

OAK PARK TOWNSHIP



Fiscal Year 2008 Annual Report

A P R I L 1 , 2 0 0 7 - M A R C H 3 1 , 2 0 0 8

A Message from Your Township

Dear Township Resident:

This Annual Report is our message to Oak Park citizens and taxpayers that the Township is meeting its mission, is carefully managing its resources and is open to public inspection and comment. In this report, you will find an overview of Township services and financial support provided in FY08, as well as a summary of revenues, expenditures and reserves.

The services highlighted evolved over many years, beginning with financial relief during the Great Depression to the current broad spectrum. More than other units of government, the Township is concerned with addressing social service needs, most often for our most vulnerable residents. As an independent unit, the Township is able to maintain a consistent quality and focus on what are often low visibility services that are fundamental to Oak Park's quality of life. Specifically, the Township provides:

- ❖ **Youth Services** that address the emotional, social and academic needs of our community's youth;
- ❖ **Senior Services** that promote a healthy, independent lifestyle for people age 60 and over;
- ❖ **Financial Assistance** for unemployed and disabled adult residents;
- ❖ **Meal Services** for homebound seniors and persons with disabilities;
- ❖ **Transportation Services** for seniors and residents with disabilities;
- ❖ **Funding to Mental Health Service Providers** for residents coping with mental illness, developmental disabilities, substance abuse, domestic violence and other issues.
- ❖ **Assessor Services** that educate residents on property tax matters and help with assessment and tax appeals;
- ❖ **Voter Services** such as registration, absentee and handicapped voting, and assistance to the county at polling time.



*Oak Park Township Supervisor David Boulanger (above right) with Township Manager Sharon Hammer**

In FY08, the Township continued to evolve in areas of:

- ❖ **Collaboration:** Property tax cap legislation limits the resources available to all taxing units in Oak Park, except the Village of Oak Park, which is under Home Rule. To meet the broad range of youth service needs, the Township has collaborated for ten years with all the other 10 taxing units of Oak Park and River Forest to fund the highly effective Youth Interventionist program. All other youth services, all senior services and mental health funding of both Oak Park and River Forest Townships are administered by Oak Park Township through contract and intergovernmental agreement, allowing quality services while better managing costs.
- ❖ **Programs:** All divisions continued to strategically reexamine and refocus their efforts to better fulfill their service missions. An important new area of funding is the Collaborative for Early Childhood Care and Education. Information on services provided, staffing and costs by division are highlighted in the following pages.
- ❖ **Facilities:** The Township continued its search for more accessible space for Senior Services. The Township's 2006-07 main office remodeling has improved security and expanded staff space and client reception area.
- ❖ **Staff:** Maintaining salary equity and good benefits has ensured a stable, qualified and energetic staff. The CMHB staff will expand to process Medicaid reimbursements that will bring in more funds for local mental health agencies.
- ❖ **Financial Management:** The Township FY08 budget received the Distinguished Budget Presentation Award for the 5th year in a row and the audit received the Award for Excellence in Financial Reporting. These are the highest recognitions from the Government Finance Officers Association, evidence of professionalism in financial practice and in clarity and transparency for public inspection.

All achievements in FY08 are due to the work of our dedicated staff and corps of citizen volunteers. Their commitment to deliver services with compassion and respect is the foundation of the Township's success in meeting the needs of Oak Park residents.

F. David Boulanger
Township Supervisor

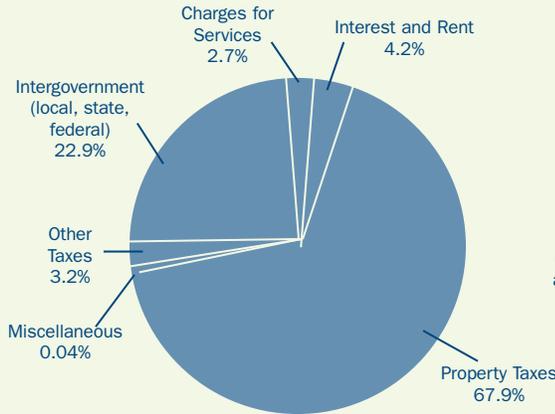
Sharon Hammer
Township Manager*

* Gavin Morgan became the new Township Manager in September 2008.

