30,000	\$ 30,300	\$ 30,603
General Assistance	\$ 2,811	\$ 4,084	\$ 3,839	\$ 3,020	\$ 2,074	\$ 2,096	\$ 4,000	\$ 4,040	\$ 4,080
Road	\$ 26,896	\$ 23,424	\$ 24,182	\$ 22,461	\$ 25,859	\$ 46,425	\$ 28,000	\$ 28,280	\$ 28,563
Mental Health	\$ 8,432	\$ 12,254	\$ 11,517	\$ 9,061	\$ 6,221	\$ 6,289	\$ 12,000	\$ 12,120	\$ 12,241
Total	\$66,144	\$66,823	\$64,971	\$60,348	\$60,958	\$93,826	\$74,000	\$74,740	\$75,487

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.

Major Revenue Sources



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.

Grants and Donations by Fund

Fund	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Budget	FY 22 Projected	FY 23 Projected
Town	\$ 81,870	\$ 104,430	\$ 102,255	\$ 109,000	\$ 110,090	\$ 111,191
Senior	\$ 265,354	\$ 274,525	\$ 318,657	\$ 310,636	\$ 313,742	\$ 316,880
Capital	\$ 2,096	\$ -	\$ 2,522	\$ 900,000	\$ 228,416	\$ 230,700
Total	\$ 294,289	\$ 378,955	\$ 423,434	\$ 1,319,636	\$ 652,248	\$ 658,771

GRANTS AND DONATIONS



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 growing senior programming. For a complete list of Township fees please visit hanovertownship.org.

FEE REVENUE

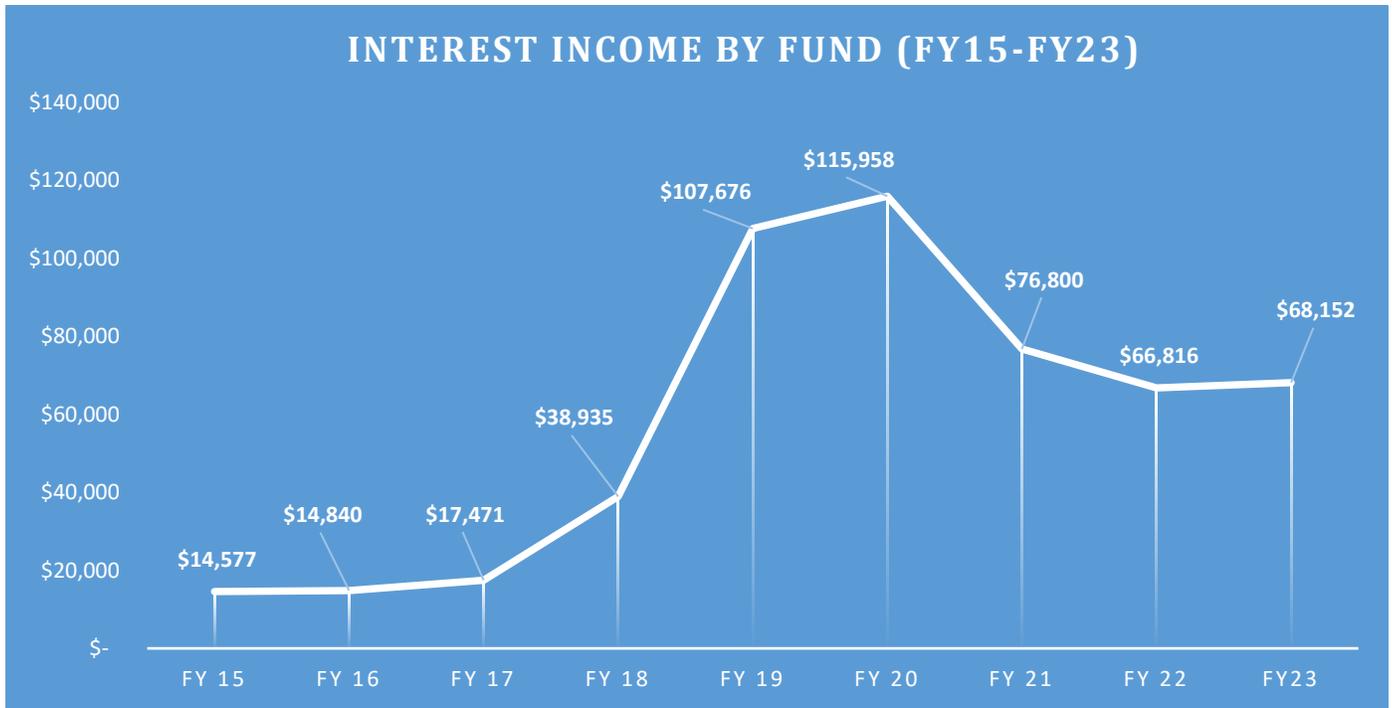


Major Revenue Sources



Interest Income by Fund									
Fund	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Budget	FY 22 Projected	FY 23 Projected
Town	\$ 10,444	\$ 7,647	\$ 10,243	\$ 22,705	\$ 71,232	\$ 83,022	\$ 50,000	\$ 43,500	\$ 44,370
Senior	\$ 937	\$ 843	\$ 1,288	\$ 5,306	\$ 8,889	\$ 6,943	\$ 7,000	\$ 6,090	\$ 6,212
General Assistance	\$ 375	\$ 238	\$ 682	\$ 1,261	\$ 4,026	\$ 3,145	\$ 2,000	\$ 1,740	\$ 1,775
Road	\$ 1,370	\$ 4,972	\$ 3,639	\$ 5,969	\$ 13,437	\$ 3,934	\$ 5,000	\$ 4,350	\$ 4,437
MHB	\$ 689	\$ 631	\$ 1,028	\$ 2,378	\$ 6,395	\$ 4,995	\$ 6,000	\$ 5,220	\$ 5,324
Social Security	\$ 57	\$ 51	\$ 80	\$ 201	\$ 600	\$ 468	\$ 500	\$ 435	\$ 444
IMRF	\$ 142	\$ 83	\$ 104	\$ 314	\$ 929	\$ 725	\$ 800	\$ 696	\$ 710
Vehicle	\$ 563	\$ 375	\$ 407	\$ 801	\$ 2,168	\$ 12,726	\$ 5,500	\$ 4,785	\$ 4,881
Total	\$14,577	\$14,840	\$ 17,471	\$ 38,935	\$107,676	\$115,958	\$ 76,800	\$ 66,816	\$ 68,152

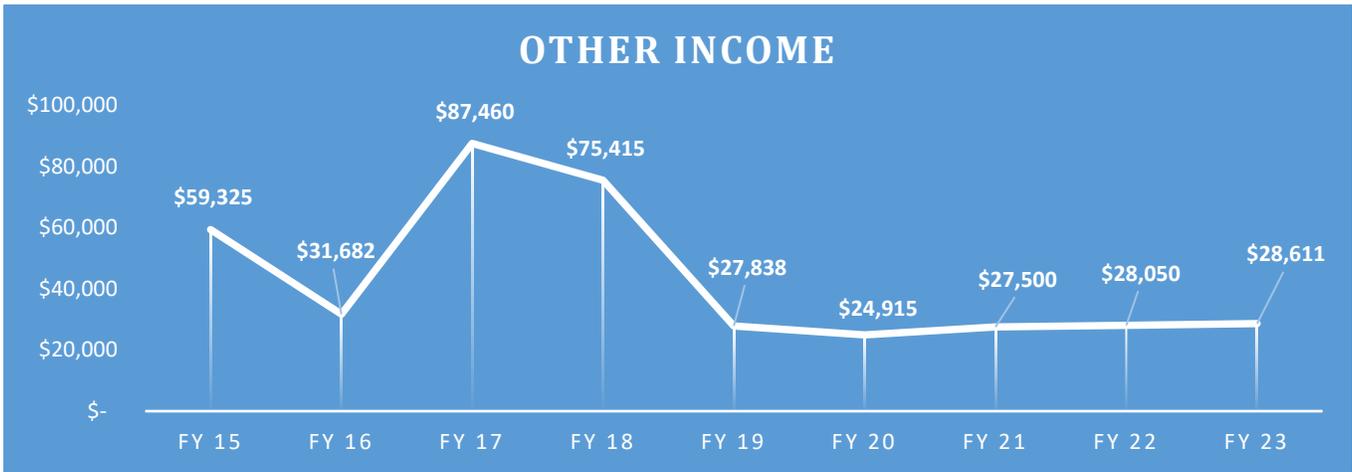
As shown in the graph below, the level of interest income collected by the Township in FY 2021 increased from the previous year (FY20). This increase comes in part from the Federal Reserve increasing the base interest rate and the Townships overall level of holdings being either maintained or increased over the time period.



Major Revenue Sources



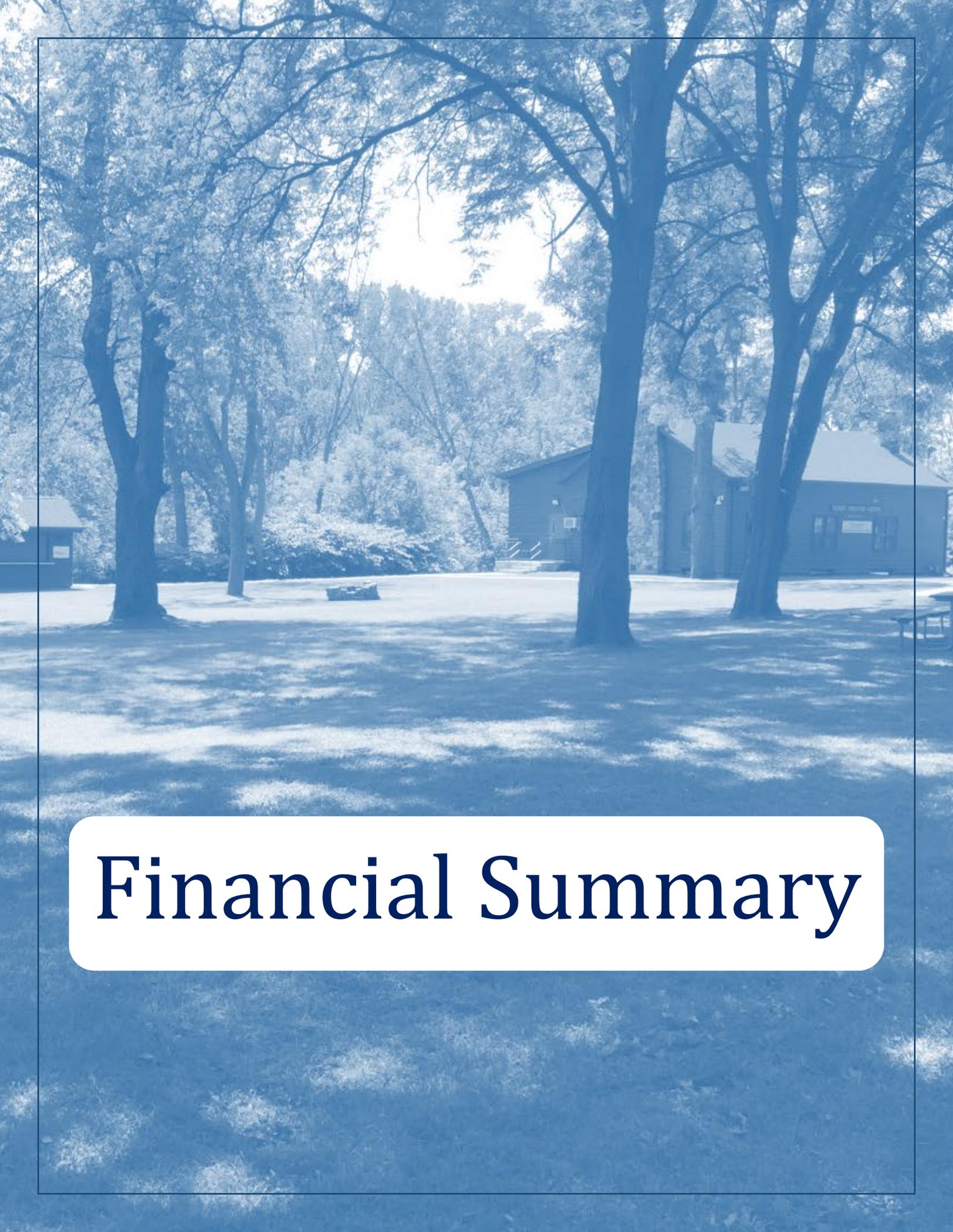
Other Income by Fund									
Fund	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Budget	FY 22 Projected	FY 23 Projected
Town	\$ 8,725	\$ 4,967	\$ 4,659	\$ 26,948	\$ 6,488	\$ 4,221	\$ 4,500	\$ 4,590	\$ 4,682
Senior	\$ 26,796	\$ 10,215	\$ 2,180	\$ 2,500	\$ 1,100	\$ 10,733	\$ 5,000	\$ 5,100	\$ 5,202
General Assistance	\$ 22,130	\$ 13,388	\$ 80,337	\$ 15,000	\$ 18,783	\$ 8,998	\$ 16,000	\$ 16,320	\$ 16,646
Road	\$ 1,674	\$ 3,112	\$ 25	\$ 15,858	\$ 1,467	\$ 963	\$ 1,000	\$ 1,020	\$ 1,040
Mental Health	\$ -	\$ -	\$ 259	\$ 15,109	\$ -	\$ -	\$ 1,000	\$ 1,020	\$ 1,040
Total	\$59,325	\$31,682	\$87,460	\$75,415	\$27,838	\$24,915	\$27,500	\$28,050	\$28,611



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.

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.

Rental Income by Fund									
Fund	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Budget	FY 22 Projected	FY 23 Projected
Town	\$ -	\$ 10,500	\$ 11,100	\$ 10,010	\$ 10,000	\$ 10,050	\$ 10,000	\$ 10,200	\$ 10,404
Mental Health	\$ 11,400	\$ 12,000	\$ 11,800	\$ 11,700	\$ 11,600	\$ 13,820	\$ 12,000	\$ 12,240	\$ 12,485
Total	\$11,400	\$22,500	\$22,900	\$21,710	\$21,600	\$23,870	\$22,000	\$22,440	\$22,889

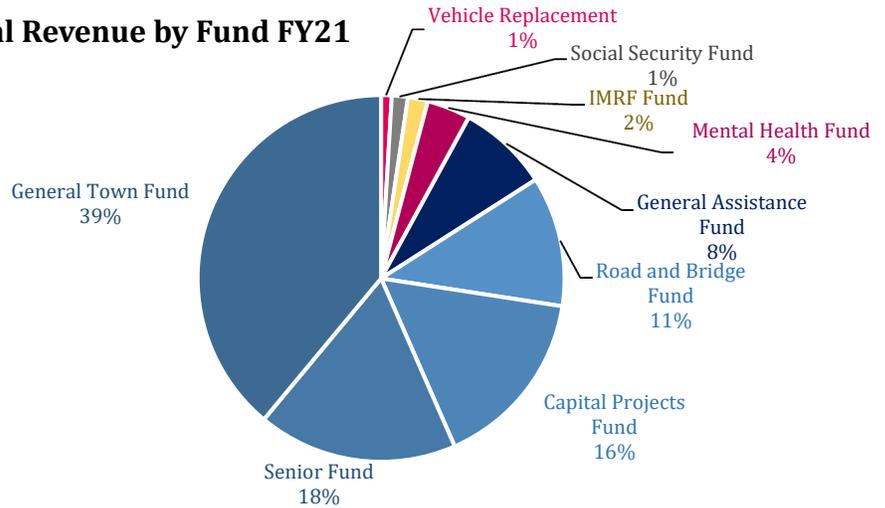
A blue-tinted photograph of a park. In the foreground, there is a grassy area with shadows cast by trees. Several large, mature trees with dense foliage are scattered throughout the scene. In the background, a dark-colored building with a gabled roof is visible, partially obscured by the trees. The overall atmosphere is serene and natural.

Financial Summary

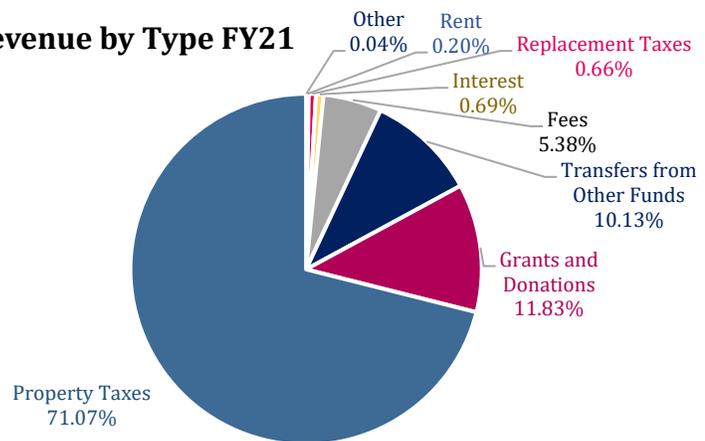
REVENUES

Property taxes comprise the primary revenue source for the Township as **71.07%** of all revenues come from this tax. Fund transfers comprise another **10.13%**. Fees and grants account for approximately **5.38%** and **11.83%** respectively.

Total Revenue by Fund FY21



Total Revenue by Type FY21

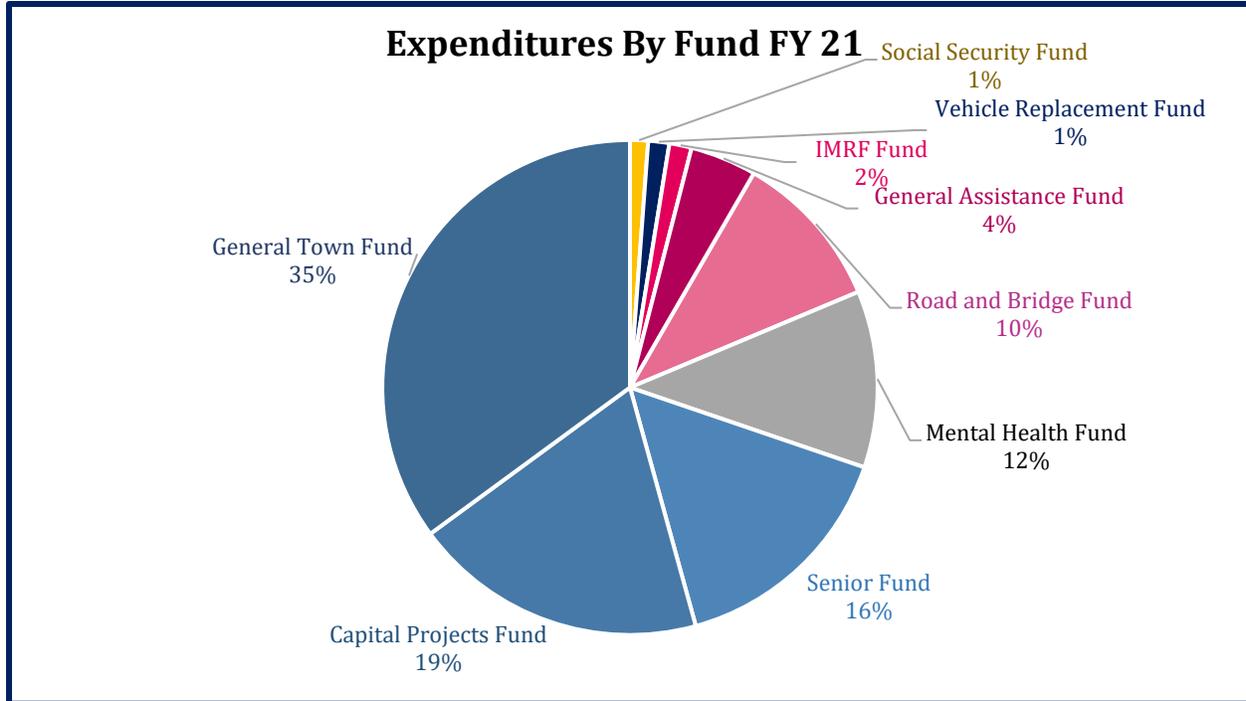


Total Revenues by Type, FY 21

Revenue	FY19	FY20	FY20	FY21	% Change
	Actual	Budget	Actual	Budget	
Property Taxes	\$ 7,502,589	\$ 7,685,270	\$ 7,630,171	\$ 7,928,595	3.17%
Replacement Taxes	\$ 60,957	\$ 76,000	\$ 93,827	\$ 74,000	-2.63%
Interest	\$ 107,674	\$ 55,600	\$ 115,960	\$ 76,800	38.13%
Rent	\$ 11,600	\$ 22,000	\$ 13,820	\$ 22,000	0.00%
Other	\$ 27,838	\$ 4,500	\$ 24,907	\$ 4,500	0.00%
Fees	\$ 566,071	\$ 564,200	\$ 535,843	\$ 600,200	6.38%
Grants and Donations	\$ 386,841	\$ 370,732	\$ 429,725	\$ 1,319,636	255.95%
Transfers from Other Funds	\$ 602,000	\$ 550,000	\$ 550,000	\$ 1,130,000	105.45%
Total Revenue	\$ 9,265,570	\$ 9,328,302	\$ 9,394,253	\$ 11,155,731	19.59%

EXPENDITURES

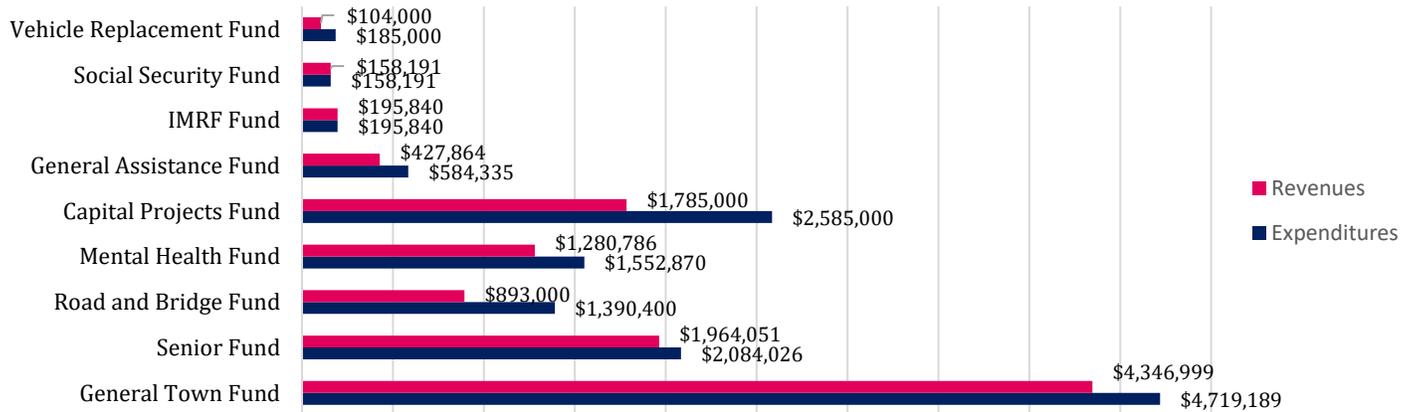
The largest expenditure by fund is the General Town Fund at **\$4,719,189**, approximately **35%** of the total. This is in line with previous years and most of the Township's operating departments are budgeted through this fund.



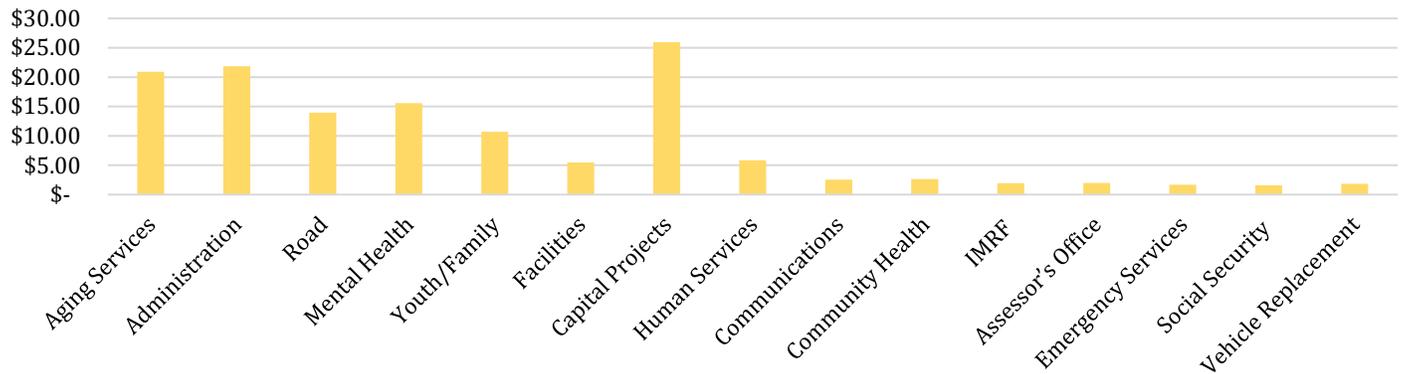
Expenditures	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
General Town Fund	\$ 3,755,596	\$ 4,197,203	\$ 3,960,888	\$ 4,719,189	11.06%
Senior Fund	\$ 1,888,833	\$ 1,888,226	\$ 1,872,767	\$ 2,084,026	9.40%
General Assistance Fund	\$ 380,816	\$ 482,140	\$ 338,052	\$ 584,335	17.49%
Mental Health Fund	\$ 1,169,787	\$ 1,511,570	\$ 1,268,382	\$ 1,553,870	2.72%
Road and Bridge Fund	\$ 650,473	\$ 1,544,700	\$ 1,121,492	\$ 1,390,400	-11.10%
IMRF Fund	\$ 184,560	\$ 189,759	\$ 189,759	\$ 195,840	3.11%
Social Security Fund	\$ 149,348	\$ 153,398	\$ 153,398	\$ 158,191	3.03%
Capital Projects Fund	\$ 126,378	\$ 515,000	\$ 361,958	\$ 2,585,000	80.08%
Vehicle Replacement Fund	\$ 189,416	\$ 110,000	\$ 104,746	\$ 185,000	40.54%
Total Expenditures	\$ 8,495,207	\$ 10,591,996	\$ 9,371,442	\$ 13,455,851	11.06%
Total Revenues	\$ 9,265,570	\$ 9,328,302	\$ 9,394,253	\$ 11,155,731	16.38%
Excess of Revenues over Expenditures	\$ 770,363	\$ 833,095	\$ (1,197,743)	\$ 1,784,289	53.31%

Financial Summary

Revenues and Expenditures by Fund FY21



Expenditures per Capita FY21



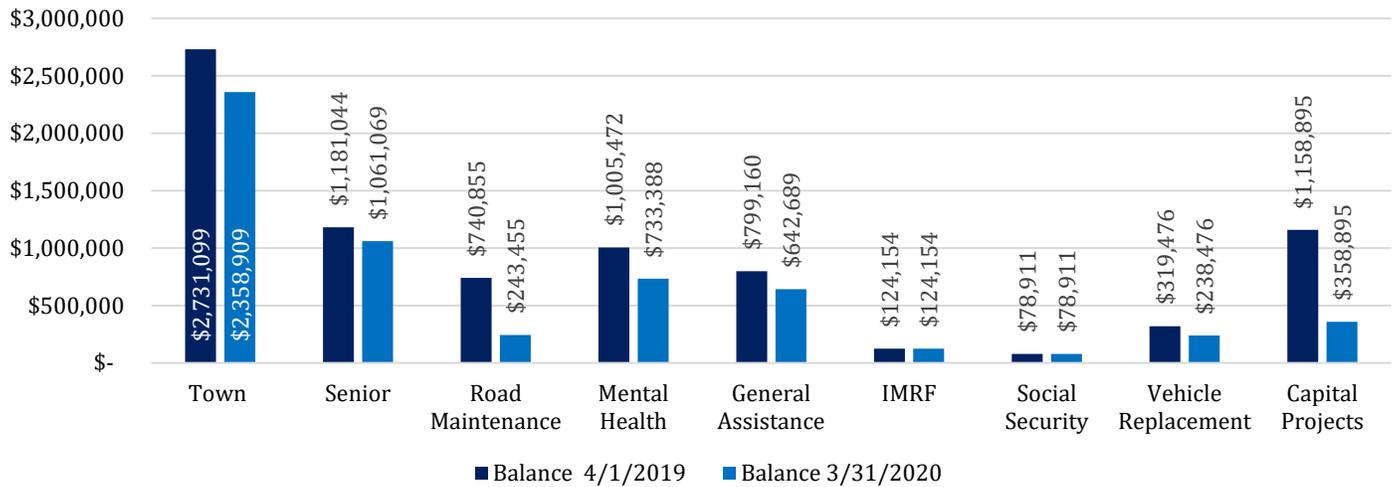
Expenditures are budgeted to exceed revenues for all major funds, and equal or exceed revenues in all non-major funds as to utilize accumulated reserves.

