



*Hanover Park*<sup>USA</sup>  
America's Global Village

# Village of Hanover Park

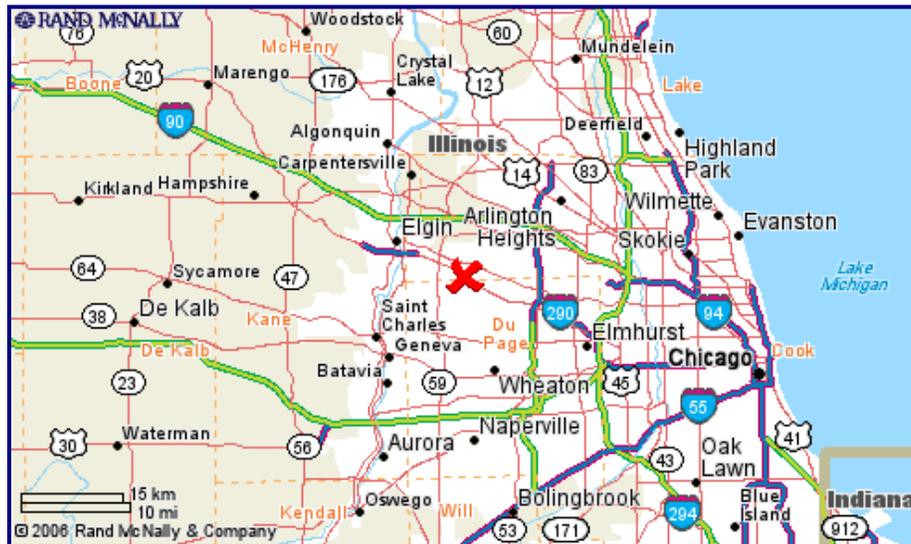
Annual  
Fiscal Year Budget  
January 1 – December 31, 2019



## VILLAGE OF HANOVER PARK, ILLINOIS GENERAL INFORMATION

The Village of Hanover Park was incorporated in 1958 and operates under the council/manager form of government. It is a residential community located approximately 30 miles northwest of downtown Chicago.

A regional map is shown below:



The Village covers an area of approximately 7 miles including 2.75 miles in Cook County and 4.25 square miles in DuPage County. Population as certified in the 2010 Census is 37,973.

A seven member legislative body comprised of the Village President and six Trustees each elected to a staggered four-year term governs the Village of Hanover Park. The Village Board is responsible for enacting ordinances, adopting the budget, establishing policies and appointing the Village Manager. The Village Manager is the Chief Administrative Officer and is responsible for day-to-day Village operations and appoints Village Department Heads.

The Village provides a full range of services including police and fire protection, maintenance of streets and infrastructure, community development, code enforcement, municipal water and sewer utilities and general administrative services. Separate school districts, park districts and library districts provide educational, recreational and reading services respectively.

While primarily a residential community, the Village has diversified its tax base. Numerous large employers are located in three municipal business parks which generate significant sales tax revenue.

The Village strives to provide excellent municipal services at an affordable cost. An Elected Board encourages public participation and a dedicated professional staff implements services. The Village of Hanover Park is a wonderful place to work, live and do business in.

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# Village of Hanover Park

# Fiscal Year 2019 Annual Budget

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# Readers' Guide

This book is divided into five major sections highlighted by white tabs. The blue tabs show fund types. A description of each section is described below.

## Introductory Section

This section includes overview information and the *Budget Message*. The reader is encouraged to review the Budget Message as it presents the Village's mission and visions, as well as initiatives pertinent to Fiscal Year 2019. It communicates our financial condition and highlights departmental objectives, which support the Board's visions.

## Exhibits

The Exhibits Section includes demographic information, financial policies which guide budget development, budgeting procedures and fund descriptions. Also, graphic trends and projections are presented for major revenues and expenditures.

## Financial Section

The Financial Section tab includes historical revenue and expenditure data and financial summaries by fund. Budget summary information is presented after the financial section tab.

The blue tabs show fund types as follows:

-  The General Fund is the primary operating fund. Within the General Fund, departments are designated with white tabs. Goals, objectives and performance measures are presented for each cost control center within each department in the fund.
-  The Special Revenue tab lists Road and Bridge Fund, Motor Fuel Tax Fund, MWRD Fields Fund, State Restricted Fund, Federal Restricted Fund, Foreign Fire Insurance Fund, Special Service Area 3, 4 & 5 Funds and Tax Increment Financing Funds 3, 4 and 5.
-  The Debt Service Funds report general obligation indebtedness. Individual bond schedules are also listed.
-  The Capital Projects tab presents the Special Service Area 6 and General Capital Funds.
-  The Enterprise Funds tab reports the Water and Sewer, Municipal Commuter Parking Lot, and Hanover Square Funds. Within the Water and Sewer Fund are seven cost control centers that account for water and sewer operations, depreciation and debt service.
-  The Internal Service Fund tab presents the Central Equipment Fund and the IT Equipment Replacement Fund, which accounts for the purchase of all Village vehicles and technology.
-  The Trust and Agency Funds tab reports the Police Pension and Fire Pension Funds.

## Capital Improvement Program

The Capital Improvement Program (CIP) tab presents current and five-year schedules of capital projects. Current year projects are listed in Tables I, II and III.

## Appendix

At the end of the document is supplemental information including historical head count, property tax data, overlapping governmental entity information and a glossary of terms.

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# INTRODUCTORY SECTION

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**GFOA Distinguished Budget Presentation Award**

**Budget Message**

# Village of Hanover Park

## Principal Officials

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**Mailing Address**

2121 Lake Street  
Hanover Park, IL 60133

**Phone** (630) 823-5600**Fax** (630) 823-5786**TDD** (630) 823-5479**Web Site:** [www.HPIL.org](http://www.HPIL.org) or [www.HanoverParkIllinois.org](http://www.HanoverParkIllinois.org)

## Village President and Board of Trustees

**Village President**

Rodney S. Craig

**Village Clerk**

Eira L. Corral Sepúlveda

**Trustees**

James Kemper

Jon Kunkel

Herb Porter

Bob Prigge

Rick Roberts

Sharmin Shahjahan

## Executive

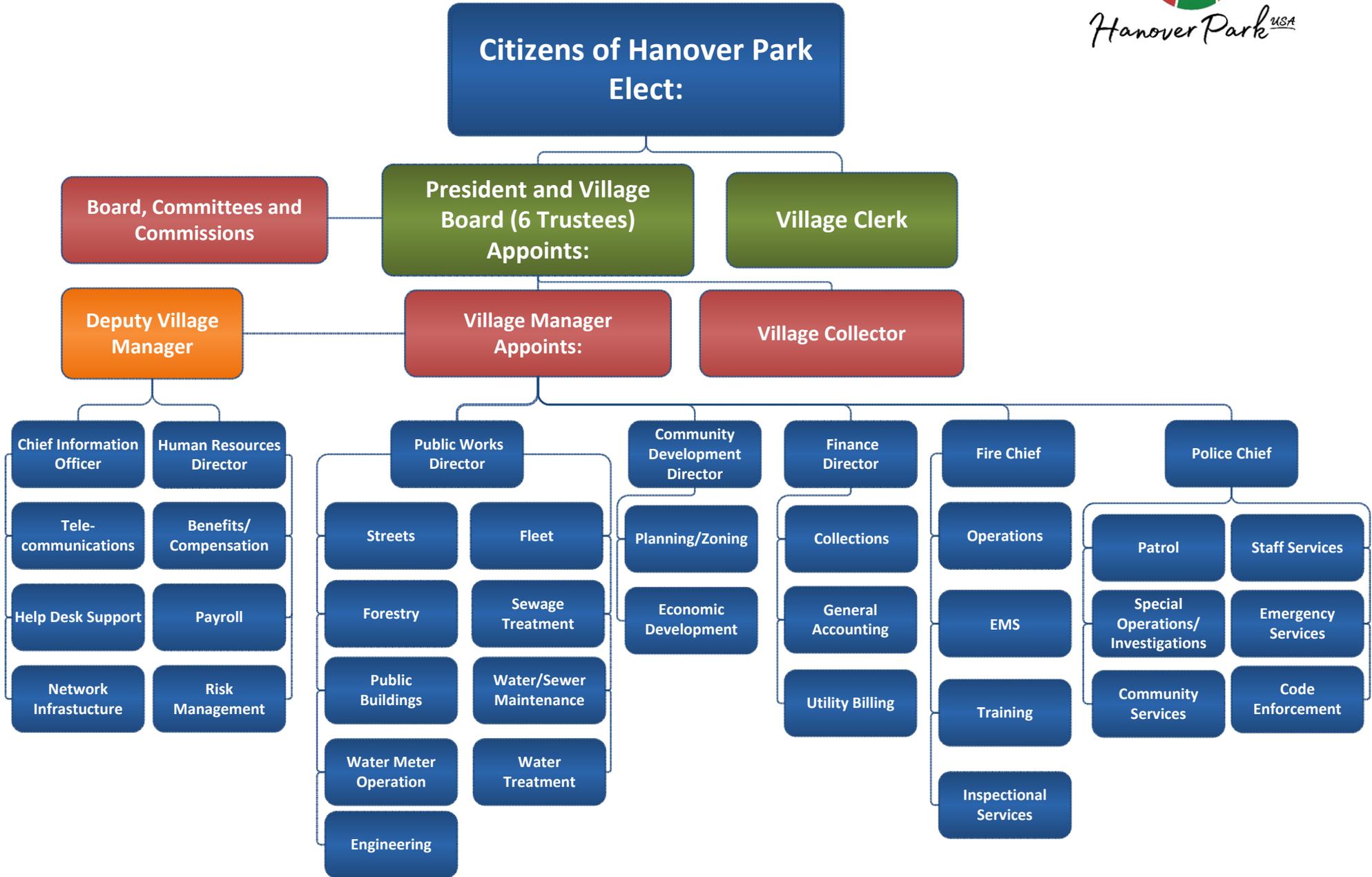
(630) 823-5608

Juliana Maller, Village Manager ([jmaller@hpil.org](mailto:jmaller@hpil.org))David Webb, Deputy Village Manager ([dwebb@hpil.org](mailto:dwebb@hpil.org))

## Village Departments - Administrative Offices

David Webb, Human Resources Director	(630) 823-5661	<a href="mailto:dwebb@hpil.org">dwebb@hpil.org</a>
Jed Gerstein, Chief Information Officer	(630) 823-5670	<a href="mailto:jgerstein@hpil.org">jgerstein@hpil.org</a>
Shubhra Govind, Community & Economic Development Director	(630) 823-5781	<a href="mailto:sgovind@hpil.org">sgovind@hpil.org</a>
Craig A. Haigh, Fire Chief	(630) 823-5801	<a href="mailto:chaigh@hpil.org">chaigh@hpil.org</a>
Mike Menough, Police Chief	(630) 823-5501	<a href="mailto:mmenough@hpil.org">mmenough@hpil.org</a>
T. J. Moore, Public Works Director	(630) 823-5701	<a href="mailto:tjmoore@hpil.org">tjmoore@hpil.org</a>
Remy Navarrete, Finance Director	(630) 823-5788	<a href="mailto:rnavarrete@hpil.org">rnavarrete@hpil.org</a>

# Village of Hanover Park – Table of Organization





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Village of Hanover Park  
Illinois**

For the Fiscal Year Beginning

**January 1, 2018**

*Christopher P. Morrill*

Executive Director



# **Village of Hanover Park Fiscal Year 2019 Budget Message**

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The Honorable Village President, Board of Trustees and Citizens of Hanover Park, Illinois:

## ***Introduction***

I am pleased to present the Village of Hanover Park's Budget for the 2019 Fiscal Year. This budget document is a fiscal plan that is responsive to the needs of the citizens and business community of Hanover Park and reflects the goals of the Village Board. The budget provides upcoming revenues and expenditures for the January 1, 2019 through December 31, 2019 Calendar Year. It is designed to provide a comprehensive overview of Village activities during the next twelve months.

The budget is presented in a format recognized by the Government Finance Officers Association (GFOA) for the Distinguished Budget Presentation Award. The Village has obtained the award for the last twenty-eight (28) years. The budget is a policy document, financial plan, operations guide, and communication device.

## ***Mission Statement***

*The mission of the Village is to deliver exceptional municipal services to enhance our high-quality community.*

## ***Strategic Goals***

On November 16, 2017 the Village Board adopted the Village's Comprehensive Strategic Plan. As part of that plan, the Board established three primary visions: 1) To be recognized as a great community to live, visit, work and do business with, 2) Service through innovation and 3) Fiscally responsible and transparent. To that end, all budget goals have been designed to correspond to and accomplish these visions. The Fiscal Year 2019 budget is reflective of the established Board visions and is designed to allow for the progression toward the accomplishment of the strategic goals. Over the course of implementation of the Plan, updates and status reports will be provided to show our progress.

## ***State of the Economy***

During the compilation of the budget for the Village of Hanover Park, consideration was given regarding the current state of the economy on the National, State and Local levels. This exercise was done to aid in the development of assumptions related to the earning and receipt of revenues, and the cost of labor and commodities.

Illinois is facing fiscal and economic problems. The State's population is decreasing every year, and its labor force is declining. In fact, since the early 2000s, Illinois's economy is playing a lagging role to the nation in terms of growth. Due to rising individual and corporate tax rates, more and more companies are moving out of state and bringing along their talented workers with them.

After three years of political deadlock and missed deadlines, the General Assembly approved the budget for State Fiscal Year (SFY) 2019 which starts on July 01, 2018 and was signed by Governor Bruce Rauner on June 4, 2018. Continued gridlock in passing their budget greatly affected the financial stability of most Illinois municipalities.

- The FY2018 State of Illinois budget reduced the portion of income tax revenue allocated to the LGDF by 10%. The State effectively held back 10% of funds that would have otherwise been distributed to local governments. Additionally, the State changed the way income tax revenue would be shared with local governments. In order to speed up payments, it directed that the money go straight to the LGDF rather than passing it through the General Revenue Fund. The 10% reduction in payments made to local governments was intended to be just a one-year adjustment. The FY2019 State budget once again reduced the income taxes to the LGDF from 10% to 5%. The 5% reduction is also intended to be just a one-year adjustment.
- The FY2018 State budget imposed a 2% administrative fee on sales tax collections distributed to local governments. The fee was intended to cover the State's cost of collecting and distributing locally imposed sales taxes. The Illinois Municipal League advocated for the fee to be reduced from 2% to 1% and two bills reducing the fee to that level were introduced during the spring legislative session. Instead, the FY2019 enacted budget reduced the collection fee from 2% to 1.5%. Based on information from the Illinois Department of Revenue (IDOR), the actual percentage needed to cover the cost of the collection is closer to 0.5%.

Unfortunately, the State's new budget would still include deferred resolution on several of the State's most serious financial problems. A crisis may have been temporarily averted, but it seems certain that the State of Illinois will need to secure additional revenues in the future. It is unfortunate that for the meantime, diversion and confiscation of local government revenues seems to be the norm and will likely persist for several years.

### *State of the Village*

The budget provides a fiscal plan to show the appropriate level of services provided to our residents and recognizing the need to keep those services within manageable expenditures. The Village must also be prepared to make financial changes based on economic conditions locally, regionally and nationally.

In order to maintain a positive operating position, expenditures were analyzed on a line-item basis. Expenditure patterns were examined to determine where expenditures could be reduced. Responsible municipal budgets should consider several internal and external environmental factors that pose significant challenges. They include the following:

- **Pension Liabilities** – municipalities across the state must continue to address the funding of pension liabilities. Recent changes in pension laws allow municipalities additional time – now until 2040 – to fund 90% of their respective pension obligations. While this modification provides some relief to municipalities, the pension issue needs to be addressed at the State level. The Village has continued to fund its annual obligation year over year, however, over the last eight years the levy requirement has increased by 120% from \$1,047,722 to \$2,300,432 on the Police Pension side and 141% from \$574,010 to \$1,380,568 on the Fire Pension side based on the Village’s actual funding FY2010 to FY2017. This continues to be an unsustainable model not only for Hanover Park but for all Illinois municipalities.
- **Underperforming TIF District** – The Village of Hanover Park currently has three Tax Increment Financing (TIF) districts. At the end of FY2017, two of the three districts (TIF#4 – Barrington and Irving Park Road, TIF#5 – Intersection of Irving Park and Wise Road) had a negative fund balance which reflect the advance made from the General Fund to support expenditures.
- **Revenue Sources at Risk** – over the past several years, state legislation has not provided for any increase in local municipal revenues, in fact, the State of Illinois FY2018 and FY2019 budgets reduced the distribution of income tax revenues to municipalities through Local Government Distributive Fund (LGDF) by ten percent (10%) in FY2018 and five percent (5%) in FY2019. The major component of this Fund is income tax. The State also imposed a two percent (2%) “collection fee” on home rule sales tax revenue as part of their budget in FY2018 and in FY2019 reduced it to one and one-half percent (1.5%).

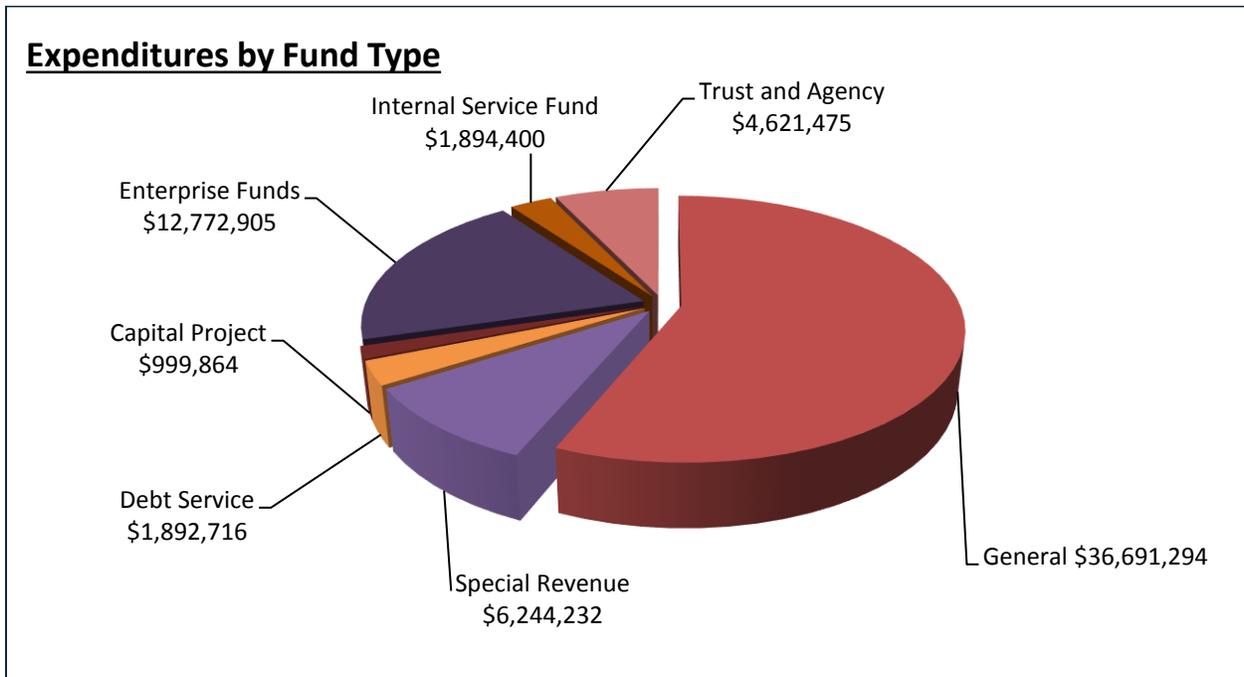
The Village has taken several steps to ensure its fiscal stability; including, but not limited to department restructuring and introduction of newer technologies to improve efficiencies. The FY2019 Budget continues to be a conservative financial plan intended to hold the line on expenditures while making strategic investment in capital, maintaining the Village’s fiscal stability, and providing for excellence in the delivery of Village services.

The FY2019 budget includes the revenue reductions implemented by the State. Staff has diligently prepared for the possibility of further reductions, and contingency plans are in place for FY2019 should the need arise.

### Budget Summary

The FY2019 Budget reflects the operating and capital spending plans for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Enterprise Funds, Internal Service Funds, and Trust and Agency Funds. Presented below are summary pie charts, which include overall FY2019 expenditures by fund and category:

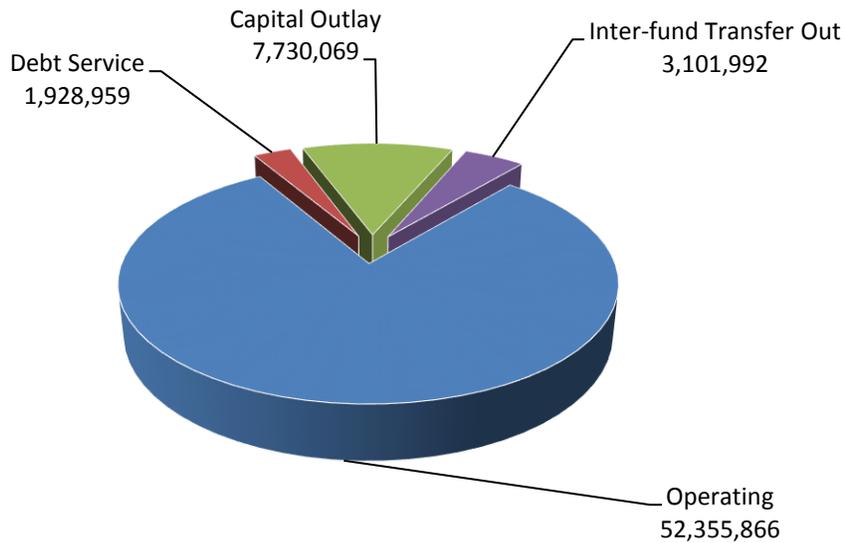
### Expenditures – All Funds



The table below illustrates the changes in the Operating, Debt Service, Capital and Inter-Fund Transfer appropriation for FY2019, which total \$65,116,886, an increase of 2,346,866 or 3.74% more than FY2018.

Changes in Operating, Debt Service, Capital and Inter-fund Transfers				
Appropriations/All Funds	Budget FY 2018	Budget FY 2019	Increase/Decrease Amount	Increase/Decrease Percent
Operating	49,907,602	52,355,866	\$2,448,264	4.91%
Debt Service	2,027,928	1,928,959	(98,969)	-4.88%
Capital Outlay	8,537,710	7,730,069	(807,641)	-9.46%
Inter-fund Transfer Out	2,296,780	3,101,992	805,212	35.06%
<b>Total</b>	<b>\$62,770,020</b>	<b>\$65,116,886</b>	<b>2,346,866</b>	<b>3.74%</b>

### Expenditures by Category

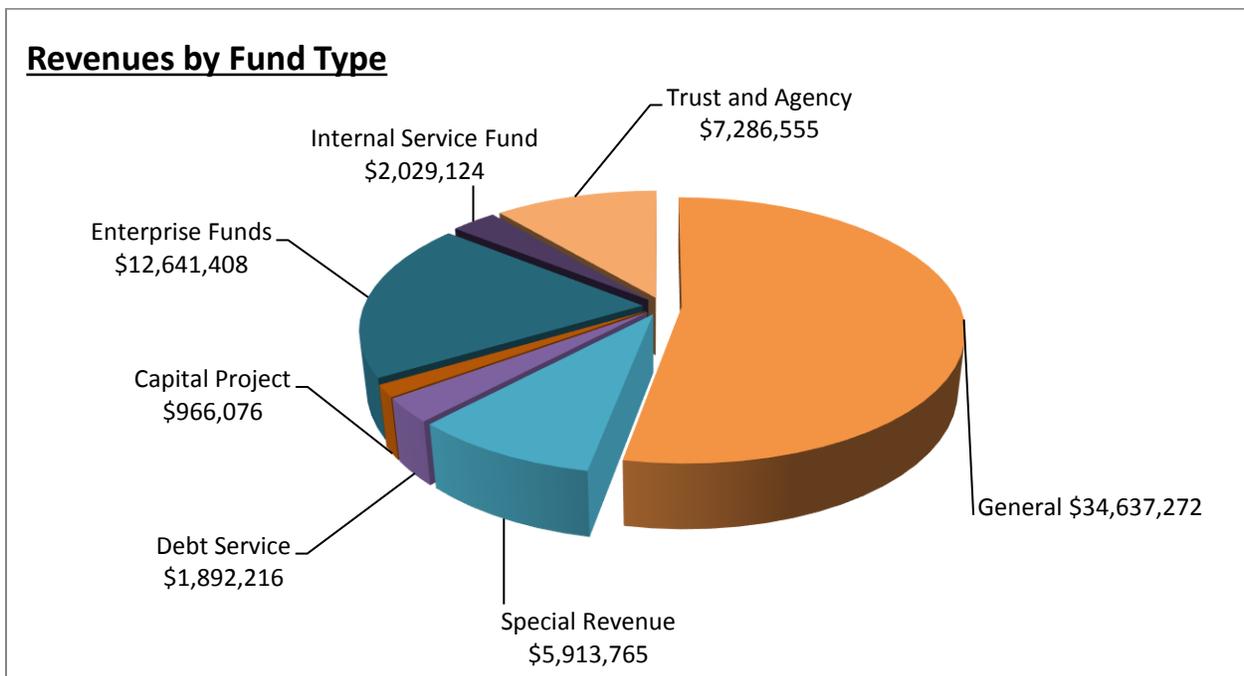


- Operating - (excluding debt service, capital outlay and transfers between funds) amounts to \$52,355,866 for FY2019 as compared to last year's \$49,907,602, a 4.91% or \$2,448,264 increase from FY2018.
  - Personnel Services – an increase of \$1,300,282 or 4.11% from FY2018. Includes: one (1) additional full-time employee for Public Works and upgrade of an employee from part-time to full-time for the Community Development Department; projected compensation in the form of a general wage increase for non-union and union employees; an increase in health insurance cost; and the police and fire pension contribution increased by 6.10% per the actuarial suggested annual funding requirement.
  - Commodities – an increase of \$52,584 or 3.68% from FY2018. Includes: membership dues for the second phase of The Commission on fire Accreditation International (CFAI); the DuPage River/Salt Creek Work Group and for material and supplies (i.e. salt rate increase).
  - Contractual – an increase of \$1,095,398 or 6.51% from FY2018. The increases are; vehicle maintenance, IT equipment replacement funding, legal services (moved DUI hearing to DuPage county), Cartegraph maintenance (Infrastructure Management System (software) for PW), parkway tree trimming, engineering services for burying of overhead lines (ComEd power lines) in the Village Center (Ontarioville), and Intergovernmental Risk Management Agency (IRMA) 2019 contribution and depreciation expense (does not result in the outflow of cash). Offset some increases by decreasing expenses in special events (due to 60<sup>th</sup> Anniversary celebration FY2018), and credit card fees (proposed credit card pass-through fees to the customer approved by the board on November 15, 2018).

- Debt Service - amounts to \$1,928,959 as compared to last year's \$2,027,928, a 4.88% or \$98,969 decrease from FY2018. The Water Fund Illinois Environmental Protection Agency (IEPA) Loan (2000) final payment will be in July 2019. The Debt service payments are based on debt schedules determined at the time of debt issuance.
- Capital Outlay - amounts to \$7,730,069 as compared to last year's \$8,537,710, a 9.46% or \$807,641 decrease from FY2018 primarily due to the Village Hall lobby and finance counter remodeling being completed at the end of FY2018. In FY2019 the street improvement program budget increases to \$3M compared to FY2018 of \$1M. Capital outlay purchases are typically one-time needs that cause the expenditure total to fluctuate year to year. Village departments have replacement cycles for most of their capital outlay needs (i.e. vehicles).
- Inter-fund transfer Out - amounts to \$3,101,992 as compared to last year's \$2,296,780 a 35.06% or \$805,212 increase from FY2018 due to funds being transfer to Road and Bridge for the 2019 street reconstruction project, the yearly transfer to Capital Improvement for overall Village property improvements and to Central Equipment to purchase the Asphalt Paver, Roller and Trailer.

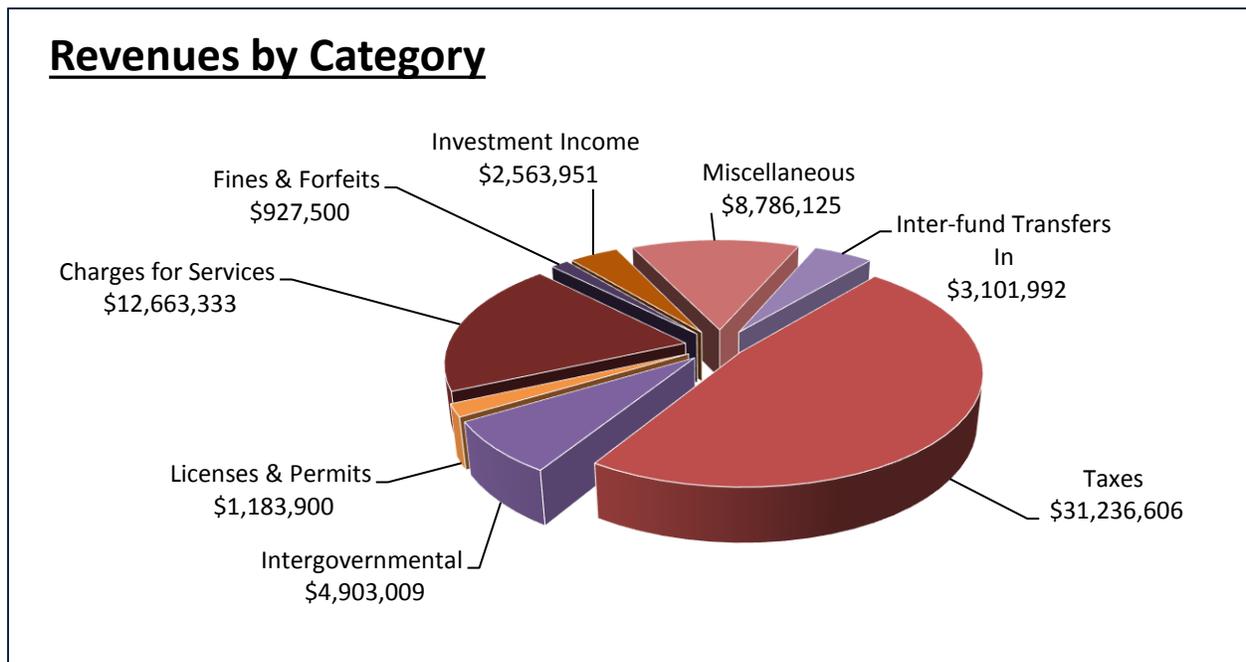
### Revenues – All Funds

The FY2019 Budget reflects revenues for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Enterprise Funds, Internal Service Funds, and Trust and Agency Funds. Presented below are summary pie charts, which include overall Fiscal Year 2019 revenues by fund and category:



The table below illustrates the changes in the Revenue Classifications (All-Funds) for FY2019 which total \$65,366,416, an increase of \$1,428,385 or 2.23% over the prior FY2018:

Changes in Revenue Classifications				
Revenues /All Funds	Budget FY 2018	Budget FY 2019	Increase/Decrease Amount	Increase/Decrease Percent
Taxes	\$31,231,704	\$31,236,606	\$4,902	0.02%
Intergovernmental	5,195,761	4,903,009	(292,752)	-5.63%
Licenses & Permits	1,256,300	1,183,900	(72,400)	-5.76%
Charges for Services	12,857,587	12,663,333	(194,254)	-1.51%
Fines & Forfeits	721,500	927,500	206,000	28.55%
Investment Income	2,162,640	2,563,951	401,311	18.56%
Miscellaneous	8,215,759	8,786,125	570,366	6.94%
Inter-fund Transfers In	2,296,780	3,101,992	805,212	35.06%
<b>Total</b>	<b>\$63,938,031</b>	<b>\$65,366,416</b>	<b>\$1,428,385</b>	<b>2.23%</b>



The Village of Hanover Park appropriations are supported by several sources. The primary revenue categories are Taxes, Intergovernmental Licenses and Permits, Charges for Services, Fees and Forfeits, Investment Income, Miscellaneous, Transfers and Others. In addition to those revenue sources, the Village can propose a planned spenddown of available reserves, making sure that fund balance remains within Village policy.

- Taxes – amount of \$31,236,606 as compared to last year’s \$31,231,704, a 0.02% or \$4,902 increased from FY2018. There are several sources which comprise the Taxes category such as: Property tax levies decreased in the amount of \$79,398 mostly due to Tax Increment Financing (TIF’s) and Road and Bridge levies, Utility taxes (Telecommunication, Natural Gas and Electric Tax) decreased in the amount of \$178,000, Sales, Home Rule, Auto Rental and Use Tax increased in the amount of \$173,000, Gasoline tax amount increase of \$64,000 (imposed tax effective January 1, 2018), Video Gaming tax amount increase of \$25,800 and Hotel and Motel Tax decreased in the amount of \$500.
- Intergovernmental – amount of \$4,903,009 as compared to last year’s \$5,195,761, a 5.63% or \$292,752 decreased from FY2018. There are several sources which comprise this category; personal property replacement decreased in the amount of \$7,500, State Income tax amount decrease of \$12,450, Grants decrease amount of \$296,122, and others such as; drug forfeiture, police program DuPage mowing reimbursement etc., an increase of \$23,320.
- Licenses and Permits – amount of \$1,183,900 as compared to last year’s \$1,256,300, a 5.76% or \$72,400 decrease from FY2018. There are several sources, which comprises the licenses and permits category such as; business license a decrease of \$9,000, liquor license an increase of \$4,000, vendor and animal license an increase of \$200, multi-family and single-family rental licenses an increase of \$2,600, building and sign permits a decrease of \$50,100, cable and solid waste franchise a decrease of \$29,400.
- Charges for Services – amount of \$12,663,333 as compared to last year’s \$12,857,587, a 1.51% or \$194,254 decreased from FY2018. This category consists of many revenue sources, the largest of which relates to Water/Sewer Sales with decreased amount of \$334,140, Water/Sewer penalties, Tap-on and leachate treatment increased in the amount of \$34,661, Ambulance Fees decreased by \$14,000, Vehicle Impound increased by the amount of \$10,000, commuter parking fees decreased to \$9,975, rental income increased by \$67,400, miscellaneous fees such as building reinspection, plan review child safety seat installation and fire training course increased in the amount of \$1,800 and new revenue source of a foreclosure registration fee is \$50,000.
- Fines and Forfeitures – amount of \$927,500 as compared to last year’s \$721,500, a 28.55% or \$206,000 increased from FY2018. This category consists of parking ticket violations with an increased amount of \$10,000, Village code ordinance violations increase of \$200,000, driving under the influence (DUI) fines with a decreased amount of \$5,000, and fire false alarm fines increased to \$1,000.
- Investment income – amount of \$2,563,951 as compared to last year’s \$2,162,640, a 18.56% or \$401,311 increased from FY2018. Majority of the investments related to Police and Fire Pension investment portfolio and the Village investments such as Certificate of Deposits (CD) rates.
- Miscellaneous - amount of \$8,786,125 as compared to last year’s \$8,215,759, a 6.94% or \$570,366 increased from FY2018. This category consists of miscellaneous revenues that do not fit into other categories; police and fire employer and employee contributions to pension, funding for the Village sinking funds.

- Inter-fund Transfer In – amount of \$3,101,992 as compared to last year's \$2,296,780, a 35.06% or \$805,212 increased from FY2018. This is due to the transfer from General Fund to Road and Bridge account to fund the 2019 street reconstruction of \$1.7M. One-time transfer from General Fund to Central Equipment to purchase the Asphalt Paver, Roller and Trailer for \$220,700. The Capital Improvement transfer decrease of \$1M due to completion of the Village Hall lobby and finance counter remodeling in FY2018 from General Fund.

### ***Fiscal Policy and Debt Policy***

The Village President and Board of Trustees recognize the importance of establishing fiscal and debt policies to guide the Village in its day-to-day operations and to achieve long-term goals. These policies have been established to sustain the continued financial health of the Village. All Village's reserves are equal to or greater than prescribed by the related policies.

The Village's debt policy includes provisions discouraging the use of debt financing to finance current operations and encourages maintaining communications with debt rating agencies.

The Fiscal policy includes budget, investment, capital asset, debt, revenue, reserve and fund balance, accounting, auditing and financial reporting requirements.

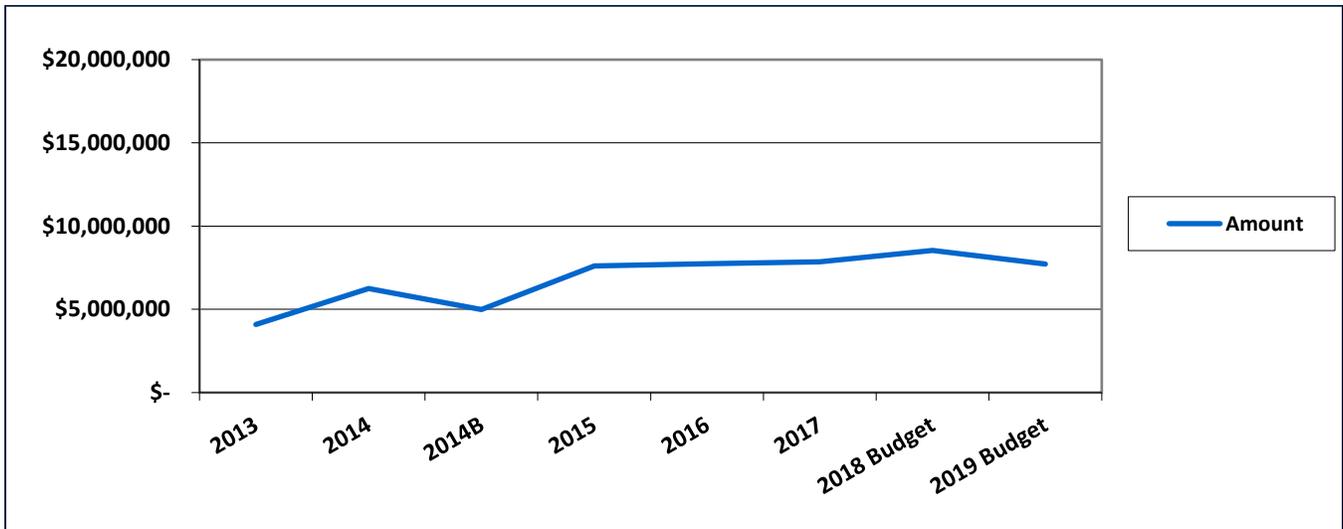
### ***New Programs, Positions & Capital Outlay Highlights***

- ***Village Emergency Alert System:*** The Police and IT Departments are collaborating to update and expand the Village's emergency alert notification system to help and guide employees and guests to be aware and informed of severe weather or lockdown emergency situations. The existing system, which is out of service since the renovation of Village Hall, was reactivated and expanded to include the installation of several red 'lockdown' buttons. In FY'18, the system will be expanded to reach additional Village buildings including Fire Stations 1 and 2, the Sewer Treatment Plant, and Butler Building. The system will also be integrated with Cisco to allow for text and email notification in addition to the audio and visual alarms when the system is activated on site.
- ***Equipment replacement projects:*** In the Police Department, replacement of the video surveillance system will occur. Included in this project is additional camera licensing to consolidate the rest of the Village facility cameras into a single system. IT and Police staff will also work together to replace the interview room recording system. These systems are going into their seventh year of operation and in need of replacement. Three major systems that are utilized throughout the Village will be replaced and upgrade in FY2019. The phone system is due for a software upgrade to stay current. The wireless infrastructure equipment will be replaced as well as the data backup servers.
- ***DuPage Integrated Justice Information System (Records Management):*** The Police and Fire Departments are planning to participate in the DuPage County-wide records management and computer aided dispatch (CAD) system replacement. This is still in the development phase and scheduled for implementation in 2019. The system will allow for the integration and information sharing among participating agencies and DuPage County government. The new system will also allow for interfacing with the Police Department's evidence processing and arrestee booking systems.
- ***New Sets of Turnout Gear:*** Firefighter Protective Equipment is the primary life safety tool utilized by firefighters. It has been the department's experience that the life expectancy of protective pants, coats and escape harnesses is about 5-years. During this period, repairs to the gear are made due to excessive wear, rips, and tears. The Fiscal Year 2018 budget will allow for the purchase of 14 sets of new turnout gear.
- ***Turnout Gear Washer/Extractor:*** Purchase of a new 55lb capacity gear washer, soap system and portable drying rack for Fire Station 2 (Station 16). The new washer and portable dryer will allow firefighters assigned to Station 16 access to launder assigned personal protective equipment. Currently the department has one washer at Fire Station 1 (Station 15) and can only wash one set of gear at a time. The 55lb capacity gear washer holds 4-6 sets of protective gear. In addition to issuing all firefighters 2 sets of protective gear and performing on scene decontamination, this purchase is another vital step in maintaining the health and safety of firefighting personnel. The package includes all parts, installation and training on the proper use of the system.

- *Cardiac Monitor Replacement & Enhancement:* Purchase of a Life Pak 15 to continue the upgrade of all cardiac monitors. The newer version of monitor has streamlined the actual usage by incorporating changes in the monitor layout and increased the screen size as well as added color. This enables our crews to collect and analyze data at a faster pace with increased accuracy. With the new technology this cardiac monitor will send time sensitive cardiac rhythms to the receiving hospital prior to the arrival of the patient, thus reducing the delay of time the patient will receive lifesaving procedure. They have also improved the ruggedness of the monitor which will increase the life expectancy as well as decrease the annual cost of replacement items. These monitors have an estimated life expectancy of 10 – 12 years. The department operates nine (9) such monitors and typically purchases replacement units annually to remain within this operational life cycle.
- *Village Center Plan:* Continue to pursue strategic implementation steps of the Village Center Plan which was updated in 2017, focusing on developing the area around the Metra train station. The Plan includes the Village’s current vision for development of the Elgin O’Hare boulevard extension, promotion of development of vacant parcels along the north side of Lake Street as well as improvements to properties south of the Metra station. Now that various design alternatives have been evaluated with surrounding communities for the Elgin O’Hare boulevard extension, coordination with IDOT, DuPage County and the Tollway System are moving forward with Phase I of the feasibility study. The Village strategically acquired certain key parcels in the area around the Village Center. A Streetscape Improvement project is in process where the Village has initiated several aesthetic improvements to act as a catalyst for recruiting new development. A new Façade Grant Program (\$100,000) and a Streetscape Grant Program (\$50,000) are also included in the budget for the properties in the TOD area to encourage improvement of private properties.
- *New Street Repair Strategy:* To more effectively improve Village streets, the Public Works Department will roll out a new road repair program that will grind and then repave longer strips of Village road edges. Road edges are the first part of a roadway to fail. This is the area that garbage trucks, busses and delivery vehicles uses the most. This new program of grinding roadway edges will not replace the need for overlays and roadway rehabilitation but instead, will make the existing roadways last longer until those more serious repairs are needed.

### ***Capital Improvement Program (CIP)***

The chart below records the pattern of the Village’s Capital Improvement Program Budget (all funds) over the past eight years. As indicated, this program fluctuates from year to year. Improvements included the remodeling of the Village Hall lobby and finance counter. Depending upon the needs identified for a given fiscal year, routine improvements are also part of this program. Additionally, funds are budgeted from the Village’s Enterprise funds to account for capital improvements to the water and sewer funds and the commuter parking lot.



Fiscal Year	2013	2014	2014B	2015	2016	2017	2018 Budget	2019 Budget
Amount	\$4,090,290	\$6,243,602	\$4,979,663	\$7,614,594	\$7,749,027	\$7,862,155	\$8,537,710	\$7,730,069

Projects in the Improvements other than Buildings capital projects fund include street reconstruction and resurfacing program, addition of five new street lights, Hawk Hollow trail connector construction, Lake street pedestrian access, landscaping around pavilion in the Hanover Parks sports Complex, arterial fence along Schick Road, west branch of DuPage river stabilization Anne fox to Village limits, creek bank repairs of the west branch to eliminate erosion, build and install seven new entry signs with the new Village logo, non-lake street planting improvement, parkway tree replacement, repair and upgrade electrical power at salt dome, street banners (spring season), Village Center streetscaping, parking lot resurfacing, and bike racks at the Metra station.

Office Equipment projects in the capital budget include a data backup device, mobile data computer, interview room recording system, video surveillance storage, phone system upgrade, wireless infrastructure replacement, an in-car ticket printer replacement, and the scheduled personal computer (PC) replacements.

Building improvements for FY2019 include a fire station #2 feasibility study, air condition unit replacement at the train station, and Village Hall board room roof replacement.

Water and Sewer funded capital improvements include water main replacement, Village-wide leak detection, three pump replacement at Bayside lift station, Inflow/Infiltration Study, manhole sealing, and sanitary sewer rehab and replacement.

The Central Equipment fund will be replacing twelve (12) vehicles and trucks.

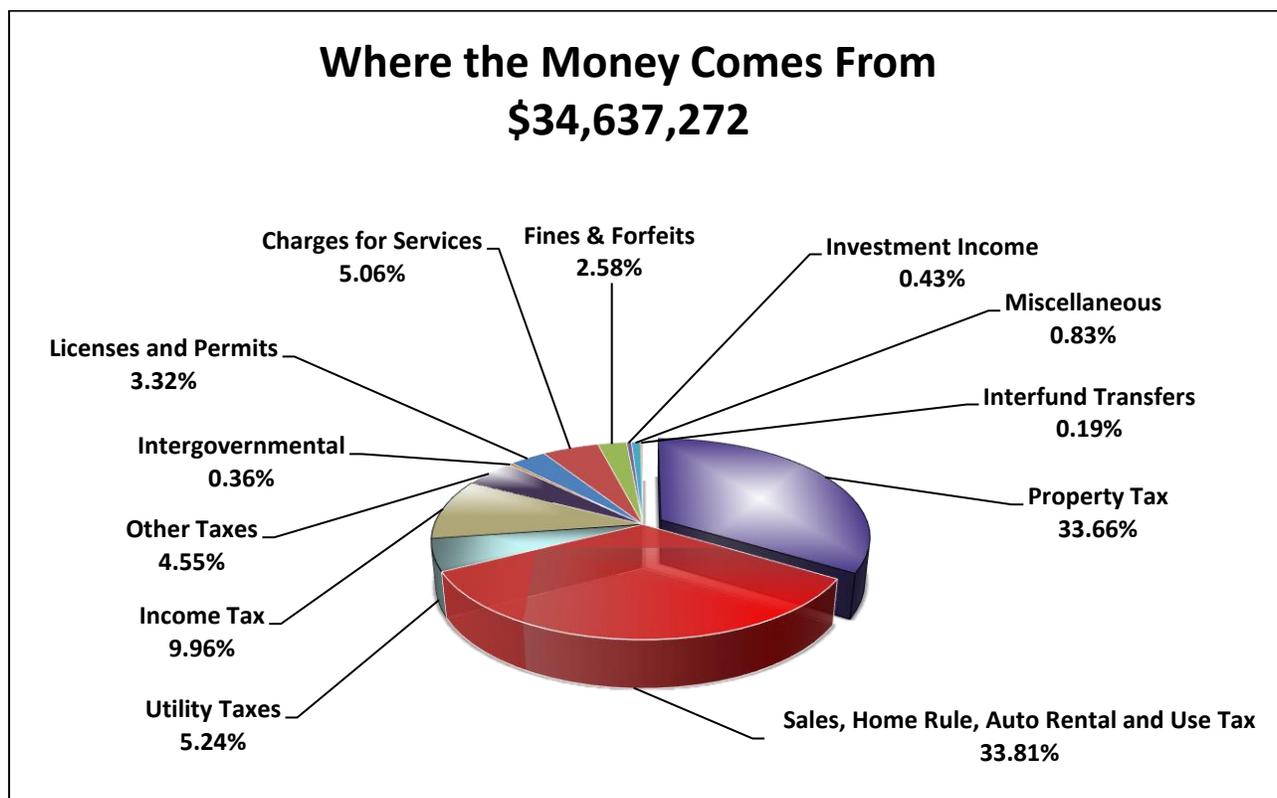
A summary and individual item details of the Village’s CIP can be found in the Capital Improvement section of this budget.

## General Fund

In the Governmental Funds category, the General Fund is the principal operating fund and includes allocations for Police, Fire, Public Works, Community Development, Engineering, Finance, Information Technology and Administrative Departments. It represents 56.35% of total expenditures and provides most of municipal services. Following the General Fund tab in this Budget Document are graphs showing historical revenues and expenditures. Presented below is a chart identifying total General Fund financial information:

### Where does our revenue come from?

The following chart shows where the Village’s General Fund revenues come from:



General Fund revenues are budgeted to be \$34,637,272, an increase of \$332,337 or 0.97% compared to last year’s budget.

- Property Tax** – account for 33.66% of the FY2019 General Fund revenue budget. The Village 2018 overall tax levy to be collected in FY2019 is \$13,386,715 (Corporate and Debt Service). \$1,726,215 is assigned to pay specific debt obligations while the \$11,660,500 is assigned to General Fund operating. The breakdown of the Corporate levy is; \$4,216,480 is levied to pay for the Village portion of Police and Fire pension contribution and the remaining \$7,444,020 is going to be applied to General Fund operating expenditures.

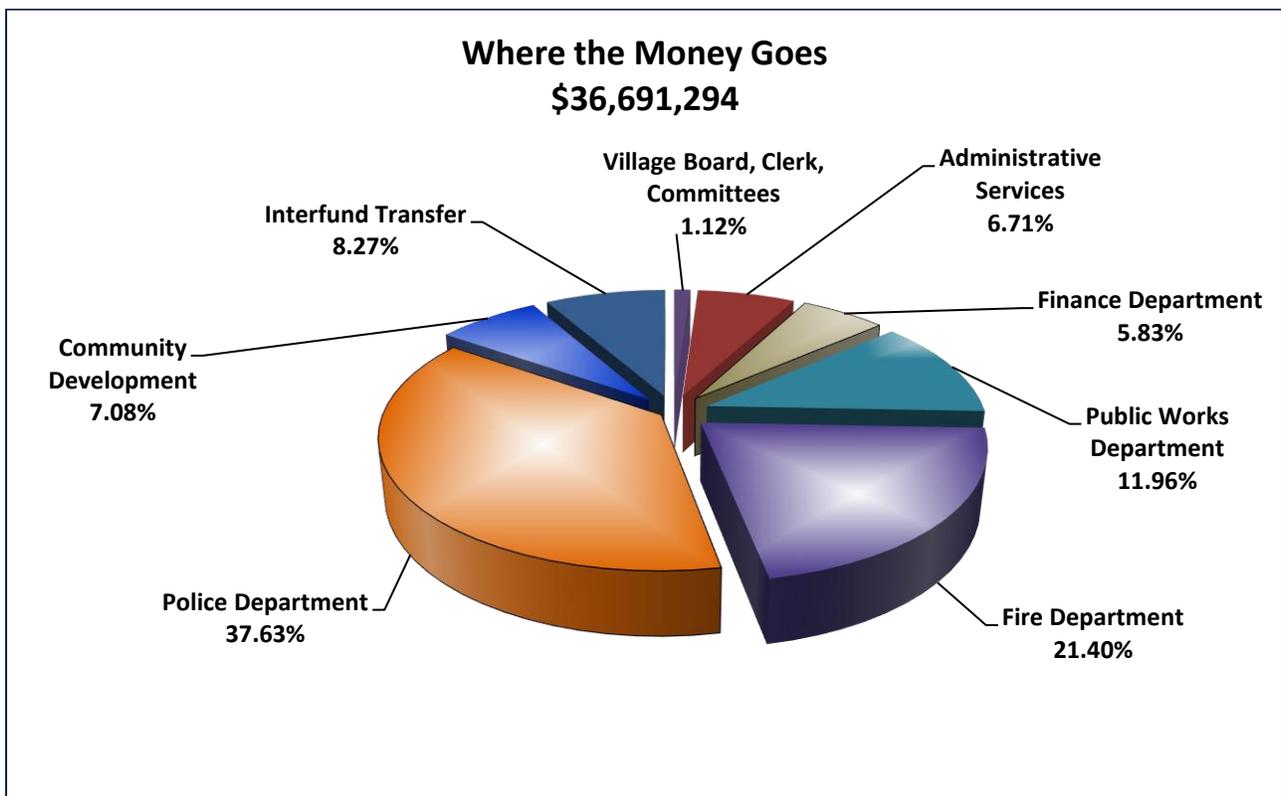
- **General Sales Tax** - the sales tax rate of 9.75% for Cook County. This is a combination of rates for the State of Illinois (6.25%), the Cook County Home Rule (1.75%), the Regional Transportation Authority (1.00%) and the Hanover Park Home Rule (0.75%) and the sales tax rate of 7.75% for DuPage County. This is a combination of rates for the State of Illinois (6.25%), the Regional Transportation Authority (0.75%) and the Hanover Park Home Rule (0.75%). The State Rate is further divided, with 5.25% going to the State and the other 1.00% being distributed to the Village. It is this 1.00% that represents General Sales Tax. The FY2019 budget of \$6,500,000 is an increase of \$100,000 or 1.56% from FY2018 budget.
- **Home Rule Sales Tax** - the Village implemented a Home Rule Sales Tax in 1994 at a rate of 0.50%. In March 2013 the Village Board approved a 0.25% increase in the Home Rule Sales Tax rate, bringing the new rate to 0.75% effective July 2013. Home Rule Sales Tax does not apply to the sale of vehicles or qualifying food and drugs, like the General Sales Tax, but it remains flat when comparing the FY2019 budget of \$4,200,000 to the FY2018 budget. This is a direct result of the State of Illinois imposing a 2% Administrative Fee on Home Rule Sales Tax collections effective July 1, 2017 with the adoption of their budget. The State amended the Administrative Fee to 1.5% effective July 1, 2018 with the adoption of their budget.
- **Local Use Tax** - based on purchases made outside one's state of residence on taxable items that will be used, stored or consumed in one's state of residence and on which no tax was collected in the state of purchase. The FY2019 budget of \$1,000,000 is an increase of \$75,000 or 8.11% from FY2018 budget.
- **Utility Taxes - Telecommunications Tax** - through the Simplified Municipal Telecommunications Tax, Hanover Park imposed a 6.0% tax on telecommunication services. This tax is collected and distributed by the State and is imposed on voice lines, cellular phones, and any other telecommunication devices. The FY2019 budget of \$410,000 is a decrease of \$190,000 or 31.67% from FY2018 budget due to a downward trend in receipts. This downward trend in telecommunications tax receipts can be attributed to: 1) more customers cancelling their landlines; 2) only calls and texts are taxable as data packages are not subject to the tax; and 3) trends in cell phone packages switched from unlimited data and a fee per call or text to include unlimited talk (including free long distance) and text packages.
- **Utility Taxes - Gas Use Tax** – the Village Board adopted the Gas Use Tax on April 25, 2002 and collections began on June 1, 2002. In November 16, 2017, the Village Board amended the code to increase the rate per therm from \$0.015 cents to \$0.03 cents per therm effective January 1, 2018. It resulted in \$200K increase in revenue. The FY2019 budget of \$415,000 is an increase of \$22,000 or 5.60% from FY2018 budget.
- **Utility Taxes - Electricity Tax** - the Village tax on electricity is based upon established rates per kilowatt-hours used or consumed in a month. Revenues received from these taxes are generated based on actual usage and largely depend on fluctuations in temperatures and population. The FY2019 budget of \$990,000 is a decrease of \$10,000 or 1.00% from FY2018 budget.
- **Income Tax** - the Village receives a portion of the total State Income Tax receipts on a per-capita basis. In July 2017, the adopted budget for the State of Illinois included diversions of some local government revenues. Income Tax revenue was reduced by 10% (one-time) which amount to \$220,000 of the FY2017 actual revenues compared to FY2016 actual. FY2019 budget of \$3,450,000 is a decrease of \$12,450 or 0.36% from FY2018 budget. The State once again reduced the Income Tax revenue by 5% (one-time) effective July 1, 2018 with the adoption of their budget. The Village continues to monitor the actions by the Illinois Legislature.
- **Other Taxes** – such as Real Estate Transfer Tax, Hotel/Motel Tax and Food and Beverage Tax. FY2019 budget of \$1,577,500 is a decrease of \$500 from FY2018.

- **Intergovernmental** - such as Personal Property Replacement Tax (PPRT) and miscellaneous department program (i.e. DuPage moving reimbursement, Police Program, Fire expenditures reimbursement, etc.). FY2019 budget of \$125,260 is an increase of \$11,600 or 10.20% from FY2018 budget due sustained Traffic Enforcement Program (STEP) grant and the DuPage mowing reimbursement.
- **Licenses and Permits** – such as Business, Liquor, Contractor, Single and Multi-Unit Rental Licenses, Building Permits, Cable Franchise and Solid Waste Fees. FY2019 budget of \$1,148,900 is a decrease of \$72,400 or 5.93% from FY2018 budget.
- **Charges for Services** – such as Ambulance, Plan Review, Vehicle Impoundment and Rental Income Fees. FY2019 budget of \$1,753,100 is an increase of \$112,800 or 6.88% from FY2018 budget, primarily due rental income (Antenna in water tower), and registration fee (foreclosure properties) new revenue source in FY2019.
- **Fines and Forfeits** – such as Traffic Fines, Ordinance violations, Red Light Camera and Police and Fire False Alarm. FY2019 budget of \$892,500 is an increase of \$211,000 or 30.96% from FY2018 budget, due ordinance violations traffic fines and false alarms.
- **Investment Income** – from money market and CD's. FY2019 budget of \$150,050 is an increase of \$74,050 or 97.43% from FY2018 budget primarily due to greater returns on investment expected in FY2019.
- **Miscellaneous** – such as Intergovernmental Risk Management Agency (IRMA) claim reimbursement checks, miscellaneous expense reimbursement, and corporate partnership program. FY2019 budget of \$286,834 a decrease of \$5,367 or 1.84% from FY2018 budget. Revenues from this category fluctuates from year to year.
- **Transfers** – from SSA#6 to pay the advance loan provided by General Fund which will be paid off in April 2020. FY2019 budget of \$66,528 an increase of \$3,864 or 6.17% from FY2018 budget.

General Fund - Revenues by Category				
Revenues /All Funds	Budget FY 2018	Budget FY 2019	Increase/ Decrease Amount	Increase/ Decrease Percent
Taxes	\$26,754,760	\$26,764,000	\$9,240	0.03%
Intergovernmental	3,576,210	3,575,360	(850)	-0.02%
Licenses & Permits	1,221,300	1,148,900	(72,400)	-5.93%
Charges for Services	1,640,300	1,753,100	112,800	6.88%
Fines & Fees	681,500	892,500	211,000	30.96%
Investment Income	76,000	150,050	74,050	97.43%
Miscellaneous	292,201	286,834	(5,367)	-1.84%
Inter-fund Transfers In	62,664	66,528	3,864	6.17%
<b>Total</b>	<b>\$34,304,935</b>	<b>\$34,637,272</b>	<b>\$332,337</b>	<b>0.97%</b>

### Where does our money go?

The following chart shows where the Village’s General Fund money goes:



General Fund expenditures are budgeted to be \$36,691,294. This is an increase of \$2,060,406 or 5.95% compared to last year’s FY2018 budget. Personnel Services increased in the amount of \$778,045 or 3.20% due to one (1) additional Full -Time employee for Public Works and upgrading a part-time employee to a full-time employee for the Community Development department; projected compensation in the form of a General Wage increase for non-union and union employees, an increase in health insurance cost, and the police and fire pension contribution increase by six-percent (6%) per the actuarial suggested annual funding requirement. Commodities increased in the amount of \$13,965 or 1.32% due to membership for the second phase of The Commission on Fire Accreditation International (CFAI), Gasoline and Lube price increased, and other supplies needed by each department to fulfill their daily task and responsibilities. Contractual Service increased by \$423,737 or 6.01% due to vehicle maintenance, and IT equipment replacement funding, legal services (moved DUI hearing to DuPage County), parkway tree trimming, and the Intergovernmental Risk Management Agency (IRMA) 2019 contribution. Inter-Fund Transfer Out increased by \$844,659 or 38.55% due to funds being transferred to Road and Bridge for the 2019 street reconstruction project and to fund Central Equipment to purchase the Asphalt Paver, Roller and Trailer. This transfer is to support the Capital Improvement Program of the Village. All areas of the General Fund budget were reviewed and reduced where possible to improve the Village’s overall financial outlook.

<b>General Fund - Expenditures by Category</b>				
<b>Appropriations/All Funds</b>	<b>Budget FY 2018</b>	<b>Budget FY 2019</b>	<b>Increase/Decrease Amount</b>	<b>Increase/Decrease Percent</b>
<b>Personnel Services</b>	\$24,330,468	\$25,108,513	\$778,045	3.20%
<b>Commodities</b>	1,061,502	1,075,467	13,965	1.32%
<b>Contractual Services</b>	7,048,113	7,471,850	423,737	6.01%
<b>Inter-fund Transfer Out</b>	2,190,805	3,035,464	844,659	38.55%
<b>Total</b>	<b>\$34,630,888</b>	<b>\$36,691,294</b>	<b>2,060,406</b>	<b>5.95%</b>

### Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessment, expendable trusts, or for major capital projects) that are legally restricted to expenditures for specific purposes. The chart below shows the Appropriation of all Funds under Special Revenue Funds.

Special Revenue Funds				
Appropriations/All Funds	Budget FY 2018	Budget FY 2019	Increase/Decrease Amount	Increase/Decrease Percent
Motor Fuel Tax	\$1,157,697	\$1,300,000	\$142,303	12.29%
Road and Bridge	1,152,836	2,730,132	1,577,296	136.82%
Special Service Area #3	19,200	21,100	1,900	9.90%
Special Service Area #4	29,612	30,450	838	2.83%
Special Service Area #5	161,700	166,098	4,398	2.72%
MWRD	479,488	45,000	(434,488)	-90.61%
State Restricted	111,800	90,952	(20,848)	-18.65%
Federal Restricted	500	500	-	0.00%
Foreign Fire Insurance	65,000	30,000	(35,000)	0.00%
TIF #3	1,149,890	1,680,000	530,110	46.10%
TIF #4	100,000	100,000	-	0.00%
TIF #5	100,000	50,000	(50,000)	-50.00%
<b>Total</b>	<b>\$4,527,723</b>	<b>\$6,244,232</b>	<b>1,716,509</b>	<b>37.91%</b>

**Motor Fuel Tax Fund** –used for street maintenance, and street resurfacing projects. The funds are authorized by the Illinois Department of Transportation and are appropriated as part of the Village’s share of the gasoline tax. Motor Fuel Tax Fund spending is budgeted at \$1,300,000 in FY2019 for street resurfacing program (i.e. Cinema Drive).

**Road and Bridge Fund** –used for street and bridge maintenance and reconstruction projects. Road and Bridge Fund spending is budgeted at \$2,730,132 in FY2019 for purchase of geo melt and salt, streetlight maintenance, crack sealing, pavement striping, curb, gutter and sidewalk repair, engineering services for Arlington Drive bridge Phase 2, Hawk Hollow Phase 3 and Cinema Drive design and construction, street reconstruction program, Hawk Hollow trail, Lake street pedestrian access and addition of five new street lights. A transfer of \$1,965,000 from General Fund for the \$1.7M street reconstruction program and \$265,000 for engineering services.

**Special Service Area # 3 (Astor Avenue)** – for scavenger, public improvements and snow removal services for multifamily housing units located on Astor Avenue. SSA#3 spending is budgeted at \$21,100 for garbage and snow removal services.

**Special Service Area # 4 (Mark Thomas and Leslie Lane)** – for scavenger, public improvements and snow removal services for multifamily housing units located on Mark Thomas and Leslie Lane. SSA#4 spending is budgeted at \$30,450 for garbage and snow removal services.

**Special Service Area # 5 (Greenbrook/Tanglewood)** – for scavenger, and public improvements services for multifamily housing units located on Greenbrook/Tanglewood. SSA#5 spending is budgeted at \$166,098 for trash services and maintenance.

**Metropolitan Water Reclamation District (MWRD)Fields** – for scavenger, maintenance and improvement of the MWRD Fields. MWRD Fields spending is budgeted at \$45,000 for miscellaneous repairs to facilities, mowing expenses for public spaces, and Landscaping of the new pavilion.

**State Restricted Fund** – for law enforcement expenses related to assets seizures. It is the result of a sharing agreement with the State of Illinois. State Restricted Fund spending is budgeted at \$90,952 for ammunition, taser supplies, gun cleaning supplies, cellphone forensic tool and drug incinerator.

**Federal Restricted Fund** – for law enforcement expenses related to assets seizures. It is the result of the equitable sharing agreement with the Department of Justice (DOJ). Federal Restricted Fund spending is budgeted at \$500.

**Foreign Fire Insurance Fund** – the expenses are evaluated and determined by the Foreign Fire Insurance Board, which is comprised of the Fire Department members, per statute. Foreign Fire Insurance Fund spending is budgeted at \$30,000 for miscellaneous supplies and miscellaneous equipment.

**Tax Increment Financing #3 (TIF#3)** – for the improvement in the Village Center Redevelopment District located at Barrington Road and Lake Street. This TIF#3 will expire in 2024 (extension will take us to 2036). TIF#3 spending is budgeted at \$1,680,000 for consulting and legal fees, engineering service for burial of overhead power lines, redevelopment of potential land and building purchase, Village center streetscaping and streetscape grant for businesses.

**Tax Increment Financing #4 (TIF#4)** – for the improvement in the TIF Redevelopment District located at Barrington Road and Irving Park Road. This TIF#4 will expire in 2028. TIF#4 spending is budgeted at \$100,000, a placeholder for future redevelopment project.

**Tax Increment Financing #5 (TIF#5)** – for the improvement in the TIF Redevelopment District around the intersection of Irving Park and Wise Road. This TIF#5 will expire in 2036. TIF#5 spending is budgeted at \$50,000, a placeholder for future redevelopment project.

**Capital Projects Funds**

The Capital Projects Fund was created to account for financial resources to be used for the acquisition or construction of major capital facilities and equipment, other than those financed by proprietary funds, special assessment funds, and trust funds.

<b>Capital Project Funds</b>				
<b>Appropriations/All Funds</b>	<b>Budget FY 2018</b>	<b>Budget FY 2019</b>	<b>Increase/Decrease Amount</b>	<b>Increase/Decrease Percent</b>
<b>Special Service Area #6</b>	\$75,100	\$75,100	\$0	0.00%
<b>General Capital Project</b>	2,791,624	924,764	(1,866,860)	-66.87%
<b>Total</b>	<b>\$2,866,724</b>	<b>\$999,864</b>	<b>(1,866,860)</b>	<b>-65.12%</b>

**Special Service Area # 6 (Hanover Square Condominium)** – repayment for public improvements such as installation of twelve (12) masonry dumpster enclosure, improvement of the parking and private streets at the Hanover Square Condominium. SSA#6 spending is budgeted at \$75,100, a payment to General Fund loan which will expire in April 2020.

**Capital Project Fund** – accounts for improvement of Village facilities, infrastructures, street and maintenance. Capital Project Fund spending is budgeted at \$924,764 for parkway tree replacement (Final year) and planter boxes, fire station #2 feasibility study, creek and salt dome repairs, west branch river stabilization, seven entry signs with the Village new logo, replacement of Village Board Room roof section, arterial fence and miscellaneous fire equipment and safety gear.

Improvement other than Buildings	\$494,300
Office Equipment	\$ -
Other Equipment	\$324,464
Buildings	\$106,000
<b>Total</b>	<b><u>\$924,764</u></b>

### Debt Service Funds

The Debt Service Fund was established to account for the accumulation of resources and the payment of general long-term debt principal and interest.

Debt Service Funds				
Appropriations/All Funds	Budget FY 2018	Budget FY 2019	Increase/Decrease Amount	Increase/Decrease Percent
2011 G.O. Bonds	\$652,813	\$650,775	(\$2,038)	-0.31%
2010 G.O. Bonds	777,105	773,403	(3,702)	-0.48%
2010A G.O. Bonds	477,538	468,538	(9,000)	-1.88%
<b>Total</b>	<b>\$1,907,456</b>	<b>\$1,892,716</b>	<b>(14,740)</b>	<b>-0.77%</b>

**General Obligation Series 2011 Fund** – refunding the 2004 General Obligation Bond for \$7M, used for the construction of the Fire Station 1. This GO Series 2011 will expire on December 1, 2024. GO Series 2011 spending is budgeted at \$650,775 and primarily consists of general obligation debt service payment schedule for the year and miscellaneous fees.

**Taxable General Obligation Series 2010 Fund** –used for the construction of the new Police Station \$10M. This Taxable GO Series 2010 will expire on December 1, 2029. Taxable GO Series 2010 spending is budgeted at \$773,403 and primarily consists of general obligation debt service payment schedule for the year and miscellaneous fees.

**Taxable General Obligation Series 2010A Fund** –used for the construction of the new Police Station in amount of \$5M. This Taxable GO Series 2010A will expire on December 1, 2030. Taxable GO Series 2010A spending is budgeted at \$468,538 and primarily consists of general obligation debt service payment schedule for the year and miscellaneous fees.

**Enterprise Funds**

Enterprise Funds like business type activities include services primarily funded through user charges such as: the water utilities and the parking fees.

Enterprise Funds				
Appropriations/All Funds	Budget FY 2018	Budget FY 2019	Increase/Decrease Amount	Increase/Decrease Percent
Water and Sewer	\$12,438,430	\$12,193,518	(\$244,912)	-1.97%
Commuter Parking Lot	501,215	579,387	78,172	15.60%
<b>Total</b>	<b>\$12,939,645</b>	<b>\$12,772,905</b>	<b>(166,740)</b>	<b>-1.29%</b>

**Water and Sewer Fund** - the Water and Sewer Fund is self-supporting enterprise funds meaning revenues generated through water and sewer rates cover the expenses related to operation of utilities. The water rate for Cook and DuPage is \$9.35 per thousand gallons and the sewer rate for Cook is \$2.07 and for DuPage it is \$5.57. In FY2019 budget, Water and Sewer revenues total \$12,194,911 and operating expenditures total \$12,193,518 with a surplus of \$1,393. Appropriation use for personnel cost, water operating cost to Joint Action Water Agency (JAWA), miscellaneous supplies, water main replacement, Village-wide leak detection, three pump replacement at Bayside lift station, Inflow/Infiltration Study, manhole sealing, and sanitary sewer rehab and replacement. The Water and Sewer Fund is balanced without increasing the water and sewer rates. This will be the fourth year, that the Village has not increase the water and sewer rates.

**Municipal Commuter Parking Lot** – used to account for the operations associated with the 1,399 commuter parking spaces at the Hanover Park train station. In November 1, 2017 the parking rate increased from \$1.50 to \$1.75 daily, monthly from \$30.00 to \$35.00 and from \$330.00 to \$385.00 yearly (discounted from October 1<sup>st</sup> through December 31<sup>st</sup>). In the FY2019 budget, Municipal Commuter Parking Lot revenues total \$446,497 and operating expenditures total \$579,387 which will result in a deficit of \$132,890. Appropriation use for snow removal maintenance, landscaping, parking machine maintenance, asphalt and street lighting repairs, bike racks replacement, repair of the building (i.e. replacement of the AC unit) and parking lot resurfacing.

**Internal Service Funds**

Internal Service Funds are used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units (if any), or to other governments, on a cost recovery basis.

Internal Service Funds				
Appropriations/All Funds	Budget FY 2018	Budget FY 2019	Increase/Decrease Amount	Increase/Decrease Percent
Central Equipment	\$1,247,100	\$1,508,900	\$261,800	20.99%
I.T. Equipment Replacement	410,000	385,500	(24,500)	0.00%
<b>Total</b>	<b>\$1,657,100</b>	<b>\$1,894,400</b>	<b>237,300</b>	<b>14.32%</b>

**Central Equipment Fund** - accounts for the funds annually set aside for the timely replacement of vehicles that meet the current business operation. FY2019 revenues totaling \$1,532,531 which come from annual department Charges for Services, are calculated amounts based on the accumulated reserve needs per asset, proceeds from the Sale of Assets, and Interest Income. The accumulated reserve needs are based on the determined life of an asset and replacement value. Charges for Services are budgeted by department. Charges for Services will be expensed in the department operating budget and recorded as revenue in the Central Equipment Fund. FY2019 expenditures total \$1,508,900 and are for replacement of vehicles that have been fully funded through Charges for Services in previous years such as: 2 ½ ton dump truck, ¾ Utility pick-up, 1 ton dump truck pick-up for the water department, sewer TV truck, 4 police Utility SUV's, Fire Department compact SUV and a trailer. Asphalt paver, roller and trailer funded by the general fund to be used for street maintenance.

**I.T. Equipment Fund** - accounts for the funds annually set aside for the timely replacement of equipment that meets the current business operation. FY2019 revenues totaling \$496,593, generated from annual department Charges for Services are calculated based on the accumulated reserve needed per asset, proceeds from the Sale of Assets, and Interest Income. The accumulated reserve needs are based on the determined life of an asset and replacement value. Charges for Services are budgeted by the department. Charges for Services will be expensed in the department operating budget and recorded as revenue in I.T. Equipment Fund. FY2019 expenditures of \$385,000 are data backup device, mobile data computer, interview room recording system, video surveillance storage, phone system upgrade, wireless infrastructure replacement, an in-car ticket printer replacement, and the schedule personal computer (PC) replacements.

### Trust & Agency Funds

Trust and Agency Funds are used to report assets held in a trustee or agency capacity for others and therefore, cannot be used to support the government’s own programs.

Pension Trust Funds are used to report resources that are required to be held in trust for the members and beneficiaries of defined contribution plans.

Trust & Agency Funds				
Appropriations/All Funds	Budget FY 2018	Budget FY 2019	Increase/Decrease Amount	Increase/Decrease Percent
Police Pension	\$2,798,182	\$2,882,860	\$84,678	3.03%
Fire Pension	1,442,302	1,738,615	296,313	20.54%
<b>Total</b>	<b>\$4,240,484</b>	<b>\$4,621,475</b>	<b>380,991</b>	<b>8.98%</b>

**Police Pension** Fund - the Village’s sworn police employees participate in the Police Pension Employee’s Retirement System (PPERS). PPERS functions for the benefit of these employees and is governed by a five-member pension board consisting of two members appointed by the Village’s President, one elected pension beneficiary and two elected police employees. The Village and PPERS participants are obligated to fund all PPERS costs based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of contribution levels. Police Pension Fund spending is budgeted at \$2,882,860 for retiree’s pension and other contractual services (i.e. Lauterbach & Amen accounting firm, Legal service and investment fees).

**Fire Pension** Fund - the Village’s firefighters participate in the Firefighters’ Pension. The pension provides retirement benefits to firefighters and is governed by a five-member pension board consisting of the two Village President appointees, two elected fire employees, and one elected pension beneficiary. The Village and the participants are obligated to fund all pension costs based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of contribution levels. Fire Pension Fund spending is budgeted at \$1,738,615 for retiree’s pension and other contractual services (i.e. Lauterbach & Amen accounting firm, Legal service and investment fees).

Both the Police and Fire Pension Fund appropriations increased in Fiscal Year 2019. This was due primarily to a retiree benefits percentage increase (3% compounded-per year basis), increase in the number of public safety officers retiring each year and the pension service administration (PSA) expenses. Current annual funding by the Village meets statutory requirements. It requires the funds to be 100% funded by 2033, which is verified by an annual actuarial analysis of each fund.

**Inter-fund Transfers**

Inter-fund transfers represent amounts transferred from one fund to another fund, primarily for purchases or services provided.

<b>Inter-Fund Transfers</b>			
<b>Transfer Out</b>	<b>Amount</b>	<b>Transfer In</b>	<b>Amount</b>
General Fund	\$3,035,464	General Fund	\$66,528
Special Service Area #6	66,528	Road and Bridge	1,965,000
	-	General Capital Project Fund	849,764
	-	Central Equipment	220,700
<b>Total</b>	<b>\$3,101,992</b>	<b>Total</b>	<b>\$3,101,992</b>

- Inter-fund transfer in/Out – includes a total of \$3,101,992 for transfer to Road and Bridge for the 2019 street reconstruction project, the yearly transfer to Capital Improvement for overall Village property improvements, transfer to Central Equipment to purchase the Asphalt Paver, Roller and Trailer for street maintenance and transfer for loan payment which will expire in April 2020.

### Reserves

The Village’s policy is to maintain a minimum total unassigned fund balance of 25% of annual operating expenditures. A reserve balance at this level gives the Village the ability to maintain current operations during down economic cycles and address unexpected emergencies. The main difference between the total fund balance and the total unassigned fund balance is that the total fund balance includes advances the General Fund has made to the TIF’s, SSA’s and Debt Service Funds (Non-spendable portion). Once these funds begin to repay the General Fund, the total unassigned fund balance will be closer to total fund balance. At the end of Fiscal Year 2019, the unassigned fund balance is projected to be 52.88%, which is above the recommended policy requirement. Even though the unassigned fund balance exceeds the requirement of 25%, the continued deficits of the TIF#4, TIF#5, SSA #6 and the 2010A Debt Service Funds restrict the availability of General Fund balances. The fund balance is a critical component that allows the Village to maintain its current bond rating, as well as address any unexpected changes in the economy or other unanticipated expenditures. In the 2014 Strategic Plan, the Village Board set a fund balance goal of 40%. The Village will continue to plan for maintaining the unassigned fund balance at or above these recommended levels.

GENERAL FUND	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Beginning Fund Balance	14,789,848	16,673,652	19,814,061	21,449,130	21,449,130	21,781,674
Operating Revenues	33,126,657	34,291,822	34,573,365	34,242,271	34,519,407	34,570,844
Transfer In	-	-	-	62,664	62,663	66,528
Total Revenues	33,126,657	34,291,822	34,573,365	34,304,935	34,582,070	34,637,372
Expenditures	29,637,051	29,954,017	31,260,142	32,440,083	32,058,721	33,655,830
Transfer Out	1,605,802	1,197,396	1,678,155	2,190,805	2,190,805	3,035,464
Total Expenditures	31,242,853	31,151,413	32,938,297	34,630,888	34,249,526	36,691,294
Net Surplus (Deficit)	1,883,804	3,140,409	1,635,069	(325,953)	332,544	(2,053,922)
Total Ending Fund Balance	16,673,652	19,814,061	21,449,130	21,123,177	21,781,674	19,727,752
Less: Fund Balance Commitments:						
Nonspendable:						
Inventory, Prepaid, Advances	294,419	381,659	\$ 324,481	\$ 324,481	\$ 324,481	324,481
<b>Total Unassigned Fund Balance</b>	<b>16,379,233</b>	<b>19,432,402</b>	<b>21,124,649</b>	<b>20,855,874</b>	<b>21,457,193</b>	<b>19,403,271</b>
<b>Unassigned Fund Balance</b> as a % of Total Expenditures	52.43%	62.38%	61.68%	56.84%	58.48%	52.88%
<b>Fund Balance</b> as a % of Total Expenditures	53.37%	63.61%	62.63%	57.57%	59.36%	53.77%

## ***Budget Program Updates***

The Village continues to aggressively pursue business recruitment, retention and redevelopment. Staff worked through various means to promote business growth and economic development in the Village, including holding numerous promotional meetings with existing property owners, local brokers, and developers, and attending the local and national ICSC (International Council of Shopping Centers) conferences. Community Development Staff worked with the CONECT Committee to re-evaluate their goals, held several business-development events and identified ways in which they could better support existing businesses and learn about their needs. In the coming year, Staff will continue to reach out to existing businesses, particularly major employers as well as “stage-2” businesses and explore new economic development tools. Specific programs and developments include:

- *Infrastructure:* In 2019, the Village will be investing \$3,000,000 into the reconstruction and resurfacing of Village streets. The final 1/3rd of Cinema Drive (Part 3 of 3 phases) is scheduled to be reconstructed at an expected cost of \$500,000; approximately 5,000 lineal feet (or roughly 8 blocks) of old concrete base streets will be reconstructed; and approximately an additional 8,500 lineal feet, or roughly 14 blocks, of resurfacing will occur on various Village streets utilizing the remaining funds. \$750,000 has been budgeted for the replacement of aged and failing water main (the actual mains to be replaced will be selected based on various factors and will be coordinated with the roadway program). Final design of the Arlington Drive bridge will begin in early 2019 and construction is planned to begin in late 2019 or early 2020.
- *Part 1 Crime:* The Police Department has recorded the eighth consecutive year of record-low Part I crime in the Village. Part I Crime is the benchmark used by the FBI as they determine crime rates throughout the United States. For historical perspective, in 2010 the Village recorded 587 Part I crimes compared to 279 for 2017. The 279 totals for 2017 represented a 5% drop from the previous year. It is important to note that of the 279 total Part I crimes, over 86% of those incidents were crimes against property only and violent crime decreased 10%. The Village was also named to the Neighborhood Scout America’s Safest Cities list (#34), as well as the Safe wise Safest Cities in Illinois list because of the Village’s low crime rate. This budget continues to provide funding necessary to help maintain these low Part 1 Crime statistics.
- *Safe Community Accreditation:* The Village of Hanover Park received formal designation as a Safe Community by the National Safety Council at a formal presentation to the Village Board. Under the Safe Communities America Program, the Village formed a collaborative coalition made up of stakeholders throughout the community to address injury prevention in six major areas: violence and suicide prevention, elder adult falls, emergency preparedness, workplace safety, prescription drug overdose prevention, and motor vehicle and traffic safety. Following an analysis of injury data in these areas, programs were put into place aimed at reducing the risks of injuries and deaths. Hanover Park’s coalition, led by the police department, implemented programs such as a heroin and opioid prevention initiative which included the installation of a medication disposal box in the police department lobby, the use of Narcan nasal spray by police, and an education program for prescribers of opioid medications. Additionally, a partnership with the American Red Cross led to the implementation of a free home smoke alarm installation program for residents, and an elder

adult falls program was put into place. Further, the Village received accreditation as a Storm Ready Community by the National Weather Service as a result of the coalition's efforts. The Village of Hanover Park is one of only 32 communities in the United States to ever achieve accreditation under the program. Over 30 community service agencies participated in the coalition, including representatives from education, mental health, emergency management, local townships, hospitals, and several others

- *Community Policing:* The Police Department continues to emphasize the role of community policing in its overall service delivery and crime control strategy. Participation in the Police and Citizens Connected community outreach program continues to grow, with the Police Department's main Facebook page having reached nearly 8,000 unique 'likes.' Members of the Department interact with residents via social media channels which has led to positive public relations as well as helping solve crimes. Tips from the public shared with the Department via social media have led to arrests and the recovery of properties in several instances. The Police Department continues to host quarterly area meetings for residents, maintains a free online public crime map with alerting capability, and a smartphone app to which anonymous tips can be sent. Members of the Department participate in a variety of Village events and functions including Kids at Hope, the COPS Day Picnic, and many others. In 2017, quarterly ART Meetings were streamed live via Facebook, allowing access to police department information to a much greater number than are physically able to attend the meetings. The livestreamed videos are archived on the page and can be viewed by residents at their own convenience. In 2017, the Police Department also started conducting one of the quarterly ART meetings in the art area to encourage more residents to attend. The Police Department remains committed to providing responsive, professional, and community-focused policing services to the Village.
- *Village Center Plan:* Work continues in the implementation of several key steps as outlined in the Village Center/TOD Plan, which was updated in 2017. The Village strategically acquired several key parcels in the Village Center area and continues to recruit new development. A Historic Committee was appointed to promote historic preservation efforts. Staff worked with developers, leasing agents, property managers and consultants towards the redevelopment of Hanover Square: new tenants this year include Pizza Now and Herbalife, a new pancake house will open in 2019, and property improvements include roof replacement, landscaping, and buildout of tenant spaces. A New car wash has been approved and is under construction and discussions are still on-going for a multi-family mixed-use project development at Church & Lake street. Marketing efforts continue to attract new businesses for vacant properties in the northwest quadrant of Lake Street and Barrington Road. On the bright side, the commercial portion of Church Street Station is now fully leased. Promotions of the Village Center Plan, Elgin O'Hare Expressway Boulevard Extension, and marketing of available properties continues with these areas specifically marketed at the ICSC National Convention and regional events.

- *Business Retention Program:* Community Development staff continues to meet with businesses as part of the “Business Retention Program”. Follow-up continues with businesses regarding issues identified during meetings or through surveys. Business Retention visits are also being scheduled with “Stage-2” businesses, as potential applicants for the new “Next Level NorthWest” business accelerator program.
- *Irving Park Corridor:* Staff continues working on implementing the recommendations outlined in the Irving Park Road Corridor study. Menards plans an expansion of the warehouse, which will utilize a currently vacant parcel. New businesses that have opened on Irving Park Road include Country Style Donuts, Bliss Medical, Bright Star Dental, and Envios BBM. An older restaurant building is being remodeled for a new restaurant - Hollywood Taste. Village entered into an agreement for the construction of 3 Cricket fields and a soccer field at the MWRD property. Verandah Senior Housing is under construction.
- *TIF #5:* The Irving Park Road East Tax Increment Finance (TIF) district was established in 2013, around the intersection of Irving Park and Wise Roads. Construction of a new 215-unit senior housing development is underway at 900 Irving Park Rd. and will include townhomes, condominiums, assisted living units, memory care and a commercial retail pad. Staff is also promoting the vacant land east of the Olde Salem Shopping Center. On Wise Road Safari Kabob Cuisine will open in 2019 offering middle eastern cuisines.
- *Next Level NorthWest Program:* Community Development staff is in the forefront of working with 4 other communities to implement a new Business Accelerator program for Stage-2 businesses that want to grow and/or expand. The organization has been established as a 501(c)3 and professional coaches have been signed up. Staff has identified members for the Community Pitch Panel, and potential businesses that could benefit. Staff will work with the potential businesses to prepare them for the application and selection process in early 2019.
- *Small Business Resource Fair:* Community Development Staff partnered with several community colleges, WBDC and successful businesses to host the third annual Hanover Park Small Business Forum, with topics related to starting, growing, financing and marketing a business. Community Development partnered with WBDC to host a satellite office in the Village Hall, to enable easy access for our small businesses with guidance and assistance.
- *Neighborhood Revitalization:* Staff worked with DuPage Habitat for Humanity’s Neighborhood Revitalization program for the Greenbrook-Tanglewood neighborhood. The goal of the program is to increase home-ownership, stabilize the neighborhood and increase the level of investment. Habitat for Humanity, in coordination with several community partners, implemented a series of programs throughout the year, as part of revitalization efforts, including painting of buildings, clean-up/green-up, a community garden and a job fair. A new single-family house was constructed on Farnham Court. Additionally, 27 new townhomes have been approved for construction at Greenbrook Court/Court J. As a result of this partnership, the Village was awarded the 2018 Governor’s Hometown Award.

- *ISO Class 1 and CFAI Accreditation:* The Village Board has identified as part of the 2017, 3-year comprehensive strategic plan, a goal of being both ISO Class 1 and CFAI Agency Accredited. Both ISO Class 1 and CFAI Accreditation provides recognition of departmental excellence and will rank the department as one of the few agencies nationwide to hold both ratings. The ratings are expected to provide a positive impact on community and economic development.
- *Replacement of Fire Station No. 2:* The Village Board has identified as part of the 2017, 3-year comprehensive strategic plan, a goal of replacing Fire Station No. 2. Station No. 2 was constructed in the early 1990s and was not designed for modern sized apparatus, the number of personnel currently housed at the facility, and accommodations for both male and female firefighters. Funds are budgeted in 2019 to conduct a feasibility study to determine proper scope of Fire Station No. 2.
- *Disconnect from Fire Protection District:* The Village Board has identified as part of the 2017, 3-year comprehensive strategic plan, a goal to have coterminous Village corporate boundaries with Village Department services areas. Following the merger in 2002 of the Ontarioville Fire Protection District with the Village of Hanover Park, several service areas were either not within the corporate boundaries of the Village or serviced by another fire protection agency. The Village has worked diligently to disconnect these areas and to provide coterminous fire response boundaries with the boundaries of the Village. The only area remaining is a portion of the Village serviced by the Bloomingdale Fire Protection District. After the successful passage of legislation allowing disconnection outside of annexation, the Village is moving forward with preparations to meet the legal demands outlined by the new statute.

## ***Volunteer Programs***

### **Citizen Corps Council:**

Citizen Corps is FEMA's grassroots strategy to bring together government and community leaders to involve citizens in all-hazards emergency preparedness and resilience. Citizen Corps asks residents to embrace the personal responsibility to be prepared; to get training in first aid and emergency skills; and to volunteer to support local emergency responders, disaster relief, and community safety. The Citizen Corps Council is the governing body that oversees the Village's Citizen's Emergency Response Team (CERT) and Fire Corps. The board consists of elected officials, public safety personnel and board appointed volunteers.

*Citizens Emergency Response Team:* The CERT Program is a Federal Emergency Management Agency program that educates citizens about hazards they face in their community and trains them in life saving skills. The citizens are trained to assist emergency services in disaster situations which would otherwise overwhelm community emergency resources. Training topics include disaster preparedness, fire suppression, basic disaster medical operations, light search and rescue, disaster psychology, team organization and terrorism.

*Fire Corps:* Fire Corps is a volunteer organization operating as part of the Fire Department. Their primary role is to provide on-scene rehabilitation services to firefighters suffering the detrimental effects of heat stress. Team members who have graduated from the CERT training program receive extensive training on the physiologic impact of heat stress and overall mitigation and management techniques. The team is an active participant within MABAS (Mutual Aid Box Alarm System) and regularly responds to calls within the Village, as well as mutual aid to neighboring communities. In addition to rehab services, the team also assists in teaching public education programs.

### **Fire Department Chaplain Program:**

Chaplains provide intentional and purposeful holistic care to department members, their families, and command staff, as well as on-scene support for community residents during and after an incident. Fire Chaplains are trained in Fire Department culture and operations, pastoral care, crisis intervention, comprehensive critical incident stress management (CISM), and grief support. They interact with social services provided by the Village and outside agencies such as the Red Cross and The Salvation Army. Chaplains regularly respond to emergency incidents within the Village and mutual aid as part of the MABAS system. Chaplains are part of the MABAS disaster response team and have been deployed both within the state and nationally.

### **Environmental Committee:**

The Environmental Committee has been in existence since the Fall of 2008, is comprised of 9 members, and meets the fourth Tuesday of each month. For the past eight years, they have hosted an annual Household Recycling Day to allow for the disposal of household products such as bicycles and eye glasses, items not fit for disposal through the weekly scavenger program, and hazardous products such as oil and antifreeze. The event also provides document collection and shredding. This event has been very popular. The Environmental Committee conducts an annual inlet labeling program, marking inlets with

“dump no waste, drains to river” and annually participates in the DuPage River Sweep. In 2011, they started a community apiary which continues to grow. An apiary open house is held each year, weather permitting.

### Veterans Committee:

The Veteran’s Committee was established in 2008 and has 11 members. In 2012, the Village dedicated the new Veteran’s Memorial in front of Village Hall on Veteran’s Day. The Committee was instrumental in overseeing the completion of this project. The Committee maintains an honor roll list which contains the names of 143 residents and 20 employees of the Village who have served this country. They also continue to collect supplies for soldiers who are serving overseas and continue to host annual Memorial Day and Veterans Day events. In 2014, they launched a fundraising effort to purchase a military dog sculpture, which was installed on the plaza at the 2017 Memorial Day Event.

### Cultural Inclusion and Diversity Committee:

The Cultural Inclusion and Diversity Committee was created to foster and promote understanding, mutual respect, cooperation, and positive relations between and among all residents of the Village. It creates a sense of shared community among residents and affirms the value of each resident. The Committee acts as a catalyst in promoting social harmony in the Village and helps deter, through educational and action programs, prejudice, discrimination, and intolerance. The Committee assists the members of our community by identifying cultural and social service needs of the residents of the Village and working with existing entities to address these needs in the most meaningful way.

### CONNECT:

The purpose of the Committee on Networking, Education and Community Teamwork (CONNECT) is to work with Village Staff and existing and prospective businesses to strengthen the Village’s business community and encourage economic development in the Village. Committee members serve as ambassadors to businesses and liaisons to the Village to support and provide feedback on the impact of economic development activities and regulations on businesses. CONNECT facilitates formal and informal networking opportunities at various Village events and meetings with representatives of the business community.

### Sister Cities Committee

Membership in the Hanover Park Sister Cities Committee is established through appointment by the Village President. There are presently eleven members on this Committee. The Village of Hanover Park has a Sister Cities relationship with two cities, the first of which was established in 1992 with Cape Coast, Ghana and the second, established in 2010 with Valparaiso, Zacatecas, Mexico. The twenty-year anniversary of the Hanover Park-Cape Coast relationship was recognized by special activities throughout 2012.

All three cities hold membership in Sister Cities International, which is a nonprofit citizen diplomacy network that creates and strengthens partnerships between U.S. and international communities. Its objective is to build global cooperation at the municipal level, promote cultural understanding and stimulate economic development. Sister Cities International is a leader for local community development and volunteer action, motivating and empowering private citizens, municipal officials and business leaders to develop and conduct long-term sister city programs. In 2016, the Village of Hanover

Park's Sister Cities Committee was awarded the Sister Cities International's 2016 Best Overall Program Award. The 2016 Sister Cities International's Best Overall Program Award recognizes a sister city program that demonstrated outstanding accomplishments in 2015.

### Development Commission:

The Development Commission conducts public hearings on petitions for zoning variations, special uses, planned unit developments, re-zonings (zoning map amendments), text amendments, and comprehensive plan amendments, and reviews proposed developments and subdivisions in a timely and professional manner, providing thorough and concise recommendations to the Village Board. All petitions are considered in a fair and equitable manner in accordance with the established standards and ordinances. The Development Commission also provides long-term policy direction to the Village Board in conjunction with the Comprehensive Plan. They review and provide input on Comprehensive Plan updates, Zoning Ordinance update and special community plans such as the Village Center Plan and Irving Park Corridor Plan.

### Finance Committee:

The Finance Committee has been in existence since 2009 and is comprised of 3 members, including two Trustees and a Hanover Park resident. The Village Manager and Finance Director also actively participate. The budget is discussed in detail by the Finance Committee and their changes and direction aid in the budget approval process.

## ***Labor & Employee Relations***

The Village of Hanover Park has six labor unions which all have ongoing collective bargaining. The labor contracts for the Teamsters Local 700 (Public Works), SEIU (Part-time Firefighters), MAP (Civilians), and the MAP (Sergeants) contracts are all currently in effect. The IAFF (Firefighters) contract expired April 30, 2018 and is currently being negotiated. As the MAP (Police Officers) contract expired on 04/30/2017 and is currently being negotiated.

## ***Bond Rating***

The Village's outstanding bond rating is AA from Standard and Poor. This rating is considered to be highly creditable. Standard and Poor has initiated new rating criteria which have generally improved municipal ratings. The rating was most recently updated during the refinancing of the 2004 General Obligation Bonds during Fiscal Year 2012 and has been maintained at that level ever since.

## ***Acknowledgements***

I would like to express my appreciation to the Village Board and Finance Committee for providing leadership and direction during the preparation of this budget document. I would also like to thank the dedicated Village Department Heads and their key staff members who worked countless hours to prepare this budget. Lastly, I wish to particularly acknowledge the hard work and dedication of Finance Director Remy Navarrete and Executive Assistant Sue Krauser. Their collective contributions were essential to development of this financial plan and are truly appreciated.

I am confident that this budget will meet the needs of Hanover Park's citizens. I am proud of our accomplishments over this past year and confident the Village will continue to maintain its sound financial condition.

Sincerely,



Juliana A. Maller  
Village Manager

# EXHIBITS

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**This supporting section includes the following:**

**[Exhibit](#)**

- A General and Demographic Information**
- B Financial Policies**
- C Basis for Budgeting**
- D Budget Process and Budget Calendar**
- E Fund Structure and Description of Funds**
- F Trends and Projections**
- G Projected Tax Levies and Blended Property Tax Rates**
- H Assessed Valuations/Annual Tax Levies**

## VILLAGE OF HANOVER PARK GENERAL AND DEMOGRAPHIC INFORMATION

### Location

Hanover Park, Illinois is a suburban community located 30 miles northwest of Chicago. The Village has a population of 37,973 with a land area of over six square miles. The Village is located in both Cook and DuPage Counties.

Hanover Park is situated in the southwest portion of “The Golden Corridor,” so-named because of its phenomenal rate of growth. This corridor stretches northwest from O’Hare Airport along the Northwest Tollway (Interstate 90). As more and more major corporations choose to locate in the Golden Corridor, the halo effect from their presence attracts an increasing number of businesses, both large and small, wanting to locate in this thriving, modern center of commerce and industry. Nearby are some of the finest recreational areas in Chicagoland, where opportunities for hunting, fishing, water sports and leisure activities of all kinds abound. The outstanding cultural and entertainment opportunities in Chicago are an hour away.

### History

Hanover Park was incorporated as a Village in 1958 with a population of 305 and a land area of less than one square mile. All of the land within the original boundaries was in Cook County. Some 750 acres of farmland in DuPage County were annexed in 1969, and this area of the Village dominated Hanover Park’s population growth during the 1970’s. The Village’s population was 12,000 in 1970, 28,850 in 1980 and 32,895 in 1990. In 1994, the results of a special census showed a population of 35,579. The 2000 census was 38,278. The 2010 census showed a slight decline to 37,973.

The council/manager form of government was adopted in 1971. The Village is governed by a President/Mayor and six Trustees who are elected at-large. The Village Manager is hired by the President and Board of Trustees to oversee the day-to-day operations of the Village and its 198 full-time employees. Pursuant to the 1970 State of Illinois Constitution, Hanover Park is a Home Rule Community.

The \$1.4 million municipal building complex was built in 1975 and has undergone renovations over the past few years. A \$2.6 million public works building, located adjacent to the municipal complex, was completed in the fall of 1984. A \$462,000 addition to the Butler Building, for increased vehicle storage, was completed in the spring of 2000. A \$450,000 Salt Storage Dome was constructed next to the Public Works Facility in calendar year 2010. A \$7.24 million headquarter Fire Station was completed in July 2006. The \$19 million Police Department headquarters was completed in February 2012. In December, 2011 the Village purchased a \$2.8 million shopping center located on the west side of Barrington Road north of Lake Street.

### Village Services

#### *Police Protection*

The Village of Hanover Park is served by 61 sworn full-time police officers and 36 civilian personnel. The Village has a fleet of 16 squad cars and participates in DuPage Communication (DU-COMM), a regional DuPage County telecommunications and emergency dispatch system.

#### *Fire Protection*

There are two fire stations located in Hanover Park staffed by 35 sworn full-time firefighters and 20 part-time firefighters. Firefighters are supplemented by two volunteer Chaplains and 16 volunteer Fire Corps Members. The department holds an ISO Class 2 fire protection rating. Additionally, the department manages the Village’s Inspectional Services Division staffed by a Chief of Inspections, a plan reviewer/project coordinator, an inspector, a health sanitarian, a contract plumbing inspector and a full and part-time permit coordinator. The Inspectional Services Office (ISO) has an ISO Class 4 rating.

*Public Works*

A total of 47 full-time and 3 part-time Public Works employees are dedicated to keeping the Village running smoothly and looking its best. Crews plant, trim Village trees; repair curbs, gutters and sidewalks; plow over 99 miles of Village streets and repair potholes; provide water service, sewage treatment, and maintain over 220 miles of storm and sanitary sewers; and maintain the Village’s fleet of 153 vehicles.

Statistics regarding the water utility include:

Population Served	37,973	
JAWA Lake Michigan Supplied	810,600	Kilo Gal.
Village Supplied	4,447.80	Kilo Gal.
Total Distribution Pumpage	815,047.80	Kilo Gal.
Daily Average Pumpage	2,233	Kilo Gal.
Miles of Water Mains	119.08	
Number of Metered Customers	10,710	

*Park District and Library Services*

The Hanover Park, Park District provides recreation services to the residents and maintains 22 parks and playgrounds. The Park District occupies a total park area of 171 acres throughout the Village.

The Village is served by two library districts, Poplar Creek and Schaumburg Township, which provide two branch libraries in Cook and DuPage Counties.

**Building Statistics**

<u>Calendar Year</u>	<u>Permits Issued</u>	<u>Construction Value (\$)</u>
2004	2,028	20,744,576
2005	1,633	31,996,153
2006	1,442	38,546,275
2007	1,794	19,191,323
2008	1,402	17,806,539
2009	1,233	29,395,864
2010	1,886	31,523,365
2011	1,050	10,569,184
2012	1,124	10,477,085
2013	1,102	15,637,308
2014	1,175	18,234,634
2015	1,372	16,636,099
2016	1,950	16,450,000
2017	1,966	22,090,540
2018	2,045	23,000,000

## EXHIBIT A

<b>Water and Sewer Charges (Effective 1/1/2019)</b>		
Water Rate	\$9.35	Per 1,000 gallons of water Used
Service Fee of \$12.50 applied to every Monthly bill		
Sewer Rate		
Cook County	\$2.07	Per 1,000 gallons of water used
DuPage County	\$5.57	Per 1,000 gallons of water used

### Demographics <sup>(1)</sup>

#### Socio-Economic Data (per 2010 census)

Population: 37,973  
 Per Capita Income: \$22,643  
 Median Household Income: \$63,649  
 Total Employment: 19,669  
 Unemployment Rate: 8.9%  
 Median Value of Owner-Occupied Homes: \$219,400  
 Total Housing Units: 11,483  
 Total Households: 11,019  
 Home Ownership Rate: 80.2%  
 Housing Units in multi-unit structures: 18.2%  
 Persons Per Household: 3.43

#### Age, Female and Male Distribution

<u>Subject</u>	<u>Number</u>	<u>Percent</u>
Male	19,176	50.5
Female	18,797	49.5
Under 5 years	3,000	7.9
Under 18 years	11,164	29.4
Ages 19 to 64 years	21,493	56.6
Age 65 and Older	2,316	6.1

<u>Year</u>	<u>Population</u>	<u>% increase over previous census</u>
1960	451	---
1970	11,735	2,502%
1980	28,850	146%
1990	32,895	14%
1994	35,579	8%
2000	38,278	7%
2010	37,973	-1%

#### Population Characteristics

	<u>1990</u>		<u>1994</u>		<u>2000</u>		<u>2010</u>	
	<u>Total</u>	<u>%</u>	<u>Total</u>	<u>%</u>	<u>Total</u>	<u>%</u>	<u>Total</u>	<u>%</u>
White:	28,113	85.5%	29,894	84.0%	26,077	68.1%	14,423	38.0%
Hispanic/Latino: (per 2010 Census)							14,532	38.2%
Asian/Pacific Islander:	2,435	7.4%	3,314	9.3%	4,580	12.0%	5,711	15.0%
African/American:	1,188	3.6%	1,689	4.7%	2,348	6.1%	2,509	6.6%
American Indian/Eskimo:	75	.2%	121	.3%	109	.3%	62	.2%
Other:	<u>1,084</u>	3.3%	<u>561</u>	1.6%	<u>5,164</u>	13.5%	<u>736</u>	2.0%
Total:	32,895		35,579		38,278		37,973	
Hispanic Origin (Includes all races):		11.0%		15.4%		26.7%		38.2%

<sup>1</sup> 2010 Census of Population

**VILLAGE OF HANOVER PARK**  
**FINANCIAL MANAGEMENT POLICIES**

### INTRODUCTION

The Village of Hanover Park's financial policies have been formulated to provide for the continued financial health of the Village. The objectives of these policies are to assist the Village Board and Village management in making budgetary decisions based upon sound financial principles and to maintain or improve the Village's bond rating.

### BUDGET POLICIES

The Village Manager shall submit an annual budget to the Village Board which is within the Village's ability to pay. The annual budget should provide for the following:

- The balanced annual budget should finance current operating expenditures, excluding major capital expenditures, with current revenues.
- The annual budget should allow for the implementation of as many of the Village Board's goals and objectives as financially possible.
- The annual budget should provide for the adequate funding of all pension systems (IMRF, Police Pension Fund, and Firefighters Pension Fund). An independent actuary should be used to determine the Village contributions to the Police Pension Fund and the Firefighters Pension Fund and determine if these pension funds are adequately funded.
- The annual budget should provide funding for the adequate maintenance of municipal equipment, municipal facilities, and infrastructure.
- The annual budget should set aside adequate funding (depreciation funding) for the future replacement of vehicles and major equipment. Annual depreciation funding for these replacements will eliminate major expenditure jumps in the annual budget when these acquisitions are made.
- The format of the annual budget should provide meaningful and understandable information to the Village residents, Village Board, Village Staff, and other readers. To accomplish this goal of a communications document, the Village will prepare its annual budget in conformance with the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award Program which the Village will apply for each fiscal year. Recommended improvements from this award program will be incorporated in the subsequent annual budgets.
- The annual budget will be monitored on a monthly basis. Revenue and expenditure budget reports will be prepared on a monthly basis. These reports will be distributed to Village management staff and will be available to the Village Board and the Finance Committee. A quarterly actual to budget summary report will be presented to the Village Board.

### CAPITAL IMPROVEMENT POLICIES

The Village will prepare a multiple-year capital improvement program that is incorporated in the annual budget document. The multiyear capital improvement program will be used to identify and prioritize future capital needs and possible funding sources. This program will be reviewed during the Village's annual budget process.

The operating costs to maintain capital acquisitions and improvements will be included in the annual budget.

Depreciation financing, intergovernmental grant funding, and/or debt financing will be considered to finance capital improvement programs.

## INVESTMENT POLICIES

The Village Board approves a separate Investment Policy whose goal is to provide guidelines for the prudent investment of the Village's temporary uninvested funds. This policy will be reviewed by Village staff on an annual basis and recommended changes, if any, will be submitted to the Village Board for approval.

## CAPITAL ASSET POLICY

The Village Board approves a separate Capital Asset Policy whose goal is to safeguard Village assets and insure compliance with financial reporting standards as promulgated by the Governmental Accounting Standards Board (GASB).

## DEBT POLICIES

As a home-rule unit of local government, the Village does not have a debt limit under the 1970 Illinois Constitution. Unlike home-rule units of government, non-home-rule units of government do have a debt limit of 7.50% of their most recent equalized assessed valuation (EAV).

### Debt Guidelines

Although depreciation financing is the preferred method to finance capital projects, the Village will explore all options in financing its capital improvement program, including grants, developer contributions, and long-term debt paid by user charges (revenue bonds) or paid by Village wide taxes (general obligation bonds).

The Village will not use debt financing to finance current operating expenditures.

The term of the debt issued for capital improvement projects will not exceed the project's useful life and generally will not exceed 20 years.

Whenever possible, the Village will market its debt through the competitive bid process.

The Village will limit its outstanding general obligation debt to be paid by property taxes to 7.50% of its most recent EAV (using the 2017 EAV, the maximum outstanding general obligation debt to be paid by property taxes would be \$45.7 million).

The Village will comply with its Continuing Disclosure Requirements pursuant to the SEC Rule 15c-12(b)(5), including filing a Comprehensive Annual Financial Report (CAFR) with each of the nationally-recognized municipal information repositories (NRMIR's) within 210 days following the end of each fiscal year and disclosing certain material events on an occurrence basis.

The Village will maintain communications with the bond rating agencies concerning its financial condition and follow a policy of full disclosure on every bond prospectus.

### Guidelines on the Refunding of Outstanding Debt by Issuing New Debt

Refunding of outstanding debt may be done to restructure existing debt to achieve annual debt service savings.

A financial advisor should be retained because of the complexities involved in a debt refunding.

The term of the bonds issued to refund outstanding debt should not be greater than the term of the outstanding debt being refunded.

A refunding should be considered if the net present value savings exceeds 3% of the refunded principal amount.

A refunding should not be considered if the total costs of the bond issue, including the underwriter's discount, exceeds the net present value savings of the proposed refunding.

**REVENUE POLICIES**

The Village will diversify its revenue sources in an attempt to avoid the adverse effects of shortfalls from any one revenue source and to reduce the reliance on the property tax.

User charges and fees should be set, at a minimum, to recover all direct and indirect costs, including interest and depreciation costs, related to these charges and fees. An analysis of these charges and fees should be conducted on a periodic basis to insure that, at a minimum, those direct and indirect costs are recovered.

**RESERVE AND FUND BALANCE POLICIES**

The General Fund unreserved fund balance should be maintained at a minimum of 25% of the General Fund total budgeted annual expenditures to provide financing for unanticipated expenditures and revenue shortfalls. The Village Board will be advised annually, during the budget process, of the General Fund unreserved fund balance.

If at any time the unreserved fund balance in the General Fund falls below the required minimum, subsequent years' budgets will be adopted to bring the unreserved fund balance to the required minimum within three years.

General Fund cash reserves should be maintained to address possible delays in the state distribution of shared revenues during economic downturns (state income tax, replacement taxes, local use tax) and other possible delays in revenues collected by the state and distributed to the Village (municipal sales tax, home-rule sales tax, simplified telecommunications and other utility taxes). The reserve level should be established to insure that General Fund obligations are paid on time and to address a potential six-month delay of these revenues.

Many other Funds have been created by the Village whose purposes were to accumulate funds on an ongoing basis for future capital purchases (Central Equipment Fund and IT Replacement Fund), meet temporary needs (Capital Project Funds and Debt Service Funds), account for specific programs (Special Service Area Funds), or meet legal requirements (Motor Fuel Tax Fund). The focus of each Fund is different; each Fund may have significantly different cash requirements, and each Fund may have very different revenue sources. The Village will insure that the reserves of these Funds are maintained at an adequate level to meet their unique needs.

**ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES**

The Village will have an annual audit conducted on its financial records by a qualified, independent public accounting firm. The Village should request proposals from qualified independent accounting firms to conduct the annual audit of its financial statements every five to seven years by the use of a request for proposal (RFP) process.

The Village will contract with an independent actuary to determine the Village's annual contribution to the Police Pension Fund and Firefighters Pension Fund. The Village should obtain proposals from qualified independent actuaries every five to seven years by the use of a request for proposal (RFP) process.

The Village will submit its Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program.

The Village's financial statements will be prepared according to generally-accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB).

Adopted: March 9, 1981

Revised: March 20, 2003

**BASIS FOR BUDGETING**

Individual funds are accounted for as required by Generally Accepted Accounting Principles. The Village implemented Governmental Accounting Standards Board statement number 34 in Fiscal Year 2003. This statement requires two different financial statement presentations for governmental funds. For the governmental fund types, the accrual basis of accounting is used in the entity-wide financial statements, and the modified accrual basis is used in the fund financial statements. The Village's governmental funds are budgeted using the modified accrual basis of accounting, as reported in the Village's fund financial statements. Under the modified accrual system, revenues are recognized when 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 pay liabilities of the current period. Expenditures are recognized when the related fund liability is incurred.

The proprietary and pension trust funds are budgeted using the accrual basis of accounting with a few exceptions. With this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The exceptions are as follows:

1. Capital expenditures are budgeted in the year the item is purchased or constructed.
2. Debt principal payments are budgeted as an expense, rather than the reduction of a liability.
3. Transfers to Internal Service funds are budgeted as expenses.
4. Depreciation expense is only budgeted in the Water and Sewer Fund in order to insure that adequate funds are set aside for future capital replacements.

## BUDGET PROCESS

The budget process is developed to provide public input and foster decision-making. The Fiscal Year 2019 Budget calendar is included in this exhibit. On July 19, 2018, a public hearing was held to allow the residents to speak about any topic relevant to the Village budget. On July 19, 2018, a public hearing was also held to allow Elected Officials to discuss the public input, community needs, personnel, expenditures, fees and revenues, and policies and goals. A budget instruction manual was prepared and distributed to everyone participating in the budget process on June 13, 2018. The manual included the Village Board goals, a preliminary budget calendar, and instructions for completing budget forms and reports.

Departments prepare operating and capital project expenditure requests. The budget team, comprised of the Village Manager, Finance Director, Deputy Village Manager, and Finance Committee, review departmental submittals. The Finance Director projects major General and Water and Sewer Fund revenues. All departmental budgets were submitted to the Village Manager in July 27, 2018.

The Finance Committee is an integral component of the budget preparation process. The Finance Committee advised the Village Board on matters concerning Finance. At Finance Committee meeting held on September 06, 2018, staff presented the preliminary budget to the Finance Committee. They provided feedback and input to staff.

The preliminary budget is developed based on Board policies and the review of departmental submittals. New initiatives and resource enhancement requests are outlined in the preliminary operating and capital budget reports submitted to the Village Board. At the Village Board Workshop on September 27<sup>th</sup>, October 4<sup>th</sup>, October 18<sup>th</sup>, and October 30, 2018 the proposed budget was presented to the Village Board and public to solicit comments and input. This session occurred prior to the formal budget document development. Following public input and Board direction, the final budget document was assembled. The Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award evaluation comments were reviewed and, if possible, improvements were incorporated into the final document.

The final budget was placed on file for public review on November 26, 2018, and a Budget Law Public Hearing was conducted on December 06, 2018. The document was presented to the President and Board of Trustees for adoption prior to the beginning of the fiscal year on December 06, 2018.

The budget may be amended after its adoption. The Village Manager is authorized to revise the budget within any separate fund as may be required. The Village Board, by a vote of two-thirds of the members then holding office, has the authority to amend the budget by transferring monies from one fund to another or adding to any fund. No revision of the annual budget shall be made increasing the budget in the event monies are not available to do so. (Village of Hanover Park Municipal Code section 24-6).

The document herein is the product of this budgetary process. The budget establishes revenues and expenditures for the period from January 1, 2019 through December 31, 2019.

# FISCAL YEAR 2019 BUDGET CALENDAR

2018

## JUNE

- 12 Distribute Budget Instruction Manual
- 13 Budget Kick-Off Meeting

## JULY

- 19 Fiscal Year 2019 Budget Elected Official & Public Input at 7:00 p.m.
- 23 All specific budget assigned areas, i.e. salaries, insurance, utility costs, etc. are to be available to Department Heads. Departments develop “final” budgets.
- 27 All department, committee and commission budgets are to be submitted to the Village Manager’s Office by 4:30 p.m.

## AUGUST

- 21-31 Budget Team review with Department Heads

## SEPTEMBER

- 6 Finance Committee Meeting
- 27 Present preliminary FY '18 Budget to Village President and Board of Trustees at Board Workshop I

## OCTOBER

- 4 FY '19 Budget to Village President and Board of Trustees at Board Workshop II
- 18 FY '19 Budget to Village President and Board of Trustees at Board Workshop III
- 30 FY '19 Budget to Village President and Board of Trustees at Board Workshop IV

## NOVEMBER

- 1 Draft 2018 Property Tax Levy and draft FY'19 budget for Village Board review
- 26 Put FY'19 Budget on file for public review (10 days before Budget Law Hearing)

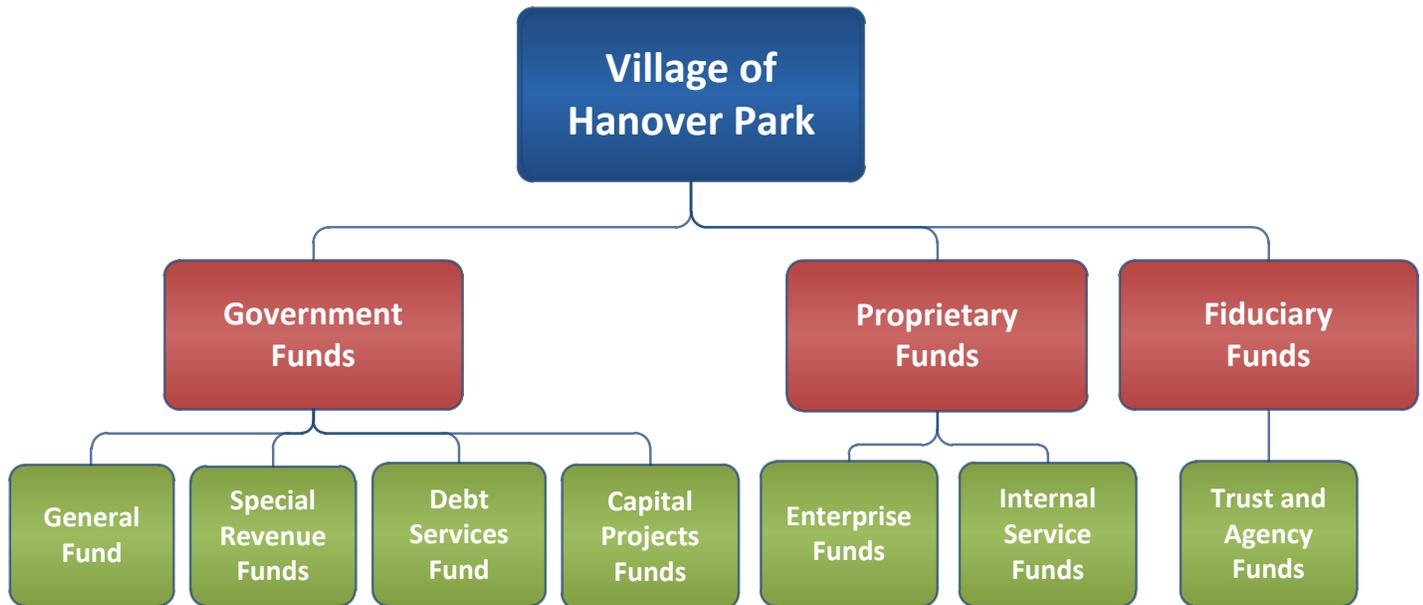
## DECEMBER

- 6 7:00 p.m. Budget Law Public Hearing on FY'19 Budget
- 6 7:00 p.m. Board Meeting - Pass Budget Ordinance adopting FY'19 Budget

## JANUARY

- 1 Start of Fiscal Year 2019

# FUND STRUCTURE AND DESCRIPTION OF FUNDS



**Governmental Fund** – focus is on determination of the financial position and changes in the financial position (sources, uses, and fund balances).

**Proprietary Fund** – focus is on business-type activities that recover the full cost of providing services through fees and charges.

The following major funds are budgeted:

Governmental Funds

General Fund, Motor Fuel Tax, Tax Increment Financing #3

Proprietary Fund

Waterworks and Sewerage Fund

All other budgeted funds are non-major funds. All budgeted funds are included in the Village’s Comprehensive Annual Financial Report (CAFR). A description of all of the Village’s funds follows:

## GOVERNMENTAL FUNDS

### General Fund

The General Fund is the main operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund. The Village's General Fund is divided into the following functional areas:

- Village Board/Clerk/Committees/Commissions
- Administrative Services
- Finance Department
- Public Works Department
- Fire Department
- Police Department
- Community Development Department

### Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

#### **Motor Fuel Tax Fund**

The Motor Fuel Tax Fund accounts for the revenues and expenditures for the operation and maintenance of street and storm sewer programs and capital projects authorized by the Illinois Department of Transportation. Financing is provided from the Village's share of State motor fuel taxes. State law requires that these taxes be used to maintain streets.

#### **Road and Bridge Fund**

The Road and Bridge Fund accounts for the revenues and expenditures for the operation and maintenance of Village roads and bridges. Financing is provided by Township annual property tax levy.

#### **Special Service Area #3 Fund**

The Special Service Area #3 Fund accounts for financing of public improvements, scavenger and snow removal services for multifamily housing units located on Astor Avenue. Initial funding was provided by an advance from the General Fund. Resources include special service area property taxes.

#### **Special Service Area #4 Fund**

The Special Service Area #4 Fund accounts for financing of public improvements, scavenger and snow removal services for multifamily housing units located on Mark Thomas and Leslie Lanes. Initial funding was provided by an advance from the General Fund. Resources include special service area property taxes.

#### **Special Service Area #5 Fund**

The Special Service Area #5 Fund accounts for the financing of public improvements, and scavenger and snow removal services, for the Tangle-wood multifamily housing units. Initial funding was provided by an advance from the General Fund. Resources include special service are property taxes.

**(Metropolitan Water Reclamation District) MWRD Fields Fund**

The MWRD Fields Fund accounts for the revenues and expenditures for the maintenance of the MWRD Fields that were acquired in a 39 year lease agreement with the district. Financing is provided from the Village's share of gaming tax revenue and the annual sale of gaming terminal licenses.

**State Restricted Fund**

The State Restricted Fund accounts for the revenues and expenditures associated with police activities that require the funds generated by those activities to be accounted for in a special revenue fund that can only be spent on approved items directly related to police enforcement activities. Examples of activities that require this type of segregation are Court Supervision fees; DUI seizure fees; Drug Seizure fees.

**Federal Restricted Fund**

The Federal Restricted Fund accounts for the revenues and expenditures associated with police activities that require the funds generated by those activities to be accounted for in a special revenue fund that can only be spent on approved items directly related to police enforcement activities. Examples of activities that require this type of segregation currently are Drug Seizure fees associated with the department cooperating in enforcement activities with federal law enforcement agencies.

**Foreign Fire Insurance Tax Fund**

The Foreign Fire Insurance Tax Fund accounts for the revenues and expenditures restricted for the fire department purposes. Financing provided by foreign fire insurance tax proceeds.

**Tax Increment Finance Area #3 Fund**

The Tax Increment Finance (TIF) District #3 Fund accounts for the financing of improvements in the Village Center Tax Increment Financing Redevelopment Project Area located at Barrington Road and Lake Street. TIF District #3 was created in 2001 and will expire in 2024 (Proposed extension will take us to 2036). Initial financing has been provided by a transfer from the General Fund. Revenues include incremental property taxes from the TIF #3 District.

**Tax Increment Finance District #4 Fund**

The Tax Increment Finance (TIF) District #4 Fund accounts for the financing of improvements in the TIF redevelopment district located at Barrington and Irving Park Roads. TIF District #4 was created in 2005 and will expire in 2028. Initial funding was provided by a transfer from the General Fund. Revenues include incremental property taxes from the TIF #4 District.

**Tax Increment Finance Area #5 Fund**

The Tax Increment Finance (TIF) District #5 Fund accounts for the financing of improvements in the Irving Park Road west of Wise Road Tax Increment Financing Redevelopment Project Area. TIF District #5 was created in 2013 and will expire in 2036. Initial funding was provided by an advance from the General Fund. Revenues include incremental property taxes from the TIF #5 District.

### Debt Service Funds

Debt Service Funds are used to account for the accumulation of resources, and the payment of, general long-term debt principal, interest, and related costs.

#### **General Obligation Bonds Series of 2011**

The General Obligation Bond Series of 2011 Debt Service Fund accounts for the accumulation of resources for the payment of bond principal and interest on the General Obligation Bond Series of 2004 and 2011. Financing is provided by property tax revenues. Proceeds of the 2004 debt were used for the construction of a new fire station and other capital improvements. Proceeds of the 2011 debt were used to refund the 2004 debt. Scheduled to be paid off 12/01/2024.

#### **General Obligation Bonds Series of 2010**

The General Obligation Bond Series of 2010 Debt Service Fund accounts for the accumulation of resources for the payment of bond principal and interest on the General Obligation Bond Series of 2010. Financing is provided by property tax revenues. Proceeds of the debt were used for the construction of a new police station. Scheduled to be paid off 12/01/2029.

#### **General Obligation Bonds Series of 2010A**

The General Obligation Bond Series of 2010A Debt Service Fund accounts for the accumulation of resources for the payment of bond principal and interest on the General Obligation Bond Series of 2010. Financing is provided by property tax revenues. Proceeds of the debt were used for the construction of a new police station. Scheduled to be paid off 12/02/2030.

### Capital Projects Funds

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities or projects (other than those financed by the Enterprise funds).

#### **Special Service Area #6 Fund**

The Special Service Area #6 Fund accounts for the financing of public improvements and eventually scavenger services, for the Hanover Square multifamily housing units. Initial funding was provided by an advance from the General Fund. Resources include special service area property taxes.

#### **General Capital Projects Fund**

The General Capital Projects Fund accounts for the improvement of the Village's infrastructure. Financing is provided by transfers from other Village funds (General and Water/Sewer).

## PROPRIETARY FUNDS

### Enterprise Funds

Enterprise Funds are used to account for the financing of self-supporting activities of governmental units that render services on a user charge basis to the general public. The intent of an Enterprise Fund is to earn sufficient profit to ensure the fund's continued existence without reliance on general tax revenues.

#### **Water and Sewer Fund**

The Water and Sewer Fund accounts for the provision of water and sewer services to the residents of the Village of Hanover Park. All activities necessary to provide such services are accounted for in this fund including, but not limited to, administration, operations, maintenance, billing and collection. The fund includes the following divisions:

- Administration
- Water Treatment
- Water Maintenance
- Water Meter Operations
- Sewage Treatment
- Sewer Maintenance
- Depreciation and Debt Service

#### **Municipal Commuter Parking Lot Fund**

The Municipal Commuter Parking Lot Fund accounts for the provision of parking services at the commuter train station located in the Village of Hanover Park. All activities necessary to provide such services are accounted for in this fund including, but not limited to, operations, maintenance and collections.

#### **Hanover Square Fund**

The Hanover Square Fund accounts for the activities of a shopping center property purchased in Fiscal Year 2012 by the Village of Hanover Park. All activities necessary to provide such services were accounted for in this fund including, but not limited to, operations, maintenance and rent collections. This fund closed. In September 2015, the Village entered into a joint venture with a developer to renovate and operate the Hanover Square Shopping Center. Pursuant to the agreement the Village sold the property to the newly established corporation, Hanover Square, LLC (the LLC), and acquired a 90% ownership interest in the corporation. During 2016, the developer defaulted on its obligations and the remaining 10% reverted to the Village.

### Internal Service Funds

Internal Service Funds are used to account for the financing of goods or services provided by one department to other departments on a cost reimbursement basis.

#### **Central Equipment Fund**

The Central Equipment Fund used to account for the replacement of large, expensive and longer lasting equipment of the Village. This fund primarily accounts for replacement equipment and vehicles for police, fire, public works and other Village departments. Annualized funding helps alleviate the unpredictability of high-cost items affecting future year's budget. Financing is provided through transfers from the General, Water and Sewer and Municipal Commuter Parking Lot Funds. This fund is reported in the Governmental Activities column in the Village's Government-Wide Financial Statements.

#### **I.T. Equipment Replacement Fund**

The I.T. Equipment Replacement Fund was a newly created fund in the 2015 budget and provides computer operations throughout the Village. The fund is used to maintain and upgrade Village's information networks. Financing will be provided through transfers from the General and Water and Sewer Funds. This fund will be reported in the Governmental Activities column in the Village's Government-Wide Financial Statements.

## FIDUCIARY FUNDS

### Trust and Agency Funds

Trust and Agency funds are used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. **Pension Trust Funds** – used to report resources that are required to be held in trust for the members and beneficiaries of defined contribution plans. **Agency Funds** – used to report resources held by the reporting government in a purely custodial capacity (assets equal liabilities). Agency funds typically involve only the receipt, temporary investment, and remittance of fiduciary resources to individual, private organization, or other governments.

#### **Police Pension Fund**

The Police Pension Fund accounts for the accumulation of resources to pay pension costs. Resources are contributed by sworn police members at a fixed rate of 9.91% as mandated by the state statute and by the Village as determined by an independent actuary.

#### **Firefighters Pension Fund**

The Firefighters Pension Fund accounts for the accumulation of resources to pay pension costs. Resources are contributed by sworn firefighters' members at a fixed rate of 9.455% as mandated by the state statute and by the Village as determined by an independent actuary.

