

**BUDGET & APPROPRIATION ORDINANCE**

**TOWNSHIP**

**ORDINANCE NO. 19-01**

An ordinance appropriating for all town purposes for Waukegan Township, Lake County, Illinois for the fiscal year beginning March 1, 2019 and ending February 29, 2020.

**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, 2019 and ending February 29, 2020.

**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**

**MAR 27 2019**

**LAKE COUNTY CLERK  
ROBIN M. O'CONNOR**

**GENERAL TOWN FUND****BEGINNING BALANCE MARCH 1, 2019****\$750,000****REVENUES**

Property Tax	1,349,000
Replacement Tax	185,000
Interest Income	1,000
Miscellaneous Income	70,000
Grants - Rebound & Reclaim	15,000
<b>TOTAL REVENUES</b>	<b>\$1,620,000</b>

**TOTAL FUNDS AVAILABLE** **\$2,370,000****EXPENDITURES**

1-11	Administration	1,323,750
1-12	Assessor	530,450
1-13	Cemetery	0

**TOTAL EXPENDITURES** **\$1,854,200**Contingencies **\$10,000****TOTAL APPROPRIATIONS** **\$1,864,200****ENDING BALANCE ON FEBRUARY 29, 2020** **\$505,800**

**PERSONNEL**

Salaries	705,000
Health Insurance	175,000
Unemployment Insurance	4,500
Workman's Compensation	15,000
Contract Labor	10,000
<b>Total Personnel</b>	<b>\$909,500.00</b>

**CONTRACTUAL SERVICES**

Building Maintenance	12,000
Equipment Maintenance	19,000
Legal Services	17,000
Computer & Web Services	26,000
Postage	8,500
Telephone	30,000
Printing	16,000
Printing - Township Ads/Booklets	3,000
Township Marketing & Advertising	14,000
Dues/Membership fees	3,000
Subscriptions/Publications	750
Travel/Conf Expenses. EO & Staff	12,500
Utilities	14,000
Education Reimbursement	2,000
General Insurance	24,000
Administrative Support	28,000
Audit	5,000
Auto Lease & Maint	7,000
EAP & Employment Screenings	3,500
<b>Total Contractual</b>	<b>\$245,250.00</b>

**COMMODITIES**

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

**CAPITAL OUTLAY**

Office Equipment	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	15,000
Youth Scholarships	3,000
Youth Prgms -	1,000
General Assistance Funding	0
Senior Services Funding	75,000
<b>Total Other Expenditures</b>	<b>\$125,000.00</b>

**TOTAL ADMINISTRATION**

**\$1,323,750.00**

**PERSONNEL**

Salaries	283,250
Health Insurance	52,000
Unemployment Insurance	2,000
Workman's Comp	2,000
<b>Total Personnel</b>	<b>\$339,250.00</b>

**CONTRACTUAL SERVICES**

Contract Labor	40,000
Building Maintenance	2,500
Equipment Maint.	600
Legal	1,000
Computer Services	35,000
Outside Appraisal Services	1,000
Postage	0
Telephone	5,000
Printing/Publishing	0
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	12,000
<b>Total Contractual Servcies</b>	<b>\$173,600.00</b>

**COMMODITIES**

Office Supplies	5,000
Building Maint. Supplies	100
Other Supplies	250
<b>Total Commodities</b>	<b>\$5,350.00</b>

**CAPITAL OUTLAY**

Building Improvements	0
Equipment	12,000
<b>Total Capital Outlay</b>	<b>\$12,000.00</b>

**OTHER EXPENDITURES**

Miscellaneous Expense	250
<b>Total Other Expenditures</b>	<b>\$250.00</b>

**TOTAL ASSESSORS DIVISION****\$530,450.00**

<b>BEGINNING BALANCE AS OF MARCH 1, 2019</b>	<b>\$125,000.00</b>
<b>REVENUES</b>	
Property Tax - IMRF	113,249
Property Tax - FICA	112,000
Replacement Tax	95,000
Interest Income	0
<b>TOTAL REVENUES</b>	<b>\$320,249.00</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$445,249.00</b>
<b>EXPENDITURES</b>	
<b>PERSONNEL</b>	
Retirement Contributions	184,000
FICA Contributions	190,000
<b>Total Personnel</b>	<b>\$374,000.00</b>
<b>OTHER EXPENDITURES</b>	
<b>Total Other Expenditures</b>	<b>\$0.00</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$374,000.00</b>
<b>ENDING BALANCE FEBRUARY 29, 2020</b>	<b>\$71,249.00</b>

1-15 **GENERAL ASSISTANCE FUND**

**BEGINNING BALANCE AS OF MARCH 1, 2019** **\$800,000.00**

**REVENUES**

Property Taxes	674,000
Interest Income	250
Misc. Income	1,500
IDHS - T/A SSI Reimb. (clients)	15,000
Eddie Washington Center Income	13,000
SSI Service Fees	500
SHP HUD Funding	0
Grants - other	75,000
DHS Grant - St. Center	300,000
Staben House Income	25,000
Town Assistance for GA	0
Fundraising Revenues	20,000

**TOTAL REVENUES** **\$1,124,250.00**

**TOTAL FUNDS AVAILABLE** **\$1,924,250.00**

**EXPENDITURES**

15-11	Administration	154,750
15-31	Home Relief	1,188,650

**TOTAL APPROPRIATIONS** **\$1,343,400.00**

**ENDING BALANCE FEBRUARY 29, 2020** **\$580,850.00**

15-11 ADMINISTRATION

**PERSONNEL**

Salaries	125,000
Health Insurance	18,500
Unemployment Insurance	2,500
Workman's Compensation	2,500
<b>Total Personnel</b>	<b>\$148,500.00</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>