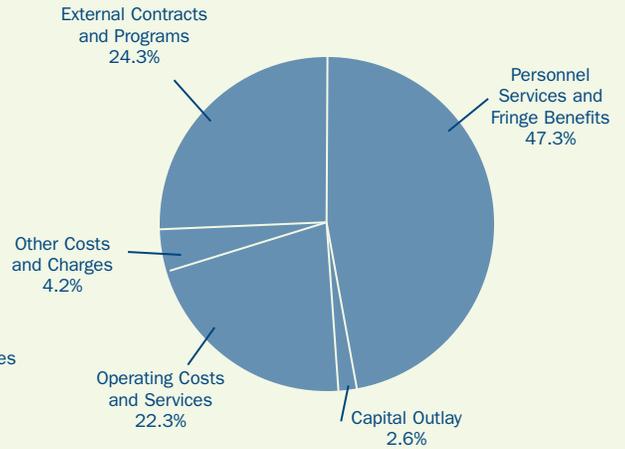
Operating Financial Statement

For the fiscal year beginning April 1, 2007 and ending March 31, 2008

FY2008 REVENUES



FY2008 EXPENDITURES



What's the difference between Oak Park Township and the Village of Oak Park?

The Township focuses on human and social services, while the Village provides municipal services such as police, fire, parking and streets.

The Township Office is located at 105 South Oak Park Avenue. Village Hall is located at Madison and Lombard.

Village services maintain the community, while Township services sustain its residents. Working in concert, they make Oak Park a great place to live.

Revenues

Property Taxes*	\$ 3,419,767
Other Taxes	159,144
Interest and Rent	210,537
Intergovernment	1,154,616
Charges for Services	88,428
Miscellaneous	2,112

Total \$ 5,034,604

Expenditures

Personnel Services and Fringe Benefits	\$2,270,031
Capital Outlay	126,094
Operating Costs and Services	1,034,244
External Contracts and Programs	1,167,976
Other Costs and Charges	201,591

Total \$ 4,799,936

*Township property taxes were 2.6% of your property tax bill.

Revenues by Fund Type

Town Fund	\$ 3,167,568
General Assistance Fund	437,411
Community Mental Health Fund	1,429,625

Total \$ 5,034,604

Fund Balance

Reserved	\$ 3,815
Unreserved	2,902,902
Designated for Capital Improvement and CMHB Initiatives	1,300,000
Vehicle replacement	80,000

Total \$ 4,286,717

NOTES

- Consistent with the historic trend, Oak Park Township relied on property tax dollars to provide approximately two-thirds of revenues (67.9%) in FY08, which was 2.6% of local property tax bills in 2006. Other major funding sources were state and federal grants, intergovernmental agreements and program fees.
- To meet rising expenditures, the Township approved an FY08 annual property tax levy increase of 2.5%, the cost-of-living limit (tax cap) set by the State of Illinois.
- The *Distinguished Budget Presentation Award* of the Government Finance Officers Association was awarded for the Township FY08 budget and the *Award for Excellence in Financial Reporting* for its FY07 audit. These are the highest form of government recognition for professionalism in budgetary and fiscal management practices.

We helped young people thrive...

MISSION 🌿 To enhance the social and emotional development of youth and their families, and to work for the prevention of juvenile delinquency by addressing the needs of youth at risk of becoming involved in inappropriate or illegal activities.

In FY08, Youth Services of Oak Park and River Forest Townships touched the lives of thousands of young people and their families in the following ways:

Directly Helping Youth

Designed to reduce the incidence of gang activity, substance abuse and violence in Oak Park and River Forest by intervening in the lives of school-age youth, the Youth Interventionist Program coordinates a broad spectrum of services for young people who are showing signs of involvement with gang activity, violence or substance abuse.

This intensive program helped many troubled teens turn their lives around and contributed to a decrease in juvenile arrests in both communities. Identified by the U.S. Justice Department in early 2005 as an effective model program, it has been cooperatively funded through July 2010 by the park districts, libraries, school districts, townships and village governments of Oak Park and River Forest. The Youth Interventionist Program registered and over 70 high-risk young people and their families in FY08 as well as and several hundred unregistered youth and families.



Youth Services Director John F.S. Williams in front of a mural painted by members of the Youth Advocacy Council (YAC).

