



**PALOS TOWNSHIP
BILL AUDIT MEETING
10832 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

June 23, 2016 - 6:30 PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Disposition of minutes from previous meetings
 - a. [Approval of Minutes - Bill Audit Meeting May 26, 2016](#)
4. Special Communications, if any
5. Citizens Wishing to Address the Board
6. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. [TOI Salary Survey Results](#)
 2. [TOCC Facebook Ideas](#)
7. Attorney's Report
 - a. [Adoption of Resolution Ascertaining the Prevailing Wage Rate.](#)
8. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. [Audit and Approve Town Fund Bills for July 2016](#)
 2. [Audit and Approve General Assistance Bills for July 2016](#)
 3. [Monthly Finance Report \(Information Only\)](#)
 4. [Approval of Ordinance #2016-01 "BUDGET AND APPROPRIATION FOR PALOS TOWNSHIP, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING APRIL 1, 2016 AND ENDING MARCH 31, 2017"](#)
 - b. Policy and Personnel - Supervisor Schumann
 - c. Technology, Information and Automation - Trustee Riley

d. Buildings and Grounds - Trustee Jeanes

e. Public Services and Health - Trustee Brannigan

[1.](#) Health Service Report - May 2016

9. Unfinished Business

10. New Business

11. Executive Session, If Needed

12. Adjournment

Backup material for agenda item:

- a. Approval of Minutes - Bill Audit Meeting May 26, 2016

**PALOS TOWNSHIP
BILL AUDIT MEETING
10802 S. ROBERTS ROAD PALOS HILLS, IL. 60465**

MAY 26, 2016 - 6:30 P.M.

1. Call to Order and Roll Call

The Bill Audit Meeting of the Palos Township Board was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills, at 6: 30 P.M. Roll call was taken by the Clerk of the Township, Jane Nolan. Present were Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Also present was Township Attorney, Erik Peck.

2. Pledge of Allegiance

3. Disposition of Minutes of Previous Meeting

a. Approval of Minutes - April 28th, 2016

Trustee Woods moved to approve the minutes of the April 28, 2016, Bill Audit Meeting. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

4. Special Presentations/Communications

There were no special presentations or communications.

5. Citizens Wishing to Address the Board

There were no citizens wishing to address the Board.

6. Reports of Officials

a. Supervisor

Supervisor Schumann stated that she had no report.

b. Clerk

**1. Reminder TOCC Spring Conference June 2, 2016,
William Tell Countryside, IL. 6:00 P.M.**

Clerk Nolan reminded the officials of the Spring Conference on June 2, 2016, at the William Tell Restaurant in Countryside, IL. at 6:00 P.M.

2. TOCC Marketing Committee Brochure - Open Discussion

Clerk Nolan discussed ordering the new TOCC Brochure from the TOCC Marketing Committee with the Board. There was a Board discussion of the topic.

Supervisor Schumann moved to order the TOCC Brochure entitled "A Brochure For Your Local Township Government Lending a Hand Close to Home" @ .10 a brochure. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Braannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

7. Attorney's Report

Attorney Peck stated that he had no report.

8. Reports of Standing Committees

a. Finance and Administration - Trustee Woods

1. Monthly Finance Report

Trustee Woods explained the report. The quarterly report will be available in July. This report does not include the revenues at this time.

2. Audit and Approve Town Fund Bills

Trustee Woods moved to approve the audit of the Town Fund bills. **Trustee Riley** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

3. Audit and Approve the General Assistance Fund Bills

Supervisor Schumann moved to approve the audit of the General Assistance Fund bills. **Trustee Woods** seconded motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

4. Approve Annual Agreement with Agenda Pal for \$2,400

Trustee Woods moved to approve the Annual Agreement with Agenda Pal for \$2,400.00 **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

b. Policy and Personnel - Supervisor Schumann

Supervisor Schumann stated that there were no new policy or personnel changes at this time.

c. Technology, Information, and Automation - Trustee Riley

Trustee Riley stated that he had no report.

d. Buildings and Grounds - Trustee Jeanes

Trustee Jeanes reported that she is still waiting for other bids for the storage unit.

e. Public Service and Health - Trustee Brannigan

1. Health Service Report - April 2016

Trustee Brannigan reported that the Health Service

receipts for April were \$2,655.00

9. Unfinished Business

There was no unfinished business at this time.

10. New Business

There was no new business at this time.

11. Executive Session

12. Adjournment

Trustee Jeanes moved to adjourn the meeting at 6:51 P.M. **Trustee Woods** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township

Backup material for agenda item:

1. TOI Salary Survey Results



Township Officials of Illinois

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BRYAN E. SMITH
Executive Director

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KAREN L. REESE
President

Memorandum

To: Township Clerks
From: Bryan E. Smith, Executive Director
Date: June 1, 2016
Re: Salary Survey Results

During January of this year, the Township Officials of Illinois (TOI) sent a salary survey to each of the 1,431 township clerks throughout the State of Illinois. The information from the survey will help township and multi-township boards throughout the state compare their salaries with those paid in other townships of similar size, assessed valuation and population.

This year each township board and multi-township board is charged with setting the compensation for each elected township and multi-township office for the upcoming term, beginning May 15, 2017 (January 1, 2018 for assessors, multi-township assessors and collectors) and ending the third Monday in May, 2021 (December 31, 2021 for assessors, multi-township assessors and collectors).

Compensation for the elected township officials must be set by the township board at least 180 days prior to the beginning of the term of office. This includes salary and benefits such as health insurance coverage. The deadline is November 16, 2016 and must be done in an open meeting with a public vote by the board.

Similarly, compensation for the multi-township assessor and multi-township assessment district (MTAD) board members must be set at least 150 days before the election. Salaries for the multi-township assessor and MTAD board members must be done in an open meeting with a public vote by the MTAD board no later than November 5, 2016.

The enclosed survey results show the salaries of townships grouped by counties into zones. We recommend each township official review and consider this information prior to setting salaries for the new term of office. The results also indicate the number of townships responding to the survey for each office, and whether health insurance coverage or a retirement program is provided to the official. As stated in the cover letter when asking for salary information, individual township information will be kept confidential and not shared. If you wish individual township information, you will need to contact the township directly.

If you have any questions on setting salaries, we recommend you consult your township attorney or please feel free to contact our office.

Serving The Townships of Illinois Since 1907

2016 Township Salary Survey

As many of you know, later this year each township board and multi-township board is charged with setting the compensation for each elected township and multi-township office for the upcoming term, beginning May 15, 2017 and ending the third Monday in May 2021 (beginning January 1, 2018 for assessors, multi-township assessors and collectors and ending December 31, 2021). To aid township officials with this process, during January of this year, the Township Officials of Illinois (TOI) sent a salary survey to each of the 1,431 township clerks throughout the State of Illinois. The information gained from the survey will help township and multi-township boards throughout the state compare their salaries with those paid in other townships of similar size, assessed valuation and population.

The results of the survey indicate the salaries of townships grouped by counties into zones, and we recommend each township official review and consider this information prior to setting salaries for the new term of office. The results also indicate the number of townships responding to the survey for each office, whether health insurance coverage is provided, and whether a retirement program is provided to the official. If you have any questions on setting salaries, consult your township attorney or contact TOI.

Before getting into the results of the survey, it may be best to review the statutory guidelines on setting salaries.

According to state law, compensation for the elected township officials shall be set by the township board at least 180 days prior to the beginning of the term of office. Compensation, which includes benefits such as health insurance coverage, must be set by the board no later than November 16, 2016 and must be done in an open meeting with a public vote by the board.

According to state law, compensation set for the multi-township assessor and multi-township assessment district (MTAD) board members must be set at least 150 days before the election. Salaries for the multi-township assessor and MTAD board members must be done in an open meeting with a public vote by the MTAD board no later than November 5, 2016.

Again, any health insurance benefit provided is considered part of the compensation package and needs to be set at the same time salary for the position is set. Health insurance payments must be made directly to the provider and not be paid directly to the elected official as a form of reimbursement.

The Attorney General's Office has stated that even discussion of the salaries for the elected officials must be done in an open meeting. The Open Meetings Act does contain a provision that allows for a closed session to discuss the salary schedules for employees. However, the Attorney General's office has said that elected township officials do not fall under the definition of "employee" and thus discussion, deliberation and the final vote on salaries for elected township officials must all be done in an open meeting.

Supervisor, Township Clerks & Trustees

Generally speaking, supervisors and clerks are paid annual salaries. However, these offices may be paid on a per diem basis. In addition to their salary, a supervisor may be compensated for serving as road district treasurer. The salary as road district treasurer may not be less than \$100 nor more than \$1,000 per year. This must also be set at the same time as the other township officials' salaries, and must be paid out of the town fund. Trustees may be paid either an annual salary, or on a per diem (per meeting) basis.

Highway Commissioners

Highway commissioners may be paid an annual salary (minimum of \$3,000) or a per diem salary but not a combination of both. Highway commissioners may not legally be paid an hourly rate or overtime for hours in excess of an established number. It should be understood that per diem payments are for all duties carried out in a single 24-hour period. However, if a per diem is established, the township board must be prepared to pay the per diem for every day of the year including Sundays and holidays.

Assessors

Township assessors and multi-township assessors may also be paid a per diem or an annual salary. There is no provision though for a per-parcel payment even if per-parcel compensation is utilized for establishing a fair annual salary. The salary ranges for assessors shown in the survey results do not include reimbursement of official expenses incurred by travel, training, education, postage, etc. required for administering the office of assessor or multi-township assessor.

SURVEY RESULTS

The results of this survey will aid your township in comparing your salaries with those paid in townships of approximately the same population and assessed valuation. Please keep in mind the salaries set remain in effect for the four-year term beginning May 15, 2017 (January 1, 2018 for assessors, multi-township assessors and collectors). Note that it is acceptable to establish incremental increases (or decreases) for each of the four years, but the compensation must be set by the respective boards by prior to the last day to set salaries for the 2017 township election as outlined above.

Supervisors

As past surveys have illustrated, salaries in Zone I are generally higher than the other zones. This zone includes Cook and the “collar” counties. According to the survey results, over 92% of the supervisors in Zone I make at least \$10,000 a year, with 50% receiving more than \$30,000. Of the supervisors in Zone II, over 38% of those responding are paid more than \$10,000 and only 6% receive \$30,000 or more. A bulk of the supervisors receive a salary between \$1,000 and \$10,000 in Zones III, IV, V, and VI with Zone III 88%, Zone IV 78%, Zone V 89, and Zone VI 78% respectively. In addition, 76% those supervisors who responded that they receive compensation as road district treasurer in Zone I receive \$1,000 as road district treasurer, with 64% in Zone II, 54% in Zone III, 57% in Zone IV, 11% in Zone V, and 70% in Zone VI receiving the same compensation.

Township Clerks

As with the supervisors, the township clerks in Zone I receive a greater salary than that of the clerks in the other zones. Approximately 95% of the township clerks responding to the survey in Zone I receive at least \$5,000. In fact, in Zone I a vast majority of clerks, nearly 65%, receive an annual salary between \$5,000 and \$20,000. In Zone II, 52% of the town clerks responding receive less than \$5,000 in salary with only 46% falling in the \$5,000 to \$20,000 range. A majority of township clerks responding receive less than \$5,000 per year in Zone III 85%, Zone IV 70%, Zone V 88%, and Zone VI 66%.

Trustees

A majority of the trustee respondents are compensated on a per meeting basis. As noted above, compensation of trustees is a reflection of the population figures, with Zone I experiencing the highest range. Except for Zone I, over 64% of trustees responding in all Zones receive per diem compensation. Further, all Zones except Zone I experienced a majority of trustee compensation in the below \$1,000 range.

Highway Commissioners

Results indicate that in Zone I, 100% of the highway commissioners earn \$10,000 or more and 68% receive over \$30,000. Similarly in Zone II, 96% receive \$10,000 or more with 45% receiving over \$30,000. The information illustrates that highway commissioners in the \$10,000 or more range are as follows Zone III 95%, Zone IV 88%, Zone V 83%, and in Zone VI 99%.

It is safe to say that a significant number of highway commissioners serve full time. This explains the distribution of funds when comparing to other officials.

Assessors

In Zone I, the largest percentage of assessor (single) salaries lie in the over \$30,000 range, at 67% of the respondents. The assessor position is generally considered a full-time post in Zone I. Zone II had 44 assessors (single) responding with 95% being over \$10,000 range of which 39% is over \$30,000. Zone II showed 40 multi-township assessors responding; the largest percentage in the \$10,000 to \$19,999 range at 43%. Zones III had 50 assessor (single) responses. Though they ranged from \$1,000 to over \$30,000, the highest percentage was \$10,000 to \$19,999. Zone III had 75 multi-assessor responses; the highest percentage in the \$5,000 to \$9,999 range. Zone IV had 46 assessor (single) responses and 51 multi-township assessor responses. The assessor ranged from the \$1,000 to over \$30,000 with the largest percentage for both assessor and multi-assessor in the \$5,000 to \$9,999 range. Zone V had 16 assessor (single) responses with the highest percentages in the \$1,000 to \$4,999. Zone V multi-township assessors responded with 52 with the vast majority making \$1,000 to \$9,999. Zone VI had 50 assessor (single) responses with the majority in the \$5,000 to \$9,999 range and it had 69 multi-township assessor responses with majority in the \$5,000 to \$9,999 and the \$10,000 to \$19,999 range.

Salaries for township and multi-township assessors show a lot of disparity between Zone I and all the other zones. Again, although a per-parcel salary is not permitted by statute, it is arguably the fairest way to determine a salary for an assessor. When setting a salary for your assessor or multi-township assessor, you may want to consider the number of parcels to help make a more reasonable salary determination. This information may be obtained by your assessor or your chief county assessment officer.

Please remember that salaries may only be legally established by statute. For each elected official here is what the statutes say:

<u>Office</u>	<u>Minimum Salary</u>	<u>Maximum Salary</u>
Supervisor	None	None
Road Dist Treasurer (Supervisor)	\$100.00	\$1000.00
Clerk	None	None
Assessor or Multi-Twp. Assessor	None	None
Highway Commissioner	\$3000 minimum annual salary	None
Trustees *	None	None
Tax Collectors (only four counties, Madison, Peoria, Sangamon, and Will have township tax collectors)	None	None

*(Multi-Township Board of Trustees, which is the Supervisor and Township Clerk from each township in the MTAD, may receive additional compensation for their service, set by the multi-township board, in an amount not to exceed \$25/day for each day of service)

There is case law which states in effect that “if no salary for an elected official is established, no salary may be paid.” Don’t let this apply to your township. Set salaries according to statute and do it early.

Zone Breakdowns

Zone 1

*Cook
Lake*

*DuPage
McHenry*

*Kane
Will*

Zone 2

*Boone
DeKalb
Grundy*

*Kankakee
Kendall
LaSalle*

*Lee
Ogle
Winnebago*

Zone 3

*Bureau
Carroll
Fulton
Hancock
Henderson
Henry*

*Jo Daviess
Knox
Marshall
Mercer
McDonough
Peoria*

*Putnam
Rock Island
Stark
Stephenson
Warren
Whiteside*

Zone 4

*Adams
Bond
Brown
Cass
Christian
Clinton*

*Greene
Jackson
Jersey
Macoupin
Madison
Mason*

*Montgomery
Pike
Sangamon
Schuyler
St. Clair
Washington*

Zone 5

*Clark
Clay
Crawford
Cumberland
Effingham
Fayette*

*Franklin
Gallatin
Hamilton
Jasper
Jefferson
Lawrence*

*Marion
Richland
Saline
Shelby
Wayne
White*

Zone 6

*Champaign
Coles
DeWitt
Douglas
Edgar
Ford*

*Iroquois
Livingston
Logan
Macon
McLean*

*Moultrie
Piatt
Tazewell
Vermilion
Woodford*

ZONE 1

113 Surveys Sent

62 (54.87%) Surveys Returned

		How Paid			Salary Ranges								
Office	Responses Received	Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0-499	500-999	1,000-4,999	5,000-9,999	10,000-19,999	20,000-29,999	over 30,000	Health Insurance Provided	Retirement Program Provided
Supervisor	62	100%	0.00%	0.00%	0.00%	0.00%	0.00%	8.06%	20.97%	20.97%	50.00%	26	37
Clerk	62	100%	0.00%	0.00%	0.00%	0.00%	4.84%	32.26%	32.26%	20.97%	9.68%	11	25
Commissioner	56	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	17.86%	14.29%	67.86%	5	6
Assessor	60	100%	0.00%	0.00%	0.00%	0.00%	0.00%	3.33%	10.00%	20.00%	66.67%	29	40
Multi-Assessor	2	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0%	100.00%	0.00%	0.00%	Included with Assessor total	Included with Assessor total
Trustees	60	73.33%	25.00%	1.67%	0.00%	11.67%	61.67%	23.33%	1.67%	0.00%	1.67%	29	37
Collectors	3	100.00%	0.00%	0.00%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	1	1
Road Treas	41	100%	0.00%	0.00%	12.20%	12.20%	75.61%	0.00%	0.00%	0.00%	0.00%	NA	NA

ZONE 2

168 Surveys Sent

100 (59.53%) Surveys Returned

		How Paid			Salary Ranges								
Office	Responses Received	Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0-499	500-999	1,000-4,999	5,000-9,999	10,000-19,999	20,000-29,999	over 30,000	Health Insurance Provided	Retirement Program Provided
Supervisor	99	95.96%	2.02%	2.02%	0.00%	0.00%	19.19%	42.42%	23.23%	9.09%	6.06%	4	19
Clerk	100	94.00%	3.00%	3.00%	0.00%	0.00%	52.00%	38.00%	8.00%	2.00%	0.00%	1	8
Commissioner	98	97.96%	2.04%	0.00%	0.00%	0.00%	2.04%	2.04%	18.37%	32.65%	44.90%	9	31
Assessor	44	100.00%	0.00%	0.00%	0.00%	0.00%	2.27%	2.27%	29.55%	27.27%	38.64%	7	21
Multi-Assessor	40	97.50%	2.50%	0.00%	0.00%	0.00%	2.50%	30.00%	42.50%	17.50%	0.00%	Included with Assessor total	Included with Assessor total
Trustees	100	45.00%	55.00%	0.00%	7.00%	49.00%	43.00%	1.00%	0.00%	0.00%	0.00%	0	0
Collectors	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0
Road Treas	39	100%	0.00%	0.00%	12.82%	23.08%	64.10%	0.00%	0.00%	0.00%	0.00%	NA	NA

ZONE 3

318 Surveys Sent

181 (56.92%) Surveys Returned

		How Paid			Salary Ranges								
Office	Responses Received	Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0-499	500-999	1,000-4,999	5,000-9,999	10,000-19,999	20,000-29,999	over 30,000	Health Insurance Provided	Retirement Program Provided
Supervisor	181	92.82%	4.97%	3.31%	0.00%	0.55%	56.35%	31.49%	5.52%	2.21%	3.87%	6	15
Clerk	181	92.27%	4.97%	2.76%	0.55%	4.42%	79.56%	12.71%	1.66%	1.10%	0.00%	2	7
Commissioner	173	95.95%	3.47%	16.67%	0.00%	0.00%	1.73%	3.47%	21.97%	34.10%	38.73%	12	27
Assessor	50	98.00%	0.00%	2.00%	0.00%	0.00%	18.00%	22.00%	32.00%	8.00%	20.00%	5	13
Multi-Assessor	75	100.00%	0.00%	0.00%	0.00%	0.00%	14.67%	53.33%	25.33%	4.00%	0.00%	Included with Assessor total	Included with Assessor total
Trustees	181	28.73%	70.17%	1.10%	34.81%	54.14%	11.05%	0.00%	0.00%	0.00%	0.00%	0	2
Collectors	8	100.00%	0.00%	0.00%	12.50%	0.00%	62.50%	25.00%	0.00%	0.00%	0.00%	0	14
Road Treas	50	100.00%	0.00%	0.00%	26.00%	20.00%	54.00%	0.00%	0.00%	0.00%	0.00%	NA	NA

