



**CITY OF WASHINGTON, ILLINOIS**  
**City Council Agenda Communication**

**Meeting Date:** March 6, 2023

**Prepared By:** Joanie Baxter, Finance Director *JB*

**Agenda Item:** Budget Review – Groups 2 and 3

**Explanation:** Attached are Budget Overview summaries for the Group 2 and 3 funds. These will be presented by Department Heads Monday evening along with the ClearGov Department summaries for each fund. You have had the opportunity to review the ongoing work of the management team through the Tyler budget detail as well as the ClearGov documents but as a reminder, the ClearGov website is:

Budget link <https://city-washington-il-budget-book.cleargov.com/8274>

I've also attached my prior memo on the first budget review that provides an explanation of the budget development process this year.

Please let me know prior to Monday evening if you have questions for me or the other Department Heads that may require some time or research that we may not have at our fingertips.

**Fiscal Impact:** FY2024 Budget

**Action Requested:** Review as part of overall budget process.



**CITY OF WASHINGTON, ILLINOIS**  
**Committee of the Whole Agenda Communication**

**Meeting Date:** February 13, 2023

**Prepared By:** Joanie Baxter, CPA – Finance Director

**Agenda Item:** FY2024 Budget Review – Group 1

**Explanation:** As indicated in a previous Council Report and at the Strategic Planning Meeting, we are implementing a new process in compiling the Budget Book for FY2024. This new software is called ClearGov and was utilized during the development of the Capital Improvement Plan that was presented at the meeting. For the current budget – I am using a combination of ClearGov and the Tyler Budget Development for the personnel and operation portions of the budget by exporting final numbers from Tyler to the ClearGov platform which allows for customization of narrative, charts, graphs, spreadsheets, etc. as well as a very seamless compilation of the document.

In doing so, the final budget document will be entirely electronic, and no paper copies will be provided. A link to the document will be placed on our website for public review as well once the document is approved. This budget document is much more in line with the Government Finance Officers Association (GFOA) standards and puts us in position to apply for a Certificate of Outstanding Achievement in Budgeting from the GFOA. Converting to the Tyler Enterprise Resource Program (ERP) has allowed the City to embrace this digital age and I am grateful to the City Council for allowing the purchase and proud of all Finance staff that maintain this very robust and comprehensive system.

**To access the draft budget – use the following link** and then click on Departments on the menu at the top and you will see the five funds that are included for review. Each fund shows a bar graph with some historical information on both expenses and revenues, highlighting the FY2024 budget request and the difference from the previous budget year. There is also a pie chart showing the budget request for expenses by expense type and revenue by revenue source. Spreadsheets are included to show the General Ledger accounts with Actual FY2022, Budget FY2023, Estimated Actual FY2023, Budget FY2024, and two Change Columns comparing the Budget FY2024 to Budget FY2023 by \$ change and % change.

Budget link <https://city-washington-il-budget-book.cleargov.com/8274>

Please keep in mind that this Budget Book is a work in progress and you will see that progress as we go through the budget review over the next 5 to 6 weeks. There are many parts of the book that still need to be completed so at this point please focus your attention on the Departments tab and you can also see the draft CIP that is included under the Capital Improvement tab, but is also subject to change.

## General Fund – Fund 100 FY2024 Budget Overview

### Legislative/Administrative – Department 001

#### 100-001-530-2000 (Legal Fees)

- Increase of \$20,000
  - Increase in actual fees last two years due to significant increase in FOIAs.

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

- Decrease of \$10,400
  - Compensation and classification study rebudgeted to be performed by AAIM at a lower anticipated cost

#### 100-001-560-3000 (Software)

- Increase of \$13,300
  - Full suite for ClearGov Digital Budget Book including Operations and Personnel
  - LaserFische Document Management Software
  - Office 365 renewals
  - Acrobat Pro renewals
  - Rebudgeted for new Tyler modules including Business Management, Citizen Self Service, Asset Maintenance, Business Licensing and Work Orders

#### 100-001-650-2000 (Miscellaneous Equipment)

- Increase of \$8,500
  - Computer purchases are now considered equipment since capitalization threshold changed to \$5,000

#### 100-001-800-1500 (Purchase – Equipment)

- Decrease of \$10,000
  - Computer and other equipment purchases are now considered equipment since capitalization threshold changed to \$5,000

### City Hall – Department 002

#### 100-002-950-1900 (Transfer to Building Maintenance Fund)

- Increase of \$64,000
  - Parking lot at 305 Walnut Street
  - Water and Sewer will each pay 10% of the cost through transfer to City Hall as is the case with all City Hall expenses

### Streets – Department 003

#### 100-003-510-1000 (R & M Buildings Contractual):

- \$5,000 to \$12,000. \$7,000 Increase.
  - New Overhead Garage Door.

100-003-510-2000 (Sidewalk Replacement Contractual):

- \$16,000 to \$25,000. \$9,000 Increase.
  - Sidewalk 70/30 Program, possible increase in activity.

