

***CITY OF WASHINGTON***

***FY 22-23***

***BUDGET OVERVIEW***

## General Fund – Fund 100 FY 22-23 Budget Overview

### General Fund Summary

- Personnel – 2.89% increase over Budget FY21-22
  - Addition of 3.75 FTE for full-time and reductions of 2.35 FTE for part-time for a net addition of 1.4 FTE

Add	
GIS Specialist	0.75
F-T PASS	1
Police Officer	1
Admin. Assistant	1
F-T Increase	3.75
Add	
P-T Accountant	0.05
Less	
Comb. HR Mgr/Comm	-0.8
Clerk's Asst. F-T as AA	-0.5
Reduction in P-T Lab.	-0.5
Reduction in P-T PASS	-0.6
Overall Increase	1.4

- Health Insurance – budgeted for 1% increase to address employees moving from single to married plan – actual renewal is 2.8% decrease
- Assumed 2.5% General Wage Increase for Non-Union which is the same as included in the Police and Laborer's contracts. Actual CPI was 7.4%.
- Operations – 2.72 increase over Budget FY22-23
- Capital – 136.13% increase over Budget FY22-23
- Transfers – 76.01% increase over Budget FY22-23
- Projected ending balance – Unrestricted \$9.6M with \$5.487M in Surplus Funds
- Projected ending balance of all General Funds is 62% as a % of total revenue
- In FY 18-19, the City Council approved spending Surplus Funds of \$3,312,500 for designated projects. The actual Surplus Funds that have been spent since that time or that are projected to be spent in FY22-23 is \$1,844,205.

### Legislative/Administrative – Department 001

#### 100-001-530-3000 (IT Support)

- Increase of \$6,475
  - Social Media Archiving Subscription – new in 2021
  - Additional support for new Tyler modules

#### 100-001-530-4000 (Professional Fees)

- Codification of City Code (\$18,750 total and \$15,000 to L/A) was rebudgeted
- Compensation and Classification Study (\$22,500 total and \$15,000 to L/A) was rebudgeted
- Rebudgeted for new modules including Business Management, Citizen Self Service, Asset Maintenance, Business Licensing and Work Orders

100-001-560-3000 (Software)

- Decrease of \$18,500
  - Majority of Tyler software implementation is complete

**City Hall – Department 002**

100-002-510-1000 (R & M Building – Contractual)

- Increase of \$5,400
  - Additional fire alarm monitoring/maintenance
  - Additional landscape maintenance
  - Additional custodial services

100-002-800-1500 (Purchase – Equipment)

- Decrease of \$50,000
  - Voice over IP Phone System should be substantially complete by FYE 4/30/22

**Streets – Department 003**

100-003-510-9900 (R & M Streets Misc. Contractual):

- \$207,000 to \$203,000. \$4,300 Decrease.
  - Curb and gutter repairs, Pavement Striping, Sidewalk, Approaches, Street Light Maintenance, Traffic Signal Maintenance.

100-003-530-4000 (Professional Fees):

- \$20,000 to \$9,000. \$11,000 Decrease.
  - Can be reduced if the City Hires a Full Time GIS Tech. \$9,000 includes 4 months of contractual GIS Services.

100-003-560-2500 (Software):

- \$1,300 to 14,500. \$13,200 Increase.
  - Addition of DOT Pavement Software.

100-003-590-2000 (Lease/Rent Expense):

- \$24,750 to \$18,500. \$6,250 Decrease.
  - Excavator Rentals for Brush Burning and Paver Rental for Streets and Alleys.

100-003-800-1500 (Purchase Equipment):

- \$48,000 to \$41,000. \$7,000 Decrease.
  - 2<sup>nd</sup> Message Board and Mowing Trailer.

100-003-800-2000 (Purchase Building/Property):

- \$95,000 to \$114,000. \$19,000 Increase.
  - Continue with concrete improvements at the Legion Rd Facility.
  - Replace garage door at the Street Shop, pay 1/3 of new garage door for the Filter Building, raise salt shed door.
  - Card Pass for the Street Department Buildings.

100-003-800-4000 (Purchase St/Roads Construction):

- \$302,000 to \$635,000. \$333,000 Increase.
  - North Cummings Mill and Overlay, Par Hue Street Overlay, Shellbark Pavement Rehab, Various Crack Sealing Rec Trail Maintenance.

100-003-800-5000 (Purchase Traffic/Street Lights):

- \$30,000 to \$25,000. \$5,000 Decrease.
  - New Street Lights.

**Police – Department 004**

100-004-510-1000 (R&M Building Contractual):

- Department cleaning service: \$16,000

100-004-530-2000 (Legal Fees):

- Increase from \$32,225 to \$39,000 to support collective bargaining for the contract starting FY 23-24.

