

**MAINE TOWNSHIP
ORDINANCE 2016-2
BUDGET & APPROPRIATION ORDINANCE FOR 2016-2017**

for MAINE TOWNSHIP located in the County of Cook, State of Illinois for the fiscal year beginning March 1, 2016 and ending February 28, 2017.

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	\$4,851,266
ESTIMATED REVENUES	
Property Tax	\$3,700,000
Replacement Tax	\$80,000
Interest Income	\$3,000
MaineStay Fees	\$22,000
Grants	\$500
Other Income	\$75,000
TOTAL ESTIMATED REVENUES	<u>\$3,880,500</u>
TOTAL ESTIMATED FUNDS AVAILABLE	<u><u>\$8,731,766</u></u>
BUDGETED EXPENDITURES	
Administration	\$2,055,103
Assessor	\$335,752
Clerk	\$251,150
Emergency Management	\$62,576
MaineStay Youth and Family Services	\$616,701
Senior and Adult Services	\$525,001
Mental Health/Community Services	\$402,000
TOTAL EXPENDITURES/ APPROPRIATIONS	<u>\$4,248,283</u>
ENDING BALANCE	\$4,483,483
TOTAL APPROPRIATIONS & ENDING BALANCE	\$8,731,766

ADMINISTRATION

PERSONNEL

Salaries	\$793,100
IDES	\$1
Social Security	\$61,000
Municipal Retirement Fund	\$95,000
Health Insurance	\$280,000
Dental Ins.	\$20,000
Life Ins.	\$3,500
Tuition Reimbursement	\$1
TOTAL PERSONNEL	<u>\$1,252,602</u>

CONTRACTUAL SERVICES

Accounting Services	\$25,000
Building-Grounds Maintenance	\$61,000
Community Information-Support	\$44,000
Conferences-Meetings	\$5,500
Dues-Subscriptions	\$7,500
Web Site/Email Host	\$1,500
Equipment Leasing-Maintenance	\$20,000
Computer Tech Support	\$8,000
Print Management	\$4,500
General Insurance-Liability-Bond	\$75,000
Legal Services	\$22,000
Mileage-Travel-Lodging Expense	\$5,000
Police Protection	\$60,000
Postage	\$45,000
Printing-Publishing	\$55,000
Special Programs	\$13,000
Staff Training	\$1,000
Telecommunications	\$30,000
Transportation/MaineLines	\$4,000
Utilities	\$25,000
TOTAL CONTRACTUAL SERVICES	<u>\$512,000</u>

COMMODITIES

Miscellaneous (Administration)	\$1,000
Office Supplies/Small Equipment	\$12,000
Operating Supplies-Maintenance	\$15,000
TOTAL COMMODITIES	<u>\$28,000</u>

OTHER EXPENDITURES

Cleanup Project/Single Hauler Program	\$20,000
Code Enforcement Expense	\$2,000
Neighborhood Watch	\$2,500
Plan Commission	\$1,000
Maine Township Recovery Connections	\$50,000
Vehicle Expense	\$7,000
TOTAL OTHER EXPENDITURES	<u>\$82,500</u>

CAPITAL OUTLAY

Building	\$55,000
Building Purchase	\$1
Equipment Purchase	\$25,000
TOTAL CAPITAL OUTLAY	<u>\$80,001</u>

CONTINGENCIES

CONTINGENCIES	\$100,000
TOTAL ADMINISTRATION	<u>\$2,055,103</u>

ASSESSOR

PERSONNEL

Salaries	\$182,580
Social Security	\$13,967
Municipal Retirement Fund	\$23,205
Health Insurance	\$100,000
TOTAL PERSONNEL	<u>\$319,752</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$2,000
Cook County Assessor Tie-in	\$1,000
Dues-Subscriptions	\$700
Equipment Leasing-Maintenance	\$500
Mileage-Travel-Lodging Expense	\$2,500
Postage	\$1,000
Printing-Publishing	\$1,500
Sidwell Maps	\$600
Staff Training	\$1,500
TOTAL CONTRACTUAL SERVICES	<u>\$11,300</u>

