

1T-O-13

AN ORDINANCE

Proposed Budget and Appropriation Ordinance
For Town Purposes For April 1, 2013 through December 31, 2013

WHEREAS, a tentative Budget and Appropriations Ordinance for the Town of the City of Evanston, Cook County, Illinois, was prepared and filed in the Office of the Town Clerk, and the Budget was available for public inspection and comment; and

WHEREAS, a public hearing was held on the Budget and Appropriation Ordinance on August 5, 2013;

WHEREAS, all persons desiring to be heard on the matter of the budget were heard, and the Budget was submitted to the Town Board of the Town of Evanston, Cook County, Illinois;

WHEREAS, the Township's fiscal year begins April 1, 2013 and ends March 31, 2014, and thus the first quarter of the fiscal year elapsed as of June 30, 2013;

WHEREAS, the Town Board previously met, considered, and already approved certain of the Township bills incurred during the first and second quarters of this fiscal year;

WHEREAS, the Town Board of the Town of Evanston further deliberated regarding the proposed budget on August 12, 2013, and the Town Board directed the following ordinance be prepared in accordance with the following form;

WHEREAS, pursuant to 60 ILCS 1/80-60, the Town Board may adopt all or part of the tentative budget and appropriation ordinance, as the Town Board deems necessary;

WHEREAS, pursuant to 60 ILCS 1/85-13, the Town Board may expend funds to provide certain services to the residents of Evanston Township;

WHEREAS, the Town Board hereby approves the budget for the Township for 9 of the 12 months of the Township's fiscal year, for fiscal year 2013/14 through December 31, 2013, said budget which recites a pro-rata sum derived from the previously approved FY2012/13 Township Budget;

WHEREAS, the Town Board shall reconvene at a Special Township Meeting in September to consider the effect of Public Act 98-0127, as well as the advisability of revising and setting the fiscal year of the Township to run from January 1, 2014 through December 31, 2014.

BE IT ORDAINED BY THE TOWN BOARD OF THE TOWN OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: That the following Budget for 9 of the 12 months of the fiscal year commencing April 1, 2013 and ending March 31, 2014, be and is hereby approved and adopted.

SECTION 2: That there is hereby appropriated for use of this Town for the 9 month portion of said fiscal year, the following:

FROM THE TOWN FUND, A TOTAL OF	\$ 274,539.00
FROM THE GENERAL ASSISTANCE FUND A TOTAL OF	\$ 959,514.75

TOTAL APPROPRIATIONS

\$1,234,053.75

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Introduced: _____, 2013

Accord:

Adopted: _____, 2013

_____, 2013

Gary Gaspard, Supervisor

Attest:

Approved as to form:

