

# Village of Hanover Park



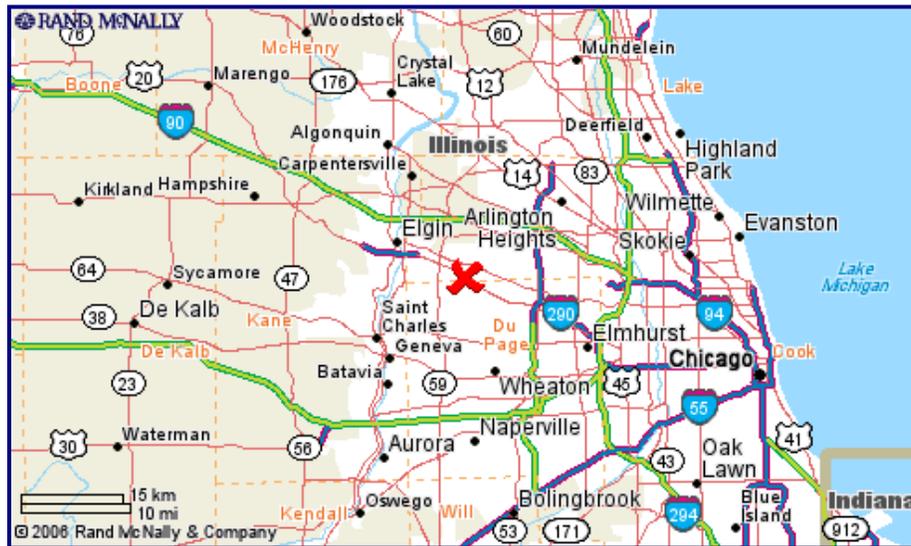
## Annual Fiscal Year Budget

May 1, 2012 – April 30, 2013

## 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. The Village of Hanover Park currently budgets for 197 full-time employees. 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. The 2009 assessed value increased 2.8% over the prior year. Numerous large employers are located in three municipal business parks.

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 and live.

# Village of Hanover Park

# Fiscal Year 2013 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 2013. 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:

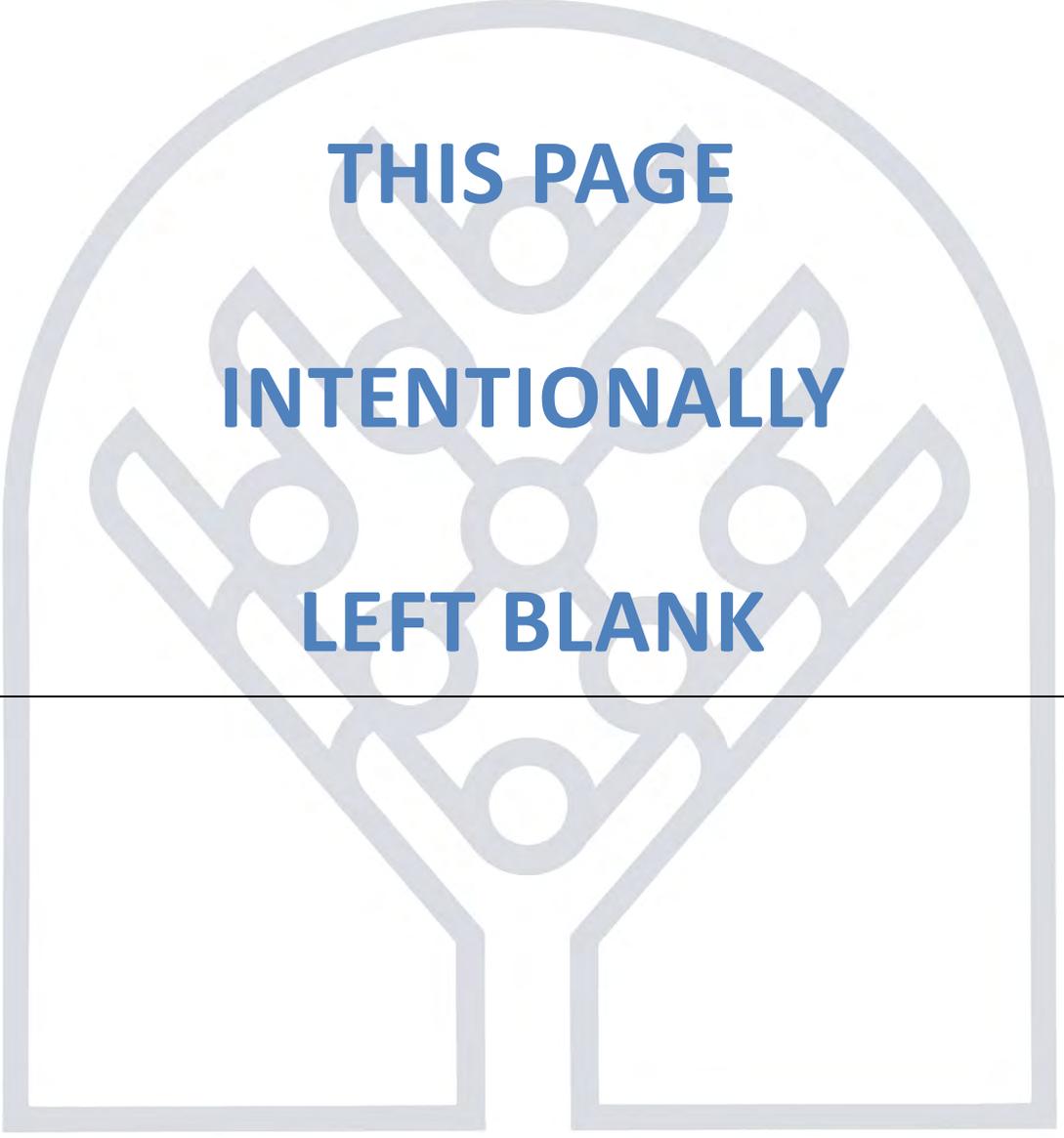
-  The General Fund is the primary operating fund. Within the General Fund, departments are designated with white tabs. Goals, objectives and performance measures are presented for each cost control center within each department in the fund.
-  The Special Revenue tab lists Road and Bridge Fund, Motor Fuel Tax Fund, Special Service Area Funds and Tax Increment Financing Funds.
-  The Debt Service Funds report general obligation and tax increment financing indebtedness. Individual bond schedules are also listed.
-  The Capital Projects tab presents the General Capital Project and Municipal Building 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, which accounts for the purchase of all Village vehicles and the Employee Benefits Fund which accounts for the GASB 45 implicit rate subsidy liability.
-  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 year capital projects. Future public capital items are also identified.

## 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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**Hanover Park**

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# INTRODUCTORY SECTION

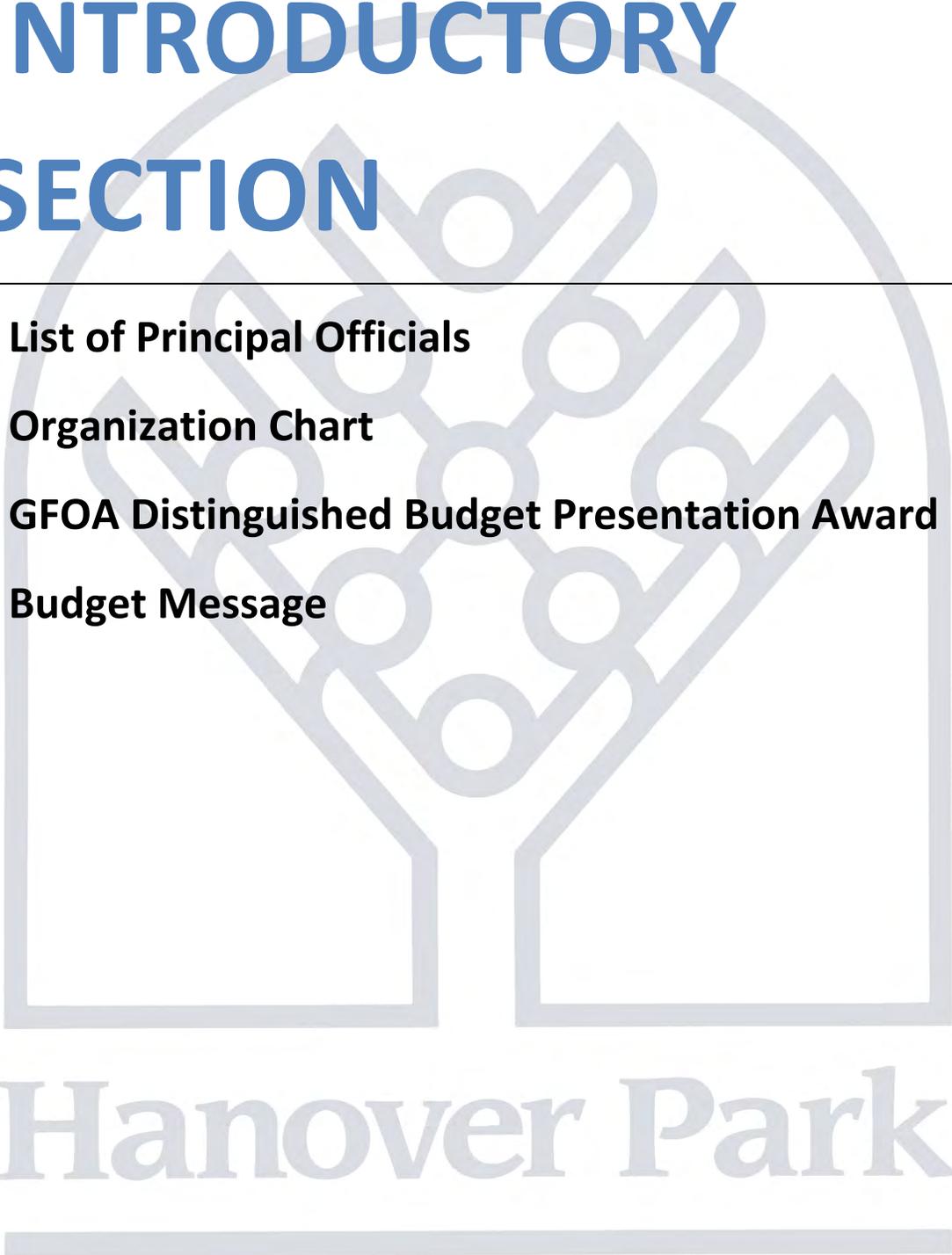
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**List of Principal Officials**

**Organization Chart**

**GFOA Distinguished Budget Presentation Award**

**Budget Message**



# Hanover Park

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# 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 Village Clerk

Rodney S. Craig  
Eira L. Corral

### Trustees

William Cannon  
James Kemper  
Jenni Konstanzer  
Jon Kunkel  
Rick Roberts  
Edward J. Zimel, Jr.

## Executive

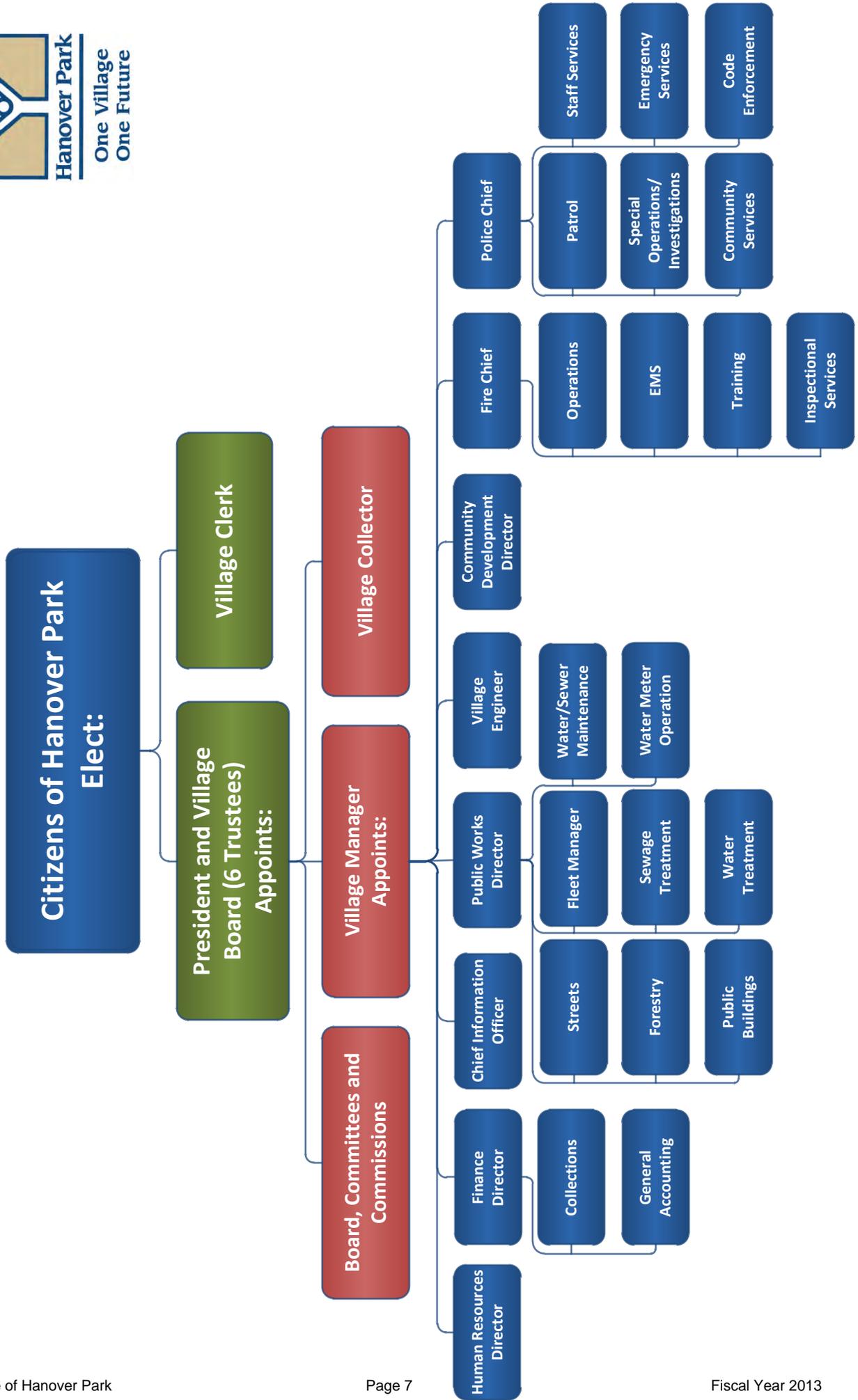
(630) 823-5608

Ronald A. Moser, Village Manager ([rmoser@hpil.org](mailto:rmoser@hpil.org))

## Village Departments - Administrative Offices

Wendy C. Bednarek, Human Resource Director	(630) 823-5661	<a href="mailto:wbednarek@hpil.org">wbednarek@hpil.org</a>
Craig A. Haigh, Fire Chief	(630) 823-5801	<a href="mailto:chaigh@hpil.org">chaigh@hpil.org</a>
Howard A. Killian, Public Works Director	(630) 823-5701	<a href="mailto:hkillian@hpil.org">hkillian@hpil.org</a>
Dan McGhinnis, Chief Information Officer	(630) 823-5670	<a href="mailto:dmcghinnis@hpil.org">dmcghinnis@hpil.org</a>
David A. Webb, Police Chief	(630) 823-5501	<a href="mailto:dwebb@hpil.org">dwebb@hpil.org</a>
Rebekah Young, Finance Director	(630) 823-5788	<a href="mailto:ryoung@hpil.org">ryoung@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

**May 1, 2011**

*Linda C. Danson Jeffrey R. Enser*

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Hanover Park, Illinois for its annual budget for the fiscal year beginning May 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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



# Village of Hanover Park Fiscal Year 2013 Budget Message

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

*I am pleased to present the Village of Hanover Park's Budget for the 2012-2013 Fiscal Year. This budget document is responsive to the needs of the citizens and business community of Hanover Park and is designed to provide a comprehensive overview of Village activities during the next twelve months.*

*This budget maintains and improves the excellent service levels that our residents expect. In order to sustain high quality standards, the budget includes the addition of four police patrol officers.*

*We will continue to make the Village's priorities and spending plans available to the public.*

## **Mission Statement**

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

## **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 necessary to aid in the development of assumptions related to the earning and receipt of revenues, and the cost of labor and commodities.

The United States economy, as a whole, is still emerging from the recession. The recession stripped \$13 trillion in equity from working families, and slowed the sales of consumer goods considerably. According to the *Kiplinger Newsletter*, retail sales are expected to grow by about 6% throughout the year. The growth would help build solid job creation. Though the growth is slightly lower than last year, it has been keeping in line with the slowly expanding economy. Strong increases in employment in the service sector are reviving demand for office space, though the supply will remain at high levels through next year. Vacant office spaces still remain high and tenants still have decent bargaining power and the vacancy rate for the United States is expected to drop from 17.3% to 16.0% this year. Gasoline prices have fluctuated significantly already this year and will continue to be unpredictable. Partly because of an unseasonably warm weather since the start of 2012, more consumers are driving more and consuming more gas.

In the most recent economic update, prepared by BNY Mellon's Chief Economist, the United States is expected to grow and improve over the previous year. The automobile industry has been a key sector for the economic outlook. With several years of decreasing automobile sales, the industry's supply of recently used automobiles drastically reduced. Consumers were refraining from purchasing new automobiles and continued to utilize their existing automobiles. The increased availability of automobile credit and the reduction in the used automobile supply should help support the demand for new automobiles.

**State of the Village**

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

The financial condition of the Village is relatively healthy; however, the Village must be cognizant of the negative effects the overall U.S. economy could have on our local budget and revenues. Our fiscal policy requires that operating revenues must be sufficient to support ongoing expenditures. A conservative approach has been taken in projecting revenues for the coming fiscal year. With the United States economy still slowly recovering, the Village wanted to remain optimistic, but also conservative. This approach helps to ensure that we will have sufficient revenue to meet our expenses.

In order to maintain a positive operating position, the expenditures budget was analyzed on a line-item basis. Expenditure patterns were examined to determine if line-item expenditures could be reduced. In the General Fund the Village decreased operating expenditures by \$86,380 from the prior budget year, resulting in a FY 2012-2013 budget of \$26,817,845, which is a decrease of 0.32% from the prior year.

**All Funds Spending Plan**

The 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. The total budgeted fund appropriations for all budgeted funds for FY 2012-13 equals \$50.5 million, a decrease of \$29.6 million or 37% compared to the final budget for FY 2011-2012.

The following table illustrates the changes in the operating, debt service, capital and interfund transfer appropriations:

Appropriations/All Funds	Final FY 2011-12	Request FY 2012-13	Increase/Decrease Amount	Increase/Decrease Percent
<b>Operating</b>	\$39,868,416	\$40,794,074	\$925,658	2%
<b>Debt Service</b>	\$2,592,074	\$2,147,579	(\$444,495)	(17%)
<b>Capital</b>	\$28,456,483	\$5,909,682	(\$22,546,801)	(79%)
<b>Interfund Transfer</b>	\$2,204,717	\$1,680,095	(\$524,622)	(24%)
<b>Total</b>	\$73,121,690	\$50,531,430	(\$22,590,260)	(31%)

### ***Financial Highlights***

Below is a brief overview of the FY'13 budget:

- Total Village operating budget (excluding debt service, capital outlay and transfer between funds) amounts to \$40,794,074 as compared to last year's \$38,868,416.
- General Fund expenditures (including transfer and one-time expenditures) total \$27,776,277, a 3.2% decrease from the prior year. General Fund revenues total \$27,776,277, a 6.42% decrease from the prior year.
- General Fund emergency reserves total \$7,836,108 or 28.2% of operating expenditures.
- The Capital Improvement Program totals \$5,909,682.
- The General Fund operating budget (excluding capital outlay, interfund transfer and debt service) expenditures total \$26,817,845, a 0.32% increase. Operating revenues total \$27,103,770, a 2.77% increase.

### ***Vital Few Priorities***

Based on input from Elected Officials and Village staff, "vital few priorities" were established for this budget.

- Develop and improve the Hanover Square Shopping Center;
- Complete a full disconnection from the Bloomingdale Fire Protection District;
- Begin planning for a new joint Village facility located in the south end of the Village that will incorporate the needs of fire, police and public works.

### ***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 of the Village's Funds have a positive fund balance except for the 2010 Build America Bonds. This is due to the timing difference of property tax payments that haven't been received yet. All of the Village's reserves are equal to or greater than prescribed by the related policy.

The Village's debt policy includes provisions discouraging the use of debt financing to finance current operations and 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.

## *Accomplishments*

In the past year, the Village focused efforts on beneficial projects including safety and security, improving economic conditions, beautification and quality of life issues. Certain specific accomplishments include the following:

- The Environmental Committee hosted a household recycling event.
- The CONECT Committee hosted a Realtor Luncheon event to showcase development opportunities in Hanover Park.
- Opened a new Police Department facility
- Closed TIF #2 on December 31, 2011. Projects performed in FY '12 include infrastructure improvement, such as streetlight replacement, water main replacement, and sewer cleaning, as well as advertising, planning, and promotion. Extensive improvements in TIF 2 which included an entryway monument sign with changeable copy, streetscape, water and sewer main replacements, street lighting improvements and removal of utility poles on Irving Park Road.
- Constructed an eight foot fence on County Farm Road, north and south of Stairway as part of the Arterial Fence program.
- Resurfaced 2.2 miles of Village streets as part of the Village's annual MFT program.
- Implemented the depressed driveway cost participation program providing protection from flooding due to street overtopping for 5 residents.
- Acquired the Hanover Square Shopping Center with the intention of pursuing redevelopment of the center in FY '13.
- Continued to promote TIF 3 projects, including the Village Center Transit-Oriented Development Plan, purchase and redevelopment of the Hanover Square Shopping Center, continued development of the Church Street Station townhomes, and promotion of development through advertising, real estate events, and informational meetings.
- Continued to promote TIF 4 projects, including the purchase of the former Corfu restaurant property (1311 Irving Park Road), demolition of the building, and promotion of development on the property. Staff also promotes leasing or development of available property through advertising, real estate events, and informational meetings.
- Applied for and was awarded a technical assistance grant from the Chicago Metropolitan Agency for Planning (CMAP), which will provide consultant assistance in the furtherance of economic and workforce development in the Village.
- Contracted with WBBM Radio to advertise our TIF Districts. Averaging approximately 25 spots per week, the spots feature Stu & JJ as they brainstorm ideas of how to attract business to Hanover Park. These ads have increased traffic to our website and increased our call volume seeking more information
- Refinanced 2004 Bonds which helped the Village realize an estimated cost savings of \$622,000 over the course of the 13-year life of the Bonds.
- Replaced the phone system Village-wide.

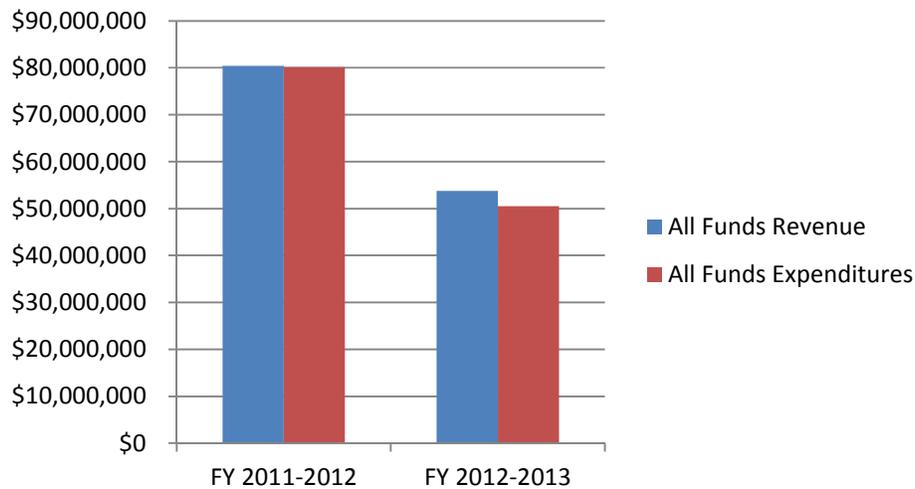
### *Economic and Revenue Assumptions*

The Village’s economy is emerging from the recession and appears to be stabilizing. Individually, the Village is poised to experience operating revenues equal to or slightly greater than the current fiscal year. Investment returns continue to be in the range of .03% to 1.0%, resulting in greater liquidity and less earnings than desired. Budgeted transfers from other funds to the General Fund are 87% less than the prior year, while General Fund operating revenues are projected to increase less than 3%. The large decrease in budgeted transfers to the General Fund is due to the Employee Benefits and Compensated Absences Funds being absorbed into the General Fund in Fiscal Year 2011-2012.

### *Financial Overview – All Funds*

A detailed narrative of all Village funds is presented in the section of this document titled ‘Fund Structure and Description of Funds.’ Revenues total \$53.78 million, a decrease of 33% from FY 2011-12. The completion of the new Police Building and refinancing the 2004 Bonds occurred in Fiscal Year 2011-2012, which caused the decrease.

Expenditures total \$50.5 million, a decrease of 37% from FY 2011-12. This includes a decrease in the Capital Projects fund of 90%, and decreases in the General fund of 3% and Debt Service funds of 81%.



	<b><u>FY 2011-2012</u></b>	<b><u>FY 2012-2013</u></b>
All Funds Revenue	\$80,398,113	\$53,788,111
All Funds Expenditures	\$80,121,690	\$50,531,430

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

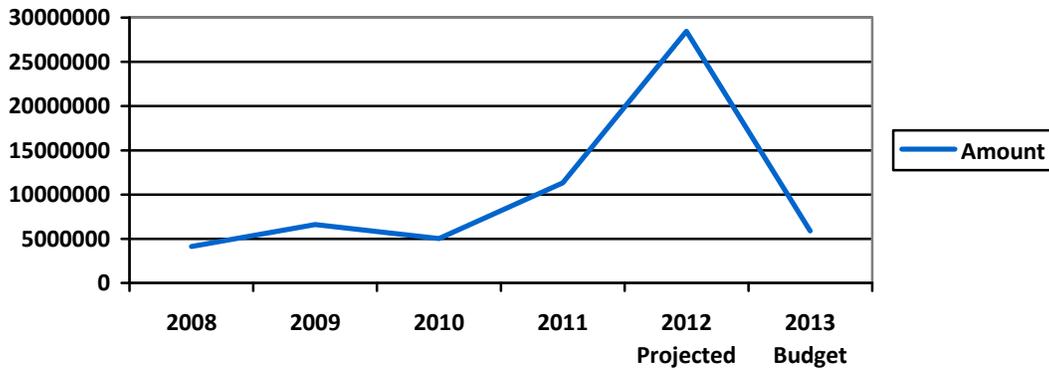
- *Hanover Square Shopping Center:* In late December of 2011, the Village purchased the Hanover Square Shopping Center on Barrington Road utilizing TIF #3 funds. A major program for this fiscal year will be the improvement and development of that shopping center. Staff will work closely with the facility managers, leasing agent, and others to fill vacant spaces and improve the looks, as well as the income, of that property.
- *Streetscape and Monument Sign on Barrington Road at Westview Shopping Center:* Utilizing funds from TIF #2, the Village initiated a streetscape to improve the look of the west side of Barrington Road from Tower on the north to Irving Park Road on the south. This includes a beautifully landscaped brick wall, sidewalk, seating area with tables and electronic changeable copy sign which will serve as a Village entry monument. Throughout the fiscal year, Village staff will promote this area for increased shopping and the changeable copy sign will be used to publicize events sponsored by the Village.
- *Restructuring of Public Works & Engineering Department/Reduction of Village Engineer:* Staff is studying the feasibility of reorganizing the departments of Engineering and Public Works. To that end, it is anticipated that the Engineering Department will be transferred as a unit under the Public Works Director. The position of full-time Village Engineer will be eliminated. To supplement the engineering function, staff is recommending creation of a part-time Village Engineer and to utilize engineering consultants on larger projects. This will result in a reduction of employee costs.

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

The budget for the Village’s Capital Improvement Program for fiscal year 2012-2013 amounts to approximately \$5.9 million. Capital project expenditures, by category, are planned as follows:

Improvements other than Buildings	\$2,197,000
Vehicles	1,273,000
Water and Sewer Improvements	841,000
Office Equipment	625,700
Other Equipment	482,982
Buildings	190,000
Land	300,000

The chart below records the pattern of the Village’s Capital Improvement Program Budget over the past six years. As indicated, this program fluctuates from a high point for Fiscal Year 2011-2012 , which includes constructing a new police station, to routine improvements depending upon needs identified for a given fiscal year. A summary of the Village’s CIP can be found in the Capital Improvement section of this budget.



Fiscal Year	2008	2009	2010	2011	2012 Projected	2013 Budget
Amount	\$4,146,699	\$6,621,763	\$5,021,030	\$11,321,817	\$20,745,074	\$5,909,682

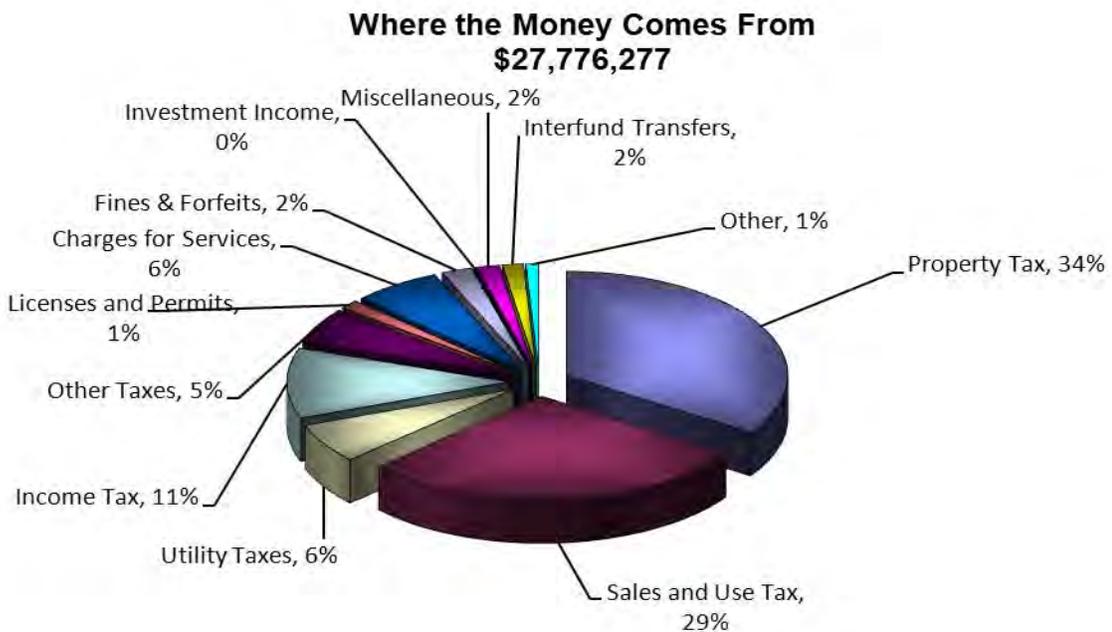
### General Fund – Fund Balance

The projected ending fund balance (unreserved) for the General Fund amounts to \$8.0 million for the fiscal year ending 2011-2012. The budgeted (unreserved) ending fund balance for fiscal year 2012-2013 will decrease to \$7.8 million. The reserve amounts to 28.2% of General Fund expenditures in accordance with the Village’s Fiscal Policy.

### General Fund Operating Budget

#### Where does our revenue come from?

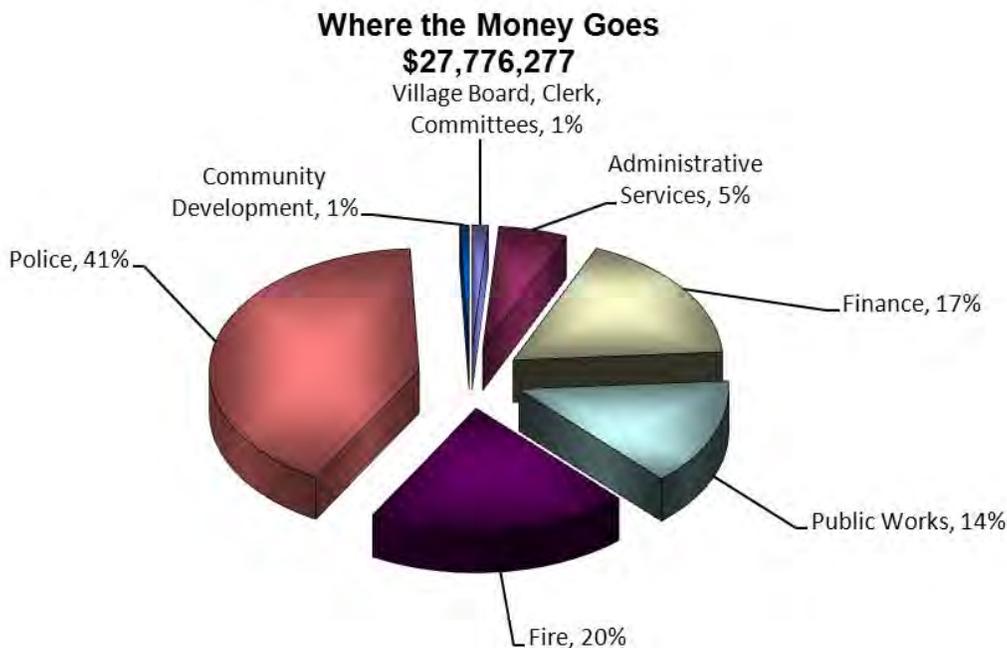
The following chart shows where our revenues come from:



In total, General Fund revenues are projected to decrease 6.4% or \$1,904,264 compared to the Fiscal Year 2012 Budget. Tax revenues are anticipated to increase 4.4% due to growth in all tax categories except Simplified Telecommunications Tax, Use Tax and State Income Tax. Property taxes, including current and prior year taxes, increase 8.0% or \$708,985, primarily due to the recovered Tax Incremental Value (RTIV) for the closure of TIF #2 and a requested increase in the Special Service Area #5 for property improvements. General sales taxes will grow 3.5% or about \$172,549.

**Where does our money go?**

The following chart shows where our money goes:



General Fund budgeted expenditures will decrease by 3.0% or \$922,031. Line-item expenditures were reduced to more accurately reflect the current spending patterns over the past few years. Personnel costs will decrease 5.5% or \$1,113,870.

**Interfund Transfers**

Interfund transfers represent amounts transferred from one fund to another fund, primarily for work or services provided. For the current budget year, interfund transfers can be summarized as follows:

<u>Transfer from</u>	<u>Amount</u>	<u>Transfers to</u>	<u>Amount</u>
General Fund	\$ 958,432	General Fund	\$ 147,913
TIF # 4	107,900	Capital Projects Fund	<u>1,532,182</u>
SSA # 6	40,013		
Water & Sewer	<u>573,750</u>		
<b>Total</b>	<b><u>\$1,680,095</u></b>	<b>Total</b>	<b><u>\$1,680,095</u></b>

## *Reserves*

The Village maintains significant reserves to continue operations in case of a drastic economic downturn. Village policy requires the General Fund have at least 25% of the operating fund in reserve. The fund is healthy with a 28.2% reserve.

1. General Fund - \$7,836,108 (4/30/13)
2. Capital Projects Fund - \$430,793 (4/30/13)
3. Central Equipment Fund - \$8,392,180 (4/30/13)
4. IPBC Terminal Reserve - \$1,834,563 (6/30/11)
5. IRMA - \$769,882 (12/31/11)

## *Economic Development Programs*

The Village continues to aggressively pursue economic development in a difficult economy.

- A major coup occurred at the end of FY'11 when it was announced that Ampac would be consolidating a number of facilities throughout the Chicagoland area in the Turnberry Lakes Business Park. Taking over the former GBC facility on Turnberry Court, Ampac also has plans to expand the facility in the future. When expanded this facility could ultimately employ upwards of 350 people in well paying manufacturing jobs. Ampac manufactures food packaging mostly for national companies. Their operations at this location should begin before the end of FY'12.
- Since May 2011, Staff has been working with WBBM radio to advertise our three TIF districts. Averaging about 25 spots per week, the Village continues to build momentum with this campaign. Feedback from residents and businesses, has been extremely positive. A major focus of this advertising in 2012 will be on Hanover Square Shopping Center and generating interest in leasing at this location, as well as opportunities along the Irving Park corridor.
- MI Homes continues to sell townhomes at Church Street Station. They recently completed the decorative fence along Church and Maple that was part of the redevelopment agreement the Village had with MI Homes.
- The Village Center RTA study should be complete by the start of FY'13. This study focuses on the creation of a transit-oriented development centered around the Metra train station. A principal component of this plan is the reclassification of the Elgin-O'Hare Expressway as a boulevard through this area. A boulevard would provide at-grade intersections and access to the commercial and residential components of the plan. Lastly, the zoning component will allow the Village to complete a revised zoning ordinance modeled after the recently adopted Comprehensive Plan.
- Staff continues to work with the local community colleges (Elgin Community College and Harper College) and Illinois WorkNet to open an educational and employment center in Hanover Park, proposed to be located in the Hanover Square Shopping Center. It is anticipated that the colleges will need assistance from TIF #3.

## ***Budget Initiatives, Issues & Program Updates***

### **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
- 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 and provides CPR and first aid training to the public.

#### **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.

### Finance Committee:

The Finance Committee has been in existence since 2009, is comprised of 4 members, which includes two Trustees, the Village Manager and a Hanover Park resident. The Finance Director also participates. The Finance Committee is instrumental in the budgeting process. The budget is discussed in detail by the committee and their changes and direction aids in the budget approval process. In Fiscal Year 2011-2012, the Finance Committee was influential in working through the Water Rate increase options and their agreed opinion was what the Village Board approved.

### 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. They host an annual Household Recycling Days to allow for the disposal of household products, such as bicycles and eye glasses, not fit for disposal through the weekly scavenger program, along with hazardous products such as oil/antifreeze, paint and electronics. The event also provides document collection and shredding. They conduct an annual inlet stenciling programs, marking inlets with "dump no waste, drains to river". They annually participate in the DuPage River sweep. In 2011, they started a community apiary and won a Governor's Hometown award.

### Veterans Committee:

In 2011, the committee added 11 veterans to the honor roll plaque which recognizes residents who are Veterans, and started a new plaque for those who serve the Village, adding 15 veterans. The committee hosted a memorial day, 911 remembrance ceremony, and veterans day events. They also worked on the design on the proposed veterans memorial to be constructed in front of Village Hall. They also continues with one of their efforts of collecting supplies for soldiers who are serving overseas.

### 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 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.

### 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. Special activities will take place during 2012 to mark the twentieth anniversary of the Hanover Park-Cape Coast relationship.

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.

### CONNECT:

The Hanover Park Business CONNECT (Committee on Networking, Education, and Community Teamwork) works to strengthen the Village's business community by encouraging retention and expansion of existing businesses in the community. The committee also encourages efforts of business attraction. These efforts strengthen the Village's economic base while facilitating networking opportunities for the business community.

The Hanover Park Business CONNECT responsibilities include promoting the Village's business opportunities through promotional events and activities. CONNECT facilitates formal and informal networking opportunities at various Village functions and meetings with representatives of the business community. Specifically, they coordinate the following programs and activities on an ongoing basis:

- Coordinate and host annual activities promoting Hanover Park and encouraging networking among local businesses, including the Mayor's Choice Business Award Program, and sponsorship of a yearly Business After Hours event with the Hanover Park Chamber of Commerce, Realtors' Luncheon and Seminar, Chamber Golf Outing and 3<sup>rd</sup> annual Youth Benefit Ball.
- Encourage outreach and public relations with the residential and commercial real estate community by hosting Money Smart Workshops, Shop Hanover Park/WebQA and Dine in Hanover Park program.

Development Commission:

The Development Commission creates and maintains the Comprehensive Plan for the Village by providing long-term policy direction, reviewing all proposed developments and subdivisions in a timely and professional manner, providing thorough and concise recommendations to the Village Board, and conducting public hearings on all petitions for zoning variations, special uses, planned unit developments, rezonings (zoning map amendments), text amendments, and comprehensive plan amendments. They review and provide input on special community plans, most recently the Comprehensive Plan update, Zoning Ordinance update, and Village Center Plan. All petitions are considered in a fair and equitable manner in accordance with the established standards and ordinances.

**Staffing**

In Fiscal Year 2011-12, a total of 1 full-time equivalent (FTE) positions were deleted in the Village’s workforce.

<u>Position</u>	<u>Division</u>	<u>FTE</u>	<u>Fund</u>
Planner	Community Development	+1	General Fund
Water Billing/Village Service Representative	Finance	-1	General Fund
Water Billing Service Rep	Finance	<u>-1</u>	General Fund
<b>TOTAL</b>		<b>-1 FTE's</b>	

The General Fund position decreases include the reduction of a Water Billing/Village Service Representative and Water Billing Representative. The Planner position was changed to full-time with the increase being charged to TIF funds.

**Labor Relations**

Excluding any regularly scheduled merit increases for employees, the FY 2012-13 budget does not include any wage adjustments. The labor contract for IAFF – Firefighters/ Paramedics is set to expire April 30, 2012. The Teamsters – Public Works and MAP Police Sergeants are subject to a wage reopener effective May 1, 2012. Negotiations for the contracts are currently underway and the implementation is still subject to mutually agreed upon terms by both the unions and the Village Board.

**Fund Change**

In accordance with generally accepted accounting principles, the Village annually reviews all funds to determine the minimum number of funds necessary for financial management and control. During Fiscal Year 2011-2012, the Village added the Hanover Square Fund (Enterprise) and has dissolved the Compensated absences and Employee Benefits Funds into the General Fund. The 2001 Debt Service Fund and the 2002 Debt Service Fund were closed at the end of Fiscal Year 2011-2012, due to the final maturity of the Municipal Bonds.

## ***Bond Rating***

The Village's outstanding bond ratings are 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 updated during the refinancing of the 2004 General Obligation Bonds during Fiscal Year 2011-2012.

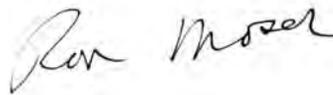
## ***Award for Distinguished Budget Preparation***

For the 21<sup>st</sup> consecutive year, the Government Finance Officers Association (GFOA) presented an Award for Distinguished Budget Presentation to the Village of Hanover Park. To receive the Distinguished Budget Presentation award, a government entity must publish a budget document that meets program criteria as a policy document, operations guide, financial plan and communications device. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

## ***Acknowledgements***

I would like to express my appreciation to the Village Board and Finance Committee for providing the positive 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 the Finance Director and Assistant Finance Director. Their collective contributions are appreciated, and I extend my sincere thanks for a job well done.

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.



Ronald A. Moser  
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**

# Hanover Park

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## 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 195 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. 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. Most recently, the new \$19 million Police Department headquarters was completed in February 2012.

The community includes diverse neighborhoods and expanding commercial and industrial properties.

### Village Services

#### *Police Protection*

The Village of Hanover Park is served by 61 sworn full-time police officers and 24 civilian personnel. The Village has a fleet of 19 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 25 part-time firefighters. The Illinois Inspection and Rating Bureau has granted an advisory fire protection classification of four. A total of 1,464 fire hydrants are located in the Village.

#### *Public Works*

A total of 43 Public Works employees are dedicated to keeping the Village running smoothly and looking its best. Crews plant, trim and spray 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 206 miles of storm and sanitary sewers; and maintain the Village’s fleet of 150 vehicles.

Statistics regarding the water utility include:

Population Served	37,973	
JAWA Lake Michigan Supplied	917,064	Kilo Gal.
Village Supplied	19,421	Kilo Gal.
Total Distribution Pumpage	936,485	Kilo Gal.
Daily Average Pumpage	2,360	Kilo Gal.
Miles of Water Mains	112	
Number of Metered Customers	10,331	

*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>
2001	1,725	20,910,607
2002	1,636	12,440,657
2003	2,421	21,140,498
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

Taxes and Water and Sewer Charges

<u>Description</u>	<u>Rate</u>	<u>Applied to</u>
<b>Municipal Taxes</b>		
Municipal Sales Tax	1.0%	Retail Sales including groceries and drugs
Home Rule Sales Tax Rate	0.5%	Retail Sales excluding groceries and drugs
Food and Beverage Tax Rate	3.0%	Prepared food and liquor sales
Hotel/Motel Tax Rate	3.0%	Hotel/Motel stays
Real Estate Transfer Tax	\$1.50	Per \$500.00 in Real Estate Sales
Simplified Telecommunications Tax	6.00%	Telephone Bills
Natural Gas Use Tax*	2.25%	Natural Gas Use
Electric Use Tax*	2.25%	Electric Use

\*Actual rates are per therm or kilowatt hours used, but approximate these percentages. The natural gas tax rate is 1.5 cents per therm used for and the electric tax rate varies based on the kilowatt hours used.

**Water and Sewer Charges (Effective 5/1/2012)**

Water Rate	\$5.99	Per 1,000 gallons of water Used
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Service Fee of \$25 applied to every Bi-Monthly bill

Sewer Rate

Cook County	\$1.89	Per 1,000 gallons of water used
DuPage County	\$5.10	Per 1,000 gallons of water used

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

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

**Age, Female and Male Distribution**

	<u>Subject</u>	<u>Number</u>	<u>Percent</u>
Population: 37,973	Male	19,176	50.5
Per Capita Income: \$21,152	Female	18,797	49.5
Median Household Income: \$63,649			
Total Employment: 19,669	Under 5 years	3,000	7.9
Unemployment Rate: 3.3%	Under 18 years	11,164	29.4
Median Value of Owner-Occupied Homes: \$219,400	Ages 19 to 64 years	21,493	56.6
Total Housing Units: 11,483	Age 65 and Older	2,316	6.1
Total Households: 11,019			
Home Ownership Rate: 80.2%			
Housing Units in multi-unit structures: 18.2%			
Persons Per Household: 3.43			

<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 8.625% 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 2001 EAV, the maximum outstanding general obligation debt to be paid by property taxes would be \$36 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), 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 request 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 and reported as assets (advance).
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.

The Special Service Area Number Two Debt Service Fund is included in the budget as a Debt Service Fund, however is reported as an Agency Fund in the Comprehensive Annual Financial Report (CAFR) because the Village is not liable for the debt service payments of this special service area bond issue. The Employee Compensated Absences Fund is not a budgeted fund but is included in the CAFR as an Internal Service Fund.

### BUDGET PROCESS

The budget process is developed to provide public input and foster decision-making. The Fiscal Year 2013 Budget calendar is included in this exhibit. On October 20, 2011, a public hearing was held to allow the residents to speak about any topic relevant to the Village budget. On November 17, 2011 a Village Board workshop was held to allow department heads time to discuss their departments and priorities for Fiscal Year 2013. Also on October 20, 2011 a public hearing was 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 in November 2011. The manual included the Village Board goals, a preliminary budget calendar, and instructions for completing budget forms and reports.

The Finance Committee is an integral component of the budget preparation process. The Finance Committee advised the Village Board on matters concerning Finance. Two weeks prior to the budget being presented to the entire Board, the preliminary budget is given to the Finance Committee members. They provided feedback and input to staff.

Departments prepare operating and capital project expenditure requests. The budget team, comprised of the Village Manager, Finance Director, Assistant Finance Director, 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 January 2012. Additional Village Board and Finance Committee meetings were held to discuss significant budget issues including police staffing, the police building expansion project and other issues.

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. Three preliminary budget workshops were conducted in February and March 2012 to present the proposed budget to the Village Board and public to solicit comments and input. These sessions 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, and a Budget Law Public Hearing was conducted. The document was presented to the President and Board of Trustees for adoption prior to the beginning of the fiscal year on May 1, 2012.

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 May 1, 2012 to April 30, 2013.

# FISCAL YEAR 2013 BUDGET CALENDAR

2011

## OCTOBER

20 Fiscal Year 2013 Budget Elected Official & Public Input at 6:00 p.m.

## NOVEMBER

8 Distribute Budget Instruction Manual

17 Fiscal Year 2013 Budget Department Input Meeting at 6:00 p.m.

## DECEMBER

21 All specific budget assigned areas, i.e. salaries, insurance, utility costs, etc. are to be available to Department Heads. Departments develop "final" budgets.

## JANUARY

4 All department budgets are to be submitted to the Village Manager's Office by 4:30 p.m.

9 Weeks available for Budget Team review with Department Heads and Committee/Commission Chairpersons

16

23

27 All committee and commission budgets are to be submitted to the Village Manager's Office by 4:30 p.m.

## FEBRUARY

1 Budget Revisions Due

2 Budget Workshop – Department Budget update

13 Finance Committee Meeting at 5:00 p.m. – Preliminary Budget discussion

16 Budget Workshop – Update Village President and Board of Trustees on Finance Committee discussion

21-29 Open for Budget meetings with Village Board

27 Finance Committee Meeting at 5:00 p.m. – Budget discussion

## MARCH

1 Present final FY'13 Budget to Village President and Board of Trustees

2 Put FY'13 Budget on file for public review (10 days before Budget Law Hearing).

## APRIL

5 7:30 p.m. Budget Law Public Hearing on FY'13 Budget

5 7:30 p.m. Board Meeting - Pass Budget Ordinance adopting FY'13 Budget

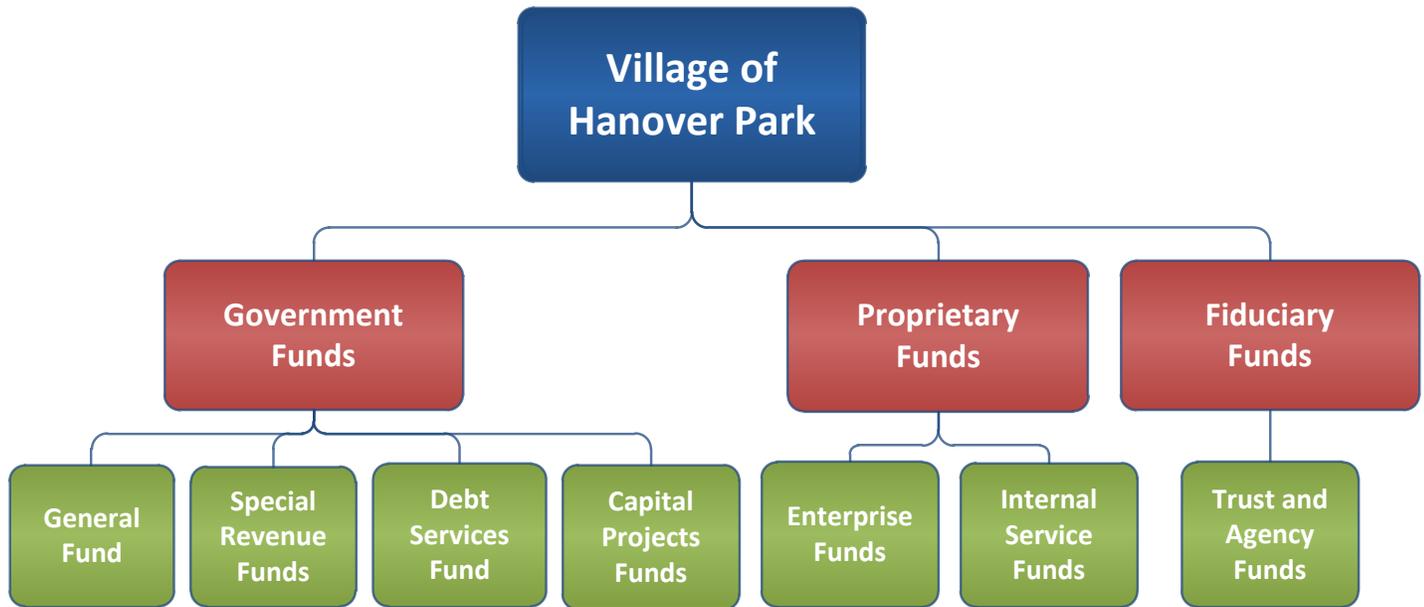
30 Deadline for adoption of FY'13 Budget

## MAY

1 Start of Fiscal Year 2013

2012

# FUND STRUCTURE AND DESCRIPTION OF FUNDS



The following major funds are budgeted:

Governmental Funds

General Fund, Motor Fuel Tax, Municipal Building Fund

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). The Special Service Area Number Two Debt Service fund is classified as an agency fund in the Village’s CAFR. The Employee Compensated Absences Fund, an Internal Service Fund, is reported in the Village’s CAFR but not included in the budget document. A description of all of the Village’s funds follows:

## GOVERNMENTAL FUNDS

### General Fund

The General Fund accounts for resources traditionally associated with the Village's operations which are not required legally or by sound financial management 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 specific revenues that are legally restricted to expenditure for particular purposes.

#### **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.

#### **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.

#### **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 Tanglewood multifamily housing units. Initial funding was provided by an advance from the General Fund. Resources include special service area property taxes.

**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.

**Tax Increment Finance Area #2 Fund**

The Tax Increment Finance Area #2 Fund accounts for the financing of improvements in the Barrington-Irving Park Road Tax Increment Financing Redevelopment Project Area. Financing is provided by property tax increment within the district. TIF #2 closed on December 31, 2011.

**Tax Increment Finance Area #3 Fund**

The Tax Increment Finance Area #3 Fund accounts for the financing of improvements in the Village Center Tax Increment Financing Redevelopment Project Area. Initial financing has been provided by a transfer from the General Fund.

**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. Initial funding was provided by a transfer from the General Fund. Revenues include incremental property taxes from the TIF district.

**Debt Service Funds**

Debt Service Funds are used to account for the accumulation of resources and payment of bond principal and interest.

**General Obligation Bond Series of 2001**

The General Obligation Bond Series of 2001 Fund (2001 GO Bond Fund) accounts for the accumulation of resources for payment of series 2001 bond principal and interest. Financing is provided by property taxes. The final debt service payment was paid and the fund closed in fiscal year 2012.

**Tax Increment Finance District Debt Service Fund**

The Tax Increment Finance District Debt Service Fund accumulates resources for the payment of principal and interest on TIF #2 revenue bonds. Resources include incremental property taxes and sales taxes generated within the TIF. The final payment on the bonds was made in Fiscal Year 2010 and the fund was closed in Fiscal Year 2011 with excess funds transferred to the TIF #2 Capital Projects Fund.

**Special Service Area Number Two Debt Service Fund**

The Special Service Area Debt Service Fund accumulates resources for the payment of principal and interest on special service area bonds. Resources include special service area property taxes. This fund is reported as an Agency Fund for external financial reporting purposes. The final debt service payment was paid and the fund closed in fiscal year 2010.

**General Obligation Refunding Bond Series of 2002**

The General Obligation Refunding Bond Series of 2002 Fund (2002 GO Bond Fund) accounts for the accumulation of resources for payment of series 2002 bond principal and interest. Financing is provided by property taxes and real estate transfer taxes. Proceeds from this bond issue were used to refund the 1996 General Obligation bonds which were issued to pay for a judgment against the Village. The final debt service payment was paid and the fund closed in fiscal year 2012.

**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 are being used for the construction of a new police station.

**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 are being used for the construction of a new police station.

**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.

**Capital Projects Funds**

Capital Projects Funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds.

**General Capital Projects Fund**

The General Capital Projects Fund accounts for the purchase of land, machinery, office equipment and furniture and for various capital improvements. Financing is provided by transfers from other Village funds.

**Municipal Building Fund**

The Municipal Building Fund is used to accumulate resources for the construction of a new Police facility and modifications to the existing Village Hall to accommodate remaining staff. Initial funding was provided by a transfer from the General Fund.

## PROPRIETARY FUNDS

### Enterprise Funds

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the Village Board is that the cost of providing these services be financed or recovered through user charges.

#### **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 are accounted for in this fund including, but not limited to, operations, maintenance and rent collections.

### Internal Service Funds

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

#### **Central Equipment Fund**

The Central Equipment Fund is responsible for the purchase of all Village vehicles for various other funds throughout the Village. 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.

**Employee Compensated Absences Fund**

The Employee Compensated Absences Fund is used to account for the accumulation of resources to fund the compensated absences liability for the General Fund. Financing is provided by transfers from the General Fund. This fund is not appropriated. This fund is reported in the Governmental Activities column in the Village's government-wide financial statements. The Fund was closed and the remaining balance was transferred to the general fund in Fiscal Year 2012.

**Employee Benefits Fund**

The Employee Benefits Fund is used to account for the accumulation of resources to fund the other post-employment benefits liability for the General Fund. Funding is provided by the IPBC Terminal Reserve balance. This fund is reported in the Governmental Activities column in the Village's Government-Wide Financial Statements. The Fund was closed and the remaining balance was transferred to the general fund in Fiscal Year 2012.

## FIDUCIARY FUNDS

**Trust and Agency Funds**

Trust funds are used to account for assets held by the Village in a trustee capacity.

**Police Pension Fund**

The Police Pension Fund accounts for the accumulation of resources to be used for retirement annuity payments for the participants. Resources are contributed by police employees at a rate fixed by law and by the Village based on an actuarial analysis.

**Firefighters Pension Fund**

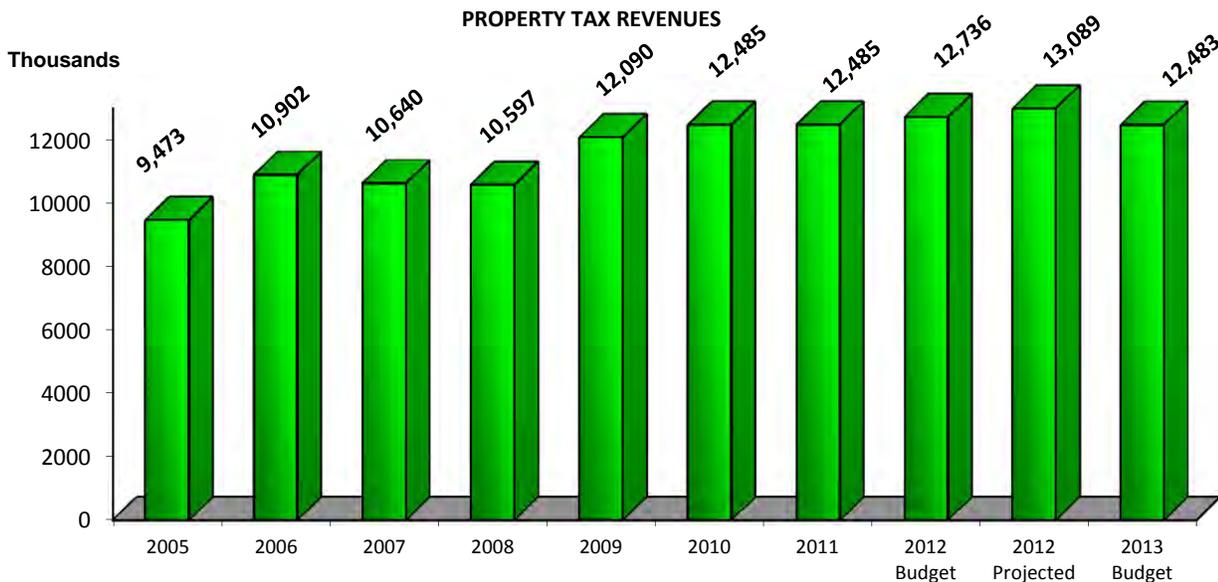
The Firefighters Pension Fund accounts for the accumulation of resources to be used for retirement annuity payments for the participants. Resources are contributed by fire employees at a rate fixed by law and by the Village based on an actuarial analysis.

## REVENUE TRENDS AND PROJECTIONS

**Property Taxes** – This category includes Property taxes, Personal Property Replacement taxes, Road and Bridge taxes and all Special Service Area and Tax Increment Financing District taxes. Property taxes are the Village’s single largest source of revenue. Property taxes account for between 17% and 27% of total revenues for the Village.

The Village Board has attempted to limit property tax increases with the emphasis on trying to reduce the impact on the average taxpayer. It is considered revenue of last resort and attempts are continually made to find other sources of revenue to fund Village operations before property taxes are raised. There is no property tax increase budgeted in Fiscal Year 2013. Various user fees were increased in Fiscal Year 2005 to reduce the Village’s reliance on the property tax. In Fiscal Year 2006, the Simplified Telecommunications Tax rate was increased from 3.25% to 6.0% to continue this trend. In addition, the Village tries to increase economic development within the community to enhance sales tax revenues and increase the Village equalized assessed value (EAV).

The Village of Hanover Park is located within two counties; DuPage and Cook. The Village’s blended property tax rate represents an average of both counties. Property taxes are assessed on all the property contained in 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.



2005 - 2011: Actual Revenues.

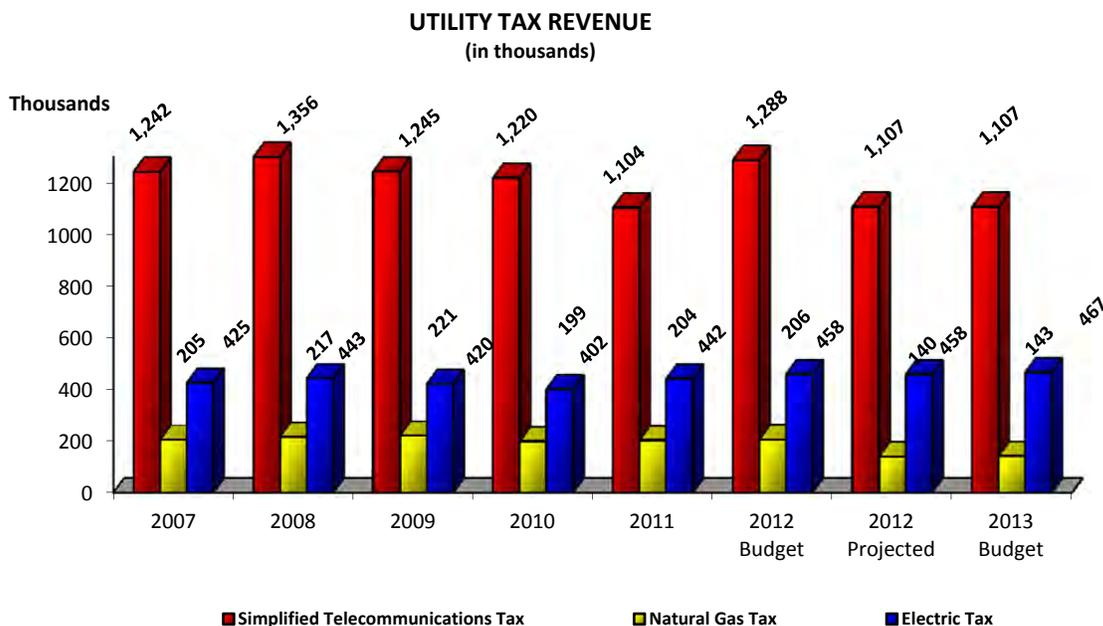
The Village has attempted to maintain a blended tax rate at or below \$1.387 per \$100 of assessed value and to not increase the total levy by more than 5% over the prior year’s extended levy. Property tax revenues in the Fiscal Year 2006 budget increased more than 5% due to the issuance of the General Obligation Bonds, Series 2004 during the previous fiscal year. These bonds are to be financed by property tax revenues. There is no budgeted increase in property taxes for FY 2013.

The General Fund property tax revenues have not been increased for the Fiscal Year 2013 budget. Increases are expected in the Tax Increment Financing District Funds due to higher incremental assessed value in these areas. In future years, the Village intends to continue its policy of not increasing the General Fund levy more than 5% over the prior year’s extension and attempt to maintain or reduce the property tax blended rate. Additional

information and graphs regarding property taxes and assessed values are contained in Exhibits G and H later in this section.

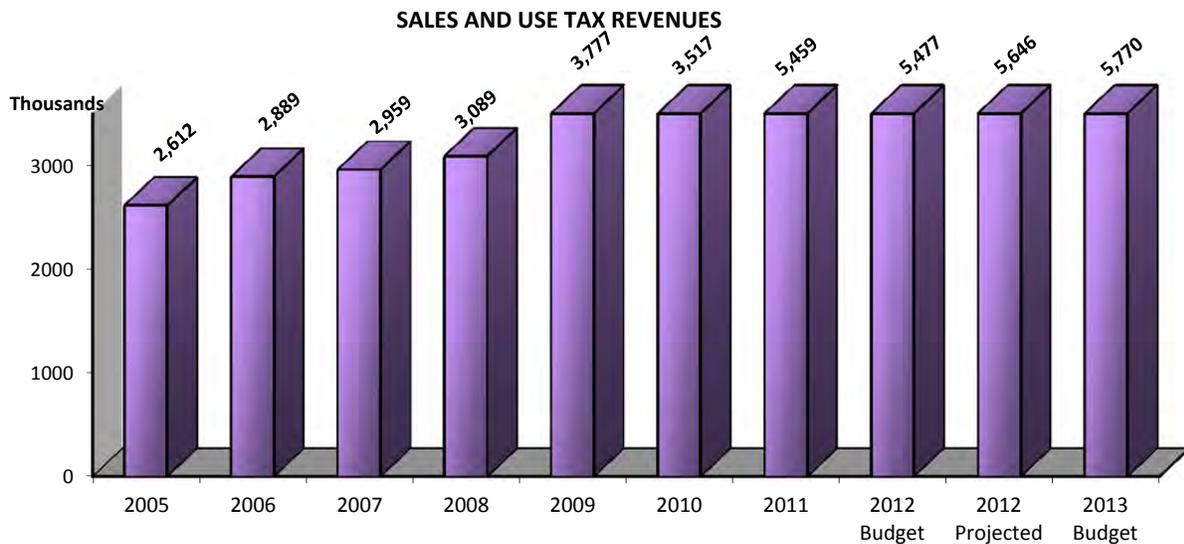
**Utility Taxes** – Utility taxes include the Simplified Telecommunications Tax and a natural gas and electric use tax. During Fiscal Year 2003, the Village instituted the utility/use tax on telecommunications, natural gas and electric to reduce the Village’s reliance on property tax revenue and allow for the elimination of vehicle stickers. The tax rate on electric and gas approximates 2.25%. In Fiscal Year 2004, the 1% infrastructure maintenance fees on telecommunications were combined with the 2.25% telecommunications tax via the new State Simplified Telecommunication Tax for a total of 3.25%. The Simplified Telecommunications Tax has performed very well, however; natural gas and electric use tax revenues have been less than originally anticipated.

Simplified Telecommunication Tax revenues increased significantly in Fiscal Year 2006 due to an approved increase in the Simplified Telecommunications Tax rate. The rate was raised from 3.25% to 6.0% effective July 1, 2005. A 1.9% decrease was budgeted for this revenue in Fiscal Year 2011 over the prior year’s budget amount based on the 2009 actual performance of this revenue and the 2010 projected performance. A 14% decrease is projected for the Fiscal Year 2012 actuals due to additional declines in revenue. The Fiscal Year 2013 budget remains flat compared to the 2012 Projections. Revenues for electric and natural gas use taxes are expected to remain relatively flat in Fiscal Year 2013.



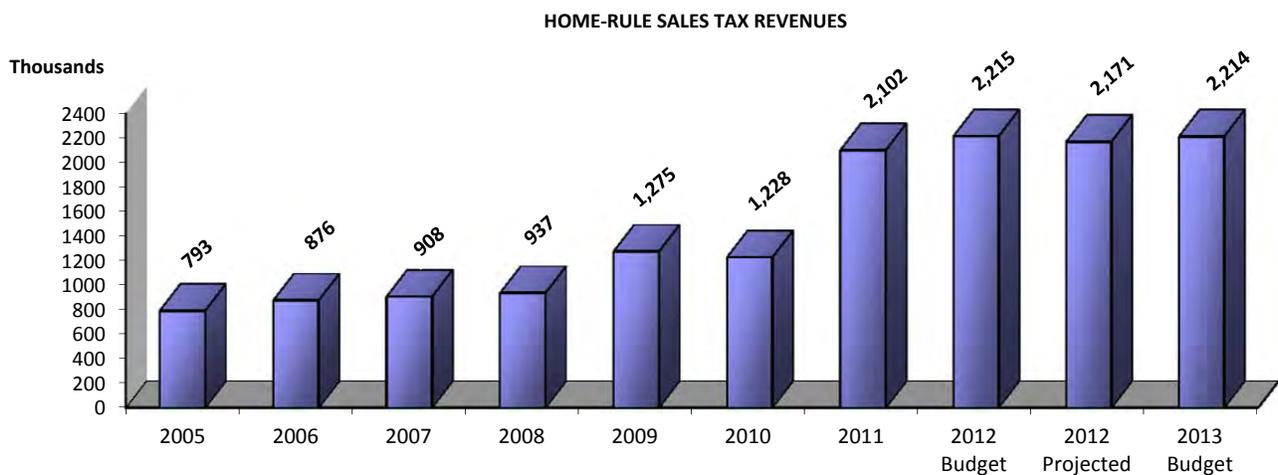
2007 – 2011: Actual Revenues

**Sales and Use Tax** – Another major source of revenue for the Village is sales tax revenues. The Village receives one cent (\$.01) per dollar of retail sales, which is collected by the State and then distributed to the Village. This source of revenue is directly related to economic development activity in the Village and is also influenced by general economic conditions. Revenues increased in 2003 and 2004 due to economic improvements, but decreased in 2005 as a result of the loss of a major retail store. Revenues rebounded in Fiscal Year 2006 through 2008 due to new retail development. Sales tax revenues rose significantly in 2009 due to Insight, a mail-order computer product company, moving its headquarters to the Village and a new larger Menard’s home improvement store that was constructed in the Village. Although sales at other businesses in the Village have declined, sales tax revenues are expected to increase overall in 2011 and 2012 due to Insight moving into the Village. An increase in use tax revenues is expected mirror sales tax. In the future (2013 and beyond), sales tax revenues are expected to pick up due to additional economic development in the new Village Center, and throughout the Village, and an overall improvement in economic conditions.



2005 - 2011: Actual Revenues

**Home-Rule Sales Tax Revenues** – The Village of Hanover Park is a home-rule municipality. State statutes allow home-rule municipalities the ability of imposing an additional sales tax on all retail sales items except food and drugs. This tax may be levied in one-fourth of one percent increments. The Village instituted a home-rule sales tax of one-half of one percent (1/2%) in late Fiscal Year 1995. This revenue has followed the pattern of general sales tax revenue in being impacted by economic development and the performance of the local economy.



2005 – 2011: Actual Revenues

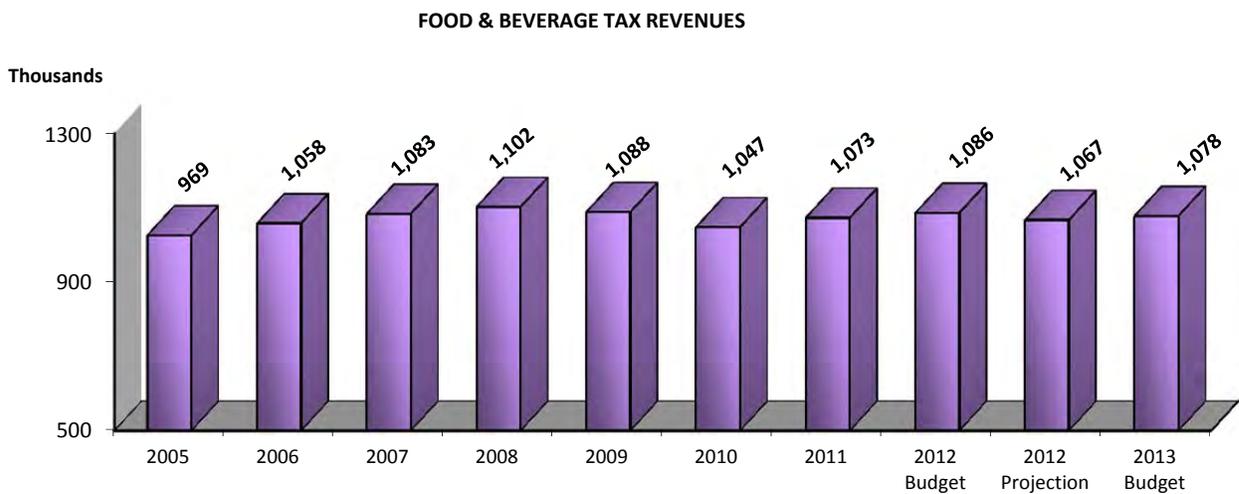
**Real Estate Transfer Tax** – The Village’s real estate transfer tax is \$1.50 per \$500.00 in property value and is paid by the seller of the property. This tax was instituted in late Fiscal Year 1997 to pay for approximately 50% of the annual debt service of the 1996 General Obligation Bond Issue. 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 Fiscal Year 2012. The remainder of the debt is funded with property taxes and fund reserves. An additional benefit of this tax is that the Village is able to collect unpaid accounts receivable balances for water and sewer services and parking tickets before real estate transfer tax stamps are issued.

A significant increase was realized in Fiscal Year 2005 and 2006 due to new residential and industrial development. Since 2007, this revenue has declined due to the downturn in the housing market and a decrease in home values. Revenues decreased further in 2010 and then increased slightly in 2011 over the 2010 actual amount due to an increase in the sale of foreclosed homes and the restarted construction at Church Street Station. The amount allocated to the 2002 General Obligation Refunding Bonds has been eliminated now that the bonds have been paid. All real estate transfer tax revenues will flow through the General fund. Fiscal Year 2013 is projecting a slight increase over the past two years due to expected improvement in the housing market.



2005 - 2011: Actual Revenues

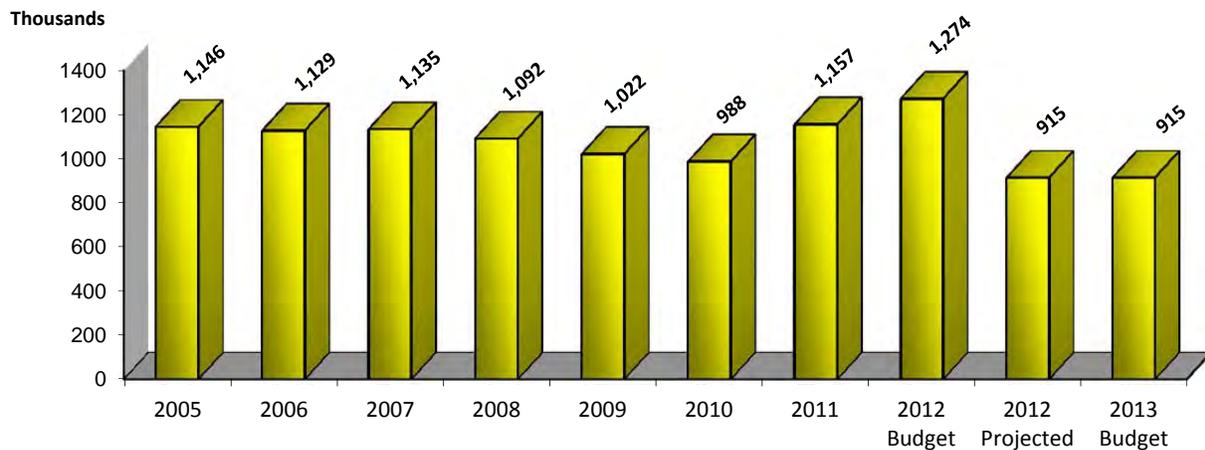
**Food and Beverage Tax Revenues** – The Village implemented a three percent (3%) tax on prepared food and beverages in the 1980s. This revenue has generally increased over the years at inflationary levels. The number of eating establishments in the Village has increased through 2008. In 2009, several restaurants within the Village closed. This, combined with an overall decrease in economic activity, resulted in a decline in revenues in 2009 and in 2010. A slight increase occurred in 2011 and is also projected in Fiscal Year 2012. In Fiscal Year 2013 and future years, this revenue should increase at inflationary levels.



2005 - 2011: Actual Revenues

**Motor Fuel Tax** – This State-shared source of revenue is derived from taxes on gasoline and diesel fuels and is distributed based on population. These revenues are affected by use of motor vehicles and also fluctuations in gasoline prices. This revenue has seen a fairly steady growth through Fiscal Year 2009. A slight decrease is occurred in Fiscal Year 2010 caused by reduced consumption due to economic conditions, but recovered in Fiscal Year 2011. Fiscal Year 2012 revenues are projected at a decrease over 2011 due to a decrease in the Village’s population with the 2010 Census and by reduced consumption due to economic conditions. Fiscal Year 2012 revenues are expected to remain steady as compared to the Fiscal Year 2012.

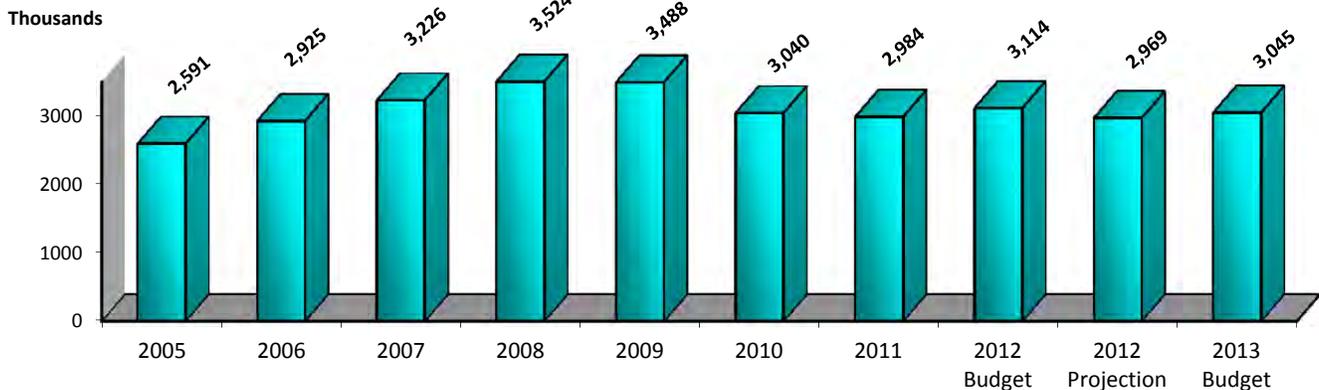
MOTOR FUEL TAX ALLOTMENTS



2005 - 2011: Actual Revenues

**State Income Tax** – This revenue is another State-shared revenue that is distributed based on population. Revenues declined steadily from 2002 through 2004 due to statewide economic conditions. An increase in this revenue was realized in Fiscal Years 2005 through 2008 due to improvement in the economic condition of the State economy and the State’s decrease in the funding of the State Income Tax Refund Account. Fiscal Years 2009 through 2011 revenues steadily declined due to the slowing economy and high unemployment rate. In Fiscal Year 2012, revenues remain fairly consistent due to the slow economic recovery. Future revenues are expected to increase at inflationary levels and the Fiscal Year 2013 is projected at a 1.0% increase over the 2012 projections.

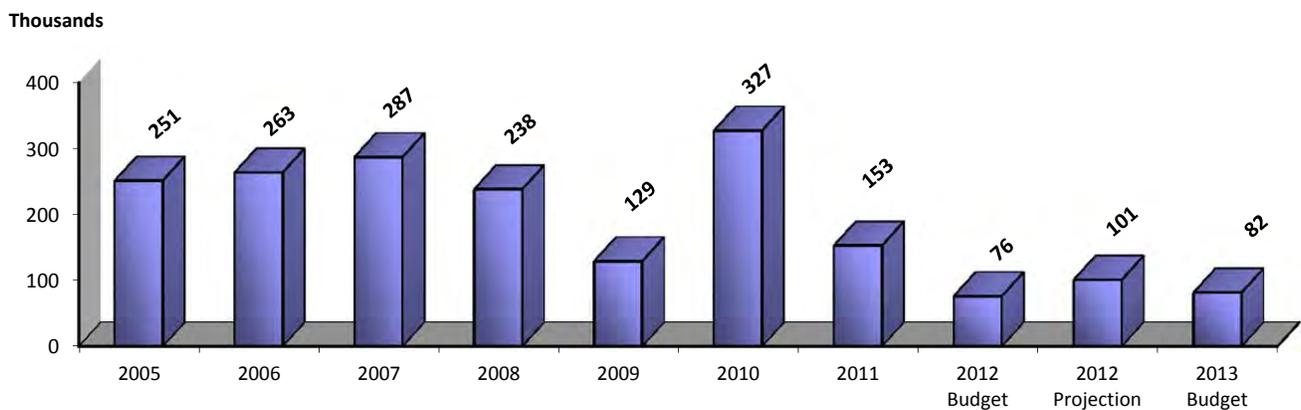
STATE INCOME TAX REVENUES



2005 - 2011: Actual Revenues

**Building Permit Revenue** – Building permit revenues are directly tied to economic growth and development within the Village. The Village experienced the majority of its residential growth in the 60s, 70s and 80s. Growth during the 1990s and through Fiscal Year 2002 was due mainly to development of several business parks within the Village. A new residential development was constructed in the Village beginning in Fiscal Year 2003 through 2008. The actual revenues in those fiscal years reflect this development. Construction of a new mixed-use development, Church Street Station, began in 2005 and continued through 2008 until the developer filed for bankruptcy. A significant portion of construction of the new Church Street Station development in Cook County was in Fiscal Years 2007 and 2008. Construction has begun again in this development by M/I Homes, the developer that bought the property in a bankruptcy sale. This is a transit-oriented development near the commuter station and combines residential and commercial units. Commercial development occurred in 2009 and 2010 in the Village’s Tax Increment Financing Districts. Building activity increased dramatically in 2010 due to the construction of a Nursing Care facility and various large expansion projects in the Village’s industrial parks. Activity is expected to decrease in 2011 and remain close to constant in 2012.

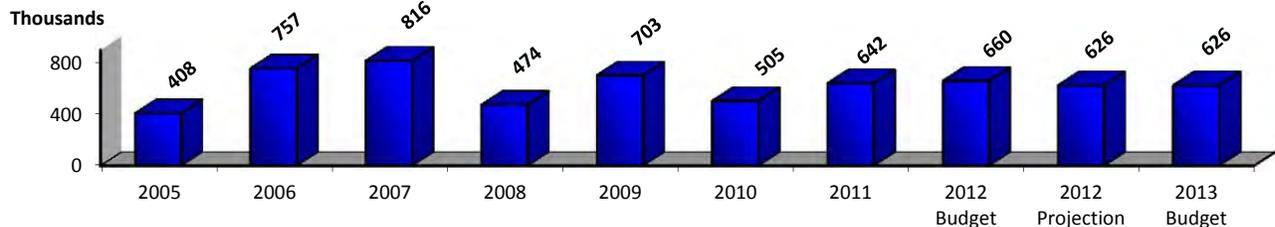
**BUILDING PERMIT REVENUES**



2005 - 2011: Actual Revenues

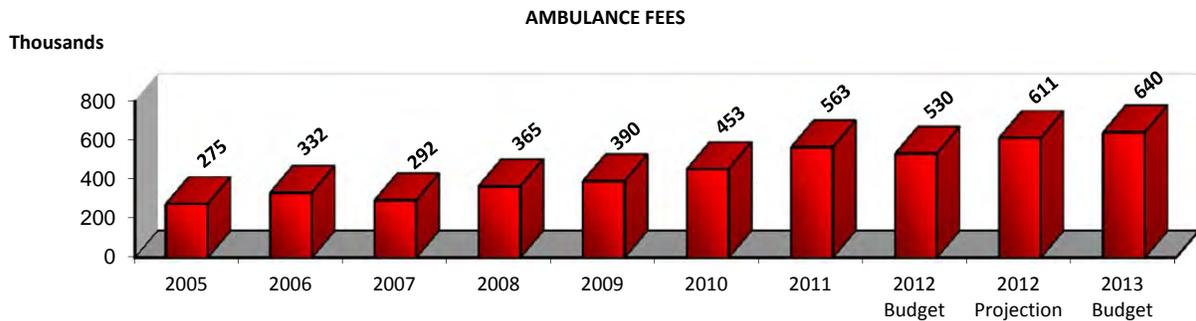
**Vehicle Impoundment Fees** – The Village instituted a \$500 vehicle impoundment fee during Fiscal Year 2004. This revenue is intended to partially offset the substantial cost of police officer time on vehicle impoundments associated with driving under the influence and suspended or revoked license 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. In Fiscal Year 2007, revenues increased due to the addition of two new officers to enforce these violations. Fiscal Year 2008 revenues decreased due to modifications to the ordinance during Fiscal Year 2007 in response to a court case and a reduction of police staffing due to employee absences. Fiscal Year 2011 increased over 2010 and the Village is expecting to remain relatively consistent with the Fiscal Year 2012 projection.

**VEHICLE IMPOUNDMENT FEES**



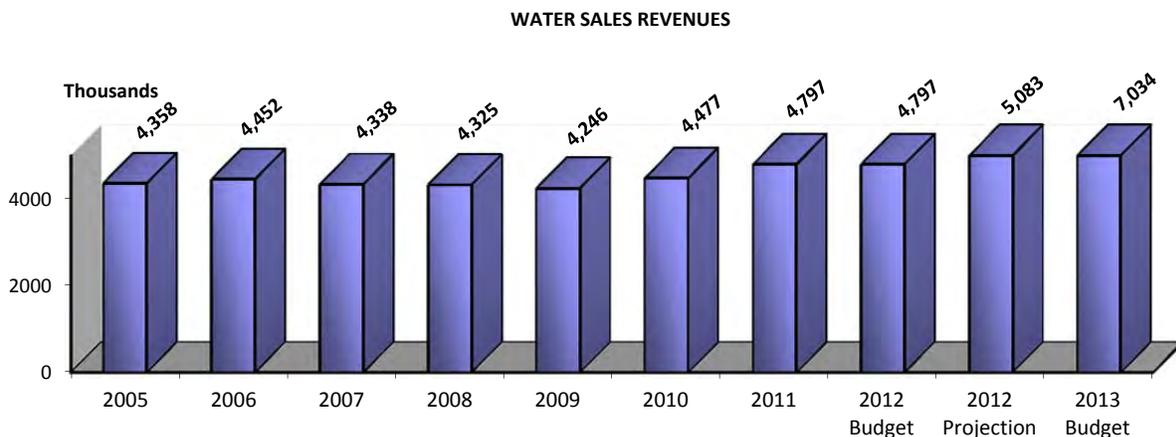
2005-2011: Actual Revenues

**Ambulance Fees** – Ambulance fees are directly associated with Fire Department paramedic activities. Ambulance fees were increased in Fiscal Year 2005 to offset the cost of additional Fire Department personnel. Fiscal Year 2005 includes only a partial year of this increase. Fiscal Year 2006 increased because a full year of the change is included. Fiscal Year 2007 revenues decreased slightly due to the timing of ambulance fee payments. In 2008, the increase in revenue resulted from an increase in call volume. Fiscal Year 2012 fees are expected to rise due to increases in fees. Starting in Fiscal Year 2012, The Fire Department started non-emergency ambulance transfers through the Claremont rehabilitation center.



2005–2011: Actual Revenues

**Water Sales Revenues** – Water revenues are based on the number of gallons used by individual homes and businesses. Water rates are developed to recover the cost of providing potable water to the Village users. 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. Water consumption fluctuated in Fiscal Years 2005 through Fiscal Year 2010, increasing and decreasing due to water consumption changes. In wetter summers, the water consumption would decrease. A slight increase in revenues occurred in Fiscal Year 2011 and the 2012 projection shows a steady increase.

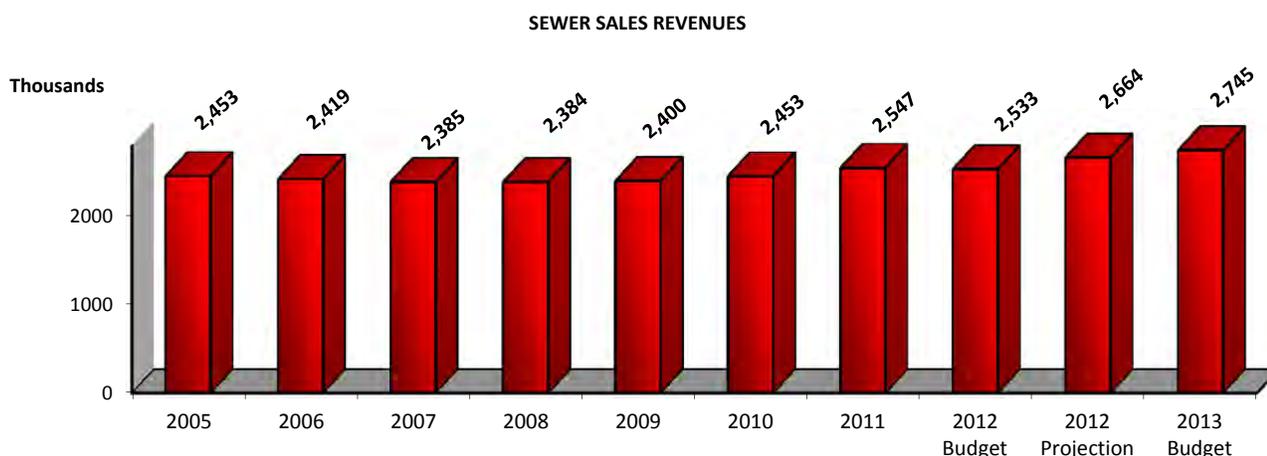


2005 - 2011: Actual Revenues

Because the Village obtains its water from the City, we are subject to any increases the City issues. In January, 2012, the City of Chicago announced a four-year set of rate increases starting in 2012 through 2015. As part of this rate adjustment, the minimum bill consumption amount eliminated and replaced with a flat bi-monthly service fee. Actual Fiscal Year 2013 revenues are budgeted higher due to scheduled water rate increases that go

into effect May 1, 2012. Revenues also increased in Fiscal Year 2011 due to an 8.0% rate increase, Water sales revenues are continually monitored to ensure that they are sufficient to cover operating expenses and partially fund future capital replacements.

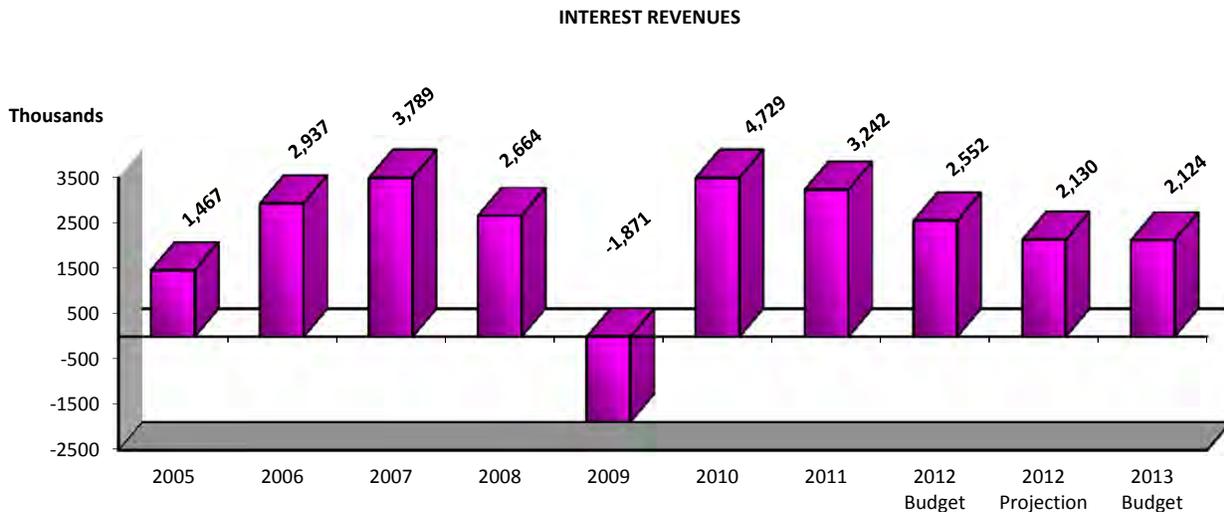
**Sewer Sales Revenues** – Sewer sales revenues have increased and decreased in a similar pattern to water sales. Residents in the Cook County portion of the Village pay reduced rates because their sewage is treated by the Metropolitan Water Reclamation District of Greater Chicago’s treatment facilities, which recover revenues through a property tax levy. DuPage County residents have their sewage treated by the Village’s wastewater treatment plant. Revenues are determined by the amount of water sold to individual homes and businesses. Through 2005, a summer sewer credit based on winter water consumption was applied to two bills each year to reduce the bill for outside watering, which does not enter the sewer system. In Fiscal Year 2006 this credit was expanded to include three bills each year to encompass all the summer months. Fiscal Year 2006 revenues decreased due to the expansion of the summer sewer credit. Fiscal Year 2007 revenues decreased due to the reduced water consumption. Fiscal Years 2008 through 2011 have shown slight increases due to a previous four-year rate increase. Due to the City of Chicago raising water rates again in early calendar year 2012, a four-year rate increase has been approved effective May 1, 2012 through 2015.



2005 - 2011: Actual Revenues

**Interest Revenues** – Interest revenues are an important source of funding for Village services. Interest revenues also include 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 decline in interest rates and losses from equity investments resulted in the significant drop in interest revenues in Fiscal Years 2004 and 2005. Revenues increased in 2006 and 2007 due to an improvement in the stock market and an increase in interest rates. The increase in 2006 was also a result of interest earnings on the unspent proceeds from the 2004 General Obligation Bonds. In Fiscal Year 2008, revenues declined due to lower interest rates and a decline in stock market performance. In 2009, interest rates continued to decline and the stock market dropped by almost 50%. This resulted in negative earning in both pension funds. Fiscal Year 2010 revenues increased due almost entirely to a rebound in the stock market and the recovery in value in the pension funds and interest on fixed income investments. In 2011, revenues are expected to decrease from the 2010 level as the market stabilizes and in 2012 and 2013, revenues are expected to sustain their current rate of growth.



2005 - 2011: Actual Revenues

**EXPENDITURE TRENDS AND PROJECTIONS**

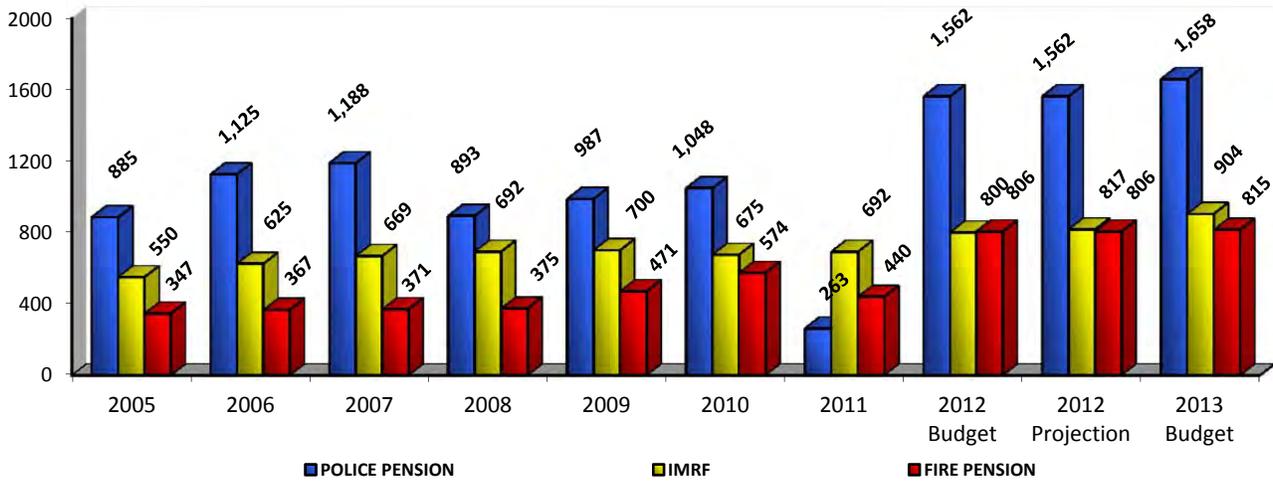
**Personal Services** – Regular salaries and overtime compensation together with various benefits provided to employees make up the single largest expenditure item in the Village’s budget. Total Personal Services expenditures are budgeted at \$24,655,472, approximately 49.64% of total Village expenditures. The Village currently has five unionized labor groups that have collective bargaining agreements. Teamster Local No. 714 represents the Public Works employees. The Police Department has two unions. The Police Patrol Officers represents one and the other is the Police Sergeants. They both belong to 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). The Fiscal Year 2013 budgeted salary amounts include provisions for these contracts. A 0% across the board salary adjustment and 0-2.0% merit increase based on performance is included for non-bargaining unit employees. The total number of full-time employees has been increased by two.

**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 amount of the budgeted employer pension contribution for Police and Fire Pension Funds is based on an annual actuarial analysis. Eligible Police and Fire Department employees contribute 9.91% and 9.455% of their salary to the funds respectively. Participating members in IMRF contribute 4.5% of their annual salary. The Village is required to contribute the remaining amounts necessary to fund the IMRF as specified by statute.

