

**BUDGET & APPROPRIATION ORDINANCE**

**TOWNSHIP**

**ORDINANCE NO. 20-01**

An ordinance appropriating for all town purposes for Waukegan Township,  
Lake County, Illinois for the fiscal year beginning March 1, 2020 and ending  
February 28, 2021

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, 2020 and ending February 28, 2021

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

1

**GENERAL TOWN FUND****BEGINNING BALANCE MARCH 1, 2020****\$450,000****REVENUES**

Property Tax	<b>\$1,340,000</b>
Replacement Tax	<b>\$220,000</b>
Interest Income	<b>\$3,000</b>
Miscellaneous Income	<b>\$72,000</b>
Grants - Rebound & Reclaim	<b>\$15,000</b>

**TOTAL REVENUES****\$1,650,000****TOTAL FUNDS AVAILABLE****\$2,100,000****EXPENDITURES**

1-11	Administration	<b>\$1,381,550</b>
1-12	Assessor	<b>\$545,297</b>
1-13	Cemetery	<b>0</b>

**TOTAL EXPENDITURES****\$1,926,847**

Contingencies

**\$10,000****TOTAL APPROPRIATIONS****\$1,936,847****ENDING BALANCE ON FEBRUARY 28, 2021****\$163,153**

**1-11 ADMINISTRATION**

**PERSONNEL**

Salaries	725,000	
Health Insurance	160,000	
Unemployment Insurance	4,500	
Workman's Compensation	25,000	
Contract Labor	26,000	
<b>Total Personnel</b>		<b>\$940,500.00</b>

**CONTRACTUAL SERVICES**

Building Maintenance	12,000	
Equipment Maintenance	20,000	
Legal Services	17,500	
Computer & Web Services	28,000	
Postage	9,500	
Telephone	34,000	
Printing	16,500	
Printing - Township Ads/Booklets	3,000	
Township Marketing & Advertising	15,000	
Dues/Membership fees	5,000	
Subscriptions/Publications	800	
Travel/Conf Expenses. EO & Staff	14,500	
Utilities	21,000	
Education Reimbursement	2,000	
General Insurance	27,000	
Administrative Support	28,000	
Audit	4,500	
Auto Lease & Maint	7,000	
EAP & Employment Screenings	5,000	
<b>Total Contractual</b>		<b>\$270,300.00</b>

**COMMODITIES**

Office Supplies	23,000	
Building Maintenance Supplies	10,250	
<b>Total Commodities</b>		<b>\$33,250.00</b>

**CAPITAL OUTLAY**

Office Equipment	7,500	
Building Improvements	7,500	
<b>Total Capital Outlay</b>		<b>\$15,000.00</b>

1-11      **ADMINISTRATION (Cont.)**

**OTHER EXPENDITURES**

Misc. Expense	3,500	
Meetings/Events	3,000	
Township Programs	14,000	
Twp Prgm - Rebound/Reclm	10,500	
Local Organization Funding	12,500	
Youth Scholarships	3,000	
Youth Prgms -	1,000	
Senior Services Funding	75,000	
<b>Total Other Expenditures</b>		<b>\$122,500.00</b>

<b>TOTAL ADMINISTRATION</b>	<b>\$1,381,550.00</b>
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**ASSESSOR'S DIVISION****PERSONNEL**

Salaries	291,747	
Health Insurance	60,000	
Unemployment Insurance	2,000	
Workman's Comp	2,000	
<b>Total Personnel</b>		<b>\$355,747.00</b>

**CONTRACTUAL SERVICES**

Contract Labor	45,000	
Building Maintenance	2,700	
Equipment Maint.	500	
Legal	1,000	
Computer Services	35,000	
Outside Appraisal Services	1,000	
Postage	0	
Telephone	15,000	
Printing/Publishing	500	
Dues/Subscriptions	2,500	
Travel Expenses	1,000	
Training	4,000	
General Insurance	2,500	
Admin. Support Services	6,000	
Audit	500	
Rental Costs - Building	60,000	
Rental Costs - Computer	0	
<b>Total Contractual Servcies</b>		<b>\$177,200.00</b>

