

# CITY OF WASHINGTON, ILLINOIS

## City Council Meeting

Monday, February 15, 2021 – Postponed to Wednesday, February 17, 2021

Five Points Washington Banquet Room at 6:30 P.M.

Call to Order	Mayor Manier called the regular meeting of Monday, February 15, 2021 to order at 6:38 p.m. in a banquet room at Five Points, Washington providing remote listening access.
Roll Call	Present and answering roll call were Aldermen Adams, Blundy, Brownfield, Cobb, Dingledine, Stevens and Yoder.
Also Present	City Administrator Ray Forsythe, City Engineer Dennis Carr, Public Works Director Kevin Schone, P & D Director Jon Oliphant, Police Chief Mike McCoy, Deputy Police Chief Jeff Stevens, Fire Chief Brett Brown, and City Clerk Valeri Brod
Present Remotely	Finance Director Joanie Baxter and City Treasurer Ellen Dingledine.
Pledge of Allegiance	All present stood for the Pledge of Allegiance.
Agenda Review	The Agenda was reviewed and stood as presented.
Approve Consent Agenda	<p>Mayor Manier presented the Consent Agenda for approval of the following items:</p> <ul style="list-style-type: none"><li>a.) Approval of minutes of February 1, 2021 Regular Council meeting</li><li>b.) Bills and Payroll</li><li>c.) Website Contract Overview</li></ul> <p>Alderman Brownfield moved and Alderman Cobb seconded to accept the Consent Agenda.</p> <p>On roll call on the motion to approve was:</p> <p><u>Ayes: 7</u> Adams, Blundy, Brownfield, Cobb, Dingledine, Stevens, Yoder</p> <p><u>Nays: 0</u></p> <p><u>Motion declared carried.</u></p>
Announcements and Proclamations	<p><u>Enterprise Leasing Program:</u> City Engineer, Dennis Car presented statistical information regarding the Fleet Profile and Fleet Planning Analysis Balanced Approach and the Fleet Profile and Fleet Planning Analysis Enterprise Recommended Replacement which is attached and made part of these minutes. Mr. Carr introduced Matt DeLand to present the prospective fleet program and shared that they are the commercial division of Enterprise. Mr. DeLand shared that their main goal is to reduce the total cost of owning and operating fleet vehicles for clients. They do this by maximizing the benefit at resale. He also noted that with a better fleet life cycle, less will be spent on fuel and maintenance and newer vehicles have newer safety features. Mr. DeLand shared that due to our fleet age, 22% of our current vehicles don't have electronic stability, 61% don't have safety breaking and 81% don't have rear vision cameras, so implementing this program will improve safety overall. He provided examples of others who use this program and shared that they can be contacted for references. He noted that more than 60 other municipalities use this program. Mr. DeLand stated that the key objectives is cash flow management and they are not trying to change internal processes, but rather work along with the City as an advisor</p>

and help decrease administrative burden. He went on to share that a Client Strategy Team will be developed and will meet several times a year to reassess. The team will look at each vehicle and its purpose individually. They will examine maintenance, fuel cost, and depreciation value. They provided several financial models and have a full plan ready to go for our current fleet. Mr. DeLand stated that are also flexible to unanticipated surprises such as COVID. He also noted that unlike traditional leasing, there is no set maximum millage and no wear and tear fees. Mr. DeLand shared that in a traditional vehicle finance, the balance would be paid down to zero and an equity lease recommends a reduced book value based on what they think the vehicle would sell for and if the vehicle sells for more than that reduced estimate, the equity would become the City's. It is also open-ended in term. He also stated that this is successful due to the remarketing of the vehicles. They already have resale venues and they rarely use the auction. On average they received 12% over what traditional sales would be on the open market and average about 22 days to sell a vehicle. Mr. DeLand noted that many City vehicles are eight years or older and have an odometer over 100,000 miles and these are the vehicles that need to be replaced first. Mr. DeLand shared the plan that would replace all the vehicles in 11 years, but would like to bring the entire turnover to 3-5 years while providing a 10-year saving of almost \$800,000 in total costs for all City vehicles.

Mayor Manier thanked Mr. DeLand for his presentation and introduced Finance Committee Chairman Cobb to share the Finance and Personnel's discussion on the topic. Mr. Cobb stated that they discussed a couple items including: 1.) The use of a local dealership such as Uftring's for purchasing. 2.) How to handle maintenance issues if they don't use a local dealer. 3.) This is a lot of numbers being thrown out and it needs to be carefully compared with MERF. 4.) Addressing the addition and removal of equipment from police vehicles every three years and the expense to do so. They will continue to discuss actively to bring a decision to Council. Mayor Manier asked Mr. DeLand to address the concerns. Mr. DeLand stated that when it comes to warranties, we can still use local businesses. Mr. DeLand shared cost comparisons with MERF vs Enterprise. He noted the total MERF is \$669,666 to replace all Public Works Vehicles in 10 years and Enterprise is \$924,358 to replace the same vehicles twice and when resale is taken into consideration, it out ways the difference. The Police vehicle MERF costs were \$1,374,934 vs Enterprise at \$1,220,535. This also takes aftermarket costs into account. He went on to share that they usually don't see ordering deadlines except for this spring, which is partly due to a microchip shortage causing some vehicles to be unavailable without notice. He noted that they are at the mercy of manufactures but once the vehicle is ordered, we are locked in. City Administrator Ray Forsythe asked if Mr. DeLand could address the local dealerships involvement at which Mr. DeLand replied they already work with Uftring's who is a preferred supplier. He also noted that the best way to purchase a vehicle is factory order, but it could also be purchased off the lot. Mr. Forsythe asked Council if there is interest in pursuing this or should they move ahead with MERF. Expressing interest to explore further details due to cost savings for the City were; Mr. Yoder, Mr. Brownfield, and Mr. Dingleline. Mr. Cobb shared a desire to start at a slower pace and would like references. Mr. Forsythe said he'd reach out to other municipalities and report back. Mr. Cobb, Mr. Blundy and Mr. Adams expressed an interest in moving forward with more research, a slower rollout and the possibility of using local businesses. Mayor Manier acknowledged the time and efforts of everyone involved in the preparation of the presentation.

#### Audience Comments

Pam Tomka of 2536 Centennial Drive addressed Council. She shared that she has been a Washington resident for 45 years with 25 years being in City limits and is representing the Heart of Illinois Beekeeper Association. She shared that it is their goal to help others learn about bees, increase the bee populations and teach others how to

be a beekeeper. Ms. Tomka shared that they are noticing there is more pollen available in the city limits due to flowers, gardens and landscaping. She went on to share that bees are not aggressive and have landed on her without issues. She shared that the only time she gets stung is when she is near the hive. She also shared that it is nice to have the hives nearby to monitor for animals that may try to get into them. She noted that they lose about 30-40% of their hive every year and they are vital to is our food source as all plants need pollination. Ms. Tomka introduced Sean Rennau with the Heart of Illinois Beekeeper Association. He expressed his interest in moving this conversation forward with the City Washington. He shared that they currently work with City of Peoria and helped draft the ordinance allowing bee keeping. He read an email from Ross Black, Director of Community Development for the City of Peoria. The email stated that since Peoria has adopted their ordinance, they have only received one complaint and it was due to hive placement. Mr. Rennau provided the Peoria ordinance to Council which is attached to these minutes. Mayor Manier stated that there is a new business on the Washington Square that provides bee products and he would like to bring this back at the April Committee of the Whole meeting for further consideration. Mayor Manier invited them back for the April meeting. Jon Oliphant and Mayor Manier noted that this was previously discussed in 2015 or 2016. Alderman Stevens thanked them and said she read up on the last time it was introduced. She stated that her dad was a beekeeper and looks forward to hearing more.

**Standing Committee:**  
*Finance & Personnel  
Committee*

Finance Director Baxter provided a summary of the Budget Review-Group 2 (Public Safety & Planning and Development) budget review which is attached and made part of these minutes. She provided comments related to personnel, health insurance, revenue, transfers, MERF and the Police Pension Fund. Chairman Cobb addressed a discrepancy in numbers and Ms. Baxter stated that she will review the situation and communicate any changes or issues.

Public Safety and Planning & Development departments made comments and answered questions related to their perspective budget requests. Ms. Baxter, Chairman Cobb and City Administrator Forsythe provided discussion on several line items that are included in the report. One such line item stated that the budget did not include additions to personnel. City Administrator Forsythe introduced Police Chief Mike McCoy to provide information regarding the Staffing Request being presented to Council this evening. Chief McCoy stated that additional staff is needed due to an increase in population as well as officers leaving due to new State legislation. He stated that two additional officers would be ideal and we are currently five officers below the national average for cities of our size. He also noted that including additional staff reduces money spent on overtime hours. Chairman Cobb confirmed his statement. Mayor Manier stated that we are struggling with speed in town and at least one could help but he is not sure about two. Alderman Adams asked for clarity concerning the previous year's \$350,000 paid in overtime hours. Aldermen who favored one additional officer instead of two officers were noted as; Aldermen Adams, Brownfield, and Cobb. Alderman Stevens asked if the license plate readers where in the document. It was confirmed that they are and that if they are accepted at the committee level, they will present it to Council. It was noted that we are in the testing period for the readers but it is included in the budget. Alderman Stevens asked for the purpose of the cameras. Deputy Chief Jeff Stevens provided that officers will receive "hot list hits" on things like stolen cars, wanted persons, etc. This could help with incidents like hit and runs as well. The license plate readers can use time stamps to identify tagged vehicles entering or leaving the City. He also noted that they chose this vendor because they focus on privacy. Alderman Stevens asked if there is a place

that items were removed to make room for this. Chief said that the Police Department gave up items due to COVID. Alderman Dingledine asked for clarification about how it works. Chief McCoy shared the example that if a car in Peoria has a license plate number go into the system due to an incident, then our cameras could catch that number on a that car if it enters the City of Washington, alerting the Police Department. Mayor Manier brought the discussion back to police staffing where Aldermen Blundy, Stevens and Yoder shared their favor with one additional officer instead of two. Mayor Manier shared that he had spoken with a Chicago officer who stated that they are having trouble finding staff and we are lucky to have more applying for the current open position. He noted that many officers are leaving the state due to recent State legislature. Chief McCoy shared that the new candidate has SWAT experience.

Further discussion continued involving items in the Building Maintenance Fund, police department video production, cell phones, squad cars, IDOT reimbursements, CADD modules, software for the new required body cameras, HVAC systems, traffic counters, new Fire Department contract, administrative services, the new ambulance, Fire Department equipment expenses, DARE, and donated money allocated to the canine unit.

*Alderman Butler joined the meeting at 8:14pm*

Ms. Baxter shared information regarding the Emergency Management Fund and STARCOM radios. She also shared a summary of items from Tourism and Economic Development and Jon Oliphant shared details regarding Planning and Zoning items. It was noted that the City would like to transition from the 2012 codes to the 2018 codes and that the City is reviewing and possibly acquiring additional needed parking lots.

