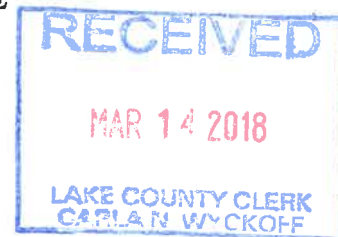


**BUDGET & APPROPRIATION ORDINANCE**

**TOWNSHIP**

**ORDINANCE NO. 18-01**



An ordinance appropriating for all town purposes for Waukegan Township, Lake County, Illinois for the fiscal year beginning March 1, 2018 and ending February 28, 2019.

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, 2018 and ending February 28, 2019.

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**

|      |  |           |                    |
|------|--|-----------|--------------------|
|      | <b>BEGINNING BALANCE MARCH 1, 2018</b>     |           | <b>\$830,000</b>   |
|      | <b>REVENUES</b>                            |           |                    |
|      | Property Tax                               | 1,350,000 |                    |
|      | Replacement Tax                            | 180,000   |                    |
|      | Interest Income                            | 1,000     |                    |
|      | Miscellaneous Income                       | 57,000    |                    |
|      | Grants - Rebound & Reclaim                 | 12,000    |                    |
|      | <b>TOTAL REVENUES</b>                      |           | <b>\$1,600,000</b> |
|      | <b>TOTAL FUNDS AVAILABLE</b>               |           | <b>\$2,430,000</b> |
|      | <b>EXPENDITURES</b>                        |           |                    |
| 1-11 | Administration                             | 1,258,500 |                    |
| 1-12 | Assessor                                   | 463,350   |                    |
| 1-13 | Cemetery                                   | 0         |                    |
|      | <b>TOTAL EXPENDITURES</b>                  |           | <b>\$1,721,850</b> |
|      | Contingencies                              |           | \$10,000           |
|      | <b>TOTAL APPROPRIATIONS</b>                |           | <b>\$1,731,850</b> |
|      | <b>ENDING BALANCE ON FEBRUARY 28, 2019</b> |           | <b>\$698,150</b>   |

**ADMINISTRATION****PERSONNEL**

|                        |         |                     |
|------------------------|---------|---------------------|
| Salaries               | 675,000 |                     |
| Health Insurance       | 140,000 |                     |
| Unemployment Insurance | 4,000   |                     |
| Workman's Compensation | 14,000  |                     |
| Contract Labor         | 0       |                     |
| <b>Total Personnel</b> |         | <b>\$833,000.00</b> |

**CONTRACTUAL SERVICES**

|                                  |        |                     |
|----------------------------------|--------|---------------------|
| Building Maintenance             | 10,000 |                     |
| Equipment Maintenance            | 18,000 |                     |
| Legal Services                   | 16,000 |                     |
| Computer & Web Services          | 25,000 |                     |
| Postage                          | 7,500  |                     |
| Telephone                        | 28,000 |                     |
| Printing                         | 16,000 |                     |
| Printing - Township Ads/Booklets | 2,000  |                     |
| Township Marketing & Advertising | 14,000 |                     |
| Dues/Membership fees             | 3,500  |                     |
| Subscriptions/Publications       | 1,500  |                     |
| Travel/Conf Expenses. EO & Staff | 10,000 |                     |
| Utilities                        | 11,000 |                     |
| Education Reimbursement          | 2,000  |                     |
| General Insurance                | 24,000 |                     |
| Administrative Support           | 27,000 |                     |
| Audit                            | 4,000  |                     |
| Auto Lease & Maint               | 6,500  |                     |
| EAP & Employment Screenings      | 4,000  |                     |
| <b>Total Contractual</b>         |        | <b>\$230,000.00</b> |

**COMMODITIES**

|                               |        |                    |
|-------------------------------|--------|--------------------|
| Office Supplies               | 17,000 |                    |
| Building Maintenance Supplies | 10,000 |                    |
| <b>Total Commodities</b>      |        | <b>\$27,000.00</b> |

**CAPITAL OUTLAY**

|                             |        |                    |
|-----------------------------|--------|--------------------|
| Office Equipment            | 10,000 |                    |
| Building Improvements       | 10,000 |                    |
| <b>Total Capital Outlay</b> |        | <b>\$20,000.00</b> |

