



2021-2022 Annual Operating & Capital Budget



Elected Officials

Brian P. McGuire
Supervisor

Katy Dolan Baumer
Clerk

Thomas S. Smogolski
Assessor

Alisa “Lee” Beattie
Denise Camacho
Craig Essick
Eugene N. Martinez
Trustees

Administrative Staff

James C. Barr
Township Administrator

Kristin Vana
Assistant Township Administrator

Hailey Matich
Administrative Assistant





The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Hanover Township, Illinois first for its annual budget for the fiscal year beginning April 1, 2012. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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

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Budget Message



Budget Message



April 1, 2021

Honorable Supervisor and Trustees,

I am pleased to present to you the Annual Operating and Capital Budget for the fiscal year beginning April 1, 2021 (FY22).

Departments were given guidelines including a 3% target for personnel costs and 2% target for non-personnel expenditures in FY22. Below are highlights of the budget approved by the Township Board. Total combined expenditures are recommended to decrease by approximately 1.2% from the amended FY21 Budget.

As the economy begins to rebound following the COVID-19 pandemic Hanover Township remains fiscally conservative in FY22. 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. The transition of Veteran Services to the Department of Human Services has resulted in approximately \$40,000 in savings. Custodial positions and supplies approved by the Township Board have been provided for in the budget. The Department of Aging Services budget provides for the Senior In-Home Care Pilot Program for a six-month period beginning October 1st. IMRF retirement program costs are increasing throughout the budget due to the ERI enacted a year and a half ago. These costs are more than offset by savings in salaries from tenured recent retirees.

A balanced budget requires expenditures not to exceed available resources, which includes revenues for the current year and all fund reserves. The FY22 budget is once again balanced, and the Township retains healthy fund reserves for any unforeseen circumstances in the year ahead.

Budget Highlights

Department of Aging Services – The Road Fund is continuing to fund senior transportation, following the precedent of the former Highway Commissioners, in the combined amount of \$180,000 as authorized by state statute. \$25,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$155,000 is allocated to operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.). The federal grant from Age Options supporting the senior congregate meal program decreased 1.3% reflecting decreased numbers of meal participants over the last year related to COVID-19. Entering the fifth full fiscal year of the home delivered meals program has HDM grants increasing 43.9% to \$142,321 due to an overall increase in the number of meals delivered also related to the pandemic. Programming revenue is decreasing significantly due to the reduction of

on-site activities related to COVID-19. It is anticipated these numbers will begin to rebound later in the year. On the expenditure side, a graduate fellowship position has been eliminated, custodial services have been budgeted, and the transfer to capital was reduced, as no new building projects are planned in the Senior Center for the year ahead. As noted earlier, a six-month pilot program for Senior In-Home Care has been budgeted as well. Nutrition expenses primarily around food costs are increasing due to demand and increased grant funding. Program expenses are reduced to reflect the reduction in related revenue. Overall department expenses are budgeted to decrease 8.7%.

Department of Youth and Family Services – Youth and Family Services is anticipating a decrease in revenue of 10.6% from the prior year related to COVID-19. The Administration and Clinical Salary Line Item is being reduced to reflect the retirement of longtime employees. In Outreach & Prevention, the Open Gym Program is being fully budgeted, however the program will be paused pending full access to school buildings following restrictions from the pandemic. The program is anticipated to return in the Fall but could be as late as next Spring or later due to the changing circumstances. Most other budget adjustments are minimal. Overall department expenditures are recommended to decrease 1.8%.

Department of Human Services – Human Services is expecting a revenue increase in the new fiscal year due to Cook County's system of rounding levy requests relative to the overall Equalized Assessed Valuation. Administration costs are increasing with regular salary increases and a change in health insurance enrollment costs per employee. Home Relief is recommended to increase 9.3% with a significant increase in Emergency Assistance funding. This is the financial aid most directly accessible to residents facing hardship related to the pandemic. Pantry expenses are also increasing primarily due to direct custodial services costs. Overall department expenditures are recommended to grow by 9.0%.

Department of Facilities & Road Maintenance – The Facilities Division budget is being increased moderately to reflect planned increases in salaries, health insurance costs, new custodial positions, and most notably seasonal project assistance to aid in improving the recently acquired Tiknis Campus expansion. A new line item was also created to provide for work order software to increase efficiency and communication within the department. Overall, Facilities Division expenses are budgeted to increase 7.6%. The Road Maintenance Division is anticipating a 1.2% decrease in revenue related to the reduction of the Road Levy. On the expense side, IMRF and FICA are increasing to account for the full portion of these charges for employees of the division. Engineering and contract work are slated to increase based on planned road improvements and salt is being reduced based on available

Budget Message



stock and current pricing. Overall division expenses are recommended to be increase 0.5%.

Mental Health Board – The Mental Health Board is decreasing capital projects at the Community Resource Center, due to the planned selling of the facility. Service contracts are increasing modestly at 4.72% with overall Mental Health Board expenditures recommended to grow by 3.74%.

Office of the Assessor – The Assessor's Office budget is increasing due to the planned salary increment pool, employee health insurance costs increase related to a change of employee enrollment, and an increase to the FICA expense. Overall, Assessor Office expenditures are budgeted to increase 5.5%.

Office of Community Health – The Office of Community Health is anticipating decreased revenue and a modest increase in expenditures related to the pandemic and planned salary increment and IMRF costs. Other changes are relatively modest. Overall department expenditures are budgeted to increase 3.0%.

Department of Emergency Services – The Emergency Services Department budget is projected to increase by 9.8%. This increase is due to a competitive salary adjustment, related increases in IMRF, and additional funds for equipment primarily committed to turnout gear for all unit members. Other changes are relatively modest.

Office of Community Affairs – The Office of Community Affairs is budgeted to decrease expenditures 8.2%. The decrease is primarily due to the transition of the Veterans Affairs responsibilities to the Department of Human Services. Other changes include accounting for the Township's website maintenance within the budget as well as specialized software.

Administrative Services – The overall Town Fund/Administrative Services budget will decrease by approximately 17.4%. This decrease is due primarily to a reduction in the Transfer to Capital Fund which was a large one-time expenditure the previous year. Other changes include increasing the information technology line item as the organization's IT needs have greatly increased in recent years as well as to account for regular salary increments. Additional savings are expected with a change in phone service providers and the use of fiber lines for phone and internet.

Committee for Senior Citizen Services Fund – In consultation with the Township's accounting firm, the Township Supervisor and Administrator requested that the Senior

Budget Message



Citizen Services Committee transfer their funds into the Township's budget, banking, and accounting system to ensure transparency, accountability, and alignment with the intent of state statute. The committee agreed and with the start of FY22 the funds raised and expenditures requested by the committee will be processed through the Township and the regular board audit report process.

Vehicle Fund – Fund transfers to the vehicle fund will remain stable from the prior fiscal year. Planned vehicle and senior bus purchases are provided in the budget. Any requested vehicle purchases will be brought to the Township Board for approval prior to purchase.

Capital Fund – The Finance Committee is recommending several capital projects for Fiscal Year 2022 including a new Emergency Services Station partially funded by State of Illinois capital grant funds, the construction of the Izaak Walton Reserve Master Plan with approximately 50% of the funding coming from State of Illinois Open Space Land Acquisition and Development funding, and a Township-wide security camera system. Additional projects include improvements to the Senior Center and the newly acquired Tiknis Campus expansion buildings and grounds.

I am pleased to present the Fiscal Year 2022 Annual Operating and Capital Budget for your consideration. I look forward to another productive year of serving the residents of Hanover Township with our outstanding team of officials, staff, and volunteers.

Respectfully Submitted,

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

James C. Barr, MPA
Township Administrator



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Introduction



Mission Statement

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

**"To continuously improve the quality of life for
Hanover Township residents."**

Vision Statement

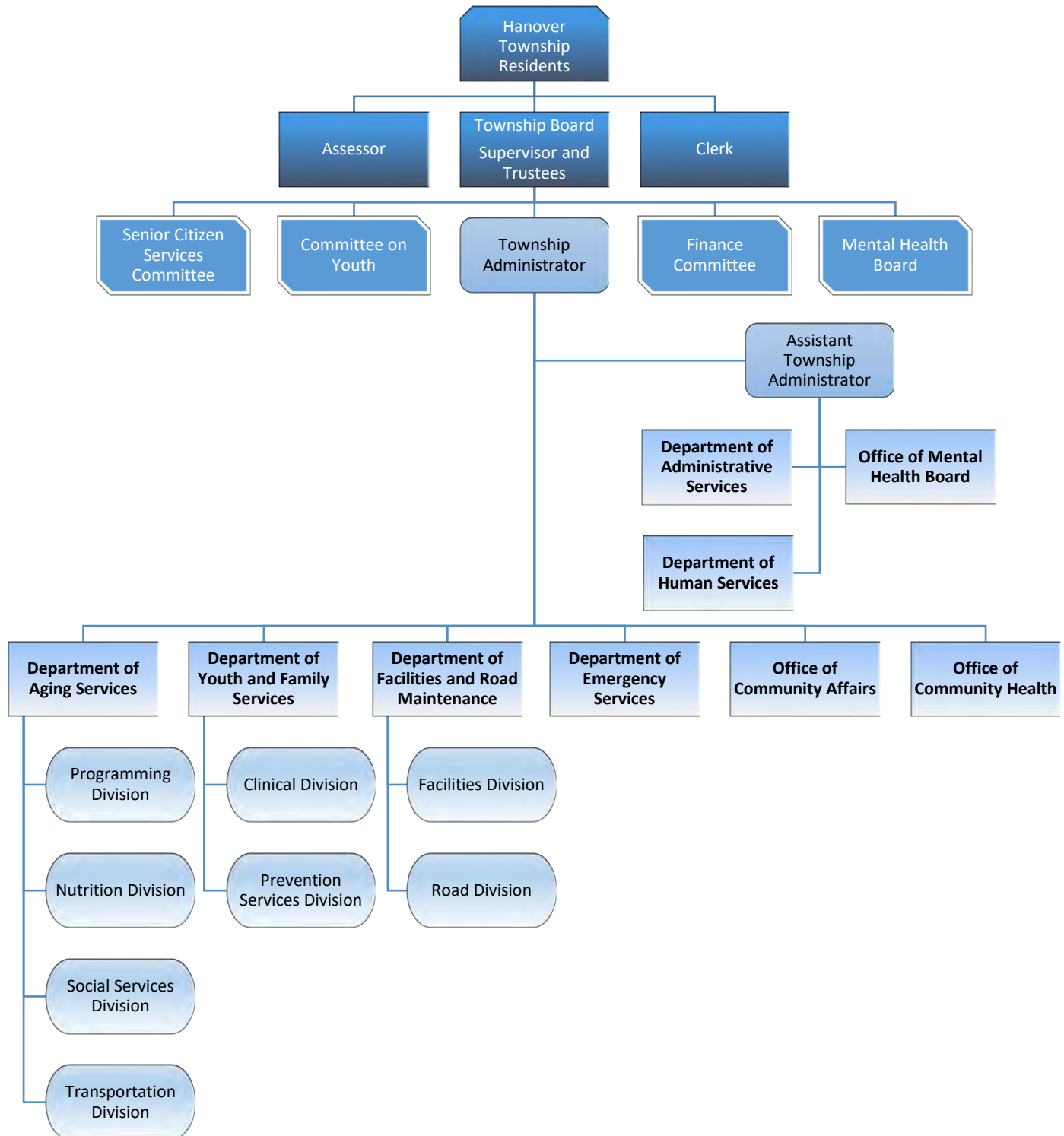
The Township vision statement represents the broadest expression of the ideal Township or the imagined best community. At a strategic planning session, the Board, elected officials and department heads affirmed the following vision statement:

**"A better life through leadership, innovation,
and diversity."**

Values

**"Above and Beyond - We go the extra mile."
"Ownership - Our responsibility is great service."
"Adaptability - We move to a solution."**

Organizational Chart



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

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

Since November 2007, Hanover Township has regularly conducted strategic planning sessions to enhance its planning and budgetary process. In 2020, Hanover Township engaged Northern Illinois University's Center for Governmental Studies (CGS) to assist with the development of the Township's FY2021 to FY2022 strategic plan extension. The strategic planning process included a workshop session with the Township Board and senior staff members in early 2020. Prior to the workshop, CGS led several focus groups with community stakeholders to gather input on their vision for the Township. In addition, an economic and demographic community profile was completed to add context to the strategic planning process. Updates to the current strategic plan were made in 2020.

The strategic planning retreat was held on February 1, 2020. During the retreat, four strategic priority areas were identified:

Strategic Priority Areas

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

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

- 1. Evaluate and prioritize Youth and Family Services programming.**
- 2. Develop and implement Hanover Township's Open Space Reserves Master Plan and continue to identify funding and development opportunities.**
- 3. Consider options to create a modernized Emergency Services Station within Hanover Township boundaries.**
- 4. Further embrace the diversity of all ages and cultures within the Township.**
- 5. Maintain our commitment to community outreach, engagement and awareness of the Township's services and programs including continued implementation of the Township's communications plan.**
- 6. Collaborate with stakeholders and partners in our broader community to advance the completion of a disabled housing facility within Hanover Township.**
- 7. Remain committed to careful fiscal stewardship by working across the organization to promote, maintain, and sustain a sound financial position in both the short- and-long- term.**
- 8. Continue to grow, enhance and promote the Township's high standards for customer-focused service delivery across all departments.**
- 9. Evaluate planning and financing options for renovation to the Town Hall.**

What is a Township?

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

The township is primarily responsible for human services not regularly offered by incorporated municipalities and for the upkeep of roads and bridges within the un-incorporated areas of the county. A village or city is responsible for delivering select, direct services such as police, fire, garbage collection, and most of the zoning and permitting processes. While some townships are co-terminus with the boundaries of a specific municipality, most townships contain multiple municipalities. Excluding services provided by the Facilities and Road Maintenance Department, which services roads and bridges in unincorporated Cook County only, all township services 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, which are elected at large from the Township. The Clerk and Assessor are elected simultaneously with the Board. The Assessor is not a voting member of the Board. The Township Clerk votes only in the case of a tie vote to fill a vacancy in a Township office.

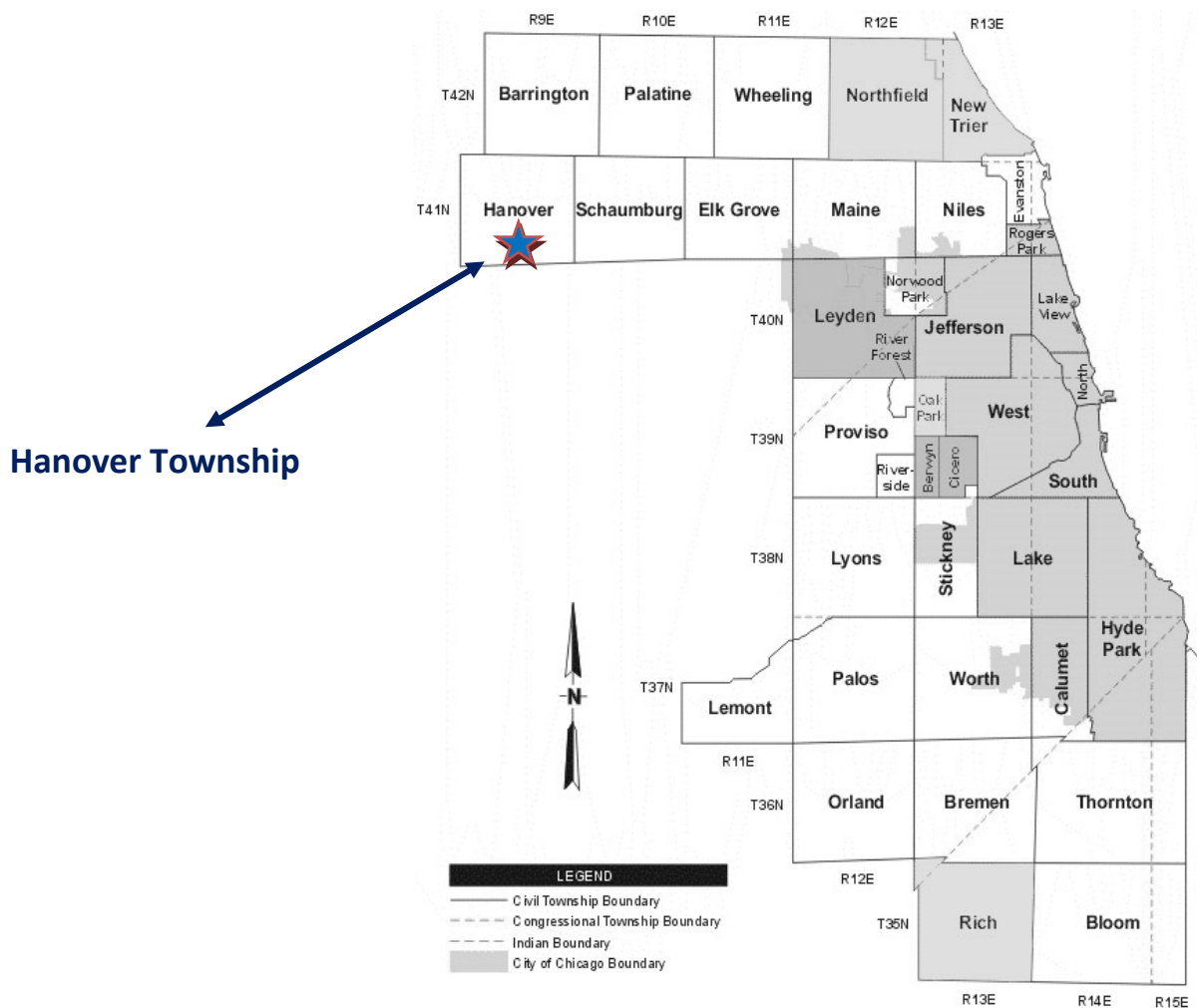
Hanover Township contains portions of six municipalities within its jurisdiction: Streamwood, Bartlett, Hanover Park, Elgin, Schaumburg, and Hoffman Estates. Specific operating departments within the Township include: Department of Administrative Services, Department of Emergency Services, the Office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

Hanover Township is a survey township, meaning that it forms a perfect square that is six miles by six miles in size. Most townships in Illinois are survey townships. Some townships, such as New Trier in northeastern Cook County, are non-standardized in order to conform to physical and political boundaries. An example of these boundaries would be the City of Chicago line and Lake Michigan.

Government Profile

Location

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



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

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



Hanover Township Farmers

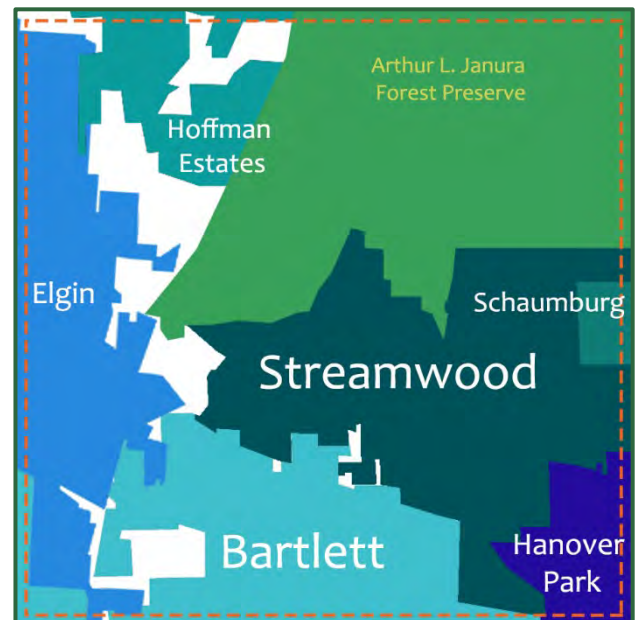
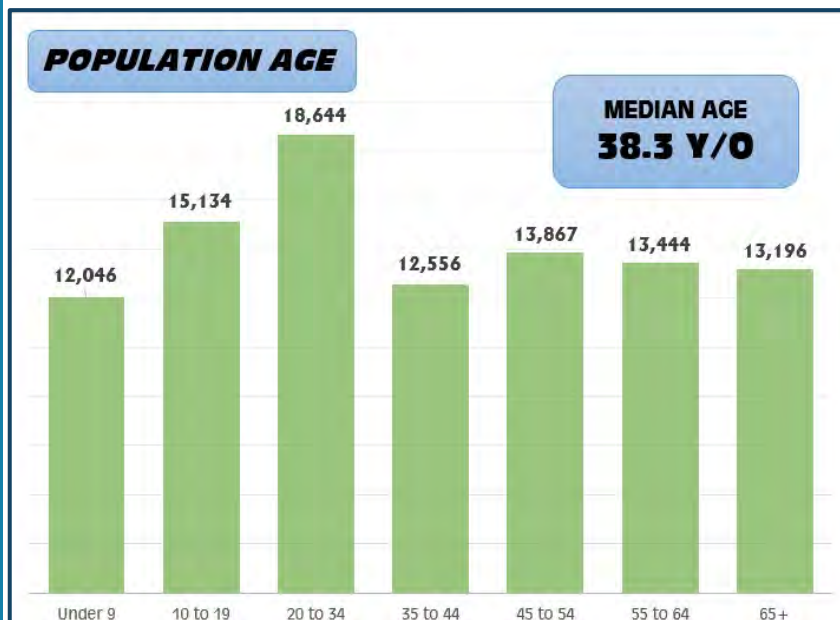
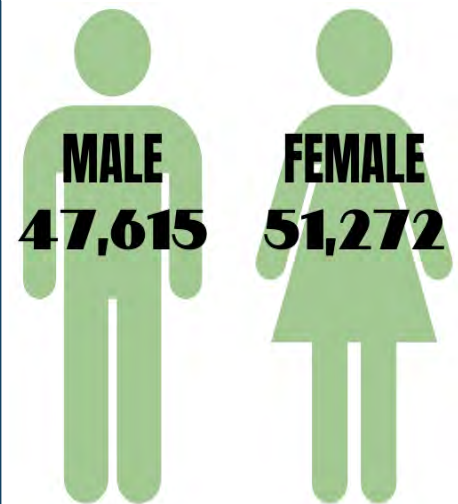
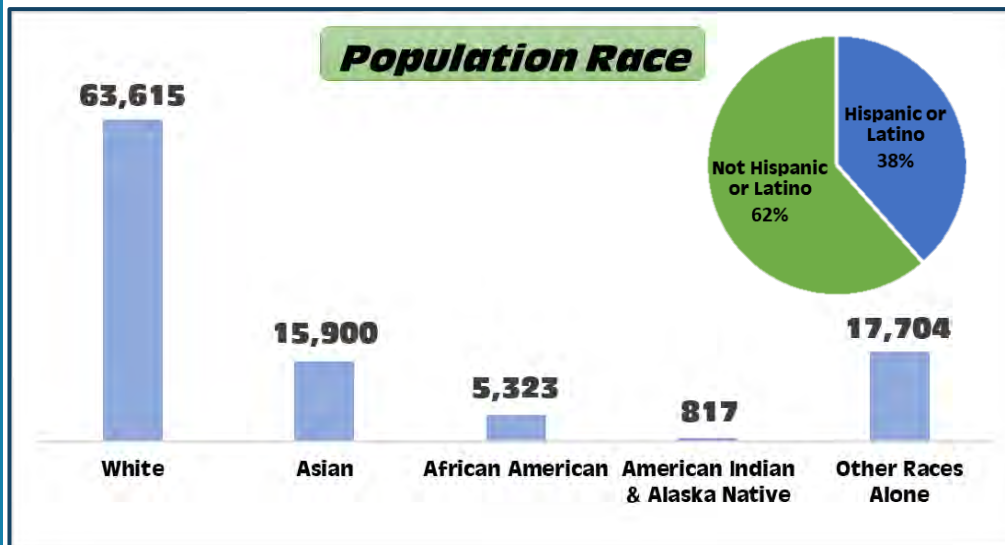
Rural days in Hanover Township ended with the westward spread of the Chicago metropolitan area. The rich land beckoned farmers to this vicinity, and that land has now been taken over by subdivisions, shopping centers, and industrial developments. The windmills and creameries are long gone, and only a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

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

Community Profile

Statistics based on the 2019 American Community Survey, unless otherwise noted with an * symbol, denoting that the statistics were from the 2010 decennial census. Hanover Township is approximately 36 square miles in size.

TOTAL POPULATION: 100,196



Hanover Township Municipal Populations

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

Community Profile



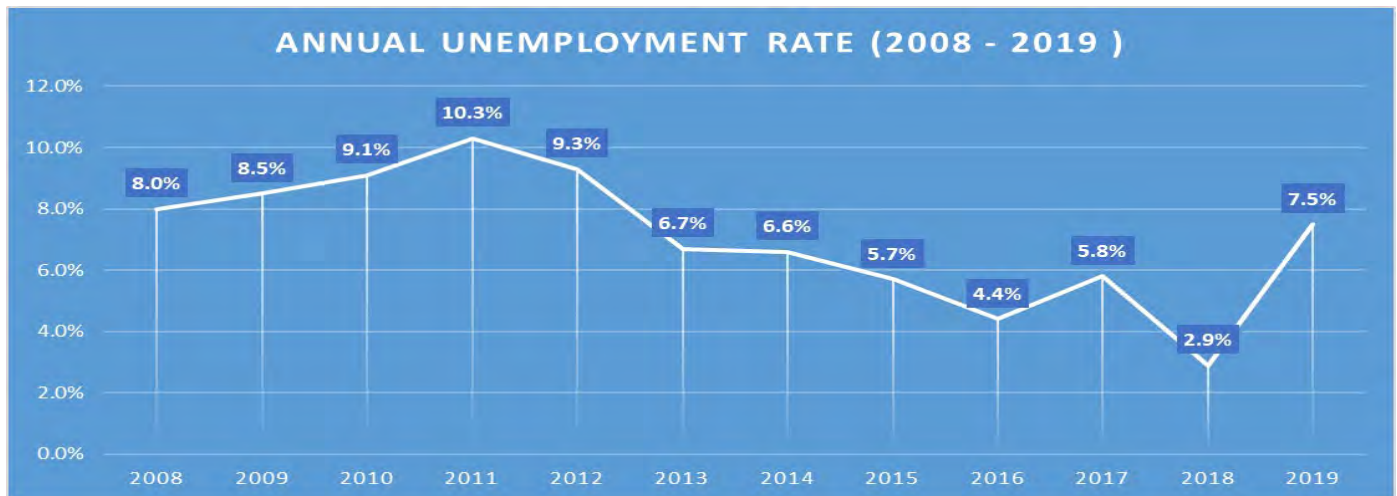
Educational Attainment

Population 18 to 24

Less than High School	25.7%
High School Graduate	35.0%
Some College or Associate's	31.1%
Bachelor's Degree or higher	8.2%

Population 25 and over

Less than High School	12.8%
High School Graduate	28.0%
Some College or Associate's	25.7%
Bachelor's Degree or higher	33.4%

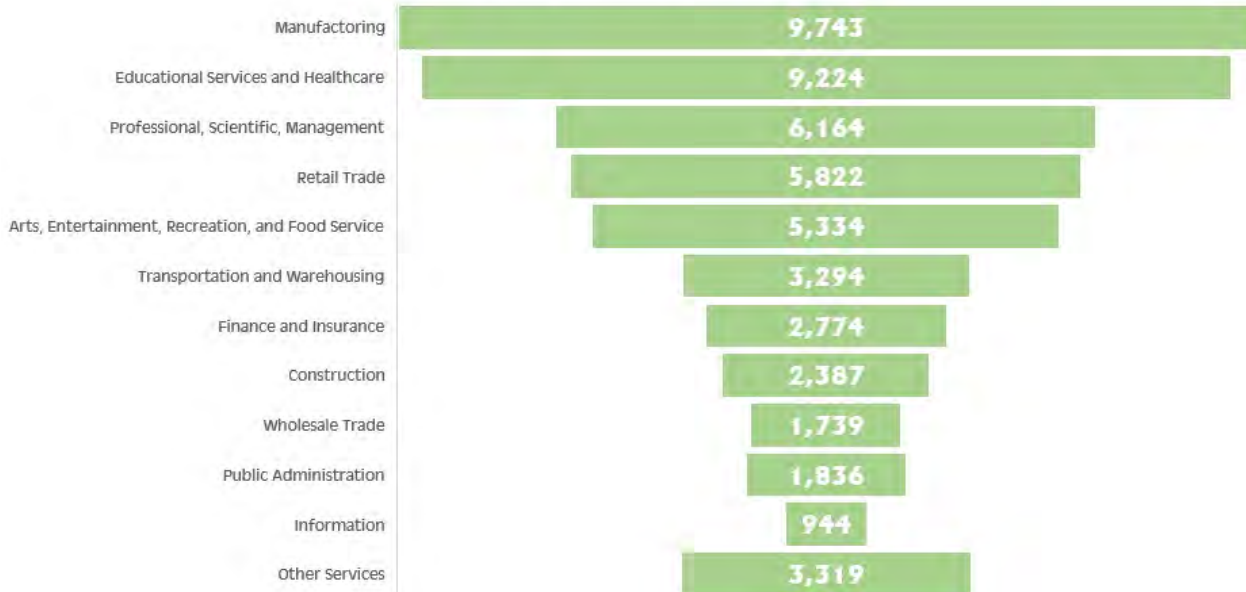


Employment:

Population 16 years and over	77,370
Civilian Employed Population	52,914

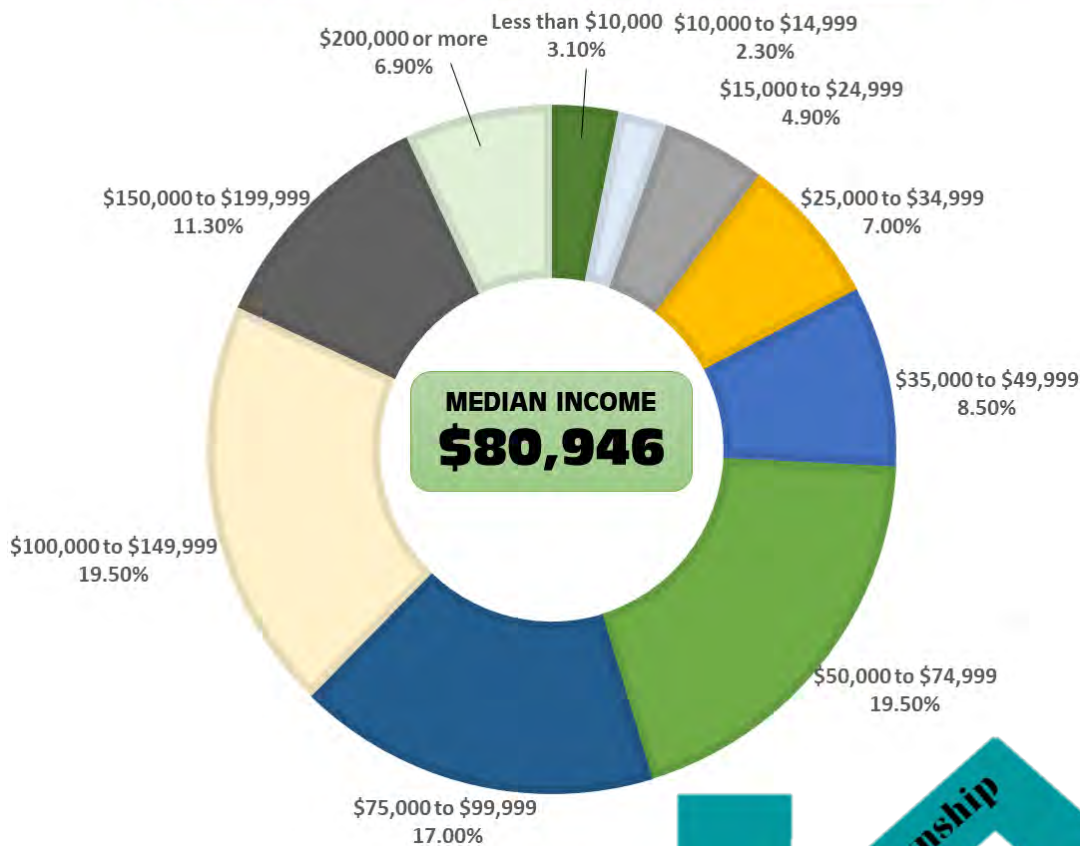
Percent unemployed	7.5%
Labor Force Participation Rate	68%

Employment Sectors

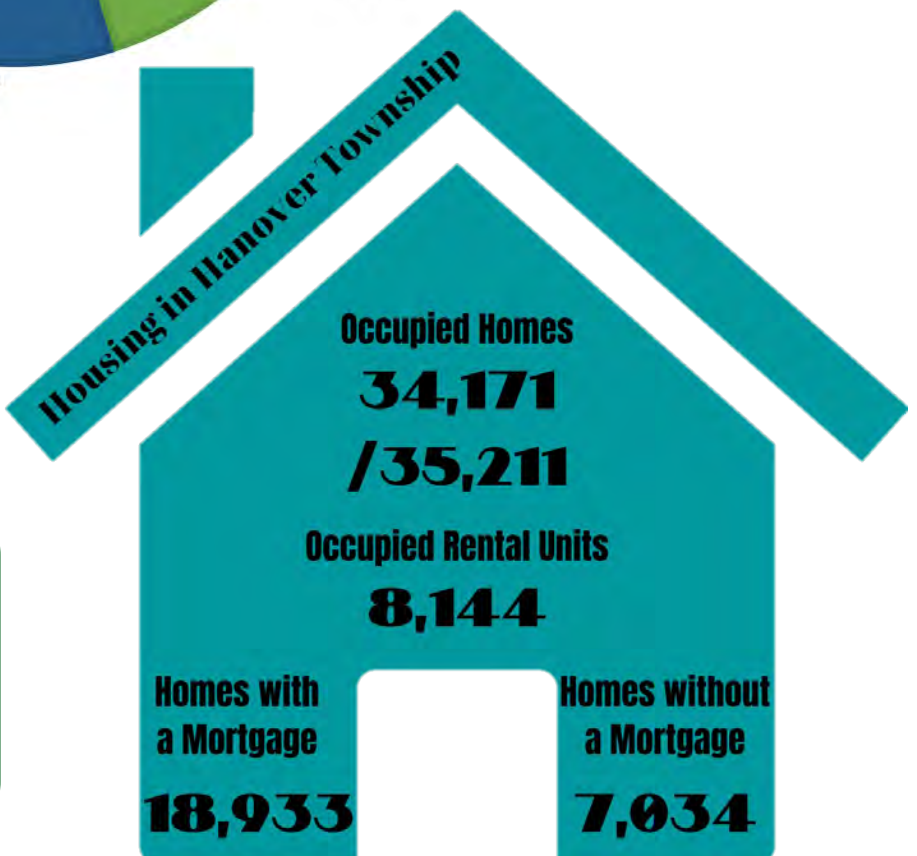


Community Profile

PERCENT OF HOUSEHOLDS BY INCOME



***Equalized
Assessed
Value****
\$2,500,789,64



The Fiscal Year 2022 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 2022. 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's 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. Approximately every third year, the Township holds a strategic planning session with the Township Board, elected officials, administration and the ten operating department heads. 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, which provides direction on how departments should develop their budget requests. This memo is based on the 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 on an individual basis by the Township Administrator, with the requesting department. The Township Administrator then estimates all revenue projections and evaluates the submitted draft budgets for the upcoming year, which provides direction 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. In February, Administrative Services compiles the final budget document to be submitted to the Township Board for approval as endorsed by the Finance Committee. The Board holds a public hearing and may amend the budgeted appropriations. A formal budget and appropriation ordinance for the Township is adopted, providing the legal authority to spend public funds. The final Township budget passed on May 4, 2021.