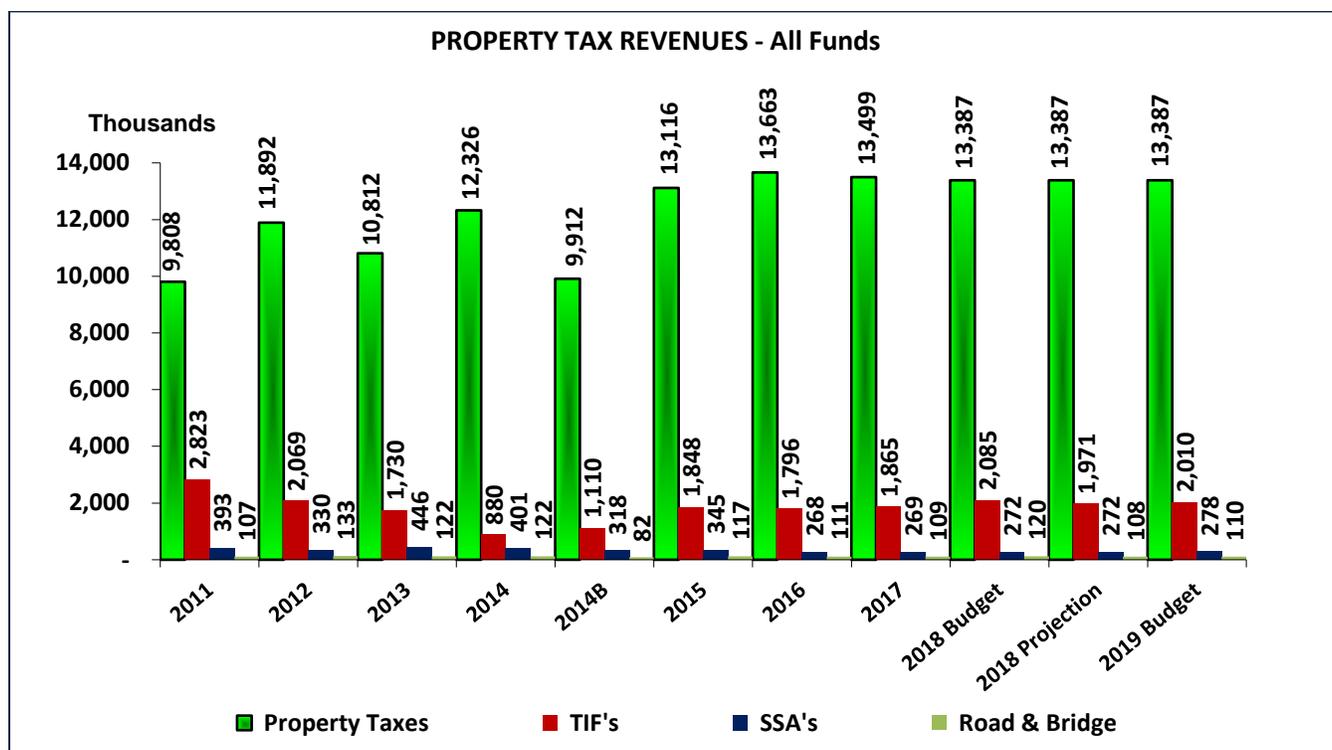
## REVENUE TRENDS AND PROJECTIONS

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**Property Taxes** – This category includes Property taxes, Road and Bridge taxes, all Special Service Area and Tax Increment Financing District taxes. Property taxes are the Village’s single largest source of revenue. Property taxes including tax revenues for special service areas and tax increment districts account for 24.15% of total revenues for the Village. For General Fund, property taxes account for 33.66% of the total revenue. The Village Board goal is to reduce the reliance on property tax to 30.00% or lower.

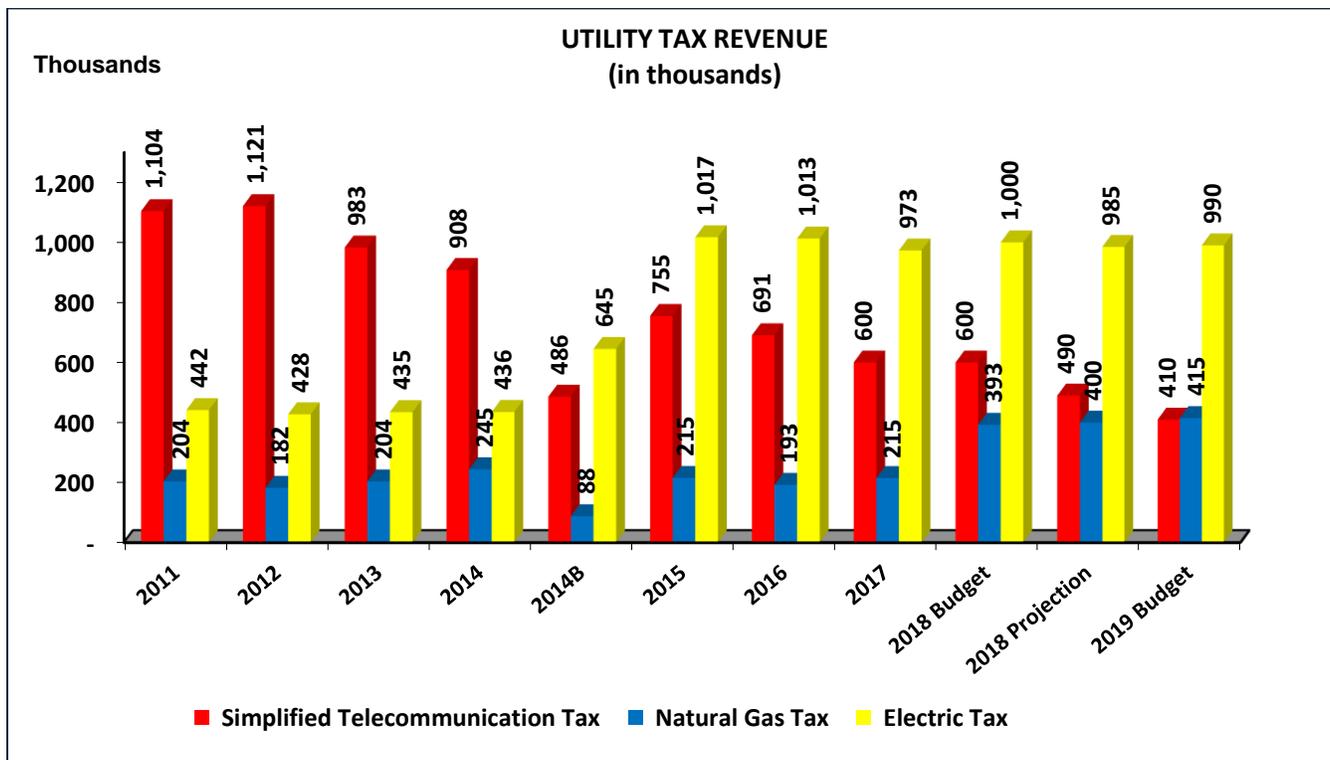
The Village Board has attempted to limit property tax increases with an emphasis on trying to reduce the impact on the average taxpayer. Attempts are continually made to find other sources of revenue to fund Village operations before property taxes are raised. The FY2019 proposed budget does not include a property tax increase (Corporate and Debt Service, this will be the third year of no property tax levy increase). Various user fees and local taxes were increased to reduce the Village’s reliance on the property tax. In FY2006, the Simplified Telecommunications Tax rate was increased from 3.25% to 6.0% to continue this trend and make the Village comparable to other surrounding communities. The Home Rule Sales Tax was increased from 0.50% to 0.75% starting in July 2013. The Electric Utility Tax rate was amended (increased) on March 20, 2014 using the Illinois Compiles Statutes 5/8-11-2 (65 ILCS 5/8-11-2) rates. The ambulance billing rates increased in FY 2016 and again in October 2017. Starting in FY2018 the Natural Gas Tax increased from \$0.015 cents to \$0.03 cents per therm. The Village imposed a motor fuel tax (gasoline Tax of \$0.02 cents per U.S. Gallon (including fractional gallons) effective January 1, 2018.

The Village of Hanover Park is located within two counties; DuPage and Cook. Property taxes are assessed on all properties within the Village at one-third the market value. Assessed valuations are determined by the townships and the counties and then an equalization factor is applied by the State Department of Revenue. The Village levies the dollars it requires from property taxes and the County Clerks determine the property tax rate necessary to produce the amount that the Village levies.



Fiscal Year	2011	2012	2013	2014	2014B	2015	2016	2017	2018 Budget	Projection	2019 Budget
Property Tax	9,807,682	11,891,893	10,811,751	12,326,117	9,912,477	13,116,493	13,662,791	13,498,513	13,386,715	13,386,715	13,386,715
TIF's	2,823,018	2,069,179	1,730,410	880,489	1,110,324	1,848,280	1,795,691	1,864,633	2,084,500	1,971,000	2,009,646
SSA's	393,470	329,643	445,957	400,809	318,094	345,315	267,858	269,479	272,088	272,088	277,545
Road & Bridge	106,816	133,464	122,058	122,016	82,417	116,544	111,415	108,713	120,000	108,000	110,000
TOTAL	13,130,986	14,424,179	13,110,176	13,729,431	11,423,312	15,426,632	15,837,755	15,741,338	15,863,303	15,737,803	15,783,906

The Village has attempted to increase the assessed value within the Village and in past years limited the total levy increase by no more than 5% over the prior year's extended tax levy. The increase from FY2012 was due to the 2010 and 2010A General Obligation Bonds being issued and refinancing of the 2004 General Obligation Bonds. These bonds are to be financed by property tax revenues. The decrease in TIF's from FY2013 was due to retirement of Tax Increment Financing #2 – Barrington/Irving Park (TIF#2). The FY2019 budget of \$15,783,906 is an increase of \$46,103 or 0.29% from the FY2018 projection due to Tax Increment Financing (TIF's) small increase and Special Service Area (SSA's). In FY2019, total property tax revenues are projected to decrease by \$79,397 or 0.50% compared to FY 2018 budget. The proposed FY2019 property tax (2018 tax levy) for Corporate and Debt Service is zero percent (0.0%) increase. This is the third year that the Village has not increased property taxes. Compared to FY2018 budget, the Tax Increment Financing (TIF's) decreased by \$74,854 or 3.59%, the Road and Bridge decreased by \$10,000 or 8.33%, and the Special Services Area (SSA's) increased by \$5,457 or 2.01% due to yearly increase of trash and snow services. Additional information and graphs regarding property taxes and assessed values are contained in Exhibits G and H later in this section.



**Utility Taxes – Telecommunication Tax**

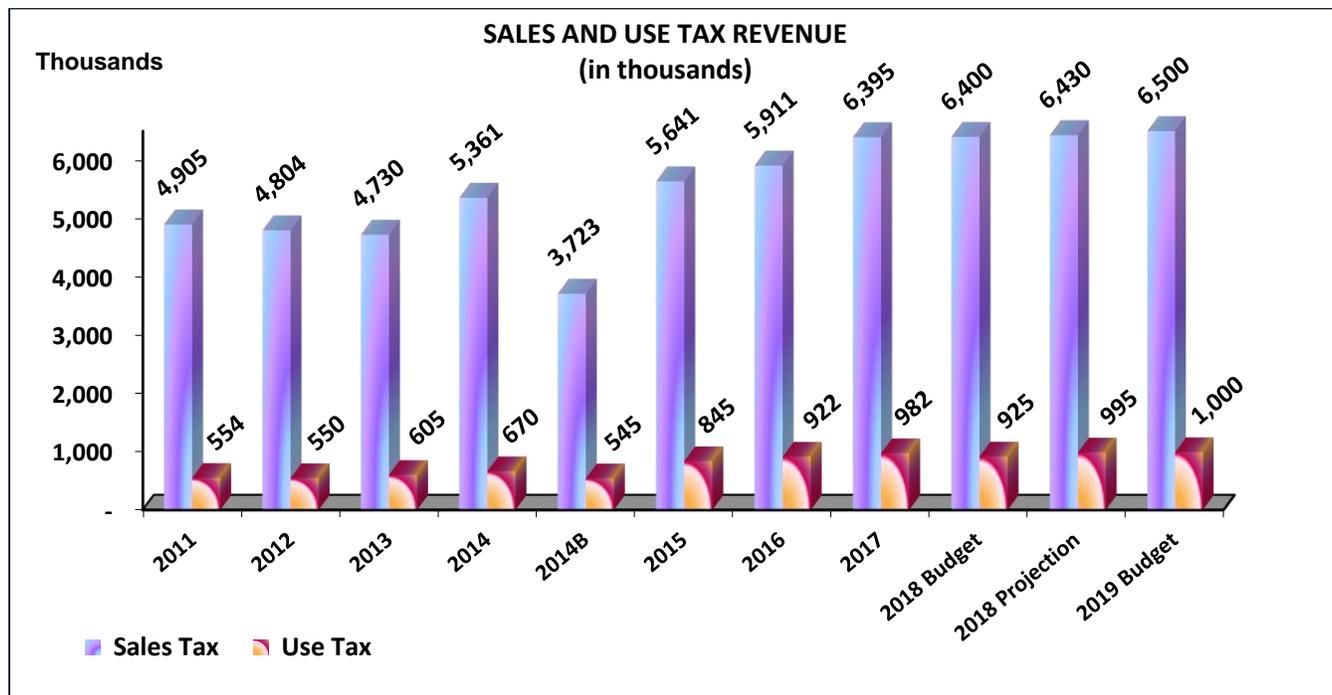
Through the Simplified Municipal Telecommunications Tax, Hanover Park imposed a 6.0% tax on telecommunication services. This tax is collected and distributed by the State and is imposed on voice lines, cellular phones, and any other telecommunication devices. The FY2019 budget of \$410,000 is a decrease of \$80,000 or 16.33% from the FY2018 projection. Compared to FY2018 budget, a \$190,000 or 31.67% decrease is due to a downward trend in receipts. This downward trend in telecommunications tax receipts can be attributed to: 1) more customers cancelling their landlines; 2) only calls and texts are taxable as data packages are not subject to the tax; and 3) trends in cell phone packages switched from unlimited data and a fee per call or text to include unlimited talk (including free long distance) and text packages.

**Utility Taxes – Natural Gas Tax**

The Village Board adopted the Gas Use Tax on April 25, 2002 and collections began on June 1, 2002. In November 16, 2017, the Village Board amended the code to increase the rate per therm from \$0.015 cents to \$0.03 cents per therm effective January 1, 2018. Natural Gas Tax is a fee charged to residents and businesses for the purchase of natural gas. It is calculated on the total amount of therms transported through the Nicor distribution system. Revenue received from this tax is generated based on actual usage and largely depends on fluctuations on high/low weather patterns. The FY2019 budget of \$415,000 is an increase of \$15,000 or 3.75% from the FY2018 projection. Compared to FY2018 budget, a \$22,000 or 5.60% increase is due to rate increase and weather trend prediction.

**Utility Taxes – Electric Tax**

The Village tax on electricity is based upon established rates per kilowatt-hours used or consumed in a month. Revenue received from these taxes is generated based on actual usage and largely depends on fluctuations in temperature and population. The FY2019 budget of \$990,000 is an increase of \$5,000 or 0.51% from the FY2018 projection. Compared to FY2018 budget, a \$10,000 or 1.00% decrease is due to revenue trend and weather trend prediction.



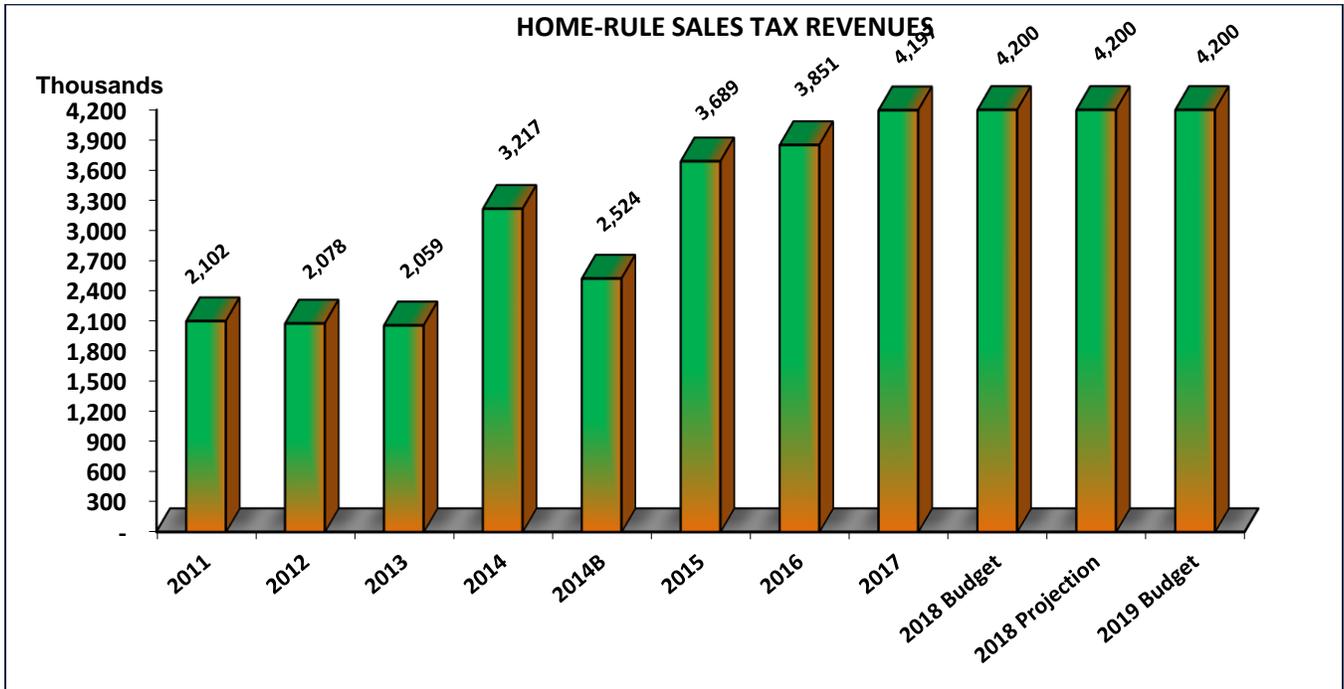
**General Sales Tax**

The current general merchandise sales tax rate in Hanover Park (**Cook County**) is 9.75%. This is a combination of rates for the State of Illinois (6.25%), the Cook County Home Rule (1.75%), the Regional Transportation Authority (1.00%) and the Hanover Park Home Rule (0.75%).

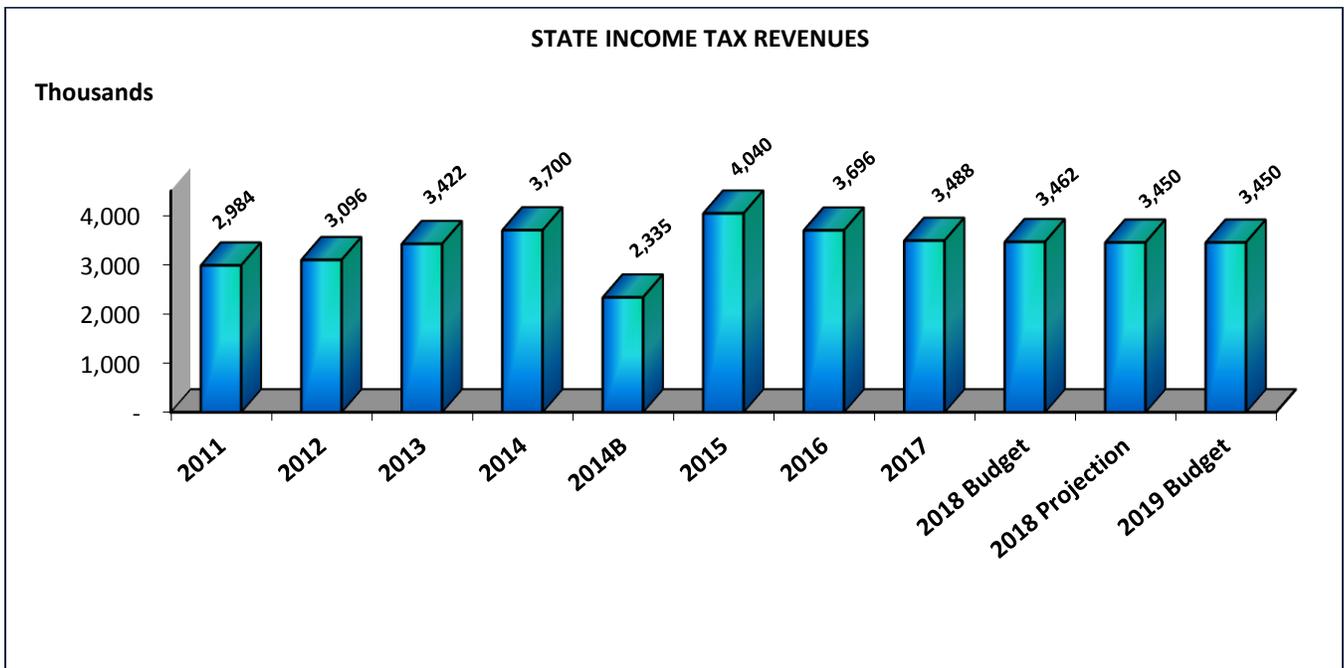
Sales tax rate in Hanover Park (**DuPage County**) is 7.75%. This is a combination of rates for the State of Illinois (6.25%), the Regional Transportation Authority (0.75%) and the Hanover Park Home Rule (0.75%). The State Rate is further divided with 5.25% going to the State and the other 1.00% being distributed to the Village.

It is this 1.00% that represents General Sales Tax. The local and state economy drives this revenue. FY2018 General Sales Tax receipts have grown slightly with projections of \$34,812 increasing by 0.54% compared to FY2017 actuals. The FY2019 budget of \$6,500,000 is an increase of \$70,000 or 1.09% from the FY2018 projection. Compared to FY2018 budget, there is a \$100,000 or 1.56% increase on the budgeted amount. The increase of this revenue stream is impacted by steady growth of the economy.

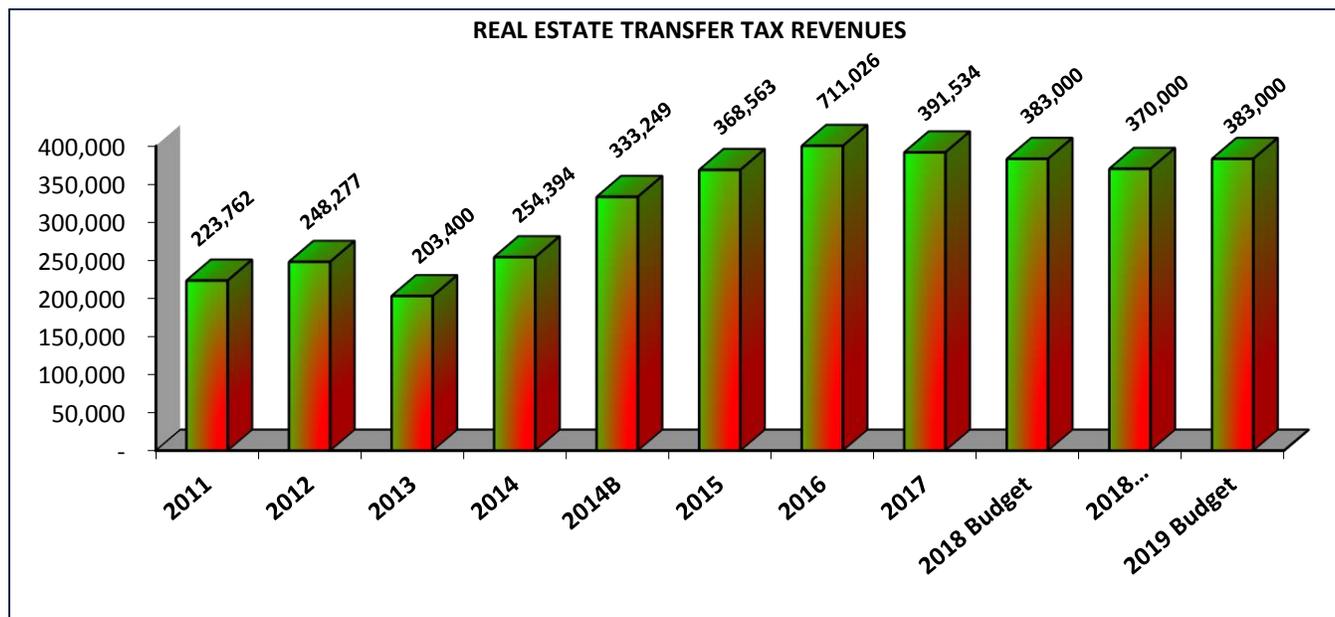
**State Use Tax** – is a sales tax that you, as the purchaser, owe on items that you buy for use in Illinois. If the seller does not collect at least 6.25 percent (6.25%) sales tax, you must pay the difference to the Illinois Department of Revenue. The most common purchases on which the seller does not collect Illinois Use Tax are those made via the internet, from a mail order catalog, or made when traveling outside Illinois. The Village receives a portion of the total State Use Tax receipts on a per-capita basis. The FY2019 budget of \$1,000,000 is an increase of \$5,000 or 0.50% from the FY2018 projection. Compared to FY2018 budget, a \$75,000 or 8.11% increase is due to revenue data trend and the steady growth of the economy.



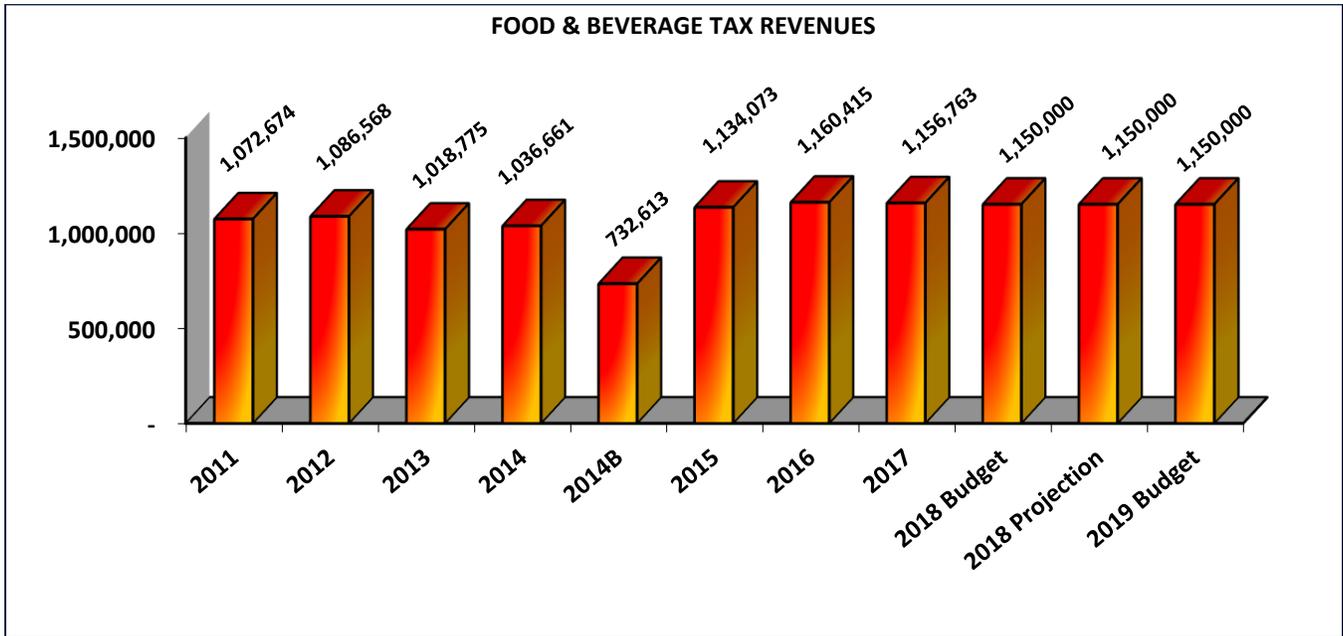
**Home-Rule Sales Tax Revenues** – the Village implemented a Home Rule Sales Tax in 1994 at a rate of 0.50%. In March 2013 the Village Board approved a 0.25% increase in the Home Rule Sales Tax rate, bringing the new rate to 0.75% effective July 2013. Home Rule Sales Tax does not apply to the sale of vehicles or qualifying food and drugs. Or registered/titled property purchases (i.e. vehicles) so it is often less than the local share of the retailer’s occupation tax (i.e. General Sales Tax). The FY2019 budget of \$4,200,000 is the same as the FY2018 adopted budget and FY2018 projection. This is a direct result of the State of Illinois imposing a 2% Administrative Fee on Home Rule Sales Tax collections effective July 1, 2017 with the adoption of their budget. The State amended the Administrative Fee to 1.5% effective July 1, 2018 with the adoption of their budget. The actual cost of the fee is \$59,381 in FY2017 and \$80,000 estimated in FY2018.



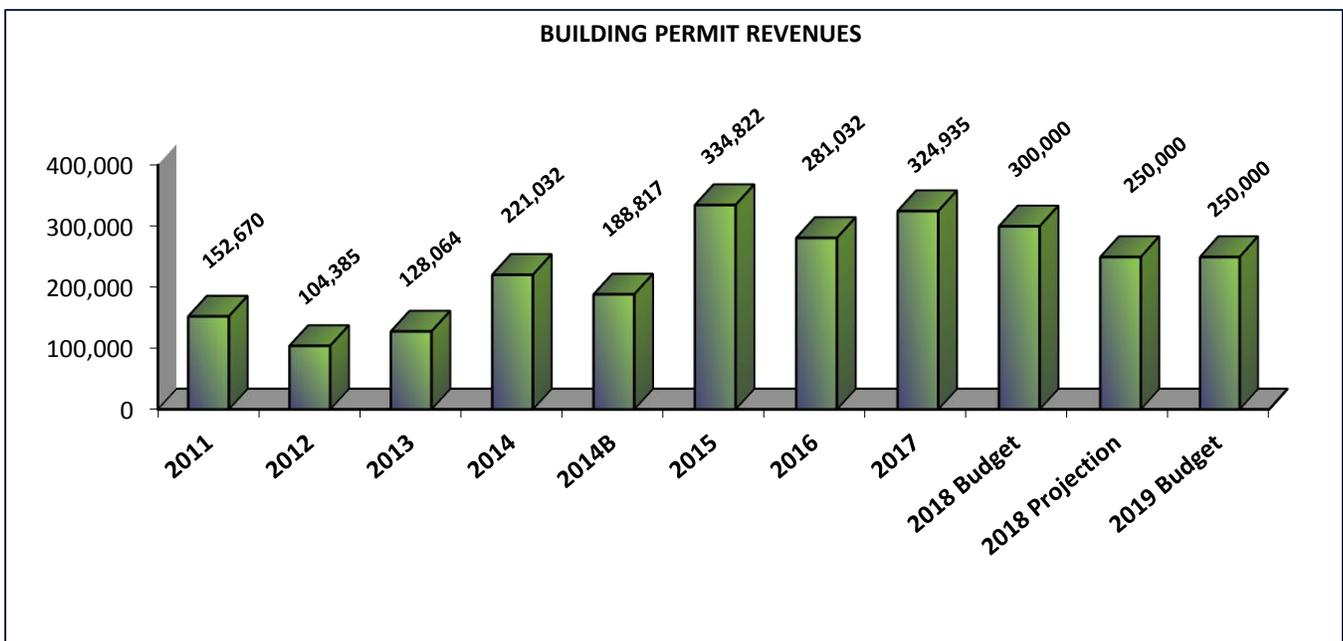
**State Income Tax Revenues** – the Village receives a portion of the total State Income Tax receipts on a per-capita basis. FY2011 receipts of \$2,984,408 a sign of stabilization, began to show with an increase of \$111,857 or 3.75% in FY2012, and \$325,882 or 10.53% in FY2013. In FY2014 an increase of \$278,176 or 8.13%. The FY2014B actual amount of \$2,335,241 is due to the Village switching from Fiscal Year to Calendar Year effective May 1, 2014. In FY2015, receipts increased by 9.19% (compare to FY2014) as many private businesses failed to adjust their tax rate for their employees when the State of Illinois income tax rate dropped from 5% to 3.75% on January 1, 2015. FY2015 actual revenues decreased by \$344,044 or 8.51% in FY2016 and \$233,995 or 6.33% in FY2017. A portion of the FY2017 decline is due to the State of Illinois one-time 10% reduction in local income tax distributions effective July 1, 2017. The FY2018 Projection is decreased by \$12,450 or 0.36% from FY2018 adopted budget. The State once again reduced the Income Tax revenue by 5% effective July 1, 2018. The FY2019 budget of \$3,450,000 is the same as the FY2018 projection.



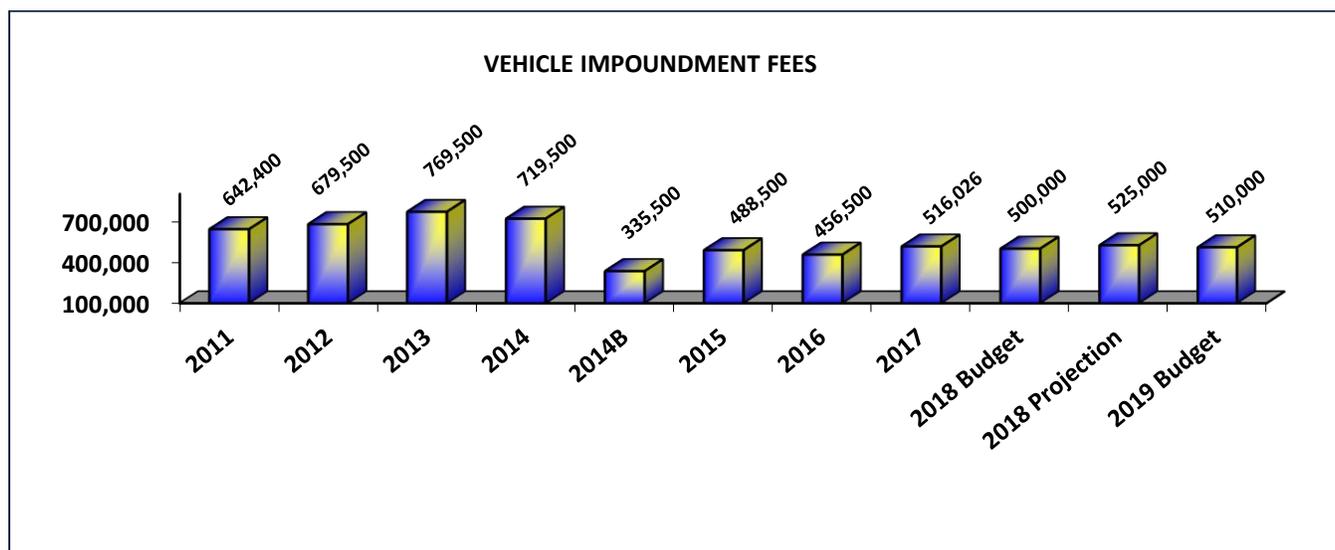
**Real Estate Transfer Tax** – The Village’s real estate transfer tax is \$1.50 per \$500 of sales price. This tax was instituted in FY1997 to pay for approximately 50% of the annual debt service of the 1996 General Obligation Bond Issue. This bond issue was refunded by the 2002 General Obligation Refunding Bonds. The tax was intended to fund the majority of the 2002 debt payments through FY2012. Once the Bonds were paid, all real estate transfer tax revenues began flowing to the General fund. In FY2014, the Village reviewed the tax and decided not to increase it. A benefit of this tax is that the Village can collect unpaid accounts receivable balances for water and sewer services and parking tickets prior to issuance of a transfer stamp. All outstanding amounts must be paid in full before the real estate transfer tax stamp can be issued. This revenue is linked directly to housing sales. In FY2014B, there was a big jump in revenues in the amount of \$78,855 or 31.00% compared to FY2014. The increase was due to the issuance of transfer stamp for two (2) commercial properties located at 4175 Chandler Drive and 6325 Muirfield Drive. Another jump occurred in FY2016 due to transfer of ownership of four (4) commercial building located at 2000 Lake Street, 1200-1220 Central, 825 Turnberry Ct. and the 850 Central. The FY2019 budget of \$383,000 is the same amount as the FY2018 adopted budget. Compared to FY2018 projection it is an increase of \$13,000 or 3.51% of \$370,000. Any major changes in the economy as well as mortgage interest rates can have a substantial impact on home sales and the real estate transfer taxes received by the Village.



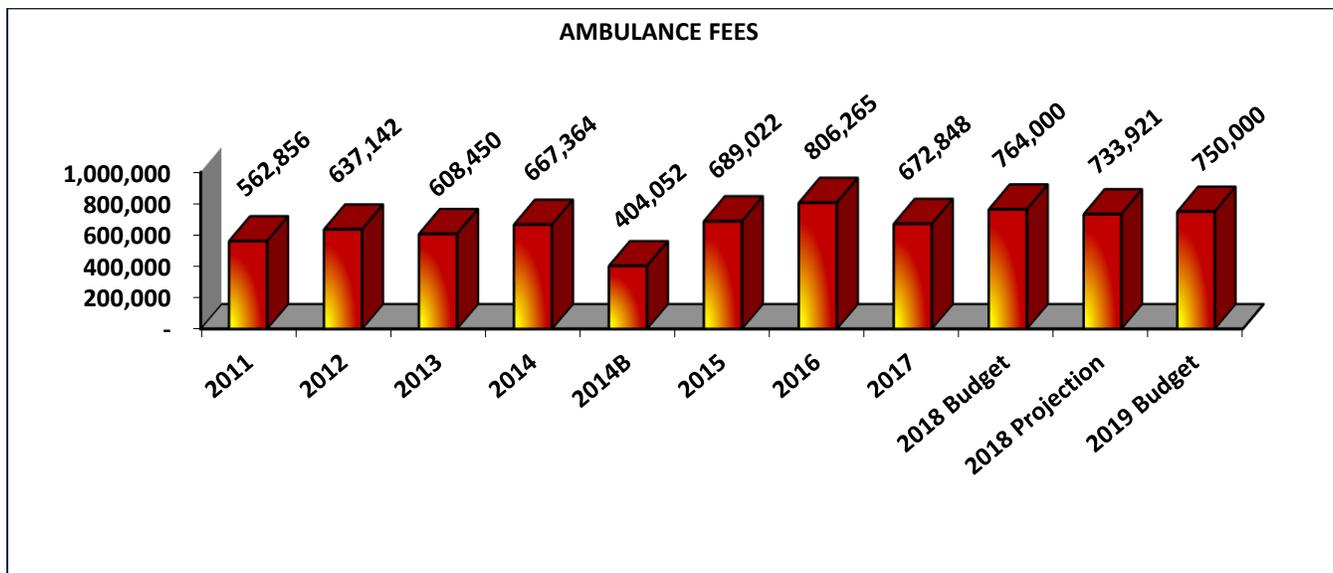
**Food and Beverage Tax Revenues** – This is a 3% tax on the sale of retail food and alcoholic beverages prepared for immediate consumption. This tax is remitted to the Village on a monthly basis and directly deposited into the General Fund. The Village imposed a three percent (3%) tax on prepared food and beverages in 1986. With openings and closing of restaurants and stores, small fluctuations have since occurred. For the most part, this revenue has been relatively constant from FY2011 through FY2014. The FY2014B actual amount of \$732,613 is lower compared to FY2014 because the Village switched from a Fiscal Year to Calendar Year budget effective May 1, 2014. It reflects 8 months of revenue collected in FY2014B. Starting in FY2015 revenue have been constant again, fluctuations will occur depending on a success of a restaurant or fast food establishment. The FY2019 budget of \$1,150,000 is the same as the FY2018 adopted budget and FY2018 projection.



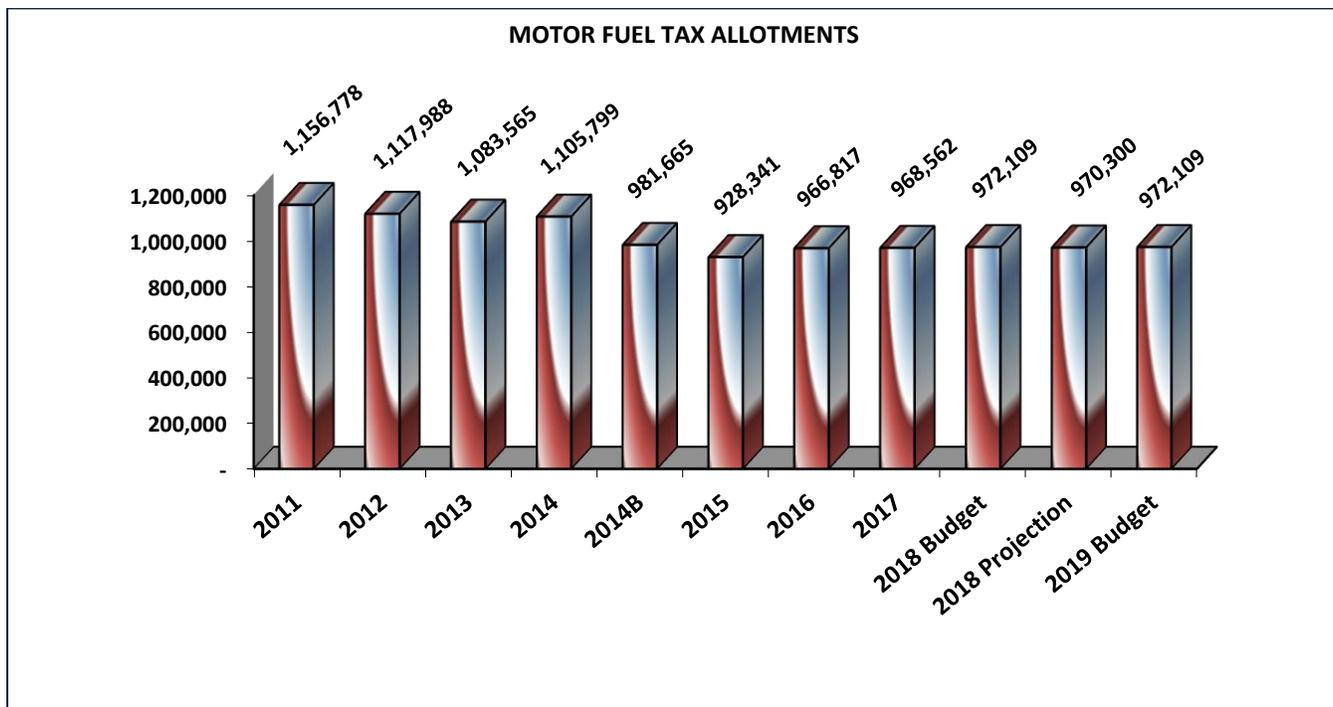
**Building Permit Revenue** – Building Permits must be purchased prior to construction. Permit fees vary depending upon the nature of the construction. Building permit revenues are directly tied to economic growth and development within the Village. FY2011, building permit revenues fluctuates through FY2014B as the economic conditions for building or renovating facilities was slow to recover. In FY2015 revenue collected was \$334,822 due to the remodeling of a commercial building located at 1200 Central Avenue, an addition to a commercial building at 4525 Turnberry Drive, and the construction of Barrington Bank and Trust at 6800 Barrington Road. The FY2016 actual is lower by \$53,790 or 16.07% compared to FY2015, no major remodeling or construction project happened in that year. In FY2017 revenue collected was \$324,935 an increase of \$43,903 or 15.62% from FY2016 due to roofing construction located at 6525 Muirfield Court, and 6325 Muirfield Court, remodeling of McDonald’s at 7455 Barrington Rd, and building addition at 1700 Drake Court. The FY2018 projection is a decrease of \$50,000 or 16.67% from FY2018 adopted budget which includes the anticipated redevelopment of 900 Irving Park Road Project. FY2019 budget of \$250,000 is the same amount as the FY2018 projection.



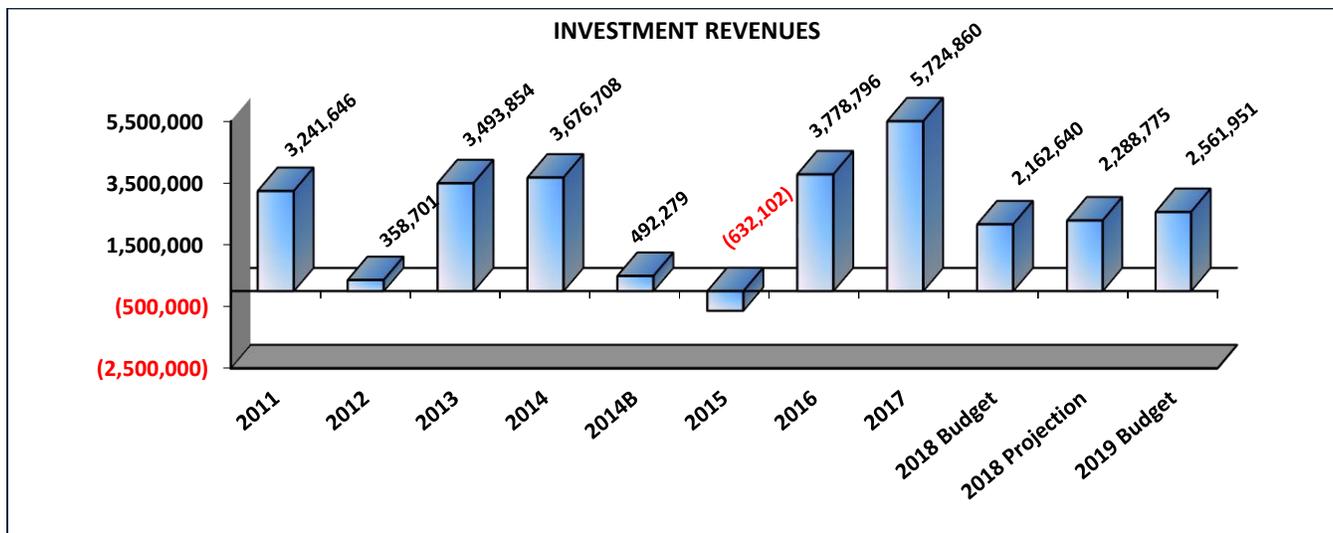
**Vehicle Impoundment Fees** – The Village instituted a \$500 vehicle impoundment fee during Fiscal Year 2004. This revenue is intended to partially offset the substantial cost of police officer time on vehicle impoundments associated with driving under the influence and suspended or revoked license enforcement. The fee was expanded during Fiscal Year 2005 to include the following additional violations: driving with no valid driver's license, drag racing, firearms offense and fleeing or attempting to elude. The fee applies when a person is arrested for any of the above violations and their vehicle is impounded. Gradual increases have occurred from FY2011 through FY2014. The FY2014B actual amount of \$335,500 is lower compared to FY2014 of \$719,500 because the Village switched from Fiscal Year to Calendar Year Effective May 1, 2014. It reflects 8 months of revenue collected in FY2014B. This revenue fluctuates from year to year depending on the action of motorist being aware of the Village Code and road rules and regulations. The FY2019 budget of \$510,000 is a decrease of \$15,000 or 2.86% of FY2018 projection.



**Ambulance Fees** – The Village charges a fee for ambulance transport to local hospitals in order to recoup a portion of the cost of providing this service. Ambulance fees are directly associated with Fire Department paramedic activities. From FY2011 through FY2014, revenues gradually increased due to an increase in volume of calls for service. Starting in Fiscal Year 2012, the Fire Department implemented non-emergency ambulance transfers through the Claremont rehabilitation center, as well as village-wide. The FY2014B actual amount of \$404,052 is lower compared to FY2014 of \$667,364, because the Village switched from a Fiscal Year to Calendar Year budget Effective May 1, 2014. It reflects 8 months of revenue collected in FY2014B. In FY2015 revenue started to increase and in FY2016 the Village passed an ordinance to increase fees for recovery for medical services effective January 1, 2016 to be more in-line and comparable with surrounding communities who provides the same services. In October 2017 the Village board approved another rate increase, based on a survey gathered by the Fire Department that the Village still charged lower rates compared to our surrounding communities. The new rate reflected in the FY2018 budget of \$764,000 includes a 13.55% increase over the FY2017 actual of \$672,848. The FY2018 projection is a decrease of \$30,079 or 3.94% from FY2018 adopted budget due to emergency response call volume down in mid-2018. FY2019 budget of \$750,000 is a decrease of \$14,000 or 1.83 from the FY2018 adopted budget.

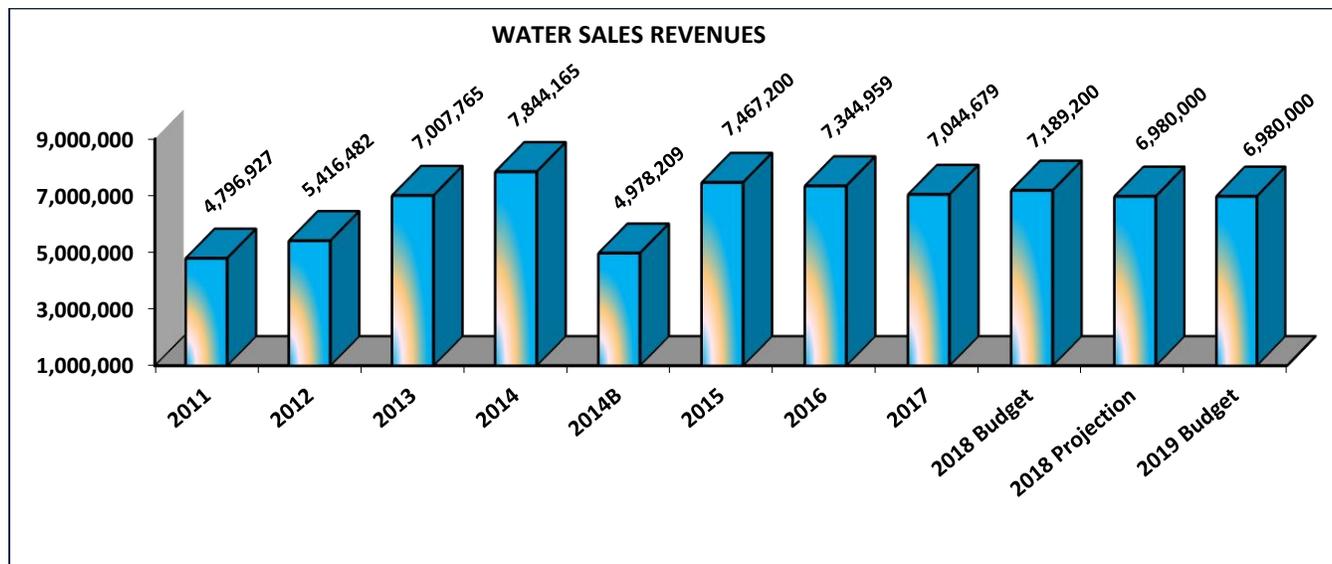


**Motor Fuel Tax** - The Village receives a portion of the State Tax on the sale of Motor Fuel Tax (MFT). This tax is distributed to the Village on a per-capita basis. Money from this fund, as directed by the State Law, can be utilized for the construction and maintenance of roads and related items. This revenue fluctuated through FY2014 due to gasoline prices. The FY2014B actual amount of \$981,665 is lower compared to FY2014 of \$1,105,799, because the Village switched from a Fiscal Year to Calendar Year Budget Effective May 1, 2014. It reflects 8 months of revenue collected in FY2014B. Starting in FY2015 actual revenue collected drastically decreased compared to FY2014B which only accounted for 8 months of revenues. Gradual increases have occurred starting in FY2015 through FY2017. The revenue fluctuates from year to year depending on the consumers fuel consumption ways. FY2019 budget of \$972,109 is the same amount as the FY2018 adopted budget. Compared to FY2018 projection it is an increase of \$1,809 or 0.19% of \$970,300.

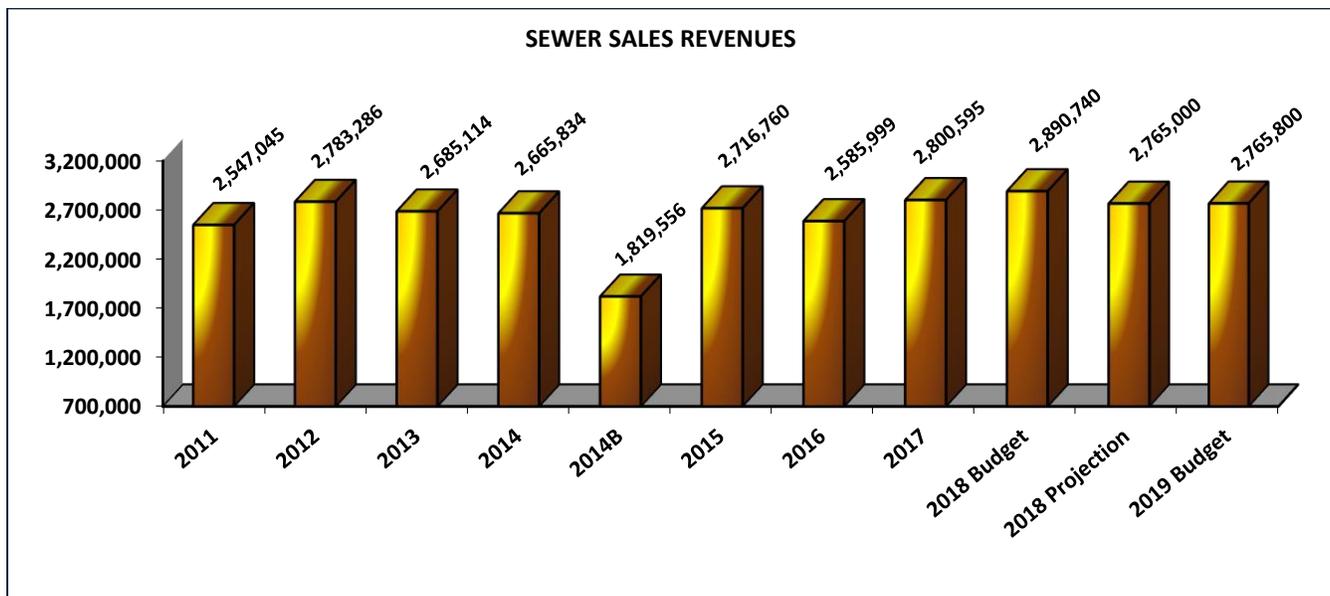


**Investment Revenues** – Investment revenues are an important source of funding for Village services. Investment revenues include interest and the Net Change in Fair Value of investments. This category of revenue is dependent upon invested balances, as well as current trends in interest rates nationally and the stock market. As interest rates, equity markets and the invested balances rise, revenues will rise; as they fall, the opposite will occur. Interest and investment results in the Village’s pension funds are included in this category. The State Legislature has enabled the Village’s two pension funds opportunities for investment in mutual funds and stocks.

A large decrease occurred in FY2012 due to the fair values of investments declining, but they regained value in the following year. FY2013 increased primarily due to a positive investment year with both the Police and Firefighter Pensions. The FY2014B actual amount of \$492,295 is lower compared to FY2014 of \$3,594,028 because the Village switched from a Fiscal Year to a Calendar Year budget effective May 1, 2014. It reflects 8 months of revenue collected in FY2014B. FY2015 had a negative actual revenue of \$632,175 which was a lower than anticipated return on investment due to market rate, stock prices were down the last quarter of 2015. FY2016 and FY2017 increased primarily due to positive investment year for Police and Fire Pension and CD’s having an excellent rate of return for the Village Operating and Other Funds. The FY2019 budget amount is a conservative estimate based on return of investment data and economic conditions.



**Water Sales Revenues** – The Village’s water customer base includes approximately 11,000 customers, a combination of Cook County and DuPage County residents. Customers are billed bi-monthly. The Village is a member of the Northwest Suburban Municipal Joint Action Water Agency (JAWA) and receives its water from Lake Michigan through the City of Chicago. In the past, because the Village obtains its water from the City of Chicago, the Village was subject to any increase the City issued. In January 2011, the City of Chicago announced a series of rate increases over a 4-year period equal to 70%, starting in 2012 through 2015. As part of this rate adjustment, the minimum bill consumption amount was eliminated and replaced with a flat service fee (Infrastructure Fee) of \$12.50 per month. To forecast future costs of service and be able to provide the revenue to meet those costs, the Village must project and evaluate trends in water consumption and number of customers. The rate structure includes a flat service fee and a consumption rate. The flat service fee (Infrastructure Fee) is billed monthly effective September 1, 2016. The consumption of water is reported by actual meter reads on a property. The FY2014B actual amount of \$4,978,209 is lower compared to FY2014 of \$7,844,165 because the Village switched from a Fiscal Year to a Calendar Year budget effective May 1, 2014. It reflects 8 months of revenue collected in FY2014B. The FY2015 actual revenue of \$7,467,200 is \$1,237,200 lower than the budget amount. The FY2016 actual revenue of \$7,344,959 or 1.64% lower than FY2015 actual of \$7,467,200. The FY2017 actual revenue of \$7,044,679 or 4.09% lower than FY2016 actual. FY2018 projection is \$104,679 or 1.49% lower than FY2017 actual amount, this is the first full year that the Village has been on a monthly billing cycle. FY2019 budget of \$6,980,000 is the same amount as the FY2018 projection amount. This revenue is entirely dependent on water consumed with weather playing a major role, especially during the summer. This is the fourth consecutive year that the Village did not increase the water rate. It remains \$9.35 per 1,000 gallons since January 2015.

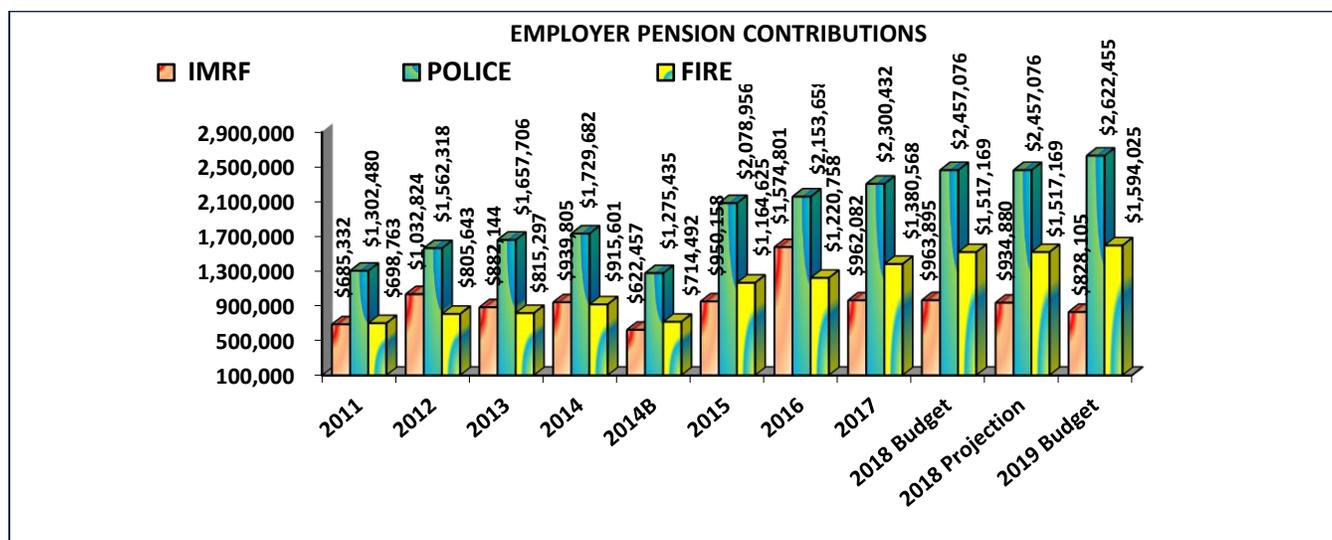


**Sewer Sales Revenues** – The sewer consumption is assumed to be the same as water consumption. Revenues are determined by the amount of water sold to individual homes and businesses. Sewer sales revenue has increased and decreased in a similar pattern to water sales. Residents in the Cook County portion of the Village pay reduced rates because their sewage is treated by the Metropolitan Water Reclamation District of Greater Chicago’s treatment facilities, which recovers revenues through a property tax levy. DuPage County residents have their sewage treated by the Village’s wastewater treatment plant. Through 2005, a summer sewer credit based on winter water consumption was applied to two bills each year to reduce the bill for lawn and outside watering which does not enter the sewer system. In FY2006, this credit was expanded to include three bills each year to encompass all the summer months. FY2012 through FY2015 show slight increases due to a yearly rate increase of 3%. The FY2014B actual amount of \$1,819,556 is lower compared to FY2014 of \$2,665,834 because the Village switched from a Fiscal Year to a Calendar Year budget effective May 1, 2014. It reflects 8 months of revenue collected in FY2014B. In FY2016 the water and sewer ordinance was amended to cancel the summer sewer credit effective March 1, 2016. The FY2016 actual revenue of \$2,586,000 is \$130,760 or 4.81% lower than FY2015 actual of \$2,716,760. The FY2017 actual of \$2,800,595 is \$214,595 or 8.30% higher than FY2016 actual. FY2018 projection is \$35,595 or 1.27% lower than FY2017 actual amount, this is the first full year that the Village has been on a monthly billing cycle. FY2019 budget of \$2,765,800 is \$800 or 0.03% higher than FY2018 projection amount. This revenue is entirely dependent on water consumed with weather playing a major role, especially during the summer. This is the fourth consecutive year that the Village did not increase the sewer rate. It remains \$2.07 Cook County and \$5.57 DuPage County per 1,000 gallons since January 2015.

**EXPENDITURE TRENDS AND PROJECTIONS**

**Personnel Services** – Regular salaries and overtime compensation, together with various benefits, provided to employees, make up the single largest expenditure item in the Village’s budget. Total Personnel Service expenditures are budgeted at \$32,950,988, approximately 50.60% of total Village FY2019 expenditures. The Village currently has six unionized labor groups that have collective bargaining agreements. Teamsters Local No. 714 represents the Public Works employees. The Police Department has three unions. The Police Patrol Officers, Police Sergeants and Police Civilian employees, each belong to a union with the Metropolitan Alliance of Police (MAP). The Firefighters are represented by the International Association of Firefighters (IAFF). The paid-on-call firefighters are represented by the Service Employees International Union (SEIU).

**Employer Pension Contributions** – The Village funds three pensions including the Police Pension, the Firefighters’ Pension and the Illinois Municipal Retirement Fund (IMRF). The IMRF plan covers all full-time non-sworn municipal employees. The Village is mandated by the State of Illinois to provide its employees with retirement pension benefits. As shown below, the Village’s expense to comply with state mandates has increased by nearly seventy three percent (73%) in the last 7 years (difference between 2011 and 2017 actual pension contribution). The Village of Hanover Park tracks the IMRF, Police and Fire Pension Levy within the General Fund. The Police, Fire and IMRF Pensions are within the Corporate Levy. As of December 31, 2017, the Police Pension and the Fire Pension funds are funded at 57.46% and 61.77% respectively. The IMRF Pension actuarial funded ratio as of December 31, 2016 was 85.07%.

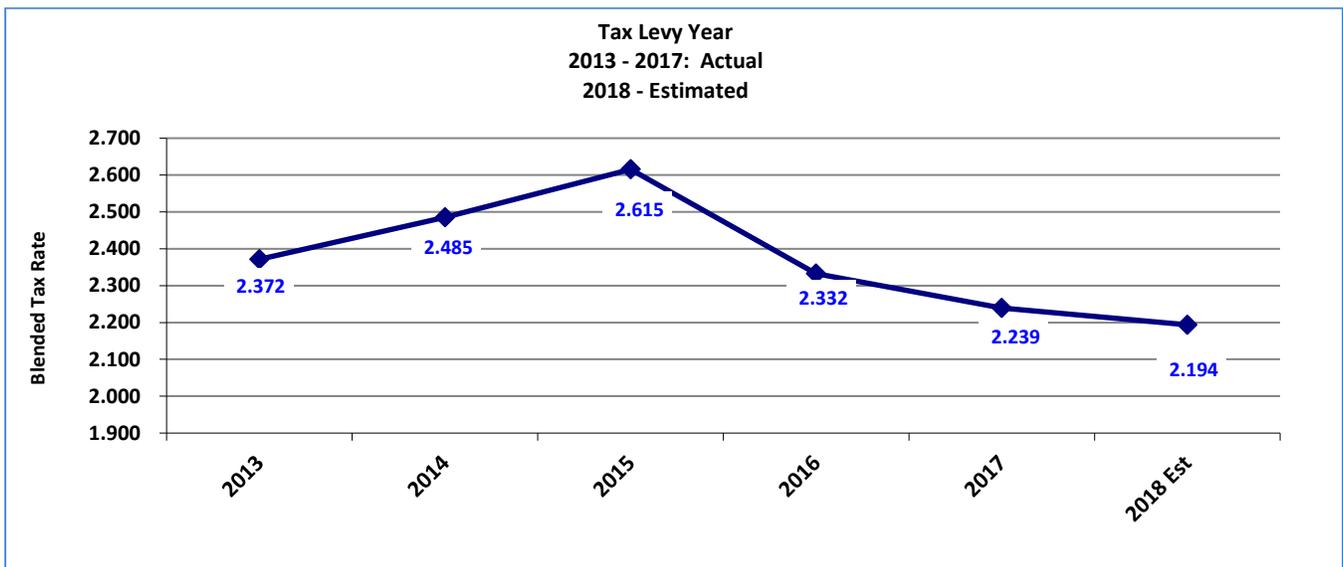


Employer Pension Contributions				
Year	IMRF	POLICE	FIRE	TOTA:
2011	685,332	1,302,480	698,763	2,686,575
2012	1,032,824	1,562,318	805,643	3,400,785
2013	882,144	1,657,706	815,297	3,355,147
2014	939,805	1,729,682	915,601	3,585,088
2014B	622,457	1,275,435	714,492	2,612,384
2015	950,158	2,078,956	1,164,625	4,193,739
2016	1,574,801	2,153,658	1,220,758	4,949,217
2017	962,082	2,300,432	1,380,568	4,643,082
2018 Budget	963,895	2,457,076	1,517,169	4,938,140
2018 Projection	934,880	2,457,076	1,517,169	4,909,125
2019 Budget	828,105	2,622,455	1,594,025	5,044,585

## EXHIBIT G

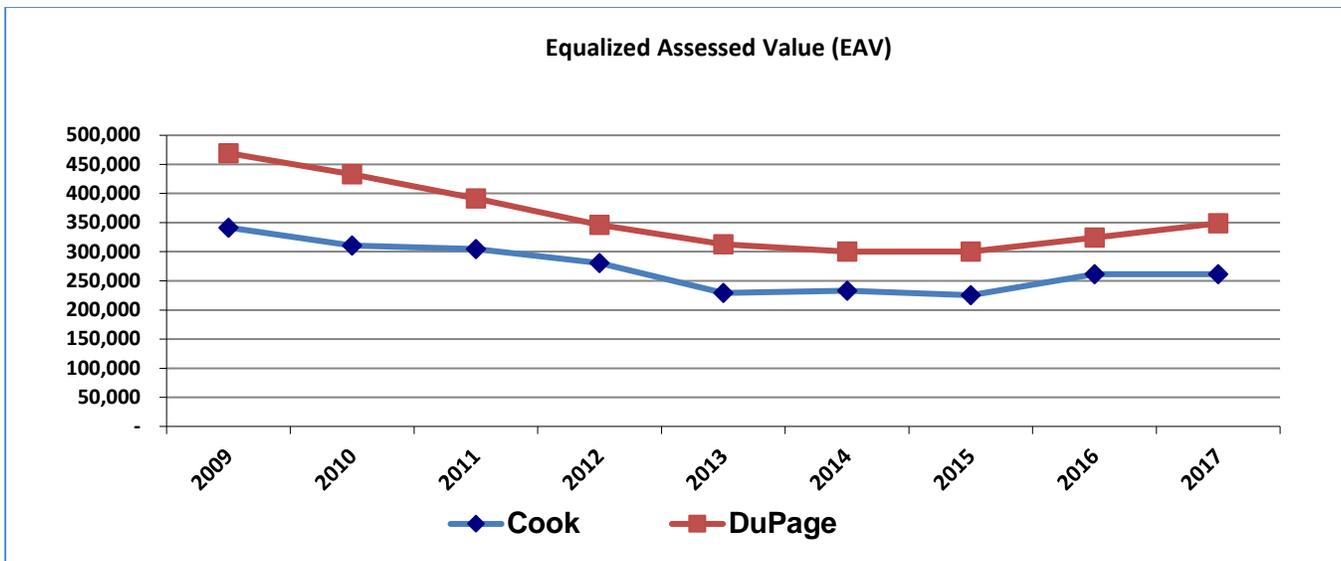
### VILLAGE OF HANOVER PARK, ILLINOIS Property Tax Levies and Blended Tax Rates

Fiscal Year	2014	2015	2016	2017	2018	2019
Tax Levy Year	2013 Extended	2014 Extended	2015 Extended	2016 Extended	2017 Extended	2018 Tax Levy
Corporate	\$ 5,897,559	\$ 5,597,199	\$ 5,460,856	\$ 3,556,451	\$ 3,101,166	\$ 2,634,434
Corporate Police Pension			\$ -	\$ 2,293,935	\$ 2,505,035	\$ 2,622,455
Corporate Fire Pension			\$ -	\$ 1,378,355	\$ 1,546,626	\$ 1,594,025
Corporate - Fire	\$ 5,381,165	\$ 6,041,616	\$ 6,446,919	\$ 4,633,633	\$ 4,719,862	\$ 4,809,586
<b>Total Corporate</b>	<b>\$ 11,278,724</b>	<b>\$ 11,638,815</b>	<b>\$ 11,907,775</b>	<b>\$ 11,862,374</b>	<b>\$ 11,872,689</b>	<b>\$ 11,660,500</b>
Debt Service						
2010 GO Bond	\$ 629,970	\$ 619,170	\$ 729,712	\$ 670,081	\$ 662,136	\$ 639,903
2010A GO Bond	\$ 299,778	\$ 343,951	\$ 451,128	\$ 467,670	\$ 458,880	\$ 437,038
2011 GO Bond	\$ 654,697	\$ 652,237	\$ 664,215	\$ 665,543	\$ 670,065	\$ 649,275
<b>Net Debt Service Levy</b>	<b>\$ 1,584,445</b>	<b>\$ 1,615,358</b>	<b>\$ 1,845,055</b>	<b>\$ 1,803,294</b>	<b>\$ 1,791,081</b>	<b>\$ 1,726,215</b>
<b>Total Levy</b>	<b>\$ 12,863,169</b>	<b>\$ 13,254,173</b>	<b>\$ 13,752,830</b>	<b>\$ 13,665,668</b>	<b>\$ 13,663,770</b>	<b>\$ 13,386,715</b>
<b>Blended Tax Rate</b>	<b>2.372</b>	<b>2.485</b>	<b>2.615</b>	<b>2.332</b>	<b>2.239</b>	<b>2.194</b>



The Village of Hanover Park is located within two counties; DuPage and Cook. The blended tax rate represents an average of both counties. In 2013 Tax Levy year the Village approved a 4.99% increase in taxes (excluding Debt Service). In 2014 Tax Levy year the Village approved a 3.00% increase in overall levy (Corporate and Debt Service). In 2015 Tax Levy year the Village approved a 1.00% increase in overall levy (Corporate and Debt Service). In 2016 through 2018 the Village approved a zero percent (0.00%) increase in overall levy (Corporate and Debt Service). As shown above, the blended tax rate starts decreasing from 2016, to 2017 and to the estimated rate in 2018. The equalized assessed value (EAV) increases slowly within the Village. The end-result is that when the EAV increases, the tax rate decreases.

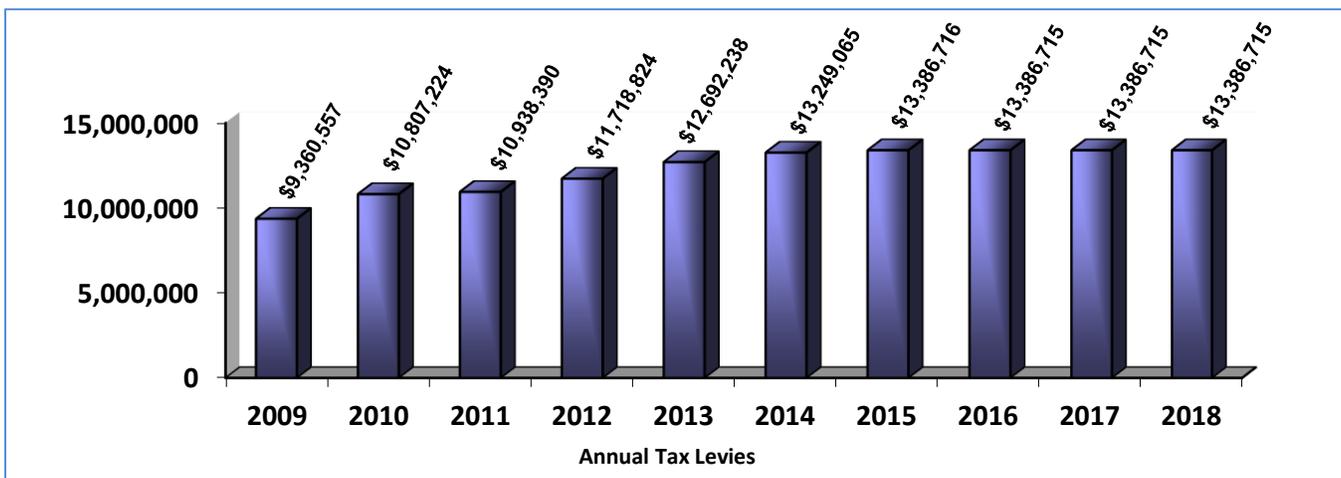
## EXHIBIT H



2009-2017: Actual

Levy Year	2009	2010	2011	2012	2013	2014	2015	2016	2017
Cook	341,514	310,642	304,659	280,598	229,461	233,116	225,330	261,408	261,519
DuPage	469,242	433,012	391,277	346,087	312,941	300,188	300,525	324,478	348,717
Total EAV	810,756	743,653	695,936	626,686	542,402	533,304	525,854	585,886	610,237

Since 2010 and with the economic downturn, the Equalized Assessed Value (EAV) has decreased in Cook County and DuPage County. The decline in property values is the main cause of this decrease. In 2017 the Village's total assessed value increase by 24,351 or 4.16% compared to 2016 equalized assessed value.

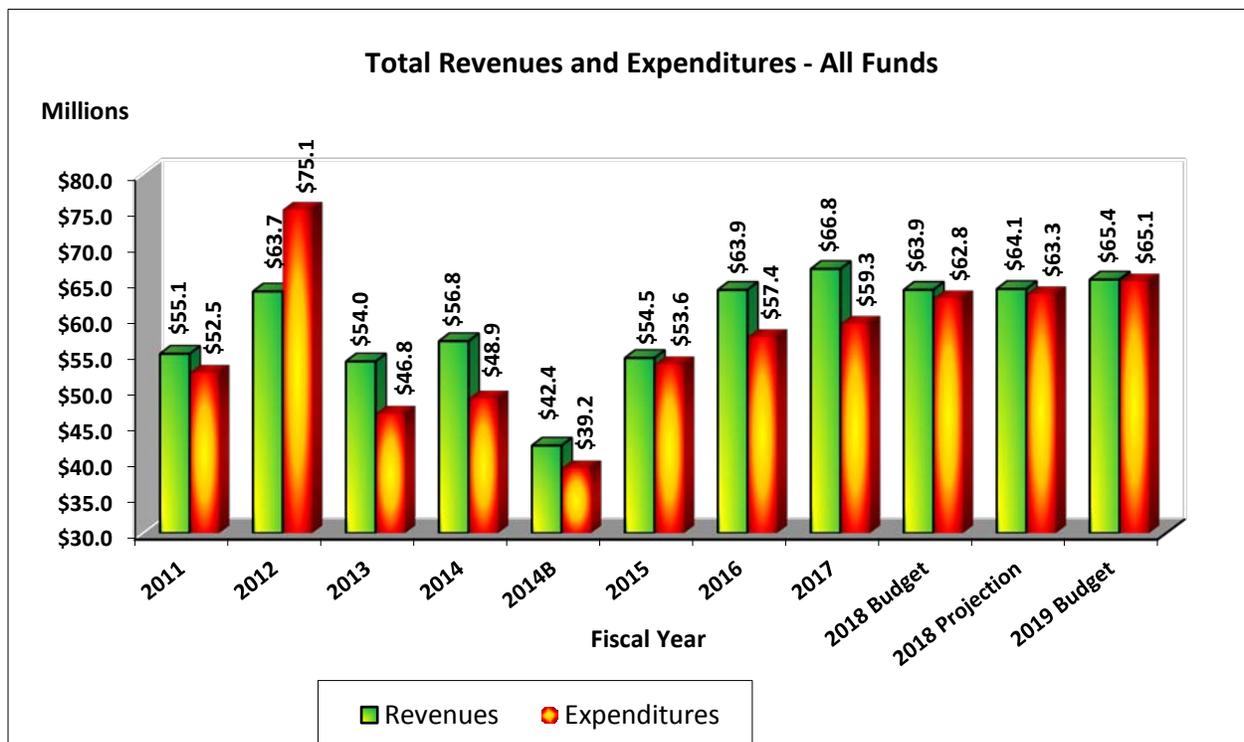


2009-2017: Actual Adopted Levy    2018 - Proposed Levy

The levy increases have been limited to no more than 5% except in 2010. The total levy increases were higher in 2010 as a result of the 2010 and 2010A General Obligation Bonds and refunding of 2004 Bond payment schedule. The Village's 2018 property tax levy to be collected in FY2019 is \$13,386,715. \$1,726,215 is assigned to pay specific debt obligations while \$4,216,480 is levied to pay for the Village portion of Police and Fire pension contributions. Once again, the Board approved a (zero) 0.00% increase in overall 2018 tax levy to be collected in FY2019. This is the third year that the Village did not increase the property tax overall levy.

# BUDGET SUMMARY

- Budget Summary – Total by Fund – Revenues and Other Financing Sources
- Budget Summary – Total by Fund – Expenditures and Other Financing Uses
- Budget Summary – Total by Category and Fund
- Budget Summary by Account – All Funds
- Statement of Revenues, Expenditures and Changes in Fund Balance / Unrestricted Net Assets



## 2011 – 2017: Actual Revenues and Expenditures – All Funds

The increase in revenues and expenditures in FY2011 and FY2012 is due to the issuance and refunding of bonds, used for the construction of the new police station and other related sources. The FY2014B revenues and expenditures actual amount is lower compared to FY2014 because the Village switched from Fiscal Year to Calendar Year effective May 1, 2014. It reflects 8 months of revenues collected and expenditures in FY2014B. FY2015 is the first full year cycle when we switched to Calendar Year in May 2014. FY2018 Revenues projection exceeded budgeted amount like sales and home rule sales tax and investment due to improving economy. Expenditures were below budget due to closely monitoring the village expenditures.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary - Total by Fund  
 Calendar Year Ending December 31, 2019

Fund	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
General	\$ 33,126,657	\$ 34,291,822	\$ 34,573,365	\$ 34,304,935	\$ 34,582,070	\$ 34,637,272
<b>Special Revenue Funds</b>						
Motor Fuel Tax	933,609	970,891	1,492,803	1,045,709	1,106,800	975,609
Road and Bridge	117,438	114,104	340,749	851,986	836,299	2,374,000
MWRD Fields	625,624	157,370	181,408	187,700	211,300	214,200
State Restricted	62,019	75,524	64,138	57,945	81,665	56,165
Federal Restricted	-	1,869	7,122	20	2,819	1,100
Foreign Fire Insurance	59,400	39,609	27,716	39,050	39,750	39,500
SSA #3	15,108	15,375	16,366	16,292	16,492	16,878
SSA #4	15,448	20,245	19,453	19,246	19,446	19,969
SSA #5	242,149	154,661	158,432	161,750	162,200	166,598
TIF #3	1,947,491	1,803,070	1,888,909	2,060,000	2,020,177	2,008,146
TIF #4	-	0	-	20,000	10,020	30,000
TIF #5	6,570	25,865	174,171	14,500	11,125	11,600
	<u>4,024,857</u>	<u>3,378,583</u>	<u>4,371,267</u>	<u>4,474,198</u>	<u>4,518,093</u>	<u>5,913,765</u>
<b>Debt Service Funds</b>						
2011 General Obligation Bonds	639,042	655,327	652,036	651,413	652,813	650,775
2010 General Obligation Bonds	767,746	878,134	811,089	775,705	795,705	773,403
2010A General Obligation Bonds	433,066	539,932	550,531	476,088	537,138	468,038
	<u>1,839,854</u>	<u>2,073,393</u>	<u>2,013,656</u>	<u>1,903,206</u>	<u>1,985,656</u>	<u>1,892,216</u>
<b>Capital Projects Funds</b>						
SSA #6	72,837	78,658	76,366	75,120	75,500	75,300
General Capital Projects	1,499,288	1,312,133	1,789,049	1,995,764	2,002,264	890,776
	<u>1,572,125</u>	<u>1,390,791</u>	<u>1,865,415</u>	<u>2,070,884</u>	<u>2,077,764</u>	<u>966,076</u>
<b>Enterprise Funds</b>						
Water and Sewer	12,296,062	11,977,660	12,197,582	12,426,540	12,101,399	12,194,911
Commuter Parking Lot	389,338	444,063	396,197	450,772	424,545	446,497
Hanover Square	(3,635,634)	-	-	-	-	-
	<u>9,049,765</u>	<u>12,421,723</u>	<u>12,593,779</u>	<u>12,877,312</u>	<u>12,525,944</u>	<u>12,641,408</u>
<b>Internal Service Fund</b>						
Central Equipment	1,240,949	1,230,976	1,203,583	1,178,048	1,295,093	1,532,531
I.T. Equipment Replacement	300,000	300,000	308,871	342,253	347,253	496,593
	<u>1,540,949</u>	<u>1,530,976</u>	<u>1,512,454</u>	<u>1,520,301</u>	<u>1,642,346</u>	<u>2,029,124</u>
<b>Trust and Agency Funds</b>						
Police Pension	2,147,956	4,993,533	6,222,844	4,194,026	4,117,400	4,511,055
Fire Pension	1,193,184	2,854,044	3,680,813	2,593,169	2,606,169	2,775,500
	<u>3,341,140</u>	<u>7,847,576</u>	<u>9,903,657</u>	<u>6,787,195</u>	<u>6,723,569</u>	<u>7,286,555</u>
<b>Total Revenues</b>	<u>\$ 54,495,346</u>	<u>\$ 62,934,862</u>	<u>\$ 66,833,593</u>	<u>\$ 63,938,031</u>	<u>\$ 64,055,442</u>	<u>\$ 65,366,416</u>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary - Total by Fund  
 Calendar Year Ending December 31, 2019

Fund	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures and Other Financing Uses</b>						
General	\$ 31,242,853	\$ 31,151,413	\$ 32,938,297	\$ 34,630,888	\$ 34,249,526	\$ 36,691,294
<b>Special Revenue Funds</b>						
Motor Fuel Tax	648,534	1,687,875	1,520,995	1,157,697	1,226,628	1,300,000
Road and Bridge	125,753	123,153	686,867	1,152,836	1,012,833	2,730,132
MWRD Fields	45,897	88,835	473,910	479,488	491,298	45,000
State Restricted	26,812	37,075	58,989	111,800	133,000	90,952
Federal Restricted	-	-	-	500	500	500
Foreign Fire Insurance	36,357	25,268	989	65,000	23,500	30,000
SSA #3	17,254	16,466	16,169	19,200	19,200	21,100
SSA #4	26,760	25,204	24,344	29,612	27,254	30,450
SSA #5	143,007	491,306	108,240	161,700	116,500	166,098
TIF #3	819,562	522,811	597,824	1,149,890	1,159,823	1,680,000
TIF #4	2,410	538	538	100,000	30,000	100,000
TIF #5	23,799	65,229	175,506	100,000	12,000	50,000
	<u>1,916,143</u>	<u>3,083,760</u>	<u>3,664,371</u>	<u>4,527,723</u>	<u>4,252,536</u>	<u>6,244,232</u>
<b>Debt Service Funds</b>						
2011 General Obligation Bonds	647,615	642,615	647,515	652,813	652,313	650,775
2010 General Obligation Bonds	791,301	791,370	784,883	777,105	776,708	773,403
2010A General Obligation Bonds	447,518	465,913	485,540	477,538	477,141	468,538
	<u>1,886,433</u>	<u>1,899,898</u>	<u>1,917,938</u>	<u>1,907,456</u>	<u>1,906,162</u>	<u>1,892,716</u>
<b>Capital Projects Funds</b>						
SSA #6	64,253	70,094	70,094	75,100	70,095	75,100
General Capital Projects	1,026,889	1,232,344	1,249,392	2,791,624	2,716,624	924,764
	<u>1,091,142</u>	<u>1,302,438</u>	<u>1,319,485</u>	<u>2,866,724</u>	<u>2,786,719</u>	<u>999,864</u>
<b>Enterprise Funds</b>						
Water and Sewer	12,314,219	12,486,311	12,691,952	12,438,430	13,053,629	12,193,518
Commuter Parking Lot	373,476	563,266	545,240	501,215	561,615	579,387
Hanover Square	593,908	-	-	-	-	-
	<u>13,281,603</u>	<u>13,049,576</u>	<u>13,237,192</u>	<u>12,939,645</u>	<u>13,615,244</u>	<u>12,772,905</u>
<b>Internal Service Fund</b>						
Central Equipment	1,153,300	3,320,297	1,777,972	1,247,100	1,821,100	1,508,900
I.T. Equipment Replacement	-	124,661	430,867	410,000	410,000	385,500
	<u>1,153,300</u>	<u>3,444,958</u>	<u>2,208,839</u>	<u>1,657,100</u>	<u>2,231,100</u>	<u>1,894,400</u>
<b>Trust and Agency Funds</b>						
Police Pension	2,033,147	2,328,588	2,644,389	2,798,182	2,756,045	2,882,860
Fire Pension	1,030,836	1,143,316	1,320,583	1,442,302	1,534,082	1,738,615
	<u>3,063,983</u>	<u>3,471,904</u>	<u>3,964,971</u>	<u>4,240,484</u>	<u>4,290,127</u>	<u>4,621,475</u>
<b>Total Expenditures</b>	<u>\$ 53,635,456</u>	<u>\$ 57,403,946</u>	<u>\$ 59,251,093</u>	<u>\$ 62,770,020</u>	<u>\$ 63,331,414</u>	<u>\$ 65,116,886</u>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary - Total by Category - ALL Fund  
 Fiscal Year Ending December 31, 2019

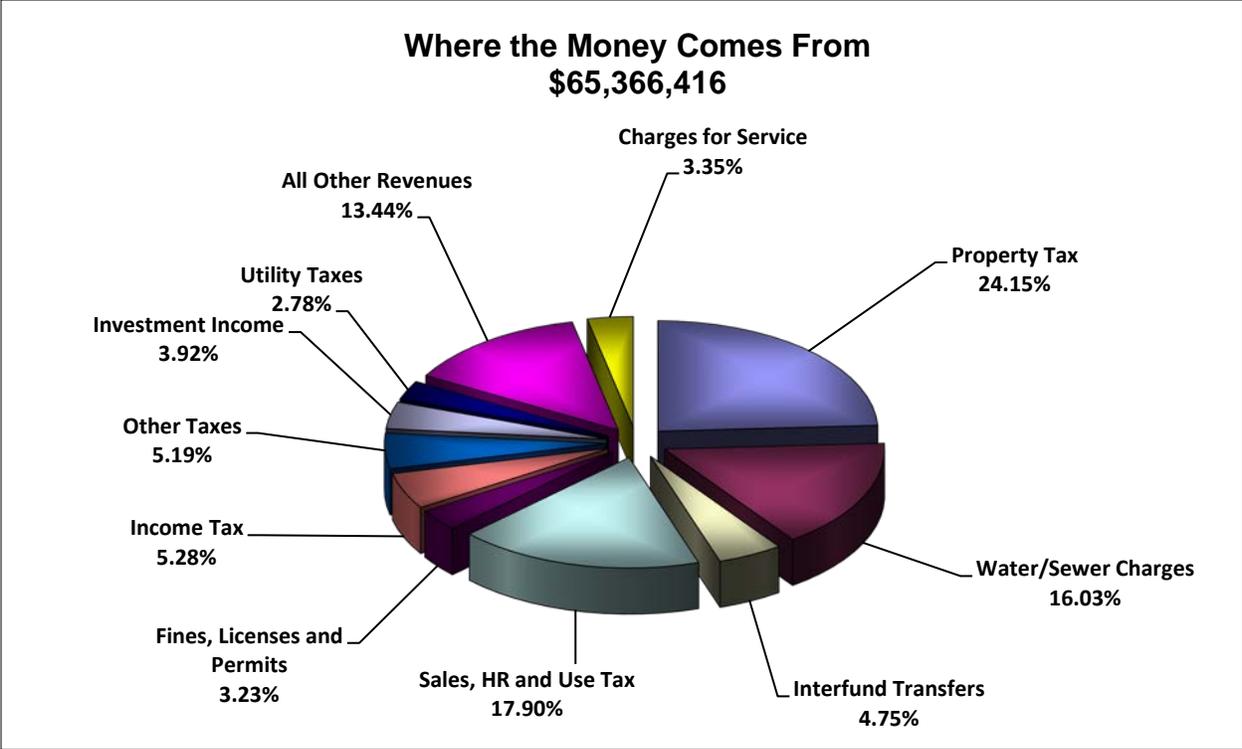
	General Fund FY 2019	Motor Fuel Tax Fund FY 2019	Road and Bridge FY 2019	MWRD FY 2019	State Restricted FY 2019	Federal Restricted FY 2019	Foreign Fire Insurance Fund FY 2019	SSA #3 FY 2019	SSA #4 FY 2019	SSA #5 FY 2019	TIF #3 FY 2019	TIF #4 FY 2019	TIF #5 FY 2019
<b>Revenues and Other Financing Sources</b>													
Property Taxes	\$ 11,660,500	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 16,678	\$ 19,669	\$ 166,098	\$ 1,968,146	\$ 30,000	\$ 11,500
Personal Property Rplcmnt	78,000	-	1,000	-	-	-	-	-	-	-	-	-	-
Utility Taxes	1,815,000	-	-	-	-	-	-	-	-	-	-	-	-
State Income Tax	3,450,000	-	-	-	-	-	-	-	-	-	-	-	-
Sales, HR and Use Tax	11,700,000	-	-	-	-	-	-	-	-	-	-	-	-
Other Taxes	1,588,500	-	132,000	178,200	-	-	39,000	-	-	-	-	-	-
<b>Total Taxes</b>	<b>30,292,000</b>	<b>-</b>	<b>243,000</b>	<b>178,200</b>	<b>-</b>	<b>-</b>	<b>39,000</b>	<b>16,678</b>	<b>19,669</b>	<b>166,098</b>	<b>1,968,146</b>	<b>30,000</b>	<b>11,500</b>
Intergovernmental	47,360	972,109	163,000	-	20,665	1,000	-	-	-	-	-	-	-
Licenses and Permits	1,148,900	-	-	35,000	-	-	-	-	-	-	-	-	-
Charges for Services	1,753,100	-	-	-	-	-	-	-	-	-	-	-	-
Fines and Forfeits	892,500	-	-	-	35,000	-	-	-	-	-	-	-	-
Investment Income	150,050	3,500	3,000	1,000	500	100	500	200	300	500	40,000	-	100
Miscellaneous	286,834	-	-	-	-	-	-	-	-	-	-	-	-
Interfund Transfers	66,528	-	1,965,000	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 34,637,272</b>	<b>\$ 975,609</b>	<b>\$ 2,374,000</b>	<b>\$ 214,200</b>	<b>\$ 56,165</b>	<b>\$ 1,100</b>	<b>\$ 39,500</b>	<b>\$ 16,878</b>	<b>\$ 19,969</b>	<b>\$ 166,598</b>	<b>\$ 2,008,146</b>	<b>\$ 30,000</b>	<b>\$ 11,600</b>

**Expenditures and Other Financing Uses**

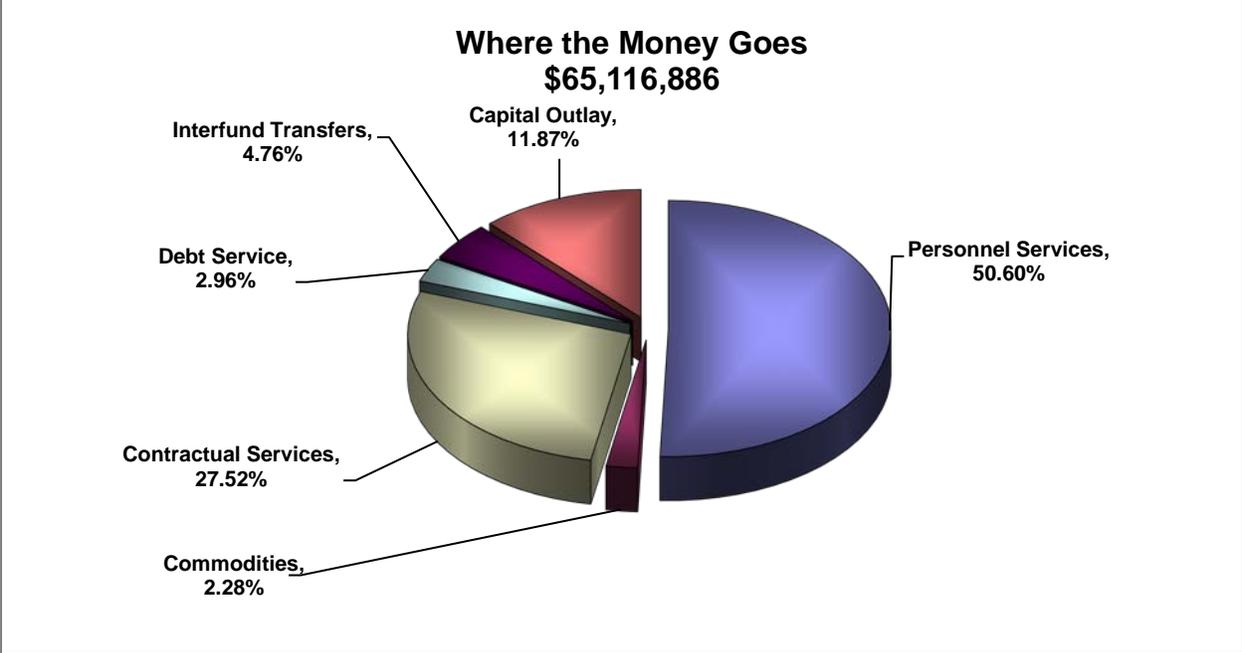
Personnel Services	\$ 25,108,513	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commodities	1,075,467	-	123,500	-	-	-	30,000	-	-	-	-	-	-
Contractual Services	7,471,850	-	815,628	35,000	90,952	500	-	21,100	30,450	166,098	780,000	100,000	50,000
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Interfund Transfers	3,035,464	-	-	-	-	-	-	-	-	-	-	-	-
Capital Outlay	-	1,300,000	1,791,004	10,000	-	-	-	-	-	-	900,000	-	-
<b>Total Expenditures</b>	<b>\$ 36,691,294</b>	<b>\$ 1,300,000</b>	<b>\$ 2,730,132</b>	<b>\$ 45,000</b>	<b>\$ 90,952</b>	<b>\$ 500</b>	<b>\$ 30,000</b>	<b>\$ 21,100</b>	<b>\$ 30,450</b>	<b>\$ 166,098</b>	<b>\$ 1,680,000</b>	<b>\$ 100,000</b>	<b>\$ 50,000</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary - Total by Category - ALL Fund  
 Fiscal Year Ending December 31, 2019

	2011 GO Bond Fund FY 2019	2010 GO Bond Fund FY 2019	2010A GO Bond Fund FY 2019	SSA #6 FY 2019	General Capital Project Fund FY 2019	Water & Sewer Fund FY 2019	Municipal Commuter Lot FY 2019	Central Equipment FY 2019	I.T. Equipment Fund FY 2019	Police Pension Fund FY 2019	Fire Pension Fund FY 2019	Total FY 2019
<b>Revenues and Other Financing Sources</b>												
Property Taxes	\$ 649,275	\$ 639,902	\$ 437,038	\$ 75,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,783,906
Personal Property Rplcmnt	-	-	-	-	-	-	-	-	-	-	-	79,000
Utility Taxes	-	-	-	-	-	-	-	-	-	-	-	1,815,000
State Income Tax	-	-	-	-	-	-	-	-	-	-	-	3,450,000
Sales, HR and Use Tax	-	-	-	-	-	-	-	-	-	-	-	11,700,000
Other Taxes	-	-	-	-	-	-	-	-	-	-	-	1,937,700
<b>Total Taxes</b>	<b>649,275</b>	<b>639,902</b>	<b>437,038</b>	<b>75,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>34,765,606</b>
Intergovernmental	-	132,000	30,000	-	-	-	7,875	-	-	-	-	1,374,009
Licenses and Permits	-	-	-	-	-	-	-	-	-	-	-	1,183,900
Charges for Services	-	-	-	-	-	10,475,611	434,622	-	-	-	-	12,663,333
Fines and Forfeits	-	-	-	-	-	-	-	-	-	-	-	927,500
Investment Income	1,500	1,501	1,000	200	3,000	92,000	4,000	40,000	1,000	1,345,000	875,000	2,563,951
Miscellaneous	-	-	-	-	38,012	1,627,300	-	1,271,831	495,593	3,166,055	1,900,500	8,786,125
Interfund Transfers	-	-	-	-	849,764	-	-	220,700	-	-	-	3,101,992
<b>Total Revenues</b>	<b>\$ 650,775</b>	<b>\$ 773,403</b>	<b>\$ 468,038</b>	<b>\$ 75,300</b>	<b>\$ 890,776</b>	<b>\$ 12,194,911</b>	<b>\$ 446,497</b>	<b>\$ 1,532,531</b>	<b>\$ 496,593</b>	<b>\$ 4,511,055</b>	<b>\$ 2,775,500</b>	<b>\$ 65,366,416</b>
<b>Expenditures and Other Financing Uses</b>												
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,264,462	\$ 167,613	\$ -	\$ -	\$ 2,762,800	\$ 1,647,600	\$ 32,950,988
Commodities	-	-	-	-	-	246,850	4,894	-	-	800	800	1,482,311
Contractual Services	1,500	1,500	1,500	5,005	-	7,367,629	174,380	600,000	-	119,260	90,215	17,922,567
Debt Service	649,275	771,903	467,038	3,567	-	37,176	-	-	-	-	-	1,928,959
Interfund Transfers	-	-	-	66,528	-	-	-	-	-	-	-	3,101,992
Capital Outlay	-	-	-	-	924,764	1,277,401	232,500	908,900	385,500	-	-	7,730,069
<b>Total Expenditures</b>	<b>\$ 650,775</b>	<b>\$ 773,403</b>	<b>\$ 468,538</b>	<b>\$ 75,100</b>	<b>\$ 924,764</b>	<b>\$ 12,193,518</b>	<b>\$ 579,387</b>	<b>\$ 1,508,900</b>	<b>\$ 385,500</b>	<b>\$ 2,882,860</b>	<b>\$ 1,738,615</b>	<b>\$ 65,116,886</b>



The Village’s primary source of revenue is the Property Tax.



Public Safety, including the Police and Fire, accounts for 59% of Village personal services expenditures. Public Works provides for the construction and maintenance of Village equipment, buildings and infrastructure including streets, storm sewer and the municipal commuter parking lot.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary by Account-All Funds  
 Fiscal Year Ending December 31, 2019

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>							
311-300	Property Tax - Dupage	\$ 237,089	\$ 253,136	\$ 250,596	\$ 250,000	\$ 250,000	\$ 250,000
311-301	Property Taxes	14,727,684	15,205,346	15,112,550	15,221,216	15,107,716	15,146,361
311-304	Township Tax Levy	116,544	111,415	108,713	120,000	108,000	110,000
311-390	S.S.A. #3, 4, 5 & 6 Property Tax	345,315	267,858	269,479	272,088	272,088	277,545
312-301	Simplified Telecommunications	754,969	690,765	600,186	600,000	490,000	410,000
312-302	Natural Gas Use Tax	215,496	192,588	214,965	393,000	400,000	415,000
312-303	Electric Use Tax	1,017,092	1,012,647	973,072	1,000,000	985,000	990,000
313-301	Sales Tax	5,641,105	5,911,386	6,395,188	6,400,000	6,430,000	6,500,000
313-302	Use Tax	844,592	922,304	982,230	925,000	995,000	1,000,000
313-303	Home Rule Sales Tax	3,689,384	3,851,280	4,197,024	4,200,000	4,200,000	4,200,000
313-304	Real Estate Transfer Tax	368,563	711,026	391,534	383,000	370,000	383,000
313-305	Hotel/Motel Tax	45,939	44,881	44,408	45,000	44,400	44,500
314-301	Food & Beverage Tax	1,134,073	1,160,415	1,156,763	1,150,000	1,150,000	1,150,000
314-302	Gasoline Tax	-	-	-	68,000	131,000	132,000
314-305	Foreign Fire Ins. Tax	38,360	39,609	27,374	39,000	39,000	39,000
314-306	Video Gaming Tax	110,406	140,601	158,205	152,400	172,300	178,200
314-307	Auto Rental Tax	15,456	13,908	12,143	13,000	11,000	11,000
<b>Total Taxes</b>		<b>29,302,068</b>	<b>30,529,165</b>	<b>30,894,430</b>	<b>31,231,704</b>	<b>31,155,504</b>	<b>31,236,606</b>
331-301	Personal Prop.Replacement	87,435	87,160	101,644	86,500	80,400	79,000
331-302	State Income Tax	4,040,449	3,696,445	3,487,788	3,462,450	3,450,000	3,450,000
331-303	Motor Fuel Tax	928,341	966,817	968,562	972,109	970,300	972,109
332-301	State Grants	6,075	-	200,426	466,997	373,810	170,875
332-303	Other Government Grants	500,000	-	-	-	-	-
367-300	Drug Forfeiture	20,307	28,847	27,355	17,000	49,689	21,000
367-301	Sex Offender Fees	450	755	533	945	665	665
367-302	Money Laundering	687	-	-	-	-	-
380-303	ILETSB Boards	-	-	857	4,500	4,500	-
380-306	Police Programs	18,442	1,700	2,371	2,000	27,000	25,000
380-307	Expenditures Fire	14,284	20,009	9,000	10,000	4,000	5,000
380-317	DuPage City Mowing Reimb.	10,360	10,360	16,910	10,360	16,910	16,910
380-326	ILEAS Reimbursement	919	928	232	900	450	450
380-380	BAB Federal Subsidy	257,221	253,038	247,463	162,000	240,500	162,000
<b>Total Intergovernmental</b>		<b>5,884,969</b>	<b>5,066,058</b>	<b>5,063,139</b>	<b>5,195,761</b>	<b>5,218,224</b>	<b>4,903,009</b>
321-301	Business Licenses	93,597	69,504	80,300	79,000	72,000	70,000
321-302	Liquor Licenses	55,112	5,637	54,359	53,000	57,100	57,000
321-303	Contractor Licenses	45,165	48,200	44,410	40,000	45,000	40,000
321-304	Vendor/Solicitor Licenses	1,175	-	900	500	550	600
321-306	Animal Licenses	955	690	625	500	600	600
321-307	Penalties on Licenses	50	100	265	2,000	12,383	11,300
321-308	Multi-Family Licenses	35,700	80,813	92,323	90,900	90,900	90,900
321-309	Single Family Rental Licenses	101,275	98,750	111,850	112,400	112,400	115,000
322-301	Building Permits-Cook	334,822	281,032	324,935	300,000	250,000	250,000
322-303	Sign Permits	695	663	913	1,000	900	900
322-304	Video Gaming Terminal Permit	15,000	15,000	18,000	35,000	35,500	35,000
322-310	Wastewater Discharge	-	950	-	-	-	-
323-306	Land Use Development	3,975	5,025	6,825	-	9,850	-
323-307	Cable Franchise Fee	415,335	421,570	404,399	415,000	380,000	380,000
323-301	Solid Waste Franchise Fee	122,121	141,423	127,858	127,000	130,400	132,600
<b>Total Licenses and Permits</b>		<b>1,224,976</b>	<b>1,169,356</b>	<b>1,267,961</b>	<b>1,256,300</b>	<b>1,197,583</b>	<b>1,183,900</b>

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Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources (Continued)</b>							
323-302	Building Reinspection Fee	1,658	1,362	1,300	1,800	800	800
323-303	Inspection Fees - Misc	500	100	150	100	-	-
323-305	Plan Review-Inso Svc. Fee	18,758	11,794	16,181	40,000	45,000	45,000
323-309	Parking Lot Meter Fees	156,600	158,625	155,155	185,052	160,000	164,997
323-310	Parking Lot Permit Fees	232,805	235,120	228,655	257,145	257,145	267,225
323-312	Ambulance Fees	689,022	806,265	672,848	764,000	733,921	750,000
323-313	CPR Fees	2,375	2,399	2,950	1,800	960	1,800
323-314	Vehicle Impoundment Fees	488,500	456,500	516,026	500,000	525,000	510,000
323-316	ADT Administrative Fee	6,183	6,013	6,138	6,000	6,000	6,000
323-317	Pulic Safety Admin Fee	3,620	4,760	2,120	2,000	2,000	2,000
323-318	Child Safety Seat Install	210	105	175	100	35	-
323-320	Highlighter Advertising Fee	1,150	950	-	-	-	-
323-321	Fire Training Course Fees	5,605	2,560	6,800	5,000	500	3,000
323-322	Overweight Vehicle Fee	-	-	10,970	7,500	7,500	7,500
323-323	Foreclosure Registration Fee	-	-	-	-	-	50,000
344-301	Water Sales-Cook Cty	3,874,714	3,799,690	3,553,542	3,637,200	3,540,000	3,540,000
344-302	Water Sales-DuPage Cty	3,592,486	3,545,269	3,491,137	3,552,000	3,440,000	3,440,000
344-303	Water Sales-Cook & DuPage Cty	-	2,979	8,625	-	-	-
345-301	Sewer Sales-Cook Cty	798,495	654,451	806,649	790,740	789,000	789,800
345-302	Sewer Sales-DuPage Cty	1,918,265	1,931,549	1,993,946	2,100,000	1,976,000	1,976,000
346-300	Water Penalties	213,846	307,501	314,842	294,000	310,000	300,000
347-301	Water Tap-On Fees-Cook	2,733	-	3,700	7,500	16,850	7,500
347-302	Water Tap-On Fees-DuPage	-	-	-	2,500	9,250	5,000
348-301	Sewer Tap-On Fees-Cook	1,188	-	-	7,000	25,348	7,000
348-302	Sewer Tap-On Fees-DuPage	-	-	-	2,500	9,065	5,000
349-301	Water Meters-Cook Cty	1,341	4,324	1,668	2,850	2,979	3,000
349-302	Water Meters-DuPage Cty	1,471	3,611	2,329	2,000	5,763	5,000
363-300	Printed Materials	3,945	7,981	7,748	7,000	7,000	7,000
364-300	Rental Income	840,155	418,710	360,302	305,000	363,000	372,400
389-309	Leachate Treatment	300,765	356,863	311,591	376,800	264,844	397,311
<b>Total Charges for Services</b>		<b>13,156,390</b>	<b>12,719,481</b>	<b>12,475,546</b>	<b>12,857,587</b>	<b>12,497,960</b>	<b>12,663,333</b>
351-301	Traffic Fines-Cook	98,688	90,345	116,098	100,000	100,000	100,000
351-302	Traffic Fines-DuPage	46,488	47,363	53,959	45,000	55,000	55,000
351-303	Ordinance Violations	334,771	391,977	525,618	402,000	614,000	602,000
351-305	Police False Alarm Fines	8,450	7,450	7,150	7,500	7,500	7,500
351-306	DUI Fines	24,119	32,184	22,850	25,000	18,000	20,000
351-307	Fire False Alarm Fines	5,000	4,625	3,800	1,000	2,825	2,000
351-308	Traffic Court Supervision	16,384	15,215	18,780	15,000	15,000	15,000
351-309	Fines-Red Light Cameras	143,838	147,863	137,266	125,000	125,000	125,000
351-310	Kennel Fees	1,265	1,310	1,315	1,000	1,000	1,000
351-311	Violent Offender Reg. Fees	20	50	40	-	-	-
<b>Total Fines and Forfeits</b>		<b>679,022</b>	<b>738,381</b>	<b>886,876</b>	<b>721,500</b>	<b>938,325</b>	<b>927,500</b>
361-300	Interest on Investments	268,882	277,619	569,962	361,640	588,775	563,901
362-300	Net Change in Fair Value	(901,056)	3,501,165	5,154,899	1,801,000	1,700,000	2,000,050
<b>Total Investment Income</b>		<b>(632,175)</b>	<b>3,778,784</b>	<b>5,724,860</b>	<b>2,162,640</b>	<b>2,288,775</b>	<b>2,563,951</b>

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Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources (Continued)</b>							
323-319	Elevator Inspection Fee	(429)	(100)	195	-	-	-
343-301	Infrastructure Charge Cook County	780,553	668,594	802,675	800,250	800,500	800,500
343-302	Infrastructure Charge DuPage County	765,398	681,822	783,846	781,200	781,800	781,800
364-301	Common Area Maintenance	32,622	-	-	-	-	-
364-302	Late Fee Revenue	801	-	-	-	-	-
365-360	Village Contributions Pension	3,243,581	3,374,416	3,681,001	3,974,245	3,974,245	4,216,480
365-370	Employee Contributions Police	510,565	520,286	517,272	521,950	530,324	543,600
365-371	Misc. Employee Contributions Fire	293,937	293,344	297,440	301,000	299,000	306,475
380-304	Property Damage	-	98	-	-	-	-
380-309	Reimbursed Exp. Miscellaneous	121,111	311,562	305,333	50,000	75,177	50,000
380-311	Reimbursed Exp.s MFT	1,575	2,100	495	2,100	-	-
380-327	Hazardous Materials	7,706	3,956	22,271	5,000	5,000	5,000
380-328	OJP Bullet Proof Vest Grant	610	-	6,905	2,700	2,700	1,200
389-301	Central Equipment Fund - General	935,585	930,784	871,555	870,460	870,460	1,001,569
389-303	Miscellaneous Income	249,661	134,724	292,982	95,000	117,000	120,000
389-307	Corporate Partnership Program	515	500	2,550	2,500	21,000	2,500
389-308	Loan Interest - SSA#6&DuPage M & M	72	12	11,048	7,434	7,432	3,567
389-312	Veteran's Memorial	120	250	440	-	-	-
389-313	Other Memorials	3,515	5,708	1,033	-	-	-
389-350	Central Equip Funding - W & S	276,714	378,559	361,585	432,155	432,155	419,829
389-352	IT Equip Funding - W & S	-	120,000	120,000	124,164	124,164	170,250
389-353	IT Equip Funding - General Fund	-	180,000	180,000	217,589	217,589	325,343
389-354	SCBA Funding - General Fund	-	-	-	28,012	28,012	38,012
<b>Total Miscellaneous</b>		<b>7,224,213</b>	<b>7,606,614</b>	<b>8,258,624</b>	<b>8,215,759</b>	<b>8,286,558</b>	<b>8,786,125</b>
391-301	Transfer from General Fund	1,585,094	1,197,396	1,678,155	2,190,805	2,190,805	3,035,464
391-305	Transfer from Road and Bridge	-	-	400,000	-	-	-
391-311	Transfer from Motor Fuel Tax (MFT)	-	-	-	43,311	131,000	-
391-316	Transfer from SSA #6	-	-	-	62,664	62,663	66,528
391-320	Transfer from Foreign Fire	20,708	-	-	-	-	-
391-333	Transfer from TIF #3	(4,279,281)	-	-	-	-	-
391-350	Transfer from Water & Sewer	314,463	76,000	100,000	-	-	-
<b>Total Interfund Transfers</b>		<b>(2,359,016)</b>	<b>1,273,396</b>	<b>2,178,155</b>	<b>2,296,780</b>	<b>2,384,468</b>	<b>3,101,992</b>
392-301	Gain on Sale of Capital Assets	14,899	53,625	121,120	-	88,045	-
392-302	Loss on Sale of Capital Assets	-	-	(37,118)	-	-	-
<b>Total Other</b>		<b>14,899</b>	<b>53,625</b>	<b>84,002</b>	<b>-</b>	<b>88,045</b>	<b>-</b>
<b>Total Revenues and Other Financing Sources</b>		<b>54,495,346</b>	<b>62,934,862</b>	<b>66,833,593</b>	<b>63,938,031</b>	<b>64,055,442</b>	<b>65,366,416</b>

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Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures and Other Financing Uses</b>							
401-403	Refunds	69,433	77,819	95,865	150,000	150,000	200,000
401-411	Salaries-Regular	14,182,991	14,757,434	15,327,660	15,799,791	15,282,927	16,244,062
401-412	Salaries-Part Time	677,260	656,804	739,827	903,374	869,894	874,568
401-421	Overtime Compensation	1,288,899	1,520,616	1,407,023	1,187,709	1,178,492	1,178,768
401-422	Court Appearances	170,307	167,082	169,601	175,000	175,000	175,000
401-423	Holiday Pay	138,109	148,792	154,395	168,453	168,453	203,480
401-427	Language Proficiency	20,645	19,150	20,250	22,250	21,000	23,250
401-428	On-Call Premium Pay	31,476	31,505	31,573	34,132	27,452	30,332
401-429	Employee Incentive	11,459	12,026	12,441	26,950	26,950	12,500
401-441	State Retirement	950,158	1,574,801	962,082	963,895	934,880	828,105
401-442	Social Security	1,057,524	1,073,201	1,135,190	1,188,665	1,139,897	1,218,171
401-443	Police/Fire Pension	6,102,192	6,618,998	7,375,168	7,866,277	7,924,832	8,426,880
401-444	Employee Insurance	2,471,043	2,311,573	2,800,422	3,068,920	3,065,486	3,445,654
401-445	Special Pension	42,552	51,278	56,388	40,990	62,400	55,218
401-446	Unempl Compensation	33,588	25,821	36,629	37,300	40,625	18,000
401-450	OPEB	11,097	14,152	12,776	17,000	15,000	17,000
401-450	Comp. Abs & IMRF (GLTD)	-	-	960,908	-	-	-
<b>Total Personnel Services</b>		<b>27,258,734</b>	<b>29,061,054</b>	<b>31,298,199</b>	<b>31,650,706</b>	<b>31,083,288</b>	<b>32,950,988</b>
402-411	Office Supplies	102,952	84,572	79,998	93,504	90,083	86,079
402-413	Membership & Subscriptions	122,000	141,670	158,606	187,499	185,839	208,343
402-414	Books, Publications, Maps	9,630	7,420	5,726	22,826	20,439	20,466
402-421	Gasoline & Lube	205,607	173,393	166,740	204,490	219,500	219,500
402-422	Auto Parts & Accessories	108,059	85,228	100,243	100,000	100,000	91,000
402-423	Communication Parts	2,567	6,032	8,373	7,450	6,100	6,550
402-425	Ammunition	2,000	1,500	2,000	2,000	2,000	2,000
402-426	Bulk Chemicals	16,288	17,194	11,364	19,770	17,380	18,090
402-427	Materials & Supplies	459,861	538,669	484,607	460,649	481,617	517,442
402-428	Cleaning Supplies	27,814	26,257	25,754	27,805	27,805	27,805
402-429	Part & Access-Non Auto	50,173	51,590	71,417	57,255	58,247	58,228
402-431	Uniforms	82,644	79,701	89,783	98,375	101,025	100,935
402-433	Safety & Protective Equip	21,763	41,016	22,278	56,149	40,380	48,010
402-434	Small Tools	53,993	19,569	23,291	24,455	20,480	23,183
402-435	Evidence	5,000	4,953	4,667	5,000	5,000	5,000
402-436	Photo Supplies	814	1,738	1,190	1,000	1,228	1,000
402-437	Resale Merchandise	1,406	1,570	-	1,600	-	-
402-490	Employee Recognition	35,166	27,657	27,555	41,150	35,000	41,930
402-499	Miscellaneous Expense	4,175	13,632	5,041	18,750	10,750	6,750
<b>Total Commodities</b>		<b>1,311,912</b>	<b>1,323,359</b>	<b>1,288,634</b>	<b>1,429,727</b>	<b>1,422,873</b>	<b>1,482,311</b>
403-411	Telephone	262,692	271,901	241,186	250,998	252,154	237,292
403-412	Postage	85,478	92,605	119,027	125,693	122,625	124,373
403-413	Light & Power	259,679	223,526	223,504	250,640	233,400	250,640
403-414	Natural Gas	35,409	27,928	34,047	34,800	35,344	38,760
403-415	Street Lighting	60,279	62,502	65,321	60,000	60,000	60,000
403-416	Property Taxes	-	-	-	-	3,115	-
403-417	Tax Incentive Payments	2,675,396	2,427,737	2,444,429	2,120,000	2,300,000	2,125,000
403-421	Liability Insurance Program	814,057	818,199	934,433	775,177	818,010	962,454
403-431	M & R- Auto Equipment	77,009	86,850	75,322	78,500	78,500	78,500
403-432	M & R- Office Equipment	1,582	1,775	1,959	5,090	5,090	3,750
403-433	M & R- Comm Equipment	-	2,698	-	-	-	-
403-434	M & R- Buildings	124,718	110,540	102,525	111,818	95,400	132,895

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Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures and Other Financing Uses (Continued)</b>							
403-435	M & R- Streets & Bridges	751,278	685,466	707,046	791,571	793,571	787,571
403-436	Maintenance Agreements	799,209	671,882	673,614	798,746	765,921	831,910
403-437	M & R- Other Equipment	27,220	23,470	26,004	39,800	37,300	37,800
403-438	M & R-Forestry	46,165	70,269	39,072	55,000	55,000	96,000
403-439	M & R-Accident Claims	14,412	1,910	41,084	5,000	5,000	5,000
403-441	M & R- Sewage Treat Plant	43,944	47,320	55,476	60,000	60,000	60,000
403-442	M & R- Sewer Lines	9,732	15,762	27,491	28,000	28,000	28,000
403-443	M & R- Wells	1,475	12,793	4,895	13,500	2,500	13,500
403-444	M & R- Water Mains	26,539	40,305	29,665	28,500	32,000	28,500
403-445	M & R- Water Tanks	388,087	5,030	12,315	325,500	311,420	326,400
403-446	M & R- Water Meters	15,560	5,760	13,930	10,000	4,500	2,000
403-451	Equipment Rentals	1,053,337	1,091,328	1,071,300	1,132,626	1,112,746	1,214,979
403-452	Vehicle Maint & Replace	1,401,762	1,309,343	1,233,140	1,302,615	1,302,615	1,421,398
403-453	Furniture Replacement	20,000	20,000	1,870	4,830	4,368	4,800
403-456	IT Equipment Maint & Replace	-	300,000	300,000	341,753	341,753	495,593
403-457	SCBA Maintenance & Replacement	-	-	-	28,012	28,012	38,012
403-461	Consulting Services	647,686	292,719	421,834	669,591	543,552	709,299
403-462	Legal Services	377,099	577,013	666,734	571,132	574,440	627,080
403-463	Auditing Services	47,205	35,463	39,585	37,220	37,000	41,817
403-464	Engineering Services	207,815	222,400	370,081	686,401	431,900	787,000
403-465	Medical Examinations	22,625	16,143	30,157	34,864	34,864	35,918
403-466	Investment Expense	80,440	84,203	86,179	89,920	88,800	95,620
403-467	Legal Publications	12,182	7,123	8,659	9,000	9,000	8,500
403-468	Uniform Rentals	9,918	4,907	5,403	5,000	5,000	5,000
403-469	Testing Services	29,447	29,849	30,746	39,455	53,640	39,455
403-470	Binding & Printing	51,185	42,696	43,838	36,820	33,201	29,700
403-471	Schools, Conf, Meetings	167,332	175,288	180,229	213,994	194,195	211,680
403-472	Transportation	18,654	31,240	21,413	28,914	27,688	30,481
403-473	Elected Officials Initiative	13,348	11,527	11,817	14,000	14,000	14,000
403-474	Tuition Reimbursement	-	-	-	15,806	8,000	12,000
403-478	Fire Corp	2,955	1,397	1,715	1,500	1,500	1,500
403-479	TIF Redevelopment Agreements	668,653	351,310	40,357	116,565	33,281	120,000
403-480	Bad Debt	4,162	153	-	-	-	-
403-482	JAWA-Fixed Cost	1,146,409	1,226,087	1,279,263	1,330,941	1,036,227	1,007,880
403-483	Shelter Inc	1,000	2,000	-	-	-	-
403-485	Miscellaneous Programs	8,500	15,891	17,668	21,702	19,000	21,800
403-488	Pk Dist Youth Programs	2,775	2,475	-	-	-	-
403-489	IEPA Discharge Fee	18,500	18,500	18,500	18,500	18,500	18,500
403-491	Special Events	41,409	34,551	43,575	199,145	215,091	81,775
403-492	Drug Forfeiture	22,099	22,312	24,757	19,300	40,500	86,151
403-493	Depreciation	1,508,835	1,703,821	1,735,667	-	1,921,200	672,000
403-494	DUI Expen.	4,713	14,763	34,232	93,000	93,000	5,301
403-495	WAYS	2,000	2,000	-	-	-	-
403-496	Collection Service	567	-	488	5,200	3,500	4,000
403-497	JAWA-Operating Costs	3,759,947	3,436,232	3,546,392	3,663,395	3,663,395	3,773,298
403-498	Contingency	-	-	-	15,000	15,000	15,000
403-499	Miscellaneous Expenses	278,588	120,942	126,611	112,635	129,281	62,685
<b>Total Contractual Services</b>		<b>18,151,064</b>	<b>16,909,907</b>	<b>17,264,556</b>	<b>16,827,169</b>	<b>18,133,099</b>	<b>17,922,567</b>

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Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures and Other Financing Uses (Continued)</b>							
411-400	Interest S.S.A.	16,134	14,501	11,072	7,434	7,432	3,567
411-403	Principal- G.O. Bonds	500,000	505,000	520,000	535,000	535,000	545,000
411-404	Interest- G.O. Bonds	146,813	136,813	126,713	116,313	116,313	104,275
411-418	Principal - IEPA Loan	337,186	346,541	232,911	114,319	114,319	36,694
411-421	Interest - IEPA Loan	20,114	15,290	6,750	3,219	3,219	482
411-429	Principal - 2010A Go Bonds	445,000	480,000	510,000	515,000	515,000	525,000
411-430	Interest - 2010A Go Bonds	790,660	776,130	758,218	736,643	736,643	713,941
<b>Total Debt Service</b>		<b>2,255,907</b>	<b>2,274,274</b>	<b>2,165,663</b>	<b>2,027,928</b>	<b>2,027,926</b>	<b>1,928,959</b>
412-401	Interfund General	48,119	55,593	(226,281)	62,664	62,663	66,528
412-403	Interfund MFT	-	-	400,000	-	-	-
412-404	Interfund Road & Bridge	-	-	-	369,264	456,953	1,965,000
412-420	Interfund foreign Fire Tax	20,708	-	-	-	-	-
412-431	General Capital Outlay	1,710,094	1,273,396	1,778,155	1,864,852	1,864,852	849,764
412-461	Interfund Central Equipment	-	-	-	-	-	220,700
<b>Total Interfund Transfers</b>		<b>1,778,921</b>	<b>1,328,989</b>	<b>1,951,874</b>	<b>2,296,780</b>	<b>2,384,468</b>	<b>3,101,992</b>
413-411	Land	318	-	-	100,000	100,000	250,000
413-421	Buildings	399,028	453,687	349,674	1,861,872	1,881,872	228,000
413-422	Impr Other Than Buildings	568,872	2,234,566	2,015,312	2,897,181	2,795,231	4,355,804
413-431	Office Equipment	318,617	286,609	737,548	520,000	520,000	385,500
413-441	Automobiles	210,658	187,034	297,598	254,000	238,000	192,500
413-442	Trucks	303,136	2,360,529	602,943	715,100	715,100	488,700
413-443	Other Equipment	218,848	448,061	772,901	1,102,752	942,752	724,564
413-461	Sewage Treatment Plant	121,000	-	-	-	-	-
413-462	Sewer Lines	215,027	304,243	236,032	336,805	336,805	305,001
413-472	Water Mains	523,415	231,634	270,159	750,000	750,000	800,000
<b>Total Capital Outlay</b>		<b>2,878,919</b>	<b>6,506,363</b>	<b>5,282,166</b>	<b>8,537,710</b>	<b>8,279,760</b>	<b>7,730,069</b>
<b>Total Expenditures and Other Financing Uses</b>		<b>53,635,456</b>	<b>57,403,946</b>	<b>59,251,093</b>	<b>62,770,020</b>	<b>63,331,414</b>	<b>65,116,886</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
Statement of Revenues, Expenditures and  
Changes in Fund Balance/Unassigned Net Assets (Estimated)  
Fiscal Year Ending December 31, 2019

	General Fund FY 2019	Special Revenue Funds											
		Motor Fuel Tax Fund FY 2019	Road and Bridge FY 2019	MWRD FY 2019	State Restricted FY 2019	Federal Restricted FY 2019	Foreign Fire Insurance Fund FY 2019	SSA #3 FY 2019	SSA #4 FY 2019	SSA #5 FY 2019	TIF #3 FY 2019	TIF #4 FY 2019	TIF #5 FY 2019
Total Revenues	\$ 34,637,272	\$ 975,609	\$ 2,374,000	\$ 214,200	\$ 56,165	\$ 1,100	\$ 39,500	\$ 16,878	\$ 19,969	\$ 166,598	\$ 2,008,146	\$ 30,000	\$ 11,600
Total Expenditures	\$ 36,691,294	\$ 1,300,000	\$ 2,730,132	\$ 45,000	\$ 90,952	\$ 500	\$ 30,000	\$ 21,100	\$ 30,450	\$ 166,098	\$ 1,680,000	\$ 100,000	\$ 50,000
Surplus(Deficit) Revenue Over Expenditures	\$ (2,054,022)	\$ (324,391)	\$ (356,132)	\$ 169,200	\$ (34,787)	\$ 600	\$ 9,500	\$ (4,222)	\$ (10,481)	\$ 500	\$ 328,146	\$ (70,000)	\$ (38,400)
Beginning Fund Balance Unassigned Net Assets (Estimated) - January 1, 2019	21,457,193	368,292	394,597	146,972	250,706	12,789	101,999	38,431	45,114	144,212	6,586,230	(45,728)	(70,828)
Ending Fund Balance/Unassigned Net Assets (Estimated) - December 31, 2019	\$ 19,403,171	\$ 43,901	\$ 38,465	\$ 316,172	\$ 215,919	\$ 13,389	\$ 111,499	\$ 34,209	\$ 34,633	\$ 144,712	\$ 6,914,376	\$ (115,728)	\$ (109,228)
Percentage of FY 2019 Expenditures	<u>52.88%</u>												

Fund Balance applies to General, Special Revenue Funds.