Town Clerk

W. Grant Farrar, Town Board Attorney

EXHIBIT A
TOWN OF THE CITY OF EVANSTON
PROPOSED ANNUAL BUDGET
FISCAL YEAR 2013

Town of Evanston
General Fund Budget Summary
General Assistance Fund

	FY 2012-2013	FY 2012-2013	FY 2013*	FY 2013	Budget-to-Budget
	Budget	Actual	Proposed	Estimates	Increase (Decrease)
Operating Revenues					
Previous Tax Levy	\$ 886,553.00	\$ 1,045,371.51	\$ 500,000.00	\$ 363,744.21	\$ (386,553.00)
Interest	\$ 300.00	\$ 1,010.65	\$ 300.00	\$ 83.95	\$ -
SSI Reimbursement	\$ 7,500.00	\$ 22,507.02	\$ 5,625.00	\$ 28,087.92	\$ (1,875.00)
Transfer from Fund Balance	\$ 385,000.00	\$ -	\$ 67,037.00	\$ -	\$ (317,963.00)
TOTAL REVENUE	\$ 1,279,353.00	\$ 1,068,889.18	\$ 572,962.00	\$ 391,916.08	\$ (706,391.00)
Operating Expenditures					
Clients					
Client Rent Expense	\$ 160,000.00	\$ 160,716.82	\$ 160,000.00	\$ 80,970.30	\$ -
Client Personal Expense	\$ 327,000.00	\$ 360,572.51	\$ 272,000.00	\$ 204,434.93	\$ (55,000.00)
Client 50/50 Work Program	\$ 3,000.00	\$ 3,936.50	\$ 1,500.00	\$ 700.00	\$ (1,500.00)
Client Contractual Services - PEERS	\$ 94,125.00	\$ 94,125.00	\$ 70,594.00	\$ -	\$ (23,531.00)
Client Uniforms/Shoes	\$ 250.00	\$ -	\$ -	\$ -	\$ (250.00)
Client Other Needs	\$ 650.00	\$ 330.00	\$ 500.00	\$ 336.00	\$ (150.00)
Client Transportation	\$ 6,000.00	\$ 3,134.00	\$ 2,250.00	\$ 1,239.00	\$ (3,750.00)
Client Equipment Purchase	\$ 2,000.00	\$ -	\$ -	\$ -	\$ (2,000.00)
Total Client Expenditures	\$ 593,025.00	\$ 622,814.83	\$ 506,844.00	\$ 287,680.23	\$ (86,181.00)
Payroll					
Executive Director	\$ 72,284.00	\$ 72,284.38	\$ 30,424.29	\$ 30,424.29	\$ (41,859.71)
Office Manager	\$ 43,600.00	\$ 43,599.90	\$ 33,517.53	\$ 16,769.18	\$ (10,082.47)
Case Coordinator GA/EAS	\$ 33,500.00	\$ 15,381.06	\$ 6,000.00	\$ -	\$ (27,500.00)
Administrative Assistant	\$ 14,309.00	\$ 15,509.23	\$ 11,000.07	\$ 7,674.39	\$ (3,308.93)
Case Coordinator IWOP Counselor	\$ 48,331.00	\$ 59,038.92	\$ 37,154.43	\$ 18,461.44	\$ (11,176.57)
Confidential Accounts - Human Resource Manager	\$ 59,040.00	\$ 45,944.56	\$ 45,387.00	\$ 22,707.01	\$ (13,653.00)
Total Payroll Expenditures	\$ 271,064.00	\$ 251,758.05	\$ 163,483.32	\$ 96,036.31	\$ (107,580.68)
Administrative					
Unemployment Tax State	\$ 4,000.00	\$ 816.59	\$ 2,090.40	\$ 133.26	\$ (1,909.60)
FICA	\$ 20,607.00	\$ 19,259.50	\$ 11,538.08	\$ 7,346.77	\$ (9,068.92)
IMRF	\$ 21,136.00	\$ 21,299.14	\$ 13,692.00	\$ 6,239.60	\$ (7,444.00)
Medical & Life Insurance	\$ 78,161.00	\$ 82,494.77	\$ 61,000.00	\$ 33,412.57	\$ (17,161.00)
General Insurance	\$ 7,500.00	\$ 7,393.70	\$ 9,000.00	\$ 8,690.00	\$ 1,500.00
Supplies	\$ 10,000.00	\$ 13,176.11	\$ 10,000.00	\$ 6,828.36	\$ -
Postage	\$ 2,200.00	\$ 2,340.91	\$ 1,875.00	\$ 648.47	\$ (325.00)
Printing & Duplicating	\$ 1,500.00	\$ 959.12	\$ 1,500.00	\$ 659.29	\$ -
Contract Services	\$ 20,000.00	\$ 31,673.68	\$ 17,500.00	\$ 15,288.66	\$ (2,500.00)
Payroll Processing	\$ 2,200.00	\$ 1,902.56	\$ 1,650.00	\$ 613.93	\$ (550.00)