EMPLOYER PENSION CONTRIBUTIONS

Thousands

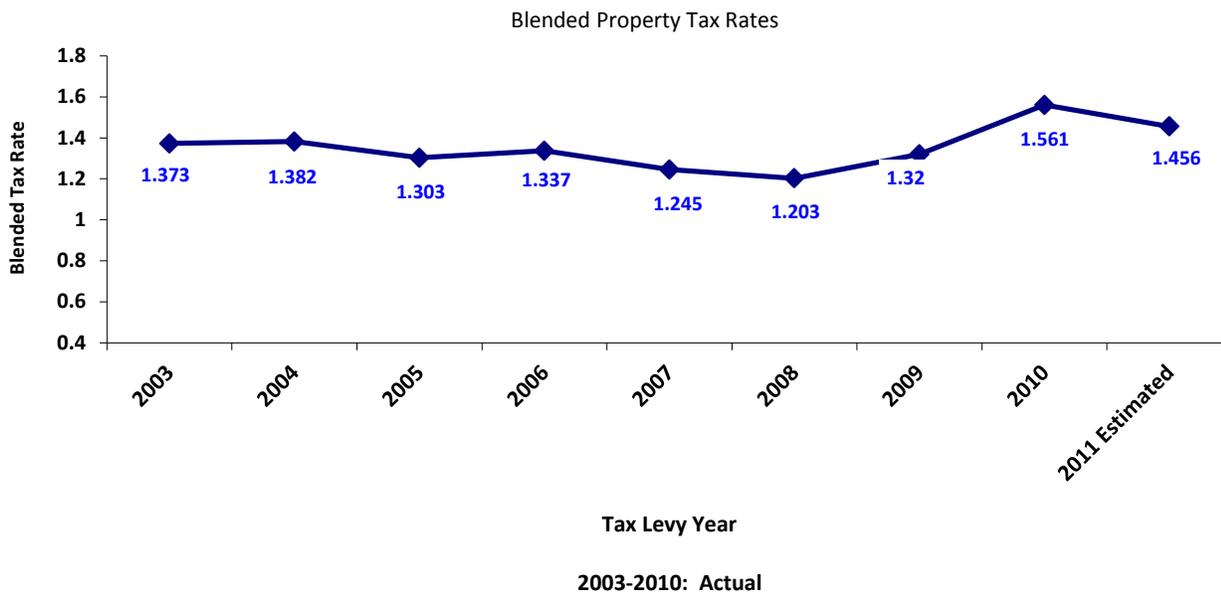


2005 - 2011: Actual Expenditures

All pension fund contributions are expected to increase in Fiscal Year 2013 due to Actuarial analysis and changes in State laws on what % of the pension needs to be funded.

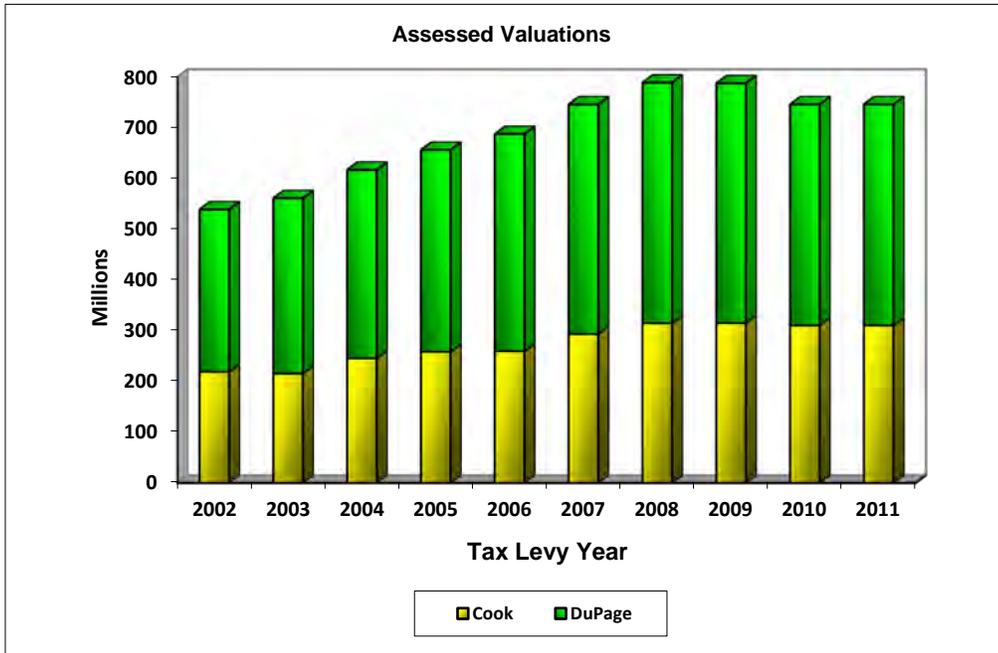
VILLAGE OF HANOVER PARK, ILLINOIS  
Property Tax Levies and Blended Tax Rates

Fiscal Year	2010		2011		2012		2013	
Tax Levy Year	2008 Extended		2009 Extended		2010 Extended		2011 Estimated	
General	\$	4,003,218	\$	4,316,121	\$	4,756,709	\$	4,998,925
General-Fire	\$	4,245,250	\$	4,575,911	\$	4,660,439	\$	4,554,328
Total Corporate	\$	8,248,468	\$	8,892,032	\$	9,417,148	\$	9,553,253
Debt Service								
2001 GO Bonds	\$	463,834	\$	477,687	\$	469,288	\$	-
2002 GO Bonds	\$	172,491	\$	178,645	\$	184,292	\$	-
2004/2011 GO Bonds	\$	285,970	\$	295,427	\$	288,453	\$	639,597
2010 GO Bonds	\$	-			\$	413,617	\$	655,508
2010A GO Bonds					\$	308,996	\$	90,033
Net Debt Service Levy	\$	922,295	\$	951,759	\$	1,664,646	\$	1,385,138
Total Levy	\$	9,170,763	\$	9,843,791	\$	11,081,794	\$	10,938,391



The Village of Hanover Park is located within two counties; DuPage and Cook. The blended tax rate represents an average of both counties. The rate decreased in 2005 and 2007 due to the triennial reassessment in Cook County. The Village rate increased in 2004 as a result of the levy for the 2004 General Obligation Bonds. The bond payments have been structured so that future debt service levies will remain flat. The total levy increased in 2010 and 2011 due to the additional Debt Service Bonds but it is expected to remain relatively flat in 2011 Levy year. In Fiscal Year 2013, the General Fund levy includes a 1.3% decrease due to a refinancing of the 2004 Debt Service Bonds. .

Assessed Valuations/  
Annual Tax Levies

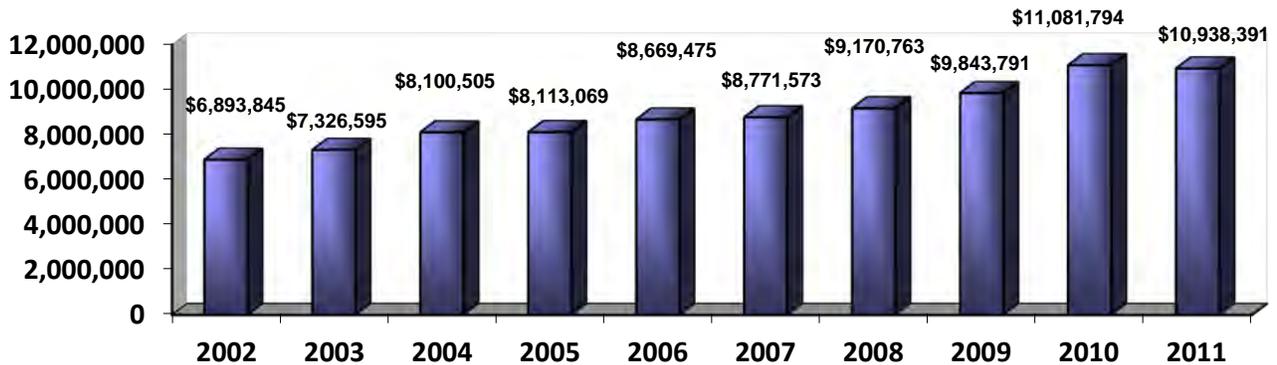


Total Assessed Value In Millions	
2002	539,115
2003	561,449
2004	617,180
2005	656,485
2006	687,946
2007	746,188
2008	789,205
2009	787,824
2010	746,334
2011	746,334

2002-2009: Actual    2010: Estimated    2011: Projected

The Village's total assessed value has increase steadily through 2008. The EAV in 2009 remained flat in Cook County and decreased 1.00% in DuPage County for an overall decrease of about 1%. In 2010, the EAV decreased in Cook County and DuPage County due to a decline in property values. The estimated EAV for the 2011 Tax Levy is expected to remain flat.

Annual Tax Levies



2002-2010: Actual Extended Levy    2011: Estimated Levy

The levy increases have been limited to no more than 5% except in 2004. The total levy increase is higher in 2004 as a result of the issuance of the 2004 General Obligation Bonds. The General Fund levy, including fire, increased approximately 5% in 2004. The 2010 Levy increased due to the issuance of the 2010 and 2010A General Obligation Bonds to build the new Police Station. The 2011 Levy is expected to decrease due to a refinancing of the 2004 General Obligation Bonds.

## BUDGET SUMMARY

**Budget Summary-Total by Fund-Revenues and Other  
Financing Sources**

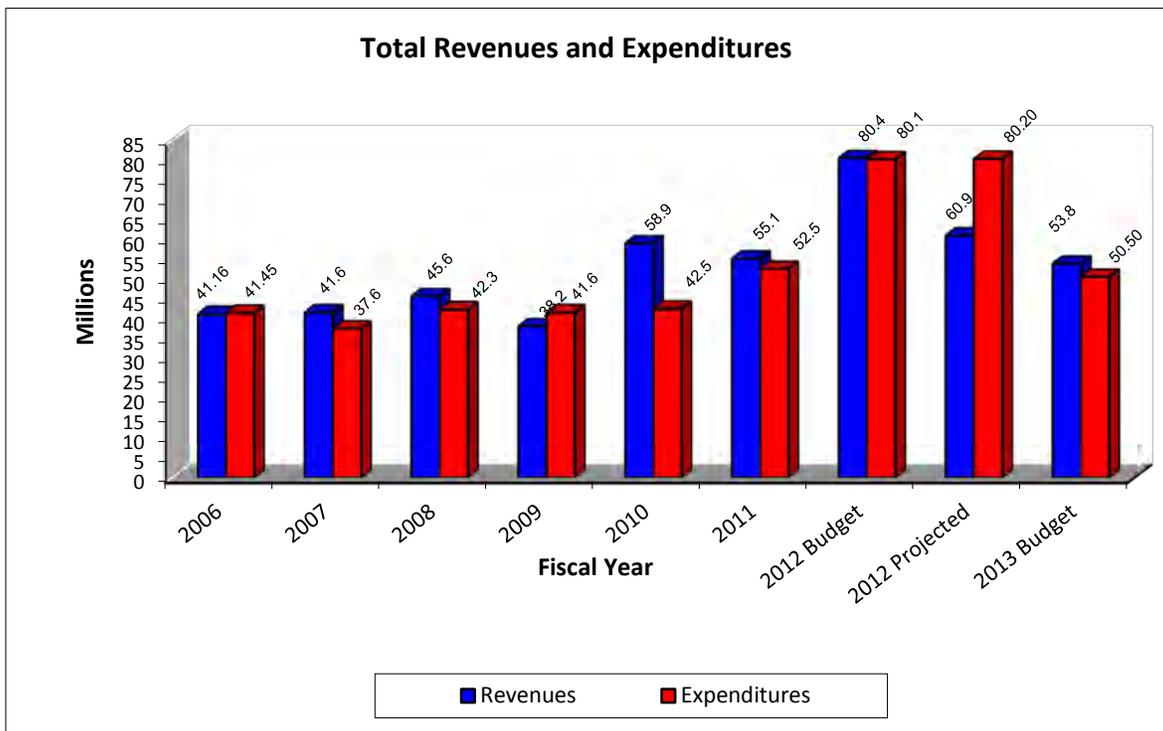
**Budget Summary-Total by Fund-Expenditures and Other  
Financing Uses**

**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**



**Fiscal years 2006 through 2011: Actual Revenues and Expenditures**

Increase in revenues and expenditures in the 2010 fiscal year and the 2012 budget and 2012 projected is due to the issuance and of bonds and the related expenditures for the construction of the new police station

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary - Total by Fund  
 Fiscal Year Ending April 30, 2013

Fund	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>					
General	\$ 23,779,474	\$ 26,195,317	\$ 29,680,541	\$ 29,465,217	\$ 27,776,277
Special Revenue Funds					
Road and Bridge	179,596	261,372	260,000	129,953	115,203
Motor Fuel Tax	1,029,739	1,601,607	2,651,613	1,552,572	2,421,359
	<u>1,209,335</u>	<u>1,862,979</u>	<u>2,911,613</u>	<u>1,682,525</u>	<u>2,536,562</u>
Debt Service Funds					
2001 General Obligation Bonds	448,189	461,525	461,319	460,503	-
TIF Debt Service	2,487,355	-	-	-	-
SSA Debt Service	174,964	11	127	-	-
2002 General Obligation Bond	336,859	397,614	684,000	1,003,830	-
2011 General Obligation Bonds	275,938	284,504	7,341,949	7,341,199	639,847
2010 General Obligation Bonds	-	167,264	515,715	583,774	835,896
2010A General Obligation Bonds	-	54,383	298,906	402,849	299,388
	<u>3,723,305</u>	<u>1,365,301</u>	<u>9,302,016</u>	<u>9,792,155</u>	<u>1,775,131</u>
Capital Projects Funds					
SSA #3	36,744	45,353	23,175	21,000	20,425
SSA #4	53,742	19,158	30,600	22,619	29,845
SSA #6	-	36	79,792	79,762	77,038
General Capital Projects	677,324	870,681	1,582,100	1,615,216	1,565,682
TIF #2 Capital Projects	2,001,308	3,202,953	3,076,000	865,533	-
TIF #3	938,138	733,743	2,950,000	702,860	678,250
SSA #5	360,021	361,749	174,386	174,269	367,710
TIF #4	330,217	244,038	750,000	357,544	342,954
Municipal Building Fund	10,615,009	5,923,008	14,977,785	1,267,213	-
	<u>15,012,503</u>	<u>11,400,719</u>	<u>23,643,838</u>	<u>5,106,016</u>	<u>3,081,904</u>
Enterprise Funds					
Water and Sewer	7,651,560	7,988,661	8,196,833	8,331,370	10,870,398
Commuter Parking Lot	275,636	266,809	467,778	355,945	359,556
Hanover Square	-	-	-	165,976	653,220
	<u>7,927,196</u>	<u>8,255,470</u>	<u>8,664,611</u>	<u>8,853,291</u>	<u>11,883,174</u>
Internal Service Fund					
Central Equipment	576,304	261,153	862,000	911,707	1,546,207
Employee Benefits	88,224	-	92,000	1,020,792	-
	<u>664,528</u>	<u>261,153</u>	<u>954,000</u>	<u>1,932,499</u>	<u>1,546,207</u>
Trust and Agency Funds					
Police Pension	4,337,888	3,676,677	3,396,720	3,269,852	3,356,876
Fire Pension	2,305,083	2,067,604	1,844,774	1,814,374	1,831,980
	<u>6,642,971</u>	<u>5,744,281</u>	<u>5,241,494</u>	<u>5,084,226</u>	<u>5,188,856</u>
<b>Total Revenues</b>	<u>\$ 58,959,312</u>	<u>\$ 55,085,220</u>	<u>\$ 80,398,113</u>	<u>\$ 61,915,929</u>	<u>\$ 53,788,111</u>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary - Total by Fund  
 Fiscal Year Ending April 30, 2013

Fund	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures and Other Financing Uses</b>					
General	\$ 23,966,989	\$ 25,267,861	\$ 28,698,308	\$ 30,050,535	\$ 27,776,277
Special Revenue Funds					
Road and Bridge	130,793	242,308	260,600	79,911	115,203
Motor Fuel Tax	1,260,528	1,501,848	2,651,613	1,582,251	2,421,359
	<u>1,391,321</u>	<u>1,744,156</u>	<u>2,912,213</u>	<u>1,662,162</u>	<u>2,536,562</u>
Debt Service Funds					
2001 General Obligation Bonds	452,533	450,875	453,654	613,517	-
TIF Debt Service	3,909,901	1,310,369	-	-	-
SSA Debt Service	319,800	12,962	-	-	-
2002 General Obligation Bond	672,089	673,789	684,000	683,314	-
2010 General Obligation Bonds	-	354,760	515,710	515,810	795,360
2010A General Obligation Bonds	-	-	298,907	298,557	299,388
2011 General Obligation Bonds	278,849	278,849	7,279,474	7,332,474	639,847
	<u>5,633,172</u>	<u>3,081,604</u>	<u>9,231,745</u>	<u>9,443,672</u>	<u>1,734,595</u>
Capital Projects Funds					
SSA #3	16,172	16,384	23,175	21,000	20,400
SSA #4	24,239	26,210	30,600	29,800	29,800
SSA #6	-	421,842	79,752	36,288	77,013
General Capital Projects	551,661	2,442,471	1,772,100	1,772,100	1,304,182
TIF #2 Capital Projects	353,082	514,658	3,076,000	5,661,361	-
TIF #3	568,609	397,282	5,750,000	3,587,337	655,545
SSA #5	281,948	274,070	173,980	174,230	234,000
TIF #4	368,635	537,987	750,000	398,036	223,185
Municipal Building Fund	370,713	6,469,777	13,843,172	12,017,256	-
	<u>2,535,059</u>	<u>11,100,681</u>	<u>25,498,779</u>	<u>23,697,408</u>	<u>2,544,125</u>
Enterprise Funds					
Water and Sewer	7,858,388	9,415,143	10,246,398	10,010,267	10,870,398
Commuter Parking Lot	329,760	330,387	467,778	355,945	359,556
Hanover Square	-	-	-	348,824	465,590
	<u>8,188,148</u>	<u>9,745,530</u>	<u>10,714,176</u>	<u>10,715,036</u>	<u>11,695,544</u>
Internal Service Fund					
Central Equipment	363,884	581,434	862,000	911,707	1,546,207
Employee Benefits	248,901	249,117	90,000	-	-
	<u>612,785</u>	<u>830,551</u>	<u>952,000</u>	<u>911,707</u>	<u>1,546,207</u>
Trust and Agency Funds					
Police Pension	1,279,516	1,451,078	1,400,419	1,396,244	1,785,689
Fire Pension	472,601	494,186	714,050	764,004	912,431
	<u>1,752,117</u>	<u>1,945,264</u>	<u>2,114,469</u>	<u>2,160,248</u>	<u>2,698,120</u>
<b>Total Expenditures</b>	<u>\$ 44,079,591</u>	<u>\$ 53,715,647</u>	<u>\$ 80,121,690</u>	<u>\$ 78,640,768</u>	<u>\$ 50,531,430</u>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary - Total by Category and Fund  
 Fiscal Year Ending April 30, 2013

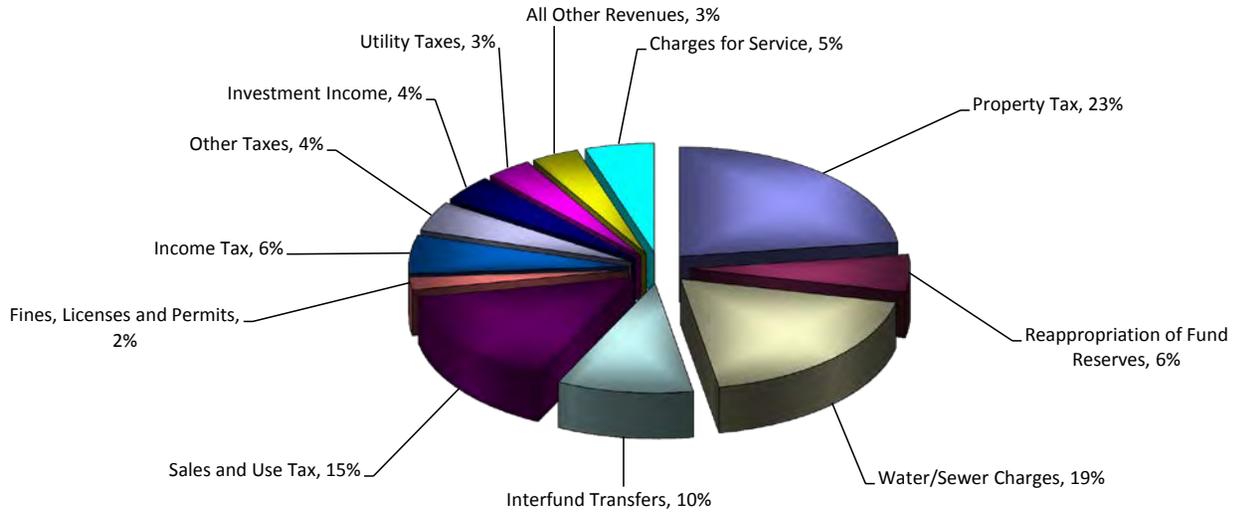
	General	Road and Bridge	Motor Fuel Tax	2010 GO Bond	2010A GO Bond	2011 GO Bond	SSA #3	SSA #4	SSA #5	SSA #6
<b>Revenues and Other Financing Sources</b>										
Property Taxes	9,553,253	101,411	-	655,508	45,017	639,597	20,400	29,800	367,429	-
Utility Taxes	1,830,382									
Sales and Use Tax	7,984,149									
Other Taxes	4,439,923	2,987	915,149							77,013
<b>Total Taxes</b>	<b>23,807,707</b>	<b>104,398</b>	<b>915,149</b>	<b>655,508</b>	<b>45,017</b>	<b>639,597</b>	<b>20,400</b>	<b>29,800</b>	<b>367,429</b>	<b>77,013</b>
Licenses and Permits	380,847									
Charges for Services	1,802,441									
Fines and Forfeits	618,770									
Investment Income	31,344	7,200	9,000	100	100	250	25	45	281	25
Miscellaneous	462,661	-	10,550	180,288	104,698					
Interfund Transfers	422,507									
Reappropriation	250,000	3,605	1,486,660		149,573					
<b>Total Revenues</b>	<b>27,776,277</b>	<b>115,203</b>	<b>2,421,359</b>	<b>835,896</b>	<b>299,388</b>	<b>639,847</b>	<b>20,425</b>	<b>29,845</b>	<b>367,710</b>	<b>77,038</b>
<b>Expenditures and Other Financing Uses</b>										
Personal Services	19,078,470		130,665							
Commodities	1,293,334		210,000							
Contractual Services	6,446,041	95,203	430,694	250	250	250	20,400	29,800	84,000	37,000
Debt Service	-			795,110	299,138	639,597				40,013
Transfers	958,432									
Capital Outlay	-	20,000	1,650,000						150,000	
<b>Total Expenditures/Expenses</b>	<b>27,776,277</b>	<b>115,203</b>	<b>2,421,359</b>	<b>795,360</b>	<b>299,388</b>	<b>639,847</b>	<b>20,400</b>	<b>29,800</b>	<b>234,000</b>	<b>77,013</b>

Note: Removed all funds from summary that were closed in 2012 or prior

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary - Total by Category and Fund  
 Fiscal Year Ending April 30, 2013  
 (Continued)

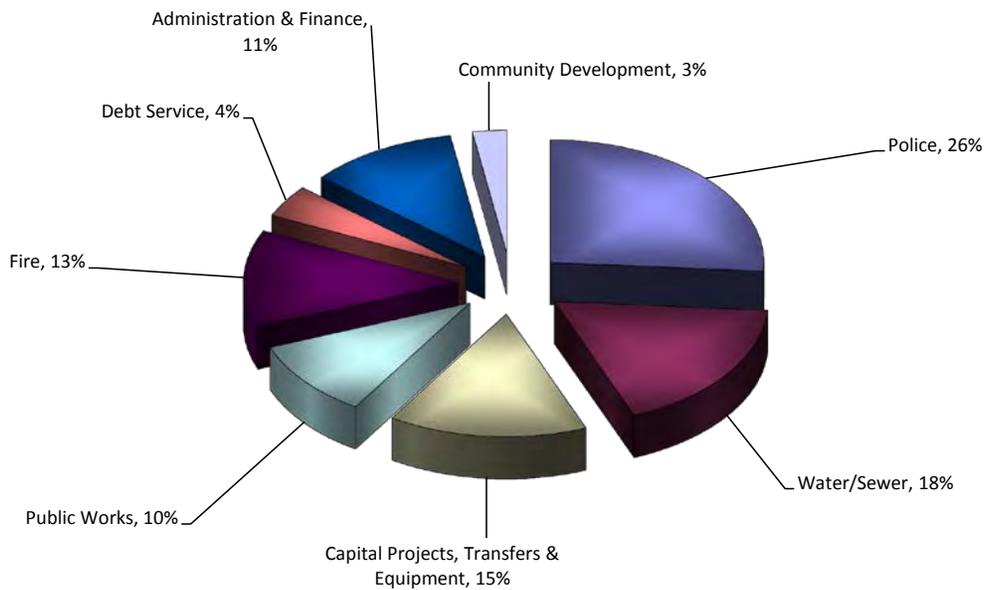
	TIF #3	TIF #4	Water and Sewer	Municipal Commuter Lot	Hanover Square Fund	Central Equipment	Police Pension	Fire Pension	Total
<b>Revenues and</b>									
<b>Other Financing Sources</b>									
Property Taxes	677,500	228,569	-	-	-	-	-	-	12,318,484
Utility Taxes	-	-	-	-	-	-	-	-	1,830,382
Sales and Use Tax	-	-	-	-	-	-	-	-	7,984,149
Other Taxes	-	-	-	-	-	-	-	-	5,435,072
<b>Total Taxes</b>	<b>677,500</b>	<b>228,569</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,568,087</b>
Licenses and Permits	-	-	4,800	-	-	-	-	-	385,647
Charges for Services	-	-	10,107,708	289,478	653,220	-	-	-	12,852,847
Fines and Forfeits	-	-	-	-	-	-	-	-	618,770
Investment Income	6,000	100	13,600	-	-	40,115	1,260,000	755,227	2,124,162
Miscellaneous	7,500	114,285	301,500	-	-	-	439,170	261,456	1,882,108
Transfers	1,552,182	-	-	-	-	943,017	1,657,706	815,297	5,390,709
Reappropriation	-	-	442,790	70,078	-	563,075	-	-	2,965,781
<b>Total Revenues</b>	<b>678,250</b>	<b>342,954</b>	<b>10,870,398</b>	<b>359,556</b>	<b>653,220</b>	<b>1,546,207</b>	<b>3,356,876</b>	<b>1,831,980</b>	<b>53,788,111</b>
<b>Expenditures and</b>									
<b>Other Financing Uses</b>									
Personal Services	50,545	-	2,622,380	176,030	-	-	1,716,389	850,993	24,625,472
Commodities	-	-	185,909	14,394	-	-	1,000	2,333	1,706,970
Contractual Services	-	305,000	6,185,332	119,132	465,590	-	68,300	59,105	14,461,632
Debt Service	-	-	364,027	-	-	49,707	-	-	2,147,579
Interfund Transfers	-	-	573,750	-	-	-	-	-	1,680,095
Capital Outlay	1,304,182	300,000	939,000	50,000	-	1,496,500	-	-	5,909,682
<b>Total Expenditures/Expenses</b>	<b>655,545</b>	<b>223,185</b>	<b>10,870,398</b>	<b>359,556</b>	<b>465,590</b>	<b>1,546,207</b>	<b>1,785,689</b>	<b>912,431</b>	<b>50,531,430</b>

**Where the Money Comes From  
\$53,788,111**



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

**Where the Money Goes  
\$50,531,430**



Public Safety, including the Police and Fire, accounts for 39% of Village expenditures. Public Works provides for the construction and maintenance of Village equipment, buildings and infrastructure including streets, storm sewers and the commuter parking lot. Capital projects are significantly lower than previous years due to the completion of the construction of the new Police Station.

VILLAGE OF HANOVER PARK, ILLINOIS  
Budget Summary by Account-All Funds  
Fiscal Year Ending April 30, 2013

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.01-00	Real Property Tax	\$ 12,715,734	\$ 12,630,700	\$ 12,224,737	\$ 12,608,185	\$ 11,799,444
311.02-00	Personal Prop.Replacement	83,336	92,788	82,039	86,633	88,002
311.04-00	Township Tax Levy	107,255	106,816	115,542	100,407	101,411
311.90-00	S.S.A. #3, 4, 5 & 6 Property Tax	419,537	393,470	294,036	294,036	494,642
312.01-00	Simplified Telecommunications	1,220,183	1,104,014	1,287,678	1,107,208	1,107,208
312.02-00	Natural Gas Use Tax	199,387	204,223	206,072	140,000	142,800
312.03-00	Electric Use Tax	401,794	441,848	458,234	458,234	467,399
313.01-00	Sales Tax	3,060,616	4,905,059	4,997,670	5,068,842	5,170,219
313.02-00	Use Tax	456,482	554,064	479,582	577,190	599,974
313.03-00	Home Rule Sales Tax	1,227,564	2,101,878	2,215,018	2,170,546	2,213,956
313.04-00	Real Estate Transfer Tax	167,871	223,762	195,072	250,000	308,184
313.05-00	Hotel/Motel Tax	33,614	32,979	35,886	36,000	36,720
314.01-00	Food & Beverage Tax	1,047,406	1,072,674	1,085,757	1,066,875	1,077,544
314.03-00	Motor Fuel Tax	988,216	1,156,778	1,273,786	915,149	915,149
315.01-00	State Income Tax	3,040,184	2,984,408	3,114,205	2,968,734	3,045,435
<b>Total Taxes</b>		<b>25,169,179</b>	<b>28,005,461</b>	<b>28,065,314</b>	<b>27,848,039</b>	<b>27,568,087</b>
321.01-00	Business Licenses	87,011	86,375	89,124	89,124	90,015
321.02-00	Liquor Licenses	37,918	59,570	50,800	44,309	45,195
321.03-00	Contractor Licenses	35,430	40,230	33,528	23,528	23,999
321.04-00	Vendor/Solicitor Licenses	485	1,115	883	250	250
321.06-00	Animal Licenses	1,385	1,186	1,422	600	500
321.07-00	Penalties on Licenses	9,136	10,194	11,353	12,028	12,183
321.08-00	Multi-Family Licenses	47,063	91,500	88,621	87,225	87,225
321.09-00	Single Family Rental Licenses	68,325	66,275	43,561	78,300	37,800
322.01-00	Building Permits-Cook	191,077	80,205	26,125	44,645	31,500
322.02-00	Building Permits-DuPage	135,850	72,465	50,000	56,095	50,000
322.03-00	Sign Permits	4,710	2,902	4,064	4,100	4,000
322.10-00	Wastewater Discharge	6,000	3,000	-	3,900	3,000
<b>Total Licenses and Permits</b>		<b>624,390</b>	<b>515,017</b>	<b>399,481</b>	<b>444,104</b>	<b>385,667</b>
323.01-00	Solid Waste Franchise Fee	111,862	112,972	117,404	113,745	113,746
323.02-00	Building Reinspect Fee	1,540	95	2,500	1,200	1,500
323.03-00	Inspection Fees - Misc	-	1,305	-	500	-
323.05-00	Plan Review-Comm Devel	46,715	15,800	20,000	14,000	20,000
323.07-00	Cable Franchise Fee	292,335	345,380	294,784	352,838	359,895
323.09-00	Parking Lot Meter Fees	105,790	118,945	118,793	118,793	121,169
323.10-00	Parking Lot Permit Fees	164,508	170,440	168,289	168,289	168,289
323.12-00	Ambulance Fees	452,572	562,856	530,000	610,500	640,000
323.12-01	Non-911 Ambulance Transport	-	-	92,000	6,000	36,800
323.13-00	CPR Fees	3,084	1,600	2,200	2,500	3,000
323.14-00	Vehicle Impoundment Fees	504,500	642,400	660,000	626,000	626,000
323.16-00	ADT Administrative Fee	-	3,331	-	2,578	-
323.17-00	Pulic Safety Admin Fee	-	4,900	-	1,500	1,500
344.01-00	Water Sales-Cook Cty	2,218,577	2,414,500	2,500,566	2,558,584	3,493,397
344.02-00	Water Sales-DuPage Cty	2,258,882	2,382,427	2,474,146	2,524,598	3,540,425
345.01-00	Sewer Sales-Cook Cty	712,396	751,844	739,915	785,826	809,959
345.02-00	Sewer Sales-DuPage Cty	1,740,121	1,795,201	1,793,132	1,877,825	1,935,493
346.00-00	Water Penalties	169,633	181,500	186,671	195,790	190,400
347.01-00	Water Tap-On Fees-Cook	51,411	38,753	46,626	48,000	56,666
347.02-00	Water Tap-On Fees-DuPage	-	-	-	4,497	9,444
348.01-00	Sewer Tap-On Fees-Cook	51,041	37,978	45,693	48,000	55,532
348.02-00	Sewer Tap-On Fees-DuPage	-	-	-	2,203	9,254
349.01-00	Water Meters-Cook Cty	6,589	6,024	7,303	6,294	6,169
349.02-00	Water Meters-DuPage Cty	1,791	258	26	1,400	969
<b>Total Charges for Services</b>		<b>8,893,347</b>	<b>9,588,509</b>	<b>9,800,048</b>	<b>10,071,460</b>	<b>12,199,607</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary by Account-All Funds  
 Fiscal Year Ending April 30, 2013

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
Revenues and Other Financing Sources (Continued)						
351.01-00	Traffic Fines-Cook	126,457	106,850	190,000	111,544	110,000
351.02-00	Traffic Fines-DuPage	43,539	30,934	46,000	38,466	38,000
351.03-00	Ordinance Violations	197,456	210,525	304,800	268,720	269,000
351.04-00	Warning Tickets	610	945	953	100	100
351.05-00	Police False Alarm Fines	6,200	9,925	5,000	7,500	6,100
351.06-00	DUI Fines	100,251	-	2,850	2,850	2,850
351.07-00	Fire False Alarm Fines	4,210	6,090	7,500	5,357	5,000
351.08-00	Traffic Court Supervision	13,775	-	3,700	-	53,700
351.09-00	Fines-Red Light Cameras	138,345	145,450	161,000	131,520	131,520
351.10-00	Kennel Fees	-	2,215	1,500	1,700	2,500
Total Fines and Forfeits		630,843	512,934	723,303	567,757	618,770
361.00-00	Interest on Investments	1,147,446	940,542	1,105,569	701,500	691,643
362.00-00	Net Change in Fair Value	3,581,898	2,301,104	1,446,568	1,428,586	1,432,519
Total Investment Income		4,729,344	3,241,646	2,552,137	2,130,086	2,124,162
363.00-00	Printed Materials	7,720	6,456	7,000	7,000	7,000
364.00-00	Rental Income	314,518	263,822	276,806	291,900	291,900
365.70-00	Police Pension Contributions	406,544	439,927	433,412	433,412	439,170
365.71-00	Fire Pension Contributions	256,725	260,615	258,516	258,516	261,456
365-80.00	Repayment of Refunds	-	20,877	-	42,000	-
367.00-00	Drug Forfeiture	73,721	5,647	3,000	3,000	3,000
368.00-00	Declared IPBC Dividend	111,018	6,687	92,000	-	-
380.02-00	Reimb Expenditures	6,213	409,131	-	-	10,550
380.03-00	Reimb Exp-ILEOT Board	14,456	12,962	9,000	9,000	9,000
380.04-00	Reimb Exp-Property Damage	3,173	7,536	13,607	9,029	4,000
380.06-00	Reimb Exp-Police Programs	6,203	36,685	600	150,600	600
380.07-00	Reimb Exp-Fire	9,828	13,472	10,000	8,250	10,000
380.09-00	Reimb Exp-Miscellaneous	98,371	107,913	98,949	237,448	140,285
380.11-00	Reimb Exp-MFT	18,693	29,147	10,550	13,389	-
380.15-00	IL EMA Disaster Grant	1,171	61,797	2,032	2,032	-
380.16-00	IDOT Reimbursement	-	43,904	-	19,539	-
380.17-00	DuPage Cty Mowing Reimb	14,959	14,959	15,240	15,000	15,000
380.18-00	FEMA Grant	31,500	-	-	-	-
380.26-00	ILEAS Reimbursement	-	800	813	3,437	-
380.27-00	Hazardous Materials	-	-	5,000	23,250	5,000
380.28-00	OJP Bullet Proof Vest	-	8,135	1,500	3,302	3,600
380.30-00	CCC Printing/Outreach Grant	-	-	4,572	4,572	-
380.32-00	IDOT Highway Safety Grant	-	-	-	18,288	-
380.33-00	SAFER Grant-Federal	43,227	18,000	18,288	418	-
380.36-00	Fire Corp	2,529	511	418	-	418
380.37-00	Energy Efficiency Grant	53,913	87,687	-	-	-
380.38-00	BAB Federal Subsidy	-	106,170	284,695	284,695	284,986
385.00-00	Rental Income	-	-	-	165,976	653,220
389.03-00	Miscellaneous Income	41,035	89,784	117,256	120,524	118,353
389.06-00	Fire District Transfer	-	57	-	-	-
389.07-00	Corporate Partnership Prog	-	-	-	4,700	4,700
389.08-00	Loan Interest-DuPage Mayors	937	97	813	89	90
389.09-00	Leachate Treatment Rev	332,967	320,853	338,036	227,510	273,000
Total Miscellaneous		1,849,421	2,373,631	2,002,103	2,356,876	2,535,328

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary by Account-All Funds  
 Fiscal Year Ending April 30, 2013

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
Revenues and Other Financing Sources (Continued)						
391.01-00	Transfer from General Fund	3,207,762	2,638,397	4,334,804	5,446,448	4,119,858
391.14-00	Transfer from SSA #4	339	-	-	-	-
391.16-00	Transfer from SSA #6	-	-	-	-	40,013
391.31-00	Transfer from Capital Projects	-	900,000	-	-	-
391.33-00	Transfer from TIF #3	500,000	269,316	273,615	273,615	-
391.37-00	Transfer from TIF #4	200,000	200,000	203,200	-	107,900
391.40-00	Transfer from 2001 GODS	-	-	-	159,579	-
391.43-00	Transfer from TIF #2 Debt Service	2,174,000	1,310,369	-	-	-
391.44-00	Transfer from SSA DS Fund	-	12,962	-	-	-
391.50-00	Transfer from Water & Sewer	175,306	531,108	1,074,388	605,798	1,122,938
391.65-00	Transfer from Comp Abs	-	-	1,109,213	1,109,213	-
391.66-00	Transfer from Employee Benefits	-	-	1,528,619	1,528,619	-
Total Interfund Transfers		<u>6,257,407</u>	<u>5,862,152</u>	<u>8,523,839</u>	<u>9,123,272</u>	<u>5,390,709</u>
392.01-00	Gain on Sale of Capital Assets	827,033	40,273	20,320	10,160	-
392.02-00	Loss on Sale of Capital Assets	(21,652)	(54,403)	-	-	-
393.95-00	GO Bonds	10,000,000	5,000,000	7,030,000	7,030,000	-
393.96-00	Premium on 2011 Bonds	-	-	32,475	32,475	-
399.00-00	Reappropriation	-	-	21,249,093	1,280,908	2,965,781
Total Other		<u>10,805,381</u>	<u>4,985,870</u>	<u>28,331,888</u>	<u>8,353,543</u>	<u>2,965,781</u>
Total Revenues and Other Financing Sources		<u><u>58,959,312</u></u>	<u><u>55,085,220</u></u>	<u><u>80,398,113</u></u>	<u><u>60,895,137</u></u>	<u><u>53,788,111</u></u>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary by Account-All Funds  
 Fiscal Year Ending April 30, 2013

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures and Other Financing Uses</b>						
1-03	Refunds	-	-	-	45,000	45,000
1-11	Salaries-Regular	13,179,676	13,316,996	13,938,457	14,034,751	13,750,318
1-12	Salaries-Part Time	619,450	669,822	761,223	696,141	708,501
1-21	Overtime Compensation	1,208,998	1,142,137	1,103,368	1,263,378	1,027,997
1-22	Court Appearances	136,485	157,153	133,500	150,529	149,000
1-23	Holiday Pay	132,873	140,098	141,061	154,645	150,100
1-26	Compensation Adjustment	9,629	9,253	8,400	10,000	8,400
1-27	Language Proficiency	16,055	18,529	21,500	22,500	22,500
1-28	On-Call Premium Pay	23,716	25,933	28,706	33,816	35,356
1-29	Employee Incentive	21,214	30,084	26,950	30,000	26,950
1-41	State Retirement	675,265	691,878	800,319	816,962	903,791
1-42	Social Security	980,217	976,356	1,050,815	1,074,091	1,036,229
1-43	Police/Fire Pension	3,289,032	3,788,680	4,364,086	4,376,869	4,880,413
1-44	Employee Insurance	2,748,828	2,754,467	2,995,156	3,052,022	1,689,922
1-45	Special Pension	47,622	42,679	47,068	47,068	34,076
1-46	Unempl Compensation	32,315	72,111	29,812	32,978	105,319
1-50	OPEB	265,414	261,434	104,102	23,370	24,600
1-69	Portability Transfer	-	47,434	-	-	27,000
<b>Total Personal Services</b>		<b>23,386,789</b>	<b>24,145,044</b>	<b>25,554,523</b>	<b>25,864,120</b>	<b>24,625,472</b>
2-11	Office Supplies	95,212	100,238	121,539	118,113	122,414
2-13	Membership & Subscriptions	126,638	85,013	119,014	117,876	121,267
2-14	Books, Publications, Maps	15,866	9,286	17,867	11,464	19,221
2-21	Gasoline & Lube	240,038	288,590	325,675	423,256	402,312
2-22	Auto Parts & Accessories	122,713	113,558	108,000	108,000	117,000
2-23	Communication Parts	7,002	7,152	5,300	8,078	6,350
2-25	Ammunition	-	6,392	-	-	700
2-26	Bulk Chemicals	23,725	16,080	23,720	22,395	32,400
2-27	Materials & Supplies	505,442	442,790	553,533	498,339	591,696
2-28	Cleaning Supplies	28,009	24,321	34,640	42,726	38,195
2-29	Part & Access-Non Auto	53,980	37,314	49,716	59,702	58,300
2-31	Uniforms	84,127	62,376	79,450	82,985	80,725
2-33	Safety & Protective Equip	19,111	13,269	26,193	27,995	30,005
2-34	Small Tools	49,125	27,980	31,771	30,907	28,985
2-35	Evidence	3,882	4,110	5,000	3,929	5,000
2-36	Photo Supplies	2,210	1,591	1,675	1,570	1,875
2-37	Resale Merchandise	3,325	7,845	12,691	5,000	13,135
2-90	Employee Recognition	38,511	35,272	34,353	36,750	34,240
2-99	Miscellaneous Expen.	932	2,054	2,200	2,027	3,150
<b>Total Commodities</b>		<b>1,419,848</b>	<b>1,285,231</b>	<b>1,552,337</b>	<b>1,601,112</b>	<b>1,706,970</b>
3-11	Telephone	156,252	165,946	200,540	188,471	222,826
3-12	Postage	74,060	78,494	84,920	86,446	87,725
3-13	Electricity	267,950	264,549	281,022	270,717	299,085
3-14	Natural Gas	16,442	16,838	39,915	40,693	38,320
3-15	Street Lighting	68,198	65,282	75,245	66,000	67,565
3-16	Property Taxes	26,673	100	-	229,635	289,310
3-17	Tax Incentive Payments	-	1,898,125	2,090,800	2,090,800	2,185,360
3-21	Liability Insurance Program	662,826	1,123,835	975,832	969,125	767,114
3-31	M & R- Auto Equipment	53,863	56,923	47,500	47,650	49,700
3-32	M & R- Office Equipment	4,823	5,214	9,475	8,825	9,575
3-33	M & R- Comm Equipment	1,463	1,166	3,510	3,128	3,460
3-34	M & R- Buildings	106,829	78,646	88,850	111,074	126,145
3-35	M & R- Streets & Bridges	635,850	636,519	581,281	608,471	687,081
3-36	Maintenance Agreements	256,533	242,101	392,893	417,405	616,047
3-37	M & R- Other Equipment	17,628	12,622	32,435	37,775	34,635
3-38	M & R-Forestry	78,612	91,961	104,300	104,300	143,300

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary by Account-All Funds  
 Fiscal Year Ending April 30, 2013

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures and Other Financing Uses (Continued)</b>						
3-39	M & R-Accident Claims	-	4,050	10,000	10,000	10,000
3-41	M & R- Sewage Treat Plant	31,413	69,925	71,000	84,661	74,500
3-42	M & R- Sewer Lines	12,646	12,266	12,000	12,000	22,000
3-43	M & R- Wells	1,020	117,517	127,500	210,000	3,500
3-44	M & R- Water Mains	5,913	17,355	10,500	10,500	12,000
3-45	M & R- Water Tanks	11,270	202,618	10,500	9,300	255,800
3-46	M & R- Water Meters	228	-	2,000	1,000	2,000
3-51	Equipment Rentals	863,905	824,852	1,001,150	998,449	1,021,937
3-52	Vehicle Maint & Replace	647,428	367,889	284,120	316,827	943,016
3-53	Furniture Replacement	25,000	20,000	20,000	20,000	20,000
3-55	Real Property Rental	775	775	800	1,000	800
3-56	Fence Escrow	35,464	37,837	37,837	37,837	-
3-61	Consulting Services	302,180	185,270	1,081,907	975,338	454,636
3-62	Legal Services	323,637	263,649	406,424	314,770	292,400
3-63	Auditing Services	28,508	30,483	30,350	52,050	35,990
3-64	Engineering Services	230,470	159,047	332,100	137,952	451,703
3-65	Medical Examinations	19,458	19,836	34,323	30,650	34,444
3-66	Investment Expense	36,127	42,698	42,811	42,811	43,235
3-67	Legal Publications	10,978	7,298	21,000	12,257	20,000
3-68	Uniform Rentals	2,408	2,703	2,600	5,800	5,720
3-69	Testing Services	22,067	26,482	26,599	26,973	24,200
3-70	Binding & Printing	51,587	60,768	66,334	56,284	68,268
3-71	Schools, Conf, Meetings	189,776	152,028	218,289	214,156	292,414
3-72	Transportation	24,596	30,136	35,801	36,808	40,616
3-73	Elected Officials Initiative	-	-	15,050	15,050	15,050
3-78	Fire Corp	743	5,448	3,760	3,800	3,760
3-79	TIF Redevelopment Agreements	197,106	111,927	-	223,583	169,285
3-82	JAWA-Fixed Cost	592,341	522,971	552,873	644,532	650,000
3-83	Shelter Inc	3,000	-	3,000	3,000	3,000
3-85	Miscellaneous Programs	2,600	12,000	15,000	12,000	12,000
3-86	Court Supervision	-	-	-	-	53,700
3-87	PACE Bus Service	17,717	22,200	24,000	19,000	19,000
3-88	Pk Dist Youth Programs	3,996	4,000	4,000	4,000	4,000
3-89	IEPA Discharge Fee	18,500	18,500	18,500	18,500	18,500
3-91	Special Events	26,858	31,464	50,196	43,895	56,560
3-92	Drug Forfeiture	87,495	9,164	3,000	3,000	3,000
3-93	Depreciation	1,204,459	1,262,916	837,856	867,304	877,304
3-94	DUI Expen.	100,251	1,315	2,850	2,850	2,850
3-95	WAYS	2,000	2,000	2,000	2,000	2,000
3-96	Collection Service	538	460	800	900	1,200
3-97	JAWA-Operating Costs	2,075,752	2,203,817	2,282,893	2,217,272	2,762,931
3-98	Contingency	10,000	-	10,000	10,000	10,000
3-99	Miscellaneous Expen.	45,463	87,276	41,315	3,960,580	41,065
<b>Total Contractual Services</b>		<b>9,693,675</b>	<b>11,689,261</b>	<b>12,761,556</b>	<b>16,949,204</b>	<b>14,461,632</b>
<b>Total Operating Expenditures</b>		<b>34,500,312</b>	<b>37,119,536</b>	<b>39,868,416</b>	<b>44,414,436</b>	<b>40,794,074</b>
11-03	Installment Note Payment	222	-	-	49,707	499,707
11-04	Interest-2004 GO Bonds	278,474	278,474	278,474	278,474	189,597
11-09	Principal-S.S.A.#2 1997 Issue	300,000	-	-	-	-
11-10	Interest-S.S.A.#2 1997 Issue	19,500	-	-	-	-
11-15	Principal-T.I.F.#2 1989 Issue	1,650,000	-	-	-	-
11-16	Interest-T.I.F.#2 1989 Issue	76,457	-	-	-	-
11-18	Principal-IEPA Loan	-	-	305,140	305,140	313,606
11-21	Interest-IEPA Loan	74,024	65,979	58,889	58,888	50,421
11-25	Principal-2001 Issue	400,000	415,000	435,000	435,000	-
11-26	Interest-2001 Issue	51,675	35,275	18,054	18,053	-
11-27	Interest-2002 Issue	61,875	43,575	23,100	23,100	-
11-28	Principal-2002 Issue	610,000	630,000	660,000	660,000	-
11-29	Principal-2010 GO Bonds	-	-	-	-	280,000

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary by Account-All Funds  
 Fiscal Year Ending April 30, 2013

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
Expenditures and Other Financing Uses (Continued)						
11-30	Interest-2010 GO Bonds	-	303,343	813,417	813,417	814,248
Total Debt Service		<u>3,522,227</u>	<u>1,771,646</u>	<u>2,592,074</u>	<u>2,641,779</u>	<u>2,147,579</u>
12-01	Transfer to General Fund	700,339	469,316	43,464	2,135,201	147,913
12-31	Transfer to Gen Cap Projects	453,444	742,536	1,052,040	1,543,516	1,532,182
12-32	Transfer to TIF #2	2,000,000	1,323,331	-	-	-
12-39	Transfer to Municipal Building	600,000	900,000	1,109,213	1,109,213	-
12-44	Transfer to SSA #2 D/S Fund	174,000	-	-	-	-
12-45	Transfer to 2002 GODS	-	-	-	580,168	-
Total Interfund Transfers		<u>3,927,783</u>	<u>3,435,183</u>	<u>2,204,717</u>	<u>5,368,098</u>	<u>1,680,095</u>
13-11	Land	-	266,799	1,490,000	590,500	300,000
13-21	Buildings	246,526	6,544,957	13,948,172	12,122,256	240,000
13-22	Impr Other Than Buildings	1,159,660	2,903,921	9,765,911	4,994,354	2,147,000
13-31	Office Equipment	105,382	485,650	777,635	777,635	625,700
13-32	Office Furniture & Fixtures	23,545	-	-	-	-
13-41	Automobiles	-	-	149,000	149,000	197,500
13-42	Trucks	-	-	527,000	527,000	1,075,500
13-43	Other Equipment	60,050	540,593	691,265	576,265	482,982
13-61	Sewage Treatment Plant	32,755	185,656	300,000	280,000	120,000
13-62	Sewer Lines	141,924	50,400	160,000	199,572	350,000
13-72	Water Mains	218,473	343,841	647,500	528,492	371,000
Total Capital Outlay		<u>1,988,315</u>	<u>11,321,817</u>	<u>28,456,483</u>	<u>20,745,074</u>	<u>5,909,682</u>
14-00	Transfer to escrow	-	-	7,000,000	7,000,000	-
14-01	Bond Discount	80,000	40,000	-	-	-
Total Other Expenditures		<u>9,518,325</u>	<u>16,568,646</u>	<u>40,253,274</u>	<u>35,754,951</u>	<u>9,737,356</u>
Total Expenditures and Other Financing Uses		<u><u>44,018,637</u></u>	<u><u>53,688,182</u></u>	<u><u>80,121,690</u></u>	<u><u>80,169,387</u></u>	<u><u>50,531,430</u></u>

VILLAGE OF HANOVER PARK, ILLINOIS  
Statement of Revenues, Expenditures and  
Changes in Fund Balance/Unrestricted Net Assets (Estimated)  
Fiscal Year Ending April 30, 2013

	Special Revenue Funds			Debt Service Funds		Capital Projects Funds			
	General	Road & Bridge	Motor Fuel Tax	2010 GO Bonds	2010A GO Bonds	2011 GO Bonds	SSA#3	SSA#4	SSA#5
Total Revenues	\$ 27,776,277	\$ 115,203	\$ 2,421,359	\$ 835,896	\$ 299,388	\$ 639,847	\$ 20,425	\$ 29,845	\$ 367,710
Reappropriation	\$ (250,000)	\$ (3,605)	\$ (1,486,660)	\$ -	\$ (149,573)	\$ -	\$ -	\$ -	\$ -
Revenues less Reappropriation	\$ 27,526,277	\$ 111,598	\$ 934,699	\$ 835,896	\$ 149,815	\$ 639,847	\$ 20,425	\$ 29,845	\$ 367,710
Total Expenditures	\$ 27,776,277	\$ 115,203	\$ 2,421,359	\$ 795,360	\$ 299,388	\$ 639,847	\$ 20,400	\$ 29,800	\$ 234,000
Excess Rev Over Exp	\$ (250,000)	\$ (3,605)	\$ (1,486,660)	\$ 40,536	\$ (149,573)	\$ -	\$ 25	\$ 45	\$ 133,710
Beginning Fund Balance/Unrestricted Net Assets (Estimated) - April 30, 2012	\$ 8,086,108	\$ 790,078	\$ 2,736,501	\$ (119,531)	\$ 158,675	\$ 86,986	\$ 79,353	\$ 43,262	\$ 245,479
Ending Fund Balance/Unrestricted Net Assets (Estimated) - April 30, 2013	\$ 7,836,108	\$ 786,473	\$ 1,249,841	\$ (78,995)	\$ 9,102	\$ 86,986	\$ 79,378	\$ 43,307	\$ 379,189
Percentage of FY 2013 Expenditures	28.2%								

Fund Balance applies to General, Special Revenue, Debt Service and Capital Projects Funds.

VILLAGE OF HANOVER PARK, ILLINOIS  
Statement of Revenues, Expenditures and  
Changes in Fund Balance/Unrestricted Net Assets (Estimated)  
Fiscal Year Ending April 30, 2013

SSAH#	Capital Projects Funds			Enterprise Funds			Internal Service Fund		Trust and Agency Funds	
	General Capital Projects	TIF#3	TIF #4	Water & Sewer	Commuter Lot	Hanover Square	Central Equipment	Police Pension	Fire Pension	
Total Revenues	\$ 77,038	\$ 678,250	\$ 342,954	\$ 10,870,398	\$ 359,556	\$ 653,220	\$ 1,546,207	\$ 3,356,876	\$ 1,831,980	
Reappropriation	\$ -	\$ -	\$ -	\$ (442,790)	\$ (70,078)	\$ -	\$ (563,075)	\$ -	\$ -	
Revenues less Reappropriation	\$ 77,038	\$ 678,250	\$ 342,954	\$ 10,427,608	\$ 289,478	\$ 653,220	\$ 983,132	\$ 3,356,876	\$ 1,831,980	
Expenditures	\$ 77,013	\$ 655,545	\$ 223,185	\$ 10,870,398	\$ 359,556	\$ 465,590	\$ 1,546,207	\$ 1,785,689	\$ 912,431	
Less: Capital Outlay/Debt Principal				\$ (1,252,606)	\$ (50,000)	\$ -	\$ (1,546,207)			
Total Expenditures/Expenses	\$ 77,013	\$ 655,545	\$ 223,185	\$ 9,617,792	\$ 309,556	\$ 465,590	\$ -	\$ 1,785,689	\$ 912,431	
Excess Rev Over Exp	\$ 25	\$ 22,705	\$ 119,769	\$ 809,816	\$ (20,078)	\$ 187,630	\$ 983,132	\$ 1,571,187	\$ 919,549	
Beginning Fund Balance/Unrestricted Net Assets (Estimated) - April 30, 2012	\$ (378,332)	\$ (233,452)	\$ 183,760	\$ 26,970,504	\$ 2,427,128	\$ -	\$ 7,409,048	\$ 22,348,763	\$ 12,391,844	
Ending Fund Balance/Unrestricted Net Assets (Estimated) - April 30, 2013	\$ (378,307)	\$ (210,747)	\$ 303,529	\$ 27,780,320	\$ 2,407,050	\$ 187,630	\$ 8,392,180	\$ 23,919,950	\$ 13,311,393	

Percentage of FY 2012 Expenses

255.6%      669.5%      40.3%

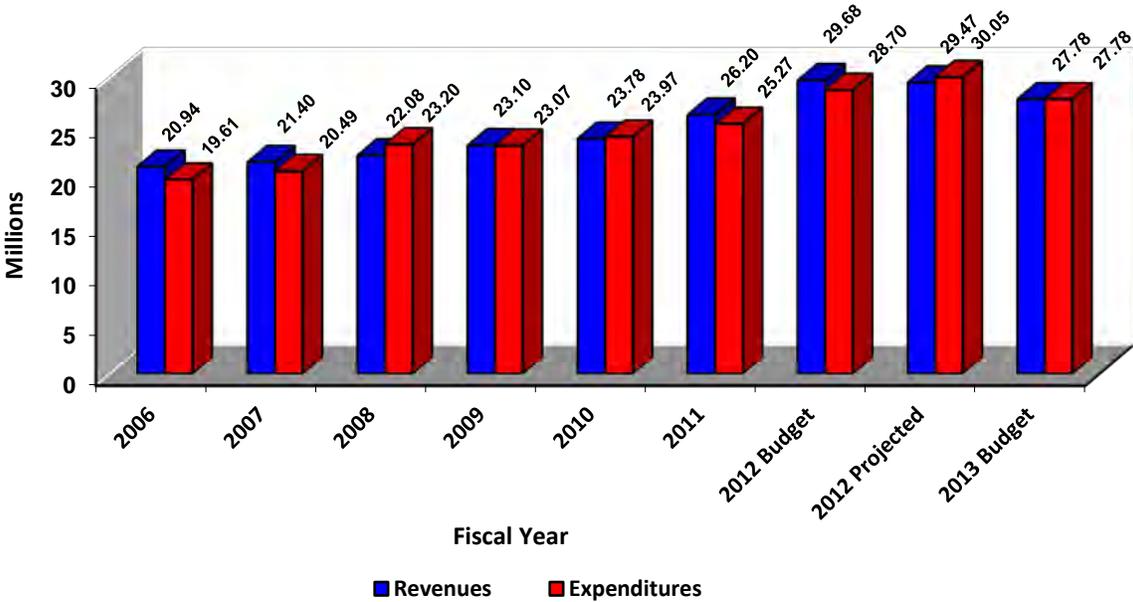
Fund Balance applies to Capital Projects Funds. Unrestricted Net Assets applies to Enterprise, Internal Service and Trust and Agency Funds.

# GENERAL FUND

The General Fund accounts for resources traditionally associated with the Village's 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

General Fund Revenues and Expenditures

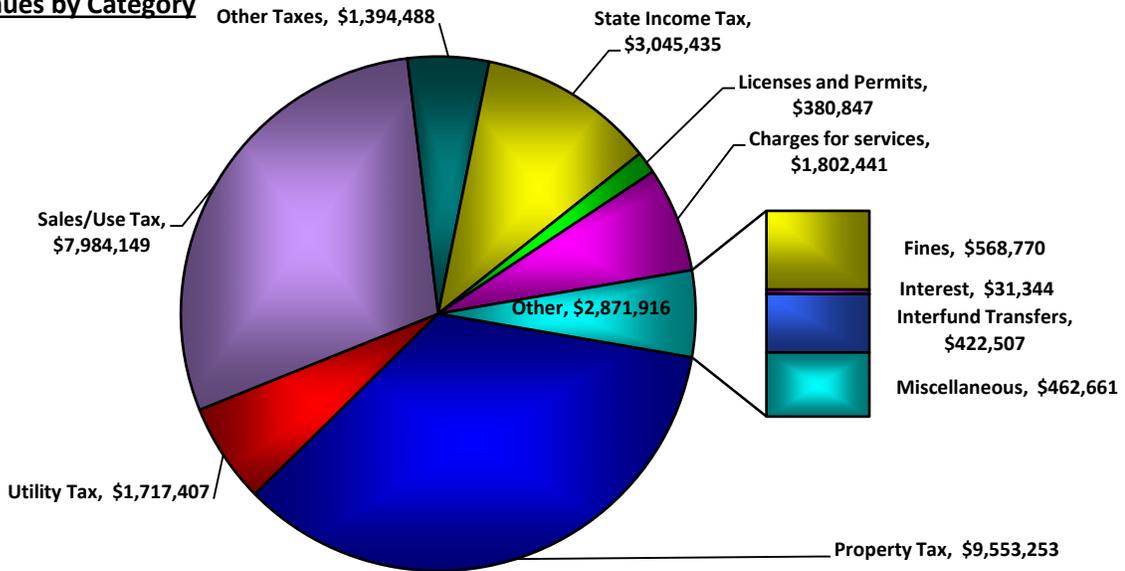


Fiscal Years 2006 – 2011: Actual Revenues and Expenditures

Total General Fund budgeted revenues are down 7.4% from Fiscal Year 2012. This is primarily due to a decrease in interfund transfers, including the transfers from employee benefits and compensated absences funds associated with the closing of those funds in Fiscal Year 2012. Expenditures have been controlled to ensure that recurring revenues cover operating expenditures.

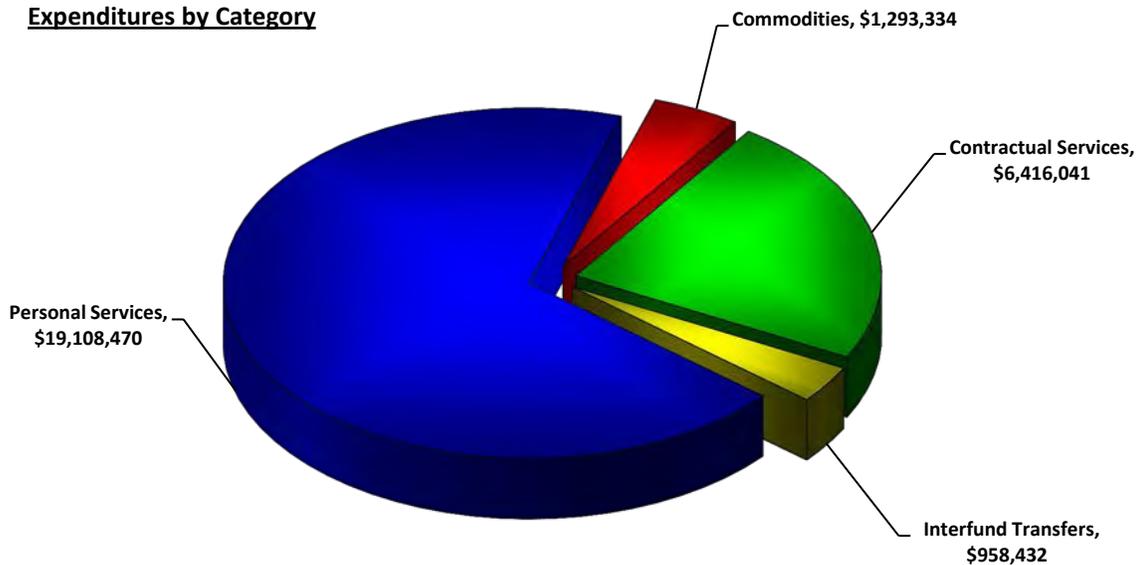
# GENERAL FUND Fiscal Year 2013 Budget

## Revenues by Category



Property tax revenue is the largest revenue source in the General Fund. Property tax revenues have not been increased in 2013. Overall budgeted revenues decreased by 6.42%.

## Expenditures by Category



Personal Services account for 69% of the General Fund budget. Fiscal Year 2013 budgeted Personal Services expenditures decreased by 5.4% over the Fiscal Year 2012 budget due to a decrease in health insurance costs related to the expected receipt of built up reserves in the health insurance co-op, salary adjustments, and the increase in the costs of police and fire pensions. Overall the General Fund expenditures decreased by \$922,031 or 3.2%.

VILLAGE OF HANOVER PARK, ILLINOIS  
Budget Summary by Account  
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.01-00	Real Property Tax	\$ 8,092,109	\$ 8,773,790	\$ 8,844,268	\$ 9,203,253	\$ 9,553,253
311.02-00	Personal Prop Replacement	80,858	89,878	79,997	83,676	85,015
312.01-00	Simp Telecommunications	1,220,183	1,104,014	1,287,678	1,107,208	1,107,208
312.02-00	Natural Gas Tax	199,387	204,223	206,072	140,000	142,800
312.03-00	Electric Tax	401,794	441,848	458,234	458,234	467,399
313.01-00	Sales Tax	3,060,616	4,905,059	4,997,670	5,068,842	5,170,219
313.02-00	Use Tax	456,482	554,064	479,582	577,190	599,974
313.03-00	Home Rule Sales Tax	1,227,564	2,101,878	2,215,018	2,170,546	2,213,956
313.04-00	Real Estate Transfer Tax	-	-	-	-	308,184
313.05-00	Hotel/Motel Tax	33,614	32,979	35,886	36,000	36,720
314.01-00	Food & Beverage Tax	1,047,406	1,072,674	1,085,757	1,066,875	1,077,544
315.01-00	State Income Tax	3,040,184	2,984,408	3,114,205	2,968,734	3,045,435
<b>Total Taxes</b>		<b>18,860,197</b>	<b>22,264,815</b>	<b>22,804,367</b>	<b>22,880,558</b>	<b>23,807,707</b>
321.01-00	Business Licenses	87,011	86,375	89,124	89,124	90,015
321.02-00	Liquor Licenses	37,918	59,570	50,800	44,309	45,195
321.03-00	Contractor Licenses	35,430	40,230	33,528	23,528	23,999
321.04-00	Vendor/Solicitor Licenses	485	1,115	883	250	250
321.06-00	Animal Licenses	1,385	1,186	1,422	600	500
321.07-00	Penalties on Licenses	7,902	8,331	10,160	10,160	10,363
321.08-00	Multi-Family Licenses	47,063	91,500	88,621	87,225	87,225
321.09-00	Single Family Rental Licenses	68,325	66,275	43,561	78,300	37,800
322.01-00	Building Permits-Cook	191,077	80,205	26,125	44,645	31,500
322.02-00	Building Permits-DuPage	135,850	72,465	50,000	56,095	50,000
322.03-00	Sign Permits	4,710	2,902	4,064	4,100	4,000
<b>Total Licenses and Permits</b>		<b>617,156</b>	<b>510,154</b>	<b>398,288</b>	<b>438,336</b>	<b>380,847</b>
323.01-00	Solid Waste Franchise Fee	111,862	112,972	117,404	113,745	113,746
323.02-00	Building Reinspect Fee	1,540	95	2,500	1,200	1,500
323.03-00	Inspection Fees-Misc	-	1,305	-	500	-
323.05-00	Plan Review-Comm Devel	46,715	15,800	20,000	14,000	20,000
323.07-00	Cable Franchise Fee	292,335	345,380	294,784	352,838	359,895
323.12-00	Ambulance Fees	452,572	562,856	530,000	610,500	640,000
323.12-01	Non-911 Ambulance Fees	-	-	92,000	6,000	36,800
323.13-00	CPR Fees	3,084	1,600	2,200	2,500	3,000
323.14-00	Vehicle Impoundment Fees	504,500	642,400	660,000	626,000	626,000
323.16-00	ADT Administrative Fee	-	3,331	-	2,578	-
323.17-00	Public Safety Appl Fee	-	4,900	-	1,500	1,500
<b>Total Charges for Services</b>		<b>1,412,608</b>	<b>1,690,639</b>	<b>1,718,888</b>	<b>1,731,361</b>	<b>1,802,441</b>
351.01-00	Traffic Fines-Cook	126,457	106,850	190,000	111,544	110,000
351.02-00	Traffic Fines-DuPage	43,539	30,934	46,000	38,466	38,000
351.03-00	Ordinance Violations	197,456	210,525	304,800	268,720	269,000
351.04-00	Warning Tickets	610	945	953	100	100
351.05-00	Police False Alarm Fines	6,200	9,925	5,000	7,500	6,100
351.06-00	DUI Fines	100,251	-	2,850	2,850	2,850
351.07-00	Fire False Alarm Fines	4,210	6,090	7,500	5,357	5,000
351.08-00	Traffic Court Supervision	13,775	-	3,700	-	53,700
351.09-00	Fines-Red Light Cameras	138,345	145,450	161,000	131,520	131,520
351.10-00	Kennel Fees	-	2,215	1,500	1,700	2,500
<b>Total Fines and Forfeits</b>		<b>630,843</b>	<b>512,934</b>	<b>723,303</b>	<b>567,757</b>	<b>618,770</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
Budget Summary by Account  
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources (Continued)</b>						
361.00-00	Interest on Investments	129,896	68,028	221,965	45,000	31,344
362.00-00	Net Change in Fair Value	16,542	(11,557)	-	2,500	-
<b>Total Investment Income</b>		<b>146,438</b>	<b>56,471</b>	<b>221,965</b>	<b>47,500</b>	<b>31,344</b>
363.00-00	Printed Materials	7,720	6,456	7,000	7,000	7,000
364.00-00	Rental Income	222,018	263,822	276,806	291,900	291,900
367.00-00	Drug Forfeiture	73,721	5,647	3,000	3,000	3,000
380.03-00	Reimb Exp-ILEOT Board	14,456	12,962	9,000	9,000	9,000
380.04-00	Reimb Exp-Property Damage	-	910	5,029	5,029	-
380.06-00	Reimb Exp-Police Programs	6,203	36,685	600	600	600
380.07-00	Reimb Exp-Fire	9,828	13,472	10,000	8,250	10,000
380.09-00	Reimb Exp-Miscellaneous	43,149	42,156	50,800	50,800	16,000
380.15-00	IL EMA Disaster Grant	1,171	61,797	2,032	2,032	-
380.17-00	DuPage Cty Mowing Reimb	14,959	14,959	15,240	15,000	15,000
380.26-00	ILEAS Reimbursement	-	800	813	3,437	-
380.27-00	Hazardous Materials	-	-	5,000	23,250	5,000
380.28-00	OJP Bullet Proof Vest Grant	-	8,135	1,500	3,302	3,600
380.30-00	CCC Printing/Outreach Grant	-	-	4,572	4,572	-
380.32-00	IDOT Highway Safety Grant	-	-	-	18,288	-
380.33-00	SAFER Grant	43,227	18,000	18,288	418	-
380.36-00	Fire Corp	2,529	511	418	-	418
389.03-00	Miscellaneous Income	11,543	33,865	94,464	94,464	96,353
389.06-00	Fire District Transfer	-	57	-	-	-
389.07-00	Corporate Partnership Prog	-	-	-	4,700	4,700
389.08-00	Loan Repay- DuPage M&M	937	97	813	89	90
<b>Total Miscellaneous</b>		<b>451,461</b>	<b>520,331</b>	<b>505,375</b>	<b>545,131</b>	<b>462,661</b>
391.14-00	Trans from SSA #4	339	-	-	-	-
391.16-00	Trans from SSA #6	-	-	-	-	40,013
391.33-00	Transfer from TIF #3	500,000	269,316	273,615	273,615	-
391.37-00	Transfer from TIF #4	200,000	200,000	203,200	-	107,900
391.40-00	Transfer from 2001 G.O.D.S.	-	-	-	159,579	-
391.50-00	Transfer from Water and Sewer	164,032	170,657	173,388	173,388	274,594
391.65-00	Transfer from Comp Abs	-	-	1,109,213	1,109,213	-
391.66-00	Transfer from Employee Benefits	-	-	1,528,619	1,528,619	-
<b>Total Interfund Transfers</b>		<b>864,371</b>	<b>639,973</b>	<b>3,288,035</b>	<b>3,244,414</b>	<b>422,507</b>
392.01-00	Gain/Sale of Capital Assets	796,400	-	20,320	10,160	-
399.00-00	Reappropriation	-	-	-	-	250,000
<b>Total Other</b>		<b>796,400</b>	<b>-</b>	<b>20,320</b>	<b>10,160</b>	<b>250,000</b>
<b>Total Revenues and Other Financing Sources</b>		<b>\$ 23,779,474</b>	<b>\$ 26,195,317</b>	<b>\$ 29,680,541</b>	<b>\$ 29,465,217</b>	<b>\$ 27,776,277</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary by Account  
 Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures and Other Financing Uses</b>						
1-11	Salaries-Regular	\$ 11,178,212	\$ 11,337,292	\$ 11,866,622	\$ 11,908,423	\$ 11,748,328
1-12	Salaries-Part Time	580,018	642,174	740,685	663,453	664,701
1-21	Overtime Compensation	1,079,063	909,201	904,742	978,465	933,528
1-22	Court Appearances	136,485	157,153	133,500	150,529	149,000
1-23	Holiday Pay	132,873	140,098	141,061	154,645	150,100
1-26	Compensation Adjustment	9,629	9,253	8,400	10,000	8,400
1-27	Language Proficiency	14,975	18,529	20,500	21,500	21,500
1-28	On-Call Premium Pay	3,761	2,987	5,474	9,344	11,254
1-29	Employee Incentive	21,214	30,084	26,950	30,000	26,950
1-30	Sick Leave Buy Back	-	-	-	-	-
1-41	State Retirement	464,262	462,521	539,825	551,763	600,360
1-42	Social Security	811,336	804,093	874,688	885,129	866,336
1-43	Police/Fire Pension	1,621,732	2,001,243	2,367,961	2,385,534	2,385,031
1-44	Employee Insurance	2,303,166	2,316,575	2,498,044	2,533,705	1,386,105
1-45	Special Pension	39,880	34,800	39,108	39,108	26,666
1-46	Unempl Compensation	27,468	61,294	24,780	27,946	100,211
<b>Total Personal Services</b>		<b>18,424,074</b>	<b>18,927,297</b>	<b>20,192,340</b>	<b>20,349,544</b>	<b>19,078,470</b>
2-11	Office Supplies	91,489	96,110	116,745	113,388	117,620
2-13	Memberships/ Subscriptions	112,338	70,233	103,551	103,492	105,204
2-14	Books/Publications/Maps	15,405	8,871	17,147	10,814	18,501
2-21	Gasoline & Lube	205,081	246,228	279,675	372,000	402,312
2-22	Auto Parts & Accessories	122,713	113,558	108,000	108,000	117,000
2-23	Communication Parts	7,002	7,152	5,300	8,078	6,350
2-25	Ammunition	-	6,392	-	-	700
2-26	Bulk Chemicals	5,441	5,162	6,000	5,500	6,550
2-27	Materials & Supplies	227,672	180,340	239,822	217,375	265,495
2-28	Cleaning Supplies	25,750	22,228	31,455	31,455	34,955
2-29	Part & Access-Non Auto	49,011	37,265	42,616	46,500	50,900
2-31	Uniforms	78,654	57,085	72,950	76,455	76,825
2-33	Safety & Protective Equip	14,550	7,614	16,880	18,365	20,382
2-34	Small Tools	47,150	27,527	29,271	28,407	26,425
2-35	Evidence	3,882	4,110	5,000	3,929	5,000
2-36	Photo Supplies	2,210	1,583	1,575	1,550	1,775
2-90	Employee Recognition	38,511	35,272	34,353	36,750	34,240
2-91	CERT Training	-	-	-	-	-
2-99	Miscellaneous Expense	932	2,054	2,150	1,977	3,100
<b>Total Commodities</b>		<b>1,047,791</b>	<b>928,784</b>	<b>1,112,490</b>	<b>1,184,035</b>	<b>1,293,334</b>
3-11	Telephone	115,230	130,933	150,010	150,010	186,490
3-12	Postage	38,354	44,617	47,480	48,442	49,575
3-14	Natural Gas	4,567	-	23,300	24,899	25,000
3-17	Tax Incentive Payments	-	1,898,125	2,090,800	2,090,800	2,185,360
3-21	Liability Insurance Program	458,098	682,545	627,936	622,980	516,186
3-31	M & R- Auto Equipment	53,863	56,923	47,500	47,650	49,700
3-32	M & R- Office Equipment	4,823	5,214	9,425	8,825	9,525
3-33	M & R- Comm Equipment	1,463	1,166	3,200	3,068	3,150
3-34	M & R- Buildings	83,852	59,811	60,000	60,040	62,600
3-35	M & R- Streets & Bridges	313,368	307,246	281,631	281,821	308,431
3-36	Maintenance Agreements	182,137	179,553	275,048	285,735	433,877
3-37	M & R- Other Equipment	13,631	7,115	14,175	23,275	15,075
3-38	Maintenance-Forestry	78,612	91,961	104,300	104,300	143,300

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary by Account  
 Fiscal Year Ending April 30, 2013

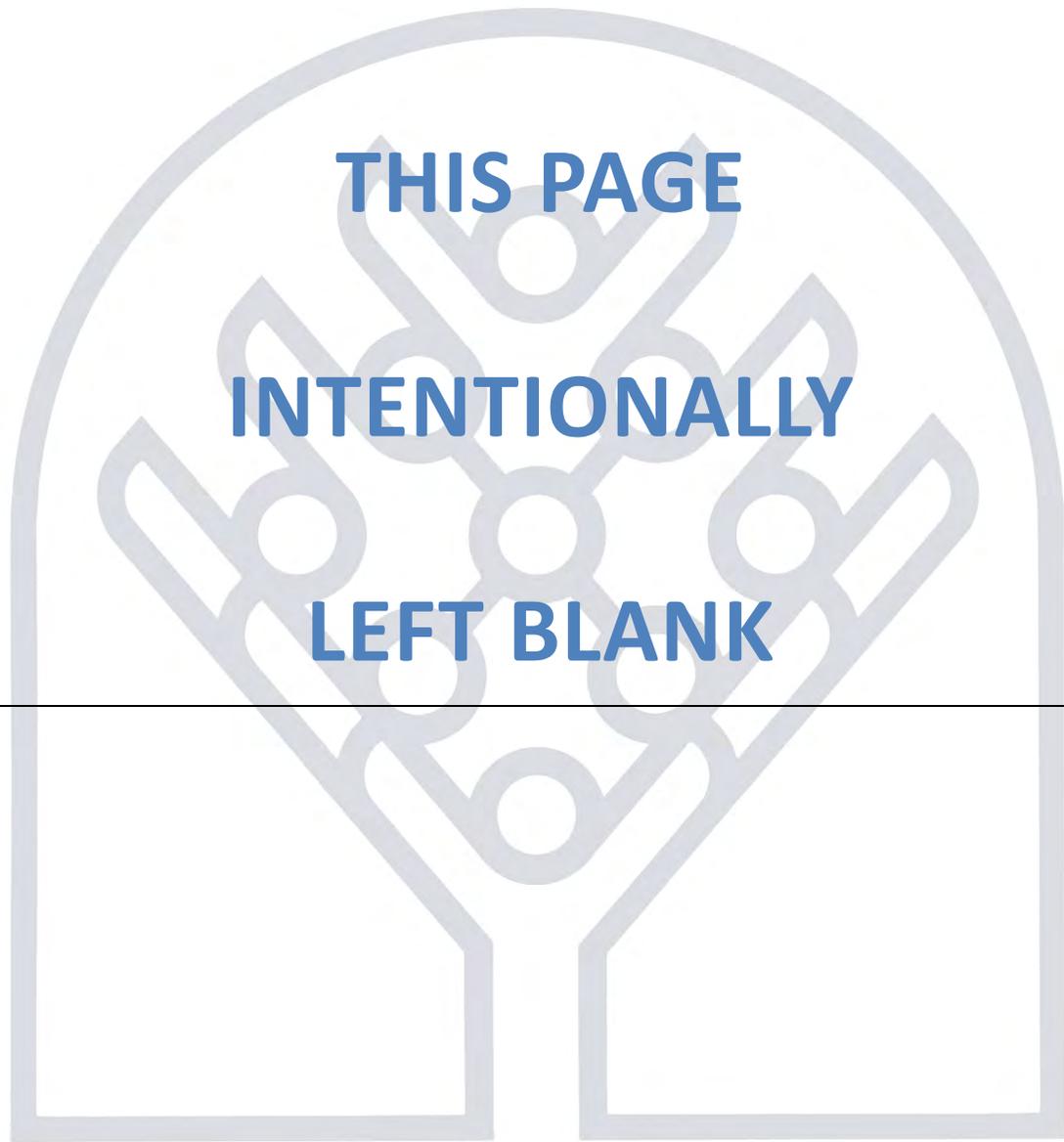
Fund 001 - General Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures and Other Financing Uses (continued)</b>						
3-39	M & R- Accident Claims	-	4,050	10,000	10,000	10,000
3-51	Equipment Rentals	569,003	604,953	657,777	648,301	692,198
3-52	Vehicle Maint & Replace	483,396	-	46,120	46,120	668,423
3-53	Furn & Equipment Replace	25,000	20,000	20,000	20,000	20,000
3-56	Fence Escrow	35,464	37,837	37,837	37,837	-
3-61	Consulting Services	151,472	94,101	166,631	225,525	154,436
3-62	Legal Services	284,564	240,887	240,300	254,681	267,900
3-63	Auditing Services	18,802	19,437	20,200	35,050	24,536
3-64	Engineering Services	2,875	-	2,500	1,000	2,500
3-65	Medical Examinations	19,008	19,836	34,023	30,000	32,644
3-67	Legal Publications	10,978	7,298	21,000	12,257	20,000
3-68	Uniform Rentals	2,408	2,703	2,600	3,200	3,120
3-69	Testing Services	576	309	1,300	1,300	1,700
3-70	Binding & Printing	24,987	36,677	41,746	31,696	43,060
3-71	Schools/Conf/Meetings	182,780	146,478	205,139	200,157	275,704
3-72	Transportation	24,522	29,942	34,736	34,883	38,216
3-73	Elected Officials Initiative	-	-	15,050	15,050	15,050
3-78	Fire Corp	743	5,448	3,760	3,800	3,760
3-83	Shelter Inc	3,000	-	3,000	3,000	3,000
3-85	Miscellaneous Programs	2,600	12,000	15,000	12,000	12,000
3-86	Court Supervision Expense	-	-	-	-	53,700
3-87	PACE Bus Service	17,717	22,200	24,000	19,000	19,000
3-88	Pk Dist Youth Programs	3,996	4,000	4,000	4,000	4,000
3-89	IEPA Discharge Fee	1,000	1,000	1,000	1,000	1,000
3-91	Special Events	26,858	31,464	50,196	43,895	56,560
3-92	Drug Forfeiture	87,495	9,164	3,000	3,000	3,000
3-94	DUI Expense	100,251	1,315	2,850	2,850	2,850
3-95	WAYS	2,000	2,000	2,000	2,000	2,000
3-96	Collection Service	-	-	300	-	300
3-98	Contingency	10,000	-	10,000	10,000	10,000
3-99	Miscellaneous Expense	13,461	14,155	15,765	15,022	17,115
<b>Total Contractual Services</b>		<b>3,452,954</b>	<b>4,832,463</b>	<b>5,426,635</b>	<b>5,478,469</b>	<b>6,446,041</b>
<b>Total Operating Expenditures</b>		<b>22,924,819</b>	<b>24,688,544</b>	<b>26,731,465</b>	<b>27,012,048</b>	<b>26,817,845</b>
12-31	Transfer to Gen Capital	442,170	579,317	857,630	1,349,106	958,432
12-39	Transfer to Municipal Building	600,000	-	1,109,213	1,109,213	-
12-45	Transfer to 2002 G.O. Debt Service	-	-	-	580,168	-
<b>Total Interfund Transfers</b>		<b>1,042,170</b>	<b>579,317</b>	<b>1,966,843</b>	<b>3,038,487</b>	<b>958,432</b>
<b>Total Other Expenditures</b>		<b>1,042,170</b>	<b>579,317</b>	<b>1,966,843</b>	<b>3,038,487</b>	<b>958,432</b>
<b>Total Expenditures and Other Financing Uses</b>		<b>\$ 23,966,989</b>	<b>\$ 25,267,861</b>	<b>\$ 28,698,308</b>	<b>\$ 30,050,535</b>	<b>\$ 27,776,277</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
Expenditure Budget Summary by Department  
Fiscal Year Ending April 30, 2013

Fund 001- General Fund

Cost Center	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
110	President and Board of Trustees	\$ 172,951	\$ 89,555	\$ 104,148	\$ 104,767	\$ 109,408
120	Village Clerk	75,760	93,015	101,613	87,057	119,875
125	Village Collector	55,364	69,995	69,974	74,790	68,188
135	Environmental & Utility Committee	874	4,014	5,500	5,550	6,600
160	CI & D Committee	4,932	2,917	5,166	4,450	5,166
165	Sister Cities Committee	2,052	3,444	7,260	7,860	8,785
170	Citizens Corp Council	7,862	200	3,500	3,500	5,500
175	Veterans Committee	-	-	3,360	2,025	3,400
180	Development Commission	24	84	1,403	965	2,013
195	Hanover Park CONECT Committee	18,374	7,463	11,075	8,400	11,075
Total Village Board, Clerk, Committees and Commissions		<u>338,193</u>	<u>270,687</u>	<u>312,999</u>	<u>299,364</u>	<u>340,010</u>
410	Village Manager	639,912	304,770	333,525	374,030	327,360
420	Legal Department	150,626	-	-	-	-
440	Human Resources Department	436,989	327,621	426,437	422,767	413,683
450	Public Information	41,661	-	-	-	-
460	Special Events	9,217	7,843	13,700	8,677	13,900
470	Information Technology	377,822	515,678	652,313	656,313	714,357
Total Administrative Services		<u>1,656,227</u>	<u>1,155,912</u>	<u>1,425,975</u>	<u>1,461,787</u>	<u>1,469,300</u>
510	Administration	241,882	210,720	225,211	209,742	165,461
520	Collections	150,186	149,748	164,447	148,900	144,566
530	General Accounting	169,809	174,384	178,732	205,633	187,837
550	General Administrative Services	1,639,214	3,484,015	5,291,276	6,381,245	4,336,706
Total Finance Department		<u>2,201,091</u>	<u>4,018,867</u>	<u>5,859,666</u>	<u>6,945,520</u>	<u>4,834,570</u>
610	Administration	145,899	147,578	150,441	151,220	152,169
620	Streets	1,165,119	1,067,802	1,089,047	1,173,753	1,293,411
630	Forestry	509,323	457,806	452,675	435,015	489,692
640	Public Buildings	435,925	348,596	502,146	496,755	631,312
650	Fleet Services	741,633	720,241	1,040,134	1,204,736	1,169,882
660	Engineering	323,878	330,594	331,858	351,519	208,455
Total Public Works Department		<u>3,321,777</u>	<u>3,072,617</u>	<u>3,566,301</u>	<u>3,812,998</u>	<u>3,944,921</u>
710	Fire Administration	-	-	434,698	433,400	496,356
720	Fire Suppression	5,106,728	5,343,562	4,490,292	4,581,328	4,411,898
730	Inspectional Services	-	-	587,839	413,212	564,952
740	Non-Emergency 911	-	-	190,359	147,029	102,864
Total Fire Department		<u>5,106,728</u>	<u>5,343,562</u>	<u>5,703,188</u>	<u>5,574,969</u>	<u>5,576,070</u>
810	Police Administration	880,461	723,122	717,339	737,465	790,017
820	Patrol	5,913,120	6,007,101	6,423,225	6,404,150	6,376,228
830	Investigations	1,740,676	1,617,781	1,669,859	1,693,724	1,647,040
840	Community Services	90,626	322,245	471,547	414,123	500,484
850	Staff Services	1,433,643	1,468,681	1,611,476	1,646,427	1,553,989
860	Emergency Services	11,416	8,750	11,550	13,042	12,150
870	Code Enforcement	466,778	593,914	604,055	610,027	537,905
Total Police Department		<u>10,536,720</u>	<u>10,741,594</u>	<u>11,509,051</u>	<u>11,518,958</u>	<u>11,417,813</u>
920	Economic Development	191,127	166,028	218,706	185,260	193,593
930	Inspection Services	615,126	498,594	102,422	251,679	-
Total Community Development		<u>806,253</u>	<u>664,622</u>	<u>321,128</u>	<u>436,939</u>	<u>193,593</u>
Total General Fund		<u>\$ 23,966,989</u>	<u>\$ 25,267,861</u>	<u>\$ 28,698,308</u>	<u>\$ 30,050,535</u>	<u>\$ 27,776,277</u>



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**Hanover Park**

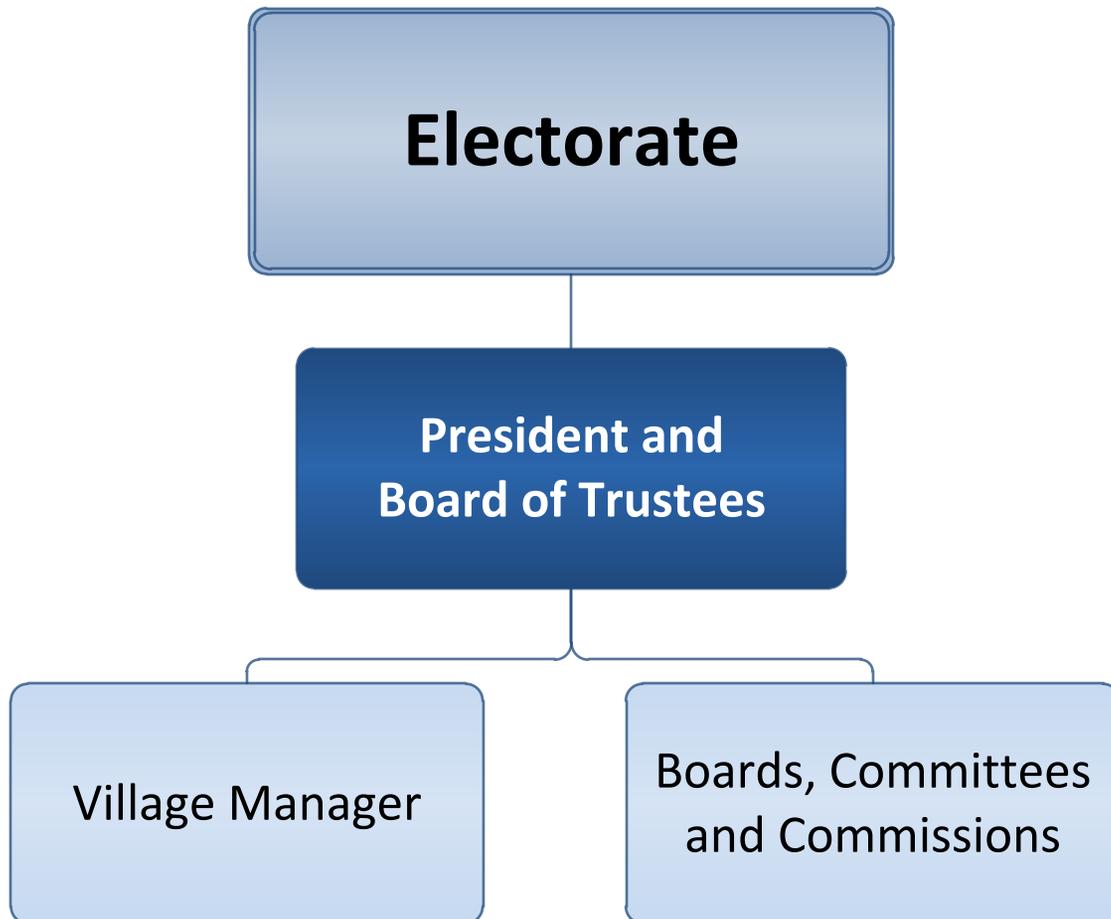
# VILLAGE BOARD VILLAGE CLERK COMMITTEES AND COMMISSIONS

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## Cost Control Centers

Village President and Board of Trustees	0110
Village Clerk	0120
Village Collector	0125
Environmental Committee	0135
Cultural Inclusion & Diversity Committee	0160
Sister Cities Committee	0165
Citizens Corp Council	0170
Veterans Committee	0175
Development Commission	0180
Hanover Park CONECT Committee	0195

# 110 – Village Board



## **PRESIDENT AND BOARD OF TRUSTEES 110 – ADMINISTRATION**

### **MISSION 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 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.

## **FY'12 VILLAGE BOARD VISION**

**To be recognized as a community that:**

- I. Is a great place to live, work and do business**
- II. Offers convenience through technology**
- III. Is fiscally responsible and transparent**

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

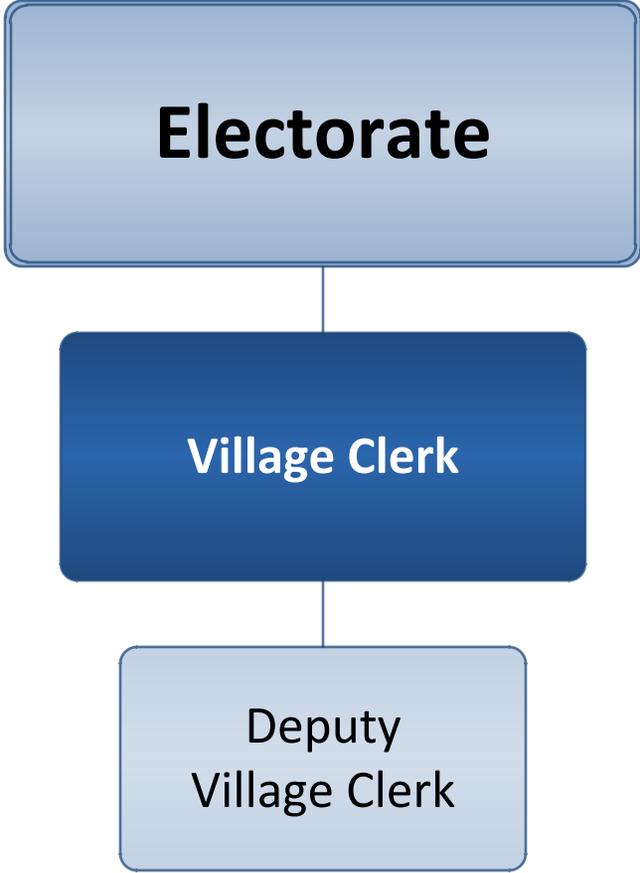
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0110 - President & Board of Trustees

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-12	Salaries-Part Time	\$ 19,915	\$ 20,267	\$ 20,400	\$ 20,400	\$ 20,400
1-41	State Retirement	-	-	-	-	-
1-42	Social Security	1,524	1,550	1,561	1,774	1,561
<b>Total Personal Services</b>		<b>21,439</b>	<b>21,817</b>	<b>21,961</b>	<b>22,174</b>	<b>21,961</b>
2-11	Office Supplies	1,701	1,436	2,050	1,800	2,350
2-13	Memberships/ Subscriptions	43,381	44,556	48,412	48,412	47,572
2-27	Materials & Supplies	-	329	1,800	1,800	3,200
2-31	Uniforms	666	686	-	-	-
2-99	Miscellaneous Expen.	41	336	300	300	1,200
<b>Total Commodities</b>		<b>45,789</b>	<b>47,343</b>	<b>52,562</b>	<b>52,312</b>	<b>54,322</b>
3-12	Postage	362	422	600	500	600
3-61	Consulting Services	-	-	-	-	-
3-62	Legal Services	93,775	-	-	-	-
3-71	Schools/Conf/Meetings	9,238	12,865	7,600	7,600	9,100
3-72	Transportation	2,237	4,684	4,275	5,031	4,275
3-73	Elected Officials Initiative	-	-	15,050	15,050	15,050
3-91	Special Events	111	2,424	2,100	2,100	4,100
<b>Total Contractual Services</b>		<b>105,723</b>	<b>20,395</b>	<b>29,625</b>	<b>30,281</b>	<b>33,125</b>
<b>Total Operating Expenditures</b>		<b>172,951</b>	<b>89,555</b>	<b>104,148</b>	<b>104,767</b>	<b>109,408</b>
<b>Total President &amp; Board of Trustees</b>		<b>\$ 172,951</b>	<b>\$ 89,555</b>	<b>\$ 104,148</b>	<b>\$ 104,767</b>	<b>\$ 109,408</b>

# 120 – Village Clerk



## VILLAGE CLERK 120 – ADMINISTRATION

### GOALS

The goals of the Village Clerk's Office are to continue to create and maintain accurate records and files of all Village documents; to index all of the 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.

### DESCRIPTION OF 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 is also the designated Freedom of Information Officer and is responsible for Freedom of Information requests, responding in a timely manner, within 5 workdays or 21 workdays on requests for commercial purposes. The Village Clerk maintains an up-to-date municipal code and prepares the weekly calendar of meetings.

### 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *I. Is a great place to live, work and do business*

1. Attend Clerk's Institute Seminar. (Second quarter)

*Completed*

2. Image and index clerk's documents utilizing the Munimetrix Imageflo Lite Software. (First through fourth quarters)

*In Progress*

3. Update the Liquor License Renewal Process. (Second through Third Quarter)

*Completed*

#### *II. Offers convenience through technologies*

Provide Updates to Municipal Website. (First through fourth quarters)

*Completed*

## 2012- 2013 OBJECTIVES

### *I. Is a great place to live, work and do business*

4. Attend Clerk's Institute Seminar. (Second quarter)
5. Upgrade Records Maintenance System. (First through fourth quarters)
6. Continue to update the License and Registration Application and Renewal Process. (Second through Third Quarter)

### *II. Offers convenience through technologies*

7. Provide Updates to Municipal Website. (First through fourth quarters)

### *III. Is fiscally responsible and transparent*

8. Complete Open Meetings Act training. (First through fourth quarters)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0120 - Village Clerk

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 38,946	\$ 50,261	\$ 50,490	\$ 46,384	\$ 43,428
1-12	Salaries-Part Time	11,547	4,019	3,500	3,412	-
1-21	Salaries - Overtime	-	-	500	-	1,000
1-41	State Retirement	4,373	5,272	6,109	4,775	6,758
1-42	Social Security	3,490	3,753	4,169	3,201	3,667
1-44	Employee Insurance	7,370	11,141	11,930	14,960	12,097
<b>Total Personal Services</b>		<b>65,726</b>	<b>74,446</b>	<b>76,698</b>	<b>72,732</b>	<b>66,950</b>
2-11	Office Supplies	832	535	600	-	600
2-13	Memberships/Subscriptions	155	80	515	278	560
2-31	Uniforms	163	-	150	-	150
<b>Total Commodities</b>		<b>1,150</b>	<b>615</b>	<b>1,265</b>	<b>278</b>	<b>1,310</b>
3-12	Postage	1,339	1,727	800	458	1,500
3-32	Office Equipment	-	-	-	-	-
3-36	Maintenance Agreements	400	400	900	1,072	7,050
3-61	Consulting Services	-	-	-	-	7,000
3-62	Legal Services	254	-	700	81	700
3-67	Legal Publications	4,399	4,639	8,000	7,257	8,000
3-70	Binding & Printing	500	7,651	10,500	-	10,500
3-71	Schools/Conf/Meetings	1,550	2,512	2,485	4,951	15,350
3-72	Transportation	442	1,025	265	228	1,515
<b>Total Contractual Services</b>		<b>8,884</b>	<b>17,954</b>	<b>23,650</b>	<b>14,047</b>	<b>51,615</b>
<b>Total Operating Expenditures</b>		<b>75,760</b>	<b>93,015</b>	<b>101,613</b>	<b>87,057</b>	<b>119,875</b>
<b>Total Village Clerk</b>		<b>\$ 75,760</b>	<b>\$ 93,015</b>	<b>\$ 101,613</b>	<b>\$ 87,057</b>	<b>\$ 119,875</b>

# 125 – Village Collector



# VILLAGE COLLECTOR

## 125 – ADMINISTRATION

### GOALS

The goals of the Village Collector's Office are to provide information and assistance to Village citizens and the general public in matters concerning various services.

