

**Maine Township Town Hall
1700 Ballard Road
Park Ridge, IL 60068**

**Special Board Meeting
REVISED AGENDA**

Tuesday, May 15, 2018 @ 7:00 pm

Call Meeting to Order
Pledge of Allegiance
Roll Call

1. Public Participation
2. Discussion and potential action on revisions and changes for the 2018-2019 Budget
3. Discussion and potential action on staff raises performance and cost of living
4. Discussion and possible action on Trustee Sweeney's motion as follow: "Motion and a vote to adopt a total Maine Township budget for the 2018-2019 fiscal year that ranges from \$6,385,608 to \$6,721,693. This range represents a reduction of 5% over last year's actual expenditures to 100% of last year's actual expenditures in Maine Township for the combined funds of the General Town Fund, the General Assistance Fund, and the Road and Bridge Fund."
5. Adjournment

5/11/18

Dear Elected Officials,

Please find attached the proposed 2018-19 Budget and 2018-19 Budget Worksheet. This takes into consideration COLA/Merit raises for employees. Please note in the worksheet that the new bottom line total number for Town Fund and GA and reflects a lower amount than last year's actuals which was our goal.

(This information was also sent to you electronically)

Thank you,

A handwritten signature in cursive script that reads "Dayna Berman". The signature is written in black ink and has a long, thin horizontal line extending to the right from the end of the name.

Dayna Berman
Administrator

**MAINE TOWNSHIP
ORDINANCE 2018-1
BUDGET & APPROPRIATION ORDINANCE FOR 2018-2019**

for MAINE TOWNSHIP located in the County of Cook, State of Illinois for the fiscal year beginning March 1, 2018 and ending February 28, 2019

Now be it Ordained by the Board of Trustees of MAINE TOWNSHIP, COUNTY OF COOK, STATE OF ILLINOIS, in meeting assembled as follows:

Section 1: That the following budget containing an estimate of receipts and expenditures for the following funds: GENERAL TOWN AND GENERAL ASSISTANCE FUND is hereby adopted as the budget of the township for the fiscal year mentioned above and shall be in full force and effect from and after this date.

GENERAL TOWN FUND

BEGINNING BALANCE \$6,832,968

ESTIMATED REVENUES

Property Tax	\$4,522,119
Replacement Tax	\$73,030
Interest Income	\$13,198
MaineStay Fees	\$14,952
Senior Programs (net)	-\$10,823
Other Income	\$81,229

TOTAL ESTIMATED REVENUES \$4,693,705

TOTAL ESTIMATED FUNDS AVAILABLE \$11,526,673

BUDGETED EXPENDITURES

Administration	\$1,769,255
Assessor	\$368,333
Clerk	\$230,629
Emergency Management	\$28,871
MaineStay Youth and Family Services	\$642,477
Senior and Adult Services	\$417,053
Mental Health/Community Services	\$455,260

TOTAL EXTIMATED EXPENDITURES \$3,911,878

ENDING BALANCE \$7,614,795

ADMINISTRATION	proposed budget	actuals	Revised Budget 5/1/18
PERSONNEL			
Salaries	\$822,000	\$793,483.34	\$806,911
IDES	\$1	\$0.00	\$1
Social Security	\$62,000	\$58,166.58	\$61,729
Municipal Retirement Fund	\$80,000	\$68,224.68	\$67,812
Health Insurance	\$360,000	\$314,145.90	\$305,000
Dental Ins.	\$25,000	\$19,010.85	\$20,000
Life Ins.	\$3,000	\$2,254.60	\$2,255
Tuition Reimbursement	\$1	\$0.00	\$1
TOTAL PERSONNEL	\$1,352,002	\$1,255,285.95	\$1,263,709
CONTRACTUAL SERVICES			
Accounting Services	\$28,000	\$27,287.20	\$27,287
Building-Grounds Maintenance	\$25,000	\$25,242.00	\$25,242
Community Information-Support	\$43,000	\$47,578.00	\$47,578
Conferences-Meetings	\$4,000	\$3,569.59	\$3,570
Dues-Subscriptions	\$6,500	\$6,316.44	\$6,316
Web Site/Email Host	\$5,000	\$13,564.79	\$5,000
Equipment Leasing-Maintenance	\$20,000	\$18,527.38	\$18,527
Computer Tech Support	\$10,000	\$8,051.89	\$8,052
Print Management	\$5,000	\$4,636.94	\$4,637
General Insurance-Liability-Bond	\$55,000	\$53,835.00	\$53,835
Legal Services	\$55,000	\$33,101.88	\$33,102
Mileage-Travel-Lodging Expense	\$2,000	\$1,630.37	\$1,630
Police Protection	\$50,000	\$45,600.00	\$45,600
Postage	\$40,000	\$33,961.79	\$33,962
Printing-Publishing	\$45,000	\$38,795.73	\$38,796
Special Programs	\$9,000	\$6,459.28	\$6,459
Staff Training	\$2,000	\$436.00	\$436
Telecommunications	\$25,000	\$21,268.29	\$25,519
Transportation/MaineLines	\$4,000	\$5,281.00	\$5,281
Utilities	\$23,000	\$21,110.37	\$21,110
TOTAL CONTRACTUAL SERVICES	\$456,500	\$416,253.94	\$411,940
COMMODITIES			
Miscellaneous	\$1,000	\$509.39	\$500
Office Supplies/Small Equipment	\$30,000	\$22,871.72	\$17,500
Operating Supplies-Maintenance	\$12,000	\$9,447.11	\$8,500
TOTAL COMMODITIES	\$43,000	\$32,828.22	\$26,500
OTHER EXPENDITURES			
Cleanup Project/Single Hauler Program	\$5,000	-\$5,083.95	\$1
Code Enforcement Expense	\$1,000	\$673.34	\$673
Neighborhood Watch	\$4,500	\$3,029.15	\$3,029
Plan Commission	\$1,000	\$0.00	\$1
Maine Township Recovery Connections	\$50,000	\$45,060.14	\$45,060
Vehicle Expense	\$6,000	\$3,380.92	\$3,381
TOTAL OTHER EXPENDITURES	\$67,500	\$47,059.60	\$52,146
CAPITAL OUTLAY			
Building	\$35,000	\$4,958.50	\$4,959
Building Purchase	\$1	\$0.00	\$1
Equipment Purchase	\$1	\$0.00	\$10,000

TOTAL CAPITAL OUTLAY	\$35,002	\$4,958.50	\$14,960
CONTINGENCIES	\$80,000	\$0.00	\$1
FUND TRANSFERS		\$400,000.00	\$0
TOTAL ADMINISTRATION	\$2,034,004	\$2,156,386.21	\$1,769,255