ZONE 4

307 Surveys Sent

149 (48.54%) Surveys Returned

		How Paid			Salary Ranges								
Office	Responses Received	Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0-499	500-999	1,000-4,999	5,000-9,999	10,000-19,999	20,000-29,999	over 30,000	Health Insurance Provided	Retirement Program Provided
Supervisor	148	83.11%	14.19%	2.70%	0.00%	0.68%	50.00%	27.70%	11.49%	5.41%	4.73%	6	29
Clerk	148	82.43%	15.54%	2.03%	0.00%	3.38%	66.89%	22.30%	6.08%	0.68%	0.68%	4	17
Commissioner	145	91.03%	8.28%	0.69%	0.00%	0.69%	2.76%	8.28%	31.72%	25.52%	31.03%	18	41
Assessor	46	100.00%	0.00%	0.00%	0.00%	0.00%	15.22%	36.96%	30.43%	4.35%	13.04%	5	10
Multi-Assessor	51	100.00%	0.00%	0.00%	0.00%	0.00%	37.25%	52.94%	9.80%	0.00%	0.00%	Included with Assessor total	Included with Assessor total
Trustees	149	39.60%	59.06%	1.34%	24.16%	46.31%	27.52%	2.01%	0.00%	0.00%	0.00%	0	6
Collectors	7	100.00%	0.00%	0.00%	0.00%	0.00%	71.43%	28.57%	0.00%	0.00%	0.00%	0	0
Road Treas	51	98.04%	1.96%	0.00%	9.80%	33.33%	56.86%	0.00%	0.00%	0.00%	0.00%		

ZONE 5

243 Surveys Sent

101 (41.57%) Surveys Returned

		How Paid			Salary Ranges								
Office	Responses Received	Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0-499	500-999	1,000-4,999	5,000-9,999	10,000-19,999	20,000-29,999	over 30,000	Health Insurance Provided	Retirement Program Provided
Supervisor	101	71.29%	23.76%	4.95%	0.99%	0.00%	66.34%	22.77%	6.93%	0.99%	1.98%	4	7
Clerk	101	69.31%	24.75%	5.94%	0.00%	11.88%	76.24%	9.90%	1.98%	0.00%	0.00%	2	7
Commissioner	98	89.80%	9.18%	1.02%	0.00%	0.00%	7.14%	10.20%	38.78%	31.63%	12.24%	9	19
Assessor	16	100.00%	0.00%	0.00%	0.00%	0.00%	43.75%	18.75%	18.75%	0.00%	18.75%	1	5
Multi-Assessor	53	100.00%	0.00%	0.00%	0.00%	0.00%	42.31%	40.38%	17.31%	0.00%	0.00%	Included with Assessor total	Included with Assessor total
Trustees	100	34.00%	66.00%	0.00%	76.00%	13.00%	11.00%	0.00%	0.00%	0.00%	0.00%	0	0
Collectors	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	0
Road Treas	26	100%	0.00%	0.00%	42.31%	26.92%	30.77%	0.00%	0.00%	0.00%	0.00%	NA	NA

ZONE 6

282 Surveys Sent

169 (59.93%) Surveys Returned

		How Paid			Salary Ranges								
Office	Responses Received	Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0-499	500-999	1,000-4,999	5,000-9,999	10,000-19,999	20,000-29,999	over 30,000	Health Insurance Provided	Retirement Program Provided
Supervisor	169	90.53%	8.88%	0.59%	0.00%	0.00%	39.05%	38.46%	15.38%	3.55%	3.55%	7	34
Clerk	168	89.29%	10.12%	0.60%	0.00%	0.00%	66.07%	27.38%	6.55%	0.00%	0.00%	1	16
Commissioner	165	98.18%	1.82%	0.00%	0.00%	0.00%	0.00%	0.61%	19.39%	29.70%	50.30%	42	69
Assessor	50	98.00%	2.00%	0.00%	0.00%	0.00%	0.00%	38.00%	32.00%	14.00%	16.00%	7	14
Multi-Assessor	69	95.65%	4.35%	0.00%	0.00%	0.00%	17.39%	46.38%	28.99%	5.80%	0.00%	Included with Assessor total	Included with Assessor total
Trustees	168	32.74%	66.07%	1.19%	17.86%	64.88%	16.67%	0.60%	0.00%	0.00%	0.00%	0	15
Collectors	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	
Road Treas	63	100.00%	0.00%	0.00%	7.94%	22.22%	69.84%	0.00%	0.00%	0.00%	0.00%	NA	NA

Coterminous Townships

19 Surveys Sent 13 (68.43%) Surveys Returned													
Office	Responses Received	How Paid			Salary Ranges							Health Insurance Provided	Retirement Program Provided
		Annual	Per Diem or Per Mtg	Both Annual & Per Diem/Mtg	0-499	500-999	1,000-4,999	5,000-9,999	10,000-19,999	20,000-29,999	over 30,000		
Supervisor	13	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	7.69%	21.54%	20.00%	50.77%	5	13
Clerk	11	100.00%	0.00%	0.00%	0.00%	0.00%	27.27%	27.27%	27.27%	9.09%	9.09%	1	8
Commissioner	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Assessor	12	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.76%	7.94%	22.22%	65.08%	8	12
Multi-Assessor	0	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	Included with Assessor total	Included with Assessor total
Trustees	10	70.00%	30.00%	0.00%	10.00%	40.00%	30.00%	0.00%	0.00%	0.00%	0.00%	1	2
Collectors	2	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	50.00%	1	2
Road Treas	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Zone Breakdown by Population

(Figure Shown is Number of Townships Responding)

Zones	0-499	500-1000	1000-2000	2000-3500	3500- 5000	5000-10000	10000-25000	25000-50000	50000-75000	75000-100000	100000-200000	Total Twps.
	population	population	population	population	population	population	population	population	population	population	population	
Coterminous Twps	0	0	0	0	0	0	3	2	2	3	2	12
Zone I	0	2	2	4	3	4	12	12	9	6	8	62
Zone II	17	17	12	19	8	14	8	3	1	0	0	99
Zone III	56	40	42	21	7	4	9	1	0	0	1	181
Zone IV	29	37	26	20	11	15	3	6	0	0	1	148
Zone V	38	24	22	7	3	4	3	0	0	0	0	101
Zone VI	41	36	41	18	11	10	8	1	1	2	0	169

Zone Breakdown by Equalized Assessed Valuation

(Figure Shown is Number of Townships Responding)

Zones	0-5	5-10	10-20	20-50	50-75	75-100	100-150	150-200	200-500	500-800	800 & Up	Total Twps.
	million	million	million	million	million	million	million	million	million	million	million	
Coterminous Twps	0	0	0	0	0	0	0	1	2	4	5	12
Zone I	0	0	0	5	2	1	4	2	6	12	30	62
Zone II	0	2	19	30	14	8	10	4	8	3	1	99
Zone III	6	29	61	58	10	4	4	5	3	0	1	181
Zone IV	9	37	34	30	9	10	7	4	1	5	2	148
Zone V	19	36	30	8	3	0	4	0	1	0	0	16
Zone VI	0	22	55	49	16	11	4	4	4	1	3	169

Backup material for agenda item:

2. TOCC Facebook Ideas

From: austin hopkins [mailto:austin12384@gmail.com]

Sent: Monday, June 13, 2016 10:47 AM

To: Heyward & Johnson Inc.; Marilyn Glazer; Tim Heneghan; Tim Heneghan; Marilyn Glazer; Ron Szymanski; wkazmie; Nick Bobis; Jane Nolan; Fran Sitkiewicz; Charles Levy; Joseph Stanfa; Rich Kelly; Lemont Township; Ali ElSaffar; Ali El Saffar; Katy Dolan Baumer; Jerome Hoyne; Scott Kegarise; Scott Kegarise; Carol Teschky; hwydept@palostownship.org

Subject: We have Facebook!

Good Morning Board,

I am happy to announce that TOCC is officially on Facebook! There are over 2.5 million Facebook users in Cook County alone so this will be a great way to reach out to the community, share events and information across the county.

I have located 14 Townships in Cook County that have Facebook pages and 'Liked' them. The goal is to share what those Townships post and generate more awareness of what township government does. If your Township has an event we will share and promote that on our Facebook as well. You are always welcome to send me links of newspaper articles and other stories that I can post on our page. The more content the better.

I hope this will encourage your township to not only be on Facebook but to be active on Facebook as well. Let's show the community how important Township government is.

Below is the link for our Facebook Page. Click or copy the link into your web browser. Once you are on the page you will need to log into Facebook in order to 'Like' our page. Once you have liked it please share it with your friends on Facebook by either pasting the link in your status or click the share button on the page. The share button can be found by clicking the 3 dot marks on the TOCC page and then selecting share.

<https://www.facebook.com/Township-Officials-of-Cook-County-1723825061220387/>

Please feel free to reach out to me if you have any questions about the Facebook page or with suggestions on how to improve our page.

Thank you and have a great day!

Austin Hopkins

TOCC Admin Assistant
630-333-5660

Backup material for agenda item:

- a. Adoption of Resolution Ascertaining the Prevailing Wage Rate.

RESOLUTION 2016- 02 -R

A RESOLUTION OF PALOS TOWNSHIP – COOK COUNTY, ILLINOIS ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED ON PUBLIC WORKS OF SAID TOWNSHIP

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, (Illinois Compiled Statutes, (820 ILCS 130/1 et.seq.) as amended and

WHEREAS, the aforesaid Act requires that the Palos Township to investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workmen in the locality of said Palos Township employed in performing construction of public works, for said Palos Township.

NOW THEREFORE, BE IT ORDAINED BY THE PALOS TOWNSHIP BOARD,
COOK COUNTY, ILLINOIS:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workmen employed in any public works by State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workmen engaged in construction of public works coming under the jurisdiction of the Palos Township is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County area as determined by the Department of Labor of the State of Illinois as of July, 2015, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's April determination and apply to any and all public works construction undertaken by the Palos Township. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of the Palos Township to the extent required by the aforesaid Act.

SECTION 3: The Palos Township Clerk shall publicly post or keep available for inspection by an interested party in the main office of the Palos Township this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Palos Township Clerk shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Palos Township Clerk shall promptly file a certified copy of this Resolution with the Illinois Department of Labor.

SECTION 6: The Palos Township Clerk shall cause to be published in a newspaper of general circulation within the area a notice that his Resolution has been adopted and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 23rd day of June, 2016

APPROVED:

Supervisor, Palos Township

(SEAL)

ATTEST:

Clerk, Palos Township

Cook County Prevailing Wage for July 2015

(See explanation of column headings at bottom of wages)

Trade Name Trng	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac
=====	==	===	=	=====	=====	=====	===	===	=====	=====	=====
ASBESTOS ABT-GEN 0.500		ALL		39.400	39.950	1.5	1.5	2.0	13.98	10.72	0.000
ASBESTOS ABT-MEC 0.720		BLD		36.340	38.840	1.5	1.5	2.0	11.47	10.96	0.000
BOILERMAKER 0.400		BLD		47.070	51.300	2.0	2.0	2.0	6.970	18.13	0.000
BRICK MASON 1.030		BLD		43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000
CARPENTER 0.630		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000
CEMENT MASON 0.480		ALL		43.750	45.750	2.0	1.5	2.0	13.05	14.45	0.000
CERAMIC TILE FNSHER 0.770		BLD		36.810	0.000	1.5	1.5	2.0	10.55	9.230	0.000
COMM. ELECT. 0.750		BLD		40.000	42.800	1.5	1.5	2.0	8.670	12.57	1.100
ELECTRIC PWR EQMT OP 0.460		ALL		46.100	51.100	1.5	1.5	2.0	10.76	14.87	0.000
ELECTRIC PWR GRNDMAN 0.370		ALL		37.050	52.500	1.5	2.0	2.0	8.630	12.28	0.000
ELECTRIC PWR LINEMAN 0.480		ALL		47.500	52.500	1.5	2.0	1.5	11.06	15.75	0.000
ELECTRICIAN 1.000		ALL		45.000	48.000	1.5	1.5	2.0	13.83	15.27	0.000
ELEVATOR CONSTRUCTOR 0.600		BLD		50.800	57.150	2.0	2.0	2.0	13.57	14.21	4.060
FENCE ERECTOR 0.300		ALL		37.340	39.340	1.5	1.5	2.0	13.05	12.06	0.000
GLAZIER 0.940		BLD		40.500	42.000	1.5	2.0	2.0	13.14	16.99	0.000
HT/FROST INSULATOR 0.720		BLD		48.450	50.950	1.5	1.5	2.0	11.47	12.16	0.000
IRON WORKER 0.350		ALL		44.200	46.200	2.0	2.0	2.0	13.65	21.14	0.000
LABORER 0.500		ALL		39.200	39.950	1.5	1.5	2.0	13.98	10.72	0.000
LATHER 0.630		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000
MACHINIST 0.000		BLD		45.350	47.850	1.5	1.5	2.0	7.260	8.950	1.850
MARBLE FINISHERS 0.620		ALL		32.400	34.320	1.5	1.5	2.0	10.05	13.75	0.000
MARBLE MASON 0.780		BLD		43.030	47.330	1.5	1.5	2.0	10.05	14.10	0.000
MATERIAL TESTER I 0.500		ALL		29.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000
MATERIALS TESTER II 0.500		ALL		34.200	0.000	1.5	1.5	2.0	13.98	10.72	0.000
MILLWRIGHT 0.630		ALL		44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000

OPERATING ENGINEER 1.250	BLD 1	48.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	BLD 2	46.800	52.100	2.0	2.0	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	BLD 3	44.250	52.100	2.0	2.0	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	BLD 4	42.500	52.100	2.0	2.0	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	BLD 5	51.850	52.100	2.0	2.0	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	BLD 6	49.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	BLD 7	51.100	52.100	2.0	2.0	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	FLT 1	53.600	53.600	1.5	1.5	2.0	17.10	11.80	1.900
OPERATING ENGINEER 1.250	FLT 2	52.100	53.600	1.5	1.5	2.0	17.10	11.05	1.900
OPERATING ENGINEER 1.250	FLT 3	46.400	53.600	1.5	1.5	2.0	17.10	11.80	1.900
OPERATING ENGINEER 1.250	FLT 4	38.550	53.600	1.5	1.5	2.0	17.10	11.80	1.900
OPERATING ENGINEER 1.250	FLT 5	55.100	53.600	1.5	1.5	2.0	17.10	11.80	1.900
OPERATING ENGINEER 1.250	FLT 6	35.000	35.000	1.5	1.5	2.0	16.60	11.05	1.900
OPERATING ENGINEER 1.250	HWY 1	46.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	HWY 2	45.750	50.300	1.5	1.5	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	HWY 3	43.700	50.300	1.5	1.5	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	HWY 4	42.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	HWY 5	41.100	50.300	1.5	1.5	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	HWY 6	49.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900
OPERATING ENGINEER 1.250	HWY 7	47.300	50.300	1.5	1.5	2.0	17.55	12.65	1.900
ORNAMNTL IRON WORKER 0.650	ALL	45.000	47.500	2.0	2.0	2.0	13.55	17.94	0.000
PAINTER 0.770	ALL	41.750	46.500	1.5	1.5	1.5	11.50	11.10	0.000
PAINTER SIGNS 0.000	BLD	33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000
PILEDRIIVER 0.630	ALL	44.350	46.350	1.5	1.5	2.0	11.79	16.39	0.000
PIPEFITTER 1.780	BLD	46.000	49.000	1.5	1.5	2.0	9.000	15.85	0.000
PLASTERER 1.020	BLD	43.430	46.040	1.5	1.5	2.0	13.05	14.43	0.000
PLUMBER 0.880	BLD	46.650	48.650	1.5	1.5	2.0	13.18	11.46	0.000
ROOFER 0.530	BLD	41.000	44.000	1.5	1.5	2.0	8.280	10.54	0.000
SHEETMETAL WORKER 0.720	BLD	42.230	45.610	1.5	1.5	2.0	10.53	20.68	0.000
SIGN HANGER	BLD	31.310	33.810	1.5	1.5	2.0	4.850	3.280	0.000

0.000											
SPRINKLER FITTER	BLD		49.200	51.200	1.5	1.5	2.0	11.75	9.650	0.000	
0.550											
STEEL ERECTOR	ALL		42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	
0.350											
STONE MASON	BLD		43.780	48.160	1.5	1.5	2.0	10.05	14.43	0.000	
1.030											
SURVEY WORKER	---	->	NOT IN EFFECT		ALL	37.000	37.750	1.5	1.5	2.0	
12.97 9.930 0.000 0.500											
TERRAZZO FINISHER	BLD		38.040	0.000	1.5	1.5	2.0	10.55	11.22	0.000	
0.720											
TERRAZZO MASON	BLD		41.880	44.880	1.5	1.5	2.0	10.55	12.51	0.000	
0.940											
TILE MASON	BLD		43.840	47.840	1.5	1.5	2.0	10.55	11.40	0.000	
0.990											
TRAFFIC SAFETY WRKR	HWY		32.750	34.350	1.5	1.5	2.0	6.550	6.450	0.000	
0.500											
TRUCK DRIVER	E	ALL 1	35.480	35.680	1.5	1.5	2.0	8.350	10.50	0.000	
0.150											
TRUCK DRIVER	E	ALL 2	34.100	34.500	1.5	1.5	2.0	8.150	8.500	0.000	
0.150											
TRUCK DRIVER	E	ALL 3	34.300	34.500	1.5	1.5	2.0	8.150	8.500	0.000	
0.150											
TRUCK DRIVER	E	ALL 4	34.500	34.500	1.5	1.5	2.0	8.150	8.500	0.000	
0.150											
TRUCK DRIVER	W	ALL 1	35.600	35.800	1.5	1.5	1.5	8.250	9.140	0.000	
0.150											
TRUCK DRIVER	W	ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	
0.000											
TRUCK DRIVER	W	ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	
0.000											
TRUCK DRIVER	W	ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	
0.000											
TUCKPOINTER	BLD		43.800	44.800	1.5	1.5	2.0	8.280	13.49	0.000	
0.670											

Legend:

RG (Region)

TYP (Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers)

C (Class)

Base (Base Wage Rate)

FRMAN (Foreman Rate)

M-F>8 (OT required for any hour greater than 8 worked each day, Mon through Fri.)

OSA (Overtime (OT) is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

Explanations

COOK COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

TRUCK DRIVERS (WEST) - That part of the county West of Barrington Road.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials.

The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft.; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Flows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam

Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane (over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall, Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000 pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

SURVEY WORKER - Operated survey equipment including data collectors, G.P.S. and robotic instruments, as well as conventional levels and transits.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".



DRAFT

Backup material for agenda item:

1. Audit and Approve Town Fund Bills for July 2016

PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

FROM: TOWN FUND

DATE: JUNE 23, 2016 FOR JULY 1, 2016 BILL AUDIT

This is to certify that the following sums will be paid by the TREASURER of PalosTownship to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the above listed date on account of the listed purposes.