Chairman Cobb introduced City Treasurer Ellen Dingledine to provide information regarding the Investment Policy. Ms. Dingledine shared that this policy was recently updated to include required items by the State. A copy of her presentation is included with these minutes. She shared that she used an IGFOA and made tweaks to fit our needs. Chairman Cobb noted that the Finance Committee reviewed this and noted that more documents might be provided in the future.

Alderman Cobb moved and Alderman Stevens seconded.

On roll call on the motion to approve was:

Ayes: 8 Adams, Blundy, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder

Nays: 0

Motion declared carried.

Standing Committee:  
Public Safety  
Committee

Chairman Brian Butler, Public Safety Committee, noted that Public Safety Business Item #2 was discussed earlier in the meeting allowing him to move to presenting Item #1 for consideration. Chairman Butler introduced Police Chief Mike McCoy who shared that recently a part of the ceiling in the lower level of the Police Department building started caving in. They requested bids from seven contractors and three responded. They initially chose Garber, however, Garber came back and said the current system was too large and couldn't be modified and needed to be replaced. This was originally budgeted for \$59,000 with a COVID adjustment of \$30,000 leaving a balance of \$29,000. They are requesting \$23,000 to complete the project.

Alderman Cobb moved and Alderman Brownfield seconded.

On roll call on the motion to approve was:

Ayes: 8 Adams, Blundy, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder

Nays: 0

Motion declared carried.

Alderman Butler invited Police Chief McCoy to provide department updates. Chief McCoy stated that they want to reinforce the issues with distracted driving and the need to stay off phones and wear seatbelts. He noted that it is a \$165 fine if caught and it goes against the driving record.

Alderman Butler invited Fire Chief Brett Brown to provide department updates. Chief Brown noted that recently a local apartment complex lost heating ability. He thanked Adam Kipp of the local ministerial society who provided residents with a few nights in a hotel. Chief Brown also shared that they are receiving lots of calls for CO2 detectors, with three of the calls being legitimate which could have the potential of being severe. Chief Brown expressed his appreciation for City staff on Friday. Mayor Manier also expressed his appreciation for City staff that had been dealing with the lack of heating issue. He noted that at first residents didn't want to leave their units but as the evening grew colder, they changed their mind. Mayor Manier noted that there is no law that allows the City to enforce their removal. Chief Brown noted that to heat an entire apartment building using space heaters is not safe. Mayor Manier also thanked the fire department who stayed at the fire station over the weekend in case they had an emergency. This assured them that the weather would not prohibit them from reaching the fire house should a call come in.

Standing Committee:  
*Public Works  
Committee*

Chairman Mike Brownfield, Public Works Committee introduced Public Works Director, Kevin Schone to provide updates. Mr. Schone shared that staff is plowing snow and if they are not plowing, they are painting. He acknowledged that the guys are working nights and long hours. City Engineer, Dennis Carr shared that he had no updates to provide. Chairman Brownfield recognized that it is difficult to work those long hours.

Mayor

Mayor Manier provided that he received a comment wondering why the construction crew left Hilldale to work on Holland. He clarified that they were two different contractors. He also thanked everyone in Public Safety and Public Works for working in the extreme cold weather.

City Administrator  
Resolution:  
*Approving  
Preliminary Plat for  
Cedar Lakes  
Subdivision  
a proposed  
subdivision*

City Administrator Forsythe read a resolution, by title only and brief synopsis, approving the Preliminary Plat for Cedar Lakes Subdivision, a proposed subdivision outside of our city limits but within our 1.5-mile extraterritorial planning jurisdiction therefore falling within the City's subdivision code regulations. It is adjacent to the East Peoria City limits but is to the east of the line that is part of the East Peoria-Washington Boundary Line Agreement for future annexation purposes. This proposed subdivision totals 19.38 acres at the terminus of Paris Lane, which is a rural section immediately south of US 24 near the intersection with McClugage Road.

Alderman Brownfield moved and Alderman Adams seconded.

On roll call the vote was:

Ayes: 8 Adams, Blundy, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder

Nays: 0

Motion declared carried.

Resolution:  
*Approving Final Plat  
for Cedar Lakes  
Subdivision*

City Administrator Forsythe read a resolution, by title only and brief synopsis, approving the Final Plat for Cedar Lakes Subdivision, a proposed subdivision outside of our city limits but within our 1.5-mile extraterritorial planning jurisdiction therefore falling within the City's subdivision code regulations. It is adjacent to the East Peoria City limits but is to the east of the line that is part of the East Peoria-Washington Boundary Line Agreement for future annexation purposes. This proposed subdivision totals 19.38 acres at the terminus of Paris Lane, which is a rural section immediately south of US 24 near the intersection with McClugage Road.

Alderman Cobb moved and Alderman Butler seconded.

On roll call the vote was:

Ayes: 8 Adams, Blundy, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder

Nays: 0

Motion declared carried.

2<sup>nd</sup> Reading  
Ordinance:  
*Approving the  
Comcast Franchise  
Agreement*

City Administrator Forsythe provided the first reading of the following ordinance, by title and brief synopsis: and ordinance approving the extension of a Franchise Agreement between the City of Washington and Comcast of Illinois/Indiana/Ohio, L.L.C. until February 18, 2021 to allow final negotiations to take place on a new 10-Year Franchise

Alderman Brownfield moved and Alderman Adams seconded.

On roll call the vote was:

Ayes: 8 Adams, Blundy, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder

Nays: 0

Motion declared carried.

2<sup>nd</sup> Reading  
Ordinance:  
*Authorizing the  
execution of the Core  
& Main Sales Tax  
Revenue Sharing  
Agreement*

City Administrator Forsythe provided the first reading of the following ordinance, by title and brief synopsis: an ordinance approving and authorizing the rebate of a portion of the home rule sales tax revenue in order to promote the construction of a new facility allowing the expansion of its business.

Alderman Dingledine moved and Alderman Cobb seconded.

On roll call the vote was:

Ayes: 8 Adams, Blundy, Brownfield, Butler, Cobb, Dingledine, Stevens, Yoder

Nays: 0

Motion declared carried.

1<sup>st</sup> Reading  
Ordinance:  
*Authorizing  
Intergovernmental  
Agreement with  
Tazewell County for a  
Recycling Collection  
Program*

City Administrator Forsythe provided first reading of the following ordinance, by title and brief synopsis: an ordinance authorizing the Mayor and City Clerk of the City of Washington, Tazewell County, Illinois, to enter into an Intergovernmental Agreement between the City of Washington and Tazewell County for a County approved Recycling Collection Program. Adoption of this ordinance would authorize an Intergovernmental Agreement with Tazewell County which provides to the City of Washington a grant to use in support of and in connection with the County approved recycling collection program.

Alderman Stevens asked, since we are receiving more money, can it go to the trial glass recycling. Mr. Forsythe stated that he will look into it.

1<sup>st</sup> Reading  
Ordinance:  
*Increasing allowed  
Number of Class A  
Liquor Licenses*

City Administrator Forsythe provided first reading of the following ordinance, by title and brief synopsis: an ordinance increasing the City's current number of Class A liquor licenses from 10 to 11.

Alderman's  
Comments

None

Executive Session

At 8:46 p.m. Alderman Cobb moved and Alderman Adams seconded to move into Executive Session for:

- 1) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).  
and
- 2) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. (5ILCS 120/2(C)(5))

On roll call the vote was:

Ayes: 8 Adams, Blundy, Brownfield, Butler, Cobb, Dingleline, Stevens, Yoder

Nays: 0

Motion declared carried.

Adjournment

At 9:22 p.m. Council reconvened in regular session and Alderman Adams moved and Alderman Cobb seconded to adjourn.

Motion carried unanimously by voice vote.



Valeri L. Brod, City Clerk

# City of Washington - Fleet Profile

## Fleet Profile

Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage
Full-size Sedan	1	2.1	4,300
Compact SUV 4x2	1	14.3	3,900
Compact SUV 4x4	1	10.3	8,700
Full Size SUV 4x4	1	7.2	2,800
Compact Pickup Ext 4x2	3	10.2	7,500
1/2 Ton Pickup Ext 4x4	1	8.2	14,800
3/4 Ton Pickup Reg 4x2	6	6.7	6,700
3/4 Ton Pickup Reg 4x4	2	3.6	6,000
1 Ton Cab Chassis	3	9.6	3,300
<b>Totals/Averages</b>	<b>19</b>	<b>7.8</b>	<b>6,300</b>

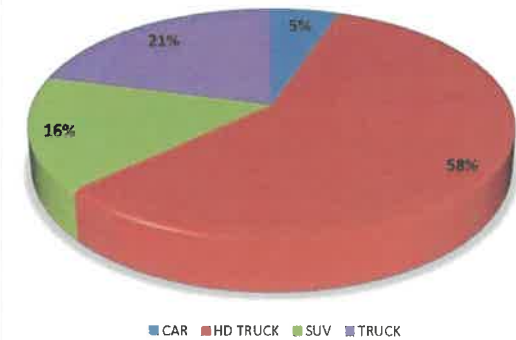
## Fleet Replacement Schedule

2021	2022	2023	2024	2025	Under-Utilized
0	0	0	0	1	0
0	1	0	0	0	0
1	0	0	0	0	0
0	0	0	1	0	0
2	1	0	0	0	0
1	0	0	0	0	0
0	2	3	0	1	0
0	0	0	0	2	0
0	0	0	3	0	0
<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>0</b>

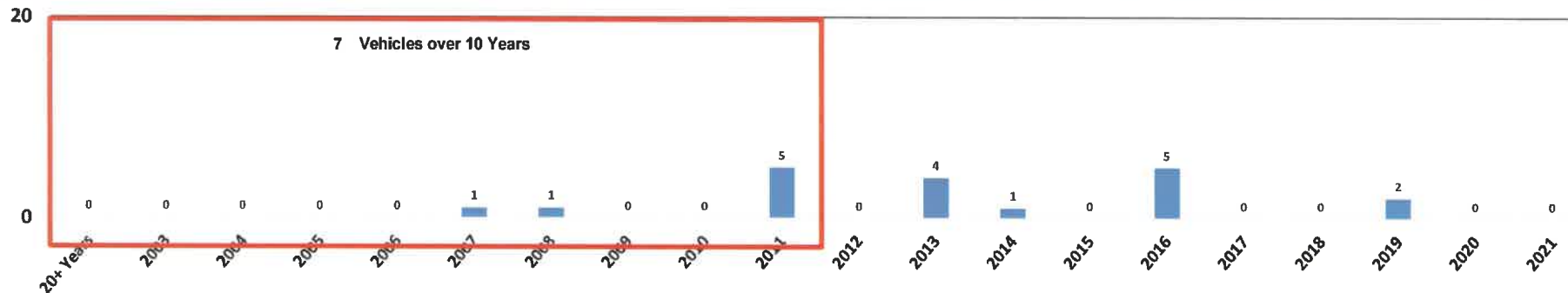
## Replacement Criteria

- \* Fiscal Year 2021 = 20 years old and older, or odometer over 80,000
- \* Fiscal Year 2022 = 20 years old and older, or odometer over 55,000
- \* Fiscal Year 2023 = 20 years old and older, or odometer over 30,000
- \* Fiscal Year 2024 = 10 years old and older, or odometer over 20,000
- \* Fiscal Year 2025 = Remaining Vehicles
- \* Underutilized = Annual Mileage less than 2,000

