



**CITY OF URBANA, ILLINOIS  
FINANCE DEPARTMENT**

**MEMORANDUM**

**TO:** Mayor Diane Wolfe Marlin and City Council Members

**FROM:** Elizabeth Hannan, Finance Director

**DATE:** October 5, 2017

**SUBJECT: FY2018 Budget Amendment #3 – Rebudgets & Miscellaneous Items**

**Introduction:** Attached is an Ordinance revising the FY2018 annual budget to provide for items described below. This budget amendment requires six affirmative votes.

**Discussion:**

Rebudgets: A number of items in various funds that were not spent in FY2017 will be “rebudgeted” to FY2018. These funds are generally budgeted for one of the following purposes –

- Scheduled small equipment line items that were established in each department to provide on ongoing source of funds for equipment valued at \$1,000 to \$4,999, and other items that were previously included in the Vehicle & Equipment Replacement Fund (VERF). Items budgeted in these lines are below the threshold for capital equipment and were moved from the VERF in FY2017. Because expenditures vary considerably from year-to-year, the Finance Department budgets a level dollar amount, which is rebudgeted annually, allowing departments to build up funds for larger purchases.
- A number of the rebudgets outside of the General Fund relate to capital improvement projects. Because the construction season overlaps the end of the fiscal year, the timing of payments in relation to the end of the year is difficult to predict and it is often necessary to rebudget funds. In addition, timing of projects may vary from the original plan.
- Timing of receipt and expenditure of grant funds in relation to the fiscal year is also common. Changes included in this budget amendment relate to the Highland Green Project (Community Development Block Grant), as well as two arts grants in the Public Arts Fund.
- Timing of payments made related to development agreements can also be difficult to predict, since the developer is required to meet specific conditions before payments are released by the City. This is reflected in changes in several Tax Increment Financing (TIF) District funds.

Other Changes: Other changes include the following –

- \$5,280 will be moved from a position in the Finance Department to a line item used for temporary employment services. Due to a vacancy in the position responsible for processing payroll, it is necessary to use a temporary employment service while staff is working to fill the position. The City Code requires that the City Council approve budget changes that would move budgeted funds between personnel line items and other categories of expenditures.
- \$6,017 will be rebudgeted in Community Development for final expenses related to implementation of code enforcement software.
- \$55,326 in funds designated for Greenscapes projects will be rebudgeted, and funds donated for the Legacy Tree Program in FY2017 will be added to FY2018 expenditures.

**Fiscal Impact:** Many of these changes are in funds other than the General Operating Fund. With the exception of a couple of minor changes in the General Operating Fund, changes do not impact the fund balance, since they are rebudgets of funds not spent in FY17, which will increase funds carried forward to begin FY18.

**Recommendation:** Approve the budget amendment authorizing these adjustments to the FY2018 budget.

**ORDINANCE NO. 2017-10-058**

**AN ORDINANCE REVISING THE  
ANNUAL BUDGET ORDINANCE FOR FY2017/18  
(Budget Amendment #3 – Rebudgets & Miscellaneous Items)**

**WHEREAS**, the Annual Budget Ordinance of and for the City of Urbana, Champaign County, Illinois, for the fiscal year beginning July 1, 2017, and ending June 30, 2018, (the “Annual Budget Ordinance”) has been duly adopted according to Sections 8-2-9.1 et seq. of the Illinois Municipal Code (the “Municipal Code”) and Division 2, entitled “Budget”, of Article VI, entitled “Finances and Purchases”, of Chapter 2, entitled “Administration”, of the Code of Ordinances, City of Urbana, Illinois (the “City Code”); and

**WHEREAS**, the City Council of the said City of Urbana finds it necessary to revise said Annual Budget Ordinance by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves; and

**WHEREAS**, funds are available to effectuate the purpose of such revision; and

**WHEREAS**, such revision is not one that may be made by the Budget Director under the authority so delegated to the Budget Director pursuant to section 8-2-9.6 of the Municipal Code and section 2-133 of the City Code.