No.	Date	Vendor	Purpose	Amount	Account Number	Check #
				(GROSS)		
1	7/1/2016	GENE ADAMS	Payroll		10-0400	Debit
2	7/1/2016	ALICE BATOL DELROSARIO	Payroll		30-0300	Debit
3	7/1/2016	SHARON BRANNIGAN	Payroll		10-0500	Debit
4	7/1/2016	CAROL CHAMALES	Payroll		30-0200	Debit
5	7/1/2016	EVELYN DIBBERN	Payroll		20-0100	Debit
6	7/1/2016	COLLEEN GRANT SCHUMANN	Payroll		10-0100	Debit
7	7/1/2016	WALTER A. HALEK DPM	Payroll		30-0400	Debit
8	7/1/2016	ANDREZJ HARMATA	Payroll		10-0700	Debit
9	7/1/2016	PAMELA A JEANES	Payroll		10-0500	Debit
10	7/1/2016	KATHRYN KEIFFER	Payroll		30-0200	Debit
11	7/1/2016	JENETTE L. LEEDY	Payroll		30-0100	Debit
12	7/1/2016	ROBERT E. MALONEY	Payroll		10-0300	Debit
13	7/1/2016	PAULA NEIDENBACH	Payroll		30-0200	Debit
14	7/1/2016	JANE NOLAN	Payroll		10-0200	Debit
15	7/1/2016	DEBRA RAMOS	Payroll		30-0200	Debit
16	7/1/2016	RICHARD C. RILEY	Payroll		10-0500	Debit
17	7/1/2016	LUCIANO VALDEZ	Payroll		30-0300	Debit
18	7/1/2016	ALICIA VODICKA	Payroll		30-0200	Debit
19	7/1/2016	MARY WALLENBURG	Payroll		10-0600	Debit
20	7/1/2016	BRENT WOODS	Payroll		10-0500	Debit
21	7/1/2016	E.F.T.P.S.	Payroll - Employer Medicare Expense		Split	Debit
22	7/1/2016	E.F.T.P.S.	Payroll - Employer FICA Expense		Split	Debit
23	7/1/2016	E.F.T.P.S.	Payroll - Employer Unemployment Tax		10-1200	Debit
24	7/1/2016	IMRF - TOWN FUND PORTION	Pension Contributions Employer Portion Town	\$ 4,441.81	Split	Debit
25	7/1/2016	PAYROLL PROCESSORS	Payroll processing fees		12-1600	Debit
26	7/1/2016	NCPERS GROUP LIFE INS.	Voluntary Group Life Insurance	\$ 64.00	10-1510	27064
27	7/1/2016	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary 457b Contrib. Plan	\$ 50.00	10-1510	27065
28	7/1/2016	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 3,848.00	Split	27066
29	7/1/2016	CALL ONE	Phones	\$ 366.92	11-1300	27067
30	7/1/2016	STANDARD BANK & TRUST CO.	Banking Services - Land Trust Renewal	\$ 80.00	11-1500	27068
31	7/1/2016	COM ED	Utility - Electricity	\$ 375.76	11-2000	27069
32	7/1/2016	NICOR GAS	Utility - Gas	\$ 14.62	11-2000	27070
33	7/1/2016	GTSAC	Technology and Automation Services	\$ 90.00	12-1100	27071
34	7/1/2016	IL PUBLIC WKS MUTUAL AID NETWORK	Annual Dues	\$ 125.00	12-1200	27072
35	7/1/2016	TOCC TRUSTEES DIVISION	Annual Dues	\$ 175.00	12-1200	27073
36	7/1/2016	TOWNSHIP OFFICIALS OF IL	Annual Dues	\$ 1,172.11	12-1200	27074
37	7/1/2016	TOI - SUPERVISORS DIVISION	Annual Dues	\$ 30.00	12-1200	27075
38	7/1/2016	RICHARD DEMMA E.A.	Bookkeeper/Accounting	\$ 765.00	12-1400	27076
39	7/1/2016	SHRED-IT USA - CHICAGO	Document Disposal	\$ 43.26	12-1700	27077
40	7/1/2016	RICHARD BRANDT	Building Maintenance	\$ 20.00	14-1000	27078
41	7/1/2016	DASHMIRE LIKA	Custodial / Cleaning Service	\$ 795.00	14-1200	27079
42	7/1/2016	MARY WALLENBURG	Cleaning Supplies Admin & Health Service	\$ 237.04	Split	27080
43	7/1/2016	TYCO INTEGRATED SECURITY LLC	Alarm System Quarterly Premium	\$ 318.00	14-1500	27081
44	7/1/2016	TRI-STATE DISPOSAL INC.	General Waste Disposal	\$ 69.00	14-1600	27082
45	7/1/2016	JENETTE LEEDY	Health Fair Supplies	\$ 1,428.85	Split	27083
46	7/1/2016	MCKESSON MEDICAL SURGICAL	H.S. - Medical Supplies	\$ 794.97	31-2000	27084
47	7/1/2016	MOORE MEDICAL LLC	H.S. - Medical Supplies	\$ 1,314.42	31-2000	27085
48	7/1/2016	DUKE'S ACE HARDWARE	Health Service - Office Supplies	\$ 22.17	33-1000	27086
49	7/1/2016	OFFICE DEPOT	SHIP - Misc. Office Supplies	\$ 471.33	40-1600	27087
50	7/1/2016	TRESSLER LLP	Twp. Legal Service	\$ 830.26	12-1300	27088
51	7/1/2016	JANE NOLAN	Mileage and Postage Reimbursements	\$ 22.65	Split	27089
52	7/1/2016	HAROLD SANCHEZ FOR WOODPECKER LANDSCAPING	Landscaping/Grounds Maintenance -	\$ 150.00 -	14-1100 -	27090 -
53	7/1/2016	COMCAST	Subscriptions - Internet	\$ 175.54	11-1200	27091
54	7/1/2016	C & J OFFICE MACHINES	Maintenance of Equipment	\$ 99.95	13-1600	27092

TOTAL FOR JULY 2016 \$ 18,390.66

ADDITIONAL EXPENDITURES FROM JUNE 2016

1	6/3/2016	ICRMT	WC Audit - General Insurance	\$ 120.00	11-1700	27056
2	6/3/2016	CITY OF PALOS HILLS	Utility - Water and Sewer	\$ 58.57	11-2000	27057
3	6/3/2016	A T & T	Phones - HS - FAX & DSL	\$ 167.00	31-1300	27058
4	6/3/2016	A T & T	Phones - Admin FAX	\$ 118.00	11-1300	27059
	6/8/2016	DOUGHS GUYS BAKERY	H.S. - Healthfair - Breakfast	\$ 60.60	31-1410	27060
	6/8/2016	PAPA JOE'S	H.S. - Healthfair - Lunch	\$ 142.75	31-1410	27061
	6/8/2016	TEAM LOGIC IT	New Internet Wiring - 1st half payment	\$ 3,645.75	12-1100	27062
	6/15/2015	COSTCO	Misc. Office Supplies	\$ 91.64	13-1000	27063

TOTAL ADDED TO JUNE 2016 EXPENSES \$ 4,404.31

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed

Township Clerk

Backup material for agenda item:

3. Monthly Finance Report (Information Only)

Township of Palos

FY 2016 - 2017 BUDGET VS. ACTUAL

April 2016 - March 2017

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
00-1000 Property Tax Receipts	6,760.10	840,000.00	(833,239.90)	0.80 %
00-2000 Replacement Taxes	8,262.69	20,000.00	(11,737.31)	41.31 %
00-3000 Health Service Clinic Fees	7,930.00	35,000.00	(27,070.00)	22.66 %
00-4000 Interest Received / Investments	306.18	100.00	206.18	306.18 %
00-5000 Donations	2,422.00	8,100.00	(5,678.00)	29.90 %
00-6000 Inter-fund Loans (Receivable)		0.00	0.00	
00-7000 Grants		0.00	0.00	
00-7010 SHIP Grant	1,000.00	0.00	1,000.00	
00-8000 Prescription Discount Card Revenue	99.00	600.00	(501.00)	16.50 %
00-9000 Other Sources	409.01	2,000.00	(1,590.99)	20.45 %
Employee Voluntary Payroll Deduction	114.00		114.00	
Total Income	27,302.98	905,800.00	(878,497.02)	3.01 %
GROSS PROFIT	27,302.98	905,800.00	(878,497.02)	3.01 %
EXPENSES				
10 ADMINISTRATION (Employee Costs)				
10-0100 Supervisor	6,789.99	27,160.00	(20,370.01)	25.00 %
10-0200 Clerk	3,705.00	14,820.00	(11,115.00)	25.00 %
10-0300 Assessor	3,705.00	14,820.00	(11,115.00)	25.00 %
10-0400 Highway Commissioner	6,513.66	26,055.00	(19,541.34)	25.00 %
10-0500 Trustees (4)	5,617.20	22,469.00	(16,851.80)	25.00 %
10-0600 Administrative Assistant	11,024.01	44,150.00	(33,125.99)	24.97 %
10-0700 Office Assistant	7,163.00	30,000.00	(22,837.00)	23.88 %
10-0800 Finance Assistant		3,600.00	(3,600.00)	
10-1000 Medicare Expense	645.52	2,674.00	(2,028.48)	24.14 %
10-1100 FICA Expense	2,760.08	12,700.00	(9,939.92)	21.73 %
10-1200 Unemployment Taxes	135.41	2,000.00	(1,864.59)	6.77 %
10-1300 IMRF Expenses	6,882.22	27,970.00	(21,087.78)	24.61 %
10-1400 Employee Health Insurance	7,844.00	26,400.00	(18,556.00)	29.71 %

				Total
	Actual	Budget	over Budget	% of Budget
10-1500 Employee Life Insurance Premiums	51.75	225.00	(173.25)	23.00 %
10-1510 Employee Paid Benefits		1,368.00	(1,368.00)	
10-1600 Professional Development		2,500.00	(2,500.00)	
10-1700 Transportation and Travel	116.02	3,000.00	(2,883.98)	3.87 %
10-1800 Conferences and Meetings	330.00	1,000.00	(670.00)	33.00 %
Total 10 ADMINISTRATION (Employee Costs)	63,282.86	262,911.00	(199,628.14)	24.07 %
10-1510	228.00		228.00	
11 ADMINISTRATION (Operating Expenses)				
11-1000 Publishing and Advertising	1,267.22	2,500.00	(1,232.78)	50.69 %
11-1100 Postage and Delivery	6.45	2,100.00	(2,093.55)	0.31 %
11-1200 Publications and Subscriptions	1,252.11	3,200.00	(1,947.89)	39.13 %
11-1300 Telephone Services	2,098.33	6,000.00	(3,901.67)	34.97 %
11-1400 Contingencies	140.55	3,500.00	(3,359.45)	4.02 %
11-1410 Special Events		2,200.00	(2,200.00)	
11-1500 Banking Services	80.00	100.00	(20.00)	80.00 %
11-1600 Insurance - Workers Compensation		6,000.00	(6,000.00)	
11-1700 Insurance - Property and Liability	120.00	15,000.00	(14,880.00)	0.80 %
11-1800 Licenses and Permits		500.00	(500.00)	
11-2000 Utilities	1,863.90	8,500.00	(6,636.10)	21.93 %
11-2100 Temporary Handicapped Placards		200.00	(200.00)	
Total 11 ADMINISTRATION (Operating Expenses)	6,828.56	49,800.00	(42,971.44)	13.71 %
12 ADMINISTRATION (Contractual Services)				
12-1000 Printing	185.00	1,000.00	(815.00)	18.50 %
12-1100 Technology and Automation Services	4,374.70	18,000.00	(13,625.30)	24.30 %
12-1200 Memberships and Dues	2,532.11	4,300.00	(1,767.89)	58.89 %
12-1300 Legal Services	2,337.02	9,600.00	(7,262.98)	24.34 %
12-1400 Bookkeeping Services	4,965.00	12,000.00	(7,035.00)	41.38 %
12-1500 Audit Fees		11,000.00	(11,000.00)	
12-1600 Payroll Processing	306.40	1,500.00	(1,193.60)	20.43 %
12-1700 Document Disposal	161.22	600.00	(438.78)	26.87 %
12-1800 Bonds		0.00	0.00	
Total 12 ADMINISTRATION (Contractual Services)	14,861.45	58,000.00	(43,138.55)	25.62 %
13 ADMINISTRATION (Supplies and Materials)				
13-1000 Office Supplies	1,230.76	5,000.00	(3,769.24)	24.62 %
13-1100 Technology Equipment		6,500.00	(6,500.00)	

				Total
	Actual	Budget	over Budget	% of Budget
13-1200 Office Equipment		4,500.00	(4,500.00)	
13-1300 Furniture		5,000.00	(5,000.00)	
13-1400 Other Supplies and Materials	400.00	1,000.00	(600.00)	40.00 %
13-1500 Capital Equipment		0.00	0.00	
13-1600 Maintenance of Equipment	99.95	2,800.00	(2,700.05)	3.57 %
Total 13 ADMINISTRATION (Supplies and Materials)	1,730.71	24,800.00	(23,069.29)	6.98 %
14 ADMINISTRATION (Buildings and Grounds)				
14-1000 Building Maintenance	1,211.00	2,000.00	(789.00)	60.55 %
14-1100 Landscaping/Grounds Maintenance	2,385.00	6,000.00	(3,615.00)	39.75 %
14-1200 Custodial / Cleaning Services	3,180.00	10,000.00	(6,820.00)	31.80 %
14-1300 Capital Improvements		40,000.00	(40,000.00)	
14-1400 Building Maintenance Supplies	397.20	2,000.00	(1,602.80)	19.86 %
14-1500 Alarm System	636.00	2,000.00	(1,364.00)	31.80 %
14-1600 General Waste Disposal	276.00	1,000.00	(724.00)	27.60 %
Total 14 ADMINISTRATION (Buildings and Grounds)	8,085.20	63,000.00	(54,914.80)	12.83 %
20 ASSESSOR (Employee Costs)				
20-0100 Deputy Assessor	11,024.01	44,150.00	(33,125.99)	24.97 %
20-1000 Medicare Expense	159.85	650.00	(490.15)	24.59 %
20-1100 FICA Expense	683.49	3,090.00	(2,406.51)	22.12 %
20-1300 IMRF Expense	1,883.30	7,700.00	(5,816.70)	24.46 %
20-1400 Employee Health Insurance	3,533.00	11,800.00	(8,267.00)	29.94 %
20-1500 Employee Life Insurance	34.50	175.00	(140.50)	19.71 %
20-1600 Professional Development		300.00	(300.00)	
20-1700 Transportation and Travel	61.56	625.00	(563.44)	9.85 %
20-1800 Conferences and Meetings		250.00	(250.00)	
Total 20 ASSESSOR (Employee Costs)	17,379.71	68,740.00	(51,360.29)	25.28 %
21 ASSESSOR (Operating Expenses)				
21-1000 Publishing and Advertising		350.00	(350.00)	
21-1100 Postage and Delivery		100.00	(100.00)	
21-1200 Publications and Subscriptions		400.00	(400.00)	
21-1400 Contingencies		500.00	(500.00)	
Total 21 ASSESSOR (Operating Expenses)		1,350.00	(1,350.00)	
22 ASSESSOR (Contractual Services)				

				Total
	Actual	Budget	over Budget	% of Budget
22-1000 Printing		600.00	(600.00)	
22-1100 Technology and Automation Services	900.00	1,700.00	(800.00)	52.94 %
22-1200 Memberships and Dues	450.00	700.00	(250.00)	64.29 %
Total 22 ASSESSOR (Contractual Services)	1,350.00	3,000.00	(1,650.00)	45.00 %
23 ASSESSOR (Supplies and Materials)				
23-1000 Office Supplies		700.00	(700.00)	
23-1100 Technology Equipment		600.00	(600.00)	
23-1200 Office Equipment		0.00	0.00	
23-1300 Furniture	209.98	500.00	(290.02)	42.00 %
23-1400 Other Supplies and Materials		0.00	0.00	
Total 23 ASSESSOR (Supplies and Materials)	209.98	1,800.00	(1,590.02)	11.67 %
30 HEALTH SERVICES (Employee Costs)				
30-0100 Director of Health Services	13,800.00	55,200.00	(41,400.00)	25.00 %
30-0200 Nurses	31,042.58	127,000.00	(95,957.42)	24.44 %
30-0300 Physicians	32,962.30	140,000.00	(107,037.70)	23.54 %
30-0400 Podiatrist	8,415.00	33,660.00	(25,245.00)	25.00 %
30-0500 Health Service Assistant	2,000.48	12,000.00	(9,999.52)	16.67 %
30-1000 Medicare Expense	838.31	3,500.00	(2,661.69)	23.95 %
30-1100 FICA Expense	3,584.51	14,800.00	(11,215.49)	24.22 %
30-1300 IMRF Expense	4,478.33	18,400.00	(13,921.67)	24.34 %
30-1400 Employee Health Insurance	3,922.00	13,000.00	(9,078.00)	30.17 %
30-1500 Employee Life Insurance	17.25	100.00	(82.75)	17.25 %
30-1600 Professional Development		500.00	(500.00)	
30-1700 Transportation and Travel (HS)		500.00	(500.00)	
30-1800 Conferences and Meetings (HS)		400.00	(400.00)	
Total 30 HEALTH SERVICES (Employee Costs)	101,060.76	419,060.00	(317,999.24)	24.12 %
31 HEALTH SERVICES (Operating Expenses)				
31-1000 Publishing and Advertising (HS)		500.00	(500.00)	
31-1100 Postage and Delivery (HS)		200.00	(200.00)	
31-1200 Publications and Subscriptions (HS)		100.00	(100.00)	
31-1300 Telephone Services (HS)	501.00	1,800.00	(1,299.00)	27.83 %
31-1400 Contingencies (HS)		500.00	(500.00)	
31-1410 Special Events (HS)	267.17	1,000.00	(732.83)	26.72 %
31-1600 Insurance		200.00	(200.00)	
31-1900 Licensing and Application Fees		150.00	(150.00)	

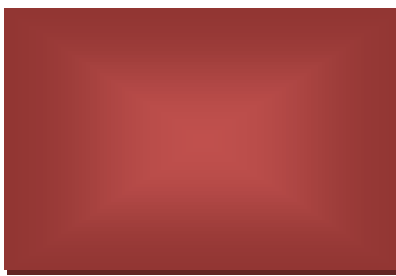
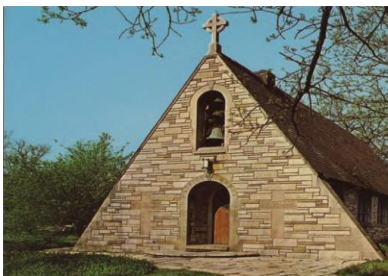
				Total
	Actual	Budget	over Budget	% of Budget
31-2000 Medical Supplies	2,479.37	10,000.00	(7,520.63)	24.79 %
31-2100 Medications and Vaccinations		12,000.00	(12,000.00)	
Total 31 HEALTH SERVICES (Operating Expenses)	3,247.54	26,450.00	(23,202.46)	12.28 %
32 HEALTH SERVICES (Contractual Services)				
32-1000 Printing	30.00	1,000.00	(970.00)	3.00 %
32-1100 Technology and Automation Services		1,000.00	(1,000.00)	
32-1200 Membership and Dues		1,000.00	(1,000.00)	
32-1700 Disposal of Medical Waste	89.43	400.00	(310.57)	22.36 %
Total 32 HEALTH SERVICES (Contractual Services)	119.43	3,400.00	(3,280.57)	3.51 %
33 HEALTH SERVICES (Supplies and Materials)				
33-1000 Office Supplies	565.35	900.00	(334.65)	62.82 %
33-1100 Technology Equipment		1,500.00	(1,500.00)	
33-1200 Office Equipment		300.00	(300.00)	
33-1300 Furniture		2,000.00	(2,000.00)	
33-1400 Other Supplies and Materials	1,467.47	5,500.00	(4,032.53)	26.68 %
33-1410 Sanitation and Cleaning Supplies	115.36	200.00	(84.64)	57.68 %
33-1500 Capital Equipment		5,000.00	(5,000.00)	
Total 33 HEALTH SERVICES (Supplies and Materials)	2,148.18	15,400.00	(13,251.82)	13.95 %
40 SENIOR SERVICES				
40-1000 Senior Advisory Board Expenses	278.27	2,500.00	(2,221.73)	11.13 %
40-1100 Special Event Expenses		1,000.00	(1,000.00)	
40-1200 Service Contract Agreements		16,200.00	(16,200.00)	
40-1300 P.A.T.S.E. Contract Agreement		12,000.00	(12,000.00)	
40-1400 Contingencies		2,000.00	(2,000.00)	
40-1500 Income Tax Service Expenses	504.96	600.00	(95.04)	84.16 %
40-1600 SHIP Expenses	769.25	2,500.00	(1,730.75)	30.77 %
Total 40 SENIOR SERVICES	1,552.48	36,800.00	(35,247.52)	4.22 %
50 YOUTH SERVICES				
50-0100 Salary of Coordinator		0.00	0.00	
50-1000 Yourth Advisory Board Expenses		0.00	0.00	
50-1100 Special Event Expenses		0.00	0.00	
50-1200 Service Contract Agreements		0.00	0.00	
50-1400 Contingencies		0.00	0.00	
Total 50 YOUTH SERVICES		0.00	0.00	

				Total
	Actual	Budget	over Budget	% of Budget
60 COMMUNITY SUPPORT SERVICES				
60-1000 Food Pantry Expenses		500.00	(500.00)	
60-1010 Holiday Meal Distribution		6,000.00	(6,000.00)	
60-1100 Special Events		1,000.00	(1,000.00)	
60-1110 School Supply Program		1,000.00	(1,000.00)	
60-1400 Contingencies		300.00	(300.00)	
Total 60 COMMUNITY SUPPORT SERVICES		8,800.00	(8,800.00)	
Total Expenses	222,084.86	1,043,311.00	(821,226.14)	21.29 %
NET OPERATING INCOME	(194,781.88)	(137,511.00)	(57,270.88)	141.65 %
NET INCOME	\$ (194,781.88)	\$ (137,511.00)	\$ (57,270.88)	141.65 %

Backup material for agenda item:

4. Approval of Ordinance #2016-01 "**BUDGET AND APPROPRIATION FOR PALOS TOWNSHIP, COOK COUNTY, ILLINOIS FOR THE FISCAL YEAR COMMENCING APRIL 1, 2016 AND ENDING MARCH 31, 2017**"

PALOS TOWNSHIP ANNUAL OPERATING BUDGET & APPROPRIATION



2016 - 2017





TOWNSHIP SUPERVISOR

Colleen Grant Schumann

TOWNSHIP BOARD

**Brent Woods
Richard C. Riley**

**Pam Jeanes
Sharon Brannigan**

TOWNSHIP CLERK

Jane A. Nolan

TOWNSHIP ATTORNEY

Tressler LLP

ADMINISTRATIVE ASSISTANT

Mary Wallenburg

DIRECTOR OF HEALTH SERVICES

Jenette Leedy

TOWNSHIP ASSESSOR

Robert E. Maloney

MISSION STATEMENT

Palos Township is committed to providing high quality services to meet the needs of the residents of the Township in a consistent, respectful and fiscally responsible manner, to carefully manage the hard earned tax dollars provided by the citizens of the Township and developing strong relationships with our residents.

