

**BUDGET & APPROPRIATION ORDINANCE**

**TOWNSHIP**

**ORDINANCE NO. 17-01**

An ordinance appropriating for all town purposes for Waukegan Township, Lake County, Illinois for the fiscal year beginning March 1, 2017 and ending February 28, 2018.

BE IT ORDAINED by the Board of Trustees of Waukegan Township, Lake County, Illinois:

SECTION 1: That the amount hereinafter set forth, or so much thereof as may be authorized by law, and as may be needed or deemed necessary to defray all expenses and liabilities of Waukegan Township , be and the same are hereby appropriated for the general town purposes of Waukegan Township, Lake County, Illinois, as hereinafter specified for the fiscal year beginning March 1, 2017 and ending February 28, 2018.

SECTION 2: That the following budget containing an estimate of revenues and expenditures is hereby adopted for the following funds,

**GENERAL TOWN FUND**

**GENERAL ASSISTANCE FUND**

**I.M.R.F. / F.I.C.A. FUND**

**SENIOR SERVICES FUND**

**RECEIVED**

**APR -5 2017**

**LAKE COUNTY CLERK  
CARLA N. WYCKOFF**

**GENERAL TOWN FUND****BEGINNING BALANCE MARCH 1, 2017****\$1,040,000****REVENUES**

Property Tax	1,350,000
Replacement Tax	150,000
Interest Income	1,000
Miscellaneous Income	45,000
Grants - Rebound & Reclaim	10,000
<b>TOTAL REVENUES</b>	<b>\$1,556,000</b>

**TOTAL FUNDS AVAILABLE****\$2,596,000****EXPENDITURES**

1-11	Administration	1,317,000
1-12	Assessor	467,000
1-13	Cemetery	0

**TOTAL EXPENDITURES****\$1,784,000**

Contingencies

\$10,000

**TOTAL APPROPRIATIONS****\$1,794,000****ENDING BALANCE ON FEBRUARY 28, 2018****\$802,000**

**ADMINISTRATION****PERSONNEL**

Salaries	660,000
Health Insurance	140,000
Unemployment Insurance	4,000
Workman's Compensation	13,000
Contract Labor	0
<b>Total Personnel</b>	<b>\$817,000.00</b>

**CONTRACTUAL SERVICES**

Building Maintenance	10,000
Equipment Maintenance	19,000
Legal Services	15,000
Computer & Web Services	25,000
Postage	9,500
Telephone	30,000
Printing	16,000
Printing - Township Ads/Booklets	2,000
Township Marketing & Advertising	16,000
Dues/Membership fees	3,500
Subscriptions/Publications	1,500
Travel/Conf Expenses. EO & Staff	12,500
Utilities	14,000
Education Reimbursement	3,000
General Insurance	25,000
Administrative Support	27,000
Audit	4,000
Auto Lease & Maint	6,500
EAP & Employment Screenings	4,000
<b>Total Contractual</b>	<b>\$243,500.00</b>

**COMMODITIES**

Office Supplies	19,000
Building Maintenance Supplies	10,000
<b>Total Commodities</b>	<b>\$29,000.00</b>

**CAPITAL OUTLAY**

Office Equipment	15,000
Building Improvements	25,000
<b>Total Capital Outlay</b>	<b>\$40,000.00</b>

**OTHER EXPENDITURES**

Misc. Expense	3,000
Meetings/Events	3,000
Township Programs	19,000
Twp Prgm - Rebound/Reclm	15,000
Local Organization Funding	15,000
Youth Scholarships	5,000
Youth Prgms -	2,500
General Assistance Funding	0
Senior Services Funding	125,000
<b>Total Other Expenditures</b>	<b>\$187,500.00</b>

**TOTAL ADMINISTRATION** **\$1,317,000.00**

**ASSESSOR'S DIVISION****PERSONNEL**

Salaries	265,000
Health Insurance	38,000
Unemployment Insurance	2,000
Workman's Comp	2,000
<b>Total Personnel</b>	<b>\$307,000.00</b>

