

**MEMORANDUM**

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

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

**DATE:** April 28, 2022

**SUBJECT:** **FY2022 Budget Amendment #7 – 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):

Overtime – Fire Operations: The budget overtime in Fire Operations will be increased by \$130,094 to account, in part, for projected leave related to duty injuries, light duty assignments, and leave related to COVID. Budgeting overtime related to these items is challenging since it often results from unpredictable situations. The vast majority of overtime in the Fire Department is needed to maintain minimum staffing, consistent with the labor agreement.

Local Motor Fuel Tax Fund (202):

Windsor Road CIP Project – Rebudget: This amendment is to carryover FY2021 unspent funds of \$140,839 to cover costs for litigation related to the Windsor Road Project.

State Motor Fuel Tax Fund (203):

Race Street Resurfacing Project: The cost for the Race Street Resurfacing Project is higher than anticipated. This is due to increase in scope of improvements during the design. An additional \$75,000 is requested to cover this increase.

Vehicle & Equipment Replacement Fund (300):

Hardware Virtual Servers – IT Department: This amendment would move necessary funds to cover the difference between the quote and estimates for the purchase of new virtual servers out of an equipment line item in the Information Technology Fund to the VERF. Both revenue and expenditure will be reflected. This relates to item discussed in the IT fund section.

Cable TV PEG Fund (320): \$50,000 is requested to accelerate the replacement of microphones and related audio equipment for the Council Chambers. This would address recent issues with sound quality.

Community Development Grants Fund (331): The City's CARES Act Emergency Shelter Grant reallocated \$5,363 to Champaign County Regional Planning Commission (CCRPC). This amendment is to reflect the grant allocation reduction in FY2022 budget. Both revenues and expenditures will be reflected.

Information Technology Fund (610):

Hardware Virtual Servers: Quotes for servers and a storage array came back much higher than the estimates. This amendment is to transfer additional funds of \$12,550 to the VERF to cover the difference.

**Fiscal Impact:** The new estimated ending fund balance in the General Operating Fund would be \$12,395,414, which is 29.31% of recurring expenditures. All estimated fund balances for the beginning of FY2022 are updated to reflect final figures for FY2021.

**Alternatives:**

1. Forward the Ordinance amending the FY2022 budget to City Council for approval on May 9, 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 May 9, 2022 City Council meeting.

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

**AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE**

**(Budget Amendment #7 - 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 - 07 - Exhibit A**

General Ledger Code	Project String	Description	Current Budget	Revised Budget	Difference	Reason
<b>GENERAL FUND (100)</b>						
<u>Expenditures</u>						
10030300-50131		FIRE OPERATIONS- REGULAR OVERTIME	749,383	879,477	130,094	FD OT increase
<b>Total Expenditures</b>			<b>42,156,430</b>	<b>42,286,524</b>	<b>130,094</b>	
<b>Ending Fund Balance (estimated)</b>			<b>12,525,508</b>	<b>12,395,414</b>	<b>(130,094)</b>	
<b>LOCAL MOTOR FUEL TAX (202)</b>						
<u>Expenditures</u>						
20240470-52101-40107	40107-LEGAL SERVICES	LEGAL SERVICES	84,135	224,974	140,839	Windsor Road rebudget legal services
<b>Total Expenditures</b>			<b>1,103,187</b>	<b>1,244,026</b>	<b>140,839</b>	
<b>Ending Fund Balance (estimated)</b>			<b>481,491</b>	<b>340,652</b>	<b>(140,839)</b>	
<b>STATE MOTOR FUEL TAX (203)</b>						
<u>Expenditures</u>						
20340470-52105-40142	40142-PLANNING	PLANNING SERVICES	89,923	59,923	(30,000)	Repurpose \$30K to Race Street resurfacing project
20340470-53301-40142	40142-CONST	HIGHWAY AND STREETS	390,000	495,000	105,000	Race Street resurfacing project
<b>Total Expenditures</b>			<b>5,759,307</b>	<b>5,834,307</b>	<b>75,000</b>	
<b>Ending Fund Balance (estimated)</b>			<b>2,284,267</b>	<b>2,209,267</b>	<b>(75,000)</b>	
<b>VEHICLE &amp; EQUIPMENT REPLACEMENT FUND (300)</b>						
<u>Revenues</u>						
300-49610	VERF-EXEC-223	TFR FROM INFORMATION TECH FUND	56,192	68,742	12,550	Hardware virtual servers (to cover the price difference) - TFR from IT
<b>Total Revenues</b>			<b>1,917,960</b>	<b>1,930,510</b>	<b>12,550</b>	
<u>Expenditures</u>						
30060600-53440	VERF-EXEC-223	EXEC - OTHER EQUIPMENT	958,408	970,958	12,550	Hardware virtual servers (to cover the price difference)
<b>Total Expenditures</b>			<b>2,590,238</b>	<b>2,602,788</b>	<b>12,550</b>	
<b>Ending Fund Balance (estimated)</b>			<b>4,523,538</b>	<b>4,523,538</b>	<b>-</b>	
<b>CABLE TV PEG FUND (320)</b>						
<u>Expenditures</u>						
32010107-53440		OTHER EQUIPMENT	-	50,000	50,000	Replace microphones & audio equipment in the Council Chambers
<b>Total expenditures</b>			<b>140,074</b>	<b>190,074</b>	<b>50,000</b>	
<b>Ending Fund Balance (estimated)</b>			<b>193,414</b>	<b>143,414</b>	<b>(50,000)</b>	
<b>COMMUNITY DEV GRANTS FUND (331)</b>						
<u>Revenues</u>						
33150533-41430	50302-FED	FEDERAL GRANTS - HOUSING & CD	191,883	186,520	(5,363)	ESG-Covid grant reduction
<b>Total Revenues</b>			<b>191,883</b>	<b>186,520</b>	<b>(5,363)</b>	
<u>Expenditures</u>						
33150533-52800	50302-CV	GRANTS MISC CONTRACTUAL SERVICE	312,932	307,569	(5,363)	ESG-Covid grant reduction
<b>Total Expenditures</b>			<b>348,807</b>	<b>343,444</b>	<b>(5,363)</b>	
<b>Ending Fund Balance (estimated)</b>			<b>(110,347)</b>	<b>(110,347)</b>	<b>-</b>	
<b>INFORMATION TECHNOLOGY FUND (610)</b>						
<u>Expenditures</u>						
61010106-53440		OTHER EQUIPMENT	18,684	6,134	(12,550)	Hardware virtual servers (to cover the price difference) - TFR to VERF
61010106-59300		TFR TO VERF FUND	56,192	68,742	12,550	Hardware virtual servers (to cover the price difference) - TFR to VERF
<b>Total expenditures</b>			<b>988,051</b>	<b>988,051</b>	<b>-</b>	
<b>Ending Fund Balance (estimated)</b>			<b>10,391</b>	<b>10,391</b>	<b>-</b>	