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Brent Woods, Chairman

10802 S. Robert Rd.
Palos Hills, IL 60465
708-598-4418 Ext. 215



Colleen Grant Schumann
Vice Chairman

Members
Sharon Brannigan
Christopher Riley
Pam Jeanes

COMMITTEE ON FINANCE AND ADMINISTRATION

April 10, 2016

To the Residents of Palos Township.

It is my pleasure to present to you the Township of Palos FY 2016 – 2017 Annual Budget and Appropriation document for the fiscal year beginning April 1, 2016 and ending March 31, 2017.

This year, the budget is being presented in a brand new format designed to be easier to understand and present a more accurate picture of the township finances to you, the residents.

The most significant changes in this budget presentation are the following:

- Easy to read graphics showing the overall picture of township finances;
- Greater compartmentalization of expenditures into departments with an increased number of line-items to provide a more accurate picture of the finances;
- A clear description of each department and the duties and goals of those departments;
- More accurate categorization of expenditures and revenues.

This budget plan was compiled in a cooperative effort between the Board of Trustees, the community and department heads.

This budget message is designed and intended to give the residents of Palos Township an overview of the budget, fiscal policies and upcoming capital projects.

In this document, you will find general information regarding the Township, budget processes, general financial policies and a statement of improvements being made to the Township.

READER'S GUIDE

The Annual Operating Budget has been prepared in a format that is designed for easy reading and understanding by the citizens of Palos Township and while it is in a simple format, it still provides a comprehensive look at the township and its budget and budgeting policies.

The introductory section provides useful information on the township, its functions and the basic policies regarding finances. This section includes:

- Introduction Letter
- Profile of the Township
- Revenue Highlights
- Summary of Financial Policies
- Fund Balance Summary
- Organizational Information
- Summary of Revenues & Expenditures
- Budget Calendar and Process

This document is then organized into two funds that appear as follows:

1. Town Fund
2. General Assistance Fund

You will find a description of each fund, its purpose and restriction immediately preceding the detail of revenues and expenditures in that fund.

INTRODUCTION

Township government is the oldest form of government in the United States, with its origins going back to the 15th Century. Township government is even older than the Republican form of government we have on the Federal, State and local levels.

Townships are an important level of government because they are more closely related to the people and provides different services at the local level than your municipal government. It is also the only level of government that allows the citizens to take control of the government at its annual town meeting.

Palos Township provides much needed services to more than 50 thousand residents of Southwest Cook County including, all or parts of Bridgeview, Hickory Hills, Orland Park, Palos Heights, Palos Hills, Palos Park, Willow Springs and Worth. Public services provided include health care, property tax appeals, maintenance of township roads, issuance of Cook County vehicle stickers, general assistance, finance and administration and much, much more.

This year's budget includes some new capital improvement projects including the construction of a storage garage and upgrading technology infrastructure but does not include any increases in the tax levy over last year's tax extension. This budget was developed and prepared with an eye on long term financial planning and improvement of services. The Township is seeking to preserve and even build on the modest fund balances on hand at the beginning of the fiscal year.

There are some minor challenges Palos Township will face in the coming year due to an increase in the use of Township Services, particularly in the General Assistance Fund, however, because of the current financial state of the Township with the fund balances currently held, those challenges will not affect the Township as much as some other municipalities.

BUDGET PROCESS

As with all local governmental bodies, the Palos Township Board of Trustees must prepare and adopt an annual operating budget and appropriation no later than the last day of the first fiscal quarter. In Palos Township, our fiscal year runs from April 1st of each year to March 31st of the following year. Our first fiscal quarter includes the months of April, May and June and thus, the budget and appropriation must be adopted no later than June 30th of each year. The annual budget and appropriation includes proposed expenditures and the means of financing those expenditures.

The budget development process begins with each department of Township Government. The Department heads of each department will submit their budgetary requests to the Township Board. The Township Board will review each of the requests and determine if sufficient funding to provide for such requests exists.

Once the review is complete and the Board determines what each department is going to be granted, a budget and appropriation ordinance is prepared and presented to the Board. Following introduction of the ordinance, it will go on display at Town Hall for a minimum of thirty (30) days prior to a public hearing being held. This is to allow any citizen who wishes to ask questions or speak at the public hearing to be informed.

Once the thirty (30) day public inspection period has been satisfied, the Board will hold a public hearing on the budget and appropriation at which any citizen may participate in the process by questioning the proposed expenditures.

After the Public Hearing, the Board then officially adopts the Budget ordinance, making necessary changes, if any, that come out of the Public Hearing.

FY 2016 - 2017 BUDGET ASSUMPTIONS

When planning this operating budget, we used several assumptions, including wage increases, potential health insurance increases and pension contributions among others.

Significant assumptions are detailed here:

- Budgeting a 2.5% pay increase for employees
- Funding several Capital and Technology improvements
- Assuming a 10% increase in the cost of employee health insurance
- Budgeting 17.4% of employee wages for employer contribution to the IMRF

PLANNING AND BUDGET PRIORITIES

The Township Board used the following Strategic Priorities in completing a budget for the Township.

1. Financial Stability

The main goal of the Township Board is to maintain a positive financial position each year. To accomplish this, the Township Board prepared a budget that provides for expenditures that will not exceed the cash on hand and receivables for the fiscal year.

2. Quality of Services

The Township Board, while maintaining a positive financial position, budgeted appropriate funding to maintain and even improve the quality of service provided by the Township.

3. Keeping Tax Levies at a Minimum

Since 2013 (2012 tax levy), the Township Board has opted to and will continue to levy taxes that do not exceed the total amount of the taxes that were extended for the previous year.

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ACCOUNTING POLICIES

The accounting policies of the Township of Palos conform to generally accepted accounting principles as they apply to units of local government. The Governmental Accounting Standards

Board (GASB) is the bod that establishes governmental accounting and financial reporting standards. The following is a summary of the more significant accounting policies employed by the Township of Palos.

Reporting Entity and Services

The Township is a municipal corporation established under the provisions of the Illinois Township Code (60 ILCS) governed by an elected Township Board which is composed of a Supervisor, elected independently of the board and four trustees. The Township provides the following services as required or permitted by law: assistance to those in need through the General Assistance Fund, public health services through the Health Service and repair and maintenance of roads in unincorporated areas of the Township. Other services offered by the Township include the sale of Cook County vehicle stickers, temporary handicapped placards, voter registration services, assessment appeal services and much more.

The past practice of the Township was to adopt a “Budget and Appropriation” ordinance providing for the expenditure of township funds for all governmental purposes; however, the annual budget and appropriation ordinance does not give an accurate picture of what the Township actually expects to spend on providing services to its residents. The Budget and Appropriations Ordinance establishes the maximum legal spending level for the fiscal year. State law requires a unified document, establishing both the budget and the annual appropriation. This type of document is not usable as a working budget. This year, the Township Board has opted to create a working budget which sets the true spending limit and will pass the Budget and Appropriation Ordinance with two distinctive dollar amounts for each line item.

Fund Accounting

The accounts of the Township are organized on into one of three separate balancing funds. Township resources are allocated to and are accounted for in individual funds based on the purpose for which they are to be spent and the means by which spending activities are controlled.

GOVERNMENTAL FUNDS

General Fund

The General Fund is the general operating fund of the Township. It is used to account for all general purposes of the Township including office expenses, administration, health services and all other expenses not accounted for in another fund.

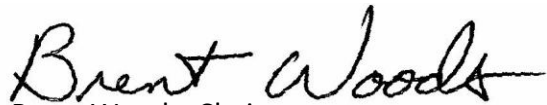
General Assistance Fund

The General Assistance Fund is used to account for all expenditures related to the statutory requirement of providing assistance to those in need of financial assistance while awaiting their state or federal benefits.

Since 2013, Palos Township has come a long way at making access to information easier than ever before and delivering services as efficiently as possible. I believe this to be a responsible budget that takes into account of the needs of the residents and works toward making Township Government even more efficient and transparent than ever before.

The Township of Palos truly appreciates you, the taxpayers, who support the efforts of Township Government and we strive to stretch every dollar as far as it can go.

Respectfully submitted,

A handwritten signature in black ink that reads "Brent Woods". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Brent Woods, Chairman

Committee on Finance and Administration

Budget Process Schedule

SEPTEMBER

- Planning Sessions held between Board, Department Heads and other stakeholders.

The Board holds planning sessions with finance personnel, the Director of Health Services and the Assessor to determine the needs of each and work toward goals for long term stability of the Township.

OCTOBER - DECEMBER

- Departments begin to prepare their budget requests for the coming year.
- Township Board adopts a tax levy.

Department heads begin working on their budget requests, determining what level of expenditures will be necessary to effectively and efficiently run their departments.

JANUARY - FEBRUARY

- Department heads submit their budget requests to the Supervisor by January 31st.
- Finance and Administration Committee meets to review budget requests.

Department Heads must submit their budget requests no later than January 31st to the Supervisor.

The Finance and Administration Committee meets to review those requests and finalize the budget for public review giving notice by February 15th.

MARCH

- Public hearing held.
- Board adopts final budget.

The Board holds a public hearing, no sooner than 30 days after the tentative budget was posted for public inspection and notice was properly sent to news outlets.

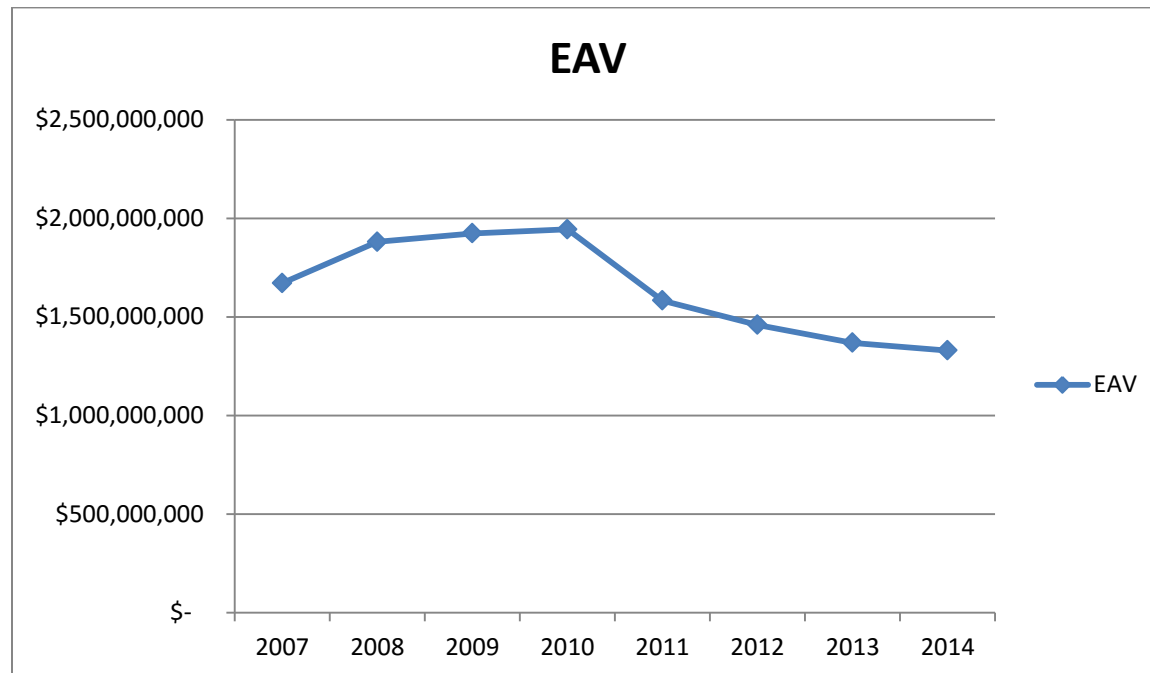
Final budget adopted by the Township Board.

Summary of Positions

	Authorized 2015-2016	Actual 2015-2016	Authorized 2016-2017
ADMINISTRATION			
<u>Elected Positions</u>			
Township Supervisor	1	1	1
Township Clerk	1	1	1
Township Assessor	1	1	1
Township Highway Commissioner	1	1	1
Township Trustees	4	4	4
<u>Employees</u>			
Administrative Assistant to the Board	1/0	1/0	1/0
Office Assistant	0/1	0/1	0/1
ASSESSOR			
Deputy Assessor	1/0	1/0	1/0
HEALTH SERVICE			
Director	1/0	1/0	1/0
Physicians	0/2	0/2	0/2
Podiatrist	0/1	0/1	0/1
Nurses	0/5	0/5	1/4
Health Service Assistant	0/1	0/1	0/1
GENERAL ASSISTANCE			
Director	0/1	0/1	0/1
TOTAL ELECTED	8	8	8
EMPLOYEES	3/11	3/11	4/10

“#/#” = # of full time employees / # of part time employees

HISTORIC TOWNSHIP EAV



YEAR	EAV	CHANGE	PERCENT CHANGE
2007	1,671,260,863	*****	*****
2008	1,880,788,121	209,527,258	12.5%
2009	1,923,888,235	43,100,114	2.3%
2010	1,943,895,550	20,007,315	1%
2011	1,583,301,551	(360,593,999)	(18.6%)
2012	1,459,271,280	(124,030,271)	(7.8%)
2013	1,368,683,615	(90,587,665)	(6.2%)
2014	1,330,142,521	(38,496,094)	(2.8%)

Since 2010, the equalized assessed value of the Township has dropped by more than 31%. This means that the value of all taxable property within the Township has lost 31% of its value over a 4-year period.

TOWNSHIP PROFILE

Palos Township contains all or parts of the municipalities of Bridgeview, Hickory Hills, Orland Park, Palos Heights, Palos Hills, Palos Park, Willow Springs and Worth.

The Boundaries of the Township are Harlem Avenue on the east, Will-Cook Road on the west, 87th Street on the north and 135th Street on south. The Northwest boarder of the township with Du Page County is along the Chicago Sanitary and Ship Canal.

According to the 2010 Census, Palos Township has a total population of 54,615 people:

Population by Gender		
Male	26,260	48.1%
Female	28,355	51.9%

Population by Ethnicity		
Hispanic or Latino	4,305	7.8%
Non-Hispanic or Latino	50,310	92.2%

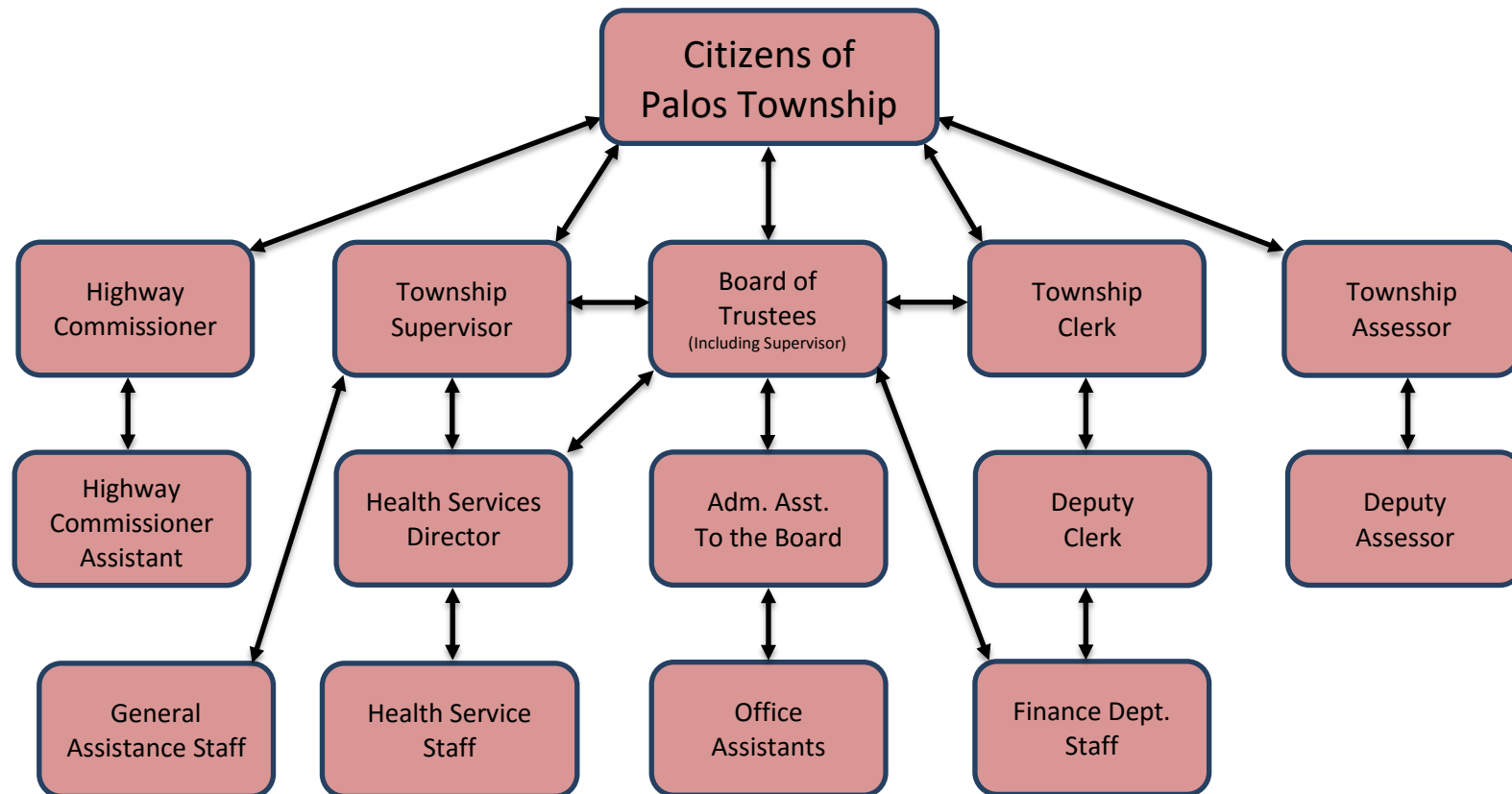
Population by Race		
White	48,954	90.4%
African American	1,642	3.0%
Asian	1,652	3.0%
American Indian and Alaskan Native	67	0.1%
Native Hawaiian and Pacific Islander	7	-
Other	1,389	2.5%
Identified by two or more	904	1.0%

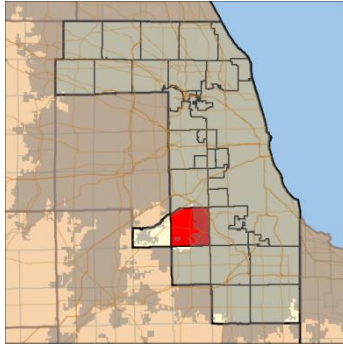
Other Statistics	
Median Age of MALES	41.5
Median age of FEMALES	43.1
Average Household Size	2.51
Average family size	3.11
Estimated median household income	\$63,359
Below poverty level	4.3%
Foreign born residents (64% Citizens)	7,538

Population Age		
Under 18	11,113	20.4%
18 - 19	1,294	2.3%
20 - 24	3,293	6.0%
25 - 34	6,214	11.4%
35 - 49	10,079	18.5%
50 - 64	12,501	22.9%
65 & over	10,121	18.5%

Housing Statistics	
Total Units	22,649
Occupied	21,586
Owner-Occupied	3,293
Population in owner-occupied (number of individuals)	43,502
Renter-Occupied	4,214
Population in renter-occupied (number of individuals)	9,700
Households with individuals <18 years	5,908
Vacant	1,063
Vacant for rent	331
Vacant for sale	337

Palos Township Organization Chart





MAJOR PROJECTS

This year, the Township will undergo three larger scale projects which are funded primarily from operating funds allocated from the Town Fund.

