



Annual Operating and Capital Budget

2017 - 2018



*Budget Cover Artwork:
Painting of Hanover Township Senior Center by Resident
Lynn Nelles, 2016.*

Elected Officials

Brian P. McGuire
Supervisor

Katy Dolan Baumer
Clerk

Thomas S. Smogolski
Assessor

Thomas O. Schneider
Highway Commissioner

Mary Alice Benoit
Craig Essick
Khaja Moinuddin
Eugene N. Martinez
Trustees

Administrative Staff

James C. Barr
Township Administrator

Suzanne Powers
Assistant Township Administrator

Samuel Hughes
Management Analyst





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Hanover Township

Illinois

For the Fiscal Year Beginning

April 1, 2016

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, 2016. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

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April 1, 2017

Honorable Supervisor and Trustees,

I am pleased to present to you the Annual Operating and Capital Budget for the fiscal year beginning April 1, 2017 (FY18).

The economic environment in Hanover Township continues to modestly improve. The unemployment rate has declined to match the State of Illinois rate, however, underemployment continues to remain a concern.

Although the economy has continued to improve, Fiscal Year (FY) 2018 will remain challenging for Hanover Township. Continuing to realize the effect of economic factors facing residents, the Finance Committee once again recommended, and the Board adopted, a property tax levy with no increase over the previous year extension. Due to property taxes being the primary source of revenue for the Township, this poses challenges for the Township to maintain and enhance services while operating within available resources. This projected minimal growth budget, combined with expected cost increases, has required the Township to make difficult choices. Overall, significant increases to the Township budget can be attributed to a contracted Employment Support Service at the Astor Avenue Community Center and Senior Center utilities moving from the Senior Fund to the General Town Fund. Other costs include raises for employees who achieved advanced certifications/licensures, as well as a 2.0% merit salary increment pool for employees.

In continuing to reduce cost where possible, the Township has decreased its full time equivalent (FTE) count in the Fiscal Year 2018 by 1.2 FTE. This has been achieved in part by coming to a mutual agreement with the Mental Health Board Manager to reduce the positions hours from 40 to 32. Additional decreases come from the elimination of a part time Social Services Specialist from the Senior Services department and the reduction of a Youth and Family Services Therapist position from full time to part time following a vacancy.

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

A balanced budget requires expenditures to not exceed available resources, which includes revenues for the current year and all fund reserves. The FY 2018 budget is once again balanced, and the Township retains healthy fund reserves for any unforeseen circumstances in the year ahead.

Budget Highlights

Department of Senior Services – The Road District has generously offered to fund senior transportation again, in the combined amount of \$150,000 as authorized by state statute. \$25,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$125,000 is allotted to

operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.). This is a reduction from prior years as the reserves in the Road District fund have diminished. The federal grant from Age Options supporting the senior congregate meal program increased to \$44,800 and meal donations are expected to decrease slightly. Entering the second full fiscal year of the home delivered meals (HDM) program has (HDM) grants increasing 4%, however half of the grants are provided by the state. To date, these funds have been received, though this could change if the state budget impasse continues. The Volunteer Express Grant through the Regional Transit Authority has ceased due to difficult insurance requirements for volunteer drivers with the advent of ride sharing services.

On the expenditure side, a series of large and small reductions have been made to account for the reduction in assistance from the Road District with the intention of minimizing impact on service delivery. Notable reductions include elimination of a part time Social Services Specialist, a 40% reduction in the contingency line item and moving utility costs to the Town Fund as had occurred prior to three years ago. In addition, transfers to the Capital Fund are down 20% following a one-time lump sum transfer to the Capital Fund in the previous fiscal year. Other reductions were made in nutrition food expenses, outsourced psychiatric services with more hours anticipated for in-house therapy and transportation line items. Overall, Senior Services Fund expenditures are budgeted to decline 6.2%.

Department of Youth and Family Services – Youth and Family Services is anticipating stable revenue from the prior year. The Administration and Clinical Salary line item includes the reduction of a full time Therapist to a part time Therapist while also accounting for two Therapists to receive raises related to achieving advanced licensure. Most expense changes are small with benefit cost reductions related to the reduction of the full time Therapist to part time. Funds have been allotted to provide for substance abuse prevention programming in part by minimizing transportation costs as more staff are trained on driving the small buses for outings. Overall department expenditures are expected to decrease 1.11%.

Department of Welfare Services – Welfare Services is expecting a slight revenue increase in the new fiscal year with a small increase in the property tax revenue and all other revenue flat. Welfare Services expenditure highlights include, a reduction in the equipment and postage line items, travel and training were increased and General Assistance personal essentials were reduced. Due to lower program participation, these dollars will still allow for an increase in the monthly General Assistance grant to \$700 per month. A significant budget increase will be for contracted Employment Support Services. With local unemployment higher than the national average along with the persistence of underemployment and individuals working multiple part time jobs, the Township is looking to re-engage employment services on a limited contractual basis, two half days per week in the new fiscal year, at the Astor Avenue Community Center. This pilot program has been successful at Schaumburg and Elk Grove Townships and will be examined for effectiveness at three months and at the end of the fiscal year. Overall, the Welfare Services fund expenditures will increase 3.6% and the Food Pantry budget will increase 0.9%.

Department of Facilities and Maintenance – The Facilities and Maintenance budget increased modestly to reflect planned increases in salaries and most notably, the addition of a seasonal project assistance to aid in summer grounds and reserves upkeep. Janitorial supplies have been combined into a single line item for more flexible reporting while slightly reducing costs. The lease cost for the Town Hall copier has been moved to the Town Fund equipment line item allowing “equipment maintenance-town” to be significantly reduced. Most other changes are small and represent the experience of the past year. Overall, department expenditures are requested to increase 0.8%.

Mental Health Board – The Mental Health Board (MHB) decreased the consultant line item and reduced the Mental Health Board Manager position from full time 40 hours per week to a four day 32 hour per week position. Printing and postage increased to allow for the bi-annual publication of the Mental Health Community Resource Guide. Capital Improvements at the Mental Health Community Resource Center increased to allow for roof top HVAC RTU replacement and rotational interior painting. Emergency Grant funding is being moderately decreased to reflect the prior year reduction in the MHB fund balance while retaining funding for potential future mental health housing initiatives. Total fund expenditures are budgeted to decrease 2.1%.

Highway Department – The Highway Commissioner has planned continued financial support to the senior transportation program in the amount of \$150,000 and approximately \$365,000 for improvements to the Highway Department facility if it is determined necessary and beneficial. Funds continue to be allocated for significant road resurfacing projects as well in the amount of \$650,000. Overall fund expenditures are expected to decrease 6.0%.

Office of the Assessor – The Assessor’s Office budget is increasing significantly due to a change in employee benefit election. Other changes include a raise for an employee who achieved certification and decreases in travel and training. Overall, Assessor Office expenditures are budgeted to increase 8.5%.

Office of Community Health – The Office of Community Health is anticipating increased revenue and a modest increase in expenditures related to the planned salary increment. Other changes are relatively modest. Overall department expenditures are budgeted to increase 1.5%.

Department of Emergency Services – The Emergency Services Department budget is projected to increase by 0.2%. This increase is associated to the Townships 2% salary pool. Other changes are offset by decreases in expenses.

Office of Community and Veterans Affairs – The Office of Community and Veterans Affairs is budgeted to decrease expenditures 3.1%. The decrease is primarily due to the Finance Committee’s recommendation to reduce the resident newsletter ‘Hanover Happenings’ from quarterly to three issues per year. The department is also creating a community affairs line item that is offset by a decrease in the same Town Fund line item in a similar amount. Utilities are also expected to increase due to the installation of a full air conditioning system for the first time at the Izaak Walton Center. The department is expecting new revenue from advertisements in the resident newsletter and Izaak

Walton Center facility rental. Other changes are relatively minor with increases offset by decreases in other line items.

Town Fund – The overall Town Fund/Administrative Services budget will decrease by approximately 39%. This large decrease is due to a planned transfer to the Capital Fund from the Town Fund reserve in the prior year not being renewed. The only significant change in revenue is the continued growth in passports with associated fees increasing 67%. Expenditures include, an increase in the transfer to the Vehicle Fund to ensure the fund’s long-term sustainability. Information Technology related costs are budgeted to increase for the first time in ten years. Additional increases come from legal, auditing, and printing expenditures. Passport related expenditures have also climbed, due to large increases in demand. The Town Fund is also re-absorbing the cost of Senior Center utilities due to decreased revenue transferred in from the Road District to senior transportation.

Vehicle Fund – The Town Fund is increasing its transfer to the Vehicle Fund to ensure long term sustainability. In the new fiscal year, the Food Pantry van and one mid-sized Senior Services bus are scheduled for replacement.

Capital Fund – The Finance Committee is recommending several capital projects for Fiscal Year 2018 including completing the replacement of the Astor Avenue Community Center roof and the resurfacing and expansion of the Izaak Walton Center parking lot. Additional projects include improvements to the Senior Center such as carpet replacement, Downey Hall renovations, and a phone system replacement and upgrade for the Town Hall, Senior Center, and Astor Avenue Community Center.

Respectfully Submitted,



James C. Barr, MPA

Township Administrator



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Mission Statement

The Township mission establishes the Township government's purpose, role, and values that make it possible to work toward realization of the vision. At the strategic planning session held on September 26, 2014, the Township Board, elected officials, and department directors discussed changes to the mission statement that were recommended by the Township Administrator. After discussion, there was consensus that the following Township mission be approved as presented:

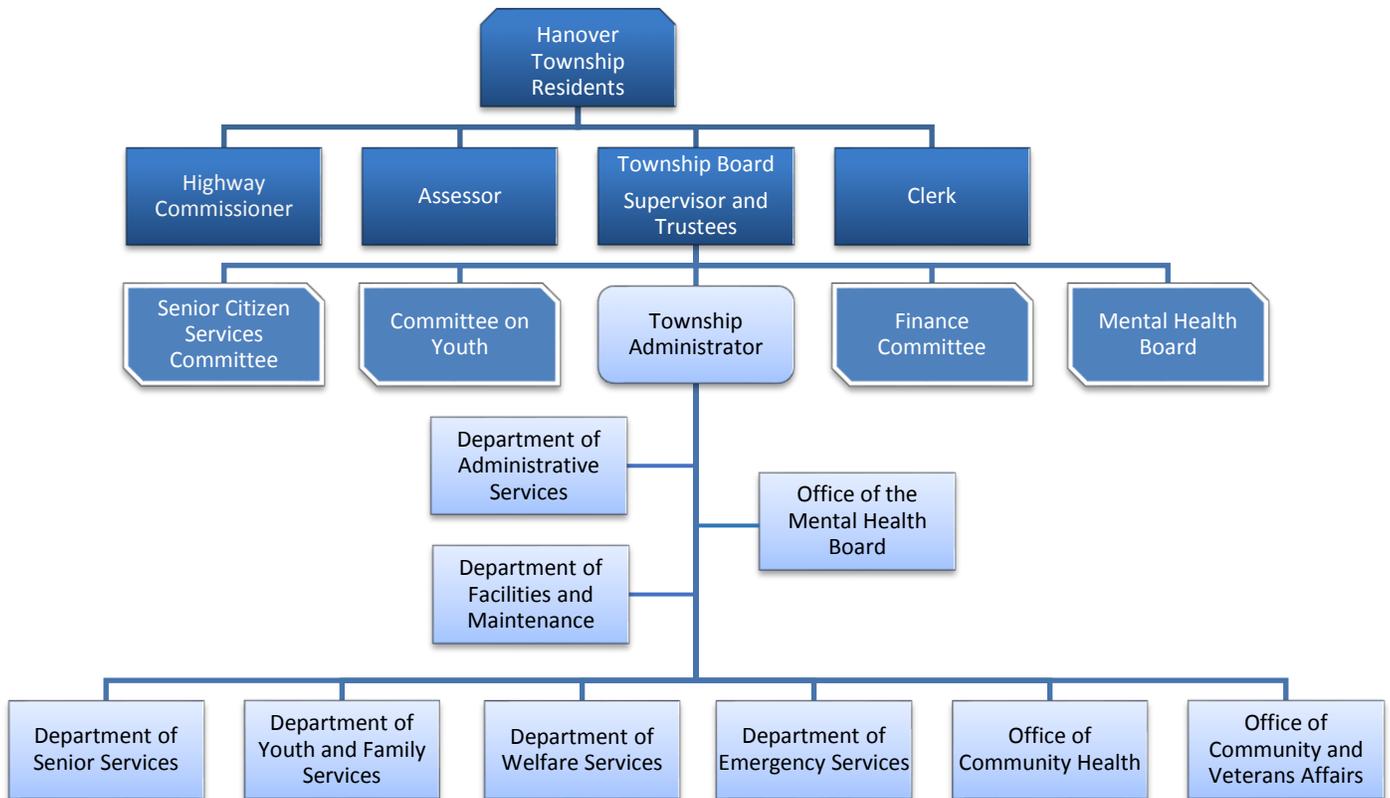
Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

Vision Statement

The Township vision statement represents the broadest expression of the ideal Township, or the imagined best community. At the September 26, 2014 strategic planning session, the Board, elected officials, and department heads reaffirmed the following vision statement:

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

Hanover Township Organizational Chart



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

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

Since November 2007, Hanover Township has regularly conducted strategic planning sessions to enhance its planning and budgetary process. FY 18 is the last year of a three year strategic plan. Previously, the Township had a five year, long term strategic plan with yearly strategic planning events. The FY 16 strategic planning retreat was held on September 26, 2014. During the FY 16 strategic planning session, the Township Board, elected officials, and department directors recommended Township-wide strategic priorities focusing on innovative ideas that will enhance Township services for residents.

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

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

Workgroup	Objective #: Description	Action Step #	Action Step Description	Due Date
Communications	1.1: Explore and make recommendations for township-wide client management software	1.1.1	Evaluate what client management software is currently used	6/1/2015 Completed
Communications	1.1: Explore and make recommendations for township-wide client management software	1.1.2	Identify companies that offer client management software	8/1/2015 Completed
Communications	1.1: Explore and make recommendations for township-wide client management software	1.1.3	Recommend client management software	10/1/2015 Completed
Communications	1.2: Evaluate current multicultural tools and develop recommendations	1.2.1	Inquire with each department to determine cultural deficiencies	8/1/2015 Completed
Communications	1.2: Evaluate current multicultural tools and develop recommendations	1.2.2	Investigate practices of other local governments and research tools to use	6/1/2017
Communications	1.2: Evaluate current multicultural tools and develop recommendations	1.2.3	Analyze and recommend cost effective multicultural tools for township use	10/1/2017
Communications	1.3: Research and identify new modes of communication	1.3.1	Evaluate current communications	6/1/2016 Completed
Communications	1.3: Research and identify new modes of communication	1.3.2	Research modes being used in surrounding communities and study best practices.	9/1/2016 Completed
Communications	1.3: Research and identify new modes of communication	1.3.3	Analyze and recommend new modes of township communication.	11/1/2016 Completed
Communications	1.4: Review the effectiveness of current committee structures and operations and make recommendations	1.4.1	Survey and discuss committees with Township Officials and committee members	12/1/2016 Completed
Communications	1.4: Review the effectiveness of current committee structures and operations and make recommendations	1.4.2	Review missions, bylaws, membership, and activities of current members.	6/1/2016 Completed
Communications	1.4: Review the effectiveness of current committee structures and operations and make recommendations	1.4.3	Recommend improvements to committee structures and/or operations to increase effectiveness, if needed	10/1/2017
Communications	1.5: Summarize the continuity, consistency and coordination of existing internal and external communication	1.5.1	Evaluate interdepartmental workgroups	8/1/2015 Completed
Communications	1.5: Summarize the continuity, consistency and coordination of existing internal and external communication	1.5.2	Explore communications with external stakeholders and communication opportunities	6/1/2017
Communications	1.5: Summarize the continuity, consistency and coordination of existing internal and external communication	1.5.3	Create survey for Township Elected Officials to determine what information they would like to have and how they would like it delivered	10/1/2015 Completed

Workgroup	Objective #: Description	Action Step #	Action Step Description	Due Date
Scope	2.1: Develop a plan to measure utilization of programs and services	2.1.1	Conduct interviews with Department Heads to determine what data is currently being collected	6/1/2015 Completed
Scope	2.1: Develop a plan to measure utilization of programs and services	2.1.2	Determine a standardized template for data collection for all Departments to utilize	9/1/2015 Completed
Scope	2.1: Develop a plan to measure utilization of programs and services	2.1.3	Compile utilization data per department, analyze and report.	3/1/2017 Completed
Scope	2.2: Develop a community based needs assessment	2.2.1	Create methods to survey residents	7/1/2015 Completed
Scope	2.2: Develop a community based needs assessment	2.2.2	Research and create survey template and questions	8/1/2016 Completed
Scope	2.2: Develop a community based needs assessment	2.2.3	Determine budget/funding partners/cost/implementation	8/1/2016 Completed
Scope	2.2: Develop a community based needs assessment	2.2.4	Secure final Board approval and conduct surveys	12/1/2016 Complete
Scope	2.2: Develop a community based needs assessment	2.2.5	Compile findings and present results	2/1/2017 Complete
Scope	2.3: Evaluate finds from Objective 1 & 2 and make recommendations for relevant programs and services	2.3.1	Analyze findings and present results	5/1/2017
Scope	2.3: Evaluate finds from Objective 1 & 2 and make recommendations for relevant programs and services	2.3.2	Establish a multi-departmental review workgroup	6/1/2017
Scope	2.3: Evaluate finds from Objective 1 & 2 and make recommendations for relevant programs and services	2.3.3	Consolidate the findings from the workgroup and demographics from the Evolution workgroup and make recommendations based on feedback	9/1/2017
Scope	2.3: Evaluate finds from Objective 1 & 2 and make recommendations for relevant programs and services	2.3.4	Present findings and develop action plans for Board approved initiatives	12/1/2017

Workgroup	Objective #: Description	Action Step #	Action Step Description	Due Date
Branding	3.1: Review existing Hanover Township Brand Communications and Messages	3.1.1	Review Hanover Township and department brand communication materials	6/1/2015 Completed
Branding	3.1: Review existing Hanover Township Brand Communications and Messages	3.1.2	Identify opportunities for better alignment of brand messaging	8/1/2015 Completed
Branding	3.2: Initiate Hanover Township Brand Essence Feedback Campaign "What Does Hanover Township Mean to Me?"	3.2.1	Develop campaign materials	7/1/2016 Completed
Branding	3.2: Initiate Hanover Township Brand Essence Feedback Campaign "What Does Hanover Township Mean to Me?"	3.2.2	Solicit Hanover Township resident feedback through various avenues	9/1/2016 Completed
Branding	3.2: Initiate Hanover Township Brand Essence Feedback Campaign "What Does Hanover Township Mean to Me?"	3.2.3	Collect, analyze and summarize Hanover Township resident feedback	1/15/2017 Completed
Branding	3.3: Make recommendations to improve the alignment of brand messaging	3.3.1	Communicate aligned brand messaging to Hanover Township Department Heads along with needed changes and dates of execution	8/1/2015 Completed
Branding	3.3: Make recommendations to improve the alignment of brand messaging	3.3.2	Work with Hanover Township Department Heads to create an implementation timeline	6/1/2016 Completed
Branding	3.3: Make recommendations to improve the alignment of brand messaging	3.3.3	Make presentation to Board for final approval	10/1/2017
Branding	3.4: Implement Hanover Township brand changes to improve brand messaging	3.4.1	Audit changes and implementation related materials, i.e. use of logo, printed materials and communications, stationary, apparel, etc.	6/1/2017
Branding	3.4: Implement Hanover Township brand changes to improve brand messaging	3.4.2	Review ongoing changes to brand messages and communications to ensure the integrity of the alignment is maintained	7/1/2017
Branding	3.5: Explore a new or revised Hanover Township tagline	3.5.1	After assessment of the future of Hanover Township, identify brand messaging changes required and make recommendation to Board	8/1/2017
Branding	3.5: Explore a new or revised Hanover Township tagline	3.5.2	Determine the most effective ways to communicate the new Hanover Township tagline if adopted	9/1/2017

Workgroup	Objective #: Description	Action Step #	Action Step Description	Due Date
Evolution	4.1: Determine Township demographics	4.1.1	Collect demographics of township and identify residents served	6/1/2015 Completed
Evolution	4.1: Determine Township demographics	4.1.2	Identify projected changes in demographics based on population trends	8/1/2015 Completed
Evolution	4.1: Determine Township demographics	4.1.3	Develop and implement standardized procedures to collect data	10/1/2015 Completed
Evolution	4.2: Identify cultural and demographic trends	4.2.1	Research Township demographics and cultural groups	6/1/2015 Completed
Evolution	4.2: Identify cultural and demographic trends	4.2.2	Research areas impacted by similar demographics and cultural groups	8/1/2016 Completed
Evolution	4.2: Identify cultural and demographic trends	4.2.3	Compare demographic and cultural groups similar to Hanover Township to determine how resident needs are being met	3/1/2016 Completed
Evolution	4.3: Ensure staff has appropriate skills to meet emerging needs	4.3.1	Review how all resident needs currently being met both organizationally and departmentally	5/1/2017
Evolution	4.3: Ensure staff has appropriate skills to meet emerging needs	4.3.2	Evaluate services and determine relevance based on current services offered and future needs of residents	6/1/2017
Evolution	4.3: Ensure staff has appropriate skills to meet emerging needs	4.3.3	Analyze current skills of staff to determine if emerging needs can be met	7/1/2017
Evolution	4.3: Ensure staff has appropriate skills to meet emerging needs	4.3.4	Identify and budget for training resources needed	8/1/2017
Evolution	4.3: Ensure staff has appropriate skills to meet emerging needs	4.3.5	Train staff to achieve skills needed to meet emerging needs	12/1/2017
Evolution	4.4: Identify funding sources	4.4.1	Analyze funding needs based on population trends	8/1/2017
Evolution	4.4: Identify funding sources	4.4.2	Determine feasibility of increasing tax levies and analyze possible tax levies	10/1/2017
Evolution	4.4: Identify funding sources	4.4.3	Research private and public funding sources	12/1/2017
Evolution	4.5: Synthesize all other strategic goals to ensure Township survivability	4.5.1	Develop Long Range Township Survivability Strategic Plan incorporating all other Township strategic goals	12/1/2017

What is a Township?

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

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

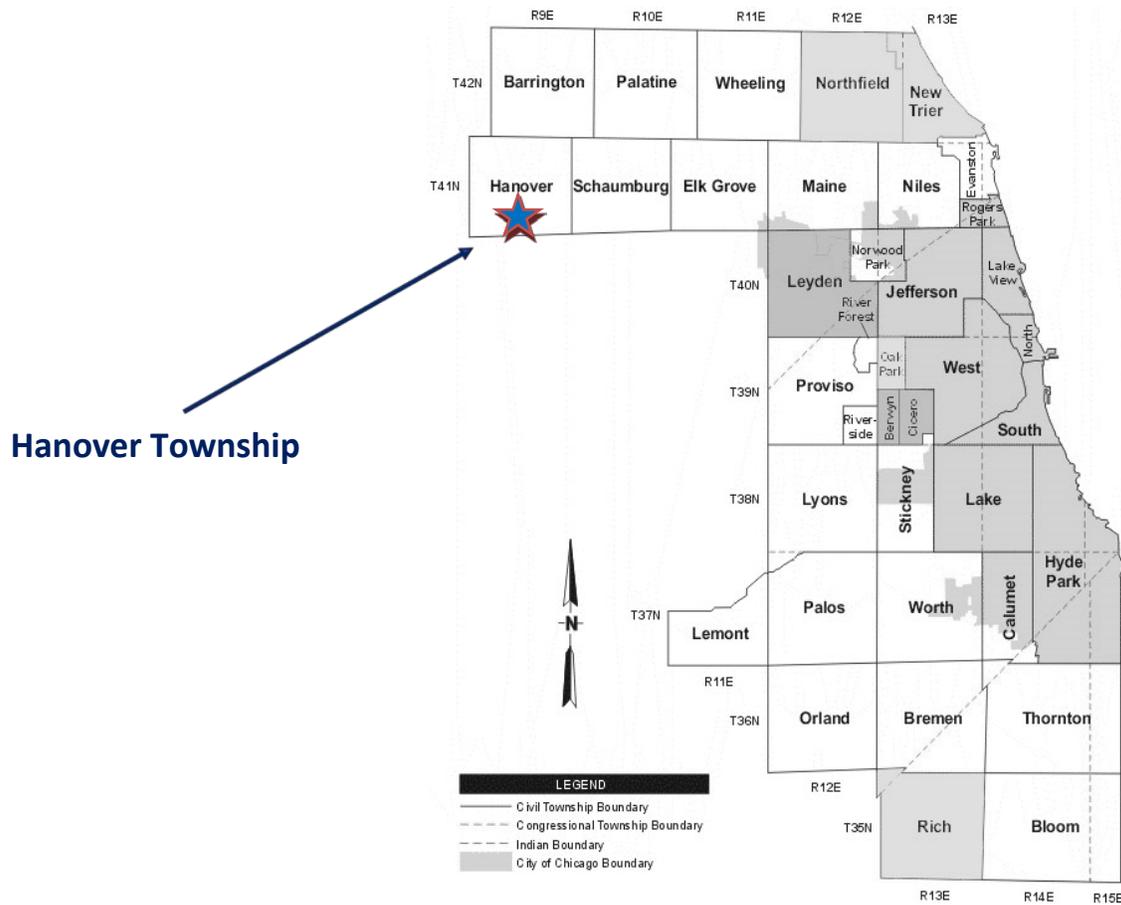
Hanover Township contains portions of six municipalities within our jurisdiction: Streamwood, Bartlett, Hanover Park, Elgin, Schaumburg, and Hoffman Estates. Specific operating departments within the Township include: Department of Administrative Services, Department of Emergency Services, the Office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

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

Location

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

Map of Townships within Cook County



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

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



Hanover Township Farmers

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

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

Statistics based on 2011-2015 American Community Survey, unless otherwise noted with an * symbol, meaning statistics are from the 2010 decennial census.

Hanover Township is approximately 36 square miles in size.

Township Website: www.hanover-township.org

Demographics:

Total Population:	100,804	Median Age	35.5 years
Male	51,195	Age 0-19	29.0%
Female	49,609	Age 20-54	51.1%
White	45,866	Age 55 and above	19.9%
African American	3,165	Median Household Income	\$73,620
Asian	13,825	Per Capita Income	\$26,998*
American Indian	35		
Native Hawaiian	13		
Other Races Alone	252		
Total Hispanic	36,168		
Two or more races	1,480		

*Population by Municipality:

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

Education:

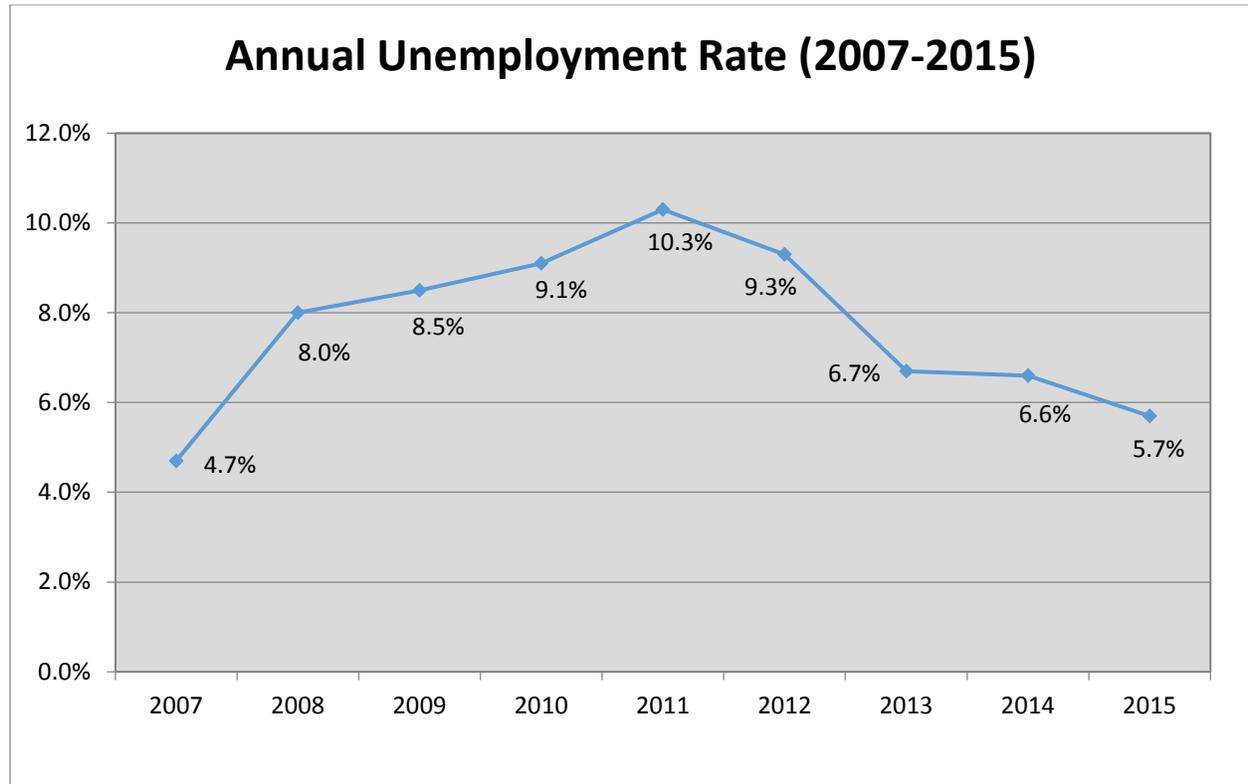
<i>Population 18 to 24</i>		<i>Population 25 and over</i>	
Less than High School	16.5%	Less than High School	16.9%
High School Graduate	35.8%	High School Graduate	24.7%
Some College or Associate's	39.3%	Some College or Associate's	25.9%
Bachelor's Degree or higher	8.4%	Bachelor's Degree or higher	32.5%

Housing:

EAV	\$1,719,288,781	Total Population in housing units	100,296
Total number of housing units	34,201	Population with mortgages	72,386*
Occupied homes	32,297	Population owning free and clear	8,438*
Vacant Homes	1,904	Population renting	20,786

Employment:

Population 16 years and over	76,671	Percent unemployed	5.7%
Civilian labor force	56,353		



Income and Benefits (2015 dollars)

Less than \$10,000	3.7%
\$10,000 to \$14,999	2.5%
\$15,000 to \$24,999	6.7%
\$25,000 to \$34,999	6.5%
\$35,000 to \$49,999	12.5%
\$50,000 to \$74,999	18.9%
\$75,000 to \$99,999	16.5%
\$100,000 to \$149,999	18.5%
\$150,000 to \$199,999	8.2%
\$200,000 or more	5.9%

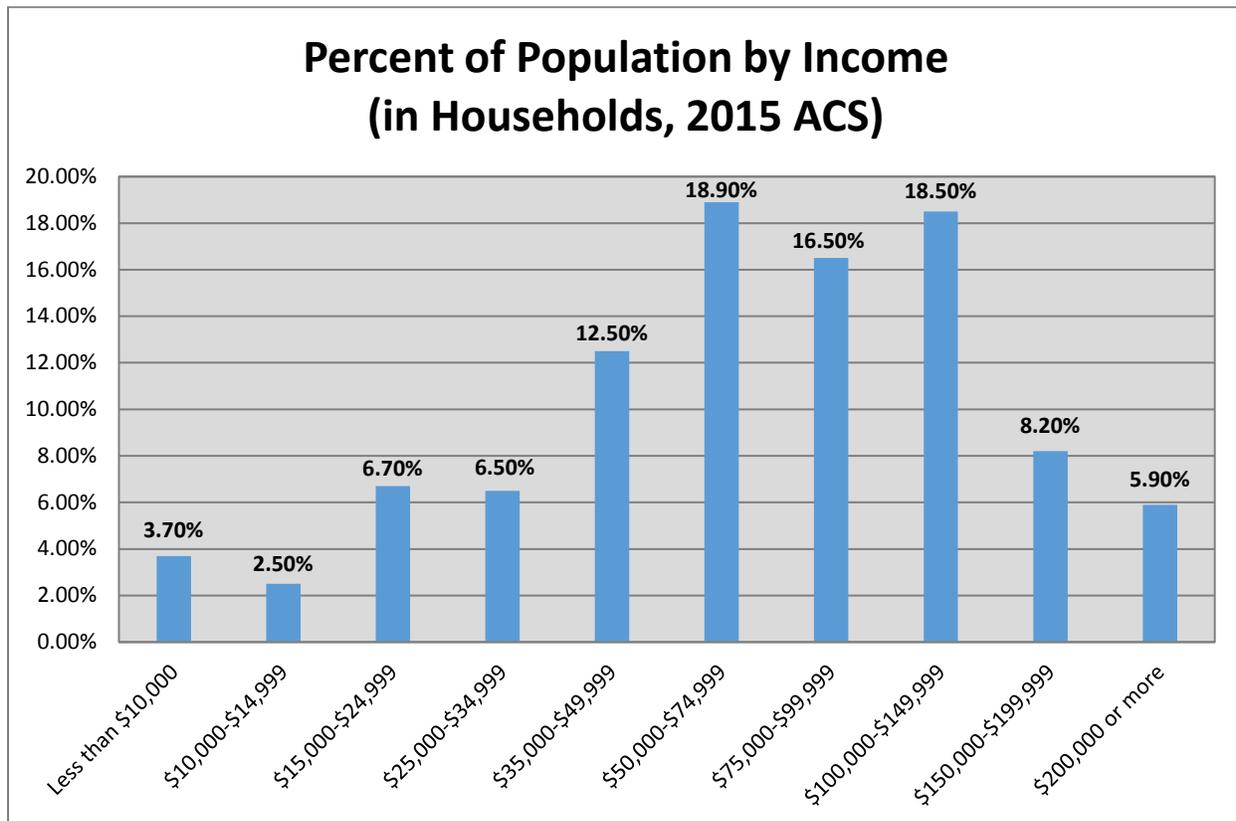
Top 10 Employment Sectors

Educational services and health care	17.7%
Manufacturing	16.7%
Retail trade	12.3%
Professional, scientific, management	11.6%
Arts, entertainment, hospitality	9.3%
Transportation, warehousing	6.9%
Finance, insurance, real estate	6.7%
Construction	6.3%
Wholesale trade	3.7%
Other services	8.6%

Principal Employers in Hanover Township (2015)

Employer	Type of Business	Approximate Number of Employees	Percentage of Township Population
Fresh Express	Food Distributor	700	0.69%
Senior Flexonics	Automotive Parts Manufacturing	432	0.43%
Super Target	Discount Retailer	310	0.31%
Wal-Mart Stores, Inc.	Discount Retailer	275	0.27%
Ace Coffee Bar, Inc.	Water Bottling Plant	250	0.25%
Behavioral Health Center	Medical	235	0.23%
Streamwood High School	Education	220	0.22%
Sam's Club	Discount Retailer	220	0.22%
Village of Streamwood	Government	186	0.18%
Clare Oaks	Senior Living	175	0.17%
Total		2,972	2.96%

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



The 2018 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 2018. The budget is a policy document that requires action and adoption by the Township Board.

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

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

The recommended budget is submitted to the Finance Committee in January at which point a workshop is scheduled to review each operating department independently and recommend changes. The final week of January, Administrative Services compiles the final budget document to be submitted to the Township Board for approval as endorsed by the Finance Committee. The Board holds a public hearing and may amend the budgeted appropriations. A formal budgeted appropriation ordinance for the Township and Township Road District is adopted in March, providing the legal authority to spend public funds. The final Township budget passed on March 21, 2017.