**TOTAL ADMINISTRATION**

**\$154,750.00**

15-31 **HOME RELIEF**

**CONTRACTUAL SERVICES**

Client Utilities	21,000
Client Transportation	4,000
Funeral & Burial	13,000
Emergency Housing (motel and rental)	22,000
<b>Total Contractual Services</b>	<b>\$60,000.00</b>

**COMMODITIES**

Personals/Clothing	2,000
Food	5,000
Medications	6,000
Transitional Grant	130,000
<b>Total Commodities</b>	<b>\$143,000.00</b>

**OTHER EXPENDITURES**

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

**TRANSITIONAL HOUSING PROGRAMS**

Eddie Washington Center - Men's Center	497,750
Staben House - Women & Children	487,400
<b>Total Transitional Housing</b>	<b>\$985,150.00</b>

**TOTAL HOME RELIEF** **\$1,188,650.00**

**SENIOR SERVICES FUND****BEGINNING BALANCE MARCH 1, 2019****\$45,000.00****REVENUES**

Property Taxes	1,101,219
Personal Property Replacement Tax	200,000
Donations - Home Sweet	500
Donations	15,000
Program Revenue SeniorMouse	500
Program Revenue-Senior Trips	80,000
Program Revenue - Bingo & Cafe	5,000
Program Revenue - Township Events	17,000
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>\$1,549,439.00</b>

**TOTAL FUNDS AVAILABLE****\$1,594,439.00****EXPENDITURES****PERSONNEL**

Salaries	465,000
Health Insurance	105,000
Unemployment Insurance	5,500
Workman's Comp	4,500
<b>Total Personal</b>	<b>\$580,000.00</b>

**CONTRACTUAL**

Building Maintenance	28,000
Equipment Maintenance	8,500
Legal Services	1,500
Computer Services	10,500
Postage	18,500
Telephone	9,500
Printing	21,000
Dues/Membership fees	1,000
Subscriptions/Publications	1,000
Conf/Travel Reimbursement	2,000

**CONTRACTUAL SERVICES (cont.)**

Utilities	20,000
General Insurance	20,000
Administrative Support	19,000
Audit Expense	1,500
<b>Total Contractual Services</b>	<b>\$162,000.00</b>

**COMMODITIES**

Office Supplies	6,500
Building Maint. Supplies	17,000
<b>Total Commodities</b>	<b>\$23,500.00</b>

**CAPITAL OUTLAY**

Building Improvements	25,000
Equipment Purchases	15,000
<b>Total Capital Outlay</b>	<b>\$40,000.00</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	285,000
Township Program -Senior Ctr	37,000
Township Program-Transportation	107,000
Township Program - Home Sweet Home	346,250
Township Program - Wellness (non salary)	1,500
Township Program - GRGC (non salary)	1,500
Township Program - Senior Mouse	500
Township Program - Café/Bingo	7,500
Local Organization Funding	0
Gift Shop Expenses	6,000
<b>Total Other Expenditures</b>	<b>\$807,250.00</b>

<b>TOTAL EXPENDITURES</b>	<b>\$1,612,750.00</b>
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Contingencies	\$5,000.00
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<b>TOTAL SENIOR APPROPRIATIONS</b>	<b>\$1,617,750.00</b>
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<b>ENDING BALANCE FEBRUARY 29, 2020</b>	<b>-\$23,311.00</b>
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SECTION 3: That the amount appropriated for town purposes for the fiscal year beginning March 1, 2019 and ending February 28, 2020, by fund shall be as follows:

1	General Town Fund	\$ 1,864,200.00
11	Audit Fund	N/A
12	Insurance Fund	N/A
13	I.M.R.F. & F.I.C.A. Fund	\$ 374,000.00
15	General Assistance Fund	\$ 1,343,400.00
16	Senior Services Fund	\$ 1,594,439.00
<b>TOTAL APPROPRIATIONS</b>		<b>\$ 5,176,039.00</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 One Hundred Seventy Six Thousand Thirty Nine and 00/100 Dollars (\$5,176,039.00) for the fiscal year beginning March 1, 2019 and ending February 28, 2020.

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 28th day of February, 2019, 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	✓	—	—
Percy Johnsons, Trustee	—	—	✓
Sylvestre Castellanos, Trustee	✓	—	—
Opal Rice, Trustee	✓	—	—
Nathaniel Hewitt, Trustee	✓	—	—

Rose M. Staben  
Rose Staben, Town Clerk

Patricia Jones, Township Supervisor

## 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, 2019 and ending February 29, 2020, as adopted this 28th day of February, 2019

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 28th day of February, 2019

Rose M. Staben  
Rose Staben, Town Clerk

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Lake County Clerk

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MAR 27 2019

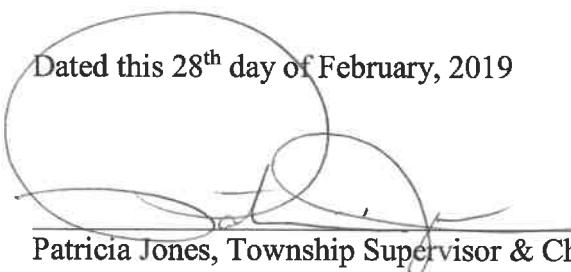
LAKE COUNTY CLERK  
ROBIN M. O'CONNOR

**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 28<sup>th</sup> day of February, 2019



Patricia Jones, Township Supervisor & Chief Fiscal Officer

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Lake County Clerk

RECEIVED  
MAR 27 2019  
LAKE COUNTY CLERK  
ROBIN M. O'CONNOR