

MAINE TOWNSHIP TOWN BOARD
1700 Ballard Road
Park Ridge, IL 60068

AGENDA

Budget Hearing for General Town Fund and General Assistance
Tuesday, March 31, 2020
7:15 p.m.

NOTE: Maine Township is committed both to open, transparent government, and to stopping the spread of COVID-19. To facilitate this, this General Town & General Assistance Budget Hearing will be held electronically, but equally transparently. We encourage the public to participate in our meeting electronically by joining our Zoom meeting. The link is <https://zoom.us/j/561451580> and also through our website.

1. Call hearing to order
2. Presentation and Approval of General Town and General Assistance Fund Budget
- Ordinance 2020-2
3. Public comment
4. Adjournment



Memo

To: ELECTED OFFICIALS

From: DAYNA BERMAN, ADMINISTRATOR

Date: MARCH 31, 2020

Please find attached the Budget & Appropriation Ordinance for 2020-21 for Town Fund and General Assistance. I created a budget based on the parameters set forth by the board using actual expenditures and revenues from last fiscal year as well as taking into consideration some outside factors. A majority of the departmental line items remain the same or in some circumstances fall below last years' budget.

I am proposing \$4,377,226 for Town Fund, \$618,814 for General Assistance for a total of \$4,996,040. This is a slight overall increase of \$28,217 from the 2019-20 budget. General Assistance saw a surge in GA clients this past fiscal year which as you know can range from residents needing financial assistance to those needing personal essentials, rent, transportation, utilities, and/or clothing.

Under Town Fund, a slight increase of 10% for health insurance was added, however, Catherine Sbarra, our insurance broker, will be presenting final numbers in April for a more accurate figure.

The IMRF Employer Contribution Rate for 2020 also increased from 10.66% in 2019 to 13.52% in 2020. Lastly, a 1.6% COLA was added to salary line items including a trivial amount for overtime in a couple departments and

**MAINE TOWNSHIP
ORDINANCE 2020-2
BUDGET & APPROPRIATION ORDINANCE FOR 2020-21**

for MAINE TOWNSHIP located in the County of Cook, State of Illinois for the fiscal year beginning March 1, 2020 and ending February 28, 2021.

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	\$7,575,595
ESTIMATED REVENUES	
Property Tax	\$3,000,000
Replacement Tax	\$88,810
Interest Income	\$27,714
MaineStay Fees	\$29,974
Yard Stickers and Rebates	\$13,734
Postage	\$4,316
Transportation Fees	\$1,094
Passport Fees	\$70,210
Food Pantry Cash Donations	\$67,176
Vehicle Sticker Fees	\$171
Other Income	\$9,173
TOTAL ESTIMATED REVENUES	\$3,312,372
TOTAL ESTIMATED FUNDS AVAILABLE (EXCLUDING PROGRAM FEES FOR MAINSTREAMERS PAID BY PARTICIPANTS)	\$10,887,967
BUDGETED EXPENDITURES	
Administration	\$2,135,836
Assessor	\$387,343
Clerk	\$188,791
Emergency Management	\$15,850
MaineStay Youth and Family Services	\$655,373
Mainstreamers Senior Services	\$503,481
Mental Health/Community Services	\$436,096
TOTAL ESTIMATED EXPENDITURES (EXCLUDING PROGRAM FEES FOR MAINSTREAMERS PAID BY PARTICIPANTS)	\$4,322,770
ENDING BALANCE	\$6,565,197

ADMINISTRATION**PERSONNEL**

Salaries/Employees	\$610,992
Salaries/Elected Officials	\$187,650
IDES	\$1
Social Security	\$46,741
Municipal Retirement Fund	\$66,995
Health Insurance	\$369,242
Dental Ins.	\$19,177
Life Ins.	\$2,347
Tuition Reimbursement	\$1
TOTAL PERSONNEL	\$1,303,146

CONTRACTUAL SERVICES

Accounting Services	\$63,108
Building-Grounds Maintenance	\$20,963
Community Information-Support	\$26,969
Conferences-Meetings	\$633
Dues-Subscriptions	\$3,883
Web Site/Email Host	\$15,996
Equipment Leasing-Maintenance	\$20,661
Computer Tech Support	\$8,285
Print Management	\$3,842
General Insurance-Liability-Bond	\$65,494
Legal Services	\$90,000
Mileage-Travel-Lodging Expense	\$571
Police Protection	\$44,400
Postage	\$33,971
Printing-Publishing	\$30,071
Special Programs	\$2,307
Staff Training	\$317
Telecommunications	\$24,119
Transportation/MaineLines	\$3,700
Utilities	\$22,505
TOTAL CONTRACTUAL SERVICES	\$481,795

COMMODITIES

Miscellaneous	\$66
Office Supplies/Small Equipment	\$12,347
Operating Supplies-Maintenance	\$9,637
TOTAL COMMODITIES	\$22,050

OTHER EXPENDITURES

Code Enforcement Expense	\$558
Neighborhood Watch	\$3,455
Food Pantry	\$20,081
Plan Commission	\$1
Maine Township Recovery Connections	\$50,000
Vehicle Expense	\$2,826
TOTAL OTHER EXPENDITURES	\$76,921