Amending the Budget

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

Basis for Budgeting

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

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

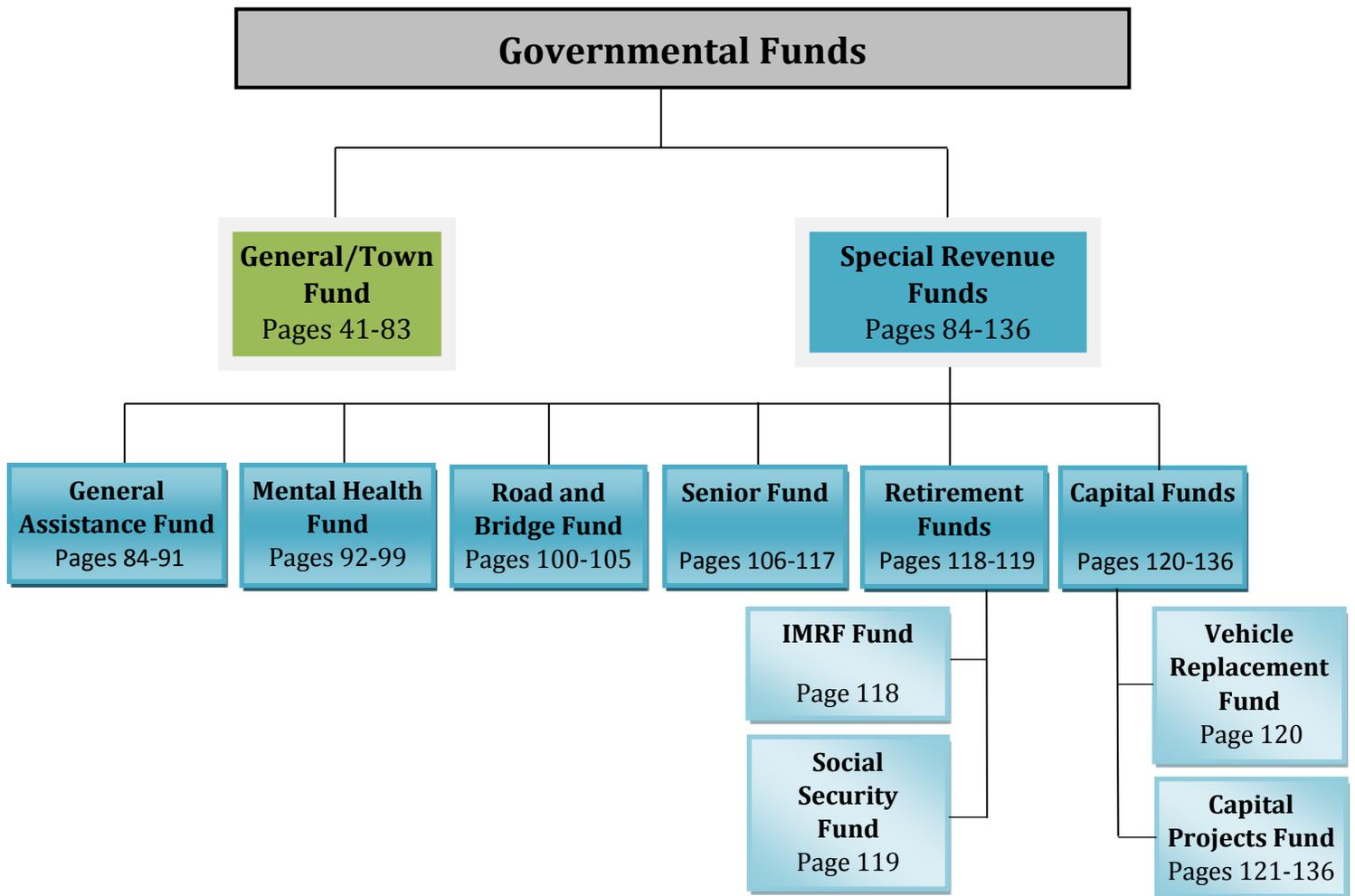
Those revenues susceptible to accrual are property taxes, interest revenue, and charges for services. Donations are not susceptible to accrual because generally they are not measurable until received in cash.

FY 2018 Budget Development Calendar

November 7, 2016	Finance Committee Budget Guidelines
November 23, 2016	Budget Development Memo Issued
December 19, 2016	Department Budget Submissions Due
December 20, 2016 - January 9, 2017	Administrative Budget Review
January 10, 2017 - January 24, 2017	Finance Committee Budget Workshops
January 25, 2017- January 31, 2017	Final Budget Compilation
February 1, 2017 - March 31, 2017	Township Board Budget Consideration and Public Hearings
April 1, 2017	Start of Fiscal Year 2018

The Budget Process





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

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

Major Funds

The Township reports the following major governmental funds:

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

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

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

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

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

Summary of Department/Fund Relationships and Expenditures					
Departments	General	Senior	Road and Bridge	Mental Health	General Assistance
Administrative Services	\$ 1,448,927				
Assessor's Office	\$ 180,308				
Office of Community Health	\$ 241,325				
Office of Community and Veteran Affairs	\$ 260,623				
Emergency Services	\$ 134,420				
Facilities and Maintenance	\$ 511,600				
Highway Department			\$ 1,741,550		
Mental Health Board				\$ 1,398,095	
Senior Services		\$ 1,599,600			
Welfare Services	\$ 69,950				\$ 458,650
Youth and Family Services	\$ 1,077,367				

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 2016 attach as an enforceable lien on January 1, 2016, 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, 2017, and are payable in two installments, on or about March 1, 2017 and August 1, 2017. 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 2017 tax levy, which attached as an enforceable lien on property as of January 1, 2017, has not been recorded as a receivable as of March 31, 2017. The tax has not yet been levied by the Township and will not be levied until December 2017, and therefore, the levy is not measurable at March 31, 2017.

Currently, the 2016 First Installment Real Estate Tax Bills for Cook County, Illinois have been mailed to taxpayers, and were due on Tuesday, March 1, 2017. The first installment tax bills are 55 percent of the previous year's taxes. Any assessment reduction(s) taxpayers received for the 2016 tax year and/or any exemption(s) will be applied on the second installment tax bills, which are usually mailed in early summer.

Major Revenue Sources

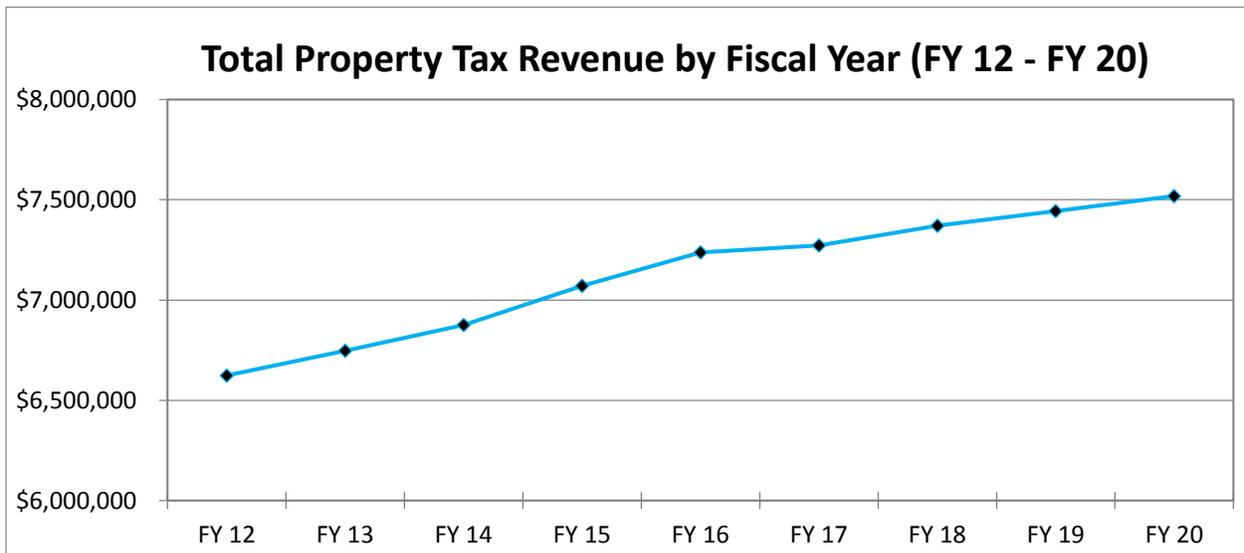


Property Tax Revenues by Fund

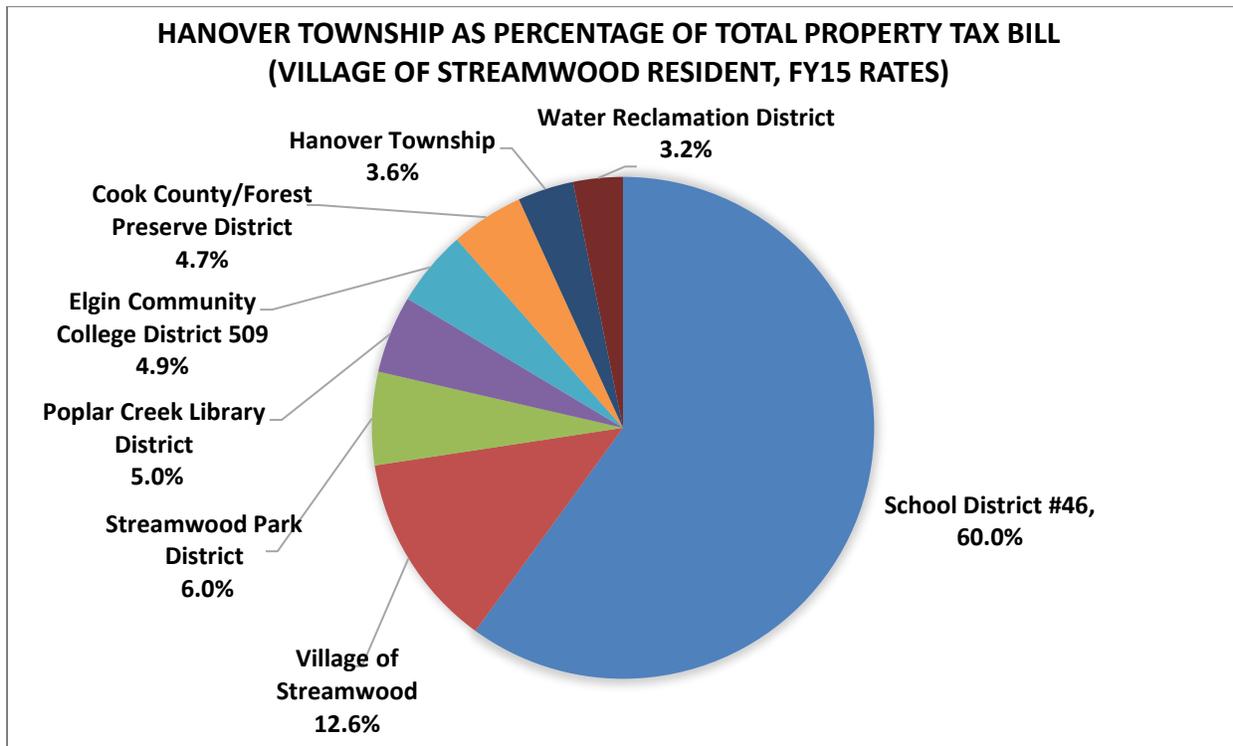
	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 4,031,017	\$ 3,294,777	\$ 3,380,429	\$ 3,455,555	\$ 3,506,889	\$ 3,581,571	\$ 3,601,756	\$3,637,774	\$ 3,674,151
Senior	\$ 1,203,422	\$ 982,940	\$ 1,002,998	\$ 1,020,562	\$ 1,035,921	\$ 1,055,931	\$ 1,060,186	\$ 1,070,788	\$ 1,081,496
GA	\$ 419,397	\$ 340,092	\$ 350,418	\$ 368,670	\$ 367,866	\$ 381,855	\$ 378,244	\$ 382,026	\$ 385,847
Road	\$ 986,845	\$ 829,456	\$ 811,944	\$ 850,717	\$ 898,146	\$ 876,058	\$ 905,966	\$ 915,026	\$ 924,176
MHB	\$ 1,220,254	\$ 999,080	\$ 1,023,234	\$ 1,064,490	\$ 1,080,609	\$ 1,068,355	\$ 1,100,345	\$1,111,348	\$ 1,122,462
Soc	\$ 164,310	\$ 134,249	\$ 136,983	\$ 138,855	\$ 140,701	\$ 143,420	\$ 143,998	\$ 145,438	\$ 146,892
IMRF	\$ 202,596	\$ 166,105	\$ 169,488	\$ 171,834	\$ 175,882	\$ 179,276	\$ 179,998	\$ 181,798	\$ 183,616
Total	\$6,623,645	\$ 6,746,699	\$ 6,875,494	\$7,070,683	\$ 7,170,336	\$ 7,286,466	\$ 7,370,493	\$7,444,198	\$ 7,518,640

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

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



Hanover Township utilized a combination of estimates from Cook County and changes in the Consumer Price Index to make projections concerning the expected levels of property tax revenues to be generated. Although there has been some fluctuation in overall EAV and tax rates over the past few years, overall extensions have consistently grown in a controlled manner. A conservative approach is utilized in all revenue projections using both historical trend analysis and assumptions based on current and projected economic factors. The Township estimates a small increase in property tax revenues for FY 18, with 1% growth for FY 19 and FY 20.



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 60.0% of the total rate, whereas Hanover Township collects 3.6% of the total.

Replacement Taxes

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

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

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

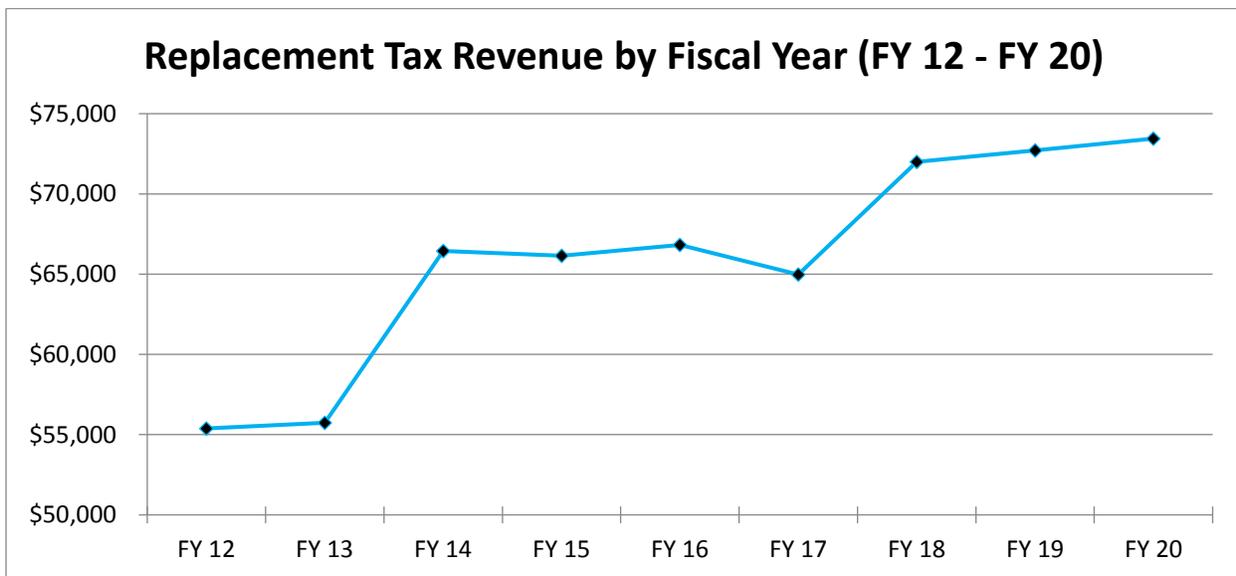
Major Revenue Sources



Replacement Tax Revenues by Fund

	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 21,083	\$ 26,076	\$ 25,617	\$ 28,005	\$ 27,061	\$ 25,433	\$ 30,000	\$ 30,300	\$ 30,603
GA	\$ 3,587	\$ 2,057	\$ 3,867	\$ 2,811	\$ 4,085	\$ 3,839	\$ 4,000	\$ 4,040	\$ 4,080
Road	\$ 19,169	\$ 20,754	\$ 25,361	\$ 26,896	\$ 23,424	\$ 24,182	\$ 26,000	\$ 26,260	\$ 26,523
MHB	\$ 11,547	\$ 6,858	\$ 11,600	\$ 8,432	\$ 12,254	\$ 11,517	\$ 12,000	\$ 12,120	\$ 12,241
Total	\$ 55,386	\$ 55,745	\$ 66,445	\$ 66,144	\$ 66,824	\$ 64,971	\$ 72,000	\$ 72,720	\$ 73,447

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 19 and FY 20 replacement tax revenues were estimated with a 1% increase to the base budget projection for both years.



Grants and Donations

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

Major Revenue Sources



Grants and Donations by Fund

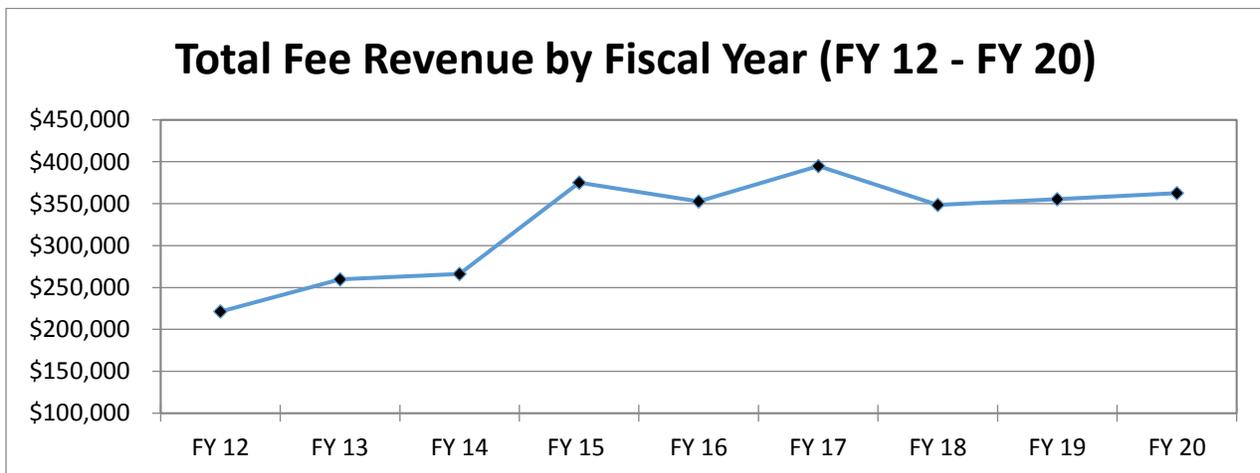
	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 31,560	\$ 58,740	\$ 83,384	\$ 81,855	\$ 80,955	\$ 81,645	\$ 84,000	\$ 83,599	\$ 85,271
Senior	\$ 32,380	\$ 34,675	\$ 57,104	\$ 120,323	\$ 178,382	\$ 238,848	\$ 209,289	\$ 216,432	\$ 218,596
Capital	\$ 452,295	\$ 80,000	\$ 4,000	\$ 25,000	\$ 7,000	\$ -	\$ 1,000	\$ 10,000	\$ 10,000
Total	\$ 516,235	\$ 173,415	\$ 144,488	\$ 227,178	\$ 266,337	\$ 320,493	\$ 294,298	\$ 310,031	\$ 313,867

Fees

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

Fee Revenue by Fund

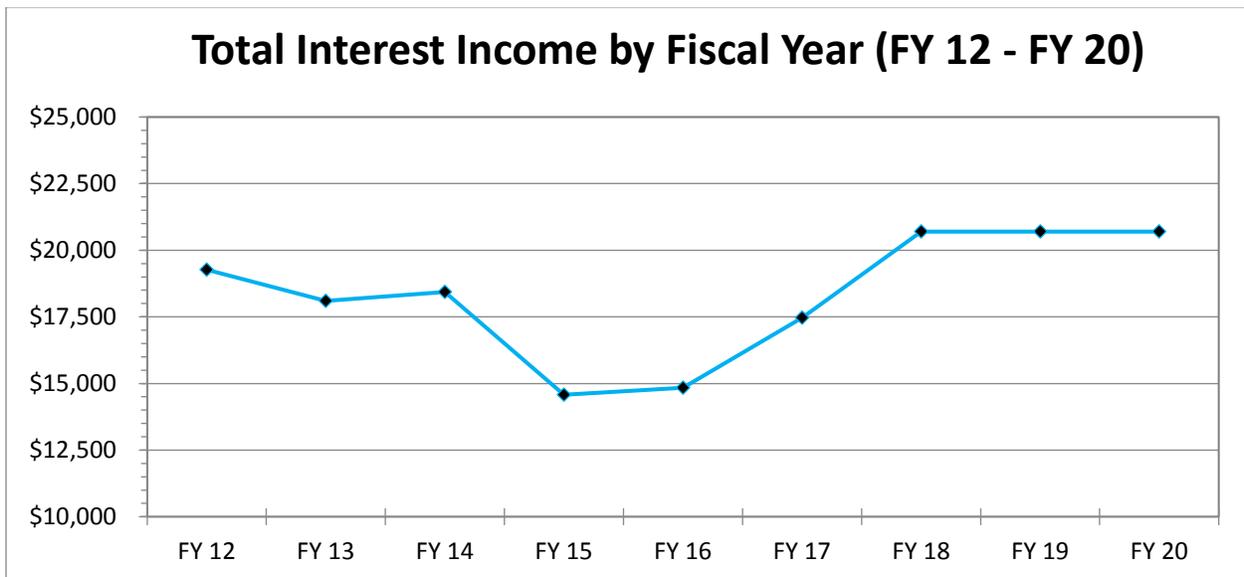
	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 77,245	\$ 89,388	\$ 94,214	\$ 127,755	\$ 144,978	\$ 187,717	\$ 153,000	\$ 156,060	\$ 159,181
Senior	\$ 108,017	\$ 136,509	\$ 139,927	\$ 213,075	\$ 176,373	\$ 174,133	\$ 167,000	\$ 170,340	\$ 173,747
GA	\$ 13,935	\$ 11,411	\$ 11,195	\$ 10,466	\$ 6,041	\$ 7,858	\$ 5,000	\$ 5,100	\$ 5,202
Road	\$ 2,093	\$ 2,542	\$ 2,592	\$ 1,468	\$ 2,314	\$ 1,637	\$ 3,000	\$ 3,060	\$ 3,121
MHB	\$ 11,950	\$ 11,500	\$ 10,469	\$ 12,301	\$ 13,245	\$ 13,694	\$ 12,000	\$ 12,240	\$ 12,485
Veh	\$ 7,989	\$ 8,437	\$ 7,892	\$ 10,085	\$ 9,584	\$ 9,878	\$ 8,500	\$ 8,670	\$ 8,843
Total	\$ 221,229	\$ 259,787	\$ 266,289	\$ 375,150	\$ 352,535	\$ 394,917	\$ 304,000	\$ 310,080	\$ 316,282



Interest Income by Fund

Fund	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Projected	FY 20 Projected
Town	\$ 3,080	\$ 5,597	\$ 9,044	\$ 10,444	\$ 7,647	\$ 10,243	\$ 10,000	\$ 10,000	\$ 10,000
Senior	\$ 1,481	\$ 1,426	\$ 1,405	\$ 937	\$ 843	\$ 1,288	\$ 2,000	\$ 2,000	\$ 2,000
GA	\$ 1,137	\$ 1,142	\$ 800	\$ 375	\$ 238	\$ 682	\$ 1,000	\$ 1,000	\$ 1,000
Road	\$ 11,152	\$ 7,443	\$ 4,989	\$ 1,370	\$ 4,972	\$ 3,639	\$ 5,000	\$ 5,000	\$ 5,000
MHB	\$ 876	\$ 973	\$ 978	\$ 689	\$ 631	\$ 1,028	\$ 2,000	\$ 2,000	\$ 2,000
Soc	\$ 32	\$ 24	\$ 60	\$ 57	\$ 51	\$ 80	\$ 100	\$ 100	\$ 100
IMRF	\$ 66	\$ 123	\$ 163	\$ 142	\$ 83	\$ 104	\$ 100	\$ 100	\$ 100
Veh	\$ 1,445	\$ 1,374	\$ 992	\$ 563	\$ 375	\$ 407	\$ 500	\$ 500	\$ 500
Total	\$ 19,269	\$ 18,102	\$ 18,431	\$ 14,577	\$ 14,840	\$ 17,471	\$ 20,700	\$ 20,700	\$ 20,700

As shown in the graph below, the level of interest income collected by the Township in FY 2017 increased from the previous year (FY16). This increase comes in part from the Federal Reserve increasing the base interest rate and the Townships overall level of holdings being either maintained or increased over the time period. The Township is projecting an additional increase in interest income for the current fiscal year.



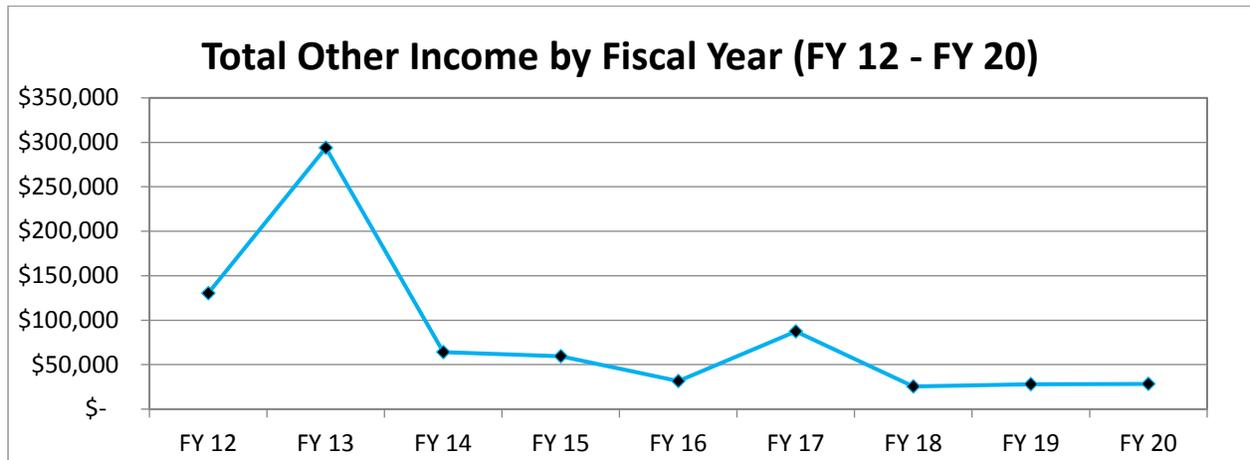
Major Revenue Sources



Other Income by Fund

	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 21,490	\$ 258,291	\$ 17,829	\$ 8,725	\$ 4,967	\$ 4,659	\$ 6,000	\$ 6,239	\$ 6,364
Senior	\$ 3,560	\$ 21,858	\$ 28,151	\$ 26,796	\$ 10,215	\$ 2,180	\$ 2,500	\$ 5,425	\$ 5,533
GA	\$ 101,765	\$ -	\$ 18,212	\$ 22,130	\$ 13,388	\$ 80,337	\$ 15,000	\$ 13,701	\$ 13,975
Road	\$ -	\$ 2,542	\$ -	\$ 1,674	\$ 3,112	\$ 25	\$ 1,000	\$ 1,500	\$ 1,530
MHB	\$ 3,612	\$ 11,260	\$ -	\$ -	\$ -	\$ 259	\$ 1,000	\$ 987	\$ 1,007
Total	\$ 130,427	\$ 293,951	\$ 64,192	\$ 59,325	\$ 31,682	\$ 87,460	\$ 25,500	\$ 27,852	\$ 28,409

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.



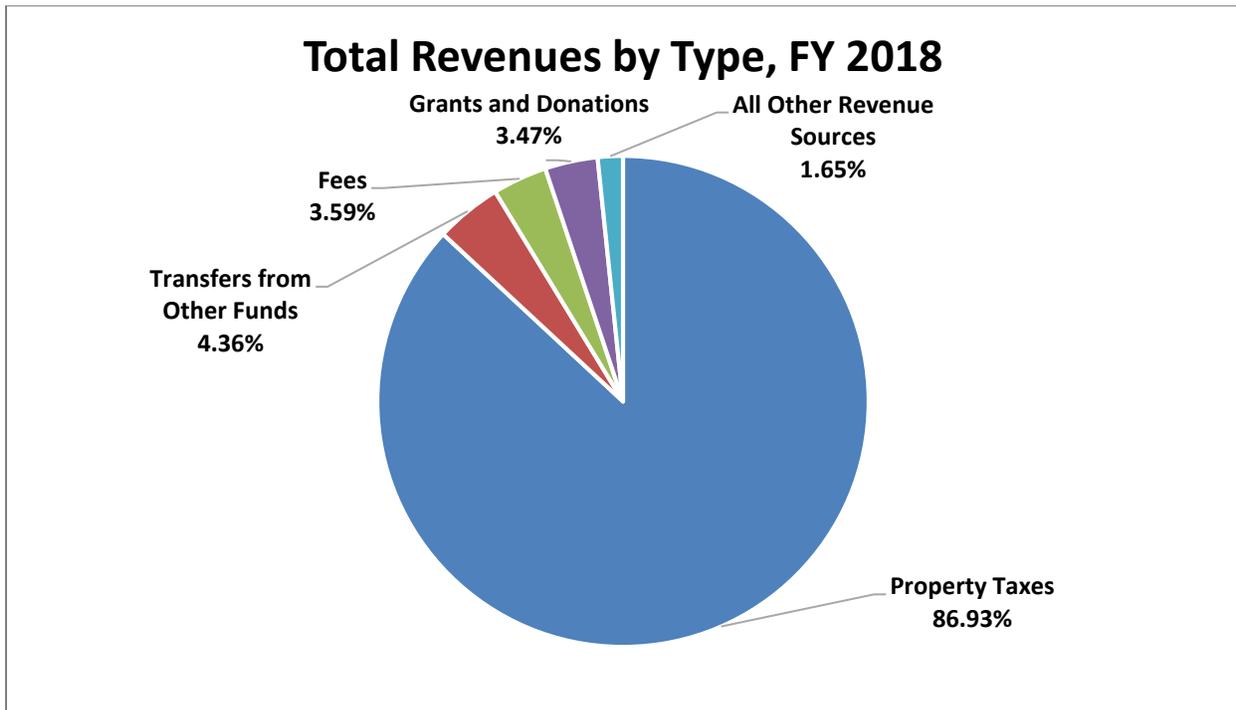
Rental Income by Fund

	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 12	\$ 750	\$ 10,500	\$ -	\$ 10,500	\$ 11,100	\$ 10,000	\$ 10,000	\$ 10,000
MHB	\$ 2,200	\$ 11,500	\$ 10,110	\$ 11,400	\$ 12,000	\$ 11,800	\$ 12,000	\$ 12,000	\$ 12,000
Total	\$ 2,212	\$ 12,250	\$ 20,610	\$ 11,400	\$ 22,500	\$ 22,900	\$ 22,000	\$ 22,000	\$ 22,000

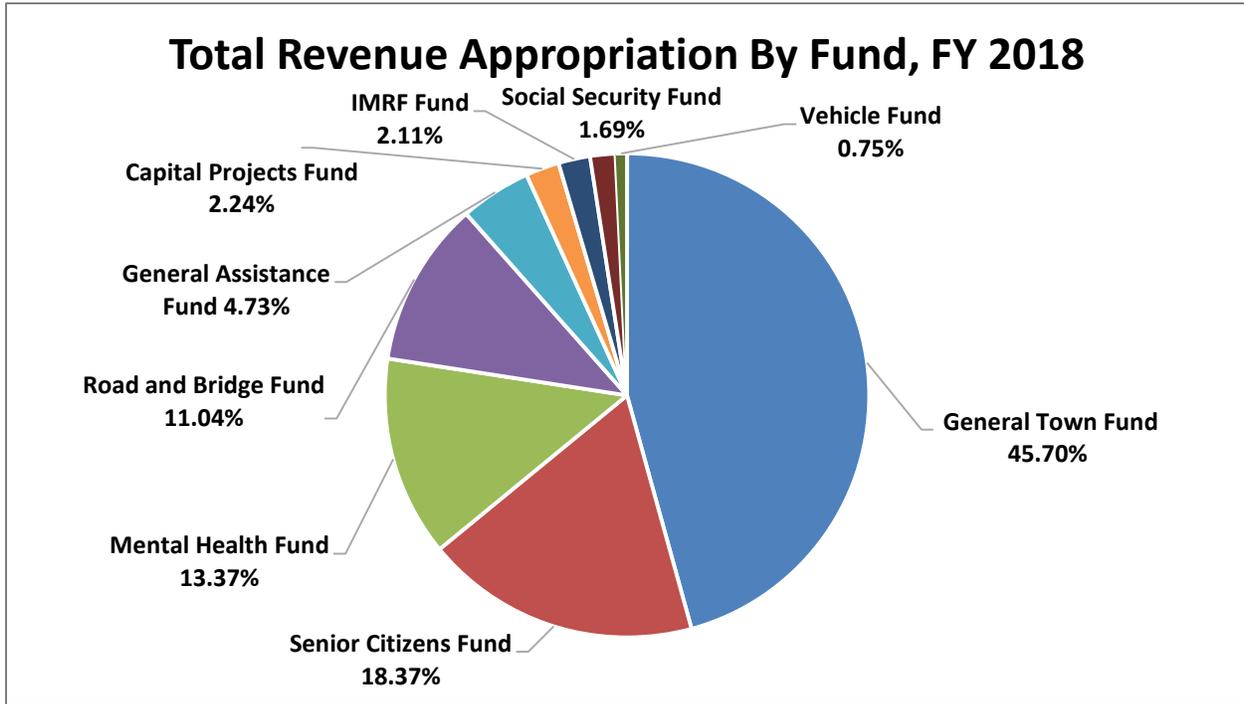
Rental income has remained a highly stable, but very minor revenue source over the past several years. The Township entered into a 10 year lease agreement in FY 15 which will cause a 0% annual increase in revenue.

Total Revenues by Type FY 2018

	FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
Property Taxes	\$ 7,237,160	\$ 7,272,424	\$ 7,286,466	\$ 7,370,493	1.35%
Replacement Taxes	\$ 66,823	\$ 66,000	\$ 64,971	\$ 72,000	9.09%
Interest	\$ 14,840	\$ 19,700	\$ 17,741	\$ 20,700	5.08%
Rent	\$ 22,500	\$ 22,500	\$ 22,900	\$ 22,000	-2.22%
Other	\$ 31,682	\$ 27,500	\$ 87,460	\$ 25,500	-7.27%
Fees	\$ 352,535	\$ 297,500	\$ 394,917	\$ 304,000	2.18%
Grants and Donations	\$ 266,337	\$ 303,502	\$ 320,493	\$ 294,289	-3.04%
Transfers from Other Funds	\$ 640,000	\$ 1,465,000	\$ 1,465,000	\$ 370,000	-74.74%
Total Revenues	\$ 8,631,877	\$ 9,474,126	\$ 9,659,948	\$ 8,478,982	-10.50%

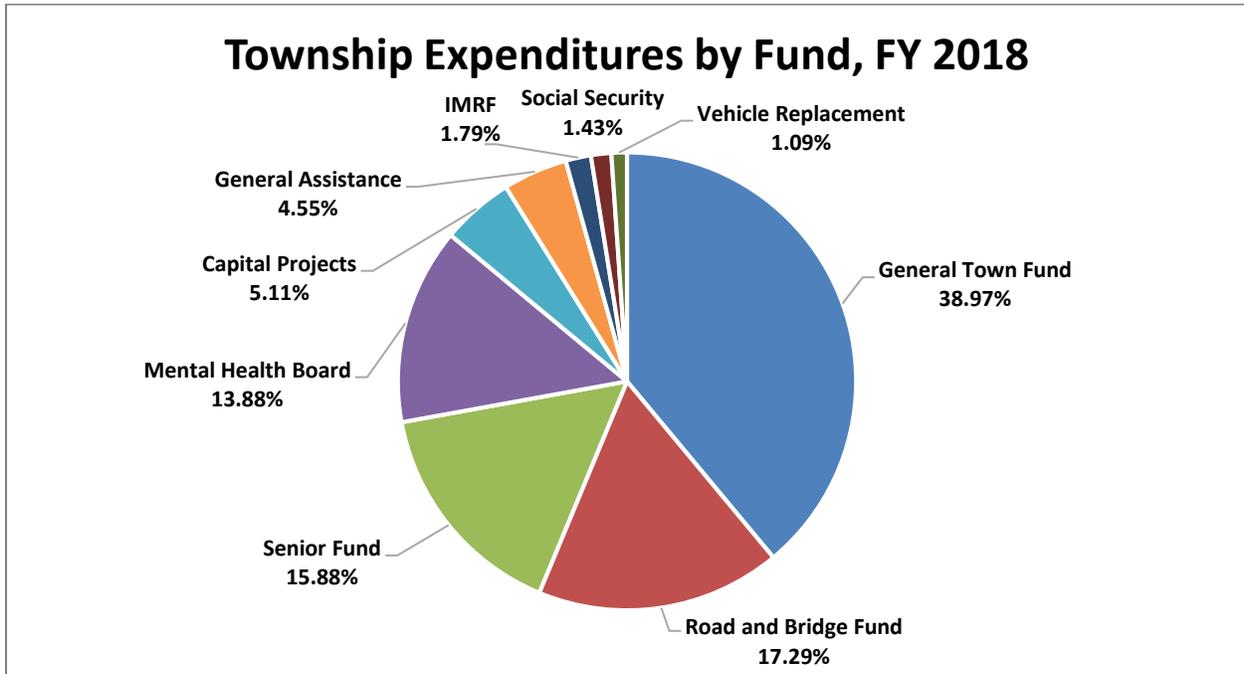


Property taxes comprise the primary revenue source for the Township as 86.93% of all revenues come from this tax. Fund transfers comprise another 4.36%. Fees and grants account for approximately 3.59% and 3.47% respectively.