VILLAGE OF HANOVER PARK, ILLINOIS  
Statement of Revenues, Expenditures and  
Changes in Fund Balance/Unassigned Net Assets (Estimated)  
Fiscal Year Ending December 31, 2019

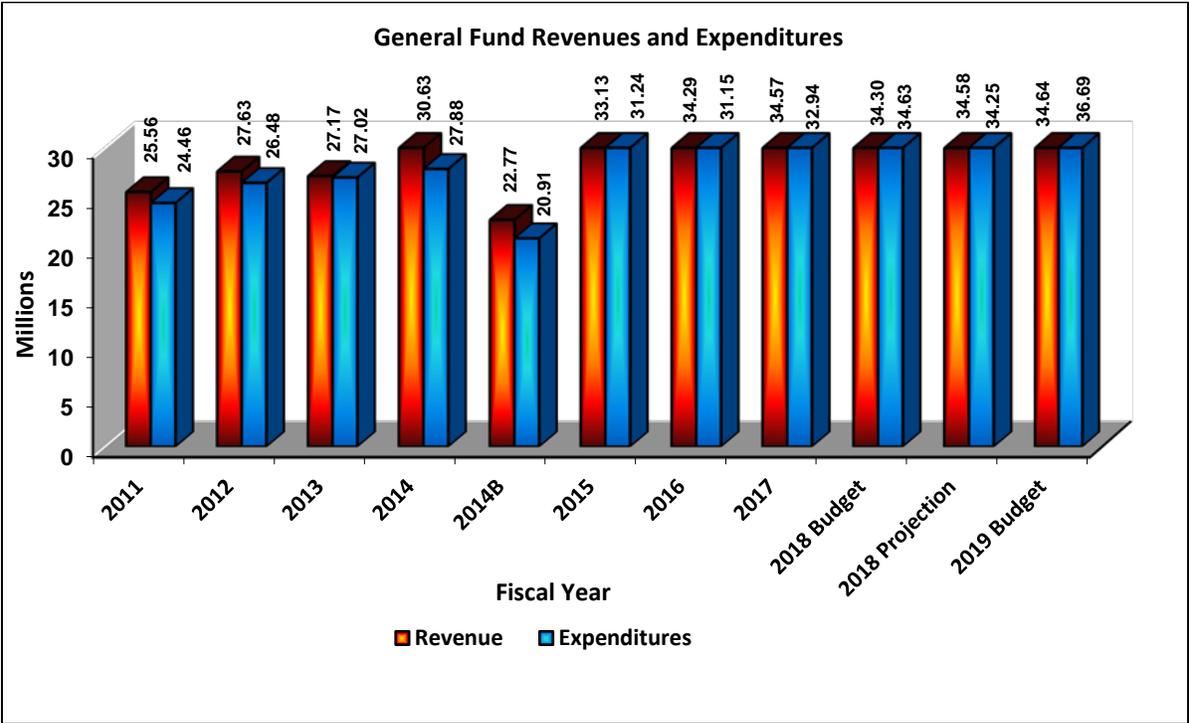
	Debt Service Funds			Capital Project Funds		Enterprise Funds		Internal Service Funds		Pension Trust Funds	
	2011 GO Bond Fund FY 2019	2010 GO Bond Fund FY 2019	2010A GO Bond Fund FY 2019	SSA #6 FY 2019	General Capital Project Fund FY 2019	Water & Sewer Fund FY 2019	Municipal Commuter Lot FY 2019	Central Equipment FY 2019	I.T. Equipment Fund FY 2019	Police Pension Fund FY 2019	Fire Pension Fund FY 2019
Total Revenues	\$ 650,775	\$ 773,403	\$ 468,038	\$ 75,300	\$ 890,776	\$ 12,194,911	\$ 446,497	\$ 1,532,531	\$ 496,593	\$ 4,511,055	\$ 2,775,500
Total Expenditures	\$ 650,775	\$ 773,403	\$ 468,538	\$ 75,100	\$ 924,764	\$ 12,193,518	\$ 579,387	\$ 1,508,900	\$ 385,500	\$ 2,882,860	\$ 1,738,615
Surplus(Deficit) Revenue Over Expenditures	\$ -	\$ -	\$ (500)	\$ 200	\$ (33,988)	\$ 1,393	\$ (132,890)	\$ 23,631	\$ 111,093	\$ 1,628,195	\$ 1,036,885
Beginning Fund Balance Unassigned Net Assets (Estimated) - January 1, 2019	122,959	199,472	45,489	(56,514)	371,749	8,363,350	105,951	4,412,288	290,596	34,740,761	20,630,400
Ending Fund Balance/Unassigned Net Assets (Estimated) - December 31, 2019	\$ 122,959	\$ 199,472	\$ 44,989	\$ 6,350	\$ 337,761	\$ 8,364,743	\$ 45,061	\$ 4,435,919	\$ 401,689	\$ 36,368,956	\$ 21,667,285

Fund Balance applies to Debt Services & Capital Funds. Unassigned Net Assets applies to Enterprise, Internal Service and Trust and Agency Funds.

# GENERAL FUND

The General Fund accounts for resources traditionally associated with the Village operations, which are not required legally or by sound financial management to be accounted for in another fund. The Village’s General Fund is categorized into functional areas as follows:

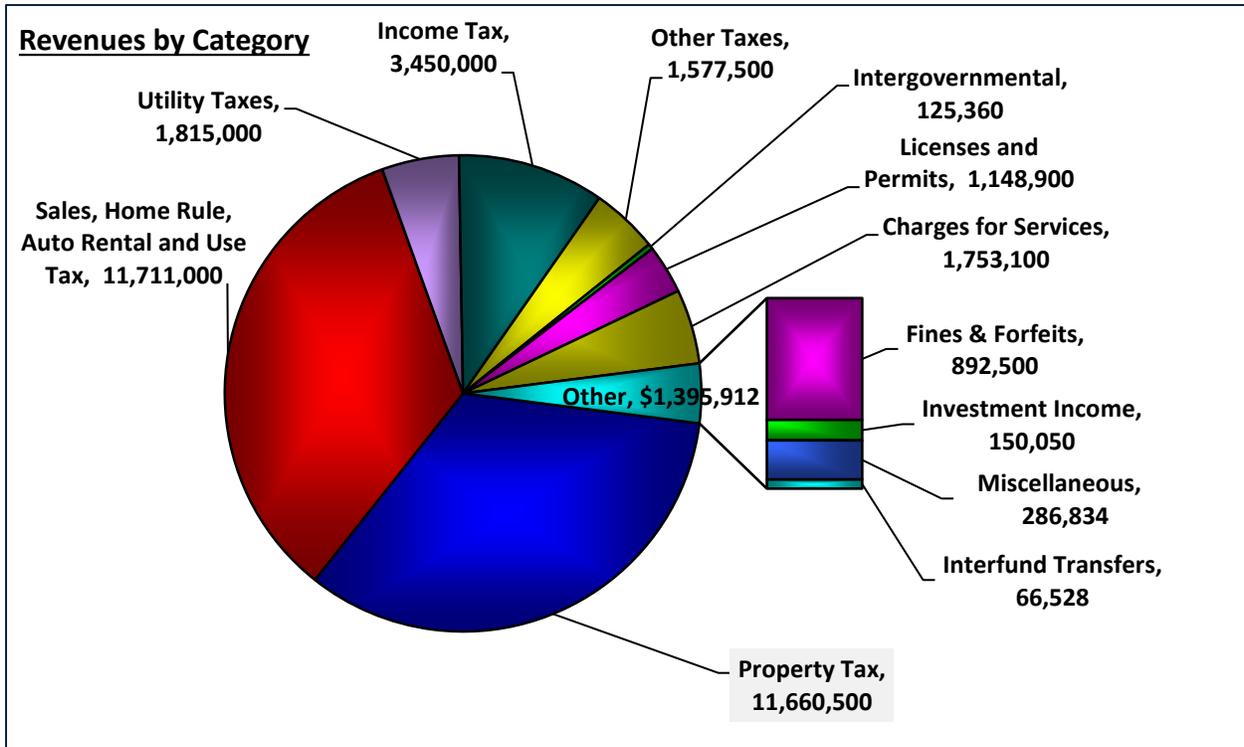
- Village Board, Village Clerk, Committees and Commissions
- Administrative Services
- Finance Department
- Public Works Department
- Fire Department
- Police Department
- Community Development Department



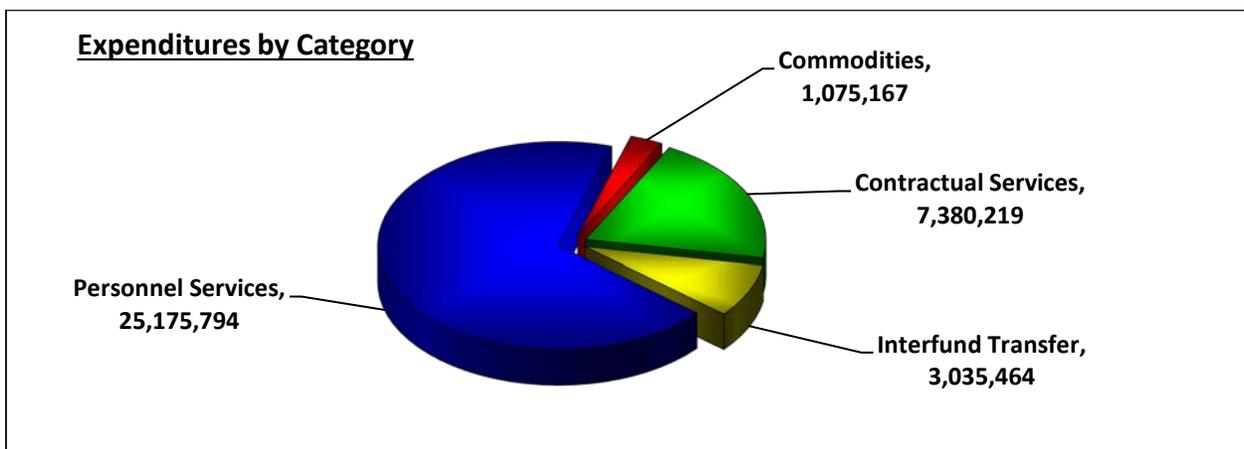
**2011 – 2017: Actual Revenues and Expenditures**

Total General Fund expenditures for FY2019 exceeds revenues for FY2019 by \$2,054,022, are planned uses of fund balances for one-time expenditure transfer to Road & Bridge and Central Equipment. The ending fund balance for the General Fund remain within the approved Village fund balance policy.

## GENERAL FUND Fiscal Year 2019 Budget



Property tax revenue accounts for 33.66% and is the largest revenue source in the General Fund. The property tax levy increases by 0.13% for Fiscal Year 2019 compared to Fiscal Year 2018. Overall budgeted revenues increased by 0.97% or \$332,337 over the Fiscal Year 2018 Adopted Budget.



Personnel Services accounts for 68.43% of General Fund budget. For Fiscal Year 2019 General Fund budgeted expenditures increased by 5.95% or \$2,060,406 over the Fiscal Year 2018 Adopted Budget.

**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Revenue Summary by Account**  
**Fiscal Year Ending December 31, 2019**

**Fund 010 - General Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
311-301 Property Taxes Real Property	\$ 11,527,518	\$ 11,842,674	\$ 11,736,407	\$ 11,645,760	\$ 11,645,760	\$ 11,660,500
312-301 Telecommunications Tax	754,969	690,765	600,186	600,000	490,000	410,000
312-302 Natural Gas Tax	215,496	192,588	214,965	393,000	400,000	415,000
312-303 Electric Tax	1,017,092	1,012,647	973,072	1,000,000	985,000	990,000
313-301 Sales Tax	5,641,105	5,911,386	6,395,188	6,400,000	6,430,000	6,500,000
313-302 Use Tax	844,592	922,304	982,230	925,000	995,000	1,000,000
313-303 Home Rule Sales Tax	3,689,384	3,851,280	4,197,024	4,200,000	4,200,000	4,200,000
313-304 Real Estate Transfer Tax	368,563	711,026	391,534	383,000	370,000	383,000
313-305 Hotel / Motel Tax	45,939	44,881	44,408	45,000	44,400	44,500
314-301 Prepared Food Tax	1,134,073	1,160,415	1,156,763	1,150,000	1,150,000	1,150,000
314-307 Auto Rental Tax	15,456	13,908	12,143	13,000	11,000	11,000
<b>Total Taxes</b>	<b>25,254,187</b>	<b>26,353,874</b>	<b>26,703,920</b>	<b>26,754,760</b>	<b>26,721,160</b>	<b>26,764,000</b>
331-301 Personal Property Replacement	86,945	86,782	100,410	86,000	78,000	78,000
331-302 State Income Tax	4,040,449	3,696,445	3,487,788	3,462,450	3,450,000	3,450,000
332-301 State Grants	6,075	-	-	-	9,964	-
380-303 ILETSB Boards	-	-	857	4,500	4,500	-
380-317 DuPage City Mowing Reimb.	10,360	10,360	16,910	10,360	16,910	16,910
380-326 ILEAS Reimbursement	919	928	232	900	450	450
380-306 Police Programs	18,442	1,700	2,371	2,000	27,000	25,000
380-307 Expenditures Fire	14,284	20,009	9,000	10,000	4,000	5,000
<b>Total Intergovernmental Revenues</b>	<b>4,177,474</b>	<b>3,816,224</b>	<b>3,617,568</b>	<b>3,576,210</b>	<b>3,590,824</b>	<b>3,575,360</b>
321-301 Business Licenses	93,597	69,504	80,300	79,000	72,000	70,000
321-302 Liquor Licenses	55,112	5,637	54,359	53,000	57,100	57,000
321-303 Contractor's Licenses	45,165	48,200	44,410	40,000	45,000	40,000
321-304 Vendor / Solicitor Licenses	1,175	-	900	500	550	600
321-306 Animal Licenses	955	690	625	500	600	600
321-307 Penalties on Licenses	50	100	265	2,000	12,383	11,300
321-308 Multi - Family Licenses	35,700	80,813	92,323	90,900	90,900	90,900
321-309 Single Family Rental Licenses	101,275	98,750	111,850	112,400	112,400	115,000
322-301 Building Permits - Cook	334,822	281,032	324,935	300,000	250,000	250,000
322-303 Sign Permits	695	663	913	1,000	900	900
323-306 Land Use Development	3,975	5,025	6,825	-	9,850	-
323-307 Cable Franchise Fee	415,335	421,570	404,399	415,000	380,000	380,000
323-301 Solid Waste Franchise Fee	122,121	141,423	127,858	127,000	130,400	132,600
<b>Total Licenses and Permits</b>	<b>1,209,977</b>	<b>1,153,407</b>	<b>1,249,961</b>	<b>1,221,300</b>	<b>1,162,083</b>	<b>1,148,900</b>
323-312 Ambulance Fee	689,022	806,265	672,848	764,000	733,921	750,000
323-305 Plan Review - Insp Svc. Fee	18,758	11,794	16,181	40,000	45,000	45,000
323-302 Building Reinspection Fee	1,658	1,362	1,300	1,800	800	800
323-314 Vehicle Impoundment Fee	488,500	456,500	516,026	500,000	525,000	510,000
323-313 CPR Fee	2,375	2,399	2,950	1,800	960	1,800
323-316 ADT Administrative Fee	6,183	6,013	6,138	6,000	6,000	6,000

**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Revenue Summary by Account**  
**Fiscal Year Ending December 31, 2019**

**Fund 010 - General Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources (Continued)</b>						
323-317 Public Safety Application Fee	3,620	4,760	2,120	2,000	2,000	2,000
323-318 Child Safety Seat Install Fee	210	105	175	100	35	-
323-303 Inspection Fee - Misc. / TCO	500	100	150	100	-	-
323-320 Highlighter Advertising Fee	1,150	950	-	-	-	-
323-321 Fire Training Course Fee	5,605	2,560	6,800	5,000	500	3,000
323-322 Overweight Vehicle Fee	-	-	10,970	7,500	7,500	7,500
323-323 Foreclosure Registration Fee	-	-	-	-	-	50,000
363-300 Printed Materials	3,945	7,981	7,748	7,000	7,000	7,000
364-300 Rental Income	230,036	418,710	360,302	305,000	360,600	370,000
<b>Total Charges for Services</b>	<b>1,451,562</b>	<b>1,719,499</b>	<b>1,603,707</b>	<b>1,640,300</b>	<b>1,689,316</b>	<b>1,753,100</b>
351-301 Traffic Fines - Cook	98,688	90,345	116,098	100,000	100,000	100,000
351-302 Traffic Fines - DuPage	46,488	47,363	53,959	45,000	55,000	55,000
351-303 Ordinance Violations	334,771	391,977	525,618	402,000	614,000	602,000
351-305 Police False Alarm Fines	8,450	7,450	7,150	7,500	7,500	7,500
351-307 Fire False Alarm Fines	5,000	4,625	3,800	1,000	2,825	2,000
351-309 Red Light Camera	143,838	147,863	137,266	125,000	125,000	125,000
351-310 Kennel Fees	1,265	1,310	1,315	1,000	1,000	1,000
<b>Total Fines and Forfeits</b>	<b>638,500</b>	<b>690,932</b>	<b>845,205</b>	<b>681,500</b>	<b>905,325</b>	<b>892,500</b>
361-300 Interest On Investments	53,907	68,289	128,144	75,000	140,000	150,000
362-300 Net Change In Fair Value	229	570	282	1,000	-	50
<b>Total Investment Income</b>	<b>54,136</b>	<b>68,859</b>	<b>128,427</b>	<b>76,000</b>	<b>140,000</b>	<b>150,050</b>
323-319 Elevator Inspection Fee	(429)	(100)	195	-	-	-
380-309 Expenditures Miscellaneous	34,765	216,119	129,687	50,000	50,000	50,000
380-327 Hazardous Materials	7,706	3,956	22,271	5,000	5,000	5,000
380-328 OJP Bullet Proof Vest Grant	610	-	6,905	2,700	2,700	1,200
389-303 Miscellaneous Income	108,119	118,973	102,353	75,000	75,000	75,000
389-307 Corporate Partnership Program	515	500	2,550	2,500	21,000	2,500
389-308 Loan Interest - SSA#6&DuPage M & N	72	12	11,048	7,434	7,432	3,567
389-350 Central Equip Funding - W & S	189,463	149,567	149,567	149,567	149,567	149,567
<b>Total Miscellaneous</b>	<b>340,821</b>	<b>489,026</b>	<b>424,576</b>	<b>292,201</b>	<b>310,699</b>	<b>286,834</b>
391-316 SSA #6	-	-	-	62,664	62,663	66,528
<b>Total Interfund Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>62,664</b>	<b>62,663</b>	<b>66,528</b>
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 33,126,657</b>	<b>\$ 34,291,822</b>	<b>\$ 34,573,365</b>	<b>\$ 34,304,935</b>	<b>\$ 34,582,070</b>	<b>\$ 34,637,272</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
Expenditure Summary by Account  
Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures and Other Financing Uses</b>							
401-411	Salaries - Regular	\$ 12,273,357	\$ 12,693,660	\$ 13,134,403	\$ 13,669,729	\$ 13,146,678	\$ 13,971,827
401-412	Salaries - Part - Time	652,407	637,930	722,401	852,254	847,316	844,514
401-421	Overtime Compensation	1,138,767	1,344,747	1,272,532	1,062,423	1,046,264	1,042,270
401-422	Court Appearances	170,307	167,022	169,601	175,000	175,000	175,000
401-423	Holiday Pay	138,109	148,792	154,395	168,453	168,453	203,480
401-427	Language Proficiency	20,645	19,150	20,250	22,250	21,000	23,250
401-428	On Call Premium Pay	9,568	8,670	9,502	10,030	7,350	10,030
401-429	Employee Incentive	11,459	12,026	12,441	26,950	26,950	12,500
401-441	State Retirement	582,317	658,493	644,650	666,183	638,765	574,878
401-442	Social Security	902,098	900,935	958,127	1,005,253	963,501	1,021,811
401-443	Police / Fire Pension	3,243,581	3,374,416	3,680,963	3,974,245	3,974,245	4,216,480
401-444	Employee Insurance	2,124,172	1,963,510	2,387,427	2,621,308	2,622,778	2,940,255
401-445	Special Pension	42,552	52,774	56,388	40,990	62,400	55,218
401-446	Unemployment Compensation	31,801	24,530	34,797	35,400	38,600	17,000
<b>Total Personnel Services</b>		<b>21,341,141</b>	<b>22,006,657</b>	<b>23,257,879</b>	<b>24,330,468</b>	<b>23,739,300</b>	<b>25,108,513</b>
402-411	Office Supplies	98,054	82,624	77,114	90,090	87,169	83,235
402-413	Memberships / Subscriptions	93,073	111,353	120,121	146,809	147,529	152,339
402-414	Books / Publications / Maps	9,630	7,149	5,726	22,826	20,439	20,466
402-421	Gasoline & Lube	204,872	173,035	165,794	203,990	219,000	219,000
402-422	Automotive Parts	108,059	85,228	100,243	100,000	100,000	91,000
402-423	Communications Parts	2,567	6,032	8,373	7,450	6,100	6,550
402-425	Ammunition	2,000	1,500	2,000	2,000	2,000	2,000
402-426	Bulk Chemicals	3,359	2,703	3,795	4,400	4,400	4,630
402-427	Materials & Supplies	219,262	236,144	243,937	231,407	240,317	238,596
402-428	Cleaning Supplies	26,816	25,811	23,808	26,805	26,805	26,805
402-429	Parts & Accessories - Non - Auto	42,282	35,731	66,310	47,955	48,947	48,928
402-431	Uniforms	78,813	76,748	86,199	92,675	95,325	95,235
402-433	Safety & Protective Equipment	14,527	22,784	16,941	17,200	16,550	16,180
402-434	Small Tools	19,608	17,178	20,139	16,995	17,120	18,823
402-435	Evidence	5,000	4,953	4,667	5,000	5,000	5,000
402-436	Photo Supplies	814	1,311	1,190	1,000	1,228	1,000
402-490	Employee Recognition	35,166	30,066	27,555	41,150	35,000	41,930
402-499	Miscellaneous Expense	2,178	2,985	4,954	3,750	3,750	3,750
<b>Total Commodities</b>		<b>966,078</b>	<b>923,335</b>	<b>978,866</b>	<b>1,061,502</b>	<b>1,076,679</b>	<b>1,075,467</b>
403-411	Telephone	194,647	199,095	185,156	188,436	192,154	184,764
403-412	Postage	45,473	50,179	56,243	56,775	57,125	55,555
403-413	Light & Power	1,658	1,616	1,446	1,800	1,650	1,800
403-414	Natural Gas	25,529	18,493	23,896	21,600	21,600	24,000
403-417	Tax Incentive Payments	2,675,396	2,427,737	2,444,429	2,120,000	2,300,000	2,125,000
403-421	Liability Insurance Program	554,530	531,414	513,921	355,627	400,000	532,506
403-431	M & R - Auto Equipment	77,009	86,850	75,322	78,500	78,500	78,500
403-432	M & R - Office Equipment	1,582	1,775	1,959	5,090	5,090	3,750
403-434	M & R - Buildings	72,340	59,342	82,486	73,643	73,900	73,600
403-435	M & R - Streets & Bridges	350,187	250,599	236,783	312,571	312,571	308,571
403-436	Maintenance Agreements	562,039	516,078	523,645	598,335	586,093	630,079
403-437	M & R - Other Equipment	22,754	16,840	19,234	20,000	20,000	20,000
403-438	Maintenance - Forestry	46,165	70,269	39,072	55,000	55,000	96,000

VILLAGE OF HANOVER PARK, ILLINOIS  
Expenditure Summary by Account  
Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures and Other Financing Uses (Continued)</b>							
403-439	M & R - Accident Claims	14,412	1,910	41,084	5,000	5,000	5,000
403-451	Equipment Rentals	742,151	733,908	742,893	788,774	771,617	813,786
403-452	Vehicle Maintenance & Replacemen	935,585	903,146	871,555	870,460	870,460	1,001,569
403-453	Furniture Replacement	20,000	20,000	1,870	4,830	4,368	4,800
403-456	IT Equipment Maint. & Replacemnt	-	180,000	180,000	217,589	217,589	325,343
403-457	SCBA Maintenance & Replacement	-	-	-	28,012	28,012	38,012
403-461	Consulting Services	310,258	181,054	226,021	316,439	291,152	292,519
403-462	Legal Services	298,856	371,780	348,875	310,130	341,440	378,480
403-463	Auditing Services	32,063	23,230	26,957	24,200	24,000	28,406
403-464	Engineering Services	1,576	-	-	-	-	-
403-465	Medical Examinations	22,625	16,143	30,157	33,364	33,364	34,418
403-467	Legal Publications	12,182	7,123	8,659	9,000	9,000	8,500
403-468	Uniform Rentals	4,568	4,907	5,403	5,000	5,000	5,000
403-469	Testing Services	3,034	3,407	2,116	2,500	2,500	2,500
403-470	Binding & Printing	23,395	25,306	23,752	13,450	10,901	8,700
403-471	Schools / Conferences / Meetings	165,992	170,396	175,168	196,646	181,277	195,501
403-472	Transportation	18,299	30,339	20,911	27,814	27,213	29,881
403-473	Elected Officials Initiative	13,348	11,527	11,817	14,000	14,000	14,000
403-474	Tuition Reimbursement	-	-	-	15,806	8,000	12,000
403-478	Fire Corp	2,955	1,397	1,715	1,500	1,500	1,500
403-483	Shelter Inc.	1,000	-	-	-	-	-
403-485	Miscellaneous Programs	8,500	15,891	17,668	21,702	19,000	21,800
403-488	Park District - Youth Programs	2,775	-	-	-	-	-
403-489	IEPA Discharge Fee	1,000	1,000	1,000	1,000	1,000	1,000
403-491	Special Events	41,409	34,551	43,575	199,145	215,091	81,775
403-495	W.A.Y.S.	2,000	-	-	-	-	-
403-496	Collection Fee Service	-	-	488	5,200	3,500	4,000
403-498	Contingency	-	-	-	15,000	15,000	15,000
403-499	Miscellaneous Expense	22,542	56,728	38,121	34,175	39,075	14,235
<b>Total Contractual Services</b>		<b>7,329,832</b>	<b>7,024,026</b>	<b>7,023,397</b>	<b>7,048,113</b>	<b>7,242,742</b>	<b>7,471,850</b>
412-404	Road & Bridge	-	-	-	325,953	325,953	1,965,000
412-420	Foreign Fire	20,708	-	-	-	-	-
412-431	General Capital Outlay	1,585,094	1,197,396	1,678,155	1,864,852	1,864,852	849,764
412-461	Central Equipment	-	-	-	-	-	220,700
<b>Total Interfund Transfers</b>		<b>1,605,802</b>	<b>1,197,396</b>	<b>1,678,155</b>	<b>2,190,805</b>	<b>2,190,805</b>	<b>3,035,464</b>
<b>Total Expenditures and Other Financing Uses</b>		<b>\$ 31,242,853</b>	<b>\$ 31,151,413</b>	<b>\$ 32,938,297</b>	<b>\$ 34,630,888</b>	<b>\$ 34,249,526</b>	<b>\$ 36,691,294</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Cost Center	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
1100	President and Board of Trustees	\$ 102,108	\$ 119,560	\$ 120,224	\$ 130,579	\$ 128,609	\$ 127,154
1200	Village Clerk	94,203	91,049	98,975	117,121	119,081	122,421
1250	Village Collector	83,272	85,706	98,052	99,839	99,809	100,075
1350	Environmental & Utility Committee	2,841	240	282	2,825	575	375
1400	Special Events Committee	-	-	-	152,200	168,000	40,100
1450	Historical Commission	-	-	-	3,000	1,350	1,850
1600	CI & D Committee	3,547	3,163	2,686	3,750	3,750	3,550
1650	Sister Cities Committee	5,969	6,963	4,771	7,105	6,210	5,590
1700	Citizens Corp Council	-	222	368	2,300	1,350	850
1750	Veterans Committee	511	702	770	1,750	1,908	1,750
1800	Development Commission	47	75	636	1,280	1,100	800
1950	Hanover Park CONECT Committee	4,299	3,850	4,277	7,330	6,887	4,860
Total Village Board, Clerk, Committees and Commissions		296,796	311,531	331,041	529,079	538,629	409,375
4100	Village Manager	343,514	426,471	574,724	625,631	611,001	634,500
4400	Human Resources Department	399,917	376,024	416,477	499,641	447,024	529,762
4600	Special Events	11,909	12,025	12,612	-	-	-
4700	Information Technology	874,870	1,014,787	1,017,240	1,201,362	1,171,371	1,297,161
Total Administrative Services		1,630,210	1,829,306	2,021,052	2,326,634	2,229,396	2,461,423
3100	Administration	191,598	167,841	177,734	183,562	170,130	183,680
3200	Collections	127,004	163,400	177,820	176,027	175,318	178,655
3300	General Accounting	167,629	229,061	208,917	212,012	212,746	194,730
3500	General Administrative Services	930,994	1,023,759	1,030,013	1,422,830	933,350	1,581,366
Total Finance Department		1,417,225	1,584,061	1,594,484	1,994,431	1,491,544	2,138,431
6100	Administration	185,298	165,716	166,545	162,729	161,634	170,872
6200	Streets	1,452,479	1,448,762	1,479,377	1,512,839	1,496,494	1,598,543
6300	Forestry	536,141	495,234	448,051	547,824	519,496	594,886
6400	Public Buildings	583,741	590,997	611,774	609,981	617,001	624,182
6500	Fleet Services	919,530	851,498	886,204	914,723	927,833	887,963
6600	Engineering	285,203	322,222	389,286	366,278	375,208	513,020
Total Public Works Department		3,962,391	3,874,429	3,981,237	4,114,374	4,097,666	4,389,466
7100	Fire Administration	578,778	649,294	619,357	634,666	627,547	652,327
7200	Fire Suppression	5,449,671	5,760,256	6,124,847	6,242,156	6,351,314	6,461,257
7300	Inspectional Services	534,620	604,787	662,860	701,361	671,900	688,491
7400	Non-Emergency 911	189,559	43,104	45,020	46,929	46,929	48,827
Total Fire Department		6,752,628	7,057,442	7,452,084	7,625,112	7,697,690	7,850,902
8100	Police Administration	901,628	902,867	859,096	860,196	860,696	903,072
8200	Patrol	7,764,224	7,535,283	7,891,893	8,107,026	8,060,701	8,294,343
8300	Investigations	1,749,876	1,808,016	1,946,425	1,963,374	1,963,374	2,046,608
8400	Community Services	99,175	95,963	97,839	96,166	97,166	102,039
8500	Staff Services	1,551,776	1,683,874	1,705,083	1,775,959	1,777,187	1,896,540
8600	Emergency Services	9,196	11,846	10,622	10,346	8,327	10,136
8700	Code Enforcement	493,951	456,115	537,500	534,029	538,029	554,478
Total Police Department		12,569,827	12,493,963	13,048,458	13,347,096	13,305,480	13,807,216
9200	Economic Development	3,007,973	2,803,285	2,831,784	2,503,357	2,698,316	2,599,017
Total Community Development		3,007,973	2,803,285	2,831,784	2,503,357	2,698,316	2,599,017
9900	Interfund Transfers	1,605,802	1,197,396	1,678,155	2,190,805	2,190,805	3,035,464
Total General Fund		\$ 31,242,853	\$ 31,151,413	\$ 32,938,297	\$ 34,630,888	\$ 34,249,526	\$ 36,691,294

## **INTER-FUND TRANSFERS**

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### **COST CONTROL CENTER**

<b>Inter-Fund Transfer</b>	<b>9900</b>
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VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 9900 - Interfund Transfers

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
412-404	Road & Bridge	\$ -	\$ -	\$ -	\$ 325,953	\$ 325,953	\$ 1,965,000
412-420	Foreign Fire	20,708	-	-	-	-	-
412-431	General Capital Outlay	1,285,094	1,197,396	1,678,155	1,864,852	1,864,852	849,764
412-431	Gen. Cap. Outlay I.T. Replacement	300,000	-	-	-	-	-
412-461	Central Equipment	-	-	-	-	-	220,700
Total Interfund Transfer		<u>1,605,802</u>	<u>1,197,396</u>	<u>1,678,155</u>	<u>2,190,805</u>	<u>2,190,805</u>	<u>3,035,464</u>
Total Interfund Transfer		<u>\$ 1,605,802</u>	<u>\$ 1,197,396</u>	<u>\$ 1,678,155</u>	<u>\$ 2,190,805</u>	<u>\$ 2,190,805</u>	<u>\$ 3,035,464</u>

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# VILLAGE BOARD

## VILLAGE CLERK

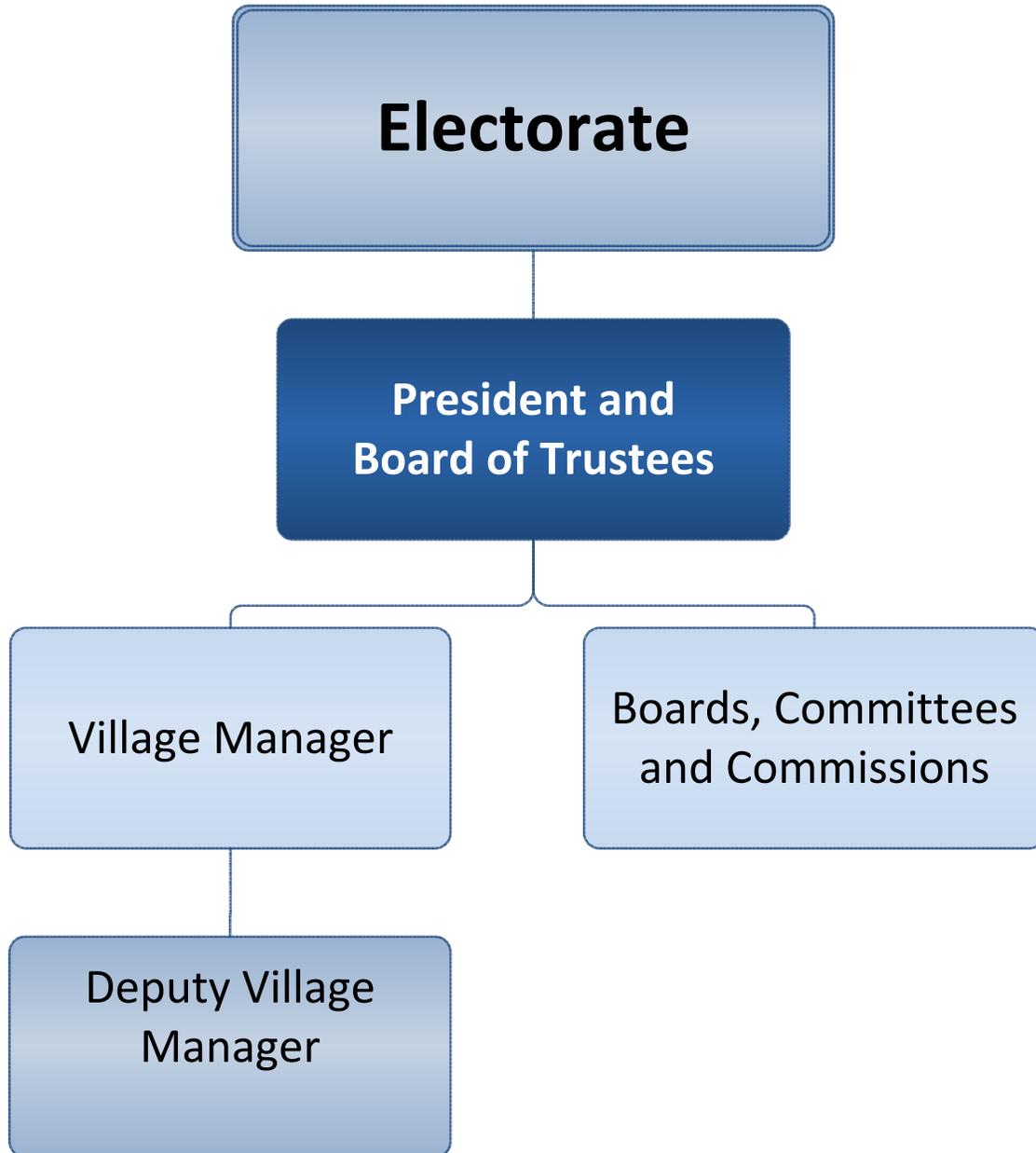
### COMMITTEES AND COMMISSIONS

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#### Cost Control Centers

<b>Village President and Board of Trustees</b>	<b>1100</b>
<b>Village Clerk / Special Events</b>	<b>1200</b>
<b>Village Collector</b>	<b>1250</b>
<b>Environmental Committee</b>	<b>1350</b>
<b>Special Events Committee</b>	<b>1400</b>
<b>Historical Commission</b>	<b>1450</b>
<b>Cultural Inclusion &amp; Diversity Committee</b>	<b>1600</b>
<b>Sister Cities Committee</b>	<b>1650</b>
<b>Citizens Corp Council</b>	<b>1700</b>
<b>Veterans Committee</b>	<b>1750</b>
<b>Development Commission</b>	<b>1800</b>
<b>Hanover Park CONECT Committee</b>	<b>1950</b>

# 1100 – Village Board



**PURPOSE STATEMENT**

The mission of the Village is to provide responsive and effective municipal services toward the goal of maintaining a good quality of life for residents and businesses within the community.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Village President and Board of Trustees are the elected representatives and policy makers for the Village of Hanover Park. Their function is to formulate policies and ordinances necessary to guide the orderly development and administration of the Village. The Village Board also serves the residents through a system of public participation, public board meetings, and boards and commissions.

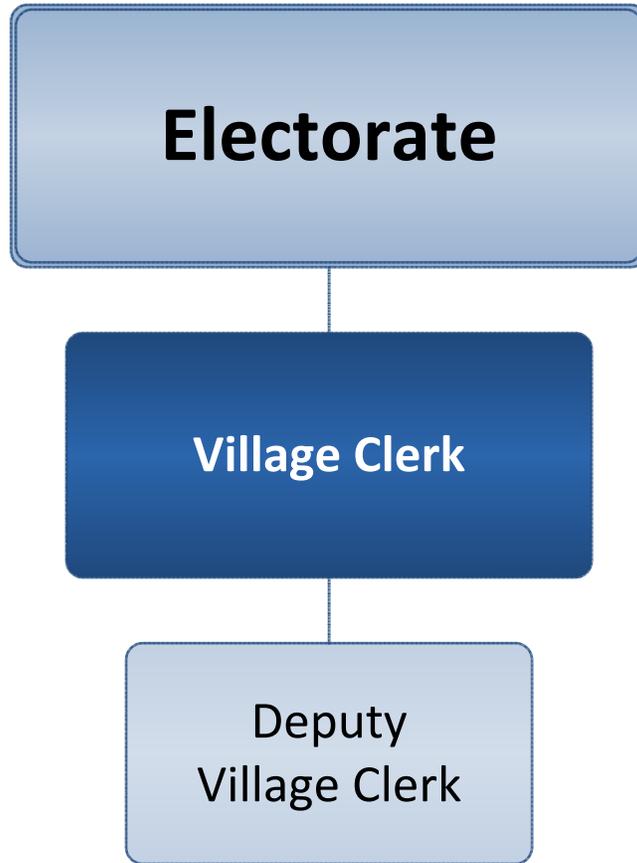
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 1100 - President & Board of Trustees

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-412	Salaries-Part Time	\$ 31,253	\$ 36,395	\$ 36,226	\$ 36,000	\$ 34,290	\$ 36,000
401-442	Social Security	2,521	2,784	2,771	2,754	2,623	2,754
Total Personnel Services		<u>33,774</u>	<u>39,180</u>	<u>38,997</u>	<u>38,754</u>	<u>36,913</u>	<u>38,754</u>
402-411	Office Supplies	874	478	505	1,375	1,096	600
402-413	Memberships/ Subscriptions	40,698	54,400	52,329	57,660	57,660	55,160
402-427	Materials & Supplies	485	-	-	-	-	-
402-499	Miscellaneous Expense	636	1,267	2,762	1,800	1,800	1,800
Total Commodities		<u>42,693</u>	<u>56,144</u>	<u>55,595</u>	<u>60,835</u>	<u>60,556</u>	<u>57,560</u>
403-412	Postage	166	167	232	100	250	150
403-471	Schools/Conf/Meetings	6,740	8,244	8,581	10,840	10,840	10,840
403-472	Transportation	2,726	3,598	4,237	5,350	5,350	5,350
403-473	Elected Officials Initiative	13,348	11,527	11,817	14,000	14,000	14,000
403-491	Special Events	2,661	701	765	700	700	500
Total Contractual Services		<u>25,641</u>	<u>24,237</u>	<u>25,632</u>	<u>30,990</u>	<u>31,140</u>	<u>30,840</u>
Total President & Board of Trustees		<u>\$ 102,108</u>	<u>\$ 119,560</u>	<u>\$ 120,224</u>	<u>\$ 130,579</u>	<u>\$ 128,609</u>	<u>\$ 127,154</u>

# 1200 – Village Clerk



### **PURPOSE STATEMENT**

The Village Clerk's Office is to create and maintain accurate records and files of Village documents; index records and maintain a comprehensive Records Management Program; to comply with the Public Information Act by providing information requested by the public and Village departments in a competent manner; to strive to improve job knowledge of staff members; to maintain good working relationships with the staff, the media, and legislative bodies. The Village Clerk's Office is to coordinate annual special events to promote the quality of life for residents and visitors.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Village Clerk is, by statute, the keeper of the official records of the municipality and as such, is responsible for maintaining accurate records of the proceedings of the President and Board of Trustees. The Village Clerk maintains a file of ordinances, resolutions, bonds, contracts and agreements, which are part of the official records of the Village. Legal publications for the Village such as public hearings, notices of annexation, etcetera, are published by the Village Clerk; all documents are recorded in their respective counties as required. The Village Clerk is the local Election Official and is Deputy Registrar for voter registration in both Cook County and DuPage County. The Village Clerk is responsible for issuance of solicitor's permits, Business Licenses, Taxi Licenses, and Contractor Licenses and is required to maintain complete records of same. The Clerk also serves as secretary to the Liquor Commission, recording the proceedings of the Commission and maintaining a complete record of each license, issuing all licenses as directed by the Commission. In addition, the Village Clerk's Office provides research and copies of documents as required by other departments and/or the public. The Village Clerk's Office is also responsible for administering the Open Meetings Act and the Freedom of Information Act. The Village Clerk maintains an up-to-date municipal code and prepares the weekly calendar of meetings. The Village Clerk's Office is to develop and coordinate annual seasonal events that engage residents, community partners and visitors from the region. Annual special events coordinated include: Maxwell Street (Market @ the Metra) event, December - Village Holiday Tree Lighting, April - Arbor Day celebration, May/June - Touch A Truck, and August- Car Show. In addition, the Clerk's office coordinates the Community Appearance Awards and Deck the Homes Contests, and the STAARS (STudent Artist and AuthoRS) Program.

### **2018 BUDGET ACCOMPLISHMENTS**

#### **Strategic Plan Goal #1: Financial Health**

1. Maximized the budget for scheduled special events to provide a highlighted experience that emphasizes the 60<sup>th</sup> Anniversary.  
*Completed. First through fourth quarters.*
2. Evaluated opportunities for additional revenue generating services.  
*Completed. Second Quarter.*

#### **Strategic Plan Goal #2: Focused Economic Development & Redevelopment**

1. Highlighted Hanover Park's Business Community through the Northwest Hispanic Chamber of Commerce.  
*Ongoing. First through fourth quarters.*

#### **Strategic Plan Goal #4: Community Image & Identity**

1. Educated residents on the Village's Solicitors policies.  
*Completed. Third Quarter*

2. Hosted a “Touch a Truck” event and collaborate with Public Works.  
*Completed. Second Quarter*
3. Coordinated the semi-annual “Market @ the Metra” event.  
*Completed. Second and third quarters*
4. Coordinated Village participation in local parades, including the St. Ansgar Church Parade.  
*Completed. Second and third quarters*
5. Hosted the Car Show Event.  
*Completed. Third Quarter*
6. Coordinated the Tree Lighting Ceremony.  
*Completed. Fourth Quarter*
7. Coordinated an Arbor Day celebration at a Hanover Park School.  
*Completed. Second Quarter*
8. Coordinated the STAARS Program.  
*Completed. First through fourth quarters*

#### **Strategic Plan Goal #5: Effective Governance**

1. Reviewed efficiencies in providing permit/license services through our website.  
*Completed. First Quarter*

### **2019 BUDGET GOALS**

#### **Strategic Plan Goal #4: Community Image & Identity**

1. Upgrade the experience of annual seasonal events that engage residents, community partners and visitors from the region. *Fourth quarter*

#### **Strategic Plan Goal #5: Effective Governance**

1. Manage the 2019 municipal elections process under state statute as the Local Election Official.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 1200 - Village Clerk

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries-Regular	\$ 48,933	\$ 49,764	\$ 54,526	\$ 53,902	\$ 53,902	\$ 55,791
401-421	Overtime Compensation	3,642	3,758	3,613	2,500	2,500	3,500
401-441	State Retirement	7,127	7,675	7,871	7,165	7,165	5,824
401-442	Social Security	4,134	4,195	4,494	4,223	4,223	4,368
401-444	Employee Insurance	12,901	8,005	8,582	9,901	9,901	10,773
Total Personnel Services		<u>76,737</u>	<u>73,397</u>	<u>79,087</u>	<u>77,691</u>	<u>77,691</u>	<u>80,256</u>
402-411	Office Supplies	2,317	1,278	1,504	2,575	2,575	2,575
402-413	Memberships/Subscriptions	970	510	803	1,135	1,135	1,135
402-431	Uniforms	103	-	-	400	400	400
Total Commodities		<u>3,389</u>	<u>1,788</u>	<u>2,307</u>	<u>4,110</u>	<u>4,110</u>	<u>4,110</u>
403-412	Postage	1,848	1,182	1,325	1,900	1,900	1,400
403-436	Maintenance Agreements	1,074	2,074	2,815	3,280	3,800	3,280
403-461	Consulting Services	(218)	-	-	-	-	-
403-462	Legal Services	232	142	138	500	1,440	2,100
403-467	Legal Publications	4,873	3,756	4,304	4,000	4,500	4,000
403-470	Binding & Printing	4,556	6,342	6,371	6,000	6,000	6,000
403-471	Schools/Conf/Meetings	1,684	1,763	2,361	4,350	4,350	3,000
403-472	Transportation	27	605	267	1,365	1,365	1,000
403-491	Special Events	-	-	-	13,925	13,925	17,275
Total Contractual Services		<u>14,076</u>	<u>15,864</u>	<u>17,582</u>	<u>35,320</u>	<u>37,280</u>	<u>38,055</u>
Total Village Clerk		<u>\$ 94,203</u>	<u>\$ 91,049</u>	<u>\$ 98,975</u>	<u>\$ 117,121</u>	<u>\$ 119,081</u>	<u>\$ 122,421</u>

# 1250 – Village Collector



**PURPOSE STATEMENT**

The Village Collector is to provide information and assistance to Village citizens and the general public in matters concerning various services.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

Annually reviews the types of fees allowed for collection. Maintains satisfactory level of, and exercises control over, notification of business, liquor, taxi and contractor licenses as well as alarm applications. Answers public inquiries about diverse areas of the Village such as giving directions, quoting various license and permit fees. Authorizes the intake of monies for business, liquor, taxi, contractor, raffle and special event licenses as well as solicitor permits and alarm applications. Ensures appropriate collector staffing for all hours of Village operation. Conducts a monthly and annual review of food and beverage taxes. If necessary, submits delinquent business accounts to Village Attorney for hearing proceedings. Reviews and signs liens. Serves as the Freedom of Information Act (FOIA) and Open Meetings Act Officer for the Village.

**2018 BUDGET ACCOMPLISHMENTS**

**Strategic Plan Goal #1: Financial Health**

1. Evaluated permit and license fees.  
*Completed. Third Quarter*

**Strategic Plan Goal #5: Effective Governance**

1. Review policies and procedures addressing compliance with the Open Meetings Act.  
*Pending*
2. Conduct training for Board Liaisons and staff liaisons on policies and procedures to comply with the Open Meetings Act.  
*Pending*

**2019 BUDGET GOALS**

**Strategic Plan Goal #5: Effective Governance**

1. Provide electronic access to renew licenses.
2. Collaborate with other departments in identifying gaps in licensing alarm holders.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 1250 - Village Collector

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries-Regular	\$ 59,120	\$ 60,880	\$ 62,543	\$ 63,576	\$ 63,546	\$ 65,019
401-441	State Retirement	7,774	8,522	8,453	8,252	8,252	6,632
401-442	Social Security	4,515	4,503	4,821	4,864	4,864	4,974
401-444	Employee Insurance	11,863	11,800	22,235	23,147	23,147	23,450
Total Personnel Services		<u>83,272</u>	<u>85,706</u>	<u>98,052</u>	<u>99,839</u>	<u>99,809</u>	<u>100,075</u>
Total Village Collector		<u>\$ 83,272</u>	<u>\$ 85,706</u>	<u>\$ 98,052</u>	<u>\$ 99,839</u>	<u>\$ 99,809</u>	<u>\$ 100,075</u>

# 1350 – Environmental Committee



### **PURPOSE STATEMENT**

The goal of the Environmental Committee is to review and provide direction on items relating to environmental issues affecting the Village, its residents, and businesses.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

To present information and programs concerning environmental issues that affect the Village, its residents, and businesses; to create new or coordinate existing environmental programs suitable for achieving the goals of this committee; to cooperate with local, state, and national public and private agencies and individuals who are working on environmental programs; to provide advice to the Village President and Board of Trustees on environmental issues and programs; to recommend to the Village President and Board of Trustees such programs and staffing as may be appropriate to achieve the goals of this committee; and to complete projects assigned by the Village President or designated Trustee on environmental issues or programs.

### **2018 ACCOMPLISHMENTS**

#### **Strategic Plan Goal #4: Community Image & Identity**

- ✓ Host a community recycling event.  
*Third quarter. The 2018 recycling event was held to promote a healthy community image. Recycling is an important aspect of sustainability as it reduces the negative impact on the environment and helps preserve natural resources.*
- ✓ Host an apiary open house.  
*Third quarter. The Apiary Open House was rescheduled to the Third quarter due to rain, to educate the public on the importance of pollinators. Bees and other pollinators play a crucial role in flowering plants and crop production. Without pollinators, most plants cannot produce fruits or seed.*
- ✓ Initiate a curbside Textile Recycling Program.  
*First quarter. Curbside Textile Recycling was initiated in February. This offers free pickup service to our residents, providing a simple and convenient way to keep material out of landfills.*

### **2019 BUDGET GOALS**

#### **Strategic Plan Goal #4: Community Image & Identity**

1. Host a community recycling event.  
*Third quarter. To promote a healthy community image. Recycling is an important aspect of sustainability as it reduces the negative impact on the environment and helps preserve natural resources.*
2. Host an Apiary Open House.  
*Second quarter. This event will be held to educate the public on the importance of pollinators. Bees and other pollinators play a crucial role in flowering plants and crop production. Without pollinators, most plants cannot produce fruits or seed.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 1350 - Environmental Committee

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
402-411	Office Supplies	\$ 93	\$ 127	\$ 208	\$ 175	\$ 175	\$ 175
Total Commodities		93	127	208	175	175	175
403-471	Schools / Conferences / Meetings	-	-	-	50	50	-
403-491	Special Events	2,748	112	74	2,600	350	200
Total Contractual Services		2,748	112	74	2,650	400	200
Total Environmental Committee		\$ 2,841	\$ 240	\$ 282	\$ 2,825	\$ 575	\$ 375

# 1400 – Special Events Committee



**PURPOSE STATEMENT**

The goal of the Special Events Committee is to provide recommendations to the Board on activities, concerts and/or special events and funding necessary to accomplish them.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

To promote Village cultural festivals, concerns, special events, and other activities in Hanover Park; to sponsor cultural activities, concerts, and/or special events in the name of the Village; to recommend to the Board of Trustees cultural activities, concerts and/or special events and funding necessary to accomplish them; to complete such projects as are assigned by the Village President and Board of Trustees.

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #4: Community Image & Identity**

- ✓ Organized Mayors Play Ball event  
*Completed. Third Quarter. A Play Ball event took place in July, 2018.*
- ✓ Organized an expanded Pedal the Preserve event  
*Completed. Second Quarter. Held a Pedal the Preserve event in June, 2018.*
- ✓ Organized an expanded Cops Day Picnic  
*Completed. Third Quarter. The Cops Day Picnic took place in August, 2018, which included additional activities at the event, "Movie in the Park",*
- ✓ Organized Family Fest event  
*Completed. Third Quarter. Held a Family Fest event that took place in August that included music, food and other entertainment.*
- ✓ Organized Movie in the Park Events  
*Completed. First through Fourth Quarters. Held three "Movie in the Park events" at various locations throughout the Village.*
- ✓ Organized Corks & Crafts Event  
*Completed. Third Quarter. Held a Corks & Crafts event which included wine & craft beer tastings, music, food and arts and craft vendors in the Ontarioville Historic District.*

**2019 BUDGET GOALS**

**Strategic Plan Goal #4: Community Image & Identity**

1. Schedule Events to take place throughout 2019.  
*First through Fourth Quarters.*

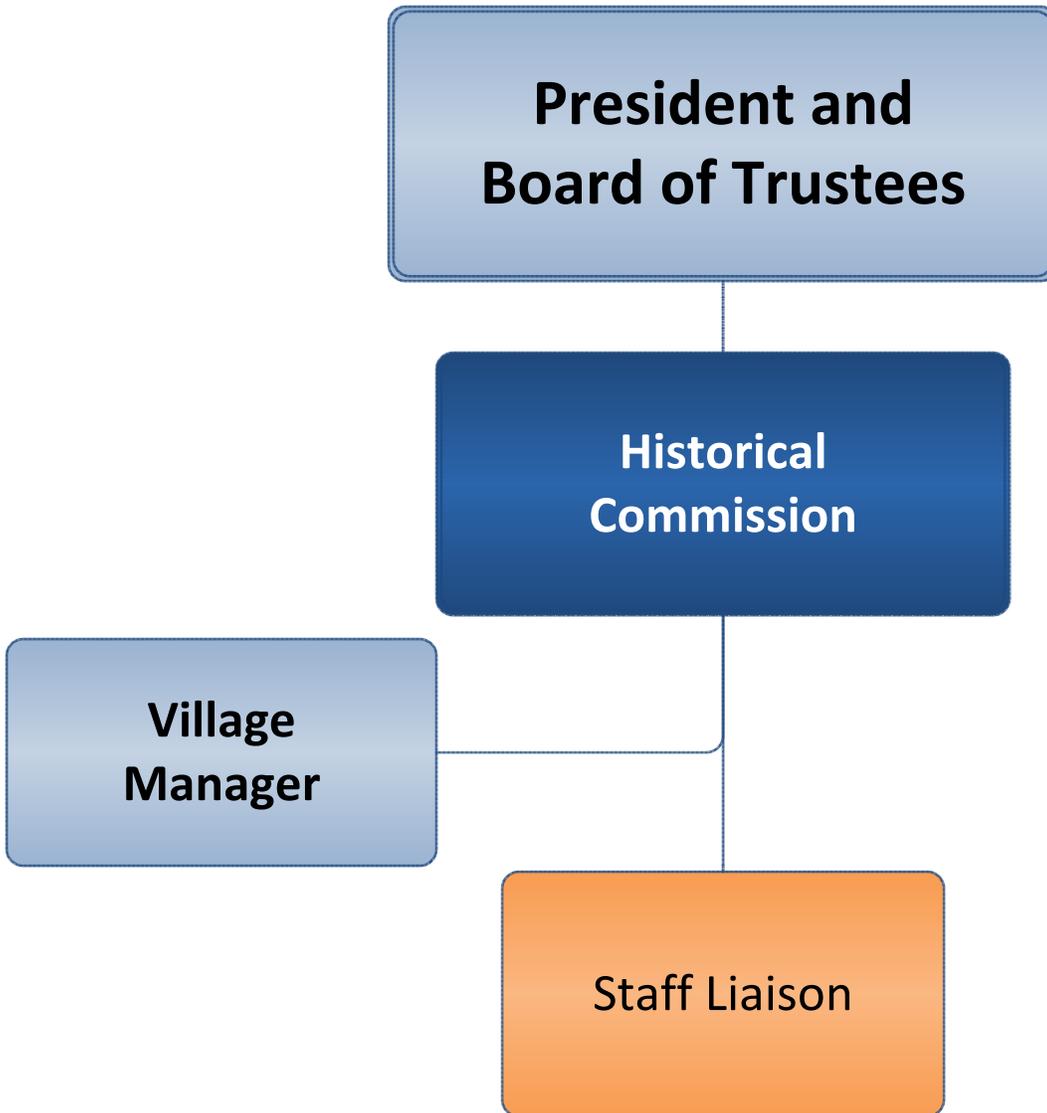
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 1400 - Special Events Committee

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
402-499	Miscellaneous Expen.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Commodities		-	-	-	-	-	-
403-491	Special Events	-	-	-	152,200	168,000	40,100
Total Contractual Services		-	-	-	152,200	168,000	40,100
Total Special Events Committee		\$ -	\$ -	\$ -	\$ 152,200	\$ 168,000	\$ 40,100

# 1450 – Historical Commission



**PURPOSE STATEMENT**

The purpose of the Historic Commission is to promote the educational, cultural, economic and general welfare of the community by ensuring the preservation of structures and properties that represent the cultural heritage of the Village of Hanover Park and of the community prior to the Village’s incorporation. Other purposes associated with this commission include: presenting information and programs concerning historic preservation issues that affect the village, its residents and businesses; creating new or coordinate existing historic programs suitable for achieving the goals of this commission; working with other agencies and individuals who are working on historic preservation programs; encouraging the preservation, restoration and rehabilitation of structures, buildings and properties that advance the history of the village; identifying such property, structures or areas within the Village that are historically significant; and establishing criteria and recommend to the Village Board of Trustees for designation of heritage plaques.

The Ordinance to establish a Historic Commission was passed by Village Board in mid-2017. Since no commission members have been appointed yet, there have been no official meetings. An Ordinance was also passed later in 2017, creating a Historic Committee to support the mission of the Historic Commission. Committee members were appointed, and the Historic Committee meets regularly to forward the goals of the Village.

The Goals and Accomplishments below reflect the work of the Historic Committee

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #4: Community Image & Identity**

- ✓ The Committee has made significant progress in scanning old photographs and documents, documenting the (2) Historic cemeteries in town, as well as organizing/preserving documents and artifacts. *First through fourth quarters.*

**2019 BUDGET GOALS**

**Strategic Plan Goal #1: Focused Economic Development & Redevelopment**

1. Provide recommendations for updating the Historic District Implementation. *First through fourth quarters. Provide specific recommendations to the Village Board on updating the “Heritage/Historic Properties”.*

**Strategic Plan Goal #2: Community Image & Identity**

1. Heritage Property/Site Plaques. *First through fourth quarters. The Historic Commission will honor eclectic and historic properties within the Village with a Heritage Plaque program. The Committee will establish criteria and policies for the Heritage Plaque program, send out notifications to properties that might qualify for a plaque, work with the property owners regarding the program and issuing such plaques to help recognize qualified properties in the community. Two plaques will be awarded in 2019.*
2. Arbor Day/Individual & Organization Plaques. *First through fourth quarters. The Historic Committee will honor individuals/organizations within the Village with a Heritage Plaque program. The Committee will establish criteria and policies for the Heritage Plaque program, send out notifications to individuals/organizations that might qualify for a plaque, and work with them regarding the program and issuing such plaques to help recognize those that have had an impact in the community. (1) plaque will be awarded in 2019 on Arbor Day.*

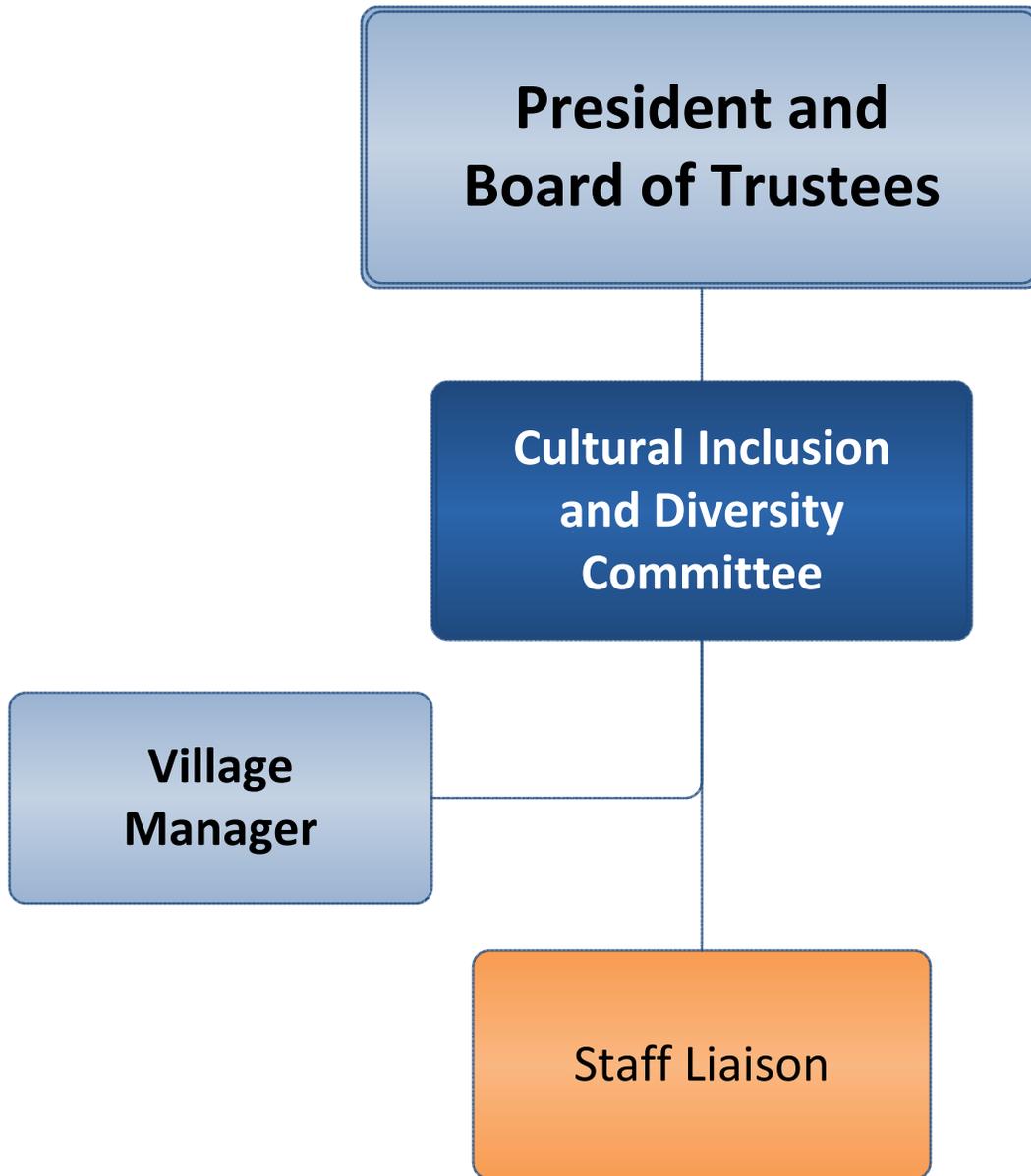
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 1450 - Historical Commission

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
402-411	Office Supplies	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 500
402-413	Memberships/Subscriptions	-	-	-	250	250	250
402-427	Materials & Supplies	-	-	-	1,100	-	900
Total Commodities		-	-	-	1,450	350	1,650
403-412	Postage	-	-	-	50	-	-
403-461	Consulting Services	-	-	-	1,000	1,000	200
403-471	Schools/Conf/Meetings	-	-	-	300	-	-
403-472	Transportation	-	-	-	100	-	-
403-491	Special Events	-	-	-	100	-	-
Total Contractual Services		-	-	-	1,550	1,000	200
Total Historical Commission		\$ -	\$ -	\$ -	\$ 3,000	\$ 1,350	\$ 1,850

# 1600 – Cultural Inclusion and Diversity Committee



### **PURPOSE STATEMENT**

The goals of the Cultural Inclusion and Diversity Committee are to foster and promote understanding, mutual respect, cooperation, and positive relations between and among all residents of the Village; to create a sense of shared community among residents; and to affirm the value of each resident. The committee will act as a catalyst in promoting social harmony in the Village and help deter, through educational and action programs, prejudice, discrimination, and intolerance.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The functions of the Cultural Inclusion and Diversity Committee are to assist the members of our community in any way possible by identifying cultural and social service needs of the residents of the Village and working with existing entities to address these needs in the most meaningful way. The Cultural Inclusion and Diversity Committee will work closely with all community groups, local businesses and other public agencies in promoting a better understanding and tolerance for inclusion and diversity within the community by establishing and promoting programs that serve to educate and bring the community together.

### **2018 ACCOMPLISHMENTS**

#### **Strategic Plan Goal #4: Community Image & Identity**

- ✓ Supported local community events which fostered inclusion and cultural diversity through participation and financial donations. The events included Martin Luther King Jr.'s Birthday Breakfast, Black History Month Celebration with the Sister Cities Committee, American Association of Retired Asians Heritage Luncheon, School Supplies Drive for the Centro de Información Mental Health Fair, and the Native American Heritage Month at The Trickster Gallery and Museum.  
*Completed. All events were attended by CIDC Committee Members.*
- ✓ Organized the MLK Legacy Day of Service by collaborating with a non-for-profit organization serving Hanover Park residents.  
*Completed. CIDC collaborated with Habitat for Humanity to coordinate this year's MLK Legacy Day of Service.*
- ✓ Hosted the Annual Community Leaders Reception with a workshop, seminar, or speaker on relevant/pressing topics that focus on strengthening the community of Hanover Park.  
*Completed. Third quarter.*
- ✓ Hosted a community stakeholders meeting.  
*Ongoing.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #4: **Community Image & Identity**

1. Support local community events which foster inclusion and cultural diversity through participation and financial donations.
2. Organize the MLK Legacy Day of Service by collaborating with a non-for-profit organization serving Hanover Park residents.
3. To host the Annual Community Leaders Reception with a workshop, seminar, or speaker on relevant/pressing topics that focus on strengthening the community of Hanover Park.
4. Continue to host leadership training for committee members to strengthen the impact of the committee.
5. Continue to host community stakeholders' meetings.

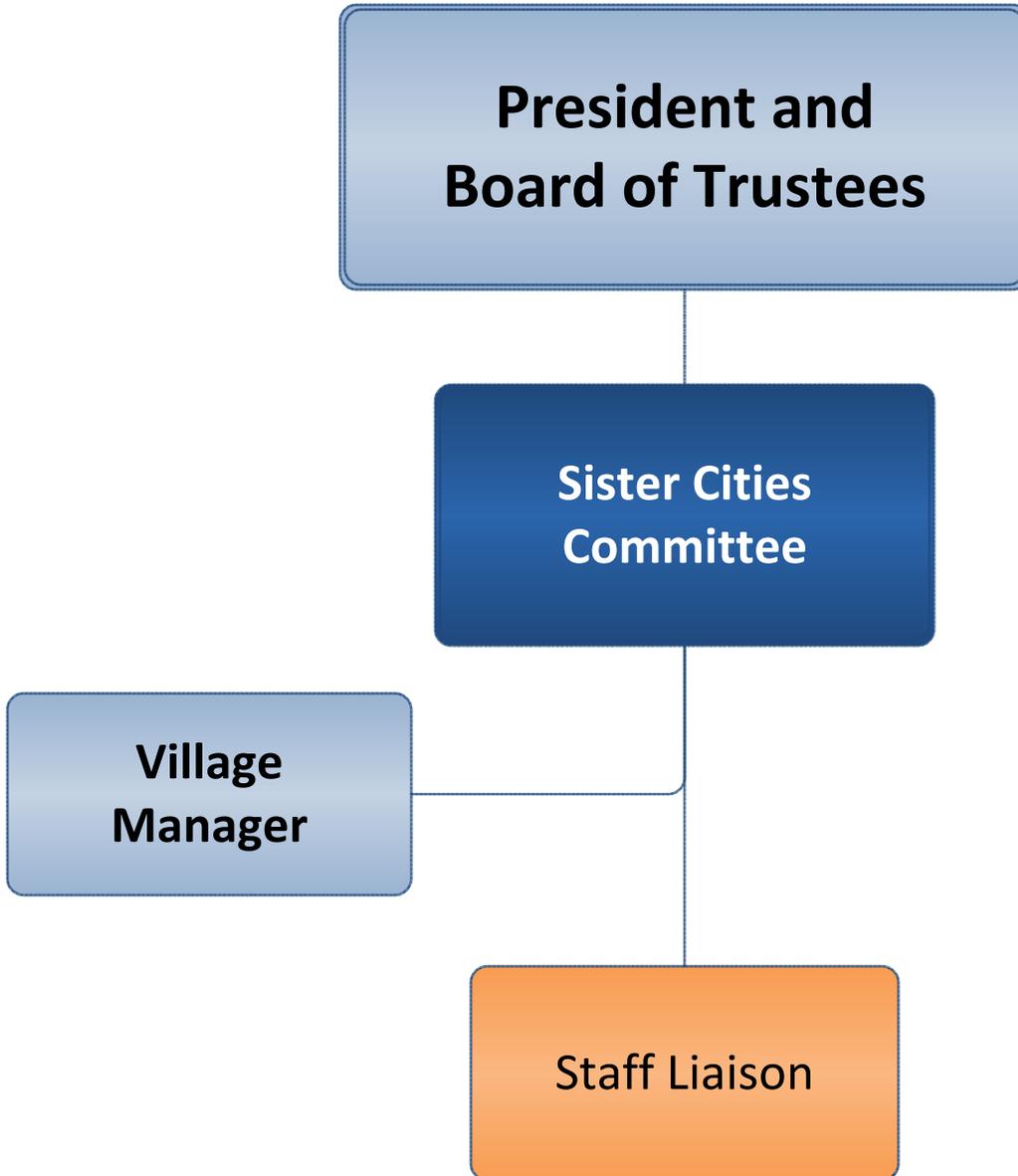
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 1600 - Cultural Inclusion and Diversity Committee

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
402-411	Office Supplies	\$ -	\$ 27	\$ -	\$ 200	\$ 200	\$ 300
402-499	Miscellaneous Expen.	581	500	-	-	-	-
Total Commodities		<u>581</u>	<u>527</u>	<u>-</u>	<u>200</u>	<u>200</u>	<u>300</u>
403-412	Postage	27	-	-	50	50	-
403-471	Schools/Conf/Meetings	245	55	-	-	-	-
403-491	Special Events	2,694	2,582	2,686	3,500	3,500	3,250
Total Contractual Services		<u>2,966</u>	<u>2,636</u>	<u>2,686</u>	<u>3,550</u>	<u>3,550</u>	<u>3,250</u>
Total Cultural Inclusion and Diversity Committee		<u>\$ 3,547</u>	<u>\$ 3,163</u>	<u>\$ 2,686</u>	<u>\$ 3,750</u>	<u>\$ 3,750</u>	<u>\$ 3,550</u>

# 1650 – Sister Cities Committee



### **PURPOSE STATEMENT**

The goal of the Sister Cities Committee is to foster knowledge and understanding between the people of the Village and the people of other nations' cities.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The functions of the committee are to promote, advance and publicize local, state, and national Sister Cities programs. The committee acts to support international municipal cooperation through aid and education.

### **2018 ACCOMPLISHMENTS**

#### **Strategic Plan Goal #1: Financial Health**

- ✓ Explored grant and alternative funding.  
*Ongoing. The Committee has researched various methods of fundraising. Contact has been made with an area business owner who has expressed interest in providing some financial assistance in support of Sister Cities Committee activities in Valparaiso. First through fourth quarters.*

#### **Strategic Plan Goal #4: Community Image & Identity**

- ✓ Recruited new members.  
*Ongoing. Although no new members have been recruited, three Hanover Park residents have attended meetings to learn more about Sister Cities activities. Follow-up contacts were made to advise of future meeting dates and to see if there were questions or if assistance was needed in filling out a Village committee/commission member application. First through fourth quarters.*
- ✓ Engaged local Sister City groups; and participated in other area cultural events.  
*Ongoing. In January, Committee Members Linda McCance Packham, Adelaide Grant-Acquah, Trustee Herb Porter and Trustee James Kemper attended the Village Awards Dinner and presented details regarding committee activities over the previous year. During the Black History Month event hosted by the Sister Cities Committee, members had opportunity to interact with representatives from other Sister City organizations. Committee members attended Ghanafest in Chicago (July) and the Zacatecanos Festival in Maywood (July). First through fourth quarters.*
- ✓ Engaged community service groups and Village committees in opportunities to interact internationally.  
*Ongoing. Committee Member/Trustee Porter and Member Frank Grant-Acquah hosted an information table at the Kids at Hope Resource Fair (April). Committee members Linda McCance Packham and Frank Grant-Acquah facilitated a meeting with Elgin Community College President, Dr. David Sam and Bertha Wryter, Deputy Director of Nurses at Cape Coast (Ghana) Teaching Hospital where there was an opportunity to tour classroom facilities, interact with nursing students and be provided with an overview on how nursing education is conducted in a US community-based degree program. First through fourth quarters.*
- ✓ Awarded scholarships to students in Cape Coast and Valparaiso.  
*Completed. Scholarships were awarded to students at the schools in Valparaiso and Cape Coast. Third quarter.*
- ✓ Assisted with Cape Coast Primary School students' general needs.  
*Funds were issued for ongoing upkeep and maintenance at the Hanover Park Primary School building in Cape Coast. Third quarter.*

- ✓ Attended state and international Sister City conferences.  
*Completed. Board Liaison James Kemper and Committee members Maria Pineda and Gustavo Pineda attended the Illinois State Conference in Springfield (April). Committee member Frank Grant Acquah attended the Sister Cities International Conference in Aurora, Colorado in August. Second and third quarters.*
- ✓ Pursued school-to-school relationships with Cape Coast, Valparaiso and Hanover Park.  
*Ongoing. Committee member Arnulfo Flores assisted with the transfer for penpal letters from students in Valparaiso to students at Laurel Hill School; and response letters were sent in April. The penpal program has not yet expanded to include exchanges between students in Valparaiso and Cape Coast. Ontarioville School has indicated an interest in participating in a penpal exchange. First through fourth quarters.*
- ✓ Explore Sister City relationships with China and India.  
*Incomplete. There have been no developments towards the establishment of Sister City relationships with China or India. First through fourth quarters.*
- ✓ Hosted 2018 Black History Month event.  
*Completed. The committee hosted a successful Black History Month event at Poplar Creek Library in Streamwood. The community education program was offered to the public at no charge. The theme was recognition of the contributions from African American fraternities and sororities towards social and philanthropic causes. Area chapters participated in the program and graciously performed and made presentations. First quarter.*
- ✓ Participated in Mexican Independence celebration.  
*Completed. Trustee Porter represented Sister Cities during the Mexican Independence celebration when he rode in the Police Department's Humvee and distributed candy at the parade. Third quarter.*
- ✓ Sponsor high school student as a Youth Ambassador.  
*Incomplete. A formalized program wasn't developed. Sponsorship of a youth ambassador program is a major undertaking involving research and resources for development, implementation and continuity. Committee member Frank has consulted with other Sister Cities organizations in the pursuit of gathering more information and seeking advice on the program development. Third quarter.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #4: Community Image & Identity

1. Engage local Sister City groups; and participate in other area cultural events.  
*First through fourth quarters. The Committee will meet with area Sister City groups to share experiences and take part in cultural events.*
2. Engage community service groups and Village committees in opportunities to interact internationally.  
*First through fourth quarters. The Committee will engage community service groups (eg. Lions, Scouts) and Village committees to act together internationally and develop strategies for greater visibility and exposure of Sister Cities.*
3. Award scholarships to students in Cape Coast and Valparaiso.  
*Third quarter. The Committee will award scholarships to students at the schools in Valparaiso and Cape Coast.*

4. Assist with Cape Coast Primary School students' general needs.  
*Third quarter. Funds will be issued for ongoing upkeep at the Hanover Park Primary School building in Cape Coast. Deterioration of building caused by the harsh climate conditions requires ongoing maintenance such as painting, repairs to the roof and shutters; and window pane replacements, etc.*
5. Attend state and international Sister City conferences.  
*Second and third quarters. Committee members will register for and attend the Illinois Sister Cities State Conference historically held April.*
6. Pursue school-to-school relationships with Cape Coast, Valparaiso and Hanover Park.  
*First through fourth quarters. The committee will continue coordinating the penpal program between students at schools in Hanover Park and Valparaiso, and the program will further expand to include exchanges between students in Valparaiso and Cape Coast.*
7. Host 2019 Black History Month event.  
*First quarter. The committee will host a Black History Month event in February.*
8. Participate in Mexican Independence celebration.  
*Third quarter. Committee members will participate in an activity supportive of the Mexican Independence celebration.*

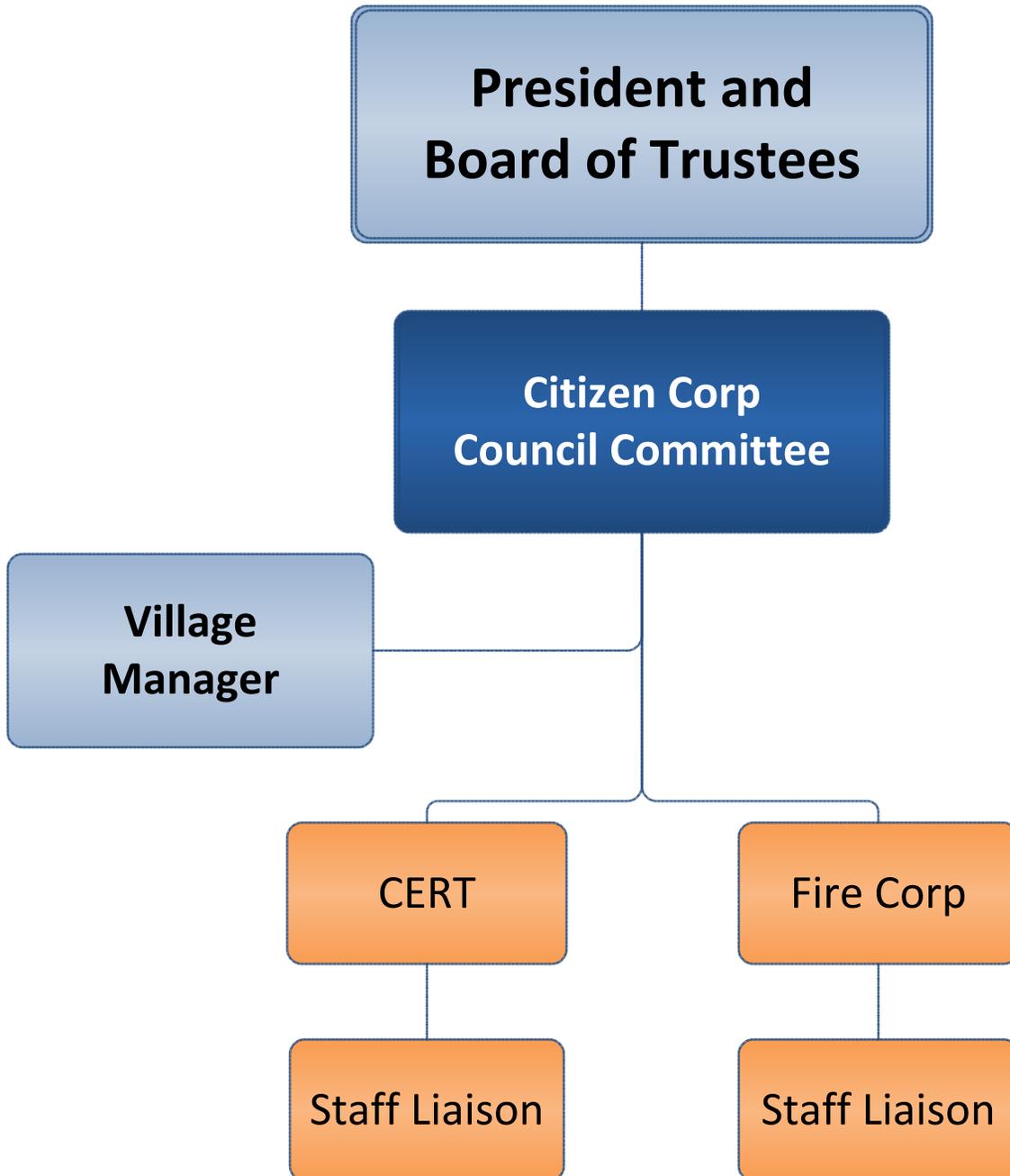
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 1650 - Sister Cities Committee

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
402-411	Office Supplies	\$ -	\$ 69	\$ 111	\$ 120	\$ 120	\$ 100
402-413	Memberships/Subscriptions	580	780	640	790	790	640
Total Commodities		580	849	751	910	910	740
403-412	Postage	1	9	103	200	200	150
403-471	Schools/Conf/Meetings	2,543	3,401	1,235	3,195	2,300	2,200
403-472	Transportation	-	-	-	-	-	-
403-491	Special Events	2,845	2,704	2,682	2,800	2,800	2,500
Total Contractual Services		5,389	6,115	4,020	6,195	5,300	4,850
Total Sister Cities Committee		\$ 5,969	\$ 6,963	\$ 4,771	\$ 7,105	\$ 6,210	\$ 5,590

# 1700 – Citizen Corp Council Committee





**PURPOSE STATEMENT**

The goals of the Citizen Corps Council are to match the needs of first responders with the skills and abilities of volunteers, educate the public on safety in an effort to help citizens take an active role in protecting themselves from harm, spearhead efforts to offer citizens new and existing volunteer opportunities, promote Citizen Corps programs and activities throughout the Village, and identify innovative practices that can be replicated in other communities. Provide for safe, efficient and effective delivery of public services through the optimum administration of those departments responsible for such delivery.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Citizen Corps Council responsibilities include:

1. Promoting the Village’s programs available to Hanover Park citizens who wish to volunteer their time and services
2. Providing recommendations and guidance regarding volunteer programs related to emergency management and Homeland Security.

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #5: Effective Governance**

- ✓ Maintained a database of all trained CERT members.  
*Completed. Fourth quarter.*
- ✓ Conducted Quarterly Citizen Corps Councils in 2018.  
*Ongoing. First through fourth quarters. Meetings being conducted quarterly at the PD Community Room.*

**Additional Accomplishments**

- ✓ CERT members volunteered to work at several Village events, including COPS Day, Touch a Truck, Maxwell Street, St. Ansgar Good Friday Procession, FD Health Fair.
- ✓ A CERT training on Traffic Control and Direction was provided and 26 members were trained, to include the participants in the St. Ansgar events.
- ✓ Weather spotter training was conducted and three new members became certified.

**2019 BUDGET GOALS**

**Strategic Plan Goal #5: Effective Governance**

1. Maintain a database of trained CERT members.  
*Fourth Quarter. An up to date database will be maintained.*
2. Quarterly Citizen Corps Council meetings will be conducted in 2019.  
*Fourth Quarter. Four meetings will be held during the year.*

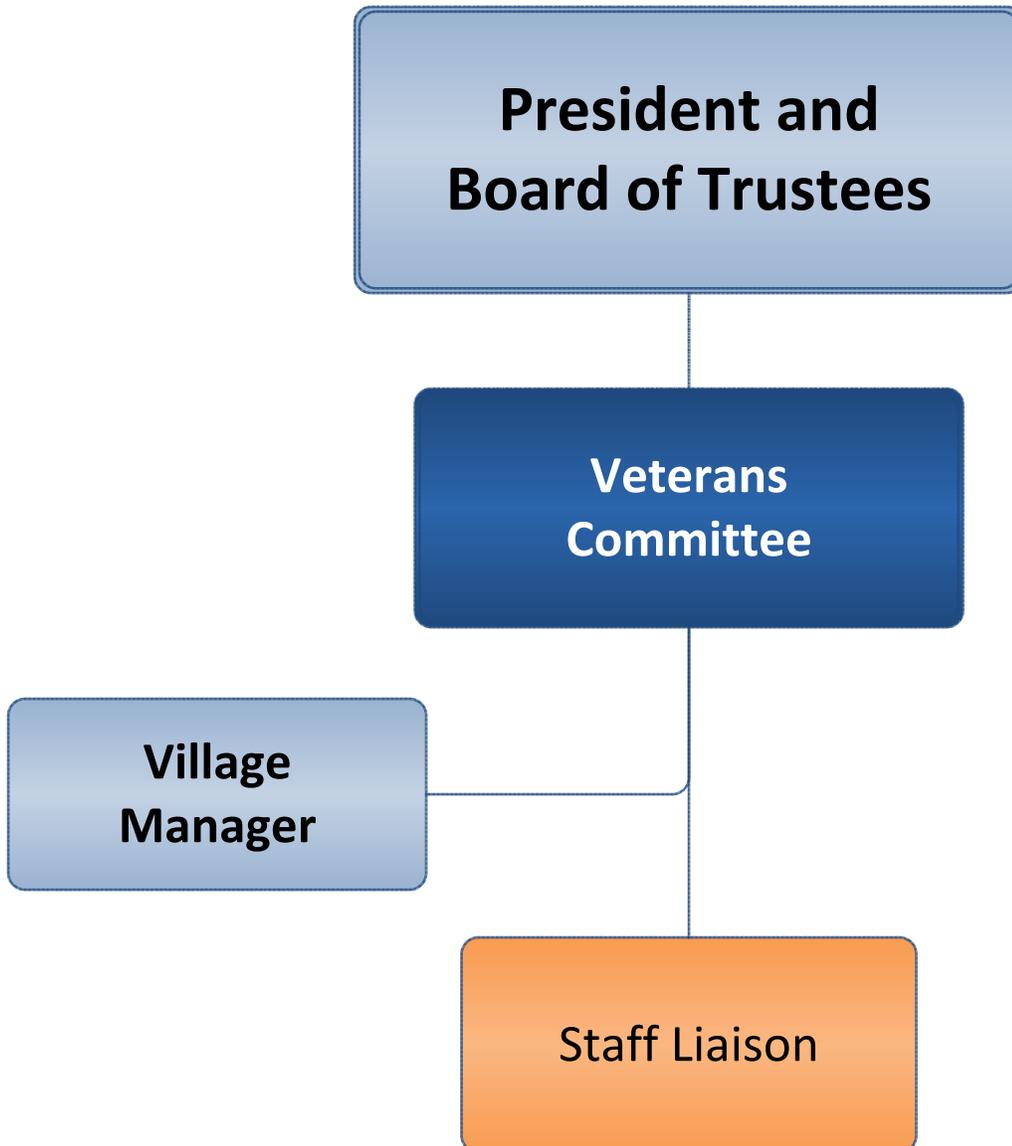
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 1700 - Citizens Corp Council

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
402-411	Office Supplies	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -
402-413	Memberships/ Subscriptions	-	-	-	200	-	-
402-414	Books/Publications/Maps	-	-	-	50	-	-
402-423	Communications Parts	-	87	-	100	100	100
402-427	Materials & Supplies	-	-	368	500	500	500
402-431	Uniforms	-	136	-	150	150	150
402-434	Small Tools	-	-	-	100	100	100
Total Commodities		-	222	368	1,600	850	850
403-412	Postage	-	-	-	200	-	-
403-471	Schools/Conf/Meetings	-	-	-	500	500	-
Total Contractual Services		-	-	-	700	500	-
Total Citizens Corp Council		\$ -	\$ 222	\$ 368	\$ 2,300	\$ 1,350	\$ 850

# 1750 – Veterans Committee





**PURPOSE STATEMENT**

The goal of the Veterans Committee is to promote veterans’ issues and bring forward topics relating to Hanover Park veterans.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

To promote veteran awareness within the community and the value of those who served their country in the military; to promote and coordinate activities that bring merit to residents who have served their country including adding names to memorial plaques to honor all veterans as well as prisoners of war and those missing in action; to cooperate with local Veteran’s Organizations and other groups who represent the interests of the veterans; to recommend to the President and Board of Trustees programs and support for veteran causes as may be appropriate to attain the purposes of the committee; and to complete such projects as are assigned by the Village President and Board of Trustees.

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #4: Community Image & Identity**

- ✓ Maintained advocacy for veterans at civic events.  
*Ongoing. First through fourth quarter. Will continue to reach out to Veterans who reside or work in Hanover Park to make sure they are recognized by the Village and are made aware of the Veterans Committee activities.*
- ✓ Worked with Special Events Committee to participate in 60<sup>th</sup> Anniversary events.  
*Completed. Third quarter. Continued to participate in civic events.*

**Additional Accomplishments**

- ✓ Participated in Touch a Truck, Memorial Day and Veteran’s Day events.

**2019 BUDGET GOALS**

**Strategic Plan Goal #4: Community Image & Identity**

1. Maintain advocacy for veterans at civic events.  
*First through fourth quarters. Will continue to reach out to Veterans who reside or work in Hanover Park to make sure they are recognized by the Village and are made aware of the Veterans Committee activities.*

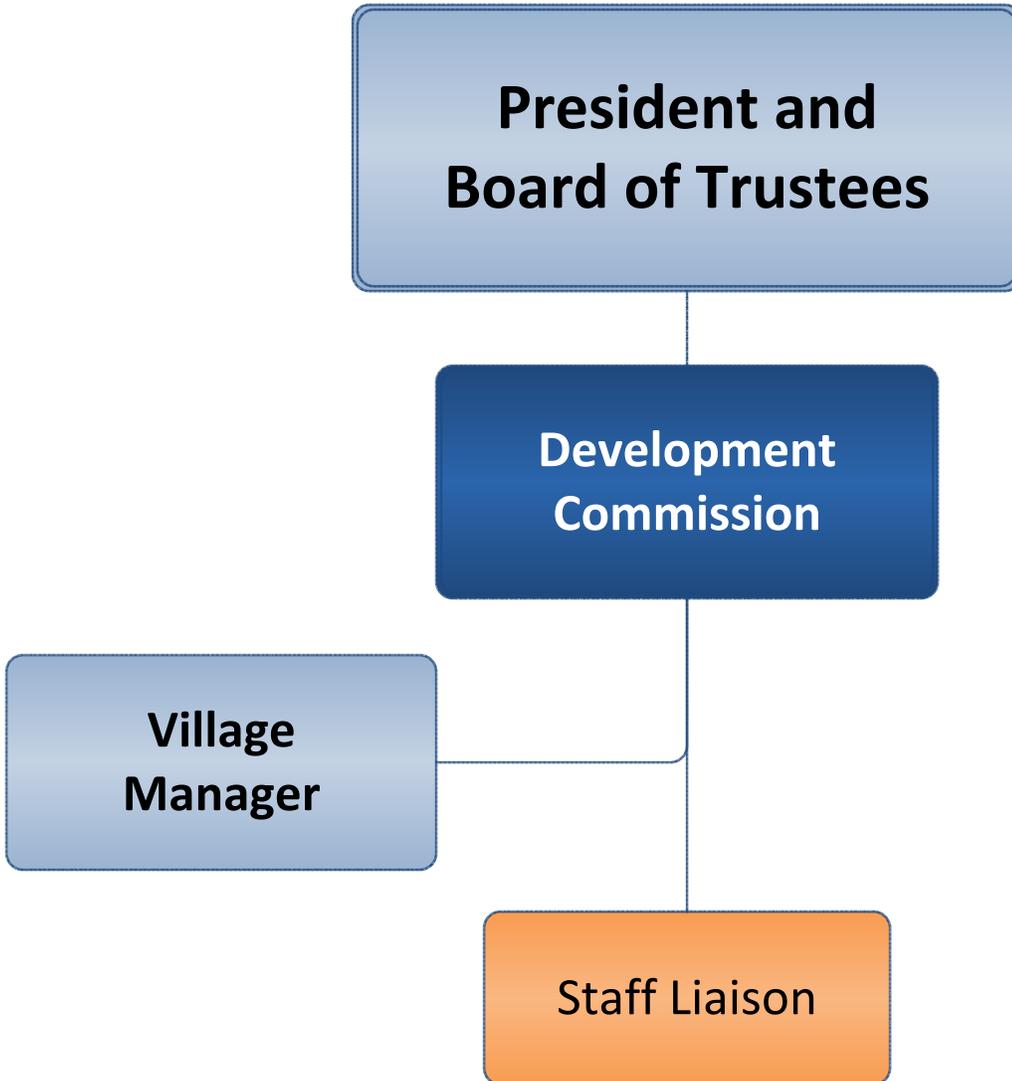
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 1750 - Veterans Committee

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
402-427	Materials & Supplies	\$ 92	\$ 159	\$ 97	\$ 250	\$ 306	\$ 250
Total Commodities		92	159	97	250	306	250
403-491	Special Events	419	542	673	1,500	1,602	1,500
Total Contractual Services		419	542	673	1,500	1,602	1,500
Total Veterans Committee		\$ 511	\$ 702	\$ 770	\$ 1,750	\$ 1,908	\$ 1,750

# 1800 – Development Commission



### **PURPOSE STATEMENT**

The goals of the Development Commission are to create and maintain the Comprehensive Plan and specific area plans for the Village to provide long-term policy direction, to review all proposed developments and subdivisions in a timely and professional manner and provide thorough and concise recommendations to the Village Board, to conduct public hearings on all petitions for zoning variations, special uses, planned unit developments, rezoning (zoning map amendments), text amendments, and comprehensive plan amendments. All petitions are considered in a fair and equitable manner, in accordance with the established standards and ordinances.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

Prepare and recommend to the Village Board a comprehensive plan for present and future development of the Village, review all subdivisions, zoning requests and proposed developments to ensure conformance with the comprehensive plan, zoning and subdivision regulations. Review and recommend revisions to the Comprehensive Zoning Ordinance and review decisions of the Zoning Administrator. Review and interpret the Zoning Ordinance and make recommendations on petitions for variations from the provisions of the Zoning Ordinance.

### **2018 ACCOMPLISHMENTS**

#### **Strategic Plan Goal #1: Financial Health**

- ✓ Evaluated and provided recommendations to the Village Board regarding development in all TIF Districts.  
*Accomplished and Ongoing. Held a Public Hearing for a Special Use for Carwash in TIF #3, provided recommendation with findings and conditions and the Village Board approved and executed sale of the Village owned property without any TIF assistance. Public Notice and a recommendation to the Development Commission were prepared for a June Public Hearing for a Fast Food Restaurant in TIF#4, but the petitioner withdrew; the only assistance would have been sale of Village owned property. A Public Hearing was held in August for Amendment to the Special Use for Planned Unit Development of the Menards PUD in TIF #4 to allow expansion of the Lot, Warehouse, and Lumber Yard with new landscaping and stormwater detention.*

#### **Strategic Plan Goal #2: Focused Economic Development & Redevelopment**

1. Provided timely recommendations to the Village Board on development applications related to subdivisions, variances, special uses, and zoning code amendments.  
*Completed. First through fourth quarters. Reviewed a number of development applications in a timely and professional manner, providing meaningful comments and clear recommendations to the Board. Held public hearings for several projects including: a Car Wash, Residential Subdivision, Commercial Expansion.*
2. Supported implementation of Village Center and special area plans, including the Comprehensive Plan, Village Center Plan, DuPage County Lake Street Corridor and Irving Park Corridor Study, by considering plan goals and zoning and design recommendations when reviewing development proposals.

*First through fourth quarters. Ongoing. Development applications are reviewed in light of the Village Center plan, Comprehensive Plan and Irving Park Road Corridor study goals and recommendations, as applicable. Landscape and other aesthetic standards, as identified in these plans for image improvement, and as required in the zoning code, are being applied for new development and redevelopment. These studies are also considered while making recommendations for Zoning Code text amendments.*

3. Received public comments related to development regulations, performed research, and provided recommendations for changes and improvements to regulations as needed.  
*First through fourth quarters. Ongoing. Public notification was sent for all public hearings. Comments were received, and feedback was incorporated during review. Best Practices were researched from surrounding communities, as well as regional agencies prior to providing recommendations.*

#### **Strategic Plan Goal #4: Community Image & Identity**

1. Reviewed and provided recommendations to complete Zoning Code update.  
*First through fourth quarters. Ongoing. Researched, analyzed and discussed recommendations for changes to several sections of the Zoning Code following research from comparable/ surrounding municipalities and industry best practice: 1) The Sign Code amendment was adopted in 2018. 2) Standards for Solar Energy Systems as an Accessory Use in all Zoning Districts were adopted. 3) Voting procedure and meeting dates for the Development Commission were amended.*
2. Recommended potential development strategies based upon applicable Village and special area plans.  
*First through fourth quarters. Ongoing. Provided input on ongoing development activities, including Village Center Update plans. Provided feedback on various text amendments.*

#### **Strategic Plan Goal #5: Effective Governance**

1. Provided up-to-date information regarding Development Commission meetings and activities on the Village website and other media.  
*First through fourth quarters. Ongoing. Full meeting agendas, packets, and minutes provided on the Village website prior to every meeting. Village plans, including Comprehensive Plan, Village Center Plan, Irving Park Corridor Study, Assessment Report for "Homes for a Changing Region" study and DuPage County Lake Street Corridor study are available on the website.*

### **2019 BUDGET GOALS AND OBJECTIVES**

#### **Strategic Plan Goal #1: Financial Health**

1. Evaluate and provide recommendations to the Village Board regarding development in all TIF Districts. (First through fourth quarters)

## Strategic Plan Goal #2: Focused Economic Development & Redevelopment

1. Provide timely recommendations to the Village Board on development applications related to subdivisions, variances, planned unit developments, special uses, and zoning code amendments.

*First through fourth quarters*

2. Support implementation of Village and special area plans, including the Comprehensive Plan, Village Center Plan, DuPage County Lake Street Corridor, Irving Park Corridor Study, and the Homes for a Changing Region study by considering plan goals, zoning and design recommendations when reviewing development proposals.

*First through fourth quarters*

3. Receive public comments related to development regulations, perform research, and provide recommendations for amendment to regulations as needed.

*First through fourth quarters*

## Strategic Plan Goal #4: Community Image & Identity

1. Review and provide recommendations for ongoing Zoning Code update.

*First through fourth quarters*

## Strategic Plan Goal #5: Effective Governance

1. Provide up-to-date information regarding Development Commission meetings and activities on the Village website and other media.

*First through fourth quarters*

2. Research, review, and recommend changes if needed to existing Municipal Code requirements to further long-term goals identified in Village long range planning documents, including the Strategic Plan, Village Center Plan, Tax Increment Finance Plans, and Comprehensive Plan.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

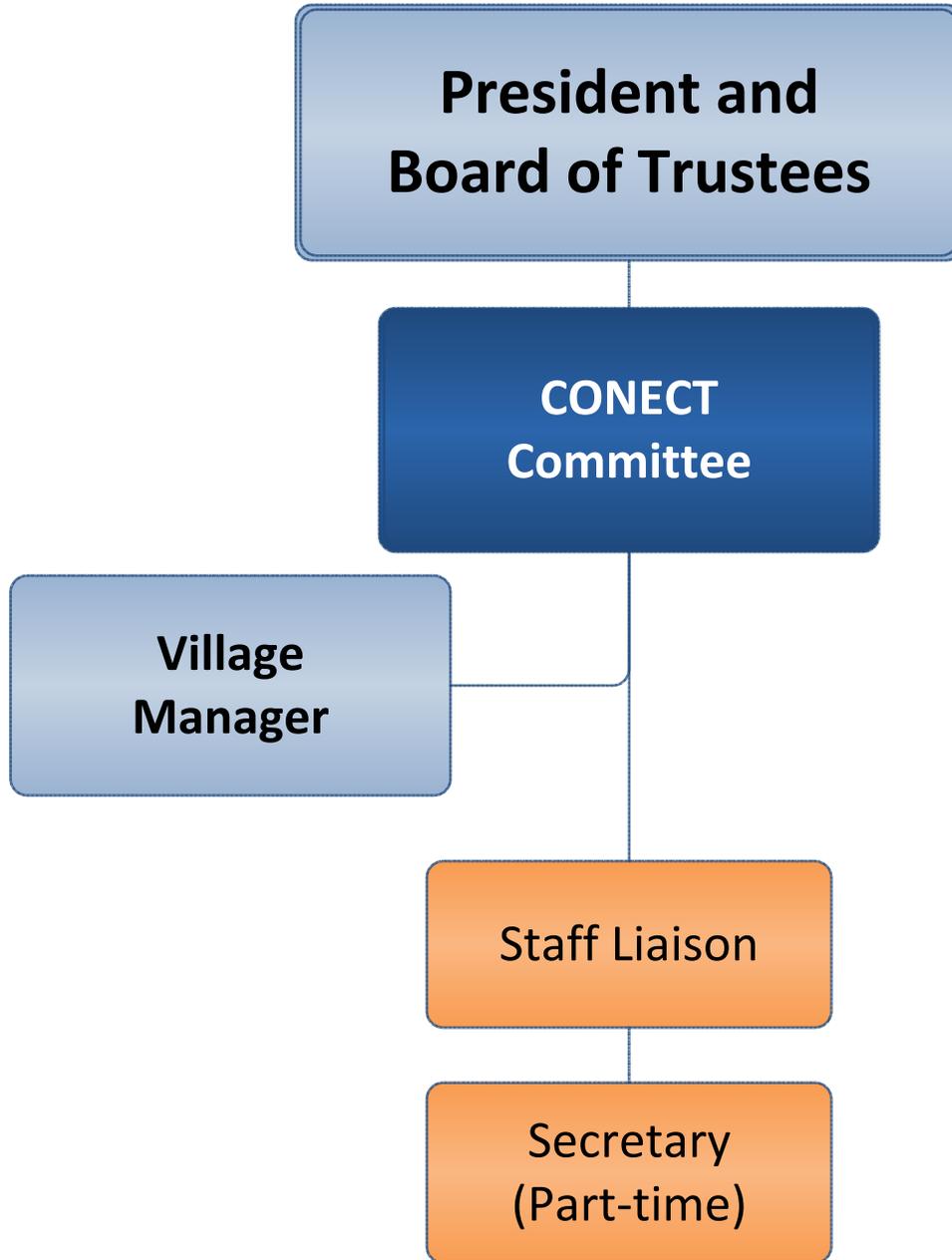
Fund 010 - General Fund

Department 1800 - Development Commission

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
402-413	Memberships/Subscriptions	\$ -	\$ -	\$ -	\$ 180	\$ -	\$ -
402-414	Books/Publications/Maps	-	-	-	100	100	-
402-499	Miscellaneous Expen.	42	-	100	100	100	100
Total Commodities		<u>42</u>	<u>-</u>	<u>100</u>	<u>380</u>	<u>200</u>	<u>100</u>
403-412	Postage	5	0	4	100	100	100
403-471	Schools/Conf/Meetings	-	75	531	800	800	600
Total Contractual Services		<u>5</u>	<u>75</u>	<u>536</u>	<u>900</u>	<u>900</u>	<u>700</u>
Total Development Commission		<u>\$ 47</u>	<u>\$ 75</u>	<u>\$ 636</u>	<u>\$ 1,280</u>	<u>\$ 1,100</u>	<u>\$ 800</u>

# 1950 – Hanover Park CONECT Committee

(Committee on Networking Education and Community Teamwork)



### **PURPOSE STATEMENT**

The goals of the Committee on Networking, Education and Community Teamwork (CONECT) are: strengthen the Village’s business community by encouraging the retention of existing businesses and attraction of new business; to increase local sales and real estate revenues, create new employment opportunities, diversify the local economy, enhance the community's image; serve as a business liaison, support and provide feedback on the impact of economic development activities and regulations on businesses; promotion and marketing, land use and transportation planning, workforce development, etc.

### **DESCRIPTION OF FUNCTIONS**

The CONECT Committee’s responsibilities include promoting the Village’s business opportunities through events, activities and correspondence. CONECT consistently reviews and updates materials relating to the Committee’s brochure, the Village’s HiLighter newsletter, promotional flyers on numerous events, opportunities and meetings relating to specific Village happenings and projects. They ensure those attending Committee-hosted events receive information from various service agencies and taxing bodies affiliated with the success of doing business in and with the Village. They also provide feedback on the impact of proposed activities and regulations on local businesses.

CONECT members assist in attracting new business to the Village by marketing Hanover Park’s advantages at trade shows, conventions and other available opportunities. Their responsibility also includes creation and maintenance of a "pro-business" environment in the Village while maintaining requirements for good planning, quality construction and aesthetically pleasing buildings.

The Committee, to retain existing businesses, supports the Chambers of Commerce events and activities designed to assist village businesses. CONECT members also maintain good communications with the business community.

### **2018 ACCOMPLISHMENTS**

#### **Strategic Plan Goal #1: Financial Health**

1. Promoted/supported local and regional initiatives for business development such as the Next Level NorthWest. Assist in recruitment of potential applicants for NLNW.  
*Accomplished and ongoing.*
  - *Held Business After Hours in February – a successful networking event.*
  - *Participated in several Chamber events to promote local businesses as well as the Village.*
  - *Partnered with the Women’s Business Development Corporation which now provides a satellite office in the Village hall, to assist area businesses*
  - *Next Level NorthWest - Identified members for the “Pitch Panel” and scheduled the first “Pitch Night” for Stage 2 businesses.*
2. Hosted a Local Business Expo exhibiting opportunities in Hanover Park.  
*Accomplished. Third quarter. In recognition of the Village’s 60<sup>th</sup> Anniversary, the “Local Business Expo” was held on Family Fest Day, August 11, 2018. Many local businesses participated in the “Local Business Expo” tent along with service agencies.*
3. Promoted new businesses through Ribbon Cuttings, newsletter spotlights, and social media.

*Accomplished and ongoing. CONECT members, in coordination with the Chamber, welcomed every new business with a “Welcome” packet, including a folder of information about the community to help the business connect with the community. Ribbon Cuttings are offered and coordinated with attendance from the mayor/elected officials. Photos are posted in the newsletter as well as on social media. “Spotlight on Business” articles are regularly published in the newsletter. Number of Welcome Packets – 8; Number of Business Spotlights – 10; Number of Ribbon Cuttings - 7*

4. Hosted education workshops to provide business resources to help increase economic growth and success of businesses. (Example: Business Resource Fair)

*Accomplished and ongoing. The 3rd Annual Business Resource Fair was held at the WBE on October 2, 2018. The Women’s Business Development Center, ACCION, Elgin Community College, Harper College, the Bartlett Area Chamber of Commerce, and Northwest Hispanic Chamber of Commerce worked together to identify panels and speakers and promote the event.*

## **Strategic Plan Goal #2: Focused Economic Development & Redevelopment**

1. Continued coordination with Bartlett Area Chamber of Commerce for various events and activities to promote our business community.

*Accomplished and ongoing. CONECT members have participated in several Chamber events throughout the year. Several CONECT members are also on the Board of the Bartlett Area Chamber of Commerce and thereby play dual roles in promoting Hanover Park.*

2. Coordinated with Northwest Hispanic Chamber of Commerce regarding outreach to Hispanic businesses.

*Ongoing. A member of the NWHCC Board now attends the CONECT meetings and presents information to both groups. Continue to search additional opportunities.*

3. Provided feedback, recommendations, guidance and opportunities regarding business retention, outreach and attraction activities

*Accomplished and ongoing. CONECT members assisted in reaching out to the business community for upcoming events. CONECT also provided feedback with strategies for business retention and outreach.*

4. Sponsored a “Business After-Hours” event through the Chamber of Commerce.

*Accomplished. First quarter. This Mardi Gras-themed event was held on February 13th.*

5. Explored holding “Business Corridor” meetings (such as Irving Park Rd., Lake Street and Barrington Rd. Corridors) to have more targeted discussions and feedback. (One corridor, every 6 months is anticipated.)

*Task Initiated: A comprehensive Employer database has been created to facilitate communication with the business community. This goal has not yet been fully implemented due to competing projects.*

6. Continued new “Spotlight on Business” program on-line, with CONECT nominating a business to be highlighted on Village’s various on-line resources. (Ongoing)

*Accomplished and Ongoing: "Spotlight on Business" articles are regularly published in the Hi-Lighter newsletter and also on-line.*

#### **Strategic Plan Goal #4: Community Image & Identity**

1. Conduct "Welcome" visits to new businesses.

*Accomplished and ongoing. "Welcome visits" are conducted by CONECT and Chamber members where each new business is provided with 'welcome-gift' including a letter from the Mayor along with a folder with pertinent Village information, such as free marketing opportunities to increase exposure of their business, a current issue of the Village HiLighter Newsletter, a CONECT Brochure and Volunteer Application, and a Chamber Membership Application.*

2. Coordinate and host annual activities promoting Hanover Park and encouraging networking among local businesses including Ribbon Cuttings, Local Business Showcase, "Business After Hours" and Mayor's Choice Business Award Program. (First through Fourth quarters)

3. Convey feedback from Business Retention Visits to other departments and determine action steps that need to be taken to address any issues identified. (Ongoing)

*Accomplished and ongoing.*

4. Explore working with the Special Events Committee and co-hosting the "Taste of Hanover Park" to promote local restaurants and bring visitors to the community for the Village's 60<sup>th</sup> Anniversary. (Second Quarter)

*Local restaurants were invited to participate in several events scheduled as part of the 60<sup>th</sup> Anniversary celebration.*

5. Provide feedback on the impact of proposed activities and regulations on local businesses and hear local business concerns. (First through Fourth quarters)

*Accomplished and Ongoing. CONECT conducted significant discussion and provided feedback regarding signage regulations, of which several have been adopted by the Village Board.*

### **2019 BUDGET GOALS**

#### **Strategic Plan Goal #1: Financial Health**

1. Promote/support local and regional initiatives for business development such as the Next Level NorthWest. Assist in recruitment of potential applicants for NLNW.
2. Host a Local Business Expo exhibiting opportunities in Hanover Park. (Third quarter)
3. Promote new businesses through Ribbon Cuttings, newsletter spotlights, and social media. (Ongoing)
4. Host education workshops to provide business resources to help increase economic growth and success of businesses. (Example: Business Resource Fair) (Ongoing)

#### **Strategic Plan Goal #2: Focused Economic Development & Redevelopment**

1. Continue coordination with Bartlett Area Chamber of Commerce as well as the Northwest Hispanic Chamber of Commerce for various events and activities to promote our business community.
2. Sponsor a “Business After-Hours” event through the Chamber of Commerce. (First quarter)
3. Assist in and provide recommendations, guidance and opportunities regarding business retention and attraction activities. (Ongoing)
4. Assist in outreach for holding “Business Corridor” meetings (such as Irving Park Rd., Lake Street and Barrington Rd. Corridors) to have more targeted discussions and feedback. (One corridor, every 6 months is anticipated. This goal can commence only if adequate staffing is available within the department, with assistance from CONECT members.)
5. Provide recommendations for “Spotlight on Business” program on-line, with CONECT nominating businesses to be highlighted on Village’s various on-line resources. (Ongoing)

#### **Strategic Plan Goal #4: Community Image & Identity**

1. Conduct “Welcome” visits to new businesses. (Ongoing)
2. Coordinate and host annual activities promoting Hanover Park and encouraging networking among local businesses including Local Business Expo, “Business After Hours” and Business of the Year Award Program. (First through Fourth quarters)
3. Coordinate with the Chamber of Commerce to host Ribbon Cuttings for new businesses.
4. Convey feedback from Business Retention Visits to other departments and determine action steps that need to be taken to address any issues identified. (Ongoing)
5. Provide feedback on the impact of proposed activities and regulations on local businesses and hear local business concerns. (First through Fourth quarters)

#### **Strategic Plan Goal #5: Effective Governance**

1. Research, review, and recommend changes if needed to existing Municipal Code requirements to promote business retention and growth.
2. Assist in information dispersion to the business community for events, regulations and participation in community activities.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 1950 - Hanover Park CONECT Committee

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
402-413	Memberships / Subscriptions	\$ 525	\$ 1,235	\$ 1,060	\$ 1,060	\$ 1,060	\$ 1,060
Total Commodities		525	1,235	1,060	1,060	1,060	1,060
403-412	Postage	593	140	157	400	400	300
403-491	Special Events	3,181	2,475	3,060	5,870	5,427	3,500
Total Contractual Services		3,774	2,615	3,217	6,270	5,827	3,800
Total Hanover Park CONECT Committee		\$ 4,299	\$ 3,850	\$ 4,277	\$ 7,330	\$ 6,887	\$ 4,860

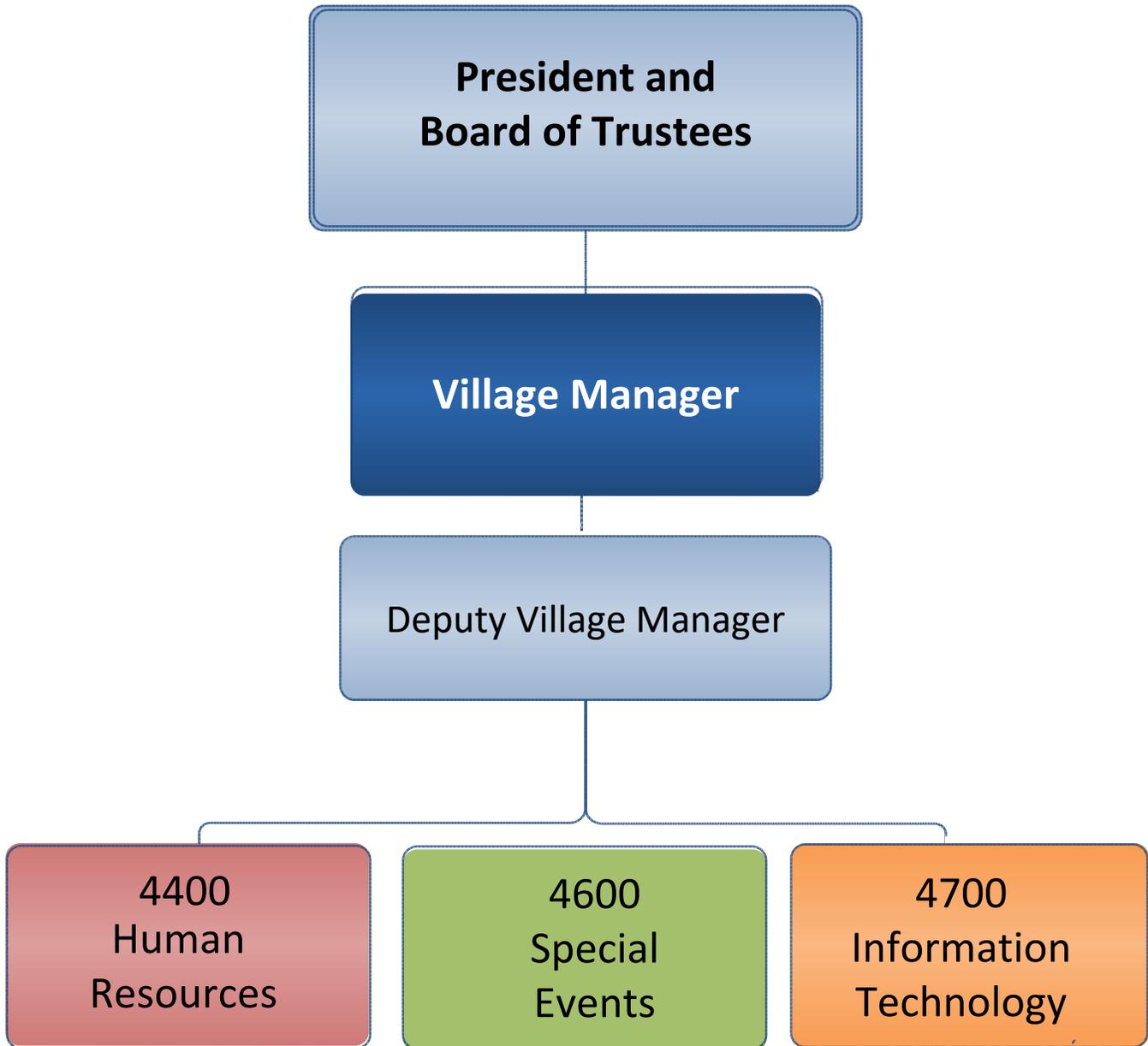
# ADMINISTRATIVE SERVICES

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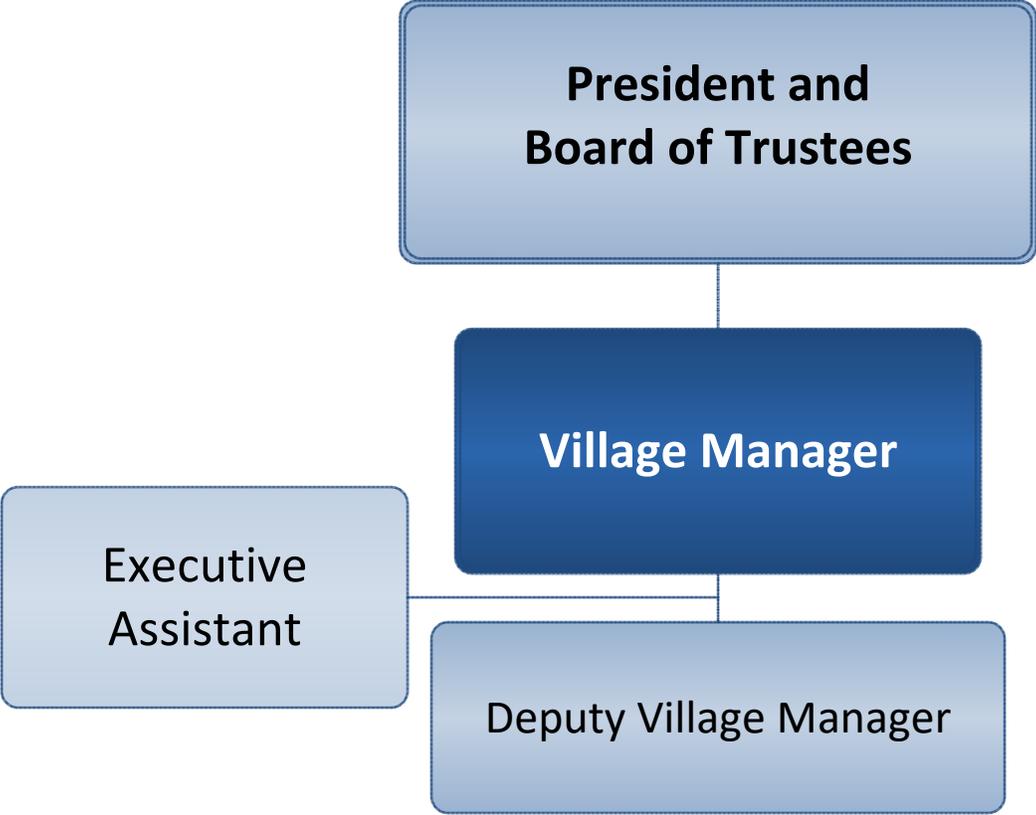
## Cost Control Centers

<b>Village Manager</b>	<b>4100</b>
<b>Human Resources Department</b>	<b>4400</b>
<b>Special Events</b>	<b>4600</b>
<b>Information Technology</b>	<b>4700</b>

# Organization of Administrative Services



# 4100 – Village Manager



### **PURPOSE STATEMENT**

Provide professional management of the Village operations and continually strive to improve the efficiency and effectiveness of all municipal services through the careful selection and maintenance of a qualified workforce. This means greater productivity, effective policy implementation, improved financial conditions, policy alternatives, public relations and increased communication between all levels of government.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Village Manager provides the day-to-day administrative functions necessary for the professional management of the Village. The Manager provides recommendations, options, and evaluations to the Village Board for their selection and direction. The Village Manager evaluates municipal services performed by each department and assures the effective and efficient delivery of municipal services in accordance with fiscal restraint and Board policies. The Manager responds to citizen inquiries and acts as a liaison between special interest groups and other governmental units and the elected officials of the Village.

### **2018 ACCOMPLISHMENTS**

#### **Strategic Plan Goal #1: Financial Health**

- ✓ Recommended and implemented a balanced budget for FY'19.  
*Fourth quarter. Staff work towards accomplishing the goal of passing a balanced budget.*
- ✓ Participated in the Local Update of Census Addresses Operation (LUCA) and any other Census mandates for 2018.  
*First through Fourth Quarters.*

#### **Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

- ✓ Continued to work to stabilize Hanover Square and put back in private ownership.  
*Ongoing. Staff continues to meet with potential businesses to lease vacant space.*

#### **Strategic Plan Goal #4: Community Image & Identity**

- ✓ Upgraded the Village website.  
*Completed. First quarter. The website has been redesigned and roll-out took place in early 2018.*
- ✓ Remodeled the Finance Counter and Lobby area in the Village Hall. This is a continuation of a phased approach to remodeling (area-by-area) after the Police Department was relocated into a new facility.  
*Completed. First through fourth quarters. Design of the Finance Counter and Lobby Areas have been completed. Work was completed in FY'18.*
- ✓ Planned and successfully held several 60<sup>th</sup> Anniversary celebration events.  
*Completed. First through fourth quarters. The Special Events Committee worked on planning of 60<sup>th</sup> Anniversary events, which took place throughout 2018.*
- ✓ Develop a marketing plan.  
*Ongoing. First through fourth quarters. In follow-up to the Village's branding plan, the Village continues to work with a5 to develop a proposal for a marketing plan to be completed in 2019.*

- ✓ Entered into a Redevelopment Agreement for a Senior Housing Development at 900 Irving Park Road.  
*Completed. First quarter.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #1: Financial Health

1. Recommend and implement a balanced budget for FY'20.  
*Third and Fourth Quarters. Staff will work towards accomplishing the goal of passing a balanced budget.*
2. Will participate in the Local Update of Census Addresses Operation (LUCA) and any other Census mandates for 2019.  
*First through Fourth Quarters.*

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Continue to work to stabilize Hanover Square and put back in private ownership.  
*First through fourth quarters. Staff will continue to work on stabilizing Hanover Square and move toward putting it back into private ownership.*

### Strategic Plan Goal #4: Community Image & Identity

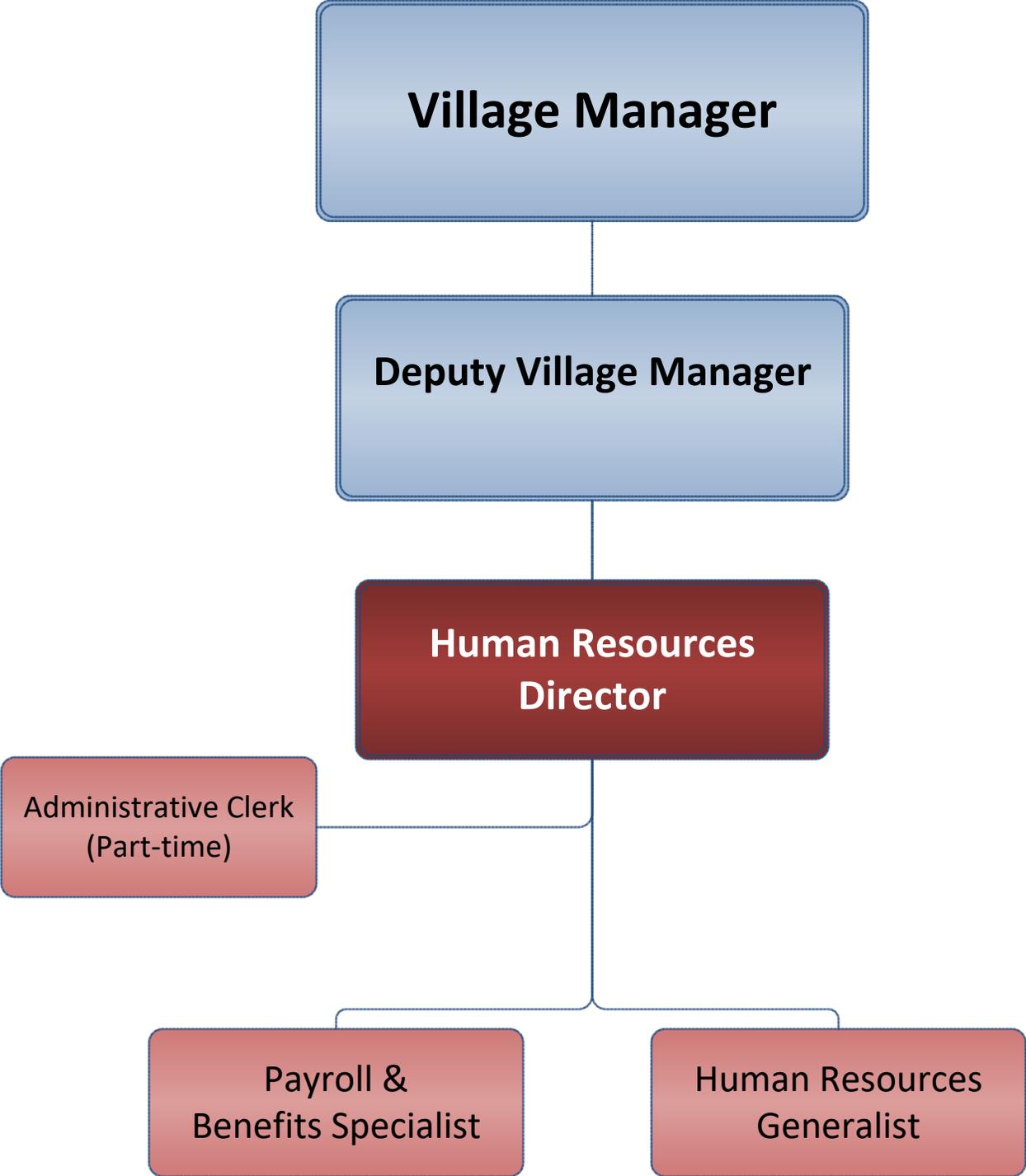
1. Develop a marketing plan.  
*First through fourth quarters. The Village will continue to work with a5 to develop a marketing plan.*
2. Village Center Improvements.  
*First through fourth quarters. Staff will work with the Lakota Group to implement Streetscape improvements in the Historic District and work to attract private development and redevelopment in the area.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 4100 - Village Manager

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 209,274	\$ 280,889	\$ 367,877	\$ 362,076	\$ 362,076	\$ 375,511
401-421	Overtime Compensation	19,918	20,512	29,875	28,100	27,000	27,000
401-441	State Retirement	30,625	42,184	49,991	50,766	50,766	42,071
401-442	Social Security	14,312	15,541	25,670	25,074	25,074	25,379
401-444	Employee Insurance	24,990	32,953	51,123	55,142	55,142	60,791
Total Personnel Services		<u>299,120</u>	<u>392,079</u>	<u>524,537</u>	<u>521,158</u>	<u>520,058</u>	<u>530,752</u>
402-411	Office Supplies	213	618	598	2,400	900	1,300
402-413	Memberships / Subscriptions	2,069	2,478	2,755	3,002	2,970	3,007
402-414	Books / Publications / Maps	-	-	-	14,496	14,748	14,496
402-499	Miscellaneous Expense	558	958	1,575	1,250	1,250	1,250
Total Commodities		<u>2,839</u>	<u>4,053</u>	<u>4,928</u>	<u>21,148</u>	<u>19,868</u>	<u>20,053</u>
403-412	Services Postage	107	250	187	16,525	12,025	16,525
403-461	Consulting Services	29,441	22,000	24,625	46,500	46,500	51,500
403-471	Schools / Conferences / Meetings	4,834	2,024	3,475	9,950	3,200	8,370
403-472	Transportation	788	115	530	1,550	300	1,500
403-491	Special Events	6,385	5,949	16,441	8,800	9,050	5,800
Total Contractual Services		<u>41,555</u>	<u>30,338</u>	<u>45,259</u>	<u>83,325</u>	<u>71,075</u>	<u>83,695</u>
Total Village Manager		<u>\$ 343,514</u>	<u>\$ 426,471</u>	<u>\$ 574,724</u>	<u>\$ 625,631</u>	<u>\$ 611,001</u>	<u>\$ 634,500</u>



### **PURPOSE STATEMENT**

The goal of the Human Resources Department is to participate in and guide the selection and maintenance of the Village workforce. A well-administered Human Resources function provides residents with cost-effective services by Village employees. Without proper selection and retention of qualified employees, effective services could not be maintained at competitive costs.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The function of a centralized Human Resources Department is to administer all aspects of personal services, including employee recruitment and selection; wage and benefit administration; position classification, training and development; risk management, labor and employee relations; and ensuring uniformity and consistency in applying rules and regulations throughout the Village.