### DESCRIPTION OF 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 inquires 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.

### 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *I. Is a great place to live, work and do business*

1. Update the Liquor License and Contractor Registration Renewal Notification Process. (Second through Third Quarter)

*Completed*

2. Serve as the Village liaison for the Census Bureau for the 2010 Census. (First through Fourth Quarter)

*Completed*

#### *II. Offers convenience through technologies*

1. Provide updates to municipal website. (First through fourth Quarters)

*Completed*

#### *III. Is fiscally responsible and transparent*

1. Update Policies and provided staff training and support to comply to the 2011 changes to the Freedom of Information Act and the Open Meetings Act. (Third through fourth quarters)

*Completed*

## 2012- 2013 OBJECTIVES

### *I. Is a great place to live, work and do business*

1. Continue to update the License and Registration Process. (Second through Third Quarter)

### *II. Offers convenience through technologies*

2. Provide updates to municipal website. (First through Fourth Quarters)
3. Coordinate with IT to create electronic and user-friendly processes for renewal of licenses and registrations. (First through Fourth Quarters)

### *III. Is fiscally responsible and transparent*

4. Monitor compliance to the Open Meetings Act 2012 amendments. (First through fourth Quarters)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0125 - Village Collector

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 43,643	\$ 49,719	\$ 48,000	\$ 51,378	\$ 49,939
1-41	State Retirement	4,190	5,551	5,750	6,280	6,991
1-42	Social Security	3,258	3,950	3,672	4,212	3,820
1-44	Employee Insurance	4,273	10,775	12,402	12,920	7,288
<b>Total Personal Services</b>		<b>55,364</b>	<b>69,995</b>	<b>69,824</b>	<b>74,790</b>	<b>68,038</b>
2-11	Office Supplies	-	-	50	-	50
<b>Total Commodities</b>		<b>-</b>	<b>-</b>	<b>50</b>	<b>-</b>	<b>50</b>
3-12	Postage	-	-	100	-	100
<b>Total Contractual Services</b>		<b>-</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>
<b>Total Operating Expenditures</b>		<b>55,364</b>	<b>69,995</b>	<b>69,974</b>	<b>74,790</b>	<b>68,188</b>
<b>Total Village Collector</b>		<b>\$ 55,364</b>	<b>\$ 69,995</b>	<b>\$ 69,974</b>	<b>\$ 74,790</b>	<b>\$ 68,188</b>

# 135 – Environmental Committee



# PRESIDENT AND BOARD OF TRUSTEES

## 0135 – ENVIRONMENTAL COMMITTEE

### GOALS

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 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.

### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

*1. Is a great place to live, work and do business.*

1. Obtain grant and plant a demonstration rain garden. (Second quarter)

*Grant was obtained for \$980. However, installation has been delayed by ongoing work on Well #3 which impacted the site of the proposed rain garden.*

2. Continue current recycling programs and begin new ones. (Fourth quarter)

*Committee continues to recycle electronics, batteries, and light bulbs. In FY12, the Committee also began to recycle Holiday lights.*

### ADDITIONAL ACCOMPLISHMENTS

1. The Committee researched the idea of having a Community Apiary. They petitioned the Village Board for the ordinance and started the Apiary in the spring. They then applied for and received the Governor's Home Town Award for the Community Apiary.
2. Conducted a storm inlet stenciling project with over 100 inlets marked.
3. Participated in the 20<sup>th</sup> Annual DuPage River Sweep.
4. Conducted the 3<sup>rd</sup> Annual Household Recycling Event which saw a 100 percent increase in vehicles over 2010.

### 2012 – 2013 OBJECTIVES

*1. Is a great place to live, work and do business.*

1. Continue to expand recycling opportunities to residents and businesses. (First through Fourth quarter)
2. Expand awareness of the Community Apiary. (First through Fourth quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

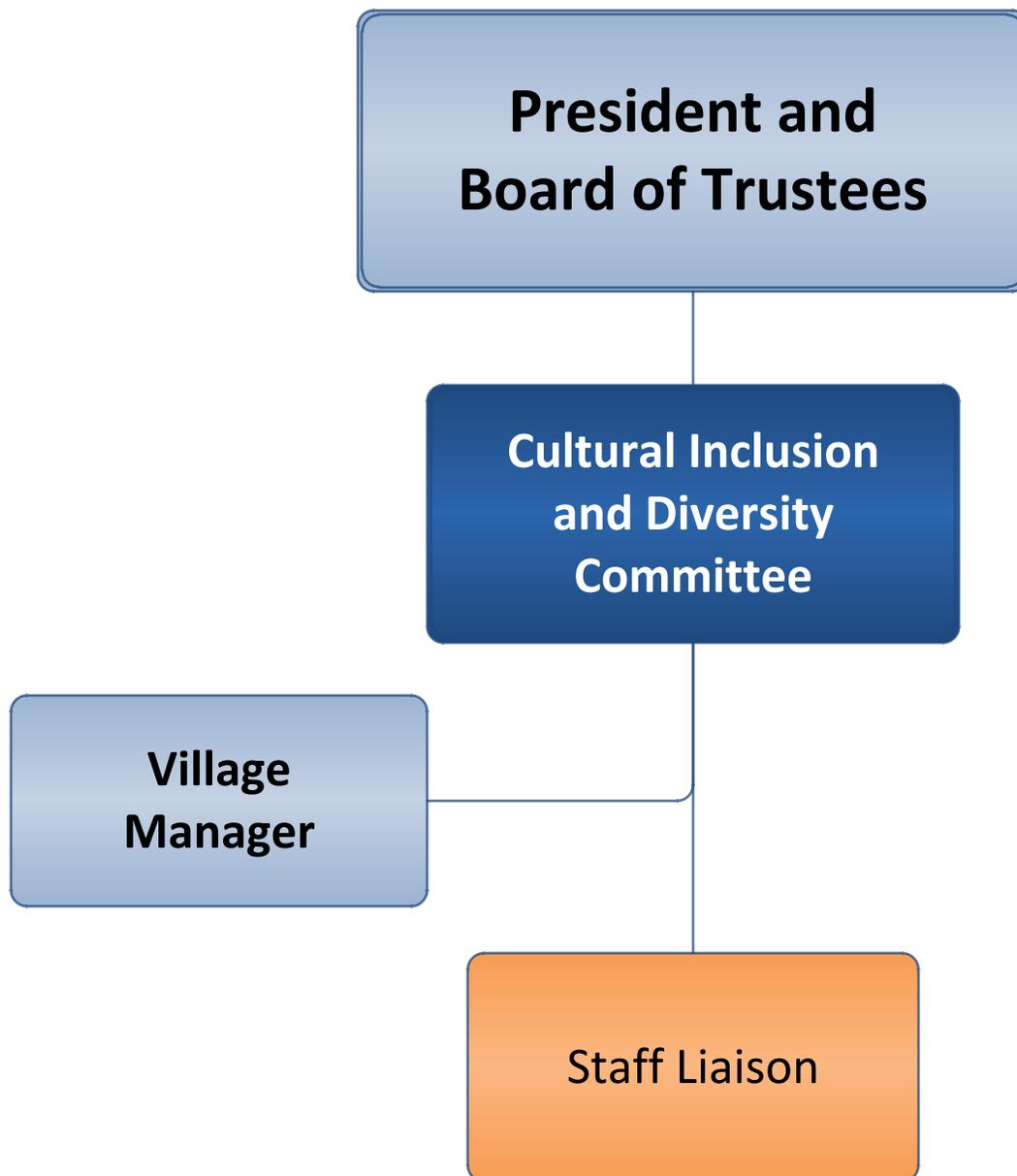
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0135 - Environmental Committee

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
Expenditures						
	2-11 Office Supplies	\$ 56	\$ -	\$ 50	\$ 50	\$ 50
	2-13 Memberships/Subscriptions	-	-	1,050	900	1,050
Total Commodities		<u>56</u>	<u>-</u>	<u>1,100</u>	<u>950</u>	<u>1,100</u>
	3-71 Schools/Conf/Meetings	175	111	1,400	600	1,400
	3-91 Special Events	643	3,903	3,000	4,000	4,100
Total Contractual Services		<u>818</u>	<u>4,014</u>	<u>4,400</u>	<u>4,600</u>	<u>5,500</u>
Total Operating Expenditures		<u>874</u>	<u>4,014</u>	<u>5,500</u>	<u>5,550</u>	<u>6,600</u>
Total Environmental Committee		<u>\$ 874</u>	<u>\$ 4,014</u>	<u>\$ 5,500</u>	<u>\$ 5,550</u>	<u>\$ 6,600</u>



# PRESIDENT AND BOARD OF TRUSTEES

## 160 – CULTURAL INCLUSION AND DIVERSITY COMMITTEE

### GOALS

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 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.

### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *1. Is a great place to live, work and do business*

1. Create and distribute a Hanover Park recipe cookbook celebrating the family food traditions of the committee members and residents. (First quarter)

*Not completed. Committee decided to focus on other objectives.*

2. Support local community events which foster inclusion and cultural diversity through participation and financial donations. The anticipated events include HPCRC Basketball Tournament, HPCRC Movie at the Park, Hanover Park Park District Mexican Independence Day Celebration, HPPD Community Day, Township Mental Health Fair and Interfaith Ramadan Event. (All year)

*Committee provided a donation to the HPCRC Basketball tournament, HPCRC Movie in the Park event was rained out, attended Mexican Independence Day Celebration and Interfaith Ramadan Event. Additionally, CIDC committee attended the Native American Heritage event in Schaumburg and presented the organization with a proclamation for November National Native American Heritage Month.*

3. Participate in the Bartlett, Hanover Park and Streamwood Relay for Life Event hosted by the American Cancer Society to show support to the local programs. (First quarter)

*Committee did not attend.*

4. To hold an essay contest “What Diversity Means to Me” involving the local schools. (Second quarter)

*Essay contest published to local schools. No entries were received for the contest.*

5. To participate in the annual Village of Hanover Park Holiday Tree Lighting event including the planning process to involve cultural celebrations. (Third quarter)

*Participated the hosting a decorated tree and assisting the day of the event with handing out brochures.*

6. To provide supporting sponsorship to the Illinois Commission on Diversity & Human Relations Annual Martin Luther King, Jr. Remembrance and Celebration. (Third quarter)

*Committee supported event by purchasing a table and attending the celebration.*

7. To hold an April Seminar on Strengthening the Community/Family that will focus on prevalent issues facing Hanover Park residents. (Fourth quarter)

*To be completed Fourth Quarter.*

### **ADDITIONAL ACCOMPLISHMENTS**

1. Assisted in the Back to School Supplies event and provided backpacks and school supplies to 100 local children.

### **2012 - 2013 OBJECTIVES**

#### *1. Is a great place to live, work and do business*

1. Support local community events which foster inclusion and cultural diversity through participation and financial donations. The anticipated events include HPCRC Basketball Tournament, HPCRC Movie at the Park, Hanover Park Park District Mexican Independence Day Celebration, Township Mental Health Fair and Interfaith Ramadan Event. (All year)
2. To participate in the annual Village of Hanover Park Holiday Tree Lighting event including the planning process to involve cultural celebrations. (Third quarter)
3. To provide supporting sponsorship to an organization and attend a Martin Luther King, Jr. Remembrance and Celebration. (Third quarter)
4. To hold an April Seminar on Strengthening the Community/Family that will focus on prevalent issues facing Hanover Park residents. (Fourth quarter)
5. Host leadership training for committee members to strengthen the impact of the committee.

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

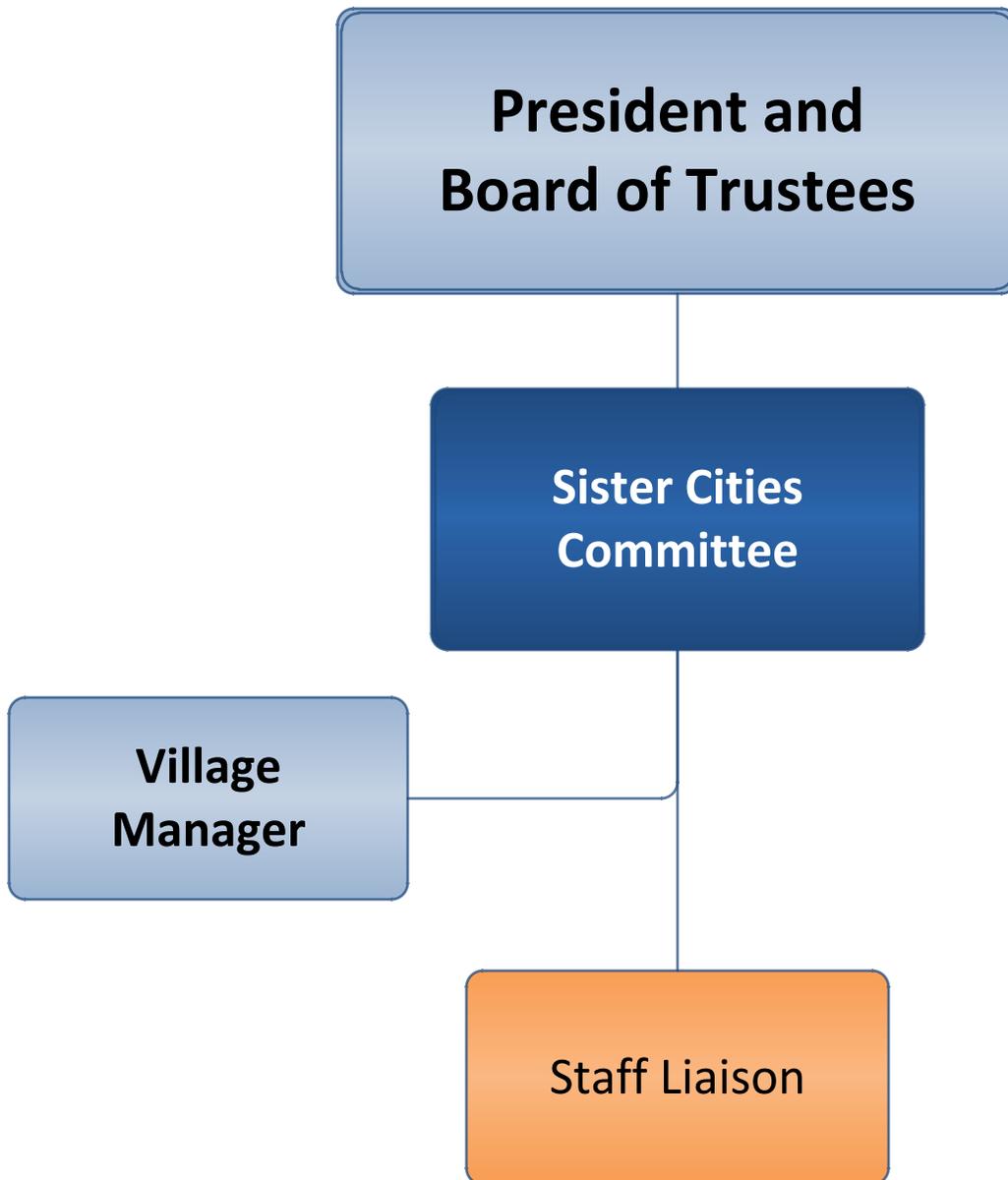
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0160 - Cultural Inclusion and Diversity Committee

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
Expenditures						
2-11	Office Supplies	-	127	260	260	260
2-13	Memberships/Subscriptions	433	526	500	500	500
Total Commodities		433	653	760	760	760
3-12	Postage	-	-	175	175	175
3-71	Schools/Conf/Meetings	1,548	876	1,300	600	1,300
3-72	Transportation	-	-	116	100	116
3-91	Special Events	2,951	1,388	2,815	2,815	2,815
Total Contractual Services		4,499	2,264	4,406	3,690	4,406
Total Operating Expenditures		4,932	2,917	5,166	4,450	5,166
Total Cultural Inclusion and Diversity Committee		4,932	2,917	5,166	4,450	5,166

# 165 – Sister Cities Committee



## PRESIDENT AND BOARD OF TRUSTEES 165 - SISTER CITIES COMMITTEE

### GOALS

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 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.

### 2011-2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *1. Is a great place to live, work and do business*

1. Form a delegation and coordinate travel itinerary for visit to Cape Coast by an elected official for the furtherance of cultural, educational and infrastructure information exchanges. (Fourth quarter)

*Due to the economy, travel to Cape Coast by an elected official will not take place during FY2012. However a travel delegation consisting of two members of the Sister Cities Committee visited Cape Coast in August-September 2011.*

2. Contribute towards maintenance and improvements to the exterior of the Hanover Park Primary School in Cape Coast. (First quarter).

*Pending. Funds will be transferred prior to the end of the fourth quarter.*

3. Award scholarships to students in Cape Coast and Valparaiso. (Fourth quarter)

*Pending. An ad hoc scholarship award selection subcommittee was formed. Distribution of the scholarships will be made in the fourth quarter.*

4. Assist with students' general needs. (First through fourth quarters)

*Ongoing. Two committee members traveled to Ghana during the second quarter and personally delivered school supplies and other items to Hanover Park Primary School in Cape Coast including books which had been collected at the Sister Cities Illinois State Convention. From a donation of ten soccer balls from Sarson, five were presented to Hanover Park Primary School during the Cape Coast visit, and five will be provided to a school in Valparaiso. The Sister Cities Committee is also seeking sources for used sporting equipment that can be provided to students in Valparaiso per the request made by the Valparaiso Mayor.*

5. Pursue school-to-school relationships with Cape Coast, Valparaiso and Hanover Park with areas of focus being competitions in academics, art, writing and athletics; and community service projects. (First through fourth quarters)

*Ongoing. The Sister Cities Committee continues to explore opportunities for student projects and programs.*

6. Support and assist in the facilitation of a Pen Pal Letter program involving students in Hanover Park, Cape Coast and Valparaiso.

*Pending. Although a formalized Pen Pal Letter program has not yet been initiated, a Hanover Park school principal plans to directly communicate with his counterpart in the a Sister Cities school to determine the best way to set up such a program. Additionally, another school principal is interested in establishing a Skype link.*

7. Explore possible student outreach through Hanover Park schools and area libraries to create awareness of and encourage participation in Sister Cities' activities. (First through fourth quarters)

*Postponed to FY13.*

8. Recruit teachers from Hanover Park schools to become part of the Sister Cities Committee membership in an effort to ensure support and continuation of student activities and programs. (First through fourth quarters).

*Ongoing. Members have pursued school principals, teachers and teacher's aide to become actively involved in Sister Cities-related activities and Committee membership.*

9. Participate in Cultural Day activities with the Cultural Inclusion & Diversity Committee. (First through fourth quarters).

*Ongoing. The Sister Cities Committee Chair routinely attends the meetings of the Cultural Inclusion and Diversity Committee and seeks opportunities for participation in co-sponsored community activities. The Chairs of both committees are in communication and have met to discuss issues of mutual interest.*

10. Attend local, state, national and international Sister City Conferences. (First and fourth quarters)

*Sister Cities Committee members will participate in the state convention during the fourth quarter.*

### *III. Is fiscally responsible and transparent*

11. Explore grant or alternative funding that supports Sister City activities. (First through fourth quarters)

*Funding opportunities through grants and alternative sources such as Friends of Cape Coast are explored on a continual basis.*

### **ADDITIONAL ACCOMPLISHMENTS**

1. The Sister Cities Committee hosted a reception for Mayor of Valparaiso and his travel delegation in July 2011.
2. The Sister Cities Committee facilitated a visit in July 2011 by Dr. Justice Hoffman of Cape Coast. Dr. Hoffman toured a local skilled nursing facility and met with Fire Chief Haigh for an overview of EMS services.
3. The Sister Cities Committee participated in a reception and other activities related to a visit by Ghana National Police Superintendent Emanuel Dade and his family in August 2011.
4. An ad hoc Scholarship Award Selection Committee was formed and held its first meeting in August 2011.

5. An ad hoc committee was formed in May 2011 for the purpose of developing plans to honor Cape Coast Sister Cities 20<sup>th</sup> anniversary which will be celebrated in July 2012. A spreadsheet consisting of proposed activities was prepared by the Chair.
6. The Sister Cities Committee participated in the Hanover Park Park District's Mexican Independence Day event in September 2011. A flyer promoting the Young Artists competition was translated into Spanish and distributed from a booth that was staffed by members of the Sister Cities Committee.
7. An article for the Hi-Lighter was written by the Committee Chair following the August-September 2011 visit in Cape Coast.
8. Officials in Ghana have announced details of a program that will be administered nationally and is modeled after the Hanover Park Sister Cities Committee initiative which established a special waiting area at the Cape Coast police facility for victims of domestic violence.

## **2012 – 2013 OBJECTIVES**

### *1. Is a great place to live, work and do business*

1. Award scholarships to students in Cape Coast and Valparaiso. (Fourth quarter)
2. Pursue school-to-school relationships with Cape Coast, Valparaiso and Hanover Park with areas of focus being competitions in academics, art, writing and athletics; and community service projects. (First through fourth quarters)
3. Support and assist in the facilitation of a Pen Pal Letter program involving students in Hanover Park, Cape Coast and Valparaiso.
4. Assist with Cape Coast Hanover Park Primary School students' general needs. (First through fourth quarters)
5. Explore possible student outreach through Hanover Park schools and area libraries to create awareness of and encourage participation in Sister Cities activities. (First through fourth quarters)
6. Recruit teachers from Hanover Park schools to become part of the Sister Cities Committee membership in an effort to ensure support and continuation of student activities and programs. (First through fourth quarters)
7. Participate in Cultural Day activities with the Cultural Inclusion & Diversity Committee. (First through fourth quarters)
8. Attend local, state, national and international Sister City conferences. (First and fourth quarters)
9. Sponsor/participate in activities recognizing the Cape Coast 20<sup>th</sup> Anniversary. (First and fourth quarters)
10. Attend Park District's Mexican Independence Day event. (Second quarter)
11. Submit application for the Illinois State Sister City of the Year award. (Third quarter)

12. Apply for Sister Cities International award in recognition of children's play room project at the Cape Coast hospital. (First quarter)

*III. Is fiscally responsible and transparent*

13. Explore grant and alternative funding that supports Sister Cities' activities.

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

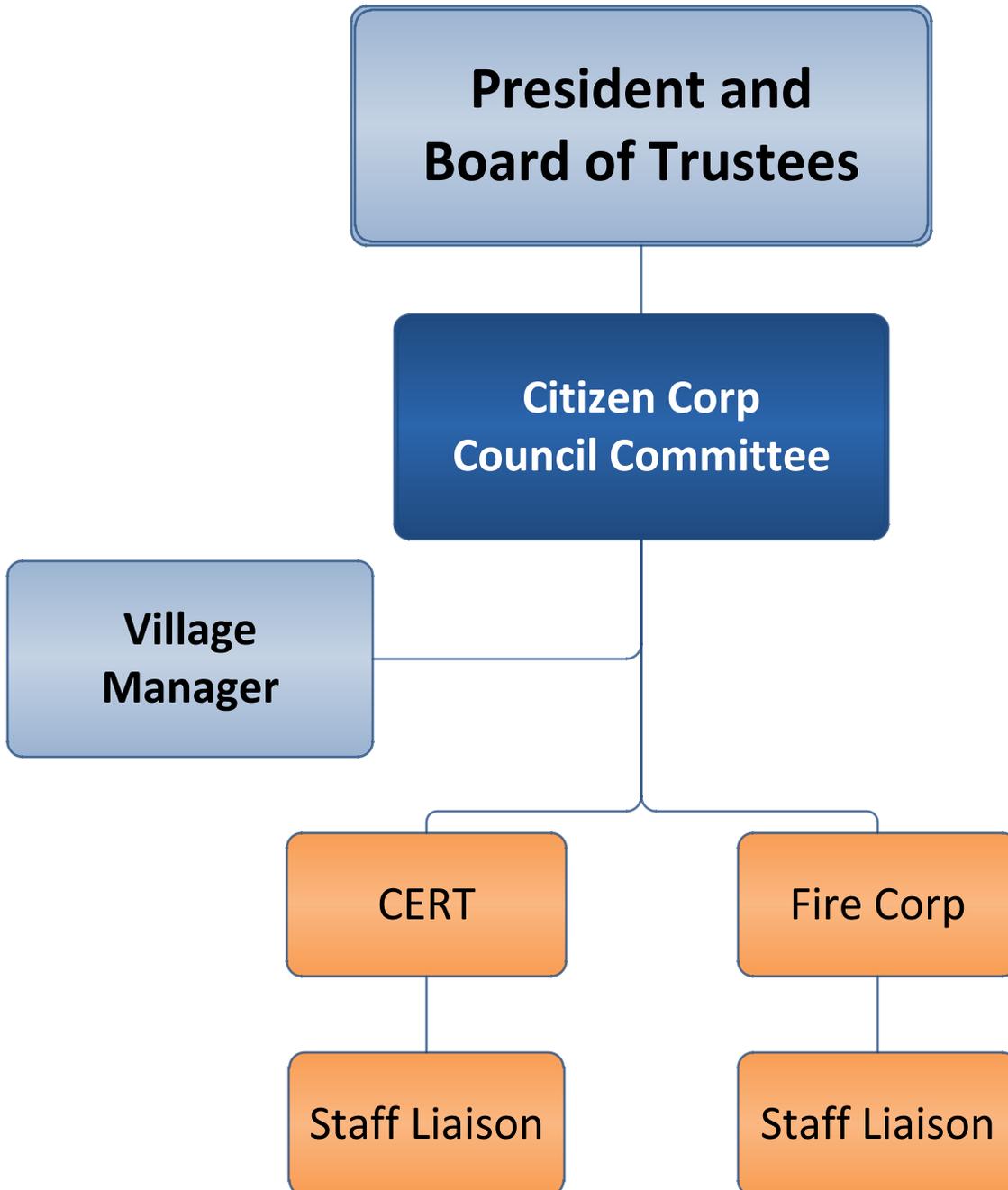
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0165 - Sister Cities Committee

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
Expenditures						
2-11	Office Supplies	\$ -	\$ 24	\$ 60	\$ 60	\$ 210
2-13	Memberships/Subscriptions	545	695	700	700	700
Total Commodities		<u>545</u>	<u>719</u>	<u>760</u>	<u>760</u>	<u>910</u>
3-12	Postage	-	46	100	100	250
3-71	Schools/Conf/Meetings	1,075	979	4,200	4,600	2,700
3-91	Special Events	432	1,700	2,200	2,400	4,925
Total Contractual Services		<u>1,507</u>	<u>2,725</u>	<u>6,500</u>	<u>7,100</u>	<u>7,875</u>
Total Operating Expenditures		<u>2,052</u>	<u>3,444</u>	<u>7,260</u>	<u>7,860</u>	<u>8,785</u>
Total Sister Cities Committee		<u>\$ 2,052</u>	<u>\$ 3,444</u>	<u>\$ 7,260</u>	<u>\$ 7,860</u>	<u>\$ 8,785</u>

# 170 – Citizen Corp Council Committee



# PRESIDENT AND BOARD OF TRUSTEES

## 170 - CITIZEN CORPS COUNCIL COMMITTEE

### GOALS

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.

### DESCRIPTION OF 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.

### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *1. Is a great place to live, work and do business*

1. Conduct a CERT seven week training programs. (Second Quarter)

*Completed. One training program completed in November 2011.*

2. Maintain a database of all trained CERT members. (Second quarter)

*Completed. The Deputy Chief of Support Services maintains the database.*

### ADDITIONAL ACCOMPLISHMENTS

1. CERT Team members assisted the Environmental Committee with a Recycling Event.
2. CERT Team members assisted the Police Department as role players during two Rapid Deployment Drill at Springwood Middle School.
3. CERT Team Members assisted a missing elderly resident suffering from Alzheimer's disease.
4. CERT Team Members assisted at the annual Cops Day Event.

### 2012- 2013 OBJECTIVES

#### *1. Is a great place to live, work and do business*

1. Conduct quarterly CERT training classes with active CERT members. (Third quarter)
2. Maintain a database of all trained CERT members. (Second quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

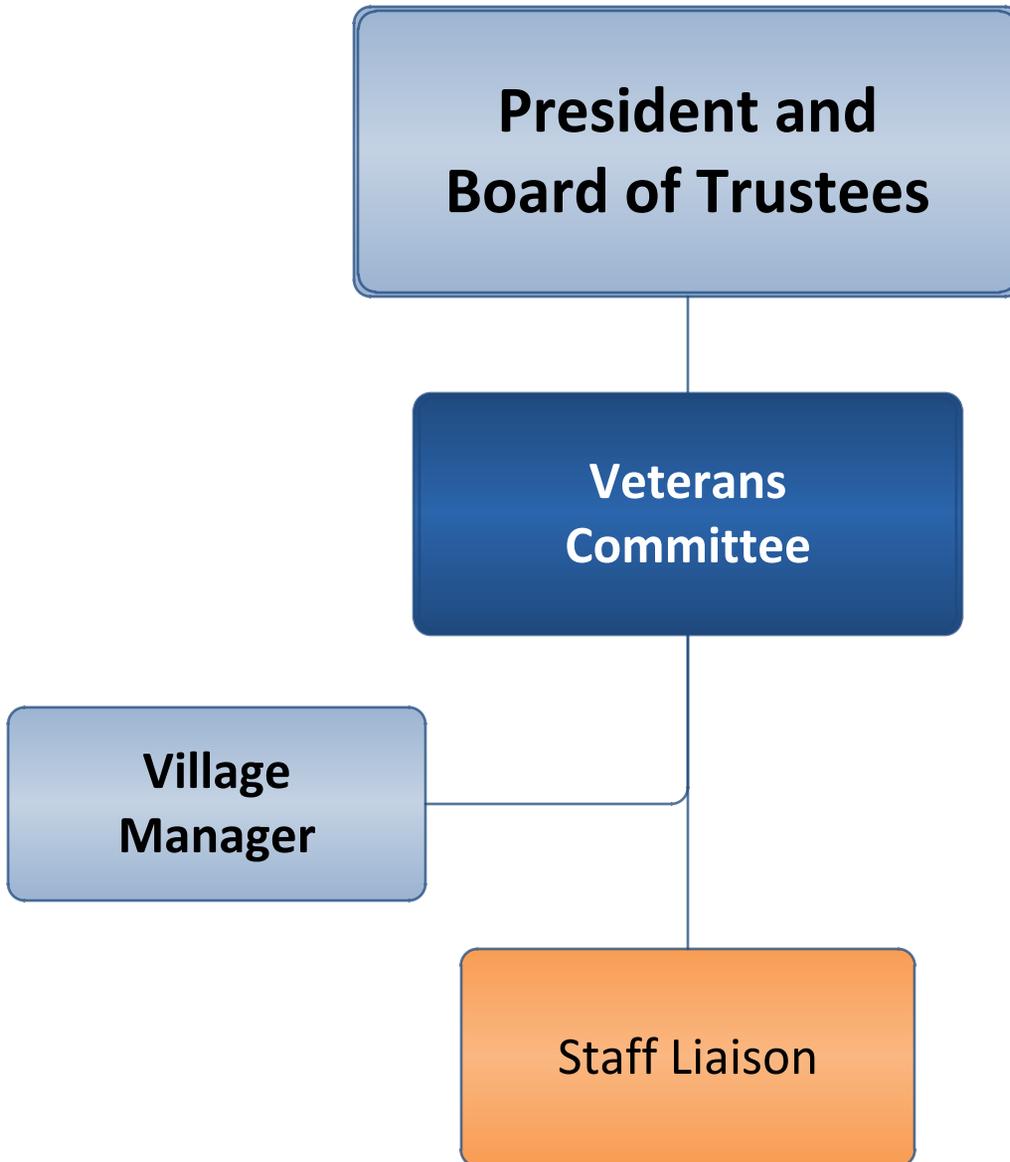
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0170 - Citizens Corp Council

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
Expenditures						
2-11	Office Supplies	\$ -	\$ -	\$ 200	\$ 200	\$ -
2-13	Memberships/ Subscriptions	-	-	200	200	-
2-14	Books/Publications/Maps	-	-	50	50	-
2-23	Communications Parts	2,059	200	100	100	-
2-27	Materials & Supplies	1,714	-	500	500	-
2-31	Uniforms	142	-	150	150	-
2-34	Small Tools	-	-	100	100	-
Total Commodities		3,915	200	1,300	1,300	-
3-12	Postage	-	-	200	200	-
3-71	Schools/Conf/Meetings	3,947	-	2,000	2,000	5,500
Total Contractual Services		3,947	-	2,200	2,200	5,500
Total Operating Expenditures		7,862	200	3,500	3,500	5,500
Total Citizen Corp Council		\$ 7,862	\$ 200	\$ 3,500	\$ 3,500	\$ 5,500

# 175 – Veterans Committee



# PRESIDENT AND BOARD OF TRUSTEES

## 0175 – VETERANS COMMITTEE

### GOALS

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

### DESCRIPTION OF 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.

### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *I. Is a great place to live, work and do business*

1. Reach out to as many 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. (First through Fourth quarters)

*The Committee added 11 veterans to the plaque. Additionally, a plaque honoring those who serve the Village was created with 15 veterans recognized.*

#### *III. Is fiscally responsible and transparent*

2. Plan the proposed Veterans Memorial and investigate ways to raise funds for construction. (Second quarter)

*Conceptual design has been approved by the Village Board and a contract for the actual design of the Memorial has been approved.*

### ADDITIONAL ACCOMPLISHMENTS

1. Held a 9-11 10-year anniversary Remembrance ceremony.
2. Held a Memorial Day ceremony.
3. Held a Veteran's Day breakfast.
4. Collected supplies for soldiers throughout the year.

## 2012 – 2013 OBJECTIVES

### *I. Is a great place to live, work and do business*

1. Reach out to as many 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. (First through Fourth quarters)

### *III. Is fiscally responsible and transparent*

2. Seek funding and donations for the construction of the Memorial Plaza. (First/Second quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

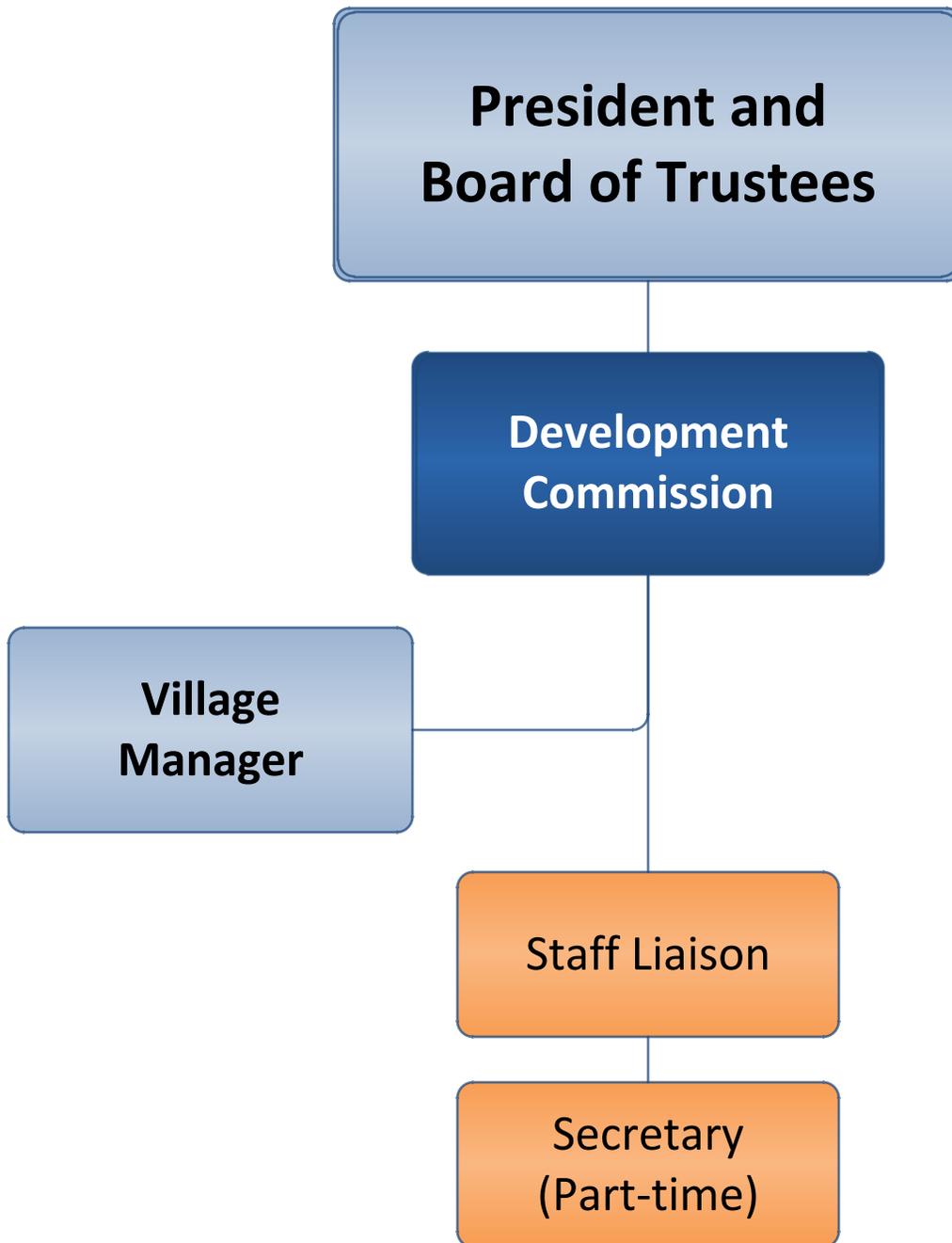
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0175 - Veterans Committee

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
Expenditures						
2-11	Office Supplies	\$ -	\$ -	\$ 50	\$ 50	\$ 50
2-13	Memberships/ Subscriptions	-	-	200	-	200
2-27	Materials & Supplies	-	-	660	700	700
Total Commodities		-	-	910	750	950
3-12	Postage	-	-	100	25	100
3-71	Schools/Conf/Meetings	-	-	2,350	1,250	2,350
3-91	Special Events	-	-	2,350	1,250	2,350
Total Contractual Services		-	-	2,450	1,275	2,450
Total Operating Expenditures		-	-	3,360	2,025	3,400
Total Veterans Committee		\$ -	\$ -	\$ 3,360	\$ 2,025	\$ 3,400

# 180 – Development Commission



# PRESIDENT AND BOARD OF TRUSTEES

## 180 – DEVELOPMENT COMMISSION

### GOALS

The goals of the Development Commission are to create and maintain the Comprehensive Plan 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, rezonings (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 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.

### 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *I. Is a great place to live, work and do business*

1. Provide necessary support in the development of an RTA Study of the Village Center area. (First through fourth quarters)

*Ongoing. Commissioners and Staff actively participated in the ongoing Village Center Study, participating in stakeholder interviews, workshops, and open houses. The Chair is a member of the project Steering Committee and the full Commission will formally review and comment on the Final Plan in the fourth quarter of FY 2012.*

2. Pursue development strategies outlined in the Comprehensive Plan when reviewing development proposals. (First through fourth quarters)

*Ongoing. The Commissioners take Comprehensive Plan goals into consideration when reviewing development, variance, and zoning code text amendments. Such consideration has guided their recommendations on various applications, including business park subdivision, business special uses, and new regulations related to carwashes.*

#### *II. Offers Convenience through technologies*

3. Seek additional training opportunities as they present themselves. (First through fourth quarters)

*Ongoing. The Development Commission continues to seek appropriate training opportunities through the APA, CMAP, and other allied organizations. One Commissioner attended Planning Commissioner sessions at the Illinois conference of the American Planning Association.*

#### *III. Is fiscally responsible and transparent*

4. Assist in a study for consideration of a new TIF surrounding the old Menards. (First quarter)

*Ongoing. The Commission has commented on potential development at the old Menards property (900 Irving Park) and will provide assistance in a study for consideration of a new TIF in the area when it is initiated.*

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

*Ongoing. The Commission assisted in the Village Center Plan and reviewed special use proposals in Hanover Square (TIF #3), as well as provided feedback on several projects in TIF #2. The Commission stands ready to provide necessary commentary on proposals in TIF #4.*

### **ADDITIONAL ACCOMPLISHMENTS**

1. In order to increase transparency and convenience, began to provide full Development Commission agenda packets, including agendas, minutes, and reports, on the Village website.

### **2012 – 2013 OBJECTIVES**

#### *I. Is a great place to live, work and do business*

1. Provide timely recommendations to the Village Board on development applications related to subdivisions, variances, special uses, and zoning code amendments. (First through fourth quarters)
2. Support implementation of the Village Center Plan, considering plan goals and zoning and design recommendations when reviewing development proposals. (First through fourth quarters)
3. Pursue development strategies outlined in the Comprehensive Plan when reviewing development proposals. (First through fourth quarters)

#### *II. Offers Convenience through technologies*

4. Seek additional training opportunities as they present themselves. (First through fourth quarters)
5. Provide up-to-date information regarding Development Commission meetings and activities on the Village website. (First through fourth quarters)

#### *III. Is fiscally responsible and transparent*

6. Evaluate and provide recommendations to the Village Board regarding development in all TIF Districts. (First through fourth quarters)
7. Promote redevelopment of the Hanover Square Shopping Center, providing timely and thoughtful recommendations. (First through fourth quarters)
8. Assist in a study for consideration of a new TIF surrounding the old Menards. (First quarter)
9. Assist in an Urban Land Institute Technical Assistance Panel to assess development opportunities along Irving Park Road as a part of a grant from the Chicago Metropolitan Agency for Planning. (First quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending April 30, 2013

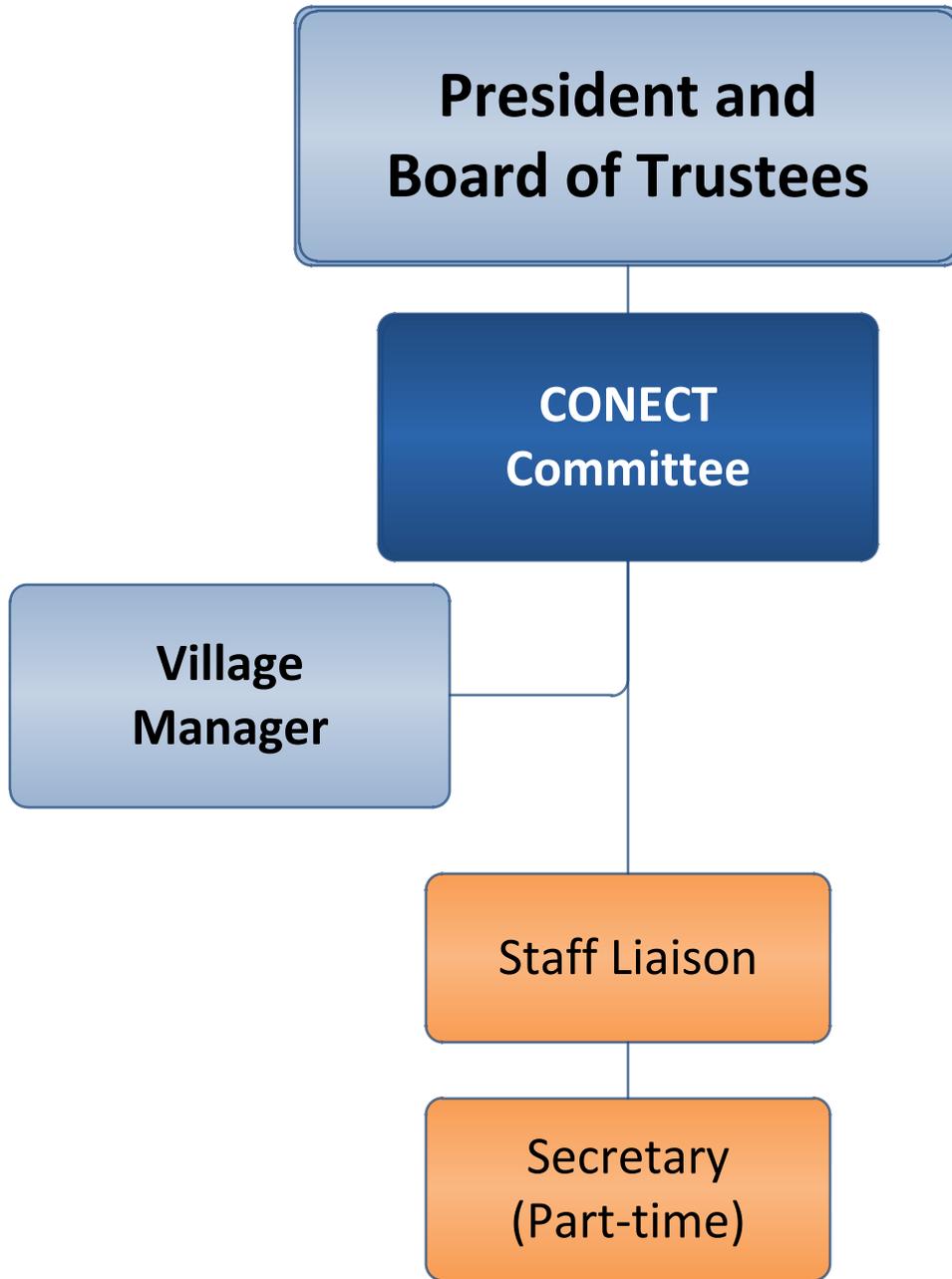
Fund 001 - General Fund

Department 0180 - Development Commission

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-21	Salaries-Overtime	\$ -	\$ -	\$ 300	\$ 240	\$ 800
1-41	State Retirement	-	-	40	32	111
1-42	Social Security	-	-	23	18	62
<b>Total Personal Services</b>		<b>-</b>	<b>-</b>	<b>363</b>	<b>290</b>	<b>973</b>
2-11	Office Supplies	-	-	150	100	150
2-13	Memberships/Subscriptions	-	-	160	100	160
2-14	Books/Publications/Maps	-	-	305	100	305
2-99	Miscellaneous Expen.	-	-	50	-	50
<b>Total Commodities</b>		<b>-</b>	<b>-</b>	<b>665</b>	<b>300</b>	<b>665</b>
3-12	Postage	24	5	150	150	150
3-71	Schools/Conf/Meetings	-	79	225	225	225
<b>Total Contractual Services</b>		<b>24</b>	<b>84</b>	<b>375</b>	<b>375</b>	<b>375</b>
<b>Total Operating Expenditures</b>		<b>24</b>	<b>84</b>	<b>1,403</b>	<b>965</b>	<b>2,013</b>
<b>Total Development Commission</b>		<b>\$ 24</b>	<b>\$ 84</b>	<b>\$ 1,403</b>	<b>\$ 965</b>	<b>\$ 2,013</b>

# 195 – Hanover Park CONECT Committee

(Committee on Networking Education and Community Teamwork)



# PRESIDENT AND BOARD OF TRUSTEES

## 195 - CONECT COMMITTEE

### GOALS

The goal of the Committee on Networking, Education and Community Teamwork (CONECT) is to strengthen the Village's business community by encouraging retention and expansion of existing businesses in the community. Where possible, CONECT also encourages efforts to attract new businesses to the Village. These efforts strengthen the Village's economic base while facilitating networking opportunities for the business community.

### DESCRIPTION OF FUNCTIONS

The CONECT Committee's responsibilities include promoting the Village's business opportunities through events and activities. CONECT also reviews and updates materials, such as the Village's business directory, which advertises businesses in the Village. CONECT also facilitates formal and informal networking opportunities at various Village functions and meetings with representatives of the business community. Specifically, CONECT coordinates the following programs and activities on an ongoing basis.

Coordinate and host annual activities promoting Hanover Park and encouraging networking among local businesses including Mayor's Choice Business Award Program and activities such as Chamber Business after Hours.

Continue outreach and public relations with businesses, developers, and residents by hosting an Annual Community Business Luncheon, (previously a Realtors' Luncheon & Seminar), various educational seminars, promoting ribbon cuttings for grand openings, encouraging Dine in Hanover Park and Shop in Hanover Park opportunities, etc., continuing the enhancement of the Village's image.

Provide recommendations, guidance and opportunities regarding business retention and attraction activities. Staff continues to work with CONECT regarding development updates and potential business retention, expansion, and attraction proposals.

### 2011 – 2012 OBJECTIVES

#### *1. Is a great place to live, work and do business*

1. To host a Realtor Luncheon event to showcase development opportunities in Hanover Park. (Fourth quarter)

*Complete. CONECT held their Realtor's Luncheon and Seminar on October 25, 2011 featuring Community Development updates including Police Department Headquarters construction status and an overview of services offered by the Hanover Park Park District.*

2. To sponsor an "After-Hours" event through the Chamber of Commerce. (Third quarter)

*Complete. CONECT hosted a Chamber "Business after Hours" on February 21, 2012.*

3. Work with Chamber to promote economic activity and visibility in Hanover Park. (First through fourth quarters)

*Ongoing. CONECT continues to work with the Chamber of Commerce and has supported many of their hosted events including their Annual Golf Outing held September 14, 2011 and their Annual Dinner held on December 9, 2011. CONECT also supported the Hanover Park Park District's 3<sup>rd</sup> Annual Youth Benefit Ball on April 12, 2012 by sponsoring a table for 10 Conect members to attend.*

4. Seek full membership of the Committee. (First through fourth quarters)

*Complete. Ordinance O-11-22 modifying CONECT committee memberships to 15 regular members and three auxiliary members. This Committee meets full membership.*

## *II. Offers convenience through technologies*

5. Continue to strengthen “Shop Hanover Park” initiatives. (First through fourth quarters)

*Ongoing. In July 2011, CONECT began offering free access to a marketing tool initiative called “Shop Hanover Park or ShopQA” to promote local, licensed business to its citizens. Shop Hanover Park provides businesses with a website, if they do not have one, or it can link to an existing business website. This service links to the Village’s website that directs citizens to new webpages designed and updated by each local, licensed business. CONECT has extended their contract with WebQA for one more year.*

6. Continue “Dine in Hanover Park” promotion whereby coupons for Village restaurants are distributed to residents. (First through fourth quarters)

*Ongoing. CONECT continues to seek businesses to participate in this promotion.*

7. Consider expanding coupon availability to other businesses. (First through fourth quarters)

*Ongoing. Through participation in “Shop QA” businesses can now offer coupons on their website linked through our website. Conect continues to reach out to local restaurants owners for participation in “Dine in Hanover Park.”*

## **2012 – 2013 OBJECTIVES**

### *I. Is a great place to live, work and do business*

1. To host a Community Business Luncheon showcasing development opportunities in Hanover Park. (Fourth quarter)
2. To sponsor an “After-Hours” event through the Chamber of Commerce. (Third quarter)
3. Work with Chamber to promote economic activity and visibility in Hanover Park. (First through fourth quarters)

### *II. Offers convenience through technologies*

4. Continue and strengthen “Shop Hanover Park” initiatives. (First through fourth quarters)
5. Continue “Dine in Hanover Park” promotion whereby coupons for Village restaurants are distributed to residents. (First through fourth quarters)
6. Consider expanding coupon availability to other businesses. (First through fourth quarters)

VILLAGE OF HANOVER PARK, ILLINOIS

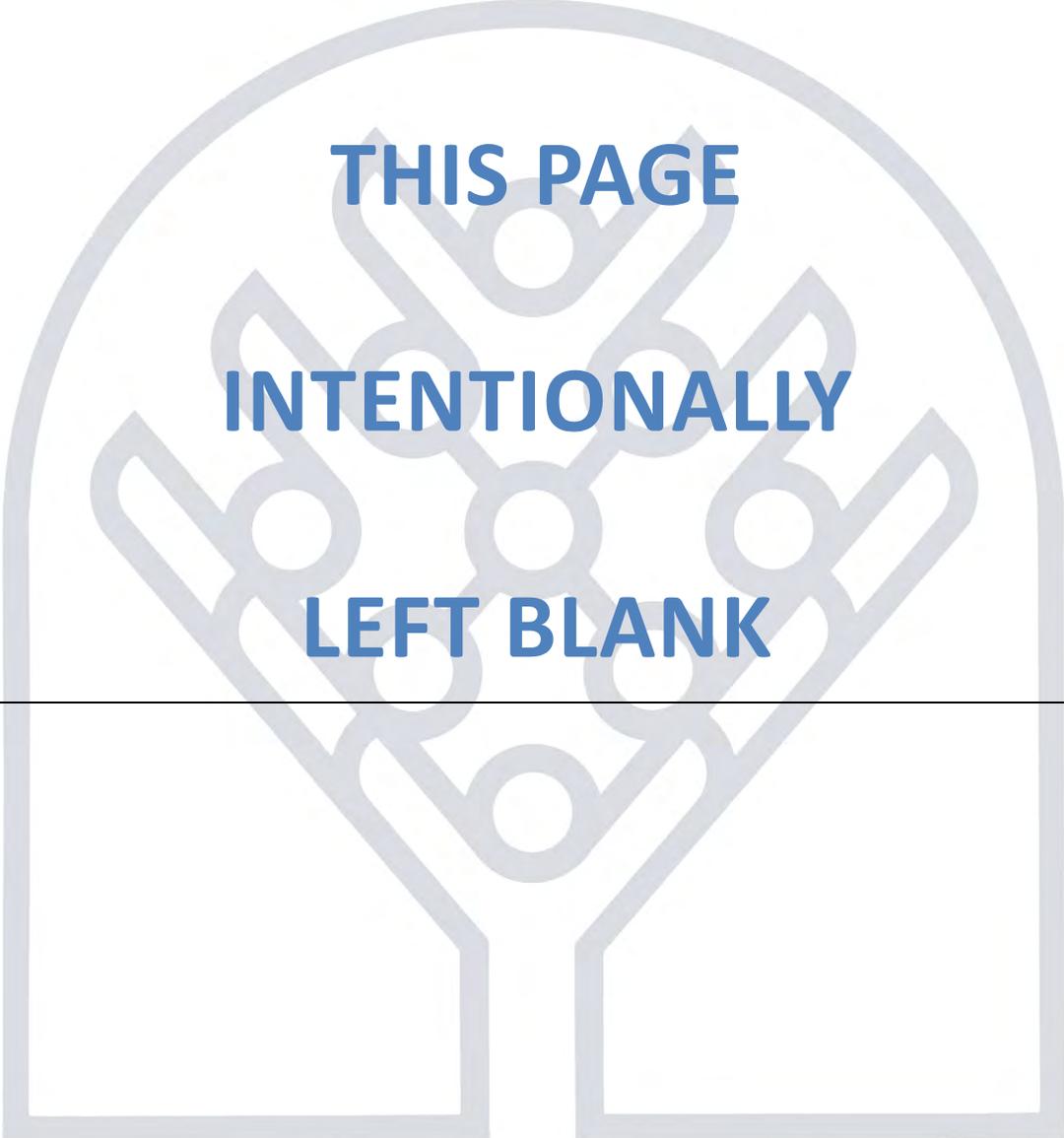
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0195 - Hanover Park CONECT Committee

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
2-11	Office Supplies	\$ -	\$ 109	\$ 700	\$ 100	\$ 700
2-13	Memberships/Subscriptions	-	560	525	-	525
2-99	Miscellaneous Expenses	-	-	50	50	50
<b>Total Commodities</b>		<b>-</b>	<b>669</b>	<b>1,275</b>	<b>150</b>	<b>1,275</b>
3-12	Postage	370	202	1,200	750	1,200
3-61	Consulting Services	15,000	-	-	-	-
3-71	Schools/Conf/Meetings	-	475	-	-	-
3-91	Special Events	3,004	6,117	8,600	7,500	8,600
<b>Total Contractual Services</b>		<b>18,374</b>	<b>6,794</b>	<b>9,800</b>	<b>8,250</b>	<b>9,800</b>
<b>Total Operating Expenditures</b>		<b>18,374</b>	<b>7,463</b>	<b>11,075</b>	<b>8,400</b>	<b>11,075</b>
<b>Total Hanover Park CONECT Committee</b>		<b>\$ 18,374</b>	<b>\$ 7,463</b>	<b>\$ 11,075</b>	<b>\$ 8,400</b>	<b>\$ 11,075</b>



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**Hanover Park**

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# ADMINISTRATIVE SERVICES

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## Cost Control Centers

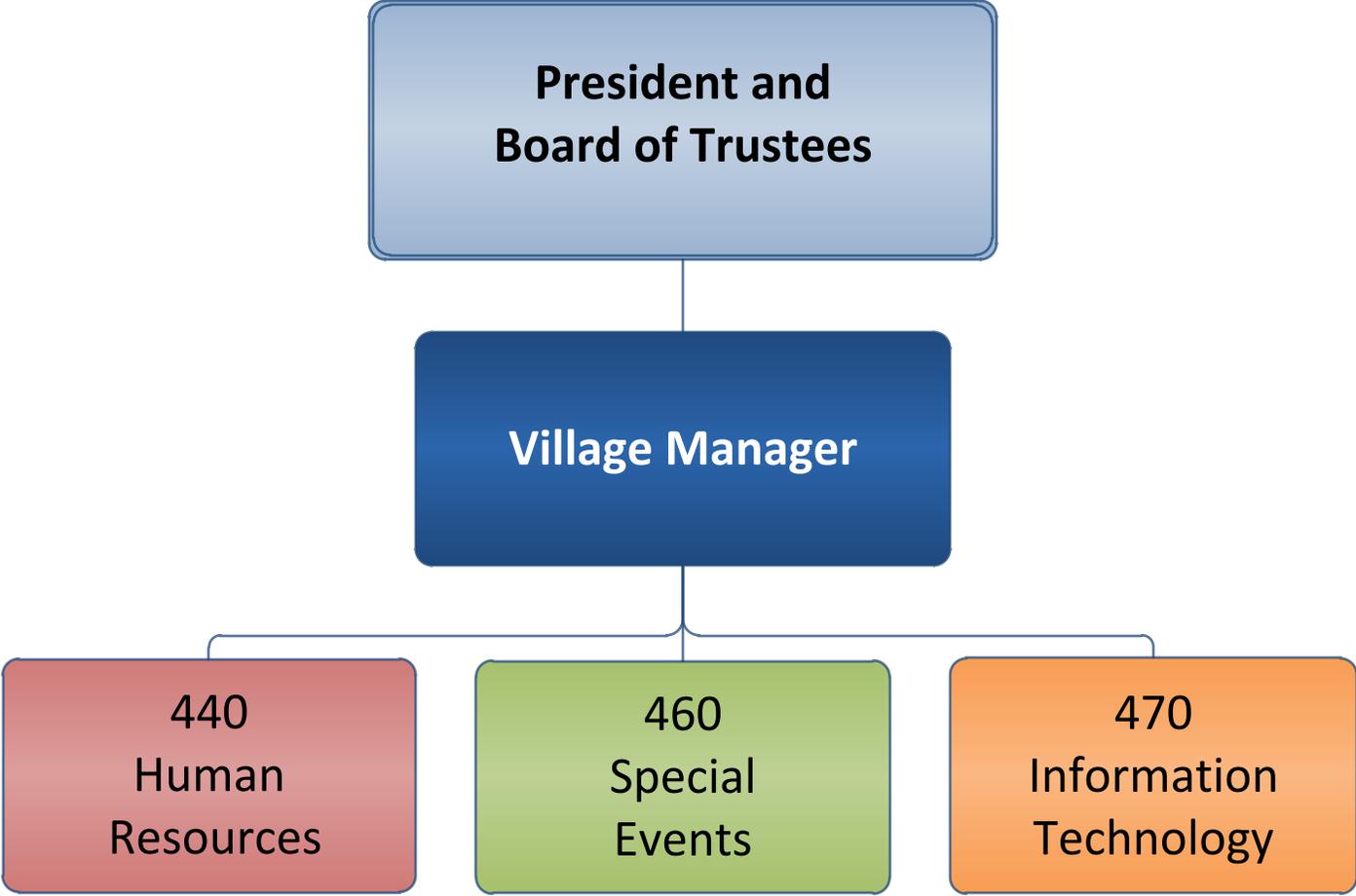
<b>Village Manager</b>	<b>0410</b>
<b>Human Resources Department</b>	<b>0440</b>
<b>Special Events</b>	<b>0460</b>
<b>Information Technology</b>	<b>0470</b>



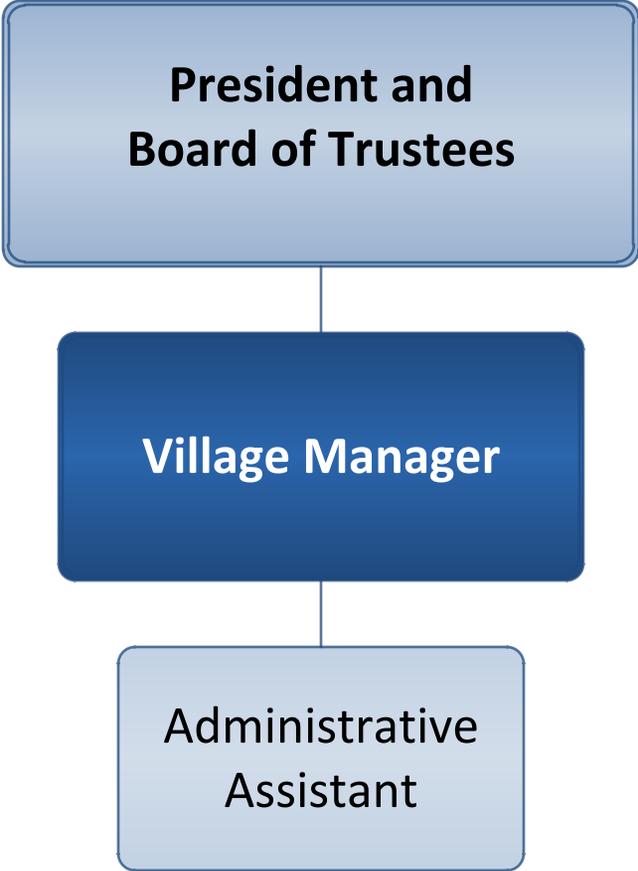
# Hanover Park

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# Organization of Administrative Services



# 410 – Village Manager



# VILLAGE MANAGER

## 410 - ADMINISTRATION

### GOALS

The goal of the Village Manager's Office is to 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 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.

### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *1. Is a great place to live, work and do business*

1. Implemented comprehensive orientation process for newly elected officials. (First quarter)

*Completed. Several orientation sessions took place at various Board Workshops.*

2. Coordinated grand opening of Police building with Police Administration, Public Works Administration and other departments, elected officials and community. (Second through third quarter)

*Completed.*

3. Transition use of former Police headquarters to other Village staff, offices, and/or other purposes. (Second through third quarter)

*Ongoing.*

4. Finish administrative policy book and present to the Board for approval. (Fourth quarter)

*Ongoing. Policies are being presented at Board Workshops to be followed up on for approval.*

5. Aggressively promoted business incentives through TIFs and other measures. This includes contacts at ICSC Las Vegas and a comprehensive advertising campaign. (First quarter)

*In May of 2011, Patrick Grill, Mayor Craig, the Finance Director and Village Manager attended the ICSC conference in Las Vegas. In July, we held a Developers Incentive Showcase with a tour of the Village. There was also an article about the Village in a publication from France. We are working on developing parcels of land in TIF 3 with a consultant. Also met with the owner of strip malls and restaurants to discuss properties in TIF 3. Prepared a streetscape and Village sign for TIF 2 along with numerous other improvements. Additionally, worked with local junior colleges and WorkNet to bring a center to TIF 3.*

6. Developed advertising campaign to seek development in TIF districts. (First quarter)

*Signed a contract with WBBM radio for a 2<sup>nd</sup> phase of advertising. We also invited individual developers and business persons to the Chicago Air and Water Show sponsored by WBBM.*

### *III. Is fiscally responsible and transparent*

7. Finalize plan and implement program to offer incentives for persons to acquire foreclosed properties. (First through second quarters)

*Did not proceed with financial incentives offered by the Village. Worked with the Community Development Department and Code Enforcement Division to evaluate status of foreclosures in the Village. Discussed potential assistance programs with Staff and the North West Housing Partnership (NWHP). Promoted citizen participation in NWHP's down payment assistance program, referring residents to the program in person and through promotional flyers.*

### **ADDITIONAL ACCOMPLISHMENTS**

1. Offered a second phase to the Early Retirement Incentive program to employees which helped the Village realize a cost savings in both wages and benefits.
2. Acquired the Hanover Square Shopping Center.
3. Refinancing of 2004 Bonds which helped the Village realize an estimated cost savings of \$622,000 over the course of the 13-year life of the Bonds.
4. Extensive improvements in TIF 2 which included an entryway monument sign with changeable copy, streetscape, water and sewer main replacements, street lighting improvements and removal of utility poles on Irving Park Road.
5. Closed TIF 2 with \$4.3 million to be distributed to taxing bodies.
6. Began development of TIF 5.

### **2012 - 2013 OBJECTIVES**

#### *I. Is a great place to live, work and do business*

1. Oversee the transition of the Village Hall expansion into the old Police Headquarters. (First and Second Quarters)
2. Development of TIF 5. (First through Fourth Quarters)
3. Completion and opening of Barrington streetscape and monument sign. (Second Quarter)
4. After Board discussion, as part of the budgeting process, implement any direction regarding the lease agreement and development of MWRD property. (Fourth Quarter)

#### *III. Is fiscally responsible and transparent*

5. Continue updates to the Administrative Policy manual. (First through Fourth Quarters)
6. Provide Board with quarterly updates to the Strategic Plan. (First through Fourth Quarters)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

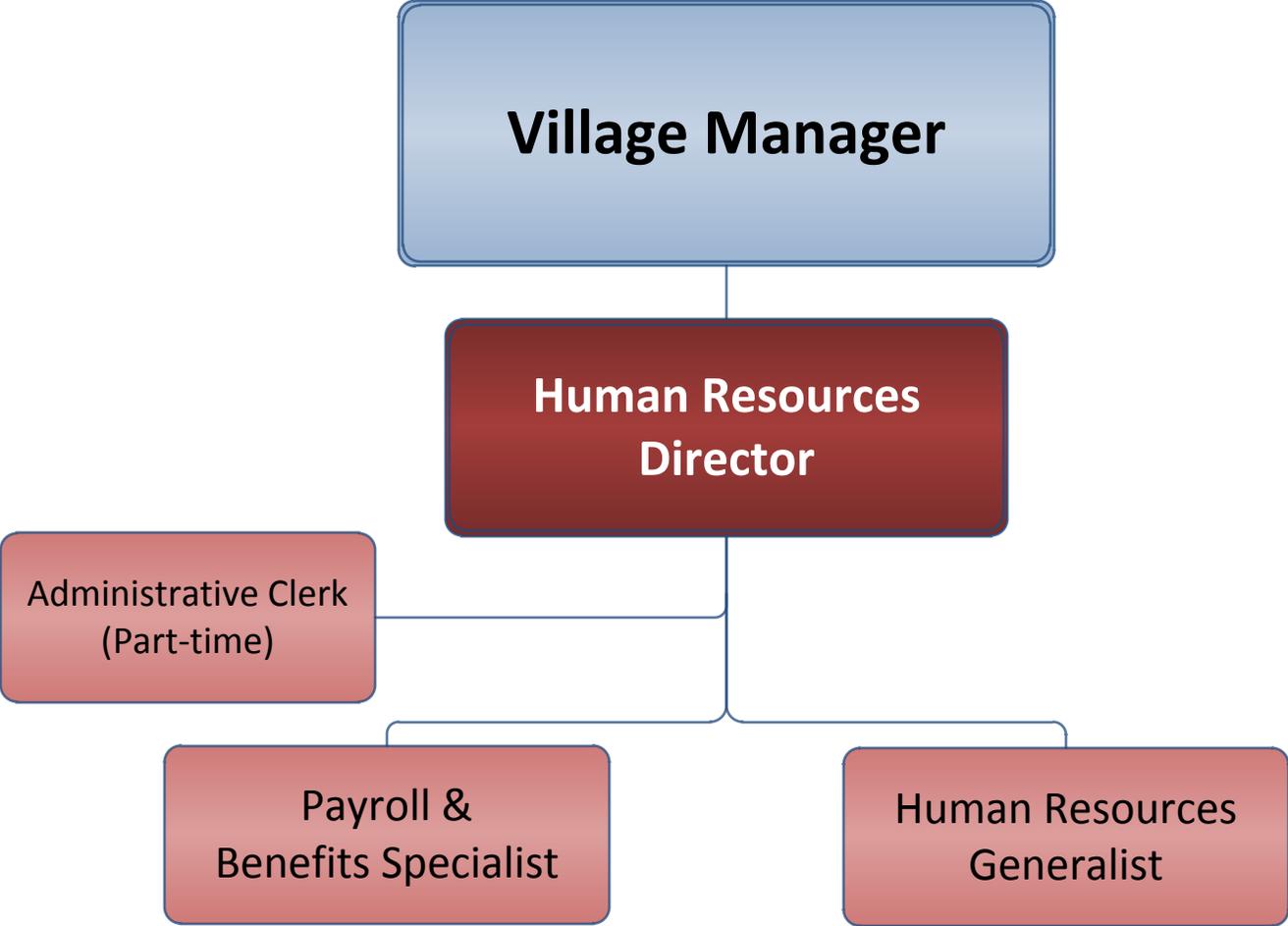
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0410 - Village Manager

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 354,907	\$ 194,671	\$ 193,266	\$ 228,463	\$ 196,436
1-21	Salaries-Overtime	9,313	15,752	9,000	17,000	12,000
1-41	State Retirement	41,710	21,975	24,180	28,624	29,389
1-42	Social Security	21,896	12,967	14,159	13,583	14,212
1-44	Employee Insurance	85,259	23,495	25,026	28,325	14,499
<b>Total Personal Services</b>		<b>513,085</b>	<b>268,860</b>	<b>265,631</b>	<b>315,995</b>	<b>266,536</b>
2-11	Office Supplies	840	759	800	549	800
2-13	Memberships/Subscriptions	1,468	1,954	2,330	2,330	2,375
2-14	Books/Publications/Maps	-	-	50	-	50
2-21	Gasoline & Lube	-	-	-	-	-
2-27	Materials & Supplies	-	134	200	-	200
2-99	Miscellaneous Expen.	70	252	250	253	250
<b>Total Commodities</b>		<b>2,378</b>	<b>3,099</b>	<b>3,630</b>	<b>3,132</b>	<b>3,675</b>
3-12	Postage	159	190	1,050	200	1,050
3-32	M & R- Office Equipment	-	-	-	-	-
3-36	Maintenance Agreements	236	1,089	2,524	2,437	2,734
3-51	Equipment Rentals	-	3,064	-	-	-
3-52	Vehicle Maint & Replace	-	-	-	-	-
3-61	Consulting Services	1,400	19,655	50,000	42,000	42,000
3-62	Legal Services	119,937	-	-	-	-
3-71	Schools/Conf/Meetings	2,588	4,241	1,915	2,394	2,090
3-72	Transportation	129	684	250	72	250
3-91	Special Events	-	3,888	8,500	7,800	9,000
3-99	Miscellaneous Expen.	-	-	25	-	25
<b>Total Contractual Services</b>		<b>124,449</b>	<b>32,811</b>	<b>64,264</b>	<b>54,903</b>	<b>57,149</b>
<b>Total Operating Expenditures</b>		<b>639,912</b>	<b>304,770</b>	<b>333,525</b>	<b>374,030</b>	<b>327,360</b>
<b>Total Village Manager</b>		<b>\$ 639,912</b>	<b>\$ 304,770</b>	<b>\$ 333,525</b>	<b>\$ 374,030</b>	<b>\$ 327,360</b>

# 440 – Human Resources Department



## 440 - HUMAN RESOURCES DEPARTMENT

### GOALS

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 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. To improve risk management throughout the Village, a Safety Committee was established in June 1996.

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 five 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; 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 four payrolls a month. 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 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.

#### **PERFORMANCE ACTIVITIES AND MEASURES**

<b>Description of Measurement</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Village-Wide Full Time Employees	193	196	193	193	195
Village-Wide Part Time Employees	61	48	49	49	47
Number of Full Time Employees Per 1,000 Population	5.04	5.12	5.04	5.04	5.14
Employee Terminations:					
Voluntary Resignations	20	20	8	13	15
Retirements	3	3	3	5	12
Dismissals	3	0	3	4	4
Seasonal Layoffs	7	10	8	4	8
Deaths	1	0	0	0	1
Reductions in Force	0	1	6	4	7
Applications Handed Out or Downloaded	854	880	472	534	10344
Job Applications Received	672	705	391	456	1098
Number of Candidates Interviewed	165	165	115	148	165
Number of New Hires	40	36	33	31	43
Number of In-House Training Sessions Conducted	5	5	9	7	11
Number of Participants	112	128	209	140	622

Description of Measurement	2007	2008	2009	2010	2011
Training Topics:					
Employee Assistance Program	0	0	0	0	0
Hazard Communications	0	0	0	0	0
Safety (Back & Fall Prevention)	0	0	106	0	0
Sexual Harassment	0	0	0	0	215
Cultural Diversity	0	0	0	0	0
Blood borne Pathogens	70	67	62	84	96
Drug and Alcohol Awareness	0	0	0	0	0
Accident Investigation Training	0	0	0	13	0
First Aid and AED	0	0	0	0	8
Recruiting/Performance Appraisal Training	0	48	0	4	5
Supervisory Training/Teambuilding	42	13	8	8	50
New Employee Orientations/Handbook	40	36	33	31	248
Employee Recognition Events	5	5	5	5	14
Number of Employees	446	425	398	411	670
Wellness Events	6	5	4	3	2
Number of Employees	197	178	56	33	44
Benefit Events	4	11	14	16	19
Number of Employees	67	44	35	32	189
Employee Newsletter	1	2	0	0	0
Labor Relations					
Collective Bargaining Agreements	1	0	1	3	5
Grievances	0	3	0	0	0
Non-Union	0	1	0	0	0
Union	0	2	0	0	0
Representation Elections/Card Check	0	1	0	0	0
Total Expenditures	\$358,147	\$396,941	\$404,892	\$436,989	\$327,621
Cost of Services Per Capita	\$9.36	\$10.37	\$10.58	\$11.42	\$8.63

### **RISK MANAGEMENT PERFORMANCE ACTIVITIES AND MEASURES**

Description of Measurement	2007	2008	2009	2010	2011
Village-Wide Insurance Claims:					
Total Worker Compensation Claims	23	36	29	24	24
Worker Compensation Losses	\$194,630	\$298,448	\$381,038	\$72,407	\$636,760
All Other Claims (Auto, GL, Property)	26	41	55	50	43
Non-Worker Compensation Losses	\$86,833	\$47,238	\$165,930	\$135,329	\$29,060
Total Claims	49	77	84	74	67
Total Losses	\$281,463	\$345,686	\$546,968	\$207,736	\$665,820

Description of Measurement	2007	2008	2009	2010	2011
Administration Departments/Divisions Insurance Claims:					
Total Worker Compensation Claims	0	2	1	0	1
Worker Compensation Losses	\$0	\$44,439	\$15,599	\$0	\$188
All Other Claims	0	1	1	0	0
Non-Worker Compensation Losses	\$0	\$0	\$81,000	\$0	\$0
Total Claims	0	3	2	0	1
Total Losses	\$0	\$44,439	\$96,599	\$0	\$188

## 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

### *1. Is a great place to live, work and do business*

1. Conduct Performance Management Training with new system for all Supervisors. (Second quarter)

*Training is scheduled for fourth quarter.*

2. Conduct recruitment for Part time Paid-on-Call Firefighters (First quarter)

*Completed recruitment and posted eligibility list on September 1, 2011.*

3. Conduct promotional testing for Fire Lieutenant (First quarter)

*Completed testing and posted eligibility list on May 13, 2011.*

4. Conduct promotional testing for Police Sergeant (First quarter)

*Defer testing until FY2013 with no upcoming promotions.*

5. Conduct promotional testing for Police Lieutenant if necessary. (Second quarter)

*Defer testing until FY2013 with no upcoming promotions*

6. Negotiate collective bargaining agreement with IAFF Firefighter/Paramedics, MAP Sergeants, Teamsters Public Works, SEIU – POC Firefighters and MAP Police Officers. (First quarter for IAFF, MAP Sgt, Teamsters, and SEIU. Second quarter for MAP – Police Officers)

*All collective bargaining agreements settled and approved by the Village President and Board of Trustees.*

7. Begin Succession Planning process with Administration. (Second quarter)

*Defer process until FY2013 once performance appraisal system in place.*

8. Conduct mandatory employee training:
  - a) Cultural Diversity (Second quarter)
  - b) Customer Service (Third quarter)
  - c) Workplace Violence (Fourth quarter)

*Based on fiscal year needs, mandatory sexual harassment training, new employee handbook, Blood borne Pathogen for Police Department and Fire Department Supervisor training was conducted. Additionally issuance of Village credit cards training was conducted and Supervisor Training for the on-line application system.*

## RISK MANAGEMENT PROGRAM

### 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *1. Is a great place to live, work and do business*

1. Develop a formal Supervisory Training Policy that requires the development of training plans for all supervisors and those with supervisory responsibilities.

*Conducted new supervisor training as necessary.*

2. Finalize and implement a Village-wide Accident Investigation policy.

*Conducted IRMA Hazard Site Visit and received a positive report with no significant issues identified.*

### ADDITIONAL ACCOMPLISHMENTS

1. Implemented and administered an in-house Early Retirement Incentive program. Twelve (12) employees participated in the program and giving the Village a cost savings of \$2.3 million over the next seven (7) years.
2. Assisted in the restructuring of the Finance Department with eliminating one full-time position and replacing one full-time position with three part-time. This resulted in an annual cost savings of \$124,042 and improved customer service levels to the residents.
3. Negotiated all five collective bargaining agreements while controlling legal costs. FY12 employee relations legal costs are projected to be reduced by 50% of the budgeted amount.
4. Reduced our worker's compensation claims dollars and frequency in 2009 and 2010 which resulted in a reduction in our IRMA experience modifier by 9.1%.
5. Conducted recruitment and hired 43 new employees.
6. HR Director elected to the IPELRA Board of Directors for a two year term.
7. Created a two tier insurance program effective July 1, 2011 which will result in cost savings with new non-union employees hired after the effective date.
8. Implemented a new performance management program, NEOGOV PE, and created all new performance reviews which improved the overall process of performance reviews.
9. Added additional voluntary employee benefits including AFLAC group insurance and Pre-paid Legal services.
10. Conducted recruitment for Police Officer (Fourth Quarter).

### 2012 – 2013 OBJECTIVES

#### *1. Is a great place to live, work and do business*

1. Conduct recruitment for Full-time Firefighters (First quarter)
2. Negotiate collective bargaining agreement with IAFF Firefighter/Paramedics, MAP Sergeants, Teamsters Public Works and MAP Police Officers. (First quarter for IAFF, MAP Sgt and Teamsters. Second quarter for MAP – Police Officers)

3. Begin Succession Planning process with Administration. (Second quarter)
4. Conduct mandatory employee training:
  - a) Cultural Diversity (Second quarter)
  - b) Workplace Violence (Fourth quarter)
5. Facilitate department move to new offices (first quarter).
6. Implement HR module for new ERP software (third quarter).

## **RISK MANAGEMENT PROGRAM**

### **2012 – 2013 OBJECTIVES**

#### *1. Is a great place to live, work and do business*

1. Conduct Back Safety Training for all required groups (second quarter).
2. Explore Alternate Duty Policy and make recommendation of identified alternate duty assignments.

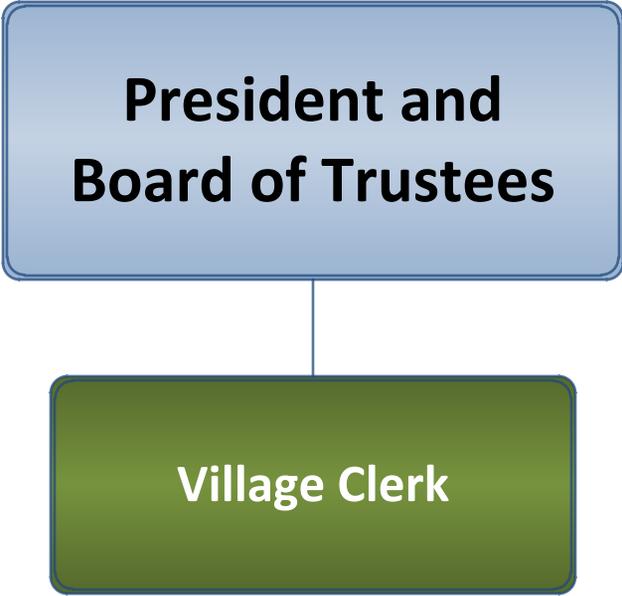
VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department  
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0440 - Human Resources

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 188,320	\$ 177,624	\$ 179,456	\$ 179,456	\$ 182,821
1-12	Salaries-Part Time	-	1,928	14,294	12,318	17,069
1-21	Salaries-Overtime	1,825	2,234	1,500	3,500	2,000
1-41	State Retirement	18,826	19,360	22,409	22,840	26,962
1-42	Social Security	14,592	13,994	15,425	16,284	15,935
1-44	Employee Insurance	24,363	21,327	21,572	28,665	12,031
<b>Total Personal Services</b>		<b>247,926</b>	<b>236,467</b>	<b>254,656</b>	<b>263,063</b>	<b>256,818</b>
2-11	Office Supplies	3,072	1,782	1,800	1,500	1,800
2-13	Memberships/Subscriptions	1,848	1,254	1,924	1,824	1,933
2-14	Books/Publications/Maps	-	670	650	600	650
2-27	Materials & Supplies	226	263	400	400	400
2-90	Employee Recognition	38,511	35,272	34,353	36,750	34,240
2-99	Miscellaneous Expense	-	289	-	-	-
<b>Total Commodities</b>		<b>43,657</b>	<b>39,530</b>	<b>39,127</b>	<b>41,074</b>	<b>39,023</b>
3-12	Postage	1,155	1,146	1,100	1,558	1,100
3-32	M & R- Office Equipment	493	-	450	-	450
3-36	Maintenance Agreements	7,795	8,712	4,463	3,600	3,663
3-51	Equipment Rentals	5,195	4,173	5,500	5,000	5,500
3-61	Consulting Services	43,784	19,376	58,296	58,000	34,933
3-62	Legal Services	70,401	-	-	-	-
3-65	Medical Examinations	6,976	6,264	33,773	30,000	32,644
3-67	Legal Publications	5,380	2,659	13,000	5,000	12,000
3-70	Binding & Printing	-	-	-	-	-
3-71	Schools/Conf/Meetings	3,964	8,994	14,972	14,972	26,452
3-72	Transportation	263	300	1,100	500	1,100
<b>Total Contractual Services</b>		<b>145,406</b>	<b>51,624</b>	<b>132,654</b>	<b>118,630</b>	<b>117,842</b>
<b>Total Operating Expenditures</b>		<b>436,989</b>	<b>327,621</b>	<b>426,437</b>	<b>422,767</b>	<b>413,683</b>
<b>Total Human Resources</b>		<b>\$ 436,989</b>	<b>\$ 327,621</b>	<b>\$ 426,437</b>	<b>\$ 422,767</b>	<b>\$ 413,683</b>



## 460 - SPECIAL EVENTS

### GOALS

The goal of the Special Events Department is to coordinate annual special events sponsored by the Village of Hanover Park.

### DESCRIPTION OF FUNCTIONS

The functions of the Special Events Department are to determine annual events to be included in the special events program, and to oversee, administer or assist in the coordination of each event in cooperation with other Village Departments and Committees under the direction of the Editorial Review Board.

Annual events coordinated by the Special Events Department include: May and September - Maxwell Street event, December - Village Holiday Tree Lighting, April - Arbor Day celebration, May/June - Touch A Truck, and August- Car Show. In addition, the Special Events Department coordinates the Community Appearance Awards and Deck the Homes Contests, and the STAARS (STudent Artist and AuthoRS) Program.

The Special Events Department also assists other departments in promotion and, if needed, planning/coordination of the special events.

### 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *III. Strengthen community involvement and participation*

1. Host a "Touch a Truck" event in cooperation with the Hanover Park Park District. (First quarter)

*Completed*

2. Coordinate the Village's semi-annual Maxwell Street event. (First and Second quarters)

*Completed*

3. Host a Tree Lighting Ceremony. (Third quarter)

*Completed*

4. Host an Arbor Day celebration at Elsie Johnson Elementary School. (Fourth quarter)

*Completed*

5. Coordinate the STAARS Program . (First through Fourth Quarters)

*Completed*

6. Coordinate the Village's Coffee with the Board events. (First through Fourth Quarters)

*Completed*

7. Participate in the American Cancer Society's Relay for Life. (First quarter)

*Coordinated by Human Resources*

### Additional Accomplishments

1. Coordinate the Ontarioville Art Academy to our Summer STAARS Program, providing local art students to display their fine art.
2. Hosted the Third Annual Car Show Event in cooperation with the Hanover Park Community Resource Center.
3. Added a Vendor Exhibit as a part of the Car Show in cooperation with the Hanover Park Resource Center

### 2012 - 2013 OBJECTIVES

#### *I. Is a great place to live, work and do business*

1. Host a "Touch a Truck" event in cooperation with the Hanover Park Park District. (First Quarter)
2. Coordinate the Village's semi-annual Maxwell Street event. (First and Second Quarters)
3. Coordinate Village participation in local parades. (Second Quarter)
4. Host the Car Show Event. (Second Quarter)
5. Host a Tree Lighting Ceremony. (Third Quarter)
6. Host an Arbor Day celebration at a Hanover Park School. (Fourth Quarter)
7. Coordinate the STAARS Program. (First through Fourth Quarters)
8. Coordinate the Village's Coffee with the Board events. (First through Fourth Quarters)
9. Coordinate existing Special Events at the Hanover Square Shopping Center. (First through Fourth Quarters)

#### *III. Is fiscally responsible and transparent*

10. Reevaluate budgeting for individual events and allocate funds to better plan events such as the tree lighting ceremony. (First Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

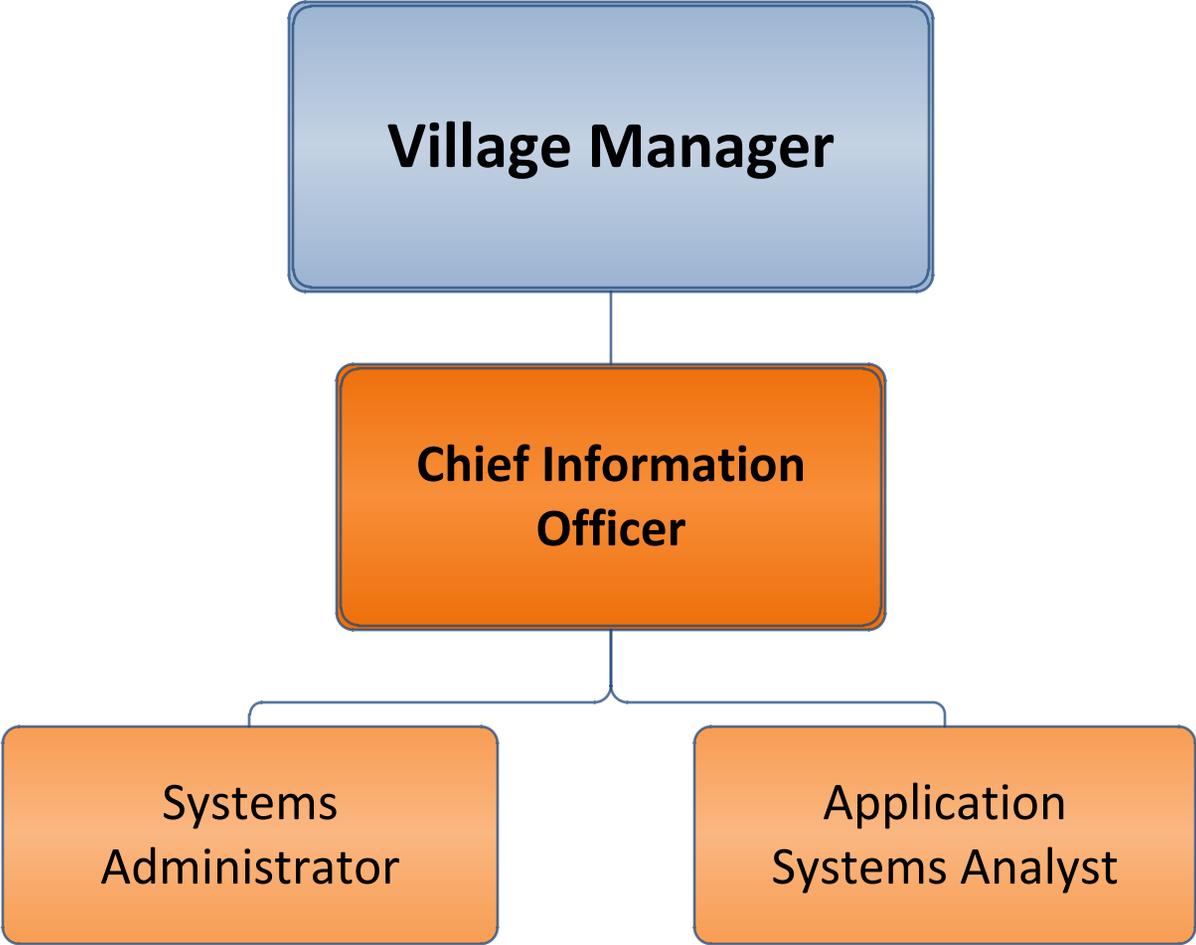
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0460 - Special Events

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-21	Salaries-Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
1-41	State Retirement	-	-	-	-	-
1-42	Social Security	-	-	-	-	-
<b>Total Personal Services</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
3-12	Postage	165	206	200	778	400
3-70	Binding & Printing	-	368	2,000	-	2,000
3-71	Schools/Conf/Meetings	-	-	-	-	-
3-91	Special Events	9,052	7,269	11,500	7,899	11,500
<b>Total Contractual Services</b>		<b>9,217</b>	<b>7,843</b>	<b>13,700</b>	<b>8,677</b>	<b>13,900</b>
<b>Total Operating Expenditures</b>		<b>9,217</b>	<b>7,843</b>	<b>13,700</b>	<b>8,677</b>	<b>13,900</b>
<b>Total Special Events</b>		<b>\$ 9,217</b>	<b>\$ 7,843</b>	<b>\$ 13,700</b>	<b>\$ 8,677</b>	<b>\$ 13,900</b>



## 470 - INFORMATION TECHNOLOGY

### GOALS

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 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>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Number of Full Time Employees	2	3	3	3	3
Number of Full Time Employees Per 1,000 Population	.05	.08	.08	.08	.08
Total Information Technology Department Expenditures	\$297,151	\$323,227	\$422,817	\$377,822	\$515,678
Cost of Services Per Capita	\$7.76	\$8.44	\$11.05	\$9.87	\$13.58

### 2011 - 2012 OBJECTIVES

#### *II. Offer Convenience through Technologies*

1. Replace entire network infrastructure Village-wide. (First through fourth quarters)

*Completed*

2. Replace phone system Village-wide. (First through fourth quarters)

*Completed*

3. Replace 9 Police MDCs and 5 Fire MDCs. (Second quarter)

*Completed*

4. Replace 50 aging Desktop PCs and implement a 4 year computer replacement program. (Fourth quarter)  
*Completed*
5. Replace three older servers. (Second quarter)  
*Completed*
6. Expand email access to all employees. (First through fourth quarters)  
*Completed*
7. Create a standard for computer deployments and standardize an Office platform. (First quarter)  
*Completed*
8. Support new Police building construction to ensure smooth integration with existing network and resources. (First through fourth quarters)  
  
*Ongoing – The IT Department continues to support the new Police building operation and is starting to transition the software applications needed for the Police Department to continue their operations.*
9. Replace the Time Keeping software utilized by Public Works. (Third Quarter)  
  
*Deferred to next budget year*
10. Implement one new touch screen tablet ambulance computer to provide for automated reporting with hospitals, and provide signature capture on electronic forms. (First quarter)  
  
*Completed*
11. Implement a new Scheduling System for our Cable Channel. (First quarter)  
  
*Completed*

#### **ADDITIONAL ACCOMPLISHMENTS**

1. This year the IT Department switched all phone services over to CallOne ensuring the best possible price for this service. IT reduced the overall costs to the Village by 30% and will save the Village approximately \$36,000 in the next 3 years.
2. The IT Department also consolidated cellular service to Verizon to provide employees with better coverage area and reduced the overall cost to the Village.
3. A new uninterruptible power supply and air conditioning unit was purchased for the server room at Village Hall to complete the renovation of the space. There is now adequate cooling provided to the servers. The IT Department also reconfigured the cabling in the server room and labeled the cables for quicker responses when troubleshooting problems.
4. Unified Paging at all municipal buildings was installed and integrated with the Fire Departments overhead paging system. Paging Zones for each location were configured as well as several other zones requested by departments.

