



**CITY OF URBANA, ILLINOIS  
FINANCE DEPARTMENT**

**MEMORANDUM**

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

**FROM:** Elizabeth Hannan, Finance Director

**DATE:** October 6, 2016

**SUBJECT: FY2017 Budget Amendment – Capital Improvement and VERF  
Rebudgets, and other Revisions**

**Introduction:** Attached is an Ordinance revising the FY2017 annual budget to “rebudget” certain funds that were obligated but not spent in FY2016 and to make other revisions described below.

**Discussion:** The bulk of changes in this Ordinance are related to rebudgeting funds that were obligated but not spent in FY2016 for capital improvement projects and equipment purchases. Other adjustments are described in more detail below.

- In the General Operating Fund, there are a number of rebudgets, including some items that are being reassigned from the Vehicle and Equipment Replacement Fund because they are not capital expenses and are no longer part of the VERF funding plan. Other changes relate to items that were previously in the Supplemental Capital Improvement Fund, which was eliminated at the end of last fiscal year. In addition, \$6,000 will be received from the University and used to pay for 15 LED lighting fixtures. Finally, unspent funds for computer equipment will be added to the amount reserved for this purpose in FY16, increasing the total reserved amount to \$159,499.
- Rebudgets for capital improvement projects are included in the following funds – Capital Replacement & Improvement Fund, Stormwater Utility Fund, Local Motor Fuel Tax Fund, Motor Fuel Tax Fund, Sanitary Sewer Construction Fund, and the Motor Vehicle Parking System Fund. These are funds that were committed or reserved for specific projects, but not spent prior to the end of last fiscal year.

- Various equipment purchases will be rebudgeted in the Landscape Recycling Center, Vehicle & Equipment Replacement, and Motor Vehicle Parking System Funds. These are for specific items that were included in the FY16 budget, but not purchased prior to the end of FY16.
- In the Social Services Fund, \$9,143 will be rebudgeted for Emergency Tenant Relocation.
- In the CD Special Fund, expenditures will increase by \$17,000. The largest increase is to provide adequate funding for two neighborhood cleanups annually. Providing for two cleanups (one was budgeted last year) and price increases both affect the cost. Other changes are to add expenditures in this fund for conferences, memberships, supplies, and other expenditures that are not HUD eligible.
- In the new Central TIF Fund, expenditures will be increased by \$44,000 due to an amendment to a development agreement for 129 N. Race Street, which was approved by the City Council on October 3. This increase in expenditures is offset by a transfer from TIF 2.

**Fiscal Impact:** The estimated ending fund balance in the General Operating Fund after this amendment is \$9,769,101, which is about 30% of recurring expenditures. This includes a substantial adjustment based on final FY16 results. As explained in the quarterly report for June 30, the timing of receipts of some large revenues affected this figure. However, staff expects that, as a result, fewer payments will be received in FY17, erasing some of this “gain.” Fund balances have also been adjusted based on final FY16 results in other funds.

**Recommendation:** Approve the budget amendment authorizing these adjustments to the FY2017 budget.

**Budget Amendment 2016/17 - Exhibit A**

		<u>Current Budget</u>	<u>Revised Budget</u>	<u>Difference</u>	<u>Reason</u>
<b><u>General Operating Fund</u></b>					
<b><u>Revenues</u></b>					
009-0-0230-0000	PW Dept. Reimbursement	5,000	11,000	6,000	University contribution -
009-0-0430-0000	Tfr from VERF (H09)	0	50,178	50,178	Springfield Ave lighting offset H09 rebudgets
<b><u>Total Revenues</u></b>		<u>33,102,131</u>	<u>33,158,309</u>	<u>56,178</u>	
<b><u>Expenditures</u></b>					
060-2-2300-3185	Greenscapes - revenue based	13,541	68,867	55,326	rebudget, add FY16 revenue
060-2-2200-2081	Materials - tree planting	20,250	21,883	1,633	rebudget, add FY16 revenue
060-2-2300-3504	Legacy Tree Program	3,348	5,636	2,288	rebudget, add FY16 revenue
060-4-4120-2051	Scheduled Small Equipment	8,041	40,588	32,547	rebudget from H09 - Operations
060-5-1200-2051	Scheduled Small Equipment	2,836	3,653	817	rebudget from H09 - Engineering
060-2-3200-2051	Scheduled Small Equipment	6,970	21,606	14,636	rebudget from H09 - Arbor
060-1-1200-2051	LCD projector	605	2,783	2,178	rebudget from H09 - Admin
060-4-0520-2040	Lighting Supplies	83,350	89,350	6,000	Springfield Ave lighting (see above)
<b><u>Total Expenditures</u></b>		<u>34,964,744</u>	<u>35,080,169</u>	<u>115,425</u>	
<b><u>Ending Fund Balance (estimated)</u></b>		<u>9,828,348</u>	<u>9,769,101</u>	<u>(59,247)</u>	updated balance
Assigned - Computer Equipment		<u>76,250</u>	<u>159,499</u>	<u>83,249</u>	increase reserve - unspent \$ FY16
Unassigned Fund Balance		<u>9,752,098</u>	<u>9,609,602</u>	<u>(142,496)</u>	

