

Village of Hanover Park



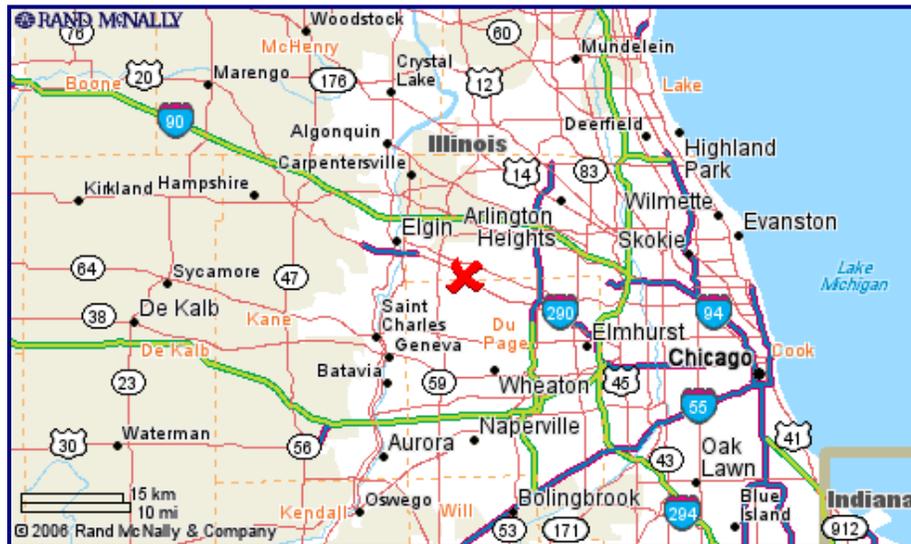
**Annual Fiscal Year Budget
May 1, 2014 – December 31, 2014**



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 195 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 2011 assessed value decreased 6.4% over the prior year, due to the overall economic downturn. Numerous large employers are located in three municipal business parks which generate significant sales tax revenue.

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

Village of Hanover Park

Fiscal Year 2014B 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 2014. 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:

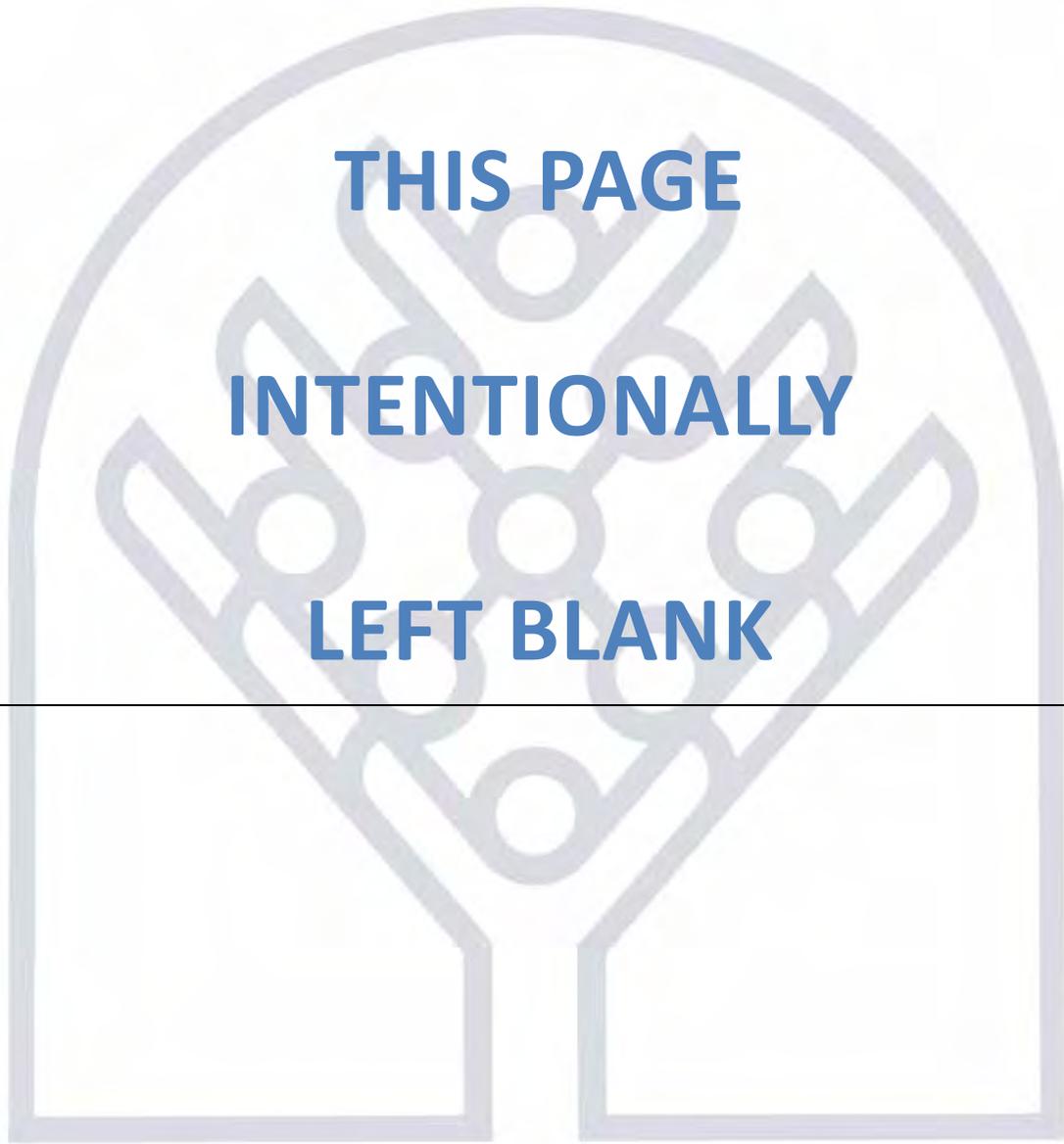
-  The General Fund is the primary operating fund. Within the General Fund, departments are designated with white tabs. Goals, objectives and performance measures are presented for each cost control center within each department in the fund.
-  The Special Revenue tab lists Road and Bridge Fund, Motor Fuel Tax Fund, Special Service Area 3, 4 & 5 Funds and Tax Increment Financing Funds 2, 3, 4 and 5.
-  The Debt Service Funds report general obligation and tax increment financing indebtedness. Individual bond schedules are also listed.
-  The Capital Projects tab presents the Special Service Area 6 and General Capital Funds.
-  The Enterprise Funds tab reports the Water and Sewer, Municipal Commuter Parking Lot, and Hanover Square Funds. Within the Water and Sewer Fund are seven cost control centers that account for water and sewer operations, depreciation and debt service.
-  The Internal Service Fund tab presents the Central Equipment Fund, 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 and five-year schedules of capital projects. Current year projects are listed in Tables I, II and III. Future Capital Projects through Fiscal Year 2018 are listed in Table IV within the Capital Improvement Program.

Appendix

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



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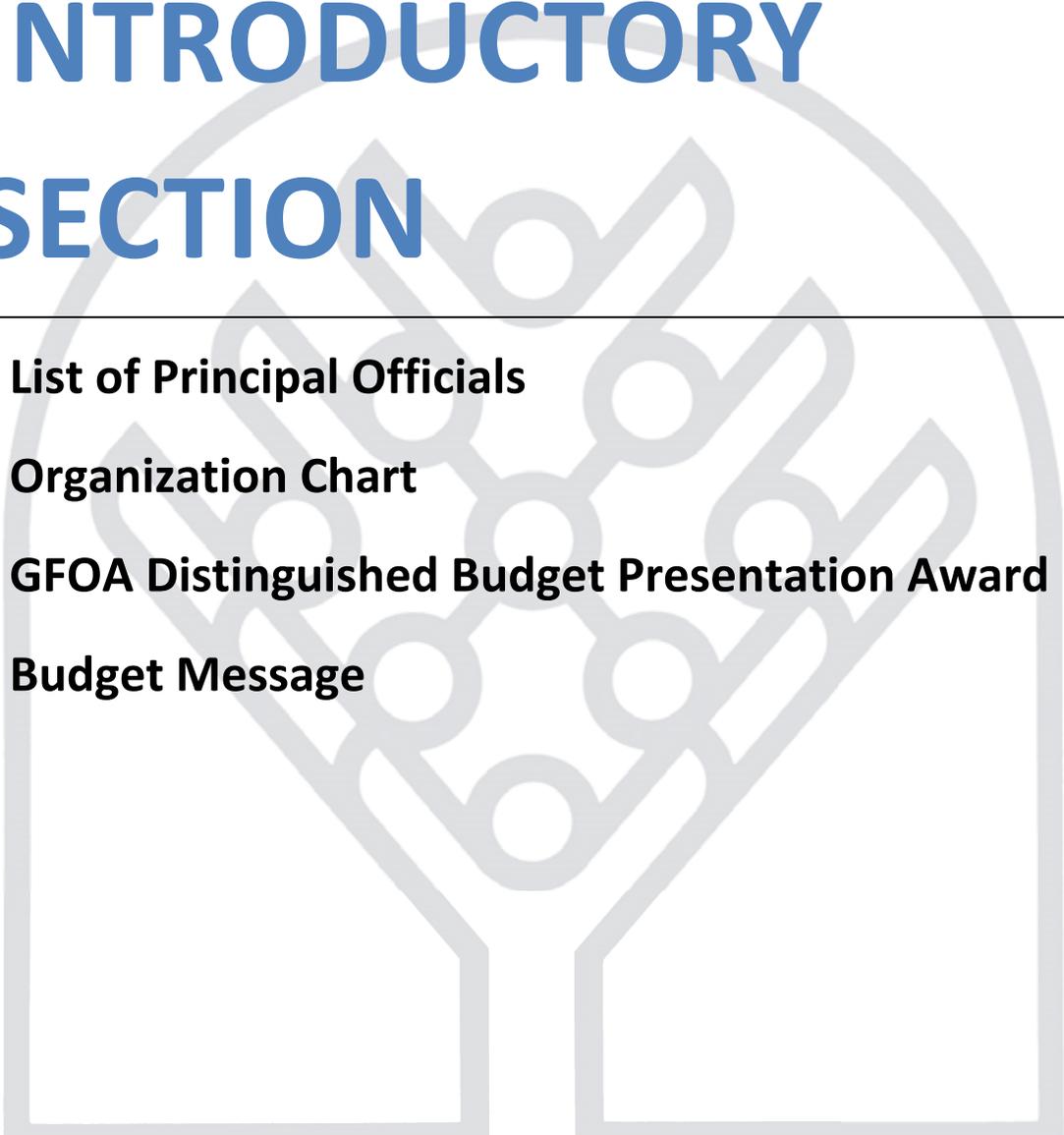
INTRODUCTORY SECTION

List of Principal Officials

Organization Chart

GFOA Distinguished Budget Presentation Award

Budget Message



Hanover Park

Village of Hanover Park

Principal Officials

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 or 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

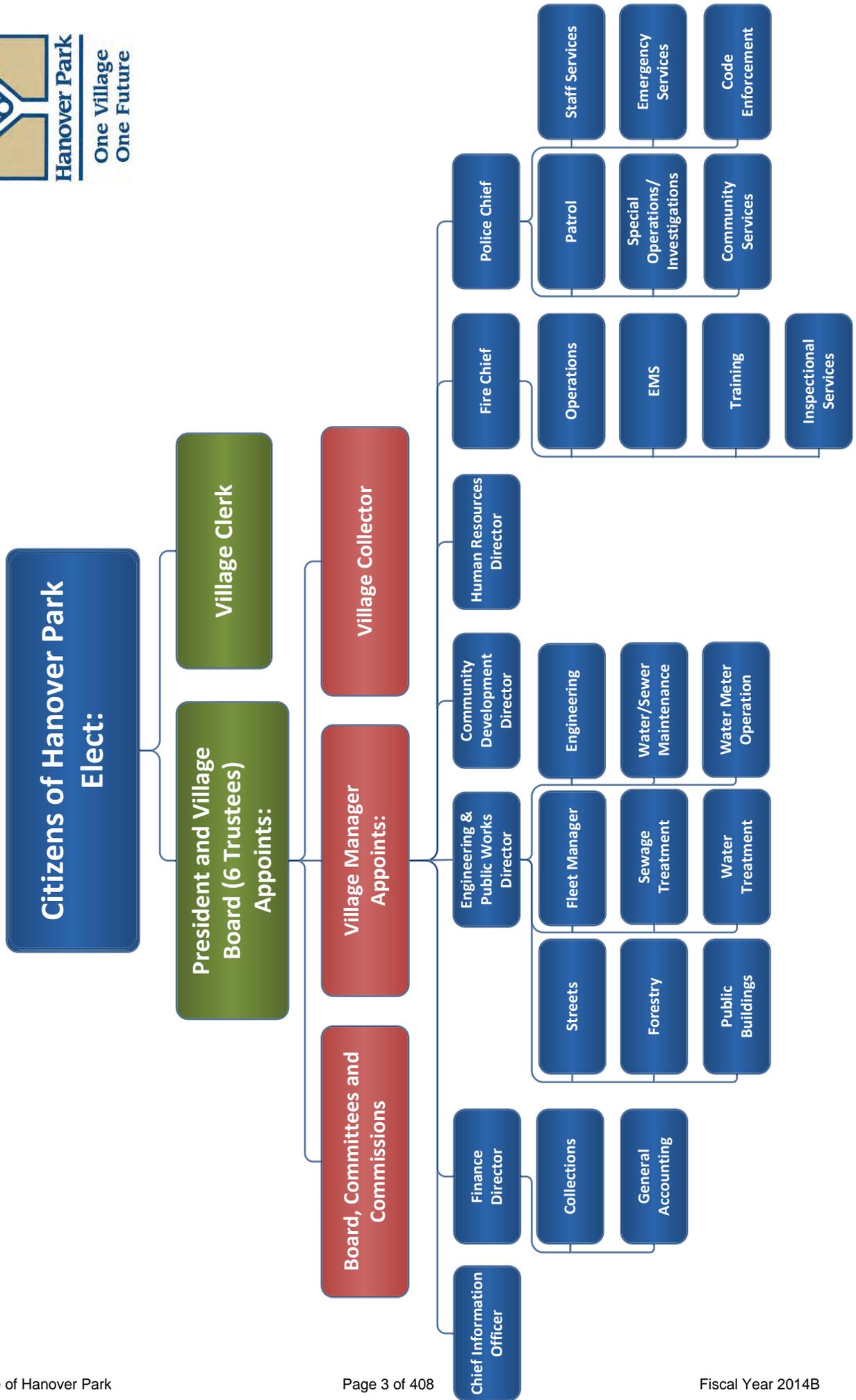
(630) 823-5608

Juliana Maller, Village Manager (jmaller@hpil.org)

Village Departments - Administrative Offices

Wendy C. Bednarek, Human Resource Director	(630) 823-5661	wbednarek@hpil.org
Shubhra Govind, Community & Economic Development Director	(630) 823-5781	sgovind@hpil.org
Craig A. Haigh, Fire Chief	(630) 823-5801	chaigh@hpil.org
Howard A. Killian, Public Works Director	(630) 823-5701	hkillian@hpil.org
Dan McGhinnis, Chief Information Officer	(630) 823-5670	dmcghinnis@hpil.org
David A. Webb, Police Chief	(630) 823-5501	dwebb@hpil.org
Rebekah Flakus, Finance Director	(630) 823-5788	rflakus@hpil.org

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, 2012

Christopher P. Morill

President

Gifford R. Emery

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

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award. The Fiscal Year 2014 Budget beginning May 1, 2013 has been submitted for the Distinguished Budget Award, but the Village has not received notice if the Award was received yet.



Village of Hanover Park Fiscal Year 2014B Budget Message

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

Introduction

I am pleased to present the Village of Hanover Park's Budget for the 2014B Fiscal Year. This budget document is a fiscal plan that is responsive to the needs of the citizens and business community of Hanover Park and reflects the goals of the Village Board. The budget provides revenues and expenditures for the May 1, 2014 through December 31, 2014 Fiscal Year and is designed to provide a comprehensive overview of Village activities during the next eight months.

The current Comprehensive Strategic Plan includes the goal to transition the Village's budget year from a May 1st through April 30th fiscal year to a January 1st through December 31st calendar year. This was discussed at the Finance Committee meeting on August 19th, 2013 and approved by the Village Board on October 3rd, 2013. Direction was given to staff to proceed with the steps necessary to implement a calendar fiscal year. In order to implement a Calendar Year Fiscal Year, a shortened 8 month budget was necessary and Fiscal Year 2014B is that 8 month transition budget. Significant variances will be shown throughout this document between previous budgets and the Fiscal Year 2014B Budget because of this.

The budget is presented in a format recognized by the Government Finance Officers Association (GFOA) for the Distinguished Budget Presentation Award. The Village has obtained the award for the last twenty-four (24) consecutive years. The budget is a policy document, financial plan, operations guide, and communication device.

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.

Strategic Goals

In May, 2011 the Village Board adopted the Village's Comprehensive Strategic Plan. As part of that plan, the Board established three primary visions 1) Provide convenience through technology, 2) Is a good place to live, work and do business and 3) Is fiscally transparent. To that end, all budget goals since adoption of the plan have been designed to correspond to and accomplish these visions. The Fiscal Year 2014B budget is reflective of the established Board visions and is designed to allow for the continued progression toward the accomplishment of the strategic goals. Additionally, a new Strategic Plan created in Fiscal Year 2014 will be incorporated during Fiscal Year 2014B. New goals and objectives for the next three years will be determined. Over the course of the new Plan, updates and status reports will be made and corrections will take place as needed.

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.

Over the past several years, the United States economic recovery from recession has persisted, but at a sluggish pace. This past year, the Village has seen signs that growth has begun. The average growth rate in 2013 was about 2.4%. Currently growth rates are about 2.7%, with rates expected to continue to increase throughout 2014.

The last quarter of 2013, the Village saw consumption grow the most in nearly two years. Cold-weather has effected construction and consumer spending in the early part of 2014, but it is expected to taper off by early spring allowing for growth to occur as the year unwinds.

Employment for February, 2014 increased with job growth of 175,000, showing upward momentum and signs of economic recovery, even with the cold-weather related slowdowns. Unemployment has increased in early 2014, but is looked at as a positive sign. In previous months the rate dropped because people just did not attempt to get back into the workforce. When people are no longer looking for jobs, they are not included in the total unemployment rate. More people are now optimistic and seeking employment, causing the overall unemployment rate to increase.

State of the Village

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

The financial condition of the Village has been impacted by the negative effects of the overall U.S. economy. The Village must be cognizant of these negative effects and how they will continue to influence 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 upcoming fiscal year as the United States economy slowly begins to recover. This approach will help to ensure that we will have sufficient revenue to meet our expenditures throughout this next Fiscal Year.

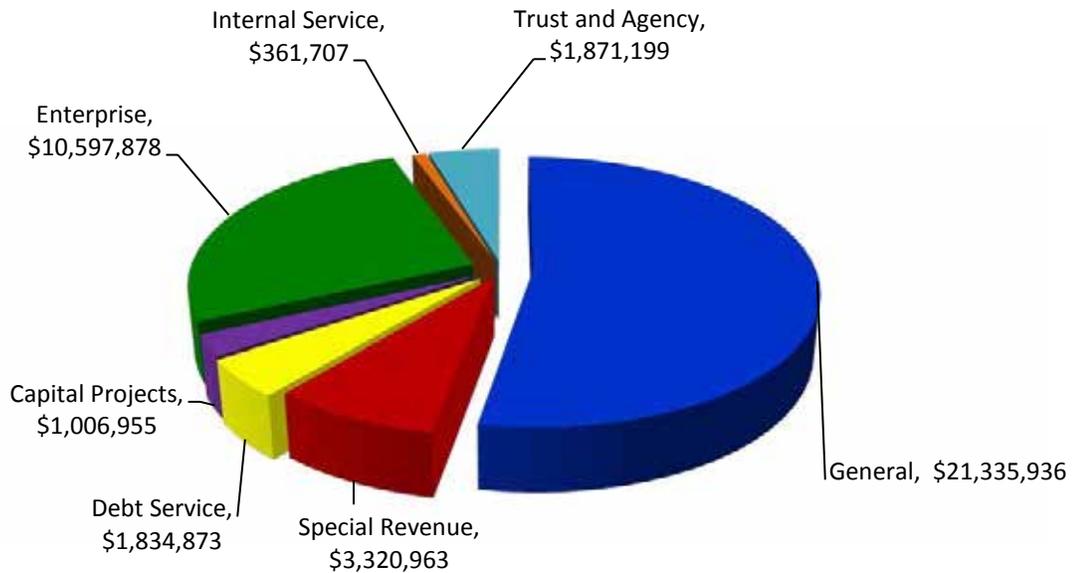
In order to maintain a positive operating position, expenditures were analyzed on a line-item basis. Expenditure patterns were examined to determine if expenditures could be reduced.

Village of Hanover Park - Budget Message

Budget Summary

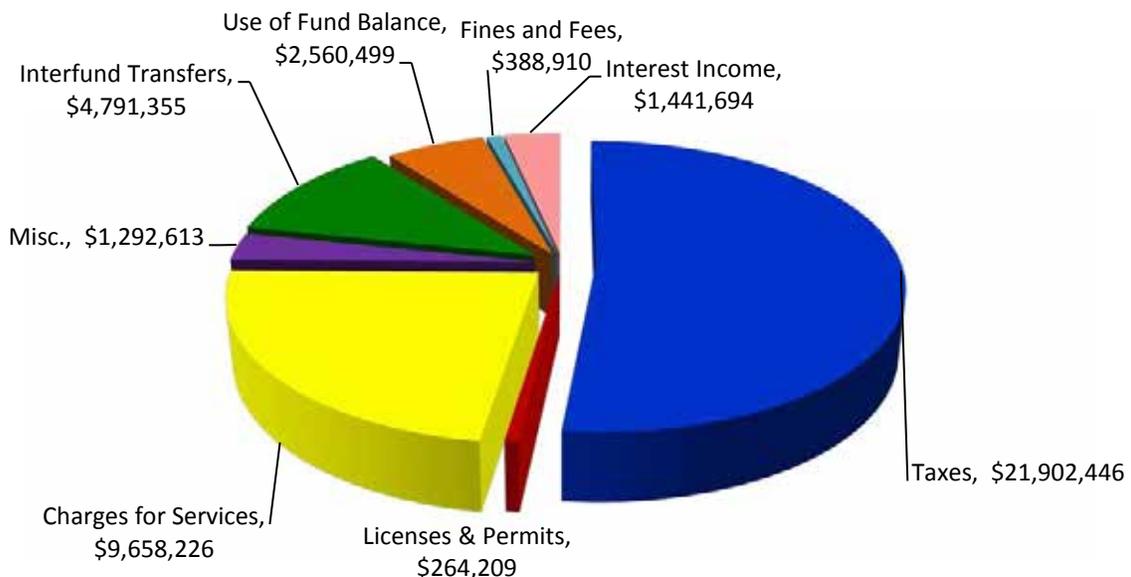
The Fiscal Year 2014B Budget reflects the operating and capital spending plans for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Enterprise Funds, Internal Service Funds, and Trust and Agency Funds. Presented below are summary pie charts, which include overall Fiscal Year 2014B expenditures by fund and category:

Expenditures by Fund Type



The total budgeted fund appropriations for all budgeted funds for Fiscal Year 14B equals \$40.3 million, a decrease of \$14.9 million or 26.97% over the prior Fiscal Year Budget. The decrease reflects reductions in expenditures within all funds due to the shortened 8 month Fiscal Year.

Revenues by Category:



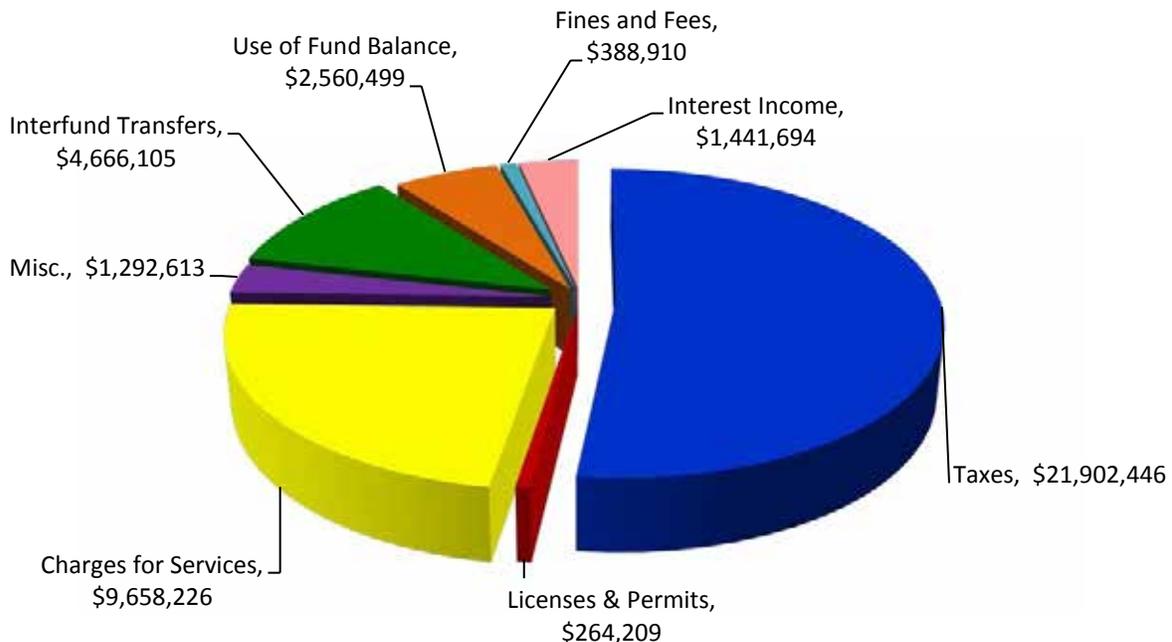
Village of Hanover Park - Budget Message

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

Changes in Operating, Debt Service, Capital and Inter-fund Transfers				
Appropriations/All Funds	Budget FY 2013-14	Budget FY 2014B	Increase/Decrease Amount	Increase/Decrease Percent
Operating	\$44,169,264	\$32,099,064	(\$12,070,200)	(27.32%)
Debt Service	2,199,096	2,123,579	(75,517)	(3.43%)
Capital	7,014,383	4,979,663	(2,034,720)	(49.79%)
Inter-fund Transfer	1,837,032	1,127,205	(709,827)	(38.64%)
Total	\$55,219,775	\$40,329,511	(\$14,890,264)	(26.97%)

- Total Village operating budget (excluding debt service, capital outlay and transfer between funds) amounts to \$32,099,064 as compared to last year's \$44,169,264.
- General Fund expenditures (including transfer and one-time expenditures) total \$21,335,936, a 28.29% decrease from the prior year.
- General Fund emergency reserves total \$8,557,859 or 40.11% of budgeted expenditures.
- The Capital Improvement Program totals \$4,979,663.
- The General Fund operating budget (excluding capital outlay, inter-fund transfer and debt service) expenditures total \$20,360,656, a 28.62% decrease over prior Fiscal Year 2014 Budget.

Revenues by Category:



All Funds - Revenues by Category				
Revenues /All Funds	Budget FY 2013-14	Budget FY 2014B	Increase/ Decrease Amount	Increase/ Decrease Percent
Taxes	\$30,148,196	\$21,902,446	(\$8,245,750)	(27.35%)
Licenses & Permits	414,141	264,209	(149,932)	(36.20%)
Charges for Services	13,053,502	9,658,226	(3,395,276)	(26.01%)
Fines & Fees	627,060	388,910	(238,150)	(37.98%)
Investment Income	2,102,742	1,441,694	(661,048)	(31.44%)
Miscellaneous	2,536,643	1,292,613	(1,244,030)	(49.04%)
Inter-fund Transfers	5,742,385	4,791,355	(951,030)	(16.56%)
Other	3,064,534	2,560,499	(504,035)	(16.45%)
Total	\$57,689,203	\$42,299,952	\$15,389,251	(26.67%)

- Total Revenue decreased by \$15,389,251, primarily due to the shortened 8 month Budget.
- A 4.99% increase in the General Fund Property Tax Levy is included.
- Decrease in Taxes is mainly due to the timing of tax receipts.
- Water and Sewer Rate Revenues had a planned increase in water costs from Lake Michigan Water.
- General Fund revenues also total \$21,363,923, a 28.2% decrease from the prior year. Operating revenues total \$20,360,656, a 28.62% decrease.
- Efforts to support new and expanding businesses will hopefully have a positive effect on sales tax receipts.

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 reserves are equal to or greater than prescribed by the related policies.

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

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

New Programs, Positions & Capital Outlay Highlights

- ***Hanover Square Shopping Center:*** Marketing the Hanover Square shopping center for recruiting tenants, promptly addressing current tenant issues, and continued improvements to the building and site remain a high priority. Several improvements have been made to the building including roofing and HVAC repairs and to the site, including a new monument sign for better visibility of tenants. Staff meets with Property Managers on a weekly basis and regularly with leasing agents and construction managers as well. Staff finished a 'return on investment' analysis for the proposed façade upgrade and presented to the Board. Staff also worked on a Request for Proposal for sale and redevelopment, per Board direction. Meetings were held with two colleges to move the Education and Work Center project forward, for tenant build out to begin Spring 2014 and occupancy in Summer 2014. The Construction Management Firm is preparing plans for this build-out, as well as for a façade renovation. The interior remodel for a new taqueria Mexican restaurant is also in process.
- ***ERP System:*** Purchase of the ERP (Enterprise Resource Planning) Software System to replace the current application was made in Fiscal Year 2014. Compatibility with current and future technology was incredibly important and taken into consideration when procuring the new system. The Village made sure to have as many systems integrate into the ERP as possible to ensure a reduction in workloads across multiple departments. The implementation of the new ERP System is very extensive and is being coordinated in phases through the Information Technology Department over the next year.
- ***Adjudication System:*** The adjudication process for code enforcement and police is currently being conducted at the county level. Bringing this process into the organization will result in a new revenue stream for the Village. All tickets issued from code enforcement and police are currently in the form of paper, and finance is tasked with entering the information into the computers. This process created duplicate effort between the three departments. The Village acquired a new software package that will allow code enforcement, police and finance to track the adjudication process in-house. This software will also allow code enforcement and police to automate the ticketing process in the vehicles and transitioned them over to a computer based system. The system integrates with the Enterprise Resource Planning system and flags accounts in that system to make sure the Village is collecting all outstanding payments.
- ***Emerald Ash Borer:*** In FY'14, the Village removed 280 ash trees using in-house crews and 238 ash trees contractually. 134 trees were planted in the fall of FY'14, and the FY'14B budget includes \$150,000 to continue to remove parkway ash trees. An additional 240 are scheduled to be planted in Spring of 2014.
- ***Disconnect from Fire Protection District:*** The Village Board has identified as part of the 2011, 3-year comprehensive strategic plan, a goal to have coterminous Village corporate boundaries with Village Department services areas. Following the merger in 2002 of the Ontarioville Fire Protection District with the Village of Hanover Park, several service areas were either not within the corporate boundaries of the Village or serviced by another fire protection agency. The Village has worked diligently to disconnect these areas and to provide coterminous fire response boundaries with the boundaries of the Village. The only area remaining is a portion of the Village serviced by the

Village of Hanover Park - Budget Message

Bloomingtondale Fire Protection District. The Village desires to reach a negotiated settlement with the Bloomingtondale Fire Protection District to disconnect these areas from the District.

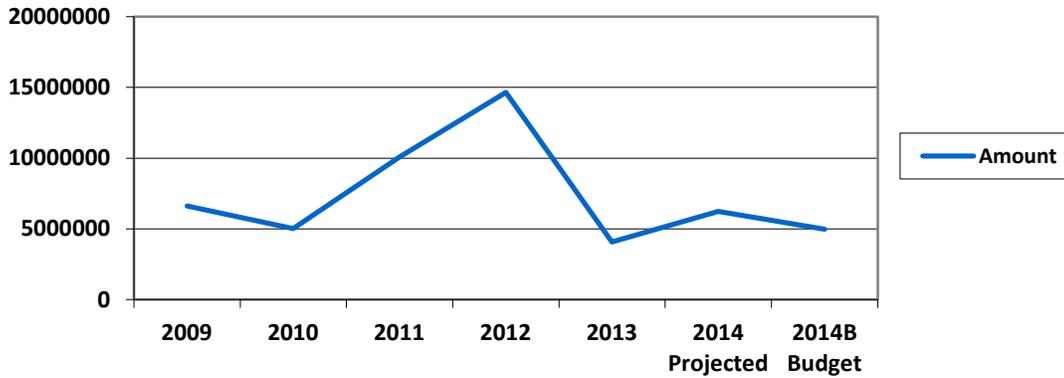
- *Transparency:* One of the Village's Strategic Plan Goals is to be fiscally transparent. Beginning in Fiscal Year 2013 and continuing into Fiscal Year 2014, the Village of Hanover Park implemented the Illinois Policy Institute's Ten-Point Transparency Checklist. The ten points include information on Elected & Administrative Officials, Meeting Information, Public Records, Budgets, Financial Audits, Expenditures, Salary & Benefits, Contracts, Lobbying details, and Taxes & Fees. Information for all ten can be found on the Village's website. The Village received the Sunshine Award from the National Policy Institute in December 2013 for our achievements in government transparency.
- *Remodel of Village Hall:* Remodeling of the Village Hall is needed in order to reconfigure the Village Hall for current use following the relocation of the Police Department to its new facility. Remodeling began in Fiscal Year 2013 and funds have been budgeted this year to continue the remodel and reconfiguration.
- *Village Center Plan:* Continue to pursue strategic implementation steps of the Village Center Plan, focusing on the Elgin O'Hare boulevard extension, wetlands, promotion of development along the north side of Lake Street, and guidance of private property improvements to properties south of the Metra station.

Capital Improvement Program (CIP)

The budget for the Village's Capital Improvement Program for Fiscal Year 2014B amounts to approximately \$4.9 million. Capital project expenditures, by category, are planned as follows:

Improvements other than Buildings	\$1,492,000
Vehicles	114,000
Water and Sewer Improvements	753,000
Office Equipment	174,000
Other Equipment	556,280
Buildings	<u>1,885,383</u>
Land	<u>5,000</u>
Total	<u>\$4,979,663</u>

The chart below records the pattern of the Village's Capital Improvement Program Budget over the past seven years. As indicated, this program fluctuates from a high point in Fiscal year 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	2009	2010	2011	2012	2013	2014 Projected	2014B Budget
Amount	\$6,621,763	\$5,021,030	\$10,089,331	\$14,635,966	\$4,090,290	\$6,243,602	\$4,979,663

Improvements other than Buildings include a Street re-surfacing Program within the Motor Fuel Tax Fund, the Parkway Tree Program and Village Hall Generator in the Capital Projects fund and part of the multi-year lighting project is budgeted in the SSA #5 Fund.

Office Equipment includes annual replacement of equipment including computers, printers, backup servers and public safety computer equipment.

Building improvements for Fiscal Year 2014B include ten budgeted projects. Five of these improvements are related to the Hanover Square Shopping Center Fund and TIF #3 Fund. \$1,161,200 has been budgeted for TIF related building improvements within the Hanover Square Shopping Center. In addition to these improvements, another phase of the roof repairs has been budgeted for \$63,125. \$30,000 has been budgeted to replace an HVAC unit at the shopping center and \$203,063 has been budgeted to repair and replace the sidewalks through the property. An additional \$63,450 has been budgeted out of the Hanover Square Shopping Center Fund for improvements to the Center including curb and gutter replacements.

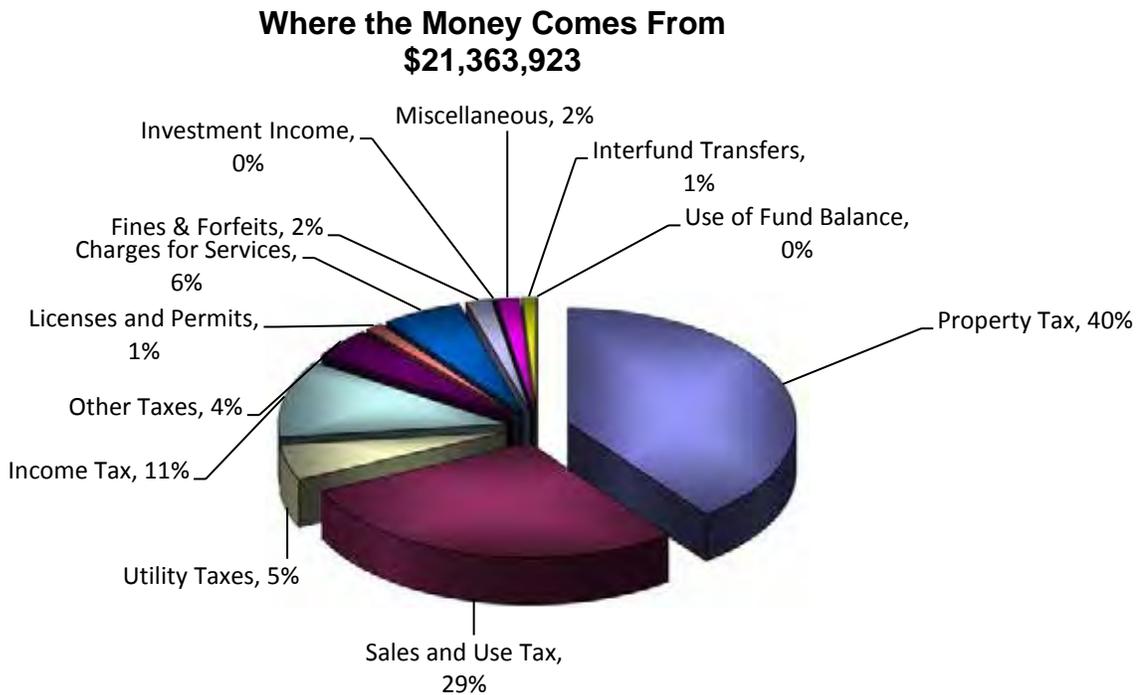
Several vehicles and equipment are budgeted to be purchased out of the Central Equipment Fund this year. Vehicles included in the Fiscal Year 2014B Budget of \$361,707 include a Police Department squad car, two utility trucks, backhoe loader, mower and trailer.

General Fund

In the Governmental Funds category, the General Fund is the principal operating fund and includes allocations for Police, Fire, Public Works, Community Development, Engineering, Finance, Information Technology and Administrative Departments. It represents 53.84% of total expenditures and provides the majority of municipal services. Following the General Fund tab in this Budget Document are graphs showing historical revenues and expenditures. Presented below is a chart identifying total General Fund financial information:

Where does our revenue come from?

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

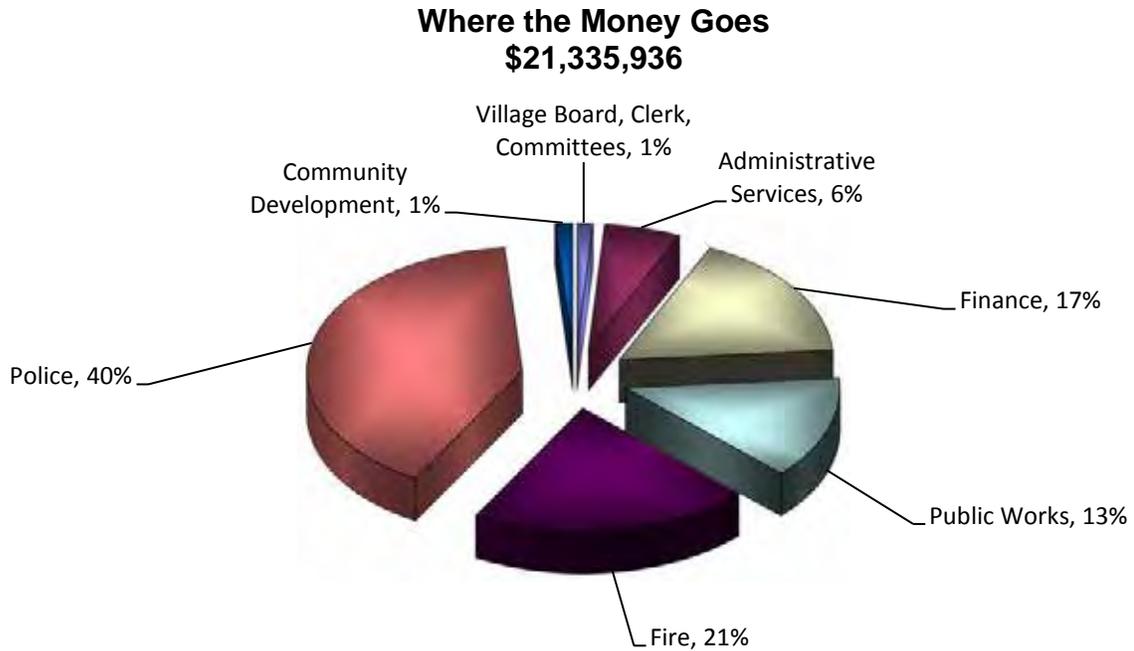


In total, General Fund revenues are projected to decrease 28.20% or \$8,390,299 compared to the Fiscal Year 2014 Budget. Tax revenues are anticipated to decrease 26.67% due to the shortened 8 month Fiscal Year. All revenues are received throughout the Fiscal Year at different times. Business licenses are received in January, and only \$11,000 is budgeted to receive this year instead of 2/3. Because of the timing of revenues, the shortened year isn’t really just 2/3 or 8 of 12 months. Included in the Fiscal Year 2014B Budget is a 4.99% Property Tax increase, but revenues received from the increase are spread across the calendar year. These revenue decreases will balance out once the Fiscal Year is fully converted into a Calendar Year.

General Fund - Revenues by Category				
Revenues /All Funds	Budget FY 2013-14	Budget FY 2014B	Increase/Decrease Amount	Increase/Decrease Percent
Taxes	\$25,789,513	\$18,911,580	(\$6,877,933)	(26.67%)
Licenses & Permits	412,321	262,809	(149,512)	(36.26%)
Charges for Services	1,800,946	1,215,070	(585,876)	(32.53%)
Fines & Fees	627,060	388,910	(238,150)	(37.98%)
Investment Income	31,344	18,359	(12,985)	(41.43%)
Miscellaneous	492,864	350,234	(142,630)	(28.94%)
Inter-fund Transfers	397,179	216,961	(180,218)	(45.37%)
Other	202,995	0	(202,995)	(100.00%)
Total	\$29,754,222	\$21,363,923	(\$8,390,299)	(28.20%)

Where does our money go?

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



General Fund budgeted expenditures will decrease by 28.29% or \$8,418,286. This decrease is primarily due to the shortened 8 month Fiscal Year. No additional new programs were added during Fiscal Year 2014B Budget process within the General Fund. All areas of the General fund budget were reviewed and reduced where possible in order to improve the Villages overall financial outlook.

General Fund – Expenditures by Category				
Revenues /All Funds	Budget FY 2013-14	Budget FY 2014B	Increase/ Decrease Amount	Increase/ Decrease Percent
Personal Services	\$20,860,223	\$14,620,367	(\$6,239,856)	(29.91%)
Commodities	1,271,687	843,448	(428,239)	(33.67%)
Contractual Services	6,431,237	4,896,841	(1,534,396)	(23.86%)
Inter-Fund Transfers	1,191,075	975,280	(215,795)	(18.12%)
Total	\$29,754,222	\$21,335,936	\$8,418,286	(28.29%)

Special Revenue Funds

Special Revenue Funds				
Appropriations/All Funds	Budget FY 2013-14	Budget FY 2014B	Increase/Decrease Amount	Increase/Decrease Percent
Road & Bridge	\$140,000	\$191,500	\$51,500	(36.79%)
Motor Fuel Tax	1,801,611	1,395,700	(405,911)	(22.53%)
SSA # 3	44,500	14,815	(29,685)	(66.71%)
SSA # 4	29,800	18,000	(11,800)	(39.60%)
SSA # 5	385,000	272,800	(112,200)	(29.14)
TIF # 3	1,885,000	1,406,148	(478,852)	(25.40%)
TIF # 4	61,500	22,000	(39,500)	(64.23%)
TIF # 5	0	0	0	0.00%
Total	\$4,347,411	\$3,320,963	(1,026,448)	(23.61%)

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditure for a particular use. The Fiscal Year 2014B Special Revenue Fund Expenditures include the street re-surfacing within the Motor Fuel Tax Fund, installation of bike racks in SSA # 3, continuing maintenance costs for SSA #3, #4 and #5 and extensive redevelopment costs within the TIF # 3 Fund.

Capital Projects Fund

Capital Projects Funds				
Appropriations/All Funds	Budget FY 2013-14	Budget FY 2014B	Increase/Decrease Amount	Increase/Decrease Percent
SSA # 6	\$101,207	\$31,675	(\$69,532)	(68.70%)
General Capital Projects	1,812,825	975,280	(837,545)	(46.20%)
Total	\$1,914,032	\$1,006,955	(907,077)	(47.39%)

SSA # 6, General Capital Projects and the Municipal Building Fund make up the Capital Funds within the Village. Expenditures within the Fiscal Year 2014B Budget include the Village Hall repairs, annual replacements of Information Technology equipment including computers, scanners and servers and wireless connection at Fire Station # 2.

Debt Service Fund

Debt Service Funds				
Appropriations/All Funds	Budget FY 2013-14	Budget FY 2014B	Increase/Decrease Amount	Increase/Decrease Percent
2010 GODS Bonds	\$795,610	\$794,191	(\$1,419)	(0.18%)
2010A GODS Bonds	\$349,538	398,741	49,203	14.08%
2011 GODS Bonds	\$641,513	641,941	428	0.07%
Total	\$1,786,661	\$1,834,873	\$48,212	2.70%

Debt Service Funds are used to account for the accumulation of resources and payment of bond principal and interest. Currently the Village has three outstanding Debt Service Bonds. The 2010 and 2010A General Obligation Debt Service (GODS) Bonds were issued to finance the construction of the new police station. The 2011 GODS Bonds refinanced the 2004 Bonds used to finance the new fire station. The refinancing saved the Village significant interest expenditures over the life of the bonds. Final SSA Debt Service payments were made in FY 2010. A schedule of the Village’s outstanding debt is located in the Debt Service Funds section of this Budget Document.

Enterprise Funds

Enterprise Funds				
Appropriations/All Funds	Budget FY 2013-14	Budget FY 2014B	Increase/Decrease Amount	Increase/Decrease Percent
Water & Sewer	\$12,123,132	\$9,331,214	(\$2,791,918)	(23.03%)
Commuter Parking Lot	412,323	283,479	(128,844)	(31.25%)
Hanover Square	750,000	973,185	223,185	29.76%
Total	\$13,285,455	\$10,597,878	(\$2,687,577)	(20.23%)

Water & Sewer Fund, Municipal Commuter Parking Lot Fund and the Hanover Square Shopping Center Fund make up the Village’s 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 is to have the cost of providing these services be financed or recovered through user charges.

Commuter Parking Lot expenditures are decreasing this year due to the timing of improvements planned for the parking lot. Additional improvements will be budgeted in Calendar Year 2015.

Significant decreases in the Hanover Square and Water & Sewer Funds are budgeted for Fiscal Year 2014B compared to the prior year budget. The decreases are due to the shortened 8 month Fiscal Year. Timing of when projects are completed and expenditures occur affects the shortened Fiscal Year 2014B Budget. The budgeted expenditures in the Hanover Square Fund include maintenance and repair costs, building improvements and consulting services used for the construction management

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company and the property management company. Water & Sewer Fund budgeted expenditures include the rise of the cost of water purchased from Lake Michigan. Water and Sewer rates were increased to offset the increase in expenditures. The water costs are offset by Village Board approved rate structure increase.

Internal Service Funds

Internal Service Funds				
Appropriations/All Funds	Budget FY 2013-14	Budget FY 2014B	Increase/Decrease Amount	Increase/Decrease Percent
Central Equipment	\$1,169,707	\$361,707	(\$808,000)	(69.08%)
Total	\$1,169,707	\$361,707	(\$808,000)	(69.08%)

All Vehicles are purchased through the Central Equipment Fund. Expenditures vary from year to year based on fleet replacement requirements. Monies are transferred to the Fund annually in order to accumulate funding for the scheduled replacement year. The decrease in FY 2014B expenditures is primarily due to the timing of when vehicles are purchased in the shortened Fiscal Year.

Trust & Agency Funds

Trust & Agency Funds				
Appropriations/All Funds	Budget FY 2013-14	Budget FY 2014B	Increase/Decrease Amount	Increase/Decrease Percent
Police Pension	\$1,892,182	\$1,260,821	(\$631,361)	(33.37%)
Fire Pension	1,110,105	610,378	(499,727)	(45.02%)
Total	\$3,002,287	\$1,871,199	(\$1,131,088)	(37.67%)

Trust & Agency Funds are used to account for assets held by the Village in a trustee capacity. The Police and Fire Pension Funds account for the accumulation of resources to be used for retirement annuity payments for the participants. Resources are contributed by active employees at a fixed rate by law and by the Village based on an actuary analysis.

Both the Police and Fire Pension Funds appropriations decreased over Fiscal Year 2014. Pension decreases were primarily due to the shortened 8 month fiscal year. The expenditures proportioned to the 8 months have increased over the prior fiscal year due to increases in contractual services, investments and personnel costs.

Inter-fund Transfers

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

Inter-Fund Transfers			
Transfers Out	Amount	Transfers To	Amount
General Fund	\$975,280	General Fund	\$26,675
SSA # 6	\$26,675	Capital Projects Fund	\$1,100,530
Water & Sewer	\$125,250		
Total	\$1,127,205	Total	\$1,127,205

Reserves

The Village maintains reserves to continue operations in case of an economic downturn and in case of an unexpected emergency expenditure. Village policy requires the General Fund have at least 25% of the operating fund in reserve. The General Fund Fiscal Year 2014B Budgeted Unrestricted Fund Balance reserves are estimated at 40.11%. The increase is due to the timing of revenues in the shortened 8 month budget because the percentage is based on total reserves divided by the budgeted expenditures. The budgeted expenditures are significantly reduced with a shortened 8 month Fiscal Year. The percentage will decrease and level out by the end of Calendar Year 2015. The goal in Fiscal Year 2014B and in future calendar year budgets will be to increase this reserve balance. Below is a listing of estimated Unrestricted Fund Balance Reserves within the Village.

1. General Fund - \$8,529,872 (04/30/14)
2. Capital Projects Fund - \$268,295 (12/31/14)
3. Central Equipment Fund - \$3,690,521 (04/30/14)

Budget Program Updates

The Village continues to aggressively pursue business recruitment, retention and redevelopment in this difficult economy. Staff worked through various means to promote business growth and economic development in the Village, including holding numerous promotional meetings with existing property owners, local brokers, and developers, and attending the local and national ICSC (International Council of Shopping Centers) conferences. The CONECT Committee re-evaluated their goals and identified ways in which they could better support existing businesses and learn about their needs. In the coming year, Staff will continue to reach out to existing businesses, particularly key industrial firms, and explore new economic development tools. Specific programs and developments include:

- *Village Center Plan:* Work has begun on several key implementation steps, as outlined in this RTA grant funded comprehensive plan for the Village Center area. Staff and Mayor met with the Toll-Way Authority, IDOT and DuPage County related to the completion of the Eglin-O’Hare Expressway Western Extension and project feasibility for the boulevard concept. Staff continues to meet with property owners in the Village Center area to discuss future development alternatives, and market the area to developers through conferences and

meetings. A RTA-ULI panel was held with local developers to gain feedback on development opportunities.

- *Hanover Square Shopping Center:* Staff has focused much of their efforts on management and improvements to the Village-owned shopping center. Redevelopment and leasing of this center will have a positive impact upon the development of the Village Center area, improving property value and appearance and proving the retail market.
- *Irving Park Corridor Study:* The Irving Park Road Corridor study was performed by an Urban Land Institute (ULI) Technical Assistance Panel and funded by a Local Technical Assistance grant from the Chicago Metropolitan Agency for Planning (CMAP). The panel recommended focus on key retail areas, streetscape improvements, and business outreach and retention. Following completion of the study, initial implementation included creation of TIF#5. Staff has been working with various property owners for development and redevelopment opportunities, finding ways to incorporate the Study's recommendations for landscaping, streetscaping, parking and façade improvement.
- *TIF #5:* A new Irving Park Road East Tax Increment Finance (TIF) district was established around the intersection of Irving Park and Wise Roads. Since the inception of TIF # 5 Staff has worked with the Village Counsel and the property owner of the abandoned building located at 900 E Irving Park Road ('old Menards') to have it demolished. Staff is also working with a developer at the same property on a potential redevelopment of the site for a mixed-use development.
- *Tony's Finer Foods:* Tony's Finer Foods has moved into the former Ultra Foods space in the Westview Shopping Center at the NW corner of the intersection of Barrington and Irving Park Roads. This large grocery store building included façade improvements, landscape improvements, about 200 jobs, and is generating a high level of traffic to the area as well.
- *Education & Work Center:* Staff is in the process of finalizing lease terms and details for the space build-out with the local community colleges (Elgin Community College and Harper College) and Illinois WorkNet to open an Education and Work Center in the Hanover Square Shopping Center. Hanover Square management team will begin finalizing the architectural drawings and detail plans for the build out of the 10,000 sq. ft. space. The EWC will not only generate traffic but also enable community residents be trained for better jobs.
- *MI Homes:* MI Homes continues to build and sell townhomes at Church Street Station. 15 homes have been constructed over the past year. To-date, 100 of the 126 total homes have been sold. 5 units still remain to be constructed over the next year.
- *Zoning Code Update:* The zoning code update has been undertaken for the creation of the new Unified Development Ordinance, which will consolidate zoning, sign, and subdivision regulations. Several sections of the zoning code have been presented to the Development Commission, for review and feedback. These recommendations, when finalized, will be forwarded to the Board in 2014 for final action. Staff is working on other sections, and gathering feedback from other departments. Held discussions with consultant on the code update as well.

Volunteer Programs

Citizen Corps Council:

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

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

Fire Corps: Fire Corps is a volunteer organization operating as part of the Fire Department. Their primary role is to provide on-scene rehabilitation services to firefighters suffering the detrimental effects of heat stress. Team members who have graduated from the CERT training program receive extensive training on the physiologic impact of heat stress and overall mitigation and management techniques. The team is an active participant within MABAS (Mutual Aid Box Alarm System) and regularly responds to calls within the Village, as well as mutual aid to neighboring communities. In addition to rehab services, the team also assists in teaching public education programs 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 and is comprised of 3 members, which includes two Trustees and a Hanover Park resident. The Village Manager, Finance Director and Assistant Finance Director also actively participate. 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.

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 Day to allow

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for the disposal of household products, such as electronics, bicycles and eye glasses not fit for disposal through the weekly scavenger program, as well as hazardous products such as oil and antifreeze. The event also provides document collection and shredding. The Environmental Committee conducts an annual inlet stenciling program, marking inlets with “dump no waste, drains to river” and annually participates in the DuPage River Sweep. In 2011, they started a community apiary which continues to grow. In 2013, they constructed a demonstration rain garden along the south side of the Longmeadow Lane.

Veterans Committee:

The Veteran’s Committee was established in 2008 and has 11 members. In 2012, the Village dedicated the new Veteran’s Memorial in front of Village Hall on Veteran’s Day. The Committee was instrumental in overseeing the completion of this project. The Committee maintains an honor roll list which contains the names of 122 residents and 20 employees of the Village who have served this country. They also continue to collect supplies for soldiers who are serving overseas and continue to host an annual Memorial Day and Veterans Day events.

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. In Fiscal Year 2014 the Committee held a MLK Legacy Day of Service. This Day of Service was focused on improvements/clean up to the MWRD Youth baseball fields which serve our community youth.

CONNECT:

The Hanover Park Business CONNECT (Committee on Networking, Education, and Community Teamwork) is a business-oriented economic development organization involved in the community. The goal of CONNECT is to strengthen the Village’s business community by encouraging retention and expansion of existing businesses. Through their efforts they strengthen the Village’s economic base, while facilitating networking opportunities for the business community and serving as business liaisons to the Village.

The Hanover Park Business CONNECT responsibilities include promoting Village business opportunities through promotional events and activities and providing feedback on business-related regulations and strategies. 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:
 - ✓ Host a Hanover Park Chamber of Commerce Business after Hours networking event – This year’s event was held on March 4, 2014.

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- ✓ Hold a Realtor and Business Reception to promote available resources and properties – Event was held on November 14, 2013, and was attended by over 100 people, including realtors, service providers, and businesses.
 - ✓ Coordinate Ribbon Cuttings for new businesses and the Dine in Hanover Park restaurant coupon program
 - ✓ Manage the Mayor's Choice Business of the Year Award
 - ✓ Chamber Golf Outing – Last year's event was held on July 26, 2013.
- Encourage outreach and public relations with the residential and commercial real estate community which included:
 - ✓ SCORE/ECC/Harper Workshops – In partnership with local banks, Chamber, ECC and Harper Colleges as well as Choose DuPage, publicize seminars, workshops, and events. Most of these events are free of charge and open to all resident.
 - ✓ Shop Hanover Park – CONECT continues to promote Shop Hanover Park. Along with promoting this opportunity through a press release, our cable channel, our website and in *Hi-Lighter* issues, a letter and information is sent to licensed businesses. Coupons will be included in the May-June issue to encourage residents to shop locally and increase the sales for retail businesses, thus also generating additional sales tax.
 - ✓ Dine in Hanover Park – CONECT continues to promote this FREE service to area restaurants through the *Hi-Lighter* and our website.

Sister Cities Committee

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

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

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, re-zonings (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, Village Center Plan, and Irving Park Corridor Plan. All petitions are considered in a fair and equitable manner in accordance with the established standards and ordinances.

Specific projects that the Development Commission reviewed and provided recommendation to the Village Board on include:

- Continue assisting in implementation of the new Comprehensive Plan, taking the plan's goals and guidelines into consideration when reviewing development proposals and public hearing requests.
- Provided guidance and direction for the RTA grant funded Village Center Plan study, reviewed and provided recommendations to the Village Board.
- Reviewed development proposals, including:
 - 3 development applications - 2 for cell antennas and one for a planned unit development amendment for propane fueling at Menards.
- In the process of reviewing and recommending Zoning Code text amendments to meet the goals of the Village and improve code consistency, including:
 - Accessory Uses and Structures; Driveways and Fences
 - Lighting and Landscaping Standards;
 - Regulations for location of facilities related to dispensing Medical Marijuana.
 - Site plan review and variance procedures
 - Design guidelines
 - Sign regulations

Labor & Employee Relations

The Village of Hanover Park has six labor unions which have ongoing collective bargaining. The labor contracts for Teamsters (Public Works) expired on April 30, 2013. MAP Civilian (Police) is new bargaining unit created in Fiscal Year 2013. Contracts for MAP Sergeants, MAP Police Officers and IAFF Firefighter/Paramedics were settled and approved by the Village Board in FY14. Negotiations for the Teamster Public Works and new MAP Civilian contracts are currently underway and the implementation is still subject to mutually agreed upon terms by both the unions and the Village Board.

The Fiscal Year 2014B reflects a total of no new full time or part time employee positions.

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 2012.

Award for Distinguished Budget Preparation

For the 24th consecutive year, the Government Finance Officers Association (GFOA) has 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 meet program requirements and we will be submitting it to the GFOA to determine its eligibility for an award again this year.

Acknowledgements

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

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

Sincerely,



Juliana Maller
Village Manager
March 17, 2014

EXHIBITS

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

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. The new \$19 million Police Department headquarters was completed in February 2012. Most recently in December, 2011 the Village purchase a \$2.8 million shopping center located on the west side of Barrington Road north of Lake Street.

Village Services

Police Protection

The Village of Hanover Park is served by 61 sworn full-time police officers and 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 20 part-time firefighters. Firefighters are supplemented by a volunteer Chaplain and 15 volunteer Fire Corps Members. Additionally the department manages the Village's Inspectional Services Division staffed by a Chief of Inspections, three inspectors and two permit coordinators. The Inspectional Services Office (ISO) has granted an advisory fire protection classification of four.

Public Works

A total of 45 Public Works employees are dedicated to keeping the Village running smoothly and looking its best. Crews plant, trim Village trees; repair curbs, gutters and sidewalks; plow over 99 miles of Village streets and repair potholes; provide water service, sewage treatment, and maintain over 206 miles of storm and sanitary sewers; and maintain the Village's fleet of 150 vehicles.

EXHIBIT A

Statistics regarding the water utility include:

Population Served	37,973	
JAWA Lake Michigan Supplied	868,778	Kilo Gal.
Village Supplied	15,929	Kilo Gal.
Total Distribution Pumpage	884,707	Kilo Gal.
Daily Average Pumpage	2,424	Kilo Gal.
Miles of Water Mains	112.35	
Number of Metered Customers	10,402	

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>
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
2012	1,124	10,477,085
2013	1,102	15,637,308

Taxes and Water and Sewer Charges

<u>Description</u>	<u>Rate</u>	<u>Applied to</u>
Municipal Taxes		
Municipal Sales Tax	1.0%	Retail Sales including groceries and drugs
Home Rule Sales Tax Rate	0.75%	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 1/1/2014)

Water Rate	\$8.13	Per 1,000 gallons of water Used
Service Fee of \$25 applied to every Bi-Monthly bill		
Sewer Rate		
Cook County	\$2.01	Per 1,000 gallons of water used
DuPage County	\$5.41	Per 1,000 gallons of water used

Demographics ⁽¹⁾

Socio-Economic Data (per 2010 census)

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

Age, Female and Male Distribution

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

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

Population Characteristics

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

¹ 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 2012 EAV, the maximum outstanding general obligation debt to be paid by property taxes would be \$47 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.
4. Depreciation expense is only budgeted in the Water and Sewer Fund in order to insure that adequate funds are set aside for future capital replacements.

BUDGET PROCESS

The budget process is developed to provide public input and foster decision-making. The Fiscal Year 2014B Budget calendar is included in this exhibit. On November 21, 2013, a public hearing was held to allow the residents to speak about any topic relevant to the Village budget. On December 19, 2013 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 17, 2013. The manual included the Village Board goals, a preliminary budget calendar, and instructions for completing budget forms and reports.

Departments prepare operating and capital project expenditure requests. The budget team, comprised of the Village Manager, Finance Director, 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 December 2013.

The Finance Committee is an integral component of the budget preparation process. The Finance Committee advised the Village Board on matters concerning Finance. At Finance Committee meetings held on December 5, 2013 and January 27, 2014, staff presented the preliminary budget to the Finance Committee. They provided feedback and input to staff.

The preliminary budget is developed based on Board policies and the review of departmental submittals. New initiatives and resource enhancement requests are outlined in the preliminary operating and capital budget reports submitted to the Village Board. At the Village Board workshop on February 20, 2014 the proposed budget was presented to the Village Board and public to solicit comments and input. This session occurred prior to the formal budget document development. Following public input and Board direction, the final budget document was assembled. The Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award evaluation comments were reviewed and, if possible, improvements were incorporated into the final document.

The final budget was placed on file for public review on March 5, 2014, and a Budget Law Public Hearing was conducted on March 20, 2014. The document was presented to the President and Board of Trustees for adoption prior to the beginning of the fiscal year on May 1, 2014.

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, 2014 through December 31, 2014.

FISCAL YEAR 2014B BUDGET CALENDAR

2013

NOVEMBER

- 7 Fiscal Year 2014B Budget Elected Official & Public Input at 6:00 p.m.
- 16 Distribute Budget Instruction Manual
- 21 Fiscal Year 2014 Budget Department Input Meeting at 6:00 p.m.
- 25 All specific budget assigned areas, i.e. salaries, insurance, utility costs, etc. are to be available to Department Heads. Departments develop "final" budgets.

DECEMBER

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

JANUARY

- 6-13 Weeks available for Budget Team review with Department Heads and Committee/Commission Chairpersons
- 20 Budget Revisions Due
- 27 Finance Committee Meeting at 5:00 p.m. – Preliminary Budget discussion

FEBRUARY

- 20 Present preliminary FY '14 Budget to Village President and Board of Trustees at Board Workshop
- 24 Finance Committee Meeting at 5:00 p.m. – Final Budget discussion
- 21-28 Open for Budget meetings with Village Board and Finance Committee, if needed

MARCH

- 1-20 Open for Budget meetings with Village Board and Finance Committee, if needed
- 5 Put FY'14B Budget on file for public review (10 days before Budget Law Hearing)
- 20 7:30 p.m. Budget Law Public Hearing on FY'14 Budget
- 20 7:30 p.m. Board Meeting - Pass Budget Ordinance adopting FY'14 Budget

APRIL

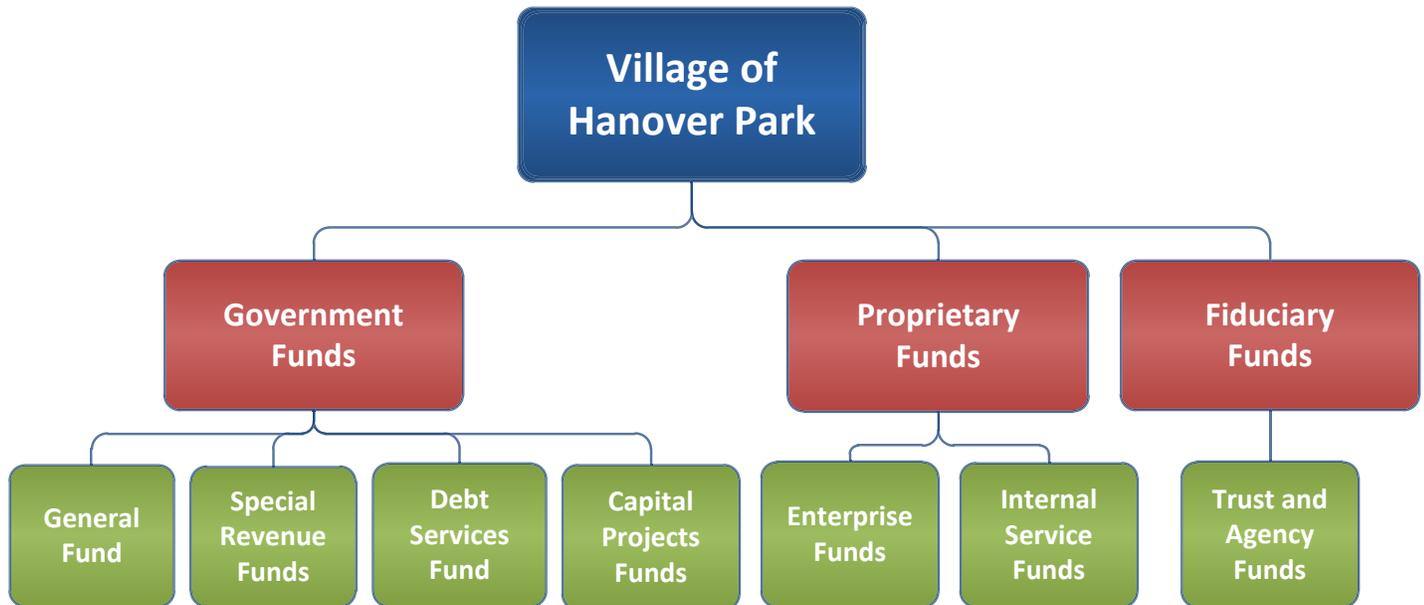
- 30 Deadline for adoption of FY'14B Budget

MAY

- 1 Start of Fiscal Year 2014B

2014

FUND STRUCTURE AND DESCRIPTION OF FUNDS



The following major funds are budgeted:

Governmental Funds

General Fund, Motor Fuel Tax, General Obligation Bond Series of 2011, 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 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.

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.

Tax Increment Finance Area #5 Fund

The Tax Increment Finance Area #5 Fund accounts for the financing of improvements in the Irving Park Road East Tax Increment Financing Redevelopment Project Area. Financing is provided by property tax increment within the 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.

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 were 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 were 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.

Special Service Area #6 Fund

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

General Capital Projects Fund

The General Capital Projects Fund accounts for the 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. This Fund was inactivated in Fiscal Year 2013.

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

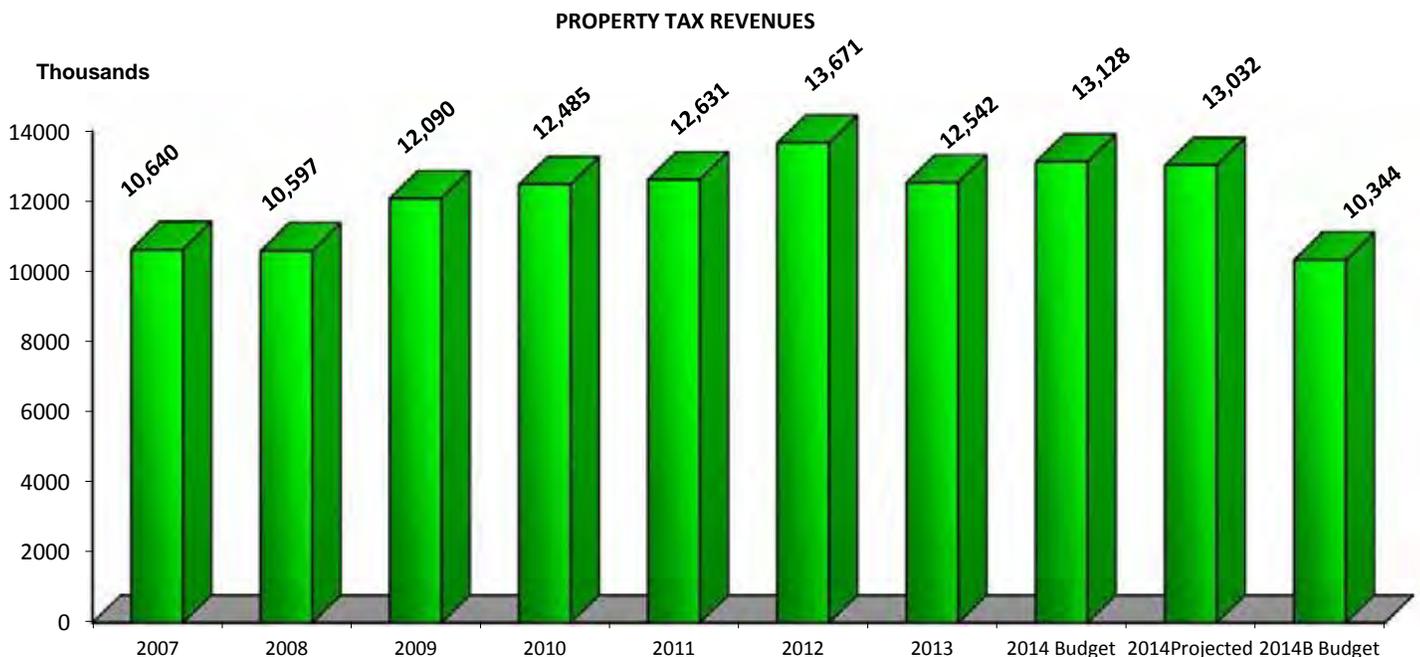
The Firefighters Pension Fund accounts for the accumulation of resources to be used for retirement annuity payments for the participants. Resources are contributed by fire employees at a rate fixed by law and by the Village based on an actuarial analysis.

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 24.53% of total revenues for the Village.

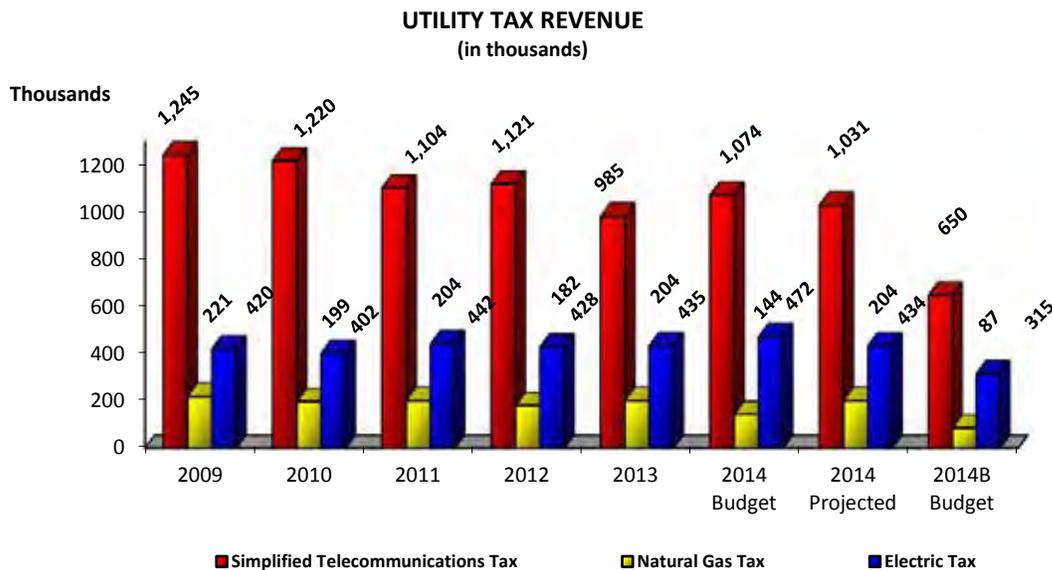
The Village Board has attempted to limit property tax increases with the emphasis on trying to reduce the impact on the average taxpayer. It is considered revenue of last resort and attempts are continually made to find other sources of revenue to fund Village operations before property taxes are raised. There is a 4.99% property tax increase budgeted in Fiscal Year 2014B. Various user fees were increased in Fiscal Year 2005 and in Fiscal Year 2013 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 increased the Home Rule Sales Tax from 0.50% to 0.75% starting in Fiscal Year 2014, making it more in line and comparable with surrounding communities.

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.



2007 - 2013: Actual Revenues.

The Village has attempted to maintain the assessed value within the Village 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. In Fiscal Year 2012, these bonds were refinanced to reduce the costs. These bonds are to be financed by property tax revenues. The increase from 2011 to 2012 was due to the 2010 and 2010A General Obligation Bonds being issued. There is a 4.99% budgeted increase in property taxes for FY 2014B. Additional information and graphs regarding property taxes and assessed values are contained in Exhibits G and H later in this section.

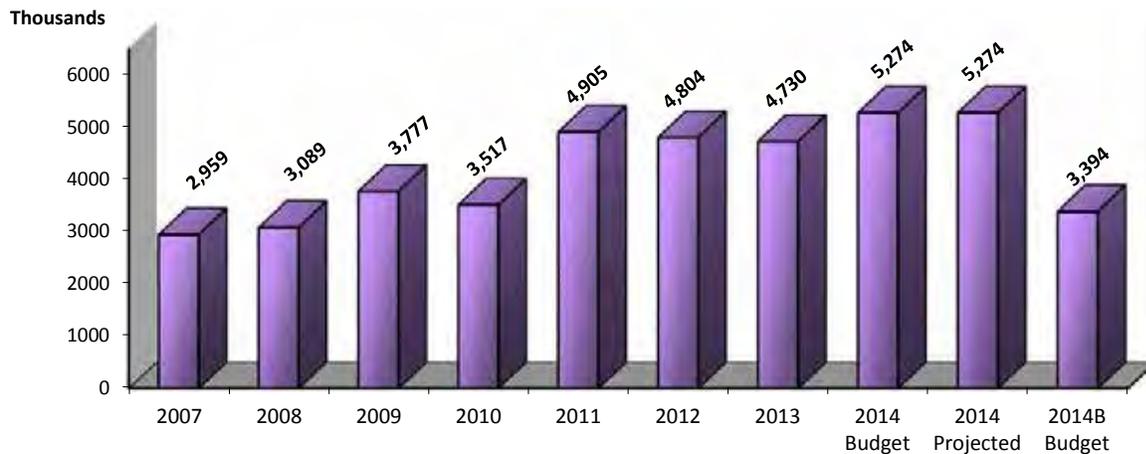


2009 – 2013: Actual Revenues

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 3.0% decrease was budgeted for this revenue in Fiscal Year 2014 over the prior year’s budget amount based on the trended performance from 2007 through 2012. Fiscal Year 2013 showed a decrease due to the reduced electricity bills with the implementation of the Village’s Municipal Electric Aggregation Program. In Fiscal Year 2014 the Program savings decreased. The Fiscal Year 2014B budget shows a significant decrease compared to the 2014 Projections, but mostly due to the timing of the revenues earned within the shortened Fiscal Year compared to a full 12 month Fiscal Year.

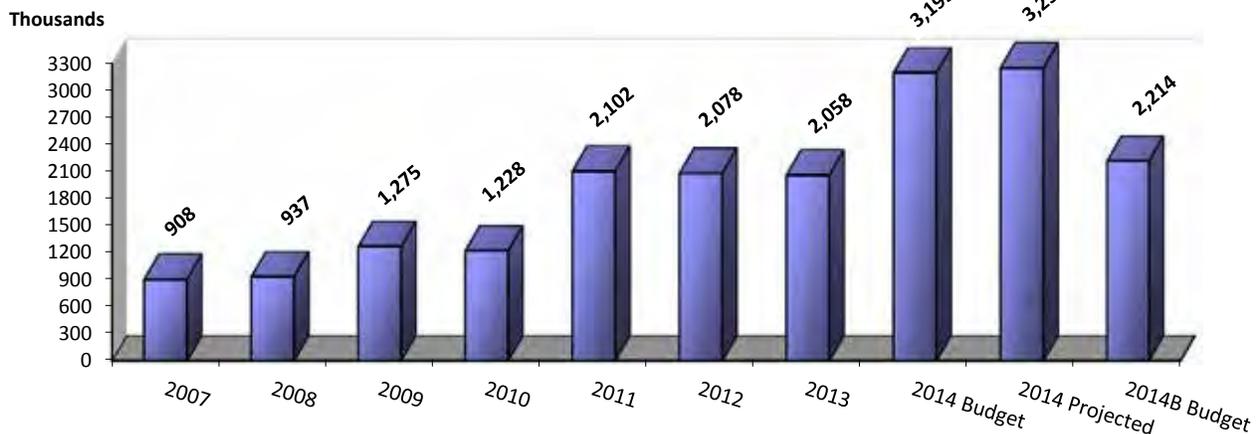
SALES AND USE TAX REVENUES



2007 – 2013: Actual Revenues

Sales and Use Tax – Another major source of revenue for the Village is sales tax revenues. The Village receives one cent (\$0.01) 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. 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 increased significantly in 2011 a change in accounting for sales tax incentive agreements. An increase in use tax revenues is expected mirror sales tax. A new anchor moved into the Westview Shopping Center causing the Fiscal year 2014 Sales Tax Revenues to increase compared to Fiscal Year 2013. In the future (2014B and beyond), sales tax revenues are expected to increase even more due to additional economic development in the new Village Shopping Center and an overall improvement in economic conditions.

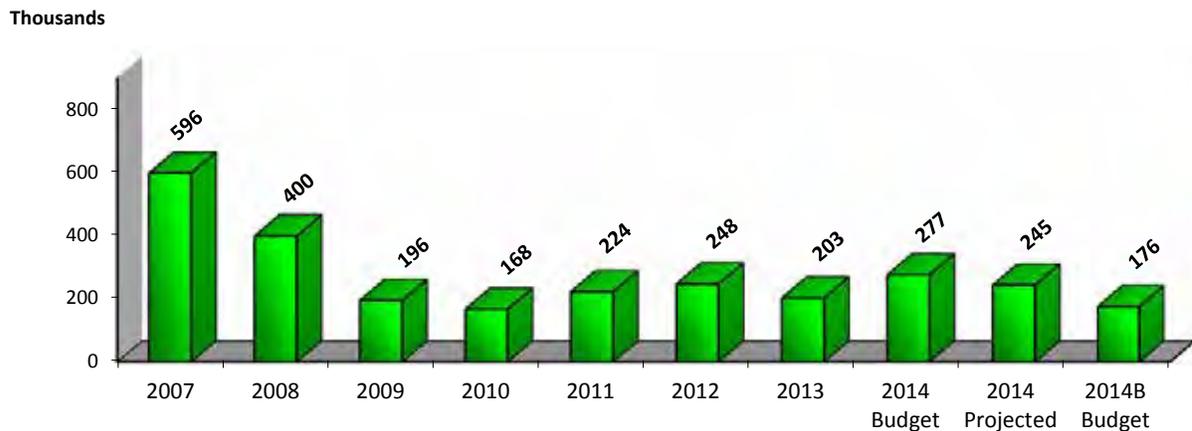
HOME-RULE SALES TAX REVENUES



2007 – 2013: 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. The Village instituted a home-rule sales tax of one-half of one percent (1/2%) in Fiscal Year 1995 and increased the tax to three-fourth of one percent (3/4%) in Fiscal Year 2014. This revenue has followed the pattern of general sales tax revenue in being impacted by economic development and the performance of the local economy.

REAL ESTATE TRANSFER TAX REVENUES

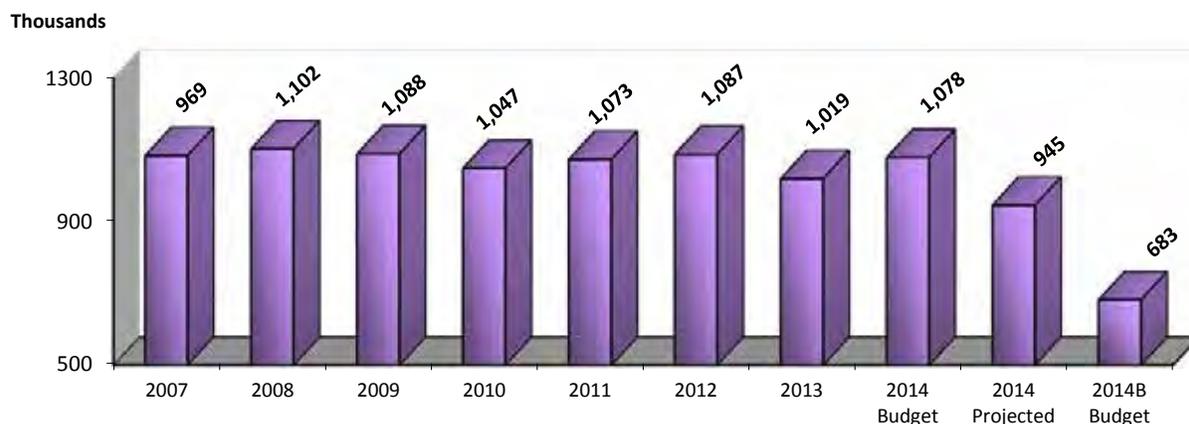


2007 - 2013: Actual Revenues

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. Once the Bonds were paid, all real estate transfer tax revenues began flowing through the General fund. In Fiscal Year 2014, the Village reviewed the tax and decided not to increase it. A benefit of this tax is that the Village is able to collect unpaid accounts receivable balances for water and sewer services and parking tickets. All outstanding amounts must be paid in full before the real estate transfer tax stamp can be issued.

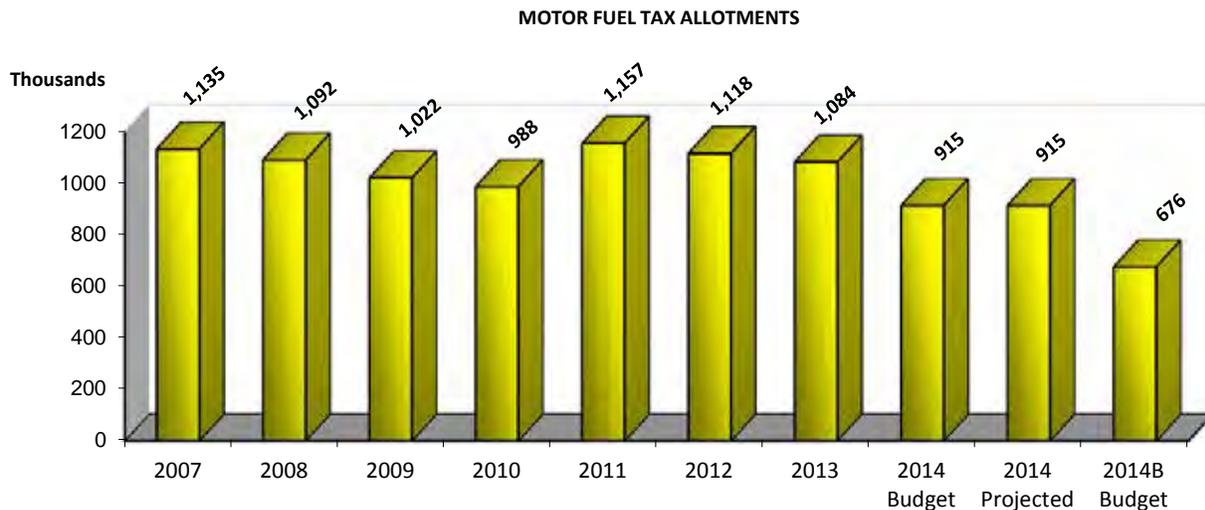
Since 2006, Real Estate Transfer Tax revenue has declined due to the downturn in the housing market, increase in foreclosure homes and a decrease in home values. Revenues increased slightly in 2011 over the 2010 actual amount due to an increase in the sale of foreclosed homes and the restarted construction at Church Street Station. Fiscal Year 2014 projections are showing an increase over the Fiscal Year 2013 projections, due to a large apartment complex was sold during the year. Fiscal Year 2014B is budgeted less than the previous two years due to the shortened 8 month Fiscal Year.

FOOD & BEVERAGE TAX REVENUES



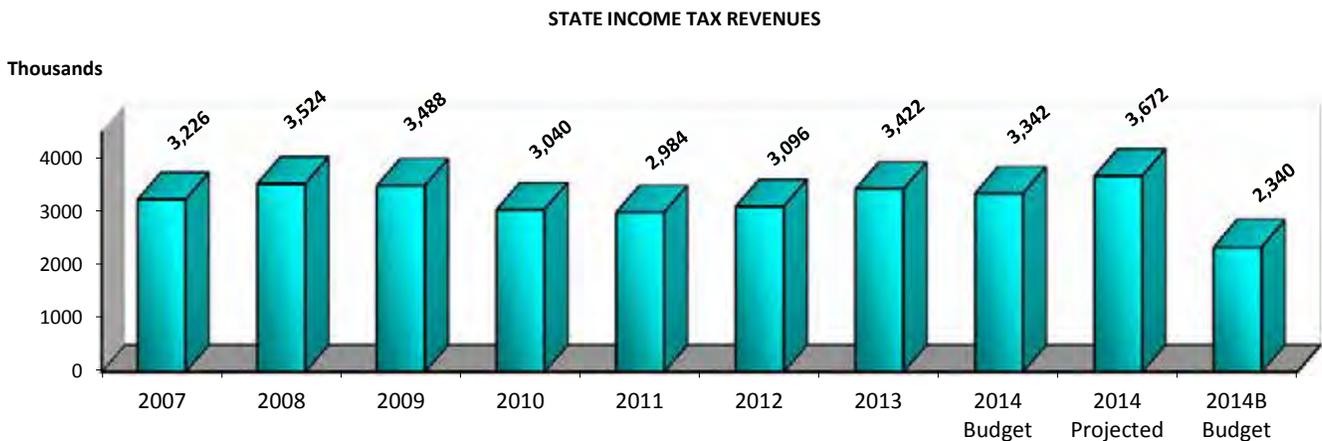
2007 - 2013: Actual Revenues

Food and Beverage Tax Revenues – The Village implemented a three percent (3%) tax on prepared food and beverages in the 1980s. Small fluctuations have occurred, with openings and closing of restaurants and stores, but for the most part, this revenue has been relatively constant from 2008 through 2013. Fiscal Year 2014 revenues are expected to decline due to additional restaurant closings. In Fiscal Year 2015 and future years, this revenue should increase at inflationary levels.



2007 - 2013: Actual Revenues

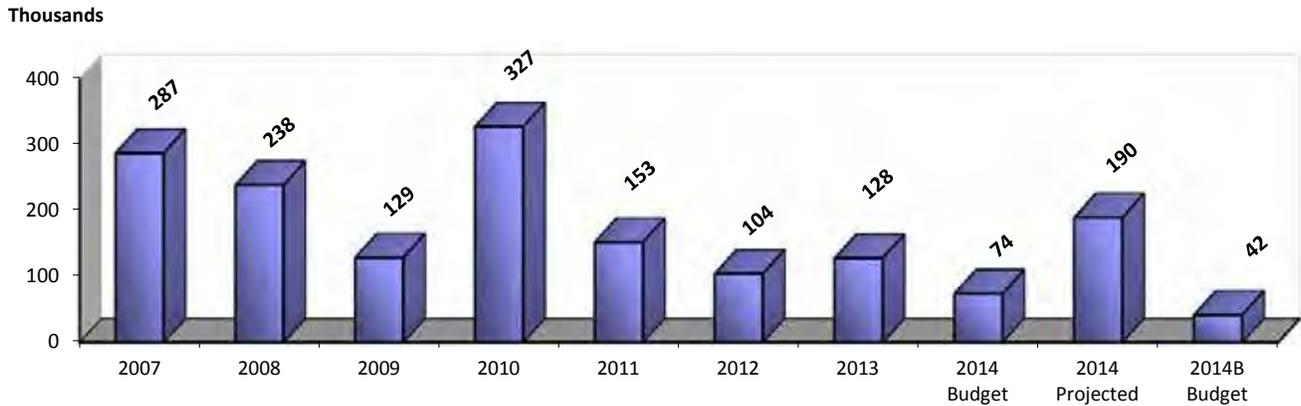
Motor Fuel Tax – This State-shared source of revenue is derived from taxes on gasoline and diesel fuels and is distributed based on population. These revenues are affected by use of motor vehicles and also fluctuations in gasoline prices. A slight decrease in this revenue occurred in Fiscal Year 2010 caused by reduced consumption due to economic conditions, but recovered in Fiscal Year 2011. Fiscal Year 2014 revenues have declined compared to the Fiscal Year 2013 mostly due to the increase in more fuel efficient vehicles. Overall gas usage has declined.



2007 - 2013: Actual Revenues

State Income Tax – Income Tax is also a state-shared revenue that is distributed based on population. Revenues declined steadily from 2010 through 2011 due to statewide economic conditions. An increase in this revenue was realized in Fiscal Years 2012 due to slight improvements in the economic condition of the State economy and a decrease in the unemployment rate. In Fiscal Year 2013, revenues have increased, showing signs of additional economic recovery and continue to increase through Fiscal Year 2014. Future revenues are conservative for Fiscal Year 2014B is projected the same level as the 2014 projections, but based on a shortened 8 month Fiscal Year.

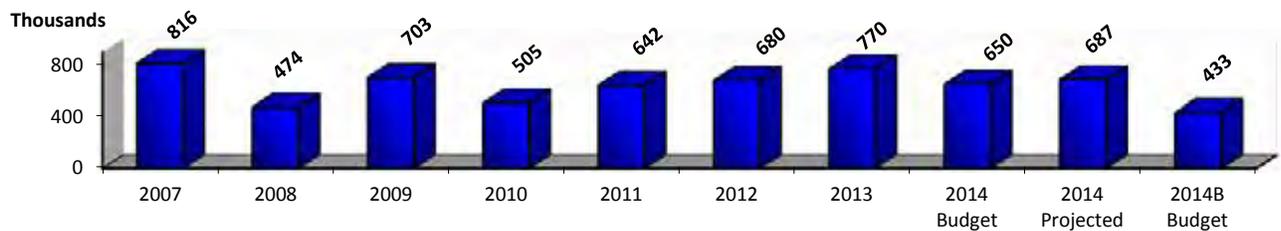
BUILDING PERMIT REVENUES



2007 - 2013: Actual Revenues

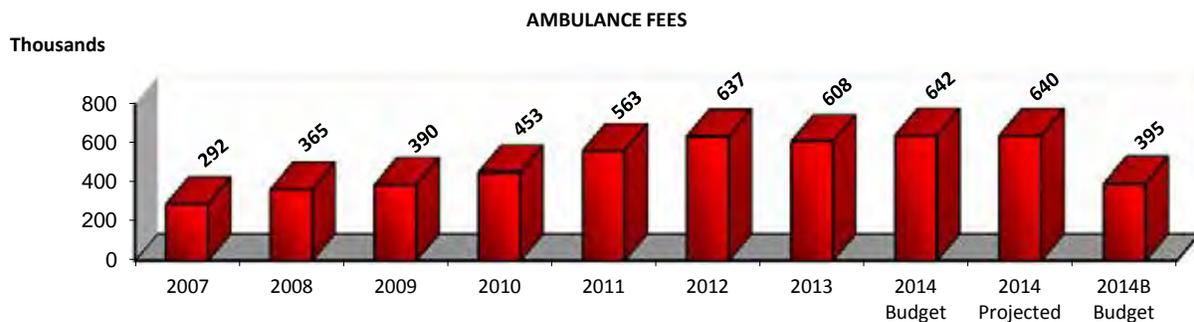
Building Permit Revenue – Building permit revenues are directly tied to economic growth and development within the Village. The Village experienced the majority of its residential growth in the 60s, 70s and 80s. Growth during the 1990s and through Fiscal Year 2002 was due mainly to development of several business parks within the Village. 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. In 2010, construction began 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 also occurred in 2010 in the Village’s Tax Increment Financing Districts, including the construction of a Nursing Care facility and various large expansion projects in the Village’s industrial parks. Since 2010, building permit revenues decreased and remained stagnant through 2013 as the economic conditions for building or renovating facilities is still slow to recover. Activity is projected to slightly increase in 2014 and remain relatively constant for the 8 month shortened Fiscal Year 2014B.

VEHICLE IMPOUNDMENT FEES



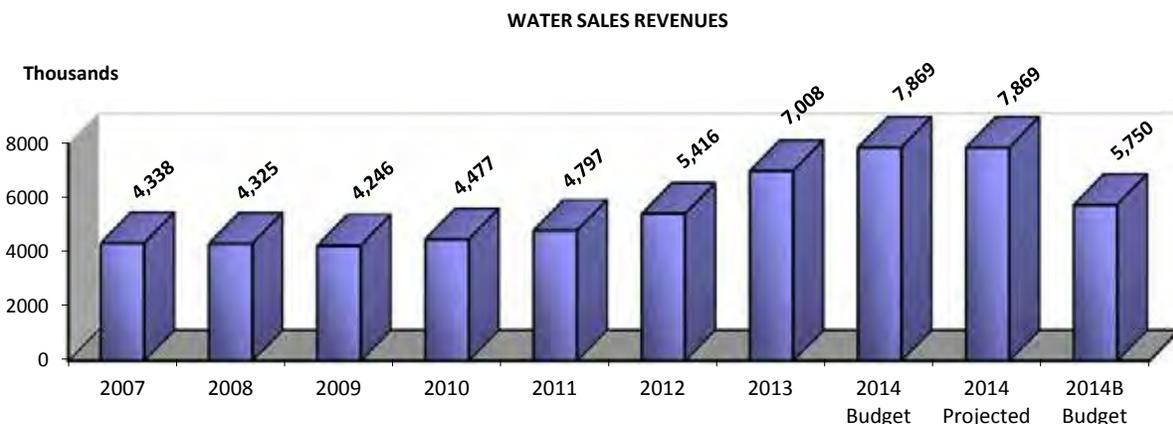
2007-2013: Actual Revenues

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. Fiscal Year 2008 revenues decreased due to modifications to the ordinance during Fiscal Year 2007 in response to a court case. Gradual increases have occurred from Fiscal Year 2010 through 2013, but the Village anticipates a decrease in Fiscal Year 2014 compared to the Fiscal Year 2013 Budgeted amount due to the State of Illinois' temporary Driver's License Program. Fiscal Year 2014B Budget reflects an increase in proportion to the 8 months in Fiscal Year 2014.