100-004-530-3000 (Data Processing Support):

- IT360 managed services

100-004-530-4000 (Professional Fees):

- Adds \$11,000 for officer psychological exams mandated by the State

100-004-550-1500 (Communications)

- Adds \$8,400 for in-car video data connections; this cost is part of the evaluation of new video systems and may not be incurred if we can use the existing datalink.

100-004-560-1000 (Membership Dues)

- Includes \$5,300 for PMEG membership

100-004-560-1500 (Training)

- Basic Law Enforcement Training class tuition \$6,000 per student
- Emphasis on returning to in-person training

100-004-560-3000 (Software)

- \$8,900 relates to charges for use of county-wide dispatch and reporting software
- \$10,000 for investigation-related software generally for digital forensics of mobile devices

100-004-590-3000 (Contractual Funding -TC3)

- TC3 for police: We are not counting on an ETSB grant to offset costs (which has netted about \$50,000 over the past 2 years).

100-004-800-1500 (Purchase-Equipment (was Capitol Expenses))

- \$214,000 for replacement in-car video system (cameras, DVRs, server, data storage); About \$74,000 is offset by a transfer from CERF

100-004-800-2000 (Purchase - Building/Property)

- \$840,000 related to engineering and planning costs for replacement of the evidence facility. Without this replacement, we expect to spend about \$65,000 for climate control and PD's portion of roof replacement as a temporary measure.

100-004-800-4100 (Purchase-Police Engineering)

- \$60,000 related to engineering and planning costs for replacement of the evidence facility.

100-004-910-9200 (Firearms Training)

- \$16,000 of this request is due to a pending order, "shifting" costs from the current FY to FY 22-23.

**Tourism/ED – Department 005**

100-005-510-900 (Contractual Services):

- Chamber: \$30,000
- Washington Tourism Grant: \$10,000 (increased from \$5,000 in FY 21-22)
- PACVB: \$16,000 (will likely be a carryover from FY 21-22)

100-005-560-1000 (Membership Dues):

- GPEDC: \$10,000

100-005-910-9200 (Misc. Tourism Expenses):

- Tournament of Champions: \$15,000

100-005-910-9300 (ED Expenses):

- ED marketing/promotional materials: \$12,000 (increased from \$10,000)
- ED videos: \$12,000 (decreased from \$20,000 after refining pricing)

**Planning/Zoning/Code Enforcement – Department 006**

100-006-530-4000 (Consultation/Contractual):

- Building inspections: \$15,000
- Commercial inspections: \$12,000 (increase from \$8,000)
- GIS assistance: \$10,000 (decrease from \$30,000—assumes hiring of FT GIS Coordinator)
- Comp plan: \$23,000 (decrease from \$138,500 – this is for any remaining cost in FY 22-23; the project is 80% funded through an IDOT grant)
- Property acquisitions/demos/appraisals: \$50,000 (decrease from \$75,000)
- Misc. planning assistance/comp plan implementation (new item to account for the implementation of any possible initiatives as part of the plan): \$40,000

100-006-560-3000 (Software):

- ArcGIS Urban: \$31,000 (New proposed purchase – This software can be used across multiple departments and assist with the review of potential zoning changes, assess 3D development build-out scenarios, incorporate public works assets into suitability analysis for use in identifying appropriate development locations. This includes the purchase of two term licenses at a cost of \$8,000, which would be an annual cost.)

100-006-650-2000 (Miscellaneous Equipment):

- Drone and batteries: \$5,700 (New proposed purchase – This would be used by code enforcement, engineering, and public works staff for site/construction inspections, updating of orthophotography images for areas of particular interest, verification of as-built plans vs. as-designated, and infrastructure planning and maintenance. Aaron Paque is a certified drone operator).

100-006-910-9000 (Misc. Expense):

- Nuisance abatement work: \$15,000 (increased from \$12,000)

**Fire & Rescue – Department 007**

100-007-590-2500 (WVFD & RS Payments)

- Contract increase of approximately \$26,000

100-007-590-2700 (WVFD & RS Corp/Admin Services)

- Contract increase of approximately \$4,000

100-007-610-1000 (R&M - Building Property Comm)

- The City is responsible for major repairs and maintenance of the property. There is not a specific project; these are potential maintenance costs.

100-007-800-1500 (Purchase – Equipment)

- There are no major equipment purchases planned for FY 22-23.

**Telecommunications Tax – Department 009**

100-009-950-4000 and 7000 (Transfer to Police and Fire and Rescue)

- Increase in TC3 contract

***Please note, based on the projected ending balance as of 4/30/2023 – this Fund has less than two years of funding remaining in Reserves before General Fund sources would be required to pay the contract costs not covered by the Telecommunications Tax.***

## **Special Funds FY 22-23 Budget Overview**

### **Police – Special Projects – Fund 140**

140-000-800-1600 (Purchase Equipment - Alcohol Enforcement)

- Decrease of \$10,000 due to purchase of durable radar equipment this year.