Data Processing	\$ 5,000.00	\$ 8,755.11	\$ 7,000.00	\$ 6,768.15	\$ 2,000.00
Membership/Dues/Subs.	\$ 1,301.00	\$ 447.20	\$ -	\$ -	\$ (1,301.00)
Advertising	\$ -	\$ -	\$ 19,000.00	\$ 1,125.00	\$ 19,000.00
Staff Travel & Mileage	\$ 1,000.00	\$ 1,074.46	\$ 1,125.00	\$ 233.06	\$ 125.00

* The 2013 year will only have a portion of the 2102 Levy payable in 2013 due to the distribution timing of Cook County.
The remaining portion of this levy is reported in the prior 2012-13 fiscal year.

Town of Evanston
General Fund Budget Summary
General Assistance Fund

	FY 2012-2013	FY 2012-2013	FY 2013	FY 2013	Budget-to-Budget
	Budget	Actual	Proposed	Estimates	Increase (Decrease)
Administrative Continued					
Training/Seminars & Conferences	\$ 3,500.00	\$ 2,207.03	\$ 2,000.00	\$ 1,959.28	\$ (1,500.00)
Phone	\$ 9,000.00	\$ 8,485.28	\$ 5,000.00	\$ 4,313.30	\$ (4,000.00)
Utilities	\$ 10,000.00	\$ 9,109.74	\$ 4,500.00	\$ 3,536.39	\$ (5,500.00)
Equipment Purchase	\$ 17,500.00	\$ -	\$ 39,000.00	\$ 38,463.22	\$ 21,500.00
Rent	\$ 64,810.00	\$ 64,810.08	\$ 27,004.20	\$ 27,004.20	\$ (37,805.80)
Storage Rental	\$ 1,250.00	\$ 1,378.00	\$ -	\$ -	\$ (1,250.00)
Contingency	\$ 500.00	\$ 165.00	\$ 1,500.00	\$ 1,086.12	\$ 1,000.00
Bank Fees	\$ 1,400.00	\$ 1,504.76	\$ 1,125.00	\$ 601.77	\$ (275.00)
Total Administrative Expenditures	\$ 282,565.00	\$ 279,252.74	\$ 237,099.68	\$ 164,951.40	\$ (45,465.32)
Client Medical					
Hospital Inpatient	\$ 5,000.00	\$ 2,618.27	\$ 1,000.00	\$ 164.95	\$ (4,000.00)
Hospital Outpatient	\$ 1,000.00	\$ 6,000.51	\$ 2,250.00	\$ 1,390.85	\$ 1,250.00
All Other Physicians	\$ 1,500.00	\$ 4,795.97	\$ 1,500.00	\$ 616.70	\$ -
Drugs	\$ 45,000.00	\$ 59,802.78	\$ 85,000.00	\$ 75,240.51	\$ 40,000.00
Other Medical	\$ 5,000.00	\$ 549.13	\$ 375.00	\$ 110.00	\$ (4,625.00)
Glasses	\$ 1,000.00	\$ 135.45	\$ -	\$ -	\$ (1,000.00)
Emergency Room Physicians	\$ 400.00	\$ 320.45	\$ 500.00	\$ 241.00	\$ 100.00
Psych Outpat/Mental Assessment	\$ 10,000.00	\$ 7,895.60	\$ 3,000.00	\$ 2,775.03	\$ (7,000.00)
Transport/Ambulatory Services	\$ 500.00	\$ 400.21	\$ -	\$ -	\$ (500.00)
Catastrophic Insurance	\$ 3,200.00	\$ 3,175.22	\$ -	\$ -	\$ (3,200.00)
X-Rays	\$ 4,000.00	\$ 4,040.38	\$ 500.00	\$ (222.50)	\$ (3,500.00)
Total Client Medical Expenditures	\$ 76,600.00	\$ 89,733.97	\$ 94,125.00	\$ 80,316.54	\$ 17,525.00
Emergency Assistance - EAS Expenses					
Housing Assistance	\$ 40,000.00	\$ 41,539.00	\$ 20,000.00	\$ 18,066.99	\$ (20,000.00)
Food Assistance	\$ 2,500.00	\$ 999.37	\$ -	\$ -	\$ (2,500.00)
Utilities	\$ 12,000.00	\$ 3,773.94	\$ 5,000.00	\$ 4,105.59	\$ (7,000.00)
Total EAS Expenses	\$ 54,500.00	\$ 46,312.31	\$ 25,000.00	\$ 22,172.58	\$ (29,500.00)
TOTAL EXPENDITURES	\$ 1,277,754.00	\$ 1,289,871.90	\$ 1,026,552.00	\$ 651,157.06	\$ (251,202.00)
NET SURPLUS (DEFICIT)	\$ 1,599.00	\$ (220,982.72)	\$ (453,590.00)	\$ (259,240.98)	\$ (455,189.00)
BEGINNING FUND BALANCE		\$ 1,519,253.00	\$ 1,298,270.28		
ENDING FUND BALANCE		\$ 1,298,270.28	\$ 844,680.28		