PROJECTIONS

Projected Changes in Fund Balance FY21

	Balance 4/1/2019	Total Estimated Revenues	Total Estimated Funds Available	Total Budgeted Expenditures	Balance 3/31/2020	Percentage Change
Town	\$ 2,731,099	\$ 4,346,999	\$ 7,078,098	\$ 4,719,189	\$ 2,358,909	-13.63%
Senior	\$ 1,181,044	\$ 1,964,051	\$ 3,145,095	\$ 2,084,026	\$ 1,061,069	-10.16%
Road Maintenance	\$ 740,855	\$ 893,000	\$ 1,633,855	\$ 584,335	\$ 243,455	-67.14%
Mental Health	\$ 1,005,472	\$ 1,280,786	\$ 2,286,258	\$ 1,552,870	\$ 733,388	-27.06%
General Assistance	\$ 799,160	\$ 427,864	\$ 1,227,024	\$ 1,390,400	\$ 642,689	-19.58%
IMRF	\$ 124,154	\$ 195,840	\$ 319,994	\$ 195,840	\$ 124,154	0.00%
Social Security	\$ 78,911	\$ 158,191	\$ 237,102	\$ 158,191	\$ 78,911	0.00%
Vehicle Replacement	\$ 319,476	\$ 104,000	\$ 423,476	\$ 185,000	\$ 238,476	-25.35%
Capital Projects	\$ 1,158,895	\$ 1,785,000	\$ 2,943,895	\$ 2,585,000	\$ 358,895	-69.03%
Total	\$ 8,139,066	\$ 11,155,731	\$ 19,294,797	\$ 13,454,851	\$ 5,839,946	-28.25%

Projected Changes in Fund Balance, FY21



FUND BALANCE HIGHLIGHTS

- The Capital Projects Fund balance is the largest decrease from **1,158,895** to **\$358,895** due to several one-time capital projects underway; the construction of a new Emergency Services Station, the implementation of the Izaak Walton Reserves Master Plan, and the replacement of the Senior Center billing automated system.
- The Road Fund balance decrease of **67.14%** is attributed to the Township budgeting for extensive road resurfacing projects.
- The Mental Health Fund balance will decrease by **27.06%** due to continuing to draw down on accumulated fund balance for agency capital projects, new program development, as well as emergency funding development. Further funding is set aside for the potential future mental health housing initiative, Hanover Landing.
- The Vehicle Fund balance has a projected **25.35%** decrease with the projected replacement of one senior bus, one maintenance vehicle, and one emergency services vehicle.
- The General Assistance Fund has the next most significant change with a projected **19.58%** decrease in the overall fund balance due to the food pantry fund moving back under General Assistance.
- The Town Fund balance is projected to decrease minimally in FY21. The decrease can be attributed to a fund transfers to the Capital Projects Fund.
- The **10.16%** decrease in the Senior Services Fund Balance can be attributed to transfers to the Capital Projects Fund.

Financial Summary



Consolidated Financial Summary FY21

REVENUE	Town	Senior	General Assistance	Mental Health	Road Maintenance	IMRF	Social Security	Vehicle Replacement	Capital Projects	Total
Property Taxes	\$ 3,931,299	\$ 1,147,415	\$ 400,864	\$ 1,239,786	\$ 856,500	\$ 195,040	\$ 157,691	-	-	\$ 7,928,595
Replacement Taxes	\$ 30,000	-	\$ 4,000	\$ 12,000	\$ 28,000	-	-	-	-	\$ 74,000
Interest	\$ 50,000	\$ 7,000	\$ 2,000	\$ 6,000	\$ 5,000	\$ 800	\$ 500	\$ 5,500	-	\$ 76,800
Rent	\$ 10,000	-	-	\$ 12,000	-	-	-	-	-	\$ 22,000
Other	\$ 4,500	-	-	-	-	-	-	-	-	\$ 4,500
Fees	\$ 212,200	\$ 344,000	\$ 21,000	\$ 11,000	\$ 3,500	-	-	\$ 8,500	-	\$ 600,200
Grants & Donations	\$ 109,000	\$ 310,636	-	-	-	-	-	-	\$ 900,000	\$ 1,319,636
Transfers	-	\$ 155,000	-	-	-	-	-	\$ 90,000	\$ 885,000	\$ 1,130,000
Total	\$ 4,346,999	\$ 1,964,051	\$ 427,864	\$ 1,280,786	\$ 893,000	\$ 195,840	\$ 158,191	\$ 104,000	\$ 1,785,000	\$ 11,155,731
EXPENDITURES										
Personal Cost	\$ 2,645,230	\$ 1,359,976	\$ 297,185	\$ 88,970	\$ 206,400	\$ 195,840	\$ 158,191	-	-	\$ 4,951,792
Administration	\$ 501,259	\$ 107,700	\$ 21,550	\$ 27,400	\$ 792,500	-	-	-	-	\$ 1,450,409
Town Office Expense	\$ 210,500	-	-	-	-	-	-	-	-	\$ 210,500
Town Hall Expense	\$ 55,000	-	-	-	-	-	-	-	-	\$ 55,000
Legal & Auditing	\$ 157,500	-	-	-	-	-	-	-	-	\$ 157,500
Insurance & Emp Benefits	\$ 173,600	-	-	-	-	-	-	-	-	\$ 173,600
Nutrition	-	\$ 144,700	-	-	-	-	-	-	-	\$ 144,700
Programs	-	\$ 223,500	-	-	-	-	-	-	-	\$ 223,500
Social Services	-	\$ 12,000	-	-	-	-	-	-	-	\$ 12,000
Transportation	-	\$ 116,150	-	-	-	-	-	-	-	\$ 116,150
Pantry	-	-	\$ 8,500	-	-	-	-	-	-	\$ 8,500
Home Relief	-	-	\$ 257,100	-	-	-	-	-	-	\$ 257,100
Service Contracts	-	-	-	\$ 1,377,000	-	-	-	-	-	\$ 1,377,000
Community Resource Center	-	-	-	\$ 59,500	-	-	-	-	-	\$ 59,500
Capital Projects										
Bldg & Equipment	\$ 146,100	-	-	-	\$ 211,500	-	-	-	\$ 1,500,000	\$ 1,857,600
Land/Bldg Acq	-	-	-	-	-	-	-	-	\$ 1,085,000	\$ 1,085,000
Vehicles	-	-	-	-	-	-	-	\$ 185,000	-	\$ 185,000
Transfers										
Town	-	-	-	-	-	-	-	-	-	-
Senior	-	-	-	-	\$ 155,000	-	-	-	-	\$ 155,000
Vehicle	\$ 65,000	-	-	-	\$ 25,000	-	-	-	-	\$ 90,000
Retirement	-	-	-	-	-	-	-	-	-	-
Capital	\$ 765,000	\$ 120,000	-	-	-	-	-	-	-	\$ 885,000
Total	\$ 4,719,189	\$ 2,084,026	\$ 584,335	\$ 1,552,870	\$ 1,390,400	\$ 195,840	\$ 158,191	\$ 185,000	\$ 2,585,000	\$ 13,454,851
Surplus (Deficit)	\$ (372,190)	\$ (119,975)	\$ (156,471)	\$ (272,084)	\$ (497,400)	\$ -	\$ -	\$ (81,000)	\$ (800,000)	\$ (2,299,120)
Beginning Fund Balan	\$ 2,731,099	\$ 1,181,044	\$ 799,160	\$ 1,005,472	\$ 740,855	\$ 124,154	\$ 78,911	\$ 319,476	\$ 1,158,895	\$ 8,139,066
Ending Fund Balance	\$ 2,358,909	\$ 1,061,069	\$ 642,689	\$ 733,388	\$ 243,455	\$ 124,154	\$ 78,911	\$ 238,476	\$ 358,895	\$ 5,839,946

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 2019 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 2009-2019)

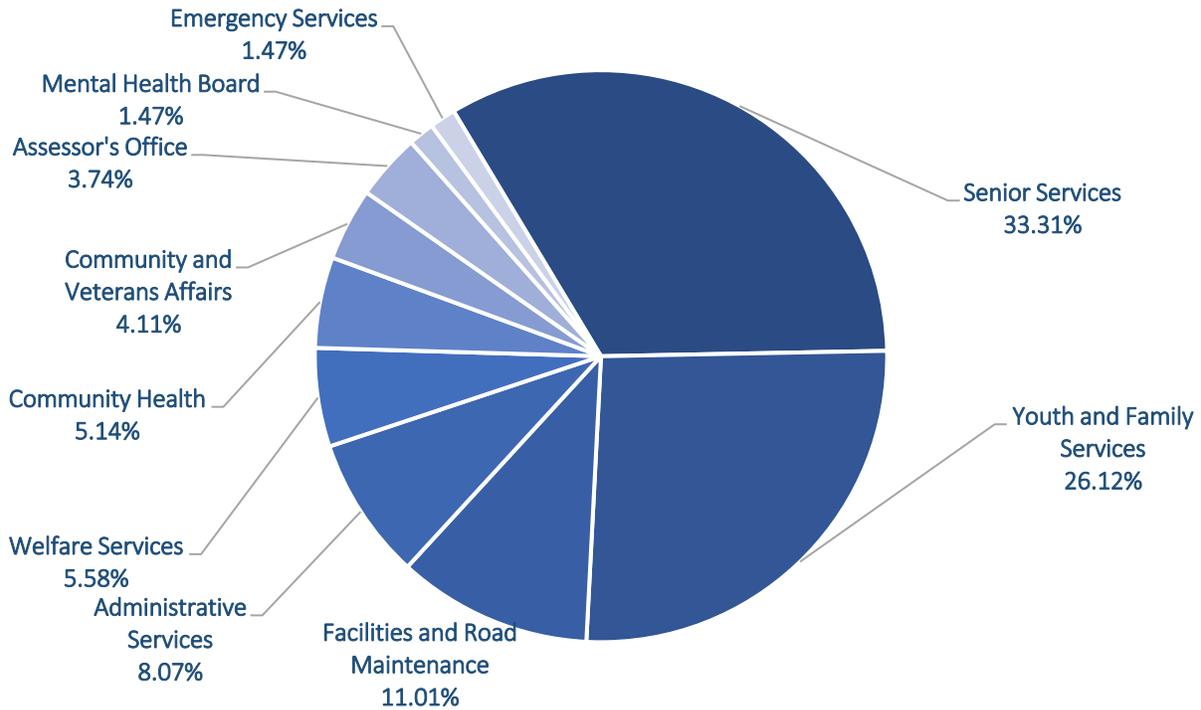
Fiscal Year	General Obligation Bonds	Loan Payable	Total Township	Debt per Capita
2009	\$ -	\$ -	\$ -	\$ -
2010	\$ -	\$ -	\$ -	\$ -
2011	\$ -	\$ -	\$ -	\$ -
2012	\$ -	\$ -	\$ -	\$ -
2013	\$ -	\$ -	\$ -	\$ -
2014	\$ -	\$ -	\$ -	\$ -
2015	\$ -	\$ -	\$ -	\$ -
2016	\$ -	\$ -	\$ -	\$ -
2017	\$ -	\$ -	\$ -	\$ -
2018	\$ -	\$ -	\$ -	\$ -
2019	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -

Full-Time Equivalent (FTE) Position Summary



Summary of Employees By Department													
Department and Position					Department and Position								
2019 Actual	2020 Actual	2021 Projected	Change	2019 Actual	2020 Actual	2021 Projected	Change	2019 Actual	2020 Actual	2021 Projected	Change		
Administrative Services					Aging 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	0.8	0.8	0.0	Administrative Assistant	1.0	1.0	1.0	0.0				
Administrative Services Coordinator	1.0	0.0	0.0	0.0	Graduate Intern	0.0	0.0	0.5	0.5				
Human Resources Manager	0.0	1.0	1.0	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				
Administrative Assistant	0.0	0.0	1.0	1.0	Program Specialist	0.75	0.75	0.75	0.0				
Receptionist	1.3	1.2	1.2	0.0	Computer Instructor	0.4	0.4	0.4	0.0				
Management Graduate Intern	0.0	0.5	0.5	0.0	Visual Art Instructor	1.3	1.3	1.3	0.0				
Total	5.3	5.5	6.5	1.0	Receptionist	1.2	1.2	1.2	0.0				
	2019 Actual	2020 Actual	2021 Projected	Change	Social Services Manager	1.0	1.0	1.0	0.0				
Assessor's Office					Social Services Specialist	2.0	2.0	2.0	0.0				
Chief Deputy Assessor	1.0	1.0	1.0	0.0	Therapist	0.6	0.6	0.8	0.2				
Deputy Assessor	1.75	1.55	1.55	0.0	Nutrition Manager	1.0	1.0	1.0	0.0				
Total	2.75	2.55	2.55	0.0	Line Cook	0.6	0.6	0.6	0.0				
	2019 Actual	2020 Actual	2021 Projected	Change	Kitchen Assistant	0.6	0.6	0.6	0.0				
Community Health					Home Delivered Meals Assistant	1.25	1.25	1.25	0.0				
Director	1.0	1.0	1.0	0.0	Transportation Manager	1.0	1.0	1.0	0.0				
Community Health Nurse	1.0	1.0	1.0	0.0	Transportation Dispatcher	1.0	1.0	1.0	0.0				
Community Health Assistant	1.0	1.0	1.0	0.0	Bus Driver	6.0	6.0	6.0	0.0				
Receptionist	0.5	0.5	0.5	0.0	Total	22.7	22.7	23.4	0.7				
Total	3.5	3.5	3.5	0.0		2019 Actual	2020 Actual	2021 Projected	Change				
	2019 Actual	2020 Actual	2021 Projected	Change	Human Services								
Community and Veterans Affairs					Director	1.0	1.0	1.0	0.0				
Director of Community and Government Relations	1.0	1.0	1.0	0.0	Case Manager	1.0	1.0	1.0	0.0				
Veterans Specialist	1.0	0.8	0.8	0.0	Welfare Services Coordinator	1.0	1.0	1.0	0.0				
Communications Specialist	1.0	1.0	1.0	0.0	Outreach Coordinator	0.0	0.8	0.8	0.0				
Total	3.0	2.8	2.8	0.0	Total	3.0	3.8	3.8	0.0				
	2019 Actual	2020 Actual	2021 Projected	Change		2019 Actual	2020 Actual	2021 Projected	Change				
Emergency Services					Youth and Family Services								
Director	0.8	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0				
Total	0.8	1.0	1.0	0.0	Administrative Assistant	1.0	1.0	1.0	0.0				
	2019 Actual	2020 Actual	2021 Projected	Change	Receptionist	1.1	1.1	1.1	0.0				
Facilities and Road Maintenance					Lead Tutor	0.1	0.1	0.1	0.0				
Director	1.0	1.0	1.0	0.0	Tutor	0.6	0.6	0.6	0.0				
Operations Manager	1.0	1.0	1.0	0.0	Clinical Manager	1.0	1.0	1.0	0.0				
Facilities Manager	1.0	1.0	1.0	0.0	Family Therapist	5.0	5.0	5.0	0.0				
Maintenance Associate	2.0	2.0	2.0	0.0	Outreach & Prevention Services Manager	1.0	1.0	1.0	0.0				
Road Maintenance Manager	1.0	1.0	1.0	0.0	Program Coordinator	1.0	1.0	1.0	0.0				
Road Maintenance Associate	1.0	1.0	1.0	0.0	Assistant Program Coordinator	1.0	1.0	1.0	0.0				
Seasonal Assistant	0.5	0.5	0.5	0.0	Open Gym Assistant	2.0	2.0	2.0	0.0				
Total	7.5	7.5	7.5	0.0	Volunteer and Prevention Coordinator	1.0	1.0	1.0	0.0				
	2019 Actual	2020 Actual	2021 Projected	Change	Clinical Interventionist	1.0	1.0	1.0	0.0				
Mental Health Board					Prevention Specialist	1.0	1.0	1.0	0.0				
Mental Health Board Manager	1.0	1.0	1.0	0.0	Total	17.8	17.8	17.8	0.0				
Total	1.0	1.0	1.0	0.0		2019 Actual	2020 Actual	2021 Projected	Change				
	2019 Actual	2020 Actual	2021 Projected	Change	Grand Total FTE	67.35	68.15	69.85	1.7				

FTE by Department, FY21



Changes in Staffing Levels

- In total, FTE for the Township is projected to increase by 1.0 FTE from FY 20 to FY 21. The Assessor's Office have been reduced by .2 FTE.
- The Township Veteran's Specialist shifted from 1 FTE to 0.8 FTE as this position became part time.
- The Administration Department added a part time lunch receptionist that helped reduce hours from 1.3 FTE to 1.2 FTE.
- Aging Services will increase by 0.7 FTE after adding a Graduate Intern position and increasing Therapist services to four days a week at a projected 0.8 FTE.

FTE SUMMARY BY YEAR



General Town Fund



General Town Fund



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 Road Maintenance, the Office of Community Health, Youth and Family Services, and Community and Veteran’s Affairs.

General Town Fund Summary					
	FY19	FY20	FY20	FY21	%
	Actual	Budget	Actual	Budget	Change
Revenues	\$ 4,119,160	\$ 4,201,983	\$ 4,284,189	\$ 4,346,999	3.45%
Expenditures by Department					
Administrative Services	\$ 1,450,849	\$ 1,611,150	\$ 1,576,902	\$ 2,176,660	35.10%
Assessor's Office	\$ 173,620	\$ 187,827	\$ 174,148	\$ 198,058	5.45%
Office of Community Health	\$ 225,731	\$ 262,350	\$ 247,797	\$ 265,500	1.20%
Community and Veterans Affairs	\$ 278,782	\$ 288,541	\$ 268,033	\$ 297,856	3.23%
Emergency Services	\$ 142,797	\$ 161,895	\$ 157,483	\$ 168,665	4.18%
Facilities and Maintenance	\$ 547,376	\$ 526,200	\$ 543,621	\$ 545,200	3.61%
Food Pantry	\$ -	\$ 74,725	\$ 72,130	\$ -	-100.00%
Youth and Family Services	\$ 936,441	\$ 1,084,515	\$ 920,774	\$ 1,067,250	-1.59%
Total Expenditures	\$ 3,755,596	\$ 4,197,203	\$ 3,960,888	\$ 4,719,189	12.44%
Excess of Revenues Over Expenditures	\$ 363,564	\$ 4,780	\$ 323,301	\$ (372,190)	-7886.40%
Fund Balance Beginning April 1	\$ 2,183,071	\$ 2,268,640	\$ 2,586,137	\$ 3,063,622	35.04%
Estimated Cash on Hand March 31	\$ 2,580,825	\$ 2,273,420	\$ 2,731,099	\$ 2,358,909	3.76%

Budgetary Highlights:

- The overall Town Fund budget will increase by 35.1%. This increase is due primarily to the transfer to the capital fund, and personnel costs.
- The food pantry was budget was moved under the General Assistance Fund; therefore, demonstrates a significant 100% decrease.
- The Assessor’s Office budget is increasing 5.4% due to staff salary adjustments to provide comparable pay to other local Township Assessor Office staff.

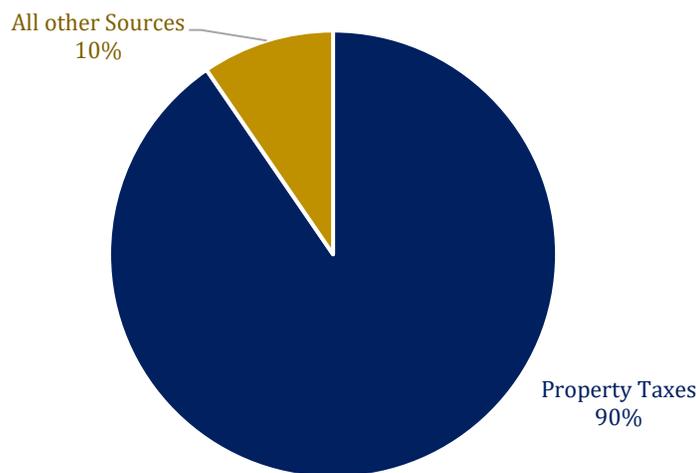
General Town Fund Revenues

Town Fund Revenue	FY19	FY20	FY20	FY21	% Change
	Actual	Budget	Actual	Budget	
Property Taxes	\$ 3,687,754	\$ 3,801,283	\$ 3,769,300	\$ 3,931,299	3.42%
Replacement Taxes	\$ 26,804	\$ 30,000	\$ 39,016	\$ 30,000	0.00%
Interest Income	\$ 71,232	\$ 40,000	\$ 83,022	\$ 50,000	25.00%
Other Income	\$ 6,488	\$ 6,000	\$ 4,213	\$ 6,000	0.00%
Rental Income	\$ 10,000	\$ 10,000	\$ 10,050	\$ 10,000	0.00%
MHB/Office Charges	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
YFS- Therapy Charges	\$ 20,157	\$ 24,000	\$ 18,981	\$ 24,000	0.00%
YFS- Tutoring Fees	\$ 10,144	\$ 8,000	\$ 5,742	\$ 8,000	0.00%
YFS- MHB Funding	\$ 104,430	\$ 109,000	\$ 102,255	\$ 109,000	0.00%
Community Health	\$ 15,030	\$ 15,000	\$ 15,338	\$ 15,000	0.00%
Community Affairs	\$ 6,254	\$ 4,200	\$ 4,464	\$ 4,200	0.00%
Passport Fees	\$ 156,367	\$ 150,000	\$ 161,802	\$ 155,000	3.33%
Total Town Fund Revenue	\$ 4,119,160	\$ 4,201,983	\$ 4,218,684	\$ 4,346,999	3.45%

Revenue Highlights

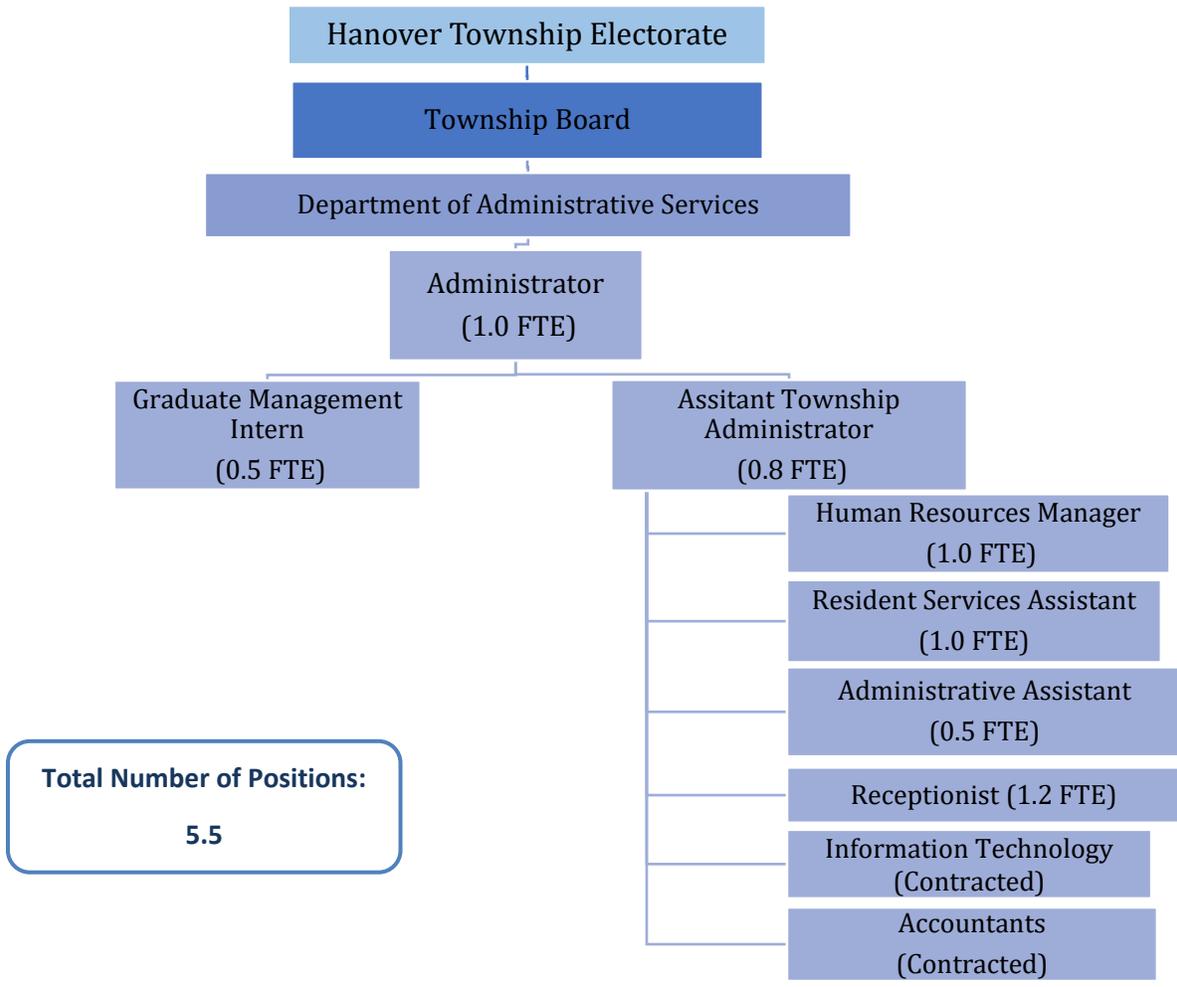
- The overall revenue will increase by 3.45%. This increase is due primarily to the designated salary increment and increases in the transfer to the capital fund.
- Passport Fees are expected to increase 3.33% in revenue generation as demand for services continues to increase. *

*Due to COVID-19, the US Department of State issued a nationwide halt on Passport processing; therefore, expected revenue increases are subject to change.