100-003-510-9900 (Street Misc. Contractual):

- \$203,000 to \$100,000. \$103,000 Decrease.
  - Moved \$100,000 to Purchase St/Roads Construction for a curb replacement along an entire roadway would be capitol and not maintenance.

100-003-530-1500 (Engineering Fees):

- \$5,000 to \$23,000. \$18,000 Increase.
  - Land Survey Services and Material Testing moved from Purchase St./Roads Engineering because they are not tied to a capitol project.

100-003-510-4000 (Professional Fees):

- \$9,000 to \$20,000. \$11,000 Increase.
  - Planimetric Data Update for our GIS.

100-003-560-1500 (Training):

- \$3,200 to \$6,100. \$2,900 Increase.
  - Management and Supervisor Training.

100-003-590-1000 (Property Insurance):

- \$2,000 to \$3,000. \$1,000 Increase.
  - Increase in Property Insurance.

100-003-610-1000 (R&M Buildings Commodities):

- \$2,000 to \$15,000. \$13,000 Increase.
  - Fire Department Driveway Paving.
  - Street Breakroom Improvements

100-003-610-2500 (R&M Asphalt Commodities):

- \$40,000 to \$60,000. \$20,000 Increase.
  - Small Road Paving Projects. Utilizing our staff and rented paver more.

100-003-650-2000 (Miscellaneous Equipment):

- \$6,500 to \$10,000. \$3,500 Increase.
  - Miscellaneous Equipment increased to \$5,000.

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

- \$41,000 to \$10,000. \$31,000 Decrease.
  - Less equipment needed this year.

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

- \$114,000 to \$30,000. \$84,000 Decrease.
  - Projects were completed.

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

- \$635,000 to \$645,000. \$10,000 Increase.
  - \$100,000 for a capitol Curb and Gutter Project moved from Street Misc. Contractual.
  - Jackson Street Ped Bridge
  - Mill and Overlay/Paving Projects

100-003-800-4100 (Purchase St/Roads Engineering):

- \$45,000 to \$30,000. \$15,000 Decrease.
  - Jackson Street Ped Bridget Design
  - Parking Lot design
  - Land survey and material testing was shifted out of this account to Prof. Services

**Police – Department 004**

100-004-560-3000 (Software)

- Major change due to specialized software cost inflation.
- charges for use of county-wide dispatch and reporting software
- investigation-related software generally for digital forensics of mobile devices

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

- \$122,000 potential expenses related to regional radio system implementation
- \$30,000 Traffic Counters, motor, bicycle, pedestrian; seeks data for enforcement and is useful to engineering and economic development (grants, experienced utility)
- \$11,000 UAV – useful in wide area investigations, traffic, search and rescue
- \$40,000 e-ticketing and forms – efficiency item

100-004-910-9000 (Miscellaneous Expense)

- \$5,000 moved from Special Projects for the Honors Banquet, as it has become a normal operational expense (although we will seek sponsorships to supplement).

**Tourism/Economic Development – Department 005**

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

- Chamber: \$30,000
- Washington Tourism Grant: \$10,000
- PACVB: \$20,000 (increase from \$16,000 in FY 22-23)

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 videos/marketing/promotional materials: \$20,000
- Possible private development assistance incentives: \$250,000 (new for FY 23-24)

## Planning/Zoning/Code Enforcement – Department 006

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

- Residential building reviews/inspections: \$15,000
- Commercial plan reviews/inspections: \$12,000
- Comp plan: \$5,000 (decrease from \$23,000 – this is for any remaining cost in FY 23-24, though everything should be paid by April 1; the project is 80% funded through an IDOT grant)
- Property acquisitions/leases/demos/appraisals: \$200,000 (increase from \$50,000 in FY 22-23)
- Misc. planning assistance/comp plan implementation: \$40,000 (carryover from FY 22-23)
- Updated aerial photography: \$15,000 (carryover from FY 22-23)

### 100-006-560-3000 (Software):

- ArcGIS Urban: \$4,000 (decrease from \$31,000 in FY 22-23. Includes one annual ArcGIS Urban license renewal.)

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

- Nuisance abatement work: \$15,000

## Fire & Rescue – Department 007

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

- Contract increase of 3% - final year for contract expiring April 30, 2024

### 100-007-590-2600 (WVFD & RS Equipment Funding)

- Final payment on fire truck per the contract

### 100-007-590-3000 (Contractual Funding – TC3)

- The Fire Department will be paying their portion of the TC3 contract directly.

## Telecommunications Tax – Department 009

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

- Decrease in TC3 contract for Police
- Elimination of transfer to Fire and Rescue as they will be paying their own portion of the contract

***Note: Based on the projected ending balance as of 4/30/2024 – 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. The Telecommunications Tax is currently at 5% with a maximum of 6%. An additional 1% in tax would equal \$25,000 in additional revenue.***

## Cemetery Fund – Department 200

200-000-590-2000 (Lease/Rent Expense):

- \$200 to \$0. \$200 Decrease.
  - Haven't leased anything in a few years.