## 2012 - 2013 OBJECTIVES

### *II. Offer Convenience through Technologies*

1. Acquire and Implement new ERP System for the entire village. (First quarter)
2. Replace 50 aging Desktop PCs to continue the 4 year computer replacement program. (Fourth quarter)
3. Replace 10 Police MDCs and 5 Fire MDCs. (Second quarter)
4. Support the new Police building operation to ensure a smooth transition. (First through Fourth quarters)
5. Start the creation of a Geographical Information System (GIS) to provide mapping of resources, assets and other information such as crime analysis, statistical analysis, land management, etc. to all areas of the village and residents. (Third quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

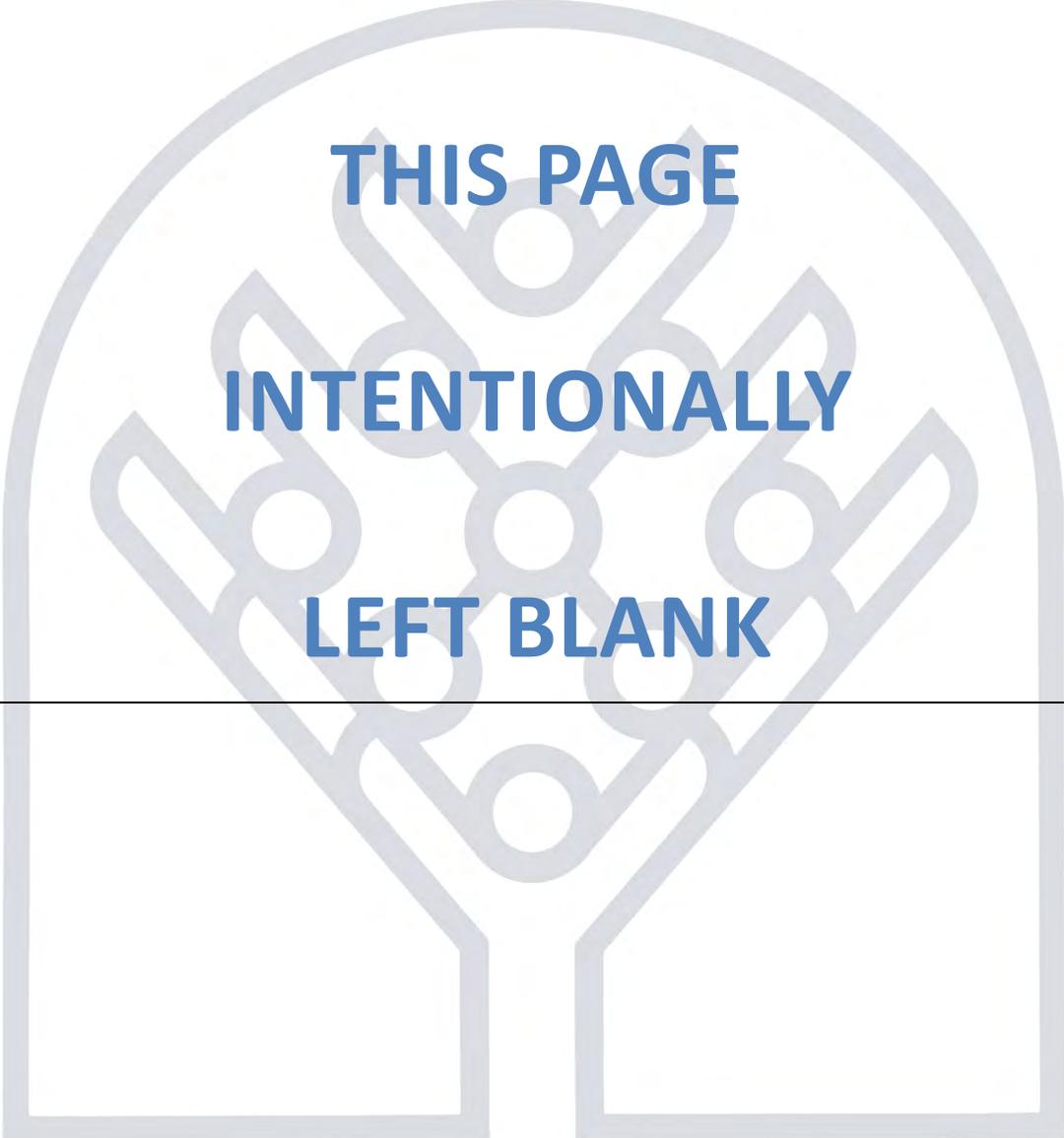
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0470 - Information Technology

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 168,229	\$ 155,271	\$ 165,930	\$ 165,930	\$ 169,247
1-21	Salaries-Overtime	1,785	4,035	4,000	8,000	6,000
1-41	State Retirement	19,762	15,865	20,474	20,474	24,894
1-42	Social Security	14,678	11,228	13,075	13,075	13,506
1-44	Employee Insurance	26,020	25,872	28,488	28,488	16,566
<b>Total Personal Services</b>		<b>230,474</b>	<b>212,271</b>	<b>231,967</b>	<b>235,967</b>	<b>230,213</b>
2-11	Office Supplies	59,448	66,152	80,430	80,430	80,430
2-13	Memberships/Subscriptions	583	780	990	990	990
2-14	Books/Publications/Maps	397	-	200	200	200
2-27	Materials & Supplies	8,797	17,806	16,050	16,050	16,050
2-34	Small Tools	335	639	200	200	200
<b>Total Commodities</b>		<b>69,560</b>	<b>85,377</b>	<b>97,870</b>	<b>97,870</b>	<b>97,870</b>
3-11	Telephone	-	97,864	150,010	150,010	186,490
3-12	Postage	100	10,199	500	500	500
3-32	M & R - Office Equipment	400	1,446	3,600	3,600	3,600
3-36	Maintenance Agreements	70,486	76,996	144,916	144,916	172,234
3-54	AS/400 Computer	-	-	-	-	-
3-61	Consulting Services	34	8,454	10,000	10,000	10,000
3-70	Binding & Printing	-	22,626	-	-	-
3-71	Schools/Conf/Meetings	6,335	70	12,000	12,000	12,000
3-72	Transportation	58	-	1,000	1,000	1,000
3-99	Miscellaneous Expen.	375	375	450	450	450
<b>Total Contractual Services</b>		<b>77,788</b>	<b>218,030</b>	<b>322,476</b>	<b>322,476</b>	<b>386,274</b>
<b>Total Operating Expenditures</b>		<b>377,822</b>	<b>515,678</b>	<b>652,313</b>	<b>656,313</b>	<b>714,357</b>
<b>Total Information Technology</b>		<b>\$ 377,822</b>	<b>\$ 515,678</b>	<b>\$ 652,313</b>	<b>\$ 656,313</b>	<b>\$ 714,357</b>



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**Hanover Park**

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# FINANCE DEPARTMENT

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## Cost Control Centers

<b>Administration</b>	<b>0510</b>
<b>Collections</b>	<b>0520</b>
<b>General Accounting</b>	<b>0530</b>
<b>General Administrative Services</b>	<b>0550</b>

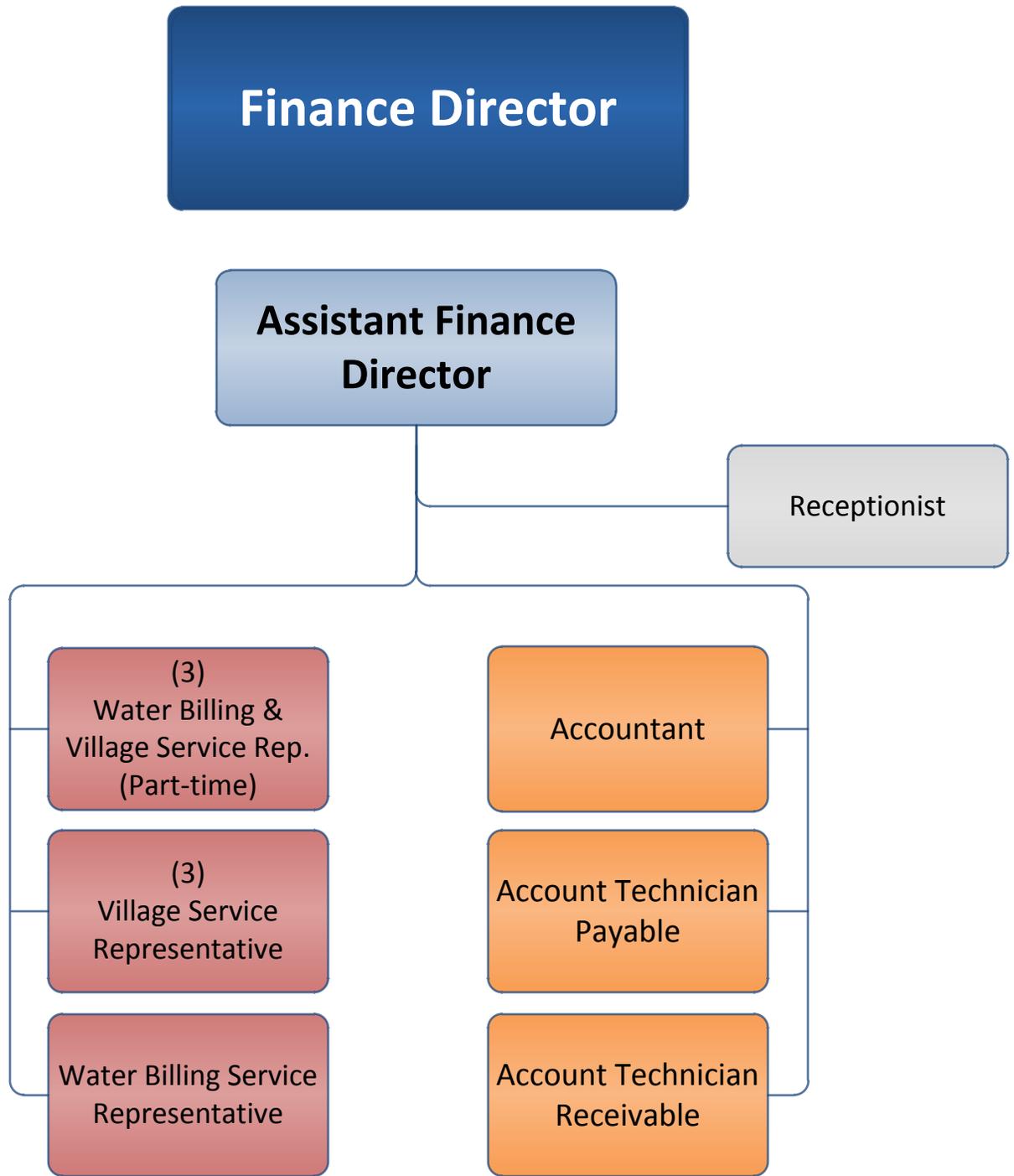


# Hanover Park

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# Organization of the Finance Department





# 510 – Finance Administration



## DEPARTMENT OF FINANCE 510 – ADMINISTRATION

### GOALS

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

### DESCRIPTION OF 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>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Number of Full Time Employees	12	12	13	12	9
Number of Part Time Employees	2	0	0	0	0
Number of Full Time Employees Per 1,000 Population	.31	.31	.31	.31	.24
Total Finance Department Expenditures	\$941,230	\$1,069,403	\$1,291,023	\$1,262,880	\$3,381,713
Cost of Services Per Capita	\$24.59	\$27.94	\$33.73	\$32.99	\$89.06

### 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *III. Is fiscally responsible and transparent*

1. Complete analysis of the Central Equipment Fund, including funding level, vehicle replacement schedule, vehicle replacement cost and total vehicle fleet capacity. This project began fourth quarter of the previous fiscal year and should be finalized and published in the current fiscal year.

*This project was completed during the Fiscal Year.*

2. Continue the preparation of the Finance Director Procedure manual including a budget, annual audit and pension section.

*Procedures have been started for the Manual and will be completed in the next Fiscal Year.*

3. Prepare a detailed procedures manual for the receptionist position. Review procedures and make recommendations for change.

*Procedures have been started for the Manual and will be completed in the next Fiscal Year.*

4. Revise the daily, weekly and monthly essential task schedule for the Finance Director and Assistant Finance Director to improve internal management.

*This project was completed during the Fiscal Year.*

## ADDITIONAL ACCOMPLISHMENTS

1. The Village received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting award for Fiscal Year 2011.
2. The Village received the Government Finance Officers Association Distinguished Budget Award for Fiscal Year 2012.
3. Illinois Division of Insurance reports for the Police and Fire Pension were completed and submitted to the State for the Fiscal Year Ended April 30, 2011.
4. Refunded the 2004 General Obligation Bonds resulting in net cash flow savings to the residents of the Village of approximately \$740,000 over the life of the bonds.
5. Oversaw the placement on the ballot of a referendum to allow residents and small businesses to aggregate for the purpose of purchasing electricity.

## 2012 - 2013 OBJECTIVES

### *III. Is fiscally responsible and transparent*

1. Continue the preparation of the Finance Director Procedure manual including a budget, annual audit and pension section. (Second Quarter)
2. Oversee the implementation of Municipal Aggregation for electricity in order to save our residents and small businesses money, if the referendum passes. (First Quarter)
3. Work with the information technology department to oversee the successful implementation of a new financial reporting software package. (Third Quarter)
4. Continue the preparation of a detailed procedures manual for the receptionist position. Review procedures and make recommendations for change. (Third Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

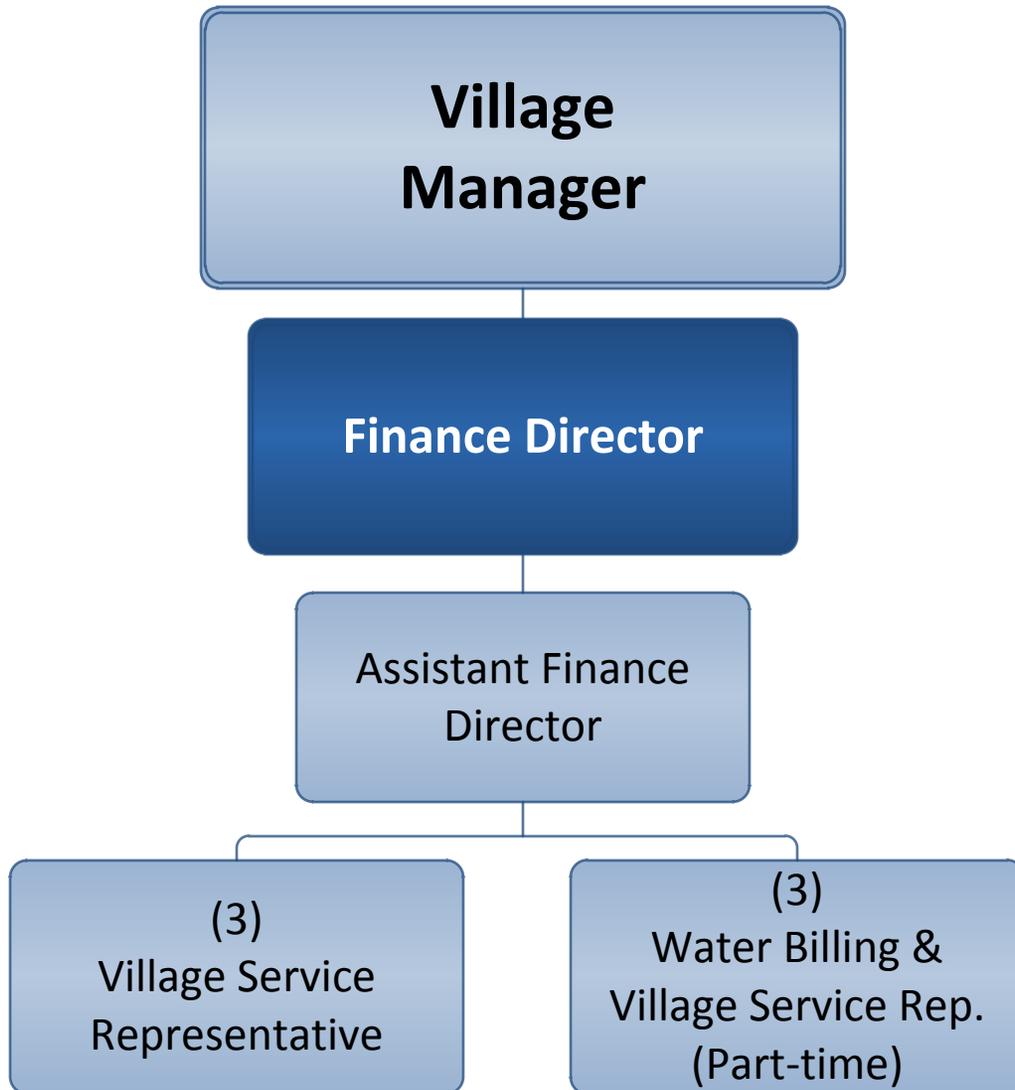
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0510 - Finance Administration

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 135,756	\$ 127,530	\$ 133,802	\$ 98,021	\$ 101,413
1-21	Salaries-Overtime	10	2	-	1	-
1-41	State Retirement	14,957	14,124	16,113	11,804	14,382
1-42	Social Security	11,734	9,883	10,292	7,499	7,814
1-44	Employee Insurance	40,006	26,328	34,520	12,761	9,819
<b>Total Personal Services</b>		<b>202,463</b>	<b>177,867</b>	<b>194,727</b>	<b>130,086</b>	<b>133,428</b>
2-11	Office Supplies	251	761	750	750	1,000
2-13	Memberships/Subscriptions	1,297	1,917	1,885	1,885	1,875
2-14	Books/Publications/Maps	406	69	375	350	350
2-31	Uniforms	-	256	-	-	250
2-99	Miscellaneous Expen.	25	88	-	4	-
<b>Total Commodities</b>		<b>1,979</b>	<b>3,091</b>	<b>3,010</b>	<b>2,989</b>	<b>3,475</b>
3-12	Postage	-	87	-	100	-
3-32	M & R - Office Equipment	-	-	-	-	-
3-36	Maintenance Agreements	65	-	65	65	65
3-51	Equipment Rentals	15,703	15,157	15,939	16,570	16,668
3-61	Consulting Services	14,084	7,811	2,700	52,883	2,900
3-71	Schools/Conf/Meetings	3,757	4,622	3,850	3,850	4,060
3-72	Transportation	935	333	920	699	865
3-99	Miscellaneous Expen.	2,896	1,752	4,000	2,500	4,000
<b>Total Contractual Services</b>		<b>37,440</b>	<b>29,762</b>	<b>27,474</b>	<b>76,667</b>	<b>28,558</b>
<b>Total Operating Expenditures</b>		<b>241,882</b>	<b>210,720</b>	<b>225,211</b>	<b>209,742</b>	<b>165,461</b>
<b>Total Finance Administration</b>		<b>\$ 241,882</b>	<b>\$ 210,720</b>	<b>\$ 225,211</b>	<b>\$ 209,742</b>	<b>\$ 165,461</b>

# 520 – Village Collections



## DEPARTMENT OF FINANCE 520 - COLLECTIONS

### GOALS

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

### DESCRIPTION OF FUNCTIONS

This division is responsible for the collection of all cash funds that come into the Village, the majority of which are water and sewer payments. Collections processes all local citations issued by the Police Department, as well as setting court dates, handling booted vehicles and processing 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, the maintenance of all escrow agreements and the maintenance of the contractor's license database.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Animal Licenses	370	284	247	345	303
Parking Tickets Paid	7,815	8,005	6,040	6,805	6,982
Monthly Commuter Parking Permits	9,483	9,590	9,714	9,755	9,790
Contractor and Business Licenses	675	874	720	883	1,387
Real Estate Transfer Tax Stamps	1,013	729	738	742	706
Water Bill Payments Collected	60,552	63,276	62,082	59,491	59,032
Yard Waste Stickers	8,614	6,926	7,685	7,798	6,849
Parking Tickets Entered	13,554	12,299	10,544	9,721	11,699
Mediation Requests Processed	1,517	1,513	1,469	2,253	2,709
Tickets sent to Collections	4,161	4,023	3,012	3,528	3,662
Vehicles Placed on Boot List	129	119	120	106	99

### 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *II. Offers convenience through technologies*

1. To continue to provide more methods of electronic payments. (Second Quarter)

*This objective is on hold until the implementation of new financial reporting software that is better able to allow for the processing of electronic payments.*

2. Coordinate the review of records held by the Finance Department by the Local Records unit of the Illinois Secretary of State's office. (First Quarter)

*This will be carried forward until the next fiscal year.*

3. Prepare a Request for Proposal for collection agency services. (Third quarter)

*This will be carried over into the next Fiscal Year*

4. Prepare a collections division procedures manual. Review and revise procedures as necessary. (First through third quarters)

*This project was completed during the Fiscal Year.*

5. Investigate the use of an alternative plan for an online credit card payment acceptance program on our website without charging a fee to the customer. (First and second quarters)

*This objective is on hold until the implementation of new financial reporting software that is better able to allow for the processing of electronic payments.*

6. Investigate the use of an electronic lockbox that would eliminate the large volume of paper checks received when residents pay their water bills from their banks online payment system. (First and second quarters)

*This objective is on hold until the implementation of new financial reporting software that is better able to allow for the processing of electronic payments.*

## **2012-2013 OBJECTIVES**

### *II. Offers convenience through technologies*

1. To continue to provide more methods of electronic payments. (Second Quarter)
2. Coordinate the review of records held by the Finance Department by the Local Records unit of the Illinois Secretary of State's office. (First Quarter)
3. Continue to investigate the use of an electronic lockbox that would eliminate the large volume of paper checks received when residents pay their water bills from their banks online payment system. (First and Second Quarter)
4. Prepare a Request for Proposal for collection agency services. (Third quarter)

### *I. Is a great place to live, work and do business*

1. Complete all cross-training within the Village Service Representative positions and Water Billing Clerk positions to ensure efficiency and create better service for residents. (Third Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

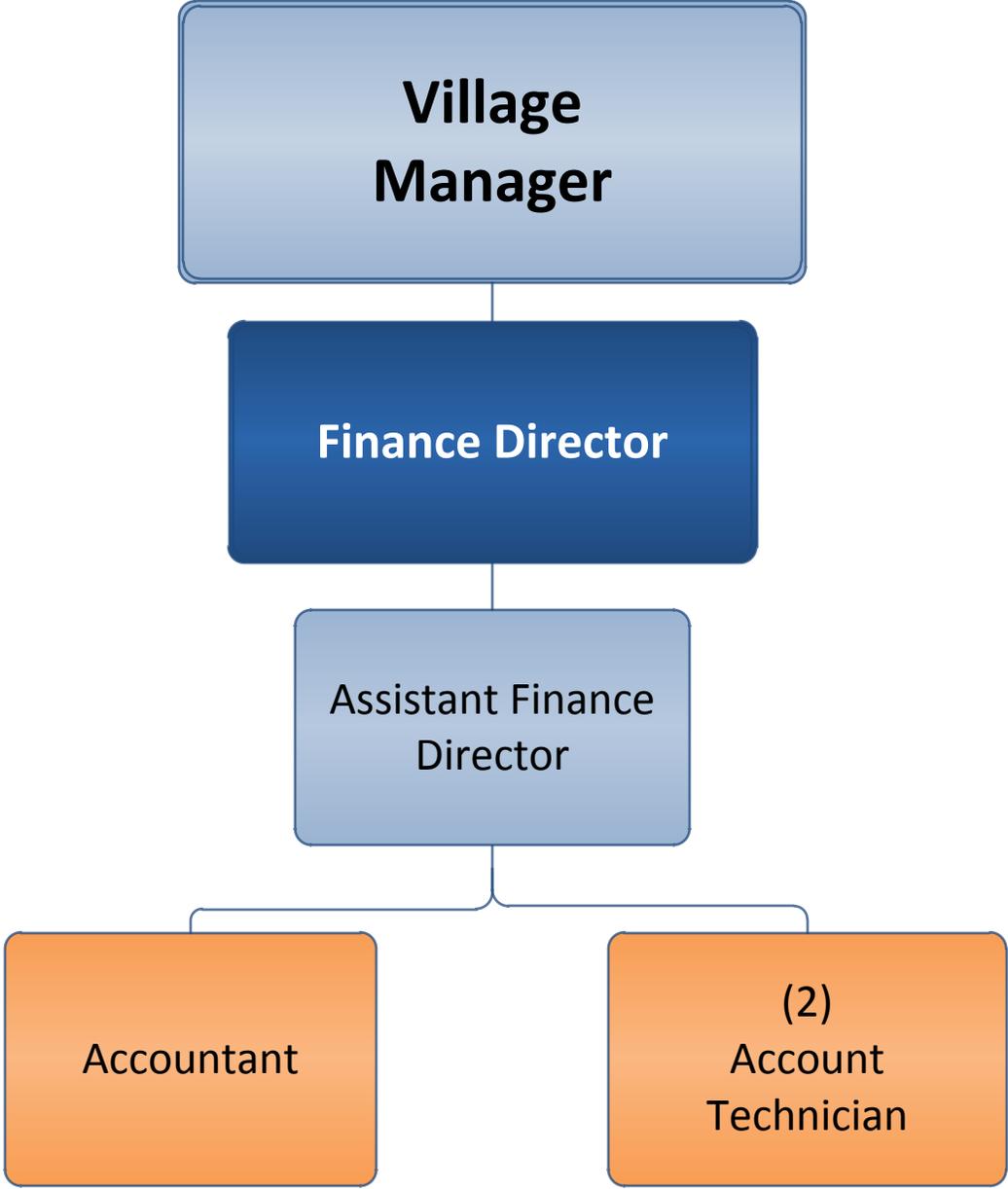
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0520 - Collections

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 98,908	\$ 100,093	\$ 104,014	\$ 88,000	\$ 78,845
1-12	Salaries-Part Time	-	-	-	4,004	17,120
1-21	Overtime Compensation	48	58	100	250	100
1-41	State Retirement	9,260	10,945	12,884	10,900	11,540
1-42	Social Security	7,260	7,790	8,241	7,038	7,625
1-44	Employee Insurance	23,270	20,082	20,838	20,838	10,416
<b>Total Personal Services</b>		<b>138,746</b>	<b>138,968</b>	<b>146,077</b>	<b>131,030</b>	<b>125,646</b>
2-11	Office Supplies	8,769	8,474	11,775	11,775	11,775
2-31	Uniforms	136	-	150	150	200
<b>Total Commodities</b>		<b>8,905</b>	<b>8,474</b>	<b>11,925</b>	<b>11,925</b>	<b>11,975</b>
3-12	Postage	2,218	2,147	5,000	4,500	5,500
3-36	Maintenance Agreements	-	-	665	665	665
3-37	M & R - Other Equipment	-	-	-	-	-
3-71	Schools/Conf/Meetings	307	150	700	700	700
3-72	Transportation	10	9	80	80	80
<b>Total Contractual Services</b>		<b>2,535</b>	<b>2,306</b>	<b>6,445</b>	<b>5,945</b>	<b>6,945</b>
<b>Total Operating Expenditures</b>		<b>150,186</b>	<b>149,748</b>	<b>164,447</b>	<b>148,900</b>	<b>144,566</b>
<b>Total Collections</b>		<b>\$ 150,186</b>	<b>\$ 149,748</b>	<b>\$ 164,447</b>	<b>\$ 148,900</b>	<b>\$ 144,566</b>



## DEPARTMENT OF FINANCE 530 - GENERAL ACCOUNTING

### GOALS

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 FUNCTIONS

This Division is responsible for all accounting functions including processing accounts payable, accounts receivable and 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>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Number of Invoices Processed	9,546	10,259	9,385	9,303	9,399
Number of Purchase Orders Processed	276	448	234	205	186
Number of Checks Issued	4,216	5,162	4,175	4112	4,018

### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *III. Is fiscally responsible and transparent*

1. Successfully complete the audit of Fiscal Year Ended April 30, 2011 with assistance from the new audit firm Sikich.

*This was completed during the Fiscal Year.*

2. Complete a detailed procedures manual for the new Procurement Card process which allows Village Employees to use Company credit cards to buy approved purchases. The Finance Department will work with the IT Department to successfully complete the manual.

*This project was completed during the Fiscal Year.*

3. Complete the detailed procedures manuals for the accounts payable and accountant position. Evaluate job responsibilities and procedures and make revisions as necessary.

*Procedures have been started for the Manual and will be completed in the next Fiscal Year.*

### ADDITIONAL ACCOMPLISHMENTS

1. The Village received the Government Finance Officers Association Certificate for Achievement for Excellence in Financial Reporting for our Comprehensive Annual Report for the Fiscal Year Ended April 30, 2010.
2. The Finance Department assisted in the completion of the audit of the Fiscal Year Ended April 30, 2011. Numerous spreadsheets were prepared and considerable assistance was provided to the firm of Sikich, LLP.

## 2012 - 2013 OBJECTIVES

### *III. Is fiscally responsible and transparent*

1. Continue the preparation of detailed procedures manuals for the accounts payable and Accountant position. Evaluate job responsibilities and procedures and make revisions as necessary. (Third Quarter)
2. Successfully complete the audit of Fiscal Year Ended April 30, 2012 with assistance from the audit firm Sikich, LLP. (Third Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department  
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0530 - General Accounting

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 104,255	\$ 104,004	\$ 104,926	\$ 106,159	\$ 107,024
1-21	Salaries-Overtime	53	163	250	700	250
1-41	State Retirement	10,039	11,269	12,982	15,668	15,502
1-42	Social Security	7,869	8,029	8,313	8,175	8,473
1-44	Employee Insurance	14,245	13,975	14,256	20,531	11,922
<b>Total Personal Services</b>		<b>136,461</b>	<b>137,440</b>	<b>140,727</b>	<b>151,233</b>	<b>143,171</b>
2-11	Office Supplies	803	787	1,025	1,025	900
2-13	Memberships/Subscriptions	170	170	240	240	240
2-14	Books/Publications/Maps	-	-	100	-	-
2-31	Memberships/Subscriptions	36	-	-	-	-
2-34	Books/Publications/Maps	-	-	-	-	-
2-99	Miscellaneous Expen.	-	1	-	55	-
<b>Total Commodities</b>		<b>1,009</b>	<b>958</b>	<b>1,365</b>	<b>1,320</b>	<b>1,140</b>
3-12	Postage	2,666	2,843	3,195	3,200	3,290
3-32	M & R - Office Equipment	-	-	-	-	-
3-36	Maintenance Agreements	887	1,146	915	1,650	1,665
3-51	Equipment Rentals	589	619	600	650	650
3-61	Consulting Services	-	-	-	-	-
3-63	Auditing Services	18,802	19,437	20,200	35,050	24,536
3-70	Binding & Printing	1,257	3,018	1,900	3,000	3,200
3-71	Schools/Conf/Meetings	180	350	525	525	525
3-72	Transportation	70	56	105	105	110
3-96	Collection Fee Service	-	-	300	-	300
3-99	Miscellaneous Expen.	7,888	8,517	8,900	8,900	9,250
<b>Total Contractual Services</b>		<b>32,339</b>	<b>35,986</b>	<b>36,640</b>	<b>53,080</b>	<b>43,526</b>
<b>Total Operating Expenditures</b>		<b>169,809</b>	<b>174,384</b>	<b>178,732</b>	<b>205,633</b>	<b>187,837</b>
<b>Total General Accounting</b>		<b>\$ 169,809</b>	<b>\$ 174,384</b>	<b>\$ 178,732</b>	<b>\$ 205,633</b>	<b>\$ 187,837</b>

# 550 – General Administrative Services



VILLAGE OF HANOVER PARK, ILLINOIS

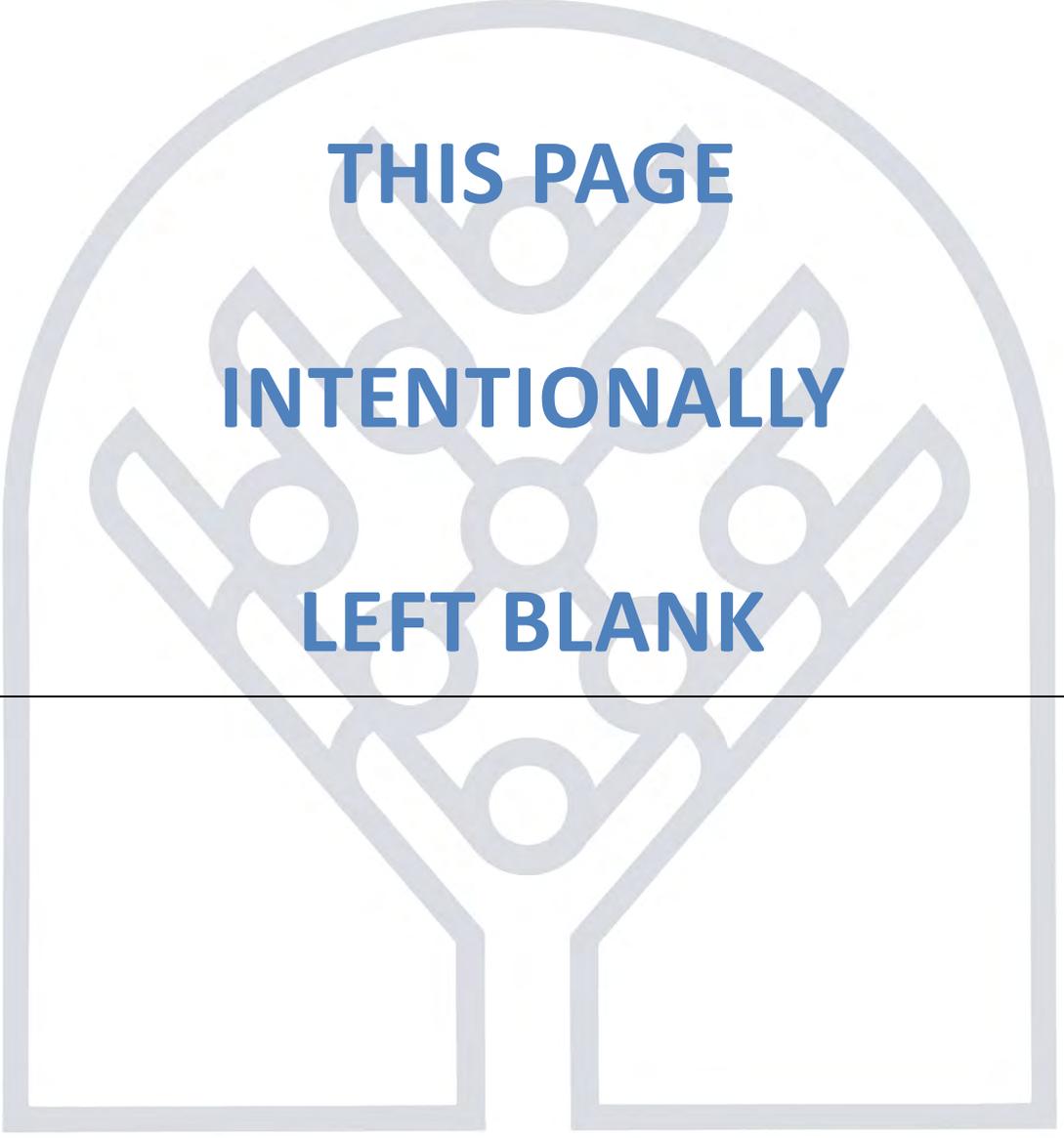
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0550 - Administrative Services

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ -	\$ -	\$ 141,610	\$ 141,610	\$ 159,199
1-12	Salaries-Part Time	-	-	7,818	309	-
1-27	Language Proficiency	14,975	18,529	20,500	21,500	21,500
1-41	State Retirement	-	-	5,248	5,248	5,885
1-42	Social Security	-	-	9,972	10,857	10,958
1-45	Special Pension	39,880	34,800	39,108	39,108	26,666
1-46	Unempl Compensation	19,389	43,266	24,780	24,780	97,046
<b>Total Personal Services</b>		<b>74,244</b>	<b>96,595</b>	<b>249,036</b>	<b>243,412</b>	<b>321,254</b>
3-11	Telephone	38,097	-	-	-	-
3-14	Natural Gas	2,952	-	7,950	24,899	25,000
3-17	Tax Incentive Payments	-	1,898,125	2,090,800	2,090,800	2,185,360
3-21	Liability Insurance Program	381,974	571,054	621,210	621,210	509,460
3-51	Equipment Rentals	-	-	-	-	-
3-53	Furn & Equipment Replace	25,000	20,000	20,000	20,000	20,000
3-56	Fence Escrow	35,464	37,837	37,837	37,837	-
3-62	Legal Services	-	240,887	239,600	254,600	267,200
3-83	Shelter Inc	3,000	-	3,000	3,000	3,000
3-85	Miscellaneous Programs	2,600	12,000	15,000	12,000	12,000
3-87	PACE Bus Service	17,717	22,200	24,000	19,000	19,000
3-88	Pk Dist Youth Programs	3,996	4,000	4,000	4,000	4,000
3-95	WAYS	2,000	2,000	2,000	2,000	2,000
3-98	MWRD TIF Services	-	-	-	-	-
3-98	Contingency	10,000	-	10,000	10,000	10,000
<b>Total Contractual Services</b>		<b>522,800</b>	<b>2,808,103</b>	<b>3,075,397</b>	<b>3,099,346</b>	<b>3,057,020</b>
<b>Total Operating Expenditures</b>		<b>597,044</b>	<b>2,904,698</b>	<b>3,324,433</b>	<b>3,342,758</b>	<b>3,378,274</b>
12-31	Transfer to Gen Capital Proj	442,170	579,317	857,630	1,349,106	958,432
12-33	TRF TIF #3	-	-	-	-	-
12-37	Transfer to TIF #4	-	-	-	-	-
12-39	Transfer to Municipal Building	600,000	-	1,109,213	1,109,213	-
12-45	Transfer 2002 GODS	-	-	-	580,168	-
<b>Total Interfund Transfers</b>		<b>1,042,170</b>	<b>579,317</b>	<b>1,966,843</b>	<b>3,038,487</b>	<b>958,432</b>
<b>Total Other Expenditures</b>		<b>1,042,170</b>	<b>579,317</b>	<b>1,966,843</b>	<b>3,038,487</b>	<b>958,432</b>
<b>Total Administrative Services</b>		<b>\$ 1,639,214</b>	<b>\$ 3,484,015</b>	<b>\$ 5,291,276</b>	<b>\$ 6,381,245</b>	<b>\$ 4,336,706</b>



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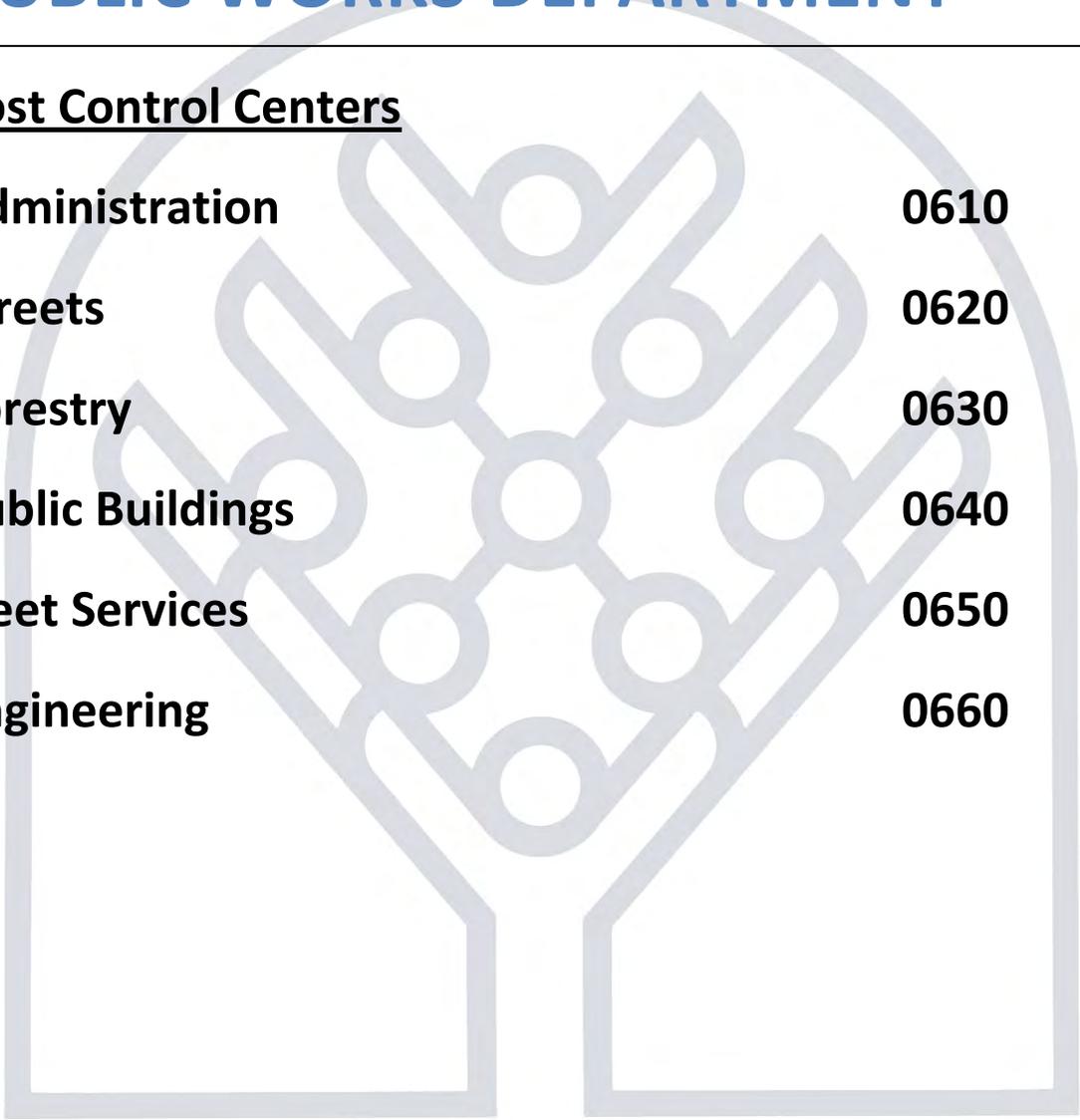
**Hanover Park**

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# **PUBLIC WORKS DEPARTMENT**

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## **Cost Control Centers**

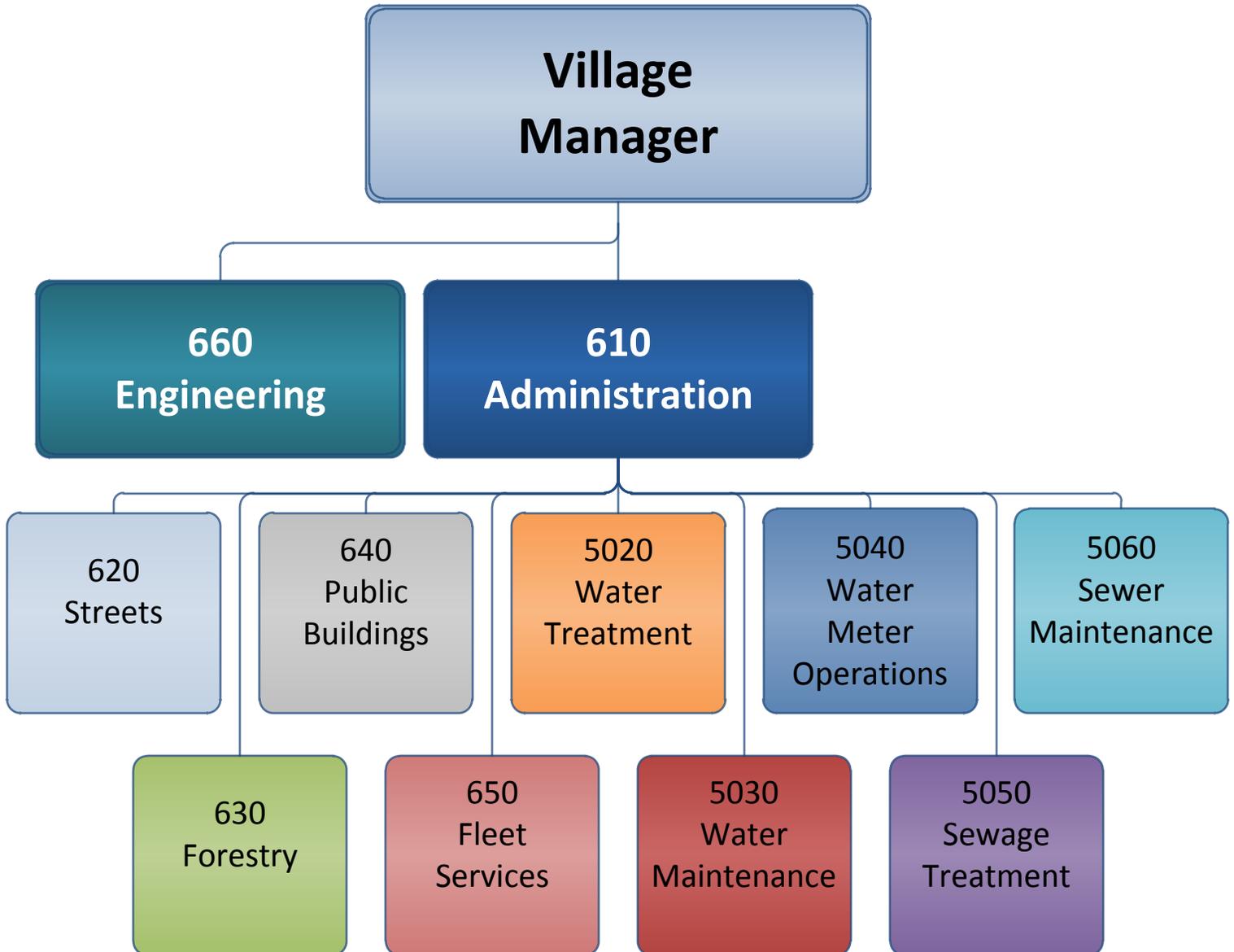


<b>Administration</b>	<b>0610</b>
<b>Streets</b>	<b>0620</b>
<b>Forestry</b>	<b>0630</b>
<b>Public Buildings</b>	<b>0640</b>
<b>Fleet Services</b>	<b>0650</b>
<b>Engineering</b>	<b>0660</b>

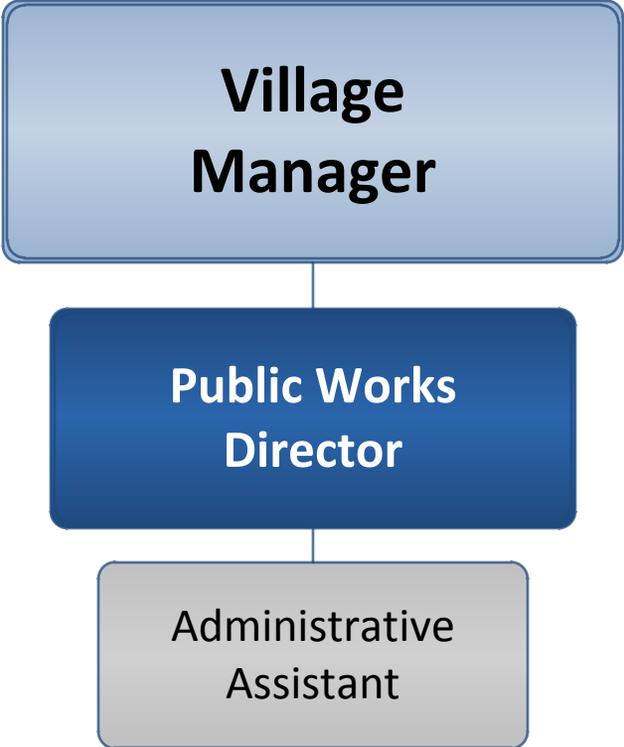
# **Hanover Park**

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# Organization of the Public Works Department



# 610 - Administration



## DEPARTMENT OF PUBLIC WORKS 610 - ADMINISTRATION

### GOALS

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

### DESCRIPTION OF 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>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Number of Full Time Employees	44	44	43	42	43
Number of Part Time Employees	4	4	4	4	4
Number of Full Time Employees Per 1,000 Population	1.15	1.15	1.15	1.11	1.15
Public Works Department Insurance Claims:					
Total Worker Compensation Claims	8	6	6	6	4
Worker Compensation Losses	\$186,336	\$77,494	\$11,635	\$263,364	\$129,927
All Other Claims	16	25	25	15	36
Non Worker Compensation Losses	\$49,346	\$41,799	\$59,495	\$48,781	\$25,103
Total Claims	24	31	31	21	40
Total Losses	\$235,682	\$119,293	\$71,130	\$312,145	\$155,030
Total Expenditures	\$2,769,315	\$3,331,597	\$3,263,408	\$3,321,777	2,901,960
Cost of Services Per Capita	\$72.35	\$87.04	\$85.26	\$86.78	\$76.42

### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *I. Is a great place to live, work and do business*

1. Oversee Police Station construction project. (First and Second quarter)

*Project is scheduled to be completed in January with move into the station in February.*

2. Oversee County Farm Road Transit Study. (Second quarter)

*Study is progressing and final report is expected in January.*

## **RISK MANAGEMENT PROGRAM**

### **2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS**

*I. Is a great place to live, work and do business*

1. Develop a formal Supervisory Training Policy that requires the development of training plans for all supervisors and those with supervisory responsibilities.

*Public Works is currently reviewing our safety and training priorities. The new Building Maintenance Supervisor attended the first year of IPSI (Illinois Public Service Institute).*

### **ADDITIONAL ACCOMPLISHMENTS**

1. Wrote Governor's Home Town Award application.
2. Coordinated the County Farm Road Transit Study and functioned as the Route 554 Village liaison.

### **2012 – 2013 OBJECTIVES**

*I. Is a great place to live, work and do business*

1. Oversee Veteran's Memorial construction. (First/Second quarter)

## **RISK MANAGEMENT PROGRAM**

### **2012 – 2013 OBJECTIVES**

*I. Is a great place to live, work and do business*

1. Continue to review and update Public Works safety policies and training. (First through Fourth quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

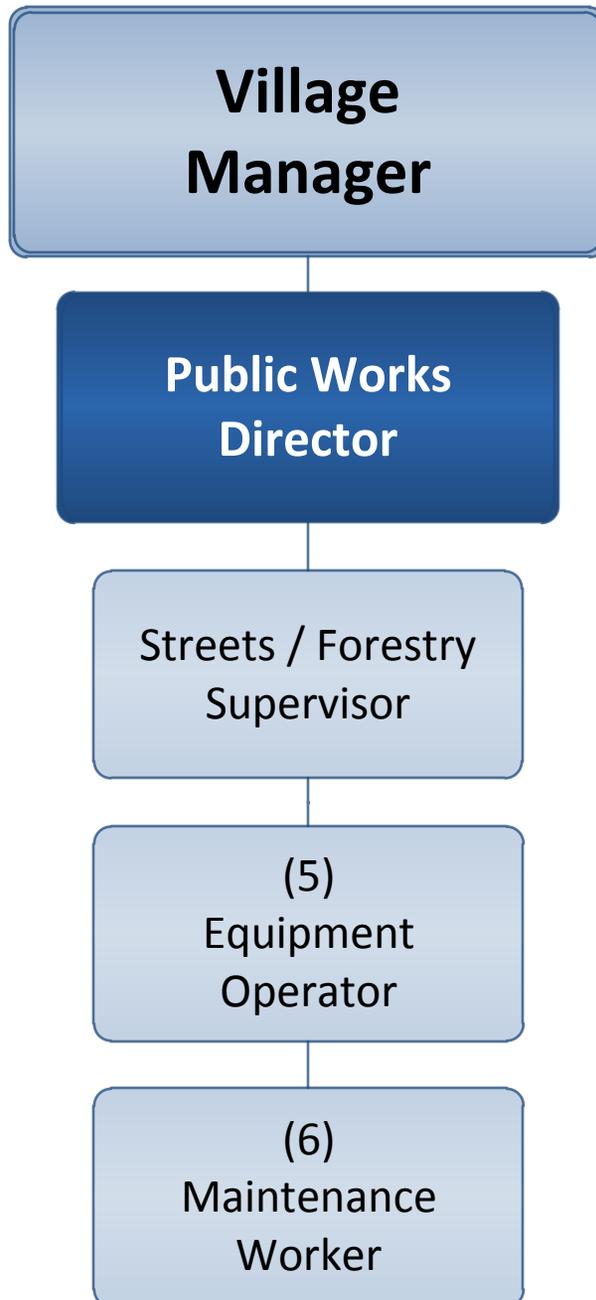
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0610 - Public Works Administration

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 97,338	\$ 100,027	\$ 98,039	\$ 102,837	\$ 109,237
1-21	Salaries-Overtime	305	157	100	100	100
1-41	State Retirement	8,871	9,987	11,745	11,664	14,810
1-42	Social Security	6,640	6,665	7,500	7,250	8,035
1-44	Employee Insurance	23,460	23,146	23,454	19,704	8,682
<b>Total Personal Services</b>		<b>136,614</b>	<b>139,982</b>	<b>140,838</b>	<b>141,555</b>	<b>140,864</b>
2-11	Office Supplies	1,219	831	1,295	1,200	1,295
2-13	Memberships/Subscriptions	2,423	2,179	580	2,080	2,080
2-14	Books/Publications/Maps	25	25	50	50	50
2-21	Gasoline & Lube	505	768	-	-	-
<b>Total Commodities</b>		<b>4,172</b>	<b>3,803</b>	<b>1,925</b>	<b>3,330</b>	<b>3,425</b>
3-12	Postage	550	639	400	585	600
3-32	M & R - Office Equipment	-	-	50	-	50
3-33	M & R - Comm Equipment	-	-	-	-	-
3-36	Maintenance Agreements	605	522	1,608	600	1,610
3-51	Equipment Rentals	1,080	1,007	1,750	1,550	1,550
3-71	Schools/Conf/Meetings	1,756	447	2,420	2,400	2,420
3-72	Transportation	122	178	450	200	650
3-89	IEPA Discharge Fee	1,000	1,000	1,000	1,000	1,000
<b>Total Contractual Services</b>		<b>5,113</b>	<b>3,793</b>	<b>7,678</b>	<b>6,335</b>	<b>7,880</b>
<b>Total Operating Expenditures</b>		<b>145,899</b>	<b>147,578</b>	<b>150,441</b>	<b>151,220</b>	<b>152,169</b>
<b>Total Public Works Administration</b>		<b>\$ 145,899</b>	<b>\$ 147,578</b>	<b>\$ 150,441</b>	<b>\$ 151,220</b>	<b>\$ 152,169</b>



## DEPARTMENT OF PUBLIC WORKS

### 620 - STREETS

#### GOALS

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 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 357 basins and 46,455 linear feet of pipe to date.

Provide rapid removal of graffiti utilizing in-house forces.

Provide contract administration to remove and replace 32,000 square feet of public sidewalk and 2,000 linear feet of curb and gutter.

Provide contract administration for the installation of 21,000 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.

Totally 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.

Continue with the 50/50 cost share program for replacement of curb, gutter, and public sidewalk to assist residents during reconstruction of their driveways. Assisted 15 residents for a total cost of \$7,159 to date.

## **PERFORMANCE ACTIVITIES AND MEASURES**

<b>Description of Measurement</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Miles of Streets	99.36	99.36	99.36	99.36	99.36
Miles of Public Sidewalks	154.84	155.13	155.13	155.13	155.15
Miles of Storm Sewer	110.41	111.60	112.1	112.65	112.81
Number of Storm Sewer Structures	6,237	6,317	6,358	6,404	6,421
Number of Streetlight Poles	1,081	1,086	1,090	1,130	1,138
Cost of Annual Resurfacing Program	\$553,835	\$584,161	\$563,027	\$647,921	\$550,713
Street Division Graffiti Removal	179	142	99	194	104
Sidewalk Replaced (sq. ft.)	21,148	17,629	18,377	25,100	26,361
Curb and Gutter Replaced (lin. ft.)	2,045	2,400	2,495	3,154	4,000
Crack Sealing (lbs. installed)	24,900	0	29,400	27,000	22,700
Thermoplastic Pavement Markings (lin. ft. installed)	23,450	15,082	18,018	12,557	18,000
Number of Storm Sewer Basins Rebuilt	22	16	22	18	19

## **2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS**

### *1. Is a great place to live, work and do business*

1. Oversee the contractual replacement of 20 downward sloping driveways to assist homeowner in keeping street water out of their homes. (First quarter)

*Completed seven in the first quarter.*

2. Implement additional procedures to lower the amount of chlorides used in winter snow and ice operations. (Third quarter)

*Ongoing. Using additional liquids and computerized salt spreaders to reduce salt usage.*

## **ADDITIONAL ACCOMPLISHMENTS**

1. Assisted Forestry Division with three scheduled brush pickup cycles, as well as two emergency pickups.
2. Oversaw the contractual replacement of nine downward sloping driveways to reduce flooding.
3. Successfully completed snow and ice operations for one of the top five snowfalls in local history.

## **2012 - 2013 OBJECTIVES**

### *1. Is a great place to live, work and do business*

1. Complete the final year of the contractual replacement of downward sloping driveways to reduce flooding. (First quarter)
2. Administer contract for additional sidewalk replacement, up to 40 percent additional. (Second quarter)
3. Administer contract for snow removal for the SSA 5 Tanglewood area. (Third quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

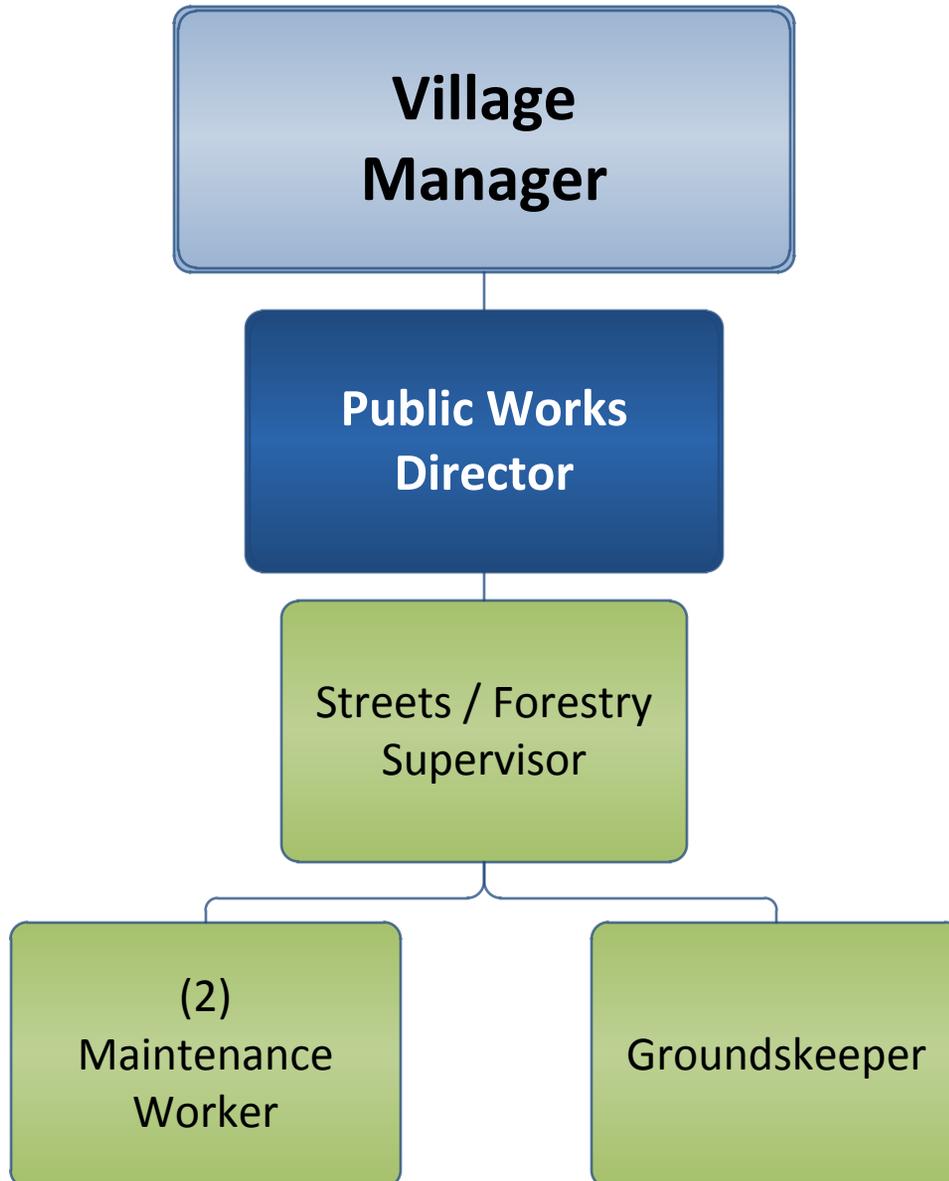
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0620 - Streets

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 449,700	\$ 477,906	\$ 488,197	\$ 562,970	\$ 509,176
1-12	Salaries-Part Time	11,643	11,732	15,200	13,832	12,118
1-21	Salaries-Overtime	54,690	62,792	55,000	55,000	55,000
1-28	On-Call Premium Pay	2,879	1,412	4,224	3,000	4,224
1-41	State Retirement	49,169	58,007	69,047	66,631	79,676
1-42	Social Security	39,301	41,801	41,183	46,458	44,171
1-44	Employee Insurance	124,002	132,217	133,106	141,640	85,903
<b>Total Personal Services</b>		<b>731,384</b>	<b>785,867</b>	<b>805,957</b>	<b>889,531</b>	<b>790,268</b>
2-11	Office Supplies	89	117	100	85	100
2-13	Memberships/Subscriptions	311	189	245	245	245
2-14	Books/Publications/Maps	-	69	50	50	50
2-21	Gasoline & Lube	30,656	38,924	-	-	-
2-27	Materials & Supplies	100,074	73,396	101,292	101,000	110,000
2-31	Uniforms	2,152	1,745	3,800	3,800	4,000
2-33	Safety & Protective Equip	1,423	2,108	3,872	3,800	4,000
2-34	Small Tools	1,142	1,353	1,800	1,800	2,000
2-99	Miscellaneous Expen.	80	186	100	-	100
<b>Total Commodities</b>		<b>135,927</b>	<b>118,087</b>	<b>111,259</b>	<b>110,780</b>	<b>120,495</b>
3-33	M & R - Comm Equipment	-	-	75	-	75
3-35	M & R - Streets & Bridges	180,423	157,445	158,821	158,821	188,821
3-37	M & R - Other Equipment	-	-	300	-	300
3-39	M & R - Accident Claims	-	4,050	10,000	10,000	10,000
3-51	Equipment Rentals	-	-	100	2,421	100
3-52	Vehicle Maint & Replace	115,236	-	-	-	178,592
3-71	Schools/Conf/Meetings	1,860	1,834	2,175	2,200	4,400
3-72	Transportation	289	519	360	-	360
<b>Total Contractual Services</b>		<b>297,808</b>	<b>163,848</b>	<b>171,831</b>	<b>173,442</b>	<b>382,648</b>
<b>Total Operating Expenditures</b>		<b>1,165,119</b>	<b>1,067,802</b>	<b>1,089,047</b>	<b>1,173,753</b>	<b>1,293,411</b>
<b>Total Streets</b>		<b>\$ 1,165,119</b>	<b>\$ 1,067,802</b>	<b>\$ 1,089,047</b>	<b>\$ 1,173,753</b>	<b>\$ 1,293,411</b>



## DEPARTMENT OF PUBLIC WORKS

### 630 - FORESTRY

#### GOALS

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 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 yardwaste 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.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Number of Parkway Trees Planted	12	38	42	50	0
Number of Parkway Trees Trimmed:					
Contractual	1,734	1,324	1,622	1,743	1,668
In-House	709	400	372	351	643
Brush Pickup Program (Cubic Yards Collected)	2,314	1,593	1,660	1,765	1,465
Annual Cost	\$70,946	\$57,188	\$58,607	\$65,257	\$64,271
Cost per Cubic Yard Collected	\$30.66	\$35.90	\$35.30	\$36.97	\$43.80
Leaf Pickup Program (Cubic Yards Collected)	720	980	1,220	960	1,060

#### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

##### *1. Is a great place to live, work and do business*

1. Emerald Ash Borer Management Program. Ash tree removal and replacement due to Emerald Ash Borer. Remove 50 high-risk for infestation Ash trees and replace with mixed species plantings. This will help establish street trees in areas that are predominantly Ash before complete removal due to infestation requirements. (Fourth quarter)

*Ongoing. 250 plus Ash trees are expected to be removed and no new plantings at this time.*

2. Contractual parkway tree trimming program in Area 6. Scheduled trimming of 1,668 parkway trees in the Woodlake subdivision. The majority of these trees have not been trimmed in 7 to 9 years. (Fourth quarter)

*Completed third quarter.*

### **ADDITIONAL ACCOMPLISHMENTS**

1. Maintained the turf along the bike path with mowing and weed treatment.
2. Trimmed over 650 parkway trees using in-house crews.
3. Completed five brush pickup cycles.

### **2012 – 2013 OBJECTIVES**

#### *1. Is a great place to live, work and do business*

1. Continue to be proactive in the removal of hazardous Ash trees affected by the Emerald Ash Borer infestation. (Third quarter)
2. Contractual Parkway Tree Trimming Program in area #1. Scheduled trimming of 1,740 parkway trees in the Longmeadows North subdivision. (Fourth quarter)
3. Initiate an in-house tree removal program to take down the smaller hazardous trees using in-house crews. (Second quarter)

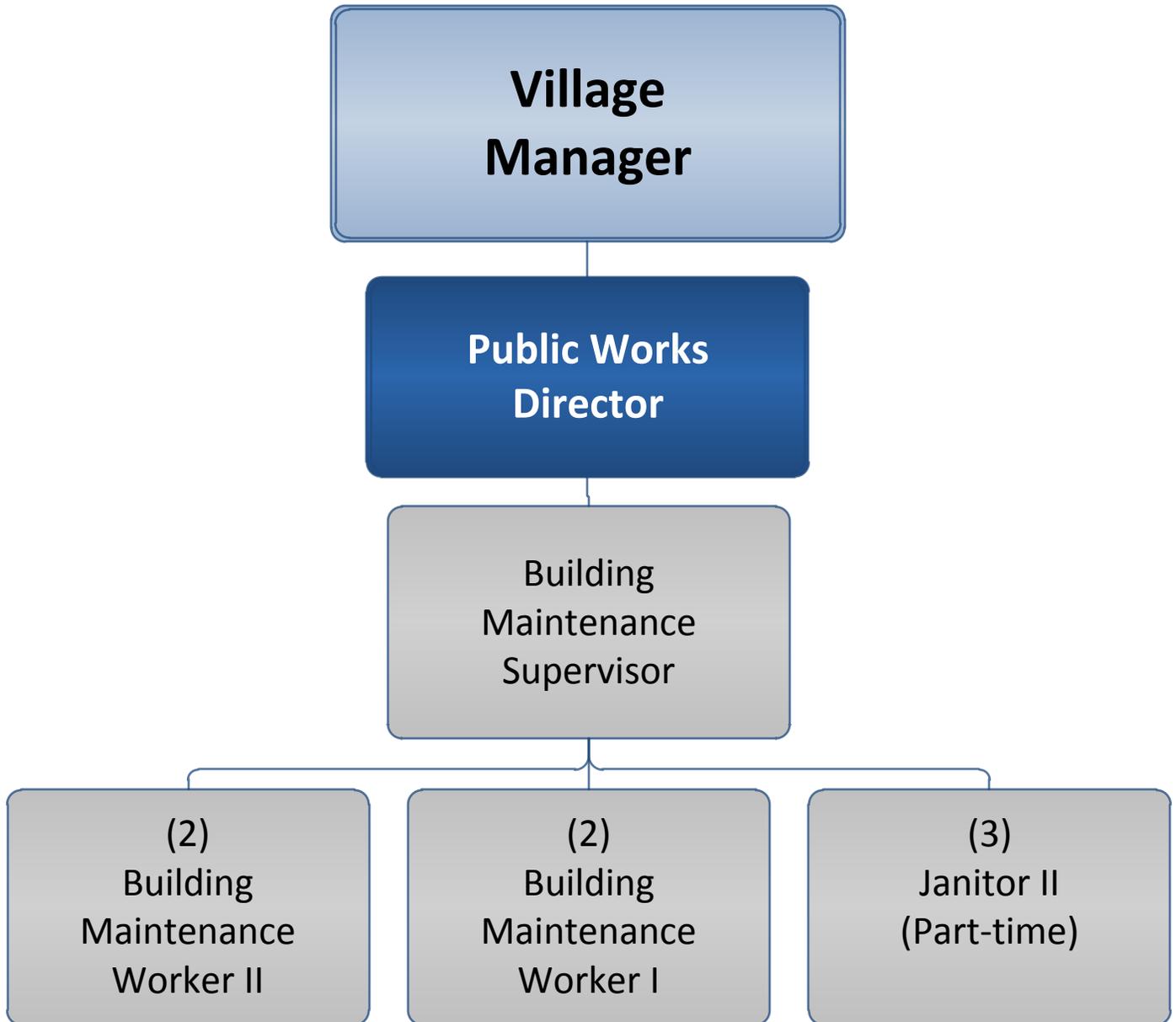
VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department  
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0630 - Forestry

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 173,657	\$ 120,869	\$ 124,143	\$ 128,417	\$ 117,358
1-12	Salaries-Part Time	18,580	24,580	28,000	7,194	18,177
1-21	Salaries-Overtime	2,663	4,524	6,000	8,024	10,000
1-28	On-Call Premium Pay	50	129	350	243	350
1-41	State Retirement	17,897	13,682	15,852	15,471	18,092
1-42	Social Security	15,491	11,628	12,188	11,448	11,223
1-44	Employee Insurance	35,396	23,128	23,132	22,803	8,962
<b>Total Personal Services</b>		<b>263,734</b>	<b>198,540</b>	<b>209,665</b>	<b>193,600</b>	<b>184,162</b>
2-11	Office Supplies	178	-	100	-	-
2-13	Memberships/Subscriptions	-	55	300	300	300
2-14	Books/Publications/Maps	-	-	50	50	50
2-21	Gasoline & Lube	6,800	5,686	220	-	-
2-27	Materials & Supplies	1,492	1,909	3,800	3,800	4,020
2-29	Part & Access-Non Auto	2,803	2,046	4,000	4,000	4,000
2-31	Uniforms	1,100	637	1,000	1,000	1,400
2-33	Safety & Protective Equip	1,045	1,311	1,500	1,500	1,500
2-34	Small Tools	902	1,501	1,255	-	1,500
<b>Total Commodities</b>		<b>14,320</b>	<b>13,145</b>	<b>12,225</b>	<b>10,650</b>	<b>12,770</b>
3-33	M & R - Comm Equipment	-	-	50	-	50
3-34	M & R - Buildings	3,339	2,362	2,500	2,540	2,500
3-35	M & R - Streets & Bridges	132,945	149,801	122,810	123,000	119,610
3-37	M & R - Other Equipment	-	-	100	-	100
3-38	M & R - Forestry	78,612	91,961	104,300	104,300	143,300
3-51	Equipment Rentals	-	-	100	-	100
3-52	Vehicle Maint & Replace	16,119	-	-	-	25,695
3-71	Schools/Conf/Meetings	254	1,997	925	925	1,405
<b>Total Contractual Services</b>		<b>231,269</b>	<b>246,121</b>	<b>230,785</b>	<b>230,765</b>	<b>292,760</b>
<b>Total Operating Expenditures</b>		<b>509,323</b>	<b>457,806</b>	<b>452,675</b>	<b>435,015</b>	<b>489,692</b>
<b>Total Forestry</b>		<b>\$ 509,323</b>	<b>\$ 457,806</b>	<b>\$ 452,675</b>	<b>\$ 435,015</b>	<b>\$ 489,692</b>



# DEPARTMENT OF PUBLIC WORKS

## 640 - PUBLIC BUILDINGS

### GOALS

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 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.

### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *1. Is a great place to live, work and do business*

1. Assist in the commissioning and implementation for the operation of the new Police Station. (First through fourth quarters)

*Commissioning of new Police building and implementation of maintenance operation schedule shall be completed in fourth quarter.*

2. Coordinate the relocation of departments in the Municipal Building for proper utilization of space. (First through fourth quarters)

*Shall begin in fourth quarter and continue into FY13.*

### ADDITIONAL ACCOMPLISHMENTS

1. Upgraded Liebert air conditioning unit in IT and uninterrupted power supply for new phone system.
2. Repaired leaks in roof at Fire Station #1.
3. New heating/air conditioning has been installed in Fleet Services along with gas detection systems in the garages.
4. Assisted IT with rewiring facilities for new phone system.

### 2012 - 2013 OBJECTIVES

#### *1. Is a great place to live, work and do business*

1. Complete relocation of departments in Municipal Building. (First through fourth quarters)
2. Replace ageing rooftop HVAC unit for Municipal Building. (First through fourth quarters)
3. Replace roof for Municipal Building which has surpassed its life expectancy. (First through fourth quarters)
4. Secure the Public Works facility. (First through fourth quarters)

VILLAGE OF HANOVER PARK, ILLINOIS

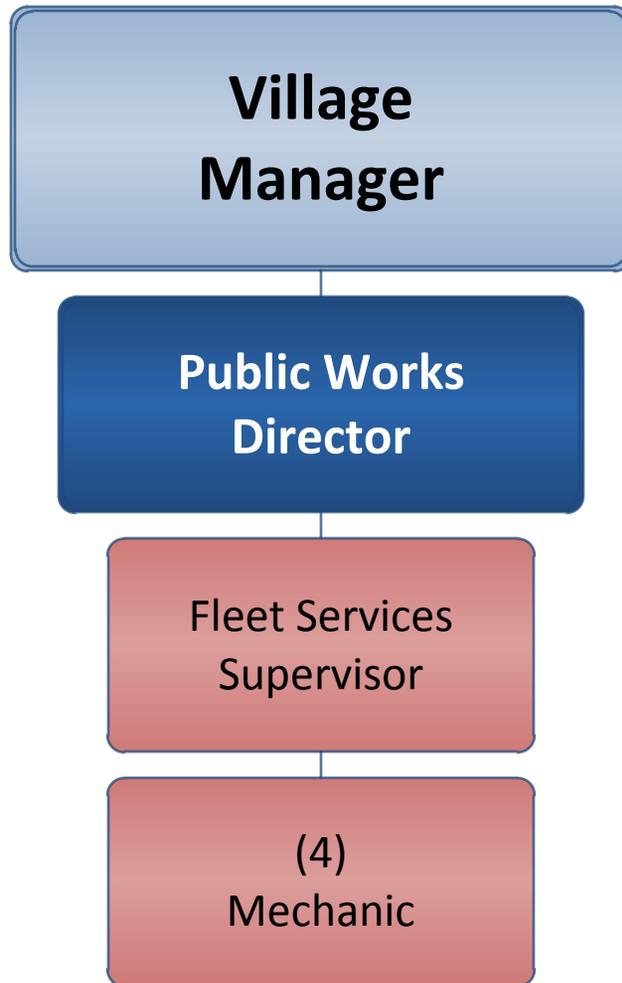
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0640 - Public Buildings

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 129,521	\$ 109,381	\$ 137,458	\$ 152,213	\$ 142,791
1-12	Salaries-Part Time	31,726	33,081	36,724	23,704	34,789
1-21	Salaries-Overtime	10,246	10,301	12,000	15,000	12,000
1-28	On-Call Premium Pay	832	1,446	900	6,101	6,680
1-41	State Retirement	13,301	13,742	16,154	19,121	22,249
1-42	Social Security	13,057	12,515	13,168	14,673	19,231
1-44	Employee Insurance	27,303	24,247	33,322	42,490	23,785
<b>Total Personal Services</b>		<b>225,986</b>	<b>204,713</b>	<b>249,726</b>	<b>273,302</b>	<b>261,525</b>
2-11	Office Supplies	206	450	200	400	200
2-13	Memberships/Subscriptions	65	60	60	-	60
2-14	Books/Publications/Maps	-	-	50	-	50
2-21	Gasoline & Lube	1,710	1,994	-	-	-
2-27	Materials & Supplies	61,813	35,500	67,000	45,000	83,075
2-28	Cleaning Supplies	18,732	15,908	23,750	23,750	27,250
2-29	Part & Access-Non Auto	11,592	15,382	11,000	11,000	15,500
2-31	Uniforms	1,070	1,892	2,700	3,200	3,875
2-33	Safety & Protective Equip	1,457	1,162	1,985	1,985	3,060
2-34	Small Tools	4,098	1,555	7,000	7,000	3,800
2-99	Miscellaneous Expen.	-	-	25	40	25
<b>Total Commodities</b>		<b>100,743</b>	<b>73,903</b>	<b>113,770</b>	<b>92,375</b>	<b>136,895</b>
3-14	Natural Gas	-	-	15,350	-	-
3-33	M & R - Comm Equipment	-	-	50	-	-
3-34	M & R - Buildings	66,207	40,228	57,500	57,500	60,100
3-36	Maintenance Agreements	34,756	29,315	62,700	70,578	156,532
3-37	M & R Other Equipment	-	-	200	-	600
3-39	Accident Claims	-	-	-	-	-
3-51	Equipment Rentals	-	-	50	-	50
3-52	Vehicle Maint & Replace	7,716	-	-	-	11,110
3-71	Schools/Conf/Meetings	517	437	2,800	3,000	4,500
<b>Total Contractual Services</b>		<b>109,196</b>	<b>69,980</b>	<b>138,650</b>	<b>131,078</b>	<b>232,892</b>
<b>Total Operating Expenditures</b>		<b>435,925</b>	<b>348,596</b>	<b>502,146</b>	<b>496,755</b>	<b>631,312</b>
<b>Total Public Buildings</b>		<b>\$ 435,925</b>	<b>\$ 348,596</b>	<b>\$ 502,146</b>	<b>\$ 496,755</b>	<b>\$ 631,312</b>



## DEPARTMENT OF PUBLIC WORKS 650 - FLEET SERVICES

### GOALS

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

### DESCRIPTION OF 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>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Number of Vehicles Maintained	150	150	150	152	153
Fleet Maintenance & Replacement Cost	\$874,587	\$873,536	\$757,154	\$757,154	\$843,134
Average Cost Per Vehicle	\$5,831	\$5,824	\$5,048	\$4,981	\$5,510
Miles Driven	814,395	867,118	909,364	863,166	903,814
Total Fleet Miles	5,784,974	5,821,458	6,140,301	5,574,488	5,842,316

### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *I. Is a great place to live, work and do business*

1. Upgrade the Public Works VHF radio system to meet new FCC regulations for narrow-band operation. This will include the replacement of older radios, upgrading the base system and possible modification of our current license. (Third quarter)

*We are currently identifying the radios in use throughout Public Works. We will then work to reprogram the radios compatible and replace the other units. We plan completion in the fourth quarter.*

#### *II. Is fiscally responsible and transparent*

2. Research best option for new Police squads. The Ford Crown Victoria will no longer be produced and none of the potential replacement vehicles appear to be ideal units. (Third quarter)

*We conducted extensive research on the units available with the Police Department. We decided to commit to the purchase of the new Ford Interceptor SUV once production is started in January. We will continue to monitor cost and driver satisfaction to determine our FY13 purchases. Completed second quarter.*

3. Reorganize Fleet parts room and eliminate obsolete parts. (Second quarter)

*We plan to start the parts reorganization in January. To be completed third quarter.*

## ADDITIONAL ACCOMPLISHMENTS

1. Fleet conducted 16 classes in 2011 on the safe operation and care of fleet vehicles and equipment. We determined a weakness in some operator familiarity with equipment due to irregular or seasonal usage.

## 2012 - 2013 OBJECTIVES

### *1. Is a great place to live, work and do business*

1. Expand the in-house training for operators supplied by Fleet. We plan to create an ongoing training program on all fleet equipment to insure all operators are proficient in their safe operation. We also plan to include outside and contractual training where appropriate. (Third quarter)
2. Examine all fleet equipment to determine level of current safety equipment. We plan to determine equipment that does not meet an adequate level of safety compared to current standards. We will then schedule this equipment for replacement or elimination. (Second quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

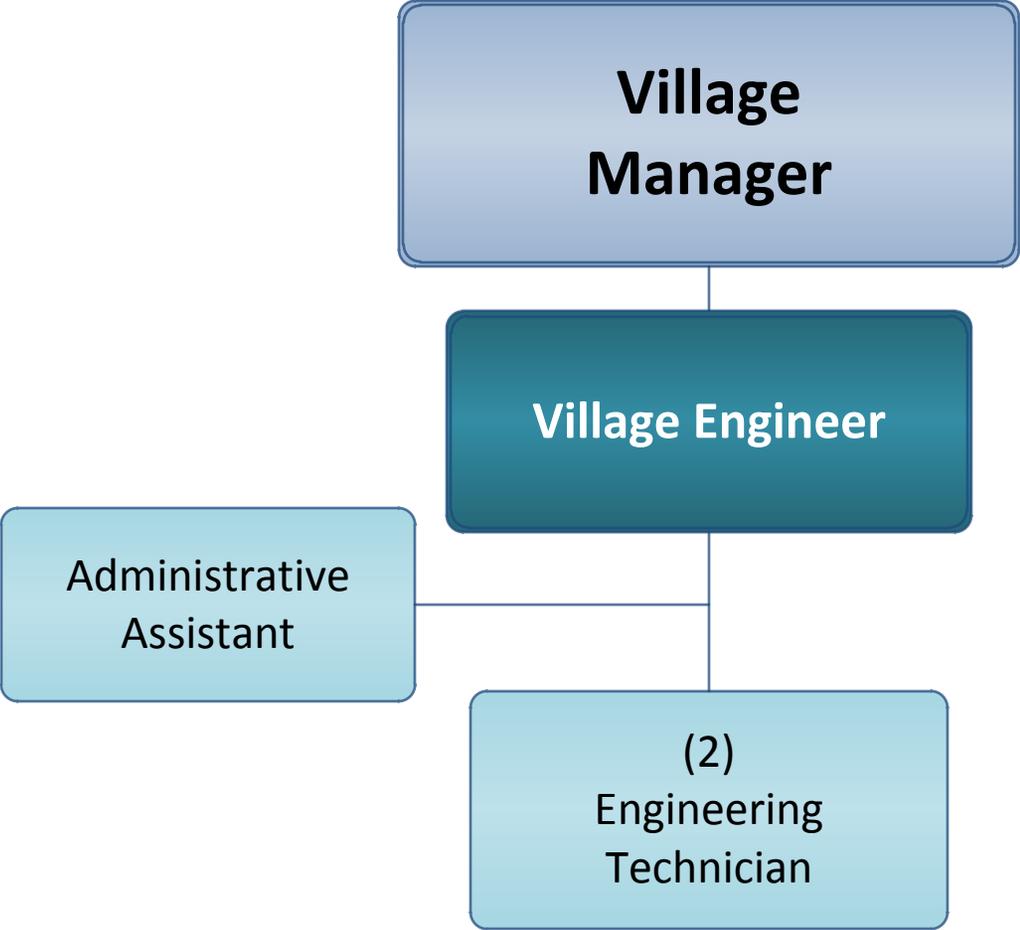
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0650- Fleet Services

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 368,893	\$ 377,065	\$ 375,919	\$ 415,587	\$ 383,437
1-21	Salaries-Overtime	9,057	7,172	7,500	6,091	7,800
1-41	State Retirement	36,554	41,398	46,485	47,995	55,758
1-42	Social Security	28,606	29,383	29,156	32,178	29,861
1-44	Employee Insurance	74,496	75,249	76,724	86,307	43,345
<b>Total Personal Services</b>		<b>517,606</b>	<b>530,267</b>	<b>535,784</b>	<b>588,158</b>	<b>520,201</b>
2-11	Office Supplies	682	663	400	400	400
2-13	Memberships/Subscriptions	1,181	1,354	1,200	1,200	1,300
2-14	Books/Publications/Maps	1,500	1,500	2,600	2,400	2,700
2-21	Gasoline & Lube	10,706	5,556	267,645	372,000	400,312
2-22	Auto Parts & Accessories	92,244	90,000	108,000	108,000	117,000
2-23	Communications Parts	1,338	1,384	1,500	1,712	1,650
2-27	Materials & Supplies	15,068	13,891	13,000	13,000	14,000
2-29	Part & Access-Non Auto	25,752	17,453	22,500	22,500	23,000
2-31	Uniforms	719	705	800	809	900
2-33	Safety & Protective Equip	1,202	220	1,200	2,000	1,400
2-34	Small Tools	4,925	6,781	12,800	12,800	6,600
2-36	Photo Supplies	-	-	25	-	25
<b>Total Commodities</b>		<b>155,317</b>	<b>139,507</b>	<b>431,670</b>	<b>536,821</b>	<b>569,287</b>
3-12	Postage	-	22	50	-	50
3-31	M & R- Auto Equipment	39,435	36,198	47,500	47,650	49,700
3-32	M & R- Office Equipment	-	-	50	-	50
3-33	M & R- Comm Equipment	-	-	400	400	400
3-37	M & R- Other Equipment	9,769	2,259	9,900	18,000	9,900
3-51	Equipment Rentals	2,327	1,875	4,300	2,000	3,100
3-52	Vehicle Maint & Replace	1,940	-	-	-	3,119
3-61	Consulting Services	6,150	-	-	-	-
3-65	Medical Examinations	-	-	250	-	-
3-68	Uniform Rentals	2,408	2,703	2,600	3,200	3,120
3-69	Testing Services	576	309	1,300	1,300	1,700
3-71	Schools/Conf/Meetings	3,860	3,989	4,505	4,500	6,305
3-72	Transportation	113	702	525	600	750
3-99	Miscellaneous Expense	2,132	2,410	1,300	2,107	2,200
<b>Total Contractual Services</b>		<b>68,710</b>	<b>50,467</b>	<b>72,680</b>	<b>79,757</b>	<b>80,394</b>
<b>Total Operating Expenditures</b>		<b>741,633</b>	<b>720,241</b>	<b>1,040,134</b>	<b>1,204,736</b>	<b>1,169,882</b>
<b>Total Fleet Services</b>		<b>\$ 741,633</b>	<b>\$ 720,241</b>	<b>\$ 1,040,134</b>	<b>\$ 1,204,736</b>	<b>\$ 1,169,882</b>



# DEPARTMENT OF PUBLIC WORKS

## 660 - ENGINEERING

### GOALS

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 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 projects and transportation 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 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.

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.

Act as administrator for the Village Stormwater Management program.

Provide locating services for public streetlight cables as required through the JULIE system.

### 2011 – 2012 OBJECTIVES

#### *1. Is a great place to live, work and do business*

1. To provide all engineering, contract administration, and construction inspection for the installation of an eight foot fence on the west side of County Farm Road south of Stearns Road. (Second quarter)

2. To oversee and implement the third year of the depressed driveway program for approximately 10-15 Village residents. (Second quarter)
3. To coordinate all activities, including engineering and construction contract administration, for the replacement of the Longmeadow Bridge over the West Branch of the DuPage River. (Third quarter)
4. To provide all engineering, contract administration, and construction inspection for the reconstruction of Iris Ave. from Hollywood to Briarwood and the reconstruction of Flower Ct. (Third quarter)

## **2011 – 2012 OBJECTIVES**

### *1. Is a great place to live, work and do business*

1. To provide all engineering, contract administration, and construction inspection for the installation of an eight foot fence on the west side of County Farm Road south of Stearns Road.

*Completed*

2. To oversee and implement the third year of the depressed driveway program for approximately 10-15 Village residents.

*Completed*

3. To coordinate all activities, including engineering and construction contract administration, for the replacement of the Longmeadow Bridge over the West Branch of the DuPage River.

*Ongoing*

4. To provide all engineering, contract administration, and construction inspection for the reconstruction of Iris Ave. from Hollywood to Briarwood and the reconstruction of Flower Ct.

*Completed*

## ***ADDITIONAL ACCOMPLISHMENTS***

1. 2.23 miles of Village streets were resurfaced this past summer by Johnson Paving CO. as part of the Village's annual MFT Program.
2. 6 new streetlights were installed on Jensen Blvd. and Tower Road as part of the TIF #2 improvements.
3. An 80% grant from IDOT was secured to fund the phase two engineering for the replacement of the Longmeadow Bride over the West Branch of the DuPage River.
4. Construction contracts were made for streetscape and entryway signage on the west side of Barrington Road north of Irving Park Road as part of the TIF #2 improvements.
5. Completed the paving and extension of the Court J project.

## 2012 – 2013 OBJECTIVES

### *1. Is a great place to live, work and do business*

1. To provide all engineering, contract administration, and construction inspection for the installation of an eight foot fence on the west side of County Farm Road south of Schick Road. (Second Quarter)
2. To oversee and implement the fourth year of the depressed driveway program for approximately 5 Village Residents. (Second Quarter)
3. To coordinate all activities, including engineering and construction contract administration, for the replacement of the Longmeadow Bridge over the West Branch of the DuPage River. (Third Quarter)
4. To provide all engineering, contract administration, and construction inspection for the reconstruction of Gladiola Avenue from Hollywood to Briarwood. (Third Quarter)
5. To provide all engineering, contract administration, and construction inspection for the Tanglewood Special Service Area improvements, consisting of common area sidewalk removal and replacement and common area drainage improvements. (Second Quarter)
6. To retain a consultant to conduct a comprehensive drainage study of the section of the Village west of Barrington Road, and north of Maple Avenue and formulate a recommendation on how to alleviate street flooding on Church, Apple Tree, Peach Tree and Pine Tree Streets. (Second Quarter)
7. To finish the streetscape and entryway signage on the west side of Barrington Road north of Irving Park Road as part of the completion of TIF #2 improvements. (First Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0660 - Engineering

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 209,612	\$ 214,154	\$ 214,711	\$ 231,209	\$ 133,676
1-21	Salaries-Overtime	5,673	9,263	4,514	7,000	6,139
1-41	State Retirement	20,735	23,732	25,841	27,592	19,715
1-42	Social Security	15,638	16,165	16,505	17,661	10,695
1-44	Employee Insurance	47,263	48,450	51,236	56,550	19,243
<b>Total Personal Services</b>		<b>298,921</b>	<b>311,764</b>	<b>312,807</b>	<b>340,012</b>	<b>189,468</b>
2-11	Office Supplies	1,441	1,311	1,470	1,200	1,350
2-13	Memberships/Subscriptions	432	378	471	471	473
2-14	Books/Publications/Maps	50	-	175	-	175
2-21	Gasoline & Lube	3,966	4,681	5,460	-	-
2-27	Materials & Supplies	721	717	700	550	650
2-31	Uniforms	147	167	200	203	200
2-33	Safety & Protective Equip	115	230	230	230	230
2-34	Small Tools	1,695	95	200	198	200
2-99	Miscellaneous Expen.	-	-	50	-	50
<b>Total Commodities</b>		<b>8,567</b>	<b>7,579</b>	<b>8,956</b>	<b>2,852</b>	<b>3,328</b>
3-12	Postage	961	374	475	477	475
3-32	M & R- Office Equipment	381	149	100	50	100
3-33	M & R- Comm Equipment	-	-	25	768	25
3-36	Maintenance Agreements	2,177	1,968	1,275	1,260	1,275
3-52	Vehicle Maint & Replace	5,228	-	-	-	5,546
3-61	Consulting Services	2,768	6,751	3,210	3,100	3,228
3-64	Engineering Services	2,875	-	2,500	1,000	2,500
3-71	Schools/Conf/Meetings	1,819	1,779	2,260	1,800	2,260
3-72	Transportation	181	230	250	200	250
<b>Total Contractual Services</b>		<b>16,390</b>	<b>11,251</b>	<b>10,095</b>	<b>8,655</b>	<b>15,659</b>
<b>Total Operating Expenditures</b>		<b>323,878</b>	<b>330,594</b>	<b>331,858</b>	<b>351,519</b>	<b>208,455</b>
<b>Total Engineering</b>		<b>\$ 323,878</b>	<b>\$ 330,594</b>	<b>\$ 331,858</b>	<b>\$ 351,519</b>	<b>\$ 208,455</b>

# **FIRE DEPARTMENT**

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## **Cost Control Centers**

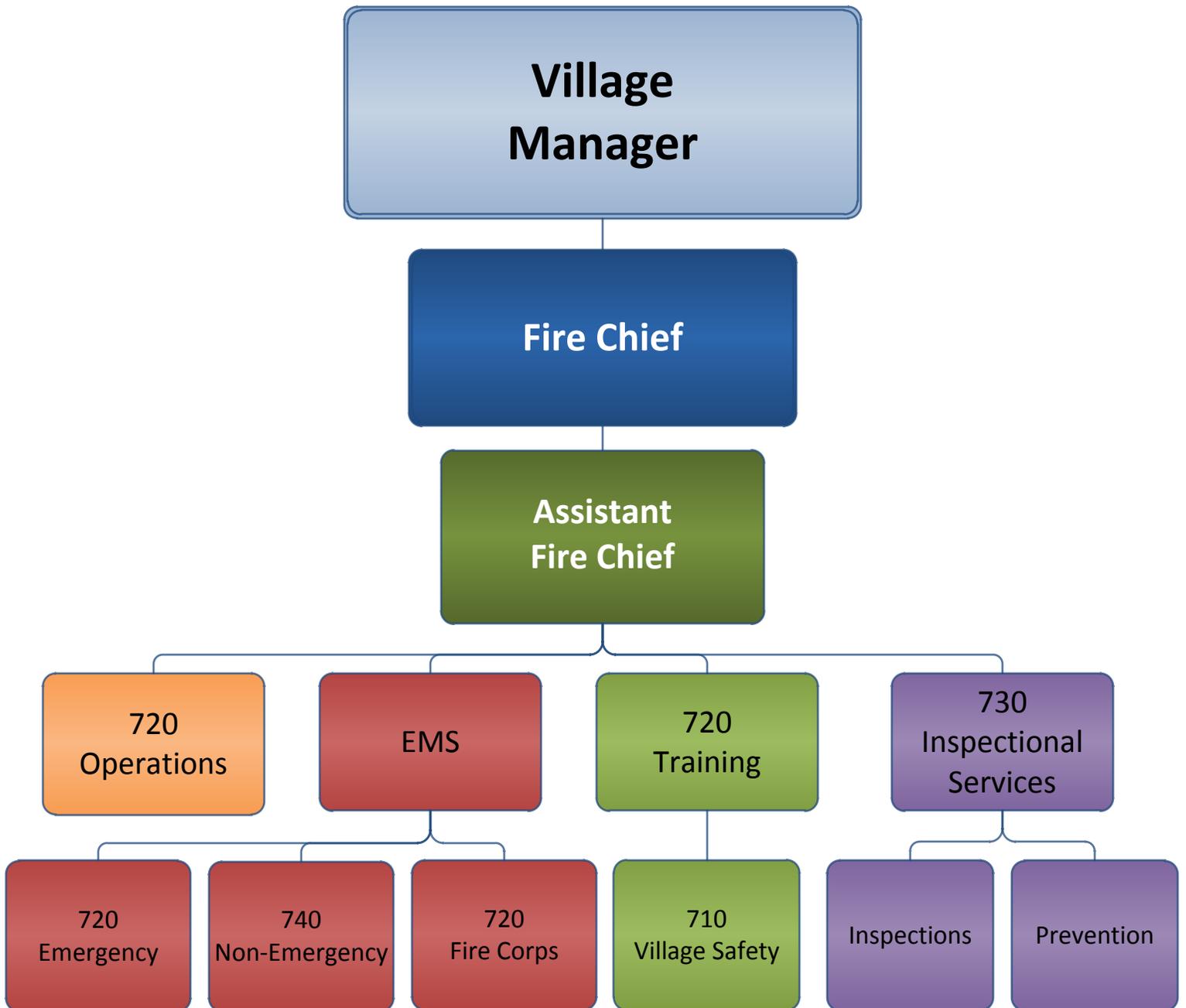
<b>Fire Administration</b>	<b>0710</b>
<b>Fire Emergency Operations</b>	<b>0720</b>
<b>Fire Inspectional Services</b>	<b>0730</b>
<b>Fire Non 911 Program</b>	<b>0740</b>



# **Hanover Park**

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# Organization of the Fire Department



# 710 – Fire Administration



# FIRE DEPARTMENT 710 – ADMINISTRATION

## GOALS

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. Administration provides leadership, oversight and support for each departmental division.

## DESCRIPTION OF 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 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 liaison to the Mallard Lake Landfill Methane Mitigation Project as well as management of the Village's Corporate Strategic Plan.

<b><u>PERFORMANCE ACTIVITIES AND MEASURES</u></b>					
<b>Description of Measurement</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Fire Department Insurance Claims:					
Total Worker Compensation Claims	9	5	9	5	7
Worker Compensation Losses	\$4,420	\$17,217	\$19,188	\$18,642	\$383,847
All Other Claims	4	3	3	3	3
Non-Worker Compensation Losses	\$4,172	\$5,040	\$1,357	\$1,357	\$500
Total Claims	13	8	12	8	10
Total Losses	\$8,592	\$21,140	\$20,545	\$19,999	\$384,347
Total Expenditures	\$4,179,733	\$4,413,163	\$4,796,525	\$5,092,377	\$5,308,477
Cost of Services Per Capita	\$109.19	\$115.29	\$125.31	\$133.04	\$138.68

## 2011 – 2012 OBJECTIVES

### *I. Is a great place to live, work and do business*

1. Conduct testing and certify a new lieutenants promotional List. (First quarter)

*Completed*

2. Evaluate options for staffing Tower 371 with a designated leader trained to a minimum of Fire Officer I, per the Illinois Office of State Fire Marshal standards. (Second quarter)

*Ongoing*

3. Conduct a response time analysis using ISO, NFPA 1710 and fire service accreditation standards to determine the most appropriate area to construct a replacement Fire Station No. 2. (Fourth quarter)

*Completed*

4. Disconnect Village area from the Bloomingdale Fire Protection District creating coterminous Village and fire protection boundaries. (First through fourth quarters)

*Ongoing*

### *III. Is fiscally responsible and transparent*

5. Conduct a semiannual review of ambulance and cost recovery revenue against insurance and Medicare standards and area comparables. (Third quarter)

*Completed: Formalized a process for conducting monthly run report audits which ensure our accuracy of billing standards*

6. Complete wage reopener settlement with the International Association of Firefighters Local 3452. (First quarter)

*Completed*

7. Negotiate and settle contract with Service Employees International Local 73. (First quarter)

*Completed*

## ADDITIONAL ACCOMPLISHMENTS

1. Conducted testing and certified a new part-time firefighter hiring list. Five additional part-time firefighters were hired.
2. Reduced budget liability with the early retirement incentive program for two battalion chiefs, one lieutenant and one firefighter.
3. An interview with Chief Haigh and Part-time Firefighter/Paramedic/Medical Student Saeed Khaja appeared in Fire 20/20 addressing fire service recruitment challenges and best practices for attracting Middle Eastern/Saudi Arabian candidates.

4. The department provided speakers for the Illinois Fire Chief's Research Symposium, the Fire Department Instructors Conference (FDIC), University of Illinois Fire Service Institute – Explorer Fire College, Pinnacle EMS Management Conference, MABAS Division XII Officer Update Conference, and the Missouri Fire Rescue Institute Instructor Conference.
5. Chief Zaccard continues to instruct in the area FIREHOUSE<sup>®</sup> users group and to assist other departments with computer technology concerns.
6. Robin Dubiel was an instructor at the Executive Support Personnel Program for the Illinois Fire Service Administrative Professionals. She spoke on completing the Work Accomplishment document to receive certification through the Office of the State Fire Marshal, since she was the first to receive the certification two years ago.
7. The Fire Department hosted fire service interns from Eastern Kentucky University, Oklahoma State University and Harper College. The department continues to provide ride time to students of the Fox Valley Career Center and precepted a paramedic intern from Bensenville Fire Protection District.
8. The Department was an invited participant in the annual salary and workplace study conducted by the Journal of Emergency Medical Services.
9. The Village held its annual September 11<sup>th</sup> remembrance ceremony commemorating the 10<sup>th</sup> anniversary of the attack. Approximately 300 people attended the hour long ceremony. Chief Haigh spoke at Evangel Church in Hanover Park on Sunday, September 11<sup>th</sup> as part of their special 9/11 remembrance service.
10. Battalion Chief Pikora serving as the Village Safety Coordinator and working with the H.R. Department completed the IRMA Hazard Inspection receiving a grade of 96%.