Amending the Budget

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

Basis for Budgeting

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

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

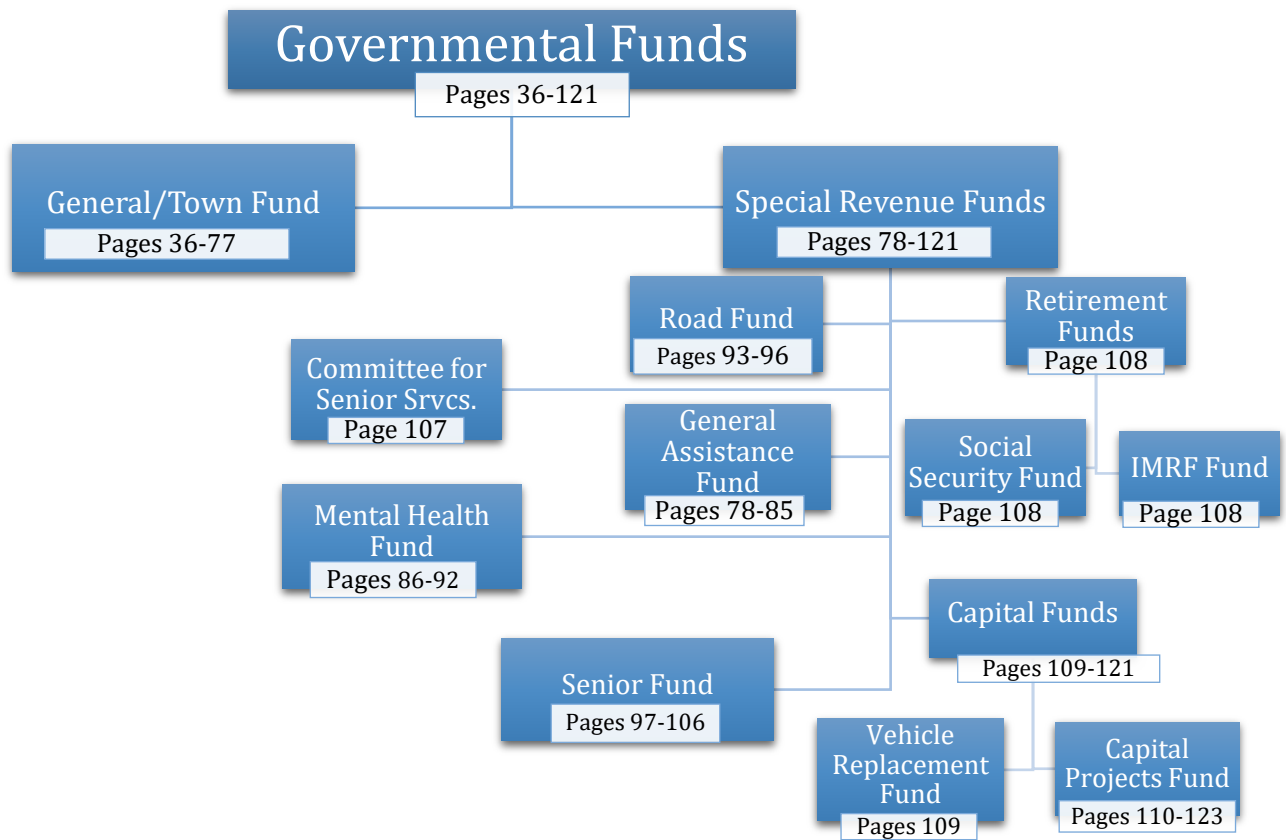
Revenues susceptible to accrual are property taxes, interest revenue, and charges for services. Donations are not susceptible to accrual because generally they are not measurable until received in cash.

FY 2022 Budget Development Calendar

October 30, 2020	Finance Committee Budget Guidelines
December 6, 2020	Budget Development Memo Issued
December 31, 2020	Department Budget Submissions Due
January 1, 2021 - January 31, 2021	Administrative Budget Review
February 1, 2021 - February 14, 2021	Finance Committee Budget Workshops
February 15, 2021 - February 17, 2021	Final Budget Compilation
February 18, 2021 - March 4, 2021	Township Board Budget Consideration and Public Hearings
April 1, 2021	Start of Fiscal Year 2021

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 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.

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 that are not accounted for in some other fund.

Major Funds

The Township reports the following major governmental funds:

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

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

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

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

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

Summary of Department/Fund Relationships and Expenditures

<u>Departments</u>	General	Senior Services	Road Maintenance	Mental Health	General Assistance
Administrative Services	x				
Aging Services		x			
Assessor's Office	x				
Office of Community Affairs	x				
Office of Community Health	x				
Emergency Services	x				
Facilities and Road Maintenance	x		x		
Human Services					x
Mental Health Board				x	
Youth and Family Services	x				

Hanover Township does not receive any sales tax or income tax. The Township's primary sources of revenue are property taxes, with additional revenues from replacement taxes, grants, donations, service 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, consolidations, or voters approve a higher rate by referendum.

Property taxes for 2020 attach as an enforceable lien on January 1, 2020, on property values assessed as of the same date. Taxes are levied by December of the subsequent fiscal year (by passage of a tax levy ordinance). Tax bills are prepared by the county and issued on or about February 1, 2021, and are payable in two installments, on or about March 1, 2021 and August 1, 2021. The county collects such taxes and remits them periodically. The allowance for uncollectable taxes has been stated at 0.5% of the tax levy to reflect actual collection experience. Property tax receivable balances in the financial statements appear net of this allowance.

The 2020 tax levy, which attached as an enforceable lien on property as of January 1, 2021, has not been recorded as a receivable as of March 31, 2021. The tax has not yet been levied by the Township and will not be levied until December 2021, and therefore, the levy is not measurable at March 31, 2021.

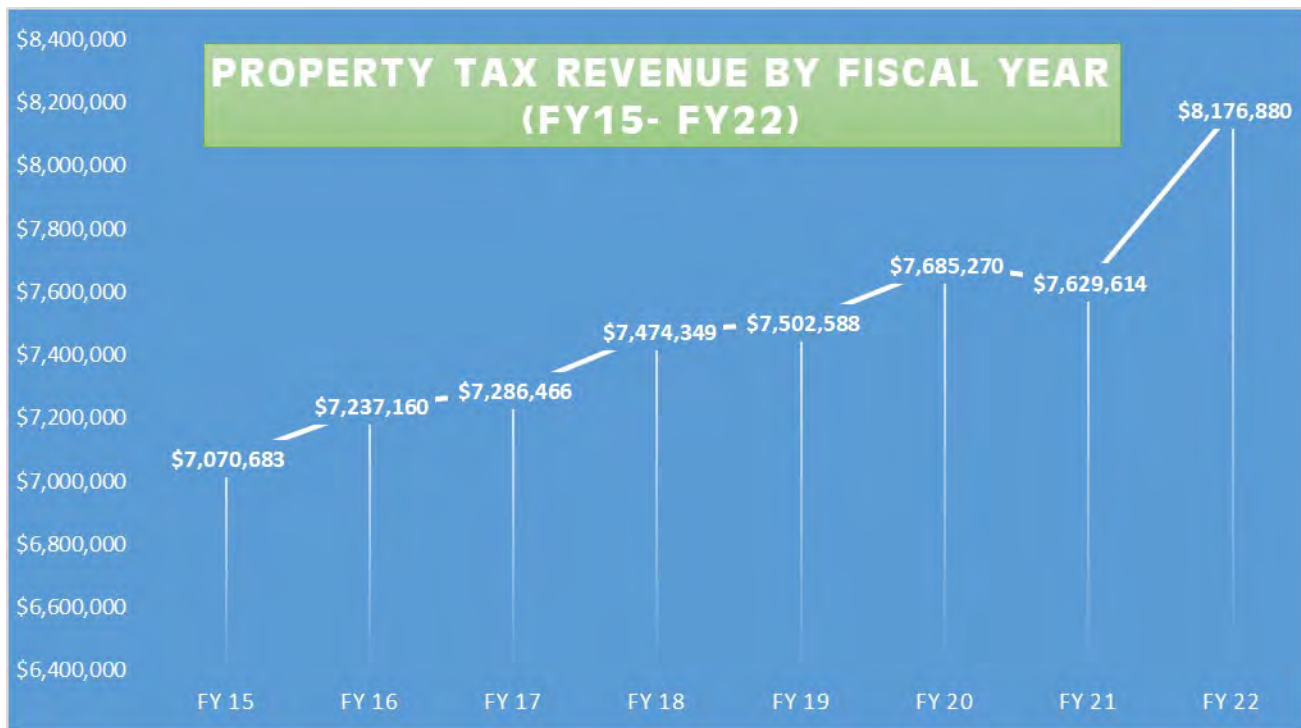
Currently, the 2020 First Installment Real Estate Tax Bills for Cook County, Illinois have been mailed to taxpayers, and were due on Thursday, March 1, 2021. The first installment tax bills are 55 percent of the previous year's taxes. Any assessment reduction(s) taxpayers received for the 2020 tax year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

Major Revenue Sources

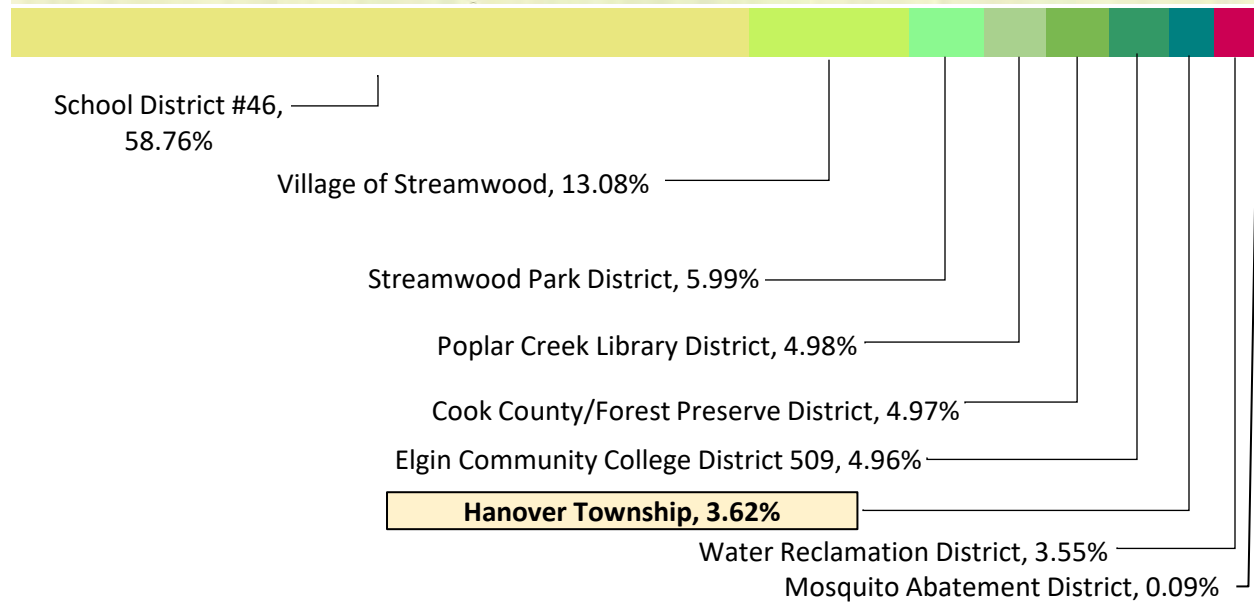
Property Tax Revenues by Fund

Fund	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Actual	FY 22 Budget	FY 23 Projected
Town	\$ 3,455,555	\$ 3,533,950	\$ 3,581,571	\$ 3,628,536	\$ 3,687,754	\$ 3,801,283	\$ 3,758,238	\$ 4,057,317	\$ 4,097,890
Senior	\$ 1,020,562	\$ 1,035,921	\$ 1,055,931	\$ 1,067,682	\$ 1,084,749	\$ 1,113,995	\$ 1,105,482	\$ 1,181,837	\$ 1,193,655
General Assistance	\$ 368,670	\$ 371,951	\$ 381,855	\$ 395,349	\$ 386,616	\$ 390,805	\$ 402,621	\$ 430,959	\$ 435,269
Road	\$ 850,717	\$ 898,146	\$ 876,058	\$ 864,371	\$ 847,295	\$ 848,200	\$ 814,109	\$ 850,577	\$ 859,083
Mental Health Board	\$ 1,064,490	\$ 1,080,609	\$ 1,068,355	\$ 1,192,747	\$ 1,162,246	\$ 1,188,530	\$ 1,208,434	\$ 1,292,877	\$ 1,305,806
Social Security	\$ 138,855	\$ 140,701	\$ 143,420	\$ 144,827	\$ 149,540	\$ 153,098	\$ 152,818	\$ 162,422	\$ 164,046
IMRF	\$ 171,834	\$ 175,882	\$ 179,276	\$ 180,837	\$ 184,388	\$ 189,359	\$ 187,912	\$ 200,891	\$ 202,900
Total	\$7,070,683	\$7,237,160	\$7,286,466	\$7,474,349	\$7,502,588	\$7,685,270	\$7,629,614	\$8,176,880	\$8,258,649

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. Although there has been some fluctuation in overall EAV and tax rates over the past few years, overall extensions have consistently grown in a controlled manner. A conservative approach is utilized in all revenue projections using both historical trend analysis and assumptions based on current and projected economic factors. The Township estimates a small increase in property tax revenues for FY 20, with a projected 1% growth for FY 21 and FY 22.



Major Revenue Sources



The chart above represents the amount of property tax a sample resident of Hanover Township in the Village of Streamwood pays to various overlapping governments. U-46 School District collects the largest portion at 59% of the total rate, whereas Hanover Township collects 3.62% of the total.

Major Revenue Sources

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 and the second portion (48.35 percent) goes to downstate counties. The Cook County portion is then distributed to the taxing districts in Cook County based on each district's share of personal property tax collections for the 1976 year. This percentage is called the district's "allocation factor".

Replacement Tax Revenues by Fund									
Fund	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Actual	FY 22 Budget	FY 23 Projected
Town	\$ 28,005	\$ 27,061	\$ 25,433	\$ 25,806	\$ 26,804	\$ 39,016	\$ 26,354	\$ 30,000	\$ 30,300
General Assistance	\$ 2,811	\$ 4,084	\$ 3,839	\$ 3,020	\$ 2,074	\$ 2,096	\$ 4,000	\$ 4,000	\$ 4,040
Road	\$ 26,896	\$ 23,424	\$ 24,182	\$ 22,461	\$ 25,859	\$ 46,425	\$ 31,830	\$ 25,000	\$ 25,250
Mental Health	\$ 8,432	\$ 12,254	\$ 11,517	\$ 9,061	\$ 6,221	\$ 6,289	\$ 12,000	\$ 12,000	\$ 12,120
Total	\$66,144	\$66,823	\$64,971	\$60,348	\$60,958	\$93,826	\$74,184	\$71,000	\$71,710

The projections for replacement tax revenues were calculated using a combination of historical trend analysis and state economic indicators. In keeping with the Township's conservative fiscal philosophy and accounting for relatively flat growth projections for the near term in Illinois, projections for FY 21 and FY 22 replacement tax revenues were estimated with a 1% increase to the base budget projection for both years.

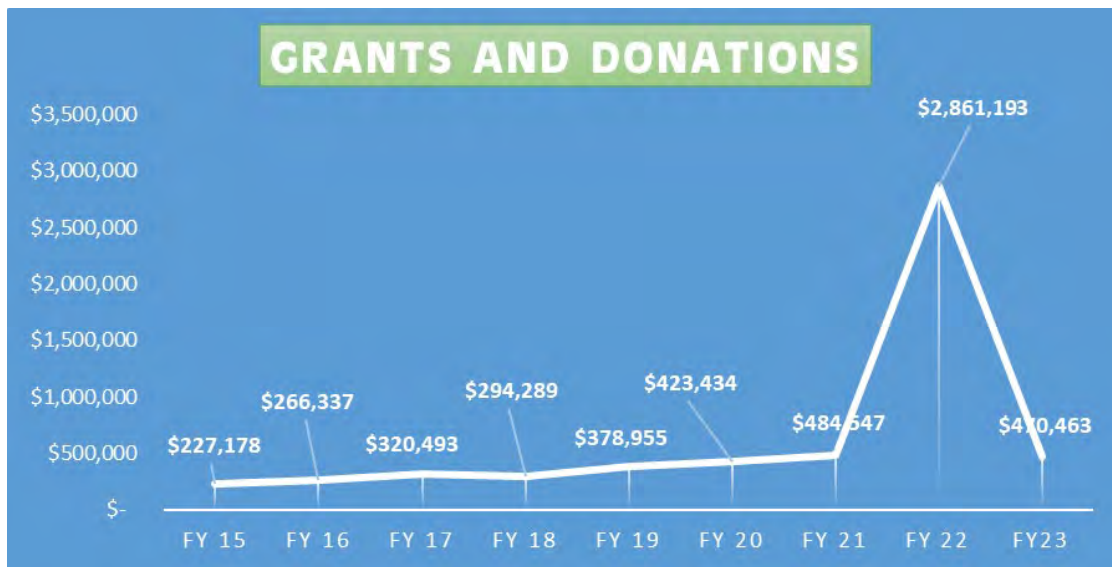
Major Revenue Sources

Grants and Donations by Fund

Fund	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Actual	FY 22 Budget	FY 23 Projected
Town	\$ 81,870	\$ 104,430	\$ 102,255	\$ 103,810	\$ 109,000	\$ 110,090
Senior	\$ 265,354	\$ 274,525	\$ 318,657	\$ 380,737	\$ 352,193	\$ 355,715
Capital	\$ 2,096	\$ -	\$ 2,522	\$ -	\$ 2,400,000	\$ 2,424,000
Total	\$ 294,289	\$378,955	\$423,434	\$ 484,547	\$2,861,193	\$ 470,463

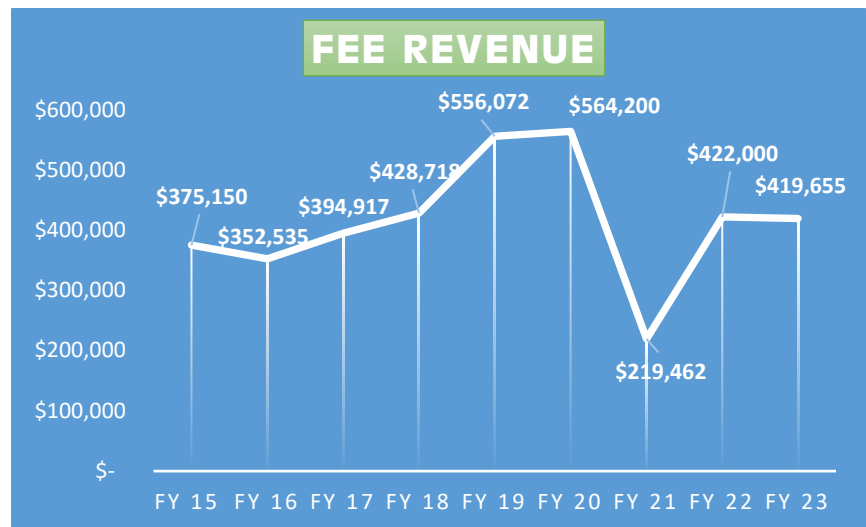
Grants and Donations

Grants and donations vary from year to year due to the availability of funding and external factors. The Township actively seeks additional grant opportunities, in FY22 Hanover Township will receive a State Capital Grant and OSLAD Grant to fund capital projects.



Fees

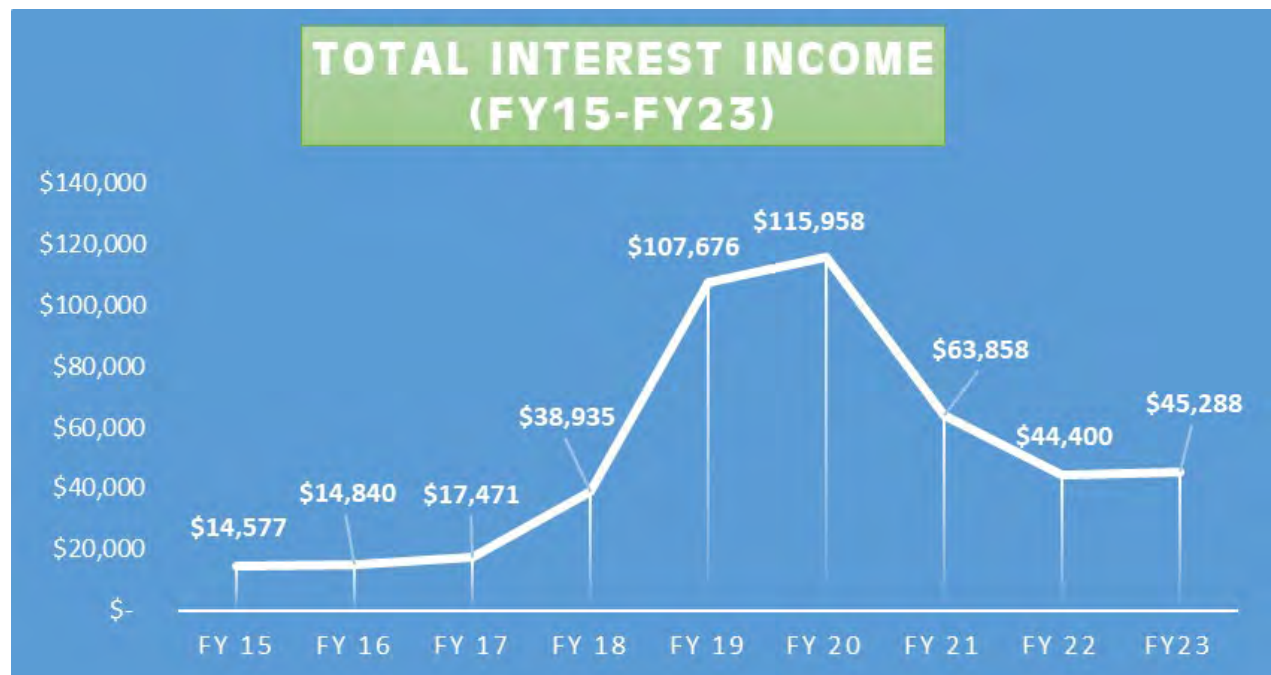
The Township collects fees for certain services provided to residents. Examples of these services include passport processing, physicals, vaccinations, bus services, and tutoring. Fee revenue greatly decreased in FY21 due COVID-19 closures and restrictions. Hanover Township anticipates service fee revenue will rebound in FY22 as restrictions are lifted. For a complete list of Township fees please visit hanover-township.org/.



Major Revenue Sources

Interest Income by Fund									
Fund	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Actual	FY 22 Budget	FY 23 Projected
Town	\$ 10,444	\$ 7,647	\$ 10,243	\$ 22,705	\$ 71,232	\$ 83,022	\$ 26,907	\$ 25,000	\$ 25,500
Senior	\$ 937	\$ 843	\$ 1,288	\$ 5,306	\$ 8,889	\$ 6,943	\$ 9,395	\$ 5,000	\$ 5,100
General Assistance	\$ 375	\$ 238	\$ 682	\$ 1,261	\$ 4,026	\$ 3,145	\$ 4,256	\$ 1,500	\$ 1,530
Road	\$ 1,370	\$ 4,972	\$ 3,639	\$ 5,969	\$ 13,437	\$ 3,934	\$ 6,272	\$ 4,000	\$ 4,080
MHB	\$ 689	\$ 631	\$ 1,028	\$ 2,378	\$ 6,395	\$ 4,995	\$ 6,759	\$ 4,000	\$ 4,080
Social Security	\$ 57	\$ 51	\$ 80	\$ 201	\$ 600	\$ 468	\$ 634	\$ 400	\$ 408
IMRF	\$ 142	\$ 83	\$ 104	\$ 314	\$ 929	\$ 725	\$ 982	\$ 500	\$ 510
Vehicle	\$ 563	\$ 375	\$ 407	\$ 801	\$ 2,168	\$ 12,726	\$ 8,653	\$ 4,000	\$ 4,080
Total	\$14,577	\$14,840	\$ 17,471	\$ 38,935	\$107,676	\$115,958	\$ 63,858	\$44,400	\$45,288

As shown in the graph below, the level of interest income collected by the Township in FY 2022 decreased from the previous year (FY21). This decrease comes in part from the Federal Reserve decreasing the base interest rate and the Townships overall level of holdings being either maintained or decreased over the time period.



Major Revenue Sources

Other Income by Fund									
Fund	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Actual	FY 22 Budget	FY 23 Projected
Town	\$ 8,725	\$ 4,967	\$ 4,659	\$ 26,948	\$ 6,488	\$ 4,221	\$ 47,620	\$ 5,000	\$ 5,100
Senior	\$ 26,796	\$ 10,215	\$ 2,180	\$ 2,500	\$ 1,100	\$ 10,733	\$ 9,500	\$ 10,000	\$ 10,200
General Assistance	\$ 22,130	\$ 13,388	\$ 80,337	\$ 15,000	\$ 18,783	\$ 8,998	\$ 20,528	\$ 16,000	\$ 16,320
Road	\$ 1,674	\$ 3,112	\$ 25	\$ 15,858	\$ 1,467	\$ 963	\$ -	\$ 1,000	\$ 1,020
Mental Health	\$ -	\$ -	\$ 259	\$ 15,109	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,020
Total	\$59,325	\$31,682	\$87,460	\$75,415	\$27,838	\$24,915	\$77,648	\$33,000	\$33,660



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

Rental income has remained a highly stable, but a minor revenue source over the past several years. The Township entered into a 10-year lease agreement in FY 15 which will cause a 0% annual increase in revenue. The Township plans to sell the Resource Center in FY22, which will reduce the rental income to \$0 in FY23.

Rental Income by Fund									
Fund	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Budget	FY 22 Projected	FY 23 Projected
Town	\$ -	\$ 10,500	\$ 11,100	\$ 10,010	\$ 10,000	\$ 10,050	\$ 10,000	\$ 10,000	\$ -
Mental Health	\$ 11,400	\$ 12,000	\$ 11,800	\$ 11,700	\$ 11,600	\$ 13,820	\$ 11,850	\$ 12,000	\$ -
Total	\$11,400	\$22,500	\$22,900	\$21,710	\$21,600	\$23,870	\$21,850	\$22,000	\$ -

Financial Summaries

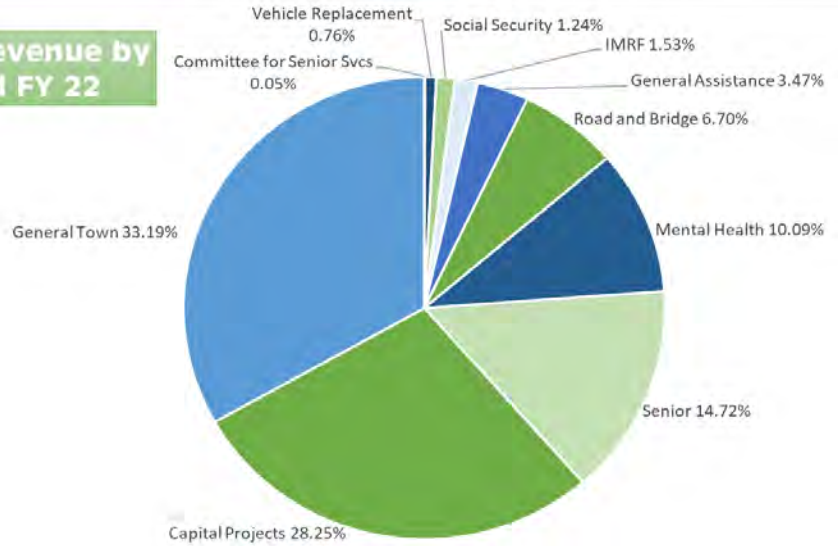


Financial Summary

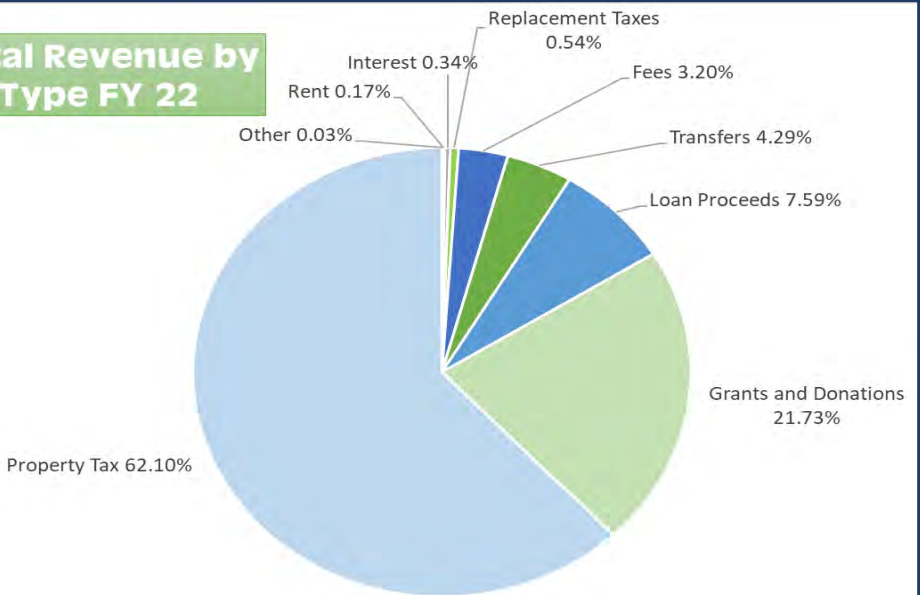
REVENUES

Property taxes comprise the primary revenue source for the Township as **62.10%** of all revenues come from this tax. Grants and donations comprise another **21.73%**. Fees and fund transfers account for approximately **3.20%** and **4.29%** respectively.

Total Revenue by Fund FY 22



Total Revenue by Type FY 22



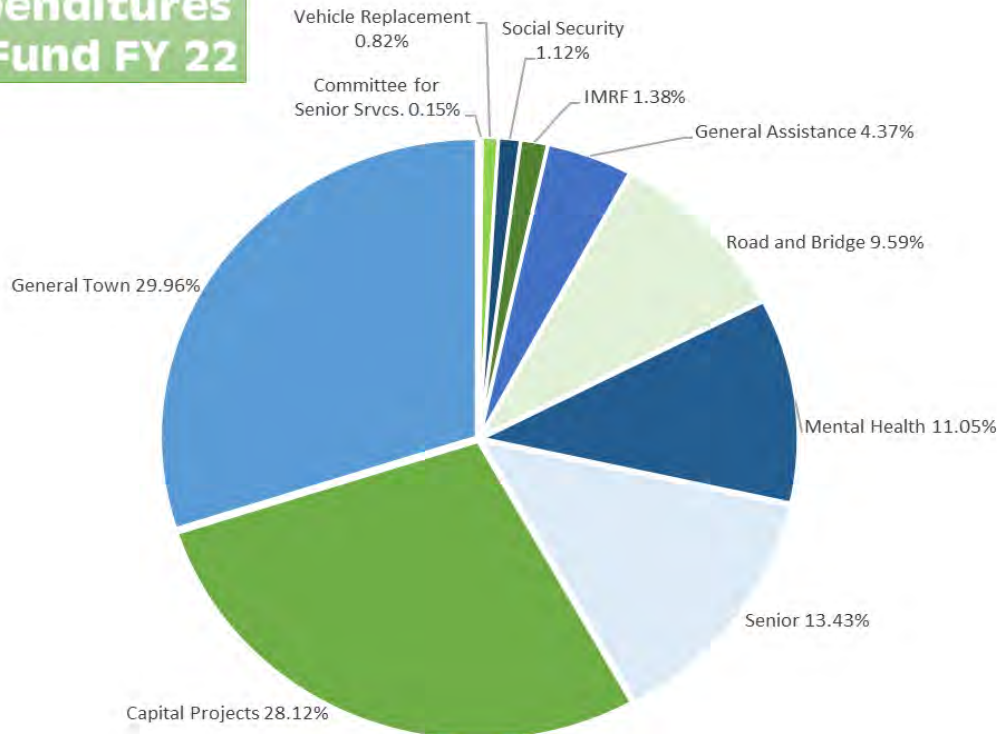
Total Revenues by Type FY22

Revenue	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Property Taxes	\$ 7,630,171	\$ 7,928,595	\$ 7,629,615	\$ 8,176,880	3.13%
Replacement Taxes	\$ 93,827	\$ 74,000	\$ 74,184	\$ 71,000	-4.05%
Interest	\$ 115,960	\$ 76,800	\$ 63,858	\$ 44,500	-42.06%
Rent	\$ 13,820	\$ 22,000	\$ 11,850	\$ 22,000	0.00%
Other	\$ 24,907	\$ 4,500	\$ 58,109	\$ 4,500	0.00%
Fees	\$ 535,843	\$ 600,200	\$ 219,461	\$ 422,000	-29.69%
Grants and Donations	\$ 429,725	\$ 1,319,636	\$ 488,822	\$ 2,861,193	116.82%
Transfers from Other Funds	\$ 550,000	\$ 1,780,000	\$ 1,780,000	\$ 565,000	-68.26%
Loan Proceeds	\$ -	\$ -	\$ -	\$ 1,000,000	-
Total Revenue	\$ 9,394,253	\$ 11,805,731	\$ 10,325,899	\$ 13,167,073	11.53%

EXPENDITURES

The largest expenditure by fund is the General Town Fund at **\$4,368,262**, approximately **30%** of the total. This is in line with previous years and most of the Township's operating departments are budgeted through this fund.