NEW GARAGE

Budget: \$40,000

Timeline: Tentatively by June 30, 2016

Purpose: Town Hall is occupied by all township purposes including the Department of Administration, food pantry, Road and Bridge District, Office of the Assessor and the Health Service. Currently, every available square foot of space is taken, and in some cases preventing the efficient execution of services to residents. The Township has much needed office space that is currently being wasted on records and equipment storage and can be freed up for use in the provision of services to our residents.

The Township Board feels the construction of a new garage behind Town Hall is a much more viable and efficient use of taxpayer money rather than either purchasing or constructing a new township facility.

TECHNOLOGY UPGRADES

Budget: \$15,000

Timeline: Tentatively by May 1, 2016

Purpose: The Township is currently 20 to 30 years behind in many areas of technology, including the infrastructure. The Township facilities are not currently wired for network capability and as a result, are vulnerable to individual computer data loss. By not having a computer network within Township Hall, software costs, internet access costs and data backup costs are higher than that which is necessary.

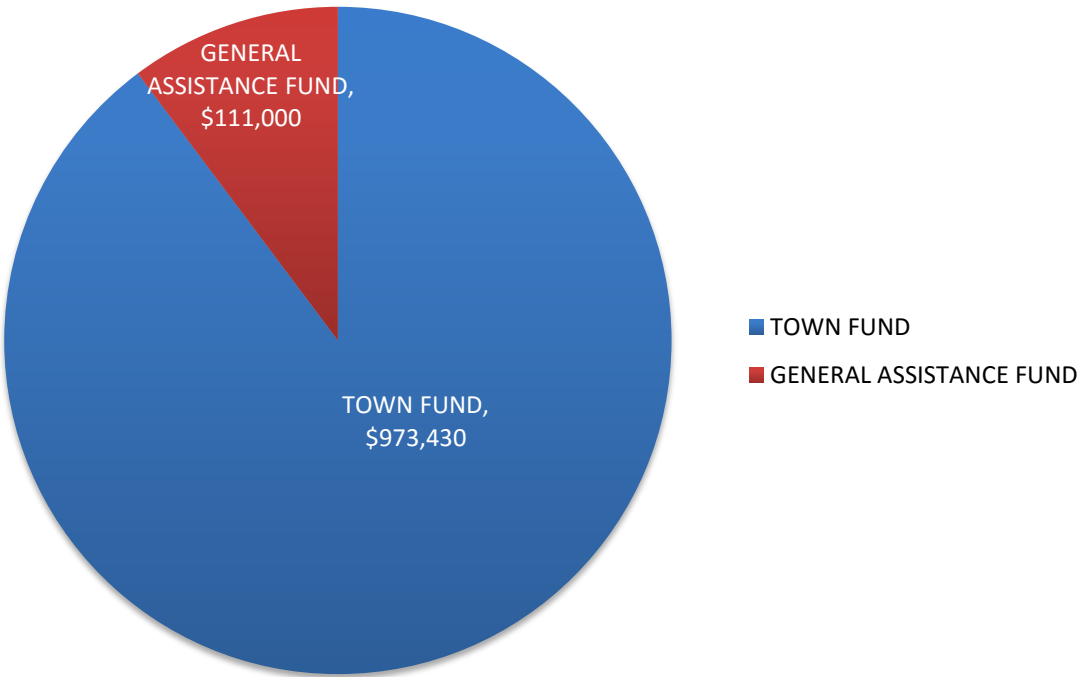
The Township Board will be appropriating sufficient funds to install a computer network and the necessary technology infrastructure.



ANTICIPATED REVENUES

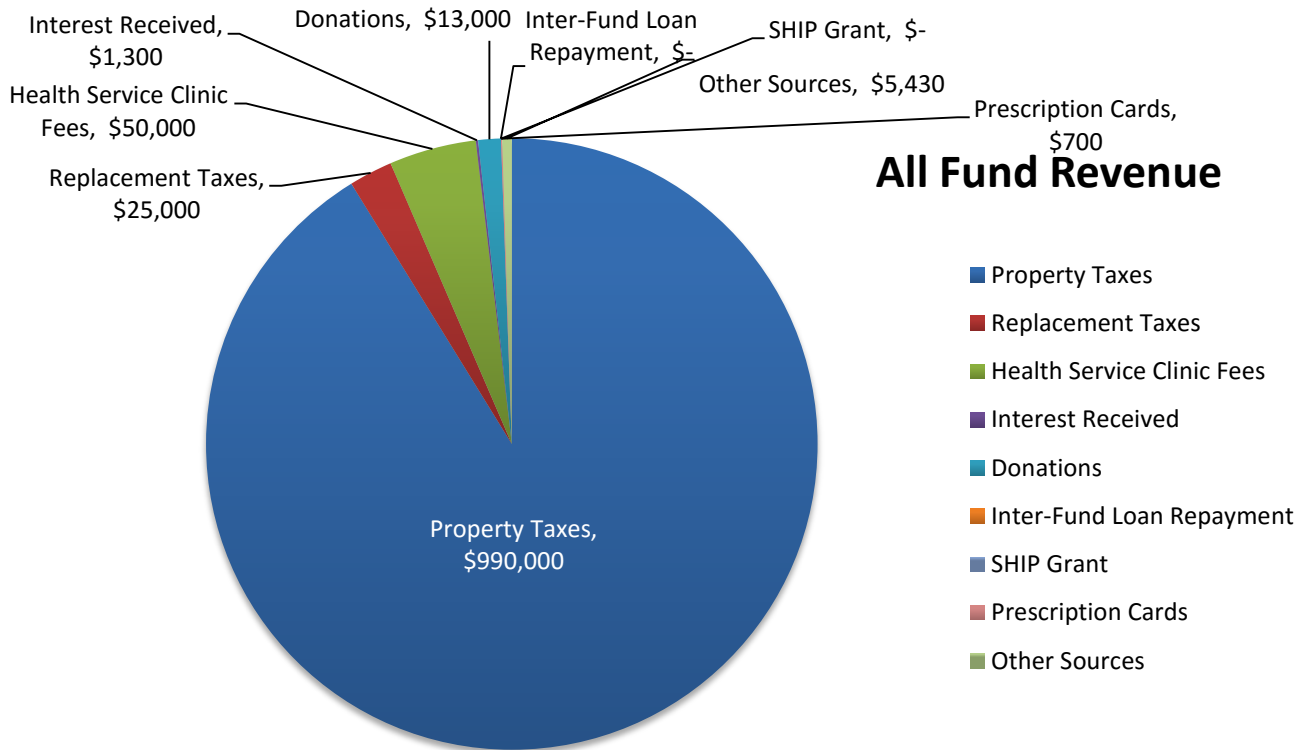
ALL FUNDS BY CATEGORY	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017
	ACTUAL	BUDGET	ACTUAL	BUDGET	APPROPRIATION
TOWN FUND	903,632	1,000,600	1,043,175	906,000	973,430
GENERAL ASSISTANCE FUND	82,569	86,000	97,955	80,200	111,000
TOTAL ALL TOWNSHIP FUNDS	986,201	1,086,600	1,141,130	986,200	1,084,430

ALL FUNDS - REVENUE



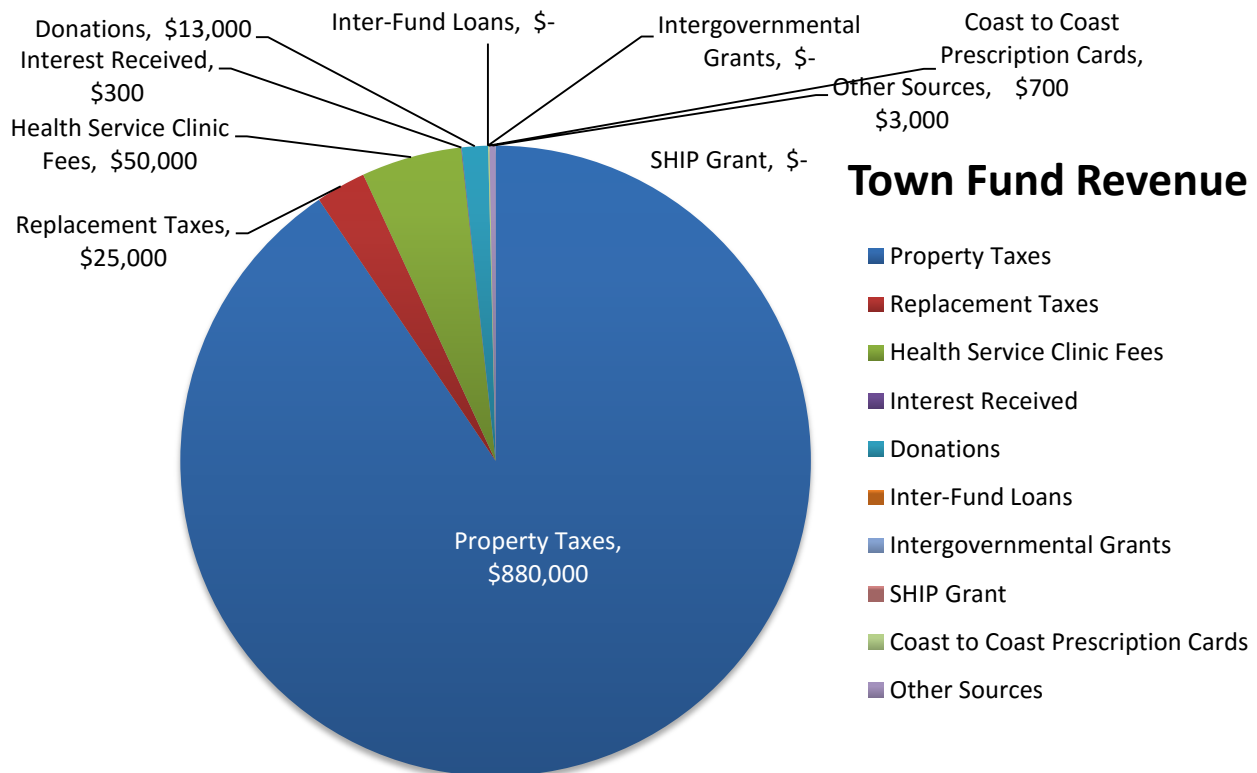
OVERVIEW OF REVENUES BY CATEGORY (ALL FUNDS)

TOWN REVENUES		2014-2015	2015 -2016	2015-2016	2016-2017	2016 - 2017
		ACTUAL	BUDGET	ACTUAL	BUDGET	APPROPRIATION
00-1000	Property Taxes	915,141	915,000	975,421	920,000	990,000
00-2000	Replacement Taxes	22,417	20,000	24,787	20,000	25,000
00-3000	Health Service Clinic Fees	32,661	47,000	35,155	35,000	50,000
00-4000	Interest Received / Investments	323	1,100	700	300	1,300
00-5000	Donations	14,834	13,000	8,672	8,000	13,000
00-6000	Inter-fund Loans (Receivable)	25,000	85,000	85,000	-	-
00-7000	Intergovernmental Grants	-	-	844	-	-
00-7010	SHIP Grant	-	-	7,314	-	-
00-8000	Coast to Coast Prescription Cards	-	-	704	600	700
00-9000	Other Sources	825	500	2,532	2,300	4,430
TOTAL REVENUES		1,011,201	1,081,600	1,141,129	986,200	1,084,430



OVERVIEW OF REVENUES BY CATEGORY (TOWN FUND)

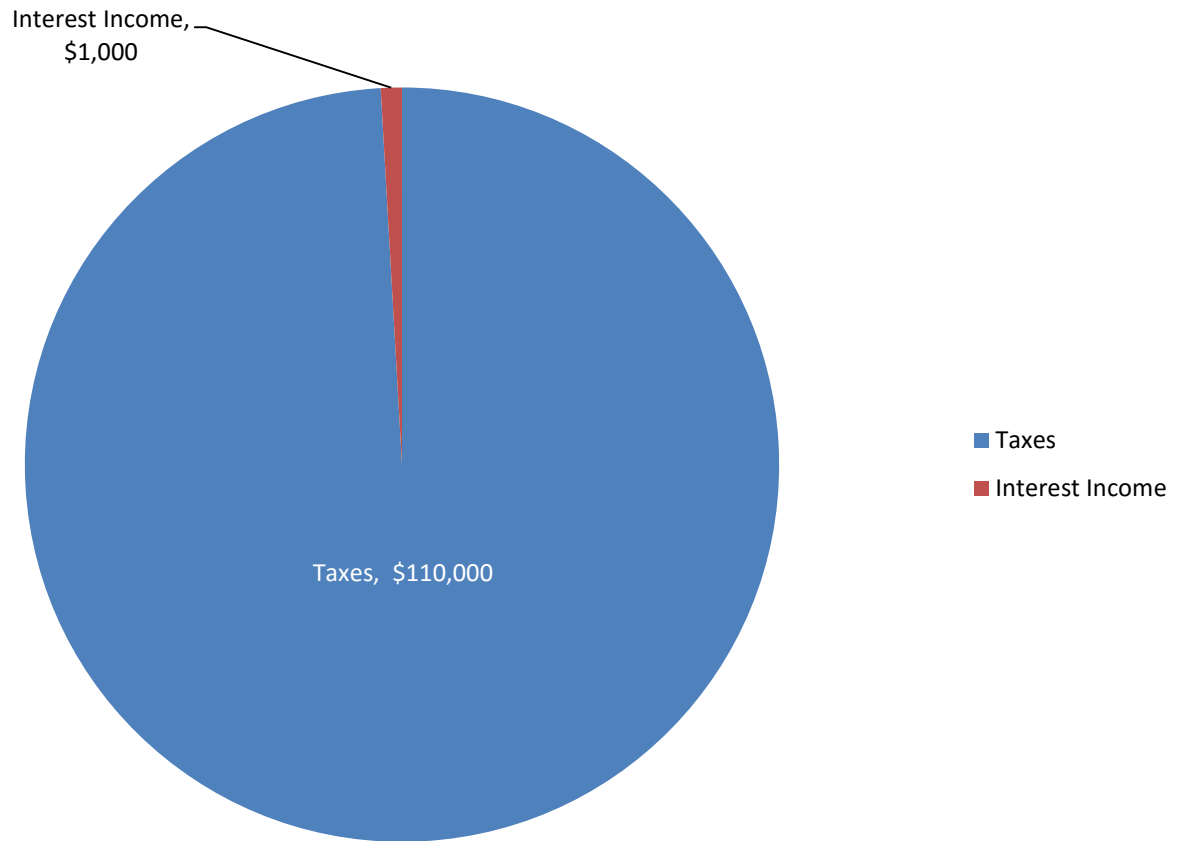
TOWN REVENUES		2014-2015	2015 -2016	2015-2016	2016-2017	2016 - 2017
		ACTUAL	BUDGET	ACTUAL	BUDGET	APPROPRIATION
00-1000	Property Taxes	832,797	835,000	877,707	840,000	880,000
00-2000	Replacement Taxes	22,417	20,000	24,787	20,000	25,000
00-3000	Health Service Clinic Fees	32,661	47,000	35,155	35,000	50,000
00-4000	Interest Received / Investments	98	100	459	100	300
00-5000	Donations	14,834	13,000	8,672	8,000	13,000
00-6000	Inter-fund Loans (Receivable)	25,000	85,000	85,000	-	-
00-7000	Grants/Intergovernmental	-	-	844	-	-
00-7010	SHIP Grant	-	-	7,314	-	-
00-8000	Coast to Coast Prescription Cards	-	-	704	600	700
00-9000	Other Sources	825	500	2,532	2,300	4,430
TOTAL REVENUES		928,632	1,000,600	1,043,175	906,000	973,430



OVERVIEW OF REVENUE BY CATEGORY (GENERAL ASSISTANCE FUND)

GENERAL ASSISTANCE REVENUE		2014-2015	2015 -2016	2015-2016	2016-2017	2016-2017
		ACTUAL	BUDGET	ACTUAL	BUDGET	APPROPRIATION
01-1000	Property Taxes	82,344	80,000	97,714	80,000	110,000
01-4000	Interest Income	226	1,000	241	200	1,000
		82,570	81,000	97,955	80,200	111,000

General Assistance Fund Revenues

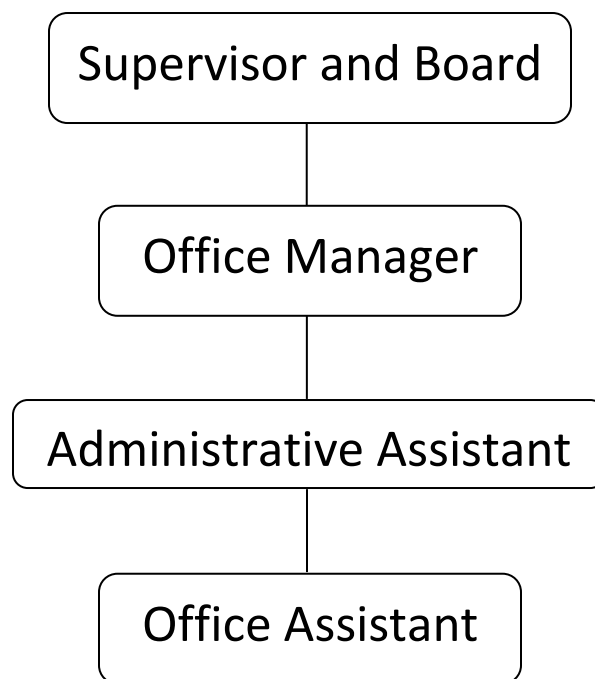


Department Summary – Department of Administration

The Department of Administration is responsible for implementation of Board policies, ordinances and the general services of the Township.