## **2012 – 2013 OBJECTIVES**

### *I. Is a great place to live, work and do business*

1. Conduct testing and certify a new full time firefighter hiring list.

### *III. Is fiscally responsible and transparent*

2. Complete contract negotiations with the International Association of Firefighters Local 3452. (First quarter)
3. Disconnect Village area from the Bloomingdale Fire Protection District creating coterminous Village and fire protection boundaries. (First through fourth quarters)
4. Conduct a semiannual review of ambulance and cost recovery revenue against insurance and Medicare standards and area comparables. (Third quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

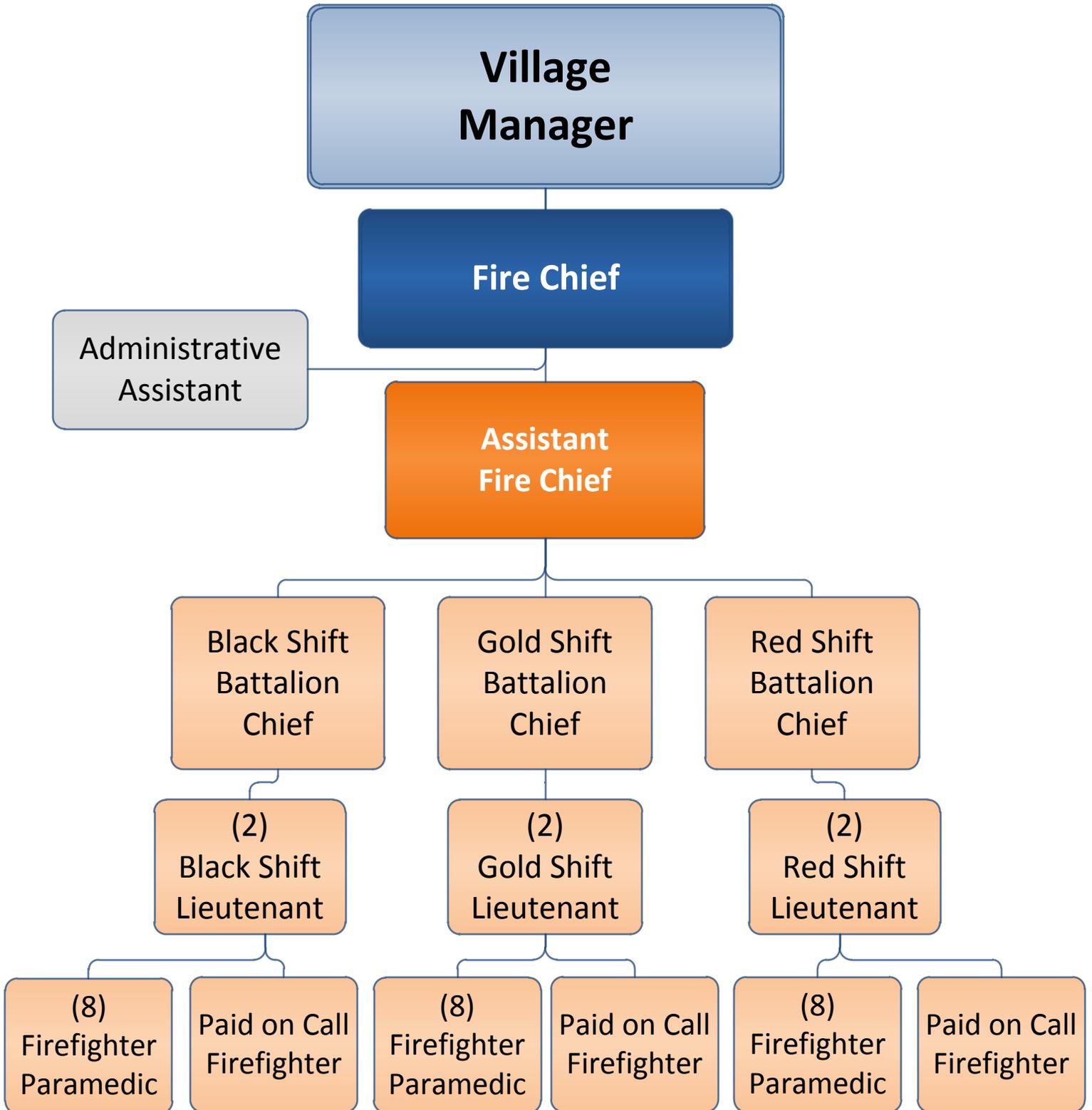
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0710 - Fire Administration

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ -	\$ -	\$ 325,613	\$ 325,613	\$ 330,557
1-12	Salaries-Part Time	-	-	-	-	-
1-21	Salaries-Overtime	-	-	2,500	2,250	2,500
1-41	State Retirement	-	-	7,517	7,517	8,984
1-42	Social Security	-	-	13,358	13,358	13,797
1-43	Police/Fire Pension	-	-	-	-	70,772
1-44	Employee Insurance	-	-	60,582	60,582	36,078
1-46	Unempl Compensation	-	-	-	-	-
<b>Total Personal Services</b>		-	-	<b>409,570</b>	<b>409,320</b>	<b>462,688</b>
2-11	Office Supplies	-	-	3,000	2,000	3,000
2-13	Memberships/Subscriptions	-	-	3,748	3,600	3,948
2-14	Books/Publications/Maps	-	-	1,450	1,450	2,465
2-27	Materials & Supplies	-	-	1,500	1,800	1,500
2-36	Photo Supplies	-	-	200	200	200
2-99	Miscellaneous Expense	-	-	100	100	100
<b>Total Commodities</b>		-	-	<b>9,998</b>	<b>9,150</b>	<b>11,213</b>
3-11	Telephone	-	-	-	-	-
3-12	Postage	-	-	700	500	700
3-32	Office Equipment	-	-	4,875	4,875	4,975
3-61	Consulting Services	-	-	500	500	500
3-62	Legal Services	-	-	-	-	-
3-71	Schools/Conf/Meetings	-	-	8,270	8,270	14,930
3-72	Transportation	-	-	785	785	1,350
3-78	Fire Corp	-	-	-	-	-
3-91	Special Events	-	-	-	-	-
3-99	Miscellaneous Expense	-	-	-	-	-
<b>Total Contractual Services</b>		-	-	<b>15,130</b>	<b>14,930</b>	<b>22,455</b>
<b>Total Operating Expenditures</b>		-	-	<b>434,698</b>	<b>433,400</b>	<b>496,356</b>
<b>Total Fire Administration</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 434,698</b>	<b>\$ 433,400</b>	<b>\$ 496,356</b>



## 720 – FIRE DEPARTMENT EMERGENCY OPERATIONS DIVISION

### GOALS

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 FUNCTIONS

The department responds from two stations utilizing a complement of 35 full-time and 18 part-time firefighters and officers. These personnel are supplemented by a full-time Administrative Assistant, a volunteer Fire Chaplain and 25 Fire Corps volunteers. Responses surpass 3,000 emergency calls annually with approximately 70% of these being EMS in nature. Services are provided using two staffed Paramedic Equipped Engine Companies, 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. All personnel are trained at a minimum to the level of Firefighter II 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. The department actively participates and responds as part of MABAS Division XII. The Department houses and transports the MABAS Division XII "Level A" Haz Mat Trailer, which provides technician level and decontamination services.

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. They also conduct public CPR training.

<b><u>PERFORMANCE ACTIVITIES AND MEASURES</u></b>					
<b>Description of Measurement</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</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	13	17	17	17	18
Total Full Time Employees	36	36	36	37	36
Number of Full Time Personnel Per 1,000 Population	0.94	0.94	0.94	0.94	0.94
ISO Rating	Class 4	Class 4	Class 4	Class 4	4
Fire Calls	907	909	830	923	956
EMS Calls	2,022	2,225	2,045	2,160	2,309
Total Number of Calls	2,929	3,134	2,875	3,083	3,265
Total Number of Patients Contacted	2,351	2,577	2,237	2,379	2,551
Number of Advanced Life Support Calls (ALS)	1,116	1,270	1,192	1,307	1,255
Number of Basic Life Support Calls (BLS)	906	955	1,045	853	1,042
Actual Property Loss Due To Fire	\$434,701	\$718,150	\$678,601	\$802,600	\$420,520
Number Auto/Mutual Aid Received	224	216	221	152	150

Description of Measurement	2007	2008	2009	2010	2011
Number Auto/Mutual Aid Given	386	339	349	465	523
Number of Overlapping Incidents	755	984	862	1,018	1,107
Property Value of Fire Damaged Property	\$7,887,801	\$6,742,200	\$15,323,590	\$7,156,695	\$8,634,475
Number of Structural Fire Calls	25	28	29	21	19
Number of Non-Structural Fire Calls	25	30	28	23	36
Number of Malicious False Alarm Calls	5	3	7	2	0
Number of Non-Malicious False Alarm Calls	253	286	256	263	307
Total False Alarm Calls	258	289	263	265	307
Average Emergency Response Time (fire calls only)	0:03:54	0:03:32	0:03:46	0:03:27	0:03:46
<b>Fire Corps</b>					
Incident Rehab Activity		13	38	34	28
Non-Incident Rehab Activities		9	4	5	2

## **2011 – 2012 OBJECTIVES**

### *1. Is a great place to live, work and do business*

1. Develop a plan in which company movement for daily training and meetings is kept to a minimum in order to maintain emergency response times of 4 minutes or less, 90% of the time. (First quarter)

*Ongoing*

2. Develop and implement a formalized mentor program. (First through third quarters)

*Not yet started due to new officer promotions and realignment of management duties.*

3. Provide 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)

*Completed*

## ***Additional Accomplishments***

### ***Operations***

1. Purchased and placed in-service the following replacement vehicles:
  1. Fire command vehicle (300)
  2. Utility pick-up (351)
2. The command vehicle replaced by the new unit has been renumbered (350) and reassigned as the reserve command vehicle. The 1996 Dodge Caravan previously maintained as the reserve unit has been surplus.
3. Continued utilization of Fire Corps to provide rehab services at emergency incidents and live fire trainings.
4. Continued to seek grant support to supplement the operation of Fire Corps.

5. Purchased and issued cold weather gear.
6. Conducted a Basic CERT Training course, including fire ground rehab module.
7. Developed a formalized job description and evaluation tool for Fire Corps Team Leaders.
8. Held annual Fire Corps Open House and Recruitment Event

### ***Emergency Medical Services***

1. The EMS Division underwent our first ever Medicare/Medicaid audit. The Department passed all aspects without issue.
2. The Department implemented, as part of the updated Standing Medical Orders, the use of the “King Airway” as an alternative advanced life support airway.
3. Reorganized the EMS Division, which included new assignments to personnel and expansion of responsibilities. Fire Corps now also reports to the EMS Division.
4. Refocused the Quality Assurance committee in order to align with the Greater Elgin Mobile Intensive Care Program’s ongoing studies. Cardiac arrest, multisystem trauma, probable CVA patients, cardiac ischemia and all patients with advanced airway procedures are not formally reviewed.
5. Developed and introduced a formalized EMS Student Preceptor Program for Department Paramedic Instructors.
6. Emergency Medical Services – Training
  - a) Part-time firefighter/paramedic Justin McWilliams graduated from Sherman Hospital’s Paramedic Program and received the Dr. Joseph E. McKenna valedictorian award for academic excellence.
  - b) EMS Division leadership attended the ImageTrend EMS Software Conference.
  - c) Held extended training on end tidal carbon dioxide monitoring, increasing our level of care to patients with difficulty breathing. Also increases post intubation care.
7. Fire Corps team members assisted the Zion volunteer rehab team with their basic training and team development.
8. Firefighter/Paramedic Ricardo Ramirez and Lt. Paul Rosenthal participated in a yearlong heat stress study by the University of Illinois Fire Service Institute and the Department of Homeland Security. The study evaluated aspirin as an anticoagulant on firefighters over the age of 40.

### ***Training***

1. Lieutenant Gawlik was appointed Assistant Training Officer.
2. The department hosted personnel from the Hong Kong Fire Department for three weeks in March while they attended hazmat training sponsored by the Illinois Fire Service Institute and held at Hanover Park Station No. 1.
3. Three (3) department personnel attended training at the National Fire Academy.
4. All department chief officers attended the IPELRA seminar on “Conducting Workplace Investigations”.

5. Four (4) new part-time firefighters graduated from their basic fire academy training as well as the department's Rookie School. Three (3) firefighters received their Advanced Firefighter Certificates, one (1) received their Instructor I rating, and five (5) received their Vehicle and Machinery Rescue Certification.
6. The department hosted a live fire propane training class through the Illinois Fire Service Institute. Several area fire departments attended.

## 2012 – 2013 OBJECTIVES

### *I. Is a great place to live, work and do business*

1. Evaluate options for staffing Tower 371 with a designated leader trained to a minimum of Fire Officer I, per the Illinois Office of State Fire Marshal standards. (Second quarter)
2. Develop and implement a formalized mentor program. (First through third quarters)
3. Provide 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)
4. Continue utilization of Fire Corps to provide rehab services at emergency incidents and live fire trainings. (First through fourth quarters)
5. Purchase replacement Advanced Life Support/Mobile Intensive Care Ambulance (381). The ambulance replaced by the new unit has been renumbered (383) and reassigned as a reserve. The 2000 Ford/MedTec previously maintained as the reserve unit will be reassigned as the rehab unit (374).
6. Offer CPR to targeted community groups, including classes taught in Spanish.

### *II. Offers convenience through technologies.*

7. Purchase replacement RAD-57 patient O<sub>2</sub>/CO monitors.

### *III. Is fiscally responsible and transparent*

8. Conduct a biannual review of ambulance rates against Medicare/Medicaid standards and area comparables.
9. Continue to seek grant support to supplement the operation of Fire Corps. (First through fourth quarters)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0720 - Fire Suppression

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 2,715,800	\$ 2,921,492	\$ 2,447,109	\$ 2,447,109	\$ 2,472,912
1-12	Salaries-Part Time	298,514	331,786	297,829	333,741	311,572
1-21	Salaries-Overtime	202,608	215,119	194,925	232,590	202,186
1-41	State Retirement	5,250	11,809	-	-	-
1-42	Social Security	68,327	76,976	58,362	58,362	59,867
1-43	Fire Pension	574,010	698,763	805,643	805,643	649,768
1-44	Employee Insurance	517,191	571,428	505,604	505,604	285,022
1-46	Unempl Compensation	8,079	18,028	-	3,166	3,165
<b>Total Personal Services</b>		<b>4,389,779</b>	<b>4,845,401</b>	<b>4,309,472</b>	<b>4,386,215</b>	<b>3,984,492</b>
2-11	Office Supplies	2,230	3,525	-	-	-
2-13	Memberships/Subscriptions	14,763	4,948	1,150	1,071	1,015
2-14	Books/Publications/Maps	2,288	5,066	5,382	2,000	6,546
2-21	Gasoline & Lube	30,249	39,039	-	-	-
2-22	Automotive Parts	30,469	23,558	-	-	-
2-23	Communication Parts	1,193	3,826	1,200	3,223	2,200
2-26	Bulk Chemicals	5,441	5,162	5,000	5,000	5,550
2-27	Materials & Supplies	13,970	20,856	10,095	10,095	8,875
2-28	Cleaning Supplies	7,018	6,320	7,705	7,705	7,705
2-29	Part & Access-Non Auto	8,864	2,384	5,116	9,000	8,400
2-31	Uniforms	18,702	9,640	11,450	12,450	11,950
2-33	Safety & Protective Equip	3,787	2,578	2,743	3,500	4,742
2-34	Small Tools	3,391	14,754	2,046	2,046	7,955
2-36	Photo Supplies	1,003	147	-	-	200
2-99	Miscellaneous Expen.	7	-	100	100	100
<b>Total Commodities</b>		<b>143,375</b>	<b>141,803</b>	<b>51,987</b>	<b>56,190</b>	<b>65,238</b>
3-11	Telephone	30,425	33,069	-	-	-
3-12	Postage	601	661	-	-	-
3-14	Natural Gas	1,615	-	-	-	-
3-21	Liability Insurance Program	76,124	111,491	-	1,770	-
3-31	M & R - Auto Equipment	14,428	20,725	-	-	-
3-32	M & R - Office Equipment	3,549	3,519	-	-	-
3-34	M & R - Buildings	14,306	17,221	-	-	-

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

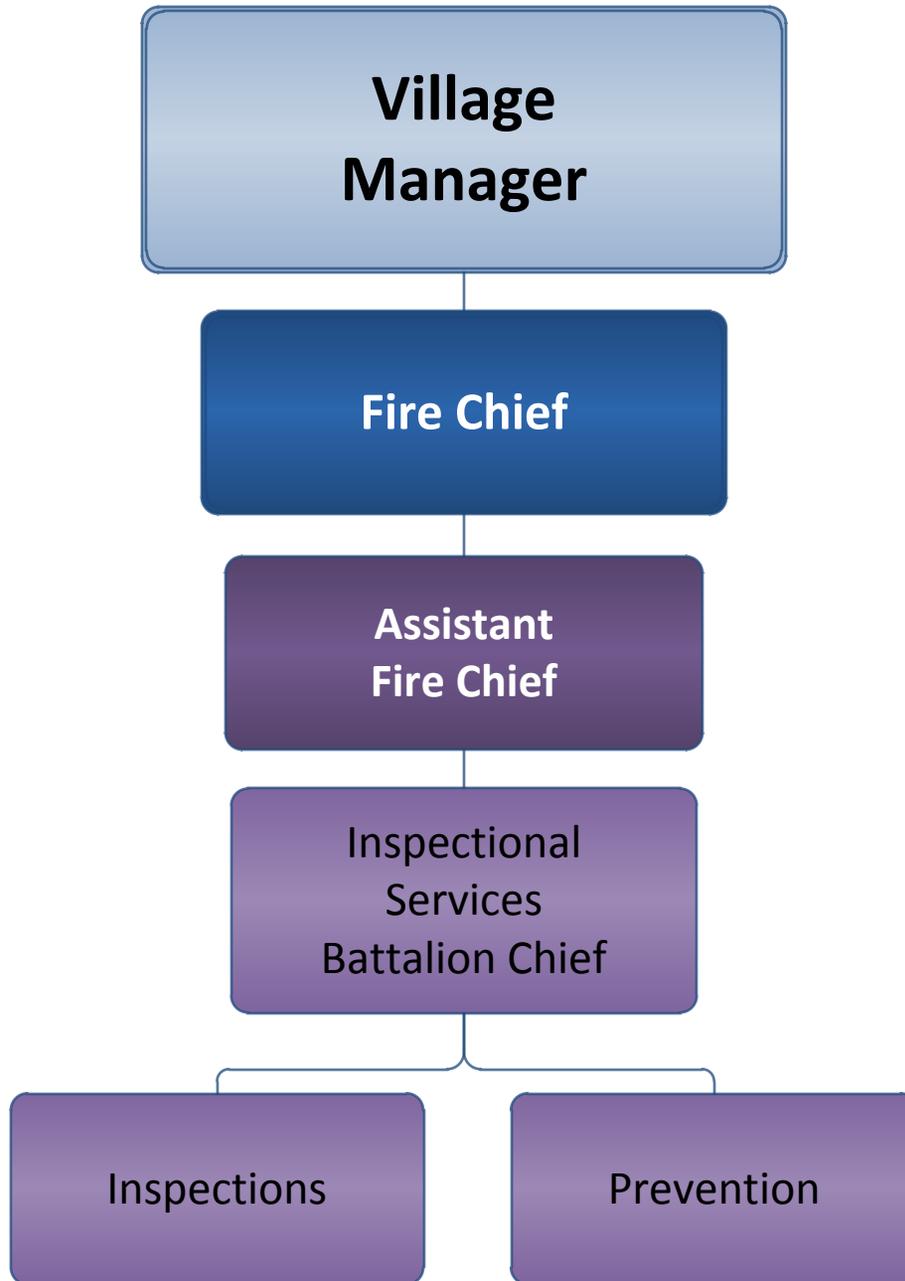
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0720 - Fire Suppression

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
Expenditures (continued)						
3-36	Maintenance Agreements	43,821	44,546	30,467	30,467	31,834
3-37	M & R- Other Equipment	-	-	100	100	-
3-51	Equipment Rentals	62,096	61,500	63,744	64,024	63,594
3-52	Vehicle Maint & Replacement	231,419	-	-	-	216,105
3-53	Furniture Replacement	-	-	-	-	-
3-61	Consulting Services	33,301	16,491	-	-	-
3-62	Legal Services	197	-	-	-	-
3-65	Auditing Services	5,665	5,817	-	-	-
3-67	Legal Publications	1,199	-	-	-	-
3-71	Schools/Conf/Meetings	42,579	30,139	30,087	38,087	46,200
3-72	Transportation	1,569	706	575	575	575
3-78	Fire Corp	743	5,448	3,760	3,800	3,760
3-91	Special Events	9,857	4,775	-	-	-
3-99	Miscellaneous Expense	80	250	100	100	100
Total Contractual Services		573,574	356,358	128,833	138,923	362,168
Total Fire Suppression		\$ 5,106,728	\$ 5,343,562	\$ 4,490,292	\$ 4,581,328	\$ 4,411,898

# 730 – Inspectional Services



## 730 – FIRE DEPARTMENT INSPECTIONAL SERVICES DIVISION

### GOALS

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 FUNCTIONS

In June of 2011 responsibility for inspectional services was transferred to the fire department. All inspectional personnel previously assigned to the Community Development Department were transferred to the Fire Department. This reorganization makes the Fire Department responsible for all electrical, plumbing, structural (shell and foundations), and mechanical systems inspections. The Department also conducts/manages all business premise, fire alarm, sprinkler system, wet / dry chemical 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 inspections including plan review for fire alarm, sprinkler systems, and wet / dry chemical system are contracted to a third party vendor (Fire Safety Consultants Inc.). In the area that lies within the corporate boundaries of the Village of Hanover Park and within 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 is also responsible for incident prevention through a multi-hazards approach that includes public education and a formalized pre-incident planning program.

The Division includes a Chief Building Official, a Health and Sanitation Inspector, two full time building inspectors, a full time permit coordinator and a part-time permit coordinator.

<b><u>PERFORMANCE ACTIVITIES AND MEASURES</u></b>					
<b>Description of Measurement</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Business License Inspections				827	863
School Inspections				33	15
Fire Protection System Inspections				216	203
Health Inspections				4	42
Food Service Inspections				122	489
Property Maintenance Inspections				72	437
Life Safety Inspections				24	13
Other					205

### 2011 – 2012 OBJECTIVES

#### *1. Is a great place to live, work and do business*

1. Develop a mail-out educational program. This program will explain what an inspector will be checking for and encourage quarterly self-inspections in order to enhance safety and minimize concerns during Fire Department visits. (Third quarter)

*Will be carried to 2012-2013 Objectives*

2. Complete a comprehensive review and re-write of Village codes and ordinances pertaining to inspectional services including fee structures, fines and the ticketing process. (First through fourth quarters)

*In progress*

3. Conduct a staffing analysis of the division. (Second quarter)

*Completed*

4. Consolidate existing inspection checklists to eliminate duplication and allow multiple inspectional aspects to be reviewed during a single site visit. (First through fourth quarters)

*Completed*

5. Evaluate options for the implementation of an inspectional services fee structure. (First quarter)

*In progress*

### **ADDITIONAL ACCOMPLISHMENTS**

1. Assumed responsibility for all Village building permit, plan review and inspectional services.
2. Hired new Chief Building Official for Inspectional Services.
3. Closed out all expired building permits from prior years.
4. Closed out and collected forfeited bonds in excess of \$50,000.
5. Purchased a new Fire Department Inspectional Services vehicle (353).
6. Outfitted two existing vehicles to Fire Department Inspectional Services vehicles (352 & 354).
7. Reprogrammed existing Village software to properly access temporary signage permit fees

### **2012 – 2013 OBJECTIVES**

#### *1. Is a great place to live, work and do business*

1. Develop a mail-out educational program. This program will explain what an inspector will be checking for and encourage quarterly self-inspections in order to enhance safety and minimize concerns during Fire Department visits. (Third quarter)
2. Improve work flow of plan reviews and building permits.
3. Bring Inspectional Services fee structure in line with comparable communities.
4. Amend and adopt 2009 International Building and Life Safety Codes.
5. Develop an Inspections Services policy and procedure manual.

6. Attain additional ICC certifications for building inspectors and plan reviewers.

**Fire Investigation**

7. Send two firefighters to fire investigator training to attain Office of the State Fire Marshall Fire Investigator certification.
8. Send one certified fire investigator to arson investigator training to attain Office of the State Fire Marshall Arson Investigator certification.

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

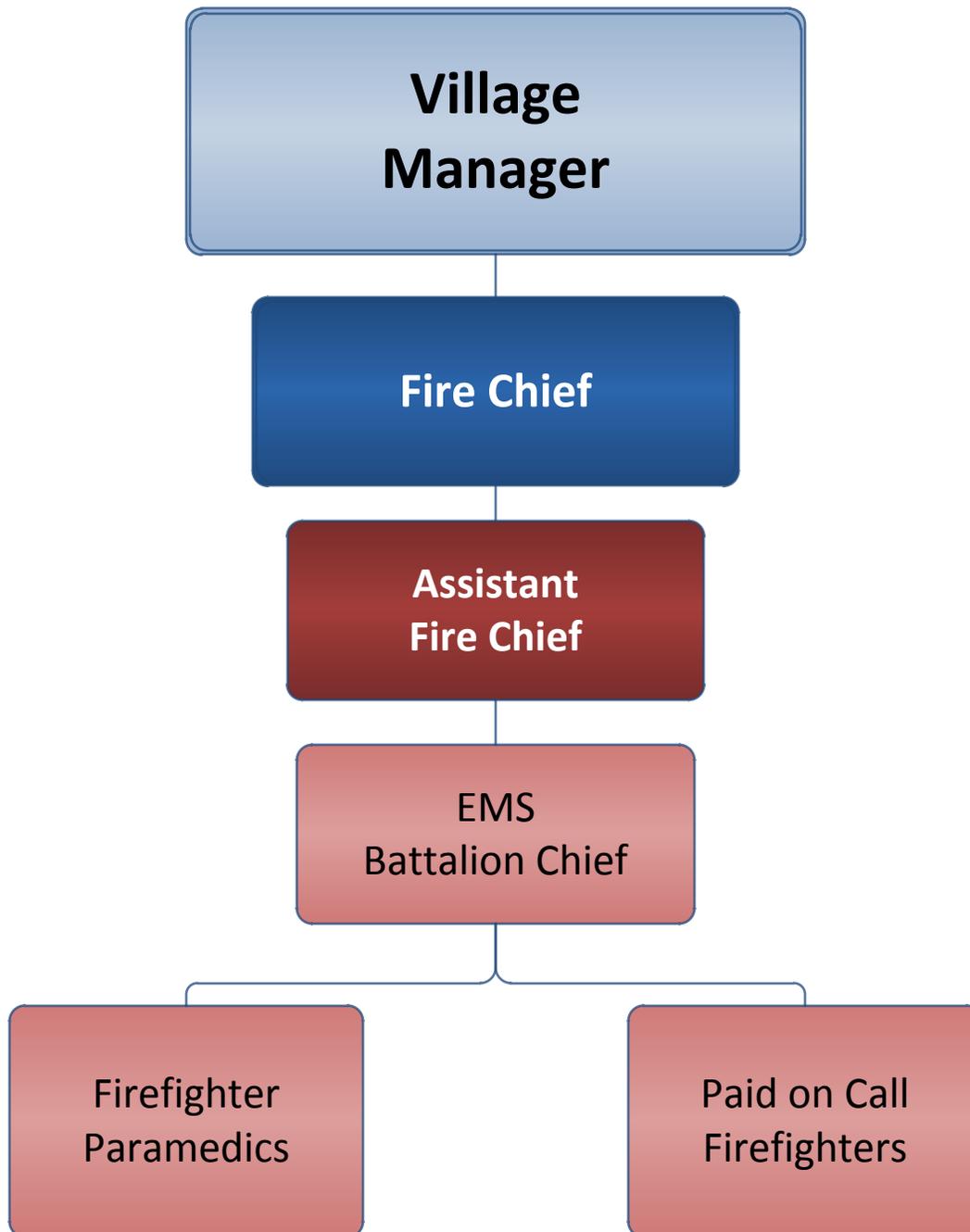
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0730 - Inspectional Services

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ -	\$ -	\$ 382,914	\$ 219,000	\$ 337,616
1-12	Salaries-Part Time	-	-	31,251	31,251	32,739
1-21	Salaries-Overtime	-	-	10,519	11,000	13,991
1-41	State Retirement	-	-	40,625	25,000	47,604
1-42	Social Security	-	-	33,785	17,000	29,402
1-43	Fire Pension	-	-	-	-	-
1-44	Employee Insurance	-	-	49,844	49,844	40,952
1-46	Unempl Compensation	-	-	-	-	-
<b>Total Personal Services</b>		-	-	<b>548,938</b>	<b>353,095</b>	<b>502,304</b>
2-11	Office Supplies	-	-	680	1,300	800
2-13	Memberships/Subscriptions	-	-	1,730	1,730	1,957
2-14	Books/Publications/Maps	-	-	4,450	2,500	3,600
2-21	Gasoline & Lube	-	-	3,700	-	-
2-23	Communication Parts	-	-	-	1,043	-
2-27	Materials & Supplies	-	-	250	250	250
2-31	Uniforms	-	-	1,950	4,500	3,500
2-33	Safety & Protective Equip	-	-	200	200	300
2-34	Small Tools	-	-	-	513	300
2-36	Photo Supplies	-	-	300	300	300
2-99	Miscellaneous Expen.	-	-	50	50	100
<b>Total Commodities</b>		-	-	<b>13,310</b>	<b>12,386</b>	<b>11,107</b>
3-12	Postage	-	-	-	150	450
3-61	Consulting Services	-	-	5,690	35,000	20,500
3-70	Binding and Printing	-	-	2,800	2,800	2,814
3-71	Schools/Conf/Meetings	-	-	9,174	2,500	18,157
3-72	Transportation	-	-	946	300	1,000
3-91	Special Events	-	-	6,981	6,981	8,520
3-99	Miscellaneous Expen.	-	-	-	-	100
<b>Total Contractual Services</b>		-	-	<b>25,591</b>	<b>47,731</b>	<b>51,541</b>
<b>Total Inspectional Services</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 587,839</b>	<b>\$ 413,212</b>	<b>\$ 564,952</b>

# 740 – Non-Emergency 911



## 740 – FIRE DEPARTMENT EMS DIVISION: NON-911 PROGRAM

### GOALS

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 FUNCTIONS

The cost of providing existing services continues to increase. 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.

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. Although these transports require an ambulance and skilled emergency medical technicians or paramedics, the transport is typically scheduled and is non-emergency in nature. 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.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>		
<b>Description of Measurement</b>	<b>2010</b>	<b>2011</b>
Non-Emergency Transfer	1	49

### 2011 – 2012 OBJECTIVES

#### *1. Is a great place to live, work and do business*

1. Develop and implement an advertisement system to make residents, facilities, and hospitals aware of the services offered by the department.

*Completed*

2. Maintain response times of 30 minutes or less, 90% of the time.

*Ongoing - Surpassed budget goal.*

3. Restrict the use of non-911 mutual aid to 10% of dispatched calls or less.

*Ongoing - Surpassed budget goal.*

*III. Is fiscally responsible and transparent*

4. Monitor program revenue to ensure payback of service start-up costs.

*Ongoing*

**ADDITIONAL ACCOMPLISHMENTS**

1. Renewed transport contract with Claremont.

**2012 – 2013 OBJECTIVES**

*I. Is a great place to live, work and do business*

1. Continue to maintain non-911 response times at 30 minutes or less and restrict the use of non-911 mutual aid.
2. Complete a community questionnaire seeking input on potential health services to be offered by the Fire Department.
3. Develop a marketing and advertisement program to promote the non-911 ambulance program.
4. Implement wellness check/healthy living days to be held at the fire stations.
5. Implement wellness check/healthy living days to be held at Village Hall for employees.

*III. Is fiscally responsible and transparent*

6. Continue to monitor and analyze non-911 ambulance fee collections and revenue generation.
7. Perform the first phase of a formal 3-year analysis of the non-911 ambulance program .

VILLAGE OF HANOVER PARK, ILLINOIS

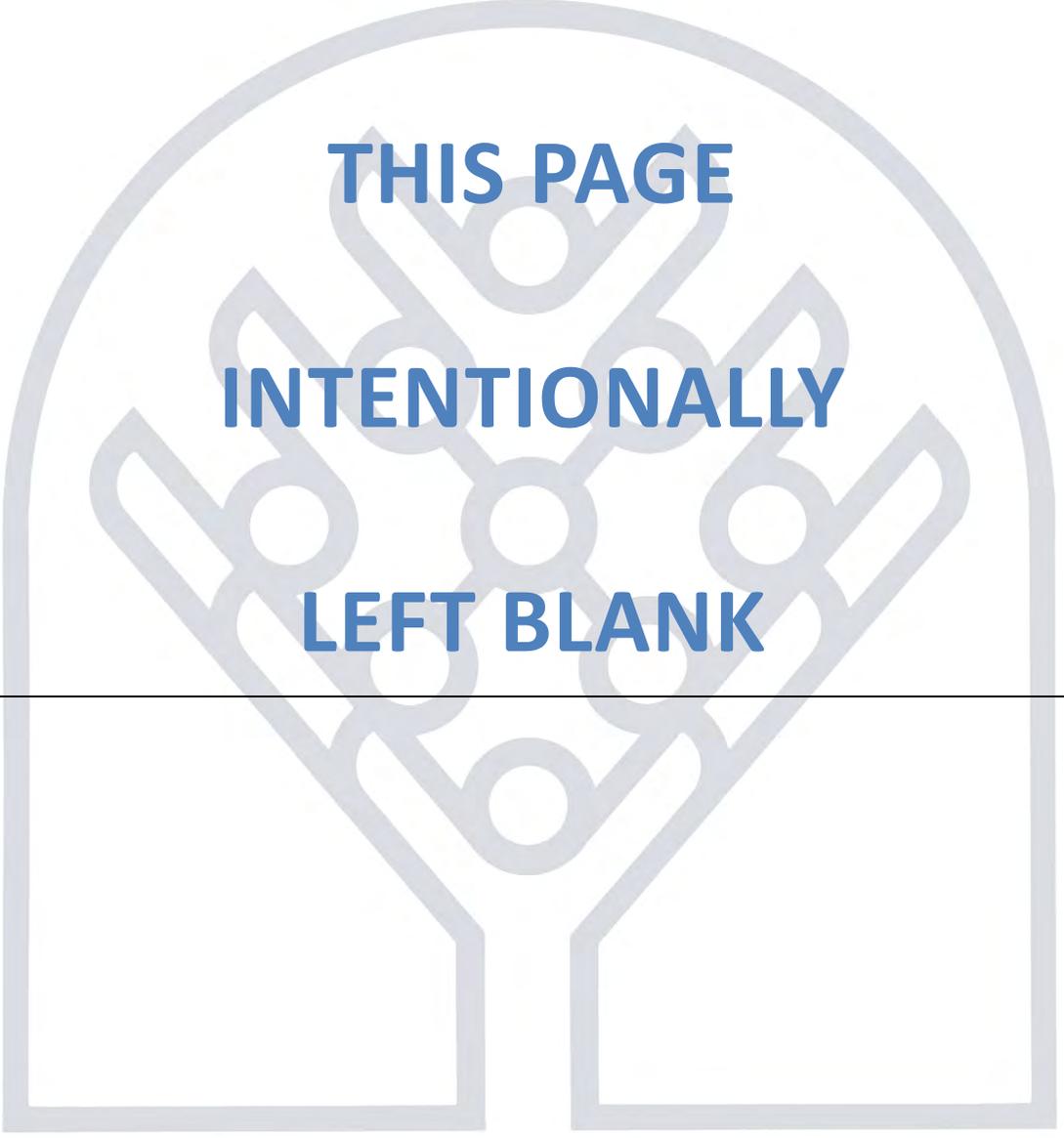
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0740 - Non-Emergency 911

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ -	\$ -	\$ 46,925	\$ 46,925	\$ 23,014
1-12	Salaries-Part Time	-	-	38,792	20,000	10,256
1-21	Salaries-Overtime	-	-	4,562	500	2,196
1-41	State Retirement	-	-	297	297	-
1-42	Social Security	-	-	10,139	10,139	1,287
1-43	Fire Pension	-	-	-	-	6,785
1-44	Employee Insurance	-	-	21,418	21,418	600
1-46	Unempl Compensation	-	-	-	-	-
<b>Total Personal Services</b>		-	-	<b>122,133</b>	<b>99,279</b>	<b>44,138</b>
2-11	Office Supplies	-	-	1,000	250	1,000
2-21	Gasoline & Lube	-	-	2,000	-	2,000
2-26	Bulk Chemicals	-	-	1,000	500	1,000
<b>Total Commodities</b>		-	-	<b>4,000</b>	<b>750</b>	<b>4,000</b>
3-21	Liability Insurance Program	-	-	6,726	-	6,726
3-51	Equipment Rentals	-	-	10,000	500	2,000
3-52	Vehicle Maint & Replacement	-	-	40,000	40,000	40,000
3-71	Schools/Conf/Meetings	-	-	6,000	6,000	6,000
3-72	Transportation	-	-	-	-	-
3-78	Fire Corp	-	-	-	-	-
3-91	Special Events	-	-	1,500	500	-
3-99	Miscellaneous Expen.	-	-	-	-	-
<b>Total Contractual Services</b>		-	-	<b>64,226</b>	<b>47,000</b>	<b>54,726</b>
<b>Total Non-Emergency 911</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 190,359</b>	<b>\$ 147,029</b>	<b>\$ 102,864</b>



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**Hanover Park**

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# **POLICE DEPARTMENT**

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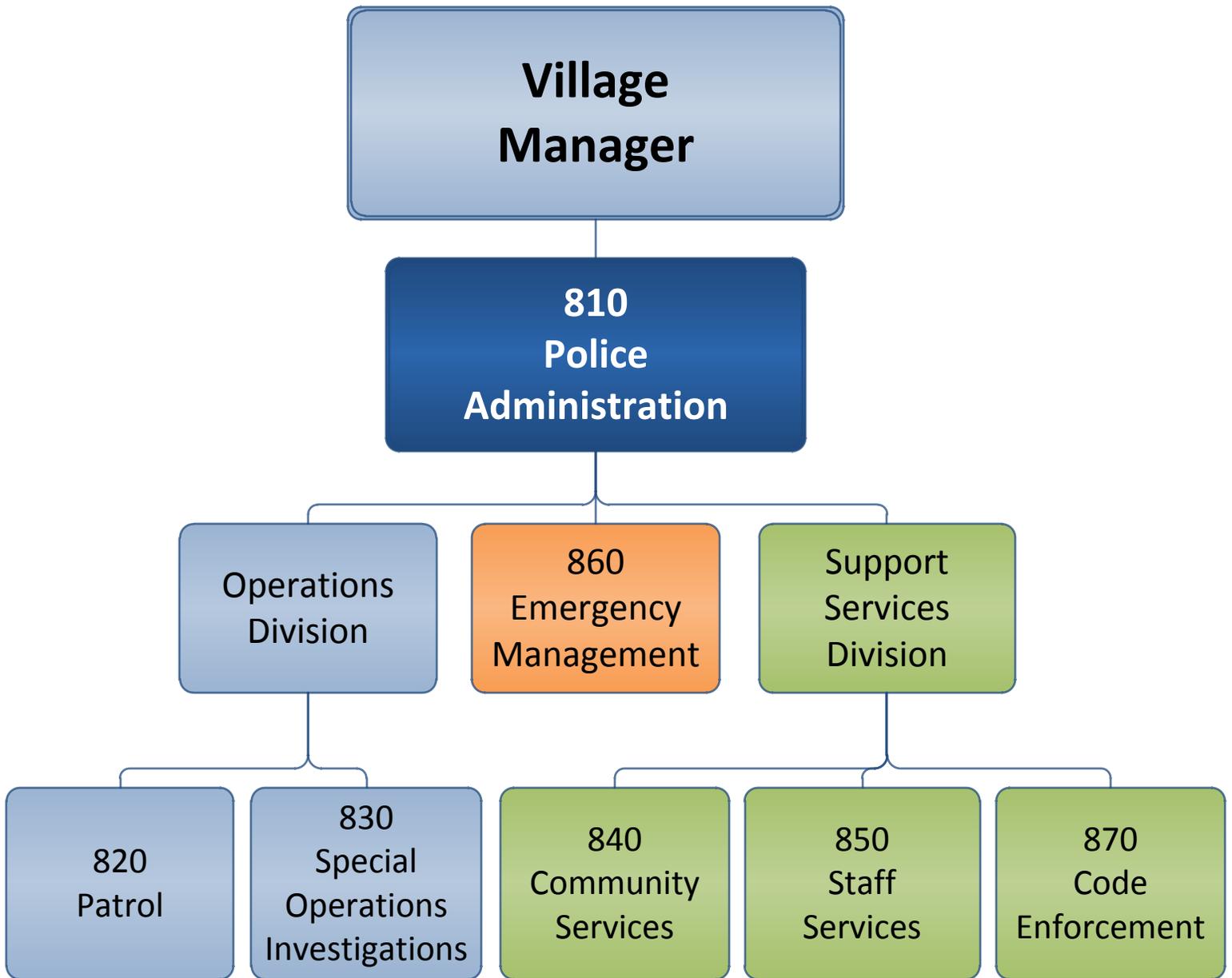
## **Cost Control Centers**

<b>Police Administration</b>	<b>0810</b>
<b>Patrol</b>	<b>0820</b>
<b>Investigations</b>	<b>0830</b>
<b>Community Services</b>	<b>0840</b>
<b>Staff Services</b>	<b>0850</b>
<b>Emergency Services</b>	<b>0860</b>
<b>Code Enforcement</b>	<b>0870</b>

# Hanover Park

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# Organization of the Police Department



# 810 – Police Administration



# DEPARTMENT OF POLICE

## 810 - ADMINISTRATION

### GOALS

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 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, Personnel Board 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>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Number of Sworn Officers	52	54	57	57	61
Number of Sworn Members Per 1,000 Population	1.36	1.41	1.49	1.49	1.61
Part I Crime	704	656	660	587	508
Part II Crime	4,469	3,799	3,674	4,476	5,019
Activity (calls for service)*	42,597	43,257	40,279	42,226	44,698
911 CFS	15,353	15,784	14,645	13,787	13,290
Officer Initiated CFS	27,244	27,473	25,634	28,439	31,408
Impounded Vehicles	1,501	1,365	1,380	1,322	1,543
Graffiti Incidents	173	121	127	179	93
"Y" (State) Tickets Issued	8,943	7,069	6,022	6,320	7,039
"C" (Compliance) Tickets Issued	43	5	14	26	15
"P" (Parking) Tickets Issued	13,710	14,147	10,539	12,161	11,918
Traffic Fine Revenue - Cook County	\$204,702	\$166,177	\$165,368	\$68,384	\$112,610
Traffic Fine Revenue - DuPage County	\$36,616	\$51,855	\$60,364	\$19,607	\$31,823
Ordinance Violation Revenue	\$344,900	\$279,777	\$288,368	\$169,563	\$233,459
False Alarm Fines	\$13,600	\$13,475	\$10,050	\$7,725	\$5,750
Police Department Insurance Claims:					
Total Worker Compensation Claims	6	21	12	10	12

Description of Measurement	2007	2008	2009	2010	2011
Worker Compensation Losses	\$14,962	\$133,427	\$83,824	\$63,061	\$122,799
All Other Claims	4	7	15	5	
Non Worker Compensation Losses	\$5,191	\$29,931	\$45,835	\$50,956	\$3,457
Total Claims	11	28	27	15	16
Total Losses	\$66,018	\$131,168	\$129,659	\$114,017	\$126,256
Total Expenditures	\$9,022,275	\$9,176,459	\$9,762,642	\$10,536,720	\$10,732,844
Cost of Services Per Capita	\$235.70	\$239.73	\$255.05	\$275.27	\$282.64
*=revised CFS data					

## 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

### *I. Is a great place to live, work and do business*

1. Conduct the annual school Principal Luncheon to discuss issues of mutual interest. (Second Quarter)

*Completed. The annual luncheon was held in October and a presentation was given.*

2. Plan and execute transition to new police facility. (Fourth Quarter)

*Completed. The new building was completed in December 2011 and equipment and personnel moved in in February 2012.*

3. Secure Bureau of Justice Grant for Bullet Proof Vest Partnership. (Third Quarter)

*Completed. The grant was applied for and received for 2012*

## RISK MANAGEMENT PROGRAM

### 2011– 2012 OBJECTIVES AND ACCOMPLISHMENTS

### *I. Is a great place to live, work and do business*

1. Continue to provide periodic driver training programs. (Fourth quarter)

*Completed. In this fiscal year, 13 police officers have successfully completed IRMA approved driver training.*

2. Test and review the Emergency Notification System. (Fourth quarter)

*Complete. The Emergency Notification System was tested in conjunction with the Severe Weather drill. (Fourth Quarter)*

3. Conduct monthly Safety Committee Meetings. (Fourth quarter)

*Completed. The department selected personnel to be on the Safety Committee and meetings were held monthly.*

4. Review the police department blood borne pathogens/infectious control policy based on frequency of exposures within the department.

*This goal was not completed due to the last minute inclusion of the goal in the prior year budget and the additional tasks involved in the building of the new Police Station.*

5. Provide additional training on back injury prevention as well as slips, trips, and fall reduction.

This goal was not completed due to the last minute inclusion of the goal in the prior year budget and the additional tasks involved in the building of the new Police Station.

6. Develop a formal Supervisory Training policy that requires the development of training plans for all supervisors and those with supervisory responsibilities.

This goal was not completed due to the last minute inclusion of the goal in the prior year budget and the additional tasks involved in the building of the new Police Station.

### **ADDITIONAL ACCOMPLISHMENTS**

1. Converted Emergency Operation Plan to The DuPage Co. Office of Homeland Securities Comprehensive Emergency Management Plan (CEMP) interactive website.
2. Won IACP Leim Technology Award for the departments SharePoint web based information and intelligence tool.
3. One of 10-National Finalists in 2011 For the IACP/Motorola Webber-Seavey Award for the Area Response Team Program.
4. Obtained \$150,000 grant from the Illinois Department of Commerce and Economic Opportunity for the construction of new police facility.
5. Obtained \$5,400 grant from the Illinois Department of Transportation for fund overtime costs for Labor Day DUI saturation patrols.
6. Obtained \$9,500 grant from the Illinois Emergency Management Agency in reimbursement costs associated with instructor overtime and materials to conduct local CERT classes and training.
7. Awarded a \$3,555 grant from IRMA in reimbursement costs associated with the CALEA reaccreditation process.

### **2012 – 2013 OBJECTIVES**

#### *1. Is a great place to live, work and do business*

1. Conduct the annual school Principal Luncheon to discuss issues of mutual interest. (Second Quarter)
2. Develop a community room and overall police department maintenance policy. (First Quarter)
3. Secure Bureau of Justice Grant for Bullet Proof Vest Partnership. (Fourth Quarter)

### **RISK MANAGEMENT PROGRAM**

#### **2012 – 2013 OBJECTIVES**

#### *1. Is a great place to live, work and do business*

1. Continue to provide periodic driver training programs. (Fourth quarter)
2. Test and review the Emergency Notification System. (Fourth quarter)
3. Conduct monthly Safety Committee meetings. (Fourth quarter)

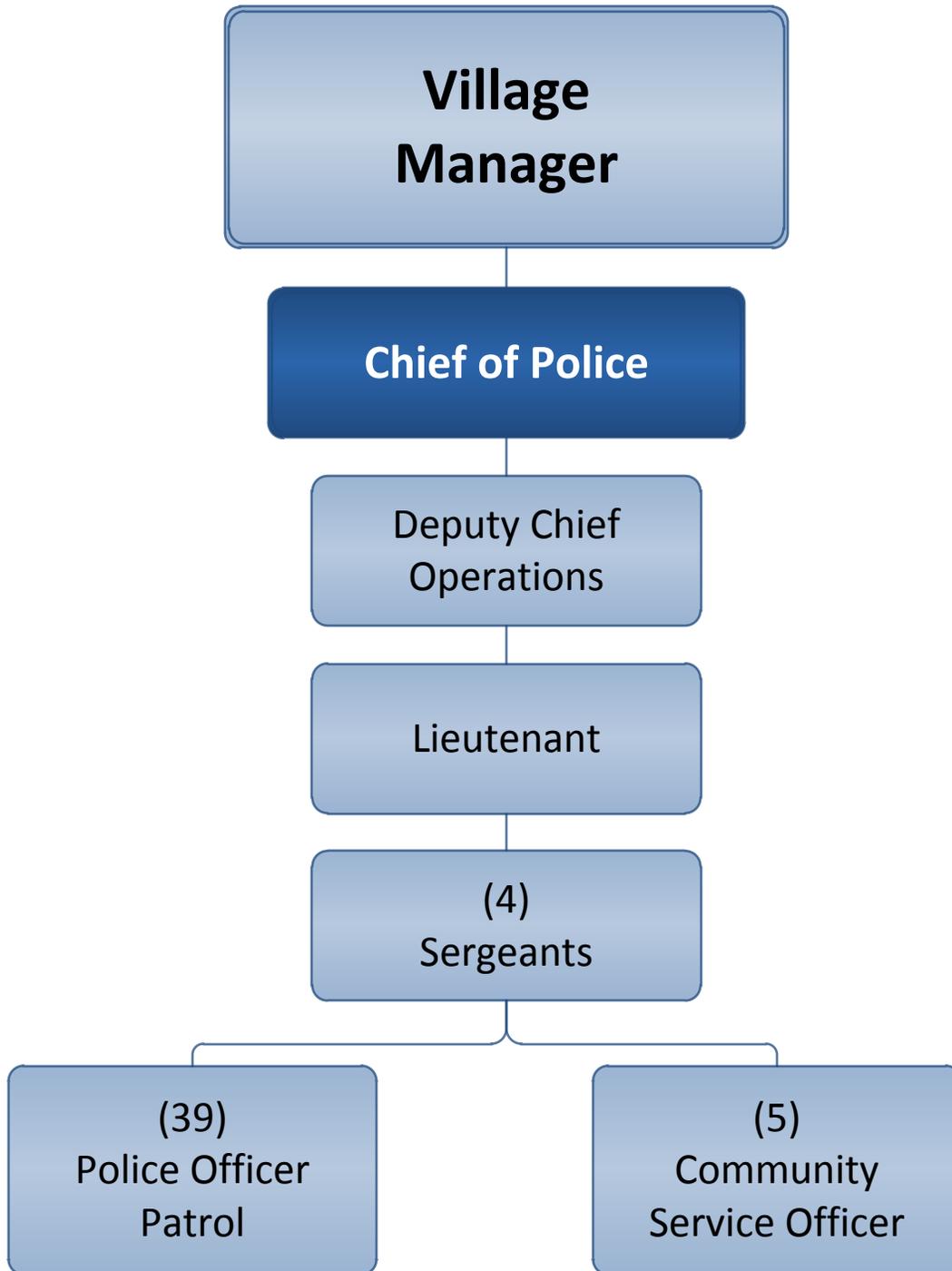
VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department  
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0810 - Police Administration

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 444,787	\$ 481,189	\$ 463,405	\$ 463,058	\$ 472,674
1-21	Salaries-Overtime	7,934	6,925	5,000	4,451	5,000
1-23	Holiday Pay	-	-	-	-	-
1-30	Sick Leave Buy Back	-	-	-	-	-
1-41	State Retirement	11,898	11,997	13,364	13,308	16,127
1-42	Social Security	27,071	34,124	33,228	36,207	36,741
1-43	Police Pension	84,215	74,688	93,739	105,456	125,940
1-44	Employee Insurance	60,561	81,244	81,174	88,432	45,911
<b>Total Personal Services</b>		<b>636,466</b>	<b>690,167</b>	<b>689,910</b>	<b>710,912</b>	<b>702,393</b>
2-13	Memberships/Subscriptions	9,611	1,907	7,071	7,071	7,336
2-14	Books/Publications/Maps	306	193	235	235	235
2-21	Gasoline & Lube	2,225	4,873	-	-	-
2-27	Materials & Supplies	2,690	400	550	500	550
2-31	Uniforms	1,828	1,305	1,400	1,347	1,400
2-34	Small Tools	-	-	50	50	50
<b>Total Commodities</b>		<b>16,660</b>	<b>8,678</b>	<b>9,306</b>	<b>9,203</b>	<b>9,571</b>
3-52	Vehicle Maint & Replace	1,988	-	-	-	6,230
3-61	Consulting Services	22,961	(358)	1,500	1,100	1,500
3-65	Medical Examinations	498	-	-	-	-
3-71	Schools/Conf/Meetings	12,806	11,159	9,293	9,000	9,293
3-72	Transportation	1,296	2,146	1,080	1,000	1,080
3-86	Court Supervision Expense	-	-	-	-	53,700
3-90	Local Law Enf Block Grant	-	-	-	-	-
3-91	Special Events	-	-	50	50	50
3-92	Drug Forfeiture Expen.	87,495	9,164	3,000	3,000	3,000
3-94	DUI Expen.	100,251	1,315	2,850	2,850	2,850
3-99	Miscellaneous Expen.	40	851	350	350	350
<b>Total Contractual Services</b>		<b>227,335</b>	<b>24,277</b>	<b>18,123</b>	<b>17,350</b>	<b>78,053</b>
<b>Total Operating Expenditures</b>		<b>880,461</b>	<b>723,122</b>	<b>717,339</b>	<b>737,465</b>	<b>790,017</b>
<b>Total Police Administration</b>		<b>\$ 880,461</b>	<b>\$ 723,122</b>	<b>\$ 717,339</b>	<b>\$ 737,465</b>	<b>\$ 790,017</b>



## **DEPARTMENT OF POLICE**

### **820 - PATROL**

#### **GOALS**

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.

#### **DESCRIPTION OF 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 part-time crossing guards provide safety patrol for school children at various school locations throughout the Village. These crossings are manned by seven adults who provide security for the children in the area.

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.

## 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

### *I. Is a great place to live, work and do business*

1. Conduct two DUI Wolf Pack Saturation Patrols. (Second quarter)

*Completed. Two DUI Wolf Packs were conducted and several officers participated.*

2. Conduct four Neighborhood Area Meetings in compliance with the Area Response Team Initiative. (Fourth Quarter)

*Completed. Four Area Response Team meetings were conducted in compliance with the initiative.*

3. Conduct a study on the feasibility of implementing a power shift. (Third Quarter)

*Completed. A study was completed and patrol will implement a power shift in May 2012.*

4. Conduct a rapid deployment exercise in one of the village's schools. (Second quarter)

*Completed. A rapid deployment exercise was conducted in June at Springwood Middle School.*

## ADDITIONAL ACCOMPLISHMENTS

1. Conducted first annual Spanish-speaking Area Response Team meeting.
2. Created a training program for newly promoted Sergeants.
3. Conducted three (3) K9 demos for the public.
4. Increased DUI arrests by 30%.
5. The Patrol Division Personnel attended 13 Block Parties in the Village from May to September.

## 2012 – 2013 OBJECTIVES

### *I. Is a great place to live, work and do business*

1. Conduct two DUI Wolf Pack Saturation Patrols. (Second Quarter)
2. Conduct four Neighborhood Area Meetings in compliance with the Area Response Team initiative. (Fourth quarter)
3. Implement and evaluate the power shift. (Third Quarter)
4. Conduct a rapid deployment exercise in one of the Village's schools. (Second quarter)
5. Implement Below 100 Roll Call Training Initiative (First Quarter)
6. Conduct a warrant sweep of existing in-house warrants. (Fourth Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

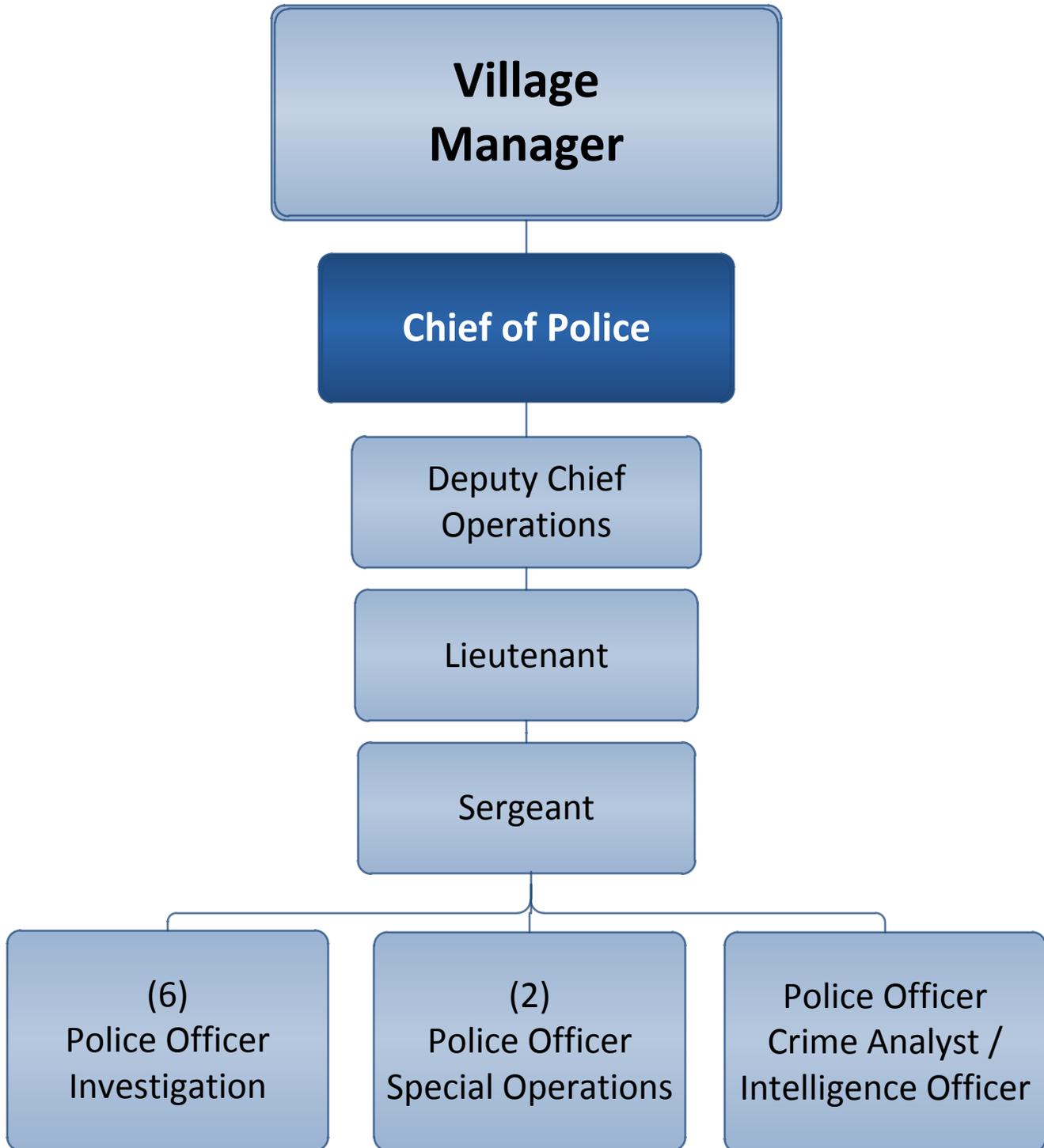
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0820 - Patrol

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 3,042,706	\$ 3,272,075	\$ 3,479,613	\$ 3,479,613	\$ 3,562,532
1-12	Salaries-Part Time	25,727	143	-	-	-
1-21	Salaries-Overtime	579,149	381,818	396,706	415,000	400,000
1-22	Court Appearances	104,671	117,931	111,000	120,000	120,000
1-23	Holiday Pay	92,650	103,540	100,000	110,000	106,000
1-29	Employee Incentive	21,214	30,084	26,950	30,000	26,950
1-30	Sick Leave Buy Back	-	-	-	-	-
1-41	State Retirement	33,744	32,881	38,920	36,660	48,376
1-42	Social Security	290,849	293,294	314,941	315,848	321,942
1-43	Police Pension	719,763	904,496	1,077,999	1,078,000	1,125,847
1-44	Employee Insurance	643,315	652,296	759,832	705,014	388,069
<b>Total Personal Services</b>		<b>5,553,788</b>	<b>5,788,558</b>	<b>6,305,961</b>	<b>6,290,135</b>	<b>6,099,716</b>
2-13	Memberships/Subscriptions	10,545	75	7,735	7,735	7,735
2-14	Books/Publications/Maps	189	192	300	300	300
2-21	Gasoline & Lube	97,858	120,645	-	-	-
2-25	Ammunition	-	6,392	-	-	700
2-27	Materials & Supplies	11,607	5,668	8,345	8,300	8,345
2-31	Uniforms	37,459	27,240	37,200	37,000	34,800
2-33	Safety & Protective Equip	5,521	5	5,000	5,000	5,000
2-34	Small Tools	26,543	779	1,570	1,500	1,570
<b>Total Commodities</b>		<b>189,722</b>	<b>160,996</b>	<b>60,150</b>	<b>59,835</b>	<b>58,450</b>
3-37	M & R- Other Equipment	102	133	100	100	100
3-52	Vehicle Maint & Replace	88,368	-	-	-	159,948
3-65	Medical Examinations	5,440	6,348	-	-	-
3-71	Schools/Conf/Meetings	64,143	36,627	40,934	38,000	40,934
3-72	Transportation	11,557	14,439	15,955	15,955	16,955
3-99	Miscellaneous Expen.	-	-	125	125	125
<b>Total Contractual Services</b>		<b>169,610</b>	<b>57,547</b>	<b>57,114</b>	<b>54,180</b>	<b>218,062</b>
<b>Total Operating Expenditures</b>		<b>5,913,120</b>	<b>6,007,101</b>	<b>6,423,225</b>	<b>6,404,150</b>	<b>6,376,228</b>
<b>Total Patrol</b>		<b>\$ 5,913,120</b>	<b>\$ 6,007,101</b>	<b>\$ 6,423,225</b>	<b>\$ 6,404,150</b>	<b>\$ 6,376,228</b>

# 830 – Special Operations / Investigations



## **DEPARTMENT OF POLICE**

### **830 – SPECIAL OPERATIONS/INVESTIGATIONS**

#### **GOALS**

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 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.

## 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

### *1. Is a great place to live, work and do business*

1. Conduct five narcotic related search warrants or narcotic investigations. (Fourth quarter)

*Completed.*

2. Conduct two sex offender compliance checks. (First and fourth quarters)

*Completed. Both sex offender compliance checks have been completed.*

3. Implement a comprehensive operational plan to proactively suppress gang activity during the active summer months in the village. (First quarter)

*Completed. The comprehensive plan was completed and executed during the summer.*

4. Enhance homicide investigation training to be in compliance with recent state law changes. (First & Third quarters)

*Completed. Currently trained homicide investigators files were reviewed and sent to the State Training Board for review and personnel in Investigations received homicide training that complies with the new State of Illinois standards.*

5. Continue to staff the Suburban Desk of the Chicago PD Fusion Center. (Fourth Quarter)

*Completed. Department personnel staffed the Suburban Desk on a bi-weekly basis in 2011.*

## ADDITIONAL ACCOMPLISHMENTS

1. Four Investigators received homicide investigation training.
2. The Crime Analyst/Intelligence Officer served as Vice President of the Illinois Crime Analyst's Association. The duties of this position involved a multitude of administrative management tasks for the organization, as well as the conducting of numerous training and speaking engagements for a variety of agencies.
3. Researched and selected a computerized solution to enhance pawn and secondhand store tracking. The identified solution, LeadsOnline, was then implemented and personnel were trained in its use. An evaluation of the program was then conducted and the decision was made to continue utilizing it as a permanent solution.
4. Identified an officer to serve as a backup for staffing and coordination with the Chicago Police Information Center (Terrorism Fusion Center). This officer was then trained and demonstrated proficiency in the associated skills.

## 2012 – 2013 OBJECTIVES

### *I. Is a great place to live, work and do business*

1. Conduct five narcotics related search warrants or narcotics investigations. (Fourth quarter)
2. Conduct two sex offender compliance checks. (First and third quarters)
3. Implement a holiday/special events plan.
4. Create and implement a comprehensive investigator training process. (First and third quarters)
5. Continue to staff the Suburban Desk of the Chicago Fusion Center. (Fourth)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department  
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0830 - Investigations

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 916,240	\$ 833,285	\$ 863,689	\$ 855,000	\$ 894,991
1-21	Salaries-Overtime	164,611	154,508	137,800	146,205	142,000
1-22	Court Appearances	30,800	39,084	20,000	29,178	28,000
1-23	Holiday Pay	32,693	25,411	25,783	27,000	27,000
1-26	Compensation Adjustment	9,629	9,253	8,400	10,000	8,400
1-30	Sick Leave Buy Back	-	-	-	-	-
1-41	State Retirement	-	-	-	-	-
1-42	Social Security	89,231	77,253	81,135	84,477	83,773
1-43	Police Pension	217,071	263,819	312,465	312,465	307,421
1-44	Employee Insurance	225,830	186,694	179,892	190,000	95,518
<b>Total Personal Services</b>		<b>1,686,105</b>	<b>1,589,307</b>	<b>1,629,164</b>	<b>1,654,325</b>	<b>1,587,103</b>
2-13	Memberships/Subscriptions	19,933	3,838	16,170	16,170	16,170
2-14	Books/Publications/Maps	120	100	100	129	200
2-21	Gasoline & Lube	8,143	9,198	-	-	-
2-27	Materials & Supplies	150	30	150	150	150
2-31	Uniforms	5,733	5,840	5,700	5,700	5,700
2-34	Small Tools	3,874	57	1,950	1,900	1,950
<b>Total Commodities</b>		<b>37,953</b>	<b>19,063</b>	<b>24,070</b>	<b>24,049</b>	<b>24,170</b>
3-32	M & R- Office Equipment	-	100	100	100	100
3-37	M & R- Other Equipment	-	-	50	50	50
3-52	Vehicle Maint & Replace	7,761	-	-	-	19,142
3-65	Medical Examinations	56	541	-	-	-
3-71	Schools/Conf/Meetings	6,235	8,002	15,000	12,000	15,000
3-72	Transportation	2,566	768	1,250	3,000	1,250
3-99	Miscellaneous Expen.	-	-	225	200	225
<b>Total Contractual Services</b>		<b>16,618</b>	<b>9,411</b>	<b>16,625</b>	<b>15,350</b>	<b>35,767</b>
<b>Total Operating Expenditures</b>		<b>1,740,676</b>	<b>1,617,781</b>	<b>1,669,859</b>	<b>1,693,724</b>	<b>1,647,040</b>
<b>Total Investigations</b>		<b>\$ 1,740,676</b>	<b>\$ 1,617,781</b>	<b>\$ 1,669,859</b>	<b>\$ 1,693,724</b>	<b>\$ 1,647,040</b>



## DEPARTMENT OF POLICE 840 - COMMUNITY SERVICES

### GOALS

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. Traffic and crime prevention services are provided to the community by this division through the Strategic Enforcement and Prevention Division.

### DESCRIPTION OF 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.

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 BASSETT 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.

### 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *I. Is a great place to live, work and do business*

1. Conduct monthly parking and traffic enforcement details at all schools in the village. (Second Quarter)

*Completed. The Strategic Enforcement and Prevention Unit conducted details within school zones monthly.*

2. Coordinate and conduct two liquor stings at establishments that sell liquor within the village. (Fourth Quarter)

*Completed. Liquor stings were conducted at all establishments in the spring and fall.*

3. Track and document all traffic accidents that occur in the village's intersections that have red light cameras. (Fourth Quarter)

*Completed. The Strategic Enforcement and Prevention Sergeant tracked traffic accidents and completed a report.*

4. The Police Social Worker will participate in the Mayors Public safety Awareness Committee. (First Quarter)

*Completed. The Police Social worker attended all scheduled committee meetings in 2011.*

5. Train Strategic Enforcement and Prevention Officer to be the backup facilitator for the administrative adjudication hearings. (Second Quarter)

*Completed. The Strategic Enforcement and Prevention Officer was trained to facilitate the administrative adjudication hearings.*

6. Chief Webb will sponsor the annual principal's luncheon. (Third quarter)

*Completed. The annual luncheon was held in October and a presentation was given.*

7. The department will host the annual Cops Day Event. (Second Quarter)

*Completed. The annual Cops Day Event was held on July 13<sup>th</sup> at East Harbor Park.*

8. Increase outreach to Hispanic Residents. (Second Quarter)

*Complete. Conducted Spanish speaking Area Response Team meeting and increased recruitment efforts by having the recruitment team attend Hispanic sponsored events.*

### *III. Is fiscally responsible and transparent*

9. Transition local ordinance violations to the administrative adjudication hearings. (Fourth quarter)

*In progress.*

### **ADDITIONAL ACCOMPLISHMENTS**

1. Participated in 2011 IACP/NHSTA Traffic Challenge.
2. Participated in Click It or Ticket Incentive Program during Memorial Day weekend and won a portable breath Tester from the State for our enforcement efforts.
3. The department has effectively utilized the E-Alerts Program as a crime prevention strategy which notifies residents on issues of concern occurring in the community.
4. The department attends the Mayor's Public Safety and Awareness Committee.
5. Updated school zone parking enforcement ordinances to include additional parking restrictions at Laurel Hill and Hanover Highlands Schools.
6. Created a special events policy for the village.
7. Conducted overnight parking sweeps twice a month.

## 2012 – 2013 OBJECTIVES

### *I. Is a great place to live, work and do business*

1. Conduct monthly parking and traffic enforcement details at all schools in the village. (Second Quarter)
2. Coordinate and conduct two liquor stings at establishments that sell liquor within the village. (Third Quarter)
3. Track and document all traffic accidents that occur in the village's intersections that have red light cameras. ( Fourth Quarter)
4. The Police Social Worker will conduct mental health training at scheduled block training. (Third Quarter)
5. Presentation of the available services she can provide to residents at the ART meetings.
6. Creation of a newsletter to coincide with events such as Domestic Violence Awareness Month, Sexual Assault Awareness etc.
7. Transition local ordinance violations to the administrative adjudication hearings. (Second Quarter)
8. The department will participate in the 2012 IACP/NHSTA Traffic Challenge. (Third Quarter)
9. The department will host the annual COPS Day Event in the community. (First Quarter)
10. Conduct two Spanish speaking Area Response Team meetings. (Third Quarter)
11. Then Strategic Enforcement and Prevention Unit will facilitate the Nuisance abatement and Trespass programs.

VILLAGE OF HANOVER PARK, ILLINOIS

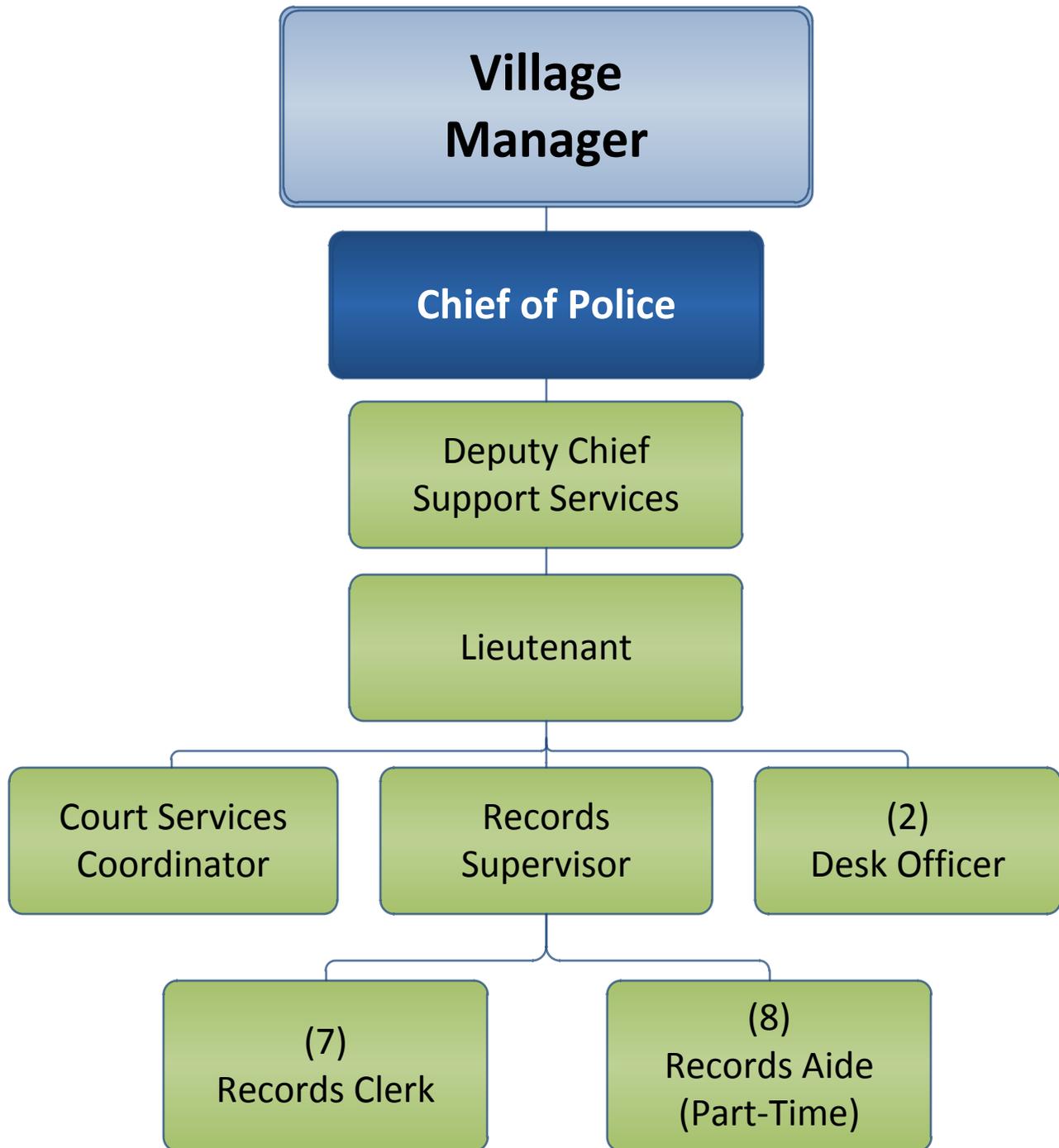
Budget Detail by Department  
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0840 - Community Services

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 65,448	\$ 184,543	\$ 259,884	\$ 230,000	\$ 273,109
1-12	Salaries-Part Time	-	27,955	45,089	20,000	11,881
1-21	Salaries-Overtime	2,116	17,497	30,000	26,014	30,000
1-22	Court Appearances	-	138	2,500	750	1,000
1-23	Holiday Pay	-	3,288	2,600	5,000	6,000
1-30	Sick Leave Buy Back	-	-	-	-	-
1-41	State Retirement	6,502	9,428	11,204	10,430	14,066
1-42	Social Security	5,090	15,606	23,583	19,342	24,469
1-43	Police Pension	-	26,950	31,246	31,246	61,643
1-44	Employee Insurance	5,782	32,758	58,586	54,523	38,961
<b>Total Personal Services</b>		<b>84,938</b>	<b>318,163</b>	<b>464,692</b>	<b>397,305</b>	<b>461,129</b>
2-13	Memberships/Subscriptions	315	255	375	375	375
2-14	Books/Publications/Maps	-	-	25	25	25
2-21	Gasoline & Lube	(28)	-	-	-	-
2-27	Materials & Supplies	2,956	1,117	2,450	2,400	2,450
2-31	Uniforms	-	41	-	146	2,500
2-34	Small Tools	-	-	50	50	50
<b>Total Commodities</b>		<b>3,243</b>	<b>1,413</b>	<b>2,900</b>	<b>2,996</b>	<b>5,400</b>
3-36	Maintenance Agreements	-	-	-	9,375	30,000
3-37	M & R- Other Equipment	-	-	25	25	25
3-52	Vehicle Maint & Replace	-	-	-	-	-
3-61	Consulting Services	2,300	1,890	2,500	3,000	2,500
3-65	Medical Examinations	-	-	-	-	-
3-71	Schools/Conf/Meetings	95	692	1,090	1,082	1,090
3-72	Transportation	50	87	100	100	100
3-99	Miscellaneous Expen.	-	-	240	240	240
<b>Total Contractual Services</b>		<b>2,445</b>	<b>2,669</b>	<b>3,955</b>	<b>13,822</b>	<b>33,955</b>
<b>Total Operating Expenditures</b>		<b>90,626</b>	<b>322,245</b>	<b>471,547</b>	<b>414,123</b>	<b>500,484</b>
<b>Total Community Services</b>		<b>\$ 90,626</b>	<b>\$ 322,245</b>	<b>\$ 471,547</b>	<b>\$ 414,123</b>	<b>\$ 500,484</b>

# 850 – Staff Services



## DEPARTMENT OF POLICE 850 - STAFF SERVICES

### GOALS

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 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.

## **2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS**

### *1. Is a great place to live, work and do business*

1. Conduct the annual lock down drill of the Police Department and Village Hall. (Third Quarter)

*Completed.*

2. Review and update the databases in the Rapid Reach System. (First quarter)

*Completed.*

3. Conduct the annual department wide records destruction process. (First quarter)

*Completed.*

4. Coordinate the new traffic accident (TRACKS) reporting system. (Second quarter)

*In progress. The State delayed program for another year.*

## **ADDITIONAL ACCOMPLISHMENTS**

1. Court Services Coordinator will attend quarterly DuPage Circuit Clerks Meetings.
2. Hired and trained a new Court Services Coordinator.
3. Court Services Coordinator converted court notification to a paperless process by posting all court dates in Outlook.
4. Property Room.Com was effectively utilized to streamline the auction of department and village equipment.

## **2012 – 2013 OBJECTIVES**

### *1. Is a great place to live, work and do business*

1. Conduct the annual lock down drill of the Police Department and Village Hall. (Third quarter)

2. Review and update the databases in the Rapid Reach System. (First quarter)

3. Conduct the annual department wide records destruction process. (First quarter)

4. Coordinate the new traffic accident (TRACKS) reporting system. (Second quarter)

5. Review and implement a process to expedite evidence destruction process.

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

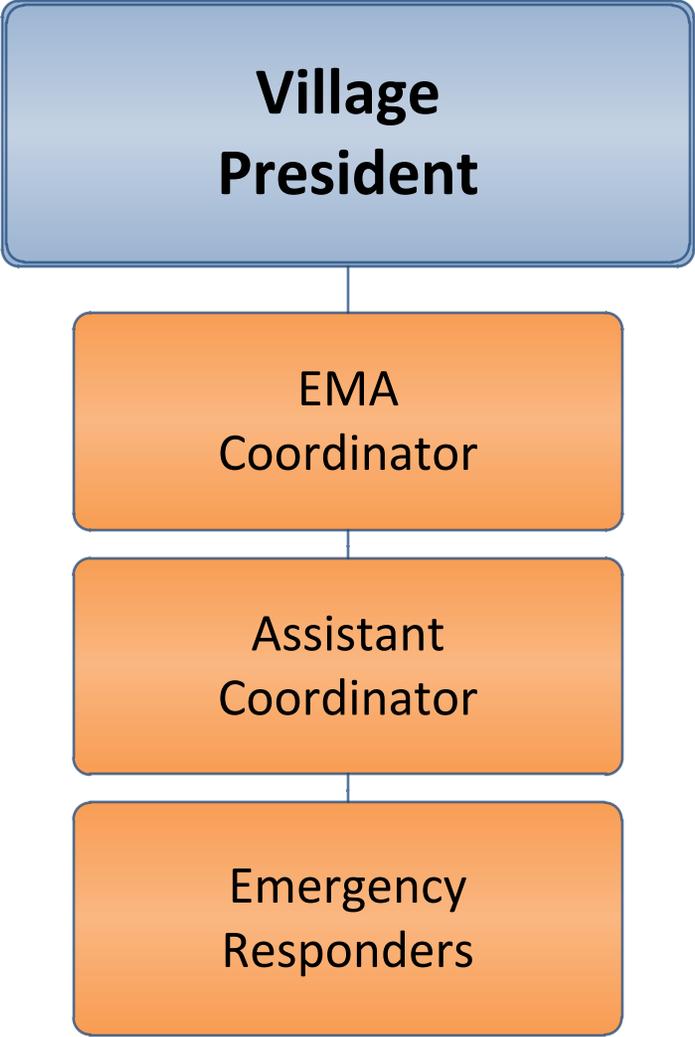
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 850 - Staff Services

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 503,547	\$ 510,141	\$ 529,223	\$ 548,482	\$ 497,537
1-12	Salaries-Part Time	99,628	108,936	131,046	119,663	134,346
1-21	Salaries-Overtime	17,849	12,078	17,466	8,299	17,466
1-22	Court Appearances	-	-	-	250	-
1-23	Holiday Pay	4,908	5,870	6,233	6,200	6,100
1-30	Sick Leave Buy Back	-	-	-	-	-
1-41	State Retirement	41,029	45,833	53,414	66,582	57,639
1-42	Social Security	47,885	49,221	52,822	62,212	50,897
1-43	Police Pension	26,673	32,527	46,869	52,724	36,855
1-44	Employee Insurance	99,596	120,726	141,534	150,000	83,208
<b>Total Personal Services</b>		<b>841,115</b>	<b>885,332</b>	<b>978,607</b>	<b>1,014,412</b>	<b>884,048</b>
2-11	Office Supplies	7,232	5,940	5,250	5,250	5,250
2-13	Memberships/Subscriptions	380	365	620	620	620
2-14	Books/Publications/Maps	40	25	25	100	25
2-21	Gasoline & Lube	-	-	-	-	-
2-23	Communication Parts	2,412	1,742	2,500	2,000	2,500
2-27	Materials & Supplies	5,447	8,109	8,580	8,580	8,580
2-31	Uniforms	2,949	3,428	3,000	3,000	3,000
2-34	Small Tools	-	13	100	100	100
2-35	Evidence	3,882	4,110	5,000	3,929	5,000
2-36	Photo Supplies	892	1,436	1,000	1,000	1,000
2-99	Miscellaneous Expen.	-	-	75	75	75
<b>Total Commodities</b>		<b>23,234</b>	<b>25,168</b>	<b>26,150</b>	<b>24,654</b>	<b>26,150</b>
3-11	Telephone	46,708	-	-	-	-
3-12	Postage	18,655	22,789	20,000	22,407	20,000
3-32	M & R- Office Equipment	-	-	100	100	100
3-33	M & R- Comm Equipment	1,463	1,166	2,500	1,800	2,500
3-36	Maintenance Agreements	10,113	8,712	10,050	10,050	10,050
3-51	Equipment Rentals	480,087	515,596	553,584	553,584	596,776
3-52	Vehicle Maint & Replace	1,488	-	6,120	6,120	-
3-61	Consulting Services	7,310	5,920	9,000	9,000	9,000
3-65	Medical Examinations	373	866	-	-	-
3-70	Binding & Printing	1,099	1,745	1,500	1,500	1,500
3-71	Schools/Conf/Meetings	1,776	1,251	3,565	2,500	3,565
3-72	Transportation	172	136	250	250	250
3-99	Miscellaneous Expen.	50	-	50	50	50
<b>Total Contractual Services</b>		<b>569,294</b>	<b>558,181</b>	<b>606,719</b>	<b>607,361</b>	<b>643,791</b>
<b>Total Operating Expenditures</b>		<b>1,433,643</b>	<b>1,468,681</b>	<b>1,611,476</b>	<b>1,646,427</b>	<b>1,553,989</b>
<b>Total Staff Services</b>		<b>\$ 1,433,643</b>	<b>\$ 1,468,681</b>	<b>\$ 1,611,476</b>	<b>\$ 1,646,427</b>	<b>\$ 1,553,989</b>

# 860 – Emergency Management



## **DEPARTMENT OF POLICE**

### **860 - EMERGENCY MANAGEMENT**

#### **GOALS**

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 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.

## 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

### *1. Is a great place to live, work and do business*

1. Relocate EMNET equipment to the new police facility (Fourth Quarter)

*Completed.*

2. Review and update the NIMS 2011 compliance for the Police Department. (Second Quarter)

*Completed. The Village and Police Department are NIMS compliant.*

3. Transition the Police Department to Motorola Starcom Radios. (Fourth Quarter)

*In progress. The radio project is progressing on schedule. The new Motorola Starcom radios will be purchased with money budgeted in the FY2012 budget.*

## ADDITIONAL ACCOMPLISHMENTS

1. DC Cortese attended a pipeline training seminar in March 2011.
2. CERT participated in the Prairie State Challenge.
3. Attended quarterly DuPage County Emergency Management meetings.
4. Conducted annual gas mask fit tests.
5. Conducted a traffic direction refresher training with Active CERT members.

## 2011– 2012 OBJECTIVES

### *1. Is a great place to live, work and do business*

1. Conduct annual fit test of department issued gas masks. (Fourth Quarter)
2. Review and update the NIMS 2012 compliance for the Police Department. (Fourth Quarter)
3. Conduct EOC orientation training for department. (Second Quarter)
4. Conduct a table top exercise of the Homeland Security Advisory System. (Third Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

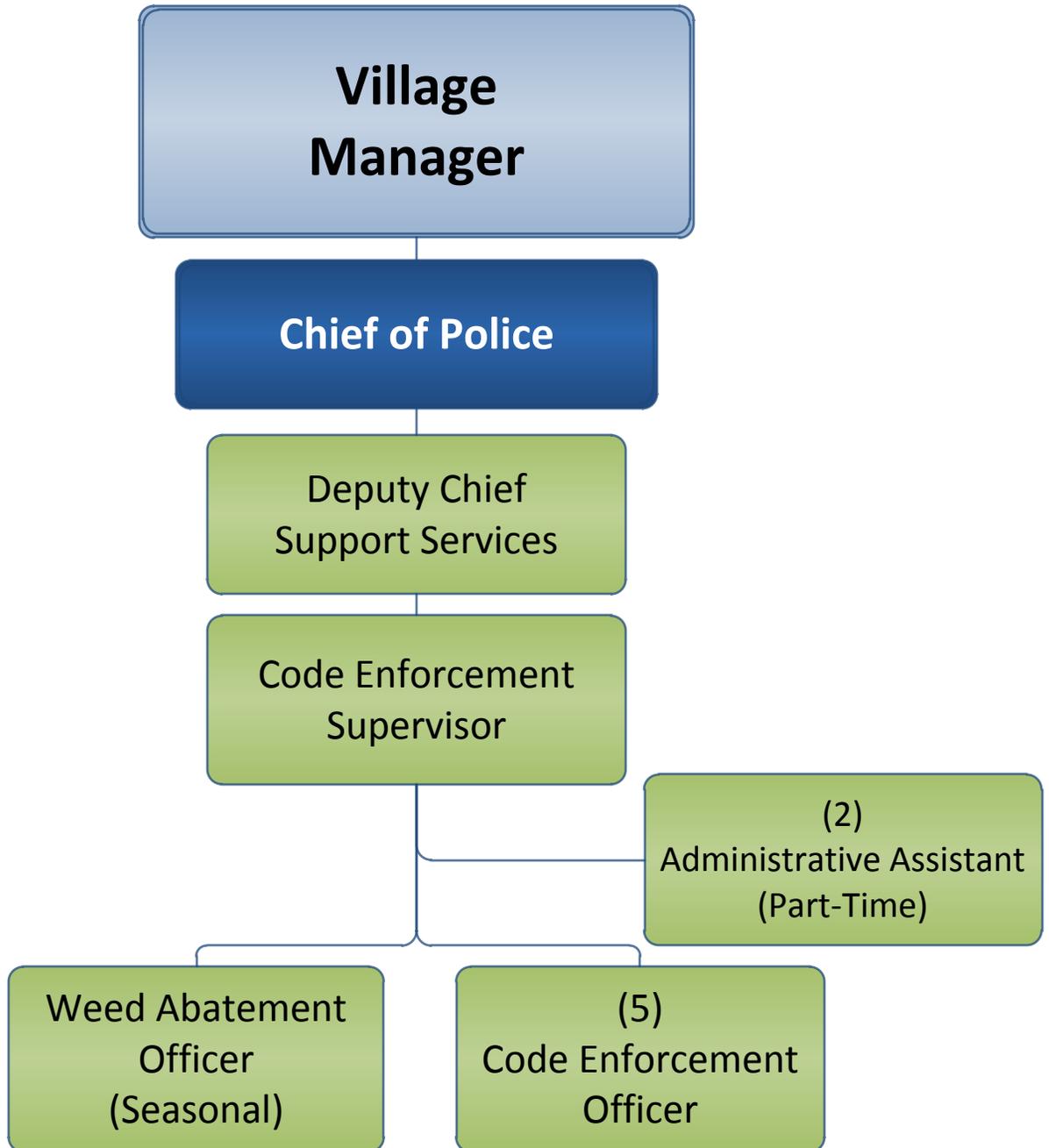
Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0860 - Emergency Services

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 2,375	\$ -	\$ -	\$ -	\$ -
1-41	State Retirement	403	-	-	-	-
1-42	Social Security	185	-	-	-	-
1-44	Employee Insurance	447	-	-	-	-
<b>Total Personal Services</b>		<b>3,410</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
2-11	Office Supplies	-	-	100	100	100
2-13	Memberships/Subscriptions	-	-	55	55	55
2-14	Books/Publications/Maps	-	-	125	125	125
2-27	Materials & Supplies	947	215	2,500	2,500	2,500
2-31	Uniforms	-	183	500	500	500
2-34	Small Tools	-	-	100	100	100
2-91	CERT Training	-	-	-	-	-
<b>Total Commodities</b>		<b>947</b>	<b>398</b>	<b>3,380</b>	<b>3,380</b>	<b>3,380</b>
3-12	Postage	-	-	50	50	50
3-32	M & R- Office Equipment	-	-	100	100	100
3-33	M & R- Comm Equipment	-	-	100	100	100
3-37	M & R- Other Equipment	3,760	4,723	3,400	5,000	4,000
3-51	Equipment Rentals	1,926	1,962	2,110	2,002	2,110
3-71	Schools/Conf/Meetings	1,373	1,667	2,310	2,310	2,310
3-72	Transportation	-	-	100	100	100
<b>Total Contractual Services</b>		<b>7,059</b>	<b>8,352</b>	<b>8,170</b>	<b>9,662</b>	<b>8,770</b>
<b>Total Operating Expenditures</b>		<b>11,416</b>	<b>8,750</b>	<b>11,550</b>	<b>13,042</b>	<b>12,150</b>
<b>Total Emergency Services</b>		<b>\$ 11,416</b>	<b>\$ 8,750</b>	<b>\$ 11,550</b>	<b>\$ 13,042</b>	<b>\$ 12,150</b>

# 870 – Community Policing / Code Enforcement



# DEPARTMENT OF POLICE

## 870 - CODE ENFORCEMENT

### GOALS

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 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.

### 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *I. Is a great place to live, work and do business*

1. Conduct a scavenger service sweep & report on the rate of compliance. (Fourth quarter)

*Completed. 8 individuals were cited for no scavenger service in FY12 as opposed to 6 in FY11.*

2. Conduct a bi-annual parking enforcement sweep of overnight parking violations. (Third quarter)

*Completed. 269 overnight citations were issued in the two overnight parking sweeps.*

3. Train all CEO's to conduct SURRI investigations and enter cases in Firehouse program so that the unit will have trained backups. (First quarter)

*Completed.*

4. Conduct training of all CEO's to investigate water shut-off cases. (First quarter)

*Completed.*

#### *II. Offers convenience through technology*

5. CEO supervisor will work with IT staff to assist in the installation of the Firehouse program in all of the unit's squads equipped with MDT's. (Fourth Quarter)

*Completed.*

## ADDITIONAL ACCOMPLISHMENTS

1. CEO supervisor will work with IT staff to assist in the installation of the Firehouse program in all of the unit's squads equipped with MDT's. (Fourth Quarter)
2. CEO Sabaj obtained Property Maintenance Code Certification.
3. CEO's assisted with Cops Day Event.
4. Greenbrook Court owner reconstructed the roadway on the property in compliance with municipal code. This was a 2-year process in which the owner was ordered by the housing court judge to bring the roadway in to compliance.
5. The residence at 5409 Sinatra was cleaned up by the bank ownership in control of the property after the owner was evicted related to a foreclosure. The former owner was a hoarder and once he was evicted the property was brought up to code.

## 2012 – 2013 OBJECTIVES

### *1. Is a great place to live, work and do business*

1. Conduct a scavenger service sweep & report on the rate of compliance. (Fourth quarter)
2. Conduct a bi-annual parking enforcement sweep of overnight parking violations. (Fourth quarter)
3. Train new CEO to conduct SURRI investigations. (Fourth quarter)
4. Conduct roll call training to update patrol division regarding the relationship between code enforcement and FD inspectional services. (First quarter)
5. Work with SEP Sergeant to implement adjudication hearing process. (Fourth quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 001 - General Fund

Department 0870 - Code Enforcement

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 287,382	\$ 332,726	\$ 339,627	\$ 322,831	\$ 317,284
1-12	Salaries-Part Time	43,474	47,026	41,803	41,803	44,234
1-21	Salaries-Overtime	6,166	4,676	4,000	11,000	4,000
1-22	Court Appearances	1,014	-	-	351	-
1-23	Holiday Pay	2,622	1,989	6,445	6,445	5,000
1-41	State Retirement	30,202	35,915	42,400	44,900	46,450
1-42	Social Security	26,975	29,176	30,277	30,507	28,754
1-44	Employee Insurance	45,907	119,287	118,384	136,905	71,088
<b>Total Personal Services</b>		<b>443,742</b>	<b>570,795</b>	<b>582,936</b>	<b>594,742</b>	<b>516,810</b>
2-11	Office Supplies	87	-	500	500	500
2-13	Memberships/Subscriptions	150	150	210	210	210
2-14	Books/Publications/Maps	-	-	100	100	100
2-21	Gasoline & Lube	9,041	11,046	-	-	-
2-31	Uniforms	4,352	2,080	2,500	2,500	2,500
2-33	Safety & Protective Equip	-	-	150	150	150
2-34	Small Tools	245	-	50	50	50
2-36	Photo Supplies	-	-	50	50	50
2-99	Miscellaneous Expen.	243	343	400	400	400
<b>Total Commodities</b>		<b>14,118</b>	<b>13,619</b>	<b>3,960</b>	<b>3,960</b>	<b>3,960</b>
3-36	Maintenance Agreements	7,050	6,147	14,500	9,000	14,500
3-61	Consulting Services	265	1,569	375	375	375
3-70	Binding & Printing	453	494	500	700	500
3-71	Schools/Conf/Meetings	1,150	1,290	1,734	1,200	1,710
3-72	Transportation	-	-	50	50	50
<b>Total Contractual Services</b>		<b>8,918</b>	<b>9,500</b>	<b>17,159</b>	<b>11,325</b>	<b>17,135</b>
<b>Total Operating Expenditures</b>		<b>466,778</b>	<b>593,914</b>	<b>604,055</b>	<b>610,027</b>	<b>537,905</b>
<b>Total Code Enforcement</b>		<b>\$ 466,778</b>	<b>\$ 593,914</b>	<b>\$ 604,055</b>	<b>\$ 610,027</b>	<b>\$ 537,905</b>

# COMMUNITY DEVELOPMENT DEPARTMENT

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## Cost Control Centers

**Economic Development**

**0920**

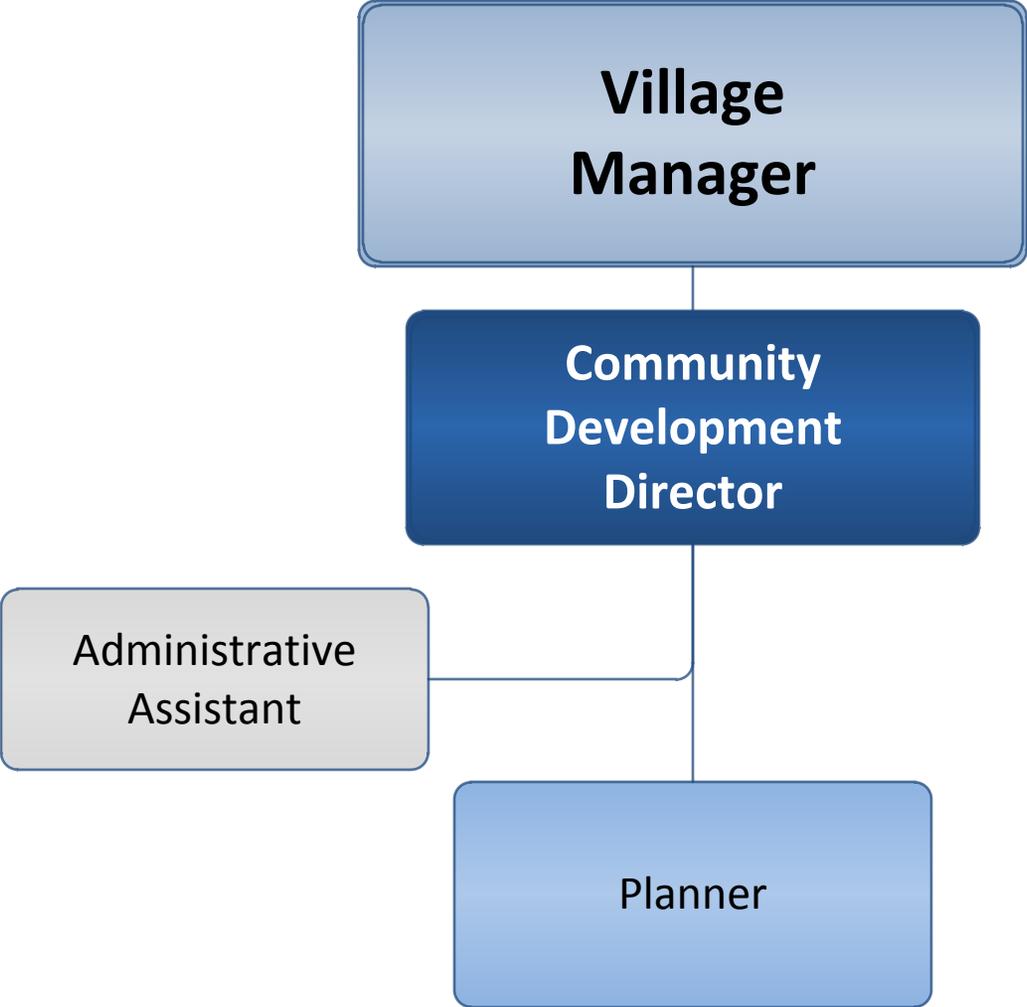


# Hanover Park

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# Organization of the Community Development Department





## DEPARTMENT OF COMMUNITY DEVELOPMENT

### 920 - ECONOMIC DEVELOPMENT

#### GOALS

The goal of the Economic Development Division is to encourage economic growth by retaining and expanding 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 FUNCTIONS

The Economic Development Division's responsibilities include reviewing plans for proposed developments, administering land use regulations, long-range planning, and promoting economic development. Included in these responsibilities are providing staff and technical assistance to the Development Commission and CONECT Committee.

Planning and zoning administration are major functions of the Economic Development Division. All proposals for commercial, industrial, and residential development are reviewed for compliance with Village zoning and subdivision requirements. If a proposal requires development review by the Development Commission, the Staff prepares comments and recommendations for a public hearing. Following the public hearing, cases are forwarded to the Village Board for consideration and a final decision. The Staff works closely with developers, architects, and homeowners throughout this process to provide information and assistance.