**Capital Replacement & Improvement Fund**

<b><u>Expenditures</u></b>					
A09-1-0300-0051	Covered Material Bins	-	34,430	34,430	rebudget capital improvements
A09-1-0400-0422	Pavement Maintenance	515,000	1,737,100	1,222,100	rebudget capital improvements
A09-1-0400-0515	Brick Sidewalk Maintenance	50,000	178,721	128,721	rebudget capital improvements
A09-1-0400-0531	MCORE Phase I (PE II)	500,000	1,000,000	500,000	rebudget capital improvements
A09-1-0400-0540	Airport Road West	-	1,302,037	1,302,037	rebudget capital improvements
A09-1-0400-0557	Bike Lanes & Sidepaths	55,000	182,503	127,503	rebudget capital improvements
A09-1-0400-0601	Olympian Dr Constr Engineering	100,000	253,274	153,274	rebudget capital improvements
A09-1-0400-0580	Mervis Street Improvement	-	85,648	85,648	rebudget capital improvements
A09-1-0400-0588	IL 130 Engineering	10,000	34,655	24,655	rebudget capital improvements
A09-1-0400-0590	Campus Lighting Design	-	63,070	63,070	rebudget capital improvements
A09-1-0400-0598	Concrete Sidewalk Maintenance	100,000	200,545	100,545	rebudget capital improvements
<b><u>Total Expenditures</u></b>		<u>1,850,500</u>	<u>5,592,483</u>	<u>3,741,983</u>	
<b><u>Ending Fund Balance (estimated)</u></b>		<u>1,503,175</u>	<u>1,503,175</u>	<u>-</u>	updated balance

**Stormwater Utility Fund**

Expenditures

A10-1-0300-0042	Bridge Maintenance Projects	22,500	35,929	13,429	rebudget capital improvements
A10-1-0400-0100	Stormwater Improvement Prj	355,000	360,585	5,585	rebudget capital improvements
A10-1-0400-0200	MCORE Project Storm Sewer	100,000	200,000	100,000	rebudget capital improvements
<b><u>Total Expenditures</u></b>		<u>1,418,787</u>	<u>1,537,801</u>	<u>119,014</u>	
<b><u>Ending Fund Balance (estimated)</u></b>		<u>236,569</u>	<u>236,569</u>	<u>-</u>	updated balance

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**Local Motor Fuel Tax Fund**

Expenditures

D09-1-0000-0100	Street Impr / Maintenance	580,000	763,019	183,019	rebudget capital improvements
D09-1-0000-0114	O&C Seal, Surfracant, Preserv	200,000	439,772	239,772	rebudget capital improvements
D09-1-0000-0118	Windsor Rd - Philo to Race	-	1,487,147	1,487,147	rebudget capital improvements
D09-1-0000-3903	Legal Fees	-	50,000	50,000	rebudget from 0118
<b><u>Total Expenditures</u></b>		<u>1,089,545</u>	<u>3,049,483</u>	<u>1,959,938</u>	
<b><u>Ending Fund Balance (estimated) (estimated)</u></b>		<u>1,080,591</u>	<u>1,080,591</u>	<u>-</u>	updated balance

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**Motor Fuel Tax Fund**

Expenditures

E09-1-0400-0329	Lincoln Ave study	1,036,000	1,147,450	111,450	rebudget capital improvements
E09-1-0400-0362	Oil & Chip Airport Road	-	2,134	2,134	rebudget capital improvements
E09-1-0400-0363	Lincoln Ave - Resurfacing	610,000	1,900,000	1,290,000	rebudget capital improvements
E09-1-0400-0368	MCORE Improvements	-	400,587	400,587	rebudget capital improvements
<b><u>Total Expenditures</u></b>		<u>1,646,000</u>	<u>3,450,171</u>	<u>1,804,171</u>	
<b><u>Ending Fund Balance (estimated)</u></b>		<u>1,988,831</u>	<u>1,988,831</u>	<u>-</u>	updated balance

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**Social Services Fund**

Expenditures

F09-1-1300-0666	Em. Tenant Relocation	-	9,143	9,143	rebudget social services
<b><u>Total Expenditures</u></b>		<u>65,000</u>	<u>74,143</u>	<u>9,143</u>	
<b><u>Ending Fund Balance (estimated)</u></b>		<u>36,069</u>	<u>17,739</u>	<u>-</u>	updated balance