## Vehicle Types



## Model Year Analysis



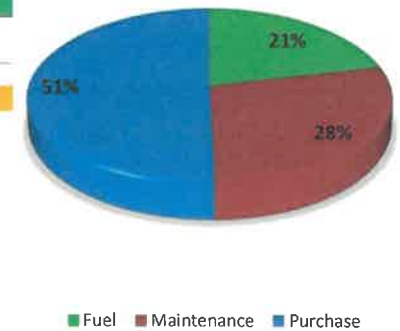


## City of Washington - Fleet Planning Analysis

Current Fleet	19	Fleet Growth	0.00%	Proposed Fleet	19
Current Cycle	11.18	Annual Miles	6,300	Proposed Cycle	3.21
Current Maint.	\$115.50			Proposed Maint.	\$30.10
Maint. Cents Per Mile	\$0.22	Current MPG	13	Price/Gallon	\$2.15

### Fleet Costs Analysis

Fiscal Year	Fleet Mix			Fleet Cost							Annual	
	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	19	1.7	19	0	46,807	0			26,334	19,797	92,937	0
'21	19	4	15	4	0	19,992	-18,875	-20,794	22,235	18,963	21,521	71,416
'22	19	7	11	8	0	38,975	-27,000	-27,847	18,136	18,129	20,393	72,544
'23	19	7	8	11	0	53,436	-31,280	-27,847	15,061	17,504	26,874	66,063
'24	19	8	4	15	0	81,311	-46,060	-48,240	10,962	16,671	14,644	78,293
'25	19	10	0	19	0	101,552	-51,285	-64,916	6,863	15,837	8,050	84,887
'26	19	8	0	19	0	101,552		-48,094	6,863	15,837	76,158	16,780
'27	19	6	0	19	0	101,552		-79,509	6,863	15,837	44,742	48,195
'28	19	9	0	19	0	101,552		-91,223	6,863	15,837	33,029	59,908
'29	19	10	0	19	0	101,552		-49,821	6,863	15,837	74,430	18,507
'30	19	6	0	19	0	101,552		-85,990	6,863	15,837	38,262	54,675
10 Year Savings											\$571,268	
Avg. Sustainable Savings											\$39,613	



### Current Fleet Equity Analysis

YEAR	2021	2022	2023	2024	2025	Under-Utilized
QTY	4	4	3	4	4	0
Est \$	\$4,719	\$6,750	\$10,427	\$11,515	\$12,821	\$0
TOTAL	\$18,875	\$27,000	\$31,280	\$46,060	\$51,285	\$0
Estimated Current Fleet Equity**					\$174,500	

\* Lease Rates are conservative estimates

\*\*Estimated Current Fleet Equity is based on the current fleet "sight unseen"

and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

### KEY OBJECTIVES

#### Lower average age of the fleet

37% of the current light and medium duty fleet is over 10 years old

Resale of the aging fleet is significantly reduced

#### Reduce operating costs

Newer vehicles have a significantly lower maintenance expense

Newer vehicles have increased fuel efficiency with new technology implementations

#### Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets

Currently vehicle budget is underfunded

Confidential

2/9/2021

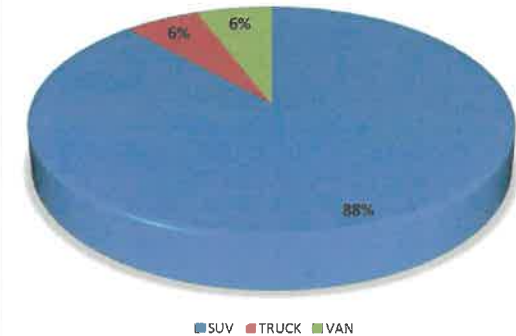
enterprise  
FLEET MANAGEMENT

**BALANCED APPROACH REPLACEMENT**

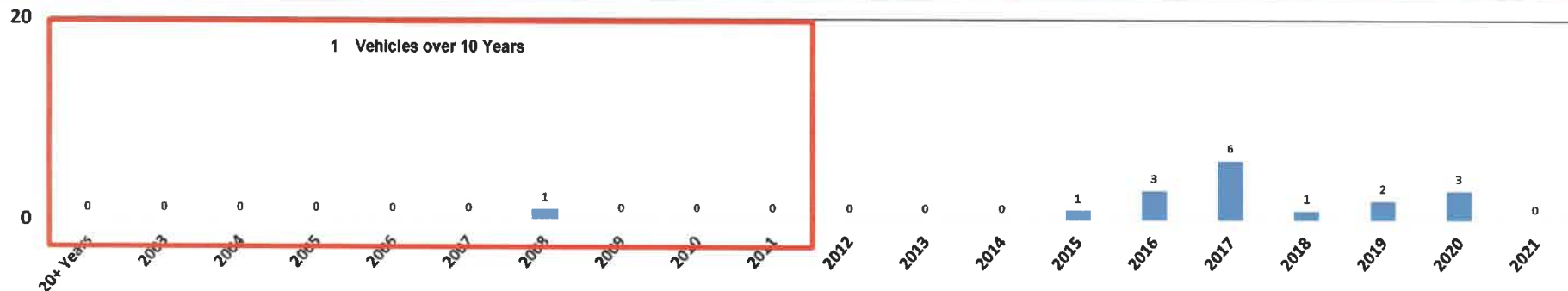
# City of Washington - Police - Fleet Profile

Fleet Profile				Fleet Replacement Schedule						Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2021	2022	2023	2024	2025	Under-Utilized	
Minivan-Passenger	1	2.1	16,300	0	0	1	0	0	0	* Fiscal Year 2021 = 10 years old and older, or odometer over 100,000
Compact SUV 4x4	2	5.2	11,400	0	2	0	0	0	0	* Fiscal Year 2022 = 10 years old and older, or odometer over 50,000
Mid Size SUV 4x2	1	13.2	10,000	1	0	0	0	0	0	* Fiscal Year 2023 = 10 years old and older, or odometer over 10,000
Mid Size SUV 4x4	11	3.5	19,900	4	2	5	0	0	0	* Fiscal Year 2024 = 10 years old and older, or odometer over 79,900
Full Size SUV 4x4	1	4.2	23,300	0	1	0	0	0	0	* Fiscal Year 2025 = Remaining Vehicles
1/2 Ton Pickup Quad 4x4	1	2.1	23,500	0	0	1	0	0	0	* Underutilized = Annual Mileage less than 2,500
Totals/Averages	17	4.1	18,500	5	5	7	0	0	0	

## Vehicle Types



## Model Year Analysis

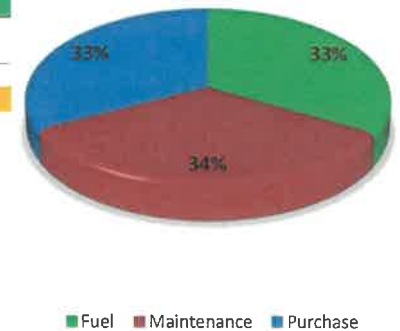


## City of Washington - Police - Fleet Planning Analysis

Current Fleet	17	Fleet Growth	0.00%	Proposed Fleet	17
Current Cycle	10.63	Annual Miles	18,500	Proposed Cycle	4.53
Current Maint.	\$339.17			Proposed Maint.	\$98.81
Maint. Cents Per Mile	\$0.22	Current MPG	10	Price/Gallon	\$2.15

### Fleet Costs Analysis

Fiscal Year	Fleet Mix			Fleet Cost								Annual
	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	17	1.6	17	0	66,404	0			69,190	67,618	203,211	0
'21	17	5	12	5	0	44,717	-46,075		54,768	65,810	119,219	83,992
'22	17	5	7	10	0	81,786	-73,196		40,347	64,002	112,938	90,273
'23	17	7	0	17	0	141,367	-91,333	-11,528	20,156	61,470	120,134	83,077
'24	17	2	0	17	0	141,367	0	-14,117	20,156	61,470	208,877	-5,666
'25	17	2	0	17	0	141,367	0	-11,233	20,156	61,470	211,761	-8,550
'26	17	5	0	17	0	141,367		-25,723	20,156	61,470	197,271	5,940
'27	17	6	0	17	0	141,367		-23,439	20,156	61,470	199,555	3,656
'28	17	8	0	17	0	141,367		-6,064	20,156	61,470	216,930	-13,719
'29	17	1	0	17	0	141,367		-11,528	20,156	61,470	211,466	-8,255
'30	17	2	0	17	0	141,367		-19,287	20,156	61,470	203,707	-496
10 Year Savings											\$230,250	Avg. Sustainable Savings
												-\$2,575



### Current Fleet Equity Analysis

YEAR	2021	2022	2023	2024	2025	Under-Utilized
QTY	5	5	7	0	0	0
Est \$	\$9,215	\$14,639	\$13,048	\$0	\$0	\$0
TOTAL	\$46,075	\$73,196	\$91,333	\$0	\$0	\$0
Estimated Current Fleet Equity**					\$210,603	

\* Lease Rates are conservative estimates

\*\*Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

### KEY OBJECTIVES

#### Lower average age of the fleet

6% of the current light and medium duty fleet is over 10 years old

Resale of the aging fleet is significantly reduced

#### Reduce operating costs

Newer vehicles have a significantly lower maintenance expense

Newer vehicles have increased fuel efficiency with new technology implementations

#### Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets

Currently vehicle budget is underfunded

Confidential

2/9/2021

enterprise  
FLEET MANAGEMENT

**BALANCED APPROACH REPLACEMENT**

# City of Washington - Fleet Profile

## Fleet Profile

Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage
Full-size Sedan	1	2.1	4,300
Compact SUV 4x2	1	14.3	3,900
Compact SUV 4x4	1	10.3	8,700
Full Size SUV 4x4	1	7.2	2,800
Compact Pickup Ext 4x2	3	10.2	7,500
1/2 Ton Pickup Ext 4x4	1	8.2	14,800
3/4 Ton Pickup Reg 4x2	6	6.7	6,700
3/4 Ton Pickup Reg 4x4	2	3.6	6,000
1 Ton Cab Chassis	3	9.6	3,300
<b>Totals/Averages</b>	<b>19</b>	<b>7.8</b>	<b>6,300</b>