*FY 2013 is a nine-month transitional fiscal year.

Town of Evanston
General Fund Budget Summary
Town Fund

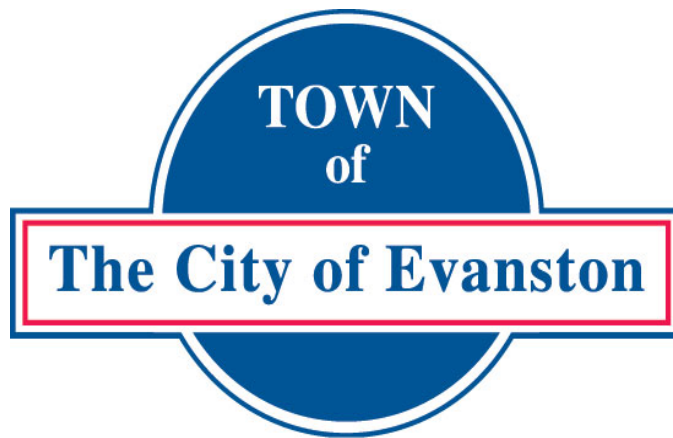
	FY 2012-2013		FY 2012-2013		FY 2013*		FY 2013		Budget-to-Budget
	Budget	Actual	Actual	Proposed	Proposed	Estimates	Estimates	Increase	(Decrease)
Operating Revenues									
Previous Tax Levy	\$ 235,753.00	\$ 276,747.97	\$ 276,747.97	\$ 110,000.00	\$ 110,000.00	\$ 85,376.02	\$ 85,376.02	\$ (125,753.00)	
Replacement Property Tax	\$ 50,000.00	\$ 56,266.06	\$ 56,266.06	\$ 37,500.00	\$ 37,500.00	\$ 24,950.73	\$ 24,950.73	\$ (12,500.00)	
Interest	\$ 300.00	\$ 253.16	\$ 253.16	\$ 225.00	\$ 225.00	\$ 24.94	\$ 24.94	\$ (75.00)	
Transfer from Fund Balance	\$ 80,000.00	\$ -	\$ -	\$ 1,062.00	\$ 1,062.00	\$ -	\$ -	\$ (78,938.00)	
TOTAL REVENUE	\$ 366,053.00	\$ 333,267.19	\$ 333,267.19	\$ 148,787.00	\$ 148,787.00	\$ 110,351.69	\$ 110,351.69	\$ (217,266.00)	
Operating Expenditures									
Assessor									
Assessor	\$ 8,000.00	\$ 8,000.04	\$ 8,000.04	\$ 6,030.00	\$ 6,030.00	\$ 3,333.35	\$ 3,333.35	\$ (1,970.00)	
Deputy Assessor	\$ 53,000.00	\$ 53,000.09	\$ 53,000.09	\$ 40,743.75	\$ 40,743.75	\$ 20,384.63	\$ 20,384.63	\$ (12,256.25)	
Assistant Deputy Assessor	\$ 33,000.00	\$ 33,789.88	\$ 33,789.88	\$ 25,368.75	\$ 25,368.75	\$ 12,958.84	\$ 12,958.84	\$ (7,631.25)	
Part-Time Assistant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Staff Overtime	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	
Unemployment Tax-State	\$ 3,000.00	\$ 410.88	\$ 410.88	\$ 1,002.48	\$ 1,002.48	\$ 94.91	\$ 94.91	\$ (1,997.52)	
FICA/Medicare Tax Expense	\$ 7,056.00	\$ 7,251.40	\$ 7,251.40	\$ 5,518.90	\$ 5,518.90	\$ 2,805.78	\$ 2,805.78	\$ (1,537.10)	
IMRF	\$ 6,049.00	\$ 7,345.94	\$ 7,345.94	\$ 7,423.46	\$ 7,423.46	\$ 3,153.18	\$ 3,153.18	\$ 1,374.46	
Medical & Life Insurance	\$ 18,469.00	\$ 18,669.06	\$ 18,669.06	\$ 14,250.00	\$ 14,250.00	\$ 8,033.90	\$ 8,033.90	\$ (4,219.00)	
Supplies	\$ 3,000.00	\$ 2,485.14	\$ 2,485.14	\$ 1,875.00	\$ 1,875.00	\$ 260.73	\$ 260.73	\$ (1,125.00)	
Postage	\$ 500.00	\$ 384.60	\$ 384.60	\$ 750.00	\$ 750.00	\$ 204.00	\$ 204.00	\$ 250.00	
Printing and Duplicating	\$ 1,000.00	\$ 461.82	\$ 461.82	\$ 1,000.00	\$ 1,000.00	\$ 210.55	\$ 210.55	\$ -	
Sid Well Maps	\$ 400.00	\$ 374.00	\$ 374.00	\$ 500.00	\$ 500.00	\$ 375.00	\$ 375.00	\$ 100.00	
Contract Services	\$ 4,000.00	\$ 2,058.82	\$ 2,058.82	\$ 3,000.00	\$ 3,000.00	\$ 1,337.04	\$ 1,337.04	\$ (1,000.00)	
Payroll Processing	\$ 1,900.00	\$ 1,440.29	\$ 1,440.29	\$ 1,125.00	\$ 1,125.00	\$ 505.59	\$ 505.59	\$ (775.00)	
Dues & Subscriptions	\$ 650.00	\$ 704.85	\$ 704.85	\$ 532.50	\$ 532.50	\$ -	\$ -	\$ (117.50)	
Travel & Education	\$ 2,000.00	\$ 2,267.16	\$ 2,267.16	\$ 1,650.00	\$ 1,650.00	\$ 253.19	\$ 253.19	\$ (350.00)	
Phone	\$ 2,000.00	\$ 1,992.25	\$ 1,992.25	\$ 1,000.00	\$ 1,000.00	\$ 841.62	\$ 841.62	\$ (1,000.00)	
Utilities	\$ 3,000.00	\$ 2,877.76	\$ 2,877.76	\$ 1,188.75	\$ 1,188.75	\$ 1,047.85	\$ 1,047.85	\$ (1,811.25)	
Equipment Maintenance	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ (2,000.00)	
Equipment Purchases	\$ 1,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 13,939.47	\$ 13,939.47	\$ 14,000.00	
Rent	\$ 16,679.00	\$ 16,678.92	\$ 16,678.92	\$ 6,949.55	\$ 6,949.55	\$ 6,949.55	\$ 6,949.55	\$ (9,729.45)	
Contingency	\$ 250.00	\$ 50.00	\$ 50.00	\$ 500.00	\$ 500.00	\$ 360.20	\$ 360.20	\$ 250.00	
Total Assessor Expenditures	\$ 166,953.00	\$ 160,742.90	\$ 160,742.90	\$ 136,908.14	\$ 136,908.14	\$ 77,049.38	\$ 77,049.38	\$ (30,044.86)	
Supervisor									
Supervisor Salary	\$ 13,400.00	\$ 13,400.04	\$ 13,400.04	\$ 10,218.00	\$ 10,218.00	\$ 5,639.33	\$ 5,639.33	\$ (3,182.00)	
Unemployment Tax-State	\$ -	\$ 73.68	\$ 73.68	\$ 142.02	\$ 142.02	\$ 76.15	\$ 76.15	\$ 142.02	
FICA/Medicare	\$ 1,100.00	\$ 1,025.10	\$ 1,025.10	\$ 781.68	\$ 781.68	\$ 431.41	\$ 431.41	\$ (318.32)	
IMRF	\$ 1,052.00	\$ 1,133.64	\$ 1,133.64	\$ 1,051.43	\$ 1,051.43	\$ 523.71	\$ 523.71	\$ (0.57)	
Legal	\$ 500.00	\$ 51.20	\$ 51.20	\$ 1,000.00	\$ 1,000.00	\$ 45.60	\$ 45.60	\$ 500.00	
Auditing Services	\$ 20,000.00	\$ 25,500.00	\$ 25,500.00	\$ 25,500.00	\$ 25,500.00	\$ 12,600.00	\$ 12,600.00	\$ 5,500.00	
Accounting Service	\$ 14,982.00	\$ 33,284.00	\$ 33,284.00	\$ 16,642.02	\$ 16,642.02	\$ 15,910.00	\$ 15,910.00	\$ 1,660.02	
Dues & Subscriptions	\$ 5,500.00	\$ 4,339.11	\$ 4,339.11	\$ 5,625.00	\$ 5,625.00	\$ 5,057.08	\$ 5,057.08	\$ 125.00	
Travel/Conference	\$ 2,500.00	\$ 1,559.60	\$ 1,559.60	\$ 1,500.00	\$ 1,500.00	\$ 626.94	\$ 626.94	\$ (1,000.00)	
Equipment Purchase	\$ 2,000.00	\$ -	\$ -	\$ 1,900.00	\$ 1,900.00	\$ 1,764.32	\$ 1,764.32	\$ (100.00)	

* The 2013 year will only have a portion of the 2102 Levy payable in 2013 due to the distribution timing of Cook County. The remaining portion of this levy is reported in the prior 2012-13 fiscal year.