ASSESSOR	proposed budget	actuals	To budget 2018-2019
PERSONNEL			
Salaries	\$197,580	\$179,147.14	\$197,580
Social Security	\$13,838	\$12,813.09	\$13,838
Life Ins.	\$700	\$486.60	\$700
Dental	\$7,245	\$5,021.75	\$7,245
Municipal Retirement Fund	\$20,050	\$20,009.37	\$20,050
Health Insurance	\$115,000	\$103,857.87	\$115,000
TOTAL PERSONNEL	\$354,413	\$321,335.82	\$354,413
CONTRACTUAL SERVICES			
Conferences-Meetings	\$1,800	\$847.64	\$1,800
Cook County Assessor Tie-in	\$1,100	\$1,025.00	\$1,100
Dues-Subscriptions	\$540	\$300.00	\$540
Equipment Leasing-Maintenance	\$500	\$350.00	\$500
Mileage-Travel-Lodging Expense	\$2,250	\$1,426.80	\$2,250
Postage	\$1,000	\$472.91	\$1,000
Printing-Publishing	\$1,000	\$150.50	\$1,000
Sidwell Maps	\$600	\$707.40	\$600
Staff Training	\$1,350	\$115.67	\$1,350
TOTAL CONTRACTUAL SERVICES	\$10,140	\$5,395.92	\$10,140
COMMODITIES			
Miscellaneous	\$900	\$95.46	\$900
Office Supplies/Small Equipment	\$2,880	\$5,439.91	\$2,880
TOTAL COMMODITIES	\$3,780	\$5,535.37	\$3,780
TOTAL ASSESSOR	\$368,333	\$332,267.11	\$368,333

CLERK	proposed budget	actuals	To budget 2018-2019
PERSONNEL			
Salaries	\$137,000	\$125,979.04	\$131,525
Social Sec.	\$10,500	\$9,609.40	\$10,062
Municipal Retirement Fund	\$17,000	\$15,717.59	\$16,717
Health Ins	\$41,000	\$40,921.03	\$45,000
Dental Ins	\$3,000	\$781.90	\$3,000
Life Ins.	\$500	\$324.40	\$324
TOTAL PERSONNEL	\$209,000	\$193,333.36	\$206,628
CONTRACTUAL SERVICES			
Conferences-Meetings	\$1,500	\$852.91	\$853
Dues-Subscriptions	\$500	\$332.00	\$332
Print Management	\$3,500	\$3,028.08	\$3,028
General Insurance-Liability-Bond	\$200	\$145.00	\$145
Mileage-Travel-Lodging Expense	\$1,500	\$996.40	\$996
Honor Flight	\$1,000	\$1,000.00	\$1,000
Postage	\$7,000	\$7,332.38	\$7,332
Printing-Publishing	\$1,500	\$846.50	\$847
Computer Tech Support	\$7,600	\$6,340.00	\$6,340
Telecommunications	\$0	\$64.06	\$0
Staff Training	\$250	\$0.00	\$1
TOTAL CONTRACTUAL SERVICES	\$24,550	\$20,937.33	\$20,874
COMMODITIES			
Miscellaneous	\$250	\$126.28	\$126
Office Supplies/Small Equipment	\$3,000	\$7,456.38	\$3,000
TOTAL COMMODITIES	\$3,250	\$7,582.66	\$3,126
TOTAL FOR CLERK'S OFFICE	\$236,800	\$221,853.35	\$230,629

OFFICE OF EMERGENCY MANAGEMENT	proposed budget	actuals	To budget 2018-2019
PERSONNEL			
Salaries	\$22,000	\$15,722.35	\$14,722
Soc. Sec	\$1,700	\$1,206.48	\$1,206
Uniforms	\$1,000	\$387.25	\$387
TOTAL PERSONNEL	<u>\$24,700</u>	<u>\$17,316.08</u>	<u>\$16,316</u>
CONTRACTUAL SERVICES			
Conferences/Meetings	\$200	\$0.00	\$1
Dues/Subscriptions	\$100	\$50.00	\$50
Equipment Leasing	\$1	\$0.00	\$1
Citizen Corps Program	\$3,800	\$1,440.00	\$1,440
Utilities	\$4,000	\$3,975.66	\$3,976
Computer Tech Support	\$600	\$0.00	\$1
Postage	\$75	\$23.95	\$24
Printing/Publishing	\$100	\$0.00	\$1
Special Programs	\$800	\$535.45	\$200
Special Events	\$250	\$154.59	\$155
Telecommunications	\$3,000	\$2,819.74	\$2,820
Staff Training	\$150	\$27.68	\$28
TOTAL CONTRACTUAL SERVICES	<u>\$13,076</u>	<u>\$9,027.07</u>	<u>\$8,696</u>
COMMODITIES			
Miscellaneous	\$200	\$0.00	\$1
Office Supplies/Small equipment	\$2,500	\$603.09	\$500
Operating Supplies	\$600	\$138.46	\$138
Disaster Operations Supplies	\$3,000	\$627.97	\$628
TOTAL COMMODITIES	<u>\$6,300</u>	<u>\$1,369.52</u>	<u>\$1,267</u>
OTHER EXPENDITURES			
Volunteer Insurance	\$700	\$581.75	\$582
Vehicle Expense	\$3,500	\$614.25	\$614
TOTAL OTHER EXPENDITURES	<u>\$4,200</u>	<u>\$1,196.00</u>	<u>\$1,196</u>
CAPITAL OUTLAY			
Building	\$4,000	\$1,395.90	\$1,396
TOTAL CAPITAL OUTLAY	<u>\$4,000</u>	<u>\$1,395.90</u>	<u>\$1,396</u>
TOTAL FOR OFFICE OF EMERGENCY MANAGEMENT	<u>\$52,276</u>	<u>\$30,304.57</u>	<u>\$28,871</u>

