

PROGRAM SUMMARY GENERAL GOVERNMENT

Administration:

050.000	Township Board
100.000	Township Administration
142.000	Risk Management

Clerk's Services

110.000	Clerk
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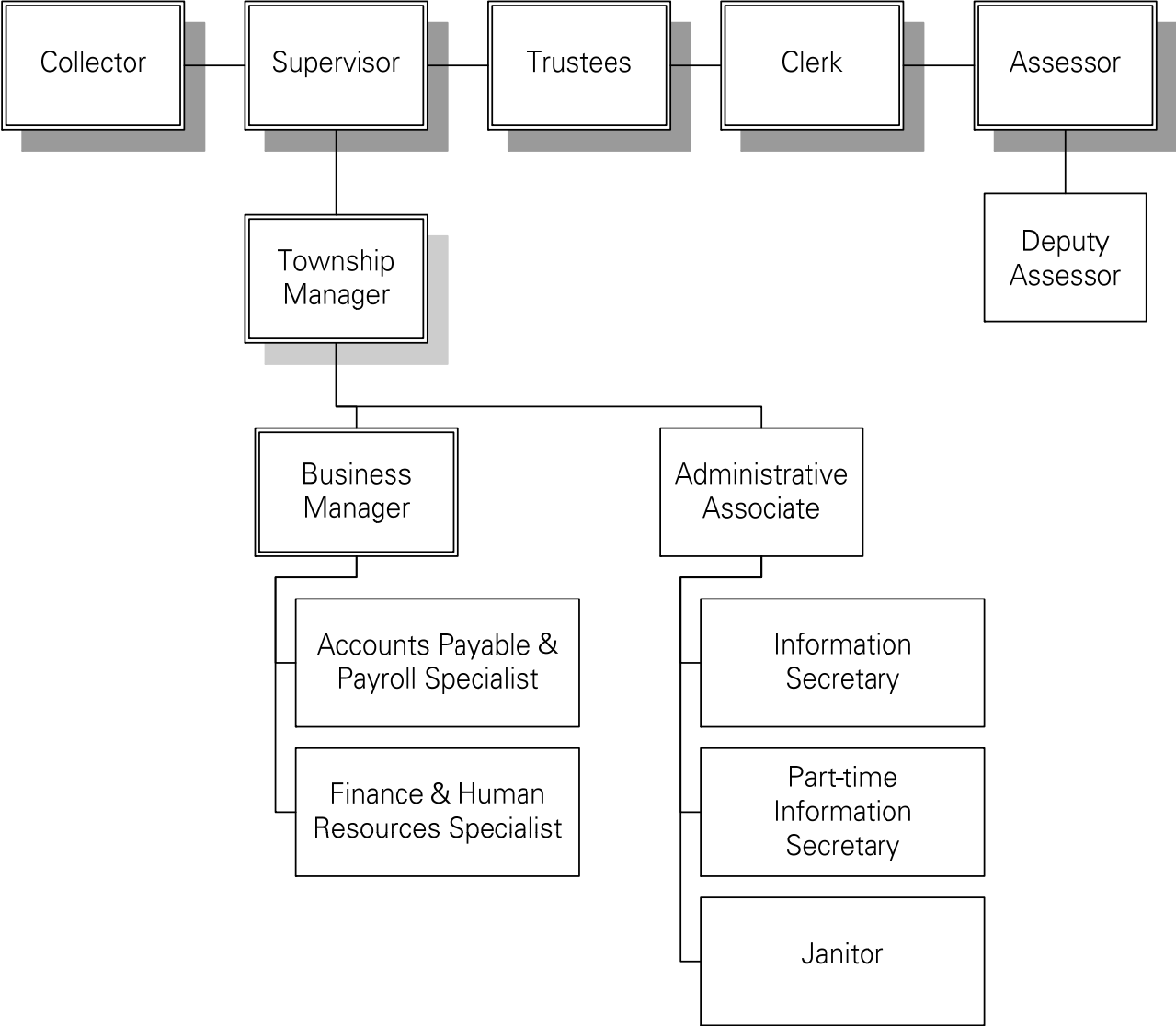
Assessor Support Services:

120.000	Assessor
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Building Services:

140.190	Building Services
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ORGANIZATIONAL CHART GENERAL GOVERNMENT



**Total Number of
Elected Officials
8**

**Total Number of
Positions
7.4**

**FULL TIME EQUIVALENT POSITIONS
GENERAL GOVERNMENT**

Position Title	FY 10 Actual	FY 11 Budget	FY 11 Actual	FY 12 Budget
Township Manager	.85	.85	.85	.85
Administrative Associate	.5	.5	.5	.5
Business Manager	.8	.8	.8	.8
Information Secretary	1	.85	.85	.85
Part-time Information Secretary	.48	.36	.39	.35
Accounts Payable & Payroll Specialist	.8	.8	.8	.8
Finance & Human Resources Specialist	.85	.85	.85	.85
Deputy Clerk	.02	.15	.01	.1
Deputy Assessor	1	1	1	1
Clerical Support	.1	.1	.06	.1
Building Services Supervisor	.5	.5	.5	.5
Building Services Janitor	.66	.5	.7	.7
Total	7.56	7.26	7.31	7.4

Total Salaries \$405,641

TOWN FUND BUDGET HIGHLIGHTS GENERAL GOVERNMENT

General Government is comprised of Township Board, Township Administration, Clerk, Assessor, Building Services, Risk Management and Town Other Charges.

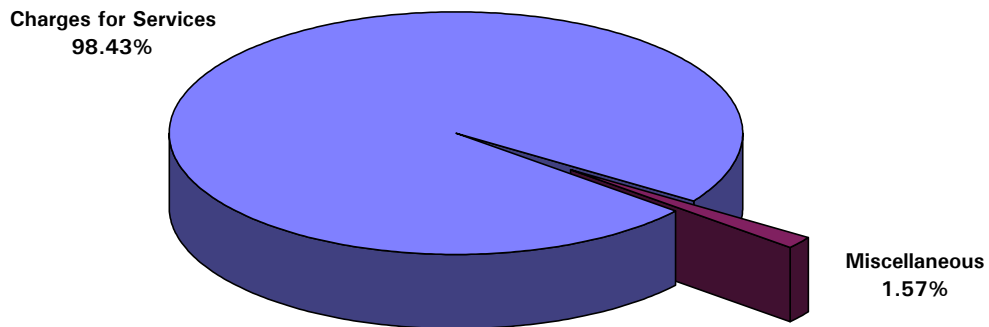
REVENUE

Revenue for General Government includes funds from property taxes, personal property replacement taxes, tax increment financing (TIF) District distributions, interest, rent, program income and charges to other funds. These revenues fall into the revenue categories: Taxes, Use of Money and Property, Charges for Services and Miscellaneous. A thorough explanation of each of these categories may be found in the section titled Township Revenue Descriptions Assumptions and Projections. Property tax revenues for all of Town Fund are accounted for through General Government.

Changes in both revenues and expenditures are more thoroughly explained in the following program area highlights.

