



CITY OF URBANA, ILLINOIS  
FINANCE DEPARTMENT

**MEMORANDUM**

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

**FROM:** Elizabeth Hannan, Finance Director  
Don Ho, Financial Analyst

**DATE:** August 29, 2019

**SUBJECT:** Revised FY2020 Budget Amendment #1 – Omnibus

**Introduction:** A revised version of this budget amendment is attached. Approval of this Ordinance requires six affirmative votes, including the Mayor, in order to pass.

**Discussion:** Additional information follows, in response to questions raised during the Committee of the Whole meeting on August 26.

West Green Street Improvements: The report on the development agreement for the Landmark Hotel did indicate that staff expected the cost to be, “less than \$30,000.” That figure appears to have been included in error, since the estimate was, in fact, that the cost would be less than \$50,000.

The development agreement does not call for a specific cost, but rather certain outcomes:

Section 4.2. Improvement to West Green Street Right-of-Way. The City agrees at its sole cost and expense to improve the West Green Street Right-of-Way as depicted on Exhibit D attached hereto and made a part hereof by: (1) resurfacing all asphalt surfaces and (2) repairing, removing or replacing the landscape island located immediately south of the porte-cochere of the Hotel Facility on the Property.

The work is being performed through a change order on the 2019 Asphalt Patching project contract with Cross Construction. The cost is slightly less than \$50,000, but the full \$50,000 is included in case minor changes are needed as the work proceeds.

Technology Services in Equipment Services Fund: The amount rebudgeted will be used for the implementation of the Lucity work order system for fleet management at a cost of \$12,000. The Lucity system is already used in many areas in the Public Works Department. The fleet software “module” was included as an option in the competitive selection process for the Public Works work

order system procurement. Support for the current fleet management system is being discontinued. Staff had expected to have a contract for implementation prior to June 30, but was not able to do that, so this adjustment reflects a change in timing.

Machinery Line Item in Equipment Services Fund: This line item is used for the replacement and upkeep of valuable fleet shop equipment. Fleet Management is planning to utilize these funds to purchase a set of wireless portable lifts for lifting large equipment in FY2020. That purchase could not be completed in FY2019 and so, again, this adjustment reflects a change in timing.

Additionally, staff discovered an error in the amount of the rebudget, and this change has been reduced to \$14,072. This change is included in the revised Ordinance, which is attached. This revised Ordinance should replace the one provided for the August 26 Committee of the Whole meeting.

**Recommendation:** Replace the current Ordinance with the revised version attached, prior to approving this budget amendment.

**ORDINANCE NO. 2019-08-048**

**AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE**

**(Budget Amendment #1 - 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, 2019 and ending June 30, 2020; 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 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 CITY COUNCIL** this \_\_\_ Day of \_\_\_\_\_, 20\_\_.

AYES:

NAYS:

ABSTENTIONS:

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

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

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

# REVISED

## Budget Amendment 2019/20 - 01 - Exhibit A

		Current Budget	Revised Budget	Difference	Reason
<b><u>GENERAL OPERATING FUND (100)</u></b>					
<u>Revenues</u>					
100-40100	PROPERTY TAXES	4,611,066	5,925,636	1,314,570	delayed property tax distribution
100-41150	STATE GRANTS - CULTURE & RECREATION	5,700	7,500	1,800	IACA grant
100-41320	FEDERAL GRANTS - PUBLIC SAFETY	-	30,604	30,604	Hot Spot Policing grant - received 7/2019
100-41320	FEDERAL GRANTS - PUBLIC SAFETY	30,604	40,920	10,316	JAG grant 2017
<u>Total Revenues</u>		<u>37,705,859</u>	<u>39,063,149</u>	<u>1,357,290</u>	
<u>Expenditures</u>					
10015150-51411	FINANCE ADMIN - SMALL SCHEDULED EQUIPMENT	1,466	4,138	2,672	rebudget - small scheduled equipment
10020200-50252	POLICE ADMIN - POLICE PENSION	85,066	111,021	25,955	delayed property tax distribution - police pension
10020201-51410	POLICE PATROL - SMALL TOOLS & EQUIPMENT	-	444	444	JAG grant 2016 carry forward
10020201-51410	POLICE PATROL - SMALL TOOLS & EQUIPMENT	444	10,760	10,316	JAG grant 2017
10020201-51600	POLICE PATROL - UNIFORMS	58,310	66,017	7,707	rebudget uniforms
10020201-50252	POLICE PATROL - POLICE PENSION	1,383,923	1,721,330	337,407	delayed property tax distribution - police pension
10020202-50252	POLICE CRIMINAL INVESTIGATION - POLICE PENSION	263,514	323,799	60,285	delayed property tax distribution - police pension
10020203-50252	POLICE SUPPORT SERVICES - POLICE PENSION	35,000	45,373	10,373	delayed property tax distribution - police pension
10030300-51411	FIRE OPERATIONS - SMALL SCHEDULED EQUIPMENT	4,107	14,068	9,961	rebudget - small scheduled equipment
10030300-50253	FIRE OPERATIONS - FIRE PENSION	1,144,212	1,446,865	302,653	delayed property tax distribution - fire pension
10030301-50253	FIRE ADMIN - FIRE PENSION	34,469	45,964	11,495	delayed property tax distribution - fire pension
10030302-50253	FIRE PREVENTION - FIRE PENSION	22,339	28,735	6,396	delayed property tax distribution - fire pension
10040400-51411	PW ADMIN - SMALL SCHEDULED EQUIPMENT	625	3,727	3,102	rebudget - small scheduled equipment
10040400-52999	PW ADMIN - OTHER CONTRACTUAL SERVICES	16,210	13,210	(3,000)	citizenserve license - to CD from PW
10040402-51411	LANDSCAPE MANAGEMENT - SMALL SCHEDULED EQUIPMENT	11,197	21,784	10,587	rebudget - small scheduled equipment
10040410-51411	FACILITIES MAINTENANCE - SMALL SCHEDULED EQUIPMENT	12,703	15,553	2,850	rebudget - small scheduled equipment
10040420-51411	TOOL ROOM - SMALL SCHEDULED EQUIPMENT	8,304	62,426	54,122	rebudget - small scheduled equipment
10040440-51411	ENGINEERING DEVELOPMENT - SMALL SCHEDULED EQUIPMENT	1,761	4,451	2,690	rebudget - small scheduled equipment
10040441-51411	ENGINEERING TRANSPORTATION - SMALL SCHEDULED EQUIPMENT	4,000	5,142	1,142	rebudget - small scheduled equipment
10050504-50120	PUBLIC ARTS - SALARY - TEMPORARY EMPLOYEES	3,137	4,809	1,672	IACA grant
10050504-50220	PUBLIC ARTS - FICA & MEDICARE	240	368	128	IACA grant
10050551-52102	ENVIRONMENTAL CONTROL - TECHNOLOGY SERVICES	-	3,000	3,000	citizenserve license - to CD from PW
10060109-52999	SISTER CITY - OTHER CONTRACTUAL SERVICES	5,200	7,053	1,853	rebudget sister city program
<u>Total Expenditures</u>		<u>35,743,654</u>	<u>36,607,464</u>	<u>863,810</u>	
<u>Ending Fund Balance (estimated)</u>		<u>5,892,158</u>	<u>6,482,768</u>	<u>590,610</u>	
<b><u>CAPITAL IMPROVEMENT &amp; REPLACEMENT FUND (200)</u></b>					
<u>Expenditures</u>					
20040470-53200-40800	CITY FACILITY IMPROVEMENTS - BUILDING	-	64,794	64,794	rebudget capital improvement project
<u>Total Expenditures</u>		<u>5,285,486</u>	<u>5,350,280</u>	<u>64,794</u>	
<u>Ending Fund Balance (estimated)</u>		<u>89,631</u>	<u>89,631</u>	<u>-</u>	
<b><u>VEHICLE &amp; EQUIPMENT REPLACEMENT FUND (300)</u></b>					
<u>Expenditures</u>					
30060600-54100	VEHICLE & EQUIPMENT REPLACEMENT - PRINCIPAL	-	17,500	17,500	correct budget error - payment for fire truck revolving loa
<u>Total Expenditures</u>		<u>3,779,882</u>	<u>3,797,382</u>	<u>17,500</u>	
<u>Ending Fund Balance (estimated)</u>		<u>2,948,631</u>	<u>2,931,131</u>	<u>(17,500)</u>	