1-11 **ADMINISTRATION (Cont.)**

**OTHER EXPENDITURES.**

|                                 |         |                     |
|---------------------------------|---------|---------------------|
| Misc. Expense                   | 3,000   |                     |
| Meetings/Events                 | 3,000   |                     |
| Township Programs               | 14,000  |                     |
| Twp Prgm - Rebound/Reclm        | 9,000   |                     |
| Local Organization Funding      | 15,000  |                     |
| Youth Scholarships              | 3,000   |                     |
| Youth Prgms -                   | 1,500   |                     |
| General Assistance Funding      | 0       |                     |
| Senior Services Funding         | 100,000 |                     |
| <b>Total Other Expenditures</b> |         | <b>\$148,500.00</b> |

**TOTAL ADMINISTRATION** **\$1,258,500.00**

1-12 ASSESSOR'S DIVISION

**PERSONNEL**

|                        |         |                     |
|------------------------|---------|---------------------|
| Salaries               | 275,000 |                     |
| Health Insurance       | 36,000  |                     |
| Unemployment Insurance | 2,000   |                     |
| Workman's Comp         | 2,000   |                     |
| <b>Total Personnel</b> |         | <b>\$315,000.00</b> |

**CONTRACTUAL SERVICES**

|                                   |        |                     |
|-----------------------------------|--------|---------------------|
| Contract Labor                    | 38,000 |                     |
| Building Maintenance              | 2,500  |                     |
| Equipment Maint.                  | 500    |                     |
| Legal                             | 1,000  |                     |
| Computer Services                 | 18,500 |                     |
| Outside Appraisal Services        | 1,000  |                     |
| Postage                           | 0      |                     |
| Telephone                         | 5,000  |                     |
| Printing/Publishing               | 0      |                     |
| Dues/Subscriptions                | 1,000  |                     |
| 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           | 1,500  |                     |
| <b>Total Contractual Services</b> |        | <b>\$143,000.00</b> |

**COMMODITIES**

|                          |       |                   |
|--------------------------|-------|-------------------|
| Office Supplies          | 3,000 |                   |
| Building Maint. Supplies | 100   |                   |
| Other Supplies           | 250   |                   |
| <b>Total Commodities</b> |       | <b>\$3,350.00</b> |

**CAPITAL OUTLAY**

|                             |       |                   |
|-----------------------------|-------|-------------------|
| Building Improvements       | 0     |                   |
| Equipment                   | 2,000 |                   |
| <b>Total Capital Outlay</b> |       | <b>\$2,000.00</b> |

**OTHER EXPENDITURES**

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

**TOTAL ASSESSORS DIVISION** **\$463,350.00**

1-13 **I.M.R.F. AND F.I.C.A. FUND**

**BEGINNING BALANCE AS OF MARCH 1, 2018** **\$130,000.00**

**REVENUES**

|                     |         |
|---------------------|---------|
| Property Tax - IMRF | 105,375 |
| Property Tax - FICA | 101,500 |
| Replacement Tax     | 85,000  |
| Intersest Income    | 500     |

**TOTAL REVENUES** **\$292,375.00**

**TOTAL FUNDS AVAILABLE** **\$422,375.00**

**EXPENDITURES**

**PERSONNEL**

|                          |                     |
|--------------------------|---------------------|
| Retirement Contributions | 176,000             |
| FICA Contributions       | 185,000             |
| <b>Total Personnel</b>   | <b>\$361,000.00</b> |

**OTHER EXPENDITURES**

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

**TOTAL APPROPRIATIONS** **\$361,000.00**

**ENDING BALANCE FEBRUARY 28, 2019** **\$61,375.00**

1-15 **GENERAL ASSISTANCE FUND**

**BEGINNING BALANCE AS OF MARCH 1, 2018** **\$695,000.00**

**REVENUES**

|                                 |         |
|---------------------------------|---------|
| Property Taxes                  | 675,000 |
| Interest Income                 | 250     |
| Misc. Income                    | 1,000   |
| IDHS - T/A SSI Reimb. (clients) | 15,000  |
| Eddie Washington Center Income  | 13,000  |
| SSI Service Fees                | 500     |
| SHP HUD Funding                 | 35,000  |
| Grants - other                  | 0       |
| DHS Grant - St. Center          | 300,000 |
| Staben House Income             | 6,000   |
| Town Assistance for GA          | 0       |
| Fundraising Revenues            | 18,000  |

**TOTAL REVENUES** **\$1,063,750.00**

**TOTAL FUNDS AVAILABLE** **\$1,758,750.00**

**EXPENDITURES**

|       |                |           |
|-------|----------------|-----------|
| 15-11 | Administration | 169,500   |
| 15-31 | Home Relief    | 1,052,900 |

