

**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

1	<b>GENERAL TOWN FUND</b>		
	<b>BEGINNING BALANCE MARCH 1, 2019</b>		<b>\$750,000</b>
	<b>REVENUES</b>		
	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>
	<b>TOTAL FUNDS AVAILABLE</b>		<b>\$2,370,000</b>
	<b>EXPENDITURES</b>		
1-11	Administration	1,323,750	
1-12	Assessor	530,450	
1-13	Cemetery	0	
	<b>TOTAL EXPENDITURES</b>		<b>\$1,854,200</b>
	Contingencies		\$10,000
	<b>TOTAL APPROPRIATIONS</b>		<b>\$1,864,200</b>
	<b>ENDING BALANCE ON FEBRUARY 29, 2020</b>		<b>\$505,800</b>

**ADMINISTRATION****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>

**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**

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

**I.M.R.F. AND F.I.C.A. FUND****BEGINNING BALANCE AS OF MARCH 1, 2019** **\$125,000.00****REVENUES**

Property Tax - IMRF	113,249
Property Tax - FICA	112,000
Replacement Tax	95,000
Intersest Income	0

**TOTAL REVENUES** **\$320,249.00****TOTAL FUNDS AVAILABLE** **\$445,249.00****EXPENDITURES****PERSONNEL**

Retirement Contributions	184,000
FICA Contributions	190,000
<b>Total Personnel</b>	<b>\$374,000.00</b>

**OTHER EXPENDITURES****Total Other Expenditures** **\$0.00****TOTAL APPROPRIATIONS** **\$374,000.00****ENDING BALANCE FEBRUARY 29, 2020** **\$71,249.00**

**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**

**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>

<b>TOTAL HOME RELIEF</b>		<b>\$1,188,650.00</b>
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## **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>
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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 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.

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

Rose M. Staben  
Rose Staben, Town Clerk

Patricia Jones  
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 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