



CITY OF WASHINGTON, ILLINOIS
City Council Agenda Communication

Meeting Date: January 21, 2020

Prepared By: Ray Forsythe, City Administrator
Joanie Baxter, Finance Director

RPF
JB

Agenda Item: Budget Review Follow Up

Explanation: I provided the City Council my Budget Memo on Monday, January 13th which provided the method that I will be using to review the Department Director's Budget requests and the schedule we intend to bring it to the City Council. Joanie and I have further discussed the schedule and have made some changes such that all General and related funds will be completed with Group 3 and a preliminary General Fund budget will be available for Council discussion on March 2nd. This will give us an opportunity to fully vet the General Funds and Revenue projections earlier in the process and allow us to be better prepared to discuss any Capital Improvement Projects knowing what our operations costs and surplus funds are estimated to be.

Please be prepared to give me any feedback that you have related to the process and schedule. It is my hope to have any new personnel requests and expanded level service requests on the February 10th Committee of the Whole meeting. It is also my intention to have the total revenue estimate at the same meeting so that the Council will have an idea of the total available funds for budget decisions.

Fiscal Impact: 20/21 Budget

**Recommendation/
Committee Discussion Summary:** N/A

Action Requested: Confirmation of the schedule and budget review process.

**PROPOSED BUDGET REVIEW SCHEDULE - REVISED
FY20-21**

The initials behind each fund/account indicates which staff person(s) is responsible to compile the draft budget paper work for submittal to Ray

| <u>GROUP 1</u> | <u>GROUP 2</u> | <u>GROUP 3</u> | <u>GROUP 4</u> | <u>GROUP 5</u> | <u>GROUP 6</u> |
|--|---|--|--|---|--------------------------|
| Audit--JB Liability--JB IMRF--JB Soc. Security--JB WACC Debt Serv.--JB | Police--MM/JS Fire--MM/JS ESDA--MM/JS Pol. Pen.--JB PoliceSpec Proj--MM/JS Tourism/Econ Dev--JO Planning/Zoning--JO TIF No. 2--JO Personnel-JB/RF | Streets--KS/BV L/A--JB City Hall--JB Telecom Tax Fund--RF/JB GF Rev.--JB/RF GF Summary--JB Storm Water--KS/RF Freedom Pkwy--RF/KS/JO Lakeshore Dr.--RF/KS/JO Safe Routes to Schools--JO/JA Recreation Trail Ext.--JO/RF MERF--KS/RF/JB/MM Cemetery--KS/BV MFT--JA/KS/RF S. Cumm. Road Debt--JB Cruger Road Debt--JB | Water Fund--BR/TR Water Sub. Dev.--KS/BR Water Connection--KS/BR Water Tower Res. Fund--KS/BR N. Lawndale SSA--RF/JA/KS/JO W. Holland SSA--RF/JA/KS/JO Mallard SSA--JB | Sewer Fund--BR/BP Sewer Sub. Dev.--KS/BR Sewer Connect Fee--KS/BR Sewer Bond P&I: 2009--JB Sewer Bond Res.: 2009--JB Sewer Bond Dep.: 2009--JB STP No. 2 Phase 2A Project--KS STP No. 2 Phase 2B Project--KS | All Funds Summary--JB/RF |
| <i>Deadline to CA:</i> | 3-Feb | 31-Jan | 14-Feb | 21-Feb | 28-Feb |
| <i>Meet w/ CA/FD:</i> | N/A | 5-Feb | 19-Feb | 26-Feb | 4-Mar |
| <i>FD to CA-final:</i> | 5-Feb | 12-Feb | 26-Feb | 4-Mar | 11-Mar |
| <i>Packet date:</i> | 7-Feb | 14-Feb | 28-Feb | 6-Mar | 13-Mar |
| <i>Meeting date:</i> | 10-Feb | 17-Feb | 2-Mar | 9-Mar | 16-Mar |
| | | | | | 3-Apr 6-Apr |

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|-----------|------------------------|---------------------------------------|
| 2/10/2020 | Committee of the Whole | <i>CIP Discussion/Group 1</i> |
| 2/17/2020 | City Council | <i>Group 2</i> |
| 3/2/2020 | City Council | <i>Group 3</i> |
| 3/9/2020 | Committee of the Whole | <i>Group 4</i> |
| 3/16/2020 | City Council | <i>Group 5</i> |
| 4/6/2020 | City Council | <i>Group 6</i> |
| | | <i>1st Reading - Budget Ordinance</i> |
| 4/8/2019 | Committee of the Whole | <i>Public Hearing</i> |
| 4/15/2019 | City Council | <i>2nd Reading and Adoption</i> |

** there are 2 additional Mondays in March in which special meetings could be held as necessary*