2007–2013: 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. Since 2008, gradual increases in ambulance revenues have occurred due to an increase in call volume. Starting in Fiscal Year 2012, The Fire Department started non-emergency ambulance transfers through the Claremont rehabilitation center. Non-emergency transfer revenue has been minimal, but the Village continues to work diligently to increase transfers for potential additional revenues.

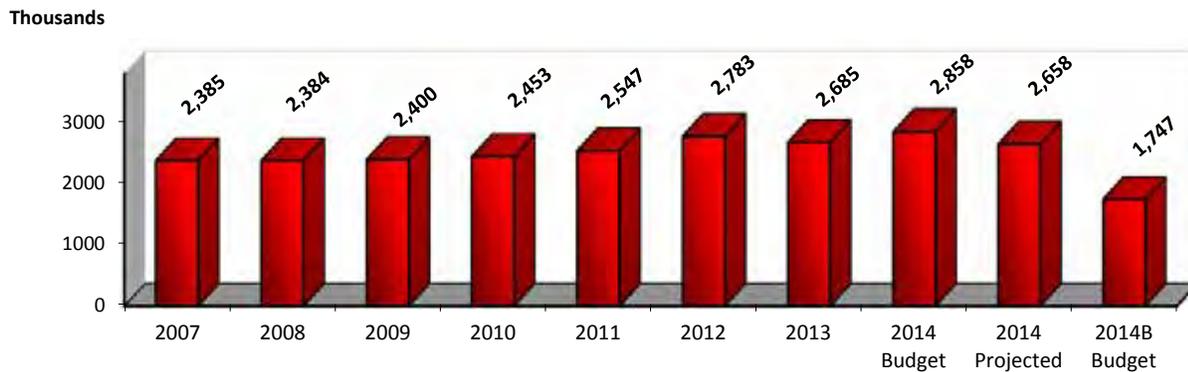


2007 - 2013: Actual Revenues

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 2006 through Fiscal Year 2010, increasing and decreasing due to weather related water consumption changes. In wetter summers, the water consumption would decrease.

Because the Village obtains its water from the City, we are subject to any increase 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. Since the rate change, the Village has seen decreases in overall water consumption. Fiscal Year 2013 revenues are higher due to scheduled water rate increases that went into effect May 1, 2012. Fiscal Year 2014 revenues are also projected higher because of the scheduled water rate increases. Water sales revenues are continually monitored to ensure that they are sufficient to cover operating expenses and partially fund future capital replacements.

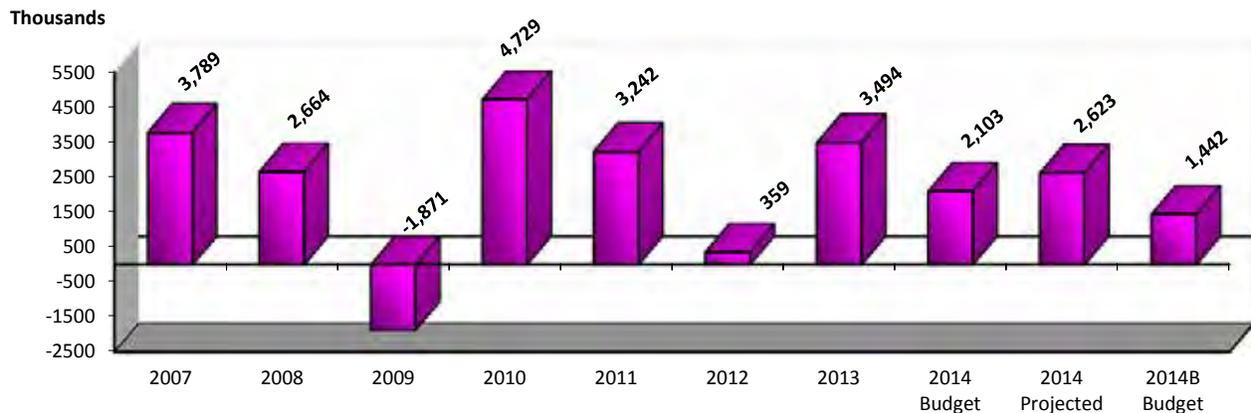
SEWER SALES REVENUES



2007 - 2013: Actual Revenues

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 Years 2008 through 2012 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. Fiscal Year 2014B budgeted revenues include the planned rate increase.

INVESTMENT REVENUES



2007 - 2013: Actual Revenues

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

Revenues increased in 2006 and 2007 due to an improvement in the stock market and an increase in interest rates. 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. A large decrease occurred in 2012 due to the fair values of investments declining, but they regained value in the following year. Fiscal Year 2013 increased primarily due to a positive investment year with both the Police and Firefighter Pensions. Fiscal Year 2014B is projected to earn slightly less than the previous year, but mostly due to the shortened 8 month Fiscal Year.

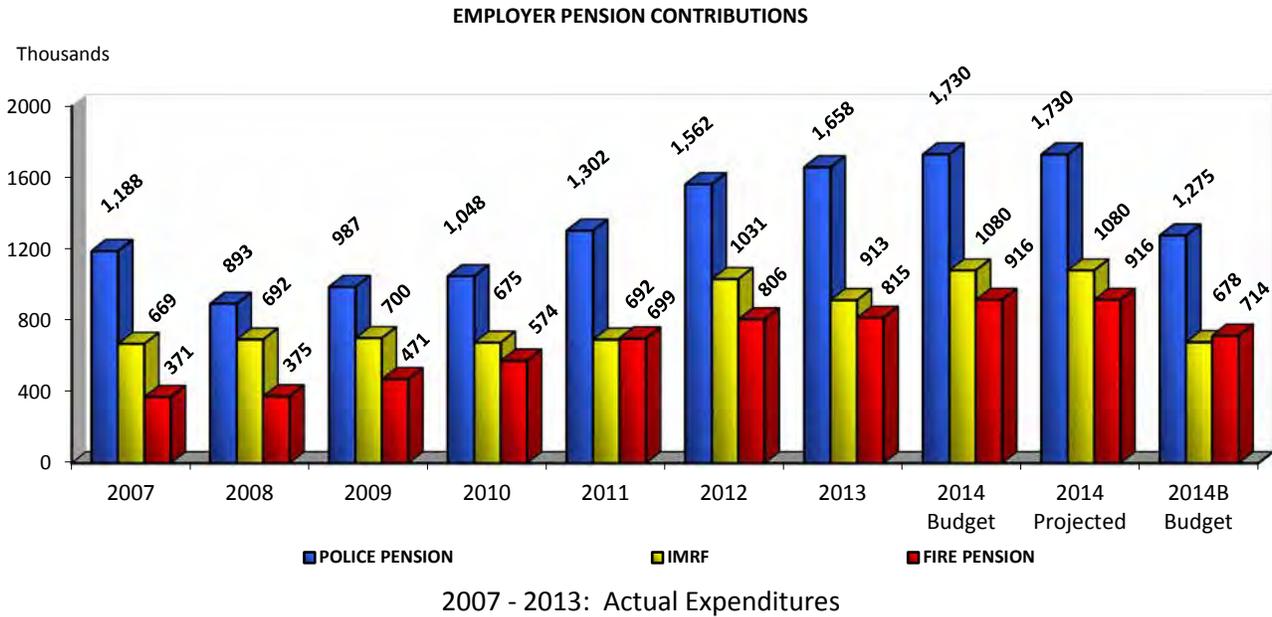
EXPENDITURE TRENDS AND PROJECTIONS

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 \$18,675,939, approximately 46.04% of total Village expenditures. The Village currently has six unionized labor groups that have collective bargaining agreements. Teamster Local No. 714 represents the Public Works employees. The Police Department has three unions. The Police Patrol Officers, Police Sergeants and Police Civilian employees each belong to a union with the Metropolitan Alliance of Police (MAP). The Firefighters are represented by the International Association of Firefighters (IAFF). The paid-on-call firefighters are represented by the Service Employees International Union (SEIU). The Fiscal Year 2014B budgeted salary amounts include provisions for these contracts.

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.

EXHIBIT F

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.

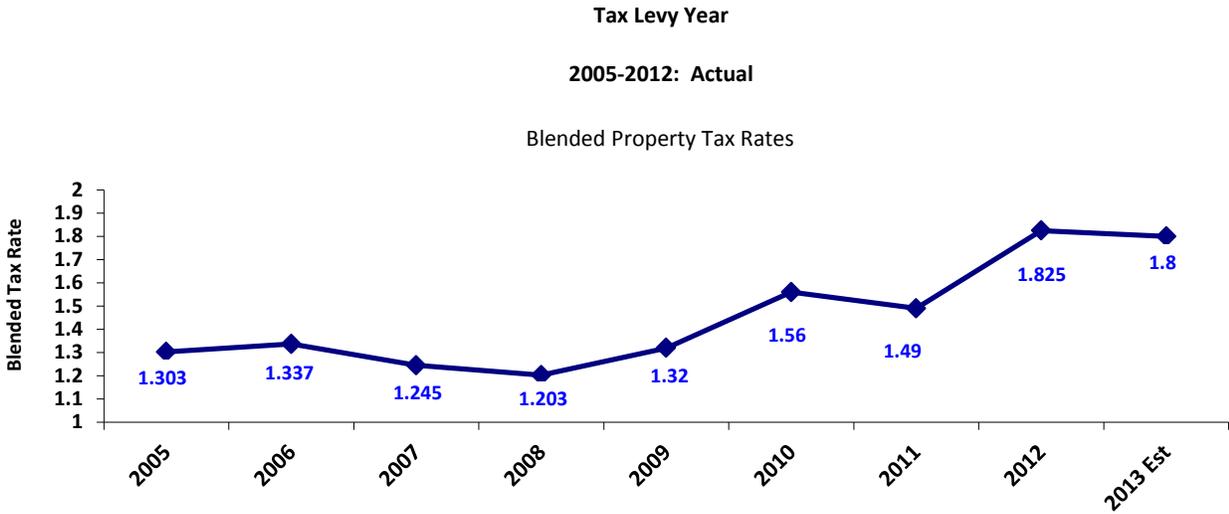


All pension fund contributions are expected to decrease in Fiscal Year 2014B due to the contributions are for only 8 months, not a full 12 months.

EXHIBIT G

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

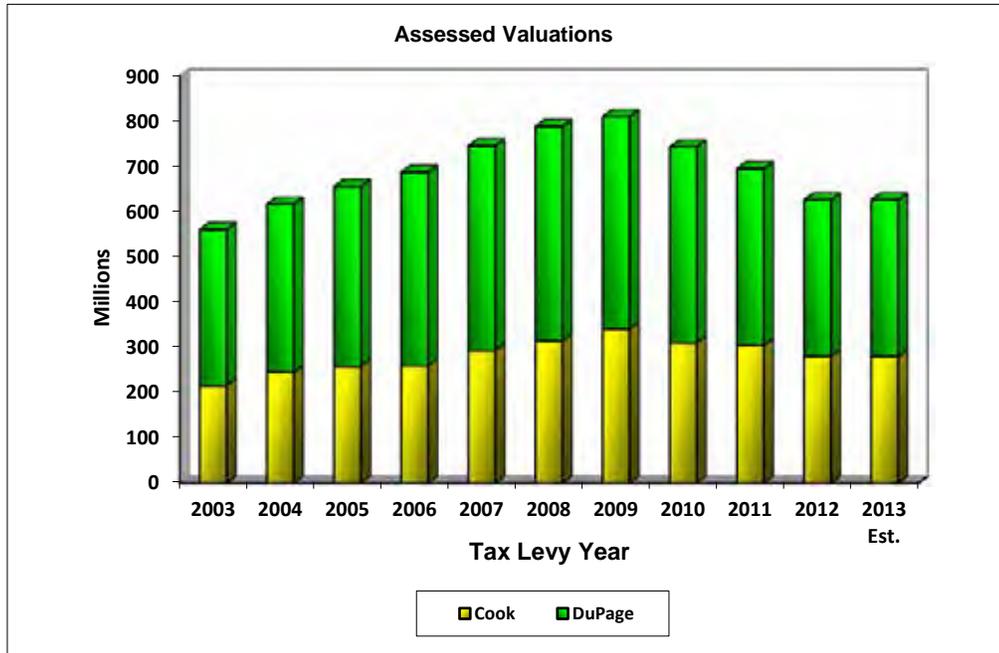
Fiscal Year	2012		2013		2014		2015	
Tax Levy Year	2010 Extended		2011 Extended		2012 Extended		2013 Estimated	
General	\$	4,756,709	\$	5,091,702	\$	5,644,505	\$	5,926,165
General-Fire	\$	4,660,439	\$	4,639,450	\$	4,965,746	\$	5,213,537
Total Corporate	\$	9,417,148	\$	9,731,152	\$	10,610,251	\$	11,139,702
Debt Service								
2001 GO Bonds	\$	469,288						
2002 GO Bonds	\$	184,292			\$	-		
2004/2011 GO Bonds	\$	288,453	\$	658,039	\$	671,476	\$	641,513
2010 GO Bonds	\$	413,617	\$	674,409	\$	645,941	\$	617,283
2010A GO Bonds	\$	308,996	\$	92,628	\$	256,057	\$	293,741
Net Debt Service Levy	\$	1,664,646	\$	1,425,076	\$	1,573,474	\$	1,552,536
Total Levy	\$	11,081,794	\$	11,156,228	\$	12,183,725	\$	12,692,239



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, 2008, and 2011 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, as well as in 2010 due to the additional Debt Service Bonds issued for the new police building. The 2012 Levy year tax rate increased significantly due to additional principal payments on the Bonds and the EAV (Equalized Assessed Value) of properties within the Village decreased. Since 2010, every year the Village’s EAV has decreased and when the value decreases, the tax rate increases.

EXHIBIT H

Assessed Valuations/ Annual Tax Levies

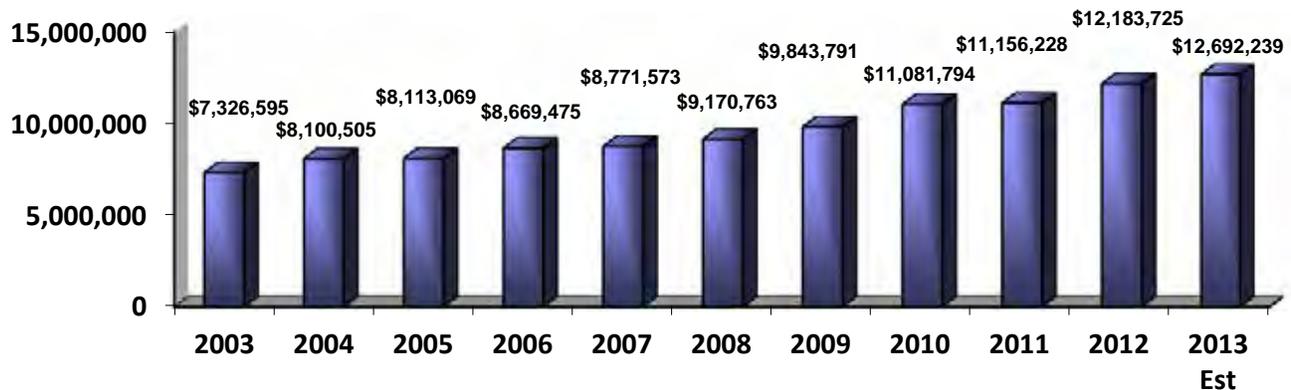


Total Assessed Value In Millions	
2003	561,449
2004	617,180
2005	656,485
2006	687,946
2007	746,188
2008	789,205
2009	810,756
2010	743,653
2011	695,936
2012	626,686
2013	626,686

2003-2012: Actual 2013: Estimated

The Village's total assessed value has increased 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, 2011 and 2012, the EAV decreased in Cook County and DuPage County due to declines in property values.

Annual Tax Levies



2003-2012: Actual Extended Levy 2013: Estimated Levy

The levy increases have been limited to no more than 5% except in 2004 and 2010. The total levy increases are higher in 2004 and 2010 as a result of issuing the 2004, 2010 and 2010A General Obligation Bonds. The 2013 Levy is estimated at a Board approved 4.99% increase compared to the 2012 extended tax levy.

BUDGET SUMMARY

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

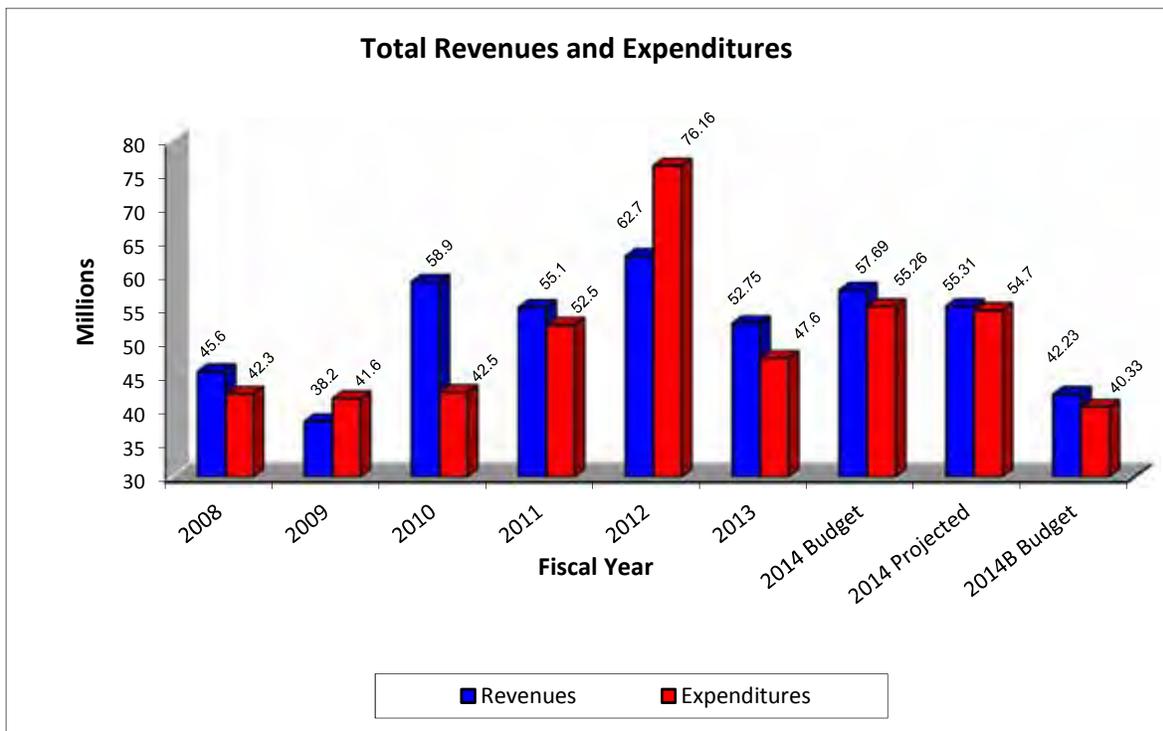
Budget Summary-Total by Fund-Expenditures and Other Financing Uses

Budget Summary - Total by Category and Fund

Budget Summary by Account - All Funds

Statement of Revenues, Expenditures and

Changes in Fund Balance/Unrestricted Net Assets



Fiscal years 2008 through 2013: Actual Revenues and Expenditures

Increase in revenues and expenditures in the 2010, 2011 and 2012 fiscal year 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 December 31, 2014

Fund	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources					
General	\$ 30,301,117	\$ 27,151,332	\$ 29,754,222	\$ 30,091,510	\$ 21,363,923
Special Revenue Funds					
Road and Bridge	138,170	158,925	171,512	186,903	191,500
Motor Fuel Tax	1,159,787	1,121,567	1,801,611	920,801	1,395,700
SSA #3	480	19,812	44,500	21,182	15,634
SSA #4	30,999	38,479	29,885	30,819	23,115
SSA #5	175,423	313,505	385,000	277,258	274,406
TIF #2	865,692	-	-	-	-
TIF #3	973,305	1,731,523	1,885,000	1,228,679	1,406,148
TIF #4	247,230	104	61,500	100	27,000
	<u>3,591,086</u>	<u>3,383,915</u>	<u>4,379,008</u>	<u>2,665,742</u>	<u>3,333,503</u>
Debt Service Funds					
2001 General Obligation Bonds	382,677	-	-	-	-
2002 General Obligation Bond	1,003,616	-	-	-	-
2010 General Obligation Bonds	613,150	829,995	795,610	810,432	794,632
2010A General Obligation Bonds	375,100	194,805	349,538	361,500	398,741
2011 General Obligation Bonds	7,516,917	630,447	641,513	671,776	641,941
	<u>9,891,460</u>	<u>1,655,247</u>	<u>1,786,661</u>	<u>1,843,708</u>	<u>1,835,314</u>
Capital Projects Funds					
SSA #6	123,522	75,511	101,207	77,866	38,948
General Capital Projects	1,453,523	733,476	1,812,825	1,757,825	1,100,530
Municipal Building Fund	1,269,636	424	-	-	-
	<u>2,846,681</u>	<u>809,411</u>	<u>1,914,032</u>	<u>1,835,691</u>	<u>1,139,478</u>
Enterprise Funds					
Water and Sewer	8,965,493	10,883,236	12,123,132	10,972,470	8,463,214
Commuter Parking Lot	328,852	317,668	412,323	304,102	319,170
Hanover Square	3,036,916	748,292	750,000	721,650	983,185
	<u>12,331,261</u>	<u>11,949,196</u>	<u>13,285,455</u>	<u>11,998,222</u>	<u>9,765,569</u>
Internal Service Fund					
Central Equipment	335,654	971,859	1,169,707	970,118	1,201,390
Employee Benefits	1,020,792	-	-	-	-
	<u>1,356,446</u>	<u>971,859</u>	<u>1,169,707</u>	<u>970,118</u>	<u>1,201,390</u>
Trust and Agency Funds					
Police Pension	2,222,360	4,305,358	3,457,839	4,024,394	2,668,496
Fire Pension	1,173,151	2,281,055	1,942,279	1,880,121	992,279
	<u>3,395,511</u>	<u>6,586,413</u>	<u>5,400,118</u>	<u>5,904,515</u>	<u>3,660,775</u>
Total Revenues	<u>\$ 63,713,562</u>	<u>\$ 52,507,373</u>	<u>\$ 57,689,203</u>	<u>\$ 55,309,506</u>	<u>\$ 42,299,952</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary - Total by Fund
 Fiscal Year Ending December 31, 2014

Fund	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses					
General	\$ 29,231,302	\$ 27,019,833	\$ 29,754,222	\$ 30,035,520	\$ 21,335,936
Special Revenue Funds					
Road and Bridge	61,552	104,133	140,000	157,790	191,500
Motor Fuel Tax	1,481,830	1,929,255	1,801,611	1,595,717	1,395,700
SSA #3	15,379	15,757	44,500	44,500	14,815
SSA #4	23,900	24,139	29,800	29,800	18,000
SSA #5	83,464	527,917	385,000	277,141	272,800
TIF #2	4,842,337	359,879	-	-	-
TIF #3	3,147,760	666,979	1,885,000	1,886,790	1,406,148
TIF #4	412,959	47,210	61,500	25,850	22,000
TIF #5	-	13,364	-	8,000	-
	<u>10,069,181</u>	<u>3,688,633</u>	<u>4,347,411</u>	<u>4,025,588</u>	<u>3,320,963</u>
Debt Service Funds					
2001 General Obligation Bonds	534,592	-	-	-	-
2002 General Obligation Bond	683,100	-	-	-	-
2010 General Obligation Bonds	515,788	795,788	795,610	795,888	794,191
2010A General Obligation Bonds	298,985	299,816	349,538	349,816	398,741
2011 General Obligation Bonds	7,401,394	640,025	641,513	641,441	641,941
	<u>9,433,859</u>	<u>1,735,629</u>	<u>1,786,661</u>	<u>1,787,145</u>	<u>1,834,873</u>
Capital Projects Funds					
SSA #6	-	68,128	101,207	69,200	31,675
General Capital Projects	1,402,935	837,195	1,812,825	1,887,825	975,280
Municipal Building Fund	11,573,456	446,648	-	-	-
	<u>12,976,391</u>	<u>1,351,971</u>	<u>1,914,032</u>	<u>1,957,025</u>	<u>1,006,955</u>
Enterprise Funds					
Water and Sewer	8,602,352	9,291,601	12,123,132	11,451,755	9,331,214
Commuter Parking Lot	309,015	280,838	412,323	395,012	283,479
Hanover Square	104,675	694,737	750,000	860,143	983,185
	<u>9,016,042</u>	<u>10,267,176</u>	<u>13,285,455</u>	<u>12,706,910</u>	<u>10,597,878</u>
Internal Service Fund					
Central Equipment	460,374	1,123,474	1,169,707	1,141,707	361,707
Employee Benefits	1,528,619	-	-	-	-
	<u>1,988,993</u>	<u>1,123,474</u>	<u>1,169,707</u>	<u>1,141,707</u>	<u>361,707</u>
Trust and Agency Funds					
Police Pension	1,678,086	1,612,349	1,892,182	2,152,248	1,260,821
Fire Pension	662,550	802,814	1,110,105	885,084	610,378
	<u>2,340,636</u>	<u>2,415,163</u>	<u>3,002,287</u>	<u>3,037,332</u>	<u>1,871,199</u>
Total Expenditures	<u>\$ 75,056,404</u>	<u>\$ 47,601,879</u>	<u>\$ 55,259,775</u>	<u>\$ 54,691,227</u>	<u>\$ 40,329,511</u>

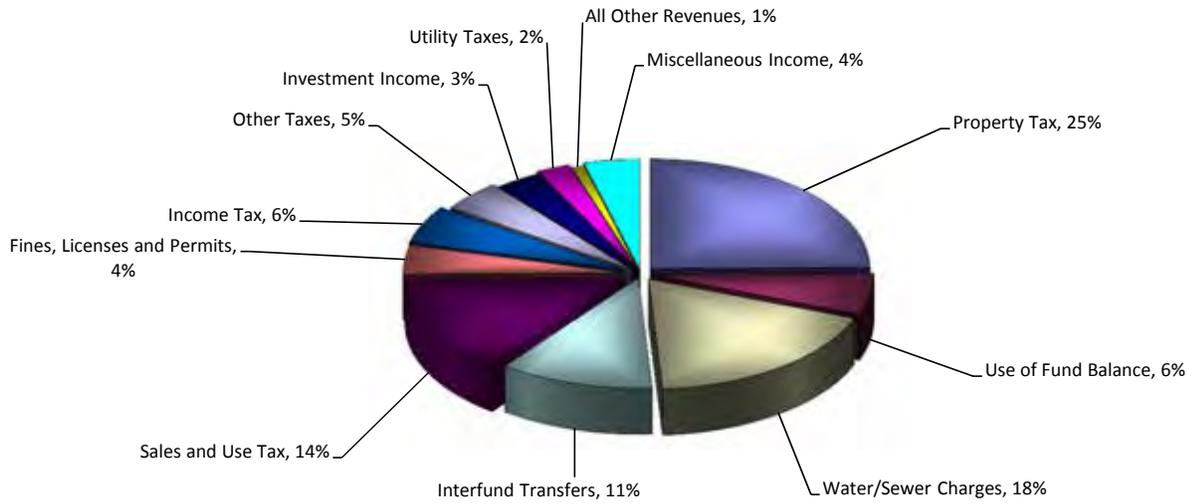
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary - Total by Category and Fund
 Fiscal Year Ending December 31, 2014

	General	Road and Bridge	Motor Fuel Tax	2010 GO Bond	2010A GO Bond	2011 GO Bond	SSA #3	SSA #4	SSA #5	SSA #6
Revenues and Other Financing Sources										
Property Taxes	\$ 8,466,174	\$ 88,460	\$ -	\$ 575,100	\$ 102,210	\$ 574,500	\$ 10,506	\$ 23,021	\$ 274,305	\$ -
Utility Taxes	1,522,321	-	-	-	-	-	-	-	-	-
Sales and Use Tax	6,107,585	-	-	-	-	-	-	-	-	-
Other Taxes	2,815,500	1,716	676,394	-	-	-	-	-	-	38,892
Total Taxes	18,911,580	90,176	676,394	575,100	102,210	574,500	10,506	23,021	274,305	38,892
Licenses and Permits	262,809	-	-	-	-	-	-	-	-	-
Charges for Services	1,215,070	-	-	-	-	-	-	-	-	-
Fines and Forfeits	388,910	-	-	-	-	-	-	-	-	-
Investment Income	18,359	1,880	2,301	201	160	200	128	94	101	56
Miscellaneous	350,234	-	-	162,131	95,976	-	-	-	-	-
Interfund Transfers	216,961	-	-	-	-	-	-	-	-	-
Use of Fund Balance	-	99,444	717,005	57,200	200,395	67,241	5,000	-	-	-
Total Revenues	\$ 21,363,923	\$ 191,500	\$ 1,395,700	\$ 794,632	\$ 398,741	\$ 641,941	\$ 15,634	\$ 23,115	\$ 274,406	\$ 38,948
Expenditures and Other Financing Uses										
Personal Services	\$ 14,620,367	\$ -	\$ 53,383	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commodities	843,448	-	6,000	-	-	-	-	-	-	-
Contractual Services	4,896,841	167,500	386,317	678	678	428	14,815	18,000	72,800	5,000
Debt Service	-	-	-	793,513	398,063	641,513	-	-	-	-
Transfers	975,280	-	-	-	-	-	-	-	-	26,675
Capital Outlay	-	24,000	950,000	-	-	-	-	-	200,000	-
Total Expenditures/Expenses	\$ 21,335,936	\$ 191,500	\$ 1,395,700	\$ 794,191	\$ 398,741	\$ 641,941	\$ 14,815	\$ 18,000	\$ 272,800	\$ 31,675

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary - Total by Category and Fund
 Fiscal Year Ending December 31, 2014
 (Continued)

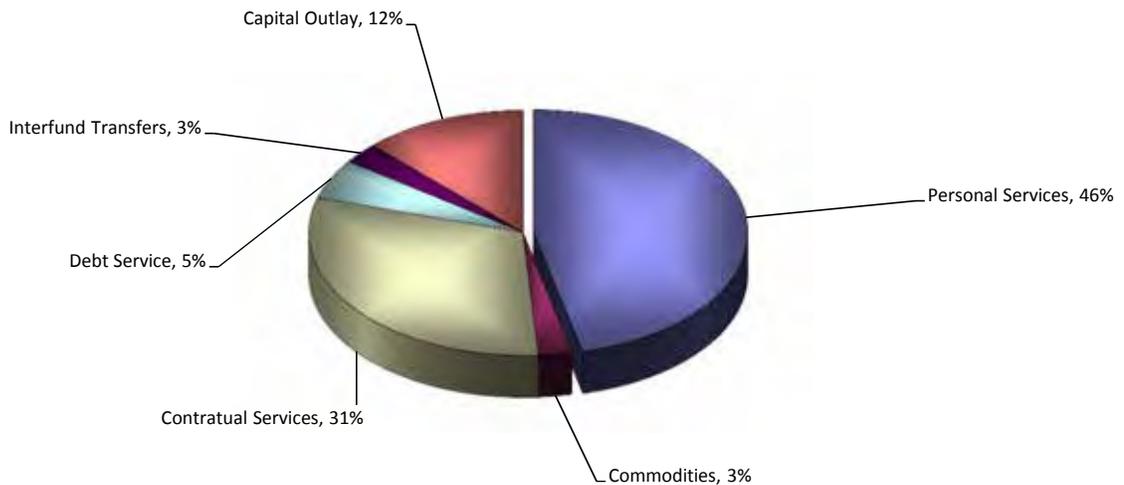
	General Capital Projects	TIF #3	TIF #4	TIF #5	Water and Sewer	Municipal Commuter Lot	Hanover Square Fund	Central Equipment	Police Pension	Fire Pension	Total
Revenues and Other Financing Sources											
Property Taxes	\$ -	\$ 625,762	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,740,038
Utility Taxes	-	-	-	-	-	-	-	-	-	-	1,522,321
Sales and Use Tax	-	-	-	-	-	-	-	-	-	-	6,107,585
Other Taxes	-	-	-	-	-	-	-	-	-	-	3,532,502
Total Taxes	-	625,762	-	-	-	-	-	-	-	-	21,902,446
Licenses and Permits	-	-	-	-	1,400	-	-	-	-	-	264,209
Charges for Services	-	-	-	-	7,679,143	319,020	444,993	-	-	-	9,658,226
Fines and Forfeits	-	-	-	-	-	-	-	-	-	-	388,910
Investment Income	-	1,356	47	-	9,750	150	200	12,500	1,250,903	143,308	1,441,694
Miscellaneous	-	-	-	-	164,690	-	32,336	-	309,716	177,530	1,292,613
Transfers	1,100,530	-	-	-	-	-	505,656	1,188,890	1,107,877	671,441	4,791,355
Use of Fund Balance	-	779,030	26,953	-	608,231	-	-	-	-	-	2,560,499
Total Revenues	\$ 1,100,530	\$ 1,406,148	\$ 27,000	\$ -	\$ 8,463,214	\$ 319,170	\$ 983,185	\$ 1,201,390	\$ 2,668,496	\$ 992,279	\$ 42,299,952
Expenditures and Other Financing Uses											
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ 2,115,131	\$ 118,329	\$ -	\$ -	\$ 1,206,761	\$ 561,968	\$ 18,675,939
Commodities	-	-	-	-	165,442	9,194	423,662	-	775	500	1,449,021
Contractual Services	-	234,948	17,000	-	5,816,608	110,956	130,340	-	53,285	47,910	11,974,104
Debt Service	-	-	-	-	240,783	-	-	49,707	-	-	2,123,579
Interfund Transfers	-	-	-	-	125,250	-	-	-	-	-	1,127,205
Capital Outlay	975,280	1,171,200	5,000	-	868,000	45,000	429,183	312,000	-	-	4,979,663
Total Expenditures/Expenses	\$ 975,280	\$ 1,406,148	\$ 22,000	\$ -	\$ 9,331,214	\$ 283,479	\$ 983,185	\$ 361,707	\$ 1,260,821	\$ 610,378	\$ 40,329,511

**Where the Money Comes From
\$42,299,952**



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

**Where the Money Goes
\$40,329,511**



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 December 31, 2014

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Real Property Tax	\$ 13,670,853	\$ 12,542,161	\$ 13,128,061	\$ 13,032,035	\$ 10,343,746
311.02-00	Personal Prop.Replacement	83,411	82,764	88,002	88,002	49,606
311.03-00	TIF Rebates	687,376	-	-	-	-
311.04-00	Township Tax Levy	120,404	122,058	102,425	119,460	88,460
311.90-00	S.S.A. #3, 4, 5 & 6 Property Tax	329,643	445,957	441,033	406,621	346,724
312.01-00	Simplified Telecommunications	1,120,588	982,864	1,073,992	1,031,032	649,550
312.02-00	Natural Gas Use Tax	182,461	203,930	144,228	203,940	87,197
312.03-00	Electric Use Tax	427,941	435,060	472,073	434,307	314,536
313.01-00	Sales Tax	4,803,807	4,729,737	5,273,623	5,273,623	3,394,223
313.02-00	Use Tax	550,219	605,067	577,190	634,149	499,820
313.03-00	Home Rule Sales Tax	2,078,288	2,059,366	3,199,166	3,255,209	2,213,542
313.04-00	Real Estate Transfer Tax	248,277	203,400	277,366	244,676	176,174
313.05-00	Hotel/Motel Tax	35,281	36,686	36,720	45,138	32,369
314.01-00	Food & Beverage Tax	1,086,568	1,018,775	1,077,544	994,701	683,160
314.03-00	Motor Fuel Tax	1,117,988	1,083,565	915,149	915,149	676,394
314.06-00	Video Gaming Tax	-	-	-	10,000	7,000
315.01-00	State Income Tax	3,096,265	3,422,147	3,341,624	3,671,989	2,339,945
Total Taxes		29,639,370	27,995,202	30,148,196	30,360,031	21,902,446
321.01-00	Business Licenses	78,290	87,509	94,516	94,516	11,000
321.02-00	Liquor Licenses	45,652	50,688	47,455	63,674	63,674
321.03-00	Contractor Licenses	32,810	35,470	25,199	34,000	25,885
321.04-00	Vendor/Solicitor Licenses	220	370	263	650	200
321.06-00	Animal Licenses	1,240	980	500	700	400
321.07-00	Penalties on Licenses	13,234	11,075	12,183	18,836	7,400
321.08-00	Multi-Family Licenses	91,800	91,025	87,225	93,000	58,150
321.09-00	Single Family Rental Licenses	70,300	73,450	67,800	77,000	51,300
322.01-00	Building Permits-Cook	43,665	64,949	31,000	99,207	25,000
322.02-00	Building Permits-DuPage	60,720	63,115	43,000	90,311	17,000
322.03-00	Sign Permits	5,145	4,986	5,000	4,200	2,700
322.04-00	Video Gaming Terminal Permit	-	-	-	11,000	1,000
322.10-00	Wastewater Discharge	3,000	-	-	-	500
Total Licenses and Permits		446,076	483,617	414,141	587,094	264,209
323.01-00	Solid Waste Franchise Fee	113,691	117,142	116,032	118,031	83,103
323.02-00	Building Reinspect Fee	1,190	1,875	1,500	2,350	1,600
323.03-00	Inspection Fees - Misc	905	300	-	700	-
323.05-00	Plan Review-Comm Devel	14,116	22,493	15,000	45,705	10,000
323.07-00	Cable Franchise Fee	356,995	380,445	363,494	377,428	282,090
323.09-00	Parking Lot Meter Fees	132,119	128,472	127,228	127,228	104,417
323.10-00	Parking Lot Permit Fees	196,610	188,973	176,704	176,704	214,603
323.12-00	Ambulance Fees	636,533	608,450	640,000	640,000	395,000
323.12-01	Non-911 Ambulance Transport	609	-	1,500	200	200
323.13-00	CPR Fees	2,555	2,755	3,500	2,500	1,500
323.14-00	Vehicle Impoundment Fees	679,500	769,500	650,000	687,000	433,333
323.16-00	ADT Administrative Fee	5,170	3,929	3,000	5,634	4,200
323.17-00	Pulic Safety Admin Fee	7,220	520	5,920	4,760	3,944
323.18-00	Child Safety Seat Install	-	205	1,000	100	100
344.01-00	Water Sales-Cook Cty	2,692,382	3,599,634	3,955,499	3,955,499	2,890,227
344.02-00	Water Sales-DuPage Cty	2,724,100	3,408,131	3,913,707	3,913,707	2,859,690
345.01-00	Sewer Sales-Cook Cty	865,098	819,154	843,017	826,435	544,524
345.02-00	Sewer Sales-DuPage Cty	1,918,188	1,865,960	2,014,490	1,831,618	1,202,457
346.00-00	Water Penalties	186,407	191,280	192,300	192,300	155,175
347.01-00	Water Tap-On Fees-Cook	26,984	39,195	14,167	14,167	13,015
347.02-00	Water Tap-On Fees-DuPage	79,259	-	-	-	-
348.01-00	Sewer Tap-On Fees-Cook	26,445	40,262	13,884	13,884	12,755
348.02-00	Sewer Tap-On Fees-DuPage	72,817	-	-	-	-
349.01-00	Water Meters-Cook Cty	4,995	7,424	1,560	1,560	1,300
349.02-00	Water Meters-DuPage Cty	1,309	372	-	-	-
Total Charges for Services		10,762,612	12,196,971	13,053,502	12,937,510	9,213,233

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account-All Funds
 Fiscal Year Ending December 31, 2014

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources (Continued)						
351.01-00	Traffic Fines-Cook	114,847	135,298	120,000	114,272	80,000
351.02-00	Traffic Fines-DuPage	34,763	40,788	38,000	37,012	25,333
351.03-00	Ordinance Violations	260,810	273,559	271,000	242,579	178,860
351.04-00	Warning Tickets	550	470	210	136	150
351.05-00	Police False Alarm Fines	4,775	4,575	4,500	4,550	3,000
351.06-00	DUI Fines	39,543	25,538	2,850	1,400	1,900
351.07-00	Fire False Alarm Fines	4,050	4,425	6,000	5,000	4,000
351.08-00	Traffic Court Supervision	49,343	28,682	40,000	40,000	-
351.09-00	Fines-Red Light Cameras	129,404	145,743	142,000	114,733	94,667
351.10-00	Kennel Fees	1,930	1,525	2,500	2,250	1,000
Total Fines and Forfeits		640,015	660,603	627,060	561,932	388,910
361.00-00	Interest on Investments	875,557	1,040,772	679,744	716,083	510,741
362.00-00	Net Change in Fair Value	(516,856)	2,453,082	1,422,998	1,906,952	930,953
Total Investment Income		358,701	3,493,854	2,102,742	2,623,035	1,441,694
363.00-00	Printed Materials	5,770	5,862	7,000	4,640	3,094
364.00-00	Rental Income	279,631	303,991	321,900	315,463	239,906
365.70-00	Police Pension Contributions	515,151	475,746	468,156	468,156	309,716
365.71-00	Fire Pension Contributions	262,035	282,142	271,451	243,331	177,530
367.00-00	Drug Forfeiture	-	1,000	3,800	3,800	5,000
380.02-00	Reimb Expenditures	4,960	-	62,400	62,400	-
380.03-00	Reimb Exp-ILEOT Board	11,262	2,855	9,000	9,000	6,000
380.04-00	Reimb Exp-Property Damage	2,570	23,252	43,000	52,500	32,586
380.06-00	Reimb Exp-Police Programs	168,952	-	600	50,600	600
380.07-00	Reimb Exp-Fire	36,128	24,377	15,000	11,500	5,300
380.09-00	Reimb Exp-Miscellaneous	236,803	113,597	18,500	32,583	13,500
380.11-00	Reimb Exp-MFT	29,526	31,201	-	1,050	-
380.15-00	IL EMA Disaster Grant	9,204	569	-	-	-
380.16-00	IDOT Reimbursement	-	31,498	-	-	-
380.17-00	DuPage Cty Mowing Reimb	14,959	14,959	15,000	14,959	14,959
380.18-00	FEMA Grant	-	-	-	-	-
380.26-00	ILEAS Reimbursement	3,437	855	-	2,188	-
380.27-00	Hazardous Materials	3,428	17,315	5,000	5,000	3,300
380.28-00	OJP Bullet Proof Vest	6,375	1,818	3,660	3,600	2,440
380.38-00	BAB Federal Subsidy	284,696	284,987	283,272	269,075	258,107
385.00-00	Rental Income	226,746	635,531	670,000	630,000	416,424
385.01-00	Common Area Maintenance Fee	9,920	33,563	40,000	42,500	28,336
385.04-00	Late Fee	250	575	1,000	350	233
389.03-00	Miscellaneous Income	130,438	128,953	115,764	120,284	63,040
389.07-00	Corporate Partnership Prog	4,700	2,050	2,050	9,500	6,500
389.08-00	Loan Interest-DuPage Mayors	89	32	90	40	35
389.09-00	Leachate Treatment Rev	261,556	175,595	180,000	180,000	151,000
389.12-00	Veteran's Memorial	-	12,560	-	-	-
Total Miscellaneous		2,508,586	2,604,883	2,536,643	2,532,519	1,737,606

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account-All Funds
 Fiscal Year Ending December 31, 2014

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources (Continued)						
391.01-00	Transfer from General Fund	5,166,447	3,757,396	4,558,800	4,558,800	3,661,746
391.16-00	Transfer from SSA #6	-	-	64,207	64,207	26,675
391.33-00	Transfer from TIF #3	2,800,000	-	-	-	505,656
391.37-00	Transfer from TIF #4	-	-	35,000	-	-
391.39-00	Transfer from Municipal Building	-	217,217	-	-	-
391.40-00	Transfer from 2001 GODS	81,239	-	-	-	-
391.50-00	Transfer from Water & Sewer	432,194	590,011	1,084,378	1,084,378	597,278
391.61-00	Transfer from Central Equipment	-	633,282	-	-	-
391.65-00	Transfer from Comp Abs	1,109,213	-	-	-	-
391.66-00	Transfer from Employee Benefits	1,528,619	-	-	-	-
Total Interfund Transfers		11,117,712	5,197,906	5,742,385	5,707,385	4,791,355
392.01-00	Gain on Sale of Capital Assets	23,513	7,569	-	-	-
392.02-00	Loss on Sale of Capital Assets	(38,695)	-	-	-	-
392.04-00	Capital Contributions	102,105	105,650	-	-	-
393.95-00	GO Bonds	7,030,000	-	-	-	-
393.96-00	Premium on 2011 Bonds	102,775	-	-	-	-
399.00-00	Use of Fund Balance	-	-	3,064,534	-	2,560,499
Total Other		7,219,698	113,219	3,064,534	-	2,560,499
Total Revenues and Other Financing Sources		62,692,770	52,746,255	57,689,203	55,309,506	42,299,952

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account-All Funds
 Fiscal Year Ending December 31, 2014

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses						
1-03	Refunds	79,100	27,240	-	145,522	72,761
1-11	Salaries-Regular	13,945,039	13,604,772	14,275,041	14,159,175	9,675,288
1-12	Salaries-Part Time	709,912	670,269	767,924	750,618	572,635
1-21	Overtime Compensation	1,287,837	950,889	1,015,041	1,133,566	728,797
1-22	Court Appearances	170,971	188,545	177,000	177,000	118,001
1-23	Holiday Pay	147,927	151,279	154,600	149,600	117,567
1-26	Compensation Adjustment	8,449	8,089	7,200	7,200	5,562
1-27	Language Proficiency	20,060	21,024	21,500	18,850	21,500
1-28	On-Call Premium Pay	31,081	30,374	35,356	34,876	22,341
1-29	Employee Incentive	29,953	17,587	26,950	26,950	20,819
1-41	State Retirement	1,031,027	913,369	1,079,576	1,076,458	677,747
1-42	Social Security	1,009,659	988,946	1,075,574	1,070,571	751,758
1-43	Police/Fire Pension	4,481,278	4,744,370	5,494,637	5,263,415	3,685,895
1-44	Employee Insurance	2,757,095	2,608,651	2,911,871	2,913,682	2,067,775
1-45	Special Pension	40,096	36,136	38,655	39,934	33,972
1-46	Unempl Compensation	99,293	83,199	87,602	84,437	83,381
1-50	OPEB	9,785	4,938	24,600	24,600	20,140
1-69	Portability Transfer	13,686	-	-	122,846	-
Total Personal Services		25,872,248	25,049,677	27,193,127	27,199,300	18,675,939
2-11	Office Supplies	111,708	128,695	116,839	110,029	69,330
2-13	Membership & Subscriptions	106,403	109,230	113,253	113,527	101,100
2-14	Books, Publications, Maps	11,630	13,139	16,429	12,656	11,618
2-21	Gasoline & Lube	363,540	357,094	412,795	411,795	275,023
2-22	Auto Parts & Accessories	121,604	110,861	120,000	120,000	80,000
2-23	Communication Parts	5,583	11,690	10,150	9,350	7,917
2-25	Ammunition	-	-	2,000	2,000	2,000
2-26	Bulk Chemicals	13,813	12,765	31,395	21,572	19,840
2-27	Materials & Supplies	470,458	417,775	510,977	487,120	241,061
2-28	Cleaning Supplies	33,425	25,779	30,279	28,494	20,085
2-29	Part & Access-Non Auto	46,143	42,079	55,900	46,600	57,240
2-31	Uniforms	80,378	74,894	79,375	78,134	59,503
2-33	Safety & Protective Equip	25,108	28,072	25,107	21,013	18,859
2-34	Small Tools	30,194	28,141	20,895	19,080	20,190
2-35	Evidence	3,623	5,149	5,000	5,000	3,333
2-36	Photo Supplies	1,097	1,261	1,775	1,745	1,100
2-37	Resale Merchandise	5,182	5,400	12,434	9,400	9,400
2-90	Employee Recognition	39,873	36,077	22,824	22,824	24,240
2-99	Miscellaneous Expen.	1,832	19,356	3,125	4,050	3,620
Total Commodities		1,471,594	1,427,457	1,590,552	1,524,389	1,025,459
3-11	Telephone	191,307	225,974	267,034	266,740	221,752
3-12	Postage	80,061	84,546	86,565	84,249	62,224
3-13	Electricity	258,090	213,624	281,170	238,152	180,303
3-14	Natural Gas	29,201	28,109	31,745	36,146	15,828
3-15	Street Lighting	52,537	54,110	67,565	67,565	67,565
3-16	Property Taxes	41,899	431,149	355,000	392,268	261,528
3-17	Tax Incentive Payments	2,010,071	1,862,942	2,196,105	2,192,284	1,335,487
3-21	Liability Insurance Program	766,022	454,242	868,461	878,749	542,579
3-31	M & R- Auto Equipment	47,292	63,609	51,500	51,500	34,400
3-32	M & R- Office Equipment	6,801	7,496	8,200	7,360	2,059
3-33	M & R- Comm Equipment	1,291	224	3,885	3,885	3,901
3-34	M & R- Buildings	139,894	149,310	175,995	264,225	219,074
3-35	M & R- Streets & Bridges	540,125	611,719	629,831	687,701	564,231
3-36	Maintenance Agreements	394,736	538,808	588,769	587,578	582,974
3-37	M & R- Other Equipment	35,113	49,108	40,435	31,163	33,210
3-38	M & R-Forestry	106,833	139,726	193,076	193,076	86,000

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account-All Funds
 Fiscal Year Ending December 31, 2014

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses (Continued)						
3-39	M & R-Accident Claims	4,060	4,928	5,000	5,000	1,000
3-41	M & R- Sewage Treat Plant	81,687	75,556	85,500	85,500	59,500
3-42	M & R- Sewer Lines	10,820	8,918	22,000	44,240	16,000
3-43	M & R- Wells	(3,778)	23,316	10,500	10,500	10,500
3-44	M & R- Water Mains	1,455	27,554	13,500	13,500	12,000
3-45	M & R- Water Tanks	5,159	148,696	137,000	118,395	11,330
3-46	M & R- Water Meters	699	-	2,000	2,000	500
3-51	Equipment Rentals	945,485	922,262	1,058,145	1,021,011	813,008
3-52	Vehicle Maint & Replace	284,120	1,167,610	1,240,069	1,226,908	1,379,176
3-53	Furniture Replacement	20,000	20,000	20,000	26,958	13,336
3-55	Real Property Rental	775	775	775	775	775
3-56	Fence Escrow	37,837	-	-	-	-
3-61	Consulting Services	821,984	365,979	455,611	448,986	294,000
3-62	Legal Services	335,682	315,567	305,900	353,212	260,158
3-63	Auditing Services	51,506	31,702	36,932	36,932	37,175
3-64	Engineering Services	117,283	160,760	424,500	348,290	444,100
3-65	Medical Examinations	21,757	19,559	29,194	35,384	26,550
3-66	Investment Expense	62,280	69,931	78,000	77,400	60,000
3-67	Legal Publications	8,332	7,358	11,000	11,000	7,330
3-68	Uniform Rentals	3,038	6,246	6,120	6,120	4,145
3-69	Testing Services	24,048	27,237	30,850	31,550	24,206
3-70	Binding & Printing	47,723	63,059	66,858	69,128	47,650
3-71	Schools, Conf, Meetings	167,462	183,496	227,438	205,296	191,829
3-72	Transportation	33,155	36,954	39,435	40,626	29,284
3-73	Elected Officials Initiative	14,179	13,238	14,000	14,000	14,500
3-78	Fire Corp	1,418	1,334	3,760	750	1,000
3-79	TIF Redevelopment Agreements	278,217	349,128	262,500	240,000	99,948
3-82	JAWA-Fixed Cost	660,565	813,186	947,932	958,848	767,080
3-83	Shelter Inc	3,000	3,000	3,000	3,000	3,000
3-85	Miscellaneous Programs	14,040	12,030	12,000	12,000	15,700
3-86	Court Supervision	-	50,000	40,000	40,000	-
3-87	PACE Bus Service	20,373	15,680	19,000	15,680	10,456
3-88	Pk Dist Youth Programs	4,000	4,000	4,000	4,000	3,000
3-89	IEPA Discharge Fee	18,500	18,500	18,500	18,500	18,500
3-91	Special Events	41,241	50,596	48,740	45,178	38,643
3-92	Drug Forfeiture	3,000	1,000	3,800	3,800	5,000
3-93	Depreciation	1,358,541	1,448,194	1,031,009	1,031,009	1,074,547
3-94	DUI Expen.	172	797	2,850	2,850	1,900
3-95	WAYS	2,000	2,000	2,000	2,000	2,000
3-96	Collection Service	921	37	900	100	750
3-97	JAWA-Operating Costs	2,254,256	2,770,346	2,762,931	2,762,931	2,337,505
3-98	Contingency	-	700	-	200,000	10,000
3-99	Miscellaneous Expen.	4,035,948	123,120	57,000	52,323	37,470
Total Contractual Services		16,494,213	14,279,045	15,385,585	15,608,321	12,397,666
Total Operating Expenditures		43,838,055	40,756,179	44,169,264	44,332,010	32,099,064
11-00	Debt Service payment	-	67,977	-	-	-
11-03	Installment Note Payment	-	450,000	524,707	524,707	534,707
11-04	Interest-2011 GO Bonds	278,474	189,597	166,013	166,013	156,513
11-18	Principal-IEPA Loan	-	-	322,309	322,309	216,326
11-21	Interest-IEPA Loan	55,759	49,576	41,719	41,719	24,457
11-25	Principal-2001 Issue	435,000	-	-	-	-
11-26	Interest-2001 Issue	18,053	-	-	-	-
11-27	Interest-2002 Issue	23,100	-	-	-	-
11-28	Principal-2002 Issue	660,000	-	-	-	-
11-29	Principal-2010 GO Bonds	-	280,000	335,000	335,000	390,000

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account-All Funds
 Fiscal Year Ending December 31, 2014

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses (Continued)						
11-30	Interest-2010 GO Bonds	813,417	814,248	809,348	809,348	801,576
Total Debt Service		2,283,803	1,851,398	2,199,096	2,199,096	2,123,579
12-01	Transfer to General Fund	5,519,071	-	99,207	64,200	26,675
12-31	Transfer to Gen Cap Projects	1,174,436	686,794	1,777,825	1,852,319	1,100,530
12-39	Transfer to Municipal Building	1,109,213	-	-	-	-
12-45	Transfer to 2002 GODS	605,074	-	-	-	-
12-47	Transfer to 2010 GODS	-	217,217	-	-	-
Total Interfund Transfers		8,407,794	904,011	1,877,032	1,916,519	1,127,205
13-11	Land	346	62,888	-	2,385	5,000
13-21	Buildings	11,649,351	423,233	1,719,558	313,192	1,885,383
13-22	Impr Other Than Buildings	1,612,129	2,369,314	1,633,000	2,794,200	1,492,000
13-31	Office Equipment	774,844	193,867	1,488,825	1,488,825	174,000
13-41	Automobiles	-	-	130,000	90,000	32,000
13-42	Trucks	(245)	-	968,000	980,000	82,000
13-43	Other Equipment	290,391	230,957	148,000	148,000	556,280
13-61	Sewage Treatment Plant	48,858	658,025	75,000	75,000	-
13-62	Sewer Lines	103,970	73,909	240,000	140,000	240,000
13-72	Water Mains	156,322	78,097	600,000	200,000	500,000
13-73	Water Wells	-	-	12,000	12,000	13,000
Total Capital Outlay		14,635,966	4,090,290	7,014,383	6,243,602	4,979,663
14-00	Transfer to escrow	7,000,000	-	-	-	-
Total Other Financing Uses		7,000,000	-	-	-	-
Total Other Expenditures		32,327,563	6,845,699	11,090,511	10,359,217	8,230,447
Total Expenditures and Other Financing Uses		76,165,618	47,601,878	55,259,775	54,691,227	40,329,511

VILLAGE OF HANOVER PARK, ILLINOIS
 Statement of Revenues, Expenditures and
 Changes in Fund Balance/Unrestricted Net Assets (Estimated)
 Fiscal Year Ending December 31, 2014

	Special Revenue Funds							Debt Service Funds				
	General	Road & Bridge	Motor Fuel Tax	SSA#3	SSA#4	SSA#5	TIF#3	TIF #4	TIF #5	2010 GO Bonds	2010A GO Bonds	2011 GO Bonds
Total Revenues	\$ 21,363,923	\$ 191,500	\$ 1,395,700	\$ 15,634	\$ 23,115	\$ 274,406	\$ 1,406,148	\$ 27,000	\$ -	\$ 794,632	\$ 398,741	\$ 641,941
Use of Fund Balance	-	(99,444)	(717,005)	(5,000)	-	-	(779,030)	(26,953)	-	(57,200)	(200,395)	(67,241)
Revenues less Use of Fund Balance	21,363,923	92,056	678,695	10,634	23,115	274,406	627,118	47	-	737,432	198,346	574,700
Total Expenditures	21,335,936	191,500	1,395,700	14,815	18,000	272,800	1,406,148	22,000	-	794,191	398,741	641,941
Excess Rev Over Exp	27,987	(99,444)	(717,005)	(4,181)	5,115	1,606	(779,030)	(21,953)	-	(56,759)	(200,395)	(67,241)
Beginning Fund Balance/Unrestricted Net Assets (Estimated) - April 30, 2014	8,529,872	900,560	961,532	45,192	72,902	123,104	883,004	-	(14,333)	175,833	37,173	214,541
Ending Fund Balance/Unrestricted Net Assets (Estimated) - December 31, 2014	\$ 8,557,859	\$ 801,116	\$ 244,527	\$ 41,011	\$ 78,017	\$ 124,710	\$ 103,974	\$ (21,953)	\$ (14,333)	\$ 119,074	\$ (163,222)	\$ 147,300
Percentage of FY 2014B Expenditures	40.11% *											

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

* General Fund Net Assets increased due to receipt of IBPC Reserves during the previous Fiscal Year.

VILLAGE OF HANOVER PARK, ILLINOIS
Statement of Revenues, Expenditures and
Changes in Fund Balance/Unrestricted Net Assets (Estimated)
Fiscal Year Ending December 31, 2014

	Capital Projects Funds		Enterprise Funds			Internal Service Fund		Trust and Agency Funds		
	SSAH#6	General Capital Projects	Water & Sewer	Commuter Lot	Hanover Square	Central Equipment	Service Fund	Police Pension	Fire Pension	
Total Revenues	\$ 38,948	\$ 1,100,530	\$ 8,463,214	\$ 319,170	\$ 983,185	\$ 1,201,390	\$ 2,668,496	\$ -	\$ 992,279	
Use of Fund Balance	\$ -	\$ -	\$ (608,231)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Revenues less Use of Fund Balance	\$ 38,948	\$ 1,100,530	\$ 7,854,983	\$ 319,170	\$ 983,185	\$ 1,201,390	\$ 2,668,496	\$ -	\$ 992,279	
Total Expenditures/Expenses	\$ 31,675	\$ 975,280	\$ 9,331,214	\$ 283,479	\$ 983,185	\$ 361,707	\$ 1,260,821	\$ 610,378	\$ -	
Excess Rev Over Exp	\$ 7,273	\$ 125,250	\$ (1,476,231)	\$ 35,691	\$ -	\$ 839,683	\$ 1,407,675	\$ 381,901	\$ -	
Beginning Fund Balance/Unrestricted Net Assets (Estimated) - April 30, 2014	\$ (282,235)	\$ 143,045	\$ 6,917,939	\$ 72,122	\$ (402,181)	\$ 3,690,521	\$ 22,891,575	\$ 12,847,113	\$ -	
Ending Fund Balance/Unrestricted Net Assets (Estimated) - April 30, 2014	\$ (274,962)	\$ 268,295	\$ 5,441,708	\$ 107,813	\$ (402,181)	\$ 4,530,204	\$ 24,299,250	\$ 13,229,014	\$ -	

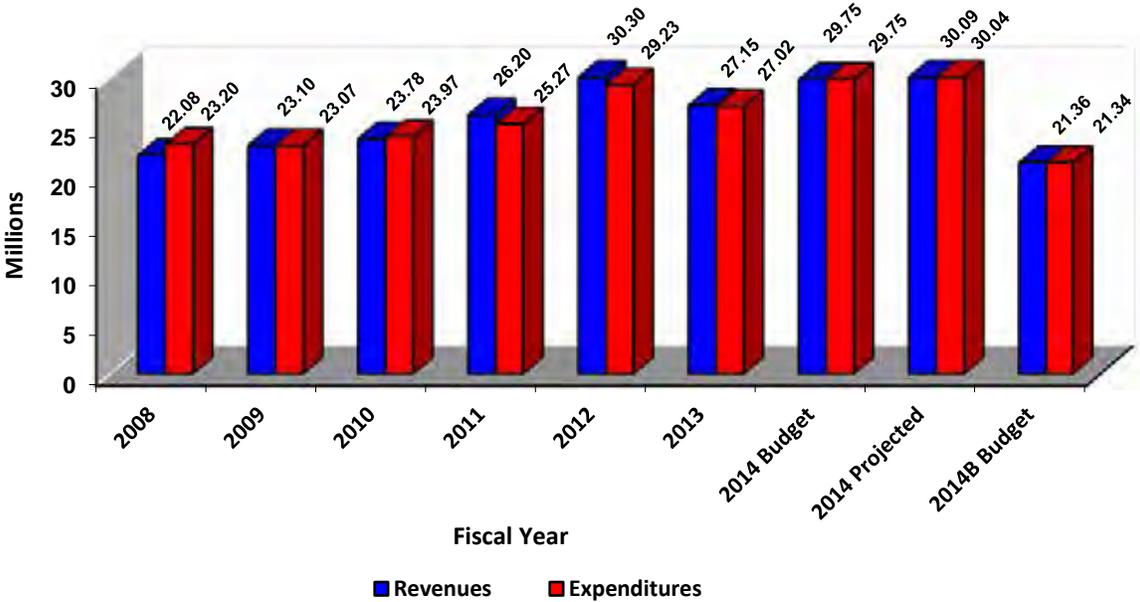
Fund Balance applies to Capital Projects Funds. Unrestricted Net Assets applies to Enterprise, Internal Service and Trust and Agency Funds.

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 Department

General Fund Revenues and Expenditures

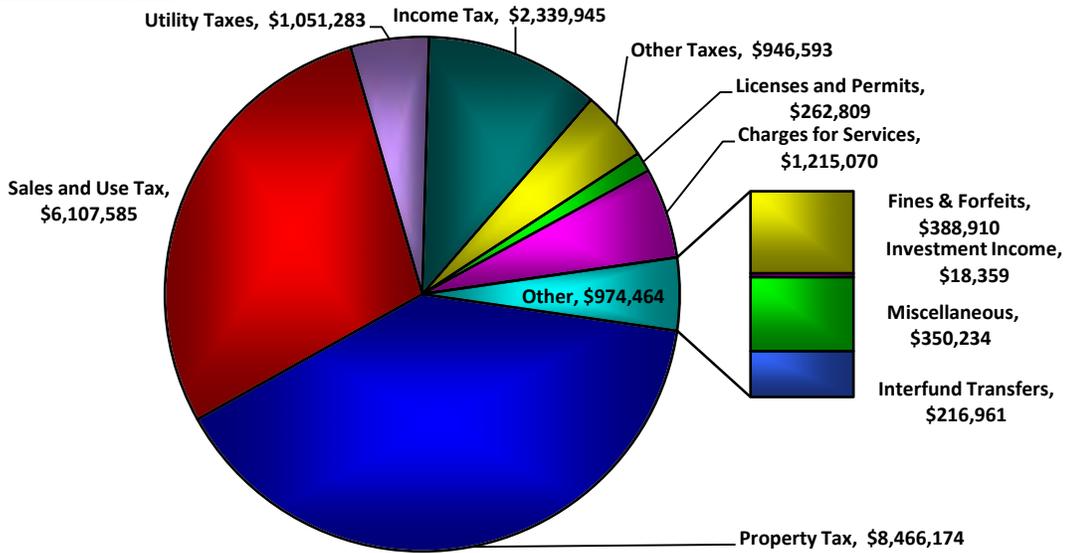


Fiscal Years 2008 – 2013: Actual Revenues and Expenditures

Total General Fund budgeted revenues have decreased from Fiscal Year 2014 projected revenues. This is primarily due to an shortened 8 month Fiscal Year. The Village is converting from an April 30th year end to a Calendar Year End. FY2014B runs from May 1, 2014 through December 31, 2014. Expenditures are also significantly less than the Fiscal Year 2014 projected amounts for this reason.

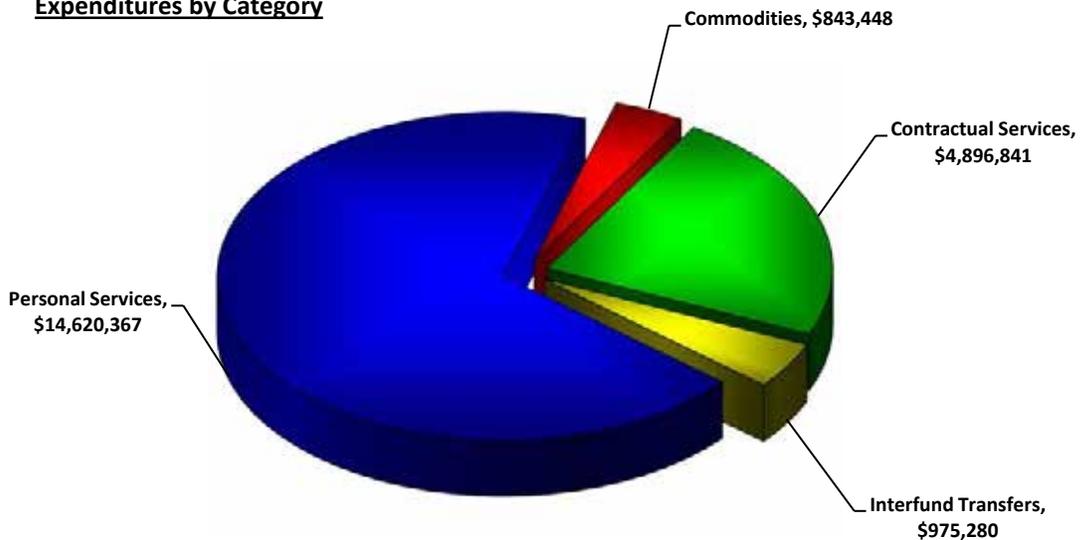
GENERAL FUND Fiscal Year 2014B Budget

Revenues by Category



Property tax revenue is the largest revenue source in the General Fund. The property tax levy was increased by 4.99% for Fiscal Year 2014B. Overall budgeted revenues decreased 28.2% over the 2014 Budget, primarily due to the 8 month Fiscal Year.

Expenditures by Category



Personal Services account for 69% of the General Fund budget. Fiscal Year 2014B General Fund budgeted expenditures have decreased by 28.3% over the Fiscal Year 2013 budget due to the 8 month Fiscal Year created during the Fiscal Year conversion.

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Real Property Tax	\$ 9,981,877	\$ 9,442,081	\$ 10,230,972	\$ 10,230,972	\$ 8,466,174
311.02-00	Personal Prop Replacement	81,079	80,386	85,015	85,015	47,890
311.03-00	TIF Rebates	674,316	-	-	-	-
312.01-00	Simp Telecommunications	1,120,588	982,864	1,073,992	1,031,032	649,550
312.02-00	Natural Gas Tax	182,461	203,930	144,228	203,940	87,197
312.03-00	Electric Tax	427,941	435,060	472,073	434,307	314,536
313.01-00	Sales Tax	4,803,807	4,729,737	5,273,623	5,273,623	3,394,223
313.03-00	Home Rule Sales Tax	2,078,288	2,059,366	3,199,166	3,255,209	2,213,542
313.02-00	Use Tax	550,219	605,067	577,190	634,149	499,820
313.04-00	Real Estate Transfer Tax	-	203,400	277,366	244,676	176,174
313.05-00	Hotel/Motel Tax	35,281	36,686	36,720	45,138	32,369
314.01-00	Food & Beverage Tax	1,086,568	1,018,775	1,077,544	994,701	683,160
314.06-00	Video Gaming Tax	-	-	-	10,000	7,000
315.01-00	State Income Tax	3,096,265	3,422,147	3,341,624	3,671,989	2,339,945
Total Taxes		24,118,690	23,219,499	25,789,513	26,114,751	18,911,580
321.01-00	Business Licenses	78,290	87,509	94,516	94,516	11,000
321.02-00	Liquor Licenses	45,652	50,688	47,455	63,674	63,674
321.03-00	Contractor Licenses	32,810	35,470	25,199	34,000	25,885
321.04-00	Vendor/Solicitor Licenses	220	370	263	650	200
321.06-00	Animal Licenses	1,240	980	500	700	400
321.07-00	Penalties on Licenses	11,194	9,295	10,363	17,016	6,500
321.08-00	Multi-Family Licenses	91,800	91,025	87,225	93,000	58,150
321.09-00	Single Family Rental Licenses	70,300	73,450	67,800	77,000	51,300
322.01-00	Building Permits-Cook	43,665	64,949	31,000	99,207	25,000
322.02-00	Building Permits-DuPage	60,720	63,115	43,000	90,311	17,000
322.03-00	Sign Permits	5,145	4,986	5,000	4,200	2,700
322.04-00	Video Gaming Terminals	-	-	-	11,000	1,000
Total Licenses and Permits		441,036	481,837	412,321	585,274	262,809
323.01-00	Solid Waste Franchise Fee	113,691	117,142	116,032	118,031	83,103
323.02-00	Building Reinspect Fee	1,190	1,875	1,500	2,350	1,600
323.03-00	Inspection Fees-Misc	905	300	-	700	-
323.05-00	Plan Review-Comm Devel	14,116	22,493	15,000	45,705	10,000
323.07-00	Cable Franchise Fee	356,995	380,445	363,494	377,428	282,090
323.12-00	Ambulance Fees	636,533	608,450	640,000	640,000	395,000
323.12-01	Non-911 Ambulance Fees	609	-	1,500	200	200
323.13-00	CPR Fees	2,555	2,755	3,500	2,500	1,500
323.14-00	Vehicle Impoundment Fees	679,500	769,500	650,000	687,000	433,333
323.16-00	ADT Administrative Fee	5,170	3,929	3,000	5,634	4,200
323.17-00	Public Safety Appl Fee	7,220	520	5,920	4,760	3,944
323.18-00	Child Safety Seat Install	-	205	1,000	100	100
323.19-00	Elevator Inspection Fee	-	500	-	-	-
Total Charges for Services		1,835,899	1,908,114	1,800,946	1,884,408	1,215,070
351.01-00	Traffic Fines-Cook	114,847	135,298	120,000	114,272	80,000
351.02-00	Traffic Fines-DuPage	34,763	40,788	38,000	37,012	25,333
351.03-00	Ordinance Violations	260,810	273,559	271,000	242,579	178,860
351.04-00	Warning Tickets	550	470	210	136	150
351.05-00	Police False Alarm Fines	4,775	4,575	4,500	4,550	3,000
351.06-00	DUI Fines	39,543	25,538	2,850	1,400	1,900
351.07-00	Fire False Alarm Fines	4,050	4,425	6,000	5,000	4,000
351.08-00	Traffic Court Supervision	49,343	28,682	40,000	40,000	-
351.09-00	Fines-Red Light Cameras	129,404	145,743	142,000	114,733	94,667
351.10-00	Kennel Fees	1,930	1,525	2,500	2,250	1,000
Total Fines and Forfeits		640,015	660,603	627,060	561,932	388,910

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources (Continued)						
361.00-00	Interest on Investments	31,428	91,658	31,344	24,109	18,309
362.00-00	Net Change in Fair Value	1,213	614	-	200	50
Total Investment Income		32,641	92,272	31,344	24,309	18,359
363.00-00	Printed Materials	5,770	5,862	7,000	4,640	3,094
364.00-00	Rental Income	279,631	303,991	321,900	315,463	239,906
367.00-00	Drug Forfeiture	-	1,000	3,800	3,800	5,000
380.03-00	Reimb Exp-ILEOT Board	11,262	2,855	9,000	9,000	6,000
380.04-00	Reimb Exp-Property Damage	-	303	-	-	-
380.06-00	Reimb Exp-Police Programs	18,952	-	600	50,600	600
380.07-00	Reimb Exp-Fire	36,128	24,377	15,000	11,500	5,300
380.09-00	Reimb Exp-Miscellaneous	15,598	80,984	16,000	30,083	12,000
380.12-00	Reimb Exp-COPS Fast	-	-	-	-	-
380.13-00	Law Enforcement Block Grant	-	-	-	-	-
380.15-00	IL EMA Disaster Grant	9,204	569	-	-	-
380.17-00	DuPage Cty Mowing Reimb	14,959	14,959	15,000	14,959	14,959
380.18-00	FEMA Grant	-	-	-	-	-
380.19-00	Legislator Initiative	-	-	-	-	-
380.26-00	ILEAS Reimbursement	3,437	855	-	2,188	-
380.27-00	Hazardous Materials	3,428	17,315	5,000	5,000	3,300
380.28-00	OJP Bullet Proof Vest Grant	6,375	1,818	3,660	3,600	2,440
389.03-00	Miscellaneous Income	104,232	57,443	93,764	98,284	51,100
389.07-00	Corporate Partnership Prog	4,700	2,050	2,050	9,500	6,500
389.08-00	Loan Repay- DuPage M&M	89	32	90	40	35
389.10-00	Sister Cities Committee	-	-	-	-	-
389.11-00	Volume Cap Fees	-	-	-	-	-
Total Miscellaneous		513,765	514,413	492,864	558,657	350,234
391.16-00	Trans from SSA #6	-	-	64,207	64,207	26,675
391.37-00	Transfer from TIF #4	-	-	35,000	-	-
391.40-00	Transfer from 2001 G.O.D.S.	81,239	-	-	-	-
391.43-00	From TIF #2 DS	-	-	-	-	-
391.50-00	Transfer from Water and Sewer	-	274,594	297,972	297,972	190,286
391.65-00	Transfer from Comp Abs	1,109,213	-	-	-	-
391.66-00	Transfer from Employee Benefits	1,528,619	-	-	-	-
Total Interfund Transfers		2,719,071	274,594	397,179	362,179	216,961
399.00-00	Use of Fund Balance	-	-	202,995	-	-
Total Other		-	-	202,995	-	-
Total Revenues and Other Financing Sources		\$ 30,301,117	\$ 27,151,332	\$ 29,754,222	\$ 30,091,510	\$ 21,363,923

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses						
1-11	Salaries-Regular	\$ 11,932,714	\$ 11,566,020	\$ 12,037,985	\$ 11,922,119	\$ 8,243,814
1-12	Salaries-Part Time	685,003	630,120	718,674	698,890	520,677
1-21	Overtime Compensation	992,243	802,837	917,972	1,029,414	648,807
1-22	Court Appearances	170,971	188,545	177,000	177,000	118,001
1-23	Holiday Pay	147,927	151,279	154,600	149,600	117,567
1-26	Compensation Adjustment	8,449	8,089	7,200	7,200	5,562
1-27	Language Proficiency	20,060	21,024	21,500	18,850	21,500
1-28	On-Call Premium Pay	7,416	8,386	11,254	10,774	6,881
1-29	Employee Incentive	29,953	17,587	26,950	26,950	20,819
1-30	Sick Leave Buy Back	-	-	-	-	-
1-41	State Retirement	689,435	595,876	704,303	701,185	452,050
1-42	Social Security	832,209	820,937	885,363	880,360	624,614
1-43	Police/Fire Pension	2,367,961	2,473,003	2,645,283	2,645,283	1,989,927
1-44	Employee Insurance	2,362,225	2,187,627	2,438,920	2,440,731	1,742,052
1-45	Special Pension	32,061	27,657	29,839	31,118	27,881
1-46	Unempl Compensation	93,062	79,039	83,380	80,215	80,215
Total Personal Services		20,371,689	19,578,026	20,860,223	20,819,689	14,620,367
2-11	Office Supplies	107,995	124,028	111,495	105,654	65,416
2-13	Memberships/ Subscriptions	93,210	96,350	99,170	97,723	86,986
2-14	Books/Publications/Maps	11,214	12,723	15,784	12,020	11,518
2-21	Gasoline & Lube	311,622	357,094	412,795	411,795	274,523
2-22	Auto Parts & Accessories	121,604	110,861	120,000	120,000	80,000
2-23	Communication Parts	5,583	11,690	10,150	9,350	7,917
2-25	Ammunition	-	-	2,000	2,000	2,000
2-26	Bulk Chemicals	4,123	3,789	5,450	4,722	3,635
2-27	Materials & Supplies	214,968	197,421	235,445	218,208	143,994
2-28	Cleaning Supplies	31,446	23,633	26,975	25,474	17,300
2-29	Part & Access-Non Auto	46,039	42,010	48,500	42,500	29,940
2-31	Uniforms	74,551	72,572	75,325	74,281	56,283
2-33	Safety & Protective Equip	17,180	19,383	17,674	15,795	13,708
2-34	Small Tools	28,228	24,324	18,300	17,470	17,935
2-35	Evidence	3,623	5,149	5,000	5,000	3,333
2-36	Photo Supplies	1,097	1,261	1,675	1,675	1,100
2-90	Employee Recognition	39,873	36,077	22,824	22,824	24,240
2-91	CERT Training	-	-	-	-	-
2-99	Miscellaneous Expense	1,832	19,356	3,125	4,050	3,620
Total Commodities		1,114,188	1,157,721	1,231,687	1,190,541	843,448
3-11	Telephone	139,300	171,078	195,320	195,226	144,768
3-12	Postage	45,969	48,113	46,735	44,611	33,811
3-13	Light & Power	-	1,026	1,100	1,417	1,058
3-14	Natural Gas	5,654	17,693	20,000	25,559	10,040
3-17	Tax Incentive Payments	2,010,071	1,862,942	2,196,105	2,192,284	1,335,487
3-21	Liability Insurance Program	455,033	346,818	584,310	594,598	363,528
3-31	M & R- Auto Equipment	47,292	63,609	51,500	51,500	34,400
3-32	M & R- Office Equipment	6,801	7,496	8,150	7,310	2,059
3-33	M & R- Comm Equipment	1,291	224	3,575	3,575	3,901
3-34	M & R- Buildings	73,294	53,998	64,700	66,200	42,200
3-35	M & R- Streets & Bridges	219,774	254,380	237,471	287,471	181,871
3-36	Maintenance Agreements	272,616	369,726	403,118	406,777	439,030
3-37	M & R- Other Equipment	25,679	47,458	17,075	17,113	12,925
3-38	Maintenance-Forestry	106,833	139,726	193,076	193,076	86,000

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary by Account
 Fiscal Year Ending December 31, 2014

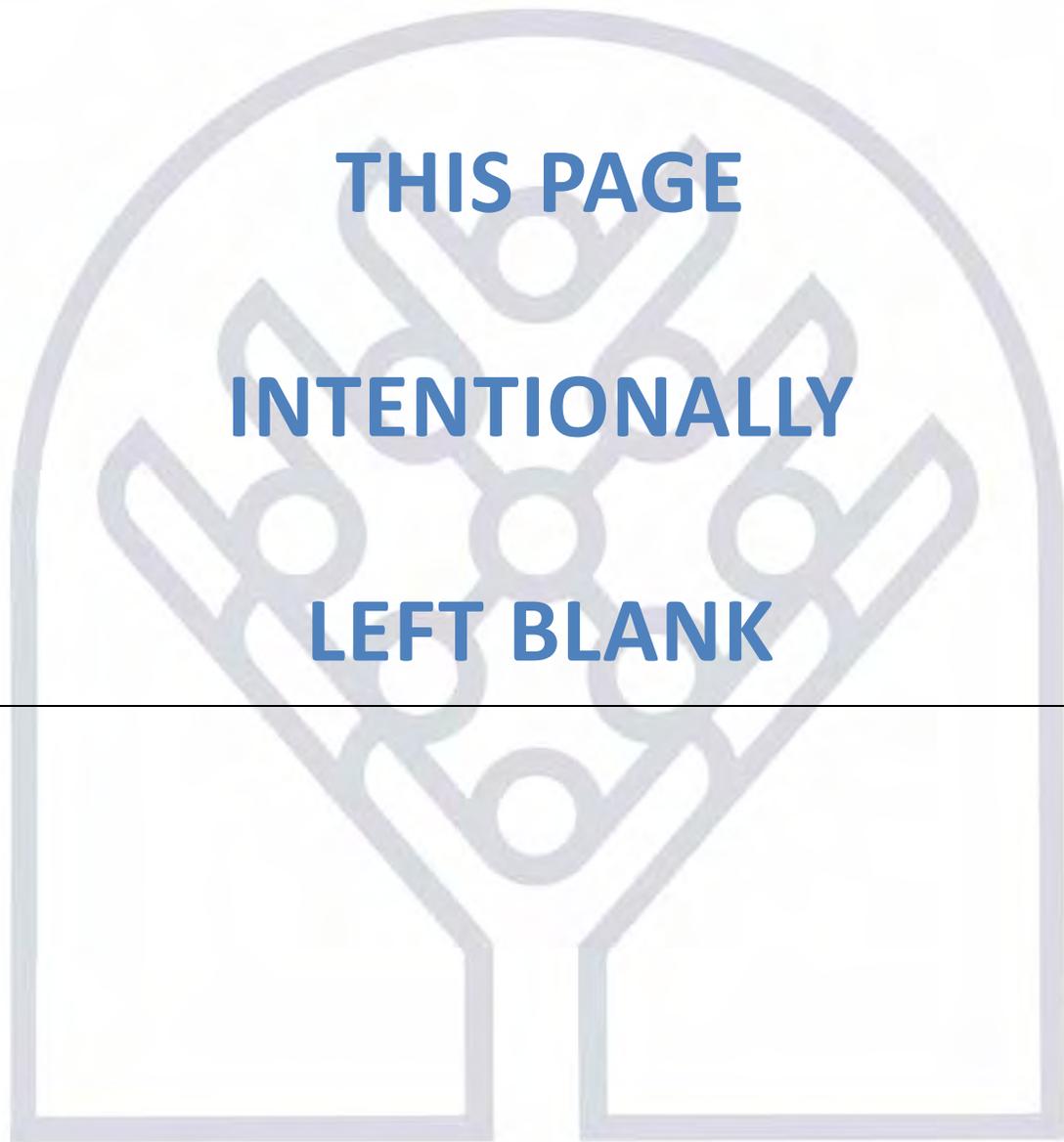
Fund 001 - General Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses (continued)						
3-39	M & R- Accident Claims	4,060	4,928	5,000	5,000	1,000
3-51	Equipment Rentals	625,886	684,591	722,889	720,401	544,767
3-52	Vehicle Maint & Replace	46,120	618,423	702,441	689,280	907,148
3-53	Furn & Equipment Replace	20,000	20,000	20,000	26,958	13,336
3-54	AS/400 Computer	-	-	-	-	-
3-56	Fence Escrow	37,837	-	-	-	-
3-61	Consulting Services	217,992	145,865	141,061	180,436	98,976
3-62	Legal Services	274,331	278,471	277,900	306,212	226,408
3-63	Auditing Services	34,615	20,878	24,384	24,384	24,234
3-64	Engineering Services	10,058	25,125	2,500	2,500	2,500
3-65	Medical Examinations	17,682	17,729	27,644	27,644	25,000
3-67	Legal Publications	8,332	7,358	11,000	11,000	7,330
3-68	Uniform Rentals	3,038	3,366	3,120	3,120	2,145
3-69	Testing Services	1,531	1,533	1,700	1,700	-
3-70	Binding & Printing	24,752	40,027	43,450	35,028	24,250
3-71	Schools/Conf/Meetings	163,153	177,410	215,938	197,385	182,704
3-72	Transportation	33,103	35,753	37,975	39,774	28,409
3-73	Elected Officials Initiative	14,179	13,238	14,000	14,000	14,500
3-78	Fire Corp	1,418	1,334	3,760	750	1,000
3-83	Shelter Inc	3,000	3,000	3,000	3,000	3,000
3-85	Miscellaneous Programs	14,040	12,030	12,000	12,000	15,700
3-86	Court Supervision Expense	-	50,000	40,000	40,000	-
3-87	PACE Bus Service	20,373	15,680	19,000	15,680	10,456
3-88	Pk Dist Youth Programs	4,000	4,000	4,000	4,000	3,000
3-89	IEPA Discharge Fee	1,000	1,000	1,000	1,000	1,000
3-90	Local Law Enf Block Grant	-	-	-	-	-
3-91	Special Events	41,241	50,596	48,740	45,178	38,643
3-92	Drug Forfeiture	3,000	1,000	3,800	3,800	5,000
3-94	DUI Expense	172	797	2,850	2,850	1,900
3-95	WAYS	2,000	2,000	2,000	2,000	2,000
3-96	Collection Service	-	-	-	-	-
3-98	Contingency	-	700	-	200,000	10,000
3-99	Miscellaneous Expense	14,376	16,997	17,850	17,924	11,357
Total Contractual Services		5,050,896	5,638,116	6,431,237	6,719,721	4,896,841
Total Operating Expenditures		26,536,773	26,373,863	28,523,147	28,729,951	20,360,656
12-31	Transfer to Gen Capital	980,242	645,970	1,231,075	1,305,569	975,280
12-37	Transfer to T.I.F.#4	-	-	-	-	-
12-39	Transfer to Municipal Building	1,109,213	-	-	-	-
12-45	Transfer to 2002 G.O. Debt Service	605,074	-	-	-	-
Total Interfund Transfers		2,694,529	645,970	1,231,075	1,305,569	975,280
13-11	Land	-	-	-	-	-
13-21	Buildings	-	-	-	-	-
13-22	Improvements other than Bldgs	-	-	-	-	-
13-43	Other Equipment	-	-	-	-	-
Total Capital Outlay		-	-	-	-	-
Total Other Expenditures		2,694,529	645,970	1,231,075	1,305,569	975,280
Total Expenditures and Other Financing Uses		\$ 29,231,302	\$ 27,019,833	\$ 29,754,222	\$ 30,035,520	\$ 21,335,936

VILLAGE OF HANOVER PARK, ILLINOIS
Expenditure Budget Summary by Department
Fiscal Year Ending December 31, 2014

Fund 001- General Fund

Cost Center	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
110	President and Board of Trustees	\$ 100,169	\$ 102,507	\$ 111,914	\$ 114,149	\$ 98,444
120	Village Clerk	82,299	112,178	127,347	127,347	89,099
125	Village Collector	69,931	73,731	75,306	75,306	49,883
135	Environmental & Utility Committee	5,448	1,084	3,825	2,700	2,150
160	CI & D Committee	2,775	2,692	4,010	2,010	2,550
165	Sister Cities Committee	4,301	5,147	5,900	5,900	2,050
170	Citizens Corp Council	5,969	3,313	2,300	2,300	1,800
175	Veterans Committee	1,624	1,136	1,910	2,100	1,710
180	Development Commission	592	1,578	1,975	1,050	1,850
195	Hanover Park CONECT Committee	8,018	7,510	5,350	5,338	4,150
Total Village Board, Clerk, Committees and Commissions		281,126	310,876	339,837	338,200	253,686
410	Village Manager	457,319	326,172	324,059	327,096	223,195
440	Human Resources Department	395,108	382,704	421,428	407,883	305,153
460	Special Events	9,195	20,507	22,200	22,200	21,525
470	Information Technology	640,557	710,979	759,695	759,695	675,456
Total Administrative Services		1,502,179	1,440,362	1,527,382	1,516,874	1,225,329
510	Administration	207,739	166,613	176,276	172,486	113,498
520	Collections	153,248	145,877	147,403	148,439	95,288
530	General Accounting	211,011	187,543	196,153	196,228	145,222
550	General Administrative Services	5,677,543	3,338,621	4,788,682	5,112,730	3,230,679
Total Finance Department		6,249,541	3,838,654	5,308,514	5,629,883	3,584,687
610	Administration	146,875	154,432	168,066	167,946	114,410
620	Streets	1,012,370	1,248,595	1,324,042	1,394,866	989,035
630	Forestry	436,426	467,944	554,455	548,613	410,917
640	Public Buildings	511,611	547,172	615,144	590,399	396,748
650	Fleet Services	1,134,776	1,167,799	1,100,773	1,100,773	748,625
660	Engineering	340,997	290,113	267,093	271,816	194,641
670	MWRD Fields	-	12,070	22,010	19,310	7,510
Total Public Works Department		3,583,055	3,888,125	4,051,583	4,093,723	2,861,886
710	Fire Administration	407,705	521,078	553,405	544,735	391,578
720	Fire Suppression	4,836,906	4,762,551	4,862,175	4,847,606	3,543,165
730	Inspectional Services	431,605	554,835	597,300	665,216	428,193
740	Non-Emergency 911	94,402	76,511	82,306	72,104	139,599
Total Fire Department		5,770,618	5,914,975	6,095,186	6,129,661	4,502,535
810	Police Administration	703,806	807,285	827,647	827,647	568,402
820	Patrol	6,433,508	6,480,030	7,304,648	7,304,648	5,262,701
830	Investigations	1,686,529	1,664,890	1,644,065	1,644,065	1,164,677
840	Community Services	433,319	478,658	94,983	94,983	62,895
850	Staff Services	1,626,371	1,549,745	1,574,761	1,574,761	1,165,743
860	Emergency Services	6,483	7,630	12,050	12,688	8,321
870	Code Enforcement	572,021	485,185	547,522	487,416	395,804
Total Police Department		11,462,037	11,473,423	12,005,676	11,946,208	8,628,543
920	Economic Development	174,130	153,418	426,044	380,971	279,270
930	Inspection Services	208,616	-	-	-	-
Total Community Development		382,746	153,418	426,044	380,971	279,270
Total General Fund		\$ 29,231,302	\$ 27,019,833	\$ 29,754,222	\$ 30,035,520	\$ 21,335,936



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Hanover Park

VILLAGE BOARD

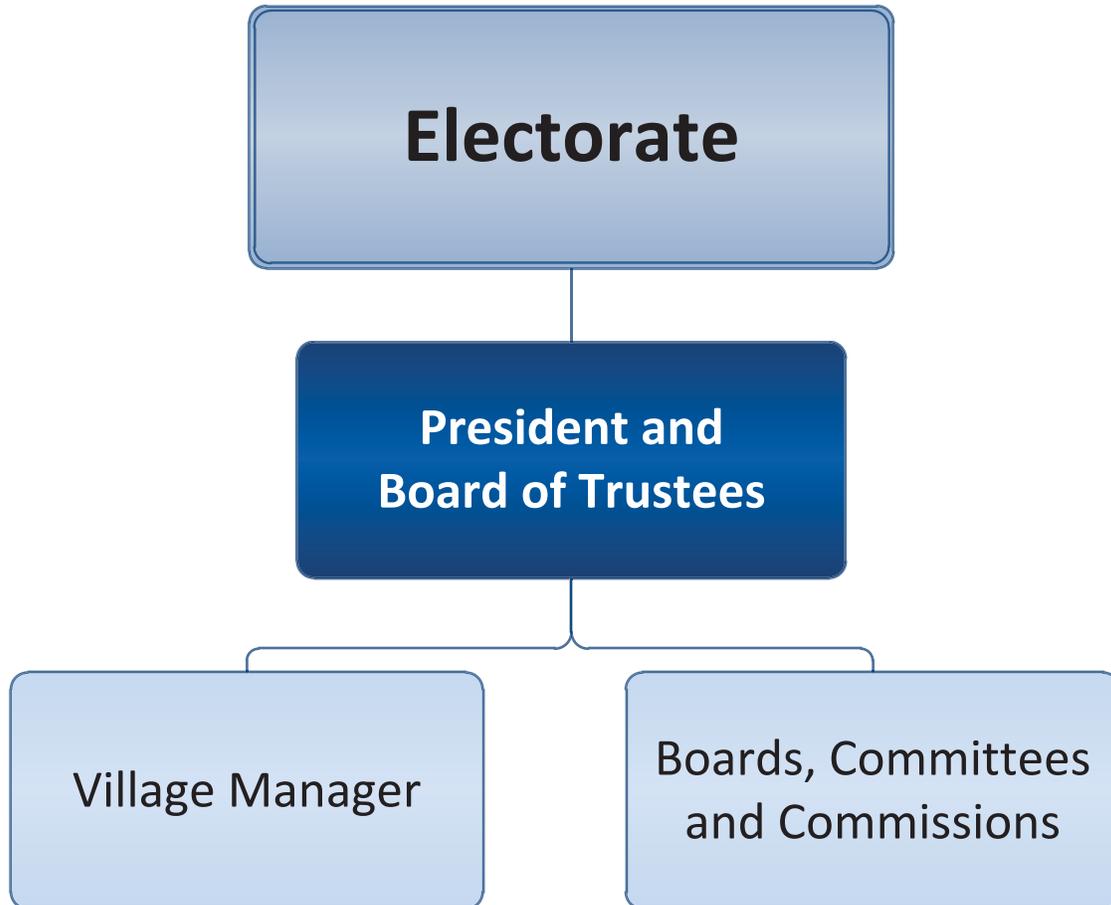
VILLAGE CLERK

COMMITTEES AND COMMISSIONS

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'14B 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**

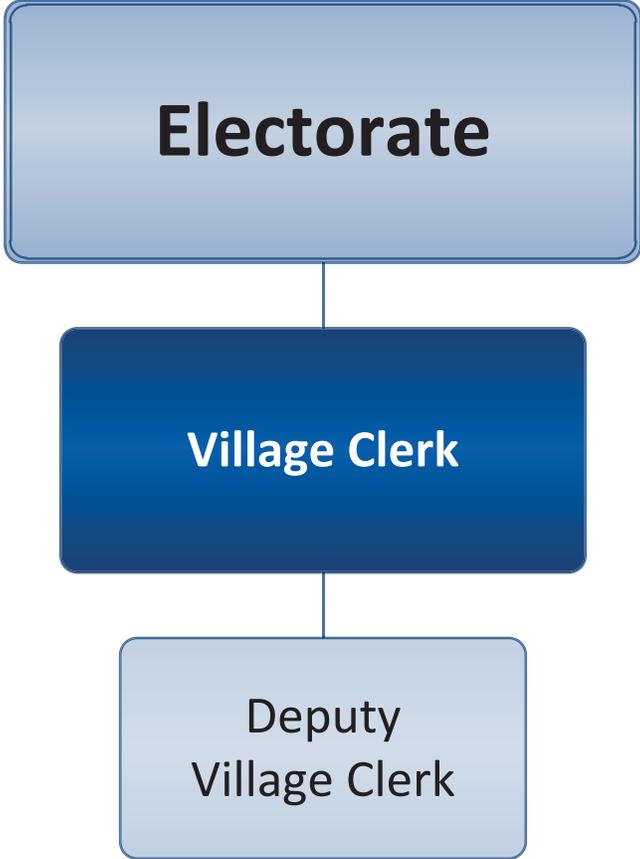
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0110 - President & Board of Trustees

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-12	Salaries-Part Time	\$ 20,889	\$ 21,371	\$ 34,800	\$ 34,800	\$ 23,200
1-42	Social Security	1,598	1,635	2,662	2,662	1,775
Total Personal Services		<u>22,487</u>	<u>23,006</u>	<u>37,462</u>	<u>37,462</u>	<u>24,975</u>
2-11	Office Supplies	1,702	1,107	1,200	1,000	800
2-13	Memberships/ Subscriptions	44,315	47,929	45,327	45,282	45,339
2-27	Materials & Supplies	806	1,023	900	450	600
2-31	Uniforms	-	-	-	-	-
2-99	Miscellaneous Expen.	509	2,131	1,200	2,200	1,600
Total Commodities		<u>47,332</u>	<u>52,190</u>	<u>48,627</u>	<u>48,932</u>	<u>48,339</u>
3-12	Postage	249	309	220	300	260
3-71	Schools/Conf/Meetings	8,391	4,959	5,480	5,480	4,170
3-72	Transportation	5,485	5,847	4,275	6,175	4,800
3-73	Elected Officials Initiative	14,179	13,238	14,000	14,000	14,500
3-91	Special Events	2,046	2,958	1,850	1,800	1,400
Total Contractual Services		<u>30,350</u>	<u>27,311</u>	<u>25,825</u>	<u>27,755</u>	<u>25,130</u>
Total Operating Expenditures		<u>100,169</u>	<u>102,507</u>	<u>111,914</u>	<u>114,149</u>	<u>98,444</u>
Total President & Board of Trustees		<u>\$ 100,169</u>	<u>\$ 102,507</u>	<u>\$ 111,914</u>	<u>\$ 114,149</u>	<u>\$ 98,444</u>

120 – Village Clerk



VILLAGE CLERK'S OFFICE

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's Office is also responsible for administering the Open Meetings Act and the Freedom of Information Act. The Village Clerk maintains an up-to-date municipal code and prepares the weekly calendar of meetings.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Attended the Clerk's Institute Seminar. (Second quarter)

Completed

2. Upgrade Records Maintenance System. (First through fourth quarters)

Continuing

3. Continue to update the License and Registration Application and Renewal Process. (Second through Third Quarter)

Continuing

II. Offers convenience through technologies

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

Completed

III. Is fiscally responsible and transparent

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

Completed

2014B OBJECTIVES

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

1. Deputy Clerk is to Attend Clerk's Institute Seminar, Village Clerk is to attend Clerk's Academy Program. (Second quarter)
2. Continue to Upgrade Records Maintenance System. (First through fourth quarters)

II. Offers convenience through technologies

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

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0120 - Village Clerk

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 45,015	\$ 47,116	\$ 44,731	\$ 44,731	\$ 34,374
1-12	Salaries-Part Time	1,683	-	5,700	5,700	-
1-21	Salaries - Overtime	-	-	-	-	-
1-41	State Retirement	6,671	5,995	8,147	8,147	5,074
1-42	Social Security	3,026	3,162	3,935	3,935	2,630
1-44	Employee Insurance	13,628	17,778	22,409	22,409	15,296
Total Personal Services		70,023	74,051	84,922	84,922	57,374
2-11	Office Supplies	80	531	600	600	400
2-13	Memberships/Subscriptions	143	421	560	560	560
2-31	Uniforms	-	168	150	150	150
Total Commodities		223	1,120	1,310	1,310	1,110
3-12	Postage	1,284	1,626	1,500	1,500	1,500
3-36	Maintenance Agreements	550	6,307	550	550	400
3-61	Consulting Services	-	-	7,000	7,000	7,000
3-62	Legal Services	289	84	700	700	500
3-67	Legal Publications	5,691	5,346	6,000	6,000	4,000
3-70	Binding & Printing	-	11,171	8,500	8,500	6,000
3-71	Schools/Conf/Meetings	3,033	11,190	15,350	15,350	9,850
3-72	Transportation	1,206	1,283	1,515	1,515	1,365
Total Contractual Services		12,053	37,007	41,115	41,115	30,615
Total Operating Expenditures		82,299	112,178	127,347	127,347	89,099
Total Village Clerk		\$ 82,299	\$ 112,178	\$ 127,347	\$ 127,347	\$ 89,099

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.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

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

Continuing

II. Offers convenience through technologies

2. Provide updates to municipal website. (First through Fourth Quarters)

Completed

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

Continuing

III. Is fiscally responsible and transparent

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

Completed

2014B OBJECTIVES

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

1. Continue to update the License and Registration Process in collaboration with other departments. (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)

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0125 - Village Collector

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 49,227	\$ 50,075	\$ 49,939	\$ 49,939	\$ 33,293
1-41	State Retirement	8,284	7,878	7,928	7,928	4,914
1-42	Social Security	4,092	4,161	3,820	3,820	2,547
1-44	Employee Insurance	8,272	11,617	13,469	13,469	9,129
Total Personal Services		<u>69,875</u>	<u>73,731</u>	<u>75,156</u>	<u>75,156</u>	<u>49,883</u>
2-11	Office Supplies	56	-	50	50	-
Total Commodities		<u>56</u>	<u>-</u>	<u>50</u>	<u>50</u>	<u>-</u>
3-12	Postage	-	-	100	100	-
Total Contractual Services		<u>-</u>	<u>-</u>	<u>100</u>	<u>100</u>	<u>-</u>
Total Operating Expenditures		<u>69,931</u>	<u>73,731</u>	<u>75,306</u>	<u>75,306</u>	<u>49,883</u>
Total Village Collector		<u>\$ 69,931</u>	<u>\$ 73,731</u>	<u>\$ 75,306</u>	<u>\$ 75,306</u>	<u>\$ 49,883</u>

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.