Contracts with Community Agencies and Organizations

In FY08, Youth Services contracted with 16 local agencies and organizations to support 41 community based programs to provide specific services to at-risk youth and youth from families with low and moderate incomes. These programs — which ranged from mentoring and recreational programs to scholarships — helped young people make positive choices that will lead to healthy and socially productive lives.

In FY08, Youth Services:

- 🌿 Continued implementation of and training of school staff in Olweus Bullying Prevention Program in cooperation with the Oak Park Police Department;
- 🌿 Provided information and referral services for young people, their families and organizations seeking to assist youth;
- 🌿 Began Township web-site listing of jobs for young people;
- 🌿 Supported opportunities for young people to develop leadership skills by planning, promoting and participating in local conferences.

Contracts with Community Youth Services Providers

🌿 FY08

Oak Park School District 97*

- \$ 33,490 Tutoring and relationship building
- \$ 9,000 Summer school scholarships

Oak Park River Forest High School

- \$ 16,689 Evening intramurals for teens
- \$ 3,500 Summer School/Work Study

Parenthesis

- \$ 15,000 Teen parent support (Parenteen Case Management)*
- \$ 2,131 Pregnancy prevention through shared experiences (Hear Our Stories)

Volunteer Center of OPRF

- \$ 18,500 Adult mentors for teens (Youth Connect)
- \$ 15,300 Community service for teen offenders (TIME)
- \$ 2,000 *Applauding Our Youth* recognition program

* All programs are jointly supported by Oak Park Township and River Forest Township, with the exception of programs marked with an asterisk, which receive support from Oak Park Township only.



YOUTH SERVICES 🌿 FY08

STAFF: 6

EXPENDITURES:

Youth Interventionist Program	\$ 197,785
External Program Contracts	\$ 160,747
Information and Referral	\$ 12,951
Violence Prevention	\$ 48,499
Policies and Issues	\$ 45,640
Youth Development and Advocacy	\$ 28,443
Contracts and Programs	\$ 50,713
Total Expenditures:	\$ 544,778

Other

- \$ 25,305 Summer recreation and education (Fellowship Community Services - Friday Night Place)
- \$ 13,280 Summer bridge and peer leadership (Family Services)
- \$ 5,367 Holiday Food and Gift Basket Program (Community of Congregations)*
- \$ 7,954 Recreation program scholarships for youth (Park District)*
- \$ 5,250 Middle School African Drumming Program (Steckman Studio of Music)*
- \$ 1,141 Junior Police Explorers (Oak Park Police Department)*
- \$ 500 Pony Baseball Sponsorship*
- \$ 2,800 River Forest Community Center
- \$ 200 Grace Lutheran School

\$177,407 TOTAL

\$ 16,660 River Forest Township Support

\$ 160,747 Oak Park Township Support

We helped seniors live vital, independent lives...

MISSION  To enhance the quality of life for seniors in our community by providing a broad array of supportive services that promote the values of independence, self-esteem and dignity.

The Oak Park/River Forest community is recognized as a great place to be a senior, thanks to a broad continuum of “senior friendly” services designed to meet the needs of residents age 60 and over. With services ranging from meals and transportation to health and wellness programs and in-home chore services, Senior Services helped more than 2,500 residents live healthy, productive lives in FY08.



Senior Services Director Desiree Scully in front of the Oak Park Township Senior Services bus

Programs and Services Update

ELDER ABUSE AND NEGLECT ACT

In FY08, the Illinois Department on Aging expanded elder abuse to include “self-neglect” defined as a condition that is the result of an eligible adult’s inability, due to physical and/or mental impairments, or diminished capacity, to perform essential self-care tasks that substantially threaten his or her own health. This includes providing essential food, clothing, shelter, and health care, and obtaining goods and services necessary to maintain physical and mental health, emotional well-being, and general safety. Senior Services provides services and referrals to these individuals, or to anyone who may be subject to any type of elder abuse.