MAINESTAY YOUTH AND FAMILY SERVICES proposed budget		<u>actuals</u>	<u>To budget 2018-2019</u>
PERSONNEL			
Salaries	\$359,000	\$345,802.39	\$362,140
Social Sec.	\$27,500	\$25,080.19	\$27,708
Municipal Retirement Fund	\$43,500	\$40,502.73	\$46,917
Health Ins.	\$168,000	\$146,655.11	\$160,000
Dental Ins.	\$9,000	\$6,269.74	\$7,000
Life Ins.	\$1,300	\$1,135.40	\$1,135
Tuition Reimbursement	\$1	\$0.00	\$1
TOTAL PERSONNEL	\$608,301	\$565,445.56	\$604,901
CONTRACTUAL SERVICES			
Community Education	\$500	\$137.07	\$137
Summer Youth Camp	\$5,000	\$3,703.48	\$3,703
Garage Sale	\$500	\$202.35	\$202
Conferences-Meetings	\$1,500	\$823.11	\$823
Dues-Subscriptions/Licensures	\$2,500	\$1,874.28	\$1,874
Print Management	\$6,500	\$5,900.17	\$5,900
General Insurance-Liability-Bond	\$1,500	\$958.40	\$958
Mileage-Travel-Lodging Expense	\$2,000	\$924.34	\$924
Postage	\$800	\$420.38	\$420
Printing-Publishing	\$1,700	\$1,390.62	\$1,391
Special Programs	\$6,000	\$5,594.70	\$5,595
Computer Tech Support	\$6,500	\$6,340.00	\$6,340
Consultation/Staff Training	\$3,700	\$1,970.72	\$1,971
Building Maint.	\$1	\$0.00	\$1
TOTAL CONTRACTUAL SERVICES	\$38,701	\$30,239.62	\$30,241
COMMODITIES			
Training Manuals/Books	\$500	\$289.40	\$289
Miscellaneous	\$150	\$44.53	\$45
Office Supplies/Small Equipment	\$5,000	\$12,747.59	\$4,000
TOTAL COMMODITIES	\$5,650	\$13,081.52	\$4,334
OTHER EXPENDITURES			
Youth Recreation Fund	\$3,000	-\$144.50	\$3,000
Substance Abuse Programs	\$1	\$0.00	\$1
TOTAL OTHER EXPENDITURES	\$3,001	-\$144.50	\$3,001
TOTAL MAINESTAY YOUTH AND FAMILY SERVICE	\$655,653	\$608,622.20	\$642,477

SENIOR AND ADULT SERVICES	proposed budget	actuals	To budget 2018-2019
PERSONNEL			
Salaries	\$225,000	\$271,997.91	\$221,117
Social Sec.	\$17,500	\$21,085.80	\$16,913
Municipal Retirement Fund	\$28,400	\$34,108.56	\$28,104
Health Ins.	\$108,000	\$104,685.40	\$90,000
Dental Ins.	\$4,500	\$5,786.85	\$5,787
Life Ins.	\$800	\$769.30	\$769
Tuition Reim.	\$1	\$0.00	\$1
TOTAL PERSONNEL	\$384,201	\$438,433.82	\$362,691
CONTRACTUAL SERVICES			
Conferences-Meetings	\$1,500	\$866.24	\$866
Dues-Subscriptions	\$500	\$125.00	\$125
Mileage-Travel-Lodging Expense	\$2,000	\$1,084.07	\$1,084
Postage	\$12,000	\$11,552.16	\$11,552
Printing-Publishing	\$12,500	\$12,197.21	\$12,197
Special Programs	\$7,500	\$9,657.00	\$9,657
Computer Tech Support	\$9,000	\$10,715.00	\$10,715
Print Management	\$4,500	\$3,855.80	\$3,856
Telecommunications	\$100	\$24.53	\$25
Staff Training	\$600	\$0.00	\$1
TOTAL CONTRACTUAL SERVICES	\$50,200	\$50,077.01	\$50,078
COMMODITIES			
Miscellaneous			
Office Supplies/Small Equipment	\$8,000	\$4,533.79	\$4,284
Operating Supplies-Maintenance			
TOTAL COMMODITIES	\$8,000	\$4,533.79	\$4,284
TOTAL FOR SENIOR AND ADULT SERVICES	\$442,401	\$493,044.62	\$417,053
Mental Health/Community Services	\$455,260	\$454,760.00	\$455,260
TOTAL TOWN FUND	\$4,244,727	\$4,297,238.06	\$3,911,877

GENERAL ASSISTANCE FUND

BEGINNING BALANCE \$2,412,491

ESTIMATED REVENUES

Property Tax	\$1,131,362
Social Security Reimbursement	\$20,900
Interest Income	\$3,685
Energy Assistance Revenue	\$12,960
Food Pantry Cash Donations	\$43,269
TOTAL ESTIMATED REVENUES	\$1,212,176

BUDGETED EXPENDITURES

Administration	\$662,437
Home Relief	\$162,461
Contingencies	\$1
TOTAL ESTIMATE EXPENDITURES	\$824,900

ENDING BALANCE \$2,799,767

ADMINISTRATION

	<u>proposed budget</u>	<u>actuals</u>	<u>To budget 2018-2019</u>
PERSONNEL			
Salaries	\$410,000	\$400,045.33	\$392,586
IDES	\$1	\$0.00	\$1
Social Security	\$31,500	\$29,875.01	\$29,875
Municipal Retirement Fund	\$50,000	\$47,822.73	\$47,823
Health Insurance	\$125,000	\$128,865.19	\$130,434
Dental Ins.	\$6,000	\$4,433.25	\$4,433
Life Ins.	\$1,000	\$1,191.00	\$1,191
Tuition Reimbursement	\$1	\$0.00	\$1
TOTAL PERSONNEL	\$623,502	\$612,232.51	\$606,344

CONTRACTUAL SERVICES

Conferences-Meetings	\$1,700	\$513.86	\$514
Accounting Services	\$9,500	\$8,485.81	\$8,486
Dues-Subscriptions	\$250	\$0.00	\$1
Print Management	\$6,500	\$7,118.11	\$6,500
General Insurance-Liability-Bond	\$21,000	\$14,941.00	\$14,941
Hearing Officer	\$1	\$0.00	\$1
Legal Services	\$2,000	\$1,650.00	\$1
Mileage-Travel-Lodging Expense	\$1,000	\$892.22	\$892
Postage	\$4,000	\$4,369.15	\$3,000
Printing-Publishing	\$3,000	\$3,460.18	\$1,500
Telecommunications	\$1,500	\$1,374.35	\$1,374
Computer Tech Support	\$8,000	\$6,290.00	\$6,290
Staff Training	\$1,500	\$477.81	\$478
Utilities	\$3,000	\$2,251.58	\$2,252
TOTAL CONTRACTUAL SERVICES	\$62,951	\$51,824.07	\$46,230

COMMODITIES	proposed budget	actuals	To budget 2018-2019
Miscellaneous	\$250	\$32.30	\$32
Office Supplies/Sm. Equipment	\$9,000	\$16,697.12	\$6,330
Operating Supplies-Maintenance	\$2,000	\$1,150.25	\$1,150
TOTAL COMMODITIES	\$11,250	\$17,879.67	\$7,513