The Human Resources Department maintains records and develops reporting procedures that inform management and employees of the related cost impact of personnel decisions and employee benefits.

Under the Village's Risk Management Program, the Human Resources Department provides adequate resources and coordination for the servicing and payment of claims for all Village risk management insurance programs which include workers' compensation, automobile, property and liability insurance. This function is maintained through a public entity risk pool described below:

The Village became a member of the Intergovernmental Risk Management Agency (IRMA) on May 1, 1995. IRMA is a public entity risk pool whose members are Illinois municipalities. IRMA manages and funds first-party property losses, third party claims, workers' compensation claims and public officials' liability claims of its member municipalities. The annual contribution to IRMA is based on eligible revenue as defined in the bylaws of IRMA; assessment factors based on past member experience and the funding need for the membership year.

As strategic staffing partners with operating departments, the Human Resources Department works to ensure the best qualified people are recruited and promoted while recognizing and encouraging the value of diversity in the workplace and maintaining such quality through the use of effective performance evaluation systems.

The Human Resources Department assists operating departments in carrying out any labor negotiations that arise as a result of State-mandated collective bargaining measures. It is also responsible for establishing, administering, and effectively communicating sound employment policies, rules, and practices that treat employees with dignity, respect, and equality, while maintaining Village compliance with all employment and labor laws, management directives, and labor agreements.

Some of the specific ongoing operations in the Human Resource Department in support of these functions include the following:

- Ongoing collective bargaining and labor contract administration for six labor unions: Hanover Park Professional Firefighters Association, Local 3452, I.A.F.F. representing full-time Firefighters and Lieutenants; Metropolitan Alliance for Police (M.A.P.) representing Police Officers; Metropolitan Alliance for Police, Hanover Park Sergeants Chapter #103 representing Police Sergeants; Local Service Employees International Union (S.E.I.U.) representing part-time Paid-on-Call Firefighters; Metropolitan Alliance for Police (M.A.P.) Civilians representing full-time and part-time non-sworn Police Department employees and Teamsters Local 714 representing full-time Public Works Employees.

- Wage and salary administration to include job analysis and evaluation and the development and maintenance of job descriptions for all Village positions, as well as any proposed new positions or reclassifications. Also included under this function is payroll administration with Human Resources staff processing twenty-six payrolls a year. The Human Resources Department also is responsible for the design and administration of any incentive pay plans, such as the Language Competency Pay Program for non-represented employees, full-time firefighters/paramedics and police officers who demonstrate specific skills in foreign language.
- Ongoing recruitment responsibility for all departments, including management recruitment and promotional testing, as well as administering all facets of entry-level police and fire recruitment, to include working jointly with each department to determine testing and selection procedures.
- Working closely with all departments to identify training needs and coordinate efforts to provide employees with necessary training. The Human Resources Department also schedules employees for various computer skills courses with external training providers.
- Benefits design and/or administration to include insurance, deferred compensation, pension, unemployment, and flexible spending accounts, as well as the administration of the Village's vacation and other leave policies.
- Coordination of various annual employee events, such as the annual Employee Appreciation Picnic, Employee Holiday Luncheon, and Service Recognitions, etc.
- Ongoing administration and coordination with all departments regarding worker's compensation related to occupational injuries and illnesses. The Human Resources Department works closely with all departments in identifying and addressing safety issues, developing safety policies, conducting safety training and developing accident prevention programs. In addition, the Human Resources Department coordinates the Village's random drug testing program for all employees required to hold a commercial driver's license.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Number of Full-Time Employees	3	3	3	3	3
Number of Part-Time Employees	1	1	1	1	1
Village-Wide Full-Time Employees	195	195	196	196	196
Village-Wide Part-Time Employees	44	44	36	40	40
Employee Terminations	33	48	49	36	31
Job applications received	1,160	1,573	2,699	1,157	1,542
Number of Candidates Interviewed	276	237	219	215	124
Number of New Hires	34	40	42	42	38
Collective Bargaining Agreements Negotiated	5	2	2	2	1
Total Worker Compensation Claims	28	16	15	19	17
Worker Compensation Losses	\$479,181	\$265,311	\$398,966	\$104,969	\$1,148,661
All Other Claims (Auto, GL, Property)	19	13	13	16	18
Non-Worker Compensation Losses	\$72,913	\$87,288	\$33,528	\$117,978	\$52,054

## 2018 ACCOMPLISHMENTS

### Strategic Plan Goal #5: Effective Governance

- ✓ Completed an audit of all I-9 forms.
- ✓ Conducted contract negotiations with MAP Civilians
- ✓ Conducted contract negotiations with MAP Police Officers
- ✓ Conducted contract negotiations with MAP Sergeants
- ✓ Conducted contract negotiations with IAFF Firefighters and Fire Lieutenants

## 2019 BUDGET GOALS

### Strategic Plan Goal #5: Effective Governance

1. Start a comprehensive wellness program
2. Conduct a review of our occupational health provider
3. Review of Document Management practices
4. Conduct contract negotiations with SEIU Part Time Firefighters

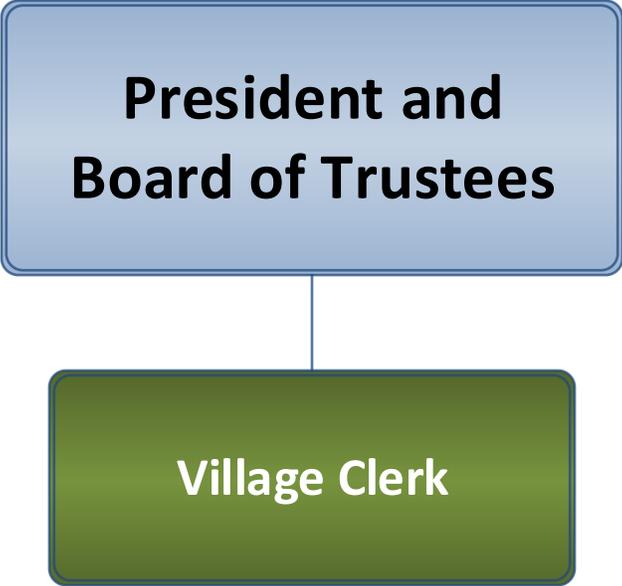
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 4400 - Human Resources

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 156,526	\$ 164,926	\$ 198,384	\$ 194,949	\$ 194,949	\$ 201,090
401-412	Salaries - Part - Time	14,868	11,280	15,157	30,659	21,748	31,348
401-421	Overtime Compensation	8,293	9,019	2,900	4,000	4,000	4,000
401-441	State Retirement	22,435	24,908	27,312	26,060	26,060	21,178
401-442	Social Security	14,273	14,359	16,874	17,696	17,696	18,219
401-444	Employee Insurance	28,000	22,676	26,185	27,815	27,815	46,201
Total Personnel Services		<u>244,395</u>	<u>247,169</u>	<u>286,812</u>	<u>301,179</u>	<u>292,268</u>	<u>322,036</u>
402-411	Office Supplies	1,255	1,700	1,742	1,750	1,750	1,750
402-413	Memberships / Subscriptions	1,024	1,947	1,495	3,813	3,813	4,998
402-414	Books / Publications / Maps	954	291	467	600	600	600
402-427	Materials & Supplies	38	381	-	-	-	-
402-490	Employee Recognition	35,166	27,657	27,555	41,150	35,000	41,930
Total Commodities		<u>38,438</u>	<u>31,977</u>	<u>31,259</u>	<u>47,313</u>	<u>41,163</u>	<u>49,278</u>
403-412	Contractual Services Postage	832	915	808	1,100	1,100	1,000
403-436	Maintenance Agreements	1,402	2,231	2,877	2,221	2,221	3,221
403-451	Equipment Rentals	2,460	1,052	619	1,500	1,500	-
403-461	Consulting Services	69,506	59,716	50,670	81,689	53,139	94,469
403-465	Medical Examinations	22,625	16,143	30,157	33,364	33,364	34,418
403-467	Legal Publications	7,309	3,367	4,355	5,000	4,500	4,500
403-471	Schools / Conferences / Meetings	12,792	13,255	7,877	9,269	9,269	7,640
403-472	Transportation	158	199	1,042	1,200	500	1,200
403-474	Tuition Reimbursement	-	-	-	15,806	8,000	12,000
Total Contractual Services		<u>117,084</u>	<u>96,879</u>	<u>98,405</u>	<u>151,149</u>	<u>113,593</u>	<u>158,448</u>
Total Human Resources		<u>\$ 399,917</u>	<u>\$ 376,024</u>	<u>\$ 416,477</u>	<u>\$ 499,641</u>	<u>\$ 447,024</u>	<u>\$ 529,762</u>

# 4600 - Special Events

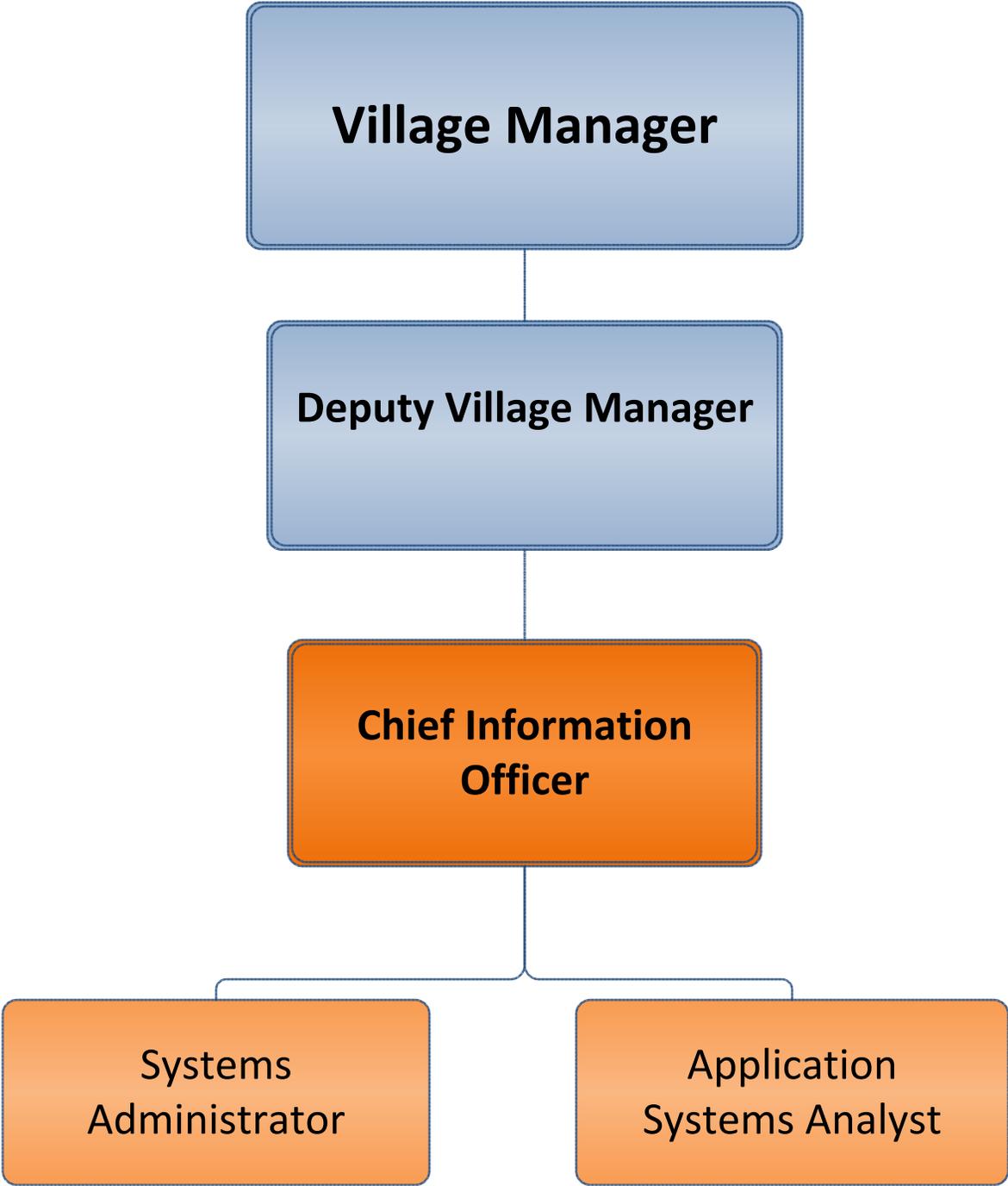


VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 4600 - Special Events

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
403-412	Postage	\$ 234	\$ 235	\$ -	\$ -	\$ -	\$ -
403-470	Binding & Printing	-	-	1,390	-	-	-
403-491	Special Events	11,674	11,789	11,222	-	-	-
Total Contractual Services		11,909	12,025	12,612	-	-	-
Total Special Events		\$ 11,909	\$ 12,025	\$ 12,612	\$ -	\$ -	\$ -





**PURPOSE STATEMENT**

The goal of the Information Technology (IT) department is to provide the highest quality technology-based services in the most cost-effective manner, to facilitate the Village’s mission as it applies to the management and delivery of services to the departments and community as established by the Village Board under the direction of the Village Manager.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

Under the direction of the Chief Information Officer (CIO), the IT department is responsible for the administration, software licensing, and safe-keeping of all technology-based systems and data utilized by Village departments.

The IT department researches new technologies, analyzes existing processes and procedures, and works closely with staff to understand existing needs. Working in conjunction with staff, cost-effective plans for new technologies and processes that will address needs, improve communications, eliminate unnecessary redundancy between departments and lower operating costs are developed and implemented.

Finally, IT provides research and consultation on all technology-based questions that arise in the course of business. The IT department strives to educate staff, both through direct in-house training and through the coordinated use of outside services, on new technologies, as well as existing technologies, to ensure maximum return of technology investments.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Number of Full Time Employees	3	3	3	3	3
Number of Full Time Employees Per 100 Population	.08	.08	.08	.08	.08
Total Information Technology Department Expenditures	\$727,766	\$878,687	\$874,870	\$1,014,787	\$1,017,240
Cost of Services Per Capita	19.16	23.14	23.04	26.72	26.78

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

- ✓ Replaced 55 Desktop PCs and 15 mobile data computers in continuation of the IT equipment replacement program.  
*Ongoing. New equipment will be purchased and deployed over the third and fourth quarter.*
- ✓ Upgraded Village Website.  
*Completed in February 2018*
- ✓ Designed and implemented a disaster recovery infrastructure for server data systems. Will utilize Police Department IT Server Room to house a disaster recovery system that will run in an active/passive state with continuous replication of production systems at Village Hall.  
*Completed first quarter 2018*
- ✓ Complete upgrades to the Kronos time & attendance system  
*Will be completed in fourth quarter 2018*

- ✓ Assist Police Department with rollout of new records management software and computer-aided dispatch.  
*Project was delayed by ETSB with launch date in first quarter 2019*

### **Additional Accomplishments**

- ✓ Switched DuComm communications to new fiber optic leased line for all DuPage County public safety communications.
- ✓ Launched online permitting process that is using the New World ERP system module.
- ✓ Assisted Police personnel with emergency alert system expansion.
- ✓ Switched to new IP PRI voice service through phone vendor resulting in reduced costs for dial tone service.
- ✓ Implemented new tablet mobile data computers in 10 squad cars and 5 fire vehicles. Created in car network for PD vehicles that enable in-car camera viewing directly on the tablet and created a secure wi-fi connection when the tablet is undocked from the vehicle.
- ✓ Upgraded door access system server to the latest version that is now a virtual server. This takes advantage of the server infrastructure that was put in place in 2017 and eliminates the physical server that consumes power and cooling resources.

## **2019 BUDGET GOALS**

### **Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

1. Replace 55 Desktop PCs and 15 mobile data computers in continuation of the IT equipment replacement program. *Third and fourth quarter 2019*
2. Replace PD interview room recording system. *Second quarter 2019*
3. Upgrade Cisco phone system. *Second quarter 2019*
4. Replace PD video storage system. *Second quarter 2019*
5. Replace wireless access infrastructure. *Second quarter 2019*
6. Replace Police in-car ticket printers. *Fourth quarter 2019*
7. Replace data backup device. *First quarter 2019*
8. Conduct fiber optic feasibility study. *Third quarter 2019*
9. Implement Village wide document management system. *First quarter 2019*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 4700 - Information Technology

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 178,064	\$ 189,425	\$ 200,712	\$ 189,093	\$ 193,600	\$ 195,311
401-421	Overtime Compensation	11,045	10,071	8,893	10,000	10,000	10,000
401-441	State Retirement	25,620	27,441	28,230	26,054	26,054	21,400
401-442	Social Security	14,916	14,972	15,937	15,321	15,321	15,796
401-444	Employee Insurance	26,760	32,348	28,597	31,061	31,061	32,523
Total Personnel Services		<u>256,404</u>	<u>274,257</u>	<u>282,369</u>	<u>271,529</u>	<u>276,036</u>	<u>275,030</u>
402-411	Office Supplies	71,989	56,687	51,706	60,000	58,658	55,000
402-413	Memberships / Subscriptions	250	250	304	300	300	300
402-427	Materials & Supplies	13,367	13,661	13,891	14,000	13,957	14,000
402-434	Small Tools	38	-	-	-	-	-
Total Commodities		<u>85,644</u>	<u>70,598</u>	<u>65,901</u>	<u>74,300</u>	<u>72,915</u>	<u>69,300</u>
403-411	Telephone	193,443	198,568	185,156	188,436	192,154	184,764
403-412	Postage	75	36	-	-	-	-
403-436	Maintenance Agreements	318,828	277,221	282,677	349,658	336,418	354,274
403-456	IT Equipment Maint. & Replacement	-	180,000	180,000	217,589	217,589	325,343
403-461	Consulting Services	10,936	9,908	8,920	85,000	62,106	73,600
403-471	Schools / Conferences / Meetings	9,255	4,198	11,707	14,000	13,385	14,000
403-472	Transportation	211	-	510	850	768	850
403-499	Miscellaneous Expense	75	-	-	-	-	-
Total Contractual Services		<u>532,822</u>	<u>669,932</u>	<u>668,969</u>	<u>855,533</u>	<u>822,420</u>	<u>952,831</u>
Total Information Technology		<u>\$ 874,870</u>	<u>\$ 1,014,787</u>	<u>\$ 1,017,240</u>	<u>\$ 1,201,362</u>	<u>\$ 1,171,371</u>	<u>\$ 1,297,161</u>

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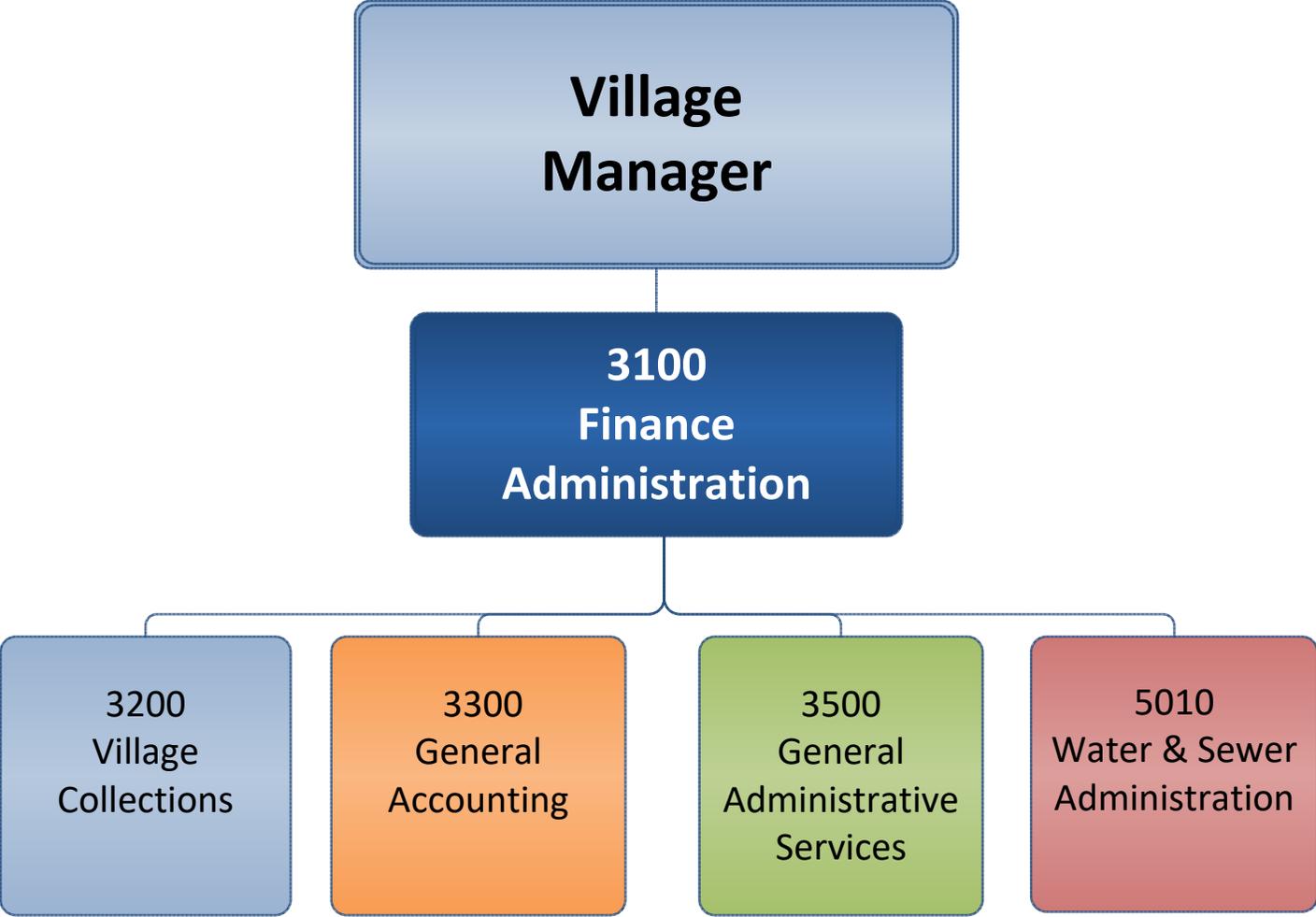
# FINANCE DEPARTMENT

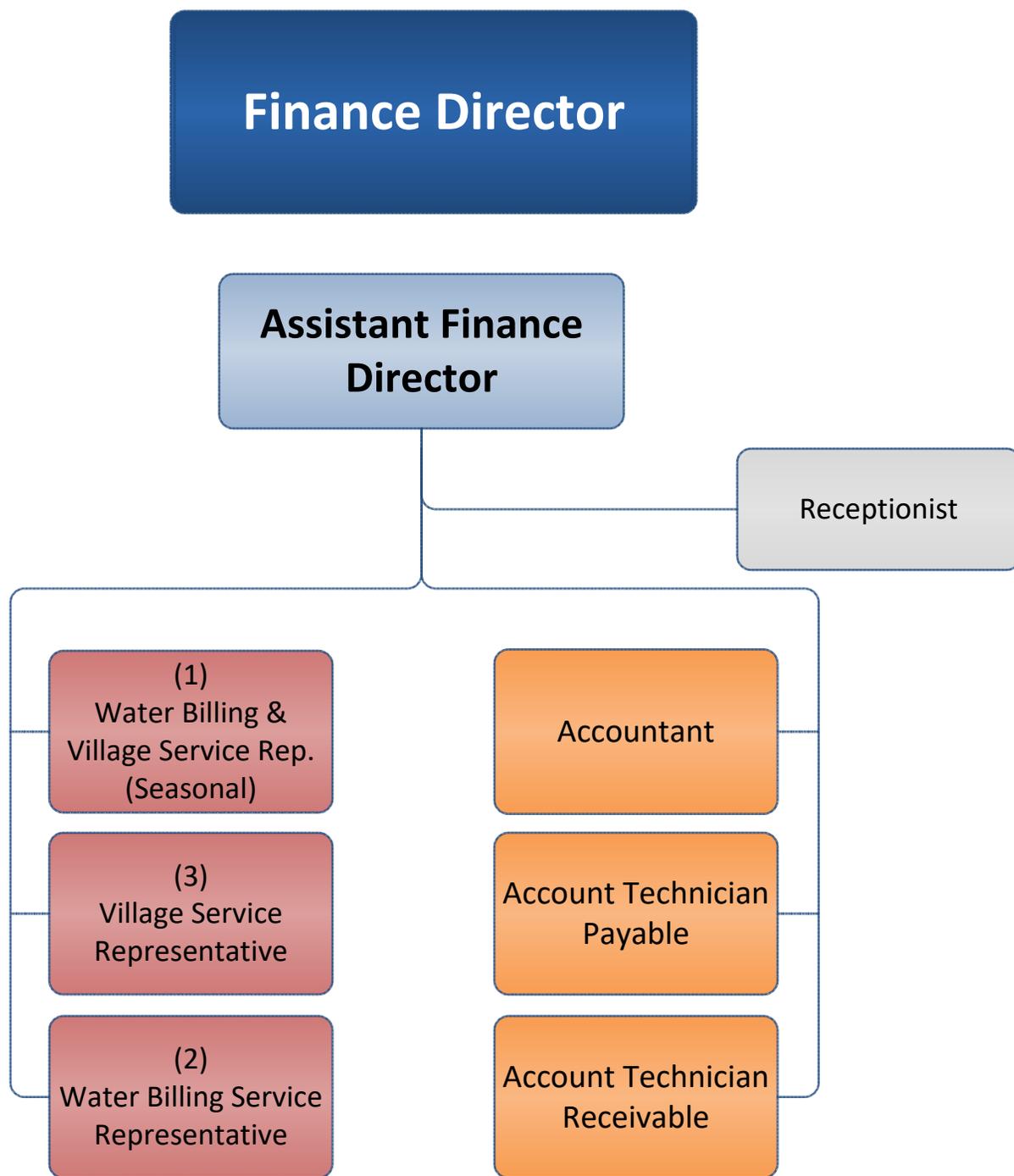
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## Cost Control Centers

<b>Administration</b>	<b>3100</b>
<b>Collections</b>	<b>3200</b>
<b>General Accounting</b>	<b>3300</b>
<b>General Administrative Services</b>	<b>3500</b>

# Organization of the Finance Department







**PURPOSE STATEMENT**

Coordinate the financial activity in compliance with the financial policies established by the Village Board under the direction of the Village Manager.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Director of Finance is responsible for the financial administration of the Village. The administrative duties of the Director involve the overall accounting and financial reporting, budgeting, collections, investment and water billing functions. The duties involve, providing technical assistance and financial information to department personnel, administration and Village officials as well as executing and monitoring compliance with the broad financial policies of the Village.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Number of Full Time Employees	10	10	11	11	11
Number of Part Time Employees	3	3	0	1	0
Number of Full Time Employee per 1,000 Population	0.26	0.26	0.29	0.29	0.29
Total Finance Department Expenditures including transfers	3,192,684	3,506,176	3,023,027	2,781,457	3,272,639
Cost of Services Per Capita	84.08	92.33	79.61	73.25	86.18

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #1: Financial Health**

- ✓ Continued to develop a plan regarding the potential loss of state funding.  
*Ongoing. The Finance Department will continue to follow the State budget process and adapt new changes in the shared revenue sources. We will present revenue options as needed.*
- ✓ Continued to maintain a balanced budget.  
*Ongoing. The Finance Department will continue to work together with other departments and programs to operate efficiently and within the resources of the Village.*
- ✓ Continued to find ways to lower the Village property tax rate.  
*Ongoing. To attract commercial business, the property tax rate must be in line with other neighboring villages. Ensure the Village is not heavily relying on property tax revenues.*

**Strategic Plan Goal #5: Effective Governance**

- ✓ Streamlined Finance Department processes so that the staff will have more capacity to directly manage customer relationships.  
*Ongoing. Completed and updated utility billing, accounts receivable, accounts payable, journal entries, revenue collection etc. procedures/policies guidelines to provide consistency and succession planning.*

- ✓ Continued training to front line employee (receptionist) and Management staff.  
*Ongoing. Staff continued training on how to improve good customer service to both internal and external customer. Management staff will continue to learn and gain understanding of any new procurement and new GASB implementation needed to fulfill the reporting requirements.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #1: Financial Health

1. Continue to maintain a balanced budget.  
*Ongoing. The Finance Department will continue to work together with other departments and programs to operate efficiently and within the resources of the Village.*
2. Continue to develop a plan regarding the potential loss of state funding.  
*Ongoing. The Finance Department will continue to follow the State budget process and adapt new changes in the shared revenue sources. We will present revenue options as needed.*
3. Continue to find ways to lower the Village property tax rate.  
*Ongoing. To attract commercial business, the property tax rate must be in line with other neighboring villages. Staff will ensure the Village is not heavily relying on property tax revenues.*
4. Review the 2010 and 2010A Taxable General Obligation Bond for possible refinance.  
*Fourth Quarter. The 2010 and 2010A Taxable General Obligation Bond are issued with higher interest rate. The Bonds can be refinanced for lower interest rate effective January 2020.*

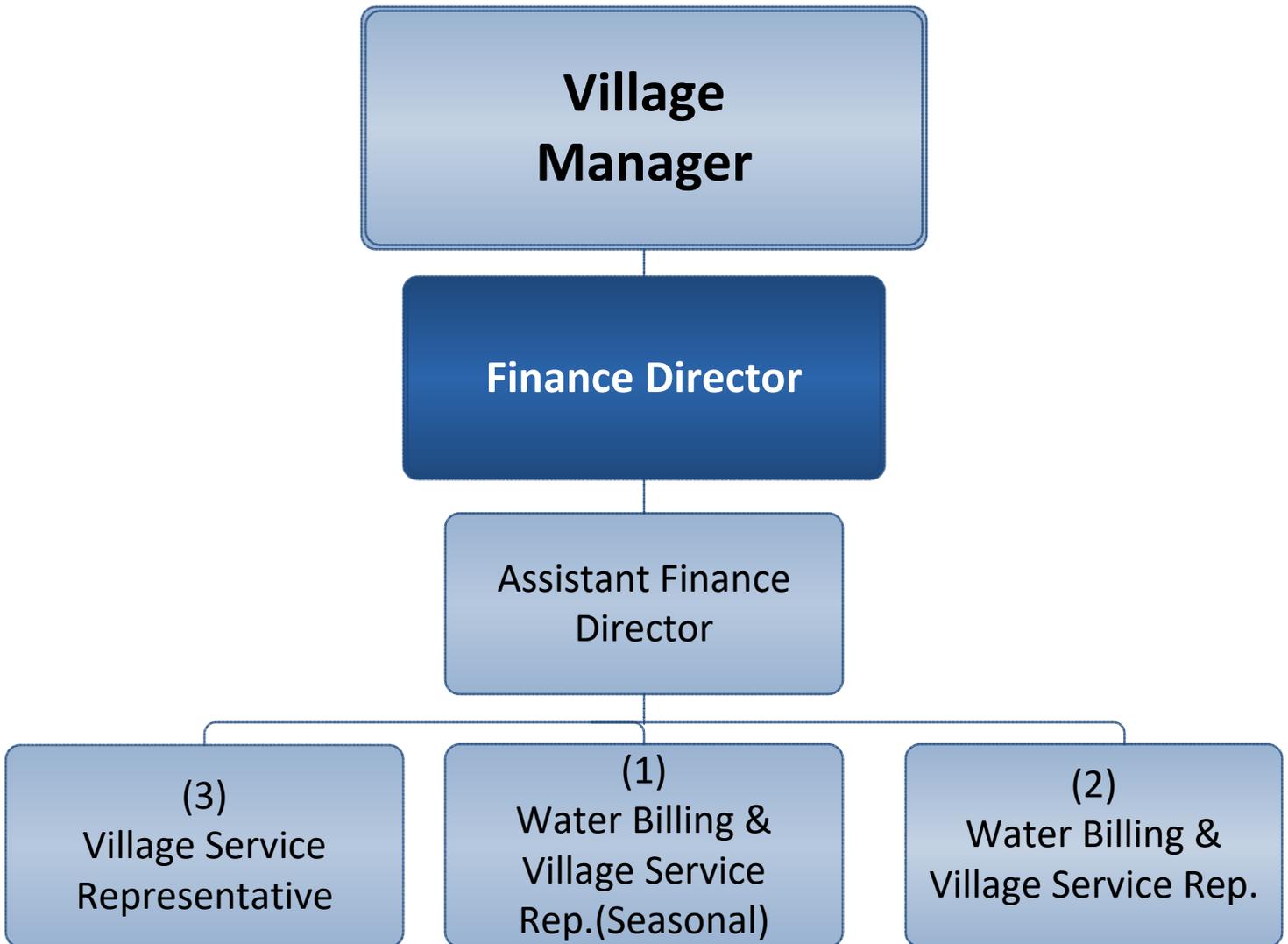
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 3100 - Finance Administration

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 89,905	\$ 110,814	\$ 118,250	\$ 120,595	\$ 120,800	\$ 123,515
401-421	Overtime Compensation	597	-	108	200	200	200
401-441	State Retirement	12,024	15,678	16,018	15,805	15,800	12,774
401-442	Social Security	7,015	8,140	8,697	9,316	9,300	9,578
401-444	Employee Insurance	18,024	9,482	22,651	15,134	15,000	25,896
Total Personnel Services		<u>127,564</u>	<u>144,114</u>	<u>165,723</u>	<u>161,050</u>	<u>161,100</u>	<u>171,963</u>
402-411	Office Supplies	821	674	431	700	500	590
402-413	Memberships / Subscriptions	914	851	915	1,224	1,174	990
402-414	Books / Publications / Maps	365	83	97	105	105	95
402-431	Uniforms	-	-	-	150	800	150
Total Commodities		<u>2,100</u>	<u>1,608</u>	<u>1,443</u>	<u>2,179</u>	<u>2,579</u>	<u>1,825</u>
403-412	Postage	9	-	-	-	-	-
403-436	Maintenance Agreements	4,159	5,359	4,669	5,424	4,900	5,424
403-461	Consulting Services	55,535	13,405	1,908	10,000	-	-
403-471	Schools / Conferences / Meetings	1,696	2,157	3,355	3,884	1,251	3,488
403-472	Transportation	535	1,045	636	1,025	300	980
403-480	Bad Debt Expense	-	153	-	-	-	-
Total Contractual Services		<u>61,934</u>	<u>22,119</u>	<u>10,568</u>	<u>20,333</u>	<u>6,451</u>	<u>9,892</u>
Total Finance Administration		<u>\$ 191,598</u>	<u>\$ 167,841</u>	<u>\$ 177,734</u>	<u>\$ 183,562</u>	<u>\$ 170,130</u>	<u>\$ 183,680</u>

# 3200 – Village Collections



**PURPOSE STATEMENT**

The goals of the Division are to continue to provide prompt, efficient and friendly service to all people; to handle funds in an accurate and professional manner; to provide the Department of Finance with cash flow information; to provide quality service and to strive for self-improvement in all areas of responsibilities.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

This division is responsible for the collection of all cash funds that comes into the Village. A majority of these collections are from water and sewer payments. Collection processes all local citations issued by the Police Department as well as setting court dates. It also handles booted vehicles invoices and processes unpaid tickets for the collection agency. In addition, the Division is responsible for the issuance of animal licenses, commuter parking lot permits and real estate transfer stamps. And lastly, it also maintains all escrow agreements.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Animal Licenses	265	197	153	138	111
Parking Ticket Paid	7,001	6,795	6,250	7,611	7,295
Monthly Commuter Parking Permits	8,468	8,119	7,760	7,586	7,505
Contractor and Business Licenses	1,289	1,428	1,724	2,473	2,389
Real Estate Transfer Tax Stamps	1,178	1,111	1,038	990	964
Water Bill Payments Collected	58,808	59,029	59,366	76,251	109,707
Yard Waste Stickers	7,333	7,512	4,735	4,557	4,249
Parking Tickets Entered	11,983	12,080	11,618	19,091	12,701
Tickets sent to Collections	4,376	1,637	-	-	11,937
Vehicles Placed on Boot List	272	1	-	-	-

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #1: Financial Health**

- ✓ Resubmitted the Debt Recovery Program application.  
*Ongoing. It has been 2 years since the original Debt Recovery Program application has been submitted without getting any approval from the State. Even though we have a new Collection Agency, it is important to also have the Debt Recovery program as means to recover uncollectible debts.*

**Strategic Plan Goal #4: Community Image & Identity**

- ✓ Remodeled the Finance Counter to install another register.  
*Ongoing. Customers time is very important. Adding another register will either reduce or eliminate customers waiting time during water monthly due date.*

## Strategic Plan Goal #5: Effective Governance

- ✓ Continued training to front line employees.

*Ongoing. Continued staff training on how to provide good customer service to internal and external customer. Continued to learn and explore New World System capabilities to help staff fulfill their tasks. Enhance their knowledge on use of Excel and Word.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #1: Financial Health

1. Resubmit the Debt Recovery Program application.

*Ongoing. It has been 2 years since the original Debt Recovery Program application has been submitted without getting any approval from the State. Even though we already have a new Collection Agency, it is important to also have the Debt Recovery program as means to recover uncollectible debts.*

2. Evaluate and send a Request For Proposal (RFP) for new collection Agency

*Second Quarter. The last time the Village evaluated the performance of the current Collection Agency, the management is not satisfied with what they collected to the Village.*

### Strategic Plan Goal #5: Effective Governance

1. Continue training to front line employees.

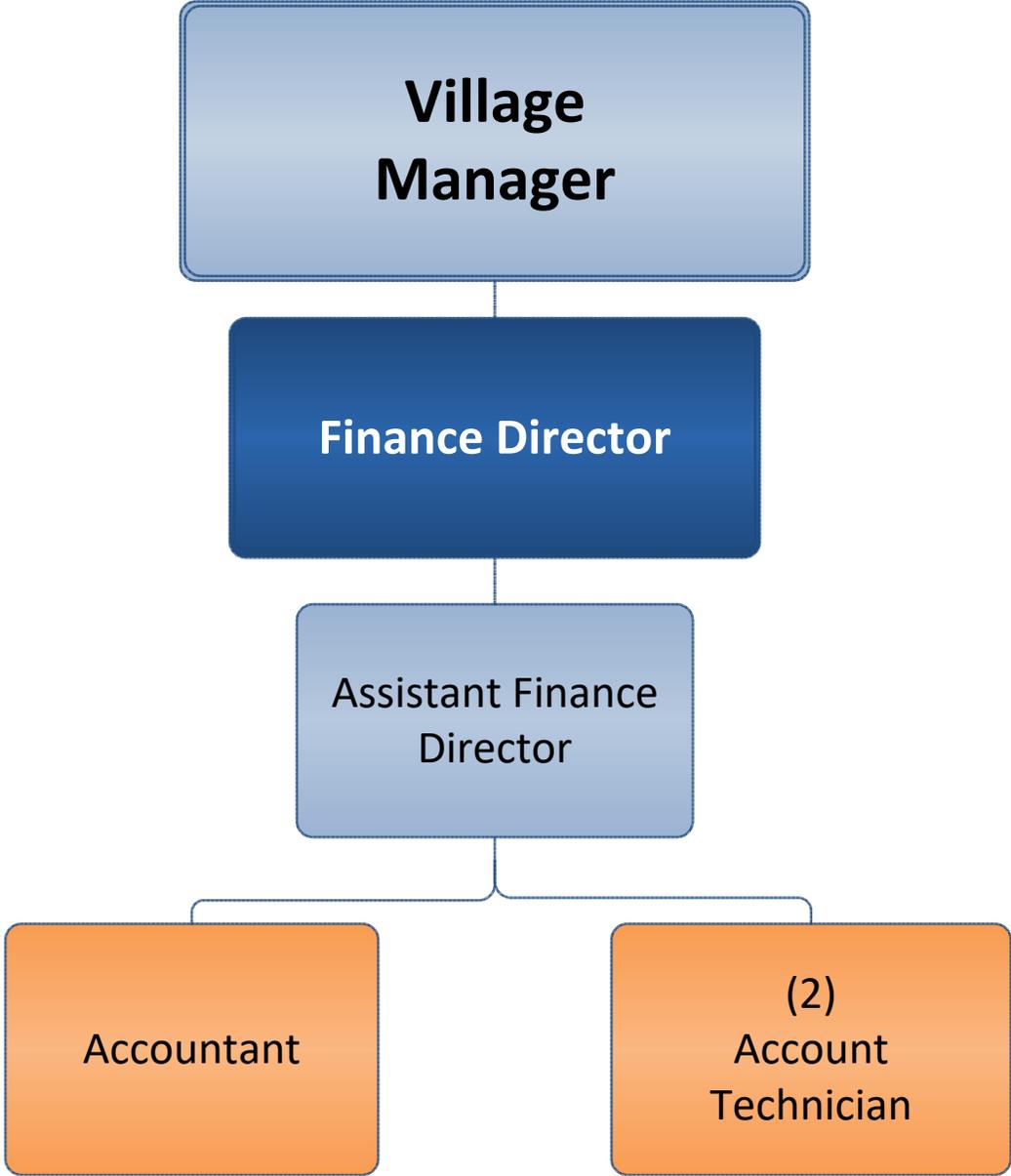
*Ongoing. Continue staff training on how to provide good customer service to internal and external customer. Continue to learn and explore New World System capabilities to help staff fulfill their tasks. Enhance their knowledge on use of Excel and Word.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 3200 - Collections

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries-Regular	\$ 80,231	\$ 100,731	\$ 112,667	\$ 110,166	\$ 111,162	\$ 114,127
401-412	Salaries-Part Time	-	7,054	1,066	4,212	-	-
401-421	Overtime Compensation	3,585	4,051	1,299	1,500	1,300	1,500
401-441	State Retirement	11,455	14,826	15,366	14,434	14,700	11,913
401-442	Social Security	6,704	8,845	8,713	8,830	8,670	9,256
401-444	Employee Insurance	13,963	9,793	29,206	28,260	30,111	33,284
Total Personnel Services		<u>115,937</u>	<u>145,300</u>	<u>168,319</u>	<u>167,402</u>	<u>165,943</u>	<u>170,080</u>
402-411	Office Supplies	7,491	7,411	8,194	7,450	8,200	7,500
Total Commodities		<u>7,491</u>	<u>7,411</u>	<u>8,194</u>	<u>7,450</u>	<u>8,200</u>	<u>7,500</u>
403-412	Postage	359	275	795	500	500	500
403-461	Consulting Services	3,216	9,955	-	-	-	-
403-471	Schools / Conferences / Meetings	-	459	481	600	600	500
403-472	Transportation	-	-	31	75	75	75
Total Contractual Services		<u>3,575</u>	<u>10,689</u>	<u>1,307</u>	<u>1,175</u>	<u>1,175</u>	<u>1,075</u>
Total Collections		<u>\$ 127,004</u>	<u>\$ 163,400</u>	<u>\$ 177,820</u>	<u>\$ 176,027</u>	<u>\$ 175,318</u>	<u>\$ 178,655</u>



**PURPOSE STATEMENT**

To provide complete and accurate financial data in proper form on a timely basis to all responsible for the financial administration of the Village.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

This Division is responsible for all accounting functions including processing accounts payable, accounts receivable, purchase orders and general accounting for all departments in the Village. In addition, this Division maintains capital asset records, prepares financial reports and coordinates the annual audit.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Number of invoices Processed	8,725	7,787	7,549	8,217	8,138
Number of Purchase Orders Processed	158	1,852	98	133	122
Number of Checks Issued	3,665	3,217	3,314	3,823	3,976
GFOA Distinguished Budget Award	Yes	Yes	Yes	Yes	Yes
GFOA Certificate of Achievement – CAFR	Yes	Yes	Yes	Yes	Yes

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #1: Financial Health**

- ✓ Provided financial reporting and present fiscal transparency.  
*Ongoing. Staff will continue to provide the monthly treasurer’s reports to the Village Board. Continue to improve the quarterly financial reports to aid in the analysis by the Board and members of the public.*

**Strategic Plan Goal #4: Community Image & Identity**

- ✓ Continued to evaluate technology options to enhance efficiency and services.  
*Ongoing. Finance and IT Department will explore New World System capabilities in Water billing invoice and notification via email.*

**Strategic Plan Goal #5: Effective Governance**

- ✓ Utilized the New World asset tracking system.  
*Ongoing. Financial data of the Village’s capital assets has been entered into the system and will continue to be updated as needed.*
- ✓ Continued to expand knowledge by attending training and seminars.  
*Ongoing. Staff will continue to learn and take advanced training on the New World System software.*
- ✓ Finance staff will provide a refresher course on how to enter Accounts payable, Accounts Receivable, purchase order initiation.  
*Ongoing. Staff will continue to provide assistance and training to all departments as needed.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #1: Financial Health

1. Provide financial reporting and present more fiscal transparency.  
*Ongoing. Staff will continue to provide the monthly treasurers report to the Village Board. Continue to improve the quarterly financial reports to aid in the analysis by the Board and members of the public.*

### Strategic Plan Goal #4: Community Image & Identity

1. Continue to evaluate technology options to enhance efficiency and services.  
*Ongoing. Finance and IT Department will explore New World System capabilities in Water billing invoice and notification via email.*

### Strategic Plan Goal #5: Effective Governance

1. Utilize the New World asset tracking system.  
*Ongoing. Financial data of the Village's capital assets has been entered into the system and will continue to be updated as needed.*
2. Continue to expand knowledge by attending training and seminars.  
*Ongoing. Staff will continue to learn and take advanced training on the New World System software.*
3. Finance staff will provide a refresher course on how to enter Accounts payable, Accounts Receivable, purchase order initiation.  
*Ongoing. Staff will continue to provide assistance and training to all departments as needed.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 3300 - General Accounting

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 78,710	\$ 93,973	\$ 97,817	\$ 98,929	\$ 98,995	\$ 102,367
401-421	Overtime Compensation	1,031	2,383	397	1,200	600	600
401-441	State Retirement	11,329	22,987	13,844	13,448	13,460	10,959
401-442	Social Security	6,561	7,579	7,714	8,003	7,875	8,244
401-444	Employee Insurance	10,715	14,157	18,890	19,482	19,235	21,039
Total Personnel Services		<u>108,346</u>	<u>141,080</u>	<u>138,661</u>	<u>141,062</u>	<u>140,165</u>	<u>143,209</u>
402-411	Office Supplies	308	387	136	400	350	400
402-413	Memberships / Subscriptions	-	537	966	1,025	950	1,000
402-499	Miscellaneous Expense	-	761	517	600	600	600
Total Commodities		<u>308</u>	<u>1,686</u>	<u>1,619</u>	<u>2,025</u>	<u>1,900</u>	<u>2,000</u>
403-412	Postage	2,858	3,199	2,894	2,900	2,900	2,730
403-436	Maintenance Agreements	1,827	1,827	1,606	1,900	2,206	2,210
403-463	Auditing Services	32,063	23,230	26,957	24,200	24,000	28,406
403-470	Binding & Printing	2,015	2,654	1,350	2,950	1,400	200
403-471	Schools / Conferences / Meetings	285	166	164	600	600	600
403-472	Transportation	26	26	-	75	75	75
403-496	Collection Fee Service	-	-	488	5,200	3,500	4,000
403-499	Miscellaneous Expense	19,902	55,194	35,178	31,100	36,000	11,300
Total Contractual Services		<u>58,975</u>	<u>86,295</u>	<u>68,637</u>	<u>68,925</u>	<u>70,681</u>	<u>49,521</u>
Total General Accounting		<u>\$ 167,629</u>	<u>\$ 229,061</u>	<u>\$ 208,917</u>	<u>\$ 212,012</u>	<u>\$ 212,746</u>	<u>\$ 194,730</u>

# 3500 – General Administrative Services



VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 3500 - Administrative Services

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures</b>							
401-411	Salaries - Regular	\$ -	\$ -	\$ -	\$ 515,723	\$ -	\$ 431,216
401-427	Language Proficiency	20,645	19,150	20,250	22,250	21,000	23,250
401-441	State Retirement	8,427	7,358	7,769	35,791	8,100	35,641
401-442	Social Security	4,119	4,754	5,141	47,317	6,000	47,555
401-445	Special Pension	42,552	51,278	56,388	40,990	62,400	55,218
401-446	Unemployment Compensation	31,801	24,530	34,797	35,400	38,600	17,000
<b>Total Personnel Services</b>		<b>107,544</b>	<b>107,071</b>	<b>124,346</b>	<b>697,471</b>	<b>136,100</b>	<b>609,880</b>
403-411	Telephone	1,205	526	-	-	-	-
403-413	Light & Power	1,658	1,616	1,446	1,800	1,650	1,800
403-414	Natural Gas	25,529	18,493	23,896	21,600	21,600	24,000
403-421	Liability Insurance Program	444,116	482,051	513,921	355,627	400,000	532,506
403-453	Furniture Replacement	20,000	20,000	-	-	-	-
403-461	Consulting Services	18,044	-	-	-	-	-
403-462	Legal Services	298,624	371,638	348,737	309,630	340,000	376,380
403-483	Shelter Inc.	1,000	2,000	-	-	-	-
403-485	Miscellaneous Programs	8,500	15,891	17,668	21,702	19,000	21,800
403-488	Park District - Youth Programs	2,775	2,475	-	-	-	-
403-495	W.A.Y.S.	2,000	2,000	-	-	-	-
403-498	Contingency	-	-	-	15,000	15,000	15,000
<b>Total Contractual Services</b>		<b>823,450</b>	<b>916,689</b>	<b>905,668</b>	<b>725,359</b>	<b>797,250</b>	<b>971,486</b>
<b>Total Administrative Services</b>		<b>\$ 930,994</b>	<b>\$ 1,023,759</b>	<b>\$ 1,030,013</b>	<b>\$ 1,422,830</b>	<b>\$ 933,350</b>	<b>\$ 1,581,366</b>

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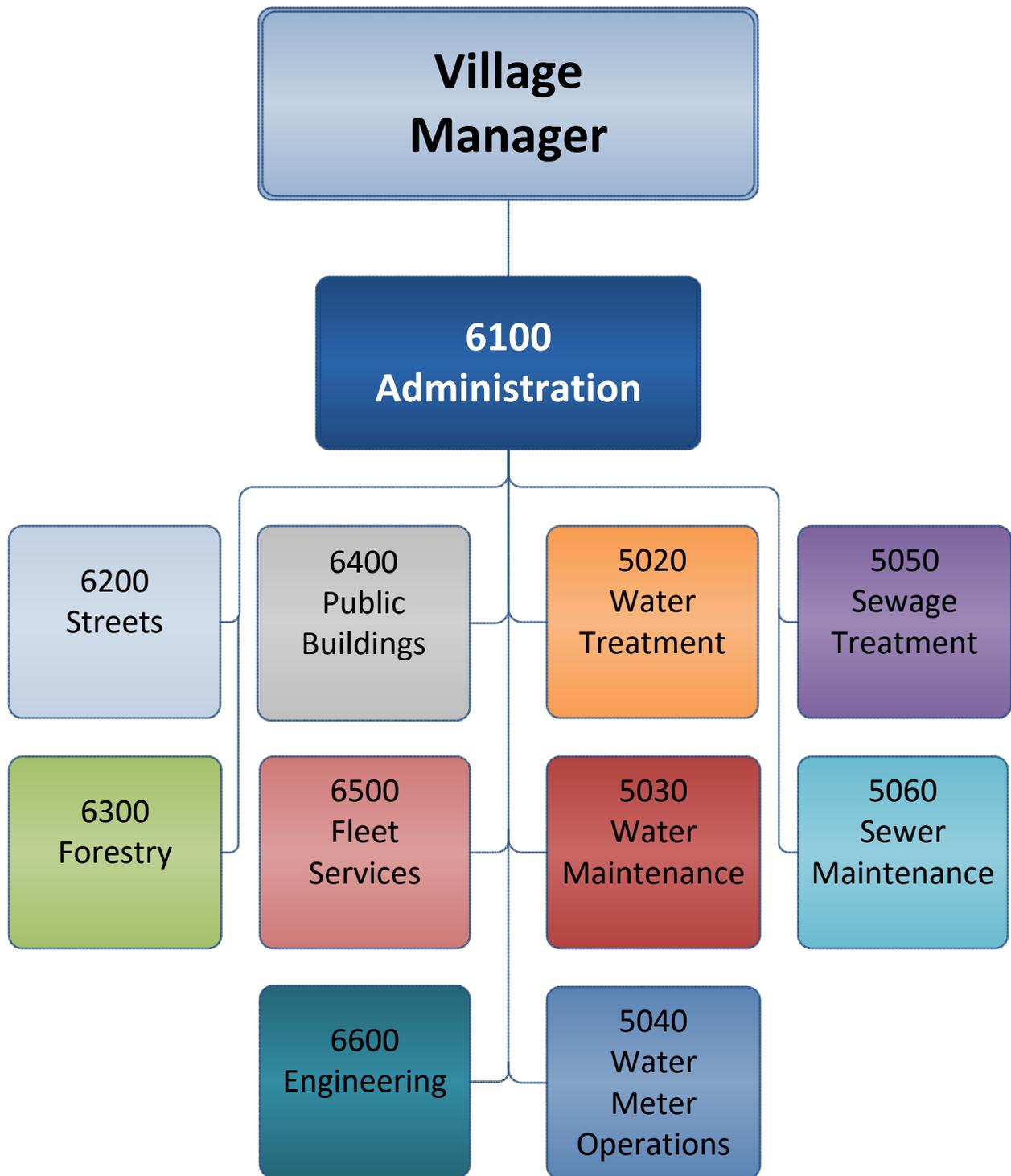
# PUBLIC WORKS DEPARTMENT

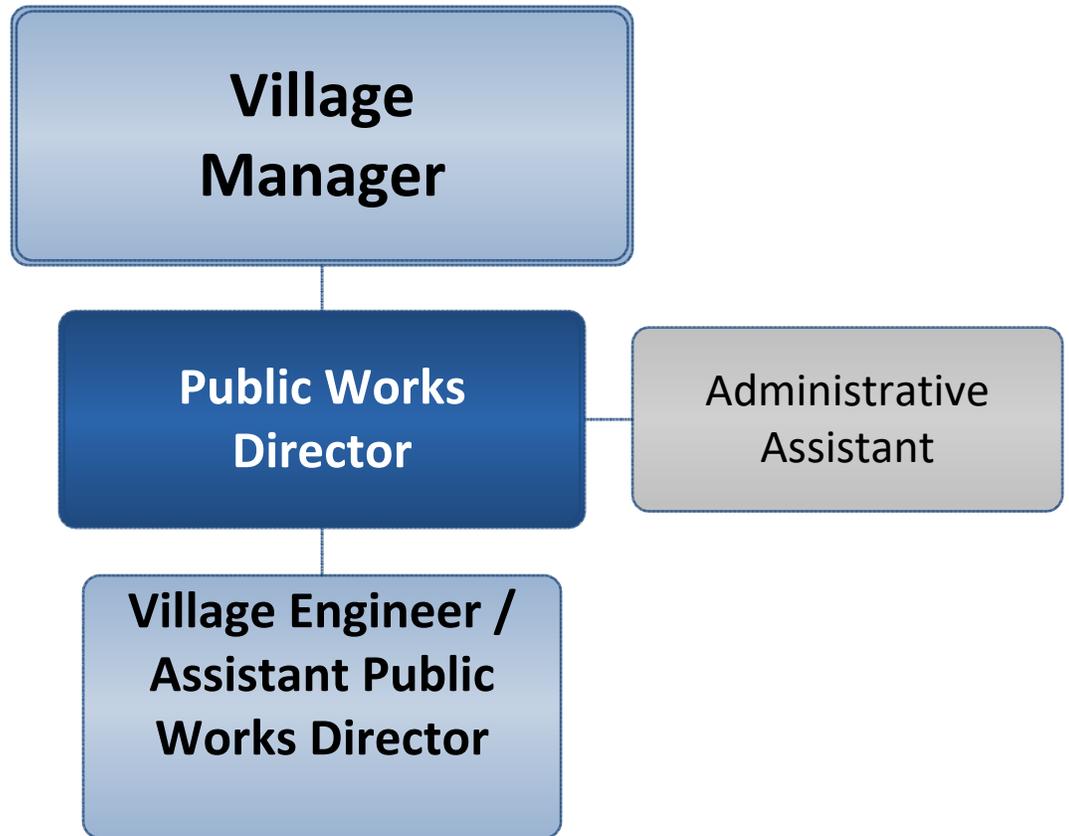
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## Cost Control Centers

<b>Administration</b>	<b>6100</b>
<b>Streets</b>	<b>6200</b>
<b>Forestry</b>	<b>6300</b>
<b>Public Buildings</b>	<b>6400</b>
<b>Fleet Services</b>	<b>6500</b>
<b>Engineering</b>	<b>6600</b>

# Organization of the Public Works and Engineering Department





**PURPOSE STATEMENT**

Provide for safe, efficient and effective delivery of public services through the optimum administration of those departments responsible for such delivery.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

To develop intermediate and long-range plans; to propose policy as it relates to department personnel and operations; to formulate budgets for operation and capital improvements; and to evaluate the operations and revise them accordingly.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Number of Full Time Employees	46	46	46	47	47
Number of Part Time Employees	4	3	3	3	3
Number of Full Time Employees Per 1,000 Population	1.26	1.26	1.26	1.26	1.26
Public Works Department Insurance Claims:					
Total Worker Compensation Claims	7	3	5	6	3
Worker Compensation Losses	\$29,179	\$57,723	\$10,753	\$7,296	\$765,076
All Other Claims	12	7	8	12	14
Non-Worker Compensation Losses	\$50,921	\$69,985	\$18,835	\$80,691	\$21,692
Total Claims	12	10	13	18	17
Total Losses	\$80,100	\$127,708	\$29,588	\$87,987	\$786,768
Total Expenditures	\$3,888,125	\$3,792,615	\$3,962,391	\$3,874,429	\$3,981,239
Cost of Services Per Capita	\$102.39	\$99.88	\$104.35	\$102.03	\$104.84

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #1: Financial Health**

- ✓ Review fleet longevity in service for possible increase.  
*Ongoing. Third and fourth quarter. Review with Fleet Services Manager the possibility of increasing replacement time of vehicles.*

**Strategic Plan Goal #2: Focused Economic Development & Redevelopment**

- ✓ Assist Community Development with development opportunities.  
*Ongoing. First through fourth quarter.*
- ✓ Evaluate burying utility lines along Irving Park Road.  
*Second through third quarter. Project not yet begun. No funding source available.*

**Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

- ✓ Continue Village Hall Improvements.  
*Completed. Fourth quarter. Complete Village Hall improvements to the Finance Counter and lobby areas.*

- ✓ Implement a process to more carefully manage and track maintenance of infrastructure assets.  
*To be completed fourth quarter. First through fourth quarter. This will include the implementation of a software package that will automate some maintenance functions of tracking infrastructure.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #2: Focused Economic Development & Redevelopment

1. Ontarioville Road project.  
*First through fourth quarter. Continue development of area.*

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Hire Civil Engineer.  
*First quarter. Use internal Engineer instead of outside firms for design of water mains, etc.*

### Strategic Plan Goal #4: Community Image and Identity

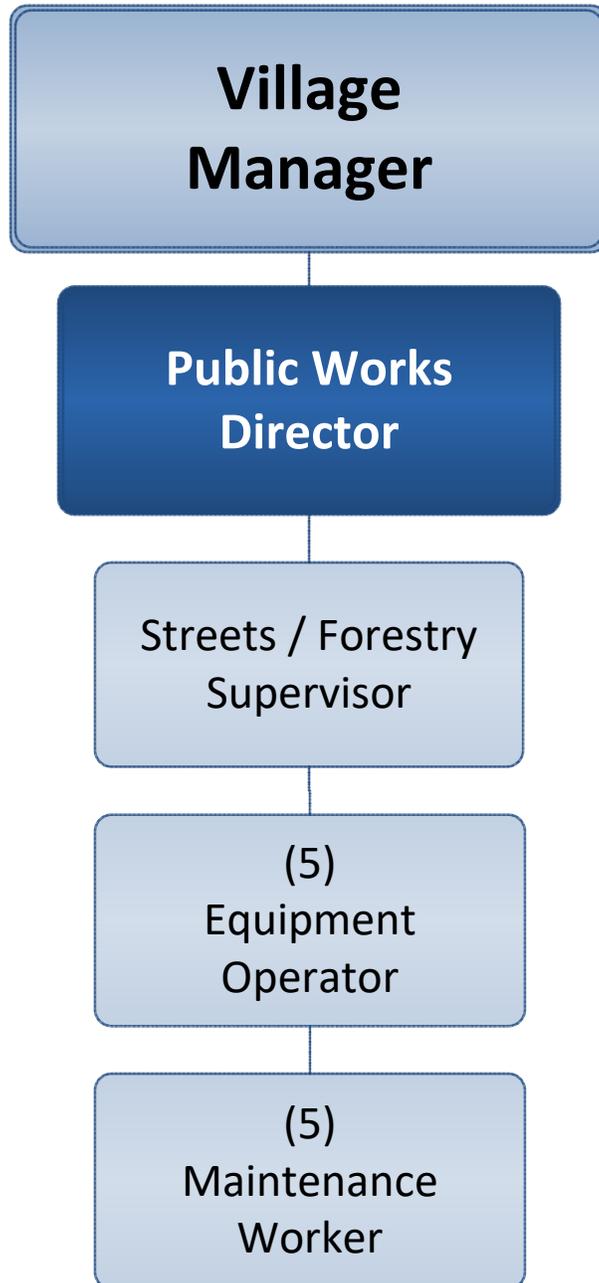
1. Entry signage.  
*First quarter. Review entry signage to determine where new logo is needed.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 6100 - Public Works Administration

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 85,377	\$ 110,956	\$ 112,820	\$ 110,135	\$ 110,135	\$ 111,010
401-421	Overtime Compensation	1,483	872	2,803	900	1,100	900
401-441	State Retirement	11,388	15,671	15,493	14,295	14,295	11,521
401-442	Social Security	6,561	7,859	8,245	8,425	8,425	8,641
401-444	Employee Insurance	15,339	18,094	19,476	20,379	20,379	22,415
Total Personnel Services		<u>120,149</u>	<u>153,452</u>	<u>158,836</u>	<u>154,134</u>	<u>154,334</u>	<u>154,487</u>
402-411	Office Supplies	1,137	1,279	1,148	1,045	1,045	1,045
402-413	Memberships / Subscriptions	1,855	2,088	666	250	505	290
402-436	Photo Supplies	-	140	-	-	-	-
Total Commodities		<u>2,991</u>	<u>3,507</u>	<u>1,815</u>	<u>1,295</u>	<u>1,550</u>	<u>1,335</u>
403-412	Postage	962	881	529	600	600	600
403-436	Maintenance Agreements	390	358	278	800	800	10,100
403-451	Equipment Rentals	1,446	1,446	-	1,550	-	-
403-452	Vehicle Maintenance & Replacement	1,870	1,870	-	-	-	-
403-461	Consulting Services	53,891	-	-	-	-	-
403-471	Schools / Conferences / Meetings	2,187	2,804	3,121	2,800	2,800	2,800
403-472	Transportation	412	398	967	550	550	550
403-489	IEPA Discharge Fee	1,000	1,000	1,000	1,000	1,000	1,000
Total Contractual Services		<u>62,158</u>	<u>8,757</u>	<u>5,894</u>	<u>7,300</u>	<u>5,750</u>	<u>15,050</u>
Total Public Works Administration		<u>\$ 185,298</u>	<u>\$ 165,716</u>	<u>\$ 166,545</u>	<u>\$ 162,729</u>	<u>\$ 161,634</u>	<u>\$ 170,872</u>



### **PURPOSE STATEMENT**

To provide for the maintenance and upgrading of Village Streets, providing a safe and efficient transportation system for residents of the Village and to provide and maintain a system for controlling storm water on public thoroughfares.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

Maintenance of Village streets, including the following operations: street sweeping; graffiti removal; snow plowing and salting; pothole patching; crack filling; preparation work in conjunction with resurfacing programs; construction of asphalt patches on minor residential streets.

Maintenance of the Village storm sewer system, including the following operations: cleaning and removal of debris from inlets and catch basins; high-pressure hydraulic cleaning of storm sewers and ditch culverts; channel maintenance on the West Branch of the DuPage River; patching and rebuilding of existing catch basins, manholes and inlets.

Construction of new storm sewer system to alleviate drainage problems.

Construction, reconstruction, and maintenance of Village sidewalks, curbs and gutters.

Installation and maintenance of traffic regulatory signs and pavement markings necessary to ensure a safe and efficient transportation system.

Clean/vacuum 400 storm sewer basins and 35,000 linear feet of pipe for preventative storm sewer maintenance program. Cleaned 395 basins and 55,825 linear feet of pipe to date.

Provide rapid removal of graffiti utilizing in-house forces.

Provide contract administration to remove and replace 20,000 square feet of public sidewalk and 2,500 linear feet of curb and gutter.

Provide contract administration for the installation of 16,000 pounds of crack seal material with emphasis on previous year's overlay program areas.

Provide contract administration for the installation of 18,000 linear feet of thermoplastic pavement markings, with emphasis on school crossings.

Upgrade and repaint all stop bars and crosswalks in the Village.

Rebuild any failing storm sewer basins in the Village.

Continue to upgrade and maintain the signage throughout the Village, including maintenance of sign posts.

Asphalt patches – to remove and replace deteriorating asphalt to a minimum of 200 square yards.

## PERFORMANCE ACTIVITIES AND MEASURES

Description of Measurement	2013	2014	2015	2016	2017
Miles of Streets	99.36	99.36	99.36	99.36	99.36
Miles of Public Sidewalks	155.15	155.15	155.15	155.15	155.37
Miles of Storm Sewer	112.9	112.9	112.9	112.9	126.29
Number of Storm Sewer Structures	6,429	6,429	6,429	6,429	7,039
Number of Streetlight Poles	1,073	1,078	1,083	1,085	1,121
Cost of Annual Resurfacing Program	\$799,039	\$883,673	\$0	\$1,082,9540	\$842,910
Street Division Graffiti Removal	49	46	21	33	8
Sidewalk Replaced (sq. ft.)	23,600	22,740	20,661	20,661	27,929
Curb and Gutter Replaced (lin. ft.)	2,188	2,188	2,882	2,882	2,953
Crack Sealing (lbs. installed)	22,680	18,780	16,129	16,666	August
Thermoplastic Pavement Markings (lin. ft. installed)	30,926	31,675	27,187	26,235	August
Number of Storm Sewer Basins Rebuilt	14	1	11	23	11
Number of Snow/Ice Responses	20	41	14	15	21

## 2018 ACCOMPLISHMENTS

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

- ✓ Developed Asset Management System.  
*To be completed. Fourth quarter. Assist in Department-wide implementation of asset management system.*
- ✓ General Drainage Spot Repair.  
*To be completed. Third quarter. Identify and correct chronic storm water system impairments.*

### Strategic Plan Goal #4: Community Image & Identity

- ✓ Designed New Gateway & Entry Signage.  
*To be completed. Fourth quarter. Design new gateway and entry signage with new logo to be implemented in 2019. Working with designer.*

### Additional Accomplishments

- ✓ Designed and installed the 60<sup>th</sup> Anniversary sign to be used on all entryway signs.

## 2019 BUDGET GOALS

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Pavement Patching Program.  
*Third quarter. Develop and implement a pavement patching program utilizing new paving equipment.*
2. General Drainage Spot Repair.  
*Third quarter. Identify and correct chronic storm water system impairments.*

### Strategic Plan Goal #4: Community Image & Identity

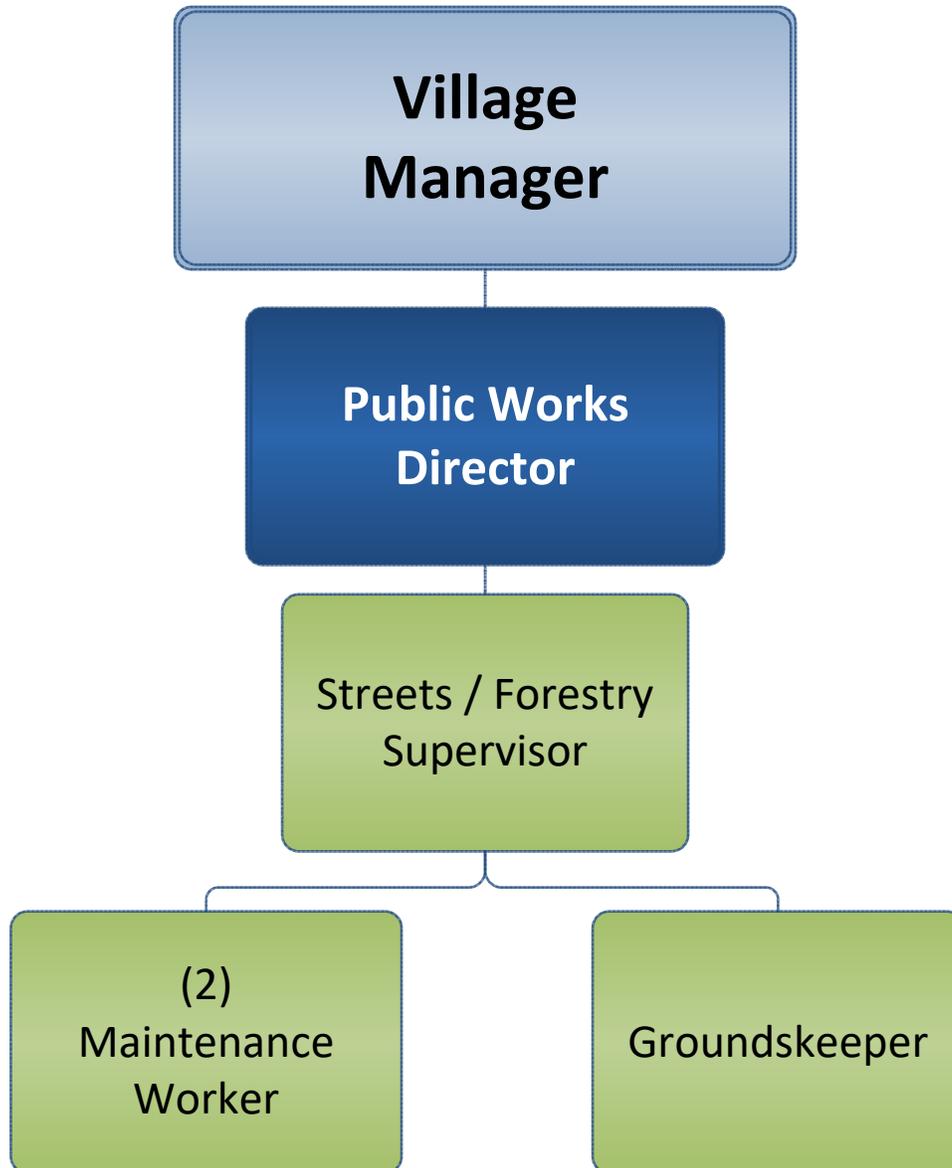
1. Logo on Entryway Signs.  
*Third quarter. Implement new logo and signage on all entryway signs.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 6200 - Streets

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 628,280	\$ 641,434	\$ 652,713	\$ 629,577	\$ 629,577	\$ 694,500
401-412	Salaries - Part - Time	15,364	11,974	16,686	21,600	5,000	30,240
401-421	Overtime Compensation	55,602	50,567	40,715	55,000	55,000	50,000
401-428	On Call Premium Pay	3,352	2,751	2,857	3,000	3,000	3,000
401-441	State Retirement	92,535	98,440	93,873	90,394	90,394	77,245
401-442	Social Security	54,658	53,224	54,229	54,958	54,958	60,731
401-444	Employee Insurance	146,174	134,203	158,537	174,730	174,730	191,570
Total Personnel Services		<u>995,966</u>	<u>992,593</u>	<u>1,019,610</u>	<u>1,029,259</u>	<u>1,012,659</u>	<u>1,107,286</u>
402-411	Office Supplies	55	16	16	-	-	-
402-413	Memberships / Subscriptions	65	215	407	245	500	245
402-427	Materials & Supplies	100,348	104,372	116,416	107,000	107,000	107,000
402-431	Uniforms	2,603	3,895	4,331	4,000	4,000	4,000
402-433	Safety & Protective Equipment	2,096	3,186	2,647	3,000	3,000	3,000
402-434	Small Tools	2,451	629	2,181	2,000	2,000	2,000
402-499	Miscellaneous Expense	109	85	-	-	-	-
Total Commodities		<u>107,728</u>	<u>112,398</u>	<u>125,998</u>	<u>116,245</u>	<u>116,500</u>	<u>116,245</u>
403-435	M & R - Streets & Bridges	112,812	84,961	58,743	111,800	111,800	111,800
403-439	M & R - Accident Claims	6,080	1,910	41,084	5,000	5,000	5,000
403-452	Vehicle Maintenance & Replacement	227,090	252,778	228,389	245,035	245,035	252,712
403-471	Schools / Conferences / Meetings	2,777	3,667	5,490	5,000	5,000	5,000
403-472	Transportation	25	456	62	500	500	500
Total Contractual Services		<u>348,784</u>	<u>343,772</u>	<u>333,769</u>	<u>367,335</u>	<u>367,335</u>	<u>375,012</u>
Total Streets		<u>\$ 1,452,479</u>	<u>\$ 1,448,762</u>	<u>\$ 1,479,377</u>	<u>\$ 1,512,839</u>	<u>\$ 1,496,494</u>	<u>\$ 1,598,543</u>



**PURPOSE STATEMENT**

The Forestry Division goals are to continue to research and promote more effective forestry procedures to cut costs (i.e., manpower usage, equipment updating, equipment renewal, etc.). To set minimum standards for appearance of Village grounds and all public plantings. To maintain, treat and spray with proper chemicals all Village owned or maintained trees and properties. To continue the training and education of Forestry personnel. Also, to provide community service information on control of insects and rodents related to health and damage to forestry. Most importantly, to assist in the beautification of the Village.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

Maintenance of all trees, shrubs and planting features in Village right-of-ways and retention areas; treatment and maintenance of trees that are infested with various diseases; inspection, grooming, trimming and removal, as needed, of all forestry that is the responsibility of the Village; mowing and turf care of all large fields, retention areas, wells, Municipal Complex grounds, and right-of-ways under our jurisdiction; commuter parking complex turf, trees, shrub and planting feature maintenance; tree planting programs; removing snow and salting at Municipal Building and Commuter Lot walkways and parking lots; repair and maintenance of Forestry Department non-licensed equipment; rodent control, including baiting of fields, vacant lots, and problem breeding areas; resident assistance, answering questions and being helpful regarding trees, shrubs and turf; residential brush pickup and recycling program; municipal yard waste recycling program; resident assistance with recycling; creek bank mowing/maintenance; landscape planning, upgrades and reviews; assisting other departments with priority projects; Banner Program – banners and maintenance.

**PERFORMANCE ACTIVITIES AND MEASURES**

Description of Measurement	2013	2014	2015	2016	2017
Number of Parkway Trees Planted	140	54	300	660	500
Number of Parkway Trees Trimmed:					
Contractual	1,652	1,607	1,105	1,570	959
In-House	218	384	410	466	437
Brush Pickup Program (Cubic Yards Collected)	1,400	1,400	1,090	1,095	905
Annual Cost	\$67,161	\$67,161	\$60,310	66,347	62,032
Cost per Cubic Yard Collected	\$47.97	\$47.97	\$55.33	\$60.59	\$68.54
Leaf Pickup Program (Cubic Yards Collected)	600	600	500	720	690

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

- ✓ Planted Trees to Replace Removed Ash Trees.  
*Completed. Second and fourth quarter. Planted approximately 500 trees on Village parkways as part of a reforestation project. Half were planted in the second quarter and the remainder in the four quarter.*

#### Strategic Plan Goal #4: Community Image & Identity

- ✓ Purchased and Installed New Banners.  
*Completed. First quarter. Purchased and installed new banners for Village's 60<sup>th</sup> Anniversary. Banners were designed, printed and installed.*
- ✓ Holiday Decorations.  
*Completed. Third quarter. Purchased new holiday decorations for new lights on Barrington Road.*
- ✓ Completed landscape improvements in the Historic District.  
*Completed. Third quarter. Reworked entrances to the Historic District and added additional plantings throughout the Ontarioville/Historic District area.*

#### **Additional Accomplishments**

- ✓ Designed and installed retaining wall planter around electronic sign at the MWRD ball fields.
- ✓ Designed and planted area around electronic sign at the MWRD ball fields using in-house crews.
- ✓ Enhanced all planting beds at the six major entryway signs.

#### **2019 BUDGET GOALS**

#### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Plant Parkway Trees.  
*First and third quarter. Plant parkway trees to replace Ash removals.*

#### Strategic Plan Goal #4: Community Image & Identity

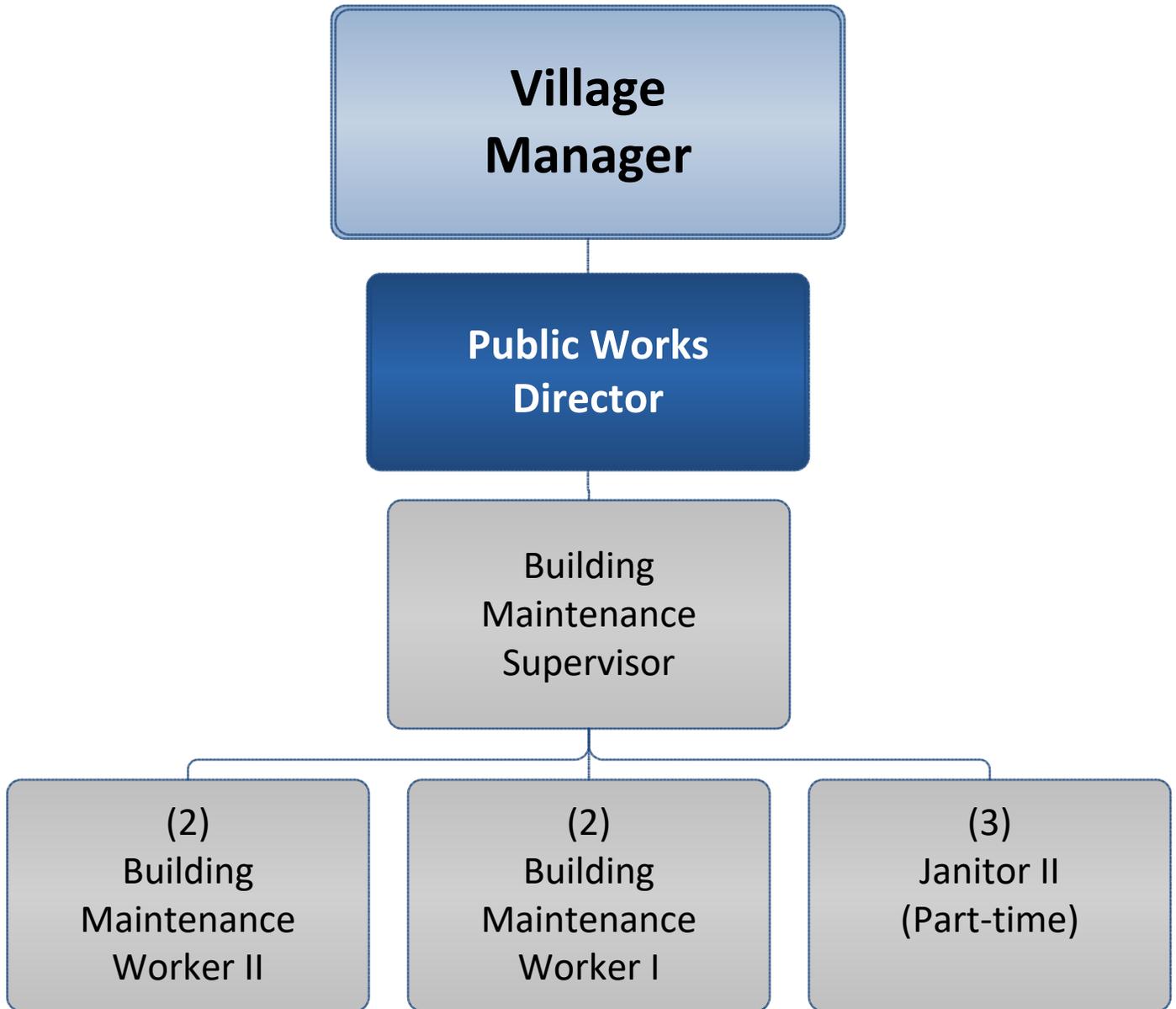
1. New Spring Banners.  
*First quarter. Purchase and install new spring banners for our major corridors.*
2. Landscape Improvements.  
*Third quarter. Continue with landscape improvements throughout the Village.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 6300 - Forestry

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 125,706	\$ 120,913	\$ 112,070	\$ 127,732	\$ 127,732	\$ 140,677
401-412	Salaries - Part - Time	15,093	10,520	2,180	28,800	472	20,160
401-421	Overtime Compensation	9,023	8,410	5,581	11,000	11,000	11,000
401-428	On Call Premium Pay	1,187	734	223	350	350	350
401-441	State Retirement	18,921	18,214	15,689	18,681	18,681	15,471
401-442	Social Security	12,203	10,591	9,113	12,384	12,384	13,654
401-444	Employee Insurance	22,882	28,254	27,511	33,222	33,222	34,370
Total Personnel Services		<u>205,015</u>	<u>197,636</u>	<u>172,367</u>	<u>232,169</u>	<u>203,841</u>	<u>235,682</u>
402-413	Memberships / Subscriptions	195	401	215	300	300	300
402-427	Materials & Supplies	10,949	14,851	9,883	9,000	9,000	16,000
402-429	Parts & Accessories - Non - Auto	1,125	511	1,445	1,000	1,000	500
402-431	Uniforms	1,479	827	2,153	1,700	1,700	1,700
402-433	Safety & Protective Equipment	964	1,083	721	1,000	1,000	1,000
402-434	Small Tools	1,556	800	1,171	1,000	1,000	1,000
Total Commodities		<u>16,268</u>	<u>18,474</u>	<u>15,588</u>	<u>14,000</u>	<u>14,000</u>	<u>20,500</u>
403-434	M & R - Buildings	557	4,908	6,062	9,600	9,600	9,600
403-435	M & R - Streets & Bridges	234,721	165,638	178,040	200,771	200,771	196,771
403-438	Maintenance - Forestry	46,165	70,269	39,072	55,000	55,000	96,000
403-439	M & R - Accident Claims	8,332	-	-	-	-	-
403-452	Vehicle Maintenance & Replacement	24,667	37,391	35,564	35,284	35,284	35,333
403-471	Schools / Conferences / Meetings	415	919	1,360	1,000	1,000	1,000
Total Contractual Services		<u>314,857</u>	<u>279,125</u>	<u>260,097</u>	<u>301,655</u>	<u>301,655</u>	<u>338,704</u>
Total Forestry		<u>\$ 536,141</u>	<u>\$ 495,234</u>	<u>\$ 448,051</u>	<u>\$ 547,824</u>	<u>\$ 519,496</u>	<u>\$ 594,886</u>



**PURPOSE STATEMENT**

The goals of the Department of Public Buildings are to maintain and enhance the appearance and function of the Village-owned buildings; to make available technical skills to do the jobs that may fall under departmental jurisdiction and to accomplish the work required in the most efficient and cost-effective manner.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The functions of the Department of Public Buildings are the complete maintenance of all buildings and properties owned by the Village, to perform necessary tasks needed to keep the mechanical systems working, and to maintain the aesthetic appearance of all Village properties. The Department assists in snow removal. Also, preventative maintenance is utilized to reduce system failures. Departmental personnel are available to provide technical assistance to other departments.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>	
<b>Description of Measurement</b>	<b>2017</b>
Work requests completed in 2017 (total)	862
Village Hall	413
Public Works	53
Fire Station #1	82
Fire Station #2	22
Police Department	290
Butler Building	0
Sewer Treatment	0
Metra Station	2

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

- ✓ Replaced roof in Village Hall over Administration area. Completed. Second quarter. This roof was original and had deteriorated to the point where it was leaking.
- ✓ Remodeled Public Works washrooms. Moved to FY2020. Ceramic tile on walls is failing and sliding down the walls, and the floors are breaking apart

**Additional Accomplishments**

- ✓ Fire Station #2 renovations completed.
- ✓ Village Hall renovations completed.

## 2019 BUDGET GOALS

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

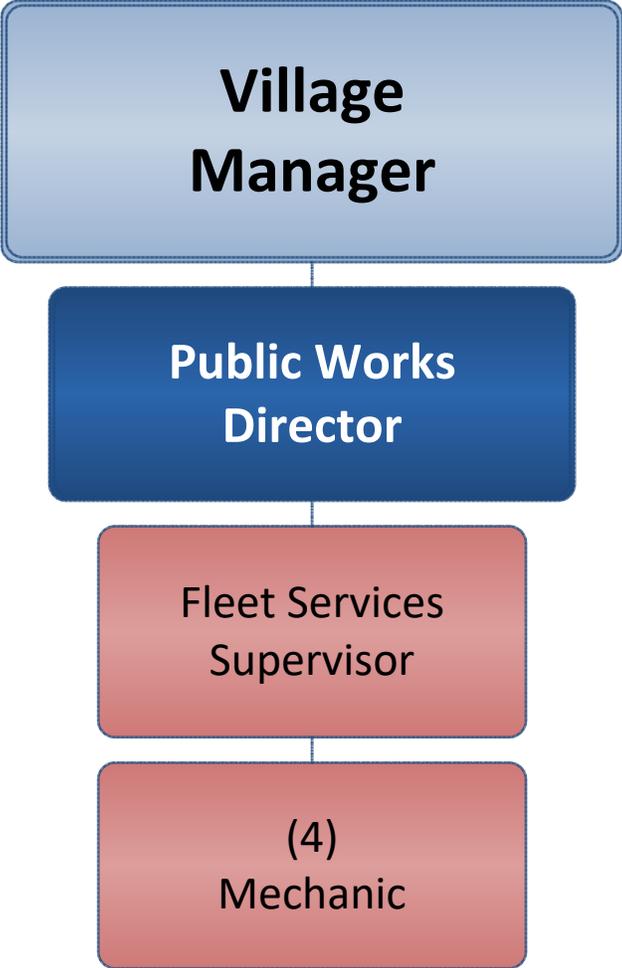
1. Replace last portion of original roof on Village Hall.  
*Second quarter. This is the last remaining portion of the original roof and should be replaced as soon as possible to avoid any roof failure.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 6400 - Public Buildings

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 160,317	\$ 160,639	\$ 167,504	\$ 160,796	\$ 160,796	\$ 172,298
401-412	Salaries - Part - Time	35,269	30,324	32,797	51,099	51,099	52,377
401-421	Overtime Compensation	6,673	8,599	8,951	8,000	8,000	8,000
401-428	On Call Premium Pay	5,029	5,186	6,421	6,680	4,000	6,680
401-441	State Retirement	22,739	24,654	24,121	24,095	24,095	18,868
401-442	Social Security	16,115	15,648	16,627	17,997	17,997	18,158
401-444	Employee Insurance	29,842	25,634	29,094	33,816	33,816	39,125
Total Personnel Services		<u>275,984</u>	<u>270,683</u>	<u>285,515</u>	<u>302,483</u>	<u>299,803</u>	<u>315,506</u>
402-411	Office Supplies	44	90	43	100	100	-
402-427	Materials & Supplies	41,823	54,872	50,741	50,000	60,000	50,000
402-428	Cleaning Supplies	20,131	20,169	15,985	20,000	20,000	20,000
402-429	Parts & Accessories - Non - Auto	14,403	15,586	16,988	15,000	15,000	15,000
402-431	Uniforms	3,751	3,101	4,553	3,875	3,875	3,875
402-433	Safety & Protective Equipment	2,191	2,287	1,340	2,400	1,600	2,400
402-434	Small Tools	1,567	1,420	289	1,500	1,500	1,500
Total Commodities		<u>83,909</u>	<u>97,525</u>	<u>89,939</u>	<u>92,875</u>	<u>102,075</u>	<u>92,775</u>
403-434	M & R - Buildings	70,853	54,435	74,388	62,000	62,000	62,000
403-436	Maintenance Agreements	139,117	150,835	148,834	138,650	138,650	138,650
403-452	Vehicle Maintenance & Replacement	13,022	16,447	12,973	12,973	12,973	12,751
403-471	Schools / Conferences / Meetings	856	1,072	125	1,000	1,500	2,500
Total Contractual Services		<u>223,848</u>	<u>222,789</u>	<u>236,320</u>	<u>214,623</u>	<u>215,123</u>	<u>215,901</u>
Total Public Buildings		<u>\$ 583,741</u>	<u>\$ 590,997</u>	<u>\$ 611,774</u>	<u>\$ 609,981</u>	<u>\$ 617,001</u>	<u>\$ 624,182</u>



**PURPOSE STATEMENT**

To supply user Departments with the best possible vehicles and equipment at the lowest possible costs.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

This Department is responsible for the maintenance and repair of all Village vehicles and mobile equipment. This is accomplished through our aggressive preventative maintenance programs, in-house repairs, and outside vendor repairs when cost-effective. Computer data systems are used to supply information on inventory levels, equipment usage and unit costs. This information is used to determine cost-effective replacement recommendations and to develop specifications for new equipment that will achieve maximum utility and economy.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Number of Vehicles Maintained	154	154	154	155	162
Fleet Maintenance & Replacement Cost	\$1,100,773	\$1,220,027	\$1,235,530	\$1,215,076	\$1,361,000
Average Cost Per Vehicle	\$7,148	\$7,922	\$7,997	\$7,839	\$8,401
Miles Driven	922,518	964,817	957,423	936,418	910,418
Total Fleet Miles	6,087,347	6,114,517	6,027,802	5,972,421	5,946,957

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #1: Financial Health**

- ✓ New snowplow technologies.  
*Completed. First quarter. Researched new technologies in snow plows to lower operating costs and improve the safety of roads for residents. There are currently several new snow plow designs utilizing previously unavailable materials and suspension systems. They have the potential to improve the quality of the plowing, lower noise for operators and residents, lessen the long-term impact on the operator’s bodies, and lower total costs due to fewer mechanical breakdowns and replacement parts.*

**Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

- ✓ Implemented a GPS Based Vehicle Tracking System for Large Fleet.  
*Completed. First quarter. This is utilized to document the location of work performed like brush pickup and truck usage for salt and materials. This was installed on the large vehicle fleet to start, with possible future rollout to smaller fleet if successful. This is being used to manage fleet location and work performance of large fleet operations.*

**Strategic Plan Goal #4: Community Image & Identity**

- ✓ Extended products and services to other taxing bodies.  
*Completed. Second quarter. Researched the possibility of extending fleet services to other taxing bodies. This included supplying fuel and/or fleet maintenance to other municipal clients. The Village discussed with the Bartlett Fire Protection District.*

## Strategic Plan Goal #5: Effective Governance

- ✓ Snow plow operator training.  
*Completed. Fourth quarter. Initiated annual Snow Plow Operator Training (SPOT) for all personnel working on snow and ice management and removal with a goal to achieve better results with increased safety.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #1: Financial Health

1. Increase ability to diagnose and repair late model vehicles.  
*First quarter. Through enhanced technology and training, will increase the ability to diagnose and repair late model vehicles, reducing the amount of outside repairs*

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Upgrade communication and wireless systems in Police and Fire Equipment.  
*First through fourth quarters. Research and install upgraded communication and wireless systems to accommodate large amounts of transferred data.*

### Strategic Plan Goal #4: Community Image & Identity

1. Upgrade snow removal equipment.  
*Third quarter. Implement new upgraded snow removal equipment along with GPS to provide a better level of service.*

### Strategic Plan Goal #5: Effective Governance

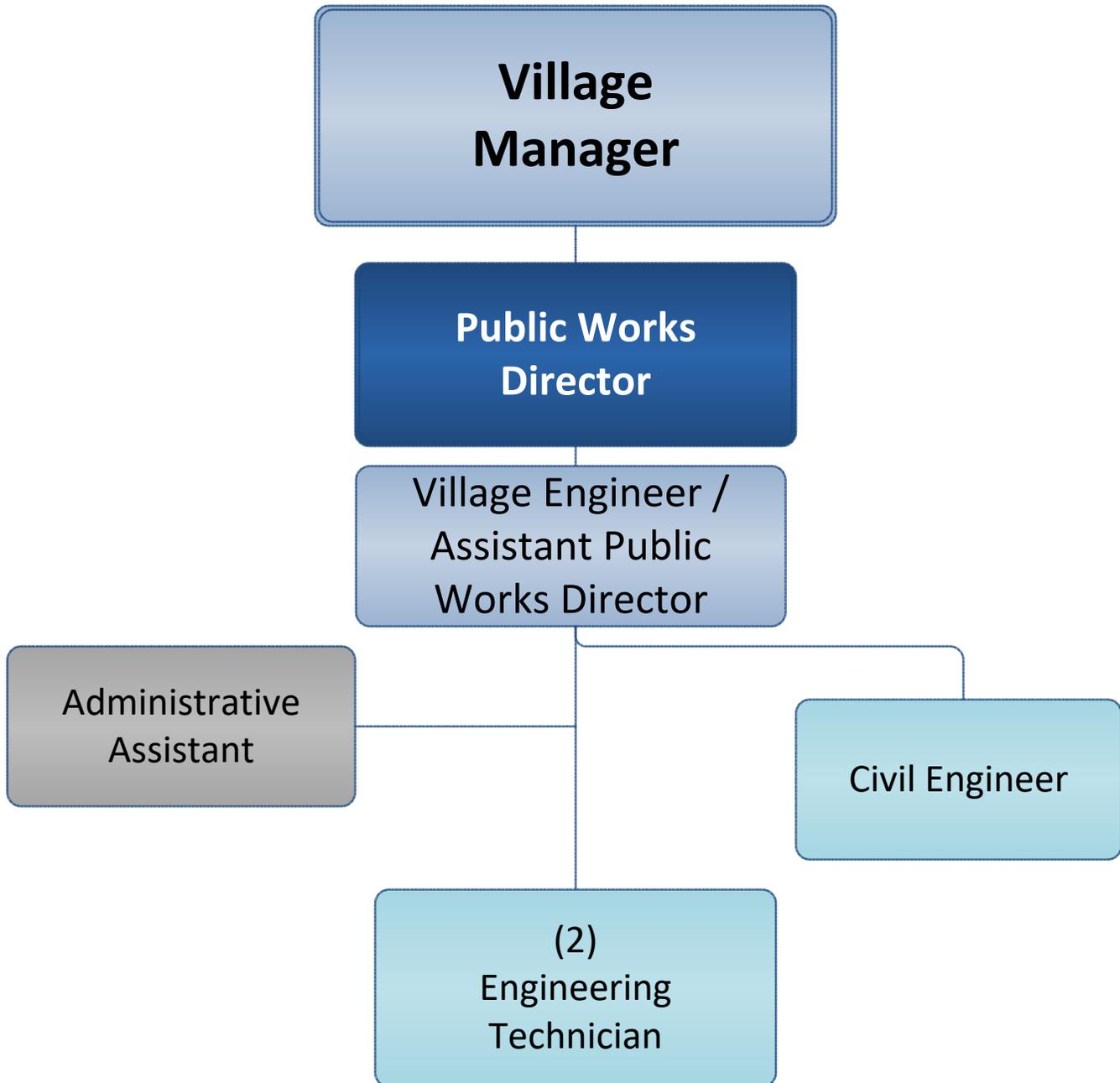
1. Minimize vehicle down time.  
*First through fourth quarters. Work to improve communication and level of service to other Public Works divisions minimizing vehicle down time.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 6500- Fleet Services

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 311,646	\$ 304,071	\$ 313,108	\$ 300,643	\$ 300,643	\$ 287,012
401-421	Overtime Compensation	6,775	6,235	7,719	7,000	7,000	7,000
401-441	State Retirement	42,954	44,114	43,701	40,874	40,874	30,648
401-442	Social Security	24,912	23,622	24,208	25,566	25,566	25,437
401-444	Employee Insurance	47,114	43,584	52,104	62,831	62,831	53,535
Total Personnel Services		<u>433,400</u>	<u>421,626</u>	<u>440,840</u>	<u>436,914</u>	<u>436,914</u>	<u>403,632</u>
402-411	Office Supplies	44	187	447	200	200	200
402-413	Memberships / Subscriptions	3,145	5,250	6,285	8,150	9,000	9,750
402-414	Books / Publications / Maps	2,540	1,562	2,475	2,000	-	-
402-421	Gasoline & Lube	204,872	173,035	165,794	203,990	219,000	219,000
402-422	Automotive Parts	108,059	85,228	100,243	100,000	100,000	91,000
402-423	Communications Parts	712	1,975	2,921	2,000	2,000	2,000
402-427	Materials & Supplies	15,964	15,041	14,429	15,200	15,200	15,200
402-429	Parts & Accessories - Non - Auto	24,128	17,117	33,416	24,000	24,000	24,000
402-431	Uniforms	1,182	715	883	900	1,000	1,600
402-433	Safety & Protective Equipment	924	885	1,972	1,000	1,000	250
402-434	Small Tools	5,801	6,437	6,385	5,000	5,000	5,000
Total Commodities		<u>367,371</u>	<u>307,432</u>	<u>335,250</u>	<u>362,440</u>	<u>376,400</u>	<u>368,000</u>
403-412	Postage	44	31	-	50	-	-
403-431	M & R - Auto Equipment	77,009	86,850	75,322	78,500	78,500	78,500
403-433	M & R - Communication Equipment	-	35	-	-	-	-
403-436	Maintenance Agreements	94	-	-	-	-	-
403-437	M & R - Other Equipment	18,737	13,543	14,917	16,000	16,000	16,000
403-451	Equipment Rentals	1,940	686	833	2,000	200	800
403-452	Vehicle Maintenance & Replacement	6,195	6,195	3,619	3,619	3,619	4,861
403-468	Uniform Rentals	4,568	4,907	5,403	5,000	5,000	5,000
403-469	Testing Services	3,034	3,407	2,116	2,500	2,500	2,500
403-471	Schools / Conferences / Meetings	3,611	4,173	4,403	4,000	5,000	4,970
403-472	Transportation	1,115	1,228	730	1,200	1,200	1,200
403-499	Miscellaneous Expense	2,414	1,386	2,770	2,500	2,500	2,500
Total Contractual Services		<u>118,760</u>	<u>122,440</u>	<u>110,114</u>	<u>115,369</u>	<u>114,519</u>	<u>116,331</u>
Total Fleet Services		<u>\$ 919,530</u>	<u>\$ 851,498</u>	<u>\$ 886,204</u>	<u>\$ 914,723</u>	<u>\$ 927,833</u>	<u>\$ 887,963</u>



### **PURPOSE STATEMENT**

To be responsible for the administrative and operational tasks related to overall planning, engineering, construction, inspection and acceptance of new improvements such as streets, sanitary, storm and water facilities and other related improvements. To promote the optimum physical and aesthetic integrity of the above improvements and thus, enhance the value of land and buildings in the Village of Hanover Park while providing the best possible environment for habitation. To provide and maintain a centralized record keeping facility for all plans, plats and specifications dealing with public and private land improvements for subdivisions and commercial developments within the Village.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

Enforcement of statutes, ordinances, and regulations pertaining to existing and newly-engineered Public Works and transportation facilities.

Procurement of funding and liaison for Motor Fuel Tax, Road and Bridge, Federal and State grants for Public Works, transportation, and environmental projects.

Monitoring of all Public Works projects and new land developments to ensure compliance with all Village ordinances and specifications.

Design and/or approval of plans and specifications for all projects, including the following annual projects:

- Street reconstruction & resurfacing
- Curb and gutter and sidewalk removal and replacement program
- Improvements to the sewer and water systems, including water main replacements and sanitary sewer point repairs and relining
- Street Lighting Replacement
- Village owned parking lots

Inspection of all projects and recommendation on all projects regarding payouts, security reductions, acceptance resolutions and approvals.

Consultation for the general public and other departments of the Village.

Maintenance of Village streetlight system.

Production and maintenance of all Village maps, including street maps, zoning maps, and utility atlases, as well as customized mapping for all Village departments. Lead the GIS implementation project.

Act as administrator for the Village Storm Water Management program, including submittal of NPDES MS4 permit, NOI and annual reporting to IEPA.

Provide locating services for public streetlight cables as required through the Joint Utility Location Information for Excavators (JULIE) system.

## 2018 ACCOMPLISHMENTS

### Strategic Plan Goal #1: Financial Health

- ✓ Began infrastructure needs analysis.  
*Staff began to develop a 10-year infrastructure needs analysis in 2018. It is expected that this analysis will be completed in 2019 for the Village's water, sewer, drainage and streets infrastructure.*

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

- ✓ Coordinated Phase 2 & 3 engineering and construction of Greenbrook Court water main and resurfacing.  
*First through third quarters. Staff oversaw the design, bidding, and construction of this CDBG funded project.*
- ✓ Utilized innovative pavement treatments to extend pavement life.  
*Third and fourth quarters. Staff investigated pavement treatments such as Reclamite and CRF to extend pavement life and lower replacement costs.*
- ✓ Coordinated completion of Phase 2 engineering of Arlington Drive Bridge Replacement.  
*First through third quarters. Staff worked with IDOT and our Phase I consultant to get design approval and award a Phase II engineering design contract.*

### Strategic Plan Goal #4: Community Image & Identity

- ✓ Oversaw final engineering and construction of Hawk Hollow path.  
*Third and fourth quarter. Staff worked with our design consultant, IDOT and the Forest Preserve District of DuPage County to award and construct the Hawk Hollow bike path.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #1: Financial Health

1. Complete infrastructure needs analysis for water, sewer, streets and drainage.  
*First through third quarters. Staff will complete an infrastructure needs analysis for our water, sewer, drainage and streets infrastructure.*

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Coordinate completion of Phase 2 engineering for Arlington Drive Bridge Replacement and work with IDOT to let the construction contract.  
*First through fourth quarters. Staff will work with our selected Phase II design consultant and IDOT to complete the design and bid documents and let a construction contract.*
2. Increase the scale of the Village's road program, including both reconstruction and resurfacing, per the IMS pavement condition study in order to maintain our streets at a minimum of the current condition level.

### Strategic Plan Goal #4: Community Image & Identity

1. Work with Community Development to design and implement the first phase of the Ontarioville Town Center streetscape and park improvements.  
*First through fourth quarters. Staff will work with consultants to design and implement the first phase of the streetscape and park improvements in the Ontarioville Town Center area.*
2. Update the Village code regarding engineering and stormwater requirements, including updates to engineering specifications and a consolidation of the storm water and floodplain requirements, to enforce the DuPage County Storm Water and Floodplain Ordinance village-wide.  
*First through fourth quarters.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 6600 - Engineering

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 146,752	\$ 173,033	\$ 201,963	\$ 214,249	\$ 214,249	\$ 316,681
401-412	Salaries - Part - Time	-	-	-	4,920	4,400	4,920
401-421	Overtime Compensation	16,105	14,321	14,199	10,000	10,000	10,000
401-441	State Retirement	21,621	39,457	28,890	28,784	28,784	33,322
401-442	Social Security	12,569	14,100	15,954	16,860	16,860	24,991
401-444	Employee Insurance	33,381	29,355	43,412	48,170	48,170	96,458
Total Personnel Services		<u>230,428</u>	<u>270,265</u>	<u>304,419</u>	<u>322,983</u>	<u>322,463</u>	<u>486,372</u>
402-411	Office Supplies	1,126	732	1,002	1,000	1,200	1,000
402-413	Memberships / Subscriptions	-	270	220	770	670	870
402-427	Materials & Supplies	4,173	388	13	400	400	400
402-431	Uniforms	116	275	184	400	400	600
402-433	Safety & Protective Equipment	317	444	445	450	450	450
402-434	Small Tools	77	117	65	100	100	100
Total Commodities		<u>5,808</u>	<u>2,227</u>	<u>1,930</u>	<u>3,120</u>	<u>3,220</u>	<u>3,420</u>
403-412	Postage	77	151	445	200	200	200
403-432	M & R - Office Equipment	43	-	-	-	-	-
403-435	M & R - Street & Bridges	2,655	-	-	-	-	-
403-436	Maintenance Agreements	1,176	1,376	1,176	1,200	1,200	1,200
403-452	Vehicle Maintenance & Replacement	4,571	8,379	6,419	6,625	6,625	9,678
403-461	Consulting Services	37,617	36,363	73,079	30,000	40,000	10,000
403-464	Engineering Services	1,576	2,395	-	-	-	-
403-471	Schools / Conferences / Meetings	1,252	1,038	1,806	1,850	1,500	1,850
403-472	Transportation	-	28	14	300	-	300
Total Contractual Services		<u>48,967</u>	<u>49,730</u>	<u>82,938</u>	<u>40,175</u>	<u>49,525</u>	<u>23,228</u>
Total Engineering		<u>\$ 285,203</u>	<u>\$ 322,222</u>	<u>\$ 389,286</u>	<u>\$ 366,278</u>	<u>\$ 375,208</u>	<u>\$ 513,020</u>

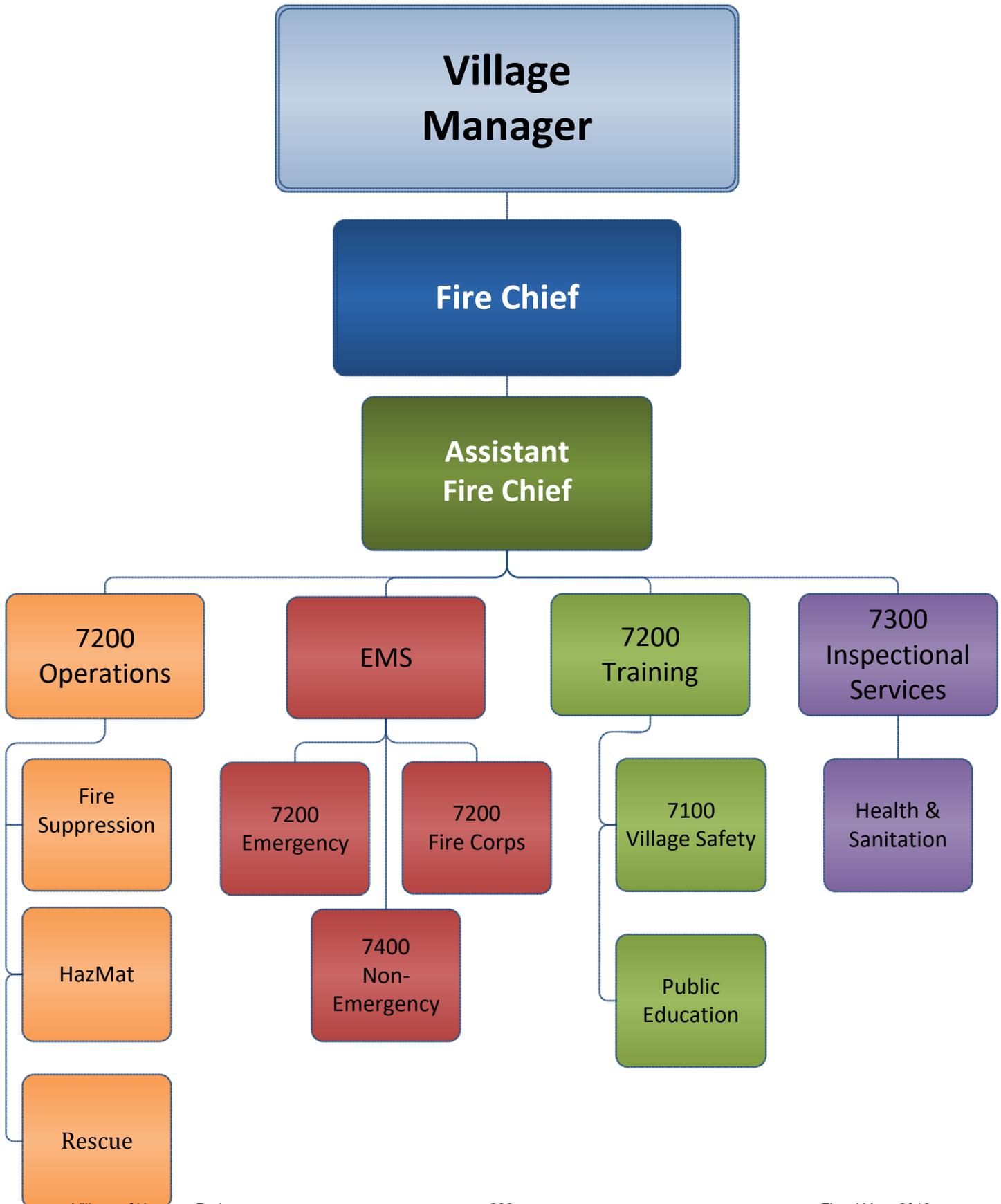
# FIRE DEPARTMENT

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## Cost Control Centers

<b>Fire Administration</b>	<b>7100</b>
<b>Fire Emergency Operations</b>	<b>7200</b>
<b>Fire Inspectional Services</b>	<b>7300</b>
<b>Fire Non 911 Program</b>	<b>7400</b>

# Organization of the Fire Department



# 7100 – Fire Administration



**PURPOSE STATEMENT**

The goal of the Fire Department is to provide efficient and high-quality service in the areas of Inspections and Prevention, Fire Suppression, Emergency Medical Services (EMS) (including emergency and non-emergency ambulance transport), Hazardous Materials response and mitigation, as well as vehicle and basic technical rescue services. Administration provides leadership, oversight and support for each departmental division.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

Fire Department Administration consists of the Fire Chief, one Assistant Fire Chief, and one Administrative Assistant. Payroll and benefit funds also account for one quarter of the cost of the Battalion Chief of Training who is assigned the duties of Safety Coordinator for the Village.

Fire Administration is part of the executive staff of the Village of Hanover Park and reports to the Village Manager. Personnel assigned to this division regularly interact and support the initiatives of Village Elected Officials and are responsible to translate those initiatives into working directives to be accomplished by the department. The division interacts daily with other Village Departments and neighboring fire departments/districts. Personnel represent the department and its interests as part of the leadership within the Mutual Aid Box Alarm System (MABAS) Division and the Greater Elgin Mobile Intensive Care Program. Personnel also represent the department and Village at local, state and national events, including assignment to taskforces or projects that have a national fire service impact. The division is responsible for the department’s financial management as well as short and long-term planning. Labor Management, including negotiations, is handled by the division for contracts with the International Association of Firefighters Local 3452 and the Service Employees International Local 73. Recruitment and pre-employment testing as well as all promotional testing are managed by the division. Personnel currently have additional assigned responsibilities that include management of the Village’s Corporate Strategic Plan.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Fire Department Insurance Claims:					
Total Worker Compensation Claims	10	3	4	8	11
Worker Compensation Losses	\$210,802	\$9,258	\$3,521	\$88,097	\$369,948
All Other Claims	3	1	3	1	1
Non-Worker Compensation Losses	\$5,490	\$955	\$0	\$14,928	\$5,599
Total Claims	13	4	7	9	12
Total Losses	\$216,292	\$10,213	\$3,521	\$103,025	\$375,547
Total Expenditures	\$5,914,972	\$6,275,579	\$6,752,626	\$7,057,441	\$7,452,083
Cost of Services Per Capita	\$155.77	\$162.96	\$175.35	\$181.85	\$192.01

## 2017 ACCOMPLISHMENTS

### Strategic Plan Goal #4: Community Image & Identity

1. Administrative Assistant Robin Dubiel completed her term as President of the Illinois Fire Service Administrative Professionals (IFSAP) organization.  
*Completed*
2. Completed all field work on the SMARTER project and assist the research partners in delivering the message of findings to the global fire service.  
*Field work completed. Data analysis and messaging of findings underway.*
  - ✓ *Presented preliminary project findings in Washington D.C. at a briefing summit sponsored by the National Fallen Firefighters Foundation.*
  - ✓ *Presented preliminary project findings during a workshop at the Fire Department Instructor's Conference (FDIC) in Indianapolis.*
  - ✓ *Following papers/articles published:*
    - Haigh, Craig A., *SMARTER Project* – Globe Blog Series, Article #2, June 16, 2017
    - Horn, G., Smith, D.L., Haigh, C.A., Et al, *Top 10 Considerations from the Cardiovascular and Chemical Exposure Risks in Today's Fire Service Projects (IFSI Research, UL FSRI, NIOSH)* Firehouse, September 2017, Supplement Edition
    - Haigh, C.A., Smith, D.L., Wilkinson, A.F., *Firefighter Research: Structural PPE in the Wildland Environment*, Firehouse, Accepted for publication – publication date pending
    - Haigh, C.A., Smith, D.L., Wilkinson, A.F., Haigh, L.B., *The Hazards of Clean-up: The Physiologic Stress Continues*, Fire Engineering, Accepted for publication – publication date pending
    - Haigh, C.A., *Steps to Reducing Firefighter Risk: Pre / During / Post Incident*, Fire Engineering, Accepted for publication – publication date pending
    - Smith, D.L., Fehling, P., Wilkinson, A., Eddy, C., Haigh, C.A., *Advancing Technology to Promote Health & Safety in the Fire Service - SMARTER*, National Fallen Firefighters Foundation, Accepted for publication – publication date pending.

### Strategic Plan Goal #5: Effective Governance

1. Conducted testing and certify a new part-time eligibility exam.  
*Complete*
2. Conducted testing and certify a new battalion chief promotional list.  
*Complete*
3. Completed a full review and update of all standard operating procedures and job performance requirements (JPRs) and bring into compliance with the standards established by ISO and the Commission on Fire Accreditation International (CFAI).  
*Ongoing*
  - *Full update and change in formatting of all Job Performance Review (JPRs) – Complete*
  - *All training policies reviewed and updated – Complete*
  - *Operational review and update – Underway*

### **Additional Accomplishments**

- ✓ Chief Haigh was appointed as Village Liaison to the Hanover Park Park District. In this position he has worked closely with the District related to commercial code compliance, the spring opening of Safari Springs Aquatic Center, sprinkler system repair at Safari Springs,

proposed sale of the property at 7173 Longmeadow Drive, a 10-year financial analysis of District funding, annual 5K run, and reinflation of the dome.

- ✓ Working with Human Resources, the department conducted testing and hired eight new part-time personnel. These are replacement personnel and not an addition to the authorized part-time strength of 25 members.
- ✓ In partnership with Skidmore College – First Responder Health and Safety Laboratory, developed the test protocol, received approval through the Institutional Review Board (IRB) to test human subject and tested twelve (12) firefighters using Skidmore’s heat and humidity chamber in a comparative study of the physiologic impact of structural turnout gear to a hybrid non-structural/rescue/wildland gear.
- ✓ The department has been invited to participate as a partner in a new study titled Developing Fire Fighter Appropriate Medical Evaluations. This study will bring together a group of researchers, medical professionals and fire departments to look at the relevancy of the current fitness-for-duty medical criteria and make recommendations for changes based on current research and medical practices. Once a new protocol is developed, partner agencies will field test the updated standards. Partner agencies for this study include Skidmore College, Harvard University, National Institute of Occupational Safety and Health, Loudon County (VA) Fire and Rescue, Montgomery County (MD) Fire and Rescue, Indianapolis (IN) Fire Department, and Hanover Park Fire Department. Hanover Park’s Physician/Medical Advisor, Dr. Saeed Khaja will have a lead role in this project. This study is funded through a \$1.5 million-dollar FEMA - Department of Homeland Security grant. Information gleaned from this study will be used to make recommendations for changes to NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments.
- ✓ The department partnered with Officer Abby Lauer of the Hanover Park Police Department to provide a program on fire cause and origin to select students participating in Wheaton Academy’s annual Winterim. Students were those interested in a career in law enforcement and criminal investigation.
- ✓ The department has partnered with Western Illinois University to begin accepting student interns from their fire service management – Bachelor of Science program. The department has hosted two semester long interns in 2018.
- ✓ The Village was successful in getting legislation passed through the Illinois General Assembly that was needed to accomplish the goal of coterminous boundaries for Fire Department services.
- ✓ A 2003 Ford/MedTec Ambulance was declared surplus by the Village Board and was sold and shipped to the Ecuadorian Fire Service. The sale price to Ecuador exceeded the trade in value offered the Village as part of the purchase contract for the replacement ambulance. The Ecuadorian Fire Service now operates two engines, two ambulances and a host of fire and rescue equipment that has been sold to them by Hanover Park. Funds from the sale of the ambulance were returned to the Village’s vehicle sinking fund.
- ✓ Working with Public Works, completed an interior remodel of Fire Station No. 2, which included the installation of a new kitchen, flooring and painting.

- ✓ Grant applications submitted in calendar year 2018:

Funding Source	Requested Items	Grant Value Requested	Award Status
FEMA – Assistance to Fire Fighters Grant	Non-structural Turnout Gear	\$87,256	Still Pending
Firehouse Subs – Public Safety Grant	Handheld Narcotics Analyzer	\$24,395	Denied
Alliance of Hazardous Materials Professionals	Replacement rehab chairs and misting fans	\$1,500	Received
Training Grant – Illinois Fire Service Institute	Rope Rescue Operations	\$3,300	Received
Training Grant – Illinois Fire Service Institute	Vehicle Machinery Operations	\$1,000	Received
Northern Illinois Public Safety Training Association	Hazardous Materials Technician – Level B	\$900	Received
Northern Illinois Public Safety Training Association	Trench Operations	\$2,400	Received
Northern Illinois Public Safety Training Association	Confined Space Operations	\$875	Received
Northern Illinois Public Safety Training Association	Structural Collapse	\$9,250	Received
Metropolitan Mayors Caucus/ComEd Grant	Quick don hazardous materials suits	\$9,764	Still Pending
Total Grant Dollars Requested		\$140,640	
<b>Total Grant Dollars Received</b>		\$43,620	

- ✓ Expenditures/projects for the Hanover Park Fire Department Foreign Fire Tax Board for the fiscal year of 2018 are as follows:
  - \$9,999 - Technical Rescue Equipment for Squad 15. To allow Squad 15 to meet and in some cases exceed Division 12's Technical Rescue Equipment list, the Foreign Fire Tax Board allocated funds for specialized equipment. Included in the purchase were Petzl harnesses, Petzl descending devices, PMI helmets, PMI static rope, multiple carabiners, deltas, and cams, pulleys, an Aztek descending device, and a multi-purpose device that allows us to lower and raise victims. This equipment allows firefighters to safely and effectively mitigate emergency situations requiring rescue / removal of victims from above and below grade, confined spaces, building collapses, and other technical rescue situations.
  - \$5,000 - Retired firefighter badge display and picture display of current firefighters. The display of retired firefighter badges is a tradition in the fire service and will allow the Hanover Park Fire Department to honor those firefighters that have served. The display will be unique to the Hanover Park Fire Department and will continue an enduring tradition in the fire service.
  - \$3,800 - All travel costs associated with trip to Skidmore College – First Responder Health and Safety Laboratory to conduct physiologic research on the use of non-structural turnout gear. Expenses for Chief Haigh, FF/PM Nevarez, FF/PM McWilliams, and FF/PM Gibbons were all covered.

- ✓ The department received \$9,965 in eligible training reimbursement dollars from the Illinois State Fire Marshal's Office.
- ✓ Firefighter/Paramedic Christopher Collins, who is serving as the Department's accreditation manger, was awarded a scholarship to attend a Center for Public Safety Excellence (CPSE) – Fire Service Accreditation workshop in Arlington, VA. The scholarship covered all conference tuition and fees, travel costs, including hotel, flight and baggage expense as well as travel per diem.
- ✓ The department has been asked by the National Fallen Firefighters Foundation to provide electronic copies of our standard operating guidelines and administrative policies. The foundation is building a national database of what they consider "model" policies that departments nationally can access and use to develop standards for their individual organizations.
- ✓ Conducted testing and certified a new full-time firefighter/paramedic eligibility hiring list.
- ✓ Negotiate and settle an updated collective bargaining agreement with IAFF Local 3452.

### **2019 BUDGET GOALS**

#### **Strategic Plan Goal #5: Effective Governance**

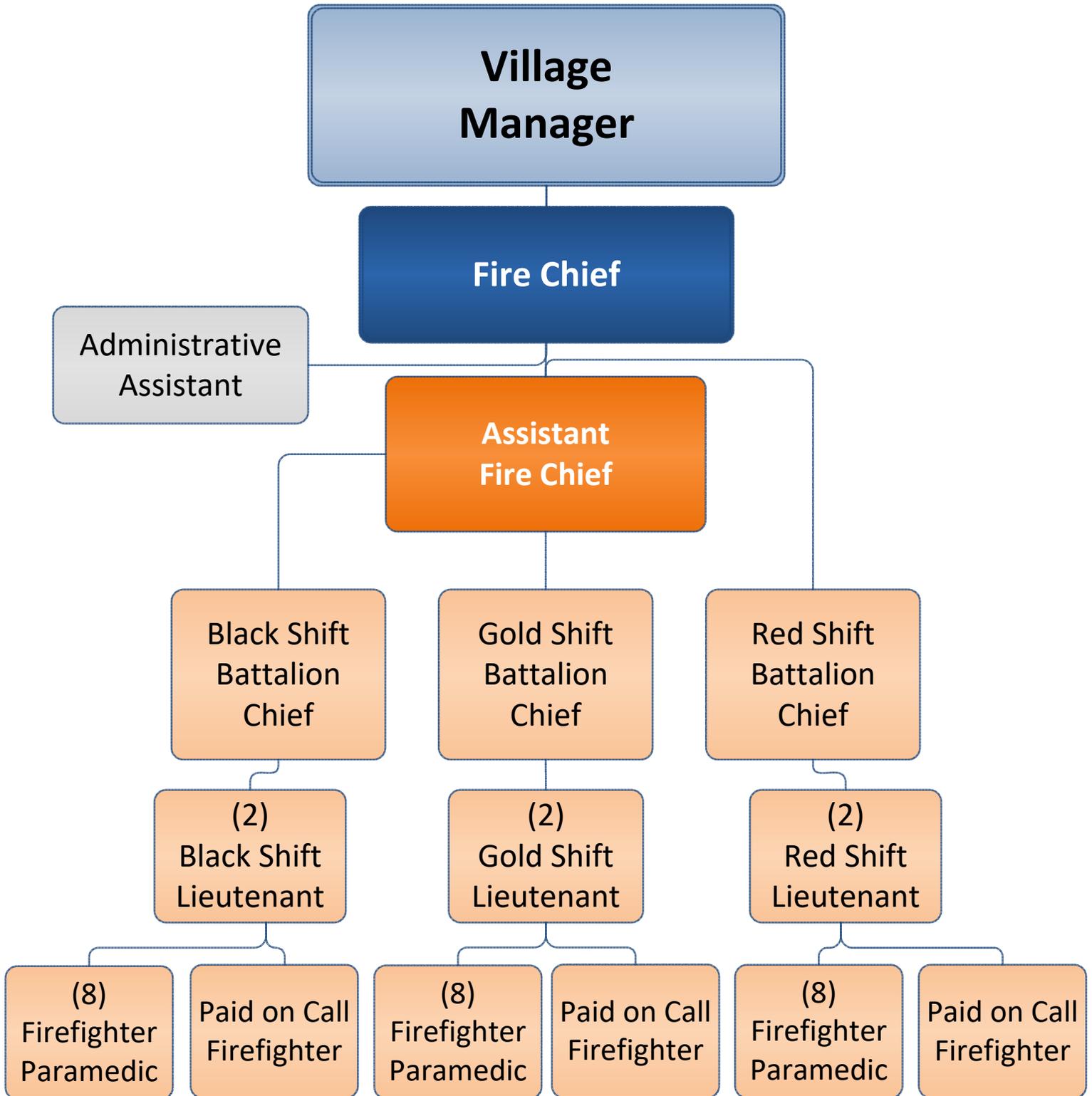
1. Continue work with the Village of Roselle to investigate the construction of a jointly owned and shared training facility.  
*First through Fourth Quarters*
2. Continue messaging of the SMARTER project findings to the global fire service.  
*First through Fourth Quarters*
3. Begin work on the FEMA – Assistance to Firefighters Grant project designed to evaluate and design a new evidence-based fitness for duty medical exam and work with research partners to deliver the message of findings to NFPA.  
*First through Fourth Quarters*
4. Conduct testing and certify a new part-time firefighter eligibility exam.  
*Second Quarter*
5. Conduct testing and certify a new Lieutenants promotional eligibility exam.  
*Fourth Quarter*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 7100 - Fire Administration

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 358,715	\$ 427,526	\$ 385,865	\$ 374,986	\$ 374,986	\$ 384,318
401-421	Overtime Compensation	4,155	5,940	3,423	3,000	3,000	3,000
401-441	State Retirement	8,774	10,101	10,222	9,560	9,560	7,687
401-442	Social Security	14,536	16,328	18,099	16,750	16,750	16,991
401-443	Police / Fire Pension	112,043	120,297	130,420	145,839	145,839	145,178
401-444	Employee Insurance	56,479	44,896	45,910	49,143	49,143	54,330
Total Personnel Services		<u>554,701</u>	<u>625,088</u>	<u>593,937</u>	<u>599,278</u>	<u>599,278</u>	<u>611,504</u>
402-411	Office Supplies	1,994	1,903	2,134	2,000	2,000	2,000
402-413	Memberships / Subscriptions	3,562	2,741	3,969	6,151	6,324	12,476
402-414	Books / Publications / Maps	532	518	701	-	-	500
402-427	Materials & Supplies	1,500	1,431	1,778	1,500	1,500	1,500
402-436	Photo Supplies	40	-	-	-	-	-
Total Commodities		<u>7,628</u>	<u>6,593</u>	<u>8,582</u>	<u>9,651</u>	<u>9,824</u>	<u>16,476</u>
403-412	Postage	452	180	277	300	300	300
403-432	M & R - Office Equipment	1,539	1,775	1,959	5,090	5,090	3,750
403-461	Consulting Services	634	-	474	5,400	5,400	5,400
403-471	Schools / Conferences / Meetings	11,973	12,883	11,229	11,897	5,722	11,897
403-472	Transportation	1,851	2,776	2,899	3,050	1,933	3,000
Total Contractual Services		<u>16,449</u>	<u>17,613</u>	<u>16,837</u>	<u>25,737</u>	<u>18,445</u>	<u>24,347</u>
Total Fire Administration		<u>\$ 578,778</u>	<u>\$ 649,294</u>	<u>\$ 619,357</u>	<u>\$ 634,666</u>	<u>\$ 627,547</u>	<u>\$ 652,327</u>





**PURPOSE STATEMENT**

The goal of the Fire Department is to provide efficient and high-quality service in the areas of Inspections and Prevention, Fire Suppression, EMS (including emergency and non-emergency ambulance transport), Hazardous Materials response and mitigation as well as vehicle and basic technical rescue services.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The department responds from two stations utilizing a complement of 35 full-time and 21 part-time firefighters and officers. These personnel are supplemented by a full-time Administrative Assistant, two volunteer Fire Chaplain and 15 Fire Corps volunteers. Responses surpass 3,600 emergency calls annually with approximately 70% of these being EMS in nature. Services are provided using a staffed paramedic equipped Rescue/Engine (Squad), a staffed Paramedic Equipped Engine Company, two Mobile Intensive Care Ambulances, one of which is a jump company to a Tower Ladder and a Battalion Commander, along with a myriad of other ancillary response equipment. The department also operates a peak time staffing system that incorporates a “Power Shift” (staffing either the tower ladder or an additional ambulance) to assist with call volume as well as Inspectional Services duties.