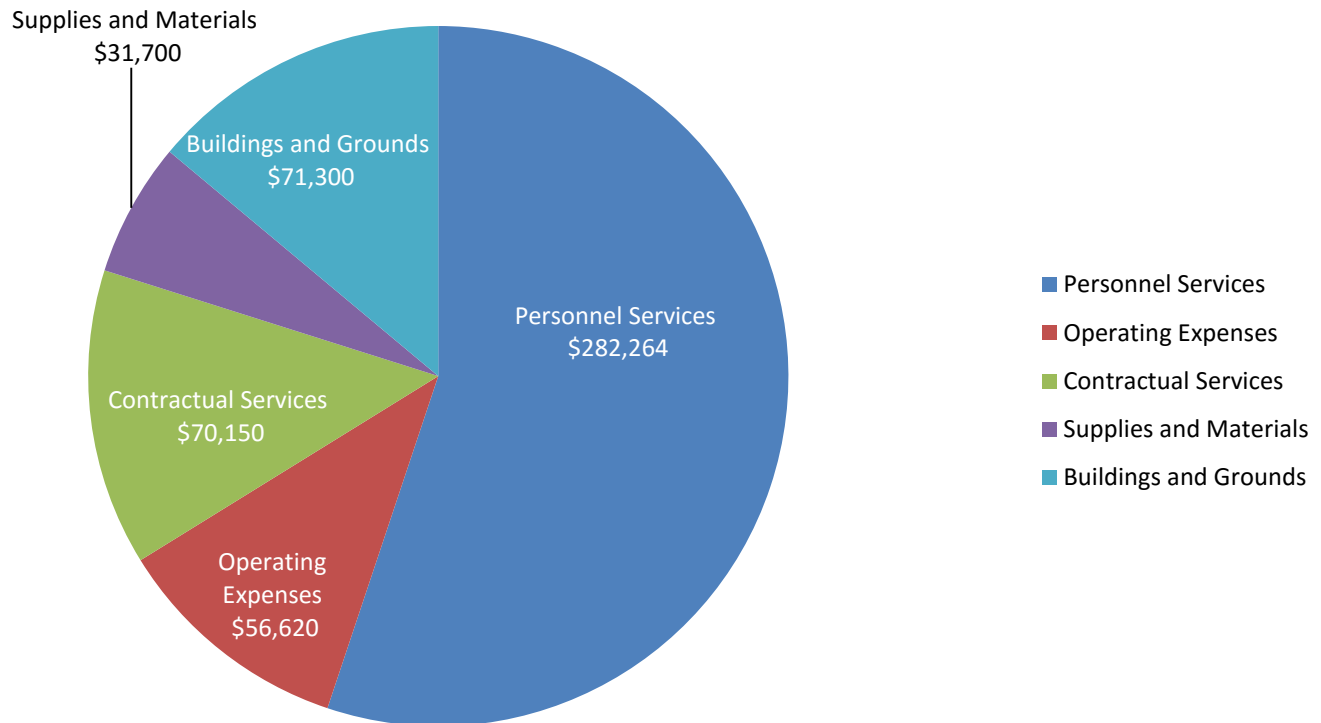
DEPARTMENT RESPONSIBILITIES:

- To coordinate the day to day operations of the Township;
- Administering employee benefits;
- Management of finances;
- Intergovernmental relations;
- Contract administration;
- Administration of all services not specifically designated to another department.



ANTICIPATED (APPROPRIATED) EXPENDITURES

TOWN FUND: Administration



ADMINISTRATION
Fiscal Year 2016 - 2017

Department 10

PERSONNEL SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	2016 – 2017 APPROPRIATION
Salaries						
	Salaries	104,648	105,400	104,255	-	-
10-0100	Supervisor	-	-	-	27,160	27,160
10-0200	Clerk	-	-	-	14,820	14,820
10-0300	Assessor	-	-	-	14,820	14,820
10-0400	Highway Commissioner	-	-	-	26,055	26,055
10-0500	Township Trustees	-	-	-	22,469	22,469
10-0600	Administrative Assistant	-	-	-	44,150	47,900
10-0700	Office Assistant	64,750	65,930	70,267	30,000	33,000
10-0800	Finance Assistant	-	-	-	3,600	4,500
Taxes (Paid by the Township)						
10-1000	Medicare Expense	-	-	2,380	2,705	3,000
10-1100	FICA Expenses	19,938	22,000	13,884	12,700	15,000
10-1200	Unemployment Taxes	462	600	841	2,000	2,500
Employee Benefits						
10-1300	IMRF Expenses	44,051	47,000	44,425	27,970	30,360
10-1400	Employee Health Insurance	50,821	52,000	46,650	26,400	30,000
10-1500	Employee Life Insurance	-	-	-	225	250
10-1510	Employee Paid Benefits	-	-	-	1,400	1,430
Employee Expenses						
	Bonds (Town Officers and Employees)	1,000	1,000	-	-	-
	Training (Workshops)	680	2,100	-	-	-
	Travel Expenses – General	1,239	2,500	2,662	-	-
	Conferences and Dues	4,974	6,000	1,010	-	-
10-1600	Professional Development	-	-	-	2,500	3,500
10-1700	Transportation and Travel	-	-	-	3,000	4,000
10-1800	Conferences and Meetings	-	-	-	1,000	1,500
TOTAL PERSONNEL SERVICES		292,563	304,530	286,374	262,974	282,264

OPERATING EXPENSES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	2016 – 2017 APPROPRIATION
	Liability Insurance (Errors and Omissions)	-	2,000	-	-	-
11-1000	Publishing and Advertising	2,622	3,000	2,565	2,500	3,000
11-1100	Postage and Delivery	1,516	2,000	2,279	2,100	2,500
11-1200	Publications and Subscriptions	-	-	398	3,200	3,500
11-1300	Telephone Services	18,490	7,000	5,656	6,000	6,600
11-1400	Contingencies	12,148	13,000	3,099	3,500	4,500
11-1410	Special Events	-	-	-	2,200	3,000
11-1500	Banking Services	-	-	70	100	150
	Insurance – General	20,029	21,000	14,968	-	-
11-1600	Insurance – Workers Compensation	-	-	5,316	6,000	6,600
11-1700	Insurance – Property and Liability	-	-	-	15,000	16,500
11-1800	Licenses and Permits	-	-	500	500	550
11-2000	Utilities	9,617	10,000	7,433	8,500	9,500
11-2100	Handicapped Placards	-	-	150	200	220
TOTAL OPERATING EXPENSES		64,422	58,000	42,434	49,800	56,620

Township of Palos

21

Annual Operating Budget

ADMINISTRATION
Fiscal Year 2016 - 2017

CONTRACTUAL SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
12-1000	Printing	568	650	560	1,000	2,000
12-1100	Technology and Automation Services	-	-	-	18,000	25,000
12-1200	Memberships and Dues	-	-	3,149	4,300	5,500
12-1300	Legal Services	19,200	14,500	10,132	9,600	10,000
12-1400	Bookkeeping Services	11,885	12,000	11,055	12,000	13,200
12-1500	Audit Fees	9,695	10,500	10,360	11,000	12,100
12-1600	Payroll Processing	-	-	-	1,500	1,650
12-1700	Document Disposal	-	-	-	600	700
12-1800	Bonds	-	-	-	-	-
TOTAL CONTRACTUAL SERVICES		41,348	37,650	35,256	58,000	70,150

SUPPLIES AND MATERIALS

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
13-1000	Office Supplies	12,043	13,000	4,006	5,000	6,000
13-1100	Technology Equipment	-	-	-	6,500	6,000
13-1200	Office Equipment	-	6,300	-	4,500	5,000
13-1300	Furniture	-	-	-	5,000	5,500
	Operating Supplies	149	500	-	-	-
13-1400	Other Supplies and Materials	-	-	-	1,000	1,100
13-1500	Capital Equipment	-	-	-	-	5,000
13-1600	Equipment Maintenance	23,263	15,000	-	2,800	3,100
TOTAL SUPPLIES AND MATERIALS		35,455	34,800	4,006	24,800	31,700

BUILDINGS AND GROUNDS

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
14-1000	Building Maintenance	15,188	25,000	12,967	2,000	2,500
14-1100	Landscaping / Grounds Maintenance	-	-	-	6,000	8,000
	Janitorial Services	11,201	12,000	9,540	-	-
14-1200	Custodial / Cleaning Services	-	-	-	10,000	11,000
	Capital Outlay (Buildings)	-	-	-	-	-
14-1300	Capital Improvements	-	-	-	40,000	44,000
14-1400	Building Maintenance Supplies	-	-	-	2,000	2,200
14-1500	Alarm System	-	-	-	2,000	2,500
14-1600	General Waste Disposal	-	-	-	1,000	1,100
TOTAL BUILDINGS AND GROUNDS		26,389	37,000	22,507	63,000	71,300

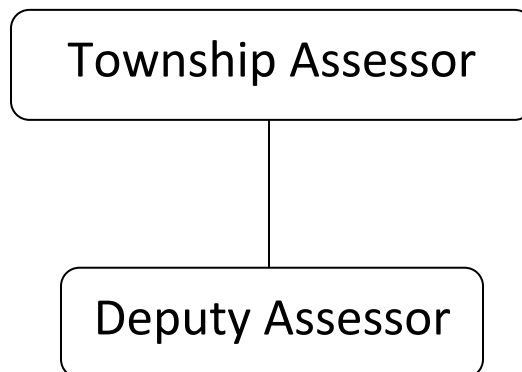
TOTAL ADMINISTRATION	460,177	471,980	390,577	458,574	512,034
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Department Summary – Office of the Assessor

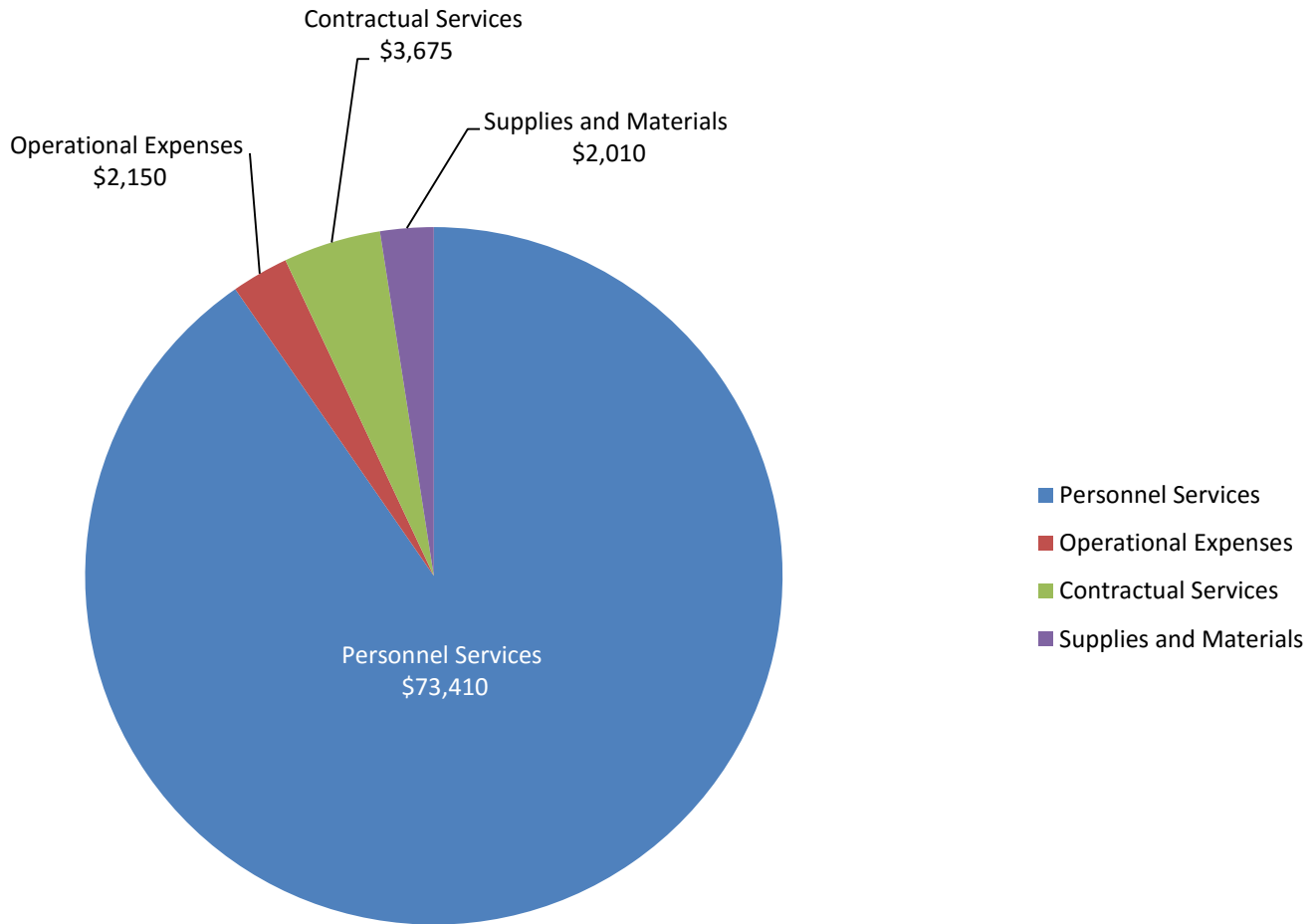
The Assessor is an independently elected Township Official, functioning independently of the Township Board. Although independent, the Township Board has fiscal oversight and is responsible for setting the final budget of the office.

DEPARTMENT RESPONSIBILITIES:

- Collecting and logging all building permits issued by municipalities;
- Assisting residents with appeals of the property tax assessments;
- Assisting residents in the filing of property tax exemptions;
- Correction of erroneous or missing exemptions;



TOWN FUND: Assessor



ASSESSOR
Fiscal Year 2016 - 2017

Department 20

PERSONNEL SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
Salaries						
20-0100	Deputy Assessor	42,370	43,400	43,072	44,150	45,000
Taxes (Paid by the Township)						
20-1000	Medicare Expense	-	-	576	650	800
20-1100	FICA Expenses	-	-	2,670	3,090	3,500
Employee Benefits						
20-1300	IMRF Expenses	-	-	7,961	7,700	8,580
20-1400	Employee Health Insurance	-	-	10,659	11,800	14,000
20-1500	Employee Life Insurance	-	-	138	175	200
Employee Expenses						
	Training (Professional – Assessor)	200	300	-	-	-
	Travel Expenses – General	147	200	569	-	-
	Conferences and Dues	788	850	235	-	-
20-1600	Professional Development	-	-	-	300	330
20-1700	Transportation and Travel	-	-	568	625	700
20-1800	Conferences and Meetings	-	-	235	250	300
TOTAL PERSONNEL SERVICES		43,505	44,750	66,683	68,740	73,410

OPERATING EXPENSES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
	Publishing and Printing	-	200	548	-	-
	Telephone	733	450	-	-	-
21-1000	Publishing and Advertising	-	-	-	350	500
21-1100	Postage and Delivery	-	-	7	100	125
21-1200	Publications and Subscriptions	-	-	764	400	900
21-1400	Contingencies	-	-	-	500	625
TOTAL OPERATING EXPENSES		733	650	1,319	1,350	2,150

CONTRACTUAL SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
22-1000	Printing	-	-	548	600	750
22-1100	Technology and Automation Services	-	-	980	1,700	2,125
22-1200	Memberships and Dues	-	-	230	700	800
TOTAL CONTRACTUAL SERVICES		-	-	1,758	3,000	3,675

ASSESSOR
Fiscal Year 2016 - 2017

SUPPLIES AND MATERIALS

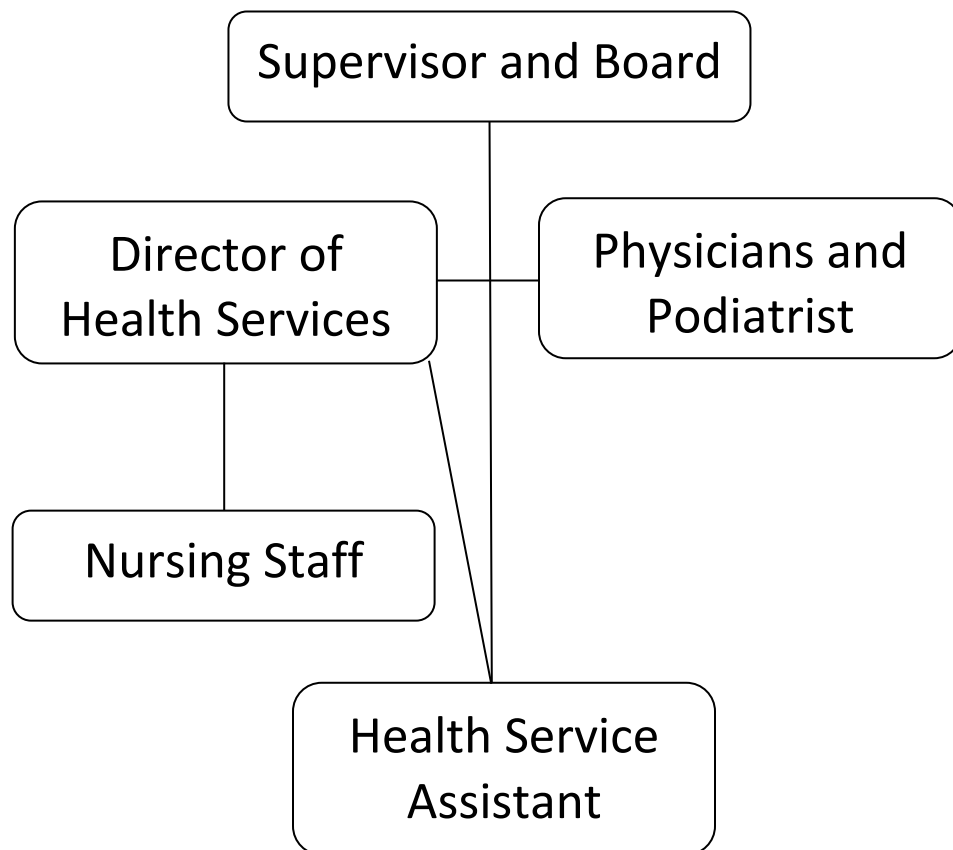
Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
23-1000	Office Supplies	633	800	-	700	800
23-1100	Technology Equipment	-	-	-	600	660
23-1200	Office Equipment	-	-	-	-	-
23-1300	Furniture	-	-	-	500	550
	Miscellaneous Charges – Assessor	700	1,000	-	-	-
23-1400	Other Supplies and Materials		-	-	-	-
	TOTAL SUPPLIES AND MATERIALS	1,333	1,800	-	1,800	2,010
	TOTAL ASSESSOR	45,571	47,200	69,760	74,890	81,245