**ANTICIPATED REVENUE TO BE RECEIVED IN FY 12
GENERAL GOVERNMENT**

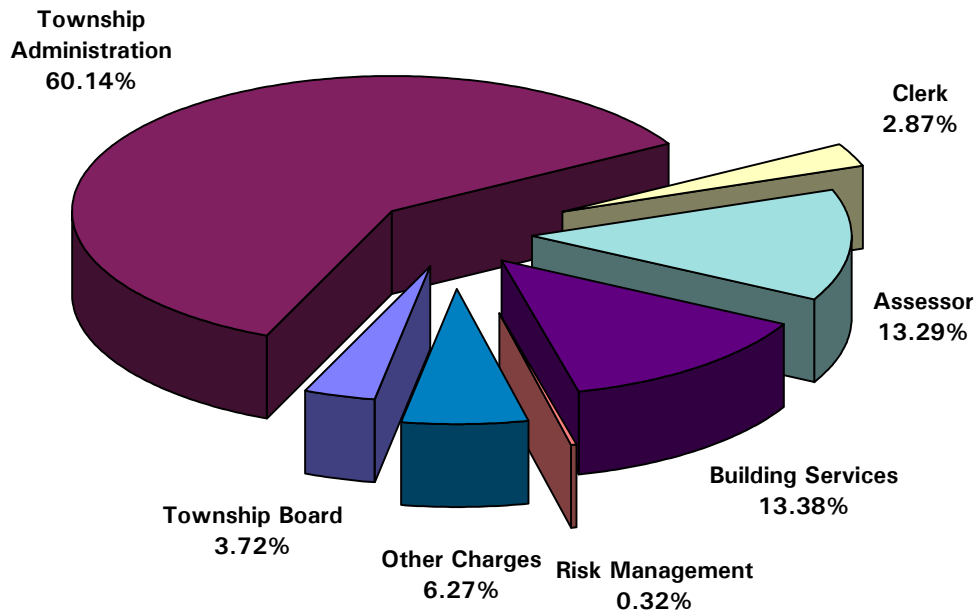
	FY 10 Actual	FY 11 Budget	FY 11 Actual	FY 12 Budget
Town Fund Revenue - 100-000.000				
General Government				
INTERGOVERNMENTAL				
State and Federal				
Dept. of Commerce & Economic Opportunity				
319.000	15,000	0	0	0
319.001	0	0	2,723	0
	<u>15,000</u>	<u>0</u>	<u>2,723</u>	<u>0</u>
	15,000	0	2,723	0
TOTAL INTERGOVERNMENTAL				
CHARGES FOR SERVICES				
Rent				
314.000	3,425	3,425	3,425	3,525
	<u>3,425</u>	<u>3,425</u>	<u>3,425</u>	<u>3,525</u>
	3,425	3,425	3,425	3,525
Program Income				
315.000	1,989	2,500	1,490	2,000
315.001	0	3,000	9,096	11,000
	<u>1,989</u>	<u>5,500</u>	<u>10,586</u>	<u>13,000</u>
	1,989	5,500	10,586	13,000
Charges to Departments				
316.000	2,922	2,000	3,004	2,000
322.000	6,435	6,564	11,564	11,750
323.000	1,000	1,020	1,000	1,050
	<u>10,357</u>	<u>9,584</u>	<u>15,568</u>	<u>14,800</u>
	10,357	9,584	15,568	14,800
TOTAL CHARGES FOR SERVICES				
MISCELLANEOUS				
325.000	273	500	422	500
	<u>273</u>	<u>500</u>	<u>422</u>	<u>500</u>
	273	500	422	500
TOTAL GENERAL GOVERNMENT REVENUE				
	31,044	19,009	32,724	31,825



**TOTAL
\$31,825**

**GENERAL GOVERNMENT EXPENDITURES
FY 12**

	FY 10 Actual	FY 11 Original Budget	FY 11 Actual	FY 12 Budget
Total Township Board	24,823	33,405	36,660	35,540
Total Township Administration	508,374	583,163	529,645	575,130
Total Clerk	22,165	27,369	21,637	27,462
Total Assessor	93,541	112,625	94,914	127,137
Total Building Services	97,699	126,805	111,266	127,980
Total Risk Management	1,993	3,100	381	3,100
Total Town Other Charges	0	60,000	0	60,000
TOTAL GENERAL GOVERNMENT	748,595	946,467	794,503	956,349