COMMODITIES

Miscellaneous	\$1,500
Office Supplies/Small Equipment	\$3,200
TOTAL COMMODITIES	<u>\$4,700</u>

TOTAL ASSESSOR	<u>\$335,752</u>
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CLERK

PERSONNEL

Salaries	\$135,500
Social Sec.	\$10,400
Municipal Retirement Fund	\$17,500
Health Ins	\$56,000
Dental Ins	\$3,000
Life Ins.	\$1,000
TOTAL PERSONNEL	<u>\$223,400</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$2,500
Dues-Subscriptions	\$600
Print Management	\$3,100
General Insurance-Liability-Bond	\$200
Mileage-Travel-Lodging Expense	\$2,000
Honor Flight	\$1,000
Postage	\$4,000
Printing-Publishing	\$3,000
Computer Tech Support	\$7,600
Telecommunications	\$1,000
Staff Training	\$500
TOTAL CONTRACTUAL SERVICES	<u>\$25,500</u>

COMMODITIES

Miscellaneous	\$250
Office Supplies/Small Equipment	\$2,000
TOTAL COMMODITIES	<u>\$2,250</u>

TOTAL FOR CLERK'S OFFICE	<u>\$251,150</u>
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OFFICE OF EMERGENCY MANAGEMENT

PERSONNEL

Salaries	\$26,000
Soc. Sec	\$2,000
Uniforms	\$1,500
TOTAL PERSONNEL	<u>\$29,500</u>

CONTRACTUAL SERVICES

Conferences/Meetings	\$200
Dues/Subscriptions	\$200
Equipment Leasing/Maintenance	\$1
Mileage/Travel Expense	\$300
Citizen Corps Program	\$4,000
Utilities	\$5,000
Postage	\$75
Printing/Publishing	\$250
Special Programs	\$1,000
Special Events	\$1,000
Telecommunications	\$3,000
Staff Training	\$250
TOTAL CONTRACTUAL SERVICES	<u>\$15,276</u>

COMMODITIES

Miscellaneous	\$200
Office Supplies/Small equipment	\$4,000
Operating Supplies	\$1,000
Disaster Operations Supplies	\$3,000
TOTAL COMMODITIES	<u>\$8,200</u>

OTHER EXPENDITURES

Volunteer Insurance	\$600
Vehicle Expense	\$4,000
TOTAL OTHER EXPENDITURES	<u>\$4,600</u>

CAPITAL OUTLAY

Building Maintenance	\$5,000
TOTAL CAPITAL OUTLAY	<u>\$5,000</u>

TOTAL FOR OFFICE OF EMERGENCY MANAGEMENT	<u>\$62,576</u>
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MAINESTAY YOUTH AND FAMILY SERVICES

PERSONNEL

Salaries	\$354,500
Social Sec.	\$28,000
Municipal Retirement Fund	\$45,000
Health Ins.	\$116,000
Dental Ins.	\$9,500
Life Ins.	\$1,600
Tuition Reimbursement	\$1
TOTAL PERSONNEL	<u>\$554,601</u>

CONTRACTUAL SERVICES

Community Education	\$500
Summer Youth Camp	\$8,500
Garage Sale	\$500
Conferences-Meetings	\$2,000
Dues-Subscriptions/Licensures	\$2,500
Print Management	\$6,500
General Insurance-Liability-Bond	\$1,200
Mileage-Travel-Lodging Expense	\$3,500
Postage	\$800
Printing-Publishing	\$3,000
Special Programs	\$6,500
Computer Tech Support	\$7,000
Consultation/Staff Training	\$5,000
Building Maint.	\$1,500
TOTAL CONTRACTUAL SERVICES	<u>\$49,000</u>

COMMODITIES

Library	\$500
Miscellaneous	\$200
Office Supplies/Small Equipment	\$9,400
TOTAL COMMODITIES	<u>\$10,100</u>

OTHER EXPENDITURES

Youth Recreation Fund	\$2,000
Substance Abuse Programs	\$1,000
TOTAL OTHER EXPENDITURES	<u>\$3,000</u>