PREVENTING FALLS

In FY08 the Township continued the Falls Free Initiative by creating the Safety Resources for Community Businesses Checklist. UIC

Services Provided for Seniors FY08

Information and referral contacts	5,339 contacts
Case management to ensure that seniors get needed services	5,265 hours
Nutritious meals served in a group dining or restaurant setting	19,643 meals
Nutritious meals delivered to homebound seniors	27,322 meals
Bus transportation within Oak Park or River Forest	35,030 rides
Health screenings	25 sessions
Caregiver support, respite and other services	2,072 units
Predischarge screenings to ensure that hospitalized seniors receive appropriate levels of care after discharge	900 screenings
In-home chore services	1500 hours
Home energy and pharmaceutical assistance	1350 units

graduate students in Dr. Marcia Finlayson’s Occupational Therapy Program used this checklist to assess the fall-safety condition of restaurants currently participating in the Township’s Dine Out program and to recommend corrective measures. The checklist was also mailed to every restaurant in Oak Park and River Forest. The long-term goal is that this and other programs will raise the quality of life for older adult residents and facilitate their ability to age in place.

Facilities

A space needs analysis completed in February 2003 indicated that the Township’s Senior Services facility had unsolvable accessibility problems. Since then, the Township has had several discussions with other organiza-

tions about sharing more accessible facilities. Based on visits to other senior centers, a conceptual plan was created for a central senior services facility in Oak Park, addressing the need for more suitable space with parking and easy ground-level access. A survey of senior interest in the use of such a facility will be conducted in the fall 2008. A long term goal of the Township is to improve public facilities that address the range of social and recreational needs important to maintaining senior independent living.



SENIOR SERVICES FY08

STAFF: 15 full-time, 14 part-time

EXPENDITURES:

Transportation	\$ 344,885
Information and Assistance	\$ 55,186
Meals	\$ 454,946
Case Management	\$ 574,146
Other Programs	\$ 222,418

Total Expenditures: \$ 1,651,581

Protective Services (elder abuse, neglect or exploitation investigations)	46 cases
Help in accessing public assistance programs and services	1025 hours
Assistance with health insurance selection, applications and disputes	150 consultations
Income tax preparation assistance	600 tax returns
Affordable will preparation	20 wills
Home assistance and day care to preserve independence	3,850 units
Money management assistance	52 clients

We helped enhance the mental health and well-being of Township residents...

MISSION  To enhance the mental health and developmental potential of Oak Park residents, establish an appropriate continuum of community support services, and manage local resources in a fiscally responsible manner.

Oak Park Township's Community Mental Health Board (CMHB) is comprised of nine residents, eight appointed by the Township Board of Trustees, and one trustee liaison member. The CMHB assists in planning, developing and coordinating mental health services in Oak Park for the treatment and prevention of mental health issues, substance abuse disorders and addictions, and developmental disorders.

Using tax funds from the Township's Mental Health Fund, the CMHB exercises broad authority as defined in the Community Mental Health Act, including conducting needs assessments, selecting programs for support, approving the release of funds and evaluating outcomes.

In FY08, the CMHB contracted mental health, developmental disabilities, and substance abuse services with seventeen (17) community agencies, supporting forty-three (43) programs. The contracts totaled \$ 975,000 in grants from the Community Mental



*Community Mental Health Board Executive Director Lydia Y. Tuck**
* Lisa DiVivo became the new Executive Director in August 2008.

Health Fund.

The CMHB began participation in FY07 in a new state level *Local Funds Initiative (LFI)* to increase revenues available to the CMHB through federal reimbursement of certain Medicaid services paid for out of the CMH Fund. In FY08, the CMHB purchased an additional \$ 139,000 of Medicaid eligible mental health services for residents. Due to the LFI, the CMHB will receive up to \$ 70,000 in federal funds, reimbursing 50% of the CMHB expenditure with new revenue.

The CMHB - Township Board relationship, sometimes a source of confusion due to varied interpretations of Illinois

statutes, was clarified in an October 2007 policy statement by the Township Board in its effort to document all its policies for consistency in practice and openness to the public. The outcome is a common reference that administrators and board members can access for clarity in ongoing policy development and decision-making.