2013 - 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Look to cooperate with other towns for a Hazardous Materials collection event. (First quarter)

Initial meetings were held with the Village of Schaumburg, but no decision was provided by the IEPA.

2. Continue to expand recycling opportunities for residents and villages. (Second quarter)

Added a household battery drop box at Public Works and increased the Village's electronics recycling.

3. Look to improve area around apiary. (Third quarter)

Completed a burn of the berm and improved the driving area.

4. Improve logistics for recycling. (Second quarter)

Moved the Recycling Event to the Commuter Lot which increased the efficiency of the event.

ADDITIONAL ACCOMPLISHMENTS

1. Held an Apiary Open House.
2. Participated in the DuPage River Sweep.
3. Conducted inlet stenciling.
4. Constructed a rain garden at Well No. 4, Longmeadow Lane.

2014B OBJECTIVES

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

1. Plan and construct a rain garden at Village Hall. (Second quarter)

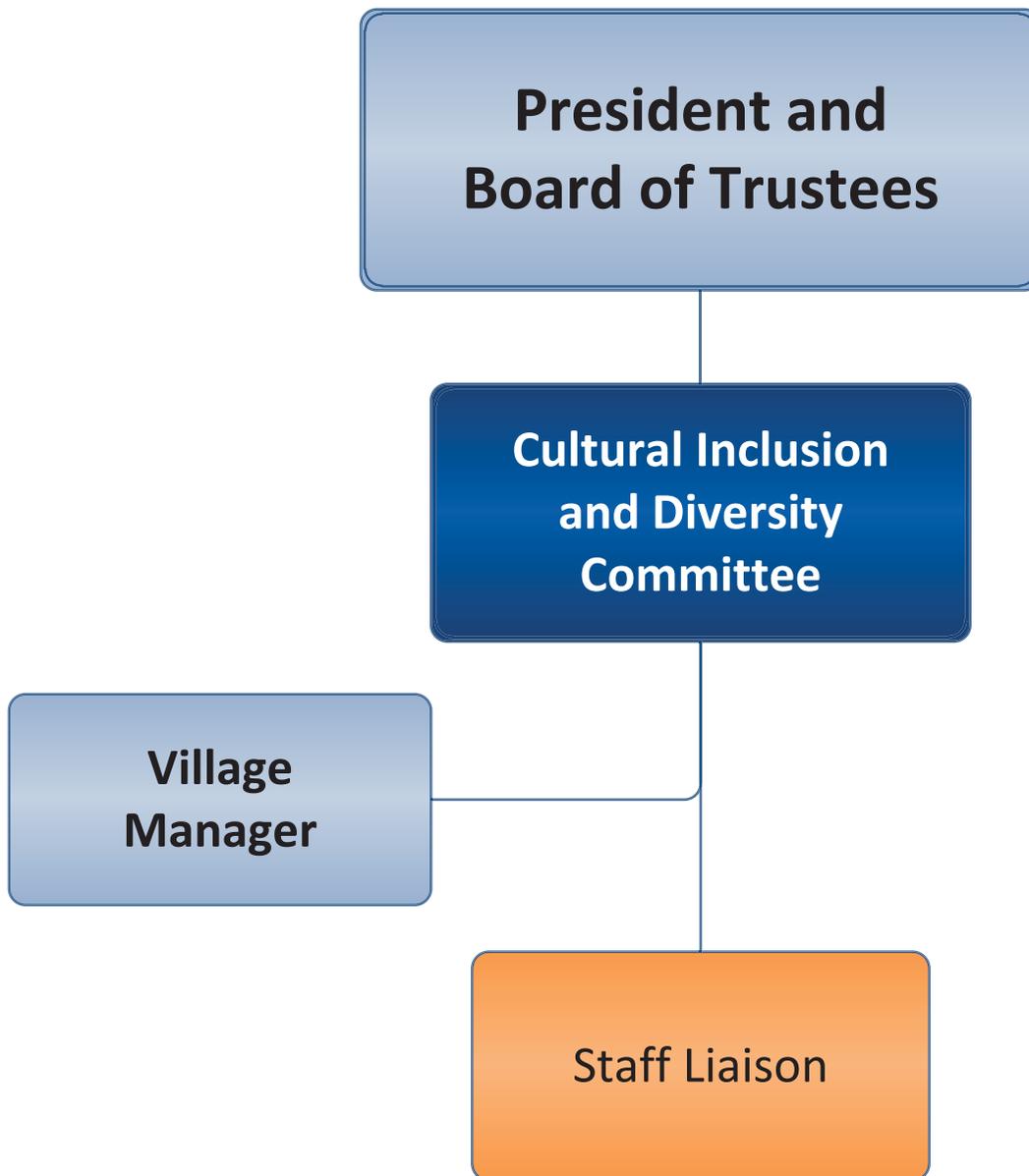
2. Continue to expand recycling opportunities for residents and villages. (Second quarter)
3. Continue to improve area around apiary. (Third quarter)

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0135 - Environmental Committee

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
2-11	Office Supplies	\$ 49	\$ 175	\$ 50	\$ 50	\$ 50
2-13	Memberships/Subscriptions	649	37	525	200	200
Total Commodities		<u>698</u>	<u>212</u>	<u>575</u>	<u>250</u>	<u>250</u>
3-71	Schools/Conf/Meetings	-	-	950	950	450
3-91	Special Events	4,750	872	2,300	1,500	1,450
Total Contractual Services		<u>4,750</u>	<u>872</u>	<u>3,250</u>	<u>2,450</u>	<u>1,900</u>
Total Operating Expenditures		<u>5,448</u>	<u>1,084</u>	<u>3,825</u>	<u>2,700</u>	<u>2,150</u>
Total Environmental Committee		<u>\$ 5,448</u>	<u>\$ 1,084</u>	<u>\$ 3,825</u>	<u>\$ 2,700</u>	<u>\$ 2,150</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.

2013 - 2014 OBJECTIVES AND ACCOMPLISHMENTS

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, Arts Around the World – Streamwood, Township Mental Health Fair and Interfaith Ramadan Event. (All year)

Provided \$500 donation to the HPCRC Basketball Tournament; held a Back-to-School Supply drive and handed out backpacks filled with supplies to local school children; attended the Ramadan Interfaith Dinner held in July 2013; and in March 2014 hosted a Day of Service for clean-up work at the MWRD property.

2. To provide supporting sponsorship to an organization and attend a Martin Luther King, Jr. Remembrance and Celebration. (Third quarter)

Committee members attended the Hoffman Estates MLK breakfast.

3. To host four (4) quarterly workshops/seminars on relevant/pressing topics that focus on strengthening the community of Hanover Park. (All year)

As an outcome from the April 2013 Community Leaders Reception, the committee began work on a Language Resources initiative.

4. Host leadership training for committee members to strengthen the impact of the committee.

Conducted "StandOut" training for all committee members and held a "Bring a Friend" meeting day in December 2013.

ADDITIONAL ACCOMPLISHMENTS

1. Presented numerous proclamations to local agencies/organizations recognizing their contributions during monthly celebrations.

2014B 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, Arts Around the World – Streamwood, Township Mental Health Fair and Interfaith Ramadan Event. (All year)
2. To provide supporting sponsorship to an organization and attend a Martin Luther King, Jr. Remembrance and Celebration. (Third quarter)
3. To host two (2) workshops/seminars on relevant/pressing topics that focus on strengthening the community of Hanover Park. (All year)
4. Continue to host leadership training for committee members to strengthen the impact of the committee.

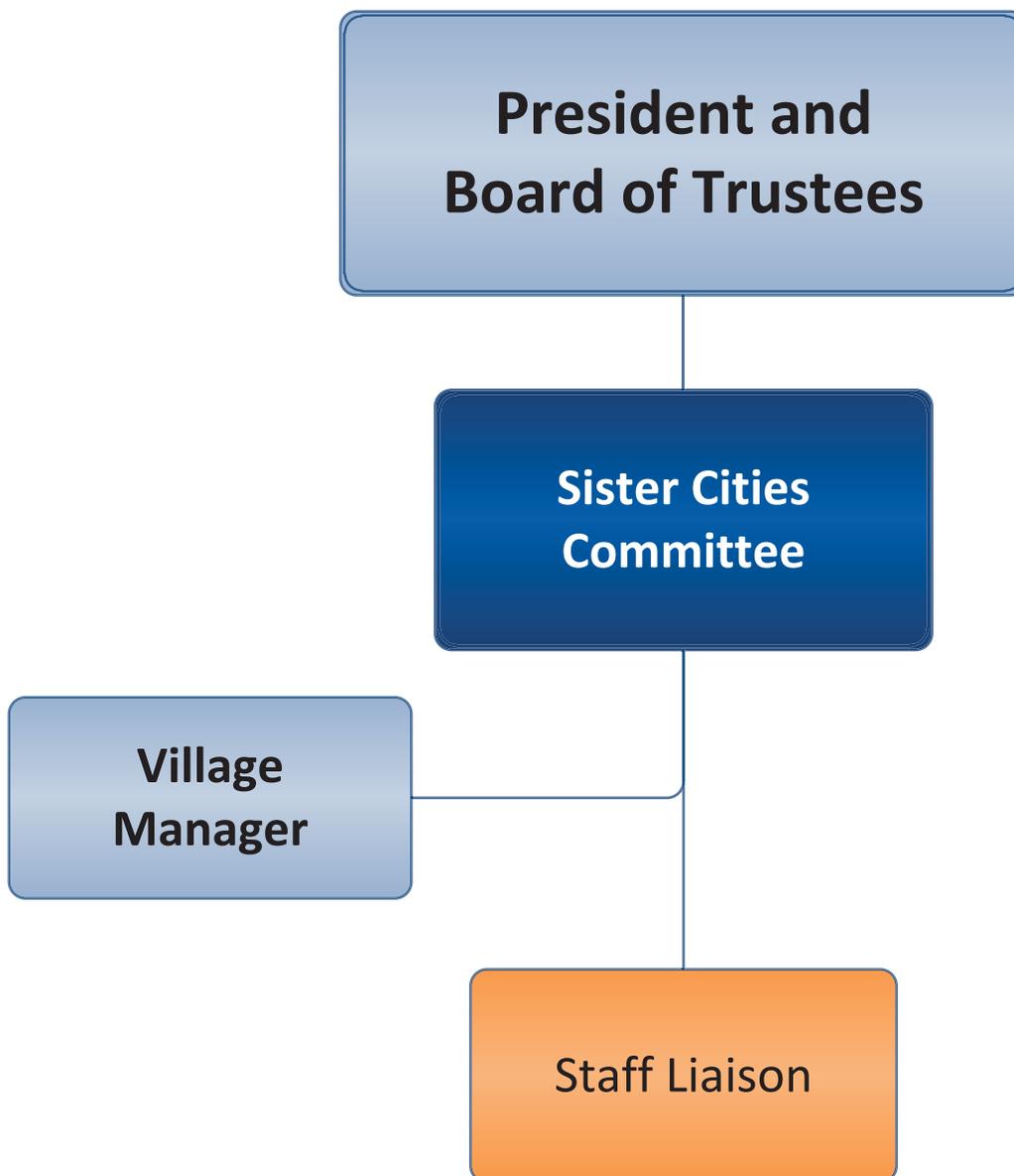
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0160 - Cultural Inclusion and Diversity Committee

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
2-11	Office Supplies	\$ 13	\$ -	\$ 220	\$ 220	\$ 150
2-13	Memberships/Subscriptions	94	-	500	500	500
Total Commodities		<u>107</u>	<u>-</u>	<u>720</u>	<u>720</u>	<u>650</u>
3-12	Postage	-	-	150	150	100
3-71	Schools/Conf/Meetings	1,125	1,332	250	250	150
3-72	Transportation	-	-	110	110	50
3-91	Special Events	1,543	1,360	2,780	780	1,600
Total Contractual Services		<u>2,668</u>	<u>2,692</u>	<u>3,290</u>	<u>1,290</u>	<u>1,900</u>
Total Operating Expenditures		<u>2,775</u>	<u>2,692</u>	<u>4,010</u>	<u>2,010</u>	<u>2,550</u>
Total Cultural Inclusion and Diversity Committee		<u>\$ 2,775</u>	<u>\$ 2,692</u>	<u>\$ 4,010</u>	<u>\$ 2,010</u>	<u>\$ 2,550</u>

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.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Award scholarships to students in Cape Coast and Valparaiso. (Fourth Quarter)

To be accomplished in Fourth Quarter (April 2014).

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)

In progress, Pen Pal letters have been exchanged between Hanover Park and Valparaiso Schools.

3. Assist with Cape Coast Hanover Park Primary School students' general needs. (First through Fourth Quarters)

Accomplished; funds distributed in Second Quarter (August 2013). Work completed included exterior and interior painting of school block, and new school desks and chairs purchased.

4. Participate in the Mexican Independence Day activities within the Hanover Park community. (Second Quarter)

Accomplished in Second Quarter (September 2013)

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

Not accomplished.

6. Recruit a volunteer with expertise in writing grants and knowledge of where to seek resources for available funds. (First through Fourth Quarters)

Not accomplished.

7. Participate in a craft fair or exhibit at an area cultural event. (First through Fourth Quarters)

To be accomplished in Fourth Quarter (Art Appreciation Around The World in April 2014).

8. Develop a brochure and update the website to promote Sister Cities activities. (First through Fourth Quarters)

Not accomplished.

9. Participate in the staging of the Sister Cities display at Village Hall in the Council Chambers. (First through Fourth Quarters)

In progress, in conjunction with Human Resource Department. Material has been identified for display.

10. Attend local, state and International Sister City Conferences. (First and Fourth Quarters)

Accomplished: attendance at International Conference in Second Quarter (July 2013); State Conference attendance in Fourth Quarter (April 2014).

II. Is fiscally responsible and transparent

11. Explore grant and alternative funding that supports Sister Cities' activities. (First through Fourth Quarters)

Not accomplished.

2014B OBJECTIVES

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

1. Recruit new members, especially those with expertise in education, grant-writing and publicity/brochure/and/or web page creation. (First through Fourth Quarters).
2. Engage local Sister Cities Groups (e.g., Hoffman Estates, Palatine, Bartlett, Elk Grove Village) to meet together and share experiences on a quarterly basis; and participate in area cultural events, to include such activities as Mexican Independence Day Celebrations and Ghanafest. (First through Fourth Quarters).
3. Encourage more participation by elected officials in Hanover Park, Valparaiso, and Cape Coast, as well as Police and Fire Department Officials. (First through Fourth Quarters).
4. Engage community service groups (e.g., Lions Club, Boy Scouts, and Girl Scouts) and Village Committees in opportunities to interact internationally. (First through Fourth Quarters).
5. Award scholarships to students in Cape Coast and Valparaiso. (Fourth Quarter)
6. Assist with Cape Coast Primary School students' general needs. (First through Fourth Quarters).

7. Attend local, state and international Sister City Conferences. (First and Fourth Quarters)
8. Pursue school-to-school relationships with Cape Coast and Valparaiso and Hanover Park with areas of focus being Pen Pal program, as well as competition in academics, art, writing and athletics and community service projects. (First through Fourth Quarters).
9. Support and assist in the facilitation of Pen Pal program involving students of Hanover Park, Valparaiso, and Cape Coast. (First through Fourth Quarters).
10. Look for opportunities in the goals as stated above to include communication and activities with Negeshwari, Bangladesh. (First through Fourth Quarters).

II. Is fiscally responsible and transparent

11. Explore grant and alternative funding that supports Sister Cities' activities. (First through Fourth Quarters)

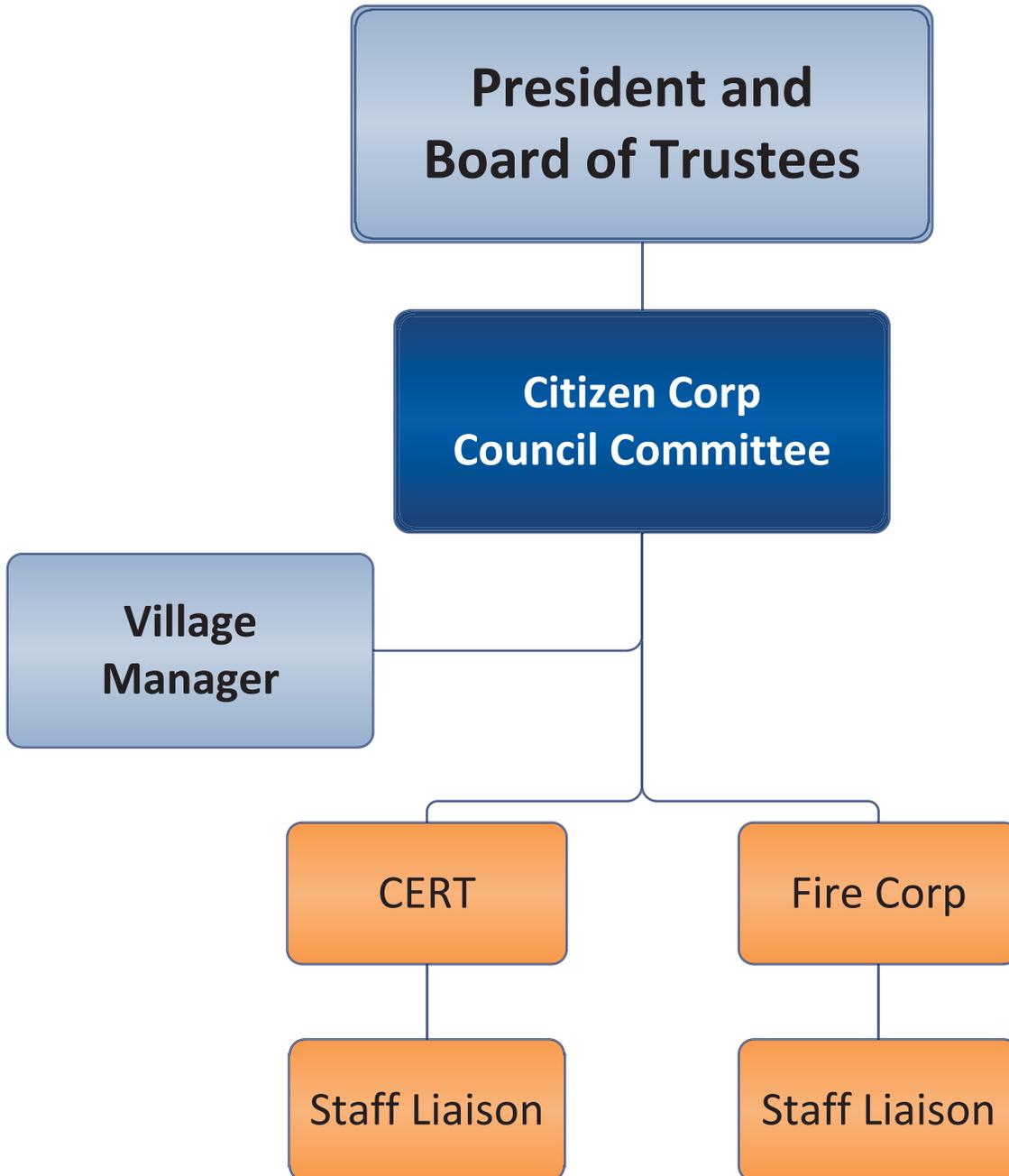
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0165 - Sister Cities Committee

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
2-11	Office Supplies	\$ 35	\$ 93	\$ 100	\$ 100	\$ 100
2-13	Memberships/Subscriptions	695	1,240	700	700	550
Total Commodities		<u>730</u>	<u>1,333</u>	<u>800</u>	<u>800</u>	<u>650</u>
3-12	Postage	33	99	200	200	100
3-71	Schools/Conf/Meetings	1,138	-	2,700	2,700	1,000
3-72	Transportation	-	3	-	-	-
3-91	Special Events	2,400	3,712	2,200	2,200	300
Total Contractual Services		<u>3,571</u>	<u>3,814</u>	<u>5,100</u>	<u>5,100</u>	<u>1,400</u>
Total Operating Expenditures		<u>4,301</u>	<u>5,147</u>	<u>5,900</u>	<u>5,900</u>	<u>2,050</u>
Total Sister Cities Committee		<u>\$ 4,301</u>	<u>\$ 5,147</u>	<u>\$ 5,900</u>	<u>\$ 5,900</u>	<u>\$ 2,050</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.

2013 - 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Maintain a database of all trained CERT members. (Second Quarter Quarter)

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

ADDITIONAL ACCOMPLISHMENTS

1. Appointed Martin Escobar as a new member of the council.
2. CERT members volunteered to work in 9-events sponsored by the Village.
3. 15-CERT members were trained by the DuPage Co. Health department to respond and assist with a public health emergency.

2014B OBJECTIVES

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

1. Maintain a database of all trained CERT members. (Second Quarter)
2. Quarterly Citizen Corps Councils will be conducted in 2014. (Third Quarter)

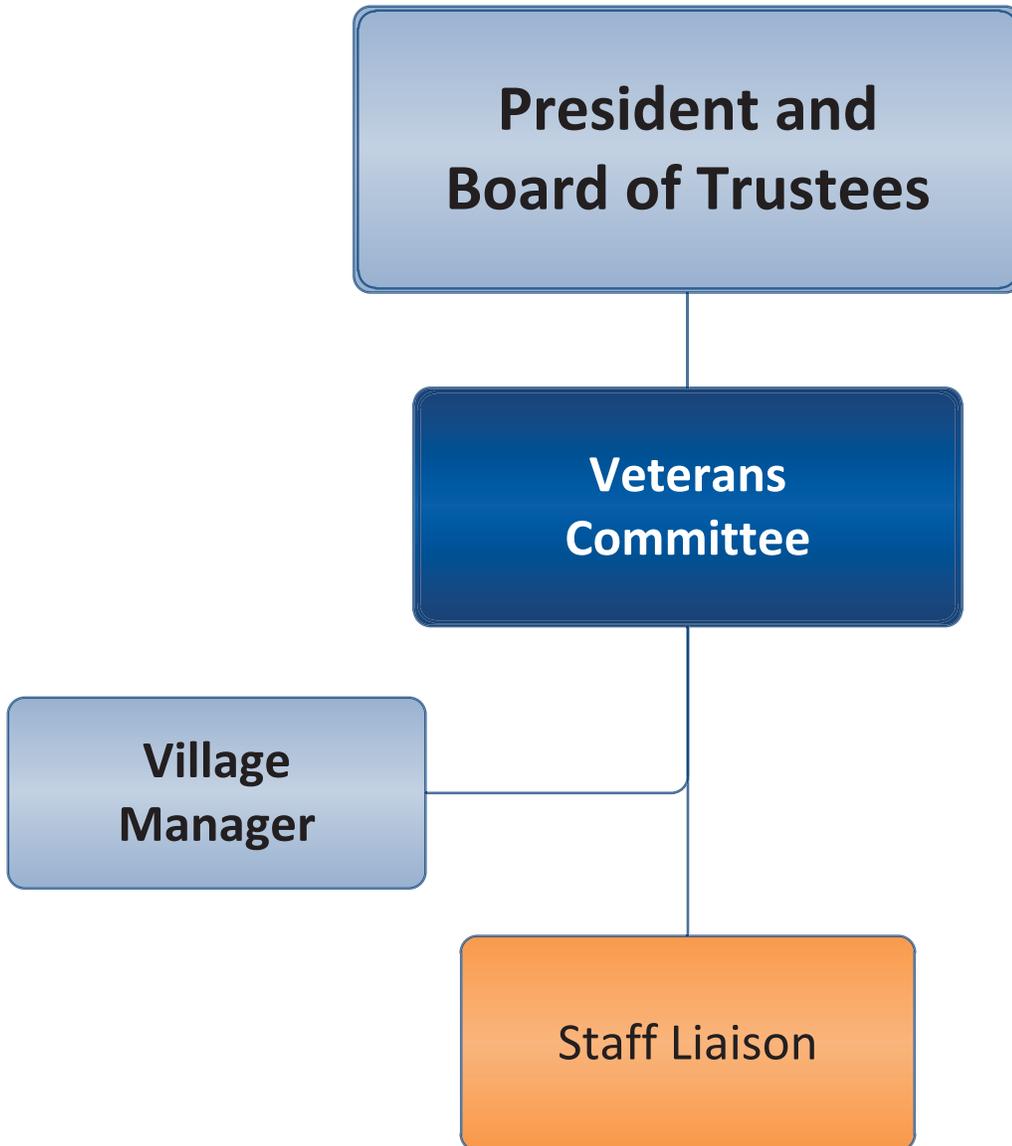
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0170 - Citizens Corp Council

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
2-11	Office Supplies	\$ -	\$ -	\$ 500	\$ 500	\$ 500
2-13	Memberships/ Subscriptions	-	-	200	200	200
2-14	Books/Publications/Maps	-	-	50	50	50
2-23	Communications Parts	-	114	100	100	100
2-27	Materials & Supplies	699	-	500	500	500
2-31	Uniforms	-	-	150	150	150
2-34	Small Tools	-	-	100	100	100
Total Commodities		699	114	1,600	1,600	1,600
3-12	Postage	-	-	200	200	200
3-71	Schools/Conf/Meetings	5,270	3,199	500	500	-
Total Contractual Services		5,270	3,199	700	700	200
Total Operating Expenditures		5,969	3,313	2,300	2,300	1,800
Total Citizen Corp Council		\$ 5,969	\$ 3,313	\$ 2,300	\$ 2,300	\$ 1,800

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.

2013 - 2014 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)

In FY14, seven veterans were added to the Village Honor Roll.

III. Is fiscally responsible and transparent

2. Continue to seek funding for the Memorial through brick sales. (First through Fourth quarters)

In FY14, seven new bricks were added to the Memorial

ADDITIONAL ACCOMPLISHMENTS

1. Organized the 9/11, Memorial Day and Veteran's Day ceremonies.
2. Participated in Touch A Truck and Car Show.

2014B 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 made aware of the Veterans Committee activities. (First through Fourth quarters)

III. Is fiscally responsible and transparent

2. Continue to seek funding for the Veteran's Memorial through brick sales. (First through Fourth quarters)
3. Begin fundraising for Military Dog sculpture that would be added to the Veterans Memorial site. (First through Fourth quarters)

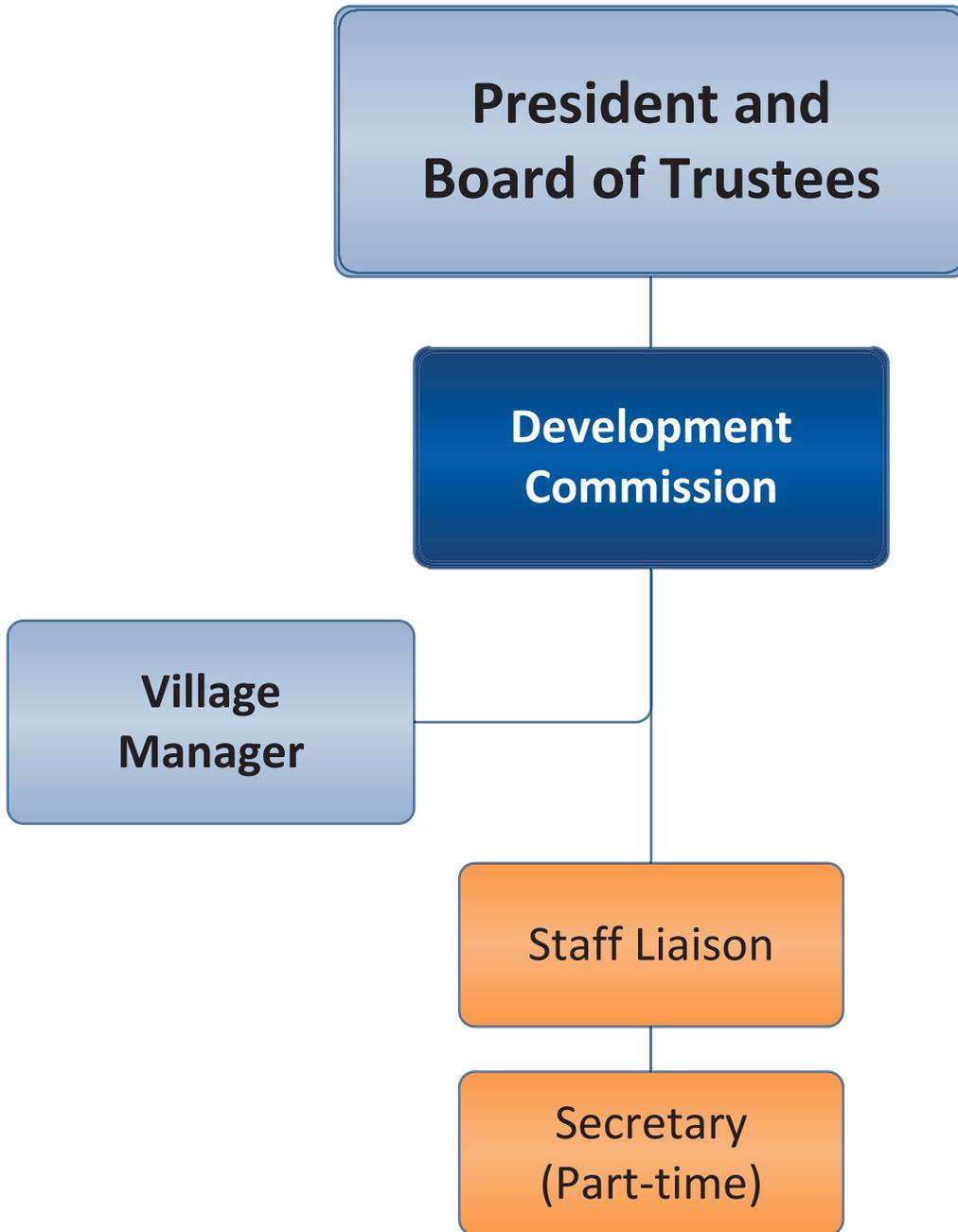
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0175 - Veterans Committee

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
2-11	Office Supplies	\$ 101	\$ 262	\$ 100	\$ 100	\$ 100
2-13	Memberships/ Subscriptions	-	-	-	-	-
2-27	Materials & Supplies	498	-	700	700	500
Total Commodities		<u>599</u>	<u>262</u>	<u>800</u>	<u>800</u>	<u>600</u>
3-12	Postage	9	46	50	50	50
3-91	Special Events	1,016	828	1,060	1,250	1,060
Total Contractual Services		<u>1,025</u>	<u>874</u>	<u>1,110</u>	<u>1,300</u>	<u>1,110</u>
Total Operating Expenditures		<u>1,624</u>	<u>1,136</u>	<u>1,910</u>	<u>2,100</u>	<u>1,710</u>
Total Veterans Committee		<u>\$ 1,624</u>	<u>\$ 1,136</u>	<u>\$ 1,910</u>	<u>\$ 2,100</u>	<u>\$ 1,710</u>

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 and specific area plans for the Village to provide long-term policy direction, to review all proposed developments and subdivisions in a timely and professional manner and provide thorough and concise recommendations to the Village Board, to conduct public hearings on all petitions for zoning variations, special uses, planned unit developments, re-zonings (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.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS:

1. 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)

Ongoing. Reviewed several development applications, including 1 for PUD Amendment and 2 for a special use and variance, in a timely and professional manner, providing meaningful comments and clear recommendations to the Board. Researched, analyzed and made recommendations for changes to several sections of the Zoning Code as part of the creation of the Unified Development Ordinance (UDO). Held several meetings to craft updated regulations for lighting regulations driveways, fences, accessory structures and uses, site plan review, variations, sign and design guidelines, following research on comparable/surrounding municipalities and industry best practices. Final recommendations for changes to be forwarded to the Board for final action.

2. Support implementation of Village and special area plans, including the Comprehensive Plan, Village Center Plan, and Irving Park Corridor Study, by considering plan goals and zoning and design recommendations when reviewing development proposals. (First through fourth quarters)

Ongoing. Development applications are reviewed in light of Village Center plan, Comprehensive Plan and Irving Park Road Corridor study goals and recommendations, as applicable. Landscape standards, as identified in these plans for image improvement, are being applied for new development and redevelopment. Recommended updates to the zoning code as a part of the creation of the UDO taking into account the recommendations of these studies.

3. Receive public comments related to development and business regulations, perform research, and provide recommendations for changes and improvements to regulations as needed. (First through fourth quarters)

Ongoing. Public notification sent for all public hearings; and comments are received and feedback incorporated during review. Best Practices are researched from surrounding communities as well as

regional agencies prior to providing recommendations. Extensive research is being performed for the Zoning Code Text Amendments related to UDO update and new zoning regulations pertaining to Medical Marijuana dispensing facilities.

II. Offers Convenience through technologies

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

Ongoing. Following group training in FY13, members were offered opportunities to attend training and conferences. 1 member attended the IL APA conference.

5. Provide up-to-date information regarding Development Commission meetings and activities on the Village website. (First through fourth quarters)

Ongoing. Full meeting agendas, packets, and minutes provided on the Village website prior to every meeting. Village plans, including Comprehensive Plan, Village Center Plan, Irving Park Corridor Study, and DuPage County Lake Street Corridor study are available on the website.

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)

Ongoing. Reviewed one development application in TIF and provided feedback based on goals of the district. Provided input to ensure updated regulations meet TIF goals.

7. Provide timely and thoughtful recommendations related to the redevelopment of the Hanover Square Shopping Center as needed. (First through fourth quarters)

Ongoing. Receive monthly updates on the status of the center, providing feedback as necessary.

8. Recommend potential development strategies based upon applicable Village and special area plans. (First through fourth quarters)

Ongoing. Provided staff feedback on ongoing development activities, such as the DuPage County's Lake Street Corridor Study.

2014B GOALS/PRIORITIES::

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 Village and special area plans, including the Comprehensive Plan, Village Center Plan, and Irving Park Corridor Study, by considering plan goals and zoning and design recommendations when reviewing development proposals. (First through fourth quarters)
3. Receive public comments related to development and business regulations, perform research, and provide recommendations for changes and improvements to regulations as needed. (First through fourth quarters)

4. Evaluate and provide recommendations to the Village Board regarding development in all TIF Districts. (First through fourth quarters)
5. Recommend potential development strategies based upon applicable Village and special area plans. (First through fourth quarters)

II. Offers convenience through technologies

1. Review and provide recommendations to complete Zoning Code update. (First and second quarters)
2. Provide up-to-date information regarding Development Commission meetings and activities on the Village website. (First through fourth quarters)
3. Provide staff feedback on ongoing development activities, including any special area plans.

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

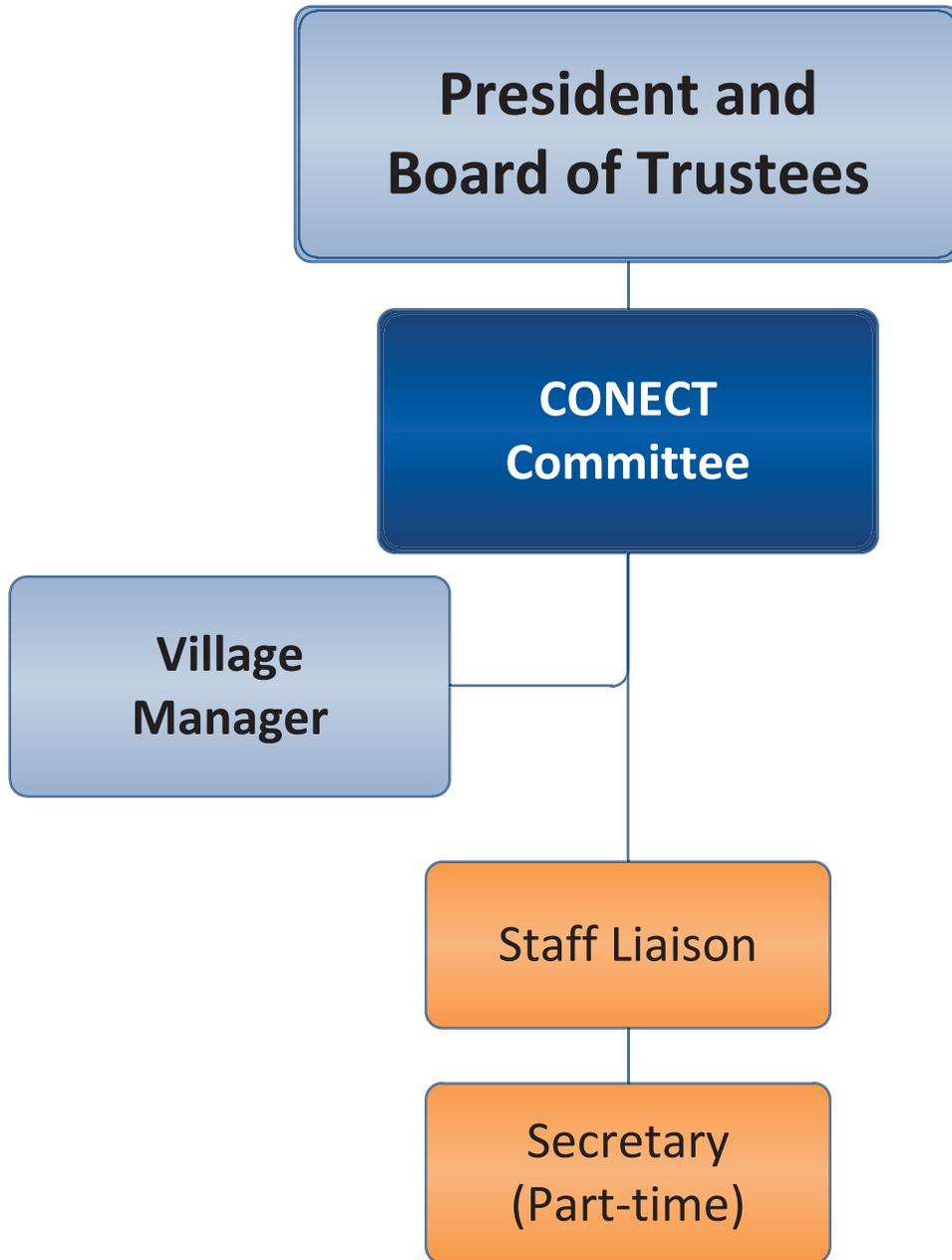
Fund 001 - General Fund

Department 0180 - Development Commission

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-21	Salaries-Overtime	\$ 158	\$ 422	\$ -	\$ -	\$ -
1-41	State Retirement	33	59	-	-	-
1-42	Social Security	12	32	-	-	-
Total Personal Services		203	513	-	-	-
2-11	Office Supplies	-	-	-	-	100
2-13	Memberships/Subscriptions	108	-	250	250	250
2-14	Books/Publications/Maps	99	-	250	100	100
2-99	Miscellaneous Expen.	-	25	200	100	100
Total Commodities		207	25	700	450	550
3-12	Postage	100	-	200	100	200
3-71	Schools/Conf/Meetings	82	1,040	1,075	500	1,100
Total Contractual Services		182	1,040	1,275	600	1,300
Total Operating Expenditures		592	1,578	1,975	1,050	1,850
Total Development Commission		\$ 592	\$ 1,578	\$ 1,975	\$ 1,050	\$ 1,850

195 – Hanover Park CONECT Committee

(Committee on Networking Education and Community Teamwork)



PRESIDENT AND BOARD OF TRUSTEES

195 - CONECT COMMITTEE

GOALS

The goals of the Committee on Networking, Education and Community Teamwork (CONNECT) are: Strengthen the Village's business community by encouraging the retention of existing businesses and attraction of new business; Serve as a business liaison, providing feedback on the impact of activities and regulations on businesses; and, Support and provide feedback on Village economic development activities related to business and development promotion and marketing, land use and transportation planning, workforce development, etc.

DESCRIPTION OF FUNCTIONS

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

CONNECT facilitates formal and informal networking opportunities. Specifically, CONECT coordinates and hosts the following programs and activities on an ongoing basis:

Conducts "Welcome" visits to new businesses gifting them with a plant and providing them with pertinent Village information including a letter from the Mayor offering free marketing opportunities to increase exposure of their business, a current issue of the Village *HiLighter* Newsletter, a CONECT Brochure and Volunteer Application, and a Chamber Membership Application.

Coordinates and hosts annual activities promoting Hanover Park and encouraging networking among local businesses including Ribbon Cuttings, Realtor & Business Reception, Chamber "Business after Hours" and Mayor's Choice Business Award Program.

Continues outreach and public relations with businesses, developers, and residents by providing correspondence relevant to current projects and challenges being addressed by the Village, continuing the enhancement of the Village's image.

Encourages Village-licensed restaurants to participate in "Dine in Hanover Park". By participating in this program, businesses receive additional exposure through marketing in our Village *HiLighter* newsletter, and area residents receive a 20% savings on their purchases. This marketing is at no cost to the business. It's a "Win-Win."

Provides 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.

2013 – 2014 GOALS/ACCOMPLISHMENTS:

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

1. Host a Realtor and Business Reception showcasing opportunities in Hanover Park. (Third quarter)

Complete. CONECT reformatted and expanded their Realtor event for the second year in a row. An evening Realtor & Business Reception was held at the Hanover Park Park District on November 13, 2013. Service agencies along with small business owners registered for table space to promote their services. 21 service agencies and 20 local businesses participated and approximately 100 people attended.

2. Sponsor a “Business after-Hours” event through the Chamber of Commerce. (Fourth quarter)

Ongoing. Event Scheduled for March 4, 2014.

3. Update/revise our “New Business Packet” that is shared with all new businesses during welcome visits. (First quarter)

Complete. Along with welcome letter from the Mayor offering various free marketing opportunities, a CONECT Brochure and Volunteer Application, and a Chamber Membership Application, New Business Packets include: Accion Small Business Loans flyer; SCORE pamphlets; Hanover Park Local Small Business Resource listing; Harper College Small Business Development Center pamphlet; Elgin Community College Workforce Development brochure and flyers on any upcoming networking events.

4. Create a “New Business” questionnaire and incorporate six month follow up visits with business owners. Share results with Committee and work to address issues and concerns of businesses. (First through fourth quarters)

Ongoing. Goal to be re-evaluated in fourth quarter, in light of the Business Retention Program.

5. Increase Committee representation at community events sponsored by the Village: Maxwell Street, Tree Lighting, Fire Open House, Car Show, etc. (First through fourth quarters)

Ongoing. Committee represented at Tree Lighting, and will continue to find other opportunities.

II. Offers convenience through technologies

6. Continue “Dine in Hanover Park” promotion whereby coupons for Village restaurants are distributed to residents through the Village *HiLighter* Newsletter and posted on our website. (First through fourth quarters)

Ongoing. CONECT continues to reach out to new restaurants as part of the Welcome visit. This effort may be expanded in conjunction with the "Shop Local Program".

7. Upon the completion of the Annual Realtor & Business Reception and Chamber Business after Hours events, conduct a survey of attendees. Results will measure success of the event and focus on areas that need improvement. (Third through fourth quarters)

Complete. Following the Realtor and Business Reception event, feedback was gathered from the attendees to identify areas that needed improvement. The results were discussed with CONECT and will be incorporated into the planning of future events.

8. Increase efforts to collect business emails addresses through business license forms and events. Contact businesses via email rather than through U.S. Postal mailings. (First through fourth quarters)

Ongoing. With the update of the Business License application, businesses applying for a license must include an email address. CONECT also gives businesses the opportunity at all events to include their email address when signing in or to leave their business card.

9. Continue to feature Ribbon Cuttings and include Spotlight on Business articles in the Village HiLighter Newsletter. (First through fourth quarters)

Ongoing.

III. Is fiscally responsible and transparent

10. Provide feedback on the impact of proposed activities and regulations on local businesses and hear local business concerns regarding Village regulations and policies. (First through fourth quarters)

Ongoing. Provided feedback on various zoning regulations as a part of the Zoning Code Update/Unified Development Ordinance, including landscaping, signage, site plan review, variance, and design regulations.

11. Provide feedback on Village economic development activities related to business and development promotion and marketing, land use and transportation planning, workforce development, etc. (First through fourth quarters)

Ongoing. Provide monthly updates of development activities, providing feedback and inquiries to CONECT Committee and Development Commission.

12. Encourage the role of the Chamber to focus on outreach to current and new businesses, increasing their retention and expansion in order to better utilize resources and strengths of the Village and Chamber. (First through fourth quarters)

Ongoing. Support Chamber outreach and events, inviting new businesses to join the Chamber, sponsoring a Business After Hours event, and providing various support and outreach.

2014B OBJECTIVES:

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

1. Sponsor a “Business after-Hours” event through the Chamber of Commerce. (Fourth quarter)
2. Establish a ‘Shop Local Program’. Continue “Dine in Hanover Park” promotion whereby coupons for Village restaurants are distributed to residents through the Village HiLighter Newsletter and posted on our website. (First through fourth quarters)
3. Increase efforts to collect business emails addresses through business license forms and events. Contact businesses via email rather than through U.S. Postal mailings. (First through fourth quarters)
4. Host a Realtor and Business Reception showcasing opportunities in Hanover Park. (Third quarter)
5. Upon the completion of the Annual Realtor & Business Reception and Chamber Business after Hours events, conduct a survey of attendees. Results will measure success of the event and focus on areas that need improvement. (Third through fourth quarters)
6. Provide feedback on the impact of proposed activities and regulations on local businesses and hear local business concerns. (First through Fourth quarters)

III. Is fiscally responsible and transparent

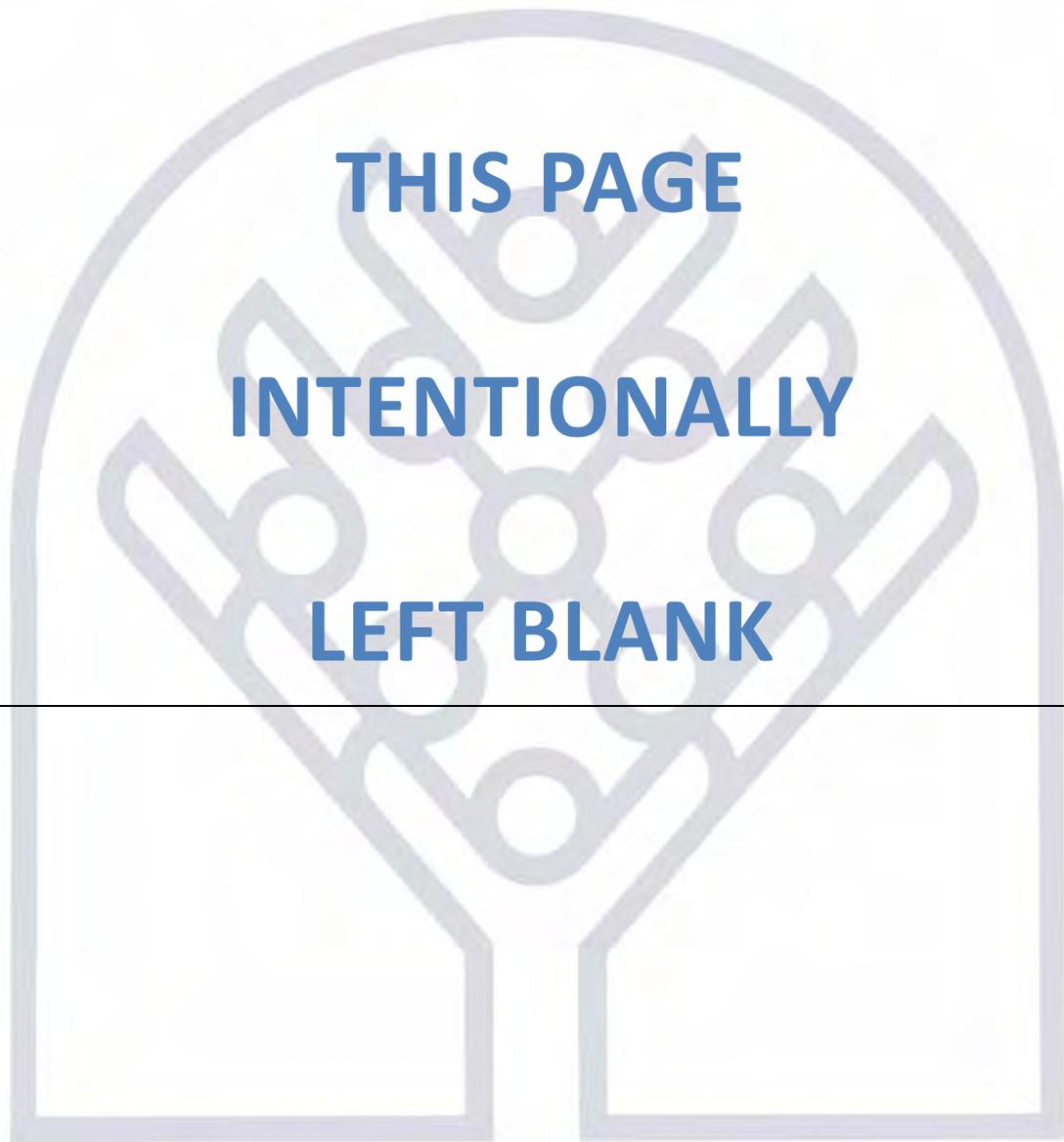
1. Create a “Business Retention” questionnaire and incorporate six month follow up visits with business owners. Share results with Committee and work to address issues and concerns of businesses. (First through fourth quarters)

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0195 - Hanover Park CONECT Committee

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
2-11	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
2-13	Memberships/Subscriptions	-	525	750	525	750
2-99	Miscellaneous Expenses	10	-	50	-	50
Total Commodities		10	525	800	525	800
3-12	Postage	543	807	850	745	550
3-71	Schools/Conf/Meetings	-	-	-	-	-
3-91	Special Events	7,465	6,178	3,700	4,068	2,800
Total Contractual Services		8,008	6,985	4,550	4,813	3,350
Total Operating Expenditures		8,018	7,510	5,350	5,338	4,150
Total Hanover Park CONECT Committee		\$ 8,018	\$ 7,510	\$ 5,350	\$ 5,338	\$ 4,150



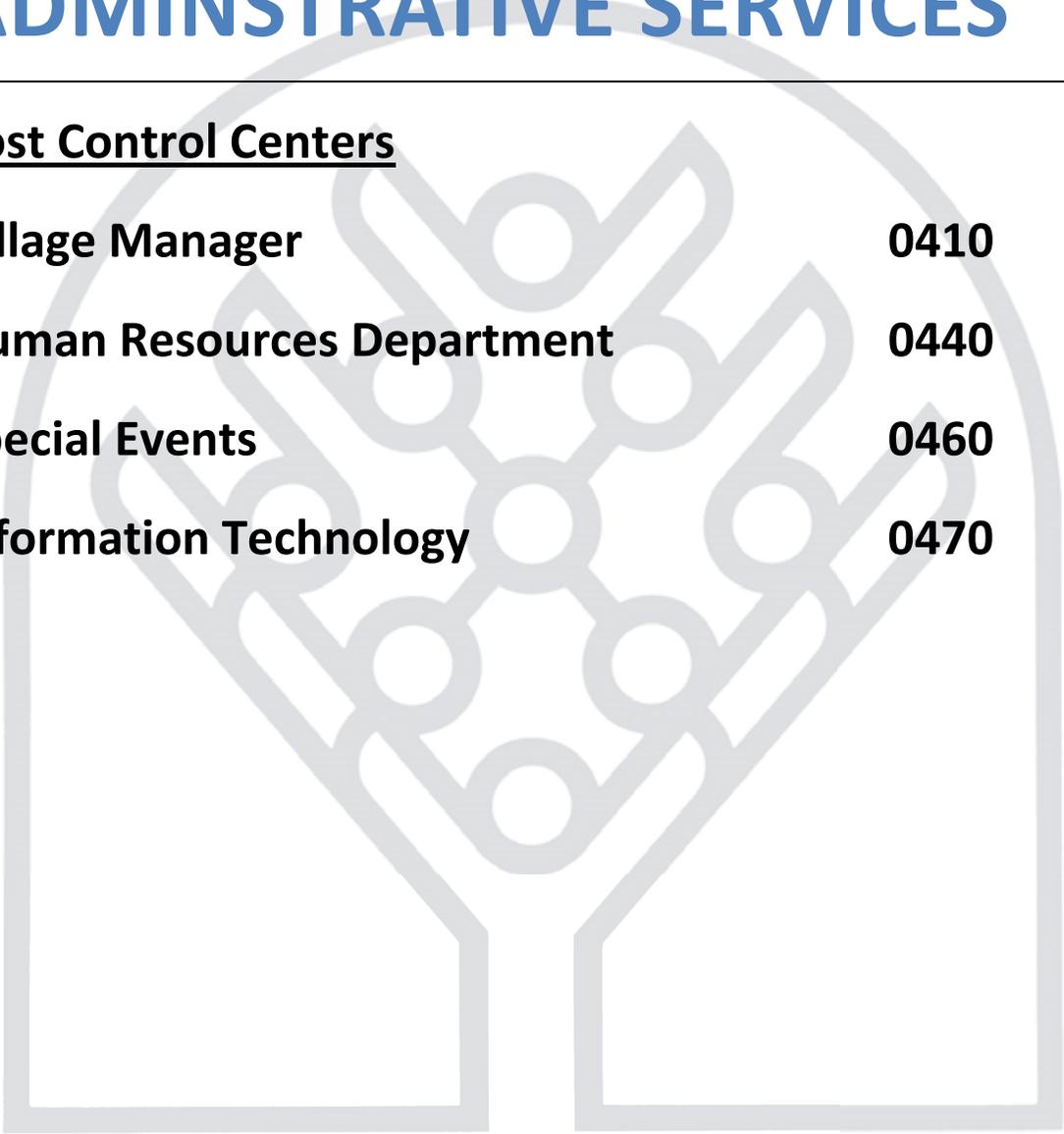
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Hanover Park

ADMINISTRATIVE SERVICES

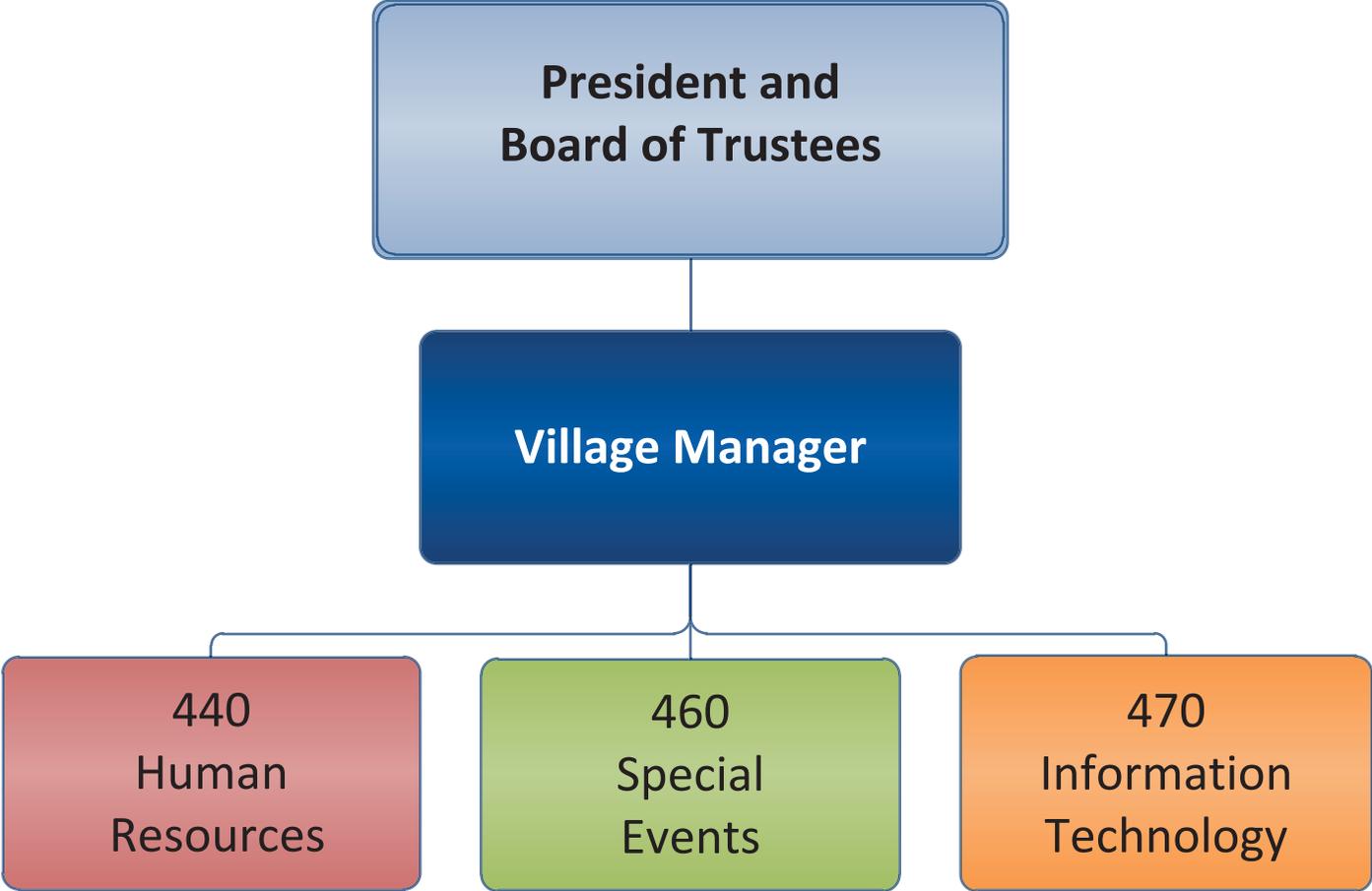
Cost Control Centers

Village Manager	0410
Human Resources Department	0440
Special Events	0460
Information Technology	0470

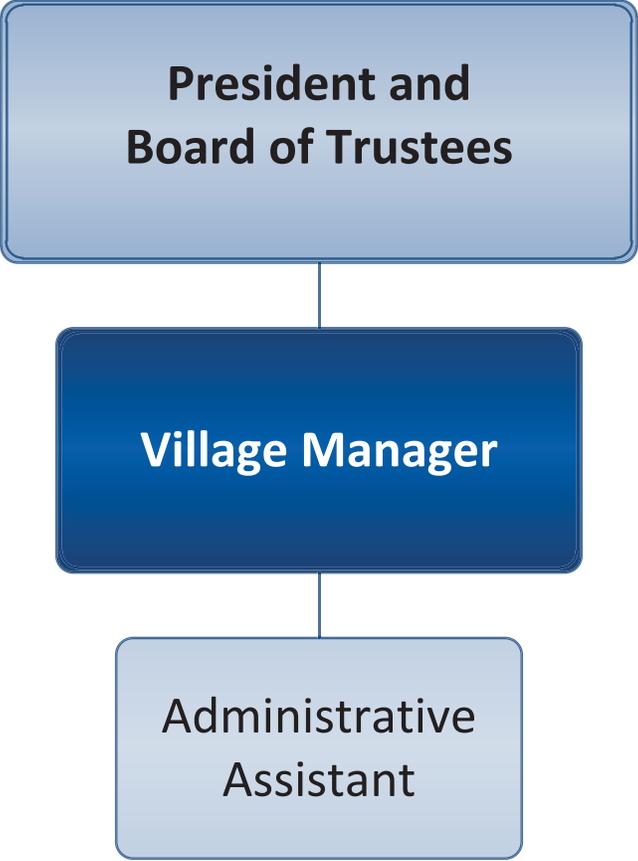


Hanover Park

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.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Continue renovations on Hanover Square and worked to acquire new tenants and retain existing tenants (First through Fourth Quarters)

Ongoing. Staff continues work on acquiring new tenants to the center. Staff also took steps to gather information on putting in a new façade for the center and developed a Request for Proposal for the potential sale of the property. Finally, staff has been working with Elgin Community College and Harper College to finalize an agreement to develop a Work Force Center in the Shopping Center.

2. Continue to review and update administrative policies (First through Fourth Quarters)

Ongoing. The Sale of Village-Owned property and Policy for Economic Development Incentives policies were adopted.

3. Hire a Community Development Director (First Quarter)

A new Community & Economic Development Director was hired.

4. Develop use agreements for the MWRD property, and make improvements to property (First through Fourth Quarters)

Ongoing. Use agreements for the property were approved for both the Hanover Park Little League and the Hanover Park Hurricanes. IRMA completed a Hazard Assessment for the property. Staff continues working towards improvements to the property, and CIDC coordinated a clean-up day scheduled for April, 2014.

5. Transition departments to the east wing of Village Hall (First and Second Quarters)

Completed. Human Resources, Inspectional Services and Information Technology have now moved to the east wing of Village Hall. A training room in the basement has also been completed. Range clean-up has been completed.

6. Update of zoning ordinance and municipal code (First through Fourth Quarters)

Ongoing. Staff continued to work with the Development Commission on a comprehensive update and consolidation of Zoning, Sign, and Subdivision Codes into a Unified Development Ordinance. Sign, Landscaping, Site Plan Review, Lighting, Accessory Structure and other development codes are being updated. Final updates and recommendations will be forwarded to the Village Board in 2014 for review and approval.

7. Continue to pursue strategic implementation steps for the Village Center Plan, focusing on market study and promotion of specific properties along the north side of Lake Street, promotion of the Elgin O'Hare boulevard extension, understanding of wetlands, and guidance of private property improvements to properties south of the Metra station (First through Fourth Quarters)

Ongoing. With the assistance of a grant from the Regional Transportation Authority, held a developer panel to gain feedback on market opportunities in the Village Center area. Staff focused development promotion on the north side of Lake Street in particular, holding regular conversations with property representatives and developers at real estate conventions and meetings. Staff held meetings with IDOT, the Tollway, and DuPage County and expressed support for the extension of the Elgin O'Hare Expressway westward through Hanover Park as a boulevard.

II. Offers Convenience Through Technologies

1. Acquire and Implement new ERP System for the Village. (First through Fourth Quarters)

Ongoing. Staff has acquired the new ERP system, and is working towards implementation of the system by training staff and setting up modules of the system.

III. Is fiscally responsible and transparent

1. Continue to improve the fiscal health of the community through the budget process. (First through Fourth Quarters)

Ongoing. Staff continues to work on this and took steps such as providing a Strategic Plan update to the Board, received Village Board and Public input on the budget, provided quarterly financial reports on the status of the budget, as well as completed a comprehensive review of existing programs and services and all revenue sources in an effort to diversify revenues.

2. Worked to create and implement procedures for the Village's internal Adjudication System. (First through Fourth Quarters)

Adjudication software has been purchased, and staff continues to work together towards the implementation of the system, effective May 1, 2014.

ADDITIONAL ACCOMPLISHMENTS

1. Received the Sunshine Award from the Illinois Policy Institute for being in compliance with their Ten Point Transparency Checklist
2. Developed and presented a balanced budget. Provided the Village Board with quarterly budget updates.
3. Held several sessions with staff and the Village Board to develop a new Strategic Plan for the Village.
4. Developed a Cost Recovery Ordinance for the Police Department and Public Works Department.
5. Finalized the MAP Police Sergeants, MAP Police Officers agreements, and Illinois Association of Firefighters agreements.
6. Entered into a Boundary Agreement with Village of Roselle.
7. Recruited new businesses, to include Harbor Freight, Tony's Finer Food, Physician's Immediate Care, Discount Tire and Hollywood Bliss. Sale of Walnut Street property to the Barrington Bank and Trust Company for construction of a new bank.
8. Adopted an Ordinance changing from a Fiscal Year to a Calendar Year budget.
9. Demolished the old Menard's building located at 900 Irving Park Road and worked to ensure the property is in compliance with Village Code.
10. Worked towards completing the Wage Compensation Study and implementing the plan.
11. Finalized new Strategic Plan

2014B OBJECTIVES

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

1. Continue with next steps of stabilizing the Hanover Square Shopping Center and work to acquire new tenants and retain existing tenants. (First through Fourth Quarters)
2. Continue review and update administrative policies (First through Fourth Quarters)
3. Update the Boundary Agreement with the Village of Bloomingdale (Second Quarter)
4. Work towards finalizing the Collective Bargaining Agreement with the Metropolitan Alliance of Police Civilian and Public Works Teamsters.

II. Offers Convenience Through Technologies

1. Implementation of the new ERP System

III. Is fiscally responsible and transparent

1. Implementation of Administrative Adjudication.
2. Implementation of the transition from a Fiscal Year to a Calendar Year budget.
3. Implemented the new Strategic Plan

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

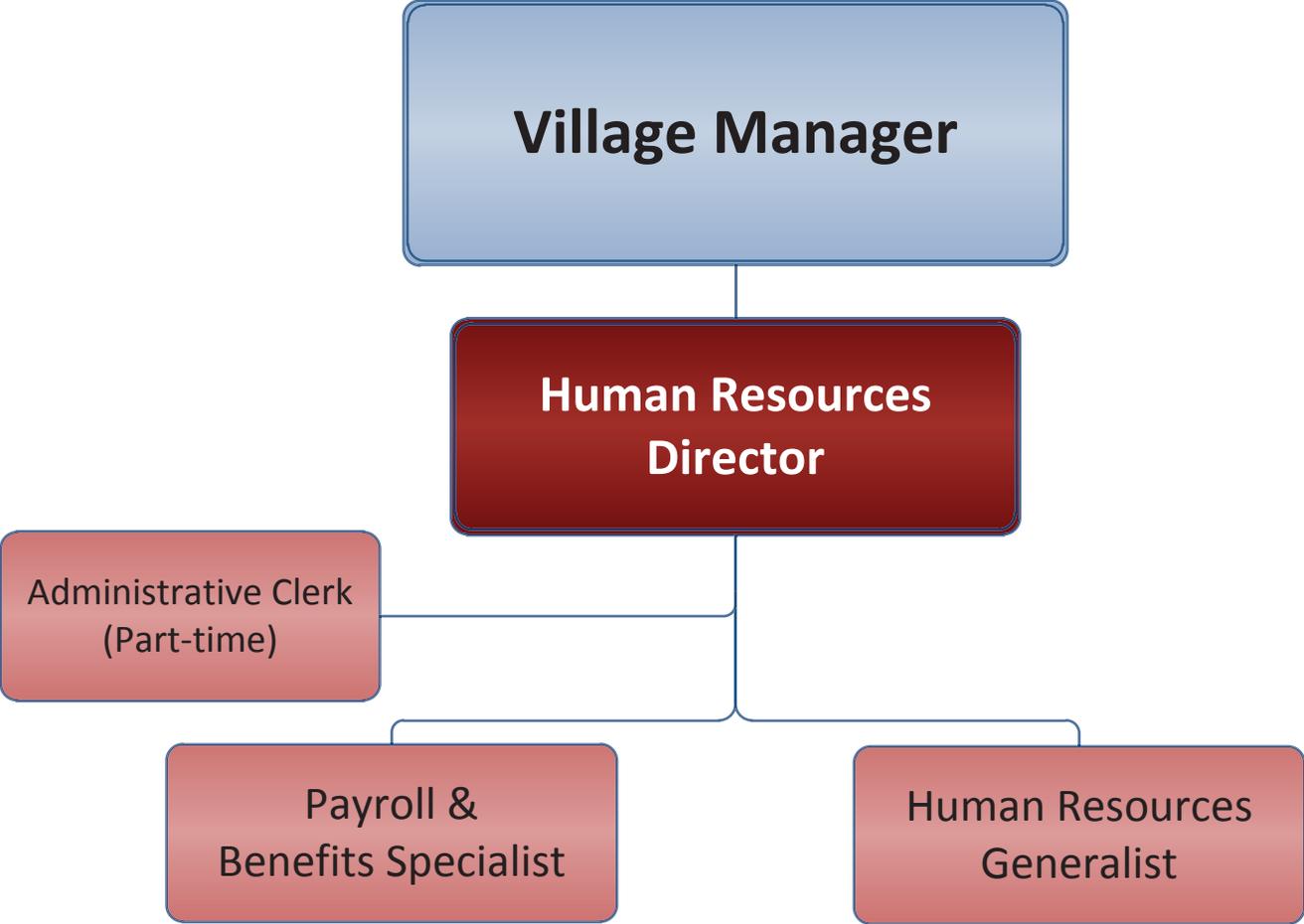
Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0410 - Village Manager

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 288,167	\$ 168,093	\$ 198,902	\$ 198,922	\$ 136,076
1-21	Salaries-Overtime	21,248	26,049	15,000	15,000	10,400
1-41	State Retirement	35,543	39,815	33,957	33,490	22,466
1-42	Social Security	13,842	17,516	14,789	14,069	11,558
1-44	Employee Insurance	41,286	20,018	24,136	25,947	18,422
Total Personal Services		400,086	271,491	286,784	287,428	198,922
2-11	Office Supplies	1,005	699	750	400	400
2-13	Memberships/Subscriptions	2,569	2,118	2,000	2,093	2,093
2-14	Books/Publications/Maps	-	-	-	-	-
2-27	Materials & Supplies	277	15	-	-	-
2-99	Miscellaneous Expen.	282	303	175	275	270
Total Commodities		4,133	3,135	2,925	2,768	2,763
3-12	Postage	226	254	590	200	200
3-36	Maintenance Agreements	1,489	-	-	-	-
3-51	Equipment Rentals	-	-	-	-	-
3-61	Consulting Services	42,000	42,000	22,000	25,500	16,000
3-71	Schools/Conf/Meetings	2,319	2,068	4,830	4,500	4,335
3-72	Transportation	189	137	430	700	600
3-91	Special Events	6,877	7,058	6,500	6,000	375
3-99	Miscellaneous Expen.	-	29	-	-	-
Total Contractual Services		53,100	51,546	34,350	36,900	21,510
Total Operating Expenditures		457,319	326,172	324,059	327,096	223,195
Total Village Manager		\$ 457,319	\$ 326,172	\$ 324,059	\$ 327,096	\$ 223,195

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.

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

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

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

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

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

PERFORMANCE ACTIVITIES AND MEASURES

Description of Measurement	2009	2010	2011	2012	2013
Number of Full Time Employees	3	3	3	3	3
Number of Part Time Employees	0	0	1	1	1
Number of Full Time Employees Per 1,000 Population	.07	.08	.09	.09	.09
Village-Wide Full Time Employees	193	193	195	195	195
Village-Wide Part Time Employees	49	49	49	44	44
Number of Full Time Employees Per 1,000 Population	5.04	5.08	5.14	5.14	5.14
Employee Terminations	28	30	47	28	33
Applications Handed Out or Downloaded	472	534	10,344	11,892	12,060
Job Applications Received	391	456	1,098	1,193	1,160
Number of Candidates Interviewed	115	148	165	176	276
Number of New Hires	33	31	43	29	34
Number of In-House Training Sessions Conducted	9	7	11	14	21
Employee Recognition Events	5	5	14	5	5
Number of Employees	398	411	670	432	463
Wellness Events	4	3	2	4	1
Number of Employees	56	33	44	89	72

Description of Measurement	2009	2010	2011	2012	2013
Benefit Events	14	16	19	2	2
Number of Employees	35	32	189	47	53
Collective Bargaining Agreements Negotiated	1	3	5	4	5
Representation Elections/Card Check	0	0	0	1	0
Risk Management:					
Administration Departments/Divisions Insurance Claims:					
Total Worker Compensation Claims	1	0	1	0	1
Worker Compensation Losses	\$15,599	\$0	\$188	\$0	\$264
All Other Claims	1	0	0	0	0
Non-Worker Compensation Losses	\$43,418	\$0	\$0	\$0	\$0
Total Claims	2	0	1	0	1
Village-Wide Insurance Claims:					
Total Worker Compensation Claims	18	21	24	19	28
Worker Compensation Losses	\$694,718	\$85,795	\$930,665	\$152,716	\$479,181
All Other Claims (Auto, GL, Property)	24	21	9	17	19
Non-Worker Compensation Losses	\$123,727	\$320,117	\$117,186	\$146,708	\$72,913
Total Claims	42	42	33	36	47
Total Losses	\$818,445	\$405,913	\$1,047,851	\$299,424	\$552,094
Total Expenditures	\$404,892	\$436,989	\$327,621	\$395,108	\$382,704
Cost of Services Per Capita	\$10.58	\$11.51	\$8.63	\$10.41	\$10.08

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Conduct promotional Fire Lieutenant Exam (First quarter)
Completed and final eligibility list created on May 29, 2013.
2. Conduct part-time firefighter recruitment process (Second quarter)
Completed. Final eligibility list created on November 20, 2013 with 34 names.
3. Conduct Police Officer recruitment process (Third quarter).
Completed. Final eligibility list created on September 3, 2013 with 9 names.
4. Negotiate collective bargaining agreement with IAFF Firefighter/Paramedics, MAP Sergeants, Teamsters Public Works, MAP Police Officers and first contract for MAP Civilians. (First quarter for IAFF, MAP Sgt, MAP Civilians and Teamsters. Second quarter for MAP – Police Officers)
Completed IAFF firefighters/paramedics, MAP Sergeants and MAP Police Officers. Teamsters Public Works and MAP Civilian negotiations ongoing.
5. Complete wage comparison study for entire organization with position analysis, job descriptions and wage comparables. (Completed by Third quarter).
All non-union position wage study completed. New Base Salary Plan approved and implemented in the beginning of 2014.

6. Initiate Wellness Program following the IPBC approved model which includes wellness committee, health screenings and measurement goals (First through Fourth quarters)
Deferred until FY14B due to staffing shortage.
7. Conduct mandatory employee training:
 - a) Workplace Violence (Third quarter)
Deferred until FY1-4B due to staffing shortage.
8. Implement HR module for new ERP software
Ongoing. Go live date anticipated May 1, 2014
9. Complete IRMA conducted IMAP audit.
Completed. The Village received an overall score of 97% compliance.
10. Conduct audit/review of our benefit programs (Second/Third quarter)
Deferred until FY14B.

2014B OBJECTIVES

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

1. Conduct Police Officer recruitment process (First quarter).
2. Conduct full-time Firefighter/Paramedic recruitment process (First quarter).
3. Continue negotiations of collective bargaining agreement with Teamsters Public Works and first contract for MAP Civilians. (First quarter – ongoing)
4. Initiate Wellness Program following the IPBC approved model which includes wellness committee, health screenings and measurement goals (First through Fourth quarters)
5. Conduct mandatory employee training:
 - a. Workplace Violence (Third quarter)
6. Implement HR module for new ERP software in payroll and the employee e-suite. (First through Third quarters)
7. Implement Kronos Timekeeping module for Fire and Police Departments. (First/Second quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0440 - Human Resources

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 180,831	\$ 190,595	\$ 195,324	\$ 185,324	\$ 130,458
1-12	Salaries-Part Time	11,719	15,346	17,436	17,436	13,271
1-21	Salaries-Overtime	4,047	284	2,000	2,000	1,800
1-41	State Retirement	29,491	27,810	32,342	30,812	20,590
1-42	Social Security	15,014	15,746	16,919	16,154	11,638
1-44	Employee Insurance	22,401	23,986	25,175	25,175	28,022
Total Personal Services		263,503	273,767	289,196	276,901	205,779
2-11	Office Supplies	1,803	2,548	1,750	1,750	1,175
2-13	Memberships/Subscriptions	1,515	1,583	1,843	1,843	1,534
2-14	Books/Publications/Maps	-	36	600	100	100
2-27	Materials & Supplies	311	332	400	400	265
2-90	Employee Recognition	39,873	36,077	22,824	22,824	24,240
2-99	Miscellaneous Expense	-	-	-	-	-
Total Commodities		43,502	40,576	27,417	26,917	27,314
3-12	Postage	1,583	936	1,100	1,100	730
3-32	M & R- Office Equipment	-	-	450	450	225
3-36	Maintenance Agreements	4,074	3,976	3,663	3,663	2,442
3-51	Equipment Rentals	3,994	2,756	5,250	5,250	2,077
3-61	Consulting Services	50,232	36,013	35,958	35,958	19,406
3-65	Medical Examinations	17,682	15,467	27,644	27,644	25,000
3-67	Legal Publications	2,641	2,012	5,000	5,000	3,330
3-71	Schools/Conf/Meetings	7,451	5,635	24,750	24,000	18,350
3-72	Transportation	426	1,362	1,000	1,000	500
3-99	Miscellaneous	20	-	-	-	-
Total Contractual Services		88,103	68,361	104,815	104,065	72,060
Total Operating Expenditures		395,108	382,704	421,428	407,883	305,153



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.

2013 – 2014 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. (Fourth quarter)

Completed

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

Completed

6. Host Annual Car Show Event in cooperation with the Hanover Park Community Resource Center. (Third quarter)

Completed

7. Coordinate the Ontarioville Art Academy to our Summer STAARS Program, providing local art students to display their fine art. (Second Quarter)
Completed
8. Coordinate Village participation in local parades; additionally, coordinated participation in the the St. Ansgar parade. (Second Quarter)
Completed
9. Coordinate with partnering communities in the Northwest Fourth Fest celebration (Second Quarter)
Completed
10. Reevaluate budgeting for individual events and allocate funds to better plan events such as the tree lighting ceremony. (First Quarter)
Completed

2014B 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, including the Ontarioville Fine Art Exhibit. (First through Fourth Quarters)
8. Coordinate the Village’s Coffee with the Board events. (First through Fourth Quarters)

III. Is fiscally responsible and transparent

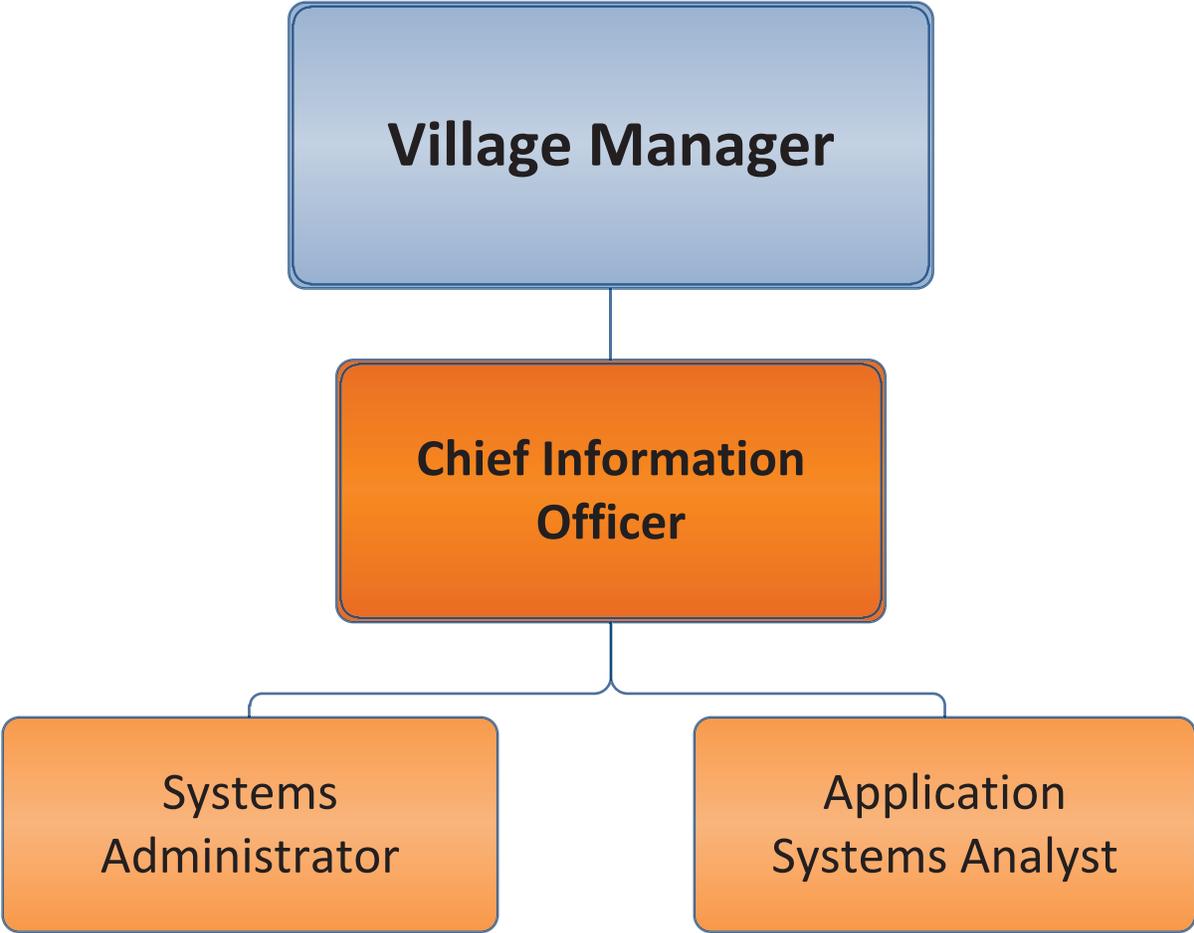
9. Reevaluate budgeting for individual events and allocate funds to better plan events such as the tree lighting ceremony. (First Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0460 - Special Events

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
3-12	Postage	\$ 399	\$ 325	\$ 400	\$ 400	\$ 400
3-70	Binding & Printing	-	-	2,000	2,000	400
3-91	Special Events	8,796	20,182	19,800	19,800	20,725
Total Contractual Services		9,195	20,507	22,200	22,200	21,525
Total Operating Expenditures		9,195	20,507	22,200	22,200	21,525
Total Special Events		\$ 9,195	\$ 20,507	\$ 22,200	\$ 22,200	\$ 21,525



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.

PERFORMANCE ACTIVITIES AND MEASURES					
Description of Measurement	2009	2010	2011	2012	2013
Number of Full Time Employees	3	3	3	3	3
Number of Full Time Employees Per 1,000 Population	.08	.08	.08	.08	.08
Total Information Technology Department Expenditures	\$422,817	\$377,822	\$515,678	\$727,848	\$727,766
Cost of Services Per Capita	\$11.05	\$9.87	\$13.58	19.17	19.16

2013 - 2014 OBJECTIVES

II. Offer Convenience through Technologies

1. Acquire and Implement new Enterprise Resource Planning System for the entire Village. (First Quarter)

Ongoing. The Finance and Human Resource modules will go live on May 1st followed by the remaining modules for Utility Billing, Community Development, and eSuite during the next fiscal year. Integration with other systems will also take place during the next year that will include the adjudication software, time and attendance, and NeoGov for both applicant tracking and performance evaluation. The document management system will also be integrated into the new system.

2. Replace 50 aging Desktop PCs to continue the 4 year replacement program. (Fourth Quarter)
Completed.

3. Replace 10 Police MDCs and 5 Fire MDCs. (Second Quarter)
Completed.
4. Replace the aging door access system for Village Hall, Public Works, and the Fire Department. (Fourth Quarter)
Completed.
5. Implement time and attendance system for the Police Department and Fire Department. (Third Quarter)
Ongoing.
6. Replace the emergency notification system used to notify businesses and residents. (Third Quarter)
Unfunded.

ADDITIONAL ACCOMPLISHMENTS

1. The IT Department along with the Fire Department are currently testing a less costly alternative to the rugged tablet Toughbooks used for patient care reporting. If successful, the cost reduction will be approximately \$1,500 per tablet.
2. Installation and configuration of the new training room was completed this year in preparation for training on the Enterprise Resource Planning software. To date several departments have utilized the state of the art facility to aid in the training on critical software applications implemented within those departments. The Fire Department will now hold their yearly Lieutenants and Battalion Chiefs testing in the new facility.
3. With the Police Department moving into their new building, the IT Department was relocated to the first floor and consolidated into one uniform area of the building allowing for the department to streamline workflow. As the department moved, new cabling was installed and the old cabling was removed. The network administrator's office was designed to maximize the roll out of new computers and equipped to handle multiple installs at one time. Monitoring of the Village's entire infrastructure is now accomplished remotely via two monitors located in that office.
4. Installation of our wireless security appliance was completed and will aid in connectivity in an Emergency Operation Center event as well as a Police task force call out. The appliance allows for departments to create temporary accounts that will allow guests to access our wireless infrastructure to obtain limited required resources.