**TOTAL APPROPRIATIONS** **\$1,222,400.00**

**ENDING BALANCE FEBRUARY 28, 2019** **\$536,350.00**

**ADMINISTRATION****PERSONNEL**

|                        |         |                     |
|------------------------|---------|---------------------|
| Salaries               | 140,000 |                     |
| Health Insurance       | 18,500  |                     |
| Unemployment Insurance | 2,500   |                     |
| Workman's Compensation | 2,500   |                     |
| <b>Total Personnel</b> |         | <b>\$163,500.00</b> |

**CONTRACTUAL SERVICES**

|                                   |       |                   |
|-----------------------------------|-------|-------------------|
| Computer Services                 | 2,000 |                   |
| Printing                          | 500   |                   |
| G/A Conf/Travel Allocation        | 1,000 |                   |
| Equipment                         | 2,000 |                   |
| <b>Total Contractual Services</b> |       | <b>\$5,500.00</b> |

**OTHER EXPENDITURES**

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

**TOTAL ADMINISTRATION****\$169,500.00**



15-31 **HOME RELIEF**

**CONTRACTUAL SERVICES**

|                                      |        |                    |
|--------------------------------------|--------|--------------------|
| Client Utilities                     | 15,000 |                    |
| Client Transportation                | 4,000  |                    |
| Funeral & Burial                     | 16,000 |                    |
| Emergency Housing (motel and rental) | 20,500 |                    |
| <b>Total Contractual Services</b>    |        | <b>\$55,500.00</b> |

**COMMODITIES**

|                          |         |                     |
|--------------------------|---------|---------------------|
| Personals/Clothing       | 1,500   |                     |
| Food                     | 5,000   |                     |
| Medications              | 5,000   |                     |
| Transitional Grant       | 155,000 |                     |
| <b>Total Commodities</b> |         | <b>\$166,500.00</b> |

**OTHER EXPENDITURES**

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

**TRANSITIONAL HOUSING PROGRAMS**

|  |         |                     |
|--|---------|---------------------|
| Eddie Washington Center - Men's Center | 445,100 |                     |
| Staben House - Women & Children        | 385,300 |                     |
| <b>Total Transitional Housing</b>      |         | <b>\$830,400.00</b> |

|                          |  |                       |
|--------------------------|--|-----------------------|
| <b>TOTAL HOME RELIEF</b> |  | <b>\$1,052,900.00</b> |
|--------------------------|--|-----------------------|

**SENIOR SERVICES FUND**

**BEGINNING BALANCE MARCH 1, 2018**

**\$0.00**

**REVENUES**

|                                     |           |                       |
|-------------------------------------|-----------|-----------------------|
| Property Taxes                      | 1,015,000 |                       |
| Personal Property Replacement Tax   | 244,000   |                       |
| Donations - Home Sweet              | 1,000     |                       |
| Donations                           | 15,000    |                       |
| Program Revenue SeniorMouse         | 500       |                       |
| Program Revenue-Senior Trips        | 80,000    |                       |
| Program Revenue - Bingo & Cafe      | 1,500     |                       |
| Program Revenue - Township Events   | 17,000    |                       |
| Interest Income                     | 100       |                       |
| Misc.& Room Rental Income           | 15,000    |                       |
| CDBG Grant - Home Sweet Home        | 9,500     |                       |
| Grants - other                      | 30,000    |                       |
| Gift Shop Sales                     | 8,000     |                       |
| Town Assistance for Senior Expenses | 100,000   |                       |
| <b>TOTAL REVENUES</b>               |           | <b>\$1,536,600.00</b> |
| <b>TOTAL FUNDS AVAILABLE</b>        |           | <b>\$1,536,600.00</b> |

**EXPENDITURES**

**PERSONNEL**

|                        |         |                     |
|------------------------|---------|---------------------|
| Salaries               | 450,000 |                     |
| Health Insurance       | 100,000 |                     |
| Unemployment Insurance | 5,000   |                     |
| Workman's Comp         | 4,000   |                     |
| <b>Total Personal</b>  |         | <b>\$559,000.00</b> |

**CONTRACTUAL**

|                            |        |
|----------------------------|--------|
| Building Maintenance       | 22,000 |
| Equipment Maintenance      | 8,500  |
| Legal Services             | 1,500  |
| Computer Services          | 9,500  |
| Postage                    | 15,000 |
| Telephone                  | 8,500  |
| Printing                   | 20,000 |
| Dues/Membership fees       | 1,000  |
| Subscriptions/Publications | 1,000  |
| Conf/Travel Reimbursement  | 2,500  |