TOTAL MAINESTAY YOUTH AND FAMILY SERVICES	<u>\$616,701</u>
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SENIOR AND ADULT SERVICES

PERSONNEL

Salaries	\$291,500
Social Sec.	\$22,300
Municipal Retirement Fund	\$37,000
Health Ins.	\$95,000
Dental Ins.	\$5,000
Life Ins.	\$1,100
Tuition Reim.	\$1
TOTAL PERSONNEL	<u>\$451,901</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$2,000
Dues-Subscriptions	\$500
Mileage-Travel-Lodging Expense	\$3,000
Postage	\$14,000
Printing-Publishing	\$12,500
Special Programs	\$19,000
Computer Tech Support	\$11,000
Print Management	\$4,200
Telecommunications	\$100
Staff Training	\$600
TOTAL CONTRACTUAL SERVICES	<u>\$66,900</u>

COMMODITIES

Miscellaneous	\$200
Office Supplies/Small Equipment	\$5,500
Operating Supplies-Maintenance	\$500
TOTAL COMMODITIES	<u>\$6,200</u>

TOTAL FOR SENIOR AND ADULT SERVICES	<u>\$525,001</u>
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MENTAL HEALTH/COMMUNITY SERVICES

\$402,000

TOTAL TOWN FUND

\$4,248,283

GENERAL ASSISTANCE FUND

BEGINNING BALANCE	\$1,449,151
ESTIMATED REVENUES	
Property Tax	\$1,000,000
Social Security Reimbursement	\$40,000
Interest Income	\$600
Energy Assistance Revenue	\$20,000
Food Pantry Cash Donations	\$50,000
TOTAL ESTIMATED REVENUES	<u>\$1,110,600</u>
TOTAL ESTIMATED FUNDS AVAILABLE	<u>\$2,559,751</u>
BUDGETED EXPENDITURES	
Administration	\$703,353
Home Relief	\$303,102
Contingencies	\$35,000
TOTAL EXPENDITURES/APPROPRIATIONS	<u>\$1,041,455</u>
ENDING BALANCE	\$1,518,296
TOTAL APPROPRIATIONS & ENDING BALANCE	<u>\$2,559,751</u>

ADMINISTRATION**PERSONNEL**

Salaries	\$410,000
IDES	\$1
Social Security	\$31,500
Municipal Retirement Fund	\$47,000
Health Insurance	\$110,000
Dental Ins.	\$7,000
Life Ins.	\$1,500
Tuition Reimbursement	\$1
TOTAL PERSONNEL	<u>\$607,002</u>

CONTRACTUAL SERVICES

Conferences-Meetings	\$2,000
Accounting Services	\$7,500
Dues-Subscriptions	\$100
Print Management	\$8,000
General Insurance-Liability-Bond	\$18,000
Hearing Officer	\$1
Legal Services	\$3,500
Mileage-Travel-Lodging Expense	\$1,500
Postage	\$6,000
Printing-Publishing	\$5,000
Telecommunications	\$2,000
Computer Tech Support	\$8,500
Staff Training	\$2,000
Utilities	\$3,000
TOTAL CONTRACTUAL SERVICES	<u>\$67,101</u>

COMMODITIES	
Miscellaneous	\$250
Office Supplies/Sm. Equipment	\$14,500
Operating Supplies-Maintenance	\$3,500
TOTAL COMMODITIES	<u>\$18,250</u>
CAPITAL OUTLAY	
Computer Software Development	\$3,000
Building Maintenance	\$8,000
TOTAL CAPITAL OUTLAY	<u>\$11,000</u>
TOTAL ADMINISTRATION	<u>\$703,353</u>
CONTINGENCIES	\$5,000
HOME RELIEF	
CONTRACTUAL SERVICES	
Medical Services	\$15,000
Ambulance-Paramedic Service	\$2,000
Client Utilities	\$15,000
Dental Services	\$1,500
Emergency Assistance Program	\$3,500
Food	\$68,000
Funeral and Burial Services	\$1
Client Health Insurance	\$1,500
Prescription Drugs	\$10,000
Catostr. Med. Insurance	\$5,100
CWP	\$1,500
Shelter-Rent	\$100,000
TOTAL CONTRACTUAL SERVICES	<u>\$223,101</u>
COMMODITIES	
Client Needs Services	\$40,000
Food Pantry	\$40,000
Transient	\$1
TOTAL COMMODITIES	<u>\$80,001</u>
TOTAL HOME RELIEF	<u>\$303,102</u>
CONTINGENCIES	<u>\$30,000</u>
	\$30,000
TOTAL GENERAL ASSISTANCE FUND	<u>\$1,041,455</u>