Town Revenues by source, FY21

Administrative Services



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 coordinator for the Township's information technology initiatives. The Department is also made up of a Human Resources Manager and provides accounting, payroll and resident services.

Services

The Department of Administrative Services consists of the Township Administrator, Accounting, Human Resources, Information Technology, main Reception, and Resident Services. The Accounting and Information Technology functions are both contracted; Township staff perform 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

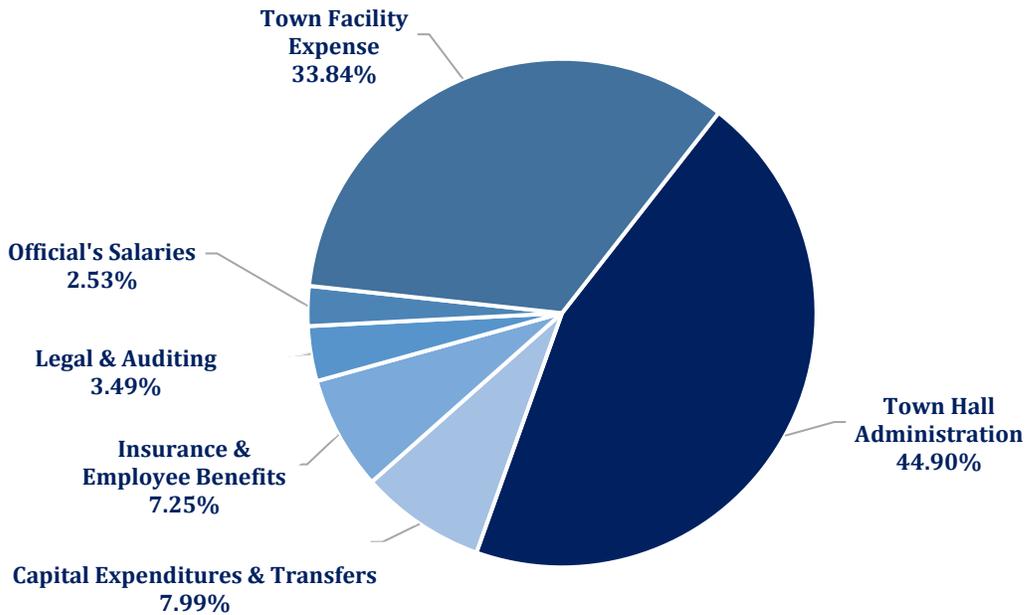
Hours of Operation: M, W-F: 8:30 am to 4:30 pm, Tues: 8:30 am to 6:00 pm

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

Department and Position	2019 Actual	2020 Actual	2021 Projected	Change
Administrative Services				
Township Administrator	1.0	1.0	1.0	0.0
Assistant Township Administrator	1.0	0.8	0.8	0.0
Administrative Services Coordinator	1.0	0.0	0.0	0.0
Human Resources Manager	0.0	1.0	1.0	0.0
Resident Services Assistant	1.0	1.0	1.0	0.0
Administrative Assistant	0.0	0.0	1.0	1.0
Receptionist	1.3	1.2	1.2	0.0
Management Graduate Intern	0.0	0.5	0.5	0.0
Total	5.3	5.5	6.5	1.0

Consolidated Expenditures					
	FY19	FY20	FY20	FY21	%
	Actual	Budget	Actual	Budget	Change
Capital Expenditures & Transfers	\$ 461,751	\$ 471,100	\$ 505,659	\$ 976,100	107.20%
Insurance & Employee Benefits	\$ 161,619	\$ 168,600	\$ 171,435	\$ 173,600	2.97%
Legal & Auditing	\$ 163,395	\$ 155,000	\$ 183,158	\$ 157,500	1.61%
Official's Salaries	\$ 77,503	\$ 78,800	\$ 78,892	\$ 78,800	0.00%
Town Facility Expense	\$ 42,527	\$ 57,800	\$ 40,012	\$ 55,000	-4.84%
Town Hall Administration	\$ 544,053	\$ 679,850	\$ 597,746	\$ 735,660	8.21%
Total	\$ 1,450,848	\$ 1,611,150	\$ 1,576,902	\$ 2,176,660	35.10%

Administrative Services Expenditures, FY21



Budget Highlights:

- The overall Town Fund/Administrative Services budget will increase by 35.1%.
- This increase is due primarily to the designated salary increment, increases in the transfer to the capital fund from \$265,000 to \$765,000, and personnel costs associated with the addition of full time Administrative Assistant position.

Administrative Services



Administrative Services Detailed Expenditures					
	FY19	FY20	FY20	FY21	%
	Actual	Budget	Actual	Budget	Change
Official's Salaries					
Compensation of Officials	\$ 77,503	\$ 78,800	\$ 78,892	\$ 78,800	0.00%
Total Official's Salaries	\$ 77,503	\$ 78,800	\$ 78,892	\$ 78,800	0.00%
Town Office Expense					
Postage	\$ 5,803	\$ 3,500	\$ 4,032	\$ 3,500	0.00%
Office Supplies	\$ 5,810	\$ 6,000	\$ 7,405	\$ 6,500	8.33%
Printing	\$ 5,314	\$ 6,000	\$ 8,154	\$ 6,500	8.33%
Salaries	\$ 331,695	\$ 370,000	\$ 362,599	\$ 420,000	13.51%
Travel Expenses	\$ 2,151	\$ 5,000	\$ 3,300	\$ 5,000	0.00%
Memberships, Subs, Pubs	\$ 12,604	\$ 12,000	\$ 10,837	\$ 12,000	0.00%
Pre-Employment Charges	\$ 50	\$ 1,000	\$ 1,670	\$ 1,000	0.00%
Education & Training	\$ 6,838	\$ 18,000	\$ 8,313	\$ 18,000	0.00%
Miscellaneous	\$ 7,317	\$ 10,000	\$ 10,154	\$ 10,000	0.00%
Consulting	\$ 8,847	\$ 10,000	\$ 6,750	\$ 10,000	0.00%
Financial Administration	\$ 62,200	\$ 65,000	\$ 64,800	\$ 65,000	0.00%
Community Affairs	\$ 5,463	\$ 5,000	\$ 4,401	\$ 5,000	0.00%
Committee on Youth	\$ 2,565	\$ 3,000	\$ 1,796	\$ 3,000	0.00%
Passport Services	\$ 13,839	\$ 14,000	\$ 10,440	\$ 14,000	0.00%
Legal Notices	\$ 302	\$ 1,000	\$ 737	\$ 1,000	0.00%
Contingency Fund	\$ -	\$ 50,000	\$ 6,580	\$ 50,000	0.00%
Health Insurance	\$ 41,719	\$ 55,000	\$ 52,111	\$ 55,200	0.36%
Dental, Vision & Life Insurance	\$ 1,244	\$ 2,950	\$ 2,071	\$ 3,700	25.42%
Unemployment	\$ 1,096	\$ 2,100	\$ 3,575	\$ 2,300	9.52%
IMRF Expense	\$ 8,352	\$ 16,500	\$ 6,512	\$ 18,300	10.91%
FICA Expense	\$ 8,767	\$ 11,200	\$ 8,979	\$ 12,800	14.29%
Ancillary Benefits	\$ 12,076	\$ 12,600	\$ 12,532	\$ 12,860	2.06%
Total Town Office Expense	\$ 544,052	\$ 679,850	\$ 597,746	\$ 735,660	8.21%

Administrative Services



	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Legal & Auditing					
Auditing	\$ 11,546	\$ 12,500	\$ 11,248	\$ 12,500	0.00%
Legal Services	\$ 151,849	\$ 142,500	\$ 171,910	\$ 145,000	1.75%
Legal & Auditing	\$ 163,395	\$ 155,000	\$ 183,158	\$ 157,500	1.61%
Insurance & Employee Benefits					
Employee Assistance Program	\$ 1,451	\$ 1,600	\$ 726	\$ 1,600	0.00%
General Insurance	\$ 143,929	\$ 150,000	\$ 157,598	\$ 155,000	3.33%
Flex & 457 Plan	\$ 2,533	\$ 4,000	\$ 3,037	\$ 4,000	0.00%
Employee Recognition	\$ 4,739	\$ 5,000	\$ 5,403	\$ 5,000	0.00%
Employee Wellness	\$ 5,935	\$ 8,000	\$ 4,672	\$ 8,000	0.00%
Insurance & Employee Benefits	\$ 158,587	\$ 168,600	\$ 171,435	\$ 173,600	2.97%
Capital Expenditures					
Equipment Purchases	\$ 22,154	\$ 20,000	\$ 16,141	\$ 20,000	0.00%
Computer Equipment & Software	\$ 93,567	\$ 100,000	\$ 138,487	\$ 105,000	5.00%
Facility Lease	\$ 21,030	\$ 21,100	\$ 21,030	\$ 21,100	0.00%
Transfer to Vehicle Fund	\$ 50,000	\$ 65,000	\$ 65,000	\$ 65,000	0.00%
Transfer to Capital Projects	\$ 275,000	\$ 265,000	\$ 265,000	\$ 765,000	188.68%
Total Capital Expenditures	\$ 461,751	\$ 471,100	\$ 505,659	\$ 976,100	107.20%
Town Hall Expense					
Telephone- Town & Senior Ctr	\$ 12,894	\$ 28,000	\$ 11,949	\$ 25,000	-10.71%
Utilities- Town & Senior Ctr	\$ 20,548	\$ 19,000	\$ 17,520	\$ 19,000	0.00%
Internet Access- Town	\$ 3,869	\$ 4,300	\$ 4,355	\$ 4,500	4.65%
Equipment Rental- Town	\$ 5,216	\$ 6,500	\$ 6,187	\$ 6,500	0.00%
Total Town Hall Expense	\$ 42,527	\$ 57,800	\$ 40,012	\$ 55,000	7.24%

Performance Metrics

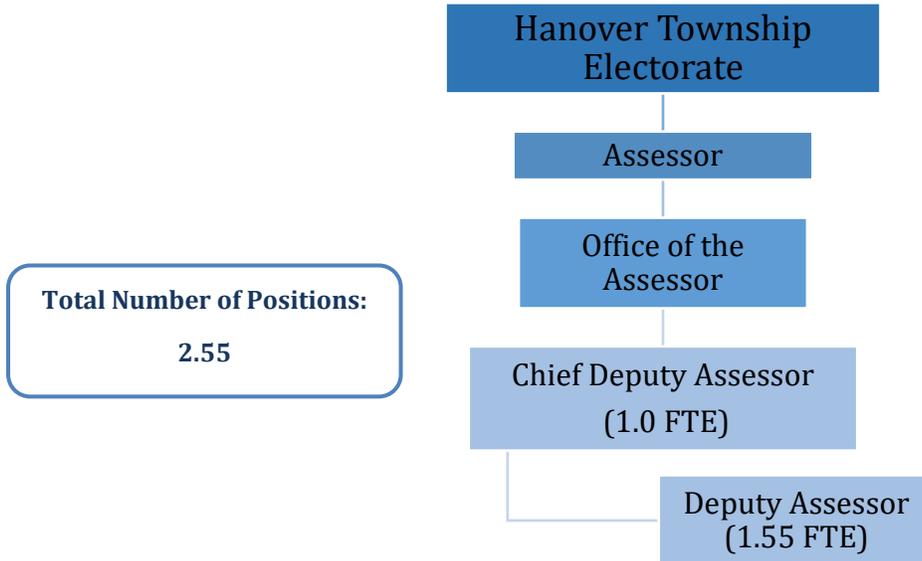
Service Provided	FY18	FY19	FY20	% Change
<i>Passports</i>	5,786	4,870	4,325	-11.19%
Photo fees	\$39,000	\$35,950	\$35,250	-1.95%
Fee deposits	\$103,960	\$122,150	\$119,785	-1.94%
<i>Fishing/Hunting Licenses</i>	80	85	62	-27.06%
<i>Handicap Placards</i>	228	254	214	-15.75%
<i>Cook County Vehicle Stickers</i>	258	299	5	-98.33%
<i>Human Resources Requests</i>	1,666	1,616	1,444	-10.64%
<i>New Employee Orientations</i>	17	23	22	-4.35%
<i>Percent of Budget Expended</i>	83.70%	83.20%	84.40%	1.44%
<i>Resident Contacts</i>	20,112	19,674	24,882	26.47%
<i>Technology Work Orders</i>	549	451	612	35.70%

FY20 Department Accomplished Goals (in order of priority)

1. In an effort to better support Hanover Township's 100 employees and approximately 300 volunteers, Administrative Services established a Human Resource Manager position.
2. Administrative Services also coordinated and completed many technology upgrades this fiscal year including an organization wide email migration project, security enhancements and replacing the network server.
3. Updates were made to the FY19-FY21 Strategic Plan and the Township was awarded grant funding to move forward with Izaak Walton Reserve Master Plan capital project.
4. Research was conducted regarding the 2012 Cemetery Study and subsequent updates were made for the 2020 Cemetery Study.

Administrative Services FY21 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Evaluate the current information technology practices and the need for continued information technology services.	1. Review current IT practices and research alternative practices to enhance support services. (Vana – 10/1/20)	a. Review current contract with ProxIT and identify options to increase support services. b. Research and identify alternate information technology practices.	a. TBC 9/1/20 b. TBC 10/1/20
	2. Determine comprehensive information technology services and support. (Vana – 1/1/21)	a. Conduct information technology needs assessment with staff. b. Analyze costs associated with identified needs. c. Make recommendation to the Township Board for extended information technology services.	a. TBC 9/1/20 b. TBC 11/1/20 c. TBC 1/1/21
II. Create an annualized staff and volunteer training program.	1. Research available training programs for staff and volunteers. (Callahan – 9/1/20)	a. Complete employee survey to determine appropriate training topics. b. Research applicable training topics for managers and all staff and volunteers.	a. TBC 8/1/20 b. TBC 9/1/20
	2. Develop annual training schedule. (Callahan – 12/1/20)	a. Identify two manager trainings and two all staff and volunteer trainings. b. Create schedule of quarterly trainings and establish every other training as a management training. c. Coordinate securing trainer and scheduling all training days/times.	a. TBC 10/1/20 b. TBC 11/1/20 c. TBC 12/1/20



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>

	2019	2020	2021	
Assessor's Office	Actual	Actual	Projected	Change
Chief Deputy Assessor	1.0	1.0	1.0	0.0
Deputy Assessor	1.75	1.55	1.55	0.0
Total	2.75	2.55	2.55	0.0

Budget Highlights:

- Assessor Office expenditures are budgeted to increase 5.4%. The budget also reflects decreases to Professional Services, Miscellaneous, and Equipment line items.

Assessor's Office Detailed Expenditures

	FY19	FY20	FY20	FY21	%
	Actual	Budget	Actual	Budget	Change
Assessor's Division					
Office Supplies	\$ 2,886	\$ 4,410	\$ 4,918	\$ 4,210	-4.54%
Printing	\$ 2,082	\$ 1,225	\$ 1,301	\$ 1,120	-8.57%
Salaries	\$ 124,974	\$ 125,536	\$ 128,413	\$ 136,162	8.46%
Equipment	\$ 2,304	\$ 3,430	\$ 1,647	\$ 3,150	-8.16%
Travel Expenses	\$ 383	\$ 2,034	\$ 208	\$ 2,034	0.00%
Dues, Subs, & Publications	\$ 2,529	\$ 2,695	\$ 1,544	\$ 2,695	0.00%
Training	\$ 1,471	\$ 2,230	\$ 1,464	\$ 2,230	0.00%
Miscellaneous	\$ 527	\$ 1,176	\$ 494	\$ 850	-27.72%
Professional Services	\$ -	\$ 980	\$ -	\$ 570	-41.84%
Communications	\$ 55	\$ 1,000	\$ 24,302	\$ 1,000	0.00%
Health Insurance	\$ 28,445	\$ 30,000	\$ 1,239	\$ 30,100	0.33%
Dental, Vision & Life Insurance	\$ 784	\$ 1,765	\$ 1,467	\$ 1,850	4.82%
Unemployment	\$ 378	\$ 862	\$ 2,230	\$ 862	0.00%
IMRF Expense	\$ 2,949	\$ 5,650	\$ 3,876	\$ 6,050	7.08%
FICA Expense	\$ 3,853	\$ 4,834	\$ 1,045	\$ 5,175	7.05%
Total	\$ 173,620	\$ 187,827	\$ 174,147	\$ 198,058	5.45%

Performance Metrics

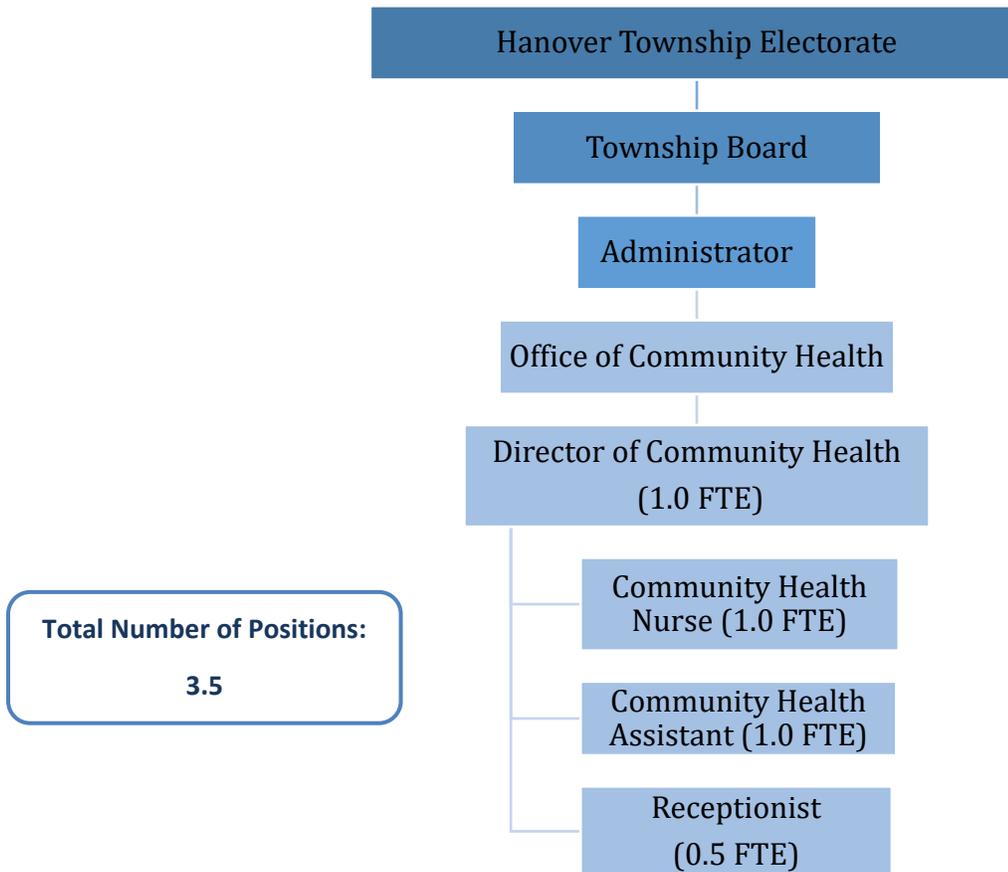
Service Provided	FY18	FY19	FY20	% Change
<i>Administration</i>				
Office Visits	5,060	4,829	5,909	18.28%
Building Permits Processed	5,574	5,457	8,352	34.66%
Change of Name	97	98	125	21.60%
Property Tax Appeals	1,238	813	1,375	40.87%
Sales Recording	N/A	1,282	2,901	55.81%
New Owner Mailing	N/A	1,136	2,184	47.99%
Certificate of Errors	1,025	742	1,842	59.72%
Property Location Updates	17	5	33	84.85%
<i>Exemptions</i>				
Home Owner Exemptions	389	331	573	42.23%
Senior Homeowner Exemptions	846	805	617	-30.47%
Senior Freeze Exemptions	1,112	1,065	1,118	4.74%
Miscellaneous Exemptions	37	36	54	33.33%
Disabled Veteran exemptions		111	126	11.90%
Diabled Person exemptions		196	285	31.23%

FY20 Department Accomplished Goals (in order of priority)

1. Attended other department events to promote our office services.
2. Attended Home Owner's Association meetings.
3. Appeal seminars were held for both Assessor and Board of Review appeals.

Office of The Assessor FY21 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Contact delinquent & annual tax sale taxpayers	1. Research phone numbers for taxpayers (Glascott 6/1/20)	a) Locate phone numbers for delinquent & tax sale taxpayers	a. TBC 6/1/20
	2. Call taxpayers to inform them of sale dates. (Christopher 7/1/20)	b) Call taxpayers to inform them about the tax sales.	b. TBC 7/1/20
	3. Mail a letter to delinquent taxpayers with no phone number available. (Christopher 8/1/20)	c) Mail information concerning tax sales	c. TBC 8/1/20
II. Contact seniors who are not receiving their exemptions	1. Research 2 year old sales for exemptions. (Christopher 6/1/20)	a) Locate phone numbers for senior taxpayers.	a) TBC 6/1/20
	2. Research phone numbers for taxpayers. (Christopher 6/1/20)	b) Check AINQ for current exemptions.	b) TBC 6/1/20
	3. Call taxpayers who have not received exemptions. (Deyne 7/1/20)	c) Call seniors and inform them about missing exemptions.	c) TBC 7/1/20
III. Retain CIAO designations for all staff.	1. Research IPAI courses (Deyne 12/1/20)	a. Check IPAI's website for course schedules.	a) TBC 12/1/20
	2. Sign up staff for courses. (Glascott 1/1/21)	b. Submit registration for courses.	b) TBC 1/1/20
	3. Attend courses. (All Staff 3/31/21)	c. Attend courses.	c) TBC 3/31/2021



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>

	2019	2020	2021	
Community Health	Actual	Actual	Projected	Change
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:

- A 17% increase was made for the Travel and Training line item in anticipation of increased trainings for the recently hired Community Health Assistant.
- A 108% increase was made for Professional Services, which is used for lab service fees through Alexian Reference Lab.

Office of Community Health Detailed Expenditures

	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Community Health Nurse					
Salaries	\$ 172,202	\$ 194,000	\$ 187,854	\$ 200,000	3.09%
Postage	\$ 98	\$ 350	\$ 128	\$ 300	-14.29%
Office Supplies	\$ 784	\$ 1,500	\$ 646	\$ 1,250	-16.67%
Printing	\$ 2,177	\$ 2,000	\$ 491	\$ 2,000	0.00%
Travel	\$ 1,119	\$ 1,500	\$ 1,672	\$ 1,750	16.67%
Dues, Subs, & Publications	\$ 178	\$ 275	\$ 160	\$ 400	45.45%
Community Affairs	\$ 2,401	\$ 3,000	\$ 2,946	\$ 3,000	0.00%
Equipment	\$ 1,977	\$ 3,325	\$ 3,954	\$ 2,500	-24.81%
Professional Services	\$ 1,577	\$ 1,200	\$ 2,310	\$ 2,500	108.33%
Miscellaneous	\$ 629	\$ 1,000	\$ 546	\$ 1,000	0.00%
License/Professional Insurance	\$ 164	\$ 300	\$ -	\$ 200	-33.33%
Medical Supplies	\$ 8,390	\$ 10,150	\$ 7,542	\$ 10,000	-1.48%
Communications	\$ 1,619	\$ 1,000	\$ 398	\$ 1,000	0.00%
Health Insurance	\$ 20,860	\$ 23,600	\$ 26,482	\$ 20,000	-15.25%
Dental, Vision & Life Insurance	\$ 800	\$ 1,800	\$ 1,263	\$ 1,850	2.78%
Unemployment	\$ 504	\$ 1,150	\$ 1,958	\$ 1,150	0.00%
IMRF Expense	\$ 4,281	\$ 8,700	\$ 3,434	\$ 8,950	2.87%
FICA Expense	\$ 5,579	\$ 7,500	\$ 6,013	\$ 7,650	2.00%
Total	\$ 225,338	\$ 262,350	\$ 247,797	\$ 265,500	1.20%

Performance Metrics				
Service Provided	FY18	FY19	FY20	% Change
<i>Appointments</i>				
ProTimes	205	134	103	-23.13%
TB Skin Test	116	106	94	-11.32%
Cholesterol	103	121	122	0.83%
Pharmaceutical Assistance Programs	16	16	5	-68.75%
Miscellaneous Labs	125	137	127	-7.30%
Wellness Screening (BP, anemia, diabetes)	481	444	527	18.69%
Others	501	460	517	12.39%
<i>Clinic Clients</i>				
Senior Center/ Home Visits	1,098	1,045	1,117	6.89%
Izaak Walton Center- Elgin	48	43	41	-4.65%
Astor Avenue	132	109	96	-11.93%
Offsite Clinics	137	155	160	3.23%
Total (Unduplicated)	576	595	537	-9.75%
<i>Public Education and Health Promotion</i>				
Media Coverage	46	50	27	-46.00%
Informational Seminars	68	48	61	27.08%
Program Participants	1,902	1,828	1,991	8.92%
<i>Primary Care Provider Support</i>	116	84	42	-50.00%

FY20 Department Accomplished Goals (in order of priority)

1. Increased outreach to culturally diverse populations by providing screenings/resources quarterly in partnership with local agencies who serve those clients (Centro, Jain Center, etc.).
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 FY21 Goals and Actions Plan

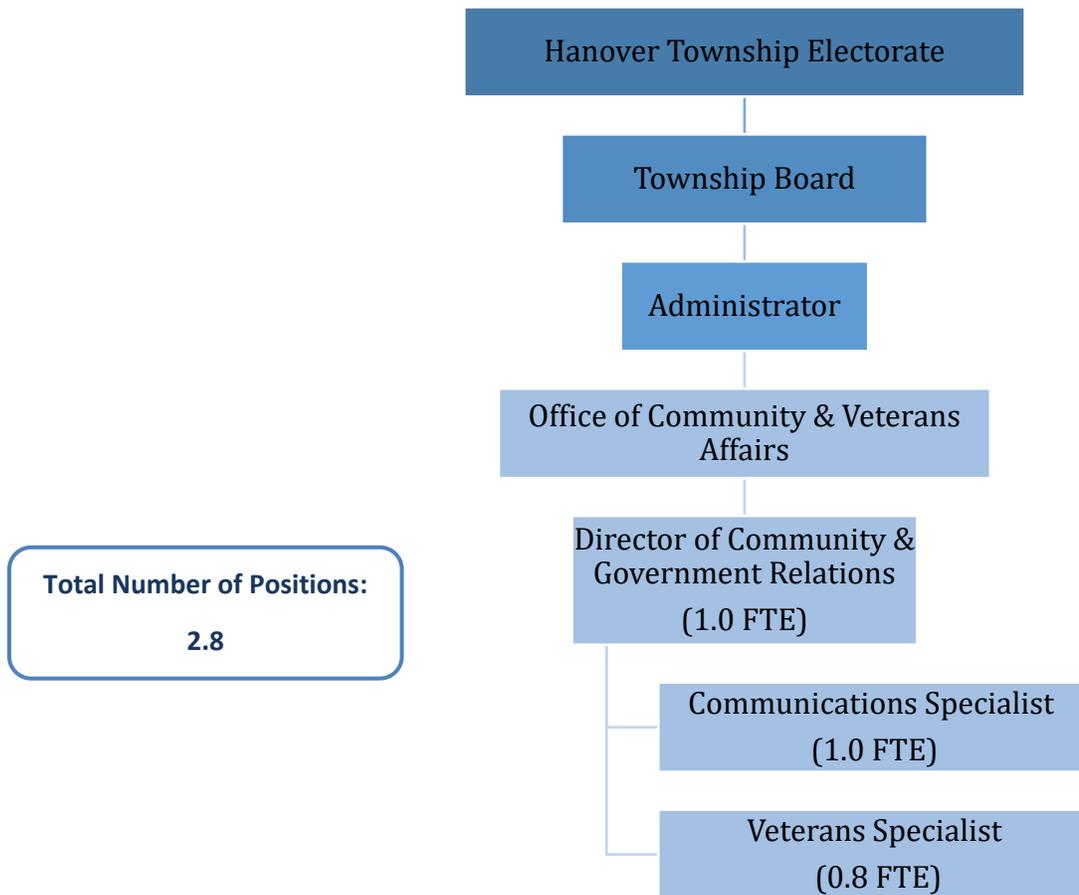
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Provide direct service, consultation, and education in response to the COVID 19 pandemic	1. Partner with IDPH and Cook County Health Department to perform long term contact tracing within Hanover Township (Smith, Court 3/31/21)	a. Establish points of contact and working relationships with IDPH and Cook County Health Department b. Complete contact tracing training program c. Contact COVID positive residents for case investigation and data collection and provide education and resources d. Collaborate with bilingual staff to perform contact tracing for Spanish speaking residents	a. TBC 5/01/20 b. TBC 5/31/20 c. TBC 3/31/21 d. TBC 3/31/21
	2. Establish health and safety practices and guidelines for the Township, employees and residents regarding disease prevention (Smith 3/31/21)	a. Create and update employee health screening forms per CDC and IDPH guidance b. Monitor and maintain adequate supplies of PPE for employees to utilize c. Provide ongoing and updated education to employees on infection prevention best practices including PPE use, social distancing, hand hygiene, and disinfecting surfaces d. Provide department heads and HR with guidance on employee COVID sick leave as it pertains to length of time and exposure risk	a. TBC 06/30/20 b. TBC 12/31/20 c. TBC 3/31/21 d. TBC 3/11/21
	3. Explore the ability to provide COVID anti-body testing services for residents (Smith 3/31/21)	a. Identify supply needs, cost and test requirements for COVID antibody testing b. Identify and establish a partnering laboratory to perform COVID	a. TBC 9/30/20 b. TBC 9/30/20

II. Increase utilization of oral preventative health services for older adults through oral health screenings, dental provider referrals, and oral health counseling.