**COMMODITIES**

Office Supplies	6,000	
Building Maint. Supplies	100	
Other Supplies	250	
<b>Total Commodities</b>		<b>\$6,350.00</b>

**CAPITAL OUTLAY**

Building Improvements	0	
Equipment	6,000	
<b>Total Capital Outlay</b>		<b>\$6,000.00</b>

**OTHER EXPENDITURES**

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

<b>TOTAL ASSESSORS DIVISION</b>		<b>\$545,297.00</b>
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1-13      **I.M.R.F. AND F.I.C.A. FUND**

**BEGINNING BALANCE AS OF MARCH 1, 2020** **\$45,000.00**

**REVENUES**

Property Tax - IMRF	115,375
Property Tax - FICA	110,000
Replacement Tax	110,000
Intersest Income	0

**TOTAL REVENUES** **\$335,375.00**

**TOTAL FUNDS AVAILABLE** **\$380,375.00**

**EXPENDITURES**

**PERSONNEL**

Retirement Contributions	184,000
FICA Contributions	195,000
<b>Total Personnel</b>	<b>\$379,000.00</b>

**OTHER EXPENDITURES**

**Total Other Expenditures** **\$0.00**

**TOTAL APPROPRIATIONS** **\$379,000.00**

**ENDING BALANCE FEBRUARY 28, 2021** **\$1,375.00**

1-15

**GENERAL ASSISTANCE FUND****BEGINNING BALANCE AS OF MARCH 1, 2020****\$240,000.00****REVENUES**

Property Taxes	694,000
Interest Income	250
Misc. Income	1,000
IDHS - T/A SSI Reimb. (clients)	15,000
Eddie Washington Center Income	15,000
SSI Service Fees	500
SHP HUD Funding	0
Grants - other	15,000
DHS Grant - EWC	175,000
Staben House Income	150,000
Fundraising Revenues	30,000

**TOTAL REVENUES****\$1,095,750.00****TOTAL FUNDS AVAILABLE****\$1,335,750.00****EXPENDITURES**

15-11	Administration	164,750
15-31	Home Relief	1,135,200

**TOTAL APPROPRIATIONS****\$1,299,950.00****ENDING BALANCE FEBRUARY 28, 2021****\$35,800.00**

15-11    **ADMINISTRATION**

**PERSONNEL**

Salaries	125,000	
Health Insurance	29,000	
Unemployment Insurance	1,500	
Workman's Compensation	3,000	
<b>Total Personnel</b>		<b>\$158,500.00</b>

**CONTRACTUAL SERVICES**

Computer Services	2,500	
Printing	500	
G/A Conf/Travel Allocation	750	
Equipment	2,000	
<b>Total Contractual Services</b>		<b>\$5,750.00</b>

**OTHER EXPENDITURES**

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

<b>TOTAL ADMINISTRATION</b>		<b>\$164,750.00</b>
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15-31

**HOME RELIEF****CONTRACTUAL SERVICES**

Client Utilities	15,000	
Client Transportation	4,000	
Funeral & Burial	14,000	
Emergency Housing (motel and rental)	17,500	
<b>Total Contractual Services</b>		<b>\$50,500.00</b>

**COMMODITIES**

Personals/Clothing/Food	4,500	
Medications	5,000	
Transitional Grant	130,000	
<b>Total Commodities</b>		<b>\$139,500.00</b>

**OTHER EXPENDITURES**

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

**TRANSITIONAL HOUSING PROGRAMS**

Eddie Washington Center - Men's Center	474,200	
Staben House - Women & Children	470,500	
<b>Total Transitional Housing</b>		<b>\$944,700.00</b>

<b>TOTAL HOME RELIEF</b>		<b>\$1,135,200.00</b>
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## **SENIOR SERVICES FUND**