CAPITAL OUTLAY			
Computer Software Development	\$3,000	\$2,350.00	\$2,350
Building Maintenance	\$2,000	\$0.00	\$1
TOTAL CAPITAL OUTLAY	\$5,000	\$2,350.00	\$2,351

TOTAL ADMINISTRATION	\$702,703	\$684,286.25	\$662,437
----------------------	-----------	--------------	-----------

CONTINGENCIES	\$5,000	\$0.00	\$1
---------------	---------	--------	-----

HOME RELIEF

	proposed budget	actuals	To budget 2018-2019
CONTRACTUAL SERVICES			
Medical Services	\$5,000	\$113.84	\$114
Ambulance-Paramedic Service	\$1	\$0.00	\$1
Client Utilities	\$6,000	\$5,912.74	\$5,913
Dental Services	\$1,000	\$0.00	\$1
Emergency Assistance Program	\$1,800	\$1,200.00	\$1,200
Food/Person. Essentials	\$40,000	\$33,886.79	\$33,887
Funeral and Burial Services	\$1	\$0.00	\$1
Client Health Insurance	\$1,000	\$134.00	\$134
Prescription Drugs	\$2,000	\$2,693.45	\$2,693
Catostr. Med. Insurance	\$5,100	\$5,100.00	\$4,200
CWP	\$1	\$0.00	\$1
Shelter-Rent	\$75,000	\$71,101.94	\$71,102
TOTAL CONTRACTUAL SERVICES	\$136,903	\$120,142.76	\$119,247

COMMODITIES			
Transport/Clothing	\$25,000	\$19,803.00	\$19,803
Food Pantry	\$50,000	\$23,410.06	\$23,410
Transient	\$1	\$0.00	\$1
TOTAL COMMODITIES	\$75,001	\$43,213.06	\$43,214

TOTAL HOME RELIEF	\$211,904	\$163,355.82	\$162,461
-------------------	-----------	--------------	-----------

CONTINGENCIES	\$15,000	\$0.00	\$1
	\$15,000		

TOTAL GENERAL ASSISTANCE FUND	\$934,607	\$847,642.07	\$824,900
-------------------------------	-----------	--------------	-----------

Section 2: That there is hereby appointed for township purposes:

FOR FISCAL YEAR ENDING FEBRUARY 28, 2019

BY FUND

	Budget	Actual	Revised Budget
1. GENERAL TOWN FUND	\$4,244,726	\$4,297,238.06	\$3,911,878
2. GENERAL ASSISTANCE FUND	\$934,607	\$847,642.07	\$824,900
TOTAL APPROPRIATIONS	<u>\$5,179,333</u>	\$5,144,880.13	<u>\$4,736,778</u>

Section 3: That each total is divided among the several objects and purposes specified and in particular amounts stated for each fund respectfully in Section 1 and Section 2 constituting the total appropriations & ending balance the amount of four million seven hundred thirty six thousand seven hundred and seventy eight dollars for the fiscal year March 1, 2018 to February 28, 2019 and that Section 3 shall be and is the annual Appropriation Ordinance of this Township, passed by the Board of Trustees as required by law and shall be in full force effect from and after this

Section 4: A certified copy of the Budget & Appropriation Ordinance must be filed with the County Clerk within 30 days after adoption.

Section 5: The salary grade and range as adopted by the Board is made a part of this Ordinance.

Adopted in a meeting assembled on May 22, 2018 by the Board of Trustees of the Town of Maine in the County of Cook, State of Illinois pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Absent: _____

Trustees

Township Clerk

Supervisor

**MAINE TOWNSHIP
ORDINANCE 2018-1
BUDGET & APPROPRIATION ORDINANCE FOR 2018-2019**

for MAINE TOWNSHIP located in the County of Cook, State of Illinois for the fiscal year beginning March 1, 2018 and ending February 28, 2019

Now be it Ordained by the Board of Trustees of MAINE TOWNSHIP, COUNTY OF COOK, STATE OF ILLINOIS, in meeting assembled as follows:

Section 1: That the following budget containing an estimate of receipts and expenditures for the following funds: GENERAL TOWN AND GENERAL ASSISTANCE FUND is hereby adopted as the budget of the township for the fiscal year mentioned above and shall be in full force and effect from and after this date.

GENERAL TOWN FUND

BEGINNING BALANCE	\$6,832,968
ESTIMATED REVENUES	
Property Tax	\$4,522,119
Replacement Tax	\$73,030
Interest Income	\$13,198
MaineStay Fees	\$14,952
Senior Programs (net)	-\$10,823
Other Income	\$81,229
TOTAL ESTIMATED REVENUES	\$4,693,705
TOTAL ESTIMATED FUNDS AVAILABLE	\$11,526,673
BUDGETED EXPENDITURES	
Administration	\$1,769,255
Assessor	\$368,333
Clerk	\$230,629
Emergency Management	\$28,871
MaineStay Youth and Family Services	\$642,477
Senior and Adult Services	\$417,053
Mental Health/Community Services	\$455,260
TOTAL EXTIMATED EXPENDITURES	\$3,911,878
ENDING BALANCE	\$7,614,795

ADMINISTRATION

PERSONNEL

Salaries	\$806,911
IDES	\$1
Social Security	\$61,729
Municipal Retirement Fund	\$67,812
Health Insurance	\$305,000
Dental Ins.	\$20,000
Life Ins.	\$2,255
Tuition Reimbursement	\$1
TOTAL PERSONNEL	<u>\$1,263,709</u>

CONTRACTUAL SERVICES

Accounting Services	\$27,287
Building-Grounds Maintenance	\$25,242
Community Information-Support	\$47,578
Conferences-Meetings	\$3,570
Dues-Subscriptions	\$6,316
Web Site/Email Host	\$5,000
Equipment Leasing-Maintenance	\$18,527
Computer Tech Support	\$8,052
Print Management	\$4,637
General Insurance-Liability-Bond	\$53,835
Legal Services	\$33,102
Mileage-Travel-Lodging Expense	\$1,630
Police Protection	\$45,600
Postage	\$33,962
Printing-Publishing	\$38,796
Special Programs	\$6,459
Staff Training	\$436
Telecommunications	\$25,519
Transportation/MaineLines	\$5,281
Utilities	\$21,110
TOTAL CONTRACTUAL SERVICES	<u>\$411,940</u>

COMMODITIES

Miscellaneous	\$500
Office Supplies/Small Equipment	\$17,500
Operating Supplies-Maintenance	\$8,500
TOTAL COMMODITIES	<u>\$26,500</u>