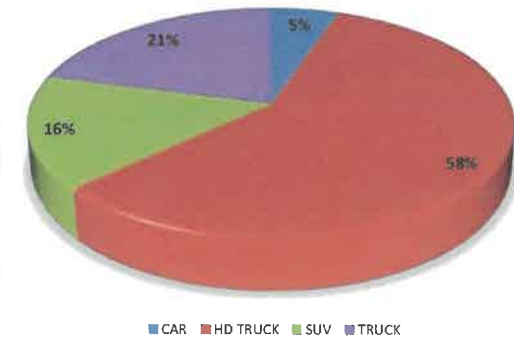
## Fleet Replacement Schedule

2021	2022	2023	2024	2025	Under-Utilized
0	0	0	1	0	0
1	0	0	0	0	0
1	0	0	0	0	0
0	1	0	0	0	0
3	0	0	0	0	0
1	0	0	0	0	0
3	0	3	0	0	0
0	0	1	1	0	0
2	0	1	0	0	0
<b>11</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>

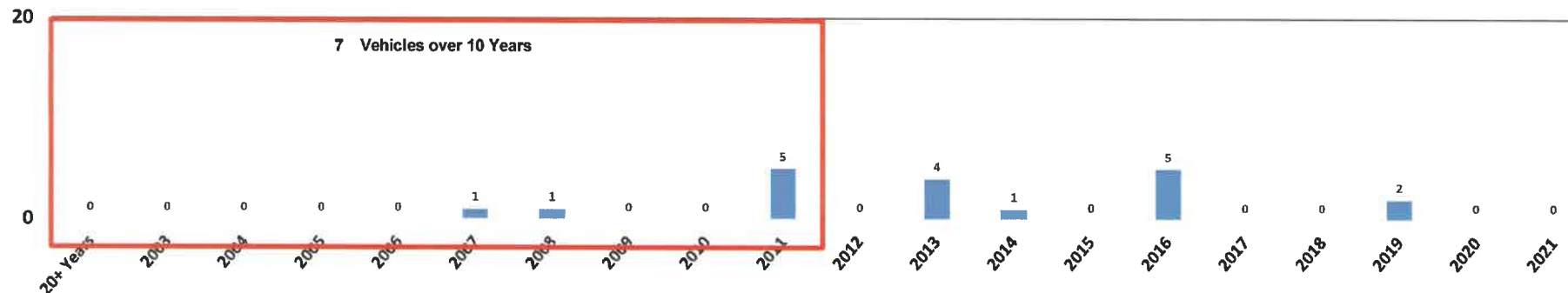
## Replacement Criteria

- \* Fiscal Year 2021 = 8 years old and older, or odometer over 100,000
- \* Fiscal Year 2022 = 6 years old and older, or odometer over 93,300
- \* Fiscal Year 2023 = 4 years old and older, or odometer over 86,600
- \* Fiscal Year 2024 = 2 years old and older, or odometer over 79,900
- \* Fiscal Year 2025 = Remaining Vehicles
- \* Underutilized = Annual Mileage less than 2,000

## Vehicle Types



## Model Year Analysis

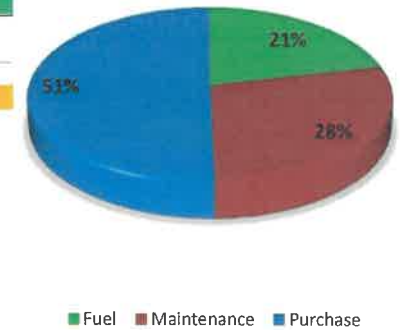


## City of Washington - Fleet Planning Analysis

Current Fleet	19	Fleet Growth	0.00%	Proposed Fleet	19
Current Cycle	11.18	Annual Miles	6,300	Proposed Cycle	3.21
Current Maint.	\$115.50			Proposed Maint.	\$30.10
Maint. Cents Per Mile	\$0.22	Current MPG	13	Price/Gallon	\$2.15

### Fleet Costs Analysis

Fleet Mix			Fleet Cost								Annual	
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	19	1.7	19	0	46,807	0			26,334	19,797	92,937	0
'21	19	11	8	11	0	56,855	-91,350	-27,847	15,061	17,504	-29,777	122,714
'22	19	5	7	12	0	65,141	-13,095	-27,847	14,036	17,296	55,532	37,406
'23	19	9	2	17	0	91,498	-73,860	-58,436	8,912	16,254	-15,632	108,569
'24	19	9	0	19	0	101,552	-28,718	-40,611	6,863	15,837	54,923	38,014
'25	19	5	0	19	0	101,552	0	-104,794	6,863	15,837	19,458	73,479
'26	19	12	0	19	0	101,552		-68,973	6,863	15,837	55,279	37,658
'27	19	8	0	19	0	101,552		-51,540	6,863	15,837	72,712	20,226
'28	19	6	0	19	0	101,552		-78,183	6,863	15,837	46,069	46,868
'29	19	9	0	19	0	101,552		-68,973	6,863	15,837	55,279	37,658
'30	19	8	0	19	0	101,552		-76,432	6,863	15,837	47,820	45,118
10 Year Savings											\$567,711	
Avg. Sustainable Savings											\$37,506	



### Current Fleet Equity Analysis

YEAR	2021	2022	2023	2024	2025	Under-Utilized
QTY	11	1	5	2	0	0
Est \$	\$8,305	\$13,095	\$14,772	\$14,359	\$0	\$0
TOTAL	\$91,350	\$13,095	\$73,860	\$28,718	\$0	\$0
Estimated Current Fleet Equity**					\$207,023	

\* Lease Rates are conservative estimates

\*\*Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

### KEY OBJECTIVES

#### Lower average age of the fleet

37% of the current light and medium duty fleet is over 10 years old

Resale of the aging fleet is significantly reduced

#### Reduce operating costs

Newer vehicles have a significantly lower maintenance expense

Newer vehicles have increased fuel efficiency with new technology implementations

#### Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets

Currently vehicle budget is underfunded

Confidential

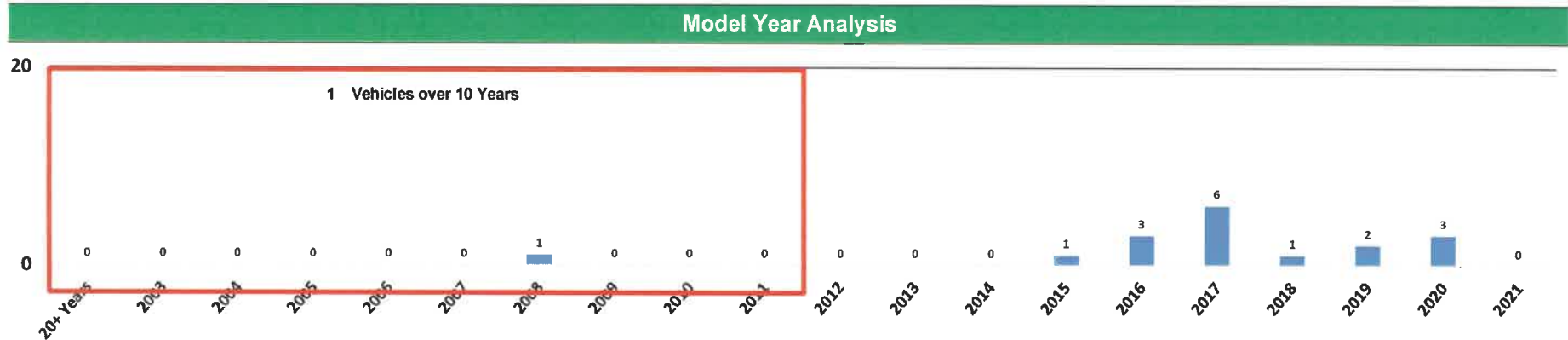
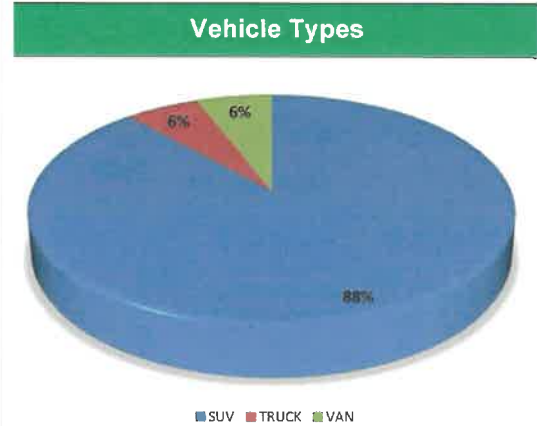
2/9/2021

enterprise  
FLEET MANAGEMENT

ENTERPRISE RECOMMENDED REPLACEMENT

# City of Washington - Police - Fleet Profile

Fleet Profile				Fleet Replacement Schedule						Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2021	2022	2023	2024	2025	Under-Utilized	
Minivan-Passenger	1	2.1	16,300	0	0	0	1	0	0	* Fiscal Year 2021 = 5 years old and older, or odometer over 90,000
Compact SUV 4x4	2	5.2	11,400	1	1	0	0	0	0	* Fiscal Year 2022 = 4 years old and older, or odometer over 93,300
Mid Size SUV 4x2	1	13.2	10,000	1	0	0	0	0	0	* Fiscal Year 2023 = 3 years old and older, or odometer over 88,600
Mid Size SUV 4x4	11	3.5	19,900	5	2	1	0	3	0	* Fiscal Year 2024 = 2 years old and older, or odometer over 79,900
Full Size SUV 4x4	1	4.2	23,300	1	0	0	0	0	0	* Fiscal Year 2025 = Remaining Vehicles
1/2 Ton Pickup Quad 4x4	1	2.1	23,500	0	0	0	1	0	0	* Underutilized = Annual Mileage less than 2,500
Totals/Averages	17	4.1	18,500	8	3	1	2	3	0	



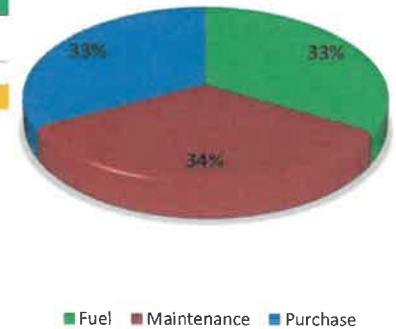


## City of Washington - Police - Fleet Planning Analysis

Current Fleet	17	Fleet Growth	0.00%	Proposed Fleet	17
Current Cycle	10.63	Annual Miles	18,500	Proposed Cycle	4.53
Current Maint.	\$339.17			Proposed Maint.	\$98.81
Maint. Cents Per Mile	\$0.22	Current MPG	10	Price/Gallon	\$2.15

### Fleet Costs Analysis

Fiscal Year	Fleet Mix			Fleet Cost								Annual
	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	17	1.6	17	0	66,404	0			69,190	67,618	203,211	0
'21	17	8	9	8	0	67,394	-105,325		46,115	64,725	72,909	130,302
'22	17	3	6	11	0	91,686	-36,890		37,462	63,640	155,899	47,312
'23	17	1	5	12	0	101,587	-14,534	-13,517	34,578	63,278	171,392	31,819
'24	17	4	3	14	0	111,666	-22,151	-6,064	28,809	62,555	174,815	28,396
'25	17	4	0	17	0	141,367	-23,160	-18,331	20,156	61,470	181,503	21,708
'26	17	7	0	17	0	141,367		-27,971	20,156	61,470	195,023	8,188
'27	17	6	0	17	0	141,367		-7,356	20,156	61,470	215,638	-12,427
'28	17	2	0	17	0	141,367		-8,923	20,156	61,470	214,071	-10,860
'29	17	2	0	17	0	141,367		-23,458	20,156	61,470	199,536	3,675
'30	17	6	0	17	0	141,367		-18,331	20,156	61,470	204,663	-1,452
10 Year Savings											\$246,661	
Avg. Sustainable Savings											-	-\$2,575