### **BEGINNING BALANCE MARCH 1, 2021**

**-\$60,000.00**

### **REVENUES**

Property Taxes	1,101,000	
Personal Property Replacement Tax	200,000	
Donations - Home Sweet	500	
Donations	10,000	
Program Revenue SeniorMouse	500	
Program Revenue-Senior Trips	80,000	
Program Revenue - Bingo & Cafe	3,500	
Program Revenue - Township Events	40,000	
Interest Income	220	
Misc.& Room Rental Income	16,000	
CDBG Grant - Home Sweet Home	7,500	
Grants - other	25,000	
Gift Shop Sales	6,500	
Town Assistance for Senior Expenses	75,000	
<b>TOTAL REVENUES</b>		<b>\$1,565,720.00</b>

### **TOTAL FUNDS AVAILABLE**

**\$1,505,720.00**

### **EXPENDITURES**

#### **PERSONNEL**

Salaries	475,000	
Health Insurance	125,000	
Unemployment Insurance	5,500	
Workman's Comp	4,500	
<b>Total Personal</b>		<b>\$610,000.00</b>

#### **CONTRACTUAL**

Building Maintenance	28,000
Equipment Maintenance	8,500
Legal Services	1,500
Computer Services	12,000
Postage	18,500
Telephone	10,000
Printing	23,000
Dues/Membership fees	1,000
Subscriptions/Publications	1,000
Conf/Travel Reimbursement	3,500

**CONTRACTUAL SERVICES (cont.)**

Utilities	18,000	
General Insurance	20,000	
Administrative Support	19,000	
Audit Expense	1,500	
<b>Total Contractual Services</b>		<b>\$165,500.00</b>

**COMMODITIES**

Office Supplies	8,500	
Building Maint. Supplies	19,500	
<b>Total Commodities</b>		<b>\$28,000.00</b>

**CAPITAL OUTLAY**

Building Improvements	20,000	
Equipment Purchases	15,000	
<b>Total Capital Outlay</b>		<b>\$35,000.00</b>

**OTHER EXPENDITURES**

Operating Exp.-Gift Shop	2,000	
Misc. Expense	1,000	
Meeting Expense	2,000	
Township Program	10,000	
Township Program - Taxi Ticket	300,000	
Township Program -Senior Ctr	44,000	
Township Program-Transportation	107,000	
Township Program - Home Sweet Home	364,000	
Township Program - Wellness (non salary)	1,500	
Township Program - GRGC (non salary)	1,500	
Township Program - Senior Mouse	0	
Township Program - Café/Bingo	7,500	
Local Organization Funding	0	
Gift Shop Expenses	5,000	
<b>Total Other Expenditures</b>		<b>\$845,500.00</b>

<b>TOTAL EXPENDITURES</b>	<b>\$1,684,000.00</b>
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Contingencies	\$5,000.00
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<b>TOTAL SENIOR APPROPRIATIONS</b>	<b>\$1,689,000.00</b>
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<b>ENDING BALANCE FEBRUARY 28, 2021</b>	<b>-\$183,280.00</b>
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**SECTION 3:** That the amount appropriated for town purposes for the fiscal year beginning March 1, 2020 and ending February 28, 2021, by fund shall be as follows:

1	General Town Fund	\$1 ,936,847.00
11	Audit Fund	N/A
12	Insurance Fund	N/A
13	I.M.R.F. & F.I.C.A. Fund	\$ 379,000.00
15	General Assistance Fund	\$ 1,299,950.00
16	Senior Services Fund	\$ 1,689,000.00

<b>TOTAL APPROPRIATIONS</b>	<b>\$ 5,304,797.00</b>
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**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 Three Hundred Four Thousand Seven Hundred Ninety Seven and 00/100 Dollars (\$5,304,797.00) for the fiscal year beginning March 1, 2020 and ending February 28, 2021.


**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 31t day of March, 2020, pursuant to a roll call vote by the Board of Trustees of Waukegan Township, Lake County, Illinois.

BOARD OF TRUSTEES	AYE	NAY	ABSENT
Patricia Jones, Township Supervisor	<u>X</u>	_____	_____
Percy Johnsons, Trustee	<u>X</u>	_____	_____
Sylvestre Castellanos, Trustee	<u>X</u>	_____	_____
Opal Rice, Trustee	<u>X</u>	_____	_____
Nathaniel Hewitt, Trustee	<u>X</u>	_____	_____

  
Rose Staben, Town Clerk

  
Patricia Jones, Township Supervisor