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 Economic Development Division coordinates the following programs and activities on an ongoing basis:

1. Maintaining, updating, and revising presentation materials promoting business and industrial development in Hanover Park. Other miscellaneous information, such as top ten employment lists, vacant commercial properties, and the industrial buildings inventory are updated periodically.
2. Encouraging further development and redevelopment in existing industrial and commercial areas, including Turnberry Lakes, Hanover Corporate Center, Greenbrook Plaza, Hanover Square, Westview, Church Street Station, and West Lake Street. Staff continues to work closely with various industrial and commercial property representatives to ensure continued success.
3. Attending various professional workshops and training seminars to obtain legislative updates, 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 Economic Development Division is also responsible for the Village's 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 radio advertisements, press releases and articles in trade publications.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Number of Full Time Employees	9	9	8	6	3
Number of Part Time Employees	2	2	1	2	-
Number of Full Time Employees Per 1,000 Population	0.24	0.24	0.21	0.16	0.08
Number of Building Permits Issued	1,794	1,402	1,233	1,886	1,050
Estimated Value of Building Permits Issued	\$19,191,323	\$17,806,539	\$29,395,864	\$31,523,365	\$10,448,284
Number of Building Inspections	5,267	5,744	3,246	3,506	2,772
Total Expenditures	\$879,782	\$915,879	\$972,186	\$806,253	\$664,662
Cost of Services Per Capita	\$22.98	\$23.93	\$25.40	\$21.06	\$17.50

## **2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS**

### *I. Is a great place to live, work and do business*

1. Implement Infrastructure components of the Comprehensive Master Plan where practical. (First through fourth quarters)

*Ongoing. Utilizing TIF, the Village has completed several infrastructure components in and around the Westview Shopping Center, which will continue into FY '13. Staff and Mayor met with IDOT to discuss the completion of the Eglin-O'Hare Expressway Western Extension and obtain confirmation of project feasibility.*

2. Complete Comprehensive Plan and Zoning Code update.

*Ongoing. We will utilize the results of the Village Center Plan to assist in the completion of the Zoning Code update. The Comprehensive Plan was completed in FY '10.*

### *II. Offers convenience through technologies*

3. Training and continuing education for Director, Planner and Administrative Secretary to maintain current professional capacities and certifications. (First through fourth quarters)

*Ongoing. Staff continues to attend American Planning Association and other professional seminars and conferences to keep certifications intact. Planner passed the planning certification exam, obtaining American Institute of Certified Planners (AICP) professional certification.*

### *III. Is fiscally responsible and transparent*

4. Continue to work with developer on renovation of Hanover Square Shopping Center. (First through fourth quarters)

*Ongoing. Village just completed purchase of Hanover Square Shopping Center (closed December 20, 2011) with the intention of pursuing redevelopment of the center in FY '13.*

5. Oversee and improve development and redevelopment in TIF #3. (First through fourth quarters)

*Ongoing. Staff continues to promote TIF 3 projects, including the Village Center Transit-Oriented Development Plan, purchase and redevelopment of the Hanover Square Shopping Center, continued development of the Church Street Station townhomes, and promotion of development through advertising, real estate events, and informational meetings.*

6. Oversee and improve development and redevelopment in TIF #4. (First through fourth quarters)

*Ongoing. Staff continues to promote TIF 4 projects, including the purchase of the former Corfu restaurant property (1311 Irving Park Road), demolition of the building, and promotion of development on the property. Staff also promotes leasing or development of available property through advertising, real estate events, and informational meetings.*

7. Continue to research and submit for applicable grant programs to address needs as established. (First through fourth quarters)

*Completed. Staff applied for and was awarded a technical assistance grant from the Chicago Metropolitan Agency for Planning (CMAP), which will provide consultant assistance in the furtherance of economic and workforce development in the Village.*

8. Pursue two developer/tenant events showcasing opportunities within the Village. (First through third quarters)

*Completed. Staff attended the 2011 ICSC Spring Convention in Las Vegas during the first quarter and maintained a presence at the 2011 ICSC Chicago Dealmaking program in the second quarter.*

9. Explore additional incentives for development and redevelopment in TIF #2. (First through fourth quarters)

*Ongoing. TIF #2 closed on December 31, 2011. Projects performed in FY '12 include infrastructure improvement, such as streetlight replacement, water main replacement, and sewer cleaning, as well as advertising, planning, and promotion. Several ongoing projects will not be completed until the first quarter of FY 2013 including commercial property improvements and a significant streetscape improvement and Village informational signage project.*

10. Continue to engage in economic development activities, such as ICSC conferences, to entice new businesses to Hanover Park. (First through fourth quarters)

*Ongoing. In addition to attending ICSC conferences and programs, Staff continues to participate in local programs sponsored by Choose DuPage, RTA, CMAP, ULI, and the Urban Land Institute.*

11. Pursue planning and economic development seminars and conferences. (First through fourth quarters)

*Ongoing. Staff continues to attend ICSC, CMAP, Chaddick Institute and Planners Training Service seminars and workshops.*

### **ADDITIONAL ACCOMPLISHMENTS**

1. Contracted with WBBM Radio to advertise our TIF Districts. Averaging approximately 25 spots per week, the spots feature Stu & JJ as they brainstorm ideas of how to attract business to Hanover Park. These ads have increased traffic to our website and increased our call volume seeking more information.
2. Scanned Development Commission files back to 1969. Digital storage of these files reduces to space needed for paper storage of hard copies and provides a better long-term storage medium than paper.
3. Director was named Vice Chairman to the DuPage County Community Development Commission and will automatically become Chairman next year.
4. Maintained procedures for processing property violations affecting real estate transfer tax stamps for 24 properties during 2011.

5. Updated departmental page and development page on Village website. Providing up-to-date information related to demographics, regulations, and development potential in the Village, as well as specific information related to WBBM radio advertising and departmental events.

## 2012 – 2013 OBJECTIVES

### *I. Is a great place to live, work and do business*

1. Implement Infrastructure components of the Comprehensive Master Plan where practical. (First through fourth quarters).
2. Complete Zoning Code update. (First quarter)
3. Assist in the implementation of current zoning and sign codes through timely review of building and sign codes, and processing of development applications. (First through fourth quarters)

### *II. Offers convenience through technologies*

4. Training and continuing education for Director, Planner and Administrative Secretary to maintain current professional capacities and certifications. (First through fourth quarters)
5. Provide up-to-date information regarding demographics, regulations, and development potential on the Village website. (First through fourth quarters)
6. Provide an advanced means of accessing Village information through the use of Geographic Information System (GIS) software.

### *III. Is fiscally responsible and transparent*

7. Continue to work on renovation of Hanover Square Shopping Center. (First through fourth quarters)
8. Oversee and improve development and redevelopment in TIF #3. (First through fourth quarters)
9. Oversee and improve development and redevelopment in TIF #4. (First through fourth quarters)
10. Continue research and submit for applicable grant programs to address needs as established. (First through fourth quarters)
11. Pursue two developer/tenant events showcasing opportunities within the Village. (First through third quarters)
12. Continue to engage in economic development activities, such as ICSC conferences, to entice new businesses to Hanover Park. (First through fourth quarters)
13. Pursue planning and economic development seminars and conferences. (First through fourth quarters)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending April 30, 2013

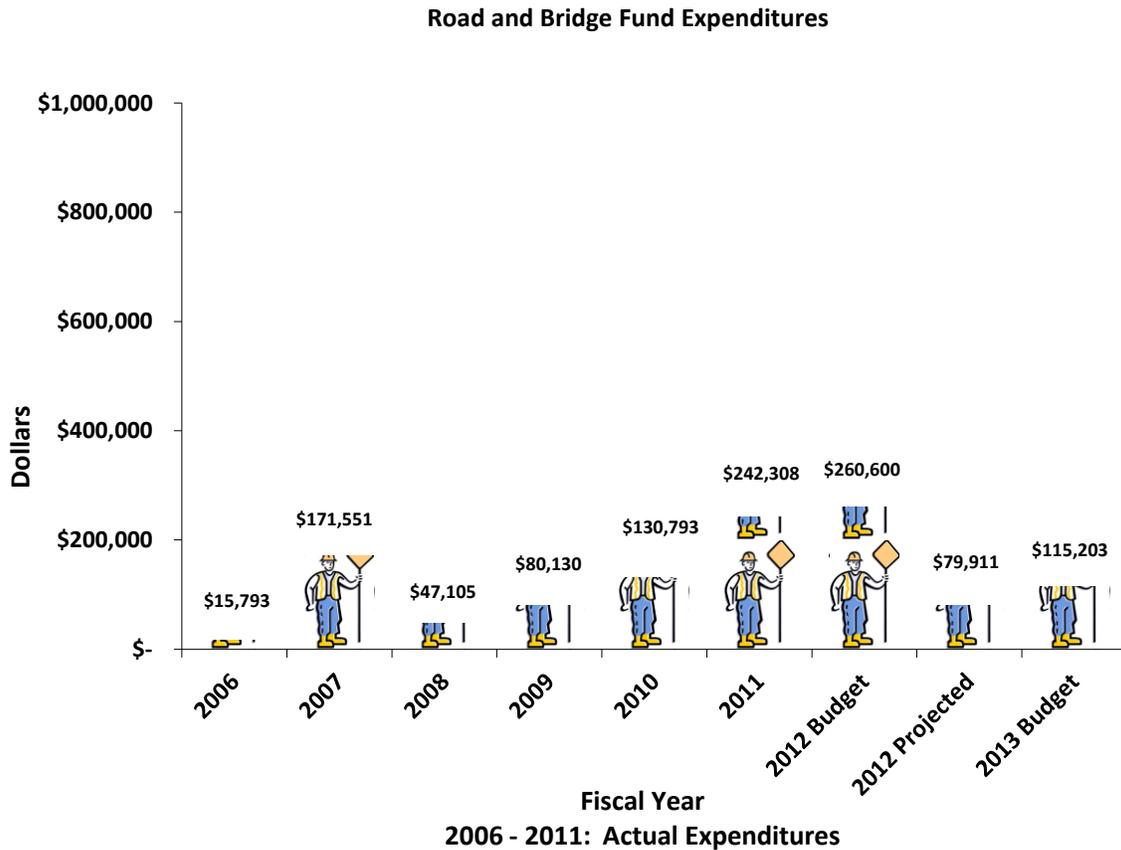
Fund 001 - General Fund

Department 0920 - Economic Development

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 128,652	\$ 103,531	\$ 97,940	\$ 93,732	\$ 82,075
1-12	Salaries-Part-time	5,779	17,371	18,441	6,737	-
1-21	Salaries-Overtime	91	9	500	250	1,000
1-41	State Retirement	12,418	11,527	12,170	11,255	8,400
1-42	Social Security	9,814	9,185	9,152	8,043	4,558
1-44	Employee Insurance	21,059	10,894	7,786	7,068	16,140
<b>Total Personal Services</b>		<b>177,813</b>	<b>152,517</b>	<b>145,989</b>	<b>127,085</b>	<b>112,173</b>
2-11	Office Supplies	1,321	1,310	1,900	1,900	2,500
2-13	Memberships/Subscriptions	1,766	1,932	2,700	2,700	3,145
2-14	Books/Publications/Maps	132	-	250	-	250
2-99	Miscellaneous Expen.	-	33	100	50	100
<b>Total Commodities</b>		<b>3,219</b>	<b>3,275</b>	<b>4,950</b>	<b>4,650</b>	<b>5,995</b>
3-12	Postage	735	912	11,335	11,079	11,335
3-36	Maintenance Agreements	65	-	-	-	-
3-52	Vehicle Maint & Replace	-	-	-	-	2,936
3-61	Consulting Services	-	-	20,000	5,000	20,000
3-70	Binding & Printing	-	81	22,546	23,696	22,546
3-71	Schools/Conf/Meetings	6,550	6,824	9,391	9,300	13,823
3-72	Transportation	1,937	2,419	3,895	3,850	4,185
3-91	Special Events	808	-	600	600	600
<b>Total Contractual Services</b>		<b>10,095</b>	<b>10,236</b>	<b>67,767</b>	<b>53,525</b>	<b>75,425</b>
<b>Total Operating Expenditures</b>		<b>191,127</b>	<b>166,028</b>	<b>218,706</b>	<b>185,260</b>	<b>193,593</b>
<b>Total Economic Development</b>		<b>\$ 191,127</b>	<b>\$ 166,028</b>	<b>\$ 218,706</b>	<b>\$ 185,260</b>	<b>\$ 193,593</b>

# ROAD AND BRIDGE FUND

The Road and Bridge Fund accounts for expenditures for the operation and maintenance of Village roads and bridges funded by the Townships' annual property tax levies.



The Lake Street Reconstruction Project was substantially completed in 2006; however the final payment to the State of Illinois for the project is budgeted in Fiscal Years 2010, 2011 and 2012. Phase 1 of the Longmeadow Bridge reconstruction project was in Fiscal Years 2011 and 2012. Phases 2 and 3 are budgeted for completion in Fiscal Years 2012 and 2013.

# 010 – Road and Bridge Fund



## 010 - ROAD AND BRIDGE FUND

### GOALS

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 FUNCTIONS

The Road and Bridge Fund provides monies 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.

### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *III. Is fiscally responsible and transparent*

1. To provide funding for the excavation and grading of the southeast corner of Lake Street and County Farm Road as part of the Lake Street widening project by IDOT. (First quarter)

*Completed*

2. To provide funding for the traffic signal upgrade by IDOT at the intersection of Irving Park Road and East Av. (Second quarter)

*Construction completed. Awaiting invoice from IDOT.*

3. To provide funding for the phase 2 and phase 3 engineering associated with the reconstruction of the Longmeadow bridge over the West branch of the DuPage river. (Third quarter)

*Currently awaiting IDOT approval of phase 2 engineering contract.*

4. To provide funding for the installation of four new streetlights at various locations throughout the Village. (Second quarter)

*Completed*

### 2012 - 2013 OBJECTIVES

#### *III. Is fiscally responsible and transparent*

1. To provide funding for the phase 2 and phase 3 engineering associated with the reconstruction of the Longmeadow bridge over the West Branch of the DuPage river. (Second quarter)
2. To provide funding for the installation of four new streetlights at various locations throughout the Village (Second quarter)
3. To provide funding for the soils and material testing associated with the street resurfacing project and the reconstruction of Gladiola Ave. (Second quarter)

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail By Fund  
 Fiscal Year Ending April 30, 2013

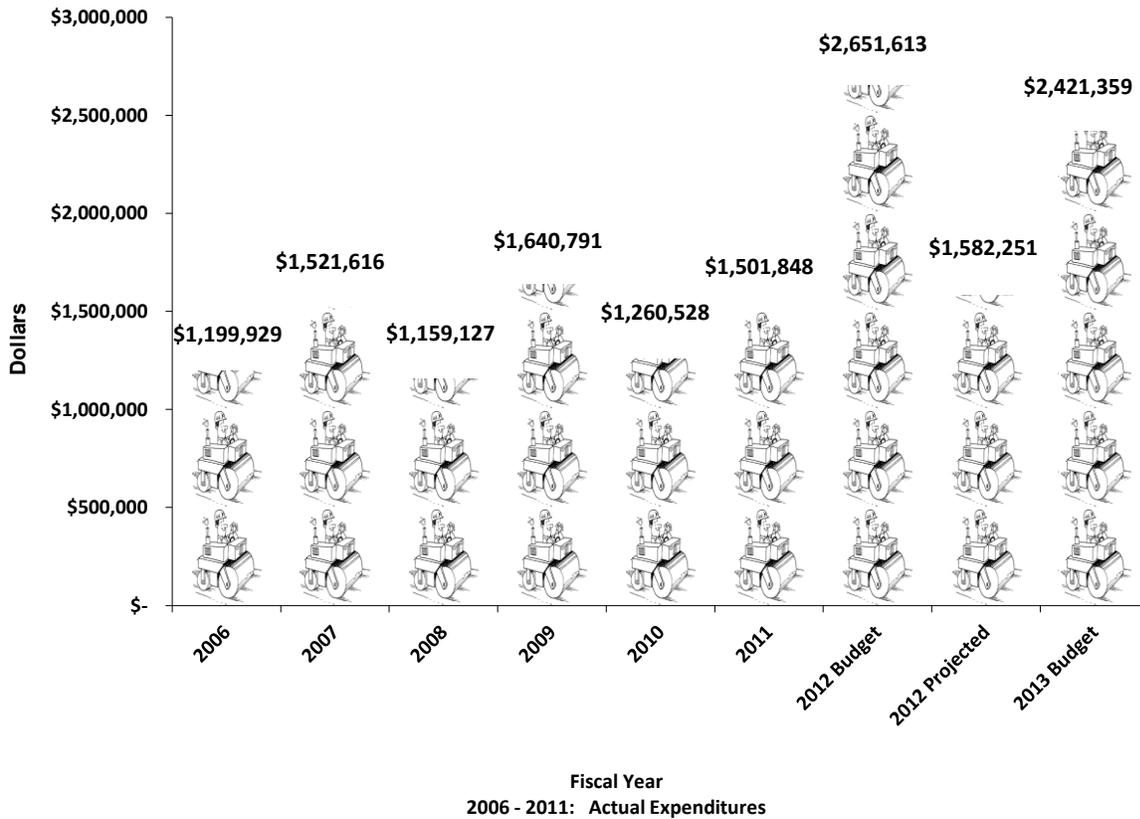
Fund 010 - Road and Bridge Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.02-00	Personal Property Replacemt	\$ 2,478	\$ 2,910	\$ 2,042	\$ 2,957	\$ 2,987
311.04-00	Township Tax Levy	107,255	106,816	115,542	100,407	101,411
<b>Total Taxes</b>		<b>109,733</b>	<b>109,726</b>	<b>117,584</b>	<b>103,364</b>	<b>104,398</b>
361.00-00	Interest on Investments	9,010	5,436	7,836	5,550	5,700
362.00-00	Net Change in Fair Value	727	3,578	6,879	1,500	1,500
<b>Total Investment Income</b>		<b>9,737</b>	<b>9,014</b>	<b>14,715</b>	<b>7,050</b>	<b>7,200</b>
380.02-00	Reimbursed Exp	6,213	9,131	-	-	-
380.09-00	Reimbursed Exp - Misc	-	1,910	-	-	-
380.16-00	IDOT Reimbursement	-	43,904	-	19,539	-
380.37-00	Energy Efficiency Grant	53,913	87,687	-	-	-
<b>Total Miscellaneous</b>		<b>60,126</b>	<b>142,632</b>	<b>-</b>	<b>19,539</b>	<b>-</b>
399.00-00	Reappropriation	-	-	127,701	-	3,605
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>127,701</b>	<b>-</b>	<b>3,605</b>
<b>Total Revenues and Other Financing Sources</b>		<b>\$ 179,596</b>	<b>\$ 261,372</b>	<b>\$ 260,000</b>	<b>\$ 129,953</b>	<b>\$ 115,203</b>
<b>Expenditures and Other Financing Uses</b>						
3-64	Engineering Services	\$ 57,888	\$ 51,991	\$ 77,600	\$ 51,911	\$ 95,203
<b>Total Contractual Services</b>		<b>57,888</b>	<b>51,991</b>	<b>77,600</b>	<b>51,911</b>	<b>95,203</b>
<b>Total Operating Expenditures</b>		<b>57,888</b>	<b>51,991</b>	<b>77,600</b>	<b>51,911</b>	<b>95,203</b>
13-22	Impr Other Than Buildings	72,905	190,317	183,000	28,000	20,000
<b>Total Capital Outlay</b>		<b>72,905</b>	<b>190,317</b>	<b>183,000</b>	<b>28,000</b>	<b>20,000</b>
<b>Total Other Expenditures</b>		<b>72,905</b>	<b>190,317</b>	<b>183,000</b>	<b>28,000</b>	<b>20,000</b>
<b>Total Expenditures and Other Financing Uses</b>		<b>\$ 130,793</b>	<b>\$ 242,308</b>	<b>\$ 260,600</b>	<b>\$ 79,911</b>	<b>\$ 115,203</b>

# MOTOR FUEL TAX FUND

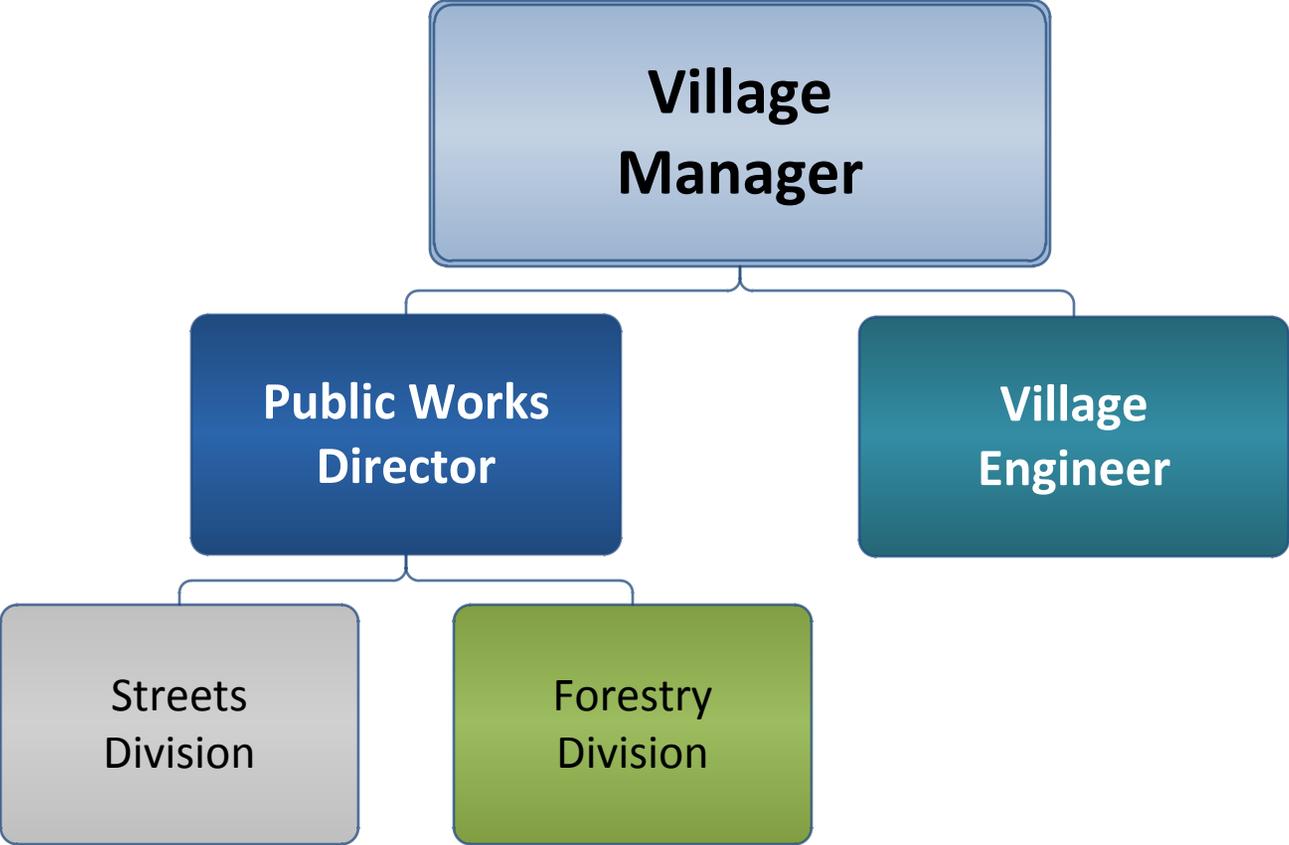
The Motor Fuel Tax Fund accounts for expenditures for the maintenance of streets and storm sewers authorized by the Illinois Department of Transportation. Financing is provided from the Village's share of State gasoline taxes. State law requires these gasoline taxes be used to maintain streets.

**Motor Fuel Tax Fund Expenditures**



Village Street Resurfacing projects have been budgeted in Fiscal Years 2011, 2012. The resurfacing continues into Fiscal Year 2013 to complete old or concrete streets within the Village. Personal services and contractual expenditures previously budgeted in the General Fund have been included in the Motor Fuel Tax Fund beginning in Fiscal Year 2005.

# 011 – Motor Fuel Tax Fund



## 011 - MOTOR FUEL TAX FUND

### GOALS

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 FUNCTIONS

Through this funding the Village provides the following activities:

Reconstruction and rehabilitation of existing Village streets including annual programs for resurfacing and sidewalk and curb and gutter replacement.

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.

### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *III. Is fiscally responsible and transparent*

1. To provide funding for the annual resurfacing of various Village streets. (Second quarter)

*Completed*

2. To provide funding for the annual sidewalk and curb and gutter replacement program. (Second quarter)

*Completed*

3. To provide funding for the annual crack filling program on various Village streets. (Second quarter)

*Completed*

4. To provide funding for traffic signals, roadway lighting and sidewalks as part of the Lake Street reconstruction project by IDOT. (First quarter)

*Final Invoice from IDOT was received and paid.*

5. To provide funding for the reconstruction of the Longmeadow Bridge over the West Branch of the DuPage River. (Third quarter)

*Ongoing*

6. To provide funding for the reconstruction of Iris Ave. from Hollywood to Briarwood and the reconstruction of Flower Ct. (Second quarter)

*Completed*

### **2012 - 2013 OBJECTIVES**

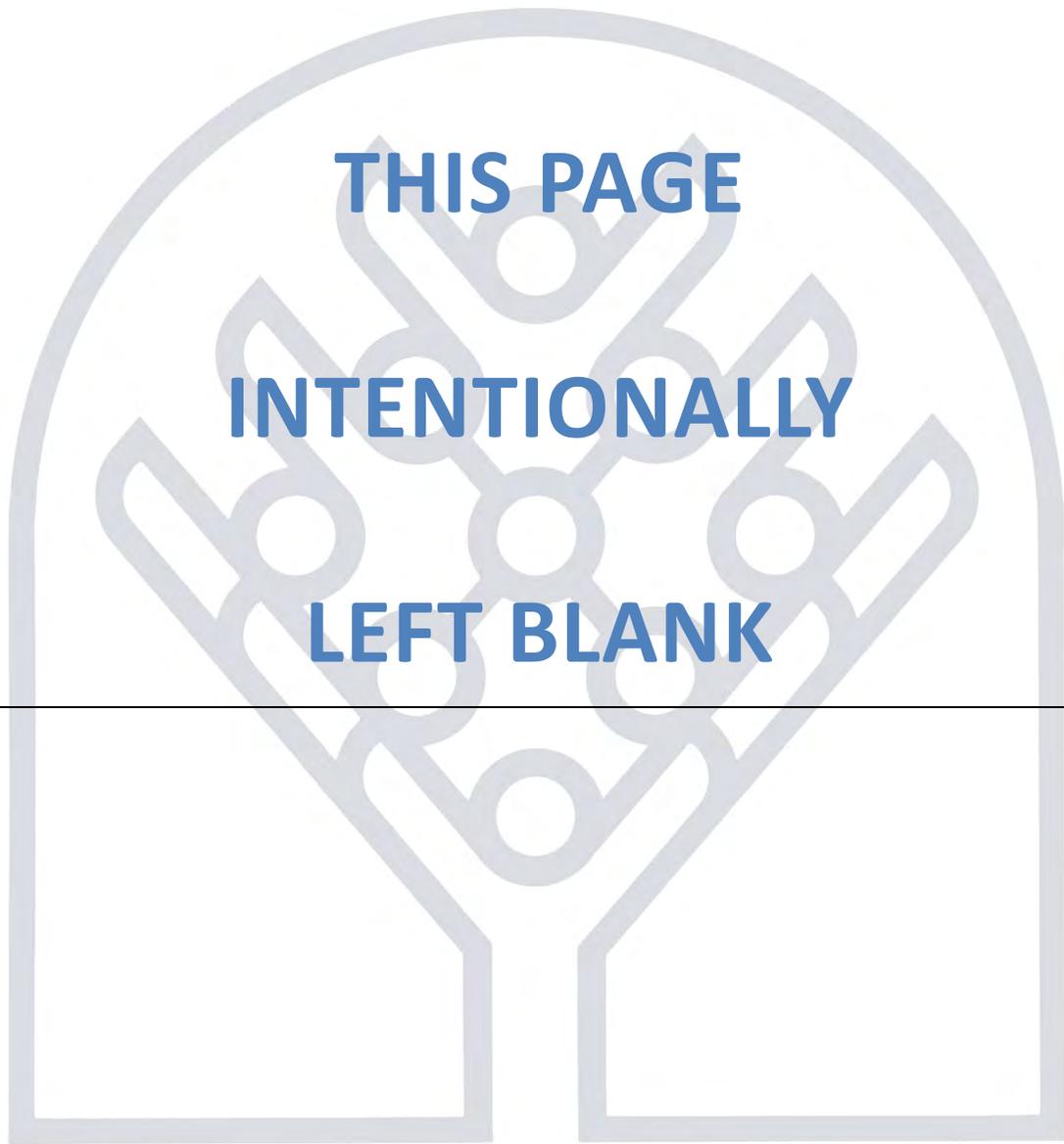
#### *III. Is fiscally responsible and transparent*

1. To provide funding for the annual resurfacing of various Village streets at an expanded level. (Second quarter)
2. To provide funding for the annual sidewalk and curb and gutter replacement program at an expanded level. (Second quarter)
3. To provide funding for the annual crack filling program on various Village streets. (Second quarter)
4. To provide funding for the reconstruction of the Longmeadow Bridge over the West Branch of the DuPage River. (Second quarter)
5. To provide funding for the total reconstruction of Gladiola Ave. from Hollywood to Briarwood. (Second quarter)

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail By Fund  
 Fiscal Year Ending April 30, 2013

Fund 011 - Motor Fuel Tax Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
314.03-00	Motor Fuel Tax	\$ 988,216	\$ 1,156,778	\$ 1,273,786	\$ 915,149	\$ 915,149
Total Taxes		<u>988,216</u>	<u>1,156,778</u>	<u>1,273,786</u>	<u>915,149</u>	<u>915,149</u>
361.00-00	Interest on Investments	34,111	12,687	18,170	7,000	7,000
362.00-00	Gain on Sale of Investments	(11,281)	2,067	2,349	2,000	2,000
Total Investment Income		<u>22,830</u>	<u>14,754</u>	<u>20,519</u>	<u>9,000</u>	<u>9,000</u>
380.02-00	Reimbursed Expenditures	-	400,000	-	-	10,550
380.11-00	Reimb Exp-MFT	18,693	29,147	10,550	13,389	-
380.11-00	Miscellaneous Income	-	928	1,414	-	-
Total Miscellaneous Revenue		<u>18,693</u>	<u>430,075</u>	<u>11,964</u>	<u>13,389</u>	<u>10,550</u>
399.00-00	Reappropriation	-	-	1,345,344	615,034	1,486,660
Total Other		<u>-</u>	<u>-</u>	<u>1,345,344</u>	<u>615,034</u>	<u>1,486,660</u>
Total Revenues and Other Financing Sources		<u>\$ 1,029,739</u>	<u>\$ 1,601,607</u>	<u>\$ 2,651,613</u>	<u>\$ 1,552,572</u>	<u>\$ 2,421,359</u>
<b>Expenditures and Other Financing Uses</b>						
1-11	Salaries-Regular	\$ 111,129	\$ 105,166	\$ 109,396	\$ 120,344	\$ 94,374
1-21	Overtime Compensation	20	35	-	52	-
1-41	State Retirement	10,733	11,118	12,594	13,589	13,307
1-42	Social Security	8,424	7,874	8,044	9,059	7,220
1-44	Employee Insurance	29,064	28,115	45,770	29,688	15,764
Total Personal Services		<u>159,370</u>	<u>152,308</u>	<u>175,804</u>	<u>172,732</u>	<u>130,665</u>
2-27	Materials and Supplies	180,323	172,093	210,000	171,336	210,000
Total Commodities		<u>180,323</u>	<u>172,093</u>	<u>210,000</u>	<u>171,336</u>	<u>210,000</u>
3-15	Street Lighting	68,198	65,282	75,245	66,000	67,565
3-35	M&R-Streets and Bridges	250,571	254,940	243,000	270,000	328,000
3-36	Maintenance Agreements	21,254	15,216	31,129	31,129	31,129
3-37	M&R-Other Equipment	970	-	4,000	2,000	4,000
Total Contractual Services		<u>340,993</u>	<u>335,438</u>	<u>353,374</u>	<u>369,129</u>	<u>430,694</u>
Total Operating Expenditures		<u>680,686</u>	<u>659,839</u>	<u>739,178</u>	<u>713,197</u>	<u>771,359</u>
13-22	Impr Other Than Buildings	579,842	842,009	1,912,435	869,054	1,650,000
Total Capital Outlay		<u>579,842</u>	<u>842,009</u>	<u>1,912,435</u>	<u>869,054</u>	<u>1,650,000</u>
Total Other Expenditures		<u>579,842</u>	<u>842,009</u>	<u>1,912,435</u>	<u>869,054</u>	<u>1,650,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 1,260,528</u>	<u>\$ 1,501,848</u>	<u>\$ 2,651,613</u>	<u>\$ 1,582,251</u>	<u>\$ 2,421,359</u>



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**Hanover Park**

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**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Schedule of Legal Debt Margin**  
**April 30, 2012**

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**  
**April 30, 2012**

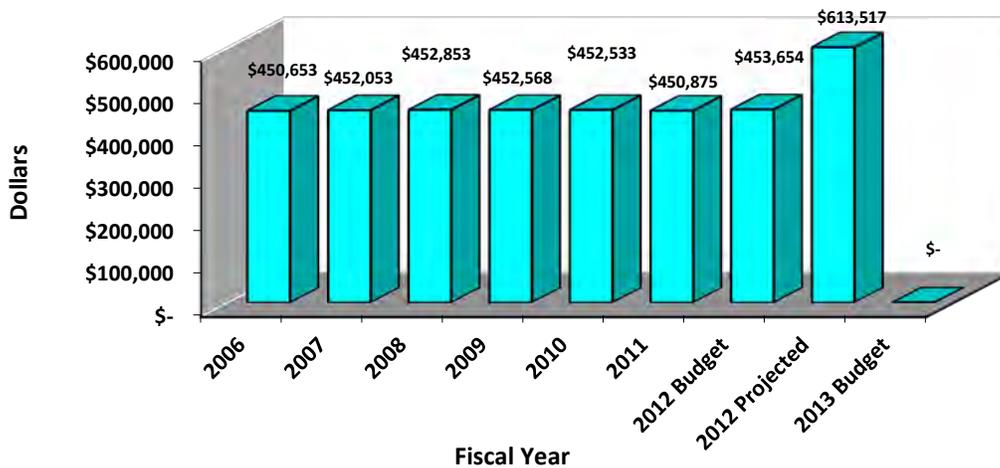
Tax Levy Year	General Obligation Bond Series 2010	General Obligation Bond Series 2010A	General Obligation Bond Series 2011	Total
2011	\$ 795,110	\$ 299,138	\$ 639,598	\$ 1,733,846
2012	795,210	349,138	641,012	1,785,360
2013	793,513	398,063	641,512	1,833,088
2014	790,248	445,412	646,812	1,882,472
2015	790,218	465,912	641,812	1,897,942
2016	783,780	484,438	646,712	1,914,930
2017	775,604	476,038	651,312	1,902,954
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>\$ 16,914,574</u>	<u>9,410,667</u>	<u>8,457,197</u>	<u>\$ 33,177,438</u>

Detailed debt schedules are included in the Debt Service Funds section of this document.

# GENERAL OBLIGATION BOND SERIES OF 2001 FUND

The General Obligation Bond Series of 2001 Debt Service Fund (2001 GO Bond Fund) accounts for the accumulation of resources for the payment of bond principal and interest. Financing is provided by property tax revenues. These bonds were used for various capital improvements including Well #2 elevated tank and the Lake Street utility line burial.

General Obligation Bond Series of 2001 Fund  
Expenditures



2006 - 2011: Actual Expenditures

The final debt service payment was paid in Fiscal Year 2012 and the fund was closed.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

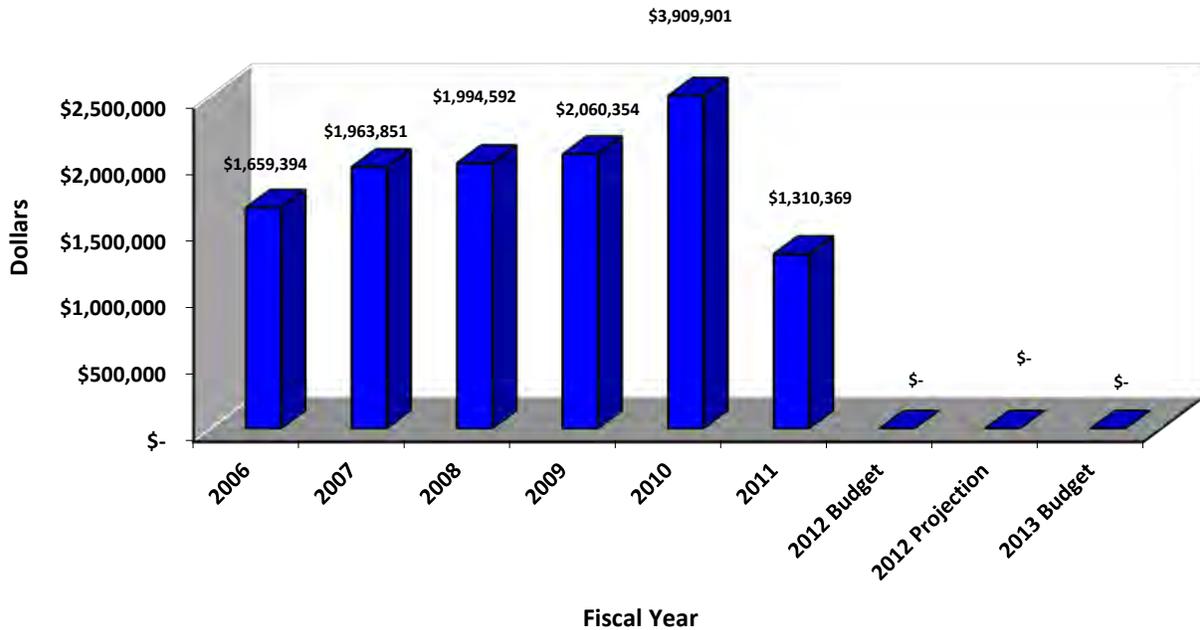
Fund 040 - General Obligation Bond Series of 2001 Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.01-00	Real Property Tax	\$ 447,097	\$ 460,363	\$ 460,303	\$ 460,303	\$ -
Total Taxes		<u>447,097</u>	<u>460,363</u>	<u>460,303</u>	<u>460,303</u>	<u>-</u>
361.00-00	Interest on Investments	1,060	378	1,016	200	-
362.00-00	Net Change in Fair Value	32	784	-	-	-
Total Investment Income		<u>1,092</u>	<u>1,162</u>	<u>1,016</u>	<u>200</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 448,189</u>	<u>\$ 461,525</u>	<u>\$ 461,319</u>	<u>\$ 460,503</u>	<u>\$ -</u>
<b>Expenditures and Other Financing Uses</b>						
3-61	Consulting Services	-	-	600	585	-
3-99	Miscellaneous Expense	858	600	-	300	-
Total Contractual Services		<u>858</u>	<u>600</u>	<u>600</u>	<u>885</u>	<u>-</u>
11-25	Principal-G.O. 2001 Bonds	\$ 400,000	\$ 415,000	\$ 435,000	\$ 435,000	\$ -
11-26	Interest-G.O. 2001 Bonds	51,675	35,275	18,054	18,053	-
Total Debt Service		<u>451,675</u>	<u>450,275</u>	<u>453,054</u>	<u>453,053</u>	<u>-</u>
12-01	Transfer to General	-	-	-	159,579	-
Total Interfund Transfers		<u>-</u>	<u>-</u>	<u>-</u>	<u>159,579</u>	<u>-</u>
Total Other Expenditures		<u>452,533</u>	<u>450,875</u>	<u>453,654</u>	<u>613,517</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 452,533</u>	<u>\$ 450,875</u>	<u>\$ 453,654</u>	<u>\$ 613,517</u>	<u>\$ -</u>

# TAX INCREMENT FINANCE DISTRICT DEBT SERVICE FUND

The Tax Increment Finance (TIF) District Debt Service Fund accumulates resources for the payment of principal and interest on the TIF Revenue Bonds. Financing is provided by incremental property tax and sales tax revenues. Proceeds from these bond issues were used for capital improvements in the TIF #2 project area.

TIF District Debt Service Fund Expenditures



2006 - 2011: Actual Expenditures

The TIF debt service payments were structured to be slightly higher in later years when TIF revenues were expected to be greater. The final payment on the bonds was made in Fiscal Year 2010 and excess funds were transferred to the TIF #2 Capital Projects Fund in Fiscal Year 2011.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

Fund 043 - Tax Increment Finance District Debt Service

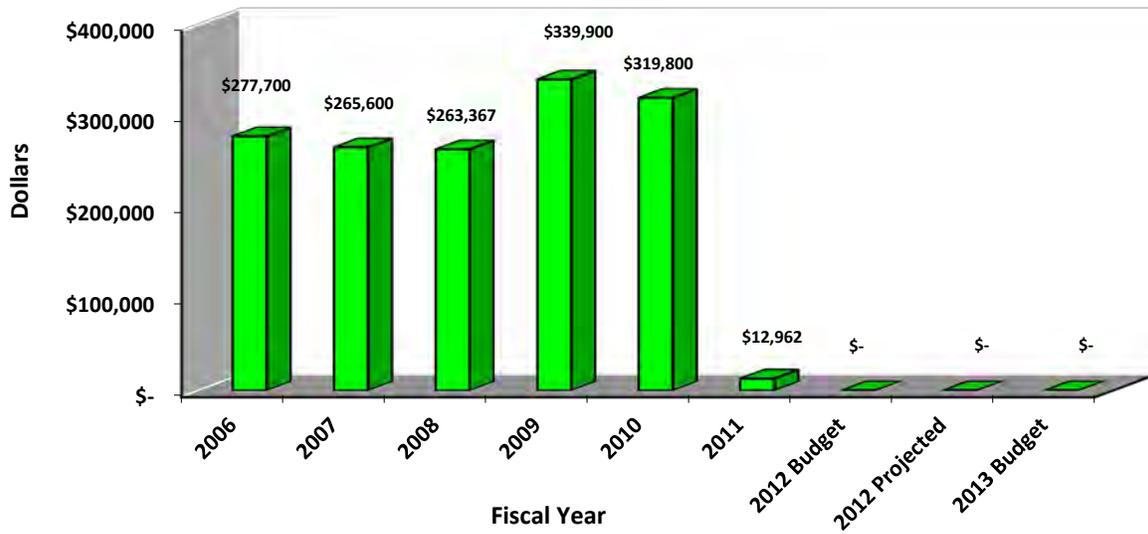
Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.01-00	Real Property Tax	\$ 2,484,305	\$ -	\$ -	\$ -	\$ -
Total Taxes		<u>2,484,305</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
361.00-00	Interest on Investments	2,722	-	-	-	-
362.00-00	Net Change in Fair Value	328	-	-	-	-
Total Investment Income		<u>3,050</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 2,487,355</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenditures and Other Financing Uses</b>						
3-99	Miscellaneous Expense	\$ 9,444	\$ -	\$ -	\$ -	\$ -
Total Contractual Services		<u>9,444</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Operating Expenditures		<u>9,444</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
11-15	Principal-T.I.F.#2 '89 Issue	1,650,000	-	-	-	-
11-16	Interest-T.I.F.#2 '89 Issue	76,457	-	-	-	-
Total Debt Service		<u>1,726,457</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
12-32	Transfer to TIF #2 Capital	2,000,000	1,310,369	-	-	-
12-44	Transfer to SSA #2 D/S Fund	174,000	-	-	-	-
Total Interfund Transfers		<u>2,174,000</u>	<u>1,310,369</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Expenditures		<u>3,900,457</u>	<u>1,310,369</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 3,909,901</u>	<u>\$ 1,310,369</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# SPECIAL SERVICE AREA DEBT SERVICE FUND

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The Special Service Area Debt Service Fund accumulates resources for the payment of principal and interest on Special Service Area #2 bonds. Resources are provided by special service area property taxes. Proceeds from this bond issue were used for public improvements to properties located in the Special Service Area #2 project area.

Special Service Area Debt Service Fund



2006 - 2011: Actual Expenditures

The Special Service Area Number Two debt service payments have been structured to require a fairly level debt service payment. The final debt service payment was paid in Fiscal Year 2010.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

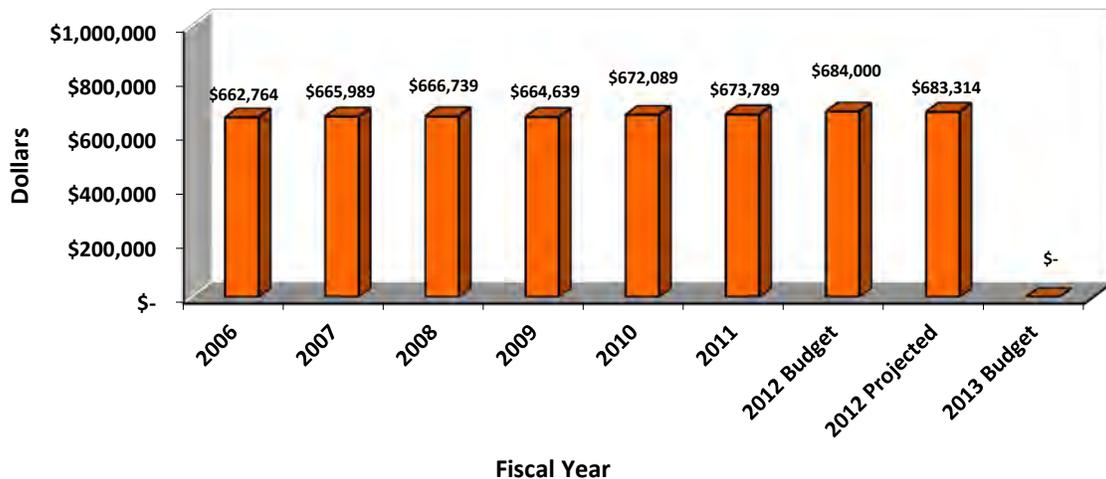
Fund 044- Special Service Area Debt Service

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
361.00-00	Interest on Investments	\$ 964	\$ 11	\$ 127	\$ -	\$ -
362.00-00	Net Change in Fair Value	-	-	-	-	-
Total Investment Income		<u>964</u>	<u>11</u>	<u>127</u>	<u>-</u>	<u>-</u>
391.43-00	TIF Debt Service	174,000	-	-	-	-
Total Interfund Transfers		<u>174,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 174,964</u>	<u>\$ 11</u>	<u>\$ 127</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenditures and Other Financing Uses</b>						
3-99	Miscellaneous Expense	\$ 300	\$ -	\$ -	\$ -	\$ -
Total Contractual Services		<u>300</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Operating Expenditures		<u>300</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
11-09	Principal-S.S.A. #2 '97 Issue	300,000	-	-	-	-
11-10	Interest-S.S.A. #2 '97 Issue	19,500	-	-	-	-
Total Debt Service		<u>319,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
12-32	Transfer to TIF #2	-	12,962	-	-	-
Total Other Expenditures		<u>319,500</u>	<u>12,962</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 319,800</u>	<u>\$ 12,962</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# GENERAL OBLIGATION REFUNDING BOND SERIES OF 2002 FUND

The General Obligation Refunding Bond Series of 2002 Debt Service Fund accounts for the accumulation of resources for the payment of bond principal and interest on the General Obligation Refunding Bonds Series of 2002. Financing is provided by property and real estate transfer tax revenues.

General Obligation Refunding Bond  
Series of 2002 Fund Expenditures



2006 - 2011: Actual Expenditures

The 2002 General Obligation Refunding Bonds were issued to refund the 1996 General Obligation Bonds. The 1996 Bonds were used to finance the payment of a judgment against the Village. The final payment on the bonds was made in Fiscal Year 2012.

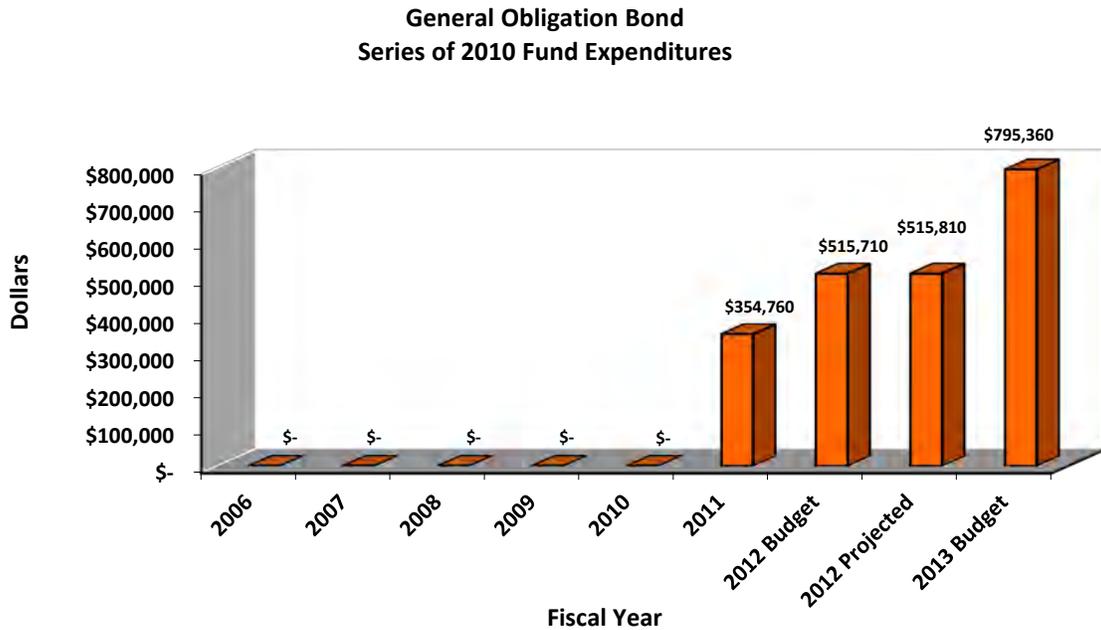
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

Fund 045 - General Obligation Refunding Bond Series of 2002 Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.01-00	Real Property Tax	\$ 166,440	\$ 173,709	\$ 173,487	\$ 173,487	\$ -
313.04-00	Real Estate Transfer Tax	167,871	223,762	195,072	250,000	-
<b>Total Taxes</b>		<b>334,311</b>	<b>397,471</b>	<b>368,559</b>	<b>423,487</b>	<b>-</b>
361.00-00	Interest on Investments	1,473	142	203	175	-
362.00-00	Net Change in Fair Value	1,075	1	-	-	-
<b>Total Investment Income</b>		<b>2,548</b>	<b>143</b>	<b>203</b>	<b>175</b>	<b>-</b>
391.01-00	Transfer from General	-	-	-	580,168	-
399.00-00	Reappropriation	-	-	315,238	-	-
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>315,238</b>	<b>580,168</b>	<b>-</b>
<b>Total Revenues and Other Financing Sources</b>		<b>\$ 336,859</b>	<b>\$ 397,614</b>	<b>\$ 684,000</b>	<b>\$ 1,003,830</b>	<b>\$ -</b>
<b>Expenditures and Other Financing Uses</b>						
3-99	Miscellaneous Expense	\$ 214	\$ 214	\$ 900	\$ 214	\$ -
<b>Total Contractual Services</b>		<b>214</b>	<b>214</b>	<b>900</b>	<b>214</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>214</b>	<b>214</b>	<b>900</b>	<b>214</b>	<b>-</b>
11-28	Principal-G.O.2002 Bonds	610,000	630,000	660,000	660,000	-
11-27	Interest-G.O. 2002 Bonds	61,875	43,575	23,100	23,100	-
<b>Total Debt Service</b>		<b>671,875</b>	<b>673,575</b>	<b>683,100</b>	<b>683,100</b>	<b>-</b>
<b>Total Other Expenditures</b>		<b>671,875</b>	<b>673,575</b>	<b>683,100</b>	<b>683,100</b>	<b>-</b>
<b>Total Expenditures and Other Financing Uses</b>		<b>\$ 672,089</b>	<b>\$ 673,789</b>	<b>\$ 684,000</b>	<b>\$ 683,314</b>	<b>\$ -</b>

# GENERAL OBLIGATION BOND SERIES OF 2010 FUND

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 Bonds Series of 2010. Financing is provided by property tax revenues.



**2006 - 2011: Actual Expenditures**

The 2010 Build America Bonds were issued in Fiscal Year 2010 to finance the construction of a new police station headquarters. The debt payments have been structured so that they are lower in the earlier years, while the 2001 and 2002 bond issues are outstanding.

**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Long Term Debt Requirements**  
**General Obligation Bonds, Series 2010**  
**April 30, 2012**

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
2011	\$ 280,000	515,110	795,110	2012	257,555	2012	257,555
2012	285,000	510,210	795,210	2013	255,105	2013	255,105
2013	290,000	503,513	793,513	2014	251,756	2014	251,757
2014	295,000	495,248	790,248	2015	247,624	2015	247,624
2015	305,000	485,218	790,218	2016	242,609	2016	242,609
2016	310,000	473,780	783,780	2017	236,890	2017	236,890
2017	315,000	460,604	775,604	2018	230,302	2018	230,302
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>\$ 10,000,000</u>	<u>\$ 6,914,574</u>	<u>\$ 16,914,574</u>		<u>\$ 3,457,286</u>		<u>\$ 3,457,288</u>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

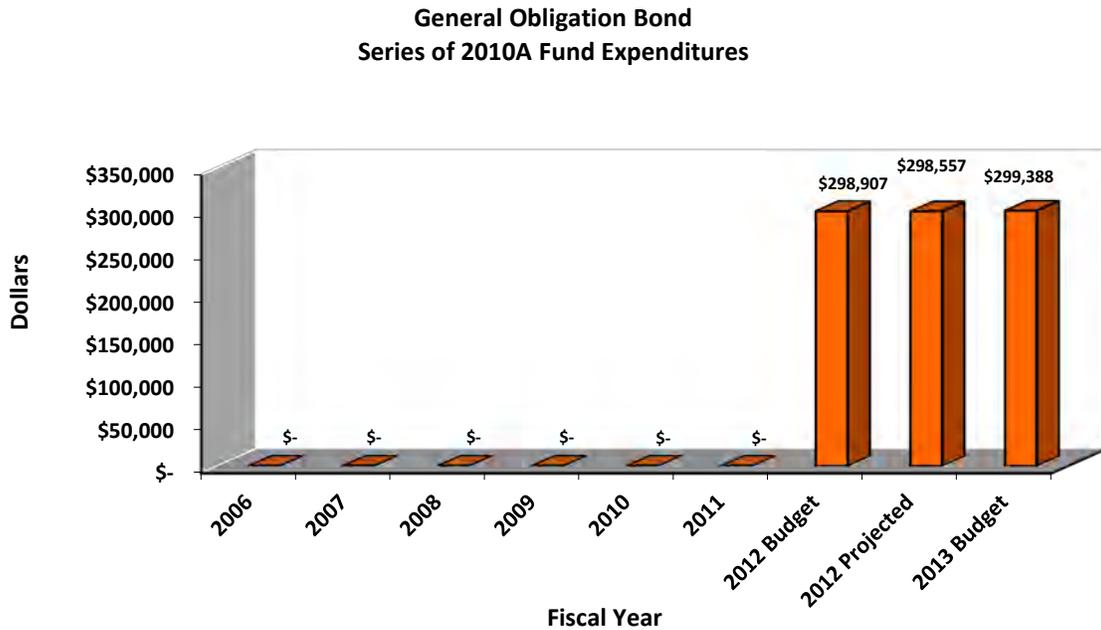
Fund 047 - General Obligation Bond Series of 2010 Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.01-00	Real Property Tax	\$ -	\$ 61,039	\$ 334,827	\$ 403,426	\$ 655,508
Total Taxes		-	61,039	334,827	403,426	655,508
361.00-00	Interest on Investments	-	55	600	60	100
Total Investment Income		-	55	600	60	100
380.38-00	BAB Federal Subsidy	-	106,170	180,288	180,288	180,288
Total Miscellaneous		-	106,170	180,288	180,288	180,288
Total Revenues		\$ -	\$ 167,264	\$ 515,715	\$ 583,774	\$ 835,896
<b>Expenditures and Other Financing Uses</b>						
3-99	Miscellaneous Expense	\$ -	\$ 51,417	\$ 600	\$ 700	\$ 250
Total Contractual Services		-	51,417	600	700	250
Total Operating Expenditures		-	51,417	600	700	250
11-29	Principal-G.O. 2010 Bonds	-	-	-	-	280,000
11-30	Interest-G.O. 2010 Bonds	-	303,343	515,110	515,110	515,110
Total Debt Service		-	303,343	515,110	515,110	795,110
Total Other Expenditures		-	303,343	515,110	515,110	795,110
Total Expenditures		\$ -	\$ 354,760	\$ 515,710	\$ 515,810	\$ 795,360

# GENERAL OBLIGATION BOND SERIES OF 2010A FUND

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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 Bonds Series of 2010. Financing is provided by property tax revenues.



**2006 - 2011: Actual Expenditures**

The 2010A Build America Bonds were issued in Fiscal Year 2011 to finance the construction of a new police station headquarters. Currently, only interest payments are budgeted. The debt payments have been structured so that they are lower in the earlier years, while the 2001 and 2002 bond issues are outstanding.

**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Long Term Debt Requirements**  
**General Obligation Bonds, Series 2010A**  
**April 30, 2012**

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
2011	\$ -	299,138	299,138	2012	149,569	2012	149,569
2012	50,000	299,138	349,138	2013	149,569	2013	149,569
2013	100,000	298,063	398,063	2014	149,031	2014	149,032
2014	150,000	295,412	445,412	2015	147,706	2015	147,706
2015	175,000	290,912	465,912	2016	145,456	2016	145,456
2016	200,000	284,438	484,438	2017	142,219	2017	142,219
2017	200,000	276,038	476,038	2018	138,019	2018	138,019
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>\$ 5,000,000</u>	<u>\$ 4,410,667</u>	<u>\$ 9,410,667</u>		<u>\$ 2,205,332</u>		<u>\$ 2,205,335</u>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

Fund 048 - General Obligation Bond Series of 2010A Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.01-00	Real Property Tax	\$ -	\$ 54,383	\$ 193,899	\$ 298,307	\$ 45,017
Total Taxes		<u>-</u>	<u>54,383</u>	<u>193,899</u>	<u>298,307</u>	<u>45,017</u>
361.00-00	Interest on Investments	-	-	600	135	100
Total Investment Income		<u>-</u>	<u>-</u>	<u>600</u>	<u>135</u>	<u>100</u>
380.38-00	BAB Federal Subsidy	-	-	104,407	104,407	104,698
Total Miscellaneous		<u>-</u>	<u>-</u>	<u>104,407</u>	<u>104,407</u>	<u>104,698</u>
399.00-00	Reappropriation	-	-	-	-	149,573
Total Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>149,573</u>
Total Revenues		<u>\$ -</u>	<u>\$ 54,383</u>	<u>\$ 298,906</u>	<u>\$ 402,849</u>	<u>\$ 299,388</u>

**Expenditures and Other Financing Uses**

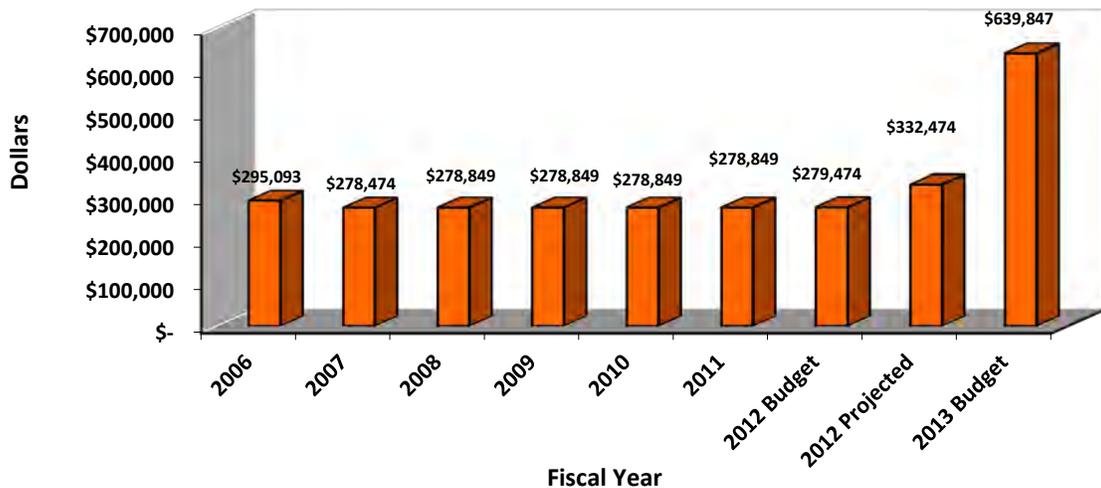
3-99	Miscellaneous Expense	\$ -	\$ -	\$ 600	\$ 250	\$ 250
Total Contractual Services		<u>-</u>	<u>-</u>	<u>600</u>	<u>250</u>	<u>250</u>
11-30	Interest-G.O. 2010 Bonds	-	-	298,307	298,307	299,138
Total Debt Service		<u>-</u>	<u>-</u>	<u>298,307</u>	<u>298,307</u>	<u>299,138</u>
Total Expenditures		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 298,907</u>	<u>\$ 298,557</u>	<u>\$ 299,388</u>

# GENERAL OBLIGATION BOND SERIES OF 2011 FUND

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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 Bonds Series of 2004 and 2011. Financing is provided by property tax revenues.

General Obligation Bond  
Series of 2004 Fund Expenditures



2006 - 2011: Actual Expenditures

The 2004 Bonds were issued in Fiscal Year 2004 primarily to finance the construction of a new fire station headquarters. The debt payments have been structured so that they are lower in the earlier years, while the 2001 and 2002 bond issues are outstanding. The General Obligation Bonds Series of 2004 was refunded in the amount of \$7,000,000 in Fiscal Year 2011 by the General Obligation Bonds of 2011 in the amount of \$7,030,000.

**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Long Term Debt Requirements**  
**General Obligation Bonds, Series 2011**  
**April 30, 2012**

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

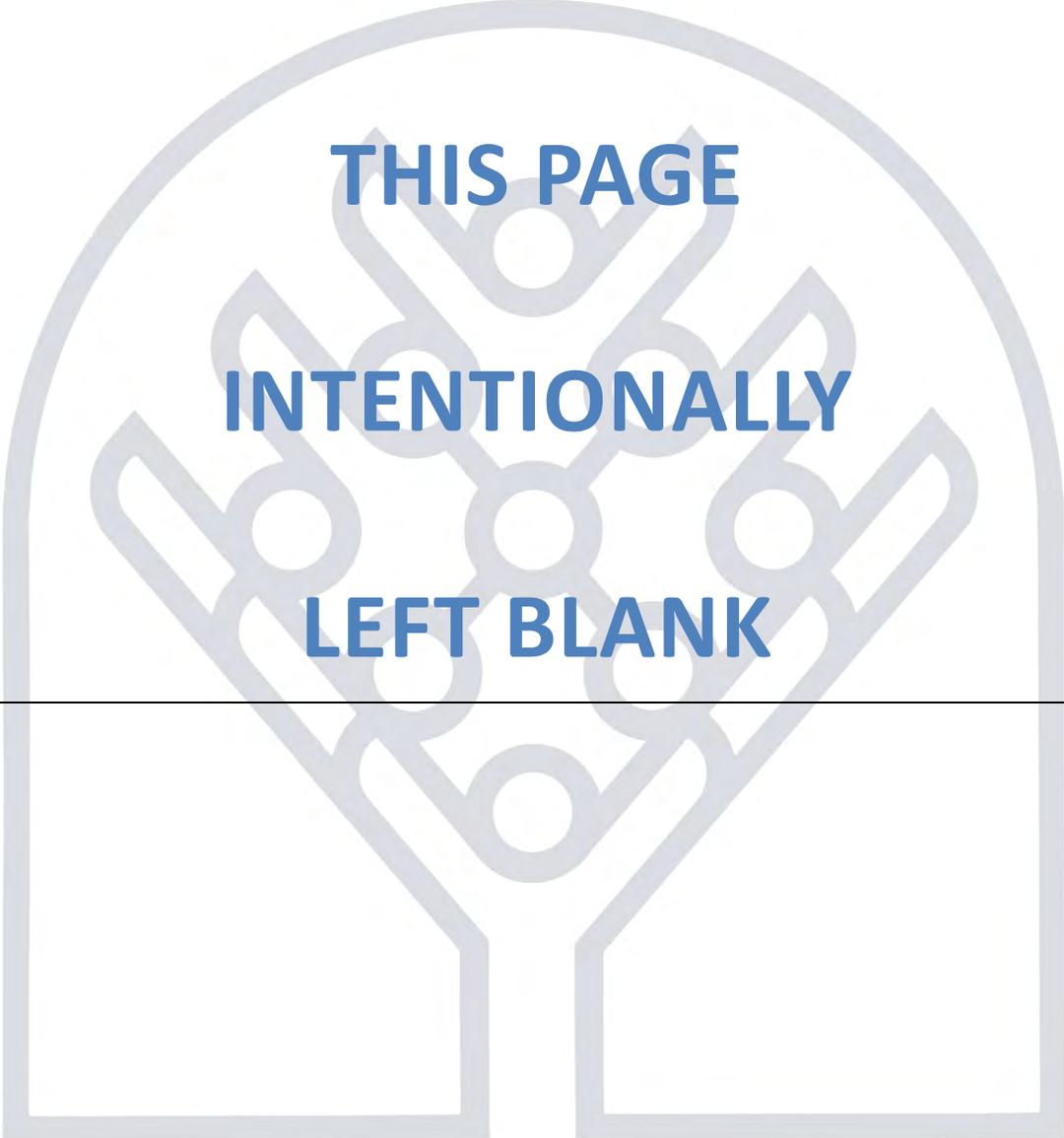
**CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS**

Tax Levy Year	Tax Levy			Interest Due On			
	Principal	Interest	Totals	Jun 1	Amount	Dec 1	Amount
2011	\$ 450,000	189,598	639,598	2012	102,091	2012	87,507
2012	475,000	166,012	641,012	2013	83,006	2013	83,006
2013	485,000	156,512	641,512	2014	78,256	2014	78,256
2014	500,000	146,812	646,812	2015	73,406	2015	73,406
2015	505,000	136,812	641,812	2016	68,406	2016	68,406
2016	520,000	126,712	646,712	2017	63,356	2017	63,356
2017	535,000	116,312	651,312	2018	58,156	2018	58,156
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>\$ 7,030,000</u>	<u>\$ 1,427,197</u>	<u>\$ 8,457,197</u>		<u>\$ 720,890</u>		<u>\$ 706,307</u>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

Fund 046 - General Obligation Bond Series of 2011 Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.01-00	Real Property Tax	\$ 275,823	\$ 284,398	\$ 278,474	\$ 278,474	\$ 639,597
Total Taxes		<u>275,823</u>	<u>284,398</u>	<u>278,474</u>	<u>278,474</u>	<u>639,597</u>
361.00-00	Interest on Investments	115	106	102	250	250
Total Investment Income		<u>115</u>	<u>106</u>	<u>102</u>	<u>250</u>	<u>250</u>
393.95-00	G. O. Bonds	-	-	7,030,000	7,030,000	-
393.96-00	Premium on Bonds	-	-	32,475	32,475	-
399.00-00	Reappropriation	-	-	898	-	-
Total Other		<u>-</u>	<u>-</u>	<u>7,063,373</u>	<u>7,062,475</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 275,938</u>	<u>\$ 284,504</u>	<u>\$ 7,341,949</u>	<u>\$ 7,341,199</u>	<u>\$ 639,847</u>
<b>Expenditures and Other Financing Uses</b>						
3-99	Miscellaneous Expense	\$ 375	\$ 375	\$ 1,000	\$ 54,000	\$ 250
Total Contractual Services		<u>375</u>	<u>375</u>	<u>1,000</u>	<u>54,000</u>	<u>250</u>
Total Operating Expenditures		<u>375</u>	<u>375</u>	<u>1,000</u>	<u>54,000</u>	<u>250</u>
11-03	Principal G.O. Bonds	-	-	-	-	450,000
11-04	Interest G.O. Bonds	278,474	278,474	278,474	278,474	189,597
Total Debt Service		<u>278,474</u>	<u>278,474</u>	<u>278,474</u>	<u>278,474</u>	<u>639,597</u>
14-00	Bond Proceeds	-	-	7,000,000	7,000,000	-
Total Other Financial Uses		<u>-</u>	<u>-</u>	<u>7,000,000</u>	<u>7,000,000</u>	<u>-</u>
Total Other Expenditures		<u>278,474</u>	<u>278,474</u>	<u>7,278,474</u>	<u>7,278,474</u>	<u>639,597</u>
Total Expenditures and Other Financing Uses		<u>\$ 278,849</u>	<u>\$ 278,849</u>	<u>\$ 7,279,474</u>	<u>\$ 7,332,474</u>	<u>\$ 639,847</u>



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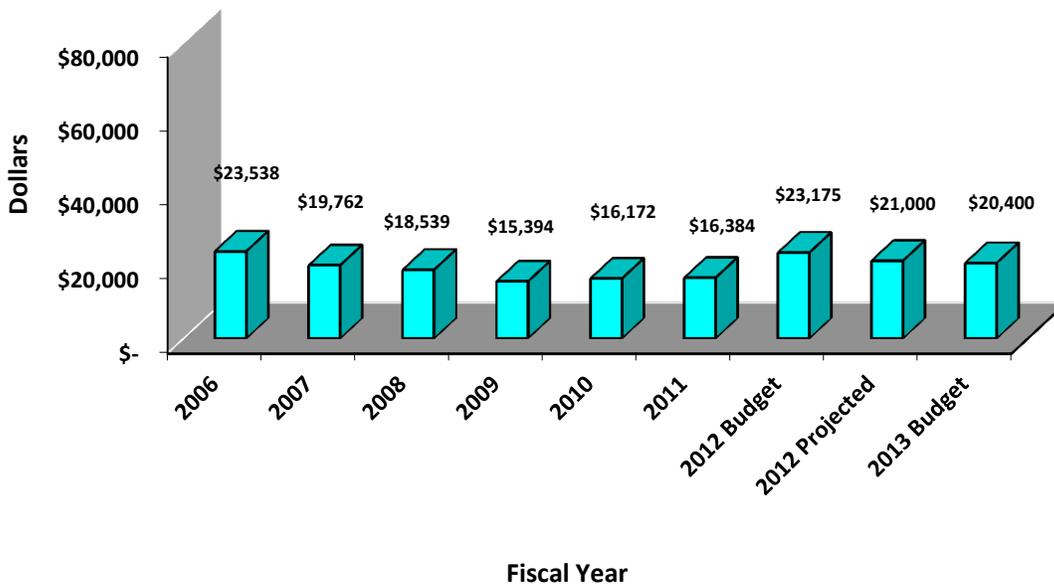
**Hanover Park**

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# SPECIAL SERVICE AREA #3 FUND

The Special Service Area #3 Fund accounts for the financing of street improvements, and 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 are provided by special service area property taxes.

Special Service Area #3 Fund Expenditures



2006 - 2011: Actual Expenditures

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail By Fund  
 Fiscal Year Ending April 30, 2013

Fund 013 - Special Service Area #3 Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.90-00	Prop Taxes-SSA #3/SSA #4	\$ 36,698	\$ 45,273	\$ 17,725	\$ 17,725	\$ 20,400
Total Taxes		<u>36,698</u>	<u>45,273</u>	<u>17,725</u>	<u>17,725</u>	<u>20,400</u>
361.00-00	Interest on Investments	46	80	61	45	25
Total Investment Income		<u>46</u>	<u>80</u>	<u>61</u>	<u>45</u>	<u>25</u>
399.00-00	Reappropriation	-	-	5,389	3,230	-
Total Other		<u>-</u>	<u>-</u>	<u>5,389</u>	<u>3,230</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 36,744</u>	<u>\$ 45,353</u>	<u>\$ 23,175</u>	<u>\$ 21,000</u>	<u>\$ 20,425</u>

**Expenditures and Other Financing Uses**

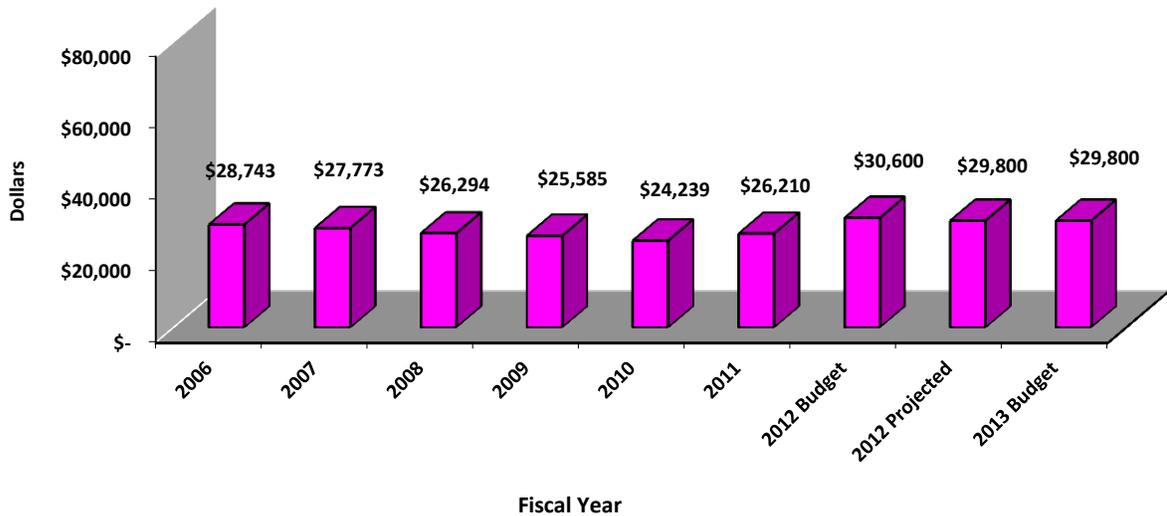
3-51	Equipment Rentals	\$ 16,172	\$ 16,384	\$ 23,175	\$ 21,000	\$ 20,400
Total Contractual Services		<u>16,172</u>	<u>16,384</u>	<u>23,175</u>	<u>21,000</u>	<u>20,400</u>
Total Operating Expenditures		<u>16,172</u>	<u>16,384</u>	<u>23,175</u>	<u>21,000</u>	<u>20,400</u>
Total Expenditures and Other Financing Uses		<u>\$ 16,172</u>	<u>\$ 16,384</u>	<u>\$ 23,175</u>	<u>\$ 21,000</u>	<u>\$ 20,400</u>

# SPECIAL SERVICE AREA #4 FUND

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The Special Service Area #4 Fund accounts for the financing of public improvements, and 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 #4 Fund Expenditures



2006 - 2011: Actual Expenditures

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail By Fund  
 Fiscal Year Ending April 30, 2013

Fund 014 - Special Service Area #4 Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.90-00	Prop Taxes-SSA #3/SSA #4	\$ 53,686	\$ 19,084	\$ 22,579	\$ 22,579	\$ 29,800
Total Taxes		<u>53,686</u>	<u>19,084</u>	<u>22,579</u>	<u>22,579</u>	<u>29,800</u>
361.00-00	Interest on Investments	56	74	55	40	45
Total Investment Income		<u>56</u>	<u>74</u>	<u>55</u>	<u>40</u>	<u>45</u>
399.00-00	Reappropriation	-	-	7,966	-	-
Total Other		<u>-</u>	<u>-</u>	<u>7,966</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 53,742</u>	<u>\$ 19,158</u>	<u>\$ 30,600</u>	<u>\$ 22,619</u>	<u>\$ 29,845</u>

**Expenditures and Other Financing Uses**

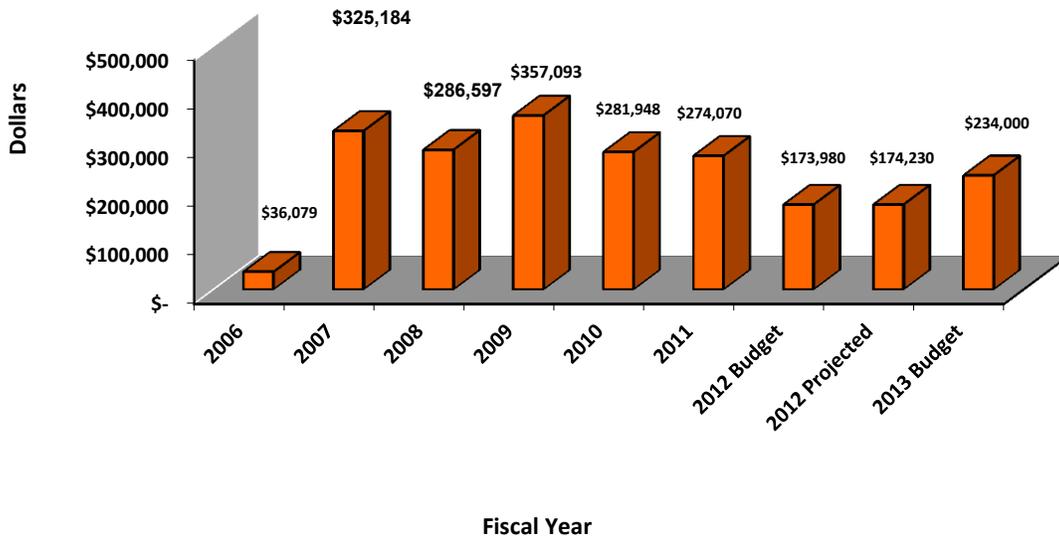
3-51	Equipment Rentals	\$ 23,900	\$ 26,210	\$ 30,600	\$ 29,800	\$ 29,800
Total Contractual Services		<u>23,900</u>	<u>26,210</u>	<u>30,600</u>	<u>29,800</u>	<u>29,800</u>
Total Operating Expenditures		<u>23,900</u>	<u>26,210</u>	<u>30,600</u>	<u>29,800</u>	<u>29,800</u>
12-01	Transfer to General	339	-	-	-	-
Total Interfund Transfers		<u>339</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 24,239</u>	<u>\$ 26,210</u>	<u>\$ 30,600</u>	<u>\$ 29,800</u>	<u>\$ 29,800</u>

# SPECIAL SERVICE AREA #5 FUND

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The Special Service Area #5 Fund accounts for the financing of street improvements, and scavenger and snow removal services, for the Tanglewood multifamily housing units. Resources are provided by special service area property taxes.

Special Service Area #5 Fund Expenditures



2006 - 2011: Actual Expenditures

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail By Fund  
 Fiscal Year Ending April 30, 2013

Fund 035 - Special Service Area #5

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.90-00	Property Taxes	\$ 329,153	\$ 329,113	\$ 173,980	\$ 173,980	\$ 367,429
Total Taxes		<u>329,153</u>	<u>329,113</u>	<u>173,980</u>	<u>173,980</u>	<u>367,429</u>
361.00-00	Interest on Investments	223	383	406	289	281
Total Investment Income		<u>223</u>	<u>383</u>	<u>406</u>	<u>289</u>	<u>281</u>
380.09-00	Reimb Exp - Miscellaneous	30,645	32,253	-	-	-
Total Miscellaneous		<u>30,645</u>	<u>32,253</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 360,021</u>	<u>\$ 361,749</u>	<u>\$ 174,386</u>	<u>\$ 174,269</u>	<u>\$ 367,710</u>

**Expenditures and Other Financing Uses**

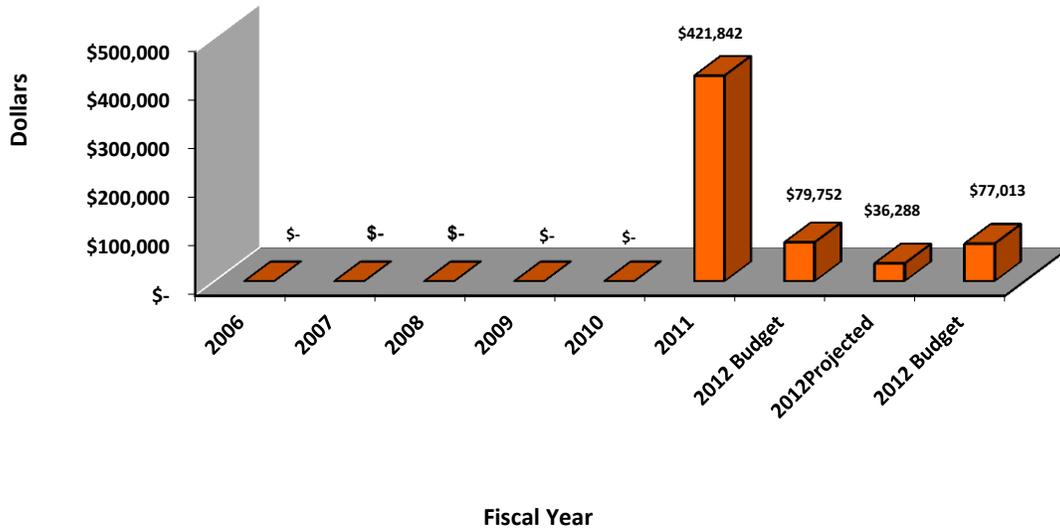
3-51	Equipment Rentals	\$ 92,837	\$ 84,749	\$ 105,014	\$ 105,014	\$ 84,000
3-62	Legal Services	-	-	-	250	-
Total Contractual Services		<u>92,837</u>	<u>84,749</u>	<u>105,014</u>	<u>105,264</u>	<u>84,000</u>
Total Operating Expenditures		<u>92,837</u>	<u>84,749</u>	<u>105,014</u>	<u>105,264</u>	<u>84,000</u>
13-22	Improvements other than Buildings	189,111	189,321	68,966	68,966	150,000
Total Capital Outlay		<u>189,111</u>	<u>189,321</u>	<u>68,966</u>	<u>68,966</u>	<u>150,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 281,948</u>	<u>\$ 274,070</u>	<u>\$ 173,980</u>	<u>\$ 174,230</u>	<u>\$ 234,000</u>

# SPECIAL SERVICE AREA #6 FUND

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The Special Service Area #6 Fund accounts for the financing of street improvements and scavenger service, for the Hanover Square multifamily housing units. Initial recourses were provided as an advance from the General Fund. Resources are provided by special service area property taxes.

Special Service Area #6 Fund Expenditures



2006 - 2011: Actual Expenditures

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail By Fund  
 Fiscal Year Ending April 30, 2013

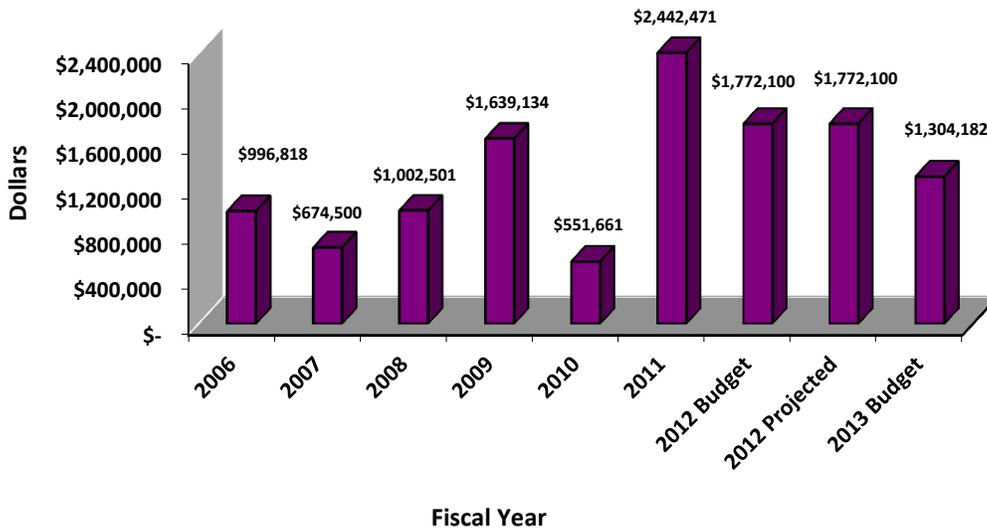
Fund 016 - Special Service Area #6 Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.90-00	Property Taxes	\$ -	\$ -	\$ 79,752	\$ 79,752	\$ 77,013
Total Taxes		<u>-</u>	<u>-</u>	<u>79,752</u>	<u>79,752</u>	<u>77,013</u>
361.00-00	Interest on Investments	-	8	10	10	25
362.00-00	Net Change in Fair Value	-	28	30	-	-
Total Investment Income		<u>-</u>	<u>36</u>	<u>40</u>	<u>10</u>	<u>25</u>
Total Revenues and Other Financing Sources		<u>\$ -</u>	<u>\$ 36</u>	<u>\$ 79,792</u>	<u>\$ 79,762</u>	<u>\$ 77,038</u>
<b>Expenditures and Other Financing Uses</b>						
3-61	Consulting Services	\$ -	\$ -	\$ 36,288	\$ 36,288	\$ 37,000
Total Contractual Services		<u>-</u>	<u>-</u>	<u>36,288</u>	<u>36,288</u>	<u>37,000</u>
12-01	Transfer to General	-	-	43,464	-	40,013
Total Interfund Transfers		<u>-</u>	<u>-</u>	<u>43,464</u>	<u>-</u>	<u>40,013</u>
13-22	Impr Other Than Buildings	-	421,842	-	-	-
Total Capital Outlay		<u>-</u>	<u>421,842</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ -</u>	<u>\$ 421,842</u>	<u>\$ 79,752</u>	<u>\$ 36,288</u>	<u>\$ 77,013</u>

# GENERAL CAPITAL PROJECTS FUND

The General Capital Projects Fund accounts for the purchase of land, office equipment, furniture and other equipment, and for various capital improvements. Resources are provided by transfers from other funds.

General Capital Projects Fund Expenditures



2006 - 2011: Actual Expenditures

The General Capital Projects Fund was established in Fiscal Year 2003 to account for miscellaneous capital expenditures including land acquisition, furniture replacement and other equipment and improvements. During FY 2013, Capital requests were funded with transfers from the General Fund and the Water & Sewer Fund.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary By Account  
 Fiscal Year Ending April 30, 2013

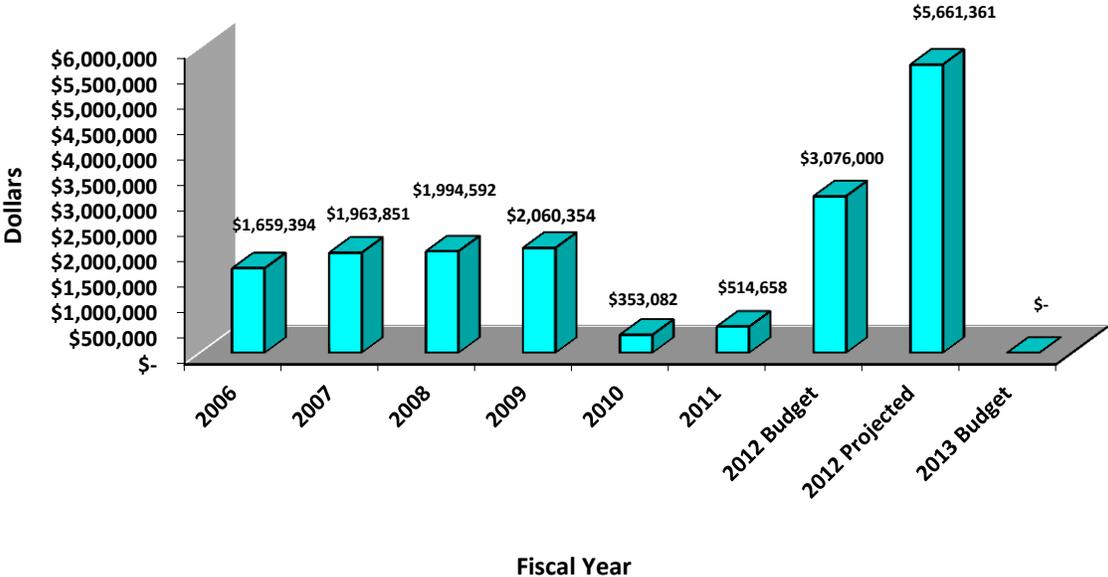
Fund 031- General Capital Projects

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
361.00-00	Interest on Investments	\$ 23,741	\$ 6,295	\$ 8,416	\$ 6,000	\$ 6,000
362.00-00	Net Change in Fair Value	1,675	4,745	9,620	-	-
Total Investment Income		<u>25,416</u>	<u>11,040</u>	<u>18,036</u>	<u>6,000</u>	<u>6,000</u>
364.00-00	Rental Income	90,000	-	-	-	-
380.09-00	Reimb Expenditures - Misc	16,500	28,500	43,434	65,000	7,500
380.18-00	FEMA Grant	31,500	-	-	-	-
389.03-00	Miscellaneous Revenue	-	30,768	-	700	-
Total Miscellaneous Revenue		<u>138,000</u>	<u>59,268</u>	<u>43,434</u>	<u>65,700</u>	<u>7,500</u>
391.01-00	General Fund	502,634	637,154	857,630	1,349,106	978,432
391.50-00	Water/Sewer Fund	11,274	163,219	663,000	194,410	573,750
Total Interfund Transfers		<u>513,908</u>	<u>800,373</u>	<u>1,520,630</u>	<u>1,543,516</u>	<u>1,552,182</u>
399.00-00	Reappropriation	-	-	-	-	-
Total Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 677,324</u>	<u>\$ 870,681</u>	<u>\$ 1,582,100</u>	<u>\$ 1,615,216</u>	<u>\$ 1,565,682</u>
<b>Expenditures and Other Financing Uses</b>						
3-16	Property Taxes	\$ 26,673	\$ 100	\$ -	\$ -	\$ -
Total Contractual Services		<u>26,673</u>	<u>100</u>	<u>-</u>	<u>-</u>	<u>-</u>
12-39	Transfer to Municipal Building	-	900,000	-	-	-
Total Interfund Transfers		<u>-</u>	<u>900,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
13-11	Land	-	-	190,000	190,000	-
13-21	Buildings	56,532	117,210	105,000	105,000	190,000
13-22	Impr Other Than Buildings	292,048	811,476	324,200	324,200	327,000
13-31	Office Equipment	105,382	485,650	777,635	777,635	625,700
13-32	Office Furniture & Fixtures	23,545	-	-	-	-
13-43	Other Equipment	47,481	128,035	375,265	375,265	161,482
Total Capital Outlay		<u>524,988</u>	<u>1,542,371</u>	<u>1,772,100</u>	<u>1,772,100</u>	<u>1,304,182</u>
Total Expenditures and Other Financing Uses		<u>\$ 551,661</u>	<u>\$ 2,442,471</u>	<u>\$ 1,772,100</u>	<u>\$ 1,772,100</u>	<u>\$ 1,304,182</u>

# TAX INCREMENT FINANCE DISTRICT #2 FUND

The Tax Increment Finance (TIF) District #2 Fund accounts for the financing of improvements in the TIF redevelopment district located at the northwest corner of Barrington and Irving Park Roads. Prior to Fiscal Year 2010, all TIF #2 activity was recorded in the TIF Debt Service Fund. In Fiscal Year 2010 all moneys were transferred and TIF #2 Fund was created. Expenses below reflect the combined expenses related to TIF #2. Funding was provided by revenues from incremental property taxes from the TIF district and will be used for public improvements within the district. TIF # 2 closed on December 31, 2011.

TIF District #2 Fund Expenditures



2006 - 2011: Actual Expenditures

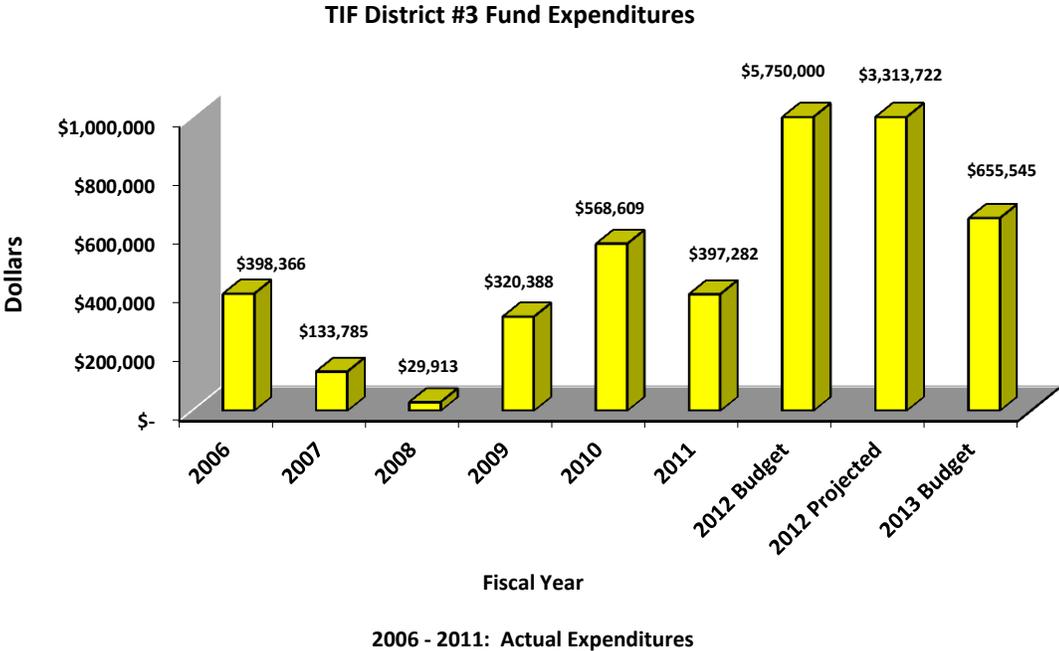
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary By Account  
 Fiscal Year Ending April 30, 2013

Fund 032- TIF #2 Capital Projects

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.01-00	Property Taxes	\$ -	\$ 1,859,095	\$ 650,000	\$ 855,000	\$ -
Total Taxes		-	1,859,095	650,000	855,000	-
361.00-00	Interest on Investments	784	5,331	3,454	5,350	-
362.00-00	Net Change in Fair Value	524	15,196	-	5,183	-
Total Investment Income		1,308	20,527	3,454	10,533	-
391.43-00	TIF #2 Debt Service	2,000,000	1,310,369	-	-	-
391.44-00	SSA D/S Fund	-	12,962	-	-	-
Total Interfund Transfers		2,000,000	1,323,331	-	-	-
399.00-00	Reappropriation	-	-	2,422,546	-	-
Total Other		-	-	2,422,546	-	-
Total Revenues and Other Financing Sources		\$ 2,001,308	\$ 3,202,953	\$ 3,076,000	\$ 865,533	\$ -
<b>Expenditures and Other Financing Uses</b>						
1-11	Salaries	\$ -	\$ -	\$ -	\$ 28,441	\$ -
1-21	Overtime Compensation	31,850	70,559	60,000	170,000	-
1-41	State Retirement	-	-	-	3,269	-
1-42	Social Security	3,340	5,649	4,590	16,182	-
1-44	Employee Insurance	-	-	-	6,668	-
Total Personal Services		35,190	76,208	64,590	224,560	-
3-61	Consulting Services	775	5,946	250,000	196,303	-
3-62	Legal Services	-	-	50,000	23,715	-
3-64	Engineering Services	72,890	-	-	-	-
3-99	Miscellaneous	-	-	-	3,867,544	-
Total Contractual Services		73,665	5,946	300,000	4,087,562	-
13-11	Land	-	4,000	400,000	400,000	-
13-22	Impr Other Than Buildings	25,754	428,504	2,221,410	847,134	-
13-72	Water Mains	218,473	-	90,000	102,105	-
Total Capital Outlay		244,227	432,504	2,711,410	1,349,239	-
Total Expenditures and Other Financing Uses		\$ 353,082	\$ 514,658	\$ 3,076,000	\$ 5,661,361	\$ -

# TAX INCREMENT FINANCE DISTRICT #3 FUND

The Tax Increment Finance (TIF) District #3 Fund accounts for the financing of improvements in the Village Center TIF redevelopment district located at Barrington Road and Lake Street. Revenues include incremental property taxes from the TIF district.