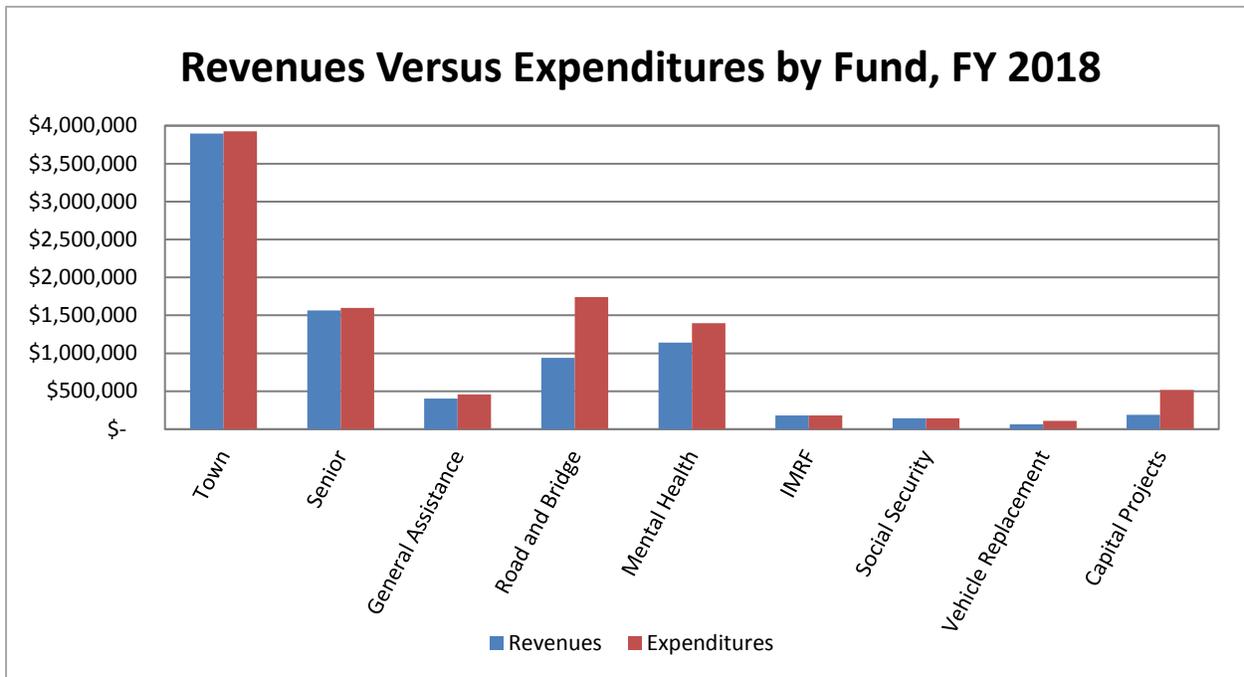


Total Expenditures by Fund Summary FY 2018

	FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
General Town Fund	\$ 3,725,897	\$ 4,824,168	\$ 4,687,538	\$ 3,924,520	-18.65%
Senior Fund	\$ 1,740,958	\$ 1,705,710	\$ 1,668,492	\$ 1,599,600	-6.22%
General Assistance Fund	\$ 376,440	\$ 442,650	\$ 288,845	\$ 458,650	3.61%
Mental Health Fund	\$ 1,226,644	\$ 1,427,600	\$ 1,067,278	\$ 1,398,095	-2.07%
Road and Bridge Fund	\$ 1,267,443	\$ 1,853,150	\$ 983,443	\$ 1,741,550	-6.02%
IMRF Fund	\$ 173,380	\$ 177,600	\$ 177,600	\$ 180,098	1.41%
Social Security Fund	\$ 140,114	\$ 142,100	\$ 145,841	\$ 144,098	1.41%
Capital Projects Fund	\$ 257,060	\$ 1,560,000	\$ 572,620	\$ 515,000	-66.99%
Vehicle Replacement Fund	\$ 276,731	\$ 110,000	\$ 88,815	\$ 110,000	0.00%
Total Expenditures	\$ 9,184,667	\$ 12,242,978	\$ 9,680,472	\$ 10,071,611	-17.74%
Total Revenues	\$ 8,484,458	\$ 8,460,901	\$ 9,623,510	\$ 8,523,482	0.74%
Excess of Revenues over Expenditures	\$ (700,209)	\$ (3,782,077)	\$ (56,962)	\$ (1,548,129)	-59.07%



The largest expenditure by fund is the General Town Fund at approximately 38.97% of the total. This is in line with previous years and most of the Township’s operating departments are budgeted through this fund.

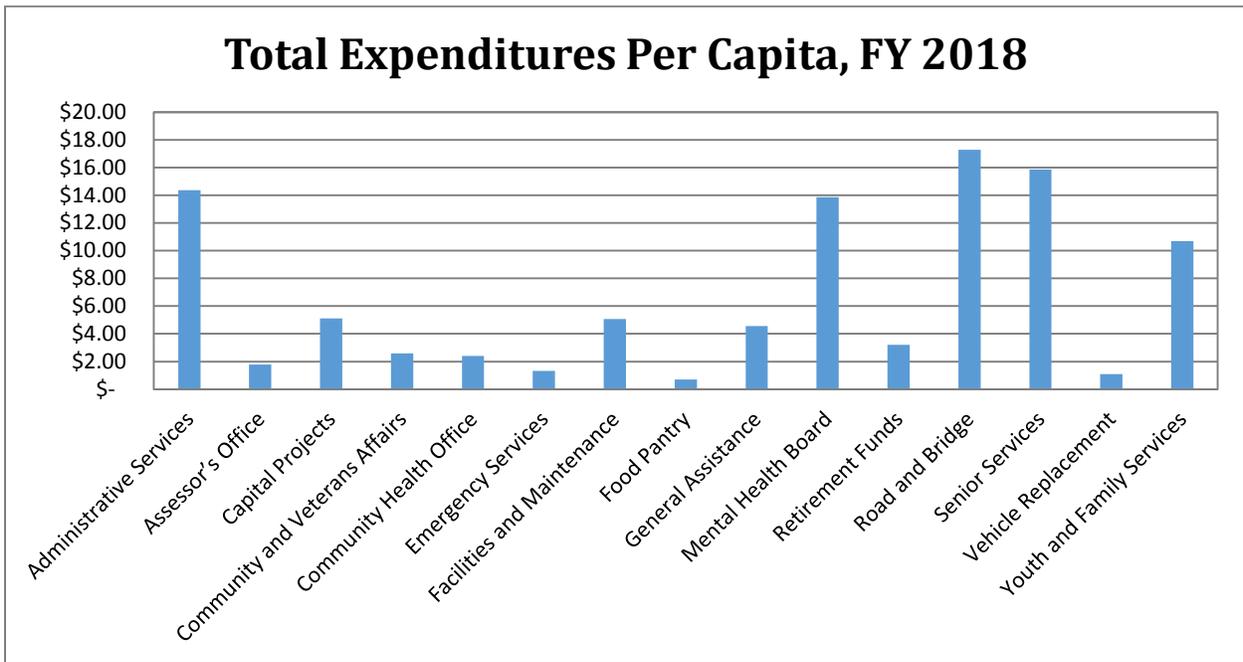


Expenditures are budgeted to exceed revenues for all major funds, and equal or exceed revenues in all non-major funds as to utilize accumulated reserves.

Expenditures per Capita, FY 2018

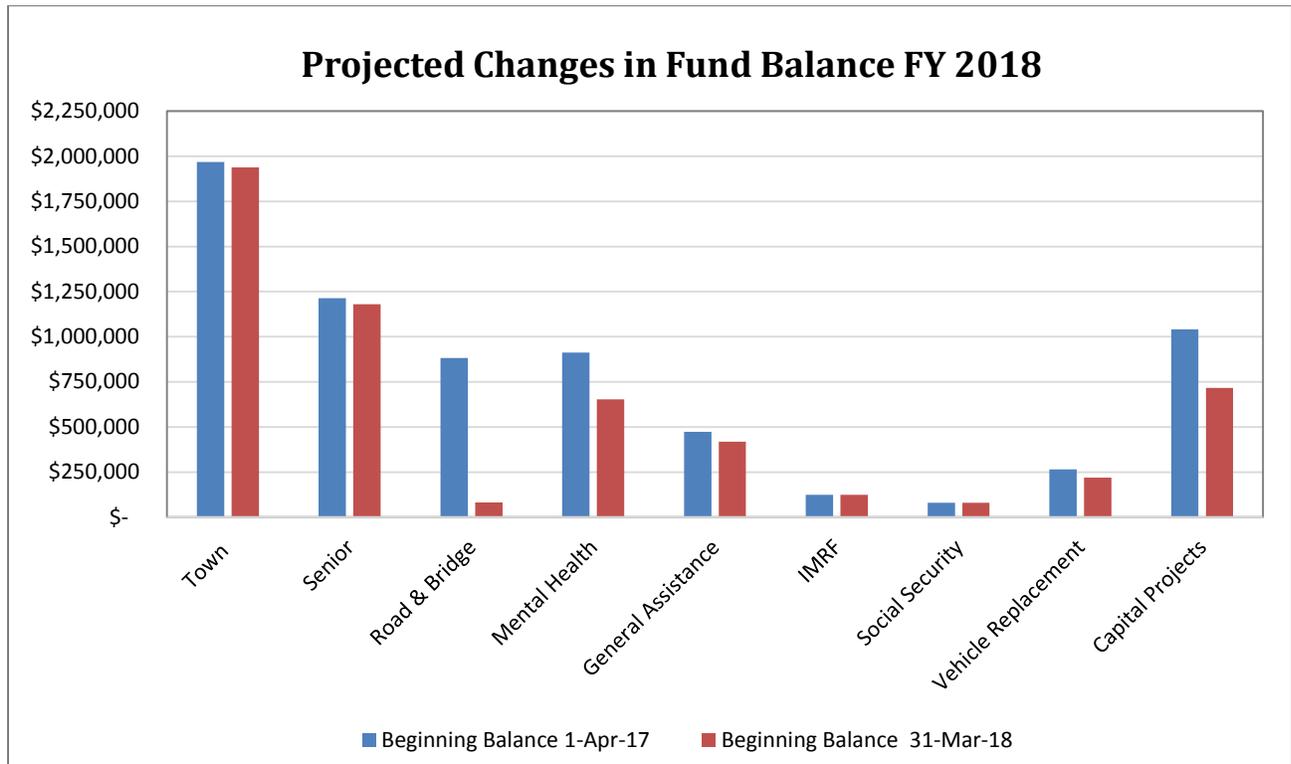
	Total Budget	Total per Capita
Administrative Services	\$ 1,448,927	\$ 14.37
Assessor's Office	\$ 180,308	\$ 1.79
Capital Projects	\$ 515,000	\$ 5.11
Community and Veterans Affairs	\$ 260,623	\$ 2.59
Community Health Office	\$ 241,325	\$ 2.39
Emergency Services	\$ 134,420	\$ 1.33
Facilities and Maintenance	\$ 511,600	\$ 5.08
Food Pantry	\$ 69,950	\$ 0.69
General Assistance	\$ 458,650	\$ 4.55
Mental Health Board	\$ 1,398,095	\$ 13.87
Retirement Funds	\$ 324,196	\$ 3.22
Road and Bridge	\$ 1,741,550	\$ 17.28
Senior Services	\$ 1,599,600	\$ 15.87
Vehicle Replacement	\$ 110,000	\$ 1.09
Youth and Family Services	\$ 1,077,367	\$ 10.69

Total Expenditures Per Capita, FY 2018



Projected Changes in Fund Balance FY 2018

	Balance 1-April-17	Total Estimated Revenues	Total Estimated Funds Available	Total Budgeted Expenditures	Balance 31-Mar-18	% Change
Town	\$ 1,968,488	\$ 3,894,756	\$ 5,863,244	\$ 3,924,520	\$ 1,938,723	-1.5%
Senior	\$ 1,213,488	\$ 1,565,975	\$ 2,779,463	\$ 1,599,600	\$ 1,179,863	-2.8%
Road & Bridge	\$ 822,973	\$ 940,966	\$ 1,823,939	\$ 1,741,550	\$ 82,389	-90.7%
Mental Health	\$ 912,129	\$ 1,139,345	\$ 2,051,474	\$ 1,398,095	\$ 653,379	-28.4%
General Assistance	\$ 474,067	\$ 403,244	\$ 877,311	\$ 458,650	\$ 418,661	-11.7%
IMRF	\$ 124,859	\$ 180,098	\$ 304,957	\$ 180,098	\$ 124,859	0.0%
Social Security	\$ 80,380	\$ 144,098	\$ 224,478	\$ 144,098	\$ 80,380	0.0%
Vehicle Replacement	\$ 265,501	\$ 64,000	\$ 329,501	\$ 110,000	\$ 219,501	-17.3%
Capital Projects	\$ 1,040,998	\$ 191,000	\$ 1,231,998	\$ 515,000	\$ 716,998	-31.1%
Total	\$ 6,962,883	\$ 8,523,482	\$ 15,486,365	\$ 10,071,611	\$ 5,414,753	-22.2%



Fund Balance Highlights:

- The Town Fund balance is projected to decrease minimally in FY 2018. Most increases in funding have balanced out with decreases in other areas and moderate service related revenues.
- The largest projected change in fund balance is from the Road and Bridge Fund, with a budgeted decrease of 90.5%. Major expenditures budgeted in FY 2018 are related to improvements to the Highway Department facility if deemed necessary and beneficial, as well as significant road resurfacing projects. In addition, the Highway Commissioner has planned continued financial support to the senior transportation program in the amount of \$150,000. As a result, the Road and Bridge fund balance is budgeted to decrease significantly.
- The second largest reduction in fund balance will be from the Capital Projects Fund, with a budgeted decrease of 31.1%. In FY 2017, a lump-sum of \$1,150,000 was transferred from the Town Fund to the Capital fund and intended to be used over the 5 year capital improvements program. FY 2018 is the first year in which the capital improvements program is substantially funded by drawing down on the Capital Fund balance. This is in line with the Township's goal of spending down accumulated reserves on one-time capital projects. A comprehensive list of scheduled capital projects can be found in this document, beginning on page 125.
- The Mental Health Fund balance will decrease by 28.4%, largely due to continuing to draw down on accumulated fund balance for emergency funding, special grant funding such as staff development funds, as well as additional capital expenditures related to the Community Resource Center. Further funding is set aside for potential future mental health housing initiatives.

Financial Summaries



Consolidated Financial Summary FY 2018

REVENUE	General Road and						Social	Vehicle	Capital	Total
	Town	Senior	Assistance	Bridge	Mental Health	IMRF	Security	Replacement	Projects	
Property Taxes	\$ 3,601,756	\$ 1,060,186	\$ 378,244	\$ 905,966	\$ 1,100,345	\$ 179,998	\$ 143,998	\$ -	\$ -	\$ 7,370,493
Replacement Taxes	\$ 30,000	\$ -	\$ 4,000	\$ 26,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 72,000
Interest	\$ 10,000	\$ 2,000	\$ 1,000	\$ 5,000	\$ 2,000	\$ 100	\$ 100	\$ 500	\$ -	\$ 20,700
Rent	\$ 10,000	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 22,000
Other	\$ 6,000	\$ 2,500	\$ 15,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 25,500
Fees	\$ 153,000	\$ 167,000	\$ 5,000	\$ 3,000	\$ 12,000	\$ -	\$ -	\$ 8,500	\$ -	\$ 348,500
Grants & Donations	\$ 84,000	\$ 209,289	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 294,289
Transfers	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 190,000	\$ 370,000
Total	\$ 3,894,756	\$ 1,565,975	\$ 403,244	\$ 940,966	\$ 1,139,345	\$ 180,098	\$ 144,098	\$ 64,000	\$ 191,000	\$ 8,523,482
EXPENDITURES										
Administration	\$ 1,152,927	\$ 715,850	\$ 174,550	\$ 136,050	\$ 103,095	\$ -	\$ -	\$ -	\$ -	\$ 2,282,472
Assessors	\$ 180,308	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,308
Facilities & Maintenance	\$ 511,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 511,600
Community Health	\$ 241,325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,325
Community and Veterans Affairs	\$ 260,623	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260,623
Emergency Services	\$ 134,420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,420
Food Pantry	\$ 69,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,950
Youth and Family Services	\$ 1,077,367	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,077,367
Senior Services	\$ -	\$ 157,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 157,500
Senior Nutrition	\$ -	\$ 217,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217,450
Senior Transportation	\$ -	\$ 508,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 508,800
Welfare Services	\$ -	\$ -	\$ 284,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 284,100
Mental Health Contracts	\$ -	\$ -	\$ -	\$ -	\$ 1,234,000	\$ -	\$ -	\$ -	\$ -	\$ 1,234,000
Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,098	\$ 144,098	\$ -	\$ -	\$ 324,196
Road & Bridge Maintenance	\$ -	\$ -	\$ -	\$ 984,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 984,000
Community Resource Center	\$ -	\$ -	\$ -	\$ -	\$ 61,000	\$ -	\$ -	\$ -	\$ -	\$ 61,000
Capital Projects										
Bldg & Equipment	\$ 116,000	\$ -	\$ -	\$ 471,500	\$ -	\$ -	\$ -	\$ -	\$ 515,000	\$ 1,102,500
Land/Bldg Acq	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ -	\$ 110,000
Transfers										
Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Senior	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Vehicle	\$ 30,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Total	\$ 3,924,520	\$ 1,599,600	\$ 458,650	\$ 1,741,550	\$ 1,398,095	\$ 180,098	\$ 144,098	\$ 110,000	\$ 515,000	\$ 10,071,611
Surplus (Deficit)	\$ (29,764)	\$ (33,625)	\$ (55,406)	\$ (800,584)	\$ (258,750)	\$ -	\$ -	\$ (46,000)	\$ (324,000)	\$ (1,548,129)
Beginning Fund Balance	\$ 1,968,488	\$ 1,213,488	\$ 474,067	\$ 882,973	\$ 912,129	\$ 124,859	\$ 80,380	\$ 265,501	\$ 1,040,998	\$ 6,962,883
Ending Fund Balance	\$ 1,938,723	\$ 1,179,863	\$ 418,661	\$ 82,389	\$ 653,379	\$ 124,859	\$ 80,380	\$ 219,501	\$ 716,998	\$ 5,414,753

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 2015 total taxable assessed property value is \$1,953,727,488; therefore, Hanover Township's legal limit of debt is \$56,169,665.

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.

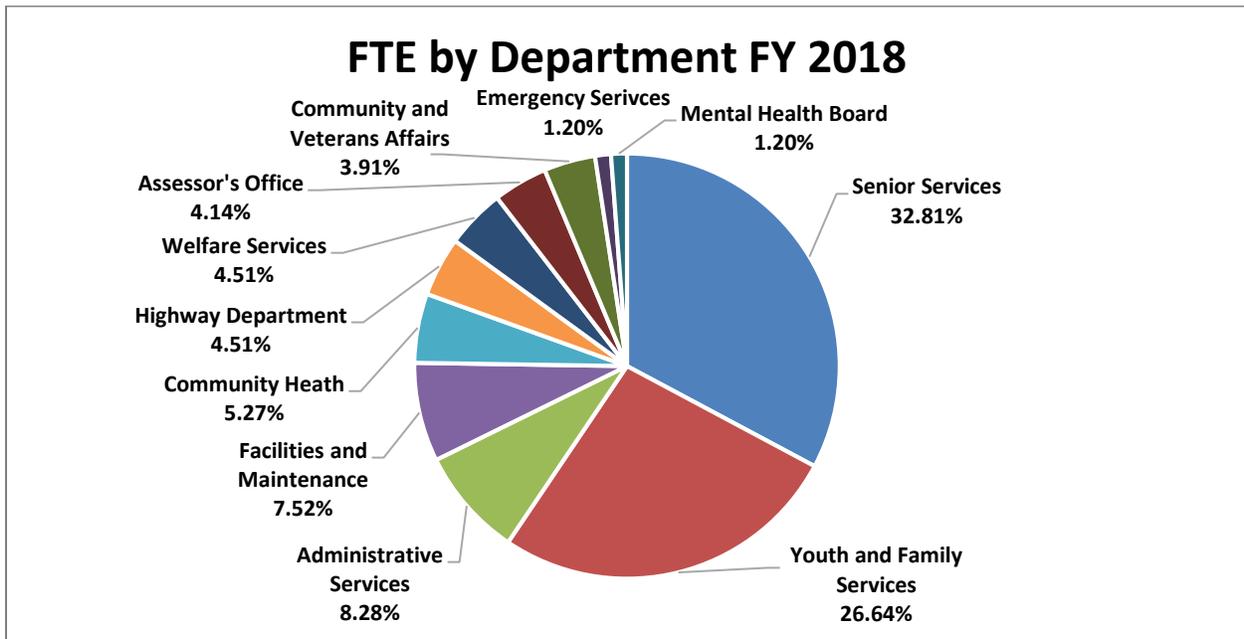
Ratios of Outstanding Debt by Type (FY 2007-2017)

Fiscal Year	General Obligation Bonds	Loan Payable	Total Township	Debt per Capita
2007	\$ -	\$ -	\$ -	\$ -
2008	\$ -	\$ -	\$ -	\$ -
2009	\$ -	\$ -	\$ -	\$ -
2010	\$ -	\$ -	\$ -	\$ -
2011	\$ -	\$ -	\$ -	\$ -
2012	\$ -	\$ -	\$ -	\$ -
2013	\$ -	\$ -	\$ -	\$ -
2014	\$ -	\$ -	\$ -	\$ -
2015	\$ -	\$ -	\$ -	\$ -
2016	\$ -	\$ -	\$ -	\$ -
2017	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -

Full-Time Equivalent (FTE) Position Summary

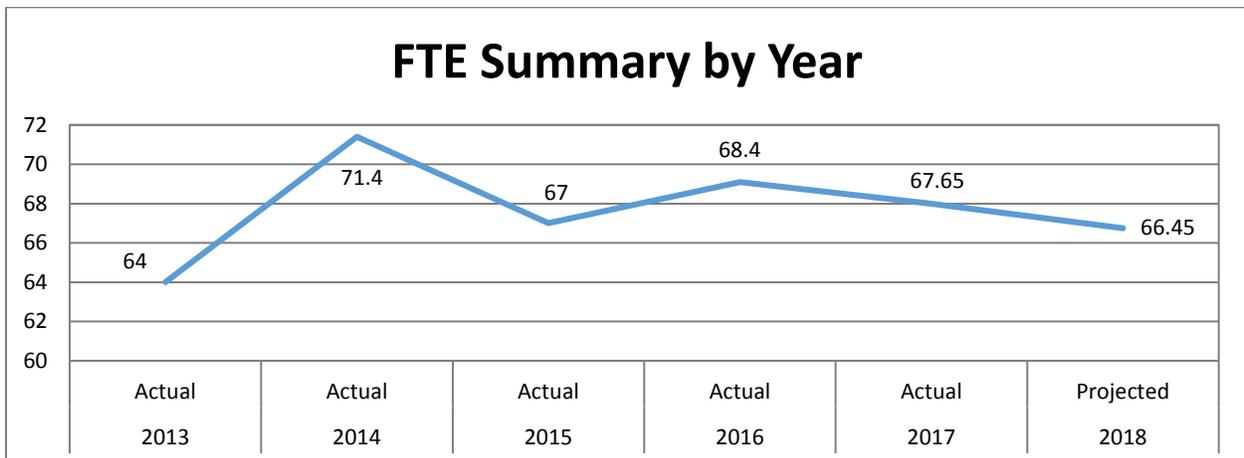


Summary of Employees By Department									
2016 2017 2018					2016 2017 2018				
Department and Position	Actual	Actual	Projected	Change	Department and Position	Actual	Actual	Projected	Change
Administrative Services					Mental Health Board				
Township Administrator	1.0	1.0	1.0	0.0	Mental Health Board Manager	1.0	1.0	0.8	-0.2
Assistant Township Administrator	1.0	1.0	1.0	0.0	Total	1.0	1.0	0.8	-0.2
Management Analyst	1.0	1.0	1.0	0.0	Senior Services				
Resident Services Assistant	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0
Receptionist	1.0	1.0	1.0	0.0	Administrative Assistant	1.0	1.0	1.0	0.0
Management Graduate Intern	0.5	0.5	0.5	0.0	Receptionist	1.2	1.2	1.2	0.0
Total	5.5	5.5	5.5	0.0	Program Manager	1.0	1.0	1.0	0.0
Assessor's Office					Volunteer and Program Coordinator	1.0	1.0	1.0	0.0
Chief Deputy Assessor	1.0	1.0	1.0	0.0	Program Specialist	0.75	0.75	0.75	0.0
Deputy Assessor	1.0	1.0	1.75	0.75	Computer Instructor	0.4	0.4	0.4	0.0
Administrative Assistant	0.75	0.75	0.0	-0.75	Visual Art Instructor	0.3	0.3	0.3	0.0
Total	2.75	2.75	2.75	0.0	Visual Art Instructor/Graphic Designer	1.0	1.0	1.0	0.0
Community and Veterans Affairs					Social Services Manager	1.0	1.0	1.0	0.0
Director of Community and Government Relations	1.0	1.0	1.0	0.0	Social Services Specialist	2.5	2.5	2.0	-0.5
Veterans Specialist	0.6	0.6	0.6	0.0	Therapist	0.4	0.4	0.4	0.0
Communications Specialist	0.0	1.0	1.0	0.0	Nutrition Coordinator/Head Chef	1.0	1.0	1.0	0.0
Communications Assistant	1.0	0.0	0.0	0.0	Line Cook	0.5	0.5	0.5	0.0
Total	2.6	2.6	2.6	0.0	Café Assistant	0.25	0	0	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	22.55	22.3	21.8	-0.5
Total	3.5	3.5	3.5	0.0	Welfare Services				
Emergency Services					Director	1.0	1.0	1.0	0.0
Director	0.8	0.8	0.8	0.0	Case Manager	1.0	1.0	1.0	0.0
Total	0.8	0.8	0.8	0.0	Pantry and Volunteer Coordinator	1.0	1.0	1.0	0.0
Facilities and Maintenance					Receptionist	0.5	0.0	0.0	0.0
Director	1.0	1.0	1.0	0.0	Total	3.5	3.0	3.0	0.0
Operations Manager	1.0	1.0	1.0	0.0	Youth and Family Services				
Facilities Technician	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0
Maintenance Associate	2.0	2.0	2.0	0.0	Office Manager	1.0	1.0	1.0	0.0
Total	5.0	5.0	5.0	0.0	Administrative Assistant	1.0	1.0	1.0	0.0
Highway Department					Receptionist	0.5	0.5	0.5	0.0
Highway Foreman	1.0	1.0	1.0	0.0	Tutors	0.7	0.7	0.7	0.0
Highway Associate	2.0	2.0	2.0	0.0	Clinical Manager	1.0	1.0	1.0	0.0
Total	3.0	3.0	3.0	0.0	Family Therapist	5.0	5.0	4.5	-0.5
Grand Total FTE					Outreach & Prevention Services Manager	1.0	1.0	1.0	0.0
2016	68.4	67.65	66.45	-1.2	Program Coordinator	1.0	1.0	1.0	0.0
Actual					Assistant Program Coordinator	1.0	1.0	1.0	0.0
2017					Open Gym Assistants	2.0	2.0	2.0	0.0
Actual					Volunteer and Prevention Coordinator	1.0	1.0	1.0	0.0
2018					Clinical Interventionist	1.0	1.0	1.0	0.0
Projected					Prevention Specialist	1.0	1.0	1.0	0.0
Change					Total	18.2	18.2	17.7	-0.5



Changes in Staffing Levels

- In total, FTE for the Township is projected to decrease by 1.20 FTE from FY 17 to FY 18.
- The Senior Services Department has been reduced by .5 FTE. A part-time Social Services Specialist position will not be filled following a vacancy.
- The Department of Youth and Family Services has been reduced by .5 FTE following the reduction of a vacant full-time Family Therapist position to part-time.
- The Mental Health Board Manager position was reduced from full time 40 hours per week to a four day 32 hours per week position. This comes as the MHB Manager requested a reduction in hours and the Township was able to accommodate by decreasing some of the positions responsibilities.



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

General Town Fund Summary

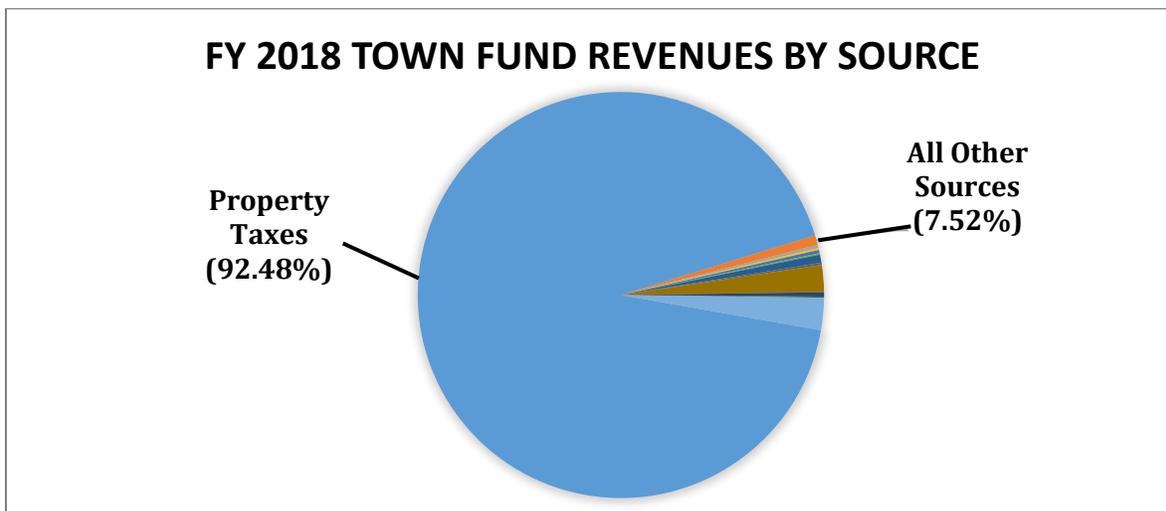
	FY 2016	FY 2017	FY 2017	FY 2018	% Change
	Actual	Budget	Actual	Budget	
Revenues	\$ 3,786,037	\$ 3,802,141	\$ 3,902,367	\$ 3,894,756	2.44%
Expenditures by Department					
Administrative Services	\$ 1,358,230	\$ 2,351,027	\$ 2,292,042	\$ 1,448,927	-38.37%
Assessor's Office	\$ 157,563	\$ 166,112	\$ 172,156	\$ 180,308	8.55%
Office of Community Health	\$ 226,042	\$ 237,868	\$ 224,951	\$ 241,325	1.45%
Community and Veterans Affairs	\$ 259,333	\$ 268,868	\$ 264,344	\$ 260,623	-3.07%
Emergency Services	\$ 143,457	\$ 134,130	\$ 132,990	\$ 134,420	0.22%
Facilities and Maintenance	\$ 478,600	\$ 507,563	\$ 504,539	\$ 511,600	0.80%
Food Pantry	\$ 67,575	\$ 69,350	\$ 69,466	\$ 69,950	0.87%
Youth and Family Services	\$ 1,035,097	\$ 1,089,250	\$ 1,027,050	\$ 1,077,367	-1.09%
Total Expenditures	\$ 3,725,897	\$ 4,824,168	\$ 4,687,538	\$ 3,924,520	-18.65%
Excess of Revenues Over Expenditures	\$ 60,214	\$ (1,022,027)	\$ (785,171)	\$ (29,764)	-97.09%
Fund Balance Beginning April 1	\$ 2,816,412	\$ 2,942,197	\$ 2,876,626	\$ 1,968,488	-33.09%
Estimated Cash on Hand March 31	\$ 2,876,626	\$ 1,920,170	\$ 2,091,455	\$ 1,938,724	0.97%

Budgetary Highlights:

- The most significant decrease in the General Town Fund expenditures comes from the Administrative Service Department. This decrease comes as a planned \$1,150,000 lump sum transfer from the Town Fund to the Capital Fund was not renewed in FY 2018.
- Additional increases can be attributed to the Townships 2% salary increment pool. Other increases come from employees opting into the Township sponsored health plan and employees achieving certification.
- Decreases from the Community and Veterans Affairs Department can be contributed reducing the resident newsletter from four to three issues per year.
- Overall, budgeted expenditures are projected to decrease 18.65%.