Expenditures by Fund FY 22



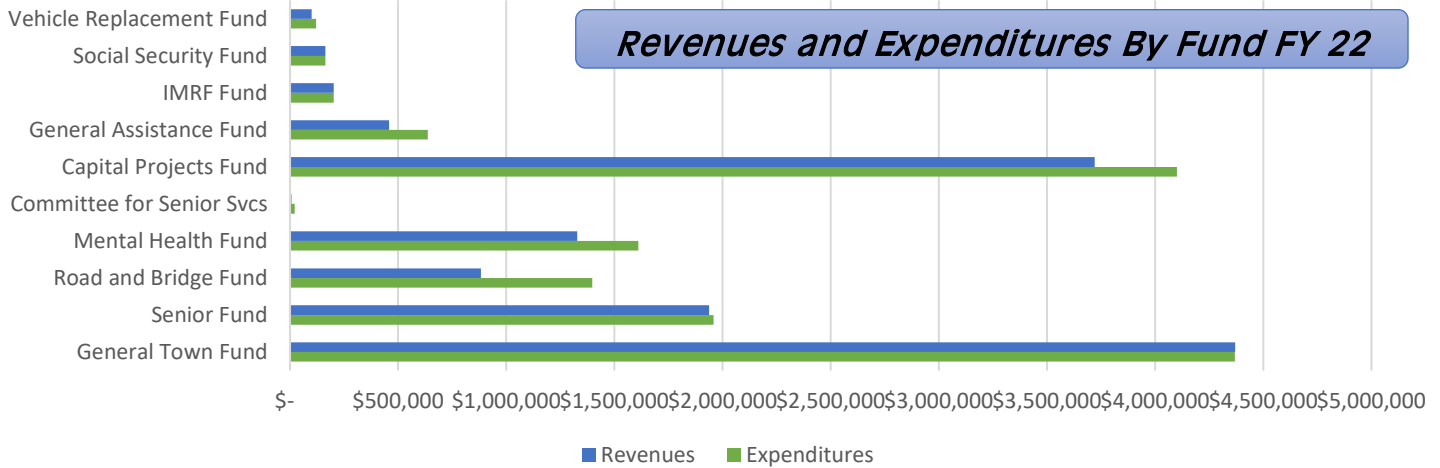
Total Expenditures by Fund Summary FY22

Expenditures	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
General Town Fund	\$ 3,960,888	\$ 5,369,189	\$ 4,979,365	\$ 4,368,262	-18.64%
Senior Fund	\$ 1,872,767	\$ 2,084,026	\$ 1,824,850	\$ 1,958,029	-6.05%
General Assistance Fund	\$ 338,052	\$ 584,335	\$ 491,416	\$ 637,095	9.03%
Mental Health Fund	\$ 1,268,382	\$ 1,552,870	\$ 1,139,102	\$ 1,610,950	3.74%
Road and Bridge Fund	\$ 1,121,492	\$ 1,390,400	\$ 732,028	\$ 1,397,810	0.53%
Committee for Senior Services	\$ -	\$ -	\$ -	\$ 21,600	-
IMRF Fund	\$ 189,759	\$ 195,840	\$ 195,840	\$ 201,391	2.83%
Social Security Fund	\$ 153,398	\$ 158,191	\$ 158,191	\$ 162,822	2.93%
Capital Projects Fund	\$ 361,958	\$ 3,235,000	\$ 1,954,102	\$ 4,100,000	26.74%
Vehicle Replacement Fund	\$ 104,746	\$ 185,000	\$ 73,907	\$ 120,000	-35.14%
Total Expenditures	\$ 9,371,442	\$ 14,754,851	\$ 11,548,801	\$ 14,577,959	-1.20%
Total Revenues	\$ 9,394,253	\$ 11,805,731	\$ 10,325,899	\$ 13,167,073	11.53%
Excess of Revenues over Expenditures	\$ 22,811	\$ (2,949,120)	\$ (1,222,902)	\$ (1,410,886)	-52.16%

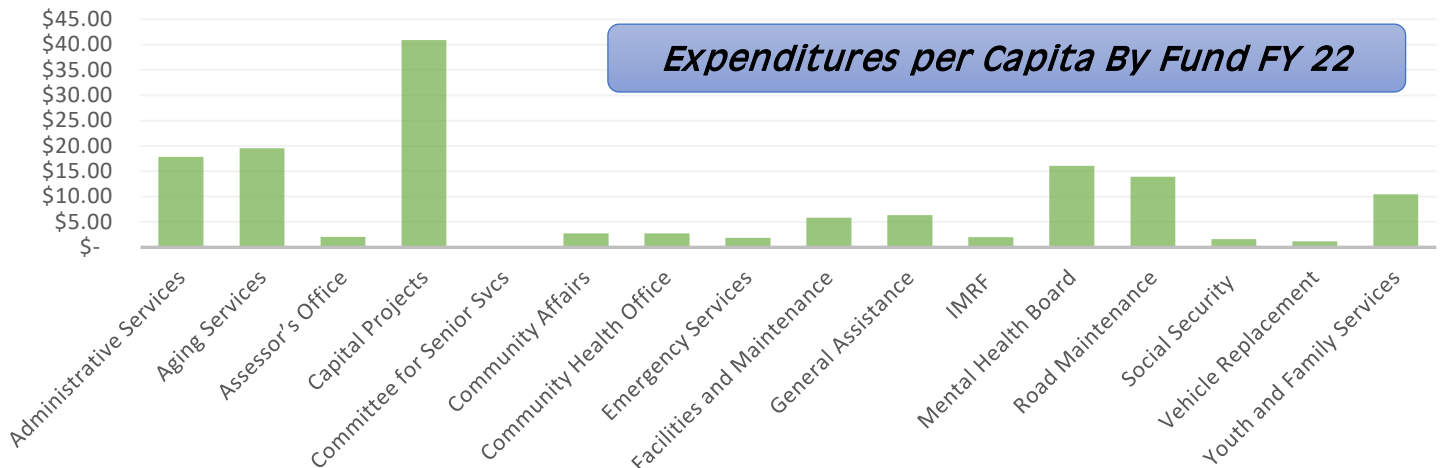
Financial Summary

PROJECTIONS

Revenues and Expenditures By Fund FY 22



Expenditures per Capita By Fund FY 22

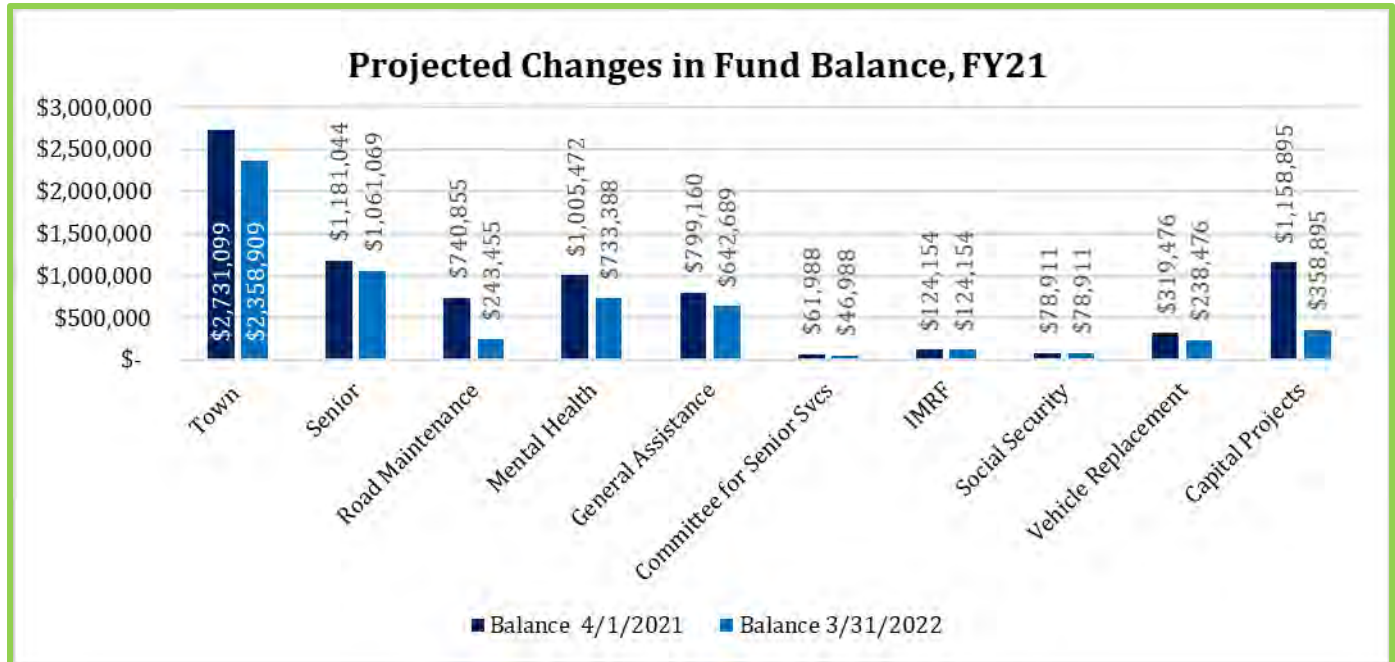


Expenditures are budgeted to exceed revenues for all major funds and equal or exceed revenues in all non-major funds as to utilize accumulated reserves.

Projected Changes in Fund Balance FY22

	Balance 4/1/2021	Total Estimated Revenues	Total Estimated Funds Available	Total Budgeted Expenditures	Balance 3/31/2022	Percentage Change
Town	\$ 2,096,216	\$ 4,369,817	\$ 6,466,033	\$ 4,368,262	\$ 2,097,771	0.07%
Senior	\$ 1,337,660	\$ 1,938,030	\$ 3,275,690	\$ 1,958,029	\$ 1,317,661	-1.50%
Road Maintenance	\$ 1,049,868	\$ 882,577	\$ 1,932,445	\$ 1,397,810	\$ 534,635	-49.08%
Mental Health	\$ 910,956	\$ 1,328,377	\$ 2,239,333	\$ 1,610,950	\$ 628,383	-31.02%
General Assistance	\$ 688,313	\$ 457,459	\$ 1,145,772	\$ 637,095	\$ 508,677	-26.10%
Committee for Senior Services	\$ 61,988	\$ 6,600	\$ 68,588	\$ 21,600	\$ 46,988	-24.20%
IMRF	\$ 129,282	\$ 201,391	\$ 330,673	\$ 201,391	\$ 129,282	0.00%
Social Security	\$ 82,924	\$ 162,822	\$ 245,746	\$ 162,822	\$ 82,924	0.00%
Vehicle Replacement	\$ 167,110	\$ 100,000	\$ 267,110	\$ 120,000	\$ 147,110	-11.97%
Capital Projects	\$ 829,012	\$ 3,720,000	\$ 4,549,012	\$ 4,100,000	\$ 449,012	-45.84%
Total	\$ 7,353,329	\$ 13,167,073	\$ 20,520,402	\$ 14,577,959	\$ 5,942,443	-19.19%

FUND BALANCE HIGHLIGHTS



- The Capital Projects Fund balance is the largest decrease from **\$1,158,895** to **\$358,895** due to several one-time capital projects underway; the construction of a new Emergency Services Station and the implementation of the Izaak Walton Reserves Master Plan.
- The Road Fund balance decrease of **\$750,855** to **\$243,455** is attributed to the Township budgeting for extensive road resurfacing projects.
- The Mental Health Fund balance will decrease by **16.07%** due to continuing to draw down on accumulated fund balance for agency capital projects, new program development, as well as emergency funding. Further funding is set aside for the future disabled housing initiative, Hanover Landing.
- The Vehicle Fund balance has a projected **11.97%** decrease with the projected replacement of one senior bus, one maintenance vehicle, and one emergency services vehicle.
- The General Assistance Fund has the next most significant change with a projected **19.58%** decrease in the overall fund balance due to the food pantry fund moving back under General Assistance.
- The Town Fund balance is projected to increase minimally in FY22. The increase can be attributed to a fund transfers to the Capital Projects Fund.

Financial Summary



Consolidated Financial Summary FY22

REVENUE	Town	Senior	General Assistance	Mental Health	Road Maintenance	Committee for Senior Services	IMRF	Social Security	Vehicle Replacement	Capital Projects	Total
Property Taxes	\$ 4,057,317	\$ 1,181,837	\$ 430,959	\$ 1,292,877	\$ 850,577	-	\$ 200,891	\$ 162,422	-	-	\$ 8,176,880
Replacement Taxes	\$ 30,000	-	\$ 4,000	\$ 12,000	\$ 25,000	-	-	-	-	-	\$ 71,000
Interest	\$ 25,000	\$ 5,000	\$ 1,500	\$ 4,000	\$ 4,000	\$ 100	\$ 500	\$ 400	\$ 4,000	-	\$ 44,500
Rent	\$ 10,000	-	-	\$ 12,000	-	-	-	-	-	-	\$ 22,000
Other	\$ 4,500	-	-	-	\$ -	-	-	-	-	-	\$ 4,500
Fees	\$ 134,000	\$ 244,000	\$ 21,000	\$ 7,500	\$ 3,000	\$ 6,500	-	-	\$ 6,000	-	\$ 422,000
Loan Proceeds	-	-	-	-	-	-	-	-	-	\$ 1,000,000	\$ 1,000,000
Grants & Donations	\$ 109,000	\$ 352,193	-	-	-	-	-	-	-	\$ 2,400,000	\$ 2,861,193
Transfers	-	\$ 155,000	-	-	-	-	-	-	\$ 90,000	\$ 320,000	\$ 565,000
Total	\$ 4,369,817	\$ 1,938,030	\$ 457,459	\$ 1,328,377	\$ 882,577	\$ 6,600	\$ 201,391	\$ 162,822	\$ 100,000	\$ 3,720,000	\$ 13,167,073
EXPENDITURES											
Personal Cost	\$ 2,703,848	\$ 1,395,529	\$ 310,695	\$ 92,050	\$ 230,310	-	\$ 201,391	\$ 162,822	-	-	\$ 5,096,645
Administration	\$ 493,664	\$ 170,400	\$ 21,800	\$ 27,400	\$ 856,000	-	-	-	-	-	\$ 1,569,264
Town Office Expense	\$ 207,500	-	-	-	-	-	-	-	-	-	\$ 207,500
Town Hall Expense	\$ 50,000	-	-	-	-	-	-	-	-	-	\$ 50,000
Legal & Auditing	\$ 162,550	-	-	-	-	-	-	-	-	-	\$ 162,550
Insurance & Emp Benefits	\$ 189,600	-	-	-	-	-	-	-	-	-	\$ 189,600
Nutrition	-	\$ 159,700	-	-	-	-	-	-	-	-	\$ 159,700
Programs	-	\$ 120,850	-	-	-	\$ 21,600	-	-	-	-	\$ 142,450
Social Services	-	\$ 11,250	-	-	-	-	-	-	-	-	\$ 11,250
Transportation	-	\$ 100,300	-	-	-	-	-	-	-	-	\$ 100,300
Pantry	-	-	\$ 23,500	-	-	-	-	-	-	-	\$ 23,500
Home Relief	-	-	\$ 281,100	-	-	-	-	-	-	-	\$ 281,100
Service Contracts	-	-	-	\$ 1,442,000	-	-	-	-	-	-	\$ 1,442,000
Community Resource Center	-	-	-	\$ 49,500	-	-	-	-	-	-	\$ 49,500
Capital Projects											
Bldg & Equipment	\$ 176,100	-	-	-	\$ 131,500	-	-	-	-	\$ 3,090,000	\$ 3,397,600
Land/Bldg Acq	-	-	-	-	-	-	-	-	-	\$ 1,010,000	\$ 1,010,000
Vehicles	-	-	-	-	-	-	-	-	\$ 120,000	-	\$ 120,000
Transfers											
Town	-	-	-	-	-	-	-	-	-	-	-
Senior	-	-	-	-	\$ 155,000	-	-	-	-	-	\$ 155,000
Vehicle	\$ 65,000	-	-	-	\$ 25,000	-	-	-	-	-	\$ 90,000
Retirement	-	-	-	-	-	-	-	-	-	-	-
Capital	\$ 320,000	-	-	-	-	-	-	-	-	-	\$ 320,000
Total	\$ 4,368,262	\$ 1,958,029	\$ 637,095	\$ 1,610,950	\$ 1,397,810	\$ 21,600	\$ 201,391	\$ 162,822	\$ 120,000	\$ 4,100,000	\$ 14,577,959
Surplus (Deficit)	\$ 1,555	\$ (19,999)	\$ (179,636)	\$ (282,573)	\$ (515,233)	\$ (15,000)	\$ -	\$ -	\$ (20,000)	\$ (380,000)	\$ (1,410,886)
Beginning Fund Bal	\$ 2,096,216	\$ 1,337,660	\$ 688,313	\$ 910,956	\$ 1,049,868	\$ 61,988	\$ 129,282	\$ 82,924	\$ 167,110	\$ 829,012	\$ 7,353,330
Ending Fund Balance	\$ 2,097,771	\$ 1,317,661	\$ 508,677	\$ 628,383	\$ 534,635	\$ 46,988	\$ 129,282	\$ 82,924	\$ 147,110	\$ 449,012	\$ 5,942,444

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 2020 total taxable assessed property value is \$1,967,914,991; therefore, Hanover Township's legal limit of debt is \$56,577,556.

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

Summary of Debt Policy

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

Ratios of Outstanding Debt by Type (FY 2009-2020)

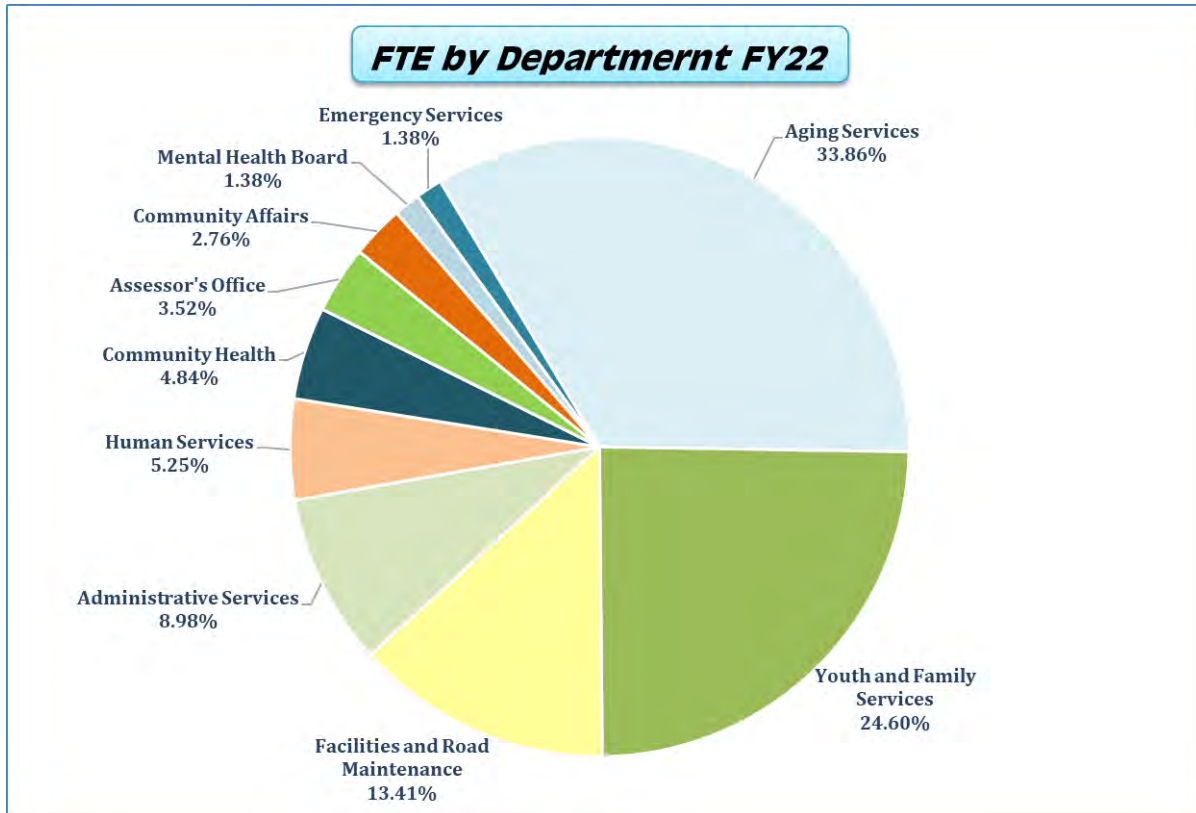
Fiscal Year	General Obligation Bonds	Loan Payable	Total Township	Debt per Capita
2010	\$ -	\$ -	\$ -	\$ -
2011	\$ -	\$ -	\$ -	\$ -
2012	\$ -	\$ -	\$ -	\$ -
2013	\$ -	\$ -	\$ -	\$ -
2014	\$ -	\$ -	\$ -	\$ -
2015	\$ -	\$ -	\$ -	\$ -
2016	\$ -	\$ -	\$ -	\$ -
2017	\$ -	\$ -	\$ -	\$ -
2018	\$ -	\$ -	\$ -	\$ -
2019	\$ -	\$ -	\$ -	\$ -
2020	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -

Full-Time Equivalent (FTE) Position Summary



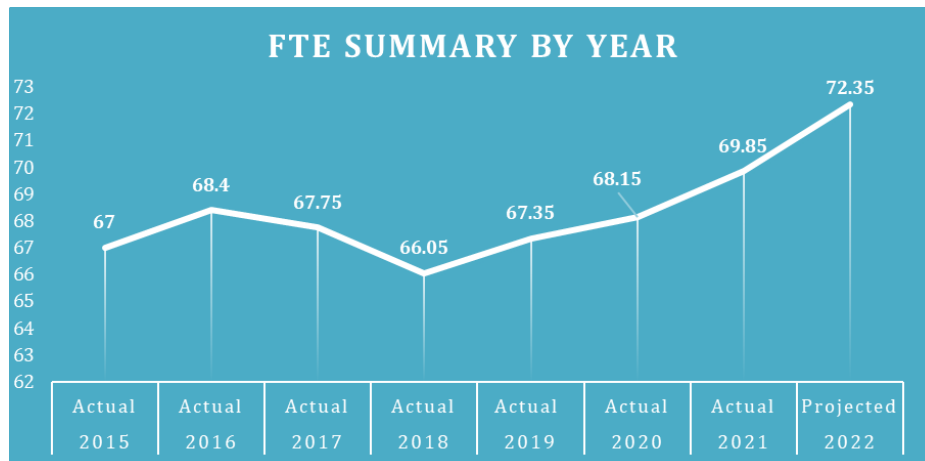
Summary of Employees By Department									
Department and Position	2020 Actual	2021 Actual	2022 Projected	Change	Department and Position	2020 Actual	2021 Actual	2022 Projected	Change
Administrative Services					Aging Services				
Township Administrator	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0
Assistant Township Administrator	0.8	0.8	0.8	0.0	Administrative Assistant	1.0	1.0	1.0	0.0
Human Resources Manager	1.0	1.0	1.0	0.0	Graduate Intern	0.0	0.5	0.0	-0.5
Resident Services Assistant	1.0	1.0	1.0	0.0	Program Manager	1.0	1.0	1.0	0.0
Administrative Assistant	0.0	1.0	1.0	0.0	Volunteer and Program Coordinator	1.0	1.0	1.0	0.0
Receptionist	1.2	1.2	1.2	0.0	Program Specialist	0.75	0.75	0.75	0.0
Management Graduate Intern	0.5	0.5	0.5	0.0	Computer Instructor	0.4	0.4	0.0	-0.4
Total	5.5	6.5	6.5	0.0	Visual Art Instructor	1.3	1.3	1.3	0.0
2020	Actual	2021	2022		Receptionist	1.2	1.2	1.2	0.0
Assessor's Office					Social Services Manager	1.0	1.0	1.0	0.0
Chief Deputy Assessor	1.0	1.0	1.0	0.0	Social Services Specialist	2.0	2.0	2.0	0.0
Deputy Assessor	1.55	1.55	1.55	0.0	Therapist	0.6	0.8	0.8	0.0
Total	2.55	2.55	2.55	0.0	Nutrition Manager	1.0	1.0	1.0	0.0
2020	Actual	2021	2022		Line Cook	0.6	0.6	0.6	0.0
Community Health					Kitchen Assistant	0.6	0.6	0.6	0.0
Director	1.0	1.0	1.0	0.0	Home Delivered Meals Assistant	1.25	1.25	1.25	0.0
Community Health Nurse	1.0	1.0	1.0	0.0	Transportation Manager	1.0	1.0	1.0	0.0
Community Health Assistant	1.0	1.0	1.0	0.0	Transportation Dispatcher	1.0	1.0	1.0	0.0
Receptionist	0.5	0.5	0.5	0.0	Bus Driver	6.0	6.0	6.0	0.0
Total	3.5	3.5	3.5	0.0	Home Care Coordinator	0.0	0.0	1.0	1.0
2020	Actual	2021	2022		Home Care Assistant	0.0	0.0	1.0	1.0
Community Affairs					Total	22.7	23.4	24.5	1.1
Director of Community and Government Relations	1.0	1.0	1.0	0.0	2020	Actual	2021	2022	
Veterans Specialist	0.8	0.8	0.0	-0.8	Human Services				
Communications Specialist	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0
Total	2.8	2.8	2.0	-0.8	Case Manager	1.0	1.0	1.0	0.0
2020	Actual	2021	2022		Human Services Coordinator	1.0	1.0	1.0	0.0
Emergency Services					Outreach Coordinator	0.8	0.8	0.8	0.0
Director	1.0	1.0	1.0	0.0	Total	3.8	3.8	3.8	0.0
Total	1.0	1.0	1.0	0.0	2020	Actual	2021	2022	
2020	Actual	2021	2022		Youth and Family Services				
Facilities and Road Maintenance					Director	1.0	1.0	1.0	0.0
Director	1.0	1.0	1.0	0.0	Administrative Assistant	1.0	1.0	1.0	0.0
Operations Manager	1.0	1.0	1.0	0.0	Receptionist	1.1	1.1	1.1	0.0
Facilities Manager	1.0	1.0	1.0	0.0	Lead Tutor	0.1	0.1	0.1	0.0
Maintenance Associate	2.0	2.0	2.0	0.0	Tutor	0.6	0.6	0.6	0.0
Custodian	0.0	0.0	2.0	2.0	Clinical Manager	1.0	1.0	1.0	0.0
Road Maintenance Manager	1.0	1.0	1.0	0.0	Family Therapist	5.0	5.0	5.0	0.0
Road Maintenance Associate	1.0	1.0	1.0	0.0	Prevention Services Manager	1.0	1.0	1.0	0.0
Seasonal Assistant	0.5	0.5	0.7	0.2	Program Coordinator	1.0	1.0	1.0	0.0
Total	7.5	7.5	9.7	2.2	Assistant Program Coordinator	1.0	1.0	1.0	0.0
2020	Actual	2021	2022		Open Gym Assistant	2.0	2.0	2.0	0.0
Mental Health Board					Volunteer & Prevention Coordinator	1.0	1.0	1.0	0.0
Mental Health Board Manager	1.0	1.0	1.0	0.0	Clinical Interventionist	1.0	1.0	1.0	0.0
Total	1.0	1.0	1.0	0.0	Substance Abuse Prevention Specialist	1.0	1.0	1.0	0.0
					Total	17.8	17.8	17.8	0.0
					2020	Actual	2021	2022	
					Grand Total FTE	68.15	69.85	72.35	2.5

Full-Time Equivalent (FTE) Position Summary

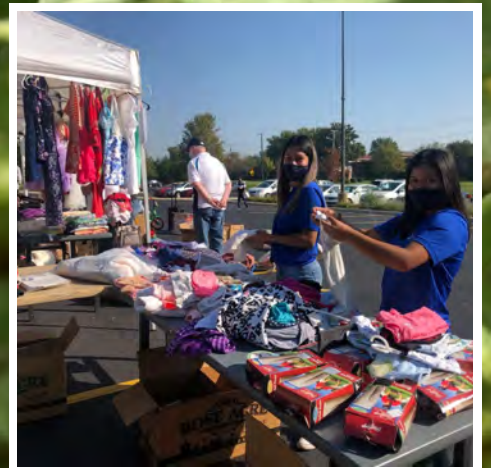


Changes in Staffing Levels

- In total, FTE for the Township is projected to increase by 2.5 FTE from FY 21 to FY 22.
- Community Affairs will decrease 0.8 FTE with the elimination of the Veteran's Specialist as Veteran's Services will now be provide by the Department of Human Service.
- Aging Services will increase by 1.1 FTE after adding a Home Care Coordinator and Home Care Assistant. Additionally, Aging Services will no longer staff a Computer Instructor, instead those services will be contracted.
- Facilities and Road Maintenance will increase by 2.2 FTE with the addition of two full time Custodians and one Seasonal Assistant.



General Town Fund



General Town Fund



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

General Town Fund Summary					
	FY20	FY21	FY21	FY 22	%
	Actual	Amended Budget	Actual	Budget	Change
Revenues	\$ 4,284,189	\$ 4,346,999	\$ 4,078,031	\$ 4,369,817	0.52%
Expenditures by Department					
Administrative Services	\$ 1,576,902	\$ 2,826,660	\$ 2,771,509	\$ 1,790,120	-36.67%
Assessor's Office	\$ 174,148	\$ 198,058	\$ 183,711	\$ 209,006	5.53%
Community Health	\$ 247,797	\$ 265,500	\$ 226,334	\$ 273,550	3.03%
Community Affairs	\$ 268,033	\$ 297,856	\$ 219,193	\$ 275,258	-7.59%
Emergency Services	\$ 157,483	\$ 168,665	\$ 171,501	\$ 185,250	9.83%
Facilities and Road Maintenance	\$ 543,621	\$ 545,200	\$ 572,815	\$ 586,878	7.64%
Food Pantry	\$ 72,130	\$ -	\$ -	\$ -	0.00%
Youth and Family Services	\$ 920,774	\$ 1,067,250	\$ 834,302	\$ 1,048,200	-1.78%
Total Expenditures	\$ 3,960,888	\$ 5,369,189	\$ 4,979,365	\$ 4,368,262	-18.64%
Excess of Revenues Over Expenditures	\$ 323,301	\$ (1,022,190)	\$ (901,334)	\$ 1,555	-100.15%
Fund Balance Beginning April 1	\$ 2,586,137	\$ 2,731,099	\$ 2,937,093	\$ 2,096,216	-23.25%
Estimated Cash on Hand March 31	\$ 2,731,099	\$ 1,708,909	\$ 2,035,759	\$ 2,097,771	22.75%

Budgetary Highlights:

- The overall Town Fund budget will decrease by 7.44%. This decrease is due primarily to the reduction in the transfers to the capital fund.
- The transition of Veteran Services to the Department of Human Services has resulted in approximately \$40,000 in savings in Community Affairs. The Assessor's Office budget is increasing 5.53% due to changes in insurance and IMRF rates.
- Overall Facilities and Road Maintenance division expenses are recommended to be increase 7.64%. A new line item was created to provide for work order software to increase efficiency and communication within the department.
- The Emergency Services Department budget is projected to increase by 9.8%. This increase is due to a competitive salary adjustment, related increases in IMRF, and additional funds for equipment primarily committed to turnout gear for all unit members.

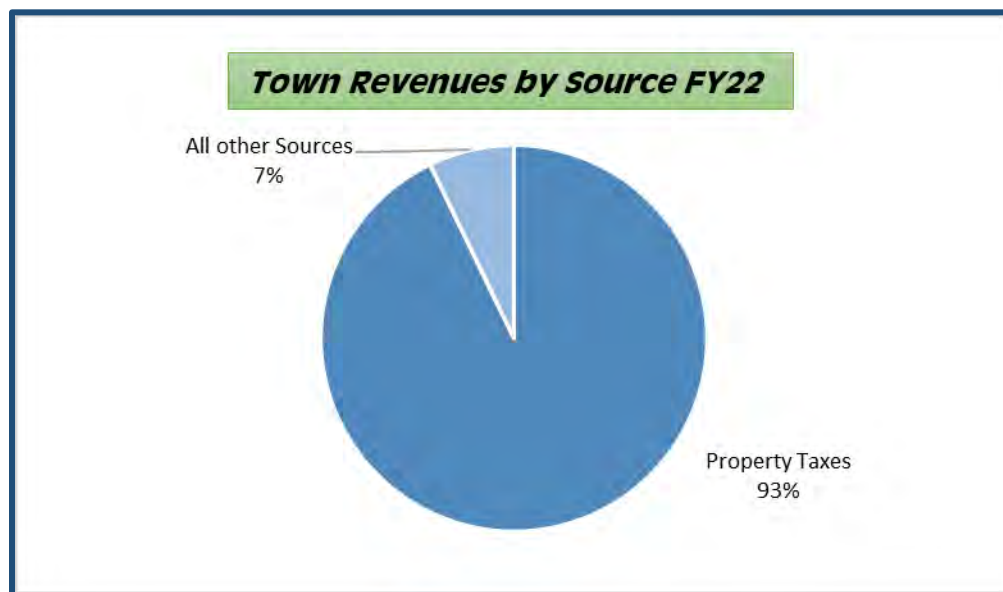
General Town Fund



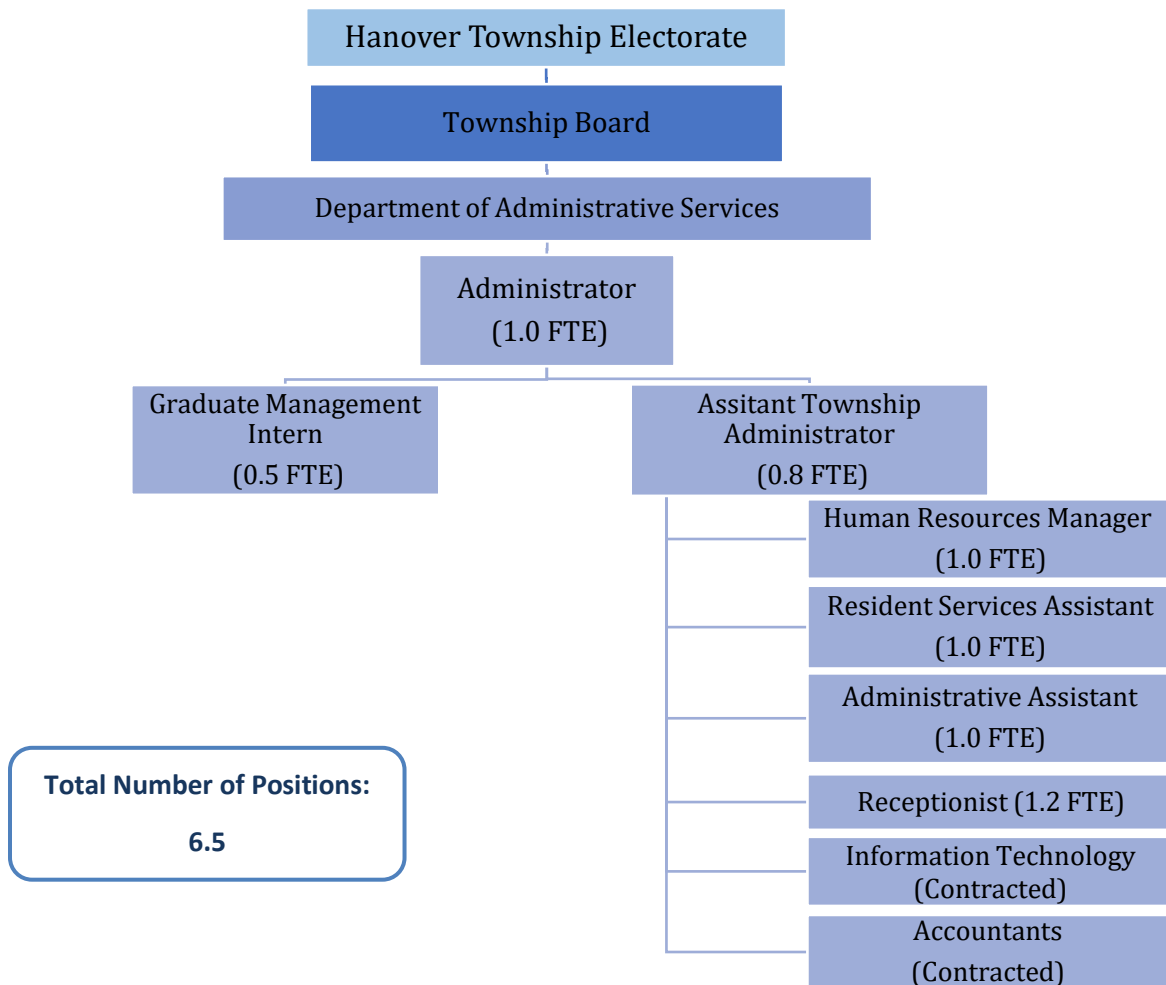
General Town Fund Revenues					
Town Fund Revenue	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Property Taxes	\$ 3,769,300	\$ 3,931,299	\$ 3,758,238	\$ 4,057,317	3.21%
Replacement Taxes	\$ 39,016	\$ 30,000	\$ 26,354	\$ 30,000	0.00%
Interest Income	\$ 83,022	\$ 50,000	\$ 26,907	\$ 25,000	-50.00%
Other Income	\$ 4,213	\$ 6,000	\$ 47,620	\$ 5,000	-16.67%
Rental Income	\$ 10,050	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
MHB/Office Charges	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
YFS- Therapy Charges	\$ 18,981	\$ 24,000	\$ 15,286	\$ 12,000	-50.00%
YFS- Tutoring Fees	\$ 5,742	\$ 8,000	\$ 3,256	\$ 5,000	-37.50%
YFS- MHB Funding	\$ 102,255	\$ 109,000	\$ 103,810	\$ 109,000	0.00%
Community Health	\$ 15,338	\$ 15,000	\$ 6,349	\$ 10,000	-33.33%
Community Affairs	\$ 4,464	\$ 4,200	\$ 1,807	\$ 2,000	-52.38%
Passport Fees	\$ 161,802	\$ 155,000	\$ 73,904	\$ 100,000	-35.48%
Total Town Fund Revenue	\$ 4,218,684	\$ 4,346,999	\$ 4,078,030	\$ 4,369,817	0.52%

Revenue Highlights

- Overall revenue will increase by 0.52%. This increase is due primarily to the increase in property tax revenue.
- Passport Fees are expected to decrease 35.48% in revenue generation as travel restriction remain in place due to the COVID-19 pandemic. *



Administrative Services



Mission

The Department of Administrative Services' mission is to ensure effective implementation of Township Board policies through efficient professional management of the Township government. The Township Administrator serves as the organization's Chief Administrative Officer and in this capacity is responsible for administration, coordination, and management of all Township services and employees not directly reporting to an elected official. The Assistant Township Administrator serves as the coordinator for the Township's information technology initiatives. Administrative Services also includes a Human Resources Manager which provides accounting, payroll and resident services.