### Current Fleet Equity Analysis

YEAR	2021	2022	2023	2024	2025	Under-Utilized
QTY	8	3	1	2	3	0
Est \$	\$13,166	\$12,297	\$14,534	\$11,076	\$7,720	\$0
TOTAL	\$105,325	\$36,890	\$14,534	\$22,151	\$23,160	\$0
Estimated Current Fleet Equity**					\$202,060	

\* Lease Rates are conservative estimates

\*\*Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

### KEY OBJECTIVES

#### Lower average age of the fleet

6% of the current light and medium duty fleet is over 10 years old  
Resale of the aging fleet is significantly reduced

#### Reduce operating costs

Newer vehicles have a significantly lower maintenance expense  
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FLEET MANAGEMENT

ENTERPRISE RECOMMENDED REPLACEMENT

## City of Peoria – Appendix A – Unified Development Code – Sec. 5.3 – H

[https://library.municode.com/il/peoria/codes/code\\_of\\_ordinances?nodeId=CO\\_APXAUNDECO\\_5.0PELA\\_US\\_5.3USPEST](https://library.municode.com/il/peoria/codes/code_of_ordinances?nodeId=CO_APXAUNDECO_5.0PELA_US_5.3USPEST)

H.

### **Bee Keeping**

The purpose of these standards are to establish certain requirements of sound beekeeping practices, which are intended to avoid problems that may otherwise be associated with the keeping of bees in populated areas.

1.

Bee keeping shall not require zoning approval; however, the following performance standards apply:

a.

Hives. Hives densities may not exceed 4 hives per 10,000 square feet of lot area. All honey bee colonies shall be kept in hives with movable frames, which shall be kept in sound and usable condition. Hives shall be operated and maintained per this Ordinance, and Illinois State Law.

b.

Signage. Each hive shall be conspicuously marked with the owner's name, address, telephone number; in addition to state requirements.

c.

Location and Setback. Apiaries and hives are permitted in all zoning districts. All hives shall be located in the side or rear yard only, at least five feet from any adjoining property with the back of the hive facing the nearest adjoining property. On undeveloped lots, the required district front yard setback must be observed. Setbacks, spacing and orientation must be indicated on a site plan, with 2 feet by 3 feet per hive. No setbacks are required on rooftops.

d.

Screening and Fencing for Flyways. The beekeeper shall establish and maintain a flyway barrier at least 6 feet in height consisting of a solid wall, fence, dense vegetation or combination thereof so that all bees are forced to fly at an elevation of at least 6 feet above ground level over the property lines in the vicinity of the apiary. Hives must face toward the barrier. Additionally, the barrier helps hide the hive from view and provides wind protection for the hive.

e.

Water. Each beekeeper shall ensure that a convenient source of water is available to the bees at all times during the year so that the bees will not congregate at swimming pools, pet watering bowls, bird baths or other water sources where they may cause human, bird or domestic pet contact. The water shall be maintained so as not to become stagnant. The water shall be in a location that minimizes any nuisance created by bees seeking water on neighboring property. Options include: Small water garden in a half-whiskey barrel with floating plants, a faucet that drips to a wooden board; and at least 20 feet from the hive.



f.

Maintenance. Each beekeeper shall ensure that no bee comb or other materials are left upon the grounds of the apiary site. Upon their removal from the hive, all such materials shall promptly be disposed of in a sealed container or placed within a building or other bee-proof enclosure. All associated items, including screening, must be maintained in good condition.

g.

Queens. In any instance in which a colony exhibits unusually aggressive characteristics by stinging or attempting to sting without due provocation or exhibits an unusual disposition towards swarming, it shall be the duty of the beekeeper to re-queen the colony. Queens shall be selected from European stock bred for gentleness and non-swarming characteristics.

h.

Swarm Control. Appropriate measures should be taken to control swarming. Suggested practices include: Baiting hives by creating an attractive home waiting to be discovered, requeen the colony each year with a less than one year old queen; and keep items that move lightly in the wind, such as bushes to keep bees accustomed to movement.

i.

Conduct and Registration Requirements:

1)

It shall be unlawful for any person to maintain an apiary or to keep any colony on any property in a manner that threatens public health or safety, or creates a nuisance.

2)

A person shall not locate or allow a hive on property owned or occupied by another person without first obtaining written permission from the owner or occupant.

3)

Each beekeeper shall be registered with the State of Illinois. All unregistered hives are considered a nuisance.

4)

Hives shall be operated and maintained per this Ordinance, and Illinois State Law.

2.

The provisions of this section shall not prevent the City from destroying bees or a bee colony in the event that there is an immediate need to protect the public safety. Such circumstances will occur when there is (1) a bee colony not residing in a hive structure intended for beekeeping, or (2) a dangerous swarm of bees that poses an immediate risk to the safety of humans or (3) a colony residing in a standard or man-made hive which, by virtue of its condition, has obviously been abandoned by the beekeeper.

**Budget Review**  
**Public Safety and Planning & Development**

**Public Safety Funds**

- **Police – Fund 100, Department 004**
- **Fire & Rescue – Fund 100, Department 007**
- **Emergency Management Agency Fund (EMA) – Fund 201**
- **Police Special Projects – Fund 140**
  - Miscellaneous Accounts – Department 000
  - Vehicle Seizure, Tow & Impound – Department 141
  - Canine – Department 142

**Planning & Development Funds**

- **Tourism/Economic Development – Fund 100, Department 005**
- **Planning, Zoning & Code Enforcement – Fund 100, Department 006**
- **TIF #2 – Fund 208**

**Personnel**

- **Police Funds**
  - No additional officers included, pending approval
  - Reflects retirement and replacement of Administrative Officer
  - 1.7% increase in Health Insurance
- **Planning & Development**
  - Reflects retirement of Building & Zoning Supervisor and new Planner position as approved
  - 1.7% increase in Health Insurance

Please see attached fund sheets as well as the details as provided by the Incode Web portal.

Police Account (Fund 100, Department 004)									
Account #	Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)	
Revenues and Transfers In									
310-1000	Property Tax	532,891	531,656	614,000	612,415	657,500	43,500	7.08%	
310-1500	Personal Property Repl. Tax	20,571	21,835	20,000	24,000	25,000	5,000	25.00%	
310-2000	Cannabis Use Tax	0	3,491	0	10,000	15,000	15,000	#DIV/0!	
340-4500	Grant Proceeds	2,171	1,149	0	1,664	2,000	2,000	#DIV/0!	
340-5000	Reimb. from WCHS	75,884	77,781	80,000	80,000	82,000	2,000	2.50%	
360-5000	Policing/Special Events	9,104	10,119	10,000	0	5,000	(5,000)	-50.00%	
380-4000	Honors Banquet Donations	6,090	3,600	3,600	2,775	2,500	(1,100)	-30.56%	
380-9000	Miscellaneous Revenue	1,019	5,200	1,500	1,200	1,000	(500)	-33.33%	
380-9500	Training Reimbursement	36,488	0	0	0	0	0	#DIV/0!	
390-4000	Transfer from Police Spec. Projects - Misc.	0	1,912	6,000	2,400	10,500	4,500	75.00%	
390-5000	Transfer from Police Spec. Projects - Tow & Impound	80,960	6,864	6,900	6,900	6,900	0	0.00%	
390-9000	Transfer from Telecommunications Tax	217,101	190,253	228,300	200,000	246,300	18,000	7.88%	
	<b>TOTAL REVENUES</b>	982,279	853,860	970,300	941,354	1,053,700	83,400	8.60%	
Expenditures and Transfers Out									
<b>Personnel</b>									
410-1000	Salaries - Regular	1,589,150	1,667,484	1,765,000	1,800,000	1,900,000	135,000	7.65%	
410-1100	Salaries - Police Admin.	209,910	211,411	230,000	230,000	220,000	(10,000)	-4.35%	
410-2000	Salaries - Overtime	337,198	340,293	350,000	300,000	350,000	0	0.00%	
410-2100	Salaries - Police Admin. Overtime	14,027	20,018	20,000	16,000	20,000	0	0.00%	
410-2200	Reimb. by Homeland Security	(14,872)	(13,618)	(10,000)	(5,000)	(10,000)	0	0.00%	
410-2300	Reimb. by ILEAS	0	(25,880)	0	(5,000)	(5,000)	(5,000)	#DIV/0!	
410-3000	Unused Sick Time/GHIP	27,071	27,690	32,000	32,000	33,000	1,000	3.13%	
420-1100	Salaries - Police Admin. Part-Time	28,887	46,642	40,000	58,000	60,000	20,000	50.00%	
420-1300	Salaries - Part-Time Officers	65,977	59,550	69,000	50,000	69,000	0	0.00%	
450-1000	Group Insurance	478,306	433,152	533,000	500,000	510,000	(23,000)	-4.32%	
450-1100	Health Savings Plan Contribution	23,672	24,699	27,100	27,100	29,000	1,900	7.01%	
450-1200	Retiree Health Insurance	74,000	44,000	46,000	38,000	45,000	(1,000)	-2.17%	
450-2000	Unemployment Taxes	2,229	2,688	3,200	3,000	3,200	0	0.00%	
450-2500	Workers Compensation Insurance	28,742	27,276	32,000	32,000	33,000	1,000	3.13%	