CAPITAL OUTLAY	
Building	\$1,924
Capital Fund Account	\$250,000
TOTAL CAPITAL OUTLAY	<u>\$251,924</u>

TOTAL ADMINISTRATION	<u>\$2,135,836</u>
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ASSESSOR

PERSONNEL	
Salaries	\$202,288
Social Security	\$15,475
Life Ins.	\$500
Dental	\$5,022
Municipal Retirement Fund	\$22,639
Health Insurance	\$133,596
TOTAL PERSONNEL	<u>\$379,520</u>

CONTRACTUAL SERVICES	
Conferences-Meetings	\$848
Cook County Assessor Tie-in	\$1,025
Dues-Subscriptions	\$452
Equipment Leasing-Maintenance	\$1
Mileage-Travel-Lodging Expense	\$1,200
Postage	\$400
Printing-Publishing	\$397
Sidwell Maps	\$707
Staff Training	\$116
TOTAL CONTRACTUAL SERVICES	<u>\$5,146</u>

COMMODITIES	
Miscellaneous	\$1,177
Office Supplies/Small Equipment	\$1,500
TOTAL COMMODITIES	<u>\$2,677</u>

TOTAL ASSESSOR	<u>\$387,343</u>
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CLERK

PERSONNEL

Salaries	\$101,050
Social Sec.	\$7,730
Municipal Retirement Fund	\$13,662
Health Ins	\$40,224
Dental Ins	\$1,792
Life Ins.	\$227
TOTAL PERSONNEL	<u>\$164,685</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$1
Dues-Subscriptions	\$313
Print Management	\$2,642
Mileage-Travel-Lodging Expense	\$27
Honor Flight	\$1,000
Postage	\$12,109
Printing-Publishing	\$1,234
Computer Tech Support	\$6,240
Staff Training	\$1
TOTAL CONTRACTUAL SERVICES	<u>\$23,567</u>

COMMODITIES

Miscellaneous	\$21
Office Supplies/Small Equipment	\$518
TOTAL COMMODITIES	<u>\$539</u>

TOTAL CLERK	<u>\$188,791</u>
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OFFICE OF EMERGENCY MANAGEMENT

PERSONNEL

Salaries	\$5,000
Soc. Sec	\$500
Uniforms	\$1
TOTAL PERSONNEL	<u>\$5,501</u>

CONTRACTUAL SERVICES

Conferences/Meetings	\$1
Dues/Subscriptions	\$112
Equipment Leasing	\$1
Citizen Corps Program	\$1
Utilities	\$3,772
Computer Tech Support	\$1
Postage	\$1
Printing/Publishing	\$458
Special Programs	\$1
Special Events	\$1
Telecommunications	\$2,175
Staff Training	\$1
TOTAL CONTRACTUAL SERVICES	<u>\$6,525</u>

COMMODITIES

Miscellaneous	\$1
Office Supplies/Small equipment	\$928
Operating Supplies	\$1
Disaster Operations Supplies	\$200
TOTAL COMMODITIES	<u>\$1,130</u>

OTHER EXPENDITURES

Volunteer Insurance	\$591
Vehicle Expense	\$1,788
TOTAL OTHER EXPENDITURES	<u>\$2,379</u>

CAPITAL OUTLAY

Building	\$315
TOTAL CAPITAL OUTLAY	<u>\$315</u>

TOTAL OFFICE OF EMERGENCY MANAGEMENT	<u>\$15,850</u>
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MAINESTAY YOUTH AND FAMILY SERVICES

PERSONNEL

Salaries	\$342,000
Social Sec.	\$26,200
Municipal Retirement Fund	\$46,304
Health Ins.	\$197,104
Dental Ins.	\$6,044
Life Ins.	\$1,144
TOTAL PERSONNEL	<u>\$618,796</u>

CONTRACTUAL SERVICES

Community Education	\$88
Summer Youth Camp	\$3,590
Garage Sale	\$640
Conferences-Meetings	\$537
Dues-Subscriptions/Licensures	\$1,707
Print Management	\$2,642
General Insurance-Liability-Bond	\$1,032
Mileage-Travel-Lodging Expense	\$2,119
Postage	\$410
Printing-Publishing	\$1,586
Special Programs	\$9,040
Computer Tech Support	\$6,240
Consultation/Staff Training	\$1,899
TOTAL CONTRACTUAL SERVICES	<u>\$31,530</u>

COMMODITIES

Training Manuals/Books	\$287
Miscellaneous	\$1
Office Supplies/Small Equipment	\$2,430
TOTAL COMMODITIES	<u>\$2,718</u>

OTHER EXPENDITURES

Youth Recreation Fund	\$2,329
TOTAL OTHER EXPENDITURES	<u>\$2,329</u>

TOTAL MAINESTAY YOUTH AND FAMILY SERVICES	<u>\$655,373</u>
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MAINSTREAMERS SENIOR SERVICES