All personnel are trained at a minimum to the level of Basic Operations Firefighter as recognized by the Illinois State Fire Marshal's Office and the International Fire Accreditation Council as well as Illinois EMT-Basic. All full-time personnel are required to possess an Illinois Paramedic license. All full-time staff also hold certification as Advanced Operations Firefighters. The department actively participates and responds as part of MABAS Division XII and staffs Haz Mat Squad 15 with technicians to serve as the rapid response squad to all departments throughout the division. The squad/trailer combination provides “Level A” Haz Mat equipment as well as specialized monitors and decontamination systems.

The EMS Division has responsibility for management of the department’s Fire Corps program. Fire Corps is a component of the Village’s Citizen Corps Council and functions as an operational team within the Fire Department. Fire Corps members are volunteers tasked with the responsibility of providing on-scene emergency rehab for firefighters. The team serves Hanover Park Fire Department and is an active part of the MABAS response system. Additionally, Fire Corps assists with public fire and life safety education, community events, fire ground/emergency incident support and emergency management activities.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Number of Fire Stations	2	2	2	2	2
Number of Full Time Firefighters	35	35	35	35	35
Number of Paid On Call Firefighters	18	18	18	18	21
Total Full Time Employees	36	36	36	36	36
Number of Full Time Personnel Per 1,000 Population	0.94	0.94	.94	.94	.94
ISO Rating	4	4	4	2	2
Fire Calls	1,035	967	1,089	1,101	1,265
EMS Calls	2,488	2,456	2,434	2,455	2,293
Total Number of Calls	3,523	3,423	3,523	3,556	3,558
Total Number of Patients Contacted	2,628	2,624	2,564	2,687	2,432

Description of Measurement	2013	2014	2015	2016	2017
Number of Advanced Life Support Calls (ALS)	1,246	1,195	1,252	1,177	1,101
Number of Basic Life Support Calls (BLS)	1,171	1,226	1,312	1,278	1,192
Actual Property Loss Due To Fire	\$269,525	\$253,475	\$216,560	\$698,665	\$1,018,003
Number Auto/Mutual Aid Received	112	165	102	157	176
Number Auto/Mutual Aid Given	712	496	501	475	499
Number of Overlapping Incidents	1,165	1,084	1,077	589	686
Property Value of Fire Damaged Property	\$10,883,835	\$14,693,223	\$4,019,244	\$25,192,490	4,253,384
Number of Structural Fire Calls	19	30	16	24	17
Number of Non-Structural Fire Calls	47	23	36	20	16
Number of Malicious False Alarm Calls	3	2	4	3	2
Number of Non-Malicious False Alarm Calls	222	228	271	223	234
Total False Alarm Calls	225	230	275	176	236
Average Emergency Response Time (fire calls only)	0:03:48	0:03:08	0:03:51	0:03:48	0:04:37
<b>Fire Corps</b>					
Incident Rehab Activity	51	29	17	24	17
Non-Incident Rehab Activities	17	5	5	5	6

## 2018 ACCOMPLISHMENTS

### Strategic Plan Goal #1: Financial Health

1. Developed and passed an ordinance increasing ambulance fees to remain in alignment with neighboring comparable communities and to capture full Medicare and Medicaid reimbursements available for ambulance  
*Completed. First Quarter*

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Replaced/Upgraded Structural Firefighting Protective Gear for 25% of the Department's firefighting staff (approximately 13 sets).  
*Completed. First Quarter*
2. Wrote specifications and ordered a new Ford/Horton Mobile Intensive Care Ambulance for delivery in late 2018.  
*Completed. Second Quarter*
3. Continued to increase the rescue capabilities of the new Rescue Engine (Squad) in order for it to be compliant as a Heavy Rescue under the standards established by the DuComm Operations Committee. Purchases of new equipment and tools will continue into the second year of a 3-year plan.  
*Completed. First through Fourth Quarters*
4. Purchased and placed into service a hazardous materials detector calibration station for in-house maintenance of gas detection devices. This unit will reduce maintenance costs for continual monitor calibration.  
*Completed. Third Quarter*

5. Purchased a new PhysioControl Lifepak 15 cardiac monitor/defibrillator to begin a planned rotation and replacement of units reaching their 15-year life span.  
*Completed. First Quarter.*
6. Purchased an additional Lucas Automatic CPR device to begin expanding use of this technology to first responder paramedic engine/squad companies. This purchase will bring the total number of units owned by the department to four.  
*Completed. Second Quarter.*
7. Purchased four additional PhysioControl Automatic Cardiac Defibrillators. These units will be assigned to specific Public Works vehicles that are commonly involved in labor intensive projects. Units are slated for assignment to the water main truck, both Vactors and Scott Weber's supervisor's vehicle.  
*Completed. First Quarter.*

#### Strategic Plan Goal #4: Community Image & Identity

1. Implemented a public education campaign to lesson fires involving operating equipment (household appliance, bathroom fans, battery operated toys and devices).  
*Ongoing. First through Fourth Quarters.*
2. Continued the American Red Cross free smoke detector giveaway and installation program with a goal of increasing the number of present smoke detectors in residential properties by at least 10%.  
*Ongoing. First through Fourth Quarters.*

#### Strategic Plan Goal #5: Effective Governance

1. Provided a minimum of six annual officer development training classes, open to all department members, specifically designed to focus on management and leadership issues needed for future career success. (First through fourth quarters)  
*Ongoing*
  - *Deputy Assistant Chief Curt Varone (Ret.), Providence (RI) Fire Department presented a 2-day seminar on Managing Disciplinary Challenges in the Fire Service.*
  - *Lt. Gawlik, Hanover Park Fire Department, presented a 1-day seminar titled First in Company Officer.*
  - *Sarah Gura, psychologist with Self-Care Path, LLC presented a seminar on Firefighter Behavioral Health. The class was repeated over three (3) consecutive days.*

#### **Additional Accomplishments**

- ✓ Operations Division
  - Completed tool installation, training and placed into service new Tower Ladder 15.
  - Purchased and placed into service two thermal imaging cameras assigned to command vehicles C-15 and A/C-15.
  - Implemented a pre-incident planning program as part of ISO Class 1 and accreditation pursuit. The program is ongoing and will carry into 2019 and beyond.
- ✓ Training Division/Public Education
  - As part of the ISO Class 1 and accreditation pursuit, implemented a system of regular training sessions with automatic aid departments – Streamwood, Carol Stream, Roselle, and Bloomingdale.
  - The department initiated a new policy pertaining to required certifications for eligibility to take the new candidate full time hiring exam. Candidates holding Department of Defense and/or International Fire Service Accreditation Congress (IFSAC) certificates will now be

allowed to complete testing. In the past, the testing was restricted to only those who were certified as Illinois Firefighter II or Illinois Basic Operations Firefighter. This step will expand the pool of eligible candidates including those who are veterans and have been trained as firefighters by the military.

- Employee Training Highlights:
  - One (1) Employee attended Trench Rescue Operations certification training.
  - One (1) Employee attended Confined Space Rescue Operations certification training.
  - Two (2) Employees attended Structural Collapse Rescue Operations certification training.
  - Two (2) Employees attended Rope Rescue Technician certification training.
  - One (1) Employee attended Vehicle and Machinery Rescue Technician certification training.
  - Two (2) Employees attended Rope Rescue Operations certification training.
  - Two (2) Employees attended Trench Rescue Technician certification training.
  - Certified Six (6) Employees as Secretary of State third party class B non CDL driving instructors.
  
- Public Education Coordinators created a “Ride to School in a Fire Truck” raffle program for the annual Hanover Park – Park District Foundation fund raiser.
- Public Education Division Participated in all Village 60th Anniversary Events.
- The department provided coaches and participated in the “Mayor’s Play Ball – Baseball Event” for Hanover Park youth.
- The Department secured a Twitter handle for use by Public Education.

✓ Emergency Medical Services

- Took delivery and placed into service new Medic 15.
- Received a Zumro Tent from MABAS Division 12. This inflatable air shelter has been placed in service on Rehab 15. This shelter will be utilized to protect emergency responders while receiving Rehab services. The tent not only provides shelter but can be heated or cooled depending on need.
- Three (3) part-time firefighters completed paramedic education and became licensed.

✓ Chaplain

- The department has appointed a third chaplain who has started his year long training program of spiritual and emotional care. He is expected to be fully operational by third quarter 2019. This new position is part of the department’s succession planning program and is designed to develop a new chaplain to replace retiring Senior Chaplain Frank Dominowski. Once Chaplain Dominowski retires, the department will revert back to only having two chaplain positions.

## 2019 BUDGET GOALS

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Replace/Upgrade Structural Firefighting Protective Gear for 25% of the Department’s firefighting staff (approximately 12 sets). *(First Quarter)*
2. Replace/Upgrade two (2) Thermal Imaging Cameras. *(First Quarter)*
3. Purchase and install a turnout gear washer/extractor and dryer for Fire Station No. 2 (Station 16). *(Second Quarter)*
4. Continue to increase the rescue capabilities of the new Rescue Engine (Squad 15) in order for it to be compliant as a Heavy Rescue under the standards established by the DuComm

Operations Committee. Purchases of new equipment and tools will continue into the third year of a 3-year plan. *(First through Fourth Quarters)*

5. Purchase a new PhysioControl LifePak 15 cardiac monitor/defibrillator to continue the planned rotation and replacement of units reaching their end service life. *(First Quarter)*
6. Take delivery and place into service a new stake bed trailer for use by the Training Division. *(Second Quarter)*

#### **Strategic Plan Goal #4: Community Image & Identity**

1. Continue the American Red Cross free smoke detector giveaway and installation program with a goal of increasing the number of present smoke detectors in residential properties by at least 10%. *(First through Fourth Quarters)*
2. Continue the Illinois Heart Rescue (ILHR) Public Education Program. Continuing the “hands only” bystander CPR campaign focusing on teaching the community about early intervention during sudden cardiac arrests. *(First through Fourth Quarters)*

#### **Strategic Plan Goal #5: Effective Governance**

1. Continue work on the accreditation process and develop a Standard of Cover study. Accreditation end goal is August 2020. *(First through Fourth Quarters)*
2. Continue work on the pursuit of ISO Class 1. ISO re-inspection is scheduled for late 2020. *(First through Fourth Quarters)*
3. Provide a minimum of four annual officer development training classes, open to all department members, specifically designed to focus on management and leadership issues needed for future career success. *(First through fourth quarters)*

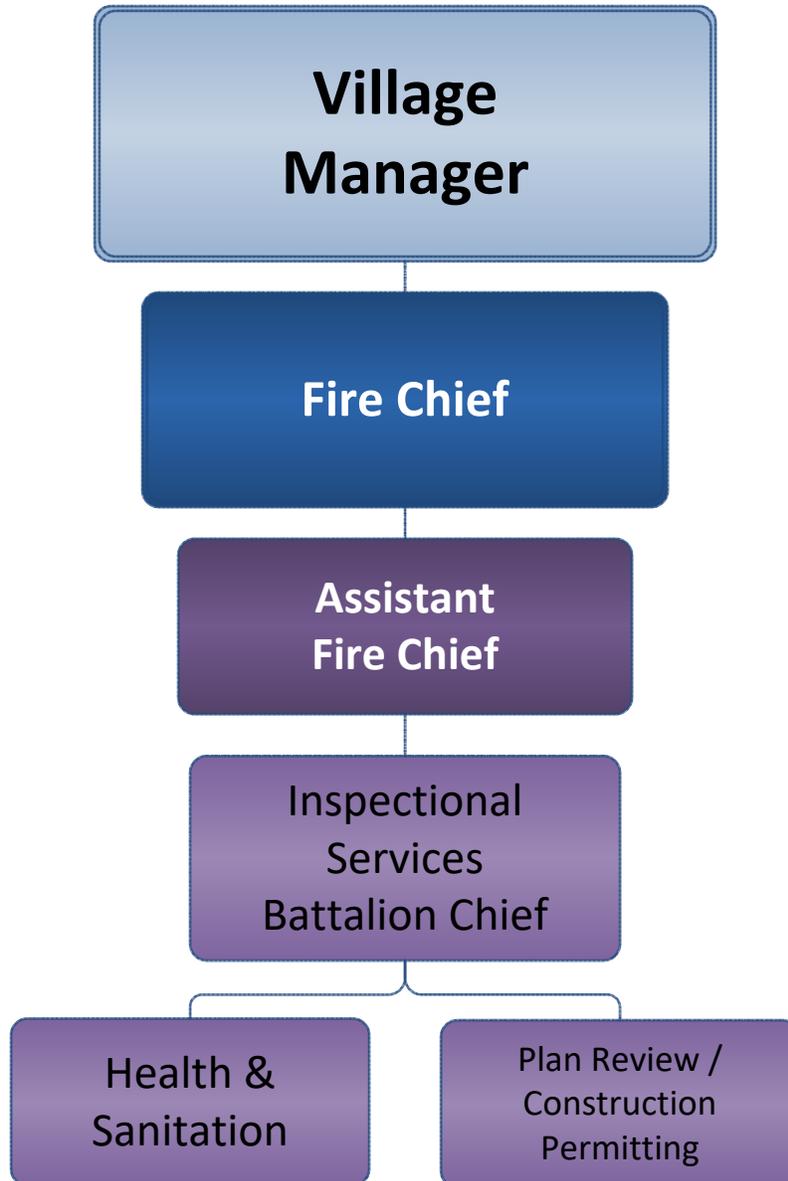
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 7200 - Fire Suppression

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures</b>							
401-411	Salaries - Regular	\$ 2,719,488	\$ 2,798,332	\$ 2,838,569	\$ 2,894,014	\$ 2,894,014	\$ 2,853,599
401-412	Salaries - Part - Time	339,508	288,474	393,943	350,000	435,000	350,000
401-421	Overtime Compensation	295,820	556,048	445,604	343,453	373,494	345,000
401-442	Social Security	70,864	68,079	78,524	76,135	76,135	50,233
401-443	Police / Fire Pension	1,043,022	1,089,924	1,238,568	1,358,559	1,358,559	1,435,689
401-444	Employee Insurance	475,822	425,645	533,740	581,705	581,705	650,728
	<b>Total Personnel Services</b>	<b>4,944,524</b>	<b>5,226,502</b>	<b>5,528,947</b>	<b>5,603,866</b>	<b>5,718,907</b>	<b>5,685,249</b>
402-413	Memberships / Subscriptions	250	300	135	725	725	700
402-414	Books / Publications / Maps	4,301	2,243	1,248	2,325	2,300	2,300
402-423	Communications Parts	156	1,490	4,521	2,850	3,000	1,950
402-426	Bulk Chemicals	3,359	2,703	3,639	4,400	4,400	4,630
402-427	Materials & Supplies	10,623	7,396	10,924	8,000	10,016	8,000
402-428	Cleaning Supplies	6,685	5,642	7,823	6,805	6,805	6,805
402-429	Parts & Accessories - Non - Auto	2,625	2,515	14,461	7,955	8,947	9,428
402-431	Uniforms	11,146	16,002	17,208	25,100	27,000	27,760
402-433	Safety & Protective Equipment	3,085	9,899	4,907	4,350	4,500	4,080
402-434	Small Tools	6,427	4,780	4,973	4,225	4,300	6,303
402-436	Photo Supplies	-	287	-	-	-	-
402-499	Miscellaneous Expense	109	9	-	-	-	-
	<b>Total Commodities</b>	<b>48,766</b>	<b>53,267</b>	<b>69,840</b>	<b>66,735</b>	<b>71,993</b>	<b>71,956</b>
403-412	Postage	3	12	1	-	-	-
403-433	M & R - Communication Equipment	-	2,663	-	-	-	-
403-434	M & R - Buildings	930	-	2,036	2,043	2,300	2,000
403-436	Maintenance Agreements	39,848	27,723	24,941	36,602	36,602	53,947
403-451	Equipment Rentals	64,511	62,227	60,781	76,293	62,486	70,000
403-452	Vehicle Maintenance & Replacement	300,500	333,428	393,412	377,190	377,190	489,388
403-453	Furniture Replacement	-	-	1,870	4,830	4,368	4,800
403-457	SCBA Maintenance & Replacement	-	-	-	28,012	28,012	38,012
403-461	Consulting Services	-	-	176	-	-	-
403-471	Schools / Conferences / Meetings	37,714	44,799	35,323	38,000	38,000	37,320
403-472	Transportation	1,008	442	187	575	859	575
403-478	Fire Corp	2,955	1,397	1,715	1,500	1,500	1,500
403-491	Special Events	8,802	7,696	5,514	6,400	8,987	6,400
403-499	Miscellaneous Expense	109	102	102	110	110	110
	<b>Total Contractual Services</b>	<b>456,380</b>	<b>480,487</b>	<b>526,060</b>	<b>571,555</b>	<b>560,414</b>	<b>704,052</b>
	<b>Total Fire Suppression</b>	<b>\$ 5,449,671</b>	<b>\$ 5,760,256</b>	<b>\$ 6,124,847</b>	<b>\$ 6,242,156</b>	<b>\$ 6,351,314</b>	<b>\$ 6,461,257</b>

# 7300 – Inspectional Services





**PURPOSE STATEMENT**

The goal of the Fire Department is to provide efficient and high-quality service in the areas of Inspections and Prevention, Fire Suppression, EMS (including emergency and non-emergency ambulance transport), Hazardous Materials response, and mitigation as well as vehicle and basic technical rescue services.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

In June of 2011, responsibility for inspectional services was transferred to the Fire Department. All inspection personnel previously assigned to the Community Development Department were transferred to the Fire Department. This reorganization made the Fire Department responsible for the Village’s building permit process providing customer assistance and facilitation from project conception through issuance of a final certificate of occupancy. Structural, mechanical, and electrical plan reviews and inspections which are performed by in-house staff. The Department also manages all business premise, fire protection systems, health, and property maintenance inspections. Business Premise inspections are conducted by on-duty fire companies, Inspectional Service inspectors, and some off-duty personnel working extra hours. Highly technical plan reviews and inspections for fire alarm, sprinkler systems, and wet/dry chemical systems are contracted to a third-party vendor as well as plumbing inspections required by State law to be performed by an Illinois licensed plumbing inspector. In the area that lies within the corporate boundaries of the Village of Hanover Park and within the Bloomingdale Fire Protection District, the District conducts fire inspections and works with Inspectional Services to manage plan reviews for new construction as well as changes to existing properties. The Division works closely with staff from other Departments for code enforcement, zoning compliance, fence and sign inspections, permit plan reviews, and Freedom of Information Act requests.

The Division includes a Battalion Chief assigned as the Chief of Inspectional Services, a Health and Sanitation Inspector, a plan reviewer/project coordinator, a building inspector, a full-time permit coordinator and a part-time permit coordinator.

The Chief of Inspectional Services also attends Development Review Commission meetings for any technical assistance as needed along with playing an active role in development of Village managed properties.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Business License Inspections	838	749	722	822	845
School Inspections	15	12	6	3	3
Fire Protection System Inspections	244	283	320	288	406
Health Inspections	83	66	63	69	72
Food Service Inspections	509	468	429	380	384
Property Maintenance Inspections	614	787	1,004	841	873
Life Safety Inspections	13	20	16	24	11
Other	263	100	119	409	139

## 2018 ACCOMPLISHMENTS

### Strategic Plan Goal #1: Financial Health

1. Updated the permit fee calculation spreadsheet to include all general ledger codes.  
*Ongoing. Expected completion by fourth quarter.*
2. Updated the New World permit fee entry system to eliminate fields that are never used and include other fields that are critical and have not been created.  
*Ongoing. Expected completion by fourth quarter.*

### Strategic Plan Goal #2: Focused Economic Development & Redevelopment

1. Developed and implemented on-line services that include at a minimum:  
*Completed.*
  - a. Request inspections on line.
  - b. Allow customers to view the results of their inspections on line and receive an email of the inspection report.
  - c. Allow customers to apply for permits on line including the submission of applications and forms and drawings up to 11x17.
  - d. Allow customers to pay for permits on line so that the permits can be sent out via email or regular mail making it more convenient for the customer.
2. Updated ICC building codes to the 2018 edition.  
*Ongoing. Expected completion by fourth quarter.*

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Worked with the Engineering Department to utilize the GIS and New World software programs to track areas of curbing and public sidewalk that are scheduled to be replaced. This would then be coordinated with residents and business.  
*Ongoing. Being coordinated with GIS vendor.*

### Strategic Plan Goal #4: Community Image & Identity

1. Developed for consideration by the Village Board an ordinance modification designed to maintain exterior finish (roof and siding) consistency between attached townhome units. Developed a plan for implementation of the new ordinance including use of an incentive program designed to assist property owners in making upgrades designed to ensure proper maintenance, enhance property value and ensure consistency of the look of the entire structure.  
*Ongoing. Community Development staffing has been limited to allow contributions. Will be addressed in the future.*

### Strategic Plan Goal #5: Effective Governance

1. Maintained a culture within the Division that focuses on helping customers comply with the codes and ordinances of Village. Education and assistance as opposed to telling people they are doing things wrong and imposing fines has proven to be better accepted by the community and resulted in improved quality of structures. It has helped to develop a pride and commitment to doing things the correct way, following the codes and improving their own environment.  
*Ongoing. Will continue through end of year.*
2. Enhance employee training on new materials and methods of construction.  
*Ongoing. Will continue through end of year.*

### **Additional Accomplishments**

- ✓ The department led a working group consisting of representatives from Information Technology, Public Works / Engineering, and Community Development to develop a data storage and organization system that allows access through a centralized filing system.
- ✓ After several years of work, a court injunction was obtained for Village Garage (7450 Jensen Blvd.) permanently closing the business unless it is brought into code compliance, restricting access and the ordered removal of autos and salvage materials.
- ✓ As part of the Greenbrook Tanglewood re-facing project, the department was able to get firebreaks shown on the proposed drawings for the existing mansard roof eaves as well as between residential garage spaces. This is a huge safety enhancement and will work to address challenges that have been faced with numerous fires in this complex.
- ✓ Since the adoption of a Village ordinance requiring residential sprinklers, twelve properties have either been constructed, retrofitted or are being built as sprinklered units.

### **2019 BUDGET GOALS**

#### **Strategic Plan Goal #1: Financial Health**

1. Educate permit applicants to utilize online payment portal for their convenience and to reduce interaction time at the service counter. *(First through Fourth Quarters)*
2. Perform audits on the general ledger on a regular basis to verify accurate reporting of all revenue accounts. *(First through Fourth Quarters)*

#### **Strategic Plan Goal #2: Focused Economic Development & Redevelopment**

1. Program business premise inspection compliance items for use in the inspection tablets to create records each time a business premise inspection is completed. This was formerly only available in the Firehouse software – the inspection criteria will be transferred over to New World. *(First Quarter)*
2. Program business license inspection compliance items for use in the inspection tablets to create records each time a business license application is received. These inspections were not previously tracked. *(First Quarter)*

#### **Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

1. Take delivery and place into service a new Ford Escape for use by the Health Sanitarian/Commercial Building Inspector. *(Third Quarter)*
2. Work with the Engineering Department to utilize the GIS and New World software programs to track areas of curbing and public sidewalk that are scheduled to be replaced. This would then be coordinated with residents and business. *(Second Quarter)*

#### **Strategic Plan Goal #5: Effective Governance**

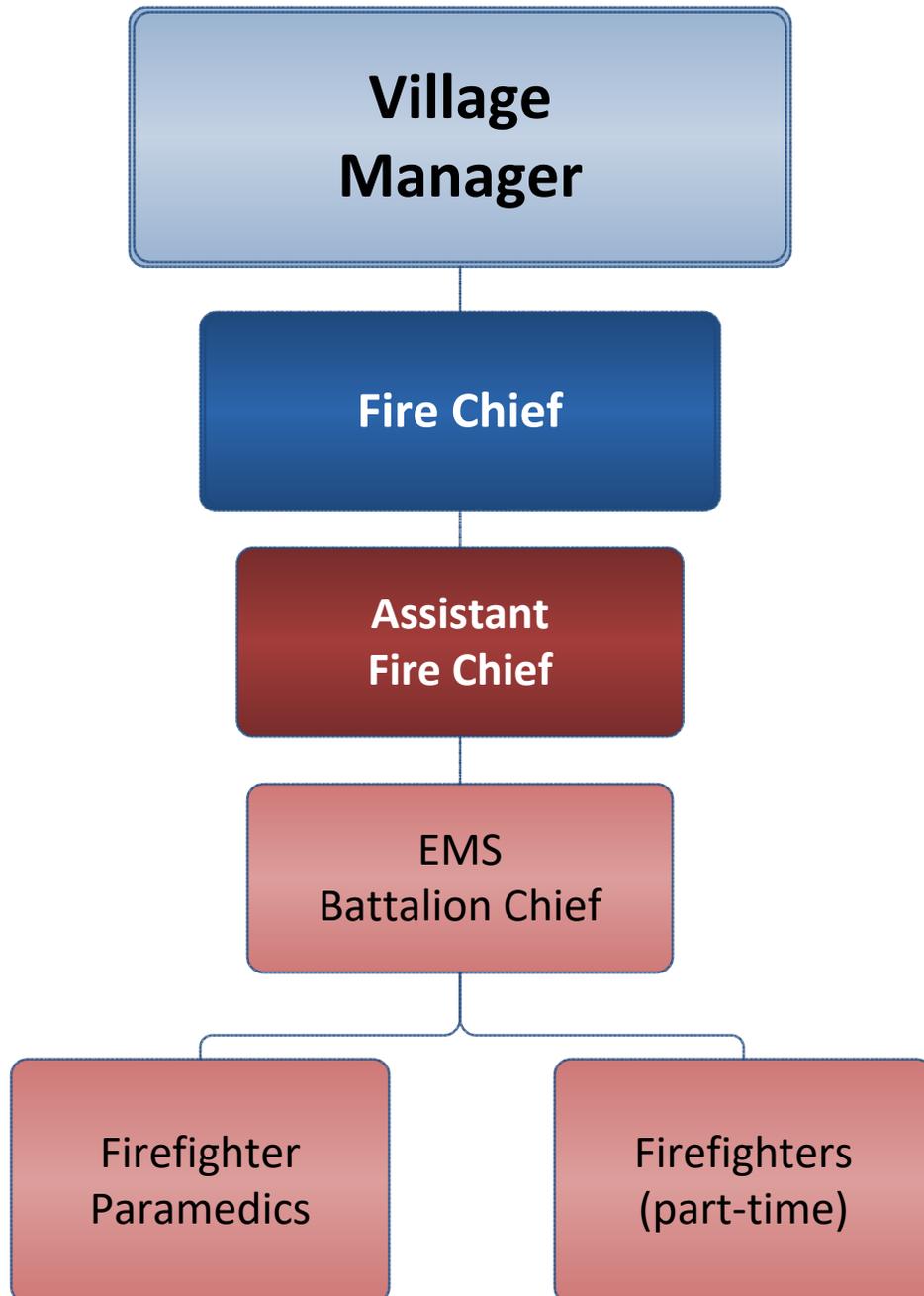
1. Enhance employee training on new materials and methods of construction. *(First through Fourth Quarters)*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 7300 - Inspectional Services

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 305,018	\$ 352,469	\$ 371,743	\$ 373,486	\$ 373,486	\$ 387,271
401-412	Salaries - Part - Time	55,958	62,424	59,325	94,657	65,000	75,000
401-421	Overtime Compensation	10,982	11,101	10,797	6,570	6,570	6,570
401-441	State Retirement	40,669	50,408	51,335	49,323	49,323	41,324
401-442	Social Security	28,134	31,999	33,830	32,656	32,656	32,847
401-444	Employee Insurance	64,504	66,366	81,755	89,034	89,034	91,629
Total Personnel Services		<u>505,264</u>	<u>574,766</u>	<u>608,785</u>	<u>645,726</u>	<u>616,069</u>	<u>634,641</u>
402-411	Office Supplies	850	987	835	500	500	800
402-413	Memberships / Subscriptions	795	593	705	800	1,009	900
402-414	Books / Publications / Maps	469	1,895	177	2,375	1,811	1,900
402-427	Materials & Supplies	205	22	69	410	410	900
402-431	Uniforms	730	2,548	3,924	4,500	4,500	3,500
402-434	Small Tools	-	105	2,758	250	300	250
402-436	Photo Supplies	-	311	-	-	-	-
Total Commodities		<u>3,049</u>	<u>6,462</u>	<u>8,468</u>	<u>8,835</u>	<u>8,530</u>	<u>8,250</u>
403-412	Postage	1,009	740	980	800	800	800
403-461	Consulting Services	23,225	21,626	40,957	42,250	42,250	40,050
403-470	Binding & Printing	310	-	264	500	501	500
403-471	Schools / Conferences / Meetings	1,764	1,193	3,369	3,000	3,500	4,000
403-472	Transportation	-	-	37	250	250	250
Total Contractual Services		<u>26,307</u>	<u>23,559</u>	<u>45,607</u>	<u>46,800</u>	<u>47,301</u>	<u>45,600</u>
Total Inspectional Services		<u>\$ 534,620</u>	<u>\$ 604,787</u>	<u>\$ 662,860</u>	<u>\$ 701,361</u>	<u>\$ 671,900</u>	<u>\$ 688,491</u>



**DEPARTMENT OF FIRE**  
**7400 – EMS DIVISION: NON-911 PROGRAM**



**PURPOSE STATEMENT**

The goal of the Fire Department is to provide efficient and high-quality service in the areas of Inspections and Prevention, Fire Suppression, EMS (including emergency and non-emergency ambulance transport), Hazardous Materials response and mitigation as well as vehicle and basic technical rescue services.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Non-911 Ambulance Transport Program is designed to enhance revenue and bring an increased level of financial sustainability to the provision of fire department services. It also is a significant enhancement to the services already offered by the Department. Under this program the Department’s ambulances provide both emergency and non-emergency ambulance transport services as well as Mobile Integrated Health Care Services.

Patients who are in a convalescent state frequently require stretcher transports as part of their overall care plan. These transports include the movement of patients between care facilities or their home for the purpose of diagnostic testing, specialized medical treatment procedures and rehabilitation services. Medicare and medical insurance regulations recognize that non-emergency ambulance transports are an integral part of a comprehensive patient care plan and reimburse for ambulance transport services that are deemed medically necessary and ordered by the patient’s attending physician.

The department's goal is to be the preferred non-emergency ambulance provider within the Village of Hanover Park by offering exceptional service and competitive pricing. The department offers both local and long-distance transport service.

Monthly run data from the Village’s three (3) healthcare facilities:

	Claremont								Alexian Brothers Health Clinic								Physicians Immediate Care				Grand Totals
	2011	2012	2013	2014	2015	2016	2017	2011	2012	2013	2014	2015	2016	2017	2014	2015	2016	2017			
January	0	15	7	11	10	9	11	9	6	6	6	5	0	4	0	0	4	1	104		
February	1	11	4	12	7	6	13	8	4	6	3	3	3	0	1	1	1	0	84		
March	4	16	11	11	10	10	8	6	5	6	6	3	9	6	0	0	2	0	113		
April	2	15	11	14	10	5	9	11	4	7	4	5	5	4	1	1	2	1	111		
May	12	8	8	18	12	9	5	4	5	8	6	6	3	1	1	0	0	1	107		
June	14	8	6	13	2	4	11	7	4	5	5	3	7	3	0	0	0	0	92		
July	30	7	16	13	7	8	12	8	8	3	4	6	5	6	0	2	0	0	135		
August	13	5	19	17	11	11	10	5	6	8	2	3	6	6	0	1	1	1	125		
September	11	4	13	12	10	5	10	4	1	9	6	3	3	3	1	0	0	1	96		
October	16	4	10	16	11	3	9	6	8	8	4	3	1	3	0	0	0	0	102		
November	17	5	13	17	3	11	8	1	5	2	4	2	1	3	0	0	0	0	92		
December	14	3	12	14	6	9	11	9	5	5	6	2	5	6	0	0	0	0	107		
<b>TOTALS</b>	<b>134</b>	<b>101</b>	<b>130</b>	<b>168</b>	<b>99</b>	<b>90</b>	<b>117</b>	<b>78</b>	<b>61</b>	<b>73</b>	<b>56</b>	<b>44</b>	<b>48</b>	<b>45</b>	<b>4</b>	<b>5</b>	<b>10</b>	<b>5</b>	<b>1268</b>		

## 2018 ACCOMPLISHMENTS

### Strategic Plan Goal #1: Financial Health

1. Developed and passed an ordinance increasing ambulance fees to remain in alignment with neighboring comparable communities and to capture full Medicare and Medicaid reimbursements available for ambulance calls.  
*Completed. First Quarter*

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Continue committee work at Sherman Hospital/Greater Elgin Mobile Intensive Care Program designed to expand the scope of care to include medication pumps.  
*Not completed. Delay due to a vacancy within the leadership of Sherman Hospital/Greater Elgin Area Mobile Intensive Care Program. This position has been vacant since the start of the year. Currently Sherman Hospital is in the process of hiring a new EMS Coordinator. At that time conversations will continue related to Hanover Park's planned expansion of our scope of care.*

### Strategic Plan Goal #4: Community Image & Identity

1. Completed a full roll out of FD cares including Matter of Balance workshops as part of the Safer Communities Initiative.  
*Ongoing*
  - *Matter of Balance workshops in place as part of the Safer Communities Initiative.*
  - *Currently Hanover Township, a partner with the Matter of Balance/Safer Communities, has changed their focus on fall prevention and no longer teaches this program. The Department will determine during 2019 whether to continue with the Matter of Balance program or move to alignment with Hanover Township.*

### Strategic Plan Goal #5: Effective Governance

1. Continued committee work at the legislative level to develop and get approved rules pertaining to operation of MIHC as well as service funding standards.  
*Ongoing*
  - *Continuing to work with the various groups and committees to pass legislation in support of funding operation of MIHC.*
  - *Assistant Chief Fors has been appointed to the committee writing the updated strategic plan for the Illinois Department of Public Health – EMS Division.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Continue committee work at Sherman Hospital/Greater Elgin Mobile Intensive Care Program designed to expand the scope of care to include medication pumps. (Fourth Quarter)

### Strategic Plan Goal #4: Community Image & Identity

1. Continue working with agencies such as Hanover Township to identify programs and community outreach and assistance workshops that would be a valuable part of FD cares and the Safer Communities Initiative. (First through Fourth Quarters)

### Strategic Plan Goal #5: Effective Governance

1. Continue committee work at the legislative level to develop and get approved rules pertaining to operation of MIHC as well as service funding standards. (First through Fourth Quarters)

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 7400 - Non-Emergency 911

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 25,388	\$ 26,338	\$ 26,636	\$ 26,872	\$ 26,872	\$ 27,715
401-421	Overtime Compensation	267	1,436	644	-	-	-
401-442	Social Security	384	394	370	390	390	402
401-443	Police / Fire Pension	9,557	10,537	11,566	12,771	12,771	13,158
401-444	Employee Insurance	2,572	3,814	5,649	6,396	6,396	7,052
401-446	Unemployment Compensation	-	-	-	-	-	-
Total Personnel Services		<u>38,167</u>	<u>42,518</u>	<u>44,864</u>	<u>46,429</u>	<u>46,429</u>	<u>48,327</u>
402-411	Office Supplies	977	586	-	500	500	500
402-426	Bulk Chemicals	-	-	156	-	-	-
Total Commodities		<u>977</u>	<u>586</u>	<u>156</u>	<u>500</u>	<u>500</u>	<u>500</u>
403-421	Liability Insurance Program	110,414	-	-	-	-	-
403-452	Vehicle Maintenance & Replacement	40,000	-	-	-	-	-
Total Contractual Services		<u>150,414</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Non-Emergency 911		<u>\$ 189,559</u>	<u>\$ 43,104</u>	<u>\$ 45,020</u>	<u>\$ 46,929</u>	<u>\$ 46,929</u>	<u>\$ 48,827</u>

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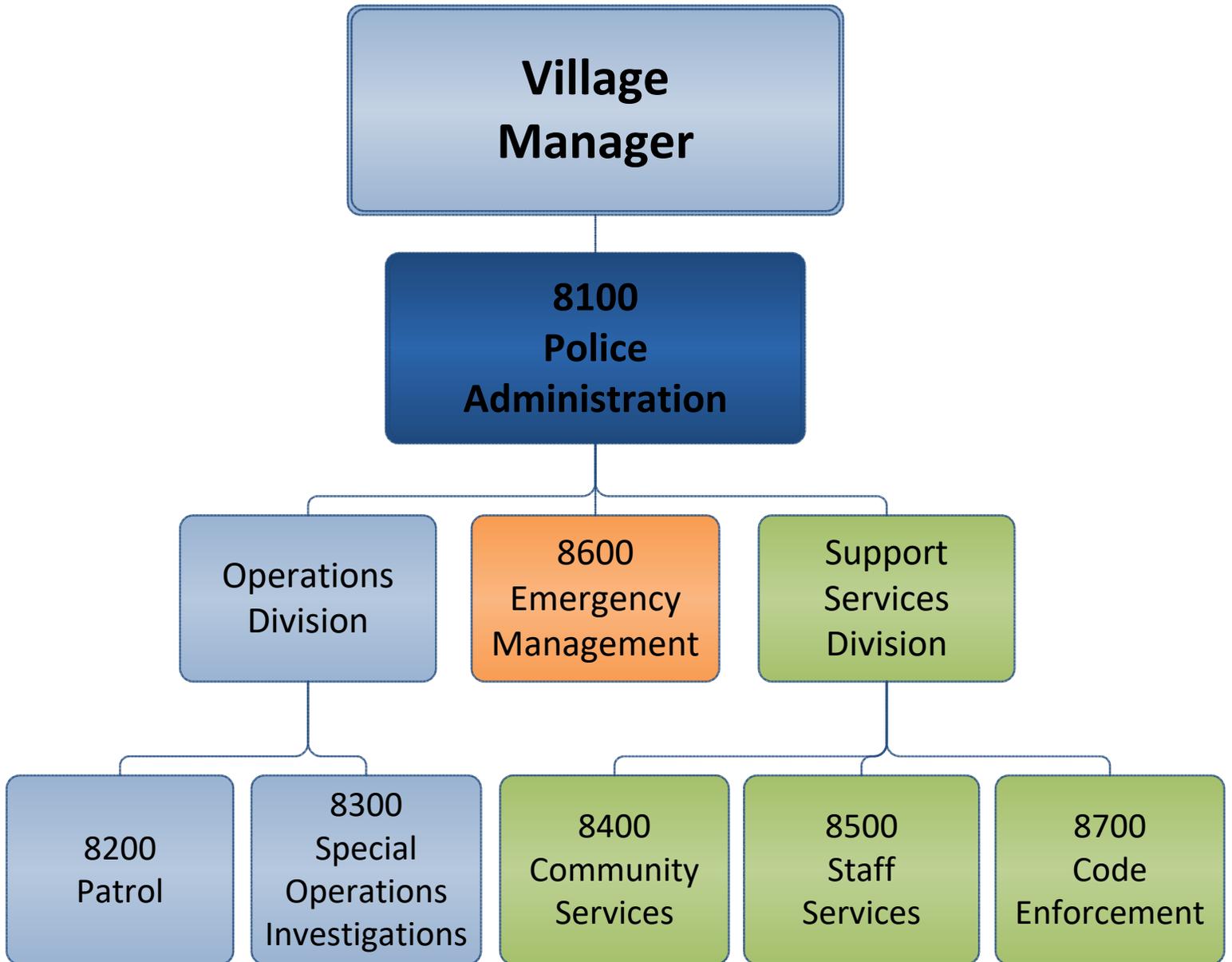
# POLICE DEPARTMENT

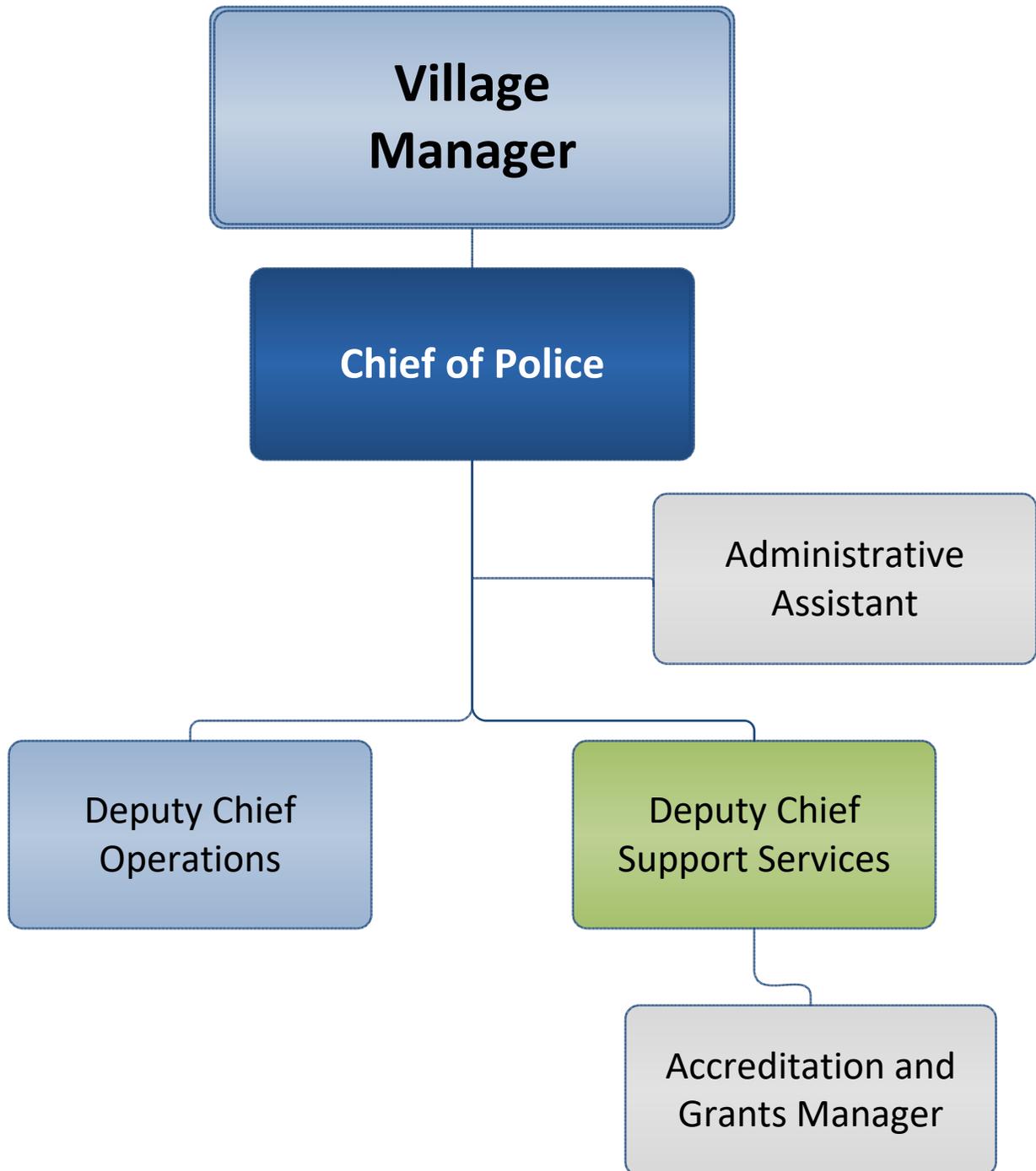
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## Cost Control Centers

<b>Police Administration</b>	<b>8100</b>
<b>Patrol</b>	<b>8200</b>
<b>Investigations</b>	<b>8300</b>
<b>Community Services</b>	<b>8400</b>
<b>Staff Services</b>	<b>8500</b>
<b>Emergency Services</b>	<b>8600</b>
<b>Code Enforcement</b>	<b>8700</b>

# Organization of the Police Department





### **PURPOSE STATEMENT**

The Administration Division has four basic goals which are made up of several functions that present a total community-oriented philosophy. When considered with the detail of the budget plan, they reveal Administration's plans to provide responsive, cost-effective service to the community. The Chief of Police is responsible for the goals, objectives and functions of this division.

The four goals are identified from which all objectives and strategies are developed. Two goals address the department's mission directly. Two goals address the institutional factors that must be in place to achieve the mission.

#### ***Community Livability Goals***

The first and second goals address the Police Department's approach to reducing the impact of crime on community livability.

1. Reduce Crime and Fear of Crime. Identify and implement approaches for addressing crime and fear of crime that can more effectively reduce both reported and non-reported crime of all types. Giving priority to addressing those crimes and conditions that most directly impact community livability.
2. Involve and Empower the Community. Create a more involved, responsible community by building stronger community partnerships, improving customer service, providing more open and responsive communications and delivering programs that promote involvement in problem solving and crime prevention.

#### ***Department Institutional Goals***

The third and fourth goals address the internal changes we will make to ensure that we have the personnel, training, planning, and management practices in place to support the first two goals.

3. Develop and Empower Personnel. Implement training, management, and organizational approaches that are consistent with the mission and values of community policing. Strengthen staff skill level and morale. Make sure recruiting, hiring, training, and promotional practices are consistent with community characteristics and needs. Ensure work environments are supportive of customer service, innovation, personal accountability, and team contribution.
4. Strengthen Planning, Evaluation, and Fiscal Support. Strengthen planning, evaluation, analysis, and fiscal mechanisms to ensure responsive feedback, practical long-range planning, and effective budgeting and fiscal management.

By working toward the above-described goals, the Police Department can monitor its performance on all levels. It can modify programs as needs arise in a proactive manner.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Administration of the Police Department directs the activities of the Operations and Support Services Divisions and coordinates their efforts toward achievement of department goals and objectives.

The planning and research function of the Department is provided by this division. Planning and research identifies needs and priorities for police service and management of the tools to monitor the efficiency and cost effectiveness of the Police Department. Manpower allocation, reports review and budget maintenance are the primary tasks.

Administration inspects the Police Department to guarantee maintenance of standards and goals. To this end, personnel evaluations are compiled, department inspections are held, reports are reviewed and evaluated for content, internal investigations are conducted, and recognition of superlative performance is awarded.

This division coordinates the training efforts of the Department, evaluating overall training needs and providing necessary resources. To accomplish this, the division is constantly reviewing court decisions, new technology, administrative regulations, and available training classes in an effort to provide up-to-date training for the lowest possible cost. Shared training programs with other Departments and in-service training in our facility are given special attention.

The maintenance, revision and enforcement of policy, procedures, rules and regulations of the Police Department and the Village Personnel Rules and Regulations is a function of the Administrative Division. Ensuring compliance with requirements of collective bargaining agreements between department personnel and the Village is another function. The processes and principles established in these documents are explained and enforced by this division.

This division conducts and attends staff meetings at all levels of the Village government to ensure that each division is aware of its responsibilities to the goals of the Police Department and the Village of Hanover Park. It also maintains liaison with other law enforcement agencies, the judicial systems of Cook and DuPage Counties, and other governmental bodies that provide support services to the Police Department.

Finally, as part of the total concept of Public Safety, the Administrative Division directs the Emergency Management Agency (EMA), through a combination of volunteers, police department staff and other Village personnel. The EMA unit prepares the Village for severe emergencies by coordinating the various resources available through a comprehensive "Disaster Plan."

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Number of Sworn Officers	61	61	61	61	61
Number of Sworn Members per 1,000 Pop.	1.61	1.61	1.61	1.61	1.61
Part I Crime	386	384	305	295	279
Part II Crime	4,807	4,202	3,583	3,998	3,637
Activity (Calls for Service)	40,792	42,463	43,255	49,150	48,763
911 CFS	12,566	12,706	12,596	12,585	12,078
Officer Initiated CFS	28,266	29,757	30,659	36,565	36,685
Impounded Vehicles	1,530	1,349	1,043	1,051	1,161
Graffiti Incidents	64	30	50	33	28
"Y" (State) Tickets Issued	8,014	7,545	6,807	7,116	7,319
"C" Compliance Tickets Issued	4	5	0	0	0
"P" Parking Tickets Issued	11,980	11,372	9,270	10,150	9,052
Traffic Fine Revenue – Cook County	\$131,695	\$95,740	\$98,687	\$90,345	\$116,097
Traffic Fine Revenue – DuPage County	\$45,085	\$44,864	\$46,488	\$47,362	\$53,959
Ordinance Violation Revenue	\$250,236	\$248,187	\$334,771	\$391,977	\$525,618
False Alarm Fines	\$3,725	\$5,500	\$8,450	\$7,450	\$7,150
Police Department Insurance Claims					
Total Worker \$13,331 Compensation Claims	10	5	5	5	3
Worker Compensation Losses	\$238,694	\$144,414	\$384,692	\$9,576	\$13,637
All Other Claims	4	1	2	3	3
Non Worker Compensation Losses	\$16,502	\$6,201	\$6,500	\$22,359	\$24,763

Total Claims	14	6	7	8	6
Total Losses	\$255,466	\$150,615	\$391,192	\$31,935	\$38,400
Total Expenditures	\$11,465,793	\$8,628,543	\$12,895,971	\$12,493,963	\$13,331,501
Cost of Services Per Capita	\$301.95	\$227.23	\$339.60	\$325.93	\$351.07

## 2018 ACCOMPLISHMENTS

### Strategic Plan Goal #1: Financial Health

1. Secured a Bureau of Justice Grant for Bullet Proof Vest Partnership.  
*Completed. \$5,185 in reimbursement funds approved.*

### Strategic Plan Goal #4: Community Image & Identity

1. Developed revised written recruitment plan for the police department.  
*Pending. Expected submission by the end of 2018.*
2. Continued to advertise PACC Program platforms to encourage increased participation.  
*Ongoing. Ads, flyers, and promotional postings continue to be published.*

### Strategic Plan Goal #5: Effective Governance

1. Identify and hire a local prosecutor for the adjudication of eligible offenses.  
*Ongoing. Selection process and written guidelines of the program near complete as of 6/2017.*
2. Provide IT Power User training.  
*Pending. Courses to be offered in Fall 2018.*
3. Enhance leadership development program.  
*Ongoing. Training directives and training module updates in progress.*

### Strategic Plan Goal #5: Effective Governance

1. Continued to provide periodic driver training programs.  
*Ongoing. Officers being assigned to courses as scheduling permits.*
2. Tested and reviewed the Emergency Notification System.  
*Ongoing. Upgrade and expansion of system currently underway.*
3. Conducted quarterly Safety Committee Meetings.  
*Ongoing. Two completed as of 6/2018.*
4. Conducted CPR recertification training for personnel.  
*Pending. To be completed 4<sup>th</sup> quarter.*

### Additional Accomplishments

- ✓ Police Department was honored as the Agency of the Year by Hanover Township for its various efforts within the community.
- ✓ Police Department finished 3<sup>rd</sup> in the Illinois State Traffic Challenge.
- ✓ Deputy Chief Johnson served as Chair of the Illinois Association of Chiefs of Police Public Relations Committee.
- ✓ Cop on a Rooftop Event hosted.
- ✓ 'Food for Fines' program administered.

- ✓ Shop with a Cop Event held with other area departments.
- ✓ Gambling ordinance implemented.
- ✓ Training on active shooter and the Village Alert System update presented to staff and elected officials.
- ✓ New Narcan aerosol spray obtained and officers trained in the use.
- ✓ New gas masks obtained and distributed to officers.
- ✓ First aid kits revamped and installed in squad cars.
- ✓ New AED units installed in squad cars.
- ✓ Accreditation and Grants Manager Position posted and candidate selected.
- ✓ Ahlstrand Award Committee met and selected winners for 2017.

## 2019 BUDGET GOALS

### Strategic Plan Goal #1: Financial Health

1. Secure a Bureau of Justice Grant for Bullet Proof Vest Partnership.  
*Third Quarter. Staff will apply for the full 50% reimbursement for new vests.*

### Strategic Plan Goal #4: Community Image & Identity

1. Develop new recruitment video to be utilized in employee recruitment efforts.  
*Third Quarter. Staff will produce new video and disseminate it via social media and recruitment events.*
2. Continue to advertise PACC Program platforms to encourage increased participation.  
*Fourth Quarter. Staff will continue to seek opportunities to advertise PACC Program aspects to increase viewership, 'likes,' etc.*

### Strategic Plan Goal #5: Effective Governance

1. Installation of a red-light camera at the intersection of Barrington Rd and Rt. 19 will be explored.  
*Fourth Quarter. Staff will work with established vendor to explore installation at this location.*
2. Evaluate local prosecution of DUI and other selected offenses.  
*Fourth Quarter. Staff will evaluate efficiency and effectiveness of local prosecution.*
3. Implement ground fighting component to defensive tactics training to enhance officer safety.  
*Second Quarter. Staff will identify a training system, select and train instructors, and begin training police officers in the system.*
4. Formulate Active Shooter Training Program and develop a fee structure for its presentation to area businesses and organizations.  
*Fourth Quarter. Staff will develop training program and determine pricing structure.*

### Strategic Plan Goal #5: Effective Governance

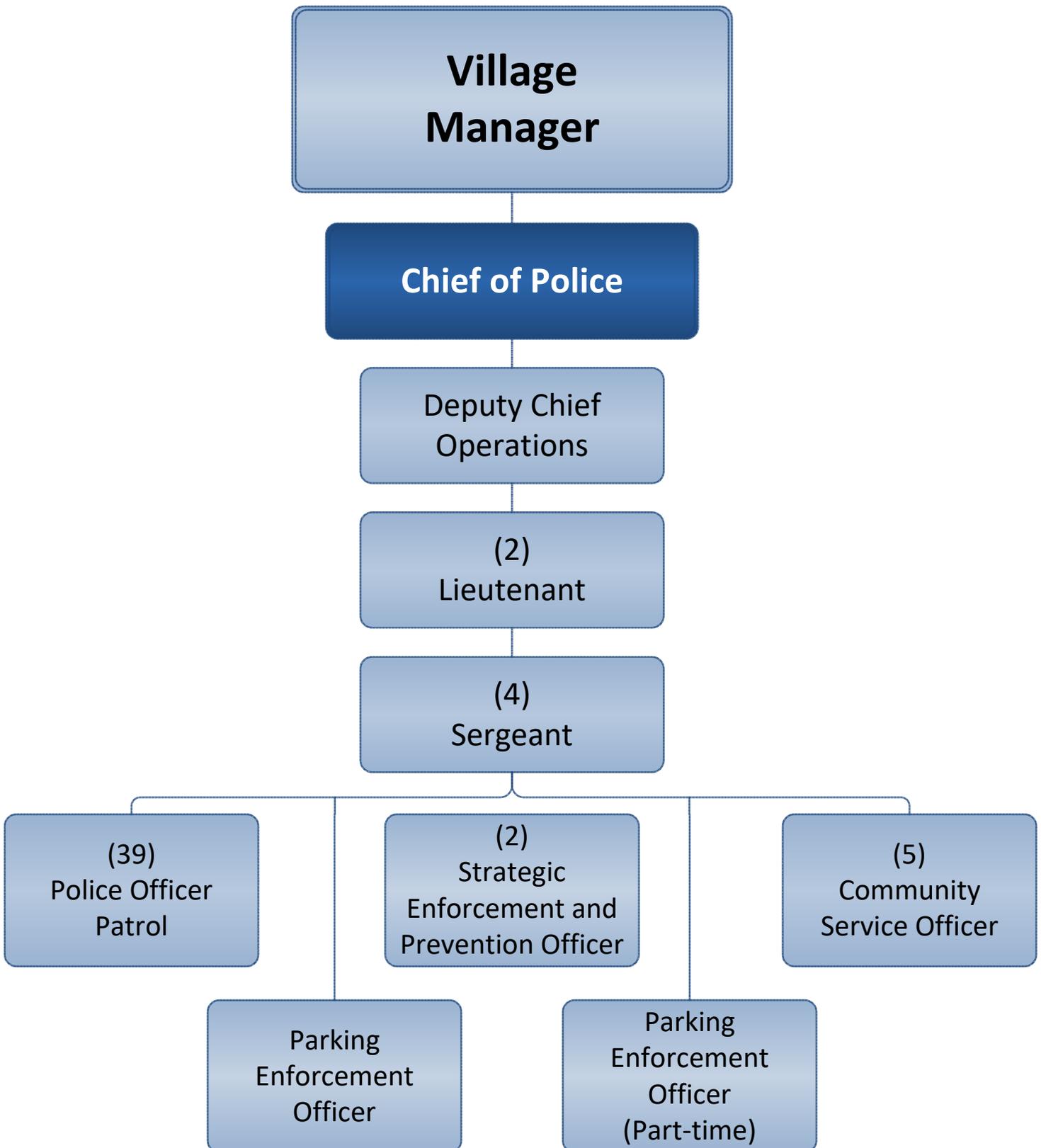
1. Continue to provide periodic driver training programs.  
*Fourth Quarter. Personnel will be assigned to IRMA driving programs as available.*
2. Test and Review the Emergency Notification System.  
*Third Quarter. The lockdown alert system will be tested to ensure functionality.*
3. Conduct quarterly Safety Committee Meetings.  
*Fourth Quarter. Meetings will be conducted involving PD personnel.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 8100 - Police Administration

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 593,056	\$ 587,330	\$ 536,672	\$ 519,950	\$ 519,950	\$ 538,618
401-421	Overtime Compensation	1,795	3,175	3,690	3,500	4,000	3,500
401-441	State Retirement	15,735	17,055	17,196	16,270	16,270	13,265
401-442	Social Security	40,688	40,011	39,332	35,378	35,378	35,783
401-443	Police / Fire Pension	160,350	159,674	165,751	177,893	177,893	193,488
401-444	Employee Insurance	70,427	61,975	74,333	79,595	79,595	88,870
Total Personnel Services		<u>882,052</u>	<u>869,219</u>	<u>836,973</u>	<u>832,586</u>	<u>833,086</u>	<u>873,524</u>
402-413	Memberships / Subscriptions	5,850	5,680	6,215	6,635	6,635	6,670
402-414	Books / Publications / Maps	144	144	-	-	-	-
402-427	Materials & Supplies	550	496	1,430	1,780	1,780	1,907
402-431	Uniforms	731	3,155	1,592	2,000	2,000	2,000
Total Commodities		<u>7,274</u>	<u>9,475</u>	<u>9,237</u>	<u>10,415</u>	<u>10,415</u>	<u>10,577</u>
403-452	Vehicle Maintenance & Replacement	4,571	9,946	4,875	4,875	4,875	4,875
403-461	Consulting Services	1,703	1,725	1,817	1,500	1,500	1,700
403-471	Schools / Conferences / Meetings	5,173	5,322	4,613	8,770	8,770	11,395
403-472	Transportation	856	7,135	1,553	2,050	2,050	1,001
403-499	Miscellaneous Expense	-	46	27	-	-	-
Total Contractual Services		<u>12,302</u>	<u>24,174</u>	<u>12,885</u>	<u>17,195</u>	<u>17,195</u>	<u>18,971</u>
Total Police Administration		<u>\$ 901,628</u>	<u>\$ 902,867</u>	<u>\$ 859,096</u>	<u>\$ 860,196</u>	<u>\$ 860,696</u>	<u>\$ 903,072</u>



### **PURPOSE STATEMENT**

The goals of the Patrol Division are to provide the proper deployment of patrol units to efficiently and effectively respond to calls for police service, prevent crime, and provide a visible presence to the public that instills confidence and security. The Deputy Chief of Operations is responsible for the goals, objectives and functions of this division.

Each patrol officer will be alert to the task of providing service to the community by preventing offenses against persons and property. Each Community Service Officer will be alert to the tasks of proactive enforcement of Village Codes.

The Patrol Division provides the primary police service, consisting of two main functions:

It initiates activity in the areas of criminal law enforcement, ordinance enforcement, crime prevention, and traffic law enforcement, while handling calls for service.

Its Police Patrol Officers and Community Service Officers provide input to support units of the Department to assist in planning, research, and development of departmental goals, objectives and directives.

Traffic and crime prevention services are provided to the community by this division through the Strategic Enforcement and Prevention Division.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

In addition to providing visible patrol to deter crime and antisocial behavior, personnel assigned to the division are responsible for the initial investigation of reported criminal and quasi-criminal offenses and violations of the Village Code. They are expected to investigate each reported incident in an effort to conclude the case, if possible, or to refer it to the proper authority for follow-up.

Patrol includes the necessary resources to provide the "first response" effort as well as immediate investigative effort such as evidence technicians, traffic accident investigators, and tactical units.

During routine patrol, the Police Patrol Officers are responsible for traffic enforcement, both random and selective. Each officer, while not assigned a specific job, is required to use his or her knowledge of problem areas to aggressively enforce the law.

The Community Service Officer, during routine patrol, is responsible for enforcing certain quasi-criminal, petty and local ordinance offenses, utilizing their knowledge of the Village Code. They also respond to animal control calls, provide traffic direction and control, process crime scenes, enforce parking regulations and provide services to other divisions within the department.

The Parking Enforcement Officer proactively enforces parking regulations throughout the Village as well as at specific locations for which the Village is directly responsible, such as the commuter parking lot. This Officer also provides services to the Finance Department, responds to directed patrol assignments relative to parking problems, supplements the Community Service Officers in code enforcement, and fills in for the crossing guards in their absence.

The Patrol Division is responsible for maintaining a professional relationship with other divisions of the Department, other departments of the Village, and other agencies of the criminal justice system. This relationship should result in the proper exchange of information and assistance in areas of mutual concern.

The Strategic Enforcement and Prevention Division under general supervision performs traffic control and enforcement, conduct traffic surveys, traffic accident investigation/reconstruction/total station tech, parking enforcement, organizes community events, maintains nuisance abatement program, maintains trespass program, review red light camera violations, serve as facilitator for administrative hearings, conducts taxi inspections, presents school assembly presentations, conducts Beverage Alcohol Sales and Service Education Training (BASSET) checks, prepares security surveys, monitors local pawn shops, tow yard inspections, finger prints individuals for alcohol business licensing, completes background checks of solicitors and employees of the local school districts, and conducts liquor and tobacco stings.

## 2018 ACCOMPLISHMENTS

### Strategic Plan Goal #4: Community Image & Identity

1. Maintained 5-year average of Part 1 Crime Rate. (Fourth Quarter)  
*Pending. Department is on pace to achieve this as of June 2018.*

### Strategic Plan Goal #5: Effective Governance

1. Four Area Response Team meetings were held in compliance with the ART Program  
*Ongoing. Two have been held as of June.*
2. The SEP Unit conducted 3 tobacco compliance checks at businesses in 2018.  
*Ongoing. Two completed as of June.*
3. The SEP Unit conducted 2 alcohol compliance checks at businesses in 2018.  
*Ongoing. One completed as of June.*
4. The SEP Unit will conduct at least 6 truck enforcement details in 2018.  
*Pending.*
5. The Bike Patrol Unit will be increased by two officers  
*Completed. Two officers were selected, trained, and equipped.*
6. The SEP Unit will conduct monthly traffic enforcement details at schools.  
*Ongoing. These will resume with the next school year.*
7. Two gambling device compliance checks will be conducted.  
*Completed. Compliance checks were completed in August and October.*
8. Participated in active shooter and school lockdown drills.  
*Ongoing. Conducted in each school as requested.*
9. One set of ART Meetings was conducted at an off-site location  
*Completed. ART meetings have been held throughout the community at several locations.*
10. A retail theft and crime prevention education program for businesses will be developed and implemented.  
*Pending. To be completed in the fourth quarter.*
11. A Bicycle Registration Program will be re-implemented at the police department.  
*Completed. An online registration program is now available to residents.*
12. A partnership with the Education and Work Center will be established in which training sessions for residents and stakeholders will be held, and a Spanish language ART Meeting will be held onsite.  
*Ongoing. A Spanish language ART meeting was moved to St. Ansgar due to the larger size of the venue. Training will be completed later in the year after a date has been determined.*

13. The Field Training Program was revised to include the addition of a classroom orientation component, a Community Policing Project for each recruit, and recruit self-evaluation. *Completed. These changes have been implemented for new recruits.*

### **Additional Accomplishments**

- ✓ Two new Assistant Team Leaders were identified and trained.
- ✓ Two new Evidence Technicians were identified and trained.
- ✓ Presented Active Shooter training to schools and businesses.
- ✓ A Spanish language ART Meeting was conducted.
- ✓ A crime reduction strategy was developed and implemented for the Tanglewood area.
- ✓ Hanover Park was named to Neighborhood Scout's Top 100 Safest Cities in America list (#34).
- ✓ Record low Part I crime rate recorded for the Village.
- ✓ New tablet style mobile data terminal computers were installed in squad cars.
- ✓ An updated in-car video system was installed in squad cars.
- ✓ A survey of private video surveillance in Tanglewood was conducted and a list compiled for officers to contact if needed.
- ✓ Six officers were formally trained in honor guard techniques.
- ✓ One sergeant completed the Northwestern University School of Police Staff and Command.

### **2019 BUDGET GOALS**

#### **Strategic Plan Goal #4: Community Image & Identity**

1. Maintain 5-year average of Part 1 Crime Rate. (Fourth Quarter)  
*The Part I Crime Rate for 2019 will fall within the average of the past 5 years' rates.*

#### **Strategic Plan Goal #5: Effective Governance**

1. Four Area Response Team meetings will be held in compliance with the ART Program  
*Fourth Quarter*
2. The SEP Unit will conduct 3 tobacco compliance checks at businesses in 2019.  
*Fourth Quarter*
3. The SEP Unit will conduct 2 alcohol compliance checks at businesses in 2019.  
*Fourth Quarter*
4. The SEP Unit will conduct at least 6 truck enforcement details in 2019, including a focus on the area of Devon Ave and Ontarioville Rd.  
*Fourth Quarter*
5. The SEP Unit will conduct monthly traffic enforcement details at schools.  
*Fourth Quarter*
6. Two gambling device compliance checks will be conducted.  
*Fourth Quarter*
7. Participate in active shooter and school lockdown drills.  
*Fourth Quarter*
8. One set of ART Meetings will be conducted at an off-site location  
*Fourth Quarter*
9. A re-evaluation of the ART meeting format and structure will be conducted.  
*Third Quarter*
10. A feasibility study of a potential Resident Officer Program will be conducted. *Fourth Quarter*

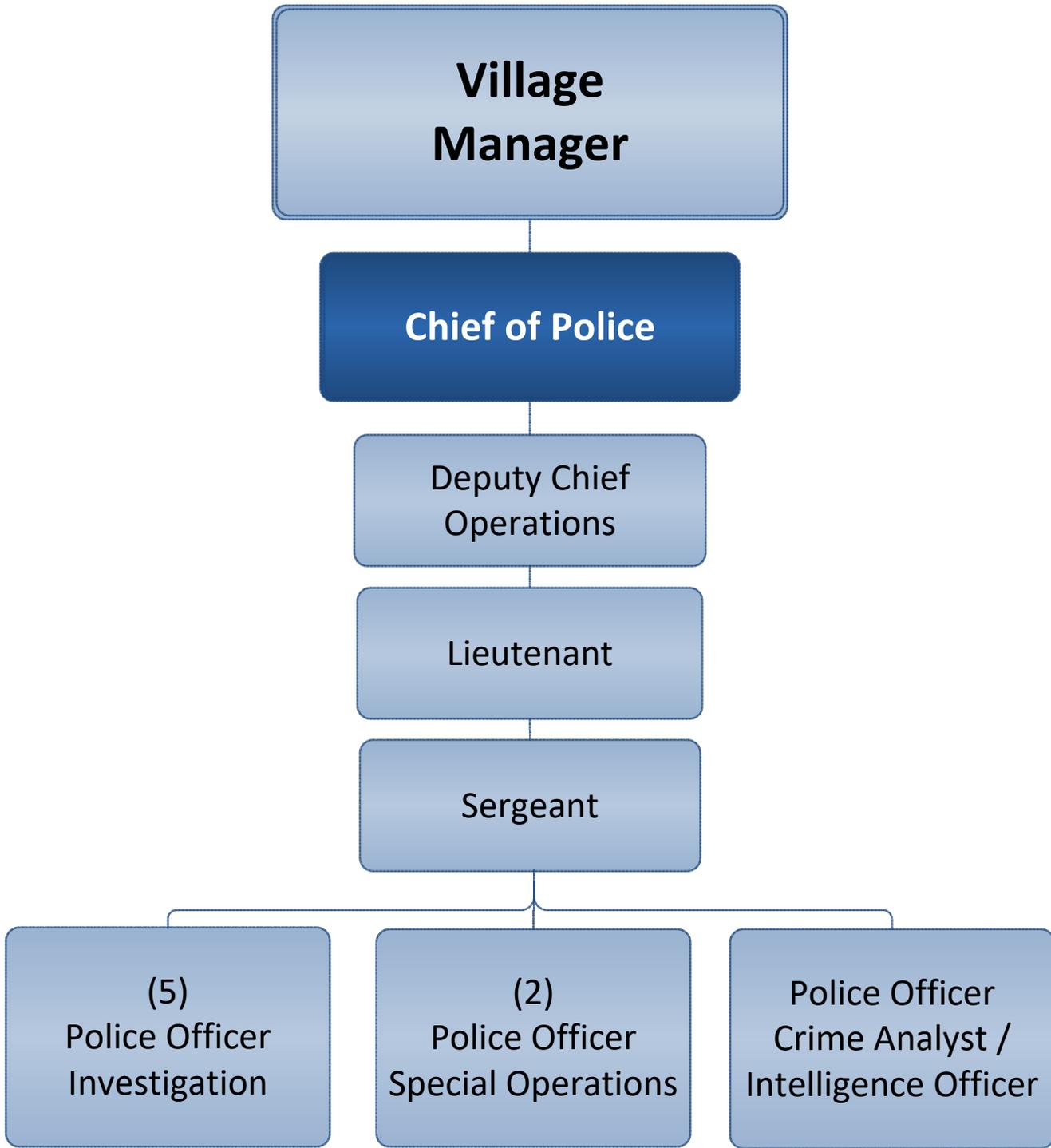
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 8200 - Patrol

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 4,007,865	\$ 3,833,043	\$ 4,041,389	\$ 4,100,038	\$ 4,100,038	\$ 4,114,541
401-412	Salaries - Part - Time	21,034	29,761	25,993	33,981	33,981	30,000
401-421	Overtime Compensation	483,645	446,807	466,115	400,000	350,000	390,000
401-422	Court Appearances	141,123	138,802	145,764	147,000	147,000	147,000
401-423	Holiday Pay	113,447	116,213	120,236	134,498	134,498	138,289
401-429	Employee Incentive	11,459	12,026	12,441	26,950	26,950	12,500
401-441	State Retirement	39,618	32,897	27,820	33,638	33,638	28,454
401-442	Social Security	366,052	342,475	363,207	368,586	368,586	374,192
401-443	Police / Fire Pension	1,509,614	1,634,142	1,678,218	1,778,697	1,778,697	1,895,589
401-444	Employee Insurance	692,366	635,684	715,513	803,522	803,522	873,051
Total Personnel Services		<u>7,386,223</u>	<u>7,221,850</u>	<u>7,596,698</u>	<u>7,826,910</u>	<u>7,776,910</u>	<u>8,003,616</u>
402-413	Memberships / Subscriptions	5,402	6,726	6,292	6,445	6,445	6,905
402-414	Books / Publications / Maps	126	300	289	300	300	300
402-425	Ammunition	2,000	1,500	2,000	2,000	2,000	2,000
402-427	Materials & Supplies	9,226	9,425	11,118	12,248	12,248	11,520
402-431	Uniforms	44,401	32,488	40,319	37,300	37,300	37,300
402-433	Safety & Protective Equipment	4,950	5,000	4,908	5,000	5,000	5,000
402-434	Small Tools	759	1,445	1,270	1,270	1,270	1,270
Total Commodities		<u>66,863</u>	<u>56,884</u>	<u>66,195</u>	<u>64,563</u>	<u>64,563</u>	<u>64,295</u>
403-436	Maintenance Agreements	39,317	32,461	37,848	42,000	42,000	42,000
403-452	Vehicle Maintenance & Replacement	235,916	187,090	148,029	141,267	141,267	148,471
403-471	Schools / Conferences / Meetings	32,264	30,653	39,877	31,161	31,161	31,161
403-472	Transportation	3,642	6,346	3,245	1,125	4,800	4,800
Total Contractual Services		<u>311,139</u>	<u>256,550</u>	<u>229,000</u>	<u>215,553</u>	<u>219,228</u>	<u>226,432</u>
Total Patrol		<u>\$ 7,764,224</u>	<u>\$ 7,535,283</u>	<u>\$ 7,891,893</u>	<u>\$ 8,107,026</u>	<u>\$ 8,060,701</u>	<u>\$ 8,294,343</u>

# 8300 – Special Operations / Investigations



### **PURPOSE STATEMENT**

The primary goal of the Special Operations/Investigation Division is to assist Patrol in the follow-up of cases that require investigative effort beyond the scope of the uniformed officer. The Special Operations/Investigation Division coordinates the resources of the Department to focus on the apprehension of criminals and the recovery of property. The Deputy Chief of Operations is responsible for the goals, objectives and functions of this division.

In conducting formal investigations, the goal of this Division is to aggressively follow up the cases generated by the preliminary investigations of the Patrol Division. A key responsibility of the Investigator is to inform Patrol, Administration, and complainant/victims of their progress in each case. This will assure continuity in all criminal matters handled by the Police Department.

The investigation, resolution, and station adjustment of juvenile offenders with redirection of behavior is another goal of the division.

Investigations will develop and maintain informational files to aid the Patrol Division in directing their efforts.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Special Operations/Investigation Division is responsible for follow-up investigation of crimes referred by constituted authority; gathering, coordinating, and disseminating criminal intelligence to other sections of the Police Department; investigating unusual incidents requiring the specialized skills and knowledge of trained detectives; conducting internal investigations when directed; maintaining a liaison with other investigative agencies/organizations; and effecting investigations of illegal alcohol, drugs and substance.

The coordination of enforcement activities related to the Illinois Juvenile Court Act is the responsibility of the Special Operations/Investigation Division. The Youth Officer assigned in this Division is responsible for administering the various programs aimed at the redirection of the behavior or adjudication of the criminal actions of the youthful offender. These include counseling, referral to social service agencies, station adjustment, and when necessary, petitioning into the juvenile court system.

Analyzing data related to crime and calls for service within the Village. The department Crime Analyst will provide bulletins and reports to various divisions of the department relative to crime trends, officer safety threats, and predictions of future activity.

The recovery of property, preparation of cases, and coordination of prosecution with all facets of the criminal justice system are responsibilities of this Division.

The priority of follow-up investigations is established with regard to community concerns, case solvability, severity of the crime, timeliness of the report, and available resources. To this end, the division is ever alert to detecting unreported criminal activity, such as vice, narcotics and gambling, that might go unnoticed without such effort. An Investigative Aide is assigned to the Investigations Division to assist during investigations and perform certain clerical duties.

## 2018 ACCOMPLISHMENTS

### Strategic Plan Goal #5: Effective Governance

1. Maintained a monthly rotation of one sworn officer into the SOG Unit.  
*Ongoing. Fourth Quarter. One officer per month being assigned to SOG.*
2. Conducted two sex offender checks.  
*Ongoing, Fourth quarter. One check completed as of June.*
3. Hosted a regional training at Police Headquarters on a topic relevant to social media or criminal investigations.  
*Completed. First Quarter. Training hosted in March.*
4. Develop and implement a rotational assignment into investigations.  
*On hold. Second Quarter. Manpower staffing has not permitted this as of June.*
5. Develop an ordinance to require video surveillance at specific businesses.  
*In Progress. Fourth quarter.*
6. Develop a written recruitment plan for the police department.  
*In-Progress. Fourth quarter.*

#### **Additional Accomplishments**

- ✓ Training was conducted for SOG unit members to operate as bike patrol officers.
- ✓ A detective was assigned to supplement SOG staffing for the summer months.
- ✓ Asset forfeiture training for personnel was conducted.

## 2019 BUDGET GOALS

### Strategic Plan Goal #5: Effective Governance

1. Maintain a monthly rotation of one sworn officer into the SOG Unit. *(Fourth Quarter)*
2. Conduct two sex offender checks. *(Fourth Quarter)*
3. Host a regional training at Police Headquarters on a topic relevant to social media or criminal investigations. *(Fourth Quarter)*
4. Provide for a rotational assignment into investigations. *(Second Quarter)*
5. Implement a two-week rotation for SOG officers to the North Central Narcotics Task Force. *(Fourth Quarter)*

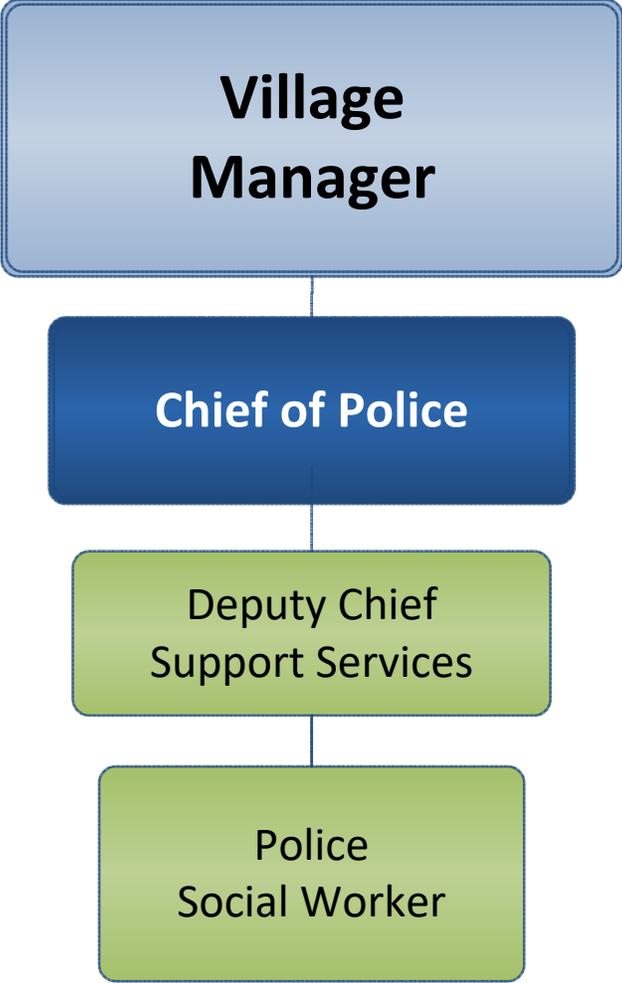
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 8300 - Investigations

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 865,848	\$ 970,823	\$ 985,485	\$ 992,936	\$ 992,936	\$ 1,005,209
401-421	Overtime Compensation	144,990	128,915	165,868	125,000	125,000	125,000
401-422	Court Appearances	29,112	28,220	23,837	28,000	28,000	28,000
401-423	Holiday Pay	22,674	29,222	28,958	29,955	29,955	31,156
401-442	Social Security	79,896	87,612	91,086	89,956	89,956	90,986
401-443	Police / Fire Pension	365,520	316,747	416,991	451,849	451,849	481,544
401-444	Employee Insurance	151,522	160,052	167,225	159,028	159,028	198,370
Total Personnel Services		<u>1,659,562</u>	<u>1,721,591</u>	<u>1,879,451</u>	<u>1,876,724</u>	<u>1,876,724</u>	<u>1,960,265</u>
402-413	Memberships / Subscriptions	22,153	20,938	16,683	26,858	26,858	26,643
402-414	Books / Publications / Maps	100	156	175	175	175	175
402-431	Uniforms	5,072	4,581	4,493	5,700	5,700	5,700
402-434	Small Tools	907	936	722	1,000	1,000	1,000
Total Commodities		<u>28,232</u>	<u>26,611</u>	<u>22,072</u>	<u>33,733</u>	<u>33,733</u>	<u>33,518</u>
403-452	Vehicle Maintenance & Replacement	47,415	47,492	34,525	40,192	40,192	40,100
403-471	Schools / Conferences / Meetings	11,910	9,468	8,532	10,000	10,000	10,000
403-472	Transportation	2,714	2,853	1,801	2,500	2,500	2,500
403-499	Miscellaneous Expense	42	-	44	225	225	225
Total Contractual Services		<u>62,082</u>	<u>59,814</u>	<u>44,901</u>	<u>52,917</u>	<u>52,917</u>	<u>52,825</u>
Total Investigations		<u>\$ 1,749,876</u>	<u>\$ 1,808,016</u>	<u>\$ 1,946,425</u>	<u>\$ 1,963,374</u>	<u>\$ 1,963,374</u>	<u>\$ 2,046,608</u>

# 8400 – Community Services



### **PURPOSE STATEMENT**

The primary goal of the Community Services Division is to provide support services to the other divisions of the Police Department. The Deputy Chief of Support Services is responsible for the goals, objectives and functions of this division. Personnel assigned to Community Services support the Patrol Division by relieving certain patrol and administrative duties. Ancillary services are provided to the Administrative Division in support of its goals and objectives. Social services are provided to the community by this division through the Police Social Worker.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Police Social Worker provides evaluation, short-term counseling and social services referrals to residents of the community both in crisis and non-crisis situations. It also provides marital and family counseling to adults and youths. The Police Social Worker gives support to the patrol division by responding to scenes of crises and major incidents, as well as support to the Hanover Park EMA team as the shelter and welfare liaison. The Police Social Worker assists victims and witnesses of violent crime, elderly victims of crime, victims of domestic and sexual abuse and child victims of crime by locating community based services, providing guidance with the criminal justice process, facilitating transportation and offering other appropriate services and/or referrals. The Police Social Worker provides information and referrals to callers and walk-in clients on issues including, but not limited to, homelessness, basic needs (food, clothing and shelter), financial assistance, housing, legal matters and mental illness. The Police Social Worker acts as an Outreach liaison with community organizations, neighborhood groups and educational institutions regarding topical issues such as substance abuse and child abuse. The Police Social Worker provides in-service training to law enforcement personnel on issues relevant to officers from a social service point of view.

### **2018 ACCOMPLISHMENTS**

#### **Strategic Plan Goal #4: Community Image and Identity**

1. The Police Social Worker will conduct weekly postings on the Department Facebook page  
*Ongoing. Fourth Quarter.*
2. The Police Social Worker participated in the annual Kids at Hope event  
*Completed. Second Quarter. Fair was well received by the community.*
3. The Police Social Worker will coordinate a local Social Workers meeting at the PD.  
*Pending. Third Quarter.*

#### **Strategic Plan Goal #5: Effective Governance**

1. The Police Social Worker will conduct mental health training for new personnel  
*Ongoing. Fourth Quarter. New employees are being trained as they are hired.*
2. The Police Social Worker will identify a mental health/emotional survival for law enforcement training that includes a component for both officers and their families.  
*Completed. Fourth Quarter. Recommendation report submitted.*

#### **Additional Accomplishments**

- ✓ Authored articles for the Hi-Lighter magazine on topics related to mental health.
- ✓ Participated in Mental Health Partnership meetings at the Schaumburg Police Department.
- ✓ Participated in the neighborhood revitalization project in Greenbrook/Tanglewood

- ✓ Served as Violence and Suicide Prevention Task Group Chair for Safe Communities
- ✓ Served on the Special Events Committee (COPS Day and Movie in the Park).
- ✓ Served on the Teen Pregnancy Prevention Project Committee.
- ✓ Developed U-Visa informational section of the PD website.
- ✓ Processed U-Visa applications (3 as of June).

## 2019 BUDGET GOALS

### Strategic Plan Goal #4: Community Image and Identity

1. The Police Social Worker will conduct weekly postings on the Department Facebook page.  
*Fourth Quarter*
2. The Police Social Worker will participate in the annual Kids at Hope event.  
*Second Quarter*
3. The Police Social Worker will coordinate a local Social Workers meeting at the PD.  
*Third Quarter*

### Strategic Plan Goal #5: Effective Governance

1. The Police Social Worker will conduct mental health training for new personnel  
*Fourth Quarter*

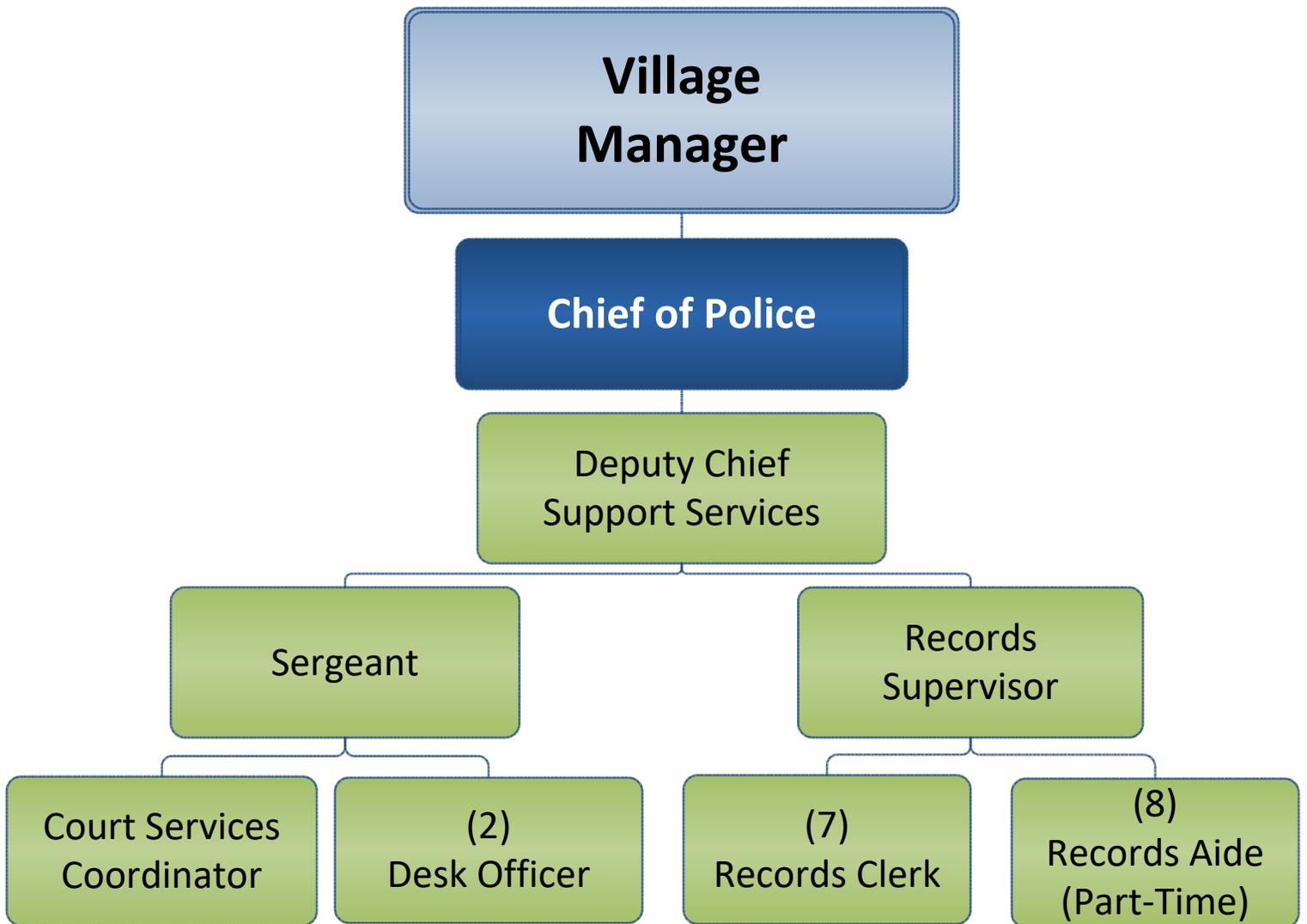
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 8400 - Community Services

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 73,176	\$ 69,997	\$ 71,320	\$ 68,869	\$ 68,869	\$ 74,896
401-421	Overtime Compensation	874	993	868	1,000	2,000	1,000
401-441	State Retirement	9,951	9,938	9,478	9,069	9,069	7,741
401-442	Social Security	5,754	5,301	5,426	5,345	5,345	5,807
401-444	Employee Insurance	6,907	6,581	7,606	8,198	8,198	9,050
Total Personnel Services		<u>96,662</u>	<u>92,810</u>	<u>94,698</u>	<u>92,481</u>	<u>93,481</u>	<u>98,494</u>
402-413	Memberships / Subscriptions	122	60	121	345	345	345
Total Commodities		<u>122</u>	<u>60</u>	<u>121</u>	<u>345</u>	<u>345</u>	<u>345</u>
403-461	Consulting Services	1,855	2,210	2,210	2,200	2,200	2,200
403-471	Schools / Conferences / Meetings	536	883	810	900	900	900
403-499	Miscellaneous Expense	-	-	-	240	240	100
Total Contractual Services		<u>2,391</u>	<u>3,093</u>	<u>3,020</u>	<u>3,340</u>	<u>3,340</u>	<u>3,200</u>
Total Community Services		<u>\$ 99,175</u>	<u>\$ 95,963</u>	<u>\$ 97,839</u>	<u>\$ 96,166</u>	<u>\$ 97,166</u>	<u>\$ 102,039</u>

# 8500 – Staff Services



### **PURPOSE STATEMENT**

The maintenance of a records system that collects crime data and records of operational activities allowing crime conditions and the effects of patrol operations to be systematically retrieved and evaluated. The Deputy Chief of Support Services is responsible for the goals, objectives and functions of this division.

The maintenance of an incident file that contains documentation of all crimes, traffic accidents and non-criminal incidents investigated by the Department and the offenders, victims, witnesses, and complainants associated with them.

To coordinate court services, facilitate citizen entry into the judicial process, liaison to the Cook and DuPage County Court systems, and maintain court case files and records of dispositions.

To operate and control the inventory of all property and evidence that the police department has taken custody of and ensure this property is available for court.

To maintain and improve access and contribution of data to the statewide Law Enforcement Agencies Data System (LEADS).

To ensure that the Department facilities and equipment are maintained and readily available for use.

To assist the other divisions of the Department in their efforts to accomplish the goals of the Department.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

Receiving, indexing, filing and retrieving all police records and case files; maintaining certain administrative records and rosters such as key-holder lists, business roster and the like.

Act as the initial answering point for all incoming calls and visitors to the police department. Handle those capable of and responsible for and refer all others to the appropriate person or office within the Department.

Perform security checks on prisoners at frequent intervals.

Supervision of all part-time clerical staff and receptionists.

Staff Services is responsible for establishing and implementing a program that provides for regular inspection, maintenance, and upgrading of Department facilities and equipment.

The Court Services Coordinator prepares court schedules, attends regular court calls to assist the Village prosecutor, is liaison to both county court systems, monitors and reports on court attendance and case dispositions and assists citizens with filing criminal complaints.

The responsibility for the control and operation of the Property Room, maintaining inventory of all property and evidence, which comes into the possession of the Police Department and maintaining records of the property flow is a function of this division. This property includes evidence, recovered property and department-owned property.

## 2018 ACCOMPLISHMENTS

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Records supervisor will oversee the implementation of the new RMS system and ensure appropriate training is conducted for all personnel.  
*Pending. Fourth quarter. New RMS system was delayed; training expected to commence November 2018.*

### Strategic Plan Goal #5: Effective Governance

1. Department-wide records destruction was completed.  
*Completed. Third Quarter.*
2. A full division meeting will be conducted for all Records personnel.  
*Pending. Fourth quarter. Records Supervisor will organize and conduct a unit meeting for all personnel to discuss issues and improvements.*

### Additional Accomplishments

- ✓ Records supervisor conducted bimonthly CERT training sessions.
- ✓ Added a new field training officer in Records.
- ✓ 3 new Records clerks and 1 new desk officer were recruited and trained.
- ✓ Records Supervisor participated in quarterly DuJIS (new RMS system) meetings and committees.
- ✓ A new backup evidence custodian was trained.
- ✓ A substantial revision to the department evidence and property directive was completed.
- ✓ Records Supervisor assisted with the administration of the RxBox medication disposal program.

## 2019 BUDGET GOALS

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Records supervisor will oversee the implementation of the new RMS system and ensure appropriate training is conducted for all personnel.  
*Fourth quarter. New RMS system will be successfully implemented for all PD staff.*

### Strategic Plan Goal #5: Effective Governance

1. Department-wide records destruction will be completed.  
*Third Quarter*
2. A full division meeting will be conducted for all Records personnel.  
*Fourth quarter. Records Supervisor will organize and conduct a unit meeting for all personnel to discuss issues and improvements.*

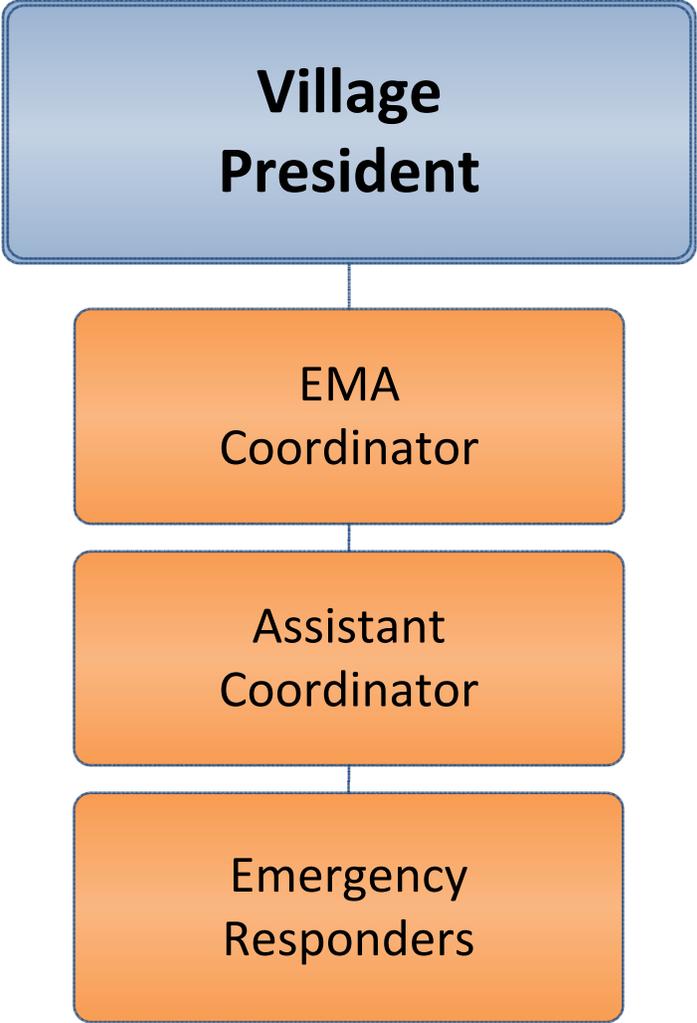
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 8500 - Staff Services

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 473,877	\$ 582,256	\$ 559,906	\$ 524,137	\$ 524,137	\$ 577,182
401-412	Salaries - Part - Time	90,353	90,482	84,407	129,482	129,482	159,469
401-421	Overtime Compensation	24,556	24,534	26,014	18,500	18,500	18,500
401-422	Court Appearances	-	60	-	-	-	-
401-423	Holiday Pay	1,988	3,357	5,200	4,000	4,000	23,323
401-441	State Retirement	49,706	53,142	57,301	59,051	59,051	52,938
401-442	Social Security	45,683	53,774	51,363	51,521	51,521	60,100
401-443	Police / Fire Pension	43,475	43,095	39,448	48,637	48,637	51,834
401-444	Employee Insurance	87,775	95,041	130,126	162,852	162,852	142,195
Total Personnel Services		<u>817,414</u>	<u>945,742</u>	<u>953,765</u>	<u>998,180</u>	<u>998,180</u>	<u>1,085,541</u>
402-411	Office Supplies	4,837	5,295	4,667	5,000	5,000	5,000
402-413	Memberships / Subscriptions	614	600	284	1,050	1,050	715
402-423	Communications Parts	1,699	2,479	932	2,500	1,000	2,500
402-427	Materials & Supplies	6,221	7,516	7,701	6,000	6,000	6,500
402-431	Uniforms	5,066	4,012	4,087	4,000	4,000	4,000
402-435	Evidence	5,000	4,953	4,667	5,000	5,000	5,000
402-436	Photo Supplies	724	1,000	1,190	1,000	1,228	1,000
Total Commodities		<u>24,161</u>	<u>25,855</u>	<u>23,527</u>	<u>24,550</u>	<u>23,278</u>	<u>24,715</u>
403-412	Postage	23,081	30,360	35,269	30,000	35,000	30,000
403-436	Maintenance Agreements	5,455	8,215	5,142	7,500	7,500	6,000
403-451	Equipment Rentals	671,341	668,497	680,208	706,979	706,979	742,534
403-461	Consulting Services	4,097	1,881	3,214	3,000	1,500	3,000
403-470	Binding & Printing	1,032	303	-	1,500	500	500
403-471	Schools / Conferences / Meetings	4,991	3,021	3,957	4,000	4,000	4,000
403-472	Transportation	204	-	-	250	250	250
Total Contractual Services		<u>710,202</u>	<u>712,277</u>	<u>727,790</u>	<u>753,229</u>	<u>755,729</u>	<u>786,284</u>
Total Staff Services		<u>\$ 1,551,776</u>	<u>\$ 1,683,874</u>	<u>\$ 1,705,083</u>	<u>\$ 1,775,959</u>	<u>\$ 1,777,187</u>	<u>\$ 1,896,540</u>

# 8600 – Emergency Management



### **PURPOSE STATEMENT**

The goal of the Hanover Park Emergency Management Agency (EMA) is to coordinate the emergency readiness and disaster preparedness planning of the Village of Hanover Park. This will prepare the Village to respond promptly to save life, protect property and minimize damage when threatened or hit by an extraordinary emergency greater than that normally handled by local fire and police forces. The Deputy Chief of Support Services and the EMA Coordinator (Chief of Police) are responsible for the goals, objectives and functions of this division.

This includes the ability of key Village executives to coordinate the operation of police and fire forces, ambulance, hospitals, medical personnel, radio and television stations and all other people and units able to help under conditions of extraordinary emergency by a predetermined plan. It provides trained volunteers to support the regular forces, particularly in functions not normally performed by existing personnel, such as weather spotters and radiological monitoring.

EMA serves to assure coordination among operating departments of the Village with nongovernmental groups such as hospitals, medical professionals, and with higher and adjacent governments during non-emergency periods to take the lead in community-wide planning and other preparation needed to assure that the Village will be able to conduct coordination of operations should an emergency occur.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Emergency Management Agency provides the establishment of systems to warn the public of peacetime or attack disaster. It provides knowledge and advice to operating departments on the special conditions and operating requirements that would be imposed by extraordinary emergencies. It conducts tests and exercises to give key local officials practice in directing coordinated operations under simulated emergency conditions.

EMA develops and maintains the Village Emergency Operations Plan, outlining what local forces and supporting groups would do in disaster situations. EMA establishes systems for alerting key Village officials, activating Emergency Operating Centers, providing resources to the Police, Fire, and Public Works Departments, and establishing and exercising an Emergency Public Information System.

EMA coordinates welfare groups, developing emergency capabilities to care for people in disasters. It coordinates and participates in training programs for the public on disaster preparedness. It coordinates and maintains relationships with industry to develop support for the Village's emergency plans. It coordinates emergency communications planning and assists in the establishment of mutual aid agreements to provide needed services, equipment or other resources in an emergency.

EMA prepares, submits and justifies the annual Emergency Management's Budget, secures matching funds and other assistance available through preparedness programs and through other federal programs. It prepares the annual program papers and other documents required for federal assistance programs.

### **2018 ACCOMPLISHMENTS**

#### **Strategic Plan Goal #5: Effective Governance**

1. Conduct annual fit test of department-issued gas masks.  
*Pending. Fourth Quarter.*
2. Review and update 2018 NIMS compliance for the Department. *(Fourth Quarter)*  
*Pending. Fourth Quarter.*

3. The EMA Assistant will participate in the Local Emergency Managers' Coalition.  
*Ongoing. Fourth quarter. LEMC meetings are being attended.*
4. The EMA Assistant will obtain "StormReady" recertification for the Village.  
*Pending. Fourth Quarter. Application draft to be submitted later summer 2018.*
5. The EMA Assistant will ensure new officers are trained as weather spotters.  
*Ongoing. First through fourth quarters. New officers being trained as they are hired.*
6. A lockdown drill will be conducted on the Village campus.  
*Pending. Third quarter.*
7. A severe weather drill was conducted on the Village campus.  
*Completed. Second Quarter. Drill conducted April 2018.*
8. A teen CERT class will be conducted.  
*Pending. Fourth Quarter.*
9. The repair and expansion of the Village Emergency Alert System will be initiated and overseen.  
*Ongoing. Fourth Quarter.*
10. Training for all Village employees on the Village Emergency Alert System was conducted.  
*Completed. Training for all Village employees conducted April 2018.*

#### **Additional Accomplishments**

- ✓ CERT training sessions held bi-monthly.
- ✓ Conducted training for CERT members on traffic control and direction, to include St. Ansgar group.
- ✓ Weather spotter refresher conducted for CERT members.
- ✓ New replacement gas masks purchased and personnel trained and outfitted.

### **2019 BUDGET GOALS**

#### **Strategic Plan Goal #5: Effective Governance**

1. Conduct annual fit test of department-issued gas masks. *(Fourth Quarter)*
2. Review and update 2019 NIMS compliance for the Department. *(Fourth Quarter)*
3. The EMA Assistant will participate in the Local Emergency Managers' Coalition. *(Fourth Quarter)*
4. The EMA Assistant will ensure new officers are trained as weather spotters. *(Fourth Quarter)*
5. A lockdown drill will be conducted on the Village campus *(Third Quarter)*
6. A severe weather drill will be conducted on the Village campus *(Second Quarter)*

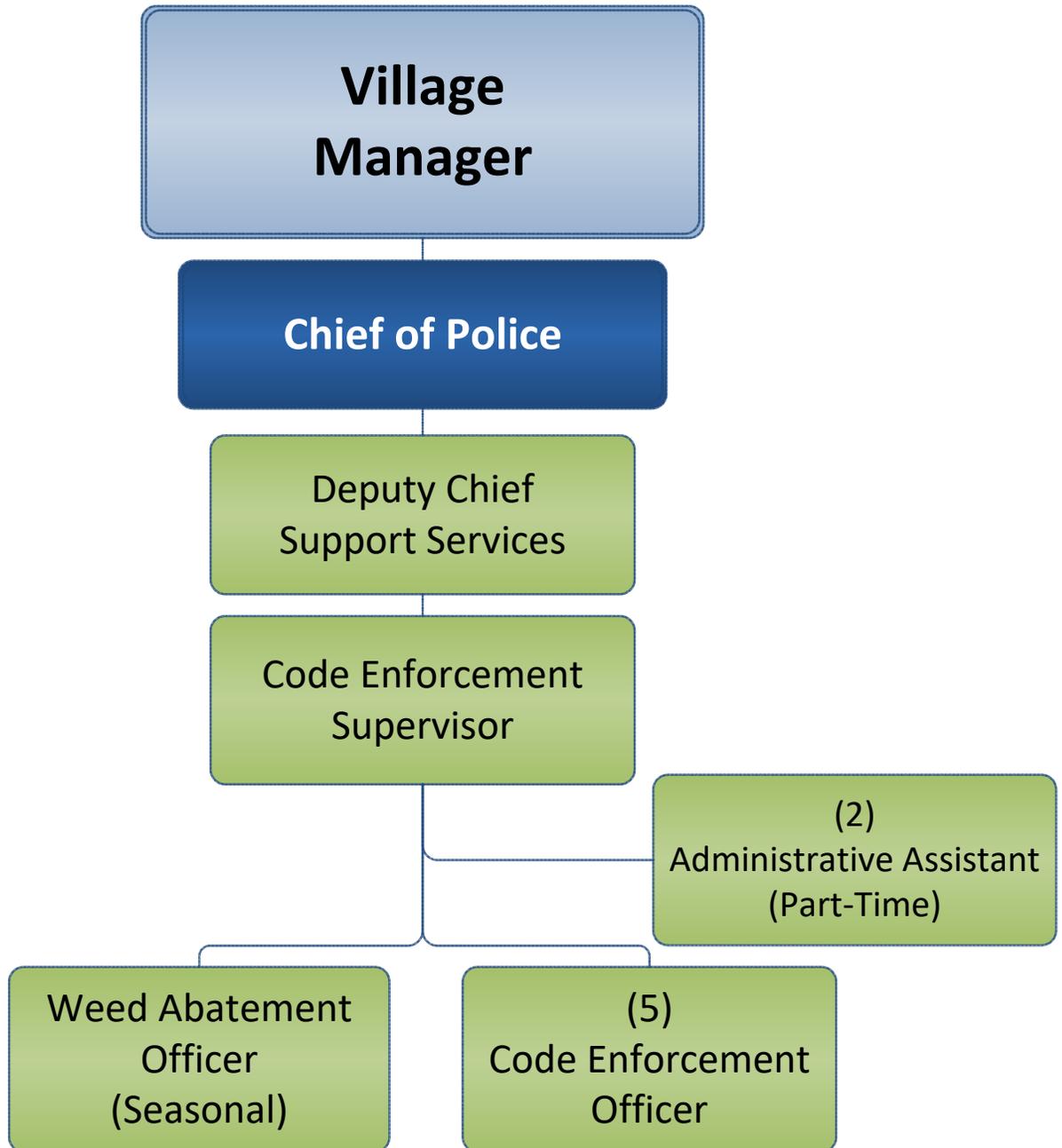
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 8600 - Emergency Services

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
402-413	Memberships / Subscriptions	\$ -	\$ 65	\$ -	\$ 65	\$ 65	\$ 65
402-427	Materials & Supplies	3,697	6,512	5,079	4,019	2,000	4,019
402-431	Uniforms	-	478	-	-	-	-
Total Commodities		<u>3,697</u>	<u>7,055</u>	<u>5,079</u>	<u>4,084</u>	<u>2,065</u>	<u>4,084</u>
403-437	M & R - Other Equipment	4,017	3,297	4,316	4,000	4,000	4,000
403-451	Equipment Rentals	452	-	452	452	452	452
403-471	Schools / Conferences / Meetings	938	1,199	194	1,610	1,610	1,400
403-472	Transportation	91	294	581	200	200	200
Total Contractual Services		<u>5,498</u>	<u>4,790</u>	<u>5,543</u>	<u>6,262</u>	<u>6,262</u>	<u>6,052</u>
Total Emergency Services		<u>\$ 9,196</u>	<u>\$ 11,846</u>	<u>\$ 10,622</u>	<u>\$ 10,346</u>	<u>\$ 8,327</u>	<u>\$ 10,136</u>

# 8700 – Community Policing / Code Enforcement



### **PURPOSE STATEMENT**

The goal of the Code Enforcement Division of the Police Department is to protect public health, safety and welfare. This goal is accomplished by performing health and property maintenance inspections throughout the Village. The purpose of the inspection program is to insure a safe and sanitary environment for rental residential property by enforcing the property maintenance codes adopted by the Village. This division also acts as an enforcement liaison with other Village departments such as the Community Development Department in coordinating efforts and enforcing zoning and property standard regulations.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The functions of the Code Enforcement Division include: inspection for compliance with the Village's rental residential housing code; inspection and investigation of complaints regarding all residential buildings for compliance with property maintenance, health and sanitation codes; advise and provide educational programs in cooperation with other Village departments regarding code requirements to residents, residential property owners and associations.

### **2018 ACCOMPLISHMENTS**

#### **Strategic Plan Goal #4: Community Image and Identity**

1. CEOs will attend each ART meeting and speak on common code enforcement issues.  
*Ongoing. Fourth quarter. CEOs attending each ART meeting.*
2. The Crime Free Multi-Housing Coordinator will develop an online based recertification program for landlords.  
*Pending. Fourth Quarter.*

#### **Strategic Plan Goal #5: Effective Governance**

1. Conduct a bi-annual parking sweep of overnight parking violations.  
*Ongoing. Fourth Quarter. One completed as of June.*
2. Crime Free Multi-housing Coordinator will conduct monthly Crime Free Multi-Housing training sessions.  
*Ongoing. Sessions being conducted as needed.*
3. The Code Enforcement Supervisor will provide for the cross training of a CEO in the Single Unit Rental Residential Process.  
*On hold. Third Quarter. Identified employee left the Village; pending selection of new employee.*
4. A homeowners' association contact sheet with updated information will be developed for each association in the Village. *Ongoing. Fourth Quarter.*

#### **Additional Accomplishments**

- ✓ A new Weed Abatement Officer was recruited and trained.
- ✓ A new full-time CEO was selected and trained.
- ✓ Code Enforcement Supervisor participated in neighborhood improvement project events as committee member (Clean up Green Up Project – Greenbrook/Tanglewood).
- ✓ Partnered with the Hanover Park Park District for a property maintenance compliance review of Park District property.
- ✓ Foreclosed/Vacant property tracking program obtained and new ordinance created.

- ✓ Code Enforcement Supervisor served as Emergency Preparedness Task Group Chair for Safe Communities.
- ✓ Code Enforcement Unit named the Illinois Code Enforcement Association's Agency of the Year.
- ✓ A new ordinance prohibiting growth of foliage through Village structures implemented and enforcement action begun.
- ✓ The ordinance regarding Single Unit Rental Residential fees was updated.
- ✓ A Village hoarding response protocol was developed.
- ✓ Code Supervisor presented with award for volunteering efforts by Hanover Township.

## 2019 BUDGET GOALS

### Strategic Plan Goal #4: Community Image and Identity

1. CEOs will attend each ART meeting and speak on common code enforcement issues.  
*(Fourth Quarter)*
2. The Code Enforcement Unit will manage the vacant foreclosed property database system.  
*(Fourth Quarter)*

### Strategic Plan Goal #5: Effective Governance

2. Conduct a bi-annual parking sweep of overnight parking violations. *(Fourth Quarter)*
2. Crime Free Multi-housing Coordinator will conduct monthly Crime Free Multi-Housing training sessions. *(Third Quarter)*
4. The Code Enforcement Unit will develop a protocol to identify previously unknown landlords in the Village. *(Fourth Quarter)*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

Department 8700 - Code Enforcement

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 288,410	\$ 256,689	\$ 321,406	\$ 306,310	\$ 306,310	\$ 322,631
401-412	Salaries - Part - Time	27,415	50,695	44,959	54,466	54,466	55,000
401-421	Overtime Compensation	20,483	17,267	15,509	11,000	15,000	11,000
401-422	Court Appearances	73	-	-	-	-	-
401-423	Holiday Pay	-	-	-	-	-	10,712
401-441	State Retirement	42,457	39,100	43,862	41,809	41,809	35,910
401-442	Social Security	26,924	25,201	29,082	28,808	28,808	31,669
401-444	Employee Insurance	49,231	28,022	67,760	77,006	77,006	73,246
Total Personnel Services		<u>454,994</u>	<u>416,975</u>	<u>522,579</u>	<u>519,399</u>	<u>523,399</u>	<u>540,168</u>
402-411	Office Supplies	376	935	690	1,000	1,000	900
402-413	Memberships / Subscriptions	200	164	150	210	210	240
402-414	Books / Publications / Maps	98	100	97	100	100	100
402-431	Uniforms	2,434	5,013	2,473	2,500	2,500	2,500
402-434	Small Tools	25	510	325	550	550	300
402-436	Photo Supplies	50	-	-	-	-	-
402-499	Miscellaneous Expense	144	370	-	-	-	-
Total Commodities		<u>3,326</u>	<u>7,092</u>	<u>3,735</u>	<u>4,360</u>	<u>4,360</u>	<u>4,040</u>
403-436	Maintenance Agreements	7,651	4,210	8,878	7,500	7,500	7,500
403-452	Vehicle Maintenance & Replacement	25,768	25,768	-	-	-	-
403-461	Consulting Services	-	-	-	400	400	400
403-470	Binding & Printing	500	410	247	500	500	500
403-471	Schools / Conferences / Meetings	1,712	1,660	2,062	1,870	1,870	1,870
Total Contractual Services		<u>35,631</u>	<u>32,048</u>	<u>11,186</u>	<u>10,270</u>	<u>10,270</u>	<u>10,270</u>
Total Code Enforcement		<u>\$ 493,951</u>	<u>\$ 456,115</u>	<u>\$ 537,500</u>	<u>\$ 534,029</u>	<u>\$ 538,029</u>	<u>\$ 554,478</u>

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# COMMUNITY DEVELOPMENT DEPARTMENT

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## Cost Control Centers

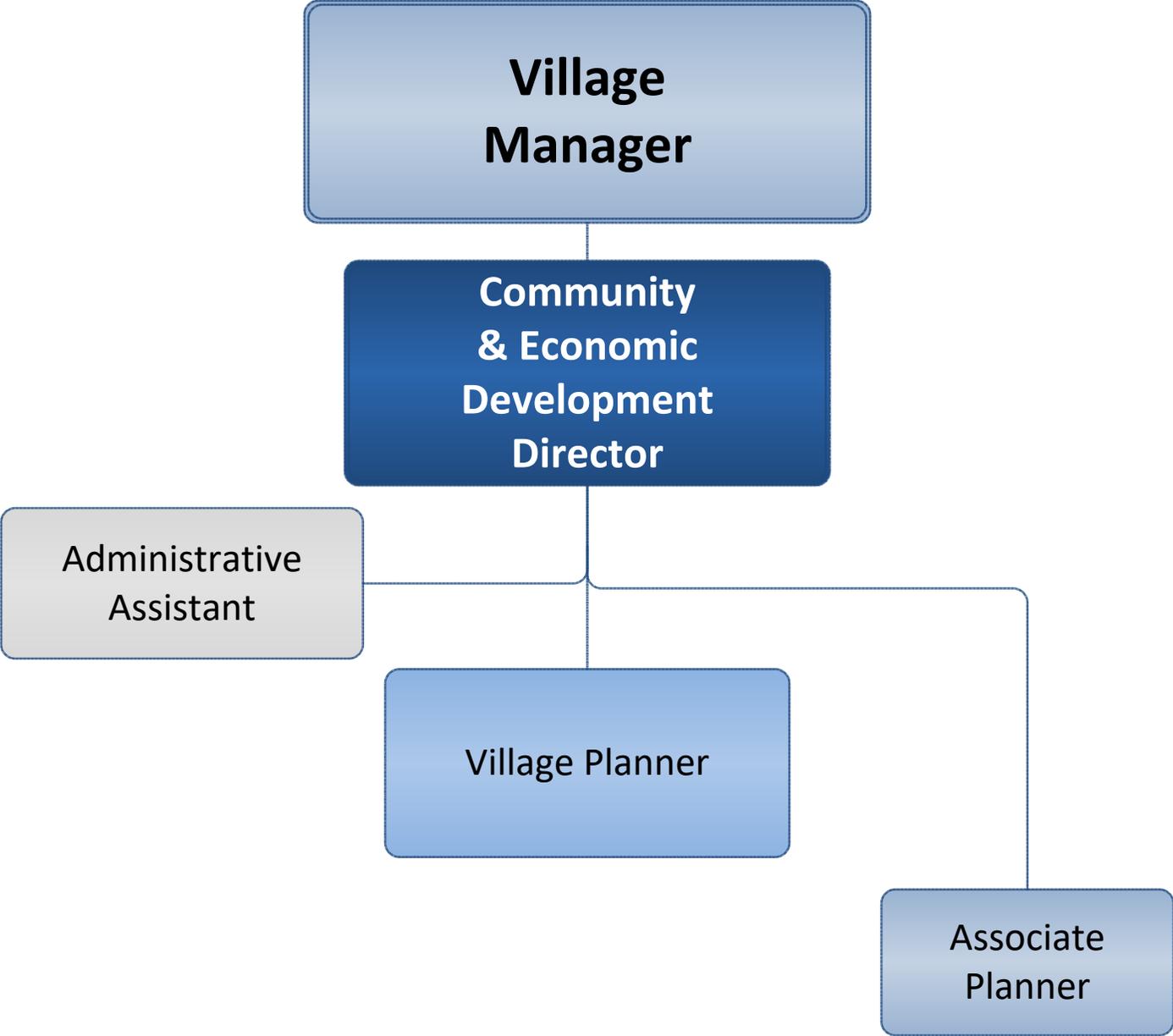
**Economic Development**

**9200**

# Organization of the Community Development Department



# 9200 – Economic Development



### **PURPOSE STATEMENT**

The goal of the Department of Community & Economic Development is to promote the use and development of land in a manner consistent with the goals and policies of the Hanover Park Comprehensive Plan. The Department works to encourage development that is safe, sustainable, and serves the needs and desires of residents. They promote economic growth by encouraging the retention and expansion of existing businesses and developments, as well as attracting new businesses and developments to the Village. These economic development efforts lead to the establishment of a solid, diversified tax base, increased property values, and an enhanced community image. Vital steps to achieving this goal include a thorough evaluation of new projects and careful long-range planning.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Department of Community & Economic Development's responsibilities include reviewing plans for proposed developments, administering land use regulations, long-range planning, managing and administering the Village's TIF Districts, and promoting investment in Hanover Park through targeted economic development work. Responsibilities include providing technical assistance to the Development Commission, CONECT Committee, Historic Commission and the Development Review Committee.

Planning and zoning administration are major functions of the Department of Community & Economic Development. All proposals for commercial, industrial, and residential development are reviewed for compliance with Village's municipal code, specifically for the zoning and subdivision requirements. New development proposals are taken to the internal Development Review Committee for conceptual site plan review, and consideration of public and fire safety concerns. If a proposal requires development review by the Development Commission, the Staff coordinates a public hearing and provides analysis and recommendations along with Findings of Fact. Following the public hearing, cases are forwarded to the Village Board for consideration and final decision. Staff works closely with developers, architects, and property owners throughout this process.

Long-range planning activities include creation of redevelopment plans, evaluating projects and proposals, and periodic updating of the Comprehensive Plan, Zoning Ordinance, Subdivision Regulations, and Sign Code. Specifically, the Department of Community and Economic Development coordinates the following programs and activities on an ongoing basis:

1. Maintaining, updating, and revising marketing materials which promote business and industrial development and opportunities in Hanover Park. Information includes Demographics, Available Commercial and Industrial Properties, and the top 15 Employer list, all of which are periodically updated.
2. Encouraging further development and redevelopment in existing industrial and commercial areas, including Turnberry Lakes, Hanover Corporate Center, Greenbrook Plaza, Hanover Square, Westview Center, Church Street Station, and major commercial corridors. Staff continues to work closely with industrial and commercial property representatives to ensure continued success.

3. Attending various professional workshops and training seminars to obtain legislative updates, learn best practices, further technical skills, and maintain professional certification.
4. Providing summary of economic development contacts on a regular basis. These summaries are included in the weekly Community Development update.

The Department of Community & Economic Development is responsible for the Village's economic development and marketing program. Components of the marketing program include participation at trade shows, networking with real estate and development professionals, responding to inquiries and leads of businesses wishing to locate in the Village, and promoting the Village through press releases and articles in trade publications. Additionally, staff maintains a database of properties available for lease or sale, and also a directory of existing businesses.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Number of Full Time Employees	3	3	3	3	3
Number of Part Time Employees	-	0	0	1	1
Number of Full Time Employees Per 1,000 Population	0.08	0.077	0.08	0.077	0.077
Development Applications	3	3	4	7	5
Zoning Text Amendments	1	5	0	0	2****
Redevelopment Agreements (Amendments)	1	1*	1**	1***	
Total Expenditures	\$340,124	\$381,539	\$363,598	\$387,355	\$382,423
Cost of Services Per Capita	\$8.95	\$8.95	\$8.95		

\* Hanover Square Redevelopment Agreement

\*\* 900 Irving Park Road Redevelopment Agreement (drafted)

\*\*\* 900 Irving Park RDA (Adopted)

\*\*\*\* Code updates: Signage, Development Commission Voting Procedures, Solar Energy Systems

## 2018 ACCOMPLISHMENTS

### Strategic Plan Goal #1: Financial Health

1. Continued conducting Business Retention Visits and obtain Surveys of employers in town to improve the business environment and address any major issues that are identified in the process.  
*Ongoing. First through fourth quarters. Staff, along with the Mayor and a trustee, meet with businesses as a pro-active measure of business concerns, and continues to solicit Business Retention Surveys. Staff actively works on addressing issues identified in the survey or visits.*
2. Assisted in recruiting businesses in existing vacant commercial and industrial buildings to reduce vacancy and enhance revenue.  
*Ongoing. Due to proactive recruitment efforts, Retail vacancy rates have dropped significantly over the past 5 years (from 20% in 2013 to less than 6% in 2018). Staff participates in various networking and deal-making events year-round, hosted by the International Council of Shopping Center (ICSC). This year the Village took a leadership role in creation of the Access O'Hare West marketing group which is comprised of 10 communities along the IL-390 corridor. Together, the*

group prepared marketing materials and staffed a booth at the Las Vegas ICSC Show and the ICSC Chicago Fall Deal-making event, cutting costs for each community.

3. Continued research and submitted for applicable grant programs to address needs as established.

*Accomplished and ongoing. First through fourth quarters. Assisted in providing information to various departments and agencies in preparation of grant applications. Examples include: Opportunity Zones, RTA for CMAQ, Habitat for Humanity, HOME, Governor's Hometown Award.*

## Strategic Plan Goal #2: Focused Economic Development & Redevelopment

1. Market major development sites including the NW and SW corners of Lake and Gary; NW corner of Church and Lake, NW corner of Lake and Barrington Roads, as well as the Village Center area.

*Ongoing:*

*Village Center Area:*

- *New carwash approved on Village-owned property*
- *Mixed-use development proposed for NW corner of Church and Lake*
- *Lake and Barrington - Property promoted to several developers*
- *Property acquired and streetscape project under way*

*Lake and Gary:*

- *NW corner: Worked with owner and broker to finalize a master developer for the site.*
- *SW corner: Actively promoted site for retail, restaurant and hospitality uses*

*Attended Select Chicago program meeting regarding what municipalities can do to attract foreign investment as an economic development tool.*

*Attend International Council of Shopping Center (ICSC) events to work with retailers, developers, and realtors.*

2. Actively researched and promoted development opportunities in the Village Center and Irving Park Corridor planning areas.

*Ongoing. First through further quarters. Marketing at the 2018 ICSC Las Vegas show focused on recruitment of key development sites for restaurants and downtown mixed-use housing/retail. Staff worked with leasing agents to recruit several new tenants in the Hanover Square Shopping Center. The EWC lease was renewed. Staff also focused on the properties in the northwest quadrant of Lake Street and Barrington Road, as well as Village-owned properties on Lake Street. New car wash was approved on Village-owned property, which will help increase EAV. Mixed use development proposed at Church and Lake.*

*Coordinated with consultants to implement the Village Center/TOD Plan which was updated in 2017. Streetscape improvements are being designed for implementation and additional properties have been acquired per the plan as well.*

*Continued promotion of Village Center Plan, Elgin O'Hare Expressway Boulevard Extension, Irving Park Corridor and available properties in the area. These areas were specifically marketed at the ICSC National Convention as well as regional events.*

*Senior Housing development at 900 Irving Park Road is under construction. Country Style Donuts opened at 1519 Irving Park.*

*Staff also worked with several businesses, including restaurants, to recruit them into locating at existing available vacant sites. Additionally, assisting Menards with their expansion to the east. (First through fourth quarters)*

3. Attended and/or hosted real estate and business developer and tenant events showcasing businesses within the Village.

*Ongoing. First through fourth quarters. Participated in a joint booth with 4 other communities and scheduled meetings with real estate brokers, developers and property owners. Also provided customized information and tours to various developers and brokers interested in specific properties or end users. Attended Retail Deal-making, as well as other development focused events. Department programming includes monitoring available properties and posting real estate listing brochures on the Village Website, participation in national and regional Commercial Broker luncheons and meetings, answering developer inquiries and conducting tours of Hanover Park. Staff also attends various Chamber events to network with local realtors and promote the community.*

4. Assisted with overseeing completion of Hanover Square Shopping Center renovation along with other tasks per Redevelopment Agreement.

*Ongoing. First through fourth quarters. Staff holds a weekly meeting with the leasing agent, property managers, and various departments engaged in the maintenance and leasing of the center. Several leases have been renewed and new tenants have been recruited, with a few potential tenants awaiting lease finalization. Physical improvements to the Center include new roof over Dino's and Family Dollar and installation of landscaping. Community Development staff actively markets the leasable spaces at the retail trade shows which has led to positive discussions.*

5. Oversaw and encouraged development and redevelopment in all TIF Areas (3, 4 and 5). Accomplished and Ongoing. First through fourth quarters.

*TIF #3:*

- *Assisted in the extension of the life of the TIF District by 12 years. All taxing bodies have supported the extension.*
- *Staff met with developers and property owners of key properties in the Village Center area to encourage development and connected potential end users with sellers.*
- *Continued promotion of Village Center Plan, Elgin O'Hare Expressway Boulevard Extension, and available properties in the TIF 3 area*
- *Staff is assisting with ongoing redevelopment of the Hanover Square Shopping Center.*
- *A development proposal is under review for a mixed-use project on the seven-acre property at Church and Lake. The developer is interested in constructing market rate apartments with a commercial pad on the hard corner.*
- *Coordinating with consultant regarding the redevelopment of the recently purchased Reis properties in the Village Center for public use.*
- *The Village Center/ Ontarioville Streetscape Design project is underway. Concept plans were shared with the Village Board in June.*
- *2020 Lake Street – Coordinated review and approval of a Carwash, followed by sale of Village-owned property. EverClean Car Wash is under construction.*

*TIF #4:*

- *Recruited and coordinated with restaurant user for the Village-owned land at 1311 Irving Park Road (former Corfu restaurant) – but applicant withdrew.*
- *Participated in Cook County hearings for a 7c Application incentive, which has been approved for Country Style Donuts*
- *Assisting and coordinating a PUD amendment and Plat of Subdivision to enable a significant expansion of Menard's warehouse.*

*TIF #5:*

- *Staff has also continued promoting available property in the TIF 5 area.*
- *900 Irving Park Road - The first phase of the Verandah Senior Housing Community is under construction and pre-sales are strong. The proposed development will improve the property with a new vibrant, \$40 million mixed-use community.*

6. Recruited new restaurant businesses to diversify our local economy with new incentive program.

*Ongoing. An incentive program has been prepared and will be presented to the Village Board for consideration. It seeks to provide a sales tax rebate to sit-down table-service restaurants with several criteria for eligibility and funding.*

### **Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

1. Implemented infrastructure, land use, and development recommendations from the Village Center and Transit Oriented Development (TOD) Plan.