140-142-800-1500 (Purchase Equipment – Canine)

- Decrease due to purchase of Loki and associated equipment.

### **Cemetery Fund – Fund 200**

200-000-800-5000 (Purchase System Improvements):

- \$30,000 to \$48,000. \$18,000 Increase.
  - Estimated price to repave Cemetery Roads and Alleys.

### **Emergency Management Agency – Fund 201**

201-000-510-1500 (R&M - Equipment Contractual):

- Generally outdoor warning siren repair

201-000-550-1500 (Communications)

- \$16,800 is what we expect to be a high threshold for radio port fees. This is based on an expiring state contract rate plus inflation. This is a safety figure as ETSB has not determined port fees.

201-000-590-2000 (Lease/Rent Expense):

- Existing radio tower rental – total expense will be dependent on bringing Starcom into service.

201-000-650-1500 (Miscellaneous Equipment)

- Significant reduction from \$41,500 FY21-22 budget due to durable radio purchase.

### **Motor Fuel Tax Fund – Fund 206**

- Rebuild Illinois Funds will continue to be used to fund the design of the Hilldale Projects. We will have over half a million left to spend in the coming years.
- With over a million in the beginning balance for this fund, another project similar in size to the previous two years will be done. The fog coat will continue to be used as we target roads in the Presidential Streets, the roads north and south of Jefferson/Adams (east of Wilmor), and the roadways east of Lawndale.

### **TIF #2 – Fund 208**

208-000-590-2700 (Building Renov. – Committed):

- Approved redev. Agreements: \$311,200 (increase from \$145,000 – The majority is for reimbursement for the brewpub/restaurant project at 140 Washington Sq.)

208-000-590-2800 (Building Renov. – Uncommitted):

- Upcoming redev. Agreements: \$0 (decrease from \$100,000)

208-000-800-2000 (Purchase – Building/Property):

- TBD Opportunities: \$0 (decrease from \$40,000)

208-000-800-5000 (Purchase – Improvements Const.):

- Misc. decorations for light poles, elec. Improvements, parking lot rehab/reconstruction, sidewalk/crosswalk repair/replacement, streetscape improvements, interior wall replacement, NE Square lot reconstruction: \$0 (decrease from \$515,000)

208-000-800-5100 (Purchase – Improvements Eng.):

- Misc. engineering/surveying, RDMS grant streetscape PE2/CE: \$75,000 (decrease from \$130,000—RDMS grant would pay for 80% of engineering and construction up to the grant ceiling if the grant is awarded)

208-000-9100-9000 (Misc. Expense):

- Tree removal/plantings/landscaping/watering: \$15,000 (increase from \$12,000)

#### **Stormwater Management Fund – Fund 218**

218-000-530-1500 (Engineering Fees):

- \$460,000 to \$5,000. \$455,000 Decrease.
  - Stormwater Engineering Study was completed.

218-000-800-1500 (Purchase Equipment):

- \$5,000 to \$15,000. \$10,000 Increase.
  - Purchase of a LIDAR Camera to map elevations to assist with Stormwater Projects.

218-000-800-5000 (Purchase System Construction):

- \$220,000 to \$600,000. \$380,000 Increase.
  - Oakwood Storm Pipe
  - Felkers Stormwater Project.
  - Stormwater Study Projects.
  - Unanticipated Projects.

218-000-800-5100 (Purchase System Engineering):

- \$12,000 to \$50,000. \$38,000 Increase.
  - Engineering of the Jackson Street Pedestrian Bridge.
  - Engineering of Stormwater Projects.



## **Capital Project Funds FY 22-23 Budget Overview**

### **Freedom Parkway/Lakeshore Drive Improvement – Fund 409**

- We are budgeting for ½ of the engineer's estimate which at last check was just over 7 million dollars. We are also including ½ of the Construction Engineering as well. The State money we are receiving will be included in the next fiscal year.

### **Hilldale Ave. Improvement – Fund 413**

- The last estimate was near 2 million, but with material price increases, 2.2 million is being budgeted similar to last year. The construction and construction engineering will be split between this capital fund, water, and sewer funds.

### **Safe Routes to Schools – Fund 420**

- We have submitted two projects for this grant. We will not need to budget for design until next fiscal year.

### **Recreation Trail Extension – Fund 421**

- The Centennial Project will spill over from the current fiscal year into the 2022-2023 budget. Construction is to be completed by July.

### **N. Lawndale Special Service Area – Fund 430**

- Project is complete.

### **W. Holland Special Service Area – Fund 431**

- Project is complete.