# REVISED

## Budget Amendment 2019/20 - 01 - Exhibit A

		Current Budget	Revised Budget	Difference	Reason
<b>COMMUNITY DEVELOPMENT GRANTS FUND (331)</b>					
<u>Expenditures</u>					
33150533-52800	EMERGENCY SOLUTIONS GRANT - GRANT CONTRACTUAL SERVICES	-	1,105	1,105	rebudget emergency solutions grant
<u>Total Expenditures</u>		<u>1,395,980</u>	<u>1,397,085</u>	<u>1,105</u>	
<u>Ending Fund Balance (estimated)</u>		<u>(47,597)</u>	<u>(47,597)</u>	<u>-</u>	
<b>TIF 2 FUND (342)</b>					
<u>Expenditures</u>					
34250501-59344	ECON DEV - TFR TO CENTRAL TIF	<u>310,000</u>	360,000	50,000	development agreement approved by council
<u>Total Expenditures</u>		<u>1,637,150</u>	<u>1,687,150</u>	<u>50,000</u>	
<u>Ending Fund Balance (estimated)</u>		<u>43,557</u>	<u>(6,443)</u>	<u>(50,000)</u>	
<b>CENTRAL TIF FUND (344)</b>					
<u>Revenues</u>					
344-49342	TFR FROM TIF 2	310,000	360,000	50,000	development agreement approved by council
<u>Total Revenues</u>		<u>315,686</u>	<u>365,686</u>	<u>50,000</u>	
<u>Expenditures</u>					
34450501-53301-40147	ECON DEV - OTHER CONSTRUCTION - WEST GREEN ST IMPROVEMENTS	-	50,000	50,000	development agreement approved by council
<u>Total Expenditures</u>		<u>324,867</u>	<u>374,867</u>	<u>50,000</u>	
<u>Ending Fund Balance (estimated)</u>		<u>2,345</u>	<u>2,345</u>	<u>-</u>	
<b>RETAINED RISK FUND (370)</b>					
<u>Expenditures</u>					
37060154-52721	RISK MANAGEMENT - WORKER'S COMP CLAIMS	<u>350,000</u>	649,852	299,852	rebudget - worker's comp claims - timing of payments
<u>Total Expenditures</u>		<u>966,000</u>	<u>1,265,852</u>	<u>299,852</u>	
<u>Ending Fund Balance (estimated)</u>		<u>1,953,958</u>	<u>1,953,958</u>	<u>-</u>	
<b>EQUIPMENT SERVICES FUND (600)</b>					
<u>Expenditures</u>					
60040460-52102	FLEET - TECHNOLOGY SERVICES	17,000	29,000	12,000	rebudget - new fleet software
60040460-53410	FLEET - MACHINERY	35,000	49,072	14,072	rebudget - fleet equipment
<u>Total Expenditures</u>		<u>1,021,455</u>	<u>1,047,527</u>	<u>26,072</u>	
<u>Ending Fund Balance (estimated)</u>		<u>221,904</u>	<u>221,904</u>	<u>-</u>	