1. Provide oral health education and counseling (Tyrrell 10/31/20)

2. Increase participant enrollment and participation in the Dental Access Network (DAN) Program (Smith 3/31/20)

- | | |
|---|---|
| <ul style="list-style-type: none"> c. Coordinate with Township Medical Director to obtain a standing order for antibody testing d. If feasible and permitted by Medical Director, advertise ability to provide antibody testing services to residents | <ul style="list-style-type: none"> c. TBC 11/30/20 d. TBC 12/31/20 |
| <ul style="list-style-type: none"> a. Work with Community Relations to promote oral health education on social media pages b. Create oral health and hygiene education for education boards and website c. Partner with a dental provider to offer oral health education class and/or oral screenings | <ul style="list-style-type: none"> a. TBC 6/30/20 b. TBC 8/30/20 c. TBC 10/31/20 |
| <ul style="list-style-type: none"> a. Assess all clinic clients of dental coverage status b. Work with Community Relations to identify clients via social media, Hanover Happenings, and email blasts c. Collaborate with other Township departments and partnering agencies to refer uninsured dental clients to DAN program d. Identify inactive DAN clients and assess interest in reactivating their program status | <ul style="list-style-type: none"> a. TBC 6/30/20 b. TBC 7/31/20 c. TBC 11/30/20 d. TBC 3/31/21 |



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 the Veteran population in understanding and receiving benefits for which they are entitled.

Location and Contact Information

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

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

Phone: 847-888-8329

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

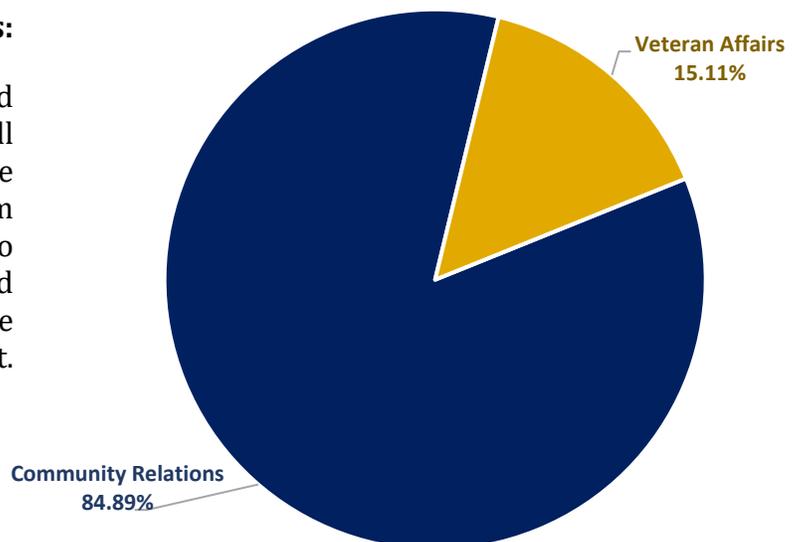
Webpage: <http://www.hanover-township.org/departments/community-veterans-affairs>

	2019	2020	2021	
Community and Veterans Affairs	Actual	Actual	Projected	Change
Director of Community and Government Relations	1.0	1.0	1.0	0.0
Veterans Specialist	1.0	0.8	0.8	0.0
Communications Specialist	1.0	1.0	1.0	0.0
Total	3.0	2.8	2.8	0.0

Expenditures by Division, FY21

Budget Highlights:

The Office of Community and Veterans Affairs has an overall budgeted increase of 3.1%. The Community Relations Salary line item reflects an increase to contribute to the cost to have a paid year round undergraduate intern position for the department.



Office of Community and Veterans Affairs Detailed Expenditures					
	FY19	FY20	FY20	FY21	%
	Actual	Budget	Actual	Budget	Change
Community Relations					
Salaries	\$ 118,115	\$ 121,000	\$ 124,004	\$ 134,000	10.74%
Education & Training	\$ 1,465	\$ 2,200	\$ 1,363	\$ 2,200	0.00%
Printing	\$ 523	\$ 700	\$ 519	\$ 700	0.00%
Postage	\$ 524	\$ 550	\$ 314	\$ 550	0.00%
Equipment & Furniture	\$ 3,053	\$ 2,600	\$ 2,866	\$ 2,600	0.00%
Office Supplies	\$ 1,064	\$ 1,000	\$ 1,350	\$ 1,300	30.00%
Miscellaneous	\$ -	\$ 1,000	\$ 739	\$ 1,000	0.00%
Satellite Office Programs	\$ 1,683	\$ 2,000	\$ 960	\$ 2,000	0.00%
Satellite Office Utilities	\$ 7,922	\$ 8,500	\$ 8,483	\$ 8,500	0.00%
Satellite Office Phone & Internet	\$ 4,122	\$ 4,400	\$ 5,546	\$ 5,000	13.64%
Travel	\$ 1,971	\$ 1,500	\$ 1,332	\$ 2,000	33.33%
Communications	\$ 54,132	\$ 48,600	\$ 46,486	\$ 48,600	0.00%
Social Media Archive and Distribution	\$ -	\$ 4,000	\$ 2,722	\$ 4,000	0.00%
Community Service Awards	\$ 2,077	\$ 2,200	\$ 713	\$ 2,200	0.00%
Community Affairs	\$ 5,714	\$ 5,000	\$ 3,930	\$ 5,000	0.00%
Historical Marker Program	\$ 931	\$ 2,400	\$ -	\$ 2,400	0.00%
Dues & Subscriptions	\$ 365	\$ 500	\$ 649	\$ 500	0.00%
Community Festivals	\$ 5,750	\$ 7,500	\$ 6,250	\$ 7,500	0.00%
Health Insurance	\$ 11,378	\$ 10,600	\$ 10,043	\$ 11,438	7.91%
Dental, Vision & Life Insurance	\$ 533	\$ 1,200	\$ 842	\$ 1,218	1.50%
Unemployment	\$ 263	\$ 600	\$ 1,021	\$ 575	-4.17%
IMRF Expense	\$ 2,688	\$ 5,300	\$ 2,092	\$ 5,424	2.34%
FICA Expense	\$ 3,507	\$ 4,500	\$ 3,608	\$ 4,641	3.13%
Community Relations Total	\$ 227,780	\$ 237,850	\$ 225,832	\$ 253,346	6.52%
Veteran Affairs					
Salary	\$ 34,160	\$ 36,000	\$ 31,885	\$ 29,800	-17.22%
Veteran Honor Roll	\$ 4,333	\$ 4,000	\$ 2,380	\$ 4,000	0.00%
Travel	\$ 618	\$ 600	\$ 648	\$ 750	25.00%
Veterans Program	\$ -	\$ -	\$ 60	\$ 1,000	100.00%
Supplies	\$ 162	\$ 600	\$ 673	\$ -	-100.00%
Training	\$ 977	\$ 1,200	\$ 453	\$ 1,000	-16.67%
Printing	\$ 349	\$ 400	\$ 11	\$ 400	0.00%
Postage	\$ -	\$ 400	\$ -	\$ 400	0.00%
Health Insurance	\$ 8,059	\$ 3,600	\$ 3,411	\$ 3,600	0.00%
Dental, Vision & Life Insurance	\$ 263	\$ 591	\$ 415	\$ 600	1.52%
Unemployment	\$ 131	\$ 300	\$ 511	\$ 300	0.00%
IMRF Expense	\$ 835	\$ 1,600	\$ 632	\$ 1,325	-17.19%
FICA Expense	\$ 1,116	\$ 1,400	\$ 1,122	\$ 1,135	-18.93%
Veteran Affairs Total	\$ 51,003	\$ 50,691	\$ 42,201	\$ 44,310	-12.59%
Community Relations & Veteran Affairs	\$ 278,783	\$ 288,541	\$ 268,033	\$ 297,656	3.16%

Performance Metrics

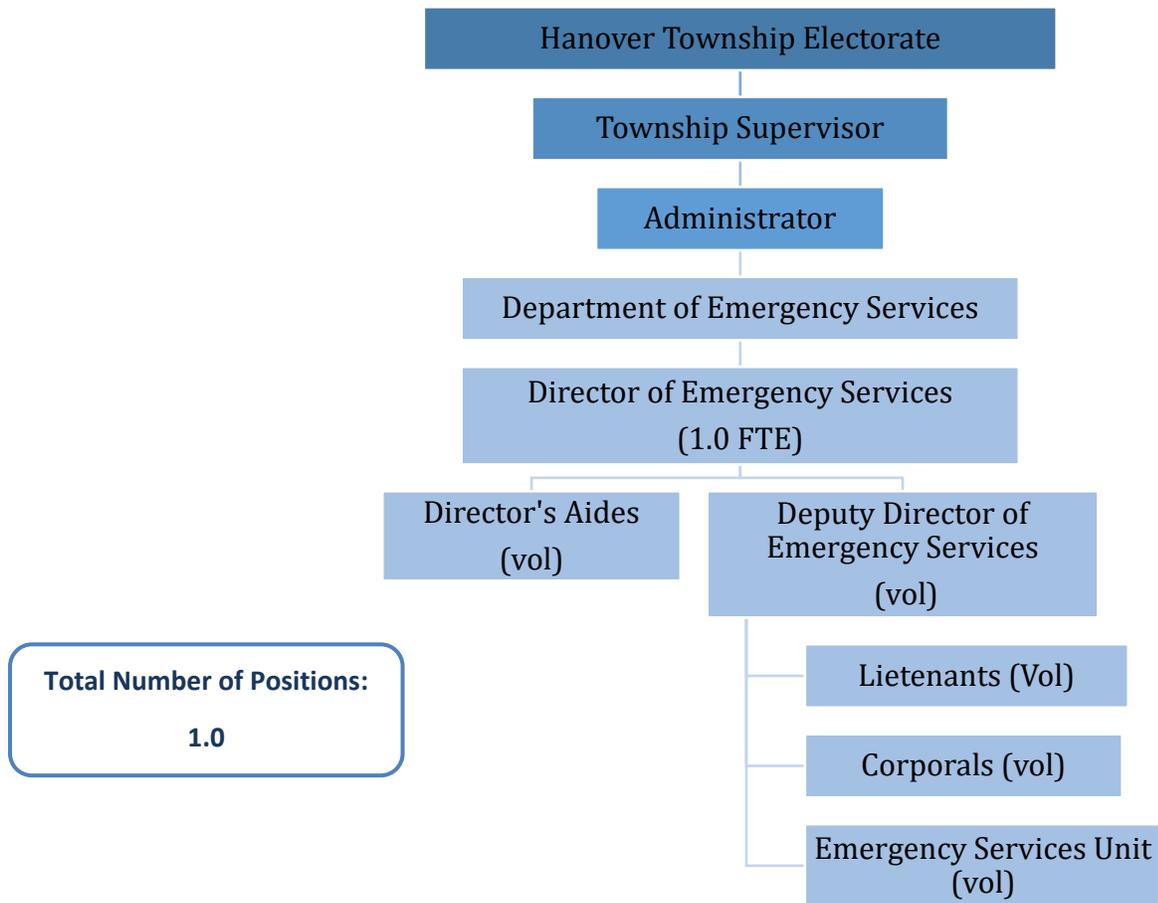
Service Provided	FY18	FY19	FY20	% Change
Website Visits (total)	50,407	53,360	52,504	-1.60%
Website Visits (Unique)	33,282	45,686	48,291	5.70%
Facebook Likes	2,232	2,992	3,657	22.23%
Facebook Reach	N/A	537,420	665,285	100.00%
New Twitter Followers	1123	1,219	1,269	4.10%
New YouTube Views	3,560	3,817	2,052	-46.24%
Media Releases	42	38	34	-10.53%
Veteran Contacts	603	952	689	-27.63%
Total Veterans Served	560	887	509	-42.62%
Total Resident Contacts (Elgin Office)	5,620	3,529	4,875	38.14%

FY20 Department Accomplished Goals (in order of priority)

1. Reviewed, researched, and revised the Township’s Communications plan with emphasis on community engagement and process.
2. Assisted department heads in researching and identifying grant opportunities from federal and state agencies.

Office of Community and Veterans Affairs FY21 Goals and Actions Plan

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	SATUS
I. Develop a plan to communicate with ethnically diverse groups within Hanover Township including diverse community organizations, religious institutions, and other identified groups as appropriate.	1. Research local ethnic groups in Hanover Township and develop spreadsheet of relevant contact information. (Kuttenberg - 9/15/20)	a. Meet with Diversity & Engagement Task Force leaders to discuss goal and receive input, as well as leads for ethnic groups	a. TBC (7/15/20)
		b. Research local religious organizations and identify point of contact with relevant information	b. TBC (9/15/20)
	2. Meet with local ethnic leaders to introduce Township personnel and discuss best methods for two-way communication (Kuttenberg - 10/1/20)	a. Develop presentation and identify Township personnel for meetings with ethnic leaders	a. TBC (8/15/20)
		b. Submit report to the Task Force members and officials summarizing the meetings and identified best practices for two-way communication	b. TBC (10/1/20)
II. Establish key contact for each religious organization in Hanover Township; and establish regular communication.	1. Research local religious organizations in Hanover Township and develop spreadsheet of relevant information. (Smith - 8/1/20)	a. Meet with Administrator or official to discuss genesis of goal	a. TBC (7/15/20)
		b. Submit draft of spreadsheet to department head	b. TBC (8/1/20)
		c. Research local religious organizations and identify point of contact with relevant information	c. TBC (8/1/20)
	2. Identify Communication Best Practices with entities (Smith - 3/1/21)	a. Engage in two-way communication with points of contact to identify information dissemination tools	a. TBC (12/1/20)
b. Create to implement identified communication methods		b. TBC (3/1/21)	



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: Michael Crews, Director
mcrews@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>

	2019	2020	2021	
Emergency Services	Actual	Actual	Projected	Change
Director	0.8	1.0	1.0	0.0
Total	0.8	1.0	1.0	0.0

Budget Highlights

- The Communications line item will decrease by 26.5%, as this line item was increased last year to accommodate a onetime expense to be added to DuComm’s new computer system.
- The Emergency Services Department budget is projected to increase by 4.2% due to personnel costs associated with the Emergency Services Director position changing from a 32 hour per week to a 40 hour per week position.

Emergency Services Detailed Expenditures

	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Emergency Services					
Salaries	\$ 42,182	\$ 44,600	\$ 58,753	\$ 62,400	39.91%
Equipment	\$ 25,056	\$ 23,000	\$ 20,814	\$ 23,000	0.00%
Uniforms	\$ 6,307	\$ 8,500	\$ 7,663	\$ 8,500	0.00%
Printing	\$ 2,730	\$ 1,000	\$ 1,424	\$ 1,000	0.00%
Postage	\$ 62	\$ 200	\$ 30	\$ 200	0.00%
Office Supplies	\$ 803	\$ 1,000	\$ 873	\$ 1,000	0.00%
Miscellaneous	\$ 1,293	\$ 1,000	\$ 731	\$ 1,000	0.00%
Education & Training	\$ 9,911	\$ 10,000	\$ 4,767	\$ 10,000	0.00%
Pre-Volunteer Screening	\$ 2,722	\$ 500	\$ 2,583	\$ 500	0.00%
Travel	\$ 864	\$ 2,500	\$ 198	\$ 2,500	0.00%
Volunteer Appreciation	\$ 6,525	\$ 4,000	\$ 3,788	\$ 4,000	0.00%
Vehicle Fuel & Maintenance	\$ 13,447	\$ 9,000	\$ 16,248	\$ 10,000	11.11%
Communications	\$ 10,198	\$ 34,000	\$ 19,580	\$ 25,000	-26.47%
Emergency Ops Center	\$ -	\$ 100	\$ -	\$ 100	0.00%
Health Insurance	\$ 18,015	\$ 17,900	\$ 16,960	\$ 13,365	-25.34%
Dental, Vision & Life Insurance	\$ 267	\$ 600	\$ 421	\$ 610	1.67%
Unemployment	\$ 127	\$ 290	\$ 494	\$ 290	0.00%
IMRF Expense	\$ 992	\$ 2,000	\$ 789	\$ 2,800	40.00%
FICA Expense	\$ 1,295	\$ 1,705	\$ 1,367	\$ 2,400	40.76%
Total	\$ 142,796	\$ 161,895	\$ 157,483	\$ 168,665	4.18%

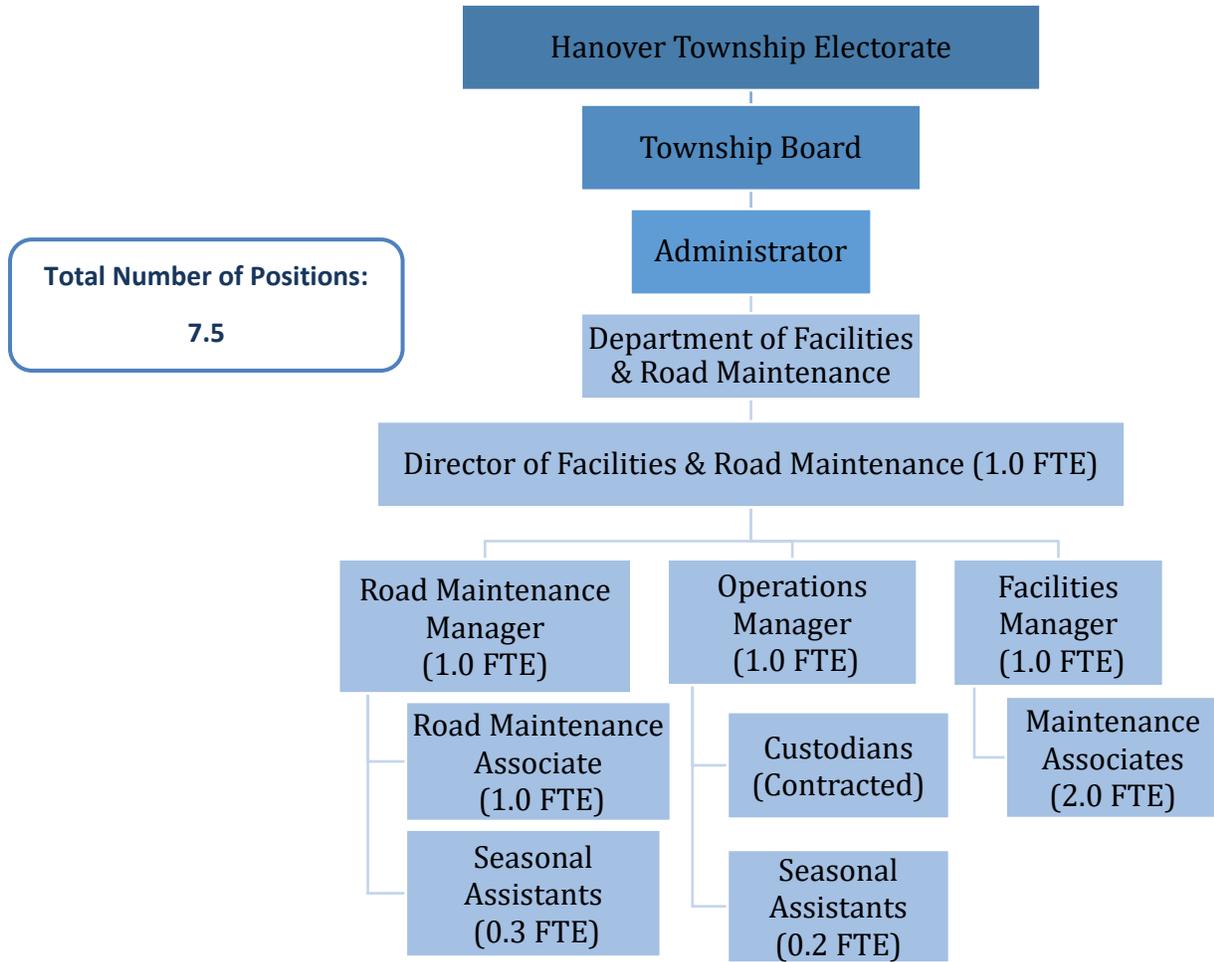
Performance Metrics				
Service Provided	FY18	FY19	FY20	% Change
<i>Volunteers</i>				
Total Volunteers	34	35	29	-17.14%
New Volunteers	8	5	7	40.00%
<i>Hours</i>				
Volunteer Detail Hours	4,383	4,899	5,942	21.29%
Volunteer Work Hours	1,790	3,671	3,043	-17.11%
Volunteer Training Hours	3,278	3,308	2,195	-33.65%
Total Volunteer Hours	9,450	11,931	11,180	-6.29%
<i>Details</i>				
Emergency Call Outs	79	88	85	-3.41%
Safety Patrols	37	42	99	135.71%
Township Sponsored Events	27	25	35	40.00%
Other Community Events	43	58	44	-24.14%
Miscellaneous	0	0	8	0.00%
Total Details	186	210	271	29.05%

FY20 Department Accomplished Goals (in order of priority)

1. Reviewed and evaluated the scope of services for Emergency Services.
2. Completed the development of collaborative training design and completion of joint trainings with other EMA agencies.

