



**CITY OF URBANA, ILLINOIS  
FINANCE DEPARTMENT**

**M E M O R A N D U M**

**TO:** Mayor Diane Wolfe Marlin and City Council Member  
**FROM:** Elizabeth Hannan, Finance Director  
Don Ho, Financial Analyst  
**DATE:** August 23, 2018  
**SUBJECT: FY2019 Budget Amendment #2 – Omnibus**

**Introduction:** Attached is an Ordinance revising the FY2019 annual budget to provide for items described below. This budget amendment requires six affirmative votes.

**Discussion:**

A number of items in various funds that were not spent in FY2018 will be “rebudgeted” to FY2019. These funds are generally budgeted for one of the following purposes –

- Police Department Items: Due to changes in timing of expenditures, \$22,277 of unspent funds for police uniforms, medical services and the Hot Spot Policing grant will be rebudgeted in the General Fund and \$93,008 of unspent funds from multiple programs in the Police Special Fund will also be rebudgeted.
- Small Scheduled Equipment: Items budgeted in these small scheduled equipment lines are below the threshold for capital equipment and were moved from the Vehicle & Equipment Replacement Fund (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. As a result, \$72,092 of unspent funds will be rebudgeted across all departments.
- Planning / Historic Preservation: A rebudget of \$5,393 of unspent funds in the Farmers Market Fund to be used on Historic Preservation. The funding is expected to be utilized in FY2019 in pursuit of a new historic district designation in the downtown area.
- Arbor / Downtown Improvement: A rebudget of \$20,995 of unspent funds in the Central TIF to be used on the Downtown Mini-Park at Broadway and Water as well as Boneyard Creek Crossing. The funding is expected to be utilized in FY2019 to complete the Mini-Park and add further amenities and improvements to the Boneyard.
- Interview Room Video System: Due to changes in timing of expenditures, \$7,480 of unspent funds for interview room video system will be rebudgeted. The system will cost more than that amount, but it will be put together with funds for body wire equipment that are in the FY19 budget.

**ORDINANCE NO. 2018-08-056**

**AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE**

**(Budget Amendment #2 - 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, 2018 and ending June 30, 2019; 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 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 a 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:

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

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

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

Other changes include the following –

- Fire Truck Repairs: Upon the disassembly of the fire pumper truck to replace rusted frame rails, the mechanics identified some other parts that also need to be replaced. The additional amount needed for the replacement is \$17,109. By replacing these parts, the useful life of the pumper truck will increase, thus reducing long-term costs.
- Justice Assistant Grant (JAG): Due to an oversight, \$5,663 of funds for the Justice Assistant Grant was not included in the FY19 budget. This budget amendment will correct that error.

**Fiscal Impact:** These changes to the budget do not have a significant fiscal impact on the General Fund. The majority of these increases in expenditures are either offset by revenue, or are due to changes in timing of expenditures.

**Alternatives:**

1. Forward the Ordinance amending the FY2019 budget to City Council for approval on September 4, 2018.
2. Amend one or more of the items before forwarding to Council for approval.