Consulting services, engineering, redevelopment agreement payments, and capital purchases and improvements in the TIF #3 project areas have been budgeted in Fiscal Year 2013.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail By Fund  
 Fiscal Year Ending April 30, 2013

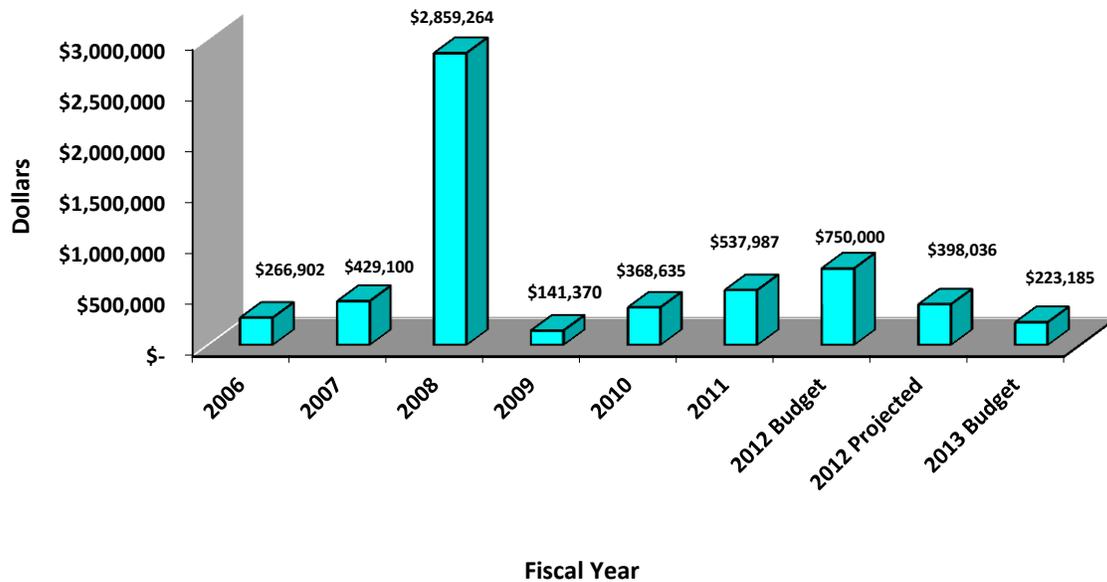
Fund 033 - Tax Increment Financing #3 Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.01-00	Property Taxes	\$ 919,948	\$ 720,764	\$ 933,879	\$ 697,639	\$ 677,500
Total Taxes		<u>919,948</u>	<u>720,764</u>	<u>933,879</u>	<u>697,639</u>	<u>677,500</u>
361.00-00	Interest on Investments	15,325	5,637	3,556	2,815	750
362.00-00	Net Change in Fair Value	2,865	7,342	5,704	2,406	-
Total Investment Income		<u>18,190</u>	<u>12,979</u>	<u>9,260</u>	<u>5,221</u>	<u>750</u>
399.00-00	Reappropriation	-	-	2,006,861	-	-
Total Other		<u>-</u>	<u>-</u>	<u>2,006,861</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 938,138</u>	<u>\$ 733,743</u>	<u>\$ 2,950,000</u>	<u>\$ 702,860</u>	<u>\$ 678,250</u>
<b>Expenditures and Other Financing Uses</b>						
1-11	Salaries	\$ -	\$ -	\$ -	\$ 26,106	\$ 26,106
1-21	Overtime Compensation	-	36,962	50,000	5,000	-
1-41	State Retirement	-	-	-	4,386	7,362
1-42	Social Security	-	3,053	-	2,380	3,994
1-44	Employee Insurance	-	-	-	6,415	13,083
Total Personal Services		<u>-</u>	<u>40,015</u>	<u>50,000</u>	<u>44,287</u>	<u>50,545</u>
3-61	Consulting Services	2,725	11,077	350,000	350,000	185,000
3-62	Legal Services	33,784	6,055	50,000	15,000	15,000
3-64	Engineering Services	-	-	-	-	50,000
3-79	TIF Redevelopment Agreements	32,100	50,367	-	104,435	55,000
Total Contractual Services		<u>68,609</u>	<u>67,499</u>	<u>400,000</u>	<u>469,435</u>	<u>305,000</u>
Total Operating Expenditures		<u>68,609</u>	<u>107,514</u>	<u>450,000</u>	<u>513,722</u>	<u>355,545</u>
12-01	Transfer to General	500,000	269,316	-	273,615	-
Total Interfund Transfers		<u>500,000</u>	<u>269,316</u>	<u>-</u>	<u>273,615</u>	<u>-</u>
13-11	Land	-	-	500,000	-	300,000
13-22	Impr Other Than Buildings	-	20,452	4,800,000	2,800,000	-
Total Capital Outlay		<u>-</u>	<u>20,452</u>	<u>5,300,000</u>	<u>2,800,000</u>	<u>300,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 568,609</u>	<u>\$ 397,282</u>	<u>\$ 5,750,000</u>	<u>\$ 3,587,337</u>	<u>\$ 655,545</u>

## 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. Initial funding was provided by transfers from the General Fund. Revenues include incremental property taxes from the TIF district and developer reimbursements.

TIF District #4 Fund Expenditures



2006 - 2011: Actual Expenditures

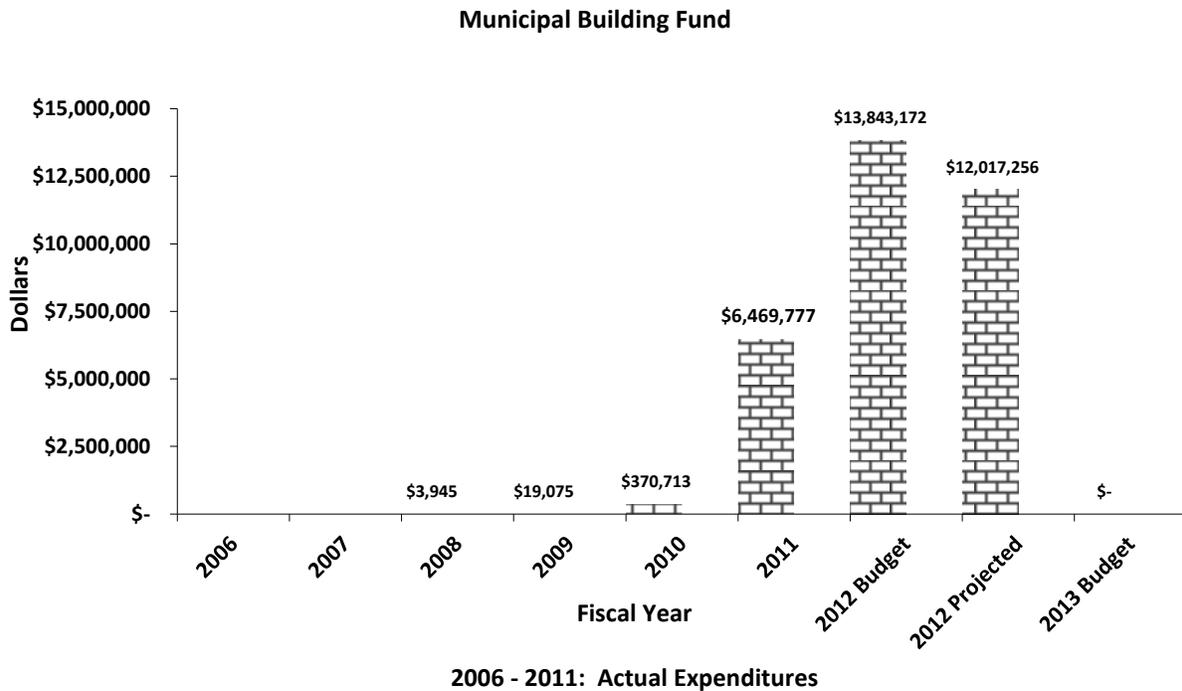
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail By Fund  
 Fiscal Year Ending April 30, 2013

Fund 037 - Tax Increment Financing District #4

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
311.01-00	Property Taxes	\$ 330,012	\$ 243,159	\$ 355,600	\$ 238,296	\$ 228,569
Total Taxes		<u>330,012</u>	<u>243,159</u>	<u>355,600</u>	<u>238,296</u>	<u>228,569</u>
361.00-00	Interest on Investments	173	300	102	100	100
362.00-00	Net Change in Fair Value	32	579	-	-	-
Total Investment Income		<u>205</u>	<u>879</u>	<u>102</u>	<u>100</u>	<u>100</u>
380.09.-00	Reimbursed Exp-Miscellaneous	-	-	-	119,148	114,285
Total Miscellaneous		<u>-</u>	<u>-</u>	<u>-</u>	<u>119,148</u>	<u>114,285</u>
399.00-00	Reappropriation	-	-	394,298	-	-
Total Other		<u>-</u>	<u>-</u>	<u>394,298</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 330,217</u>	<u>\$ 244,038</u>	<u>\$ 750,000</u>	<u>\$ 357,544</u>	<u>\$ 342,954</u>
<b>Expenditures and Other Financing Uses</b>						
3-61	Consulting Services	\$ 3,500	\$ 8,506	\$ 250,000	\$ 100,000	\$ 1,000
3-62	Legal Services	129	5,122	50,000	5,000	-
3-79	Redevelopment Agreements	165,006	61,560	-	119,148	114,285
Total Contractual Services		<u>168,635</u>	<u>75,188</u>	<u>300,000</u>	<u>224,148</u>	<u>115,285</u>
Total Operating Expenditures		<u>168,635</u>	<u>75,188</u>	<u>300,000</u>	<u>224,148</u>	<u>115,285</u>
12-01	Transfer to General	200,000	200,000	-	173,388	107,900
Total Interfund Transfers		<u>200,000</u>	<u>200,000</u>	<u>-</u>	<u>173,388</u>	<u>107,900</u>
13-11	Land	-	262,799	400,000	500	-
13-22	Improvements other than Buildings	-	-	50,000	-	-
Total Capital Outlay		<u>-</u>	<u>262,799</u>	<u>450,000</u>	<u>500</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 368,635</u>	<u>\$ 537,987</u>	<u>\$ 750,000</u>	<u>\$ 398,036</u>	<u>\$ 223,185</u>

# MUNICIPAL BUILDING FUND

The Municipal Building Fund is used to accumulate resources for the Police building construction project. Initial funding was provided by transfers from the General Fund. Remaining funding was provided by the issuance of the 2010 and 2010A Bonds and an additional transfer from the General Fund.



The construction of the new Police Station began FY 2011 and was completed in FY 2012. The Police Department started moving into the building at the end of February, 2012. All budgeted Expenditures are to be used to complete the new Police Station.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail By Fund  
 Fiscal Year Ending April 30, 2013

Fund 039 - Municipal Building Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
361.00-00	Interest on Investments	\$ 12,102	\$ 19,159	\$ 25,400	\$ 8,000	\$ -
362.00-00	Net Change in Fair Value	2,907	3,849	-	-	-
<b>Total Investment Income</b>		<b>15,009</b>	<b>23,008</b>	<b>25,400</b>	<b>8,000</b>	<b>-</b>
380.06-00	Reimb Exp - Police Programs	-	-	-	150,000	-
391.01-00	Transfer from General Fund	600,000	-	1,109,213	1,109,213	-
391.31-00	Transfer from Capital Projects	-	900,000	-	-	-
393.95-00	GO Bonds	10,000,000	5,000,000	-	-	-
399.00-00	Reappropriation	-	-	13,843,172	-	-
<b>Total Other Financing Sources</b>		<b>10,600,000</b>	<b>5,900,000</b>	<b>14,952,385</b>	<b>1,259,213</b>	<b>-</b>
<b>Total Revenues and Other Financing Sources</b>		<b>\$ 10,615,009</b>	<b>\$ 5,923,008</b>	<b>\$ 14,977,785</b>	<b>\$ 1,267,213</b>	<b>\$ -</b>

**Expenditures and Other Financing Uses**

3-61	Consulting Services	\$ 100,719	\$ 2,030	\$ -	\$ -	\$ -
<b>Total Contractual Services</b>		<b>100,719</b>	<b>2,030</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>100,719</b>	<b>2,030</b>	<b>-</b>	<b>-</b>	<b>-</b>
13-21	Building Improvements	189,994	6,427,747	13,843,172	12,017,256	-
<b>Total Capital Outlay</b>		<b>189,994</b>	<b>6,427,747</b>	<b>13,843,172</b>	<b>12,017,256</b>	<b>-</b>
14-01	Bond Discount	80,000	40,000	-	-	-
<b>Total Expenditures and Other Financing Uses</b>		<b>\$ 370,713</b>	<b>\$ 6,469,777</b>	<b>\$ 13,843,172</b>	<b>\$ 12,017,256</b>	<b>\$ -</b>

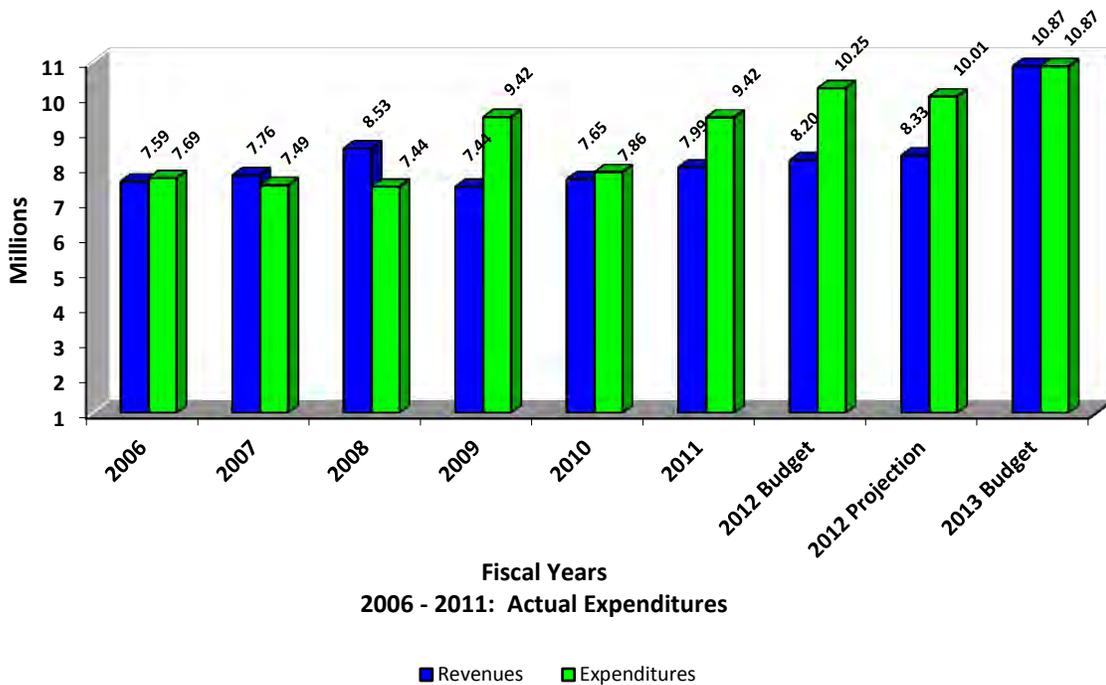
# WATER AND SEWER FUND

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

## Cost Control Centers

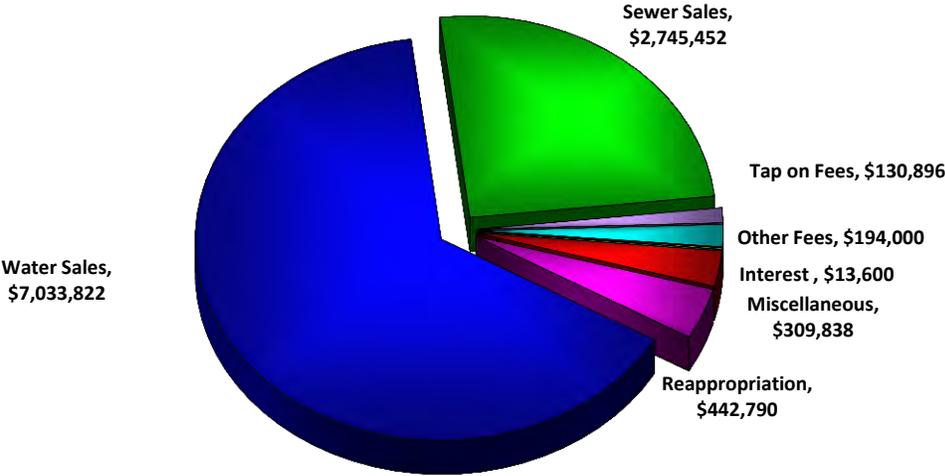
Administration	5010
Water Treatment	5020
Water Maintenance	5030
Water Meter Operations	5040
Sewage Treatment	5050
Sewer Maintenance	5060
Depreciation and Debt Service	5070

Water and Sewer Fund Revenues and Expenditures



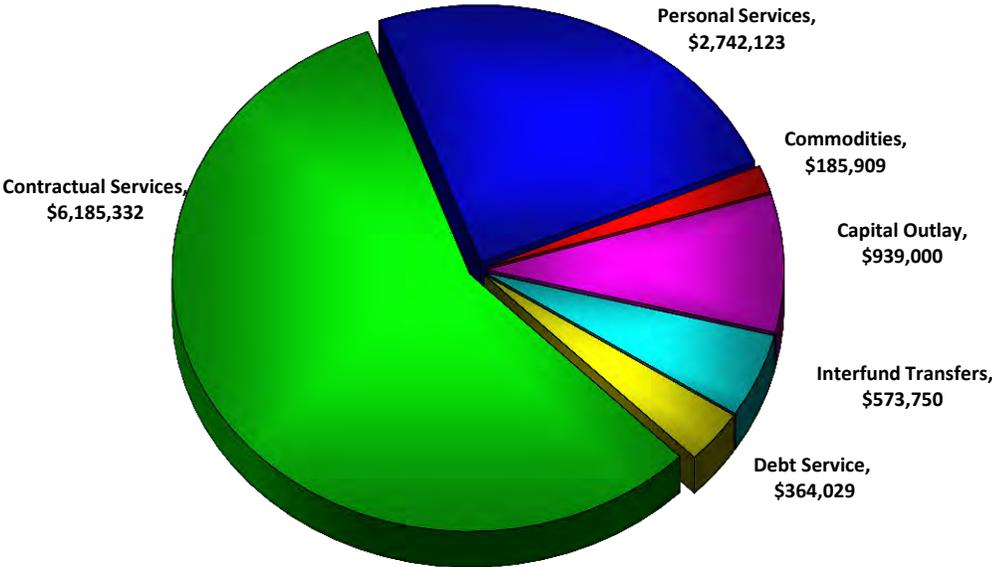
# WATER AND SEWER FUND

Revenues by Category



Water and sewer sales account for 90.0% of the revenues in the Water and Sewer Fund.

Expenditures by Category



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  
Budget Summary by Account  
Fiscal Year Ending April 30, 2013

Fund 050 - Water and Sewer Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
321.07-00	Penalties on Licenses	\$ 1,234	\$ 1,843	\$ 1,193	\$ 1,843	\$ 1,800
321.10-00	Wastewater Discharge	6,000	3,000	-	3,900	3,000
<b>Total Licenses and Permits</b>		<b>7,234</b>	<b>4,843</b>	<b>1,193</b>	<b>5,743</b>	<b>4,800</b>
344.01-00	Water Sales-Cook Cty	2,218,577	2,414,500	2,500,566	2,558,584	3,493,397
344.02-00	Water Sales-DuPage Cty	2,258,882	2,382,427	2,474,146	2,524,598	3,540,425
345.01-00	Sewer Sales-Cook Cty	712,396	751,844	739,915	785,826	809,959
345.02-00	Sewer Sales-DuPage Cty	1,740,121	1,795,201	1,793,132	1,877,825	1,935,493
346.00-00	Water Penalties	169,633	181,500	186,671	195,790	190,400
347.01-00	Water Tap-On Fees-Cook	51,411	38,753	46,626	48,000	56,666
347.02-00	Water Tap-On Fees-DuPage	-	-	-	4,497	9,444
348.01-00	Sewer Tap-On Fees-Cook	51,041	37,978	45,693	48,000	55,532
348.02-00	Sewer Tap-On Fees-DuPage	-	-	-	2,203	9,254
349.01-00	Water Meters-Cook Cty	6,589	6,024	7,303	6,294	6,169
349.02-00	Water Meters-DuPage Cty	1,791	258	26	1,400	969
<b>Total Charges for Services</b>		<b>7,210,441</b>	<b>7,608,485</b>	<b>7,794,078</b>	<b>8,053,017</b>	<b>10,107,708</b>
361.00-00	Interest on Investments	41,321	12,039	21,266	13,000	13,000
362.00-00	Net Change in Fair Value	-	1,829	7,589	600	600
368.00-00	Declared IPBC Dividend	21,768	6,687	-	-	-
<b>Total Investment Income</b>		<b>63,089</b>	<b>20,555</b>	<b>28,855</b>	<b>13,600</b>	<b>13,600</b>
380.04-00	Reimb Exp-Property Damage	3,173	6,626	8,578	4,000	4,000
380.09-00	Reimb Exp-Miscellaneous	8,077	3,094	4,715	2,500	2,500
389.03-00	Miscellaneous Income	26,154	24,205	21,378	25,000	22,000
389.09-00	Leachate Treatment Rev	332,967	320,853	338,036	227,510	273,000
<b>Total Miscellaneous</b>		<b>370,371</b>	<b>354,778</b>	<b>372,707</b>	<b>259,010</b>	<b>301,500</b>
392.01-00	Gain-Sale of Capital Assets	425	-	-	-	-
399.00-00	Reappropriation	-	-	-	-	442,790
<b>Total Other</b>		<b>425</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>442,790</b>
<b>Total Revenues and Other Financing Sources</b>		<b>\$ 7,651,560</b>	<b>\$ 7,988,661</b>	<b>\$ 8,196,833</b>	<b>\$ 8,331,370</b>	<b>\$ 10,870,398</b>
<b>Expenditures and Other Financing Uses</b>						
1-11	Salaries-Regular	\$ 1,834,411	\$ 1,768,239	\$ 1,848,905	\$ 1,837,903	\$ 1,787,136
1-12	Salaries-Part Time	35,858	27,151	50,538	32,688	43,800
1-21	Overtime Compensation	82,918	109,405	80,626	101,861	94,469
1-27	Language Proficiency	930	-	1,000	1,000	1,000
1-28	On-Call Premium Pay	20,110	22,857	23,102	24,342	24,102
1-41	State Retirement	187,489	204,860	233,572	226,819	269,455
1-42	Social Security	146,864	146,231	154,400	152,044	151,459
1-44	Employee Insurance	390,967	386,173	406,142	430,346	213,841
1-45	Special Pension	7,742	7,879	7,960	7,960	7,410
1-46	Unempl Compensation	4,847	10,817	5,032	5,032	5,108
1-50	OPEB	16,513	36,369	14,102	23,370	24,600
<b>Total Personal Services</b>		<b>2,728,649</b>	<b>2,719,981</b>	<b>2,825,379</b>	<b>2,843,365</b>	<b>2,622,380</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary by Account  
 Fiscal Year Ending April 30, 2013

Fund 050 - Water and Sewer Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures and Other Financing Uses (Continued)</b>						
2-11	Office Supplies	2,541	2,811	3,400	3,225	3,400
2-13	Memberships/ Subscriptions	12,800	12,330	12,230	11,951	12,730
2-14	Books/Publications/Maps	461	415	720	650	720
2-21	Gasoline & Lube	34,957	42,362	46,000	51,256	-
2-26	Bulk Chemicals	10,228	10,341	12,720	11,895	20,850
2-27	Materials & Supplies	93,561	88,687	96,711	107,628	109,201
2-28	Cleaning Supplies	1,335	1,115	2,285	2,271	2,340
2-29	Part & Access-Non Auto	4,969	49	7,100	13,202	7,400
2-31	Uniforms	5,473	5,291	6,500	6,530	3,900
2-33	Safety & Protective Equip	4,561	5,655	9,313	9,630	9,623
2-34	Small Tools	1,975	453	2,450	2,450	2,510
2-36	Photo Supplies	-	8	100	20	100
2-37	Resale Merchandise	3,325	7,845	12,691	5,000	13,135
<b>Total Commodities</b>		<b>176,186</b>	<b>177,362</b>	<b>212,220</b>	<b>225,708</b>	<b>185,909</b>
3-11	Telephone	41,022	35,013	50,530	38,461	36,336
3-12	Postage	35,453	33,640	37,140	37,704	37,850
3-13	Electricity	254,672	249,682	265,869	244,164	249,205
3-14	Natural Gas	9,825	14,507	13,724	12,903	10,520
3-21	Liability Insurance Program	192,608	415,461	327,145	327,145	235,720
3-32	M & R- Office Equipment	-	-	50	-	50
3-33	M & R- Comm Equipment	-	-	310	60	310
3-34	M & R- Buildings	21,281	18,001	27,350	25,100	39,045
3-35	M & R- Streets & Bridges	15,122	9,997	11,000	11,000	13,000
3-36	Maintenance Agreements	48,983	45,291	55,216	48,361	58,821
3-37	M & R- Other Equipment	3,027	5,507	14,260	12,500	15,560
3-41	M & R- Sewage Treat Plant	31,413	69,925	71,000	84,661	74,500
3-42	M & R- Sewer Lines	12,646	12,266	12,000	12,000	22,000
3-43	M & R- Wells	1,020	117,517	127,500	210,000	3,500
3-44	M & R- Water Mains	5,913	17,355	10,500	10,500	12,000
3-45	M & R- Water Tanks	11,270	202,618	10,500	9,300	255,800
3-46	M & R- Water Meters	228	-	2,000	1,000	2,000
3-51	Equipment Rentals	161,993	92,556	148,296	158,046	158,539
3-52	Vehicle Maint & Replace	164,032	367,889	238,000	270,707	274,593
3-61	Consulting Services	3,746	14,811	15,000	15,000	15,000
3-63	Auditing Services	9,706	9,996	10,150	17,000	11,454
3-64	Engineering Services	96,817	107,056	252,000	66,366	304,000
3-65	Medical Examinations	-	-	300	-	300
3-68	Uniform Rental	-	-	-	2,600	2,600
3-69	Testing Services	21,491	26,173	25,299	25,673	22,500
3-70	Binding & Printing	26,600	24,091	24,588	24,588	25,208
3-71	Schools, Conf, Meetings	4,746	1,822	7,150	4,439	7,150
3-72	Transportation	74	111	565	115	590
3-82	JAWA-Fixed Cost	592,341	522,971	552,873	644,532	650,000
3-89	IEPA Discharge Fee	17,500	17,500	17,500	17,500	17,500
3-93	Depreciation	809,219	826,954	805,552	835,000	845,000
3-96	Collection Services	538	460	500	900	900
3-97	JAWA-Operating Costs	2,075,752	2,203,817	2,282,893	2,217,272	2,762,931
3-99	Miscellaneous Expense	18,918	18,193	20,200	20,200	20,850
<b>Total Contractual Services</b>		<b>4,687,956</b>	<b>5,481,180</b>	<b>5,436,960</b>	<b>5,404,797</b>	<b>6,185,332</b>
<b>Total Operating Expenditures</b>		<b>7,592,791</b>	<b>8,378,523</b>	<b>8,474,559</b>	<b>8,473,870</b>	<b>8,993,621</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Summary by Account  
 Fiscal Year Ending April 30, 2013

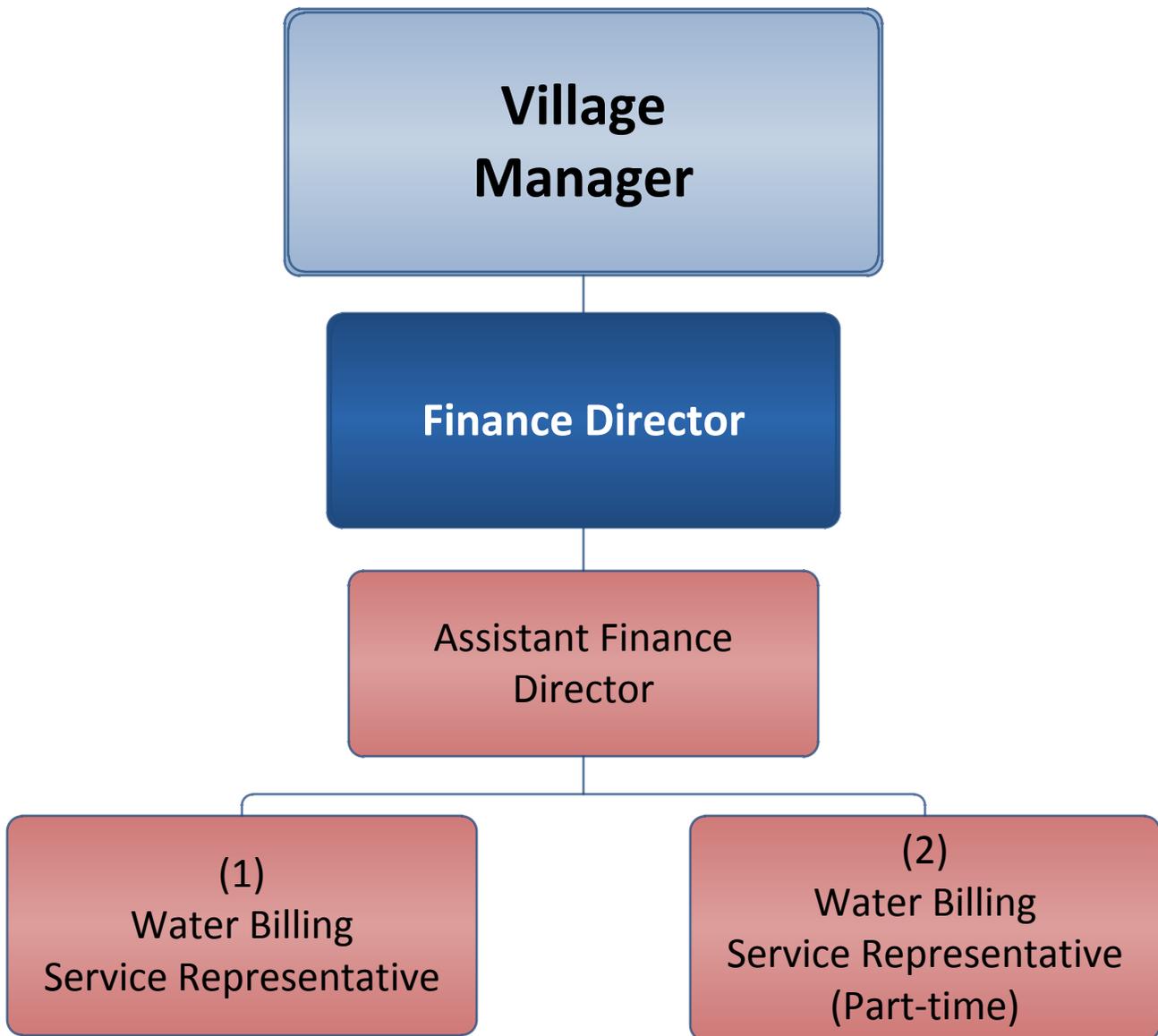
Fund 050 - Water and Sewer Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures and Other Financing Uses (Continued)</b>						
11-18	Principal-IEPA Loan	-	-	305,140	305,140	313,606
11-21	Interest-IEPA Loan	74,024	65,979	58,889	58,888	50,421
<b>Total Debt Service</b>		<b>74,024</b>	<b>65,979</b>	<b>364,029</b>	<b>364,028</b>	<b>364,027</b>
12-31	Transfer to General Capital	11,274	163,219	194,410	194,410	573,750
<b>Total Interfund Transfers</b>		<b>11,274</b>	<b>163,219</b>	<b>194,410</b>	<b>194,410</b>	<b>573,750</b>
13-22	Impr Other Than Buildings	-	-	65,900	57,000	-
13-43	Other Equipment	5,620	227,525	130,000	15,000	98,000
13-61	Sewage Treatment Plant	32,755	185,656	300,000	280,000	120,000
13-62	Sewer Lines	141,924	50,400	160,000	199,572	350,000
13-72	Water Mains	-	343,841	557,500	426,387	371,000
<b>Total Capital Outlay</b>		<b>180,299</b>	<b>807,422</b>	<b>1,213,400</b>	<b>977,959</b>	<b>939,000</b>
<b>Total Other Expenditures</b>		<b>265,597</b>	<b>1,036,620</b>	<b>1,771,839</b>	<b>1,536,397</b>	<b>1,876,777</b>
<b>Total Expenditures and Other Financing Uses</b>		<b>\$ 7,858,388</b>	<b>\$ 9,415,143</b>	<b>\$ 10,246,398</b>	<b>\$ 10,010,267</b>	<b>\$ 10,870,398</b>

VILLAGE OF HANOVER PARK, ILLINOIS  
 Expenditure Budget Summary by Department  
 Fiscal Year Ending April 30, 2013

050 - Water and Sewer Fund

Cost Center	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
5010	Administration	\$ 1,481,075	\$ 1,660,976	\$ 1,654,539	\$ 1,669,144	\$ 1,446,811
5020	Water Treatment	2,589,119	3,056,903	3,155,992	2,996,919	3,636,892
5030	Water Maintenance	442,670	863,200	1,033,526	920,609	823,136
5040	Water Meter Operations	164,619	180,177	202,853	201,034	195,478
5050	Sewage Treatment	1,134,117	1,342,594	1,547,118	1,472,392	1,421,472
5060	Sewer Maintenance	559,930	732,170	735,506	712,199	913,832
5070	Depreciation/Debt Service	1,486,858	1,579,123	1,916,864	2,037,970	2,432,777
<b>Total Water and Sewer Fund</b>		<b>\$ 7,858,388</b>	<b>\$ 9,415,143</b>	<b>\$ 10,246,398</b>	<b>\$ 10,010,267</b>	<b>\$ 10,870,398</b>



# WATER AND SEWER FUND 5010 - ADMINISTRATION

## GOALS

Coordinate the financial activity of the Water and Sewer Fund under the direction of the Village Manager.

## DESCRIPTION OF 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 service on a bimonthly basis, collection of amounts billed and maintenance of customer account records. This department also handles customer inquiries regarding water and sewer accounts.

<b>PERFORMANCE ACTIVITIES AND MEASURES</b>					
<b>Description of Measurement</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Number of Water Bills:					
Original Bills	62,794	62,892	62,511	62,314	62,289
First Late Notice	15,164	16,095	16,950	16,296	17,961
Second Late Notice	6,848	6,134	6,951	7,069	8,128
Turn Offs	1,114	1,248	1,172	966	931
Final Bills	1,357	1,194	1,190	1,285	1,161
Work Orders Requested	6,822	6,781	6,479	6,363	7,116

## 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

### *VII. Support and enhance staff training and service capacity*

1. Review auto pay program instituted in 2010 to ascertain productivity of the program and increase usage. (First Quarter)

*Analysis was done throughout the year, but further attempts to increase usage are waiting for a new software system capable of accepting additional methods of online payments.*

2. Seek additional training opportunities for accounting staff.

*Training of the new part time Water Billing Representatives was completed.*

3. Review and update water billing manuals to increase efficiency.

*Procedures have been started for reviewing the Manual and will be completed in the next Fiscal Year.*

## ADDITIONAL ACCOMPLISHMENTS

1. Reconfigured the Water Billing Representative full time position into 3 part time Water Billing and Village Service representative positions in order to provide greater service to our residents while maintaining costs.

## 2012-2013 OBJECTIVES

### *III. Is fiscally responsible and transparent*

1. Seek additional training opportunities for accounting staff. (First through Fourth Quarters)
2. Cross train employees with the Village Service Representatives. (First & Second Quarter)
3. Continue to investigate the use of an electronic lockbox that would eliminate the large volume of paper checks received when residents pay their water bills from their banks online payment system. (First and Second Quarter)
4. Update and streamline the bankruptcy and foreclosure process for water billing accounts. (Third Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

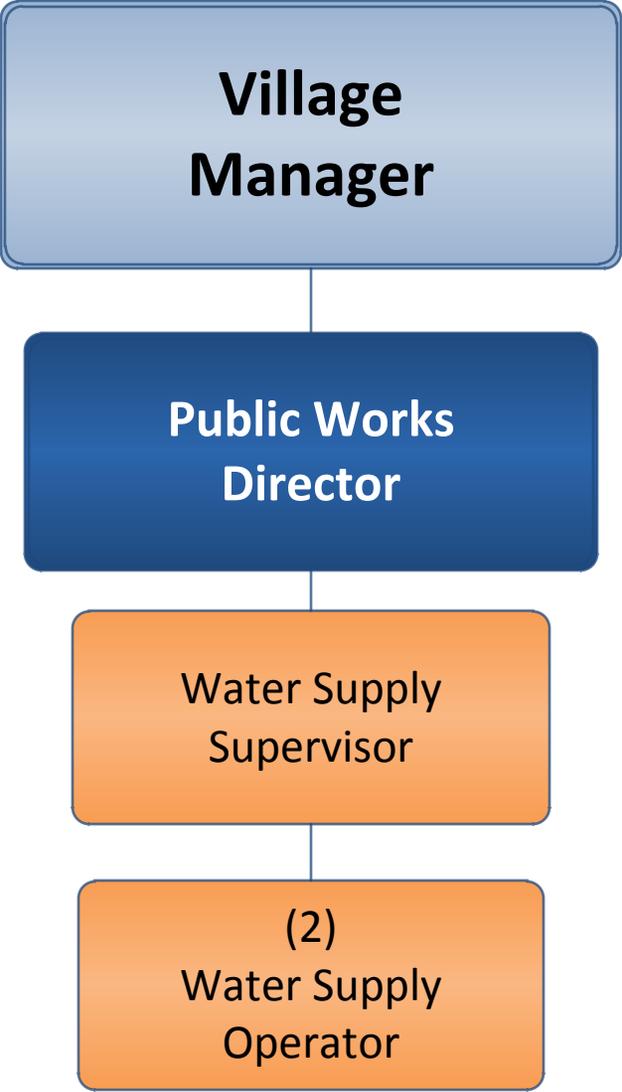
Budget Detail by Department  
Fiscal Year Ending April 30, 2013

Fund 050 - Water and Sewer Fund

Department 5010 - Water & Sewer Administration

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 788,868	\$ 732,792	\$ 775,428	\$ 775,428	\$ 722,020
1-12	Salaries-Part Time	10,322	8,607	18,496	2,494	19,564
1-21	Salaries-Overtime	2,892	5,956	-	13,500	7,000
1-27	Language Proficiency	930	-	1,000	1,000	1,000
1-28	On-Call Premium Pay	38	266	-	650	-
1-41	State Retirement	76,890	78,519	93,483	94,417	103,233
1-42	Social Security	58,246	55,008	62,452	60,544	59,271
1-44	Employee Insurance	167,146	153,913	174,980	174,980	76,107
1-45	Special Pension	7,742	7,879	7,960	7,960	7,410
1-46	Unempl Compensation	4,847	10,817	5,032	5,032	5,108
1-50	OPEB	16,513	36,369	14,102	23,370	24,600
<b>Total Personal Services</b>		<b>1,134,434</b>	<b>1,090,126</b>	<b>1,152,933</b>	<b>1,159,375</b>	<b>1,025,313</b>
2-11	Office Supplies	1,588	1,989	2,025	2,025	2,025
2-13	Memberships/Subscriptions	4,744	4,744	4,530	4,700	5,080
2-14	Books/Publications/Maps	399	415	500	500	500
2-31	Uniforms	92	-	-	-	-
2-99	Miscellaneous Expense	-	-	-	-	-
<b>Total Commodities</b>		<b>6,823</b>	<b>7,148</b>	<b>7,055</b>	<b>7,225</b>	<b>7,605</b>
3-11	Telephone	15,953	10,140	20,396	21,000	21,000
3-12	Postage	33,255	30,853	34,620	34,620	34,710
3-14	Natural Gas	1,002	-	2,700	2,839	-
3-21	Liability Insurance Program	192,608	415,461	327,145	327,145	235,720
3-32	M & R- Office Equipment	-	-	-	-	-
3-36	Maintenance Agreements	33,296	32,046	33,331	33,331	43,182
3-37	M & R- Other Equipment	-	-	-	-	-
3-51	Equipment Rentals	7,919	8,661	8,046	8,046	8,289
3-54	iSeries Computer Pymt	-	-	-	-	-
3-61	Consulting Services	3,746	14,811	15,000	15,000	15,000
3-63	Auditing Services	9,706	9,996	10,150	17,000	11,454
3-70	Printing & Binding	22,501	22,482	21,388	21,388	21,708
3-71	Schools/Conf/Meetings	310	513	1,000	1,000	1,000
3-72	Transportation	66	86	75	75	80
3-96	Collection Services	538	460	500	900	900
3-99	Miscellaneous Expense	18,918	18,193	20,200	20,200	20,850
<b>Total Contractual Services</b>		<b>339,818</b>	<b>563,702</b>	<b>494,551</b>	<b>502,544</b>	<b>413,893</b>
<b>Total Operating Expenditures</b>		<b>1,481,075</b>	<b>1,660,976</b>	<b>1,654,539</b>	<b>1,669,144</b>	<b>1,446,811</b>
13-61	Office Equipment	-	-	-	-	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Other Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Water &amp; Sewer Administration</b>		<b>\$ 1,481,075</b>	<b>\$ 1,660,976</b>	<b>\$ 1,654,539</b>	<b>\$ 1,669,144</b>	<b>\$ 1,446,811</b>

# 5020 – Water Treatment



# WATER AND SEWER FUND

## 5020 - WATER TREATMENT

### GOALS

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 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.

### 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *I. Is a great place to live, work and do business*

1. Implement recommended security measures at water facilities. (Fourth quarter)

*Planning security upgrades at Schick Road Pump Station. Will initiate in FY13.*

2. Complete lead/copper sampling as required every three years. (Fourth quarter)

*Completed in third quarter.*

#### *II. Offers convenience through technology*

3. Upgrade supervisory control monitoring and data acquisition water system. (Fourth quarter)

*Reviewing current system to determine what upgrades will be made.*

*III. Is fiscally responsible and transparent*

4. Continue research on alternate methods of disinfecting the Villages water supply. (Fourth quarter)

*Have determined that our current methods are best at this time.*

5. Rehab the ground storage reservoir at the Schick Road Pump Station. (Third quarter)

*Funds were not approved for this upgrade.*

6. Complete installation of new high efficiency submersible well pump assembly for Well #3 at the Longmeadow Pump Station. (Second quarter)

*Completed fourth quarter.*

**2012 – 2013 OBJECTIVES**

*I. Is a great place to live, work and do business*

1. Implement recommended security measures at water facilities. (Fourth quarter)

*II. Offers convenience through technology*

2. Develop a scope of changes to improve and upgrade the SCADA System. (Third quarter)

*III. Is fiscally responsible and transparent*

3. Rehab the ground storage reservoir south tank at Well #4 Lake Street Pump Station. (Third quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 050 - Water and Sewer Fund

Department 5020 - Water Treatment

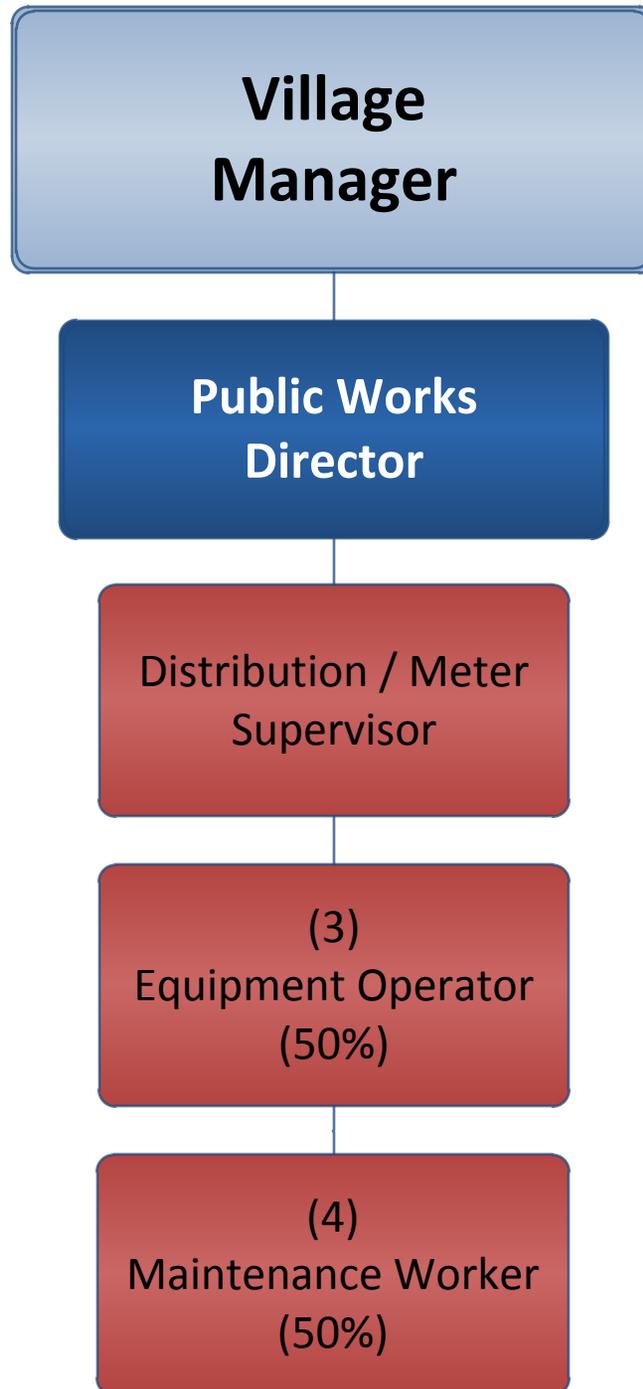
Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 224,742	\$ 219,741	\$ 227,420	\$ 201,838	\$ 230,110
1-21	Salaries-Overtime	4,867	26,360	13,370	21,430	20,570
1-28	On-Call Premium Pay	6,220	6,066	6,462	6,222	6,462
1-41	State Retirement	22,792	28,227	29,034	26,055	36,521
1-42	Social Security	17,852	20,053	18,620	17,470	19,870
1-44	Employee Insurance	34,750	35,166	35,924	39,239	20,457
<b>Total Personal Services</b>		<b>311,223</b>	<b>335,613</b>	<b>330,830</b>	<b>312,254</b>	<b>333,990</b>
2-11	Office Supplies	154	206	325	300	325
2-13	Memberships/Subscriptions	346	369	350	350	350
2-14	Books/Publications/Maps	62	-	150	150	150
2-21	Gasoline & Lube	2,874	3,364	3,700	5,844	-
2-26	Bulk Chemicals	2,408	2,515	2,925	2,100	2,925
2-27	Materials & Supplies	9,108	9,399	14,216	13,000	20,975
2-28	Cleaning Supplies	140	-	265	265	320
2-31	Uniforms	696	340	700	700	700
2-33	Safety & Protective Equip	1,339	2,989	5,025	4,500	5,195
2-34	Small Tools	143	109	150	150	150
2-36	Photo Supplies	-	8	50	-	50
<b>Total Commodities</b>		<b>17,270</b>	<b>19,299</b>	<b>27,856</b>	<b>27,359</b>	<b>31,140</b>
3-11	Telephone	12,397	12,213	14,736	8,646	14,736
3-12	Postage	1,856	1,926	2,140	2,000	2,140
3-13	Electricity	76,874	80,283	75,469	64,501	69,065
3-14	Natural Gas	6,114	11,577	7,509	7,225	7,470
3-32	M & R- Office Equipment	-	-	50	-	50
3-33	M & R- Comm Equipment	-	-	50	-	50
3-34	M & R- Buildings	5,573	1,456	6,750	4,500	21,550
3-36	Maintenance Agreements	15,687	12,035	13,130	13,130	13,439
3-37	M & R- Other Equipment	2,688	3,970	13,210	7,000	14,510
3-43	M & R- Wells	1,020	117,517	127,500	210,000	3,500
3-45	M & R- Water Tanks	11,270	202,618	10,500	9,300	255,800
3-51	Equipment Rentals	-	-	50	-	50
3-52	Vehicle Maint & Replace	7,893	14,941	9,520	10,832	12,071
3-64	Engineering Services	20,728	29,950	20,000	15,000	50,000
3-65	Medical Examinations	-	-	300	-	300
3-69	Testing Services	10,398	7,869	12,799	12,000	9,000

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Department  
 Fiscal Year Ending April 30, 2011

Fund 050 - Water and Sewer Fund

Department 5020 - Water Treatment

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
Expenditures (Continued)						
3-70	Binding & Printing	4,099	1,609	3,200	3,200	3,500
3-71	Schools/Conf/Meetings	2,657	210	1,450	700	1,450
3-72	Transportation	-	-	150	-	150
3-97	JAWA-Operating Costs	2,075,752	2,203,817	2,282,893	2,217,272	2,762,931
Total Contractual Services		2,255,006	2,701,991	2,601,406	2,585,306	3,241,762
Total Operating Expenditures		2,583,499	3,056,903	2,960,092	2,924,919	3,606,892
13-22	Improvements other than Bldgs	-	-	65,900	57,000	-
13-43	Other Equipment	5,620	-	130,000	15,000	30,000
Total Capital Outlay		5,620	-	195,900	72,000	30,000
Total Other Expenditures		5,620	-	195,900	72,000	30,000
Total Water Treatment		\$ 2,589,119	\$ 3,056,903	\$ 3,155,992	\$ 2,996,919	\$ 3,636,892



## WATER AND SEWER FUND 5030 - WATER MAINTENANCE

### GOALS

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 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 1,475 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	2007	2008	2009	2010	2011
Miles of Water Mains	111.83	111.78	112.05	112.35	112.35
Number of Fire Hydrants	1,459	1,464	1,469	1,474	1,475
Number of System Valves	1,521	1,519	1,524	1,529	1,530
B-Box (clean, locate, repair)	263	1,117	427	186	336
Gate/Auxiliary Valves (clean, locate, repair)	42	42	12	20	45
Water Main Breaks	39	49	37	38	51
Water Main Breaks - Possible	22	33	27	45	49
JULIE Locates	3,432	3,438	4,343	2,559	2,118
B-Box - Installation	2	0	5	7	3
Hydrants Flushed	1,455	1,463	1,462	1,474	1,526
Hydrants Painted	88	21	0	0	613
Hydrants Repaired	183	135	217	53	144
Yard Preparation - hours	1,145	562	635	1,248	1,313
Yard Repairs - Square Yards	7,306	7,518	11,000	10,499	8,641

## 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

### *I. Is a great place to live, work and do business*

#### 1. Water main replacement.

Cook County: 320 feet – Bristol Lane (Valve #608 to Valve #610)  
450 feet – Old Mill Lane (Stratford Lane to Churchill Drive)  
600 feet – Glenwood Lane (Valve #1164 to Valve #1204)  
600 feet – Westchester Drive (Valve #1184 to Valve #1192)  
400 feet – Public Works Complex (Complete Loop Connection in front of Public Works)

*Completed in the second quarter.*

#### 2. Sandblast and paint fire hydrants in Cook County.

*Completed in the second quarter.*

## ADDITIONAL ACCOMPLISHMENTS

1. Completed yard restoration for Engineering Department, snow plow damage for Street Department, and after tree removal for Forestry Department.
2. Assisted Forestry Division with brush pickup cycles.
3. Assisted Street Division with snow and ice removal operations.
4. Completed inspection and maintenance of all air pressure relief valves.
5. Continued to repair b-boxes in Cook and DuPage Counties that were found to have an offset or broken column, broken curb stop, etcetera, that require excavation.

## 2012 - 2013 OBJECTIVES

### *I. Is a great place to live, work and do business*

#### 1. Water main replacement. (Second quarter)

DuPage County:

500 Feet	Unit Court	(Valve #2306 to Valve #2326)
350 Feet	Gardner Court	(Valve #2304 to Valve #2328)
450 Feet	Turner Lane	(Valve #2356 to Valve #2558)

#### 2. Sandblast and paint fire hydrants in DuPage County. (Second quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

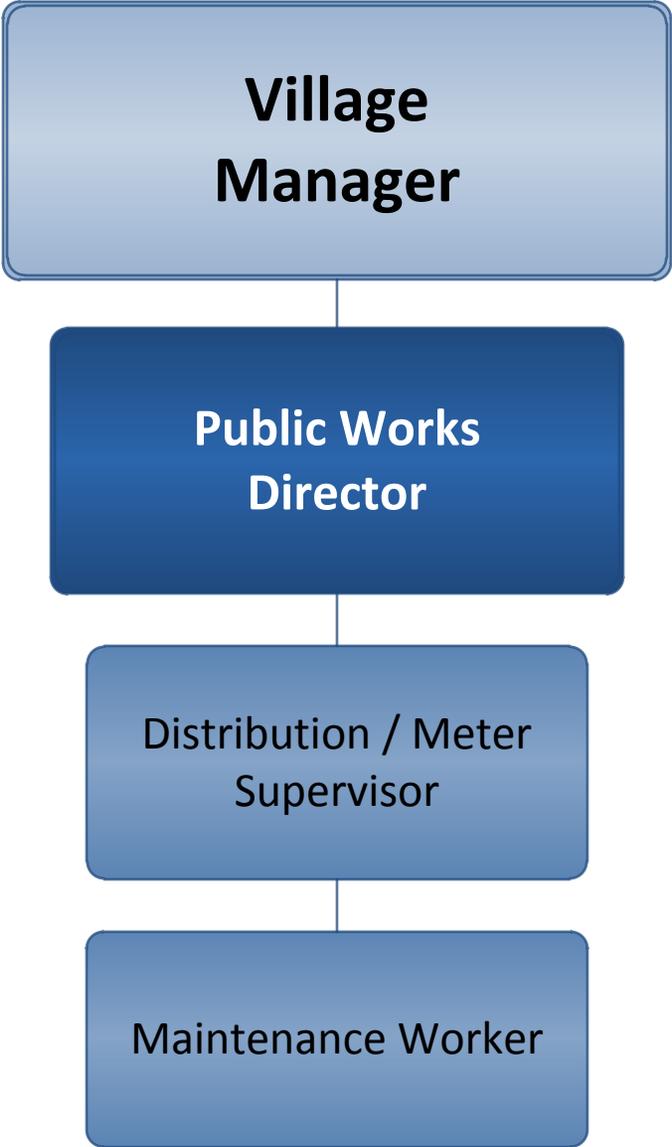
Budget Detail by Department  
Fiscal Year Ending April 30, 2013

Fund 050 - Water and Sewer Fund

Department 5030 - Water Maintenance

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 193,218	\$ 200,032	\$ 203,547	\$ 210,096	\$ 198,574
1-12	Salaries-Part Time	6,650	1,790	8,292	8,622	6,059
1-21	Salaries-Overtime	39,693	34,428	30,000	23,858	30,000
1-28	On-Call Premium Pay	1,177	3,129	1,200	2,500	2,200
1-41	State Retirement	22,949	25,807	28,316	27,067	32,910
1-42	Social Security	18,442	18,474	18,841	18,819	18,366
1-44	Employee Insurance	39,270	43,082	41,350	47,537	24,709
<b>Total Personal Services</b>		<b>321,399</b>	<b>326,742</b>	<b>331,546</b>	<b>338,499</b>	<b>312,818</b>
2-11	Office Supplies	12	-	-	-	-
2-13	Memberships/Subscriptions	549	140	120	120	130
2-21	Gasoline & Lube	8,720	11,874	12,850	12,655	-
2-27	Materials & Supplies	44,745	44,690	37,350	40,000	37,350
2-31	Uniforms	850	289	900	900	900
2-33	Safety & Protective Equip	764	476	950	950	960
2-34	Small Tools	1,594	115	1,800	1,800	1,800
2-36	Photo Supplies	-	-	20	-	20
<b>Total Commodities</b>		<b>57,234</b>	<b>57,584</b>	<b>53,990</b>	<b>56,425</b>	<b>41,160</b>
3-33	M & R- Comm Equipment	-	-	150	-	150
3-35	M & R- Streets & Bridges	7,509	9,997	8,000	8,000	10,000
3-37	M & R- Other Equipment	-	246	400	400	400
3-44	M & R- Water Mains	5,913	17,355	10,500	10,500	12,000
3-51	Equipment Rentals	-	-	200	-	200
3-52	Vehicle Maint & Replace	47,667	103,028	66,640	75,798	70,808
3-69	Testing Services	2,773	4,282	3,500	3,500	3,500
3-71	Schools/Conf/Meetings	175	125	1,100	1,100	1,100
<b>Total Contractual Services</b>		<b>64,037</b>	<b>135,033</b>	<b>90,490</b>	<b>99,298</b>	<b>98,158</b>
<b>Total Operating Expenditures</b>		<b>442,670</b>	<b>519,359</b>	<b>476,026</b>	<b>494,222</b>	<b>452,136</b>
13-72	Water Mains	-	343,841	557,500	426,387	371,000
<b>Total Capital Outlay</b>		<b>-</b>	<b>343,841</b>	<b>557,500</b>	<b>426,387</b>	<b>371,000</b>
<b>Total Other Expenditures</b>		<b>-</b>	<b>343,841</b>	<b>557,500</b>	<b>426,387</b>	<b>371,000</b>
<b>Total Water Maintenance</b>		<b>\$ 442,670</b>	<b>\$ 863,200</b>	<b>\$ 1,033,526</b>	<b>\$ 920,609</b>	<b>\$ 823,136</b>

# 5040 – Water Meter Operations



## WATER AND SEWER FUND 5040 - WATER METER OPERATIONS

### GOALS

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 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><u>PERFORMANCE ACTIVITIES AND MEASURES</u></b>					
<b>Description of Measurement</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Water Meters Read	97,025	68,140	66,798	66,861	69,019
Water Meters Replaced (5/8 x 3/4)	17	29	32	62	58
Water Meter Service Requests	6,050	5,870	6,266	6,139	6,493
Water Turn On/Off	2,817	3,066	2,767	2,419	5,899
Install R900 Radios	58	81	85	144	131
Meter Repair/Cable/Register/Reseal Meter	220	293	305	445	285
Meter Checks - High Water Bill	146	175	150	135	152

Description of Measurement	2007	2008	2009	2010	2011
Meter Leaking	15	33	20	34	18
Meters Tested	149	138	117	45	91
Meters Tested/High Billing	6	1	3	7	1
No Water - Frozen Service/Low Pressure	49	19	23	7	10
Replace Meters - Frozen/Broken Bottom	29	24	62	32	31
Replace Meters - Test/High Bill	5	1	2	3	0
Seal New Meters/Install RF900-New Construction	73	12	11	13	8
Service Status	588	1,149	937	1,008	1,053
Tags – Red	207	71	6	217	20
Tags - Service/Deposit	1,791	1,923	1875	1,732	1,953
Tags - Theft of Service	85	78	64	71	26

## **2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS**

### *II. Offers convenience through technologies*

1. Improve the efficiency of the customer service request process.

*Improvements are completed on an ongoing basis.*

### *III. Is fiscally responsible and transparent*

2. Installation of meters and radios in new construction.

*Ongoing.*

3. Continue improving the efficiency and accuracy of the entire water meter testing process including rebuilding, high bill, etc.

*Ongoing.*

## **2012 - 2013 OBJECTIVES**

### *II. Offers convenience through technologies*

1. Improve the efficiency of the customer service request process. (Fourth quarter)

### *III. Is fiscally responsible and transparent*

2. Installation of meters and radios in new construction. (Fourth quarter)

3. Continue improving the efficiency and accuracy of the entire water meter testing process including rebuilding, high bill, etc. (Fourth quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

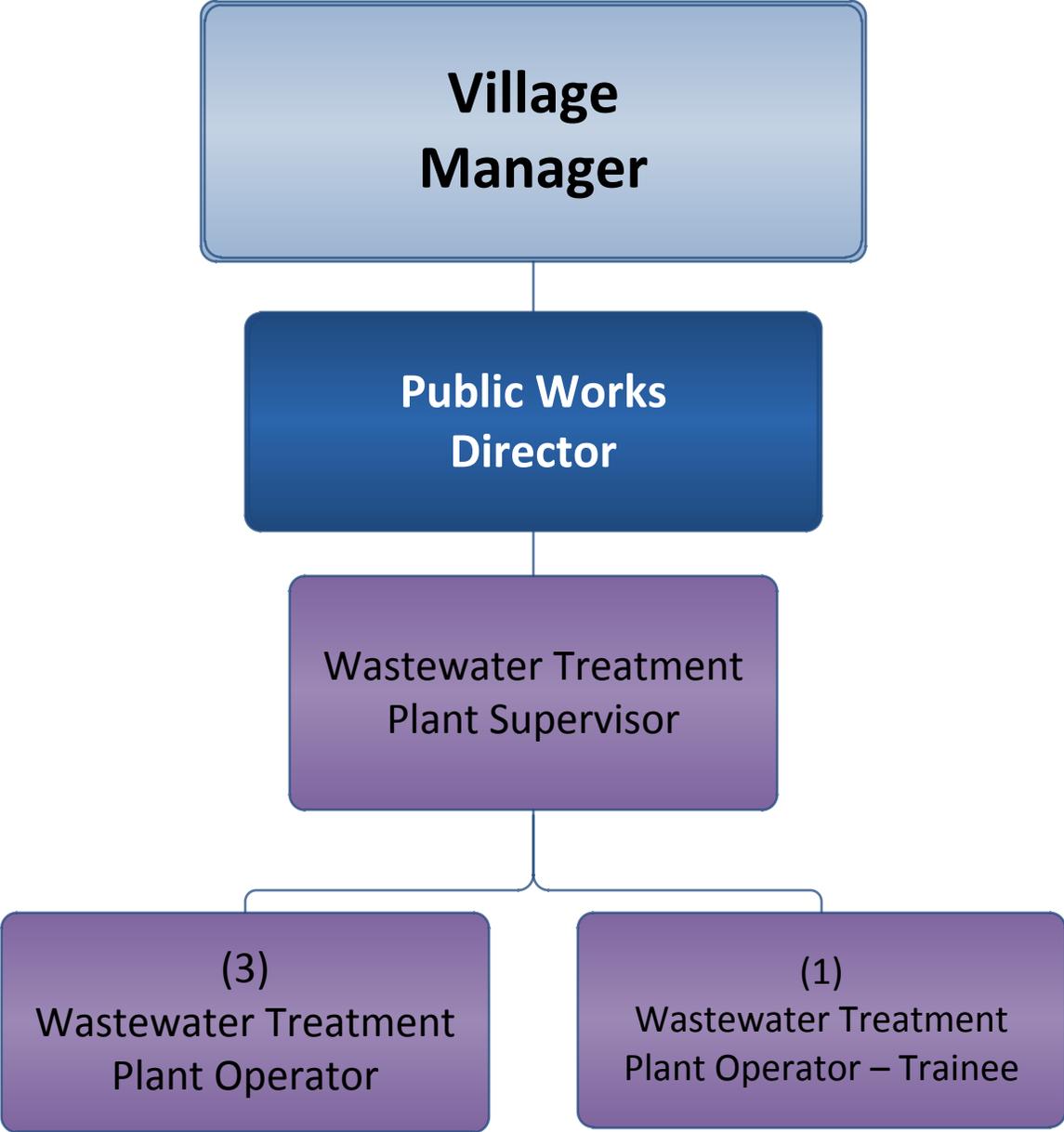
Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 050 - Water and Sewer Fund

Department 5040 - Water Meter Operations

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 93,465	\$ 86,568	\$ 94,125	\$ 103,424	\$ 95,905
1-21	Salaries-Overtime	6,912	6,225	9,000	5,257	9,000
1-28	On-Call Premium Pay	6,139	6,563	7,000	7,000	7,000
1-41	State Retirement	10,172	11,480	13,102	13,215	15,779
1-42	Social Security	7,988	8,187	8,425	8,882	8,561
1-44	Employee Insurance	9,680	9,560	9,940	10,795	5,716
<b>Total Personal Services</b>		<b>134,356</b>	<b>128,583</b>	<b>141,592</b>	<b>148,573</b>	<b>141,961</b>
2-11	Office Supplies	101	234	650	500	650
2-13	Memberships/Subscriptions	349	65	370	350	310
2-21	Gasoline & Lube	6,019	7,030	7,650	10,764	-
2-27	Materials & Supplies	10,758	16,591	16,725	19,000	18,996
2-31	Uniforms	142	552	600	600	600
2-33	Safety & Protective Equip	363	230	450	450	450
2-34	Small Tools	61	164	150	150	150
2-36	Photo Supplies	-	-	20	20	20
2-37	Resale Merchandise	3,325	7,845	12,691	5,000	13,135
<b>Total Commodities</b>		<b>21,118</b>	<b>32,711</b>	<b>39,306</b>	<b>36,834</b>	<b>34,311</b>
3-11	Telephone	516	456	600	600	600
3-12	Postage	28	45	200	150	200
3-36	Maintenance Agreements	-	-	6,855	-	-
3-37	M & R- Other Equipment	-	-	100	100	100
3-46	M & R- Water Meters	228	-	2,000	1,000	2,000
3-52	Vehicle Maint & Replace	8,343	18,292	11,900	13,527	16,006
3-71	Schools/Conf/Meetings	30	90	300	250	300
<b>Total Contractual Services</b>		<b>9,145</b>	<b>18,883</b>	<b>21,955</b>	<b>15,627</b>	<b>19,206</b>
<b>Total Water Meter Operations</b>		<b>\$ 164,619</b>	<b>\$ 180,177</b>	<b>\$ 202,853</b>	<b>\$ 201,034</b>	<b>\$ 195,478</b>



# WATER AND SEWER FUND

## 5050 - SEWAGE TREATMENT

### GOALS

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 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.

### 2011 - 2012 OBJECTIVES AND ACCOMPLISHMENTS

#### *I. Is a great place to live, work and do business*

1. Continue Zinc program, permitting process, and research of other options.

Ongoing.

#### *III. Is fiscally responsible and transparent*

2. STP 1 main pump station rehabilitation. Pumps, guide rails, check valves, and level controls.

Completed third quarter.

### ADDITIONAL ACCOMPLISHMENTS

1. Replaced sludge pump #2 at STP 1.
2. Repaired Bayside Lift Station pumps #1, #2 and #3.
3. Replaced Turnberry Lift Station pump #1.
4. Began treating leachate from the North Hill at STP 1.
5. Installed new countertops in the STP 1 laboratory.
6. Installed window film on STP1 Control Building to reduce energy costs.

7. Changed six V-belts on ditch drive units.
8. Formalized Westview Lift Station rehab project.

### **2012 - 2013 OBJECTIVES**

#### *I. Is a great place to live, work and do business*

1. Continue Zinc program, permitting process, and research of other options. (Fourth quarter)
2. Complete NPDES and sludge permitting process for STP 1. (Second quarter)
3. Replace grating on comminutor channel. (Third quarter)

#### *III. Is fiscally responsible and transparent*

4. Install fixed capacitors on three 100hp blowers at STP 1 to reduce energy consumption. (Second quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending April 30, 2013

Fund 050 - Water and Sewer Fund

Department 5050 - Sewage Treatment

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 339,013	\$ 324,360	\$ 344,838	\$ 337,424	\$ 341,953
1-12	Salaries-Part Time	-	-	4,550	2,572	-
1-21	Salaries-Overtime	23,835	30,982	23,256	32,816	22,899
1-28	On-Call Premium Pay	6,134	6,262	6,240	6,470	6,240
1-41	State Retirement	35,264	38,446	44,059	41,804	51,627
1-42	Social Security	27,683	27,288	28,222	28,471	28,010
1-44	Employee Insurance	100,873	101,368	102,722	110,338	62,143
<b>Total Personal Services</b>		<b>532,802</b>	<b>528,706</b>	<b>553,887</b>	<b>559,895</b>	<b>512,872</b>
2-11	Office Supplies	686	382	400	400	400
2-13	Memberships/Subscriptions	6,812	7,012	6,860	6,431	6,860
2-14	Books/Publications/Maps	-	-	70	-	70
2-21	Gasoline & Lube	6,229	7,582	9,200	8,277	-
2-26	Bulk Chemicals	7,820	7,826	9,795	9,795	17,925
2-27	Materials & Supplies	16,465	13,494	16,920	24,628	20,380
2-28	Cleaning Supplies	1,195	1,115	2,020	2,006	2,020
2-29	Part & Access-Non Auto	-	49	100	202	100
2-31	Uniforms	2,826	2,976	3,300	3,330	700
2-33	Safety & Protective Equip	684	764	1,083	1,930	1,083
2-34	Small Tools	177	58	250	250	250
<b>Total Commodities</b>		<b>42,894</b>	<b>41,258</b>	<b>49,998</b>	<b>57,249</b>	<b>49,788</b>
3-11	Telephone	12,156	12,204	14,798	8,215	-
3-12	Postage	314	816	180	934	800
3-13	Electricity	177,798	169,399	190,400	179,663	180,140
3-14	Natural Gas	2,709	2,930	3,515	2,839	3,050
3-33	M & R- Comm Equipment	-	-	50	-	50
3-34	M & R- Buildings	15,708	16,545	20,600	20,600	17,495
3-36	Maintenance Agreements	-	1,210	1,900	1,900	2,200
3-37	M & R- Other Equipment	-	262	150	-	150
3-41	M & R- Sewage Treat Plant	31,413	69,925	71,000	84,661	74,500
3-42	M & R- Sewer Lines	8,836	6,783	9,000	9,000	19,000
3-51	Equipment Rentals	154,074	83,895	140,000	150,000	150,000
3-52	Vehicle Maint & Replace	19,415	46,378	30,940	35,197	37,127
3-64	Engineering Services	76,089	77,106	132,000	51,366	154,000
3-65	Medical Examinations	-	-	-	-	-
3-68	Uniform Rentals	-	-	-	2,600	2,600
3-69	Testing Services	8,320	14,022	9,000	10,173	10,000

VILLAGE OF HANOVER PARK, ILLINOIS

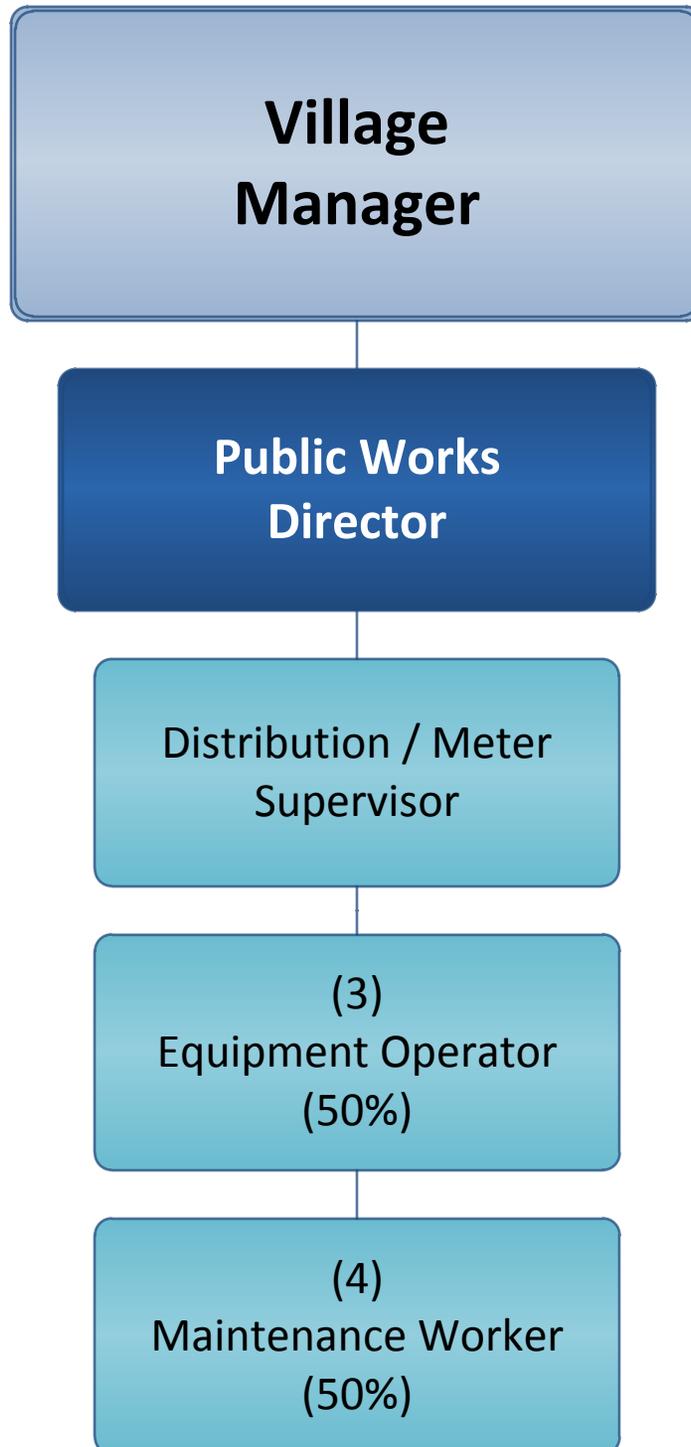
Budget Detail by Department

Fiscal Year Ending April 30, 2012

Fund 050 - Water and Sewer Fund

Department 5050 - Sewage Treatment

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
Expenditures (Continued)						
3-71	Schools/Conf/Meetings	1,334	461	1,900	600	1,900
3-72	Transportation	-	-	300	-	300
3-89	IEPA Discharge Fee	17,500	17,500	17,500	17,500	17,500
Total Contractual Services		<u>525,666</u>	<u>519,436</u>	<u>643,233</u>	<u>575,248</u>	<u>670,812</u>
Total Operating Expenditures		<u>1,101,362</u>	<u>1,089,400</u>	<u>1,247,118</u>	<u>1,192,392</u>	<u>1,233,472</u>
13-21	Buildings	-	-	-	-	-
13-22	Improvements other than Buiding	-	-	-	-	-
13-43	Other Equipment	-	67,538	-	-	68,000
13-61	Sewage Treatment Plant	32,755	185,656	300,000	280,000	120,000
Total Capital Outlay		<u>32,755</u>	<u>253,194</u>	<u>300,000</u>	<u>280,000</u>	<u>188,000</u>
Total Other Expenditures		<u>32,755</u>	<u>253,194</u>	<u>300,000</u>	<u>280,000</u>	<u>188,000</u>
Total Sewage Treatment		<u>\$ 1,134,117</u>	<u>\$ 1,342,594</u>	<u>\$ 1,547,118</u>	<u>\$ 1,472,392</u>	<u>\$ 1,421,472</u>



## WATER AND SEWER FUND 5060 - SEWER MAINTENANCE

### GOALS

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 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 222,117 feet or 42.05 miles. Additionally, bi-annual preventative maintenance of sanitary sewers in DuPage County consisting of 273,873 feet or 51.89 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.

<b><u>PERFORMANCE ACTIVITIES AND MEASURES</u></b>					
<b>Description of Measurement</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Miles of Sanitary Sewers	93.96	93.96	93.76	93.76	93.8
Number of Manholes	2,351	2,351	2,342	2,343	2,346
Sanitary Sewer Backups	10	19	13	11	8
Sanitary Sewer Backup – Possible	39	51	52	55	86
Sanitary Sewer Inspections	1,164	1,692	1,155	1,423	2,510
Sanitary Sewer PM Root Cut/Jet (in. ft.)	222,034	329,939	239,876	265,247	362,867
Sanitary Sewer Televising (ft.)	39,422	3,851	41,425	38,865	30,063
Sanitary Sewer Repair – Each	4	1	3	1	5

### 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

*I. Is a great place to live, work and do business*

1. Sanitary sewer main replacement in Cook County across Barrington Road.

*Completed second quarter.*

III. *Is fiscally responsible and transparent*

2. Continue televising Cook County sanitary sewers to evaluate the rehab priorities.

*Ongoing.*

3. Determine locations and severity of infiltration entering into the sanitary system. (Fourth quarter)

*Ongoing.*

**ADDITIONAL ACCOMPLISHMENTS**

**Sanitary Sewer Improvement Program**

<b><u>Televising of Sanitary Sewer Lines Completed by Calendar Year (feet)</u></b>		<b><u>Relining of Sanitary Sewer Lines Completed by Calendar Year (feet)</u></b>	
1988	14,774	1988	0
1989	18,576	1989	0
1990	17,864	1990	0
1991	14,491	1991	6,943
1992	19,679	1992	10,636
1993	51,207	1993	12,053
1994	18,355	1994	3,684
1995	22,227	1995	5,054
1996	0	1996	2,875
1997	49,007	1997	0
1998	0	1998	0
1999	37,051	1999	0
2000	66,218	2000	1,580
2001	42,065	2001	2,816
2002	30,917	2002	0
2003	1,320	2003	222
2004	505	2004	182
2005	20,551	2005	0
2006	25,547	2006	0
2007	39,422	2007	1,400
2008	3,851	2008	2,764
2009	41,425	2009	0
2010	38,865	2010	2,338
2011	30,063	2011	2,324
<b>Total:</b>	<b>603,980 feet or 114.39 Miles</b>	<b>Total:</b>	<b>54,871 feet or 10.39 Miles</b>

\*No televising due to loss of vehicle.



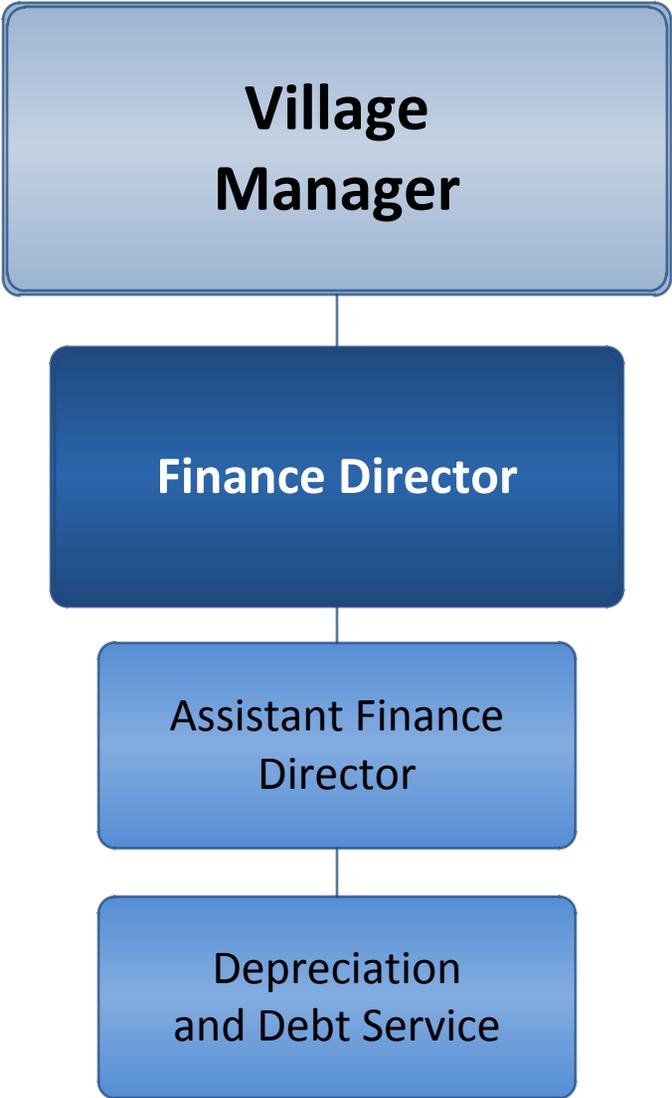
VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department  
Fiscal Year Ending April 30, 2013

Fund 050 - Water and Sewer Fund

Department 5060 - Sewer Maintenance

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures</b>						
1-11	Salaries-Regular	\$ 195,105	\$ 204,746	\$ 203,547	\$ 209,693	\$ 198,574
1-12	Salaries-Part Time	18,886	16,754	19,200	19,000	18,177
1-21	Salaries-Overtime	4,719	5,454	5,000	5,000	5,000
1-28	On-Call Premium Pay	402	571	2,200	1,500	2,200
1-41	State Retirement	19,422	22,381	25,578	24,261	29,385
1-42	Social Security	16,653	17,221	17,840	17,858	17,381
1-44	Employee Insurance	39,248	43,084	41,226	47,457	24,709
<b>Total Personal Services</b>		<b>294,435</b>	<b>310,211</b>	<b>314,591</b>	<b>324,769</b>	<b>295,426</b>
2-21	Gasoline & Lube	11,115	12,512	12,600	13,716	-
2-27	Materials & Supplies	12,485	4,513	11,500	11,000	11,500
2-29	Part & Access-Non Auto	4,969	-	7,000	13,000	7,300
2-31	Uniforms	867	1,134	1,000	1,000	1,000
2-33	Safety & Protective Equip	1,411	1,196	1,805	1,800	1,935
2-34	Small Tools	-	7	100	100	160
2-36	Photo Supplies	-	-	10	-	10
<b>Total Commodities</b>		<b>30,847</b>	<b>19,362</b>	<b>34,015</b>	<b>40,616</b>	<b>21,905</b>
3-33	M & R- Comm Equipment	-	-	60	60	60
3-35	M & R- Streets & Bridges	7,613	-	3,000	3,000	3,000
3-37	M & R- Other Equipment	339	1,029	400	5,000	400
3-42	M & R- Sewer Lines	3,810	5,483	3,000	3,000	3,000
3-52	Vehicle Maint & Replace	80,714	185,250	119,000	135,353	138,581
3-64	Engineering Services	-	-	100,000	-	100,000
3-71	Schools/Conf/Meetings	240	423	1,400	789	1,400
3-72	Transportation	8	25	40	40	60
<b>Total Contractual Services</b>		<b>92,724</b>	<b>192,210</b>	<b>226,900</b>	<b>147,242</b>	<b>246,501</b>
<b>Total Operating Expenditures</b>		<b>418,006</b>	<b>521,783</b>	<b>575,506</b>	<b>512,627</b>	<b>563,832</b>
13-43	Other Equipment	-	159,987	-	-	-
13-62	Sewer Lines	141,924	50,400	160,000	199,572	350,000
<b>Total Capital Outlay</b>		<b>141,924</b>	<b>210,387</b>	<b>160,000</b>	<b>199,572</b>	<b>350,000</b>
<b>Total Other Expenditures</b>		<b>141,924</b>	<b>210,387</b>	<b>160,000</b>	<b>199,572</b>	<b>350,000</b>
<b>Total Sewer Maintenance</b>		<b>\$ 559,930</b>	<b>\$ 732,170</b>	<b>\$ 735,506</b>	<b>\$ 712,199</b>	<b>\$ 913,832</b>



VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department  
Fiscal Year Ending April 30, 2013

Fund 050 - Water and Sewer Fund

Department 5070 - Depreciation & Debt Service

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
Expenditures						
3-82	JAWA-Fixed Cost	\$ 592,341	\$ 522,971	\$ 552,873	\$ 644,532	\$ 650,000
3-93	Depreciation	809,219	826,954	805,552	835,000	845,000
Total Contractual Services		<u>1,401,560</u>	<u>1,349,925</u>	<u>1,358,425</u>	<u>1,479,532</u>	<u>1,495,000</u>
Total Operating Expenditures		<u>1,401,560</u>	<u>1,349,925</u>	<u>1,358,425</u>	<u>1,479,532</u>	<u>1,495,000</u>
11-18	Principal-IEPA Loan	-	-	305,140	305,140	313,606
11-21	Interest-IEPA Loan	74,024	65,979	58,889	58,888	50,421
Total Debt Service		<u>74,024</u>	<u>65,979</u>	<u>364,029</u>	<u>364,028</u>	<u>364,027</u>
12-31	Transfer to General Capital	11,274	163,219	194,410	194,410	573,750
Total Interfund Transfers		<u>11,274</u>	<u>163,219</u>	<u>194,410</u>	<u>194,410</u>	<u>573,750</u>
Total Other Expenditures		<u>85,298</u>	<u>229,198</u>	<u>558,439</u>	<u>558,438</u>	<u>937,777</u>
Total Depreciation & Debt Service		<u>\$ 1,486,858</u>	<u>\$ 1,579,123</u>	<u>\$ 1,916,864</u>	<u>\$ 2,037,970</u>	<u>\$ 2,432,777</u>

**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Long Term Debt Requirements**  
**1997 Illinois Environmental Protection Agency Note**  
**April 30, 2012**

Date of Issue	April 9, 1997
Date of Maturity	April 9, 2017
Authorized Issue	\$3,750,000
Interest Rates	2.815%
Interest Dates	April 9 and October 9
Principal Maturity Date	April 9 and October 9
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>
10/9/2012	\$ 107,169	\$ 16,076	\$ 123,245
4/9/2013	108,677	14,568	123,245
10/9/2013	110,207	13,038	123,245
4/9/2014	111,758	11,487	123,245
10/9/2014	113,331	9,914	123,245
4/9/2015	114,926	8,319	123,245
10/9/2015	116,544	6,701	123,245
4/9/2016	118,184	5,061	123,245
10/9/2016	119,848	3,397	123,245
4/9/2017	121,535	1,710	123,245
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	\$ 1,142,179	\$ 90,272	\$ 1,232,451
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**VILLAGE OF HANOVER PARK, ILLINOIS**  
**Long Term Debt Requirements**  
**2000 Illinois Environmental Protection Agency Note**  
**April 30, 2012**

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

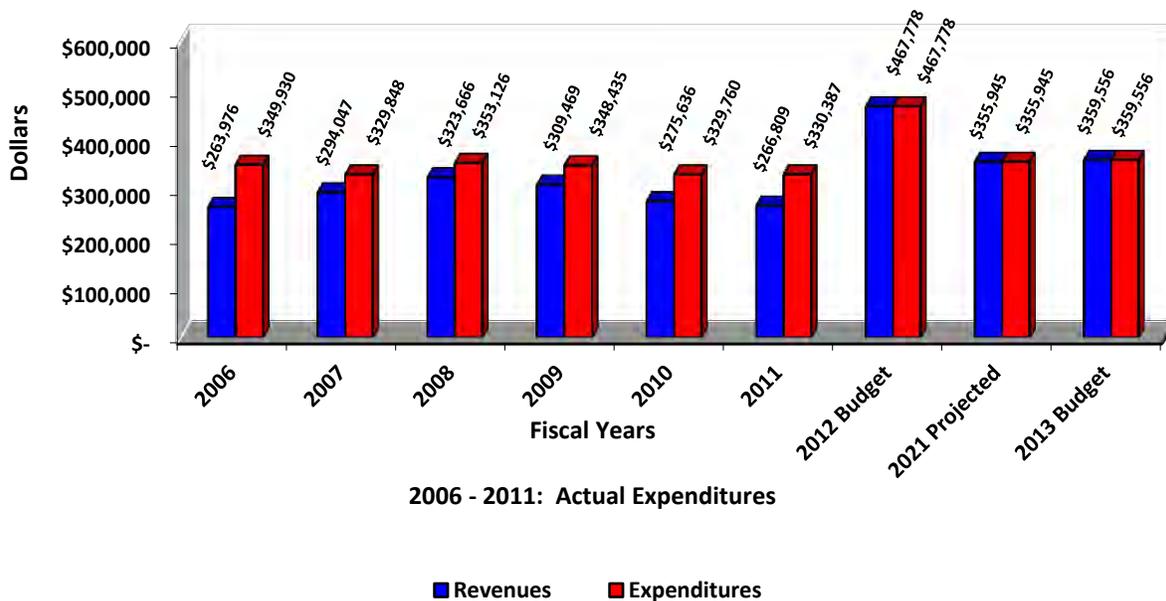
**CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS**

<u>Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
7/1/2012	\$ 48,561	\$ 10,207	\$ 58,769
1/1/2013	49,199	9,570	58,769
7/1/2013	49,845	8,924	58,769
1/1/2014	50,499	8,270	58,769
7/1/2014	51,162	7,607	58,769
1/1/2015	51,833	6,936	58,769
7/1/2015	52,513	6,256	58,769
1/1/2016	53,203	5,566	58,769
7/1/2016	53,901	4,868	58,769
1/1/2017	54,608	4,161	58,769
7/1/2017	55,325	3,444	58,769
1/1/2018	56,051	2,718	58,769
7/1/2018	56,787	1,982	58,769
1/1/2019	57,532	1,237	58,769
7/1/2019	36,694	482	37,176
	<hr/>	<hr/>	<hr/>
	\$ 777,713	\$ 82,228	\$ 859,942
	<hr/>	<hr/>	<hr/>

# MUNICIPAL COMMUTER PARKING LOT FUND

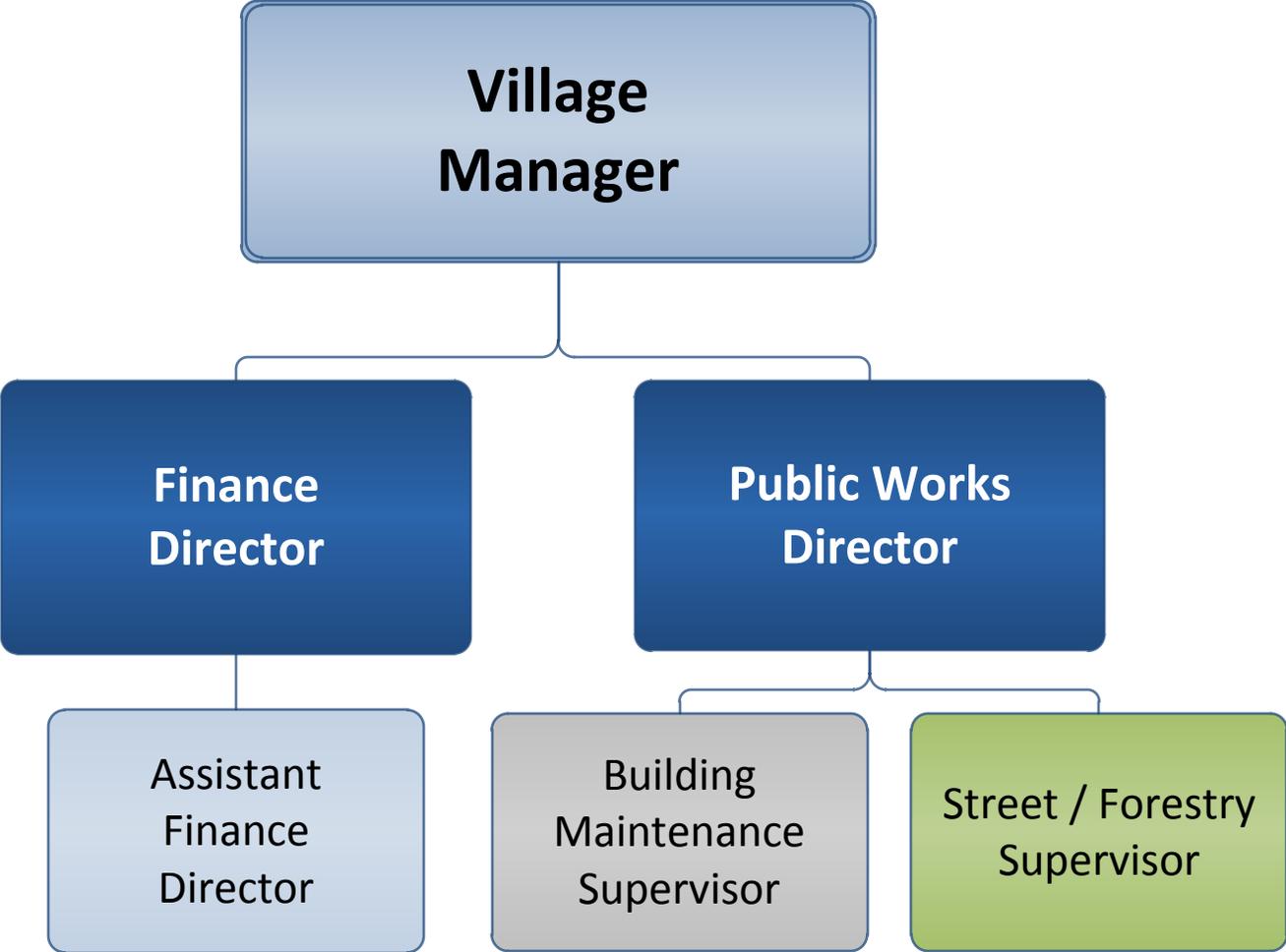
The Municipal Commuter Parking Lot Fund accounts for the provision of commuter parking services to the residents of the Village of Hanover Park and surrounding communities. Resources include permit and daily parking fees.

**Municipal Commuter Parking Lot Fund  
Revenues and Expenditures**



Municipal Parking lot fees increased in FY 2011 due to a daily rate increase from \$1.00 to \$1.25 and the elimination of discounts for multi-month and yearly pass purchases. The FY 2013 budget includes the replacement of the current cash only meter boxes with meter boxes that will accept cash, credit and debit cards.

# 051 – Municipal Commuter Parking Lot



## 051 - MUNICIPAL COMMUTER PARKING LOT

### GOALS

The goal of the Municipal Commuter Parking Lot is to maintain a clean and safe facility.

### DESCRIPTION OF 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.

### 2011 – 2012 OBJECTIVES AND ACCOMPLISHMENTS

*1. Is a great place to live, work and do business.*

1. Continue to improve landscaping at the platform. (First quarter)

*Extensive replanting of the north side of the platform was completed. Additionally, staff switched from annual plantings to perennials to reduce future costs.*

2. Install new platform lighting. (Third quarter)

*Staff is working with Metra on possible light style and configurations.*

### ADDITIONAL ACCOMPLISHMENTS

1. Worked with Metra for platform improvements, including stamping and coloring of the asphalt. Should be completed in the spring.

### 2012 - 2013 OBJECTIVES

*1. Is a great place to live, work and do business.*

1. Investigate changes to the operation of the station to increase security, reduce vandalism, and still provide comfort to users. (Third quarter)

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

Fund 051 - Municipal Commuter Lot Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
321.07-00	Penalties on Licenses	\$ -	\$ 20	\$ -	\$ 25	\$ 20
323.09-00	Parking Lot Meter Fees	105,790	118,945	118,793	118,793	121,169
323.10-00	Parking Lot Permit Fees	164,508	170,440	168,289	168,289	168,289
<b>Total Charges for Services</b>		<b>270,298</b>	<b>289,405</b>	<b>287,082</b>	<b>287,107</b>	<b>289,478</b>
361.00-00	Interest on Investments	3,353	62	1,016	63	-
362.00-00	Net Change in Fair Value	(1,541)	-	-	-	-
368.00-00	Declared IPBC Dividend	1,026	-	-	-	-
<b>Total Investment Income</b>		<b>2,838</b>	<b>62</b>	<b>1,016</b>	<b>63</b>	<b>-</b>
364.00-00	Rental Income	2,500	-	-	-	-
<b>Total Miscellaneous Revenue</b>		<b>2,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
392.02-00	Gain (Loss) on Sale of Fixed Assets	-	(22,658)	-	-	-
399.00-00	Reappropriation	-	-	179,680	68,775	70,078
<b>Total Other</b>		<b>-</b>	<b>(22,658)</b>	<b>179,680</b>	<b>68,775</b>	<b>70,078</b>
<b>Total Revenues and Other Financing Sources</b>		<b>\$ 275,636</b>	<b>\$ 266,809</b>	<b>\$ 467,778</b>	<b>\$ 355,945</b>	<b>\$ 359,556</b>
<b>Expenditures and Other Financing Uses</b>						
1-11	Salaries-Regular	\$ 116,878	\$ 109,712	\$ 113,534	\$ 113,534	\$ 94,374
1-12	Salaries-Part Time	3,574	497	-	-	-
1-21	Overtime Compensation	15,147	15,975	8,000	8,000	-
1-27	Language Proficiency	150	-	-	-	-
1-28	On-Call Premium Pay	-	89	130	130	-
1-41	State Retirement	12,626	13,379	14,328	17,136	13,307
1-42	Social Security	10,253	9,456	9,093	9,297	7,220
1-44	Employee Insurance	25,631	23,604	45,200	45,200	61,129
<b>Total Personal Services</b>		<b>184,259</b>	<b>172,712</b>	<b>190,285</b>	<b>193,297</b>	<b>176,030</b>
2-11	Office Supplies	1,182	1,317	1,394	1,500	1,394
2-26	Bulk Chemicals	8,056	577	5,000	5,000	5,000
2-27	Materials & Supplies	3,886	1,670	7,000	2,000	7,000
2-28	Cleaning Supplies	924	978	900	9,000	900
2-34	Small Tools	-	-	50	50	50
2-99	Miscellaneous Expense	-	-	50	50	50
<b>Total Commodities</b>		<b>14,048</b>	<b>4,542</b>	<b>14,394</b>	<b>17,600</b>	<b>14,394</b>

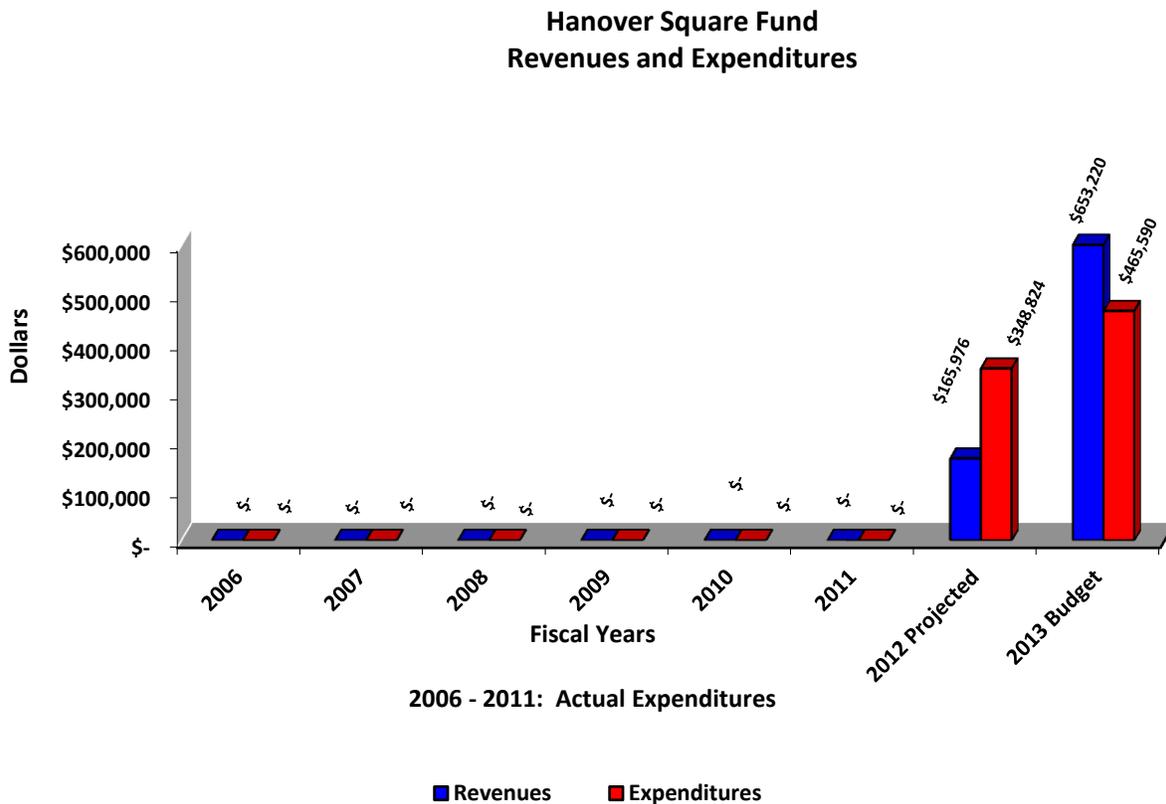
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

Fund 051 - Municipal Commuter Lot Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Expenditures and Other Financing Uses (Continued)</b>						
3-12	Postage	253	237	300	300	300
3-13	Electricity	13,278	14,867	15,153	15,153	15,680
3-14	Natural Gas	2,050	2,331	2,891	2,891	2,800
3-21	Liability Insurance Program	12,120	25,829	20,751	19,000	15,208
3-34	M & R- Buildings	1,696	834	1,500	1,500	5,000
3-35	M & R- Streets & Bridges	56,789	64,336	45,650	45,650	37,650
3-36	Maintenance Agreements	4,159	2,041	1,500	25,000	7,140
3-55	Real Property Rental	775	775	800	1,000	800
3-93	Depreciation	38,527	39,561	32,304	32,304	32,304
3-99	Miscellaneous Expense	1,806	2,322	2,250	2,250	2,250
Total Contractual Services		<u>131,453</u>	<u>153,133</u>	<u>123,099</u>	<u>145,048</u>	<u>119,132</u>
Total Operating Expenditures		<u>329,760</u>	<u>330,387</u>	<u>327,778</u>	<u>355,945</u>	<u>309,556</u>
13-21	Buildings	-	-	-	-	50,000
13-22	Improvements Other Than Buildings	-	-	140,000	-	-
Total Capital Outlay		<u>-</u>	<u>-</u>	<u>140,000</u>	<u>-</u>	<u>50,000</u>
Total Other Expenditures		<u>-</u>	<u>-</u>	<u>140,000</u>	<u>-</u>	<u>50,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 329,760</u>	<u>\$ 330,387</u>	<u>\$ 467,778</u>	<u>\$ 355,945</u>	<u>\$ 359,556</u>

# HANOVER SQUARE FUND

The Hanover Square Fund accounts for the revenues and expenses at the Hanover Square Shopping Center on Barrington Road within Hanover Park. This fund was opened in Fiscal Year 2012, when the property was purchased by the Village. All activities relating to Hanover Square are accounted for in this Fund.