Department of Emergency Services FY21 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Recruit and retain 35 Emergency Services members.	1. Focus attention of social media outlets; promote HTES	a. Continually post stories and articles reflecting a positive light on the HTES	a. TBC (3/31/2021)
	2. Provide meaningful training to new recruits	a. Develop and execute an all-hazards training schedule focusing on hands-on drills and realistic simulations	a. TBC (3/31/2021)
	3. Reinforce the membership requirements	a. At time of application, HTES leadership will thoroughly discuss the requirements of joining the HTES	a. TBC (3/31/2021)
II. Establish overnight, 7 days a week personnel program.	1. Provide education to the members on the advantages of an overnight program	a. HTES meets with membership to collectively promote the overnight program	a. TBC (12/1/2020)
		b. Ensure HTES officers have full ownership in the overnight program to assure leadership can successfully promote the program with a solid message	b. TBC (3/31/2021)
	2. Maintain a schedule for the membership through IamResponding	a. Develop a scheduling mechanism to assist membership with overnight sign-up	a. TBC (9/1/2020)
		b. Develop an HTES SOG outlines the operations of an overnight program	b. TBC (11/1/2020)
III. Expand the general alarm response or equivalent with one or more additional in-township first responder agencies.	1. Meet with Fire Chiefs and/or officers individually to determine interest	a. Schedule meetings with all in-township first responder agencies.	a. TBC (9/1/2020)
		b. Determine agencies' interest and the scope of response by HTES.	b. TBC (1/1/2021)
		c. Conduct a meet and greet with interested agencies	c. TBC (3/31/2021)
	2. Assist and establish relationship for full general alarm response	a. Determine if any joint training is necessary and communications capabilities.	a. TBC (3/31/2021)
	b. Execute partnership for general alarm response of equivalent with all interested agencies.	b. TBC (3/31/2021)	



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>

	2019	2020	2021	
Facilities and Road Maintenance	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Operations Manager	1.0	1.0	1.0	0.0
Facilities Manager	1.0	1.0	1.0	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

	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Facilities Maintenance					
Salaries	\$ 298,247	\$ 274,000	\$ 295,554	\$ 285,000	4.01%
Office Supplies	\$ 730	\$ 400	\$ 405	\$ 400	0.00%
Janitorial Supplies	\$ 10,389	\$ 10,000	\$ 9,073	\$ 10,000	0.00%
Housekeeping Contract	\$ 52,725	\$ 50,000	\$ 53,629	\$ 52,000	4.00%
Building Contracts	\$ 18,977	\$ 13,000	\$ 21,384	\$ 13,000	0.00%
Building Maintenance- Town	\$ 11,412	\$ 6,000	\$ 5,264	\$ 6,000	0.00%
Building Maintenance- Senior	\$ 5,595	\$ 8,000	\$ 3,971	\$ 8,000	0.00%
Building Maintenance- Astor	\$ 2,871	\$ 2,000	\$ 1,545	\$ 2,000	0.00%
Equipment Maintenance- Town	\$ 3,982	\$ 5,000	\$ 4,407	\$ 5,000	0.00%
Equipment Maintenance- Senior	\$ 14,906	\$ 14,000	\$ 16,665	\$ 14,000	0.00%
Equipment Maintenance- Astor	\$ 1,019	\$ 1,200	\$ 1,731	\$ 1,200	0.00%
Equipment Rental	\$ 272	\$ 1,500	\$ 1,015	\$ 2,000	33.33%
Education & Training	\$ 593	\$ 1,500	\$ 1,182	\$ 1,500	0.00%
Vehicle Maintenance- Town	\$ 1,055	\$ 5,500	\$ 2,896	\$ 5,000	-9.09%
Vehicle Fuel- Town	\$ 5,932	\$ 6,000	\$ 6,020	\$ 6,000	0.00%
Seasonal Projects Assistance	\$ 16,754	\$ 20,000	\$ 15,845	\$ 20,000	0.00%
Cell Phone/Communications	\$ 771	\$ 1,500	\$ 2,758	\$ 4,500	200.00%
Trash Removal- Town	\$ 2,946	\$ 3,000	\$ 2,826	\$ 3,000	0.00%
Trash Removal- Senior	\$ 3,406	\$ 3,000	\$ 4,001	\$ 3,600	20.00%
Trash Removal- Astor	\$ 3,969	\$ 3,000	\$ 6,060	\$ 4,000	33.33%
Grounds/Reserve Maintenance	\$ 14,848	\$ 10,000	\$ 12,888	\$ 10,000	0.00%
Uniforms	\$ 1,985	\$ 2,000	\$ 2,027	\$ 1,500	-25.00%
Miscellaneous	\$ 987	\$ 1,000	\$ 1,179	\$ 1,000	0.00%
Building Maintenance - Izaak	\$ 2,851	\$ 3,000	\$ 2,216	\$ 3,000	0.00%
Equipment Maintenance- izaak	\$ 2,740	\$ 2,000	\$ 1,909	\$ 2,000	0.00%
Trash Removal - Izaak	\$ 1,218	\$ 1,800	\$ 1,292	\$ 1,800	0.00%
Health Insurance	\$ 48,356	\$ 51,100	\$ 48,415	\$ 51,100	0.00%
Dental, Vision & Life Insurance	\$ 1,311	\$ 2,800	\$ 1,965	\$ 2,900	3.57%
Unemployment	\$ 635	\$ 1,400	\$ 2,383	\$ 2,000	42.86%
IMRF Expense	\$ 7,047	\$ 12,100	\$ 4,776	\$ 12,800	5.79%
FICA Expense	\$ 8,847	\$ 10,400	\$ 8,338	\$ 10,900	4.81%
Facilities Maintenance	\$ 504,539	\$ 526,200	\$ 543,621	\$ 545,200	3.61%

Budget Highlights:

- The Facilities Division expenses are budgeted to increase 3.6%. The most significant increase is reflected in the Communications line item and is due to the implementation of the new cloud-based work order system which requires Facilities and Road Maintenance staff to have tablets to track and complete work orders.
- The Road Maintenance Division is anticipating a 0.9% increase in revenue.

Performance Metrics				
Service Provided	FY18	FY19	FY20	% Change
<i>Administration</i>				
Vehicle Service Calls	91	142	65	-54.23%
Work Orders	703	569	999	75.57%
Event Setups/Tear Downs	2,241	2,189	3,003	37.19%
<i>Energy Efficiency - Electricity (Kw)</i>				
Astor Avenue Community Center	59,178	54,697	61,345	65.75%
Town Hall	86,872	85,620	90,660	330.57%
Senior Center	374,950	346,571	368,650	-99.38%
<i>Energy Efficiency - Gas (Therms)</i>				
Astor Ave. Community Center	2,056.00	2,396.00	2,151	606.30%
Town Hall	6,406.00	8,320.00	7,176.44	-100.00%
Senior Center	14,445.00	19,292.00	16,922.89	-95.52%
<i>Road Maintenance</i>				
Salt Usage (tons)	710	1250	865	-30.80%

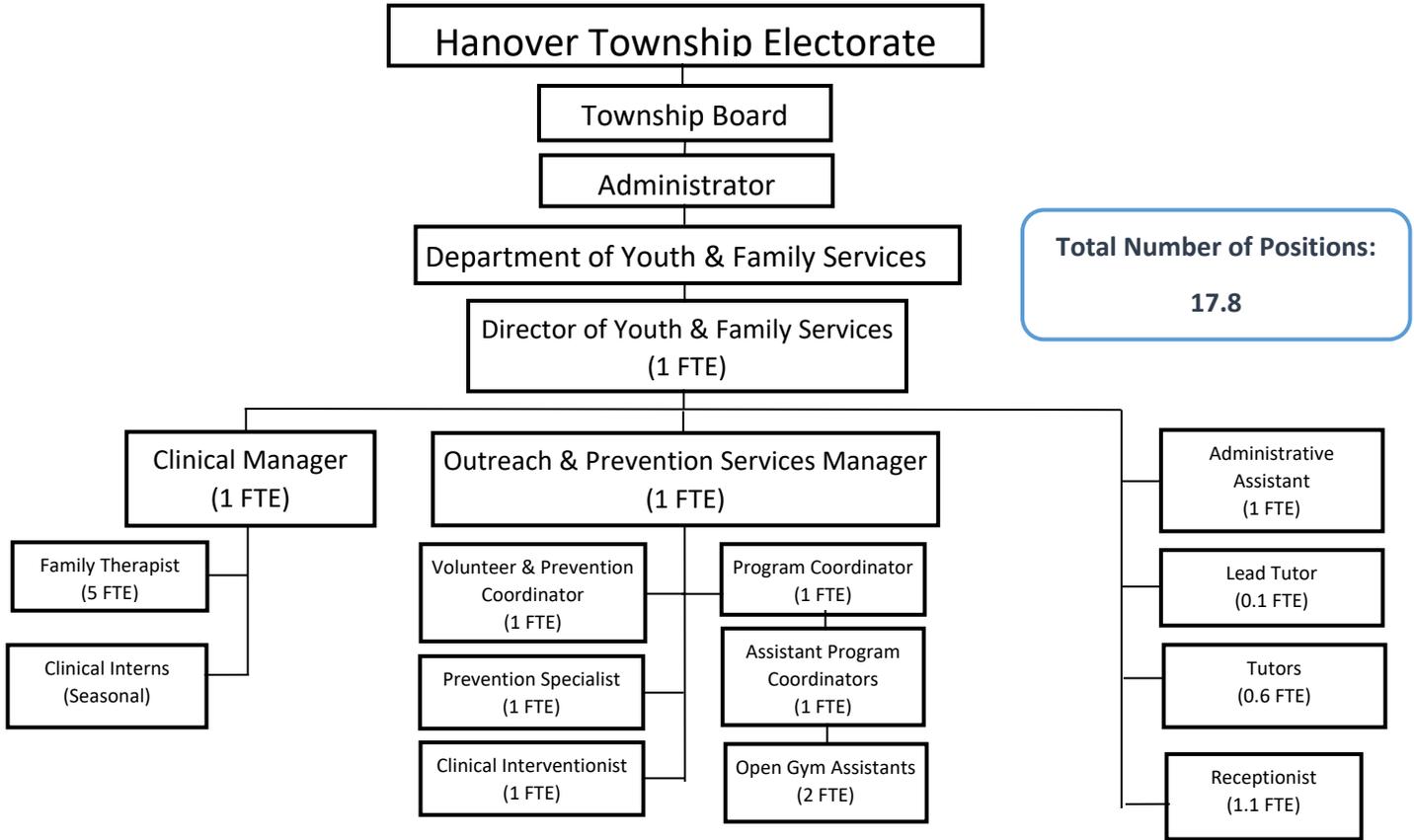
FY20 Department Accomplished Goals (in order of priority)

1. Acted as project manager overseeing the planning and implementation of the Izaak Walton Reserve parking lot expansion and resurfacing project.
2. Oversaw planning and implementation of the walking path installation at Naomi Walters Reserve.
3. Researched, developed, and finalized road resurfacing master plan.

Department of Facilities and Road Maintenance FY21 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Identify and establish updated cleaning program for township facilities.	1. Present identified options, and receive direction from board on updating Township cleaning program. (Hanson 6/15/20)	a. Compose memorandum on current and optional cleaning procedures. b. Present to board current and optional processes. c. Receive direction and approval from board.	a. TBC 5/15/2020 b. TBC 5/19/2020 c. TBC 6/15/2020
	2. Implement board approved cleaning program. (Hanson 9/1/20)	a. Request, post job openings and interview prospective applicants. b. Identify and purchase cleaning equipment and chemicals systems. c. Design and implement cleaning schedule and procedures. d. Hire, train appropriate staff on cleaning procedures. e. Cancel current contracts	a. TBC 6/30/2020 b. TBC 6/30/2020 c. TBC 7/15/2020 d. TBC 7/15/2020 e. TBC 7/31/2020
II. Complete parking lot resurfacing and install a waste enclosure at Izaak Walton Center and resurface Astor Avenue Community Center parking lot.	1. Manage and oversee completion of existing contract for Izaak Walton parking lot resurfacing and additional waste enclosure. (Hanson 7/1/20)	a. Establish new project schedule with contractor and engineer. b. Manage and oversee completion of contracted parking lot resurfacing. c. Receive quotes for waste enclosure. d. Complete installation of waste enclosure.	a. TBC 5/1/2020 b. TBC 6/1/2020 c. TBC 5/1/2020 d. TBC 7/1/2020
	2. Manage and oversee resurfacing of Astor Avenue Community Center parking lot. (Hanson 10/1/20)	a. Confirm schedule of water main replacement with the Village of Hanover Park. b. Receive cost estimates and determine scope of project. c. Recommend contractor and award contract. d. Establish impact on building operations, programming, and parking lot closure. e. Communicate construction schedule and impact with staff and public. f. Oversee construction and completion of the project.	a. TBC 5/1/2020 b. TBC 6/1/2020 c. TBC 7/1/2020 d. TBC 7/1/2020 e. TBC 8/1/2020 f. TBC 10/1/2020

III. Hire new Road Division engineering firm, establish an intergovernmental agreement with Hoffman Estates for Berner and Dale roads and design road improvement awards and bids for FY22.	1. Establish intergovernmental agreement with Hoffman Estates. (Hanson 7/1/20)	a. Establish initial scope of IGA with Village of Hoffman Estates.	a. TBC 5/1/2020
		b. Submit scope to Hanover Township legal for creation of IGA.	b. TBC 6/1/2020
		c. Submit final IGA to board for approval.	c. TBC 7/1/2020
	2. Research and hire new engineering firm, and oversee design of road improvement awards for FY22. (Hanson 12/31/20)	a. Initiate QBS for engineering submittals.	a. TBC 7/1/2020
		b. Conduct interviews of submitted firms.	b. TBC 8/1/2020
		c. Recommend and establish scope of FY22 road improvement projects.	c. TBC 10/1/2020
		d. Oversee and manage bid process for approved FY22 road improvement projects.	d. TBC 12/31/2020



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: Tina Houdek, Director
thoudek@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>

	2019	2020	2021	
Youth and Family Services	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	0.0
Receptionist	1.1	1.1	1.1	0.0
Lead Tutor	0.1	0.1	0.1	0.0
Tutor	0.6	0.6	0.6	0.0
Clinical Manager	1.0	1.0	1.0	0.0
Family Therapist	5.0	5.0	5.0	0.0
Outreach & Prevention Services Manager	1.0	1.0	1.0	0.0
Program Coordinator	1.0	1.0	1.0	0.0
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	17.8	17.8	17.8	0.0

Budget Highlights:

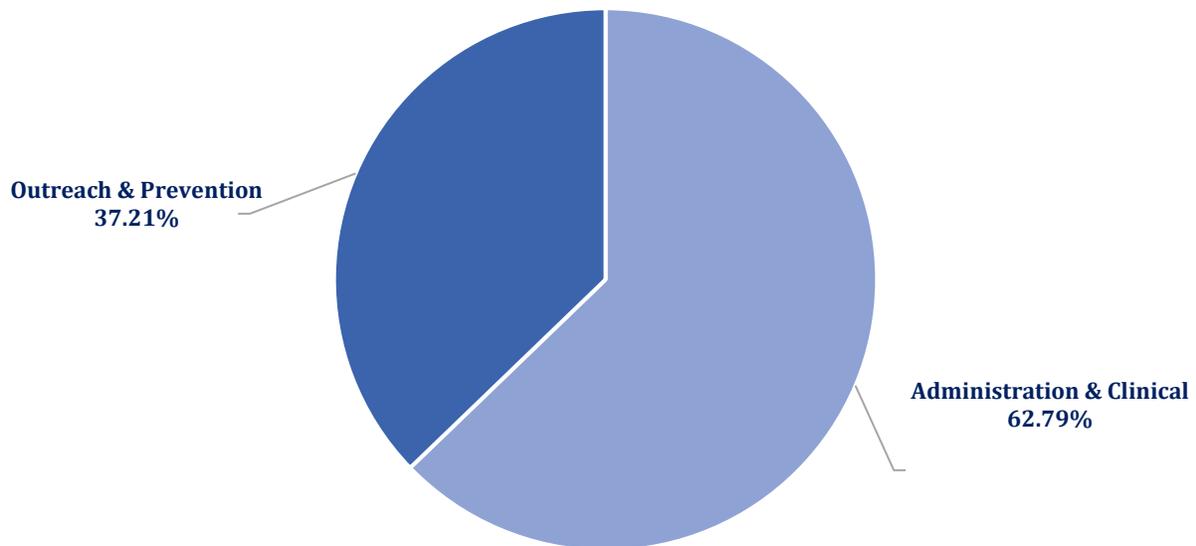
- Youth and Family Services is anticipating a slight decrease in the overall budget to reflect a change in long tenured employee retirements. Other changes within the department budget are relatively modest.
- Total department expenditures are budgeted to decrease 1.6%.

Youth and Family Services Detailed Expenditures

	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Administration & Clinical					
Salaries	\$ 436,321	\$ 495,000	\$ 450,523	\$ 495,000	0.00%
Education & Training	\$ 5,804	\$ 6,000	\$ 3,272	\$ 6,000	0.00%
Consulting Fees	\$ 3,000	\$ 3,600	\$ 600	\$ 3,600	0.00%
Answering Service	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	0.00%
Printing	\$ 2,159	\$ 2,000	\$ 1,510	\$ 2,000	0.00%
Postage	\$ 155	\$ 400	\$ 76	\$ 300	-25.00%
Books & Journals	\$ 77	\$ 400	\$ 403	\$ 400	0.00%
Equipment Maintenance	\$ 2,423	\$ 2,500	\$ 2,340	\$ 2,600	4.00%
Psychiatric Backup	\$ 4,520	\$ 9,000	\$ 2,090	\$ 9,000	0.00%
Office Supplies	\$ 2,528	\$ 3,000	\$ 3,724	\$ 4,000	33.33%
Community Affairs	\$ 3,542	\$ 2,600	\$ 3,116	\$ 3,800	46.15%
Recruitment & Pre Employment	\$ 2,151	\$ 1,500	\$ 2,930	\$ 1,500	0.00%
Miscellaneous	\$ 58	\$ 500	\$ 164	\$ 500	0.00%
Travel	\$ 2,557	\$ 3,000	\$ 1,631	\$ 3,000	0.00%
Software Maintenance	\$ -	\$ 3,600	\$ -	\$ 3,600	0.00%
Equipment & Furniture	\$ 1,015	\$ 3,000	\$ 3,172	\$ 3,000	0.00%
Tutoring	\$ 20,529	\$ 27,500	\$ 17,336	\$ 27,500	0.00%
Dues & Subscriptions	\$ 689	\$ 500	\$ 709	\$ 500	0.00%
Health Insurance	\$ 53,097	\$ 55,378	\$ 52,469	\$ 56,100	1.30%
Dental, Vision & Life Insurance	\$ 1,831	\$ 4,707	\$ 3,304	\$ 4,900	4.10%
Unemployment	\$ 1,502	\$ 3,356	\$ 5,713	\$ 3,500	4.29%
IMRF Expense	\$ 10,598	\$ 21,899	\$ 8,643	\$ 21,700	-0.91%
FICA Expense	\$ 11,947	\$ 15,990	\$ 12,820	\$ 15,800	-1.19%
Total Administration & Clinical	\$ 567,703	\$ 666,630	\$ 577,744	\$ 669,500	0.43%

Outreach & Prevention	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Open Gym Program	\$ 10,044	\$ 7,200	\$ 4,267	\$ 7,200	0.00%
Open Gym Salaries	\$ 93,232	\$ 123,500	\$ 97,287	\$ 130,000	5.26%
Salaries	\$ 187,256	\$ 196,000	\$ 166,943	\$ 180,000	-8.16%
Education & Training	\$ 1,892	\$ 2,000	\$ 1,671	\$ 2,000	0.00%
Travel	\$ 3,080	\$ 3,000	\$ 2,767	\$ 3,000	0.00%
Printing	\$ -	\$ 1,100	\$ 188		-100.00%
Office Supplies	\$ -	\$ 1,000	\$ 833		-100.00%
Community Affairs	\$ -	\$ 1,200	\$ 575		-100.00%
Professional Services	\$ 1,200	\$ 1,200	\$ 900	\$ 1,200	0.00%
Program Supplies	\$ 1,092	\$ 1,000	\$ 882	\$ 1,000	0.00%
Cell phone	\$ 3,159	\$ 3,000	\$ 2,666	\$ 3,000	0.00%
Substance Abuse Prevention Program	\$ 2,859	\$ 3,200	\$ 1,459	\$ 3,200	0.00%
Transportation	\$ -	\$ 500	\$ 389	\$ 500	0.00%
Health Insurance	\$ 44,090	\$ 42,000	\$ 39,794	\$ 36,000	-14.29%
Dental, Vision & Life Insurance	\$ 1,307	\$ 2,942	\$ 2,065	\$ 3,100	5.37%
Unemployment	\$ 1,347	\$ 3,206	\$ 5,457	\$ 3,450	7.61%
IMRF Expense	\$ 7,093	\$ 14,313	\$ 5,649	\$ 12,100	-15.46%
FICA Expense	\$ 8,728	\$ 11,524	\$ 9,239	\$ 11,000	-4.55%
Total Outreach & Prevention	\$ 366,379	\$ 417,885	\$ 343,030	\$ 396,750	-5.06%
Youth & Family Services Expenditures	\$ 934,082	\$ 1,084,515	\$ 920,774	\$ 1,066,250	-1.68%

Expenditures by Division, FY21



Performance Metrics

Service Provided	FY18	FY19	FY20	% Change
<i>Outreach and Prevention</i>				
Open Gym Participants	14,533	14,031	12,297	-12.36%
Open Gym Participants (Unduplicated)	1,110	1,187	1,286	8.34%
Alternative to Suspension Referrals	102	90	161	78.89%
Alternative to Suspension participants		2089	1741	
Alternative to Suspension (Unduplicated)	175	190	220	15.79%
<i>Clinical</i>				
Therapy Clients (Total Attended)	4,614	5,238	4161	-70.79%
Therapy Clients (Unduplicated)	1,792	2,120	1,530	-98.92%
New Clients (Unduplicated)	166	88	23	3181.82%
Clinical Hours	2,862	3,336	2888	-64.09%
Group Session Participants	2,080	2,819	1,198	-100.00%
<i>Tutoring Participants</i>				
Total	1,452	1,408	965	-74.86%
Unduplicated	236	218	354	-100.00%

FY20 Department Accomplished Goals (in order of priority)

1. Conducted qualitative research on the longitudinal impact of various programs on township residents in partnership with Loyola University of Chicago.
2. Developed and implemented permanent Open Gym summer camp at Izaak Walton Center.
3. Researched and applied for grants to expand drug prevention programming.

Department of Youth and Family Services FY21 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Develop an ongoing response plan in order to continue to provide Youth and Family Services programming during the Covid-19 pandemic.	1. Create best practice recommendations to provide remote therapy services. (Gonzalez 6/1/20)	a. Research professional associations for recommendations and best practice information regarding providing therapy services during a pandemic.	a. TBC 6/1/20
		b. Create criteria to determine when in person therapy is recommended.	b. TBC 6/1/20
		c. Establish new procedures and rules in providing both in person therapy and virtual therapy.	c. TBC 6/1/20
		d. Develop safety procedures to conduct in person therapy.	d. TBC 6/1/20
	2. Develop ongoing Virtual Support Groups to address mental health impact of the Covid-19 pandemic. (Gonzalez 8/1/20)	a. Develop internal assessment tool to determine mental health impact in order to define group needs.	a. TBC 6/30/20
		b. Develop and conduct an external needs assessment to determine impact and group program needs.	b. TBC 6/30/20
		c. Gather assessment data and determine group needs.	c. TBC 7/15/20
		d. Schedule support groups	d. TBC 8/1/20 and ongoing.
		e. Develop marketing plan to secure participation.	e. TBC 8/1/20
		f. Begin implementation of support groups and monitor as needs change.	f. TBC 8/15/20 and ongoing.
	3. Create plan for implementation of delivering Open Gym programming virtually and in person based on guidelines from IDPH. (Miguel 6/15/20)	a. Purchase virtual platform in order to provide virtual programming.	a. TBC 4/5/20
		b. Develop schedule of activities to be done during virtual programming.	b. TBC 4/20/20
c. Develop marketing plan to secure participation.		c. TBC 4/20/20	

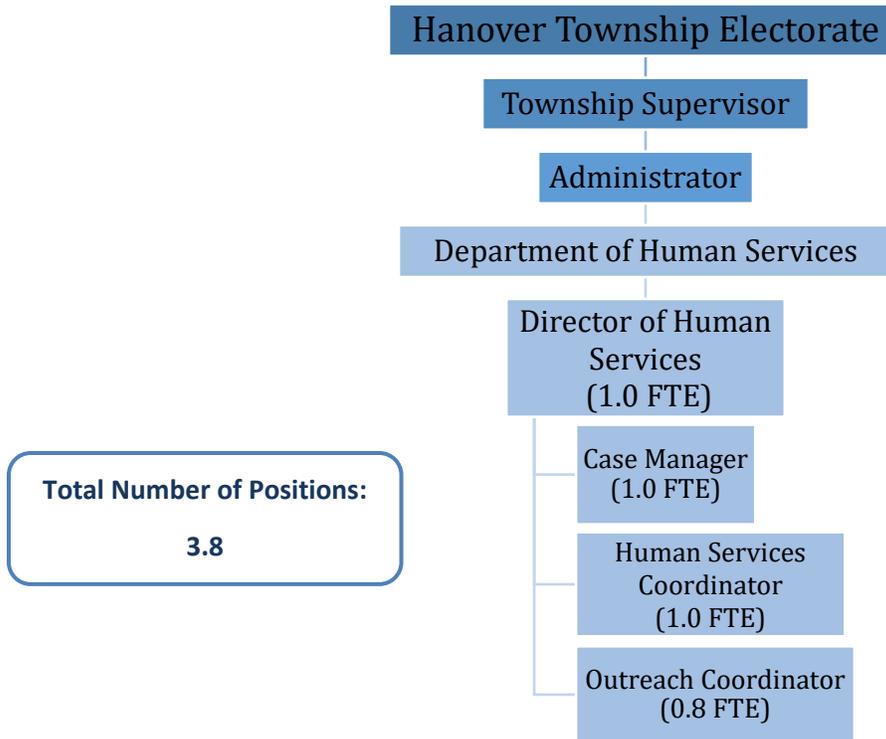
II. Research and identify three relevant grants and apply for at least one grant in FY21.

		<ul style="list-style-type: none"> d. Research facilitation of in person camp like programming from other providers. e. Develop plan for conducting in person Open Gym programming based on guidelines from IDPH. f. Develop safety procedure to conduct in person programming. g. Implement in person Open Gym programming when it is determined all procedures and practices are in place to provide safe programming. 	<ul style="list-style-type: none"> d. TBC 5/15/20 e. 6/15/20 f. 6/15/20 g. TBC 7/6/20
1.	<p>Research local, state and federal grants and/or funding opportunities relevant grants that meets HTYFS mission and scope. (Dickinson/Gonzalez/Houdek 12/31/20)</p>	<ul style="list-style-type: none"> a. Create a research team for each type of grant available. b. Provide teams with grant parameters that are applicable to HTYFS scope, mission and needs. c. Conduct research. d. Create grant appropriateness rubric for grant application selection. e. Present selected grants for Administrations approval for application. f. Determine team member roles in writing grants. 	<ul style="list-style-type: none"> a. TBC 07/01/20 b. TBC 08/15/20 c. TBC 09/15/20 d. TBC 10/1/20 e. TBC 10/15/20 f. TBC 10/15/20
2.	<p>Select grants/funding opportunities that HTYFS qualifies for. (Houdek 1/31/21)</p>	<ul style="list-style-type: none"> a. Conduct weekly grant meetings to monitor progress and review for accuracy. b. Gather relevant information to be included in the application. c. Begin writing/completing application. 	<ul style="list-style-type: none"> a. TBC 9/1/20 b. TBC 10/1/20 c. TBC 11/1/20
3.	<p>Apply for grants. (Houdek/Dickinson 3/31/21)</p>	<ul style="list-style-type: none"> a. Compile all necessary materials needed for submission. b. Submit grant applications and supporting materials. 	<ul style="list-style-type: none"> a. TBC 12/1/20 b. TBC 2/1/21

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
III. Develop pilot teen prevention program for middle school and/or high school teens during evening and/or weekends to create positive impact on youth.	1. Secure a location to provide programming. (Dickinson/Houdek 9/30/20)	a. Develop a list of potential location sites for programming, i.e. park district, schools, etc.	a. TBC 8/15/20
		b. Reach out to appropriate staff to discuss partnership.	b. TBC 8/31/20
		c. Select and secure location for partnership.	c. TBC 9/30/20
	2. Establish the structure and schedule of how the program will look like in coordination with the secured location venue. (Dickinson/Miguel 9/30/20)	a. Develop and conduct a needs assessment for interest in type of programming.	a. TBC 9/1/20
		b. Determine programming interest from needs assessment results.	b. TBC 9/15/20
		c. Develop teen prevention programming and schedule in partnership with secured location.	c. TBC 9/30/20
		d. Create a budget for implementation of program(s).	d. TBC 9/30/20
		e. Create staffing model for implementation of pilot program(s).	e. TBC 9/30/20
		f. Prepare guidelines for safety of programming.	f. TBC 9/30/20
	3. Develop marketing plan for programs and implement plan. (Dickinson/Miguel 10/31/20)	a. Create flyers and social media post for marketing.	a. TBC 10/5/20
		b. Create list of local community agencies, organizations, churches, businesses and schools to promote programming.	b. TBC 10/7/20
		c. Create registration forms for programs.	c. TBC 10/28/20
		d. Implement marketing plan.	d. TBC 10/31/20
	4. Implement pilot programming. (Dickinson/Miguel 1/31/21)	a. Reach out to potential donors for assistance with food and supplies.	a. TBC 11/30/20
		b. Create staffing schedule for implementation of pilot program(s).	b. TBC 12/1/20
		c. Recruit volunteers to assist in programming.	c. TBC 12/15/20
d. Establish program specific activities.		d. TBC 12/30/20	

Special Revenue Funds





Mission

Hanover Township Human 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

Human 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

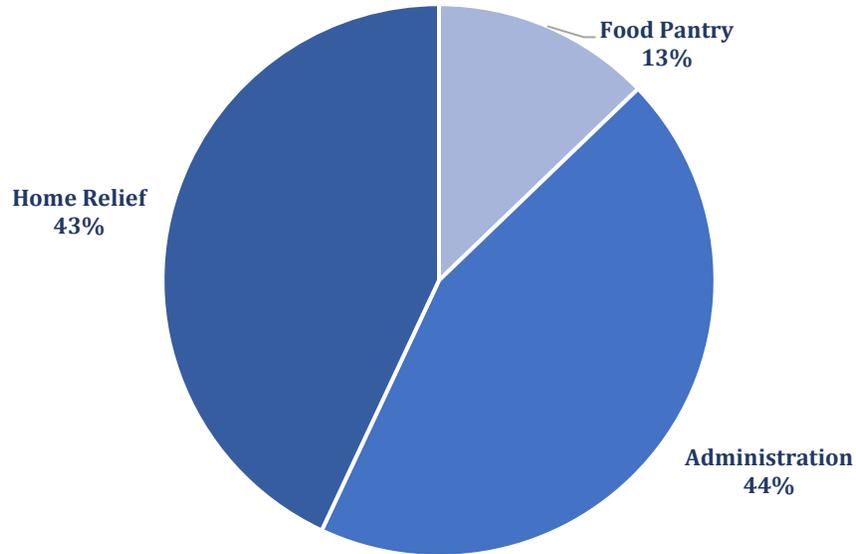
 Webpage: <http://www.hanover-township.org/departments/welfare-services>

	2019	2020	2021	
Human Services	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Case Manager	1.0	1.0	1.0	0.0
Human Services Coordinator	1.0	1.0	1.0	0.0
Outreach Coordinator	0.0	0.8	0.8	0.0
Total	3.0	3.8	3.8	0.0

Budget Highlights:

- Human Services is expecting a slight revenue increase totaling 1.9%.
- The Emergency Assistance line item will increase to reflect anticipated higher demands in the coming year.
- The total department expenditures are budgeted to increase 21.2% because of the relocation of the Food Pantry Fund.