**Town of Evanston
General Fund Budget Summary
Town Fund**

	FY 2012-2013 Budget	FY 2012-2013 Actual	FY 2013 Proposed	FY 2013 Estimates	Budget-to-Budget Increase (Decrease)
Supervisor Continued					
Contingency	\$ 500.00	\$ 160.00	\$ 1,500.00	\$ 1,488.20	\$ 1,000.00
Banking Fees	\$ 200.00	\$ 200.92	\$ 150.00	\$ 48.15	\$ (50.00)
Total Supervisor Expenditures	\$ 61,734.00	\$ 80,727.29	\$ 66,010.15	\$ 44,210.89	\$ 4,276.15
Community Purchased Services					
Childcare Network of Evanston	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)
Family Focus	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)
Legal Assistance Foundation	\$ -	\$ -	\$ -	\$ -	\$ -
YOU	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)
Shore Community Services	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)
James B. Moran Center/Community Defe	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)
Housing Options	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)
Child Care Center of Evanston	\$ -	\$ -	\$ -	\$ -	\$ -
Connections For The Homeless	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)
Infant Welfare Society	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)
North Shore Senior Services	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)
Metropolitan Family Services	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ (10,000.00)
Client Contractual Services - YWCA	\$ 6,600.00	\$ 6,600.00	\$ 4,950.00	\$ -	\$ (1,650.00)
Total Community Purchased Servic	\$ 106,600.00	\$ 106,600.00	\$ 4,950.00	\$ -	\$ (101,650.00)
Community Action Program					
Community Action Program	\$ 15,000.00	\$ 15,600.00	\$ 38,500.00	\$ 5,545.00	\$ 23,500.00
Veteran Services	\$ 650.00	\$ 631.00	\$ 715.00	\$ 712.90	\$ 65.00
Summer Youth Program	\$ 30,000.00	\$ 30,000.00	\$ 15,000.00	\$ -	\$ (15,000.00)
Total Community Action Program E	\$ 45,650.00	\$ 46,231.00	\$ 54,215.00	\$ 6,257.90	\$ 8,565.00
Legal					
Legal Services	\$ 10,000.00	\$ -	\$ 5,000.00	\$ -	\$ (5,000.00)
Total Legal Expenses	\$ 10,000.00	\$ -	\$ 5,000.00	\$ -	\$ (5,000.00)
TOTAL TOWN EXPENDITURES	\$ 390,937.00	\$ 394,301.19	\$ 267,083.29	\$ 127,518.17	\$ (123,853.71)
NET SURPLUS (DEFICIT)	\$ (24,884.00)	\$ (61,034.00)	\$ (118,296.29)	\$ (17,166.48)	\$ (93,412.29)
BEGINNING FUND BALANCE		\$ 359,842.00	\$ 298,808.00		
ENDING FUND BALANCE		\$ 298,808.00	\$ 180,511.71		

*FY 2013 Is a nine-month transitional fiscal year.



Town of the City of Evanston

Proposed Budget – For the 9 Month Fiscal Year

April 1, 2013 to December 31, 2013

**The Honorable Gary Gaspard
Township Supervisor
Gary Gaspard
1910 Main Street
Evanston, IL 60202
847-475-4481
gaspard@townofevanston.com**

ELECTED OFFICIALS

Township Supervisor

Gary Gaspard

Township Assessor

Bonnie Wilson

TOWN TRUSTEES

Judy Fiske

Peter Braithwaite

Melissa A. Wynne

Donald N. Wilson

Delores A. Holmes

Mark Tendam

Jane Grover

Ann Rainey

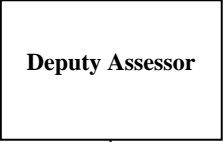
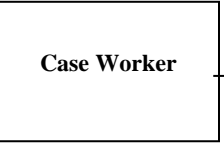
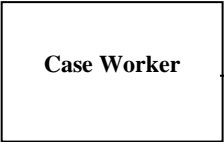
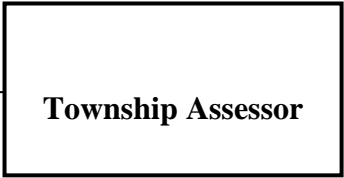
Coleen Burrus

**Town of the City of Evanston
FY 2013**

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Town of the City of Evanston Organization Chart



September 13, 2013

To Trustees of the Town of the City of Evanston:

The FY 2013 Budget maintains the Township's mission in regard to the functions of the Township Assessor's office, Supervisor's office, the Township General Assistance and the Township Emergency Assistance Program. It is a budget that maintains a high quality service delivery level for general assistance and emergency assistance clients.