Police Account (Fund 100, Department 004)								
Account #	Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
470-1000	Uniform Allowance	21,839	20,580	32,000	25,000	32,000	0	0.00%
490-1000	Police Pension Expense	554,375	554,356	634,000	636,415	682,500	48,500	7.65%
	<b>TOTAL PERSONNEL</b>	3,440,511	3,440,341	3,803,300	3,737,515	3,971,700	168,400	4.43%
<b>Operations</b>								
510-1000	R & M Building - Contractual	23,085	32,304	21,695	21,605	45,825	24,130	111.22%
510-1000	R & M Equipment - Contractual	14,946	15,463	19,832	19,400	15,400	(4,432)	-22.35%
530-2000	Legal Fees	30,464	27,825	73,000	8,300	32,225	(40,775)	-55.86%
530-3000	IT Support	7,195	24,592	25,340	23,600	23,400	(1,940)	-7.66%
530-4000	Professional Fees	10,881	8,889	11,600	9,000	8,200	(3,400)	-29.31%
550-1000	Postage Expenses	1,989	1,926	3,200	2,215	3,000	(200)	-6.25%
550-1500	Communications	26,050	38,355	33,960	31,400	25,560	(8,400)	-24.73%
550-2000	Publishing Fees	172	0	500	0	500	0	0.00%
550-2500	Printing Fees	2,706	3,739	6,000	2,500	6,400	400	6.67%
550-3000	Recruitment	37	300	5,000	0	7,500	2,500	50.00%
560-1000	Membership Dues	5,090	9,706	8,700	9,700	10,950	2,250	25.86%
560-1500	Training	26,702	9,228	33,000	22,100	43,000	10,000	30.30%
560-1600	Police Training Reimbursement (current year)	0	126	(15,000)	0	0	15,000	-100.00%
560-2000	Subscriptions	882	1,382	1,500	1,200	1,750	250	16.67%
560-2500	Reference Materials/Manuals	149	0	0	0	0	0	#DIV/0!
560-3000	Software	14,642	10,299	21,100	13,100	28,700	7,600	36.02%
570-3000	Electricity	12,028	12,356	15,000	15,000	15,500	500	3.33%
570-3500	Heating	1,686	1,404	2,200	1,170	2,860	660	30.00%
590-1000	Property Insurance	5,886	4,417	5,000	4,200	4,800	(200)	-4.00%
590-2000	Lease/Rent Expense	7,007	7,409	7,760	7,325	59,000	51,240	660.31%
590-3000	Contractual Funding - TC3	239,189	190,253	228,300	200,000	246,300	18,000	7.88%
610-1000	R & M Building - Commodities	164	1,495	8,500	1,400	8,500	0	0.00%
610-1500	R & M Equipment - Commodities	2,314	2,879	11,000	8,000	11,000	0	0.00%
650-1000	Office Supplies	2,790	2,342	5,000	2,700	5,000	0	0.00%
650-1500	Operating Supplies	3,974	3,207	4,500	4,200	5,150	650	14.44%
650-2000	Misc. Equipment	9,268	29,300	12,500	10,300	12,500	0	0.00%
650-2500	Janitorial Supplies	1,061	1,283	5,000	1,705	5,000	0	0.00%
910-1900	COVID-19 Expenses	0	1,075	0	9,204	5,000	5,000	#DIV/0!
910-9000	Misc. Expenses	9,054	12,039	13,000	0	11,600	(1,400)	-10.77%
910-9100	DARE/CRO Expenses	0	4,335	19,000	2,400	15,000	(4,000)	-21.05%
910-9200	Fire Arms Training	1,561	15,549	20,000	0	29,000	9,000	45.00%
910-9300	Police Commission Expense	1,829	4,556	6,000	0	6,000	0	0.00%
	<b>TOTAL OPERATIONS</b>	462,801	478,033	612,187	431,724	694,620	82,433	13.47%

Police Account (Fund 100, Department 004)								
Account #	Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
<b>Capital</b>								
800-1500	Purchase - Equipment	71,956	46,883	59,900	27,000	81,020	21,120	35.26%
800-4100	Purchase - Building Engineering	0	0	0	0	30,000	30,000	#DIV/0!
	<b>TOTAL CAPITAL</b>	71,956	46,883	59,900	27,000	111,020	51,120	85.34%
<b>Interfund Transfers</b>								
950-1800	Transfer to MERF	255,000	190,000	375,000	375,000	375,000	0	0.00%
950-2000	Transfer to Capital Repl. Fund	20,462	20,462	20,462	20,462	20,462	0	0.00%
950-2500	Transfer to Police Spec. Projects - Canine	0	0	0	0	16,312		
	<b>TOTAL INTERFUND TRANSFERS</b>	275,462	210,462	395,462	395,462	411,774	16,312	4.12%
	<b>TOTAL EXPENDITURES</b>	4,250,730	4,175,719	4,870,849	4,591,701	5,189,114	318,265	6.53%
	<b>REVENUE (OVER) UNDER EXPENDITURES</b>	(3,268,451)	(3,321,859)	(3,900,549)	(3,650,347)	(4,135,414)		



**Fire and Rescue Account (Fund 100, Department 007)**

Account #	Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
<b>Revenues and Transfers In</b>								
310-1000	Property Tax	0	0	260,599	259,971	260,648	49	0.02%
310-1500	Foreign Fire Insurance Tax	24,743	26,864	25,000	29,839	30,000	5,000	20.00%
390-9000	Transfer from Telecommunications Tax	41,353	36,887	45,000	55,252	47,000	2,000	4.44%
	<b>TOTAL REVENUES</b>	<b>66,096</b>	<b>63,751</b>	<b>330,599</b>	<b>345,062</b>	<b>337,648</b>	<b>7,049</b>	<b>2.13%</b>
<b>Expenditures and Transfers Out</b>								
<b>Operations</b>								
510-1000	R & M Building - Contractual	10,685	7,544	0	3,000	5,000	5,000	#DIV/0!
510-1000	R & M Equipment - Contractual	0	330	0	0	250	250	#DIV/0!
530-2000	Legal Fees	6,222	877	15,000	2,000	2,000	(13,000)	-86.67%
590-1000	Property Insurance	2,597	1,855	2,100	1,500	1,700	(400)	-19.05%
590-2500	WVFD & RS Payments	627,270	646,088	665,470	755,267	867,722	202,252	30.39%
590-2600	WVFD & RS Equipment Funding	0	80,000	80,000	66,016	62,100	(17,900)	-22.38%
590-2700	WVFD & RS Corp./Admin. Services	0	0	0	0	114,672	114,672	#DIV/0!
590-3000	Contractual Payments - TC3	44,265	36,887	45,000	55,252	47,000	2,000	4.44%
610-1000	R & M Building - Commodities	0	0	0	0	0	0	#DIV/0!
610-1500	R & M Equipment - Commodities	0	0	0	0	0	0	#DIV/0!
910-9000	Misc. Expenses	60	0	3,500	1,600	3,500	0	0.00%
	<b>TOTAL OPERATIONS</b>	<b>691,099</b>	<b>773,581</b>	<b>811,070</b>	<b>884,635</b>	<b>1,103,944</b>	<b>292,874</b>	<b>36.11%</b>
<b>Capital</b>								
800-1500	Purchase - Equipment	0	0	32,000	0	61,355	29,355	91.73%
800-2000	Purchase - Building Engineering	3,188	92,396	65,500	13,475	0	(65,500)	-100.00%
	<b>TOTAL CAPITAL</b>	<b>3,188</b>	<b>92,396</b>	<b>97,500</b>	<b>13,475</b>	<b>61,355</b>	<b>(36,145)</b>	<b>-37.07%</b>
	<b>TOTAL EXPENDITURES</b>	<b>694,287</b>	<b>865,977</b>	<b>908,570</b>	<b>898,110</b>	<b>1,165,299</b>	<b>256,729</b>	<b>28.26%</b>
	<b>REVENUE (OVER) UNDER EXPENDITURES</b>	<b>(628,191)</b>	<b>(802,226)</b>	<b>(577,971)</b>	<b>(553,048)</b>	<b>(827,651)</b>		

**Police Special Projects - Miscellaneous (Fund 140, Department 000)**

Account #	Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
<b>Beginning Fund Balance</b>			<b>97,169</b>	<b>99,869</b>	<b>112,952</b>	<b>122,327</b>		
<b>Revenues and Transfers In</b>								
350-1000	Alcohol Enforcement Fines	13,818	6,421	10,000	9,000	10,000	0	0.00%
350-1500	Drug Enforcement Fines	1,635	0	1,000	0	0	(1,000)	-100.00%
350-2500	Police Vehicle Fund Fines	3,599	1,071	2,000	500	1,000	(1,000)	-50.00%
350-3000	FTA Warrant Fines	8,960	1,890	1,000	1,500	2,000	1,000	100.00%
380-1000	Interest Revenue	3,235	115	100	125	100	0	0.00%
380-3000	Fundraiser Donations	1,190	3,277	3,000	4,000	3,000	0	0.00%
380-3100	DARE/CRO Donations	116	962	7,000	2,500	100	(6,900)	-98.57%
	<b>TOTAL REVENUES</b>	<b>32,553</b>	<b>13,736</b>	<b>24,100</b>	<b>17,625</b>	<b>16,200</b>	<b>(7,900)</b>	<b>-32.78%</b>
<b>Expenditures and Transfers Out</b>								
<b>Operations</b>								
910-9100	Drug Enforcement Expenses	4,229	878	6,000	1,600	4,000	(2,000)	-33.33%
910-9500	Alcohol Enforcement Expenses	72	615	1,600	250	7,000	5,400	337.50%
910-9600	Fundraiser Expenses	3,235	3,277	3,000	4,000	3,000	0	0.00%
910-9700	DARE/CRO Expenses (reflected in 100-004-910-9100)	8,707	0	0	0	0	0	#DIV/0!
910-9800	Police Vehicle Fund Expenses	0	0	3,000	0	2,000	(1,000)	-33.33%
	<b>TOTAL OPERATIONS</b>	<b>16,243</b>	<b>4,770</b>	<b>13,600</b>	<b>5,850</b>	<b>16,000</b>	<b>2,400</b>	<b>17.65%</b>
<b>Capital</b>								
800-1600	Purchase - Equipment (Alcohol Enforcement)	0	0	0	0	12,500	12,500	#DIV/0!
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,500</b>	<b>12,500</b>	<b>#DIV/0!</b>
<b>Interfund Transfers</b>								
950-1000	Transfer to Police (DARE/CRO)	0	1,912	6,000	2,400	0	(6,000)	-100.00%
950-1000	Transfer to Police (FTA Warrants)	0	0	0	0	10,500		
950-1800	Transfer to MERF	37,196	0	0	0	0	0	#DIV/0!
	<b>TOTAL INTERFUND TRANSFERS</b>	<b>37,196</b>	<b>1,912</b>	<b>6,000</b>	<b>2,400</b>	<b>10,500</b>	<b>4,500</b>	<b>75.00%</b>
	<b>TOTAL EXPENDITURES</b>	<b>53,439</b>	<b>6,682</b>	<b>19,600</b>	<b>8,250</b>	<b>39,000</b>	<b>19,400</b>	<b>98.98%</b>
	<b>REVENUE (OVER) UNDER EXPENDITURES</b>	<b>(20,886)</b>	<b>7,054</b>	<b>4,500</b>	<b>9,375</b>	<b>(22,800)</b>		
<b>Ending Fund Balance</b>						<b>99,527</b>		

Police Special Projects - Miscellaneous (Fund 140, Department 000)									
Account #	Account Description		Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
						Alcohol	9,223		
						Drug	46,994		
						Police Veh.	28,008		
						FTA	9,630		
						DARE/CRO	5,672		
							<b>99,527</b>		