2014B OBJECTIVES

II. Offer Convenience through Technologies

1. Implement remaining modules for the Enterprise Resource Planning System for the entire Village. (First Quarter-Fourth Quarter)
2. Replace 50 aging Desktop PCs to continue the 4 year replacement program. (First Quarter)
3. Replace 15 Police and Fire MDC to continue the 3 year replacement program. (Second Quarter)
4. Replace the wireless link between Fire Station 2 and Evergreen Water Tower. (Fourth Quarter)
5. Replace and upgrade aging backup system. (Third Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

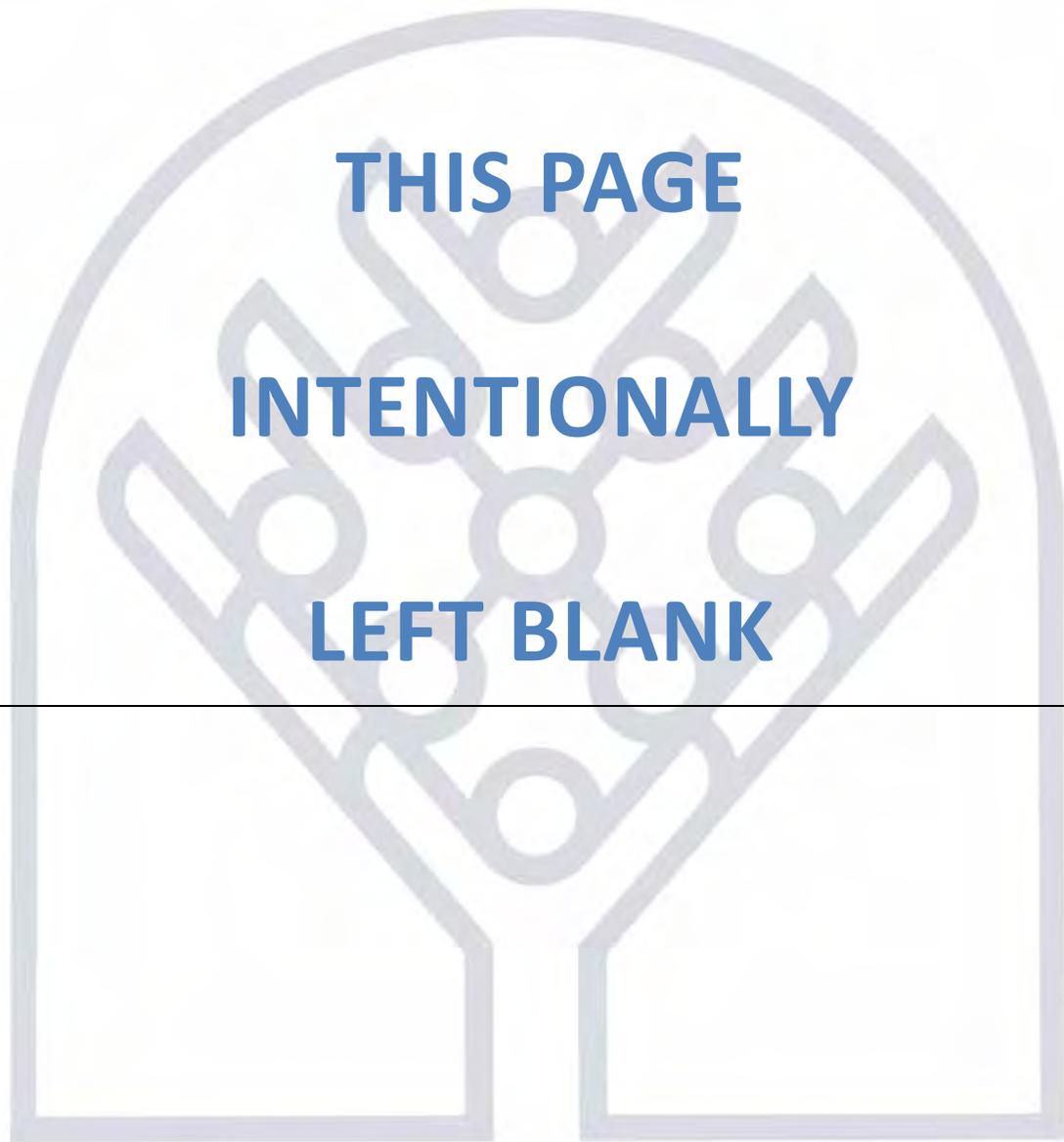
Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0470 - Information Technology

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 168,232	\$ 174,977	\$ 178,143	\$ 178,143	\$ 119,374
1-21	Salaries-Overtime	16,666	11,745	10,000	10,000	6,700
1-41	State Retirement	28,835	27,119	29,388	29,388	18,763
1-42	Social Security	14,084	14,307	14,162	14,162	9,720
1-44	Employee Insurance	39,467	26,783	28,962	28,962	19,889
Total Personal Services		267,284	254,931	260,655	260,655	174,446
2-11	Office Supplies	76,367	86,322	80,430	80,430	46,952
2-13	Memberships/Subscriptions	395	295	990	990	540
2-14	Books/Publications/Maps	95	80	200	200	140
2-27	Materials & Supplies	17,638	23,880	16,050	16,050	8,000
2-34	Small Tools	176	183	200	200	100
Total Commodities		94,671	110,760	97,870	97,870	55,732
3-11	Telephone	139,300	170,181	194,120	194,120	144,088
3-12	Postage	36	29	500	500	200
3-32	M & R - Office Equipment	2,766	3,306	3,600	3,600	-
3-36	Maintenance Agreements	118,791	157,361	183,500	183,500	293,040
3-61	Consulting Services	5,759	3,279	10,000	10,000	3,000
3-70	Binding & Printing	-	-	-	-	-
3-71	Schools/Conf/Meetings	11,565	9,718	8,000	8,000	4,500
3-72	Transportation	10	1,003	1,000	1,000	-
3-99	Miscellaneous Expen.	375	411	450	450	450
Total Contractual Services		278,602	345,288	401,170	401,170	445,278
Total Operating Expenditures		640,557	710,979	759,695	759,695	675,456
Total Information Technology		\$ 640,557	\$ 710,979	\$ 759,695	\$ 759,695	\$ 675,456



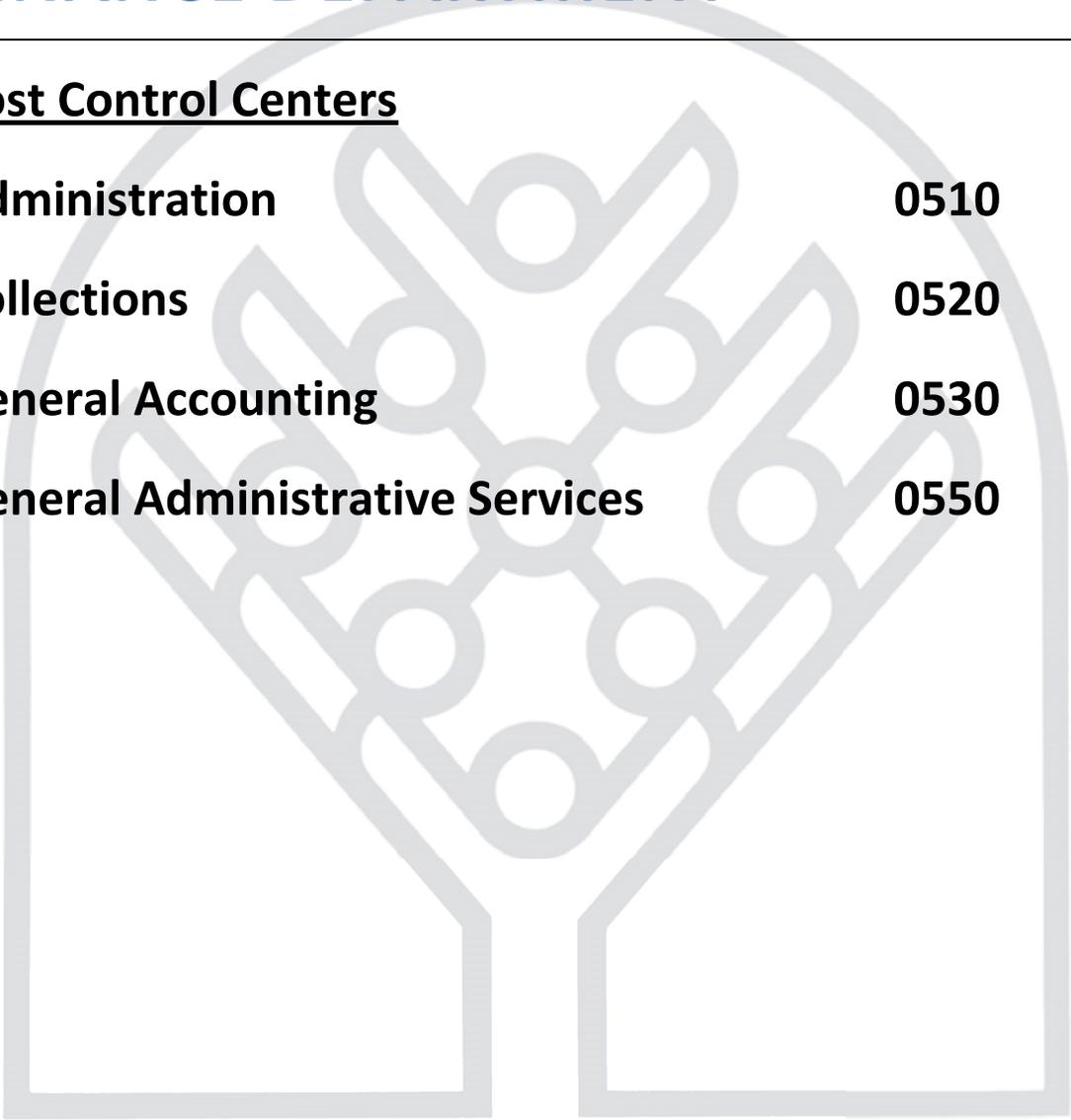
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Hanover Park

FINANCE DEPARTMENT

Cost Control Centers

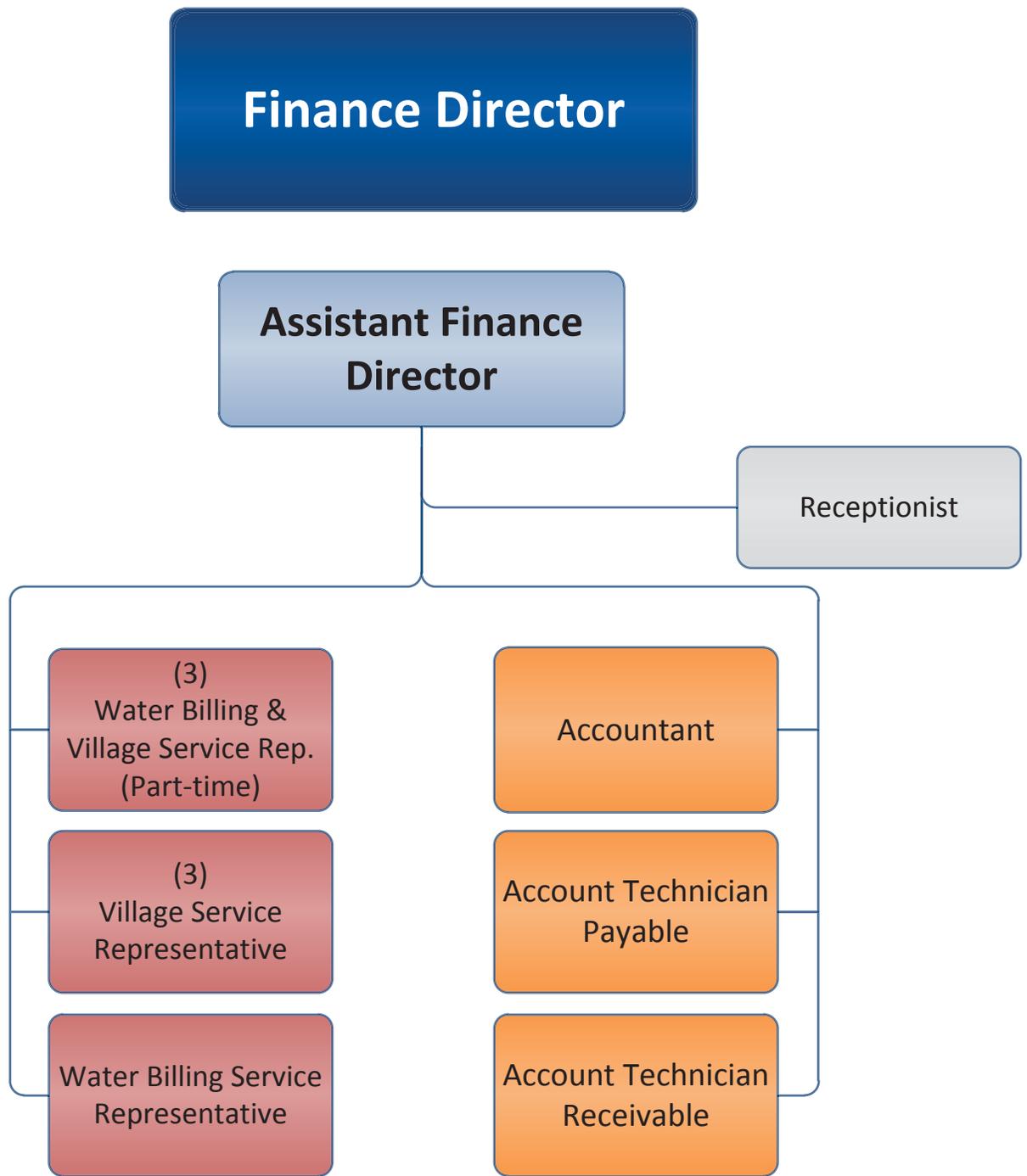
Administration	0510
Collections	0520
General Accounting	0530
General Administrative Services	0550



Hanover Park

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.

PERFORMANCE ACTIVITIES AND MEASURES					
Description of Measurement	2009	2010	2011	2012	2013
Number of Full Time Employees	13	12	10	10	10
Number of Part Time Employees	0	0	0	3	3
Number of Full Time Employees Per 1,000 Population	.31	.31	.26	.26	.26
Total Finance Department Expenditures	\$1,291,023	\$1,262,880	\$3,381,713	\$3,497,173	\$3,192,684
Cost of Services Per Capita	\$33.73	\$32.99	\$89.06	\$91.36	\$84.08

2013 - 2014 OBJECTIVES

III. Is fiscally responsible and transparent

1. Amend the current receptionist procedure manual to include procedures to operate the new phone system.

This had been completed in the current year.

2. Work with the information technology department to oversee the successful implementation of a new financial reporting software package.

Ongoing and will continue into the next Fiscal year.

3. Competitively Bid the second year of the Municipal Electric Aggregation Program for electricity in order to save our residents and small businesses money.

This had been completed in the current year.

4. Work in conjunction with the information technology department to create and implement an Information Technology Fund, similar to the Central Equipment Fund.

Objective has been postponed due to financial constraints, but will be added into the next Fiscal Year.

5. As part of the Department's succession plan, cross-train procedures between the Finance Director and Assistant Finance Director positions.

Ongoing.

ADDITIONAL ACCOMPLISHMENTS

1. The Village received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting award for Fiscal Year 2012.
2. The Village received the Government Finance Officers Association Distinguished Budget Award for Fiscal Year 2014.
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, 2013.
4. Municipal Compliance Report was completed for the Fire Pension for Fiscal Year Ended April 30, 2013.
5. The Village began the process to transition the Fiscal Year from an April 30th year-end to a Calendar year end, and created a stub year eight month budget from May 1, 2014 through December 31, 2014 (Fiscal Year 2014B).
6. Created new budget spreadsheets with 7-year history of May through December expenditures and revenues to assist all departments with creating an 8 month budget.
7. The Finance Department began the setup and configuration stages of the new ERP Software Conversion this year. A new chart of accounts and user security templates were created by the Assistant Finance Director and entered into the new system.
8. Municipal Administrative Adjudication was approved and initial implementation occurred this year. The Finance Department will be processing tickets going forward with a new ticketing system and will be administering Adjudication hearings at Village Hall.
9. The Finance Department was renovated allowing for three new offices, new carpet and more desk space for the Water Billing Division.

2014B OBJECTIVES

III. Is fiscally responsible and transparent

1. Continue to work in conjunction with the information technology department to create and implement an Information Technology Fund, similar to the Central Equipment Fund. (Third Quarter)
2. Successfully complete the transition from a Fiscal Year to a Calendar Year Fiscal Year.
3. Working with the IT Department, successfully complete the conversion of the Village's new ERP Software System. First stages of live conversion begin May, 2014 and continue through October, 2014. (First through Third Quarters)

4. Successfully complete the Village's Annual Financial Audit, Annual Financial Budget, and Annual Property Tax Levy concurrently. Normally these three large financial tasks are done at different times of year, but due to Fiscal Year conversion, all three tasks will be done concurrently with no additional staffing.
5. Have all staff participate and complete training on Microsoft Systems including Excel & Access.
6. Participate in the New World Systems User Group for the new ERP software system to enhance knowledge and improve communications with other municipalities using the same software.
7. Begin steps for higher education for both the Finance Director and the Assistant Finance Director.

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

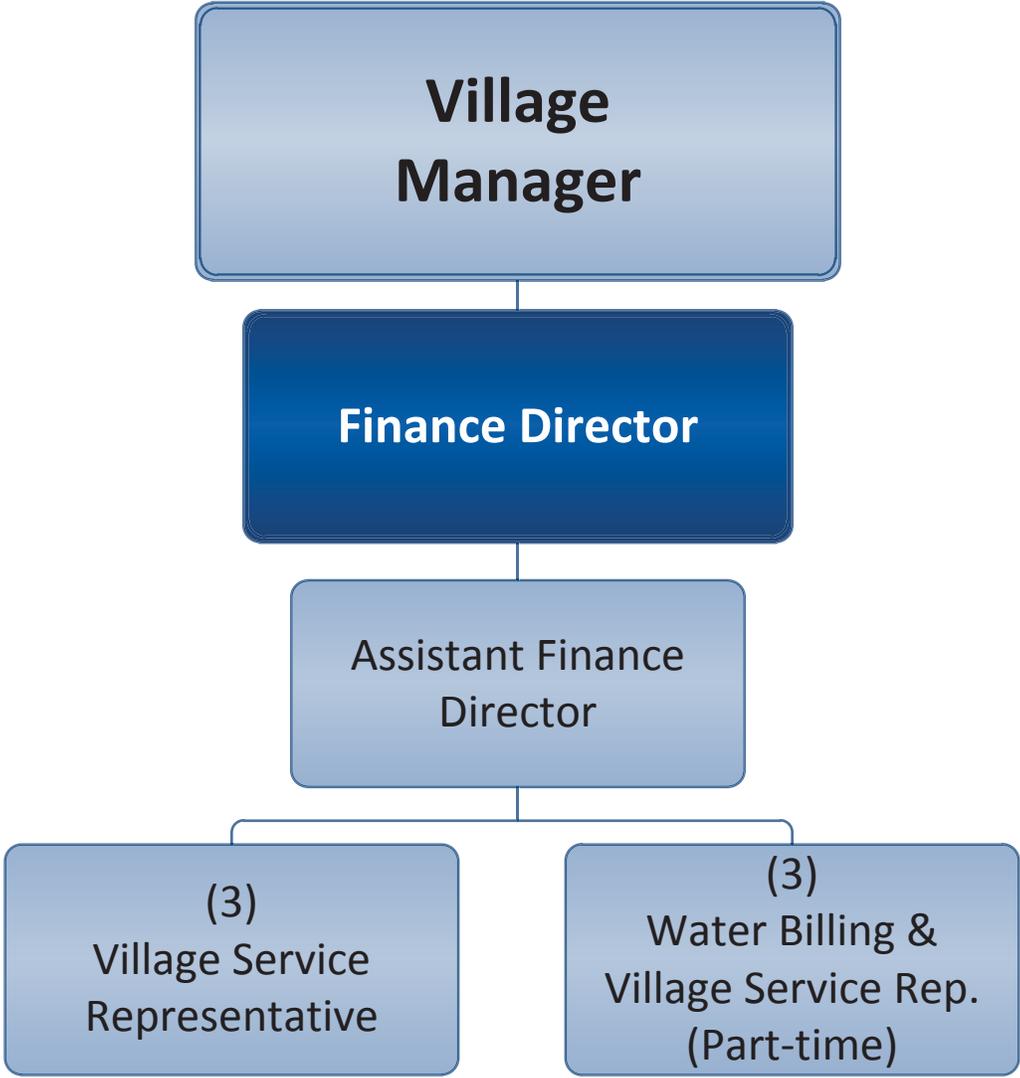
Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0510 - Finance Administration

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 98,736	\$ 104,006	\$ 106,831	\$ 105,625	\$ 71,515
1-21	Salaries-Overtime	1	-	-	-	-
1-41	State Retirement	17,093	15,240	17,063	16,768	10,660
1-42	Social Security	7,653	8,019	8,223	8,080	5,521
1-44	Employee Insurance	13,234	17,858	17,696	17,696	12,117
Total Personal Services		136,717	145,123	149,813	148,169	99,813
2-11	Office Supplies	620	541	400	283	200
2-13	Memberships/Subscriptions	1,348	878	950	850	750
2-14	Books/Publications/Maps	-	159	250	160	150
2-31	Uniforms	-	677	100	100	75
2-99	Miscellaneous Expen.	4	30	-	-	-
Total Commodities		1,972	2,285	1,700	1,393	1,175
3-12	Postage	100	7	-	20	-
3-36	Maintenance Agreements	-	-	-	1,219	1,746
3-51	Equipment Rentals	18,497	14,841	16,668	14,446	-
3-61	Consulting Services	46,308	-	-	-	-
3-71	Schools/Conf/Meetings	2,724	3,611	4,300	4,303	9,674
3-72	Transportation	462	622	1,295	1,436	1,090
3-99	Miscellaneous Expen.	959	124	2,500	1,500	-
Total Contractual Services		69,050	19,205	24,763	22,924	12,510
Total Operating Expenditures		207,739	166,613	176,276	172,486	113,498
Total Finance Administration		\$ 207,739	\$ 166,613	\$ 176,276	\$ 172,486	\$ 113,498

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.

PERFORMANCE ACTIVITIES AND MEASURES					
Description of Measurement	2009	2010	2011	2012	2013
Animal Licenses	247	345	303	301	265
Parking Tickets Paid	6,040	6,805	6,982	7,710	7,001
Monthly Commuter Parking Permits	9,714	9,755	9,790	9,872	8,468
Contractor and Business Licenses	720	883	1,387	1,161	1,289
Real Estate Transfer Tax Stamps	738	742	706	985	1,178
Water Bill Payments Collected	62,082	59,491	59,032	58,662	58,808
Yard Waste Stickers	7,685	7,798	6,849	6,728	7,333
Parking Tickets Entered	10,544	9,721	11,699	13,786	11,983
Mediation Requests Processed	1,469	2,253	2,709	2,292	1,375
Tickets sent to Collections	3,012	3,528	3,662	1,858	4,376
Vehicles Placed on Boot List	120	106	99	124	222

2013-2014 OBJECTIVES

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

1. Complete selection process for new collection agency services.

This has been postponed until Fiscal Year 2014B.

II. Offers convenience through technologies

1. Provide additional training in Microsoft Office for all employees.

This has been completed in the current year.

2. Begin to work towards the successful implementation of a new financial reporting software system.

This is ongoing through Fiscal Year 2014B.

2014B OBJECTIVES

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

1. Complete selection process for new collection agency services.

II. Offers convenience through technologies

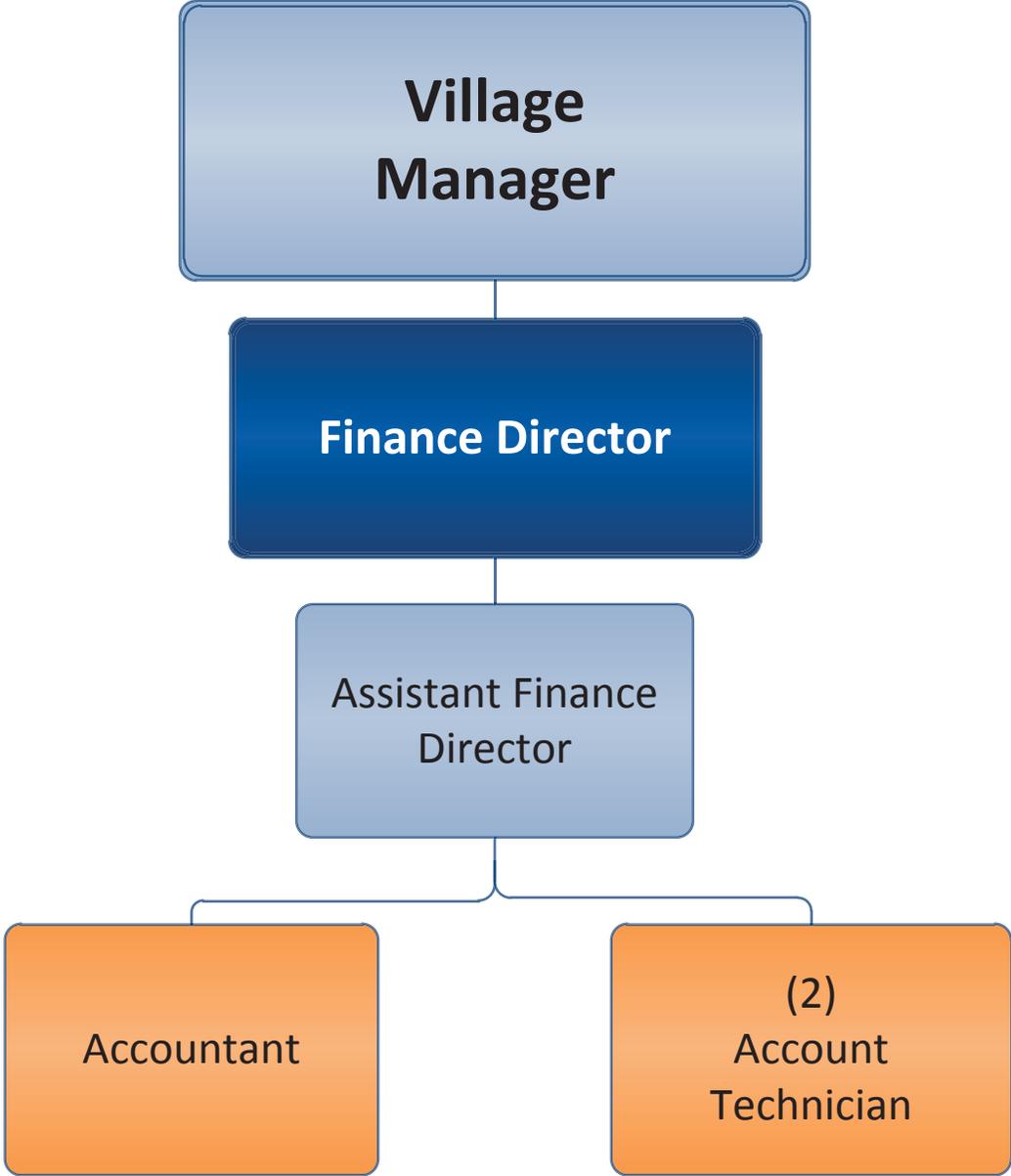
2. Convert the past five years of manually tracked Real Estate Transfer Tax Stamp sales to an electronic format.
3. Working with the IT Department, successfully complete the conversion of the Village's new ERP Software System. First stages of live conversion begin May, 2014 and continue through October, 2014.
4. Fully implement the Administrative Adjudication hearings within Village Hall. Transition will begin in Fiscal Year 2014 in phases to be completed in Fiscal Year 2014B.
5. Have all staff participate and complete training on Microsoft Systems including Word and Excel.

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0520 - Collections

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 90,539	\$ 78,746	\$ 80,558	\$ 80,017	\$ 53,733
1-12	Salaries-Part Time	4,683	17,477	12,409	16,114	7,931
1-21	Overtime Compensation	179	10	-	1,500	1,500
1-41	State Retirement	14,587	11,216	12,954	12,699	8,097
1-42	Social Security	7,139	7,256	7,192	7,354	4,827
1-44	Employee Insurance	25,125	17,304	19,135	19,135	13,040
Total Personal Services		<u>142,252</u>	<u>132,009</u>	<u>132,248</u>	<u>136,819</u>	<u>89,128</u>
2-11	Office Supplies	8,265	10,455	9,775	7,875	3,650
2-31	Uniforms	-	124	-	-	-
Total Commodities		<u>8,265</u>	<u>10,579</u>	<u>9,775</u>	<u>7,875</u>	<u>3,650</u>
3-12	Postage	2,543	2,999	4,000	3,355	2,120
3-36	Maintenance Agreements	-	-	600	-	-
3-71	Schools/Conf/Meetings	188	279	700	350	350
3-72	Transportation	-	11	80	40	40
Total Contractual Services		<u>2,731</u>	<u>3,289</u>	<u>5,380</u>	<u>3,745</u>	<u>2,510</u>
Total Operating Expenditures		<u>153,248</u>	<u>145,877</u>	<u>147,403</u>	<u>148,439</u>	<u>95,288</u>
Total Collections		<u>\$ 153,248</u>	<u>\$ 145,877</u>	<u>\$ 147,403</u>	<u>\$ 148,439</u>	<u>\$ 95,288</u>



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.

PERFORMANCE ACTIVITIES AND MEASURES					
Description of Measurement	2009	2010	2011	2012	2013
Number of Invoices Processed	9,385	9,303	9,399	9,574	8,725
Number of Purchase Orders Processed	234	205	186	150	158
Number of Checks Issued	4,175	4,112	4,018	3,857	3,665

2013 - 2014 OBJECTIVES

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

1. Review and update the internal process for creating purchase orders to create less paper usage and more efficiency.

The task is ongoing and will be completed when the new financial reporting software system is in place.

II. Offers convenience through technologies

2. Begin to work towards the successful implementation of a new financial reporting software system.

The task is ongoing and will be completed when the new financial reporting software system is in place.

III. Is fiscally responsible and transparent

3. As part of cross-training and succession planning, have the two Account Technicians begin learning daily and monthly tasks of the Accountant Position. (Began in 4th Quarter 2014, but is ongoing and will continue into Fiscal Year 2014B).

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, 2012.
2. Updated the Procurement Card and Purchasing policies with new purchasing and approval thresholds more in line with surrounding Municipalities.

2014B OBJECTIVES

II. Offers convenience through technologies

1. Successfully complete the implementation of the new financial reporting software system (ERP).
2. Have all staff participate and complete additional training on Microsoft Systems including Excel, Word and Access.

III. Is fiscally responsible and transparent

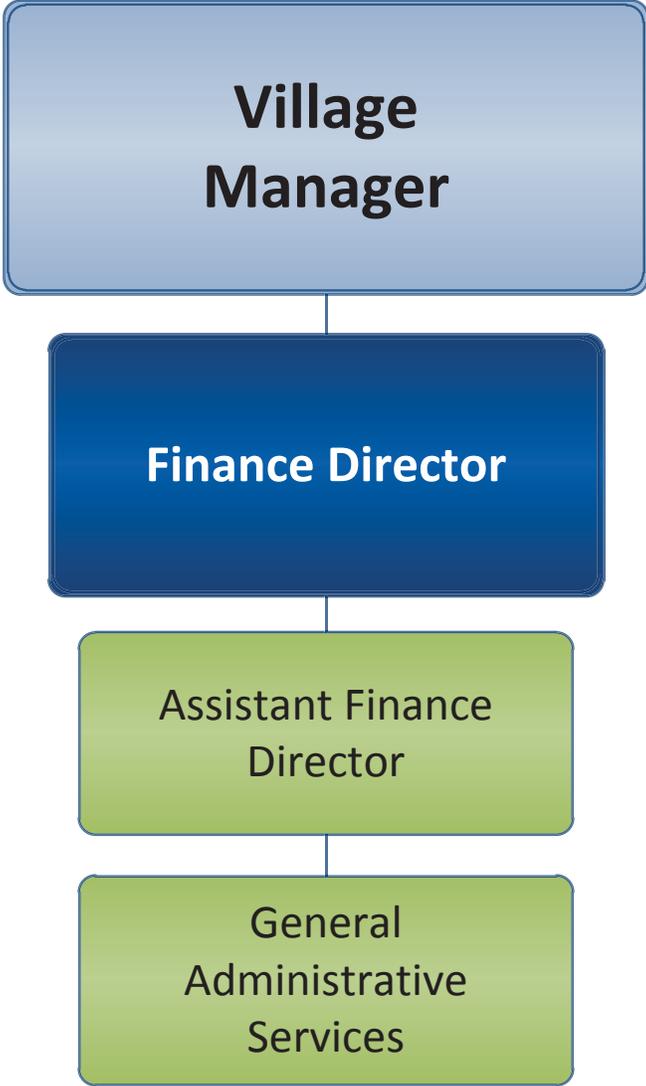
3. As part of cross-training and succession planning, have the two Account Technicians complete the training of daily and monthly tasks of the Accountant Position. The process began in Fiscal Year 2014. (Fourth Quarter)
4. As part of the cross training and succession planning, train an employee within the Finance Department the Main two Account Technicians functions including processing Accounts Payables and Accounts Receivables. (Second and Third Quarter)
5. Successfully complete the financial audit of Fiscal Year Ended April 30, 2014 with assistance from the audit firm Sikich, LLP. (Third Quarter)
6. Successfully complete the Village's Annual Financial Audit, Annual Financial Budget, and Annual Property Tax Levy concurrently. Normally these three large financial tasks are done at different times of year, but due to Fiscal Year conversion, all three tasks will be done concurrently with no additional staffing. (Second and Third Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0530 - General Accounting

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 108,027	\$ 108,286	\$ 109,788	\$ 108,923	\$ 73,387
1-21	Salaries-Overtime	540	154	-	-	3,000
1-41	State Retirement	17,263	15,643	17,863	17,292	11,266
1-42	Social Security	8,376	8,262	8,685	8,333	5,900
1-44	Employee Insurance	21,608	10,816	13,923	13,923	9,538
Total Personal Services		155,814	143,161	150,259	148,471	103,091
2-11	Office Supplies	718	179	675	605	175
2-13	Memberships/Subscriptions	170	100	205	175	-
2-14	Books/Publications/Maps	37	-	-	-	-
2-99	Miscellaneous Expen.	73	-	-	-	-
Total Commodities		998	279	880	780	175
3-12	Postage	2,774	2,565	3,150	2,449	1,910
3-36	Maintenance Agreements	2,007	1,510	1,665	4,182	4,782
3-51	Equipment Rentals	649	728	700	100	-
3-63	Auditing Services	34,615	20,878	24,384	24,384	24,234
3-70	Binding & Printing	2,931	4,470	3,150	3,028	2,150
3-71	Schools/Conf/Meetings	402	-	375	250	250
3-72	Transportation	22	-	90	60	60
3-96	Collection Fee Service	-	-	-	-	-
3-99	Miscellaneous Expen.	10,799	13,952	11,500	12,524	8,570
Total Contractual Services		54,199	44,103	45,014	46,977	41,956
Total Operating Expenditures		211,011	187,543	196,153	196,228	145,222
Total General Accounting		\$ 211,011	\$ 187,543	\$ 196,153	\$ 196,228	\$ 145,222



VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

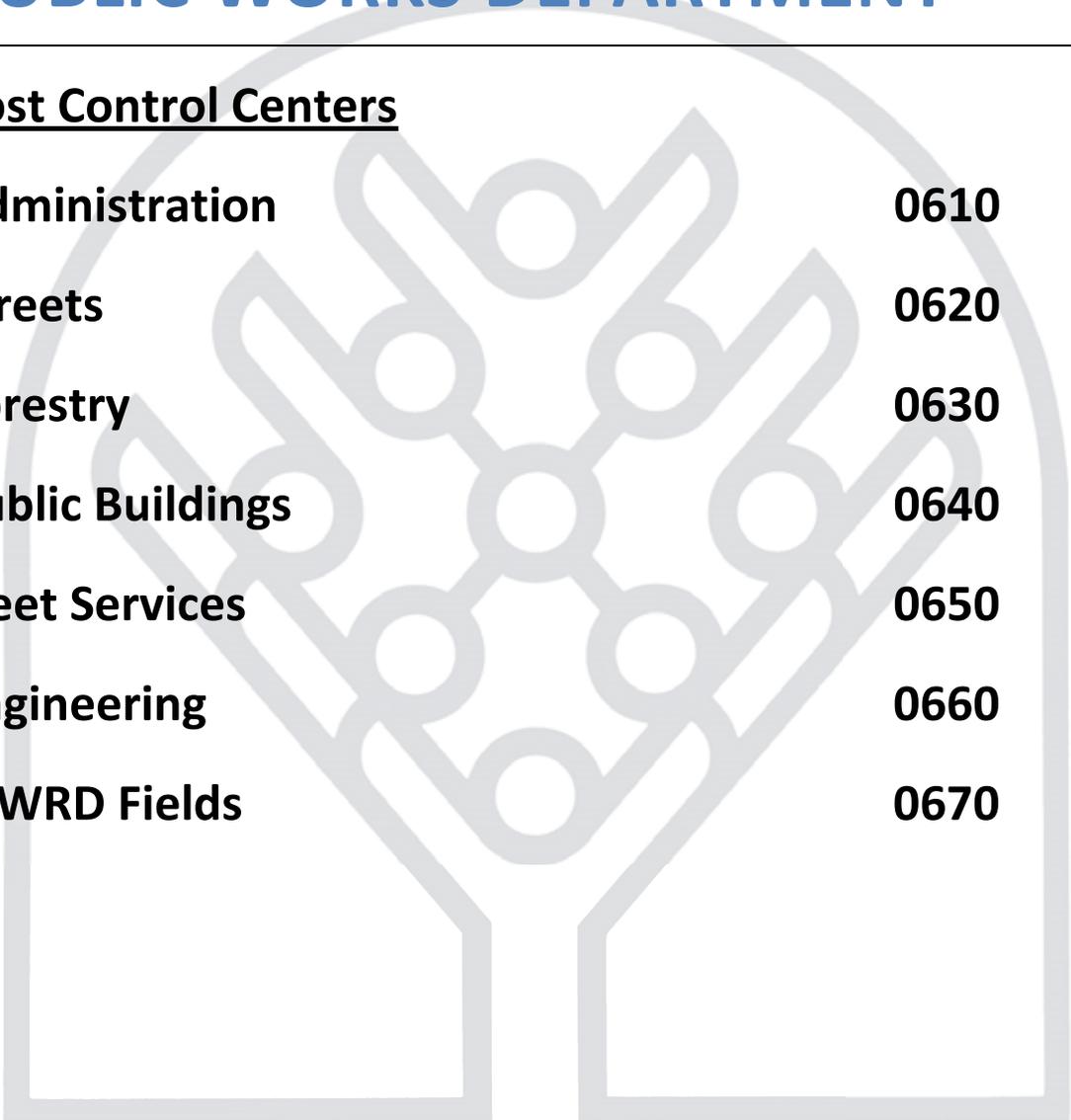
Fund 001 - General Fund

Department 0550 - Administrative Services

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ -	\$ -	\$ 263,917	\$ 263,917	\$ 171,068
1-27	Language Proficiency	20,060	21,024	21,500	18,850	21,500
1-41	State Retirement	1,530	11	11,420	11,420	11,706
1-42	Social Security	-	-	17,527	17,527	8,520
1-45	Special Pension	32,061	27,657	29,839	31,118	27,881
1-46	Unempl Compensation	89,896	79,039	80,215	80,215	80,215
Total Personal Services		143,547	127,731	424,418	423,047	320,890
3-11	Telephone	-	897	1,200	1,106	680
3-13	Light & Power	-	1,026	1,100	1,417	1,058
3-14	Natural Gas	4,402	17,693	20,000	25,559	10,040
3-17	Tax Incentive Payments	2,010,071	1,862,942	2,196,105	2,192,284	1,335,487
3-21	Liability Insurance Program	449,702	346,818	577,584	594,598	303,844
3-53	Furn & Equipment Replace	20,000	20,000	20,000	26,958	13,336
3-56	Fence Escrow	37,837	-	-	-	-
3-62	Legal Services	274,042	278,183	277,200	305,512	225,908
3-83	Shelter Inc	3,000	3,000	3,000	3,000	3,000
3-85	Miscellaneous Programs	14,040	12,030	12,000	12,000	15,700
3-87	PACE Bus Service	20,373	15,680	19,000	15,680	10,456
3-88	Pk Dist Youth Programs	4,000	4,000	4,000	4,000	3,000
3-95	WAYS	2,000	2,000	2,000	2,000	2,000
3-98	MWRD TIF Services	-	-	-	-	-
3-98	Contingency	-	700	-	200,000	10,000
Total Contractual Services		2,839,467	2,564,920	3,133,189	3,384,114	1,934,509
Total Operating Expenditures		2,983,014	2,692,651	3,557,607	3,807,161	2,255,399
12-31	Transfer to Gen Capital Proj	980,242	645,970	1,231,075	1,305,569	975,280
12-39	Transfer to Municipal Building	1,109,213	-	-	-	-
12-45	Transfer 2002 GODS	605,074	-	-	-	-
Total Interfund Transfers		2,694,529	645,970	1,231,075	1,305,569	975,280
Total Other Expenditures		2,694,529	645,970	1,231,075	1,305,569	975,280
Total Administrative Services		\$ 5,677,543	\$ 3,338,621	\$ 4,788,682	\$ 5,112,730	\$ 3,230,679

PUBLIC WORKS DEPARTMENT

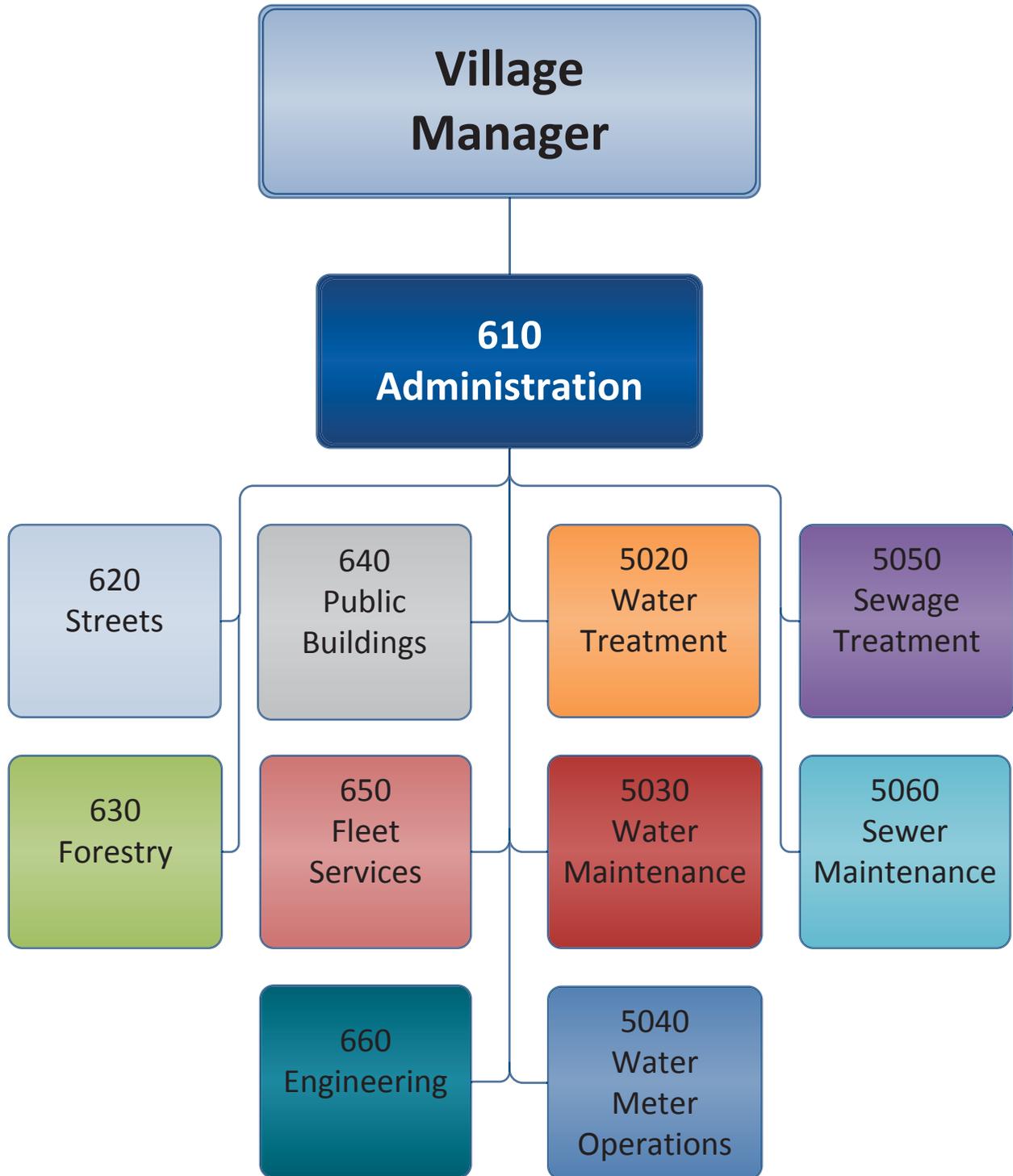
Cost Control Centers



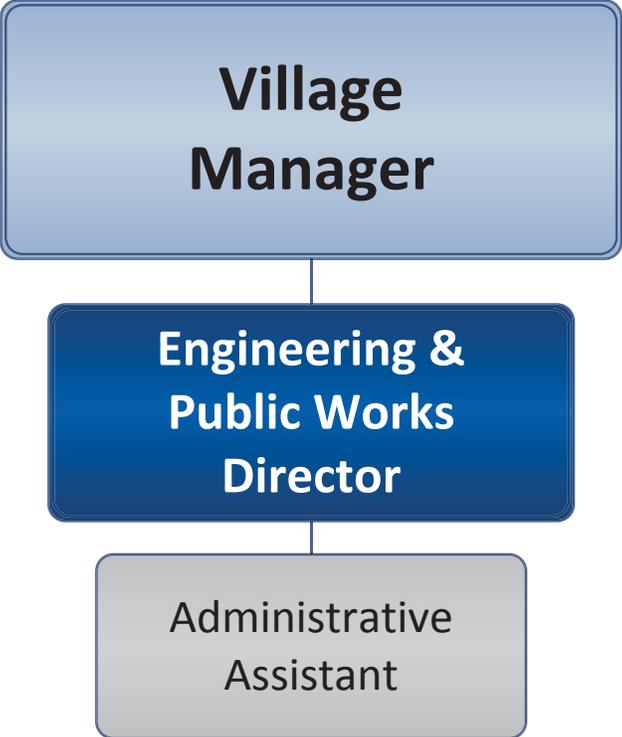
Administration	0610
Streets	0620
Forestry	0630
Public Buildings	0640
Fleet Services	0650
Engineering	0660
MWRD Fields	0670

Hanover Park

Organization of the Public Works and Engineering 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.

PERFORMANCE ACTIVITIES AND MEASURES					
Description of Measurement	2009	2010	2011	2012*	2013
Number of Full Time Employees	43	42	43	46	46
Number of Part Time Employees	4	4	4	4	4
Number of Full Time Employees Per 1,000 Population	1.15	1.11	1.15	1.26	1.26
Public Works Department Insurance Claims:					
Total Worker Compensation Claims	6	8	4	9	7
Worker Compensation Losses	\$559,413	\$35,719	\$411,469	\$19,433	\$29,179
All Other Claims	13	11	6	8	12
Non Worker Compensation Losses	\$51,741	\$43,914	\$25,822	\$44,748	\$50,921
Total Claims	19	19	10	17	12
Total Losses	\$611,482	\$79,633	\$437,291	\$64,181	\$80,100
Total Expenditures	\$3,263,408	\$3,321,777	\$2,901,960	\$4,064,738	\$3,888,125
Cost of Services Per Capita	\$85.26	\$86.78	\$76.42	\$105.13	\$102.39

*Now includes Engineering Department

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Begin to implement the recommendations of the County Farm Road Transit Study. (First quarter)

Staff has attempted multiple times to conduct a meeting with the neighboring communities but none have been held. RTA officials have offered to step in to assist.

2. Elgin O'Hare Extension – Study alternatives for boulevard. (First quarter)

Consultant was hired and report was prepared. Initial meetings have been held with the County, IDOT, and Tollway officials.

3. Succession Planning – Ongoing Leadership Program. (First quarter)

Three employees were sent to the APWA IPSI Leadership Program.

4. Continued remodel of Village Hall. (Second quarter)

Finance Department will be completed in Spring of 2014. Window shades replaced throughout building.

RISK MANAGEMENT PROGRAM

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Continue to review and update Public Works safety policies and training. Finish implementation of four policies from FY13 and review next four including noise impacts. (First through Fourth quarter)

Continue review of policies.

2014B OBJECTIVES

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

1. Succession Planning – Ongoing Leadership Program. (Third quarter)
2. Continued remodel of Village Hall. (Third quarter)

RISK MANAGEMENT PROGRAM

2014B OBJECTIVES

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

1. Continue to review and update Public Works safety policies and training. Finish implementation of four policies from FY13 and review next four including noise impacts. (First through Fourth quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

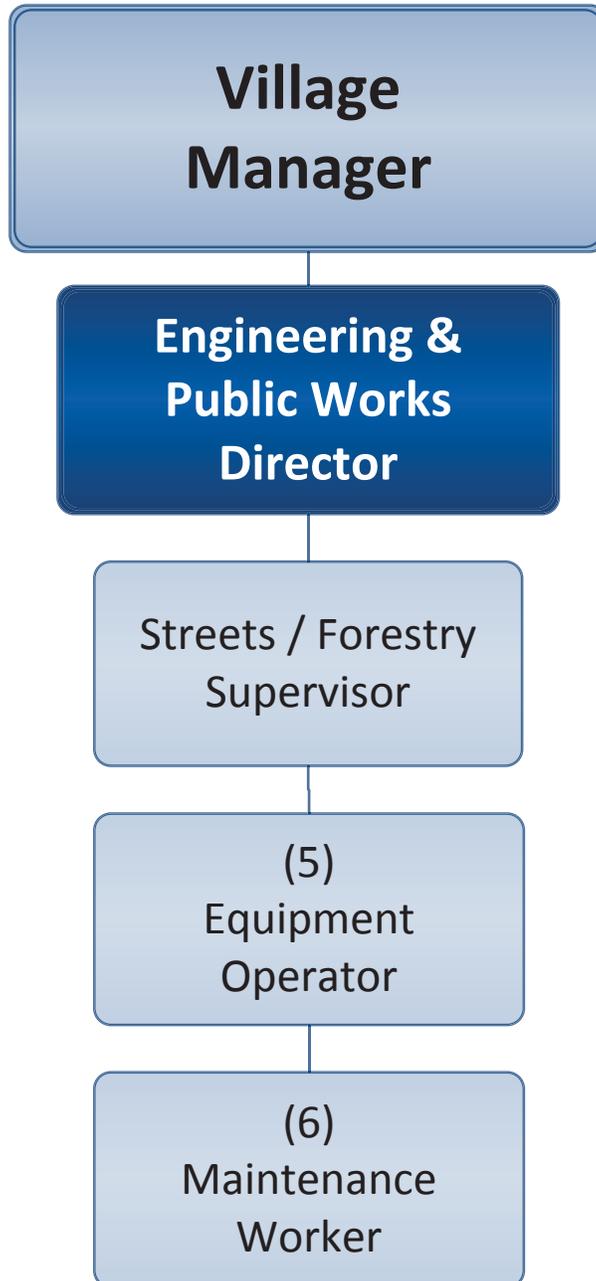
Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0610 - Public Works Administration

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 99,320	\$ 105,169	\$ 114,519	\$ 114,519	\$ 77,177
1-21	Salaries-Overtime	384	837	100	400	100
1-41	State Retirement	15,750	15,425	18,428	18,428	11,639
1-42	Social Security	6,922	7,140	8,881	8,881	6,024
1-44	Employee Insurance	16,670	15,329	15,243	15,243	10,453
Total Personal Services		<u>139,046</u>	<u>143,900</u>	<u>157,171</u>	<u>157,471</u>	<u>105,393</u>
2-11	Office Supplies	1,050	1,517	1,045	1,045	550
2-13	Memberships/Subscriptions	1,935	1,847	580	580	525
2-14	Books/Publications/Maps	-	-	50	50	-
2-21	Gasoline & Lube	5	-	-	-	-
Total Commodities		<u>2,990</u>	<u>3,364</u>	<u>1,675</u>	<u>1,675</u>	<u>1,075</u>
3-12	Postage	661	1,172	600	800	600
3-32	M & R - Office Equipment	-	-	50	50	-
3-36	Maintenance Agreements	973	710	1,180	1,180	340
3-51	Equipment Rentals	1,583	1,928	1,550	1,550	1,162
3-52	Vehicle Maint & Replace	-	-	1,870	1,870	1,870
3-71	Schools/Conf/Meetings	382	2,053	2,420	2,000	2,420
3-72	Transportation	240	305	550	350	550
3-89	IEPA Discharge Fee	1,000	1,000	1,000	1,000	1,000
Total Contractual Services		<u>4,839</u>	<u>7,168</u>	<u>9,220</u>	<u>8,800</u>	<u>7,942</u>
Total Operating Expenditures		<u>146,875</u>	<u>154,432</u>	<u>168,066</u>	<u>167,946</u>	<u>114,410</u>
Total Public Works Administration		<u>\$ 146,875</u>	<u>\$ 154,432</u>	<u>\$ 168,066</u>	<u>\$ 167,946</u>	<u>\$ 114,410</u>



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 633 basins and 66,465 linear feet of pipe to date.

Provide rapid removal of graffiti utilizing in-house forces.

Provide contract administration to remove and replace 24,000 square feet of public sidewalk and 2,500 linear feet of curb and gutter.

Provide contract administration for the installation of 20,000 pounds of crack seal material with emphasis on previous year's overlay program areas.

Provide contract administration for the installation of 15,000 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.

PERFORMANCE ACTIVITIES AND MEASURES

Description of Measurement	2009	2010	2011	2012	2013
Miles of Streets	99.36	99.36	99.36	99.36	99.36
Miles of Public Sidewalks	155.13	155.13	155.15	155.15	155.15
Miles of Storm Sewer	112.1	112.65	112.81	112.9	112.9
Number of Storm Sewer Structures	6,358	6,404	6,421	6,422	6,429
Number of Streetlight Poles	1,090	1,130	1,138	1,138	1,073
Cost of Annual Resurfacing Program	\$563,027	\$647,921	\$550,713	\$917,493	\$799,039
Street Division Graffiti Removal	99	194	104	66	49
Sidewalk Replaced (sq. ft.)	18,377	25,100	26,361	30,159	23,600
Curb and Gutter Replaced (lin. ft.)	2,495	3,154	4,000	3,709	2,188
Crack Sealing (lbs. installed)	29,400	27,000	22,700	21,777	22,680
Thermoplastic Pavement Markings (lin. ft. installed)	18,018	12,557	18,000	16,277	30,926
Number of Storm Sewer Basins Rebuilt	22	18	19	16	14
Number of Snow/Ice Responses	28	20	22	13	20

2013 - 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Research ways to improve chemical applications to reduce chlorides, reduce salt usage and continue to provide a high level of service. (Third quarter)

Completed. Using a greater volume of liquid on roadways, and all liquid in parking lots using direct application.

2. Implement a quality control system to ensure compliance with the Manual on Uniform Traffic Control Devices (MUTCD) on retroreflectivity. (Fourth quarter)

Ongoing. Will consider most fiscally responsible way to achieve compliance.

ADDITIONAL ACCOMPLISHMENTS

1. Assisted with four brush pickup cycles; three regular and one special storm pickup.
2. Assisted with set up and cleanup of the Northwest Fourth Fest.

2014B OBJECTIVES

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

1. Continue to work with the Salt Creek Work Group to reduce chlorine levels in the west branch of the DuPage River. (Third quarter)
2. Research and implement procedures to improve the quality of all new ADA detection ramps. (Fourth quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

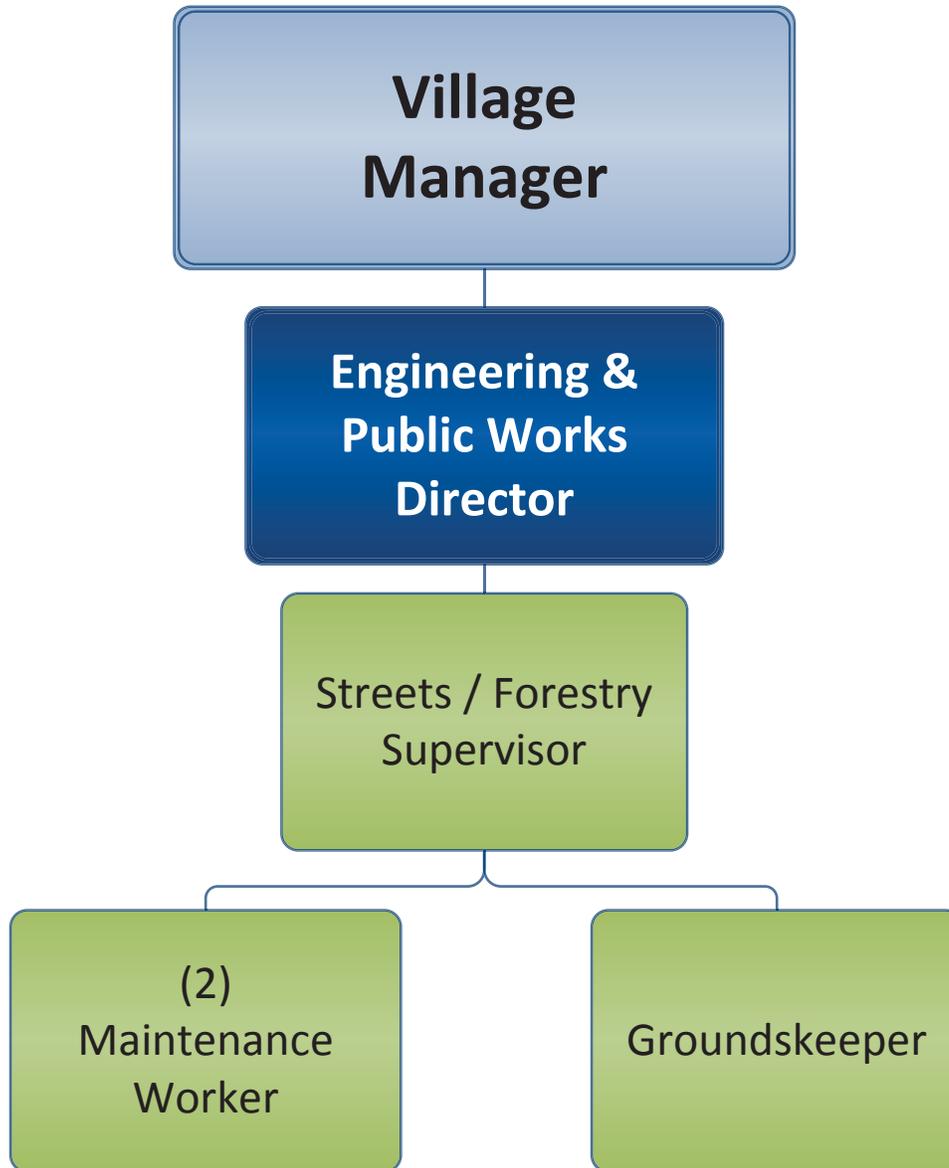
Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0620 - Streets

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 507,000	\$ 517,516	\$ 528,428	\$ 528,428	\$ 382,570
1-12	Salaries-Part Time	13,432	5,035	18,355	5,179	21,600
1-21	Salaries-Overtime	34,930	46,586	55,000	90,000	20,000
1-28	On-Call Premium Pay	1,617	1,941	4,224	4,224	2,000
1-41	State Retirement	86,215	80,701	94,058	94,058	61,597
1-42	Social Security	41,084	42,694	46,730	46,730	33,525
1-44	Employee Insurance	125,339	124,549	143,297	143,297	105,403
Total Personal Services		809,617	819,022	890,092	911,916	626,695
2-11	Office Supplies	44	79	100	100	100
2-13	Memberships/Subscriptions	448	409	245	245	160
2-14	Books/Publications/Maps	-	133	50	50	50
2-21	Gasoline & Lube	308	-	-	-	-
2-27	Materials & Supplies	93,143	76,817	99,000	99,000	65,000
2-31	Uniforms	3,521	2,266	4,000	4,000	3,000
2-33	Safety & Protective Equip	2,373	3,856	4,000	4,000	2,660
2-34	Small Tools	6,434	1,540	2,000	2,000	1,300
2-99	Miscellaneous Expen.	139	53	100	100	-
Total Commodities		106,410	85,153	109,495	109,495	72,270
3-33	M & R - Comm Equipment	-	-	75	75	-
3-35	M & R - Streets & Bridges	86,954	156,883	111,800	161,800	41,200
3-37	M & R - Other Equipment	-	-	300	300	300
3-39	M & R - Accident Claims	4,060	4,928	5,000	5,000	1,000
3-51	Equipment Rentals	1,242	-	100	100	-
3-52	Vehicle Maint & Replace	-	178,592	201,680	201,680	244,070
3-71	Schools/Conf/Meetings	4,087	4,017	5,000	4,000	3,000
3-72	Transportation	-	-	500	500	500
Total Contractual Services		96,343	344,420	324,455	373,455	290,070
Total Operating Expenditures		1,012,370	1,248,595	1,324,042	1,394,866	989,035
Total Streets		\$ 1,012,370	\$ 1,248,595	\$ 1,324,042	\$ 1,394,866	\$ 989,035



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.

PERFORMANCE ACTIVITIES AND MEASURES					
Description of Measurement	2009	2010	2011	2012	2013
Number of Parkway Trees Planted	42	50	0	0	140
Number of Parkway Trees Trimmed:					
Contractual	1,622	1,743	1,668	1,640	1,652
In-House	372	351	643	483	218
Brush Pickup Program (Cubic Yards Collected)	1,660	1,765	1,465	1,640	1,400
Annual Cost	\$58,607	\$65,257	\$64,271	72,842	67,161
Cost per Cubic Yard Collected	\$35.30	\$36.97	\$43.80	\$47.46	\$47.97
Leaf Pickup Program (Cubic Yards Collected)	1,220	960	1,060	540	600

2013 - 2014 OBJECTIVES AND ACCOMPLISHMENTS

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. (Fourth quarter)

Ongoing. Removed 1,500± to date.

2. Re-establish a tree planting program to reforest from the effects of the Emerald Ash borer. (Fourth quarter)

Completed third quarter.

3. Contractual parkway tree trimming in Area #2. Scheduled trimming of 1,793 parkway trees in the Old Section. (Third quarter)

Completed third quarter.

ADDITIONAL ACCOMPLISHMENTS

1. Received grant to plant 90 new parkway trees.
2. Completed contract administration for the trimming and removal of all Ash trees in the Tanglewood Homeowners Association property. (Funded by SSA #5)
3. Completed contract administration for the planting of an additional 200 parkway trees in the spring of 2014.

2014B OBJECTIVES

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

1. Continue to remove dead Ash trees. Complete removal program by FY18. (Second quarter)
2. Continue to renew the urban forest from the effects of the Emerald Ash Borer. (Second quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

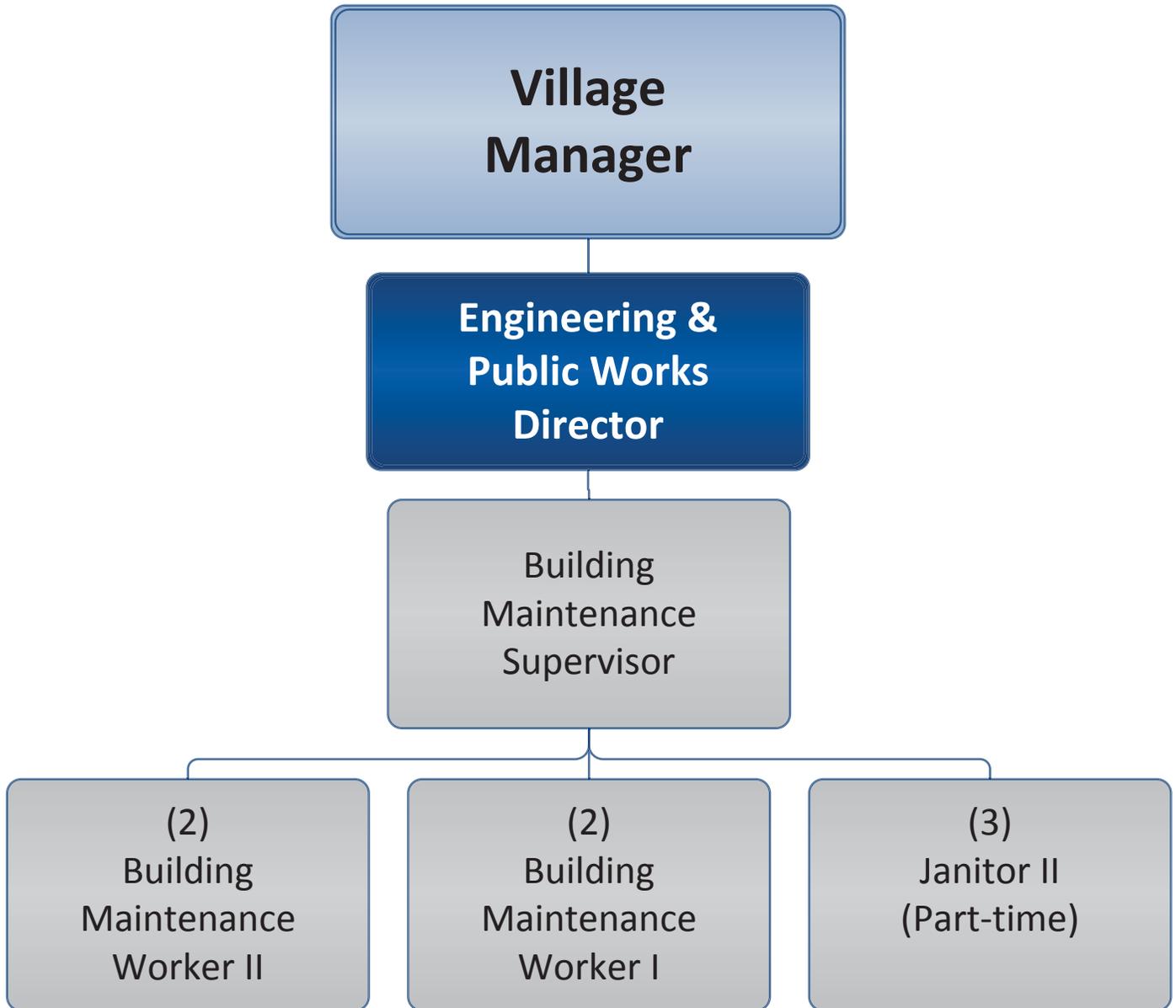
Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0630 - Forestry

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 120,485	\$ 120,126	\$ 119,711	\$ 119,711	\$ 79,808
1-12	Salaries-Part Time	7,194	12,973	24,472	17,735	28,800
1-21	Salaries-Overtime	4,605	8,089	10,000	12,000	5,000
1-28	On-Call Premium Pay	62	165	350	350	746
1-41	State Retirement	19,910	18,513	20,746	20,746	13,411
1-42	Social Security	10,045	10,781	11,870	11,870	9,148
1-44	Employee Insurance	18,043	15,348	15,898	15,898	10,857
Total Personal Services		180,344	185,995	203,047	198,310	147,770
2-13	Memberships/Subscriptions	15	190	300	300	210
2-14	Books/Publications/Maps	-	-	50	50	50
2-21	Gasoline & Lube	67	-	-	-	-
2-27	Materials & Supplies	4,791	5,592	4,020	4,020	3,020
2-29	Part & Access-Non Auto	2,756	2,397	4,000	4,000	2,500
2-31	Uniforms	1,186	1,234	1,400	1,200	1,000
2-33	Safety & Protective Equip	1,537	2,077	1,500	1,300	1,200
2-34	Small Tools	3,660	1,879	1,500	1,500	1,500
Total Commodities		14,012	13,369	12,770	12,370	9,480
3-33	M & R - Comm Equipment	-	-	50	50	-
3-34	M & R - Buildings	1,593	502	3,100	2,600	3,100
3-35	M & R - Streets & Bridges	132,820	97,497	115,671	115,671	133,171
3-37	M & R - Other Equipment	-	1,800	100	100	-
3-38	M & R - Forestry	106,833	139,726	193,076	193,076	86,000
3-51	Equipment Rentals	-	-	100	100	100
3-52	Vehicle Maint & Replace	-	25,695	24,836	24,836	29,896
3-71	Schools/Conf/Meetings	824	3,360	1,705	1,500	1,400
Total Contractual Services		242,070	268,580	338,638	337,933	253,667
Total Operating Expenditures		436,426	467,944	554,455	548,613	410,917
Total Forestry		\$ 436,426	\$ 467,944	\$ 554,455	\$ 548,613	\$ 410,917



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.

2013 - 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Replace roof over Community Development Department in Village Hall. (First through fourth quarters)

Formal bids were sent out and came in over budget. Will rebid in FY14B.

2. Continue improvements and relocation of departments in Village Hall. (First through fourth quarters)

Ongoing through fourth quarter.

3. Investigate Building Maintenance Work Order programs. (First through fourth quarters)

Completed. Implemented new work request program.

ADDITIONAL ACCOMPLISHMENTS

1. Mecho shade installation at Village Hall.

2014B OBJECTIVES

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

1. Replace roof over Community Development Department in Village Hall. (First through fourth quarters)

2. Assist with Village Hall generator replacement and electrical rewiring. (First through fourth quarters)

3. Continue Village Hall improvements in Clerk and Community Development areas. (First through fourth quarters)

4. Caulk Butler Building roof to prevent water leaks. (First through fourth quarters)

VILLAGE OF HANOVER PARK, ILLINOIS

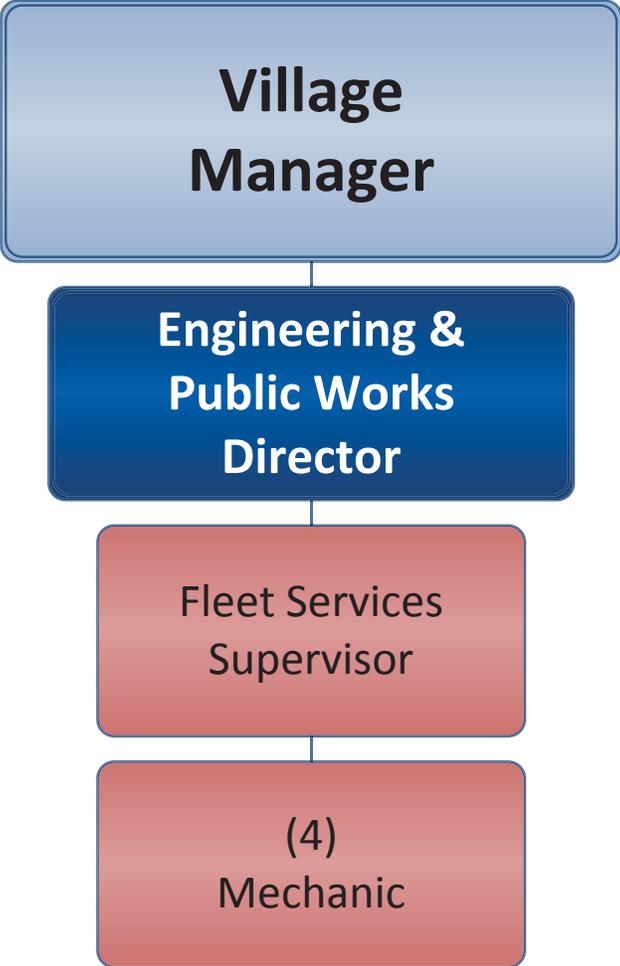
Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0640 - Public Buildings

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 134,971	\$ 143,404	\$ 148,213	\$ 148,213	\$ 98,963
1-12	Salaries-Part Time	24,275	30,724	39,222	39,222	25,894
1-21	Salaries-Overtime	20,974	14,407	12,000	12,000	12,000
1-28	On-Call Premium Pay	5,737	6,280	6,680	6,200	4,135
1-41	State Retirement	24,182	23,232	26,549	26,549	17,361
1-42	Social Security	13,947	14,651	15,948	15,948	10,967
1-44	Employee Insurance	33,905	30,131	37,437	37,437	25,946
Total Personal Services		257,991	262,829	286,049	285,569	195,266
2-11	Office Supplies	269	276	200	200	140
2-13	Memberships/Subscriptions	183	242	65	60	130
2-14	Books/Publications/Maps	-	-	50	-	-
2-21	Gasoline & Lube	26	-	-	-	-
2-27	Materials & Supplies	50,997	45,894	69,000	50,000	36,000
2-28	Cleaning Supplies	25,422	17,744	20,500	20,500	13,750
2-29	Part & Access-Non Auto	9,281	15,819	19,000	15,000	10,600
2-31	Uniforms	2,437	3,314	3,875	3,000	2,300
2-33	Safety & Protective Equip	2,080	2,191	3,360	2,500	1,775
2-34	Small Tools	5,383	3,571	3,800	3,000	2,000
2-99	Miscellaneous Expen.	340	-	25	-	-
Total Commodities		96,418	89,051	119,875	94,260	66,695
3-34	M & R - Buildings	71,429	53,183	59,100	61,100	39,100
3-36	Maintenance Agreements	82,120	126,165	136,150	136,150	80,000
3-37	M & R Other Equipment	-	-	600	-	500
3-51	Equipment Rentals	-	-	50	-	-
3-52	Vehicle Maint & Replace	-	11,110	8,820	8,820	13,887
3-71	Schools/Conf/Meetings	3,653	4,834	4,500	4,500	1,300
Total Contractual Services		157,202	195,292	209,220	210,570	134,787
Total Operating Expenditures		511,611	547,172	615,144	590,399	396,748
Total Public Buildings		\$ 511,611	\$ 547,172	\$ 615,144	\$ 590,399	\$ 396,748



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.

PERFORMANCE ACTIVITIES AND MEASURES					
Description of Measurement	2009	2010	2011	2012	2013
Number of Vehicles Maintained	150	152	153	152	154
Fleet Maintenance & Replacement Cost	\$757,154	\$757,154	\$843,134	\$1,205,179	\$1,100,773
Average Cost Per Vehicle	\$5,048	\$4,981	\$5,510	\$7,929	\$7,148
Miles Driven	909,364	863,166	903,814	894,727	922,518
Total Fleet Miles	6,140,301	5,574,488	5,842,316	5,984,621	6,087,347

2013 - 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Update our Fleet Maintenance software to allow accurate tracking of fleet equipment costs. This will allow us the ability to evaluate our equipment purchase decisions and vehicle life. (Second quarter)

Fleet software update is currently planned for the fourth quarter.

2. Modify the design of snow and ice fighting equipment to allow an increase of liquid deicers. The liquid deicers are showing a cost benefit and we should be able to achieve increased savings through the use of a greater liquid/salt blend. (Third quarter)

We have increased the liquid output on all of our primary snow equipment to a rate of 20 gallons per ton of salt. We have decreased the salt output of our units to a rate of approximately 350 pounds per mile. This combination appears to be giving us faster and better melt with less salt. This has the advantages of saving the Village the expense of the materials, and decreasing the environmental impact caused by the chlorides.

ADDITIONAL ACCOMPLISHMENTS

1. Achieved certification as Class A and Class B Underground Fuel Tank Operators. This is a recent requirement of the State of Illinois Fire Marshall. Both Bob O'Bryan and Rob Lowth attended the class and were certified.
2. Conducted several classes for equipment operators to improve safety and operator performance.
3. Developed specifications for a Fire Haz-Mat response vehicle. This will replace a 25 year old Heavy Rescue unit.

4. Developed specifications for a Fire Rehab unit. This unit would replace a 20 year old converted ambulance which is poorly suited for this function.

2014B OBJECTIVES

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

1. Begin a pilot program utilizing a GPS/AVL system to track fleet vehicles. This system will allow better resident services by optimizing vehicle routes. This will also allow feedback on operator performance and efficiency. (Second quarter)
2. To modify Public Works radio system to allow communication with Police and Fire in emergency situations. (First quarter)
3. Develop specifications for new fire pumper in coordination with the Fire Department. We purchase a pumper every 5 years to maintain our 20 year cycle. (Third quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

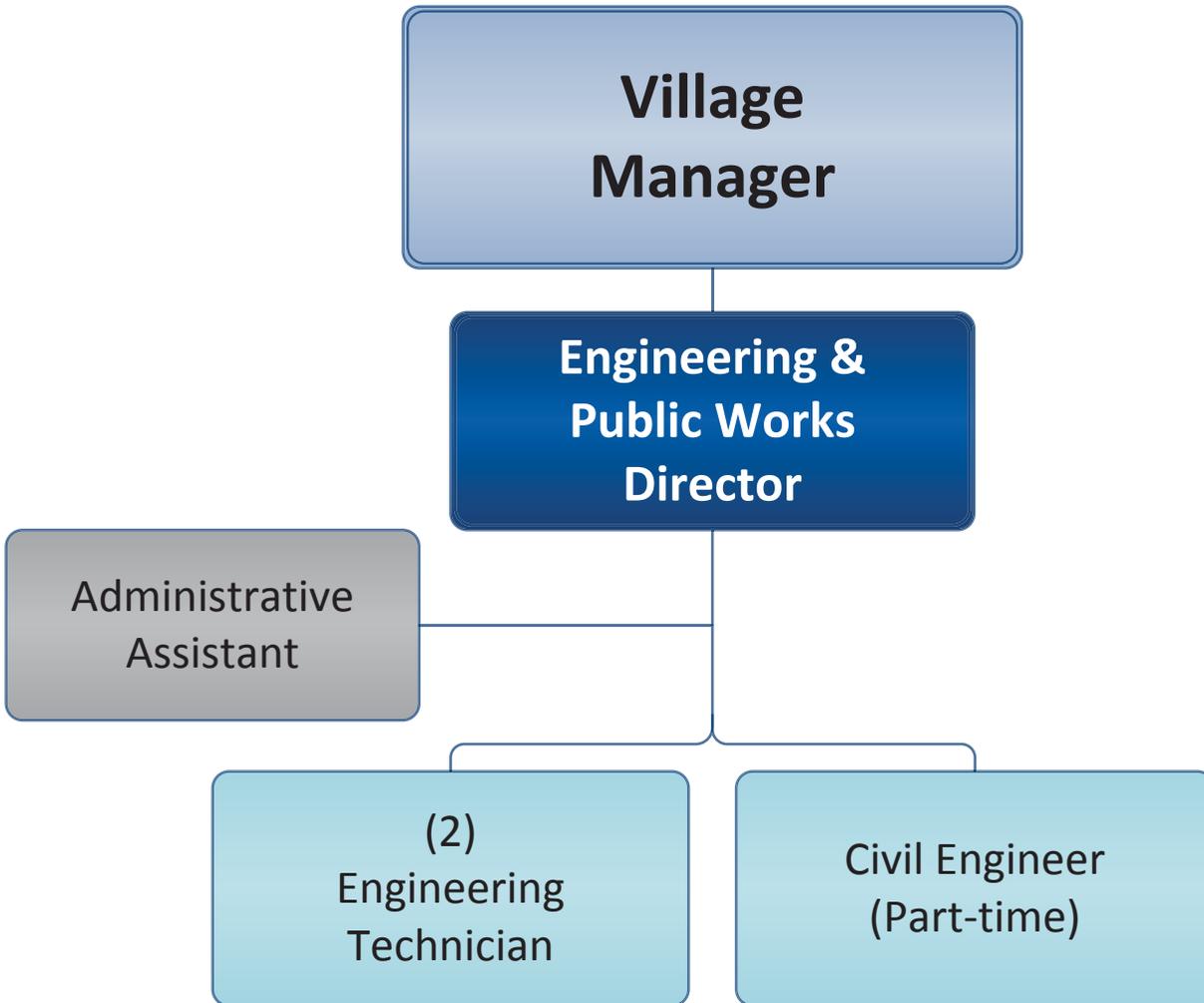
Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0650- Fleet Services

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 390,813	\$ 392,500	\$ 294,139	\$ 294,139	\$ 202,302
1-21	Salaries-Overtime	6,043	6,391	8,696	8,696	4,300
1-41	State Retirement	62,174	57,248	48,758	48,758	29,270
1-42	Social Security	29,538	30,229	24,950	24,950	18,497
1-44	Employee Insurance	78,240	67,292	47,997	47,997	42,938
Total Personal Services		566,808	553,660	424,540	424,540	297,307
2-11	Office Supplies	661	417	500	500	334
2-13	Memberships/Subscriptions	1,358	1,417	1,800	1,800	1,200
2-14	Books/Publications/Maps	2,464	2,992	2,700	2,700	1,800
2-21	Gasoline & Lube	309,789	357,094	411,795	411,795	273,863
2-22	Auto Parts & Accessories	121,604	110,861	120,000	120,000	80,000
2-23	Communications Parts	3,030	6,496	6,150	6,150	5,100
2-27	Materials & Supplies	16,662	14,887	15,000	15,000	10,000
2-29	Part & Access-Non Auto	24,055	15,546	23,000	23,000	14,840
2-31	Uniforms	807	899	900	900	600
2-33	Safety & Protective Equip	2,185	2,659	1,400	1,400	938
2-34	Small Tools	4,015	5,568	7,000	7,000	4,670
2-36	Photo Supplies	-	-	25	25	-
Total Commodities		486,630	518,836	590,270	590,270	393,345
3-12	Postage	-	27	50	50	33
3-31	M & R- Auto Equipment	47,292	63,609	51,500	51,500	34,400
3-32	M & R- Office Equipment	-	-	50	50	-
3-33	M & R- Comm Equipment	-	-	850	850	566
3-37	M & R- Other Equipment	21,616	15,062	11,900	11,900	8,000
3-51	Equipment Rentals	1,117	1,475	3,100	3,100	1,850
3-52	Vehicle Maint & Replace	-	3,119	4,238	4,238	6,195
3-68	Uniform Rentals	3,038	3,366	3,120	3,120	2,145
3-69	Testing Services	1,531	1,533	1,700	1,700	-
3-71	Schools/Conf/Meetings	4,287	3,996	6,405	6,405	2,750
3-72	Transportation	455	807	850	850	567
3-99	Miscellaneous Expense	2,002	2,309	2,200	2,200	1,467
Total Contractual Services		81,338	95,303	85,963	85,963	57,973
Total Operating Expenditures		1,134,776	1,167,799	1,100,773	1,100,773	748,625
Total Fleet Services		\$ 1,134,776	\$ 1,167,799	\$ 1,100,773	\$ 1,100,773	\$ 748,625



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 Joint Utility Location Information for Excavators (JULIE) system.

2013 – 2014 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 east and west side of County Farm Road south of the Canadian National Railroad Tracks. (Second Quarter)

Completed fiscal year of Arterial Fence Program.

2. Evaluate options for concrete streets and new methods for rehabilitation. (Third Quarter)

On-going

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. Plans are at IDOT for approval and January Bid Letting. (First Quarter)

Project completed.

4. To provide in-house design and construction savings for the street resurfacing program. (First Quarter)

Project completed.

5. To provide in-house design and construction services for the watermain project. (Second Quarter)

Project is on hold pending successful resolution of sanitary sewer force main issue.

2014B OBJECTIVES

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

1. Provide in-house engineering for annual street resurfacing program. (First Quarter)
2. Coordinate Phase I and Phase II engineering services relating to Barrington Road traffic signal and street light STP project. (First or Second Quarter)
3. Coordinate Phase I engineering for Arlington Road Bridge replacement project. (3rd Quarter)
4. Evaluate options for street construction and prioritize streets. (3rd Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0660 - Engineering

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 213,236	\$ 155,710	\$ 137,686	\$ 137,686	\$ 98,242
1-12	Salaries-Part Time	-	-	30,869	30,869	20,556
1-21	Salaries-Overtime	6,828	8,886	6,139	11,000	6,139
1-41	State Retirement	34,164	20,186	22,999	22,999	14,759
1-42	Social Security	15,583	12,311	13,445	13,445	9,181
1-44	Employee Insurance	47,709	37,085	37,514	37,514	25,942
Total Personal Services		317,520	234,178	248,652	253,513	174,819
2-11	Office Supplies	795	6,597	1,100	1,100	1,100
2-13	Memberships/Subscriptions	323	255	125	165	165
2-14	Books/Publications/Maps	-	692	200	200	200
2-21	Gasoline & Lube	43	-	-	-	-
2-27	Materials & Supplies	136	333	400	400	400
2-31	Uniforms	203	382	300	300	300
2-33	Safety & Protective Equip	115	345	445	445	445
2-34	Small Tools	210	269	200	250	200
2-99	Miscellaneous Expen.	-	-	-	-	-
Total Commodities		1,825	8,873	2,770	2,860	2,810
3-12	Postage	333	391	475	475	475
3-32	M & R- Office Equipment	-	799	100	100	100
3-33	M & R- Comm Equipment	768	-	-	-	-
3-36	Maintenance Agreements	1,260	1,260	1,275	1,275	1,275
3-52	Vehicle Maint & Replace	-	5,546	5,583	5,583	7,174
3-61	Consulting Services	6,169	12,883	3,228	3,000	3,228
3-64	Engineering Services	10,058	25,125	2,500	2,500	2,500
3-71	Schools/Conf/Meetings	2,753	1,058	2,260	2,260	2,010
3-72	Transportation	311	-	250	250	250
Total Contractual Services		21,652	47,062	15,671	15,443	17,012
Total Operating Expenditures		340,997	290,113	267,093	271,816	194,641
Total Engineering		\$ 340,997	\$ 290,113	\$ 267,093	\$ 271,816	\$ 194,641

670 – Metropolitan Water Reclamation District Property



DEPARTMENT OF PUBLIC WORKS

670 – METROPOLITAN WATER RECLAMATION DISTRICT PROPERTY

GOALS

The goal of the Metropolitan Water Reclamation District fund is to provide a clean and safe recreational facility on the MWRD property.

DESCRIPTION OF FUNCTIONS

To provide adequate roadways and parking areas, aesthetically pleasing landscaping, and safe recreational facilities.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Develop and implement a plan for landscape improvements along Barrington Road. (First quarter)
Landscape architect was retained to develop the plan.
2. Make incremental improvements to the internal roadway and parking areas. (Second quarter)
The roadway was repaired using existing material mixed with asphalt grindings.
3. Plan for the use of the south property for bike paths and soccer fields. (Second/Third quarter)
A conceptual plan was developed and discussed with several soccer groups.

ADDITIONAL ACCOMPLISHMENTS

1. Hazardous sections of fence were repaired throughout the complex.

2014B OBJECTIVES

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

1. Improve appearance by enclosing storage areas. (Second quarter)
2. Continue to make incremental improvements to the internal roadway and parking areas. (Third quarter)

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

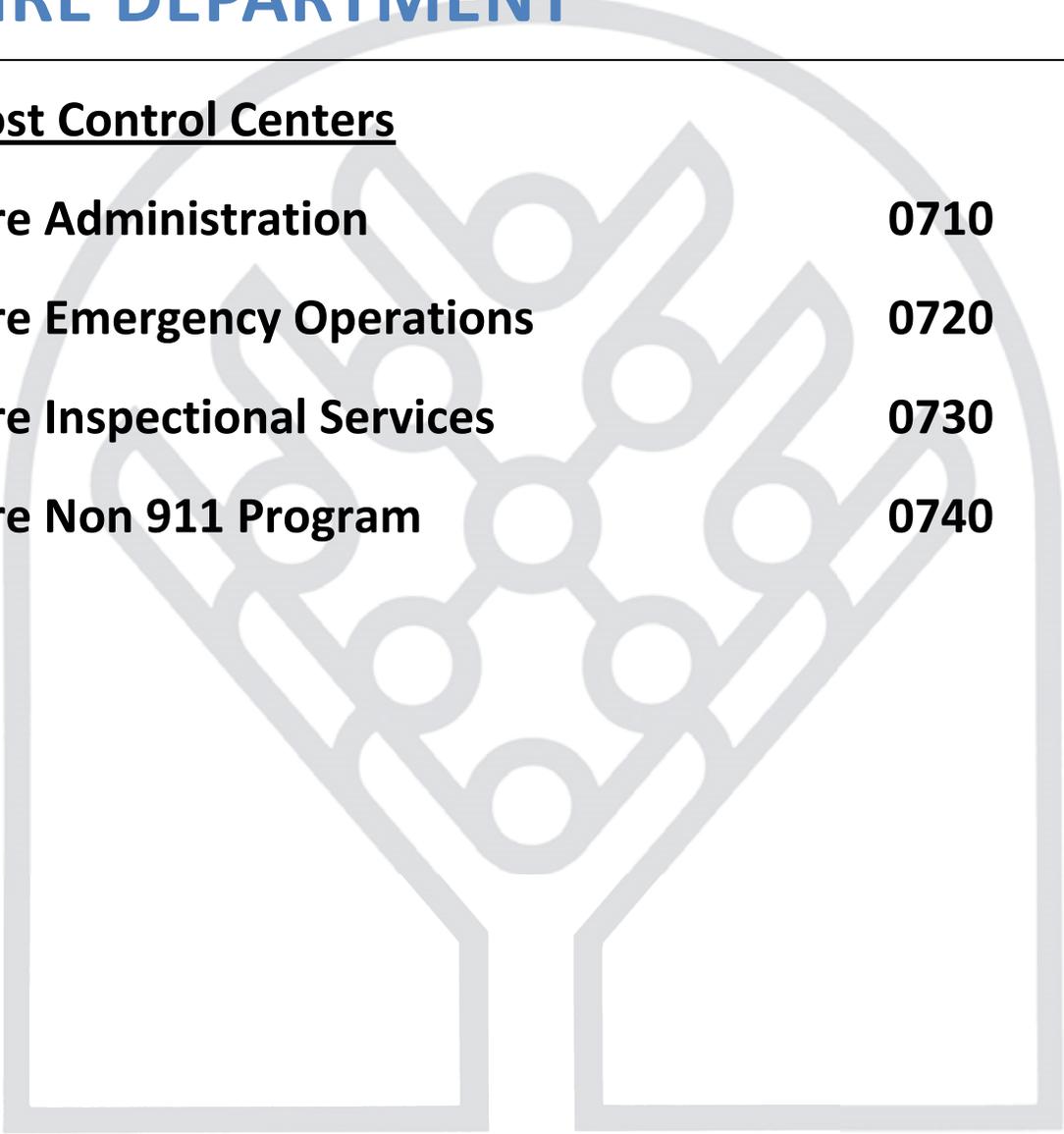
Department 0670 - Metropolitan Water Reclamation District Property

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
3-34	M & R- Buildings	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -
3-35	M & R- Streets & Bridges	-	-	10,000	10,000	7,500
3-61	Consulting Services	-	12,070	9,500	6,800	-
3-99	Miscellaneous Expense	-	-	10	10	10
Total Contractual Services		-	12,070	22,010	19,310	7,510
Total Operating Expenditures		-	12,070	22,010	19,310	7,510
Total MWRD Fields		\$ -	\$ 12,070	\$ 22,010	\$ 19,310	\$ 7,510

FIRE DEPARTMENT

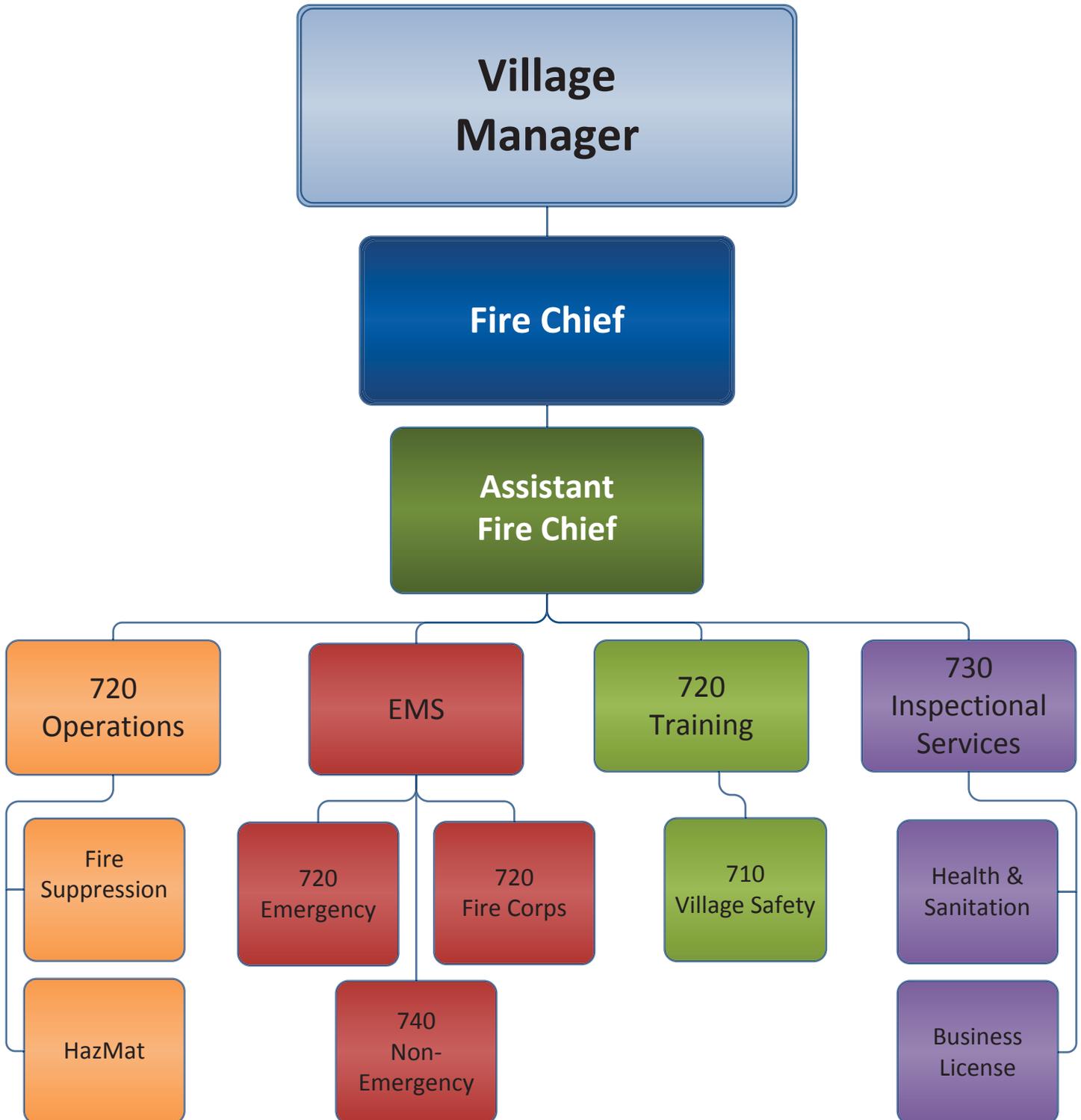
Cost Control Centers

Fire Administration	0710
Fire Emergency Operations	0720
Fire Inspectional Services	0730
Fire Non 911 Program	0740



Hanover Park

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, Emergency Medical Services (EMS) (including emergency and non-emergency ambulance transport), Hazardous Materials response and mitigation as well as vehicle and basic technical rescue services. Administration provides leadership, oversight and support for each departmental division.

DESCRIPTION OF FUNCTIONS

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

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

<u>PERFORMANCE ACTIVITIES AND MEASURES</u>					
Description of Measurement	2009	2010	2011	2012	2013
Fire Department Insurance Claims:					
Total Worker Compensation Claims	2	4	7	2	10
Worker Compensation Losses	\$25,762	\$3,056	\$437,073	\$12,605	\$210,802
All Other Claims	3	0	0	1	3
Non-Worker Compensation Losses	\$1,357	\$0	\$0	\$288	\$5,490
Total Claims	5	4	7	3	13
Total Losses	\$27,119	\$3,3056	\$437,073	\$12,893	\$216,292
Total Expenditures	\$4,796,525	\$5,092,377	\$5,308,477	\$5,770,618	\$5,914,972
Cost of Services Per Capita	\$125.31	\$133.04	\$138.68	\$150.76	\$155.77

2013 – 2014 OBJECTIVES

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

1. Conduct testing to certify a new part time firefighter hiring list. (First quarter)
Completed.
2. Conduct promotional testing to certify a new Lieutenants eligibility list. (First quarter)
Completed.

III. Is fiscally responsible and transparent

1. Continue to manage the Village's Comprehensive Strategic Plan providing quarterly updates and reviews and reporting such findings to the Village Board. (First through fourth quarters)
Ongoing.
2. Disconnect Village area from the Bloomingdale Fire Protection District creating coterminous Village and fire protection boundaries. (First through fourth quarters)
Ongoing. Meetings have been held with the District and a buy-down offer extended. Waiting on a response from the District.
3. Work to select a site and acquire all necessary property to construct a replacement Fire Station 2. (First through fourth quarters)
On hold.
4. Work to have a senior Fire Department Officer assigned to a leadership committee at Du-Comm. (First through fourth quarters)
Currently on Peer Review Committee, Fire Operations Committee, and Chief's Committee. Mayor Rod Craig represents the Village on the Executive Board.

ADDITIONAL ACCOMPLISHMENTS

1. Reached a voluntary settlement with IAFF Local 3452 for the "wage opener" provision of their collective bargaining contract.
2. Battalion Chief Fors was appointed to the EMS Committee of the Illinois Fire Chief's Association.
3. Hosted a 9/11 remembrance ceremony with approximately 100 people in attendance.
4. Hosted the regular Fire Prevention Week Open House with approximately 650 attending.
5. Conducted the Department's regular Halloween event where we distributed 5,000 pieces of candy packaged with fire safety information to the children of Hanover Park.
6. Completed the 2013 IRMA IMAP Review with the fire department receiving its highest ever rating score of 98 percent. The Department has implemented many, if not most, of the IRMA recommendations with a goal of achieving a score of 100 percent on the next review.
7. Chief Haigh and Human Resource Director Wendy Bednarek presented a workshop on succession planning at the International Association of Fire Chief's - *Fire Rescue International* conference held in August.

8. Assistant Chief Zaccard continues to provide assistance to other departments requesting his expertise on implementation and use of both Firehouse® Software and ImageTrend® Software.
9. Administrative Assistant Robin Dubiel was appointed to fill a vacant board seat for the Illinois Fire Service Administrative Professionals organization.
10. Chief Zaccard assisted the Village of Roselle with the selection process for their new Fire Marshal position.

2014B OBJECTIVES

III. Is fiscally responsible and transparent

1. Obtain a FEMA Aid to Firefighters Grant for the installation of Automatic Fire Sprinklers for Fire Station #2.
2. Obtain an Office of the State Fire Marshal grant for firefighter rescue “bail out” devices.