The FY 2013 Town of Evanston budget is a nine-month transitional fiscal-year budget. Currently, the Township fiscal year goes from April 1, 2013 to March 31, 2014. As of January 1, 2014 the Township's fiscal year will be from January 1st to December 31st. The FY 2013 budget anticipates a decrease in the proposed revenue to be received from property taxes. The budget for the General Assistance Program is \$959,515.00. Under the old fiscal year ending March 31, 2013 tax levy received in the first installment would have been reported in 2013-14. In a truncated fiscal year ending December 31, 2013 the only property taxes credited in this year will mainly come from the 2nd installment of the 2012 Levy. As such the fund balance is projected to decrease at the end of FY 2013 mainly due to the new date for the year end. This also happened when the city converted to a calendar year. The 2013 budget also includes \$300.00 in projected interest; \$5,625.00 in projected Social Security Insurance (SSI) reimbursements and \$67,037.00 from the General Assistance Fund Balance. The projected end of the year fund balance from 2013 is \$844,680.

In the 2012-2013 budget an anticipated 90 clients per month was budgeted, however, due to the economy and the drastic increase in the clients roll for the 2013 budget, the client number will be increased to 125 clients per month for the 2013 budget year. By the end of March 31, 2013 there were 151 active General Assistance Clients.

The FY 2013 budget for the Town of Evanston fund is \$274,540.00. Similar to the General Assistance Fund, the Town fund will receive lower property taxes in the truncated fiscal year. The budget also includes \$37,500.00 in replacement tax and \$225.00 in interest income. The projected end of the year fund balance is \$180,511. The fund balance is being used to cover the costs of the Mental Health Supported Community Purchased services for PEER Services and the YWCA Evanston/North Shore. Two-thirds of the budget for PEER Service and the YWCA Evanston/North Shore are still payable in the current budget for 2013. The 2013 obligations to 8 of the agencies have already been paid in the 2012-2013 budgets. The 8 agencies already paid are as follows: Connections for the Homeless, Family Focus, Housing Options, Infant Welfare Society, Metropolitan Family Services, James B. Moran Center, North Shore Senior Services and Childcare Network of Evanston. Community Action programs include the City of Evanston Summer Youth Employment Program, The City of Evanston Community Picnic, Erie Family Health Services, The Senior Handyman Program and the Veteran Services.

The following are the Highlights of the proposed budget:

Real Estate Property Tax

The budget proposes no increase in the property tax levy for the General Assistance Fund and the Town fund.

General Assistants Fund

Client Payments

The budget proposes \$506,844.00 for the 2013 budget. The 2013 proposes a budget that estimates an average of 125 clients per month for personal and rental assistance. The current caseload is 151 clients and increasing. It is not anticipated that 151 clients will be constant for the duration of the year, nor will all be receiving the maximum grant, which is \$500.00 per month. The grant is allocates up to \$200.00 for rent directly paid to the landlord/owner and \$300.00 in personal expenses in two installments of \$150.00 on the 1st and 16th of each month. The amount for the 50/50 Program is budgeted at \$1,500.00, which assists with 50% of the starting wage up to a maximum of \$1,500.00 for clients hired by an employer. In the past year, the Township has placed four clients with Yes We Can Marketing, one client with Ruby G's Restaurant, one client with Weiss Bound Holmes Family Focus. Client Other Needs is budgeted at \$500.00 for any miscellaneous items that the clients may need that is not already in the budget. The general assistance fund balance will fund the Mental Health Purchase of Service Agreement for \$70,594.00. This amount includes \$25,181.33 or 1.25% for PEER Services and the YWCA Evanston/North Shore. The 1.25% of funding for PEER Services, \$25,181.33 was paid out of the \$94,125.00 requested and \$1,650.00 paid out of the \$6,600.00 requested was paid in the Township prior year 2012-2013 fiscal budgets.

Wages

The proposed budget is \$163,483.32, which includes a 2.5% wage increase for Township Staff and filling the open caseworker position for November and December at a salary of \$6,000.

Work Opportunity Program (WOP)

This department has been merged with Client Services.

Medical Payments Systems

The budget proposed budget is \$94,125 due to the escalating costs associated with prescription drugs and the settlement of \$75,326.01 with Walgreen's for disputed outstanding medical bills.

Emergency Assistance Services (EAS)

The proposed budget increased the overall EAS budget due to the state of the economy and the anticipated increase in projected number of clients requesting assistance from the Township.

TOWN FUND

Assessor's Office

The Assessor proposed budget is a slight decrease from last year's budget, but also contains a cost of living raise of 2.5% for staff. The budget contains small amounts of funds for costs associated with the move to the Civic Center.

Supervisor's Office

The proposed budget has a slight increase from last year. It includes accounting fees being budgeted through December 31, 2013. It anticipates that contracted accounting services performed by the City Administrative Services staff in 2014.

Community Purchased Services

The budget proposes funding is \$74,950.00 to the Community Purchases Service Department for FY 2013. All other obligations have been paid in FY 2012-13 Budget per the partnership with the Mental Health Board.

Community Action

The proposed budget increases from the last budget to \$54,215 which is allocated to the following programs: \$1,000.00 for not for profit fund raising, \$5,000.00 for the City of Evanston's Picnic, \$5,000.00 for ECDC, West End Market, \$27,500.00 for the Senior Handyman Program, \$715.00 for Veteran Flags and \$15,000.00 for the Mayor's City Summer Youth Program.