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**Equipment Services Fnd**

Expenditures

G09-1-1400-4486	Vehicle Lift Maintenance	-	1,130	1,130	rebudget vehicle lift mtc.
<u>Total Expenditures</u>		<u>1,158,330</u>	<u>1,159,460</u>	<u>1,130</u>	
<u>Ending Fund Balance (estimated)</u>		<u>5,456</u>	<u>5,456</u>	<u>-</u>	updated balance

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**Landscape Recycling Center Fund**

Expenditures

G11-1-1400-4066	Cash Register and Printer	-	3,061	3,061	rebudget cash register & printer
<u>Total Expenditures</u>		<u>1,217,094</u>	<u>1,220,155</u>	<u>3,061</u>	
<u>Ending Fund Balance (estimated)</u>		<u>364,236</u>	<u>364,236</u>	<u>-</u>	updated balance

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**Vehicle & Equipment Replacement Fund**

Expenditures

H09-1-0400-0018	CD Pickup Truck	-	34,279	34,279	rebudget CD pickup (CD02 and CD10)
H09-1-0400-0027	Engineering Pickup ED06	-	29,530	29,530	rebudget Engineering pickup
H09-1-0400-0031	Backhoe w/ equipment PW66	-	114,858	114,858	rebudget backhoe
H09-1-0400-0077	Passenger Auto Misc.	-	32,879	32,879	rebudget EX02
H09-1-0400-0099	PW Misc Vehicles	-	32,822	32,822	rebudget PW 54 - Parking van
H09-1-0400-0144	Grader	-	189,224	189,224	rebudget grader
H09-1-0400-0196	3/4 Ton 4WD pickup PW18	-	46,858	46,858	rebudget PW18
H09-1-0400-0254	Small Loader Trailer	-	9,190	9,190	rebudget loader trailer
H09-1-0400-0264	Large Mower Attachment	-	5,790	5,790	rebudget mower attachment
H09-1-0500-0004	Portable Radios (PD)	45,703	107,662	61,959	rebudget portable radios - Police
H09-1-0500-0006	State Police Radios	-	21,137	21,137	rebudget State police radios - Police
H09-1-0700-0020	Telephone System Upgrade	-	57,950	57,950	rebudget phone system upgrade
H09-1-0700-0034	Main Level Copier	-	8,685	8,685	rebudget main level copier
H09-1-0800-0052	Various PEG Equipment	26,324	29,842	3,518	rebudget PEG equipment
H09-1-0900-0002	Portable Radios (PW)	-	16,146	16,146	rebudget PW radios
H09-1-0900-0099	Misc. PW Equipment	121,052	137,239	16,187	rebudget Sewer Cleaning Nozzles
H09-1-0300-0000	Tfr to General Fund (000)	-	50,178	50,178	rebudget small equipment
<u>Total Expenditures</u>		<u>1,462,948</u>	<u>2,194,138</u>	<u>731,190</u>	
<u>Ending Fund Balance (estimated)</u>		<u>7,356,841</u>	<u>7,356,841</u>	<u>-</u>	updated balance

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**CD Special Fund**

Expenditures

J09-1-0030-0000	Total Home Rehab	6,000	-	(6,000)	no longer needed
J09-1-0017-0000	CD Neighborhood Cleanup	8,000	28,000	20,000	increase neighborhood cleanup \$
J09-1-1200-2020	Office Supplies	-	1,000	1,000	Admin Expenses - HUD Programs
J09-1-1300-3000	Conference & Training	-	1,000	1,000	Admin Expenses - HUD Programs
J09-1-1300-3002	Memberships	-	500	500	Admin Expenses - HUD Programs
J09-1-1300-3010	Printing & Publishing	-	500	500	Admin Expenses - HUD Programs
<u>Total Expenditures</u>		<u>675,496</u>	<u>697,122</u>	<u>17,000</u>	
<u>Ending Fund Balance (estimated)</u>		<u>(1,081)</u>	<u>113,902</u>	<u>(17,000)</u>	updated balance

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**Sanitary Sewer Construction Fund**

Expenditures

M09-1-0500-0115	Inflow/Infiltration Remediation	390,000	393,913	3,913	rebudget I/I program
<u>Total Expenditures</u>		<u>1,351,392</u>	<u>1,355,305</u>	<u>3,913</u>	
<u>Ending Fund Balance (estimated)</u>		<u>447,626</u>	<u>447,626</u>	<u>-</u>	updated balance

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**Motor Vehicle Parking System Fund**