**Police Special Projects - Seizure, Tow & Impound (Fund 140, Department 141)**

Account #	Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
<b>Beginning Fund Balance</b>				<b>85,103</b>	<b>110,714</b>	<b>116,456</b>		
<b>Revenues and Transfers In</b>								
350-2000	Impound Admin. Fees	51,000	58,000	50,000	50,000	50,000	0	0.00%
380-1000	Interest Revenue	143	111	100	100	100	0	0.00%
	<b>TOTAL REVENUES</b>	<b>51,143</b>	<b>58,111</b>	<b>50,100</b>	<b>50,100</b>	<b>50,100</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures and Transfers Out</b>								
<b>Operations</b>								
530-2000	Legal Fees	6,672	7,836	8,500	7,300	8,750	250	2.94%
530-4000	Professional Fees	2,000	88	3,500	2,450	3,500	0	0.00%
550-1500	Communications	0	1,429	3,000	0	0	(3,000)	-100.00%
560-3000	Software	4,812	7,525	9,000	8,725	1,000	(8,000)	-88.89%
650-1500	Operating Supplies	544	231	1,000	150	0	(1,000)	-100.00%
650-2000	Miscellaneous Equipment	0	2,710	3,000	1,325	0	(3,000)	-100.00%
910-9000	Miscellaneous Expenses	20	0	1,500	0	1,500	0	0.00%
	<b>TOTAL OPERATIONS</b>	<b>14,048</b>	<b>19,819</b>	<b>29,500</b>	<b>19,950</b>	<b>14,750</b>	<b>(14,750)</b>	<b>-50.00%</b>
<b>Capital</b>								
800-1500	Purchase - Equipment	2,558	9,480	10,000	2,500	2,500	(7,500)	-75.00%
	<b>TOTAL CAPITAL</b>	<b>2,558</b>	<b>9,480</b>	<b>10,000</b>	<b>2,500</b>	<b>2,500</b>	<b>(7,500)</b>	<b>-75.00%</b>
<b>Interfund Transfers</b>								
950-2000	Capital Equipment Repl. Fund	15,008	15,008	15,008	15,008	15,008	0	0.00%
950-4000	Transfer to Police	43,764	6,864	6,900	6,900	6,900	0	0.00%
	<b>TOTAL INTERFUND TRANSFERS</b>	<b>58,772</b>	<b>21,872</b>	<b>21,908</b>	<b>21,908</b>	<b>21,908</b>	<b>0</b>	<b>0.00%</b>
	<b>TOTAL EXPENDITURES</b>	<b>75,378</b>	<b>51,171</b>	<b>61,408</b>	<b>44,358</b>	<b>39,158</b>	<b>(22,250)</b>	<b>-36.23%</b>
	<b>REVENUE (OVER) UNDER EXPENDITURES</b>	<b>(24,235)</b>	<b>6,940</b>	<b>(11,308)</b>	<b>5,742</b>	<b>10,942</b>		
<b>Ending Fund Balance</b>						<b>127,398</b>		

**Police Special Projects - Canine (Fund 140, Department 142)**

Account #	Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
<b>Beginning Fund Balance</b>				<b>20,000</b>	<b>20,008</b>	<b>16,188</b>		
<b>Revenues and Transfers In</b>								
380-3000	Donations	0	20,000	0	0	0	0	#DIV/0!
380-1000	Interest	0	8	0	0	0	0	#DIV/0!
390-1400	Transfer from Police	0	0	0	0	16,312	16,312	#DIV/0!
	<b>TOTAL REVENUES</b>	<b>0</b>	<b>20,008</b>	<b>0</b>	<b>0</b>	<b>16,312</b>	<b>16,312</b>	<b>#DIV/0!</b>
<b>Expenditures and Transfers Out</b>								
<b>Operations</b>								
650-1500	Operating Supplies	0	0	0	0	1,000	1,000	#DIV/0!
650-2000	Miscellaneous Equipment	0	0	0	1,320	0	0	#DIV/0!
910-9000	Miscellaneous Expenses	0	0	0	0	1,500	1,500	#DIV/0!
	<b>TOTAL OPERATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,320</b>	<b>2,500</b>	<b>2,500</b>	<b>#DIV/0!</b>
<b>Capital</b>								
800-1500	Purchase - Equipment	0	0	20,000	2,500	30,000	10,000	50.00%
	<b>TOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>2,500</b>	<b>30,000</b>	<b>10,000</b>	<b>50.00%</b>
	<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>3,820</b>	<b>32,500</b>	<b>12,500</b>	<b>62.50%</b>
	<b>REVENUE (OVER) UNDER EXPENDITURES</b>	<b>0</b>	<b>20,008</b>	<b>(20,000)</b>	<b>(3,820)</b>	<b>(16,188)</b>		
<b>Ending Fund Balance</b>						<b>0</b>		

# Emergency Management Agency Fund (Fund 201, Department 000)

Account #	Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
Beginning Fund Balance			63,090	61,439	63,634	68,153		
Revenues and Transfers In								
310-1000	Property Taxes	3,290	3,288	4,100	4,137	4,142	42	1.0%
380-1000	Interest Revenue	843	653	600	30	30	(570)	-95.0%
390-1000	Transfer from General Fund	33,000	22,000	42,000	30,000	50,000	8,000	19.0%
	<b>TOTAL REVENUES</b>	<b>37,133</b>	<b>25,941</b>	<b>46,700</b>	<b>34,167</b>	<b>54,172</b>	<b>7,472</b>	<b>16.0%</b>
Expenditures and Transfers Out								
Operations								
510-1000	R & M Building - Contractual	0	0	0	0	100	100	#DIV/0!
510-2000	R & M Equipment - Contractual	3,531	0	21,500	1,000	5,500	(16,000)	-74.4%
550-1500	Communications	0	0	2,000	0	0	(2,000)	-100.0%
590-1000	Property Insurance	498	948	1,200	1,200	1,300	100	8.3%
590-2000	Lease/Rent Expense	2,040	2,055	2,600	2,100	2,400	(200)	-7.7%
610-1500	R & M Equipment - Commodities	0	0	2,000	1,000	1,500	(500)	-25.0%
650-2000	Miscellaneous Equipment	375	628	1,500	2,333	41,500	40,000	2666.7%
910-9000	Miscellaneous Expense	0	0	200	166	1,000	800	400.0%
	<b>TOTAL OPERATIONS</b>	<b>6,444</b>	<b>3,631</b>	<b>31,000</b>	<b>7,799</b>	<b>53,300</b>	<b>22,300</b>	<b>71.9%</b>
Interfund Transfers								
950-2000	Transfer to Capital Equipment Repl. Fund	21,849	21,849	21,849	21,849	21,849	0	0.0%
	<b>TOTAL INTERFUND TRANSFERS</b>	<b>21,849</b>	<b>21,849</b>	<b>21,849</b>	<b>21,849</b>	<b>21,849</b>	<b>0</b>	<b>0.0%</b>
	<b>TOTAL EXPENDITURES</b>	<b>28,293</b>	<b>25,480</b>	<b>52,849</b>	<b>29,648</b>	<b>75,149</b>	<b>22,300</b>	<b>42.2%</b>
	<b>REVENUE (OVER) UNDER EXPENDITURES</b>	<b>8,840</b>	<b>461</b>	<b>(6,149)</b>	<b>4,519</b>	<b>(20,977)</b>		
Ending Fund Balance				55,290	68,153	47,176		



**Tourism/Economic Development Account (Fund 100, Department 005)**

Account #	Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
<b>Revenues and Transfers In</b>								
310-2000	Hotel/Motel Tax	64,564	61,014	75,000	45,000	50,000	(25,000)	-33.33%
	<b>TOTAL REVENUES</b>	<b>64,564</b>	<b>61,014</b>	<b>75,000</b>	<b>45,000</b>	<b>50,000</b>	<b>(25,000)</b>	<b>-33.33%</b>
<b>Expenditures and Transfers Out</b>								
<b>Personnel</b>								
410-1000	Salaries - Regular	32,923	33,640	35,000	37,000	46,000	11,000	31.43%
410-3000	Unused Sick Time/GHIP	477	486	520	250	700	180	34.62%
450-1000	Group Insurance	3,127	6,757	8,500	8,200	8,400	(100)	-1.18%
450-1100	Health Savings Plan Contribution	542	553	610	610	750	140	22.95%
	<b>TOTAL PERSONNEL</b>	<b>37,069</b>	<b>41,436</b>	<b>44,630</b>	<b>46,060</b>	<b>55,850</b>	<b>11,220</b>	<b>25.14%</b>
<b>Operations</b>								
510-9000	Contractual Services	45,000	42,500	50,000	30,000	51,000	1,000	2.00%
530-2000	Legal Fees	4,904	112	3,000	1,500	3,000	0	0.00%
550-1500	Communications	0	8	0	200	200	200	#DIV/0!
560-1000	Membership Dues	10,890	10,835	10,775	10,650	11,025	250	2.32%
560-1500	Training	1,372	434	1,300	600	1,300	0	0.00%
560-2000	Subscriptions	0	0	200	0	200	0	0.00%
650-2000	Miscellaneous Equipment	0	0	100	0	0	(100)	-100.00%
910-9000	Miscellaneous Expenses	16	0	100	50	100	0	0.00%
910-9200	Miscellaneous Tourism Expenses	10,500	13,500	12,500	2,000	10,000	(2,500)	-20.00%
910-9300	Economic Development Expenses	245	0	16,000	7,500	31,000	15,000	93.75%
910-9400	Grant Disbursement	0	0	0	25,000	0	0	#DIV/0!
	<b>TOTAL OPERATIONS</b>	<b>72,927</b>	<b>67,389</b>	<b>93,975</b>	<b>77,500</b>	<b>107,825</b>	<b>13,850</b>	<b>14.74%</b>
	<b>TOTAL EXPENDITURES</b>	<b>109,996</b>	<b>108,825</b>	<b>138,605</b>	<b>123,560</b>	<b>163,675</b>	<b>25,070</b>	<b>18.09%</b>
	<b>REVENUE (OVER) UNDER EXPENDITURES</b>	<b>(45,432)</b>	<b>(47,811)</b>	<b>(63,605)</b>	<b>(78,560)</b>	<b>(113,675)</b>		