VILLAGE OF HANOVER PARK, ILLINOIS

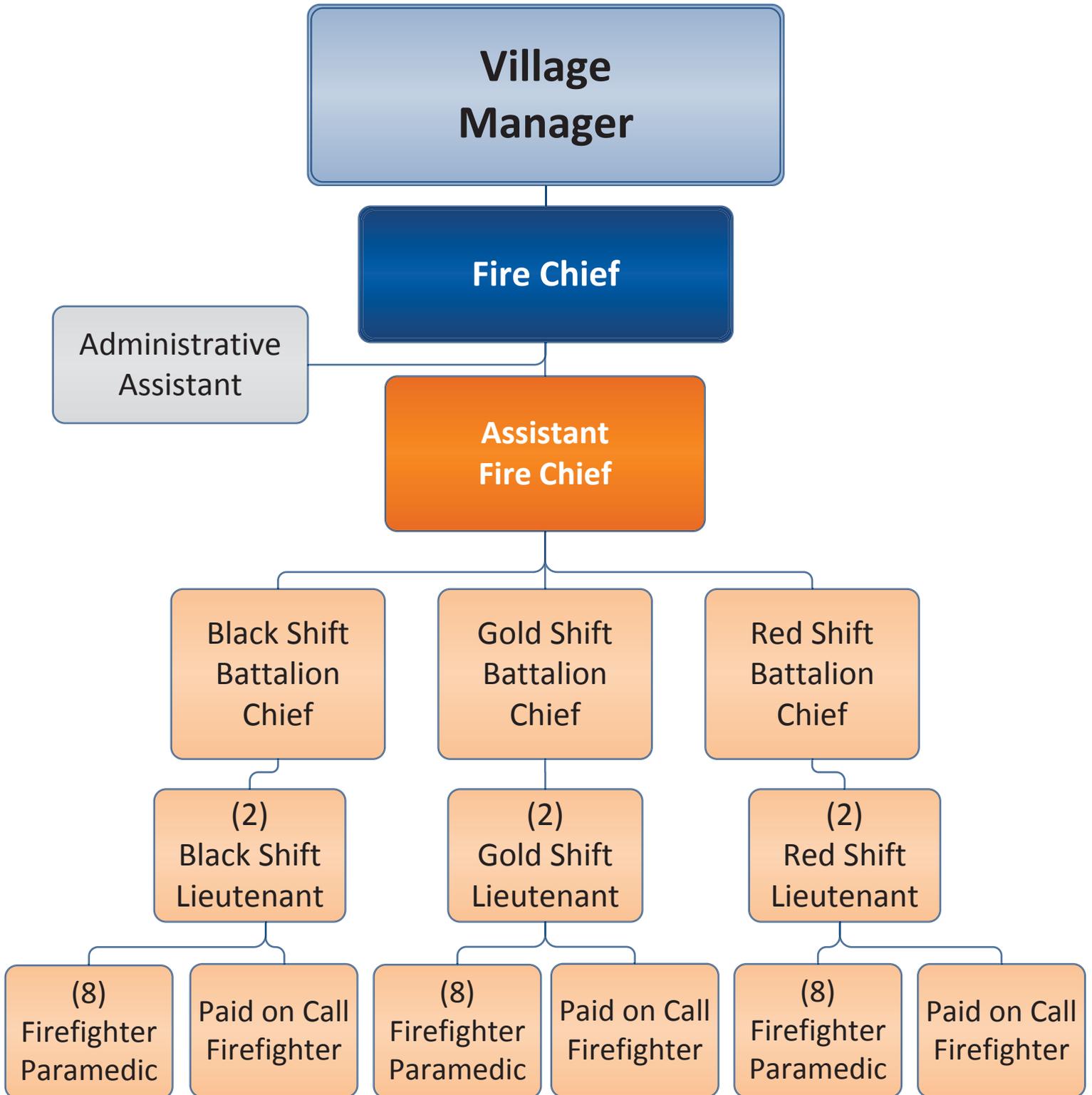
Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0710 - Fire Administration

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 341,025	\$ 337,417	\$ 340,474	\$ 340,474	\$ 230,150
1-21	Salaries-Overtime	2,180	2,518	2,500	2,376	1,950
1-41	State Retirement	9,289	8,489	10,406	10,406	6,524
1-42	Social Security	13,070	13,649	14,168	14,168	11,783
1-43	Police/Fire Pension	-	79,413	86,462	86,462	63,340
1-44	Employee Insurance	22,548	55,223	63,024	63,024	42,442
1-46	Unempl Compensation	-	-	-	-	-
Total Personal Services		388,112	496,709	517,034	516,910	356,189
2-11	Office Supplies	2,546	2,209	2,500	1,446	1,500
2-13	Memberships/Subscriptions	2,627	5,761	3,963	3,900	2,735
2-14	Books/Publications/Maps	494	92	2,030	500	2,100
2-27	Materials & Supplies	1,945	1,500	1,500	1,854	1,200
2-36	Photo Supplies	137	114	200	200	200
2-99	Miscellaneous Expense	25	39	100	100	700
Total Commodities		7,774	9,715	10,293	8,000	8,435
3-12	Postage	566	427	500	265	250
3-32	Office Equipment	4,035	3,391	3,700	2,860	1,600
3-61	Consulting Services	500	-	500	500	-
3-71	Schools/Conf/Meetings	5,853	9,500	20,378	15,200	22,884
3-72	Transportation	865	1,336	1,000	1,000	2,220
Total Contractual Services		11,819	14,654	26,078	19,825	26,954
Total Operating Expenditures		407,705	521,078	553,405	544,735	391,578
Total Fire Administration		\$ 407,705	\$ 521,078	\$ 553,405	\$ 544,735	\$ 391,578



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 20 part-time firefighters and officers. These personnel are supplemented by a full-time Administrative Assistant, a volunteer Fire Chaplain and 15 Fire Corps volunteers. Responses surpass 3,200 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.

<u>PERFORMANCE ACTIVITIES AND MEASURES</u>					
Description of Measurement	2009	2010	2011	2012	2013
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	17	17	18	17	18
Total Full Time Employees	36	37	36	36	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	4	4	4
Fire Calls	830	923	956	910	1,035
EMS Calls	2,045	2,160	2,309	2,388	2,488
Total Number of Calls	2,875	3,083	3,265	3,298	3,523
Total Number of Patients Contacted	2,237	2,379	2,551	2,515	2,628
Number of Advanced Life Support Calls (ALS)	1,192	1,307	1,255	1,273	1,246
Number of Basic Life Support Calls (BLS)	1,045	853	1,042	1,087	1,171
Actual Property Loss Due To Fire	\$678,601	\$802,600	\$420,520	\$589,806	\$269,525
Number Auto/Mutual Aid Received	221	152	150	213	112

Description of Measurement	2009	2010	2011	2012	
Number Auto/Mutual Aid Given	349	465	523	500	712
Number of Overlapping Incidents	862	1,018	1,107	1,115	1,165
Property Value of Fire Damaged Property	\$15,323,590	\$7,156,695	\$8,634,475	\$6,896,709	\$10,883,835
Number of Structural Fire Calls	29	21	19	25	19
Number of Non-Structural Fire Calls	28	23	36	43	47
Number of Malicious False Alarm Calls	7	2	0	8	3
Number of Non-Malicious False Alarm Calls	256	263	307	182	222
Total False Alarm Calls	263	265	307	190	225
Average Emergency Response Time (fire calls only)	0:03:46	0:03:27	0:03:46	0:02:49	0:03:48
Fire Corps					
Incident Rehab Activity	38	34	28	34	51
Non-Incident Rehab Activities	4	5	2	6	17

2013 – 2014 OBJECTIVES

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

1. Purchase and put into service the following replacement apparatus: (First through fourth quarters)

- a. Command 306 – On hold: Department was unable to order vehicle due to the retooling of the Chevrolet Suburban for the new model year. This purchase will therefore be pushed to the FY 14B budget.
- b. Hazardous Materials Squad 370 - Ordered.
- c. Rehab 374 – Writing specifications, expect to request bid proposals in late third quarter.

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)

Not started due to number of employees off on both duty and non-duty injuries.

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

Implemented a mentoring program designed to prepare candidates for promotion to Battalion Chief by assigning the position of assistant division head to the Training, Operations and EMS divisions.

4. 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.

Classes offered were 1) *Recognition and Response – Investigation of Terrorism and IED*, 2) *Legal Concerns: “You Can’t Make This Stuff Up!” Digital Imagery and Social Media Challenges in the Fire Service*, 3) *Financial Management*, 4) *National Fire Academy Course – Exercising Leadership to Facilitate Adaptive Change*, 5) *National Fire Academy Course – Leadership 2* and 6) *Fire Inspection Training For Fire Service Personnel*.

5. Develop daily training to evaluate firefighter skills based on the newly created Job Performance Ratings (JPR's). (Second quarter)

Ongoing.

6. Update Fire Department Personal Protective Equipment specifications. (Second quarter)

Completed.

7. Develop in-house continuing education/training program for HazMat Technicians. (Third quarter)

Ongoing

ADDITIONAL ACCOMPLISHMENTS

Operations Division

1. Firefighter/Paramedic Nick Rossberg, who serves as the Department's Hazardous Materials Team Coordinator, was promoted to Haz Mat Specialist/Advisor by MABAS Division XII.
2. Eight (8) new part-time firefighters were hired in January 2014.

Training Division/Public Education

1. Received a training grant through the University of Illinois Fire Service Institute allowing nine (9) personnel to attend training and receive certifications in Rope Operations.
2. Applied for and received \$7,622.26 in State Training Reimbursement funds from the Illinois Office of the State Fire Marshal. Funds were received based on training conducted in calendar year 2012.
3. With the exception of two personnel, all full time staff has received their Office of State Fire Marshal Certifications as Advanced Technician Firefighters. Of the two (2) remaining, one (1) is nearing retirement and the other is a new hire. The newly hired firefighter will attend classes in Fiscal Year 14B.
4. Three (3) personnel attended training on campus at the National Fire Academy.
5. Training Division Staff developed a new Field Training Program, which will be implemented with the next hiring of part time employees.
6. The department again supplied instructors to the University of Illinois Fire Service Institute Cadet/Explorers Conference.
7. Five (5) personnel received rescue certifications in Vehicle and Machinery Operations from the Illinois Office of the State Fire Marshal.
8. One (1) Lieutenant received certification as an Incident Safety Officer.
9. One (1) Firefighter/Paramedic received Provisional Fire Officer I certification.
10. One (1) Lieutenant received Provisional Fire Officer 2 certification.

Emergency Medical Services Division

1. Took delivery and placed into service a replacement Medic 381.
2. Attended the 2013 Pinnacle EMS Leadership Conference.

3. Implemented upgraded 12-lead sending devices. This included data retrieval software that stores monitor data for quality assurance review and training.
4. Quality assurance program: Completed studies on scene time, PCR validation, at hospital out of service times, cardiac arrests, as well as 12-lead procedures.
5. Conducted semiannual review of ambulance and cost recovery revenue.
6. Completed re-affiliation of CPR instructors.
7. Began meeting with the Alexian Brothers Medical Center ACO in preparation for Mobile Integrated Healthcare.
8. Formulated and updated job descriptions for Fire Corps Team Leader.
9. Expanded roles and responsibilities of the Fire Corps Team Leaders.
10. Completed EMS JPR's.

2014B OBJECTIVES

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

1. Expand our treatment of cardiac arrests by utilizing the most current technology (Lucas Device) incorporated with in depth analysis to include case review, crew feedback and scenario based practical training.
2. Obtain recognition from the American Heart Association's Project Lifeline

III. Is fiscally responsible and transparent

3. Purchase and place in service a new Command 306
4. Work with MABAS Division 12 to combine equipment from Hanover Park Haz-Mat Squad 370 and MABAS Division XII Haz-Mat Trailer 2 into a single response unit (Squad 370), and develop an updated response policy for both Department and Division.

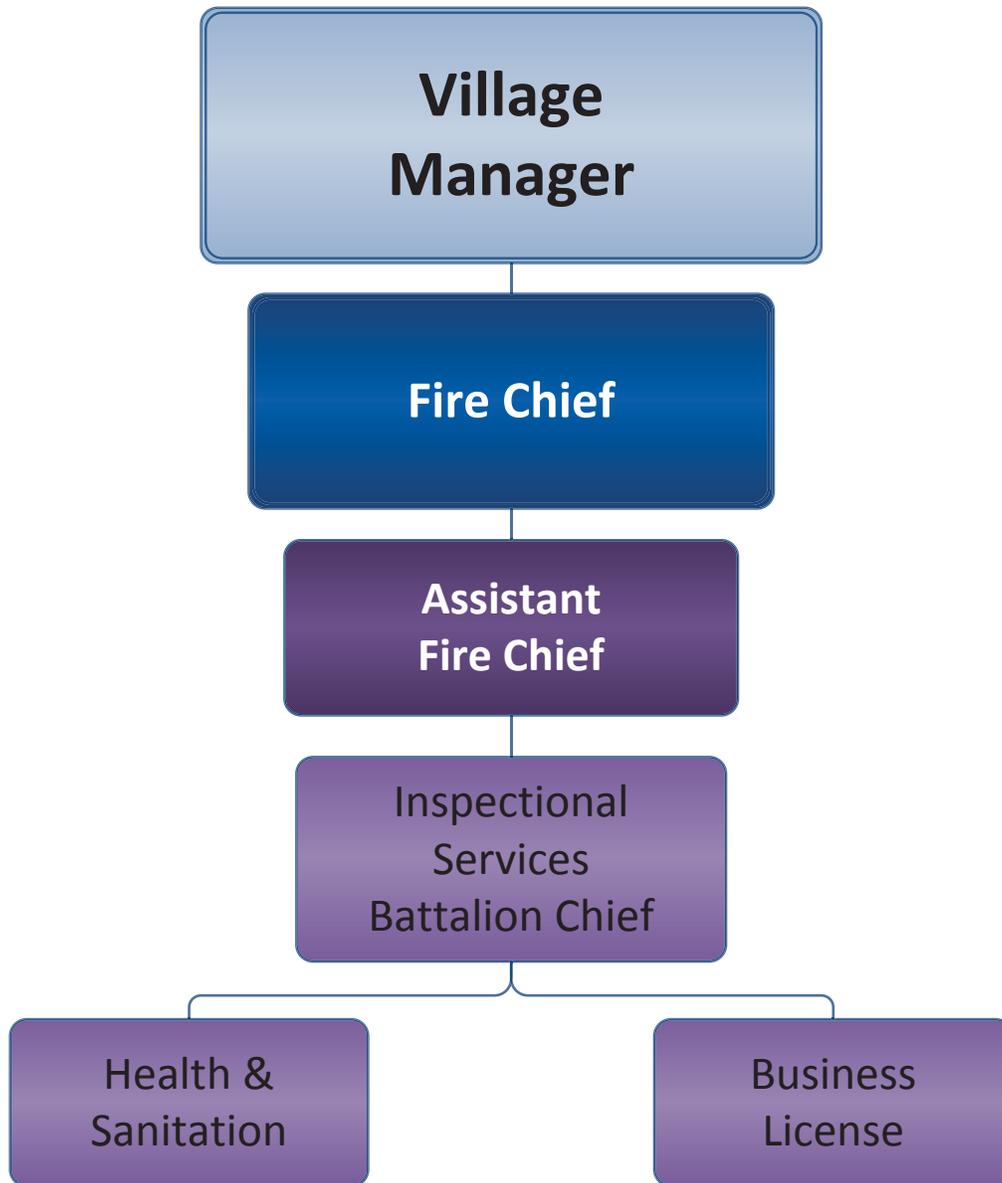
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0720 - Fire Suppression

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 2,601,891	\$ 2,522,459	\$ 2,558,546	\$ 2,532,619	\$ 1,717,672
1-12	Salaries-Part Time	377,478	341,419	315,455	315,000	219,602
1-21	Salaries-Overtime	282,803	233,712	217,759	260,868	166,042
1-41	State Retirement	-	18	-	-	-
1-42	Social Security	67,044	63,921	62,268	62,268	43,760
1-43	Fire Pension	805,643	729,099	821,751	821,751	645,751
1-44	Employee Insurance	510,973	438,802	483,607	483,607	343,402
1-46	Unempl Compensation	3,166	-	3,165	-	-
Total Personal Services		4,648,998	4,329,430	4,462,551	4,476,113	3,136,229
2-13	Memberships/Subscriptions	950	996	565	565	865
2-14	Books/Publications/Maps	5,276	4,996	5,230	4,100	4,900
2-21	Gasoline & Lube	317	-	-	-	-
2-23	Communication Parts	676	1,169	1,400	600	1,050
2-26	Bulk Chemicals	4,123	3,789	4,950	4,722	3,335
2-27	Materials & Supplies	9,363	7,870	7,875	9,734	5,141
2-28	Cleaning Supplies	6,024	5,889	6,475	4,974	3,550
2-29	Part & Access-Non Auto	9,947	8,248	2,500	500	2,000
2-31	Uniforms	11,801	14,574	10,950	12,000	7,875
2-33	Safety & Protective Equip	3,987	2,805	1,669	1,000	3,240
2-34	Small Tools	6,228	7,384	-	-	5,750
2-36	Photo Supplies	30	81	200	200	150
2-99	Miscellaneous Expen.	-	35	100	100	100
Total Commodities		58,722	57,836	41,914	38,495	37,956
3-12	Postage	79	-	-	2	-
3-14	Natural Gas	1,252	-	-	-	-
3-21	Liability Insurance Program	5,331	-	-	-	-
3-34	M & R - Buildings	272	313	-	-	-
3-36	Maintenance Agreements	21,640	28,685	29,135	29,135	21,795
3-37	M & R- Other Equipment	-	26,401	-	-	-
3-51	Equipment Rentals	64,294	63,832	70,243	70,243	51,196
3-52	Vehicle Maint & Replacement	-	216,105	223,559	210,398	252,284
3-65	Auditing Services	-	2,262	-	-	-
3-71	Schools/Conf/Meetings	34,439	35,869	25,138	20,670	33,630
3-72	Transportation	361	319	575	150	575
3-78	Fire Corp	1,418	1,334	3,760	750	1,000
3-91	Special Events	-	65	5,200	1,500	8,400
3-99	Miscellaneous Expense	100	100	100	150	100
Total Contractual Services		129,186	375,285	357,710	332,998	368,980
Total Fire Suppression		\$ 4,836,906	\$ 4,762,551	\$ 4,862,175	\$ 4,847,606	\$ 3,543,165

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

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

The Chief of Inspectional Services also attends Development Review Commission meetings for any technical assistance as needed.

PERFORMANCE ACTIVITIES AND MEASURES					
Description of Measurement	2009	2010	2011	2012	2013
Business License Inspections		827	863	845	838
School Inspections		33	15	16	15
Fire Protection System Inspections		216	203	195	244
Health Inspections		4	42	44	83
Food Service Inspections		122	489	505	509
Property Maintenance Inspections		72	437	523	614
Life Safety Inspections		24	13	30	13
Other			205	467	263

2013 – 2014 OBJECTIVES

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

1. Staff to obtain additional ICC certifications. (First through fourth quarter)
Ongoing. Two additional certificates added for all inspectors.
2. Complete benefit evaluation of administering an updated contractor's electrical exam through a third party agency as a revenue source. (First quarter)
Will implement.
3. Complete an inter-departmental coordination process for the administration and issuance of business licenses with related inspections. (First quarter)
Completed.
4. Implementation of a mentoring program for improved staff performance. (First through Fourth quarter)
Ongoing. Meetings scheduled with all employees within the division.
5. Complete orientation for new staff of key commercial and industrial properties building and fire safety systems. (First through Third quarter)
Ongoing.
6. Lead the Village in the adoption of the 2012 ICC codes. Provide staff and public education for the updated codes. (Third and Fourth quarter)
Scheduled for submittal to the Village Board during fourth quarter.
7. Develop an Inspectional Services Policy and Procedures Manual. (Fourth quarter)
Ongoing.

II. Offers Convenience through technologies

8. 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. (First quarter)
Completed.
9. Update and coordinate permit application forms and informational handouts. (First quarter)
Ongoing. Will be tied to code updates.
10. Obtain updated Insurance Service Organization (ISO) grade. (First quarter)
Ongoing. Tied to code updates.

ADDITIONAL ACCOMPLISHMENTS

1. Remodeling was completed for the Division's work area in the east wing of Village Hall including the establishment of a record storage room in the basement of Village Hall.

2. Substantial progress was made on strengthening customer service by moving to a “project management approach” designed to coordinate feedback and the activities of the various reviewing departments and consultants involved in the building permit process.
3. The Village’s Contractor Licensing Program was moved from the Finance department to the Division to consolidate the building permit approval process.
4. All job descriptions for positions within the Division were updated.
5. Staff refined the use of Firehouse software for the recording and scheduling of inspection activities and maintaining records for projects and properties.
6. A quality assurance system for internal plan review audits and notices of violation was established.
7. Chief Hess led the court process for the demolition of a long term abandon commercial building in an attempt to eliminate hazards and lay the groundwork for a new mixed-use development.
8. Chief Hess was elected to a Board position with NWBOCA, the professional building official’s organization for the region, and is now responsible for the coordination of the group’s training activities.
9. Staff attended numerous trainings targeting specific areas for cross-training and professional development.

2014B OBJECTIVES

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

1. The Division will administer all facets of an electrical contractor’s exam process and establish a fee structure as appropriate.
2. Provide contractor/public education seminars on the updated ICC 2012 code provisions.

II. Offers convenience through technologies

3. Complete updates of information on the website related to the new ICC 2012 codes including updated information on changes to zoning regulations.

III. Is fiscally responsible and transparent

4. Upgrade the part-time permit coordinator position to a full-time permit coordinator/ customer service technician.
5. Staff to complete an in-depth permit and plan review fee analysis.

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

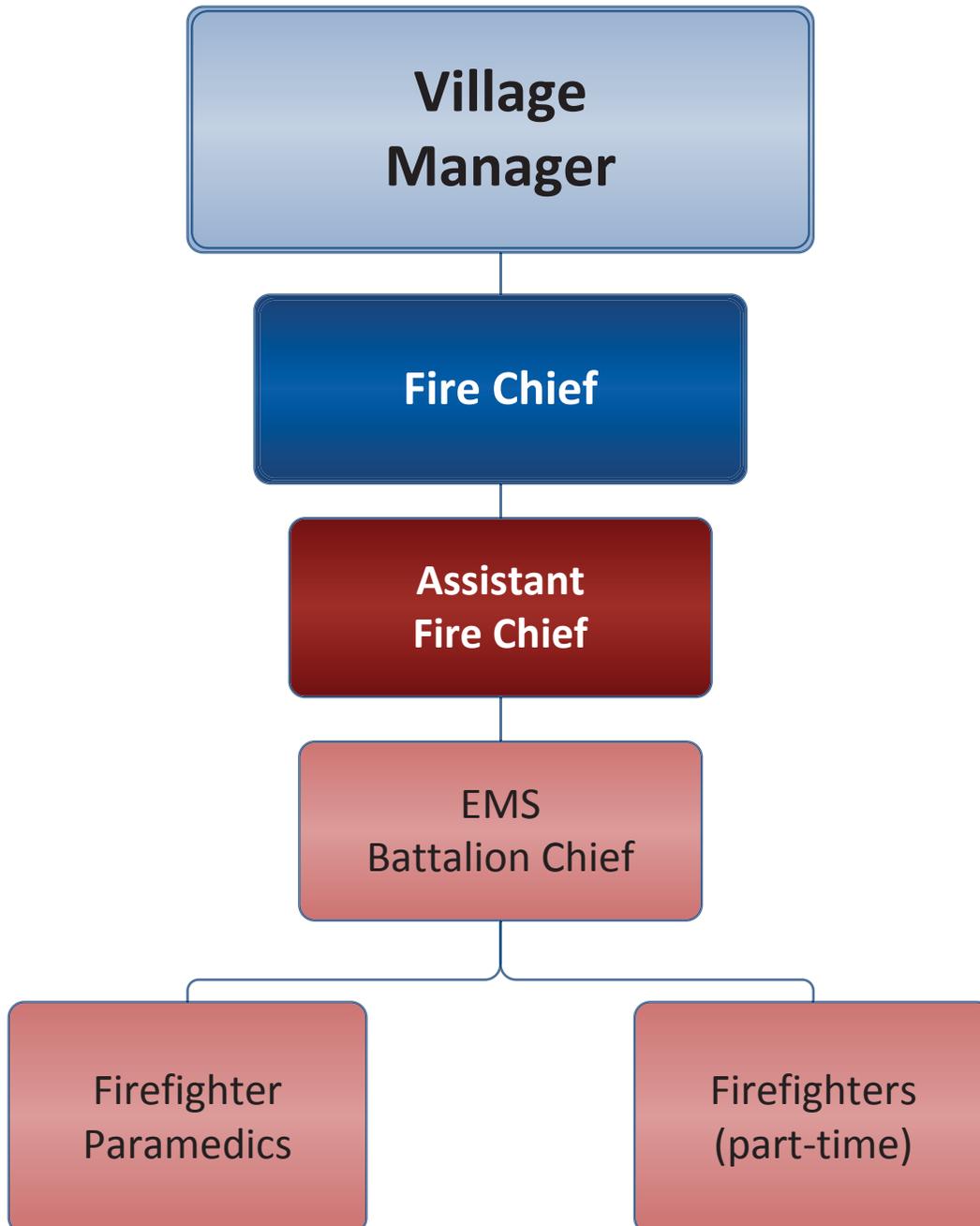
Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0730 - Inspectional Services

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 254,139	\$ 346,371	\$ 337,932	\$ 364,306	\$ 225,927
1-12	Salaries-Part Time	16,336	12,067	33,768	28,604	22,634
1-21	Salaries-Overtime	19,950	20,554	15,504	35,000	30,417
1-41	State Retirement	39,161	46,874	56,276	56,276	38,085
1-42	Social Security	18,395	25,697	29,703	26,394	21,462
1-44	Employee Insurance	19,649	63,739	80,617	80,617	53,174
Total Personal Services		367,630	515,302	553,800	591,197	391,699
2-11	Office Supplies	1,441	669	800	200	400
2-13	Memberships/Subscriptions	1,185	1,552	2,036	2,036	1,739
2-14	Books/Publications/Maps	2,048	2,835	2,814	2,500	800
2-23	Communication Parts	1,043	-	-	-	-
2-27	Materials & Supplies	214	68	200	200	100
2-31	Uniforms	4,392	2,693	3,500	800	2,000
2-33	Safety & Protective Equip	68	-	150	-	100
2-34	Small Tools	13	124	580	500	335
2-36	Photo Supplies	157	101	200	200	50
2-99	Miscellaneous Expen.	-	-	100	100	100
Total Commodities		10,561	8,042	10,380	6,536	5,624
3-12	Postage	264	422	500	250	500
3-61	Consulting Services	41,464	17,915	19,500	58,303	21,300
3-70	Binding and Printing	190	242	2,800	500	1,200
3-71	Schools/Conf/Meetings	5,403	5,540	6,420	2,000	7,670
3-72	Transportation	323	93	500	600	100
3-91	Special Events	5,770	7,279	3,300	5,730	-
3-99	Miscellaneous Expen.	-	-	100	100	100
Total Contractual Services		53,414	31,491	33,120	67,483	30,870
Total Inspectional Services		\$ 431,605	\$ 554,835	\$ 597,300	\$ 665,216	\$ 428,193

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.

PERFORMANCE ACTIVITIES AND MEASURES				
Description of Measurement	2010	2011	2012	2013
Non-Emergency Transfer	1	49	15	37

2013 – 2014 OBJECTIVES

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

1. Complete a community questionnaire seeking input on potential health services to be offered by the Fire Department. (Second quarter)

Scheduled for fourth quarter. Tied to Community Paramedicine.

2. Complete a 3-year plan to forecast the potential for the implementation of community paramedicine. (Third quarter)

Ongoing.

3. Maintain response times of 30 minutes or less, 90% of the time. (First through fourth quarters)

Exceeded.

4. Restrict the use of non-911 mutual aid to 10% of dispatched calls or less. (First through fourth quarters)

Exceeded.

III. Is fiscally responsible and transparent

5. Continue to monitor and analyze non-911 ambulance fee collections and revenue generation. (First through fourth quarters)

Ongoing.

ADDITIONAL ACCOMPLISHMENTS

1. Convened a working group to discuss and plan for the impact of the new Patient Protection and Affordable Care Act. The group consists of leadership from the Department, the Greater Elgin Mobile Intensive Care Program, Streamwood Fire Department, the Bartlett Fire Protection District Board, Hanover Park IAFF Local 3452, Streamwood IAFF Local 3022, and Illinois House Representative Mike Smiddy of the 71st District.
2. Completed staff introduction to community paramedicine with a transition to utilizing Mobile Integrated Healthcare terminology. Awaiting IDPH finalization and system approval of expanded roles.
3. Completed a comprehensive community analysis in order to aid implementing Mobile Integrated Healthcare.
4. In partnership with the Hanover Park Lion's Club, the department held a community-wide Health Fair at the Headquarters Fire Station.

2014B OBJECTIVES

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

1. File for expansion of role with our system hospital in order to conduct resident well-being checks.
2. Continue meeting/negotiations with area hospitals to institute Mobile Integrated Health.

II. Is fiscally responsible and transparent

3. Investigate revenue streams to support expanded services.

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0740 - Non-Emergency 911

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 37,437	\$ 18,821	\$ 23,705	\$ 19,878	\$ 16,021
1-12	Salaries-Part Time	4,035	608	-	2,043	14,280
1-21	Salaries-Overtime	867	160	-	300	608
1-41	State Retirement	87	1	-	-	-
1-42	Social Security	1,408	337	405	529	340
1-43	Fire Pension	-	6,785	7,388	7,388	5,401
1-44	Employee Insurance	-	4,574	1,082	1,082	730
Total Personal Services		<u>43,834</u>	<u>31,286</u>	<u>32,580</u>	<u>31,220</u>	<u>37,380</u>
2-11	Office Supplies	237	970	1,000	-	700
2-21	Gasoline & Lube	-	-	1,000	-	660
2-26	Bulk Chemicals	-	-	500	-	300
Total Commodities		<u>4,129</u>	<u>2,606</u>	<u>2,500</u>	<u>-</u>	<u>1,660</u>
3-21	Liability Insurance Program	-	-	6,726	-	59,684
3-51	Equipment Rentals	360	265	500	884	875
3-52	Vehicle Maint & Replacement	40,000	40,000	40,000	40,000	40,000
3-71	Schools/Conf/Meetings	6,079	2,354	-	-	-
Total Contractual Services		<u>46,439</u>	<u>42,619</u>	<u>47,226</u>	<u>40,884</u>	<u>100,559</u>
Total Non-Emergency 911		<u>\$ 94,402</u>	<u>\$ 76,511</u>	<u>\$ 82,306</u>	<u>\$ 72,104</u>	<u>\$ 139,599</u>

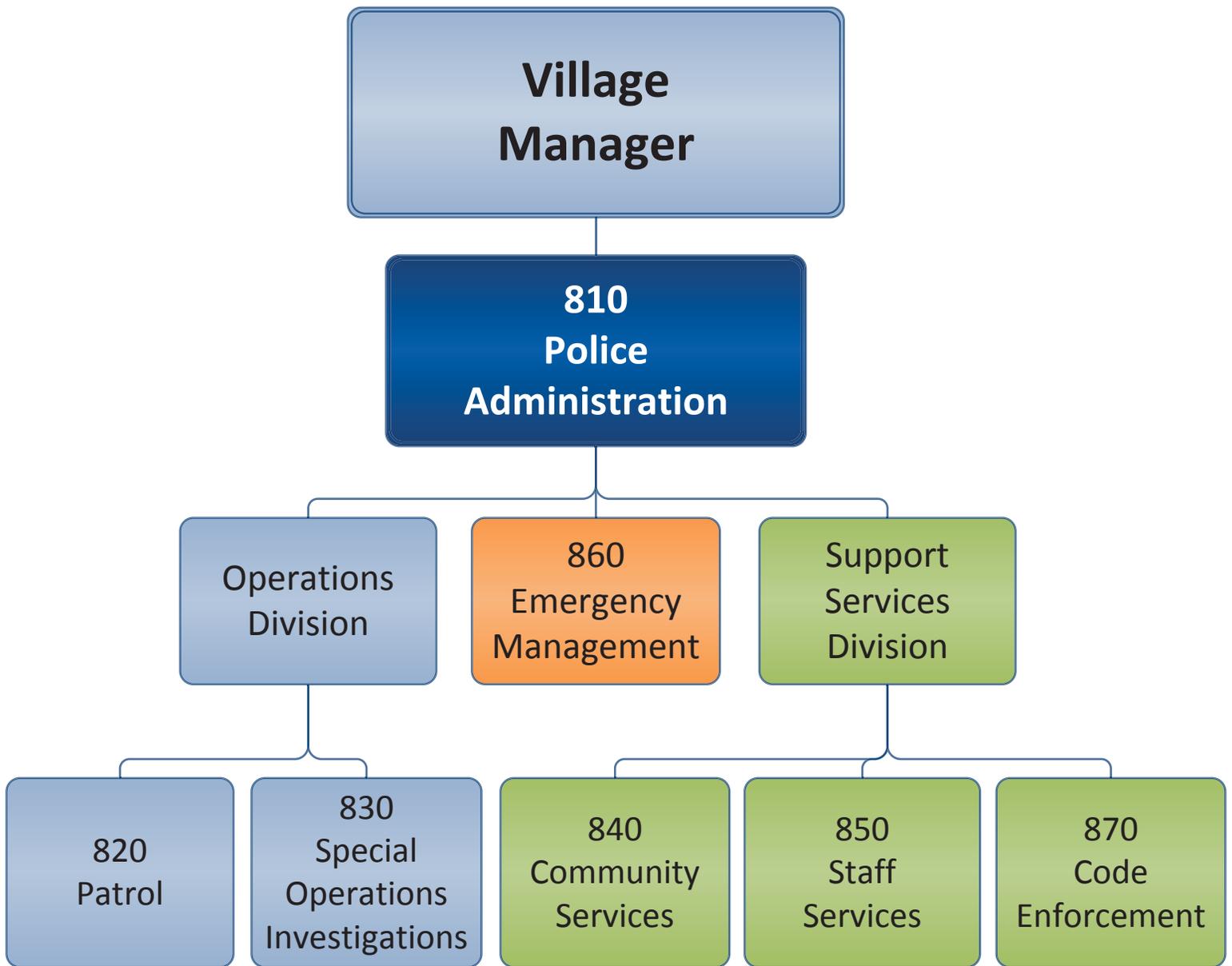
POLICE DEPARTMENT

Cost Control Centers

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

Hanover Park

Organization of the Police Department



810 – Police Administration



POLICE DEPARTMENT

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."

PERFORMANCE ACTIVITIES AND MEASURES					
Description of Measurement	2009	2010	2011	2012	2013
Number of Sworn Officers	57	57	61	61	61
Number of Sworn Members Per 1,000 Population	1.49	1.49	1.61	1.61	1.61
Part I Crime	660	587	508	481	384
Part II Crime	3,674	4,476	5,019	5,611	4,807
Activity (calls for service)*	40,279	42,226	44,698	47,775	40,792
911 CFS	14,645	13,787	13,290	13,466	12,566
Officer Initiated CFS	25,634	28,439	31,408	34,309	28,266
Impounded Vehicles	1,380	1,322	1,543	1,793	1,530
Graffiti Incidents	127	179	93	62	64
"Y" (State) Tickets Issued	6,022	6,320	7,039	9,135	8,014
"C" (Compliance) Tickets Issued	14	26	15	16	4
"P" (Parking) Tickets Issued	10,539	12,161	11,918	13,786	11,980
Traffic Fine Revenue - Cook County	\$165,368	\$68,384	\$112,610	\$118,588	\$131,695
Traffic Fine Revenue - DuPage County	\$60,364	\$19,607	\$31,823	\$36,551	\$45,085
Ordinance Violation Revenue	\$288,368	\$169,563	\$233,459	\$287,621	\$250,236
False Alarm Fines	\$10,050	\$7,725	\$5,750	\$5,400	\$3,725
Police Department Insurance Claims:					
Total Worker Compensation Claims	12	10	12	9	10

Description of Measurement	2009	2010	2011	2012	2013
Worker Compensation Losses	\$83,824	\$63,061	\$122,799	\$16,840	\$238,964
All Other Claims	15	15	5	4	4
Non Worker Compensation Losses	\$45,835	\$45,835	\$3,457	\$25,803	\$16,502
Total Claims	27	27	16	12	14
Total Losses	\$129,659	\$129,659	\$126,256	\$42,643	\$255,466
Total Expenditures	\$9,762,642	\$9,762,642	\$10,732,844	\$11,462,034	\$11,465,793
Cost of Services Per Capita	\$255.05	\$255.05	\$282.64	\$301.85	\$301.95
*=revised CFS data					

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Secure a Bureau of Justice Grant for Bullet Proof Vest Partnership. (Fourth Quarter)

Completed. The grant was applied for and received in 2014.

2. The Police Department will have CALEA conduct an onsite re-accreditation process using the Gold Standard Criteria. (Second Quarter)

Completed. In August CALEA Assessors conducted an onsite assessment and in November the Police Department earned its 4th re-accreditation from CALEA at the conference in Winston-Salem North Carolina.

RISK MANAGEMENT PROGRAM

2013– 2014 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.

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

Completed. Personnel were selected to be on the Safety Committee and meetings were held monthly.

ADDITIONAL ACCOMPLISHMENTS

1. The new police facility has recently won three architectural awards for its design in 2013. The North East Chapter of the American Institute of Architects awarded the Police Department the Excellence in Architecture Award in October of 2013, APWA Chicago Metro Chapter awarded the Police Department its Project of the Year Award of 2013, and in August 2013 Engineering News-Record Magazine awarded the Police Department with the Best Government/Public Building Award for the Midwest region.
2. The Police Department earned its 4th CALEA re-accreditation and also earned the award of excellence.
3. Part I Crime dropped 20% from 2012.
4. Chief Webb served as the 2013 President of the North Suburban Chiefs of Police Association.
5. A promotional process was created and completed for the positions of Lieutenant and Sergeant.
6. Chief Webb and Deputy Chief Gatz participated in a regional heroin initiative at Lake Park High School.
7. The Police Department earned a 99% rating from IRMA after its IMAP inspection of the Police Department.

2014B OBJECTIVES

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

1. Secure a Bureau of Justice Grant for Bullet Proof Vest Partnership. (Third Quarter)
2. Identify and schedule appropriate leadership training for department personnel. (Third Quarter)
3. Develop a rotation procedure that increases officer exposure to specialty positions. (Third Quarter)

RISK MANAGEMENT PROGRAM

2014B OBJECTIVES

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

1. Continue to provide periodic driver training programs. (Third Quarter)
2. Test and review the Emergency Notification System. (Third Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

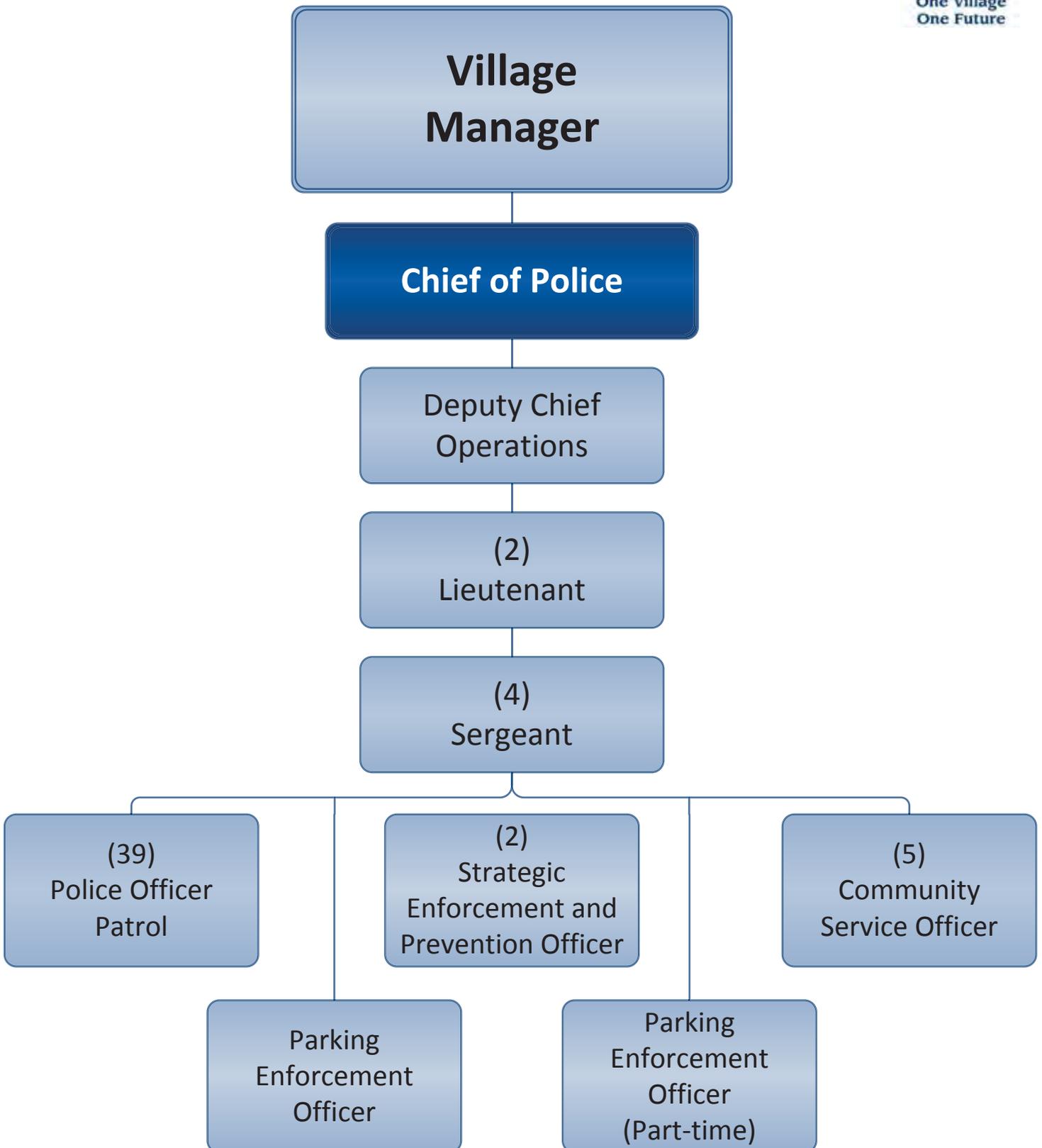
Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0810 - Police Administration

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 465,850	\$ 473,911	\$ 485,408	\$ 485,408	\$ 325,118
1-21	Salaries-Overtime	5,788	4,251	7,000	7,000	4,667
1-41	State Retirement	17,875	16,364	18,632	18,632	11,737
1-42	Social Security	33,828	34,617	34,319	34,319	29,603
1-43	Police Pension	93,739	125,940	128,854	128,854	111,571
1-44	Employee Insurance	67,488	74,193	79,370	79,370	54,378
Total Personal Services		684,568	729,276	753,583	753,583	537,074
2-13	Memberships/Subscriptions	6,240	6,430	7,076	7,076	4,696
2-14	Books/Publications/Maps	195	152	235	235	235
2-21	Gasoline & Lube	18	-	-	-	-
2-27	Materials & Supplies	550	133	550	550	367
2-31	Uniforms	712	1,831	1,400	1,400	1,400
2-34	Small Tools	-	15	50	50	50
Total Commodities		7,715	8,561	9,311	9,311	6,748
3-52	Vehicle Maint & Replace	-	6,230	10,030	10,030	10,601
3-61	Consulting Services	1,215	1,370	1,500	1,500	1,000
3-71	Schools/Conf/Meetings	6,420	8,917	5,093	5,093	5,093
3-72	Transportation	689	1,134	1,080	1,080	720
3-86	Court Supervision Expense	-	50,000	40,000	40,000	-
3-91	Special Events	27	-	50	50	33
3-92	Drug Forfeiture Expen.	3,000	1,000	3,800	3,800	5,000
3-94	DUI Expen.	172	797	2,850	2,850	1,900
3-99	Miscellaneous Expen.	-	-	350	350	233
Total Contractual Services		11,523	69,448	64,753	64,753	24,580
Total Operating Expenditures		703,806	807,285	827,647	827,647	568,402
Total Police Administration		\$ 703,806	\$ 807,285	\$ 827,647	\$ 827,647	\$ 568,402

820 - Patrol



POLICE DEPARTMENT

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.

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

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 Patrol Division is responsible for maintaining a professional relationship with other divisions of the Department, other departments of the Village, and other agencies of the criminal justice system. This relationship should result in the proper exchange of information and assistance in areas of mutual concern.

The Strategic Enforcement and Prevention Division under general supervision performs traffic control and enforcement, conduct traffic surveys, traffic accident investigation/reconstruction/total station tech, parking enforcement, organizes community events, maintains nuisance abatement program, maintains trespass program, review red light camera violations, serve as facilitator for administrative hearings, conducts taxi inspections, presents school assembly presentations, conducts Beverage Alcohol Sales and Service Education Training (BASSET) checks, prepares security surveys, monitors local pawn shops, tow yard inspections, finger prints individuals for alcohol business licensing, completes background checks of solicitors and employees of the local school districts, and conducts liquor and tobacco stings.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. 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.

2. Create and implement an Assistant Team Leader training program. (Fourth Quarter)

Completed. The Assistant Team Leader training program was created and implemented.

3. Identify and train an additional field training officer. (Third Quarter)

Completed. Two field training officers were identified and trained.

4. Train all supervisory staff, including Assistant Team Leaders, in use of force investigations. (Fourth Quarter)

Completed

5. Attend quarterly Tanglewood Homeowners Association Meetings. (Fourth Quarter)

Completed. Police Department staff attended quarterly meetings.

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

Completed. The Strategic Enforcement and Prevention and patrol Units partnered to conduct monthly parking and traffic enforcement details at all schools in the village.

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

Completed. The Strategic Enforcement and Prevention Unit conducted both liquor stings.

8. Track and document all traffic accidents that occur in the villages intersections that have red light cameras. (Fourth Quarter)

Completed

9. The Strategic Enforcement and Prevention Unit will conduct two neighborhood watch meetings. (Fourth Quarter)

Completed. Both meetings were held in the Community Room.

10. The Police Department will conduct two meetings in Spanish in compliance with the Area Response team Initiative. (Fourth Quarter)

Completed. Both meetings were conducted.

ADDITIONAL ACCOMPLISHMENTS

1. Planned and executed plan for the St. Ansgar Easter Stations of the Cross procession and reenactment.
2. Planned and executed plan for the St. Ansgar Mexican Independence Day Parade and celebration.
3. Planned and executed plan for the Hanover Park Park Districts 5K event.
4. The Strategic Enforcement and Prevention Unit hosted periodic Senior Triad training.
5. The Strategic Enforcement and Prevention and Patrol Units assisted all schools within the village with their mandatory lockdown drills.
6. Coordinated a joint school shooting incident training with the Roselle Police Department for School District 20 staff.
7. Applied for and received an Illinois Department of Transportation (IDOT) STEP Grant.
8. Assisted the Illinois State Police in a joint roadside safety check.
9. Assisted with site security at the North west 4th of July Fest at the Sears Center in Hoffman Estates.

2014B OBJECTIVES

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

1. Maintain 5-year average of low Part-1 crime rate. (Third Quarter)
2. Conduct four neighborhood Area Response Team meetings in compliance with the Area Response Team initiative. (Third Quarter)
3. The Department will conduct two meetings in Spanish in compliance with the Area Response Team (ART) initiative. (Third Quarter)
4. Conduct monthly parking and traffic enforcement details at all schools in the Village (Second Quarter)
5. Increase training for patrol personnel relating to SharePoint, MDC, Apriss, and building troubleshooting. (Second Quarter)
6. The department range officer will research and develop a maintenance/replacement schedule for department issued Glock's. (Third Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

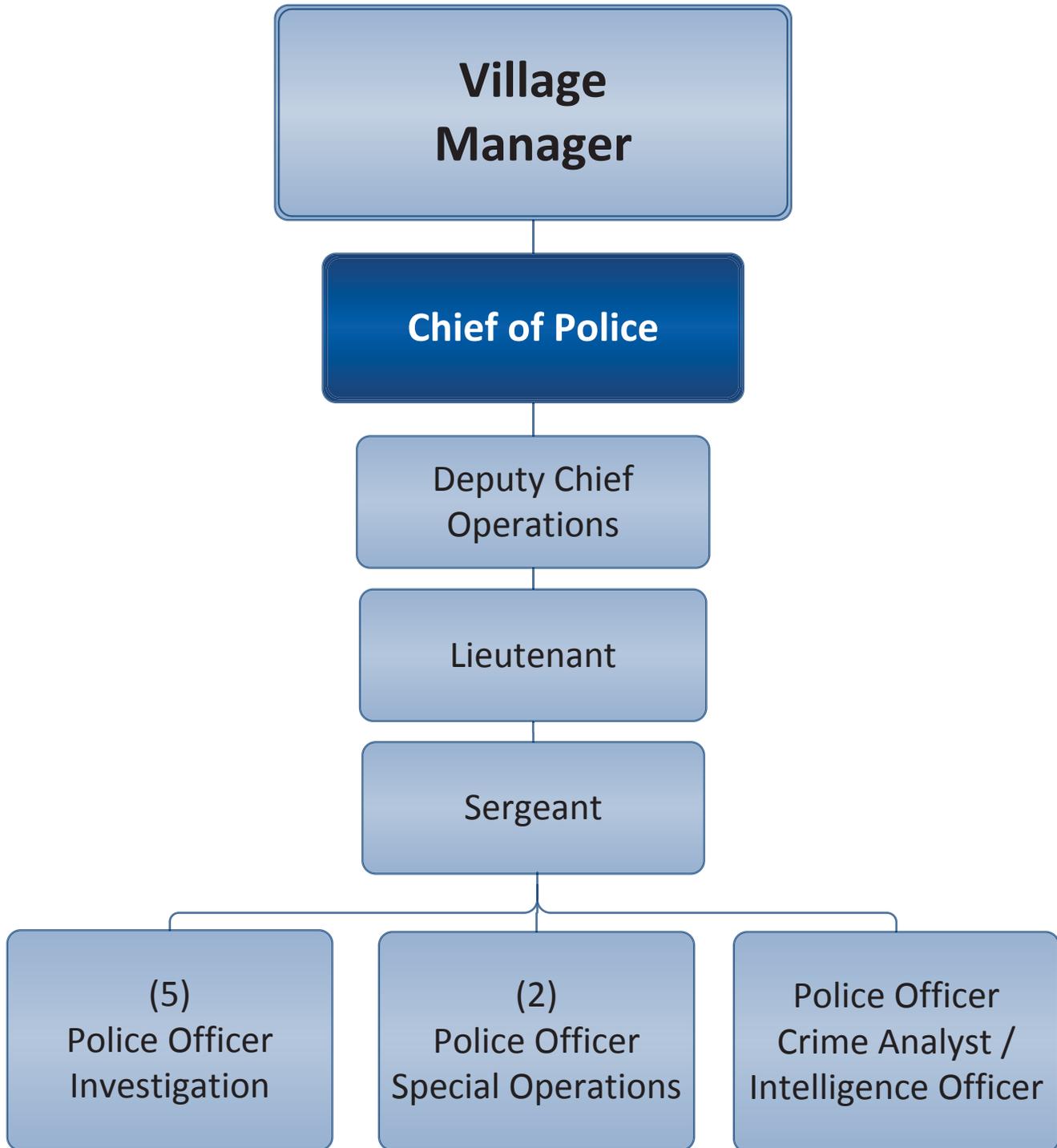
Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0820 - Patrol

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 3,534,033	\$ 3,545,285	\$ 3,852,940	\$ 3,852,940	\$ 2,713,457
1-12	Salaries-Part Time	-	-	28,325	28,325	19,239
1-21	Salaries-Overtime	374,337	275,522	390,774	390,774	259,516
1-22	Court Appearances	145,148	159,275	149,000	149,000	99,334
1-23	Holiday Pay	109,766	112,748	112,575	112,575	86,965
1-29	Employee Incentive	29,953	17,587	26,950	26,950	20,819
1-41	State Retirement	48,598	43,717	59,039	59,039	36,807
1-42	Social Security	311,988	307,659	349,524	349,524	246,048
1-43	Police Pension	1,077,999	1,125,847	1,274,702	1,274,702	897,857
1-44	Employee Insurance	705,796	675,292	784,792	784,792	576,325
Total Personal Services		6,337,618	6,262,932	7,028,621	7,028,621	4,956,367
2-13	Memberships/Subscriptions	5,865	7,530	7,065	7,065	3,200
2-14	Books/Publications/Maps	129	266	300	300	300
2-21	Gasoline & Lube	850	-	-	-	-
2-25	Ammunition	-	-	2,000	2,000	2,000
2-27	Materials & Supplies	6,232	8,770	8,170	8,170	5,447
2-31	Uniforms	33,347	32,307	37,300	37,300	27,300
2-33	Safety & Protective Equip	4,835	5,450	5,000	5,000	3,300
2-34	Small Tools	510	1,698	1,570	1,570	1,046
Total Commodities		51,768	56,021	61,405	61,405	42,593
3-36	Maintenance Agreements	-	-	30,000	30,000	20,000
3-37	M & R- Other Equipment	-	-	100	100	67
3-52	Vehicle Maint & Replace	-	109,948	134,737	134,737	210,816
3-65	Medical Examinations	-	-	-	-	-
3-71	Schools/Conf/Meetings	26,561	32,844	32,660	32,660	21,774
3-72	Transportation	17,561	18,285	17,000	17,000	11,000
3-99	Miscellaneous Expen.	-	-	125	125	84
Total Contractual Services		44,122	161,077	214,622	214,622	263,741
Total Operating Expenditures		6,433,508	6,480,030	7,304,648	7,304,648	5,262,701
Total Patrol		\$ 6,433,508	\$ 6,480,030	\$ 7,304,648	\$ 7,304,648	\$ 5,262,701

830 – Special Operations / Investigations



POLICE DEPARTMENT

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.

2013 – 2014 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. Five narcotic-related search warrants were served.

2. Conduct two sex offender compliance checks. (Third Quarters)

Completed. Two sex offender compliance checks were completed.

3. Continue to plan and Implement a holiday/special events initiative. (Fourth Quarter)

Completed. Plans for each holiday and special event were developed and implemented.

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

Completed. Department personnel staffed the Suburban Desk as assigned in 2013.

5. Work with the National White Collar Crime Center to host a training session. (Third Quarter)

In Progress. Working with National White Collar Crime Center to schedule a training session.

6. Train the new SOG Sgt. (First Quarter)

Completed. SOG Sgt received training in SOG and detective operations.

7. Host one area detective meeting.

Completed.

8. Implement the Police Department P.A.C.C Community Outreach initiative. (First Quarter)

Completed. A comprehensive Community Outreach initiative was created utilizing Facebook, NIXLE, and MyPD smartphone App to communicate with the public via social media.

ADDITIONAL ACCOMPLISHMENTS

1. Implemented the new version of SharePoint software.

2. Crime Analyst assisted reconfiguration of MDC's to allow the network access and Cisco phone application.

3. SOG assisted ICE with two fugitive sweeps.

4. The Investigations Lieutenant conducted two virtual ride along utilizing the departments Facebook page to update residents related to patrol activity occurring live on the street.

2014B OBJECTIVES

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

1. Conduct two sex offender compliance checks. (Third Quarters)

2. Continue to plan and implement holiday and special events initiative. (Third Quarter)
3. Implement Rigid gang data base with access to patrol. (Second Quarter)
4. A detective will receive crime analysis training to serve as the backup crime analyst. (Third Quarters)
5. Implement a cost free offender watch program. (First Quarter)
6. Increase P.A.C.C. advertisement at high traffic areas. (Third Quarter)
7. Conduct a virtual ride along. (Third Quarter)
8. Implement a Crime Mapping Program. (First Quarter)

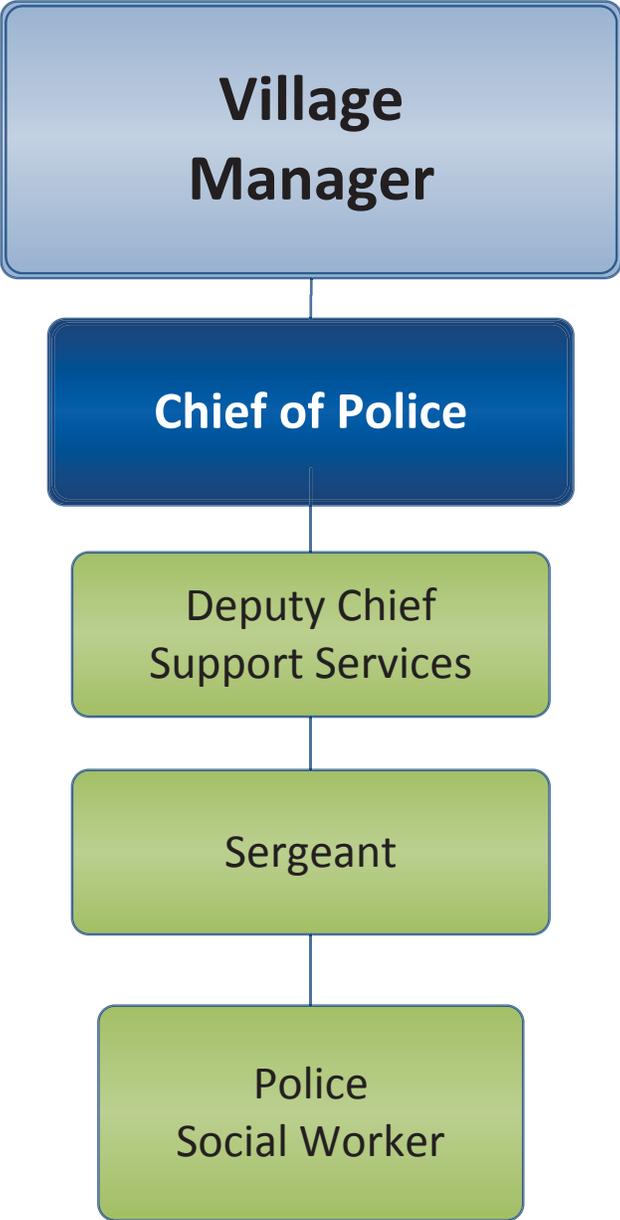
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0830 - Investigations

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 864,771	\$ 898,349	\$ 831,841	\$ 831,841	\$ 571,101
1-21	Salaries-Overtime	133,555	102,263	132,000	132,000	87,000
1-22	Court Appearances	25,518	29,038	28,000	28,000	18,667
1-23	Holiday Pay	26,636	27,140	27,500	27,500	21,244
1-26	Compensation Adjustment	8,449	8,089	7,200	7,200	5,562
1-42	Social Security	78,236	80,317	79,165	79,165	55,581
1-43	Police Pension	312,465	307,421	291,211	291,211	204,003
1-44	Employee Insurance	204,791	165,653	169,169	169,169	119,487
Total Personal Services		1,654,421	1,618,270	1,566,086	1,566,086	1,082,645
2-13	Memberships/Subscriptions	15,826	11,836	17,070	17,070	15,320
2-14	Books/Publications/Maps	129	100	200	200	134
2-21	Gasoline & Lube	71	-	-	-	-
2-27	Materials & Supplies	-	-	-	-	-
2-31	Uniforms	4,612	4,751	5,300	5,300	5,300
2-34	Small Tools	1,499	1,911	1,000	1,000	667
Total Commodities		22,137	18,598	23,570	23,570	21,421
3-32	M & R- Office Equipment	-	-	100	100	67
3-37	M & R- Other Equipment	-	-	50	50	33
3-52	Vehicle Maint & Replace	-	19,142	36,868	36,868	48,917
3-65	Medical Examinations	-	-	-	-	-
3-71	Schools/Conf/Meetings	6,017	7,706	14,666	14,666	9,777
3-72	Transportation	3,853	1,174	2,500	2,500	1,667
3-99	Miscellaneous Expen.	101	-	225	225	150
Total Contractual Services		9,971	28,022	54,409	54,409	60,611
Total Operating Expenditures		1,686,529	1,664,890	1,644,065	1,644,065	1,164,677
Total Investigations		\$ 1,686,529	\$ 1,664,890	\$ 1,644,065	\$ 1,644,065	\$ 1,164,677

840 – Community Services



POLICE DEPARTMENT

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.

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.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. The Police Social Worker will conduct a presentation of the available services the unit can provide at one of the ART meetings. (Fourth Quarter)

Completed. A presentation was conducted.

2. The Police Social Worker will create a newsletter to coincide with events such as domestic violence awareness and sexual assault awareness months. (Third Quarter)

Completed. Newsletters were sent out for each issue in the Hi-lighter.

3. The Police Social Worker will conduct mental health training for new personnel. (Fourth Quarter)

Completed. All new personnel received training.

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

4. The Police Social Worker will create an eAlert quarterly regarding a social service topics. (Fourth Quarter)

Completed.

ADDITIONAL ACCOMPLISHMENTS

1. Updated the Mass Care annex of the emergency operations plan.
2. Participated in the Centro de informacion mental health fair.
3. Participated in 2013 Cops Day Pic Nic at East Harbor Park.
4. Participated in kids at Hope training session.
5. Assisted Village President at Hoffman Estates Opportunity Center planning meeting.
6. Participated in a gang awareness presentation at Springwood Middle School.

2014B OBJECTIVES

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

1. The Police Social Worker will conduct a presentation of the available services the unit can provide at one of the ART meetings. (Third Quarter)
2. The Police Social Worker will conduct mental health training for all operations personnel. (Third Quarter)
3. The Police Social Worker will create an article for the Hi-lighter to coincide with events such as domestic violence awareness and sexual assault awareness months. (Third Quarter)
4. The Police Social Worker will update all equipment and documentation in the villages mass care kits. (Third Quarter)

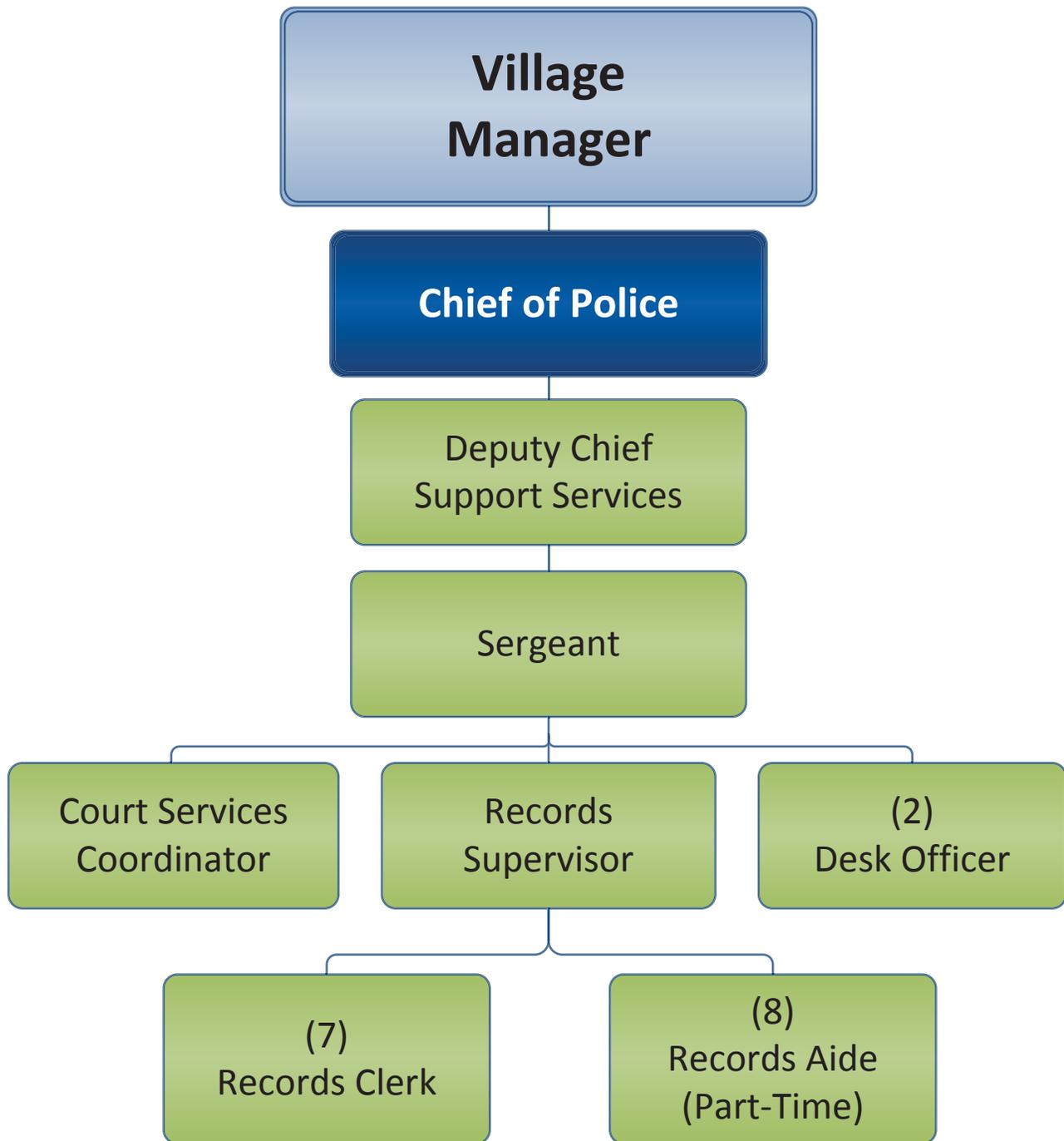
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0840 - Community Services

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 242,721	\$ 251,495	\$ 66,166	\$ 66,166	\$ 44,110
1-12	Salaries-Part Time	13,432	10,542	-	-	-
1-21	Salaries-Overtime	30,244	23,319	1,000	1,000	667
1-22	Court Appearances	-	-	-	-	-
1-23	Holiday Pay	6,017	6,173	-	-	-
1-41	State Retirement	13,897	10,011	10,663	10,663	6,617
1-42	Social Security	19,849	21,117	5,139	5,139	3,451
1-43	Police Pension	31,246	61,643	-	-	-
1-44	Employee Insurance	42,979	51,438	7,510	7,510	5,177
Total Personal Services		400,385	435,738	90,478	90,478	60,022
2-13	Memberships/Subscriptions	315	65	375	375	25
2-14	Books/Publications/Maps	-	-	25	25	25
2-27	Materials & Supplies	2,660	2,354	100	100	67
2-31	Uniforms	707	1,954	-	-	-
2-34	Small Tools	-	-	50	50	50
Total Commodities		3,682	4,373	550	550	167
3-36	Maintenance Agreements	25,862	35,657	-	-	-
3-37	M & R- Other Equipment	-	-	25	25	25
3-61	Consulting Services	2,835	2,300	2,500	2,500	1,667
3-71	Schools/Conf/Meetings	555	580	1,090	1,090	787
3-72	Transportation	-	10	100	100	67
3-99	Miscellaneous Expen.	-	-	240	240	160
Total Contractual Services		29,252	38,547	3,955	3,955	2,706
Total Operating Expenditures		433,319	478,658	94,983	94,983	62,895
Total Community Services		\$ 433,319	\$ 478,658	\$ 94,983	\$ 94,983	\$ 62,895

850 – Staff Services



POLICE DEPARTMENT 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.

2013 – 2014 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 and convert it to NIXLE. (First Quarter)

Completed.

3. Conduct the annual Department-wide records destruction process. (First Quarter)

Completed.

4. The records supervisor will train records personnel to utilize the new records clerk field training system. (First quarter)

Completed. Records Clerks were identified as field training officers and trained to utilize FTO system.

5. The records division will complete the entire FOIA process for all police related requests. (Fourth Quarter)

Completed. Records Clerks were trained in the FOIA processing process and the division completed processing of the FOIA's for all police request.

ADDITIONAL ACCOMPLISHMENTS

1. Hired and trained a new Court Services Coordinator.
2. The Support services Sergeant worked with a communications vendor to purchase and install a bi-directional amplifier for better reception of the Starcom21 radios within critical areas in the police facility.
3. Hired and trained one full-time Records Clerk.
4. Collaborated with DuComm Engineers to conduct a firmware update on all Starcom21 radios.
5. ILEAS Starcom Radio was rebanded and second touch completed to be in compliance with FCC regulations.

2014B OBJECTIVES

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

1. The Support Services Sergeant will develop a training program, schedule, and tracking for the new CALEA training module. (Second Quarter)
2. Develop and implement a field training program for the court services coordinator and desk officer positions. (Third Quarter)

3. Conduct the annual Department-wide records destruction process. (Second Quarter)
4. Identify and train a civilian employee to be the backup court services coordinator. (Second Quarter)
5. Create a power user curriculum and training schedule for the high end users to assist with police department technological troubleshooting. (Third Quarter)
6. Create a Hanover Park Police Headquarters trouble shooting manual. (Third Quarter)
7. Assist with the implementation and transition of Dacra E-Ticketing adjudication system. (First Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

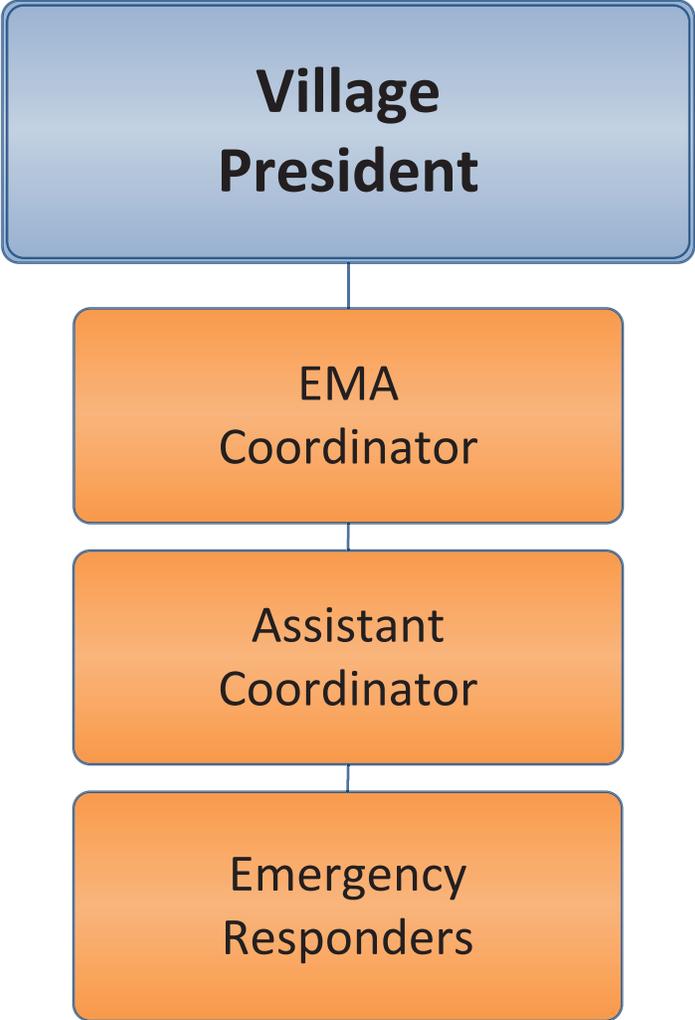
Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 850 - Staff Services

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 563,360	\$ 484,979	\$ 453,362	\$ 453,362	\$ 307,105
1-12	Salaries-Part Time	133,853	123,343	113,837	113,837	73,732
1-21	Salaries-Overtime	16,048	14,718	18,500	18,500	12,334
1-22	Court Appearances	125	232	-	-	-
1-23	Holiday Pay	5,014	5,218	9,525	9,525	7,358
1-41	State Retirement	74,612	57,160	61,119	61,119	38,687
1-42	Social Security	54,215	47,248	46,331	46,331	31,437
1-43	Police Pension	46,869	36,855	34,915	34,915	51,310
1-44	Employee Insurance	125,126	120,411	139,036	139,036	104,155
Total Personal Services		1,019,222	890,164	876,625	876,625	626,118
2-11	Office Supplies	8,205	6,689	5,250	5,250	3,500
2-13	Memberships/Subscriptions	425	376	620	620	414
2-14	Books/Publications/Maps	73	-	25	25	25
2-23	Communication Parts	834	2,275	2,500	2,500	1,667
2-27	Materials & Supplies	7,411	7,929	8,580	8,580	5,720
2-31	Uniforms	3,331	2,581	3,000	3,000	2,000
2-34	Small Tools	100	21	100	100	67
2-35	Evidence	3,623	5,149	5,000	5,000	3,333
2-36	Photo Supplies	773	804	1,000	1,000	667
2-99	Miscellaneous Expen.	-	51	75	75	50
Total Commodities		24,775	25,875	26,150	26,150	17,443
3-12	Postage	23,418	24,831	20,000	20,000	15,000
3-32	M & R- Office Equipment	-	-	100	100	67
3-33	M & R- Comm Equipment	523	224	2,500	2,500	3,268
3-36	Maintenance Agreements	10,333	3,844	10,400	10,400	7,500
3-51	Equipment Rentals	533,123	596,697	622,518	622,518	487,147
3-52	Vehicle Maint & Replace	6,120	-	-	-	-
3-61	Consulting Services	7,385	6,450	9,000	9,000	6,000
3-65	Medical Examinations	-	-	-	-	-
3-70	Binding & Printing	938	416	1,500	1,500	500
3-71	Schools/Conf/Meetings	514	1,011	5,668	5,668	2,500
3-72	Transportation	-	161	250	250	167
3-99	Miscellaneous Expen.	20	72	50	50	33
Total Contractual Services		582,374	633,706	671,986	671,986	522,182
Total Operating Expenditures		1,626,371	1,549,745	1,574,761	1,574,761	1,165,743
Total Staff Services		\$ 1,626,371	\$ 1,549,745	\$ 1,574,761	\$ 1,574,761	\$ 1,165,743

860 – Emergency Management



POLICE DEPARTMENT

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.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Conduct annual fit test of Department-issued gas masks. (Fourth Quarter)

Completed.

2. Review and update the National Incident Management System (NIMS) 2013 compliance for the Police Department. (Fourth Quarter)

Completed.

3. Replaced inserts in 54-gas masks to comply with requirements to extend the expiration date of the masks to 2017. (Fourth Quarter)

Completed.

4. The police department command staff and village department heads will receive training to utilize the emergency operation plan. (Fourth Quarter)

Completed. A mock EOC drill and a winter storm tabletop exercise were conducted and the department heads and their staff as well as the PD command staff participated.

5. Train the new CEO Supervisor/EMA Assistant in emergency management function. (Fourth Quarter)

Completed.

ADDITIONAL ACCOMPLISHMENTS

1. Citizen Emergency Response Team (CERT) participated in 7 events hosted by the Village/Police Department.
2. Planned and implemented a mock EOC drill/tabletop exercise response for village department heads and police department command staff.
3. Conducted quarterly training for CERT members.
4. Attended quarterly DuPage County Emergency Management Association meetings.

2014B 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 2014 NIMS compliance for the Police Department. (Third Quarter)

3. Train new Support Services Deputy Chief in emergency management function. (Fourth Quarter)

4. Police Department Command Staff and Village Department Heads will receive training to utilize Emergency Operation Plan (EOP) on the Comprehensive Emergency Management Plan (CEMP). (First Quarter)

5. Conduct a tabletop exercise. (Third Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

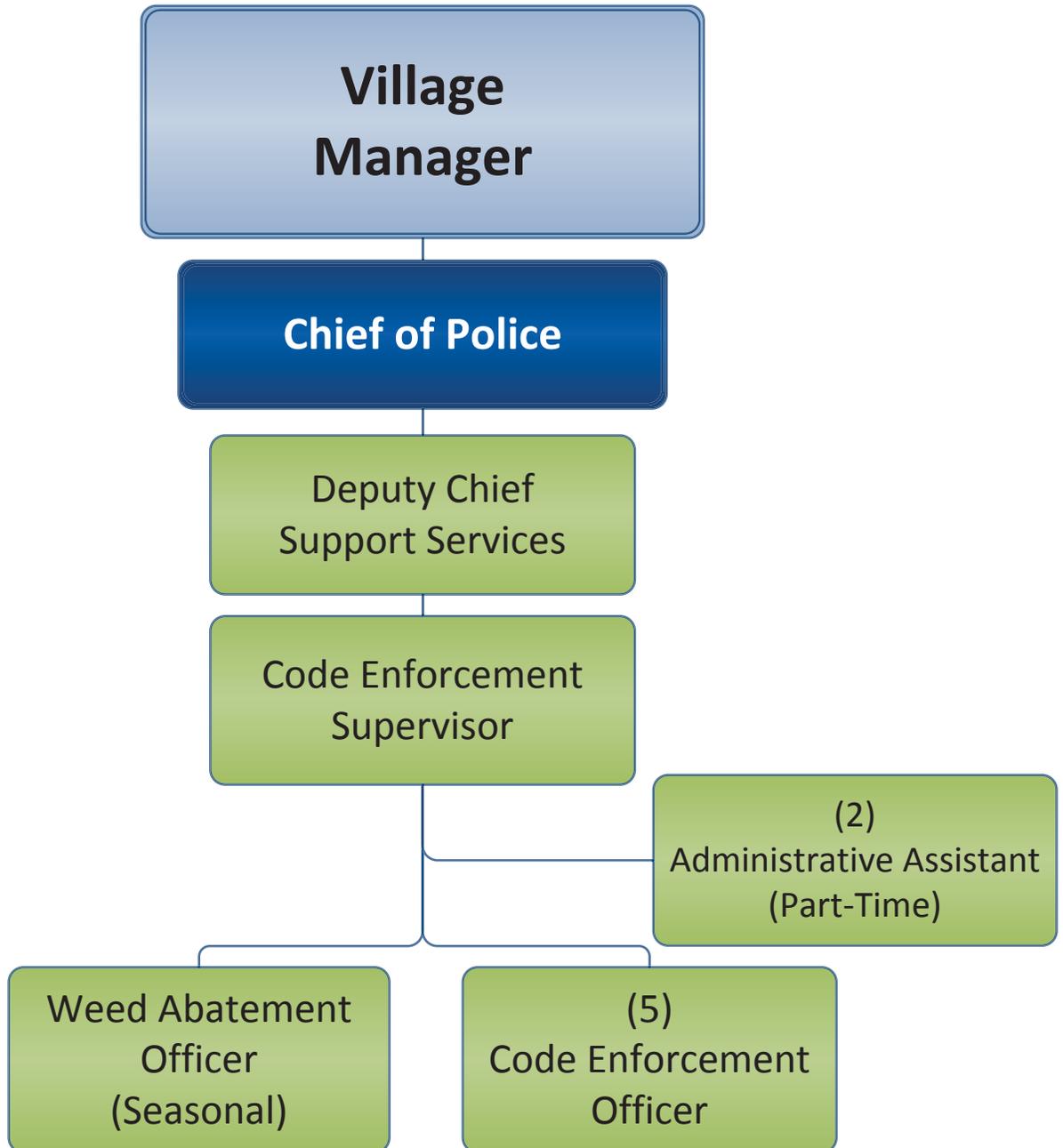
Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0860 - Emergency Services

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
2-11	Office Supplies	\$ -	\$ -	\$ 100	\$ 100	\$ 67
2-13	Memberships/Subscriptions	-	-	55	55	36
2-14	Books/Publications/Maps	-	-	125	125	84
2-27	Materials & Supplies	635	24	2,500	2,500	1,667
2-31	Uniforms	9	-	500	500	333
2-34	Small Tools	-	-	100	100	67
Total Commodities		644	24	3,380	3,380	2,254
3-12	Postage	-	-	50	50	33
3-32	M & R- Office Equipment	-	-	-	-	-
3-33	M & R- Comm Equipment	-	-	100	100	67
3-37	M & R- Other Equipment	4,063	4,195	4,000	4,638	4,000
3-51	Equipment Rentals	1,027	2,118	2,110	2,110	360
3-71	Schools/Conf/Meetings	749	1,251	2,310	2,310	1,540
3-72	Transportation	-	42	100	100	67
Total Contractual Services		5,839	7,606	8,670	9,308	6,067
Total Operating Expenditures		6,483	7,630	12,050	12,688	8,321
Total Emergency Services		\$ 6,483	\$ 7,630	\$ 12,050	\$ 12,688	\$ 8,321

870 – Community Policing / Code Enforcement



POLICE DEPARTMENT

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.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

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

Completed. 16 residents were cited for no scavenger service in FY13 as opposed to 42 in FY14.

2. Conduct a bi-annual parking enforcement sweep of overnight parking violations. (Fourth Quarter)

Completed 164 overnight citations were issued in the two overnight parking sweeps.

3. The new code enforcement supervisor will attain ICC Certification. (First Quarter)

Completed.

4. Code Enforcement Officers will each attend one ART Meeting. (First Quarter)

Completed. Each attended two ART meetings.

ADDITIONAL ACCOMPLISHMENTS

1. Planned and implemented a Crime Free Multi-Housing Program.
2. Hired a Crime Free Multi-Housing Coordinator
3. CEO Jeff Swanson successfully obtained his ICC certification.
4. Researched and presented a balcony ordinance to the Village Board, which was adopted.
4. Updated ordinances to reflect current code enforcement practices.

2014B OBJECTIVES

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

1. Conduct a bi-annual parking enforcement sweep of overnight parking violations. (Fourth Quarter)
2. Crime Free Multi-housing Coordinator will conduct monthly Crime Free Multi-Housing training sessions. (Third Quarter)
3. The CEO Supervisor will Identify and train a CEO to be the backup Crime Free Multi-Housing Coordinator. (Third Quarter)
4. CEO's will attend two ART meetings. (Third Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

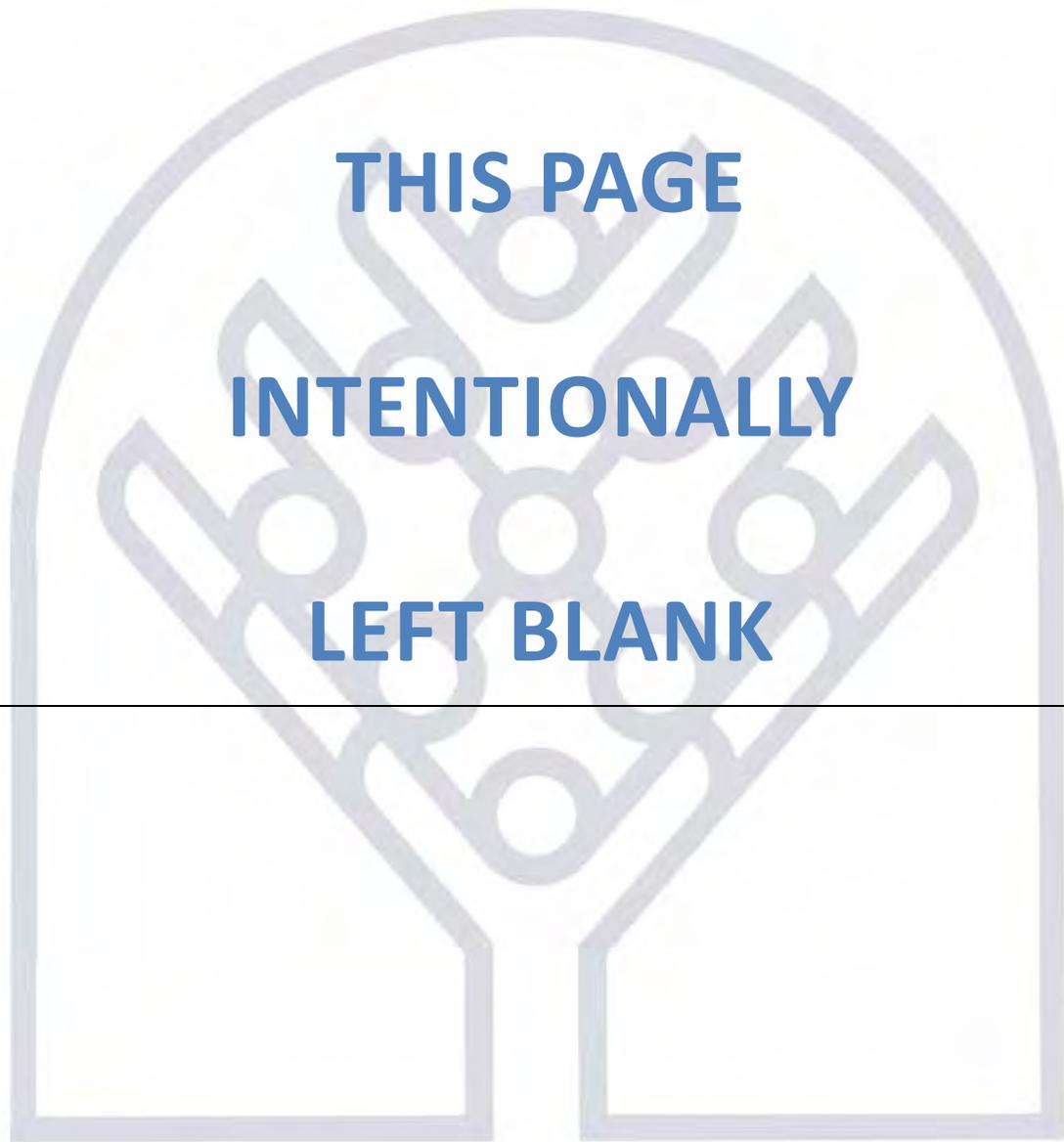
Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0870 - Code Enforcement

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 334,262	\$ 274,494	\$ 284,217	\$ 227,430	\$ 179,501
1-12	Salaries-Part Time	38,972	39,215	44,026	44,026	29,938
1-21	Salaries-Overtime	9,868	1,307	4,000	4,000	4,667
1-22	Court Appearances	180	-	-	-	-
1-23	Holiday Pay	494	-	5,000	-	2,000
1-41	State Retirement	53,426	38,755	47,060	47,060	28,098
1-42	Social Security	26,990	23,692	26,047	26,047	16,831
1-43	Police Pension	-	-	-	-	10,694
1-44	Employee Insurance	98,184	97,945	119,357	119,357	73,310
Total Personal Services		562,376	475,408	529,707	467,920	345,039
2-11	Office Supplies	-	455	500	500	1,273
2-13	Memberships/Subscriptions	360	100	210	210	210
2-14	Books/Publications/Maps	-	-	100	100	100
2-21	Gasoline & Lube	95	-	-	-	-
2-31	Uniforms	3,594	2,817	2,500	4,181	2,500
2-33	Safety & Protective Equip	-	-	150	150	50
2-34	Small Tools	-	161	50	50	33
2-36	Photo Supplies	-	161	50	50	33
2-99	Miscellaneous Expen.	260	161	400	400	150
Total Commodities		4,309	3,855	3,960	5,641	4,349
3-36	Maintenance Agreements	3,517	4,251	5,000	5,000	5,000
3-52	Vehicle Maint & Replace	-	-	6,220	6,220	38,798
3-61	Consulting Services	341	-	375	375	375
3-70	Binding & Printing	563	431	500	500	500
3-71	Schools/Conf/Meetings	915	1,240	1,710	1,710	1,710
3-72	Transportation	-	-	50	50	33
Total Contractual Services		5,336	5,922	13,855	13,855	46,416
Total Operating Expenditures		572,021	485,185	547,522	487,416	395,804
Total Code Enforcement		\$ 572,021	\$ 485,185	\$ 547,522	\$ 487,416	\$ 395,804



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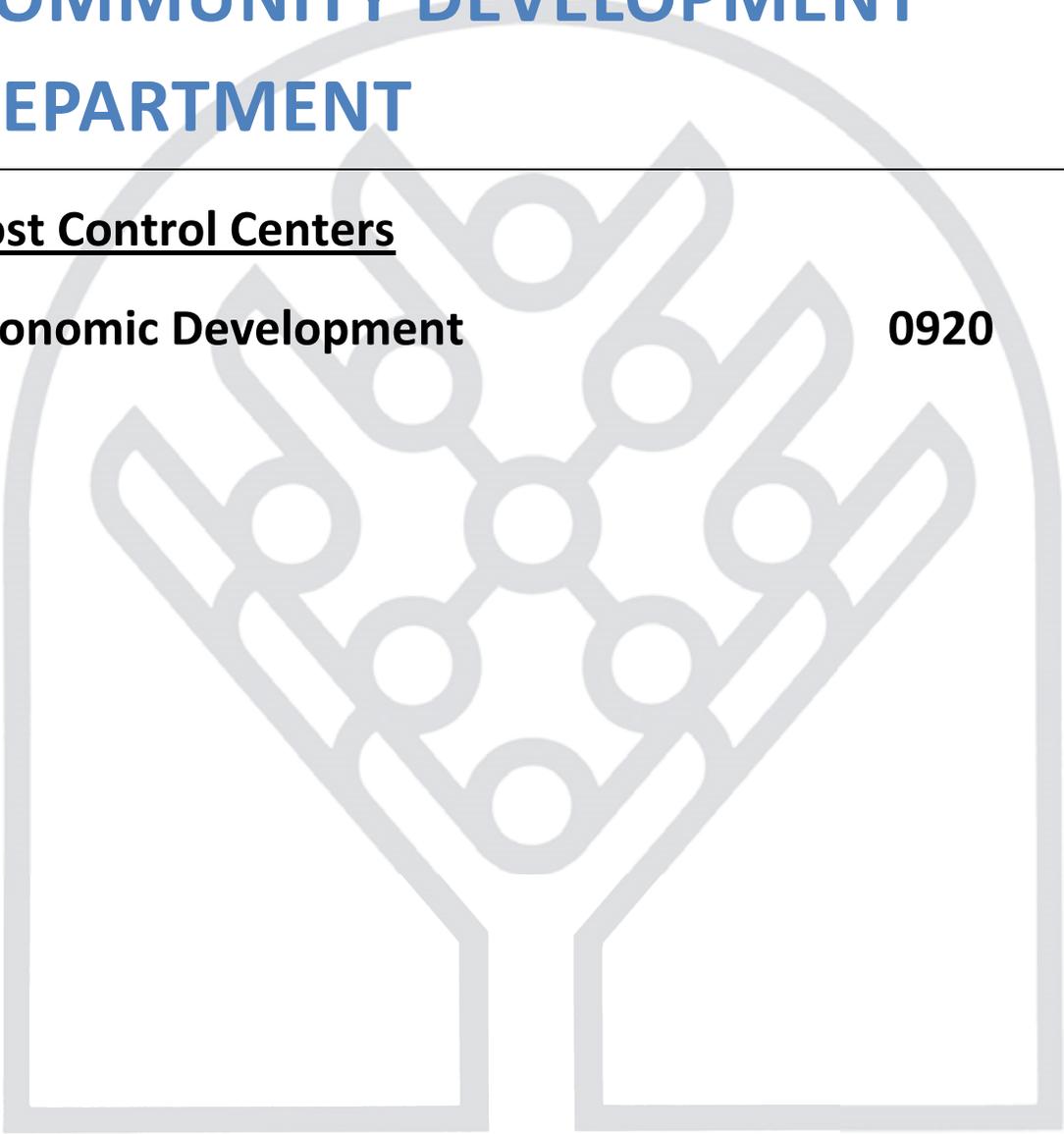
Hanover Park

COMMUNITY DEVELOPMENT DEPARTMENT

Cost Control Centers

Economic Development

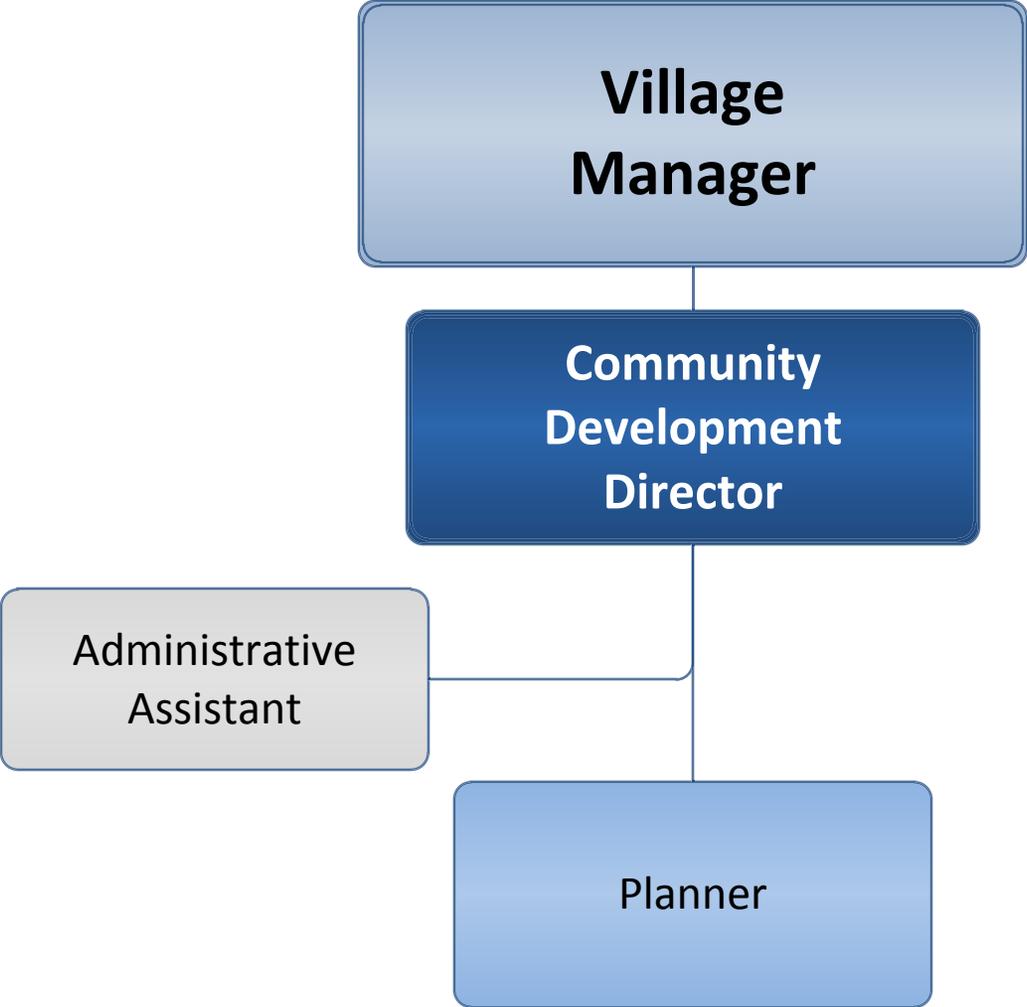
0920



Hanover Park

Organization of the Community Development Department





920 - DEPARTMENT OF COMMUNITY DEVELOPMENT

GOALS

The goal of the Department of Community Development is to promote the use and development of land in a manner consistent with the goals and policies of the Hanover Park Comprehensive Plan. The Department works to encourage development that is safe, sustainable, and serves the needs and desires of residents. They promote economic growth by encouraging the retention and expansion 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 Department of Community Development'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, CONECT Committee, and Development Review Committee, as well as creating, formatting, and distributing the Hi-Lighter newsletter.

Planning and zoning administration are major functions of the Department of Community Development. All proposals for commercial, industrial, and residential development are reviewed for compliance with Village zoning and subdivision requirements. New development proposals are taken to the internal Development Review Committee for conceptual and site plan review, as well as consideration of public and fire safety concerns. 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 Department of Community Development 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 Department of Community Development is also responsible for the Village's marketing program. A major component of this program is the creation of the Hi-Lighter newsletter, a bi-monthly community newsletter distributed to the over 11,000 households and businesses in the Village. Other components of the marketing program include participation at trade shows, networking with real estate and development professionals, responding to inquiries and leads of businesses wishing to locate in the Village, and promoting the Village through press releases and articles in trade publications.

PERFORMANCE ACTIVITIES AND MEASURES

Description of Measurement	2009	2010	2011	2012	2013
Number of Full Time Employees	8	6	3	2	2
Number of Part Time Employees	1	2	-	1	-
Number of Full Time Employees Per 1,000 Population	0.21	0.16	0.08	0.06	0.08
Development Applications	4	2	7	4	3
Zoning Text Amendments	0	3*	4**	3	***
Redevelopment Agreements (Amendments)	1 (3)	(1)	4	0	1
Total Expenditures	\$972,186	\$806,253	\$664,662	\$344,006	\$158,504
Cost of Services Per Capita	\$25.40	\$21.06	\$17.50	\$9.06	\$4.17

* - 2010 Comprehensive Plan Adopted

** - Village Center Plan Adopted

*** - Unified Development Ordinance/Comprehensive Zoning Update Drafted

Please note that the Department had an open position in 2013, which has now been filled.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS:

1. 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. Continue to evaluate and pursue opportunities for infrastructure development, such as the extension of the Elgin O'Hare as a boulevard through Hanover Park.

2. Implement infrastructure, land use, and development recommendations from the Village Center and Transit Oriented Development (TOD) Plan. (First through fourth quarters)

Update: Staff and Mayor met with the Tollway Authority, IDOT and DuPage County related to the completion of the Eglin-O'Hare Expressway Western Extension and project feasibility for the boulevard concept. Staff met with property owners in the Village Center area to discuss future development alternatives. Staff continues to market the area to developers through conferences and meetings.