**NOW, THEREFORE, BE IT ORDAINED** BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

**Section 1.** That the Annual Budget for FY2017/18, as revised, is hereby revised to provide as outlined in the attached Exhibit A.

**Section 2.** This Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of two-thirds of the corporate authorities then holding office (6 of 8 votes) of the City of Urbana, Illinois, at a meeting of the corporate authorities.

**PASSED BY THE CITY COUNCIL** this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Charles A. Smyth, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Diane Wolfe Marlin, Mayor

**Budget Amendment 2017/18-02 - Exhibit A**

		<u>Current Budget</u>	<u>Revised Budget</u>	<u>Difference</u>	<u>Reason</u>
<b><u>General Operating Fund</u></b>					
<u>Expenditures</u>					
025-1-1200-2051	Scheduled Small Equipment	1,429	1,768	339	rebudget small equipment reserve
025-1-4100-1103	Account Clerk Ii	58,110	52,830	(5,280)	transfer \$ from vacancy for temp employee
025-1-4300-3402	Temporary Help	-	5,280	5,280	transfer \$ from vacancy for temp employee
045-2-1200-2141	Initial Issue Uniforms/Eqpt	40,461	53,221	12,760	rebudget small equipment reserve
050-1-1200-2051	Scheduled Small Equipment	4,017	5,944	1,927	rebudget small equipment reserve
060-1-1200-2051	Scheduled Small Equipment	611	3,011	2,400	rebudget small equipment reserve
060-2-2200-2081	Materials - Tree Planting	20,453	22,388	1,935	allocate FY17 coop planting \$ to expense
060-2-3200-2051	Scheduled Small Equipment	7,040	27,979	20,939	rebudget small equipment reserve
060-2-2300-3185	Greenscapes (Revenue Based)	-	55,326	55,326	rebudget Greenscapes funds
060-2-2300-3504	Contr Svcs - Legacy Tree Pgm	2,525	3,679	1,154	allocate FY17 donations to exp / reconcile
060-3-1200-2051	Scheduled Small Equipment	12,423	12,616	193	rebudget small equipment reserve
060-4-0120-2051	Scheduled Small Equipment	8,121	46,314	38,193	rebudget small equipment reserve
060-5-1200-2051	Scheduled Small Equipment	2,836	3,197	361	rebudget small equipment reserve
090-2-2200-2410	Housing Equipment	121	3,638	3,517	rebudget code enf software implementation
090-2-3400-2600	Housing Inspection Software	18,000	20,500	2,500	rebudget code enf software implementation
<u>Total Expenditures</u>		<u>33,179,612</u>	<u>33,321,156</u>	<u>141,544</u>	
<u>Ending Fund Balance (estimated)</u>		<u>4,200,524</u>	<u>4,197,435</u>	<u>(3,089)</u>	
Assigned - Computer Equipment		159,499	176,680	17,181	adjust reserve for amount unspent in FY17
Unassigned Fund Balance		4,041,025	4,020,755		

**Capital Replacement & Improvement Fund**

<u>Expenditures</u>					
A09-1-0300-0012	City Facility Improvements	75,998	77,207	1,209	rebudget capital improvement projects
A09-1-0300-0051	Pw Covered Material Bins	-	14,257	14,257	rebudget capital improvement projects
A09-1-0300-0156	Signal Maint. Idot	15,000	29,198	14,198	rebudget capital improvement projects
A09-1-0400-0250	Pedestrian Master Plan	-	45,000	45,000	rebudget capital improvement projects
A09-1-0400-0375	Misc Traffic Studies	30,000	60,000	30,000	rebudget capital improvement projects
A09-1-0400-0412	Pavement Mgmt System	50,000	150,000	100,000	rebudget capital improvement projects
A09-1-0400-0422	Pavement Maintenance	290,000	939,764	649,764	rebudget capital improvement projects
A09-1-0400-0515	Brick Sidewalk Maint.	57,000	109,276	52,276	rebudget capital improvement projects
A09-1-0400-0531	Mcore Phase I (Pe Ii)	-	1,795,613	1,795,613	rebudget capital improvement projects
A09-1-0400-0540	Airport Rd West	-	1,275,351	1,275,351	rebudget capital improvement projects
A09-1-0400-0557	Bike Lanes & Sidepaths	55,000	235,529	180,529	rebudget capital improvement projects
A09-1-0400-0580	Mervis St.Impr. Enc.	-	68,652	68,652	rebudget capital improvement projects
A09-1-0400-0598	Concrete Sidewalk Maint	100,000	189,531	89,531	rebudget capital improvement projects
A09-1-0400-0601	Olympian Dr Constr Engineering	-	51,000	51,000	rebudget capital improvement projects
<u>Total Expenditures</u>		<u>809,498</u>	<u>5,176,879</u>	<u>4,367,381</u>	
<u>Ending Fund Balance (estimated)</u>		<u>125,742</u>	<u>125,742</u>	<u>-</u>	