OTHER EXPENDITURES

Cleanup Project/Single Hauler Program	\$1
Code Enforcement Expense	\$673
Neighborhood Watch	\$3,029
Plan Commission	\$1
Maine Township Recovery Connections	\$45,060
Vehicle Expense	\$3,381
TOTAL OTHER EXPENDITURES	<u>\$52,146</u>

CAPITAL OUTLAY

Building	\$4,959
Building Purchase	\$1
Equipment Purchase	\$10,000

TOTAL CAPITAL OUTLAY	<u>\$14,960</u>
CONTINGENCIES	\$1
TOTAL ADMINISTRATION	<u>\$1,769,255</u>

ASSESSOR

PERSONNEL

Salaries	\$197,580
Social Security	\$13,838
Life Ins.	\$700
Dental	\$7,245
Municipal Retirement Fund	\$20,050
Health Insurance	\$115,000
TOTAL PERSONNEL	<u>\$354,413</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$1,800
Cook County Assessor Tie-in	\$1,100
Dues-Subscriptions	\$540
Equipment Leasing-Maintenance	\$500
Mileage-Travel-Lodging Expense	\$2,250
Postage	\$1,000
Printing-Publishing	\$1,000
Sidwell Maps	\$600
Staff Training	\$1,350
TOTAL CONTRACTUAL SERVICES	<u>\$10,140</u>

COMMODITIES

Miscellaneous	\$900
Office Supplies/Small Equipment	\$2,880
TOTAL COMMODITIES	<u>\$3,780</u>

TOTAL ASSESSOR	<u>\$368,333</u>
----------------	------------------

CLERK

PERSONNEL

Salaries	\$131,525
Social Sec.	\$10,062
Municipal Retirement Fund	\$16,717
Health Ins	\$45,000
Dental Ins	\$3,000
Life Ins.	\$324
TOTAL PERSONNEL	<u>\$206,628</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$853
Dues-Subscriptions	\$332
Print Management	\$3,028
General Insurance-Liability-Bond	\$145
Mileage-Travel-Lodging Expense	\$996
Honor Flight	\$1,000
Postage	\$7,332
Printing-Publishing	\$847
Computer Tech Support	\$6,340
Staff Training	\$1
TOTAL CONTRACTUAL SERVICES	<u>\$20,874</u>

COMMODITIES

Miscellaneous	\$126
Office Supplies/Small Equipment	\$3,000
TOTAL COMMODITIES	<u>\$3,126</u>

TOTAL FOR CLERK'S OFFICE	<u>\$230,629</u>
--------------------------	------------------

OFFICE OF EMERGENCY MANAGEMENT

PERSONNEL

Salaries	\$14,722
Soc. Sec	\$1,206
Uniforms	\$387
TOTAL PERSONNEL	<u>\$16,316</u>

CONTRACTUAL SERVICES

Conferences/Meetings	\$1
Dues/Subscriptions	\$50
Equipment Leasing	\$1
Citizen Corps Program	\$1,440
Utilities	\$3,976
Computer Tech Support	\$1
Postage	\$24
Printing/Publishing	\$1
Special Programs	\$200
Special Events	\$155
Telecommunications	\$2,820
Staff Training	\$28
TOTAL CONTRACTUAL SERVICES	<u>\$8,696</u>

COMMODITIES

Miscellaneous	\$1
Office Supplies/Small equipment	\$500
Operating Supplies	\$138
Disaster Operations Supplies	\$628
TOTAL COMMODITIES	<u>\$1,267</u>

OTHER EXPENDITURES

Volunteer Insurance	\$582
Vehicle Expense	\$614
TOTAL OTHER EXPENDITURES	<u>\$1,196</u>

CAPITAL OUTLAY

Building	\$1,396
TOTAL CAPITAL OUTLAY	<u>\$1,396</u>

TOTAL FOR OFFICE OF EMERGENCY MANAGEMEN	<u>\$28,871</u>
---	-----------------

MAINESTAY YOUTH AND FAMILY SERVICES

PERSONNEL

Salaries	\$362,140
Social Sec.	\$27,708
Municipal Retirement Fund	\$46,917
Health Ins.	\$160,000
Dental Ins.	\$7,000
Life Ins.	\$1,135
Tuition Reimbursement	\$1
TOTAL PERSONNEL	<u>\$604,901</u>

CONTRACTUAL SERVICES

Community Education	\$137
Summer Youth Camp	\$3,703
Garage Sale	\$202
Conferences-Meetings	\$823
Dues-Subscriptions/Licensures	\$1,874
Print Management	\$5,900
General Insurance-Liability-Bond	\$958
Mileage-Travel-Lodging Expense	\$924
Postage	\$420
Printing-Publishing	\$1,391
Special Programs	\$5,595
Computer Tech Support	\$6,340
Consultation/Staff Training	\$1,971
Building Maint.	\$1
TOTAL CONTRACTUAL SERVICES	<u>\$30,241</u>

COMMODITIES

Training Manuals/Books	\$289
Miscellaneous	\$45
Office Supplies/Small Equipment	\$4,000
TOTAL COMMODITIES	<u>\$4,334</u>

OTHER EXPENDITURES

Youth Recreation Fund	\$3,000
Substance Abuse Programs	\$1
TOTAL OTHER EXPENDITURES	<u>\$3,001</u>

TOTAL MAINESTAY YOUTH AND FAMILY SERV	<u>\$642,477</u>
---------------------------------------	------------------

SENIOR AND ADULT SERVICES

PERSONNEL

Salaries	\$221,117
Social Sec.	\$16,913
Municipal Retirement Fund	\$28,104
Health Ins.	\$90,000
Dental Ins.	\$5,787
Life Ins.	\$769
Tuition Reim.	\$1
TOTAL PERSONNEL	\$362,691

CONTRACTUAL SERVICES

Conferences-Meetings	\$866
Dues-Subscriptions	\$125
Mileage-Travel-Lodging Expense	\$1,084
Postage	\$11,552
Printing-Publishing	\$12,197
Special Programs	\$9,657
Computer Tech Support	\$10,715
Print Management	\$3,856
Telecommunications	\$25
Staff Training	\$1
TOTAL CONTRACTUAL SERVICES	\$50,078

COMMODITIES

Miscellaneous	
Office Supplies/Small Equipment	\$4,284
TOTAL COMMODITIES	\$4,284

TOTAL FOR SENIOR AND ADULT SERVICES	\$417,053
--	------------------

Mental Health/Community Services	\$455,260
----------------------------------	-----------