*Ongoing. First through fourth quarters. Coordinating with consultants and various departments to implement the Village Center Plan update of 2017, by taking it to the next phase of detailed design development. As part of this, additional key properties have been purchased in the Village Center area, and a Streetscape improvement project is underway, which will include design and construction of various pedestrian and public comfort amenities as well as landscape improvements. Additionally, staff continues to participate in and provide information for meetings with IDOT, the Tollway Authority for the roadway extension of the Elgin O'Hare Expressway.*

2. Implemented infrastructure, land use, and development recommendations from the Irving Park Road Corridor Study where practical.

*Ongoing. First through fourth quarters. Recommendations from the study were incorporated in the review and approval of the senior housing project for any improvements along the right of way. These private sector improvements are under construction now. Staff has also provided significant feedback to Menards, based on the study's recommendations, as part of review of their expansion request.*

### **Strategic Plan Goal #4: Community Image & Identity**

1. Coordinated recruitment of qualified individuals for the Historic Preservation Commission.  
*Ongoing. First through fourth quarters. Newsletter articles have been published to solicit qualified candidates for the Historic Commission. The Village code was amended in August 2017 to create a Historic Commission to advance the preservation and historic aspects of the Village.*

2. Continued Zoning Code update as needed.

*Accomplished and ongoing. Sign Code update completed. The Zoning Code was amended to permit solar energy systems as an accessory use in all zoning districts; with this update, the Village has applied for Gold Designation by SolSmart. Another Zoning Code text amendment was completed for Development Commission meetings and voting requirements. Staff is working with the Turnberry Lakes International Business Park Association regarding two requests to amend the Park Covenants. Staff has also begun research for several other potential amendments to streamline processes and encourage development.*

3. Implemented signage regulations balancing the Village's overall goals with the needs of the business community following adoption of updated regulations.  
*Ongoing. First through fourth quarters. The Municipal Code has been amended regarding signage regulations, in order to balance the business community's needs with the Village's vision. Community Development staff consistently evaluates the Zoning Code to ensure that our regulations are fair, equitable and updated. The new regulations will be implemented through review and approval of future permit applications.*
4. Assisted in the implementation of current Zoning and Sign Codes through timely review of building and sign applications and processing of development applications.  
*Ongoing. First through fourth quarters. Community Development staff reviews all building permits for compliance with the Zoning and Sign Codes.*
5. Initiated implementation of recommendations from the Homes for a Changing Region housing study.  
*Ongoing. First through fourth quarters. 27 new townhomes have been approved with the Habitat for Humanity's application at Greenbrook Court, which will provide well-designed new units, consistent with recommendations of adopted studies. Staff continues to proactively market vacant properties in the Village Center area and is working with a developer for provision of market rate, 'move-up' housing units. Meetings are regularly held with developers for various sites ripe for residential development. Staff has also initiated research for potential code changes regarding zoning requirements, consistent with the recommendations of the study.*

#### Strategic Plan Goal #5: Effective Governance

1. Training and continuing education for Director, Planner and Administrative Secretary to maintain current professional capacities and certifications and further zoning and economic development knowledge and skills.  
*Ongoing. Community Development staff attends a wide variety of seminars and webinars to stay current in planning and development trends. Both the Director and Planner attend ICSC, APA and Economic Development meetings/events to stay connected to best practice strategies.*

#### Additional Accomplishments in 2018

1. 1850 Army Trail Road – Neehee's expansion was approved and the restaurant is under construction.
2. 1900 Army Train Road – Suburban Medical & Wellness Center expanded the building and opened in 2018.
3. MWRD Property - A lease was executed with MWRD and Cricket International for Cricket fields at the recreation complex on Barrington Road. Land Planning is underway for a 2019 season.
4. Greenbrook Tanglewood Neighborhood Restoration – several projects are underway to support investment and empower residents to work together in this neighborhood:
  - Habitat for Humanity of DuPage County received subdivision approval of the vacant 3.71 acres at Greenbrook Court, Court J to construct 27 new market rate townhomes
  - Habitat: Neighborhood Revitalization Core Committee: This is a grass-roots level revitalization effort, where various community organizations have partnered with Habitat to spur re-investment and assist residents. The goal of this 4-year program is to increase home-ownership, stabilize the neighborhood and increase the level of investment. Habitat's role will be ending in 2018, and they are training residents to

*become leaders and enable them to continue the work moving forward. The Village is working with Habitat for Humanity on cleanup of the neighborhood, youth leadership training, Let's Make a Difference Day programming, and Back-to School Resource Fair. The work has benefited from several grants and corporate sponsorships.*

- *A single-family home was built by Habitat on Farnham Ct. and sold in July 2018.*
  - *Greenbrook Court Reconstruction: The Village was awarded a CDBG grant from DuPage County to fund the infrastructure improvements including new utility lines and pavement. The work will be completed in advance of the 27 new townhomes approved for Habitat by Humanity at Greenbrook Court and Court J.*
  - *The Greenbrook Tanglewood Home Owners Association received approval for Club House renovations and parking improvements.*
  - *Urban Land Institute (ULI) Award has chosen the Greenbrook Tanglewood Neighborhood Revitalization plan as 2018 Vision Award winner. Information is online here. The Plan focuses on four areas: Housing, Family and Education, Clean-up/Green-Up, Jobs and Economic Development.*
5. *Community Development Staff partnered with WBDC, ACCION, and the EWC to co-host the third annual Hanover Park Small Business Workshop. The format and location of the event was modified this year based on feedback and to make the workshop more meaningful for our small businesses.*
6. *Staff, in partnership with four other communities continued to finalize the formation and launching of the "Next Level Northwest Business Accelerator". Business coaches and mentors have been identified, website established, and selection panels have been identified in each community in order to hold the first round of competitive presentations for selection. This group will assist Stage-II businesses that are looking to grow or expand their operations and need the technical expertise to reach their full potential. This organization will help give our business community an advantage by offering a level of service that cannot be found anywhere outside of Chicago, to assist in retaining medium size businesses.*
7. *Astor Avenue – No Cash Bid: The Village acquired 6 vacant lots on Astor Ave. through Cook County's "No Cash Bid process", which allows municipalities to acquire properties with delinquent taxes at no cost (except legal fees). The Village has previously acquired one property off of Irving Park Road and another at Walnut and Barrington through the same process.*
8. *Community Development Staff is continuing to work with the Bartlett Area Chamber of Commerce to help promote the business community. Director Govind sits on the Board of Directors for the Chamber to ensure that the Village of Hanover Park is equally represented.*
9. *Director Govind continued serving on the Housing and Community Development Committee of the Metropolitan Mayors Caucus and the DuPage Mayors and Managers Intergovernmental Planning Committee, the Bartlett Chamber of Commerce Board, and the Regional Workforce Development Forum. Additionally, she was appointed to the following:*
- *DuPage County Community Development Commission*
  - *CMAAP's GO TO 2050 Plan - Municipal Capacity Resource Task Force*
  - *Harper College's Master Plan Community Task Force*

## 2019 BUDGET GOALS

### Strategic Plan Goal #1: Financial Health

1. Continue conducting Business Retention Visits and collecting Surveys from local businesses to improve the business environment and address any major issues that are identified in the process. (First through fourth quarters)
2. Assist in recruiting businesses in existing vacant commercial and industrial buildings to reduce vacancy and enhance revenue.
3. Update the on-line Business Directory to provide information on local businesses.  
*Ongoing – Use new technology to upload updates of the Employer Directory on a monthly basis.*
4. Continue the Shop Hanover Park program, with coupons, information, and events. (First through fourth quarters)
5. Continue research and submit for applicable grant programs to address needs as established. (First through fourth quarters)

### Strategic Plan Goal #2: Focused Economic Development & Redevelopment

1. Market major development sites including the NW and SW corners of Lake and Gary; NW corner of Church and Lake, NW corner of Lake and Barrington Roads, as well as the Village Center area.
2. Actively research and promote development opportunities in the Village Center and Irving Park Corridor planning areas. (First through fourth quarters)
3. Update on-line database of all available sites and upload on Village website.
4. Attend and/or host real estate and business developer and tenant events showcasing business within the Village. (First through fourth quarters)
5. Assist with overseeing completion of Hanover Square Shopping Center renovation along with other tasks per Redevelopment Agreement. (First through fourth quarters)
6. Oversee and encourage development and redevelopment in all TIF Areas (3, 4 and 5). (First through fourth quarters)
7. Recruit new restaurant businesses to diversify our local economy with new incentive program.

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Implement infrastructure, land use, and development recommendations from the Village Center and Transit Oriented Development (TOD) Plan. (First through fourth quarters)
2. Implement infrastructure, land use, and development recommendations from the Irving Park Road Corridor Study where practical. (First through fourth quarters)

### Strategic Plan Goal #4: Community Image & Identity

1. Coordinate recruitment of qualified individuals for the Historic Preservation Commission. (First through fourth quarter)
2. Continue Zoning Code update. (First through fourth quarters)
3. Implement signage regulations balancing the Village's overall goals with the needs of the business community – following adoption of updated regulations. (First through fourth quarters)

4. Assist in the implementation of current zoning and sign codes through timely review of building and sign applications and processing of development applications. (First through fourth quarters)
5. Initiate implementation of recommendations from the Homes for a Changing Region housing study. (First through fourth quarters)

#### **Strategic Plan Goal #5: Effective Governance**

1. Provide up-to-date information regarding demographics, regulations, and development potential on the Village website. (First through fourth quarters)
2. Training and continuing education for Director, Planner, Associate Planner and Administrative Secretary to maintain current professional capacities and certifications and further zoning and economic development knowledge and skills. (First through fourth quarters)

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 010 - General Fund

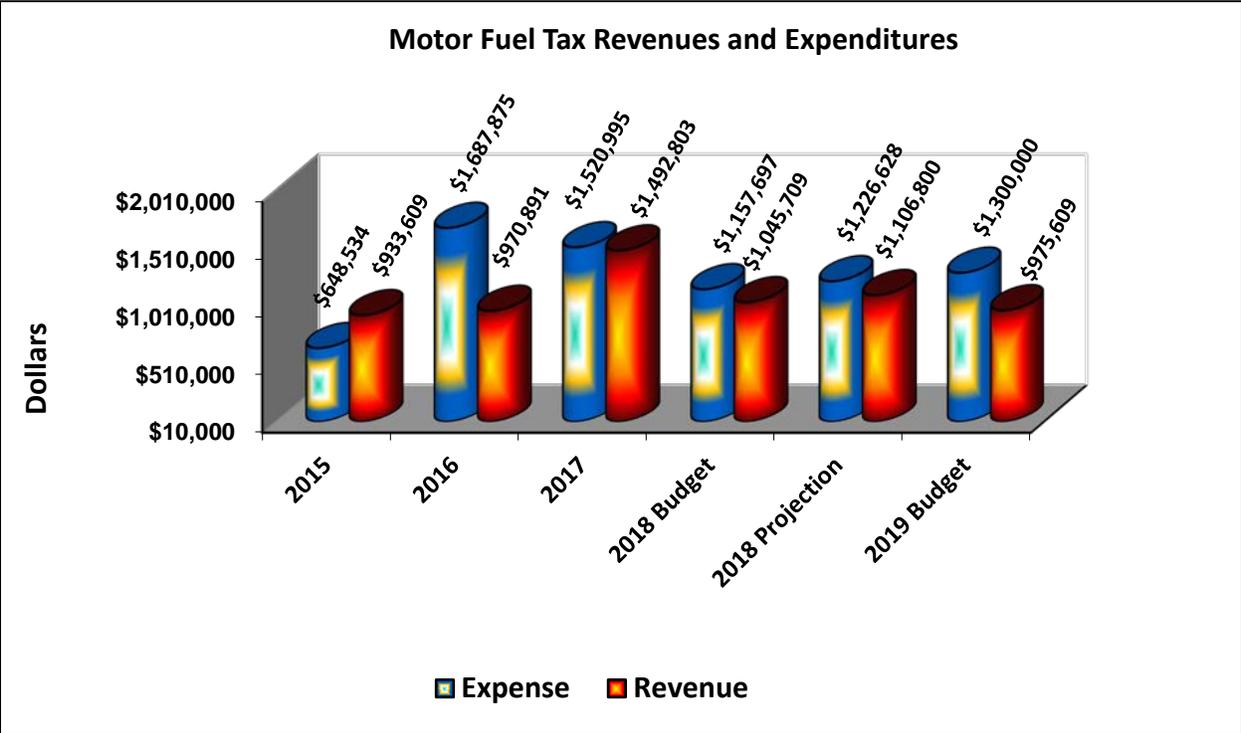
Department 9200 - Economic Development

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 203,674	\$ 226,410	\$ 222,458	\$ 235,990	\$ 222,918	\$ 299,722
401-412	Salaries - Part - Time	6,292	8,545	9,662	12,378	12,378	-
401-421	Overtime Compensation	7,429	11,171	6,947	11,000	11,000	5,000
401-441	State Retirement	28,436	33,724	30,816	32,565	32,565	32,092
401-442	Social Security	17,094	19,046	18,600	20,140	20,140	25,066
401-444	Employee Insurance	24,619	15,094	20,208	21,739	21,739	60,304
Total Personnel Services		<u>287,543</u>	<u>313,989</u>	<u>308,692</u>	<u>333,812</u>	<u>320,740</u>	<u>422,184</u>
402-411	Office Supplies	1,254	1,172	996	1,000	1,000	1,000
402-413	Memberships / Subscriptions	1,836	2,276	16,507	17,171	16,786	16,685
402-414	Books / Publications / Maps	-	-	-	200	200	-
Total Commodities		<u>3,090</u>	<u>3,448</u>	<u>17,503</u>	<u>18,371</u>	<u>17,986</u>	<u>17,685</u>
403-412	Postage	12,731	11,465	12,236	800	800	800
403-417	Tax Incentive Payments	2,675,396	2,427,737	2,444,429	2,120,000	2,300,000	2,125,000
403-436	Maintenance Agreements	1,702	2,189	1,904	1,600	2,296	2,273
403-452	Vehicle Maintenance & Replacement	4,000	4,000	3,750	3,400	3,400	3,400
403-461	Consulting Services	777	12,219	17,972	7,500	35,157	10,000
403-470	Binding & Printing	14,982	15,597	14,130	2,000	2,000	1,000
403-471	Schools / Conferences / Meetings	5,844	9,844	9,131	11,450	11,799	12,200
403-472	Transportation	1,910	2,796	1,581	3,674	3,388	3,725
403-491	Special Events	-	-	457	750	750	750
Total Contractual Services		<u>2,717,340</u>	<u>2,485,847</u>	<u>2,505,589</u>	<u>2,151,174</u>	<u>2,359,590</u>	<u>2,159,148</u>
Total Economic Development		<u>\$ 3,007,973</u>	<u>\$ 2,803,285</u>	<u>\$ 2,831,784</u>	<u>\$ 2,503,357</u>	<u>\$ 2,698,316</u>	<u>\$ 2,599,017</u>

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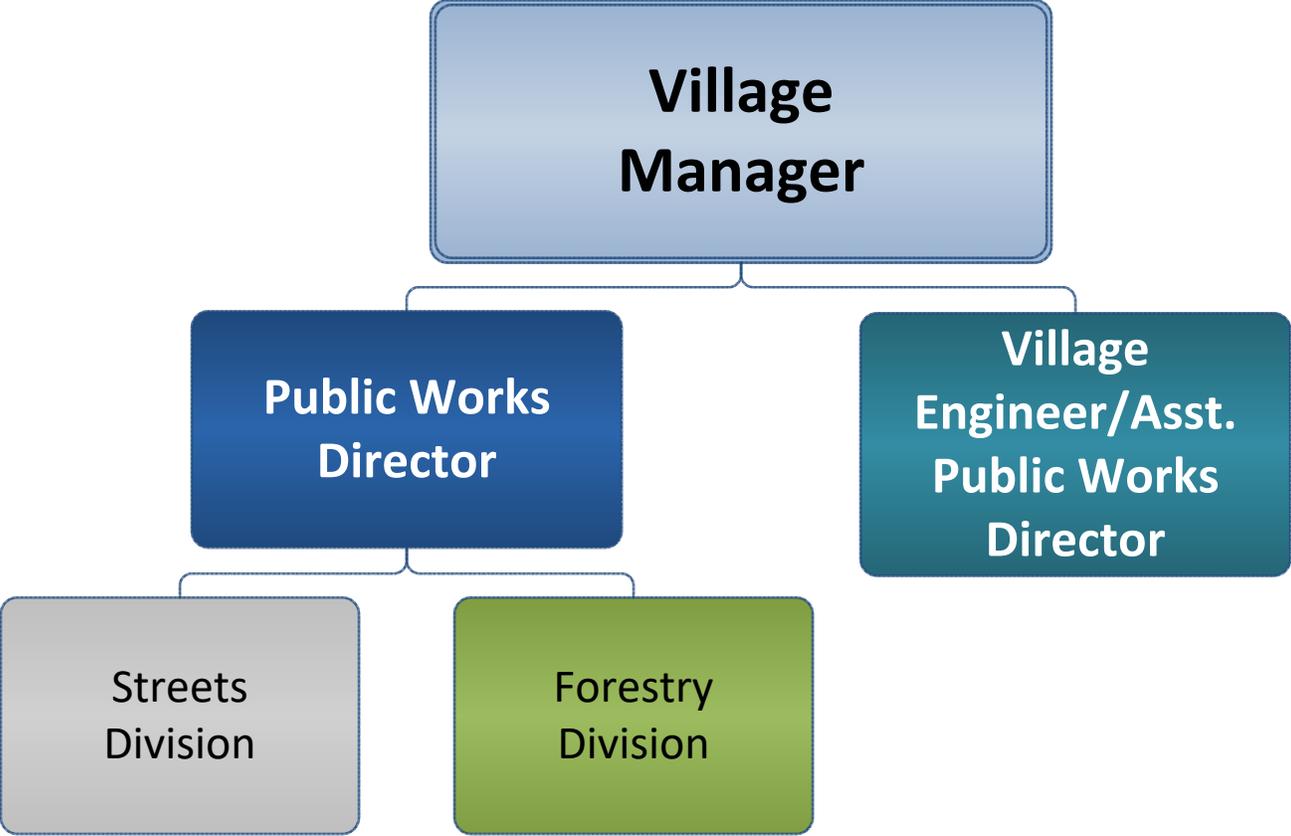
# MOTOR FUEL TAX FUND

The Motor Fuel Tax Fund – used to account for the revenues and expenditures for the operation and maintenance of street and storm water programs and capital projects authorized by the Illinois Department of Transportation. The Illinois Motor Fuel Tax (MFT) Fund includes both state and local taxes for the privilege of operating motor vehicles on public highways and operating recreational watercraft on the waters of the State or local roads. The state motor fuel tax is based on the consumption of motor fuel. Illinois motor fuel taxes are 19.0 cents per gallon on non-diesel fuel and 21.5 cents per gallon on diesel fuel. The State of Illinois distributes 54.4% of the monies to local taxing districts based on a statutory formula (per capita).



The Motor Fuel Tax Fund is used for street resurfacing program of the Village. The funds are authorized by the Illinois Department of Transportation and are appropriated as part of the Village's share of the gasoline tax. Fiscal Year 2019 revenues for the fund budgeted at \$975,609, while expenditures for Fiscal Year 2019 total \$1,300,000.

# 011 – Motor Fuel Tax Fund





**PURPOSE STATEMENT**

To assure the Village of Hanover Park receives its proportionate share of the Illinois State Fuel Tax. The funds provide for the construction, operation, and maintenance of the Village's transportation and drainage network.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Street Resurfacing – Miles	3.04	3.38	0	.3	.83
Street Reconstruction – Miles	0	0	0	.34	.37
Snow/Ice Response Incidents	20	26	18	10	12

Through this funding the Village provides reconstruction and rehabilitation of existing Village streets utilizing State of Illinois Motor Fuel Tax (MFT) funds.

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #1: Financial Health**

- ✓ Apply for STP/LAFO funding for street improvement projects.  
*First quarter. The Village received a grant for LAFO funding to resurface Ontarioville Road and Devon Ave. This work will likely occur in 2021 or 2022. Additional STP/LAFO applications will not be accepted until 2020.*

**Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

- ✓ Investigate the use of pavement treatments to extend the useful life of our streets.  
*On-going. Staff continues to investigate these methods and will introduce a pilot project in a future budget year.*
- ✓ Utilize pavement & soil testing prior to street reconstruction projects for individualized design parameters.  
*First through third quarters. Staff included pavement and soil investigation in the preparation of the street resurfacing and reconstruction design projects.*

**Strategic Plan Goal #4: Community Image & Identity**

- ✓ Identify and apply for grants for multi-use paths.  
*First through fourth quarters. The Village (in coordination with Streamwood) received a CMAQ grant to install a multi-use path along the south side of Lake Street, from Center Avenue to Walnut Avenue.*

**2019 BUDGET GOALS**

**Strategic Plan Goal #1: Financial Health**

1. Develop and implement a 10-year roadway plan for resurfacing and reconstruction  
*In order to maximize the impact of the Village's roadway maintenance dollars, a 10-year roadway plan for resurfacing and reconstruction will be developed. First through fourth quarters.*

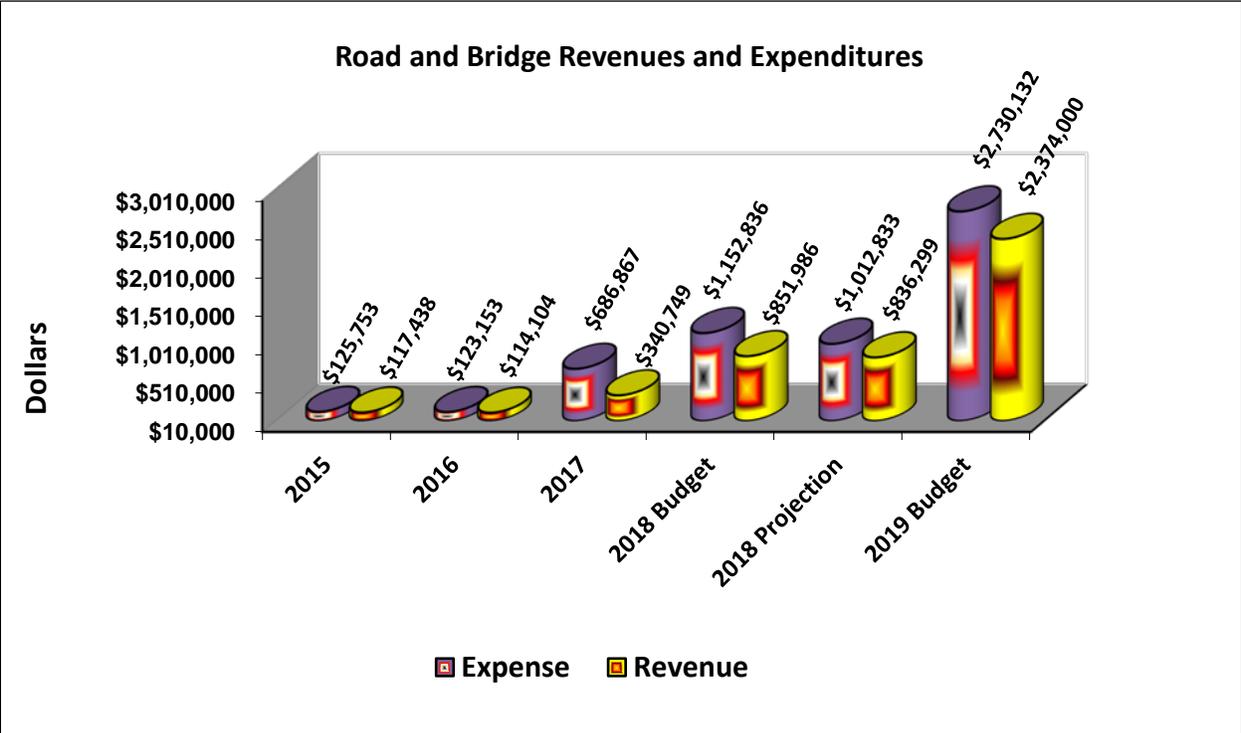
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 11 - Motor Fuel Tax Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
314-302 Gasoline Tax	\$ -	\$ -	\$ -	\$ 68,000	\$ 131,000	\$ -
Total Taxes	-	-	-	68,000	131,000	-
331-303 Motor Fuel Tax	928,341	966,817	968,562	972,109	970,300	972,109
332-301 State Grants	-	-	119,402	-	-	-
Total Intergovernmental Revenue	928,341	966,817	1,087,963	972,109	970,300	972,109
361-300 Interest on Investments	3,693	1,975	4,345	3,500	5,500	3,500
Total Investment Income	3,693	1,975	4,345	3,500	5,500	3,500
380-311 Reimb Exp-MFT	1,575	2,100	495	2,100	-	-
Total Miscellaneous Revenue	1,575	2,100	495	2,100	-	-
391-305 Interfund Road and Bridge	-	-	400,000	-	-	-
Total Interfund Transfer	-	-	400,000	-	-	-
Total Revenues and Other Financing Sources	\$ 933,609	\$ 970,891	\$ 1,492,803	\$ 1,045,709	\$ 1,106,800	\$ 975,609
<b>Expenditures and Other Financing Uses</b>						
401-411 Salaries - Regular	\$ (608)	\$ -	\$ -	\$ -	\$ -	\$ -
401-421 Overtime Compensation	(250)	-	-	-	-	-
401-441 State Retirement	(115)	-	-	-	-	-
401-442 Social Security	(65)	-	-	-	-	-
401-444 Employee Insurance	4,523	-	-	-	-	-
Total Personnel Services	3,485	-	-	-	-	-
402-427 Materials & Supplies	130,776	143,473	90,382	-	-	-
Total Commodities	130,776	143,473	90,382	-	-	-
403-415 Street Lighting	60,279	62,502	65,321	-	-	-
403-435 M & R - Streets & Bridges	332,417	366,374	420,699	-	-	-
403-436 Maintenance Agreements	28,020	30,229	20,528	31,628	31,628	-
403-437 M & R - Other Equipment	4,111	2,342	1,550	9,000	9,000	-
403-499 Miscellaneous Expense	-	-	5	-	-	-
Total Contractual Services	424,826	461,448	508,103	40,628	40,628	-
412-404 Interfund Road & Bridge	-	-	-	43,311	131,000	-
Total Interfund Transfer	-	-	-	43,311	131,000	-
413-422 Improvement Other Than Buildings	89,448	1,082,954	922,511	1,073,758	1,055,000	1,300,000
Total Capital Outlay	89,448	1,082,954	922,511	1,073,758	1,055,000	1,300,000
Total Expenditures and Other Financing Uses	\$ 648,534	\$ 1,687,875	\$ 1,520,995	\$ 1,157,697	\$ 1,226,628	\$ 1,300,000
Net Change in Fund Balance	\$ 285,075	\$ (716,983)	\$ (28,192)	\$ (111,988)	\$ (119,828)	\$ (324,391)
Beginning Fund Balance	948,221	1,233,296	516,312	488,120	488,120	368,292
Ending Fund Balance	\$ 1,233,296	\$ 516,312	\$ 488,120	\$ 376,132	\$ 368,292	\$ 43,901

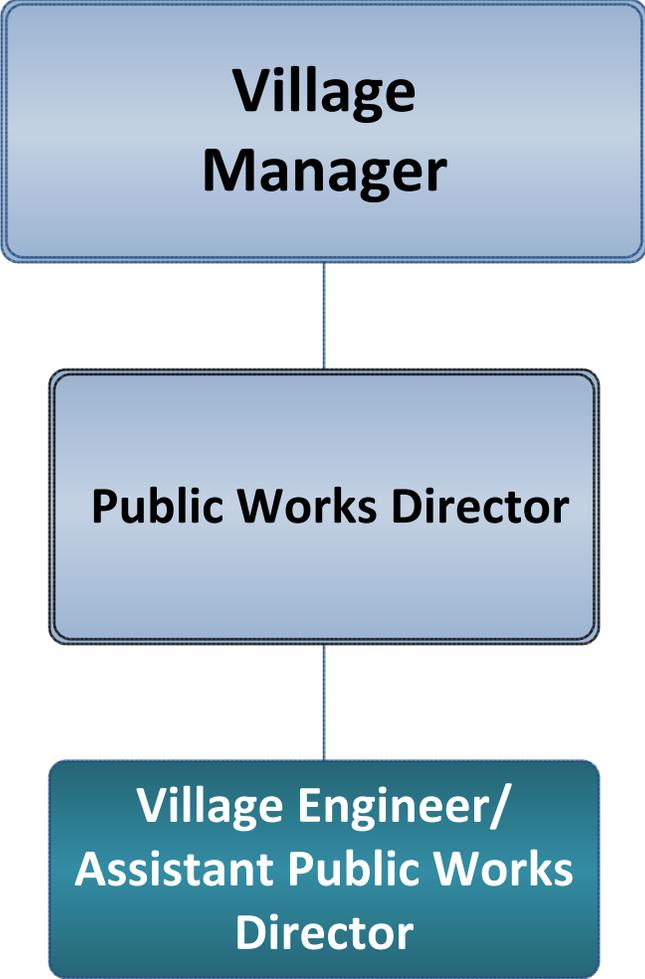
# ROAD AND BRIDGE FUND

The Road and Bridge Fund – used to account for the revenues and expenditures for the operation and maintenance of Village roads and bridges. Financing provided by the Township’s annual property tax levy, gasoline taxes and contributions from other government agencies.



The Road and Bridge Fund is used for roads and bridges improvements, traffic signal maintenance, and associated infrastructures, such as sidewalks. During the 2018 budget process, the Village Board approved a Motor Fuel Gasoline Tax of \$0.02cents per US Gallons (including fraction gallons) effective January 1, 2018. The Motor Fuel Gasoline Tax is expected to generate approximately \$131,000 for the Roadways improvements in Fiscal Year 2018. Fiscal Year 2019 revenues for the fund budgeted at \$2,374,000, while expenditures for Fiscal Year 2019 total \$2,730,132. A transfer from General Fund of \$1,965,000 and using Fund Balance of approximately \$356,132 will help to accomplish the projects.

# 012 – Road and Bridge Fund



### **PURPOSE STATEMENT**

To provide for a capital expansion program, as well as a reconstruction program, for the Village's transportation system, including streets, bridges, and accompanying drainage system.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Road and Bridge Fund provides funds needed to accomplish the following functions necessary to implement a transportation system improvement:

- Corridor studies and specifications; right-of-way and easement acquisitions; construction costs; construction engineering; contract administration.
- Provide local matching funds for federal grant programs under which arterial and collector streets in the Village are constructed or reconstructed.
- Snow removal and ice control. This activity includes plowing of snow after two inches or more and the salting of all intersections.
- Traffic signals - this activity includes an annual maintenance contract
- Maintenance of the Village's roadway lighting systems
- Capital improvements to the transportation system within the Village, including new traffic signals, roadway lighting, new sidewalk additions, etc.

### **2018 ACCOMPLISHMENTS**

#### **Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

- ✓ Oversee Phase II Engineering for Arlington Drive Bridge project.  
*First through fourth quarters. IDOT preliminary design approval was received in the third quarter of 2018. Upon design approval, the Village selected a consultant and finalized the agreement for Phase II final design engineering.*

#### **Strategic Plan Goal #4: Community Image & Identity**

- ✓ Construction of Hawk Hollow Bike Path.  
*Second and third quarters. The Hawk Hollow Bike Path construction contract was awarded by IDOT and construction is anticipated in late 2018. Federal ITEP funds were used to pay approximately 80% of the engineering and construction costs.*
- ✓ Construction of Greenbrook Court watermain & resurfacing using CDBG funds.  
*First through third quarters. The Village completed design and bid documents and awarded a construction contract in May. Construction proceeded over the summer and was completed in late August/early September.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #1: Financial Health

1. Develop and implement a 10-year roadway plan for resurfacing and reconstruction  
*First through Fourth quarters. In order to maximize the impact of the Village's roadway maintenance dollars, a 10-year roadway plan for resurfacing and reconstruction will be developed.*
2. Utilize bond funding for major road repair and reconstruction.  
*First through fourth quarters.*

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Complete design of the Arlington Drive Bridge project and work with IDOT to let construction contract.  
*First through fourth quarters. Staff will work with our Phase II design consultant and IDOT to prepare design plans and award construction contract. Construction is anticipated in 2020.*

### Strategic Plan Goal #4: Community Image & Identity

3. Identify and apply for grants for multi-use paths.  
*First through Fourth quarters. Staff will continue to identify needs for multi-use paths and funding sources, and will apply for grants as appropriate.*

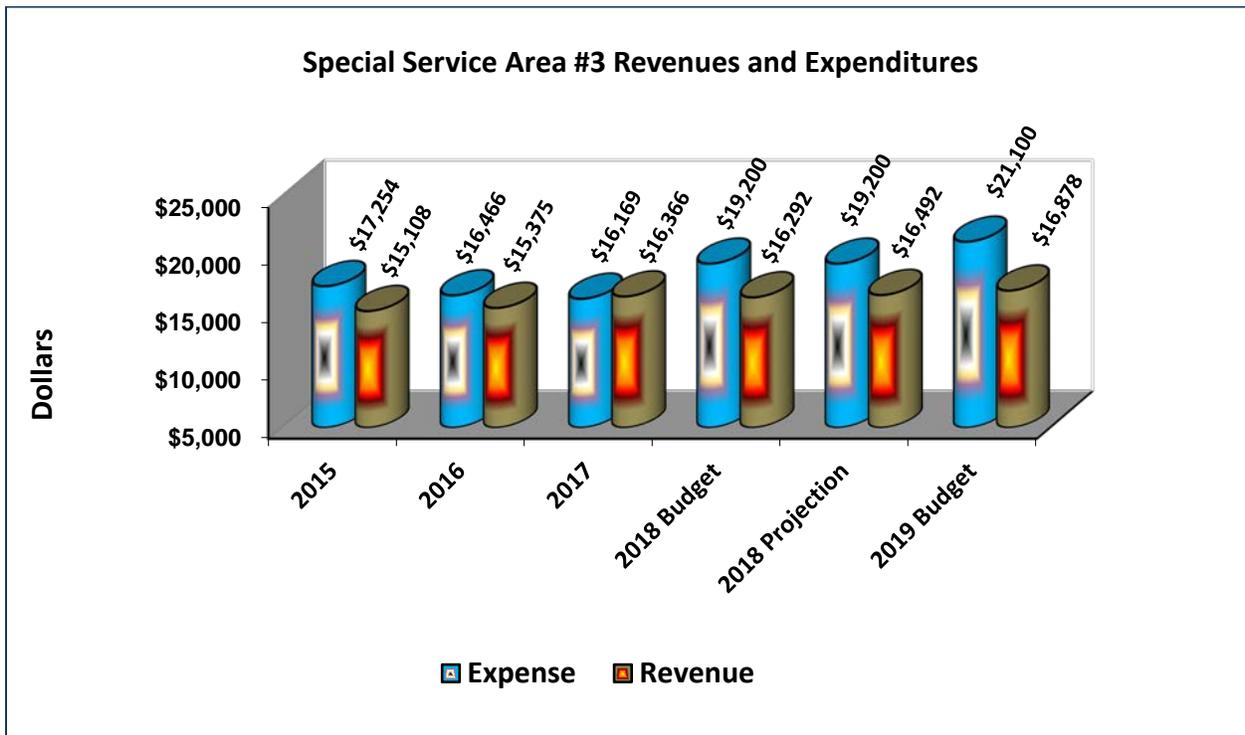
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 12 - Road and Bridge Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
311-304 Township Tax Levy - Current	\$ 116,544	\$ 111,415	\$ 108,713	\$ 120,000	\$ 108,000	\$ 110,000
314-302 Gasoline Tax	-	-	-	-	-	132,000
<b>Total Taxes</b>	<b>116,544</b>	<b>111,415</b>	<b>108,713</b>	<b>120,000</b>	<b>108,000</b>	<b>242,000</b>
331-301 Personal Property Replacement	490	378	1,233	500	2,400	1,000
332-301 State Grants	-	-	81,024	359,222	263,946	163,000
<b>Total Intergovernmental Revenue</b>	<b>490</b>	<b>378</b>	<b>82,257</b>	<b>359,722</b>	<b>266,346</b>	<b>164,000</b>
361-300 Interest On Investments	405	2,311	4,726	3,000	5,000	3,000
<b>Total Investment Income</b>	<b>405</b>	<b>2,311</b>	<b>4,726</b>	<b>3,000</b>	<b>5,000</b>	<b>3,000</b>
389-303 Miscellaneous Income	-	-	145,053	-	-	-
<b>Total Miscellaneous</b>	<b>-</b>	<b>-</b>	<b>145,053</b>	<b>-</b>	<b>-</b>	<b>-</b>
391-301 Interfund General Fund	-	-	-	325,953	325,953	1,965,000
391-311 Interfund Motor Fuel Tax Fund	-	-	-	43,311	131,000	-
<b>Total Interfund Transfer</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>369,264</b>	<b>456,953</b>	<b>1,965,000</b>
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 117,438</b>	<b>\$ 114,104</b>	<b>\$ 340,749</b>	<b>\$ 851,986</b>	<b>\$ 836,299</b>	<b>\$ 2,374,000</b>
<b>Expenditures and Other Financing Uses</b>						
402-427 Materials & Supplies	\$ -	\$ -	\$ -	\$ 82,500	\$ 82,500	\$ 123,500
<b>Total Commodities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>82,500</b>	<b>82,500</b>	<b>123,500</b>
403-415 Street Lighting	-	-	-	60,000	60,000	60,000
403-435 M & R - Streets & Bridges	-	-	-	395,000	395,000	395,000
403-436 Maintenance Agreements	-	-	-	-	-	31,628
403-437 M & R - Other Equipment	-	-	-	-	-	7,000
403-464 Engineering Services	69,717	123,153	286,867	320,001	200,000	322,000
<b>Total Contractual Services</b>	<b>69,717</b>	<b>123,153</b>	<b>286,867</b>	<b>775,001</b>	<b>655,000</b>	<b>815,628</b>
412-403 Interfund Motor Fuel Tax	-	-	400,000	-	-	-
<b>Total Interfund Transfer</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
413-422 Improvement Other Than Buildings	56,036	-	-	295,335	275,333	1,791,004
<b>Total Capital Outlay</b>	<b>56,036</b>	<b>-</b>	<b>-</b>	<b>295,335</b>	<b>275,333</b>	<b>1,791,004</b>
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 125,753</b>	<b>\$ 123,153</b>	<b>\$ 686,867</b>	<b>\$ 1,152,836</b>	<b>\$ 1,012,833</b>	<b>\$ 2,730,132</b>
<b>Net Change in Fund Balance</b>	<b>\$ (8,315)</b>	<b>\$ (9,050)</b>	<b>\$ (346,118)</b>	<b>\$ (300,850)</b>	<b>\$ (176,534)</b>	<b>\$ (356,132)</b>
<b>Beginning Fund Balance</b>	<b>934,614</b>	<b>926,299</b>	<b>917,250</b>	<b>571,131</b>	<b>571,131</b>	<b>394,597</b>
<b>Ending Fund Balance</b>	<b>\$ 926,299</b>	<b>\$ 917,250</b>	<b>\$ 571,131</b>	<b>\$ 270,281</b>	<b>\$ 394,597</b>	<b>\$ 38,465</b>

# SPECIAL SERVICE AREA #3 FUND

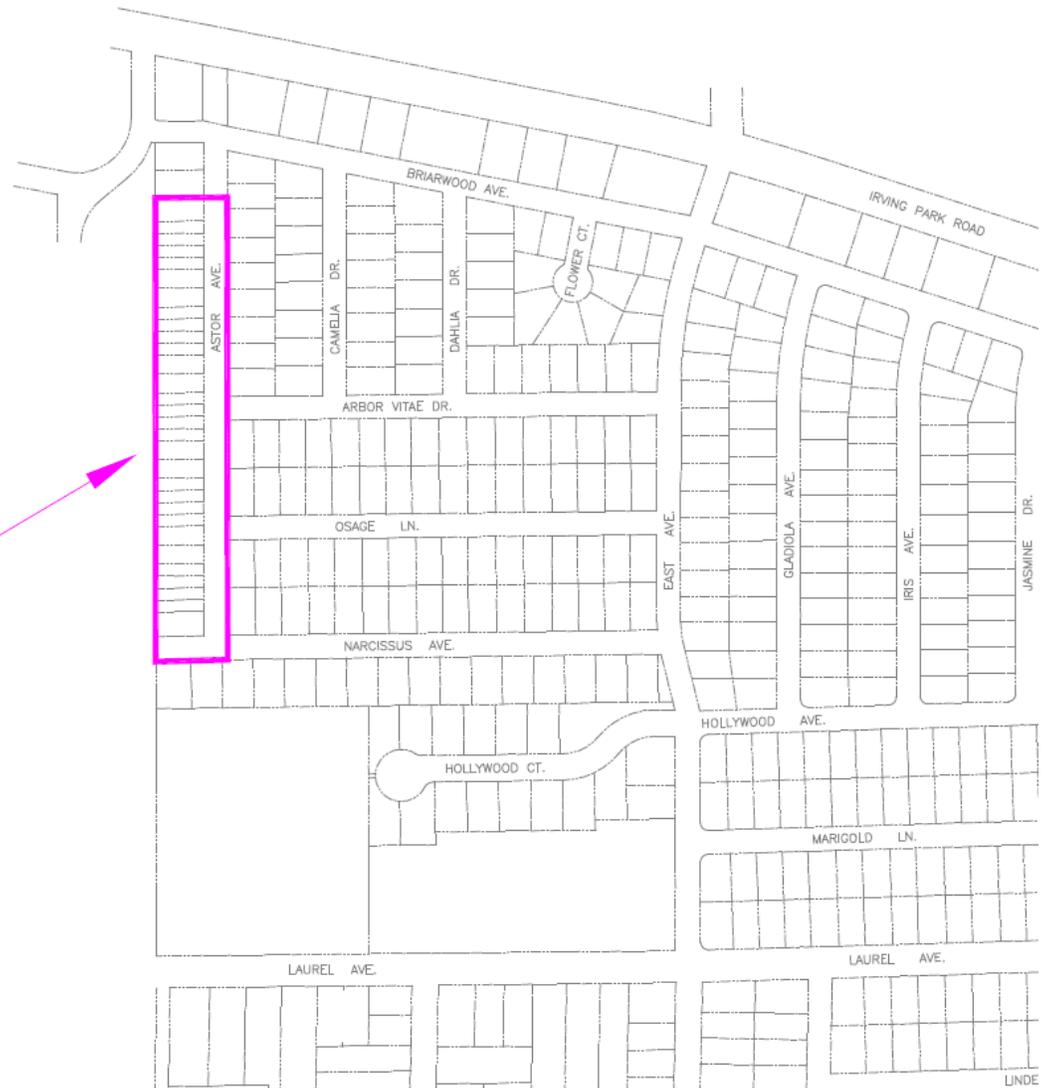
The Special Service Area #3 Fund – accounts for financing of public improvements, scavenger and snow removal services for multifamily housing units located on Astor Avenue. Funding source, an annual tax levy as corporate authorities determine to be appropriate, a direct annual tax not to exceed an annual rate of five percent (5.0%) of the assessed value, as equalized, of the property.



The Special Service Area #3 (Astor Avenue) will benefit specifically from the municipal services to be provided including garbage and refusal disposal including snow removal services and other miscellaneous maintenance in Special Service Area #3. Fiscal Year 2019 revenues for the fund budgeted at \$16,878, while expenditures for Fiscal Year 2019 total \$21,100.

# SPECIAL SERVICE AREA #3 MAP (Astor Avenue)

SSA 3



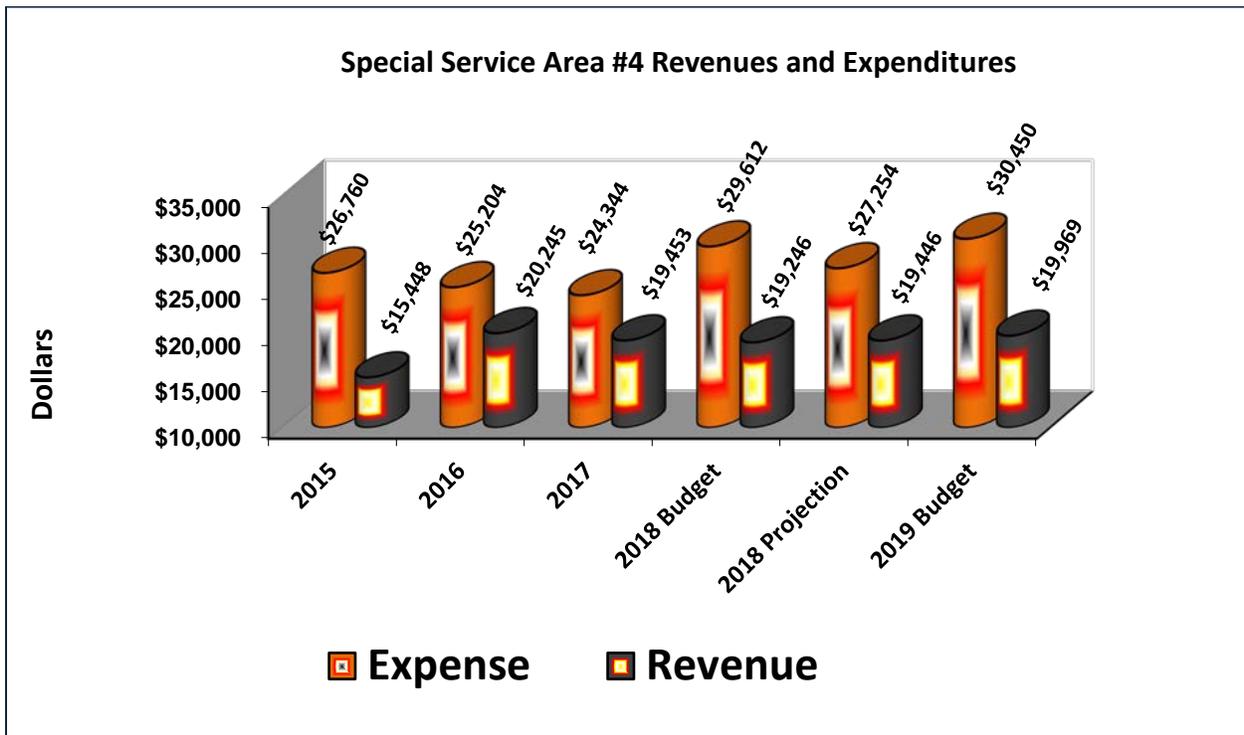
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 13 - Special Service Area #3 Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
311-390 Taxes Special Service Areas # 3	\$ 15,088	\$ 15,284	\$ 16,129	\$ 16,192	\$ 16,192	\$ 16,678
Total Taxes	<u>15,088</u>	<u>15,284</u>	<u>16,129</u>	<u>16,192</u>	<u>16,192</u>	<u>16,678</u>
361-300 Interest On Investments	20	91	237	100	300	200
Total Investment Income	<u>20</u>	<u>91</u>	<u>237</u>	<u>100</u>	<u>300</u>	<u>200</u>
Total Revenues and Other Financing Sources	<u>\$ 15,108</u>	<u>\$ 15,375</u>	<u>\$ 16,366</u>	<u>\$ 16,292</u>	<u>\$ 16,492</u>	<u>\$ 16,878</u>
<b>Expenditures and Other Financing Uses</b>						
403-451 Equipment Rentals	\$ 17,254	\$ 16,466	\$ 16,169	\$ 19,200	\$ 19,200	\$ 21,100
Total Contractual Services	<u>17,254</u>	<u>16,466</u>	<u>16,169</u>	<u>19,200</u>	<u>19,200</u>	<u>21,100</u>
Total Operating Expenditures	<u>17,254</u>	<u>16,466</u>	<u>16,169</u>	<u>19,200</u>	<u>19,200</u>	<u>21,100</u>
Total Expenditures and Other Financing Uses	<u>\$ 17,254</u>	<u>\$ 16,466</u>	<u>\$ 16,169</u>	<u>\$ 19,200</u>	<u>\$ 19,200</u>	<u>\$ 21,100</u>
Net Change in Fund Balance	<u>\$ (2,146)</u>	<u>\$ (1,091)</u>	<u>\$ 197</u>	<u>\$ (2,908)</u>	<u>\$ (2,708)</u>	<u>\$ (4,222)</u>
Beginning Fund Balance	<u>44,179.36</u>	<u>42,033</u>	<u>40,942</u>	<u>41,139</u>	<u>41,139</u>	<u>38,431</u>
Ending Fund Balance	<u>\$ 42,033</u>	<u>\$ 40,942</u>	<u>\$ 41,139</u>	<u>\$ 38,231</u>	<u>\$ 38,431</u>	<u>\$ 34,209</u>

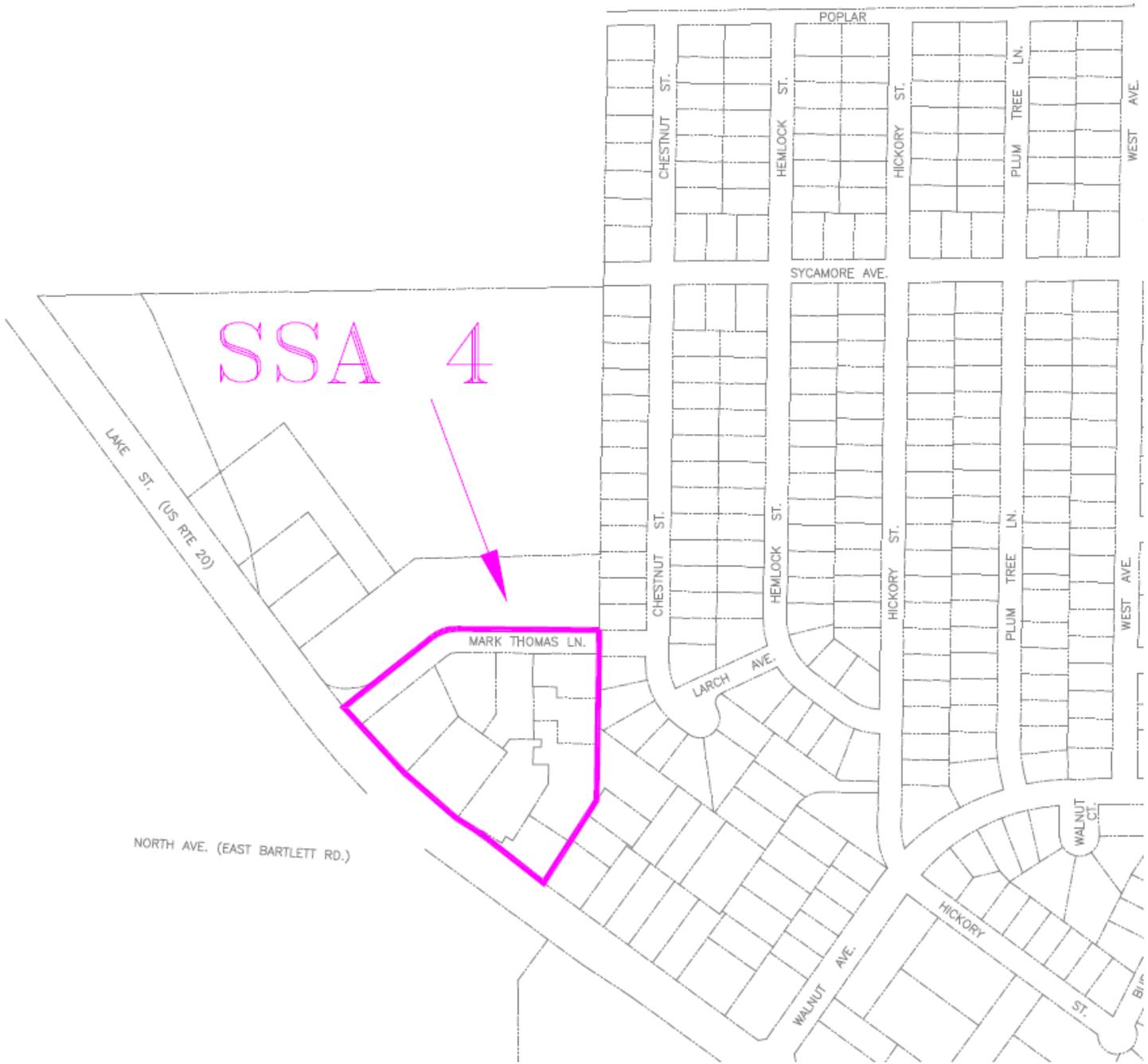
# SPECIAL SERVICE AREA #4 FUND

The Special Service Area #4 Fund – accounts for financing of public improvements, scavenger and snow removal services for multifamily housing units located on Mark Thomas and Leslie Lanes. Funding source, an annual tax levy as corporate authorities determine to be appropriate, a direct annual tax not to exceed an annual rate of four percent (4.0%) of the assessed value, as equalized, of the property.



The Special Service Area #4 (Mark Thomas and Leslie Lane) will benefit specifically from the municipal services to be provided including garbage and refusal disposal including snow removal services and miscellaneous maintenance in the Special Service Area #4. Fiscal Year 2019 revenues for the fund budgeted at \$19,969, while expenditures for Fiscal Year 2019 total \$30,450.

# SPECIAL SERVICE AREA #4 MAP (Mark Thomas and Leslie Lane)



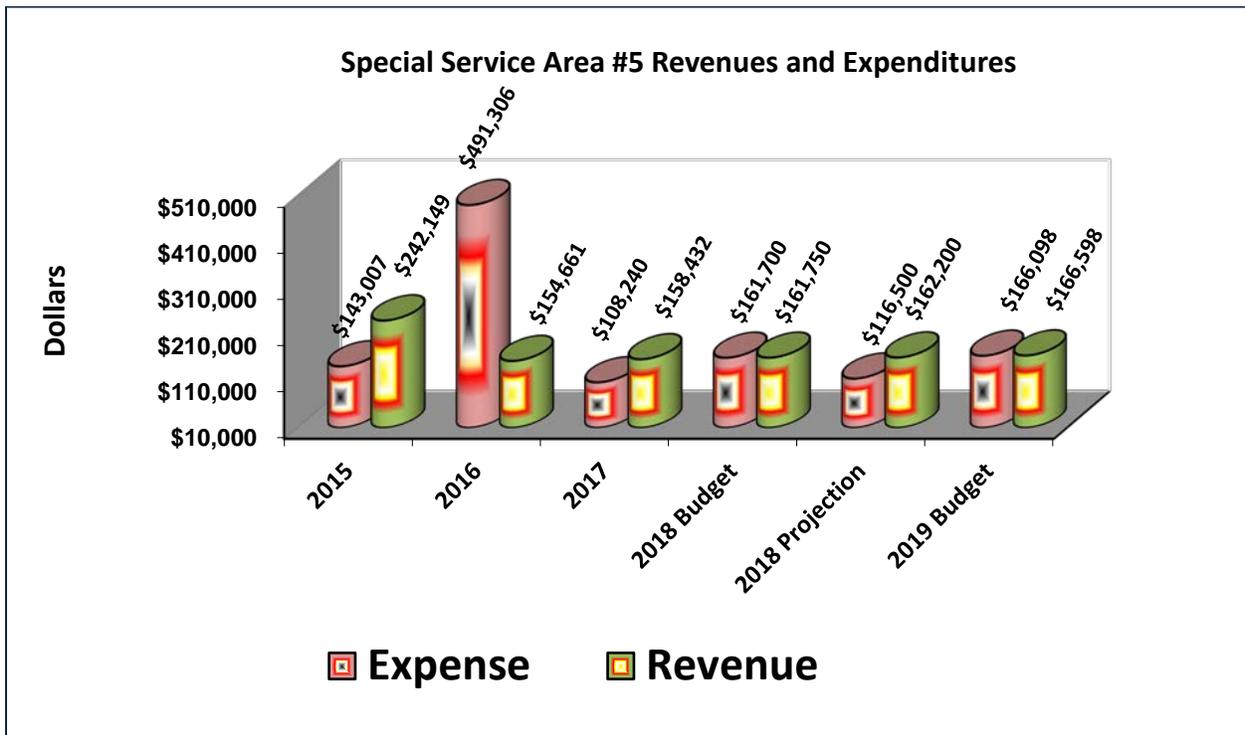
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 14 - Special Service Area #4 Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
311-390 Taxes Special Service Areas # 4	\$ 15,419	\$ 20,108	\$ 19,110	\$ 19,096	\$ 19,096	\$ 19,669
Total Taxes	<u>15,419</u>	<u>20,108</u>	<u>19,110</u>	<u>19,096</u>	<u>19,096</u>	<u>19,669</u>
361-300 Interest On Investments	29	137	343	150	350	300
Total Investment Income	<u>29</u>	<u>137</u>	<u>343</u>	<u>150</u>	<u>350</u>	<u>300</u>
Total Revenues and Other Financing Sources	<u>\$ 15,448</u>	<u>\$ 20,245</u>	<u>\$ 19,453</u>	<u>\$ 19,246</u>	<u>\$ 19,446</u>	<u>\$ 19,969</u>
<b>Expenditures and Other Financing Uses</b>						
403-412 Postage	\$ 101	\$ 144	\$ -	\$ 150	\$ 150	\$ 150
403-451 Equipment Rentals	26,659	25,060	24,344	29,462	27,104	30,300
Total Contractual Services	<u>26,760</u>	<u>25,204</u>	<u>24,344</u>	<u>29,612</u>	<u>27,254</u>	<u>30,450</u>
Total Expenditures and Other Financing Uses	<u>\$ 26,760</u>	<u>\$ 25,204</u>	<u>\$ 24,344</u>	<u>\$ 29,612</u>	<u>\$ 27,254</u>	<u>\$ 30,450</u>
Net Change in Fund Balance	<u>\$ (11,312)</u>	<u>\$ (4,959)</u>	<u>\$ (4,891)</u>	<u>\$ (10,366)</u>	<u>\$ (7,808)</u>	<u>\$ (10,481)</u>
Beginning Fund Balance	<u>74,084</u>	<u>62,772</u>	<u>57,813</u>	<u>52,922</u>	<u>52,922</u>	<u>45,114</u>
Ending Fund Balance	<u>\$ 62,772</u>	<u>\$ 57,813</u>	<u>\$ 52,922</u>	<u>\$ 42,556</u>	<u>\$ 45,114</u>	<u>\$ 34,633</u>

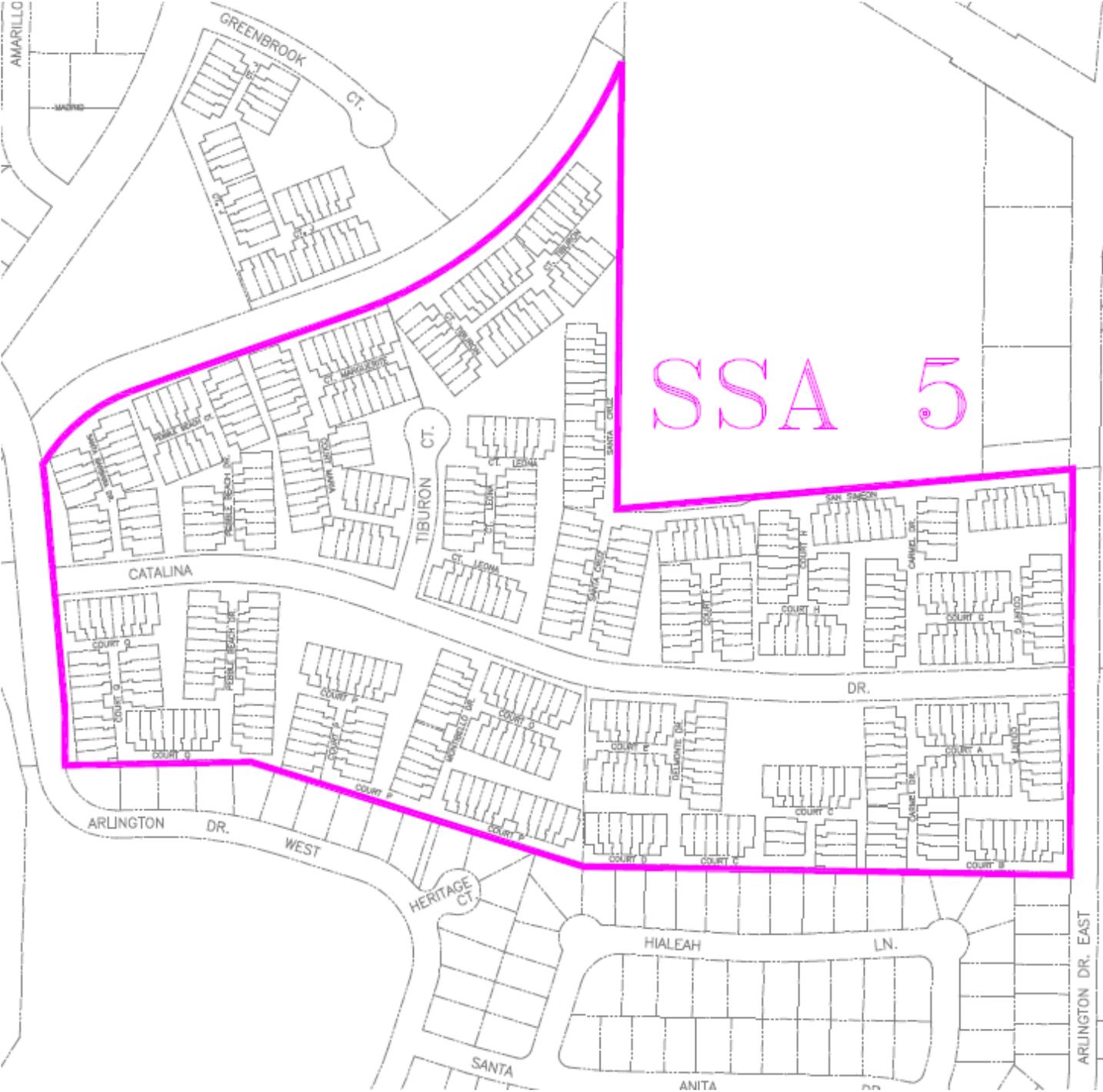
# SPECIAL SERVICE AREA #5 FUND

The Special Service Area #5 Fund – accounts for financing of public improvements, scavenger services for the Greenbrook / Tanglewood multifamily housing units. Funding source, an annual tax levy as corporate authorities determine to be appropriate, a direct annual tax not to exceed an annual rate of 1.7 percent (1.7%) of the assessed value, as equalized, of the property.



The Special Service Area #5 (Greenbrook/Tanglewood) will benefit specifically from the municipal services to be provided including scavenger service providing garbage, refuse and recyclable material collection and disposal, construction and maintenance of private streets and courts owned, and on the common area property of the Greenbrook Tanglewood Homeowners Association including but not limited to sidewalk and lighting construction, maintenance and replacement. Fiscal Year 2019 revenues for the fund budgeted at \$166,598, while expenditures for Fiscal Year 2019 total \$166,098.

# SPECIAL SERVICE AREA #5 MAP (Greenbrook/Tanglewood)



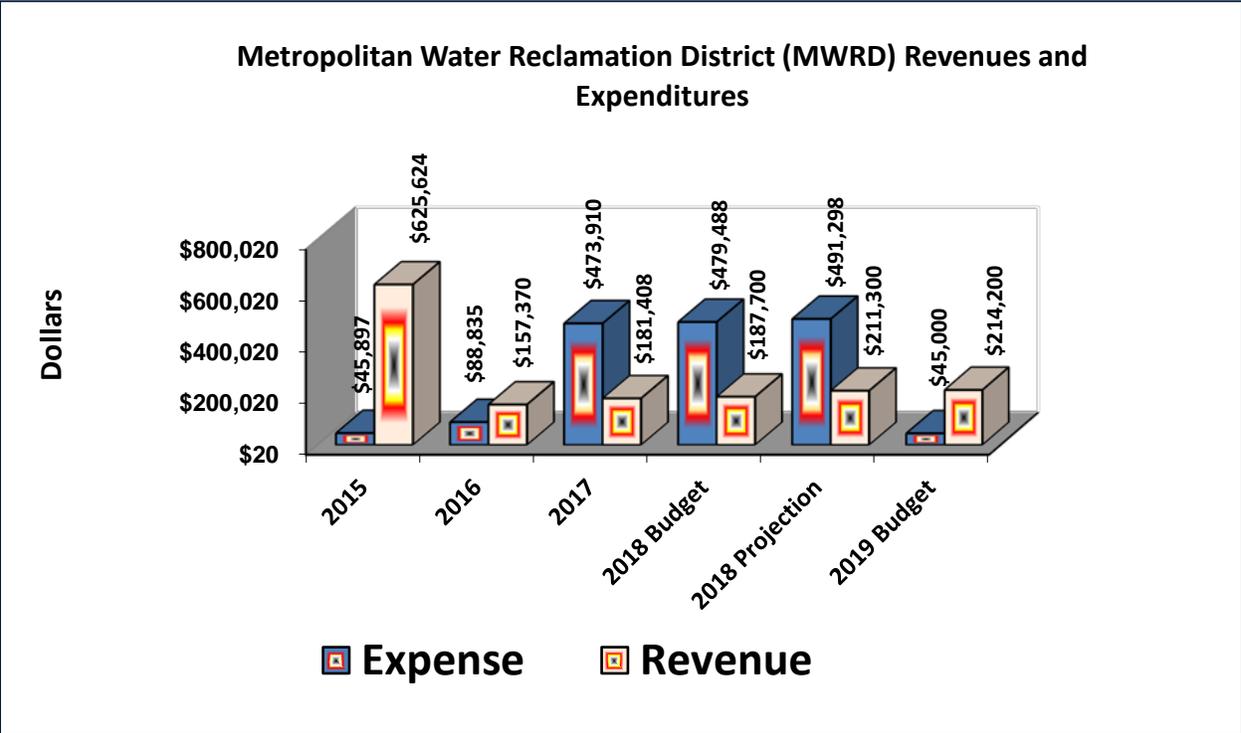
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 15 - Special Service Area #5**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
311-390 Taxes Special Service Areas # 5	\$ 241,993	\$ 153,815	\$ 158,049	\$ 161,700	\$ 161,700	\$ 166,098
Total Taxes	<u>241,993</u>	<u>153,815</u>	<u>158,049</u>	<u>161,700</u>	<u>161,700</u>	<u>166,098</u>
361-300 Interest On Investments	157	846	383	50	500	500
Total Investment Income	<u>157</u>	<u>846</u>	<u>383</u>	<u>50</u>	<u>500</u>	<u>500</u>
Total Revenues and Other Financing Sources	<u>\$ 242,149</u>	<u>\$ 154,661</u>	<u>\$ 158,432</u>	<u>\$ 161,750</u>	<u>\$ 162,200</u>	<u>\$ 166,598</u>
<b>Expenditures and Other Financing Uses</b>						
403-412 Postage	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -
403-451 Equipment Rentals	85,778	104,350	108,240	116,500	116,500	166,098
403-461 Consulting Services	774	-	-	45,200	-	-
403-462 Legal Services	688	3,376	-	-	-	-
Total Contractual Services	<u>87,242</u>	<u>107,726</u>	<u>108,240</u>	<u>161,700</u>	<u>116,500</u>	<u>166,098</u>
413-422 Improvement Other Than Buildings	55,765	383,580	-	-	-	-
Total Capital Outlay	<u>55,765</u>	<u>383,580</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>\$ 143,007</u>	<u>\$ 491,306</u>	<u>\$ 108,240</u>	<u>\$ 161,700</u>	<u>\$ 116,500</u>	<u>\$ 166,098</u>
Net Change in Fund Balance	<u>\$ 99,143</u>	<u>\$ (336,645)</u>	<u>\$ 50,193</u>	<u>\$ 50</u>	<u>\$ 45,700</u>	<u>\$ 500</u>
Beginning Fund Balance	<u>285,821.81</u>	<u>384,964</u>	<u>48,319</u>	<u>98,512</u>	<u>98,512</u>	<u>144,212</u>
Ending Fund Balance	<u>\$ 384,964</u>	<u>\$ 48,319</u>	<u>\$ 98,512</u>	<u>\$ 98,562</u>	<u>\$ 144,212</u>	<u>\$ 144,712</u>

# MWRD FIELDS FUND

The Metropolitan Water Reclamation District (MWRD) Fields Fund. On December 20, 2012, effective January 1, 2013, the Village of Hanover Park entered a 39-year lease ending on December 31, 2052, with the Metropolitan Water Reclamation District of Greater Chicago (MWRD) for the Village of Hanover Park to control and maintain the property for public and recreation use. Funding source, revenues received by the Village from Video Gaming Terminals and shared revenue from the State of Illinois generated using video gaming within the corporate limits of the Village of Hanover Park. Effective May 1, 2018 video gaming terminal fee increase from \$500.00 to \$1,000.00 per terminal.



The Metropolitan Water Reclamation District (MWRD) Fields Fund used for maintenance and improvement of the MWRD Fields. Fiscal Year 2019 revenues for the fund budgeted at \$214,200, while expenditures for Fiscal Year 2019 total \$45,000.

**PURPOSE STATEMENT**

The goal of the Metropolitan Water Reclamation District Fund is to provide a clean and safe recreational facility on the MWRD property.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

To provide adequate roadways and parking areas, aesthetically pleasing landscaping, and safe recreational facilities.

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #4: Community Image & Identity**

- ✓ Continue Phase 2 of Improvements.  
*Completed. Third quarter. Improvements south of football field. Included construction of pavilion, associated platform, flagpole, and paver brick path as well as much needed stormwater improvements.*

**2019 BUDGET GOALS**

**Strategic Plan Goal #4: Community Image & Identity**

1. Utilize built-out components.  
*First through fourth quarter. Work with community organization to utilize new facilities. In particular, make use of the new pavilion area to promote Football and Baseball organizations as well as use the area to promote civic engagement.*
2. Improve landscaping around pavilion.  
*Develop and install improved landscaping around the newly construction pavilion. Make area an attractive focal point for civic events.*

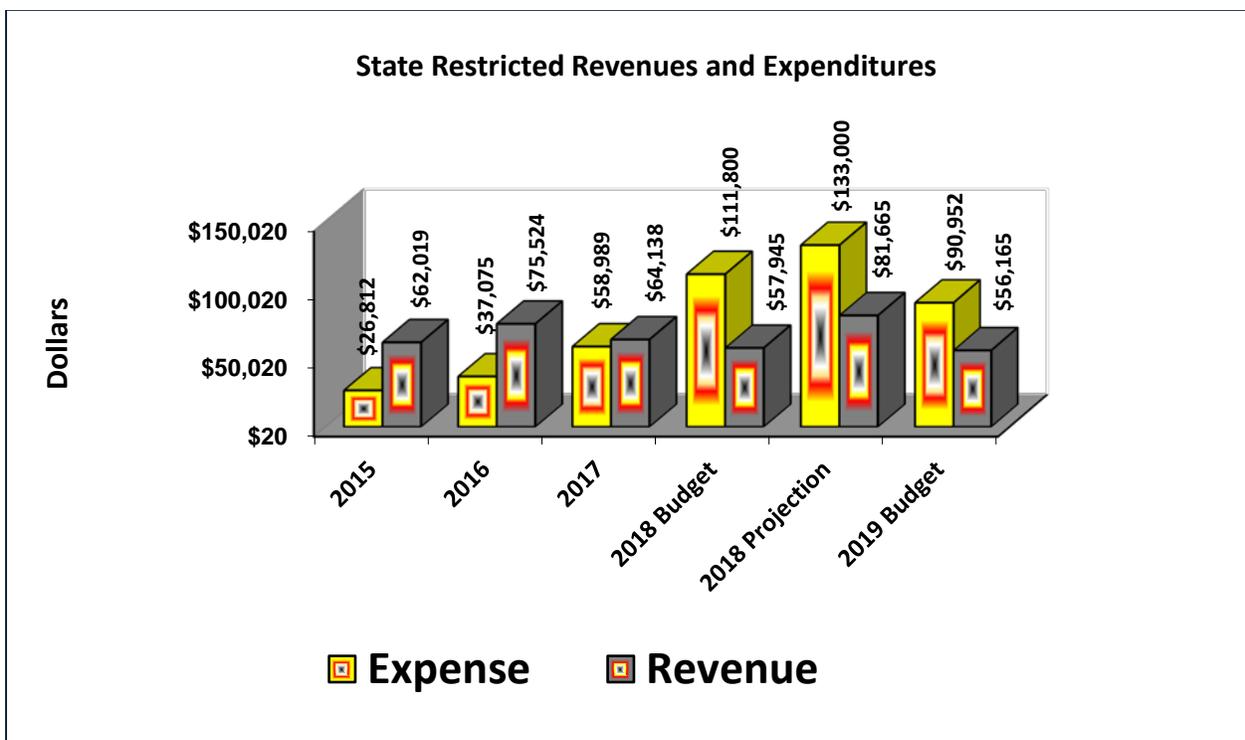
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 17 - Metropolitan Water Reclamation District Fields Fund**

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>							
314-306	Video Gaming Tax	\$ 110,406	\$ 140,601	\$ 158,205	\$ 152,400	\$ 172,300	\$ 178,200
Total Taxes		<u>110,406</u>	<u>140,601</u>	<u>158,205</u>	<u>152,400</u>	<u>172,300</u>	<u>178,200</u>
322-304	Video Gaming Terminal Permits	15,000	15,000	18,000	35,000	35,500	35,000
Total Permits & Fees		<u>15,000</u>	<u>15,000</u>	<u>18,000</u>	<u>35,000</u>	<u>35,500</u>	<u>35,000</u>
332-303	Other Government Grants	500,000	-	-	-	-	-
Total: Intergovernmental Revenue		<u>500,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
361-300	Interest On Investments	218	1,769	5,203	300	3,500	1,000
Total Investment Income		<u>218</u>	<u>1,769</u>	<u>5,203</u>	<u>300</u>	<u>3,500</u>	<u>1,000</u>
Total Revenues and Other Financing Sources		<u>\$ 625,624</u>	<u>\$ 157,370</u>	<u>\$ 181,408</u>	<u>\$ 187,700</u>	<u>\$ 211,300</u>	<u>\$ 214,200</u>
<b>Expenditures and Other Financing Uses</b>							
403-436	Maintenance Agreements	\$ 23,436	\$ 23,751	\$ 12,849	\$ 28,000	\$ 28,000	\$ 35,000
403-464	Engineering Services	4,730	1,358	617	58,900	58,900	-
Total Contractual Services		<u>28,166</u>	<u>25,108</u>	<u>13,466</u>	<u>86,900</u>	<u>86,900</u>	<u>35,000</u>
413-422	Improvement Other Than Buildings	17,731	63,727	460,444	392,588	404,398	10,000
Total Capital Outlay		<u>17,731</u>	<u>63,727</u>	<u>460,444</u>	<u>392,588</u>	<u>404,398</u>	<u>10,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 45,897</u>	<u>\$ 88,835</u>	<u>\$ 473,910</u>	<u>\$ 479,488</u>	<u>\$ 491,298</u>	<u>\$ 45,000</u>
Net Change in Fund Balance		<u>\$ 579,727</u>	<u>\$ 68,535</u>	<u>\$ (292,502)</u>	<u>\$ (291,788)</u>	<u>\$ (279,998)</u>	<u>\$ 169,200</u>
Beginning Fund Balance		<u>71,210.29</u>	<u>650,937</u>	<u>719,473</u>	<u>426,970</u>	<u>426,970</u>	<u>146,972</u>
Ending Fund Balance		<u>\$ 650,937</u>	<u>\$ 719,473</u>	<u>\$ 426,970</u>	<u>\$ 135,182</u>	<u>\$ 146,972</u>	<u>\$ 316,172</u>

# STATE RESTRICTED FUND

The State Restricted Fund - account for the revenues and expenditures of proceeds from asset seizures. It is the result of a sharing agreement the police department has with the State of Illinois. These funds are generated through joint investigations with the state that result in the seizure of currency or property utilized in criminal enterprises. Money seized under this agreement can only be used for law enforcement purposes and cannot be utilized to replace or supplant budgeted items.



Fiscal Year 2019 revenues for the fund budgeted at \$56,165, while expenditures for Fiscal Year 2019 total \$90,952 for law enforcement supplies.

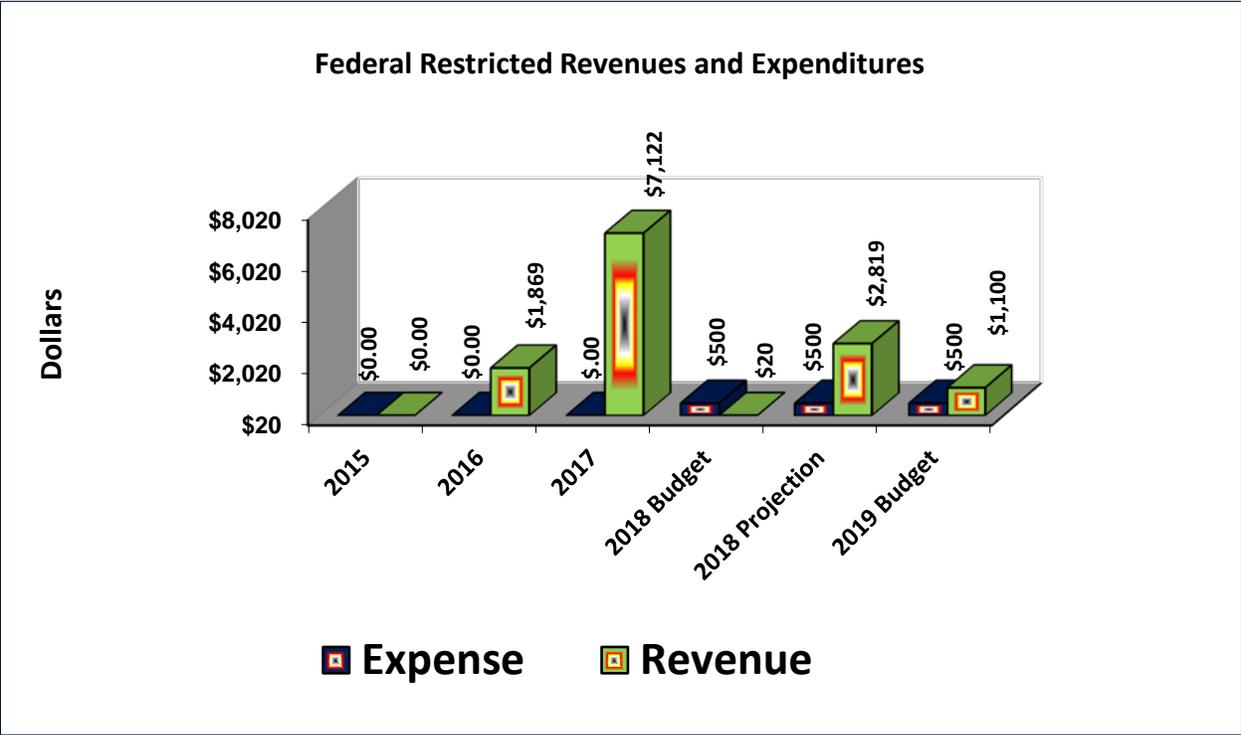
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 18 - State Restricted Fund**

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>							
351-306	DUI Fines	\$ 24,119	\$ 32,184	\$ 22,850	\$ 25,000	\$ 18,000	\$ 20,000
351-308	Traffic Court Supervision	16,384	15,215	18,780	15,000	15,000	15,000
351-311	Violent Offender Reg. Fees	20	50	40	-	-	-
	<b>Total Fines &amp; Fees</b>	<b>40,522</b>	<b>47,449</b>	<b>41,670</b>	<b>40,000</b>	<b>33,000</b>	<b>35,000</b>
361-300	Interest On Investments	54	341	1,652	-	1,000	500
	<b>Total Investment Income</b>	<b>54</b>	<b>341</b>	<b>1,652</b>	<b>-</b>	<b>1,000</b>	<b>500</b>
367-300	Drug Forfeiture	20,307	26,978	20,283	17,000	47,000	20,000
367-301	Sex Offender Fees	450	755	533	945	665	665
367-302	Money Laundering	687	-	-	-	-	-
	<b>Total Intergovernmental Revenue</b>	<b>21,443</b>	<b>27,733</b>	<b>20,816</b>	<b>17,945</b>	<b>47,665</b>	<b>20,665</b>
	<b>Total Revenues and Other Financing Sources</b>	<b>\$ 62,019</b>	<b>\$ 75,524</b>	<b>\$ 64,138</b>	<b>\$ 57,945</b>	<b>\$ 81,665</b>	<b>\$ 56,165</b>
<b>Expenditures and Other Financing Uses</b>							
403-492	Drug Forfeiture Expense	\$ 22,099	\$ 22,312	\$ 24,757	\$ 18,800	\$ 40,000	\$ 85,651
403-494	DUI Expense	4,713	14,763	34,232	93,000	93,000	5,301
	<b>Total Contractual Services</b>	<b>26,812</b>	<b>37,075</b>	<b>58,989</b>	<b>111,800</b>	<b>133,000</b>	<b>90,952</b>
	<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 26,812</b>	<b>\$ 37,075</b>	<b>\$ 58,989</b>	<b>\$ 111,800</b>	<b>\$ 133,000</b>	<b>\$ 90,952</b>
	<b>Net Change in Fund Balance</b>	<b>\$ 35,208</b>	<b>\$ 38,448</b>	<b>\$ 5,148</b>	<b>\$ (53,855)</b>	<b>\$ (51,335)</b>	<b>\$ (34,787)</b>
	<b>Beginning Fund Balance</b>	<b>223,237</b>	<b>258,444</b>	<b>296,893</b>	<b>302,041</b>	<b>302,041</b>	<b>250,706</b>
	<b>Ending Fund Balance</b>	<b>\$ 258,444</b>	<b>\$ 296,893</b>	<b>\$ 302,041</b>	<b>\$ 248,186</b>	<b>\$ 250,706</b>	<b>\$ 215,919</b>

# FEDERAL RESTRICTED FUND

The Federal Restricted Fund - accounts for the revenues and expenditures of proceeds from asset seizures. It is the result of the equitable sharing agreement the police department has with the Department of Justice. These funds are generated through joint investigations with the federal government that result in the seizure of currency or property utilized in criminal enterprises. Money seized under this agreement can only be used for law enforcement purposes and cannot be utilized to replace or supplant budgeted items.



Fiscal Year 2019 revenues for the fund budgeted at \$1,100, while expenditures for Fiscal Year 2019 total \$500 for law enforcement supplies.

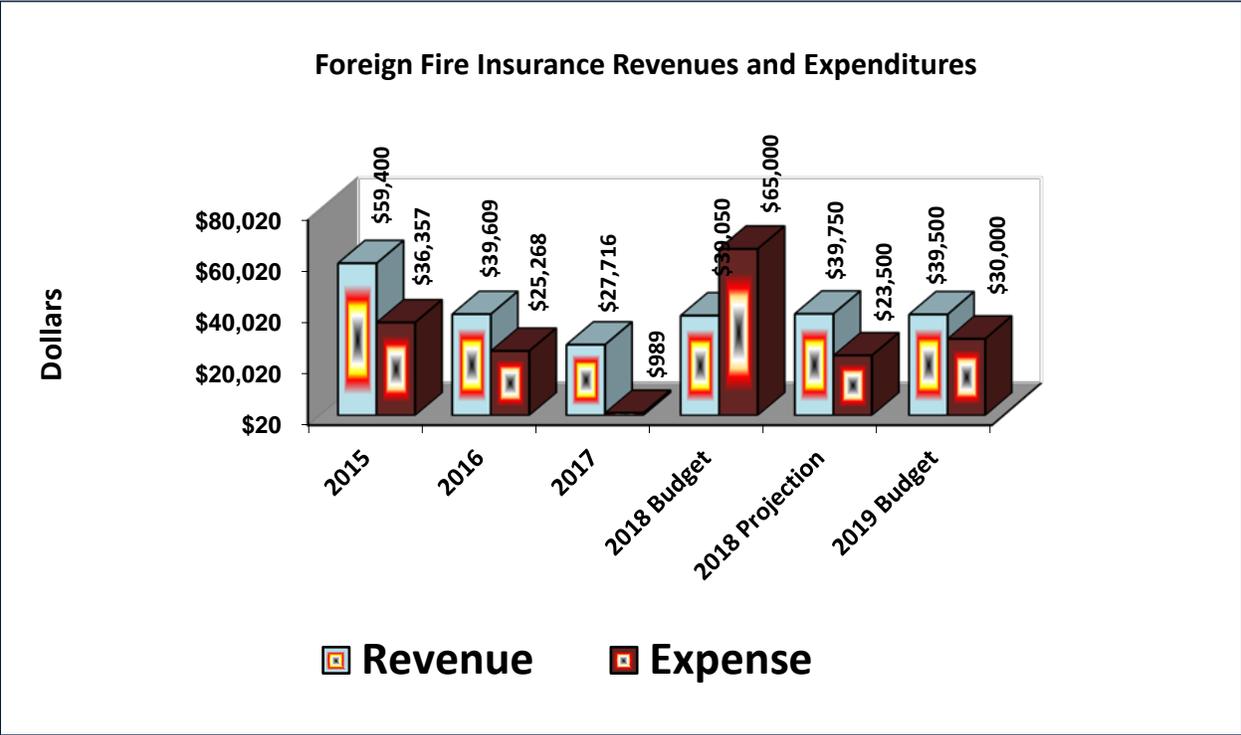
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 19 - Federal Restricted Fund**

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>							
361-300	Interest On Investments	\$ -	\$ -	\$ 51	\$ 20	\$ 130	\$ 100
	Total Investment Income	-	-	51	20	130	100
367-300	Drug Forfeiture - Federal	-	1,869	7,072	-	2,689	1,000
	Total Intergovernmental Revenue	-	1,869	7,072	-	2,689	1,000
	Total Revenues and Other Financing Sources	\$ -	\$ 1,869	\$ 7,122	\$ 20	\$ 2,819	\$ 1,100
<b>Expenditures and Other Financing Uses</b>							
403-492	Drug Forfeiture Expense	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500
	Total Contractual Services	-	-	-	500	500	500
	Total Expenditures and Other Financing Uses	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500
	Net Change in Fund Balance	\$ -	\$ 1,869	\$ 7,122	\$ (480)	\$ 2,319	\$ 600
	Beginning Fund Balance	1,479	1,479	3,348	10,470	10,470	12,789
	Ending Fund Balance	\$ 1,479	\$ 3,348	\$ 10,470	\$ 9,990	\$ 12,789	\$ 13,389

# FOREIGN FIRE INSURANCE FUND

The Foreign Fire Insurance Fund – this fund was created to account for the funds provided by the State of Illinois for Foreign Fire Insurance. The expenditures for this program are evaluated and determined by the Foreign Fire Insurance Board, which is comprised of Fire Department members, per state statute. Pursuant to state law, the Foreign Fire Insurance Fund receives its monies from a state tax imposed on fire insurance policies written by insurance companies located outside of the state of Illinois. These funds are intended to provide for the needs of the department as the department sees fit to compensate for what is not provided for by the municipality.



Fiscal Year 2019 revenues for the fund budgeted at \$39,500, while expenditures for Fiscal Year 2019 total \$30,000 for fire department needs.

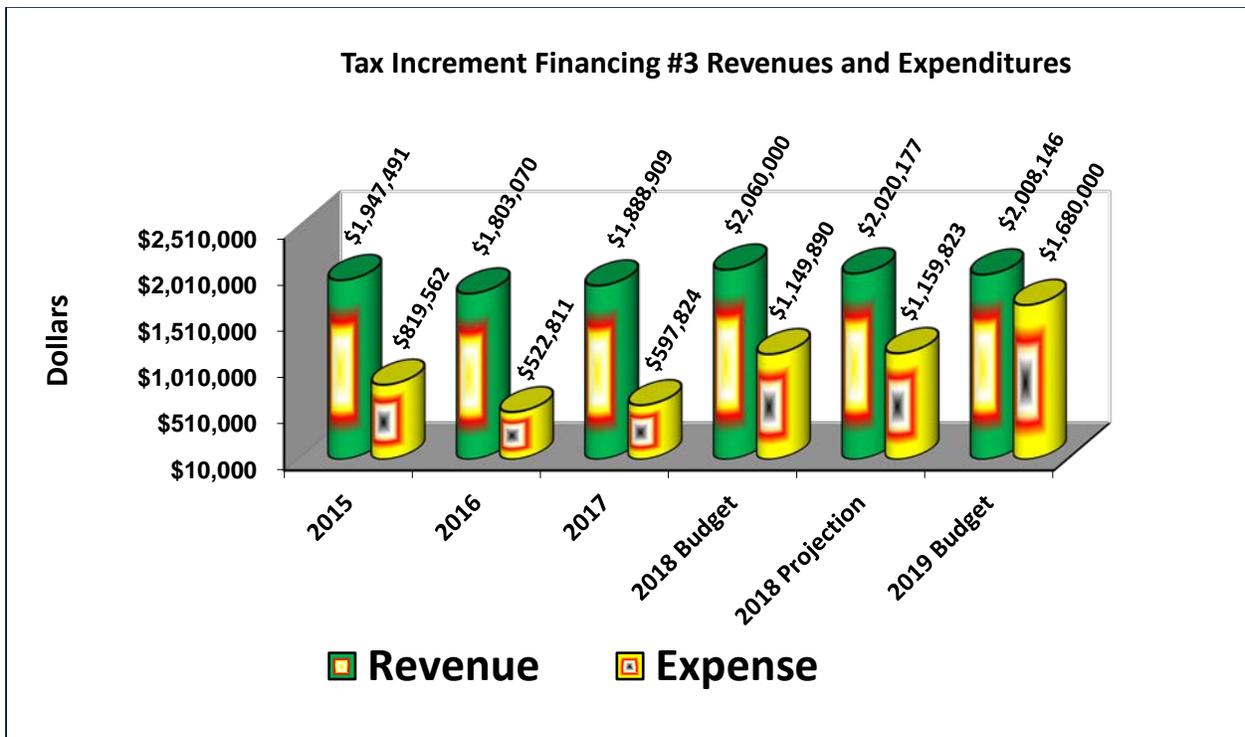
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 20 - Foreign Fire Insurance Tax Fund**

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>							
314-305	Foreign Fire Insurance Tax	\$ 38,360	\$ 39,609	\$ 27,374	\$ 39,000	\$ 39,000	\$ 39,000
	Total Other Taxes	<u>38,360</u>	<u>39,609</u>	<u>27,374</u>	<u>39,000</u>	<u>39,000</u>	<u>39,000</u>
361-300	Interest On Investments	-	0	342	50	750	500
	Total Investment Income	<u>-</u>	<u>0</u>	<u>342</u>	<u>50</u>	<u>750</u>	<u>500</u>
389-303	Miscellaneous Income	331	-	-	-	-	-
	Total Other Revenues	<u>331</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
391-301	Interfund General Fund	20,708	-	-	-	-	-
	Total Interfund Transfer	<u>20,708</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues and Other Financing Sources</b>	<u>\$ 59,400</u>	<u>\$ 39,609</u>	<u>\$ 27,716</u>	<u>\$ 39,050</u>	<u>\$ 39,750</u>	<u>\$ 39,500</u>
<b>Expenditures and Other Financing Uses</b>							
402-427	Materials & Supplies	\$ -	\$ 4,090	\$ -	\$ 15,000	\$ 500	\$ 2,000
402-433	Safety & Protective Equipment	852	11,494	-	30,000	15,000	23,000
402-434	Small Tools	33,507	-	903	5,000	1,000	2,000
402-499	Miscellaneous Expense	1,997	9,684	87	15,000	7,000	3,000
	Total Commodities	<u>36,357</u>	<u>25,268</u>	<u>989</u>	<u>65,000</u>	<u>23,500</u>	<u>30,000</u>
	<b>Total Expenditures and Other Financing Uses</b>	<u>\$ 36,357</u>	<u>\$ 25,268</u>	<u>\$ 989</u>	<u>\$ 65,000</u>	<u>\$ 23,500</u>	<u>\$ 30,000</u>
	<b>Net Change in Fund Balance</b>	<u>\$ 23,043</u>	<u>\$ 14,342</u>	<u>\$ 26,727</u>	<u>\$ (25,950)</u>	<u>\$ 16,250</u>	<u>\$ 9,500</u>
	Beginning Fund Balance	<u>21,638</u>	<u>44,681</u>	<u>59,022</u>	<u>85,749</u>	<u>85,749</u>	<u>101,999</u>
	<b>Ending Fund Balance</b>	<u>\$ 44,681</u>	<u>\$ 59,022</u>	<u>\$ 85,749</u>	<u>\$ 59,799</u>	<u>\$ 101,999</u>	<u>\$ 111,499</u>

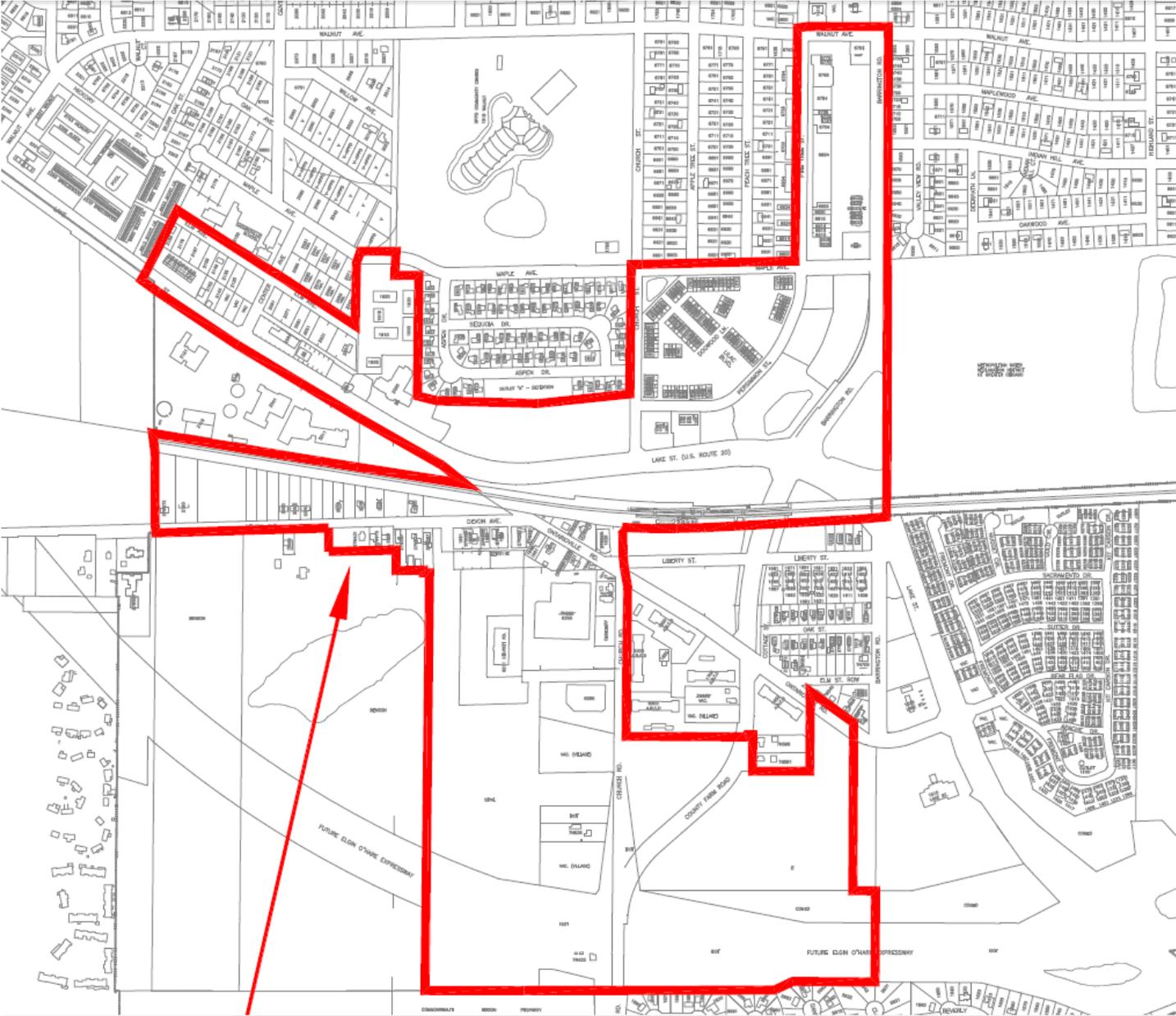
# TAX INCREMENT FINANCE #3 FUND

Tax Increment Finance Area #3 Fund – adopted in May 03, 2001 (O-01-18) for the improvements in the Village Center Redevelopment District located at Barrington Road and Lake Street. This Tax Increment Finance Area #3 will expire in 2024. Initial financing has been provided by a transfer from the General Fund. Revenues are generated from incremental property taxes resulting from the growth of the assessed valuation within the Tax Increment Financing #3.



Fiscal Year 2019 revenues for the fund budgeted at \$2,008,146, while expenditures for Fiscal Year 2019 total \$1,680,000. Significant portion of this amount budgeted for the redevelopment of the Village Center Downtown Area.

# TAX INCREMENT FINANCING #3 MAP



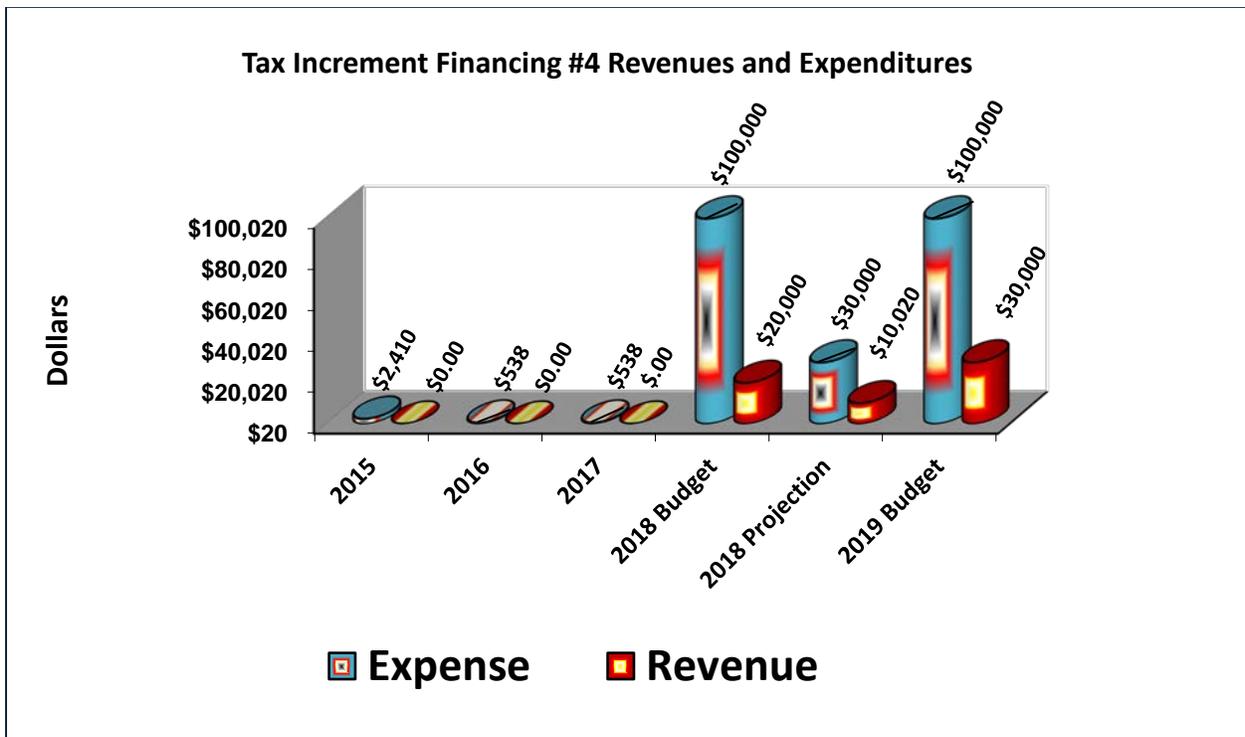
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 33 - Tax Increment Finance District # 3 Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
311-300 Taxes TIF # 3 DuPage	\$ 237,089	\$ 253,136	\$ 250,596	\$ 250,000	\$ 250,000	\$ 250,000
311-301 Taxes TIF # 3 Cook	1,611,191	1,537,695	1,598,991	1,800,000	1,700,000	1,718,146
Total Taxes	<u>1,848,280</u>	<u>1,790,831</u>	<u>1,849,587</u>	<u>2,050,000</u>	<u>1,950,000</u>	<u>1,968,146</u>
361-300 Interest On Investments	2,025	12,238	39,322	10,000	45,000	40,000
Total Investment Income	<u>2,025</u>	<u>12,238</u>	<u>39,322</u>	<u>10,000</u>	<u>45,000</u>	<u>40,000</u>
389-303 Miscellaneous Income	97,186	-	-	-	25,177	-
Total Miscellaneous	<u>97,186</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,177</u>	<u>-</u>
Total Revenues and Other Financing Sources	<u>\$ 1,947,491</u>	<u>\$ 1,803,070</u>	<u>\$ 1,888,909</u>	<u>\$ 2,060,000</u>	<u>\$ 2,020,177</u>	<u>\$ 2,008,146</u>
<b>Expenditures and Other Financing Uses</b>						
401-412 Salaries - Part Time	\$ -	\$ -	\$ 12,859	\$ 12,378	\$ 12,378	\$ -
401-421 Overtime Compensation	-	-	77	-	102	-
401-442 Social Security	-	-	873	947	947	-
Total Personnel Services	<u>-</u>	<u>-</u>	<u>13,809</u>	<u>13,325</u>	<u>13,427</u>	<u>-</u>
403-412 Postage	18	17	-	-	-	-
403-416 Property Taxes	-	-	-	-	3,115	-
403-461 Consulting Services	153,578	28,090	31,859	100,000	100,000	230,000
403-462 Legal Services	(9,191)	139,189	218,033	200,000	200,000	200,000
403-464 Engineering Services	-	-	14,247	30,000	30,000	300,000
403-479 Redevelopment Agreements	667,174	351,310	40,357	46,565	33,281	50,000
403-499 Miscellaneous Expenses	-	100	2,418	-	-	-
Total Contractual Services	<u>811,579</u>	<u>518,706</u>	<u>306,915</u>	<u>376,565</u>	<u>366,396</u>	<u>780,000</u>
413-411 Land	318	-	-	100,000	100,000	250,000
413-421 Buildings	-	-	258,000	100,000	120,000	100,000
413-422 Improvement Other Than Buildings	7,665	4,105	19,100	560,000	560,000	550,000
Total Capital Outlay	<u>7,983</u>	<u>4,105</u>	<u>277,100</u>	<u>760,000</u>	<u>780,000</u>	<u>900,000</u>
Total Expenditures and Other Financing Uses	<u>\$ 819,562</u>	<u>\$ 522,811</u>	<u>\$ 597,824</u>	<u>\$ 1,149,890</u>	<u>\$ 1,159,823</u>	<u>\$ 1,680,000</u>
Net Change in Fund Balance	<u>\$ 1,127,929</u>	<u>\$ 1,280,259</u>	<u>\$ 1,291,085</u>	<u>\$ 910,110</u>	<u>\$ 860,354</u>	<u>\$ 328,146</u>
Beginning Fund Balance	<u>2,026,603</u>	<u>3,154,532</u>	<u>4,434,791</u>	<u>5,725,876</u>	<u>5,725,876</u>	<u>6,586,230</u>
Ending Fund Balance	<u>\$ 3,154,532</u>	<u>\$ 4,434,791</u>	<u>\$ 5,725,876</u>	<u>\$ 6,635,986</u>	<u>\$ 6,586,230</u>	<u>\$ 6,914,376</u>

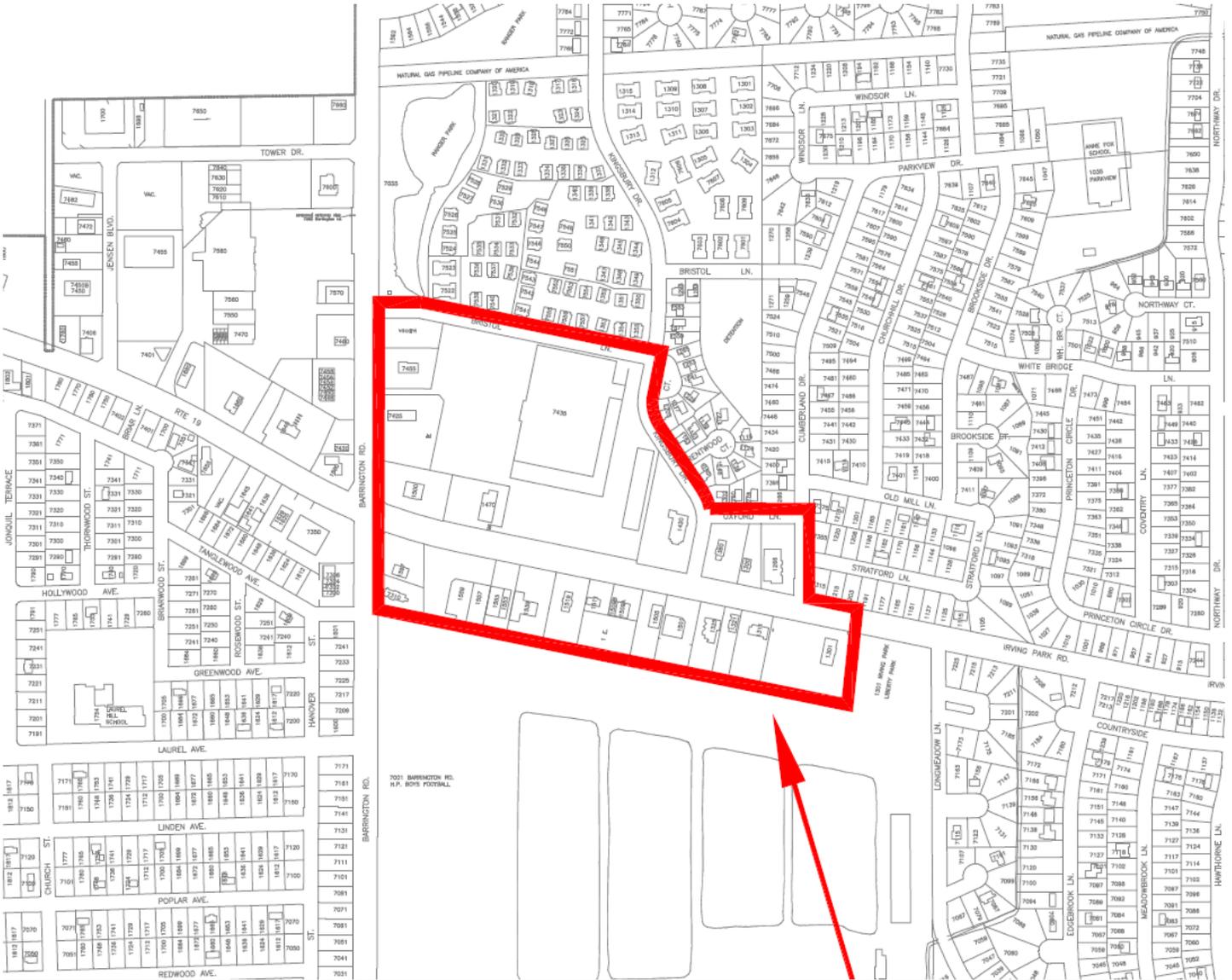
# TAX INCREMENT FINANCE #4 FUND

Tax Increment Finance Area #4 Fund – adopted in September 01, 2005 (O-05-46) for the improvements in the TIF Redevelopment District located at Barrington and Irving Park Road. This Tax Increment Finance Area #4 will expire in 2028. Initial financing has been provided by a transfer from the General Fund. Revenues are generated from incremental property taxes resulting from the growth of the assessed valuation within the Tax Increment Financing #4.



Fiscal Year 2019 revenues for the fund budgeted at \$30,000, while expenditures for Fiscal Year 2019 total \$100,000 a placeholder for future redevelopment project in the TIF area.

# TAX INCREMENT FINANCING #4 MAP



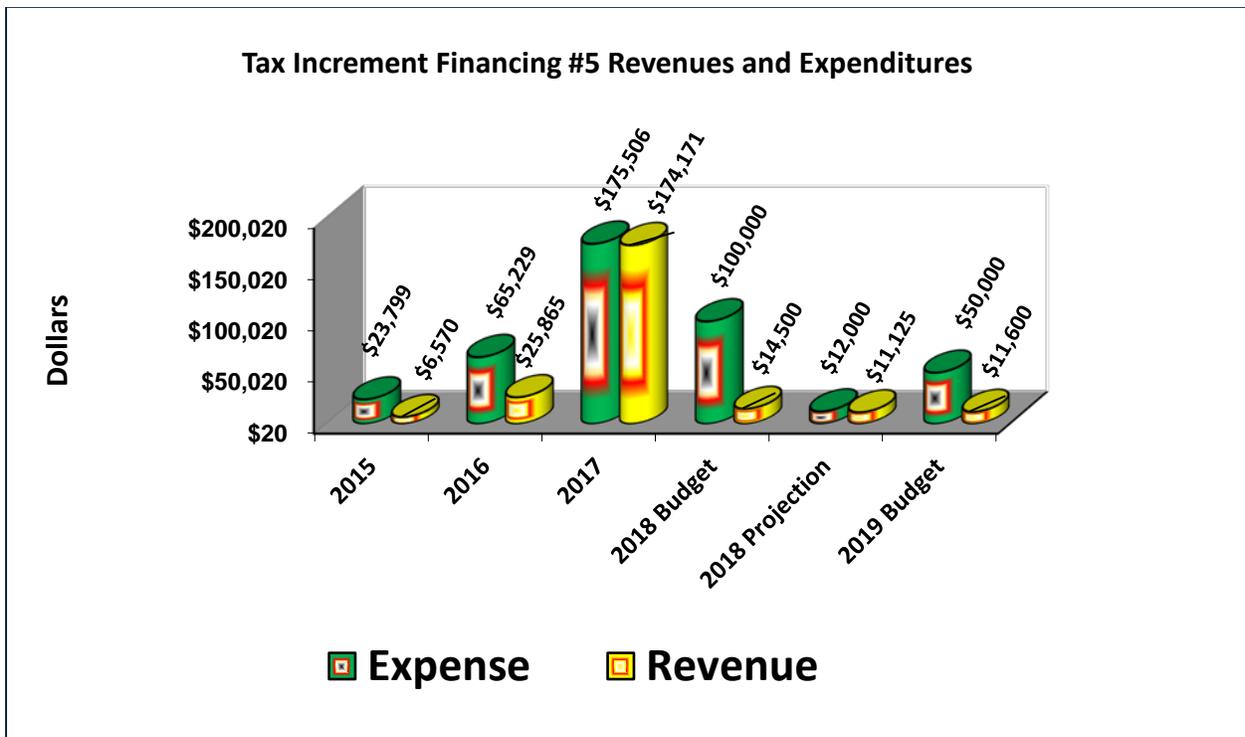
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 34 - Tax Increment Finance District # 4 Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
311-301 Taxes TIF# 4	\$ -	\$ -	\$ -	\$ 20,000	\$ 10,000	\$ 30,000
Total Taxes	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000</u>	<u>10,000</u>	<u>30,000</u>
361-300 Interest On Investments	-	0	-	-	20	-
Total Investment Income	<u>-</u>	<u>0</u>	<u>-</u>	<u>-</u>	<u>20</u>	<u>-</u>
Total Revenues and Other Financing Sources	<u>\$ -</u>	<u>\$ 0</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 10,020</u>	<u>\$ 30,000</u>
<b>Expenditures and Other Financing Uses</b>						
403-461 Consulting Services	\$ 515	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
403-462 Legal Services	416	538	538	10,000	10,000	10,000
403-479 Redevelopment Agreements	1,479	-	-	70,000	-	70,000
Total Contractual Services	<u>2,410</u>	<u>538</u>	<u>538</u>	<u>100,000</u>	<u>30,000</u>	<u>100,000</u>
Total Expenditures and Other Financing Uses	<u>\$ 2,410</u>	<u>\$ 538</u>	<u>\$ 538</u>	<u>\$ 100,000</u>	<u>\$ 30,000</u>	<u>\$ 100,000</u>
Net Change in Fund Balance	<u>\$ (2,410)</u>	<u>\$ (537)</u>	<u>\$ (538)</u>	<u>\$ (80,000)</u>	<u>\$ (19,980)</u>	<u>\$ (70,000)</u>
Beginning Fund Balance	<u>(22,264)</u>	<u>(24,673)</u>	<u>(25,211)</u>	<u>(25,748)</u>	<u>(25,748)</u>	<u>(45,728)</u>
Ending Fund Balance	<u>\$ (24,673)</u>	<u>\$ (25,211)</u>	<u>\$ (25,748)</u>	<u>\$ (105,748)</u>	<u>\$ (45,728)</u>	<u>\$ (115,728)</u>

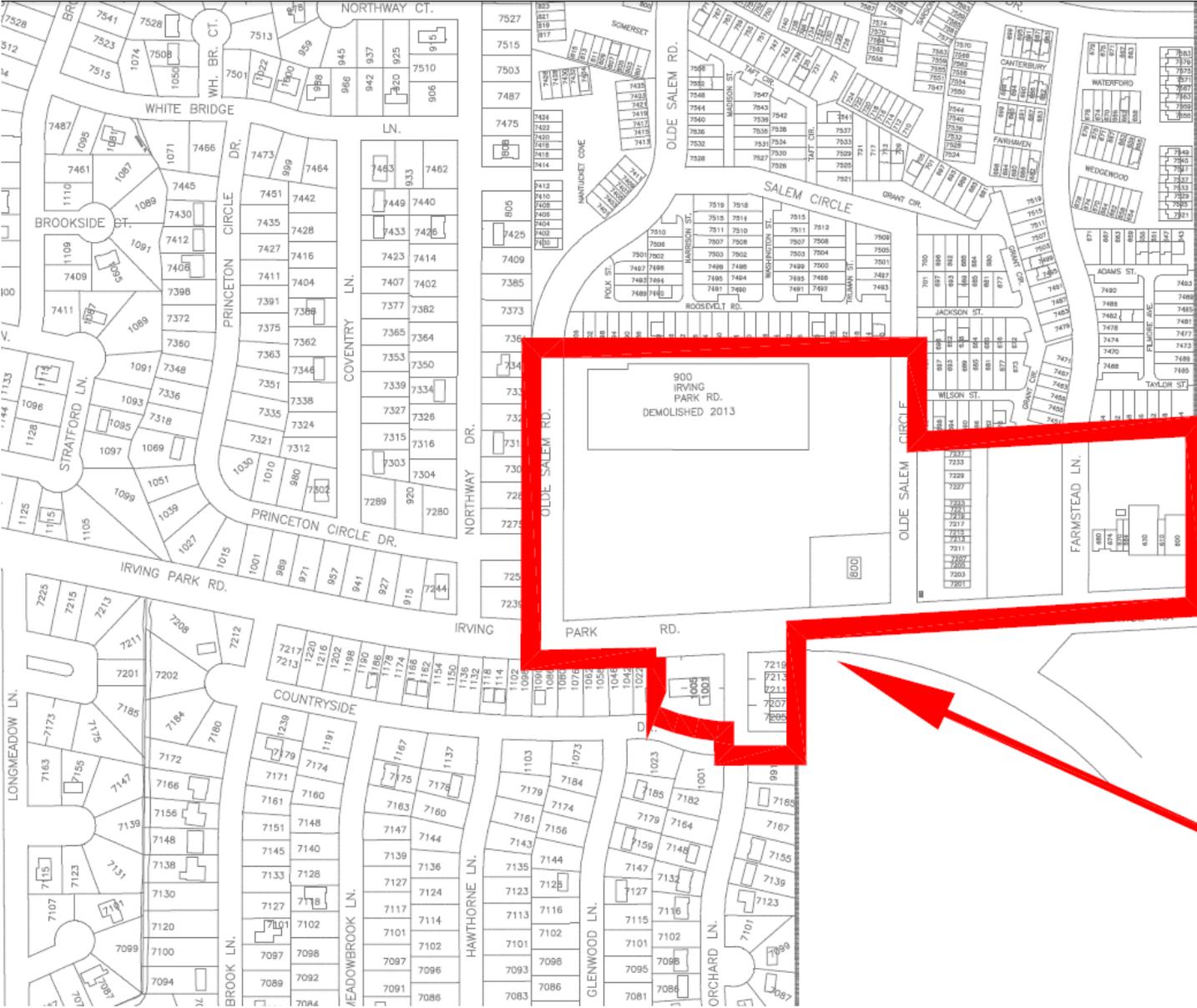
# TAX INCREMENT FINANCE #5 FUND

Tax Increment Finance Area #5 Fund – adopted in January 10, 2013 (O-13-05) for the improvements in the TIF Redevelopment District around the intersection of Irving Park and Wise Roads. This Tax Increment Finance Area #5 will expire in December 31, 2036. Initial financing has been provided by a transfer from the General Fund. Revenues are generated from incremental property taxes resulting from the growth of the assessed valuation within the Tax Increment Financing #5.



Fiscal Year 2019 revenues for the fund budgeted at \$11,600, while expenditures for Fiscal Year 2019 total \$50,000 a placeholder for future redevelopment project in the TIF area.

# TAX INCREMENT FINANCING #5 MAP



VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

Fund 35 - Tax Increment Finance District # 5 Fund

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
311-301 Taxes TIF # 5	\$ 6,569	\$ 4,860	\$ 15,046	\$ 14,500	\$ 11,000	\$ 11,500
Total Taxes	<u>6,569</u>	<u>4,860</u>	<u>15,046</u>	<u>14,500</u>	<u>11,000</u>	<u>11,500</u>
361-300 Interest On Investments	1	5	125	-	125	100
Total Investment Income	<u>1</u>	<u>5</u>	<u>125</u>	<u>-</u>	<u>125</u>	<u>100</u>
380-309 Reimbursed Expenditures Miscellaneous	-	21,000	159,000	-	-	-
Total Miscellaneous	<u>-</u>	<u>21,000</u>	<u>159,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources	<u>\$ 6,570</u>	<u>\$ 25,865</u>	<u>\$ 174,171</u>	<u>\$ 14,500</u>	<u>\$ 11,125</u>	<u>\$ 11,600</u>
<b>Expenditures and Other Financing Uses</b>						
403-461 Consulting Services	\$ -	\$ 14,998	\$ 84,074	\$ 50,000	\$ 1,000	\$ 20,000
403-462 Legal Services	23,799	50,231	90,632	30,000	10,000	20,000
403-464 Engineering Services	-	-	800	20,000	1,000	10,000
Total Contractual Services	<u>23,799</u>	<u>65,229</u>	<u>175,506</u>	<u>100,000</u>	<u>12,000</u>	<u>50,000</u>
Total Expenditures and Other Financing Uses	<u>\$ 23,799</u>	<u>\$ 65,229</u>	<u>\$ 175,506</u>	<u>\$ 100,000</u>	<u>\$ 12,000</u>	<u>\$ 50,000</u>
Net Change in Fund Balance	<u>\$ (17,229)</u>	<u>\$ (39,363)</u>	<u>\$ (1,335)</u>	<u>\$ (85,500)</u>	<u>\$ (875)</u>	<u>\$ (38,400)</u>
Beginning Fund Balance	<u>(12,025)</u>	<u>(29,254)</u>	<u>(68,617)</u>	<u>(69,953)</u>	<u>(69,953)</u>	<u>(70,828)</u>
Ending Fund Balance	<u>\$ (29,254)</u>	<u>\$ (68,617)</u>	<u>\$ (69,953)</u>	<u>\$ (155,453)</u>	<u>\$ (70,828)</u>	<u>\$ (109,228)</u>

**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Schedule of Legal Debt Margin**  
**December 31, 2019**

The Village of Hanover Park is a home rule municipality.

Article VII, Section 6(k) of the Illinois Constitution governs computation of legal debt margin.

The General Assembly may limit by law the amount and require referendum approval of debt to be incurred by home rule municipalities, payable from ad valorem property tax receipts, only in excess of the following percentages of the assessed value of its taxable property ... (2) if its population is more than 25,000 and less than 500,000 an aggregate of one percent: indebtedness which is outstanding on the effective date (July 1, 1971) of this constitution or which is thereafter approved by referendum ... shall not be included in the foregoing percentage amounts.

To date the General Assembly has set no limits for home rule municipalities.

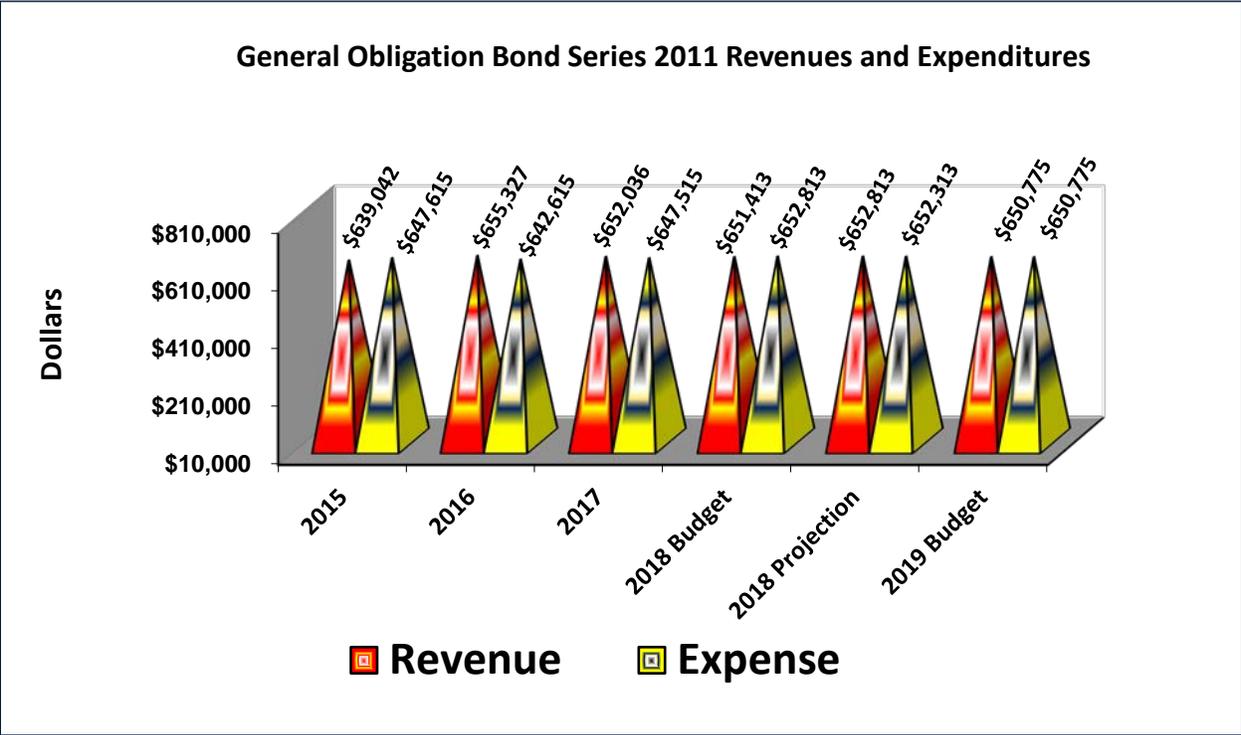
**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Long Term Debt Requirements**  
**General Obligation Bond Summary**  
**December 31, 2019**

Tax Levy Year	General Obligation Bond Series 2010	General Obligation Bond Series 2010A	General Obligation Bond Series 2011	Total
2018	771,903	467,038	649,277	1,888,218
2019	761,629	457,238	655,650	1,874,517
2020	753,808	446,838	655,114	1,855,760
2021	740,448	435,838	657,712	1,833,998
2022	731,818	424,138	664,712	1,820,668
2023	722,648	437,438	665,962	1,826,048
2024	1,432,938	448,375	-	1,881,313
2025	1,407,164	457,750	-	1,864,914
2026	1,382,755	439,875	-	1,822,630
2027	1,355,480	447,000	-	1,802,480
2028	1,330,300	426,000	-	1,756,300
2029	-	1,605,000	-	1,605,000
	<u>\$ 11,390,891</u>	<u>\$ 6,492,528</u>	<u>\$ 3,948,427</u>	<u>\$ 21,831,846</u>

Detailed debt schedules are included in the Debt Service Funds section of this document.

# GO BOND SERIES 2011 FUND

General Obligation Bond Series 2011 Fund – Ordinance (O- 11-26) approved in October 20, 2011 for the issuance of \$7,030,000 General Obligation Refunding Bond, Series 2011 of the Village of Hanover Park Cook and DuPage Counties, providing for the levy and collection of a direct annual tax for the payment of the principal and interest on said bonds, and further providing for the execution of an escrow agreement in connection with the refunding of 2004 General Obligation Bond for \$7M primarily to finance the construction of the new fire station facility No. 1. These bonds are scheduled to be paid off December 1, 2024.



Fiscal Year 2019 revenues for the fund budgeted at \$650,775 is the 2018 tax year levy, to be filed with Cook and DuPage counties in December 2018, while expenditures for Fiscal Year 2019 total \$650,775 primarily consist of general obligation debt service payment schedule for the year.

