



MEMORANDUM

TO: Mayor Diane Wolfe Marlin and City Council Members
FROM: Todd E. Rent, Sr., Human Resources Director
Don Ho, Financial Analyst
DATE: October 11, 2018
RE: **FY2019 Budget Amendment #6– Executive Search Firm Fee**

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

Discussion: The requested funds will be used to pay an executive search firm to lead the recruitment process for Urbana’s next Public Works Director. The selected firm, POLIHIRE is a minority-owned and operated executive search firm based in Washington, D.C. that specializes in sourcing highly diverse, qualified, and engaged candidate pools for senior-level public sector positions.

The firm has agreed to conduct a full search for a cost not to exceed \$10,000 and as such, has offered a significant price advantage over other firms. By way of comparison, in August 2017 the City conducted a competitive selection process to retain an executive search firm to perform the search for City Administrator. The four responsive bidders quoted fees that averaged \$29,830 and ranged from \$19,000 to \$53,000.

In summary, retention of this firm provides a cost-effective opportunity to make significant progress towards the critical goals encompassed in City Council Priority #2 of increasing minority participation in procurement and hiring.

Fiscal Impact: The attached budget amendment ordinance includes a one-time expenditure increase of \$10,000 to the General Operating Fund. As a result, the fund balance would decrease by \$10,000 in the General Operating Fund.

Recommendation: Approve this budget amendment authorizing this adjustment to the FY2019 budget.

ORDINANCE NO. 2018-10-068

AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE

(Budget Amendment #6 – Executive Search Firm Fee)

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

Budget Amendment 2018/19 - 06 - Exhibit A

	Current Budget	Revised Budget	Difference	Reason
<u>GENERAL OPERATING FUND (100)</u>				
<u>Expenditures</u>				
10010105-52904	6,565	16,565	10,000	executive search firm fee for Public Works Director
Total Expenditures	33,495,896	33,505,896	10,000	
Ending Fund Balance (estimated)	4,900,074	4,890,074	(10,000)	