



CITY OF URBANA, ILLINOIS  
DEPARTMENT OF PUBLIC WORKS

*ADMINISTRATION*

**MEMORANDUM**

**TO:** Bruce K. Walden, Chief Administrative Officer  
**FROM:** William R. Gray, P. E., Public Works Director  
**DATE:** July 21, 2005  
**RE:** *New Civil Engineering Position in the Public Works Department*

**INTRODUCTION**

The Engineering Division of the Public Works Department has recently advertised and interviewed potential civil engineering candidates for a *vacant Civil Engineering position*. The City has received excellent candidates for the vacant position. One idea that came to light while interviewing the candidates was the possibility of creating *another Civil Engineering position* that could be assigned projects that would otherwise need to be completed by an engineering consultant. With the in-house expertise, the City would avoid additional fees and be able to capture more dollars for construction in lieu of consulting fees.

In this fiscal year's budget, there is \$100,000 in fees budgeted for the preliminary design of the Windsor Road project. It is thought that these consultant fees could be used for the employment of the *Civil Engineer*. There are additional consulting fees for this project the next three fiscal years, as this project is slated for construction in FY 09. The candidates that are considered for the vacancies are capable of taking on a project of this magnitude, which is several million dollars.

**FISCAL IMPACT**

It is recommended that the money identified for consultant fees in the Capital Improvement Fund be used for creating a *new, full-time Civil Engineering position*. The estimated cost for salary, benefits, and retirement that is to be transferred is \$68,000.

**RECOMMENDATION**

It is recommended that "An Ordinance Revising the Annual Budget Ordinance" (Engineer, Windsor Road) be approved.

WRG:kif

Attachment: Ordinance

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**ORDINANCE NO. 2005-07-118**

**AN ORDINANCE  
REVISING THE ANNUAL BUDGET ORDINANCE  
(Engineer, Windsor Road)**

WHEREAS, the Annual Budget Ordinance of and for the City of Urbana, Champaign County, Illinois, for the fiscal year beginning July 1, 2005, and ending June 30, 2006, (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 be and the same is hereby revised to provide as follows:

FUND:	General, Public Works Department, Engineering Division	
ADD EXPENSE	Salary, 1 F.T.E., Civil Engineer	\$53,000
	Benefits and Retirement	\$15,000
REDUCE EPENSE:	Transfer to Capital Impr. Fund	\$68,000

Section 2. This Ordinance shall be effective immediately upon passage and approval and shall not be published.

Section 3. This Ordinance is hereby passed by the affirmative vote of two-thirds of the members of the corporate authorities then holding office, the "ayes" and "nays" being called at a regular meeting of said Council.

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_.

AYES:

NAYS:

ABSTAINED:

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

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_.

\_\_\_\_\_  
Laurel L. Prussing, Mayor