**CONTRACTUAL SERVICES**

Contract Labor	38,000
Building Maintenance	2,500
Equipment Maint.	500
Legal	2,500
Computer Services	18,500
Outside Appraisal Services	1,000
Postage	0
Telephone	6,500
Printing/Publishing	500
Dues/Subscriptions	500
Travel Expenses	1,000
Training	6,000
General Insurance	2,500
Admin. Support Services	6,500
Audit	500
Rental Costs - Building	62,000
Rental Costs - Computer	3,000
<b>Total Contractual Servcies</b>	<b>\$152,000.00</b>

**COMMODITIES**

Office Supplies	3,000
Building Maint. Supplies	100
Other Supplies	400
<b>Total Commodities</b>	<b>\$3,500.00</b>

**CAPITAL OUTLAY**

Building Improvements	500
Equipment	4,000
<b>Total Capital Outlay</b>	<b>\$4,500.00</b>

**OTHER EXPENDITURES**

Miscellaneous Expense	0
<b>Total Other Expenditures</b>	<b>\$0.00</b>

**TOTAL ASSESSORS DIVISION****\$467,000.00**

**I.M.R.F. AND F.I.C.A. FUND**

<b>BEGINNING BALANCE AS OF MARCH 1, 2017</b>	<b>\$245,000.00</b>
<b>REVENUES</b>	
Property Tax - IMRF	105,375
Property Tax - FICA	101,500
Replacement Tax	75,000
Interest Income	500
<b>TOTAL REVENUES</b>	<b>\$282,375.00</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$527,375.00</b>
<b>EXPENDITURES</b>	
<b>PERSONNEL</b>	
Retirement Contributions	176,000
FICA Contributions	175,000
<b>Total Personnel</b>	<b>\$351,000.00</b>
<b>OTHER EXPENDITURES</b>	
<b>Total Other Expenditures</b>	<b>\$0.00</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$351,000.00</b>
<b>ENDING BALANCE FEBRUARY 28, 2018</b>	<b>\$176,375.00</b>

**GENERAL ASSISTANCE FUND****BEGINNING BALANCE AS OF MARCH 1, 2017****\$750,000.00****REVENUES**

Property Taxes	630,000
Interest Income	200
Misc. Income	1,000
IDHS - T/A SSI Reimb. (clients)	16,000
Eddie Washington Center Income	15,000
SSI Service Fees	500
SHP HUD Funding	58,500
Grants - other	0
DHS Grant - St. Center	250,000
Staben House Income	7,500
Town Assistance for GA	0
Fundraising Revenues	12,000

**TOTAL REVENUES** **\$990,700.00****TOTAL FUNDS AVAILABLE** **\$1,740,700.00****EXPENDITURES**

15-11	Administration	166,500
15-31	Home Relief	1,096,250

**TOTAL APPROPRIATIONS** **\$1,262,750.00****ENDING BALANCE FEBRUARY 28, 2018** **\$477,950.00**

**PERSONNEL**

Salaries	135,000
Health Insurance	18,500
Unemployment Insurance	2,500
Workman's Compensation	2,500
<b>Total Personnel</b>	<b>\$158,500.00</b>

**CONTRACTUAL SERVICES**

Computer Services	2,500
Printing	1,000
G/A Conf/Travel Allocation	1,500
Equipment	2,500
<b>Total Contractual Services</b>	<b>\$7,500.00</b>

**OTHER EXPENDITURES**

Misc. Expense	500
<b>Total Other Expenditures</b>	<b>\$500.00</b>

**TOTAL ADMINISTRATION** **\$166,500.00**

15-31 **HOME RELIEF**

**CONTRACTUAL SERVICES**

Client Utilities	15,000
Client Transportation	4,000
Funeral & Burial	13,000
Emergency Housing (motel and rental)	21,000
<b>Total Contractual Services</b>	<b>\$53,000.00</b>