Expenditures by Division, FY21



General Assistance Fund Summary

	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Revenues	\$ 419,385	\$ 419,805	\$ 416,109	\$ 427,864	1.88%
Expenditures					
Administration	\$ 164,283	\$ 235,040	\$ 222,500	\$ 253,708	7.36%
Food Pantry	\$ 70,552	\$ 74,725	\$ 72,130	\$ 73,527	-1.63%
Home Relief	\$ 146,779	\$ 247,100	\$ 115,552	\$ 247,100	0.00%
Total Expenditures	\$ 381,614	\$ 556,865	\$ 410,182	\$ 574,335	3.14%
Excess of Revenues Over Expenditures	\$ 37,771	\$ (137,060)	\$ 5,927	\$ (146,471)	6.87%
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

	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Human Services-Revenue					
Property Taxes	\$ 386,616	\$ 390,805	\$ 395,579	\$ 400,864	2.57%
Replacement Taxes	\$ 2,074	\$ 4,000	\$ 2,096	\$ 4,000	0.00%
Interest Income	\$ 4,026	\$ 2,000	\$ 3,145	\$ 2,000	0.00%
Other Income	\$ 18,783	\$ 18,000	\$ 8,998	\$ 16,000	-11.11%
CEDA- LIHEAP	\$ 7,886	\$ 5,000	\$ 6,291	\$ 5,000	0.00%
Total	\$ 419,385	\$ 419,805	\$ 416,109	\$ 427,864	1.92%

General Assistance Fund Detailed Expenditures

	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Salaries	\$ 127,547	\$ 174,138	\$ 167,049	\$ 184,100	5.72%
Office Supplies	\$ 3,763	\$ 3,250	\$ 5,573	\$ 3,250	0.00%
Equipment	\$ 4,099	\$ 3,500	\$ 3,972	\$ 4,000	14.29%
Phone & Internet	\$ -	\$ 2,100	\$ 2,744	\$ 2,100	0.00%
Travel & Training	\$ 3,029	\$ 2,000	\$ 58	\$ 2,500	25.00%
Postage	\$ 15	\$ 200	\$ 2,026	\$ 200	0.00%
Printing	\$ 1,591	\$ 1,500	\$ 382	\$ 1,500	0.00%
Dues, Pubs & Background Check	\$ 230	\$ 500	\$ 897	\$ 500	0.00%
Community Affairs/Misc	\$ 544	\$ 1,000	\$ 3,150	\$ 1,000	0.00%
Professional Services	\$ 3,486	\$ 4,000	\$ 2,966	\$ 4,000	0.00%
Volunteer Appreciation	\$ 1,264	\$ 1,750	\$ 1,024	\$ 2,000	14.29%
Miscellaneous	\$ 980	\$ 500	\$ 2,174	\$ 500	0.00%
Health Insurance	\$ 10,051	\$ 23,514	\$ 19,359	\$ 30,072	27.89%
Dental, Vision & Life Insurance	\$ 533	\$ 1,766	\$ 1,240	\$ 1,846	4.53%
Unemployment	\$ 252	\$ 862	\$ 1,467	\$ 862	0.00%
IMRF Expense	\$ 2,949	\$ 7,800	\$ 3,079	\$ 8,228	5.49%
FICA Expense	\$ 3,865	\$ 6,660	\$ 5,340	\$ 7,050	5.86%
Total	\$ 164,198	\$ 235,040	\$ 222,500	\$ 253,708	7.94%

General Assistance Fund



	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Home Relief					
Rent	\$ 52,384	\$ 100,000	\$ 55,628	\$ 100,000	0.00%
Utilities	\$ 12,464	\$ 22,000	\$ 6,609	\$ 22,000	0.00%
Personnel Essentials	\$ 14,452	\$ 20,000	\$ 11,590	\$ 20,000	0.00%
Travel Expenses	\$ 8,510	\$ 10,000	\$ 4,839	\$ 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	0.00%
Emergency Assistance	\$ 55,794	\$ 65,000	\$ 33,711	\$ 75,000	15.38%
Total Home Relief	\$ 146,779	\$ 247,100	\$ 115,552	\$ 257,100	4.05%

Food Pantry Detailed Expenditures

	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Food Pantry					
Salaries	\$ 41,257	\$ 43,800	\$ 44,931	\$ 45,512	3.91%
Utilities	\$ 9,807	\$ 8,500	\$ 9,439	\$ 8,500	0.00%
Health Insurance	\$ 16,783	\$ 17,850	\$ 14,696	\$ 14,900	-16.53%
Dental, Vision & Life Insurance	\$ 267	\$ 600	\$ 421	\$ 540	-10.00%
Unemployment	\$ 131	\$ 300	\$ 511	\$ 300	0.00%
IMRF Expense	\$ 992	\$ 2,000	\$ 789	\$ 2,035	1.75%
FICA Expense	\$ 1,315	\$ 1,675	\$ 1,343	\$ 1,740	3.88%
Food Pantry	\$ 70,552	\$ 74,725	\$ 72,130	\$ 73,527	-1.60%

Performance Metrics				
Service Provided	FY18	FY19	FY20	% Change
<i>General Assistance</i>				
General Assistance Clients	142	135	132	-2.22%
General Assistance Appointments	283	273	293	7.33%
Emergency Assistance Appointments	203	245	289	17.96%
Emergency Assistance Approved	35	57	34	-40.35%
Crisis Intake Clients	1,579	1,525	2,576	68.92%
Access to Care	0	0	1	0.00%
<i>LIHEAP Applications</i>				
Office	522	437	379	-13.27%
Circuit Breaker	19	3	1	-66.67%
<i>Social Services</i>				
ComEd Hardships	67	109	62	-43.12%
Weatherization	1	7	0	-100.00%
<i>Food Pantry</i>				
Served (Households)	9,090	8,989	9,576	6.53%
New Applications	315	395	434	9.87%
Food Donations	628	729	604	-17.15%
<i>Community Center Walk-Ins</i>	2,596	2,171	2,297	5.80%

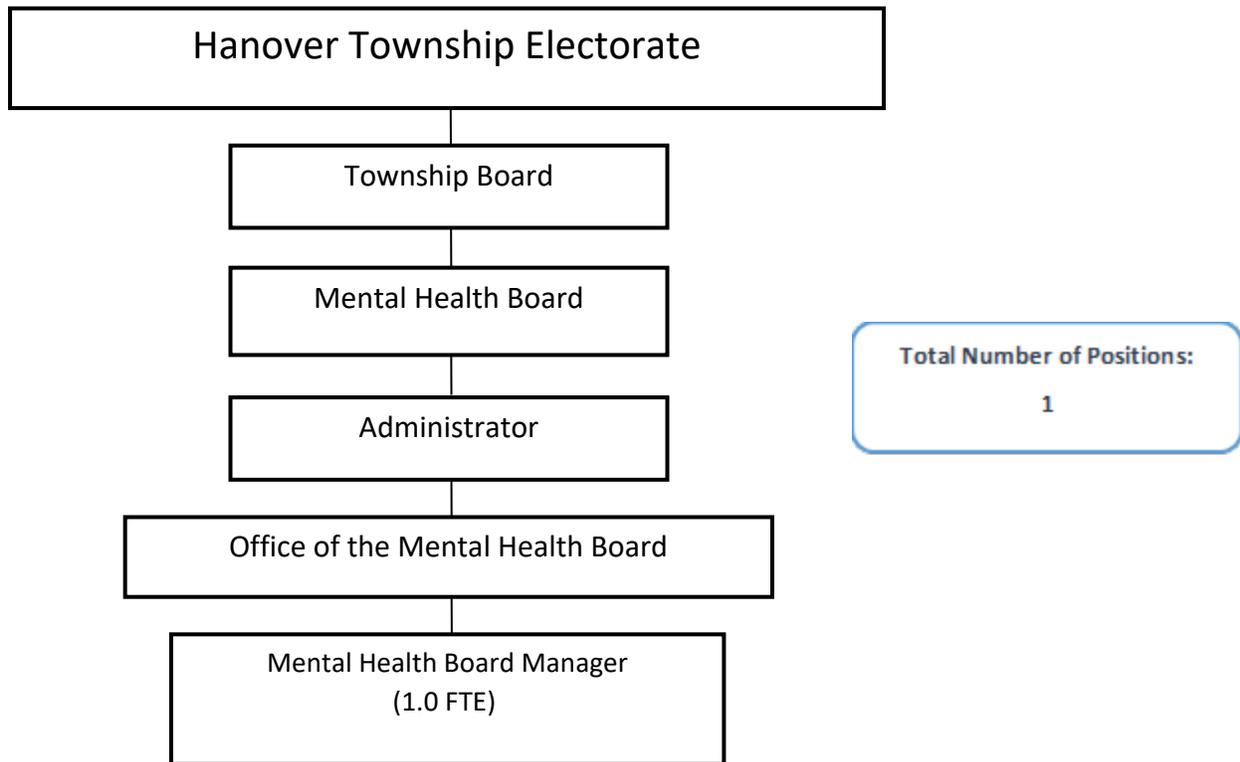
FY20 Department Accomplished Goals (in order of priority)

1. To embraced diverse cultural and dietary needs by expanding the food pantry variety and dietary options.
2. Redesigned food pantry by improving shelving space, updating display cases, shelving units and counter space to create better access to all goods throughout the pantry.

Department of Human Services FY21 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Create a Latino community outreach group to identify basic needs not currently met. This would give information on programming needs to serve to Latino community.	1. Establish a timeline and mission of the group. (Imperato 8/1/20)	a. Develop mission of the group. b. Develop outline and timeline.	a. TBC 8/1/20 b. TBC 8/1/20
	2. Meet with the Latino Community Outreach group and present the purpose of the group. (Burke 10/1/20)	a. Identify key players b. Invite key players and host an informational meeting. c. Develop meeting agenda and purpose. d. Host meeting with key players.	a. TBC 8/1/20 b. TBC 9/1/20 c. TBC 9/1/20 d. TBC 10/1/20
	3. Group development and recommendations. (Burke 10/1/20)	a. Develop a meeting schedule and purpose of meeting. b. Discuss current needs being met c. Identify areas of need for Latino population within Hanover Township. d. Identify possible resources and solutions to meet the needs identified. e. Create and present findings and recommendations to Human Services Director.	a. TBC 9/1/20 b. TBC 10/1/20 c. TBC 10/1/20 d. TBC 11/1/20 e. TBC 11/1/20
	4. Present findings to Administration. (Imperato 2/1/20)	a. Meeting with Administration to discuss outcomes and recommendations of the Latino Community Outreach group. b. Make recommendations for FY22 goals.	a. TBC 12/1/20 b. TBC 2/1/21

II. Develop a food pantry curbside pick-up model to include client choice and pre-ordering capabilities, and train volunteers on new model.	1. Develop Food Pantry Operations Plan (Imperato 6/1/2020)	a. Create food pantry operations plan to include all recommended safety precautions. b. Create operations plan for home and curbside delivery.	a. Completed 6/1/2020 b. TBC 6/15/2020
	2. Identify Positions and Job Descriptions. (Imperato 6/1/2020)	a. Identify food pantry positions needed for new Operations Plan. b. Update job descriptions to meet needs of new Operations Plan.	a. TBC 6/5/2020 b. TBC 6/5/2020
	3. Create Staffing Model. (Orozco 6/15/2020)	a. Identify daily staffing positions to meet needs of food pantry. b. Identify number of auxiliary staff needed to perform daily duties.	a. TBC 6/8/2020 b. TBC 6/8/2020
	4. Train Auxiliary Staff. (Orozco 6/15/2020)	a. Distribute updated job descriptions to auxiliary staff. b. Identify lead for each shift reviewing all job descriptions and expectation. c. Train lead and auxiliary staff for each shift and position. d. Train food pantry frontline staff on procedures.	a. TBC 6/10/2020 b. TBC 6/10/2020 c. TBC 6/15/2020 d. TBC 6/15/2020
	5. Open Food Pantry Following Client Choice Model. (Imperato 6/15/2020)	a. Develop opening plan. b. Develop plan to return to client choice model.	a. Completed 6/1/2020 b. TBC 6/12/2020



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

	2019	2020	2021	
Mental Health Board	Actual	Actual	Projected	Change
Mental Health Board Manager	1.0	1.0	1.0	0.0
Total	1.0	1.0	1.0	0.0

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

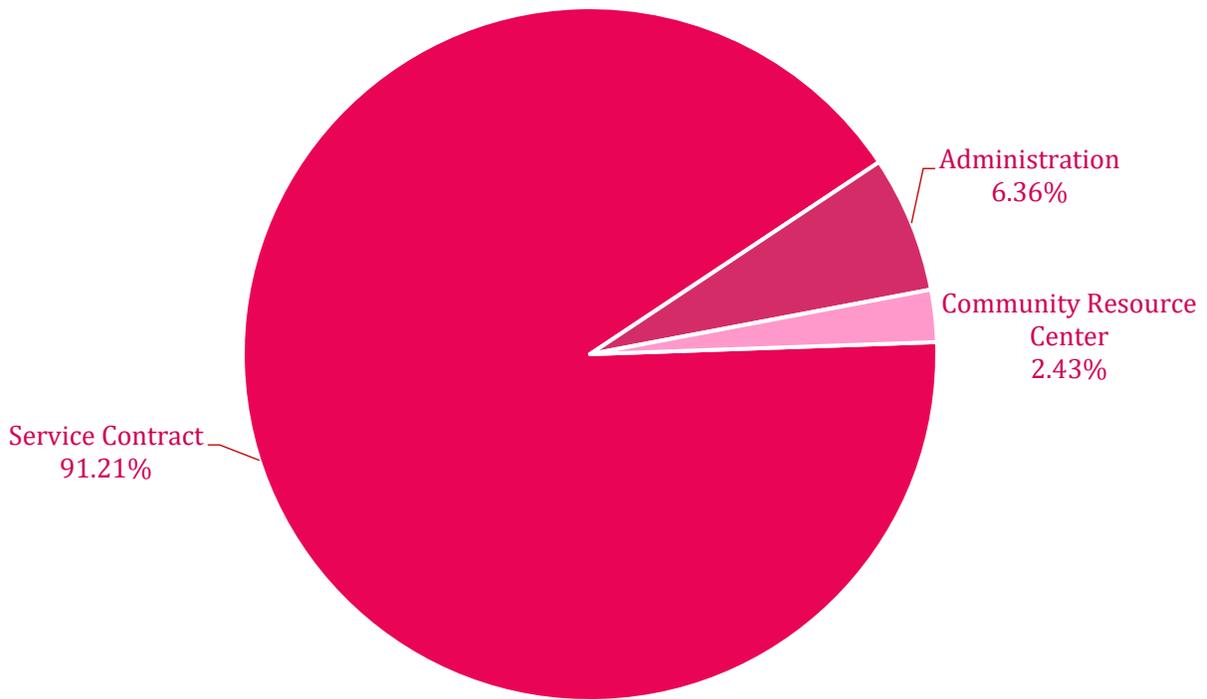
Budget Highlights:

- Service contracts are budgeted to increase 2.8% including increasing Challenge Funding for agencies and new funding for Community Alternatives Unlimited, Fellowship Housing, Greater Elgin Family Care Center and Little City Foundation.
- The Mental Health Board is decreasing the Postage and Printing line items in FY21 as the line items were increased in the previous year to accommodate the cost of distribution of the updated Mental Health Resource Guide.

Mental Health Fund Summary

	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Revenues	\$ 1,207,618	\$ 1,235,530	\$ 1,238,880	\$ 1,280,786	3.66%
Expenditures					
Service Contract	\$ 1,028,936	\$ 1,339,000	\$ 1,146,005	\$ 1,377,000	2.84%
Administration	\$ 88,913	\$ 122,070	\$ 85,393	\$ 116,370	-4.67%
Community Resource Center	\$ 51,938	\$ 50,500	\$ 36,984	\$ 59,500	17.82%
Total	\$ 1,169,787	\$ 1,511,570	\$ 1,268,382	\$ 1,552,870	2.73%
Excess of Revenues Over Expenditures	\$ 112,165	\$ (262,408)	\$ (29,502)	\$ (272,084)	3.69%
Fund Balance Beginning April 1	\$ 974,209	\$ 784,827	\$ 1,020,193	\$ 784,827	0.00%
Estimated Cash on Hand March 31	\$ 1,020,193	\$ 508,787	\$ 1,267,903	\$ 508,787	0.00%

Expenditures by Division, FY21



Mental Health Fund Detailed Revenues

	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Mental Health Board-Revenue					
Property Taxes	\$ 1,162,246	\$ 1,188,530	\$ 1,198,493	\$ 1,239,786	4.31%
Replacement Taxes	\$ 6,221	\$ 14,000	\$ 6,289	\$ 12,000	-14.29%
Interest Income	\$ 6,395	\$ 3,000	\$ 4,995	\$ 6,000	100.00%
Other Income	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%
Rental Income	\$ 11,600	\$ 12,000	\$ 13,820	\$ 12,000	0.00%
Tide Transportation Fee	\$ 11,584	\$ 8,000	\$ 9,126	\$ 7,000	-12.50%
Telephone Reimbursement	\$ 7,234	\$ 7,000	\$ 4,581	\$ 1,000	-85.71%
AID Transportation Fees	\$ 2,339	\$ 2,000	\$ 1,575	\$ 2,000	0.00%
Total	\$ 1,207,618	\$ 1,235,530	\$ 1,238,880	\$ 1,280,786	3.66%

Mental Health Fund Detailed Expenditures

Expense	FY19	FY20	FY20	FY21	% Change
	Actual	Budget	Actual	Budget	
Hanover Township Services	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
Legal	\$ 2,966	\$ 4,000	\$ 472	\$ 4,000	0.00%
Training	\$ -	\$ 750	\$ 250	\$ 750	0.00%
Travel	\$ -	\$ 1,000	\$ 717	\$ 1,000	0.00%
Subscriptions & Pubs	\$ -	\$ 150	\$ -	\$ 150	0.00%
Salaries	\$ 45,587	\$ 58,000	\$ 56,872	\$ 59,000	1.72%
Office Supplies	\$ 490	\$ 1,000	\$ 353	\$ 1,000	0.00%
Postage	\$ 233	\$ 9,500	\$ 189	\$ 1,000	-89.47%
Equip/Database	\$ 1,528	\$ 2,000	\$ 839	\$ 2,000	0.00%
Community Relations	\$ 1,670	\$ 4,000	\$ 2,162	\$ 4,000	0.00%
Miscellaneous	\$ 757	\$ 500	\$ 881	\$ 500	0.00%
Dues	\$ -	\$ 1,500	\$ 500	\$ 1,500	0.00%
Special Events	\$ -	\$ 1,000	\$ 63	\$ 1,000	0.00%
Printing	\$ 482	\$ 13,000	\$ 3,710	\$ 2,000	-84.62%
Consultants	\$ 16,851	\$ 4,000	\$ -	\$ 4,000	0.00%
Health Insurance	\$ 8,150	\$ 8,000	\$ 8,133	\$ 19,000	137.50%
Dental, Vision, and Life Insurance	\$ 267	\$ 600	\$ 421	\$ 700	16.7%
Unemployment Compensation	\$ 162	\$ 370	\$ 630	\$ 370	0.00%
IMRF Expense	\$ 2,401	\$ 4,600	\$ 1,816	\$ 5,300	15.22%
FICA Expense	\$ 2,869	\$ 3,600	\$ 2,886	\$ 4,600	27.78%
Total Administration	\$ 88,913	\$ 122,070	\$ 85,393	\$ 116,370	-4.67%
Community Resource Center					
Utilities	\$ 8,370	\$ 8,000	\$ 7,999	\$ 8,000	0.00%
Janitorial	\$ 4,968	\$ 5,000	\$ 4,968	\$ 5,500	10.00%
Rent	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
Telephone Systems Maintenance	\$ -	\$ 1,500	\$ -	\$ 1,000	-33.33%
Capital Improvements	\$ 11,682	\$ 10,000	\$ 1,865	\$ 20,000	100.00%
Building Maintenance	\$ 4,051	\$ 5,000	\$ 3,479	\$ 5,000	0.00%
Agency Support Services	\$ 12,868	\$ 11,000	\$ 8,673	\$ 10,000	-9.09%
Total	\$ 51,939	\$ 50,500	\$ 36,984	\$ 59,500	17.82%
Service Contracts					
Service Contracts	\$ 1,028,936	\$ 1,339,000	\$ 1,146,005	\$ 1,377,000	4.28%
Total	\$ 1,028,936	\$ 1,339,000	\$ 1,146,005	\$ 1,377,000	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.

Below is a list of programs currently approved to receive funding from the Hanover Township Mental Health Board during FY21.

Service Contracts			
Service Contract	FY21 Budget	Service Contract	FY21 Budget
AID Case Management	\$ 6,000	Fellowship Housing	\$ 2,500
AID Supportive Employment	\$ 41,000	GiGi's Playhouse	\$ 15,000
Alexian Brothers - Outpatient Psychiatry	\$ 12,500	Girl Scouts of Northern IL Outreach	\$ 10,000
Boys and Girls Club	\$ 6,200	HTSS Senior Mental Health	\$ 49,500
Bridge YFS Crisis Intervention	\$ 5,000	HTSS Home Delivered Meals	\$ 11,000
CAC CASI	\$ 20,000	HTYFS Alternate to Suspension	\$ 25,000
CAC Family Support	\$ 10,000	HTYFS Bilingual Therapist	\$ 25,000
CAC Safe from the Start	\$ 25,000	HTYFS Interventionist	\$ 50,000
Catholic Charities Caregivers Group	\$ 5,000	HTYFS Psychiatric Back-Up	\$ 9,000
CCC Domestic Violence Counseling	\$ 30,000	Journeys Hope Center	\$ 2,500
CCC Domestic Violence Shelter	\$ 30,000	Kenneth Young Center SASS	\$ 13,000
CCC Sexual Assault Counseling	\$ 15,000	Leyden Family Services Detox/Rehab	\$ 40,000
Center for Enriched Living	\$ 3,000	Little City Foundation	\$ 5,900
Centro de Informacion	\$ 27,500	Marklund Residential Program	\$ 22,500
Clearbrook Children's Program	\$ 8,000	Maryville Academy Music Therapy	\$ 20,000
Clearbrook Day Services	\$ 7,500	Mental Health Housing	\$ 90,000
Clearbrook Residential	\$ 8,000	Northwest Center Against Sexual Assault	\$ 9,000
Community Alternatives Unlimited	\$ 9,000	Open Door Clinic	\$ 5,000
Easter Seals Family Support	\$ 15,000	PADS of Elgin	\$ 35,000
Easter Seals Nutrition Services	\$ 13,000	Renz Outpatient Substance Abuse Services	\$ 60,000
Easter Seals	\$ 63,500	Shelter, Inc. Group Homes	\$ 3,000
Ecker Center Crisis Services	\$ 10,500	Summit Early Learning Center	\$ 13,000
Ecker Center Therapy Services	\$ 88,000	Wings Shelter	\$ 2,400
Family Service Association Therapy Serv	\$ 40,000		
		Service Contract	\$ 1,377,000

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	\$	60,000	Funding for new programs presented throughout the year
Contract Support Services	\$	90,000	Emergency funding awarded throughout the year
Staff Development Fund	\$	25,000	Funding for agency staff development
AID Transportation	\$	30,000	Transportation for developmentally disabled to and from AID
TIDE Transportation	\$	22,000	Transportation for developmentally disabled to and from work
Total Recurring Service Contracts	\$	352,000	

Performance Metrics

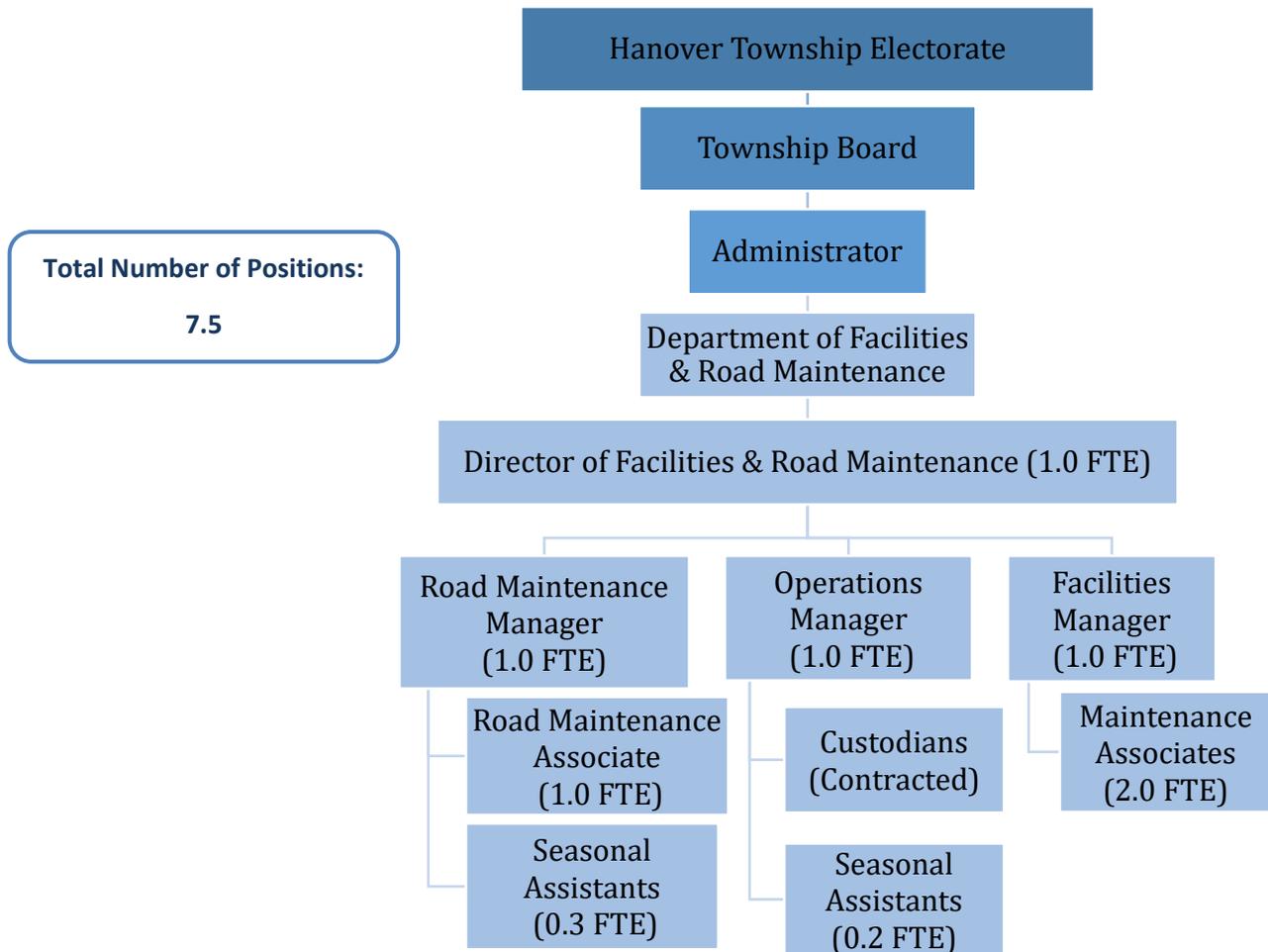
Service Provided	FY18	FY19	FY20	% Change
<i>Funding</i>				
New Clients	2,819	3,377	2,454	-27.33%
Ongoing Cients		1,167	9,025	673.35%
Closed Cases	702	850	714	-16.00%
Prevention Programming Presentations	208	549	336	-38.80%
Number in Audience	2,503	4,547	2,890	-36.44%
<i>TIDE</i>				
Participants	17	19	25	31.58%
Rides	919	1,519	1,287	-15.27%
<i>Resource Center</i>				
Organizations Providing Services	6	6	6	0.00%
Clients Served	1,051	1107	1165	5.24%
*Agencies not reporting clients served				

FY20 Department Accomplished Goals (in order of priority)

1. Develop outreach and education strategies to promote and provide reliable information and programs related to mental health, substance abuse and developmental disability issues
2. 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.