TOTAL TOWN FUND	\$3,911,877
------------------------	--------------------

GENERAL ASSISTANCE FUND

BEGINNING BALANCE	\$2,412,491
ESTIMATED REVENUES	
Property Tax	\$1,131,362
Social Security Reimbursement	\$20,900
Interest Income	\$3,685
Energy Assistance Revenue	\$12,960
Food Pantry Cash Donations	\$43,269
TOTAL ESTIMATED REVENUES	\$1,212,176
BUDGETED EXPENDITURES	
Administration	\$662,437
Home Relief	\$162,461
Contingencies	\$1
TOTAL ESTIMATE EXPENDITURES	\$824,899
ENDING BALANCE	\$2,799,768

ADMINISTRATION

PERSONNEL	
Salaries	\$392,586
IDES	\$1
Social Security	\$29,875
Municipal Retirement Fund	\$47,823
Health Insurance	\$130,434
Dental Ins.	\$4,433
Life Ins.	\$1,191
Tuition Reimbursement	\$1
TOTAL PERSONNEL	\$606,344

CONTRACTUAL SERVICES	
Conferences-Meetings	\$514
Accounting Services	\$8,486
Dues-Subscriptions	\$1
Print Management	\$6,500
General Insurance-Liability-Bond	\$14,941
Hearing Officer	\$1
Legal Services	\$1
Mileage-Travel-Lodging Expense	\$892
Postage	\$3,000
Printing-Publishing	\$1,500
Telecommunications	\$1,374
Computer Tech Support	\$6,290
Staff Training	\$478
Utilities	\$2,252
TOTAL CONTRACTUAL SERVICES	\$46,230

COMMODITIES	
Miscellaneous	\$32
Office Supplies/Sm. Equipment	\$6,330
Operating Supplies-Maintenance	\$1,150
TOTAL COMMODITIES	<u>\$7,513</u>

CAPITAL OUTLAY	
Computer Software Development	\$2,350
Building Maintenance	\$1
TOTAL CAPITAL OUTLAY	<u>\$2,351</u>

TOTAL ADMINISTRATION	<u>\$662,437</u>
----------------------	------------------

CONTINGENCIES	\$1
---------------	-----

HOME RELIEF

CONTRACTUAL SERVICES	
Medical Services	\$114
Ambulance-Paramedic Service	\$1
Client Utilities	\$5,913
Dental Services	\$1
Emergency Assistance Program	\$1,200
Food/Person. Essentials	\$33,887
Funeral and Burial Services	\$1
Client Health Insurance	\$134
Prescription Drugs	\$2,693
Catostr. Med. Insurance	\$4,200
CWP	\$1
Shelter-Rent	\$71,102
TOTAL CONTRACTUAL SERVICES	<u>\$119,247</u>

COMMODITIES	
Transport/Clothing	\$19,803
Food Pantry	\$23,410
Transient	\$1
TOTAL COMMODITIES	<u>\$43,214</u>

TOTAL HOME RELIEF	\$162,461
-------------------	-----------

CONTINGENCIES	\$1
---------------	-----

TOTAL GENERAL ASSISTANCE FUND	\$824,900
-------------------------------	-----------

Section 2: That there is hereby appointed for township purposes:

FOR FISCAL YEAR ENDING FEBRUARY 28, 2019

BY FUND

1. GENERAL TOWN FUND	\$3,911,878
2. GENERAL ASSISTANCE FUND	\$824,900
TOTAL APPROPRIATIONS	\$4,736,778

Section 3: That each total is divided among the several objects and purposes specified and in particular amounts stated for each fund respectfully in Section 1 and Section 2 constituting the total appropriations & ending balance the amount of four million seven hundred thirty six thousand seven hundred and seventy eight dollars for the fiscal year March 1, 2018 to February 28, 2019 and that Section 3 shall be and is the annual Appropriation Ordinance of this Township, passed by the Board of Trustees as required by law and shall be in full force effect from and after this date.

Section 4: A certified copy of the Budget & Appropriation Ordinance must be filed with the County Clerk within 30 days after adoption.

Section 5: The salary grade and range as adopted by the Board is made a part of this Ordinance.

Adopted in a meeting assembled on May 22, 2018 by the Board of Trustees of the Town of Maine in the County of Cook, State of Illinois pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Absent: _____

Township Clerk



MAINE TOWNSHIP

Highway Department

WALTER KAZMIERCZAK
Highway Commissioner

May 8th 2018

Dear Board of Trustees

Attached is a revised version of 2018-2019 Maine Township Highway Budget. I have learned to appreciate the need to more closely approximate proposed budgetary expenditures to what is actually spent. Thus the revised budget is \$278,839 less than the original budget submitted to the Clerk's office.

It is my belief that reducing it further is not the most prudent course of action. There are variables that exist in the Highway Department that may not exist in other areas of Township government. The amount we spend is often determined by the extent of bad weather in a given fiscal year. Wind storms, icing, heavy rains and snow accumulations have played havoc in the past with overtime costs, equipment damage and supplies for snow. Providing a budgetary cushion is responsible.

Another factor is commodity prices, particularly the price of oil. Recently, the price of a barrel of oil surpassed \$70 for the first time in four years. Attached is a chart that shows how the price of oil has risen. Oil doesn't only affect our fuel costs. It is a major factor in the cost of blacktop, asphalt, and transportation surcharges, road materials such as sand and gravel as well as PVC pipes. Given seasonal fluctuations the trend over the last couple of years is higher.

The residents of the unincorporated area deserve the same consideration and services that their municipal counterparts enjoy. Any further reductions may affect the amount of road resurfacing that is done given the fact that it represents over 25% of our expenditures.

During my tenure, I have attempted to be fiscally responsible. Cost and service are the only criteria that we use for determining vendors. I use my personal car for business purposes. I absorb fuel and mileage costs. That is unusual in the world of Highway Departments. We use the Internet to get the best price on anything from cleaning supplies to used heavy equipment. I am fortunate to employ a highway Director with 35 years experience who knows when a contractor who is supposed to do a five inch pour is trying to get by with three inches. I don't need credit for any of this and we are not looking to hoard reserves or pad budgets. The people of the unincorporated area simply need a highway budget that can cover any reasonable contingency.