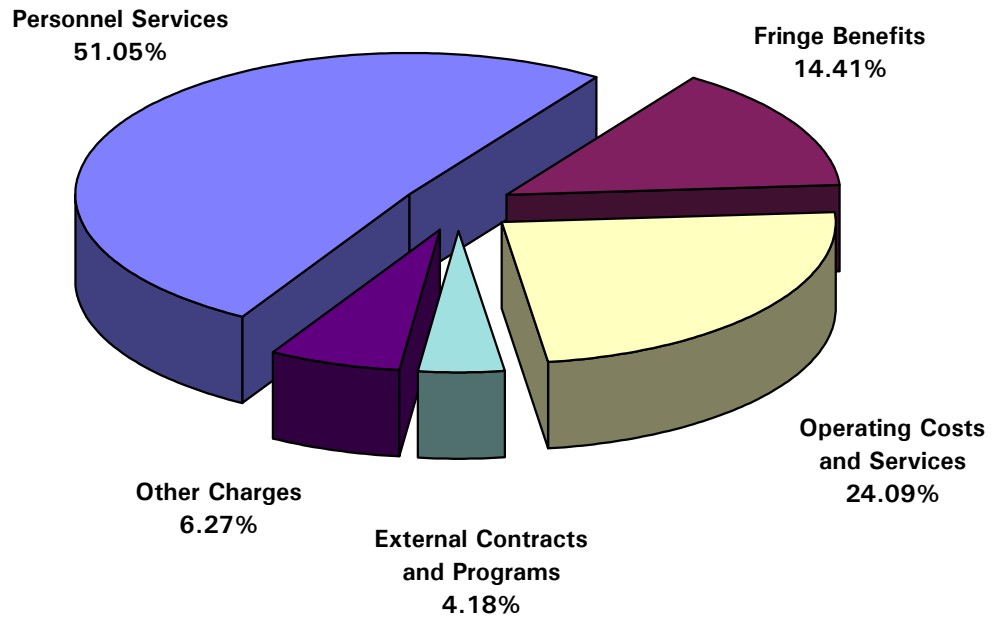
**TOTAL
\$956,349**

**GENERAL GOVERNMENT
SUMMARY BY LINE ITEM EXPENDITURE**

LINE CODE	EXPENDITURE CLASSIFICATION	FY 10	FY 11	FY 11	FY 12
		Actual	Original Budget	Actual	Budget
Personnel Services					
400.100	Employee Salaries	393,340	398,616	393,471	405,641
400.500	Elected Official Salaries	<u>79,561</u>	<u>80,361</u>	<u>80,357</u>	<u>82,596</u>
	TOTAL Personnel Services	472,901	478,977	473,828	488,237
Fringe Benefits					
500.000	FICA Expense	34,729	36,667	34,952	37,140
510.000	Illinois Municipal Retirement Fund (IMRF)	33,879	43,472	42,809	43,233
520.000	Flexible Benefit Plan	161	240	279	310
550.000	Health and Life Insurance	50,441	55,866	53,145	51,118
590.096	Employee Assistance Program	951	1,000	945	970
590.098	Tuition Reimbursement	0	<u>15,000</u>	<u>735</u>	<u>5,000</u>
	TOTAL Fringe Benefits	120,161	152,245	132,865	137,771
Operating Costs and Services					
600.100	Activities, Program Support and Supplies	1,899	2,000	160	2,000
600.101	Banking Services	0	0	2,277	3,600
600.102	Audit	4,446	7,000	6,396	5,000
600.103	Staff Recruitment	0	500	0	500
600.104	Building and Facilities	11,108	32,500	22,485	32,500
600.108	Bookkeeping	452	1,500	1,080	1,000
600.121	Staff Health Exams and Background Checks	0	500	20	500
600.126	Non-capital Furniture, Equipment & Maintenance	16,394	18,200	18,541	19,700
600.128	Office Supplies	4,643	9,700	5,778	9,700
600.134	Public Relations	4,921	5,000	3,872	5,000
600.136	Dues and Subscriptions	9,886	10,250	10,882	11,700
600.137	Duplication and Printing	18,220	29,900	15,020	19,850
600.139	Records Preservation	143	500	0	500
600.142	Staff Meetings and Personnel Relations	8,158	8,100	8,295	8,600
600.163	Insurance - Liability	9,515	10,360	9,015	9,286
600.172	Legal	8,970	6,000	10,604	6,000
600.205	Postage, Delivery and Messenger Services	14,127	18,100	7,731	12,100
600.206	Professional Consultation	12,758	3,500	4,842	3,500
600.226	Triennial Assessment	0	5,000	0	25,000
600.244	Telephone	8,435	8,500	9,055	8,600
600.250	Travel and Training	1,826	9,300	4,310	*
600.255	Utilities	13,461	17,000	14,115	17,000
600.256	Local Business Expenses	0	0	0	1,400
600.257	Professional Development	0	0	0	7,000
600.262	Workers Compensation	3,671	3,835	4,756	4,305
600.269	Taxi Coupons	0	5,000	14,342	16,000
600.271	Deferred Comp. Transition	0	<u>3,000</u>	<u>1,734</u>	<u>0</u>
	TOTAL Operating Costs and Services	153,033	215,245	175,310	230,341
External Contracts and Programs					
790.000	Program Development	<u>2,500</u>	<u>40,000</u>	<u>12,500</u>	<u>40,000</u>
	TOTAL External Contracts and Programs	2,500	40,000	12,500	40,000
Other Charges					
950.000	Contingency	0	50,000	0	50,000
952.002	Research and Development	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>
	TOTAL Other Charges	0	60,000	0	60,000
GRAND TOTAL		748,595	946,467	794,503	956,349

* Travel and Training is replaced by 600.256 Local Business Expenses and 600.257 Professional Development beginning in FY 12.

**GENERAL GOVERNMENT
SUMMARY BY EXPENDITURE CATEGORY**



**TOTAL
\$956,349**

TOWN FUND BUDGET HIGHLIGHTS TOWNSHIP BOARD

The mission, goals and objectives of the Board are set forth in the Introduction section of this budget. This section contains expenditures associated with Board operations including salaries, fringe benefits and operating costs and services.

In FY 11, Oak Park Township, based on direction from the board and in partnership with the Village of Oak Park and the Oak Park Housing Authority, created a cost analysis for meeting the need for low and moderate-income senior housing in the Oak Park Community. The analysis determined that, while the need exists for low to moderate-income housing for seniors, the project is not feasible due to estimated revenues from the project that are not projected to cover significant land and building acquisition costs.

Also in FY 11, the Board approved purchase of a building at 126-134 S. Oak Park Avenue to serve as the new Senior Services facility. Electors (citizens registered to vote in Oak Park) voted in favor of the purchase at a public meeting held on March 2, 2011. For FY 12, the Board has appropriated funds for the renovation of this facility. The new Senior Services facility will open in June of 2012 (FY 13).

The Township Board approved a plan to increase the employee share of health insurance premiums while limiting the financial impact on employees as much as possible beginning in FY 10. Each employee's portion of health insurance will increase to 15% of the total premium over a five-year period. Employees will receive wage increases during the transition to help offset the increase in the portion of the health insurance that they pay.

The FY 12 budget contains \$10,000 for Program Development. These funds may be awarded by the Township Board for funding requests for programs outside of established program areas of Youth, Seniors, and Mental Health. From FY 04 through FY 07 and from FY 09 through FY 11, the funds were awarded to the Collaboration for Early Childhood Care and Education (the "Collaboration"). The Collaboration's mission is "is to make sure that every child in Oak Park arrives at kindergarten safe, healthy, ready to succeed and eager to learn".

The Board updated their Strategic Plan Goals and Objectives for FY 12, discussing progress on FY 11 goals and reassessing priorities. The new format of the Strategic Plan presents goals and objectives as "on-going" or "current". During FY 12 the Board will review and update goals in the Strategic Plan in order to guide the development of the FY 13 budget and to direct the operations of the Township.

GENERAL GOVERNMENT BUDGET FY 12

		FY 10 Actual	FY 11 Original Budget	FY 11 Actual	FY 12 Budget
TOWN FUND 100					
050.000 TOWNSHIP BOARD					
Personnel Services					
400.500	Elected Official Salary	<u>18,749</u>	<u>18,936</u>	<u>18,936</u>	<u>19,448</u>
	TOTAL Personnel Services	18,749	18,936	18,936	19,448
Fringe Benefits					
500.000	FICA Expense	<u>1,434</u>	<u>1,449</u>	<u>1,449</u>	<u>1,488</u>
	TOTAL Fringe Benefits	1,434	1,449	1,449	1,488
Operating Costs and Services					
600.136	Dues and Subscriptions	759	1,050	2,382	2,500
600.137	Duplication and Printing	214	250	0	200
600.163	Insurance - Liability	157	170	120	124
600.250	Travel and Training	30	500	0	*
600.256	Local Business Expenses	0	0	0	100
600.257	Professional Development	0	0	0	500
600.262	Workers Compensation	<u>980</u>	<u>1,050</u>	<u>1,273</u>	<u>1,180</u>
	TOTAL Operating Costs and Services	2,140	3,020	3,775	4,604
External Contracts and Programs					
790.000	Program Development	<u>2,500</u>	<u>10,000</u>	<u>12,500</u>	<u>10,000</u>
	TOTAL External Contracts and Programs	2,500	10,000	12,500	10,000
TOTAL TOWNSHIP BOARD		24,823	33,405	36,660	35,540

* Travel and Training is replaced by 600.256 Local Business Expenses and 600.257 Professional Development beginning in FY 12.

TOWN FUND BUDGET HIGHLIGHTS TOWNSHIP ADMINISTRATION

MISSION

The mission of Township Administration is to provide professional public administration in a responsive, effective and efficient manner.

SERVICES

Township Administration is responsible for reception, administrative services and community relations for the Township. Reception and administrative services for the offices located at 105 South Oak Park Avenue include: greeting the public, issuing temporary handicapped parking placards, processing applications for RTA reduced fare and Seniors Ride Free cards, selling discount taxi cab coupons and providing voter registration and notary public services. The Township annual report and Township brochures are generated through Township Administration. Additionally, special events such as the Township annual meeting, volunteer recognition banquet and United Way events are coordinated through Township Administration.