Legal Fees

The legal fees are budgeted as \$5,000.00 as a result of possible expenditures related to Township legal issues.

EXECUTIVE SUMMARY

Introduction

The Town of the City of Evanston has coterminous boundaries with the City of Evanston. By law, townships are responsible for three mandatory functions; a general assistance program, maintaining township road district highways and bridges and appraising property value in all counties other than Cook.

The Township has been given various powers which they may exercise depending upon the local needs of their constituencies and the activism of the township officials. Each Township has the legal authority to exercise the powers conferred upon it by statute. This limitation is called, "Dillon's Rule" and affects all Illinois governments except home rule municipalities and counties.

There are two part-time elected officials for the Township of Evanston, Township Supervisor and the Township Assessor. Both have separate offices and staff. The Township Supervisor supervises the General Assistance and by statute the Treasurer for

all funds received for the Township. Because of the coterminous nature of the Evanston Township and City, the Aldermen also serve in a dual capacity as Trustees for the Township.

Current state law does not allow the city to administer the general assistance program.

The Assessor's Office

The Evanston Township Assessor's office works as an adjunct to the Cook of County Assessor, whose stated mission is "to serve the public professionally and responsibly by establishing fair and accurate assessment, seeking equitable tax policies and communicating this information simply and understandably."

Specifically, the Assessor's mission is to serve Evanston Township taxpayers by assisting them in securing exemptions, preparing and filing assessment appeals, correcting property description errors and researching all available information pertinent to their properties.

Its goal is to educate taxpayers about all aspects of Cook County's unique property tax system and its procedures. Illinois state laws mandate that each of Cook County's 30 suburban Township Assessors maintain up-to-date records of all sales transfers, building permits, and other changes and factors that could affect the Market Valuation of each property.

The City of Evanston issues building permits to build renovate or improve properties and the Assessor's Office. Our office records the specifics of the permits and forwards them to the Cook County Assessor.

The City of Evanston also issues Sales Transfer Declarations, which indicate the sales prices of properties. The originals are first sent to the Cook County Recorder of Deeds and then are returned to the Evanston Township Assessor for inclusion in the computer database and hard files in the local office.

The Township Supervisor's Office

The Supervisor is the Chief Executive Officer of the Township and serves as supervisor of General Assistance. The Supervisor has numerous financial reporting responsibilities and is the Treasurer of all Township Funds. The Supervisor must account for the receipts and expenditures of all that comes into the Township.

The budget for the Supervisor's office comes from the Town Fund, including two major line items, accounting and auditing. Also, all of the Township membership dues, educational conferences, meetings and salary for the Supervisor are included in this budget.

The Supervisor is employed by the General Assistance program and funded from the General Assistance Fund.

The Supervisor also currently oversees the direction of the community action activities funded by the Township as well as the Community Purchase of Services Agreements in an agreement with the City of Evanston. The Township budget has a proposed amount of \$54,215 for Community Action and \$74,950.00 for Community Purchase of Service Agreements in cooperation with the Mental Health Board. It is detailed in the General Assistance Fund. The budget also includes \$5,000.00 for legal fees.

TOWNSHIP OF EVANSTON, 2013 BUDGET SUMMARY

The total anticipated operating budget for FY 2013 for the Township of Evanston is \$1,234,514.75. This includes \$959,515.00 from the General Assistance Fund, \$274,539.00 from the Town Fund. The total amount being levied in November 2012 is \$1,234,053.75. As noted above not all the 2012 Levy will be recorded in the truncated 2013 year, which will lower the reported fund balances. The Township would also like to use \$67,037.00 of the GA Fund Balance and \$1,062 in Town Fund Balance to offset additional programmatic needs.

Fiscal Constraints

Tax caps limit the amount of tax revenue that the township can collect. Revenue received is the Consumer Price Index or 5%, whichever is less. The Township has been able to maintain a fund balance over the last three years that allows the Township to support activities in the General Assistance Fund.

No increases in the tax levy for the Town or General Assistance Fund is proposed.

The law requires that all eligible General Assistance clients are serviced. A lack of funds cannot be exercised to deny General Assistance. Since the only source of funding is property taxes, the General Assistance and Town Funds must maintain a sufficient cash balance.

Funds

The Township's operating funds comes from property taxes. The property taxes are allocated to two funds: Town General Fund and General Assistance Fund. The total property tax rate is about \$.05 per \$100.00 of equalized assessed value (approximate) .01 cent for the Town Fund and .04 cents for the General Assistance Fund. Tax revenue is received twice a year by the Township, and each fund is a separate accounting entity with self-balancing set of accounts. Law allows for the one-time per budget transfer of funds from the Town General Fund to the General Assistance fund, but not vice versa.

Other Funds

In addition to property taxes, the FY 2013 budget proposes funding from the following sources:

Interest

Interest earned on the interest bearing accounts where the Township funds are deposited. This is a very limited amount due to low interest rates being paid and delays in the receipt of tax income.

Social Security Income Reimbursement (SSI)

The Township General Assistance Office, according to the law, can be reimbursed according GA benefits funds that were expended on a person found to be eligible for SSI (with the exception of the costs related to medical expenses).

Replacement Taxes

Replacement taxes are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporation, partnerships, and other business entities were taken away.

