



CITY OF WASHINGTON, ILLINOIS
Finance & Personnel Agenda Communication

Meeting Date: October 19, 2020

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

Agenda Item: Update on Deferred expenses due to COVID-19

Explanation: Staff has continued to update the COVID-19 Response Plan which has been approved by the City Council. As the City's revenue continues to come in higher than expected and reimbursement for reimbursable expenses has been requested through the Illinois CARE Program, staff has revised the Budget Deferrals. The attached spreadsheet includes the original \$780,163 deferral amount proposed by Staff and then the Update #1, #2, #3, #4 and now #5.

Fiscal Impact: Staff will continue to Defer the budget amounts approved by the City Council.

Recommendation/Committee Discussion Summary: Staff recommends approval. This item is included on the October 19th Finance & Personnel Committee and the City Council Meeting.

Action Requested: Recommend approval of the Update #5 Deferral/Savings for the FY 2020-2021

Attachment: Deferral/Savings Spreadsheet

**Potential Expense Items for Deferral/Savings
FY 2020-21**

Description	Initial 5/1/2020	Update #1 appr. 5/18/2021	Update #2 6/8/2020	Update #3 7/20/2020	Update #4 8/17/2020	Update #5 10/19/2020	Comments
<u>Legislative/Administrative</u>							
Tyler software - change in Payroll platform	18,197	18,197	18,197	18,197	18,197	18,197	reduction in cost of software from budgeted amount
Tyler implementation cost							
reduction in travel due to COVID-19	14,240	14,240	14,240	14,240	14,240	14,240	reduction due to remote configuration, training and Go Live
Newsletter	4,200	4,200	2,800	2,800	-	-	
Postage for Newsletter	2,800	2,800	1,900	1,900	-	-	
Legal fees - liquor	2,000	2,000	2,000	2,000	2,000	2,000	
Computers and Misc. Equipment	7,000	7,000	7,000	-	-	-	
Miscellaneous Software	2,500	2,500	2,500	2,500	-	-	
Memorial Day parade	3,000	3,000	3,000	3,000			
Student Government Day lunch	250	250	250	250			
City Administrator Expense	2,500	2,500	2,500	1,875	-	-	
Contingency	5,000	5,000	5,000	5,000			
Training - Elected Officials	13,200	13,200	13,200	10,000	5,000	5,000	Partial cut
Training - Staff	6,500	6,500	6,500	5,000	5,000	-	Request to proceed
	81,387	81,387	79,087	66,762	44,437	39,437	
<u>City Hall</u>							
Replace shrubs on east side of building	500	500	500	500	500	500	
	500	500	500	500	500	500	
<u>Streets/Stormwater</u>							
Garage Approaches (Legion)	35,000	35,000	35,000	35,000	35,000		Request to proceed
Abandon Septic/Dig Bore New Sanitary Across Legion to Manhole	25,000	25,000	25,000	25,000	25,000		Request to proceed
Asphalt Paving Around Building at Legion	35,000	35,000	35,000	35,000	35,000		Request to proceed
New Garage Doors at Legion	25,000	25,000	25,000	-			
Pavement Repairs Pinetree	10,000	10,000	10,000	-			
Overhead Lights at IDOT Intersections by Laser Electric	27,000	27,000	27,000	27,000	27,000	27,000	
New Mowing Trailer (Original Equipment)	15,000	15,000	15,000	-			
Cambridge Estates Drainage Project	53,500	-	-	-			
Gillman Sump Collection Project	20,000	20,000	20,000	20,000	20,000		Request to proceed
Streets Shop Walls Painting Project	21,500	21,500	21,500	21,500			
City ROW and Properties/Weed Control	7,500	-	-	-			
Card Pass at Legion Road	15,000	15,000	15,000	15,000			
Asphalt City Alleys	19,000	-	-	-			
Skip Pave Calvary Way	53,000	-	-	-			
Oakwood Heights culvert lining	120,000	120,000	120,000	120,000	120,000		Request to proceed
	481,500	348,500	348,500	298,500	262,000	27,000	
<u>Police</u>							
Reduction in TC3 contract		28,493	28,493	28,493	28,493	28,493	
Cannabis fee revenue	18,000	18,000	18,000	18,000	18,000	18,000	
Repair & Maintenance - Commodities Building	1,000	1,000	1,000	1,000	1,000		Request to proceed
Repair & Maintenance - Commodities Equipment	5,000	5,000	5,000	5,000	5,000		Request to proceed
Lexipol subscription	9,976	9,976	9,976	9,976	9,976	1,783	Request to proceed with a portion
Office supplies	2,000	2,000	2,000	2,000	2,000	2,000	
Legal fees	40,000	40,000	40,000	40,000	40,000	30,000	Request to proceed with a portion
Recruitment	5,000	5,000	5,000	5,000	5,000	3,000	Request to proceed with a portion
Postage	1,000	1,000	1,000	1,000	1,000	1,000	
Printing	2,000	2,000	2,000	2,000	2,000	2,000	
Electricity	2,000	2,000	2,000	2,000	2,000	2,000	
Car wash	400	400	400	400	400	-	Request to proceed
Training	7,000	7,000	7,000	7,000	7,000	3,000	Request to proceed with a portion
DARE/CRO	2,500	2,500	2,500	2,500	2,500	500	Request to proceed with a portion
Firearms training	2,500	2,500	2,500	2,500	2,500	-	Request to proceed
Purchase equipment	32,500	32,500	32,500	32,500	32,500	-	Request to proceed
Awards program	4,000	4,000	4,000	4,000	4,000	3,000	Request to proceed with a portion
Printing parking tickets	400	400	400	400	400	400	
	135,276	163,769	163,769	163,769	163,769	95,176	
<u>Tourism/Economic Development</u>							
Tournament of Champions support	10,000	10,000	10,000	10,000	10,000	10,000	Tournament Cancelled
Miscellaneous marketing	10,000	10,000	10,000	10,000	10,000	-	Request to proceed
Marketing and promotional materials	3,000	3,000	3,000	3,000	3,000	-	Request to proceed
	23,000	23,000	23,000	23,000	23,000	10,000	
<u>Planning & Development</u>							
Special projects/studies	10,000	10,000	10,000	10,000	10,000	-	Request to proceed
PPUATS dues waived	6,500	6,500	6,500	6,500	6,500	6,500	Fees waived for this year
	16,500	16,500	16,500	16,500	16,500	6,500	
<u>Fire & Rescue</u>							
Increase in TC3 contract	-	(10,251)	(10,251)	(10,251)	(10,251)	(10,251)	
Generator	32,000	32,000	32,000	32,000	32,000	-	Request to proceed
Building Improvements	10,000	10,000	10,000	10,000	10,000	-	Request to proceed
	42,000	31,749	31,749	31,749	31,749	(10,251)	
Total deferred expenses	780,163	665,405	663,105	600,780	541,955	168,362	