**Recommendation:** Forward the budget amendment authorizing these adjustments to the FY2019 budget for approval.

**Budget Amendment 2018/19 - 02 - Exhibit A**

		<u>Current Budget</u>	<u>Revised Budget</u>	<u>Difference</u>	<u>Reason</u>
<b><u>GENERAL OPERATING FUND (100)</u></b>					
<u>Expenditures</u>					
10020201-51410	POLICE PATROL - SMALL TOOLS & EQUIPMENT	-	5,663	5,663	Justice Assitant Grant
10020201-51600	POLICE PATROL - UNIFORMS	58,493	59,713	1,220	rebudget unspent FY18 allocation for police uniforms
10020201-52103	POLICE PATROL - MEDICAL SERVICES	6,734	19,653	12,919	rebudget unspent FY18 allocation for medical services
10020203-50120	POLICE SUPPORT SERVCs - TEMPORARY EMPLOYEES	-	6,195	6,195	rebudget unspent FY18 allocation for Hot Spot Policing grant
10020203-50220	POLICE SUPPORT SERVCs - FICA AND MEDICARE	38,389	38,932	543	rebudget unspent FY18 allocation for Hot Spot Policing grant
10020203-52102	POLICE SUPPORT SERVCs - TECHNOLOGY SERVICES	3,600	5,000	1,400	rebudget unspent FY18 allocation for Hot Spot Policing grant
10015150-51411	FINANCE ADMIN - SMALL SCHEDULED EQUIPMENT	1,429	3,197	1,768	rebudget small equipment reserve
10030300-51411	FIRE OPERATIONS - SMALL SCHEDULED EQUIPMENT	4,017	9,961	5,944	rebudget small equipment reserve
10040400-51411	PW ADMIN - SMALL SCHEDULED EQUIPMENT	611	3,595	2,984	rebudget small equipment reserve
10040402-51411	LANDSCAPE MGMT. - SMALL SCHEDULED EQUIPMENT	6,061	17,028	10,967	rebudget small equipment reserve
10040410-51411	FACILITIES MAINT. - SMALL SCHEDULED EQUIPMENT	12,423	15,983	3,560	rebudget small equipment reserve
10040420-51411	TOOL ROOM - SMALL SCHEDULED EQUIPMENT	8,121	54,122	46,001	rebudget small equipment reserve
10040440-51411	ENGINEERING DEV - SMALL SCHEDULED EQUIPMENT	1,722	2,690	968	rebudget small equipment reserve
<u>Total Expenditures</u>		<u>33,273,511</u>	<u>33,373,643</u>	<u>100,132</u>	
<u>Ending Fund Balance (estimated)</u>		<u>4,900,074</u>	<u>4,894,411</u>	<u>(5,663)</u>	
<b><u>POLICE SPECIAL FUND (310)</u></b>					
<u>Expenditures</u>					
31020205-50131	POLICE DUI - REGULAR OVERTIME	26,328	56,328	30,000	rebudget unspent FY18 allocation
31020205-53440	POLICE DUI - OTHER EQUIPMENT	-	16,668	16,668	rebudget unspent FY18 allocation
31020206-50131	STATE NARCOTICS FORFEIT. - REGULAR OVERTIME	10,000	30,000	20,000	rebudget unspent FY18 allocation
31020206-51410	STATE NARCOTICS FORFEIT. - SMALL TOOLS & EQUIPMENT	2,500	3,333	833	rebudget unspent FY18 allocation
31020206-52999	STATE NARCOTICS FORFEIT. - OTHER CONTRACT. SERVICES	12,000	12,564	564	rebudget unspent FY18 allocation
31020206-53440	STATE NARCOTICS FORFEIT. - OTHER EQUIPMENT	10,263	27,457	17,194	rebudget unspent FY18 allocation
31020207-53440	FED NARCOTICS FORFEIT. - OTHER EQUIPMENT	10,000	17,749	7,749	rebudget unspent FY18 allocation
<u>Total Expenditures</u>		<u>76,878</u>	<u>169,886</u>	<u>93,008</u>	
<u>Ending Fund Balance (estimated)</u>		<u>579</u>	<u>579</u>	<u>-</u>	
<b><u>FARMERS' MARKET FUND (332)</u></b>					
<u>Expenditures</u>					
33250501-52999	ECONOMIC DEV - OTHER CONTRACTUAL SERVICES	-	5,393	5,393	rebudget Historic Preservation Monies
<u>Total Expenditures</u>		<u>127,757</u>	<u>133,150</u>	<u>5,393</u>	
<u>Ending Fund Balance (estimated)</u>		<u>3,506</u>	<u>3,506</u>	<u>-</u>	
<b><u>CENTRAL TIF FUND (344)</u></b>					
<u>Expenditures</u>					
34450501-53305	ECONOMIC DEV - OTHER CONSTRUCTION	-	20,995	20,995	rebudget Boneyard Creek Crossing/Downtown Minipark
<u>Total Expenditures</u>		<u>258,971</u>	<u>279,966</u>	<u>20,995</u>	
<u>Ending Fund Balance (estimated)</u>		<u>-</u>	<u>-</u>	<u>-</u>	
<b><u>VEHICLE AND EQUIPMENT REPLACEMENT FUND (300)</u></b>					
<u>Expenditures</u>					
30060600-53420	VEHICLES	518,310	535,419	17,109	additional fire truck repairs
30060600-53440	OTHER EQUIPMENT	512,836	520,316	7,480	rebudget interview room video system
<u>Total Expenditures</u>		<u>3,323,275</u>	<u>3,347,864</u>	<u>24,589</u>	
<u>Ending Fund Balance (estimated)</u>		<u>5,011,639</u>	<u>4,994,530</u>	<u>(17,109)</u>	