Services

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

Administrative Services



Location and Contact Information

Department Head: Kristin Vana, Assistant Township Administrator
kvana@hanover-township.org

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

Phone: 630-837-0301

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

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

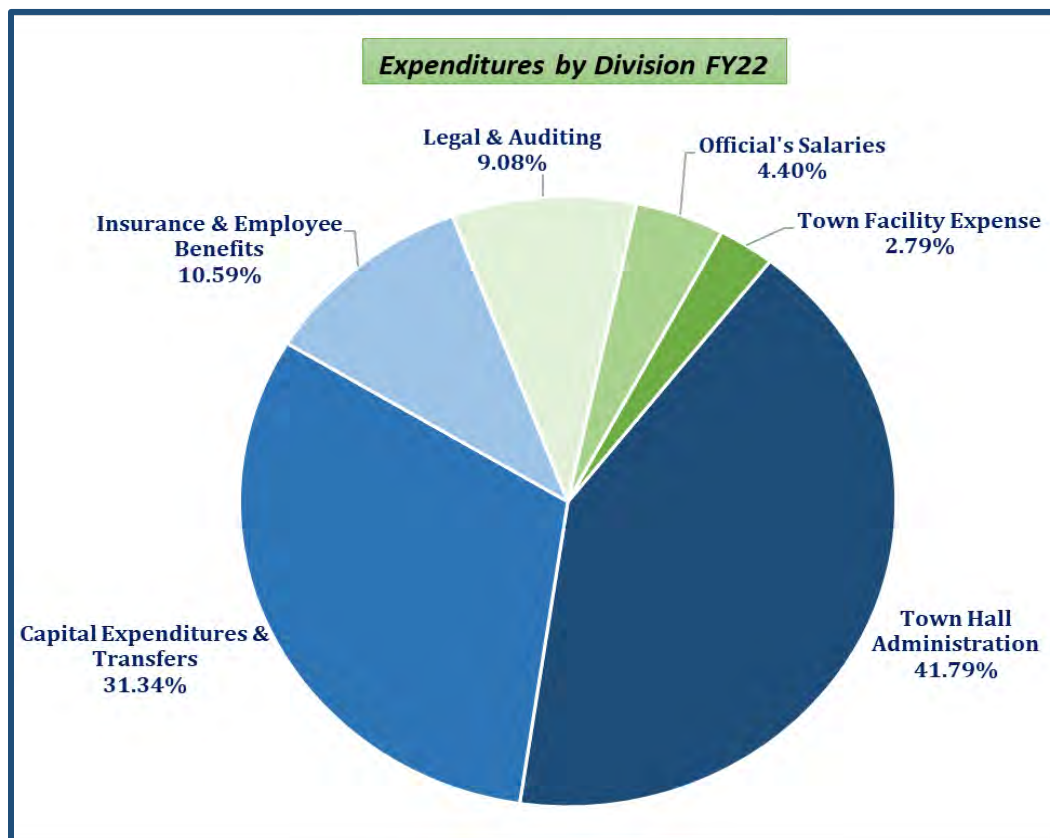
Department and Position	2020 Actual	2021 Actual	2022 Projected	Change
Administrative Services				
Township Administrator	1.0	1.0	1.0	0.0
Assistant Township Administrator	0.8	0.8	0.8	0.0
Human Resources Manager	1.0	1.0	1.0	0.0
Resident Services Assistant	1.0	1.0	1.0	0.0
Administrative Assistant	0.0	1.0	1.0	0.0
Receptionist	1.2	1.2	1.2	0.0
Management Graduate Intern	0.5	0.5	0.5	0.0
Total	5.5	6.5	6.5	0.0

Administrative Services



Consolidated Expenditures

	FY20	FY21	FY21	FY22	%
	Actual	Amended Budget	Actual	Budget	Change
Capital Expenditures & Transfers	\$ 505,659	\$ 1,415,000	\$ 1,621,795	\$ 561,100	-60.35%
Insurance & Employee Benefits	\$ 171,435	\$ 173,600	\$ 152,155	\$ 189,600	9.22%
Legal & Auditing	\$ 183,158	\$ 157,500	\$ 191,272	\$ 162,550	3.21%
Official's Salaries	\$ 78,892	\$ 78,800	\$ 76,637	\$ 78,800	0.00%
Town Facility Expense	\$ 40,012	\$ 55,000	\$ 40,012	\$ 50,000	-9.09%
Town Hall Administration	\$ 597,746	\$ 735,660	\$ 689,639	\$ 748,070	1.69%
Total	\$ 1,576,902	\$ 2,615,560	\$ 2,771,509	\$ 1,790,120	-31.56%



Budget Highlights:

- The overall Town Fund/Administrative Services budget will decrease by approximately 31.56%.
- This decrease is due primarily to a reduction in the Transfer to Capital Fund which was a large one-time expenditure the previous year.
- Other changes include increasing the Information Technology line item as the organization's IT needs have greatly increased in recent years as well as to account for regular salary increments.

Administrative Services



Administrative Services Detailed Expenditures

	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Official's Salaries					
Compensation of Officials	\$ 78,892	\$ 78,800	\$ 76,637	\$ 78,800	0.00%
Total Official's Salaries	\$ 78,892	\$ 78,800	\$ 76,637	\$ 78,800	0.00%
Town Office Expense					
Postage	\$ 4,032	\$ 3,500	\$ 679	\$ 3,500	0.00%
Office Supplies	\$ 7,405	\$ 6,500	\$ 7,349	\$ 6,500	0.00%
Printing	\$ 8,154	\$ 6,500	\$ 6,336	\$ 7,500	15.38%
Salaries	\$ 362,599	\$ 420,000	\$ 382,008	\$ 433,000	3.10%
Travel Expenses	\$ 3,300	\$ 5,000	\$ -	\$ 5,000	0.00%
Memberships, Subs, Pubs	\$ 10,837	\$ 12,000	\$ 10,891	\$ 12,000	0.00%
Pre-Employment Charges	\$ 1,670	\$ 1,000	\$ 22	\$ 1,000	0.00%
Education & Training	\$ 8,313	\$ 18,000	\$ 5,622	\$ 18,000	0.00%
Miscellaneous	\$ 10,154	\$ 10,000	\$ 10,862	\$ 10,000	0.00%
Consulting	\$ 6,750	\$ 10,000	\$ 6,750	\$ 10,000	0.00%
Financial Administration	\$ 64,800	\$ 65,000	\$ 64,800	\$ 65,000	0.00%
Community Affairs	\$ 4,401	\$ 5,000	\$ 2,105	\$ 5,000	0.00%
Committee on Youth	\$ 1,796	\$ 3,000	\$ 80	\$ 3,000	0.00%
Passport Services	\$ 10,440	\$ 14,000	\$ 8,494	\$ 10,000	-28.57%
Legal Notices	\$ 737	\$ 1,000	\$ 502	\$ 1,000	0.00%
Contingency Fund	\$ 6,580	\$ 50,000	\$ 90,478	\$ 50,000	0.00%
Health Insurance	\$ 52,111	\$ 55,200	\$ 51,586	\$ 50,650	-8.24%
Dental, Vision & Life Insurance	\$ 2,071	\$ 3,700	\$ 4,647	\$ 3,700	0.00%
Unemployment	\$ 3,575	\$ 2,300	\$ 686	\$ 2,300	0.00%
IMRF Expense	\$ 6,512	\$ 18,300	\$ 12,721	\$ 24,430	33.50%
FICA Expense	\$ 8,979	\$ 12,800	\$ 10,632	\$ 13,340	4.22%
Ancillary Benefits	\$ 12,532	\$ 12,860	\$ 12,389	\$ 13,150	2.26%
Total Town Office Expense	\$ 597,746	\$ 735,660	\$ 689,639	\$ 748,070	1.69%

Administrative Services



	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Legal & Auditing					
Auditing	\$ 11,248	\$ 12,500	\$ 12,328	\$ 12,550	0.40%
Legal Services	\$ 171,910	\$ 145,000	\$ 178,944	\$ 150,000	3.45%
Legal & Auditing	\$ 183,158	\$ 157,500	\$ 191,272	\$ 162,550	3.21%
Insurance & Employee Benefits					
Employee Assistance Program	\$ 726	\$ 1,600	\$ 3,542	\$ 2,600	62.50%
General Insurance	\$ 157,598	\$ 155,000	\$ 140,181	\$ 170,000	9.68%
Flex & 457 Plan	\$ 3,037	\$ 4,000	\$ 942	\$ 4,000	0.00%
Employee Recognition	\$ 5,403	\$ 5,000	\$ 4,130	\$ 5,000	0.00%
Employee Wellness	\$ 4,672	\$ 8,000	\$ 4,978	\$ 8,000	0.00%
Insurance & Employee Benefits	\$ 171,435	\$ 173,600	\$ 152,155	\$ 189,600	9.22%
Capital Expenditures					
Equipment Purchases	\$ 16,141	\$ 20,000	\$ 3,718	\$ 20,000	0.00%
Computer Equipment & Software	\$ 138,487	\$ 105,000	\$ 115,977	\$ 135,000	28.57%
Facility Lease	\$ 21,030	\$ 21,100	\$ 22,100	\$ 21,100	0.00%
Transfer to Vehicle Fund	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	0.00%
Transfer to Capital Projects	\$ 265,000	\$ 1,415,000	\$ 1,415,000	\$ 320,000	-77.39%
Total Capital Expenditures	\$ 505,659	\$ 1,626,100	\$ 1,621,795	\$ 561,100	-65.49%
Town Hall Expense					
Telephone- Town & Senior Ctr	\$ 11,949	\$ 25,000	\$ 11,717	\$ 20,000	-20.00%
Utilities- Town & Senior Ctr	\$ 17,520	\$ 19,000	\$ 17,703	\$ 19,000	0.00%
Internet Access- Town	\$ 4,355	\$ 4,500	\$ 4,213	\$ 4,500	0.00%
Equipment Rental- Town	\$ 6,187	\$ 6,500	\$ 6,378	\$ 6,500	0.00%
Total Town Hall Expense	\$ 40,012	\$ 55,000	\$ 40,012	\$ 50,000	-9.09%

Performance Metrics				
Service Provided	FY19	FY20	FY21	% Change
<i>Passports</i>	4,870	4,325	1,459	-66.27%
Photo fees	\$35,950	\$35,250	\$15,960	-54.72%
Fee deposits	\$122,150	\$119,785	\$53,550	-55.29%
<i>Fishing/Hunting Licenses</i>	85	62	44	-29.03%
<i>Handicap Placards</i>	254	214	143	-33.18%
<i>Cook County Vehicle Stickers</i>	299	5	0	-100.00%
<i>Human Resources Requests</i>	1,616	1,444	1,555	7.69%
<i>New Employee Orientations</i>	23	22	21	-4.55%
<i>Percent of Budget Expended</i>	83.20%	84.40%	77.90%	-7.70%
<i>Resident Contacts</i>	19,674	24,882	21,300	-14.40%
<i>Technology Work Orders</i>	451	612	619	1.14%

FY21 Department Accomplished Goals (in order of priority)

1. Evaluated the current information technology practices and the need for extended information technology services.
2. Created an annualized staff and volunteer training program.

FY22 DEPARTMENT GOAL I

Establish contract with a translation technology service and host training on utilization of services.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Research translation technology services. (Callahan – 9/1/21)	1. Research various translation technology service and software. 2. Receive quotes and analyze costs. 3. Make recommendations for translation service provider.	TBC 7/1/21 TBC 8/1/21 TBC 9/1/21
B. Implement translation technology services (Callahan – 11/1/21)	1. Oversee implementation of translation technology services. 2. Provide training to department staff.	TBC 10/1/21 TBC 11/1/21

FY22 DEPARTMENT GOAL II

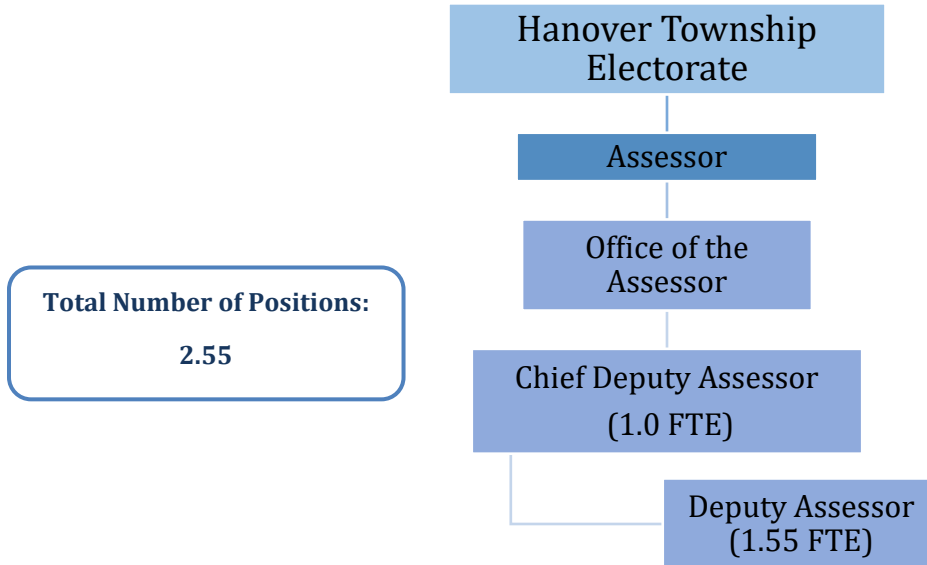
Negotiate and execute new contract for information technology services.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Negotiate new contract for information technology services. (Vana – 7/1/21)	1. Establish IT services included with the monthly cost for managed information technology. 2. Analyze included services and monthly cost. 3. Make recommendations to the Township Board for IT services.	TBC 6/1/21 TBC 6/15/21 TBC 7/1/21
B. Execute new contract and implement necessary changes (Vana – 3/1/22)	1. Oversee execution of new contract. 2. Determine need for remote agent installation on staff computers. 3. Evaluate effectiveness of managed IT services.	TBC 7/1/21 TBC 8/1/21 TBC 3/1/22

FY22 DEPARTMENT GOAL III

Implement vehicle renewal sticker program by partnering with S&S License and create marketing plan.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Finalize and implement agreement to partner with S&S License. (Vana – 7/1/21)	1. Contract with S&S License to become vehicle sticker renewal site for the Secretary of State. 2. Establish work area in Resident Services office to process vehicle sticker renewals. 3. Train Administrative Services staff to complete vehicle sticker renewals. 4. Begin offering vehicle sticker renewal services in Resident Services office.	TBC 6/1/21 TBC 6/1/21 TBC 7/1/21 TBC 7/1/21
B. Create and execute marketing plan for vehicle sticker renewal program. (Imperato – 8/1/21)	1. Develop informational FAQ flyer for vehicle sticker renewal services in coordination with the Office of Community Affairs and distribute as appropriate. 2. Develop and implement scheduled social media posting and e-newsletter blasts.	TBC 7/1/21 TBC 8/1/21



Mission

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.

Services

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

Location and Contact Information

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

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

Phone: 630-837-0301

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

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

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

Budget Highlights:

- The Assessor's Office budget is increasing due to the planned salary increment pool, an employee health insurance costs increase related to a change of employee enrollment, and an increase to the IMRF expense. Overall, the Assessor's Office expenditures are budgeted to increase 5.5%.

Assessor's Office Detailed Expenditures					
	FY20 Actual	FY21 Amended Budget	Fy21 Actual	FY22 Budget	% Change
Assessor's Division					
Office Supplies	\$ 4,918	\$ 4,210	\$ 3,510	\$ 3,210	-23.75%
Printing	\$ 1,301	\$ 1,120	\$ 309	\$ 620	-44.64%
Salaries	\$ 128,413	\$ 136,162	\$ 134,610	\$ 140,267	3.01%
Equipment	\$ 1,647	\$ 3,150	\$ 1,455	\$ 3,150	0.00%
Travel Expenses	\$ 208	\$ 2,034	\$ 244	\$ 1,534	-24.58%
Dues, Subs, & Publications	\$ 1,544	\$ 2,695	\$ 2,320	\$ 2,695	0.00%
Training	\$ 1,464	\$ 2,230	\$ 1,715	\$ 1,430	-35.87%
Miscellaneous	\$ 494	\$ 850	\$ 310	\$ 425	-50.00%
Professional Services	\$ -	\$ 570	\$ -	\$ 250	-56.14%
Communications	\$ 24,302	\$ 1,000	\$ -	\$ 500	-50.00%
Health Insurance	\$ 1,239	\$ 30,100	\$ 28,130	\$ 38,806	28.92%
Dental, Vision & Life Insurance	\$ 1,467	\$ 1,850	\$ 2,323	\$ 1,834	-0.86%
Unemployment	\$ 2,230	\$ 862	\$ 282	\$ 862	0.00%
IMRF Expense	\$ 3,876	\$ 6,050	\$ 4,206	\$ 8,058	33.19%
FICA Expense	\$ 1,045	\$ 5,175	\$ 4,298	\$ 5,365	3.67%
Total	\$ 174,147	\$ 198,058	\$ 183,711	\$ 209,006	5.53%

Performance Metrics				
Service Provided	FY19	FY20	FY21	% Change
<i>Administration</i>				
Office Visits	4,829	5,909	2,104	-64.39%
Building Permits Processed	5,457	8,352	5,511	-34.02%
Change of Name	98	125	23	-81.60%
Property Tax Appeals	813	1,375	776	-43.56%
Sales Recording	1,282	2,901	2,538	-12.51%
New Owner Mailing	1,136	2,184	1,524	-30.22%
Certificate of Errors	742	1,842	686	-62.76%
Property Location Updates	5	33	4	-87.88%
<i>Exemptions</i>				
Home Owner Exemptions	331	573	305	-46.77%
Senior Homeowner Exemptions	805	617	192	-68.88%
Senior Freeze Exemptions	1,065	1,118	298	-73.35%
Miscellaneous Exemptions	36	54	25	-53.70%
Disabled Veteran exemptions	111	126	67	-46.83%
Diabled Person exemptions	196	285	70	-75.44%

FY21 Department Accomplished Goals (in order of priority)

1. Contacted delinquent and annual tax sale taxpayers in order to provide information concerning tax sales.
2. Contacted Hanover Township seniors who were not currently receiving exemptions and provided them with appropriate information for current exemption eligibility.

FY22 DEPARTMENT GOAL I

Receive training from Cook County Assessor's office for the new permit submission program.

<u>OBJECTIVE</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
Contact Cook County Assessor's Office for training dates and register staff. (Glascott – 5/1/21)	1. Contact permit department for training schedule. 2. Sign up for available training dates. 3. Attend training.	TBC 4/15/21 TBC 4/15/21 TBC 5/1/21

FY22 DEPARTMENT GOAL II

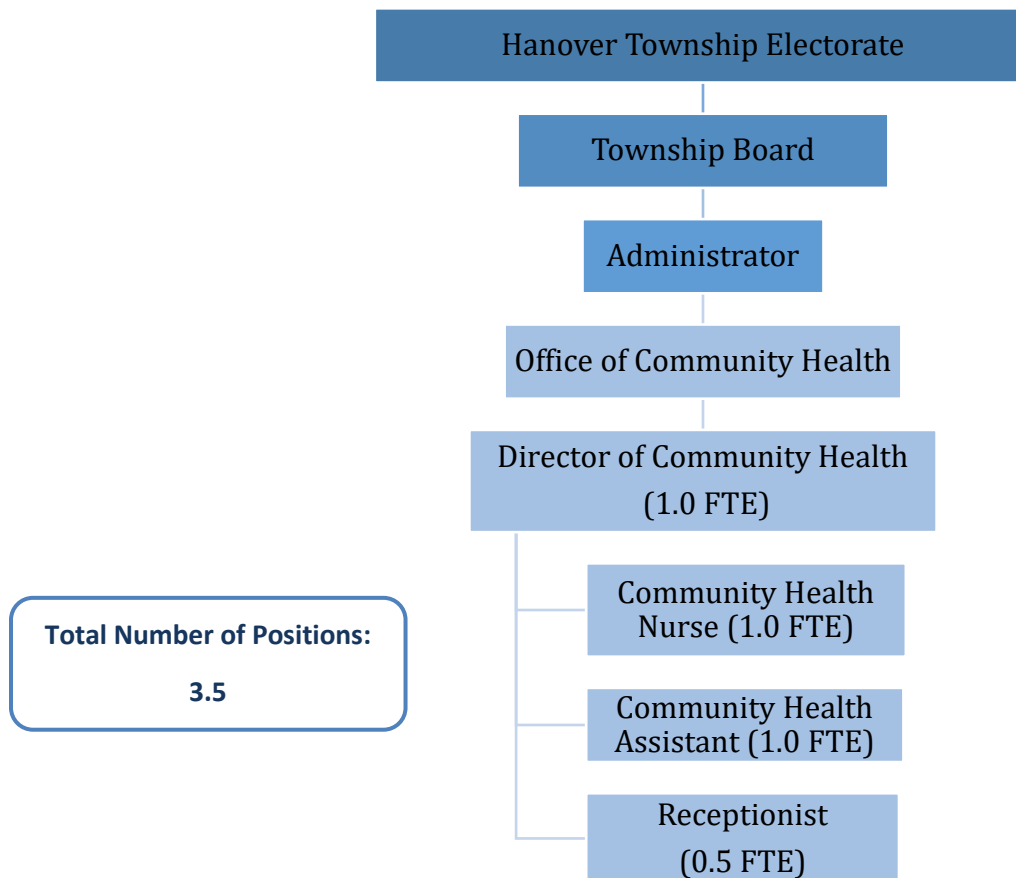
Create a disabled persons database.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Research disabled persons receiving exemption. (Christopher – 6/1/21)	1. Research all disabled persons exemptions.	TBC 6/1/21
B. Create database with appropriate information for record keeping. (Deyne – 8/1/21)	1. Create an excel spreadsheet containing PIN, name, address, phone number, and how SS award is received: letter of PTAX 343. 2. Induct disabled persons information into excel spreadsheet.	TBC 7/1/21 TBC 8/1/21

FY22 DEPARTMENT GOAL III

Contact seniors who are not receiving their exemptions.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Research senior database for sales and obituaries. (Deyne – 5/1/21)	Locate seniors who have sold homes or who are deceased.	TBC 5/1/21
B. Research phone numbers for seniors. (Christopher – 6/1/21)	Verify valid phone numbers.	TBC 6/1/21
C. Call taxpayers who have not received exemptions. (Glascott – 7/1/21)	Call seniors and inform them about missing exemptions.	TBC 7/1/21



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's immunizations and the Dental Access Network Program. The Dental Access Network Program aims to provide low-cost dental services to residents who qualify.

Location and Contact Information

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

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

Phone: 630-483-5665

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

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

	2019	2020	2021	
Community Health	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Community Health Nurse	1.0	1.0	1.0	0.0
Community Health Assistant	1.0	1.0	1.0	0.0
Receptionist	0.5	0.5	0.5	0.0
Total	3.5	3.5	3.5	0.0

Budget Highlights:

- The Office of Community Health is anticipating decreased revenue and a modest increase in expenditures related to the COVID-19 pandemic. Planned salary increments and IMRF costs account for the increase in expenditures.
- Overall, department expenditures are budgeted to increase 3.03%.

Office of Community Health Detailed Expenditures

	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Community Health Nurse					
Salaries	\$ 187,854	\$ 200,000	\$ 181,438	\$ 206,000	3.00%
Postage	\$ 128	\$ 300	\$ 26	\$ 300	0.00%
Office Supplies	\$ 646	\$ 1,250	\$ 678	\$ 1,250	0.00%
Printing	\$ 491	\$ 2,000	\$ 203	\$ 2,000	0.00%
Travel	\$ 1,672	\$ 1,750	\$ 116	\$ 2,000	14.29%
Dues, Subs, & Publications	\$ 160	\$ 400	\$ 255	\$ 400	0.00%
Community Affairs	\$ 2,946	\$ 3,000	\$ 348	\$ 2,500	-16.67%
Equipment	\$ 3,954	\$ 2,500	\$ 1,103	\$ 2,500	0.00%
Professional Services	\$ 2,310	\$ 2,500	\$ 930	\$ 3,500	40.00%
Miscellaneous	\$ 546	\$ 1,000	\$ 293	\$ 1,000	0.00%
License/Professional Insurance	\$ -	\$ 200	\$ 82	\$ 200	0.00%
Medical Supplies	\$ 7,542	\$ 10,000	\$ 6,757	\$ 10,000	0.00%
Communications	\$ 398	\$ 1,000	\$ 141	\$ 1,000	0.00%
Health Insurance	\$ 26,482	\$ 20,000	\$ 18,691	\$ 19,800	-1.00%
Dental,Vision & Life Insurance	\$ 1,263	\$ 1,850	\$ 2,323	\$ 1,850	0.00%
Unemployment	\$ 1,958	\$ 1,150	\$ 376	\$ 1,150	0.00%
IMRF Expense	\$ 3,434	\$ 8,950	\$ 6,222	\$ 11,800	31.84%
FICA Expense	\$ 6,013	\$ 7,650	\$ 6,354	\$ 6,300	-17.65%
Total	\$ 247,797	\$ 265,500	\$ 226,334	\$ 273,550	3.03%

Performance Metrics				
Service Provided	FY19	FY20	FY21	% Change
<i>Appointments</i>				
ProTimes	134	103	104	0.97%
TB Skin Test	106	94	23	-75.53%
Cholesterol	121	122	39	-68.03%
Pharmaceutical Assistance Programs	16	5	6	20.00%
Miscellaneous Labs	137	127	129	1.57%
Wellness Screening (BP, anemia, diabetes)	444	527	66	-87.48%
Others	460	517	380	-26.50%
<i>Clinic Clients</i>				
Senior Center/ Home Visits	1,045	1,117	627	-43.87%
Izaak Walton Center- Elgin	43	41	12	-70.73%
Astor Avenue	109	96	29	-69.79%
Offsite Clinics	155	160	0	-100.00%
Total (Unduplicated)	595	537	310	-42.27%
<i>Public Education and Health Promotion</i>				
Media Coverage	50	27	1	-96.30%
Informational Seminars	48	61	28	-54.10%
Program Participants	1,828	1,991	1,366	-31.39%
<i>Primary Care Provider Support</i>	84	42	12	-71.43%

FY21 Department Accomplished Goals (in order of priority)

Coordinated and provided direct service, consultations, and education in response to the COVID-19 pandemic. Encompassing a partnership with the Illinois Department of Public Health and Cook County Health Department to perform long term contact tracing within Hanover Township and hosting an on-site COVID-19 vaccine clinic in partnership with Jewel Osco.

FY22 DEPARTMENT GOAL I

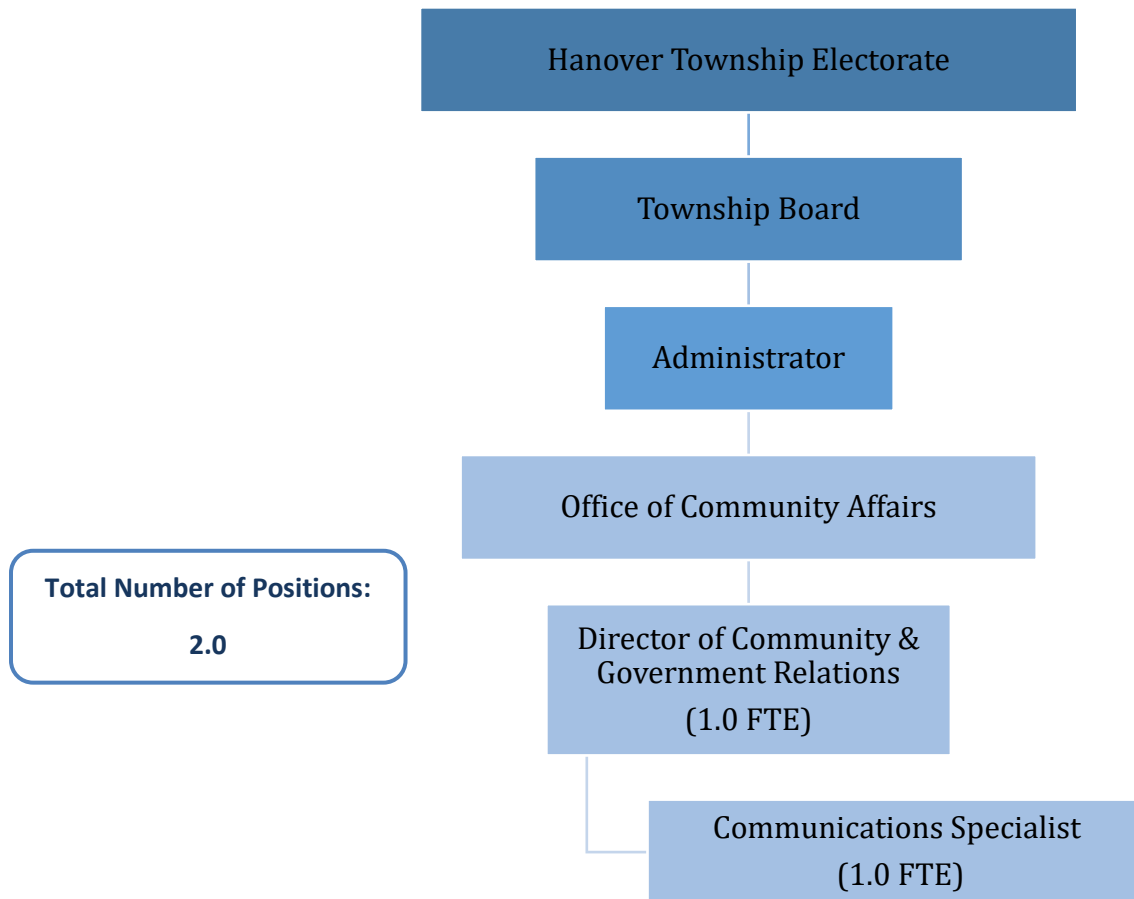
Provide on-going support for residents, employees, and community partners related to the COVID-19 pandemic to include coordination for COVID-19 testing and vaccinations, consultations and referrals.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Establish and communicate ongoing internal and external health and safety practices and education, relating to the COVID-19 pandemic, for employees, volunteers, clients and residents. (Jacobsen – 3/31/22)	1. Attend monthly COVID-19 update meetings with IDPH and CCDPH. 2. Monitor CDC, IDPH, and Cook County guidance and mitigation plans for updates and changes pertaining to safety practices, capacity limits, and quarantine/ isolation. 3. Provide, at a minimum, monthly updates to Administration and Management Team on current guidance as well as communicate immediately and guidance that requires changes to current organization practices.	TBC 3/31/22 TBC 3/31/22 TBC 3/31/22
B. Continue provision of rapid antigen COVID testing for employees and volunteers and maintain alternative testing referral sources. (Smith – 1/1/22)	1. Maintain adequate testing supplies and monitor various equipment expiration dates. 2. Coordinate with CCDPH for the acquisition of additional COVID tests. 3. Create and routinely update list of external testing sites including PCR, NAAT, antigen and antibody options.	TBC 7/1/21 TBC 10/1/21 TBC 1/1/22
C. Provide COVID vaccinations for residents internally, or through collaboration with external organizations. (Smith – 1/1/22)	1. Identify external opportunities to partner with a pharmacy or community organization to offer onsite COVID vaccinations. 2. Continue to pursue approval through IDPH for acquisition of COVID vaccines. 3. Collaborate with municipalities and organizations to provide referrals to local vaccination clinics. 4. Assist with acquiring COVID vaccines by scheduling appointments, coordinating transportation, and providing referrals to vaccination sites.	TBC 7/1/21 TBC 10/1/21 TBC 1/1/22 TBC 1/1/22

FY22 DEPARTMENT GOAL II

Directly support the launch of the Senior In-Home Care pilot program through collaboration with Aging Services on service delivery, onboarding and training of staff, and procedures and form development.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Work with Aging Services Director and legal team to develop all program forms and obtain state licensure. (Smith – 7/1/21)	1. Develop and review job descriptions for Home Care Coordinator and Home Care Aid.	TBC 6/1/21
	2. Review and contribute content for program's SOP's.	TBC 6/15/21
	3. Identify and establish list of eligible program clients.	TBC 7/1/21
	4. Work with Aging Services to submit license application to IDPH.	TBC 7/1/21
B. Assist with recruitment, onboarding, and training for Senior In-Home Care employees. (Smith – 11/1/21)	1. Participate in new hire interviews and selection process.	TBC 10/1/21
	2. Assist with planning and coordination of training content and schedule for new hires.	TBC 11/15/21
	3. Evaluate new hires for competency of skills learned in training.	TBC 11/1/21
C. Support Aging Services with launch of Senior In-Home Care pilot program. (Smith – 3/31/22)	1. Accompany Home Care Coordinator for all initial program intakes	TBC 3/31/22
	2. Coordinate care plans and service delivery with Coordinator and Aide	TBC 3/31/22
	3. Provide ongoing feedback, supportive training and education for In-Home Care Program employees.	TBC 3/31/22



Mission

The Office of Community 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.