**COMMODITIES**

Personals/Clothing	2,000
Food	6,500
Medications	5,000
Transitional Grant	170,000
<b>Total Commodities</b>	<b>\$183,500.00</b>

**OTHER EXPENDITURES**

Misc. Expense	500
<b>Total Other Expenditures</b>	<b>\$500.00</b>

**TRANSITIONAL HOUSING PROGRAMS**

Eddie Washington Center - Men's Center	458,000
Staben House - Women & Children	401,250
<b>Total Transitional Housing</b>	<b>\$859,250.00</b>

**TOTAL HOME RELIEF** **\$1,096,250.00**

**SENIOR SERVICES FUND****BEGINNING BALANCE MARCH 1, 2017****\$115,000.00****REVENUES**

Property Taxes	965,000
Personal Property Replacement Tax	250,000
Donations - Home Sweet	1,500
Donations	15,000
Program Revenue SeniorMouse	1,000
Program Revenue-Senior Trips	90,000
Program Revenue - Bingo & Cafe	10,000
Program Revenue - Township Events	17,000
Interest Income	100
Misc.& Room Rental Income	15,000
CDBG Grant - Home Sweet Home	10,000
Grants - other	30,000
Gift Shop Sales	11,000
Town Assistance for Senior Expenses	125,000
<b>TOTAL REVENUES</b>	<b>\$1,540,600.00</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$1,655,600.00</b>

**EXPENDITURES****PERSONNEL**

Salaries	460,000
Health Insurance	130,000
Unemployment Insurance	5,000
Workman's Comp	4,500
<b>Total Personal</b>	<b>\$599,500.00</b>

**CONTRACTUAL**

Building Maintenance	30,000
Equipment Maintenance	8,500
Legal Services	1,500
Computer Services	9,500
Postage	20,000
Telephone	8,500
Printing	23,000
Dues/Membership fees	2,000
Subscriptions/Publications	1,000
Conf/Travel Reimbursement	3,500

**CONTRACTUAL SERVICES (cont.)**

Utilities	23,000
General Insurance	20,000
Administrative Support	19,000
Audit Expense	1,500
<b>Total Contractual Services</b>	<b>\$171,000.00</b>

**COMMODITIES**

Office Supplies	6,500
Building Maint. Supplies	16,000
<b>Total Commodities</b>	<b>\$22,500.00</b>

**CAPITAL OUTLAY**

Building Improvements	20,000
Equipment Purchases	10,000
<b>Total Capital Outlay</b>	<b>\$30,000.00</b>

**OTHER EXPENDITURES**

Operating Exp.-Gift Shop	2,000
Misc. Expense	1,000
Meeting Expense	1,500
Township Program	12,000
Township Program - Taxi Ticket	270,000
Township Program -Senior Ctr	40,000
Township Program-Transportation	107,000
Township Program - Home Sweet Home	360,000
Township Program - Wellness (non salary)	1,500
Township Program - GRGC (non salary)	1,500
Township Program - Senior Mouse	500
Township Program - Café/Bingo	12,000
Local Organization Funding	2,500
Gift Shop Expenses	6,000
<b>Total Other Expenditures</b>	<b>\$817,500.00</b>

<b>TOTAL EXPENDITURES</b>	<b>\$1,640,500.00</b>
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Contingencies	\$5,000.00
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<b>TOTAL SENIOR APPROPRIATIONS</b>	<b>\$1,645,500.00</b>
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<b>ENDING BALANCE FEBRUARY 28, 2018</b>	<b>\$10,100.00</b>
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SECTION 3: That the amount appropriated for town purposes for the fiscal year beginning March 1, 2017 and ending February 28, 2018, by fund shall be as follows:

1	General Town Fund	\$ 1,794,000.00
11	Audit Fund	N/A
12	Insurance Fund	N/A
13	I.M.R.F. & F.I.C.A. Fund	\$ 351,000.00
15	General Assistance Fund	\$ 1,262,750.00
16	Senior Services Fund	\$ 1,645,500.00
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 5,053,250.00</b>