Office of Mental Health FY21 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Provide support to funded agencies affected by the COVID-19 pandemic.	1. Support agencies financially through expanded emergency funding opportunities (Teachout 8/25/20)	a. Discuss with Board ways to adjust the budget to allow for increased emergency funding.	a. Completed: May 6, 2020
		b. Communicate with Board and agencies additional Mental Health Board meetings to accommodate Emergency Funding requests if needed.	b. TBC: 7/1/20
	2. Facilitate discussions among agencies in order to provide best practices (Teachout 10/1/20)	a. Determine needs of funded agencies and how those needs are being addressed.	a. TBC 7/1/20
		b. Coordinate questions, ideas, and answers via the Human Services Coordinating Council, whether in person or virtually.	b. TBC 12/30/20
II. Host two trainings a year for funded and community agencies at Hanover Township to support staff development opportunities.	1. Identify trainings that community agencies are interested in attending (Teachout 8/1/20)	a. Determine program needs by communicating with funded agencies, community members, and Township departments.	a. TBC 6/30/20
		b. Establish list of training opportunities.	b. TBC 8/1/20
	2. Secure trainers, dates, location and attendees. (Teachout 2/28/2021)	a. Coordinate training schedule and secure appropriate facilitators for trainings.	a. TBC 9/1/20
		b. Distribute training information to potential attendees.	b. TBC 10/1/20
c. Host two trainings.	c. TBC 3/31/21		



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.

Road Maintenance Fund



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 6010

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>

	2019	2020	2021	
Facilities and Road Maintenance	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Operations Manager	1.0	1.0	1.0	0.0
Facilities Manager	1.0	1.0	1.0	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

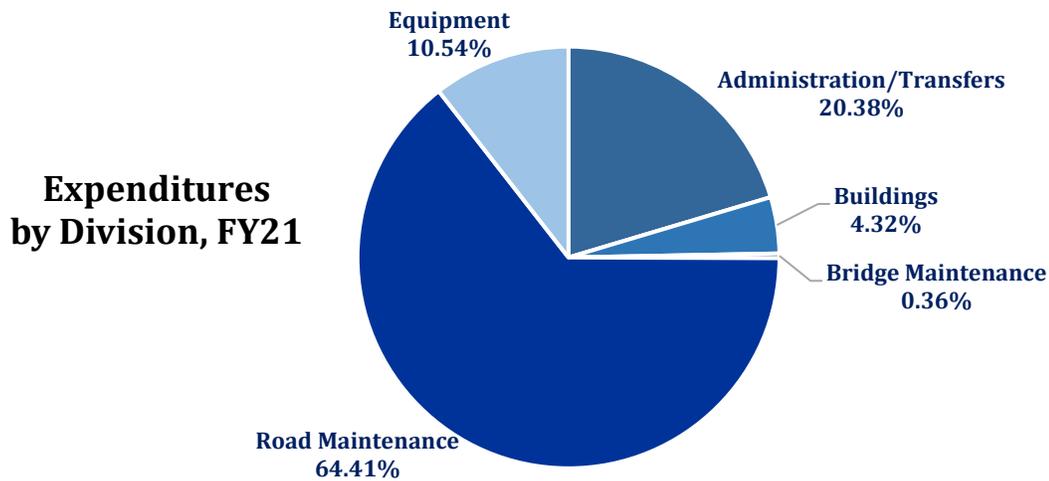
Budget Highlights:

- The Road Maintenance Division is anticipating a 0.9% increase in revenue.
- On the expense side, the Maintenance/Supplies line item has been removed, in addition to a decrease in the Engineering and Contract Work line items due to not having any new large road projects scheduled to be completed in FY21.
- Potentially the department will replace one of the snow plow vehicles in FY21, budgeted at approximately \$115,000.
- Overall, the Road Maintenance Division expenditures will decrease by 10%.

Road Maintenance Fund



Road Maintenance Fund Summary					
	FY19	FY20	FY20	FY21	%
	Actual	Budget	Actual	Budget	Change
Revenues	\$ 888,934	\$ 885,200	\$ 868,484	\$ 893,000	0.90%
Expenditures					
Administration/Transfers	\$ 250,612	\$ 285,200	\$ 269,657	\$ 283,400	-0.63%
Buildings	\$ 574	\$ 60,000	\$ 3,580	\$ 60,000	0.00%
Bridge Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
Road Maintenance	\$ 272,716	\$ 1,088,000	\$ 742,339	\$ 895,500	-17.69%
Equipment	\$ 126,570	\$ 106,500	\$ 105,916	\$ 146,500	37.56%
Total Expenditures	\$ 650,472	\$ 1,544,700	\$ 1,121,492	\$ 1,390,400	-11.10%
Excess of Revenues Over Expenditures	\$ 238,462	\$ (659,500)	\$ (253,009)	\$ (497,400)	-32.59%
Fund Balance Beginning April 1	\$ 856,445	\$ 903,601	\$ 1,111,891	\$ 740,855	-21.97%
Estimated Cash on Hand March 31	\$ 1,020,193	\$ 244,401	\$ 925,358	\$ 243,455	-0.39%



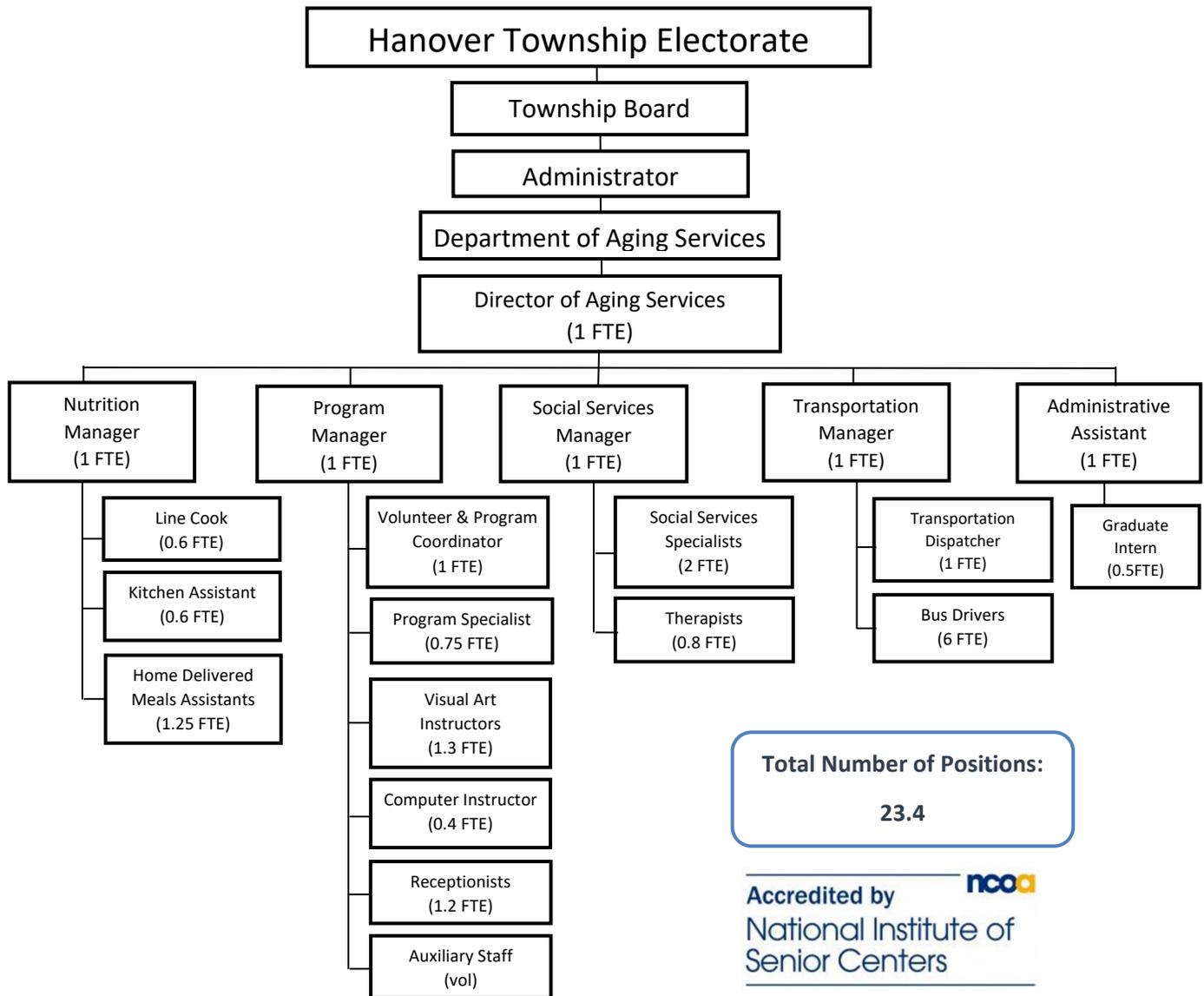
Road Maintenance Fund Detailed Revenues					
Road & Bridge-Revenue	FY19	FY20	FY20	FY21	%
	Actual	Budget	Actual	Budget	Change
Property Taxes	\$ 847,295	\$ 848,200	\$ 816,761	\$ 856,500	0.98%
Replacement Taxes	\$ 25,859	\$ 28,000	\$ 46,425	\$ 28,000	0.00%
Interest Income	\$ 13,437	\$ 5,000	\$ 3,934	\$ 5,000	0.00%
Permits & Traffic Fines	\$ 877	\$ 1,500	\$ 400	\$ 1,000	-33.33%
Traffic Enforcement Fees	\$ 1,467	\$ 1,500	\$ 963	\$ 1,500	0.00%
Other	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%
Road & Bridge-Revenue	\$ 888,935	\$ 885,200	\$ 868,484	\$ 893,000	0.88%

Road Maintenance Fund



Road Maintenance Fund Detailed Expenditures

Expense	FY19	FY20	FY20	FY21	%
	Actual	Budget	Actual	Budget	Change
Health Insurance	\$ 13,748	\$ 17,250	\$ 19,859	\$ 18,200	-9.11%
Dental, Vision, and Life Insurance	\$ 556	\$ 1,350	\$ 948	\$ 1,400	32.32%
Unemployment Compensation	\$ 263	\$ 1,800	\$ 3,259	\$ 2,100	-55.18%
IMRF Expense	\$ 4,176	\$ 8,800	\$ 3,473	\$ 6,500	46.56%
FICA Expense	\$ 5,180	\$ 6,000	\$ 4,810	\$ 6,200	22.41%
Postage	\$ 715	\$ 1,000	\$ 671	\$ 1,000	32.88%
Legal	\$ 6,470	\$ 20,000	\$ 20,410	\$ 20,000	-2.05%
Insurance	\$ 27,542	\$ 30,000	\$ 24,545	\$ 30,000	18.18%
Telephone	\$ 533	\$ 3,000	\$ 176	\$ 3,000	94.13%
Dues, Subs, & Publications	\$ 463	\$ 1,000	\$ 1,356	\$ 1,000	-35.60%
Travel Expenses	\$ -	\$ 1,000	\$ -	\$ 1,000	100.00%
Printing	\$ 120	\$ 500	\$ 73	\$ 500	85.46%
Training & Conferences	\$ 150	\$ 1,000	\$ 28	\$ 1,000	97.21%
Uniforms & Safety Equipment	\$ 1,177	\$ 2,000	\$ 2,283	\$ 1,500	-52.17%
Community Affairs	\$ 1,287	\$ 2,500	\$ 2,132	\$ 2,500	14.72%
Utilities	\$ 7,407	\$ 5,000	\$ 4,608	\$ 5,000	7.84%
Miscellaneous	\$ 780	\$ 1,000	\$ 608	\$ 1,000	39.16%
Recruitment	\$ 1	\$ 1,000	\$ 388	\$ 1,000	61.20%
Office Supplies	\$ 44	\$ 1,000	\$ 30	\$ 500	94.01%
Transfer to Senior Transportation	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	0.00%
Transfer to Vehicle Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
Total Administration	\$ 250,612	\$ 285,200	\$ 269,657	\$ 283,400	4.85%
Buildings					
Building Improvements	\$ -	\$ 50,000	\$ -	\$ 50,000	0.00%
Building Maintenance	\$ 574	\$ 10,000	\$ 3,580	\$ 10,000	0.00%
Land/Building Acquisition & Imp.		\$ -		\$ -	-
Total Buildings	\$ 574	\$ 60,000	\$ 3,580	\$ 60,000	0.00%
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	\$ 615	\$ 500	\$ 806	\$ 1,000	100.00%
Salaries	\$ 155,244	\$ 166,000	\$ 150,786	\$ 172,000	3.61%
Road Materials & Operations	\$ 10,656	\$ 25,000	\$ 15,857	\$ 25,000	0.00%
Gasoline	\$ 9,779	\$ 20,000	\$ 9,688	\$ 20,000	0.00%
Maintenance Supplies	\$ -	\$ 104	\$ 616	\$ -	
Engineering	\$ -	\$ 97,000	\$ 60,724	\$ 50,000	-48.45%
Contract Work	\$ 17,364	\$ 670,000	\$ 373,263	\$ 500,000	-25.37%
Street Lighting	\$ 4,662	\$ 15,000	\$ 10,643	\$ 15,000	0.00%
Signs, Stripping & Tree Removal	\$ 2,060	\$ 12,500	\$ 6,218	\$ 12,500	0.00%
Salt	\$ 74,136	\$ 80,000	\$ 113,739	\$ 100,000	25.00%
Total Road Maintenance	\$ 274,516	\$ 1,086,104	\$ 742,339	\$ 895,500	-17.55%
Equipment					
Machine Rental	\$ 128	\$ 1,500	\$ 1,116	\$ 1,500	-25.62%
Equipment Purchase	\$ 64,839	\$ 75,000	\$ 69,144	\$ 115,000	-7.81%
Maintenance Vehicles & Equipment	\$ 61,604	\$ 30,000	\$ 35,656	\$ 30,000	18.85%
Total Equipment	\$ 126,570	\$ 106,500	\$ 105,916	\$ 146,500	37.56%



Mission

Enriching Lives, Fostering Friendships, Promoting Independence

Services

The Aging 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.

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>

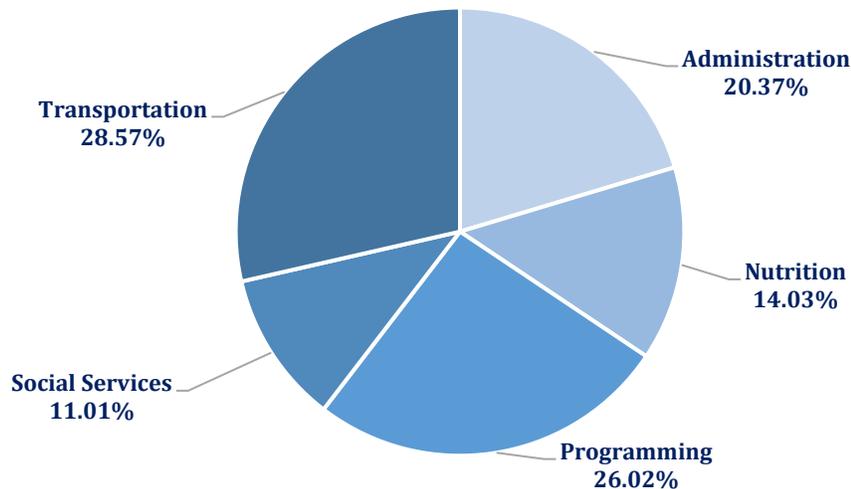
Department and Position	2019 Actual	2020 Actual	2021 Projected	Change
Aging Services				
Director	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	0.0
Graduate Intern	0.0	0.0	0.5	0.5
Program Manager	1.0	1.0	1.0	0.0
Volunteer and Program Coordinator	1.0	1.0	1.0	0.0
Program Specialist	0.75	0.75	0.75	0.0
Computer Instructor	0.4	0.4	0.4	0.0
Visual Art Instructor	1.3	1.3	1.3	0.0
Receptionist	1.2	1.2	1.2	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	0.6	0.6	0.8	0.2
Nutrition Manager	1.0	1.0	1.0	0.0
Line Cook	0.6	0.6	0.6	0.0
Kitchen Assistant	0.6	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	6.0	0.0
Total	22.7	22.7	23.4	0.7

Budget Highlights:

- The federal and state grant from Age Options, supporting the senior congregate meal program increased 43% reflecting increased numbers of meal participants in FY20.
- Program revenue has continued to exceed targets the last several years; consequently Senior Programs fees are budgeted to increase 16.7%.
- Social Services salaries are increasing to account for an additional 8 hours per week for one therapist.
- Total Aging Services revenue is anticipated to increase 6.9% with expenses growing 10.4% in FY21.

Senior Center Fund Summary					
	FY19	FY20	FY20	FY21	%
	Actual	Budget	Actual	Budget	Change
Revenues	\$ 1,835,800	\$ 1,837,227	\$ 1,889,702	\$ 1,964,051	6.90%
Expenditures					
Administration	\$ 342,257	\$ 330,809	\$ 320,526	\$ 424,430	22.06%
Nutrition	\$ 301,774	\$ 274,543	\$ 300,854	\$ 292,362	6.09%
Programming	\$ 535,825	\$ 530,298	\$ 543,842	\$ 542,204	2.20%
Social Services	\$ 192,469	\$ 210,009	\$ 182,817	\$ 229,523	8.50%
Transportation	\$ 516,507	\$ 542,568	\$ 524,729	\$ 595,507	8.89%
Total Expenditures	\$ 1,888,833	\$ 1,888,227	\$ 1,872,767	\$ 2,084,026	9.40%
Excess Revenues Over Expenditures	\$ (53,032)	\$ (51,000)	\$ 16,934	\$ (119,975)	135.25%
Fund Balance Beginning April 1	\$ 1,152,113	\$ 1,086,145	\$ 1,111,457	\$ 1,181,044	8.74%
Estimated Cash on Hand March 31	\$ 1,106,821	\$ 1,035,145	\$ 1,241,422	\$ 1,061,069	2.50%

Expenditures by Division, FY21



Senior Fund Detailed Revenues					
Senior Center-Revenue	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Property Taxes	\$ 1,084,749	\$ 1,113,995	\$ 1,108,829	\$ 1,147,415	3.36%
Interest Income	\$ 8,889	\$ 4,000	\$ 6,943	\$ 7,000	0.81%
Other Income	\$ 1,100	\$ 2,500	\$ 10,733	\$ 5,000	-114.66%
AID Transportation Fees	\$ 26,600	\$ 30,000	\$ 30,174	\$ 30,000	-0.58%
Mental Health Grant	\$ 42,020	\$ 42,000	\$ -	\$ 49,500	100.00%
LIHEAP Fees	\$ 7,127	\$ 6,000	\$ 42,000	\$ 6,000	-600.00%
Senior Health Insurance Grant	\$ -	\$ -	\$ 6,841	\$ 3,000	-128.03%
Senior Ctr./Transportation Grant	\$ 45,854	\$ 40,486	\$ 37,582	\$ 41,622	9.71%
Congregate Nutrition Grant	\$ 85,525	\$ 62,350	\$ 91,537	\$ 89,639	-2.12%
Transfer From Road and Bridge*	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	0.00%
Senior Programs	\$ 204,165	\$ 180,000	\$ 169,625	\$ 210,000	19.23%
Congregate Meal Donations	\$ 36,325	\$ 35,000	\$ 40,404	\$ 40,000	-1.01%
Home Delivered Meals Grant	\$ 72,326	\$ 91,896	\$ 120,261	\$ 98,875	-21.63%
Home Delivered Meals Donation	\$ 28,800	\$ 18,000	\$ 27,278	\$ 22,000	-23.99%
Out Trip Transportation	\$ 595	\$ 7,000	\$ 40	\$ 7,000	99.43%
Nutrition Event Catering	\$ 4,434	\$ 3,000	\$ 21,178	\$ 24,000	11.76%
Material Fees	\$ 19,827	\$ 23,000	\$ 1,881	\$ 3,000	37.32%
Lending Closet	\$ 12,465	\$ 12,000	\$ 13,898	\$ 14,000	0.73%
Home Delivered Meals MHB Funding	\$ -	\$ 11,000	\$ 5,500	\$ 11,000	50.00%
Total Revenues	\$ 1,835,800	\$ 1,837,227	\$ 1,889,702	\$ 1,964,051	6.90%

Senior Fund Detailed Expenditures

Expense - Administration	FY19	FY20	FY20	FY21	% Change
	Actual	Budget	Actual	Budget	
Salaries	\$ 110,105	\$ 132,500	\$ 134,185	\$ 152,565	15.14%
Contingency	\$ -	\$ 10,000	\$ 4,940	\$ 10,000	0.00%
Recruitment	\$ 141	\$ 1,800	\$ 8,783	\$ 2,500	38.89%
Utilities	\$ 51,221	\$ 58,000	\$ 50,903	\$ 55,000	-5.17%
Telephone & High Speed Internet	\$ 1,243	\$ 1,200	\$ 1,133	\$ 1,200	0.00%
Equipment	\$ 14,837	\$ 14,000	\$ 11,179	\$ 14,000	0.00%
Office Supplies	\$ 7,430	\$ 9,000	\$ 7,611	\$ 8,000	-11.11%
Postage	\$ 2,961	\$ 5,000	\$ 1,938	\$ 4,000	-20.00%
Printing	\$ 5,908	\$ 5,000	\$ 7,648	\$ 5,500	10.00%
Dues, Subs, & Publications	\$ 1,979	\$ 2,500	\$ 2,397	\$ 2,000	-20.00%
Travel	\$ 3,419	\$ 1,000	\$ 3,059	\$ 1,500	50.00%
Education & Training	\$ 1,250	\$ 1,000	\$ 1,889	\$ 1,000	0.00%
Community Affairs	\$ 2,980	\$ 2,000	\$ 2,886	\$ 2,000	0.00%
Miscellaneous	\$ 1,642	\$ 1,000	\$ 3,507	\$ 1,000	0.00%
Transfer to Capital Fund	\$ 30,000	\$ 40,000	\$ 40,000	\$ 120,000	200.00%
Transfer to Vehicle Fund	\$ 67,000	\$ 35,635	\$ 31,457	\$ 31,770	-10.85%
Health Insurance	\$ 33,536	\$ 35,635	\$ 31,457	\$ 31,770	-10.85%
Dental, Vision & Life Insurance	\$ 291	\$ 654	\$ 459	\$ 678	3.67%
Unemployment	\$ 252	\$ 575	\$ 979	\$ 862	49.91%
IMRF Expense	\$ 2,964	\$ 5,904	\$ 2,330	\$ 6,140	4.00%
FICA Expense	\$ 3,098	\$ 4,042	\$ 3,241	\$ 4,715	16.65%
Total Administration	\$ 232,151	\$ 233,945	\$ 217,798	\$ 303,635	29.79%