Services

The Office of Community Affairs is responsible for providing information to Township residents via press releases, website, social media postings, as well as representing the Township at community events. This department is also responsible for maintaining and operating the Izaak Walton Center.

Location and Contact Information

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

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

Phone: 847-888-8329

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

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

	2020	2021	2022	
Community Affairs	Actual	Actual	Projected	Change
Director of Community and Government Relations	1.0	1.0	1.0	0.0
Veterans Specialist	0.8	0.8	0.0	-0.8
Communications Specialist	1.0	1.0	1.0	0.0
Total	2.8	2.8	2.0	-0.8

Budget Highlights:

- The Office of Community Affairs is budgeted to decrease expenditures by 8.2%, this decrease is primarily due to the transition of Veterans Affairs responsibilities to the Department of Human Services.
- Other changes include accounting for the Township's website maintenance within the budget as well as specialized software.

Office of Community Affairs Detailed Expenditures

	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Community Relations					
Salaries	\$ 124,004	\$ 134,000	\$ 122,990	\$ 138,000	2.99%
Education & Training	\$ 1,363	\$ 2,200	\$ 48	\$ 2,200	0.00%
Printing	\$ 519	\$ 700	\$ 23	\$ 700	0.00%
Postage	\$ 314	\$ 550	\$ -	\$ 550	0.00%
Equipment & Furniture	\$ 2,866	\$ 2,600	\$ 2,557	\$ 2,600	0.00%
Office Supplies	\$ 1,350	\$ 1,300	\$ 423	\$ 1,300	0.00%
Miscellaneous	\$ 739	\$ 1,000	\$ 467	\$ 1,000	0.00%
Satellite Office Programs	\$ 960	\$ 2,000	\$ 378	\$ 2,000	0.00%
Satellite Office Utilities	\$ 8,483	\$ 8,500	\$ 6,131	\$ 8,500	0.00%
Satellite Office Phone & Internet	\$ 5,546	\$ 5,000	\$ 3,178	\$ 5,000	0.00%
Travel	\$ 1,332	\$ 2,000	\$ 96	\$ 2,000	0.00%
Communications	\$ 46,486	\$ 48,600	\$ 36,385	\$ 48,600	0.00%
Social Media Archive and Distribution	\$ 2,722	\$ 4,000	\$ 2,388	\$ 4,000	0.00%
Software	\$ -	\$ -	\$ -	\$ 2,500	100.00%
Consulting	\$ -	\$ -	\$ -	\$ 1,000	100.00%
Website Services	\$ -	\$ -	\$ -	\$ 8,550	100.00%
Veteran Honor Roll	\$ 2,380	\$ 4,000	\$ 20	\$ 4,000	0.00%
Community Service Awards	\$ 713	\$ 2,200	\$ 580	\$ 2,200	0.00%
Community Affairs	\$ 3,930	\$ 5,000	\$ 1,012	\$ 5,000	0.00%
Historical Marker Program	\$ -	\$ 2,400	\$ -	\$ 2,400	0.00%
Dues & Subscriptions	\$ 649	\$ 500	\$ 243	\$ 500	0.00%
Community Festivals	\$ 6,250	\$ 7,500	\$ 209	\$ 7,500	0.00%
Health Insurance	\$ 10,043	\$ 11,438	\$ 10,689	\$ 11,678	2.10%
Dental, Vision & Life Insurance	\$ 842	\$ 1,218	\$ 1,530	\$ 1,222	0.33%
Unemployment	\$ 1,021	\$ 575	\$ 196	\$ 800	39.13%
IMRF Expense	\$ 2,092	\$ 5,424	\$ 3,770	\$ 7,158	31.97%
FICA Expense	\$ 3,608	\$ 4,641	\$ 3,855	\$ 4,300	-7.35%
Community Relations Total	\$ 228,212	\$ 257,346	\$ 197,168	\$ 275,258	6.96%
Veteran Affairs					
Vetran Affairs Total	\$ 42,201	\$ 44,310	\$ 22,045	\$ -	-100.00%

Performance Metrics

Service Provided	FY19	FY20	FY21	% Change
Website Visits (total)	53,360	52,504	71,953	37.04%
Website Visits (Unique)	45,686	48,291	56,426	16.85%
Facebook Likes	2,992	3,657	4,151	13.51%
Facebook Reach	537,420	665,285	520,859	-21.71%
New Twitter Followers	1,219	1,269	1,321	4.10%
New YouTube Views	3,817	2,052	3,824	86.35%
Media Releases	38	34	27	-20.59%
Veteran Contacts	952	689	253	-63.28%
Total Veterans Served	887	509	170	-66.60%
Total Resident Contacts (Elgin Office)	3,529	4,875	641	-86.85%

FY21 Department Accomplished Goals (in order of priority)

1. Developed a plan to communicate with ethnically diverse groups within Hanover Township to include diverse community organizations, religious institutions, and established on-going communications; including an introduction to Township personnel.
2. Established key contacts with various religious institutions within Hanover Township and identified Communication Best Practices with entities.

FY22 DEPARTMENT GOAL I

Research best practices and costs of translation services of Township printed and digital newsletters as well as bilingual social media strategies involving content creation.

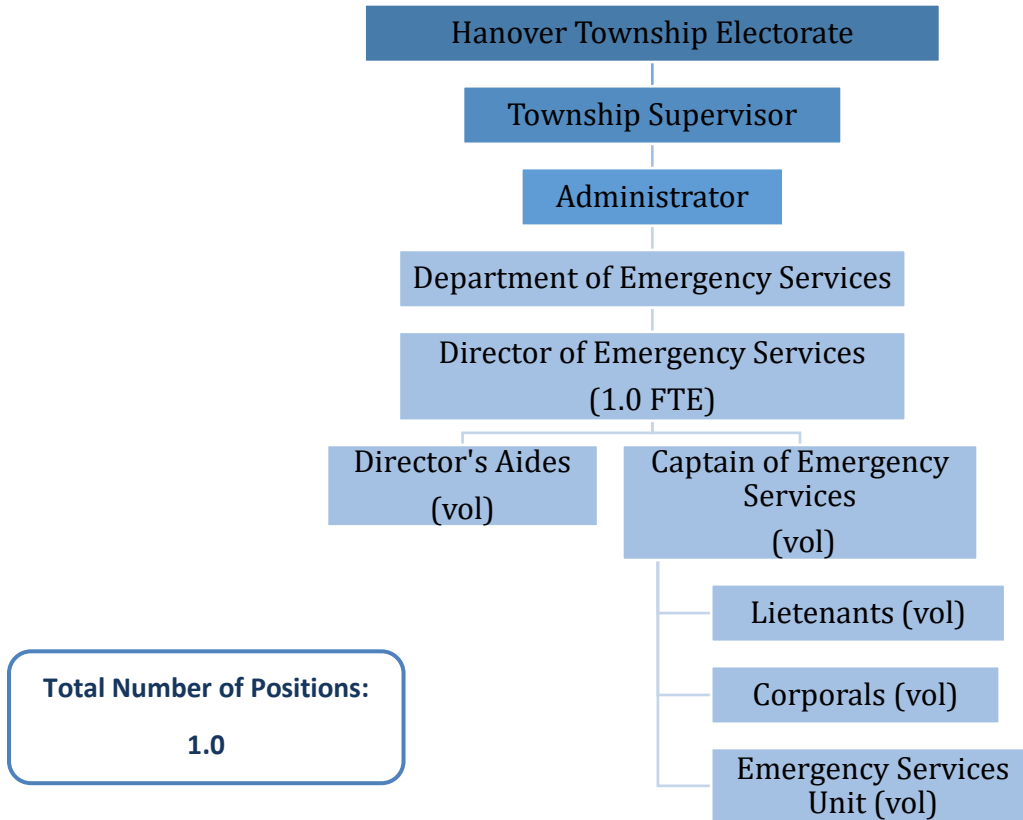
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Identify current communications tools across the Township and compile into an organized list by department. (Smith – 7/1/21)	1. Contact department heads to conduct internal communicators audit. 2. Evaluate effectiveness of communications tools	TBC 6/1/21 TBC 7/1/21
B. Evaluate organizational capabilities to translate content and communication tools internally. (Kuttenberg – 9/1/21)	1. Identify bilingual staff and volunteers in each department and their level of fluency. 2. Identify technology capabilities of bilingual staff and volunteers	TBC 9/1/21 TBC 9/1/21
C. Research costs of using external translation services. (Smith – 1/15/22)	1. Contact other units of government to identify best practices for translation of content. 2. Identify costs from external translation services	TBC 1/15/22 TBC 1/15/22
D. Present plan of translation services to Township Administrator. (Kuttenberg – 3/31/22)	1. Share draft of plan with Township Department heads. 2. List findings with staff recommendation in a memo to Township Administrator.	TBC 3/1/22 TBC 3/31/22

FY22 DEPARTMENT GOAL II

Evaluate the opportunity for virtual participation in or hosting of community meetings for purposes of outreach in FY22 to include but not limited to HOAs, Chamber events, community festivals, etc.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Update list of HOAs and community associations along with contact information for each organization. (Kuttenberg – 6/15/21)	1. Contact municipalities for contact information for HOAs in their boundaries and their schedule of special events. 2. Contact officers and directors from previous spreadsheets to confirm update information as needed.	TBC 6/1/21 TBC 6/15/21
B. Initiate contact with offers to attend virtually to share information on Township programs, services and events or host meeting. (Kuttenberg – 6/15/21)	1. Compile greeting packet for pertinent Township information for HOA outreach. 2. Send emails, make phone calls to organization contacts introducing the Township initiate offer to attend or host a virtual meeting.	TBC 6/1/21 TBC 6/15/21
C. Establish schedule to host or attend five community meetings or events. (Kuttenberg – 8/15/21)	1. Compile calendar of potential events and meetings 2. Confirm participation with meeting/ event organizers	TBC 7/1/21 TBC 8/15/21

Department of Emergency Services



Mission

Hanover Township Emergency Services is trained to respond to a wide range of emergency and non-emergency events. During these events Emergency Services either assists the primary emergency responders or has the ability to 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 support Hanover Township residents and the public safety agencies that serve them.

Services

When requested by a law enforcement or fire department serving Hanover Township, the Emergency Services Unit assists in traffic control, scene security, emergency scene lighting, first aid services, clearing of storm damage from roadways, and additional manpower support. During the spring and summer months Emergency Services will also activate during severe weather, to serve as weather spotters and provide notification of tornado activity. This Unit is also a part of a limited number of search and rescue teams within Illinois, which are certified by the Illinois Search and Rescue Council.

Location and Contact Information

Department Head: Michael Crews, Director
mcrews@hanover-township.org

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

Phone: 630-837-0301

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

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

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

Budget Highlights

- The Emergency Services Department budget is projected to increase by 9.8%. This increase is due to a competitive salary adjustment, related increases in IMRF, and additional funds for equipment.
- The Pre-Volunteer Screening line item has been significantly increased to accommodate the uptick in new volunteer participation.

Emergency Services Detailed Expenditures

	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Emergency Services					
Salaries	\$ 58,753	\$ 62,400	\$ 59,736	\$ 70,000	12.18%
Equipment	\$ 20,814	\$ 23,000	\$ 35,586	\$ 33,000	43.48%
Uniforms	\$ 7,663	\$ 8,500	\$ 9,475	\$ 8,500	0.00%
Printing	\$ 1,424	\$ 1,000	\$ 231	\$ 500	-50.00%
Postage	\$ 30	\$ 200	\$ 12	\$ 200	0.00%
Office Supplies	\$ 873	\$ 1,000	\$ 1,388	\$ 1,500	50.00%
Miscellaneous	\$ 731	\$ 1,000	\$ (887)	\$ 1,000	0.00%
Education & Training	\$ 4,767	\$ 10,000	\$ 4,040	\$ 6,000	-40.00%
Pre-Volunteer Screening	\$ 2,583	\$ 500	\$ 1,620	\$ 1,500	200.00%
Travel	\$ 198	\$ 2,500	\$ 570	\$ 1,000	-60.00%
Volunteer Appreciation	\$ 3,788	\$ 4,000	\$ 5,336	\$ 4,000	0.00%
Vehicle Fuel & Maintenance	\$ 16,248	\$ 10,000	\$ 14,484	\$ 12,500	25.00%
Communications	\$ 19,580	\$ 25,000	\$ 22,619	\$ 25,000	0.00%
Emergency Ops Center	\$ -	\$ 100	\$ -	\$ 100	0.00%
Health Insurance	\$ 16,960	\$ 13,365	\$ 12,490	\$ 13,365	0.00%
Dental, Vision & Life Insurance	\$ 421	\$ 610	\$ 766	\$ 610	0.00%
Unemployment	\$ 494	\$ 290	\$ 95	\$ 290	0.00%
IMRF Expense	\$ 789	\$ 2,800	\$ 1,946	\$ 4,025	43.75%
FICA Expense	\$ 1,367	\$ 2,400	\$ 1,993	\$ 2,160	-10.00%
Total	\$ 157,483	\$ 168,665	\$ 171,500	\$ 185,250	9.83%

Performance Metrics				
Service Provided	FY19	FY20	FY21	% Change
<i>Hours</i>				
Volunteer Detail Hours	4,899	5,942	6,882	15.82%
Volunteer Work Hours	3,671	3,043	3,248	6.74%
Volunteer Training Hours	3,308	2,195	2,604	18.63%
Total Volunteer Hours	11,931	11,180	12,483	11.65%
<i>Details</i>				
Emergency Call Outs	88	85	113	32.94%
Safety Patrols	42	99	58	-41.41%
Township Sponsored Events	25	35	37	5.71%
Other Community Events	58	44	49	11.36%
Miscellaneous	0	8	8	0.00%
Total Details	210	271	257	-5.17%

FY21 Department Accomplished Goals (in order of priority)

1. Established a 7-days a week overnight program, where 7 days a week volunteer members man the Emergency Services station overnight.
2. Expanded the general alarm response to include additional in-Township first responder agencies.

FY22 DEPARTMENT GOAL I		
<i>Obtain sufficient membership to ensure all call outs and special duties are covered.</i>		
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Promote Emergency Services through social media outlets and community events to obtain new members. (Crews – 11/1/21)	1. Complete frequent social media postings related to call out responses and resident assistance services. 2. Participate in community events to share information related to the unit and promote new membership.	TBC 9/1/21 TBC 11/1/21
B. Develop a presentation to deliver to civic organizations, local community colleges, and community groups in order to promote Emergency Services. (Crews – 11/1/21)	1. Reach out to local civic organizations and community groups with information regarding Emergency Services and volunteer member information. 2. Discuss and schedule meeting dates to visit local community colleges to provide membership information. 3. Establish Emergency Services presentation schedule and hold at least one presentation quarterly. 4. Distribute Resource Guide and member applications as appropriate.	TBC 7/1/21 TBC 9/1/21 TBC 10/1/21 TBC 11/1/21

FY22 DEPARTMENT GOAL II

Improve internal operations to include professional training program, property control procedures, and officer development.

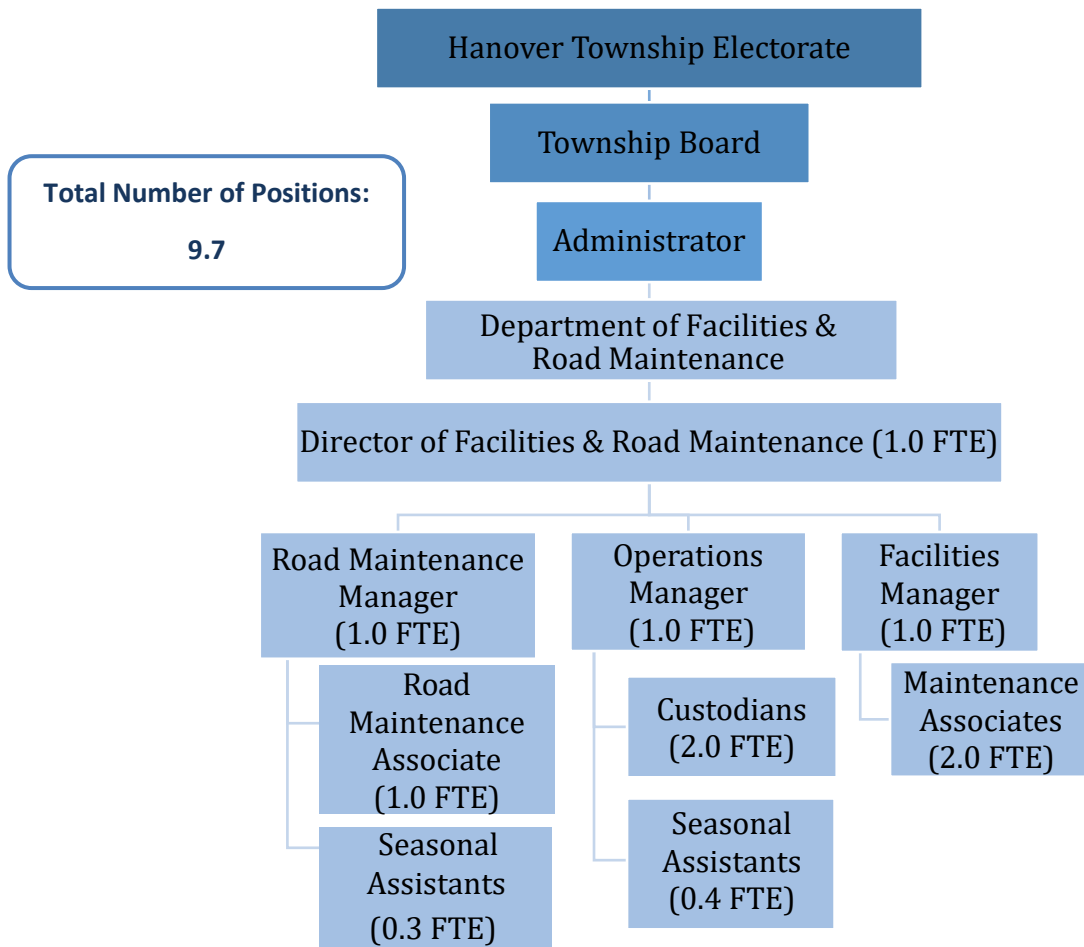
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Develop and implement professional training programs. (Crews – 1/1/22)	1. Identify appropriate training opportunities for members to further develop knowledge and skills. 2. Secure trainer for each training topic. 3. Create and implement a comprehensive annual training calendar.	TBC 7/1/21 TBC 8/1/21 TBC 8/15/21
B. Establish and implement property control procedures. (Crews – 10/1/21)	1. Complete audit of all current department equipment including badges, beepers, pumps, generators, ect. 2. Create database with all equipment listed. 3. Establish tracking procedures to ensure equipment is managed properly.	TBC 8/1/21 TBC 9/1/21 TBC 10/1/21
C. Identify and establish on-going opportunities for officer development. (Crews – 10/1/21)	1. Research and identify appropriate officer development training topics. 2. Develop and maintain on-going training schedule for officer core to enhance knowledge.	TBC 9/1/21 TBC 10/1/21

FY22 DEPARTMENT GOAL III

Obtain TIMS and First Responder status for HTES members.

A. Research and implement training for members to obtain TIMS certification. (Crew – 10/1/21)	1. Determine how many members in need of TIMS certification. 2. Identify and obtain TIMS instructor, purchase necessary training materials, and schedule training. 3. Complete TIMS training and obtain 100% member TIMS certification.	TBC 6/1/21 TBC 8/1/21 TBC 1/1/22
B. Research and implement training for members to obtain First Responder status. (Crew- 3/31/21)	1. Determine how many members are in need of First Responder training. 2. Identify and obtain First Responder course information, purchase necessary training materials, and register members for training. 3. Complete First Responder training and obtain 100% member First Responder status.	TBC 6/1/21 TBC 8/1/21 TBC 3/31/22

Facilities and Road Maintenance



Mission

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

Services

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

Facilities and Road Maintenance



Location and Contact Information

Department Head: Caleb Hanson, Director
chanson@hanover-township.org

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

Phone: 630-837-0301

Hours of Operation: M-F: 7:00 am to 3:00 pm

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

	2020	2021	2022	
Facilities and Road Maintenance	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Operations Manager	1.0	1.0	1.0	0.0
Facilities Manager	1.0	1.0	1.0	0.0
Maintenance Associate	2.0	2.0	2.0	0.0
Cutstodian	0.0	0.0	2.0	2.0
Road Maintenance Manager	1.0	1.0	1.0	0.0
Road Maintenance Associate	1.0	1.0	1.0	0.0
Seasonal Assistant	0.5	0.5	0.7	0.0
Total	7.5	7.5	9.7	2.0

Budget Highlights:

- The Facilities Division budget is being increased moderately to reflect planned increases in salaries and health insurance, transitioning contracted custodial services to in-house positions, and most notably seasonal project assistance to aid in improving the recently acquired Tiknis Campus expansion property.
- A new line item was added to provide for work order software to increase efficiency and communication within the department.
- The Road Maintenance Division is anticipating a 1.2% decrease in revenue related to the reduction of the Road Levy.
- Engineering and contract work are slated to increase based on planned road improvements and salt is being reduced based on available stock and current pricing.

Facilities and Road Maintenance



Facilities and Maintenance Detailed Expenditures

	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Facilities Maintenance					
Salaries	\$ 295,554	\$ 285,000	\$ 338,747	\$ 322,000	12.98%
Office Supplies	\$ 405	\$ 400	\$ 487	\$ 400	0.00%
Janitorial Supplies	\$ 9,073	\$ 10,000	\$ 10,128	\$ 12,500	25.00%
Housekeeping Contract	\$ 53,629	\$ 52,000	\$ 20,857		-100.00%
Building Contracts	\$ 21,384	\$ 13,000	\$ 14,658	\$ 18,000	38.46%
Building Maintenance- Town	\$ 5,264	\$ 6,000	\$ 4,369	\$ 5,000	-16.67%
Building Maintenance- Senior	\$ 3,971	\$ 8,000	\$ 9,822	\$ 6,000	-25.00%
Building Maintenance- Astor	\$ 1,545	\$ 2,000	\$ 1,786	\$ 2,000	0.00%
Equipment Maintenance- Town	\$ 4,407	\$ 5,000	\$ 1,169	\$ 4,000	-20.00%
Equipment Maintenance- Senior	\$ 16,665	\$ 14,000	\$ 17,580	\$ 14,000	0.00%
Equipment Maintenance- Astor	\$ 1,731	\$ 1,200	\$ 3,384	\$ 1,200	0.00%
Equipment Purchase and Rental	\$ 1,015	\$ 2,000	\$ 1,951	\$ 3,000	50.00%
Education & Training	\$ 1,182	\$ 1,500	\$ 742	\$ 1,500	0.00%
Vehicle Maintenance- Town	\$ 2,896	\$ 5,000	\$ 2,563	\$ 5,000	0.00%
Vehicle Fuel- Town	\$ 6,020	\$ 6,000	\$ 5,114	\$ 6,000	0.00%
Seasonal Projects Assistance	\$ 15,845	\$ 20,000	\$ 25,837	\$ 36,000	80.00%
Cell Phone/Communications	\$ 2,758	\$ 4,500	\$ 2,882	\$ 4,000	-11.11%
Trash Removal- Town	\$ 2,826	\$ 3,000	\$ 3,224	\$ 3,000	0.00%
Trash Removal- Senior	\$ 4,001	\$ 3,600	\$ 4,132	\$ 3,600	0.00%
Trash Removal- Astor	\$ 6,060	\$ 4,000	\$ 7,973	\$ 5,500	37.50%
Grounds/Reserve Maintenance	\$ 12,888	\$ 10,000	\$ 10,059	\$ 13,000	30.00%
Uniforms	\$ 2,027	\$ 1,500	\$ 1,555	\$ 1,500	0.00%
Miscellaneous	\$ 1,179	\$ 1,000	\$ 6,240	\$ 1,000	0.00%
Building Maintenance - Izaak	\$ 2,216	\$ 3,000	\$ 5,030	\$ 3,000	0.00%
Equipment Maintenance- izaak	\$ 1,909	\$ 2,000	\$ 1,194	\$ 2,000	0.00%
Trash Removal - Izaak	\$ 1,292	\$ 1,800	\$ 1,525	\$ 1,800	0.00%
Dues & Subscriptions		\$ -	\$ -	\$ 300	100.00%
Work Order Software		\$ -	\$ -	\$ 5,100	100.00%
Health Insurance	\$ 48,415	\$ 51,100	\$ 47,755	\$ 69,398	35.81%
Dental, Vision & Life Insurance	\$ 1,965	\$ 2,900	\$ 3,642	\$ 4,125	42.24%
Unemployment	\$ 2,383	\$ 2,000	\$ 458	\$ 1,939	-3.05%
IMRF Expense	\$ 4,776	\$ 12,800	\$ 8,898	\$ 20,237	58.10%
FICA Expense	\$ 8,338	\$ 10,900	\$ 9,054	\$ 10,779	-1.11%
Facilities Maintenance	\$ 543,621	\$ 545,200	\$ 572,815	\$586,878	7.64%

Performance Metrics				
Service Provided	FY19	FY20	FY21	% Change
<i>Administration</i>				
Vehicle Service Calls	142	65	26	-60.00%
Work Orders	569	999	2,836	183.88%
Event Setups/Tear Downs	2,189	3,003	264	-91.21%
<i>Energy Efficiency - Electricity (Kw)</i>				
Astor Avenue Community Center	54,697	61,345	45,522	-25.79%
Town Hall	85,620	90,660	70,020	-22.77%
Senior Center	346,571	368,650	332,457	-9.82%
<i>Energy Efficiency - Gas (Therms)</i>				
Astor Ave. Community Center	2,396	2,151	1,949	-9.38%
Town Hall	8,320	7,176	6,611	-7.88%
Senior Center	19,292	16,923	17,364	2.60%
<i>Road Maintenance</i>				
Salt Usage (tons)	1,250	865	1,122	29.71%

FY21 Department Accomplished Goals (in order of priority)

1. Established internal cleaning program by eliminating contracted cleaning services for Township buildings and hiring two full time custodians in house.
2. Oversaw the parking lot resurfacing and additional waste enclosure project at Izaak Walton Center, in addition to the parking lot resurfacing project at Astor Avenue Community Center. Both of these projects were completed in 2020.

FY22 DEPARTMENT GOAL I

Management of Emergency Services station design and construction.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. In-house management and oversight of annexation and rezoning of new property with Village of Bartlett and Thomas Engineering. (Hanson- 10/15/21)	1. Complete annexation and rezoning of property in conjunction with Village of Bartlett, Thomas Engineering, and Township Administration. 2. Approval of annexation and rezoning by Township Board and Village Board.	TBC 10/1/21 TBC 10/15/21
B. Oversee Design and scope of Emergency Services station. (Hanson – 7/15/21)	1. Establish bi-weekly meeting with FGM Architects and Township Administration for scope and design of Emergency Services Station. 2. Research and complete feasibility study to determine in-house staff capabilities of completing part of or all interior work. 3. Approval of scope and design by Township Board.	TBC 5/1/21 TBC 6/1/21 TBC 7/15/21
C. Establish in-house management of project bid process. (Hanson- 9/1/21)	1. Project bid packets assembled. 2. Bid packets published. 3. Bid opening and Board approval of eligible bidder. 4. Construction contract awarded.	TBC 7/1/21 TBC 7/15/22 TBC 8/15/21 TBC 9/1/21
D. In-house management and oversight of construction and completion of Emergency Services Station.	1. Schedule pre-construction meeting with contractor, architects, and Township staff. 2. Establish impact on property, operations, and adjoining residential properties. 3. Communicate impact to staff and public. 4. Oversee construction and completion of project.	TBC 9/1/21 TBC 9/15/21 TBC 9/15/21 TBC 3/31/22

FY22 DEPARTMENT GOAL II

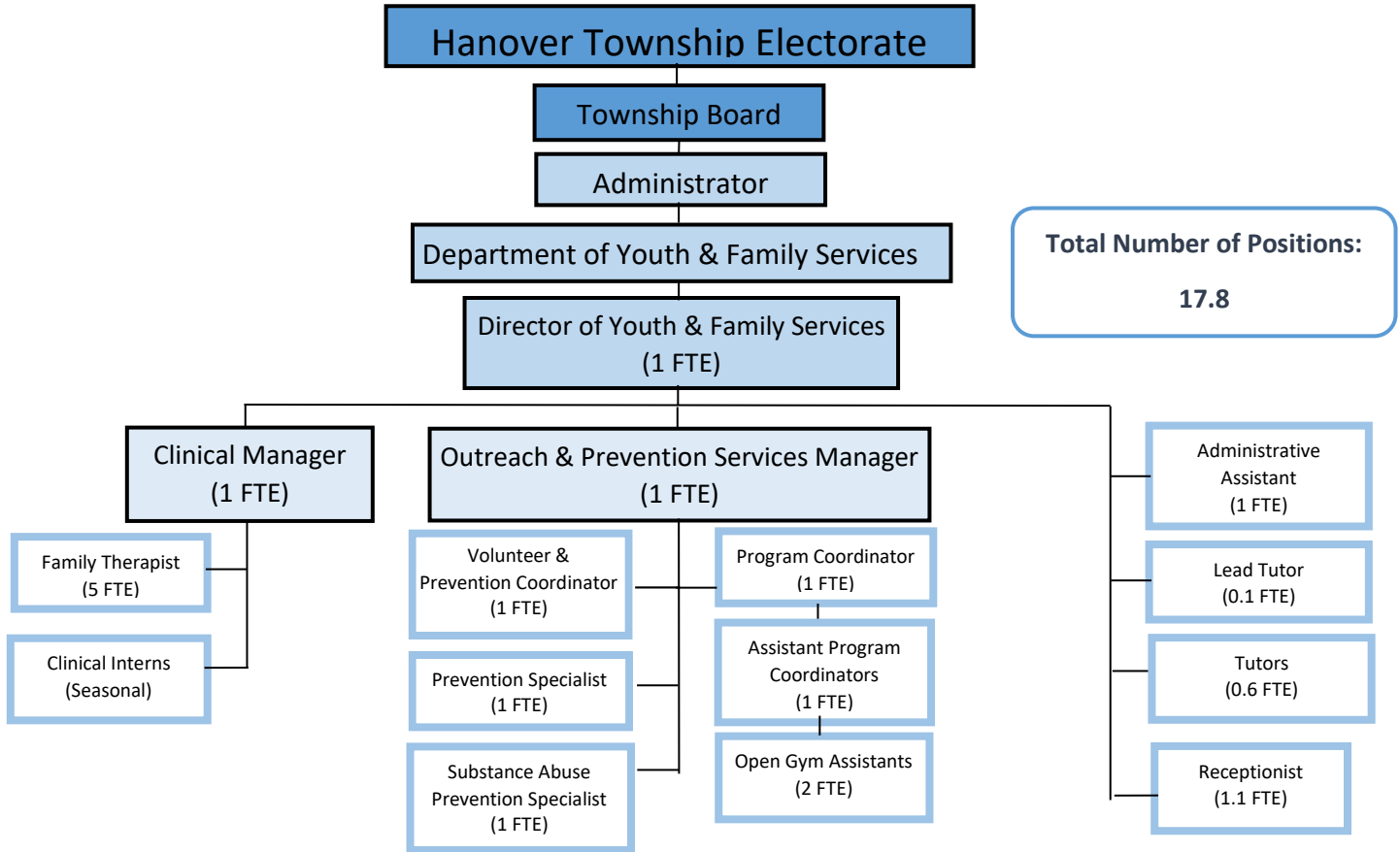
Project and construction management of Izaak Walton Reserve master plan project.

<u>OBJECTIVE</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
Management and oversight of general construction and completion of project. (Nelson – 10/1/21)	1. Pre-construction meeting with contractor, Hitchcock Design Group, and Township staff. 2. Establish impact on Reserve, building, and site programming. 3. Communicate schedule and impact to staff and public. 4. Oversee construction and completion of project.	TBC 5/15/21 TBC 5/15/21 TBC 6/1/21 TBC 10/1/21

FY22 DEPARTMENT GOAL III

Commission Facilities assessment, report, and prioritization of Town Hall renovations over next 2-5 years.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Research and hire Facilities Assessment firm to conduct and report on assessment of Town Hall. (Hanson – 5/1/21)	1. Reach out to municipal and private partners for recommendation on firm. 2. Request a minimum of 3 quotes for facility assessment of Town Hall.	TBC 4/15/21 TBC 5/1/21
3. Manage assessment of Town Hall Alongside approved firm and create a 5-year capital plan based on collected data. (Hanson – 7/1/21)	1. Schedule assessment. 2. Complete assessment and receive report. 3. Present report to Administration and Township Board. 4. Establish priority of capital improvements for a 5-year time period.	TBC 5/1/21 TBC 6/1/21 TBC 6/15/21 TBC 7/1/21



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. We strengthen families, to provide outreach to youth at risk of school failure and contribute to the building up of a healthier community for all Township youth.