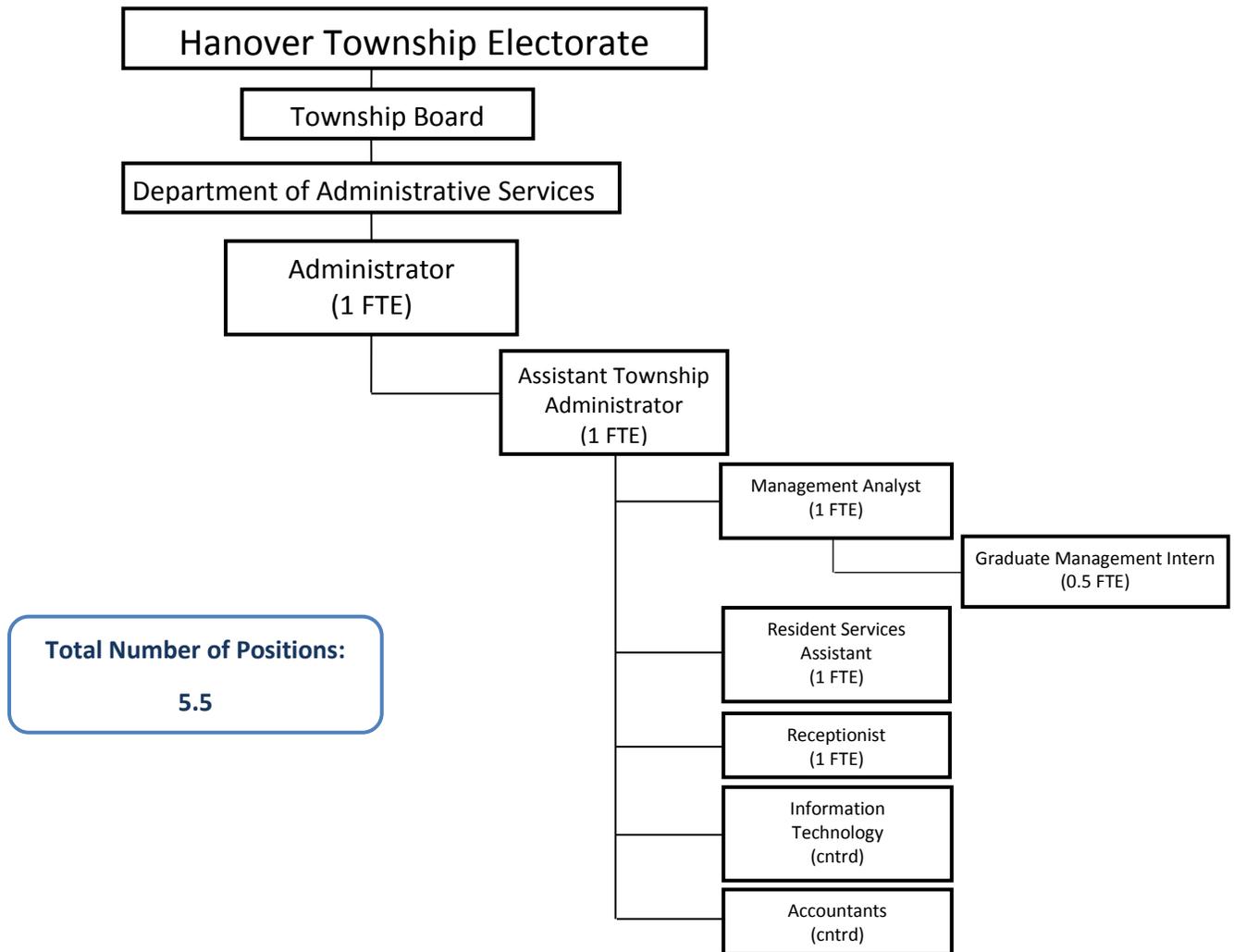
General Town Fund Revenues

1013	Town Fund Revenue	FY 2016	FY 2017	FY 2017	FY 2018	% Change
		Actual	Budget	Actual	Budget	
1013000	Property Taxes	\$ 3,506,889	\$ 3,553,140	\$ 3,581,571	\$ 3,601,756	1.37%
1013100	Replacement Taxes	\$ 27,061	\$ 30,000	\$ 25,433	\$ 30,000	0.00%
1013250	Interest Income	\$ 7,647	\$ 10,000	\$ 10,243	\$ 10,000	0.00%
1013300	Other Income	\$ 4,951	\$ 6,000	\$ 4,659	\$ 6,000	0.00%
1013350	Rental Income	\$ 10,500	\$ 10,500	\$ 11,100	\$ 10,000	-4.76%
1013420	MHB/Office Charges	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
1013430	YFS- Therapy Charges	\$ 18,854	\$ 25,000	\$ 20,892	\$ 25,000	0.00%
1013435	YFS- Other Income	\$ 16	\$ -	\$ -	\$ -	0.00%
1013440	YFS- Tutoring Fees	\$ 10,550	\$ 7,000	\$ 9,178	\$ 7,000	0.00%
1013445	YFS- MHB Grants	\$ 80,995	\$ 84,000	\$ 81,645	\$ 84,000	0.00%
1013450	Community Health	\$ 13,379	\$ 12,000	\$ 15,410	\$ 13,000	8.33%
1013451	Community Affairs	\$ -	\$ -	\$ -	\$ 3,500	100.00%
1013952	Passport Fees	\$ 100,695	\$ 60,000	\$ 137,737	\$ 100,000	66.67%
1013955	Grant	\$ -	\$ 1	\$ -	\$ -	-100.00%
Total	Town Fund Revenue	\$ 3,786,037	\$ 3,802,141	\$ 3,902,367	\$ 3,894,756	2.44%



Revenue Highlights

- Passport fee revenue is expected to increase 66.67% due to a surge in the number of passports accepted through the office in the last few fiscal years.
- Total Town Fund revenue is expected to increase marginally as property tax revenue is projected to increase 1.37% and revenue from services is expected to increase considerably.



Total Number of Positions:
5.5

Mission

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

Services

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

Location and Contact Information

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

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

Phone: 630-837-0301

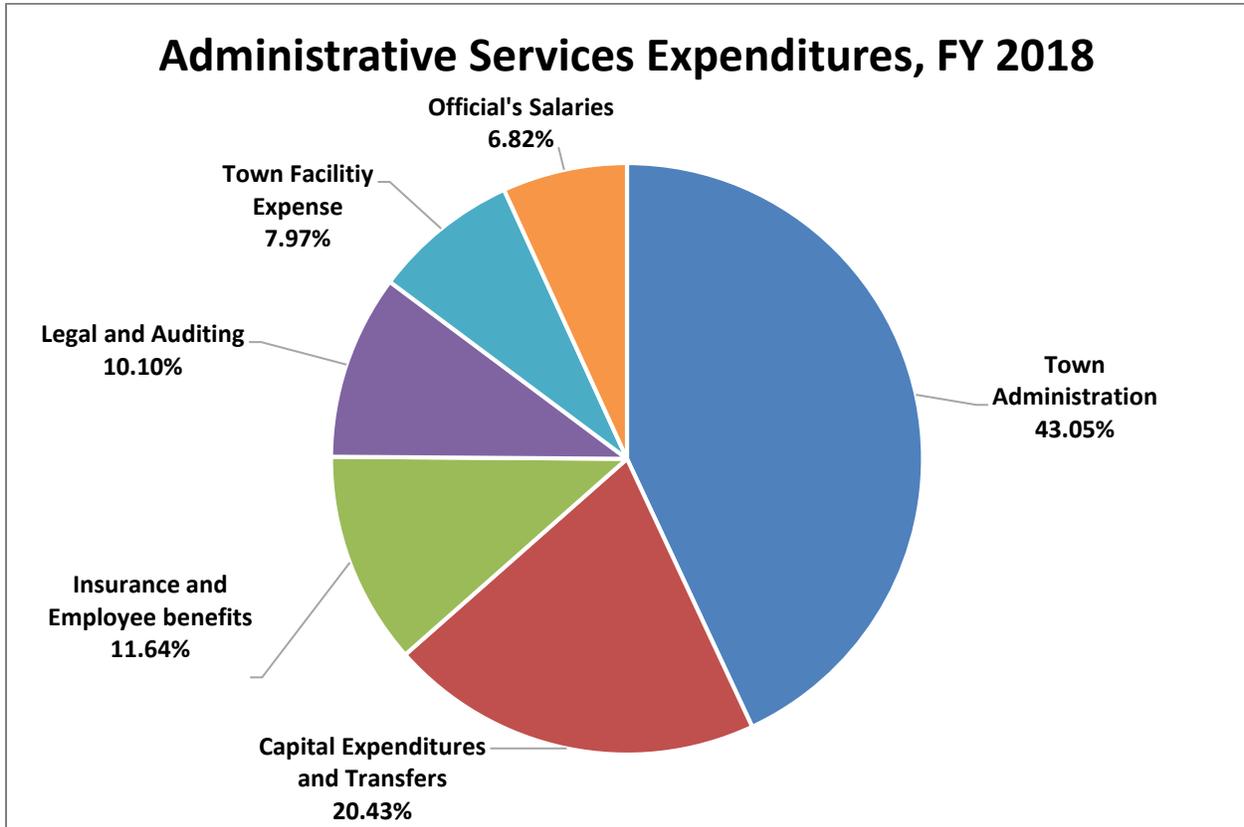
Hours of Operation: M, W-F: 8:30 am to 4:30 pm, Tu: 8:30 am to 6:00 pm

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

Department and Position	2016 Actual	2017 Actual	2018 Projected	Change
Administrative Services				
Township Administrator	1.0	1.0	1.0	0
Assistant Township Administrator	1.0	1.0	1.0	0
Management Analyst	1.0	1.0	1.0	0
Resident Services Assistant	1.0	1.0	1.0	0
Receptionist	1.0	1.0	1.0	0
Graduate Management Intern	0.5	0.5	0.5	0
Total	5.5	5.5	5.5	0

Budget Highlights:

- Notable and projected decreases in the budget include a 76.78% decrease in capital transfers. This is due to a planned transfer to the Capital Fund from the Town Fund reserve not being renewed.
- A marked increase of 117.92% in the Town Hall Expense section comes as the Senior Center's utilities which were previously under the Senior Fund, will now be expensed under the Town Fund.



Consolidated Expenditures

Expenditures	FY 2016	FY 2017	FY 2017	FY 2018	% Change
	Actual	Budget	Actual	Budget	
Capital Expenditures & Transfers	\$ 289,380	\$ 1,275,000	\$ 1,277,066	\$ 296,000	-76.78%
Insurance & Employee Benefits	\$ 163,028	\$ 168,600	\$ 135,889	\$ 168,600	0.00%
Legal & Auditing	\$ 177,014	\$ 131,000	\$ 164,195	\$ 146,300	11.68%
Official's Salaries	\$ 100,159	\$ 98,802	\$ 97,344	\$ 98,802	0.00%
Town Facility Expense	\$ 59,674	\$ 53,000	\$ 58,848	\$ 115,500	117.92%
Town Administration	\$ 568,975	\$ 624,625	\$ 558,700	\$ 623,725	-0.14%
Total Expenditures	\$ 1,358,230	\$ 2,351,027	\$ 2,292,042	\$ 1,448,927	-38.37%

Administrative Services



Administrative Services Detailed Expenditures

Expense		FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
1014	Town Fund- Expenditures					
1010FF	Official's Salaries					
1014301	Compensation of Officials	\$ 100,159	\$ 98,802	\$ 97,344	\$ 98,802	0.00%
Total	Official's Salaries	\$ 100,159	\$ 98,802	\$ 97,344	\$ 98,802	0.00%
101TOE Town Office Expense		FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
1014401	Postage	\$ 2,977	\$ 3,000	\$ 3,129	\$ 3,000	0.00%
1014404	Office Supplies	\$ 6,093	\$ 6,000	\$ 6,200	\$ 6,000	0.00%
1014406	Printing	\$ 5,263	\$ 4,500	\$ 5,626	\$ 5,000	11.11%
1014408	Salaries	\$ 358,785	\$ 340,000	\$ 339,938	\$ 347,000	2.06%
1014412	Travel Expenses	\$ 4,395	\$ 5,000	\$ 4,915	\$ 5,000	0.00%
1014414	Memberships, Subs, Pubs	\$ 11,032	\$ 12,000	\$ 12,980	\$ 12,000	0.00%
1014420	Pre-Employment Charges	\$ 328	\$ 600	\$ 77	\$ 600	0.00%
1014424	Education & Training	\$ 17,372	\$ 18,000	\$ 17,409	\$ 18,000	0.00%
1014429	Miscellaneous	\$ 4,728	\$ 10,000	\$ 8,772	\$ 10,000	0.00%
1014520	Consulting	\$ 1,000	\$ 10,000	\$ 4,111	\$ 10,000	0.00%
1014530	Financial Administration	\$ 61,685	\$ 64,000	\$ 60,343	\$ 65,000	1.56%
1014531	Community Affairs	\$ 7,297	\$ 10,000	\$ 7,616	\$ 5,000	-50.00%
1014532	Committee on Youth	\$ 1,308	\$ 3,000	\$ 2,214	\$ 3,000	0.00%
1014533	Environmental Sustainability	\$ 824	\$ 1,000	\$ 200	\$ -	-100.00%
1014534	Passport Services	\$ 7,729	\$ 6,000	\$ 12,120	\$ 8,000	33.33%
1014535	Legal Notices	\$ 484	\$ 1,000	\$ 390	\$ 1,000	0.00%
1014560	Contingency Fund	\$ -	\$ 50,000	\$ -	\$ 50,000	0.00%
1014591	Health Insurance	\$ 40,616	\$ 39,000	\$ 38,660	\$ 40,000	2.56%
1014592	Dental, Vision & Life Insurance	\$ 2,456	\$ 3,125	\$ 2,637	\$ 3,125	0.00%
1014593	Unemployment	\$ 4,671	\$ 3,900	\$ 3,412	\$ 3,000	-23.08%
1014594	IMRF Expense	\$ 17,437	\$ 21,000	\$ 17,188	\$ 18,000	-14.29%
1014595	FICA Expense	\$ 12,495	\$ 13,500	\$ 10,763	\$ 11,000	-18.52%
Total	Town Hall Administration	\$ 568,975	\$ 624,625	\$ 558,700	\$ 623,725	-0.14%

Administrative Services



101LEA		FY 2016	FY 2017	FY 2017	FY 2018	%
	Legal & Auditing	Actual	Budget	Actual	Budget	Change
1014501	Auditing	\$ 8,023	\$ 11,000	\$ 11,300	\$ 11,300	2.73%
1014502	Legal Services	\$ 168,991	\$ 120,000	\$ 152,895	\$ 135,000	12.50%
Total	Legal & Auditing	\$ 177,014	\$ 131,000	\$ 164,195	\$ 146,300	11.68%

101ISE		FY 2016	FY 2017	FY 2017	FY 2018	%
	Insurance & Employee Benefits	Actual	Budget	Actual	Budget	Change
1014411	Employee Assistance Program	\$ 1,451	\$ 1,600	\$ 1,451	\$ 1,600	0.00%
1014503	General Insurance	\$ 147,715	\$ 150,000	\$ 120,896	\$ 150,000	0.00%
1014507	Flex & 457 Plan	\$ 3,890	\$ 4,000	\$ 3,527	\$ 4,000	0.00%
1014512	Employee Recognition	\$ 2,744	\$ 5,000	\$ 3,850	\$ 5,000	0.00%
1014513	Employee Wellness	\$ 7,228	\$ 8,000	\$ 6,165	\$ 8,000	0.00%
Total	Insurance & Employee Benefits	\$ 163,028	\$ 168,600	\$ 135,889	\$ 168,600	0.00%

101CAP		FY 2016	FY 2017	FY 2017	FY 2018	%
	Capital Expenditures	Actual	Budget	Actual	Budget	Change
1014410	Equipment Purchases	\$ 21,570	\$ 20,000	\$ 17,717	\$ 20,000	0.00%
1014430	Computer Equipment & Software	\$ 80,810	\$ 70,000	\$ 74,349	\$ 75,000	7.14%
1014540	Facility Lease	\$ 22,000	\$ 20,000	\$ 22,000	\$ 21,000	5.00%
1014541	Transfer to Vehicle Fund	\$ 15,000	\$ 15,000	\$ 15,000	\$ 30,000	100.00%
1014547	Transfer to Capital Projects	\$ 150,000	\$ 1,150,000	\$ 1,150,000	\$ 150,000	-86.96%
Total	Capital Expenditures	\$ 289,380	\$ 1,275,000	\$ 1,277,066	\$ 296,000	-76.78%

101THE		FY 2016	FY 2017	FY 2017	FY 2018	%
	Town Hall Expense	Actual	Budget	Actual	Budget	Change
1014402	Telephone- Town	\$ 38,811	\$ 30,000	\$ 37,021	\$ 32,500	8.33%
1014403	Utilities- Town	\$ 15,888	\$ 17,000	\$ 16,732	\$ -	-100.00%
1014403	Utilities- Town & Senior Ctr	\$ -	\$ -	\$ -	\$ 77,000	100.00%
1014405	Internet Access- Town	\$ 2,636	\$ 3,400	\$ 3,250	\$ 3,400	0.00%
1014416	Equipment Rental- Town	\$ 2,339	\$ 2,600	\$ 1,844	\$ 2,600	0.00%
Total	Town Hall Expense	\$ 59,674	\$ 53,000	\$ 58,848	\$ 115,500	117.92%

Performance Metrics

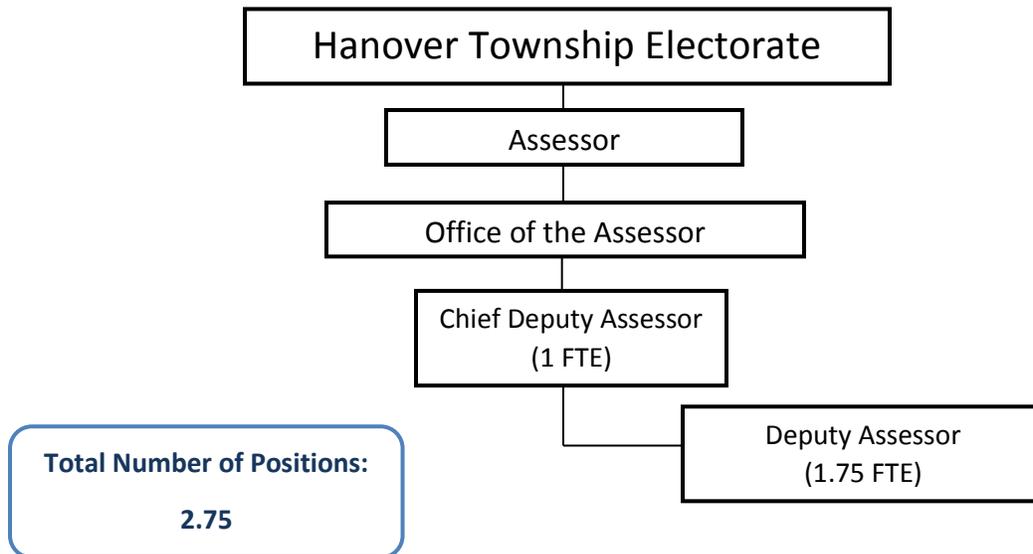
Service Provided	FY 2015	FY 2016	FY 2017	% Change
Passports	2,648	4,099	6,043	47.4%
Photo fees	\$9,611	\$15,105	\$21,935	45.2%
Fee deposits	\$59,800	\$83,800	\$120,000	43.2%
Fishing/Hunting Licenses	91	69	88	27.5%
Handicap Placards	181	206	213	3.4%
Cook County Vehicle Stickers	414	259	255	-1.5%
Grant Application Submissions	4	2	0	-100.0%
Human Resources Requests	1,518	1,594	1,615	1.3%
New Employee Orientations	19	17	14	-17.6%
Percent of Budget Expended	83%	86.2%	78.8%	-8.6%
Resident Contacts	18,446	22,675	28,879	27.4%
Technology Work Orders	341	397	536	35.0%

FY 2017 Department Accomplished Goals (in order of priority)

1. Developed and implemented a semi-annual training program for Management Team, annual front line staff training, expanded ongoing staff development opportunities and access to available training resources.
2. Analyzed data collection for the scope and evolution strategic planning workgroups, assisted in data collection and conducted community assessment.

Administrative Services FY 2018 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Oversee installation and implementation of updated phone system at Town Hall and Astor Avenue Community Center.	1. Identify and implement updated phone system for Town Hall, Senior Center, Izaak Walton Center and Astor Avenue Community Center. (Powers – 9/1/17) 2. Coordinate staff training on updated phone system. (Powers – 3/31/18)	a. Conduct audit of current phone system, including infrastructure updates needed for replacement. b. Present findings and identify phone system for replacement. c. Oversee installation of phone system. a. Provide trainings to department managers and staff on phone system. b. Develop procedures for ongoing internal updates to system. c. Identify key staff in each department for in-depth training for phone system procedures. d. Evaluate effectiveness of system and trainings.	a. TBC: 7/1/17 b. TBC: 7/15/17 c. TBC: 9/1/17 a. TBC: 9/15/17 b. TBC: 10/1/17 c. TBC: 10/1/17 d. TBC: 3/31/18
II. Research, identify and implement automated time and attendance system to improve the efficiencies of tracking time worked for hourly employees.	1. Research time and attendance software systems. (Hughes – 9/1/17) 2. Implement time and attendance software system. (Powers – 3/31/18)	a. Research current time and attendance software options. b. Analyze costs. c. Determine feasibility and purchase software. a. Oversee implementation of software. b. Provide trainings to department managers and staff. c. Evaluate effectiveness of software.	a. TBC: 7/1/17 b. TBC: 8/1/17 c. TBC: 9/1/17 a. TBC: 10/1/17 b. TBC: 11/1/17 c. TBC: 3/31/18



Mission

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

Services

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

Location and Contact Information

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

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

Phone: 630-837-0301

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

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

Department and Position	2016 Actual	2017 Actual	2018 Projected	Change
Assessor's Office				
Chief Deputy Assessor	1.0	1.0	1.0	0
Deputy Assessor	1.0	1.0	1.75	0.75
Administrative Assistant	.75	0.75	0	-0.75
Total	2.75	2.75	2.75	0

Budget Highlights:

The salary line item increased 2.30% due to merit increases and a salary adjustment for an employee who received their CIAO designation. Additionally, the health insurance line item increased 121% due to staff enrolling in the Township sponsored health plan who previously opted out. This large increase is primarily because the department only has three employees.

Assessor's Office Detailed Expenditures

Expense	FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
1014 Town Fund-Expenditures					
104ASR Assessor's Division					
1044405 Office Supplies	\$ 4,447	\$ 4,410	\$ 3,651	\$ 4,410	0.00%
1044407 Printing	\$ 840	\$ 1,225	\$ 1,218	\$ 1,225	0.00%
1044409 Salaries	\$ 118,857	\$ 120,232	\$ 120,048	\$ 123,000	2.30%
1044411 Equipment	\$ 2,588	\$ 3,430	\$ 947	\$ 3,430	0.00%
1044413 Travel Expenses	\$ 1,128	\$ 3,234	\$ 582	\$ 2,034	-37.11%
1044415 Dues, Subs, & Publications	\$ 2,818	\$ 2,695	\$ 3,107	\$ 2,695	0.00%
1044419 Training	\$ 2,063	\$ 3,430	\$ 1,792	\$ 2,230	-34.99%
1044426 Miscellaneous	\$ 1,167	\$ 1,176	\$ 776	\$ 1,176	0.00%
1044433 Professional Services	\$ -	\$ 980	\$ -	\$ 980	0.00%
1044525 Communications	\$ -	\$ 1,000	\$ 363	\$ 1,000	0.00%
1044491 Health Insurance	\$ 12,190	\$ 11,600	\$ 28,148	\$ 25,640	121.03%
1044492 Dental, Vision and Life Insurance	\$ 1,692	\$ 1,750	\$ 1,742	\$ 1,756	0.34%
1044493 Unemployment	\$ 1,578	\$ 1,200	\$ 1,050	\$ 1,106	-7.83%
1044494 IMRF Expense	\$ 5,810	\$ 6,050	\$ 5,508	\$ 5,906	-2.38%
1044495 FICA Expense	\$ 2,385	\$ 3,700	\$ 3,224	\$ 3,720	0.54%
Total Assessor's Division	\$ 157,563	\$ 166,112	\$ 172,156	\$ 180,308	8.55%

Performance Metrics

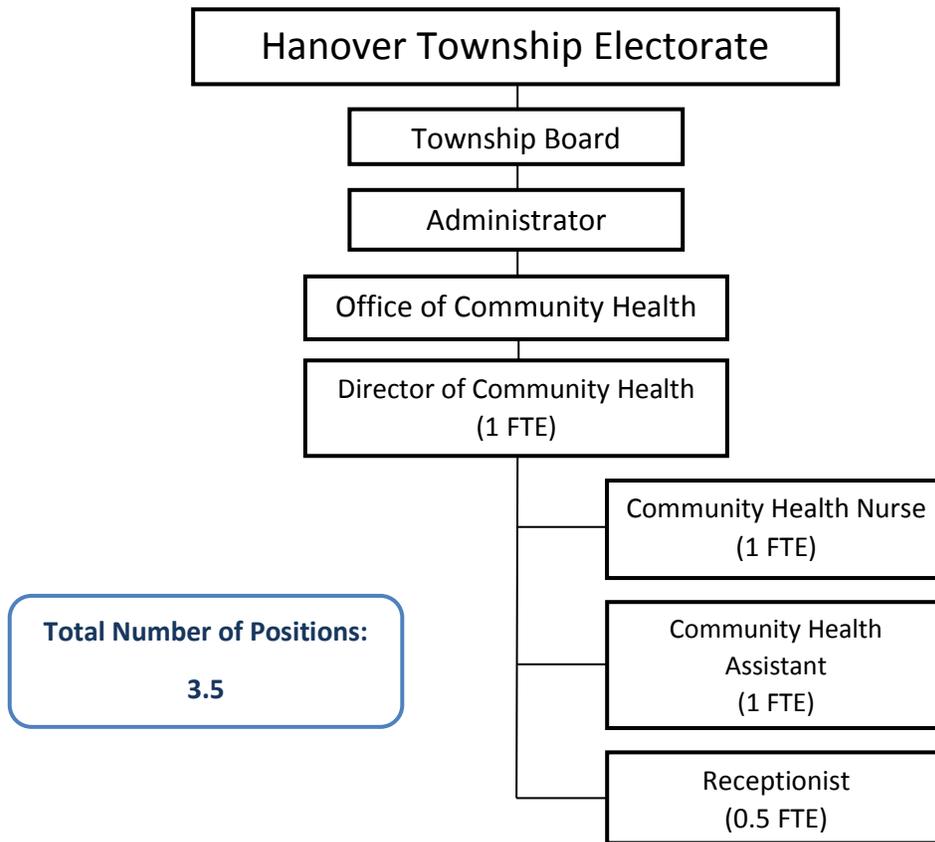
Service Provided	FY 2015	FY 2016	FY 2017	% Change
Administration				
Office Visits	4,380	4,608	6,179	34.1%
Building Permits Processed	4,525	5,418	5,389	-0.5%
Sales Recording	977	672	541	-19.5%
Change of Name	148	177	168	-5.1%
Property Tax Appeals	814	983	2,001	103.6%
Certificate of Errors	501	841	945	12.4%
Property Location Updates	23	18	9	-50.0%
New Owner Mailings	692	648	466	-28.1%
Exemptions				
Home Owner Exemptions	88	272	343	26.1%
Senior Home Owner Exemptions	534	787	939	19.3%
Senior Freeze Exemptions	739	896	825	-7.9%
Miscellaneous Exemptions	234	67	63	-6.0%
Foreclosures	304	185	97	-47.6%

FY 2017 Department Accomplished Goals (in order of priority)

1. Researched senior homeowners who have not been receiving their exemptions.
2. Researched homeowners who have not been receiving their exemptions.
3. Offered to host brief seminars at homeowner association meetings.
4. Staff member received the Certified Illinois Assessing Officer designation.
5. Cross checked sales with assessed values to recommend appealing for new buyers who purchased below the current market value.

Office of The Assessor FY 2018 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Develop a disabled veteran filing system with updated percentages of disabilities.	1. Create document with all known disabled veterans. (Glascott – 8/1/17)	a. Create excel file. b. Enter all known disabled veterans within the last three years. c. Enter all known disabled veterans.	a. TBC: 5/1/17 b. TBC: 6/1/17 c. TBC: 8/1/17
II. Research homeowners not receiving exemptions and those receiving erroneous exemptions.	1. Research home sales and exemptions. (Christopher – 12/1/17)	a. Identify recent sales within the last three months. b. Check ASIQ for exemptions. c. Cross check PIN's on "NO" list. d. Research and finalize erroneous exemptions.	a. TBC: 6/1/17 b. TBC: 8/1/17 c. TBC: 11/1/17 d. TBC: 12/1/17
III. Offer to host brief seminars at Homeowners Association Meetings.	1. Identify HOA contacts. (Deyne – 3/31/18)	a. Contact Director of Community and Government Relations for Homeowners Association contact information. b. Contact Homeowners Association to offer brief seminars.	a. TBC: 9/1/17 b. TBC: 3/31/18
IV. Be more visible on social media	1. Increase social media presence. (Christopher – 8/1/16)	a. Research and identify social media marketing. b. Work with Department of Community Relations for social media posts. c. Contact Director of Community and Government Relations with current events.	a. TBC: 6/1/17 b. TBC: 7/1/17 c. TBC: 8/1/17



Mission

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

Services

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

Location and Contact Information

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

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

Phone: 630-483-5665

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

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

Department and Position	2016 Actual	2017 Actual	2018 Projected	Change
Community Health				
Director	1.0	1.0	1.0	0
Community Health Nurse	1.0	1.0	1.0	0
Community Health Assistant	1.0	1.0	1.0	0
Receptionist	0.5	0.5	0.5	0
Total	3.5	3.5	3.5	0

Budget Highlights:

- The salary line item has increased 1.99% related to the planned salary increment. Additional increases in the medical supplies line item contribute to the overall department budget being 1.45% higher than the previous fiscal year.

Office of Community Health Detailed Expenditures

Expense	FY 2016	FY 2017	FY 2017	FY 2018	%
	Actual	Budget	Actual	Budget	Change
1014 Town Fund-Expenditures					
101CHN Community Health Nurse					
1014450 Salaries	\$ 170,001	\$ 174,522	\$ 170,883	\$ 178,000	1.99%
1014451 Postage	\$ 529	\$ 600	\$ 230	\$ 600	0.00%
1014452 Office Supplies	\$ 1,601	\$ 2,000	\$ 1,205	\$ 2,000	0.00%
1014453 Printing	\$ 1,266	\$ 1,800	\$ 1,425	\$ 2,000	11.11%
1014454 Travel	\$ 785	\$ 1,200	\$ 534	\$ 1,200	0.00%
1014455 Dues, Subs, & Publications	\$ 78	\$ 275	\$ 253	\$ 275	0.00%
1014456 Community Affairs	\$ 2,416	\$ 3,325	\$ 1,942	\$ 3,325	0.00%
1014457 Furniture and Computer Equipment	\$ 2,101	\$ 2,500	\$ 2,470	\$ 2,500	0.00%
1014459 Professional Services	\$ 512	\$ 1,500	\$ 1,095	\$ 1,000	-33.33%
1014461 Miscellaneous	\$ 525	\$ 1,000	\$ 335	\$ 1,000	0.00%
1014462 License/Professional Insurance	\$ 216	\$ 300	\$ 216	\$ 300	0.00%
1014465 Medical Supplies	\$ 7,387	\$ 7,350	\$ 6,979	\$ 8,000	8.84%
1014466 Communications	\$ 1,227	\$ 1,750	\$ 758	\$ 1,400	-20.00%
1014467 Crisis Care	\$ 789	\$ 2,000	\$ 1,565	\$ 2,000	0.00%
1014491 Health Insurance	\$ 23,205	\$ 20,300	\$ 20,825	\$ 20,300	0.00%
1014492 Dental, Vision & Life Insurance	\$ 1,731	\$ 1,750	\$ 1,416	\$ 1,800	2.86%
1014493 Unemployment	\$ 1,301	\$ 1,560	\$ 1,365	\$ 1,475	-5.45%
1014494 IMRF Expense	\$ 6,247	\$ 8,796	\$ 7,199	\$ 8,700	-1.09%
1014495 FICA Expense	\$ 4,125	\$ 5,340	\$ 4,257	\$ 5,450	2.06%
Total Community Health Nurse	\$ 226,042	\$ 237,868	\$ 224,951	\$ 241,325	1.45%

Service Provided	Performance Metrics			
	FY 2015	FY 2016	FY 2017	% Change
Appointments				
ProTimes	280	275	288	4.7%
TB Skin Test	85	88	85	-3.4%
Cholesterol	132	87	84	-3.4%
Pharmaceutical Assistance Programs	21	9	16	77.8%
Miscellaneous Labs	90	96	108	12.5%
Wellness Screening (BP, anemia, diabetes)	218	404	345	-14.6%
Others	444	418	464	11.0%
Clinic Clients				
Senior Center/ Home Visits	1,089	1,188	1,057	-11.0%
Izaak Walton Center- Elgin	81	48	80	66.7%
Astor Avenue	138	158	117	-25.9%
Offsite Clinics	183	160	141	-11.9%
Total (Unduplicated)	633	505	555	9.9%
Public Education and Health Promotion				
Media Coverage	58	52	51	-1.9%
Informational Seminars	124	75	72	-4.0%
Program Participants	1,920	1,635	2,056	25.7%
Primary Care Provider Support	146	107	139	29.9%

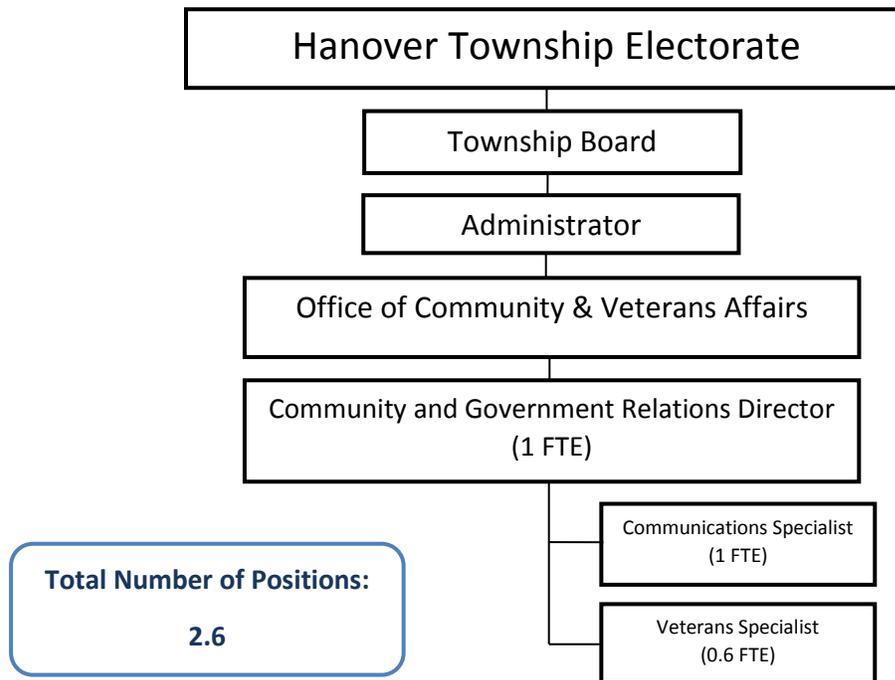
FY 2017 Department Accomplished Goals (in order of priority)

1. Supported local hospitals' goal of lowering hospital readmissions by developing a Congestive Heart Failure (CHF) support group which meets monthly.
2. Increased access and utilization of Dental Access Network program by providing preventative dental services (exams, x-rays, cleanings) funded through Foundation. In addition, funds from the foundation may be used to assist with transportation to these services if necessary.