Sincerely,

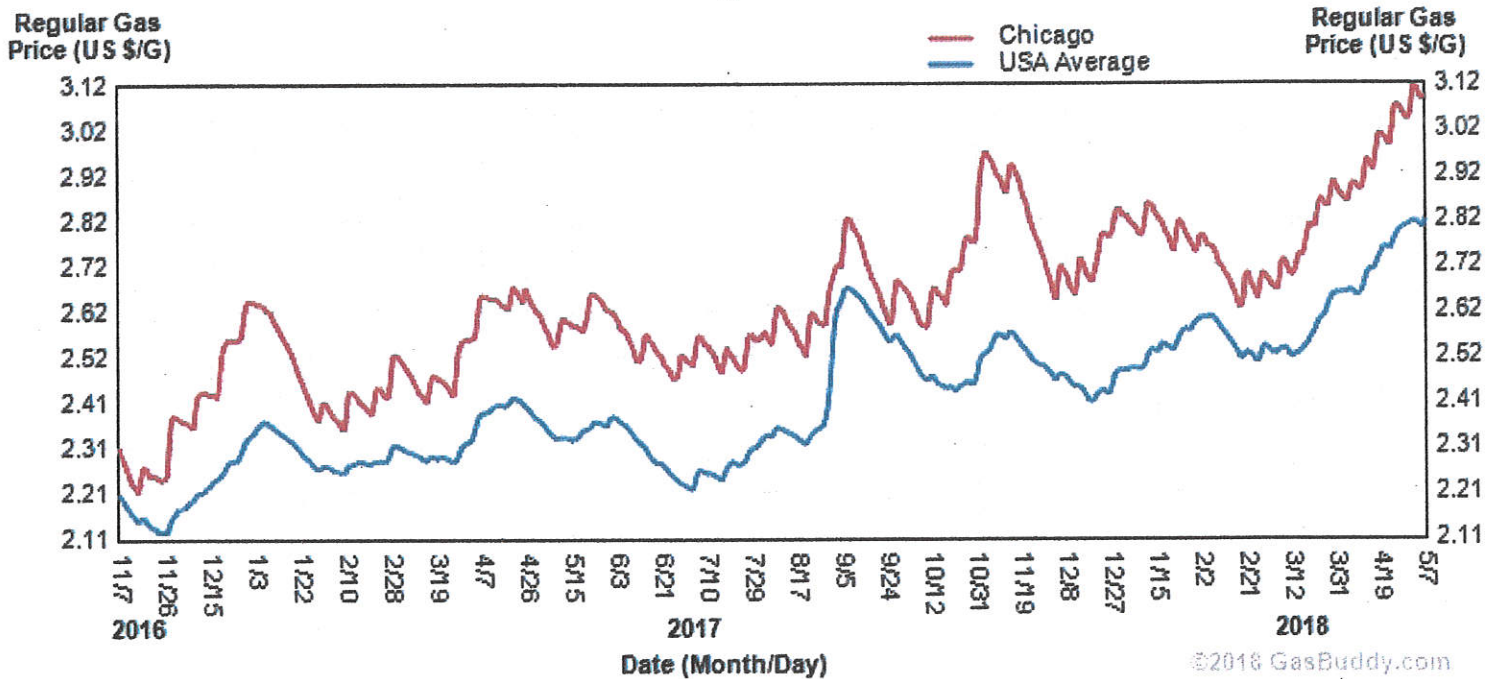
Walter Kazmierczak

Highway Commissioner

1401 Redeker Road, Des Plaines, IL 60016-3413 • (847) 297-5225 (847) 297-8723(FAX)

We still enjoy coming to the rescue.

18 Month Average Retail Price Chart



©2018 GasBuddy.com



Customize Chart

**MAINE TOWNSHIP ROAD DISTRICT
BUDGET & APPROPRIATION ORDINANCE FOR 2018-2019
ORDINANCE 2018-RB-1**

of the Town of Maine Road District located in the County of Cook, State of Illinois,
for the fiscal year beginning March 1, 2018 and ending February 28, 2019

NOW BE IT ORDAINED by the Board of Trustees of the Town of Maine Road District, County of Cook, State of Illinois, in meeting assembled as follows:

SECTION 1: That the following budget containing an estimate of receipts and expenditures for the GENERAL ROAD FUND, PERMANENT ROAD FUND, EQUIPMENT AND BUILDING FUND, SOCIAL SECURITY FUND, INSURANCE FUND AND ILLINOIS MUNICIPAL RETIREMENT FUND is hereby adopted as the budget of this Road District for the fiscal year mentioned above and shall be in full force and effect from and after this date.

1. GENERAL ROAD FUND

BEGINNING BALANCE	March 1, 2018		\$1,575,799
ESTIMATED REVENUES			
Property Tax	\$800,000	\$ 800,000	
TOTAL ESTIMATED REVENUES		\$800,000	
TOTAL ESTIMATED FUNDS AVAILABLE			<u>\$2,375,799</u>
BUDGETED EXPENDITURES			
1.1. Administration		\$314,000	
1.2. Maintenance		\$464,500	
Contingencies		\$40,000	
TOTAL EXPENDITURES / APPROPRIATIONS		\$818,500	<u>\$818,500</u>
ENDING BALANCE	February 28, 2019		\$1,557,299
TOTAL APPROPRIATIONS AND ENDING BALANCE			\$2,375,799

1.1 ADMINISTRATION

PERSONNEL

Salaries	\$60,000	
Health Insurance	\$177,700	
TOTAL PERSONNEL	\$237,700	\$237,700

CONTRACTUAL SERVICES

Alcohol and Drug Testing	\$600	
Payroll Service	\$4,500	
Accounting Services	\$4,500	
Conferences & Meetings	\$1,500	
Dues / Subscriptions	\$750	
Legal Services	\$5,000	
Mileage / Travel Expense	\$500	
Postage	\$250	
Printing / Publishing	\$8,000	
Telephone	\$6,000	
Training	\$1,000	
TOTAL CONTRACTUAL SERVICES	\$32,600	\$32,600

COMMODITIES

Office Supplies	\$1,700	
TOTAL COMMODITIES	\$1,700	\$1,700

OTHER EXPENDITURES

Miscellaneous Charges	\$1,000	
Municipal Replacement Tax	\$35,000	
TOTAL OTHER EXPENDITURES	\$36,000	\$36,000

CAPITAL OUTLAY

Office Equipment	\$6,000	
TOTAL CAPITAL OUTLAY	\$6,000	\$6,000

TOTAL ADMINISTRATION

\$314,000

1.2. MAINTENANCE

PERSONNEL

Salaries	\$148,000	
Uniforms	\$4,500	
TOTAL PERSONNEL	\$152,500	\$152,500

CONTRACTUAL SERVICES

Building Maintenance	\$8,000	
Equipment Leasing and Maintenance	\$70,000	
Utilities	\$8,000	
Rentals	\$3,500	
Tree Removal & Spraying	\$30,000	
Tree Replacement Program	\$7,500	
Landfill Charges	\$1,000	
Street Lighting	\$55,000	
TOTAL CONTRACTUAL SERVICES	\$183,000	\$183,000