**Stormwater Utility Fund**Expenditures

A10-1-0300-0020	Boneyard Creek Maintenance	40,000	43,292	3,292	rebudget capital improvement projects
A10-1-0300-0024	Sump Pump Discharge Abatement	20,000	25,801	5,801	rebudget capital improvement projects
A10-1-0300-0034	Storm Sewer Fee Incentives	11,455	23,154	11,699	rebudget capital improvement projects
A10-1-0300-0038	Cleaning And Televising	150,000	326,419	176,419	rebudget capital improvement projects
A10-1-0300-0042	Bridge Maintenance Projects	22,500	40,076	17,576	rebudget capital improvement projects
A10-1-0400-0100	Stormwater Improvements	300,000	398,679	98,679	rebudget capital improvement projects
A10-1-0400-0210	Crystal Lake Sediment Removal	-	109,234	109,234	rebudget capital improvement projects

<u>Total Expenditures</u>		<u>1,554,975</u>	<u>1,977,675</u>	<u>422,700</u>	
---------------------------	--	------------------	------------------	----------------	--

<u>Ending Fund Balance (estimated)</u>		<u>103,871</u>	<u>103,871</u>	<u>-</u>	
--	--	----------------	----------------	----------	--

**Local Motor Fuel Tax Fund**Expenditures

D09-1-0000-0100	Street Impr./Maint.	570,000	971,879	401,879	rebudget capital improvement projects
D09-1-0000-0114	O&C, Seal, Surfacing, Preservation	200,000	450,709	250,709	rebudget capital improvement projects
D09-1-0000-0118	Windsor Rd Rec Philo To Race	-	1,454,175	1,454,175	rebudget capital improvement projects
D09-1-0000-3903	Legal Fees	-	21,891	21,891	rebudget capital improvement projects

<u>Total Expenditures</u>		<u>1,075,968</u>	<u>3,204,621</u>	<u>2,128,653</u>	
---------------------------	--	------------------	------------------	------------------	--

<u>Ending Fund Balance (estimated)</u>		<u>67,646</u>	<u>67,646</u>	<u>-</u>	
--	--	---------------	---------------	----------	--

**Motor Fuel Tax Fund**Expenditures

E09-1-0400-0329	Lincoln Avenue Study	-	781,334	781,334	rebudget capital improvement projects
E09-1-0400-0368	Mcore Improvements	1,000,000	1,331,650	331,650	rebudget capital improvement projects

<u>Total Expenditures</u>		<u>2,633,683</u>	<u>3,746,667</u>	<u>1,112,984</u>	
---------------------------	--	------------------	------------------	------------------	--

<u>Ending Fund Balance (estimated)</u>		<u>135,278</u>	<u>135,278</u>	<u>-</u>	
--	--	----------------	----------------	----------	--

**Equipment Services Fund**Expenditures

G09-1-1400-4001	Tools & Equipment	1,741	14,241	12,500	rebudget capital improvement projects
-----------------	-------------------	-------	--------	--------	---------------------------------------

<u>Total Expenditures</u>		<u>59,858</u>	<u>72,358</u>	<u>12,500</u>	
---------------------------	--	---------------	---------------	---------------	--