Contracts with Community Mental Health Providers FY08

\$ 122,833	Outpatient care, transitional support, emergency services, individual/group/family therapy and substance abuse prevention, day treatment for CILA residents (Family Services and Mental Health and Substance Abuse Center of OPRF)
\$ 108,665	Child and youth mental health and substance abuse services and adult rehabilitation (Community Care Options)
\$ 75,860	Prevention and support services for teens, single parents and families and home-based counseling (Parenthesis)
\$ 60,000	Family support program and Substance Abuse Assessment Referral Program (Hephzibah Childrens Association)
\$ 87,070	Respite care and case management for developmentally disabled (Community Support Services)
\$ 84,800	Employment training, early intervention and coordination of services for individuals with developmental disabilities (Oak Leyden Developmental Services)
\$ 25,411	Mental health support for domestic violence victims and their families and transitional housing (Sarah's Inn)
\$ 35,530	Community training and employment for individuals with developmental disabilities (Seguin Services)
\$ 24,190	Senior case management (Oak Park Township Senior Services)
\$ 28,390	Drop-in center (National Alliance for the Mentally Ill - Metro Chicago)



Community Mental Health Board  FY2008	
STAFF: 2 full time, 1 part time	
EXPENDITURES:	
Administration and Other Charges	\$ 320,432
External Contracts and Programs	\$ 975,000
Other Charges	\$ 148,256
Capitol Outlay	\$ 17,227
Total Expenditures:	\$ 1,460,915

\$ 25,040	Case management for individuals with developmental disabilities (Suburban Access)
\$ 14,450	Mental health case management for individuals with HIV/AIDS (Vital Bridges)
\$ 11,010	Substance abuse rehabilitation and support for females and their families (Way Back Inn - Grateful House)
\$ 2,292	Substance abuse treatment services and temporary assistance to agencies (Purchase of Care)
\$ 8,010	Mental health support for the homeless (West Suburban P.A.D.S.)
\$ 38,700	Youth psycho-education for prevention and the Volunteer Program for mentally ill (Volunteer Center)
\$ 175,632	Case management, Community Integrated Living Arrangement - CILA (Thresholds)
\$ 45,117	Mental Wellness Anti-Stigma Campaign (Family Services and NAMI)

\$ 975,000 Total Contracted Clinical Services

We provided a helping hand...

General Assistance FY08

STAFF: 1

EXPENDITURES:

General Assistance	
Administration	\$ 140,382
Financial Assistance	\$ 182,633
Other charges	\$ 8,000
Total Expenditures:	\$ 331,015



In FY08, the Township helped more than 1000 residents in need of food, housing, health care or financial assistance through the following programs:

General Assistance

The Township's General Assistance program, which provides financial assistance for single adult residents who are not eligible for social security or state-supported programs, provided an average of 64 financial assistance grants per month in FY08 with a peak of 78 grants in April/May 2007. The average grant amount per client over the fiscal year was \$2,810. While seeking employment, able-bodied clients participate in a community service program that assigns them to work at local non-profit agencies. A job bank is being developed to assist clients in finding work.



General Assistance Administrator Jay Allen

Food Programs

The Township provided financial support for the Community of Congregations' Holiday Food and Gift Basket Program, which delivered food and gift certificates to over 800 families during the winter holiday season.

Links to Health Care

The Township guided low-wage and part-time workers who are not eligible for Medicare or Medicaid to subsidized health insurance coverage or publicly provided health care.

Services to Citizens with Disabilities

The Township offered special services for citizens with temporary or permanent disabilities in FY08 including transportation, meal, home and pharmacy assistance.

We provided voter services...

The Township Clerk, in addition to maintaining all Township records, provided voter registration services to individuals – 150 registered – and community groups and deputy registrars, including extending office hours for voter registration. The Clerk's office assisted the County Clerk with polling place administration, including assisting handicapped and absentee voters and distribution of polling place materials at election time.

Clerk's Office FY08

STAFF: 1 elected, part-time clerk with seasonal part-time help as needed

Total Expenditures: \$ 22,432

Township Clerk Gregory P. White



We helped residents with property tax concerns...



Township Assessor Ali ElSaffar

Our Township Assessor's office serves an important role as a local liaison to the Cook County Assessor's office, which actually assesses Oak Park properties. The Township Assessor provides a host of other services for Oak Park property owners, such as assistance with property tax appeals, help in obtaining tax exemptions and refunds, information about sales trends in the real estate market, and expertise on important tax policy issues facing the community.

With the issuance of tax bills in the fall and spring, the Assessor assisted property owners in appealing tax bills and ensuring that the taxpayer had received the exemptions that they were entitled to. A side benefit of all of these one-on-one meetings was the continuing education of the citizen on the details of the tax system and areas in need of reform.