**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Long Term Debt Requirements**  
**General Obligation Bonds, Series 2011**  
**December 31, 2019**

Date of Issue November 1, 2011  
Date of Maturity December 1, 2024  
Authorized Issue \$7,030,000  
Denomination of Bonds \$5,000  
Interest Rates 2.00% - 3.25%  
Interest Dates December 1 and June 1  
Principal Maturity Date December 1  
Payable at BNY Mellon Trust Company, Chicago, IL

**CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS**

Tax Levy Year	Tax Levy			Interest Due On			
	Principal	Interest	Totals	Jun 1	Amount	Dec 1	Amount
2018	545,000	104,277	649,277	2019	52,138	2019	52,139
2019	565,000	90,650	655,650	2020	45,325	2020	45,325
2020	580,000	75,114	655,114	2021	37,557	2021	37,557
2021	600,000	57,712	657,712	2022	28,856	2022	28,856
2022	625,000	39,712	664,712	2023	19,856	2023	19,856
2023	645,000	20,962	665,962	2024	10,481	2024	10,481
	<u>\$ 3,560,000</u>	<u>\$ 388,427</u>	<u>\$ 3,948,427</u>		<u>\$ 194,213</u>		<u>\$ 194,214</u>

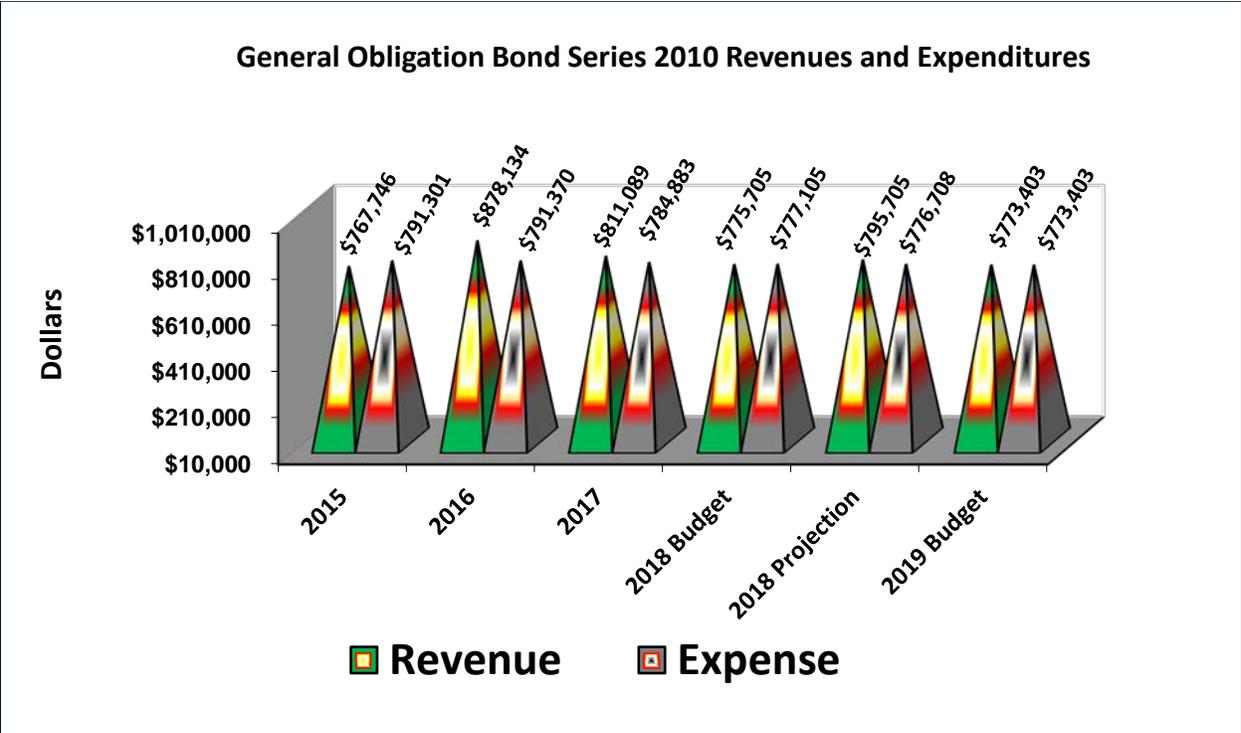
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 46 - General Obligation Bond Series of 2011 Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
311-301 Property Taxes Real Property	\$ 638,932	\$ 655,237	\$ 650,342	\$ 651,313	\$ 651,313	\$ 649,275
Total Taxes	<u>638,932</u>	<u>655,237</u>	<u>650,342</u>	<u>651,313</u>	<u>651,313</u>	<u>649,275</u>
361-300 Interest On Investments	110	90	1,694	100	1,500	1,500
Total Investment Income	<u>110</u>	<u>90</u>	<u>1,694</u>	<u>100</u>	<u>1,500</u>	<u>1,500</u>
Total Revenues and Other Financing Sources	<u>\$ 639,042</u>	<u>\$ 655,327</u>	<u>\$ 652,036</u>	<u>\$ 651,413</u>	<u>\$ 652,813</u>	<u>\$ 650,775</u>
<b>Expenditures and Other Financing Uses</b>						
403-499 Miscellaneous Expense	\$ 803	\$ 803	\$ 803	\$ 1,500	\$ 1,000	\$ 1,500
Total Contractual Services	<u>803</u>	<u>803</u>	<u>803</u>	<u>1,500</u>	<u>1,000</u>	<u>1,500</u>
411-403 Principal - 2011 Go Bonds	500,000	505,000	520,000	535,000	535,000	545,000
411-404 Interest - 2011 Go Bonds	146,812	136,813	126,713	116,313	116,313	104,275
Total Debt Service	<u>646,812</u>	<u>641,813</u>	<u>646,713</u>	<u>651,313</u>	<u>651,313</u>	<u>649,275</u>
Total Expenditures and Other Financing Uses	<u>\$ 647,615</u>	<u>\$ 642,615</u>	<u>\$ 647,515</u>	<u>\$ 652,813</u>	<u>\$ 652,313</u>	<u>\$ 650,775</u>
Net Change in Fund Balance	<u>\$ (8,572)</u>	<u>\$ 12,712</u>	<u>\$ 4,521</u>	<u>\$ (1,400)</u>	<u>\$ 500</u>	<u>\$ -</u>
Beginning Fund Balance	<u>113,798</u>	<u>105,226</u>	<u>117,938</u>	<u>122,459</u>	<u>122,459</u>	<u>122,959</u>
Ending Fund Balance	<u>\$ 105,226</u>	<u>\$ 117,938</u>	<u>\$ 122,459</u>	<u>\$ 121,059</u>	<u>\$ 122,959</u>	<u>\$ 122,959</u>

# GO BOND SERIES 2010 FUND

General Obligation Bond Series 2010 Fund – Ordinance (O-10-09) approved in April 29, 2010 for the issuance of \$10M Taxable General Obligation Bonds, Series 2010 (Build America Bond) of the Village of Hanover Park Cook and DuPage Counties, providing for the levy and collection of a direct annual tax for the payment of the principal and interest on said bonds. Proceeds from these bonds used for the construction of a new police station facility. These bonds are scheduled to be paid off December 1, 2029.



Fiscal Year 2019 revenues for the fund budgeted at \$773,403 are the 2018 tax year levy, to be filed with Cook and DuPage counties in December 2018, and the Build America Bond Subsidy (BABS), while expenditures for Fiscal Year 2019 total \$773,403 primarily consist of general obligation debt service payment schedule for the year.

**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Long Term Debt Requirements**  
**General Obligation Bonds, Series 2010**  
**December 31, 2019**

Date of Issue April 29, 2010  
Date of Maturity December 1, 2029  
Authorized Issue \$10,000,000  
Denomination of Bonds \$5,000  
Interest Rates Unknown  
Interest Dates December 1 and June 1  
Principal Maturity Date December 1  
Payable at BNY Mellon Trust Company, Chicago, IL

**CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS**

Tax Levy Year	Tax Levy			Interest Due On			
	Principal	Interest	Totals	Jun 1	Amount	Dec 1	Amount
2018	325,000	446,903	771,903	2019	223,451	2019	223,452
2019	330,000	431,629	761,629	2020	215,814	2020	215,815
2020	340,000	413,808	753,808	2021	206,904	2021	206,904
2021	345,000	395,448	740,448	2022	197,724	2022	197,724
2022	355,000	376,818	731,818	2023	188,409	2023	188,409
2023	365,000	357,648	722,648	2024	178,824	2024	178,824
2024	1,095,000	337,938	1,432,938	2025	168,969	2025	168,969
2025	1,130,000	277,164	1,407,164	2026	138,582	2026	138,582
2026	1,170,000	212,755	1,382,755	2027	106,378	2027	106,377
2027	1,210,000	145,480	1,355,480	2028	72,740	2028	72,740
2028	1,255,000	75,300	1,330,300	2029	37,650	2029	37,650
	<u>\$ 7,920,000</u>	<u>\$ 3,470,891</u>	<u>\$ 11,390,891</u>		<u>\$ 1,735,445</u>		<u>\$ 1,735,446</u>

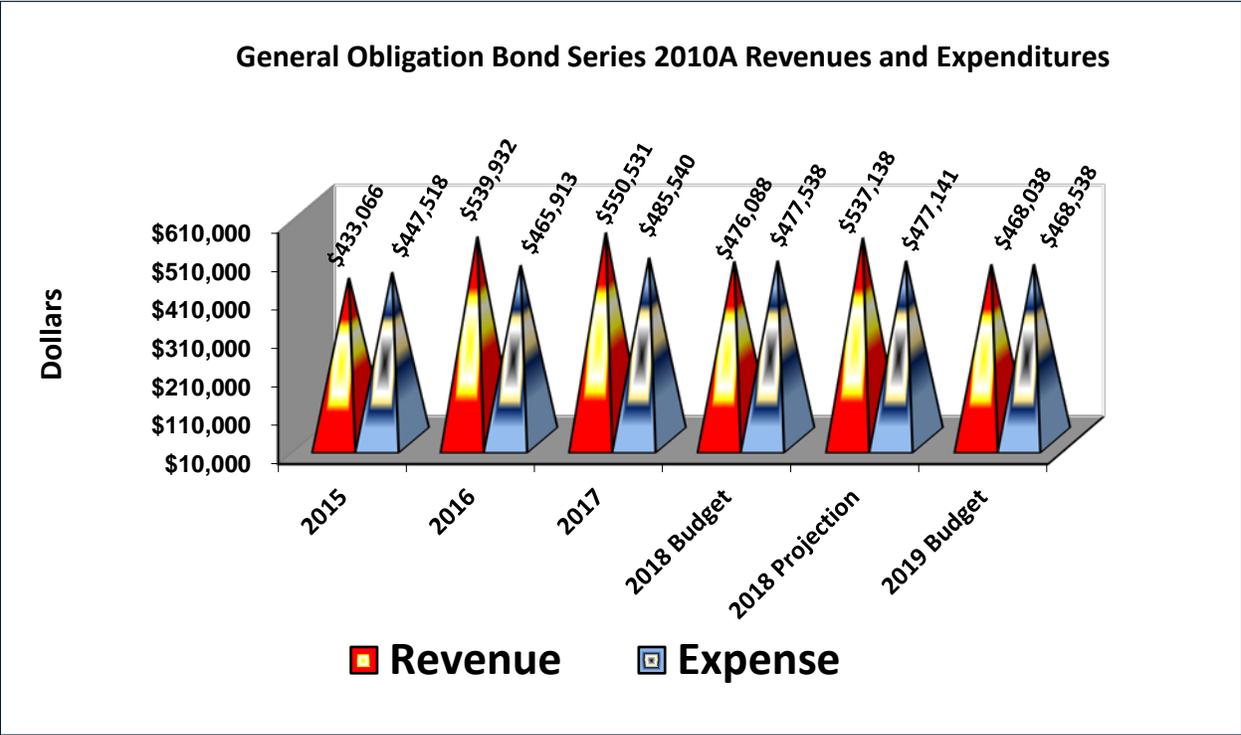
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 47 - General Obligation Bond Series of 2010 Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
311-301 Property Taxes Real Property	\$ 606,539	\$ 719,849	\$ 654,776	\$ 643,605	\$ 643,605	\$ 639,902
Total Taxes	<u>606,539</u>	<u>719,849</u>	<u>654,776</u>	<u>643,605</u>	<u>643,605</u>	<u>639,902</u>
361-300 Interest On Investments	90	92	1,684	100	1,600	1,501
Total Investment Income	<u>90</u>	<u>92</u>	<u>1,684</u>	<u>100</u>	<u>1,600</u>	<u>1,501</u>
380-380 BAB Federal Subsidy	161,116	158,193	154,630	132,000	150,500	132,000
Total Miscellaneous	<u>161,116</u>	<u>158,193</u>	<u>154,630</u>	<u>132,000</u>	<u>150,500</u>	<u>132,000</u>
Total Revenues and Other Financing Sources	<u>\$ 767,746</u>	<u>\$ 878,134</u>	<u>\$ 811,089</u>	<u>\$ 775,705</u>	<u>\$ 795,705</u>	<u>\$ 773,403</u>
<b>Expenditures and Other Financing Uses</b>						
403-499 Miscellaneous Expense	\$ 1,053	\$ 1,153	\$ 1,103	\$ 1,500	\$ 1,103	\$ 1,500
Total Contractual Services	<u>1,053</u>	<u>1,153</u>	<u>1,103</u>	<u>1,500</u>	<u>1,103</u>	<u>1,500</u>
411-429 Principal - 2010A Go Bonds	295,000	305,000	310,000	315,000	315,000	325,000
411-430 Interest - 2010A Go Bonds	495,248	485,218	473,780	460,605	460,605	446,903
Total Debt Service	<u>790,248</u>	<u>790,218</u>	<u>783,780</u>	<u>775,605</u>	<u>775,605</u>	<u>771,903</u>
Total Expenditures and Other Financing Uses	<u>\$ 791,301</u>	<u>\$ 791,370</u>	<u>\$ 784,883</u>	<u>\$ 777,105</u>	<u>\$ 776,708</u>	<u>\$ 773,403</u>
Net Change in Fund Balance	<u>\$ (23,554)</u>	<u>\$ 86,764</u>	<u>\$ 26,207</u>	<u>\$ (1,400)</u>	<u>\$ 18,997</u>	<u>\$ -</u>
Beginning Fund Balance	<u>91,059</u>	<u>67,505</u>	<u>154,268</u>	<u>180,475</u>	<u>180,475</u>	<u>199,472</u>
Ending Fund Balance	<u>\$ 67,505</u>	<u>\$ 154,268</u>	<u>\$ 180,475</u>	<u>\$ 179,075</u>	<u>\$ 199,472</u>	<u>\$ 199,472</u>

# GO BOND SERIES 2010A FUND

General Obligation Bond Series 2010A Fund – Ordinance (O-10-29) approved in November 18, 2010 for the issuance of \$5M Taxable General Obligation Bonds, Series 2010A (Build America Bond) of the Village of Hanover Park Cook and DuPage Counties, providing for the levy and collection of a direct annual tax for the payment of the principal and interest on said bonds. Proceeds from these bonds used for the construction of new police station facility additional expenses. These bonds are scheduled to be paid off December 1, 2030.



Fiscal Year 2019 revenues for the fund budgeted at \$468,038 are the 2018 tax year levy, to be filed with Cook and DuPage counties in December 2018, and the Build America Bond Subsidy (BABS), while expenditures for Fiscal Year 2019 total \$468,538 primarily consist of general obligation debt service payment schedule for the year.

**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Long Term Debt Requirements**  
**General Obligation Bonds, Series 2010A**  
**December 31, 2019**

Date of Issue                    December 2, 2010  
Date of Maturity                December 2, 2030  
Authorized Issue               \$5,000,000  
Interest Rates                    Varied  
Interest Dates                    December 1 and June 1  
Principal Maturity Date       December 1, 2030  
Payable at                        BNY Mellon Trust Company, Chicago, IL

**CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS**

Tax Levy Year	Tax Levy			Interest Due On			
	Principal	Interest	Totals	Jun 1	Amount	Dec 1	Amount
2018	200,000	267,038	467,038	2019	133,519	2019	133,519
2019	200,000	257,238	457,238	2020	128,619	2020	128,619
2020	200,000	246,838	446,838	2021	123,419	2021	123,419
2021	200,000	235,838	435,838	2022	117,919	2022	117,919
2022	200,000	224,138	424,138	2023	112,069	2023	112,069
2023	225,000	212,438	437,438	2024	106,219	2024	106,219
2024	250,000	198,375	448,375	2025	99,187	2025	99,188
2025	275,000	182,750	457,750	2026	91,375	2026	91,375
2026	275,000	164,875	439,875	2027	82,437	2027	82,438
2027	300,000	147,000	447,000	2028	73,500	2028	73,500
2028	300,000	126,000	426,000	2029	63,000	2029	63,000
2029	1,500,000	105,000	1,605,000	2030	52,500	2030	52,500
	<u>\$ 4,125,000</u>	<u>\$ 2,367,528</u>	<u>\$ 6,492,528</u>		<u>\$ 1,183,763</u>		<u>\$ 1,183,765</u>

VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

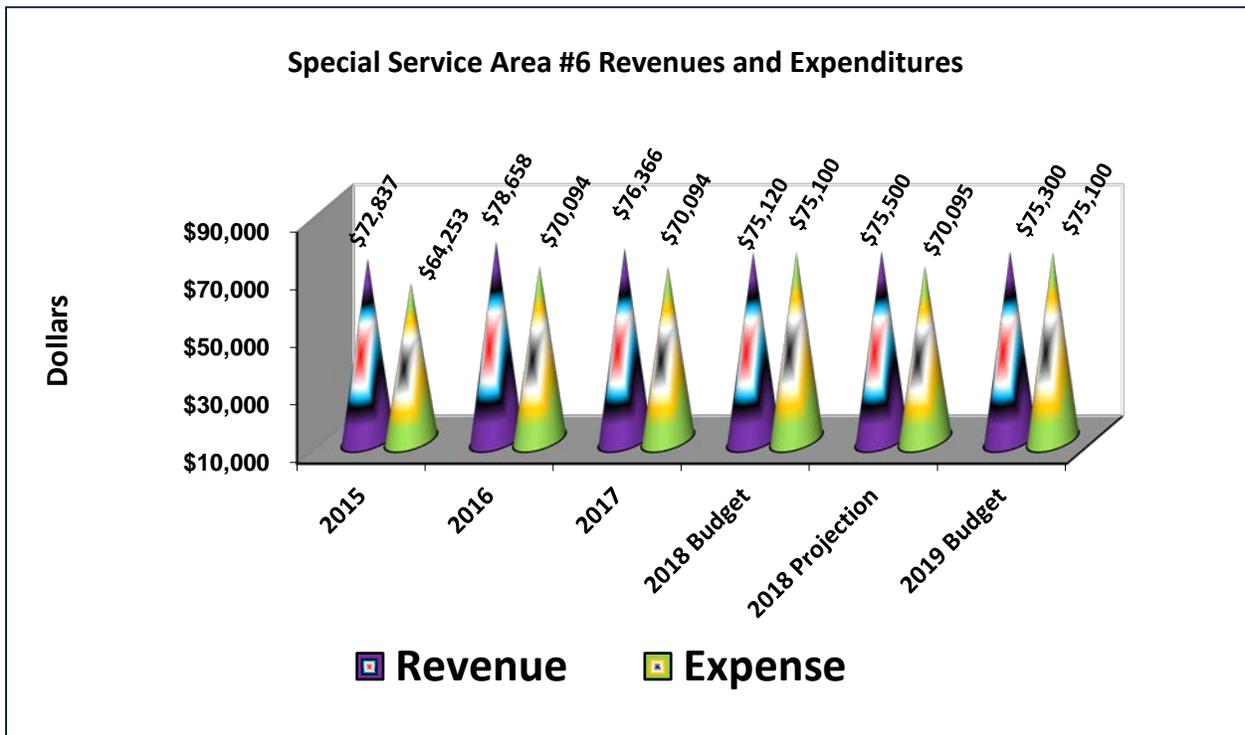
**Fund 48 - General Obligation Bond Series of 2010A Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
311-301 Property Taxes Real Property	\$ 336,935	\$ 445,030	\$ 456,988	\$ 446,038	\$ 446,038	\$ 437,038
Total Taxes	<u>336,935</u>	<u>445,030</u>	<u>456,988</u>	<u>446,038</u>	<u>446,038</u>	<u>437,038</u>
361-300 Interest On Investments	27	57	710	50	1,100	1,000
Total Investment Income	<u>27</u>	<u>57</u>	<u>710</u>	<u>50</u>	<u>1,100</u>	<u>1,000</u>
380-380 BAB Federal Subsidy	96,105	94,845	92,833	30,000	90,000	30,000
Total Miscellaneous	<u>96,105</u>	<u>94,845</u>	<u>92,833</u>	<u>30,000</u>	<u>90,000</u>	<u>30,000</u>
Total Revenues and Other Financing Sources	<u>\$ 433,066</u>	<u>\$ 539,932</u>	<u>\$ 550,531</u>	<u>\$ 476,088</u>	<u>\$ 537,138</u>	<u>\$ 468,038</u>
<b>Expenditures and Other Financing Uses</b>						
403-499 Miscellaneous Expense	\$ 2,105	\$ -	\$ 1,103	\$ 1,500	\$ 1,103	\$ 1,500
Total Contractual Services	<u>2,105</u>	<u>-</u>	<u>1,103</u>	<u>1,500</u>	<u>1,103</u>	<u>1,500</u>
411-429 Principal - 2010A Go Bonds	150,000	175,000	200,000	200,000	200,000	200,000
411-430 Interest - 2010A Go Bonds	295,413	290,913	284,438	276,038	276,038	267,038
Total Debt Service	<u>445,413</u>	<u>465,913</u>	<u>484,438</u>	<u>476,038</u>	<u>476,038</u>	<u>467,038</u>
Total Expenditures and Other Financing Uses	<u>\$ 447,518</u>	<u>\$ 465,913</u>	<u>\$ 485,540</u>	<u>\$ 477,538</u>	<u>\$ 477,141</u>	<u>\$ 468,538</u>
Net Change in Fund Balance	<u>\$ (14,451)</u>	<u>\$ 74,019</u>	<u>\$ 64,991</u>	<u>\$ (1,450)</u>	<u>\$ 59,997</u>	<u>\$ (500)</u>
Beginning Fund Balance	<u>(139,066)</u>	<u>(153,518)</u>	<u>(79,499)</u>	<u>(14,508)</u>	<u>(14,508)</u>	<u>45,489</u>
Ending Fund Balance	<u>\$ (153,518)</u>	<u>\$ (79,499)</u>	<u>\$ (14,508)</u>	<u>\$ (15,958)</u>	<u>\$ 45,489</u>	<u>\$ 44,989</u>

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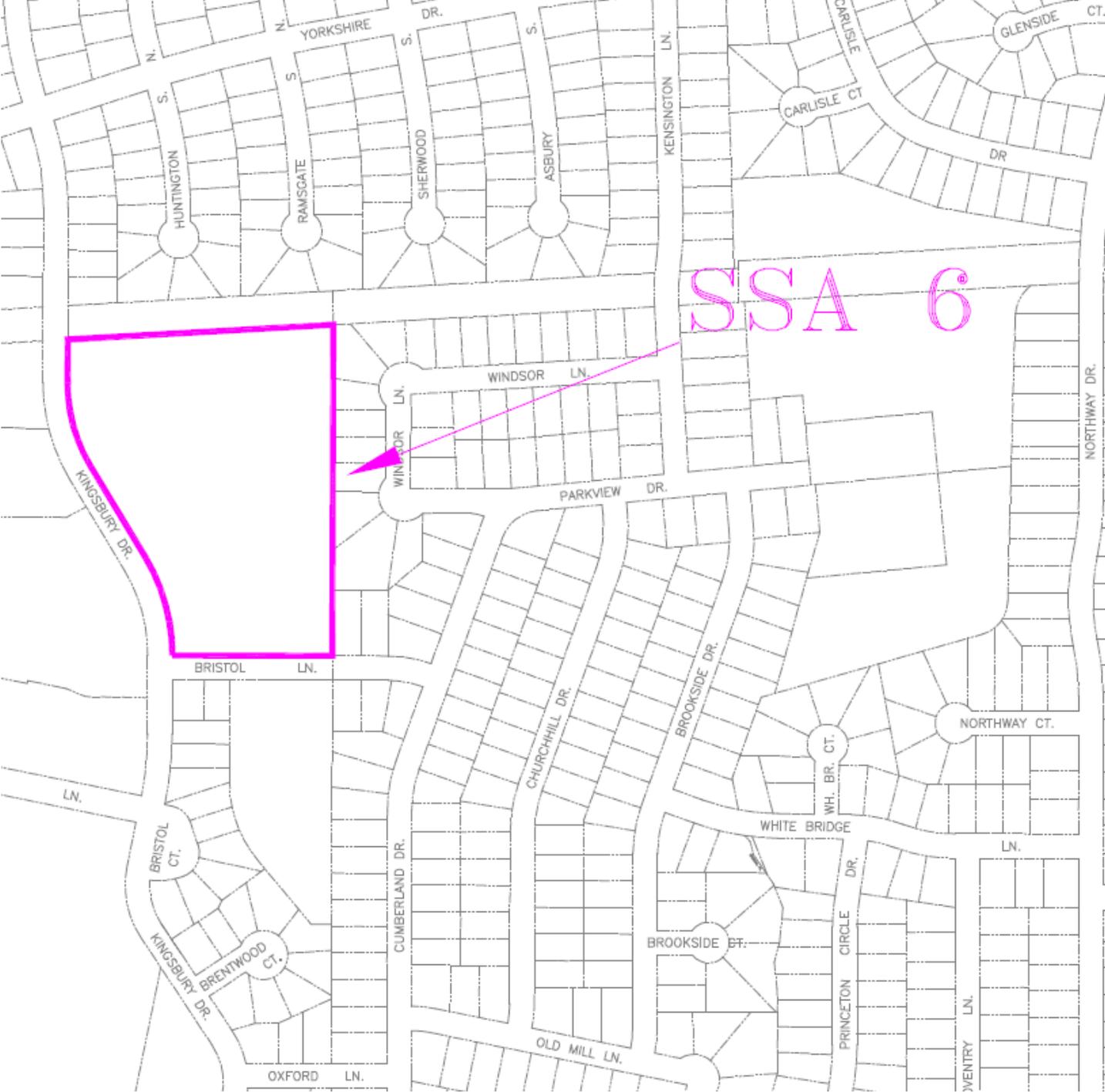
# SPECIAL SERVICE AREA #6 FUND

Special Service Area #6 Fund - the Board passed an Ordinance for the Establishment of a Special Service Area #6 on December 17, 2009 (O-09-44) in the Village of Hanover Park for the purpose of paying the cost of improvement provided by the Village in the Special Service Area Number 6, which includes the Hanover Square condominium. The Debt incurred total \$425,000 with fifteen (15) years as a maximum period over which the debt will be retired and at an annual interest rate not to exceed six percent (6%). Funding source, an annual tax levy as corporate authorities determine to be appropriate, a direct annual tax not to exceed an annual rate of 5.85 percent (5.85%) of the assessed value, as equalized, of the property



The Special Service Area #6 (Hanover Square Condominium) is to provide special municipal services such as; installation of twelve (12) masonry dumpster enclosures and improvement of the parking lot and private streets. Fiscal Year 2019 revenues for the fund budgeted at \$75,300, while expenditures for Fiscal Year 2019 total \$75,100.

# SPECIAL SERVICE AREA #6 MAP (Hanover Square Condominium)



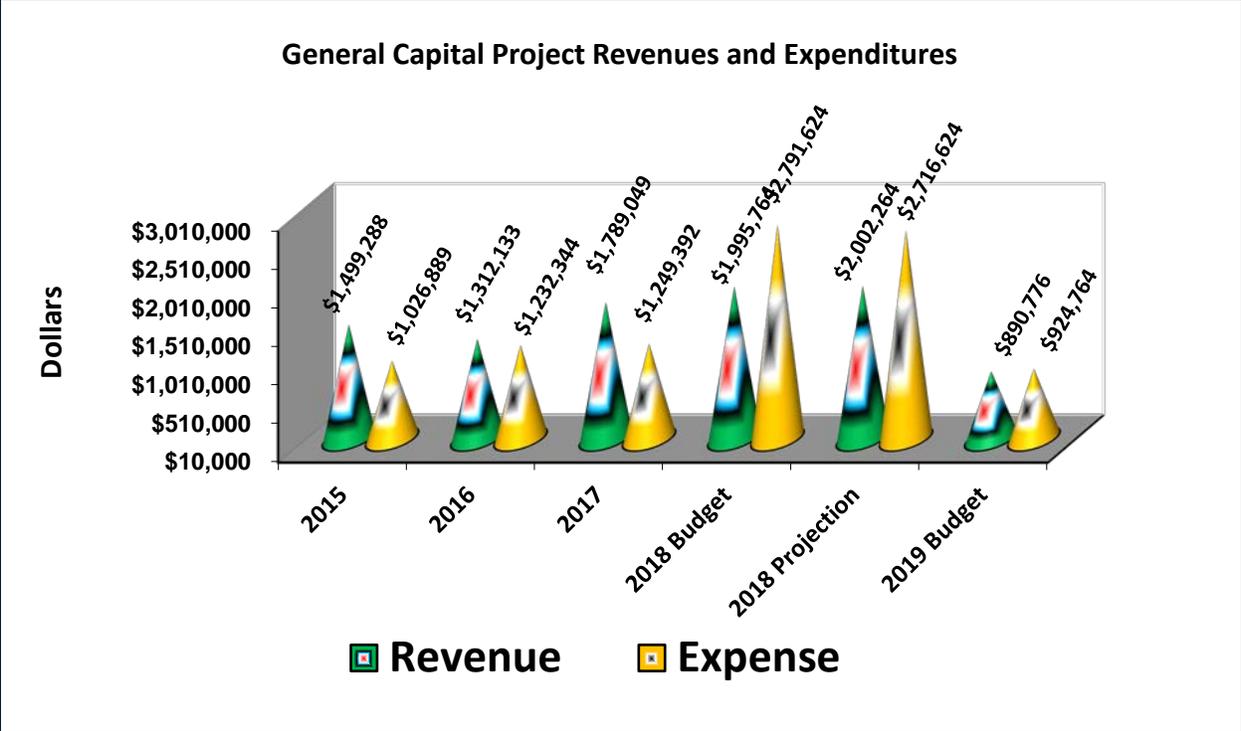
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 16 - Special Service Area #6 Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
311-390 Taxes Special Service Areas # 6	\$ 72,815	\$ 78,651	\$ 76,190	\$ 75,100	\$ 75,100	\$ 75,100
Total Taxes	<u>72,815</u>	<u>78,651</u>	<u>76,190</u>	<u>75,100</u>	<u>75,100</u>	<u>75,100</u>
361-300 Interest On Investments	22	7	175	20	400	200
Total Investment Income	<u>22</u>	<u>7</u>	<u>175</u>	<u>20</u>	<u>400</u>	<u>200</u>
Total Revenues and Other Financing Sources	<u>\$ 72,837</u>	<u>\$ 78,658</u>	<u>\$ 76,366</u>	<u>\$ 75,120</u>	<u>\$ 75,500</u>	<u>\$ 75,300</u>
<b>Expenditures and Other Financing Uses</b>						
403-451 Equipment Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,005
403-462 Legal Services	-	-	-	5,002	-	-
Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,002</u>	<u>-</u>	<u>5,005</u>
411-400 Interest S.S.A.	16,134	14,501	11,072	7,434	7,432	3,567
Total Debt Service	<u>16,134</u>	<u>14,501</u>	<u>11,072</u>	<u>7,434</u>	<u>7,432</u>	<u>3,567</u>
412-401 Interfund General Fund	48,119	55,593	59,022	62,664	62,663	66,528
Total Interfund Transfers	<u>48,119</u>	<u>55,593</u>	<u>59,022</u>	<u>62,664</u>	<u>62,663</u>	<u>66,528</u>
Total Expenditures and Other Financing Uses	<u>\$ 64,253</u>	<u>\$ 70,094</u>	<u>\$ 70,094</u>	<u>\$ 75,100</u>	<u>\$ 70,095</u>	<u>\$ 75,100</u>
Net Change in Fund Balance	<u>\$ 8,584</u>	<u>\$ 8,564</u>	<u>\$ 6,272</u>	<u>\$ 20</u>	<u>\$ 5,405</u>	<u>\$ 200</u>
Beginning Fund Balance	<u>(310,736)</u>	<u>(254,033)</u>	<u>(189,876)</u>	<u>(124,582)</u>	<u>(124,582)</u>	<u>(56,514)</u>
Ending Fund Balance	<u>\$ (254,033)</u>	<u>\$ (189,876)</u>	<u>\$ (124,582)</u>	<u>\$ (61,898)</u>	<u>\$ (56,514)</u>	<u>\$ 10,214</u>

# GENERAL CAPITAL PROJECT FUND

General Capital Fund - accounts for general construction and capital improvement activity of several capital-related programs including roadway maintenance, sidewalks, bikeways, traffic signals, and other projects. A separate Capital Improvement Program (CIP) document within this budget document provides detailed information regarding all capital projects proposed over the next five years.



The General Capital Project Fund is used for construction, remodeling or expansion, improvement of Village facilities, street and maintenance. Fiscal Year 2019 revenues for the fund budgeted at \$890,776, while expenditures for Fiscal Year 2019 total \$924,764.

VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 31- General Capital Projects Fund**

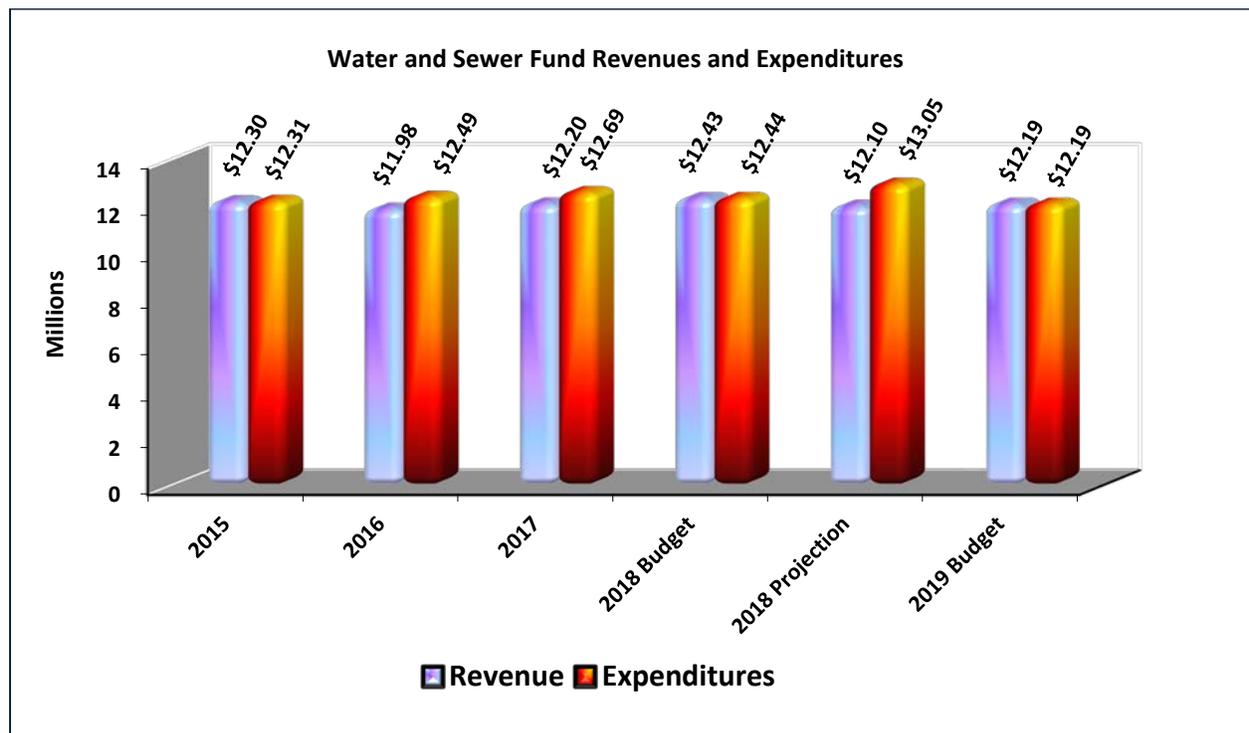
Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
332-301 State Grants	\$ -	\$ -	\$ -	\$ 99,900	\$ 99,900	\$ -
Total Intergovernmental Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>99,900</u>	<u>99,900</u>	<u>-</u>
361-300 Interest On Investments	\$ 84	\$ 786	\$ 9,421	\$ 3,000	\$ 9,500	\$ 3,000
Total Investment Income	<u>84</u>	<u>786</u>	<u>9,421</u>	<u>3,000</u>	<u>9,500</u>	<u>3,000</u>
380-309 Reimbursed Exp. Miscellaneous	85,475	24,493	-	-	-	-
389-303 Miscellaneous Income	-	7,500	-	-	-	-
389-312 Veteran's Memorial	120	250	440	-	-	-
389-313 Other Memorials	3,515	5,708	1,033	-	-	-
389-354 SCBA Funding	-	-	-	28,012	28,012	38,012
Total Miscellaneous Revenue	<u>89,110</u>	<u>37,951</u>	<u>1,473</u>	<u>28,012</u>	<u>28,012</u>	<u>38,012</u>
391-301 Interfund General	1,285,094	1,197,396	1,678,155	1,864,852	1,864,852	849,764
391-350 Interfund Water & Sewer	125,000	76,000	100,000	-	-	-
Total Interfund Transfers	<u>1,410,094</u>	<u>1,273,396</u>	<u>1,778,155</u>	<u>1,864,852</u>	<u>1,864,852</u>	<u>849,764</u>
Total Revenues and Other Financing Sources	<u>\$ 1,499,288</u>	<u>\$ 1,312,133</u>	<u>\$ 1,789,049</u>	<u>\$ 1,995,764</u>	<u>\$ 2,002,264</u>	<u>\$ 890,776</u>
<b>Expenditures and Other Financing Uses</b>						
413-421 Buildings	\$ 301,843	\$ 440,007	\$ 91,674	\$ 1,761,872	\$ 1,761,872	\$ 106,000
413-422 Improvement Other Than Buildings	275,423	476,370	407,048	365,000	290,000	494,300
413-431 Office Equipment	318,617	161,948	306,680	110,000	110,000	-
413-443 Other Equipment	131,007	154,019	443,989	554,752	554,752	324,464
Total Capital Outlay	<u>1,026,889</u>	<u>1,232,344</u>	<u>1,249,392</u>	<u>2,791,624</u>	<u>2,716,624</u>	<u>924,764</u>
Total Expenditures and Other Financing Uses	<u>\$ 1,026,889</u>	<u>\$ 1,232,344</u>	<u>\$ 1,249,392</u>	<u>\$ 2,791,624</u>	<u>\$ 2,716,624</u>	<u>\$ 924,764</u>
Net Change in Fund Balance	<u>\$ 472,399</u>	<u>\$ 79,789</u>	<u>\$ 539,657</u>	<u>\$ (795,860)</u>	<u>\$ (714,360)</u>	<u>\$ (33,988)</u>
Beginning Fund Balance	<u>69,264</u>	<u>541,662</u>	<u>621,451</u>	<u>1,161,109</u>	<u>1,161,109</u>	<u>446,749</u>
Ending Fund Balance	<u>\$ 541,662</u>	<u>\$ 621,451</u>	<u>\$ 1,161,109</u>	<u>\$ 365,249</u>	<u>\$ 446,749</u>	<u>\$ 412,761</u>

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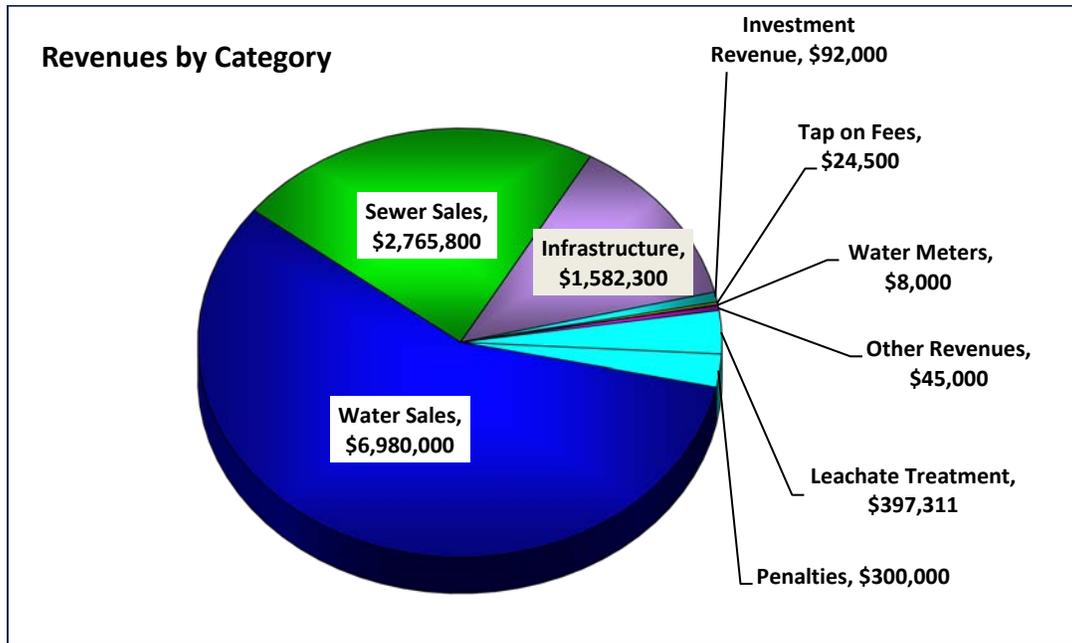
# WATER AND SEWER FUND

Water and Sewer Fund - are enterprise funds which mean the revenues, expenses, transfers and financial results are accounted for through full accrual accounting. These funds are used to account for the revenue and expense activities associated with the delivery and disposal of water from customers. The Water and Sewer Fund include operational activities performed by the following departments: Public Works, and Administrative Services. The Public Works Department performs general maintenance on the systems such as water main break repair, hydrant flushing, meter replacement, water quality testing, and sewer line repair. The Administrative Services Department performs support activities to assist with service operations. These activities include responding to water and sewer customer inquiries, water and sewer billing, accounts payable, payroll, financial support and information technology support.

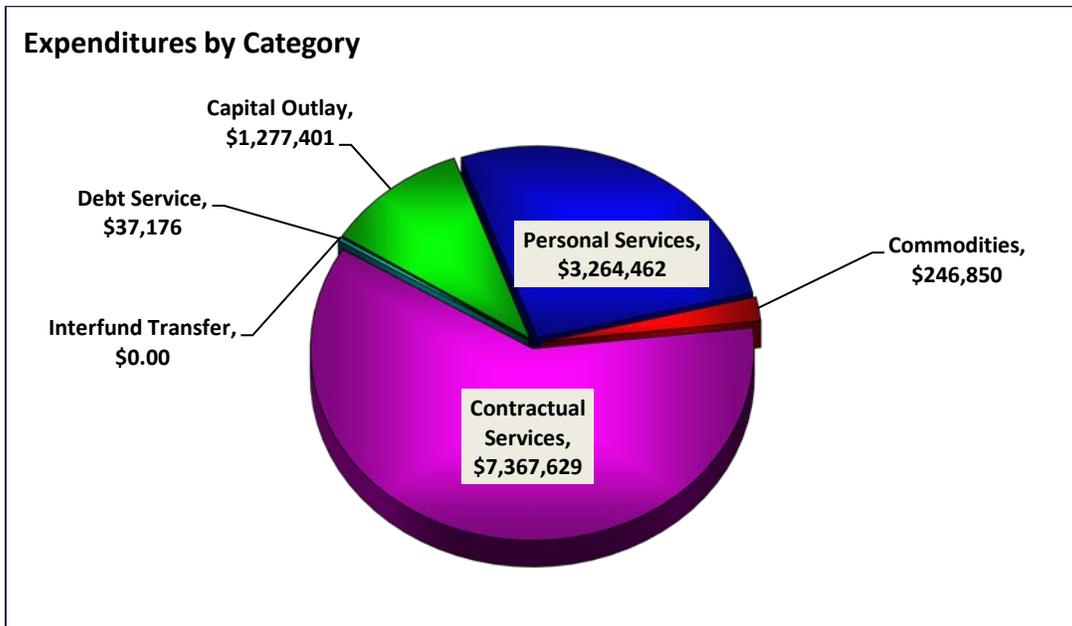
Cost Control Center			
Department/Division	Division Number	Department/Division	Division Number
Administration	5010	Sewer Treatment	5050
Water Treatment	5020	Sewer Maintenance	5060
Water Maintenance	5030	Depreciation and Debt Service	5070
Water Meter Operations	5040		



# WATER AND SEWER FUND



Water and Sewer sales account for 79.92% of the revenues in the Water and Sewer Fund.



Contractual Services, the largest expenditure category, includes payments to the Joint Action Water Agency for water, operations and fixed costs.

**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Revenue Summary by Account**  
 Calendar Year Ending December 31, 2019

**Fund 050 - Water and Sewer Fund**

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>							
322-310	Wastewater Discharge	\$ -	\$ 950	\$ -	\$ -	\$ -	\$ -
	Total Licenses and Permits	-	950	-	-	-	-
344-301	Water Sales - Cook County	3,874,714	3,799,690	3,553,542	3,637,200	3,540,000	3,540,000
344-302	Water Sales - DuPage County	3,592,486	3,545,269	3,491,137	3,552,000	3,440,000	3,440,000
344-303	Water Sales - Cook & DuPage County	-	2,979	8,625	-	-	-
345-301	Sewer Sales - Cook County	798,495	654,451	806,649	790,740	789,000	789,800
345-302	Sewer Sales - DuPage County	1,918,265	1,931,549	1,993,946	2,100,000	1,976,000	1,976,000
346-300	Water Penalties	213,846	307,501	314,842	294,000	310,000	300,000
347-301	Water Tap-On Fees - Cook	2,733	-	3,700	7,500	16,850	7,500
347-302	Water Tap-On Fees - DuPage	-	-	-	2,500	9,250	5,000
348-301	Sewer Tap-On Fees - Cook	1,188	-	-	7,000	25,348	7,000
348-302	Sewer Tap-On Fees - DuPage	-	-	-	2,500	9,065	5,000
349-301	Water Meters - Cook	1,341	4,324	1,668	2,850	2,979	3,000
349-302	Water Meters - DuPage	1,471	3,611	2,329	2,000	5,763	5,000
389-309	Leachate Treatment	300,765	356,863	311,591	376,800	264,844	397,311
	Total Charges for Services	10,705,304	10,606,237	10,488,028	10,775,090	10,389,099	10,475,611
361-300	Interest On Investments	2,034	11,708	70,292	50,000	88,000	92,000
362-300	Net Change In Fair Value	(2,278)	-	-	-	-	-
	Total Investment Income	(244)	11,708	70,292	50,000	88,000	92,000
343-301	Infrastructure - Cook County	780,553	668,594	802,675	800,250	800,500	800,500
343-302	Infrastructure - DuPage County	765,398	681,822	783,846	781,200	781,800	781,800
380-304	Property Damage	-	98	-	-	-	-
380-309	Expenditures Miscellaneous	871	-	7,166	-	-	-
389-303	Miscellaneous Income	44,180	8,252	45,575	20,000	42,000	45,000
	Total Miscellaneous	1,591,002	1,358,765	1,639,262	1,601,450	1,624,300	1,627,300
	Total Operating Revenues	\$ 12,296,062	\$ 11,977,660	\$ 12,197,582	\$ 12,426,540	\$ 12,101,399	\$ 12,194,911

VILLAGE OF HANOVER PARK, ILLINOIS  
Expenditure Summary by Account  
Fiscal Year Ending December 31, 2019

Fund 050 - Water and Sewer Fund

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures and Other Financing Uses</b>							
401-411	Salaries - Regular	\$ 1,802,072	\$ 1,958,896	\$ 2,089,661	\$ 2,023,923	\$ 2,030,110	\$ 2,158,504
401-412	Salaries - Part - Time	24,853	18,874	4,568	38,742	10,200	30,054
401-421	Overtime Compensation	145,592	169,756	132,796	122,286	129,126	133,498
401-428	On Call Premium Pay	20,307	21,360	21,639	23,102	19,102	19,302
401-441	State Retirement	348,080	869,346	303,231	283,292	281,695	241,207
401-442	Social Security	146,548	163,945	168,157	174,030	167,014	187,345
401-444	Employee Insurance	313,647	324,024	385,321	414,585	409,681	476,552
401-446	Unemployment Compensation	1,786	1,291	1,831	1,900	2,025	1,000
401-450	OPEB	11,097	14,152	12,776	17,000	15,000	17,000
401-451	Comp. Abs & IMRF (GLTD)	-	-	930,318	-	-	-
<b>Total Personnel Services</b>		<b>2,813,983</b>	<b>3,541,644</b>	<b>4,050,297</b>	<b>3,098,860</b>	<b>3,063,953</b>	<b>3,264,462</b>
402-411	Office Supplies	3,699	767	1,695	2,020	1,520	1,450
402-413	Memberships / Subscriptions	27,377	28,727	36,896	39,090	36,720	54,404
402-414	Books / Publications / Maps	-	127	-	-	-	-
402-421	Gasoline & Lube	735	359	946	500	500	500
402-426	Bulk Chemicals	10,844	12,264	6,438	13,370	10,980	11,460
402-427	Materials & Supplies	105,554	153,266	147,001	129,742	156,300	151,846
402-428	Cleaning Supplies	990	446	1,065	1,000	1,000	1,000
402-429	Parts & Accessories - Non - Auto	7,738	15,859	5,107	9,300	9,300	9,300
402-431	Uniforms	3,831	2,475	3,584	5,700	5,700	5,700
402-433	Safety & Protective Equipment	6,383	6,738	5,338	8,949	8,830	8,830
402-434	Small Tools	772	2,390	2,250	2,460	2,360	2,360
402-437	Resale Merchandise	1,406	1,570	-	1,600	-	-
402-499	Miscellaneous Expense	-	(1)	-	-	-	-
<b>Total Commodities</b>		<b>169,329</b>	<b>224,987</b>	<b>210,319</b>	<b>213,731</b>	<b>233,210</b>	<b>246,850</b>
403-411	Telephone	68,044	72,806	56,030	62,562	60,000	52,528
403-412	Postage	39,424	42,042	62,582	68,468	65,050	68,368
403-413	Light & Power	218,991	209,454	210,978	236,840	219,750	236,840
403-414	Natural Gas	7,488	7,366	8,115	10,000	10,544	11,560
403-421	Liability Insurance Program	249,966	338,658	421,927	419,550	418,010	429,948
403-434	M & R - Buildings	19,007	46,163	17,436	35,675	16,500	54,295
403-435	M & R - Streets & Bridges	8,692	24,244	15,106	28,000	30,000	28,000
403-436	Maintenance Agreements	83,617	88,143	97,177	106,103	100,200	121,323
403-437	M & R - Other Equipment	355	4,288	5,220	10,800	8,300	10,800
403-441	M & R - STP	43,944	47,320	55,476	60,000	60,000	60,000
403-442	M & R - Sewer Lines	9,732	15,762	27,491	28,000	28,000	28,000
403-443	M & R - Wells	1,475	12,793	4,895	13,500	2,500	13,500
403-444	M & R - Water Mains	33,861	40,305	29,665	28,500	32,000	28,500
403-445	M & R - Water Storage Tanks	388,087	5,030	12,315	325,500	311,420	326,400
403-446	M & R - Water Meters	15,560	5,760	13,930	10,000	4,500	2,000
403-451	Equipment Rentals	181,495	211,544	179,654	178,690	178,325	178,690
403-452	Vehicle Maintenance & Replacement	466,177	378,559	361,585	432,155	432,155	419,829

VILLAGE OF HANOVER PARK, ILLINOIS  
Expenditure Summary by Account  
Fiscal Year Ending December 31, 2019

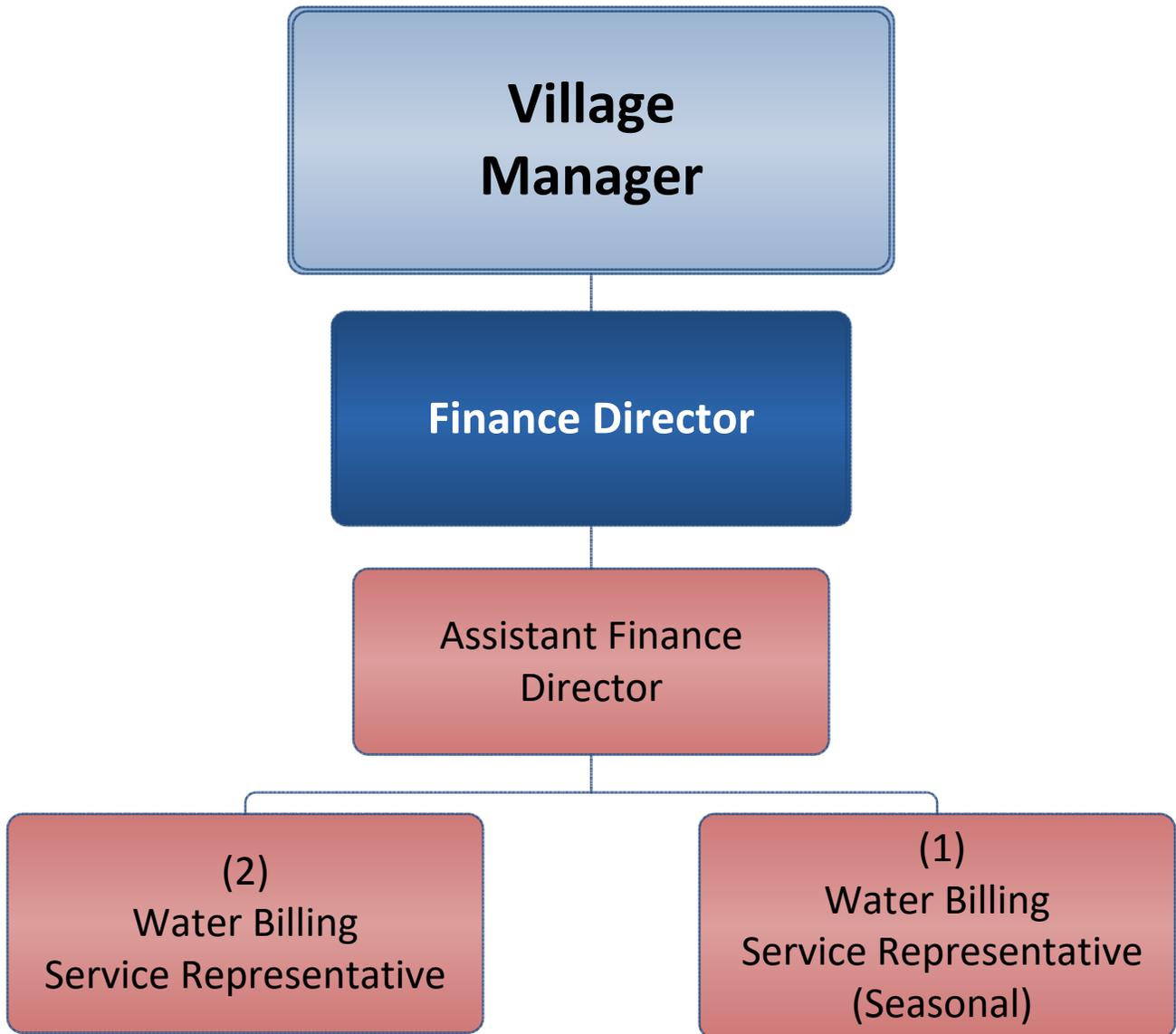
Fund 050 - Water and Sewer Fund

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures and Other Financing Uses (Continued)</b>							
403-456	IT Equipment Maint. & Replacemnt	-	120,000	120,000	124,164	124,164	170,250
403-461	Consulting Services	40,473	13,537	7,453	65,200	58,200	65,200
403-463	Auditing Services	15,142	12,233	12,628	13,020	13,000	13,411
403-464	Engineering Services	131,792	95,495	67,550	257,500	142,000	155,000
403-468	Uniform Rentals	2,675	-	-	-	-	-
403-469	Testing Services	26,414	26,443	28,630	36,955	51,140	36,955
403-470	Binding & Printing	25,141	17,391	20,086	23,370	22,300	21,000
403-471	Schools / Conferences / Meetings	(65)	2,856	2,340	6,768	6,918	9,904
403-472	Transportation	-	341	279	500	25	-
403-480	Bad Debt	4,162	-	-	-	-	-
403-482	JAWA Operating Costs	1,146,409	1,226,087	1,279,263	1,330,941	1,036,227	1,007,880
403-489	IEPA Discharge Fee	17,500	17,500	17,500	17,500	17,500	17,500
403-493	Depreciation Expense	927,480	933,024	1,033,905	-	1,100,000	-
403-496	Collection Fee Service	567	-	-	-	-	-
403-497	JAWA Fixed Costs	3,759,947	3,436,232	3,546,392	3,663,395	3,663,395	3,773,298
403-499	Miscellaneous Expense	39,860	50,760	68,110	57,840	70,000	26,650
<b>Total Contractual Services</b>		<b>7,973,411</b>	<b>7,502,137</b>	<b>7,783,717</b>	<b>7,651,496</b>	<b>8,282,123</b>	<b>7,367,629</b>
411-418	Interest Principal - IEPA Loan	337,186	346,541	232,911	114,319	114,319	36,694
411-421	Interest Interest - IEPA Loan	20,114	15,290	6,750	3,219	3,219	482
<b>Total Debt Services</b>		<b>357,300</b>	<b>361,831</b>	<b>239,661</b>	<b>117,538</b>	<b>117,538</b>	<b>37,176</b>
412-401	General	-	-	(285,303)	-	-	-
412-431	General Capital Outlay	125,000	76,000	100,000	-	-	-
<b>Total Interfund Transfers</b>		<b>125,000</b>	<b>76,000</b>	<b>(185,303)</b>	<b>-</b>	<b>-</b>	<b>-</b>
413-421	Buildings	-	13,680	-	-	-	-
413-443	Other Equipment	15,755	230,155	87,069	270,000	270,000	172,400
413-461	Sewer Treatment Plant	121,000	-	-	-	-	-
413-462	Sewer Lines	215,027	304,243	236,032	336,805	336,805	305,001
413-472	Water Mains	523,415	231,634	270,159	750,000	750,000	800,000
<b>Total Capital Outlay</b>		<b>875,196</b>	<b>779,712</b>	<b>593,260</b>	<b>1,356,805</b>	<b>1,356,805</b>	<b>1,277,401</b>
<b>Total Expenditures and Other Financing Uses</b>		<b>\$ 12,314,219</b>	<b>\$ 12,486,311</b>	<b>\$ 12,691,952</b>	<b>\$ 12,438,430</b>	<b>\$ 13,053,629</b>	<b>\$ 12,193,518</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Expenditure Budget Summary by Department  
 Fiscal Year Ending December 31, 2019

Fund 050 - Water and Sewer Fund

Description	FY 2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projection	2019 Budget
5010 Administration	\$ 1,678,161	\$ 2,120,374	\$ 2,428,297	\$ 2,149,104	\$ 2,135,260	\$ 2,190,687
5020 Water Treatment	4,676,142	4,163,184	4,238,187	4,757,159	4,708,249	4,833,109
5030 Water Maintenance	1,096,457	914,415	1,028,464	1,551,863	1,457,628	1,490,274
5040 Water Meter Operations	213,667	285,255	280,997	236,845	246,148	262,524
5050 Sewage Treatment	1,306,080	1,495,685	1,411,964	1,322,539	1,302,014	1,436,795
5060 Sewer Maintenance	787,523	910,455	936,517	972,441	950,565	935,073
5070 Depreciation/Debt Service	2,556,189	2,596,942	2,367,526	1,448,479	2,253,765	1,045,056
Total Water and Sewer Fund	<u>\$ 12,314,219</u>	<u>\$ 12,486,311</u>	<u>\$ 12,691,952</u>	<u>\$ 12,438,430</u>	<u>\$ 13,053,629</u>	<u>\$ 12,193,518</u>



**PURPOSE STATEMENT**

Coordinate the financial activity of the Water and Sewer Fund under the direction of the Village Manager.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Director of Finance is responsible for the financial administration of the Water and Sewer Fund. The duties of this department include billing residents for water and sewer services on a bimonthly basis, collections and maintenance of customer account records. The department also handles customer inquiries regarding water and sewer accounts.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Number of Water Bills:					
Original Bills	67,618	62,540	62,785	94,929	128,766
First Late Notice	17,778	17,746	17,729	18,564	-
Second Late Notice	9,787	7,701	9,035	-	-
Termination Notice	-	-	-	8,650	24,366
Turn Offs	833	812	864	2,799	2,868
Final Bills	1,509	1,688	1,385	1,489	1,119
Work Order Requested	7,028	7,137	5,884	4,604	1,977

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #1: Financial Health**

- ✓ Continued to audit customers water and sewer accounts.  
*Ongoing. Staff will continue to audit customer accounts for zero consumption, theft of water, stuck meters and inactive accounts. Staff will run a report and review all property meter sizes and make sure customers are accurately billed.*

**Strategic Plan Goal #4: Community Image & Identity**

- ✓ Continued to evaluate technology options to enhance efficiency and services.  
*Ongoing. Finance and IT Department will explore New World System capabilities in Water billing invoice and notification via email.*

**Strategic Plan Goal #5: Effective Governance**

- ✓ Continued to expand knowledge by attending training and seminars.  
*Ongoing. Staff to continue training on providing good customer service. Continue to learn the New World System software and improve knowledge and skills in providing optimum quality services.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #1: Financial Health

1. Continue to audit customers water and sewer accounts.  
*Ongoing. Staff will continue to audit customer accounts for zero consumption, theft of water, stuck meters and inactive accounts. Staff will run a report and review all property meter sizes and make sure customers are accurately billed.*

### Strategic Plan Goal #4: Community Image & Identity

1. Continue to evaluate technology options to enhance efficiency and services.  
*Ongoing. Finance and IT Department will explore New World System capabilities in Water billing invoice and notification via email.*

### Strategic Plan Goal #5: Effective Governance

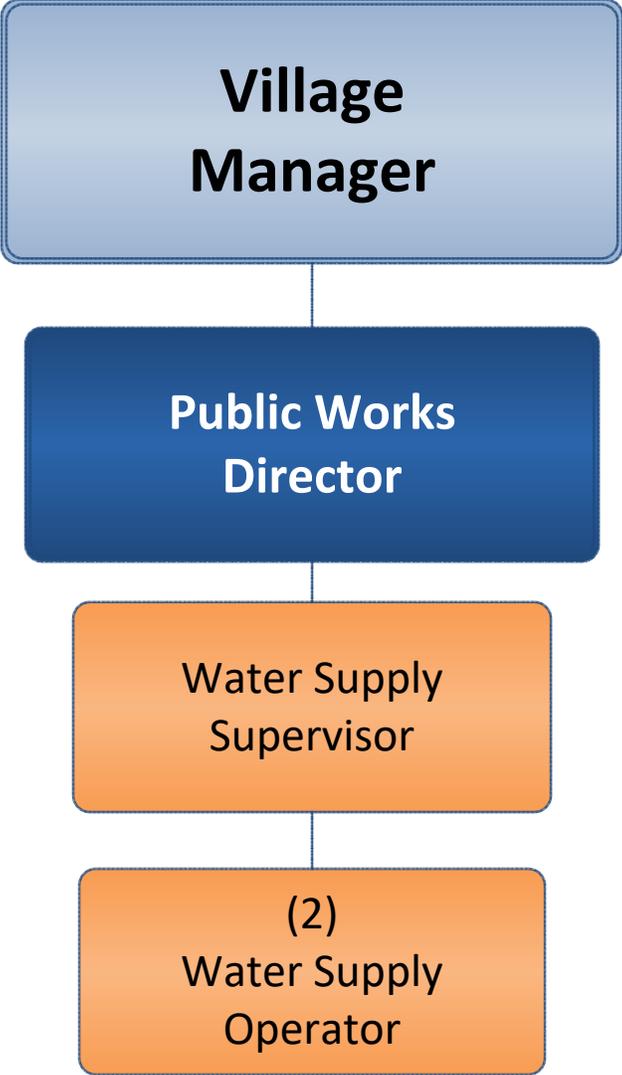
1. Continue to expand knowledge by attending training and seminars.  
*Ongoing. Staff to continue training on providing good customer service. Continue to learn the New World System software and improve knowledge and skills in providing optimum quality services.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 050 - Water and Sewer Fund

Department 5010 - Water & Sewer Administration

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures</b>							
401-411	Salaries - Regular	\$ 774,281	\$ 879,988	\$ 945,944	\$ 936,813	\$ 943,000	\$ 982,385
401-412	Salaries - Part - Time	-	-	2,104	12,142	3,000	12,854
401-421	Overtime Compensation	31,084	35,905	7,032	15,275	15,275	15,275
401-441	State Retirement	144,777	368,226	129,614	126,371	124,774	104,850
401-442	Social Security	61,981	68,488	71,042	80,556	73,540	84,944
401-444	Employee Insurance	127,219	134,798	144,415	166,528	170,800	196,284
401-446	Unemployment Compensation	1,786	1,291	1,831	1,900	2,025	1,000
401-450	OPEB	11,097	14,152	12,776	17,000	15,000	17,000
401-451	Comp. Abs & IMRF (GLTD)	-	-	385,028	-	-	-
<b>Total Personnel Services</b>		<b>1,152,225</b>	<b>1,502,849</b>	<b>1,699,785</b>	<b>1,356,585</b>	<b>1,347,414</b>	<b>1,414,592</b>
402-411	Office Supplies	2,286	277	345	1,000	500	500
402-413	Memberships / Subscriptions	5,140	5,230	3,838	3,710	3,730	3,895
402-499	Miscellaneous Expense	-	(1)	-	-	-	-
<b>Total Commodities</b>		<b>7,426</b>	<b>5,506</b>	<b>4,183</b>	<b>4,710</b>	<b>4,230</b>	<b>4,395</b>
403-411	Telephone	33,644	37,415	27,941	31,962	30,000	28,682
403-412	Postage	38,979	41,837	62,185	67,868	64,500	67,868
403-421	Liability Insurance Program	249,966	338,658	421,927	419,550	418,010	429,948
403-436	Maintenance Agreements	66,959	73,853	81,459	85,143	83,500	86,968
403-451	Equipment Rentals	6,266	6,336	8,009	8,050	8,025	8,050
403-456	IT Equipment Maint. & Replacement	-	20,000	20,000	22,006	22,006	29,687
403-461	Consulting Services	40,473	13,537	1,627	59,000	52,000	59,000
403-463	Auditing Services	15,142	12,233	12,628	13,020	13,000	13,411
403-470	Binding & Printing	22,492	17,391	20,086	23,370	22,300	21,000
403-471	Schools / Conferences / Meetings	-	-	325	-	250	436
403-472	Transportation	-	-	30	-	25	-
403-480	Bad Debt	4,162	-	-	-	-	-
403-496	Collection Fee Service	567	-	-	-	-	-
403-499	Miscellaneous Expense	39,860	50,760	68,110	57,840	70,000	26,650
<b>Total Contractual Services</b>		<b>518,510</b>	<b>612,020</b>	<b>724,328</b>	<b>787,809</b>	<b>783,616</b>	<b>771,700</b>
<b>Total Water &amp; Sewer Administration</b>		<b>\$ 1,678,161</b>	<b>\$ 2,120,374</b>	<b>\$ 2,428,297</b>	<b>\$ 2,149,104</b>	<b>\$ 2,135,260</b>	<b>\$ 2,190,687</b>



### **PURPOSE STATEMENT**

The goal of Water Treatment is to provide water of adequate quantity and quality that is free of health hazards and aesthetically acceptable for household, commercial and industrial use at a reasonable cost.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

To meet all applicable water quality and testing standards. To monitor all plant operations and perform routine and preventative maintenance on pumping equipment. To schedule major repairs for water treatment facilities.

To monitor source of supply for future requirements of the community.

To contact outside contractor or consulting engineer services for major repairs, upgrading and maintenance of the treatment system.

To research possible system improvements and advise management of alternatives for improved service.

To keep informed of changing standards and new processes in water treatment techniques and equipment.

To complete annual Consumer Confidence Report.

To oversee the Village's Backflow Preventer Certification program.

To stay in compliance with Environmental Protection Agency Safe Drinking Water Act rules and regulations.

To provide all drinking water reports to the Illinois Environmental Protection Agency.

### **2018 ACCOMPLISHMENTS**

#### **Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

- ✓ Rehabbed Well #4 north ground storage tank.  
*Completed. Second quarter. Remodel completed.*
- ✓ Purchased and installed confined space entry and recovery systems.  
*Completed. Fourth quarter. Needed for entry into valve vaults at reservoirs and other below grade structures at water supply facilities.*

#### **Strategic Plan Goal #4: Community Image & Identity**

- ✓ Continued to improve appearance at Well sites.  
*Ongoing. Continually need to make improvements to aging structures. This year, landscaping was improved, painting took place and decaying wood was removed.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #3: **Maintain and Enhance Infrastructure**

1. Schick Road Pumping Station.  
*Third quarter. Rehab Schick Road Pumping Station ground storage reservoir.*

### Strategic Plan Goal #4: **Community Image & Identity**

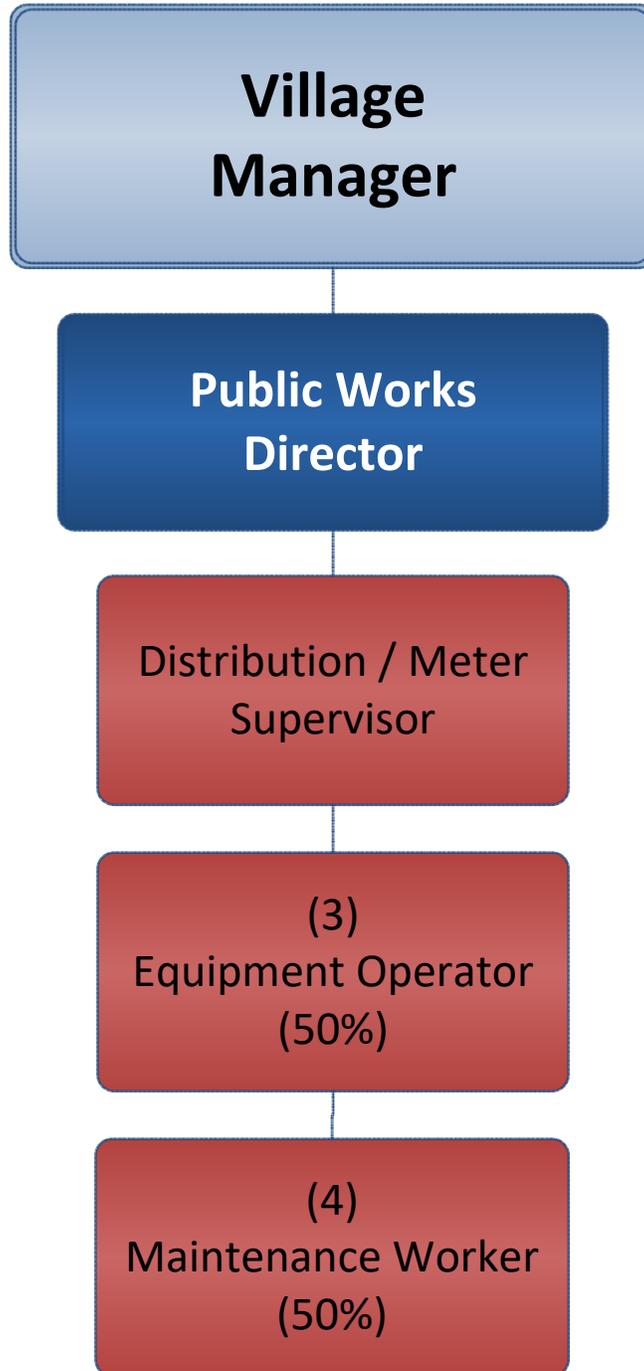
1. Continue to improve appearance at Well sites.  
*Ongoing. Continually need to make improvements to aging structures. FY'19 improvements included plant materials, as well as painting.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 050 - Water and Sewer Fund

Department 5020 - Water Treatment

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures</b>							
401-411	Salaries - Regular	\$ 213,572	\$ 235,958	\$ 264,653	\$ 233,687	\$ 233,687	\$ 246,820
401-421	Overtime Compensation	27,583	31,449	31,102	21,660	25,000	24,050
401-428	On Call Premium Pay	5,813	6,021	6,021	6,462	6,462	6,462
401-441	State Retirement	43,693	115,111	40,441	34,120	34,120	27,629
401-442	Social Security	19,041	20,501	22,757	19,945	19,945	20,722
401-444	Employee Insurance	25,388	23,495	28,728	32,064	32,064	37,968
401-451	Comp. Abs & IMRF (GLTD)	-	-	79,015	-	-	-
<b>Total Personnel Services</b>		<b>335,091</b>	<b>432,535</b>	<b>472,716</b>	<b>347,938</b>	<b>351,278</b>	<b>363,651</b>
402-411	Office Supplies	257	223	183	320	320	250
402-413	Memberships / Subscriptions	145	288	185	350	100	230
402-414	Books / Publications / Maps	-	127	-	-	-	-
402-426	Bulk Chemicals	524	2,327	893	1,370	980	1,460
402-427	Materials & Supplies	7,774	6,060	10,199	10,000	10,000	9,408
402-428	Cleaning Supplies	8	-	-	-	-	-
402-431	Uniforms	498	97	453	1,000	1,000	1,000
402-433	Safety & Protective Equipment	3,801	2,063	1,077	4,119	4,000	4,000
402-434	Small Tools	-	35	-	100	-	-
<b>Total Commodities</b>		<b>13,007</b>	<b>11,219</b>	<b>12,989</b>	<b>17,259</b>	<b>16,400</b>	<b>16,348</b>
403-411	Telephone	14,587	13,509	9,450	10,200	10,200	6,750
403-412	Postage	250	134	312	400	350	350
403-413	Light & Power	77,643	68,874	72,717	85,000	77,000	85,000
403-414	Natural Gas	5,023	4,924	5,248	6,500	6,844	7,430
403-434	M & R - Buildings	1,181	36,493	11,248	24,880	7,500	43,500
403-436	Maintenance Agreements	14,313	14,290	13,367	16,410	14,500	19,705
403-437	M & R - Other Equipment	326	4,288	3,767	10,000	7,500	10,000
403-443	M & R - Wells	1,475	12,793	4,895	13,500	2,500	13,500
403-445	M & R - Water Storage Tanks	388,087	5,030	12,315	325,500	311,420	326,400
403-452	Vehicle Maintenance & Replacement	13,545	9,687	14,722	12,847	12,847	12,166
403-456	IT Equipment Maint. & Replacement	-	20,000	20,000	20,757	20,757	28,438
403-464	Engineering Services	37,233	6,950	25,968	64,000	61,000	108,000
403-469	Testing Services	11,617	7,218	10,349	14,955	21,140	14,955
403-470	Binding & Printing	2,650	-	-	-	-	-
403-471	Schools / Conferences / Meetings	170	90	1,485	3,618	3,618	3,618
403-472	Transportation	-	-	248	-	-	-
403-497	JAWA Fixed Costs	3,759,947	3,436,232	3,546,392	3,663,395	3,663,395	3,773,298
<b>Total Contractual Services</b>		<b>4,328,044</b>	<b>3,640,512</b>	<b>3,752,481</b>	<b>4,271,962</b>	<b>4,220,571</b>	<b>4,453,110</b>
413-443	Other Equipment	-	78,918	-	120,000	120,000	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>78,918</b>	<b>-</b>	<b>120,000</b>	<b>120,000</b>	<b>-</b>
<b>Total Water Treatment</b>		<b>\$ 4,676,142</b>	<b>\$ 4,163,184</b>	<b>\$ 4,238,187</b>	<b>\$ 4,757,159</b>	<b>\$ 4,708,249</b>	<b>\$ 4,833,109</b>



**PURPOSE STATEMENT**

To provide an adequate measure of potable water for consumption by our residents, as well as continuing supply for the Fire Department’s use in the protection of life and property.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

Provide maintenance on the Village’s water distribution system, including the following operations:

- Repair water main breaks and repair fire hydrants.
- Emergency repair of b-boxes for breakage, leaking, etc.
- Emergency repair of water distribution valves.
- Evaluate the water system for installation of new distribution valves to reduce the number of homes that must be shut off during main breaks.
- Annual fire hydrant flushing of 1,484 hydrants.
- Yard restoration after a dig-up, water main break, sewer repair, b-box, valves, etc.
- Locate and exercise water distribution valves.
- JULIE location of Village underground utilities.
- Assist other Public Works Departments as needed - snow plowing, brush pickup, etc.

**PERFORMANCE ACTIVITIES AND MEASURES**

Description of Measurement	2013	2014	2015	2016	2017
Miles of Water Mains	112.35	112.35	112.43	112.43	119.14
Number of Fire Hydrants	1,475	1,475	1,482	1,483	1,484
Number of System Valves	1,530	1,530	1,538	1,538	1,540
B-Box (clean, locate, repair)	218	44	207	105	197
Gate/Auxiliary Valves (clean, locate, repair)	73	9	23	6	28
Water Main Breaks	51	43	41	55	63
JULIE Locates	2,744	2,388	4,032	4,728	3,891
B-Box – Installation	4	1	1	12	15
Hydrants Flushed	1,493	1,599	1,575	2,268	1,546
Hydrants Painted	58	0	0	0	35
Hydrants Repaired	51	42	66	57	92
Yard Preparation – hours	1,410	552	649	899	545
Yard Repairs - Square Yards	10,318	22,632	4,138	8,533	15,335

## 2018 ACCOMPLISHMENTS

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

✓ Water Main Replacement

*Cook County:*

*450 Feet – Kensington Lane (Parkview Drive to Tee at Natural Gas Pipeline)*

*665 Feet – Maplewood Avenue (Valley View Road to Highland Avenue)*

*763 Feet – Hemlock Street (Valve #968 South to Tee at Hydrant #961)*

*Completed. Fourth Quarter. Replacement of water mains due to severe deterioration and numerous water main breaks on these lines.*

## 2019 BUDGET GOALS

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Water Main Replacement

*Cook County:*

To be determined.

*DuPage County:*

*650 Feet – Sacramento Drive (Valve #1712 to Valve #1710)*

*Fourth Quarter. Replacement of water mains due to severe deterioration and numerous water main breaks on these lines.*

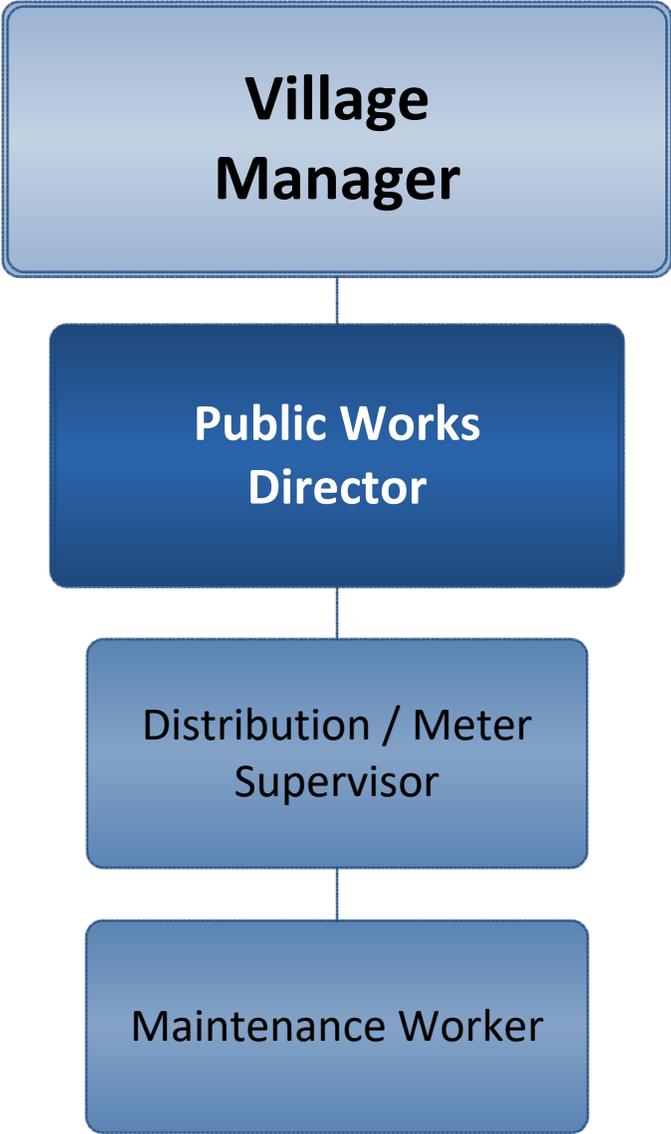
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 050 - Water and Sewer Fund

Department 5030 - Water Maintenance

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 190,942	\$ 195,610	\$ 212,979	\$ 206,159	\$ 206,159	\$ 224,279
401-412	Salaries - Part - Time	6,881	-	2,464	7,200	7,200	7,200
401-421	Overtime Compensation	24,579	31,666	24,350	30,000	30,000	30,000
401-428	On Call Premium Pay	2,242	3,094	3,952	2,200	2,200	2,200
401-441	State Retirement	38,129	85,741	32,429	31,523	31,523	30,072
401-442	Social Security	14,040	17,595	18,307	18,934	18,934	20,372
401-444	Employee Insurance	34,436	37,949	47,916	51,570	51,570	41,864
401-451	Comp. Abs & IMRF (GLTD)	-	-	143,151	-	-	-
Total Personnel Services		<u>311,248</u>	<u>371,655</u>	<u>485,548</u>	<u>347,586</u>	<u>347,586</u>	<u>355,987</u>
402-413	Memberships / Subscriptions	265	-	212	180	180	130
402-427	Materials & Supplies	48,024	77,026	68,385	58,395	65,000	58,395
402-431	Uniforms	726	749	848	1,500	1,500	1,500
402-433	Safety & Protective Equipment	740	1,224	994	1,115	1,115	1,115
402-434	Small Tools	466	2,097	1,882	2,000	2,000	2,000
Total Commodities		<u>50,220</u>	<u>81,097</u>	<u>72,320</u>	<u>63,190</u>	<u>69,795</u>	<u>63,140</u>
403-435	M & R - Streets & Bridges	5,985	24,244	9,226	20,000	20,000	20,000
403-437	M & R - Other Equipment	-	-	85	400	400	400
403-444	M & R - Water Mains	33,861	40,305	29,665	28,500	32,000	28,500
403-451	Equipment Rentals	-	974	-	640	300	640
403-452	Vehicle Maintenance & Replacement	164,176	137,827	129,372	144,397	144,397	151,576
403-456	IT Equipment Maint. & Replacement	-	20,000	20,000	20,350	20,350	28,031
403-461	Consulting Services	-	-	5,826	6,200	6,200	6,200
403-464	Engineering Services	-	-	-	162,500	50,000	25,000
403-469	Testing Services	7,505	6,552	6,180	7,000	15,000	7,000
403-471	Schools / Conferences / Meetings	48	128	84	1,100	1,600	3,800
Total Contractual Services		<u>211,575</u>	<u>230,030</u>	<u>200,438</u>	<u>391,087</u>	<u>290,247</u>	<u>271,147</u>
413-472	Water Mains	523,415	231,634	270,159	750,000	750,000	800,000
Total Capital Outlay		<u>523,415</u>	<u>231,634</u>	<u>270,159</u>	<u>750,000</u>	<u>750,000</u>	<u>800,000</u>
Total Water Maintenance		<u>\$ 1,096,457</u>	<u>\$ 914,415</u>	<u>\$ 1,028,464</u>	<u>\$ 1,551,863</u>	<u>\$ 1,457,628</u>	<u>\$ 1,490,274</u>

# 5040 – Water Meter Operations



**PURPOSE STATEMENT**

Operate the Water Meter Operations Division effectively; attain complete meter registration accuracy on all accounts; improve the relationship between the consumer and the Village and to improve upon the interrelationship with the Finance Department.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

Billing Department:

- A. Final read - move outs, hang deposit tag
- B. Turn water on/off
- C. Meter checks - high water bill
- D. Meter leaking
- E. No water - frozen service/low pressure
- F. Hang red tags for delinquent promissory note or NSF check

Monthly meter reading.

Water turn off for nonpayment of bill.

Water off/on at resident's request for repair of plumbing, etc.

Final inspections - seal new meters, install R900 system, inspect meter and b-box for new construction as needed.

Meter reading system repairs - repairs to meters that do not read during billing cycle, cable chewed by dogs, new siding, meter stopped working, etc.

Test water meters for high bills.

Replace frozen/broken water meters.

To assist in repair of water main breaks, sanitary sewer backups and other work related to the Water and Sewer Department.

Disassemble, clean, assemble and test reconditioned meters.

Assist other Public Works Divisions as needed - snow plowing, brush pickup, etc.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Water Meters Read	68,284	63,655	69,239	118,313	143,013
Water Meters Replaced (5/8 x 3/4)	48	56	102	125	136
Water Meter Service Requests	6,517	6,862	6,723	3,511	3,097
Water Turn On/Off	2,917	3,138	2,815	2,310	2,334
Install R900 Radios	156	224	186	255	245
Meter Repair/Cable/Register/Reseal Meter	291	222	253	101	119
Meter Checks - High Water Bill	217	241	206	130	3

Description of Measurement	2013	2014	2015	2016	2017
Meter Leaking	14	35	10	37	12
Meters Tested	165	278	162	44	34
Meters Tested/High Billing	1	15	7	5	0
No Water - Frozen Service/Low Pressure	15	10	2	4	5
Replace Meters - Frozen/Broken Bottom	34	59	8	8	27
Replace Meters - Test/High Bill	3	4	1	2	0
Seal New Meters/Install RF900-New Construction	22	28	26	0	0
Service Status	724	1,094	648	327	241
Tags – Red	60	77	2	425	123
Tags - Service/Deposit	2,143	2,173	1,773	1,008	381
Tags - Theft of Service	51	50	76	320	198

### 2018 ACCOMPLISHMENTS

#### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

- ✓ Installed meters and radios in new construction.  
*Ongoing. First through fourth quarters. New construction and renovations are always taking place.*
- ✓ Continued improving the efficiency and accuracy of the entire water meter testing process for high bill, etc.  
*Ongoing. First through fourth quarters. Always testing and maintaining water meters for accuracy.*
- ✓ Improved the efficiency of the customer service request process.  
*Ongoing. First through fourth quarters. Continually trying to improve service to residents.*
- ✓ Replaced older water meters.  
*Not completed. This program was moved to FY2019 and will help to improve billing accuracy.*

### 2019 BUDGET GOALS

#### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

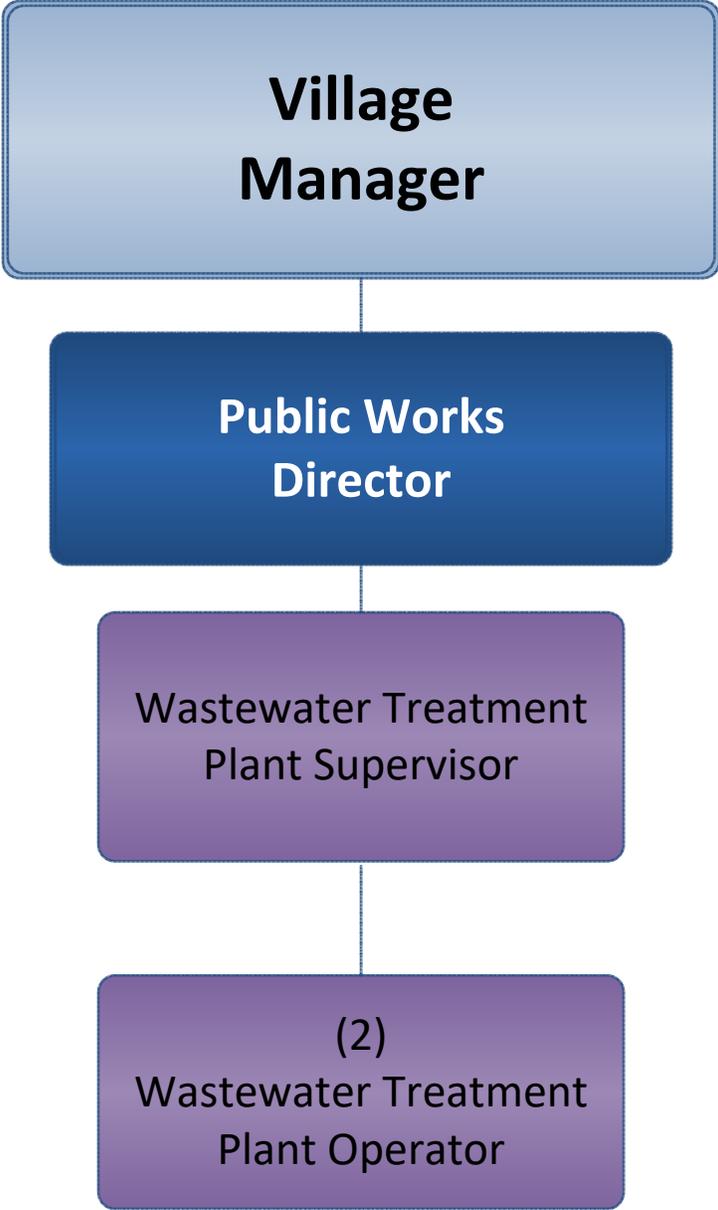
1. Install meters and radios in new construction.  
*Ongoing. First through fourth quarters. New construction and renovations are always taking place.*
2. Continue improving the efficiency and accuracy of the entire water meter testing process for high bill, etc.  
*Ongoing. First through fourth quarters. Always testing and maintaining water meters for accuracy.*
3. Improve the efficiency of the customer service request process.  
*Ongoing. First through fourth quarters. Continually trying to improve service to residents.*
4. Replace old water meters and install fixed network meter reading system.  
*First through fourth quarters. To improve billing accuracy*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 050 - Water and Sewer Fund

Department 5040 - Water Meter Operations

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures</b>							
401-411	Salaries - Regular	\$ 99,330	\$ 110,186	\$ 96,473	\$ 95,535	\$ 95,535	\$ 102,234
401-421	Overtime Compensation	5,474	9,515	10,941	7,500	11,000	11,000
401-428	On Call Premium Pay	3,824	3,117	1,513	6,000	2,000	2,200
401-441	State Retirement	18,477	46,656	14,463	14,642	14,642	11,550
401-442	Social Security	8,316	9,298	8,070	8,532	8,532	8,663
401-444	Employee Insurance	10,012	19,627	24,828	26,869	26,869	27,867
401-451	Comp. Abs & IMRF (GLTD)	-	-	38,626	-	-	-
<b>Total Personnel Services</b>		<b>145,433</b>	<b>198,399</b>	<b>194,914</b>	<b>159,078</b>	<b>158,578</b>	<b>163,514</b>
402-411	Office Supplies	655	50	768	300	300	300
402-413	Memberships / Subscriptions	-	155	160	310	210	270
402-427	Materials & Supplies	22,557	31,214	33,876	20,547	40,500	43,243
402-431	Uniforms	600	160	810	600	600	600
402-433	Safety & Protective Equipment	446	110	263	442	442	442
402-434	Small Tools	106	97	-	-	-	-
402-437	Resale Merchandise	1,406	1,570	-	1,600	-	-
<b>Total Commodities</b>		<b>25,770</b>	<b>33,356</b>	<b>35,878</b>	<b>23,799</b>	<b>42,052</b>	<b>44,855</b>
403-411	Telephone	456	189	-	600	-	-
403-412	Postage	8	-	-	-	-	-
403-436	Maintenance Agreements	866	-	-	2,350	-	3,150
403-446	M & R - Water Meters	15,560	5,760	13,930	10,000	4,500	2,000
403-452	Vehicle Maintenance & Replacement	25,574	21,192	16,274	20,274	20,274	20,580
403-456	IT Equipment Maint. & Replacement	-	20,000	20,000	20,594	20,594	28,275
403-471	Schools / Conferences / Meetings	-	-	-	150	150	150
<b>Total Contractual Services</b>		<b>42,465</b>	<b>47,141</b>	<b>50,204</b>	<b>53,968</b>	<b>45,518</b>	<b>54,155</b>
413-443	Other Equipment	-	6,360	-	-	-	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>6,360</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Water Meter Operations</b>		<b>\$ 213,667</b>	<b>\$ 285,255</b>	<b>\$ 280,997</b>	<b>\$ 236,845</b>	<b>\$ 246,148</b>	<b>\$ 262,524</b>



### **PURPOSE STATEMENT**

The primary goal is to protect the receiving stream water quality by continuous and efficient plant performance and produce a quality effluent that meets the parameters set forth by the Federal and State Environmental Protection Agencies. Also, to continue the practice of high safety work methods.

To keep operational problems to a minimum, to operate at maximum efficiency, and to maintain a safe, neat, and clean plant appearance.

In the field of public relations, to explain the purpose and operations of the treatment plant to visitors, civic organizations, and school classes.

### **DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

The Sewage Treatment Plant treats all wastewater from the Hanover Park community for properties lying in DuPage County. We have to maintain and keep lift stations running; filters, blowers, pumps and motors in good operating condition. We inspect, observe, and record conditions and make calculations to determine the plant is working effectively.

To provide the necessary maintenance needs to assure continuous effective operations of the plant through a preventative maintenance program. To perform all necessary laboratory testing, analyze results, and make all necessary adjustments to keep the treatment plant in compliance.

To operate an efficient and cost-effective biosolids management program and comply with all Federal and State biosolids regulations.

### **2018 ACCOMPLISHMENTS**

#### **Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

- ✓ Installation of new programmable logic controllers.  
*Completed. Fourth quarter. These controllers are needed at all of the Lift Stations and at STP 1 to increase the S.C.A.D.A. polling time speed of the system.*
- ✓ Continued phosphorous monitoring at STP 1.  
*Ongoing. Need to continue monitoring per the Baxter Woodman Engineering Final Report on Phosphorous Reduction per the N.P.D.E.S. permit requirement.*
- ✓ Installation of replacement hydraulic cutter at STP 1.  
*Completed. First quarter. The installation of a replacement hydraulic cutter on the Muffin Monster at STP is on a 3-year replacement program.*

#### **Additional Accomplishments**

1. Installed two new 15hp pumps at the Plum Tree Lift Station.

## 2019 BUDGET GOALS

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Continue phosphorous monitoring at STP 1.  
*Fourth quarter. Need to continue monitoring per the Baxter Woodman Engineering Final Report on Phosphorous Reduction per the N.P.D.E.S. permit requirement.*
2. Install three new pumps at the Bayside Lift Station.  
*Fourth quarter. The Bayside Lift Station transfers waste water from the south end of town via a 16-inch force main. These pumps were installed in 1997 and are currently 21 years old. The dependability of this pump is critical and the lead time for replacement is 18 weeks.*
3. Improve STP 1 treatment process to reduce phosphorus limits per N.P.D.E.S. Permit requirements.  
*Fourth quarter. The Environmental Protection Agency requires us to try different modes of operation to reduce phosphorous. This year we will work with different modes of operation within the plant to improve the phosphorous reduction without any capital improvements.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 050 - Water and Sewer Fund

Department 5050 - Sewage Treatment

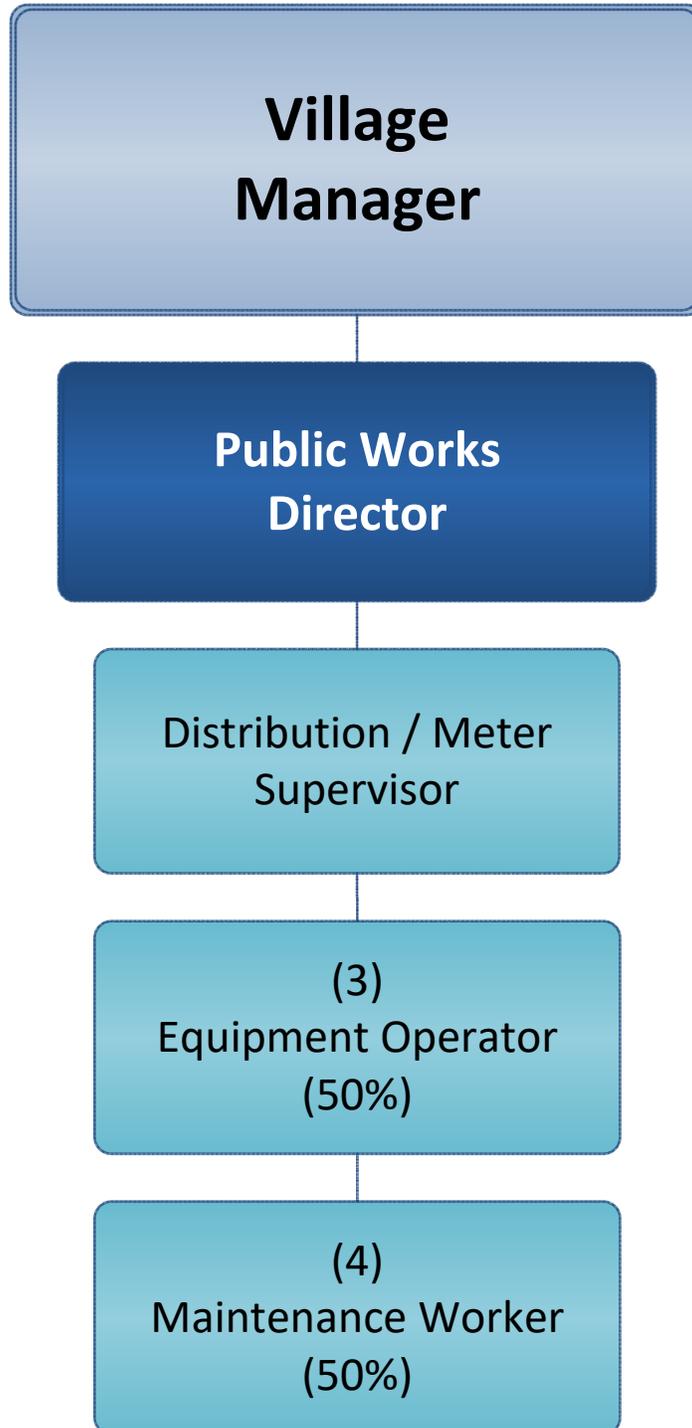
Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures</b>							
401-411	Salaries - Regular	\$ 331,397	\$ 356,003	\$ 357,275	\$ 345,570	\$ 345,570	\$ 378,507
401-412	Salaries - Part - Time	3,700	-	-	5,000	-	5,000
401-421	Overtime Compensation	35,509	32,817	34,854	26,851	26,851	32,173
401-428	On Call Premium Pay	6,240	6,182	6,200	6,240	6,240	6,240
401-441	State Retirement	65,993	171,325	53,835	48,616	48,616	41,889
401-442	Social Security	29,029	30,337	29,901	28,490	28,490	31,417
401-444	Employee Insurance	82,594	74,310	91,563	83,378	83,378	118,393
401-451	Comp. Abs & IMRF (GLTD)	-	-	166,370	-	-	-
<b>Total Personnel Services</b>		<b>554,462</b>	<b>670,973</b>	<b>739,997</b>	<b>544,145</b>	<b>539,145</b>	<b>613,619</b>
402-411	Office Supplies	501	217	398	400	400	400
402-413	Memberships / Subscriptions	21,827	23,054	32,501	34,540	32,500	49,879
402-421	Gasoline & Lube	735	359	946	500	500	500
402-426	Bulk Chemicals	10,320	9,937	5,545	12,000	10,000	10,000
402-427	Materials & Supplies	18,602	21,762	22,176	25,000	25,000	25,000
402-428	Cleaning Supplies	982	446	1,065	1,000	1,000	1,000
402-429	Parts & Accessories - Non - Auto	153	-	-	-	-	-
402-431	Uniforms	1,007	489	496	1,200	1,200	1,200
402-433	Safety & Protective Equipment	686	884	1,238	1,133	1,133	1,133
402-434	Small Tools	124	162	195	200	200	200
<b>Total Commodities</b>		<b>54,938</b>	<b>57,308</b>	<b>64,560</b>	<b>75,973</b>	<b>71,933</b>	<b>89,312</b>
403-411	Telephone	19,358	21,693	18,639	19,800	19,800	17,096
403-412	Postage	187	71	85	200	200	150
403-413	Light & Power	141,348	140,580	138,261	151,840	142,750	151,840
403-414	Natural Gas	2,466	2,442	2,867	3,500	3,700	4,130
403-434	M & R - Buildings	17,826	9,670	6,188	10,795	9,000	10,795
403-436	Maintenance Agreements	1,478	-	2,351	2,200	2,200	11,500
403-441	M & R - Sewer Treatment Plant	43,944	47,320	55,476	60,000	60,000	60,000
403-442	M & R - Sewer Lines	9,627	12,762	12,823	15,000	15,000	15,000
403-451	Equipment Rentals	175,229	204,233	171,645	170,000	170,000	170,000
403-452	Vehicle Maintenance & Replacement	32,759	28,680	26,379	33,679	33,679	37,365
403-456	IT Equipment Maint. & Replacement	-	20,000	20,000	20,107	20,107	27,788
403-464	Engineering Services	88,519	88,545	35,577	31,000	31,000	22,000
403-468	Uniform Rentals	2,675	-	-	-	-	-
403-469	Testing Services	7,292	12,673	12,101	15,000	15,000	15,000
403-471	Schools / Conferences / Meetings	(283)	2,336	447	1,300	1,000	1,300
403-472	Transportation	-	341	-	500	-	-
403-489	IEPA Discharge Fee	17,500	17,500	17,500	17,500	17,500	17,500
<b>Total Contractual Services</b>		<b>559,926</b>	<b>608,848</b>	<b>520,339</b>	<b>552,421</b>	<b>540,936</b>	<b>561,464</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 050 - Water and Sewer Fund

Department 5050 - Sewage Treatment - Continued

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures (Continued)							
413-421	Buildings	-	13,680	-	-	-	-
413-443	Other Equipment	15,755	144,877	87,069	150,000	150,000	172,400
413-461	Sewage Treatment Plant	121,000	-	-	-	-	-
Total Capital Outlay		136,755	158,557	87,069	150,000	150,000	172,400
Total Sewage Treatment		\$ 1,306,080	\$ 1,495,685	\$ 1,411,964	\$ 1,322,539	\$ 1,302,014	\$ 1,436,795



**PURPOSE STATEMENT**

To ensure a healthy environment for the residents of Hanover Park by maintaining the Village's sanitary sewer system in a clean, free-flowing condition for conveyance to the treatment facility.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

Provide maintenance of the Village's sanitary sewer collection system, including the following operations:

- Respond to residents' complaints about sewer backups.
- Annual preventative maintenance of sanitary sewers (jetting/root cutting) in Cook County, consisting of 222,233 feet or 41.9 miles. Additionally, bi-annual preventative maintenance of sanitary sewers in DuPage County consisting of 275,300 feet or 52.14 miles including inspection of manhole conditions.
- Emergency dig up due to complete blockage of roots or collapsed section of sewer main.
- Repair or reconstruct sanitary sewer manhole due to deteriorating condition, as needed.
- Visual inspection of sewer lines using portable television camera and monitor, as needed, when problems occur during preventative maintenance; and to assist residents to determine responsibility of sewer problem.
- Assist other Public Works Divisions as needed – snow plowing, brush pickup, etc.

**PERFORMANCE ACTIVITIES AND MEASURES**

Description of Measurement	2013	2014	2015	2016	2017
Miles of Sanitary Sewers	93.8	93.8	94.03	94.03	93.79
Number of Manholes	2,346	2,348	2,353	2,353	2,353
Sanitary Sewer Backups	10	11	23	7	7
Sanitary Sewer Backup – Possible	61	23	28	11	51
Sanitary Sewer Inspections	1,061	863	3,528	1,381	1,636
Sanitary Sewer PM Root Cut/Jet (in. ft.)	186,928	49,076	413,787	366,324	320,778
Sanitary Sewer Televising (ft.)	2,801	600	20,831	54,051	27,692
Sanitary Sewer Repair – Each	0	1	2	4	2

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

- ✓ Sanitary sewer jetting.  
*Ongoing. Fourth quarter. Perform sewer jetting to minimize residential service interruptions.*
- ✓ Continued televising Cook County sanitary sewers to evaluate the rehab priorities.  
*Ongoing. Fourth quarter. Televising helps to evaluate the condition of the sanitary sewer mains.*

- ✓ Determined locations and severity of infiltration entering into the sanitary system.  
*Ongoing. Fourth quarter. An ongoing process to determine locations that need repair.*
- ✓ Relined sanitary sewers in Cook County. Locations to be determined.  
*Ongoing. Fourth quarter. Relining is a process in which a plastic material is inserted into the pipe to fill any severe cracks or separations.*

**Additional Accomplishments**

Sanitary Sewer Improvement Program

<b>Televising of Sanitary Sewer Lines Completed by Calendar Year (feet)</b>		<b>Relining of Sanitary Sewer Lines Completed by Calendar Year (feet)</b>	
2012	26,089	2012	2,512
2013	1,315	2013	2,338
2014	600	2014	0**
2014B	19,191	2014B	0**
2015	20,831	2015	0**
2016	54,051	2016	0**
2017	27,692	2017	1,921
Total:	753,749 feet or 142.755 Miles	Total:	61,642 feet or 11.674 Miles

\*No televising due to loss of vehicle.

\*\*Postponed due to sanitary sewer force main collapse. Funding held back due to unknown cost of force main evaluation.

**2019 BUDGET GOALS**

**Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

1. Sanitary sewer jetting.  
*Ongoing. Fourth quarter. Perform sewer jetting to minimize residential service interruptions.*
2. Continue televising Cook County sanitary sewers to evaluate the rehab priorities.  
*Ongoing. Fourth quarter. Televising helps to evaluate the condition of the sanitary sewer mains.*
3. Determine locations and severity of infiltration entering into the sanitary system.  
*Ongoing. Fourth quarter. An ongoing process to determine locations that need repair.*
4. Reline sanitary sewers in Cook County. Locations to be determined.  
*Ongoing. Fourth quarter. Relining is a process in which a plastic material is inserted into the pipe to fill any severe cracks or separations.*

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 050 - Water and Sewer Fund

Department 5060 - Sewer Maintenance

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
401-411	Salaries - Regular	\$ 192,551	\$ 181,150	\$ 212,338	\$ 206,159	\$ 206,159	\$ 224,279
401-412	Salaries - Part - Time	14,272	18,874	-	14,400	-	5,000
401-421	Overtime Compensation	21,363	28,405	24,516	21,000	21,000	21,000
401-428	On Call Premium Pay	2,188	2,946	3,952	2,200	2,200	2,200
401-441	State Retirement	37,012	82,286	32,450	28,020	28,020	25,217
401-442	Social Security	14,142	17,726	18,080	17,573	17,573	21,227
401-444	Employee Insurance	33,997	33,846	47,872	54,176	45,000	54,176
401-451	Comp. Abs & IMRF (GLTD)	-	-	118,129	-	-	-
Total Personnel Services		<u>315,525</u>	<u>365,234</u>	<u>457,337</u>	<u>343,528</u>	<u>319,952</u>	<u>353,099</u>
402-421	Gasoline & Lube						
402-427	Materials & Supplies	8,597	17,205	12,365	15,800	15,800	15,800
402-429	Parts & Accessories - Non - Auto	7,585	15,859	5,107	9,300	9,300	9,300
402-431	Uniforms	1,000	981	977	1,400	1,400	1,400
402-433	Safety & Protective Equipment	710	2,457	1,766	2,140	2,140	2,140
402-434	Small Tools	76	-	173	160	160	160
Total Commodities		<u>17,968</u>	<u>36,502</u>	<u>20,389</u>	<u>28,800</u>	<u>28,800</u>	<u>28,800</u>
403-435	M & R - Streets & Bridges	2,707	-	5,880	8,000	10,000	8,000
403-437	M & R - Other Equipment	29	-	1,368	400	400	400
403-442	M & R - Sewer Lines	105	3,000	14,668	13,000	13,000	13,000
403-452	Vehicle Maintenance & Replacement	230,123	181,173	174,838	220,958	220,958	198,142
403-456	IT Equipment Maint. & Replacement	-	20,000	20,000	20,350	20,350	28,031
403-464	Engineering Services	6,040	-	6,005	-	-	-
403-471	Schools / Conferences / Meetings	-	303	-	600	300	600
Total Contractual Services		<u>239,004</u>	<u>204,476</u>	<u>222,760</u>	<u>263,308</u>	<u>265,008</u>	<u>248,173</u>
413-462	Sewer Lines	215,027	304,243	236,032	336,805	336,805	305,001
Total Capital Outlay		<u>215,027</u>	<u>304,243</u>	<u>236,032</u>	<u>336,805</u>	<u>336,805</u>	<u>305,001</u>
Total Sewer Maintenance		<u>\$ 787,523</u>	<u>\$ 910,455</u>	<u>\$ 936,517</u>	<u>\$ 972,441</u>	<u>\$ 950,565</u>	<u>\$ 935,073</u>

# 5070 – Debt Service and Depreciation



VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending December 31, 2019

Fund 050 - Water and Sewer Fund

Department 5070 - Depreciation & Debt Service

Account	Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
Expenditures							
403-482	JAWA Operating Costs	\$ 1,146,409	\$ 1,226,087	\$ 1,279,263	\$ 1,330,941	\$ 1,036,227	\$ 1,007,880
403-493	Depreciation Expense	927,480	933,024	1,033,905	-	1,100,000	-
Total Contractual Services		<u>2,073,889</u>	<u>2,159,111</u>	<u>2,313,168</u>	<u>1,330,941</u>	<u>2,136,227</u>	<u>1,007,880</u>
411-418	Principal - IEPA Loan	337,186	346,541	232,911	114,319	114,319	36,694
411-421	Interest - IEPA Loan	20,114	15,290	6,750	3,219	3,219	482
Total Debt Service		<u>357,300</u>	<u>361,831</u>	<u>239,661</u>	<u>117,538</u>	<u>117,538</u>	<u>37,176</u>
412-401	General Fund	-	-	(285,303)	-	-	-
412-431	General Capital Outlay	125,000	76,000	100,000	-	-	-
Total Interfund Transfers		<u>125,000</u>	<u>76,000</u>	<u>(185,303)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Depreciation & Debt Service		<u>\$ 2,556,189</u>	<u>\$ 2,596,942</u>	<u>\$ 2,367,526</u>	<u>\$ 1,448,479</u>	<u>\$ 2,253,765</u>	<u>\$ 1,045,056</u>

**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Long Term Debt Requirements**  
**2000 Illinois Environmental Protection Agency Note**  
**December 31, 2019**

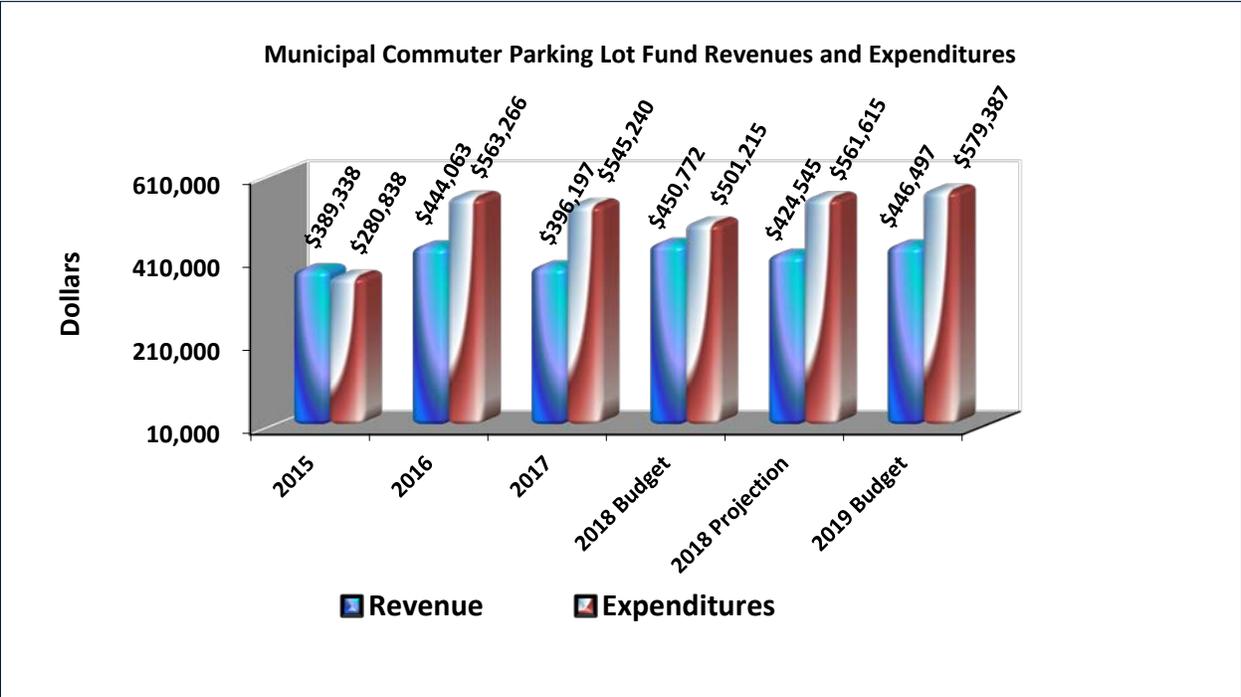
Date of Issue	April 12,2000
Date of Maturity	July 1,2019
Authorized Issue	\$1,784,916
Interest Rates	2.625%
Interest Dates	January 1 and July 1
Principal Maturity Date	January 1 and July 1
Payable at	Illinois Environmental Protection Agency

**CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS**

<u>Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
7/1/2019	36,694	482	37,176
	\$ 36,694	\$ 482	\$ 37,176

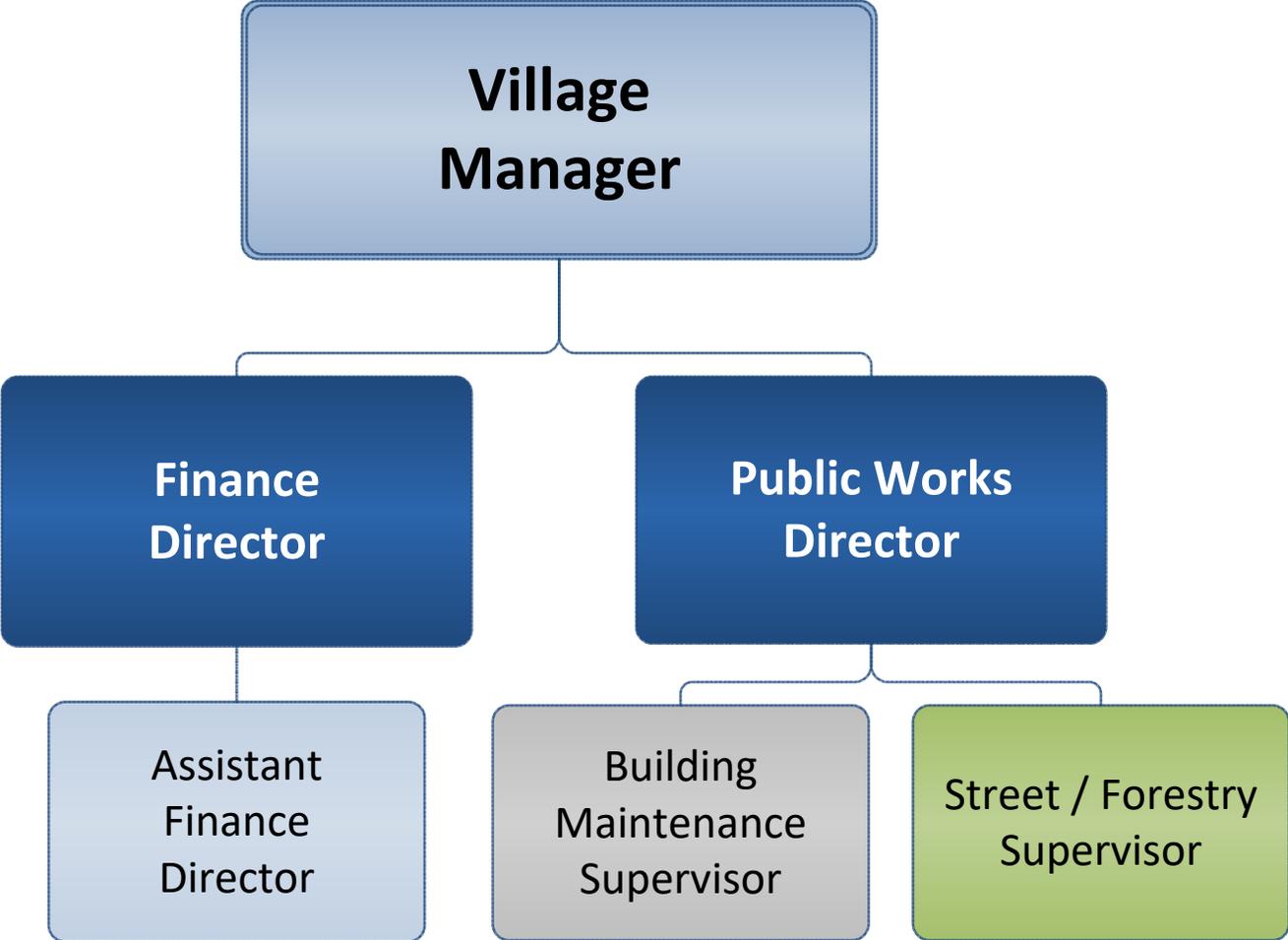
# MUNICIPAL COMMUTER PARKING LOT FUND

The Municipal Commuter Parking Lot Fund – used to account for the operations associated with the 1399 commuter parking spaces at Hanover Park. The Public Works Department is responsible for maintaining the parking lots at the train station. Public Works Department manages snow removal, landscaping, tree planting, parking machine maintenance, asphalt and street lighting repairs. The Village offers a daily parking fee of \$1.75 per day. Annual passes for \$385.00 (discounted until December 31<sup>st</sup>). Monthly pass for \$35.00.



Municipal Parking lot fees increased in Fiscal Year 2011 from \$1.00 to \$1.25, again in Fiscal Year 2013 to \$1.50, and in November 2017 from \$1.50 to \$1.75.

# 051 – Municipal Commuter Parking Lot



**PURPOSE STATEMENT**

The goal of the Municipal Commuter Parking Lot is to maintain a clean and safe facility.

**DESCRIPTION OF DEPARTMENTAL FUNCTIONS**

To provide adequate parking places; assure safe and clean drives, walks, ramps and stairs; and to maintain, on a daily basis, the Commuter Station.

**2018 ACCOMPLISHMENTS**

**Strategic Plan Goal #1: Financial Health**

- ✓ Continue working with Metra toward identifying available grant funding to improve station and adjoining parking property functionality and aesthetics.  
*Ongoing. First through fourth quarters. Staff began discussions with Metra staff regarding the redevelopment potential of the south lot in conjunction with the Ontarioville Town Center Plan. These discussions will continue into 2019.*

**Strategic Plan Goal #3: Maintain and Enhance Infrastructure**

- ✓ Resurface the remaining half of northwestern lot and patch south lot and replace lighting as needed throughout the north lots.  
*Completed second quarter. Staff reevaluated the pavement throughout the commuter lots and chose to resurface the remainder of the south lots, west of County Farm Road. Lighting was replaced in the Liberty Street lot, with high-efficiency LED fixtures and new poles.*

**Strategic Plan Goal #4: Community Image & Identity**

- ✓ Work with Pace and private development partners for lot redevelopment.  
*Ongoing. First through fourth quarters. Staff began discussions with Metra staff regarding the redevelopment potential of the south lot in conjunction with the Ontarioville Town Center Plan. These discussions will continue into 2019.*
- ✓ Participate in a joint STP application through DMMC for bike parking infrastructure grant.  
*Ongoing. First through fourth quarters. Staff worked with other grant application partners to prepare procurement documents for this work. Purchase and installation is anticipated in 2019.*

**Strategic Plan Goal #5: Effective Governance**

- ✓ Continue high level of customer service delivery.  
*Ongoing. First through fourth quarters.*

**2019 BUDGET GOALS**

**Strategic Plan Goal #1: Financial Health**

1. Continue working with Metra toward identifying available grant funding to improve station and adjoining parking property functionality and aesthetics.  
*First through fourth quarters.*

### Strategic Plan Goal #3: Maintain and Enhance Infrastructure

1. Resurface the remaining half of northwestern lot and replace lighting as needed throughout the north lots.  
*Third and fourth quarters.*
2. Replace the air conditioning at the Metra station.  
*First through fourth quarters.*

### Strategic Plan Goal #4: Community Image & Identity

1. Participate in a joint STP application through DMMC for bike parking infrastructure grant.  
*First through fourth quarters. Staff will work with joint application partners to procure and install the bike rack shelter at the commuter lot.*
2. Install solar panels and/or Electric Vehicle Charging Stations at the Metra Station.  
*First through third quarters.*

### Strategic Plan Goal #5: Effective Governance

1. Continue high level of customer service delivery.  
*First through fourth quarters.*

VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 51 - Municipal Commuter Lot Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
323-309 Parking Lot Meter Fee	\$ 156,600	\$ 158,625	\$ 155,155	\$ 185,052	\$ 160,000	\$ 164,997
323-310 Parking Lot Permit Fee	232,805	235,120	228,655	257,145	257,145	267,225
364-300 Rental Income	-	-	-	-	2,400	2,400
<b>Total Charges for Services</b>	<b>389,405</b>	<b>393,745</b>	<b>383,810</b>	<b>442,197</b>	<b>419,545</b>	<b>434,622</b>
332-301 State Grants	\$ -	\$ -	\$ -	\$ 7,875	\$ -	\$ 7,875
<b>Total Intergovernmental Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,875</b>	<b>-</b>	<b>7,875</b>
361-300 Interest On Investments	87	368	2,907	700	5,000	4,000
<b>Total Investment Income</b>	<b>87</b>	<b>368</b>	<b>2,907</b>	<b>700</b>	<b>5,000</b>	<b>4,000</b>
380-309 Reimbursed Exp. Miscellaneous	-	49,950	9,480	-	-	-
389-303 Miscellaneous Income	(154)	-	-	-	-	-
<b>Total Miscellaneous Revenue</b>	<b>(154)</b>	<b>49,950</b>	<b>9,480</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 389,338</b>	<b>\$ 444,063</b>	<b>\$ 396,197</b>	<b>\$ 450,772</b>	<b>\$ 424,545</b>	<b>\$ 446,497</b>
<b>Expenditures and Other Financing Uses</b>						
401-411 Salaries - Regular	\$ 108,171	\$ 104,879	\$ 103,595	\$ 106,139	\$ 106,139	\$ 113,731
401-421 Overtime Compensation	4,790	4,678	1,619	3,000	3,000	3,000
401-428 On Call Premium Pay	1,601	1,475	433	1,000	1,000	1,000
401-441 State Retirement	19,876	46,962	14,201	14,420	14,420	12,020
401-442 Social Security	8,943	8,321	8,033	8,435	8,435	9,015
401-444 Employee Insurance	28,701	24,039	27,674	33,027	33,027	28,847
401-451 Comp. Abs & IMRF (GLTD)	-	-	30,589	-	-	-
<b>Total Personnel Services</b>	<b>172,082</b>	<b>190,353</b>	<b>186,144</b>	<b>166,021</b>	<b>166,021</b>	<b>167,613</b>
402-411 Office Supplies	1,191	1,165	1,189	1,394	1,394	1,394
402-426 Bulk Chemicals	2,086	2,226	1,132	2,000	2,000	2,000
402-427 Materials & Supplies	4,270	1,315	3,286	2,000	2,000	1,500
402-428 Cleaning Supplies	-	-	880	-	-	-
<b>Total Commodities</b>	<b>7,547</b>	<b>4,706</b>	<b>6,487</b>	<b>5,394</b>	<b>5,394</b>	<b>4,894</b>
403-412 Postage	452	177	202	300	300	300
403-413 Light & Power	13,540	12,456	11,081	12,000	12,000	12,000
403-414 Natural Gas	2,392	2,069	2,036	3,200	3,200	3,200
403-421 Liability Insurance Program	9,561	(2,510)	(1,415)	-	-	-
403-434 M & R - Buildings	5,476	5,035	2,603	2,500	5,000	5,000
403-435 M & R - Streets & Bridges	59,982	44,249	34,458	56,000	56,000	56,000
403-436 Maintenance Agreements	15,732	13,680	19,415	34,680	20,000	13,880
403-493 Depreciation Expense	43,656	61,951	66,175	-	71,200	72,000
403-499 Miscellaneous Expense	6,388	7,270	11,845	10,620	12,000	12,000
<b>Total Contractual Services</b>	<b>157,179</b>	<b>144,377</b>	<b>146,400</b>	<b>119,300</b>	<b>179,700</b>	<b>174,380</b>

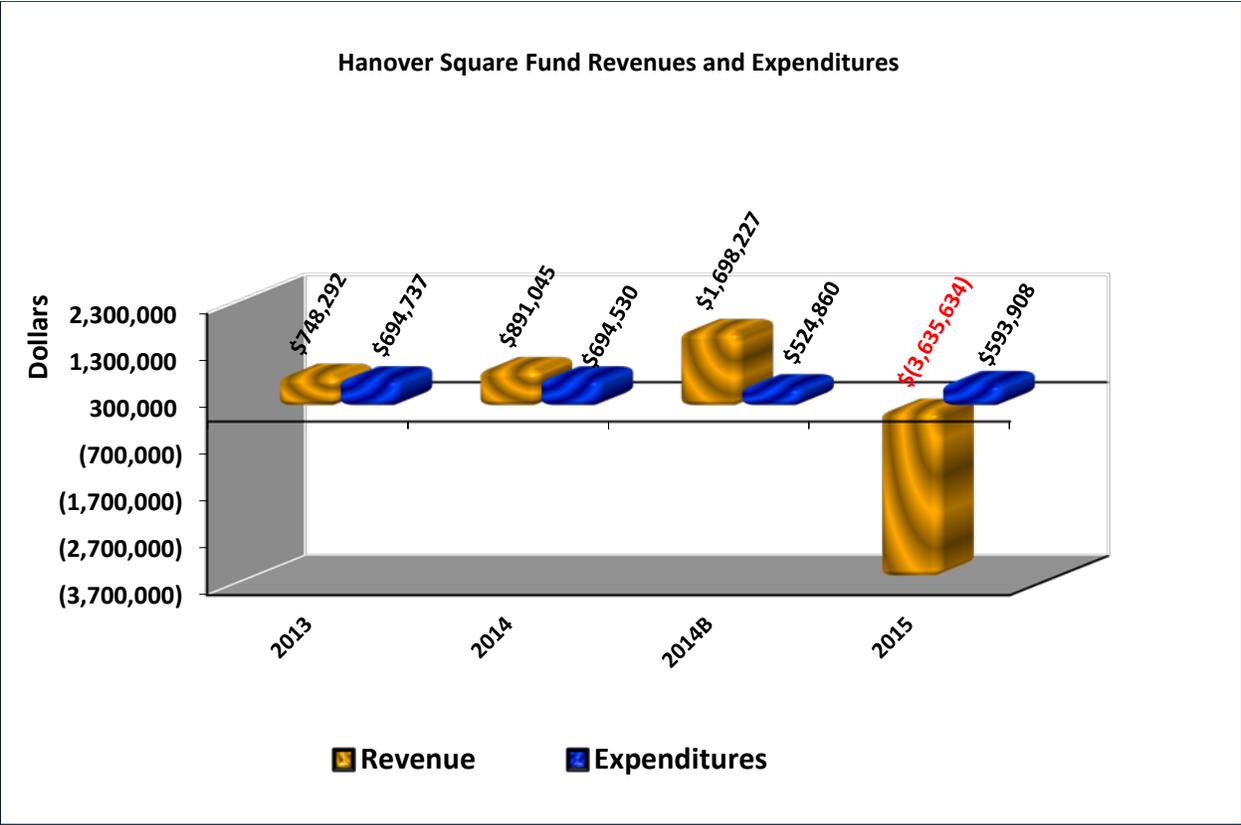
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 51 - Municipal Commuter Lot Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Expenditures and Other Financing Uses (Continued)</b>						
413-421 Buildings	-	-	-	-	-	22,000
413-422 Improvement Other Than Buildings	36,668	223,830	206,209	210,500	210,500	210,500
Total Capital Outlay	<u>36,668</u>	<u>223,830</u>	<u>206,209</u>	<u>210,500</u>	<u>210,500</u>	<u>232,500</u>
Total Expenditures and Other Financing Uses	<u>\$ 373,476</u>	<u>\$ 563,266</u>	<u>\$ 545,240</u>	<u>\$ 501,215</u>	<u>\$ 561,615</u>	<u>\$ 579,387</u>
Net Position	<u>\$ 15,863</u>	<u>\$ (119,203)</u>	<u>\$ (149,043)</u>	<u>\$ (50,443)</u>	<u>\$ (137,070)</u>	<u>\$ (132,890)</u>
Cash and Investment	<u>264,065</u>	<u>254,689</u>	<u>171,821</u>	<u>121,378</u>	<u>105,951</u>	<u>45,061</u>

# HANOVER SQUARE FUND

Hanover Square Fund – used to account for the operation and maintenance of the Hanover Square shopping center. All activities necessary to provide such services are accounted for in this fund including, but not limited to, operations, maintenance, financing and collections. In September 2015, the Village transferred the ownership into an LLC as a part of this public-private partnership between the Village and TDHS Manager, LLC.