3. Implement infrastructure, land use, and development recommendations from the Irving Park Road Corridor Study (Technical Assistance Panel) where practical. (First through fourth quarters)

Update: Several projects are in various stages of development in the Irving Park Road corridor. Discount Tire has finished construction and is open for business. Construction activity for Harbor Freight Tools is under way. Building permit application has been received for CarX at their previous location with a new operator. The site will be improved with landscaping and façade upgrade. Staff met with consultants (ULI – TAP) to review follow up and progress in the Irving Park Road corridor.

4. Complete Zoning Code update. (First quarter)

Update: Several sections of the zoning code have been presented to the Development Commission, for review and feedback. These recommendations, when finalized, will be forwarded to the Board in 2014 for final action. Staff is working on other sections, and gathering feedback from other departments. Held discussions with consultant on the code update as well.

5. Assist in the implementation of current zoning and sign codes through timely review of building and sign applications, and processing of development applications. (First through fourth quarters)

Update: 437 Building and sign applications reviewed between May and December 2013. Development applications processed in a timely manner, with a maximum of 5 day response time for larger projects. 3 development applications brought before the Development Commission and Board.

II. Offers convenience through technologies

6. Training and continuing education for Director, Planner and Administrative Secretary to maintain current professional capacities and certifications and further zoning and economic development knowledge and skills. (First through fourth quarters)

Update: Director and Planner continued professional education through various seminars and events offered by the American Planning Association and other institutions to stay current on best practices and also receive continuing education credits required to maintain American Institute of Certified Planners Certification (AICP). Some of this training was free of cost, and taken during personal time. Administrative Assistant is taking an on-line course related to design and formatting for production of the Hi-Lighter newsletter, which is done in-house to save cost.

7. Provide up-to-date information regarding demographics, regulations, and development potential on the Village website. (First through fourth quarters)

Update: Demographic, business, and housing information maintained and regularly updated on the Village website. List of available properties list and flyers customized for various sites posted on the website, and also used as marketing materials during conferences. Sub-area and corridor plans and reports are uploaded on village website as well.

8. Provide an advanced means of accessing Village information through the use of Geographic Information System (GIS) software. (First through fourth quarters)

Update: Ongoing. GIS software obtained by Information Technology Department for use by Community Development and Police. Departments are exploring ways in which the Village may work with data service and mapping providers to better utilize and produce maps from the program.

III. Is fiscally responsible and transparent

9. Oversee management, renovation and strategic planning for the Hanover Square Shopping Center with the goal of improving it and determining when to return it to private ownership. (First through fourth quarters)

Marketing the shopping center for recruiting tenants, promptly addressing current tenant issues, and continued improvement remains a high priority where staff devotes a lot of time. Staff meets with Property Managers on a weekly basis and regularly with Property managers as well. Staff finished a 'return on investment' analysis for the proposed façade upgrade and created and released a Request for Proposal for sale and redevelopment, per Board direction. Also meeting with

the colleges to move the Education and Work Center project forward for tenant buildout to begin Spring 2014 and occupancy Summer 2014.

10. Actively research and promote development opportunities in the Village Center and Irving Park Corridor planning areas. (First through fourth quarters)

Continue promotion of Village Center Plan, Elgin O'Hare Expressway Boulevard Extension, Irving Park Corridor and available properties in the area. Focus is on the properties in the northwest Quadrant of Lake Street and Barrington Road, as well as Village-owned properties. Involving property owners and brokers in an RTA-ULI panel to evaluate development potential in area.

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

Continue promotion of Village Center Plan, Elgin O'Hare Expressway Boulevard Extension, and available properties in the area. The Northwest corner of Lake Street and Barrington Road remains a high priority. Prepared RFP for sale and redevelopment of Hanover Square. Staff met with property owners and brokers for several sites in the NW corner of Lake St. and Barrington Rd. Staff has also had meetings with developers interested in the NW corner of Church and Lake Streets.

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

Managed development process for Discount Tire and redevelopment of Physician's Immediate Care in the outlots of Menard's. A redevelopment agreement was crafted for Harbor Freight Tools involving an economic incentive. Held meetings with IDOT to ensure their plans did not hinder future development projects within the Irving Park Road corridor. Continue promotion of available property in the area, specifically the Village-owned property at 1311 Irving Park Road (former Corfu restaurant), 900 Irving Park Road (former Menards site and others).

13. Encourage development and redevelopment within the newly established TIF #5. (First through fourth quarters)

Met with developers and brought concept plan to Board for review for a mixed use development at 900 Irving Park Rd. Updated property flyer for marketing and continue to meet with various developers and representatives for site improvement and redevelopment.

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

Continually researching available grant options. Working with IFF (IL Facilities Fund) to submit an application to the Chicago Community Trust for a grant to pursue implementation projects where CMAP has recently worked (through the Local Technical Assistance program). CMAP and IFF agree that Hanover Park is an excellent candidate and staff will work on identifying a candidate site for this grant.

15. Attend and/or host real estate and business developer and tenant events showcasing real estate and business opportunities within the Village. (First through third quarters)

Held a Realtor and Business Reception and Business After Hours to showcase development opportunities, amenities and businesses within the Village. Attended Chamber networking events for business recruitment and development. Attended various ICSC events throughout the year to market available properties, meet with developers, and highlight specific development opportunities and any financial incentives available. These include a national retail real estate conference as well as Chicago Retail Live event.

2014B GOALS/PRIORITIES:

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

1. Actively research and promote development opportunities in the Village Center and Irving Park Corridor planning areas. (First through fourth quarters)
2. Attend and/or host real estate and business developer and tenant events showcasing real estate and business opportunities within the Village. (First through third quarters)
3. Oversee management, renovation and strategic planning for the Hanover Square Shopping Center with the goal of improving it and determining when to return it to private ownership. (First through fourth quarters)
4. Oversee and encourage development and redevelopment in all TIF Areas (3, 4 and 5). (First through fourth quarters)
5. Implement infrastructure, land use, and development recommendations from the Village Center and Transit Oriented Development (TOD) Plan. (First through fourth quarters)
6. Implement infrastructure, land use, and development recommendations from the Irving Park Road Corridor Study (Technical Assistance Panel) where practical. (First through fourth quarters)
7. Complete Zoning Code update/ creation of Unified Development Ordinance. (First and second quarters)
8. Assist in the implementation of current zoning and sign codes through timely review of building and sign applications, and processing of development applications. (First through fourth quarters)

II. Offers convenience through technologies

1. Prepare on-line database of all available sites and upload on Village and Choose DuPage websites.
2. Provide up-to-date information regarding demographics, regulations, and development potential on the Village website. (First through fourth quarters)
3. Training and continuing education for Director, Planner and Administrative Secretary to maintain current professional capacities and certifications and further zoning and economic development knowledge and skills. (First through fourth quarters)
4. Partner with Cook and DuPage Counties to use their GIS data to create user-friendly maps for residents and Village departments. (third and fourth quarter)
5. Create an on-line Business Directory. (first and second quarter)

III. Is fiscally responsible and transparent

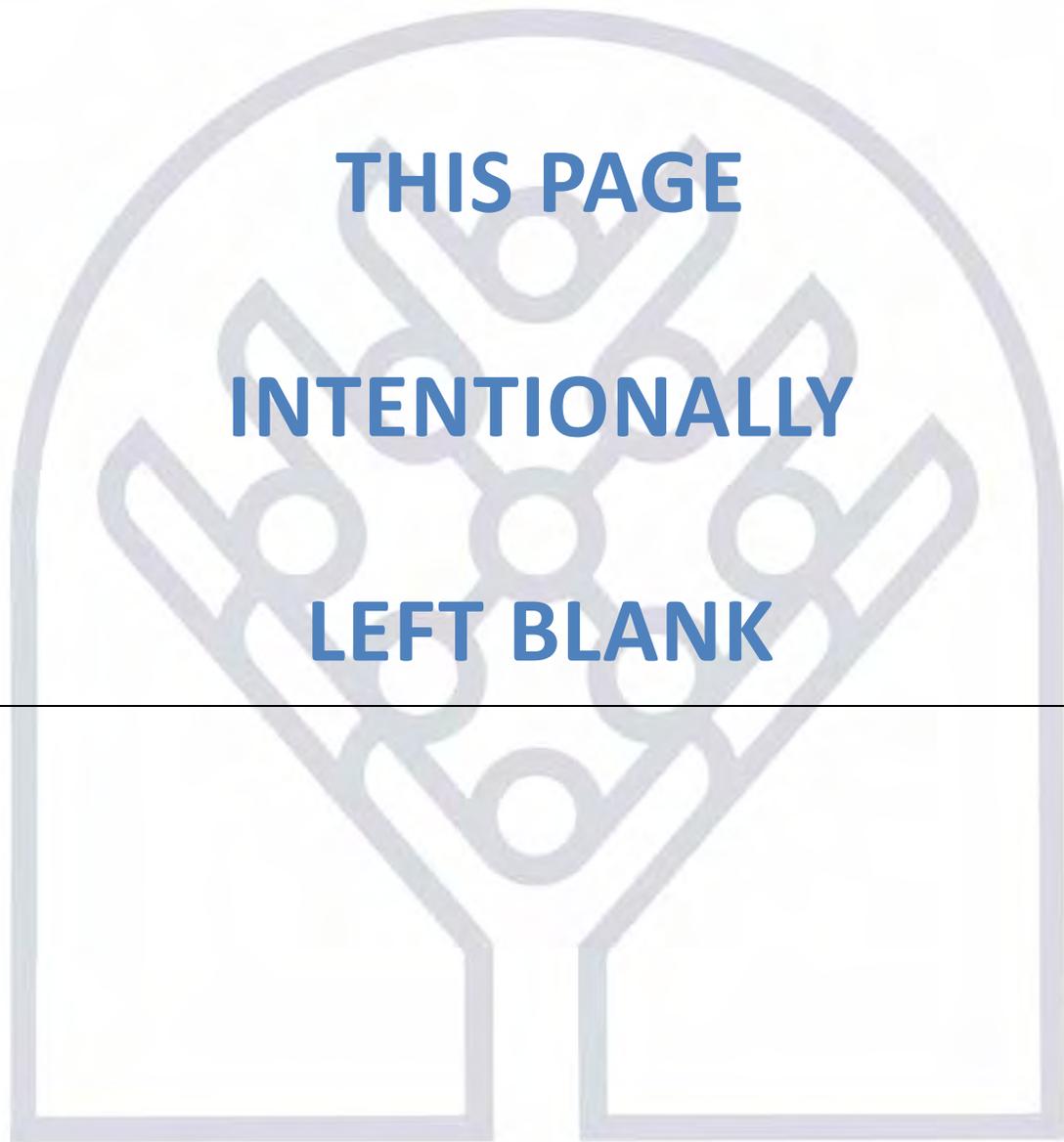
1. Establish a Business Retention Program. (first through fourth quarters)
2. Initiate a Shop Local Program (via Hi-Lighter). (first quarter)
3. Continue research and submit for applicable grant programs to address needs as established. (First through fourth quarters)

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 001 - General Fund

Department 0920 - Economic Development

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 79,746	\$ 56,120	\$ 232,565	\$ 189,458	\$ 151,312
1-12	Salaries-Part-time	2,909	-	-	-	-
1-21	Salaries-Overtime	-	653	10,000	15,000	10,000
1-41	State Retirement	13,722	8,396	38,508	38,508	23,922
1-42	Social Security	6,172	4,781	18,556	18,556	12,340
1-44	Employee Insurance	13,297	4,463	49,065	49,065	22,480
Total Personal Services		115,846	74,413	348,694	310,587	220,054
2-11	Office Supplies	1,854	1,238	1,800	1,250	1,000
2-13	Memberships/Subscriptions	3,248	2,218	2,720	1,933	2,590
2-14	Books/Publications/Maps	175	190	250	250	175
2-99	Miscellaneous Expen.	96	16,528	100	100	-
Total Commodities		5,373	20,174	4,870	3,533	3,765
3-12	Postage	10,769	10,841	11,350	11,350	8,400
3-52	Vehicle Maint & Replace	-	2,936	4,000	4,000	2,640
3-61	Consulting Services	10,929	11,585	20,000	20,000	20,000
3-70	Binding & Printing	20,130	23,297	25,000	19,000	13,500
3-71	Schools/Conf/Meetings	9,940	8,249	9,255	8,520	8,280
3-72	Transportation	592	1,819	2,875	2,958	1,421
3-91	Special Events	551	104	-	500	500
Total Contractual Services		52,911	58,831	72,480	66,851	55,451
Total Operating Expenditures		174,130	153,418	426,044	380,971	279,270
Total Economic Development		\$ 174,130	\$ 153,418	\$ 426,044	\$ 380,971	\$ 279,270

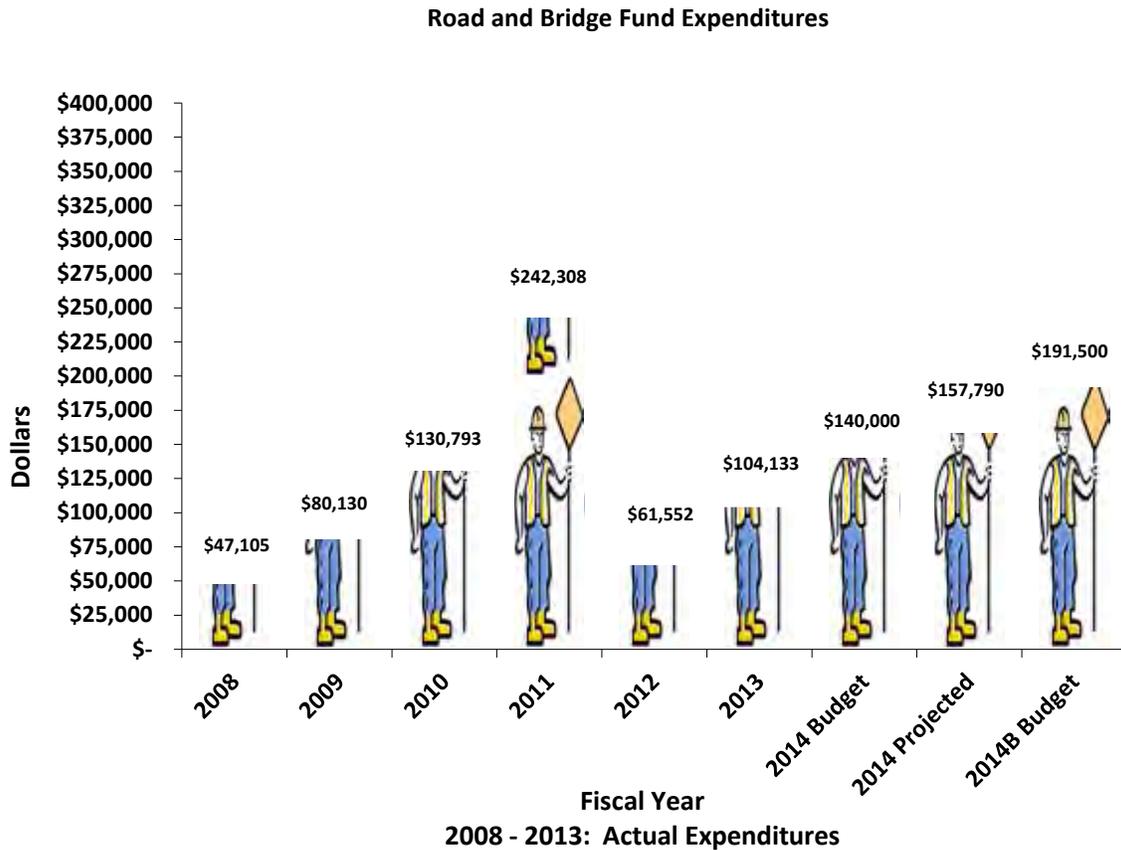


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Hanover Park

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 Year 2012. Reconstruction of the Longmeadow Bridge was completed in 3 phases throughout Fiscal Years 2012-2014. Fiscal Year 2014B includes funding for phase 1 of the Arlington Bridge reconstruction.

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.

2013 - 2014 OBJECTIVES AND ACCOMPLISHMENTS

III. Is fiscally responsible and transparent

1. To provide funding for phase III engineering of the Longmeadow bridge over the West Branch of the DuPage river. (First quarter)

Project was completed.

2. Provide funding for the installation of 4 new street lights at various locations. (Second quarter)

Five lights were installed.

3. Provide funding for materials testing for the street resurfacing program. (Second quarter)

Completed

2014B OBJECTIVES

III. Is fiscally responsible and transparent

1. To provide for phase I and phase II engineering for the Barrington Road STP Project. (Second quarter)

2. To provide funding for the phase I and phase II engineering for the Arlington Road Bridge project. (Second quarter)

3. Provide funding for the installation of 5 new street lights at various locations. (Second quarter)

4. Provide funding for materials testing for the street resurfacing program (Third quarter)

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

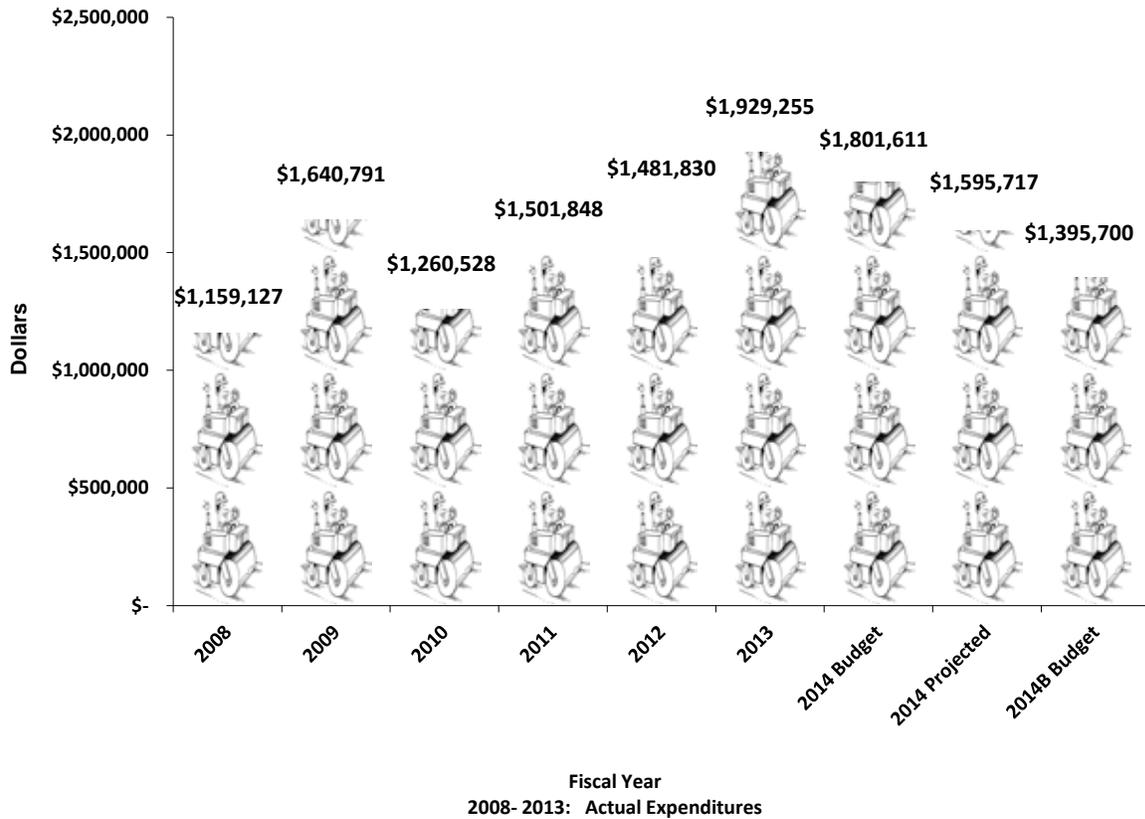
Fund 010 - Road and Bridge Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.02-00	Personal Property Replacemnt	\$ 2,332	\$ 2,378	\$ 2,987	\$ 2,987	\$ 1,716
311.03-00	TIF Rebates	13,060	-	-	-	-
311.04-00	Township Tax Levy	120,404	122,058	102,425	119,460	88,460
Total Taxes		135,796	124,436	105,412	122,447	90,176
361.00-00	Interest on Investments	3,926	2,763	3,100	2,056	1,880
362.00-00	Net Change in Fair Value	(1,552)	228	600	-	-
Total Investment Income		2,374	2,991	3,700	2,056	1,880
380.02-00	Reimbursed Exp	-	-	62,400	62,400	-
380.09-00	Reimbursed Exp - Misc	-	-	-	-	-
380.16-00	IDOT Reimbursement	-	31,498	-	-	-
380.37-00	Energy Efficiency Grant	-	-	-	-	-
Total Miscellaneous		-	31,498	62,400	62,400	-
399.00-00	Use of Fund Balance	-	-	-	-	99,444
Total Other		-	-	-	-	99,444
Total Revenues and Other Financing Sources		\$ 138,170	\$ 158,925	\$ 171,512	\$ 186,903	\$ 191,500
Expenditures and Other Financing Uses						
3-64	Engineering Services	\$ 46,534	\$ 50,698	\$ 88,000	\$ 115,790	\$ 167,500
Total Contractual Services		46,534	50,698	88,000	115,790	167,500
Total Operating Expenditures		46,534	50,698	88,000	115,790	167,500
13-22	Impr Other Than Buildings	15,018	53,435	52,000	42,000	24,000
Total Capital Outlay		15,018	53,435	52,000	42,000	24,000
Total Other Expenditures		15,018	53,435	52,000	42,000	24,000
Total Expenditures and Other Financing Uses		\$ 61,552	\$ 104,133	\$ 140,000	\$ 157,790	\$ 191,500

MOTOR FUEL TAX FUND

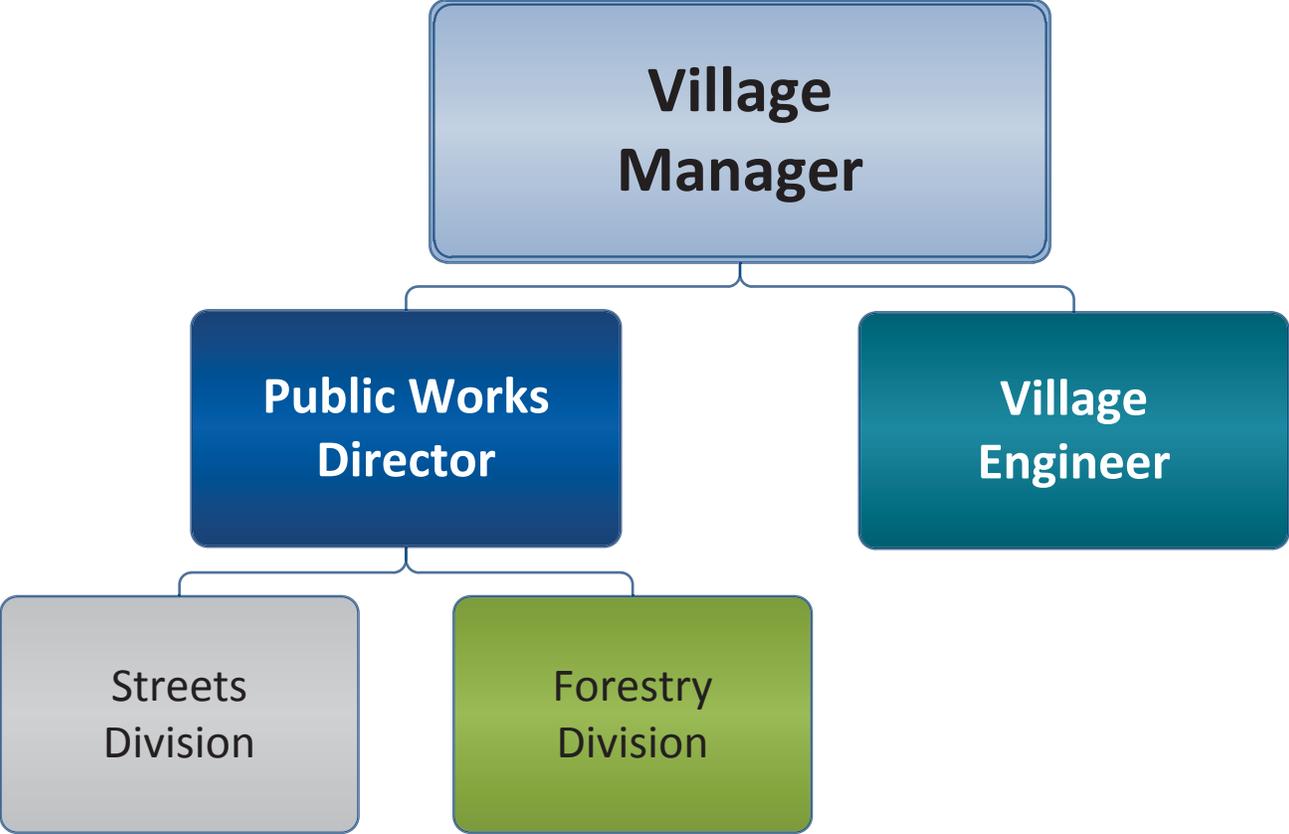
The Motor Fuel Tax Fund accounts for expenditures for the maintenance of streets and storm sewers authorized by the Illinois Department of Transportation. Financing is provided from the Village's share of State gasoline taxes. State law requires these gasoline taxes be used to maintain streets.

Motor Fuel Tax Fund Expenditures



Village Street Resurfacing projects have been budgeted every year since Fiscal Year 2009. The resurfacing continues into Fiscal Year 2014B to complete old or concrete streets within the Village. Funding for the sidewalk, curb and gutter replacement programming is included in this budget.

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

PERFORMANCE ACTIVITIES AND MEASURES					
Description of Measurement	2009	2010	2011	2012	2013
Street Resurfacing - Miles	2.7	3.3	2.2	3.5	3.04
Snow/Ice Response Incidents	28	20	22	13	20

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.

2013 - 2014 OBJECTIVES AND ACCOMPLISHMENTS

III. Is fiscally responsible and transparent

1. To provide funding for the annual resurfacing of various Village streets at an expanded level. (Second quarter) Completed 3.04 miles of resurfacing.
2. To provide funding for the annual sidewalk and curb and gutter replacement program at an expanded level. (Completed)
3. To provide funding for the annual crack filling program on various Village streets. (Completed)

2014B OBJECTIVES

III. Is fiscally responsible and transparent

1. To provide funding for the annual street resurfacing program.

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)

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

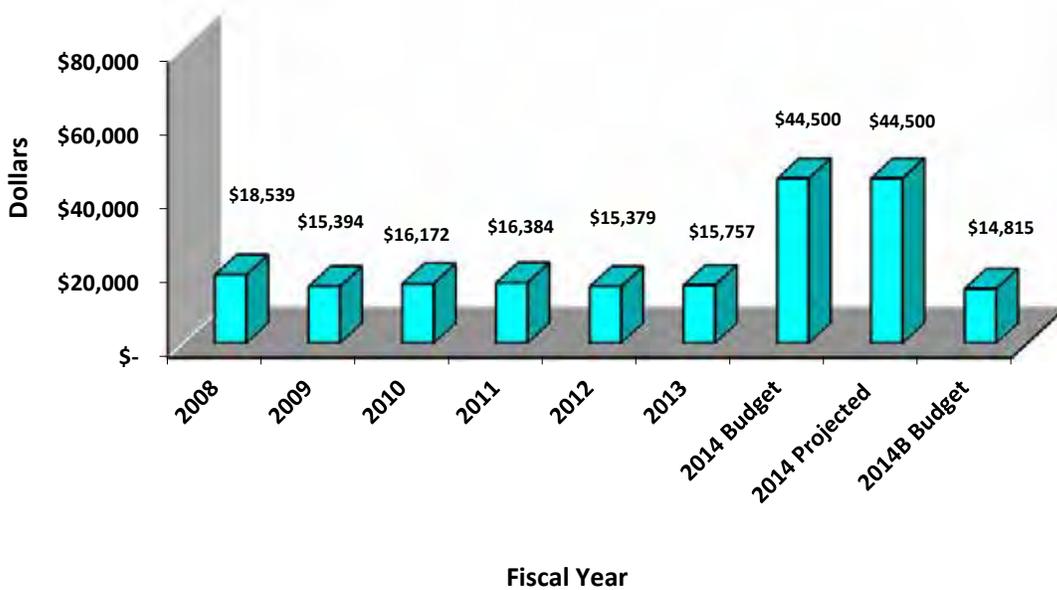
Fund 011 - Motor Fuel Tax Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
314.03-00	Motor Fuel Tax	\$ 1,117,988	\$ 1,083,565	\$ 915,149	\$ 915,149	\$ 676,394
Total Taxes		<u>1,117,988</u>	<u>1,083,565</u>	<u>915,149</u>	<u>915,149</u>	<u>676,394</u>
361.00-00	Interest on Investments	6,593	6,801	7,000	4,602	2,301
362.00-00	Gain on Sale of Investments	720	-	2,000	-	-
Total Investment Income		<u>7,313</u>	<u>6,801</u>	<u>9,000</u>	<u>4,602</u>	<u>2,301</u>
380.02-00	Reimbursed Expenditures	4,960	-	-	-	-
380.11-00	Reimb Exp-MFT	29,526	31,201	-	1,050	-
380.11-00	Miscellaneous Income	-	-	-	-	-
Total Miscellaneous Revenue		<u>34,486</u>	<u>31,201</u>	<u>-</u>	<u>1,050</u>	<u>-</u>
399.00-00	Use of Fund Balance	-	-	877,462	-	717,005
Total Other		<u>-</u>	<u>-</u>	<u>877,462</u>	<u>-</u>	<u>717,005</u>
Total Revenues and Other Financing Sources		<u>\$ 1,159,787</u>	<u>\$ 1,121,567</u>	<u>\$ 1,801,611</u>	<u>\$ 920,801</u>	<u>\$ 1,395,700</u>
Expenditures and Other Financing Uses						
1-11	Salaries-Regular	\$ 109,004	\$ 110,618	\$ 97,205	\$ 97,205	\$ 34,466
1-21	Overtime Compensation	37	26	-	106	-
1-41	State Retirement	16,904	15,750	15,654	15,654	5,310
1-42	Social Security	8,064	8,285	7,544	7,544	2,745
1-44	Employee Insurance	(1,721)	43,220	27,515	27,515	10,862
Total Personal Services		<u>132,296</u>	<u>177,907</u>	<u>147,918</u>	<u>148,024</u>	<u>53,383</u>
2-27	Materials and Supplies	147,471	134,233	160,000	160,000	6,000
Total Commodities		<u>147,471</u>	<u>134,233</u>	<u>160,000</u>	<u>160,000</u>	<u>6,000</u>
3-15	Street Lighting	52,537	54,110	67,565	67,565	67,565
3-35	M&R-Streets and Bridges	263,553	312,625	335,000	335,000	294,000
3-36	Maintenance Agreements	16,360	22,479	31,128	31,128	20,752
3-37	M&R-Other Equipment	558	220	4,000	4,000	4,000
Total Contractual Services		<u>333,008</u>	<u>389,434</u>	<u>437,693</u>	<u>437,693</u>	<u>386,317</u>
Total Operating Expenditures		<u>612,775</u>	<u>701,574</u>	<u>745,611</u>	<u>745,717</u>	<u>445,700</u>
13-22	Impr Other Than Buildings	869,055	1,227,681	1,056,000	850,000	950,000
Total Capital Outlay		<u>869,055</u>	<u>1,227,681</u>	<u>1,056,000</u>	<u>850,000</u>	<u>950,000</u>
Total Other Expenditures		<u>869,055</u>	<u>1,227,681</u>	<u>1,056,000</u>	<u>850,000</u>	<u>950,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 1,481,830</u>	<u>\$ 1,929,255</u>	<u>\$ 1,801,611</u>	<u>\$ 1,595,717</u>	<u>\$ 1,395,700</u>

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



2008 - 2013: Actual Expenditures

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 013 - Special Service Area #3 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.90-00	Property Taxes	\$ 365	\$ 19,640	\$ 20,400	\$ 21,012	\$ 10,506
Total Taxes		<u>365</u>	<u>19,640</u>	<u>20,400</u>	<u>21,012</u>	<u>10,506</u>
361.00-00	Interest on Investments	115	172	25	170	128
Total Investment Income		<u>115</u>	<u>172</u>	<u>25</u>	<u>170</u>	<u>128</u>
399.00-00	Use of Fund Balance	-	-	24,075	-	5,000
Total Other		<u>-</u>	<u>-</u>	<u>24,075</u>	<u>-</u>	<u>5,000</u>
Total Revenues and Other Financing Sources		<u>\$ 480</u>	<u>\$ 19,812</u>	<u>\$ 44,500</u>	<u>\$ 21,182</u>	<u>\$ 15,634</u>
Expenditures and Other Financing Uses						
3-51	Equipment Rentals	\$ 15,035	\$ 15,757	\$ 24,500	\$ 24,500	\$ 14,815
Total Contractual Services		<u>15,035</u>	<u>15,757</u>	<u>24,500</u>	<u>24,500</u>	<u>14,815</u>
Total Operating Expenditures		<u>15,035</u>	<u>15,757</u>	<u>24,500</u>	<u>24,500</u>	<u>14,815</u>
12-01	Transfer to General	344	-	-	-	-
Total Interfund Transfers		<u>344</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
13-22	Impr Other Than Buildings	-	-	20,000	20,000	-
Total Capital Outlay		<u>-</u>	<u>-</u>	<u>20,000</u>	<u>20,000</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 15,379</u>	<u>\$ 15,757</u>	<u>\$ 44,500</u>	<u>\$ 44,500</u>	<u>\$ 14,815</u>

SPECIAL SERVICE AREA #4 FUND

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



2008 - 2013: Actual Expenditures

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 014 - Special Service Area #4 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.90-00	Property Taxes	\$ 30,908	\$ 38,351	\$ 29,800	\$ 30,694	\$ 23,021
Total Taxes		<u>30,908</u>	<u>38,351</u>	<u>29,800</u>	<u>30,694</u>	<u>23,021</u>
361.00-00	Interest on Investments	95	128	85	125	94
Total Investment Income		<u>95</u>	<u>128</u>	<u>85</u>	<u>125</u>	<u>94</u>
399.00-00	Use of Fund Balance	-	-	-	-	-
Total Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 30,999</u>	<u>\$ 38,479</u>	<u>\$ 29,885</u>	<u>\$ 30,819</u>	<u>\$ 23,115</u>

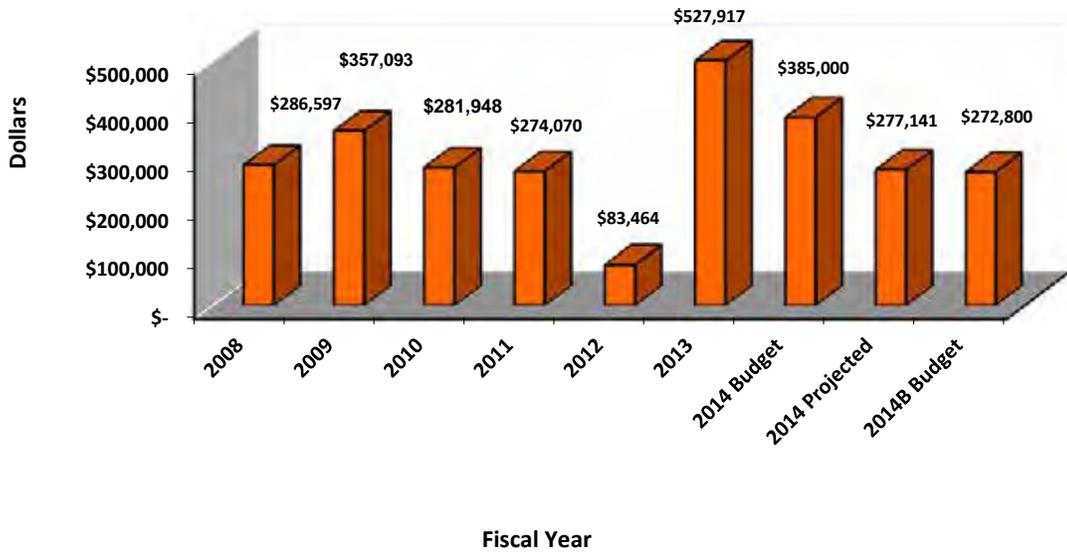
Expenditures and Other Financing Uses

3-51	Equipment Rentals	\$ 23,900	\$ 24,139	\$ 29,800	\$ 29,800	\$ 18,000
Total Contractual Services		<u>23,900</u>	<u>24,139</u>	<u>29,800</u>	<u>29,800</u>	<u>18,000</u>
Total Operating Expenditures		<u>23,900</u>	<u>24,139</u>	<u>29,800</u>	<u>29,800</u>	<u>18,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 23,900</u>	<u>\$ 24,139</u>	<u>\$ 29,800</u>	<u>\$ 29,800</u>	<u>\$ 18,000</u>

SPECIAL SERVICE AREA #5 FUND

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



2008 - 2013: Actual Expenditures

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 035 - Special Service Area #5

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.90-00	Property Taxes	\$ 174,898	\$ 312,599	\$ 313,820	\$ 277,132	\$ 274,305
Total Taxes		<u>174,898</u>	<u>312,599</u>	<u>313,820</u>	<u>277,132</u>	<u>274,305</u>
361.00-00	Interest on Investments	574	906	200	126	101
362.00-00	Net Change in Fair Value	(49)	-	-	-	-
Total Investment Income		<u>525</u>	<u>906</u>	<u>200</u>	<u>126</u>	<u>101</u>
380.09-00	Reimb Exp - Miscellaneous	-	-	-	-	-
Total Miscellaneous		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
399.00-00	Use of Fund Balance	-	-	70,980	-	-
Total Other		<u>-</u>	<u>-</u>	<u>70,980</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u><u>\$ 175,423</u></u>	<u><u>\$ 313,505</u></u>	<u><u>\$ 385,000</u></u>	<u><u>\$ 277,258</u></u>	<u><u>\$ 274,406</u></u>

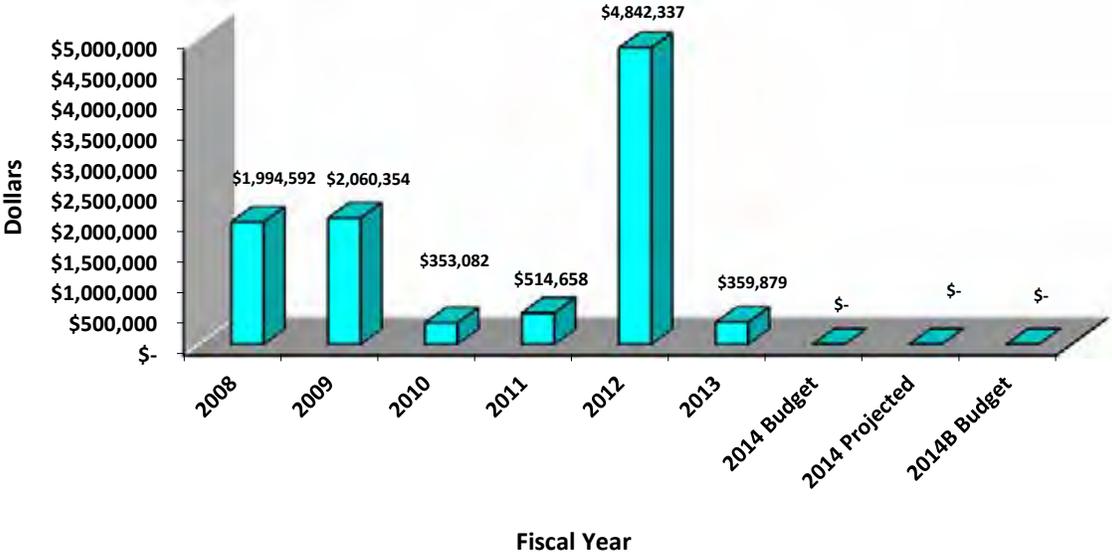
Expenditures and Other Financing Uses

3-12	Postage	\$ -	\$ -	\$ -	\$ 58	\$ -
3-51	Equipment Rentals	83,335	89,031	85,000	84,883	72,800
3-62	Legal Services	129	452	-	-	-
Total Contractual Services		<u>83,464</u>	<u>89,483</u>	<u>85,000</u>	<u>84,941</u>	<u>72,800</u>
Total Operating Expenditures		<u>83,464</u>	<u>89,483</u>	<u>85,000</u>	<u>84,941</u>	<u>72,800</u>
13-22	Improvements other than Buildings	-	438,434	300,000	192,200	200,000
Total Capital Outlay		<u>-</u>	<u>438,434</u>	<u>300,000</u>	<u>192,200</u>	<u>200,000</u>
Total Expenditures and Other Financing Uses		<u><u>\$ 83,464</u></u>	<u><u>\$ 527,917</u></u>	<u><u>\$ 385,000</u></u>	<u><u>\$ 277,141</u></u>	<u><u>\$ 272,800</u></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



2008 - 2013: Actual Expenditures

TIF District # 2 closed December 31, 2011, but pending projects were completed in the spring and summer of 2012.

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary By Account
 Fiscal Year Ending December 31, 2014

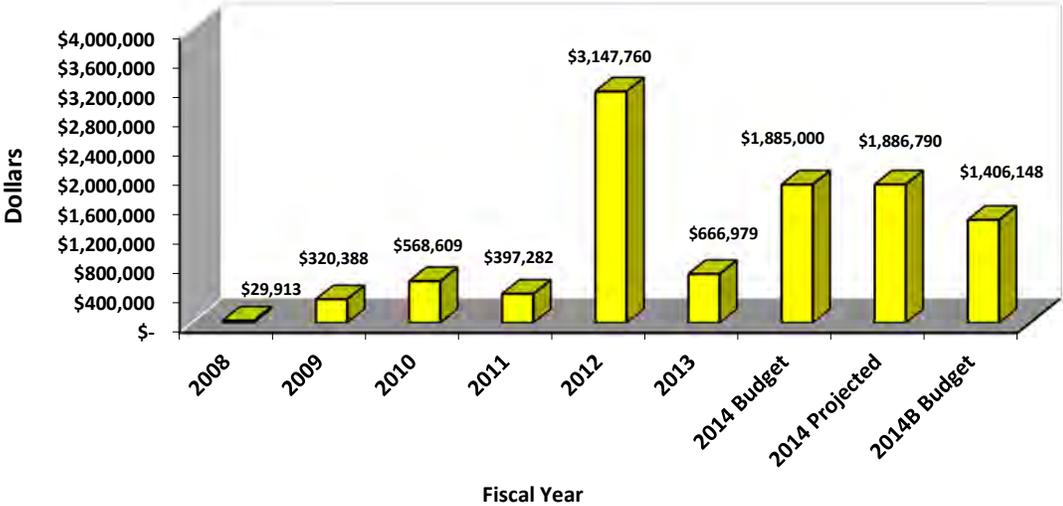
Fund 032- Tax Increment Finance District # 2 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Property Taxes	\$ 855,169	\$ -	\$ -	\$ -	\$ -
Total Taxes		<u>855,169</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
361.00-00	Interest on Investments	5,340	-	-	-	-
362.00-00	Net Change in Fair Value	5,183	-	-	-	-
Total Investment Income		<u>10,523</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
391.43-00	TIF #2 Debt Service	-	-	-	-	-
391.44-00	SSA D/S Fund	-	-	-	-	-
Total Interfund Transfers		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 865,692</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures and Other Financing Uses						
1-11	Salaries	\$ 28,441.00	\$ -	\$ -	\$ -	\$ -
1-21	Overtime Compensation	169,568	-	-	-	-
1-41	State Retirement	3,269	-	-	-	-
1-42	Social Security	16,132	-	-	-	-
1-44	Employee Insurance	6,668	-	-	-	-
Total Personal Services		<u>224,078</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
3-61	Consulting Services	186,641	16,544	-	-	-
3-62	Legal Services	22,215	-	-	-	-
3-64	Engineering Services	-	-	-	-	-
3-99	Miscellaneous	-	-	-	-	-
Total Contractual Services		<u>208,856</u>	<u>16,544</u>	<u>-</u>	<u>-</u>	<u>-</u>
10-99	Transfer to Cook	3,867,544	66,783	-	-	-
Total Contractual Services		<u>3,867,544</u>	<u>66,783</u>	<u>-</u>	<u>-</u>	<u>-</u>
13-11	Land	-	-	-	-	-
13-22	Impr Other Than Buildings	439,754	276,552	-	-	-
13-72	Water Mains	102,105	-	-	-	-
Total Capital Outlay		<u>541,859</u>	<u>276,552</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 4,842,337</u>	<u>\$ 359,879</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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.

TIF District #3 Fund Expenditures



2008 - 2013: Actual Expenditures

Consulting services, engineering, redevelopment agreement payments, and capital purchases and improvements in the TIF #3 project areas have been budgeted in Fiscal Year 2014B.

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

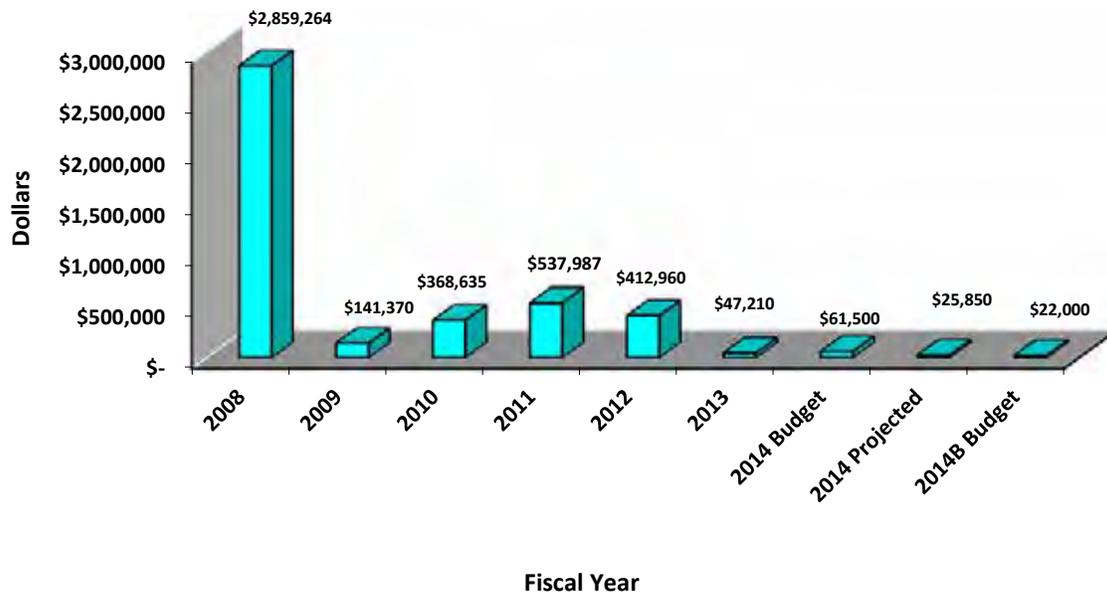
Fund 033 - Tax Increment Finance District # 3 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Property Taxes	\$ 967,250	\$ 1,730,410	\$ 1,350,000	\$ 1,226,984	\$ 625,762
Total Taxes		<u>967,250</u>	<u>1,730,410</u>	<u>1,350,000</u>	<u>1,226,984</u>	<u>625,762</u>
361.00-00	Interest on Investments	3,764	1,113	750	1,695	1,356
362.00-00	Net Change in Fair Value	2,291	-	-	-	-
Total Investment Income		<u>6,055</u>	<u>1,113</u>	<u>750</u>	<u>1,695</u>	<u>1,356</u>
399.00-00	Use of Fund Balance	-	-	534,250	-	779,030
Total Other		<u>-</u>	<u>-</u>	<u>534,250</u>	<u>-</u>	<u>779,030</u>
Total Revenues and Other Financing Sources		<u>\$ 973,305</u>	<u>\$ 1,731,523</u>	<u>\$ 1,885,000</u>	<u>\$ 1,228,679</u>	<u>\$ 1,406,148</u>
Expenditures and Other Financing Uses						
1-11	Salaries	\$ 19,693	\$ 54,970	\$ -	\$ -	\$ -
1-21	Overtime Compensation	5,518	19,042	-	-	-
1-41	State Retirement	3,171	10,470	-	-	-
1-42	Social Security	1,895	5,538	-	-	-
1-44	Employee Insurance	4,458	12,389	-	-	-
Total Personal Services		<u>34,735</u>	<u>102,409</u>	<u>-</u>	<u>-</u>	<u>-</u>
3-16	Property Taxes	2,081	7,919	-	-	-
3-61	Consulting Services	232,835	77,554	100,000	90,000	90,000
3-62	Legal Services	25,524	8,586	15,000	15,000	15,000
3-64	Engineering Services	17,824	432	30,000	15,000	30,000
3-79	TIF Redevelopment Agreements	34,761	349,128	240,000	240,000	99,948
Total Contractual Services		<u>313,025</u>	<u>443,619</u>	<u>385,000</u>	<u>360,000</u>	<u>234,948</u>
Total Operating Expenditures		<u>347,760</u>	<u>546,028</u>	<u>385,000</u>	<u>360,000</u>	<u>234,948</u>
12-01	Transfer out	2,800,000	-	-	-	-
Total Interfund Transfers		<u>2,800,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
13-11	Land	-	58,240	-	1,885	-
13-21	Buildings	-	7,061	1,500,000	24,905	1,161,200
13-22	Impr Other Than Buildings	-	55,650	-	1,500,000	10,000
Total Capital Outlay		<u>-</u>	<u>120,951</u>	<u>1,500,000</u>	<u>1,526,790</u>	<u>1,171,200</u>
Total Expenditures and Other Financing Uses		<u>\$ 3,147,760</u>	<u>\$ 666,979</u>	<u>\$ 1,885,000</u>	<u>\$ 1,886,790</u>	<u>\$ 1,406,148</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



2008 - 2013: Actual Expenditures

A significant decline in expenditures occurred in Fiscal Year 2013 and continued into Fiscal Year 2014 due to a decline in the Equalized Assessed Value of the TIF District.

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 037 - Tax Increment Finance District # 4 Fund

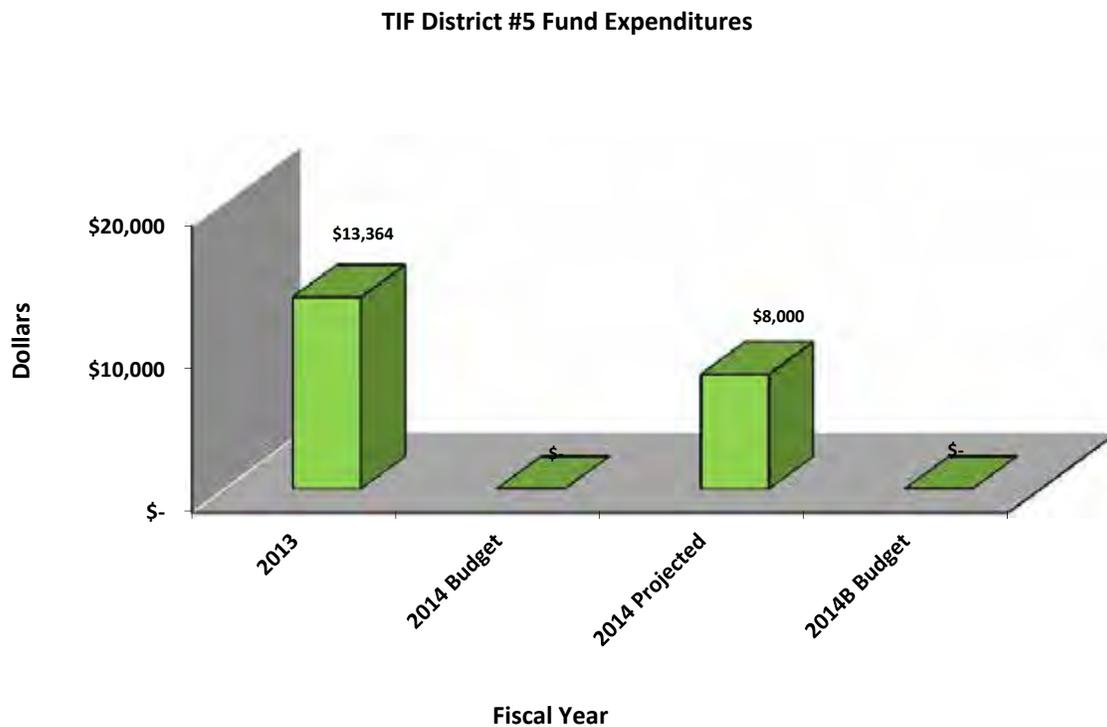
Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Property Taxes	\$ 246,760	\$ -	\$ 45,000	\$ -	\$ -
Total Taxes		<u>246,760</u>	<u>-</u>	<u>45,000</u>	<u>-</u>	<u>-</u>
361.00-00	Interest on Investments	272	104	100	100	47
362.00-00	Net Change in Fair Value	198	-	-	-	-
Total Investment Income		<u>470</u>	<u>104</u>	<u>100</u>	<u>100</u>	<u>47</u>
380.09.-00	Reimbursed Exp-Miscellaneous	-	-	-	-	-
Total Miscellaneous		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
399.00-00	Use of Fund Balance	-	-	16,400	-	26,953
Total Other		<u>-</u>	<u>-</u>	<u>16,400</u>	<u>-</u>	<u>26,953</u>
Total Revenues and Other Financing Sources		<u>\$ 247,230</u>	<u>\$ 104</u>	<u>\$ 61,500</u>	<u>\$ 100</u>	<u>\$ 27,000</u>

Expenditures and Other Financing Uses

3-16	Property Taxes	\$ 39,818	\$ -	\$ -	\$ -	\$ -
3-61	Consulting Services	127,314	38,906	3,500	14,350	6,000
3-62	Legal Services	2,025	3,655	500	11,000	11,000
3-79	Redevelopment Agreements	243,456	1	22,500	-	-
Total Contractual Services		<u>412,613</u>	<u>42,562</u>	<u>26,500</u>	<u>25,350</u>	<u>17,000</u>
Total Operating Expenditures		<u>412,613</u>	<u>42,562</u>	<u>26,500</u>	<u>25,350</u>	<u>17,000</u>
12-01	Transfer to General	-	-	35,000	-	-
Total Interfund Transfers		<u>-</u>	<u>-</u>	<u>35,000</u>	<u>-</u>	<u>-</u>
13-11	Land	346	4,648	-	500	5,000
13-22	Improvements other than Buildings	-	-	-	-	-
Total Capital Outlay		<u>346</u>	<u>4,648</u>	<u>-</u>	<u>500</u>	<u>5,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 412,959</u>	<u>\$ 47,210</u>	<u>\$ 61,500</u>	<u>\$ 25,850</u>	<u>\$ 22,000</u>

TAX INCREMENT FINANCE DISTRICT #5 FUND

The Tax Increment Finance (TIF) District #5 Fund accounts for the financing of improvements in the TIF redevelopment district located at Irving Park Road east of Barrington Road. Initial funding was provided by transfers from the General Fund. Revenues include incremental property taxes from the TIF district and developer reimbursements.



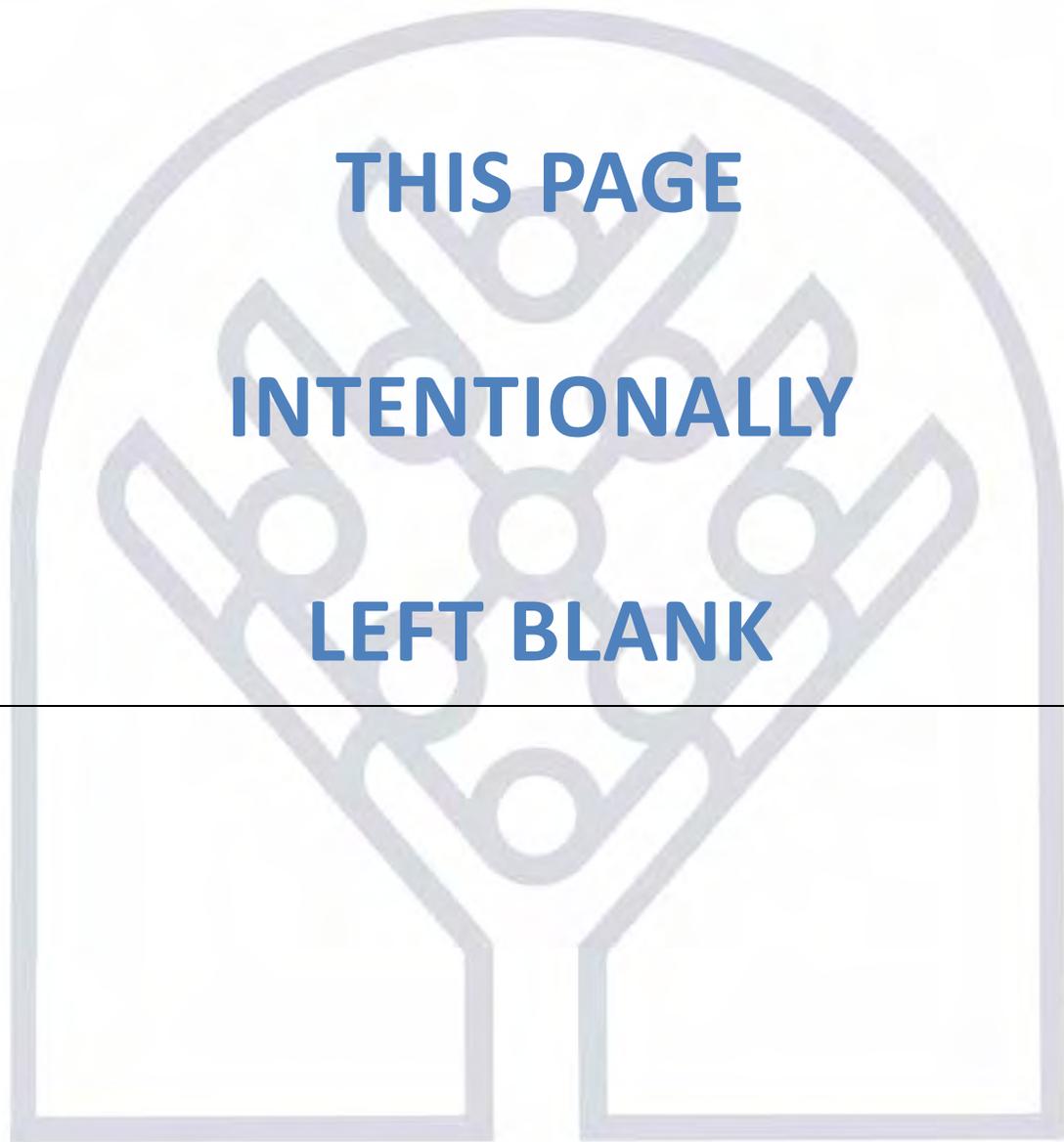
2013: Actual Expenditures

TIF # 5 was opened in January 2013, towards the end of Fiscal Year 2013. Revenues were not received in Fiscal Year 2013 or 2014, so no expenditures were budgeted. Budget adjustments may be needed at the end of the fiscal year to account for the expenditures.

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 038 - Tax Increment Finance District # 5 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Total Taxes		-	-	-	-	-
361.00-00	Interest on Investments	-	-	-	-	-
362.00-00	Net Change in Fair Value	-	-	-	-	-
Total Investment Income		-	-	-	-	-
Total Revenues and Other Financing Sources		\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures and Other Financing Uses						
3-16	Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
3-61	Consulting Services	-	-	-	-	-
3-62	Legal Services	-	13,364	-	8,000	-
Total Contractual Services		-	13,364	-	8,000	-
Total Operating Expenditures		-	13,364	-	8,000	-
13-11	Building Improvements	-	-	-	-	-
13-22	Improvements other than Buildings	-	-	-	-	-
Total Capital Outlay		-	-	-	-	-
Total Expenditures and Other Financing Uses		\$ -	\$ 13,364	\$ -	\$ 8,000	\$ -



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Hanover Park

VILLAGE OF HANOVER PARK, ILLINOIS
Schedule of Legal Debt Margin
April 30, 2014

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, 2014

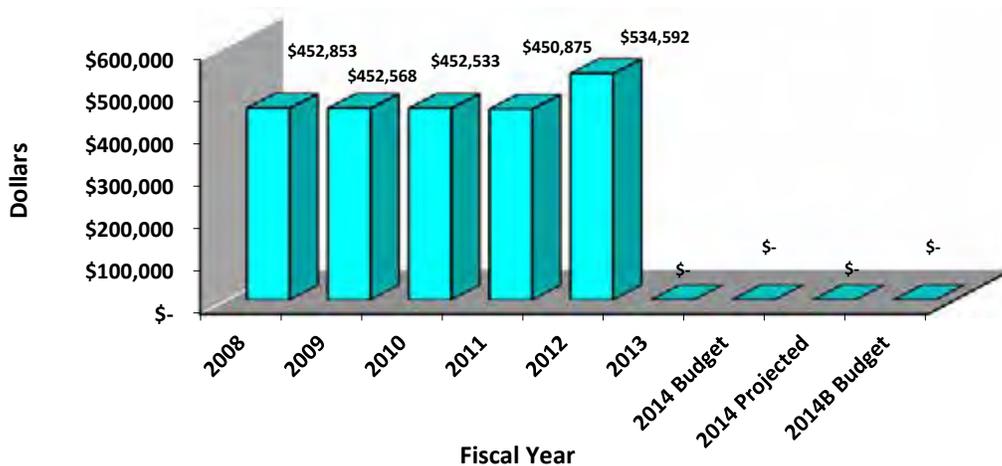
Tax Levy Year	General Obligation Bond Series 2010	General Obligation Bond Series 2010A	General Obligation Bond Series 2011	Total
2013	793,513	398,063	641,512	1,833,088
2014	790,248	445,412	646,812	1,882,472
2015	790,218	465,912	641,812	1,897,942
2016	783,780	484,438	646,712	1,914,930
2017	775,604	476,038	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>\$ 15,324,254</u>	<u>\$ 8,762,391</u>	<u>\$ 7,176,587</u>	<u>\$ 29,658,232</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



2008 - 2013: 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 December 31, 2014

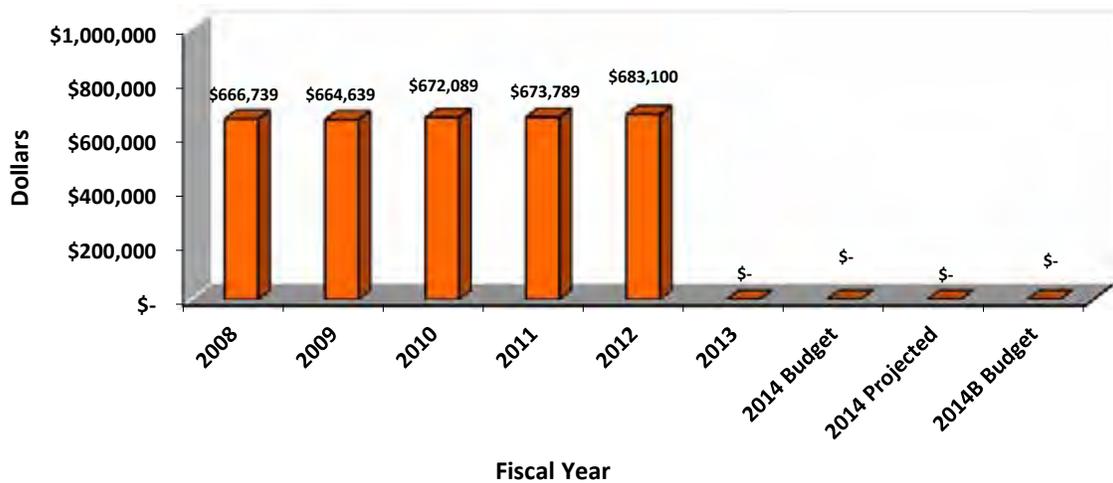
Fund 040 - General Obligation Bond Series of 2001 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Real Property Tax	\$ 382,473	\$ -	\$ -	\$ -	\$ -
Total Taxes		<u>382,473</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
361.00-00	Interest on Investments	227	-	-	-	-
362.00-00	Net Change in Fair Value	(23)	-	-	-	-
Total Investment Income		<u>204</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 382,677</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures and Other Financing Uses						
3-61	Consulting Services	\$ 300	\$ -	\$ -	\$ -	\$ -
3-99	Miscellaneous Expense	-	-	-	-	-
Total Contractual Services		<u>300</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
11-25	Principal-G.O. 2001 Bonds	435,000	-	-	-	-
11-26	Interest-G.O. 2001 Bonds	18,053	-	-	-	-
Total Debt Service		<u>453,053</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
12-01	Transfer to General	81,239	-	-	-	-
Total Interfund Transfers		<u>81,239</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Expenditures		<u>534,592</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 534,592</u>	<u>\$ -</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



2008 - 2013: 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 December 31, 2014

Fund 045 - General Obligation Refunding Bond Series of 2002 Fund

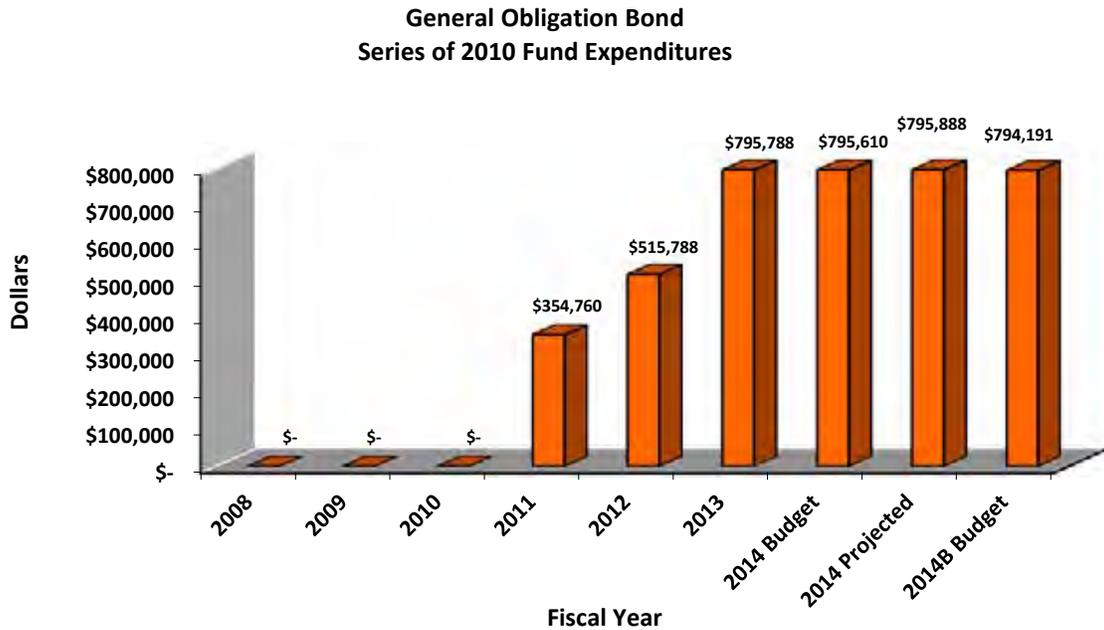
Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Real Property Tax	\$ 150,133	\$ -	\$ -	\$ -	\$ -
313.04-00	Real Estate Transfer Tax	248,277	-	-	-	-
Total Taxes		398,410	-	-	-	-
361.00-00	Interest on Investments	150	-	-	-	-
362.00-00	Net Change in Fair Value	(18)	-	-	-	-
Total Investment Income		132	-	-	-	-
391.01-00	Transfer from General	605,074	-	-	-	-
Total Other		605,074	-	-	-	-
Total Revenues and Other Financing Sources		\$ 1,003,616	\$ -	\$ -	\$ -	\$ -

Expenditures and Other Financing Uses

3-99	Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Contractual Services		-	-	-	-	-
Total Operating Expenditures		-	-	-	-	-
11-28	Principal-G.O.2002 Bonds	660,000	-	-	-	-
11-27	Interest-G.O. 2002 Bonds	23,100	-	-	-	-
Total Debt Service		683,100	-	-	-	-
Total Other Expenditures		683,100	-	-	-	-
Total Expenditures and Other Financing Uses		\$ 683,100	\$ -	\$ -	\$ -	\$ -

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.



2008 - 2013: 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 2011 bond issue is outstanding.

VILLAGE OF HANOVER PARK, ILLINOIS
Long Term Debt Requirements
General Obligation Bonds, Series 2010
April 30, 2014

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
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>\$ 9,435,000</u>	<u>\$ 5,889,254</u>	<u>\$ 15,324,254</u>		<u>\$ 2,944,626</u>		<u>\$ 2,944,628</u>

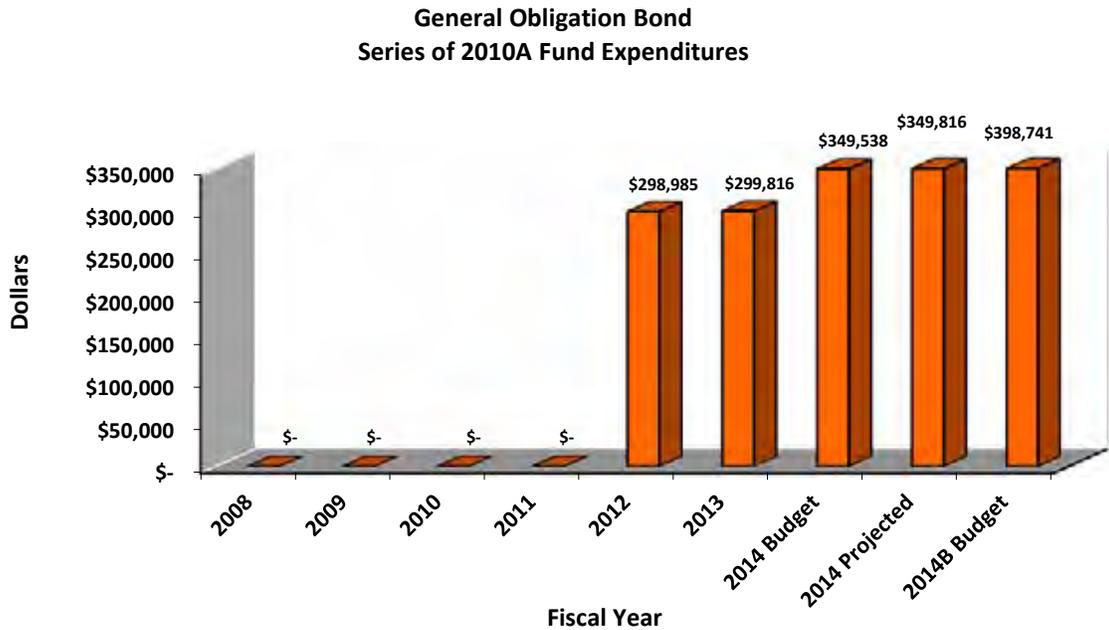
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 047 - General Obligation Bond Series of 2010 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Real Property Tax	\$ 432,676	\$ 649,448	\$ 616,636	\$ 645,941	\$ 575,100
Total Taxes		<u>432,676</u>	<u>649,448</u>	<u>616,636</u>	<u>645,941</u>	<u>575,100</u>
361.00-00	Interest on Investments	189	258	400	114	201
362.00-00	Net Change in Fair Value	(4)	-	-	-	-
Total Investment Income		<u>185</u>	<u>258</u>	<u>400</u>	<u>114</u>	<u>201</u>
380.38-00	BAB Federal Subsidy	180,289	180,289	178,574	164,377	162,131
Total Miscellaneous		<u>180,289</u>	<u>180,289</u>	<u>178,574</u>	<u>164,377</u>	<u>162,131</u>
399.00-00	Use of Fund Balance	-	-	-	-	57,200
Total Other		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>57,200</u>
Total Revenues		<u>\$ 613,150</u>	<u>\$ 829,995</u>	<u>\$ 795,610</u>	<u>\$ 810,432</u>	<u>\$ 794,632</u>
Expenditures and Other Financing Uses						
3-99	Miscellaneous Expense	\$ 678	\$ 678	\$ 400	\$ 678	\$ 678
Total Contractual Services		<u>678</u>	<u>678</u>	<u>400</u>	<u>678</u>	<u>678</u>
Total Operating Expenditures		<u>678</u>	<u>678</u>	<u>400</u>	<u>678</u>	<u>678</u>
11-29	Principal-G.O. 2010 Bonds	-	280,000	285,000	285,000	290,000
11-30	Interest-G.O. 2010 Bonds	515,110	515,110	510,210	510,210	503,513
Total Debt Service		<u>515,110</u>	<u>795,110</u>	<u>795,210</u>	<u>795,210</u>	<u>793,513</u>
Total Other Expenditures		<u>515,110</u>	<u>795,110</u>	<u>795,210</u>	<u>795,210</u>	<u>793,513</u>
Total Expenditures		<u>\$ 515,788</u>	<u>\$ 795,788</u>	<u>\$ 795,610</u>	<u>\$ 795,888</u>	<u>\$ 794,191</u>

GENERAL OBLIGATION BOND SERIES OF 2010A FUND

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.



2008 - 2013: Actual Expenditures

The 2010A Build America Bonds were also 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 2011 bond issue is outstanding.

VILLAGE OF HANOVER PARK, ILLINOIS
Long Term Debt Requirements
General Obligation Bonds, Series 2010A
April 30, 2014

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
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>\$ 4,950,000</u>	<u>\$ 3,812,391</u>	<u>\$ 8,762,391</u>		<u>\$ 1,906,194</u>		<u>\$ 1,906,197</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 048 - General Obligation Bond Series of 2010A Fund

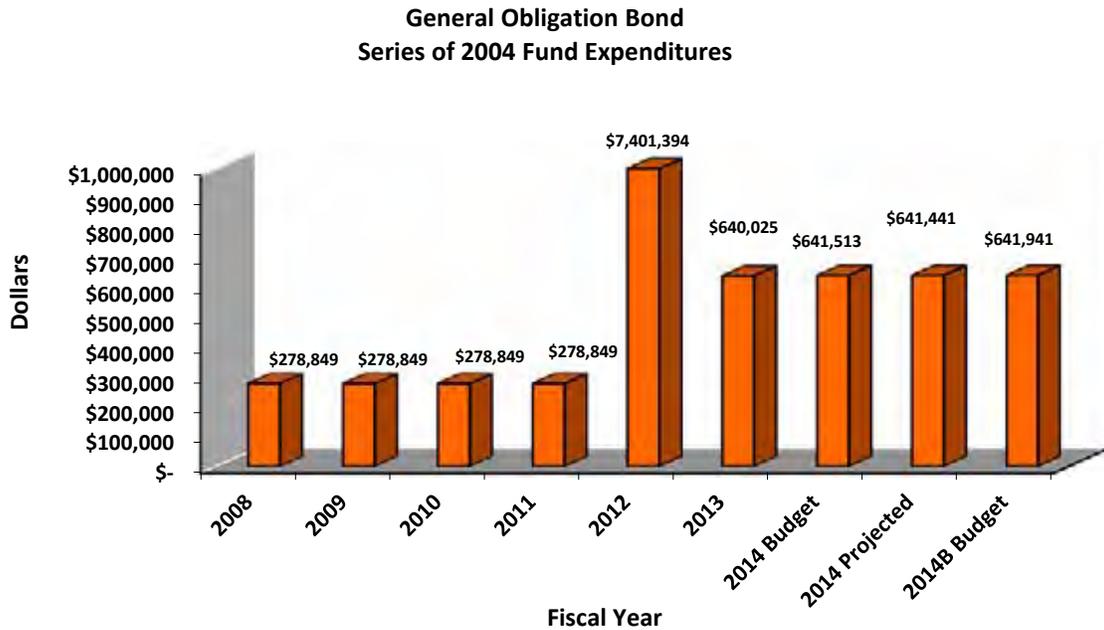
Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Real Property Tax	\$ 270,418	\$ 90,021	\$ 244,440	\$ 256,662	\$ 102,210
Total Taxes		<u>270,418</u>	<u>90,021</u>	<u>244,440</u>	<u>256,662</u>	<u>102,210</u>
361.00-00	Interest on Investments	287	86	140	140	160
362.00-00	Net Change in Fair Value	(12)	-	-	-	-
Total Investment Income		<u>275</u>	<u>86</u>	<u>140</u>	<u>140</u>	<u>160</u>
380.38-00	BAB Federal Subsidy	104,407	104,698	104,698	104,698	95,976
Total Miscellaneous		<u>104,407</u>	<u>104,698</u>	<u>104,698</u>	<u>104,698</u>	<u>95,976</u>
399.00-00	Use of Fund Balance	-	-	260	-	200,395
Total Other		<u>-</u>	<u>-</u>	<u>260</u>	<u>-</u>	<u>200,395</u>
Total Revenues		<u>\$ 375,100</u>	<u>\$ 194,805</u>	<u>\$ 349,538</u>	<u>\$ 361,500</u>	<u>\$ 398,741</u>

Expenditures and Other Financing Uses

3-99	Miscellaneous Expense	\$ 678	\$ 678	\$ 400	\$ 678	\$ 678
Total Contractual Services		<u>678</u>	<u>678</u>	<u>400</u>	<u>678</u>	<u>678</u>
11-29	Principle-G.O. 2010A Bonds	-	-	50,000	50,000	100,000
11-30	Interest-G.O. 2010A Bonds	298,307	299,138	299,138	299,138	298,063
Total Debt Service		<u>298,307</u>	<u>299,138</u>	<u>349,138</u>	<u>349,138</u>	<u>398,063</u>
Total Expenditures		<u>\$ 298,985</u>	<u>\$ 299,816</u>	<u>\$ 349,538</u>	<u>\$ 349,816</u>	<u>\$ 398,741</u>

GENERAL OBLIGATION BOND SERIES OF 2011 FUND

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.



2008 - 2013: 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, 2014

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

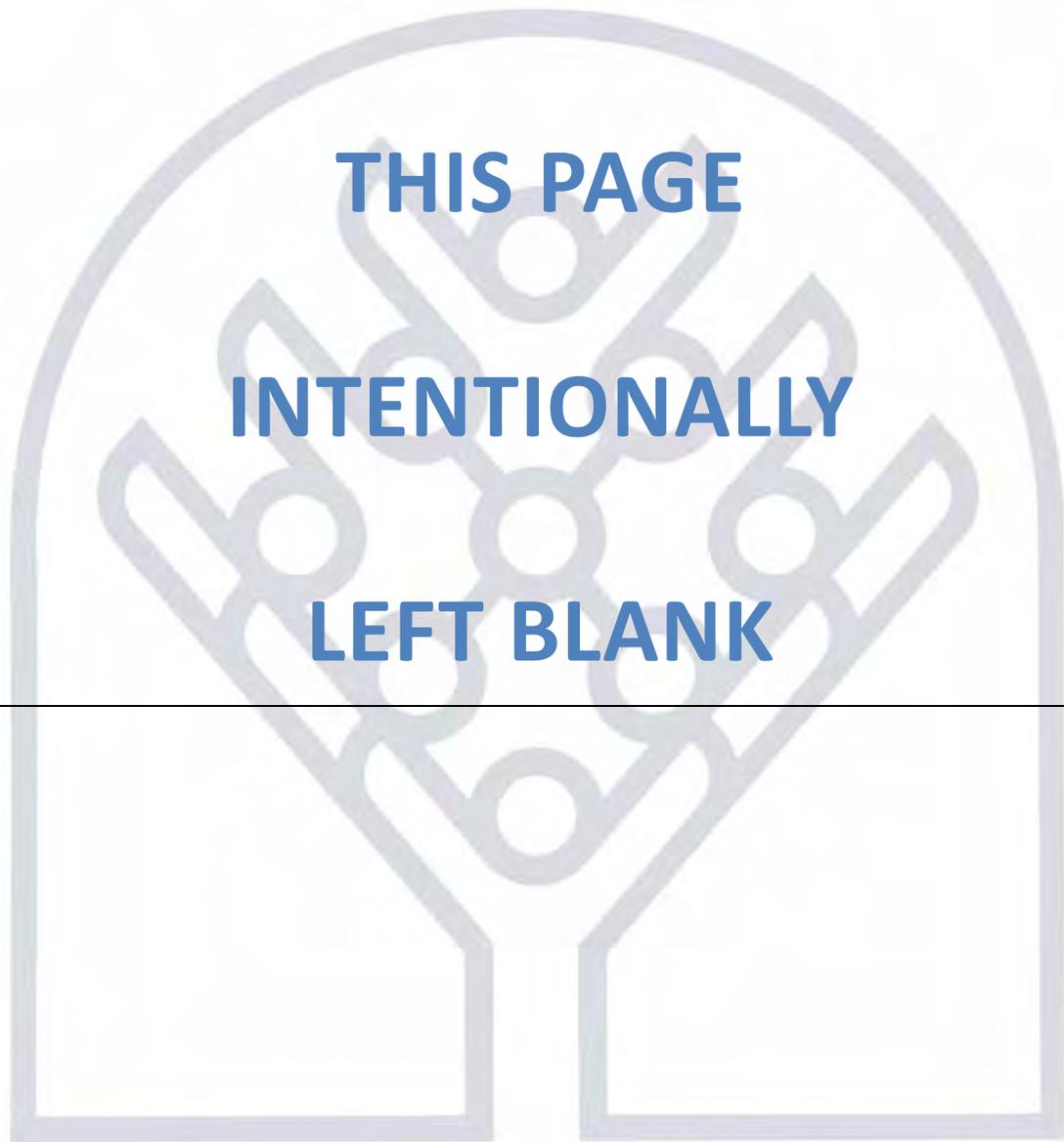
CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS

Tax Levy Year	Tax Levy			Interest Due On			
	Principal	Interest	Totals	Jun 1	Amount	Dec 1	Amount
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>\$ 6,105,000</u>	<u>\$ 1,071,587</u>	<u>\$ 7,176,587</u>		<u>\$ 535,793</u>		<u>\$ 535,794</u>

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 046 - General Obligation Bond Series of 2011 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.01-00	Real Property Tax	\$ 384,097	\$ 630,201	\$ 641,013	\$ 671,476	\$ 574,500
Total Taxes		<u>384,097</u>	<u>630,201</u>	<u>641,013</u>	<u>671,476</u>	<u>574,500</u>
361.00-00	Interest on Investments	45	246	500	300	200
Total Investment Income		<u>45</u>	<u>246</u>	<u>500</u>	<u>300</u>	<u>200</u>
393.95-00	G. O. Bonds	7,030,000	-	-	-	-
393.96-00	Premium on Bonds	102,775	-	-	-	-
399.00-00	Use of Fund Balance	-	-	-	-	67,241
Total Other		<u>7,132,775</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>67,241</u>
Total Revenues and Other Financing Sources		<u>\$ 7,516,917</u>	<u>\$ 630,447</u>	<u>\$ 641,513</u>	<u>\$ 671,776</u>	<u>\$ 641,941</u>
Expenditures and Other Financing Uses						
3-99	Miscellaneous Expense	\$ 122,920	\$ 428	\$ 500	\$ 428	\$ 428
Total Contractual Services		<u>122,920</u>	<u>428</u>	<u>500</u>	<u>428</u>	<u>428</u>
Total Operating Expenditures		<u>122,920</u>	<u>428</u>	<u>500</u>	<u>428</u>	<u>428</u>
11-03	Principal G.O. Bonds	-	450,000	475,000	475,000	485,000
11-04	Interest G.O. Bonds	278,474	189,597	166,013	166,013	156,513
Total Debt Service		<u>278,474</u>	<u>639,597</u>	<u>641,013</u>	<u>641,013</u>	<u>641,513</u>
14-00	Transfer to Escrow	7,000,000	-	-	-	-
Total Other Financial Uses		<u>7,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Expenditures		<u>7,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 7,401,394</u>	<u>\$ 640,025</u>	<u>\$ 641,513</u>	<u>\$ 641,441</u>	<u>\$ 641,941</u>



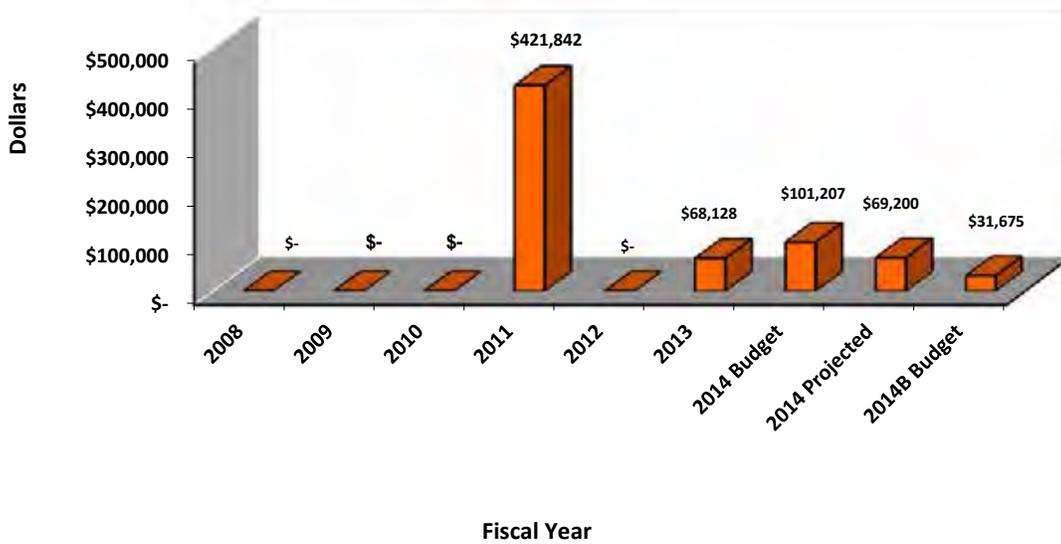
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Hanover Park

SPECIAL SERVICE AREA #6 FUND

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



2008 - 2013: Actual Expenditures

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 016 - Special Service Area #6 Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
311.90-00	Property Taxes	\$ 123,472	\$ 75,367	\$ 77,013	\$ 77,783	\$ 38,892
Total Taxes		<u>123,472</u>	<u>75,367</u>	<u>77,013</u>	<u>77,783</u>	<u>38,892</u>
361.00-00	Interest on Investments	50	144	100	83	56
362.00-00	Net Change in Fair Value	-	-	-	-	-
Total Investment Income		<u>50</u>	<u>144</u>	<u>100</u>	<u>83</u>	<u>56</u>
399.00-00	Use of Fund Balance	-	-	24,094	-	-
Total Other		<u>-</u>	<u>-</u>	<u>24,094</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 123,522</u>	<u>\$ 75,511</u>	<u>\$ 101,207</u>	<u>\$ 77,866</u>	<u>\$ 38,948</u>

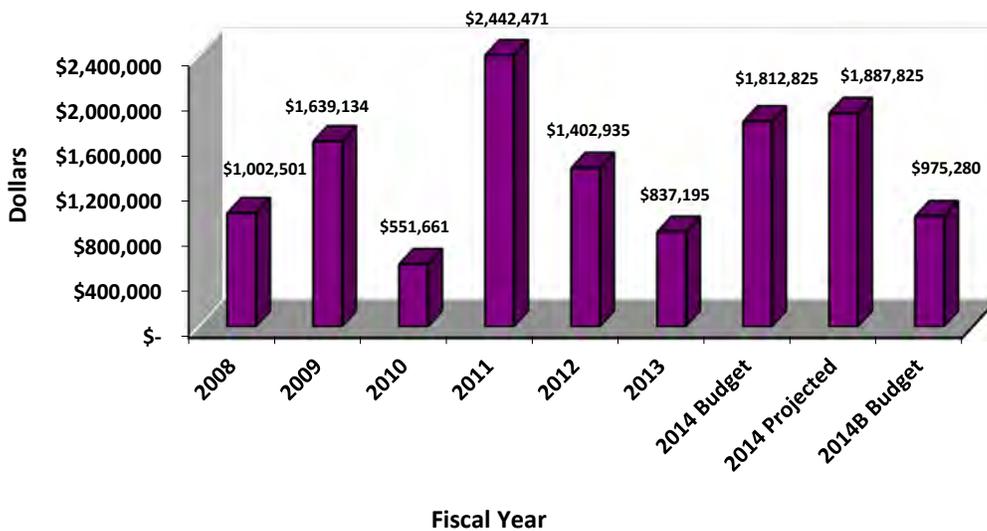
Expenditures and Other Financing Uses

3-51	Equipment Rentals	\$ -	\$ -	\$ 37,000	\$ 5,000	\$ 5,000
3-62	Legal Services	-	151	-	-	-
Total Contractual Services		<u>-</u>	<u>151</u>	<u>37,000</u>	<u>5,000</u>	<u>5,000</u>
12-01	Transfer to General	-	67,977	64,207	64,200	26,675
Total Interfund Transfers		<u>-</u>	<u>67,977</u>	<u>64,207</u>	<u>64,200</u>	<u>26,675</u>
Total Expenditures and Other Financing Uses		<u>\$ -</u>	<u>\$ 68,128</u>	<u>\$ 101,207</u>	<u>\$ 69,200</u>	<u>\$ 31,675</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



2008 - 2013: 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. Fiscal Year 2014B Capital requests will be funded with transfers from the General Fund and the Water & Sewer Fund.

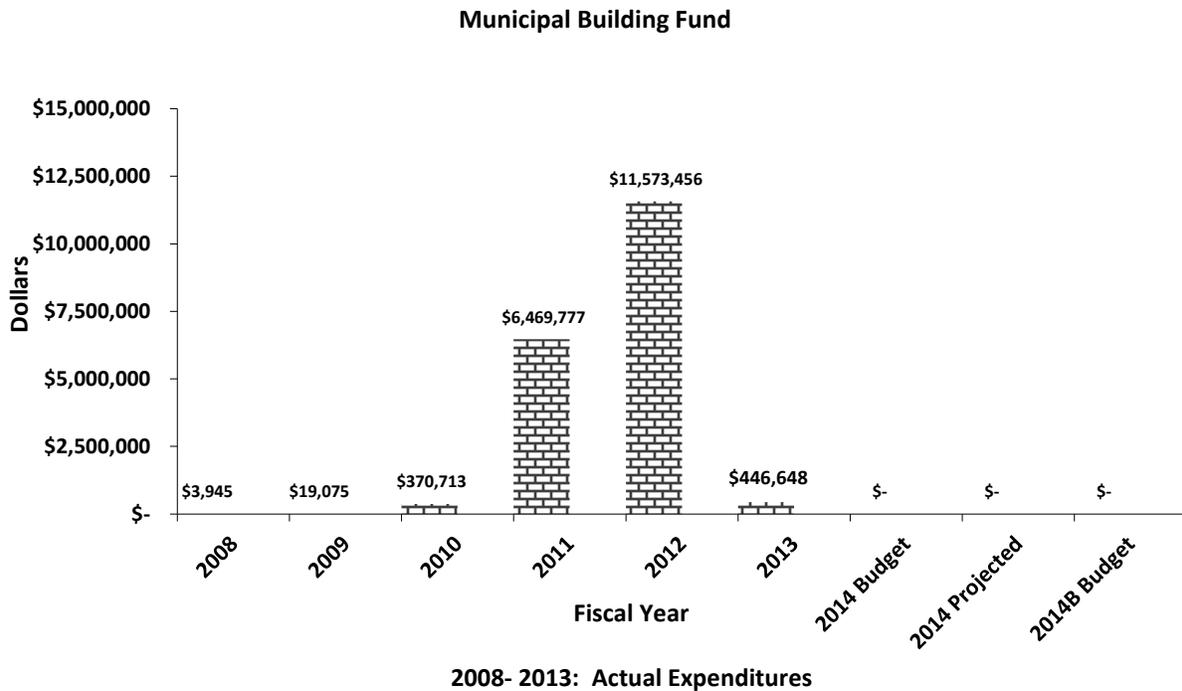
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Summary By Account
 Fiscal Year Ending December 31, 2014

Fund 031- General Capital Projects Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
361.00-00	Interest on Investments	\$ 2,661	\$ 563	\$ -	\$ -	-
362.00-00	Net Change in Fair Value	(2,409)	228	-	-	-
Total Investment Income		<u>252</u>	<u>791</u>	<u>-</u>	<u>-</u>	<u>-</u>
364.00-00	Rental Income	-	-	-	-	-
380.09-00	Reimb Expenditures - Misc	220,298	3,331	-	-	-
380.18-00	FEMA Grant	-	-	-	-	-
389.03-00	Miscellaneous Revenue	700	10,000	-	-	-
389.12-00	Veteran's Memorial	-	12,560	-	-	-
389.13-00	Other Memorials	-	-	-	-	-
Total Miscellaneous Revenue		<u>220,998</u>	<u>25,891</u>	<u>-</u>	<u>-</u>	<u>-</u>
391.01-00	General Fund	1,038,079	665,970	1,211,075	1,211,075	975,280
391.50-00	Water/Sewer Fund	194,194	40,824	546,750	546,750	125,250
Total Interfund Transfers		<u>1,232,273</u>	<u>706,794</u>	<u>1,757,825</u>	<u>1,757,825</u>	<u>1,100,530</u>
399.00-00	Use of Fund Balance	-	-	55,000	-	-
Total Other		<u>-</u>	<u>-</u>	<u>55,000</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 1,453,523</u>	<u>\$ 733,476</u>	<u>\$ 1,812,825</u>	<u>\$ 1,757,825</u>	<u>\$ 1,100,530</u>
Expenditures and Other Financing Uses						
13-11	Land	-	-	-	-	-
13-21	Buildings	75,895	180,842	130,000	205,000	245,000
13-22	Impr Other Than Buildings	288,302	317,562	118,000	118,000	263,000
13-31	Office Equipment	771,544	193,867	1,488,825	1,488,825	174,000
13-43	Other Equipment	267,194	144,924	76,000	76,000	293,280
Total Capital Outlay		<u>1,402,935</u>	<u>837,195</u>	<u>1,812,825</u>	<u>1,887,825</u>	<u>975,280</u>
Total Expenditures and Other Financing Uses		<u>\$ 1,402,935</u>	<u>\$ 837,195</u>	<u>\$ 1,812,825</u>	<u>\$ 1,887,825</u>	<u>\$ 975,280</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. Fiscal Year 2013 expenditures were carried over from Fiscal Year 2012 & Fiscal Year 2013. A budget amendment will be made near the end of Fiscal Year 2014 to account for the expenditures.