Office of Community Health FY 2018 Goals and Actions Plan			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>i. Increase clinic clients by 10% primarily through outreach to residents through monthly social media engagement posts and educational posts on Township website, in addition to partnering with Senior Services to host monthly screenings in conjunction with programming.</p>	<p>1. Develop and implement monthly health screenings in conjunction with Senior Services programming. (Smith – 6/1/17)</p>	<p>a. Meet with Program Manager and Program Coordinator to identify best time, date, and location to partner health services with senior programs.</p>	<p>a. TBC: 5/1/17</p>
		<p>b. Survey senior exercise program participants regarding interest in specific health screenings.</p>	<p>b. TBC: 5/15/17</p>
		<p>c. Determine and schedule monthly health screenings based on research and feedback.</p>	<p>c. TBC: 6/1/17</p>
	<p>2. Develop educational content for social media sites and Township website. (Daccardo - 3/31/18)</p>	<p>a. Work with Community Relations department to schedule interactive health posts on Township social media.</p>	<p>a. TBC: 6/1/17</p>
		<p>b. Create monthly “Health Corner” on Township website to provide in-depth health education related to social media posts.</p>	<p>b. TBC: 3/31/18</p>
		<p>c. Coordinate relevant health services/screenings to correlate with social media posts and education content on Township website.</p>	<p>c. TBC: 3/31/18</p>

Office of Community Health FY 2018 Goals and Actions Plan

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS	
II. Research, develop and implement, if feasible, a software program for managing electronic medical records (EMR) for clients.	1. Research/identify electronic medical software programs. (Arriola - 10/1/17)	a. Research software or EMR programs utilized by area municipality/township nurses or health departments/districts.	a. TBC: 7/1/17	
		b. Conduct internet search and assess for potential EMR/EHR software options.	b. TBC: 8/1/17	
		c. Identify 3-4 viable EMR/EHR software companies and schedule software demonstrations.	c. TBC: 10/1/17	
		a. Identify associated costs and equipment (computer, tablet) for each EMR/EHR provider.	a. TBC: 10/1/17	
		b. Recommend suitable software solution to Township Administrator.	b. TBC: 12/1/17	
		c. Upon approval, customize and develop software to department programs and services.	c. TBC: 1/1/18	
		3. Implement new EMR/HER software and transfer paper charts to new system. (Smith - 3/31/18)	a. Train department staff on data input, policies/procedures and implementation of new software.	a. TBC: 3/1/18
			b. Transfer ACTIVE client's data to new EMR/EHR software.	b. TBC: 3/31/18
			c. Input all NEW client's data exclusively into EMR/EHR software.	c. TBC: 3/31/18



Mission

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

Services

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

Location and Contact Information

Department Head: Tom Kuttnerberg, Director
tkuttnerberg@hanover-township.org

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

Phone: 847-888-8329

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

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

Department and Position	2016 Actual	2017 Actual	2018 Projected	Change
Community and Veterans Affairs				
Director of Community and Government Relations	1.0	1.0	1.0	0
Communications Specialist	0.0	1.0	1.0	0
Veterans Specialist	0.6	0.6	0.6	0
Communications Assistant	1.0	0.0	0.0	0
Total	2.6	2.6	2.6	0

Budget Highlights:

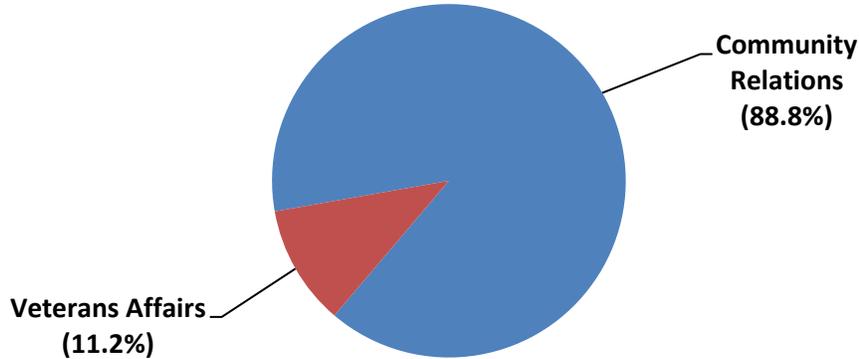
- In FY 2018, a community affairs line item was added to the Community Relations division. The \$5,000 budget comes from Administrative Services' community affairs line item which has been reduced by the same amount. By making this alteration, community affairs transactions will be expensed more efficiently and accurately.
- The communications line item will decrease 25% in FY 2018 largely due to the resident newsletter being reduced from four issues per year to three issues per year.

Office of Community and Veterans Affairs Detailed Expenditures

101VET	Veterans Affairs	FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
1014700	Salaries	\$ 16,292	\$ 20,900	\$ 17,070	\$ 20,775	-0.60%
1014701	Veterans Honor Roll	\$ 5,982	\$ 4,000	\$ 3,847	\$ 4,000	0.00%
1014703	Travel Expenses	\$ 237	\$ 250	\$ 257	\$ 250	0.00%
1014704	Supplies	\$ 278	\$ 300	\$ 301	\$ 300	0.00%
1014705	Training	\$ -	\$ 1,000	\$ 835	\$ 1,000	0.00%
1014706	Printing	\$ 625	\$ 400	\$ 77	\$ 400	0.00%
1014707	Postage	\$ 403	\$ 430	\$ 241	\$ 430	0.00%
1014793	Unemployment	\$ 315	\$ 390	\$ 341	\$ 369	-5.38%
1014794	IMRF Expense	\$ 566	\$ 1,053	\$ 862	\$ 1,009	-4.18%
1014795	FICA Expense	\$ 369	\$ 640	\$ 510	\$ 635	-0.78%
Total	Veterans Affairs	\$ 25,067	\$ 29,363	\$ 24,341	\$ 29,167	-0.67%

	Community Relations	FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
1014608	Salaries	\$ 104,915	\$ 104,500	\$ 105,733	\$ 106,744	2.15%
1014611	Education & Training	\$ 963	\$ 2,200	\$ 1,877	\$ 2,200	0.00%
1014614	Printing	\$ 618	\$ 800	\$ 565	\$ 700	-12.50%
1014615	Postage	\$ -	\$ 450	\$ 256	\$ 550	22.22%
1014617	Equipment & Furniture	\$ 2,637	\$ 2,300	\$ 2,161	\$ 2,300	0.00%
1014619	Office Supplies	\$ 1,027	\$ 900	\$ 899	\$ 900	0.00%
1014620	Satellite Office Programs	\$ 1,419	\$ 1,500	\$ 1,528	\$ 1,500	0.00%
1014621	Satellite Office Utilities	\$ 6,532	\$ 6,000	\$ 7,552	\$ 8,500	41.67%
1014623	Satellite Office Phone & Internet	\$ 3,529	\$ 3,920	\$ 3,993	\$ 4,300	9.69%
1014624	Travel	\$ 739	\$ 1,000	\$ 967	\$ 1,100	10.00%
1014625	Communications	\$ 64,059	\$ 64,000	\$ 64,808	\$ 48,000	-25.00%
1014626	Community Service Awards	\$ 2,258	\$ 2,000	\$ 2,274	\$ 2,000	0.00%
1014627	Community Affairs	\$ -	\$ -	\$ -	\$ 5,000	100.00%
1014628	Historical Marker Program	\$ 1,479	\$ 2,400	\$ 1,487	\$ 2,400	0.00%
1014629	Dues & Subscriptions	\$ 547	\$ 210	\$ 390	\$ 700	233.33%
1014631	Community Festivals	\$ 13,000	\$ 13,000	\$ 13,000	\$ 11,000	-15.38%
1014691	Health Insurance	\$ 20,685	\$ 23,900	\$ 23,839	\$ 23,240	2.76%
1014692	Dental, Vision & Life Insurance	\$ 995	\$ 1,160	\$ 1,113	\$ 1,177	1.47%
1014693	Unemployment	\$ 1,036	\$ 800	\$ 700	\$ 738	-7.75%
1014694	IMRF Expense	\$ 4,958	\$ 5,267	\$ 4,311	\$ 5,182	-1.61%
1014695	FICA Expense	\$ 2,870	\$ 3,198	\$ 2,550	\$ 3,226	0.88%
Total	Community Relations	\$ 234,266	\$ 239,505	\$ 240,003	\$ 231,456	-3.36%
Total	Community and Veterans Affairs Department	\$ 259,333	\$ 268,868	\$ 264,344	\$ 260,623	-3.07%

Expenditures by Division (FY 2018)



Performance Metrics

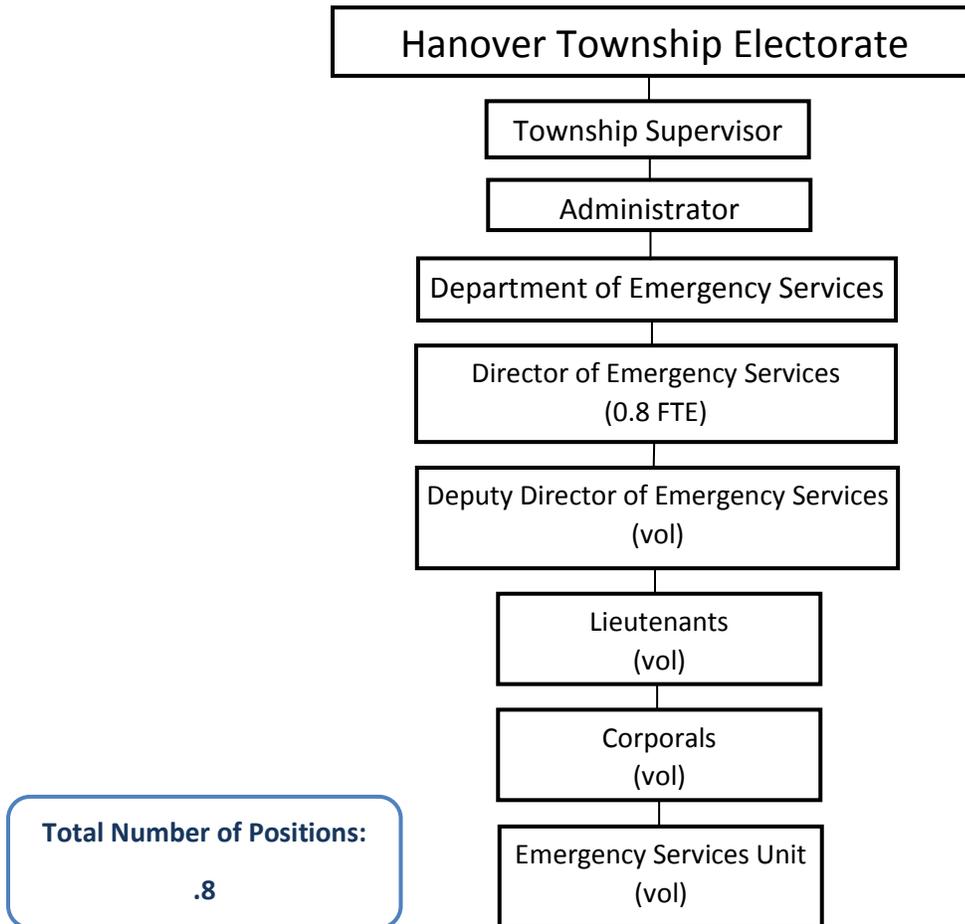
Service Provided	FY 2015	FY 2016	FY 2017	% Change
Website Visits (total)*	99,397	84,432	49,643	-41.2%
Website Visits (Unique)	N/A	N/A	36,029	100.0%
Facebook Likes	738	1,453	1,822	25.4%
New Twitter Followers	N/A	N/A	874	100.0%
New YouTube Views	N/A	N/A	2,963	100.0%
Email Address Contacts	N/A	N/A	5,011	100.0%
Media Releases	71	74	45	-39.2%
Veteran Contacts	233	429	335	-21.9%
Total Veterans Served	151	257	192	-25.3%
Total Resident Contacts (Elgin Office)	2,298	2,770	4,767	72.1%

*The Township launched a new website in the last quarter of FY 2016. The new provider tracks website visits differently than our previous provider tracked them, which is the reasoning behind the significant decrease in visits each year.

FY 2017 Department Accomplished Goals (in order of priority)

1. Created Township wide IWC outreach plan to increase resident contacts by 20% for FY17.
2. Worked towards increasing email distribution list for the monthly e-newsletter.

Office of Community and Veterans Affairs FY 18 Goals and Actions Plan			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	SATUS
<p>I. Coordinate the development of programming and outreach for the Izaak Walton Reserve joint archery program in collaboration with Youth and Family Services and the Izaak Walton League.</p>	<p>1. Research existing archery programs and their present outreach methods (Monegato - 5/15/17)</p> <p>2. Establish archery program calendar and finalize outreach efforts. (Kuttenberg - 6/15/17)</p>	<p>a. Research existing archery programs.</p> <p>b. Meet with YFS and IWL to establish program needs and outreach activities.</p> <p>c. Establish program calendar and outreach activities.</p> <p>a. Present draft of FY18 archery program calendar and outreach to Administrator and IWL leadership.</p> <p>b. Finalize program calendar and begin outreach activities.</p>	<p>a. TBC: 4/15/17</p> <p>b. TBC: 5/1/17</p> <p>c. TBC: 5/15/17</p> <p>a. TBC: 6/1/17</p> <p>b. TBC: 6/15/17</p>
<p>II. Oversee the development and implementation of advertisements in the Hanover Happenings tri-annual resident newsletter.</p>	<p>1. Research and identify potential advertisers and outreach methods. (Monegato - 6/1/17)</p> <p>2. Establish outreach schedule and evaluate effectiveness of program. (Kuttenberg - 10/1/17)</p>	<p>a. Create list of area potential advertisers.</p> <p>b. Research methods of obtaining new leads for potential advertisers</p> <p>c. Research cost and effectiveness for advertising ad sales in chamber communications, implement if feasible.</p> <p>a. Establish outreach schedule based on tri-annual newsletter release.</p> <p>b. Evaluate current outreach in developing new leads for Hanover Happenings ad purchases.</p> <p>c. Evaluate current sales of Hanover Happenings ads.</p>	<p>a. TBC: 5/1/17</p> <p>b. TBC: 5/1/17</p> <p>c. TBC: 6/1/17</p> <p>a. TBC: 5/1/17</p> <p>b. TBC: 9/1/17</p> <p>c. TBC: 10/1/17</p>



Mission

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

Services

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

Location and Contact Information

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

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

Phone: 630-837-0301

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

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

Department and Position	2016 Actual	2017 Actual	2018 Projected	Change
Emergency Services				
Director	0.8	0.8	0.8	0
Total	0.8	0.8	0.8	0

Budget Highlights

- The most significant decrease in the FY 2018 budget comes from the Emergency Operations Center. The Emergency Operations Center project has been an on-going project and expenditures are expected to decrease this fiscal year as the project nears its conclusion.
- Overall expenditures increased .22% in FY 2018.

Emergency Services Detailed Expenditures

Expense		FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
1014	Town Fund-Expenditures					
101ES	Emergency Services					
1014801	Salaries	\$ 40,000	\$ 40,800	\$ 41,350	\$ 41,700	2.21%
1014802	Equipment	\$ 45,334	\$ 22,000	\$ 18,605	\$ 22,000	0.00%
1014803	Uniforms	\$ 8,007	\$ 7,000	\$ 4,819	\$ 8,000	14.29%
1014804	Printing	\$ 636	\$ 1,000	\$ 458	\$ 1,000	0.00%
1014805	Postage	\$ 114	\$ 100	\$ 132	\$ 200	100.00%
1014806	Office Supplies	\$ 1,012	\$ 750	\$ 1,435	\$ 1,000	33.33%
1014807	Miscellaneous	\$ 1,303	\$ 1,000	\$ 881	\$ 1,000	0.00%
1014808	Education & Training	\$ 8,201	\$ 10,000	\$ 5,911	\$ 10,000	0.00%
1014809	Pre-Volunteer Screening	\$ 275	\$ 500	\$ 459	\$ 500	0.00%
1014810	Travel	\$ 524	\$ 2,500	\$ 37	\$ 2,500	0.00%
1014812	Volunteer Appreciation	\$ 2,813	\$ 3,500	\$ 5,140	\$ 3,500	0.00%
1014813	Vehicle Fuel & Maintenance	\$ 14,564	\$ 8,000	\$ 12,832	\$ 8,000	0.00%
1014814	Communications	\$ 12,663	\$ 9,000	\$ 9,266	\$ 10,000	11.11%
1014815	Emergency Ops Center	\$ 2,470	\$ 7,000	\$ 349	\$ 4,000	-42.86%
1014815	Health Insurance	\$ 1,400	\$ 16,700	\$ 21,566	\$ 16,700	0.00%
1014815	Dental, Vision & Life Insurance	\$ 571	\$ 580	\$ 784	\$ 600	3.45%
1014815	Unemployment	\$ 496	\$ 390	\$ 341	\$ 370	-5.13%
1014815	IMRF Expense	\$ 1,822	\$ 2,060	\$ 1,686	\$ 2,050	-0.49%
1014815	FICA Expense	\$ 1,252	\$ 1,250	\$ 996	\$ 1,300	4.00%
Total	Emergency Services	\$ 143,457	\$ 134,130	\$ 127,047	\$ 134,420	0.22%

Performance Metrics

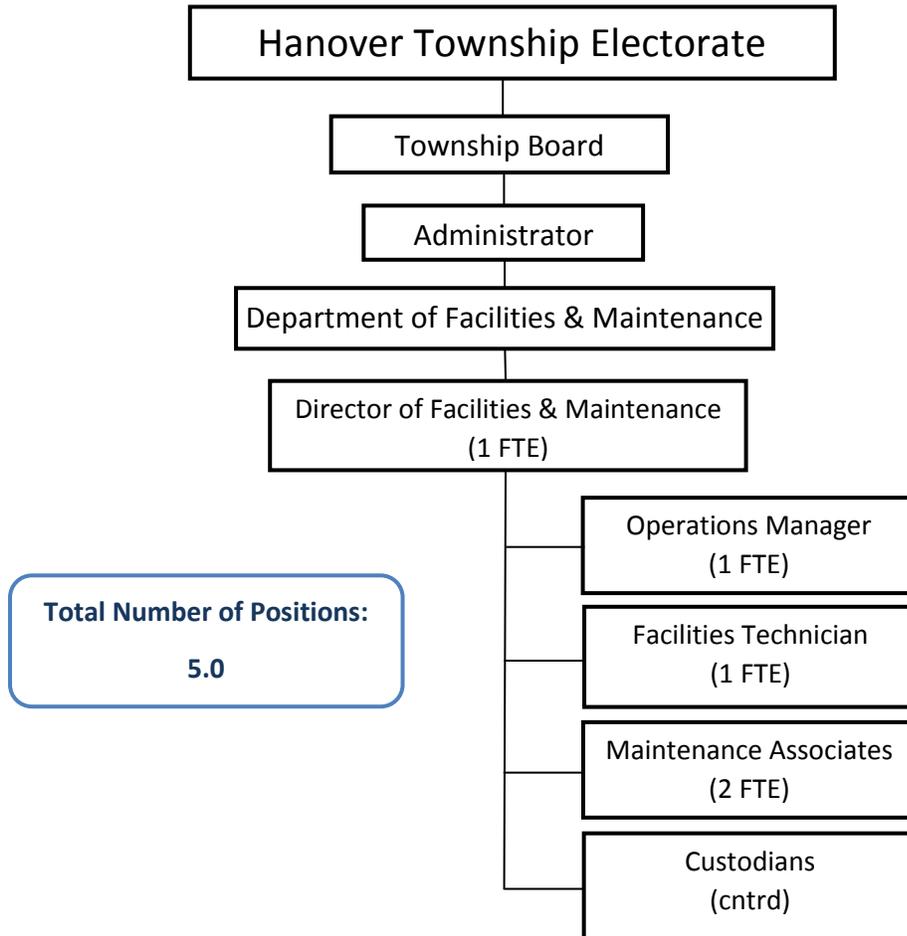
Service Provided	FY 2015	FY 2016	FY 2017	% Change
Volunteers				
Total Volunteers	31	28	28	0.0%
New Volunteers	2	12	8	-33.3%
Hours				
Volunteer Detail Hours	3,751	4,620	4,270	-7.6%
Volunteer Work Hours	2,088	3,013	2,566	-14.8%
Volunteer Training Hours	3,762	3,079	2,786	-9.5%
Total Volunteer Hours	9,601	10,297	9,623	-6.5%
Details				
Emergency Call Outs	40	46	46	0.0%
Safety Patrols	34	49	49	0.0%
Township Sponsored Events	16	26	39	50.0%
Other Community Events	39	42	47	11.9%
Miscellaneous	25	4	0	-100.0%
Total Details	154	167	181	8.4%

FY 2017 Department Accomplished Goals (in order of priority)

1. Researched and analyzed an updated communication system for HTES. This project is ongoing and the department is actively developing proposals.
2. Worked on developing a mutual response plan for HTES to receive and provide assistance to other EMA agencies and expand response role to area police and fire departments. Some mutual aid agreements have been executed, but the project is ongoing.

Department of Emergency Services FY 2018 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
i. Conduct monthly officer meeting outside of training days and hold regular meeting with Township Supervisor, Chief, and Deputy Chief and semi-monthly one-on-ones with direct reports.	1. Develop and implement ongoing meeting schedules. (Burke - 5/1/17) 2. Evaluate ongoing meeting schedules. (Burke - 3/31/18)	a. Develop ongoing monthly officer meeting schedule and ongoing meetings with Supervisor and Deputy Chief. b. Establish monthly one-on-one Deputy Director meeting schedule. c. Implement ongoing meeting schedules. a. Create method to evaluate effectiveness of ongoing meeting schedule. b. Evaluate effectiveness and report findings.	a. TBC: 5/1/17 b. TBC: 5/1/17 c. TBC: 5/1/17 a. TBC: 1/1/18 b. TBC: 3/31/18
ii. Develop and implement formal membership recruitment and retention program.	1. Research and develop recruitment and retention program. (Burke - 7/1/17) 2. Evaluate recruitment and retention plan. (Burke - 3/31/18)	a. Review current Emergency Services recruitment and retention procedures. b. Research and develop formal recruitment and retention plan. c. Train officers and members on recruitment and retention plan. d. Implement recruitment and retention plan. a. Create short and long term follow up procedures for new members. b. Evaluate outputs and impact of recruitment and retention program. c. Analyze and report results.	a. TBC: 5/1/17 b. TBC: 6/1/17 c. TBC: 7/1/17 d. TBC: 7/1/17 a. TBC: 8/1/17 b. TBC: 3/1/18 c. TBC: 3/31/18



Mission

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

Services

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

Location and Contact Information

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

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

Phone: 630-837-0301

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

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

Department and Position	2016 Actual	2017 Actual	2018 Projected	Change
Facilities and Maintenance				
Director	1.0	1.0	1.0	0
Operations Manager	1.0	1.0	1.0	0
Facilities Technician	1.0	1.0	1.0	0
Maintenance Associates	2.0	2.0	2.0	0
Total	5	5	5	0

Budget Highlights:

- The seasonal projects assistant line item has increased 100% this fiscal year to aid in summer grounds and reserves upkeep.
- The lease cost for the Town Hall copier has been moved to the Town Fund equipment line item allowing equipment maintenance-town line item to be reduced 33.33%.

Facilities and Maintenance



Facilities and Maintenance Detailed Expenditures

Expense	FY 2016	FY 2017	FY 2017	FY 2018	% Change
	Actual	Budget	Actual	Budget	
1014 Town Fund-Expenditures					
101Main Facilities Maintenance					
1014200 Salaries	\$ 265,158	\$ 273,000	\$ 273,704	\$ 278,000	1.83%
1014202 Office Supplies	\$ 537	\$ 400	\$ 320	\$ 400	0.00%
1014205 Janitorial Supplies	\$ -	\$ -	\$ -	\$ 10,000	100.00%
1014204 Janitorial Supplies- Izaak	\$ 80	\$ 800	\$ 598	\$ -	-100.00%
1014205 Janitorial Supplies- Town	\$ 4,755	\$ 4,000	\$ 5,563	\$ -	-100.00%
1014206 Janitorial Supplies- Senior	\$ 4,931	\$ 5,000	\$ 3,534	\$ -	-100.00%
1014207 Janitorial Supplies- Astor	\$ 143	\$ 1,000	\$ 721	\$ -	-100.00%
1014208 Housekeeping Contract	\$ 44,464	\$ 47,500	\$ 45,148	\$ 47,500	0.00%
1014209 Building Contracts	\$ 11,959	\$ 12,500	\$ 18,349	\$ 13,000	4.00%
1014210 Building Maintenance- Town	\$ 4,639	\$ 7,500	\$ 3,994	\$ 7,000	-6.67%
1014211 Building Maintenance- Senior	\$ 6,189	\$ 9,000	\$ 6,577	\$ 8,000	-11.11%
1014212 Building Maintenance- Astor	\$ 1,132	\$ 1,500	\$ 1,622	\$ 2,000	33.33%
1014213 Equipment Maintenance- Town	\$ 8,978	\$ 9,000	\$ 7,820	\$ 6,000	-33.33%
1014214 Equipment Maintenance- Senior	\$ 11,551	\$ 12,000	\$ 15,986	\$ 14,000	16.67%
1014215 Equipment Maintenance- Astor	\$ 359	\$ 1,200	\$ 1,944	\$ 1,200	0.00%
1014216 Equipment Rental	\$ 1,168	\$ 2,000	\$ -	\$ 1,500	-25.00%
1014217 Education & Training	\$ 855	\$ 1,000	\$ (328)	\$ 1,000	0.00%
1014218 Vehicle Maintenance- Town	\$ 5,436	\$ 5,000	\$ 5,656	\$ 5,500	10.00%
1014219 Vehicle Fuel- Town	\$ 6,011	\$ 6,500	\$ 5,868	\$ 6,000	-7.69%
1014220 Seasonal Projects Assistance	\$ 10,470	\$ 4,500	\$ 14,535	\$ 9,000	100.00%
1014221 Cell Phone/Communications	\$ 1,414	\$ 1,500	\$ 700	\$ 1,500	0.00%
1014222 Trash Removal- Town	\$ 2,796	\$ 2,500	\$ 2,944	\$ 2,600	4.00%
1014223 Trash Removal- Senior	\$ 2,901	\$ 2,500	\$ 3,020	\$ 2,600	4.00%
1014224 Trash Removal- Astor	\$ 2,186	\$ 2,500	\$ 2,747	\$ 2,500	0.00%
1014225 Grounds/Reserve Maintenance	\$ 8,839	\$ 11,000	\$ 8,217	\$ 10,000	-9.09%
1014226 Uniforms	\$ 1,130	\$ 1,000	\$ 1,551	\$ 1,500	50.00%
1014227 Miscellaneous	\$ 221	\$ 1,000	\$ 146	\$ 1,000	0.00%
1014228 Building Maintenance - Izaak	\$ 1,569	\$ 4,000	\$ 2,282	\$ 3,000	-25.00%
1014229 Equipment Maintenance- izaak	\$ 22	\$ 4,000	\$ 632	\$ 3,000	-25.00%
1014230 Trash Removal - Izaak	\$ 1,400	\$ 1,200	\$ 1,808	\$ 1,800	50.00%
1014291 Health Insurance	\$ 42,195	\$ 46,000	\$ 43,183	\$ 45,000	-2.17%
1014292 Dental, Vision & Life Insurance	\$ 3,026	\$ 2,900	\$ 2,920	\$ 2,950	1.72%
1014293 Unemployment	\$ 2,286	\$ 1,950	\$ 1,706	\$ 1,950	0.00%
1014294 IMRF Expense	\$ 11,984	\$ 13,759	\$ 10,334	\$ 13,500	-1.88%
1014295 FICA Expense	\$ 7,816	\$ 8,354	\$ 6,243	\$ 8,600	2.94%
Total Facilities Maintenance	\$ 478,600	\$ 507,563	\$ 504,539	\$ 511,600	0.80%

Performance Metrics

Service Provided	FY 2016	FY 2017	FY 2018	% Change
Administration				
Vehicle Service Calls	160	168	117	-30.4%
Work Orders	686	620	791	27.6%
Event Setups/Tear Downs	2,262	2,392	2,115	-11.6%
Energy Efficiency - Electricity (Kw)				
Astor Ave. Community Center	50,523	54,640	66,893	22.4%
Town Hall	101,520	101,400	108,360	6.9%
Senior Center	412,207	437,653	400,540	-8.5%
Energy Efficiency - Gas (Therms)				
Astor Ave. Community Center	1,958.07	1,845.97	2,079.63	12.7%
Town Hall	7,428.73	6,538.61	5,249.29	-19.7%
Senior Center	17,991.37	18,687.31	8,523.37	-54.4%

FY 2017 Department Accomplished Goals (in order of priority)

1. Acted as a project manager overseeing the planning and implementation of Town Hall & Senior Center parking lot reconstruction project.
2. Researched and analyzed a plan to run water from Stowell Avenue to Naomi Walters-Lenoci Reserve and build community gardens at Lenoci Reserve with water service. After careful consideration, the Township has decided not to move forward with the project at this time.

Department of Facilities and Maintenance FY 2018 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Act as project manager overseeing the planning and implementation of the Izaak Walton Reserve parking lot expansion and resurfacing project.	1. Hire engineer and oversee bidding process. (Spejcher - 7/1/16)	a. Research and hire qualified engineer. b. Establish construction schedule. c. Go out to bid. d. Recommend contractor and award contract.	a. TBC: 5/1/17 b. TBC: 6/1/17 c. TBC: 8/1/17 d. TBC: 9/1/17
	2. Oversee parking lot expansion and resurfacing project. (Spejcher- 11/1/17)	a. Establish impact on building operations, programming, and parking lot closure. b. Communicate construction schedule and impact with staff/public. c. Oversee construction and completion.	a. TBC: 8/1/17 b. TBC: 9/1/17 c. TBC: 11/1/17
II. Implement and oversee plan for replacement of the Astor Avenue Community Center roof.	1. Finalize plan for replacement of roof. (Spejcher - 7/1/17)	a. Research and hire qualified engineer. b. Establish construction schedule. c. Go out to bid. d. Recommend contract and award contract.	a. TBC: 5/1/17 b. TBC: 6/1/17 c. TBC: 6/15/17 d. TBC: 7/1/17
	2. Oversee replacement of roof. (Spejcher - 9/1/17)	a. Apply for permits. b. Oversee roof installation.	a. TBC: 8/1/17 b. TBC: 9/1/17

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

Services

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

Location and Contact Information

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

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

Phone: 630-540-9085

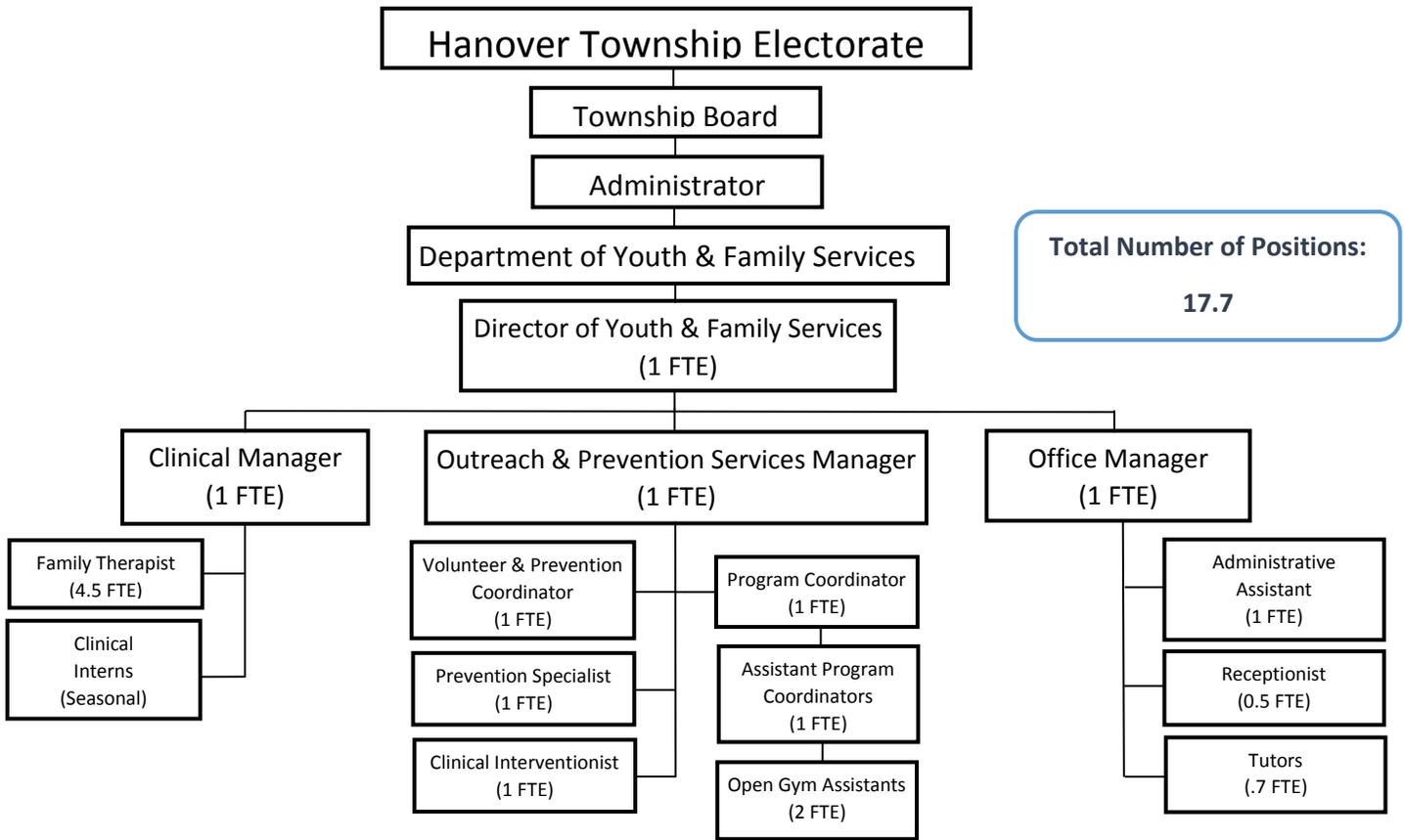
Hours of Operation: M: 1:00 pm to 3:00 pm Tu: 1:00 pm to 6:00 pm
 W-F: 11:00 am to 3:00 pm Sa: 9:00 am to 11:30 am

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

Budget Highlights:

- The Food Pantry budget increased 0.87% in FY 2018. Increases come from minimal growth in the salaries and utilities line items.

1014	Town Fund-Expenditures	FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
1014	Food Pantry					
1014460	Salaries	\$ 39,765	\$ 40,500	\$ 40,024	\$ 41,000	1.23%
1014461	Utilities	\$ 8,257	\$ 7,500	\$ 9,106	\$ 8,000	6.67%
1014391	Health Insurance Dental, Vision & Life	\$ 15,868	\$ 17,000	\$ 16,683	\$ 16,700	-1.76%
1014392	Insurance	\$ 525	\$ 600	\$ 587	\$ 600	0.00%
1014393	Unemployment	\$ 401	\$ 400	\$ 350	\$ 400	0.00%
1014394	IMRF Expense	\$ 1,808	\$ 2,100	\$ 1,719	\$ 2,000	-4.76%
1014395	FICA Expense	\$ 951	\$ 1,250	\$ 997	\$ 1,250	0.00%
Total	Food Pantry	\$ 67,575	\$ 69,350	\$ 69,466	\$ 69,950	0.87%



Mission

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

Services

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

Location and Contact Information

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

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

Phone: 630-483-5799

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

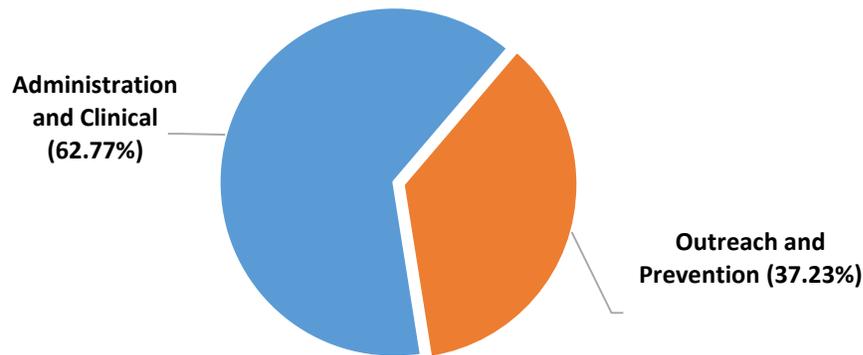
Webpage: <http://www.hanover-township.org/departments/youth-and-family-services>

Department and Position	2016 Actual	2017 Actual	2018 Projected	Change
Youth and Family Services				
Director	1.0	1.0	1.0	0
Office Manager	1.0	1.0	1.0	0
Administrative Assistant	1.0	1.0	1.0	0
Receptionist	0.5	0.5	0.5	0
Tutors	0.7	0.7	0.7	0
Clinical Manager	1.0	1.0	1.0	0
Family Therapist	5.0	5.0	4.5	-0.5
Outreach and Prevention Manager	1.0	1.0	1.0	0
Program Coordinator	1.0	1.0	1.0	0
Assistant Program Coordinator	1.0	1.0	1.0	0
Open Gym Assistants	2.0	2.0	2.0	0
Prevention Specialist	1.0	1.0	1.0	0
Clinical Interventionist	1.0	1.0	1.0	0
Volunteer & Prevention Coordinator	1.0	1.0	1.0	0
Total	18.2	18.2	17.8	-0.5

Budget Highlights:

- The most notable adjustments in Youth and Family Services' budget is the addition of an open gym salaries line item and a 92.40% decrease in the open gym line item. Originally the open gym salaries were included in the open gym line item, but in FY18 they were broken out to allow for more effective reporting. In addition, a staff member whose salary was originally budgeted under the salaries line item was relocated to the open gym salaries line item.
- Overall expenditures for the Youth and Family Services Department will decrease 1.09%, most notably due to reducing a full-time family therapist position to part-time.