Senior Citizens Services Fund



Programs	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Satellite Programming	\$ 1,279	\$ 2,500	\$ 2,780	\$ 2,500	0.00%
Weekend Programming	\$ 3,046	\$ 4,000	\$ 2,833	\$ 4,000	0.00%
Programming	\$ 213,697	\$ 160,000	\$ 200,034	\$ 160,000	0.00%
Volunteer Services	\$ 17,396	\$ 16,000	\$ 18,608	\$ 16,000	0.00%
Senior Newsletter	\$ 14,910	\$ 13,000	\$ 7,452	\$ 13,000	0.00%
Computer Instruction	\$ 185	\$ 1,000	\$ 94	\$ 1,000	0.00%
Visual Arts	\$ 19,119	\$ 18,000	\$ 17,775	\$ 18,000	0.00%
Out Trip Transportation	\$ 169	\$ 7,000	\$ -	\$ 7,000	0.00%
Program Salaries	\$ 212,507	\$ 225,000	\$ 225,844	\$ 235,888	4.84%
Program Training	\$ 20	\$ 1,500	\$ 329	\$ 1,000	-33.33%
Program Staff Travel	\$ -	\$ 1,000	\$ 489	\$ 1,000	0.00%
Health Insurance	\$ 41,309	\$ 60,076	\$ 53,033	\$ 61,830	2.92%
Dental, Vision, & Unemployment	\$ 1,075	\$ 2,419	\$ 1,698	\$ 2,504	3.51%
Unemployment	\$ 897	\$ 2,048	\$ 3,486	\$ 2,048	0.00%
IMRF Expense	\$ 4,958	\$ 9,937	\$ 3,922	\$ 9,216	-7.26%
FICA Expense	\$ 5,268	\$ 6,817	\$ 5,465	\$ 7,218	5.88%
Total Programs	\$ 535,835	\$ 530,297	\$ 543,842	\$ 542,204	2.25%
Social Services					
Social Services	\$ 5,147	\$ 1,500	\$ (5,668)	\$ 1,500	0.00%
Senior Assistance	\$ 2,790	\$ 3,000	\$ 1,659	\$ 3,000	0.00%
Psychiatric Services	\$ 1,201	\$ 8,000	\$ 941	\$ 2,000	-75.00%
Salaries	\$ 144,618	\$ 163,500	\$ 158,385	\$ 180,653	10.49%
Training	\$ 1,165	\$ 1,500	\$ 1,234	\$ 1,500	0.00%
Travel	\$ 728	\$ 1,000	\$ 1,654	\$ 1,000	0.00%
Senior Health Ins Program	\$ 946	\$ -	\$ 14,124	\$ 3,000	0.00%
Health Insurance	\$ 27,071	\$ 16,000	\$ 14,124	\$ 20,360	27.25%
Dental, Vision, and Life Insurance	\$ 784	\$ 1,765	\$ 1,239	\$ 1,826	3.46%
Unemployment	\$ 596	\$ 1,378	\$ 2,346	\$ 1,436	4.21%
IMRF Expense	\$ 3,668	\$ 7,398	\$ 2,920	\$ 7,720	4.35%
FICA Expense	\$ 3,755	\$ 4,967	\$ 3,982	\$ 5,528	11.29%
Total Social Services	\$ 192,469	\$ 210,008	\$ 196,941	\$ 229,523	9.29%

Senior Citizens Services Fund



Nutrition	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	% Change
Congregate Salaries	\$ 90,412	\$ 60,000	\$ 60,668	\$ 66,572	10.95%
Congregate Food	\$ 65,576	\$ 60,000	\$ 70,234	\$ 63,000	5.00%
Congregate Equipment	\$ 5,212	\$ 1,500	\$ 1,747	\$ 1,500	0.00%
Congregate Supplies	\$ 7,281	\$ 6,000	\$ 7,249	\$ 6,000	0.00%
Training	\$ 210	\$ 500	\$ -	\$ 500	0.00%
Recruitment	\$ 479	\$ -	\$ -	\$ -	0.00%
Home Delivered Meals Salaries	\$ 32,649	\$ 60,500	\$ 64,462	\$ 65,600	8.43%
Home Delivered Meals Food	\$ 72,192	\$ 62,000	\$ 79,988	\$ 64,000	3.23%
Home Delivered Meals Equipment	\$ 7,861	\$ 2,000	\$ (4,818)	\$ 2,000	0.00%
Home Delivered Meals Supplies	\$ 7,113	\$ 6,000	\$ 7,096	\$ 6,200	3.33%
Event Catering	\$ 3,996	\$ 1,500	\$ 3,182	\$ 1,500	0.00%
Health Insurance	\$ 3,413	\$ 3,600	\$ 3,178	\$ 3,600	0.00%
Dental, Vision, and Life Insurance	\$ 261	\$ 588	\$ 413	\$ 595	1.19%
Unemployment	\$ 504	\$ 1,436	\$ 2,444	\$ 1,436	0.00%
IMRF Expense	\$ 2,241	\$ 5,261	\$ 2,076	\$ 5,815	10.53%
FICA Expense	\$ 2,375	\$ 3,658	\$ 2,933	\$ 4,044	10.55%
Total Nutrition	\$ 301,774	\$ 274,543	\$ 300,854	\$ 292,362	6.49%
Transportation					
Alternative Transportation	\$ 9,536	\$ 5,000	\$ 8,951	\$ 5,800	16.00%
Vehicle Maintenance	\$ 44,243	\$ 47,000	\$ 37,814	\$ 45,000	-4.26%
Salaries	\$ 317,240	\$ 330,000	\$ 337,545	\$ 363,957	10.29%
Dispatch Software	\$ 18,528	\$ 18,550	\$ 17,509	\$ 18,550	0.00%
Recruitment	\$ 3,709	\$ -	\$ -	\$ -	0.00%
Telephone/Bus Tablets	\$ 6,174	\$ 5,500	\$ 5,876	\$ 5,500	0.00%
Training	\$ 1,909	\$ 2,000	\$ 3,020	\$ 2,000	0.00%
Fuel	\$ 36,029	\$ 37,500	\$ 34,983	\$ 37,500	0.00%
Uniforms	\$ 1,334	\$ 1,800	\$ 1,426	\$ 1,800	0.00%
Health Insurance	\$ 60,169	\$ 64,373	\$ 56,826	\$ 81,965	27.33%
Dental, Vision & Life Insurance	\$ 2,092	\$ 4,707	\$ 3,304	\$ 4,870	3.46%
Unemployment	\$ 1,071	\$ 2,443	\$ 4,158	\$ 2,626	7.49%
IMRF Expense	\$ 7,001	\$ 13,949	\$ 5,506	\$ 15,139	8.53%
FICA Expense	\$ 7,472	\$ 9,746	\$ 7,814	\$ 10,800	10.81%
Total Transportation	\$ 516,507	\$ 542,568	\$ 524,730	\$ 595,507	9.76%

Performance Metrics				
Service Provided	FY18	FY19	FY20	% Change
<i>Programming Division</i>				
Planned Programs	2,700	3,009	2,836	-5.75%
Participants (Duplicated)	36,033	37,170	38,479	3.52%
Participants (Unduplicated)	2,116	2,066	1,902	-7.94%
Wait Listed (Unduplicated)	819	518	361	-30.31%
Art and Computer Classes	633	728	833	14.42%
Art and Computer Class Participants	3,946	3,826	4,366	14.11%
New Volunteers	79	69	52	-24.64%
Total Volunteers (Unduplicated)	284	289	264	-8.65%
Total Volunteer Hours	27,907	27,142	27,526	1.41%
Meals Served	14,203	15,506	16,500	6.41%
Meals Delivered by Volunteers	16,895	25,185	27,805	10.40%
<i>Social Services Division</i>				
Clients Served (Unduplicated)	1,251	1,226	1,295	5.63%
Clients Served (Duplicated)	2,652	3,085	3,228	4.64%
Energy Assistance	432	447	377	-15.66%
Prescription Drug and Health	1,537	1,370	1,872	36.64%
Social Service Programs	131	142	138	-2.82%
Social Service Program Participants	1,512	1,376	2,077	50.94%
Lending Closet Transactions	1,285	1,397	1,523	9.02%
<i>Transportation Division</i>				
One Way Rides Given	20,559	18,585	16,496	-11.24%
Individuals Served (Unduplicated)	669	644	427	-33.70%
New Riders	669	644	427	-33.70%
Unmet Requests for Rides	391	604	935	54.80%

FY20 Department Accomplished Goals (in order of priority)

1. Changed department name from Department of Senior Services to Department of Aging Services.
2. 43% increased participation in the senior congregate meal program.
3. GenNeXt 2030 research conducted and reported regarding preparation for the baby boomer generation aging into senior services.

Department of Aging Services FY21 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Reduce the number of unmet rides for transportation services by 10% from last fiscal year through dispatching systems, adjustment for efficiencies, alternative transportation resources and evaluation of driver recruitment and utilization.	1. Assess the amount of rides and unmet rides to establish a benchmark. (Steininger 9/30/20)	a. Run monthly and annual report of FY20 for unmet and completed rides.	a. TBC 6/1/20
		b. Benchmark for each month and year to determine goal	b. TBC 8/1/20
		c. Report findings to the board.	c. TBC 9/30/20
	2. Research and implement a plan to provide alternative transportation and assess current resources. (Steininger 10/31/20)	a. Research other public ride services and alternative ride resources.	a. TBC 8/1/20
		b. Assess transportation models for possible implementation and create report/plan.	b. TBC 9/30/20
		c. Present findings and recommendations for implementation to the Board.	c. TBC 10/31/20
	3. Create and implement a transportation plan to address driver shortages to include a driver substitute plans and hire a part time driver. (Steininger 3/31/21)	a. Establish back-up driver responsibilities to include the Dispatcher and Manager driving the bus.	a. TBC 7/1/20
		b. Assess current bus driver job description and create new guidelines for non-CDL drivers.	b. TBC 10/1/20
		c. Develop recruitment improvements by creating a recruitment and on-boarding plan for non-CDL drivers to obtain CDL license while working.	c. TBC 11/1/20
d. Hire a part-time bus driver.		d. TBC 1/1/21	

Department of Aging Services FY21 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Establish and expand virtual programs for adults aged 55 and older through development of accessible online resources, virtual programs and on-going virtual opportunities that will help meet the needs of adults participating remotely and increase awareness on the use of technology.	I. Identify current and potential collaborators, including volunteers, to develop virtual program opportunities. (Zbrzezny 6/30/20)	a. Meet with current collaborators and volunteers to discuss potential virtual programming.	a. TBC 6/1/20
		b. Identify and meet with new collaborators to create additional virtual programming opportunities.	b. TBC 7/1/20
		c. Continue to research and identify virtual opportunities through collaborations and online resources.	c. TBC 7/31/20
	II. Create and implement virtual programs to attract adults aged 55 and older. (Zbrzezny 10/1/20)	a. Develop a program schedule that encompasses virtual programming.	a. TBC 7/1/20
		b. Create a marketing plan to promote virtual programming.	b. TBC 8/1/20
		c. Create resources on how to utilize technology platforms virtual programs are hosted from.	c. TBC 9/1/20
		d. Conduct programs.	d. TBC 10/1/20
	III. Evaluate programs for success based on need, resources, and sustainability. (Zbrzezny 1/31/21)	a. Implement evaluation tool to measure participant feedback.	a. TBC 10/1/20
		b. Meet with volunteers and collaborators quarterly to evaluate programs.	b. TBC 10/1/20
c. Assess program participation data and continue to offer virtual programming based on needs and interests.		c. TBC 1/31/21	

Department of Aging Services FY21 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
III. Apply the recommendation of the Gen Next 2030 report to become a dementia friendly township through outreach programs including dementia friendly certification trainings to businesses and evening programs targeting Generation X residents and increase awareness of Hanover Township and the Department of Aging Services programs.	1. Identify local community partners and Generation X residents for future engagement. (Gomez 10/1/20)	a. Research demographics of township residents aged 55 and younger.	a. TBC 7/31/21
		b. Identify potential collaborators and residents through engagement with the community.	b. TBC 8/31/20
		c. Invite members to participate in Dementia Friendly USA course.	c. TBC 10/1/20
	2. Create and implement a Dementia Friendly program and recognition to outreach to community. (Director 12/1/20)	a. Work with the Dementia Friendly USA to create curriculum for programs.	a. TBC 09/30/20
		b. Create and implement a marketing plan for program.	b. TBC 10/31/20
		c. Schedule classes and provide recognition for community partners' participation in program.	c. TBC 12/1/20
	3. Create a Dementia Friendly initiative work group that addresses aging issues in the Township. (Director 3/31/21)	a. Identify community collaborators to participate in a collaboration.	a. TBC 1/1/21
		b. Create charter, goals, and objectives to complete Hanover Township as a dementia friendly community.	b. TBC 02/28/21
		c. Submit criteria for Dementia Friendly USA for Hanover Township.	c. TBC 03/31/21

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 and 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 19	FY 20	FY 20	FY 21	%
	Actual	Budget	Actual	Budget	Change
Revenues					
Property Taxes	\$ 184,388	\$ 189,359	\$ 188,485	\$ 195,040	3.00%
Interest income	\$ 929	\$ 400	\$ 725	\$ 800	100.00%
Total Revenues	\$ 181,151	\$ 184,403	\$ 189,210	\$ 195,840	6.20%
Expenditures					
IMRF-Expense	\$ 184,560	\$ 189,759	\$ 189,759	\$ 195,840	3.20%
Total Expenditures	\$ 184,560	\$ 189,759	\$ 189,759	\$ 195,840	3.20%
Excess of Revenues Over Expenditures	\$ (3,409)	\$ (5,356)	\$ (549)	\$ -	-100.00%
Fund Balance Beginning April 1	\$ 119,507	\$ 121,351	\$ 124,154	\$ 124,154	2.31%
Estimated Cash on Hand March 31	\$ 122,201	\$ 121,351	\$ 128,157	\$ 124,154	2.31%

Social Security Fund					
	FY 19	FY 20	FY 20	FY 21	%
	Actual	Budget	Actual	Budget	Change
Revenue					
Property Taxes	\$ 149,540	\$ 153,098	\$ 152,725	\$ 157,691	3.00%
Interest Income	\$ 600	\$ 300	\$ 468	\$ 500	66.67%
Total	\$ 150,140	\$ 153,398	\$ 153,193	\$ 158,191	3.12%
Expenditure					
FICA Expense	\$ 146,416	\$ 148,313	\$ 153,398	\$ 158,191	6.66%
Expenditure	\$ 146,416	\$ 148,313	\$ 153,398	\$ 158,191	6.66%
Excess of Revenue Over Expense	\$ 3,724	\$ (5,085)	\$ (205)	\$ -	-100.00%
Fund Balance Beginning April 1	\$ 75,075	\$ 76,463	\$ 78,912	\$ 78,911	3.20%
Estimated Cash on Hand March 31	\$ 76,928	\$ 76,463	\$ 82,918	\$ 78,911	3.20%

Vehicle Replacement Fund



Vehicle Replacement Fund					
	FY 2019 Actual	FY 2020 Budget	FY 2020 Actual	FY 2021 Budget	% Change
Revenue					
Interest Income	\$ 2,168	\$ 900	\$ 12,726	\$ 5,500	511.11%
Bus Fares & Donations	\$ 10,049	\$ 8,500	\$ 9,744	\$ 8,500	0.00%
Transfer In from Road	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
Transfer In from Senior	\$ 67,000	\$ -	\$ -	\$ -	0.00%
Transfer In from Town	\$ 50,000	\$ 65,000	\$ 65,000	\$ 65,000	0.00%
Total	\$ 154,217	\$ 99,400	\$ 112,470	\$ 104,000	4.63%
Expenditure					
Vehicle Purchase	\$ 26,055	\$ 35,000	\$ 31,170	\$ 105,000	66.7%
Bus Purchase	\$ 60,611	\$ 136,000	\$ 73,095	\$ 80,000	-70.0%
Total	\$ 86,667	\$ 171,000	\$ 104,265	\$ 185,000	7.6%
Excess of Revenue Over Expense	\$ 67,550	\$ (71,600)	\$ 8,205	\$ (81,000)	13.13%
Fund Balance Beginning April 1	\$ 293,929	\$ 270,884	\$ 277,146	\$ 319,476	17.94%
Estimated Cash on Hand March 31	\$ 258,729	\$ 260,284	\$ 284,870	\$ 238,476	-8.38%

Budget Highlights:

- One new Aging Services bus and one Youth and Family Services Open Gym van are scheduled to be replaced
- Overall Vehicle Fund expenditures are budgeted to increase 68.2%

Capital Projects Fund					
	FY 2019	FY 2020	FY 2020	FY 2021	%
	Actual	Budget	Actual	Budget	Change
Revenue					
Grant	\$ -	\$ 1,000	\$ 2,522	\$ 900,000	99.89%
Transfer-In from Town Fund	\$ 275,000	\$ 265,000	\$ 265,000	\$ 765,000	65.36%
Transfer-In from Senior Fund	\$ 30,000	\$ 40,000	\$ 40,000	\$ 120,000	66.67%
Total	\$ 305,000	\$ 306,000	\$ 307,522	\$ 1,785,000	82.86%
Expenditure					
Reserve Improvements	\$ 13,390	\$ 75,000	\$ 90,804		
Emergency Services Station	\$ -	\$ -	\$ -	\$ 1,500,000	100.00%
Senior Center Improvements	\$ 3,200	\$ 30,000	\$ 80,162	\$ 120,000	75.00%
Izaak Walton Parking Lot	\$ -	\$ 270,000	\$ -	\$ -	
Izaak Walton Center Improvements	\$ -	\$ -	\$ 109,846	\$ 800,000	100.00%
Building & Perm Improvements	\$ 109,788	\$ 85,000	\$ 81,146	\$ 165,000	48.48%
Total	\$ 126,378	\$ 385,000	\$ 361,958	\$ 2,585,000	85.11%
Excess of Revenue Over Expense	\$ 178,622	\$ (79,000)	\$ 54,436	\$ (800,000)	90.13%
Fund Balance Beginning April 1	\$ 917,167	\$ 1,111,110	\$ 1,067,895	\$ 1,158,895	4.12%
Estimated Cash on Hand March 31	\$ 1,095,789	\$ 902,110	\$ 1,013,459	\$ 358,895	-151.36%

Budget Highlights:

- The Township is looking to complete two projects: Izaak Walton Center and Reserve Master Plan and the purchase/renovation of an Emergency Services Station. These will be primarily funded by \$900,000 of grant funding and accumulated fund reserves.
- Projects, such as a new Senior Center Building Automation System, will also be allocated funds.
- Total expenditures are budgeted for \$2,585,000.

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 2020-2021 through 2024-2025. 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 2021-2025 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 2021-2025 program. Capital expenditures can be expected to vary significantly from one year to the next.

Capital Improvement Program



Hanover Township 5+ Year Capital Improvement Plan (CIP) (April 1, 2020)

Project	FY 21	FY 22	FY 23	FY 24	FY 25	Total
<i>Emergency Services Station</i>	\$ 1,500,000					\$ 1,500,000
<i>Izaak Walton Reserve Master Plan</i>	\$ 800,000					\$ 800,000
<i>Senior Center Billing Automated System</i>	\$ 85,000					\$ 85,000
<i>Senior Center Improvements</i>		\$ 120,000		\$ 40,000	\$ 50,000	\$ 210,000
<i>Astor Avenue Parking Lot</i>	\$ 25,000					\$ 25,000
<i>Town Hall RTU Replacement</i>	\$ 10,000		\$ 11,000		\$ 12,000	\$ 33,000
<i>Roadway Improvements</i>	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000
<i>Izaak Walton HVAC Improvement</i>		\$ 60,000				\$ 60,000
<i>Town Hall Roof and Renovations</i>		\$ 30,000	\$ 665,000	\$ 210,000		\$ 905,000
<i>Camera Security System</i>		\$ 30,000				\$ 30,000
<i>Miscellaneous Minor Improvements</i>	\$ 165,000		\$ 25,000	\$ 25,000		\$ 215,000
Total Per Fiscal Year	\$ 2,935,000	\$ 590,000	\$ 1,051,000	\$ 625,000	\$ 412,000	\$ 5,613,000

Funding Summary	FY 21	FY 22	FY 23	FY 24	FY 25	Total
<i>Grants</i>	\$ 900,000		\$ 1,000		\$ -	\$ 901,000
<i>Property Tax Revenue- Senior Fund</i>	\$ 120,000	\$ 85,000	\$ 50,000	\$ -	\$ -	\$ 255,000
<i>Property Tax Revenue- Road Fund</i>	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000
<i>Property Tax Revenue- Town Fund</i>	\$ 765,000	\$ 100,000	\$ 300,000	\$ 150,000	\$ 62,000	\$ 1,377,000
<i>Property Tax Revenue- Capital Fund Reserve</i>	\$ 800,000	\$ 55,000	\$ 350,000	\$ 125,000	\$ -	\$ 1,330,000
Total Funding	\$ 2,935,000	\$ 590,000	\$ 1,051,000	\$ 625,000	\$ 412,000	\$ 5,613,000

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 2021 Highlights

Although the Capital Improvements Program anticipates expenditures over a five year period, the immediate focus is on FY2021, 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 2021, the Town Board has allocated up to \$2,585,000 to be expended on capital improvements. The \$2,585,000 will be derived from grant funding, local property tax revenues, and reserves. These funds are to be budgeted on the following primary projects: Emergency Services Station, Izaak Walton Reserve Master Plan, Senior Center Billing Automated System, and road resurfacing of Hanover Township roads.

Project: *Emergency Services Station*

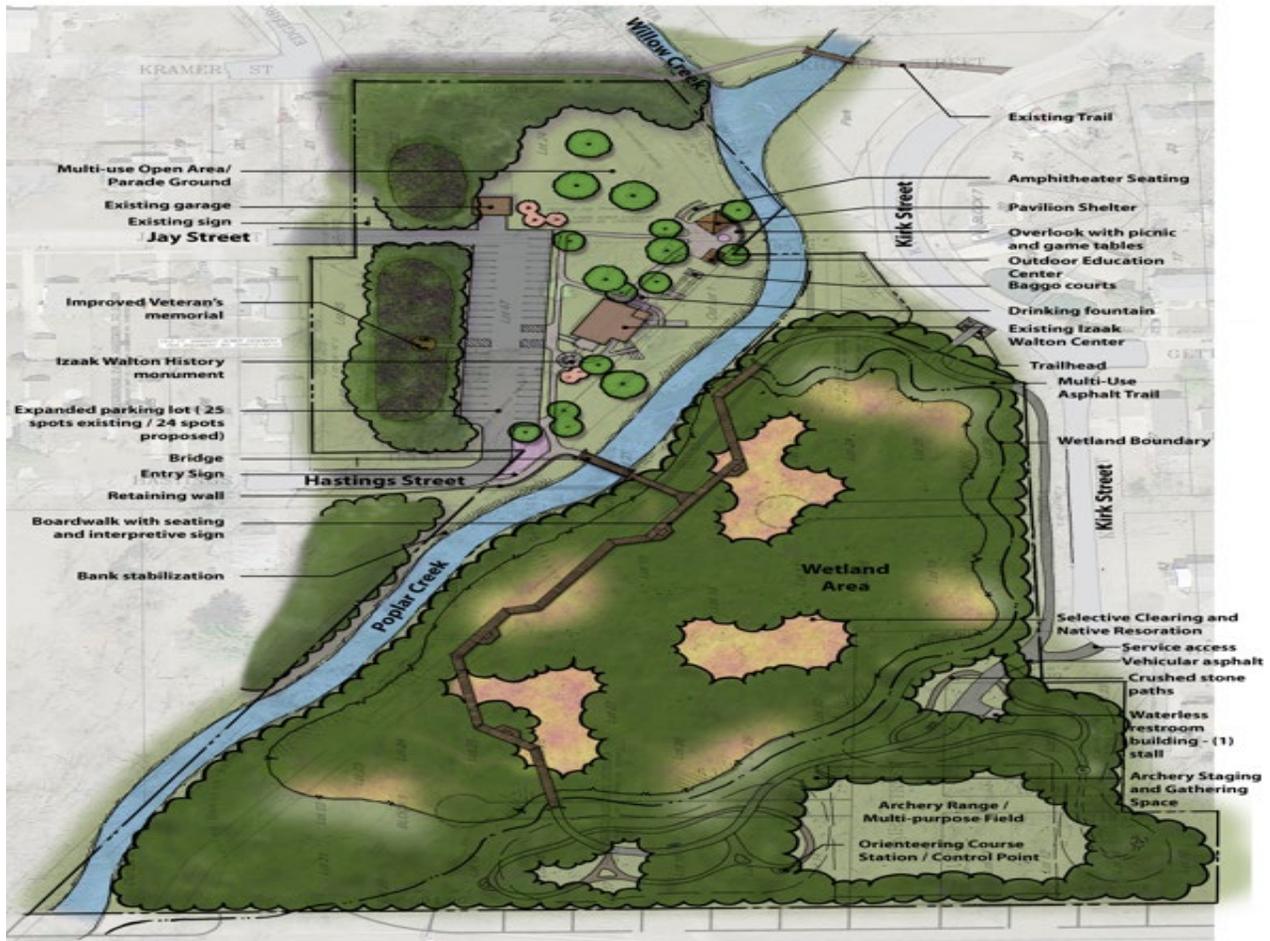


Description: Operating out of the leased space in Bartlett, Emergency Services is in need of a more permanent facility in order to better shelter Hanover Township's large fleet of vehicles. The Department of Emergency Services is in need of a space for their increasing fleet and equipment and a location better suited to conduct trainings. A site will be identified and acquired to build and renovate in conjunction with a contracted architect. 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 FY2021.

Projected Impact on Operational Budget:

This project would add additional operational expenses.

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 southeast 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 FY2021 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: Senior Center Billing Automated System



Description: The Building Automated System (BAS) was installed upon the completion of the Senior Center construction in 2004. The BAS controls the HVAC system for the building and allows multiple units to be controlled by a central location and function in conjunction with other units. A replacement of the BAS is needed due to the current operating system not being supported by the operator any longer. Immediate needs include replacing the HVAC Billing Automated System that regulates temperature controls for the building. Longer term updates involve replacement of the larger components of the HVAC system including the boiler, main control panel, and sensors on the main equipment. This is projected for completion FY2021.

Projected Impact on Operational Budget:

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

Project: *Senior Center Improvements*



Description: The Senior Center was constructed in 2004 with approximately 20,395 square feet. New tile to the main entryways, front desk area, and a portion of the café area was added in FY2019. Carpeting was replaced due to extensive staining, aging, and wearing in FY2020. The building is in need of updates to the art room's counter tops and cabinets, the main lobby furniture, and the lower level flooring. 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 FY21-FY25 and the next ten years.

Projected Impact on Operational Budget:

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

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: *Road Resurfacing Project*



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 completed a comprehensive road system assessment with an engineering firm to provide long-term guidance on road resurfacing prioritization. In FY2022, 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: Township Security Camera System



Description: The current security system for Township properties is made up of piece-meal security cameras. To increase security throughout the Township locations, an upgrade to a commercial Township-wide integrated system that utilizes centralized monitoring control is required. This would enhance uniformity of security throughout the Township and aid in crime prevention. Additional locations to monitor on top of Hanover Township's main campus and satellite offices would be the Izaak Walton and Lenoci Reserves. The Bridlewood Subdivision would be included as an additional location in order to monitor for snow in the winter. The project is scheduled for completion in FY21.

Projected Impact on Operational Budget:

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

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 2022 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: *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 FY2024.

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.

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.

Appendix B: Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revenue - Funds that the Township receives as income.

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

Appendix C: Glossary

- 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.