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

FOR FISCAL YEAR ENDING FEBRUARY 28, 2017

BY FUND

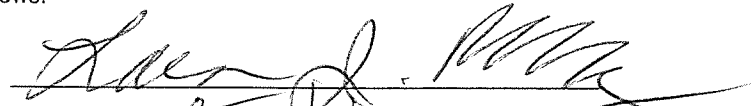
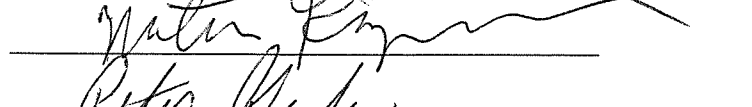
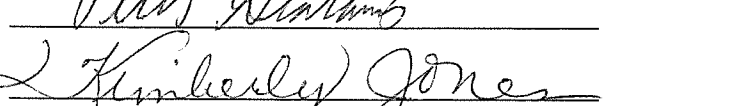
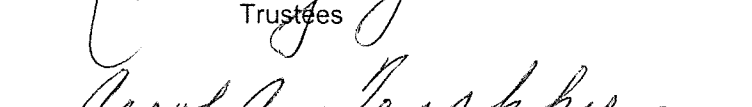

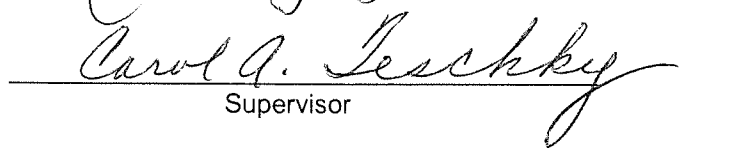
1. GENERAL TOWN FUND	\$8,731,766
2. GENERAL ASSISTANCE FUND	\$2,559,751
TOTAL APPROPRIATIONS	<u>\$11,291,517</u>

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 eleven million two hundred and ninety one thousand five hundred and seventeen for the fiscal year March 1, 2016 to February 28, 2017 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 April 26, 2016 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:	<u>5</u>	
Nays:	<u>—</u>	
Absent:	<u>—</u>	
		 Trustees
		 Supervisor



Gary K. Warner

Clerk

Supervisor
Carol A. Teschky

Clerk
Gary K. Warner

Assessor
Susan Moylan Krey

Highway Commissioner
Robert Provenzano

Trustees
Walter Kazmierczak
Laura J. Morask
Peter Gialamas
Kimberly Jones

General Offices
1700 Ballard Road
Park Ridge, Illinois 60068-1006
847-297-2510
847-297-1335 Fax

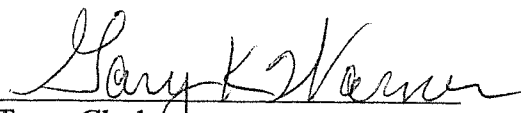
Highway Department
1401 Redeker Road
Des Plaines, IL 60016-3411
847-297-5225
847-297-8723 Fax

CERTIFICATION OF ADOPTION OF MAINE TOWNSHIP GENERAL
TOWN FUND AND GENERAL ASSISTANCE
BUDGET AND APPROPRIATION ORDINANCE

April 26, 2016

CERTIFICATE

I, Gary K. Warner, being the duly elected Clerk of the Town of Maine in the County of Cook, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid Town, and that the attached is a correct and complete copy of the Ordinance 2016-2 of the Board meeting duly convened and held on the 26th day of April, 2016.


Town Clerk

SEAL