COMMODITIES

Gasoline / Oil	\$35,000	
Building & Operating Supplies / Material	\$5,000	
Maintenance Equipment & Small Tools	\$10,000	
Supplies (Equipment)	\$24,000	
Supplies for the Road	\$5,000	
Supplies for Snow Removal	\$50,000	
TOTAL COMMODITIES	\$129,000	\$129,000

TOTAL MAINTENANCE **\$464,500**

2. PERMANENT ROAD FUND

BEGINNING BALANCE	March 1, 2018	\$583,034
ESTIMATED REVENUES		
Property Tax	\$809,000	
Interest Income	\$3,618	
Other Income	\$55,780	
Permit Income	\$14,068	
TOTAL ESTIMATED FUNDS REVENUES	\$882,466	\$882,466
TOTAL ESTIMATED FUNDS AVAILABLE		\$1,465,500
BUDGETED EXPENDITURES		
PERSONNEL		
Labor	\$350,000	
TOTAL PERSONNEL	\$350,000	\$350,000
CONTRACTUAL SERVICES		
Maintenance (Roads)	\$550,000	
Drainage	\$20,000	
Engineering Services	\$30,000	
Landfill Charges	\$12,000	
Project Expenses	\$3,500	
TOTAL CONTRACTUAL SERVICES	\$615,500	\$615,500
COMMODITIES		
Supplies for the Roads	\$50,000	
TOTAL COMMODITIES	\$50,000	\$50,000
TOTAL EXPENDITURES / APPROPRIATIONS		<u>\$1,015,500</u>
ENDING BALANCE	February 28, 2019	\$450,000
TOTAL APPROPRIATIONS AND ENDING BALANCE		\$1,465,500

3. EQUIPMENT & BUILDING FUND

BEGINNING BALANCE	March 1, 2018	\$190,106
ESTIMATED REVENUES		
Property Tax	\$100,000	
Replacement Tax	\$73,033	
Less: Municipal Share	- \$32,644	
Road & District (Net)	\$40,389	\$40,389
TOTAL ESTIMATED REVENUES	\$140,389	\$140,389
TOTAL ESTIMATED FUNDS AVAILABLE		<u>\$330,495</u>
BUDGETED EXPENDITURES		
CAPITAL OUTLAY		
Equipment	\$225,000	
Building	\$15,000	
Off Site Storage	\$7,500	
TOTAL EXPENDITURES / APPROPRIATIONS	\$247,500	<u>\$247,500</u>
ENDING BALANCE	February 28, 2019	\$82,995
TOTAL APPROPRIATIONS & ENDING BALANCE		\$330,495

4. SOCIAL SECURITY FUND

BEGINNING BALANCE	March 1, 2018	\$56,548
ESTIMATED REVENUES		
Property Tax	\$38,625	
Interest Income	\$0	
TOTAL ESTIMATED REVENUES	\$38,625	\$38,625
TOTAL ESTIMATED FUNDS AVAILABLE		<u>\$95,173</u>
BUDGETED EXPENDITURES		
PERSONNEL		
Social Security Tax	\$42,000	
TOTAL EXPENDITURES / APPROPRIATIONS	\$42,000	<u>\$42,000</u>
ENDING BALANCE	February 28, 2019	\$53,173
TOTAL APPROPRIATIONS & ENDING BALANCE		\$95,173

5. INSURANCE FUND		
BEGINNING BALANCE	March 1, 2018	\$12,492
ESTIMATED REVENUES		
Property Tax	\$51,000	
Interest Income	\$0	
TOTAL ESTIMATED REVENUES	\$51,000	\$51,000
TOTAL ESTIMATED FUNDS AVAILABLE		<u>\$63,492</u>
BUDGETED EXPENDITURES		
PERSONNEL		
Workmen's Compensation	\$20,818	
Unemployment Insurance	\$535	
TOTAL PERSONNEL	\$21,353	\$21,353
CONTRACTUAL SERVICES		
General / Liability Insurance	\$37,443	
TOTAL CONTRACTUAL SERVICES	\$37,443	\$37,443
TOTAL EXPENDITURES / APPROPRIATIONS		<u>\$58,796</u>
ENDING BALANCE	February 28, 2019	\$4,696
TOTAL APPROPRIATIONS & ENDING BALANCE		\$63,492
6. ILLINOIS MUNICIPAL RETIREMENT FUND		
BEGINNING BALANCE	March 1, 2018	(\$370,098)
ESTIMATED REVENUES		
Property Tax	\$103,500	
TOTAL ESTIMATED REVENUES	\$103,500	\$103,500
TOTAL ESTIMATED FUNDS AVAILABLE		<u>(\$266,598)</u>
BUDGETED EXPENDITURES		
Early Retirement Incentive	\$1,070	
IMRF	\$75,600	
TOTAL PERSONNEL	\$76,670	\$76,670
TOTAL EXPENDITURES / APPROPRIATIONS		<u>\$76,670</u>
ENDING BALANCE	February 28, 2019	(\$343,268)
TOTAL APPROPRIATIONS & ENDING BALANCE		(\$266,598)

Section 2: That there is hereby appropriated for Road District purposes:

FOR FISCAL YEAR ENDING 02/28/2019 BY FUND

1. GENERAL ROAD FUND	\$818,500
2. PERMANENT ROAD FUND	\$1,015,500
3. EQUIPMENT & BUILDING FUND	\$247,500
4. SOCIAL SECURITY FUND	\$42,000
5. INSURANCE FUND	\$58,796
6. ILLINOIS MUNICIPAL RETIREMENT FUND	\$76,670
TOTAL APPROPRIATIONS	\$2,258,966

Section 3: That each total is divided among the several objects and purposes specified and in particular amounts stated for each fund respectively in Section 1 constituting the total appropriations in the amount of Two million, two-hundred fifty-eight thousand, nine-hundred sixty-six dollars (\$2,258,966) for the fiscal year March 1, 2018 to February 28, 2019, and that Section 2 shall be and is the annual Appropriation Ordinance of the Road District, passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

Section 4: A certified copy of the Budget and Appropriation Ordinance must be filed with the Cook County Clerk within 30 days after adoption.

Adopted by the Board of Trustees of the Town of Maine in the County of Cook, State of Illinois in meeting assembled on the 22nd of May 2018, pursuant to a roll call vote as follows:

BOARD OF TRUSTEES	AYE	NAY	ABSENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Supervisor	_____	_____	_____
_____	_____	_____	_____
Highway Commissioner	_____	_____	_____
_____	_____	_____	_____
Township Clerk	_____	_____	_____