Expenditures by Division (FY 2018)



Youth and Family Services Detailed Expenditures

109ADM	Administration & Clinical	FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
1094608	Salaries	\$ 490,974	\$ 503,500	\$ 486,405	\$ 497,000	-1.29%
1094611	Education & Training	\$ 5,735	\$ 6,850	\$ 5,800	\$ 6,000	-12.41%
1094612	Consulting Fees	\$ 3,300	\$ 3,600	\$ 2,700	\$ 3,600	0.00%
1094613	Answering Service	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	0.00%
1094614	Printing	\$ 1,484	\$ 1,500	\$ 2,532	\$ 2,000	33.33%
1094615	Postage	\$ 814	\$ 400	\$ 393	\$ 400	0.00%
1094616	Books & Journals	\$ 792	\$ 400	\$ -	\$ 400	0.00%
1094617	Equipment Maintenance	\$ 43	\$ 2,000	\$ 167	\$ 2,500	25.00%
1094618	Psychiatric Backup	\$ 5,720	\$ 9,000	\$ 6,805	\$ 9,000	0.00%
1094619	Office Supplies	\$ 2,300	\$ 3,000	\$ 2,903	\$ 3,000	0.00%
1094620	Community Affairs	\$ 2,133	\$ 2,100	\$ 1,948	\$ 2,100	0.00%
1094621	Recruitment & Pre Employment	\$ 440	\$ 1,800	\$ 1,338	\$ 1,500	-16.67%
1094622	Miscellaneous	\$ 226	\$ 700	\$ 125	\$ 500	-28.57%
1094623	Travel	\$ 3,438	\$ 3,500	\$ 2,622	\$ 3,500	0.00%
1094624	Intern Stipends	\$ 2,260	\$ -	\$ -	\$ -	0.00%
1094624	Software Maintenance	\$ -	\$ 3,500	\$ 240	\$ 3,600	2.86%
1094626	Equipment & Furniture	\$ 3,310	\$ 5,000	\$ 8,144	\$ 3,500	-30.00%
1094628	Tutoring	\$ 22,755	\$ 24,000	\$ 20,767	\$ 24,000	0.00%
1094629	Dues & Subscriptions	\$ 785	\$ 500	\$ 367	\$ 500	0.00%
1094691	Health Insurance	\$ 70,760	\$ 71,350	\$ 71,680	\$ 63,073	-11.60%
1094691	Dental, Vision & Life Insurance	\$ 4,628	\$ 5,300	\$ 4,295	\$ 4,707	-11.19%
1094691	Unemployment	\$ 1,777	\$ 3,900	\$ 3,412	\$ 4,000	2.56%
1094691	IMRF Expense	\$ 16,894	\$ 25,600	\$ 22,978	\$ 23,963	-6.39%
1094691	FICA Expense	\$ 4,235	\$ 15,500	\$ 12,808	\$ 16,200	4.52%
Total	Administration & Clinical	\$ 646,003	\$ 694,200	\$ 659,521	\$ 676,243	-2.59%

Department of Youth and Family Services



1090UT	Outreach & Prevention	FY 2016	FY 2017	FY 2017	FY 2018	%
		Actual	Budget	Actual	Budget	Change
1094627	Open Gym Program	\$ 76,893	\$ 81,600	\$ 62,299	\$ 6,200	-92.40%
1094628	Open Gym Salaries	\$ -	\$ -	\$ -	\$ 118,100	100.00%
1094640	Salaries	\$ 225,167	\$ 226,700	\$ 227,466	\$ 188,400	-16.89%
1094643	Education & Training	\$ 1,688	\$ 2,000	\$ 1,616	\$ 2,000	0.00%
1094644	Travel	\$ 3,174	\$ 3,000	\$ 2,597	\$ 3,000	0.00%
1094645	Printing	\$ 804	\$ 800	\$ 670	\$ 1,100	37.50%
1094646	Postage	\$ -	\$ 200	\$ -	\$ 200	0.00%
1094647	Office Supplies	\$ 998	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
1094648	Community Affairs	\$ 835	\$ 1,000	\$ 515	\$ 1,000	0.00%
1094649	Professional Services	\$ 1,185	\$ 1,200	\$ 1,019	\$ 1,200	0.00%
1094650	Program Supplies	\$ 1,910	\$ 2,000	\$ 1,432	\$ 2,000	0.00%
1094651	Cell phone	\$ 1,662	\$ 1,500	\$ 1,576	\$ 1,500	0.00%
1094652	Substance Abuse Prevention Program	\$ -	\$ -	\$ -	\$ 2,200	100.00%
1094655	Transportation	\$ 808	\$ 1,750	\$ -	\$ 1,000	-42.86%
1094791	Health Insurance	\$ 39,360	\$ 40,000	\$ 41,334	\$ 40,137	0.34%
1094792	Dental, Vision & Life Insurance	\$ 2,871	\$ 2,900	\$ 3,131	\$ 2,593	-10.59%
1094793	Unemployment	\$ 5,163	\$ 4,500	\$ 3,938	\$ 3,977	-11.62%
1094794	IMRF Expense	\$ 15,318	\$ 15,500	\$ 11,911	\$ 13,795	-11.00%
1094795	FICA Expense	\$ 11,258	\$ 9,400	\$ 7,025	\$ 11,722	24.70%
Total	Outreach & Prevention	\$ 389,094	\$ 395,050	\$ 367,529	\$ 401,124	1.54%
Total	Youth & Family Services	\$ 1,035,097	\$ 1,089,250	\$ 1,027,050	\$ 1,077,367	-1.09%

Service Provided	Performance Metrics			% Change
	FY 2015	FY 2016	FY 2017	
Outreach and Prevention				
Open Gym Participants	13,344	14,188	14,165	-0.2%
Open Gym Participants (Unduplicated)	1,167	1,044	1,306	25.1%
Alternative to Suspension Referrals	92	89	120	34.8%
Alternative to Suspension (Unduplicated)	150	152	181	19.1%
Clinical				
Therapy Clients (Total Attended)	3,316	3,921	3,992	1.8%
Therapy Clients (Unduplicated)	1,499	1,659	1,898	14.4%
New Clients (Unduplicated)	168	170	174	2.4%
Clinical Hours	2,903	2,827	3,277	15.9%
Group Session Participants	5,386	1,947	2,585	32.8%
Tutoring Participants				
Total	1,764	1,943	1,566	-19.4%
Unduplicated	245	274	244	-10.9%

FY 2017 Department Accomplished Goals (in order of priority)

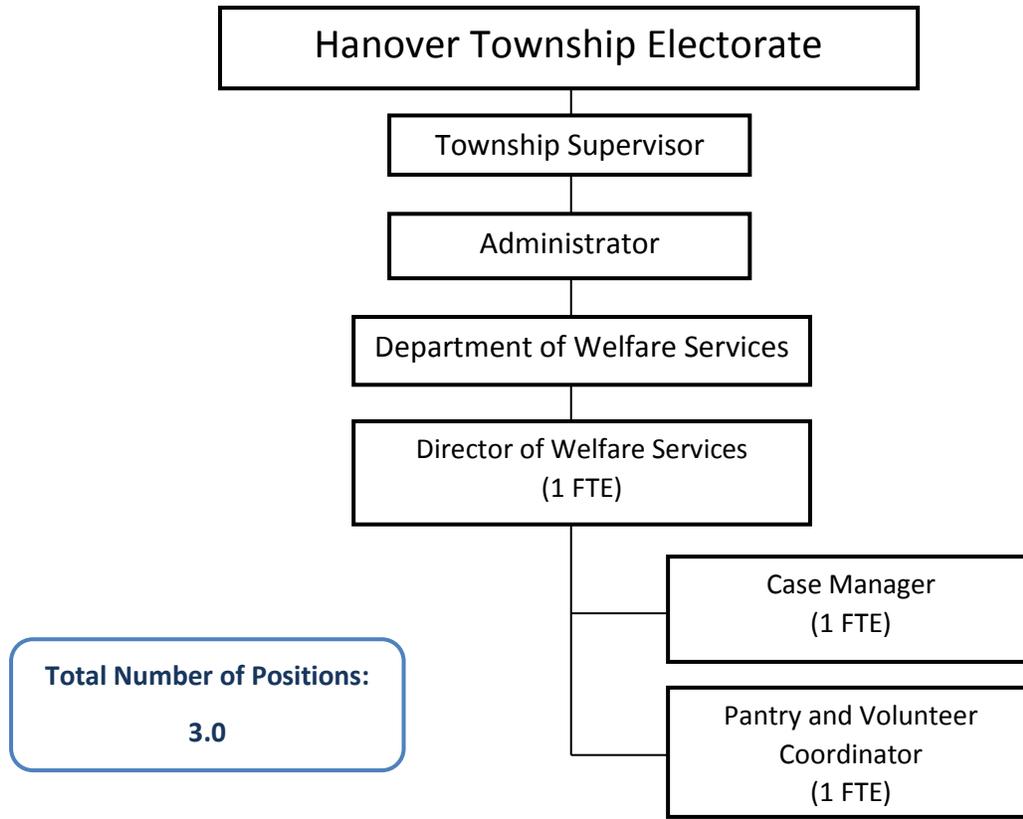
1. Purchased and implemented a comprehensive electronic medical records management system to advance the department's abilities, efficiencies, and capacity to operate, develop, and evaluate programs; also to be compliant with the Affordable Care Act in managing billing and revenue for clinical services.
2. Completed the initial stages of developing a one day youth summit in coordination with the Association of Illinois Township Committees on Youth and community partners. The summit will take place in FY 2018.
3. Developed programming for the Izaak Walton Center and Reserves Outdoor Education Center to be utilized by Youth and Family Services Outreach and Prevention Division.

Department of Youth and Family Services FY 2018 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Successfully launch and host a one-day youth summit in coordination with the Association of Illinois Township Committees on Youth and community partners.</p>	<p>1. Develop comprehensive event marketing plan for 2017 Youth Summit. (Parquette – 6/1/17)</p>	<p>a. Develop business plan and budget, securing AITCOY Executive Board and Membership approval.</p> <p>b. Develop comprehensive state-wide marketing plan for summit.</p> <p>c. Implement plans.</p>	<p>a. TBC: 5/1/17</p> <p>b. TBC: 5/1/17</p> <p>c. TBC: 6/1/17</p>
	<p>2. Secure keynote motivational speakers and workshop presenters. (Parquette – 8/1/17)</p>	<p>a. Utilize contacts to identify speakers and workshop presenters.</p> <p>b. Solicit and secure keynote and workshop speakers within budget.</p>	<p>a. TBC: 6/1/17</p> <p>b. TBC: 8/1/17</p>
	<p>3. Recruit elected officials and youth delegates from Illinois participation. (Parquette – 8/1/17)</p>	<p>a. Develop registration forms, consents, and youth delegate selection criterial form.</p> <p>b. Implement comprehensive state wide marketing plan.</p> <p>c. Work with TOI, TOI Divisions, and AITCOY to secure state wide representation at Summit.</p>	<p>a. TBC: 6/1/17</p> <p>b. TBC: 7/1/17</p> <p>c. TBC: 8/1/17</p>
	<p>4. Host and evaluate 2017 Youth Summit event. (Parquette – 2/1/18)</p>	<p>a. Create summit survey and interview evaluative tools.</p> <p>b. Host 2017 Youth Summit</p> <p>c. Conduct exit surveys and interviews.</p> <p>d. Evaluate Summit.</p>	<p>a. TBC: 9/1/17</p> <p>b. TBC: 10/15/17</p> <p>c. TBC: 12/1/17</p> <p>d. TBC: 2/1/18</p>

Department of Youth and Family Services FY 2018 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Develop, coordinate and launch Operation Snowball Substance Abuse Prevention programming and host an annual Operation Snowball Conference.	1. Identify youth leaders and school partners, establish procedures and training program. (Cohen – 9/1/17)	a. Conduct review of feeder pattern schools to determine appropriate sites for programming.	a. TBC: 5/1/17
		b. Secure youth leader and program participation.	b. TBC: 6/1/17
		c. Create consent, enrollment, releases, and evaluation forms for programming.	c. TBC: 7/1/17
		d. Research, develop and implement ongoing training program for youth leaders and staff.	d. TBC: 9/1/17
	2. Integrate Operation Snowball into department’s awareness campaign and Township marketing outlets. (Cohen – 10/1/17)	a. Create marketing calendar and template for use in department’s awareness campaign and social media platforms.	a. TBC: 8/1/17
		b. Identify and train staff responsible for photos and video footage.	b. TBC: 9/1/17
		c. Implement and evaluate marketing program.	c. TBC: 10/1/17
	3. Host Operational Snowball Conference. (Cohen – 3/1/18)	a. Secure conference site, equipment, materials, and food.	a. TBC: 12/1/17
		b. Determine staffing, volunteers, and mentors for conference.	b. TBC: 1/1/18
		c. Host Operational Snowball Conference.	c. TBC: 3/1/18

Department of Youth and Family Services FY 2018 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>III. Secure professional development required to utilize CIS for mental health diagnostic criteria, coding, and treatment planning for billing clinical services.</p>	<p>1. Identify professional development needs and create systematic training calendar. (Houdek - 7/1/17)</p> <p>2. Identify resources to provide identified training needs and secure trainings. (Houdek - 10/15/17)</p> <p>3. Implement training into CIS usage and create ongoing training calendar. (Houdek - 2/1/18)</p>	<p>a. Consult CIS developer and insurance companies to determine appropriate training needs for use with CIS.</p> <p>b. Research and identify available trainings.</p> <p>a. Secure trainers to conduct professional development for CIS utilization.</p> <p>b. Finalize training dates in succession of training needs and CIS utilization.</p> <p>a. Hold professional development trainings and integrate knowledge into usage of CIS.</p> <p>b. Implement systematic training calendar and conduct ongoing trainings as identified.</p>	<p>a. TBC: 6/1/17</p> <p>b. TBC: 7/1/17</p> <p>a. TBC: 9/1/17</p> <p>b. TBC: 10/15/17</p> <p>a. TBC: 1/15/18</p> <p>b. TBC: 2/1/18</p>



Mission

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

Services

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

Location and Contact Information

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

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

Phone: 630-540-9085

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

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

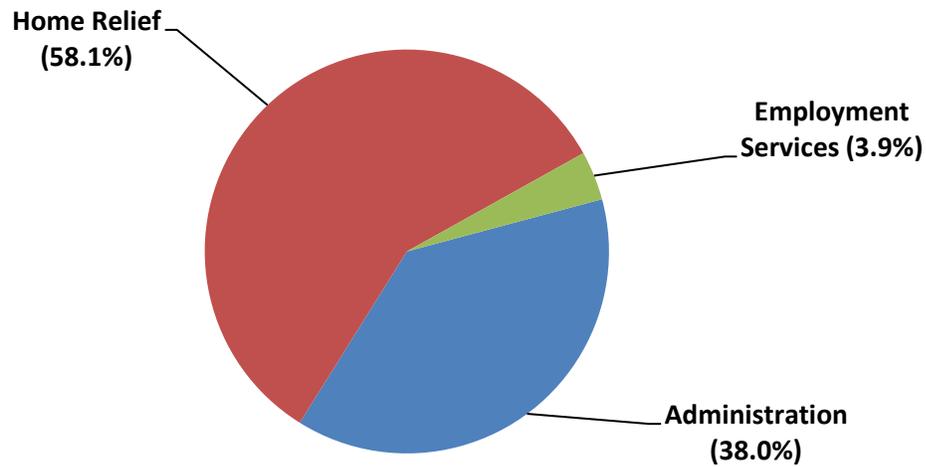
Department and Position	2016 Actual	2017 Actual	2018 Projected	Change
Welfare Services				
Director	1.0	1.0	1.0	0
Case Manager	1.0	1.0	1.0	0
Pantry and Volunteer Coordinator	1.0	1.0	1.0	0
Receptionist	0.5	0	0	0
Total	3.50	3.0	3.0	0

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

Budget Highlights:

- The Welfare Services Department will see a decrease in expenditures from the equipment as well as the personnel essential line items.
- Previously, the Township had an employment services division under the Welfare Services department. This division was removed two years ago, but with the continued modest recovery in our local economy and a strategic opportunity available to the Township, the FY18 budget has set aside \$18,000 for a contracted employment services partner to be on site at our Welfare Services department two half days per week.

Expenditures by Division (FY 2018)



General Assistance Fund Summary

	FY 2016	FY 2017	FY 2017	FY 2018	%
	Actual	Budget	Actual	Budget	Change
Revenues	\$ 391,618	\$ 397,894	\$ 474,571	\$ 403,244	1.33%
Budgeted					
Expenditures					
Administration	\$ 181,151	\$ 172,550	\$ 169,745	\$ 174,550	1.15%
Employment Services	\$ -	\$ -	\$ -	\$ 18,000	100.0%
Home Relief	\$ 193,289	\$ 270,100	\$ 119,100	\$ 266,100	-1.48%
Total Expenditures	\$ 376,440	\$ 442,650	\$ 288,845	\$ 458,650	3.41%
Excess of Revenues Over Expenditures	\$ 15,178	\$ (44,756)	\$ 185,726	\$ (55,406)	-19.23%
Fund Balance Beginning April 1	\$ 343,308	\$ 358,486	\$ 358,456	\$ 474,067	23.37%
Estimated Cash on Hand March 31	\$ 358,486	\$ 313,730	\$ 544,182	\$ 418,661	23.92%

General Assistance Fund



General Assistance Fund Detailed Revenues

Income		FY 2016	FY 2017	FY 2017	FY 2018	%
		Actual	Budget	Actual	Budget	Change
2023	Welfare Services-Revenue					
2023000	Property Taxes	\$ 367,866	\$ 372,893	\$ 381,855	\$ 378,244	1.41%
2023100	Replacement Taxes	\$ 4,085	\$ 4,000	\$ 3,839	\$ 4,000	0.00%
2023250	Interest Income	\$ 238	\$ 1,000	\$ 682	\$ 1,000	0.00%
2023300	Other Income	\$ 13,388	\$ 15,000	\$ 80,337	\$ 15,000	0.00%
2023350	CEDA- LIHEAP	\$ 6,041	\$ 5,000	\$ 7,858	\$ 5,000	0.00%
2023445	Grants	\$ -	\$ 1	\$ -	\$ -	0.00%
Total	Welfare Services-Revenue	\$ 391,618	\$ 397,894	\$ 475,571	\$ 403,244	1.33%

General Assistance Fund Detailed Expenditures

Expense		FY 2016	FY 2017	FY 2017	FY 2018	%
		Actual	Budget	Actual	Budget	Change
2024	Welfare Services-Expenditures					
2024ADM	Administration					
2024201	Salaries	\$ 136,673	\$ 130,000	\$ 127,773	\$ 132,000	1.54%
2024202	Office Supplies	\$ 4,687	\$ 3,250	\$ 4,073	\$ 3,250	0.00%
2024204	Equipment	\$ 5,067	\$ 4,500	\$ 5,266	\$ 3,500	-22.22%
2024205	Travel & Training	\$ 1,869	\$ 2,000	\$ 2,604	\$ 3,000	50.00%
2024206	Postage	\$ 14	\$ 250	\$ 32	\$ 200	-20.00%
2024210	Printing	\$ 2,273	\$ 1,500	\$ 1,827	\$ 1,500	0.00%
2024212	Dues, Pubs & Background Check	\$ 475	\$ 500	\$ 359	\$ 500	0.00%
2024213	Community Affairs/Misc	\$ 1,525	\$ 1,000	\$ 1,377	\$ 1,000	0.00%
2024507	Professional Services	\$ 4,023	\$ 1,500	\$ 3,333	\$ 1,500	0.00%
2024509	Volunteer Appreciation	\$ 770	\$ 1,750	\$ 1,908	\$ 1,750	0.00%
2024510	Miscellaneous	\$ 264	\$ 500	\$ 292	\$ 500	0.00%
2024591	Health Insurance Dental, Vision & Life	\$ 12,178	\$ 13,200	\$ 10,499	\$ 13,200	0.00%
2024592	Insurance	\$ 1,213	\$ 1,200	\$ 1,111	\$ 1,200	0.00%
2024593	Unemployment	\$ 2,092	\$ 800	\$ 700	\$ 750	-6.25%
2024594	IMRF Expense	\$ 6,000	\$ 6,600	\$ 5,402	\$ 6,500	-1.52%
2024595	FICA Expense	\$ 4,028	\$ 4,000	\$ 3,189	\$ 4,200	5.00%
Total	Administration	\$ 183,151	\$ 172,550	\$ 169,745	\$ 174,550	1.16%

General Assistance Fund



Expense		FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
2024	Home Relief-Expenditures					
2024102	Rent	\$ 109,993	\$ 134,000	\$ 71,355	\$ 134,000	0.00%
2024103	Utilities	\$ 18,288	\$ 22,000	\$ 6,114	\$ 22,000	0.00%
2024105	Personnel Essentials	\$ 22,212	\$ 24,000	\$ 8,894	\$ 20,000	-16.67%
2024106	Travel Expenses	\$ 8,745	\$ 10,000	\$ 6,465	\$ 10,000	0.00%
2024110	Burial	\$ -	\$ 1,500	\$ -	\$ 1,500	0.00%
2024107	Medical	\$ -	\$ 25,000	\$ -	\$ 25,000	0.00%
2024116	Catastrophic Insurance	\$ 3,175	\$ 3,500	\$ 3,175	\$ 3,500	0.00%
2024117	Miscellaneous	\$ -	\$ 100	\$ 200	\$ 100	0.00%
2024119	Emergency Assistance	\$ 30,876	\$ 50,000	\$ 22,897	\$ 50,000	0.00%
Total	Home Relief	\$ 193,289	\$ 270,100	\$ 119,100	\$ 266,100	-1.48%

Expense		FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
2024	Employment Services- Expenditures					
2024221	Professional Services	\$ -	\$ -	\$ -	\$ 18,000	100.0%
Total	Home Relief	\$ -	\$ -	\$ -	\$ 18,000	100.0%

Performance Metrics

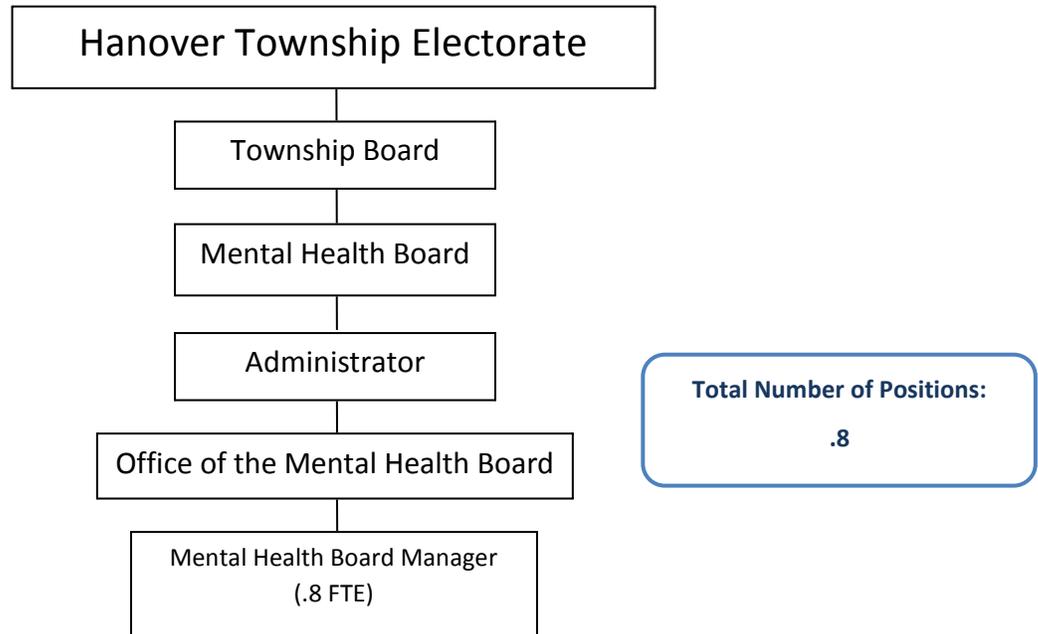
Service Provided	FY 2015	FY 2016	FY 2017	% Change
General Assistance				
General Assistance Clients	272	279	149	-46.6 %
General Assistance Appointments	567	590	314	-46.8%
Emergency Assistance Appointments	276	214	202	-5.9%
Emergency Assistance Approved	57	50	19	-62.0%
Crisis Intake Clients	1,818	1,845	1,435	-22.3%
Access to Care	28	2	0	-100%
LIHEAP Applications				
Office	764	411	500	21.7%
Circuit Breaker	8	6	9	33.3%
Social Services				
ComEd Hardships	40	39	29	-25.6%
Weatherization	17	4	7	42.9%
Food Pantry				
Served (Households)	9,837	9,407	8,329	-11.5%
New Applications	601	473	362	-23.5%
Food Donations	732	737	649	-11.9%
Community Center Walk-Ins	2,782	2,366	2,764	14.4%

2017 Department Accomplished Goal

1. Organized an ongoing system to identify food pantry clients who are facing hardship and help them acquire resources which aid in attaining self-sufficiency including other forms of assistance, training, education and job placement.
2. Developed a formal, multi-faceted auxiliary staff volunteer recognition program.

Department of Welfare Services FY 2018 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
i. Contract with a local employment services firm to assist residents with employment needs and develop a multi-faceted program to include hiring events to be held at the Astor Avenue Community Center and further development of the annual job fair.	1. Set up procedures to assist employment services program and launch marketing plan to increase awareness. (Imperato – 7/1/17)	a. Work with Director of Community Relations to launch marketing of employment services program.	a. TBC: 5/1/17
		b. Set office procedures for tracking, scheduling and meeting with job seekers.	b. TBC: 6/1/17
		c. Inform and train auxiliary staff on employment services program.	c. TBC: 7/1/17
	2. Develop ongoing hiring events at Astor Avenue Community Center and expand the development of annual job fair. (Imperato – 3/31/18)	a. Research and develop plan for monthly recruiting events and conduct outreach to companies/organizations.	a. TBC: 9/1/17
		b. Implement and market monthly recruiting event schedule.	b. TBC: 10/1/17
		c. Develop and implement plan to expand resources available at the annual job fair.	c. TBC: 3/31/18
	3. Track, monitor and adjust programs to meet the needs of employment services program and community. (Imperato – 3/31/18)	a. Track number of job seekers utilizing employment services program, hiring events, and job fair.	a. TBC: 3/31/18
		b. Monitor and adjust office procedures to meet the needs of employment services program.	b. TBC: 3/31/18

Department of Welfare Services FY 2018 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Oversee the implementation of the Salvation Army Service Extension Office services through Hanover Township at the Astor Avenue Community Center.	1. Establish Welfare Services as a Salvation Army Extension Office. (Imperato - 3/31/18)	a. Work with Director of Community Relations to inform residents of Salvation Army assistance available at Welfare Services. b. Develop procedures for front staff on handling of callers. c. Track and monitor number of callers and assistance provided.	a. TBC: 6/1/17 b. TBC: 7/1/17 c. TBC: 3/31/18
	2. Establish internal referral procedures and track program metrics. (Carstensen - 3/31/18)	a. Develop referral process for internal department. b. Develop and implement program metrics. c. Track and monitor program.	a. TBC: 5/1/17 b. TBC: 6/1/17 c. TBC: 3/31/18
III. Investigate current food pantry and healthy eating trends and re-organize pantry shelving to include specialty food items including special dietary needs.	1. Research healthy eating trends. (Orozco - 6/1/17)	a. Research and healthy eating trends. b. Identify food groups as well as ethnic foods to meet the changing demographic of Hanover Township.	a. TBC: 5/1/17 b. TBC: 6/1/17
	2. Re-organize food pantry so healthy choices are easily identified. (Orozco - 3/31/18)	a. Design floor plan to reorganize pantry to better identify certain dietary needs. b. Reorganize pantry. c. Train staff for stocking.	a. TBC: 8/1/17 b. TBC: 9/1/17 c. TBC: 3/31/18



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

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

Phone: 630-837-0301

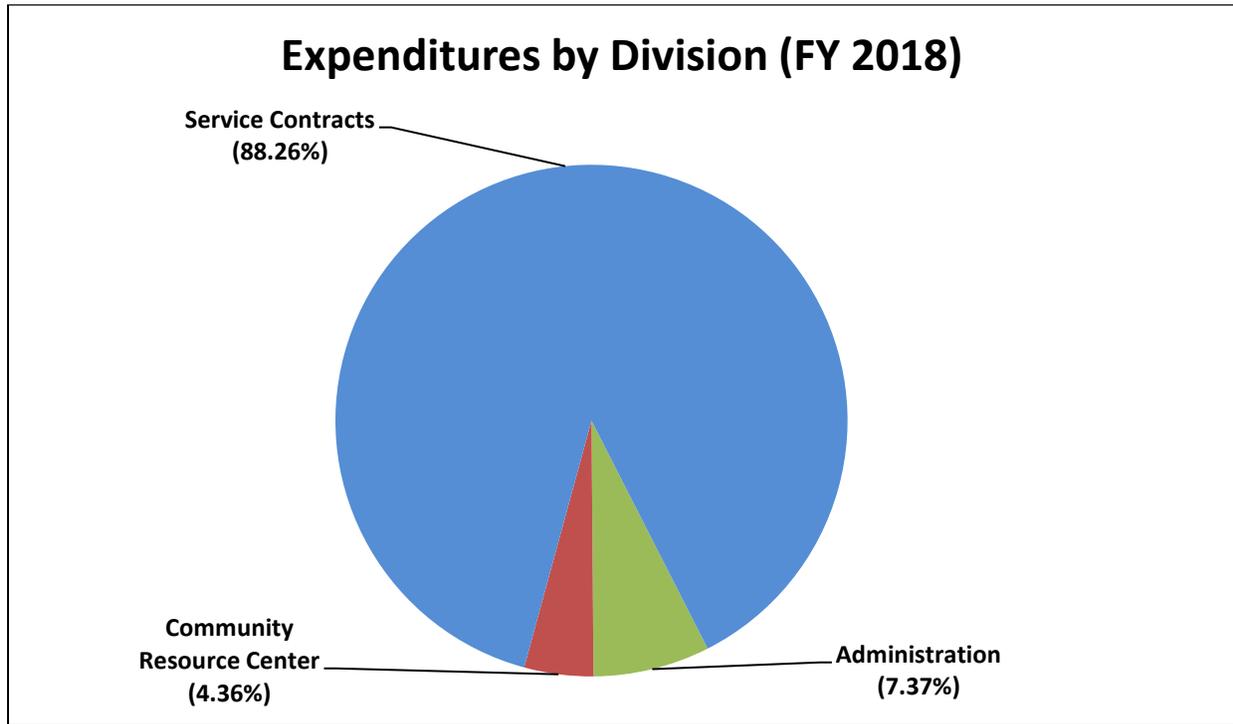
Hours of Operation: M-Th: 8:30 am to 4:30 pm

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

Department and Position	2016 Actual	2017 Actual	2018 Projected	Change
Mental Health Board				
Mental Health Board Manager	1.0	1.0	0.8	-.20
Total	1.0	1.0	0.8	-.20

Budget Highlights:

- The Mental Health Board salary line item has decreased 11.5% due to the Mental Health Board Manager position being reduced from 40 hours per week to 32 hours per week.
- Both the printing and postage line items have increased significantly this fiscal year due to the anticipated mailing of the bi-annual Mental Health Resource Guide in the summer of 2017.



Mental Health Fund Summary

	FY 2016	FY 2017	FY 2017	FY 2018	% Change
	Actual	Budget	Actual	Budget	
Revenues	\$ 1,106,485	\$ 1,122,165	\$ 1,073,484	\$ 1,139,345	1.53%
Expenditures					
Service Contract	\$ 1,087,082	\$ 1,280,000	\$ 960,273	\$ 1,234,000	-3.59%
Administration	\$ 98,530	\$ 102,100	\$ 67,225	\$ 103,095	0.97%
Community Resource Center	\$ 41,032	\$ 45,500	\$ 39,780	\$ 61,000	34.07%
Total	\$ 1,226,644	\$ 1,427,600	\$ 1,067,278	\$ 1,398,095	-2.07%
Excess of Revenues Over Expenditures	\$ (120,159)	\$ (305,435)	\$ 6,206	\$ (285,750)	-15.28%
Fund Balance Beginning April 1	\$ 990,370	\$ 884,483	\$ 870,211	\$ 912,129	3.13%
Estimated Cash on Hand March 31	\$ 870,211	\$ 579,048	\$ 876,417	\$ 653,379	12.84%

Mental Health Fund Detailed Revenues

Income	FY 2016	FY 2017	FY 2017	FY 2018	% Change
	Actual	Budget	Actual	Budget	
5053 Mental Health Board-Revenue					
5053000 Property Taxes	\$ 1,068,355	\$ 1,083,165	\$ 1,068,355	\$ 1,100,345	1.59%
5053100 Replacement Taxes	\$ 12,254	\$ 12,000	\$ 11,517	\$ 12,000	0.00%
5053250 Interest Income	\$ 631	\$ 1,500	\$ 1,028	\$ 2,000	33.33%
5053300 Other Income	\$ -	\$ 1,000	\$ 259	\$ 1,000	0.00%
5053350 Rental Income	\$ 12,000	\$ 12,000	\$ 11,800	\$ 12,000	0.00%
5053850 Tide Transportation Fee	\$ 4,700	\$ 4,500	\$ 4,813	\$ 4,500	0.00%
5053855 Telephone Reimbursement	\$ 6,921	\$ 6,000	\$ 7,138	\$ 6,000	0.00%
5053950 AID Transportation Fees	\$ 1,624	\$ 2,000	\$ 1,743	\$ 1,500	-25.00%
Total Mental Health Board-Revenue	\$ 1,106,485	\$ 1,122,165	\$ 1,073,484	\$ 1,139,345	1.53%

Mental Health Fund Detailed Expenditures

Expense	FY 2016	FY 2017	FY 2017	FY 2018	% Change
	Actual	Budget	Actual	Budget	
5054 MHB- Expenditures					
5054ADM Administration					
5054001 Hanover Township Services	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
5054002 Legal	\$ 3,381	\$ 4,000	\$ -	\$ 4,000	0.00%
5054005 Training	\$ 550	\$ 750	\$ 1,445	\$ 750	0.00%
5054006 Travel	\$ 117	\$ 1,000	\$ 207	\$ 1,000	0.00%
5054008 Subscriptions & Pubs	\$ 114	\$ 150	\$ -	\$ 150	0.00%
5054009 Salaries	\$ 55,061	\$ 56,500	\$ 45,603	\$ 50,000	-11.50%
5054012 Office Supplies	\$ 243	\$ 1,000	\$ 314	\$ 1,000	0.00%
5054013 Postage	\$ 277	\$ 500	\$ 241	\$ 9,000	1700.00%
5054014 Equip/Database	\$ 500	\$ 2,000	\$ 710	\$ 2,000	0.00%
5054537 Community Relations	\$ 501	\$ 1,000	\$ 451	\$ 1,000	0.00%
5054538 Miscellaneous	\$ 480	\$ 500	\$ 706	\$ 500	0.00%
5054539 Dues	\$ 528	\$ 2,000	\$ 490	\$ 2,000	0.00%
5054540 Special Events	\$ 800	\$ 1,000	\$ 800	\$ 1,000	0.00%
5054541 Printing	\$ 647	\$ 1,500	\$ 416	\$ 10,000	566.67%
5054544 Consultants	\$ 17,551	\$ 8,000	\$ -	\$ 4,000	-50.00%
5054591 Health Insurance	\$ 2,400	\$ 2,400	\$ 3,000	\$ 2,400	0.00%
5054592 Dental, Vision, and Life Insurance	\$ 770	\$ 600	\$ 602	\$ 600	0.00%
5054593 Unemployment Compensation	\$ 401	\$ 500	\$ 437	\$ 370	-26.00%
5054594 IMRF Expense	\$ 5,554	\$ 5,700	\$ 4,109	\$ 5,000	-12.28%
5054595 FICA Expense	\$ 4,155	\$ 4,350	\$ 3,194	\$ 3,825	-12.07%
Total Administration	\$ 98,530	\$ 102,100	\$ 67,225	\$ 103,095	0.97%

5054COM	Community Resource Center	FY 2016	FY 2017	FY 2017	FY 2018	% Change
		Actual	Budget	Actual	Budget	
5054210	Utilities	\$ 5,860	\$ 8,000	\$ 7,299	\$ 8,000	0%
5054213	Janitorial	\$ 4,968	\$ 5,500	\$ 4,968	\$ 5,500	0%
5054214	Rent	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0%
5054216	Telephone Systems Maintenance	\$ 764	\$ 2,000	\$ -	\$ 1,500	-25.00%
5054617	Capital Improvements	\$ 4,498	\$ 5,000	\$ 1,712	\$ 20,000	300.00%
5054250	Building Maintenance	\$ 4,711	\$ 5,500	\$ 4,130	\$ 6,000	9.09%
5054286	Agency Support Services	\$ 10,231	\$ 9,500	\$ 11,908	\$ 10,000	5.26%
Total	Community Resource Center	\$ 41,032	\$ 45,500	\$ 39,779	\$ 61,000	34.07%

5054SVC	Service Contracts	FY 2016	FY 2017	FY 2017	FY 2018	% Change
		Actual	Budget	Actual	Budget	
5054	Service Contracts	\$ 1,087,082	\$ 1,280,000	\$ 960,273	\$ 1,234,000	-3.59%
Total	Service Contracts	\$ 1,087,082	\$ 1,280,000	\$ 960,273	\$ 1,234,000	-3.59%

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 future fiscal year which begins the following April. Once the tax levy is set for the upcoming fiscal year, the Mental Health Board's finance committee sets a budget to include the total amount for 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.