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail By Fund
 Fiscal Year Ending December 31, 2014

Fund 039 - Municipal Building Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget	2015 Budget
Revenues and Other Financing Sources							
361.00-00	Interest on Investments	\$ 8,421	\$ 424	\$ -	\$ -	\$ -	-
362.00-00	Net Change in Fair Value	2,002	-	-	-	-	-
Total Investment Income		10,423	424	-	-	-	-
380.06-00	Reimb Exp - Police Programs	150,000	-	-	-	-	-
391.01-00	Transfer from General Fund	1,109,213	-	-	-	-	-
391.31-00	Transfer from Capital Projects	-	-	-	-	-	-
393.95-00	GO Bonds	-	-	-	-	-	-
Total Other Financing Sources		1,259,213	-	-	-	-	-
Total Revenues and Other Financing Sources		\$ 1,269,636	\$ 424	\$ -	\$ -	\$ -	-

Expenditures and Other Financing Uses

3-61	Consulting Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Contractual Services		-	-	-	-	-	-
Total Operating Expenditures		-	-	-	-	-	-
13-21	Building Improvements	-	217,217	-	-	-	-
Total Capital Outlay		-	217,217	-	-	-	-
14-01	Bond Discount	11,573,456	229,431	-	-	-	-
Total Expenditures and Other Financing Uses		\$ 11,573,456	\$ 446,648	\$ -	\$ -	\$ -	-

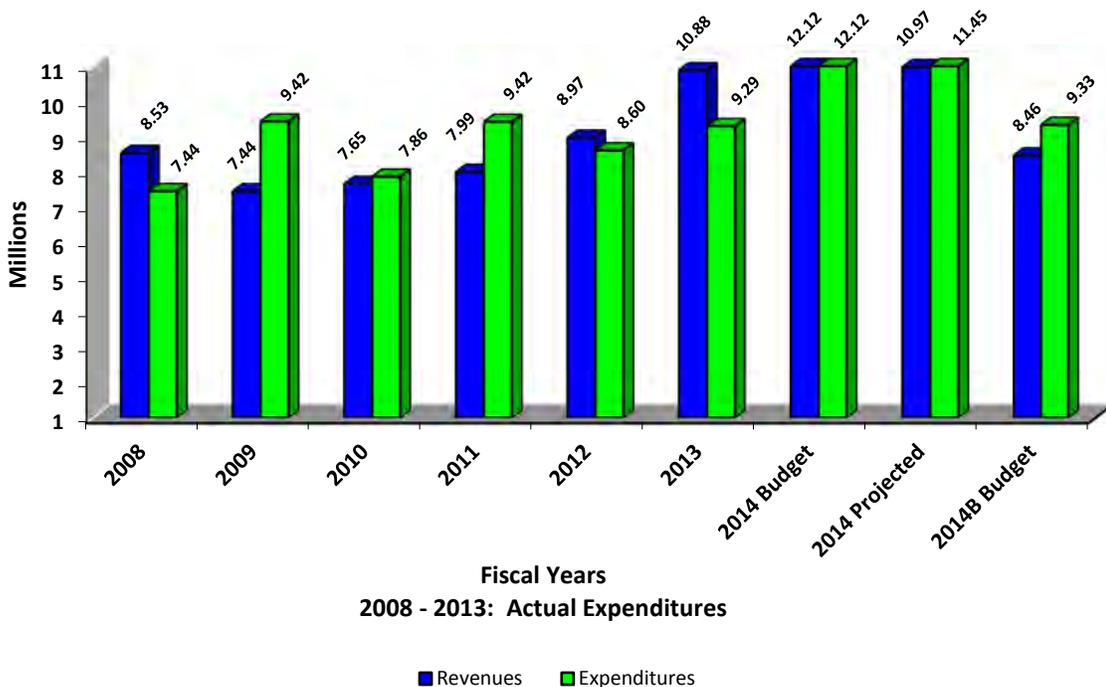
WATER AND SEWER FUND

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

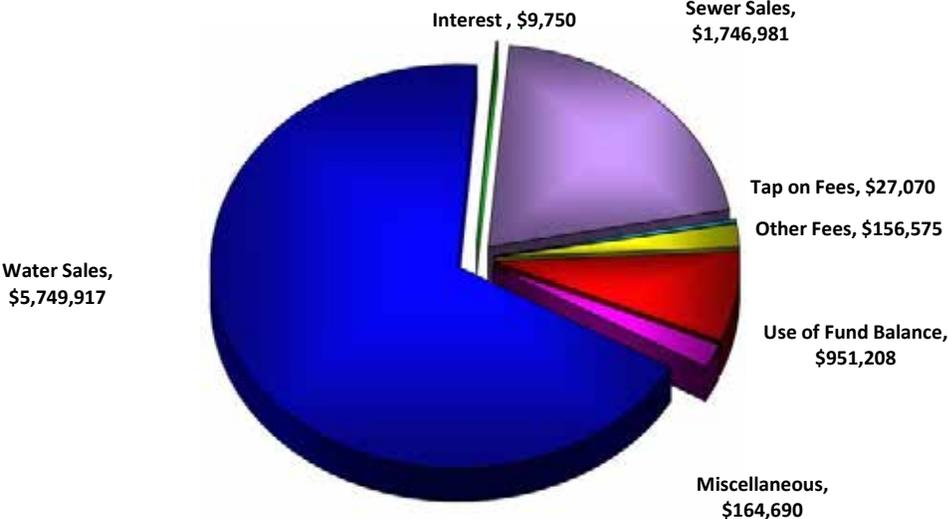
Administration	5010
Water Treatment	5020
Water Maintenance	5030
Water Meter Operations	5040
Sewage Treatment	5050
Sewer Maintenance	5060
Depreciation and Debt Service	5070

Water and Sewer Fund Revenues and Expenditures



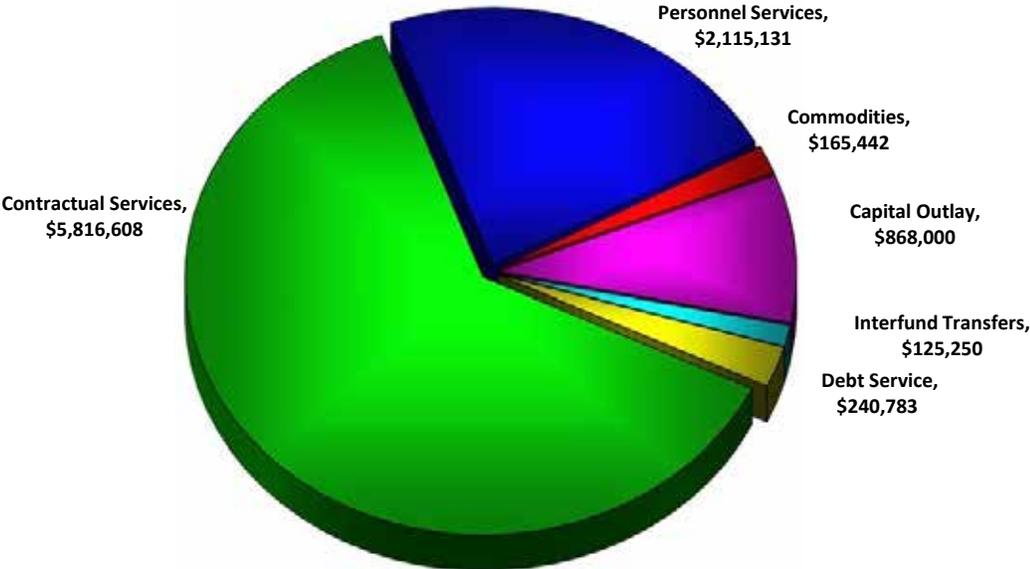
WATER AND SEWER FUND

Revenues by Category



Water and sewer sales account for 88.6% 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 December 31, 2014

Fund 050 - Water and Sewer Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
321.07-00	Penalties on Licenses	\$ 2,020	\$ 1,780	\$ 1,800	\$ 1,800	\$ 900
321.10-00	Wastewater Discharge	3,000	-	-	-	500
Total Licenses and Permits		5,020	1,780	1,800	1,800	1,400
344.01-00	Water Sales-Cook Cty	2,692,382	3,599,634	3,955,499	3,955,499	2,890,227
344.02-00	Water Sales-DuPage Cty	2,724,100	3,408,131	3,913,707	3,913,707	2,859,690
345.01-00	Sewer Sales-Cook Cty	865,098	819,154	843,017	826,435	544,524
345.02-00	Sewer Sales-DuPage Cty	1,918,188	1,865,960	2,014,490	1,831,618	1,202,457
346.00-00	Water Penalties	186,407	191,280	192,300	192,300	155,175
347.01-00	Water Tap-On Fees-Cook	26,984	39,195	14,167	14,167	13,015
347.02-00	Water Tap-On Fees-DuPage	79,259	-	-	-	-
348.01-00	Sewer Tap-On Fees-Cook	26,445	40,262	13,884	13,884	12,755
348.02-00	Sewer Tap-On Fees-DuPage	72,817	-	-	-	-
349.01-00	Water Meters-Cook Cty	4,995	7,424	1,560	1,560	1,300
349.02-00	Water Meters-DuPage Cty	1,309	372	-	-	-
Total Charges for Services		8,597,984	9,971,412	10,948,624	10,749,170	7,679,143
361.00-00	Interest on Investments	8,577	10,295	13,000	13,000	9,750
362.00-00	Net Change in Fair Value	317	-	-	-	-
368.00-00	Declared IPBC Dividend	-	-	-	-	-
Total Investment Income		8,894	10,295	13,000	13,000	9,750
380.04-00	Reimb Exp-Property Damage	2,570	284	4,000	4,000	250
380.09-00	Reimb Exp-Miscellaneous	907	29,282	2,500	2,500	1,500
389.03-00	Miscellaneous Income	25,152	61,306	22,000	22,000	11,940
389.09-00	Leachate Treatment Rev	261,556	175,595	180,000	180,000	151,000
Total Miscellaneous		290,185	266,467	208,500	208,500	164,690
392.01-00	Gain-Sale of Capital Assets	-	633,282	-	-	-
392.02-00	(Loss) - Sale of Capital Assets	(38,695)	-	-	-	-
392.04-00	Capital Contributions	102,105	-	-	-	-
399.00-00	Use of Fund Balance	-	-	951,208	-	608,231
Total Other		63,410	633,282	951,208	-	608,231
Total Revenues and Other Financing Sources		\$ 8,965,493	\$ 10,883,236	\$ 12,123,132	\$ 10,972,470	\$ 8,463,214
Expenditures and Other Financing Uses						
1-11	Salaries-Regular	\$ 1,746,092	\$ 1,760,425	\$ 2,019,627	\$ 2,019,627	\$ 1,316,602
1-12	Salaries-Part Time	24,909	40,149	49,250	51,728	51,958
1-21	Overtime Compensation	115,107	122,288	97,069	103,984	79,990
1-27	Language Proficiency	-	-	-	-	-
1-28	On-Call Premium Pay	23,568	21,977	24,102	24,102	15,460
1-41	State Retirement	300,061	274,148	340,327	340,327	208,312
1-42	Social Security	142,877	145,317	173,370	173,370	118,148
1-44	Employee Insurance	373,393	364,334	416,538	416,538	295,264
1-45	Special Pension	8,035	8,479	8,816	8,816	6,091
1-46	Unempl Compensation	6,231	4,160	4,222	4,222	3,166
1-50	OPEB	9,785	4,938	24,600	24,600	20,140
Total Personal Services		2,750,058	2,746,215	3,157,921	3,167,314	2,115,131

VILLAGE OF HANOVER PARK, ILLINOIS
Budget Summary by Account
Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses (Continued)						
2-11	Office Supplies	2,129	3,088	3,950	2,975	2,420
2-13	Memberships/ Subscriptions	12,160	12,105	10,750	14,029	12,839
2-14	Books/Publications/Maps	416	416	645	636	100
2-21	Gasoline & Lube	51,918	-	-	-	500
2-26	Bulk Chemicals	7,110	8,976	20,945	11,850	14,955
2-27	Materials & Supplies	108,019	80,471	109,882	103,262	85,417
2-28	Cleaning Supplies	1,979	1,279	2,404	2,120	1,885
2-29	Part & Access-Non Auto	104	69	7,400	4,100	27,300
2-31	Uniforms	5,827	2,322	4,050	3,853	3,220
2-33	Safety & Protective Equip	7,928	8,689	7,433	5,218	5,151
2-34	Small Tools	1,966	3,817	2,595	1,610	2,255
2-36	Photo Supplies	-	-	100	70	-
2-37	Resale Merchandise	5,182	5,400	12,434	9,400	9,400
2-99	Miscellaneous Expense	-	-	-	-	-
Total Commodities		204,738	126,632	182,588	159,123	165,442
3-11	Telephone	52,007	54,896	71,714	71,514	76,984
3-12	Postage	33,876	36,210	39,530	39,330	28,113
3-13	Electricity	231,471	168,204	235,711	193,718	149,171
3-14	Natural Gas	21,381	8,627	9,222	8,651	5,239
3-21	Liability Insurance Program	292,330	101,346	266,930	266,930	168,199
3-32	M & R- Office Equipment	-	-	50	50	-
3-33	M & R- Comm Equipment	-	-	310	310	-
3-34	M & R- Buildings	24,112	20,817	47,695	24,000	30,595
3-35	M & R- Streets & Bridges	4,728	6,079	13,000	20,870	67,000
3-36	Maintenance Agreements	51,846	50,473	70,893	70,893	66,610
3-37	M & R- Other Equipment	8,876	1,430	19,360	10,050	16,285
3-41	M & R- Sewage Treat Plant	81,687	75,556	85,500	85,500	59,500
3-42	M & R- Sewer Lines	10,820	8,918	22,000	44,240	16,000
3-43	M & R- Wells	(3,778)	23,316	10,500	10,500	10,500
3-44	M & R- Water Mains	1,455	27,554	13,500	13,500	12,000
3-45	M & R- Water Tanks	5,159	148,696	137,000	118,395	11,330
3-46	M & R- Water Meters	699	-	2,000	2,000	500
3-51	Equipment Rentals	197,329	108,744	158,956	156,427	157,626
3-52	Vehicle Maint & Replace	238,000	549,187	537,628	537,628	472,028
3-61	Consulting Services	7,240	-	23,000	20,000	-
3-63	Auditing Services	16,891	10,824	12,548	12,548	12,941
3-64	Engineering Services	30,167	84,472	304,000	215,000	244,000
3-65	Medical Examinations	-	-	300	300	300
3-68	Uniform Rental	-	2,880	3,000	3,000	2,000
3-69	Testing Services	22,517	25,704	29,150	29,850	24,206
3-70	Binding & Printing	22,971	23,032	23,408	34,100	23,400
3-71	Schools, Conf, Meetings	1,745	4,194	7,000	4,200	6,515
3-72	Transportation	52	495	210	190	210
3-82	JAWA-Fixed Cost	660,565	813,186	947,932	958,848	767,080
3-89	IEPA Discharge Fee	17,500	17,500	17,500	17,500	17,500
3-93	Depreciation	877,463	912,294	965,917	965,917	1,014,213
3-96	Collection Services	921	37	900	100	750
3-97	JAWA-Operating Costs	2,254,256	2,770,346	2,762,931	2,762,931	2,337,505
3-99	Miscellaneous Expense	22,972	27,380	26,550	26,550	18,308
Total Contractual Services		5,187,258	6,082,397	6,865,845	6,725,540	5,816,608
Total Operating Expenditures		8,142,054	8,955,244	10,206,354	10,051,977	8,097,181

VILLAGE OF HANOVER PARK, ILLINOIS
Budget Summary by Account
Fiscal Year Ending December 31, 2014

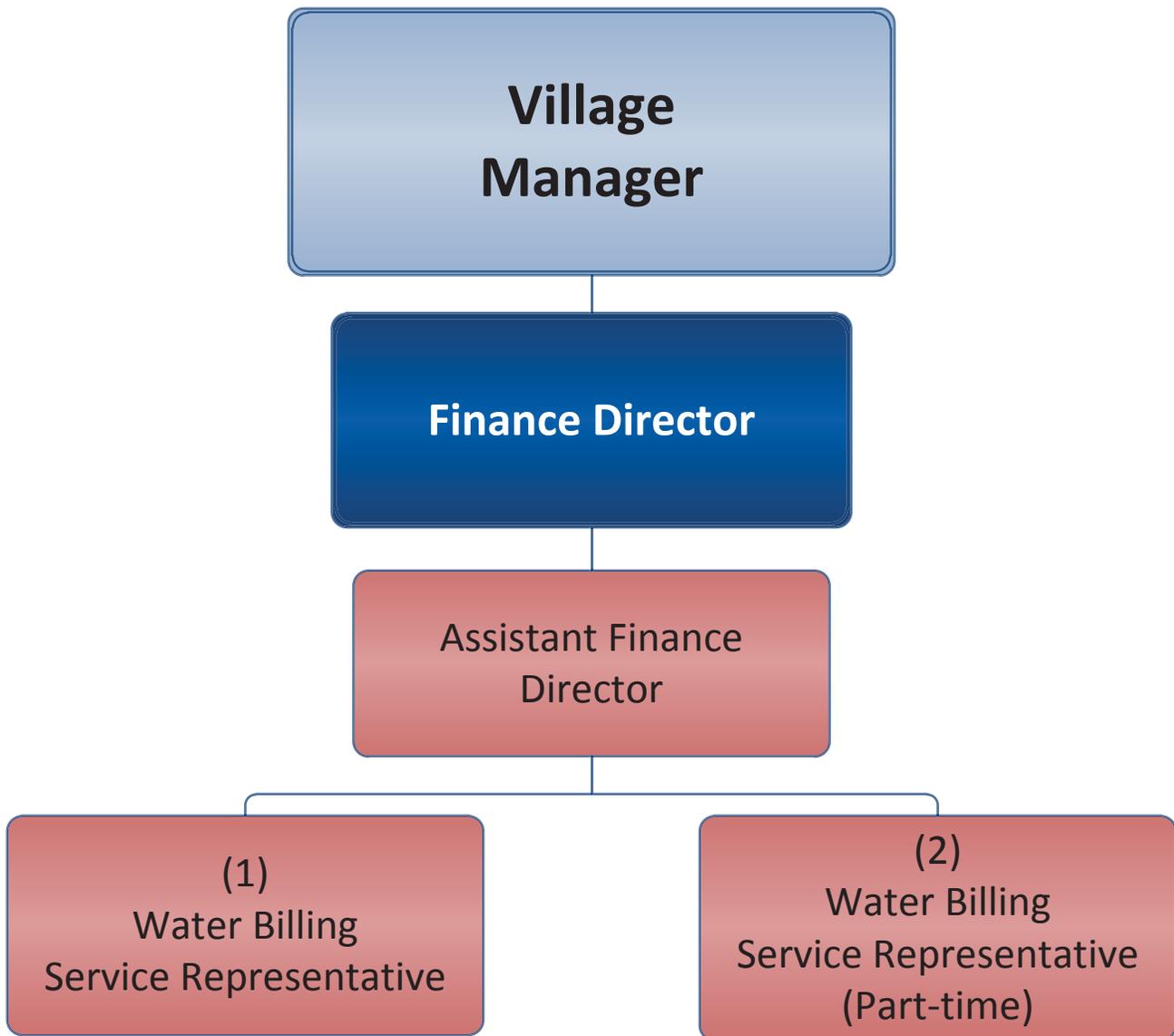
Fund 050 - Water and Sewer Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses (Continued)						
11-18	Principal-IEPA Loan	-	-	322,309	322,309	216,326
11-21	Interest-IEPA Loan	55,759	49,576	41,719	41,719	24,457
Total Debt Service		55,759	49,576	364,028	364,028	240,783
12-31	Transfer to General Capital	194,194	40,824	546,750	546,750	125,250
Total Interfund Transfers		194,194	40,824	546,750	546,750	125,250
13-21	Buildings	-	-	17,000	-	50,000
13-22	Impr Other Than Buildings	-	-	12,000	12,000	-
13-31	Office Equipment	3,300	-	-	-	-
13-43	Other Equipment	-	69,208	50,000	50,000	65,000
13-61	Sewage Treatment Plant	48,858	24,743	75,000	75,000	-
13-62	Sewer Lines	103,970	73,909	240,000	140,000	240,000
13-72	Water Mains	54,217	78,097	600,000	200,000	500,000
13-73	Water Wells	-	-	12,000	12,000	13,000
Total Capital Outlay		210,345	245,957	1,006,000	489,000	868,000
Total Other Expenditures		460,298	336,357	1,916,778	1,399,778	1,234,033
Total Expenditures and Other Financing Uses		\$ 8,602,352	\$ 9,291,601	\$ 12,123,132	\$ 11,451,755	\$ 9,331,214

VILLAGE OF HANOVER PARK, ILLINOIS
 Expenditure Budget Summary by Department
 Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Cost Center	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
5010	Administration	\$ 1,564,235	\$ 1,363,051	\$ 1,826,398	\$ 1,843,827	\$ 1,279,724
5020	Water Treatment	2,745,286	3,399,142	3,584,197	3,493,509	2,890,675
5030	Water Maintenance	523,240	644,158	1,169,601	768,511	1,020,589
5040	Water Meter Operations	190,657	208,603	220,705	208,371	165,769
5050	Sewage Treatment	1,211,981	1,138,020	1,522,728	1,396,388	1,003,597
5060	Sewer Maintenance	578,972	722,747	974,876	905,606	823,534
5070	Depreciation/Debt Service	1,787,981	1,815,880	2,824,627	2,835,543	2,147,326
Total Water and Sewer Fund		\$ 8,602,352	\$ 9,291,601	\$ 12,123,132	\$ 11,451,755	\$ 9,331,214



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.

PERFORMANCE ACTIVITIES AND MEASURES					
Description of Measurement	2009	2010	2011	2012	2013
Number of Water Bills:					
Original Bills	62,511	62,314	62,289	61,509	
First Late Notice	16,950	16,296	17,961	17,177	17,778
Second Late Notice	6,951	7,069	8,128	8,379	9,787
Turn Offs	1,172	966	931	835	833
Final Bills	1,190	1,285	1,161	1,333	1,509
Work Orders Requested	6,479	6,363	7,116	6,926	7,028

2013-2014 OBJECTIVES

III. Is fiscally responsible and transparent

1. Seek additional training opportunities for accounting staff.

Due to workload and staffing constraints, training will take place in the next Fiscal Year.

2. Begin to work towards the successful implementation of a new utility billing software system.

Task has begun and is expected to be completed in the next Fiscal Year.

ADDITIONAL ACCOMPLISHMENTS

1. Successfully implemented a change in the Water Billing structure.

2014B OBJECTIVES

II. Offers convenience through technologies

1. Working with the IT Department, successfully complete the conversion of the Village's new ERP Software System. First stages of live conversion begin May, 2014 and continue through October, 2014. (First through Third Quarters)

2. Have all staff participate and complete training on Microsoft Systems including Excel & Access. (First through Third Quarters)
3. At least one staff member attend additional user or user group training/seminar on the Utility Management Module of the new ERP Software System. (Third Quarter)

III. Is fiscally responsible and transparent

4. Continue to review processes and streamline where possible to reduce workload. (First through Third Quarters)
5. Reduce Promissory Notes (utility billing payment extensions) by at least 50% and eliminate by Calendar Year 2015. (First Quarter)
6. As part of cross-training and succession planning, train all Village Service Representatives main Utility Billing Division functions including answering phone calls, taking deposits and opening accounts, transferring accounts and closing accounts. (First Quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

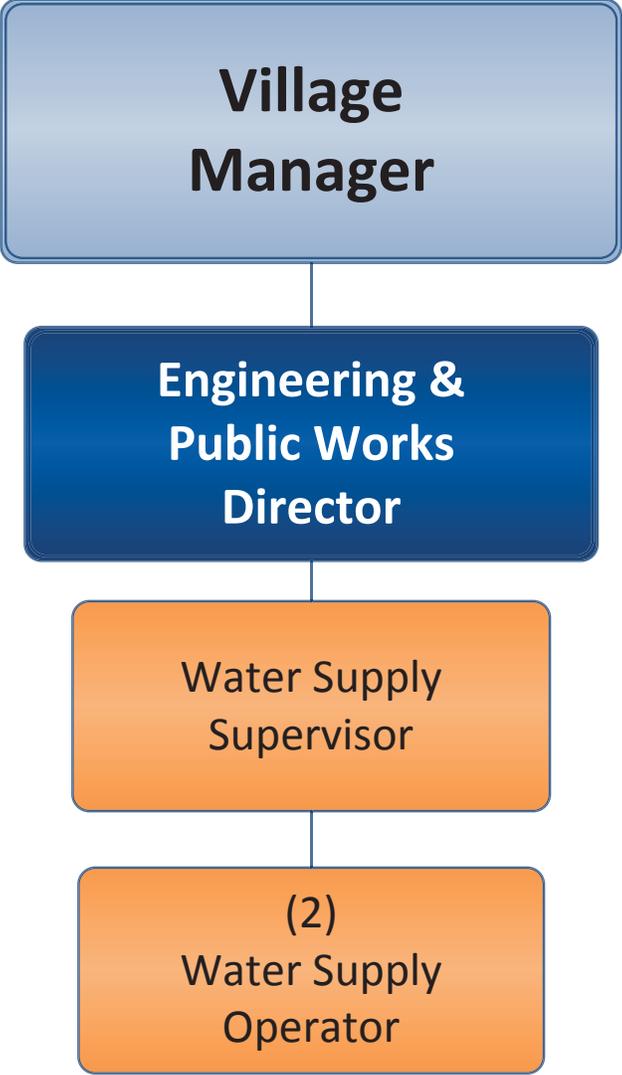
Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Department 5010 - Water & Sewer Administration

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 740,060	\$ 734,702	\$ 880,400	\$ 880,400	\$ 590,713
1-12	Salaries-Part Time	7,477	21,018	24,778	27,256	16,582
1-21	Salaries-Overtime	18,394	15,583	9,600	16,515	16,515
1-27	Language Proficiency	-	-	-	-	-
1-28	On-Call Premium Pay	266	-	-	-	-
1-41	State Retirement	120,296	108,442	142,095	142,095	89,512
1-42	Social Security	55,844	56,446	75,512	75,512	53,288
1-44	Employee Insurance	133,371	129,757	157,321	157,321	109,276
1-45	Special Pension	8,035	8,479	8,816	8,816	6,091
1-46	Unempl Compensation	6,231	4,160	4,222	4,222	3,166
1-50	OPEB	9,785	4,938	24,600	24,600	20,140
Total Personal Services		1,099,759	1,083,525	1,327,344	1,336,737	905,283
2-11	Office Supplies	1,487	2,000	2,575	2,000	1,500
2-13	Memberships/Subscriptions	4,847	4,874	3,165	6,619	5,114
2-14	Books/Publications/Maps	416	416	425	416	-
2-31	Uniforms	-	153	150	153	150
2-99	Miscellaneous Expense	-	-	-	-	-
Total Commodities		6,750	7,443	6,315	9,188	6,764
3-11	Telephone	26,527	34,590	41,580	41,580	56,280
3-12	Postage	31,113	34,053	36,510	36,510	27,383
3-14	Natural Gas	777	-	-	-	-
3-21	Liability Insurance Program	292,330	101,346	266,930	266,930	168,199
3-36	Maintenance Agreements	29,812	34,837	55,107	55,107	54,590
3-51	Equipment Rentals	7,744	7,746	8,706	6,177	7,626
3-61	Consulting Services	7,240	-	23,000	20,000	-
3-63	Auditing Services	16,891	10,824	12,548	12,548	12,941
3-70	Printing & Binding	21,362	21,270	19,908	32,400	21,600
3-71	Schools/Conf/Meetings	-	-	1,000	-	-
3-72	Transportation	37	-	-	-	-
3-96	Collection Services	921	37	900	100	750
3-99	Miscellaneous Expense	22,972	27,380	26,550	26,550	18,308
Total Contractual Services		457,726	272,083	492,739	497,902	367,677
Total Operating Expenditures		1,564,235	1,363,051	1,826,398	1,843,827	1,279,724
Total Water & Sewer Administration		\$ 1,564,235	\$ 1,363,051	\$ 1,826,398	\$ 1,843,827	\$ 1,279,724

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.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Implement recommended security measures at water facilities. (Fourth quarter)

Ongoing. Completed installation of new hatch for Schick Road ground reservoir valve vault. Improvements in this area are not scheduled for FY14B.

II. Offers convenience through technology

2. Develop a scope of changes to improve and upgrade the SCADA System. (Third quarter)

We are currently reviewing methods of improved and less expensive communication. This objective will be continued in FY15.

III. Is fiscally responsible and transparent

3. To improve safety when entering Schick Road Pump Station by relocated main entrance gate away from roadway. (Third quarter)

Completed fourth quarter.

2014B OBJECTIVES

II. Offers convenience through technology

1. Develop a scope of changes to improve and upgrade the SCADA System. (Third quarter)

III. Is fiscally responsible and transparent

2. Monitor the effects to the Village's water supply from NSMJAWA during the rebuilding and widening of I-90 "Jane Addams Memorial Tollway". (Third quarter)
3. Review and assess existing water supply interconnections between Hanover Park and four other municipalities. (Third quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Department 5020 - Water Treatment

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 209,519	\$ 190,118	\$ 233,763	\$ 233,763	\$ 158,815
1-21	Salaries-Overtime	23,383	22,693	20,570	20,570	14,209
1-28	On-Call Premium Pay	6,120	5,462	6,462	6,462	4,300
1-41	State Retirement	38,234	31,669	41,401	41,401	26,174
1-42	Social Security	18,278	16,738	19,951	19,951	13,565
1-44	Employee Insurance	36,318	33,225	35,282	35,282	24,232
Total Personal Services		331,852	299,905	357,429	357,429	241,295
2-11	Office Supplies	112	370	325	325	220
2-13	Memberships/Subscriptions	244	117	350	100	-
2-14	Books/Publications/Maps	-	-	150	150	100
2-21	Gasoline & Lube	4,935	-	-	-	-
2-26	Bulk Chemicals	378	2,622	2,880	850	2,915
2-27	Materials & Supplies	10,445	3,842	20,805	17,000	13,690
2-28	Cleaning Supplies	-	53	320	320	215
2-31	Uniforms	498	90	700	700	470
2-33	Safety & Protective Equip	2,360	3,022	3,120	2,000	2,093
2-34	Small Tools	101	147	150	150	100
2-36	Photo Supplies	-	-	50	50	-
Total Commodities		19,073	10,263	28,850	21,645	19,803
3-11	Telephone	10,282	19,052	14,736	14,736	10,304
3-12	Postage	2,039	1,964	2,020	2,020	230
3-13	Electricity	59,789	57,716	66,138	63,720	41,171
3-14	Natural Gas	18,446	6,141	6,478	5,828	2,416
3-32	M & R- Office Equipment	-	-	50	50	-
3-33	M & R- Comm Equipment	-	-	50	50	-
3-34	M & R- Buildings	5,238	9,302	31,400	12,000	13,300
3-36	Maintenance Agreements	12,996	13,722	13,586	13,586	10,920
3-37	M & R- Other Equipment	3,964	313	18,310	9,000	15,810
3-43	M & R- Wells	(3,778)	23,316	10,500	10,500	10,500
3-45	M & R- Water Tanks	5,159	148,696	137,000	118,395	11,330
3-51	Equipment Rentals	-	-	50	50	-
3-52	Vehicle Maint & Replace	9,520	24,142	23,419	23,419	13,470
3-64	Engineering Services	4,613	1,309	50,000	35,000	80,000
3-65	Medical Examinations	-	-	300	300	300
3-69	Testing Services	9,983	11,203	14,850	15,550	14,706
3-70	Binding & Printing	1,609	1,762	3,500	1,700	1,800
3-71	Schools/Conf/Meetings	245	(10)	1,450	1,450	2,665
3-72	Transportation	-	-	150	150	150
3-97	JAWA-Operating Costs	2,254,256	2,770,346	2,762,931	2,762,931	2,337,505
Total Contractual Services		2,394,361	3,088,974	3,156,918	3,090,435	2,566,577
Total Operating Expenditures		2,745,286	3,399,142	3,543,197	3,469,509	2,827,675

VILLAGE OF HANOVER PARK, ILLINOIS

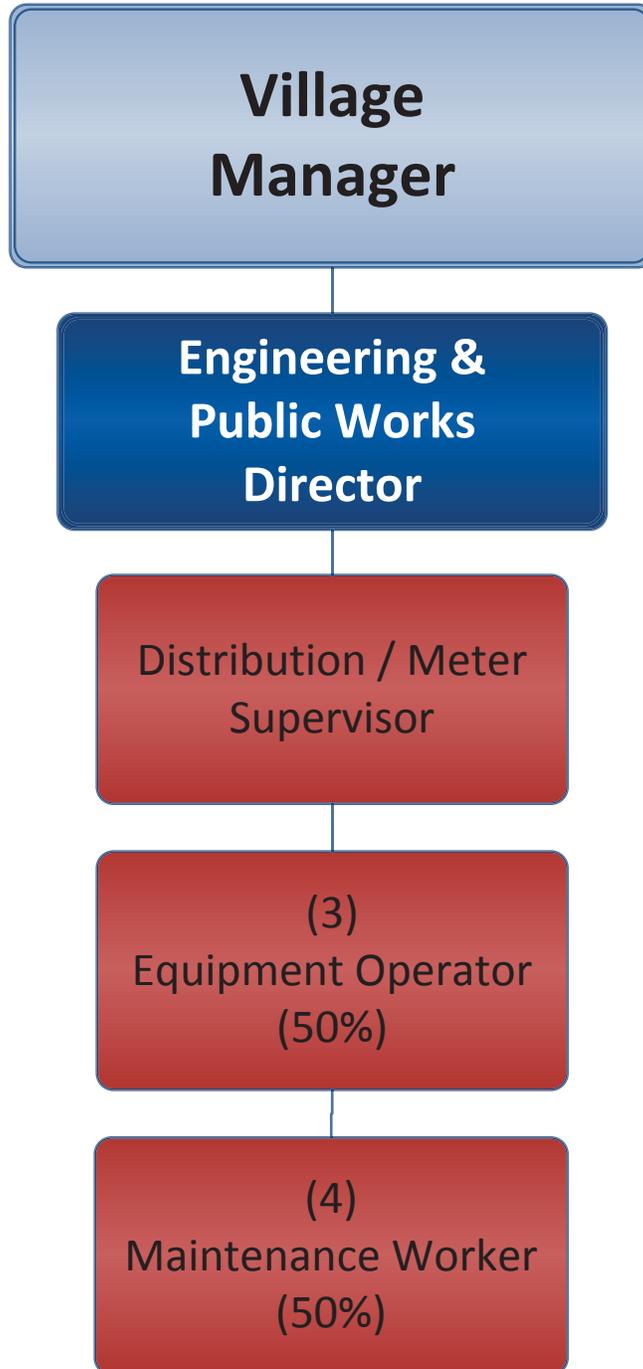
Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Department 5020 - Water Treatment

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures (Continued)						
13-21	Buildings	-	-	17,000	-	50,000
13-22	Improvemts other than Bldgs	-	-	12,000	12,000	-
13-43	Other Equipment	-	-	-	-	-
13-73	Water Wells	-	-	12,000	12,000	13,000
Total Capital Outlay		-	-	41,000	24,000	63,000
Total Other Expenditures		-	-	41,000	24,000	63,000
Total Water Treatment		\$ 2,745,286	\$ 3,399,142	\$ 3,584,197	\$ 3,493,509	\$ 2,890,675



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	2009	2010	2011	2012	2013
Miles of Water Mains	112.05	112.35	112.35	112.35	112.35
Number of Fire Hydrants	1,469	1,474	1,475	1,475	1,475
Number of System Valves	1,524	1,529	1,530	1,530	1,530
B-Box (clean, locate, repair)	427	186	336	198	218
Gate/Auxiliary Valves (clean, locate, repair)	12	20	45	30	73
Water Main Breaks	37	38	51	74	51
Water Main Breaks - Possible	27	45	49	73	44
JULIE Locates	4,343	2,559	2,118	4,445	2,744
B-Box - Installation	5	7	3	0	4
Hydrants Flushed	1,462	1,474	1,526	1,569	1,493
Hydrants Painted	0	0	613	5	58
Hydrants Repaired	217	53	144	67	51
Yard Preparation - hours	635	1,248	1,313	1,540	1,410
Yard Repairs - Square Yards	11,000	10,499	8,641	11,125	10,318

2013 - 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Water main replacement. (Second quarter)

Cook County:

300 Feet	Church Street	(Park Avenue to Evergreen Avenue)
600 Feet	Walnut Avenue	(Center Avenue to East Avenue)
550 Feet	Walnut Avenue	(Edgebrook Lane to Hawthorne Lane)

DuPage County:

300 Feet	Gable Court
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Moved to FY14B due to funding used for repair of 16 inch sanitary sewer force main.

2014B OBJECTIVES

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

1. Water main replacement. (Second quarter)

Cook County:

300 Feet	Church Street	(Park Avenue to Evergreen Avenue)
600 Feet	Walnut Avenue	(Center Avenue to East Avenue)
550 Feet	Walnut Avenue	(Edgebrook Lane to Hawthorne Lane)
200 Feet	Northway Drive	(At Creek Crossing)

DuPage County:

350 Feet	Gable Court	(Reroute water main from Celebrity Circle along Hardy Drive to Greenbrook Boulevard)
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VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

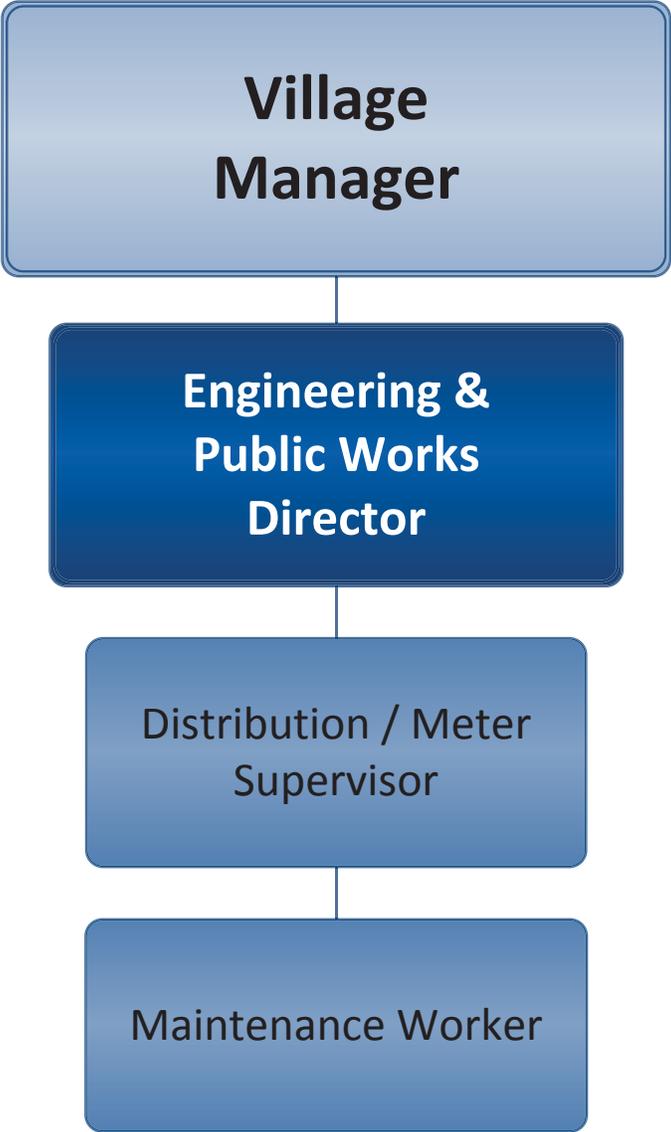
Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Department 5030 - Water Maintenance

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 195,713	\$ 203,838	\$ 202,701	\$ 202,701	\$ 137,625
1-12	Salaries-Part Time	4,422	3,630	6,118	6,118	7,344
1-21	Salaries-Overtime	30,871	39,041	30,000	30,000	22,000
1-28	On-Call Premium Pay	3,994	3,280	2,200	2,200	1,500
1-41	State Retirement	37,019	35,325	37,601	37,601	24,092
1-42	Social Security	18,143	18,962	18,588	18,588	13,038
1-44	Employee Insurance	43,866	39,971	42,325	42,325	29,028
Total Personal Services		334,028	344,047	339,533	339,533	234,627
2-11	Office Supplies	-	-	-	-	-
2-13	Memberships/Subscriptions	200	140	65	140	65
2-21	Gasoline & Lube	11,818	-	-	-	-
2-27	Materials & Supplies	45,351	38,131	37,350	37,350	38,000
2-31	Uniforms	640	54	900	900	700
2-33	Safety & Protective Equip	1,006	683	960	800	840
2-34	Small Tools	1,731	3,074	1,885	900	1,885
2-36	Photo Supplies	-	-	20	-	-
Total Commodities		60,746	42,082	41,180	40,090	41,490
3-33	M & R- Comm Equipment	-	-	150	150	-
3-35	M & R- Streets & Bridges	3,224	4,513	10,000	10,000	65,000
3-37	M & R- Other Equipment	304	-	400	400	-
3-44	M & R- Water Mains	1,455	27,554	13,500	13,500	12,000
3-51	Equipment Rentals	-	-	200	200	-
3-52	Vehicle Maint & Replace	(15,406)	141,616	158,838	158,838	162,972
3-69	Testing Services	2,380	4,956	4,300	4,300	3,000
3-71	Schools/Conf/Meetings	246	1,293	1,500	1,500	1,500
Total Contractual Services		(7,797)	179,932	188,888	188,888	244,472
Total Operating Expenditures		386,977	566,061	569,601	568,511	520,589
13-72	Water Mains	136,263	78,097	600,000	200,000	500,000
Total Capital Outlay		136,263	78,097	600,000	200,000	500,000
Total Other Expenditures		136,263	78,097	600,000	200,000	500,000
Total Water Maintenance		\$ 523,240	\$ 644,158	\$ 1,169,601	\$ 768,511	\$ 1,020,589

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.

<u>PERFORMANCE ACTIVITES AND MEASURES</u>					
Description of Measurement	2009	2010	2011	2012	2013
Water Meters Read	66,798	66,861	69,019	67,094	68,284
Water Meters Replaced (5/8 x 3/4)	32	62	58	14	48
Water Meter Service Requests	6,266	6,139	6,493	6,050	6,517
Water Turn On/Off	2,767	2,419	5,899	2,612	2,917
Install R900 Radios	85	144	131	116	156
Meter Repair/Cable/Register/Reseal Meter	305	445	285	272	291
Meter Checks - High Water Bill	150	135	152	208	217

Description of Measurement	2009	2010	2011	2012	2013
Meter Leaking	20	34	18	19	14
Meters Tested	117	45	91	167	165
Meters Tested/High Billing	3	7	1	2	1
No Water - Frozen Service/Low Pressure	23	7	10	5	15
Replace Meters - Frozen/Broken Bottom	62	32	31	17	34
Replace Meters - Test/High Bill	2	3	0	2	3
Seal New Meters/Install RF900-New Construction	11	13	8	17	22
Service Status	937	1,008	1,053	744	724
Tags – Red	6	217	20	6	60
Tags - Service/Deposit	1875	1,732	1,953	1,843	2,143
Tags - Theft of Service	64	71	26	58	51

2013 - 2014 OBJECTIVES AND ACCOMPLISHMENTS

II. Offers convenience through technologies

1. Improve the efficiency of the customer service request process. (Fourth quarter)

Ongoing

III. Is fiscally responsible and transparent

2. Installation of meters and radios in new construction. (Fourth quarter)

Ongoing

3. Continue improving the efficiency and accuracy of the entire water meter testing process including rebuilding, high bill, etc. (Fourth quarter)

Ongoing

2014B 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

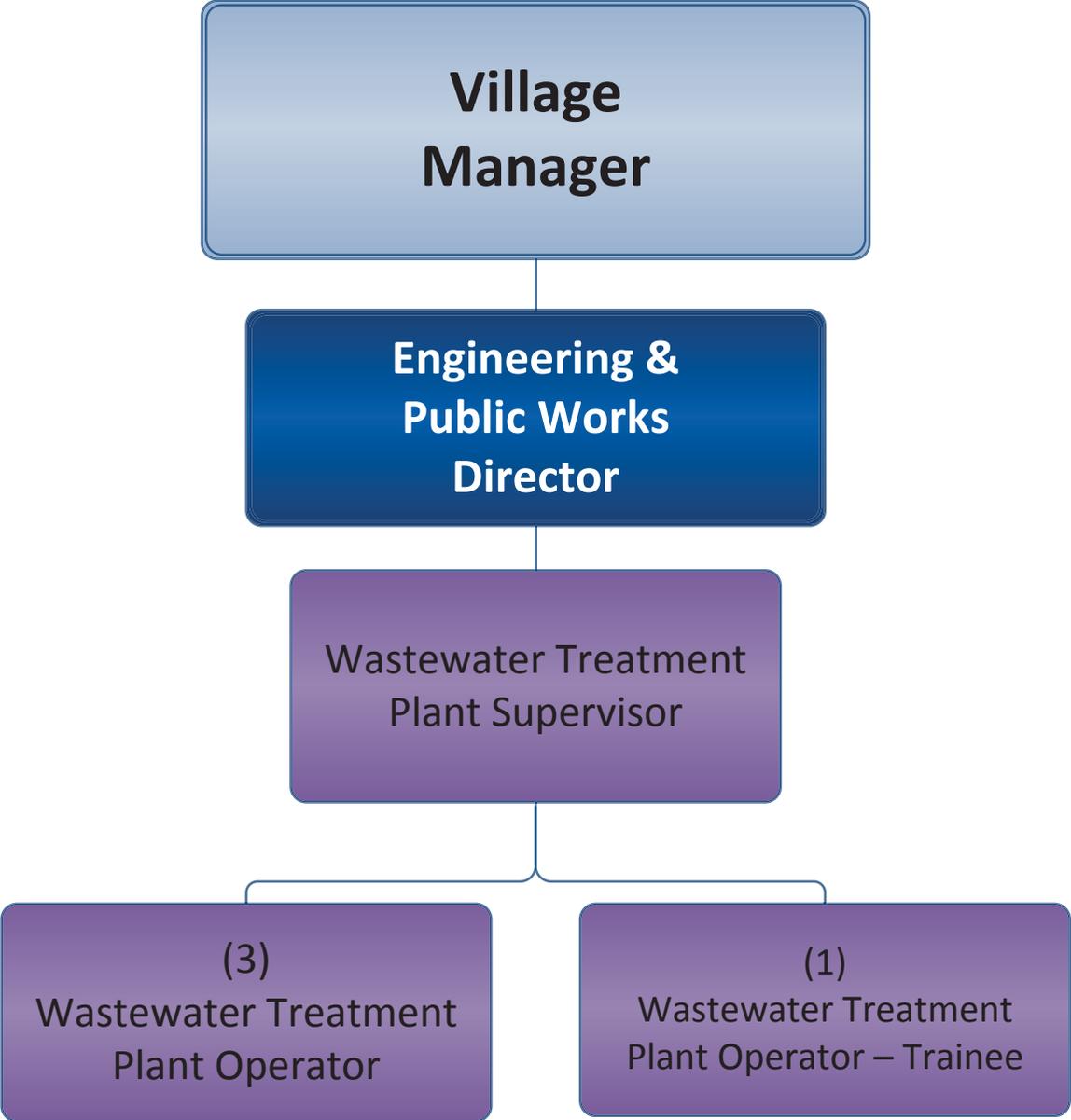
Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Department 5040 - Water Meter Operations

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 94,484	\$ 95,890	\$ 98,134	\$ 98,134	\$ 59,605
1-21	Salaries-Overtime	6,476	8,791	9,000	9,000	9,000
1-28	On-Call Premium Pay	6,761	6,920	7,000	7,000	4,500
1-41	State Retirement	17,337	16,443	18,119	18,119	10,791
1-42	Social Security	8,380	8,672	8,731	8,731	5,593
1-44	Employee Insurance	10,032	9,398	10,132	10,132	18,801
Total Personal Services		143,470	146,114	151,116	151,116	108,290
2-11	Office Supplies	113	324	650	450	450
2-13	Memberships/Subscriptions	133	192	310	310	-
2-21	Gasoline & Lube	10,033	-	-	-	-
2-27	Materials & Supplies	11,815	13,169	20,547	11,847	11,847
2-31	Uniforms	360	230	600	400	400
2-33	Safety & Protective Equip	297	514	335	335	335
2-34	Small Tools	-	260	150	150	-
2-36	Photo Supplies	-	-	20	20	-
2-37	Resale Merchandise	5,182	5,400	12,434	9,400	9,400
Total Commodities		27,933	20,089	35,046	22,912	22,432
3-11	Telephone	456	456	600	400	400
3-12	Postage	30	22	200	200	-
3-36	Maintenance Agreements	6,139	-	-	-	-
3-37	M & R- Other Equipment	-	-	100	100	-
3-46	M & R- Water Meters	699	-	2,000	2,000	500
3-52	Vehicle Maint & Replace	11,900	32,012	31,493	31,493	23,997
3-71	Schools/Conf/Meetings	30	35	150	150	150
13-43	Other Equipment	-	9,875	-	-	10,000
Total Contractual Services		19,254	42,400	34,543	34,343	35,047
Total Water Meter Operations		\$ 190,657	\$ 208,603	\$ 220,705	\$ 208,371	\$ 165,769



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.

2013 - 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Continue Zinc program and permitting process in the Turnberry Industrial Park. (Fourth quarter)

Ongoing.

2. Continue industrial sampling and testing in the Turnberry Industrial Park. (Fourth quarter)

Ongoing.

3. Continue to work on reducing energy usage at STP 1. (Fourth quarter)

Completed Fourth quarter.

ADDITIONAL ACCOMPLISHMENTS

1. Painted clarifier #2.
2. Replaced sludge pump and pista grit panels at STP 1.
3. Installed new level transducer at Plum Tree Lift Station.
4. Industrial Zinc permits.
5. Painted Northway and Kingsbury Lift Stations.

2014B OBJECTIVES

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

1. Continue Zinc program and permitting process in the Turnberry Industrial Park. (Fourth quarter)
2. Continue industrial sampling and testing in the Turnberry Industrial Park. (Fourth quarter)
3. Issue four additional industrial permits in the Turnberry Industrial Park. (Fourth quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Department 5050 - Sewage Treatment

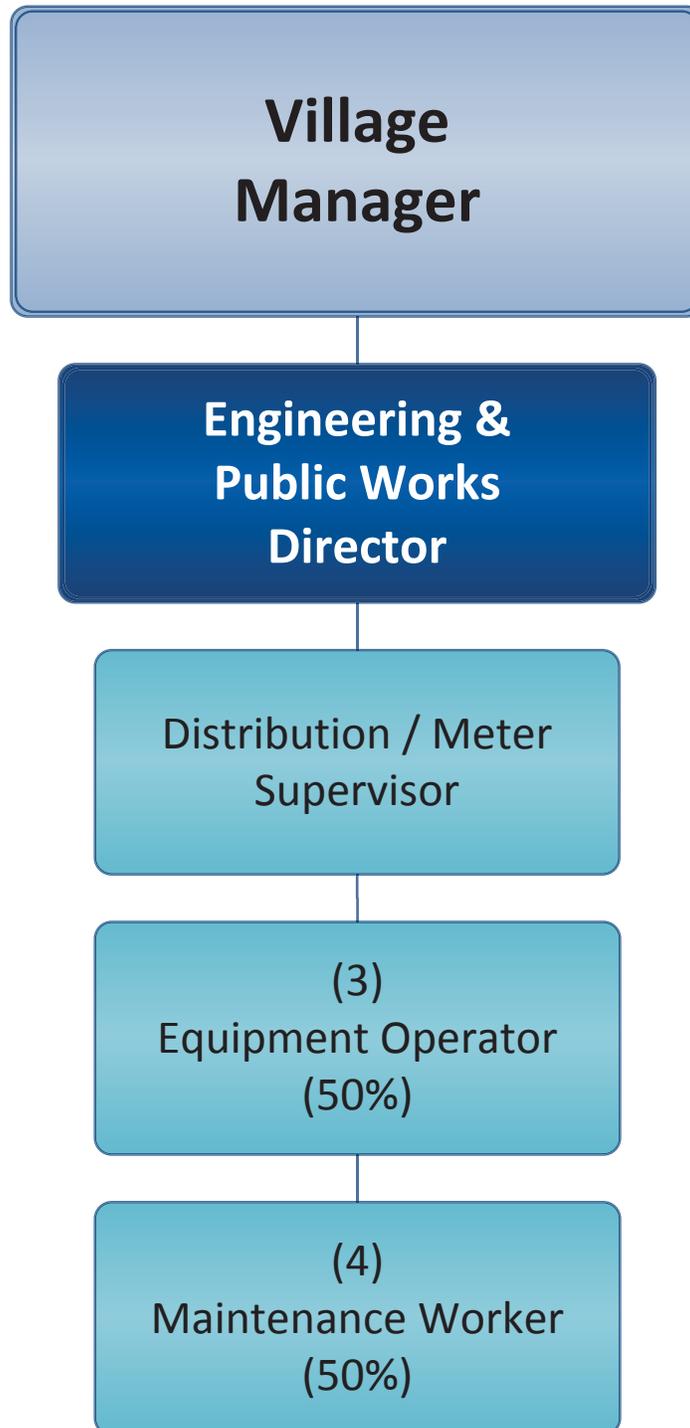
Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 306,279	\$ 331,872	\$ 401,928	\$ 401,928	\$ 232,219
1-12	Salaries-Part Time	2,572	3,795	-	-	6,000
1-21	Salaries-Overtime	31,723	31,106	22,899	22,899	15,266
1-28	On-Call Premium Pay	6,211	5,879	6,240	6,240	4,160
1-41	State Retirement	54,703	52,200	67,479	67,479	36,529
1-42	Social Security	25,962	27,734	32,976	32,976	19,994
1-44	Employee Insurance	105,996	112,038	129,153	129,153	86,200
Total Personal Services		533,446	564,624	660,675	660,675	400,368
2-11	Office Supplies	417	394	400	200	250
2-13	Memberships/Subscriptions	6,736	6,782	6,860	6,860	7,660
2-14	Books/Publications/Maps	-	-	70	70	-
2-21	Gasoline & Lube	8,364	-	-	-	500
2-26	Bulk Chemicals	6,732	6,354	18,065	11,000	12,040
2-27	Materials & Supplies	28,134	19,143	19,680	19,680	14,680
2-28	Cleaning Supplies	1,979	1,226	2,084	1,800	1,670
2-29	Part & Access-Non Auto	104	38	100	100	-
2-31	Uniforms	3,321	378	700	700	500
2-33	Safety & Protective Equip	1,293	1,940	1,083	1,083	1,083
2-34	Small Tools	110	200	250	250	150
Total Commodities		57,190	36,455	49,292	41,743	38,533
3-11	Telephone	14,742	798	14,798	14,798	10,000
3-12	Postage	694	171	800	600	500
3-13	Electricity	171,682	110,488	169,573	129,998	108,000
3-14	Natural Gas	2,158	2,486	2,744	2,823	2,823
3-33	M & R- Comm Equipment	-	-	50	50	-
3-34	M & R- Buildings	18,874	11,515	16,295	12,000	17,295
3-36	Maintenance Agreements	2,899	1,914	2,200	2,200	1,100
3-37	M & R- Other Equipment	-	30	150	150	75
3-41	M & R- Sewage Treat Plant	81,687	75,556	85,500	85,500	59,500
3-42	M & R- Sewer Lines	2,209	3,043	19,000	19,000	13,000
3-51	Equipment Rentals	189,585	100,998	150,000	150,000	150,000
3-52	Vehicle Maint & Replace	30,940	74,254	40,651	40,651	30,903
3-64	Engineering Services	25,554	38,553	154,000	80,000	89,000
3-68	Uniform Rentals	-	2,880	3,000	3,000	2,000
3-69	Testing Services	10,154	9,545	10,000	10,000	6,500
3-71	Schools/Conf/Meetings	509	2,666	1,500	700	1,500
3-72	Transportation	-	468	-	-	-
3-89	IEPA Discharge Fee	17,500	17,500	17,500	17,500	17,500
Total Contractual Services		569,187	452,865	687,761	568,970	509,696
Total Operating Expenditures		1,159,823	1,053,944	1,397,728	1,271,388	948,597

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Department 5050 - Sewage Treatment

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures (Continued)						
13-21	Buildings	-	-	-	-	-
13-22	Improvements other than Buiding	-	-	-	-	-
13-31	Office Equipment	3,300	-	-	-	-
13-43	Other Equipment	-	59,333	50,000	50,000	55,000
13-61	Sewage Treatment Plant	48,858	24,743	75,000	75,000	-
Total Capital Outlay		52,158	84,076	125,000	125,000	55,000
Total Other Expenditures		52,158	84,076	125,000	125,000	55,000
Total Sewage Treatment		\$ 1,211,981	\$ 1,138,020	\$ 1,522,728	\$ 1,396,388	\$ 1,003,597



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.

PERFORMANCE ACTIVITIES AND MEASURES					
Description of Measurement	2009	2010	2011	2012	2013
Miles of Sanitary Sewers	93.76	93.76	93.8	93.8	93.8
Number of Manholes	2,342	2,343	2,346	2,347	2,346
Sanitary Sewer Backups	13	11	8	14	10
Sanitary Sewer Backup – Possible	52	55	86	81	61
Sanitary Sewer Inspections	1,155	1,423	2,510	1,342	1,061
Sanitary Sewer PM Root Cut/Jet (in. ft.)	239,876	265,247	362,867	287,313	186,928
Sanitary Sewer Televising (ft.)	41,425	38,865	30,063	26,589	2,801
Sanitary Sewer Repair – Each	3	1	5	2	0

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Continue televising Cook County sanitary sewers to evaluate the rehab priorities. (Fourth quarter)
Ongoing.

2. Determine locations and severity of infiltration entering into the sanitary system. (Fourth quarter)
Ongoing.

3. Reline sanitary sewers in Cook County. (Third quarter)

Completed third quarter.

ADDITIONAL ACCOMPLISHMENTS

Sanitary Sewer Improvement Program

<u>Televising of Sanitary Sewer Lines Completed by Calendar Year (feet)</u>		<u>Relining of Sanitary Sewer Lines Completed by Calendar Year (feet)</u>	
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
2012	26,089	2012	2,512
2013	1,315	2013	2,338
Total:	631,384 feet or 119.585 Miles	Total:	59,721 feet or 11.312 Miles

*No televising due to loss of vehicle.

2014B OBJECTIVES

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

1. Continue televising Cook County sanitary sewers to evaluate the rehab priorities. (Fourth quarter)
2. Determine locations and severity of infiltration entering into the sanitary system. (Fourth quarter)
3. Reline sanitary sewers in Cook County. Locations to be determined. (Third quarter)

VILLAGE OF HANOVER PARK, ILLINOIS

Budget Detail by Department

Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Department 5060 - Sewer Maintenance

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
1-11	Salaries-Regular	\$ 200,037	\$ 204,005	\$ 202,701	\$ 202,701	\$ 137,625
1-12	Salaries-Part Time	10,438	11,706	18,354	18,354	22,032
1-21	Salaries-Overtime	4,260	5,074	5,000	5,000	3,000
1-28	On-Call Premium Pay	216	436	2,200	2,200	1,000
1-41	State Retirement	32,472	30,069	33,632	33,632	21,214
1-42	Social Security	16,270	16,765	17,612	17,612	12,670
1-44	Employee Insurance	43,810	39,945	42,325	42,325	27,727
Total Personal Services		307,503	308,000	321,824	321,824	225,268
2-21	Gasoline & Lube	16,768	-	-	-	-
2-27	Materials & Supplies	12,274	6,186	11,500	17,385	7,200
2-29	Part & Access-Non Auto	-	31	7,300	4,000	27,300
2-31	Uniforms	1,008	1,417	1,000	1,000	1,000
2-33	Safety & Protective Equip	2,972	2,530	1,935	1,000	800
2-34	Small Tools	24	136	160	160	120
2-36	Photo Supplies	-	-	10	-	-
Total Commodities		33,046	10,300	21,905	23,545	36,420
3-33	M & R- Comm Equipment	-	-	60	60	-
3-35	M & R- Streets & Bridges	1,504	1,566	3,000	10,870	2,000
3-37	M & R- Other Equipment	4,608	1,087	400	400	400
3-42	M & R- Sewer Lines	8,611	5,875	3,000	25,240	3,000
3-52	Vehicle Maint & Replace	119,000	277,163	283,227	283,227	240,686
3-64	Engineering Services	-	44,610	100,000	100,000	75,000
3-71	Schools/Conf/Meetings	715	210	1,400	400	700
3-72	Transportation	15	27	60	40	60
Total Contractual Services		134,453	330,538	391,147	420,237	321,846
Total Operating Expenditures		475,002	648,838	734,876	765,606	583,534
13-62	Sewer Lines	103,970	73,909	240,000	140,000	240,000
Total Capital Outlay		103,970	73,909	240,000	140,000	240,000
Total Other Expenditures		103,970	73,909	240,000	140,000	240,000
Total Sewer Maintenance		\$ 578,972	\$ 722,747	\$ 974,876	\$ 905,606	\$ 823,534

5070 – Debt Service and Depreciation



VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Department
 Fiscal Year Ending December 31, 2014

Fund 050 - Water and Sewer Fund

Department 5070 - Depreciation & Debt Service

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures						
	3-82 JAWA-Fixed Cost	\$ 660,565	\$ 813,186	\$ 947,932	\$ 958,848	\$ 767,080
	3-93 Depreciation	877,463	912,294	965,917	965,917	1,014,213
	Total Contractual Services	1,538,028	1,725,480	1,913,849	1,924,765	1,781,293
	Total Operating Expenditures	1,538,028	1,725,480	1,913,849	1,924,765	1,781,293
	11-18 Principal-IEPA Loan	-	-	322,309	322,309	216,326
	11-21 Interest-IEPA Loan	55,759	49,576	41,719	41,719	24,457
	Total Debt Service	55,759	49,576	364,028	364,028	240,783
	12-31 Transfer to General Capital	194,194	40,824	546,750	546,750	125,250
	Total Interfund Transfers	194,194	40,824	546,750	546,750	125,250
	Total Other Expenditures	249,953	90,400	910,778	910,778	366,033
	Total Depreciation & Debt Service	\$ 1,787,981	\$ 1,815,880	\$ 2,824,627	\$ 2,835,543	\$ 2,147,326

VILLAGE OF HANOVER PARK, ILLINOIS
Long Term Debt Requirements
1997 Illinois Environmental Protection Agency Note
April 30, 2014

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>
10/9/2013	\$ 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
	<hr/>	<hr/>	<hr/>
	\$ 926,333	\$ 59,627	\$ 985,960
	<hr/>	<hr/>	<hr/>

VILLAGE OF HANOVER PARK, ILLINOIS
Long Term Debt Requirements
2000 Illinois Environmental Protection Agency Note
April 30, 2014

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

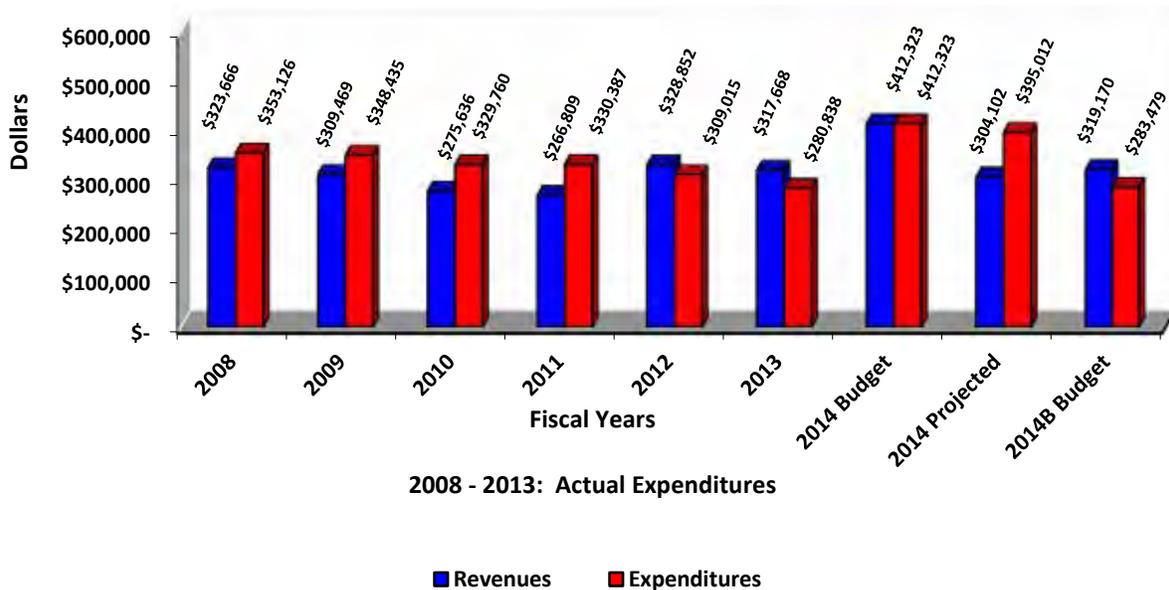
CURRENT AND FUTURE PRINCIPAL AND INTEREST REQUIREMENTS

<u>Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
7/1/2013	\$ 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
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	\$ 679,953	\$ 62,451	\$ 742,404
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MUNICIPAL COMMUTER PARKING LOT FUND

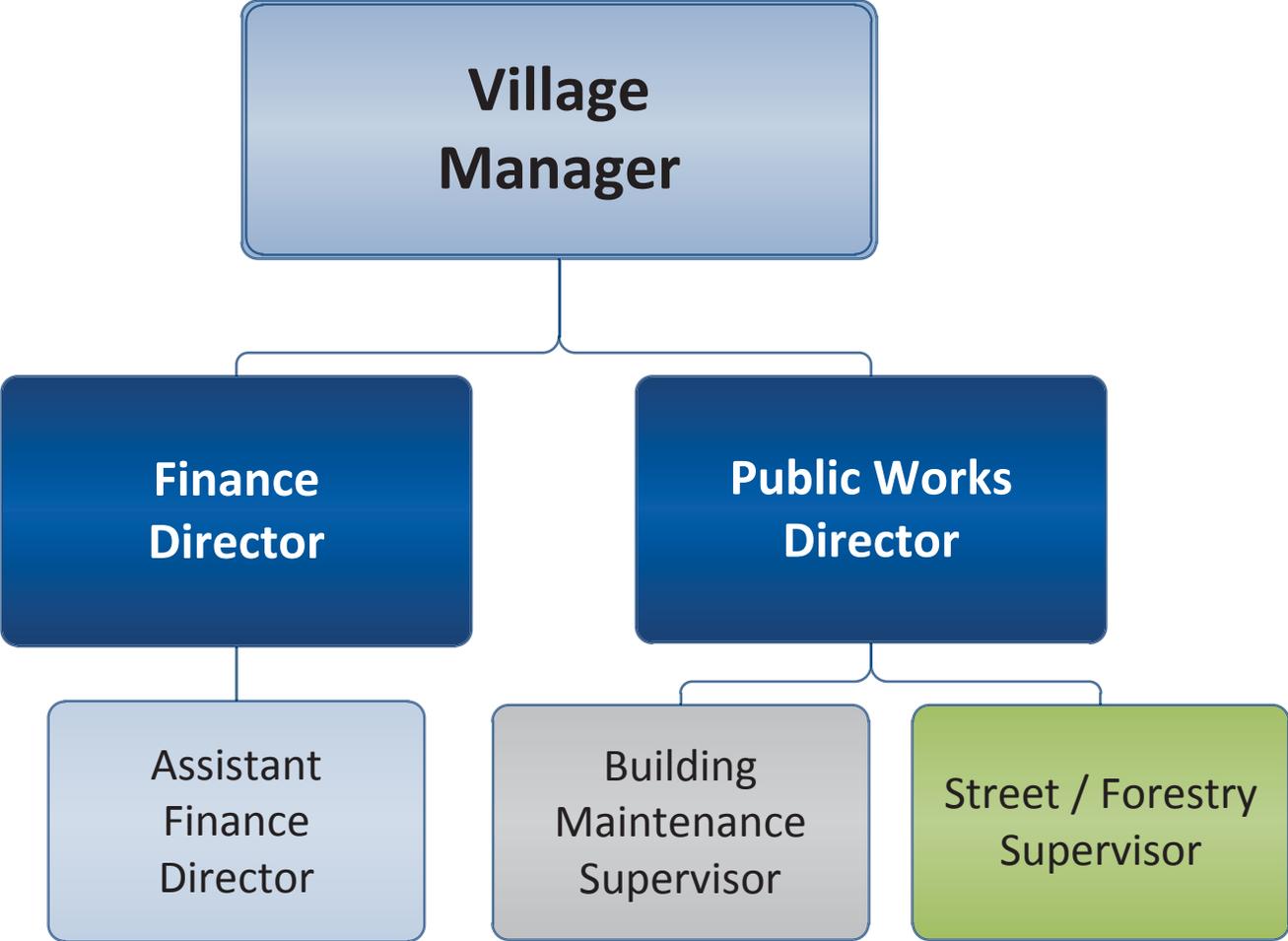
The Municipal Commuter Parking Lot Fund accounts for the provision of commuter parking services to the residents of the Village of Hanover Park and surrounding communities. Resources include permit and daily parking fees.

**Municipal Commuter Parking Lot Fund
Revenues and Expenditures**



Municipal Parking lot fees increased in Fiscal Year 2011 due to a daily rate increase from \$1.00 to \$1.25 and the elimination of discounts for multi-month purchases. In Fiscal Year 2013 the daily rate increased again to \$1.50. The FY 2014B Budget includes improvements to the Commuter Lot Platform.

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.

2013 – 2014 OBJECTIVES AND ACCOMPLISHMENTS

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

1. Continue to make improvements to parking lot and landscaping to improve appearance and usability. (Second quarter)

Enhanced landscaping and maintenance of areas. Also worked with Metra to improve look of advertising signs.

ADDITIONAL ACCOMPLISHMENTS

1. Installation of sidewalk extension and bus shelter.
2. New parking lot poles on north side of station.

2014B OBJECTIVES

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

1. Restripe all parking lots. (Second quarter)

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 051 - Municipal Commuter Lot Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
321.07-00	Penalties on Licenses	\$ 20	\$ -	\$ 20	\$ 20	\$ -
323.09-00	Parking Lot Meter Fees	132,119	128,472	127,228	127,228	104,417
323.10-00	Parking Lot Permit Fees	196,610	188,973	176,704	176,704	214,603
Total Charges for Services		328,749	317,445	303,952	303,952	319,020
361.00-00	Interest on Investments	107	223	150	150	150
Total Investment Income		103	223	150	150	150
399.00-00	Use of Fund Balance	-	-	108,221	-	-
Total Other		-	-	108,221	-	-
Total Revenues and Other Financing Sources		\$ 328,852	\$ 317,668	\$ 412,323	\$ 304,102	\$ 319,170
Expenditures and Other Financing Uses						
1-11	Salaries-Regular	\$ 109,095	\$ 112,739	\$ 120,224	\$ 120,224	\$ 80,406
1-12	Salaries-Part Time	-	-	-	-	-
1-21	Overtime Compensation	5,364	6,696	-	62	-
1-28	On-Call Premium Pay	89	3	-	-	-
1-41	State Retirement	18,187	17,125	19,292	19,292	12,075
1-42	Social Security	8,482	8,869	9,297	9,297	6,251
1-44	Employee Insurance	12,072	1,081	28,898	28,898	19,597
Total Personal Services		153,289	146,513	177,711	177,773	118,329
2-11	Office Supplies	1,355	1,446	1,394	1,400	1,394
2-26	Bulk Chemicals	2,580	-	5,000	5,000	1,250
2-27	Materials & Supplies	-	5,650	5,650	5,650	5,650
2-28	Cleaning Supplies	-	867	900	900	900
2-34	Small Tools	-	-	-	-	-
2-99	Miscellaneous Expense	-	-	-	-	-
Total Commodities		3,935	7,963	12,944	12,950	9,194

VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

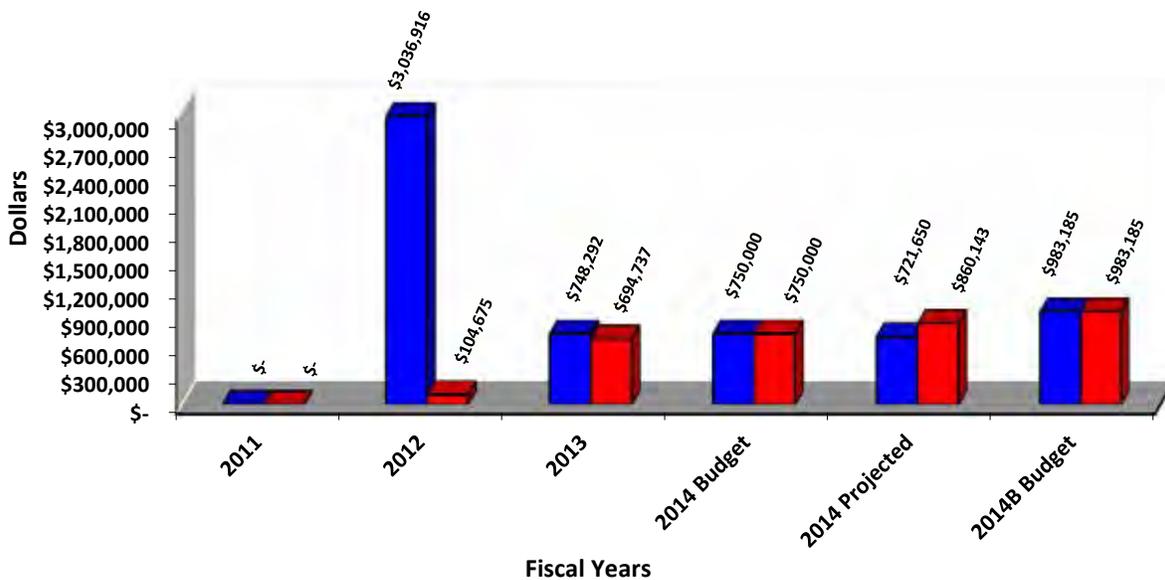
Fund 051 - Municipal Commuter Lot Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Expenditures and Other Financing Uses (Continued)						
3-12	Postage	216	223	300	250	300
3-13	Electricity	14,268	14,166	13,809	12,067	9,440
3-14	Natural Gas	2,166	1,789	2,523	1,936	549
3-21	Liability Insurance Program	18,659	6,078	17,221	17,221	10,852
3-34	M & R- Buildings	1,170	5,335	5,000	5,000	5,000
3-35	M & R- Streets & Bridges	52,070	38,635	44,360	44,360	21,360
3-36	Maintenance Agreements	15,851	12,180	12,180	12,180	12,180
3-55	Real Property Rental	775	775	775	775	775
3-93	Depreciation	43,656	43,656	47,000	47,000	47,000
3-99	Miscellaneous Expense	2,960	3,525	3,500	3,500	3,500
Total Contractual Services		<u>151,791</u>	<u>126,362</u>	<u>146,668</u>	<u>144,289</u>	<u>110,956</u>
Total Operating Expenditures		<u>309,015</u>	<u>280,838</u>	<u>337,323</u>	<u>335,012</u>	<u>238,479</u>
13-21	Buildings	-	-	-	-	-
13-22	Improvements Other Than Buildings	-	-	75,000	60,000	45,000
Total Capital Outlay		<u>-</u>	<u>-</u>	<u>75,000</u>	<u>60,000</u>	<u>45,000</u>
Total Other Expenditures		<u>-</u>	<u>-</u>	<u>75,000</u>	<u>60,000</u>	<u>45,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 309,015</u>	<u>\$ 280,838</u>	<u>\$ 412,323</u>	<u>\$ 395,012</u>	<u>\$ 283,479</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.

**Hanover Square Fund
Revenues and Expenditures**

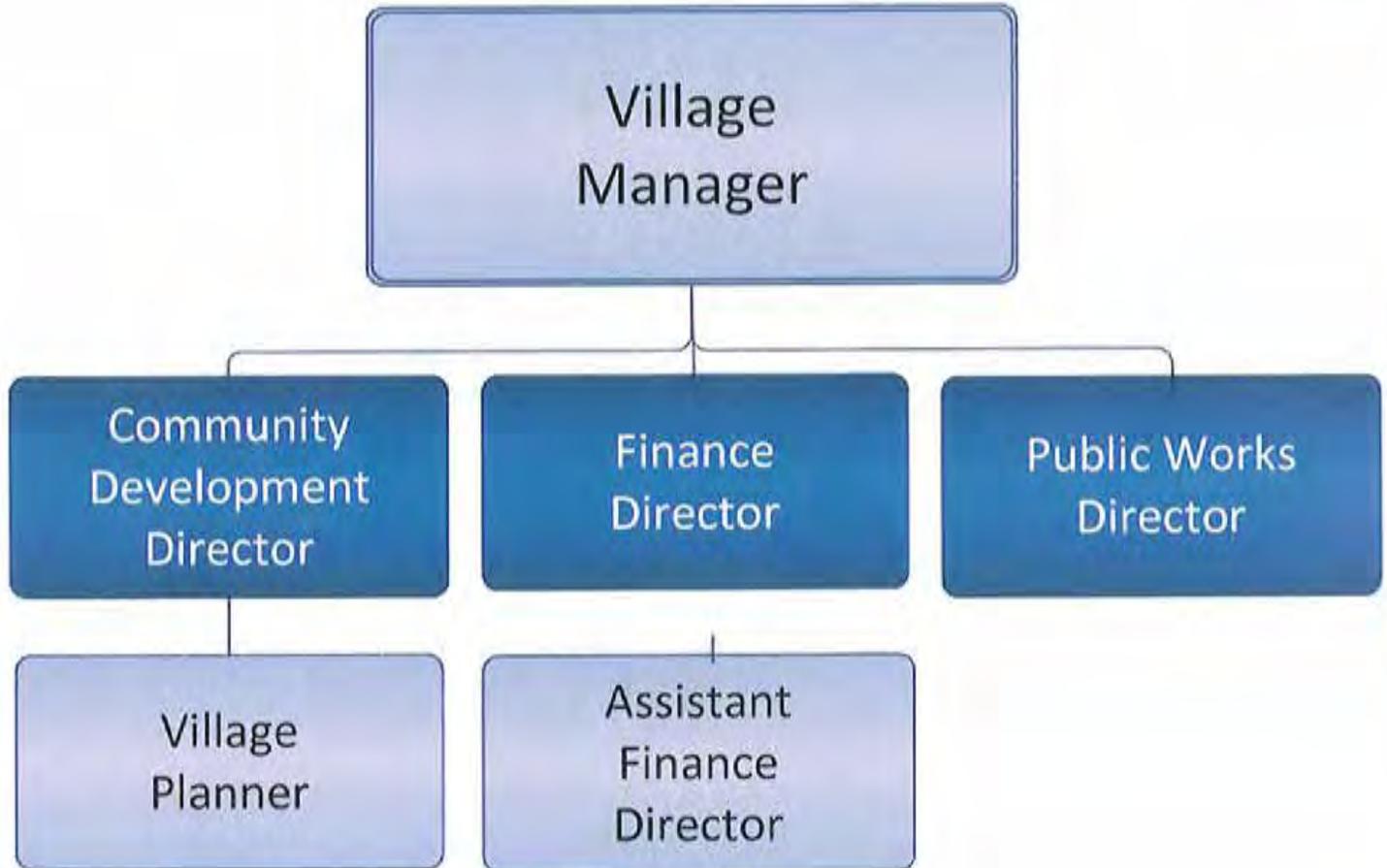


2011-2013: Actual Expenditures

■ Revenues ■ Expenditures

The Fiscal Year 2012 projection shows revenues lower than expenditures. This is due to property taxes expense paid in Fiscal Year 2012. They were accrued when the Village purchased Hanover Square as a liability, so there is not any revenue to offset it. The Fiscal Year 2014B budget includes the revenues and expenditures related to property taxes, improvements and rental income.

052 – Hanover Square



052 – HANOVER SQUARE FUND

GOALS

The goal of the Hanover Square Fund is to rejuvenate the Hanover Square Shopping Center and return it to an attractive and profitable enterprise. The fund supports work to improve the appearance and quality of the Hanover Square Shopping Center, rent the vacant tenant spaces, and return the property to private ownership. In accordance with the Strategic Plan Goals, the project will work to improve the overall image of the Village and help to make the Village an attractive location for business. The Village's initial investment in the area will help to catalyze the development of the Village Center, as outlined in the Comprehensive Plan and the Village Center Plan. Finally, it will further the objectives of the Village Center Tax Increment Financing Redevelopment Plan (TIF #3) by encouraging rehabilitation of existing buildings through high-quality physical, aesthetic, and public improvements.

DESCRIPTION OF FUNCTIONS

The Hanover Square Fund is utilized for the operation, maintenance, and improvement of the Hanover Square Shopping Center. The Fund supports the day-to-day operations of the center, including utilities, taxes, and management. The fund also supports costs and professional services related to maintenance and repair, as well as capital improvements.

Under the direction of the Village Board, the Hanover Square Fund is managed by the Property Management firm of Schermerhorn Commercial Real Estate, LLC. The Schermerhorn firm provides property management and real estate consulting services for the Hanover Square Shopping Center. They represent the Village as owner in the following activities:

Property Management

1. Administration and Accounting – Develop annual budget, maintain legal and financial records, pay bills for taxes, utilities and services, collect tenant rent, and provide a monthly statement of income and expenses.
2. Tenant Relations – Serve as primary contact with tenants, providing notices as needed, hearing and addressing concerns, enforcing lease terms, and collecting rent.
3. Regular Maintenance – Regularly inspect property, manage standard maintenance of building and property and repairs to common areas and tenant spaces as needed, and execute maintenance agreements.
4. Major Repairs – Manage implementation of major repairs to the center, as directed by the Village, soliciting quotes and bids as needed, formulating contracts, and monitoring construction.

Real Estate Consulting

1. Tenant Build-out – Plan for and manage owner-funded build-out of new tenant spaces and monitor tenant funded improvements.
2. Leasing Agent – Serve as primary communication with leasing agent, collecting reports and feedback, and providing recommendations for leads.
3. Lease Execution – Provide recommendations as to viable tenants and lease terms and work with Village Attorney and tenant to draft and execute lease.
4. Manage Design and Construction of Improvements - Work with Village, tenants, and other professionals such as architects and construction managers to develop and execute plans for improvements to the center, and monitor construction and contracts.

2013 – 2014 OBJECTIVES

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

Improve the quality and appearance of the center by:

1. Work with landscape contractor to develop and implement an updated landscape plan for the center, including assessment of existing trees and improvement of landscaping around signage. (first quarter)

Ongoing. Landscaping installed around signage. Plan to be reassessed following completion of other work at the shopping center.

2. Identify and perform repairs to capital assets of the center as needed, including repairs to HVAC, electrical, and life safety systems. (first through fourth quarters)

Ongoing. Repairs to the HVAC and fire systems and roofing performed on three sections of the main building, electrical upgraded in the outlot building, along with any other maintenance being addressed promptly for life safety issues.

3. Work with industry professionals to evaluate quality of roofing on main building, assess appropriate repair, and establish contracts for improvements. (first and second quarter)

Ongoing. Received professional assessment and performed roof repairs on the main building.

4. Maintain appearance of newly acquired property at 6794 Barrington Road (old Shires). (first through fourth quarter)

Complete. Building demolished and lot maintained with grass.

5. Work with construction management firm to evaluate existing building façade and develop a plan for improvement of the façade based upon availability of funding and anticipated return on investment. (third quarter)

Ongoing. Building façade evaluated, design for new façade upgrade provided and altered with feedback, based on existing structure's capacity. Completed return on investment analysis. Preparing architectural plans for construction of façade improvements. On a parallel track, Staff created and released a RFP for sale and redevelopment of the center. The RFP will help to determine whether there is private ownership interest prior to expending funds for façade upgrades.

Support the leasing of vacant spaces by:

5. Work with leasing agent to market and obtain tenant for newly built out space at 6602 B Barrington Road (former Siri Thai space). (first quarter)

Complete. Tenant recruited for former Siri Thai space and rental agreement in place for a restaurant. While the tenant is paying rent, the future use of the space is changing to a cell phone store. Lease is currently being modified to reflect the change, after working with them through challenges.

6. Work to finalize terms and establish a lease for an Education and Work Center. Work with construction management firm to develop plans and perform buildout of space for center. (first through fourth quarter)

Ongoing. Final lease and intergovernmental agreement details being presented to the Village Board for an Education and Work Center. Working with construction manager to complete plans for center and perform buildout work. Classes expected to begin in fall of 2014.

7. Plan for and perform buildout of vacant spaces throughout center as needed for new tenants. (first through fourth quarter)

Ongoing. Plumbing work to be performed in former Siri Thai space for new tenant. Space, about 10,000 sq. ft. to be built-out for the Education and Work Center. Estimates prepared for 6616 and 6618 spaces, as well as spaces adjacent to the Education And Work Center.

8. Maintain regular and open communication with leasing agent regarding potential tenant feedback, addressing concerns as feasible. (first through fourth quarter)

Ongoing. RFP completed and new leasing agents hired from Coldwell Banker. Weekly meetings between staff and construction managers and monthly meetings including leasing agents. Leads forwarded to leasing agents on a regular basis.

II. Offers convenience through technologies

6. Communicate with tenants as necessary regarding individual leases, building concerns, center maintenance, and upcoming improvements and repairs. (first through fourth quarters)

Ongoing. Weekly meetings held between staff and construction managers, and regular contact made with tenants. Special meeting held with tenants to discuss plans for redevelopment of the center.

7. Respond to tenant needs and requests in a prompt and professional manner, providing information and repairs as appropriate. (first through fourth quarters)

Ongoing. As primary contact for tenants, property managers quickly respond to tenant inquiries, and concerns. They have responded quickly to make repairs to the roof and address ice and snow issues during an extreme winter, particularly for the Little Bear Daycare and Dino's Finer Foods tenants.

III. Is fiscally responsible and transparent

8. Develop a yearly budget for management and improvement of the center, providing monthly reports of income and expenses. (first through fourth quarters)

Complete. Yearly budget prepared and implemented. Monthly reports provided to staff, with details including income and expenses.

9. Manage administrative and accounting duties for the center, managing finances, holding records, executing contracts, paying bills, and collecting rent. (first through fourth quarters)

Ongoing. Property managers manage center finances, and present monthly reports.

10. Execute ongoing maintenance and service contracts in an open manner in conformance with Village policy and state law, including landscaping, snow removal, waste collection, and janitorial services. (first through fourth quarters)

Ongoing. Contracts executed for maintenance and service, including snow removal, waste collection and janitorial services. Staff, property managers and construction managers work together to execute expenses in conformance with purchasing policy.

2014B GOALS/PRIORITIES:

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

1. Work with leasing agents to market and obtain tenants for vacant spaces in center (first through fourth quarters)
2. Work to prepare lease space for an Education and Work Center. Work with construction management firm to develop plans and perform buildout of space for center. (first through fourth quarter)
3. Plan for and perform buildout of vacant spaces throughout center as needed for new tenants. (first through fourth quarter)
4. Maintain regular and open communication with leasing agent regarding potential tenant feedback, addressing concerns as feasible. (first through fourth quarter)
5. Identify and perform repairs to capital assets of the center as needed, including repairs to HVAC, electrical, and life safety systems. (first through fourth quarters)
6. Work with industry professionals to evaluate quality of roofing on main building, assess appropriate repair, and establish contracts for improvements. (first and second quarter)
7. Maintain appearance of newly acquired property at 6794 Barrington Road (old Shires). (first through fourth quarter)
8. Move forward with next steps for redevelopment of the center. Evaluate responses to RFP for sale and redevelopment of the center and work with construction management firm to prepare for and install façade improvements at the center. Following evaluation of options, proceed as directed by the Village Board (first through fourth quarters)
9. Communicate with tenants as necessary regarding individual leases, building concerns, center maintenance, and upcoming improvements and repairs. (first through fourth quarters)
10. Respond to tenant needs and requests in a prompt and professional manner, providing information and repairs as appropriate. (first through fourth quarters)

III. Is fiscally responsible and transparent

1. Develop a yearly budget for management and improvement of the center, providing monthly reports of income and expenses. (first through fourth quarters)
2. Manage administrative and accounting duties for the center, managing finances, holding records, executing contracts, paying bills, and collecting rent. (first through fourth quarters)
3. Execute ongoing maintenance and service contracts in an open manner in conformance with Village policy and state law, including landscaping, snow removal, waste collection, and janitorial services. (first through fourth quarters)

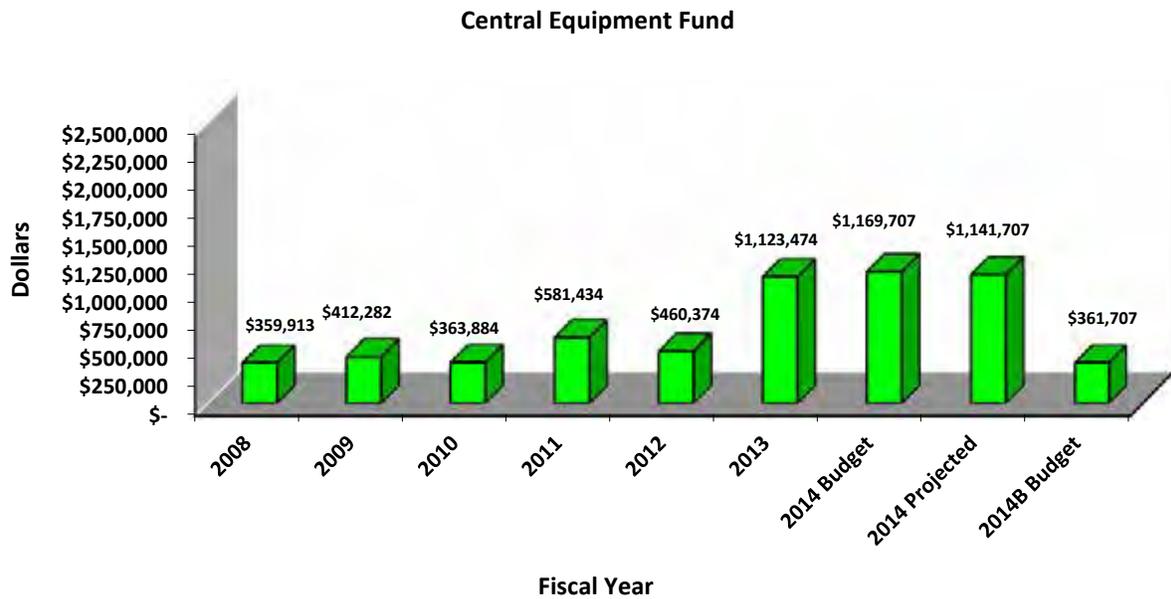
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 052 - Hanover Square Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
361.00-00	Investment Income	\$ -	\$ 308	\$ -	\$ 300	\$ 200
Total Investment Income		-	308	-	300	200
385.00-00	Rental Income	226,746	635,531	670,000	630,000	416,424
385.01-00	Common Area Maintenance	9,920	33,563	40,000	42,500	28,336
385.04-00	Late Fee Revenue	250	575	1,000	350	233
Total Rental Income		236,916	669,669	711,000	672,850	444,993
380.04-00	Reimb Expend - Property Damage	-	22,665	39,000	48,500	32,336
392.04-00	Capital Contributions	-	55,650	-	-	-
Total Other Expenditures		-	78,315	39,000	48,500	32,336
391.33-00	Transfer from TIF #3	2,800,000	-	-	-	505,656
Total Interfund Transfers		2,800,000	-	-	-	505,656
Total Revenues and Other Financing Sources		<u>\$ 3,036,916</u>	<u>\$ 748,292</u>	<u>\$ 750,000</u>	<u>\$ 721,650</u>	<u>\$ 983,185</u>
Expenditures and Other Financing Uses						
3-13	Utilities - Electricity	\$ 12,351	\$ 30,228	\$ 30,550	\$ 30,950	\$ 20,634
3-16	Property Taxes	-	423,230	355,000	392,268	261,528
3-34	M&R Building	41,318	69,160	58,600	169,025	141,279
3-36	Maintenance Agreements	38,063	83,950	71,450	66,600	44,402
3-61	Consulting Services	-	63,215	143,750	99,900	72,604
3-64	Professional Services	12,700	33	-	-	100
2-11	Office Supplies	229	133	-	-	100
3-93	Depreciation	-	18,877	18,092	18,092	13,334
3-99	Miscellaneous Expense	14	12	-	21	21
Total Operating Services		104,675	688,838	677,442	776,856	554,002
13-21	Buildings	-	5,899	72,558	83,287	429,183
Total Capital Outlay		-	5,899	72,558	83,287	429,183
Total Expenditures and Other Financing Uses		<u>\$ 104,675</u>	<u>\$ 694,737</u>	<u>\$ 750,000</u>	<u>\$ 860,143</u>	<u>\$ 983,185</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.



2008 - 2013: 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 and 2014 had much larger expense due to the purchase of an ambulance and other expensive long-term purchases.

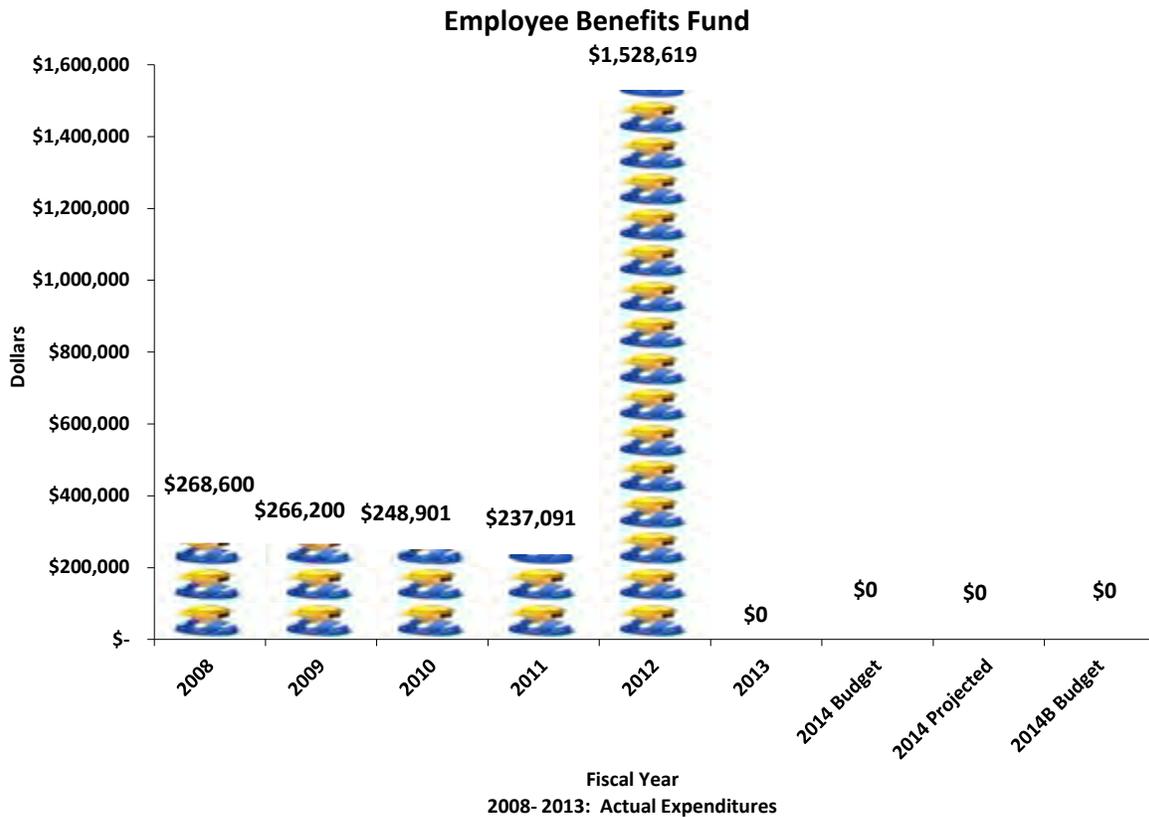
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 061 - Central Equipment Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
361.00-00	Interest on Investments	\$ 23,850	\$ 20,886	\$ 23,850	\$ 23,850	\$ 12,500
362.00-00	Net Change in Fair Value	4,171	388	4,171	4,171	-
Total Investment Income		<u>28,021</u>	<u>21,274</u>	<u>28,021</u>	<u>28,021</u>	<u>12,500</u>
391.01-00	General Fund	46,120	618,423	702,441	702,441	907,148
391.50-00	Water & Sewer Fund	238,000	274,593	239,656	239,656	281,742
Total Interfund Transfers		<u>284,120</u>	<u>893,016</u>	<u>942,097</u>	<u>942,097</u>	<u>1,188,890</u>
392.01-00	Gain-Sale of Capital Assets	23,513	7,569	-	-	-
392.02-00	Loss-Sale of Capital Assets	-	-	-	-	-
393.90-00	Capital Contributions	-	50,000	-	-	-
399.00-00	Use of Fund Balance	-	-	199,589	-	-
Total Other		<u>23,513</u>	<u>57,569</u>	<u>199,589</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 335,654</u>	<u>\$ 971,859</u>	<u>\$ 1,169,707</u>	<u>\$ 970,118</u>	<u>\$ 1,201,390</u>
Expenditures and Other Financing Uses						
3-93	Depreciation	\$ 437,422	\$ 473,367	\$ -	\$ -	\$ -
Total Contractual Services		<u>437,422</u>	<u>473,367</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Operating Expenditures		<u>437,422</u>	<u>473,367</u>	<u>-</u>	<u>-</u>	<u>-</u>
11-03	Installment Note Payment	-	-	49,707	49,707	49,707
Total Debt Service		<u>-</u>	<u>-</u>	<u>49,707</u>	<u>49,707</u>	<u>49,707</u>
13-41	Automobiles	-	-	130,000	90,000	32,000
13-42	Trucks	-	-	968,000	980,000	82,000
13-43	Other Equipment	22,952	16,825	22,000	22,000	198,000
13-50	Capital Contribution	-	633,282	-	-	-
Total Capital Outlay		<u>22,952</u>	<u>650,107</u>	<u>1,120,000</u>	<u>1,092,000</u>	<u>312,000</u>
Total Expenditures and Other Financing Uses		<u>\$ 460,374</u>	<u>\$ 1,123,474</u>	<u>\$ 1,169,707</u>	<u>\$ 1,141,707</u>	<u>\$ 361,707</u>

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 2012 due to the closure of this fund. The entire balance was expended as a transfer to the General Fund.