Services

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

Location and Contact Information

Department Head: Tina Houdek, Director
thoudek@hanover-township.org

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

Phone: 630-483-5799

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

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

	2020	2021	2022	
Youth and Family Services	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	0.0
Receptionist	1.1	1.1	1.1	0.0
Lead Tutor	0.1	0.1	0.1	0.0
Tutor	0.6	0.6	0.6	0.0
Clinical Manager	1.0	1.0	1.0	0.0
Family Therapist	5.0	5.0	5.0	0.0
Prevention Services Manager	1.0	1.0	1.0	0.0
Program Coordinator	1.0	1.0	1.0	0.0
Assistant Program Coordinator	1.0	1.0	1.0	0.0
Open Gym Assistant	2.0	2.0	2.0	0.0
Volunteer & Prevention Coordinator	1.0	1.0	1.0	0.0
Clinical Interventionist	1.0	1.0	1.0	0.0
Substance Abuse Prevention Specialist	1.0	1.0	1.0	0.0
Total	17.8	17.8	17.8	0.0

Budget Highlights:

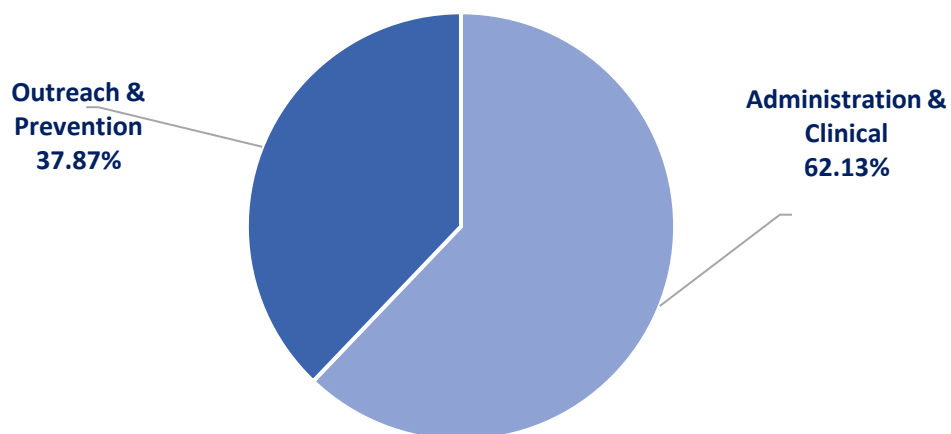
- Youth and Family Services is anticipating a decrease in revenue of 10.6% from the prior year related to COVID-19.
- The Administration and Clinical Salary Line Item is being reduced to reflect the retirement of longtime employees.
- In Outreach & Prevention, the Open Gym Program is being fully budgeted, however the program will be paused pending full access to school buildings following restrictions from the pandemic. The program is anticipated to return either in the Fall or next Spring.

Youth and Family Services Detailed Expenditures

	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Administration & Clinical					
Salaries	\$ 450,523	\$ 495,000	\$ 387,376	\$ 475,000	-4.04%
Education & Training	\$ 3,272	\$ 6,000	\$ 987	\$ 6,000	0.00%
Consulting Fees	\$ 600	\$ 3,600	\$ -	\$ 3,600	0.00%
Answering Service	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	0.00%
Printing	\$ 1,510	\$ 2,000	\$ 1,000	\$ 2,000	0.00%
Postage	\$ 76	\$ 300	\$ 221	\$ 300	0.00%
Books & Journals	\$ 403	\$ 400	\$ -	\$ 400	0.00%
Equipment Maintenance	\$ 2,340	\$ 2,600	\$ 2,569	\$ 2,600	0.00%
Psychiatric Backup	\$ 2,090	\$ 9,000	\$ 2,130	\$ 9,000	0.00%
Office Supplies	\$ 3,724	\$ 4,000	\$ 3,168	\$ 4,000	0.00%
Community Affairs	\$ 3,116	\$ 3,800	\$ 684	\$ 3,800	0.00%
Recruitment & Pre Employment	\$ 2,930	\$ 1,500	\$ 1,022	\$ 1,500	0.00%
Miscellaneous	\$ 164	\$ 500	\$ (115)	\$ 500	0.00%
Travel	\$ 1,631	\$ 3,000	\$ 100	\$ 3,000	0.00%
Software Maintenance	\$ -	\$ 3,600	\$ 2,700	\$ 3,600	0.00%
Equipment & Furniture	\$ 3,172	\$ 3,000	\$ 2,149	\$ 3,000	0.00%
Tutoring	\$ 17,336	\$ 27,500	\$ 16,164	\$ 27,500	0.00%
Dues & Subscriptions	\$ 709	\$ 500	\$ 512	\$ 500	0.00%
Health Insurance	\$ 52,469	\$ 56,100	\$ 52,427	\$ 52,000	-7.31%
Dental, Vision & Life Insurance	\$ 3,304	\$ 4,900	\$ 6,154	\$ 4,900	0.00%
Unemployment	\$ 5,713	\$ 3,500	\$ 1,097	\$ 4,600	31.43%
IMRF Expense	\$ 8,643	\$ 21,700	\$ 15,085	\$ 27,000	24.42%
FICA Expense	\$ 12,820	\$ 15,800	\$ 13,124	\$ 15,250	-3.48%
Total Administration & Clinical	\$ 577,744	\$ 669,500	\$ 509,753	\$ 651,250	-2.73%

Outreach & Prevention	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Open Gym Program	\$ 4,267	\$ 7,200	\$ 1,420	\$ 8,000	11.11%
Open Gym Salaries	\$ 97,287	\$ 130,000	\$ 63,466	\$ 130,000	0.00%
Salaries	\$ 166,943	\$ 180,000	\$ 198,388	\$ 182,000	1.11%
Education & Training	\$ 1,671	\$ 2,000	\$ 373	\$ 2,000	0.00%
Travel	\$ 2,767	\$ 3,000	\$ 216	\$ 3,000	0.00%
Printing	\$ 188	\$ 1,000	\$ 270	\$ 1,000	0.00%
Office Supplies	\$ 833	\$ -	\$ -	\$ -	0.00%
Community Affairs	\$ 575	\$ -	\$ 68	\$ -	0
Professional Services	\$ 900	\$ 1,200	\$ -	\$ 1,200	0.00%
Program Supplies	\$ 882	\$ 1,000	\$ 786	\$ 2,000	100.00%
Cell phone	\$ 2,666	\$ 3,000	\$ 2,639	\$ 3,000	0.00%
Substance Abuse Prevention Program	\$ 1,459	\$ 3,200	\$ 741	\$ 3,200	0.00%
Transportation	\$ 389	\$ 500	\$ -	\$ 500	0.00%
Health Insurance	\$ 39,794	\$ 36,000	\$ 33,643	\$ 32,000	-11.11%
Dental, Vision & Life Insurance	\$ 2,065	\$ 3,100	\$ 3,893	\$ 3,100	0.00%
Unemployment	\$ 5,457	\$ 3,450	\$ 1,048	\$ 3,450	0.00%
IMRF Expense	\$ 5,649	\$ 12,100	\$ 8,411	\$ 13,000	7.44%
FICA Expense	\$ 9,239	\$ 11,000	\$ 9,137	\$ 9,500	-13.64%
Total Outreach & Prevention	\$ 343,030	\$ 397,750	\$ 324,499	\$ 396,950	-0.20%
Youth & Family Services Expenditures	\$ 920,774	\$ 1,067,250	\$ 834,252	\$1,048,200	-1.78%

Expenditures by Division FY22



Performance Metrics				
Service Provided	FY19	FY20	FY21	% Change
<i>Outreach and Prevention</i>				
Open Gym Participants	14,031	12,297	700	-94.31%
Open Gym Participants (Unduplicated)	1,187	1,286	69	-94.63%
Alternative to Suspension Referrals	90	161	172	6.83%
Alternative to Suspension participants	2,089	1,741	859	
Alternative to Suspension (Unduplicated)	190	220	207	-5.91%
<i>Clinical</i>				
Therapy Clients (Total Attended)	5,238	4,161	4,226	1.56%
Therapy Clients (Unduplicated)	2,120	1,530	1,494	-2.35%
New Clients (Unduplicated)	88	23	24	4.35%
Clinical Hours	3,336	2,888	3,036	5.12%
Group Session Participants	2,819	1,198	1,204	0.50%
<i>Tutoring Participants</i>				
Total	1,408	965	479	-50.36%
Unduplicated	218	354	228	-35.59%

FY21 Department Accomplished Goals (in order of priority)

1. Developed an on-going response plan in order to continue to provide Youth and Family Services programming during the COVID-19 pandemic.
2. Researched and identified relevant grant opportunities and applied for grant funding to support Youth and Family Services programming.

FY22 DEPARTMENT GOAL I

Develop a process to evaluate and prioritize all YFS programming.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Prepare and present current department programming, statistical data and program budget reviews. (Houdek - 08/1/21)	1. Identify all current programming and services. 2. Gather relevant statistical data for each program and service for the last four fiscal years. 3. Identify current budget for each program and service. 4. Create means to present information.	TBC 5/1/21 TBC 6/1/21 TBC 6/1/21 TBC 8/1/21
B. Based on feedback received from the board, redirect service programming and resources that have been identified. (Dickinson - 1/1/22)	1. Once program direction has been identified begin program development. 2. Create a budget for implementation of programming. 3. Create a staffing model for implementation of programming. 4. Prepare guideline and practices for programming.	TBC 10/1/21 TBC 11/15/21 TBC 11/15/21 TBC 1/1/22
C. Implement and evaluate on-going programming. (Houdek - 3/1/22)	1. Establish program specific activities. 2. Develop new benchmarks for programming. 3. Determine the frequency of criteria review of data. 4. Create unified outcome measure for all programming in YFS. 5. Conduct review of benchmark data and outcome measures based on the determined frequency to assist with prioritization of programming.	TBC 12/15/21 TBC 2/1/22 TBC 2/15/22 TBC 3/15/22 TBC 3/31/22

FY22 DEPARTMENT GOAL II

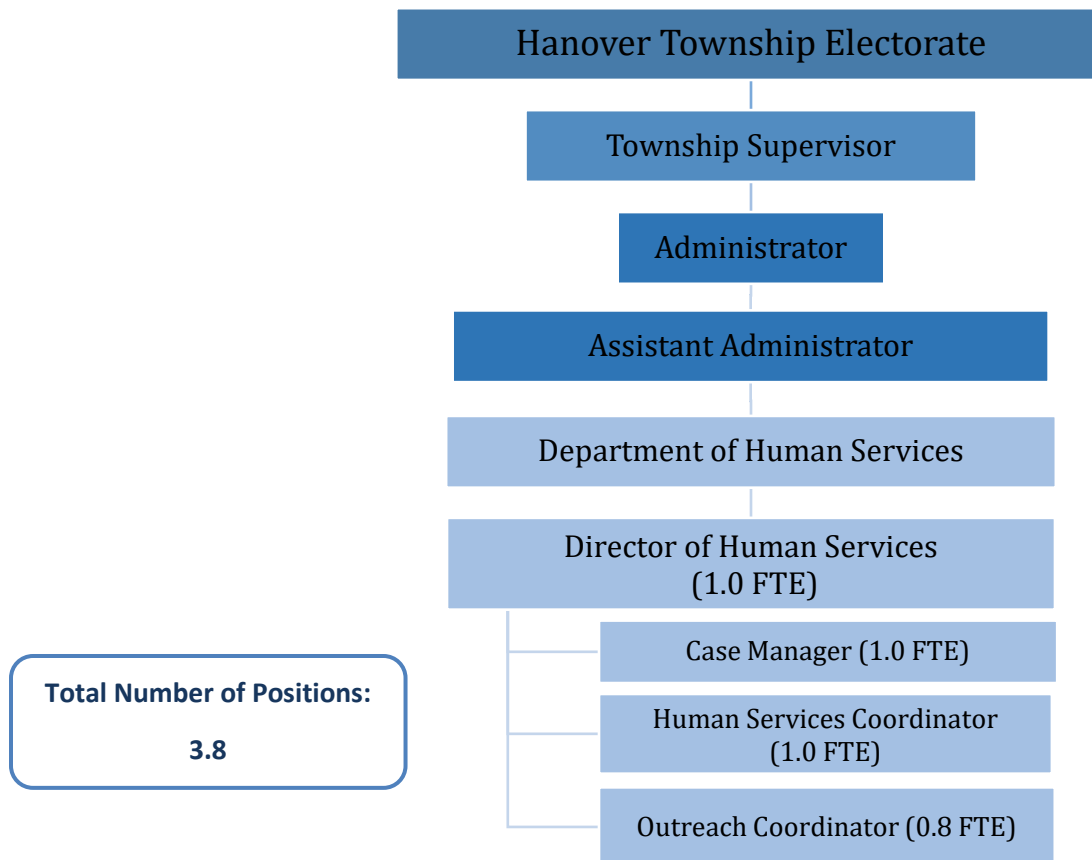
Develop healthy and safe middle/high school activities, to include evening and weekend timeframes.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Secure a partnership with a community organization or park district that will allow us to collaborate on healthy and safe teen activities. (Dickinson - 5/1/21)	1. Discuss partnership with potential providers. 2. Discuss purpose for partnership and interest with potential providers. 3. Select and secure partnership.	TBC 4/15/21 TBC 4/15/21 TBC 5/1/21
B. Establish the activities, structure and schedule of how the program will look like in coordination with partner. (Dickinson - 6/1/21)	1. Develop teen programming activities in collaboration with the partner. 2. Develop a schedule for teen programming in collaboration with the partner. 3. Secure volunteers, interns and locations to provide activities in collaborations with the partnership.	TBC 4/15/21 TBC 5/1/21 TBC 6/1/21

C. Develop marketing plan for teen activities in a joint effort with the partnership. (Miguel - 6/1/21)	1. Create marketing materials necessary in connection with the partnership.	TBC 5/15/21
	2. Create list of local community agencies, churches, schools and businesses to assist in promoting partnership and teen activities.	TBC 5/15/21
	3. Implement marketing plan.	TBC 6/1/21
D. Implement teen focused programming. (Miguel - 8/1/21)	1. Develop process for registering youth in teen activities.	TBC 6/1/21
	2. Create staffing schedule for implementation of teen activities.	TBC 6/1/21
	3. Reach out to potential donors for assistance with food and supplies.	TBC 5/15/21
	4. Purchase necessary materials for teen activities.	TBC 6/1/21
	5. Establish program specific activities with partners.	TBC 5/15/21
	6. Review success of program participation and develop year-round activities.	TBC 8/1/21
FY22 DEPARTMENT GOAL III <i>Commission Facilities assessment, report, and prioritization of Town Hall Research, assess and determine departmental needs for securing an outside consultant to supplement our already existing clinical and prevention programming.</i>		
A. Create purpose and essential functions for securing a consultant. (Gonzalez - 6/1/21)	1. Develop means to gather information from clinical and prevention staff to determine needs for a consultant.	TBC 4/15/21
	2. Review information and determine necessary functions for the departmental consultant.	TBC 5/1/21
	3. Create a document that describes functions and supplemental needs to be used to solicit a qualified candidate.	TBC 6/1/21
B. Select and secure an outside consultant. (Gonzalez - 8/1/21)	1. Identify a list of agencies and/or private consultants that meet our internal needs.	TBC 6/15/21
	2. Contact the list of identified agencies and private consultants to determine if they provide and have applicable person to meet our needs.	TBC 7/1/21
	3. Determine requested fees from potential consultants.	TBC 7/1/21
	4. Select a pool of relevant consultants to interview.	TBC 7/15/21
	5. Conduct interviews and select most appropriate consultant to meet departmental needs.	TBC 8/1/21
C. Begin utilization of the selected consultant to provide services for existing clinical and prevention programming on a monthly basis. (Gonzalez - 9/1/21)	1. Select day and time, that accommodates both consultant and staff in the department.	TBC 8/1/21
	2. Create contract between Hanover Township and consultant that reflect monthly service fees and meeting dates.	TBC 8/15/21
	3. Schedule meeting dates.	TBC 9/1/21

Special Revenue Funds





Mission

Empowering Residents to Achieve Self-Sustainability

Services

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

Location and Contact Information

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

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

Phone: 630-540-9085

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

Webpage: <https://www.hanover-township.org/departments/human-services>

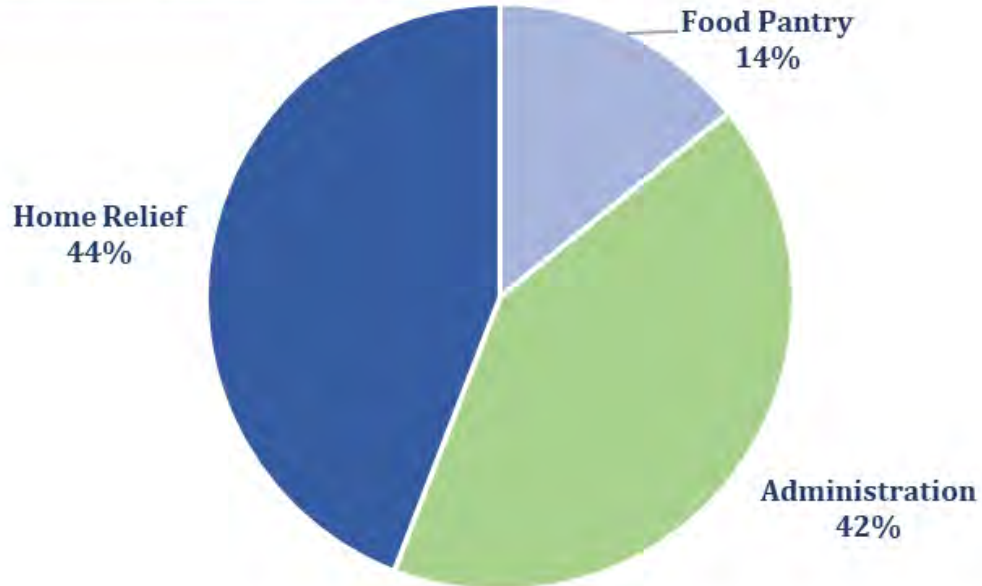
	2020	2021	2022	
Human Services	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Case Manager	1.0	1.0	1.0	0.0
Human Services Coordinator	1.0	1.0	1.0	0.0
Outreach Coordinator	0.8	0.8	0.8	0.0
Total	3.8	3.8	3.8	0.0

Budget Highlights:

- Human Services is expecting a 7% revenue increase in the new fiscal year due to Cook County's system of rounding levy requests relative to the overall Equalized Assessed Valuation.
- Home Relief is recommended to increase 9.3% with a significant increase in Emergency Assistance funding, this increase will be utilized to provide relief to residents affected by the COVID-19 pandemic.
- Food Pantry expenses are also increasing due to the incorporation of direct custodial services costs. With the onset of the COVID-19 pandemic, the Township brought on these services to increase sanitation and disinfection.

General Assistance Fund

Expenditures by Division FY22



General Assistance Fund Summary

	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Revenues	\$ 416,109	\$ 427,864	\$ 435,680	\$ 457,459	7%
Expenditures					
Administration	\$ 222,500	\$ 253,708	\$ 237,090	\$ 265,570	4.68%
Food Pantry	\$ 72,130	\$ 73,527	\$ 89,805	\$ 90,425	22.98%
Home Relief	\$ 115,552	\$ 247,100	\$ 164,520	\$ 281,100	13.76%
Total Expenditures	\$ 410,182	\$ 574,335	\$ 491,416	\$ 637,095	10.93%
Excess of Revenues Over Expenditures	\$ 5,927	\$ (146,471)	\$ (55,736)	\$ (179,636)	22.64%
Fund Balance Beginning April 1	\$ 655,918	\$ 586,242	\$ 787,904	\$ 688,313	17.41%
Estimated Cash on Hand March 31	\$ 697,288	\$ 523,907	\$ 732,168	\$ 508,677	-2.91%

General Assistance Fund



General Assistance Fund Detailed Revenues

	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Human Services-Revenue					
Property Taxes	\$ 395,579	\$ 400,864	\$ 402,621	\$ 430,959	7.51%
Replacement Taxes	\$ 2,096	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Interest Income	\$ 3,145	\$ 2,000	\$ 4,256	\$ 1,500	-25.00%
Other Income	\$ 8,998	\$ 16,000	\$ 20,528	\$ 16,000	0.00%
CEDA- LIHEAP	\$ 6,291	\$ 5,000	\$ 4,275	\$ 5,000	0.00%
Total	\$ 416,109	\$ 427,864	\$ 435,680	\$ 457,459	6.92%

General Assistance Fund Detailed Expenditures

	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Salaries	\$ 167,049	\$ 184,100	\$ 172,646	\$ 190,000	3.20%
Office Supplies	\$ 5,573	\$ 3,250	\$ 3,308	\$ 4,000	23.08%
Equipment	\$ 3,972	\$ 4,000	\$ 2,603	\$ 4,000	0.00%
Phone & Internet	\$ 2,744	\$ 2,100	\$ 2,318	\$ 2,100	0.00%
Travel & Training	\$ 58	\$ 2,500	\$ 4,485	\$ 2,000	-20.00%
Postage	\$ 2,026	\$ 200	\$ -	\$ 200	0.00%
Printing	\$ 382	\$ 1,500	\$ 2,641	\$ 1,500	0.00%
Dues, Pubs & Background Check	\$ 897	\$ 500	\$ 320	\$ 500	0.00%
Community Affairs/Misc	\$ 3,150	\$ 1,000	\$ 323	\$ 1,000	0.00%
Professional Services	\$ 2,966	\$ 4,000	\$ 3,530	\$ 4,000	0.00%
Volunteer Appreciation	\$ 1,024	\$ 2,000	\$ 1,904	\$ 2,000	0.00%
Miscellaneous	\$ 2,174	\$ 500	\$ 734	\$ 500	0.00%
Health Insurance	\$ 19,359	\$ 30,072	\$ 28,103	\$ 34,550	14.89%
Dental, Vision & Life Insurance	\$ 1,240	\$ 1,846	\$ 2,318	\$ 1,833	-0.70%
Unemployment	\$ 1,467	\$ 862	\$ 282	\$ 862	0.00%
IMRF Expense	\$ 3,079	\$ 8,228	\$ 5,720	\$ 10,775	30.96%
FICA Expense	\$ 5,340	\$ 7,050	\$ 5,856	\$ 5,750	-18.44%
Total	\$ 222,500	\$ 253,708	\$ 237,090	\$ 265,570	4.68%

General Assistance Fund



Home Relief					
	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Rent	\$ 55,628	\$ 100,000	\$ 51,860	\$ 100,000	0.00%
Utilities	\$ 6,609	\$ 22,000	\$ 7,944	\$ 20,000	-9.09%
Personnel Essentials	\$ 11,590	\$ 20,000	\$ 10,462	\$ 18,000	-10.00%
Travel Expenses	\$ 4,839	\$ 10,000	\$ 2,522	\$ 8,000	-20.00%
Burial	\$ -	\$ 1,500	\$ -	\$ 1,500	0.00%
Medical	\$ -	\$ 25,000	\$ -	\$ 25,000	0.00%
Catastrophic Insurance	\$ 3,175	\$ 3,500	\$ 3,175	\$ 3,500	0.00%
Miscellaneous	\$ -	\$ 100	\$ -	\$ 100	0.00%
Emergency Assistance	\$ 33,711	\$ 75,000	\$ 88,557	\$ 105,000	40.00%
Total Home Relief	\$ 115,552	\$ 257,100	\$ 164,520	\$ 281,100	9.33%

Food Pantry Detailed Expenditures					
	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Salaries	\$ 44,931	\$ 45,512	\$ 62,807	\$ 47,000	3.27%
Utilities	\$ 9,439	\$ 8,500	\$ 9,438	\$ 8,500	0.00%
Custodial Services	\$ -	\$ -	\$ -	\$ 15,000	-
Health Insurance	\$ 14,696	\$ 14,900	\$ 13,925	\$ 14,900	0.00%
Dental, Vision & Life Insurance	\$ 421	\$ 540	\$ 678	\$ 611	13.15%
Unemployment	\$ 511	\$ 300	\$ 98	\$ 287	-4.33%
IMRF Expense	\$ 789	\$ 2,035	\$ 1,415	\$ 2,693	32.33%
FICA Expense	\$ 1,343	\$ 1,740	\$ 1,445	\$ 1,434	-17.59%
Food Pantry	\$ 72,130	\$ 73,527	\$ 89,805	\$ 90,425	22.98%

Performance Metrics				
Service Provided	FY19	FY20	FY21	% Change
<i>General Assistance</i>				
General Assistance Clients	135	132	119	-9.85%
General Assistance Appointments	273	293	250	-14.68%
Emergency Assistance Appointments	245	289	278	-3.81%
Emergency Assistance Approved	57	34	44	29.41%
Crisis Intake Clients	1,525	2,576	3,489	35.44%
Access to Care	0	1	0	-100.00%
<i>LIHEAP Applications</i>				
Office	437	379	388	2.37%
Circuit Breaker	3	1	5	400.00%
<i>Social Services</i>				
ComEd Hardships	109	62	42	-32.26%
Weatherization	7	0	2	100.00%
<i>Food Pantry</i>				
Served (Households)	8,989	9,576	9,981	4.23%
New Applications	395	434	166	-61.75%
Food Donations	729	604	1,002	65.89%
<i>Community Center Walk-Ins</i>	2,171	2,297	394	-82.85%

*Food Pantry new applications decreased significantly because during the COVID-19 pandemic the Food Pantry did not require anyone to submit an application. All new clients were accepted without an application. Additionally, Community Center Walk-Ins greatly decreased as clients were not able to enter the Community Center at the height of COVID-19.

FY21 Department Accomplished Goals (in order of priority)

1. Developed a food pantry curb- side pick-up model to include client choice and pre-ordering capabilities, and trained volunteers on new model. This model was created to safely accommodate residents during the COVID-19 pandemic.

FY22 DEPARTMENT GOAL I

Establish and implement Veteran Services Program including securing Veterans Services Officer status and increasing services and programs available to veterans.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Identify requirements to achieve accredited Veteran Service Office and schedule and complete appropriate staff trainings. (Imperato – 7/1/21)	1. Contact Veterans Administration for steps to be an accredited Veteran Service Officer (VSO) 2. Identify required trainings to become a VSO and determine next available training opportunity. 3. Schedule department staff to attend and complete VSO training.	TBC 6/1/21 TBC 6/15/21 TBC 7/1/21
B. Establish and implement veteran services and programs available through Human Services (Imperato – 9/1/21)	1. Work with the Office of Community Affairs to develop a marketing plan for Veteran Services Program. 2. Train Auxiliary Staff on new programs and services for veterans. 3. Implement Veteran's Services Program and begin taking appointments.	TBC 8/1/21 TBC 9/1/21 TBC 9/1/22

FY22 DEPARTMENT GOAL II

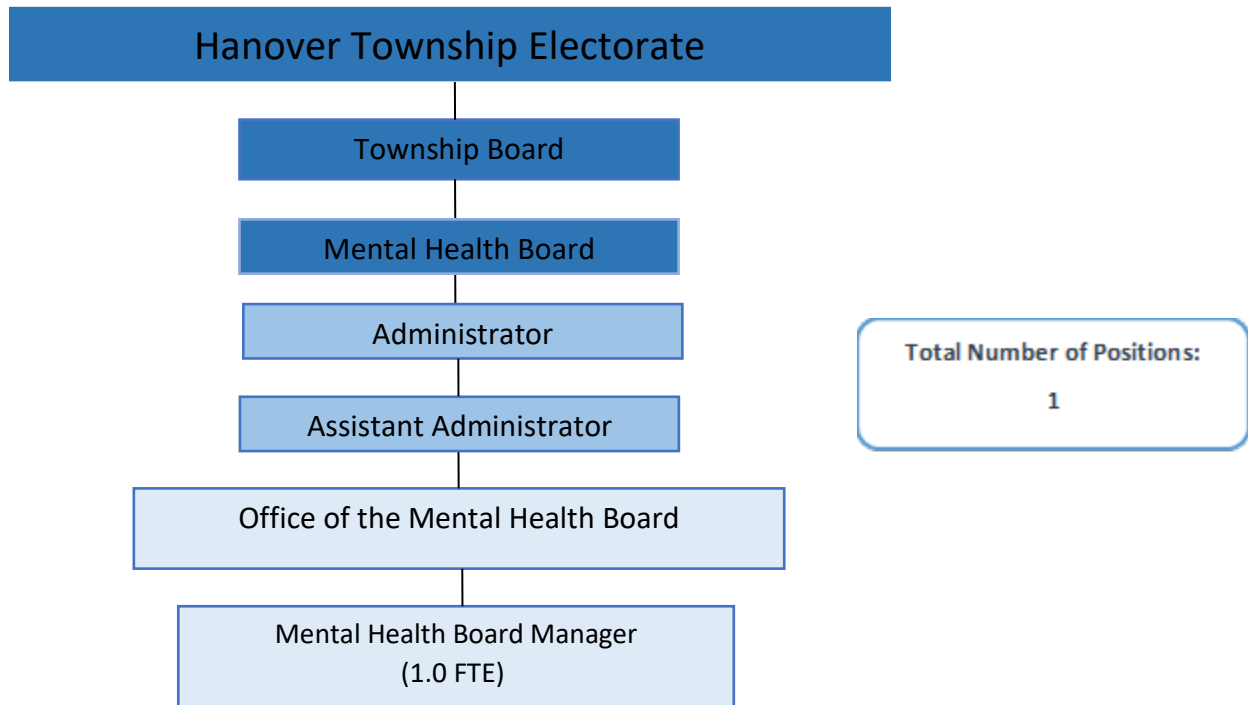
Create and implement a recruitment program for auxiliary staff and volunteers to enhance assistance and provide additional support to the department.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Develop auxiliary staff and volunteer recruitment plan. (Orozco – 3/31/22)	1. Create new marketing plan to attract and recruit new auxiliary staff including updated information to share via social media, newsletters, and other community outlets. 2. Develop orientation program to effectively on-board new auxiliary staff and volunteers.	TBC 7/1/21 TBC 8/1/21
B. Evaluate auxiliary staff interest and ability to offer additional program support such as LIHEAP, Salvation Army. (Lappo – 10/1/21)	1. Identify assistance programs or services that can be completed be an auxiliary staff or volunteer. 2. Survey new and existing auxiliary staff and volunteers to determine interest and ability to aid with program applications. 3. Increase availability of appointments for programs as appropriate.	TBC 8/1/21 TBC 9/1/21 TBC 10/1/21
C. Develop and implement auxiliary staff training program. (Orozco – 9/1/21)	1. Identify training needs of auxiliary staff. 2. Research appropriate trainings to enhance the knowledge and abilities of auxiliary staff related to job responsibilities, as well as department and Township programs and services. 3. Schedule trainings for auxiliary staff quarterly.	TBC 7/1/21 TBC 8/1/21 TBC 9/1/21

FY22 DEPARTMENT GOAL III

Develop social media marketing campaign for services and programs offered by Hanover Township Human Services including the Food Pantry, veteran's services, employment services, and financial assistance programs such as general assistance.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Develop social media marketing plan of all programs and services offered by the department. (Imperato – 8/1/21)	1. Evaluate marketing needs for each department services, programs, and events beginning with General Assistance. 2. Identify key services, programs, and annual event details to highlight via social media and work with Community Affairs to develop future social media posts.	TBC 7/15/21 TBC 8/15/21
B. Establish and implement an on-going schedule of social media outreach. (Orozco – 10/1/21)	1. Review and prioritize department programs, services, and event social media postings and additional marketing opportunities beginning with General Assistance. 2. Create a calendar to identify future social media posts in collaboration with the Office of Community Affairs. 3. Implement social media campaign.	TBC 9/1/21 TBC 9/15/21 TBC 10/1/21



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.

Mental Health Fund



Location and Contact Information

Department Head: Amanda Teachout, Manager
ateachout@hanover-township.org

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

Phone: 630-837-0301

Hours of Operation: M-F: 8:30 am to 4:30 pm
 Webpage: <http://www.hanover-township.org/departments/mental-health-board>

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

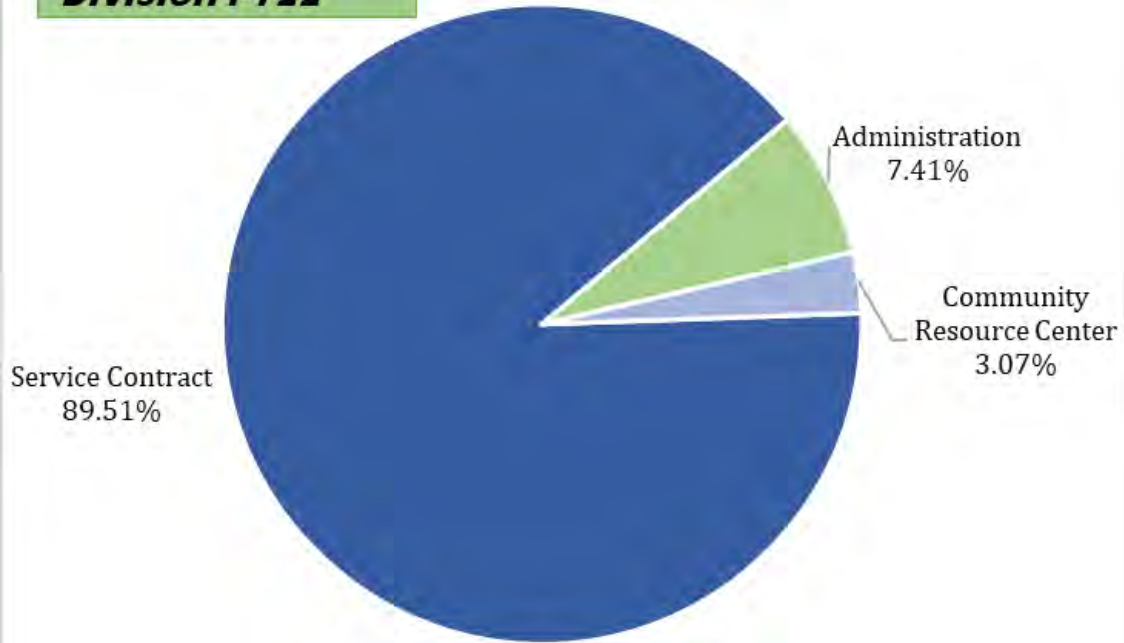
Budget Highlights:

- The Mental Health Board is decreasing capital projects at the Community Resource Center due to the planned selling of the facility.
- Service contracts are increasing modestly at 4.72% with overall Mental Health Board expenditures recommended to grow by 2.65%.