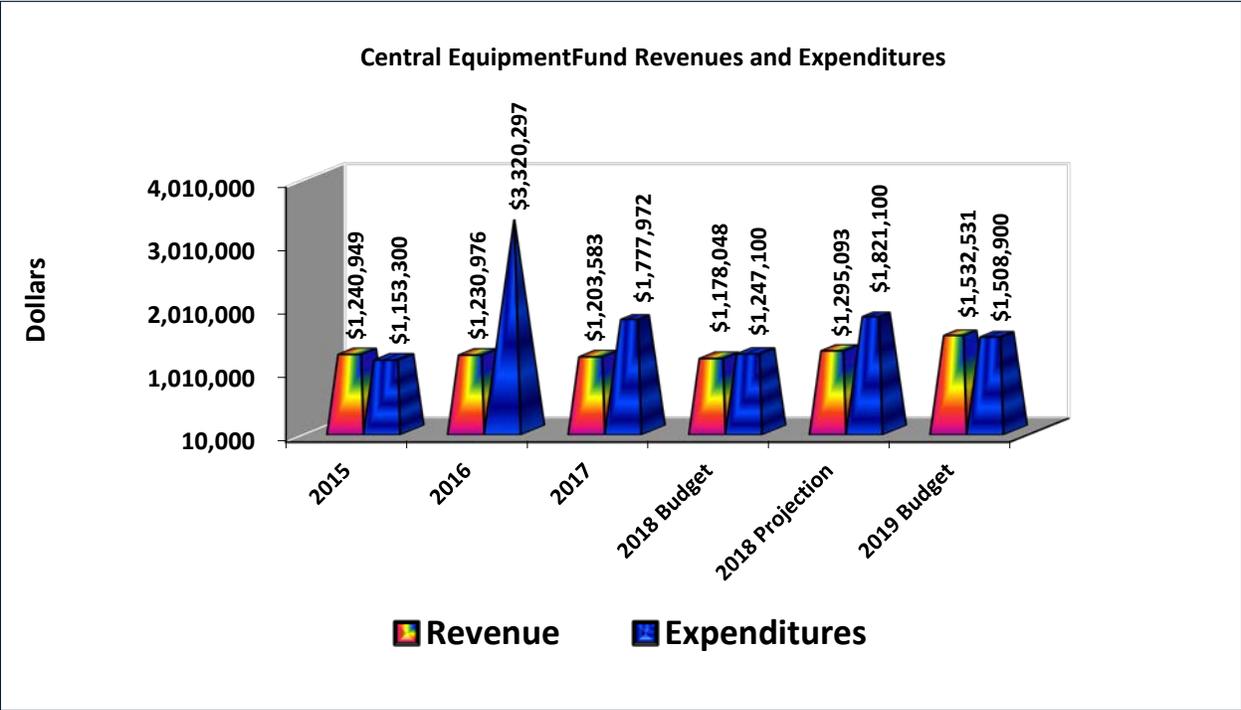
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

**Fund 52 - Hanover Square Fund**

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
361-300 Interest On Investments	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -
Total Investment Income	<u>105</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
364-300 Rental Income	610,119	-	-	-	-	-
364-301 Common Area Maintenance	32,622	-	-	-	-	-
364-302 Late Fee Revenue	801	-	-	-	-	-
389-303 Miscellaneous Income	(1)	-	-	-	-	-
Total Miscellaneous Income	<u>643,541</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
391-333 Interfund TIF #3	(4,279,281)	-	-	-	-	-
Total Interfund Transfers	<u>(4,279,281)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources	<u>\$ (3,635,634)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenditures and Other Financing Uses</b>						
402-411 Office Supplies	\$ 8	\$ -	\$ -	\$ -	\$ -	\$ -
Total Commodities	<u>8</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
403-413 Light & Power	25,490	-	-	-	-	-
403-434 M & R - Buildings	27,896	-	-	-	-	-
403-436 Maintenance Agreements	86,365	-	-	-	-	-
403-461 Consulting Services	99,339	-	-	-	-	-
403-462 Legal Services	57,431	-	-	-	-	-
403-499 Miscellaneous Expense	200,193	-	-	-	-	-
Total Contractual Services	<u>496,715</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
413-421 Buildings	97,186	-	-	-	-	-
Total Capital Outlay	<u>97,186</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses	<u>\$ 593,908</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net Position	<u>\$ (4,229,543)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net Investment in Capital Assets	4,279,281	-	-	-	-	-
Unrestricted	<u>(4,279,281)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Net Position	<u>\$ 0</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# CENTRAL EQUIPMENT FUND

Central Equipment Fund - also known as Sinking Fund was established to provide for the replacement of large, expensive and longer-lasting equipment of the Village. This equipment includes items such as fire apparatus, squad cars, and dump trucks, etc. Equipment needs are evaluated each year and the schedule modified for changes in the condition of the equipment. Some items may need replacement sooner than expected due to high maintenance costs and other items may be extended thus delaying their replacements. Financing is provided by transfers from the various village funds.



Fiscal Year 2019 revenues for the fund budgeted at \$1,532,531, while expenditures for Fiscal Year 2019 total \$1,508,900.

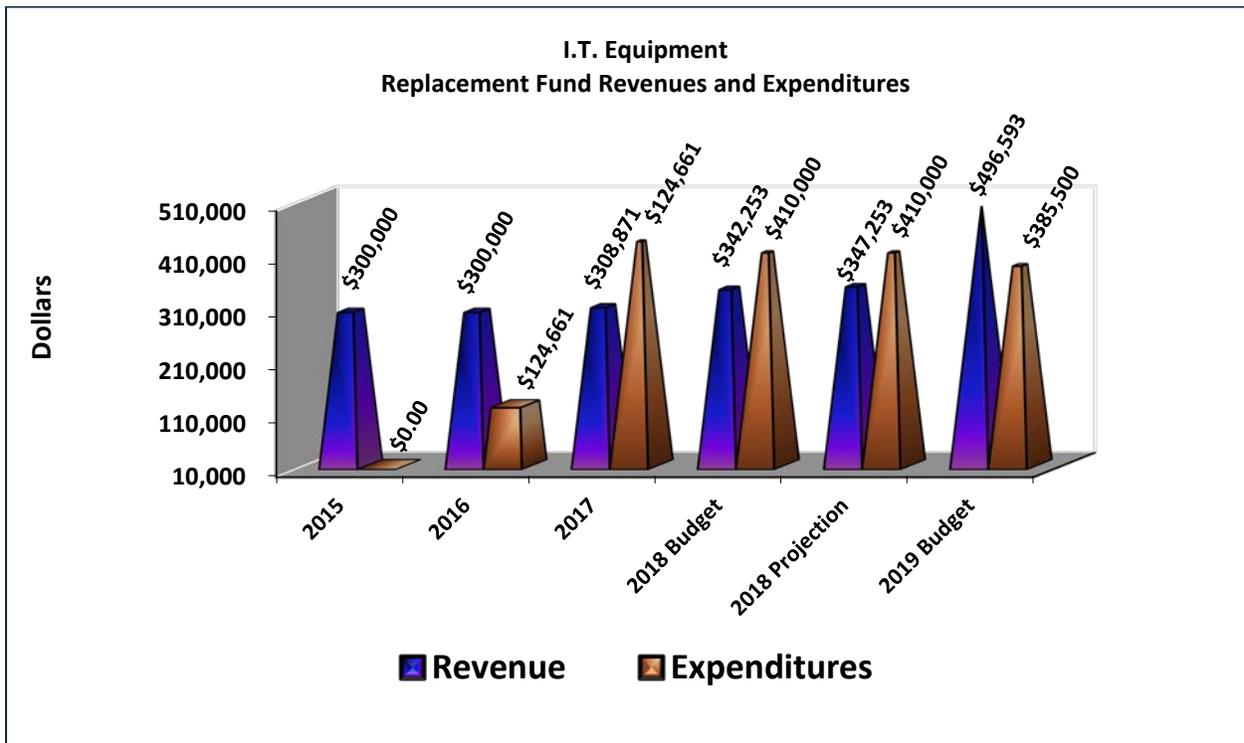
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

Fund 61 - Central Equipment Fund

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
361-300 Interest On Investments	\$ 13,751	\$ 17,575	\$ 41,366	\$ 25,000	\$ 54,000	\$ 40,000
Total Investment Income	<u>13,751</u>	<u>17,575</u>	<u>41,366</u>	<u>25,000</u>	<u>54,000</u>	<u>40,000</u>
389-301 General Fund	935,585	930,784	871,555	870,460	870,460	1,001,569
389-350 Water & Sewer Fund	276,714	228,992	212,018	282,588	282,588	270,262
389-351 Commuter Lot Fund	-	-	-	-	-	-
Total Miscellaneous	<u>1,212,299</u>	<u>1,159,776</u>	<u>1,083,573</u>	<u>1,153,048</u>	<u>1,153,048</u>	<u>1,271,831</u>
391-301 General Fund	-	-	-	-	-	220,700
Total Interfund Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>220,700</u>
392-301 Gain - Sale of Capital Assets	14,899	53,625	115,762	-	88,045	-
392-302 Loss - Sale of Capital Assets	-	-	(37,118)	-	-	-
Total Other	<u>14,899</u>	<u>53,625</u>	<u>78,644</u>	<u>-</u>	<u>88,045</u>	<u>-</u>
Total Revenues and Other Financing Sources	<u>\$ 1,240,949</u>	<u>\$ 1,230,976</u>	<u>\$ 1,203,583</u>	<u>\$ 1,178,048</u>	<u>\$ 1,295,093</u>	<u>\$ 1,532,531</u>
<b>Expenditures and Other Financing Uses</b>						
403-493 Depreciation Expense	\$ 537,699	\$ 708,847	\$ 635,588	\$ -	\$ 750,000	\$ 600,000
Total Contractual Services	<u>537,699</u>	<u>708,847</u>	<u>635,588</u>	<u>-</u>	<u>750,000</u>	<u>600,000</u>
413-441 Automobiles	210,658	187,034	297,598	254,000	238,000	192,500
413-442 Trucks	303,136	2,360,529	602,943	715,100	715,100	488,700
413-443 Other Equipment	101,807	63,888	241,843	278,000	118,000	227,700
Total Capital Outlay	<u>615,600</u>	<u>2,611,451</u>	<u>1,142,384</u>	<u>1,247,100</u>	<u>1,071,100</u>	<u>908,900</u>
Total Expenditures and Other Financing Uses	<u>\$ 1,153,300</u>	<u>\$ 3,320,297</u>	<u>\$ 1,777,972</u>	<u>\$ 1,247,100</u>	<u>\$ 1,821,100</u>	<u>\$ 1,508,900</u>
Net Position	<u>\$ 87,650</u>	<u>\$ (2,089,321)</u>	<u>\$ (574,389)</u>	<u>\$ (69,052)</u>	<u>\$ (526,007)</u>	<u>\$ 23,631</u>
Cash and Investment	<u>5,507,571</u>	<u>4,127,097</u>	<u>4,188,295</u>	<u>4,119,243</u>	<u>4,412,288</u>	<u>4,435,919</u>

# I.T. EQUIPMENT REPLACEMENT FUND

I.T. Equipment Replacement Fund – accounts for the funds annually set aside for timely replacement of equipment that meet the current business operation. Equipment includes computers, printers, copiers, data storage devices, scanners, telecommunications equipment. The Village Board established the Fund in 2015. Financing is provided by transfers from the various village funds.



Fiscal Year 2019 revenues for the fund budgeted at \$496,593, while expenditures for Fiscal Year 2019 total \$385,500.

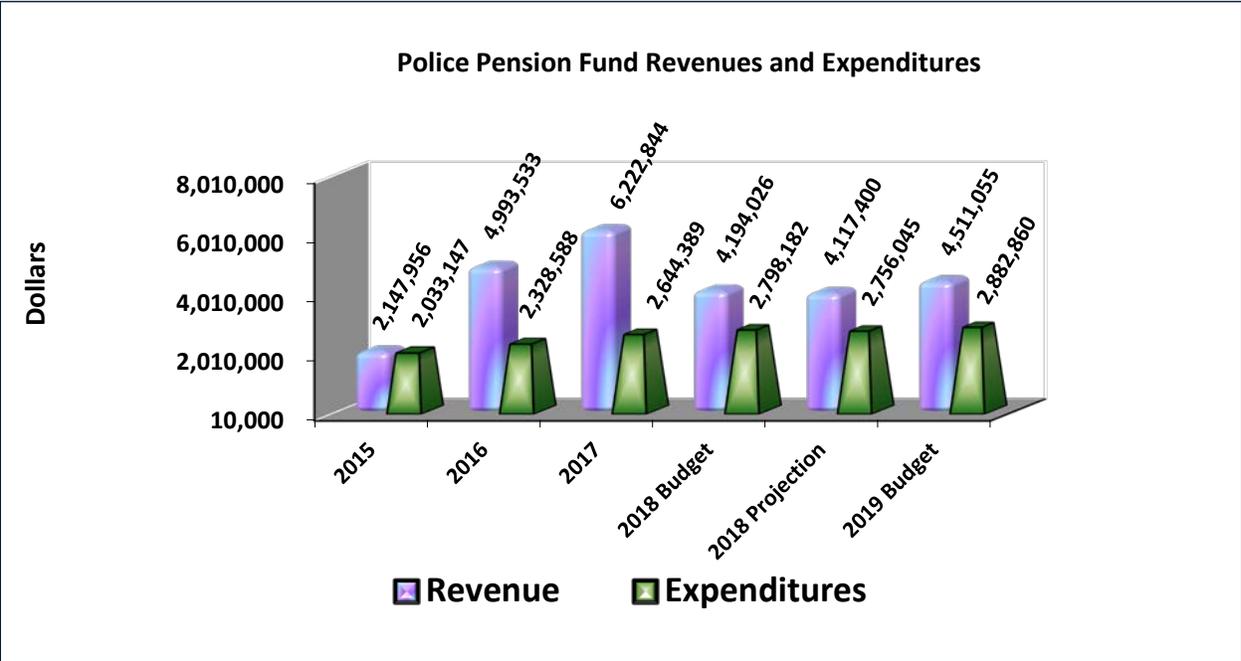
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

Fund 62 - I.T. Equipment Replacement Fund

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
361-300 Interest On Investments	\$ -	\$ -	\$ 3,513	\$ 500	\$ 5,500	\$ 1,000
Total Investment Income	-	-	3,513	500	5,500	1,000
389-352 IT Equip Funding - W & S	-	120,000	120,000	124,164	124,164	170,250
389-353 IT Equip Funding - General	-	180,000	180,000	217,589	217,589	325,343
Total Miscellaneous	-	300,000	300,000	341,753	341,753	495,593
391-301 General Fund	300,000	-	-	-	-	-
Total Interfund Transfers	300,000	-	-	-	-	-
392-301 Gain - Sale of Capital Assets	-	-	5,358	-	-	-
Total Other	-	-	5,358	-	-	-
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 308,871</b>	<b>\$ 342,253</b>	<b>\$ 347,253</b>	<b>\$ 496,593</b>
<b>Expenditures and Other Financing Uses</b>						
413-431 I.T. Equipment - Servers	\$ -	\$ -	\$ 281,849	\$ 250,000	\$ 250,000	\$ 235,500
413-431 I.T. Equipment - PC/Laptops	-	63,921	104,325	75,000	75,000	75,000
413-431 I.T. Equipment - MDC	-	60,740	44,693	85,000	85,000	75,000
Total Capital Outlay	-	124,661	430,867	410,000	410,000	385,500
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ -</b>	<b>\$ 124,661</b>	<b>\$ 430,867</b>	<b>\$ 410,000</b>	<b>\$ 410,000</b>	<b>\$ 385,500</b>
<b>Net Position</b>	<b>\$ 300,000</b>	<b>\$ 175,339</b>	<b>\$ (121,996)</b>	<b>\$ (67,747)</b>	<b>\$ (62,747)</b>	<b>\$ 111,093</b>
Beginning Net Position	-	300,000	475,339	353,343	353,343	290,596
Cash and Investment	\$ 300,000	\$ 475,339	\$ 353,343	\$ 285,596	\$ 290,596	\$ 401,689

# POLICE PENSION FUND

Police Pension Fund – the Village’s sworn police employees participate in the Police Pension Plan. The Pension Plan functions for the benefit of these employees and is governed by a five-member pension board consisting of two members appointed by the Village’s President, one elected pension beneficiary and two elected police employees. The Village and Police Pension Plan participants are obligated to fund all Pension costs based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of contribution levels. Although it possesses many of the characteristics of a legally separate government, the Police Pension Fund is reported as if it were part of the Village for budgetary purposes because of the Village’s fiduciary responsibility to the Pension.



Fiscal Year 2019 revenues for the fund budgeted at \$4,511,055, while expenditures for Fiscal Year 2019 total \$2,882,860.

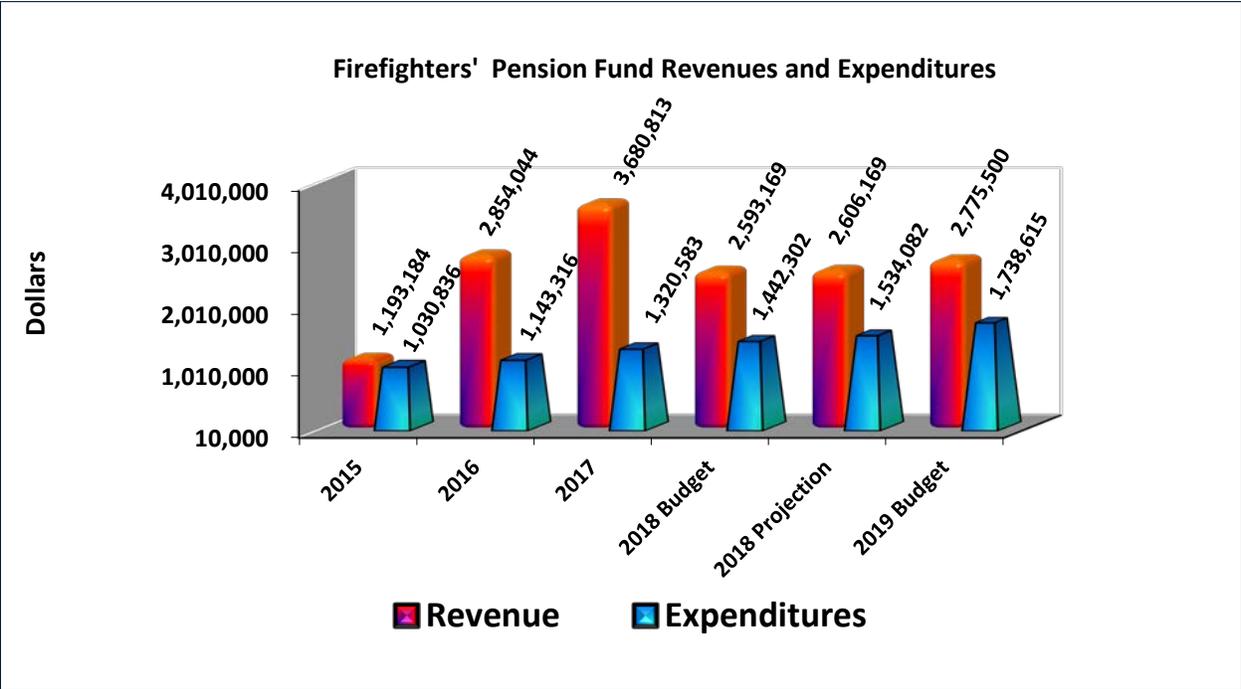
VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

Fund 70 - Police Pension Fund

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
361-300 Interest On Investments	\$ 134,356	\$ 98,012	\$ 163,157	\$ 115,000	\$ 130,000	\$ 145,000
362-300 Net Change In Fair Value	(575,922)	2,221,576	3,241,982	1,100,000	1,000,000	1,200,000
<b>Total Investment Income</b>	<b>(441,566)</b>	<b>2,319,588</b>	<b>3,405,140</b>	<b>1,215,000</b>	<b>1,130,000</b>	<b>1,345,000</b>
365-360 Village Contributions	2,078,956	2,153,658	2,300,432	2,457,076	2,457,076	2,622,455
365-370 Employee Contributions	510,565	520,286	517,272	521,950	530,324	543,600
<b>Total Miscellaneous</b>	<b>2,589,521</b>	<b>2,673,944</b>	<b>2,817,705</b>	<b>2,979,026</b>	<b>2,987,400</b>	<b>3,166,055</b>
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 2,147,956</b>	<b>\$ 4,993,533</b>	<b>\$ 6,222,844</b>	<b>\$ 4,194,026</b>	<b>\$ 4,117,400</b>	<b>\$ 4,511,055</b>
<b>Expenditures and Other Financing Uses</b>						
401-403 Refunds	\$ 20,932	\$ 77,819	\$ 95,865	\$ 100,000	\$ 100,000	\$ 100,000
401-443 Police / Fire Pension	1,931,532	2,157,471	2,444,051	2,582,520	2,550,000	2,662,800
<b>Total Personnel Services</b>	<b>1,952,464</b>	<b>2,235,290</b>	<b>2,539,916</b>	<b>2,682,520</b>	<b>2,650,000</b>	<b>2,762,800</b>
402-413 Memberships / Subscriptions	775	795	795	800	795	800
<b>Total Commodities</b>	<b>775</b>	<b>795</b>	<b>795</b>	<b>800</b>	<b>795</b>	<b>800</b>
403-461 Consulting Services	23,885	27,192	41,255	41,222	41,200	44,740
403-462 Legal Services	2,400	9,200	5,957	9,800	3,000	9,800
403-465 Medical Examinations	-	-	-	750	750	750
403-466 Investment Expense	50,795	53,151	54,347	56,000	56,000	60,000
403-471 Schools / Conferences / Meetings	1,325	1,690	1,895	5,290	3,000	2,770
403-472 Transportation	152	208	223	300	300	300
403-499 Miscellaneous Expense	1,350	1,063	-	1,500	1,000	900
<b>Total Contractual Services</b>	<b>79,908</b>	<b>92,503</b>	<b>103,678</b>	<b>114,862</b>	<b>105,250</b>	<b>119,260</b>
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 2,033,147</b>	<b>\$ 2,328,588</b>	<b>\$ 2,644,389</b>	<b>\$ 2,798,182</b>	<b>\$ 2,756,045</b>	<b>\$ 2,882,860</b>
<b>Net Position</b>	<b>\$ 114,808</b>	<b>\$ 2,664,945</b>	<b>\$ 3,578,456</b>	<b>\$ 1,395,844</b>	<b>\$ 1,361,355</b>	<b>\$ 1,628,195</b>
<b>Beginning Net Position</b>	<b>27,021,198</b>	<b>27,136,006</b>	<b>29,800,951</b>	<b>33,379,406</b>	<b>33,379,406</b>	<b>34,740,761</b>
<b>Ending Net Position</b>	<b>\$ 27,136,006</b>	<b>\$ 29,800,951</b>	<b>\$ 33,379,406</b>	<b>\$ 34,775,250</b>	<b>\$ 34,740,761</b>	<b>\$ 36,368,956</b>

# FIREFIGHTERS' PENSION FUND

Firefighters' Pension Fund – the Village's firefighters participate in the Firefighters' Pension Plan. The Pension provides retirement benefits to firefighters and is governed by a five-member pension board consisting of two members appointed by the Village's President, one elected pension beneficiary and two elected fire employees. The Village and the participants are obligated to fund all pension costs based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Village is authorized to approve the actuarial assumptions used in the determination of contribution levels. Although it possesses many of the characteristics of a legally separate government, the Firefighters' Pension Fund is reported as if it were part of the Village for budgetary purposes because of the Village's fiduciary responsibility to the Pension.



Fiscal Year 2019 revenues for the fund budgeted at \$2,775,500, while expenditures for Fiscal Year 2019 total \$1,738,615.

VILLAGE OF HANOVER PARK, ILLINOIS  
**Budget Detail By Fund**  
 Calendar Year Ending December 31, 2019

Fund 71 - Fire Pension Fund

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Projection	FY 2019 Budget
<b>Revenues and Other Financing Sources</b>						
361-300 Interest On Investments	\$ 57,707	\$ 60,923	\$ 90,171	\$ 75,000	\$ 90,000	\$ 75,000
362-300 Net Change In Fair Value	(323,085)	1,279,019	1,912,634	700,000	700,000	800,000
<b>Total Investment Income</b>	<b>(265,378)</b>	<b>1,339,942</b>	<b>2,002,805</b>	<b>775,000</b>	<b>790,000</b>	<b>875,000</b>
365-360 Village Contributions	1,164,625	1,220,758	1,380,568	1,517,169	1,517,169	1,594,025
365-371 Employee Contributions	293,937	293,344	297,440	301,000	299,000	306,475
<b>Total Miscellaneous</b>	<b>1,458,562</b>	<b>1,514,102</b>	<b>1,678,008</b>	<b>1,818,169</b>	<b>1,816,169</b>	<b>1,900,500</b>
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 1,193,184</b>	<b>\$ 2,854,044</b>	<b>\$ 3,680,813</b>	<b>\$ 2,593,169</b>	<b>\$ 2,606,169</b>	<b>\$ 2,775,500</b>
<b>Expenditures and Other Financing Uses</b>						
401-403 Refunds	\$ 48,501	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 100,000
401-443 Police / Fire Pension	927,079	1,087,111	1,250,155	1,309,512	1,400,587	1,547,600
<b>Total Personnel Services</b>	<b>975,580</b>	<b>1,087,111</b>	<b>1,250,155</b>	<b>1,359,512</b>	<b>1,450,587</b>	<b>1,647,600</b>
402-413 Memberships / Subscriptions	775	795	795	800	795	800
<b>Total Commodities</b>	<b>775</b>	<b>795</b>	<b>795</b>	<b>800</b>	<b>795</b>	<b>800</b>
403-461 Consulting Services	18,863	17,894	31,171	31,530	32,000	36,840
403-462 Legal Services	2,700	2,700	2,700	6,200	10,000	8,800
403-465 Medical Examinations	-	-	-	750	750	750
403-466 Investment Expense	29,645	31,052	31,832	33,920	32,800	35,620
403-471 Schools / Conferences / Meetings	80	345	825	5,290	3,000	3,505
403-472 Transportation	203	352	-	300	150	300
403-499 Miscellaneous Expense	2,990	3,066	3,105	4,000	4,000	4,400
<b>Total Contractual Services</b>	<b>54,481</b>	<b>55,410</b>	<b>69,633</b>	<b>81,990</b>	<b>82,700</b>	<b>90,215</b>
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 1,030,836</b>	<b>\$ 1,143,316</b>	<b>\$ 1,320,583</b>	<b>\$ 1,442,302</b>	<b>\$ 1,534,082</b>	<b>\$ 1,738,615</b>
<b>Net Position</b>	<b>\$ 162,348</b>	<b>\$ 1,710,728</b>	<b>\$ 2,360,230</b>	<b>\$ 1,150,867</b>	<b>\$ 1,072,087</b>	<b>\$ 1,036,885</b>
<b>Beginning Net Position</b>	<b>15,325,007</b>	<b>15,487,355</b>	<b>17,198,083</b>	<b>19,558,313</b>	<b>19,558,313</b>	<b>20,630,400</b>
<b>Ending Net Position</b>	<b>\$ 15,487,355</b>	<b>\$ 17,198,083</b>	<b>\$ 19,558,313</b>	<b>\$ 20,709,180</b>	<b>\$ 20,630,400</b>	<b>\$ 21,667,285</b>

# CAPITAL IMPROVEMENT PROGRAM

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The Capital Improvement Program (CIP) is a multiyear planning instrument used to identify needed capital projects for improvements to Village-owned and operated infrastructure and to coordinate the financing and timing of these improvements. The first long-range Capital Improvement Program for the Village of Hanover Park was developed in Fiscal Year 1984.



# Village of Hanover Park Capital Improvement Program Fiscal Years 2019 through 2023

## *Introduction*

The Capital Improvement Program (CIP) is a multiyear planning instrument used to identify necessary capital purchases and improvements and to coordinate the financing and timing of these improvements. The first long-range Capital Improvement Program was developed in Fiscal Year 1984. Each year, the Capital Improvement Program is updated to incorporate new capital projects, changing goals and priorities, and available funding sources. The document includes information regarding the Capital Improvement Program process, funding sources, program highlights, and the current and future impact of the Capital Improvement Program on the operating budget. The *Program Highlights* section provides narrative on significant capital improvements included in the program.

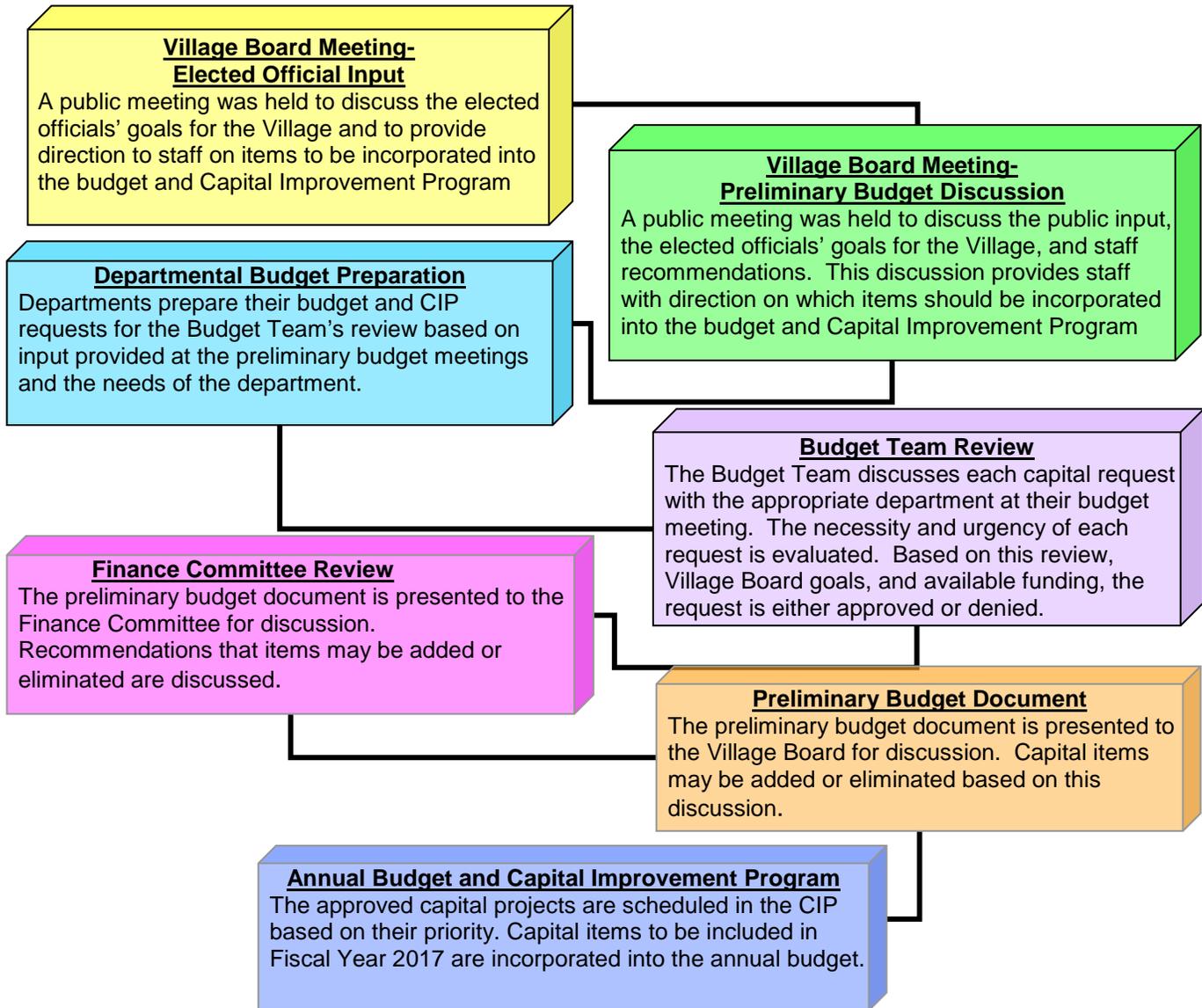
The tables after the narrative section itemize all approved Capital Improvement Program requests. **Table I** provides detailed information on each project included in the Fiscal Year 2019 budget by fund. **Tables II** and **III** display the Fiscal Year 2019 Capital Improvement Program by fund and category.

Fiscal Year 2019 capital improvements are incorporated into the annual budget. Capital budget appropriations lapse at the end of the fiscal year; however, they may be reallocated in a subsequent fiscal year until the completion of the project. The annual budget authorizes and provides the basis for control of expenditures, including operating and maintaining new capital facilities. Projects are programmed for Fiscal Years 2019 through 2023 based on information currently available, including Village Board goals and the need for the improvement. In future years, actual capital budgets enacted may vary from the amount included in the CIP. Financial constraints may make it impossible to budget for the entire amount programmed. Conversely, unexpected financial availability may make it possible to initiate projects earlier than scheduled.

All capital expenditures for \$10,000 and over are included in the CIP. Capital equipment purchases for multiple items with a total of over \$10,000 are also included. The following capital items are incorporated into the Capital Improvement Program:

1. Purchase, improvement, or development of land.
2. Construction of new facilities.
3. Remodeling or expansion of existing facilities.
4. Street construction, reconstruction, or resurfacing.
5. Water and sewer system improvements.
6. Purchase of equipment and machinery.

## **Capital Improvement Program Process**



**Exhibit 1**

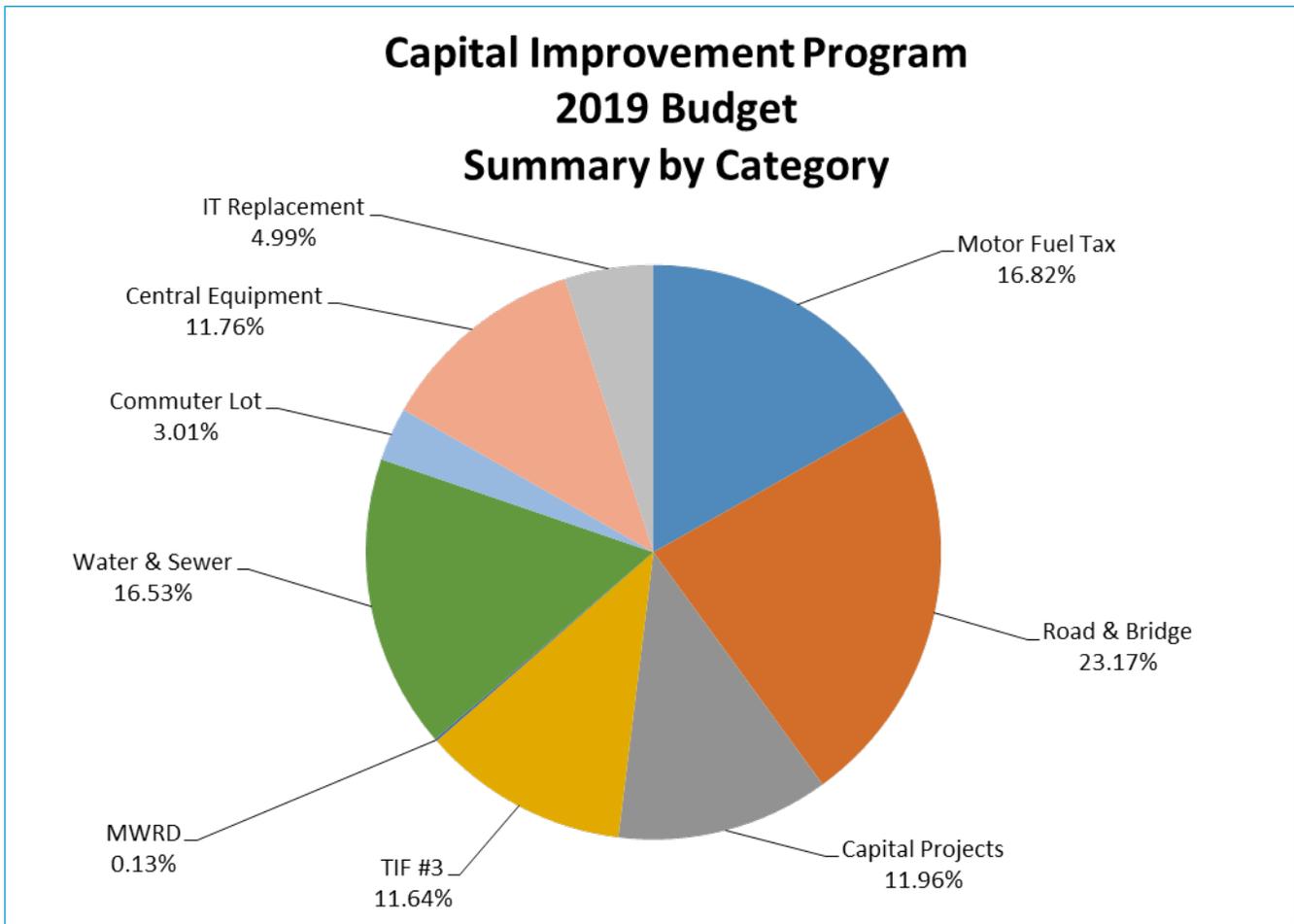
The development of the long-range Capital Improvement Program is a comprehensive process held in conjunction with the annual budgetary process. Village officials and management recognize the importance of planning and budgeting for future capital needs. A public meeting is held to elicit elected official input. Following these meetings, a preliminary budget meeting is held to discuss the public’s priorities, elected officials’ goals, and staff recommendations. At this planning meeting the goals and policies of the organization are solidified. Capital needs are also discussed and priorities are established. Each department is required to submit their capital requests to the Budget Team on designated forms. A *Capital Request Form* is prepared for each capital item to be included in the current fiscal year’s budget.

Representatives from each department met with the Budget Team during the month of August. At this time, the department’s capital requests were evaluated by the Budget Team comprised of the Village Manager, Deputy Village Manager, Finance Director, and Executive Assistant. The Budget Team examines each request to ensure that all required elements have been included and that long-term

operating budget impacts have been considered. The Budget Team considers overall affordability, in terms of capital and operating costs, community concerns, available alternatives, coordination with other projects (including projects being considered by other governmental entities), impacts on services, and the beneficiaries of the project. The satisfaction of Village Board goals, timeframes, funding sources, and the implications of deferring the project are also considered. Each capital request is either approved or denied based on this evaluation. Each approved request is prioritized for inclusion in the Capital Improvement Program and the annual budget.

Additional budget meetings with the Village Board are held each year in September and October, at which time a draft budget is presented. All capital requests are reviewed and evaluated by the Village Board at this time. The Board makes a final determination on which requests are to be included in the fiscal year’s final budget submittal and in the Capital Improvement Program. The Capital Improvement Program is included in the annual budget document and is approved by the Village Board each year.

### *Funding Sources*



**Capital Improvement Program  
Summary by Fund**

Fund	Projected	Budget	Planned			
	2018	2019	2020	2021	2022	2023
Road and Bridge Fund	\$ 275,333	\$ 1,791,004	\$ -	\$ -	\$ -	\$ -
Motor Fuel Tax Fund	1,055,000	1,300,000	1,000,000	1,000,000	1,000,000	1,000,000
Capital Projects Funds	2,716,624	924,764	2,571,967	4,831,259	1,180,771	807,966
TIF #3*	780,000	900,000	-	-	-	-
SSA #3*	-	-	-	-	-	-
SSA #5*	-	-	-	-	-	-
MWRD Fields	404,398	10,000	-	-	-	-
Water and Sewer Fund	1,356,805	1,277,401	8,871,550	2,457,000	1,905,000	1,625,000
Commuter Parking Lot Fund	210,500	232,500	50,000	300,000	300,000	300,000
Central Equipment Fund	1,071,100	908,900	991,900	731,300	758,600	945,000
IT Replacement Fund	410,000	385,500	427,217	357,217	512,217	367,217
<b>Total</b>	<b>\$ 8,279,760</b>	<b>\$ 7,730,069</b>	<b>\$ 13,912,634</b>	<b>\$ 9,676,776</b>	<b>\$ 5,656,588</b>	<b>\$ 5,045,183</b>

\*The Village does not project Capital Improvements beyond the Current Budget Year as the Capital Projects are dependent on revenues generated.

Each capital item is allocated to a Village fund or funds based on the nature of the project and the financial resources required for the project. A listing of the Village funds used to finance capital purchases, including a listing of the revenue sources for that fund, and the types of projects allocated to the fund are described below:

**011 - Motor Fuel Tax Fund**

Motor Fuel Tax revenues are provided by the Village's share of state motor fuel taxes. These funds are primarily used for the annual street resurfacing program and, in addition, street and storm sewer improvements and maintenance as authorized by the State of Illinois.

**012 - Road and Bridge Fund**

Road and Bridge Fund revenues are provided by township property tax revenues. The funds are used for road and bridge improvements and maintenance.

**017 – MWRD Fields Fund**

The MWRD (Metropolitan Water Reclamation District) Fields Fund was authorized by Village Board action in November, 2014 to account for the financial activities associated with the maintenance and improvements of the athletic fields that have been leased to the Village for 39 year.

**031- Capital Projects Funds**

Revenues are provided by transfers from the General, Water and Sewer and TIF Funds. Revenues may also be provided by federal, state, and local grants.

**033, 034, 035 - Tax Increment Financing District Funds**

Revenues are provided by property tax increments generated within the TIF boundaries. These funds are used only for TIF eligible expenses.

**013, 014, 015, 016 – Special Service Area Funds**

Special Service Area Fund revenues are provided by the area property tax revenues. These funds are used for improvements and maintenance within the special service area.

**050 - Water and Sewer Enterprise Fund**

Water and Sewer Fund revenues are provided by water and sewer sales revenues and penalties, tap-on fees, and water meter sales. Funds are used for improvements to, and capital equipment used in the operation of, the water and sewer system.

**051 - Municipal Commuter Parking Lot Enterprise Fund**

The Municipal Commuter Parking Lot Fund accounts for the provision of commuter parking services to the residents of the Village of Hanover Park and surrounding communities. Resources include permit and daily parking fees.

**061 - Central Equipment Fund**

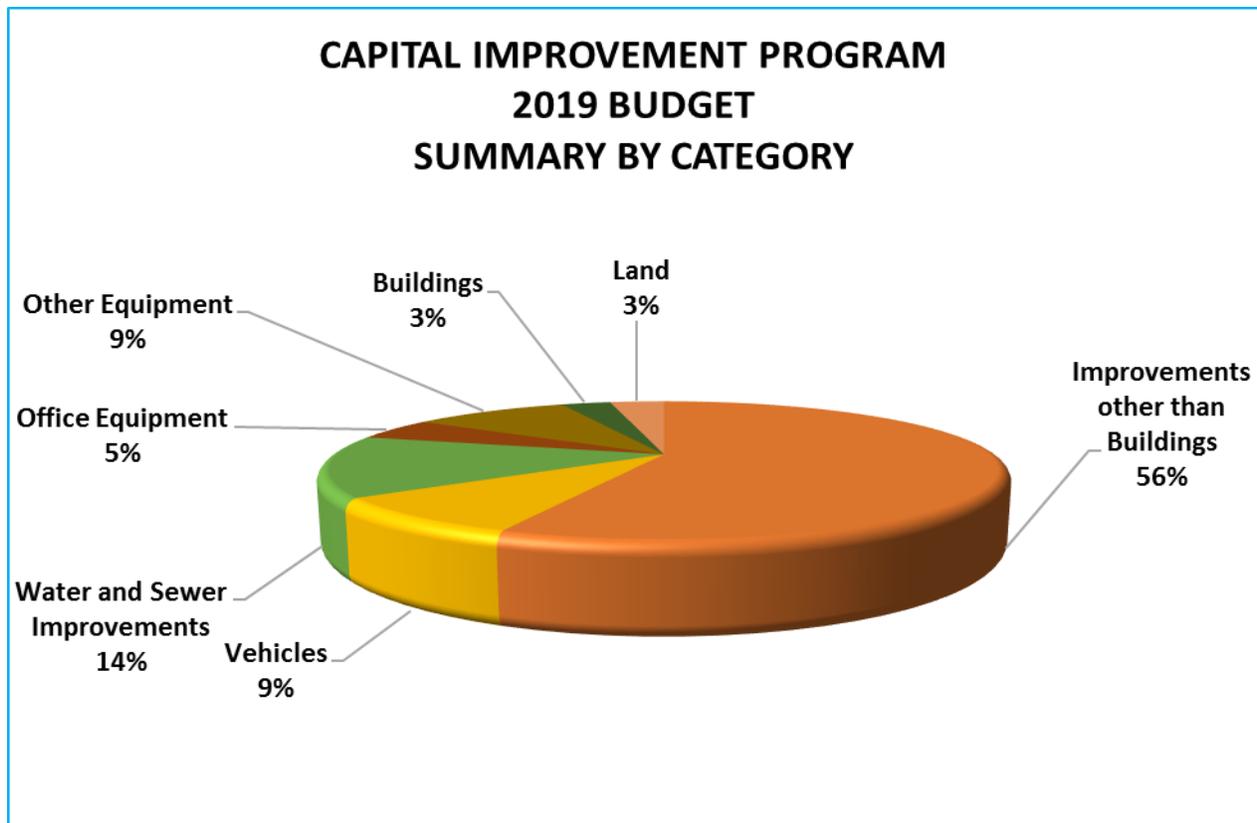
Each department that utilizes vehicles contributes annually for their replacement via transfers to the Central Equipment Fund. The General and Water and Sewer Funds each contribute based on the expected replacement cost and expected useful life of each vehicle. The fund is structured such that adequate funding for each vehicle will be accumulated by the scheduled replacement date.

**062 – IT Replacement Fund**

The IT Replacement Fund was created to replace essential network and computer equipment.

***Program Highlights***

The Fiscal Year 2019 Capital Improvement Program totals \$7,730,069 or 11.87% of the total annual budget of all funds of \$65,116,886. Following is a summary of capital items by category:



**Capital Improvement Program**  
**Summary by Category**

<b><u>Category</u></b>		<b><u>2019 Budget</u></b>
Improvements Other Than Buildings	\$	4,355,804
Vehicles	\$	681,200
Water & Sewer Improvements	\$	1,105,001
Office Equipment	\$	385,500
Other Equipment	\$	724,564
Buildings	\$	228,000
Land	\$	250,000
<b>TOTAL</b>	<b>\$</b>	<b>7,730,069</b>

### **Buildings**

All improvements to buildings are expenditures under the Buildings category. Four improvements are budgeted for Fiscal Year 2019. A Feasibility Study has been budgeted for Fire Station #2 in the amount of \$46,000. In addition, other projects have been budgeted to include \$100,000 for façade improvement grants, \$60,000 to replace the Village Hall roof, and \$22,000 to replace an air conditioning unit.

### **Improvements other than Buildings**

This category includes expenditures associated with the construction of new roadways, the maintenance of existing roadways, curb and sidewalk replacement, streetlights, landscaping improvements, and commuter parking facility improvements.

### ***Street Improvements***

The majority of the roadway construction and improvement projects is funded via the Motor Fuel Tax Fund or the Road and Bridge Fund. In Fiscal Year 2019, \$1,300,000 is budgeted for the Village's street program (which includes preventative maintenance). There is also \$1,700,000 budgeted for street reconstruction.

These street improvements address the Village Board goals to *Maintain and Enhance Village Infrastructure, Enhance the Village Appearance as a Quality Community, and Improve Public Safety.*

### ***Other Improvements***

Some other improvements include \$25,000 for the Village's share of the Hawk Hollow Trail Connector Construction, \$10,000 for landscaping around the pavilion at the Hanover Park Sports Complex, \$75,000 for an arterial fence, \$130,000 for new entryway signs, and \$150,000 for the Parkway Tree Replacement program. Other FY'19 expenditures include \$200,000 for parking lot resurfacing and lighting, \$40,000 for spring street banners, and \$500,000 for Village Center Streetscaping, among other projects.

All of these improvements seek to address the Village Board goal to *Maintain and Enhance Village Infrastructure* and/or to *Enhance the Village Appearance as a Quality Community*. The annual impact on the operating budget for each of these projects is included in Table I.

### Office Equipment

Office equipment category includes all computers, printer, servers and other equipment used within the offices of the Village. Fiscal Year 2019 Office Equipment Capital Expenditures include annual replacement of equipment including computers and public safety computer equipment. It also includes PD in-car ticket printer replacement, as well as replacement of their video surveillance storage. In addition, a phone system upgrade is also budgeted. These equipment purchases will support the Village Board's goal of '*Offers convenience through technologies*'. The annual impact on the operating budget for these projects is also included in Table I.

### Other Equipment

In the other equipment category, \$724,564 is budgeted for various equipment. This includes \$75,000 for the DuJIS Records Management System, \$122,400 for the replacement of three pumps at the Bayside Life Station, and \$151,300 for an asphalt paver. Additional equipment budgeted is listed in Table III.

### Vehicles

The Vehicles category, which is integrated into the Central Equipment Fund, includes Police Department squad cars and other automobiles, Fire Department trucks and ambulances, and other various department vehicles. In Fiscal Year 2019, \$681,200 has been budgeted for vehicle replacements. The vehicle replacement budget in Fiscal Year 2019 includes the purchase four police squads, a 2 ½ ton dump truck, as well as a sewer televising truck, among others.

These vehicle and equipment purchases will maintain and enhance Public Safety and Village Infrastructure. A detailed schedule of all Fiscal Year 2019 budgeted vehicle purchases is included in Table I. Summary listings of all Fiscal Year 2019 budgeted Vehicles by fund and category are included in Tables II and III.

## **Water and Sewer Improvements**

This category includes expenses for improvements to the water and sewer utility system in the Village, including water and sewer main replacement, sewage treatment plant equipment and facility improvements, and water tower and well house improvements. These projects are funded via Water and Sewer Fund revenues. All of these improvements support the Village Board goal to *Maintain and Enhance Village Infrastructure*.

A total of \$1,105,001 is included in the Fiscal Year 2019 budget for water and sewer improvements. This allocation includes \$750,000 for the water main replacement program. Each year, water main replacements are scheduled based on the level of deterioration of the pipe determined by the number of breaks that have occurred on the line.

Water and sewer improvements budgeted also include sanitary sewer rehab and replacement costing \$100,000, an Inflow / Infiltration Study at \$100,000, and manhole sealing at a cost of \$100,000. Projects are listed in Table III.

### ***Impact of the Capital Improvement Program on Current and Future Operating Budgets***

The impact of the Capital Improvement Program on current and future operating budgets is described and enumerated in Table I, Capital Improvement Program Detail by Fund. The nature and amount of the impact of each improvement are developed using the best information currently available and inflated for future years. These costs may include additional staffing or increased maintenance or other cost of operation. This impact is considered at the time the capital request is evaluated. These costs have been incorporated into the Fiscal Year 2019 operating budget.

The operating budget must also pay interest and principal payments on all bonded debt and notes used for capital acquisitions and improvements. In addition, departments must contribute annually to the Central Equipment Fund for future vehicle replacements. The amount of the annual required contribution increases when new vehicles are added to the fleet. These transfers are budgeted within each cost control center in Account 403-452, Vehicle Maintenance and Replacement.

The General and Water and Sewer Funds finance miscellaneous capital projects via the transfer of fund reserves to the General Capital Projects Fund. The amount of the transfer is calculated based on the expenditures budgeted in the fund, less any revenues earmarked to fund the expenditures; for example, grant revenues. These transfers are included in the operating budget of the appropriate funds.

## **Conclusion**

The Capital Improvement Program is a multi-year planning instrument that identifies necessary capital improvements. The importance of long-range planning and replacement and modernization of infrastructure in the Village is recognized by Village Officials. Funding sources, such as grants, bonds, fund revenues, and reserves and the impact of the project on the operating budget are carefully evaluated prior to inclusion in the Capital Improvement Program. This program will be updated annually as part of the annual budget process.

Special thanks to Juliana Maller, Village Manager, David Webb, Deputy Village Manager, Finance Director Remy Navarrete, IT Director Jed Gerstein, Public Works Director T. J. Moore, and Executive Assistant Sue Krauser, for their assistance in the preparation of the Capital Improvement Program.

**Table I**  
**Village of Hanover Park**  
**2019 Capital Improvement Program - Detail by Fund**

Table 1 provides detailed information on each capital improvement included in the Fiscal Year 2019 Budget. The table displays the project description, the amount included in the 2019 Budget, Cost Control Center, if any, account, the justification for the project, and the annual anticipated dollar impact on the operating budget in the calendar year with a description of the nature of the impact. The funding source, cost control center and account to be charged are also indicated. Tables II and III provide summary information on the Fiscal Year 2019 Capital Improvement Program.

**011, 012, 017 and 033 SPECIAL REVENUE FUNDS**  
**\$4,001,000**



Description	2019 Budget	Cost Control Center	Account
Street Program, Inc. Preventative Maintenance	\$1,300,000	011-20-2600	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Street Reconstruction & Resurfacing Project <ul style="list-style-type: none"> <li>• Last 1/3 of Cinema Drive to be reconstructed</li> <li>• Resurfacing and reconstruction of Various Village Streets as identified by Staff</li> </ul>		Decrease	A reduction in patching and repair costs on the streets in these areas.

Description	2019 Budget	Cost Control Center	Account
Hawk Hollow Trail Connector Construction	\$25,000	012-20-2600	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Village entered into an IGA with DuPage County on May 19, 2016, to construct a local multi-use path between Lawrence Avenue to the new North Central DuPage Trail. Final design was completed in FY17, with construction to occur in fall of 2018/spring of 2019.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Lake Street Pedestrian Access	\$31,000	012-20-2600	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
In 2017, the Village was awarded CMAQ funding for a joint pedestrian access project with the Village of Streamwood. The project will connect the sidewalk at Lake and Center with the sidewalk at Lake and Walnut, as well as provide pedestrian crossing improvements at Lake and Walnut. The total estimated project cost is \$495,000, with the Village's share being approximately \$31,000.		Increase	Future sidewalk maintenance on approximate 530 linear feet of new sidewalk.

Description	2019 Budget	Cost Control Center	Account
New Street Lights	\$35,000	012-20-2600	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
New street lights to be placed where needed for safety and more uniform lighting.		Increase	Increased maintenance for additional lights and electricity costs.

Description	2019 Budget	Cost Control Center	Account
Street Reconstruction	\$1,700,000	012-20-2600	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Several of the Village's older streets in the original Hanover Gardens subdivision were constructed with a concrete base. These streets have settled and cracked over time, and are no longer in a condition where they can be maintained with traditional patching and resurfacing. They are in need of complete reconstruction. The total cost of reconstructing these streets is approximately \$4,000,000. Roughly one half of the streets in Hanover Gardens will be reconstructed in 2019, and one half in 2020.		Decrease	A reduction in patching and repair costs on the streets in this area.

Description	2019 Budget	Cost Control Center	Account
Landscaping Around Pavilion	\$10,000	17-20-6700	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Landscaping will be put in around the new pavilion at the Hanover Park Sports Complex.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Land Purchase	\$250,000	33-20-2200	413-411
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
As the Village Center Plan gets implemented, there may be properties that may become available for acquisition along Devon or Ontarioville Rd., that may be in strategic locations for the Village. It is prudent to budget for acquisition of key properties important for future Village Center development, per the updated Village Center Plan.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Façade Improvement Grants	\$100,000	33-20-2200	413-421
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
In order to encourage property owners in the Village Center area, particularly in the Historic District, to improve their buildings and façade, and thereby improve the overall aesthetics of the area, \$100,000 is budgeted for Façade Improvement Grants. The grants would function as a reimbursement. Criteria will be developed for the administration of the grant.		No Impact	

Description	2019 Budget	Cost Control Center	Account
<b>Streetscape Improvement Grants</b>	<b>\$50,000</b>	33-20-2200	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
A Streetscape Improvement Grant will encourage private property owners to improve the curb appeal of their properties in this area and generally improve the appearance of the area most visible from the right-of-way. Specific criteria will be developed for the administration of the grant. Eligible Streetscape Improvements could include landscaping, signage, improvements related to pedestrian comfort, and overall aesthetics of the Historic District within 10-feet of the right-of-way. The physical improvements will be a tangible reminder of the importance of this area and implementation of the Village Center Plan.		No Impact	

Description	2019 Budget	Cost Control Center	Account
<b>Village Center Streetscaping</b>	<b>\$500,000</b>	33-20-2200	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Village has initiated Streetscape Improvements related to landscaping, pedestrian comfort, and overall aesthetics of the Village Center area south of the Rail Road tracks, as a tangible step and implementation of the Village Center Plan. Some of these improvements will continue to be detailed and implemented in 2019.		No Impact	

**031 CAPITAL PROJECTS**

**\$924,764**



Description	2019 Budget	Cost Control Center	Account
<b>Fire Station #2 Feasibility Study</b>	<b>\$46,000</b>	31-20-2300	413-421
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Study to determine proper scope of Fire Station #2 replacement.		Increase	Will likely increase size of new structure over current with associated ancillary costs to Building Maintenance.

Description	2019 Budget	Cost Control Center	Account
<b>Village Hall Roof Replacement</b>	<b>\$60,000</b>	31-20-2300	413-421
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This portion of the roof is original and it has surpassed its life expectancy.		Decrease	

Description	2019 Budget	Cost Control Center	Account
<b>Arterial Fence</b>	<b>\$75,000</b>	31-20-2300	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Fencing along Schick Road to match other arterial road fencing.		No Impact	

Description	2019 Budget	Cost Control Center	Account
<b>West Branch of DuPage River Stabilization Design</b>	<b>\$15,000</b>	31-20-2300	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Design services for potential future joint project with Schaumburg to stabilize the West Branch of the DuPage River from Anne Fox to Village limits.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Creek Bank Repairs	\$25,000	31-20-2300	413-422
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Make necessary repairs to the banks of the West Branch to eliminate erosion.		No Impact	

Description	2019 Budget	Cost Control Center	Account
New Entryway Signs (7)	\$130,000	31-20-2300	413-422
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Build and install seven new entryway signs.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Non-Lake Street Planter Improvements	\$15,000	31-20-2300	413-422
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Enhance planting sites/islands around the Village.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Parkway Tree Replacement	\$150,000	31-20-2300	413-422
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Planting of 500 new parkway trees in locations where dead Ash trees have been removed.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Repair and Upgrade Electrical Power at Salt Dome	\$44,300	31-20-2300	413-422
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The electrical control box included when the dome was built in 2010, was made of mild steel and has rotted from the salty environment. This improvement includes a new stainless-steel box and all new switches that will be relocated to a better location. The transformer upgrade will supply the required power directly to the dome and will eliminate the need for portable power to operate the conveyor system. This will improve unloading of our trucks during winter operations as well as promote better maintenance to the conveyor system.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Street Banners (Spring)	\$40,000	31-20-2300	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Replace faded Spring banners on all light poles.		No impact	

Description	2019 Budget	Cost Control Center	Account
Biphasic Cardiac Monitor/Defibrillator/Pace maker	\$43,023	31-20-2300	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
<p>With the latest technology in cardiac monitoring the proposed purchase of a Life Pak 15 is consistent with other upgraded cardiac monitors. The newer version of monitor has streamlined the actual usage by incorporating changes in the monitor layout and increased the screen size as well as added color. This enables our crews to collect and analyze data at a faster pace with increased accuracy. With the new technology this cardiac monitor will send time sensitive cardiac rhythms to the receiving hospital prior to the arrival of the patient, thus reducing the delay of time the patient will receive lifesaving procedure. They have also improved the ruggedness of the monitor, which will increase the life expectancy as well as decrease the annual cost of replacement items.</p> <p>These monitors have an estimated life expectancy of 10 – 12 years. The department operates eight (8) such monitors and typically purchases replacement units annually to remain within this operational life cycle.</p>		No Impact	The long-term replacement of LifePak 15 is currently being tracked as to estimate a potential savings over the life expectancy.

Description	2019 Budget	Cost Control Center	Account
DuComm Second Facility	\$35,000	31-20-2300	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This cost represents the Police Department's portion of the costs for DuComm's recently constructed second facility for FY 19. The Police Department plans to pay its share each year in one annual payment. The estimated total amount for the PD portion of the second facility project is \$570,697 (over a 15-year period).		No Impact	

Description	2019 Budget	Cost Control Center	Account
DuJIS Records Management System	\$75,000	31-20-2300	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Police and Fire Departments are planning to participate in the NetRMS records management system replacement. The system will be countywide throughout DuPage and will allow for integration and information sharing among agencies. Each participating agency pays their share of the total project costs. This total represents the first year's costs for the system.		No Impact	

Description	2019 Budget	Cost Control Center	Account
DuJIS RMS System Interfaces	\$65,000	31-20-2300	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The interface costs cover the connection of the new RMS and CAD systems to existing programs utilized by the PD, including the Beast evidence processing program, the electronic ticketing program (DACRA), the electronic crash reporting software, and the arrestee booking system, Livescan.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Firefighter Protective Gear (12) sets	\$47,284	31-20-2300	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Firefighter Protective Equipment is the primary life safety tool utilized by firefighters. It has been the department's experience that the life expectancy of protective pants, coats and escape harnesses is about 5-years. Each year the department budgets to replace 12-sets, which allow replacement of the protective ensemble for some staff and includes modifications/new gear purchases for replacement firefighters. During the five-year period, repairs to the gear are made due to excessive wear, rips and tears. Prior to the purchase and issuance of a new ensemble, each firefighter's gear is inspected.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Fuel Dispenser Repair	\$20,000	31-20-2300	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The fuel dispensers are structurally failing due to rust. It was noted on our annual fuel system State mandated test. The metal frames inside of the dispensers are badly rusted causing undue stress on the shear valves underneath. New dispensers will likely avoid a costly emergency repair.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Gear Extractor – Station 16	\$19,785	31-20-2300	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Purchase of a new 55-pound capacity gear washer, soap system and portable drying rack for Fire Station 2 (Station 16). The new washer and portable dryer will allow firefighters assigned to Station 16 access to launder assigned personal protective equipment. Currently the department has one washer at Fire Station 1(Station 15) and gear can only be washed one set at a time. The 55-pound capacity gear washer holds 4-6 sets of protective gear. In addition to issuing all firefighters two (2) sets of protective gear and performing on scene decontamination this purchase is another vital step to maintain the health and safety of firefighting personnel. The package includes all parts, installation and training on the proper use of the system.		Increase	All firefighters are required to wash assigned personal protective equipment after usage at a major incident and at a minimum two (2) times a year after live fire training. Adding a gear washer to Station 2 (Station 16) will increase the expenditures for cleaning solution.

Description	2019 Budget	Cost Control Center	Account
Scan Toolkit	\$10,000	31-20-2300	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Fleets current truck scan tool is over 12-years-old and is not compatible with current model trucks. Recurring manufacturer’s subscriptions and tools are becoming too expensive. This tool kit will be an essential tool for at least 5 years.		No Impact	It should lower or eliminate some future diagnostic subscriptions. Increase efficiency of truck repairs.

Description	2019 Budget	Cost Control Center	Account
Thermal Imaging Camera	\$9,372	31-20-2300	413-443
Justification	Annual \$ Impact on Operating Budget	Description of Operating Budget Impact	
<p>Thermal Imaging Cameras (TIC) are an essential technology tool utilized by the department for fire ground and Haz-Mat operations. TIC technology allows firefighters conducting search and rescue operations under limited or zero visibility conditions to visualize the heat signature of victims through the smoke allowing faster discovery, thereby enhancing the chances of survival. TICs are also utilized as a firefighter safety tool to determine and monitor interior atmospheric conditions predicting impending flashover. Finally, they are regularly used as an investigation tool used to uncover hidden fire or heat within various structural components allowing the firefighter to only tear down or open areas necessary minimizing damage due to suppression efforts.</p> <p>The Department carries TIC equipment on front line apparatus and command vehicles. TICs have been purchased over the last 14 years, in order to compile the complement currently maintained and used by the department. Technological changes in recent years have significantly improved the performance and safety of department personnel with features such as enhanced image quality, Quick Temp Laser Range finder, Compass and more.</p> <p>In order to stay current with the emerging technology of these essential tools, as well as the wear and tear on the computer elements that operate the camera, the department budgets annually for the replacement of two cameras. This year, we will only replace one. The oldest units are cycled out and declared surplus. This purchase will replace the camera carried on Medic 15.</p>	No Impact	Purchase of a new thermal imaging camera will have no immediate impact on general operating budget except for very rare camera repairs after the camera goes out of warranty (1 year entire unit – 2 year core of the unit).	

**050 WATER AND SEWER FUND**

**\$1,277,400**



Description	2019 Budget	Cost Control Center	Account
<b>Water Main Replacement</b>	<b>\$750,000</b>	50-50-5030	413-472
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Replacement of water mains due to severe deterioration and numerous water main breaks on these lines. Cook County: To be determined. DuPage County: 650 Feet – Sacramento Drive (Valve #1712 to Valve #1710)		No Impact	

Description	2019 Budget	Cost Control Center	Account
<b>Village-Wide Leak Detection</b>	<b>\$50,000</b>	50-50-5030	413-472
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Survey all Village watermain, fire hydrants and distribution valves to determine Village water loss.		No Impact	

Description	2019 Budget	Cost Control Center	Account
<b>Emergency Pump Replacement</b>	<b>\$50,000</b>	50-50-5050	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Wastewater Department has approximately 30 pumps throughout the collection system and STP 1. Several of these pumps are at an age where it is cost prohibitive to repair them. These dollars will only be used in situations where repairs to pumps outweigh the cost of a new pump.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Replacement of Three Pumps at Bayside Lift Station	\$122,400	50-50-5050	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Bayside Lift Station at 4000 Bayside Drive transfers waste water from the entire south end of town via the 16-inch force main which is approximately 3.5 miles. This station was installed in 1997 making these pumps 22-years-old. The dependability of these pumps is critical considering the size of the service area. Also, replacement of these pumps can take approximately 18 weeks for delivery.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Inflow/Infiltration Study	\$100,000	50-50-5060	413-462
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
To determine locations and severity of infiltration entering into the sanitary system which causes increased treatment costs, and greater number of residential service line backups.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Manhole Sealing	\$100,000	50-50-5060	413-462
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Sanitary manholes were found during the I and I study to be leaking/infiltrating storm water into the sanitary sewer system causing excessive volume and a much-increased risk of residential backups.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Sanitary Sewer Backup Prevention	\$5,000	50-50-5060	413-462
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Share the cost on private property sanitary sewer flooding 75/25 program up to \$5,000.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Sanitary Sewer Rehab and Replacement	\$100,000	50-50-5060	413-462
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Reline sanitary sewers that have multi-cracks, holes in pipe, separated joints, and heavy root infestation through joints. Locations to be determined from ongoing televising.		No Impact	

**051 COMMUTER PARKING LOT FUND**  
**\$232,500**

Description	2019 Budget	Cost Control Center	Account
A/C Replacement	\$22,000	51-20-2500	413-421
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The air conditioning unit at the train station is in need of replacement.		Decrease	Decreased electrical costs and maintenance costs.

Description	2019 Budget	Cost Control Center	Account
Bike Racks	\$10,500	51-20-2500	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Several local governments jointly applied for and received STP funding for bike parking infrastructure through the DMMC. The Village's cost will be 75% reimbursed, for a total cost to the Village of \$2,625.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Parking Lot Resurfacing / Lighting	\$200,000	51-20-2500	413-422
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Parking Lot Resurfacing, Crack Sealing and lighting replacement as identified by Staff.		No Impact	Decreased maintenance and electrical costs due to new, LED lights.

**061 CENTRAL EQUIPMENT FUND**

**\$908,900**

Description	2019 Budget	Cost Control Center	Account
<b>Compact SUV</b>	<b>\$20,500</b>	61-20-2500	413-441
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This compact SUV is replacing a Ford pickup with high mileage and a rusting body. It will be replaced with a more versatile and economic compact SUV. The pickup will be passed to another department.		No Impact	

Description	2019 Budget	Cost Control Center	Account
<b>New Police Squad Parts and Accessories</b>	<b>\$12,000</b>	61-20-2500	413-441
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This is for the necessary equipment needed for the new squad car builds.		No Impact	

Description	2019 Budget	Cost Control Center	Account
<b>Police Squads (4)</b>	<b>\$160,000</b>	61-20-2500	413-441
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The units being replaced will have 80,000 to 100,000 miles on them by next year. Replacing four squads will allow us to maintain a 4-year replacement schedule. The current units will be utilized by other departments for an additional period of time.		No Impact	

Description	2019 Budget	Cost Control Center	Account
<b>1-Ton Dump Truck</b>	<b>\$51,700</b>	61-20-2500	413-442
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This unit is a heavy use small dump truck that is rusting through. This unit was scheduled for replacement in 2020 but due to the excessive rust, we would like to replace this unit a year earlier than anticipated. The existing unit will be repurposed in another department for anti-icing use.		No Impact	

Description	2019 Budget	Cost Control Center	Account
<b>½-Ton Pickup</b>	<b>\$36,000</b>	61-20-2500	413-442
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This 9-year-old vehicle is scheduled for replacement. It is showing signs of rust and corrosion. It will be replaced with a like model. The current unit will be repurposed by another department.		No Impact	

Description	2019 Budget	Cost Control Center	Account
<b>2 ½-Ton Dump Truck</b>	<b>\$180,000</b>	61-20-2500	413-442
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This single axle 2-1/2-ton dump truck will be a replacement for current unit #17. This unit is our oldest front-line plow truck and is becoming very unreliable and showing its age. This unit will be kept as a backup unit. The new unit will more efficiently salt and plow our streets.		No Impact	

Description	2019 Budget	Cost Control Center	Account
<b>¾-Ton Utility Pickup</b>	<b>\$46,000</b>	61-20-2500	413-442
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The current unit is 11 years old and scheduled for replacement. This utility vehicle is becoming unreliable. The jump-starting unit is over 20 years old. It will be replaced with a like unit. The current unit will be sold at auction.		No Impact	

Description	2019 Budget	Cost Control Center	Account
<b>Sewer Televising Truck</b>	<b>\$175,000</b>	61-20-2500	413-442
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The current televising truck is scheduled for replacement in 2020. Due to recurring camera repairs totaling over \$20,000 over the past two years, this unit has become unreliable and costly to operate. This will be replaced with a more reliable unit a year earlier than anticipated.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Asphalt Paver	\$151,300	61-20-2500	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This unit is rebudgeted from FY2018 and the increased cost is due to the updated emission system. This paver is designed to repair 8-foot-wide sections of roadway which is good because most pavement breakdown occurs within 6 feet of the curb. This unit will address the maintenance of streets without having to do perform a total road overlay.		No Impact	This should lead to lower street maintenance costs over the next 10 years.

Description	2019 Budget	Cost Control Center	Account
Asphalt Roller	\$41,000	61-20-2500	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This new 47-inch drum roller is used in conjunction with the new asphalt paver.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Paver Trailer	\$28,400	61-20-2500	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This new trailer is necessary to accommodate both the new paver and roller.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Utility Trailer	\$7,000	61-20-2500	413-443
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This 25-year-old trailer is in poor condition and in need of repairs. The new unit will be regularly used by Department 7200 for cargo hauling.		No Impact	

**062 IT EQUIPMENT REPLACEMENT FUND**

**\$385,500**



Description	2019 Budget	Cost Control Center	Account
Data Backup Devices	\$50,000	62-20-2500	413-431
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
<p>Village server and data systems are backed daily to disk-based backup devices. The devices will be at the end of life in 2019 and need to be replaced. Like server equipment, the data backup devices have a life span of about five years. Backups are extremely important to information technology disaster recovery and daily restoration of data as needed.</p>		No Impact	

Description	2019 Budget	Cost Control Center	Account
Mobile Data Computers - Fire	\$25,000	62-20-2500	413-431
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
<p>The Village has established an annual replacement program for the in-vehicle MDT in the Fire Department to avoid dependence on outdated computer equipment. The Fire Department operates with 15 MDT's. The replacement plan designates that 33% of MDT's be replaced annually, giving a three-year life-cycle for each Fire Department MDT. Computers are purchased with a three-year parts and labor warranty.</p>		No Impact	

Description	2019 Budget	Cost Control Center	Account
Mobile Data Computers - Police	\$50,000	62-20-2500	413-431
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Village has established an annual Police Department replacement program for the in-squad MDT to avoid dependence on outdated computer equipment. The Police Department operates with 30 MDT's. The replacement plan designates that 33% of MDT's be replaced annually, giving a three-year life-cycle for each Police Department MDT. Computers are purchased with a three-year parts and labor warranty.		No Impact	

Description	2019 Budget	Cost Control Center	Account
PC Replacements	\$65,000	62-20-2500	413-431
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Village has established an annual PC replacement program to avoid dependence on outdated computer equipment. The Village operates with about 220 computers throughout all Village departments. The replacement plan designates that 25% of computers be replaced annually, giving a four-year life cycle for each Village computer. Computers are purchased with a four-year parts and labor warranty, leaving any repair expenses to occur after the fourth year of usage.		No Impact	

Description	2019 Budget	Cost Control Center	Account
PD In-Car Ticket Printer Replacement	\$10,000	62-20-2500	413-431
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The in-car printers installed in the squad cars to print citations are currently 5-years-old. The plan is to replace one third of the printers each year for the next three years, with the cycle to re-start every 5 years. This is the second year of the replacement schedule.		No Impact	

Description	2019 Budget	Cost Control Center	Account
PD Interview Room Recording System	\$42,000	62-20-2500	413-431
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The existing interview recording system was installed in late 2011 in the police department investigations and lockup areas. Seven cameras are installed which record onto a computerized hard drive. This system is critical in that it captures major case interrogations as required by law. The system and hardware are now end of life and we are experiencing issues with it, including intermittent failure to record and Windows 10 compatibility issues. The Police Department recommends replacing the aged system with a L3 system. L3 is our longtime in car video vendor, with whom we are satisfied. This would allow us to utilize the same storage server we use for in car video. An additional benefit would be the relative ease of officers burning discs for evidence. The data would also be safeguarded on the secured L3 server.		No Impact	

Description	2019 Budget	Cost Control Center	Account
PD Video Surveillance Storage Replacement	\$68,500	62-20-2500	413-431
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Bosch video storage servers capture video from all 82 surveillance cameras installed in the PD. The servers are at end of life as they were installed in late 2011. Each server has ten internal drives, and we have experienced drive failures. The additional camera licenses are to expand the CCTV system into the Village Hall complex, to be managed on the existing PD system. The Cisco VSOM system is no longer supported by Cisco. Consolidating the systems takes advantage of the PD video CCTV system and enhances the emergency operations.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Phone System Upgrade	\$35,000	62-20-2500	413-431
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Cisco phone system is due for a software upgrade to the latest version. The phone system consists of several components including Call Manager, Unity voicemail, Presence, Emergency Responder, and Auto-attendant. Periodic updates to the software are required every few years.		No Impact	

Description	2019 Budget	Cost Control Center	Account
Wireless Infrastructure Replacement	\$40,000	62-20-2500	413-431
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
<p>The Village operates a wireless access system throughout connected facilities. The current Cisco wireless system has reached the end of life in 2018. The wireless system provides secure access to network resources for staff, and also provides segmented Wi-Fi coverage for public access. The system has over 30 access points in connected building.</p>		No Impact	

**Table II**  
**Village of Hanover Park**  
**2019 Capital Improvement Program by Fund**

<b>Fund</b>	<b>CCC</b>	<b>Account</b>	<b>Description</b>	<b>FY'19 Cost</b>
<b>011</b>	2600	413-422	Street Program (Including Preventative Maintenance)	\$ 1,300,000
				<b>\$ 1,300,000</b> 17%
<b>012</b>	2600	413-422	Hawk Hollow Trail Connector Construction	\$ 25,000
	2600	413-422	Lake Street Pedestrian Access	\$ 31,000
	2600	413-422	New Street Lights	\$ 35,000
	2600	413-422	Street Reconstruction	\$ 1,700,000
				<b>\$ 1,791,000</b> 23%
<b>017</b>	6700	413-422	Landscaping Around Pavilion	\$ 10,000
				<b>\$ 10,000</b> 0%
<b>031</b>	7200	413-421	Fire Station #2 - Feasibility Study	\$ 46,000
	6400	413-421	Village Hall Roof Replacement	\$ 60,000
	6200	413-422	West Branch Stabilization	\$ 15,000
	6200	413-422	Creek Bank Repairs	\$ 25,000
	6300	413-422	New Entryway Signs (7)	\$ 130,000
	6300	413-422	Non-Lake Street Planter Improvements	\$ 15,000
	6300	413-422	Parkway Tree Replacement	\$ 150,000
	6200	413-422	Repair and Upgrade Electrical Power to Salt Dome	\$ 44,300
	6300	413-422	Street Banners (Spring)	\$ 40,000
	6200	413-422	Arterial Fence	\$ 75,000
	7200	413-443	Biphasic Cardiac Monitor/Defibrillator/Pacemaker	\$ 43,023
	8100	413-443	DuComm Second Facility	\$ 35,000
	8100	413-443	DuJIS Records Management System	\$ 75,000
	8100	413-443	DuJIS RMS System Interfaces	\$ 65,000
	7200	413-443	Firefighter Protective Gear (12 sets)	\$ 47,284
	6500	413-443	Fuel Dispenser Repair	\$ 20,000
	7200	413-443	Gear Extractor	\$ 19,785
	6500	413-443	Scan Toolkit	\$ 10,000
	7200	413-443	Thermal Imaging Camera	\$ 9,372
<b>033</b>	2200	413-411	Land Purchase	\$ 250,000
	2200	413-421	Façade Improvement Grants	\$ 100,000
	2200	413-422	Streetscape Improvement Grants	\$ 50,000
	2200	413-422	Village Center Streetscaping	\$ 500,000
				<b>\$ 900,000</b> 12%
<b>050</b>	5030	413-472	Village Wide Leak Detection	\$ 50,000
	5030	413-472	Water Main Replacement	\$ 750,000
	5050	413-443	Emergency Pump Replacement	\$ 50,000
	5050	413-443	Replacement of Three Pumps at Bayside Lift Station	\$ 122,400
	5060	413-462	Inflow/Infiltration Study	\$ 100,000
	5060	413-462	Manhole Sealing	\$ 100,000
	5060	413-462	Sanitary Sewer Backup Prevention	\$ 5,000
	5060	413-462	Sanitary Sewer Rehab and Replacement	\$ 100,000
				<b>\$ 1,277,400</b> 17%

**Table II**  
**Village of Hanover Park**  
**2019 Capital Improvement Program by Fund**

<b>Fund</b>	<b>CCC</b>	<b>Account</b>	<b>Description</b>	<b>FY'19 Cost</b>
051	2500	413-421	A/C Replacement	\$ 22,000
	2500	413-422	Bike Racks	\$ 10,500
	2500	413-422	Parking Lot Resurfacing / Lighting	\$ 200,000
				<b>\$ 232,500</b>
				<b>3%</b>
061	2500	413-441	Compact SUV	\$ 20,500
	2500	413-441	New Police Squad Parts and Accessories	\$ 12,000
	2500	413-441	Police Squads (4)	\$ 160,000
	2500	413-442	1 Ton Dump Truck	\$ 51,700
	2500	413-442	1/2 Ton Pickup	\$ 36,000
	2500	413-442	2-1/2 Ton Dump	\$ 180,000
	2500	413-442	3/4 Ton Utility Pickup	\$ 46,000
	2500	413-442	Sewer Televising Truck	\$ 175,000
	2500	413-443	Asphalt Paver	\$ 151,300
	2500	413-443	Asphalt Roller	\$ 41,000
	2500	413-443	Paver Trailer	\$ 28,400
	2500	413-443	Utility Trailer	\$ 7,000
				<b>12%</b>
062	2500	413-431	Data Backup Devices	\$ 50,000
	2500	413-431	Mobile Data Computers - Fire	\$ 25,000
	2500	413-431	Mobile Data Computers - Police	\$ 50,000
	2500	413-431	PC Replacements	\$ 65,000
	2500	413-431	PD In-Car Ticket Printer Replacement	\$ 10,000
	2500	413-431	PD Interview Room Recording System	\$ 42,000
	2500	413-431	PD Video Surveillance Storage Replacement	\$ 68,500
	2500	413-431	Phone System Upgrade	\$ 35,000
	2500	413-431	Wireless Infrastructure Replacement	\$ 40,000
				<b>\$ 385,500</b>
				<b>5%</b>
<b>Grand Total</b>				<b>\$ 7,730,064</b>

**Table III**  
**Village of Hanover Park**  
**2019 Capital Improvement Program by Category**

<b>Fund</b>	<b>CCC</b>	<b>Account</b>	<b>Description</b>	<b>FY'19 Cost</b>
<b>Land</b>				
033	2200	413-411	Land Purchase	\$ 250,000
				<b>\$ 250,000</b>
				<b>3%</b>
<b>Buildings</b>				
031	7200	413-421	Fire Station #2 - Feasibility Study	\$ 46,000
031	6400	413-421	Village Hall Roof Replacement	\$ 60,000
033	2200	413-421	Façade Improvement Grants	\$ 100,000
051	2500	413-421	A/C Replacement	\$ 22,000
				<b>\$ 228,000</b>
				<b>3%</b>
<b>Improvements Other Than Buildings</b>				
011	2600	413-422	Street Program (Including Preventative Maintenance)	\$ 1,300,000
012	2600	413-422	Hawk Hollow Trail Connector Construction	\$ 25,000
012	2600	413-422	Lake Street Pedestrian Access	\$ 31,000
012	2600	413-422	New Street Lights	\$ 35,000
012	2600	413-422	Street Reconstruction	\$ 1,700,000
017	6700	413-422	Landscaping Around Pavilion	\$ 10,000
031	6200	413-422	West Branch Stabilization	\$ 15,000
031	6200	413-422	Creek Bank Repairs	\$ 25,000
031	6300	413-422	New Entryway Signs (7)	\$ 130,000
031	6300	413-422	Non-Lake Street Planter Improvements	\$ 15,000
031	6300	413-422	Parkway Tree Replacement	\$ 150,000
031	6200	413-422	Repair and Upgrade Electrical Power to Salt Dome	\$ 44,300
031	6300	413-422	Street Banners (Spring)	\$ 40,000
031	6200	413-422	Arterial Fence	\$ 75,000
033	2200	413-422	Streetscape Improvement Grants	\$ 50,000
033	2200	413-422	Village Center Streetscaping	\$ 500,000
051	2500	413-422	Bike Racks	\$ 10,500
051	2500	413-422	Parking Lot Resurfacing / Lighting	\$ 200,000
				<b>\$ 4,355,800</b>
				<b>56%</b>
<b>Office Equipment</b>				
062	2500	413-431	Data Backup Devices	\$ 50,000
062	2500	413-431	Mobile Data Computers - Fire	\$ 25,000
062	2500	413-431	Mobile Data Computers - Police	\$ 50,000
062	2500	413-431	PC Replacements	\$ 65,000
062	2500	413-431	PD In-Car Ticket Printer Replacement	\$ 10,000
062	2500	413-431	PD Interview Room Recording System	\$ 42,000
062	2500	413-431	PD Video Surveillance Storage Replacement	\$ 68,500
062	2500	413-431	Phone System Upgrade	\$ 35,000
062	2500	413-431	Wireless Infrastructure Replacement	\$ 40,000
				<b>\$ 385,500</b>
				<b>5%</b>
<b>Other Equipment</b>				
031	7200	413-443	Biphasic Cardiac Monitor/Defibrillator/Pacemaker	\$ 43,023
031	8100	413-443	DuComm Second Facility	\$ 35,000
031	8100	413-443	DuJIS Records Management System	\$ 75,000
031	8100	413-443	DuJIS RMS System Interfaces	\$ 65,000
031	7200	413-443	Firefighter Protective Gear (12 sets)	\$ 47,284
031	6500	413-443	Fuel Dispenser Repair	\$ 20,000
031	7200	413-443	Gear Extractor	\$ 19,785

**Table III**  
**Village of Hanover Park**  
**2019 Capital Improvement Program by Category**

<b>Fund</b>	<b>CCC</b>	<b>Account</b>	<b>Description</b>	<b>FY'19 Cost</b>
031	6500	413-443	Scan Toolkit	\$ 10,000
031	7200	413-443	Thermal Imaging Camera	\$ 9,372
050	5050	413-443	Emergency Pump Replacement	\$ 50,000
050	5050	413-443	Replacement of Three Pumps at Bayside Lift Station	\$ 122,400
061	2500	413-443	Asphalt Paver	\$ 151,300
061	2500	413-443	Asphalt Roller	\$ 41,000
061	2500	413-443	Paver Trailer	\$ 28,400
061	2500	413-443	Utility Trailer	\$ 7,000
				<b>\$ 724,564</b>
				<b>9%</b>
<b>Vehicles</b>				
061	2500	413-441	Compact SUV	\$ 20,500
061	2500	413-441	New Police Squad Parts and Accessories	\$ 12,000
061	2500	413-441	Police Squads (4)	\$ 160,000
061	2500	413-442	1 Ton Dump Truck	\$ 51,700
061	2500	413-442	1/2 Ton Pickup	\$ 36,000
061	2500	413-442	2-1/2 Ton Dump	\$ 180,000
061	2500	413-442	3/4 Ton Utility Pickup	\$ 46,000
061	2500	413-442	Sewer Televising Truck	\$ 175,000
				<b>\$ 681,200</b>
				<b>9%</b>
<b>Water and Sewer Improvements</b>				
050	5060	413-462	Inflow/Infiltration Study	\$ 100,000
050	5060	413-462	Manhole Sealing	\$ 100,000
050	5060	413-462	Sanitary Sewer Backup Prevention	\$ 5,000
050	5060	413-462	Sanitary Sewer Rehab and Replacement	\$ 100,000
050	5030	413-472	Village Wide Leak Detection	\$ 50,000
050	5030	413-472	Water Main Replacement	\$ 750,000
				<b>\$ 1,105,000</b>
				<b>14%</b>
			<b>Grand Total</b>	<b>\$ 7,730,064</b>

# APPENDIX

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**This supporting section includes the following:**

## **Appendix**

- A Employee History**
- B Three Year Comparison of Budgeted Positions**
- C Schedule of Direct and Overlapping Bonded Debt**
- D Assessed Value and Actual Value of Taxable Property**
- E Direct and Overlapping Property Tax Rates – Cook County**
- F Direct and Overlapping Property Tax Rates – DuPage County**
- G Property Tax Levies and Collections**
- H Principle Property Taxpayers**
- I Ratios of Outstanding Debt by Type**
- J Ratios of General Bonded Debt Outstanding**
- K Principal Employers**
- L Glossary of Key Terms**

## Village of Hanover Park Employee History

	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>
<b>Police</b>	76.75	76.75	84.65	84.65	84.65	84.65	84.65	84.65	84.65	84.65
<b>Fire</b>	36.00	36.00	36.00	36.00	41.00	41.00	41.00	41.00	41.00	41.00
<b>Public Works</b>	40.25	39.35	36.65	36.65	40.00	40.00	40.00	38.20	38.20	38.20
<b>Community Development</b>	9.18	8.18	8.00	8.00	2.00	3.00	3.00	3.00	3.00	3.00
<b>Finance</b>	6.10	6.10	6.07	6.07	4.80	4.80	4.80	5.40	5.40	5.40
<b>Information Technology</b>	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95	1.95
<b>Water &amp; Sewer</b>	11.94	11.39	11.42	11.42	9.94	9.94	9.94	12.04	12.04	12.04
<b>Commuter Lot</b>	3.00	2.90	2.40	2.40	2.50	2.50	2.50	2.20	2.20	2.20
<b>Other (Administration, Engineering, etc.)</b>	10.83	10.83	8.86	7.86	8.16	8.16	8.16	9.56	9.56	9.56
<b>TOTAL FULL-TIME:</b>	<b>196.00</b>	<b>196.00</b>	<b>196.00</b>	<b>195.00</b>	<b>195.00</b>	<b>196.00</b>	<b>196.00</b>	<b>198.00</b>	<b>198.00</b>	<b>198.00</b>
<b>Added (Full-time Positions):</b>	4	4	4	1	2	1	0	2	0	0
<b>Deleted (Full-time Positions):</b>	1	1	1	2	2	0	0	0	0	0

**FY2009**

+ (2) Police Officers  
 + (2) CSO Code Enf.  
 - Village Collector

**FY2010**

+ Village Collector  
 + (3) Police Officers  
 - IT Manager  
 - Building Maintenance Wkr II  
 - Plumbing Inspector  
 - Admin. Assistant (Legal)  
 - Asst. Village Manager  
 - Village Attorney  
 - Executive Coordinator

**FY2011**

+ (4) Police Officers  
 - Forestry Supervisor

**FY2012**

+ Planner  
 - Water Billing/Village Service Rep.  
 - Water Billing Service Representative

**FY2013**

+ Chief of Inspectional Services  
 + Building Maintenance Worker II  
 - Community Development Director  
 - Chief Building Official

**FY2014**

+ Comm. & Econ. Dev. Dir.

**FY2015**

**FY2016**

+ Deputy Village Manager  
 + Village Eng./Asst. PW Dir.

**FY2017**

**FY2018**

## Hanover Park Employees

### 3-Year Comparison of Budgeted Positions

DEPARTMENT	FY'16	FY'17	FY'18
<b><u>ELECTED OFFICIALS</u></b>			
Village President	1	1	1
Village Clerk	1	2	2
Trustee	6	6	6
<b>Total Elected Officials</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b><u>VILLAGE CLERK</u></b>			
Deputy Village Clerk	1	1	1
<b>Total full-time employees</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b><u>VILLAGE COLLECTOR</u></b>			
Village Collector	1	1	1
<b>Total full-time employees</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b><u>VILLAGE ADMINISTRATION</u></b>			
Village Manager	1	1	1
Deputy Village Manager	1	1	1
Administrative Assistant	1	1	1
<b>Total full-time employees</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b><u>HUMAN RESOURCES DEPARTMENT</u></b>			
Human Resources Director	1	1	1
Payroll & Benefits Specialist	1	1	1
Human Resources Generalist	1	1	1
Human Resources Clerk (P.T.)	P.T. 1	P.T. 1	P.T. 1
<b>Total full-time employees</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b><u>INFORMATION TECHNOLOGY DEPARTMENT</u></b>			
Chief Information Officer	1	1	1
Application Systems Analyst	1	1	1
Network Systems Administrator	1	1	1
<b>Total full-time employees</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b><u>FINANCE DEPARTMENT</u></b>			
Finance Director	1	1	1
Assistant Finance Director	1	1	1
Accountant	1	1	1
Account Technician	2	2	2
Water Billing Representative	2	2	2
Village Services Representative	3	3	3

DEPARTMENT	FY'16	FY'17	FY'18
Receptionist	1	1	1
Water Billing/Village Services Representative (P.T.)	P.T. 1	P.T. 1	P.T. 1

<b>Total full-time employees</b>	<b>11</b>	<b>11</b>	<b>11</b>
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**PUBLIC WORKS DEPARTMENT**

Public Works Director	1	1	1
Fleet Services Manager	1	1	1
Wastewater Treatment Plan Supervisor	1	1	1
Water Supply Supervisor	1	1	1
Building Maintenance Supervisor	1	1	1
Distribution/Meter Supervisor	1	1	1
Streets Supervisor	1	1	1
Mechanic	4	4	4
Wastewater Treatment Plant Operator	4	4	4
Wastewater Treatment Plant Operator Trainee	0	0	0
Water Supply Operator	2	2	2
Building Maintenance Worker II	2	2	2
Equipment Operator	7	7	7
Maintenance Worker	13	13	13
Building Maintenance Worker I	2	2	2
Groundskeeper	1	1	1
Administrative Assistant	1	1	1
Janitor II (P.T.)	P.T. 1	P.T. 1	P.T. 1
Janitor I (P.T.)	P.T. 2	P.T. 2	P.T. 2
Seasonal Laborers	P.T. 8	P.T. 8	P.T. 8

<b>Total full-time employees</b>	<b>43</b>	<b>43</b>	<b>43</b>
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**ENGINEERING DEPARTMENT**

Village Engineer/Asst. Dir. PW	1	1	1
Engineering Technician	2	2	2
Administrative Assistant	1	1	1
Civil Engineer	0	0	0

<b>Total full-time employees</b>	<b>4</b>	<b>4</b>	<b>4</b>
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**FIRE DEPARTMENT**

Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Battalion Chief	3	3	3
Fire Lieutenant	6	6	6
Firefighter/Paramedic	24	24	24
Administrative Assistant	1	1	1
P.T. Firefighter (+/-25)	P.T.	P.T.	P.T.
Chief of Inspectional Services	1	1	1
Plan Reviewer/Project Coordinator	1	1	1
Health Officer/Commercial Code Official	1	1	1
Building Inspector	1	1	1

DEPARTMENT	FY'16	FY'17	FY'18
Permit Coordinator	1		
Permit Coordinator (P.T.)	P.T. 1	P.T. 1	P.T. 1

<b>Total full-time employees</b>	<b>41</b>	<b>41</b>	<b>41</b>
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**POLICE DEPARTMENT**

Police Chief	1	1	1
Deputy Chief	2	2	2
Lieutenant	3	3	3
Sergeant	6	6	6
Police Officer	49	49	49
Police Social Worker	1	1	1
Court Services Coordinator	1	1	1
Community Service Officer (CSO)	4	4	4
Community Service Officer – Property Custodian	1	1	1
Code Enforcement Officer	5	5	5
Code Enforcement Supervisor	1	1	1
Administrative Assistant	1	1	1
Police Accreditation & Grants Manager	1	1	1
Police Records Supervisor	1	1	1
Police Records Clerk	7	7	7
Parking Enforcement Officer	1	1	1
Parking Enforcement Officer (P.T.)	P.T. 1	P.T. 1	P.T. 1
Police Desk Officer (P.T.)	P.T. 2	P.T. 2	P.T. 2
Police Records Aide (P.T.)	P.T. 9	P.T. 9	P.T. 9
Seasonal Appearance Officer (P.T.)	P. T. 1	P.T. 1	P.T. 1
Administrative Assistant – Code Enforcement (P.T.)	P. T. 2	P.T. 2	P.T. 2

<b>Total full-time employees</b>	<b>85</b>	<b>85</b>	<b>85</b>
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**COMMUNITY DEVELOPMENT DEPARTMENT**

Community Development Director	1	1	1
Planner	1	1	1
Administrative Assistant	1	1	1
Associate Planner (P.T.)		1	1

<b>Total full-time employees</b>	<b>3</b>	<b>3</b>	<b>3</b>
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<b><u>VILLAGE-WIDE TOTALS</u></b>			
<b>NO. OF FULL-TIME EMPLOYEES:</b>	<b>198</b>	<b>198</b>	<b>198</b>
<b>NO. OF PART-TIME EMPLOYEES; (Excluding seasonal &amp; elected officials)</b>	<b>41</b>	<b>42</b>	<b>42</b>
<b>GRAND TOTAL ALL EMPLOYEES</b>	<b>239</b>	<b>240</b>	<b>240</b>

## VILLAGE OF HANOVER PARK, ILLINOIS

Schedule of Direct and Overlapping Bonded Debt  
December 31, 2017

Governmental Unit	Gross Debt	Percentage to Debt Applicable to Village (1)	Village's Share of Debt
Village of Hanover Park	\$ 16,655,000	100.00%	\$ 16,655,000
School District # 20	11,080,000	35.54%	3,937,901
School District #93	13,771,276	8.62%	1,186,714
High School District #87	54,515,000	1.90%	1,038,039
High School District #108	33,330,000	6.97%	2,322,531
High School District #211	3,020,000	1.76%	53,220
Community School District #46	281,093,329	5.11%	14,350,870
Community College District #502	176,755,000	0.59%	1,037,263
Community College District #509	180,481,188	2.06%	3,716,989
Community College District #512	155,687,252	0.70%	1,096,086
Total School Districts	<u>909,733,045</u>		<u>28,739,613</u>
Cook County	3,213,141,750	0.18%	5,870,717
DuPage County	221,573,337	0.96%	2,116,458
Cook County Forest Preserve District	159,501,000	0.18%	291,424
DuPage County Forest Preserve District	159,885,684	0.96%	1,527,220
Metropolitan Water Reclamation District	2,965,282,000	0.18%	5,286,111
Bartlett Park District	24,890,000	3.17%	789,671
Hanover Park Park District	4,193,870	94.93%	3,981,376
Schaumburg Park District	21,980,000	1.33%	292,544
Poplar Creek Library District	16,730,000	34.51%	5,773,696
Bloomington Fire Protection District	495,000	5.38%	26,618
Total Others	<u>6,787,672,641</u>		<u>25,955,834</u>
Total Overlapping Debt	<u>7,697,405,686</u>		<u>54,695,448</u>
Total Direct and Overlapping Debt	<u>7,714,060,686</u>		<u>71,350,448</u>

Data Source: Cook and DuPage County Clerk's

Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the Village. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the Village. Every resident is not responsible for paying the debt of each overlapping government.

VILLAGE OF HANOVER PARK, ILLINOIS

Equalized Assessed Value of Taxable Property - Last Ten Fiscal Years  
December 31, 2017

Tax Levy Year	Residential Property	Farm	Commerical Property	Industrial Property	Total	Railroad	Total Equalized Assessed Value
2007	582,778,860	20,611	78,601,640	84,771,160	746,172,271	15,750	746,188,021
2008	619,345,489	22,138	81,118,955	88,697,614	789,184,196	20,597	789,204,793
2009	646,155,690	23,096	78,379,577	86,172,595	810,730,958	25,317	810,756,275
2010	591,605,225	25,245	71,549,079	80,447,378	743,626,927	26,401	743,653,328
2011	534,597,946	27,576	77,215,814	84,071,033	695,912,369	23,933	695,936,302
2012	480,379,181	30,168	74,230,983	72,016,294	626,656,626	29,291	626,685,917
2013	406,835,524	33,020	67,553,125	67,949,060	542,370,729	31,070	542,401,799
2014	402,877,399	37,449	71,681,951	58,665,170	533,261,969	42,030	533,303,999
2015	393,686,769	40,143	68,982,503	63,099,260	525,808,675	45,643	525,854,318
2016	446,629,325	43,554	71,492,610	67,664,580	585,830,069	55,881	585,885,950

Data Source: Cook and DuPage County Clerk's and Treasurer's Offices

## VILLAGE OF HANOVER PARK, ILLINOIS

Direct and Overlapping Property Tax Rates-Cook County  
December 31, 2017

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Village of Hanover Park										
General Corporate rate	1.150	1.063	1.053	1.305	1.385	1.686	2.309	2.356	2.475	1.504
Police Pension	-	-	-	-	-	-	-	-	-	0.421
Fire Pension	-	-	-	-	-	-	-	-	-	0.253
Debt Service Rate	0.136	0.120	0.114	0.244	0.205	0.253	0.328	0.331	0.388	0.335
Total Direct Tax Rate	1.286	1.183	1.167	1.549	1.590	1.939	2.637	2.687	2.863	2.513
Overlapping Rates (1)										
School District #46	4.565	4.435	4.339	5.026	5.507	6.540	7.580	7.668	7.947	6.837
School District #509	0.348	0.331	0.354	0.434	0.475	0.546	0.638	0.638	0.654	0.570
Hanover Park Park District	0.423	0.386	0.371	0.429	0.442	0.511	0.629	0.624	0.665	0.597
County including Forest Preserve										
District and TB Sanitarium	0.499	0.466	0.443	0.474	0.545	0.594	0.629	0.637	0.621	0.596
Hanover Township	0.224	0.223	0.239	0.248	0.287	0.324	0.391	0.298	0.318	0.275
Metropolitan Water Reclamation District	0.263	0.252	0.261	0.274	0.320	0.370	0.417	0.430	0.426	0.406
Northwest Mosquito Abatement District	0.008	0.008	0.008	0.009	0.010	0.011	0.013	0.013	0.011	0.010
Poplar Creek Library	0.367	0.357	0.350	0.394	0.449	0.515	0.631	0.632	0.663	0.580
Community Mental Health	0.033	0.033	0.033	0.038	0.044	0.050	0.061	0.061	0.058	0.057
Consolidated Elections	0.012	-	-	-	-	-	0.031	-	0.034	-
Total Direct and Overlapping Tax Rate	8.028	7.674	7.565	8.875	9.669	11.400	13.657	13.688	14.260	12.441

Data Source: Cook County Clerk

Note: Overlapping rates are those of local and county governments that apply to property owners within the Village. Not all overlapping rates apply to all Village property owners.

Direct and Overlapping Property Tax Rates-DuPage County  
December 31, 2017

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Village of Hanover Park:										
General Corporate rate	0.4935	1.1095	0.5478	0.6262	0.7209	0.9039	0.9991	0.9836	0.9664	0.5699
Fire Protection	0.6043		0.7077	0.7477	0.8068	0.9790	1.1292	1.3204	1.4449	0.9381
Police Pension	-	-	-	-	-	-	-	-	-	0.3676
Fire Pension	-	-	-	-	-	-	-	-	-	0.2791
Debt Service Rate	0.1146	0.1104	0.1200	0.2091	0.1989	0.2498	0.2658	0.2816	0.3233	0.2863
<b>Total Direct Tax Rate</b>	<b>1.2124</b>	<b>1.2199</b>	<b>1.3755</b>	<b>1.5830</b>	<b>1.7266</b>	<b>2.1327</b>	<b>2.3941</b>	<b>2.5856</b>	<b>2.7346</b>	<b>2.4410</b>
Overlapping Rates										
School District #93	3.6473	3.6442	3.7112	3.9130	4.1112	4.6112	5.0165	5.1272	5.0951	4.8165
School District #87	1.6612	1.6507	1.6749	1.8378	2.0199	2.2868	2.4877	2.5824	2.5173	2.4030
Community College #502	0.1888	0.1858	0.2127	0.2349	0.2495	0.2681	0.2956	0.2975	0.2786	0.2626
Hanover Park Park District	0.3801	0.3801	0.4091	0.4250	0.4554	0.5614	0.5673	0.5834	0.6099	0.5606
County including Forest Preserve										
District and Airport	0.3008	0.2923	0.2919	0.3138	0.3356	0.3639	0.3875	0.3944	0.3781	0.3538
Wayne Township	0.1289	0.1253	0.1268	0.1378	0.1479	0.1626	0.1796	0.1880	0.1847	0.1759
Poplar Creek Library	0.3696	0.3522	0.4003	0.4158	0.4553	0.5977	0.6249	0.6272	0.6601	0.5893
<b>Total Direct and Overlapping Tax Rate</b>	<b>7.8891</b>	<b>7.8505</b>	<b>8.2024</b>	<b>8.8611</b>	<b>9.5014</b>	<b>10.9844</b>	<b>11.9532</b>	<b>12.3857</b>	<b>12.4584</b>	<b>11.6027</b>

Data Source: DuPage County Clerk

Note: Overlapping rates are those of local and county governments that apply to property owners within the Village. Not all overlapping rates apply to all Village property owners.

## VILLAGE OF HANOVER PARK, ILLINOIS

Property Tax Levies and Collections  
December 31, 2017

Tax Levy Year	Fiscal Year Ended	Taxes Levied for the Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
			Amount	Percentage of Levy		Amount	Percentage of Levy
2007	2008	8,771,573	1,643,467	18.74%	7,003,039	8,646,506	98.57%
2008	2009	8,997,079	1,689,164	18.77%	7,089,615	8,778,779	97.57%
2009	2010	9,360,557	1,840,527	19.66%	7,062,439	8,902,966	95.11%
2010	2011	11,081,993	1,677,810	15.14%	8,982,838	10,660,648	96.20%
2011	2012	11,294,245	2,548,018	22.56%	8,275,778	10,823,796	95.83%
2012	2013	11,718,824	2,478,683	21.15%	9,266,108	11,744,791	100.22%
2013	2014	12,692,238	4,013,571	31.62%	7,372,791	11,386,362	89.71%
2014	2015	13,249,064	13,110,424	98.95%	78,554	13,188,978	99.55%
2015	2016	13,386,715	13,577,532	101.43%	16,177	13,593,709	101.55%
2016	2017	13,386,715	13,475,667	100.66%	-	13,475,667	100.66%

Note: Levies for all Special Service Areas have been excluded from this table.

Data Source: Village Records

VILLAGE OF HANOVER PARK, ILLINOIS

Principal Property Tax Payers - Current Year and Nine Years Ago  
December 31, 2017

Taxpayer	2017			2009		
	Taxable Assessed Value	Rank	Percentage of Total Village Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Village Taxable Assessed Value
AMB Prop RE Tax Co.	\$ 12,798,470	1	2.18%	11,896,780	2	1.51%
Bradley Real Estate Co.	-			12,025,443	1	1.52%
IDI Services - Turnberry lakes	-			9,158,800	3	1.16%
Menards	2,661,690	6	0.45%	5,854,395	6	0.74%
Fisher Scientific Company	3,611,420	2	0.62%	5,996,740	5	0.76%
IDI Services - Hanover Corp Center	-			7,165,790	4	0.91%
Wheaton Bank Trust 1238	-			5,529,462	7	0.70%
Northern Builders, Inc.	-			4,463,360	10	0.57%
GPT Hunter Road - Insight	2,598,390	7	0.44%	-		
Cardinal Capital Partners - GE Trans	2,922,120	5	0.50%	-		
Iron Mountain Information Mgmt.	2,343,280	8	0.40%	-		
MS Claremont LP - Symphony	2,929,660	4	0.50%	-		
NewPlan Excel Realty	3,032,649	3	0.52%	-		
Pebblewood Court Apts.	-			4,779,945	9	0.61%
National Shopping Plaza	979,989	9	0.17%	-		
Public Storage	555,000	10	0.09%	-		
Kmart Corporation	-			5,102,508	8	0.65%
	<u>\$ 34,432,668</u>		<u>5.87%</u>	<u>\$ 71,973,223</u>		<u>9.13%</u>

Data Source: Office of the Cook and DuPage County Clerk's

Ratios of Outstanding Debt By Type - Last Ten Fiscal Years  
December 31, 2017

Fiscal Year Ended	Governmental Activities			Business-Type Activities		Total Equalized Assessed Value (EAV)	Percentage of EAV	Per Capita
	General Obligation Bonds	Notes Payable	Tax Increment Revenue Bonds	IEPA Loan	Total Primary Government			
2009	10,150,000	49,250	1,650,000	2,810,817	14,660,067	789,204,793	1.92%	382.99
2010	19,140,000	-	-	2,522,513	21,662,513	810,756,275	2.84%	565.91
2011	23,095,000	-	-	2,225,029	25,320,029	743,653,328	2.94%	666.79
2012	22,030,000	-	-	1,919,889	23,949,889	695,936,302	2.79%	630.71
2013	21,289,045	-	-	1,606,283	22,895,328	626,685,917	2.66%	602.94
2014	20,477,418	-	-	1,283,975	21,761,393	542,401,799	2.53%	573.08
2014B	19,615,000	-	-	1,067,648	20,682,648	542,401,799	2.41%	544.67
2015	18,670,000	-	-	730,463	19,400,463	533,303,999	2.26%	510.90
2016	17,685,000	-	-	383,924	18,068,924	525,854,318	2.10%	475.84
2017	16,655,000	-	-	151,013	16,806,013	585,885,950	1.95%	442.58

Data Source: Village's Records

## VILLAGE OF HANOVER PARK, ILLINOIS

Ratios of General Bonded Debt Outstanding - Last Ten Fiscal Years  
December 31, 2017

Fiscal Year Ended	Gross General Obligation Bonds	Less: Amounts Available in Debt Service Funds	Total	Percentage of Equalized Assessed Value	Per Capita
2009	10,150,000	512,014	9,637,986	1.22%	251.79
2010	19,140,000	169,528	18,970,472	2.34%	495.60
2011	23,095,000	-	23,095,000	3.06%	608.20
2012	22,030,000	234,149	21,795,851	3.13%	573.98
2013	21,289,045	370,984	20,918,061	3.34%	550.87
2014	20,477,418	553,653	19,923,765	3.67%	524.68
2014B	19,615,000	214,928	19,400,072	3.58%	510.89
2015	18,670,000	172,733	18,497,267	3.47%	487.12
2016	17,685,000	272,209	17,412,791	3.31%	458.56
2017	16,655,000	302,937	16,352,063	2.79%	430.65

Data Source: Village Records

## VILLAGE OF HANOVER PARK, ILLINOIS

Principal Employers - Current Fiscal Year and Nine Fiscal Years Ago  
December 31, 2017

Employer	2017 (1)			2008 (2)		
	Employees	Rank	Percentage of Total Village Employment	Employees	Rank	Percentage of Total Village Employment
Maines Paper & Food Service	400	1	1.92%	250	3	5.06%
Fischer Scientific	300	2	1.44%	307	1	6.21%
Insight Enterprises, Inc.	254	3	1.22%	285	2	5.76%
Camcraft, Inc.	245	4	1.18%	210	5	4.25%
Fuji Film	200	6	0.96%	250	4	5.06%
Everpure, LLC	135	7	0.65%			
Village of Hanover Park			0.93%	193	6	3.90%
School Health Corporation			0.70%	110	9	2.22%
AMPAC	122	8	0.59%			
Wilson Pet Supply	110	9	0.52%	115	8	2.33%
Cubs Foods				130	7	2.63%
Nypro Packaging	108	10	0.52%			
Menards	210	5	1.01%			
GE Transportation				110	10	2.22%
	<u>2,084</u>		<u>11.64%</u>	<u>1,960</u>		<u>39.64%</u>

Data Sources: Village Community Development Department Records and U.S. Census Bureau.

(1) A selective telephone survey.

(2) 2004 Illinois Manufacturers Directory, 2004 Illinois Services Directory and a selective telephone survey.

## VILLAGE OF HANOVER PARK

### GLOSSARY OF KEY TERMS

**ABATEMENT** - A deduction from the full amount of a tax. Usually related to reduction of tax levies for payment of principal and interest on general obligation bonds

**ACCOUNTING SYSTEM** - The total set of records and procedures which are used to record, classify and report information on the financial status and operations of an entity or fund

**ACCRUAL** – Being a method of accounting that recognizes income when earned and expenses when incurred regardless of when cash is received or disbursed

**ACLS** - Advance Cardiac Life Support

**ACTIVITY** - An organization classification composed of related work programs aimed at accomplishing a major service or regulatory program for which a government is responsible. Activity expenditure functions relate to the principal purpose/service for which expenditures are made

**ADA** - Americans with Disability Act. A law requiring public facilities to be accessible to all

**AIPC** – American Institute of Certified Planners

**APIARY** – A place where beehives of honey bees are kept

**APPROPRIATION** - A legal authorization granted by the Village Board to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended

**ARB** - Automatic Reading and Billing. A device located on the exterior of buildings to allow remote reading of water meters

**ASSESSED VALUATION** - A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the County Assessor.)

**ASSETS** - Property owned by a government

**ATM** – Advanced Tactical Mapping

**AUDIT** - A systematic collection of sufficient, competent evidential matter needed to attest to the fairness of the presentation of the Village's financial statements. The audit tests the Village's account system to determine whether the internal accounting controls are both available and being used

**AVL** – Auto Vehicle Locators

**AWWA** – American Water Works Association

**B-BOX** – Water service shut off

**BALANCE SHEET** - The portion of the Village's financial statement that discloses the assets, liabilities, reserves and balances of a specific governmental fund as of a specific date

**BALANCED BUDGET** - Operating revenues shall equal or exceed operating expenditures; capital equipment purchases (or transfers and associated capital grants) are not part of the operating budget

**BASIS OF ACCOUNTING** - A term used when revenues, expenditures, expenses, transfers, assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on the cash, modified accrual or the accrual method

**BASSET** - Beverage Alcohol Sales and Service Education Training. A training program for liquor sellers and servers

**BOND** - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for the financing of capital improvements

**BTLS** - Basic Trauma Life Support

**BUDGET** - A plan of Village financial operations which includes an estimate of proposed expenditures and a proposed means of financing them. The term used without any modifier usually indicates a financial plan for a single operating year. The budget is the primary means by which the expenditure and service levels of the Village are controlled

**BUDGET MESSAGE** - The opening section of the budget which provides the Village 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 Village Manager.

**CAAS** - Commission on Accredited Ambulance Services

**CAD** - Computer Aided Dispatch or Computer Aided Drawing

**CALEA** - Commission on Accreditation for Law Enforcement Agencies

**CAPITAL IMPROVEMENT PROGRAM (CIP)** - A multiyear planning instrument used to identify needed capital acquisition and to coordinate the financing and timing of purchases/improvements

**CAPITAL OUTLAY** - Capital items are defined as tangible items such as vehicles, machinery, desks and tools costing more than \$10,000 each and having a useful life of more than one year

**CASH MANAGEMENT** - The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the balance of the highest interest and return, liquidity and minimal risk with these temporary cash balances

**CDBG** - Community Development Block Grant

**CEO** - Code Enforcement Officer

**CEMP** – Comprehensive Emergency Management Plan

**CERT** – Community Emergency Response Team

**CHARGES FOR SERVICE** - User charges for services provided by the Village to those specifically benefiting from those services.

**CIP** – Capital Improvement Program

**CJIS** - Criminal Justice Information System

**CMAP** – Chicago Metropolitan Agency for Planning

**CMAQ** - Congestion Mitigation and Air Quality

**COMMODITIES** - Items of expenditure in the Operating Budget which, after use, are consumed or show a material change in their physical condition, and which are generally of limited value and are characterized by rapid depreciation. Office supplies and small fixed assets are examples of commodities

**CONNECT** – Committee on Networking, Education and Community Teamwork

**CONTINGENCY** - Those funds included in the Budget for the purpose of providing a means to cover minor unexpected costs during the budget year

**CONTRACTUAL SERVICES** - Items of expenditure from services the Village received primarily from an outside company. Utilities, rent, travel and advertising are examples of contractual services

**COST CONTROL CENTER** - The primary organizational breakdown within many Village funds. Each cost control center serves a specific function or functions within the given fund entity

**CPAP** - Continuous Positive Airway Pressure

**CPR** – Cardiopulmonary Resuscitation

**CRT** – Critical Response Team

**DARE** - Drug Awareness and Resistance Education. An educational program presented by local law enforcement agencies in elementary schools

**DEBT** - A financial obligation resulting from the borrowing of money. Debts of government include bonds, notes and land contracts

**DEBT SERVICE** - Payments of principal and interest to lenders or creditors on outstanding debt

**DEFICIT** - The excess of expenditures or expenses over revenues or income during a single accounting period

**DEPARTMENT** - Departments are subdivided into cost control centers. While a department may refer to a single activity, it usually indicates a grouping of related activities. Cost control centers within a department are listed on the index tabs for each department

**DEPRECIATION** - The allocation of the cost of a fixed asset over the asset's useful life. Through this process the entire cost of the asset less any salvage value is ultimately charged off as an expense. This method of cost allocation is used in proprietary funds

**DMS** - Document Management System

**DU-COMM** - DuPage Communications. An intergovernmental agency providing emergency dispatch services to member communities and fire districts

**DUI** - Driving Under Influence

**DUIIS** – DuPage Justice Information System

**DUMEG** - DuPage Metropolitan Enforcement Group. A drug enforcement agency consisting of police officers from member communities

**EFO** – Executive Fire Officer

**EMPLOYEE BENEFITS** - Contributions made by the Village to designated funds to meet commitments or obligations for employee fringe benefits. Included are the Village's share of costs for social security and the various pensions, medical and life insurance plans.

**EMA** - Emergency Medical Agency

**EMT** - Emergency Medical Technician

**EMT A** - Emergency Medical Technician - Ambulance

**EMT B/D** - Emergency Medical Technician – Defibrillator

**EMT P** - Emergency Medical Technician - Paramedic

**ENTERPRISE FUND** - A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of the revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes

**EQUALIZED ASSESSED VALUE (EAV)** – The assessed valuation of each property multiplied by the equalization factor

**EQUALIZATION FACTOR**– A factor established by the Illinois Department of Revenue, used to bring the aggregate value of assessments within each County to 33.3% of estimated fair market value of all real property within the County

**EOC** - Emergency Operations Center

**EPA** - Environmental Protection Agency

**EPO** – Exclusive Provider Organization

**ERP** - Enterprise Resource Planning

**ESDA** - Emergency Services and Disaster Agency

**EXPENDITURES** - Decreases in net financial resources. Expenditures include current operating expenses requiring the present of future use of net current assets, debt service and capital outlays, and intergovernmental transfers

**EXPENSES** - Charges incurred, whether paid or unpaid, resulting from the delivery of Village services

**FAE** - Fire Apparatus Engineer

**FIDUCIARY FUND** – Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. The fiduciary fund category includes pension trust funds, investment trust funds, private-purpose trust funds, and agency funds

**FISCAL POLICY** - The Village's policies with respect to revenues, spending and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding

**FISCAL YEAR (FY)** - The accounting period for which an organization budgets is termed the fiscal year. In Hanover Park, the fiscal year begins May 1 and ends April 30 of the following year

**FIXED ASSETS** - Assets of a long-term character which are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, machinery, furniture and other equipment

**FOIA** – Freedom of Information Act

**FTO** – Field Training Officer

**FUND** - A set of interrelated accounts to record revenues and expenditures associated with a specific purpose. A brief description of the purpose of a fund appears on the white index page preceding each fund

**FUND BALANCE** - The fund equity of governmental funds. Changes in fund balances are the result of the difference of revenues to expenditures. Fund balances increase when revenue exceeds expenditures and decrease when expenditures exceed revenues

**GASB** - Governmental Accounting Standards Board

**GASB STATEMENT NO. 34 – BASIC FINANCIAL STATEMENTS AND MANAGEMENT'S DISCUSSION AND ANALYSIS.** This new financial reporting model includes many aspects of conventional financial reporting, and in addition, several new features including: government-wide financial statements and management's discussion and analysis. This statement was developed to make financial reports easier to understand and more useful for oversight bodies, investors, and citizens

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)** - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB)

**GENERAL FUND** - Accounts for all revenues and expenditures which are not accounted for in specific purpose funds. It finances the regular day-to-day operations of the Village. The General Fund is often referred to as the General Corporate Fund

**GENERAL OBLIGATION BONDS** - Bonds that finance a variety of public projects such as streets, buildings and improvements; the repayment of these bonds is usually made from the Debt Service Fund, and these bonds are backed by the full faith and credit of the issuing government

**GFOA** - Government Finance Officers Association

**GIS** - Geographic Information System

**GOAL** - A purpose or outcome toward which activities are directed

**GOVERNMENTAL FUNDS** – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects and permanent funds

**GPS** - Global Positioning System

**GRANT** - An amount provided by a governmental unit or other type organization in aid or support of a particular governmental function or program

**HI-LIGHTER** - The Village of Hanover Park Newsletter

**HMO** – Health Maintenance Organization

**HPCRC** – Hanover Park Community Resource Center

**HR SALES TAX** - A 3/4 of 1% Home Rule Sales Tax on sales other than groceries and prescriptions

**HTE** - The provider of all Village centralized computer applications

**HVAC** - Heating, Ventilation and Air Conditioning system

**IAFF** - International Association of Firefighters

**IACP** - International Association of Chiefs of Police

**ICSC** - International Council of Shopping Centers

**IDDE** - Illicit Discharge Detection and Elimination

**IDOC** - Illinois Department of Conservation

**IDOT** - Illinois Department of Transportation

**IDNR** - Illinois Department of Natural Resources

**IEPA** - Illinois Environmental Protection Agency

**IFSAP** - Illinois Fire Service Administrative Professionals

**ILEOT** - Illinois Law Enforcement Officers Training Board. An organization promoting training to local enforcement agencies

**IPSI** – Illinois Public Service Institute

**INCOME** - A term used in proprietary fund-type accounting to represent (1) revenues, or (2) the excess of revenues over expenses.

**INTERFUND TRANSFERS** - Amounts transferred from one fund to another fund, primarily for work or services provided

**INTERGOVERNMENTAL REVENUES** - Funds received from federal, state and other local government sources in the form of grants, shared revenues and payments in lieu of taxes

**IPAC** – Illinois Police Accreditation Coalition

**IPBC** - Intergovernmental Personnel Benefits Cooperative. An intergovernmental pool providing employee health and life insurance coverage for Village employees

**IPSI** – Illinois Public Service Institute

**IRMA** - Intergovernmental Risk Management Agency. An intergovernmental pool providing liability, worker’s compensation, automobile and property coverage for the Village

**ISO** - Insurance Standards Office

**ISP** - Illinois State Police

**ISTEA** - Intermodal Surface Transportation Efficiency Act

**ITEP** – Illinois Transportation Enhancement Program

**JAWA** - Northwest Suburban Joint Action Water Agency. A joint venture of seven northwest suburban municipalities to secure Lake Michigan water through a purchase agreement with the City of Chicago

**JPR** – Job Performance Ratings

**JSA** – Job Safety Analysis

**JULIE** - Joint Utility Location Information for Excavators

**LAN/WAN** - Local Area Network/Wide Area Network

**LEADS** - Law Enforcement Agencies Data System

**LESO** - Law Enforcement Support Office

**LEVY** - (Verb) to impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by the Village

**LGDF** – Local Government Distributive Fund

**LIABILITY** - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date

**MABAS** - Mutual Aid Box Alarm System

**MAJOR FUND** - Governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor's report. The general fund is always a major fund. Funds meeting criteria specified in GASB Statement No. 34 must also be reported as a major fund. Any other governmental or proprietary fund may be reported if the Village Officials believe that fund is particularly important to financial statement users

**MAP** - Metropolitan Alliance for Police

**MCAT** – Major Crimes Assistance Team

**METRA** - A commuter rail system serving the six county northeast Illinois region

**MDT** – Mobile Data Terminal

**MDC** – Mobile Data Computer

**MFT** - Motor Fuel Tax

**MWRD** - Metropolitan Water Reclamation District

**MODIFIED ACCRUAL BASIS** - The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual that is when they become both "measurable" and "available" to finance expenditures of the current period. "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting

**MUNICIPAL ELECTRIC AGGREGATION** - Section 1-92 of the Illinois Power Agency Act allows for the aggregation of electric load by municipalities and counties (i.e., government aggregation). This means a municipality or county can negotiate for the purchase of the combined electric supply of its residents and eligible small businesses.

**MUTCD** – Manual on Uniform Traffic Control Devices

**NET ASSETS** – The difference between assets and liabilities as reported in the Government wide Financial Statement of the CAFR

**NET INCOME** - Proprietary fund excess of operating revenues, non-operating revenues and operating transfers in over-operating expenses, non-operating expenses and operating transfers-out

**NEXTEL** - A telecommunications company and system which provides two-way radio, cellular, paging and online messaging capabilities in a single cellular telephone unit

**NFPA** - National Fire Protection Agency

**NIPAS** – Northern Illinois Police Alarm System

**NIMS** – National Incident Management System

**NIMEC** – Northern Illinois Municipal Electricity Cooperative. NIMEC is the Village’s broker going out for supplier bids on various Village electric accounts and for the Municipal Aggregation.

**NPDES** – National Pollution Discharge Effluent System

**NSA** - Neighborhood Strategy Area

**NWSMTD** - Northwest Suburban Mass Transit District

**OBJECTIVE** - An individual aim or course of action which activities are directed

**OSFM** - Office of the State Fire Marshal

**OSHA** - Occupational Safety and Health Administration

**PACC** – Police and Citizens Connected

**PASS** - Police Area Service Specialist

**PERSONAL SERVICES** - All costs related to compensating employees, including employee benefit costs such as the Village's contribution for retirement, social security and health and life insurance

**PHCS** - Private Health Care System

**POC** - Paid on Call Firefighter

**PPO** – Preferred Provider Organization

**PROPERTY TAX** - Property taxes are levied on real property according to the property's valuation and the tax rate

**PROPRIETARY FUND** – Funds that focus on the determination of operating income, changes in net assets, financial position and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds

**PVC** – Poly Vinyl Chloride

**R&B** - Road and Bridge Fund

**REAPPROPRIATION** - Utilization of existing reserves to fund future budgeted expenditures

**RETAINED EARNINGS** - An equity account reflecting the accumulated earnings of the Village's Proprietary Funds

**REVENUE** - Funds that the government receives as income. It includes such items as tax receipts, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income

**RFP** - Request for Proposals

**RFQ** - Request for Qualifications

**RMS** – Records Management System

**ROW** - Right of Way

**RTA** - Regional Transportation Authority

**SAN** – Storage Area Network

**SCADA** - Supervisory Control and Data Acquisition System

**SCBA** – Self Contained Breathing Apparatus

**SEIU** - Service Employees International Union

**SEP** – Strategic Enforcement and Prevention

**SOG** – Standard Operating Guidelines

**SOG** – Special Operations Group

**SPEAR** – Sexual Predator Enforcement Apprehension and Registration

**SRB** – Safety Review Board

**SSA** - Special Service Area

**STAARS Program** - Student Artists and Authors Program

**STP** - Sewage Treatment Plant. Sewage Treatment Plant #1 is located at 5600 Greenbrook Boulevard in Hanover Park

**STEP** - Selective Traffic Enforcement Program

**STT** – Simplified Telecommunication Tax

**SURRI** – Single Unit Rental Residential Inspections

**SWAP** – Sheriffs Work Alternative Program

**TAC** - Tactical Unit. A contingent of police officers performing special directed enforcement activities.

**TAX EXTENSION** - The total amount of taxes applied to properties within a taxing district as a result of a tax levy. Extensions in Illinois are increased by a loss factor to ensure that each taxing body receives the full amount of its levy after recognition that a small amount of taxes will not be paid

**TAX INCREMENT FINANCE DISTRICT** - A legal entity created by local resolution to promote improvements, jobs, etc. The taxes generated from the assessed value "increment" above the base year is used to finance the costs of the improvements which generate the increased assessed valuation

**TAX LEVY** - An ordinance that directs the County Clerk to assess a tax proportionately against all properties located with a taxing district for the purpose of raising a specific amount of tax for the taxing district

**TAX RATE** - The amount of tax levied for each \$100 of assessed valuation

**TEA-21** - Transportation Efficiency Act of the 21<sup>st</sup> Century

**TIC** – Thermal Imaging Camera

**TIF DISTRICT** - Tax Increment Finance District

**TOD** – Transit Oriented Development. The exciting trend in creating vibrant, livable communities which are compact and walkable, and centered around high-quality train systems.

**TRUST FUNDS** - Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds

**TQM** - Total Quality Management. A strategy to improve the quality of the organization by encouraging communication, participation and empowerment of employees throughout the Village

**UNRESTRICTED NET ASSETS** – Net assets not invested in capital assets, net of related debt, that are accessible for the general use of the fund

**UPS** – Uninterrupted Power Supply

**UTILITY TAX** – An approximately 2.25% taxes on telecommunications, electric and natural gas

**UV** – Ultraviolet

**UCMR2** - Unregulated Contaminant Monitoring Regulation

**VSK** – Vehicle Stabilization Kit



Hanover Park USA