Mental Health Fund



Below is a list of programs currently approved to receive funding from the Hanover Township Mental Health Board during FY 2018.

Service Contract	FY 2018 Budget	Service Contract	FY 2018 Budget
Administer Justice- Legal Aid	\$ 5,000	Ecker Therapy Services	\$ 85,000
AID Case Management	\$ 6,000	Epilepsy Foundation	\$ 1,000
AID Supportive Employment	\$ 41,000	FSA - Adult	\$ 12,000
Alexian Brothers - Outpatient Psych	\$ 28,000	FSA - Youth	\$ 22,000
Bartlett Learning Center	\$ 3,600	Girl Scouts of Northern IL-Outreach	\$ 8,000
Boys and Girls Club	\$ 5,000	HTSS - Senior Mental Health	\$ 40,000
Bridge YFS - Crisis Intervention	\$ 15,000	HTYFS Alt. to Suspension	\$ 25,000
CAC CASI	\$ 19,600	HTYFS Interventionist	\$ 50,000
CAC Family Support	\$ 3,300	HTYFS Psychiatric Back-Up	\$ 9,000
CAC Safe from the Start	\$ 19,400	Journeys - Hope Center	\$ 4,000
Catholic Charities Caregivers Group	\$ 3,500	Kenneth Young Center - SASS	\$ 10,000
CCC - Strategies for Safety	\$ 6,000	Leyden FS - Detox/Rehab	\$ 50,000
CCC Domestic Violence Counsel	\$ 26,500	Little City- In-Home Respite	\$ 6,000
CCC Domestic Violence Shelter	\$ 30,000	Maryville Academy Casa Salama	\$ 20,000
CCC SA Counseling	\$ 10,000	Mental Health Housing	\$ 150,000
Centro de Informacion	\$ 27,300	Northwest CASA	\$ 8,200
Clearbrook Children's Program	\$ 8,000	Open Door Clinic	\$ 5,000
Clearbrook Day Services	\$ 6,200	PADS of Elgin	\$ 25,000
Clearbrook Residential	\$ 5,200	Renz Outpatient	\$ 60,000
Day One Network	\$ 8,000	Shelter Inc. Healthy Families	\$ 10,000
Easter Seals	\$ 60,000	Summit Center	\$ 12,000
Easter Seals Family Support	\$ 12,000	Wings Shelter	\$ 10,000
Ecker Center/PEP	\$ 9,200	Service Contracts	\$ 980,000

Other Recurring Service Contract Agreements

Contract/Program	FY 18 Budget	Notes
Capital Grant Fund	\$ 40,000	Funding for agency capital projects awarded throughout the FY
Challenge Grant Fund	\$ 40,000	Funding for new program presented throughout the FY
Contract Support Services	\$ 100,000	Emergency funding awarded throughout the FY
Staff Development Fund	\$ 30,000	Funding for agency staff development
AID Transportation	\$ 29,000	Transportation for developmentally disabled to and from AID
TIDE Transportation	\$ 15,000	Transportation for developmentally disabled to and from work
Total Recurring Service Contracts	\$ 254,000	

Performance Metrics

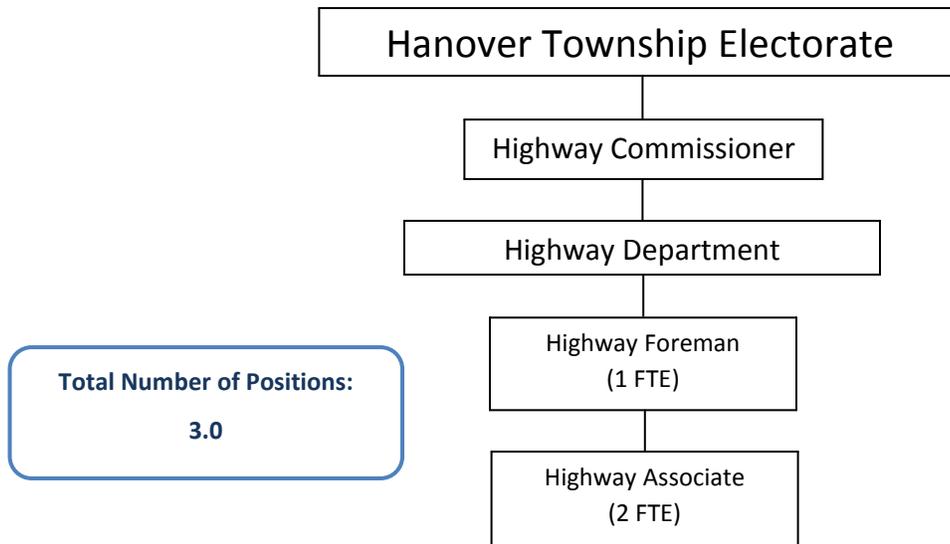
Service Provided	FY 2015	FY 2016	FY 2017	% Change
Funding				
New Clients	3,817	2,788	2,651	-4.91%
Closed Cases	1,836	807	999	23.79%
Prevention Programming Presentations	301	353	414	17.28%
Number in Audience	15,801	16,004	12,569	-21.46%
TIDE				
Participants	8	12	18	50.00%
Rides	812	1,128	1,257	11.44%
Resource Center				
Organizations Providing Services	5	6	6	0.00%
Clients Served	949	1,034	1,119	8.22%

FY 2017 Department Accomplished Goals (in order of priority)

1. Researched a new agency reporting website to increase data collection, provide a user-friendly template and increase agency efficiency in reporting numbers. The website is expected to launch by October 2017.
2. Researched a new funding opportunity to assist funded agencies in assessing and managing bilingual interns. After extensive research, the Mental Health Board has not decided to move forward with the funding opportunity at this time.

Office of Mental Health FY 2018 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Design and implement new agency audit process to be completed tri-annually in conjunction with agency site visits.</p>	<p>1. Research audit procedures and update agency audit requirements. (Vana - 9/1/17)</p>	<p>a. Research audit procedures utilized by other funding bodies.</p> <p>b. Meet with Clinical Manager to determine requirements regarding obtaining client information from funded agencies.</p> <p>c. Present findings to Mental Health Board.</p>	<p>a. TBC: 7/1/17</p> <p>b. TBC: 8/1/17</p> <p>c. TBC: 9/1/17</p>
	<p>2. Implement new funded agency audit schedule. (Vana - 3/31/18)</p>	<p>a. Establish audit procedure.</p> <p>b. Solicit feedback from the Planning Committee.</p> <p>c. Establish site visit and audit schedule for FY 2019.</p>	<p>a. TBC: 10/1/17</p> <p>b. TBC: 11/1/17</p> <p>c. TBC: 3/31/18</p>
<p>II. Develop reporting tools to utilize data provided through monthly agency data collection website to enhance Mental Health Board funding decisions.</p>	<p>1. Implement new reporting website and review agency reporting requirements. (Vana - 1/31/17)</p>	<p>a. Finalize implementation of new reporting website.</p> <p>b. Research other funding bodies reporting requirements, including mid-year and annual performance measurement report.</p> <p>c. Solicit feedback from the Planning Committee on agency reporting research.</p> <p>d. Establish updated reporting procedure.</p>	<p>a. TBC: 9/1/17</p> <p>b. TBC: 10/1/17</p> <p>c. TBC: 12/1/16</p> <p>d. TBC: 12/1/17</p>
	<p>2. Update annual grant application and implement new reporting procedure. (Vana - 3/31/18)</p>	<p>a. Research grant application questions.</p> <p>b. Solicit Planning Committee for review of the annual grant application.</p> <p>c. Develop new annual grant application for the FY 2019 funding cycle.</p> <p>d. Present new reporting procedures to the MHB for approval.</p> <p>e. Train agencies and implement new reporting procedures.</p>	<p>a. TBC: 5/1/17</p> <p>b. TBC: 6/1/17</p> <p>c. TBC: 7/1/17</p> <p>d. TBC: 1/31/18</p> <p>e. TBC: 3/31/18</p>



Mission

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

Services

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

Location and Contact Information

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

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

Phone: 630-837-0301

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

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

Department and Position	2016 Actual	2017 Actual	2018 Projected	Change
Highway Department				
Highway Foreman	1.0	1.0	1.0	0
Highway Associates	2.0	2.0	2.0	0
Total	3.0	3.0	3.0	0

Budget Highlights:

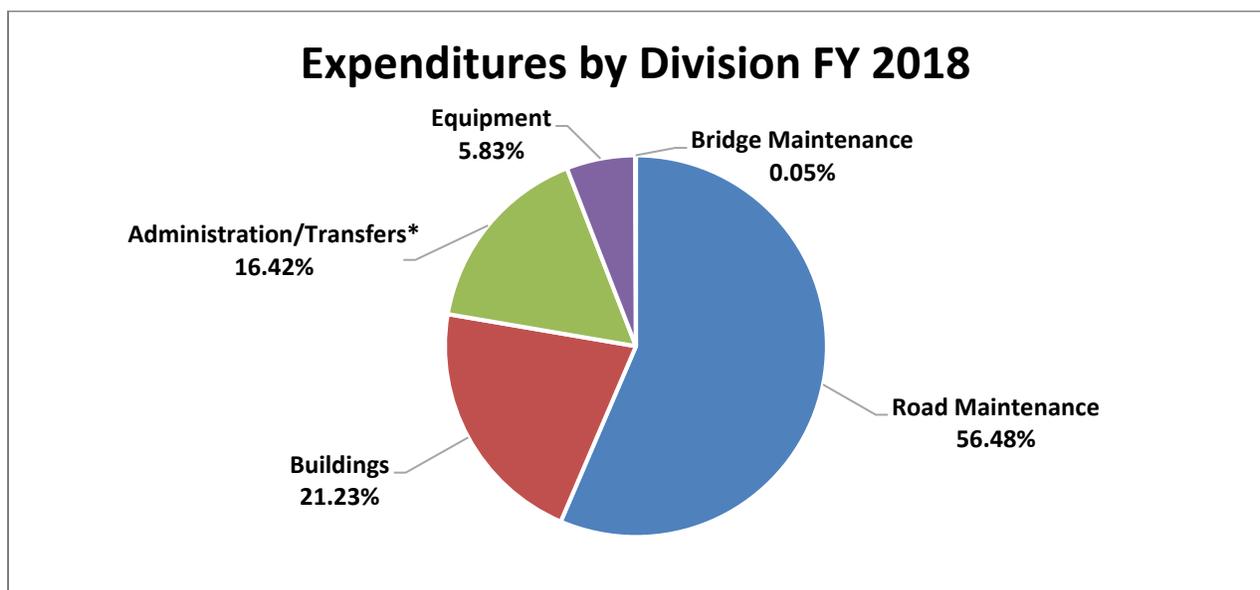
- The Highway Department has planned continued financial support to the senior transportation program. Due to a reduction in the Highway Departments fund balance, the transferred amount has decreased 44.45% this year, to \$125,000.
- The building improvements line item has increased significantly this fiscal year due to repairs and improvements scheduled for the Highway Department’s equipment and vehicle garage. This comes as funding for the land/building acquisition line item was removed due to the department no longer looking to purchase land.

Road and Bridge Fund Summary

	FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
Revenues	\$ 908,544	\$ 926,876	\$ 905,541	\$ 940,966	1.52%
Expenditures					
Administration/Transfers*	\$ 485,274	\$ 396,650	\$ 386,119	\$ 286,050	-27.88%
Buildings	\$ -	\$ 445,000	\$ -	\$ 370,000	-16.85%
Bridge Maintenance	\$ 9,900	\$ 10,000	\$ -	\$ 1,000	-90.00%
Road Maintenance	\$ 688,037	\$ 840,000	\$ 428,091	\$ 983,000	17.02%
Equipment	\$ 84,232	\$ 161,500	\$ 169,233	\$ 101,500	-37.15%
Total Expenditures	\$ 1,267,443	\$ 1,853,150	\$ 983,443	\$ 1,741,550	-6.02%
Excess of Revenues Over Expenditures	\$ (358,999)	\$ (926,274)	\$ (77,902)	\$ (800,584)	-13.57%
Fund Balance Beginning April 1	\$ 1,227,111	\$ 877,467	\$ 878,112	\$ 882,973	0.63%
Estimated Cash on Hand March 31	\$ 878,112	\$ (48,807)**	\$ 800,210	\$ 82,389	268.81%

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

**Building expenditures for FY 2017 were reduced throughout the fiscal year to ensure the Road and Bridge Fund had a positive fund balance moving into FY 2018.



Road and Bridge Fund



Road and Bridge Fund Detailed Revenues

Income		FY 2016	FY 2017	FY 2017	FY 2018	% Change
		Actual	Budget	Actual	Budget	
3033	Road & Bridge-Revenue					
3033000	Property Taxes	\$ 874,722	\$ 897,876	\$ 876,058	\$ 905,966	0.90%
3033100	Replacement Taxes	\$ 23,424	\$ 20,000	\$ 24,182	\$ 26,000	30.00%
3033250	Interest Income	\$ 4,972	\$ 5,000	\$ 3,639	\$ 5,000	0.00%
3033300	Permits & Traffic Fines	\$ 255	\$ 1,500	\$ 995	\$ 1,500	0.00%
3033400	Traffic Enforcement Fees	\$ 2,059	\$ 1,500	\$ 642	\$ 1,500	0.00%
3033500	Other	\$ 3,112	\$ 1,000	\$ 25	\$ 1,000	0.00%
Total	Road & Bridge-Revenue	\$ 908,544	\$ 926,876	\$ 905,541	\$ 940,966	1.52%

Road and Bridge Fund Detailed Expenditures

Expense		FY 2016	FY 2017	FY 2017	FY 2018	% Change
		Actual	Budget	Actual	Budget	
3034	Road and Bridge- Expenditures					
3034ADM	Administration					
3034791	Health Insurance	\$ 16,087	\$ 15,500	\$ 18,723	\$ 15,500	0.00%
3034792	Dental, Vision, and Life Insurance	\$ 1,017	\$ 1,250	\$ 1,208	\$ 1,250	0.00%
3034793	Unemployment Compensation	\$ 1,096	\$ 1,200	\$ 1,050	\$ 600	-50.00%
3034794	IMRF Expense	\$ 15,554	\$ 18,000	\$ 12,708	\$ 18,000	0.00%
3034795	FICA Expense	\$ 12,381	\$ 14,000	\$ 10,712	\$ 14,000	0.00%
3034700	Postage	\$ 667	\$ 1,500	\$ 650	\$ 1,500	0.00%
3034701	Legal	\$ 10,140	\$ 20,000	\$ 6,908	\$ 20,000	0.00%
3034702	Insurance	\$ 44,507	\$ 32,000	\$ 23,091	\$ 32,000	0.00%
3034703	Accounting	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
3034704	Telephone	\$ 3,394	\$ 3,500	\$ 2,819	\$ 3,500	0.00%
3034705	Dues, Subs, & Publications	\$ 1,058	\$ 1,000	\$ 150	\$ 1,000	0.00%
3034706	Travel Expenses	\$ 94	\$ 1,500	\$ 1,102	\$ 1,500	0.00%
3034707	Printing	\$ 50	\$ 1,000	\$ 276	\$ 1,000	0.00%
3034708	Training & Conferences	\$ 161	\$ 1,000	\$ -	\$ 1,000	0.00%
3034709	Uniforms & Safety Equipment	\$ 1,567	\$ 1,500	\$ 285	\$ 1,500	0.00%
3034710	Community Affairs	\$ 8,586	\$ 20,000	\$ 48,500	\$ 10,000	-50.00%
3034711	Utilities	\$ 4,319	\$ 6,500	\$ 4,318	\$ 6,500	0.00%
3034712	Miscellaneous	\$ 1,103	\$ 2,000	\$ 609	\$ 2,000	0.00%
3034713	Service Charges	\$ 161	\$ 200	\$ 83	\$ 200	0.00%
3034714	Office Supplies	\$ 1,919	\$ 2,500	\$ 427	\$ 2,500	0.00%
3034716	Transfer to Senior Transportation	\$ 325,000	\$ 225,000	\$ 225,000	\$ 125,000	-44.45%
3034717	Transfer to Vehicle Fund	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
Total	Administration	\$ 501,361	\$ 396,650	\$ 386,119	\$ 286,050	-27.88%

Road and Bridge Fund



3034BLD	Buildings	FY 2016	FY 2017	FY 2017	FY 2018	% Change
		Actual	Budget	Actual	Budget	
3034612	Building Improvements	\$ -	\$ 90,000	\$ -	\$ 365,000	300.56%
3034613	Building Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
3034617	Land/Building Acquisition & Imp.	\$ -	\$ 350,000	\$ -	\$ -	-100.00%
Total	Buildings	\$ -	\$ 445,000	\$ -	\$ 370,000	-16.85%

3034BRG	Bridge Maintenance	FY 2016	FY 2017	FY 2017	FY 2018	% Change
		Actual	Budget	Actual	Budget	
3034615	Bridge Repair & Maintenance	\$ 9,900	\$ 10,000	\$ -	\$ 1,000	-90.00%
Total	Bridge Maintenance	\$ 9,900	\$ 10,000	\$ -	\$ 1,000	-90.00%

3034ROD	Road Maintenance	FY 2016	FY 2017	FY 2017	FY 2018	% Change
		Actual	Budget	Actual	Budget	
3034600	Controlled Substance Testing	\$ 450	\$ 500	\$ 360	\$ 500	0.00%
3034601	Salaries	\$ 161,838	\$ 182,000	\$ 153,595	\$ 165,000	-9.34%
3034602	Road Materials & Operations	\$ 15,575	\$ 35,000	\$ 11,542	\$ 35,000	0.00%
3034603	Gasoline	\$ 9,327	\$ 20,000	\$ 8,302	\$ 20,000	0.00%
3034605	Maintenance Supplies	\$ 60	\$ 2,500	\$ -	\$ 2,500	0.00%
3034606	Engineering	\$ 16,221	\$ 25,000	\$ 19,404	\$ 25,000	0.00%
3034607	Contract Work	\$ 378,249	\$ 450,000	\$ 183,093	\$ 650,000	44.44%
3034610	Street Lighting	\$ 33,115	\$ 20,000	\$ 17,463	\$ 20,000	0.00%
3034614	Signs, Stripping & Tree Removal	\$ 750	\$ 5,000	\$ 4,726	\$ 15,000	200.00%
3034616	Salt	\$ 70,295	\$ 100,000	\$ 29,606	\$ 50,000	-50.00%
Total	Road Maintenance	\$ 685,880	\$ 840,000	\$ 428,091	\$ 983,000	17.02%

3034EQM	Equipment	FY 2016	FY 2017	FY 2017	FY 2018	% Change
		Actual	Budget	Actual	Budget	
3034604	Machine Rental	\$ 615	\$ 1,500	\$ 11	\$ 1,500	0.00%
3034608	Equipment Purchase	\$ 31,228	\$ 100,000	\$ 121,078	\$ 50,000	-50.00%
3034609	Maintenance Vehicles & Equipment	\$ 52,389	\$ 60,000	\$ 48,144	\$ 50,000	-16.67%
Total	Equipment	\$ 84,232	\$ 161,500	\$ 169,233	\$ 101,500	-37.15%

Performance Metrics

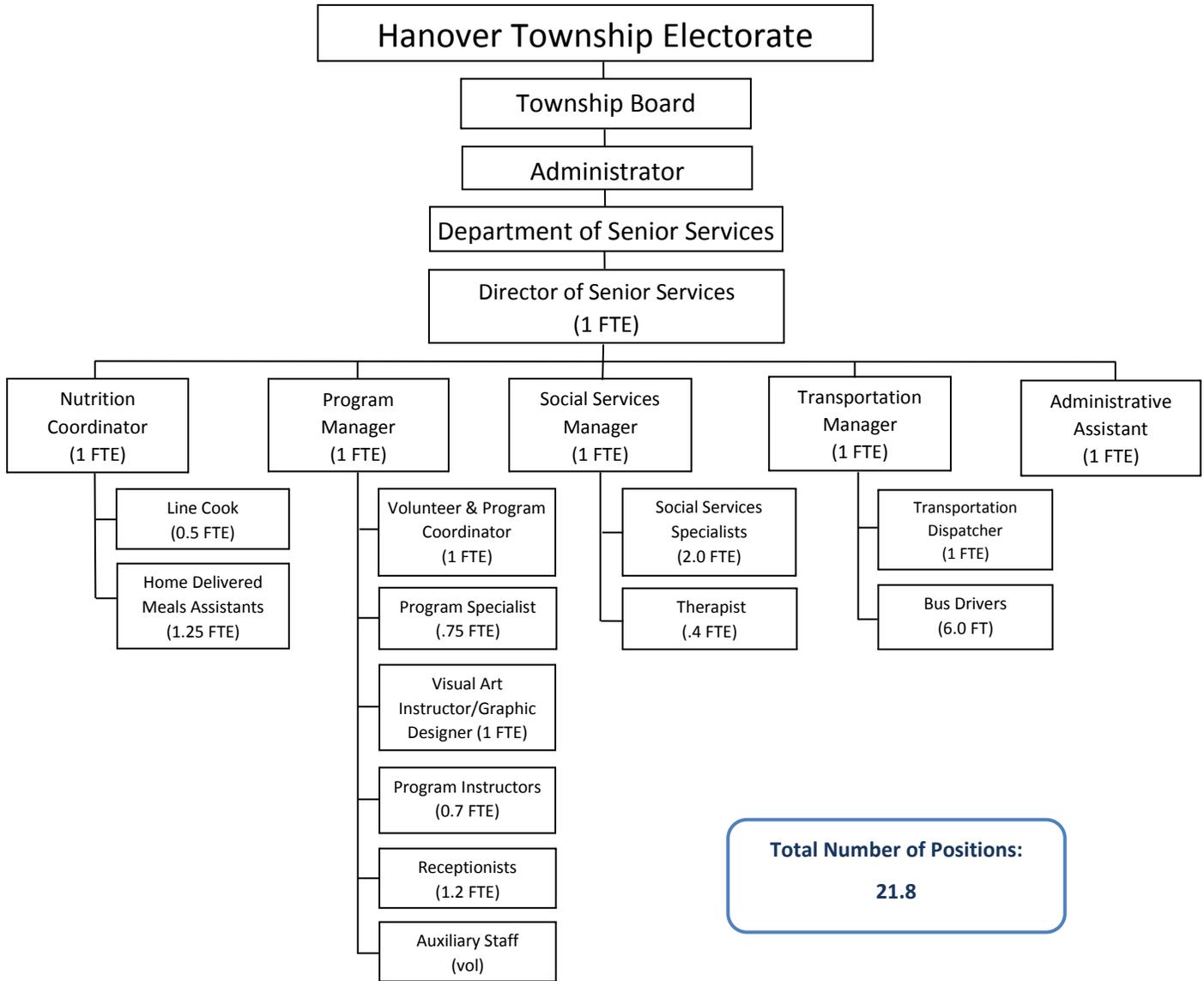
Service Provided	FY 2015	FY 2016	FY 2017	% Change
Fall Season				
Branch Pickup (Truckloads)	48	39	31	-20.5%
Winter Season				
Salt (Tons)	838	571	505	-11.6%

FY 2017 Department Accomplished Goals (in order of priority)

1. Made improvements to the highway garage.
2. Completed resurfacing of Magnolia Lane/Court.
3. Purchased an International truck.

Highway Department FY 2018 Goals (in order of priority)

1. Repair and Remodel Highway Garage (to make safer for staff).
2. Annual road resurfacing project – Rolling Knolls Estates Subdivision – Elgin.
3. Inspect and repair Rohrssen Bridge – Elgin.
4. Make a smooth transition over to new Highway Commissioner.



Location and Contact Information

Department Head:	Tracey Colagrossi, Director tcolagrossi@hanover-township.org
Facility Location:	Hanover Township Senior Center 240 S. IL Route 59 Bartlett, IL 60103
Phone:	630-483-5600
Hours of Operation:	M,W,F: 8:30 am to 4:30 pm Tu, Th: 8:30 am to 8:00 pm Sa: 8:30 am to 12:30 pm
Webpage:	http://www.hanover-township.org/departments/senior-services

Mission

Enriching Lives, Fostering Friendships, Promoting Independence

Services

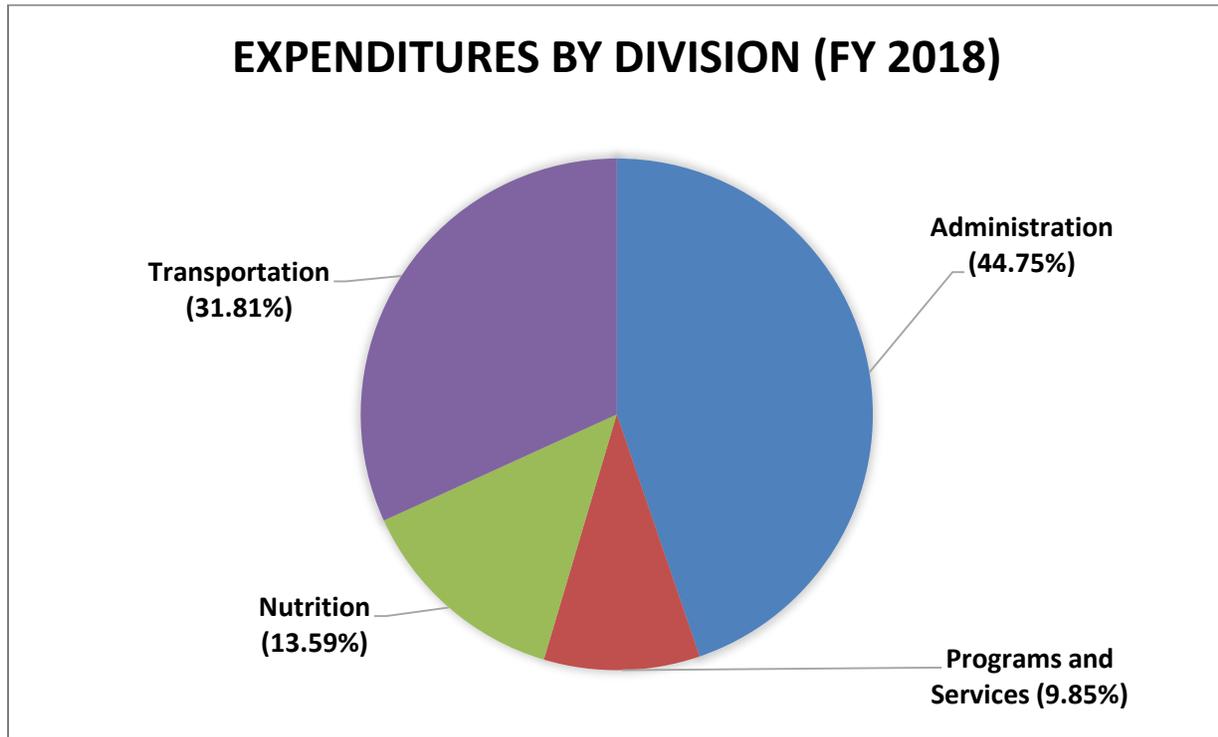
The Senior Services Department offers transportation, recreational programs, a nutrition program, trips, and social services as well as many opportunities for volunteerism to the seniors who live in our Township.



Department and Position	2016 Actual	2017 Actual	2018 Projected	Change
Senior Services				
Director	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	0.0
Receptionist	1.2	1.2	1.2	0.0
Program Manager	1.0	1.0	1.0	0.0
Volunteer and Program Coordinator	1.0	1.0	1.0	0.0
Program Specialist	.75	.75	.75	0.0
Computer Instructor	0.4	0.4	0.4	0.0
Visual Art Instructor	0.3	0.3	0.3	0.0
Visual Art Instructor/Graphic Designer	1.0	1.0	1.0	0.0
Social Services Manager	1.0	1.0	1.0	0.0
Social Services Specialist	2.5	2.5	2.0	-0.5
Therapist	0.4	0.4	0.4	0.0
Nutrition Coordinator	1.0	1.0	1.0	0.0
Line Cook	0.5	0.5	0.5	0.0
Café Assistant	.25	0.0	0.0	0.0
Home Delivered Meals Assistants	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	22.55	22.30	21.80	-0.5

Budget Highlights:

- Transfers in from the Road and Bridge Fund have been reduced 44.45% this fiscal year. The reduction comes as the Highway Department has drawn down on their fund balance over the last few fiscal years and is unable to provide a transfer at the previous amount.
- Transfers to the capital fund have decreased by 20% as the department does not have substantial capital projects planned for FY18.
- In the administration section of the Senior Fund, the utilities line item has been removed from the fund in FY18 and reassigned to the general fund where it was previously located prior to three years ago.



Senior Center Fund Summary

	FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
Revenues	\$ 1,726,734	\$ 1,655,850	1,694,381	\$ 1,565,975	-5.43%
Expenditures					
Administration	\$ 828,888	\$ 806,350	\$ 745,746	\$ 715,850	-11.22%
Programs & Services	\$ 213,066	\$ 162,500	\$ 195,175	\$ 157,500	-3.08%
Nutrition	\$ 184,184	\$ 225,110	\$ 225,073	\$ 217,450	-3.40%
Transportation	\$ 514,820	\$ 511,750	\$ 502,498	\$ 508,800	-0.58%
Total Expenditures	\$ 1,740,958	\$ 1,705,710	\$ 1,668,492	\$ 1,599,600	-6.22%
Excess Revenues Over Expenditures	\$ (14,224)	\$ (49,860)	\$ 25,888	\$ (33,625)	-32.56%
Fund Balance Beginning April 1	\$ 1,178,932	\$ 1,193,307	\$ 1,164,708	\$ 1,213,488	1.69%
Estimated Cash on Hand March 31	\$ 1,164,708	\$ 1,143,447	\$ 1,190,596	\$ 1,179,863	3.18%

Senior Fund Detailed Revenues

Income		FY 2016	FY 2017	FY 2017	FY 2018	%
		Actual	Budget	Actual	Budget	Change
1103	Senior Center-Revenue					
1103000	Property Taxes	\$ 1,035,921	\$ 1,045,850	\$ 1,055,931	\$ 1,060,186	1.37%
1103250	Interest Income	\$ 843	\$ 1,500	\$ 1,288	\$ 2,000	33.33%
1103300	Other Income	\$ 10,215	\$ 4,500	\$ 2,180	\$ 2,500	-44.44%
1103325	AID Transportation Fees	\$ 25,200	\$ 29,000	\$ 28,800	\$ 29,000	0.00%
1103330	Mental Health Grant	\$ 44,298	\$ 41,000	\$ 40,000	\$ 40,000	-2.44%
1103333	Volunteer Express Grant	\$ -	\$ 5,000	\$ 2,293	\$ -	-100.00%
1103350	LIHEAP Fees	\$ 6,749	\$ 6,500	\$ 6,651	\$ 6,000	-7.69%
1103425	Senior Ctr./Transportation Grant	\$ 24,099	\$ 31,700	\$ 43,141	\$ 27,121	-14.44%
1103426	Congregate Nutrition Grant	\$ 50,209	\$ 43,500	\$ 47,785	\$ 44,812	3.02%
1103450	Transfer From Road and Bridge*	\$ 325,000	\$ 225,000	\$ 225,000	\$ 125,000	-44.44%
1103500	Senior Programs	\$ 109,567	\$ 92,000	\$ 106,614	\$ 96,000	4.35%
1103501	Congregate Meal Donations	\$ 34,900	\$ 33,500	\$ 29,672	\$ 32,500	-2.99%
1103504	Home Delivered Meals Grant	\$ 18,904	\$ 46,000	\$ 54,328	\$ 47,856	4.03%
1103505	Home Delivered Meals Donation	\$ 5,972	\$ 17,800	\$ 18,629	\$ 17,000	-4.49%
1103506	Nutrition Event Catering	\$ -	\$ 5,000	\$ 1,784	\$ 4,000	-20.00%
1103507	Material Fees	\$ 22,984	\$ 20,000	\$ 19,853	\$ 22,000	11.11%
1103509	Lending Closet	\$ 11,873	\$ 8,000	\$ 10,431	\$ 10,000	23.08%
Total	Senior Center-Revenue	\$ 1,726,734	\$ 1,655,850	\$ 1,694,381	\$ 1,565,975	-2.14%

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

Senior Fund Detailed Expenditures

Expense	FY 2016 Actual	FY 2017 Budget	FY 2017 Actual	FY 2018 Budget	% Change
1104 Senior Center-Expenditures					
1104ADM Administration					
1104517 Salaries	\$ 483,287	\$ 488,500	\$ 474,023	\$ 482,000	-1.33%
1104518 Intern Stipends	\$ 3,754	\$ -	\$ -	\$ -	0.00%
1104522 Contingency	\$ 3,606	\$ 25,000	\$ (164)	\$ 15,000	-40.00%
1104523 Recruitment	\$ 2,549	\$ 1,000	\$ 959	\$ 1,000	0.00%
1104524 Utilities	\$ 53,784	\$ 63,000	\$ 44,977	\$ -	-100.00%
1104525 Telephone & High Speed Internet	\$ 2,052	\$ 2,100	\$ 1,870	\$ 2,750	30.95%
1104527 Equipment	\$ 14,234	\$ 10,000	\$ 11,524	\$ 10,000	0.00%
1104528 Office Supplies	\$ 10,307	\$ 9,000	\$ 9,427	\$ 9,000	0.00%
1104529 Postage	\$ 4,563	\$ 4,000	\$ 3,835	\$ 4,000	0.00%
1104530 Printing	\$ 7,849	\$ 4,000	\$ 6,594	\$ 4,000	0.00%
1104534 Dues, Subs, & Publications	\$ 3,344	\$ 2,800	\$ 1,681	\$ 2,800	0.00%
1104535 Travel	\$ 4,822	\$ 2,000	\$ 5,368	\$ 2,000	0.00%
1104536 Education & Training	\$ 4,360	\$ 3,500	\$ 4,302	\$ 3,500	0.00%
1104538 Community Affairs	\$ 1,649	\$ 1,000	\$ 1,997	\$ 1,000	0.00%
1104539 Miscellaneous	\$ 1,259	\$ 1,000	\$ 1,444	\$ 1,000	0.00%
1104541 Transfer to Capital Fund	\$ 100,000	\$ 50,000	\$ 50,000	\$ 40,000	-20.00%
1104591 Health Insurance	\$ 79,154	\$ 88,450	\$ 86,173	\$ 92,500	4.58%
1104592 Dental, Vision & Life Insurance	\$ 3,844	\$ 5,000	\$ 4,065	\$ 4,900	-2.00%
1104593 Unemployment	\$ 6,527	\$ 6,000	\$ 5,250	\$ 4,900	-18.33%
1104594 IMRF Expense	\$ 22,903	\$ 25,000	\$ 20,462	\$ 23,000	-8.00%
1104595 FICA Expense	\$ 15,041	\$ 15,000	\$ 11,959	\$ 12,500	-16.67%
Total Administration	\$ 828,888	\$ 806,350	\$ 745,746	\$ 715,850	-11.22%