<u>Ending Fund Balance (estimated)</u>		<u>116,290</u>	<u>116,290</u>	<u>-</u>	
--	--	----------------	----------------	----------	--

**Landscape Recycling Center Fund**Expenditures

G11-1-1300-3211	Lrc Shop/Garage Design	-	14,250	14,250	rebudget capital improvement projects
-----------------	------------------------	---	--------	--------	---------------------------------------

<u>Total Expenditures</u>		<u>59,858</u>	<u>74,108</u>	<u>14,250</u>	
---------------------------	--	---------------	---------------	---------------	--

<u>Ending Fund Balance (estimated)</u>		<u>116,290</u>	<u>116,290</u>	<u>-</u>	
--	--	----------------	----------------	----------	--

**Vehicle & Equipment Replacement Fund**

Expenditures

H09-1-0400-0031	Backhoe W/Eq	-	114,858	114,858	rebudget capital equipment purchases
H09-1-0400-0077	Passenger Auto Misc.	27,540	60,419	32,879	rebudget capital equipment purchases
H09-1-0400-0099	Pw Misc. Vehicle	-	8,308	8,308	rebudget capital equipment purchases
H09-1-0400-0107	Boom Truck	-	182,637	182,637	rebudget capital equipment purchases
H09-1-0400-0244	Leaf Pusher	-	7,130	7,130	rebudget capital equipment purchases
H09-1-0400-0254	Small Loader Trailer	-	9,190	9,190	rebudget capital equipment purchases
H09-1-0400-0262	Trailers	-	5,900	5,900	rebudget capital equipment purchases
H09-1-0400-0264	Large Mower Attachm. Enc.	-	5,790	5,790	rebudget capital equipment purchases
H09-1-0500-0004	Portable Radios	-	107,662	107,662	rebudget capital equipment purchases
H09-1-0600-0026	Fire Trucks Rehab.	65,000	75,000	10,000	rebudget capital equipment purchases
H09-1-0900-0002	Portable Radios	-	13,421	13,421	rebudget capital equipment purchases
H09-1-0900-0010	Sidewalk Forms Enc.	-	5,850	5,850	rebudget capital equipment purchases
H09-1-0900-0046	Arrow Board	-	7,124	7,124	rebudget capital equipment purchases
H09-1-0900-0099	Misc. Pw Equipment	5,906	69,682	63,776	rebudget capital equipment purchases
H09-1-0900-0141	Snow Blower	-	4,546	4,546	rebudget capital equipment purchases
H09-1-0910-0020	Pole Mounted Traffic Counter	-	5,000	5,000	rebudget capital equipment purchases
H09-1-0910-0028	Engineering Equipment	-	39,363	39,363	rebudget capital equipment purchases
H09-1-0920-0014	Misc Arbor Equipment	21,828	36,828	15,000	rebudget capital equipment purchases

Total Expenditures 1,209,249      1,847,683      638,434

Ending Fund Balance (estimated) 6,785,561      6,785,561      -

**Community Development Block Grant Fund**

Expenditures

K09-1-6300-4070	Highland Green Project	-	208,420	208,420	rebudget CDBG project
-----------------	------------------------	---	---------	---------	-----------------------

Total Expenditures 553,455      761,875      208,420

Ending Fund Balance (estimated) (3,212)      (3,212)      -

**Public Arts Fund**

Revenues

L19-0-0106-0000	Donations/Grants/Events Rev.	(2,800)	50,000	52,800	rebudget grant revenue - NEA, IACA
-----------------	------------------------------	---------	--------	--------	------------------------------------

Total Revenues -      52,800      52,800

Expenditures

L19-1-1300-3013	Nea Program	-	25,116	25,116	rebudget grant expense - NEA, IACA
L19-1-2100-1200	Nea Intern	-	1,797	1,797	rebudget grant expense - NEA, IACA
L19-1-2100-1855	Fica (Nea Intern)	-	142	142	rebudget grant expense - NEA, IACA
L19-1-2200-1200	Iaca Intern	-	1,695	1,695	rebudget grant expense - NEA, IACA
L19-1-2200-1855	Fica (Iaca Intern)	-	130	130	rebudget grant expense - NEA, IACA