Fund Balance Revenue

Revenue restricted for use by each fund. General Assistance Fund balance is restricted to allowable General Assistance purposes. Township Fund balance is allowed to be transferred for GA purposes.

The General Assistance Program

The administration of the General Assistance Program to persons in need is the major function performed by the Township. The Illinois statutes, (60 ILCS 1/70-60) gives the authority in the area of General Assistance to the Supervisor and to operate emergency assistance with of General Assistance Funds.

The Township General Assistance Program is a financial aid program designed to meet basic life requirements for health and well-being, plus any necessary medical care and supplies required because of illness or disability for which there is no other source of funding. The assistance is provided on a monthly payment basis to eligible residents by the General Assistance Office.

The client assistance level is set by the Supervisor per statute. The budget for the 2013 estimates 125 clients per month. The maximum monthly payment will not exceed \$500.00; including a maximum of \$200.00 for rental assistance paid directly to the property owner/designated and \$300.00 in cash disbursement (\$150.00 on the 1st and 16th of each month).

The General Assistance Fund also allocates \$40,500.00 to assist eligible non-GA recipients with the payment of utilities of water, electric and heating (gas, propane, oil), delinquent mortgage and condo assessments in an emergency situation.

The 2013 line item of \$1,500.00 to be used to support a 50/50 Program is aimed at assisting with the placement of clients with “sever barriers” and training in a specialized skill. It would assist with 50% of the starting wages up to a maximum of \$1,500.00 for clients that are hired by an employer. This employment subsidy may be used for trial employment.

In order to administer the General Assistance Program at Evanston Township, the Supervisor has determined that the following staff positions are needed and in place:

- Office Manager
- Case Coordinator GA/EAS
- Administrative Assistant
- Case Coordinator I/WOP Counselor
- Confidential Accounts Human Resource Manager

The staff is responsible for the administration of the General Assistance and Emergency Assistance Program. The General Assistance Office Staff also handles the financials related to client and bill payments of the Supervisor’s and Assessors Office.

Work Opportunity Program

As part of General Assistance, Townships are required to establish a community work program. There are two options to the program: job training and workfare. Clients who are not on GA, because of medical inability to work, must participate in either a direct worksite placement or be involved in “Job Club”. The clients in “Job Club” are required to attend a two-hour session on Monday’s, Wednesday’s and Fridays. Those in “Job Club” are viewed as more “job ready”. Some clients with minimum skills and in need of “on-the-job training”, are placed on worksites to enhance their work skills. Others who cannot reasonably be expected to obtain a job participate in tasks that are designed to benefit the community.

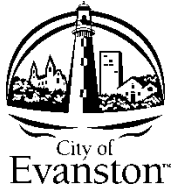
Medical Payment Systems

General Assistance guidelines require the provision of “necessary” medical services to clients as defined by the Illinois Department of Public Aid. If no other funding is available to provide the necessary treatment then the Township is responsible for making payment from client Medicare. Township reimburses most providers at the Public Aid formula, which is being re-negotiated with vendors providing prescription drug coverage. Additionally the Township is also responsible for assisting with needed medical supplies for the “necessary” medical treatments.

Ensuring that clients receive quality services is a constant priority for the Township. The Township opted to participate in a catastrophic insurance program, to eliminate possible financial hardship in the payment of medical bills that might help Township Clients.

Emergency Assistance Program (EAS)

Emergency Assistance Services are provided to (non-eligible) General Assistance clients who meet the established criteria for the services. The services include payment of delinquent rent, mortgage and assessment, utility payments and emergency food vouchers.



Memorandum

To: Honorable Mayor and Members of Town Board
From: Matt Swenkofske, Assistant to the City Manager
Subject: Change of Township Fiscal Year Calendar
Date: September 18, 2013

Recommended Action:

Staff recommends that the Town Board approve ordinance 3T-O-13 changing Evanston Township's Fiscal Calendar from an April 1 – March 31 fiscal year to a calendar year fiscal year to match the City of Evanston.

Summary:

With the Township moving to the Civic Center and city staff assuming Township accounting functions beginning on January 1, 2014 it is logical that the Township's fiscal year calendar be changed to reflect this conversion. The change will allow for a smoother adaptation of the City staff assuming the Township accounting function as well as allow for the Township and City budgets run on concurrent timelines for the future.

3T-O-13

AN ORDINANCE

To Make the Evanston Township Fiscal Year/Budget
Coincide with the Calendar Year

WHEREAS, the Township's fiscal year begins April 1st of each calendar year, and ends March 31st of each calendar year; and

WHEREAS, the Town Board is desirous of having Evanston Township's fiscal year budget cycle coincide with the City of Evanston's fiscal year budget cycle which is on a calendar year cycle.

**BE IT ORDAINED BY THE TOWN BOARD OF THE TOWN OF THE
CITY OF EVANSTON, COOK COUNTY, ILLINOIS:**

SECTION 1: That beginning on January 1, 2014, the fiscal year of Evanston Township shall commence on January 1 of each year and close on December 31 of each year.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Introduced: _____, 2013

Approved:

Adopted: _____, 2013

_____, 2013

Elizabeth B. Tisdahl, Mayor;
Member, Town Board of the Town of
Evanston

Attest:

Approved as to form:

Town Clerk

W. Grant Farrar, Town Board Attorney