Department Summary – Health Services

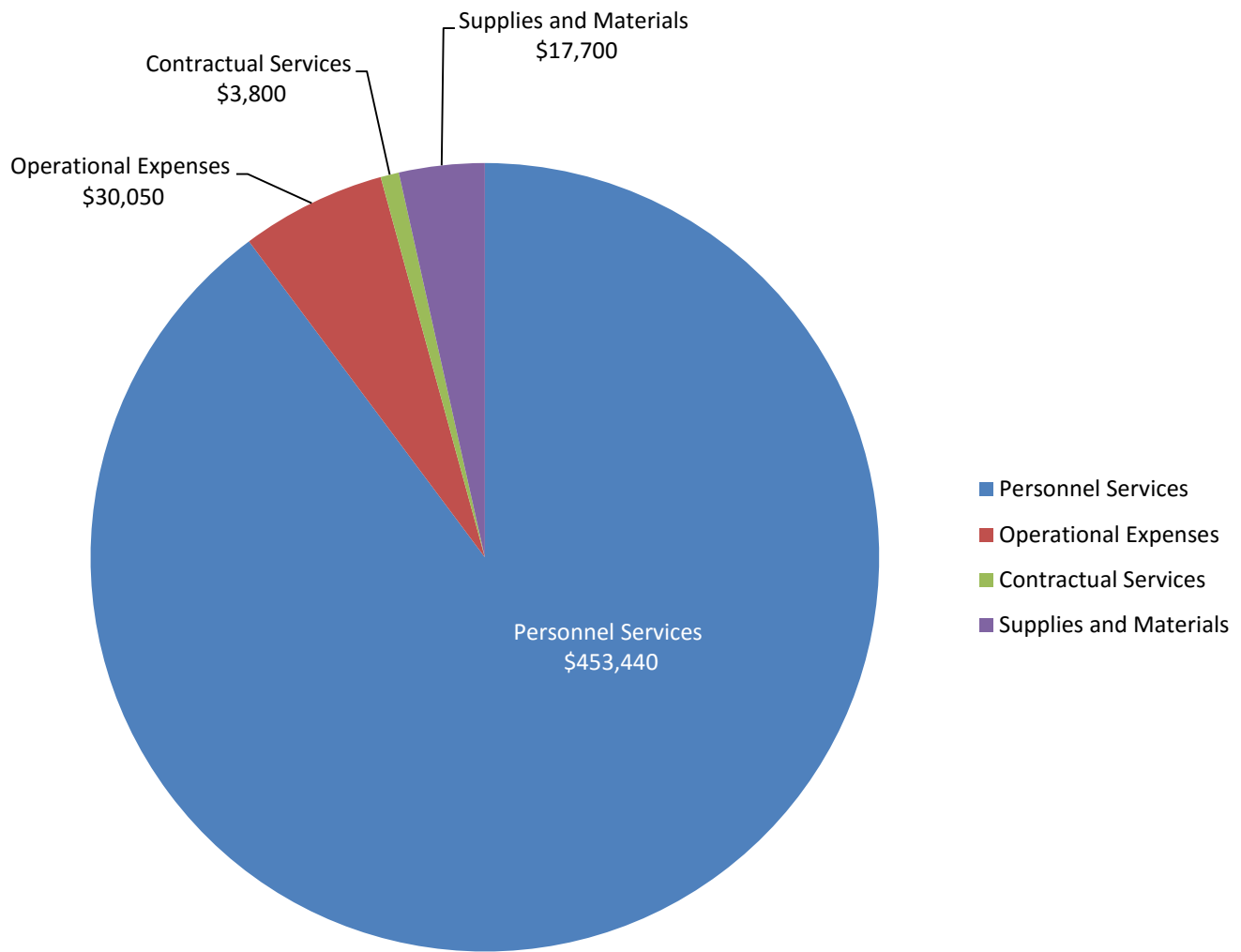
The Department of Health Services is primarily responsible for the efficient management of the Palos Township Health Service and its programs.

DEPARTMENT RESPONSIBILITIES:

- Providing health services to the residents of Palos Township;
- Organizing new and innovative systems for delivering services;
- Organizing the annual Health Fair;
- Organizing periodic health service discussion groups and programs;



TOWN FUND: Health Services



HEALTH SERVICES
Fiscal Year 2016 - 2017

Department 30

PERSONNEL SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
Salaries						
	Medical Doctors	135,982	140,000	138,095	-	-
	Nurses and Staff	169,602	179,000	177,934	-	-
30-0100	Director of Health Services	-	-	-	55,200	63,500
30-0200	Nurses	-	-	-	127,000	135,000
30-0300	Physicians	-	-	-	140,000	145,000
30-0400	Podiatrist	25,791	28,000	27,224	33,660	37,000
30-0500	Health Service Assistant	-	-	9,010	12,000	13,000
Taxes (Paid by the Township)						
30-1000	Medicare Expense	-	-	-	3,500	3,850
30-1100	FICA Expenses	12,539	20,000	13,884	14,800	16,280
Employee Benefits						
30-1300	IMRF Expenses	-	-	-	18,400	20,500
30-1400	Employee Health Insurance	-	-	11,997	13,000	17,500
30-1500	Employee Life Insurance	-	-	69	100	110
Employee Expenses						
30-1600	Professional Development	-	-	-	500	600
30-1700	Transportation and Travel	-	-	-	500	600
30-1800	Conferences and Meetings	-	-	-	400	500
TOTAL PERSONNEL SERVICES		343,914	367,000	378,213	419,060	453,440

OPERATING EXPENSES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
31-1000	Publishing and Advertising	-	-	-	500	600
31-1100	Postage and Delivery	-	-	159	200	250
31-1200	Publications and Subscriptions	-	-	65	100	200
31-1300	Telephone Services	-	-	1,739	1,800	2,000
31-1400	Contingencies	-	-	319	500	1,000
31-1410	Special Event Expenses	-	-	498	1,000	1,500
31-1600	Insurance – Special	-	-	106	200	300
31-1900	Licensing and Application Fees	-	-	150	150	200
31-2000	Medical Supplies	17,005	19,000	8,790	10,000	11,000
31-2100	Medications and Vaccinations	-	-	11,062	12,000	13,000
TOTAL OPERATING EXPENSES		17,005	19,000	22,888	26,450	30,050

HEALTH SERVICES
Fiscal Year 2016 - 2017

CONTRACTUAL SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
32-1000	Printing	-	-	-	1,000	1,100
32-1100	Technology and Automation Services	-	-	-	1,000	1,100
32-1200	Memberships and Dues	-	-	-	1,000	1,100
32-1700	Disposal of Medical Waste	-	-	338	400	500
TOTAL CONTRACTUAL SERVICES		-	-	338	3,400	3,800

SUPPLIES AND MATERIALS

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
33-1000	Office Supplies	3,524	4,000	816	900	1,100
33-1100	Technology Equipment	-	-	-	1,500	2,000
33-1200	Office Equipment	-	-	-	300	500
33-1300	Furniture	-	-	-	2,000	2,200
33-1400	Other Supplies and Materials	-	-	369	5,500	6,000
33-1410	Sanitation and Cleaning Supplies	-	-	119	200	300
33-1500	Capital Equipment	-	-	-	5,000	5,600
TOTAL SUPPLIES AND MATERIALS		3,524	4,000	1,304	15,400	17,700

TOTAL HEALTH SERVICES	364,443	390,000	402,743	464,310	504,990
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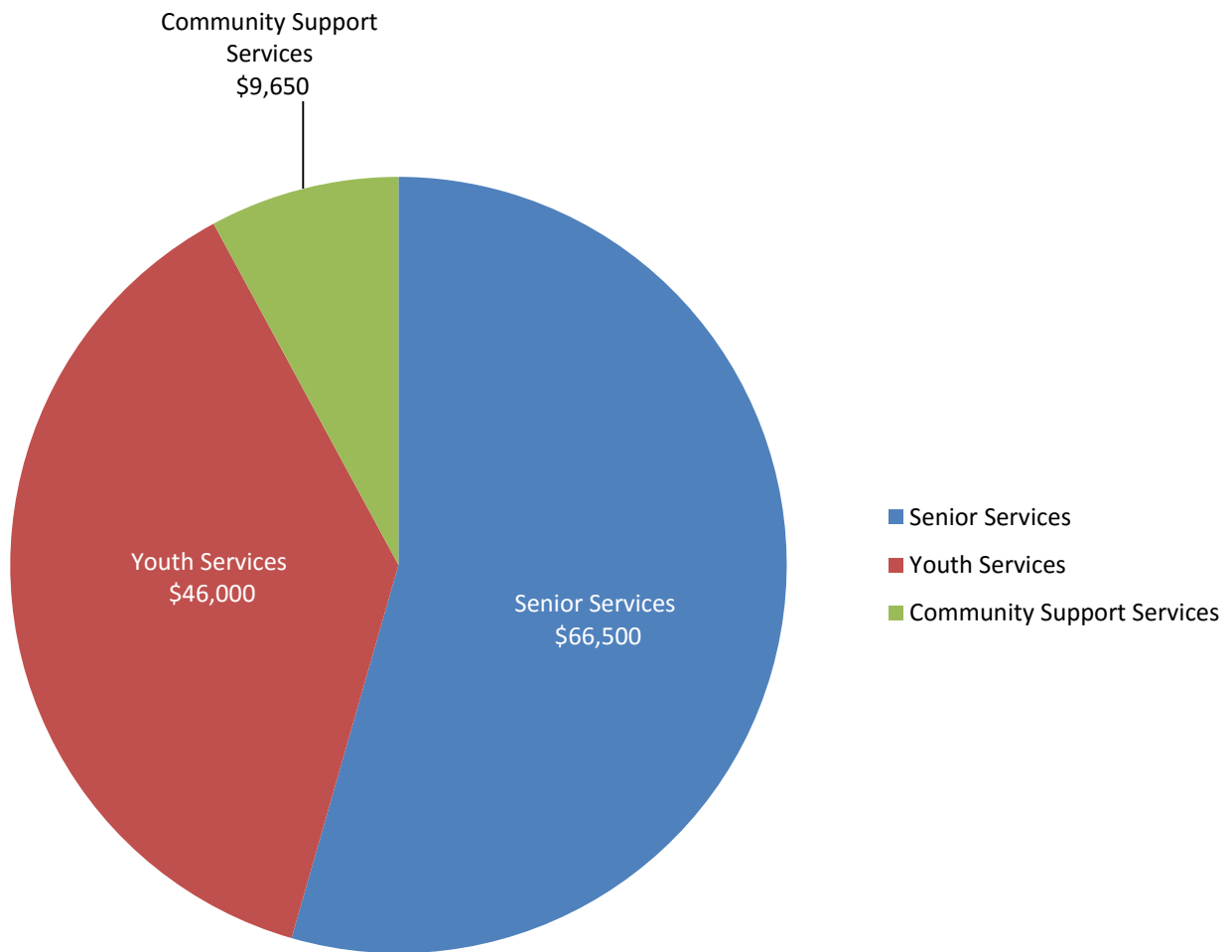
Special Service Departments - Summary

- **Department of Senior Services:** The Department of Senior Services is responsible for administering the services provided by the Township to our senior citizens. Those services include providing for the P.A.T.S.E. senior citizen transportation cooperative with the City of Palos Hills, service contract agreements with area Senior Citizen groups to provide recreational and other services to our Senior Citizens.

Other services provided for by the Department of Senior Services include a Senior Advisory Board, SHIP services and income tax preparation services.

- **Department of Youth Services:** The Department of Youth Services is responsible for administering services provided by the Township for the youth of our community.
- **Department of Community Support Services:** The Department of Community Support Services is responsible for the administration of the Palos Township food pantry, school supply program, holiday meal distribution and other special events.

TOWN FUND: Special Service Departments



SPECIAL SERVICE DEPARTMENTS
Fiscal Year 2016 - 2017

Department 40 Senior Services

SENIOR SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
	Senior Coordinator and Staff	-	-	-	-	26,000
40-1000	Senior Advisory Board Expenses	-	-	-	2,500	3,500
	Social Programs and Events	17,550	17,550	-	-	-
40-1100	Special Event Expenses	-	-	-	1,000	1,100
40-1200	Service Contract Agreements	-	-	15,100	16,200	16,200
40-1300	P.A.T.S.E. Transportation Agreement	12,000	12,000	12,000	12,000	12,000
40-1400	Contingencies	-	-	-	2,000	4,000
40-1500	Income Tax Service Expenses	-	-	-	600	700
40-1600	SHIP Expenses	-	-	-	2,500	3,000
TOTAL SENIOR SERVICES		29,550	29,550	27,100	36,800	66,500

Department 50 Youth Services

YOUTH SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
	Salaries	-	-	-	-	-
50-0100	Salary of Coordinator	-	-	-	-	25,000
50-1000	Youth Advisory Board Expenses	-	-	-	-	1,000
50-1100	Special Event Expenses	-	-	-	-	5,000
	Contractual Services	-	-	-	-	-
50-1200	Service Contract Agreements	-	-	-	-	10,000
50-1400	Contingencies	-	-	-	-	5,000
	Gasoline / Oil	-	-	-	-	-
	Operating Supplies	-	-	-	-	-
	Supplies (Equipment)	-	-	-	-	-
	Supplies (Roads)	-	-	-	-	-
	Supplies (Grounds)	-	-	-	-	-
TOTAL YOUTH SERVICES		-	-	-	-	46,000

Department 60 Community Support Services

COMMUNITY SUPPORT SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
60-1000	Food Pantry Expenses	-	-	300	500	600
60-1010	Holiday Meal Distribution	-	-	5,760	6,000	6,500
60-1100	Special Events	-	-	-	1,000	1,100
60-1110	School Supply Program	-	-	816	1,000	1,100
50-1400	Contingencies	-	-	152	300	350
TOTAL COMMUNITY SUPPORT SERVICES		-	-	7,028	8,800	9,650

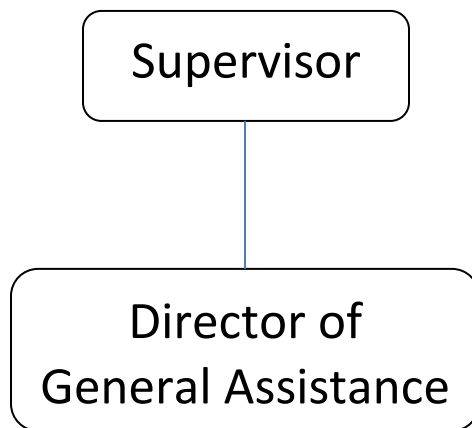
OVERVIEW OF APPROPRIATED REVENUE AND EXPENDITURES (TOWN FUND)

Cash on Hand – April 1, 2016		669,934
ESTIMATED REVENUES		
Property Taxes	880,000	
Replacement Taxes	25,000	
Health Service Clinic Fees	50,000	
Interest Received / Investments	300	
Donations	13,000	
Inter-fund Loans (Receivable)	-	
Intergovernmental Grants	-	
SHIP Grant	-	
Coast to Coast Prescription Cards	700	
<u>Other Sources</u>	<u>4,430</u>	
TOTAL ESTIMATED REVENUES	973,430	
TOTAL ESTIMATED FUNDS AVAILABLE		1,643,364
APPROPRIATED EXPENDITURES		
10. Administration	512,034	
20. Assessor	81,245	
30. Health Services	504,990	
40. Senior Services	66,500	
50. Youth Services	46,000	
<u>60. Community Support Services</u>	<u>9,650</u>	
TOTAL APPROPRIATED EXPENDITURES	1,220,419	
ESTIMATED CASH ON HAND, MARCH 31, 2017		422,945

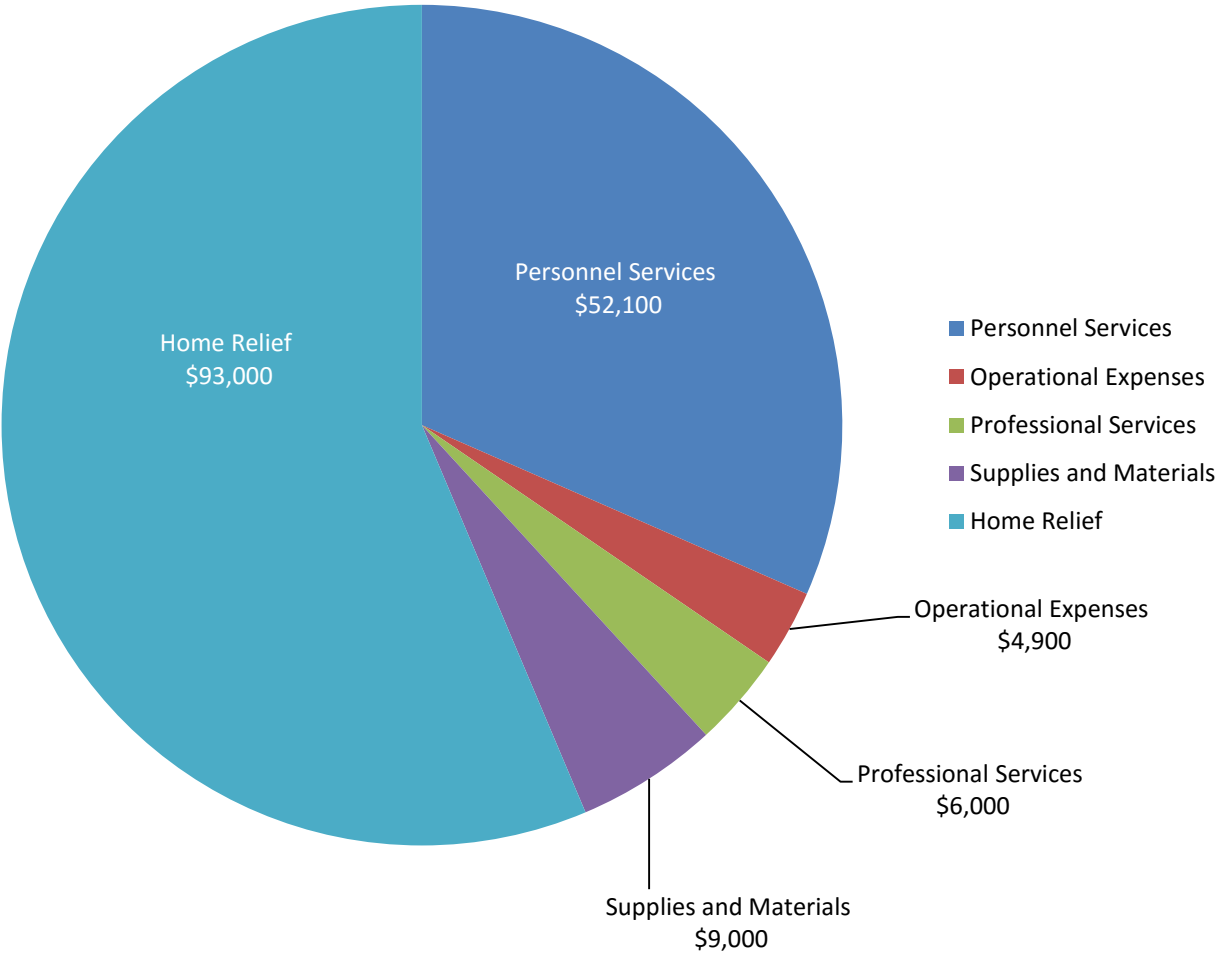
Department Summary – General Assistance

The Department of General Assistance is mandated by State Law and is solely under the supervision of the Township Supervisor.

General Assistance is a township administered program designed to assist persons who are unemployed and actively seeking employment or who are in waiting for other state or federal benefits and do not have the resources to provide for basic needs. Basic needs may include shelter, food, household supplies, utilities, personal essentials and other expenses deemed essential to the health and well-being of the family or individual.