Mental Health Fund Summary					
	FY20	FY21	FY21	FY22	%
	Actual	Amended Budget	Actual	Budget	Change
Revenues	\$ 1,238,880	\$ 1,280,786	\$ 1,245,232	\$ 1,328,377	3.72%
Expenditures					
Service Contract	\$ 1,146,005	\$ 1,377,000	\$ 95,414	\$ 1,442,000	4.72%
Administration	\$ 85,393	\$ 116,370	\$ 996,616	\$ 119,450	2.65%
Community Resource Center	\$ 36,984	\$ 59,500	\$ 47,072	\$ 49,500	-16.81%
Total	\$ 1,268,382	\$ 1,552,870	\$ 1,139,102	\$ 1,610,950	3.74%
Excess of Revenues Over Expenditures	\$ (29,502)	\$ (272,084)	\$ 106,130	\$ (282,573)	3.86%
Fund Balance Beginning April 1	\$ 1,020,193	\$ 784,827	\$ 1,027,753	\$ 910,956	16.07%
Estimated Cash on Hand March 31	\$ 1,267,903	\$ 508,787	\$ 1,133,883	\$ 628,383	23.51%

Mental Health Fund

Expenditures by Division FY22



Mental Health Fund Detailed Revenues

	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Mental Health Board-Revenue					
Property Taxes	\$ 1,198,493	\$ 1,239,786	\$ 1,208,434	\$ 1,292,877	4.28%
Replacement Taxes	\$ 6,289	\$ 12,000	\$ 12,000	\$ 12,000	0.00%
Interest Income	\$ 4,995	\$ 6,000	\$ 6,759	\$ 4,000	-33.33%
Other Income	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%
Rental Income	\$ 13,820	\$ 12,000	\$ 11,850	\$ 12,000	0.00%
Tide Transportation Fee	\$ 9,126	\$ 7,000	\$ 6,189	\$ 5,000	-28.57%
Telephone Reimbursement	\$ 4,581	\$ 1,000	\$ -	\$ -	-100.00%
AID Transportation Fees	\$ 1,575	\$ 2,000	\$ -	\$ 1,500	-25.00%
Total	\$ 1,238,880	\$ 1,280,786	\$ 1,245,232	\$ 1,328,377	3.72%

Mental Health Fund



Mental Health Fund Detailed Expenditures

Expense	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Hanover Township Services	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
Legal	\$ 472	\$ 4,000	\$ 588	\$ 4,000	0.00%
Training	\$ 250	\$ 750	\$ -	\$ 750	0.00%
Travel	\$ 717	\$ 1,000	\$ -	\$ 1,000	0.00%
Subscriptions & Pubs	\$ -	\$ 150	\$ -	\$ 150	0.00%
Salaries	\$ 56,872	\$ 59,000	\$ 57,208	\$ 61,000	3.39%
Office Supplies	\$ 353	\$ 1,000	\$ 309	\$ 1,000	0.00%
Postage	\$ 189	\$ 1,000	\$ 147	\$ 1,000	0.00%
Equip/Database	\$ 839	\$ 2,000	\$ 700	\$ 3,500	75.00%
Community Relations	\$ 2,162	\$ 4,000	\$ 211	\$ 3,000	-25.00%
Miscellaneous	\$ 881	\$ 500	\$ -	\$ 500	0.00%
Dues	\$ 500	\$ 1,500	\$ -	\$ 1,500	0.00%
Special Events	\$ 63	\$ 1,000	\$ -	\$ 1,000	0.00%
Printing	\$ 3,710	\$ 2,000	\$ 260	\$ 1,500	-25.00%
Consultants	\$ -	\$ 4,000	\$ 5,230	\$ 4,000	0.00%
Health Insurance	\$ 8,133	\$ 19,000	\$ 17,756	\$ 18,500	-2.63%
Dental, Vision, and Life Insurance	\$ 421	\$ 700	\$ 879	\$ 500	-28.6%
Unemployment Compensation	\$ 630	\$ 370	\$ 121	\$ 350	-5.41%
IMRF Expense	\$ 1,816	\$ 5,300	\$ 3,684	\$ 7,000	32.08%
FICA Expense	\$ 2,886	\$ 4,600	\$ 3,821	\$ 4,700	2.17%
Total Administration	\$ 85,393	\$ 116,370	\$ 95,414	\$ 119,450	2.65%
Community Resource Center					
Utilities	\$ 7,999	\$ 8,000	\$ 6,583	\$ 8,000	0.00%
Janitorial	\$ 4,968	\$ 5,500	\$ 5,382	\$ 5,500	0.00%
Rent	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
Telephone Systems Maintenance	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%
Capital Improvements	\$ 1,865	\$ 20,000	\$ 19,325	\$ 10,000	-50.00%
Building Maintenance	\$ 3,479	\$ 5,000	\$ 2,864	\$ 5,000	0.00%
Agency Support Services	\$ 8,673	\$ 10,000	\$ 2,917	\$ 10,000	0.00%
Total	\$ 36,984	\$ 59,500	\$ 47,071	\$ 49,500	-16.81%
Service Contracts					
Service Contracts	\$ 1,146,005	\$ 1,377,000	\$ 996,616	\$ 1,442,000	4.72%
Total	\$ 1,146,005	\$ 1,377,000	\$ 996,616	\$ 1,442,000	4.72%

Mental Health Fund Service Contracts

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

Below is a list of programs currently approved to receive funding from the Hanover Township Mental Health Board during FY22.

Service Contracts			
Service Contract	FY22 Budget	Service Contract	FY22 Budget
American Association of Retired Asians	\$ 40,000	Ecker Center Substance Abuse	\$ 62,800
AID Case Management	\$ 6,000	Family Service Association Therapy Services	\$ 42,700
AID Supportive Employment	\$ 41,000	Fellowship Housing	\$ 5,000
Amita Alexian	\$ 12,500	GiGi's Playhouse	\$ 15,000
Boys and Girls Club	\$ 5,700	Girl Scouts of Northern IL Outreach	\$ 12,700
Bridge YFS Crisis Intervention	\$ 5,000	HTSS Senior Mental Health	\$ 49,000
CAC CASI	\$ 20,000	HTSS Home Delivered Meals	\$ 12,000
CAC Family Support	\$ 10,000	HTYFS Alternate to Suspension	\$ 25,000
CAC Safe from the Start	\$ 25,000	HTYFS Bilingual Therapist	\$ 25,000
Catholic Charities Caregivers Group	\$ 5,500	HTYFS Interventionist	\$ 50,000
CCC Domestic Violence Counseling	\$ 31,200	HTYFS Psychiatric Back-Up	\$ 9,000
CCC Domestic Violence Shelter	\$ 32,400	Journeys Hope Center	\$ 3,000
CCC Sexual Assault Counseling	\$ 15,900	Kenneth Young Center SASS	\$ 5,000
Centro de Informacion	\$ 32,500	Leyden Family Services Detox/Rehab	\$ 15,000
Clearbrook Children's Program	\$ 8,200	Little City Foundation	\$ 5,900
Clearbrook Day Services	\$ 8,000	Marklund Residential Program	\$ 24,100
Clearbrook Residential	\$ 8,400	Maryville Academy Music Therapy	\$ 20,000
Community Alternatives Unlimited	\$ 9,500	Mental Health Housing	\$ 90,000
Easter Seals Family Support	\$ 20,500	Northwest Center Against Sexual Assault	\$ 9,000
Easter Seals	\$ 75,000	PADS of Elgin	\$ 35,000
Ecker Center Therapy Services	\$ 90,600	Summit Early Learning Center	\$ 14,000
Ecker Center Therapy PEP	\$ 16,500	Wings Shelter	\$ 6,600
Service Contract Total			\$ 1,055,200

Other Recurring Service Contract Agreements

Contract/Program		Notes
Capital Grant Fund	\$ 124,800	Funding for agency capital projects awarded throughout the year
Challenge Grant Fund	\$ 60,000	Funding for new programs presented throughout the year
Contract Support Services	\$ 125,000	Emergency funding awarded throughout the year
Staff Development Fund	\$ 25,000	Funding for agency staff development
AID Transportation	\$ 30,000	Transportation for developmentally disabled to and from AID
TIDE Transportation	\$ 22,000	Transportation for developmentally disabled to and from work
Total Recurring Service Contracts	\$ 386,800	

Performance Metrics

Service Provided	FY19	FY20	FY21	% Change
<i>Funding</i>				
New Clients	3,377	2,454	1,577	-35.74%
Ongoing Cients	1,167	9,025	9,620	6.59%
Closed Cases	850	714	533	-25.35%
Prevention Programming Presentations	549	336	241	-28.27%
Number in Audience	4,547	2,890	1,006	-65.19%
<i>TIDE</i>				
Participants	19	25	26	4.00%
Rides	1,519	1,287	1,229	-4.51%
<i>Resource Center</i>				
Organizations Providing Services	6	6	6	0.00%
Clients Served	1,107	1,165	110	-90.56%

FY21 Department Accomplished Goals (in order of priority)

1. Provided support to funded agencies affected by the COVID-19 pandemic.
2. Surveyed riders and riders' families on expanding the TIDE Ride program to include transportation to additional locations, however, participants surveyed indicated that due to the COVID-19 pandemic they were not interested in traveling to additional locations at this time.

FY22 DEPARTMENT GOAL I

Increase communication capabilities via Mental Health Board reporting website with funded agencies.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Identify improvements to the Mental Health Board reporting website. (Teachout – 10/1/21)	1. Review current website capabilities and identify areas for improvement. 2. Communicate with Launch to develop additions and enhancements to website capabilities. 3. Establish updates reporting procedures, as necessary.	TBC 7/1/21 TBC 9/1/21 TBC 10/1/21
B. Implement Mental Health Board reporting website changes and provide training to funded agencies. (Teachout – 1/1/22)	1. Review changes with Launch and troubleshoot any outstanding issues. 2. Communicate website updates and changes to funded agencies and schedule trainings as needed. 3. Implement full use of the reporting website.	TBC 10/1/21 TBC 12/1/21 TBC 1/1/22

FY22 DEPARTMENT GOAL II

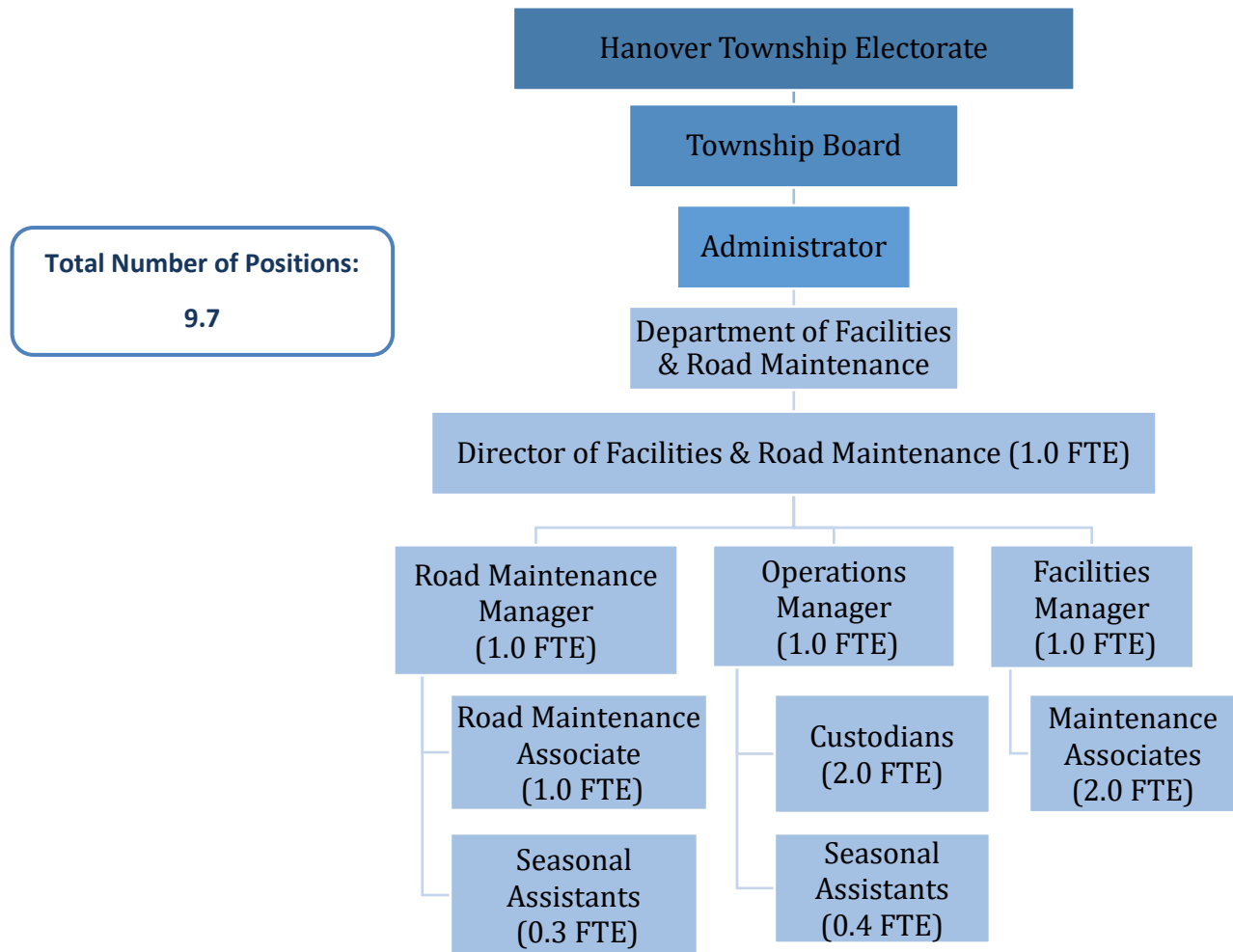
Support access to bilingual services available to the community.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Develop and implement outreach plan to raise awareness about the Mental Health Board funded agencies to the Hispanic population. (Teachout – 1/1/22)	1. Solicit feedback from the Human Services Coordinating Council regarding outreach to ESL communities. 2. Assess ESL community use of social media platforms and develop appropriate social media campaign highlighting bilingual services funded by the Mental Health Board.	TBC 9/1/21 TBC 12/1/21
B. Increase the number of agencies funded by the Mental Health Board that provide bilingual services and programming. (Teachout – 3/31/22)	1. Identify agencies in the community that provide bilingual services and programming. 2. Meet with agencies and discuss Mental Health Board funding opportunities including annual and mid-year funding. 3. Increase the number of agencies funded to provide bilingual programs/service.	TBC 9/1/21 TBC 10/1/21 TBC 3/31/22

FY22 DEPARTMENT GOAL III

Provide support and funding to Hanover Landing permanent supportive housing facility.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Serve as a liaison to community partners and stake holders regarding Hanover Landing project updates. (Teachout – 3/31/22)	1. Continue to participate in status update calls with UP Holdings regarding the status of the Hanover Landing. 2. Communicate updates to the Mental Health Board, Ecker Center, and the Human Services Coordinating Council as they become available. 3. Provide status updates to interested community partners and MHB funded agencies.	TBC 1/1/22 TBC 1/1/22 TBC 3/31/22
B. Establish disbursement procedure of Mental Health Board funding for 5 Hanover Landing units, in addition to potential mid-year funding for on-site support service providers. (Teachout – 3/31/22)	1. Identify and establish funding procedures for 5 Hanover Landing units with Township Administrator. 2. Provide funding procedure recommendation to Mental Health Board for approval. 3. Communicate annual and mid-year funding opportunities to Hanover Landing on-site service providers.	TBC 11/1/21 TBC 12/1/21 TBC 3/31/22



Mission

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

Services

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

Road Maintenance Fund



Location and Contact Information

Department Head: Caleb Hanson, Director
chanson@hanover-township.org

Facility Location: Hanover Township Town Hall
250 S. IL Route 59
Bartlett, IL 6010

Phone: 630-837-0301

Hours of Operation: M-F: 7:00 am to 3:00 pm

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

	2020	2021	2022	
Facilities and Road Maintenance	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Operations Manager	1.0	1.0	1.0	0.0
Facilities Manager	1.0	1.0	1.0	0.0
Maintenance Associate	2.0	2.0	2.0	0.0
Cutstodian	0.0	0.0	2.0	2.0
Road Maintenance Manager	1.0	1.0	1.0	0.0
Road Maintenance Associate	1.0	1.0	1.0	0.0
Seasonal Assistant	0.5	0.5	0.7	0.2
Total	7.5	7.5	9.7	2.2

Budget Highlights:

- The Road Maintenance Division is anticipating a 1.17% decrease in revenue, related to the reduction of the Road Levy.
- Administration and transfer expenses will increase 5.97%, primarily due to a large increase in IMRF and FICA costs to account for the full portion of these charges for employees of the division.
- Engineering and contract work are slated to increase based on planned road improvements and salt is being reduced based on available stock and current pricing. Overall division expenses are recommended to be increase 0.53%.

Road Maintenance Fund



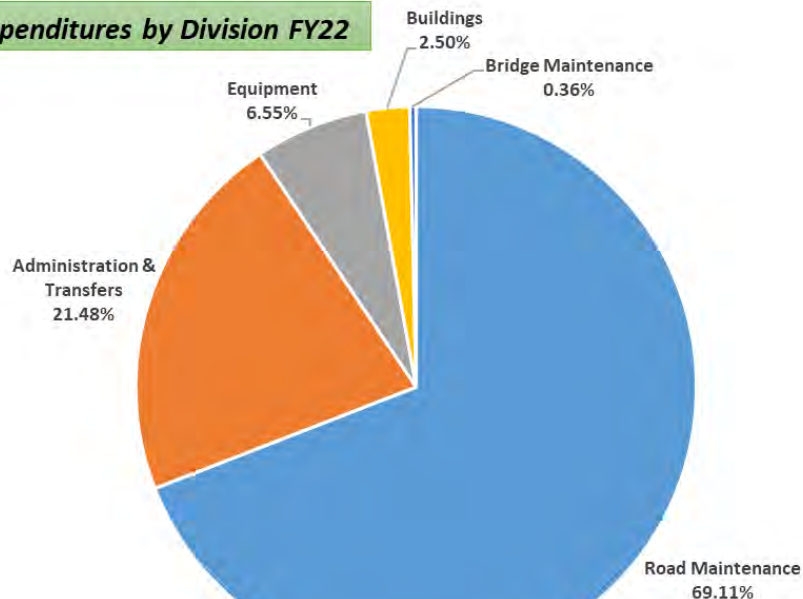
Road Maintenance Fund Summary

	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Revenues	\$ 868,484	\$ 893,000	\$ 853,711	\$ 882,577	-1.17%
Expenditures					
Administration/Transfers	\$ 269,657	\$ 283,400	\$ 268,798	\$ 300,310	5.97%
Buildings	\$ 3,580	\$ 60,000	\$ 2,493	\$ 35,000	-41.67%
Bridge Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
Road Maintenance	\$ 742,339	\$ 895,500	\$ 281,794	\$ 966,000	7.87%
Equipment	\$ 105,916	\$ 146,500	\$ 178,943	\$ 91,500	-37.54%
Total Expenditures	\$ 1,121,492	\$ 1,390,400	\$ 732,028	\$ 1,397,810	0.53%
Excess of Revenues Over Expenditures	\$ (253,009)	\$ (497,400)	\$ 121,683	\$ (515,233)	3.59%
Fund Balance Beginning April 1	\$ 1,111,891	\$ 740,855	\$ 896,749	\$ 1,049,686	41.69%
Estimated Cash on Hand March 31	\$ 925,358	\$ 243,455	\$ 1,018,432	\$ 534,635	119.60%

Road Maintenance Fund Detailed Revenues

Road & Bridge-Revenue	FY20 Actual	FY21 Amended Budget	FY21 Actual	Fy22 Budget	% Change
Property Taxes	\$ 816,761	\$ 856,500	\$ 814,109	\$ 850,577	-0.69%
Replacement Taxes	\$ 46,425	\$ 28,000	\$ 31,830	\$ 25,000	-10.71%
Interest Income	\$ 3,934	\$ 5,000	\$ 6,272	\$ 4,000	-20.00%
Permits & Traffic Fines	\$ 400	\$ 1,000	\$ 511	\$ 1,000	0.00%
Traffic Enforcement Fees	\$ 963	\$ 1,500	\$ 989	\$ 1,000	-33.33%
Other	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%
Road & Bridge-Revenue	\$ 868,484	\$ 893,000	\$ 853,711	\$ 882,577	-1.17%

Expenditures by Division FY22



Road Maintenance Fund



Road Maintenance Fund Detailed Expenditures					
Expense	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Health Insurance	\$ 19,859	\$ 18,200	\$ 17,009	\$ 18,176	-0.13%
Dental, Vision, and Life Insurance	\$ 948	\$ 1,400	\$ 1,758	\$ 1,375	-1.79%
Unemployment Compensation	\$ 3,259	\$ 2,100	\$ 588	\$ 2,100	0.00%
IMRF Expense	\$ 3,473	\$ 6,500	\$ 4,518	\$ 19,920	206.46%
FICA Expense	\$ 4,810	\$ 6,200	\$ 5,150	\$ 11,739	89.34%
Postage	\$ 671	\$ 1,000	\$ 61	\$ 1,000	0.00%
Legal	\$ 20,410	\$ 20,000	\$ 29,746	\$ 20,000	0.00%
Insurance	\$ 24,545	\$ 30,000	\$ 19,882	\$ 30,000	0.00%
Phone and Data	\$ 176	\$ 3,000	\$ -	\$ 1,000	-66.67%
Dues, Subs, & Publications	\$ 1,356	\$ 1,000	\$ 1,250	\$ 1,000	0.00%
Travel Expenses	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%
Printing	\$ 73	\$ 500	\$ 74	\$ 500	0.00%
Training & Conferences	\$ 28	\$ 1,000	\$ 228	\$ 1,000	0.00%
Uniforms & Safety Equipment	\$ 2,283	\$ 1,500	\$ 1,166	\$ 1,500	0.00%
Community Affairs	\$ 2,132	\$ 2,500	\$ 507	\$ 2,500	0.00%
Utilities	\$ 4,608	\$ 5,000	\$ 4,920	\$ 5,000	0.00%
Miscellaneous	\$ 608	\$ 1,000	\$ 1,011	\$ 1,000	0.00%
Recruitment	\$ 388	\$ 1,000	\$ 930	\$ 1,000	0.00%
Office Supplies	\$ 30	\$ 500	\$ -	\$ 500	0.00%
Transfer to Senior Transportation	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	0.00%
Transfer to Vehicle Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
Total Administration	\$ 269,657	\$ 283,400	\$ 268,797	\$ 300,310	5.97%
Buildings					
Building Improvements	\$ -	\$ 50,000	\$ -	\$ 25,000	-50.00%
Building Maintenance	\$ 3,580	\$ 10,000	\$ 2,493	\$ 10,000	0.00%
Land/Building Acquisition & Imp.	\$ -	\$ -	\$ -	\$ -	0.00%
Total Buildings	\$ 3,580	\$ 60,000	\$ 2,493	\$ 35,000	-41.67%
Bridge Maintenance					
Bridge Repair & Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
Total Bridge Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
Road Maintenance					
Controlled Substance Testing	\$ 806	\$ 1,000	\$ 818	\$ 1,500	50.00%
Salaries	\$ 150,786	\$ 172,000	\$ 151,273	\$ 177,000	2.91%
Road Materials & Operations	\$ 15,857	\$ 25,000	\$ 18,694	\$ 25,000	0.00%
Fuel	\$ 9,688	\$ 20,000	\$ 8,110	\$ 20,000	0.00%
Maintenance Supplies	\$ 616	\$ -	\$ -	\$ -	0.00%
Engineering	\$ 60,724	\$ 50,000	\$ 5,970	\$ 90,000	80.00%
Contract Work	\$ 373,263	\$ 500,000	\$ 37,061	\$ 550,000	10.00%
Street Lighting	\$ 10,643	\$ 15,000	\$ 6,500	\$ 10,000	-33.33%
Signs, Stripping & Tree Removal	\$ 6,218	\$ 12,500	\$ 12,692	\$ 12,500	0.00%
Salt	\$ 113,739	\$ 100,000	\$ 40,677	\$ 80,000	-20.00%
Total Road Maintenance	\$ 742,339	\$ 895,500	\$ 281,794	\$ 966,000	7.87%
Equipment					
Machine Rental	\$ 1,116	\$ 1,500	\$ 477	\$ 1,500	0.00%
Equipment Purchase	\$ 69,144	\$ 115,000	\$ 147,471	\$ 60,000	-47.83%
Maintenance Vehicles & Equipment	\$ 35,656	\$ 30,000	\$ 30,995	\$ 30,000	0.00%
Total Equipment	\$ 105,916	\$ 146,500	\$ 178,943	\$ 91,500	-37.54%

Hanover Township Electorate

Township Board

Administrator

Department of Aging Services

Director of Aging Services
(1 FTE)

Nutrition
Manager
(1 FTE)

Line Cook
(0.6 FTE)

Kitchen Assistant
(0.6 FTE)

Home Delivered
Meals Assistants
(1.25 FTE)

Program
Manager
(1 FTE)

Volunteer &
Program Coordinator
(1 FTE)

Program Specialist
(0.75 FTE)

Visual Art
Instructors
(1.3 FTE)

Receptionists
(1.2 FTE)

Auxiliary Staff
(vol)

Social Services
Manager
(1 FTE)

Social Services
Specialists
(2 FTE)

Therapists
(0.8 FTE)

Transportation
Manager
(1 FTE)

Transportation
Dispatcher
(1 FTE)

Bus Drivers
(6 FTE)

Home Care
Coordinator
(1 FTE)

Home Care
Assistants
(1 FTE)

Administrative
Assistant
(1 FTE)

Total Number of Positions:

24.5

Accredited by 
National Institute of
Senior Centers

Mission

Enriching Lives, Fostering Friendships, Promoting Independence

Services

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

Senior Citizens Services Fund



Location and Contact Information

Department Head: Megan Conway, Director
mconway@hanover-township.org

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

Phone: 630-483-5600

Hours of Operation: M, W, F: 8:30 am to 4:30 pm
 Tues, Thurs: 8:30 am to 8:00 pm
 Sat: 8:30 am to 12:30 pm

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

Department and Position	2020 Actual	2021 Actual	2022 Projected	Change
Aging Services				
Director	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	0.0
Graduate Intern	0.0	0.5	0.0	-0.5
Program Manager	1.0	1.0	1.0	0.0
Volunteer and Program Coordinator	1.0	1.0	1.0	0.0
Program Specialist	0.75	0.75	0.75	0.0
Computer Instructor	0.4	0.4	0.0	-0.4
Visual Art Instructor	1.3	1.3	1.3	0.0
Receptionist	1.2	1.2	1.2	0.0
Social Services Manager	1.0	1.0	1.0	0.0
Social Services Specialist	2.0	2.0	2.0	0.0
Therapist	0.6	0.8	0.8	0.0
Nutrition Manager	1.0	1.0	1.0	0.0
Line Cook	0.6	0.6	0.6	0.0
Kitchen Assistant	0.6	0.6	0.6	0.0
Home Delivered Meals Assistant	1.25	1.25	1.25	0.0
Transportation Manager	1.0	1.0	1.0	0.0
Transportation Dispatcher	1.0	1.0	1.0	0.0
Bus Driver	6.0	6.0	6.0	0.0
Home Care Coordinator	0.0	0.0	1.0	1.0
Home Care Assistant	0.0	0.0	1.0	1.0
Total	22.7	23.4	24.5	1.1

Senior Citizens Services Fund

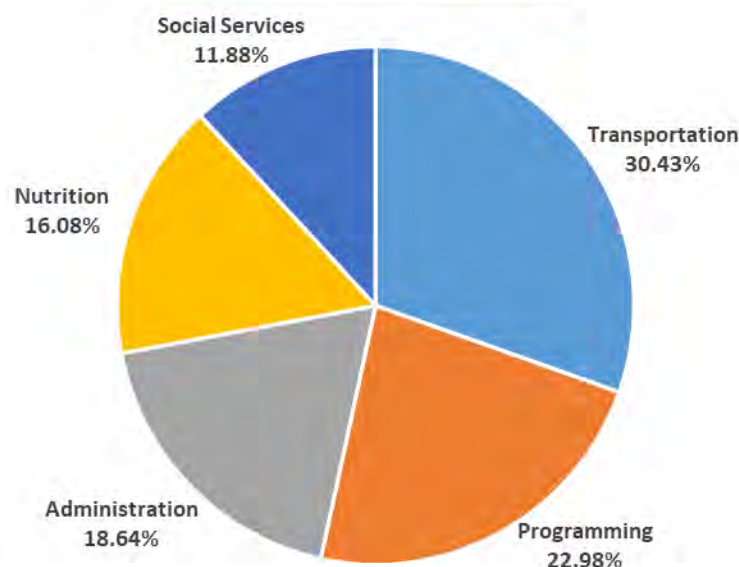
Budget Highlights:

- The federal grant from Age Options supporting the senior congregate meal program decreased 1.3% reflecting decreased numbers of meal participants over the last year related to COVID-19.
- Entering the fifth full fiscal year of the home delivered meals program has HDM grants increasing 43.9% to \$142,321 due to an overall increase in the number of meals delivered also related to the pandemic.
- Programming revenue is decreasing significantly due to the reduction of on-site activities related to COVID-19. It is anticipated these numbers will begin to rebound later in the year.
- Overall department expenses are budgeted to decrease 6.05%.

Senior Center Fund Summary

	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Revenues	\$ 1,889,702	\$ 1,964,051	\$ 1,731,691	\$ 1,938,030	-1.32%
Expenditures					
Administration	\$ 320,526	\$ 424,430	\$ 386,268	\$ 365,049	-13.99%
Nutrition	\$ 300,854	\$ 292,362	\$ 319,809	\$ 314,805	7.68%
Programming	\$ 543,842	\$ 542,204	\$ 362,554	\$ 449,855	-17.03%
Social Services	\$ 182,817	\$ 229,523	\$ 207,929	\$ 232,535	1.31%
Transportation	\$ 524,729	\$ 595,507	\$ 548,291	\$ 595,785	0.05%
Total Expenditures	\$ 1,872,767	\$ 2,084,026	\$ 1,824,850	\$ 1,958,029	-6.05%
Excess Revenues Over Expenditures	\$ 16,934	\$ (119,975)	\$ (93,160)	\$ (19,999)	-83.33%
Fund Balance Beginning April 1	\$ 1,111,457	\$ 1,181,044	\$ 1,155,876	\$ 1,337,660	13.26%
Estimated Cash on Hand March 31	\$ 1,241,422	\$ 1,061,069	\$ 1,062,716	\$ 1,317,661	24.18%

Expenditures by Division FY22



Senior Citizens Services Fund



Senior Fund Detailed Revenues

Senior Center-Revenue	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Property Taxes	\$ 1,108,829	\$ 1,147,415	\$ 1,105,482	\$ 1,181,837	3.00%
Interest Income	\$ 6,943	\$ 7,000	\$ 9,395	\$ 5,000	-28.57%
Other Income	\$ 10,733	\$ 5,000	\$ 9,500	\$ 10,000	100.00%
AID Transportation Fees	\$ 30,174	\$ 30,000	\$ -	\$ 30,000	0.00%
Mental Health Grant	\$ -	\$ 49,500	\$ 49,500	\$ 50,000	1.01%
LIHEAP Fees	\$ 42,000	\$ 6,000	\$ 6,106	\$ 6,000	0.00%
Senior Health Insurance Grant	\$ 6,841	\$ 3,000	\$ 12,108	\$ 5,000	66.67%
Senior Ctr./Transportation Grant	\$ 37,582	\$ 41,622	\$ 36,946	\$ 30,395	-26.97%
Congregate Nutrition Grant	\$ 91,537	\$ 89,639	\$ 84,477	\$ 88,477	-1.30%
Transfer From Road and Bridge*	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	0.00%
Senior Programs	\$ 169,625	\$ 210,000	\$ 12,009	\$ 105,000	-50.00%
Congregate Meal Donations	\$ 40,404	\$ 40,000	\$ 27,547	\$ 25,000	-37.50%
Senior Home Care Pilot Program	\$ -	\$ -	\$ -	\$ 36,000	-
Home Delivered Meals Grant	\$ 120,261	\$ 98,875	\$ 165,594	\$ 142,321	43.94%
Home Delivered Meals Donation	\$ 27,278	\$ 22,000	\$ 32,113	\$ 30,000	36.36%
Out Trip Transportation	\$ 40	\$ 7,000	\$ -	\$ 1,000	-85.71%
Nutrition Event Catering	\$ 21,178	\$ 24,000	\$ -	\$ 1,000	-95.83%
Material Fees	\$ 1,881	\$ 3,000	\$ 5,513	\$ 12,000	300.00%
Lending Closet	\$ 13,898	\$ 14,000	\$ 9,402	\$ 12,000	-14.29%
Home Delivered Meals MHB Funding	\$ 5,500	\$ 11,000	\$ 11,000	\$ 12,000	9.09%
Total Revenues	\$ 1,889,702	\$ 1,964,051	\$ 1,731,691	\$ 1,938,030	-1.32%

Senior Citizens Services Fund



Senior Fund Detailed Expenditures

Expense - Administration	FY20 Actual	FY21 Amended Budget	FY21 Actual	Actual Budget	% Change
Salaries	\$ 134,185	\$ 152,565	\$ 148,303	\$ 144,000	-5.61%
Contingency	\$ 4,940	\$ 10,000	\$ -	\$ 5,000	-50.00%
Recruitment	\$ 8,783	\$ 2,500	\$ 1,754	\$ 3,000	20.00%
Utilities	\$ 50,903	\$ 55,000	\$ 51,441	\$ 53,000	-3.64%
Telephone & High Speed Internet	\$ 1,133	\$ 1,200	\$ 737	\$ 1,000	-16.67%
Equipment	\$ 11,179	\$ 14,000	\$ 10,608	\$ 12,000	-14.29%
Office Supplies	\$ 7,611	\$ 8,000	\$ 6,353	\$ 8,000	0.00%
Postage	\$ 1,938	\$ 4,000	\$ 1,112	\$ 4,000	0.00%
Printing	\$ 7,648	\$ 5,500	\$ 2,888	\$ 5,000	-9.09%
Dues, Subs, & Publications	\$ 2,397	\$ 2,000	\$ 2,041	\$ 4,000	100.00%
Travel	\$ 3,059	\$ 1,500	\$ -	\$ 1,000	-33.33%
Education & Training	\$ 1,889	\$ 1,000	\$ 745	\$ 1,000	0.00%
Custodial Services	\$ -	\$ -	\$ -	\$ 15,000	100.00%
Community Affairs	\$ 2,886	\$ 2,000	\$ 893	\$ 1,400	42.86%
Miscellaneous	\$ 3,507	\$ 1,000	\$ 475	\$ 1,000	0.00%
Senior Home Care Pilot Program	\$ -	\$ -	\$ -	\$ 56,000	-
Transfer to Capital Fund	\$ 40,000	\$ 120,000	\$ 120,000	\$ -	-100.00%
Health Insurance	\$ 31,770	\$ 31,770	\$ 29,690	\$ 36,788	15.79%
Dental, Vision & Life Insurance	\$ 459	\$ 678	\$ 852	\$ 683	0.74%
Unemployment	\$ 979	\$ 862	\$ 188	\$ 575	-33.29%
IMRF Expense	\$ 2,330	\$ 6,140	\$ 4,268	\$ 8,223	33.93%
FICA Expense	\$ 3,241	\$ 4,715	\$ 3,916	\$ 4,380	-7.10%
Total Administration	\$ 320,838	\$ 424,430	\$ 386,265	\$ 365,049	-13.99%