Assessor's Office FY08

STAFF: 1 elected, part-time assessor, 1 full-time deputy, and part-time help as needed in appeal periods.

Total Expenditures: \$ 90,196

In FY08, the Township relied on the talent, energy and vision of many citizen volunteers...

We are grateful to the volunteers listed here for their efforts to improve the quality of life in Oak Park by helping the Township carry out its mission of people helping people.

Community Mental Health Board

Donna Baptiste
Richard Carroll
Barry Greenwald
Nancy Hartman
Jim Jepsen
Gill Lenz
Nadine Peacock
James Whalen

Senior Services Committee

Dr. Kenneth Blair
Anna Cotto
Shirley Esenther
Dr. Marcia Finlayson
Christopher Fox
Doris Gruskin
Warren Lowe

Home Delivered Meals

Patricia Badami
Lillian Coffill
Larry Guides
Margaret Hartney
Irene Haupricht
Kaye O'Shea
John Reeves
Janet Wellwood
Julia Wrinch

Low Income Home Energy Assistance Program

Ruth Lake*
Shirley Thompson
Leonard Wolfkiel

Money Management Program

Roz Byrne
Donna Cervini
Timothy Cronin
Jeanne Goedert
Yvonne Hampton
James Heffernan
Mary Marling
Jeff Opholt
Linda Reisberg
Joseph Rose
Mike Sookikian
Christine Worry

M-Team **

Linda Carson
Officer Troy Fields
Patrick Phillips
Detective Tim Unzicker
Bob Wohlgemuth

Senior Health Insurance Program

Lorraine Galasek
Margaret Olivet
Marilyn Thomas
Jim Walsh
Paula Zwintscher

Senior Lunch Program

Russ Bower
Ed Mampre
Walter McLaughlin
Anthony P. Pastore
Theresa Prah
Ron Rieck

Senior Services Administration

Jeannette "Mitch" Ackley*
Carol Chlipala
Phyllis Krone
Maurice Lyons
Elaine Marzel

Falls Sub-committee

Dr. Elizabeth Peterson

Abuse, Neglect, Exploitation Sub-committee

Shatonya Harris

Senior Services Student Volunteers

Peter Toberman

Tax Aide

John Bruun
Nancy Clark
Tom Dawson
Robert Faber*
Marion Gannon
Patricia Getz
Ed Hagerty
Terry Hamerman
Marge Harmon
Kate Kaltenbach*
M. J. Luetgert
Lee O'Donnell
Michael O'Rourke
Donna Oswald

Janet Phillips*
Robert Pozorski
Dr. Donald Riff
Joe Scott
John Summaria
Edward Westbrook

Youth Services Committee

Ian Carroll
Connie Coleman
Mary Doheny
Anthony Gargiulo
Lynette Lovely
Kristen McLean
Valerie Plomin
Leandrew Wade

Youth Services Volunteers

Prof. George Bailey
Dr. Gerald Clay
Lee Pulliam
Deacon Wiley Samuels
Dr. Carl Spight

OAK PARK TOWNSHIP

ELECTED OFFICIALS

Township Supervisor
F. David Boulanger

Township Clerk
Gregory P. White

Township Assessor
Ali ElSaffar

Township Collector
Lee Calaway

Township Trustees
William G. Troyer
Clarmarie I. Keenan
Eric Davis
Mary T. Cozzens

APPOINTED STAFF

Township Manager
Sharon Hammer*

Mental Health Executive Director
Lydia Y. Tuck**

Senior Services Director
Desiree Scully

Youth Services Director
John FS Williams

* New Manager, Gavin Morgan, began September 2008.

** New Executive Director, Lisa DiVivo, began August 2008

From left to right: Trustees Eric Davis, Clarmarie Keenan, Bill Troyer, and Mary Cozzens.



Oak Park Township

105 South Oak Park Avenue
Oak Park, Illinois 60302

Business hours: Monday-Friday 9 a.m.- 5 p.m.

General Information and Services: 708-383-8005

Youth Services: 708-445-2727

Senior Services, 418 S. Oak Park Ave: 708-383-8060

CMHB Office, 1100 Lake Street: 708-358-8855

www.oakparktownship.org