Senior Fund



1104SOC	Programs & Services	FY 2016	FY 2017	FY 2017	FY 2018	% Change
		Actual	Budget	Actual	Budget	
1104514	Weekend Programming	\$ 3,345	\$ 3,000	\$ 2,243	\$ 1,500	-50.00%
1104512	Satellite Programming	\$ 4,338	\$ 2,000	\$ 366	\$ 1,500	-25.00%
1104515	Programming	\$ 141,325	\$ 94,000	\$ 119,179	\$ 96,000	2.13%
1104516	Social Services	\$ 3,761	\$ 1,500	\$ 6,165	\$ 1,500	0.00%
1104519	Senior Assistance	\$ 1,812	\$ 3,000	\$ 2,150	\$ 3,000	0.00%
1104520	Volunteer Services	\$ 11,137	\$ 14,000	\$ 22,221	\$ 14,000	0.00%
1104526	Communications	\$ 15,273	\$ 12,000	\$ 12,372	\$ 12,000	0.00%
1104531	Computer Instruction	\$ 489	\$ 1,000	\$ (264)	\$ 2,000	100.00%
1104532	Visual Arts	\$ 20,565	\$ 16,000	\$ 17,784	\$ 16,000	0.00%
1104533	Psychiatric Services	\$ 11,021	\$ 16,000	\$ 13,009	\$ 10,000	-37.50%
Total	Social Services	\$ 213,066	\$ 162,500	\$ 195,175	\$ 157,500	-3.08%

1104TRN	Transportation	FY 2016	FY 2017	FY 2017	FY 2018	% Change
		Actual	Budget	Actual	Budget	
1104512	Volunteer Express	\$ 1,574	\$ 5,000	\$ 27	\$ -	-100.00%
1104513	Alternative Transportation	\$ -	\$ 2,000	\$ 880	\$ 2,000	0.00%
1104518	Vehicle Maintenance	\$ 66,816	\$ 45,000	\$ 57,706	\$ 45,000	0.00%
1104546	Salaries	\$ 306,777	\$ 303,000	\$ 312,588	\$ 309,000	1.98%
1104547	Dispatch Software	\$ 10,932	\$ 18,550	\$ 8,382	\$ 18,550	0.00%
1104549	Recruitment	\$ 1,540	\$ 1,000	\$ 2,931	\$ 1,000	0.00%
1104550	Telephone/Bus Tablets	\$ 7,071	\$ 6,400	\$ 6,092	\$ 6,400	0.00%
1104551	Training	\$ 5,818	\$ 2,000	\$ 1,682	\$ 2,000	0.00%
1104552	Fuel	\$ 35,377	\$ 42,500	\$ 31,581	\$ 40,000	-5.88%
1104553	Uniforms	\$ 894	\$ 1,200	\$ 1,426	\$ 1,800	50.00%
1104691	Health Insurance	\$ 49,422	\$ 53,100	\$ 53,676	\$ 51,400	-3.20%
1104692	Dental, Vision & Life Insurance	\$ 4,677	\$ 4,500	\$ 4,285	\$ 4,750	5.56%
1104693	Unemployment	\$ 3,689	\$ 3,000	\$ 2,625	\$ 3,150	5.00%
1104694	IMRF Expense	\$ 13,765	\$ 15,000	\$ 11,527	\$ 14,500	-3.33%
1104695	FICA Expense	\$ 8,042	\$ 9,500	\$ 7,099	\$ 9,250	-2.63%
Total	Transportation	\$ 514,820	\$ 511,750	\$ 502,498	\$ 508,800	-0.58%

Senior Fund



1104NUT	Nutrition	FY 2016	FY 2017	FY 2017	FY 2018	% Change
		Actual	Budget	Actual	Budget	
1104550	Congregate Salaries	\$ 57,030	\$ 56,000	\$ 63,525	\$ 57,500	2.68%
1104551	Congregate Food	\$ 54,118	\$ 50,000	\$ 46,352	\$ 45,000	-10.00%
1104552	Congregate Equipment	\$ 2,742	\$ 2,000	\$ 813	\$ 2,000	0.00%
1104553	Congregate Supplies	\$ 10,441	\$ 4,000	\$ 6,128	\$ 5,000	25.00%
1104554	Training	\$ 459	\$ 500	\$ 336	\$ 500	0.00%
1104555	Recruitment	\$ 1,101	\$ 500	\$ 134	\$ 500	0.00%
1104556	Home Delivered Meals Salaries	\$ 12,472	\$ 33,150	\$ 34,125	\$ 34,500	4.07%
1104557	Home Delivered Meals Benefits	\$ -	\$ 6,630	\$ -	\$ -	-100.00%
1104558	Home Delivered Meals Food	\$ 21,747	\$ 50,000	\$ 44,841	\$ 45,000	-10.00%
1104559	Home Delivered Meals Equipment	\$ 6,415	\$ 500	\$ 966	\$ 500	0.00%
1104560	Home Delivered Meals Supplies	\$ 6,711	\$ 3,800	\$ 7,652	\$ 5,000	31.58%
1105561	Event Catering	\$ -	\$ 2,500	\$ 5,733	\$ 2,500	0.00%
1104791	Health Insurance	\$ 9,009	\$ 9,800	\$ 9,877	\$ 10,200	4.08%
1104792	Dental, Vision, and Life Insurance	\$ 609	\$ 580	\$ 600	\$ 600	3.45%
1104793	Unemployment	\$ -	\$ 650	\$ 569	\$ 1,500	130.77%
1104794	IMRF Expense	\$ 1,294	\$ 2,800	\$ 2,152	\$ 4,400	57.14%
1104795	FICA Expense	\$ 36	\$ 1,700	\$ 1,270	\$ 2,750	61.76%
Total	Nutrition	\$ 184,184	\$ 225,110	\$ 225,073	\$ 217,450	-3.40%

Performance Metrics

Service Provided	FY 2015	FY 2016	FY 2017	% Change
Programming Division				
Planned Programs	2,459	2,483	2,366	-4.7%
Participants (Duplicated)	26,692	26,225	31,005	18.2%
Participants (Unduplicated)	1,914	2,242	2,243	0.0%
Wait Listed (Unduplicated)	546	597	870	45.7%
Art and Computer Classes	698	771	662	-14.1%
Art and Computer Class Participants	4,770	5,044	4,585	-9.1%
New Volunteers	103	60	70	16.7%
Total Volunteers (Unduplicated)	307	409	268	-34.5%
Total Volunteer Hours	21,903	21,864	28,331	29.6%
Meals Served	11,558	10,881	10,524	-3.3%
Meals Delivered by Volunteers	10,946	11,859	12,182	2.7%
Social Services Division				
Clients Served (Unduplicated)	1,267	1,364	1,234	-9.5%
Clients Served (Duplicated)	4,595	4,334	2,738	-36.8%
Energy Assistance	591	481	448	-6.9%
Prescription Drug and Health	1,065	1,122	1,280	14.1%
Social Service Programs	113	131	121	-7.6%
Social Service Program Participants	950	1,093	1,493	36.6%
Lending Closet Transactions	1,006	1,224	1,223	-0.1%
Transportation Division				
One Way Rides Given	21,273	19,291	18,871	-2.2%
Individuals Served (Unduplicated)	731	826	713	-13.7%
New Riders	298	592	713	20.4%
Unmet Requests for Rides	290	377	636	68.7%

2017 Department Accomplished Goals (in order of priority)

1. Worked collaboratively with community partners, seniors, and staff for the renewal of the National Institute of Senior Centers re-accreditation for Hanover Township Senior Services which is on track to take place in July 2017 (FY18).
2. Increased participation at the Izaak Walton Center by 20% above FY16 participation, through concentration in bi-cultural/bi-lingual and intergenerational programming.
3. Worked towards growing and developing the congregate and home delivered meals programs and expanding special event catering to ultimately offset operational expenses.

Department of Senior Services FY 2018 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
i. Increase cultural diversity of Senior Service Program participants by 10% above FY17 demographic data, through collaborations with cultural organizations and localized outreach in various locations of Hanover Township.	1. Identify current and potential collaborators, including volunteers, to extend our reach into the community. (Petteys - 8/1/17)	a. Collect data from Harmony and MySeniorCenter to identify benchmark population.	a. TBC: 5/1/17
		b. Meet with current collaborators and volunteers to discuss potential outreach programs to diverse populations.	b. TBC: 8/1/17
		c. Identify and meet with new collaborators to create additional outreach opportunities.	c. TBC: 8/1/17
	2. Create and implement onsite and offsite programs to attract diverse population and educate current users. (Petteys - 11/1/17)	a. Research and identify offsite locations for recreation programs and outreach.	a. TBC: 9/1/17
		b. Develop program schedule encompassing partnerships that are social, informative, and culturally sensitive.	b. TBC: 9/1/17
		c. Create marketing plan to reach the various populations.	c. TBC: 11/1/17
		d. Conduct programs.	d. TBC: 1/1/18
	3. Evaluate programs for success based on community need, resources, and sustainability. (Petteys - 3/31/18)	a. Create and implement an evaluation tool for participant feedback.	a. TBC: 9/1/17
		b. Meet with collaborative agencies quarterly to assess and evaluate progress.	b. TBC: 11/1/17
c. Assess program participation data and continue to serve diverse population based on results.		c. TBC: 3/31/18	

Department of Senior Services FY 2018 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Increase congregate meal program/Stars & Stripes Café participants to an average of 50 meals per day.	1. Establish workgroup to create, monitor and promote congregate meal program. (Slowik - 7/1/17)	a. Establish staff work group to meet twice a month discussing participation, menu choices and promotional ideas.	a. TBC: 5/1/17
		b. Director to meet with randomly selected participants for feedback on the meal program monthly.	b. TBC: 6/1/17
		c. Director and Nutrition Services Staff to review feedback and respond to participant need and promotions.	c. TBC: 7/1/17
	2. Develop and Implement outreach program to increase visibility and participation in the café. (Slowik - 11/1/17)	a. Collaborate with Programming Division to establish monthly cooking demonstrations during service times.	a. TBC: 5/1/17
		b. Create marketing materials of cooking demonstrations to send to community partners.	b. TBC: 6/1/17
		c. Collaborate with community partners to conduct cooking demonstrations at local community centers (i.e. park districts, libraries, festivals, and chamber events).	c. TBC: 10/1/17
		d. Create and implement social media posts for nutrition division.	d. TBC: 11/1/17
	3. Evaluate participation and feedback on monthly basis for improvement. (Slowik - 2/1/18)	a. Conduct analysis of cooking demonstration participation	a. TBC: 6/1/17
		b. Assess participation monthly, repeating successful promotions.	b. TBC: 10/1/17
c. Monitor for continuous improvement.		c. TBC: 2/1/18	

Department of Senior Services FY 2018 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
III. Review and update transportation Division procedures and guidelines, including the Driver's Handbook and increase ridership to a target of 20,000 rides per fiscal year.	1. Conduct a review of current procedures and best practices from other agencies. (Steininger - 8/1/17)	a. Gather transportation manuals through professional organizations serving senior citizens.	a. TBC: 4/1/17
		b. Evaluate data for best practices, connecting with the original site on success.	b. TBC: 6/1/17
		c. Recommend practices and procedures based on review.	c. TBC: 8/1/17
	2. Create a Transportation Division handbook. (Steininger - 12/1/18)	a. Create a draft for review.	a. TBC: 9/1/17
		b. Finalize manual and disseminate to staff.	b. TBC: 10/1/17
		c. Train division staff on handbook procedures.	c. TBC: 12/1/18
	3. Create and implement an outreach plan to educate current and potential new users to transportation services. (Steininger - 2/1/18)	a. Conduct bi-annual focus groups of current users.	a. TBC: 5/1/17
		b. Based on feedback, create marketing plan through video, social media, website and outreach programs.	b. TBC: 7/1/17
		c. Participate in community events, using the bus to promote service through hands-on experience.	c. TBC: 10/1/17
d. Monitor Ecolane data monthly for an increase in participation of the program, noting new and repeat ridership.		d. TBC: 2/1/18	

IMRF Description:

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

IMRF Fund

		FY 2016	FY 2017	FY 2017	FY 2018	%
		Actual	Budget	Actual	Budget	Change
6063	IMRF-Revenue					
6063000	Property Taxes	\$ 175,882	\$ 177,500	\$ 179,276	\$ 179,998	1.41%
6063250	Interest Income	\$ 83	\$ 100	\$ 104	\$ 100	0.00%
6063255	Transfer-In	\$ -	\$ -	\$ -	\$ -	0.00%
Total	IMRF-Revenue	\$ 175,965	\$ 177,600	\$ 179,380	\$ 180,098	1.41%
6064	IMRF-Expenditure					
6064508	IMRF-Expense	\$ 173,380	\$ 177,600	\$ 177,600	\$ 180,098	1.41%
Total	IMRF-Expenditure	\$ 173,380	\$ 177,600	\$ 177,600	\$ 180,098	1.41%
Excess of Revenue Over Expense		\$ 2,585	\$ -	\$ 1,780	\$ -	0.00%
Fund Balance Beginning April 1		\$ 121,013	\$ 123,969	\$ 123,598	\$ 124,859	0.72%
Estimated Cash on Hand March 31		\$ 123,598	\$ 123,969	\$ 125,378	\$ 124,859	0.72%

Social Security Fund



Social Security Fund

		FY 2016	FY 2017	FY 2017	FY 2018	%
		Actual	Budget	Actual	Budget	Change
6563	Social Security-Revenue					
6563000	Property Taxes	\$ 140,701	\$ 142,000	\$ 143,420	\$ 143,998	1.41%
6563250	Interest Income	\$ 51	\$ 100	\$ 80	\$ 100	0.00%
6563255	Transfer-In	\$ -	\$ -	\$ -	\$ -	0.00%
Total	Social Security-Revenue	\$ 140,752	\$ 142,100	\$ 143,501	\$ 144,098	1.41%
6564	Social Security-Expenditure					
6564522	FICA-Expense	\$ 140,114	\$ 142,100	\$ 145,841	\$ 144,098	1.41%
Total	Social Security-Expenditure	\$ 140,114	\$ 142,100	\$ 145,841	\$ 144,098	1.41%
	Excess of Revenue Over Expense	\$ 638	\$ -	\$ (2,340)	\$ -	0.00%
	Fund Balance Beginning April 1	\$ 78,714	\$ 79,644	\$ 79,352	\$ 80,380	0.92%
	Estimated Cash on Hand March 31	\$ 79,352	\$ 79,644	\$ 77,012	\$ 80,380	0.92%

Vehicle Replacement Fund



		Vehicle Replacement Fund					
		FY 2016	FY 2017	FY 2017	FY 2018	%	
		Actual	Budget	Actual	Budget	Change	
7003	Vehicle Replacement-Revenue						
7003250	Interest Income	\$ 375	\$ 500	\$ 407	\$ 500	0.00%	
7003440	Bus Fares & Donations	\$ 9,584	\$ 8,000	\$ 9,878	\$ 8,500	6.25%	
7003450	Transfer from Road & Bridge	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	
7003460	Transfer from Town	\$ 15,000	\$ 15,000	\$ 15,000	\$ 30,000	100.00%	
Total							
7003	Vehicle Replacement-Revenue	\$ 74,959	\$ 48,500	\$ 50,285	\$ 64,000	31.96%	
7004	Vehicle Replacement-Expenditure						
7004410	Vehicle Purchase	\$ 179,566	\$ 40,000	\$ 32,172	\$ 40,000	0.00%	
7004540	Bus Purchase	\$ 97,165	\$ 70,000	\$ 56,643	\$ 70,000	0.00%	
Total							
7004	Vehicle Replacement-Expenditure	\$ 276,731	\$ 110,000	\$ 88,815	\$ 110,000	0.00%	
	Excess of Revenue Over Expense	\$ (201,772)	\$ (61,500)	\$ (38,530)	\$ (46,000)	-25.20%	
	Fund Balance Beginning April 1	\$ 528,772	\$ 326,951	\$ 327,000	\$ 265,501	-18.79%	
	Estimated Cash on Hand March 31	\$ 327,000	\$ 265,451	\$ 288,470	\$ 219,501	-17.31%	

Budget Highlights:

- Transfers from the Town Fund will increase by 100% this year but other contributions will stay the same in anticipation of one senior bus and one food pantry van to be purchased in FY 2018.
- The vehicle replacement budget has remained consistent with last year as the vehicles planned to be replaced in FY 2018 are the same types of vehicles replaced in the previous fiscal year.

Capital Projects Fund



Capital Projects Fund

		FY 2016	FY 2017	FY 2017	FY 2018	%
		Actual	Budget	Actual	Budget	Change
8083	Capital Projects-Revenue					
8083445	Grant	\$ 7,000	\$ 1,000	\$ -	\$ 1,000	0.00%
8083450	Transfer-In from Town Fund	\$ 150,000	\$ 1,150,000	\$ 1,150,000	\$ 150,000	-86.96%
8083455	Transfer-In from Senior Fund	\$ 100,000	\$ 50,000	\$ 50,000	\$ 40,000	-20.00%
Total	Capital Projects-Revenue	\$ 257,000	\$ 1,201,000	\$ 1,200,000	\$ 191,000	-84.10%
8084	Capital Projects-Expenditure					
8084414	Astor Ave Roof Replacement	\$ -	\$ -	\$ -	\$ 120,000	100.00%
8084414	Town and Senior Parking Lots	\$ 8,120	\$ 395,000	\$ 471,096		-100.00%
8084415	Senior Center Improvements	\$ 55,748	\$ 40,000	\$ 10,035	\$ 40,000	0.00%
8084420	Izaak Walton Center Parking Lot	\$ -	\$ -	\$ -	\$ 275,000	100.00%
8084420	Izaak Walton Center Improvements	\$ 117,528	\$ 25,000	\$ 34,112	\$ -	-100.00%
8084425	Building & Perm Improvements	\$ 75,664	\$ 1,100,000	\$ 57,377	\$ 80,000	-92.73%
Total	Capital Projects-Expenditure	\$ 257,060	\$ 1,560,000	\$ 572,620	\$ 515,000	-66.99%
Excess of Revenue Over Expense		\$ (60)	\$ (359,000)	\$ 627,380	\$ (324,000)	-9.75%
Fund Balance Beginning April 1		\$ 392,790	\$ 395,033	\$ 392,730	\$ 1,040,998	163.52%
Estimated Cash on Hand March 31		\$ 392,730	\$ 36,033	\$ 1,020,110	\$ 716,998	1,889.84%

Budget Highlights:

- The capital projects revenue is budgeted to decrease 84.10% from FY17. Last fiscal year, the Capital Projects Fund received a one-time lump sum transfer from the General Fund which was intended to be used over the entire 5 year Capital Improvement Program.
- The Astor Avenue Community Center will have a complete replacement of its roof due to continual leaks and ongoing issues.
- The Izaak Walton Center parking lot will be resurfaced and expanded to accommodate increased programs and events at the location. In addition, a second entrance will be added, connecting to Hastings Street to allow for easier access for emergency vehicles, Senior Services transportation buses and residents.
- Further details concerning each individual project and additional highlights are included in the Capital Improvement Program section of this document, from pages 124-138.

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 2017-2018 through 2021-2022. 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 2018-2022 totals \$1,871,000. A portion of these funds will be dedicated to developing the 11 acre Izaak Walton Reserve. Other projects include improvements to the Senior Center, Astor Avenue Community Center and Town Hall. The parking lot at the Izaak Walton Center will also be resurfaced and expanded in FY 2018. Funding will predominantly come from transfers from the Town Fund and Senior Fund, as well as Capital Fund reserves. The chart on the following page shows anticipated annual expenditures proposed in the 2018-2022 program. Capital expenditures can be expected to vary significantly from one year to the next.

Capital Improvements Program



Hanover Township						
5+ Year Capital Improvement Plan (CIP)						
(April 1, 2017)						
Project	FY 18	FY 19	FY 20	FY 21	FY 22	Total
<i>Izaak Walton Parking Lot Expansion and Resurfacing</i>	\$ 275,000					\$ 275,000
<i>Astor Avenue Center Roof Replacement</i>	\$ 120,000					\$ 120,000
<i>Senior Center Improvements</i>	\$ 40,000	\$ 40,000	\$ 50,000			\$ 130,000
<i>Phone System</i>	\$ 40,000					\$ 40,000
<i>Maintenance Garage Roof Replacement</i>	\$ 15,000					\$ 15,000
<i>Izaak Walton Reserve Master Plan</i>		\$ 100,000	\$ 450,000			\$ 550,000
<i>Lenoci Reserve Improvements</i>		\$ 60,000				\$ 60,000
<i>Astor Avenue Center RTU Replacements</i>		\$ 36,000				\$ 36,000
<i>Town Hall Entrances</i>		\$ 19,000				\$ 19,000
<i>Town Hall RTU Replacement</i>		\$ 18,000		\$ 18,000		\$ 36,000
<i>Izaak Walton HVAC Improvement</i>		\$ 15,000				\$ 15,000
<i>Town Hall Renovations</i>			\$ 225,000	\$ 225,000		\$ 450,000
<i>Miscellaneous Minor Improvements</i>	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
Total Per Fiscal Year	\$ 515,000	\$ 313,000	\$ 750,000	\$ 268,000	\$ 25,000	\$ 1,871,000

Funding Summary	FY 18	FY 19	FY 20	FY 21	FY 22	Total
<i>Grants</i>	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000
<i>Property Tax Revenue- Senior Fund</i>	\$ 40,000	\$ 40,000	\$ 50,000	\$ -	\$ -	\$ 130,000
<i>Property Tax Revenue- Town Fund</i>	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 25,000	\$ 625,000
<i>Property Tax Revenue- Capital Fund Reserve</i>	\$ 325,000	\$ 123,000	\$ 350,000	\$ 118,000	\$ -	\$ 916,000
Total Funding	\$ 515,000	\$ 313,000	\$ 750,000	\$ 268,000	\$ 25,000	\$ 1,871,000

Financing Methods

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

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

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

FY 2018 Highlights

Although the Capital Improvements Program anticipates expenditures over a five year period, the immediate focus is on Fiscal Year 2017-2018, 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 2018, the Town Board has allocated up to \$515,000 to be expended on capital improvements. The \$515,000 will be derived from local property tax revenues and reserves. These funds are to be budgeted on the following primary projects: parking lot resurfacing/expansion for the Izaak Walton Center, Astor Avenue roof replacement, Senior Center improvements, phone system replacement and the replacement of a portion of the maintenance garage roof.

Project: *Izaak Walton Center parking lot*



Description: The Izaak Walton Center and Reserve has been in need of parking lot repair and expansion since it was acquired in FY 2013. Currently, the parking lot has enough spaces for 27 cars but will need to expand to accommodate the growth of Township services delivered through the center, which include Township department programming and community events. The scope of the project includes resurfacing the parking lot, expanding it to accommodate more vehicles and connecting the lot to Hastings Street for easier access for emergency vehicles, Senior Services buses and residents. The project is targeted for completion in FY 2018.

Projected Impact on Operational Budget:

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

Project: Astor Avenue Community Center Roof Replacement



Description: The Astor Avenue Community Center houses the Township’s Welfare Services Department and food pantry. In addition, it acts as a satellite location for other Township departments to provide services. There has been on-going issues with the roof of the building for several years. The Township has patched small leaks in the roof, but as it continues to age and more leaks and issues occur, this has become impracticable and costly. The most cost effective option is to replace the roof and it is targeted for completion in FY 2018.

Projected Impact on Operational Budget:

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

Project: *Senior Center Improvements*

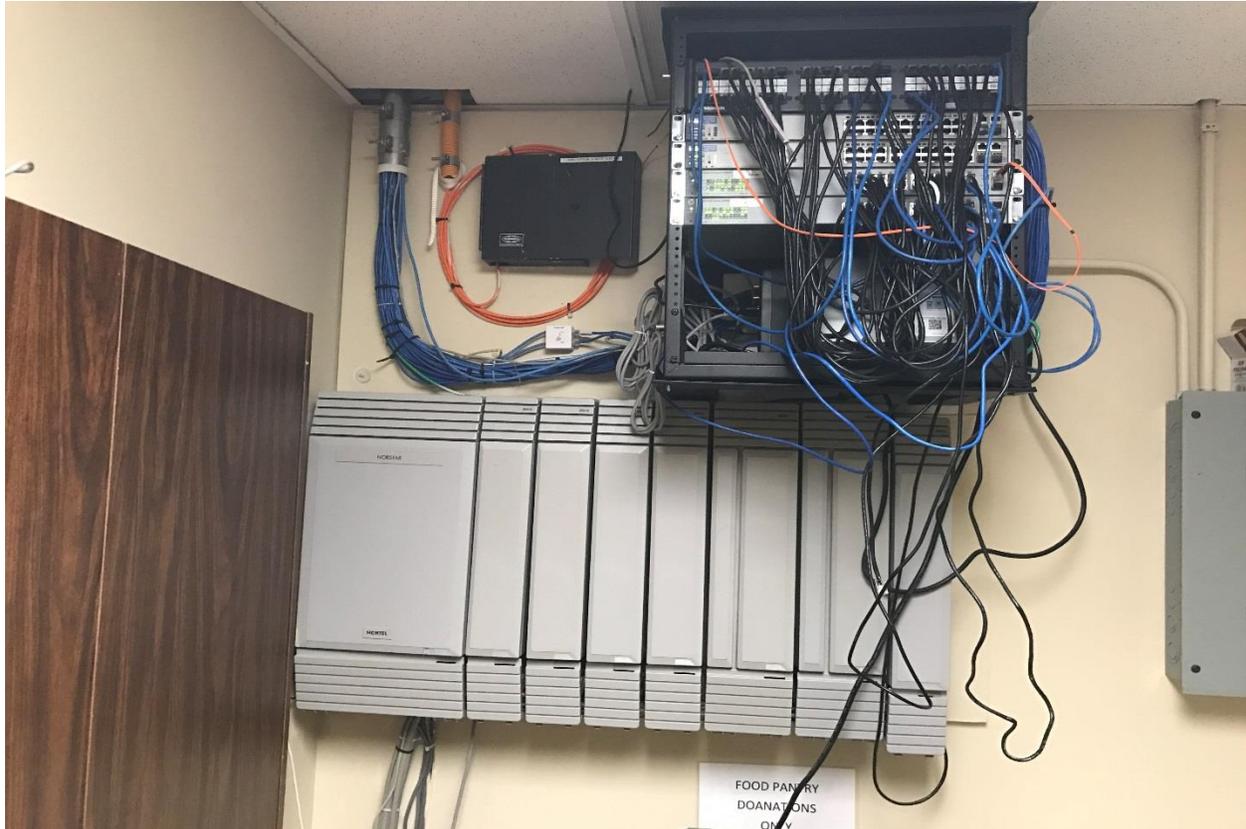


Description: The Senior Center was built in 2004 and opened to the public in 2005. Portions of the flooring in the main community areas including the lobby, library, hallways to programming rooms, and Veterans Hall will need to be replaced due to age, and heavy use. Additional improvements include new counter tops in the art room. These projects are targeted for completion in FY 2018.

Projected Impact on Operational Budget:

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

Project: *Phone System Replacement*



Description: The Township has a main location, along with several satellite locations. Each site has its own separate phone system and none of the locations can be linked to each other with the current set up. A new system will not only link each site together, providing more efficiency and increasing service levels, but it will reduce long term repair costs and provide more user friendly features for staff. This project is targeted to be completed in FY 2018.

Projected Impact on Operational Budget:

Depending on phone system chosen, it is expected that this project will have a yearly software assurance fee associated with it, but associated savings due to the reduction in the number of dedicated hard phone lines is expected to offset this cost, impacting the operational budget minimally.

Project: Maintenance Garage Roof Replacement

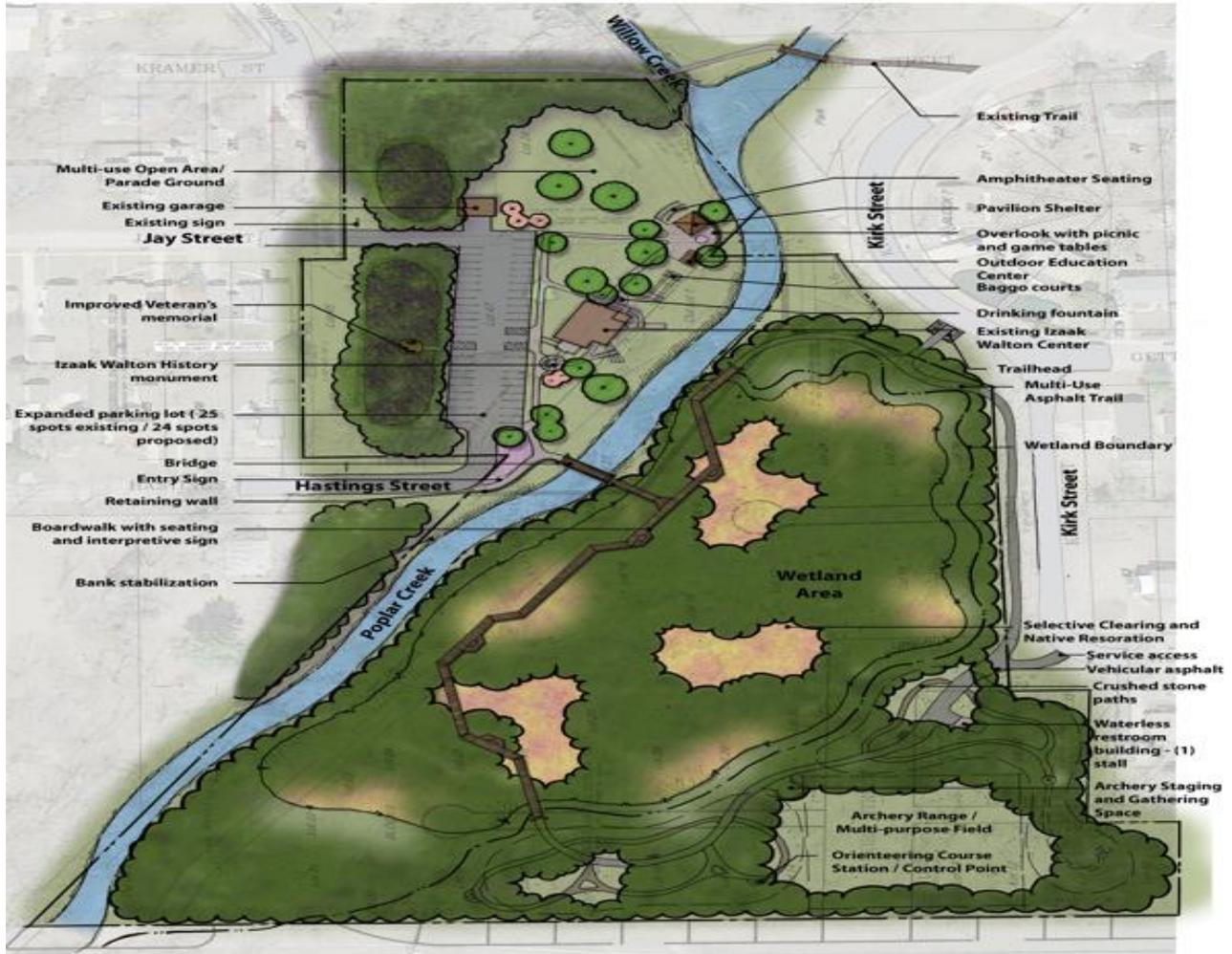


Description: The maintenance garage, located behind the Town Hall building, houses the offices of three maintenance staff members, the department's equipment and acts as additional storage space for Emergency Services and Transportation vehicles. The garage roof has reached its expected lifespan and the most cost effective option for the long term is to replace the existing roof. This project only covers the garage portion of the building. The office space attached to the left side of the garage was an addition to the main building and is not in need of a roof replacement at this time. This project is targeted for completion in FY 2018.

Projected Impact on Operational Budget:

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

Project: Izaak Walton Center and Reserve Master Plan



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

Projected Impact on Operational Budget:

With the addition of walking trails and an archery range, this project may require the Township to hire a seasonal employee to help the Facilities and Maintenance Department maintain the grounds in the summer.

Project: Naomi Walters-Lenoci Reserve Improvements



Description: The Township acquired the Lenoci Reserve property in FY 2014, which consists of 2.8 acres, including a playground area. The primary use of the property will remain as a park for area residents, with other multi-use programming offered. The Township replaced playground equipment in FY 2015 and resurfaced the walking path on the property in FY 2016. In FY 2019, improvements will include adding a community water source on the property so residents enjoying the reserve have access to potable water, the addition of community garden boxes and other flowers and plantings added around the reserve.

Projected Impact on Operational Budget:

This project would add additional operational expenses related to water costs, but it is not expected to be significant.

Project: Astor Avenue 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. The RTU's on top of the Astor Avenue Community Center have reached the end of their lifespan and are in need of being replaced. These RTU's are targeted to be replaced in FY 2019.

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: *Town Hall Entrance*



Description: Continued improvements to the Town Hall building include renovations to the entrances of the building. Renovations will include two sets of doors for the Youth and Family Services and Administration entrances, as well as three rear and side entry doors. This project is proposed to be completed in FY 2019.

Proposed Impact on Operational Budget:

This project will have no estimated impact on the operational budget

Project: *Town Hall RTU Replacement*



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

Projected Impact on Operational Budget:

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

Project: Izaak Walton Center HVAC Improvement



Description: The Izaak Walton property was acquired by the Township in FY 2013, and consists of 11 acres of wooded land that includes a lodge built in the 1940's. Over the last four fiscal years, the lodge has been remodeled and transformed into a useable office. Though the main floor of the building has been updated with central air conditioning, the lower level has not. 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 2019.

Projected Impact on Operational Budget:

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

Project: *Town Hall Improvements*



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

Projected Impact on Operational Budget:

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

Finance Committee

The Finance Committee is an advisory body to the Hanover Township Board responsible for advising on all matters related to financial affairs including, 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 6:00 p.m.

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 p.m. in the Senior Center with the Trustee Liaison and Senior Services Director to discuss programs and services. Meetings are open to the public.

Committee on Youth

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



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

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

Budget Policies

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

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

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

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

Budget Amendment

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

Long-Range Planning

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

Investment Policies

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

Revenue Diversification

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

Use of One-Time Revenues

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

Use of Unpredictable Revenues

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

Capital Assets

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

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

Fees and Charges

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

Debt Capacity, Issuance, and Management

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

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

Operating/Capital Expenditure Accountability

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

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

Revenue or Stabilization Accounts

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revenue - Funds that the Township receives as income.

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

AID- Association for Individual Development

CAC- Children’s Advocacy Center

CASA- Center Against Sexual Assault (Northwest CASA)

CCC- Community Crisis Center

CEDA- Community and Economic Development Association

CERT- Community Emergency Response Team

CIP- Capital Improvements Plan

EAV- Equalized Assessed Valuation

ESL- English as a Second Language

FICA- Federal Insurance Contributions Act

FOIA- Freedom of Information Act

FSA- Family Service Association

FTE- Full Time Equivalent

FY- Fiscal Year

GAAP- Generally Accepted Accounting Principles

GFOA- Government Finance Officers Association

HDM- Home Delivered Meals

HTSS- Hanover Township Senior Services

HTYFS- Hanover Township Youth and Family Services

ILCS- Illinois Compiled 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