**CONTRACTUAL SERVICES (cont.)**

|                                   |        |                     |
|-----------------------------------|--------|---------------------|
| Utilities                         | 19,000 |                     |
| General Insurance                 | 20,000 |                     |
| Administrative Support            | 19,000 |                     |
| Audit Expense                     | 1,500  |                     |
| <b>Total Contractual Services</b> |        | <b>\$149,000.00</b> |

**COMMODITIES**

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

**CAPITAL OUTLAY**

|                             |        |                    |
|-----------------------------|--------|--------------------|
| Building Improvements       | 10,000 |                    |
| Equipment Purchases         | 5,000  |                    |
| <b>Total Capital Outlay</b> |        | <b>\$15,000.00</b> |

**OTHER EXPENDITURES**

|  |         |                     |
|--|---------|---------------------|
| Operating Exp.-Gift Shop                 | 2,000   |                     |
| Misc. Expense                            | 1,000   |                     |
| Meeting Expense                          | 1,000   |                     |
| Township Program                         | 10,000  |                     |
| Township Program - Taxi Ticket           | 270,000 |                     |
| Township Program -Senior Ctr             | 35,000  |                     |
| Township Program-Transportation          | 102,000 |                     |
| Township Program - Home Sweet Home       | 338,400 |                     |
| Township Program - Wellness (non salary) | 1,500   |                     |
| Township Program - GRGC (non salary)     | 1,500   |                     |
| Township Program - Senior Mouse          | 500     |                     |
| Township Program - Café/Bingo            | 1,000   |                     |
| Local Organization Funding               | 2,500   |                     |
| Gift Shop Expenses                       | 6,000   |                     |
| <b>Total Other Expenditures</b>          |         | <b>\$772,400.00</b> |

**TOTAL EXPENDITURES** **\$1,518,900.00**

Contingencies **\$5,000.00**

**TOTAL SENIOR APPROPRIATIONS** **\$1,523,900.00**

**ENDING BALANCE FEBRUARY 28, 2019** **\$12,700.00**

SECTION 3: That the amount appropriated for town purposes for the fiscal year beginning March 1, 2018 and ending February 28, 2019, by fund shall be as follows:

|    |                          |                 |
|----|--------------------------|-----------------|
| 1  | General Town Fund        | \$ 1,731,850.00 |
| 11 | Audit Fund               | N/A             |
| 12 | Insurance Fund           | N/A             |
| 13 | I.M.R.F. & F.I.C.A. Fund | \$ 361,000.00   |
| 15 | General Assistance Fund  | \$ 1,222,400.00 |
| 16 | Senior Services Fund     | \$ 1,523,900.00 |

**TOTAL APPROPRIATIONS** **\$ 4,839,150.00**

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 Four Million Eight Hundred Thirty Nine Thousand One Hundred Fifty and 00/100 Dollars (\$4,839,150.00) for the fiscal year beginning March 1, 2018 and ending February 28, 2019.

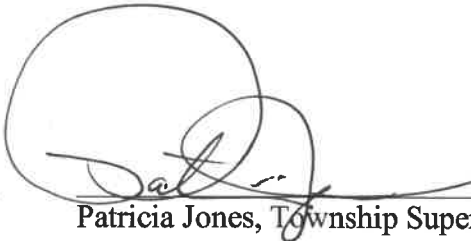
SECTION 6: That section 3 shall be and is a summary of the annual Appropriation Ordinance of this Township passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

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 8th day of March, 2018, 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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Percy Johnsons, Trustee             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sylvestre Castellanos, Trustee      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Opal Rice, Trustee                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nathaniel Hewitt, Trustee           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

  
\_\_\_\_\_  
Rose Staben, Town Clerk

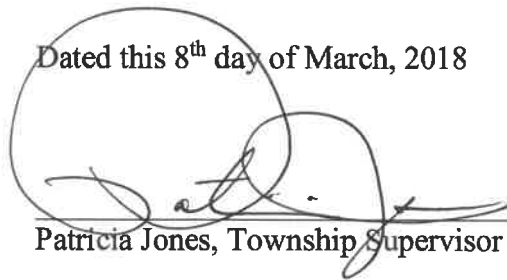
  
\_\_\_\_\_  
Patricia Jones, Township Supervisor

**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 8<sup>th</sup> day of March, 2018



Patricia Jones, Township Supervisor & Chief Fiscal Officer

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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

**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, 2018 and ending February 28, 2019, as adopted this 8th day of March 2018.

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 8th day of March, 2018

  
\_\_\_\_\_  
Rose Staben, Town Clerk

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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