Senior Citizens Services Fund



Programs	FY20 Actual	FY21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Satellite Programming	\$ 2,780	\$ 2,500	\$ -	\$ 1,000	-60.00%
Weekend Programming	\$ 2,833	\$ 4,000	\$ -	\$ 1,500	-62.50%
Programming	\$ 200,034	\$ 160,000	\$ 41,723	\$ 77,000	-51.88%
Volunteer Services	\$ 18,608	\$ 16,000	\$ 16,111	\$ 16,000	0.00%
Senior Newsletter	\$ 7,452	\$ 13,000	\$ 8,426	\$ 13,000	0.00%
Computer Instruction	\$ 94	\$ 1,000	\$ -	\$ 850	-15.00%
Visual Arts	\$ 17,775	\$ 18,000	\$ 7,984	\$ 9,000	-50.00%
Out Trip Transportation	\$ -	\$ 7,000	\$ -	\$ 1,000	-85.71%
Program Salaries	\$ 225,844	\$ 235,888	\$ 213,457	\$ 243,000	3.01%
Program Training	\$ 329	\$ 1,000	\$ 738	\$ 1,000	0.00%
Program Staff Travel	\$ 489	\$ 1,000	\$ 117	\$ 500	-50.00%
Health Insurance	\$ 53,033	\$ 61,830	\$ 57,782	\$ 61,830	0.00%
Dental, Vision, & Unemployment	\$ 1,698	\$ 2,504	\$ 3,145	\$ 2,516	0.48%
Unemployment	\$ 3,486	\$ 2,048	\$ 669	\$ 2,048	0.00%
IMRF Expense	\$ 3,922	\$ 9,216	\$ 6,406	\$ 12,200	32.38%
FICA Expense	\$ 5,465	\$ 7,218	\$ 5,995	\$ 7,411	2.67%
Total Programs	\$ 543,842	\$ 542,204	\$ 362,553	\$ 449,855	-17.03%
Social Services					
Social Services	\$ (5,668)	\$ 1,500	\$ 2,396	\$ 1,000	-33.33%
Senior Assistance	\$ 1,659	\$ 3,000	\$ 1,652	\$ 3,000	0.00%
Psychiatric Services	\$ 941	\$ 2,000	\$ 483	\$ 750	-62.50%
Salaries	\$ 158,385	\$ 180,653	\$ 165,584	\$ 184,000	1.85%
Training	\$ 1,234	\$ 1,500	\$ 55	\$ 1,000	-33.33%
Travel	\$ 1,654	\$ 1,000	\$ -	\$ 500	-50.00%
Senior Health Ins Program	\$ 14,124	\$ 3,000	\$ 6,030	\$ 5,000	66.67%
Health Insurance	\$ 14,124	\$ 20,360	\$ 19,027	\$ 20,360	0.00%
Dental, Vision, and Life Insurance	\$ 1,239	\$ 1,826	\$ 2,293	\$ 1,833	0.38%
Unemployment	\$ 2,346	\$ 1,436	\$ 450	\$ 1,436	0.00%
IMRF Expense	\$ 2,920	\$ 7,720	\$ 5,366	\$ 8,042	4.17%
FICA Expense	\$ 3,982	\$ 5,528	\$ 4,592	\$ 5,614	1.56%
Total Social Services	\$ 196,941	\$ 229,523	\$ 207,929	\$ 232,535	1.31%

Senior Citizens Services Fund



Nutrition	FY20 Actual	FY21 Budget	FY21 Actual	FY22 Budget	% Change
Congregate Salaries	\$ 60,668	\$ 66,572	\$ 62,687	\$ 68,600	3.05%
Congregate Food	\$ 70,234	\$ 63,000	\$ 66,252	\$ 63,000	0.00%
Congregate Equipment	\$ 1,747	\$ 1,500	\$ 1,211	\$ 1,250	-16.67%
Congregate Supplies	\$ 7,249	\$ 6,000	\$ 6,873	\$ 6,000	0.00%
Training	\$ -	\$ 500	\$ -	\$ 500	0.00%
Travel	\$ -	\$ -	\$ -	\$ 500	-
Home Delivered Meals Salaries	\$ 64,462	\$ 65,600	\$ 63,760	\$ 68,900	5.03%
Home Delivered Meals Food	\$ 79,988	\$ 64,000	\$ 97,831	\$ 80,000	25.00%
Home Delivered Meals Equipment	\$ (4,818)	\$ 2,000	\$ 2,332	\$ 1,250	-37.50%
Home Delivered Meals Supplies	\$ 7,096	\$ 6,200	\$ 6,879	\$ 6,200	0.00%
Event Catering	\$ 3,182	\$ 1,500	\$ -	\$ 1,000	-33.33%
Health Insurance	\$ 3,178	\$ 3,600	\$ 3,364	\$ 3,600	0.00%
Dental, Vision, and Life Insurance	\$ 413	\$ 595	\$ 747	\$ 611	2.69%
Unemployment	\$ 2,444	\$ 1,436	\$ 469	\$ 1,436	0.00%
IMRF Expense	\$ 2,076	\$ 5,815	\$ 4,042	\$ 7,770	33.62%
FICA Expense	\$ 2,933	\$ 4,044	\$ 3,359	\$ 4,188	3.56%
Total Nutrition	\$ 300,854	\$ 292,362	\$ 319,809	\$ 314,805	7.68%
Transportation					
Alternative Transportation	\$ 8,951	\$ 5,800	\$ 5,170	\$ 4,000	-31.03%
Vehicle Maintenance	\$ 37,814	\$ 45,000	\$ 52,411	\$ 43,000	-4.44%
Salaries	\$ 337,545	\$ 363,957	\$ 342,974	\$ 375,000	3.03%
Dispatch Software	\$ 17,509	\$ 18,550	\$ 15,630	\$ 18,550	0.00%
Telephone/Bus Tablets	\$ 5,876	\$ 5,500	\$ 5,718	\$ 5,500	0.00%
Training	\$ 3,020	\$ 2,000	\$ 2,536	\$ 1,250	-37.50%
Fuel	\$ 34,983	\$ 37,500	\$ 19,939	\$ 24,000	-36.00%
Uniforms	\$ 1,426	\$ 1,800	\$ 904	\$ 1,000	-44.44%
Travel	\$ -	\$ -	\$ -	\$ 500	100.00%
Employee Screenings	\$ -	\$ -	\$ -	\$ 2,500	100.00%
Health Insurance	\$ 56,826	\$ 81,965	\$ 76,599	\$ 81,952	-0.02%
Dental, Vision & Life Insurance	\$ 3,304	\$ 4,870	\$ 6,116	\$ 4,889	0.39%
Unemployment	\$ 4,158	\$ 2,626	\$ 798	\$ 2,585	-1.56%
IMRF Expense	\$ 5,506	\$ 15,139	\$ 10,524	\$ 19,983	32.00%
FICA Expense	\$ 7,814	\$ 10,800	\$ 8,971	\$ 11,076	2.56%
Total Transportation	\$ 524,730	\$ 595,507	\$ 548,291	\$ 595,785	0.05%

Performance Metrics				
Service Provided	FY19	FY20	FY21	% Change
<i>Programming Division</i>				
Planned Programs	3,009	2,836	1,024	-63.89%
Participants (Duplicated)	37,170	38,479	5,994	-84.42%
Participants (Unduplicated)	2,066	1,902	467	-75.45%
Wait Listed (Unduplicated)	518	361	0	-100.00%
Art and Computer Classes	728	833	365	-56.18%
Art and Computer Class Participants	3,826	4,366	1,667	-61.82%
New Volunteers	69	52	24	-53.85%
Total Volunteers (Unduplicated)	289	264	101	-61.74%
Total Volunteer Hours	27,142	27,526	5,981	-78.27%
Meals Served	15,506	16,500	13,240	-19.76%
Meals Delivered by Volunteers	25,185	27,805	34,118	22.70%
<i>Social Services Division</i>				
Clients Served (Unduplicated)	1,226	1,295	1,218	-5.95%
Clients Served (Duplicated)	3,085	3,228	4,215	30.58%
Energy Assistance	447	377	388	2.92%
Prescription Drug and Health	1,370	1,872	1,662	-11.22%
Social Service Programs	142	138	105	-23.91%
Social Service Program Participants	1,376	2,077	978	-52.91%
Lending Closet Transactions	1,397	1,523	902	-40.77%
<i>Transportation Division</i>				
One Way Rides Given	18,585	16,496	7,342	-55.49%
Individuals Served (Unduplicated)	644	427	177	-58.55%
New Riders	644	427	177	-58.55%
Unmet Requests for Rides	604	935	111	-88.13%

FY21 Department Accomplished Goals (in order of priority)

1. Reduced the number of unmet rides for transportation services by 10% from last fiscal year through dispatching systems, adjustment for efficiencies, alternative transportation resources and evaluation of driver recruitment and utilization.
2. Established and expanded virtual programs for adults aged 55 and older through development of accessible online resources, virtual programs and on-going virtual opportunities to ensure older adult has engagement opportunities during the COVID-19 pandemic.
3. Applied the recommendation of the Gen Next 2030 report to become a dementia friendly Township by identifying local community partners and Generation X residents for future engagement and creating a Dementia Friendly program. Due to the onset of COVID-19 the Department of Aging Services has not yet been able to schedule or implement these programs.

FY22 DEPARTMENT GOAL I

Create and implement the Senior In-Home Care Program to provide comprehensive person-centered services and supports targeting frail and vulnerable older adults.

OBJECTIVES	ACTION STEPS	STATUS
A. Establish program procedures, job descriptions, and training needs. (Conway – 10/1/21)	1. Create program procedures and job descriptions. 2. Complete state licensure application. 3. Hire full-time In-Home Care Coordinator and two part-time Home Care Assistants. 4. Conduct training on new staff members.	TBC 6/1/21 TBC 7/1/21 TBC 9/1/21 TBC 10/1/21
B. Investigate and apply for funding opportunities. (Conway – 3/31/22)	1. Research and identify funding opportunities for program. 2. Submit funding application and present funding request to Hanover Township Mental Health Board and at least one other funding body. 3. Evaluate client cost-sharing model and make recommendations for future funding.	TBC 7/1/21 TBC 8/1/21 TBC 3/31/22
C. Launch pilot program to provide in-home person-centered care for older adults. (Conway – 3/31/22)	1. Recruit and address clients for program from current staff members and community partners. 2. Provide in-home care services to older adults within the Township based on plan of care. 3. Evaluate program outcomes with survey and client assessments.	TBC 9/15/21 TBC 10/1/21 TBC 3/31/22

FY22 DEPARTMENT GOAL II

Enhance physical fitness programming by utilizing Runzel Reserve with hands-on activities and establish collaborative opportunities with external facilities that have amenities such a pool, indoor walking track, and other features.

OBJECTIVES	ACTION STEPS	STATUS
A. Identify current level of participation in physical fitness programming to gauge impact. (Sposito – 7/1/21)	1. Run monthly and annual reports for FY20 and FY21 for unduplicated client participation and program type. 2. Establish a benchmark for program participation. 3. Complete a survey of patrons to assess interest in types of outdoor activities or external programming.	TBC 6/1/21 TBC 6/1/21 TBC 7/1/21
B. Identify and implement outdoor activities and external partnerships geared towards older adults to support physical fitness, variety of options, and improved balance and health. (Zbrzezny – 3/31/22)	1. Investigate innovative outdoor programs and activities. 2. Coordinate new outdoor exercise opportunities at Township properties. 3. Establish partnerships with two external agencies offering complementary programs.	TBC 7/1/21 TBC 8/1/21 TBC 2/1/22
C. Evaluate outdoor and external program engagement for future development. (Zbrzezny – 3/31/22)	1. Coordinate multi-faceted outreach and publicity for outdoor programming and external facility opportunities. 2. Develop survey to assess satisfaction and solicit feedback for outdoor programming. 3. Utilize data to adjust program offerings in next program cycle.	TBC 11/1/21 TBC 2/1/22 TBC 3/31/22

FY22 DEPARTMENT GOAL III

Integrate intercultural and inclusive programming in all divisions through strategic community partnerships, staff training, and resident participation.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
A. Determine current cultural and language needs of residents. (Conway – 3/31/22)	1. Conduct a survey of current clients and community members to assess cultural interests or language need. 2. Integrate at least one cultural menu, program, or event monthly. 3. Complete satisfaction surveys following programs to gauge impact.	TBC 7/1/21 TBC 3/31/22 TBC 3/31/22
B. Connect with external with external agencies providing intercultural services and programs to Township residents in order to expand options at the Senior Center. (Gomez – 3/31/22)	1. Identify cultural organizations serving Hanover Township older adults. 2. Coordinate two opportunities for programs or events with external agencies.	TBC 7/1/21 TBC 3/31/22
C. Provide staff training to support a welcoming and inclusive environment. (Conway – 11/1/21)	1. Identify training opportunities to address implicit bias, equity, and inclusion. 2. Coordinate training for staff.	TBC 7/1/21 TBC 11/1/21

Committee for Senior Services Fund

In consultation with the Township's accounting firm, the Township Supervisor and Administrator requested that the Senior Citizen Services Committee transfer their funds into the Township's budget, banking, and accounting system to ensure transparency, accountability, and alignment with the intent of state statute. The committee agreed and with the start of FY22 the funds raised and expenditures requested by the committee will be processed through the Township and the regular board audit report process.

The Committee for Senior Citizen's fund revenue is generated primarily from the Gift Shop and vending machine sales, both of which are located in the Senior Center, as well as from Special Events. Special Events include their annual Caramel Taffy Apple sale, Mini Cheesecake fundraiser, and other sales that occur throughout the year. On the expense side, the contingency line item is budgeted to be the fund's largest expenditure, this is so the Committee can utilize some of their fund reserves that have accumulated. The Donations expenditure is also expected to increase in the coming fiscal years as the fund grows.

Revenues and expenditures are down due to COVID-19 limitations and closures. Hanover Township anticipates both revenues and expenditures will increase as COVID-19 restrictions for older adults are lifted.

Committee for Senior Citizens Services Fund Summary

	FY22 Budget
Revenues	
Gift Shop Sales	\$ 2,400
Soda & Snack Vending	\$ 1,000
Party/ Bingo Raffles	\$ 400
Bake Sale	\$ 100
Beading Club	\$ 100
Restaurant Fundraisers	\$ 500
Special Events	\$ 2,000
Interest	\$ 100
Total Revenues	\$ 6,600
Expenditures	
Gift Shop	\$ 710
Soda & Snack Vending	\$ 500
Gift Cards	\$ 200
Senior Support	\$ 1,000
Donations	\$ 500
Entertainment	\$ 850
Raffle Expense	\$ 100
Bingo Expense	\$ 300
Beading Club	\$ 100
Special Events	\$ 1,000
Computer Supplies	\$ 50
Scholarship	\$ 200
Contingency	\$ 15,000
Community Relations	\$ 1,000
Miscellaneous	\$ 90
Total Expenditures	\$ 21,600
Excess of Revenues Over Expenditures	\$ (15,000)
Fund Balance Beginning April 1	\$ 61,988
Estimated Cash on Hand March 31	\$ 46,988

Retirement Funds



IMRF and Social Security Funds

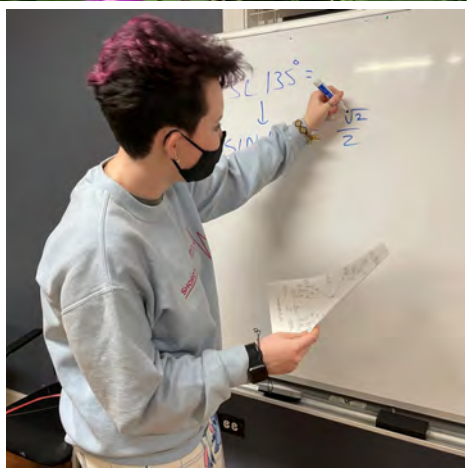
IMRF Description:

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

IMRF Fund Summary					
	FY 20 Actual	FY 21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Revenues					
Property Taxes	\$ 188,485	\$ 195,040	\$ 187,912	\$ 200,891	3.00%
Interest income	\$ 725	\$ 800	\$ 982	\$ 500	-37.50%
Total Revenues	\$ 189,210	\$ 195,840	\$ 188,894	\$ 201,391	2.83%
Expenditures					
IMRF-Expense	\$ 189,759	\$ 195,840	\$ 195,840	\$ 201,391	2.83%
Total Expenditures	\$ 189,759	\$ 195,840	\$ 195,840	\$ 201,391	2.83%
Excess of Revenues Over Expenditures	\$ (549)	\$ -	\$ (6,946)	\$ -	0.00%
Fund Balance Beginning April 1	\$ 124,154	\$ 124,154	\$ 129,282	\$ 129,282	4.13%
Estimated Cash on Hand March 31	\$ 128,157	\$ 124,154	\$ 122,335	\$ 129,282	4.13%

Social Security Fund					
	FY 20 Actual	FY 21 Amended Budget	FY21 Actual	FY22 Budget	% Change
Revenue					
Property Taxes	\$ 152,725	\$ 157,691	\$ 152,818	\$ 162,422	3.00%
Interest Income	\$ 468	\$ 500	\$ 634	\$ 400	-20.00%
Total	\$ 153,193	\$ 158,191	\$ 153,452	\$ 162,822	2.93%
Expenditure					
FICA Expense	\$ 153,398	\$ 158,191	\$ 158,191	\$ 162,822	2.93%
Expenditure	\$ 153,398	\$ 158,191	\$ 158,191	\$ 162,822	2.93%
Excess of Revenue Over Expense	\$ (205)	\$ -	\$ (4,739)	\$ -	0.00%
Fund Balance Beginning April 1	\$ 78,912	\$ 78,911	\$ 82,924	\$ 82,924	5.09%
Estimated Cash on Hand March 31	\$ 82,918	\$ 78,911	\$ 78,185	\$ 82,924	5.09%

Capital Funds/CIP



Vehicle Replacement Fund



Vehicle Replacement Fund					
	FY 20 Actual	FY 21 Amended Budget	FY 21 Actual	FY 22 Budget	% Change
Revenue					
Interest Income	\$ 12,726	\$ 5,500	\$ 8,653	\$ 4,000	-27.27%
Bus Fares & Donations	\$ 9,744	\$ 8,500	\$ 5,556	\$ 6,000	-29.41%
Transfer In from Road	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
Transfer In from Senior	\$ -	\$ -	\$ -	\$ -	0.00%
Transfer In from Town	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	0.00%
Total	\$ 112,470	\$ 104,000	\$ 104,209	\$ 100,000	-3.85%
Expenditure					
Vehicle Purchase	\$ 31,170	\$ 105,000	\$ 70,732	\$ 40,000	-61.9%
Bus Purchase	\$ 73,095	\$ 80,000	\$ 3,175	\$ 80,000	0.0%
Total	\$ 104,265	\$ 185,000	\$ 73,907	\$ 120,000	-35.1%
Excess of Revenue Over Expense	\$ 8,205	\$ (81,000)	\$ 30,302	\$ (20,000)	-75.31%
Fund Balance Beginning April 1	\$ 277,146	\$ 319,476	\$ 288,478	\$ 167,110	-47.69%
Estimated Cash on Hand March 31	\$ 284,870	\$ 238,476	\$ 318,780	\$ 147,110	-38.31%

Budget Highlights:

- Fund transfers to the vehicle fund will remain stable from the prior fiscal year.
- Planned vehicle and senior bus purchases are provided in the budget.
- Any requested vehicle purchases will be brought to the Township Board for approval prior to purchase.

Capital Projects Fund



Capital Projects Fund					
	FY 20	FY 21	FY 21	FY 22	%
	Actual	Amended Budget	Actual	Budget	Change
Revenue					
Grant	\$ 2,522	\$ 900,000	\$ -	\$ 2,400,000	166.67%
Transfer-In from Town Fund	\$ 265,000	\$ 1,415,000	\$ 1,415,000	\$ 320,000	-77.39%
Transfer-In from Senior Fund	\$ 40,000	\$ 120,000	\$ 120,000	\$ -	-100.00%
Loan Proceeds	\$ -	\$ -	\$ -	\$ 1,000,000	-
Total	\$ 307,522	\$ 2,435,000	\$ 1,535,000	\$ 3,720,000	52.77%
Expenditure					
Reserve Improvements	\$ 90,804	\$ -	\$ -	\$ -	0.00%
Emergency Services Station	\$ -	\$ 500,000	\$ -	\$ 3,000,000	500.00%
Senior Center Improvements/ BAS	\$ 80,162	\$ 120,000	\$ 106,386	\$ 85,000	-29.17%
Izaak Walton Reserve Improvements	\$ 109,846	\$ 800,000	\$ 147,223	\$ 800,000	0.00%
Building & Perm Improvements	\$ 81,146	\$ 165,000	\$ 67,300	\$ 125,000	-24.24%
Security Camera System	\$ -	\$ -	\$ -	\$ 90,000	-100.00%
Land & Building Acquisition	\$ -	\$ 1,650,000	\$ 1,633,191	\$ -	0.00%
Total	\$ 361,958	\$ 3,235,000	\$ 1,954,101	\$ 4,100,000	26.74%
Excess of Revenue Over Expense	\$ (54,436)	\$ (800,000)	\$ (419,101)	\$ (380,000)	-52.50%
Fund Balance Beginning April 1	\$ 1,067,895	\$ 1,158,895	\$ 1,013,459	\$ 829,012	-28.47%
Estimated Cash on Hand March 31	\$ 1,013,459	\$ 358,895	\$ 594,358	\$ 449,012	25.11%

Budget Highlights:

- The Finance Committee is recommending several capital projects for Fiscal Year 2022, the first of which is a new Emergency Services Station partially funded by State of Illinois capital grant funds.
- The construction of the Izaak Walton Reserve Master Plan has been budgeted for, with approximately 50% of the funding coming from State of Illinois Open Space Land Acquisition and Development funding.
- Additional projects include a Township-wide security camera system upgrade and improvements to the newly acquired Tiknis Campus expansion buildings and grounds.

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 demands 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 2021-2022 through 2025-2026. 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 2022-2026 totals \$6,890,000. A portion of these funds will be dedicated to developing the Izaak Walton Center, a shelter for Hanover Township vehicles that accommodates the Department of Emergency Services by facilitating a permanent training and operating space. Other projects include improvements Senior Center Building Automated System and unincorporated Hanover Township road resurfacing. Long term projects include construction of a Town Hall roof replacement and other public infrastructure improvements. Funding will predominantly be transferred from the Town Fund, Road Fund, and Senior Fund, as well as Capital Fund reserves and Grants. The chart on the following page shows anticipated annual expenditures proposed in the 2022-2026 program. Capital expenditures can be expected to vary significantly from one year to the next.

Capital Improvement Program



Hanover Township 5+ Year Capital Improvement Plan (CIP) (April 1, 2021)

Project	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Emergency Services Station	\$ 3,000,000					\$ 3,000,000
Izaak Walton Reserve Master Plan	\$ 800,000					\$ 800,000
Senior Center Building Automated System	\$ 85,000					\$ 85,000
Senior Center Improvements		\$ 60,000	\$ 60,000	\$ 40,000	\$ 50,000	\$ 210,000
Town Hall RTU Replacement		\$ 10,000				\$ 10,000
Roadway Improvements	\$ 550,000		\$ 550,000		\$ 550,000	\$ 1,650,000
Town Hall Roof and Renovations		\$ 30,000	\$ 550,000			\$ 580,000
Camera Security System	\$ 90,000					\$ 90,000
Miscellaneous Minor Improvements	\$ 125,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 465,000
Total Per Fiscal Year	\$ 4,650,000	\$ 185,000	\$ 1,245,000	\$ 125,000	\$ 685,000	\$ 6,890,000

Funding Summary	FY 22	FY 23	FY 24	FY 25	FY 26	Total
Grants	\$ 2,400,000					\$ 2,400,000
Property Tax Revenue- Senior Fund		\$ 60,000	\$ 60,000	\$ 40,000	\$ 50,000	\$ 210,000
Property Tax Revenue- Road Fund	\$ 550,000		\$ 550,000		\$ 550,000	\$ 1,650,000
Property Tax Revenue- Town Fund	\$ 320,000	\$ 110,000	\$ 325,000	\$ 85,000	\$ 85,000	\$ 925,000
Property Tax Revenue- Capital Fund Reserve	\$ 380,000	\$ 15,000	\$ 310,000			\$ 705,000
Loan Proceeds	\$ 1,000,000					
Total Funding	\$ 4,650,000	\$ 185,000	\$ 1,245,000	\$ 125,000	\$ 685,000	\$ 6,890,000

Financing Methods

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

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

Another major source of revenue for financing capital projects is through 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 2022 Highlights

Although the Capital Improvements Program anticipates expenditures over a five-year period, the immediate focus is on FY2022, 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 2022, the Town Board has allocated up to \$4,650,000 to be expended on capital improvements. The \$4,650,000 will be derived from grant funding, local property tax revenues, and reserves. These funds are to be budgeted on the following primary projects: Emergency Services Station, Izaak Walton Reserve Master Plan, Senior Center Building Automated System, and road resurfacing of Hanover Township roads.

Capital Improvement Program

Project: *Emergency Services Station*



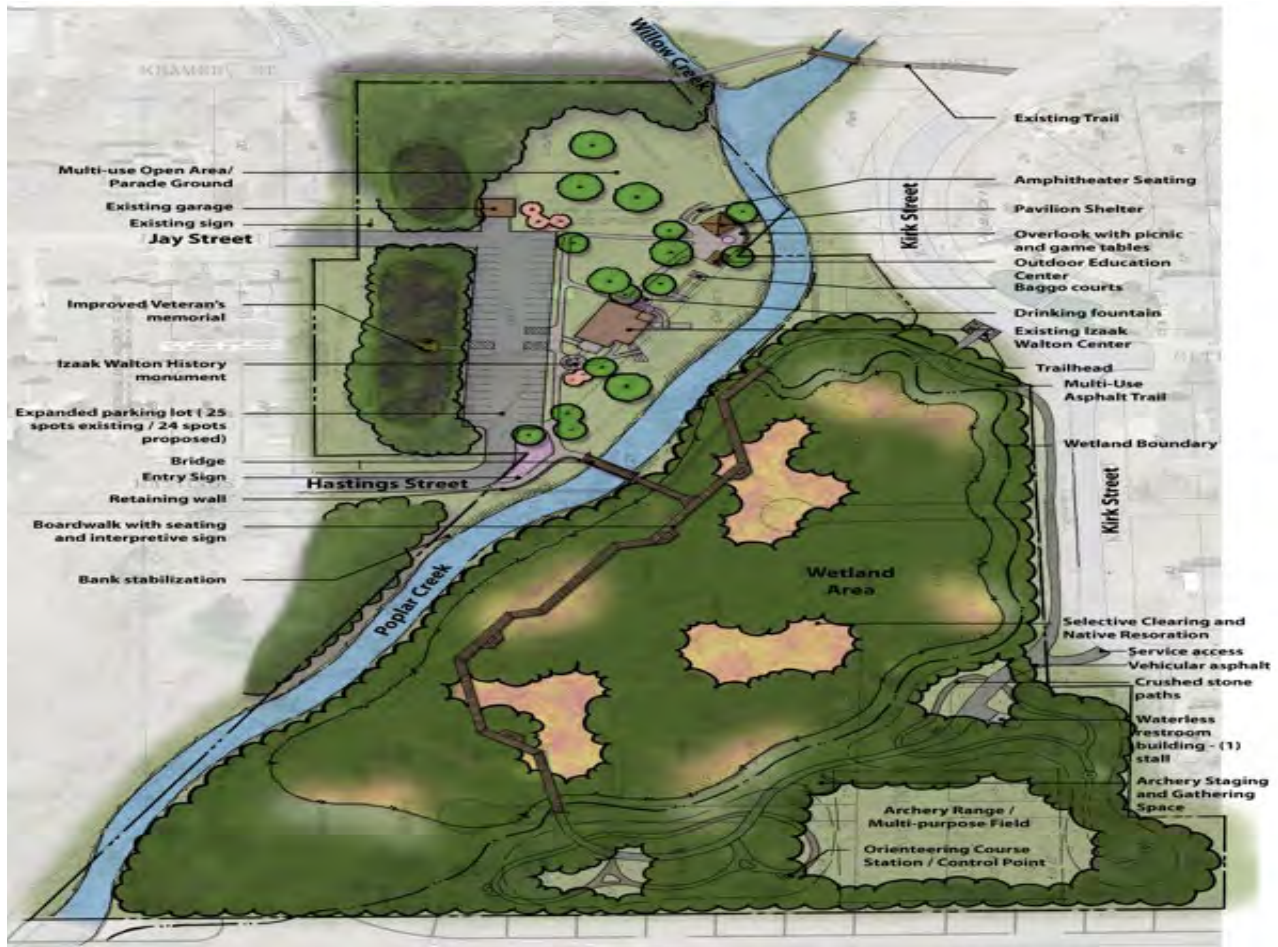
Description: Operating out of the leased space in Bartlett, Emergency Services is in need of a more permanent facility in order to better shelter Hanover Township's large fleet of vehicles. The Department of Emergency Services is in need of a space for their increasing fleet and equipment and a location better suited to conduct trainings. A site adjacent to the main Hanover Township campus has been purchased. Planning and construction for the property and Emergency Services Station began in May 2021. The project entails constructing a garage and training space that includes bathroom facilities and additional storage for the township. This project is set to complete in FY2022.

Projected Impact on Operational Budget:

This project would add additional operational expenses. The new Emergency Services Station will have utility and maintenance costs associated with running and operating the new station. Hanover Township estimates total annual operational costs will not exceed \$10,000. The Department of Emergency Service currently leases a space to operate from, rent for this facility is \$20,000 annually. Therefore, after the station is constructed Hanover Township will experience a net savings of approximately \$10,000 annually in operational costs.

Capital Improvement Program

Project: Izaak Walton Reserve Master Plan



Description: Hanover Township acquired the Izaak Walton property in FY2013, and consists of 11 acres of wooded land that includes a lodge built in the 1940's. To maximize the utilization of the 11-acre property, a walking path and elevated board walk will lead through the southwest portion of the reserve, which mostly consists of forest and wetland south of Poplar Creek. Currently an archery range resides in the southeast corner of the reserve and a pathway would provide easier and more frequent accessibility. On the northern side of Poplar Creek, Hanover Township is looking to add a designated picnic area with drinking fountains and pavilion shelter as well as an amphitheater. This project is set for completion by FY2022 contingent on the State of Illinois Open Space Land Acquisition and Development grant funding.

Projected Impact on Operational Budget:

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

Capital Improvement Program

Project: Senior Center Building Automated System



Description: The Building Automated System (BAS) was installed upon the completion of the Senior Center construction in 2004. The BAS controls the HVAC system for the building and allows multiple units to be controlled by a central location and function in conjunction with other units. A replacement of the BAS is needed due to the current operating system not being supported by the operator any longer. Immediate needs include replacing the HVAC Building Automated System that regulates temperature controls for the building. Longer term updates involve replacement of the larger components of the HVAC system including the boiler, main control panel, and sensors on the main equipment. This is projected for completion FY2022.

Projected Impact on Operational Budget:

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

Capital Improvement Program

Project: *Senior Center Improvements*



Description: The Senior Center was constructed in 2004 with approximately 20,395 square feet. New tile to the main entryways, front desk area, and a portion of the café area was added in FY2019. Carpeting was replaced due to extensive staining, aging, and wearing in FY2020. The building is in need of updates to the art room's counter tops and cabinets, the main lobby furniture, and the lower level flooring. Also, an assessment of any external wear on the building or grounds and subsequent repairs are needed. Other building improvements projected for the future entail roof replacement, plumbing refurbishments, and electrical updates. This will be an ongoing project throughout FY2021-FY2025 and the next ten years.

Projected Impact on Operational Budget:

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

Project: Town Hall RTU Replacement



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

Projected Impact on Operational Budget:

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

Capital Improvement Program

Project: Road Resurfacing Project



Description: In January of 2018, the Hanover Township Road District was consolidated into the operations of Hanover Township due to a citizen referendum the prior year. The Township owns and maintains approximately 13 miles of unincorporated roads. The Township completed a comprehensive road system assessment with an engineering firm to provide long-term guidance on road resurfacing prioritization. In FY2022, the Township plans to resurface roads in the eastern portion of the Sherwood Oaks subdivision along with South Berner Drive to address cracking, loose gravel, and deterioration of these roads as identified in the road system assessment.

Proposed Impact on Operational Budget:

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

Capital Improvement Program

Project: *Township Security Camera System*



Description: The current security system for Township properties is made up of piece-meal security cameras. To increase security throughout the Township locations, an upgrade to a commercial Township-wide integrated system that utilizes centralized monitoring control is required. This would enhance uniformity of security footage throughout the Township and aid in crime prevention. Additional locations to monitor on top of Hanover Township's main campus and satellite offices would be the Izaak Walton and Lenoci Reserves. The Bridlewood Subdivision would be included as an additional location in order to monitor for snow in the winter. The project is scheduled for completion in FY2022.

Projected Impact on Operational Budget:

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

Capital Improvement Program

Project: *Town Hall Roof and Building Improvements*



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

Projected Impact on Operational Budget:

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

Boards and Committees



Finance Committee

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

Mental Health Board

The mission of the Hanover Township Mental Health Board is to ensure that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township. The Mental Health Board manages the Hanover Township Community Resource Center and funds a number of agencies that provide direct services to Township residents such as counseling, job training, transportation, treatment for addictions and substance abuse, and sponsors or co-sponsors a number of public information programs designed to let more people know about available services. The Mental Health Board meets the fourth Tuesday of each month, August through May at 6:30 pm.

Senior Citizens' Services Committee

The Hanover Township Senior Citizens' Services Committee is the voice of the mature adult community, fostering new ideas and providing opportunities for fellowship and personal growth. This advisory committee to the Hanover Township Board of Trustees is made up of residents who represent the senior population of the Township on issues and concerns of interest to seniors. The committee meets the second Monday of each month at 1:00 pm in the Senior Center with the Trustee Liaison and Senior Services Director to discuss programs and services. Meetings are open to the public.

Committee on Youth

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

Appendices



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.

Appendix A: Financial Policies



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.

Emergency Contingency

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

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

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

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

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

Appendix B: Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix B: Glossary



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

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

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

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

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

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

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

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

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

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

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

Revenue - Funds that the Township receives as income.

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

Appendix C: Glossary



AID- Association for Individual Development

CAC- Children's Advocacy Center

CASA- Center Against Sexual Assault (Northwest CASA)

CCC- Community Crisis Center

CEDA- Community and Economic Development Association

CERT- Community Emergency Response Team

CIP- Capital Improvements Plan

EAV- Equalized Assessed Valuation

ESL- English as a Second Language

FICA- Federal Insurance Contributions Act

FOIA- Freedom of Information Act

FSA- Family Service Association

FTE- Full Time Equivalent

FY- Fiscal Year

GAAP- Generally Accepted Accounting Principles

GFOA- Government Finance Officers Association

HDM- Home Delivered Meals

HTSS- Hanover Township Senior Services

HTYFS- Hanover Township Youth and Family Services

ILCS- Illinois Compiled Statutes

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.



HANOVER
TOWNSHIP