GENERAL ASSISTANCE FUND



GENERAL ASSISTANCE
Fiscal Year 2016 - 2017

Fund 02
Department 70

PERSONNEL SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
Salaries						
	Salaries	33,607	34,300	34,643	-	-
70-0100	Director of General Assistance	-	-	-	36,000	38,000
Taxes (Paid by the Township)						
70-1000	Medicare Expense	-	-	-	600	1,000
70-1100	FICA Expenses	2,571	2,625	2,650	2,880	3,600
Employee Benefits						
70-1300	IMRF Expenses	6,704	7,000	6,381	6,480	8,000
Employee Expenses						
	Travel and Conference Expense	30	100	-	-	-
70-1600	Professional Development	-	-	-	-	500
70-1700	Transportation and Travel	-	-	-	-	500
70-1800	Conferences and Meetings	-	-	-	-	500
TOTAL PERSONNEL SERVICES		42,912	44,025	43,674	45,960	52,100

OPERATING EXPENSES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
71-1000	Publishing and Advertising	-	-	-	-	500
71-1100	Postage and Delivery	-	-	-	-	300
71-1200	Publications and Subscriptions	-	-	-	-	600
71-1400	Contingencies	-	-	-	-	3,500
TOTAL OPERATING EXPENSES		-	-	-	-	4,900

PROFESSIONAL SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
	Maintenance (Buildings)	-	-	-	-	-
	Maintenance (Equipment)	-	-	-	-	-
	Other Professional Services	-	-	-	-	-
	Rentals	-	-	-	-	-
	Telephone	-	-	-	-	-
72-1000	Printing	-	-	-	-	500
72-1100	Memberships and Dues	-	-	-	-	500
72-1200	Insurance (Property & Liability)	-	-	3,416	4,000	5,000
TOTAL PROFESSIONAL SERVICES		-	-	3,416	4,000	6,000

SUPPLIES AND MATERIALS

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
73-1000	Office Supplies	167	1,000	-	1,000	2,000
	Operating Supplies	-	-	-	-	-
73-1100	Technology Equipment	-	-	-	-	2,000
73-1200	Office Equipment	-	-	-	-	2,000
73-1300	Furniture	-	-	-	-	2,000
73-1400	Other Supplies and Materials	3,490	3,500	-	-	1,000
TOTAL SUPPLIES AND MATERIALS		3,657	4,500	-	1,000	9,000

HOME RELIEF – CONTRACTUAL SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
74-1000	Physician Services	-	-	-	-	5,000
74-1100	Hospital Services (In-Patient)	-	-	-	-	7,500
74-1200	Hospital Services (Out-Patient)	-	-	-	-	5,000
74-1300	Drugs	-	-	-	-	2,000
74-1400	Dental Services	-	-	-	-	2,000
74-1500	Flat Grant (Cash)	-	-	-	-	500
74-1600	Fuel	2,070	3,000	1,750	2,000	3,000
74-1700	Utilities	2,070	3,000	1,750	2,000	3,000
74-1800	Shelter	37,053	40,000	31,325	35,000	40,000
74-1900	Transportation	-	-	-	-	500
74-2000	Ambulance Service	-	-	-	-	500
TOTAL CONTRACTUAL SERVICES		41,193	46,000	34,825	39,000	69,000

HOME RELIEF – COMMODITIES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
75-1000	Food	167	10,000	7,000	10,000	11,000
75-1100	Personal Incidentals	2,277	2,500	1,925	2,000	3,000
TOTAL COMMODITIES		2,444	12,500	8,925	12,000	14,000

HOME RELIEF – OTHER EXPENDITURES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
76-1000	Transient Cases (Contingencies)	3,490	10,000	3,547	4,000	10,000
TOTAL OTHER EXPENDITURES		3,490	10,000	3,547	4,000	10,000
TOTAL GENERAL ASSISTANCE		93,696	117,025	94,387	105,960	165,000

OVERVIEW OF APPROPRIATED REVENUE AND EXPENDITURES (GENERAL ASSISTANCE FUND)

Cash on Hand – April 1, 2016		186,062
ESTIMATED REVENUES		
Property Taxes	110,000	
Interest Received / Investments	1,000	
<u>TOTAL ESTIMATED REVENUES</u>	<u>111,000</u>	
TOTAL ESTIMATED FUNDS AVAILABLE		297,062
APPROPRIATED EXPENDITURES		
Personnel Services	52,100	
Operating Expenses	4,900	
Professional Services	6,000	
Supplies and Materials	9,000	
Home Relief – Contractual Services	69,000	
Home Relief – Commodities	14,000	
Home Relief – Other Expenditures	10,000	
<u>TOTAL APPROPRIATED EXPENDITURES</u>	<u>165,000</u>	
ESTIMATED CASH ON HAND, MARCH 31, 2017		132,062



STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

TOWN OF PALOS

CLERK’S CERTIFICATE

I, Jane Nolan, DO HEREBY CERTIFY that I am the duly elected and qualified Town Clerk of the Township of Palos, Cook County, Illinois, and as such Town Clerk I am the keeper and custodian of the records of Palos Township.

I DO FURTHER CERTIFY that the attached and foregoing is a true and correct copy of Ordinance 2016-_____, entitled

**BUDGET AND APPROPRIATION ORDINANCE FOR PALOS TOWNSHIP, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR COMMENCING APRIL 1, 2016 AND ENDING MARCH 31, 2017**

and was duly adopted at a regular meeting of the Palos Township Board of Trustees held on _____, 2016 pursuant to due and proper notice.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of Palos Township on this ____ day of _____, 2016.

JANE NOLAN, TOWNSHIP CLERK

(SEAL)



STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

**PALOS TOWNSHIP
ORDINANCE 2016-01**

**BUDGET & APPROPRIATION ORDINANCE FOR PALOS TOWNSHIP, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR COMMENCING APRIL 1, 2016 AND ENDING MARCH 31, 2017**

WHEREAS, the Illinois Municipal Budget Law 50 ILCS 330/3 requires that the township fiscal year be established annually in the budget and appropriation ordinance; and

WHEREAS, the Palos Township Board of Trustees hereby determines and fixes the fiscal year of the Town of Palos (commonly known as “Palos Township”) to begin April 1, 2016 and end on March 31, 2017; and

WHEREAS, the Palos Township Board of Trustees intends by this ordinance to appropriate funds for all town purposes for PALOS TOWNSHIP, Cook County, Illinois, for the fiscal beginning April 1, 2016 and ending on March 31, 2017.

NOW, THEREFORE, BE IT ORDINANED by the Township Board of the Township of Palos, Cook County Illinois as follows:

SECTION 1: The annual budget and appropriation for the Township of Palos, Cook County, Illinois is set forth in that certain document entitled “PALOS TOWNSHIP ANNUAL OPERATING BUDGET & APPROPRIATION FOR FISCAL YEAR 2016-2017” and incorporated herein as is fully set forth, be and the same is hereby adopted as the Annual Budget and Appropriation for the Township of Palos, Cook County, Illinois for the fiscal year commencing April 1, 2016.

SECTION 2: That the amount appropriated for township purposes for the fiscal year beginning April 1, 2016 by fund shall be as follows:

1. GENERAL TOWN FUND
2. GENERAL ASSISTANCE FUND
3. INSURANCE FUND
4. SOCIAL SECURITY FUND
5. IMRF FUND

SECTION 3: That all ordinances or parts of ordinances in conflict with the provisions hereof are hereby repealed insofar as they conflict herewith.

SECTION 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or unconstitutional by court decision or otherwise, such decision shall not affect the validity of the remaining portion of this ordinance.

SECTION 5: That each appropriated fund total shall be divided among the several objects and purposes specified, and in particular amounts stated for each fund respectively in section 2, constituting the total appropriations in the amount of ONE MILLION THREE HUNDRED EIGHTY-FIVE THOUSAND FOUR HUNDRED NINETEEN DOLLARS AND 00/100 DOLLARS (\$1,385,419) for the fiscal year April 1, 2016 to March 31, 2017.

SECTION 6: That section 3 shall be and is a summary of the annual Budget and Appropriation Ordinance of the Township, passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

SECTION 7: That a certified copy of the Budget and Appropriation Ordinance shall be filed with the Cook County Clerk within thirty (30) days after adoption.

ADOPTED this 23rd day of June, 2016, by the BOARD OF TRUSTEES OF PALOS TOWNSHIP, Cook County, Illinois.

	YES	NO	ABSTAIN	ABSENT
TRUSTEE SHARON M. BRANNIGAN				
TRUSTEE PAM JEANS				
TRUSTEE R. CHRIS RILEY				
TRUSTEE BRENT WOODS				
SUPERVISOR COLLEEN GRANT SCHUMANN				

SUPERVISOR COLLEEN GRANT SCHUMANN

CLERK JANE NOLAN

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

PALOS TOWNSHIP
CERTIFICATE OF ESTIMATED REVENUES

The undersigned, the duly elected Supervisor and Chief Fiscal Officers of PALOS TOWNSHIP, does hereby certify that the estimated revenues, by source and fund, anticipated to be received by the said Township during the fiscal year beginning on April 1, 2016 and ending on March 31, 2017 are as follows:

<u>SOURCE</u>	<u>ESTIMATED AMOUNT</u>
<u>TOWN FUND</u>	
Net Property Tax Receipts	\$ 880,000
Personal Property Replacement Tax	\$ 25,000.00
Health Service Clinic Fees	\$ 50,000.00
Interest Received / Investments	\$ 300.00
Donations	\$ 13,000.00
Inter-fund Loans	\$ 0.00
Grants / Intergovernmental	\$ 0.00
SHIP Grant	\$ 0.00
Coast to Coast Prescription Discount Cards	\$ 700.00
<u>Other Sources</u>	<u>\$ 4,430.00</u>
TOTAL ESTIMATED TOWN REVENUES	\$ 973,430
<u>GENERAL ASSISTANCE FUND</u>	
Net Property Tax Receipts	\$ 110,000.00
<u>Other Sources</u>	<u>\$ 1,000.00</u>
TOTAL ESTIMATED GENERAL ASSISTANCE REVENUES	\$ 111,000.00

This certificate of Estimated Revenues is to be filed with the Cook County Clerk forthwith, pursuant to 35 ILCS 200/18-60.

Dated: _____

Supervisor/Chief Fiscal Officer



TOWNSHIP OF PALOS

GLOSSARY OF TERMS

ACCOUNT	A term used to identify an individual asset, liability, expenditure control, revenue control, or fund balance.
ACCOUNTING SYSTEM	The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position, and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.
ACCRUAL BASIS	A system of government accounting where revenues and expenditures are recognized before they are received or spent.
ANNUALIZE	Taking changes that occurred mid-year and calculating their cost for a full year, for the purpose of preparing an annual budget.
APPROPRIATION	An authorization granted by the Township Board to make expenditures and to incur obligations for specific purposes. An appropriation is merely an authorization and NOT the amount of money the Township intends on spending.
ASSETS	Property owned by a government which has a monetary value.
ASSESSED VALUATION	A valuation set upon real estate or other property by the County Assessor as a basis for levying taxes.
BALANCED BUDGET	The budget is balanced when the sum of estimated revenues and appropriated fund balances is equal to or greater than expenditures.
BOARD OF TRUSTEES	The elected body responsible for the oversight of the Township and includes four (4) Trustees and the Township Supervisor.
BUDGET	A one-year financial document embodying an estimate of proposed revenues and expenditures for the year. The Township is required by State Statute to approve a budget and appropriation in the same document, and the approved budget sets the legal spending limits of the Township. It is the primary means by which most of the expenditures and service levels of the Township are controlled.

CAFR	Comprehensive Annual Financial Report. A governmental unit's official annual report prepared and published as a matter of public record, according to governmental accounting standards.
CAPITAL EQUIPMENT	Items which are not permanently attached to buildings or grounds and have an individual cost of more than \$5,000 (exclusive of sales and/or use tax, freight, and installation) and have a useful life of one year or more.
CAPITAL IMPROVEMENT	The addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increases its useful life.
CAPITAL OUTLAY	Funds expended to acquire land, plan and construct new buildings, expand or modify existing buildings, and/or purchase equipment related to such construction. Synonymous with the term "Capital Expenditure".
CASH BASIS	The basis of accounting in which revenues and expenditures are recognized when cash is received or disbursed.
CHART OF ACCOUNTS	The classification system used by the Village to organize the accounting for various funds.
COMMODITIES	Consumable items used by Township departments. Examples include office supplies, replacement parts for equipment and gasoline.
CONTINGENCY	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
DEBT	The amount of money that is owed by the Township due to previous borrowing and amortized over an extended period of time. It can also include money borrowed from another fund and it can include money that is owed to the IMRF due to underfunding.
DEFICIT	<ol style="list-style-type: none"> 1. The excess of an entity's liabilities over its assets; or 2. The excess of expenditures or expenses over revenues during a single accounting period.
DEPARTMENT	An administrative organizational unit which indicates overall management responsibility for one or more activities.

DISBURSEMENT	Payments for goods and services in cash or by check.
EAV	The value of property resulting from the multiplication of the assessed value by an equalization factor to make all property in Illinois equal to one third of its market value.
ENCUMBRANCE	The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.
EXPENDITURES	The term given to the “spending” of government held funds. In general, governmental agencies do not have “expenses”, they have “expenditures”.
FISCAL YEAR	A twelve-month period of time to which the annual budget applies and at the end of which a municipality determines its financial position and results of operations. The Township of Palos has specified April 1 st to March 31 st next following as its fiscal year.
FUND(S)	<ol style="list-style-type: none"> 1. The term given to a major division of the budget which generally contain several purposes/line items. Examples of government funds are the Town Fund, Road and Bridge Fund, Capital Projects Fund, Public Health District Fund, Special Service Area Fund and Park Maintenance Fund; 2. The term used to describe moneys belonging to the Township.
FUND BALANCE	The excess of a fund’s assets over its liabilities and reserves.
GAAFR	Governmental Accounting, Auditing and Financial Reporting. A Comprehensive practice-oriented guide to accounting and auditing in the public sector.
GAAP	Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.
GAAS	Generally Accepted Auditing Standards. A set of systematic guidelines used by auditors when conducting audits to ensure accuracy, consistency and verifiability of auditor’s actions and reports.

GASB	Governmental Accounting Standards Board. An independent organization which has ultimate authority over the establishment of Generally Accepted Accounting Principals (GAAP) for state and local government. GASB members are appointed by the Financial Accounting Foundation (FAF); however the GASB enjoys complete autonomy from the FAF in all technical and standard-setting activities.
GOAL	A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.
INCREMENTAL BUDGETING	An incremental budget is a budget prepared using a previous period's budget or actual performance as a basis with incremental amounts added for the new budget period.
INTERFUND LOAN	A transfer of money from one township fund to another with the express understanding that the transfer is to be repaid to the originating fund within a specific amount of time.
INTERFUND TRANSFER	A transfer of money from one township fund to another with the express understanding that the transfer is to be permanent and will NOT be repaid.
LINE ITEM	A single, specific purpose listed in a budget document for the expenditure of funds.
MODIFIED ACCURAL ACCOUNTING	A basis of accounting used by Governmental Fund types in which revenues are recorded when collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period, and, expenditures are recognized when the related liability is incurred.
OPERATING BUDGET	The portion of the budget that pertains to daily operations that provides the basic government services.
ORDINANCE	A formal legislative enactment by the governing board of the Township.
PERSONAL PROPERTY REPLACEMENT TAXES	Replacement taxes are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities

were taken away. These taxes resulted when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments. Corporations pay a 2.5% tax on income, partnerships and trusts pay 1.5% and public utilities pay 0.8% tax on invested capital.

PERSONNEL SERVICES

Costs related to compensating Township employees, including salaries, wages, and benefits and includes training, seminars and reimbursements.

PROPERTY TAX LEVY

An ordinance passed by a governmental body containing the amounts of money to be raised by general property taxation for operating purposes specified in the ordinance.

RESERVES

The amount of money the Township has on hand after all revenues have been received and all expenditures have been made. Synonymous with the term "Fund Balance".

REVENUES

The term given to money the Township expects to receive from taxation, fees, bonds, etc.

ZERO BASE BUDGETING

A method of budgeting in which all expenses must be justified for each new period. Zero-based budgeting starts from a "zero base" and every function within an organization is analyzed for its needs and costs. Budgets are then built around what is needed for the upcoming period, regardless of whether the budget is higher or lower than the previous one.

Backup material for agenda item:

1. Health Service Report - May 2016

Month: MAY 2016

Health Service Monthly Fee Summary

1

Date		Physical		Sick Visit		Immunization		TB Test		Other Shots		FBS		PG		Strep Screen		Daily Total
		#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	
05/01/16	Res		\$ -		\$ -		\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/02/16	Res	2	\$ 50	1	\$ 20	2	\$ 20	1	\$ 10		\$ -		\$ -		\$ -	1	\$ 25	\$ 125
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/03/16	Res	0	\$ -	1	\$ 20	3	\$ 30	1	\$ 10		\$ -		\$ -		\$ -		\$ -	\$ 60
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/04/16	Res	2	\$ 50	1	\$ 20	4	\$ 40		\$ -		\$ -	0	\$ -		\$ -	0	\$ -	\$ 110
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/05/16	Res		\$ -		\$ -	4	\$ 40		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 40
	Non		\$ -		\$ -	1	\$ 20		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 20
05/06/16	Res		\$ -	1	\$ 20	2	\$ 20	1	\$ 10		\$ -	3	\$ 15		\$ -		\$ -	\$ 65
	Non		\$ -	1	\$ 30		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 30
05/07/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/08/16	Res		\$ -		\$ -		\$ -	0	\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/09/16	Res	0	\$ -	4	\$ 80		\$ -	5	\$ 50	0	\$ -	1	\$ 5		\$ -		\$ -	\$ 135
	Non		\$ -		\$ -	6	\$ 120		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 120
05/10/16	Res	2	\$ 50	2	\$ 40		\$ -		\$ -	1	\$ 10		\$ -		\$ -	1	\$ 25	\$ 125
	Non		\$ -		\$ -	3	\$ 60		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 60
05/11/16	Res	1	\$ 25	1	\$ 20	7	\$ 70		\$ -		\$ -		\$ -		\$ -	1	\$ 25	\$ 140
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/12/16	Res	1	\$ 25	1	\$ 20	2	\$ 20		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 65
	Non		\$ -		\$ -	4	\$ 80		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 80
05/13/16	Res		\$ -	1	\$ 20		\$ -	1	\$ 10		\$ -	1	\$ 5		\$ -		\$ -	\$ 35
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/14/16	Res	0	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/15/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -

100

		Physical		Sick Visit		Immunization		TB Test		Other Shots		FBS		PG		Strep Screen		
05/16/16	Res		\$ -	1	\$ 20	1	\$ 10		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 30
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/17/16	Res	1	\$ 25	1	\$ 20	3	\$ 30	3	\$ 30		\$ -		\$ -		\$ -		\$ -	\$ 105
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/18/16	Res	1	\$ 25		\$ -	8	\$ 80		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 105
	Non		\$ -		\$ -	2	\$ 40		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 40
05/19/16	Res	2	\$ 50		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 50
	Non		\$ -		\$ -	1	\$ 20		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 20
05/20/16	Res	1	\$ 25	1	\$ 20	1	\$ 10		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 55
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/21/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/22/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/23/16	Res		\$ -	2	\$ 40	2	\$ 20	2	\$ 20		\$ -		\$ -		\$ -	1	\$ 25	\$ 105
	Non		\$ -		\$ -		\$ -	1	\$ 20		\$ -		\$ -		\$ -		\$ -	\$ 20
05/24/16	Res	1	\$ 25		\$ -	1	\$ 10	4	\$ 40		\$ -		\$ -		\$ -		\$ -	\$ 75
	Non		\$ -		\$ -		\$ -	1	\$ 20		\$ -		\$ -		\$ -		\$ -	\$ 20
05/25/16	Res	1	\$ 25	1	\$ 20	8	\$ 80		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 125
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/26/16	Res	2	\$ 50		\$ -	14	\$ 140		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 190
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/27/16	Res		\$ -		\$ -	5	\$ 50		\$ -		\$ -	1	\$ 5		\$ -		\$ -	\$ 55
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/28/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/29/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/30/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
05/31/16	Res	-	\$ -	1	\$ 20	1	\$ 10	4	\$ 40		\$ -		\$ -		\$ -		\$ -	\$ 70
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
		17	\$ 425	21	\$ 430	85	\$ 1,020	24	\$ 260	1	\$ 10	6	\$ 101		\$ -	4	\$ 100	\$2,275
MONTHLY TOTAL \$																		2,275