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

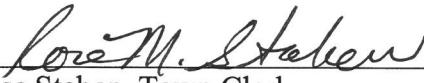
SECTION 5: That each appropriated fund total shall be divided among the several objects and purposes specified, and in particular amounts stated for each fund respectively in Section 2, constituting the total appropriations in the amount of Five Million Fifty Three Thousand Two Hundred Fifty and 00/100 Dollars (\$5,053,250.00) for the fiscal year beginning March 1, 2017 and ending February 28, 2018.

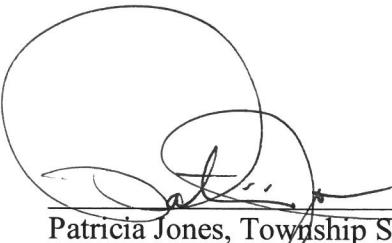
SECTION 6: That section 3 shall be and is a summary of the annual Appropriation Ordinance of this Township passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

SECTION 7: That a certified copy of the Budget & Appropriation Ordinance must be filed with the County Clerk within 30 days after adoption.

ADOPTED this 9th day of March, 2017, pursuant to a roll call vote by the Board of Trustees of Waukegan Township, Lake County, Illinois.

<b>BOARD OF TRUSTEES</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>
Patricia Jones, Township Supervisor	✓	—	—
Katherine Rothwell-Francis, Trustee	✓	—	—
Percy Johnson, Trustee	✓	—	—
Jeffrey McBride, Trustee	✓	—	—
Charles "Chuck" Willms	—	—	✓

  
Rose Staben, Town Clerk

  
Patricia Jones, Township Supervisor

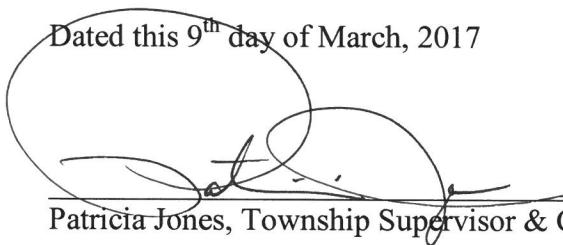
## **CERTIFIED ESTIMATE OF REVENUES BY SOURCE**

### **TOWNSHIP**

The undersigned, Supervisor, Chief Fiscal Officer, of Waukegan Township, Lake County, Illinois, does hereby certify that the estimate of revenues, by source or anticipated to be received by said taking district, is either set forth in said ordinance as "Revenues" or attached hereto by separate document, is a true statement of said estimate.

This certification is made and filed pursuant to the requirements of 35 ILCS 200/18-50 and on behalf of Waukegan Township, Lake County, Illinois. This certification must be filed within 30 days of the adoption of the Budget & Appropriation Ordinance.

Dated this 9<sup>th</sup> day of March, 2017



Patricia Jones, Township Supervisor & Chief Fiscal Officer

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

Lake County Clerk

**RECEIVED**

APR -5 2017

LAKE COUNTY CLERK  
CARLA N. WYCKOFF

## **CERTIFICATION OF BUDGET & APPROPRIATION ORDINANCE**

### **TOWNSHIP**

The undersigned, duly elected, qualified and acting Clerk of Waukegan Township, Lake County, Illinois, does hereby certify that attached hereto is a true and correct copy of the Budget & Appropriation Ordinance of said Township for the fiscal year beginning March 1, 2017 and ending February 28, 2018, as adopted this 9th day of March 2017.

This certification is made and filed pursuant to the requirements of 35 ILCS 200/18-50 and on behalf of Waukegan Township , Lake County, Illinois. This certification must be filed within 30 days after the adoption of the Budget & Appropriation Ordinance.

Dated this 9th day of March, 2017

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Rose Staben, Town Clerk

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2017

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Lake County Clerk