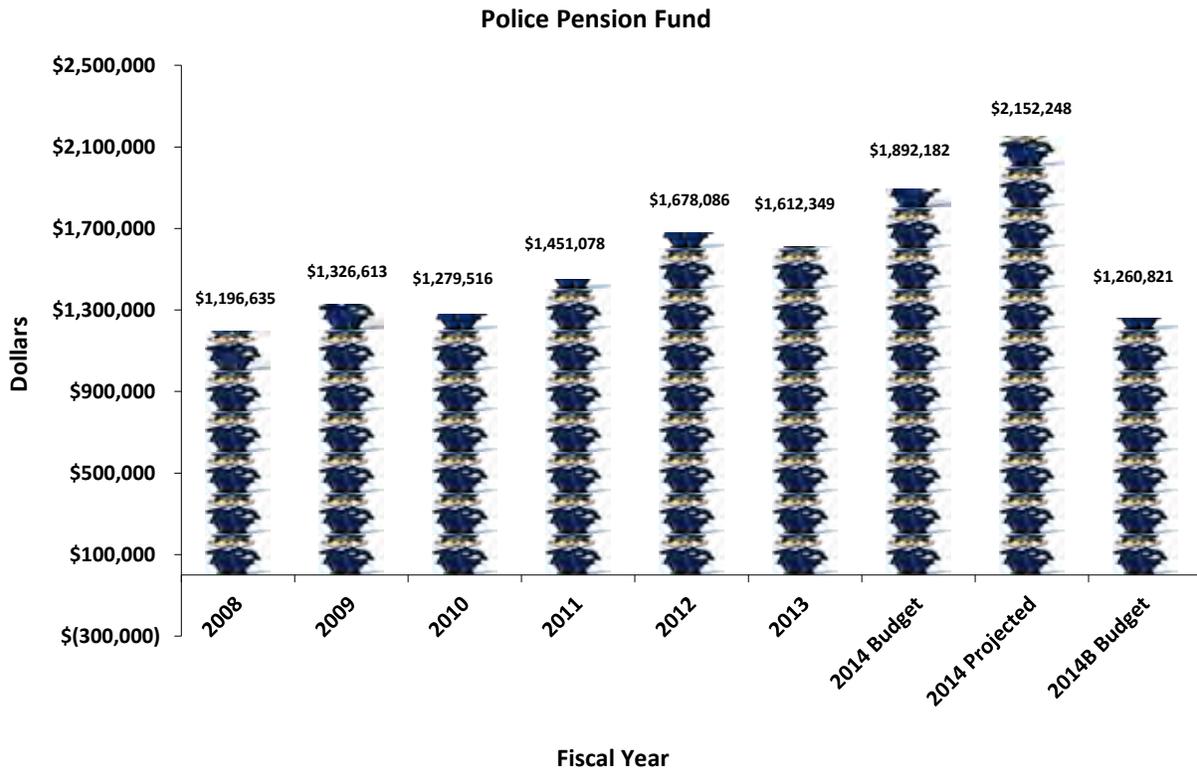
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 066 - Employee Benefits Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
368.00-00	Declared IPBC Dividend	\$ -	\$ -	\$ -	\$ -	\$ -
Total Investment Income		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
399.00-00	Use of Fund Balance	1,020,792	-	-	-	-
Total Other		<u>1,020,792</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Financing Sources		<u>\$ 1,020,792</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenditures and Other Financing Uses						
1-50	OPEB	\$ -	\$ -	\$ -	\$ -	\$ -
12-01	Transfer to General	1,528,619	-	-	-	-
Total Personal Services		<u>1,528,619</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Operating Expenditures		<u>1,528,619</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Other Financing Uses		<u>\$ 1,528,619</u>	<u>\$ -</u>	<u>\$ -</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.



2008 - 2013: Actual Expenditures

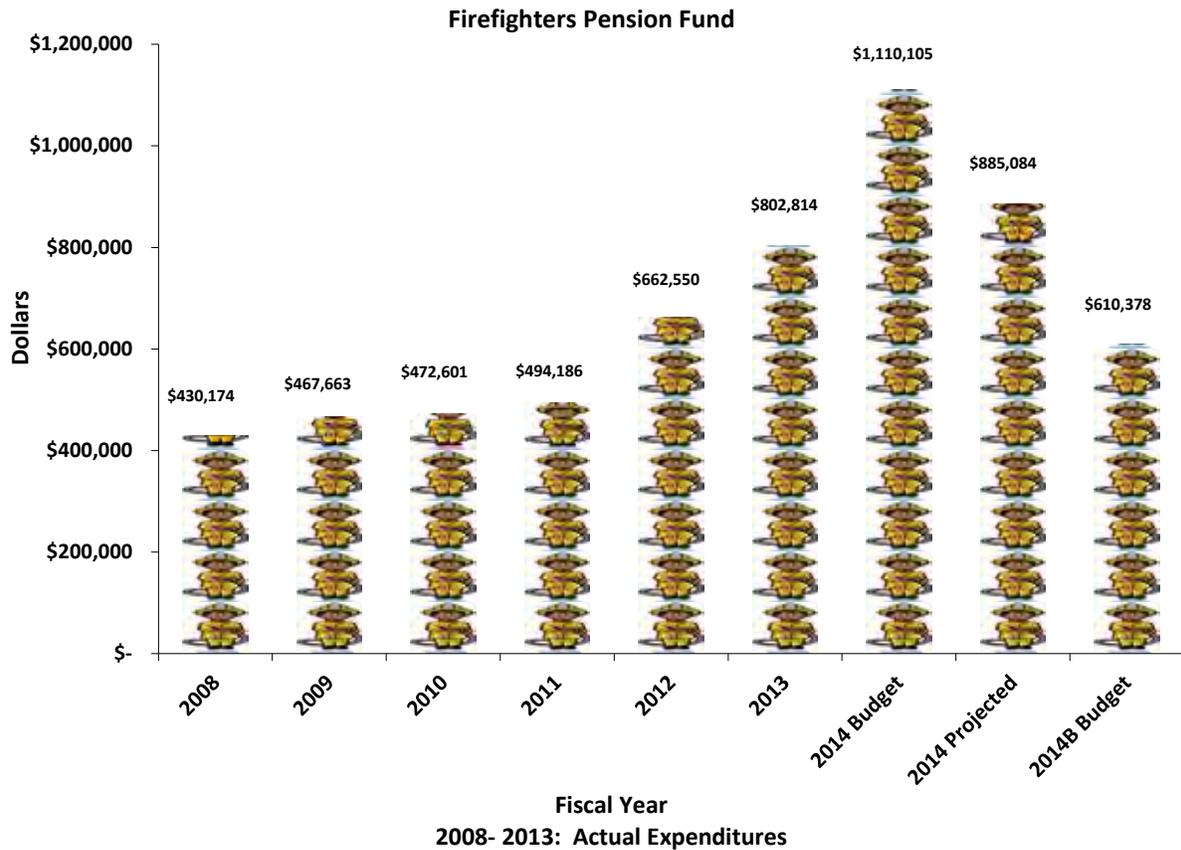
VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 070 - Police Pension Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
361.00-00	Interest on Investments	\$ 556,523	\$ 582,425	\$ 350,000	\$ 430,201	\$ 320,000
362.00-00	Net Change in Fair Value	(411,986)	1,589,277	910,000	1,396,354	930,903
Total Investment Income		144,537	2,171,702	1,260,000	1,826,555	1,250,903
365.70-00	Police Pension Contributions	515,151	475,746	468,156	468,156	309,716
365.80-00	Repayment of Refunds	-	-	-	-	-
389.03-00	Miscellaneous	354	204	-	-	-
Total Miscellaneous		515,505	475,950	468,156	468,156	309,716
391.01-00	Employer Contribution/General Fund	1,562,318	1,657,706	1,729,683	1,729,683	1,107,877
Total Interfund Transfers		1,562,318	1,657,706	1,729,683	1,729,683	1,107,877
Total Revenues and Other Financing Sources		\$ 2,222,360	\$ 4,305,358	\$ 3,457,839	\$ 4,024,394	\$ 2,668,496
Expenditures and Other Financing Uses						
1-03	Refunds	\$ 79,100	\$ 27,240	\$ -	\$ 145,522	\$ 72,761
1-43	Police Pension	1,502,692	1,520,930	1,799,932	1,799,932	1,134,000
1-69	Portability Transfer	13,686	-	-	122,846	-
Total Personal Services		1,595,478	1,548,170	1,799,932	2,068,300	1,206,761
2-13	Membership & Subscription	258	775	1,000	775	775
Total Commodities		258	775	1,000	775	775
3-61	Consulting Services	15,650	11,995	28,500	28,500	12,160
3-62	Legal Services	6,300	2,613	4,500	2,900	1,800
3-63	Auditing Services	-	-	-	-	-
3-65	Medical Examinations	-	-	500	500	500
3-66	Investment Expense	55,720	43,037	50,000	49,400	37,050
3-71	Schools, Conf, Meetings	875	1,475	2,500	1,711	1,610
3-72	Transportation	-	189	250	162	165
3-99	Miscellaneous Expense	3,805	4,095	5,000	-	-
Total Contractual Services		82,350	63,404	91,250	83,173	53,285
Total Operating Expenditures		1,678,086	1,612,349	1,892,182	2,152,248	1,260,821
Total Expenditures and Other Financing Uses		\$ 1,678,086	\$ 1,612,349	\$ 1,892,182	\$ 2,152,248	\$ 1,260,821

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.



VILLAGE OF HANOVER PARK, ILLINOIS
 Budget Detail by Fund
 Fiscal Year Ending December 31, 2014

Fund 071 - Fire Pension Fund

Account	Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Projected	2014B Budget
Revenues and Other Financing Sources						
361.00-00	Interest on Investments	\$ 222,355	\$ 325,340	\$ 249,000	\$ 214,962	\$ 143,308
362.00-00	Gain on Sale of Investments	(116,882)	862,347	506,227	506,227	-
Total Investment Income		105,473	1,187,687	755,227	721,189	143,308
365.71-00	Fire Pension Contributions	262,035	278,071	271,451	243,331	177,530
389.03-00	Miscellaneous Income	-	-	-	-	-
Total Miscellaneous		262,035	278,071	271,451	243,331	177,530
391.01-00	Employer Contribution/General Fund	805,643	815,297	915,601	915,601	671,441
Total Interfund Transfers		805,643	815,297	915,601	915,601	671,441
Total Revenues and Other Financing Sources		\$ 1,173,151	\$ 2,281,055	\$ 1,942,279	\$ 1,880,121	\$ 992,279
Expenditures and Other Financing Uses						
1-43	Fire Pension	\$ 610,625	\$ 750,437	\$ 1,049,422	\$ 818,200	\$ 561,968
Total Personal Services		610,625	750,437	1,049,422	818,200	561,968
2-13	Membership & Subscription	775	-	2,333	1,000	500
Total Commodities		775	-	2,333	1,000	500
3-61	Consulting Services	34,012	11,900	15,800	15,800	14,260
3-62	Legal Services	4,814	8,275	8,000	10,100	5,950
3-63	Auditing Services	-	-	-	-	-
3-65	Medical Examinations	4,075	1,830	750	6,940	750
3-66	Investment Expense	6,560	26,894	28,000	28,000	22,950
3-71	Schools, Conf, Meetings	1,689	417	2,000	2,000	1,000
3-72	Transportation	-	517	1,000	500	500
3-99	Miscellaneous Expense	-	2,544	2,800	2,544	2,500
Total Contractual Services		51,150	52,377	58,350	65,884	47,910
Total Expenditures and Other Financing Uses		\$ 662,550	\$ 802,814	\$ 1,110,105	\$ 885,084	\$ 610,378

CAPITAL IMPROVEMENT PROGRAM

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 2014B through 2018

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 2014B budget by fund. **Tables II** and **III** display the Fiscal Year 2014B Capital Improvement Program by fund and category. **Table IV** provides the five-year Capital Improvement Plan by Fund.

Fiscal Year 2014B capital improvements are incorporated into the annual budget. Capital budget appropriations lapse at the end of the fiscal year; however, they may be reallocated in a subsequent fiscal year until the completion of the project. The annual budget authorizes and provides the basis for control of expenditures, including operating and maintaining new capital facilities. Projects are programmed for Fiscal Years 2014B through 2018 based on information currently available, including Village Board goals and the need for the improvement. In future years, actual capital budgets enacted may vary from the amount included in the CIP. Financial constraints may make it impossible to budget for the entire amount programmed. Conversely, unexpected financial availability may make it possible to initiate projects earlier than scheduled.

All capital expenditures for \$10,000 and over are included in the CIP. Capital equipment purchases for multiple items with a total of over \$10,000 are also included. The following capital items are incorporated into the Capital Improvement Program:

1. Purchase, improvement, or development of land.
2. Construction of new facilities.
3. Remodeling or expansion of existing facilities.
4. Street construction, reconstruction, or resurfacing.
5. Water and sewer system improvements.
6. Purchase of equipment and machinery.

Capital Improvement Program Process

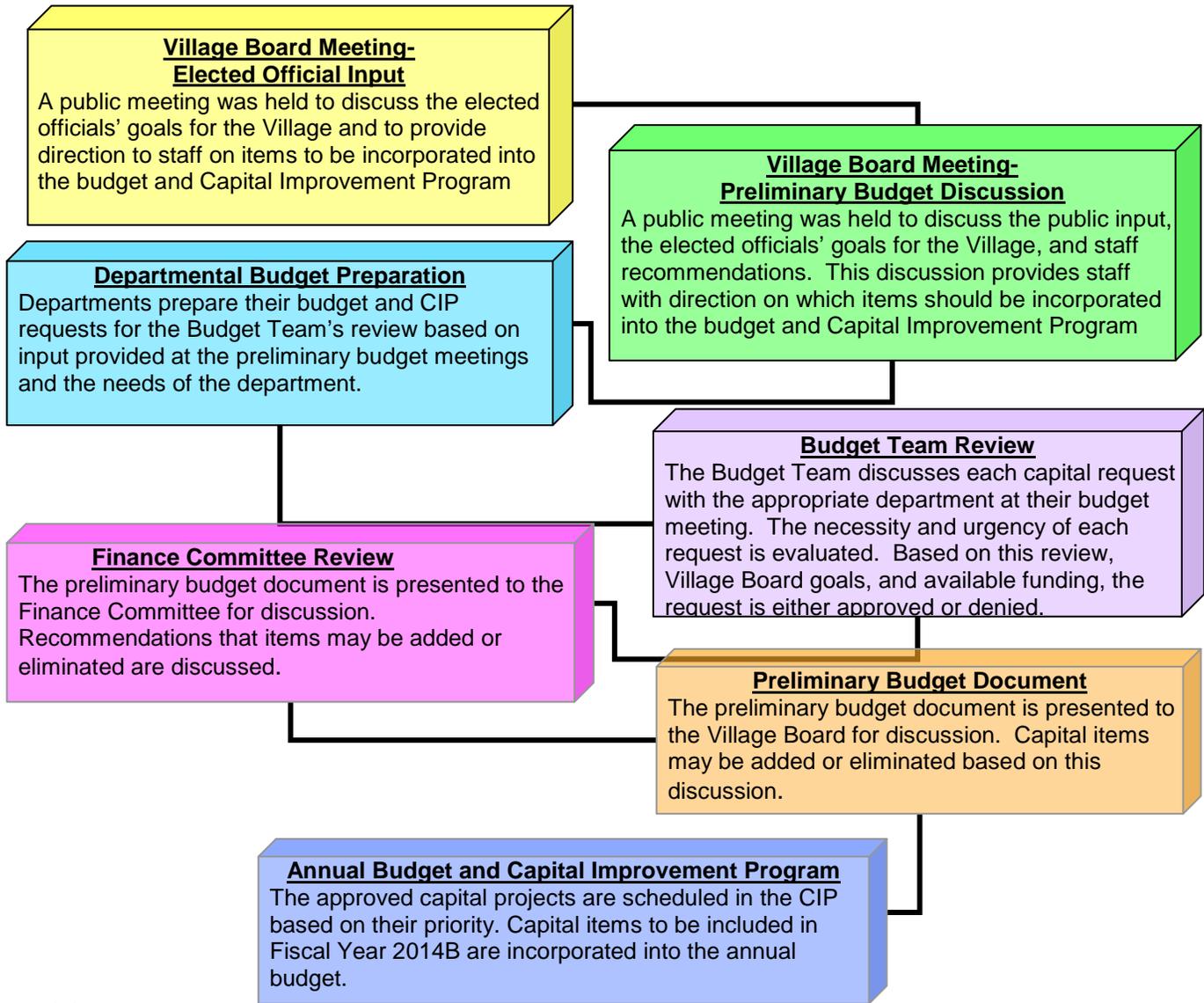


Exhibit 1

The development of the long-range Capital Improvement Program is a comprehensive process held in conjunction with the annual budgetary process. Village officials and management recognize the importance of planning and budgeting for future capital needs. A public meeting is held to elicit elected official input. Following these meetings, a preliminary budget meeting is held to discuss the public's priorities, elected officials' goals, and staff recommendations. At this planning meeting the goals and policies of the organization are solidified. Capital needs are also discussed and priorities are established. Each department is required to submit their capital requests to the Budget Team on designated forms in December. 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.

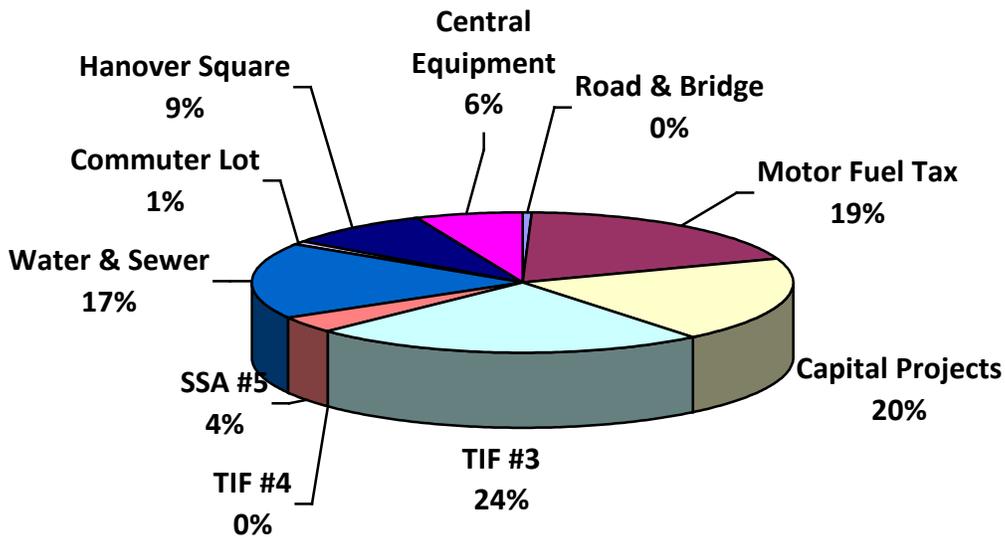
Representatives from each department meet with the Budget Team during January. At this time, the department's capital requests are evaluated by the Budget Team comprised of the Village Manager, the Finance Director and Assistant Finance Director. The Budget Team examines each request to ensure that all 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 Improvement Program 2014B Budget Summary by Fund



**Capital Improvement Program
Summary by Fund**

Fund	Projected	Budget	Planned			
	2014	2014B	2015	2016	2017	2018
Road and Bridge Fund	\$ 42,000	\$ 24,000	\$ -	\$ -	\$ -	\$ -
Motor Fuel Tax Fund	850,000	950,000	1,300,000	1,000,000	1,000,000	1,000,000
Capital Projects Funds	1,887,825	975,280	1,381,094	11,449,684	7,094,393	10,332,388
TIF #3*	1,526,790	1,171,200				
TIF #4*	-	5,000				
SSA #3*	20,000	-				
SSA #5*	192,200	200,000				
Water and Sewer Fund	489,000	868,000	1,575,000	2,025,000	2,080,000	1,415,000
Commuter Parking Lot Fund	60,000	45,000	325,000	500,000	250,000	300,000
Hanover Square Fund*	83,287	429,183				
Central Equipment Fund	1,092,000	312,000	2,283,800	1,799,000	551,000	1,038,600
Total	\$ 6,243,102	\$ 4,979,663	\$ 6,864,894	\$ 16,773,684	\$ 10,975,393	\$ 14,085,988

*The Village does not project Capital Improvements beyond the Current Budget Year as the Capital Projects are dependent on revenues generated.

Each capital item is allocated to a Village fund or funds based on the nature of the project and the financial resources required for the project. A listing of the Village funds used to finance capital purchases, including a listing of the revenue sources for that fund, and the types of projects allocated to the fund are described below:

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.

031- Capital Projects Funds

Revenues are provided by transfers from the General, Water and Sewer and TIF Funds. Revenues may also be provided by federal, state, and local grants.

033- Tax Increment Financing District Funds

Revenues are provided by property tax increments generated within the TIF boundaries. These funds are used only for TIF eligible expenses.

013, 035 – Special Service Area Funds

Special Service Area Fund revenues are provided by the area property tax revenues. These funds are used for improvements and maintenance within the special service area.

050 - Water and Sewer Enterprise Fund

Water and Sewer Fund revenues are provided by water and sewer sales revenues and penalties, tap-on fees, and water meter sales. Funds are used for improvements to, and capital equipment used in the operation of, the water and sewer system.

051 - Municipal Commuter Parking Lot Enterprise Fund

The Municipal Commuter Parking Lot Fund accounts for the provision of commuter parking services to the residents of the Village of Hanover Park and surrounding communities. Resources include permit and daily parking fees.

052 – Hanover Square Shopping Center Fund

The Hanover Square Shopping Center Fund revenues are provided by rental income received from shopping center tenants. Funds are used for improvements to, and capital equipment used in the operation of the Hanover Square Shopping Center.

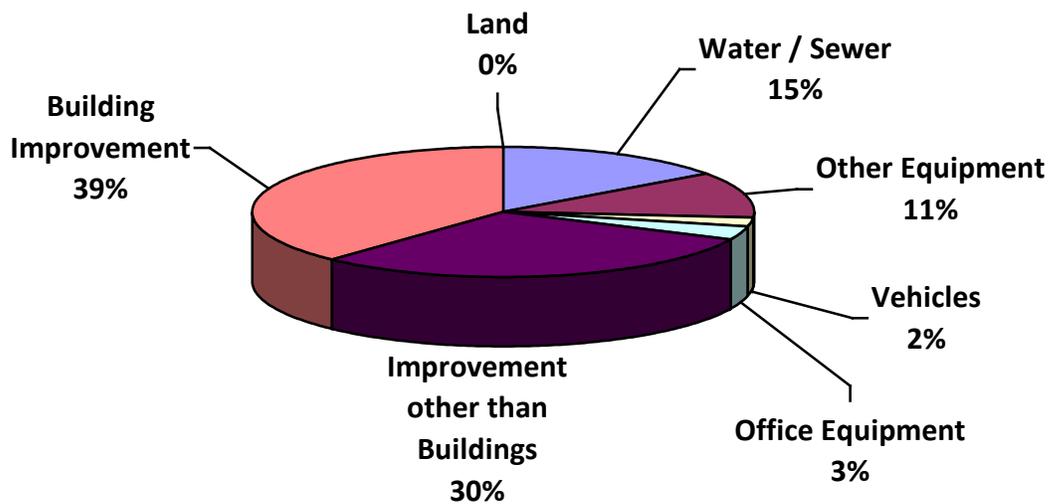
061 - Central Equipment Fund

Each department that utilizes vehicles contributes annually for their replacement via transfers to the Central Equipment Fund. The General and Water and Sewer Funds each contribute based on the expected replacement cost and expected useful life of each vehicle. The fund is structured such that adequate funding for each vehicle will be accumulated by the scheduled replacement date.

Program Highlights

The Fiscal Year 2014B Capital Improvement Program totals \$4,979,663 or 12.3% of the total annual budget of all funds of \$40,562,063. Following is a summary of capital items by category:

**Capital Improvement Program
2014B Budget
Summary by Category**



Capital Improvement Program
Summary by Category

<u>Category</u>	<u>2014 Budget</u>
Improvements other than Buildings	\$1,492,000
Vehicles	114,000
Water and Sewer Improvements	753,000
Office Equipment	174,000
Other Equipment	556,280
Buildings	1,885,383
Land	5,000
Total	<u>\$4,979,663</u>

Buildings

All improvements to buildings are expenditures under the Buildings category. Ten separate improvements are budgeted for Fiscal Year 2014B. Five of these improvements are related to the Hanover Square Shopping Center Fund and TIF #3 Fund. \$1,161,200 has been budgeted for TIF related building improvements within the Hanover Square Shopping Center. In addition to these improvements, another phase of the roof repairs has been budgeted for \$63,125. \$30,000 has been budgeted to replace an HVAC unit at the shopping center and \$203,063 has been budgeted to repair and replace the sidewalks through the property. An additional \$63,450 has been budgeted out of the Hanover Square Shopping Center Fund for improvements to the Center including curb and gutter replacements.

Remodeling of the Village Hall has been needed after the Police Department transferred to their new building. Remodeling began in Fiscal Year 2013, but \$100,000 is budgeted this year to continue the remodel and reconfiguration. After the capital project is completed, several departments will continue spreading into the old Police Department and will have the storage and room space that is currently much needed. In addition to the remodel, roof repairs at Village Hall are budgeted at \$75,000 and \$50,000 for Village Hall parking lot repairs.

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 2014B, it is anticipated that 3.2 miles of streets will be resurfaced at a cost of \$950,000 and four additional streetlights will be placed within the Village at a cost of \$24,000. Special Service Area # 5 has \$200,000 budgeted for the third year of the multi-year

lighting project. Engineering and planning for the project began in Fiscal Year 2013 and it will continue through Fiscal Year 2015. Longmeadow Bridge will also be reconstructed at a cost of \$106,000. 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 2014B through 2018. 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 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 Fiscal Year 2014 Budget also includes \$13,000 for the replacement of old and worn out Streetlight Banners. Most of these Banners have not been replaced at their scheduled time due to budget restraints, but a portion will be replaced this fiscal year. 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. Fiscal Year 2014B Office Equipment Capital Expenditures 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 2014B, \$556,280 has been budgeted for Other Equipment and \$114,000 is budgeted for vehicle replacements. Some of the items included in Other Equipment include automated ticket printers, firefighter protective gear, tasers, in-car video cameras and a pump replacement/rebuild. The vehicle replacement budget in Fiscal Year 2014B, includes the purchase of a ¾

ton truck, a backhoe loader and an asphalt trailer. 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 2014B budgeted equipment purchases is included in Table I. Summary listings of all Fiscal Year 2014B 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 \$868,000 is included in the Fiscal Year 2014B budget for water and sewer improvements. This allocation includes \$500,000 for an expanded water main replacement program throughout both counties. Each year water main replacements are scheduled based on the level of deterioration of the pipe determined by the number of breaks that have occurred on the line. \

Water and sewer improvements budgeted also include a relining sanitary sewers costing \$100,000, add the Longmeadow Lane Bridge Sanitary Sewer Line at \$100,000, replacement of Sewer Main lines and installation of sanitary backup prevention systems costing \$40,000.

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 2014B 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. In the Fiscal Year 2014B Budget, an additional \$40,000 will be used from the General Fund's Court Supervision funds to help purchase Village Police Squad Vehicles.

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 Juliana Maller, Village Manager, Howard Killian, Public Works Director and Susan Krauser, Administrative Assistant to the Village Manager, for their assistance in the preparation of the Capital Improvement Program.

Respectfully submitted,



Rebekah B. Flakus, CPA
Director of Finance
March 05, 2014

Table I
Village of Hanover Park
2014B Capital Improvement Program - Detail by Fund

Table 1 provides detailed information on each capital improvement included in the Fiscal Year 2014B Budget. The table displays the project description, the amount included in the 2014B 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 2014B Capital Improvement Program. Table IV provides summary information on the Fiscal Year 2015 to 2018 Projected Capital Improvement Program.

010, 011 SPECIAL REVENUE FUNDS

\$974,000



Description	2014B Budget	Cost Control Center	Account
Additional Streetlights	\$24,000		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.	Increase in electrical costs and maintenance

Description	2014 Budget	Cost Control Center	Account
Street Resurfacing Program	\$950,000		13-22
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The annual resurfacing of various Village streets. It is anticipated approximately 3.2 miles of streets will be resurfaced.		None	None

031 CAPITAL PROJECTS

\$975,280



Description	2014B Budget	Cost Control Center	Account
Computer Servers (2)	\$16,000	0470	13-31
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The Village's backup systems are nearing capacity and in need of replacement to allow the IT Department to continually provide enough storage space to handle the information being back up.		None	None

Description	2014B Budget	Cost Control Center	Account
Printer Replacements	\$15,000	0470	13-31
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
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. When looking at replacing printers, the IT Department relies on the other department's discretion as to whether the printer is necessary for their job function.		None	None

Description	2014B Budget	Cost Control Center	Account
Desktop Computer Replacements	\$68,000	0470	13-31
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
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	2014B Budget	Cost Control Center	Account
Municipal Building Roof Repairs	\$75,000	0640	13-21
The Village Hall roof has surpassed its life expectancy and is experiencing multiple leaks.			
		None	None

Description	2014B Budget	Cost Control Center	Account
Butler Building Roof Repairs	\$20,000	0640	13-21
The Butler building roof has surpassed its life expectancy and is experiencing multiple leaks, and in need of major repairs.			
		None	None

Description	2014B Budget	Cost Control Center	Account
Municipal Building Renovation	\$100,000	0610	13-21
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Continuing Village Hall renovations which started in Fiscal Year 2013, after the Police Department moved to its new facility.		None	None

Description	2014B Budget	Cost Control Center	Account
Village Hall Parking Lot	\$50,000	0640	13-21
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The Village Hall Parking Lot is in need of redesign and repair since the Police Headquarters moved. This will be the beginning planning and design work.		None	None

Description	2014B Budget	Cost Control Center	Account
Parkway Tree Removal Program	\$150,000	0630	13-22
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Restoration of Trees throughout the Village. These trees would replace the dead Emerald Ash Trees removed since 2011.		None	None

Description	2014B Budget	Cost Control Center	Account
Holiday Decorations	\$10,000	0630	13-22
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
This is to replace the existing Lake Street holiday lighting. The Existing are 8 years old and in need of replacement. The Village is also missing six units due to light pole knock downs.		None	None

Description	2014B Budget	Cost Control Center	Account
Village Hall Generators	\$90,000	0640	13-21
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Replace Electric backup generator at Village Hall. Current generator is outdated and cannot support the added electrical and system upgrades.		None	None

Description	2014B Budget	Cost Control Center	Account
Replacement Banners	\$13,000	0630	13-22
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Replace non-Lake Street Spring/Summer Banners. Existing banners are in poor condition and need to be replaced.		Minimal	Repair and Maintenance costs

Description	2014B Budget	Cost Control Center	Account
Toughbooks (10)	\$50,000	0810	13-31
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The Police Department currently has thirty (30) toughbooks in production in their vehicles that should be placed on an annual program. The IT Departments recommendation is to schedule 1/3 of the inventory for replacement every year so that we can reduce incompatibility in hardware and also reduce the number of personal computer related failures. Technology advances at an incredible pace which renders these computers obsolete in 3 years.		None	None

Description	2014B Budget	Cost Control Center	Account
Toughbooks (5)	\$25,000	0720	13-31
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The Fire Department currently has fifteen (15) toughbooks in production in their ambulances, command vehicles, and engines that should be placed on an annual program. The IT Departments recommendation is to schedule 1/3 of the inventory for replacement every year so that we can reduce incompatibility in hardware and also reduce the number of personal computer related failures. Technology advances at an incredible pace which renders these computers obsolete in 3 years.		None	None

Description	2014B Budget	Cost Control Center	Account
Firefighter Protective Gear	\$35,280	0720	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The bulk of the firefighting turnout gear was purchased with a grant received in 2006. There are many sets of gear that have been used extensively, show signs of wear and have developed failures of key components such as knee pads or wristlets. Also, several replacement firefighters have been hired since 2006 and have been issued gear from a much earlier purchase than 2006. This purchase represents 25% of the workforce. The Department started rotating out aging gear 3 years ago in an attempt to comply with applicable NFPA standards and to ensure that firefighters are wearing/using protective equipment that is in good repair and of sufficient quality to minimize injuries. The current life cycle of the Department's protective equipment based on usage is 4-5 years.		None	None

Description	2014B Budget	Cost Control Center	Account
Thermal Imaging Camera	\$10,000	0720	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Thermal Imaging Cameras (TIC) are an essential technology tool utilized by the department for fire ground operations. TIC technology allows firefighters conducting search and rescue operations under limited or zero visibility conditions to visualize the heat signature of victims through the smoke allowing faster discovery thereby enhancing the chances of survival. TICs are also utilized as a firefighter safety tool to determine and monitor interior atmospheric conditions predicting impending flashover. Finally, they are regularly used as an investigation tool used to uncover hidden fire or heat within various structural components allowing the firefighter to only tear down or open areas necessary minimizing damage due to suppression efforts.		None	None

Description	2014B Budget	Cost Control Center	Account
CPR Units	\$28,000	0720	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Use of CPR Units have shown to significantly improve quality and increase consistency of compressions compared to manual CPR, both at the scene, during ambulance or helicopter transportation, as well as in the cath. lab setting. Using CPR Units also have shown to improve blood flow to the brain compared to manual CPR in pre-hospital patients. These findings are consistent with results from experimental studies. In addition, brain circulation as measured by cerebral oximetry during prolonged LUCAS compressions has shown values exceeding previously published values during manual CPR.		None	None

Description	2014B Budget	Cost Control Center	Account
Wireless Link to Fire Station #2	\$140,000	0720	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The primary voice and data link to Fire Station 2 has significant signal problems and is over 7 years old. One of the main issues is that the tree line has overgrown the line of sight from Station 2 to Evergreen water tower. Wireless requires clear line of sight and cannot penetrate any obstacle in its path so there are very few options available other than the one being suggested.		None	None

Description	2014B Budget	Cost Control Center	Account
Large format Printer/Copier/Scanner	\$30,000	0620	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The printer/scanner will be replacing one purchased in 2007. Community Development, Inspectional Services, Police and Public Works will use this device. The current device used is no longer supported and has reached its estimated service life.		None	None

Description	2014B Budget	Cost Control Center	Account
Speed Trailer - Police	\$10,000	0820	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The portable speed trailer will be used by the Strategic Enforcement and Prevention Unit and would perform traffic counts and record speeds. The Police Department investigates numerous speeding auto complaints within the residential neighborhoods. The portable speed trailer would replace the department's old speed trailer of which there are no replacement parts available to fix the computer components.		None	None

Description	2014B Budget	Cost Control Center	Account
In-Car Automated Ticket Printer	\$10,000	0820	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
In-car ticket printers will be used by the Police Department's Patrol Parking Enforcement, and Code Enforcement Divisions to print electronic copies of traffic, parking and local ordinance violations issued to violators. The Cook County Clerk's Office is in the process of transitioning all police agencies within the county to an electronic ticket printing process, which was recently implemented. This process will transmit all citations issued electronically into the Cook County Clerk's Office ticket data base, which will streamline the process. This process is currently utilized in DuPage County also and these printers will be compatible with the DuPage County Clerk's Office software.		None	None

Description	2014B Budget	Cost Control Center	Account
Police Protective Vests	\$10,000	0820	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Per contractual agreements with the Sergeant's and Patrolman's unions, the Village is required to purchase protective vests for its sworn personnel. In 2014, 16 protective vests are due to be replaced for sworn PD personnel.		None	None

Description	2014B Budget	Cost Control Center	Account
Police Tasers	\$20,000	0820	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The Police Department's officers currently have two less lethal options to control combative subjects and take them into custody. Tasers are an additional less lethal option the Police Department would like its officers to have available to them when taking combative subjects into custody. Tasers are in use in numerous police agencies in the Chicago suburban area as well as across the country. Tasers are a very effective option, when dealing with a combative arrestee, and when employed are very effective in gaining compliance. Departments utilizing Tasers have fewer officers injured because they do not have to get as close to the arrestee and subsequently wrestle the arrestee to take the arrestee into custody.		None	None



033, 035, 037 SPECIAL REVENUES
\$1,366,000

Description	2014B Budget	Cost Control Center	Account
TIF #3 Improvements	\$1,161,000		13-21
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Various Public improvements in the Tax incremental financing district at the Hanover Square Shopping Center including White Box Building Improvements, Workforce Center build out and Roof Repairs.		None	None

Description	2014B Budget	Cost Control Center	Account
SSA#5 Public Improvements	\$200,000		13-22
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Various Public improvements in the Special Service Area within the Tanglewood townhome development. The improvements are part of a multi-year Street Lighting Project.		None	None

Description	2014B Budget	Cost Control Center	Account
TIF # 4 Land Purchase	\$5,000		13-11
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
As part of public Improvement in the Tax incremental financing district, the Village is seeking to purchase a parcel within the district.		None	None

050 WATER AND SEWER FUND

\$868,000



Description	2014B Budget	Cost Control Center	Account
Roof Replacement – Schick Pumping Station	\$50,000	5020	13-21
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The current rubber membrane roof was installed in 1978 when the pump station was built. The patching repairs are not holding up.		None	None

Description	2014B Budget	Cost Control Center	Account
Replace Flow Meter for Well # 4	\$13,000	5020	13-73
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Current turbine meter is not accurate and fails to read most of the time. Currently, the wells pump rate is being calculated based on the gain in the storage tanks.		None	None

Description	2014B Budget	Cost Control Center	Account
Water Main Replacement	\$500,000	5030	13-72
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Replacement of water main due to severe deterioration and numerous water main breaks on these lines. 5 Streets are included totaling 2,000 feet.		None	None

Description	2014B Budget	Cost Control Center	Account
Large Meter Change Out	\$10,000	5040	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Change out large water meters due to loss of accuracy and revenue due to age of meters.		None	None

Description	2014B Budget	Cost Control Center	Account
Pump Replacement/Rebuild	\$33,000	5050	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The Wastewater Department has approximately 30 pumps throughout the collection system and STP1. Several of these pumps are at an age where it is not cost prohibitive to repair them. These dollars will only be used in situations where repairs to pumps outweigh the cost of a new pump.		None	None

Description	2014B Budget	Cost Control Center	Account
Muffin Monster Exchange	\$22,000	5050	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Muffin Monster is a hydraulic cutter unit installed in 2010. This unit runs continuously in the influent system and cuts debris in the wastewater to prevent pump damage. This equipment is available through an exchange program so the Village is not without the unit during repairs.		None	None

Description	2014B Budget	Cost Control Center	Account
Sanitary Sewer Backup Prevention Program	\$40,000	5060	13-62
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Share the cost on private property sanitary sewer flooding 75/25 program up to \$5,000 each.		None	None

Description	2014B Budget	Cost Control Center	Account
Sanitary Sewer Reline	\$100,000	5060	13-62
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Reline sanitary sewers that have multi-cracks, holes in pipes, separated joints and heavy root infestation through joints. Relines will take place in locations to be determined as needed.		None	None

Description	2014B Budget	Cost Control Center	Account
Manhole Sealing	\$100,000	5060	13-62
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Sanitary manholes were found during a study to be leaking/infiltration storm water into the sanitary sewer system causing excessive volume and a significant increase risk of residential backup. Sealing will mitigate the problem.		None	None

051 COMMUTER PARKING LOT FUND

\$45,000

Description	2014B Budget	Cost Control Center	Account
Platform & Lot Improvements	\$45,000		13-22
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Installation of bike racks, additional landscaping and restriping of the Commuter Lot parking lot.		None	None

052 HANOVER SQUARE SHOPPING CENTER FUND

\$429,183

Description	2014B Budget	Cost Control Center	Account
Building Improvements	\$429,183		13-21
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Various Improvements to the Hanover Square Shopping Center including roof repairs, replacement of HVAC, parking lot and sidewalk repairs and curb and gutter repairs.		None	None

061 CENTRAL EQUIPMENT FUND

\$312,000



Description	2014B Budget	Cost Control Center	Account
Police Sedan	\$32,000	0820	13-41
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
This unit is assigned to the Police Chief and is no longer dependable. It is incapable of a less critical role in investigations for several more years.		None	None

Description	2014B Budget	Cost Control Center	Account
¾ Ton Utility Truck	\$47,000	6110	13-42
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
This is the primary Fire Command Vehicle. It responds to all fires and is critical to the Village's operations. This unit is no longer dependable for its role.		None	None

Description	2014B Budget	Cost Control Center	Account
Utility Truck	\$35,000	6110	13-42
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
This unit is the primary command vehicle for Wastewater Treatment Division. Due to the current unit's age, maintenance is increasing and dependability is decreasing.		None	None

Description	2014B Budget	Cost Control Center	Account
Backhoe/Loader	\$140,000	6110	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
This unit is stationed at the Anne Fox gate and requires absolute dependability. Due to the current unit's age and heavy demands, the Village no longer trusts it for its critical role.		None	None

Description	2014B Budget	Cost Control Center	Account
Asphalt Trailer	\$25,000	6110	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Current asphalt hot patcher has extensive corrosion in the fire box. Parts are difficult to obtain due to its age.		None	None

Description	2014B Budget	Cost Control Center	Account
Public Works System Upgrades	\$20,000	6110	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
Public Works radio system has been determined to be deficient in its ability to communicate with other Village divisions. The Village intends to upgrade the radios for improved emergency communications.		None	None

Description	2014B Budget	Cost Control Center	Account
Fine Cut Riding Mower	\$13,000	6110	13-43
Justification		Annual \$ Impact on Operating Budget	Description of Operating Budget Impact
The current mower is used at the Village Complex and areas needing manicured appearance. This unit has bagging capabilities for clippings. The current mower has been increasingly difficult to maintain and is prone to frequent breakdowns.		None	None

Table II
Village of Hanover Park
2014B Capital Improvement Program by Fund

Fund	CCC	Account	Description	FY'14 Cost
010		13-22	Additional Streetlights	\$22,000
				\$22,000
				0.44%
011		13-22	Street Light Resurfacing	\$950,000
				\$950,000
				19.12%
031	470	13-31	Printer Replacement	\$15,000
	470	13-31	Servers (2)	\$16,000
	470	13-31	(50) Desktop Computer Replacement	\$68,000
	610	13-21	Village Hall Remodel	\$100,000
	640	13-21	Village Hall Parking Lot	\$50,000
	640	13-21	Village Hall Generator	\$90,000
	630	13-22	Parkway Tree Removal	\$150,000
	630	13-22	Holiday Decorations	\$10,000
	630	13-22	Replacement of Non-Lake Street Banners	\$13,000
	620	13-43	Large Format Printer/Copier/Scanner	\$30,000
	640	13-21	Village Hall Roof Repairs	\$75,000
	640	21-Mar	Butler Building Roof Repairs	\$20,000
	720	13-31	(5) Panasonic Toughbooks for FD (\$5,000 each)	\$25,000
	720	13-43	Thermal Imaging Camera	\$10,000
	720	13-43	Firefighter Protective Gear	\$35,280
	720	13-43	CPR Units	\$28,000
	720	13-43	Wireless Link to Fire Station #2	\$140,000
	810	13-31	(10) Panasonic Toughbooks for PD (\$5,000 each)	\$50,000
	820	13-43	Speed Trailer	\$10,000
	820	13-43	In Car Automated Ticket Printers	\$10,000
	820	13-43	Protective Vests	\$10,000
	820	13-43	Tasers	\$20,000
				\$975,280
				19.63%
033		13-21	White Box - Building Improvements	\$660,000
		13-21	Workforce Center Buildout	\$300,000
		13-21	White Box for 6616 & 6618 Barrington Road	\$201,200
				\$1,161,200
				23.38%
035		13-22	SSA #5 Public Improvements - Multi-year Lighting project	\$200,000
				\$200,000
				4.03%
037		13-11	Land Purchase	\$5,000
				\$5,000
				0.10%

Table II
Village of Hanover Park
2014B Capital Improvement Program by Fund

Fund	CCC	Account	Description	FY'14 Cost
050	5020	13-21	Roof Replacement - Schick Road Pumping Station	\$50,000
	5040	13-43	Large Meter Change Out	\$10,000
	5020	13-73	Replace Flow Meter for Well #4	\$13,000
	5030	13-72	Replace Cook County Water Mains 2,000 feet	\$500,000
	5050	13-43	Muffin Monster Exchange	\$22,000
	5050	13-43	Pump Replacement or Rebuild	\$33,000
	5060	13-62	Manhole Sealing	\$100,000
	5060	13-62	Sanitary Sewer Backup Prevention Program	\$40,000
	5060	13-62	Reline Sanitary Sewers	\$100,000
				\$868,000
				17.47%
051		13-22	Platform Improvements	\$45,000
				\$45,000
				0.91%
052		13-21	Hanover Square Building Improvements	\$429,183
				\$429,183
				8.64%
061	6110	13-41	Police Sedan	\$32,000
	6110	13-42	3/4 Ton Utility Truck	\$47,000
	6110	13-42	Utility Truck	\$35,000
	6110	13-43	Fine Cut Riding Mower	\$13,000
	6110	13-43	Public Works System Upgrades	\$20,000
	6110	13-43	Backhoe/Loader	\$140,000
	6110	13-43	Asphalt Trailer	\$25,000
				\$312,000
				6.28%
			Grand Total	\$4,967,663

**Table III
Village of Hanover Park
2014B Capital Improvement Program by Category**

Fund	CCC	Account	Description	FY'14 Cost
Land				
037	37	13-11	Land Purchase	\$5,000
				\$5,000
				0.10%
Buildings				
001	640	13-21	Butler Building Roof Repairs	\$20,000
001	610	13-21	Village Hall Remodel	\$100,000
001	640	13-21	Village Hall Parking Lot	\$50,000
001	640	13-21	Village Hall Generator	\$90,000
001	640	13-21	Village Hall Roof Repairs	\$75,000
033	33	13-21	White Box - Building Improvements	\$660,000
033	33	13-21	Workforce Center Buildout	\$300,000
033	33	13-21	White Box for 6616 & 6618 Barrington Road	\$201,200
050	5020	13-21	Roof Replacement - Schick Road Pumping Station	\$50,000
052	52	13-21	Hanover Square Building Improvements	\$429,183
				\$1,975,383
				39.76%
Improvements Other Than Buildings				
010	10	13-22	Additional Streetlights	\$22,000
011	11	13-22	Street Light Resurfacing	\$950,000
001	630	13-22	Parkway Tree Removal	\$150,000
001	630	13-22	Holiday Decorations	\$10,000
001	630	13-22	Replacement of Non-Lake Street Banners	\$13,000
035	35	13-22	SSA #5 Public Improvements - Multi-year Lighting project	\$200,000
051	51	13-22	Platform Improvements	\$45,000
				\$1,390,000
				27.98%
Office Equipment				
031	470	13-31	Printer Replacement	\$15,000
001	470	13-31	Servers (2)	\$16,000
001	470	13-31	(50) Desktop Computer Replacement	\$68,000
001	720	13-31	(5) Panasonic Toughbooks for FD (\$5,000 each)	\$25,000
001	810	13-31	(10) Panasonic Toughbooks for PD (\$5,000 each)	\$50,000
				\$174,000
				3.50%
Other Equipment				
001	620	13-43	Large Format Printer/Copier/Scanner	\$30,000
001	720	13-43	Thermal Imaging Camera	\$10,000
001	720	13-43	Firefighter Protective Gear	\$35,280
001	720	13-43	CPR Units	\$28,000
001	720	13-43	Wireless Link to Fire Station #2	\$140,000
001	820	13-43	Speed Trailer	\$10,000
001	820	13-43	In Car Automated Ticket Printers	\$10,000
001	820	13-43	Protective Vests	\$10,000
001	820	13-43	Tasers	\$20,000
050	5040	13-43	Large Meter Change Out	\$10,000
050	5050	13-43	Muffin Monster Exchange	\$22,000
050	5050	13-43	Pump Replacement or Rebuild	\$33,000
061	6110	13-43	Fine Cut Riding Mower	\$13,000
061	6110	13-43	Public Works System Upgrades	\$20,000
061	6110	13-43	Backhoe/Loader	\$140,000
061	6110	13-43	Asphalt Trailer	\$25,000
				\$556,280
				11.20%

Table III
Village of Hanover Park
2014B Capital Improvement Program by Category

Fund	CCC	Account	Description	FY'14 Cost
Vehicles				
061	6110	13-41	Police Sedan	\$32,000
061	6110	13-42	3/4 Ton Utility Truck	\$47,000
061	6110	13-42	Utility Truck	\$35,000
				\$114,000
				2.29%
Water and Sewer Improvements				
050	5060	13-62	Manhole Sealing	\$100,000
050	5060	13-62	Sanitary Sewer Backup Prevention Program	\$40,000
050	5060	13-62	Reline Sanitary Sewers	\$100,000
050	5030	13-72	Replace Cook County Water Mains 2,000 feet	\$500,000
050	5020	13-73	Replace Flow Meter for Well #4	\$13,000
				\$753,000
				15.16%
Grand Total				\$4,967,663

Table IV
Village of Hanover Park
Fiscal Year 2015 - 2018 Capital Improvement Plan

Fund	CCC	Description	FY'15	FY'16	FY'17	FY'18
General Fund Capital Improvements						
001	135	Plantings at Apiary			5,000	
001	135	Shelter		50,000		
001	470	Annual Computer Replacement	75,000	75,000	75,000	75,000
001	470	Annual Toughbook Replacement (PD)	50,000	50,000	50,000	50,000
001	470	Annual Toughbook Replacement (FD)	25,000	25,000	25,000	25,000
001	470	Exchange CALS for Email	30,000			
001	470	Sharepoint Upgrade	35,000			
001	470	Microsoft Upgrade	75,000			
001	470	Annual Printer Replacements	15,000	15,000	15,000	15,000
001	470	PD Server Replacements			150,000	
001	470	Storage Area Network Replacement				300,000
001	470	Adjudication Software Upgrade	40,000			
001	470	Annual Backup Server	20,000	20,000	20,000	20,000
001	470	L - 3 Bakend Replacement		120,000		
001	610	Village Hall Parking Lots	\$ 500,000	\$ 250,000.00	\$ 250,000.00	\$ -
001	610	Village Hall Improvements	100,000	150,000	150,000	150,000
001	610	Public Works Storage Fence	-	75,000	-	-
001	610	PW space Study		50,000		
001	610	Fleet Expansion			1,000,000	
001	610	Fire Station 2 Space study		50,000		
001	610	Fire Station 2			3,500,000	
001	610	STP 2/Apairy Site Improvements		100,000		
001	620	Lake Street Median/Design	100,000	-	-	-
001	620	Box Culvert Cleaning	-	250,000	-	-
001	620	Creek Bank Repairs	-	50,000	100,000	100,000
001	620	Lighted Street Signs	-	-	-	80,000
001	620	Morton Pond Excavation	-	-	200,000	-
001	630	Parkway Tree Replacement	300,000	300,000	300,000	300,000
001	630	Holiday Decorations	10,000	10,000	10,000	45,000
001	630	Lake Street Planter Boxes	-	100,000	100,000	-
001	630	Entrance Signs	-	50,000	10,000	-
001	630	Replacement Banners	13,000	15,000	15,000	15,000
001	640	Village Hall Roof Top HVAC	700,000			
001	640	VH/PW HVAC Computer System	10,000			
001	640	Butler Building Roof				100,000
001	640	Fire Station #1 2nd Floor Flooring	25,000			
001	640	Butler BuildingFloors	35,000			
001	640	PW Pressure Washer			20,000	
001	640	PW Roof				400,000
001	640	Village Hall Roof		100,000		
001	640	Village Hall Boilers			150,000	
001	640	PW Womens locker room repairs		20,000		
001	640	Triangle Park Electrical		60,000		
001	640	PW Garage Door Operations			40,000	
001	640	Village Hall Fire Panel	20,000	60,000		
001	640	PW Fire Panel	30,000			
001	660	GPS Equipment	25,000			
001	660	Traffic Counters		25,000		
001	660	Bike Path Construction		250,000	250,000	250,000
001	660	Village Hall Parking Lot Reconstruction	250,000	250,000	250,000	
001	670	Parking Lot and Driveway Repairs	300,000	350,000		
001	670	Backstops	20,000	20,000	25,000	25,000
001	670	Landscaping	100,000			
001	670	Sign	75,000			
001	670	Bathroom Facilities	200,000			
001	670	Goal Posts			15,000	
001	670	Concession Stands				200,000
001	670	MWRD Front Property		8,000,000		
001	670	MWRD South Property				8,000,000
001	720	Firefighter Protective Gear	37,044	38,896	40,841	42,883
001	720	Hurst Rescue Tools	39,000			
001	720	Fire Station # 1 Kitchen	25,000			
001	720	Large Diameter Hose	10,000			
001	720	Repaint Station # 1	10,000			
001	720	Thermo Imaging Camera	10,500	11,025	11,576	12,155
001	720	Cardiac Monitors	36,750	38,588	40,517	42,543

Table IV
Village of Hanover Park
Fiscal Year 2015 - 2018 Capital Improvement Plan

Fund	CCC	Description	FY'15	FY'16	FY'17	FY'18
001	720	CPR Units	14,700	15,435	16,207	17,017
001	720	Defibulator Units		37,625	39,506	
001	720	Public Edication Trailer			70,000	
001	720	SCBA Cylinders	16,800			33,600
001	720	SCBA Units			260,000	
001	720	SCBA Compressor Station # 2			40,000	
001	720	RAD # 57 Monitors		63,350	66,518	
001	820	Protective Vests		16,500	10,000	10,000
001	820	In Car Video Replacement		25,000	25,000	25,000
Total General Fund Capital Improvements			\$ 3,377,794	\$ 11,186,419	\$ 7,345,165	\$ 10,333,198
			44.67%	69.68%	71.83%	78.96%

Commuter Park Lot Fund Capital Improvements

051		Station improvements		\$ 200,000		
051		Parking lot resurfacing	250,000	250,000	250,000	250,000
051		Parking lot lighting		50,000		50,000
051		Entryway Monuments	75,000			
Total Commuter Park Lot Fund Capital Improvements			\$ 325,000	\$ 500,000	\$ 250,000	\$ 300,000
			4.30%	3.11%	2.44%	2.29%

Water & Sewer Fund Capital Improvements

050	5020	Well 4 Generator	\$ -	\$ 300,000	\$ -	\$ -
050	5020	Well House 4 improvements		100,000		
050	5020	Electrical Upgrade to Schick Rd				280,000
050	5020	Scada Upgrade			100,000	
050	5020	Morton Tank Rehab	250,000			
050	5020	Well 4 north tank		230,000		
050	5020	Well 4 Rehab	200,000			
050	5030	Water main Replacement	500,000	500,000	500,000	500,000
050	5040	Large meter change out	20,000	20,000	20,000	20,000
050	5040	Fixed reading network		300,000		
050	5040	Residential Meter Changeout			15,000	
050	5050	Kingsbury Lift Station			800,000	
050	5050	Sludge Storage Building		350,000		
050	5050	Muffin monser rebuild	20,000		20,000	
050	5050	Plum Tree pump rebuild		20,000		
050	5050	Turnberry Pump Rehab			30,000	
050	5050	Savannah Pump Rehab				30,000
050	5050	Return Pump Rehab		20,000		
050	5050	Sludge Tank Repairs			10,000	
050	5050	Pump Rehabq	50,000	50,000	50,000	50,000
050	5060	I and I study	100,000	100,000	100,000	100,000
050	5060	Sewer Relining	100,000	100,000	100,000	100,000
050	5060	Manhole Sealing	100,000	100,000	100,000	100,000
050	5060	Sanitary Sewer Replacement	200,000	200,000	200,000	200,000
050	5060	Overhead Sewer Program	35,000	35,000	35,000	35,000
Total Water & Sewer Fund Capital Improvements			\$ 1,575,000	\$ 2,425,000	\$ 2,080,000	\$ 1,415,000
			20.83%	15.11%	20.34%	10.81%

Table IV
Village of Hanover Park
Fiscal Year 2015 - 2018 Capital Improvement Plan

Fund	CCC	Description	FY'15	FY'16	FY'17	FY'18
Central Equipment Fund Improvements						
061	6110	Sign Truck 14	\$ -	\$ 115,000	\$ -	\$ -
061	6110	Pick up 15		28,000		
061	6110	Crane Truck 17				103,600
061	6110	2 1/2 ton dump 20			180,000	
061	6110	5 ton dump 21				190,000
061	6110	5 ton dump 22	170,000			
061	6110	pick up 55	32,000			
061	6110	Service truck 61				44,500
061	6110	2 1/2 ton dump 108		175,000		
061	6110	Utility Truck 114	48,000			
061	6110	Pick up 115		35,000		
061	6110	Pick up 126				26,000
061	6110	Compact pick up 125	23,000			
061	6110	pick up 129			32,000	
061	6110	SUV 134	33,000			
061	6110	Pick up 135		34,500		
061	6110	Sewer Combination 151	400,000			
061	6110	Impala 160	30,000			
061	6110	Police Patrol 161			40,000	
061	6110	Police Patrol 162			40,000	
061	6110	Police Tahoe 163		36,000		
061	6110	Police Patrol 164	35,000		40,000	
061	6110	Police Patrol 165		40,000		
061	6110	Police SUV 166	36,000			42,000
061	6110	Police Patrol 167	35,000		40,000	
061	6110	Police Patrol 168		40,000		
061	6110	Police Patrol 169	36,000			42,000
061	6110	Police Patrol 170	36,000			42,000
061	6110	Police Patrol 171	36,000			42,000
061	6110	Police Patrol 172			40,000	-
061	6110	Police Patrol 173	35,000		40,000	
061	6110	police Patrol 174	36,000			42,000
061	6110	Police Patrol 175		40,000		
061	6110	Police Patrol 176			40,000	
061	6110	Police Investigation 182	29,000			
061	6110	Police Investigation 184		32,000		
061	6110	Police Van 185		26,000		
061	6110	Police Command 187				35,000
061	6110	Community SUV 194				28,000
061	6110	Community SUV 222		32,000		
061	6110	Fire Command 301	53,000			
061	6110	Fire Inspector	24,000			
061	6110	Fire Pumper 364	560,000			
061	6110	Fire Ladder 371		1,200,000		
061	6110	Ambulance 381				215,000
061	6110	Ambulance 384	192,000			
061	6110	Backhoe 429	135,000			
061	6110	Front end loader 430	185,000			
061	6110	Roller 435				32,500
061	6110	Graffiti 439	15,000			
061	6110	Mower 471		15,000		
061	6110	Mower 472			17,000	
061	6110	Mower 475				18,000
061	6110	Mower 476		27,000		
061	6110	Mower 477	6,800			
061	6110	Mower 478	13,000			
061	6110	skyjack 496			27,000	
061	6110	Bobcat 530		66,500		
061	6110	Mower 544			15,000	
061	6110	Backhoe 552				136,000
061	6110	Chipper 675	50,000			
Total Central Equipment Fund Capital Improvements			\$ 2,283,800	\$ 1,942,000	\$ 551,000	\$ 1,038,600
			30.20%	12.10%	5.39%	7.94%
TOTAL Fiscal Year 2015 - 2018 Capital Improvement						
Plan			\$7,561,594	\$16,053,419	\$10,226,165	\$13,086,798

APPENDIX

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

	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014
Police	68.75	70.75	72.75	73.75	76.75	76.75	84.65	84.65	84.65	84.65
Fire	27.00	30.00	30.00	33.00	36.00	36.00	36.00	36.00	41.00	41.00
Public Works	41.25	40.25	40.25	40.25	39.35	36.65	36.65	36.65	40.00	40.00
Community Development	9.18	9.18	9.18	9.18	8.18	8.18	8.00	8.00	2.00	3.00
Finance	6.10	6.10	6.10	6.10	6.10	6.10	6.07	6.07	4.80	4.80
Information Technology	0.00	0.00	0.00	1.95	1.95	1.95	1.95	1.95	1.95	1.95
Water & Sewer	10.69	10.69	10.69	11.94	11.39	11.42	11.42	11.42	9.94	9.94
Commuter Lot	3.00	3.00	3.00	3.00	2.90	2.40	2.40	2.40	2.50	2.50
Other (Administration, Engineering, etc.)	12.03	12.03	12.03	12.03	10.83	10.83	8.86	7.86	8.16	8.16
TOTAL FULL-TIME:	182.00	182.00	187.00	193.00	196.00	196.00	196.00	195.00	195.00	196.00
Added (Full-time Positions):	4	2	5	8	4	4	4	1	2	1
Deleted (Full-time Positions):	6	0	0	2	1	1	1	2	2	0
	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014
	+ (3) FF/Paramedics + Senior Planner - Asst. Dir. Comm. Dev. - HR Assistant - Maintenance Worker (Streets Div.) - Maintenance Worker (Water & Sewer Div.) - Admin. Secretary (Comm. Dev.) - Village Services Rep.	+ Police Sergeant + Police Records Clerk	+ (3) FF/Paramedics + (2) Police Officers	+ (3) FF/Paramedics + (2) Police Officers	+ (3) FF/Paramedics + (2) Police Officers	+ (3) FF/Paramedics + (2) Police Officers	+ (3) FF/Paramedics + (2) Police Officers + IT Director + CSO Code Enforcement + Maintenance Worker + Equipment Operator + Water Billing Service Representative	+ (3) FF/Paramedics + (2) Police Records Clerks + IT Director + CSO Code Enforcement + Maintenance Worker + Equipment Operator + Water Billing Service Representative	+ (2) Police Officers + (2) CSO Code Enf. - Village Collector	+ (2) Police Officers + (2) CSO Code Enf. - Village Collector
	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014
	- Village Services Rep. + Village Collector + (3) Police Officers - IT Manager - Building Maintenance Wkr II - Plumbing Inspector - Admin. Assistant (Legal) - Asst. Village Manager - Village Attorney - Executive Coordinator	+ (4) Police Officers - Forestry Supervisor	+ Planner - Water Billing/Village Service Rep. - Water Billing Service Representative	+ Planner - Water Billing/Village Service Rep. - Water Billing Service Representative	+ Chief of Inspectional Services + Building Maintenance Worker II - Community Development Director - Chief Building Official	+ Chief of Inspectional Services + Building Maintenance Worker II - Community Development Director - Chief Building Official	+ Chief of Inspectional Services + Building Maintenance Worker II - Community Development Director - Chief Building Official	+ Chief of Inspectional Services + Building Maintenance Worker II - Community Development Director - Chief Building Official	+ Comm. & Econ. Dev. Dir.	+ Comm. & Econ. Dev. Dir.

Hanover Park Employees

3-Year Comparison of Budgeted Positions

DEPARTMENT	FY 11/12	FY 12/13	FY 13/14
<u>ELECTED OFFICIALS</u>			
Village President	1	1	1
Village Clerk	1	1	1
Trustee	6	6	6
Total Elected Officials	8	8	8
<u>VILLAGE CLERK</u>			
Deputy Village Clerk	1	1	1
Total full-time employees	1	1	1
<u>VILLAGE COLLECTOR</u>			
Village Collector	1	1	1
Total full-time employees	1	1	1
<u>VILLAGE ADMINISTRATION</u>			
Village Manager	1	1	1
Administrative Assistant	1	1	1
Total full-time employees	2	2	2
<u>HUMAN RESOURCES DEPARTMENT</u>			
Human Resources Director	1	1	1
Payroll & Benefits Specialist	1	1	1
Human Resources Generalist	1	1	1
Human Resources Clerk (P.T.)	P.T. 1	P.T. 1	P.T. 1
Total full-time employees	3	3	3
<u>INFORMATION TECHNOLOGY DEPARTMENT</u>			
Chief Information Officer	1	1	1
Application Systems Analyst	1	1	1
Network Systems Administrator	1	1	1
Total full-time employees	3	3	3
<u>FINANCE DEPARTMENT</u>			
Finance Director	1	1	1
Assistant Finance Director	1	1	1
Accountant	1	1	1
Account Technician	2	2	2
Water Billing Representative	3	1	1
Village Services Representative	3	3	3

APPENDIX B

DEPARTMENT	FY 11/12	FY 12/13	FY 13/14
Receptionist	1	1	1
Water Billing/Village Services Representative (P.T.)	0	P.T. 3	P.T. 3
Total full-time employees	12	10	10

PUBLIC WORKS DEPARTMENT

Public Works Director	1	1	1
Fleet Services Manager	1	1	1
Wastewater Treatment Plan Supervisor	1	1	1
Water Supply Supervisor	1	1	1
Building Maintenance Supervisor	1	1	1
Distribution/Meter Supervisor	1	1	1
Streets Supervisor	1	1	1
Mechanic	4	4	4
Wastewater Treatment Plant Operator	4	3	3
Wastewater Treatment Plant Operator Trainee	0	1	1
Water Supply Operator	2	2	2
Building Maintenance Worker II	1	2	2
Equipment Operator	7	7	7
Maintenance Worker	12	13	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. 1	P.T. 1
Janitor I (P.T.)	P.T. 1	P.T. 2	P.T. 2
Seasonal Laborers	P.T. 8	P.T. 8	P.T. 8
Total full-time employees	41	43	43

ENGINEERING DEPARTMENT

Village Engineer	1	0	0
Engineering Technician	2	2	2
Administrative Assistant	1	1	1
Civil Engineer	0	0	P.T. 1
Total full-time employees	4	3	3

FIRE DEPARTMENT

Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Battalion Chief	3	3	3
Fire Lieutenant	6	6	6
Firefighter/Paramedic	24	24	24
Administrative Assistant	1	1	1
P.T. Firefighter (+/-25)	P.T.	P.T.	P.T.
Chief of Inspectional Services	1	1	1
Plan Reviewer/Project Coordinator	1	1	1
Health Officer/Commercial Code Official	1	1	1
Building Inspector	1	1	1
Permit Coordinator	1	1	1

APPENDIX B

DEPARTMENT	FY 11/12	FY 12/13	FY 13/14
Permit Coordinator (P.T.)	P.T. 1	P.T. 1	P.T. 1
Total full-time employees	41	41	41

POLICE DEPARTMENT

Police Chief	1	1	1
Deputy Chief	2	2	2
Lieutenant	3	3	3
Sergeant	6	6	6
Police Officer	49	49	49
Police Social Worker	1	1	1
Court Services Coordinator	1	1	1
Community Service Officer (CSO)	4	4	4
Community Service Officer – Property Custodian	1	1	1
Code Enforcement Officer	5	5	5
Code Enforcement Supervisor	1	1	1
Administrative Assistant	1	1	1
Police Accreditation & Grants Manager	1	1	1
Police Records Supervisor	1	1	1
Police Records Clerk	7	7	7
Parking Enforcement Officer	1	1	1
Parking Enforcement Officer (P.T.)	P.T. 1	P.T. 1	P.T. 1
Police Desk Officer (P.T.)	P.T. 2	P.T. 2	P.T. 2
Police Records Aide (P.T.)	P.T. 9	P.T. 9	P.T. 9
Seasonal Appearance Officer (P.T.)	P.T. 1	P.T. 1	P.T. 1
Administrative Assistant – Code Enforcement (P.T.)	P.T. 2	P.T. 2	P.T. 2
Total full-time employees	85	85	85

COMMUNITY DEVELOPMENT DEPARTMENT

Community Development Director	1	0	1
Planner	1	1	1
Administrative Assistant	1	1	1
Total full-time employees	3	2	3

<u>VILLAGE-WIDE TOTALS</u>	=====	=====	=====
NO. OF FULL-TIME EMPLOYEES:	196	195	196
NO. OF PART-TIME EMPLOYEES; (Excluding seasonal & elected officials)	49	41	41
	=====	=====	=====
GRAND TOTAL ALL EMPLOYEES	245	236	237

VILLAGE OF HANOVER PARK, ILLINOIS

Schedule of Direct and Overlapping Bonded Debt
April 30, 2014

Governmental Unit	Gross Debt	Percentage to Debt Applicable to Village (1)	Village's Share of Debt
Village of Hanover Park	\$ 22,030,000	100.00%	\$ 22,030,000
School District # 20	6,330,000	36.16%	2,288,928
School District # 54	-	3.32%	-
School District #93	17,070,000	8.95%	1,527,765
High School District #87	40,465,000	2.05%	829,533
High School District #108	51,070,086	7.34%	3,748,544
High School District #211	17,255,000	1.97%	339,924
Community School District #46	301,149,006	7.87%	23,700,427
Community College District #502	203,615,000	0.75%	1,527,113
Community College District #509	176,039,262	7.16%	12,604,411
Community College District #512	185,775,000	0.85%	1,579,088
Total School Districts	<u>998,768,354</u>		<u>48,145,731</u>
Cook County	3,814,460,000	0.20%	7,628,920
DuPage County	312,900,000	1.04%	3,254,160
Cook County Forest Preserve District	94,885,000	0.20%	189,770
DuPage County Forest Preserve District	255,759,232	1.09%	2,787,776
Metropolitan Water Reclamation District	2,466,464,000	0.20%	4,932,928
Bartlett Park District	32,845,000	5.28%	1,734,216
Hanover Park Park District	5,746,810	95.19%	5,470,388
Schaumburg Park District	29,965,000	1.59%	476,444
Poplar Creek Library District	20,715,000	33.85%	7,012,028
Schaumburg Township Library District	1,150,000	3.40%	39,100
Bloomington Fire Protection District	2,405,000	5.31%	127,706
Total Others	<u>7,037,295,042</u>		<u>33,653,435</u>
Total Overlapping Debt	<u>8,036,063,396</u>		<u>81,799,166</u>
Total Direct and Overlapping Debt	<u>8,058,093,396</u>		<u>103,829,166</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 2011 tax levy year equalized assessed values for DuPage County.

APPENDIX D

VILLAGE OF HANOVER PARK, ILLINOIS

**Equalized Assessed Value of Taxable Property - Last Ten Fiscal Years
April 30, 2014**

Tax Levy Year	Residential Property	Farm	Commerical Property	Industrial Property	Total	Railroad	Total Assessed Value
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	591,605,225	25,245	71,549,079	80,447,378	743,626,927	26,401	743,653,328
2011	N/A	N/A	N/A	N/A	N/A	N/A	695,936,302

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, 2014

	Last Ten Tax Levy Years									
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Village of Hanover Park										
General Corporate rate	1.241	1.355	1.269	1.191	1.249	1.150	1.063	1.053	1.305	1.385
Debt Service Rate	0.129	0.131	0.168	0.152	0.153	0.136	0.120	0.114	0.244	0.205
Total Direct Tax Rate	1.370	1.486	1.437	1.343	1.402	1.286	1.183	1.167	1.549	1.590
Overlapping Rates (1)										
School District #46	5.080	5.606	4.945	4.746	4.874	4.565	4.435	4.339	5.026	5.507
School District #509	0.367	0.426	0.434	0.421	0.347	0.348	0.331	0.354	0.434	0.475
Hanover Park Park District	0.476	0.534	0.469	0.441	0.471	0.423	0.386	0.371	0.429	0.442
County including Forest Preserve										
District and TB Sanitarium	0.757	0.693	0.654	0.598	0.562	0.499	0.466	0.443	0.474	0.545
Hanover Township	0.259	0.273	0.242	0.237	0.250	0.224	0.223	0.239	0.248	0.287
Metropolitan Water Reclamation District	0.371	0.361	0.347	0.315	0.284	0.263	0.252	0.261	0.274	0.320
Northwest Mosquito Abatement District	0.009	0.010	0.009	0.009	0.009	0.008	0.008	0.008	0.009	0.010
Poplar Creek Library	0.340	0.355	0.318	0.304	0.310	0.367	0.357	0.350	0.394	0.449
Community Mental Health	0.038	0.040	0.036	0.035	0.037	0.033	0.033	0.033	0.038	0.044
Consolidated Elections	-	0.029	-	0.014	-	0.012	-	-	-	-
Total Direct and Overlapping Tax Rate	9.067	9.813	8.891	8.463	8.546	8.028	7.674	7.565	8.875	9.669

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.

VILLAGE OF HANOVER PARK, ILLINOIS

Direct and Overlapping Property Tax Rates-DuPage County
April 30, 2014

	Last Ten Levy Years									
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Village of Hanover Park:										
General Corporate rate	1.2248	1.1861	1.1960	1.1419	1.1635	1.0978	1.1095	1.2555	1.3739	1.5272
Debt Service Rate	0.1134	0.1027	0.1411	0.1297	0.1262	0.1146	0.1104	0.1200	0.2091	0.1994
Total Direct Tax Rate	1.3382	1.2888	1.3371	1.2716	1.2897	1.2124	1.2199	1.3755	1.5830	1.7266
Overlapping Rates										
School District #93	3.2923	3.0360	3.3667	3.5070	3.6473	3.6473	3.6442	3.7112	3.9130	4.1112
School District #87	1.9144	1.8530	1.7716	1.7200	1.7210	1.6612	1.6507	1.6749	1.8378	2.0199
Community College #502	0.2179	0.2100	0.1968	0.1874	0.1929	0.1888	0.1858	0.2127	0.2349	0.2495
Hanover Park Park District	0.4483	0.4340	0.4267	0.4055	0.4059	0.3801	0.3801	0.4091	0.4250	0.4554
County including Forest Preserve										
District and Airport	0.3936	0.3650	0.3421	0.3266	0.3199	0.3008	0.2923	0.2919	0.3138	0.3356
Wayne Township	0.1722	0.1570	0.1450	0.1400	0.1370	0.1289	0.1253	0.1268	0.1378	0.1479
Poplar Creek Library	0.3573	0.3040	0.3022	0.3004	0.3131	0.3696	0.3522	0.4003	0.4158	0.4553
Total Direct and Overlapping Tax Rate	8.1342	7.6478	7.8882	7.8585	8.0268	7.8891	7.8505	8.2024	8.8611	9.5014

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, 2014

Tax Levy Year	Fiscal Year Ended April 30	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	2003	6,698,440	1,337,936	19.97%	5,542,176	6,880,112	102.71%
2003	2004	7,194,040	1,409,463	19.59%	5,876,497	7,285,960	101.28%
2004	2005	7,940,587	1,461,007	18.40%	6,513,435	7,974,442	100.43%
2005	2006	8,113,730	1,597,398	19.69%	6,401,963	7,999,361	98.59%
2006	2007	8,669,475	1,581,476	18.24%	6,985,693	8,567,170	98.82%
2007	2008	8,771,573	1,643,467	18.74%	7,003,039	8,646,506	98.57%
2008	2009	8,997,079	1,689,164	18.77%	7,087,709	8,776,873	97.55%
2009	2010	9,360,557	1,840,527	19.66%	7,134,770	8,975,297	95.88%
2010	2011	11,081,993	1,677,810	15.14%	8,978,384	10,656,194	96.16%
2011	2012	11,294,245	2,548,018	22.56%	N/A	2,548,018	22.56%

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, 2014

Taxpayer	2012			2003		
	Taxable Assessed Value	Rank	Percentage of Total Village Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Village Taxable Assessed Value
AMB-Turnberry Lakes	\$ 14,440,370	1	2.07%	4,237,790	5	0.80%
Cabot Properties, Inc	6,955,720	2	1.00%			
Fisher Scientific Company	4,763,130	3	0.68%	3,904,780	7	0.80%
Westview Center-Bradley	4,272,648	4	0.61%	9,944,012	1	2.00%
Reality Associates Fund IX	3,359,050	5	0.48%			
Cardinal Capital Partners	3,166,670	6	0.46%			
Buckhead Industrial Properties	2,953,170	7	0.42%			
Menards	2,949,740	8	0.42%	3,502,502	8	0.70%
Iron Mountain	2,586,670	9	0.37%			
Greenbrook Shopping Center	2,540,320	10	0.37%			
Wheaton Bank Trust 1238				4,840,634	4	1.00%
Norcor Tradewinds				8,472,051	2	1.70%
Connecticut General Life Insurance				6,186,700	3	1.20%
Fellowes Manufacturing				3,943,930	6	0.80%
Individual Taxpayer - Pebblewood Court Apts				3,214,923	9	0.60%
CNC - Prairie Station Apts				2,354,050	10	0.50%
	<u>\$ 47,987,488</u>		<u>6.90%</u>	<u>\$ 50,601,372</u>		<u>10.10%</u>

Data Source: Office of the Cook and DuPage County Clerk's

APPENDIX I

VILLAGE OF HANOVER PARK, ILLINOIS

**Ratios of Outstanding Debt By Type - Last Ten Fiscal Years
April 30, 2014**

Fiscal Year Ended April 30	Governmental Activities			Business-Type Activities		Total Primary Government	Total Equalized Assessed Value (EAV)	Percentage of EAV
	General Obligation Bonds	Notes Payable	Tax Increment Revenue Bonds	IEPA Loan				
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	743,653,328	3.40%	666.79
2012	22,030,000	-	-	1,919,889	23,949,889	695,936,302	3.44%	630.71
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, 2014

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)
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
2011	23,095,000	-	23,095,000	3.11%	608.20
2012	22,030,000	234,149	21,795,851	3.13%	573.98

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 Eight Fiscal Years Ago
 April 30, 2014

Employer	2012 (1)			2004 (2)		
	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%	400	1	9.92%
Insight Enterprises, Inc.	250	3	5.00%	250	2	
Camcraft, Inc.	225	4	4.50%	180	6	4.46%
Everpure, LLC	200	5	4.00%			
Village of Hanover Park	193	6	3.86%	182	5	4.51%
Fuji Film	150	7	3.00%	200	3	4.96%
Wilson Pet Supply	120	8	2.40%	150	7	3.72%
Nypro Packaging	108	9	2.16%			
Round Ground Metals, Inc.	95	10	1.90%			
General Binding Corp				200	4	
Comark, Inc.						0.00%
Marriott Distribution Services						0.00%
Menards						0.00%
Canon USA						0.00%
Fellowes Manufacturing				150	8	3.72%
Fischer Scientific Distribution Center				100	9	
MAXRAD, Inc				100	10	
	<u>2,041</u>		<u>40.82%</u>	<u>1,712</u>		<u>31.28%</u>

Data Sources: Village Community Development Department Records and U.S. Census Bureau.

(1) 2011 Illinois Manufacturers Directory, 2011 Illinois Services Directory and a selective telephone survey.

(2) 2004 Illinois Manufacturers Directory, 2004 Illinois Services Directory and a selective telephone survey.

VILLAGE OF HANOVER PARK

GLOSSARY OF KEY TERMS

ABATEMENT - A deduction from the full amount of a tax. Usually related to reduction of tax levies for payment of principal and interest on general obligation bonds

ACCOUNTING SYSTEM - The total set of records and procedures which are used to record, classify and report information on the financial status and operations of an entity or fund

ACCRUAL – Being a method of accounting that recognizes income when earned and expenses when incurred regardless of when cash is received or disbursed

ACLS - Advance Cardiac Life Support

ACTIVITY - An organization classification composed of related work programs aimed at accomplishing a major service or regulatory program for which a government is responsible. Activity expenditure functions relate to the principal purpose/service for which expenditures are made

ADA - Americans with Disability Act. A law requiring public facilities to be accessible to all

AIPC – American Institute of Certified Planners

APIARY – A place where beehives of honey bees are kept

APPROPRIATION - A legal authorization granted by the Village Board to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended

ARB - Automatic Reading and Billing. A device located on the exterior of buildings to allow remote reading of water meters

ASSESSED VALUATION - A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the County Assessor.)

ASSETS - Property owned by a government

ATM – Advanced Tactical Mapping

AUDIT - A systematic collection of sufficient, competent evidential matter needed to attest to the fairness of the presentation of the Village's financial statements. The audit tests the Village's account system to determine whether the internal accounting controls are both available and being used

AVL – Auto Vehicle Locators

AWWA – American Water Works Association

B-BOX – Water service shut off

BALANCE SHEET - The portion of the Village's financial statement that discloses the assets, liabilities, reserves and balances of a specific governmental fund as of a specific date

BALANCED BUDGET - Operating revenues shall equal or exceed operating expenditures; capital equipment purchases (or transfers and associated capital grants) are not part of the operating budget

BASIS OF ACCOUNTING - A term used when revenues, expenditures, expenses, transfers, assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on 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

APPENDIX L

BUDGET - A plan of Village financial operations which includes an estimate of proposed expenditures and a proposed means of financing them. The term used without any modifier usually indicates a financial plan for a single operating year. The budget is the primary means by which the expenditure and service levels of the Village are controlled

BUDGET MESSAGE - The opening section of the budget which provides the Village Board and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years and the views and recommendations of the Village Manager.

CAAS - Commission on Accredited Ambulance Services

CAD - Computer Aided Dispatch or Computer Aided Drawing

CALEA - Commission on Accreditation for Law Enforcement Agencies

CAPITAL IMPROVEMENT PROGRAM (CIP) - A multiyear planning instrument used to identify needed capital acquisition and to coordinate the financing and timing of purchases/improvements

CAPITAL OUTLAY - Capital items are defined as tangible items such as vehicles, machinery, desks and tools costing more than \$10,000 each and having a useful life of more than one year

CASH MANAGEMENT - The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the balance of the highest interest and return, liquidity and minimal risk with these temporary cash balances

CDBG - Community Development Block Grant

CEO - Code Enforcement Officer

CEMP - Comprehensive Emergency Management Plan

CERT - Community Emergency Response Team

CHARGES FOR SERVICE - User charges for services provided by the Village to those specifically benefiting from those services.

CIP - Capital Improvement Program

CJIS - Criminal Justice Information System

CMAP - Chicago Metropolitan Agency for Planning

CMAQ - Congestion Mitigation and Air Quality

COMMODITIES - Items of expenditure in the Operating Budget which, after use, are consumed or show a material change in their physical condition, and which are generally of limited value and are characterized by rapid depreciation. Office supplies and small fixed assets are examples of commodities

CONNECT - Committee on Networking, Education and Community Teamwork

CONTINGENCY - Those funds included in the Budget for the purpose of providing a means to cover minor unexpected costs during the budget year

CONTRACTUAL SERVICES - Items of expenditure from services the Village received primarily from an outside company. Utilities, rent, travel and advertising are examples of contractual services

COST CONTROL CENTER - The primary organizational breakdown within many Village funds. Each cost control center serves a specific function or functions within the given fund entity

CPAP - Continuous Positive Airway Pressure

CRT - Critical Response Team

DARE - Drug Awareness and Resistance Education. An educational program presented by local law enforcement agencies in elementary schools

APPENDIX L

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.

EMA - Emergency Medical Agency

EMS - Emergency Medical Service

EMT - Emergency Medical Technician

EMT A - Emergency Medical Technician - Ambulance

EMT B/D - Emergency Medical Technician – Defibrillator

EMT P - Emergency Medical Technician - Paramedic

ENTERPRISE FUND - A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of the revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes

EQUALIZED ASSESSED VALUE (EAV) – The assessed valuation of each property multiplied by the equalization factor

EQUALIZATION FACTOR– A factor established by the Illinois Department of Revenue, used to bring the aggregate value of assessments within each County to 33.3% of estimated fair market value of all real property within the County

EOC - Emergency Operations Center

EPA - Environmental Protection Agency

EPO – Exclusive Provider Organization

ERP - Enterprise Resource Planning

ESDA - Emergency Services and Disaster Agency

EXPENDITURES - Decreases in net financial resources. Expenditures include current operating expenses requiring the present of future use of net current assets, debt service and capital outlays, and intergovernmental transfers

APPENDIX L

EXPENSES - Charges incurred, whether paid or unpaid, resulting from the delivery of Village services

FAE - Fire Apparatus Engineer

FIDUCIARY FUND – Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. The fiduciary fund category includes pension trust funds, investment trust funds, private-purpose trust funds, and agency funds

FISCAL POLICY - The Village's policies with respect to revenues, spending and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding

FISCAL YEAR (FY) - The accounting period for which an organization budgets is termed the fiscal year. In Hanover Park, the fiscal year begins May 1 and ends April 30 of the following year

FIXED ASSETS - Assets of a long-term character which are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, machinery, furniture and other equipment

FOIA – Freedom of Information Act

FTO – Field Training Officer

FUND - A set of interrelated accounts to record revenues and expenditures associated with a specific purpose. A brief description of the purpose of a fund appears on the white index page preceding each fund

FUND BALANCE - The fund equity of governmental funds. Changes in fund balances are the result of the difference of revenues to expenditures. Fund balances increase when revenue exceeds expenditures and decrease when expenditures exceed revenues

GASB - Governmental Accounting Standards Board

GASB STATEMENT NO. 34 – BASIC FINANCIAL STATEMENTS AND MANAGEMENT'S DISCUSSION AND ANALYSIS. This new financial reporting model includes many aspects of conventional financial reporting, and in addition, several new features including: government-wide financial statements and management's discussion and analysis. This statement was developed to make financial reports easier to understand and more useful for oversight bodies, investors, and citizens

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB)

GENERAL FUND - Accounts for all revenues and expenditures which are not accounted for in specific purpose funds. It finances the regular day-to-day operations of the Village. The General Fund is often referred to as the General Corporate Fund

GENERAL OBLIGATION BONDS - Bonds that finance a variety of public projects such as streets, buildings and improvements; the repayment of these bonds is usually made from the Debt Service Fund, and these bonds are backed by the full faith and credit of the issuing government

GFOA - Government Finance Officers Association

GIS - Geographic Information System

GOAL - A purpose or outcome toward which activities are directed

APPENDIX L

GOVERNMENTAL FUNDS – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects and permanent funds

GPS - Global Positioning System

GRANT - An amount provided by a governmental unit or other type organization in aid or support of a particular governmental function or program

HI-LIGHTER - The Village of Hanover Park Newsletter

HMO – Health Maintenance Organization

HPCRC – Hanover Park Community Resource Center

HR SALES TAX - A 3/4 of 1% Home Rule Sales Tax on sales other than groceries and prescriptions

HTE - The provider of all Village centralized computer applications

HVAC - Heating, Ventilation and Air Conditioning system

IAFF - International Association of Firefighters

IACP - International Association of Chiefs of Police

ICSC - International Council of Shopping Centers

IDDE - Illicit Discharge Detection and Elimination

IDOC - Illinois Department of Conservation

IDOT - Illinois Department of Transportation

IDNR - Illinois Department of Natural Resources

IEPA - Illinois Environmental Protection Agency

IFSAP - Illinois Fire Service Administrative Professionals

ILEOT - Illinois Law Enforcement Officers Training Board. An organization promoting training to local enforcement agencies

IPSI – Illinois Public Service Institute

INCOME - A term used in proprietary fund-type accounting to represent (1) revenues, or (2) the excess of revenues over expenses.

INTERFUND TRANSFERS - Amounts transferred from one fund to another fund, primarily for work or services provided

INTERGOVERNMENTAL REVENUES - Funds received from federal, state and other local government sources in the form of grants, shared revenues and payments in lieu of taxes

IPAC – Illinois Police Accreditation Coalition

IPBC - Intergovernmental Personnel Benefits Cooperative. An intergovernmental pool providing employee health and life insurance coverage for Village employees

IPSI – Illinois Public Service Institute

IRMA - Intergovernmental Risk Management Agency. An intergovernmental pool providing liability, worker's compensation, automobile and property coverage for the Village

ISO - Insurance Standards Office

ISP - Illinois State Police

ISTEA - Intermodal Surface Transportation Efficiency Act

ITEP – Illinois Transportation Enhancement Program

JAWA - Northwest Suburban Joint Action Water Agency. A joint venture of seven northwest suburban municipalities to secure Lake Michigan water through a purchase agreement with the City of Chicago

JPR – Job Performance Ratings

JSA – Job Safety Analysis

JULIE - Joint Utility Location Information for Excavators

APPENDIX L

LAN/WAN - Local Area Network/Wide Area Network

LEADS - Law Enforcement Agencies Data System

LESO - Law Enforcement Support Office

LEVY - (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by the Village

LIABILITY - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date

MABAS - Mutual Aid Box Alarm System

MAJOR FUND - Governmental fund or enterprise fund reported as a separate column in the basic fund financial statements and subject to a separate opinion in the independent auditor's report. The general fund is always a major fund. Funds meeting criteria specified in GASB Statement No. 34 must also be reported as a major fund. Any other governmental or proprietary fund may be reported if the Village Officials believe that fund is particularly important to financial statement users

MAP - Metropolitan Alliance for Police

MCAT – Major Crimes Assistance Team

METRA - A commuter rail system serving the six county northeast Illinois region

MDT – Mobile Data Terminal

MDC – Mobile Data Computer

MFT - Motor Fuel Tax

MWRD - Metropolitan Water Reclamation District

MODIFIED ACCRUAL BASIS - The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resource increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual that is when they become both "measurable" and "available" to finance expenditures of the current period. "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditures either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting

MUNICIPAL ELECTRIC AGGREGATION - Section 1-92 of the Illinois Power Agency Act allows for the aggregation of electric load by municipalities and counties (i.e., government aggregation). This means a municipality or county can negotiate for the purchase of the combined electric supply of its residents and eligible small businesses.

MUTCD – Manual on Uniform Traffic Control Devices

NET ASSETS – The difference between assets and liabilities as reported in the Government wide Financial Statement of the CAFR

NET INCOME - Proprietary fund excess of operating revenues, non-operating revenues and operating transfers in over-operating expenses, non-operating expenses and operating transfers-out

NEXTEL - A telecommunications company and system which provides two-way radio, cellular, paging and online messaging capabilities in a single cellular telephone unit

NFPA - National Fire Protection Agency

NIPAS – Northern Illinois Police Alarm System

APPENDIX L

NIMS – National Incident Management System

NIMEC – Northern Illinois Municipal Electricity Cooperative. NIMEC is the Village's broker going out for supplier bids on various Village electric accounts and for the Municipal Aggregation.

NPDES – National Pollution Discharge Effluent System

NSA - Neighborhood Strategy Area

NWSMTD - Northwest Suburban Mass Transit District

OBJECTIVE - An individual aim or course of action which activities are directed

OSFM - Office of the State Fire Marshal

OSHA - Occupational Safety and Health Administration

PACC – Police And Citizens Connected

PASS - Police Area Service Specialist

PERSONAL SERVICES - All costs related to compensating employees, including employee benefit costs such as the Village's contribution for retirement, social security and health and life insurance

PHCS - Private Health Care System

POC - Paid on Call Firefighter

PPO – Preferred Provider Organization

PROPERTY TAX - Property taxes are levied on real property according to the property's valuation and the tax rate

PROPRIETARY FUND – Funds that focus on the determination of operating income, changes in net assets, financial position and cash flows. There are two different types of proprietary funds: enterprise funds and internal service funds

PVC – Poly Vinyl Chloride

R&B - Road and Bridge Fund

REAPPROPRIATION - Utilization of existing reserves to fund future budgeted expenditures
RETAINED EARNINGS - An equity account reflecting the accumulated earnings of the Village's Proprietary Funds

REVENUE - Funds that the government receives as income. It includes such items as tax receipts, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income

RFP - Request for Proposals

RFQ - Request for Qualifications

RMS – Records Management System

ROW - Right of Way

RTA - Regional Transportation Authority

SAN – Storage Area Network

SCADA - Supervisory Control and Data Acquisition System

SCBA – Self Contained Breathing Apparatus

SEIU - Service Employees International Union

SEP – Strategic Enforcement and Prevention

SOG – Standard Operating Guidelines

SOG – Special Operations Group

SPEAR – Sexual Predator Enforcement Apprehension and Registration

SRB – Safety Review Board

SSA - Special Service Area

STAARS Program - Student Artists and AuthoRS Program

STP - Sewage Treatment Plant. Sewage Treatment Plant #1 is located at 5600 Greenbrook Boulevard in Hanover Park

STEP - Selective Traffic Enforcement Program

STT – Simplified Telecommunication Tax

SURRI – Single Unit Rental Residential Inspections

SWAP – Sheriffs Work Alternative Program

TAC - Tactical Unit. A contingent of police officers performing special directed enforcement activities.

TAX EXTENSION - The total amount of taxes applied to properties within a taxing district as a result of a tax levy. Extensions in Illinois are increased by a loss factor to ensure that each taxing body receives the full amount of its levy after recognition that a small amount of taxes will not be paid

TAX INCREMENT FINANCE DISTRICT - A legal entity created by local resolution to promote improvements, jobs, etc. The taxes generated from the assessed value "increment" above the base year is used to finance the costs of the improvements which generate the increased assessed valuation

TAX LEVY - An ordinance that directs the County Clerk to assess a tax proportionately against all properties located with a taxing district for the purpose of raising a specific amount of tax for the taxing district

TAX RATE - The amount of tax levied for each \$100 of assessed valuation

TEA-21 - Transportation Efficiency Act of the 21st Century

TIC – Thermal Imaging Camera

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

UPS – Uninterrupted Power Supply

UTILITY TAX – An approximately 2.25% tax on telecommunications, electric and natural gas

UV – Ultraviolet

UCMR2 - Unregulated Contaminate Monitoring Regulation



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