200-000-800-1500 (Purchase System Equipment):

- \$2,000 to \$0. \$2,000 Decrease.
  - No Equipment Identified over \$5,000.

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

- \$48,000 to \$55,000. \$7,000 Increase.
  - Estimated price to repave Cemetery Roads and Alleys

***Note: The Cemetery Fund will become a Department of the General Fund in FY2024 due to declining fund balances, projected capital expenditures and lagging revenues. This is a trend with many municipalities as confirmed by our auditors and is an acceptance approach for recording transactions. Fees and charges will continue to be reviewed, but currently are only covering personnel costs and it would not be possible or advisable to raise rates to cover all operational and capital costs as well.***

## Police – Special Projects – Fund 140, Department 000, 141 and 142

140-141-950-2000 – Transfer to Capital Replacement Fund

- Decrease due to taser payment complete

***Note: Police Special Projects are combined with General Fund Public Safety expenditures in the audit and will be shown as such going forward for budget purposes as well.***

## **Special Funds FY2024 Budget Overview**

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

201-000-910-9000 (Misc. Expense)

- Increase \$2,000 for unanticipated potential expenses

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

- Rebuild Illinois Funds will be used to fund the design of the Catherine Street.
- With around a million in the beginning balance for this fund, another project similar in size to the previous two years will be done. We had to adjust the aggregate type due to availability issues, but the fog coat will continue to be used as we target roads along Westgate, Devonshire, and Trails Edge. We are including Hot In-Place recycling for the roads with lower condition ratings which should greatly improve these roads.

### **TIF #2 – Fund 208**

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

- Approved redev. Agreements: \$300,000 (decrease from \$311,200 – This is entirely for reimbursement of the remainder of the brewpub/restaurant project at 140 Washington Sq.)

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

- Tree removal/plantings/landscaping/watering: \$15,000

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

218-000-510-1000 (R&M Property):

- \$1,500 to \$0. \$1,500 Decrease.
  - Haven't sprayed basins for weeds in years

218-000-510-9000 (R&M System Contractual):

- \$160,000 Increase.
  - Ditch grading last year was miscoded as a capitol expense but should be a repair and maintenance item.
  - Felkers Ditch grading carry over from last budget
  - Additional ditch grading contract.

218-000-530-2000 (Legal Fees):

- \$1,000 to \$5,000. \$4,000 Increase.
  - Legal Assistance

218-000-530-4000 (Professional Fees):

- \$13,500 to \$5,500. \$8,000 Decrease.

- Felkers Ditch grading project required survey, but contractors have been informing me that the survey can be done culvert to culvert instead of a full topo, so less survey required.

218-000-550-2000 (Publishing Fees):

- \$200 to \$0. \$200 Decrease.
  - Account not used in a few years

218-000-610-9000 (R&M System Commodities):

- \$16,000 to \$85,000. \$69,000 Increase.
  - Staff has been able to do more Catch Basin and Outfall inspections which are requiring more repairs
  - Lots of erosion requiring more Rip Rap for Shoring.

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

- \$15,000 to \$10,000. \$5,000 Decrease.
  - Less equipment identified for replacement this year.

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

- \$600,000 to \$1,050,000. \$450,000 Increase.
  - Jackson Street Pedestrian Bridge.
  - \$1,000,000 budgeted for stormwater projects based on the sales tax increase funding.

218-000-800-5200 (System Legal):

- \$3,000 to 25,000. \$22,000 Increase
  - Legal Assistance increase with additional stormwater work.

## **Capital Projects FY2024 Budget Overview**

### **Nofsinger Realignment – Fund 409**

- Design is being completed and the project is slated for the August State Letting. Construction will take 2 construction seasons, so the project is being split over two fiscal years. We will receive \$4,000,000 in Highway Improvement Program funds and up to \$3,000,000 in Highway Safety Improvement Program funds.

### **Freedom Parkway/Lakeshore Drive Improvement – Fund 411**

- Design has been completed and the project is still slated for the April State Letting. Construction will take 2 construction seasons, so the project is being split over two fiscal years. We will receive over \$2,000,000 in Surface Transportation Funds for this project.

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

- The first 2 sections of Hilldale have been constructed and design of the 3<sup>rd</sup> section is complete. Construction and Construction Engineering for the 3<sup>rd</sup> section will be done in 2023 and be split between this fund, water, and the sewer fund.

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

- The city was selected for two projects in the last request cycle. Design for the North Street and design for the Grant Street sections will be done in FY2024 with construction to follow in the next couple years.

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

- Construction was complete last fiscal year and we are just waiting for IDOT to request final payment.

### **N. Lawndale SSA – Fund 430**

- Construction is complete and we are just receiving the assessed tax payments now.

### **W. Holland SSA – Fund 431**

- Construction is complete and we are just receiving the assessed tax payments now.