Total Expenditures 25,616      54,496      28,880

Ending Fund Balance (estimated) 36,295      36,295      -

**Sanitary Sewer Construction Fund**

Expenditures

M09-1-0300-0354	Private To Public Sewer Program	25,000	50,000	25,000	rebudget sewer projects & programs
M09-1-0500-0115	Inflow/Infiltration Remediation	399,514	633,969	234,455	rebudget sewer projects & programs
M09-1-0500-0118	Sewer Database S/W	22,000	28,396	6,396	rebudget sewer projects & programs
<u>Total Expenditures</u>		<u>1,419,461</u>	<u>1,685,312</u>	<u>265,851</u>	
<u>Ending Fund Balance (estimated)</u>		<u>503,206</u>	<u>503,206</u>	<u>-</u>	

**Parking System Fund**

Expenditures

N09-1-0600-0012	Parking Lighting Impr.	-	163,937	163,937	rebudget capital improvement projects
N09-1-0600-0014	Garage Rehab./Improvements	80,000	188,161	108,161	rebudget capital improvement projects
N09-1-0600-0022	Parking Lot Maintenance	50,000	200,000	150,000	rebudget capital improvement projects
N09-1-0600-0027	Campus Area Light Impr.	-	642,677	642,677	rebudget capital improvement projects
<u>Total Expenditures</u>		<u>1,669,306</u>	<u>2,734,081</u>	<u>1,064,775</u>	
<u>Ending Fund Balance (estimated)</u>		<u>785,054</u>	<u>785,054</u>	<u>-</u>	

**TIF 4 Fund**

Expenditures

T12-1-1300-3315	Corridor Improvement Study	-	60,000	60,000	rebudget TIF projects
T12-1-1400-4050	Corridor Beautification	-	50,000	50,000	rebudget TIF projects
T12-1-1400-4410	Airport Rd West Recon (Local Match)	-	1,191,098	1,191,098	rebudget TIF projects
<u>Total Expenditures</u>		<u>889,634</u>	<u>2,190,732</u>	<u>1,301,098</u>	
<u>Ending Fund Balance (estimated)</u>		<u>750,092</u>	<u>750,092</u>	<u>-</u>	

**Post-closure TIF Fund**

Expenditures

T14-1-1300-3053	Cake Design Dev Costs	-	22,645	22,645	rebudget economic development projects
T14-1-1300-3054	Stephens Building Dev	-	220,000	220,000	rebudget economic development projects
<u>Total Expenditures</u>		<u>-</u>	<u>242,645</u>	<u>242,645</u>	
<u>Ending Fund Balance (estimated)</u>		<u>8,118</u>	<u>8,118</u>	<u>-</u>	

**Central TIF Fund**

Expenditures

T15-1-1300-3009	Nea Program Match	-	1,433	1,433	rebudget grant match - NEA
T15-1-1300-3616	Structural Study	-	18,000	18,000	rebudget economic development projects
T15-1-1300-4016	129 N Race Development	-	34,109	34,109	rebudget economic development projects
T15-1-1300-4017	Cohen Bldg 136 W Main	-	500,000	500,000	rebudget economic development projects
T15-1-1300-4018	401 N Broadway Incentive	-	24,865	24,865	rebudget economic development projects
T15-1-1300-4019	Crane Alley 119 W Main	-	92,000	92,000	rebudget economic development projects
T15-1-1400-5061	Downtown Improvements	-	4,000	4,000	rebudget economic development projects
T15-1-1400-5074	Boneyard Creek Crossing	-	28,986	28,986	rebudget economic development projects
T15-1-1400-5082	200 Vine St Site Prep	-	19,256	19,256	rebudget economic development projects
<u>Total Expenditures</u>		<u>293,215</u>	<u>1,015,863</u>	<u>722,648</u>	
<u>Ending Fund Balance (estimated)</u>		<u>64,000</u>	<u>64,000</u>	<u>-</u>	