# Planning, Zoning and Code Enforcement Account (Fund 100, Department 006)

Account #	Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
<b>Revenues and Transfers In</b>								
380-9000	Miscellaneous Revenue	0	172	0	50	0	0	#DIV/0!
	<b>TOTAL REVENUES</b>	<b>0</b>	<b>172</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>Expenditures and Transfers Out</b>								
<b>Personnel</b>								
410-1000	Salaries - Regular	120,889	126,493	130,000	135,000	100,000	(30,000)	-23.08%
410-2000	Salaries - Overtime	1,763	1,550	2,000	3,000	0	(2,000)	-100.00%
410-3000	Unused Sick Time/GHIP	1,573	1,891	2,000	2,000	1,600	(400)	-20.00%
450-1000	Group Insurance	27,248	28,873	37,000	35,000	32,000	(5,000)	-13.51%
450-1200	Retiree Health Insurance	7,300	11,000	11,500	12,400	14,000	2,500	21.74%
450-1100	Health Savings Plan Contribution	852	869	1,000	1,000	2,000	1,000	100.00%
450-2000	Unemployment Taxes	123	159	600	250	300	(300)	-50.00%
450-2500	Workers Compensation Insurance	2,035	1,639	2,300	1,500	1,800	(500)	-21.74%
470-1000	Uniform Allowance	0	0	200	0	0	(200)	-100.00%
470-1500	Mileage	35	23	200	100	0	(200)	-100.00%
	<b>TOTAL PERSONNEL</b>	<b>161,818</b>	<b>172,497</b>	<b>186,800</b>	<b>190,250</b>	<b>151,700</b>	<b>(35,100)</b>	<b>-18.79%</b>
<b>Operations</b>								
510-1000	R & M Equipment - Contractual	1,194	0	1,000	0	1,000	0	0.00%
530-1500	Engineering Fees	0	0	2,000	1,000	2,000	0	0.00%
530-2000	Legal Fees	19,487	8,432	34,000	34,000	34,000	0	0.00%
530-3000	IT Support	75	639	750	1,200	1,200	450	60.00%
530-4000	Consultation/Contractual	45,387	53,724	243,500	62,200	214,500	(29,000)	-11.91%
550-1000	Postage Expenses	435	435	900	600	900	0	0.00%
550-1500	Communications	401	564	800	500	800	0	0.00%
550-2000	Publishing Fees	802	1,577	1,850	1,200	1,750	(100)	-5.41%
550-2500	Printing Fees	0	22	250	150	250	0	0.00%
550-3000	Recruitment	0	0	200	200	200	0	0.00%

**Planning, Zoning and Code Enforcement Account (Fund 100, Department 006)**

Account #		Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
560-1000		Membership Dues	6,275	6,590	7,575	1,075	7,575	0	0.00%
560-1500		Training	2,244	2,148	5,585	775	5,385	(200)	-3.58%
560-2000		Subscriptions	933	933	1,175	745	1,175	0	0.00%
560-2500		Reference Materials/Manuals	463	489	1,575	1,267	1,625	50	3.17%
560-3000		Software	4,322	5,157	5,750	5,900	5,950	200	3.48%
650-1000		Office Supplies	839	386	1,600	1,200	1,500	(100)	-6.25%
650-2000		Misc. Equipment	971	210	750	695	700	(50)	-6.67%
910-9000		Misc. Expenses	341	782	12,800	8,500	12,800	0	0.00%
		<b>TOTAL OPERATIONS</b>	<b>84,169</b>	<b>82,088</b>	<b>322,060</b>	<b>121,207</b>	<b>293,310</b>	<b>(28,750)</b>	<b>-8.93%</b>
<b>Capital</b>									
800-1500		Purchase - Equipment	0	1,281	2,800	4,081	1,500	(1,300)	-46.43%
		<b>TOTAL CAPITAL</b>	<b>0</b>	<b>1,281</b>	<b>2,800</b>	<b>4,081</b>	<b>1,500</b>	<b>(1,300)</b>	<b>-46.43%</b>
<b>Interfund Transfers</b>									
950-1800		Transfer to MERF	2,100	3,800	3,200	3,200	3,200	0	0.00%
950-2000		Transfer to Capital Repl. Fund	2,500	2,500	2,500	2,500	2,500	0	0.00%
		<b>TOTAL INTERFUND TRANSFERS</b>	<b>4,600</b>	<b>6,300</b>	<b>5,700</b>	<b>5,700</b>	<b>5,700</b>	<b>0</b>	<b>0.00%</b>
		<b>TOTAL EXPENDITURES</b>	<b>250,587</b>	<b>262,166</b>	<b>517,360</b>	<b>321,238</b>	<b>452,210</b>	<b>(65,150)</b>	<b>-12.59%</b>
		<b>REVENUE (OVER) UNDER EXPENDITURES</b>	<b>(250,587)</b>	<b>(261,994)</b>	<b>(517,360)</b>	<b>(321,188)</b>	<b>(452,210)</b>		



**Tax Increment Financing District No. 2 Fund (Fund 208, Department 000)**

Account #	Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
<b>Beginning Fund Balance</b>				<b>1,091,927</b>	<b>1,119,895</b>	<b>1,059,077</b>		
<b>Revenues and Transfers In</b>								
310-1000	Property Taxes	220,717	230,595	235,000	236,492	240,000	5,000	2.1%
340-4500	ITEP Grant Proceeds	0	0	0	0	0	0	#DIV/0!
380-1000	Interest Revenue	15,884	17,291	10,000	4,000	4,000	(6,000)	-60.0%
380-2000	TIF Subsidy Repayment	2,000	0	0	0	0	0	#DIV/0!
380-3000	Donations	100	0	0	0	0	0	#DIV/0!
	<b>TOTAL REVENUES</b>	<b>238,701</b>	<b>247,886</b>	<b>245,000</b>	<b>240,492</b>	<b>244,000</b>	<b>(1,000)</b>	<b>-0.4%</b>
<b>Expenditures and Transfers Out</b>								
<b>Personnel</b>								
410-1000	Salaries - Regular	11,125	16,886	17,000	17,000	18,000	1,000	5.9%
410-3000	Unused Sick Time/GHIP	136	213	300	300	300	0	0.0%
450-1000	Group Insurance	1,959	2,163	3,600	3,300	3,400	(200)	-5.6%
450-1100	Health Savings Plan Contribution	189	271	300	300	360	60	20.0%
	<b>TOTAL PERSONNEL</b>	<b>13,409</b>	<b>19,533</b>	<b>21,200</b>	<b>20,900</b>	<b>22,060</b>	<b>860</b>	<b>4.1%</b>
<b>Operations</b>								
530-1500	Engineering Fees	0	37,267	1,000	2,500	2,000	1,000	100.0%
530-2000	Legal Fees	1,581	3,322	15,000	5,000	10,000	(5,000)	-33.3%
530-4000	Professional Fees	0	7,685	18,000	2,500	25,000	7,000	38.9%
560-1000	Membership Dues	650	650	700	650	700	0	0.0%
560-1500	Training	347	0	1,500	400	1,000	(500)	-33.3%
590-2000	Lease/Rent Expense	0	0	3,000	2,000	3,000	0	0.0%
590-2700	Building Renovation - Committed	58,885	136,730	96,154	193,502	144,558	48,404	50.3%
590-2800	Building Renovation - Uncommitted	0	0	50,000	25,000	100,000	50,000	100.0%
650-2000	Miscellaneous Equipment	0	0	1,500	1,000	1,500	0	0.0%
910-9000	Miscellaneous Expense	8,408	3,595	19,200	12,890	18,200	(1,000)	-5.2%
	<b>TOTAL OPERATIONS</b>	<b>69,871</b>	<b>189,249</b>	<b>206,054</b>	<b>245,442</b>	<b>305,958</b>	<b>99,904</b>	<b>48.5%</b>

**Tax Increment Financing District No. 2 Fund (Fund 208, Department 000)**

Account #	Account Description	Actual FY18-19	Actual FY19-20	Budget FY20-21	Est. Act. FY20-21	Budget FY21-22	Variance (\$)	Variance (%)
<b>Capital</b>								
800-2000	Purchase - Building/Property	0	0	40,000	0	40,000	0	0.0%
800-5000	Purchase - Improvements Construction	101,462	50,470	673,000	14,468	515,000	(158,000)	-23.5%
800-5100	Purchase - Improvements Engineering	18,536	0	135,000	20,500	130,000	(5,000)	-3.7%
800-5200	Purchase - Improvements Legal	0	0	10,000	0	10,000	0	0.0%
	<b>TOTAL CAPITAL</b>	<b>119,998</b>	<b>50,470</b>	<b>858,000</b>	<b>34,968</b>	<b>695,000</b>	<b>(163,000)</b>	<b>-19.0%</b>
	<b>TOTAL EXPENDITURES</b>	<b>203,278</b>	<b>259,252</b>	<b>1,085,254</b>	<b>301,310</b>	<b>1,023,018</b>	<b>(62,236)</b>	<b>-5.7%</b>
	<b>REVENUE (OVER) UNDER EXPENDITURES</b>	<b>35,423</b>	<b>(11,366)</b>	<b>(840,254)</b>	<b>(60,818)</b>	<b>(779,018)</b>		
<b>Ending Fund Balance</b>						<b>280,059</b>		





## **CITY OF WASHINGTON INVESTMENT POLICY**

### **I. POLICY**

It is the policy of the City of Washington to invest public funds in a manner which will provide the highest return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

### **II. SCOPE**

This investment policy applies to all financial assets of the City of Washington and governed by the Washington City Council

### **III. POOLING OF FUNDS**

Except for cash in certain restricted and special funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

### **IV. PRUDENCE**

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio.

### **V. OBJECTIVES**

The primary objectives of the City’s investment activities shall be:

1. **Legality** – The City’s investments will be in compliance with all statutes governing the investment of public funds and will conform to federal, state, and other legal requirements.
2. **Safety** – Safety of principal is one of the foremost objectives of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
3. **Liquidity** – The City’s investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which may be reasonably anticipated.
4. **Return on Investments** – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

### **VI. DELEGATION OF AUTHORITY**

Management and administrative responsibility for the investment program is here delegated to the City Treasurer and the Finance Director who, under the delegation of the City Council, shall establish written procedures for the operation of the investment program.

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## VII. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

## VIII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The City Treasurer and Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers, if deemed appropriate.

## IX. AUTHORIZED AND SUITABLE INVESTMENTS

Investments may be made in any type of security allowed for in Illinois statutes regarding the investment of public funds. Investments shall be made that reflect the cash flow needs of the fund type being invested.

## X. COLLATERALIZATION

Funds on deposit (checking accounts, certificates of deposit, etc.) in excess of FDIC limits must be secured by some form of collateral, witnessed by a written agreement and held at an independent third-party institution in the name of the municipality.

## XI. SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements, entered into by the City, shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by an independent third-party custodian and evidenced by safekeeping receipts and a written custodial agreement.

## XII. DIVERSIFICATION

The City shall diversify its investments to the best of its ability based on the type of funds invested, the credit worthiness of the institution it is investing in, and the cash flow needs of the City' funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.

## XIII. INTERNAL CONTROL

The Finance Director and City Treasurer are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

1. Control of collusion
2. Separation of transaction authority from accounting
3. Custodial Safekeeping
4. Written confirmation of telephone transaction for investments and wire transfers

## XIV. REPORTING

The Finance Director shall prepare an investment report at least monthly. The report should be provided to the City Council and available upon request. The report should be in a format suitable for review. An annual report should also be provided to the City Council.

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## XV. SUSTAINABILITY FACTORS

The City Council, Treasurer and Finance Director have considered and regularly considers material, relevant, and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (1) corporate governance and leadership factors; (2) environmental factors; (3) social capital factors; (4) human capital factors; and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act.

## XVI. INVESTMENT POLICY ADOPTION

The investment policy shall be adopted by the City Council. The policy shall be reviewed on an annual basis by the Finance Director and Treasurer and any modifications made thereto must be reviewed by the Finance and Personnel Committee and approved by the City Council.