



**MEMORANDUM**

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

**FROM:** Elizabeth Hannan, Human Resources & Finance Director / CFO  
Alyana Robinson, Financial Analyst

**DATE:** February 17, 2022

**SUBJECT:** **FY2022 Budget Amendment #6 – Omnibus**

**Introduction:** Attached is an Ordinance revising the FY2022 annual budget to provide for items described below. This budget amendment requires six affirmative votes, including the Mayor, in order to pass.

**Discussion:** The following items are included in the attached Ordinance amending the annual budget.

General Operating Fund (100):

Recruitment Services – HRF: An additional \$25,000 will be budgeted for external services for department head recruitment.

Capital Improvement Fund (200):

Traffic Signal Management Plan: This change would reprioritize funds from the Sidewalk Maintenance Program that may not be ready to advertise for bids until next fiscal year to fund the Traffic Signal Asset Management Plan that was budgeted at \$75,000 with a proposal that came in slightly over \$90,000. An additional \$20,000 will be transferred to cover for the full cost.

Engineering Services for Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application: This would reallocate funds from projects with no planned expenditures between now and the end of FY2022 to fund engineering services to complete critical items for a RAISE grant application submittal for the Florida Avenue Improvements project. A total of \$40,000 will be budgeted to cover for the engineering services cost.

Stormwater Utility Fund (201):

Stormwater Maintenance: The City entered into a multi-year contract in FY2021 that spans from FY2021 through FY2023 to use outside service for stormwater maintenance. When the original PO was created in FY2021, it was only created for the amount expected to be spent in that fiscal year. In FY2022, staff budgeted funds for expected costs in FY2022. This amendment will reallocate remaining funds from the storm cleaning and televising project up to the total contract amount so the PO can effectively carry through the end of the contract term in FY2023.

Local Motor Fuel Tax Fund (202):

Lincoln-Springfield Turf Restoration: Due to exorbitant pricing, the City opted to perform the turf restoration on the Lincoln-Springfield Resurfacing project utilizing Public Works Operations staff. With this change, the materials and equipment are not State Motor Fuel Tax eligible expenses, and additional funds of \$9,664 will be needed to cover for these costs. This amendment will reallocate funds from a couple of projects in the Local Motor Fuel Tax Fund to cover these costs.

Savannah Green Roadway Improvements Study: The design and construction of the Savannah Green Roadway Improvements project was budgeted using State Motor Fuel Tax funds. An initial study will be conducted to evaluate feasible alternatives for rehabilitation and/or reconstruction of the Savannah Green Roadway Improvements project. This amendment is to reallocate a total of \$49,300 from the Local Motor Fuel Tax Fund to cover the cost for this study.

Vehicle & Equipment Replacement Fund (300):

Rebudget FY2021 Available Funds – Fire Department: This amendment is to carryover FY2021 unspent funds of \$24,124 to cover for the remaining balance on the two new fire engines delivered this fiscal year.

Landscape Recycling Center Fund (301):

Champaign County Environmental Stewards Agreement – Concrete Bin: The Landscape Recycling Center (LRC) is partnering with the Champaign County Environmental Stewards (CCES) on a limited food scrap composting pilot project. The CCES will provide a grant of \$20,928.14 to the LRC that will pay the entire construction cost for a concrete bin, which will be utilized for the food scrap composting pilot project (please refer to resolution No. 2022-02-018R). This will be budgeted to reflect related revenue and expenditures.

**Fiscal Impact:** These changes will not increase either recurring revenues or recurring expenditures in the General Fund. The new estimated ending fund balance in the General Operating Fund would be \$11,529,486, which is 31.50% of recurring expenditures.

**Alternatives:**

1. Forward the Ordinance amending the FY2022 budget to City Council for approval on February 28, 2022.
2. Amend one or more of the items before forwarding to Council for approval.

**Recommendation:** Forward the budget amendment authorizing these adjustments to the FY2022 budget for approval at the February 28, 2022 City Council meeting.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE**

**(Budget Amendment #6 - Omnibus)**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution of 1970, and may exercise any power and perform any function pertaining to its governmental business and affairs, and the passage of this Ordinance constitutes an exercise of the City’s home rule powers and functions as granted by the Illinois Constitution of 1970; and

**WHEREAS**, the corporate authorities of the City heretofore did approve the annual budget ordinance of and for the City of Urbana for the fiscal year beginning July 1, 2021 and ending June 30, 2022; and

**WHEREAS**, the said corporate authorities find that revising the annual budget ordinance by deleting, adding to, changing, or creating sub-classes within object classes and object classes themselves is in the best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs; and

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

**WHEREAS**, the Budget Director may not make such revision under the authority so delegated to the Budget Director pursuant to 65 ILCS 5/8-2-9.6 or Urbana City Code Section 2-133.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL AND THE MAYOR, BEING THE CORPORATE AUTHORITIES OF THE CITY OF URBANA, ILLINOIS**, as follows:

**Section 1.**

The annual budget ordinance shall be and the same is hereby revised as set forth in the exhibit appended hereto and made a part hereof as if fully set forth herein.

**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 (65 ILCS 5/1-2-4).

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 duly noticed and convened meeting of the said corporate authorities.