The FY 2012 projection shows revenues lower than expenditures. This is due to property taxes expense paid in FY 2012. They were accrued when the Village purchased Hanover Square as a liability, so there is not any revenue to offset it. The FY 2013 budget does include the revenues and expenditures related to property taxes.

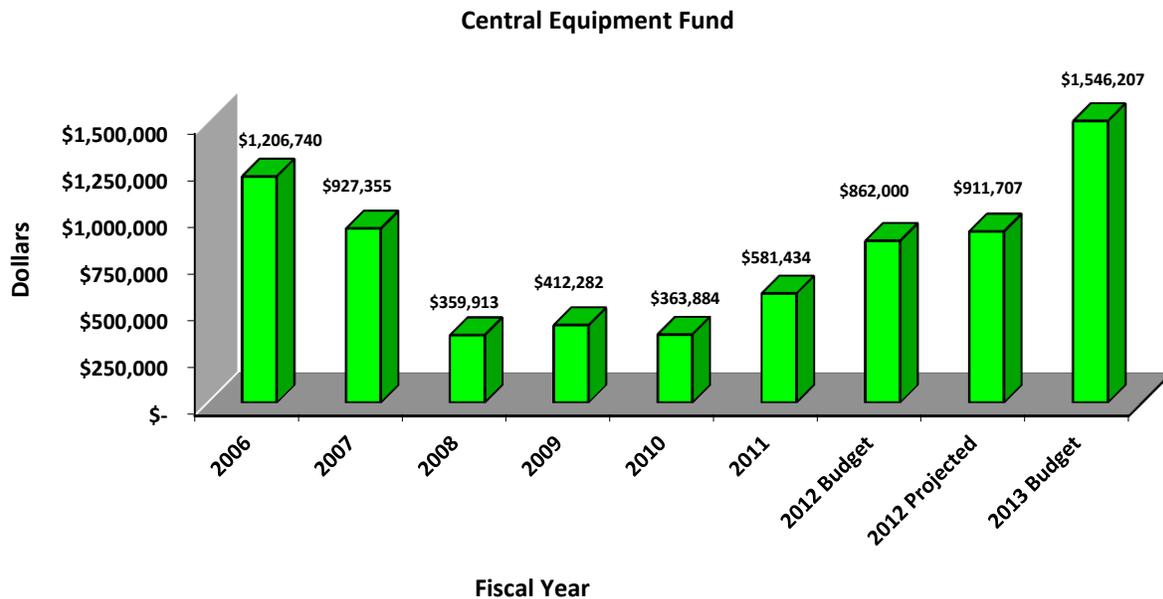
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

Fund 052 - Hanover Square

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
361.00-00	Rental Income	\$ -	\$ -	\$ -	\$ 165,976	\$ 653,220
Total Rental Income		<u>-</u>	<u>-</u>	<u>-</u>	<u>165,976</u>	<u>653,220</u>
Total Revenues and Other Financing Sources		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 165,976</u>	<u>\$ 653,220</u>
<b>Expenditures and Other Financing Uses</b>						
3-13	Utilities - Electricity	\$ -	\$ -	\$ -	\$ 11,400	\$ 34,200
3-16	Property Taxes	-	-	-	229,635	289,310
3-34	M&R Building	-	-	-	24,434	19,500
3-36	Maintenance Agreements	-	-	-	27,180	85,080
3-61	Consulting Services	-	-	-	37,500	37,500
3-64	Professional Services	-	-	-	18,675	-
Total Operating Services		<u>-</u>	<u>-</u>	<u>-</u>	<u>348,824</u>	<u>465,590</u>
Total Operating Expenditures		<u>-</u>	<u>-</u>	<u>-</u>	<u>348,824</u>	<u>465,590</u>
Total Expenditures and Other Financing Uses		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 348,824</u>	<u>\$ 465,590</u>

# CENTRAL EQUIPMENT FUND

The Central Equipment Fund accounts for the purchase of all vehicles for other Village funds. Financing is provided through transfers from the General and Water and Sewer Funds.



2006 - 2011: Actual Expenditures

Central Equipment Fund expenditures vary from year to year based on fleet replacement requirements and recommended additions to the fleet. Monies are transferred to the Central Equipment Fund annually in order to accumulate funding for the cost of the vehicle by the scheduled replacement year. Fiscal Year 2013 has a much larger expense due to the purchase of an ambulance and other expensive long-term purchases.

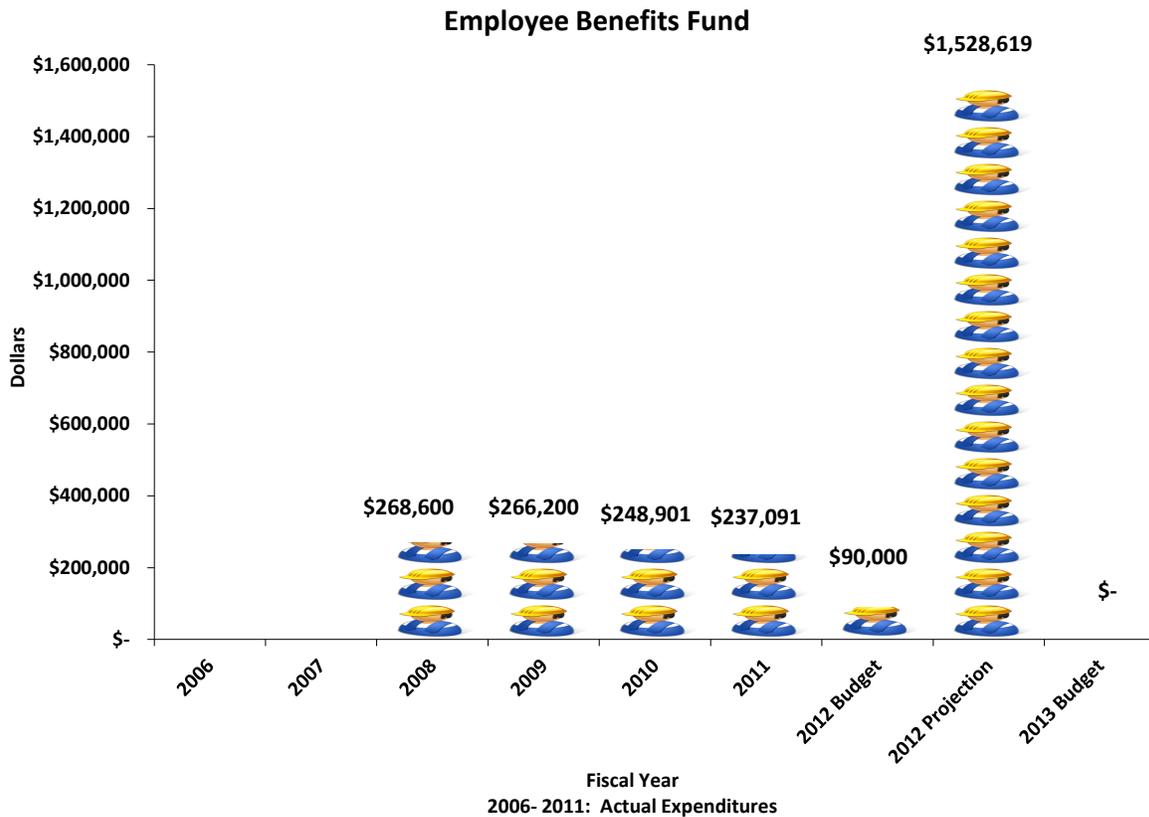
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

Fund 061 - Central Equipment Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
361.00-00	Interest on Investments	\$ 98,578	\$ 48,154	\$ 11,808	\$ 27,646	\$ 27,923
362.00-00	Net Change in Fair Value	(14,226)	1,454	12,192	12,192	12,192
<b>Total Investment Income</b>		<b>84,352</b>	<b>49,608</b>	<b>24,000</b>	<b>39,838</b>	<b>40,115</b>
391.01-00	General Fund	483,396	-	-	40,000	668,423
391.50-00	Water & Sewer Fund	-	197,232	238,000	238,000	274,594
<b>Total Interfund Transfers</b>		<b>483,396</b>	<b>197,232</b>	<b>238,000</b>	<b>278,000</b>	<b>943,017</b>
392.01-00	Gain-Sale of Capital Assets	30,208	40,273	-	-	-
392.02-00	Loss-Sale of Capital Assets	(21,652)	(25,960)	-	-	-
399.00-00	Reappropriation	-	-	600,000	593,869	563,075
<b>Total Other</b>		<b>8,556</b>	<b>14,313</b>	<b>600,000</b>	<b>593,869</b>	<b>563,075</b>
<b>Total Revenues and Other Financing Sources</b>		<b>\$ 576,304</b>	<b>\$ 261,153</b>	<b>\$ 862,000</b>	<b>\$ 911,707</b>	<b>\$ 1,546,207</b>
<b>Expenditures and Other Financing Uses</b>						
3-93	Depreciation	\$ 356,713	\$ 396,401	\$ -	\$ -	\$ -
<b>Total Contractual Services</b>		<b>356,713</b>	<b>396,401</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>		<b>356,713</b>	<b>396,401</b>	<b>-</b>	<b>-</b>	<b>-</b>
11-03	Installment Note Payment	222	-	-	49,707	49,707
<b>Total Debt Service</b>		<b>222</b>	<b>-</b>	<b>-</b>	<b>49,707</b>	<b>49,707</b>
13-41	Automobiles	-	-	149,000	149,000	197,500
13-42	Trucks	-	-	527,000	527,000	1,075,500
13-43	Other Equipment	6,949	185,033	186,000	186,000	223,500
<b>Total Capital Outlay</b>		<b>6,949</b>	<b>185,033</b>	<b>862,000</b>	<b>862,000</b>	<b>1,496,500</b>
<b>Total Expenditures and Other Financing Uses</b>		<b>\$ 363,884</b>	<b>\$ 581,434</b>	<b>\$ 862,000</b>	<b>\$ 911,707</b>	<b>\$ 1,546,207</b>

# EMPLOYEE BENEFITS FUND

The Employee Benefits Fund accounts for the Governmental Accounting Standards Board Statement 45 Other Post Employment Benefit expenses. Financing is provided through the recording of the Intergovernmental Personnel Benefit Cooperative dividend. This Fund was dissolved into the General Fund in Fiscal Year 2012



Expenses are abnormally high in Fiscal Year 2013 due to the closure of this fund. The entire balance was expended as a transfer to the General Fund.

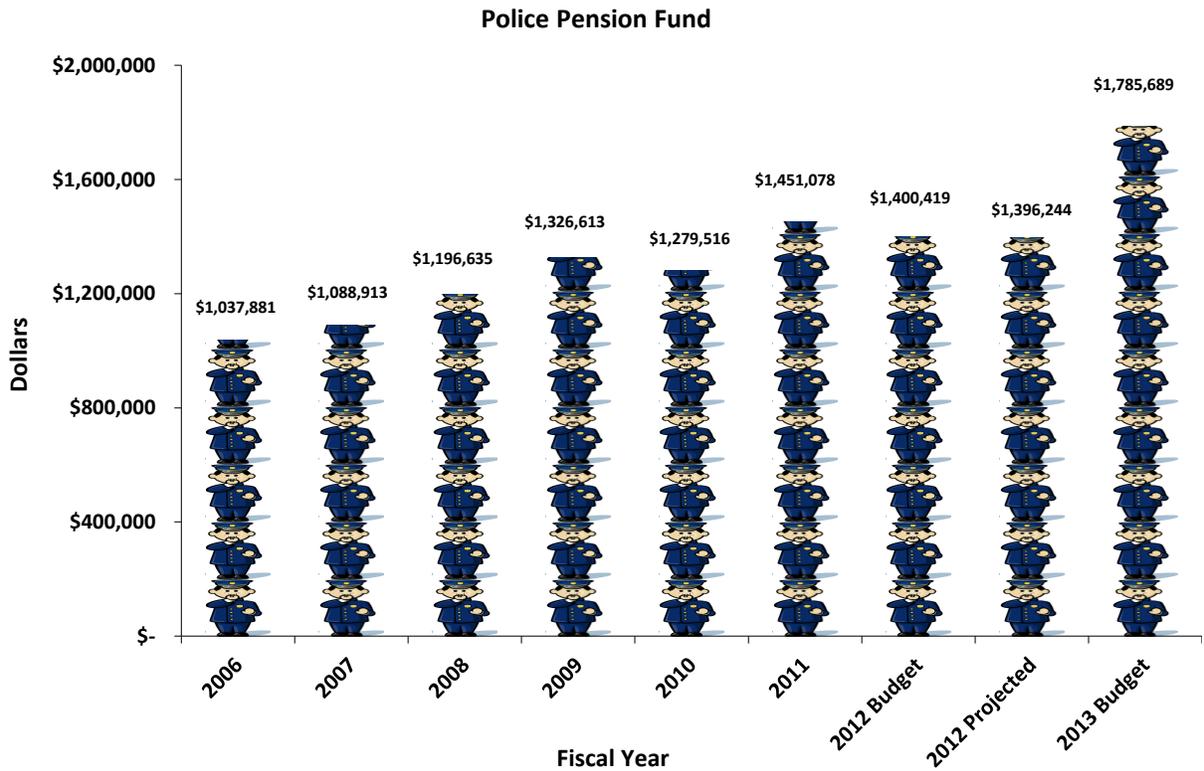
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

Fund 066 - Employee Benefits Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
368.00-00	Declared IPBC Dividend	\$ 88,224	\$ -	\$ 92,000	\$ -	\$ -
Total Investment Income		<u>88,224</u>	<u>-</u>	<u>92,000</u>	<u>-</u>	<u>-</u>
399.00-00	Reappropriation	-	-	-	1,020,792	-
Total Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>1,020,792</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 88,224</u>	<u>\$ -</u>	<u>\$ 92,000</u>	<u>\$ 1,020,792</u>	<u>\$ -</u>
<b>Expenditures and Other Financing Uses</b>						
1-50	OPEB	\$ 248,901	\$ 249,117	\$ 90,000	\$ -	\$ -
12-01	Transfer to General	-	-	-	1,528,619	-
Total Personal Services		<u>248,901</u>	<u>249,117</u>	<u>90,000</u>	<u>-</u>	<u>-</u>
Total Operating Expenditures		<u>248,901</u>	<u>249,117</u>	<u>90,000</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 248,901</u>	<u>\$ 249,117</u>	<u>\$ 90,000</u>	<u>\$ -</u>	<u>\$ -</u>

# POLICE PENSION FUND

The Police Pension Fund is a trust fund which accounts for the accumulation of resources to be used for current and future retirement and disability annuity payments for eligible police personnel. Resources include employee and employer contributions and investment income.



2006 - 2011: Actual Expenditures

Fiscal Year 2013 budgeted expenditures have increased due to anticipated additional retirements and expected annual pension increases.

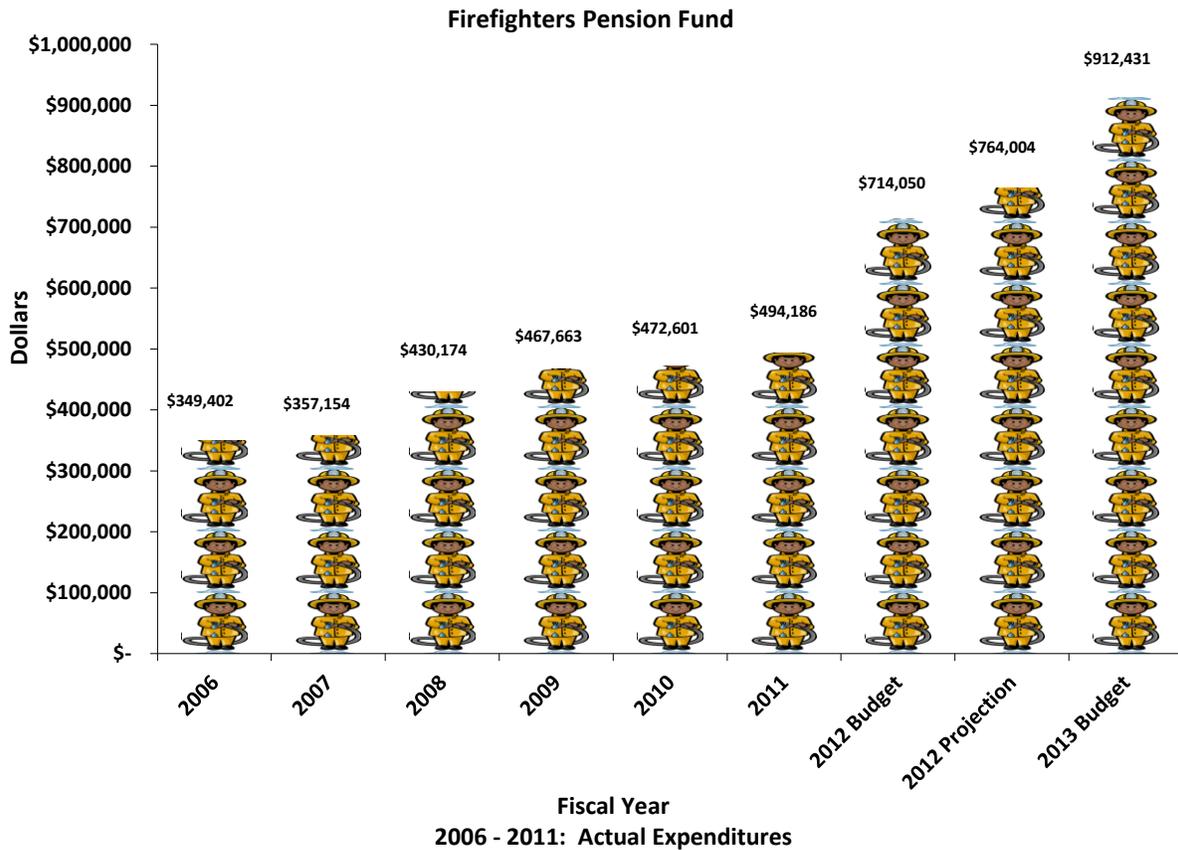
VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

Fund 070 - Police Pension Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
361.00-00	Interest on Investments	\$ 490,263	\$ 503,193	\$ 500,000	\$ 330,772	\$ 350,000
362.00-00	Net Change in Fair Value	2,390,095	1,410,182	900,990	900,990	910,000
<b>Total Investment Income</b>		<b>2,880,358</b>	<b>1,913,375</b>	<b>1,400,990</b>	<b>1,231,762</b>	<b>1,260,000</b>
365.70-00	Police Pension Contributions	406,544	439,927	433,412	433,412	439,170
365.80-00	Repayment of Refunds	-	20,877	-	42,000	-
389.03-00	Miscellaneous	3,264	18	-	360	-
<b>Total Miscellaneous</b>		<b>409,808</b>	<b>460,822</b>	<b>433,412</b>	<b>475,772</b>	<b>439,170</b>
391.01-00	Employer Contribution/General Fund	1,047,722	1,302,480	1,562,318	1,562,318	1,657,706
<b>Total Interfund Transfers</b>		<b>1,047,722</b>	<b>1,302,480</b>	<b>1,562,318</b>	<b>1,562,318</b>	<b>1,657,706</b>
<b>Total Revenues and Other Financing Sources</b>		<b>\$ 4,337,888</b>	<b>\$ 3,676,677</b>	<b>\$ 3,396,720</b>	<b>\$ 3,269,852</b>	<b>\$ 3,356,876</b>
<b>Expenditures and Other Financing Uses</b>						
1-03	Refunds	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
1-43	Police Pension	1,225,478	1,333,303	1,327,218	1,277,444	1,644,389
1-69	Portability Transfer	-	47,434	-	-	27,000
<b>Total Personal Services</b>		<b>1,225,478</b>	<b>1,380,737</b>	<b>1,327,218</b>	<b>1,322,444</b>	<b>1,716,389</b>
2-13	Membership & Subscription	750	775	1,000	100	1,000
<b>Total Commodities</b>		<b>750</b>	<b>775</b>	<b>1,000</b>	<b>100</b>	<b>1,000</b>
3-61	Consulting Services	22,739	27,511	28,251	29,000	29,700
3-62	Legal Services	4,110	8,985	11,124	11,124	4,500
3-63	Auditing Services	-	525	-	-	-
3-65	Medical Examinations	450	-	-	650	750
3-66	Investment Expense	24,102	29,467	29,576	29,576	30,000
3-71	Schools, Conf, Meetings	1,800	2,995	3,000	3,000	3,000
3-72	Transportation	-	83	250	250	250
3-99	Miscellaneous Expense	87	-	-	100	100
<b>Total Contractual Services</b>		<b>53,288</b>	<b>69,566</b>	<b>72,201</b>	<b>73,700</b>	<b>68,300</b>
<b>Total Operating Expenditures</b>		<b>1,279,516</b>	<b>1,451,078</b>	<b>1,400,419</b>	<b>1,396,244</b>	<b>1,785,689</b>
<b>Total Expenditures and Other Financing Uses</b>		<b>\$ 1,279,516</b>	<b>\$ 1,451,078</b>	<b>\$ 1,400,419</b>	<b>\$ 1,396,244</b>	<b>\$ 1,785,689</b>

# FIREFIGHTERS PENSION FUND

The Firefighters Pension Fund is a trust fund which accounts for the accumulation of resources to be used for current and future retirement and disability annuity payments for eligible fire personnel. Resources include employee and employer contributions and investment income.



Fiscal Year 2013 budgeted expenditures have increased over 2012 due to additional anticipated retirements and expected annual pension increases.

VILLAGE OF HANOVER PARK, ILLINOIS  
 Budget Detail by Fund  
 Fiscal Year Ending April 30, 2013

Fund 071 - Fire Pension Fund

Account	Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Budget	2011-2012 Projected	2012-2013 Request
<b>Revenues and Other Financing Sources</b>						
361.00-00	Interest on Investments	\$ 269,367	\$ 247,199	\$ 279,400	\$ 249,000	\$ 249,000
362.00-00	Gain on Sale of Investments	1,204,907	861,027	501,215	501,215	506,227
<b>Total Investment Income</b>		<b>1,474,274</b>	<b>1,108,226</b>	<b>780,615</b>	<b>750,215</b>	<b>755,227</b>
365.71-00	Fire Pension Contributions	256,725	260,615	258,516	258,516	261,456
389.03-00	Miscellaneous Income	74	-	-	-	-
<b>Total Miscellaneous</b>		<b>256,799</b>	<b>260,615</b>	<b>258,516</b>	<b>258,516</b>	<b>261,456</b>
391.01-00	Employer Contribution/General Fund	574,010	698,763	805,643	805,643	815,297
<b>Total Interfund Transfers</b>		<b>574,010</b>	<b>698,763</b>	<b>805,643</b>	<b>805,643</b>	<b>815,297</b>
<b>Total Revenues and Other Financing Sources</b>		<b>\$ 2,305,083</b>	<b>\$ 2,067,604</b>	<b>\$ 1,844,774</b>	<b>\$ 1,814,374</b>	<b>\$ 1,831,980</b>
<b>Expenditures and Other Financing Uses</b>						
1-43	Fire Pension	\$ 441,822	\$ 454,134	\$ 668,907	\$ 713,891	\$ 850,993
<b>Total Personal Services</b>		<b>441,822</b>	<b>454,134</b>	<b>668,907</b>	<b>713,891</b>	<b>850,993</b>
2-13	Membership & Subscription	750	1,675	2,233	2,333	2,333
<b>Total Commodities</b>		<b>750</b>	<b>1,675</b>	<b>2,233</b>	<b>2,333</b>	<b>2,333</b>
3-61	Consulting Services	16,504	21,288	21,425	21,425	32,000
3-62	Legal Services	1,050	2,600	5,000	5,000	5,000
3-63	Auditing Services	-	525	-	-	-
3-65	Medical Examinations	-	-	-	-	750
3-66	Investment Expense	12,025	13,231	13,235	13,235	13,235
3-71	Schools, Conf, Meetings	450	733	3,000	6,560	6,560
3-72	Transportation	-	-	250	1,560	1,560
<b>Total Contractual Services</b>		<b>30,029</b>	<b>38,377</b>	<b>42,910</b>	<b>47,780</b>	<b>59,105</b>
<b>Total Expenditures and Other Financing Uses</b>		<b>\$ 472,601</b>	<b>\$ 494,186</b>	<b>\$ 714,050</b>	<b>\$ 764,004</b>	<b>\$ 912,431</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 2013 through 2017

## *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.

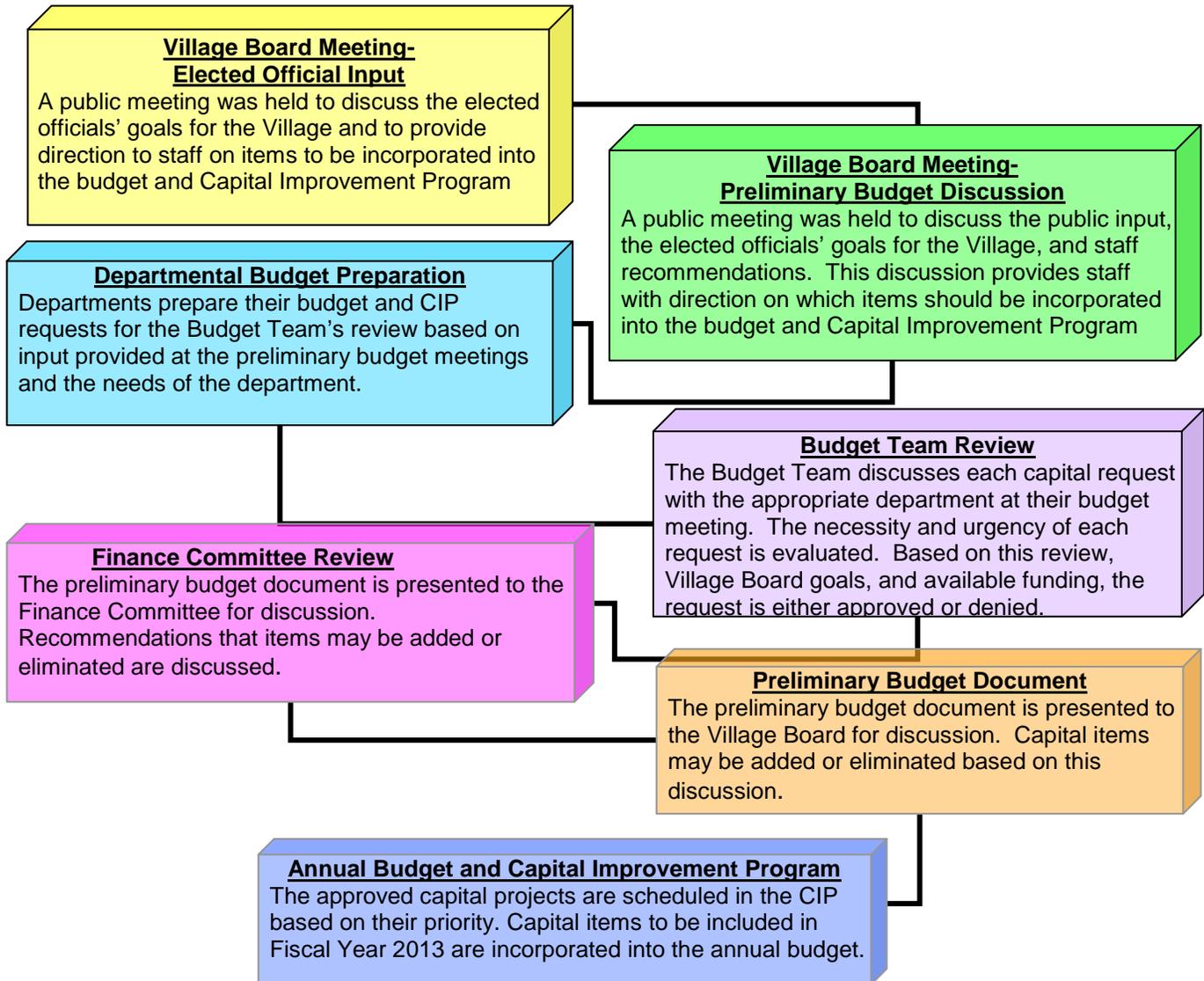
The tables after the narrative section itemize all approved Capital Improvement Program requests. **Table I** provides detailed information on each project included in the Fiscal Year 2013 budget by fund. **Tables II** and **III** display the Fiscal Year 2013 Capital Improvement Program by fund and category.

Fiscal Year 2013 capital improvements are incorporated into the annual budget. Capital budget appropriations lapse at the end of the fiscal year; however, they may be rebudgeted 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 2013 through 2017 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, like items for 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 in January. A *Capital Request Form* is prepared for each capital item to be included in the current fiscal year's budget. A *Five-Year Summary of Capital Requests* is also prepared, which itemizes each anticipated capital request for the current budget year plus four years into the future.

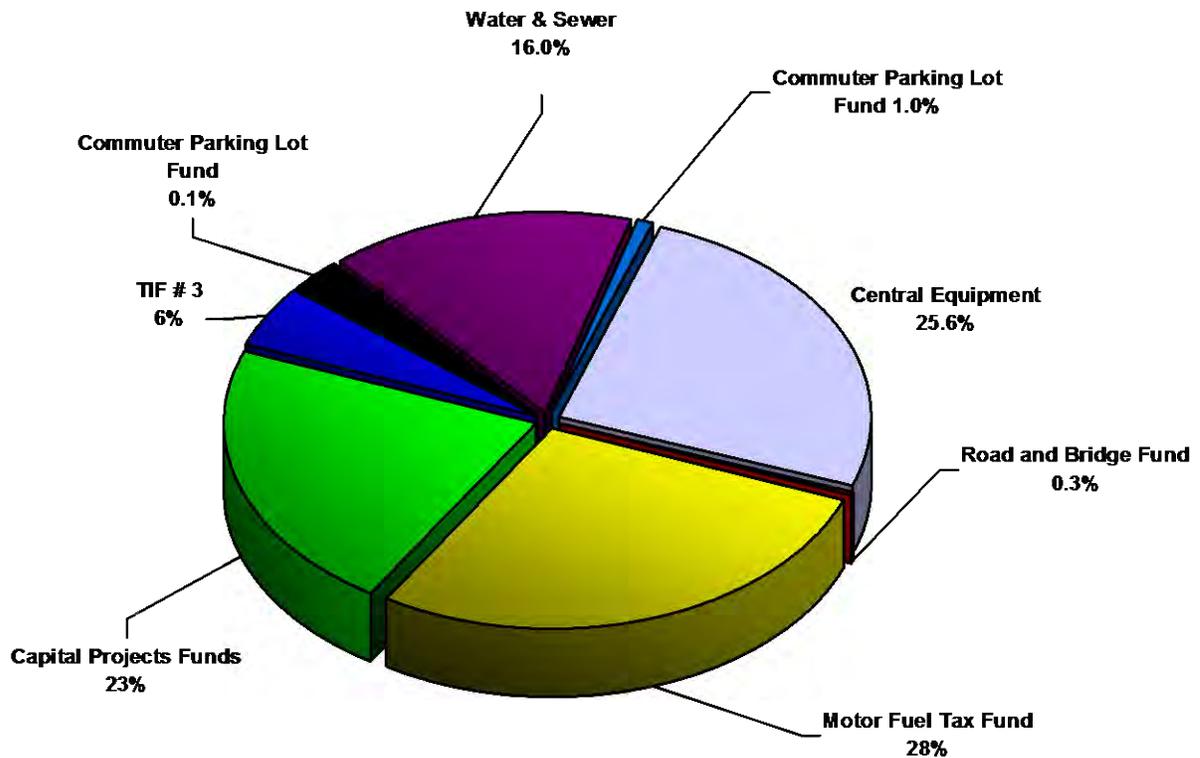
Representatives from each department meet with the Budget Team during January. At this time, the department's capital requests are evaluated by the Budget Team comprised of the Village Manager, the Finance Director and Assistant Finance Director. The Budget Team examines each request to ensure that all 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 February or March 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 in April of each year.

### ***Funding Sources***

**Capital Improvements Summary By Fund**  
**Fiscal Year 2013 Budget**



**Capital Improvement Program  
Summary by Fund**

<b>Fund</b>	<b>Projected</b>	<b>Budget</b>	<b>Planned</b>			
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Road and Bridge Fund	\$ 28,000	\$ 20,000	\$ 15,000	\$ 520,000	\$ 15,000	\$ 20,000
Motor Fuel Tax Fund	869,054	1,650,000	700,000	1,200,000	700,000	1,100,000
Capital Projects Funds	1,772,100	1,304,182	1,340,500	1,355,000	1,201,500	699,000
TIF #3	2,800,000	300,000	-	-	-	-
SSA #5	68,966	150,000	-	-	-	-
Water and Sewer Fund	977,959	939,000	1,570,000	1,110,000	906,000	670,000
Commuter Parking Lot Fund	-	50,000	200,000	150,000	75,000	150,000
Central Equipment Fund	862,000	1,496,500	1,759,800	1,644,000	1,675,500	683,500
<b>Total</b>	<b>\$ 7,378,079</b>	<b>\$ 5,909,682</b>	<b>\$ 5,585,300</b>	<b>\$ 5,979,000</b>	<b>\$ 4,573,000</b>	<b>\$ 3,322,500</b>

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:

**010 - 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.

**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.

**016, 031, 032, 033 & 035 - Capital Projects Funds**

Revenues are provided by transfers from the General, Water and Sewer, TIF, and SSA Funds. Revenues may also be provided by federal, state, and local grants.

**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.

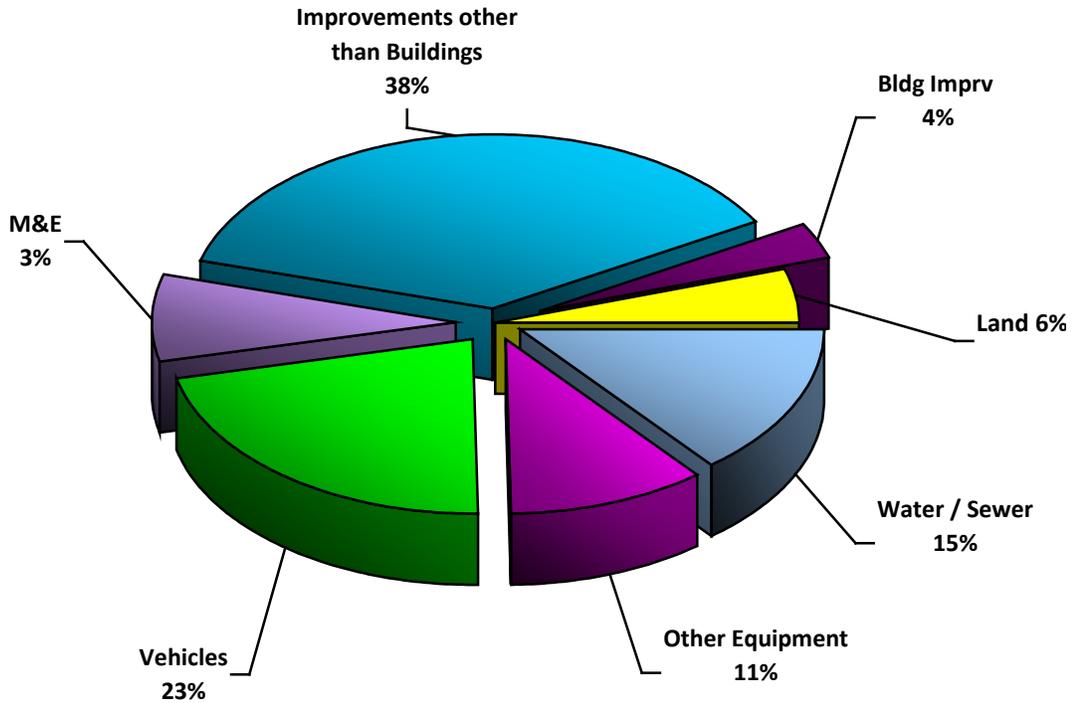
**061 - Central Equipment Fund**

Each department that utilizes vehicles contributes annually for their replacement via transfers to the Central Equipment Fund. The General Fund will not make its annual contribution to the Fund for fiscal year 2012 due to budget constraints. The Water and Sewer Fund will make its annual contribution to this fund for fiscal year 2012. Normally, 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.

## **Program Highlights**

The Fiscal Year 2012-2013 Capital Improvement Program totals \$5,909,682 or 11.7% of the total annual budget of all funds of \$50,531,430. Following is a summary of capital items by category:

### **Capital Improvement Program** **Summary by Category** **Fiscal Year 2013 Budget**



### **Capital Improvement Program** **Summary by Category**

<b><u>Category</u></b>	<b><u>2013 Budget</u></b>
Improvements other than Buildings	\$2,197,000
Vehicles	1,273,000
Water and Sewer Improvements	841,000
Office Equipment	625,700
Other Equipment	482,982
Buildings	190,000
Land	<u>300,000</u>
<b>Total</b>	<b><u>\$5,909,682</u></b>

## Land

This category includes expenditures associated with the purchase of Land. For the Fiscal Year 2013 Budget, only Tax Increment Financial (TIF) District # 3 has a Capital expenditure for Land. The anticipated cost of the land is \$300,000.

## Buildings

All improvements to buildings are expenditures under the Buildings category. Three separate improvements are budgeted for Fiscal Year 2013. A security system is being installed in the Public Works building for \$50,000 which will help ensure safety within the building and restrict who can access the building. Remodeling of the Village Hall is needed after the Police Department transferred over to their new building. \$100,000 is budgeted for this remodel and reconfiguration. After the capital project is completed, several departments will be spreading into the old Police Department and will have the storage and room space that is currently much needed. In addition to the remodel, the Firing Range must be decommissioned for \$40,000 in order for the basement of the old Police Department to be utilized as a storage room.

## 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 2013, it is anticipated that 17 streets will be resurfaced at a cost of \$900,000 and four additional streetlights will be placed within the Village at a cost of \$20,000. Gladiola Street will be reconstructed at a cost of \$350,000 and the Longmeadow Bridge will be reconstructed at a cost of \$400,000. This work will begin in May and will include grinding approximately two inches of existing asphalt off of the street and replacing it with a new two-inch thick asphalt surface. Prior to resurfacing, drainage structures will be rebuilt, sections of deteriorated pavement will be patched, and deteriorated sections of curb and gutter will be replaced.

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*. The Lake Street project is expected to increase current and future operating budgets due to increased median landscape maintenance, flower planting, and maintenance in the median planters and maintenance and electricity costs associated with the new decorative lighting.

Concrete street reconstruction and street resurfacing is also programmed in Fiscal Years 2013 through 2017. Streets will be selected based on the condition of the pavement. The Road and Bridge and Motor Fuel Tax Funds will finance these improvements.

## ***Other Improvements***

Other improvements include the continuation of the Arterial Fence Program, Veteran's Memorial and other miscellaneous projects throughout the Village. The Arterial Fence Program is an aesthetic improvement program involving the construction of eight-foot high cedar fencing along major arterial roadways throughout the Village. The Veteran's Memorial is to be located at the main entrance to the Village Hall. The memorial, which should break ground on Memorial Day, will honor Veteran's in the Village of Hanover Park and other local Veterans and also will enhance the aging landscaping in the front of Village Hall. 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, if any, 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. In the Fiscal Year 2013 Budget, the largest Capital purchase is for the replacement of H T E/AS400, the Village's ERP System. The system is currently over 12 years old and is in need of replacement as it is no longer being supported by the software manufacturer. In addition, the system is not capable of performing many of the tasks required of a modern Village and there is no additional features being offered to update the outdated areas. A portion of the cost to replace the current system is budgeted in Fiscal Year 2013, with the remaining costs to be budgeted in the next one or two fiscal years. The remaining capital expenditures within the office equipment category include server and printer replacements that on a continued replacement cycle. These equipment purchases will support the Village Board goal of 'Offers convenience through technologies'. The annual impact on the operating budget for these projects is also included in Table I.

## **Machinery and Equipment and Vehicles**

The Machinery and Equipment category includes computer hardware and software, furniture, fire equipment, brush chippers, mowers, generators, and all other equipment not classified as 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 2013, \$482,982 is budgeted for Machinery and Equipment and \$1,273,000 is budgeted for vehicle replacements. The vehicle replacement budget is elevated in Fiscal Year 2013, primarily due to the purchase of a new ambulance, combination sewer cleaner and a 2 ½ ton dump truck. While these are large purchases, the equipment does have a long useful life.

These vehicle and equipment purchases will maintain and enhance Public Safety and Village Infrastructure. The current and future operating budgets are not expected to be significantly impacted by these purchases. Machinery and Equipment purchases are funded by various Village funds. A detailed schedule of all Fiscal Year 2013 budgeted equipment purchases is included in Table I. Summary listings of all Fiscal Year 2013 budgeted Machinery and Equipment and 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 these improvements support the Village Board goal to *Maintain and Enhance Village Infrastructure*.

A total of \$841,000 is included in the Fiscal Year 2013 budget for water and sewer improvements. This allocation includes \$300,000 for an expanded 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. In Fiscal Year 2013, 1,300 feet of water/sewer lines are scheduled to be replaced.

Water and sewer improvements budgeted also include a Hoffman Blower replacement to help reduce energy costs for \$100,000, STP pump station upgrades at a cost of \$20,000, replacement of 455 feet of Sewer Main lines and installation of sanitary backup prevention systems costing \$50,000.

### ***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 impact for each significant non-routine capital item is discussed in the ***Program Highlights*** section of the Capital Improvement Program narrative. 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 2013 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 03-52, 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.

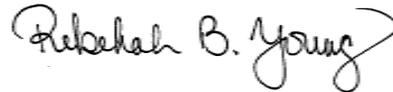
Each year an additional amount is budgeted in Cost Center 550 in the General Fund for transfers to the General Capital Projects Fund to cover future fence and furniture replacements. The transfer for fence replacement is based on the linear feet of fences currently installed by the Village along roadways. As new fencing is installed, the amount of the required transfer increases. A portion of the fund balance in the General Capital Projects Fund is designated for these reserves.

## **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 Ron Moser, Village Manager, Howard Killian, Public Works Director, Kay Nees, Assistant Finance Director, and Susan Krauser, Administrative Assistant to the Village Manager, for their assistance in the preparation of the Capital Improvement Program.

Respectfully submitted,

A handwritten signature in black ink that reads "Rebekah B. Young". The signature is written in a cursive style with a large, sweeping flourish at the end.

Rebekah B. Young, CPA  
Director of Finance  
March 13, 2012

**Table I**  
**Village of Hanover Park**  
**2013 Capital Improvement Program - Detail by Fund**

Table 1 provides detailed information on each capital improvement included in the Fiscal Year 2013 Budget. The table displays the project description, the amount included in the 2013 Budget, Cost Control Center, if any, Account, the justification for the project, and the annual anticipated dollar impact on the operating budget in the fiscal 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 2013 Capital Improvement Program.

**010 ROAD AND BRIDGE FUND**  
**\$20,000**



Description	2013 Budget	Cost Control Center	Account
<b>Additional Streetlights</b>	<b>\$20,000</b>		13-22
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Four new streetlights at various locations throughout the Village		Unknown, but not significant.	Bike path maintenance

**011 MOTOR FUEL TAX FUND**

**\$1,650,000**



Description	2013 Budget	Cost Control Center	Account
<b>Street Resurfacing Program</b>	<b>\$900,000</b>		13-22
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The annual resurfacing of various Village streets. It is anticipated approximately 15 streets will be resurfaced.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>Gladiola St. Reconstruction</b>	<b>\$350,000</b>		13-22
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Total reconstruction of Gladiola Street including soils and material testing associated with street resurfacing from Hollywood to Briarwood.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>Longmeadow Bridge Reconstruction</b>	<b>\$400,000</b>		13-22
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Reconstruction of Longmeadow Bridge over the West Branch of the DuPage River.		None	None

**031, 033, 035 CAPITAL PROJECTS**

**\$1,754,182**



Description	2013 Budget	Cost Control Center	Account
<b>Computer Servers (4)</b>	<b>\$19,000</b>	0470	13-31
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Four current servers are at the end of life and replacing these will help the Village take advantage of a virtualized environment.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>Printer Replacements</b>	<b>\$10,000</b>	0470	13-31
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
There are numerous printers that are nearing the end of their useful life and will cost the Village more to maintain them than to purchase a new one.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>Scanners</b>	<b>\$3,000</b>		13-31
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Scanners requested to electronically save documents within the Village Clerk's office, as well as other areas within Village Hall.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>Desktop Computer Replacements</b>	<b>\$60,000</b>	0470	13-31
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Recommended replacement schedule of the current desktop computers is a four-year cycle to reduce incompatibility in hardware and reduce the number of personal computer related failures. Technology advances renders computers over 5 years in age obsolete. Several computers are between 7 and 10 years old and must be replaced.		None	None

Description	2013 Budget	Cost Control Center	Account
H T E/ AS400 Replacement (ERP System)	\$480,000	0470	13-31
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The current AS/400 system is over 12 years old with a typical life of 5-7 years. All departments have a need to find a Microsoft based product that is easier to use and would save on paper and manual tracking of expenses and items.		None	None

Description	2013 Budget	Cost Control Center	Account
Public Works Security System	\$50,000	0610	13-21
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Many areas of Public Works are left unsecured and unlimited access is available around the facility. The new system will include adding card key locks on doors and reconfiguring front office vestibule.		None	None

Description	2013 Budget	Cost Control Center	Account
Veterans Memorial	\$250,000	0610	13-22
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Veteran's committee is designing and constructing a Veteran's Memorial at Village Hall. This line item will fund the cost of the project to completion.		None	None

Description	2013 Budget	Cost Control Center	Account
Public Works Time Keeping Software	\$23,000	0610	13-31
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The current system is no longer supported by the manufacturer and is in need of a system upgrade. If the current system fails, the Public Works Department has no technical support for the product.		None	None

Description	2013 Budget	Cost Control Center	Account
Municipal Building Renovation	\$100,000		13-21
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Police Department has relocated outside of the Village Hall. In order to utilize the vacant space, renovations and improvements need to be made. Currently the remaining Departments within Village Hall are lacking storage and other space needed for operations.		None	Using General and Water Fund Reserves

Description	2013 Budget	Cost Control Center	Account
Firing Range Decommissioning	\$40,000		13-21
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Village will need to decommission the existing firing range for useful storage. The work included will be removal of all equipment and any needed environmental cleanup.		None	None

Description	2013 Budget	Cost Control Center	Account
Arterial Fence Program	\$52,000	0660	13-22
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
8 ft. of cedar fence on the west side of County Farm Road south of Schick Road and north of the railroad tracks. The fence will provide soundproofing for residents living in that area.		None	None

Description	2013 Budget	Cost Control Center	Account
Depressed Driveway Program	\$25,000	0660	13-22
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This will fund 5 depressed driveways in the Highlands and Longmeadow south subdivisions and will entail raising the public sidewalk to provide greater protection from flooding due to street overtopping. Resident cost of participating is \$1,500 per driveway of the estimated cost of \$7,500 per driveway		None	None

Description	2013 Budget	Cost Control Center	Account
Toughbooks (4)	\$20,000	0720	13-31
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Recommended replacement schedule of the current 15 toughbooks is a three-year cycle to reduce incompatibility in hardware and reduce the number of personal computer related failures. Technology advances renders computers over 5 years in age obsolete.		None	None

Description	2013 Budget	Cost Control Center	Account
Firefighter Protective Gear	\$30,000	0720	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Most of the firefighter protective gear is over 6 years old and showing signs of wear and have developed failures in key components such as knee pads and wristlets. Collective Bargaining agreements require all new members have up-to-date compliant gear.		None	None

Description	2013 Budget	Cost Control Center	Account
RAD 57 Monitor	\$13,482	0720	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Monitors (3) enable crews to accurately measure carbon monoxide in the blood non-invasively. The technology allows for quick diagnosis of patients exposed to carbon monoxide. Currently, some areas within the Fire Department do not have these monitors.		None	None

Description	2013 Budget	Cost Control Center	Account
Toughbook Tablets	\$7,200	0720	13-31
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Recommended replacement schedule of the current 6 tables is a three-year cycle to reduce incompatibility in hardware and reduce the number of personal computer related failures. Technology advances renders computers over 5 years in age obsolete.		None	None

Description	2013 Budget	Cost Control Center	Account
Laptop – Court Services	\$3,500	0850	13-31
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The Court Services Coordinator needs to have the ability to work in the field to my time more efficient. The use of spreadsheets, databases, word processing and internet access are needed and a laptop can support these functions.		None	None

Description	2013 Budget	Cost Control Center	Account
In-Car Automated Ticket Printer	\$18,000	0820	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Printers will give the Police Department the capability to print electronic copies of traffic, parking and local ordinance violations issued. This process will transmit all citations electronically to the Cook County Clerk's Office ticket database, and streamline the process. The process will also be utilized in DuPage County.		None	None

Description	2013 Budget	Cost Control Center	Account
Automated Adjudication System	\$100,000	0820	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The system will print and coordinates court dates, as well as print all necessary paperwork for the Police Department. It can also be utilized by Finance, Fire Inspectional Services and the Clerk's Office. It is also compatible with electronic ticket printers.		None	None

Description	2013 Budget	Cost Control Center	Account
TIF #3 Land Acquisition & Improvements	\$300,000		13-11
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Various Public improvements in the Tax incremental financing district at Westview Center, including street resurfacing, utility line burial, sidewalk removal and replacement and upgrades to the sanitary sewer lift station.		None	None

Description	2013 Budget	Cost Control Center	Account
SSA#5 Public Improvements	\$150,000		13-22
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Various Public improvements in the Special Service Area within the Tanglewood townhome development. The improvements include common area sidewalk replacement and drainage improvements.		None	None

**050 WATER AND SEWER FUND**

**\$939,000**



Description	2013 Budget	Cost Control Center	Account
<b>Water Security Improvements</b>	<b>\$30,000</b>	5020	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Improvements to various water facilities including valves on overflow pipe for ground storage tank/vault improvements including locking hatches.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>Water Main Replacement</b>	<b>\$300,000</b>	5030	13-72
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Replacement of water main due to severe deterioration & numerous water main breaks on these lines.		Positive	May reduce overtime costs associated with water main breaks.

Description	2013 Budget	Cost Control Center	Account
<b>Sand Blast and Paint Fire Hydrants</b>	<b>\$71,000</b>	5030	13-72
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Fire hydrants are peeling, flaking and fading. They can no longer be painted without adequate prep work.		None	None

Description	2013 Budget	Cost Control Center	Account
STP 1 Main Pump Conditioning Unit	\$18,000	5050	13-61
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The use of power conditioning units on STP 1 Pump will provide conditioning and protection for all equipment as well as reduce energy consumption.		None	None

Description	2013 Budget	Cost Control Center	Account
Pump Replacement/Rebuild	\$50,000	5050	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Replace aging pumps throughout the collection system at STP 1. Due to age, several of these pumps are not cost prohibitive to repair them.		None	None

Description	2013 Budget	Cost Control Center	Account
STP 1 Replacement Precast/Grating	\$20,000	5050	13-61
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Current grating is over 30 years old and deteriorating. Replacing the grating will reduce safety hazards.		None	None

Description	2013 Budget	Cost Control Center	Account
Hoffman Blower Replacement	\$100,000	5050	13-61
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The replacement of the 100hp blower to a 60hp blower will reduce energy costs.		None	None

Description	2013 Budget	Cost Control Center	Account
Sanitary Sewer Backup Prevention Program	\$50,000	5060	13-62
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
To help prevent sanitary sewer flooding and to share the cost on private property flooding up to \$50,000.		None	None

Description	2013 Budget	Cost Control Center	Account
Sanitary Sewer Main Replacement	\$200,000	5060	13-62
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Replace 455 feet of sanitary sewer line that is severely back pitched and has caused an increase in maintenance costs due to reduced flow rate.		None	None

Description	2013 Budget	Cost Control Center	Account
Reline Sanitary Sewers	\$100,000	5060	13-62
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Reline sanitary sewers that have multi-cracked pipes, holes, heavily rooted and separated joints.		None	None

**051 COMMUTER PARKING LOT FUND**  
**\$50,000**

Description	2013 Budget	Cost Control Center	Account
Station Improvements	\$50,000		13-22
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Add outdoor space heaters to reduce vandalism inside the station and to change out locks on station doors.		None	None

**061 CENTRAL EQUIPMENT FUND**

**\$1,496,500**



Description	2013 Budget	Cost Control Center	Account
<b>Police Squad Cars</b>	<b>\$165,000</b>	0820	13-41
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
These squads would replace five squads. Due to their age and condition, these squads are no longer dependable for regular usage.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>Compact Van</b>	<b>\$32,500</b>	6110	13-41
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The current van has proven to be versatile and dependable, but has exceeded its five year projected life.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>Combination Sewer Cleaner</b>	<b>\$390,000</b>	6110	13-42
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Unit was scheduled for replacement in 2008, and should be replaced to reduce major repair costs.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>Ambulance</b>	<b>\$195,000</b>	0710	13-42
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The current unit is 13 years old and is no longer dependable and two other front line ambulances have over 100,000 miles.		None	None

Description	2013 Budget	Cost Control Center	Account
1 Ton Dump Truck	\$74,000	6110	13-42
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Because the current unit is used as the primary vehicle for snow and ice control at the Commuter Lot, corrosion from de-icing chemicals and created excessive rust and corrosion.		None	None

Description	2013 Budget	Cost Control Center	Account
2 ½ Ton Dump Truck	\$156,000	6110	13-42
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
To replace current dump truck that has exceeded its recommended life.		None	None

Description	2013 Budget	Cost Control Center	Account
1 ½ Ton Dump Truck	\$70,000	6110	13-42
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The current oversized light duty truck has exceeded its recommended life.		None	None

Description	2013 Budget	Cost Control Center	Account
1 Ton Flat Bed Truck	\$44,000	6110	13-42
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Graffiti removal system is mounted on the current unit and because of the nature of its usage the Village has been able to keep the unit for 16 years, but now it has exceeded its recommended life.		None	None

Description	2013 Budget	Cost Control Center	Account
¾ Ton Pickup Truck	\$41,500	6110	13-42
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This pickup truck is utilized by the streets division and has much higher mileage than other vehicles. It has exceeded its recommended mileage and life.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>¾ Ton Pickup Truck</b>	<b>\$37,500</b>	6110	13-42
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This pickup truck is utilized by the wells division and has much higher mileage than other vehicles for snow removal at well sites. It has exceeded its recommended mileage and life.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>¾ Ton Pickup Truck</b>	<b>\$37,500</b>	6110	13-42
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This pickup truck is utilized by the sewer treatment division for snow removal as well as daily site inspections. It is no longer dependable for this application.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>Compact Sport Utility Vehicle</b>	<b>\$30,000</b>	6110	13-42
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This unit is used by the Engineering division for field work and was scheduled to be replaced in Fiscal Year 2011.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>Emergency Generator</b>	<b>\$46,500</b>	6110	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The emergency generator at the Village Hall is undersized for modern electrical demands and is over 45 years old.		None	None

Description	2013 Budget	Cost Control Center	Account
<b>Stump Grinder</b>	<b>\$45,000</b>	6110	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
Due to increasing number of previous tree removals and anticipated future tree removals, the Village has been doing more removals in-house. The Stump Grinder would all the in-house removals and save contractual costs.		None	None

Description	2013 Budget	Cost Control Center	Account
Mowing Tractor	\$33,000	6110	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
The current mowing tractor is not equipped with modern safety systems to protect the operator.		None	None

Description	2013 Budget	Cost Control Center	Account
Easement Sewer Jetter	\$26,000	6110	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This unit is designed to attach to our large combination sewer jettets, to access rear yard easements for sewer jetting. This is a unique piece of equipment with no back up. To ensure dependable ability to jet rear easements, this unit needs to be replaced.		None	None

Description	2013 Budget	Cost Control Center	Account
Floor Cleaner	\$22,000	6110	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
With the addition of the new police, the Village needs a larger floor cleaner. The current unit is beyond its recommended replacement life.		None	None

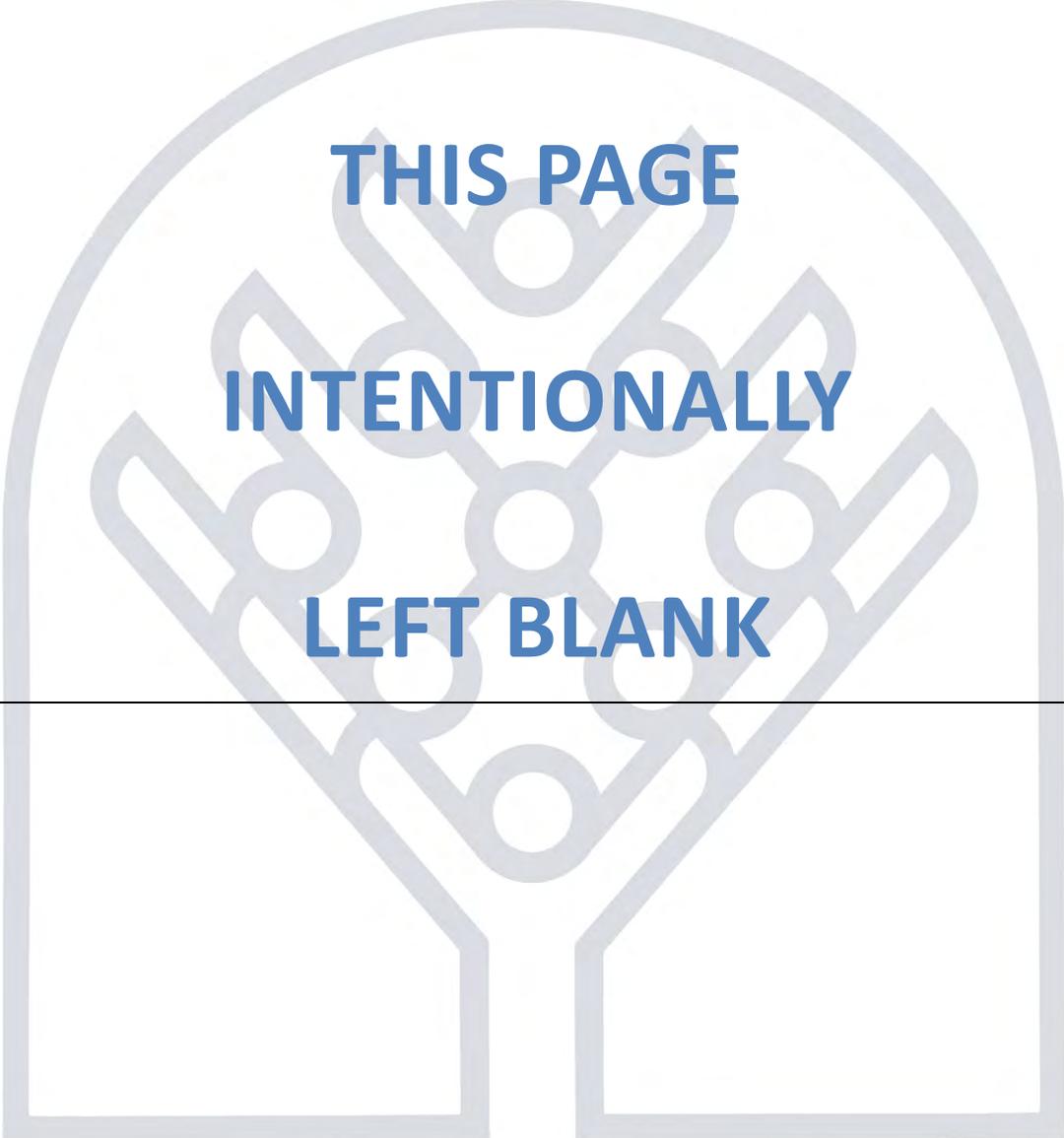
Description	2013 Budget	Cost Control Center	Account
Riding Lawn Mower	\$13,000	6110	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
With a life expectancy of about 6 to 8 years, this unit is 10 years old and is very slow by current standards.		None	None

Description	2013 Budget	Cost Control Center	Account
Concrete Saw	\$12,000	6110	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This is the Village's large saw for cutting roadways for patching or excavations and it has exceeded its 10 year life and is no longer dependable.		None	None

Description	2013 Budget	Cost Control Center	Account
Vehicle Hoist	\$12,000	6110	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This unit is the oldest automobile hoist in the fleet and has unrepairable leaks. The new unit would have the ability to lift heavier items including light trucks.		None	None

Description	2013 Budget	Cost Control Center	Account
GPS Tracking System	\$10,000	6110	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This vehicle tracking system would allow the Village to document the location of specialized equipment such as our brush chipper and sweepers. This will allow Public Works information to respond to resident concerns.		None	None

Description	2013 Budget	Cost Control Center	Account
Flatbed Trailer	\$4,000	6110	13-43
<b>Justification</b>		<b>Annual \$ Impact on Operating Budget</b>	<b>Description of Operating Budget Impact</b>
This is the trailer used to transport our easement sewer cleaner. It was scheduled to be replaced in 1991, but the Village opted to keep utilizing it. Now the unit is too old for safe operation.		None	None



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**Hanover Park**

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Table II  
Village of Hanover Park  
2013 Capital Improvement Program by Fund

<b>Fund</b>	<b>CCC</b>	<b>Account</b>	<b>Description</b>	<b>FY'13 Cost</b>
<b>010</b>		13-22	Additional Streetlights	\$20,000
				<b>\$20,000</b>
				<b>0.34%</b>
<b>011</b>		13-22	Street Light Resurfacing	\$900,000
		13-22	Gladiola Street Reconstruction	\$350,000
		13-22	Longmeadow Bridge Reconstruction	\$400,000
				<b>\$1,650,000</b>
				<b>27.92%</b>
<b>031</b>	0610	13-21	Public Works Security System	\$50,000
		13-21	Firing Range Decommissioning	\$40,000
		13-21	Village Hall Remodel	\$100,000
	0660	13-22	Arterial Fence Program	\$52,000
	0660	13-22	Depressed driveway program	\$25,000
	0610	13-22	Veteran's Memorial	\$250,000
	0470	13-31	H T E/ AS400 Replacement (ERP System)	\$480,000
	0470	13-31	Printer Replacement	\$10,000
	0470	13-31	(4) Servers \$4,750 each	\$19,000
	0610	13-31	Public Works Time Keeping Software	\$23,000
	0720	13-31	(4) Panasonic Toughbooks \$5,000 each	\$20,000
	0720	13-31	(2) Panasonic Toughbook 19 Tablet \$3,600 each	\$7,200
	0850	13-31	Laptop for Court Services Coordinator	\$3,500
	0470	13-31	(2) Scanners \$1,500 each	\$3,000
	0470	13-31	(40) Desktop Computer Replacement \$1,500 each	\$60,000
	0820	13-43	In-Car Automated Ticket Printer	\$18,000
	0820	13-43	Ducra Automated Adjudication System	\$100,000
	0720	13-43	Firefighter Protective Gear	\$30,000
	0720	13-43	Masimo RAD-57 Pulse Co-Oximeter	\$13,482
				<b>\$1,304,182</b>
				<b>22.07%</b>
<b>033</b>		13-11	TIF #3 Land Acquisition & Improvements	\$300,000
				<b>\$300,000</b>
				<b>5.08%</b>
<b>035</b>		13-22	SSA #5 Public Improvements	\$150,000
				<b>\$150,000</b>
				<b>2.54%</b>

Table II  
Village of Hanover Park  
2013 Capital Improvement Program by Fund

<b>Fund</b>	<b>CCC</b>	<b>Account</b>	<b>Description</b>	<b>FY'13 Cost</b>
<b>050</b>	5020	13-43	Water Security Improvements	\$30,000
	5030	13-72	Water Main Replacement	\$300,000
	5030	13-72	Sand Blast and Paint Fire Hydrants	\$71,000
	5050	13-43	STP 1 Main Pump Station Rehabilitation	\$18,000
	5050	13-43	Pump Replacement/Rebuild	\$50,000
	5050	13-61	STP 1 Replacement Precast/Grating	\$20,000
	5050	13-61	Hoffman Blower Replacement	\$100,000
	5060	13-62	Sanitary Sewer Backup Prevention Program	\$50,000
	5060	13-62	Sanitary Sewer Main Replacement	\$200,000
	5060	13-62	Reline Sanitary Sewers	\$100,000
				<b>15.89%</b>
<b>051</b>		13-22	Station Improvements	\$50,000
				<b>\$50,000</b>
				<b>0.85%</b>
<b>061</b>	6110	13-41	(5) Squad Cars	\$165,000
	6110	13-41	Compact Van	\$32,500
	6110	13-42	Combination Sewer Cleaner	\$390,000
	6110	13-42	Ambulance	\$195,000
	6110	13-42	1 Ton Dump Truck	\$74,000
	6110	13-42	2 1/2 Ton Dump Truck	\$156,000
	6110	13-42	1 1/2 Ton Dump Truck	\$70,000
	6110	13-42	1 Ton Flat Bed Truck	\$44,000
	6110	13-42	3/4 Ton Pickup	\$41,500
	6110	13-42	3/4 Ton Pickup	\$37,500
	6110	13-42	3/4 Ton Pickup	\$37,500
	6110	13-42	Compact SUV	\$30,000
	6110	13-43	Emergency Generator	\$46,500
	6110	13-43	Stump Grinder	\$45,000
	6110	13-43	Mowing Tractor	\$33,000
	6110	13-43	Easement Sewer Jetter	\$26,000
	6110	13-43	Floor Cleaner	\$22,000
	6110	13-43	Riding Mower	\$13,000
	6110	13-43	Concrete Saw	\$12,000
	6110	13-43	Vehicle Hoist	\$12,000
	6110	13-43	GPS Tracking System	\$10,000
	6110	13-43	Flatbed Trailer	\$4,000
				<b>25.32%</b>
<b>Grand Total</b>				<b>\$5,909,682</b>

**Table III**  
**Village of Hanover Park**  
**2013 Capital Improvement Program by Category**

<b>Fund</b>	<b>CCC</b>	<b>Account</b>	<b>Description</b>	<b>FY'13 Cost</b>
<b>Land</b>				
033		13-11	TIF #3 Land Acquisition & Improvements	\$300,000
				<b>\$300,000</b>
				<b>5.08%</b>
<b>Buildings</b>				
031	0610	13-21	Public Works Security System	\$50,000
031		13-21	Village Hall Remodel	\$100,000
039		13-21	Firing Range Decommissioning	\$40,000
				<b>\$190,000</b>
				<b>3.22%</b>
<b>Improvements Other Than Buildings</b>				
010		13-22	Additional Streetlights	\$20,000
011		13-22	Street Light Resurfacing	\$900,000
011		13-22	Gladiola Street Reconstruction	\$350,000
011		13-22	Longmeadow Bridge Reconstruction	\$400,000
031	0660	13-22	Arterial Fence Program	\$52,000
031	0660	13-22	Depressed driveway program	\$25,000
031	0660	13-22	Church Street Watershed Drainage Study	
031	0610	13-22	Veteran's Memorial	\$250,000
031	0610	13-22	Lake Street Planter Boxes	
031	0610	13-22	Entrance Sign to Village Hall	
035		13-22	SSA #5 Public Improvements	\$150,000
051		13-22	Station Improvements	\$50,000
				<b>\$2,197,000</b>
				<b>37.18%</b>
<b>Office Equipment</b>				
031	0470	13-31	H T E/ AS400 Replacement (ERP System)	\$480,000
031	0470	13-31	Printer Replacement	\$10,000
031	0470	13-31	(4) Servers \$4,750 each	\$19,000
031	0610	13-31	Public Works Time Keeping Software	\$23,000
031	0720	13-31	(4) Panasonic Toughbooks \$5,000 each	\$20,000
031	0720	13-31	(2) Panasonic Toughbook 19 Tablet \$3,600 each	\$7,200
031	0850	13-31	Laptop for Court Services Coordinator	\$3,500
031	0470	13-31	(2) Scanners \$1,500 each	\$3,000
031	0470	13-31	(40) Desktop Computer Replacement \$1,500 each	\$60,000
				<b>\$625,700</b>
				<b>10.59%</b>
<b>Other Equipment</b>				
031	0820	13-43	In-Car Automated Ticket Printer	\$18,000
031	0820	13-43	Ducra Automated Adjudication System	\$100,000
031	0720	13-43	Firefighter Protective Gear	\$30,000
031	0720	13-43	Masimo RAD-57 Pulse Co-Oximeter	\$13,482
050	5020	13-43	Water Security Improvements	\$30,000
050	5050	13-43	STP 1 Main Pump Station Rehabilitation	\$18,000
050	5050	13-43	Pump Replacement/Rebuild	\$50,000
061	6110	13-43	Emergency Generator	\$46,500
061	6110	13-43	Stump Grinder	\$45,000
061	6110	13-43	Mowing Tractor	\$33,000
061	6110	13-43	Easement Sewer Jetter	\$26,000
061	6110	13-43	Floor Cleaner	\$22,000
061	6110	13-43	Riding Mower	\$13,000
061	6110	13-43	Concrete Saw	\$12,000
061	6110	13-43	Vehicle Hoist	\$12,000
061	6110	13-43	GPS Tracking System	\$10,000
061	6110	13-43	Flatbed Trailer	\$4,000
				<b>\$482,982</b>
				<b>8.17%</b>

**Table III**  
**Village of Hanover Park**  
**2013 Capital Improvement Program by Category**

<b>Fund</b>	<b>CCC</b>	<b>Account</b>	<b>Description</b>	<b>FY'13 Cost</b>
<b>Vehicles</b>				
061	6110	13-41	(5) Squad Cars	\$165,000
061	6110	13-41	Compact Van	\$32,500
061	6110	13-42	Combination Sewer Cleaner	\$390,000
061	6110	13-42	Ambulance	\$195,000
061	6110	13-42	1 Ton Dump Truck	\$74,000
061	6110	13-42	2 1/2 Ton Dump Truck	\$156,000
061	6110	13-42	1 1/2 Ton Dump Truck	\$70,000
061	6110	13-42	1 Ton Flat Bed Truck	\$44,000
061	6110	13-42	3/4 Ton Pickup	\$41,500
061	6110	13-42	3/4 Ton Pickup	\$37,500
061	6110	13-42	3/4 Ton Pickup	\$37,500
061	6110	13-42	Compact SUV	\$30,000
				<b>\$1,273,000</b>
				<b>21.54%</b>
<b>Water and Sewer Improvements</b>				
050	5050	13-61	STP 1 Replacement Precast/Grating	\$20,000
050	5050	13-61	Hoffman Blower Replacement	\$100,000
050	5060	13-62	Sanitary Sewer Backup Prevention Program	\$50,000
050	5060	13-62	Sanitary Sewer Main Replacement	\$200,000
050	5060	13-62	Reline Sanitary Sewers	\$100,000
050	5030	13-72	Water Main Replacement	\$300,000
050	5030	13-72	Sand Blast and Paint Fire Hydrants	\$71,000
				<b>\$841,000</b>
				<b>14.23%</b>
<b>Grand Total</b>				<b>\$5,909,682</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

	<a href="#">FY2004</a>	<a href="#">FY2005</a>	<a href="#">FY2006</a>	<a href="#">FY2007</a>	<a href="#">FY2008</a>	<a href="#">FY2009</a>	<a href="#">FY2010</a>	<a href="#">FY2011</a>	<a href="#">FY2012</a>	<a href="#">FY2013</a>
<b>Police</b>	68.75	68.75	70.75	72.75	73.75	76.75	76.75	85.65	85.65	85.65
<b>Fire</b>	27.00	27.00	30.00	30.00	33.00	36.00	36.00	36.00	36.00	41.00
<b>Public Works</b>	41.25	41.25	40.25	40.25	40.25	40.25	39.35	36.65	36.65	38.45
<b>Community Development</b>	10.00	9.18	9.18	9.18	9.18	9.18	8.18	8.00	8.00	2.05
<b>Finance</b>	7.10	6.10	6.10	6.10	6.10	6.10	6.10	6.07	6.07	5.00
<b>Information Technology</b>	0.00	0.00	0.00	0.00	1.95	1.95	1.95	1.95	1.95	1.95
<b>Water &amp; Sewer</b>	11.87	10.69	10.69	10.69	11.94	11.94	11.39	11.42	11.42	11.16
<b>Commuter Lot</b>	3.00	3.00	3.00	3.00	3.00	3.00	2.90	2.40	2.40	1.65
<b>Other (Administration, Engineering, etc.)</b>	13.03	12.03	12.03	12.03	12.03	10.83	10.83	7.86	7.86	8.09
<b>TOTAL FULL-TIME:</b>	<b>182.00</b>	<b>182.00</b>	<b>182.00</b>	<b>187.00</b>	<b>193.00</b>	<b>196.00</b>	<b>196.00</b>	<b>196.00</b>	<b>196.00</b>	<b>195.00</b>
<b>Added (Full-time Positions):</b>	1	4	2	5	8	4	4	4	4	1
<b>Deleted (Full-time Positions):</b>	1	6	0	0	2	1	1	1	1	2
	<b>FY 2004</b>		<b>FY 2005</b>		<b>FY 2006</b>		<b>FY 2007</b>		<b>FY 2008</b>	
	+ Village Services Rep.	+ (3) FF/Paramedics	+ (3) FF/Paramedics	+ (3) FF/Paramedics	+ Police Sergeant	+ (3) FF/Paramedics	+ (3) FF/Paramedics	+ (3) FF/Paramedics	+ (3) FF/Paramedics	+ (3) FF/Paramedics
	- Admin. Secretary (Finance Department)	+ Senior Planner	+ Senior Planner	+ Police Records Clerk	+ Police Records Clerk	+ Police Officers	+ Police Officers	+ Police Officers	+ Police Records Clerks	+ Police Records Clerks
		- Asst. Dir. Comm. Dev.	- HR Assistant	- HR Assistant					+ IT Director	+ IT Director
		- Maintenance Worker (Streets Div.)	- Maintenance Worker (Streets Div.)	- Maintenance Worker (Water & Sewer Div.)					+ Maintenance Worker	+ Maintenance Worker
		- Admin. Secretary (Comm. Dev.)	- Admin. Secretary (Comm. Dev.)	- Admin. Secretary (Comm. Dev.)					+ Equipment Operator	+ Equipment Operator
		- Village Services Rep.	- Village Services Rep.	- Village Services Rep.					+ Water Billing Service Representative	+ Water Billing Service Representative
	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>					
	+ (2) Police Officers	+ Village Collector	+ (4) Police Officers	+ Planner						
	+ (2) CSO Code Enforcement	+ (3) Police Officers	- Forestry Supervisor	- Water Billing/Village Service Rep.						
	- Village Collector	- IT Manager	- Building Maintenance Wkr II	- Water Billing Service Representative						
		- Plumbing Inspector	- Plumbing Inspector							
		- Admin. Assistant (Legal)	- Admin. Assistant (Legal)							
		- Asst. Village Manager	- Asst. Village Manager							
		- Village Attorney	- Village Attorney							
		- Executive Coordinator	- Executive Coordinator							

## Hanover Park Employees

### 3-Year Comparison of Budgeted Positions

DEPARTMENT	FY 10/11	FY 11/12	FY 12/13
<b><u>ELECTED OFFICIALS</u></b>			
Village President	1	1	1
Village Clerk	1	1	1
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
Administrative Assistant	1	1	1
<b>Total full-time employees</b>	<b>2</b>	<b>2</b>	<b>2</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.)	0	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	0	1	1
Senior IT Technician	1	0	0
<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	3	3	1
Village Services Representative	3	3	3

**APPENDIX B**

<b>DEPARTMENT</b>	<b>FY 10/11</b>	<b>FY 11/12</b>	<b>FY 12/13</b>
Receptionist	1	1	1
Water Billing/Village Services Representative (P.T.)	0	0	P.T. 3
<b>Total full-time employees</b>	<b>12</b>	<b>12</b>	<b>10</b>

**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
Forestry Supervisor	1	0	0
Streets Supervisor	1	1	1
Mechanic	4	4	4
Wastewater Treatment Plant Operator	4	4	3
Wastewater Treatment Plant Operator Trainee	0	0	1
Water Supply Operator	2	2	2
Building Maintenance Worker II	1	1	2
Equipment Operator	7	7	7
Maintenance Worker	12	12	13
Building Maintenance Worker I	2	2	2
Groundskeeper	1	1	1
Administrative Assistant	1	1	1
Janitor II (P.T.)	P.T. 3	P.T. 3	P.T. 1
Janitor I (P.T.)	P.T. 1	P.T. 1	P.T. 2
Seasonal Laborers	P.T. 10	P.T. 8	P.T. 8
<b>Total full-time employees</b>	<b>41</b>	<b>41</b>	<b>43</b>

**ENGINEERING DEPARTMENT**

Village Engineer	1	1	0
Engineering Technician	2	2	2
Administrative Assistant	1	1	1
<b>Total full-time employees</b>	<b>4</b>	<b>4</b>	<b>3</b>

**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 Building Official	1	1	1
Building Inspector/Plan Reviewer	1	1	1
Health Officer/Commercial Code Official	1	1	1
Building Inspector	1	1	1
Permit Coordinator	1	1	1

DEPARTMENT	FY 10/11	FY 11/12	FY 12/13
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>

**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)	5	5	5
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
School Crossing Guards (P.T.)	P.T. 7	0	0
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>86</b>	<b>86</b>	<b>86</b>
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**COMMUNITY DEVELOPMENT DEPARTMENT**

Community Development Director	1	1	0
Chief Planner	1	0	0
Planner	0	1	1
Administrative Assistant	1	1	1

<b>Total full-time employees</b>	<b>3</b>	<b>3</b>	<b>2</b>
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<b><u>VILLAGE-WIDE TOTALS</u></b>	<b>=====</b>	<b>=====</b>	<b>=====</b>
<b>NO. OF FULL-TIME EMPLOYEES:</b>	<b>196</b>	<b>196</b>	<b>195</b>
<b>NO. OF PART-TIME EMPLOYEES; (Excluding seasonal &amp; elected officials)</b>	<b>49</b>	<b>49</b>	<b>41</b>
	<b>=====</b>	<b>=====</b>	<b>=====</b>
<b>GRAND TOTAL ALL EMPLOYEES</b>	<b>245</b>	<b>245</b>	<b>236</b>

## VILLAGE OF HANOVER PARK, ILLINOIS

Schedule of Direct and Overlapping Bonded Debt  
April 30, 2013

Governmental Unit	Gross Debt	Percentage to Debt Applicable to Village (1)	Village's Share of Debt
Village of Hanover Park	\$ 23,095,000	100.00%	\$ 23,095,000
School District # 20	6,875,000	36.91%	2,537,563
School District # 54	8,700,000	2.86%	248,820
School District #93	15,985,000	9.38%	1,499,393
High School District #87	33,735,000	2.14%	721,929
High School District #108	48,625,000	7.40%	3,598,250
High School District #211	25,000,000	1.75%	437,500
Community School District #46	299,439,437	4.77%	14,283,261
Community College District #502	203,615,000	0.78%	1,588,197
Community College District #509	174,323,261	2.06%	3,591,059
Community College District #512	188,400,000	0.79%	1,488,360
Total School Districts	<u>1,004,697,698</u>		<u>29,994,332</u>
Cook County	3,499,615,000	0.19%	6,649,269
DuPage County	201,175,000	1.09%	2,192,808
Cook County Forest Preserve District	101,935,000	0.19%	193,677
DuPage County Forest Preserve District	211,152,409	1.09%	2,301,561
Metropolitan Water Reclamation District	1,945,659,620	0.20%	3,891,319
Bartlett Park District	34,190,000	3.39%	1,159,041
Hanover Park Park District	6,095,000	94.72%	5,773,184
Schaumburg Park District	30,405,000	1.61%	489,521
Schaumburg Township Library District	2,765,000	3.31%	91,522
Bloomington Fire Protection District	2,695,000	5.31%	143,105
Total Others	<u>6,035,687,029</u>		<u>22,885,004</u>
Total Overlapping Debt	<u>7,040,384,727</u>		<u>52,879,336</u>
Total Direct and Overlapping Debt	<u>7,063,479,727</u>		<u>75,974,336</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.

- (1) Determined by the ratio of assessed value of property in the Village subject to taxation by the Governmental Unit to the total assessed value of property of the Governmental Unit using the 2009 tax levy year equalized assessed values for Cook County and the 2009 tax levy year equalized assessed values for DuPage County.

**VILLAGE OF HANOVER PARK, ILLINOIS**

**Equalized Assessed Value of Taxable Property - Last Ten Fiscal Years  
April 30, 2013**

Tax Levy Year	Residential Property	Farm	Commerical Property	Industrial Property	Total	Railroad	Total Assessed Value
2001	\$ 362,342,460	34,323	69,584,892	60,433,256	492,394,931	9,809	492,404,740
2002	394,301,447	32,210	69,579,381	75,191,744	539,104,782	9,989	539,114,771
2003	419,588,106	29,274	68,514,689	73,309,516	561,441,585	7,791	561,449,376
2004	465,976,955	23,693	73,997,708	77,174,413	617,172,769	7,429	617,180,198
2005	499,096,061	23,971	77,236,570	80,121,173	656,477,775	7,429	656,485,204
2006	528,502,161	22,857	73,203,317	86,207,031	687,935,366	11,078	687,946,444
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	N/A	N/A	N/A	N/A	N/A	N/A	743,653,328

N/A - Currently Not Available

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  
April 30, 2013

	Last Ten Tax Levy Years									
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Village of Hanover Park										
General Corporate rate	1.260	1.241	1.355	1.269	1.191	1.249	1.150	1.063	1.053	1.305
Debt Service Rate	0.140	0.129	0.131	0.168	0.152	0.153	0.136	0.120	0.114	0.244
Total Direct Tax Rate	1.400	1.370	1.486	1.437	1.343	1.402	1.286	1.183	1.167	1.549
Overlapping Rates (1)										
School District #46	5.350	5.080	5.606	4.945	4.746	4.874	4.565	4.435	4.339	5.026
School District #509	0.387	0.367	0.426	0.434	0.421	0.347	0.348	0.331	0.354	0.434
Hanover Park Park District	0.492	0.476	0.534	0.469	0.441	0.471	0.423	0.386	0.371	0.429
County including Forest Preserve										
District and TB Sanitarium	0.820	0.757	0.693	0.654	0.598	0.562	0.499	0.466	0.443	0.474
Hanover Township	0.225	0.259	0.273	0.242	0.237	0.250	0.224	0.223	0.239	0.248
Metropolitan Water Reclamation District	0.401	0.371	0.361	0.347	0.315	0.284	0.263	0.252	0.261	0.274
Northwest Mosquito Abatement District	0.010	0.009	0.010	0.009	0.009	0.009	0.008	0.008	0.008	0.009
Poplar Creek Library	0.351	0.340	0.355	0.318	0.304	0.310	0.367	0.357	0.350	0.394
Community Mental Health	0.040	0.038	0.040	0.036	0.035	0.037	0.033	0.033	0.033	0.038
Consolidated Elections	0.032	-	0.029	-	0.014	-	0.012	-	-	-
Total Direct and Overlapping Tax Rate	9.508	9.067	9.813	8.891	8.463	8.546	8.028	7.674	7.565	8.875

N/A - Currently Not Available

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.

(1) The significant increase in the tax rate in Tax Levy Year 2000 was the result of the acquisition of the Fire District in July 2000.

**VILLAGE OF HANOVER PARK, ILLINOIS**

**Direct and Overlapping Property Tax Rates-DuPage County  
April 30, 2013**

	Last Ten Levy Years										
	2002	2003	2004	2005	2006	2007	2007	2007	2008	2009	2010
Village of Hanover Park:											
General Corporate rate	1.2505	1.2248	1.1861	1.1960	1.1419	1.1635	1.0978	1.1095	1.1095	1.2555	1.3739
Debt Service Rate	0.1248	0.1134	0.1027	0.1411	0.1297	0.1262	0.1146	0.1104	0.1104	0.1200	0.2091
Total Direct Tax Rate	1.3753	1.3382	1.2888	1.3371	1.2716	1.2897	1.2124	1.2199	1.2199	1.3755	1.5830
Overlapping Rates											
School District #93	3.5791	3.2923	3.0360	3.3667	3.5070	3.6473	3.6473	3.6442	3.6442	3.7112	3.9130
School District #87	1.8586	1.9144	1.8530	1.7716	1.7200	1.7210	1.6612	1.6507	1.6507	1.6749	1.8378
Community College #502	0.1930	0.2179	0.2100	0.1968	0.1874	0.1929	0.1888	0.1858	0.1858	0.2127	0.2349
Hanover Park Park District	0.4700	0.4483	0.4340	0.4267	0.4055	0.4059	0.3801	0.3801	0.3801	0.4091	0.4250
County including Forest Preserve											
District and Airport	0.4278	0.3936	0.3650	0.3421	0.3266	0.3199	0.3008	0.2923	0.2923	0.2919	0.3138
Wayne Township	0.1876	0.1722	0.1570	0.1450	0.1400	0.1370	0.1289	0.1253	0.1253	0.1268	0.1378
Poplar Creek Library	0.3571	0.3573	0.3040	0.3022	0.3004	0.3131	0.3696	0.3522	0.3522	0.4003	0.4158
Total Direct and Overlapping Tax Rate	8.4485	8.1342	7.6478	7.8882	7.8585	8.0268	7.8891	7.8505	7.8505	8.2024	8.8611

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  
April 30, 2013

Fiscal Year Ended April 30	Tax Levy Year	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
2002	2001	6,448,319	1,316,255	20.41%	5,144,096	6,460,351	100.19%
2003	2002	6,698,440	1,337,936	19.97%	5,542,176	6,880,112	102.71%
2004	2003	7,194,040	1,409,463	19.59%	5,876,497	7,285,960	101.28%
2005	2004	7,940,587	1,461,007	18.40%	6,513,435	7,974,442	100.43%
2006	2005	8,113,730	1,597,398	19.69%	6,401,963	7,999,361	98.59%
2007	2006	8,669,475	1,581,476	18.24%	6,985,693	8,567,170	98.82%
2008	2007	8,771,573	1,643,467	18.74%	7,003,039	8,646,506	98.57%
2009	2008	8,997,079	1,689,164	18.77%	7,087,709	8,776,873	97.55%
2010	2009	9,360,557	1,840,527	19.66%	7,062,439	8,902,966	95.11%
2011	2010	11,081,993	1,677,810	15.14%	N/A	1,677,810	15.14%

N/A - Currently Not Available

Data Source: Village Records

Note: Levies for all Special Service Areas have been excluded from this table.

VILLAGE OF HANOVER PARK, ILLINOIS

Principal Property Tax Payers - Current Year and Nine Years Ago  
April 30, 2013

Taxpayer	2011			2002		
	Taxable Assessed Value	Rank	Percentage of Total Village Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Village Taxable Assessed Value
IDI Services	\$ 17,595,970	1	2.17%	\$		
Westview Center-Bradley	16,943,950	2	2.09%	6,733,067	2	1.50%
AMB-Turnberry Lakes	15,347,960	3	1.89%			
Wheaton Bank Trust 1238	10,247,106	4	1.26%	2,872,700	8	0.60%
Menards	9,853,728	5	1.22%	3,194,591	6	0.70%
Kmart Corporation	6,915,438	6	0.85%			
Fisher Scientific Company	5,114,500	7	0.63%	3,800,370	7	0.90%
NEQ-EOLA-Turnberry Lakes	4,463,360	8	0.55%	4,039,840	4	0.90%
Buckhead Industrial Properties	4,060,900	9	0.50%			
Cardinal Capital Partners	3,450,620	10	0.43%			
Tax Payer of Record - Tradewinds Center				7,727,577	1	1.70%
Connecticut General Life Insurance				5,897,910	3	1.30%
Fellowes Manufacturing				3,759,710	5	0.90%
Circuit City Stores				2,960,150	9	0.70%
Individual Taxpayer - Glendale Terrace				2,627,652	10	0.60%
	<u>\$ 93,993,532</u>		<u>11.59%</u>	<u>\$ 43,613,567</u>		<u>9.80%</u>

Data Source: Office of the Cook and DuPage County Clerk's

**VILLAGE OF HANOVER PARK, ILLINOIS**

**Ratios of Outstanding Debt By Type - Last Ten Fiscal Years  
April 30, 2013**

Fiscal Year Ended April 30	Governmental Activities			Business-Type Activities		Total Primary Government	Total Equalized Assessed Value (EAV)	Percentage of EAV	Per Capita (1)
	General Obligation Bonds	Notes Payable	Tax Increment Revenue Bonds	IEPA Loan					
2002	9,060,000	418,600	10,050,000	4,626,072		24,154,672	492,404,740	4.91%	631.03
2003	8,560,000	197,700	9,250,000	4,387,545		22,395,245	539,114,771	4.15%	585.07
2004	7,710,000	355,269	8,375,000	4,142,401		20,582,670	561,449,376	3.67%	537.72
2005	13,850,000	502,846	7,400,000	3,890,457		25,643,303	617,180,198	4.15%	669.92
2006	12,970,000	369,264	6,325,000	3,631,523		23,295,787	656,485,204	3.55%	608.59
2007	12,060,000	232,021	4,900,000	3,365,405		20,557,426	687,946,444	2.99%	537.06
2008	11,120,000	131,834	3,350,000	3,091,905		17,693,739	746,188,021	2.37%	462.24
2009	10,150,000	49,250	1,650,000	2,810,817		14,660,067	789,204,793	1.86%	382.99
2010	19,140,000	-	-	2,522,513		21,662,513	810,756,275	2.67%	565.93
2011	23,095,000	-	-	2,225,029		25,320,029	753,653,328	3.36%	666.79

N/A - Currently Not Available

Data Source: Village's Records

Note: Details regarding the Village's outstanding debt can be found in the notes to the financial statements.

## VILLAGE OF HANOVER PARK, ILLINOIS

**Ratios of General Bonded Debt Outstanding - Last Ten Fiscal Years**  
**April 30, 2013**

Fiscal Year Ended April 30	Gross General Obligation Bonds	Less: Amounts Available in Debt Service Funds	Total	Percentage of Equalized Assessed Value (1)	Per Capita (2)
2002	9,060,000	704,171	8,355,829	1.70%	218.29
2003	8,560,000	601,513	7,958,487	1.48%	207.91
2004	7,710,000	522,898	7,187,102	1.28%	187.76
2005	13,850,000	742,290	13,107,710	2.12%	342.43
2006	12,970,000	949,405	12,020,595	1.83%	314.03
2007	12,060,000	881,208	11,178,792	1.62%	292.04
2008	11,120,000	790,270	10,329,730	1.38%	269.86
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
2010	23,095,000	-	23,095,000	3.06%	608.20

N/A - Currently Not Available

Data Source: Village Records

Note: Details regarding the Village's outstanding debt can be found in the notes to the financial statements.

- (1) See the Ratios of Outstanding Debt by Type Schedule for Equalized Assessed Value data (Actual Taxable Value of Property).
- (2) See the Demographic and Economic Statistics Schedule for the Per Capita Income data.

## VILLAGE OF HANOVER PARK, ILLINOIS

Principal Employers - Current Fiscal Year and Nine Fiscal Years Ago  
April 30, 2013

Employer	2011			2002		
	Employees	Rank	Percentage of Total Village Employment	Employees	Rank	Percentage of Total Village Employment
Maines Paper & Food Service	400	1	8.00%			
Fischer Scientific	300	2	6.00%	300	1	7.44%
Insight Enterprises, Inc.	250	3	5.00%			
Camcraft, Inc.	225	4	4.50%	200	3	4.96%
Everpure, LLC	200	5	4.00%			
Village of Hanover Park	193	6	3.86%	182	4	4.51%
Fuji Film	150	7	3.00%	180	5	4.46%
Wilson Pet Supply	120	8	2.40%	130	8	3.22%
Nypro Packaging	108	9	2.16%			
Round Ground Metals, Inc.	95	10	1.90%			
Comark, Inc.				275	2	6.82%
Marriott Distribution Services				150	6	3.72%
Menards				140	7	3.47%
Canon USA				130	9	3.22%
Fellowes Manufacturing				107	10	2.65%
	<u>2,041</u>		<u>40.82%</u>	<u>1,794</u>		<u>44.47%</u>

Data Sources: Village Community Development Department Records and U.S. Census Bureau.

(1) 2010 Illinois Manufacturers Directory, 2010 Illinois Services Directory and a selective telephone survey.

(2) From a telephone canvass of employers conducted in November of 2002.

## 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.

**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.

**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 either 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.

**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.

**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.

**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

**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.

**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 pension, medical and life insurance plans.

**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.

**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.

**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

**HR SALES TAX** - A 1/2 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.

**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.

**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.

**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.

**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.

**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.

**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

**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.

**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.

**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.

**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.

**SOG** – Standard Operating Guidelines

**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

**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.

**TIF DISTRICT** - Tax Increment Finance District.

**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.

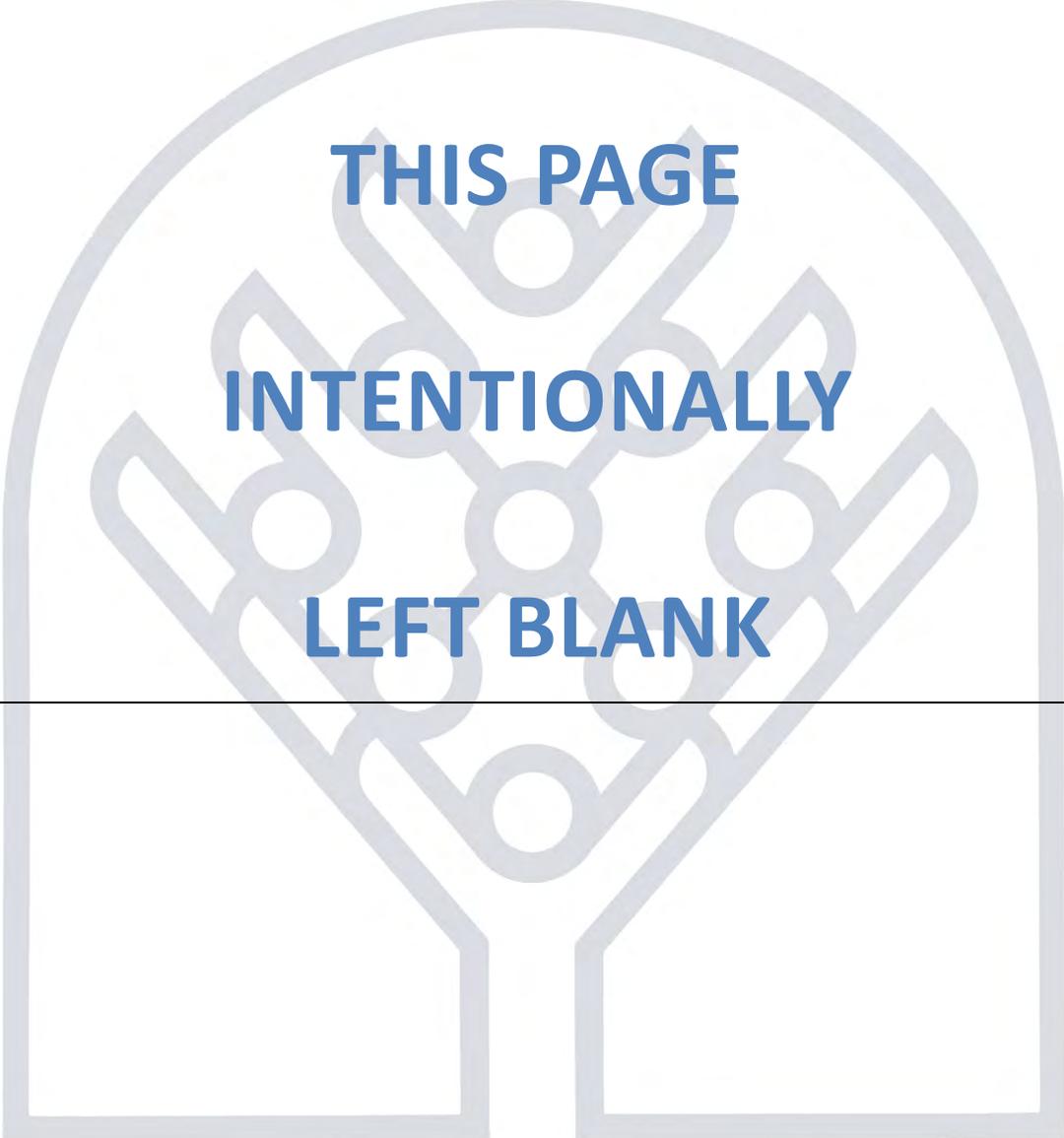
**TQM** - Total Quality Management. A strategy to improve the quality of the organization by encouraging communication, participation and empowerment of employees throughout the Village.

**UNRESTRICTED NET ASSETS** – Net assets not invested in capital assets, net of related debt, that are accessible for the general use of the fund.

**UTILITY TAX** – An approximately 2.25% tax on telecommunications, electric and natural gas.

**UV** – Ultraviolet.

**UCMR2** - Unregulated Contaminate Monitoring Regulation



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**Hanover Park**

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