Financial Management is one of the primary responsibilities of Township Administration. Financial Management includes financial reporting; development, coordination, implementation and oversight of the annual budget; long range forecasting; all accounting functions, including payroll, accounts receivables and payables; purchasing coordination and development and coordination of the annual property tax levy.

Township Administration is responsible for human resource management for Town Fund and General Assistance Fund. The primary focus is on wages, employee benefits, personnel rules and regulations in order to achieve a productive Township workforce. Responsibilities include preparation and certification of semi-monthly payrolls, maintenance of personnel files and records, conducting pre-employment examinations and administration of employee benefit programs within the boundaries of federal and state laws including all wage and labor laws applicable to the Township.

Township Administration is responsible for information technology for Town and General Assistance Funds. This responsibility includes ensuring that software and hardware components are updated and maintained. The proper functioning of computers, printers, telephones, copiers and cameras falls within this category.

Township Administration provides administrative support and assistance to the Township Supervisor and Board of Trustees. This responsibility includes

coordination and distribution of information to elected officials and assistance in registration and travel itineraries for local and state meetings.

GOALS AND OBJECTIVES

A. GOAL: Provide a professional and courteous reception to Township patrons.

Objectives:

1. Greet Township patrons with a smile and willingness to help.
2. Provide assistance or information to patrons so that they are able to achieve their goals.
3. Generate brochures and literature on Township programs and services to educate the community about available services.

B. GOAL: Strengthen financial reporting for internal management use and for external users.

Objectives:

1. Clearly and fully present and disclose the Township's current and projected financial position.
2. Integrate the annual budget into the Township's financial system and oversee implementation and execution.
3. Prepare interim financial statements that compare revenue and expenditures to the approved budget.
4. Prepare and revise three to five-year budget projections for revenue, expenditures and changes in fund balances.
5. Ensure that the Township meets or exceeds Governmental Accounting Standards requirements.
6. Submit the budget and audit to the Government Finance Officers Association (GFOA) for review and consideration of achievement awards.

C. GOAL: Provide professional human resource management in a responsive, effective and efficient manner.

Objectives:

1. Administer personnel benefits and maintain a system of personnel records with integrity.
2. Focus on wages, employee benefits, personnel rules and regulations in order to achieve a productive Township workforce.

D. GOAL: Ensure information technology systems enhance Township operations.

Objectives:

1. Provide service and support to maintain departmental access to the local area network.

2. Ensure that maintenance and repairs on all components of the information technology system are routinely accomplished.
3. Update hardware and software components as necessary to increase efficiency and effectiveness.
4. Improve users' knowledge of required software.

E. GOAL: Provide support and assistance to the Township Supervisor and Board of Trustees.

Objectives:

1. Coordinate and distribute information to elected officials in a timely manner.
2. Prepare travel arrangements and itineraries for Township Supervisor and Board of Trustees.

PROGRAM HIGHLIGHTS

At the beginning of FY 11, a staff restructuring resulted in more responsibilities for Township Administration. Financial duties were transferred to the Community Mental Health Board's Executive Director and the Business Manager in Township Administration due to the retirement of Community Mental Health's Administrative Manager. This staff restructuring will result in cost savings for the Community Mental Health Fund.

An evaluation committee comprised of employees recommended to the Township Board a new deferred compensation plan provider in late FY 10. The board approved the new provider in early FY 11. A deferred compensation plan allows employees to save for retirement on a pre-tax basis in addition to their contributions into the Township's defined benefit pension plan. In the first and second quarters of FY 11, Township Administration worked with the new plan provider to educate employees and implement the plan. Based on the implementation, the rate of participation in deferred compensation increased from 10% to 35% of part- and full-time employees in FY 11.

Township Administration assumed full responsibility for the Taxi Cab Coupon program on June 1, 2010, taking over funding of the program from the Village of Oak Park and continuing to serve as the outlet for the purchase of discount cab coupons for seniors age 60 and over and disabled residents.

To improve the efficiency and effectiveness of financial operations, Township Administration issued a Request for Proposal to banks with branches within the geographical boundaries of the Township. Banks were evaluated primarily for: their financial strength, costs of providing services, involvement in the community, and interest rates offered on accounts. Staff recommended approval of a new bank from the Township Board. Approval was provided in the 3rd quarter of FY 11. The Township transitioned to the new bank in the last quarter of FY 11. Implementation

includes the use of technology to enhance staff efficiencies, reduce costs, and provide better service to patrons.

In FY 10, the Township received approval from the State of Illinois to purge historical financial records stored in the basement at 105 S. Oak Park Avenue. Staff reviewed old records dating to the 1970's, re-organized files as needed, and labeled records for purging. In FY 11, these items were removed and a more secure, locked area in the basement was built to accommodate financial records and ensure confidentiality where needed.

For the eighth year in a row, the Township received the Distinguished Budget Presentation Award for its FY 11 annual budget from the Government Finance Officers Association (GFOA). The GFOA is the professional association of government finance officers in the United States and Canada that sets standards for local government practices. Submissions for the award are evaluated on whether the budget is an effective policy document, financial plan, operations manual, and communications guide. It is the highest form of recognition in governmental budgeting and represents a significant achievement by the Township. The FY 12 budget will be submitted for consideration.

The Township prepared and submitted the FY 10 Comprehensive Annual Financial Report to GFOA for consideration of its Certificate of Achievement Award for financial reporting. The award is designed to recognize and encourage excellence in financial reporting by state and local governments. The Township was awarded the Certificate of Achievement for Excellence in Financial Reporting from GFOA for the year ending March 31, 2010. The Comprehensive Annual Financial Report for the year ending March 31, 2011 will be submitted for consideration.

TOWNSHIP ADMINISTRATION PERFORMANCE MEASURES

Township Administration Goals and Objectives can be found in the Budget Highlights section immediately preceding this chart. Township Goals can be found in the Introduction Section, FY 12 Oak Park Township Policy Statements, Mission, Goals and Objectives, pp. 29-33.

Performance Measure	Twp. Admin. Goal/Objective	Township Goal	FY 10 Actual	FY 11 Budget	FY 11 Est. Actual	FY 12 Budget
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Outputs:

# of taxi coupon books sold	A/1-2	Service Quality I A Community Needs II A	1,756	1,800	1,813	1,800
# of voter registrations completed	A/1-2	Service Quality I A Community Needs II A	81	120	105	110
# of documents notarized	A/1-2	Service Quality I A Community Needs II A	177	170	294	290
# of temporary handicapped parking cards issued	A/1-2	Service Quality I A Community Needs II A	43	50	39	50
# of RTA Senior, Disabled and Circuit Breaker fare cards processed	A/1-2	Service Quality I A Community Needs II A	775	800	599	600
# of accounts payable checks processed	B/1	Financial Stability III A, B	2462	2460	2886	1750
# of electronic payments processed*	B/1	Financial Stability III A, B	0	0	5	1150

* The Township plans to process an increasing number of electronic payments in the next few years in an effort to reduce administrative costs and enhance security. In the early part of the upcoming fiscal year, General Assistance clients will be required to enroll in a debit card or direct deposit program to receive assistance payments.