**PASSED BY THE CORPORATE AUTHORITIES** this \_\_ Day of \_\_\_\_\_, 20\_\_.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

**APPROVED BY THE MAYOR** this \_\_ Day of \_\_\_\_\_, 20\_\_.

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

**Budget Amendment 2021/22 - 06 - Exhibit A**

General Ledger Code	Project String	Description	Current Budget	Revised Budget	Difference	Reason
<b>GENERAL FUND (100)</b>						
<u>Expenditures</u>						
10015155-52904		HRF - RECRUITING EXPENSES	40,928	65,928	25,000	department head recruitment expense
<b>Total Expenditures</b>			<b>42,128,674</b>	<b>42,153,674</b>	<b>25,000</b>	
<b>Ending Fund Balance (estimated)</b>			<b>11,554,486</b>	<b>11,529,486</b>	<b>(25,000)</b>	
<b>CAPITAL IMPROVEMENT FUND (200)</b>						
<u>Expenditures</u>						
20040470-52204-40101	40101-CONST	INFRASTRUCTURE MAINT	100,000	80,000	(20,000)	traffic signal management plan
20040470-52105-40604	40604-PLANNING	PLANNING SERVICES	75,000	95,000	20,000	traffic signal management plan
20040470-53301-40113	40113-CONST	HIGHWAY AND STREETS	20,000	-	(20,000)	engineering services for RAISE grant application
20040470-53305-40908	40908-CONST	OTHER CONSTRUCTION	50,000	30,000	(20,000)	engineering services for RAISE grant application
20040470-52108-40135	40135-ENG SVCS	ENGINEERING SERVICES	-	40,000	40,000	engineering services for RAISE grant application
<b>Total Expenditures</b>			<b>9,141,997</b>	<b>9,141,997</b>	<b>-</b>	
<b>Ending Fund Balance (estimated)</b>			<b>1,958,780</b>	<b>1,958,780</b>	<b>-</b>	
<b>STORMWATER UTILITY FUND (201)</b>						
<u>Expenditures</u>						
20140470-52204-40402	40402-CONST	INFRASTRUCTURE MAINT	380,000	164,087	(215,913)	Stormwater maintenance
20140470-53303-40400	40400-CONST	STORMWATER	145,652	361,565	215,913	Stormwater maintenance
<b>Total Expenditures</b>			<b>1,991,049</b>	<b>1,991,049</b>	<b>-</b>	
<b>Ending Fund Balance (estimated)</b>			<b>1,572,964</b>	<b>1,572,964</b>	<b>-</b>	
<b>LOCAL MOTOR FUEL TAX (202)</b>						
<u>Expenditures</u>						
20240470-53301-40144	40144-CONST-LMFT	HIGHWAY AND STREETS	-	9,664	9,664	Lincoln/Springfield turf restoration
20240470-53301-40114	40114-CONST-LMFT	HIGHWAY AND STREETS	125,000	118,836	(6,164)	Lincoln/Springfield turf restoration
20240470-53301-40160	40160-CONST-LMFT	HIGHWAY AND STREETS	30,000	26,500	(3,500)	Lincoln/Springfield turf restoration
20240470-52105-40148	40148-PLANNING-LMFT	PLANNING SERVICES	-	49,300	49,300	Savannah Green roadway improvements
20240470-53301-40108	40108-CONST-LMFT	HIGHWAY AND STREETS	200,000	151,528	(48,472)	Savannah Green roadway improvements
20240470-53301-40160	40160-CONST-LMFT	HIGHWAY AND STREETS	26,500	25,672	(828)	Savannah Green roadway improvements
<b>Total Expenditures</b>			<b>1,152,487</b>	<b>1,152,487</b>	<b>-</b>	
<b>Ending Fund Balance (estimated)</b>			<b>313,712</b>	<b>313,712</b>	<b>-</b>	
<b>VEHICLE &amp; EQUIPMENT RELACEMENT FUND (300)</b>						
<u>Expenditures</u>						
30060600-53410	VERF-FD-157	FD - MACHINERY	1,457,790	1,481,914	24,124	carryover FY21 unspent funds to cover PO change on 2 new engines
<b>Total Expenditures</b>			<b>2,566,114</b>	<b>2,590,238</b>	<b>24,124</b>	
<b>Ending Fund Balance (estimated)</b>			<b>3,430,836</b>	<b>3,406,713</b>	<b>(24,124)</b>	
<b>LANDSCAPE RECYCLING CENTER FUND (301)</b>						
<u>Revenues</u>						
301-41510	40909-OTHGR	OTHER GRANTS (NON-GOV)	-	20,928	20,928	concrete bin construction - CCES grant
<b>Total Revenues</b>			<b>777,001</b>	<b>797,929</b>	<b>20,928</b>	
<u>Expenditures</u>						
30140402-51310	40909-CONST-LRC	CONSTRUCTION MATERIALS	17,847	38,775	20,928	concrete bin construction - CCES grant
<b>Total Expenditures</b>			<b>984,825</b>	<b>1,005,753</b>	<b>20,928</b>	
<b>Ending Fund Balance (estimated)</b>			<b>330,588</b>	<b>330,588</b>	<b>-</b>	