PERSONNEL

Salaries	\$288,886
Social Sec.	\$22,100
Municipal Retirement Fund	\$39,057
Health Ins.	\$119,082
Dental Ins.	\$4,624
Life Ins.	\$859
TOTAL PERSONNEL	\$474,608

CONTRACTUAL SERVICES

Conferences-Meetings	\$257
Dues-Subscriptions	\$75
Mileage-Travel-Lodging Expense	\$100
Postage	\$7,426
Printing-Publishing	\$6,209
Special Programs	\$3,439
Computer Tech Support	\$6,240
Print Management	\$2,942
Telecommunications	\$29
TOTAL CONTRACTUAL SERVICES	\$26,717

COMMODITIES

Office Supplies/Small Equipment	\$2,156
TOTAL COMMODITIES	\$2,156

TOTAL MAINSTREAMERS SENIOR SERVICES	\$503,481
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Mental Health/Community Services	\$436,096
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TOTAL TOWN FUND	\$4,322,770
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GENERAL ASSISTANCE FUND

BEGINNING BALANCE	\$2,025,009
ESTIMATED REVENUES	
Property Tax	\$0
Social Security Reimbursement	\$40,696
Interest Income	\$6,926
Energy Assistance Revenue	\$16,338
Miscellaneous	\$1,007
TOTAL ESTIMATED REVENUES	<u>\$64,967</u>
TOTAL ESTIMATED FUNDS AVAILABLE	<u>\$2,089,976</u>
BUDGETED EXPENDITURES	
Administration	\$449,776
Home Relief	\$169,039
TOTAL ESTIMATE EXPENDITURES	<u>\$618,814</u>
ENDING BALANCE	\$1,471,161

ADMINISTRATION

PERSONNEL	
Salaries	\$258,275
IDES	\$1
Social Security	\$19,117
Municipal Retirement Fund	\$28,430
Health Insurance	\$103,939
Dental Ins.	\$2,757
Life Ins.	\$859
Tuition Reimbursement	\$1
TOTAL PERSONNEL	<u>\$413,379</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$89
Accounting Services	\$8,938
Dues-Subscriptions	\$1
Print Management	\$4,072
General Insurance-Liability-Bond	\$7,144
Hearing Officer	\$1
Legal Services	\$1
Mileage-Travel-Lodging Expense	\$602
Postage	\$2,545
Printing-Publishing	\$2,629
Computer Tech Support	\$6,240
Staff Training	\$270
TOTAL CONTRACTUAL SERVICES	<u>\$32,532</u>

COMMODITIES	
Miscellaneous	\$1
Office Supplies/Sm. Equipment	\$1,514
TOTAL COMMODITIES	<u>\$1,515</u>

CAPITAL OUTLAY	
Computer Software Development	\$2,350
TOTAL CAPITAL OUTLAY	<u>\$2,350</u>

TOTAL ADMINISTRATION	<u>\$449,776</u>
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HOME RELIEF

CONTRACTUAL SERVICES	
Medical Services	\$422
Ambulance-Paramedic Service	\$1
Client Utilities	\$11,650
Dental Services	\$1
Emergency Assistance Program	\$1,295
Food/Person. Essentials	\$48,000
Funeral and Burial Services	\$1
Client Health Insurance	\$1
Prescription Drugs	\$1,741
Catostr. Med. Insurance	\$5,100
Shelter-Rent	\$75,829
TOTAL CONTRACTUAL SERVICES	<u>\$144,041</u>

COMMODITIES	
Transport/Clothing	\$24,982
Transient	\$16
TOTAL COMMODITIES	<u>\$24,998</u>

TOTAL HOME RELIEF	<u>\$169,039</u>
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TOTAL GENERAL ASSISTANCE FUND	<u>\$618,814</u>
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Section 2: That there is hereby appointed for township purposes:

FOR FISCAL YEAR ENDING FEBRUARY 28, 2021

BY FUND

1. GENERAL TOWN FUND	\$4,322,770
1A. MAINSTREAMERS PROGRAM FEES*	\$304,456
1B. CAPITAL FUND**	<u>-\$250,000</u>
ADJUSTED GENERAL TOWN FUND	\$4,377,226
2. GENERAL ASSISTANCE FUND	\$618,814
TOTAL APPROPRIATIONS	<u><u>\$4,996,040</u></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 \$4,996,040) four million nine hundred and ninety six thousand and forty for the fiscal year March 1, 2020 to February 28, 2021 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.

Adopted in a meeting assembled on March 31 , 2020 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:

AYE	NAY	ABSENT	_____
AYE	NAY	ABSENT	_____
AYE	NAY	ABSENT	_____
AYE	NAY	ABSENT	_____
			Trustees
AYE	NAY	ABSENT	_____
			Supervisor

GENERAL TOWN FUND ADDENDUM

1A. MAINSTREAMERS PROGRAM FEES*
(PAID BY PARTICIPANTS)

REVENUES \$365,142

EXPENSES \$304,456

1B. CAPITAL FUND** -\$250,000

THE \$250,000 is included in the 2020 budget, but is removed for purposes of total appropriations.