See next page for Outcomes.

Performance Measure	Twp. Admin. Goal/Objective	Township Goal	FY 10 Actual	FY 11 Budget	FY 11 Est. Actual	FY 12 Budget
Outcomes:						
% of patrons provided with useful and helpful information	A/1-2	Service Quality I A	98%	100%	100%	100%
% of existing brochures reviewed and revised to ensure that information is accurate and useful	A/3	Communications IV A, B	100%	100%	100%	100%
# of hours per week lost due to technology related problems	E/1-2	Community Needs IIA Communications IV A, B	< 1	< 1	< 1	< 1
% of financial reports error-free on the first run	B/1-4 B/5-6	Financial Stability III A, B	93%	95%	94%	95%
GFOA awards received for the budget and the comprehensive annual financial report	C/1-2	Service Quality I B	2	2	2	2
# of Management Letter Comments Related to the annual financial audit	C/1-2	Service Quality I B	1	0	1	0

		FY 10	FY 11	FY 11	FY 12
		Actual	Original Budget	Actual	Budget
100.000	TOWNSHIP ADMINISTRATION				
	Personnel Services				
400.100	Employee Salaries	299,000	298,342	300,551	308,359
400.500	Elected Officials Salaries	<u>13,124</u>	<u>13,260</u>	<u>13,256</u>	<u>13,682</u>
	TOTAL Personnel Services	312,124	311,602	313,807	322,041
	Fringe Benefits				
500.000	FICA Expense	23,292	23,827	23,289	24,637
510.000	Illinois Municipal Retirement Fund (IMRF)	23,538	29,506	29,757	29,988
520.000	Flexible Benefit Plan	94	100	147	150
550.000	Health and Life Insurance	41,220	44,978	43,766	41,514
590.096	Employee Assistance Program	951	1,000	945	970
590.098	Tuition Reimbursement	<u>0</u>	<u>15,000</u>	<u>735</u>	<u>5,000</u>
	TOTAL Fringe Benefits	89,095	114,411	98,639	102,259
	Operating Costs and Services				
600.101	Banking Services	0	0	2,277	3,600
600.102	Audit	4,446	7,000	6,396	5,000
600.103	Staff Recruitment	0	500	0	500
600.108	Bookkeeping	452	1,500	1,080	1,000
600.121	Staff Health Exams and Background Checks	0	500	20	500
600.126	Non-capital Furniture, Equipment & Maintenance	12,342	10,000	13,651	12,000
600.128	Office Supplies	4,086	8,000	5,236	8,000
600.134	Public Relations	4,921	5,000	3,872	5,000
600.136	Dues and Subscriptions	5,974	6,500	6,357	6,500
600.137	Duplication and Printing	16,275	26,000	13,461	16,000
600.142	Staff Expenses and Personnel Relations	8,064	8,000	8,274	8,500
600.163	Insurance - Liability	4,025	4,500	3,136	3,230
600.172	Legal	8,970	6,000	10,604	6,000
600.205	Postage, Delivery and Messenger Services	13,150	16,000	6,779	10,000
600.206	Professional Consultation	12,758	3,500	4,842	3,500
600.244	Telephone	8,435	8,500	9,055	8,600
600.250	Travel and Training	1,670	6,000	4,031	*
600.256	Local Business Expenses	0	0	0	500
600.257	Professional Development	0	0	0	4,500
600.262	Workers Compensation	1,587	1,650	2,052	1,900
600.269	Taxi Coupons	0	5,000	14,342	16,000
600.271	Deferred Comp. Transition	<u>0</u>	<u>3,000</u>	<u>1,734</u>	<u>0</u>
	TOTAL Operating Costs and Services	107,155	127,150	117,199	120,830
	External Contracts and Programs				
790.000	Program Development	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>
	TOTAL External Contracts and Programs	0	30,000	0	30,000
TOTAL Township Administration		508,374	583,163	529,645	575,130

* Travel and Training is replaced by 600.256 Local Business Expenses and 600.257 Professional Development beginning in FY 12.

TOWN FUND BUDGET HIGHLIGHTS

CLERK

MISSION

The mission of the Township Clerk is to serve as the chief record keeper of the Township maintaining a system of records retention and management with integrity and continuity.

SERVICES

The Township Clerk is an elected official of the Board of Trustees and is the chief record keeper of the Township. The Township Clerk keeps minutes and records Township Board meetings and annual Town and special Board meetings, files necessary documents with county, state and federal agencies, administers oaths of office required by law, provides voter registration and publishes public and legal notices required by law.

GOALS AND OBJECTIVES

A. GOAL: Perform the statutory requirements of the Clerk's position in an efficient and responsive manner.

Objectives:

1. Maintain an accurate and clear system of record keeping for the Township, including Board and Committee Minutes and all public documents;
2. Comply fully with requirements for filing of all documents with governmental agencies;
3. Publish all public and legal notices for citizens' information.
4. Clerk is the Township Freedom of Information Act (FOIA) representative, and has been certified by the Illinois Attorney General's Office for training.
5. Dispose of unnecessary records.
6. Clerk successfully completed Homeland Security/FEMA course – N.I.M.S.: An Introduction.

B. GOAL: Conveniently provide voter registration services for all eligible citizens.

Objectives:

1. Publicize availability of voter registration at Township and in the community;
2. Assist with special programs, such as Disabled Voters/Student Voters;
3. Provide extended evening and weekend hours for voter registration during peak periods;
4. Assist local civic groups and deputy registrars with voter registration.
5. Provide registration services to disabled voters and senior housing locations.

C. GOAL: Collaborate with the Cook County Clerk's Office for more efficient election procedures.

Objectives:

1. Assist with training for improved voting procedures to ensure accurate voting and tabulation for all voters.
2. Cooperate with Cook County Clerk Field Representative in recruiting Judges of Election.

PROGRAM HIGHLIGHTS

The FY 12 budget maintains the same level of expenditures as in the FY 11 budget. Although funds are budgeted for a deputy clerk, assistance of a deputy clerk is typically reserved for voter registration periods.

The Clerk serves as the Township's Freedom of Information Act and Open Meetings Act Officer. With new changes in these laws, during FY 11, the Clerk completed the training program administered by the Illinois Attorney General's office. During FY 12, the Clerk will coordinate compliance with the training requirements for all elected and appointed officials.

Also during FY 11, the Clerk applied with the State of Illinois for the destruction of documents per Illinois State Statutes. Permission was granted to destroy outdated documents, which provided for the efficient storage of the remaining documents, particularly those stored in the now secure area of the basement at the Township administrative offices.

CLERK PERFORMANCE MEASURES

Clerk Goals and Objectives can be found in the Budget Highlights section immediately preceding this chart. Township Goals can be found in the Introduction Section, FY 12 Oak Park Township Policy Statements, Mission, Goals and Objectives, pp.29-33.

Performance Measure	Clerk Goal/ Objective	Township Goal	FY 10 Actual	FY 11 Budget	FY 11 Est. Actual	FY 12 Budget
Outputs:						
# of Township Board meeting minutes	A/1	Service Quality I A	19	20	22	20
# of documents filed with County, State and Federal agencies	A/2	Collaboration VI B	17	17	18	18
# of legal and public notices published	A/3	Service Quality I B	12	10	12	12
# of weekend and evening hours scheduled for voter registration	B/3	Community Needs II A	8	15	7	18
Outcomes:						
% of minutes of Township Board and advisory committees available via Township website	A/1	Service Quality I A	95	100	100	100
% of mandatory documents filed with County, State and Federal agencies in a timely manner	A/2	Collaboration IV B	100	100	100	100

		FY 10	FY 11	FY 11	FY 12
		Actual	Original	Actual	Budget
			Budget		
110.000	CLERK				
	Personnel Services				
400.100	Employee Salaries	199	3,200	527	3,200
400.500	Elected Official Salary	<u>17,063</u>	<u>17,234</u>	<u>17,233</u>	<u>17,699</u>
	TOTAL Personnel Services	17,262	20,434	17,760	20,899
	Fringe Benefits				
500.000	FICA Expense	1,320	1,576	1,343	1,386
510.000	Illinois Municipal Retirement Fund (IMRF)	1,341	1,769	1,665	1,698
550.000	Health and Life Insurance	<u>39</u>	<u>80</u>	<u>49</u>	<u>10</u>
	TOTAL Fringe Benefits	2,700	3,425	3,057	3,094
	Operating Costs and Services				
600.126	Non-capital Furniture, Equipment & Maintenance	739	700	0	700
600.128	Office Supplies	285	600	36	600
600.136	Dues and Subscriptions	407	500	160	500
600.137	Duplication and Printing	156	150	105	150
600.139	Records Preservation	143	500	0	500
600.163	Insurance - Liability	183	200	140	144
600.205	Postage, Delivery and Messenger Services	45	100	61	100
600.250	Travel and Training	0	500	0	*
600.256	Local Business Expenses	0	0	0	500
600.262	Workers Compensation	<u>245</u>	<u>260</u>	<u>318</u>	<u>275</u>
	TOTAL Operating Costs and Services	2,203	3,510	820	3,469
TOTAL CLERK		22,165	27,369	21,637	27,462

* Travel and Training is replaced by 600.256 Local Business Expenses and 600.257 Professional Development beginning in FY 12.

TOWN FUND BUDGET HIGHLIGHTS ASSESSOR

MISSION

The mission of the Township Assessor has three main facets: 1) to provide general information to the community regarding current tax assessments, recent property sales, housing trends, current taxes and tax-related public policy questions; 2) to provide services to individual property owners, which include helping plan and file tax assessments appeals, helping prepare applications for property tax exemptions, and helping file applications for property tax refunds; and 3) to provide the Cook County Assessor with information regarding all building permits that change the value of Oak Park property, and to inform the County Assessor of any mistakes in the assessment records of Oak Park properties.

SERVICES

The Township Assessor is an elected official of the Board of Trustees. The Assessor provides service and education to property owners regarding real estate taxes and assessed valuations. The actual power to assess Oak Park property, however, is with the office of the Cook County Assessor, who is responsible for establishing the value of all 1.9 million parcels in the county.

The Township Assessor acts as a link between the property owner and the Cook County Assessor. For example, the Township Assessor files owners' applications for various exemptions and helps develop and submit appeals which seek a reduction of homes' assessed valuations. At times the Assessor assists owners when a refund of previously-paid taxes is warranted.

One of the most important aspects of the Assessor's job is the recording and analysis of sale prices as they occur. By tracking this information the Assessor is able to provide information regarding individual parcels, and to track trends of home prices in specific neighborhoods.

GOALS AND OBJECTIVES

A. **GOAL:** Provide service and education to property owners regarding real estate taxes and assessed valuation and property tax exemptions.

Objective:

1. Assist citizens with assessment appeals.
2. Assist citizens with a special emphasis on senior citizens, in applying for property tax exemptions.
3. Educate citizens on property tax matters through published materials, media releases, and the Oak Park Township website.
4. Provide tax and permit information to appropriate agencies.

B. GOAL: Conduct trend analysis and interpretation of property sales and government taxing patterns in Oak Park.

Objective:

1. Record sale prices of Oak Park properties and determine trends.
2. Record tax levies of governmental units and determine trends.
3. Explain trend information to educate citizens and elected officials on tax related issues.
4. Provide advice to citizens and elected officials on tax policy issues.

PROGRAM HIGHLIGHTS

Oak Park is reassessed every three years, at which time the volume of property owners filing tax appeals jumps dramatically. Since FY 12 is a reassessment year, the budget has been increased for \$25,000 to pay for the additional staff that will be hired to help property owners wishing to file appeals. The higher budget figure will also pay for a brochure regarding reassessment that will be mailed to all Oak Park residents. To save money, the reassessment brochure will be part of the larger "What does your Township do for you?" brochure that the township mails to all residents every year.

ASSESSOR PERFORMANCE MEASURES

Assessor Goals and Objectives can be found in the Budget Highlights section immediately preceding this chart. Township Goals can be found in the Introduction Section, FY 12 Oak Park Township Policy Statements, Mission, Goals and Objectives, pp. 29-33.

Performance Measure	Assessor Goal/ Objective	Township Goal	FY 10 Actual	FY 11 Budget	FY 11 Est. Actual	FY 12 Budget
Outputs:						
Tax Appeals	A/1	Community Needs II A	500	400	403	1,300
Homeowner Letters (Sent to New Homeowners)	A/1	Communications IV A	650	700	591	600
New Senior Exemption Applications	A/2	Communications IV B	90	90	89	90
Senior Tax Deferral Applications	A/2	Communications IV B	13	15	11	15
Senior Freeze Applications	A/2	Communications IV B	600	600	575	600
PIN Divisions/ Consolidations	A/4	Communications IV B	1	1	0	1
Mortgage Company Letters (Regarding their Mortgage Escrow Payments)	A/4	Communications IV A	10	10	28	30
Building Permits Entered in Computer and Sent to County Assessor's Office	A/4	Community Needs II A	2,612	2,500	2,788	2,800
Certificates of Error Applied for on Behalf of Taxpayers	A/1	Community Needs II A	356	325	347	350
Refund Applications	A/1	Communications IV B	12	15	25	20
Process Requests for Neighborhood Sales Analysis in Local Neighborhoods	B/1, 3	Community Needs II A	1	1	1	1

		FY 10	FY 11	FY 11	FY 12
		Actual	Original	Actual	Budget
			Budget		
120.000	ASSESSOR				
	Personnel Services				
400.100	Employee Salaries	44,792	47,605	43,819	44,536
400.500	Elected Official Salary	<u>30,625</u>	<u>30,931</u>	<u>30,932</u>	<u>31,767</u>
	TOTAL Personnel Services	75,417	78,536	74,751	76,303
	Fringe Benefits				
500.000	FICA Expense	5,417	6,031	5,510	5,838
510.000	Illinois Municipal Retirement Fund (IMRF)	5,538	7,798	6,909	7,003
520.000	Flexible Benefit Plan	56	70	66	80
550.000	Health and Life Insurance	<u>23</u>	<u>1,500</u>	<u>18</u>	<u>20</u>
	TOTAL Fringe Benefits	11,034	15,399	12,503	12,941
	Operating Costs and Services				
600.126	Non-capital Furniture, Equipment & Maintenance	191	2,500	1,535	2,000
600.128	Office Supplies	272	1,100	506	1,100
600.136	Dues and Subscriptions	2,746	2,200	1,983	2,200
600.137	Duplication and Printing	1,575	3,500	1,454	3,500
600.163	Insurance - Liability	758	890	576	593
600.205	Postage, Delivery and Messenger Services	932	2,000	891	2,000
600.226	Triennial Assessment	0	5,000	0	25,000
600.250	Travel and Training	126	1,000	79	*
600.256	Local Business Expenses	0	0	0	250
600.257	Professional Development	0	0	0	750
600.262	Workers Compensation	<u>490</u>	<u>500</u>	<u>636</u>	<u>500</u>
	TOTAL Operating Costs and Services	7,090	18,690	7,660	37,893
TOTAL ASSESSOR		93,541	112,625	94,914	127,137

* Travel and Training is replaced by 600.256 Local Business Expenses and 600.257 Professional Development beginning in FY 12.

TOWN FUND BUDGET HIGHLIGHTS BUILDING SERVICES

MISSION

The mission of Building Services is to maintain a safe and clean office environment and an attractive facility that welcomes patrons.

SERVICES

The Building Services budget provides for maintenance and upkeep of the Township facilities located at 105 South Oak Park Avenue. A complete and accurate list of Township fixed assets and inventory is maintained through the Building Services department. In addition, the Building Services department maintains and facilitates a medical equipment lending pool.

GOALS AND OBJECTIVES

A. GOAL: Maintain Township facilities located at 105 South Oak Park Avenue.

Objective:

1. Inspect Township facilities and perform preventive maintenance and necessary repairs or schedule and oversee repairs by contractors.
2. Provide a clean, neat and safe work environment for Township employees and patrons.

B. GOAL: Maintain a complete and accurate fixed assets and inventory schedule.

Objectives:

1. Record and tag all Township purchases of fixed assets and inventory.
2. Facilitate surplus of property for the Township annual meeting and subsequent sale of surplus property.

C. GOAL: Coordinate medical equipment lending pool.

Objectives:

1. Maintain complete and accurate list of medical equipment.
2. Facilitate the process of loaning and collecting medical equipment.

PROGRAM HIGHLIGHTS

In the fall of 2009, there were water leaks discovered in the basement of the Township offices at 105 S. Oak Park Avenue. The leaking resulted in wet areas on the basement floor and walls, particularly during and shortly after major rainfalls. A flood occurred and mold was discovered on portions of the wall. As a result, Building Services staff members were involved in hiring a contractor to evaluate the

basement, recommend solutions, and commence repairs. Mold was removed and partial walls were built. Items damaged by the water was thrown away or donated. The outer wall and basement were sealed to prevent leaks and all construction was completed in FY 11.

In FY 11 a more secure area was built in the basement in order to secure private information in financial and human resources records.

The Township continues to work on becoming a "Green Facility" and encourage employees to participate in green activities. In FY 11, Oak Park Township had an energy audit and hired a contractor to install high efficiency florescent lights at the Township Offices at 105 S. Oak Park Avenue. The installation provides better lighting, reduce costs, and lead to reduced energy consumption. Oak Park Township qualified for an energy reimbursement grant from the State of Illinois, which paid for part of the costs associated with the project.

Bike racks were added to the parking lot and employees are encouraged to ride their bikes to work whenever possible.

In an effort to become more visible to the community, awnings with Oak Park Township and phone number on them were purchased and hung on the front and side of the building. This will help citizens locate our office more readily.

In FY 12, the Township will plan for and begin implementation of projects to meet building services needs for the new Senior Services facility being renovated for occupancy in June 2012 (FY 13).

Additional green projects are planned for the Township Offices at 105 S. Oak Park Avenue:

- 1) Replacement of windows on the east side of the building; and
- 2) A new more efficient, hot water heater
- 3) New design and installation for planters at the administration building

By implementing these green projects, the Township expects to save energy and decrease costs over the long-run.

BUILDING SERVICES PERFORMANCE MEASURES

Building Services Goals and Objectives can be found in the Budget Highlights section immediately preceding this chart. Township Goals can be found in the Introduction Section, FY 12 Oak Park Township Policy Statements, Mission, Goals and Objectives, pp. 29-33.

Performance Measure	Building Services Goal/Objective	Township Goal	FY 10 Actual	FY 11 Budget	FY 11 Est. Actual	FY 12 Budget
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Outputs:						
# of building repairs and services, outside contractor	A/1-2	Service Quality I A, B	10	15	10	10
# of pieces of medical equipment lent out	C/1-2	Service Quality I A, B	140	140	151	150
Outcomes:						
% of scheduled preventative maintenance accomplished	A/1-2	Service Quality I A, B	100%	100%	100%	100%
Fixed assets and inventory schedule updated monthly	B/1-2	Financial Stability III B	Updated Monthly	Updated Monthly	Updated Monthly	Updated Monthly
% of requests for medical equipment met	C/1-2	Community Needs II A	90%	90%	90%	90%

		FY 10	FY 11	FY 11	FY 12
		Actual	Original	Actual	Budget
			Budget		
140.190	BUILDING SERVICES				
	Personnel Services				
400.100	Employee Salaries	<u>49,349</u>	<u>49,469</u>	<u>48,574</u>	<u>49,546</u>
	TOTAL Personnel Services	49,349	49,469	48,574	49,546
	Fringe Benefits				
500.000	FICA Expense	3,266	3,784	3,361	3,791
510.000	Illinois Municipal Retirement Fund (IMRF)	3,462	4,399	4,478	4,544
520.000	Flexible Benefit Plan	11	70	66	80
550.000	Health and Life Insurance	<u>9,159</u>	<u>9,308</u>	<u>9,312</u>	<u>9,574</u>
	TOTAL Fringe Benefits	15,898	17,561	17,217	17,989
	Operating Costs and Services				
600.104	Building and Facilities	11,108	32,500	22,485	32,500
600.126	Non-capital Furniture, Equipment & Maintenance	3,122	5,000	3,355	5,000
600.163	Insurance - Liability	4,392	4,600	5,043	5,195
600.250	Travel and Training	0	300	0	*
600.256	Local Business Expenses	0	0	0	50
600.257	Professional Development	0	0	0	250
600.255	Utilities	13,461	17,000	14,115	17,000
600.262	Workers Compensation	<u>369</u>	<u>375</u>	<u>477</u>	<u>450</u>
	TOTAL Operating Costs and Services	32,452	59,775	45,475	60,445
TOTAL BUILDING SERVICES		97,699	126,805	111,266	127,980

* Travel and Training is replaced by 600.256 Local Business Expenses and 600.257 Professional Development beginning in FY 12.

TOWN FUND BUDGET HIGHLIGHTS RISK MANAGEMENT

MISSION

The mission of the Risk Management Committee is to reduce the Township's exposure for liability and to work toward ensuring a safe and secure work environment for staff and patrons.

SERVICES

The Risk Management Committee (the "Committee") is comprised of staff representatives from the 105 and 418 S. Oak Park Avenue offices. The Committee examines issues related to Township liability, building and personal, safety and security.

GOALS AND OBJECTIVES

A. GOAL: To decrease Township liability and increase building and personal security.

Objectives:

1. Develop policies and procedures that will decrease Township liability and increase building and personal security.
2. Educate staff in appropriate building security procedures.

B. GOAL: To decrease the likelihood of incidents and damage related to fire, medical emergencies, natural disasters, and power failures.

Objectives:

1. Review and update emergency plans and procedures.
2. Educate staff in proper safety measures and procedures, including appropriate action during emergency situations.
3. Conduct fire, medical emergency, natural disaster, and power failure drills.

C. GOAL: To increase personal safety among staff and patrons.

Objectives:

1. Educate staff on measures to increase personal safety for themselves and patrons.
2. Coordinate and provide training opportunities for staff for first aid and CPR.

PROGRAM HIGHLIGHTS

Safety and security has developed into a significantly important issue for the Township. The Risk Management Committee was established in FY 02 to review and make recommendations regarding safety and security issues. Funds continue to be budgeted specifically for the purpose of addressing safety and security issues. The funds are expended primarily for educational training and implementation. Committee members are township employees. The Township Administration Administrative Associate is chair for the Risk Management Committee.

In FY 11, the risk management committee continued to focus on the health and safety of staff and citizens that visit our offices. Survival kits were purchased for our Senior Services location. To help prevent the spread of any viruses, hand sanitizer was made widely available to staff and posted throughout the building for patrons. Signs were highly visible regarding covering your cough and proper hand washing procedures. Township staff participated in the updated CPR/AED training and participated in a fire drill. Healthy lifestyle workshops for Township staff continue to be held to promote nutritious eating, exercise, and positive mental well-being.

In FY 12 the Committee will develop a more comprehensive Risk Management Manual. In light of all the natural disasters that have occurred, the committee is committed to work in conjunction with the Village and other local agencies to assist in any way possible in relief efforts. These procedures will be included in the manual. The Oak Park Fire Department has provided training and suggestions regarding risk management which will be incorporated in the manual. The manual will be a reference source for the Committee as well as all Township staff. It will contain operational policies pertaining to risk and safety procedures. First aid training for staff, fire drills, and severe weather drills are also planned for FY 12.

RISK MANAGEMENT PERFORMANCE MEASURES

Risk Management Goals and Objectives can be found in the Budget Highlights section immediately preceding this chart. Township Goals can be found in the Introduction Section, FY 12 Oak Park Township Policy Statements, Mission, Goals and Objectives, pp. 29-33.

Performance Measure	Risk Mgmt. Goal/Objective	Township Goal	FY 10 Actual	FY 11 Budget	FY 11 Est. Actual	FY 12 Budget
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Outputs: # of drills conducted for fire and severe weather.	C/1-2	Service Quality I B	2	2	1	2
Outcomes: % of staff trained in established security procedures.	A/1-2	Financial Stability III B	100%	100%	100%	100%
% of staff trained in emergency procedures.	B/1-3	Service Quality I B	100%	100%	100%	100%
% of staff attending educational and training opportunities.	A/2, B/2, C/1	Service Quality I B	50%	100%	50%	100%

		FY 10	FY 11	FY 11	FY 12
		Actual	Original	Actual	Budget
			Budget		
142.000	RISK MANAGEMENT				
	Operating Costs and Services				
600.100	Activities, Program Support and Supplies	1,899	2,000	160	2,000
600.142	Staff Expenses and Personnel Relations	94	100	21	100
600.250	Travel and Training	0	1,000	200	*
600.257	Professional Development	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>
	TOTAL Operating Costs and Services	1,993	3,100	381	3,100
TOTAL RISK MANAGEMENT		1,993	3,100	381	3,100

* Travel and Training is replaced by 600.256 Local Business Expenses and 600.257 Professional Development beginning in FY 12.

TOWN FUND BUDGET HIGHLIGHTS TOWN OTHER CHARGES

MISSION

The function of Town Other Charges is to provide funding for expenditures that do not fall within a designated department but benefit all departments within Town Fund.

SERVICES

Town Other Charges are expenditures that do not fall within a designated department.

Contingency

Contingency is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. Examples of expenditures of contingency funds would be expenses related to a disaster and not covered by insurance such as a tornado. Actual expenditures are not charged to this line item. When necessary, the Township Board will transfer contingency funds to the appropriate line item by formal approval of a budget amendment.

Research and Development

Research and Development is for new programs or services and includes costs associated with seeking outside funding from private, state, and federal agencies. Consultants are hired to research available sources for funding for all program areas.

The Research and Development line item is also used to retain independent consultants for projects that benefit programs within Town Fund. Management consultants have been used in the past for the comprehensive space review, the salary and benefits review and strategic planning.

GOALS AND OBJECTIVES

A. GOAL: Provide a budgetary reserve for emergencies and unforeseen expenditures.

Objective:

1. Lessen the impact on the fiscal year budget in case emergency or unexpected expenditures are necessary.

B. GOAL: Secure competent and knowledgeable consultants for special Township projects.

Objectives:

1. Utilize the services of a facilitator for the Township Strategic Planning process to enhance the process and make the best use of allotted time.
2. Utilize the services of consultants as needed for the reconstruction of the new Senior Services facility.

C. GOAL: Diversify the Township's revenue base by pursuing funding for Township programs and services from state, federal and private donations.

Objective:

1. Reduce the Township's reliance on property taxes for Township programs and services.

PROGRAM HIGHLIGHTS

The Board did not transfer funds from the Contingency line item during FY 11. An update to the Board's Strategic Plan was developed by the Board and senior staff, so there were no expenditures in the FY 11 Research and Development line.

During FY 12, the Board will engage a consultant to lead an expanded update seeking more input on community needs. While most of the expenses associated with construction of and relocation to a new Senior Services facility are budgeted in Capital Outlay, contingency funds may become necessary to cover unexpected costs.

The Township will explore opportunities for outside funding for sustainability initiative at its existing and new facilities during FY 12.

TOWN OTHER CHARGES PERFORMANCE MEASURES

Town Other Charges Goals and Objectives can be found in the Budget Highlights section immediately preceding this chart. Township Goals can be found in the Introduction Section, FY 12 Oak Park Township Policy Statements, Mission, Goals and Objectives, pp. 29-33.

Performance Measure	Other Charges Goal/Objective	Township Goal	FY 10 Actual	FY 11 Budget	FY 11 Est. Actual	FY 12 Budget
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Outputs:

# of new applications completed for private, state or federal grants.	C/1	Financial Stability III C	4	5	3	3
Utilized services of a facilitator for Township Strategic Planning meeting.	B/1	Service Quality I A	1	1	0	1
# of consultants retained for relocation of Senior Services.	B/2	Service Quality I A	1	1	3	2

		FY 10 Actual	FY 11 Original Budget	FY 11 Actual	FY 12 Budget
950.000	TOWN OTHER CHARGES				
950.000	Contingencies	0	50,000	0	50,000
952.002	Research and Development	0	10,000	0	10,000
TOTAL TOWN OTHER CHARGES		0	60,000	0	60,000