Expenditures

N09-1-0600-0022	Parking Lot Maintenance	100,000	150,000	50,000	rebudget capital improvement
N09-1-0600-0012	Parking lighting impr.	-	180,372	180,372	rebudget capital improvement
N09-1-0600-0014	Garage Rehab / Improvements	-	274,519	274,519	rebudget capital improvement
N09-1-0600-0027	Campus Area Light impr.	500,000	742,567	242,567	rebudget capital improvement
N09-2-1300-3166	Art in Park Special Maint.	7,602	12,051	4,449	rebudget maintenance
N09-2-1400-4142	Appurtenances	15,420	17,399	1,979	rebudget equipment
<u>Total Expenditures</u>		<u>2,005,227</u>	<u>2,759,113</u>	<u>753,886</u>	
<u>Ending Fund Balance (estimated)</u>		<u>1,641,627</u>	<u>1,641,627</u>	<u>-</u>	updated balance

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**Retained Risk Fund**

Expenditures

R09-1-0505-0001	Tree Damage	-	12,355	12,355	rebudget from B09, + FY16 revenue
<u>Total Expenditures</u>		<u>887,250</u>	<u>899,605</u>	<u>12,355</u>	
<u>Ending Fund Balance (estimated)</u>		<u>103,916</u>	<u>103,916</u>	<u>-</u>	updated balance

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**TIF 2 Fund**

Expenditures

T10-1- 2500-5015	Tfr to Central TIF	839,280	883,280	44,000	transfer to fund amended agreement for 129 N Race
<u>Total Expenditures</u>		<u>2,369,629</u>	<u>2,413,629</u>	<u>44,000</u>	
<u>Ending Fund Balance (estimated)</u>		<u>1,359,300</u>	<u>1,359,300</u>	<u>-</u>	updated balance

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**TIF 4 Fund**

Expenditures

T12-1-1400-4410	Airport Rd West (local match)	965,000	1,793,371	828,371	rebudget capital improvement
<u>Total Expenditures</u>		<u>1,782,583</u>	<u>2,610,954</u>	<u>828,371</u>	
<u>Ending Fund Balance (estimated)</u>		<u>1,399,101</u>	<u>1,399,101</u>	<u>-</u>	updated balance

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**Central TIF Fund**

Revenues

T15-0-0060-0000	Tfr from TIF 2	839,280	883,280	44,000	transfer to fund amended development agreement
<u>Total Revenues</u>		<u>865,702</u>	<u>909,702</u>	<u>44,000</u>	

Expenditures

T15-1-1300-4016	129 N Race Development	52,648	96,648	44,000	amended development agreement
<u>Total Expenditures</u>		<u>865,702</u>	<u>909,702</u>	<u>44,000</u>	
<u>Ending Fund Balance (estimated)</u>		<u>-</u>	<u>-</u>	<u>-</u>	updated balance

Details:

1. Admin:	Item	Amount	Rebudget from
060-1-1200-2051	LCD projector	2,178.00	H09-1-0900-0057

2. Arbor	Item	Amount	From
060-2-3200-2051	Brick Saw	4,260	H09-1-0900-0057
	Cutoff saw	1,106	H09-1-0900-0057
	Sprayer Unit	4,660	H09-1-0920-0030
	Turf Sprayer Pump	4,610	H09-1-0920-0034
		14,636	

3. Operations	Item	Amount	From
060-4-0120-2051	Drop Cone Pemetrometer	2,379	H09-1-0900-0057
	eq-trucks	3,284	H09-1-0900-0057
	High Grass Mower	2,104	H09-1-0900-0057
	Portable welder	914	H09-1-0900-0057
	Refrigerator	880	H09-1-0900-0057
	Torch	2,671	H09-1-0900-0057
	Turbo Cutter	4,579	H09-1-0900-0057
	Trailers	4,104	H09-1-0400-0262
	Jackhammer w/ Hose	2,710	H09-1-0900-0072
	Opticom Emitter	1,620	H09-1-0900-0230
	Concrete vibrator	1,350	H09-1-0900-0062
	Sub-electric pump	2,880	H09-1-0900-0064
	Manhole vent	1,475	H09-1-0900-0176
	Rock Drill	1,597	H09-1-0900-0196
		32,547	

4. Engineering	Item	Amount	From
060-5-1200-2051	Magnetic Locator	817	H09-1-0900-0057

**ORDINANCE NO. 2016-10-096**

**AN ORDINANCE REVISING THE  
ANNUAL BUDGET ORDINANCE FOR FY2016/17  
(Capital Improvement and VEFB Rebudgets, and Other Revisions)**

WHEREAS, the Annual Budget Ordinance of and for the City of Urbana, Champaign County, Illinois, for the fiscal year beginning July 1, 2016, and ending June 30, 2017, (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 for FY2016/17, as revised, is hereby revised to provide as outlined in the attached Exhibit A.

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.

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 meeting of the corporate authorities.

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

AYES:

NAYS: \_\_\_\_\_

ABSTAINED:

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

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

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor