



**HUMAN RESOURCES &
FINANCE DEPARTMENT**

MEMORANDUM

TO: Mayor Diane Wolfe Marlin and City Council Members

FROM: Elizabeth Hannan, Human Resources & Finance Director / CFO
Don Ho, Senior Financial Analyst / Budget Coordinator

DATE: July 30, 2020

SUBJECT: FY2021 Budget Amendment #1 – Omnibus

Introduction: Attached is an Ordinance revising the FY2021 annual budget to provide for items described below. This budget amendment requires six affirmative votes, including the Mayor, in order to pass.

Discussion:

Human Relations: With the departure of the current, part-time Human Relations Officer (HRO), the Mayor recommends restoring this position to full-time to better support the City's diversity and inclusion efforts, and the Civilian Police Review Board (CPRB). This position has been filled part-time since 2017, when this function was placed under Human Resources. The Human Relations Program will be moved back to the Executive Department from the Human Resources & Finance Department.

The legal services line in Human Relations will also be increased from \$2,000 to \$10,000. This line item is used to pay for a hearing officer for appeals of police complaints. Costs for the most recent appeal were \$2,000. Historically, the CPRB has not heard more than one appeal in a year. However, this year, the City has already received appeals on 28 complaints. Some of those appeals may be combined into a single hearing because all of those complaints come from two individuals (26 from one individual and 2 from another). Additional increases may be required later in the year if appeals continue at the current pace. The vast majority of the appeals were received in a 45-day period between mid-June and late July.

The budget for recruiting in Human Resources would be increased by \$10,000 to allow for use of outside services in recruiting for the Human Relations Officer and perhaps one additional position.

These changes will increase expenses by about \$75,000 annually.

Temporary Employee - Finance: A transfer of \$20,400 from a personnel line to a contractual services line will be completed to pay for a temporary contract employee in the Finance Department. This position is necessary due to a vacancy in the Administrative Services Manager position.

Donations: The Fire Department has received a donation of \$500 from the WIXY Honor Fund Program. This will be used to purchase stuffed animal toys to present to children when they are involved in traumatic situations. The revenue and expenditure budget will be adjusted accordingly.

Rebudget Vehicle & Equipment Replace Fund (VERF): \$441,943 worth of capital equipment items that were not purchased in FY2020 will be rebudgeted. Fourteen items, which are listed on the attachment, are being rebudgeted from the list of items scheduled for replacement in FY2020.

Rebudget Police Overtime Training: Due to COVID-19, training sessions for UPD officers were suspended. However, the state required training guidelines remain the same. The Police Department plans to fulfill these training requirements in FY2021. As a result, \$5,250 of unspent funds for overtime training will be rebudgeted.

Rebudget Sister City Program: \$5,878 of unspent funds for contractual services in the Sister City Program will be rebudgeted.

Rebudget Timekeeping Software: The timekeeping software implementation was not completed in FY2020. As a result, \$46,554 of unspent funds in the Information Technology Fund will be moved to FY2021.

Fiscal Impact: The changes to the Human Relations Program budget will increase recurring expenditures in the General Fund by \$64,924 and decrease ending fund balance by the same amount. Recurring expenditures will be at 19.4% of fund balance, slightly below our current policy, which is at 20%.

Alternatives:

1. Forward the Ordinance amending the FY2021 budget to City Council for approval on August 10, 2020.
2. Amend one or more of the items before forwarding to Council for approval.

Recommendation: Forward the budget amendment authorizing these adjustments to the FY2021 budget for approval at the August 10, 2020 City Council meeting.

ORDINANCE NO. 2020-08-041

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, 2020 and ending June 30, 2021; 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 CORPORATE AUTHORITIES this __ Day of _____, 20__.

AYES: _____

NAYS: _____

ABSTENTIONS: _____

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this __ Day of _____, 20__.

Diane Wolfe Marlin, Mayor

Budget Amendment 2020/21 - 01 - Exhibit A

<u>General Ledger Code</u>	<u>Project String</u>	<u>Description</u>	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Difference</u>	<u>Reason</u>
<u>GENERAL OPERATING FUND (100)</u>						
<u>Revenues</u>						
100-46300		DONATIONS/CONTRIBUTIONS/GIFTS	12,600	13,100	500	donations - wixy honor fund program
<u>Total Revenues</u>			<u>33,724,127</u>	<u>33,724,627</u>	<u>500</u>	
<u>Expenditures</u>						
10010104-50110		HUMAN RELATIONS - SALARY - REGULAR EMPLOYEES	-	84,788	84,788	staffing changes
10010104-50210		HUMAN RELATIONS - INSURANCE	-	6,637	6,637	staffing changes
10010104-50220		HUMAN RELATIONS - FICA AND MEDICARE	-	6,488	6,488	staffing changes
10010104-50251		HUMAN RELATIONS - IMRF & SURS	-	10,752	10,752	staffing changes
10010104-51100		HUMAN RELATIONS - OFFICE SUPPLIES	-	710	710	staffing changes
10010104-51900		HUMAN RELATIONS - OTHER SUPPLIES	-	1,000	1,000	staffing changes
10010104-52101		HUMAN RELATIONS - LEGAL SERVICES	-	10,000	10,000	staffing changes
10010104-52310		HUMAN RELATIONS - DUES AND MEMBERSHIPS	-	400	400	staffing changes
10010104-52320		HUMAN RELATIONS - TRAVEL, EDUCATION AND TRAINING	-	4,500	4,500	staffing changes
10010104-52500		HUMAN RELATIONS - INTERGOVERNMENTAL AND AGENCY	-	5,000	5,000	staffing changes
10010104-52902		HUMAN RELATIONS - POSTAGE & PRINTING	-	500	500	staffing changes
10010104-52909		HUMAN RELATIONS - ADV/MKTING/PUBLIC EDUCATION	-	5,000	5,000	staffing changes
10010104-52999		HUMAN RELATIONS - OTHER CONTRACTUAL SERVICES	-	1,000	1,000	staffing changes
10010104-59370		HUMAN RELATIONS - TFR TO RETAINED RISK FUND	-	1,673	1,673	staffing changes
10010104-59610		HUMAN RELATIONS - TFR TO INFORMATION TECH FUND	-	8,111	8,111	staffing changes
10015155-52904		HUMAN RESOURCES - RECRUITING EXPENSES	10,800	20,800	10,000	staffing changes
10015156-50110		HUMAN RELATIONS - SALARY - REGULAR EMPLOYEES	42,394	-	(42,394)	staffing changes
10015156-50210		HUMAN RELATIONS - INSURANCE	727	-	(727)	staffing changes
10015156-50220		HUMAN RELATIONS - FICA AND MEDICARE	3,244	-	(3,244)	staffing changes
10015156-50251		HUMAN RELATIONS - IMRF & SURS	5,376	-	(5,376)	staffing changes
10015156-51100		HUMAN RELATIONS - OFFICE SUPPLIES	710	-	(710)	staffing changes
10015156-51900		HUMAN RELATIONS - OTHER SUPPLIES	1,000	-	(1,000)	staffing changes
10015156-52101		HUMAN RELATIONS - LEGAL SERVICES	2,000	-	(2,000)	staffing changes
10015156-52310		HUMAN RELATIONS - DUES AND MEMBERSHIPS	400	-	(400)	staffing changes
10015156-52320		HUMAN RELATIONS - TRAVEL, EDUCATION AND TRAINING	4,500	-	(4,500)	staffing changes
10015156-52500		HUMAN RELATIONS - INTERGOVERNMENTAL AND AGENCY	5,000	-	(5,000)	staffing changes
10015156-52902		HUMAN RELATIONS - POSTAGE & PRINTING	500	-	(500)	staffing changes
10015156-52909		HUMAN RELATIONS - ADV/MKTING/PUBLIC EDUCATION	5,000	-	(5,000)	staffing changes
10015156-52999		HUMAN RELATIONS - OTHER CONTRACTUAL SERVICES	1,000	-	(1,000)	staffing changes
10015156-59370		HUMAN RELATIONS - TFR TO RETAINED RISK FUND	1,673	-	(1,673)	staffing changes
10015156-59610		HUMAN RELATIONS - TFR TO INFORMATION TECH FUND	8,111	-	(8,111)	staffing changes
10015151-52999		FINANCE ADMIN SERVICES - OTHER CONTRACTUAL SERVICES	27,170	47,570	20,400	budget transfer - temporary employee
10015151-50110		FINANCE ADMIN SERVICES - REGULAR EMPLOYEES - SALARY	196,961	176,561	(20,400)	budget transfer - temporary employee
10060109-52999		SISTER CITY - OTHER CONTRACTUAL SERVICES	-	5,878	5,878	budget - sister city
10050504-50120		CD ARTS & CULTURE - TEMPORARY EMPLOYEES	5,680	6,423	743	rebudget - grant
10050504-50220		CD ARTS & CULTURE - FICA & MEDICARE	297	354	57	rebudget - grant
10030302-51900		FIRE PREVENTION - OTHER SUPPLIES	11,074	11,574	500	donations - wixy honor fund program
10020201-50133		PATROL - OVERTIME TRAINING	30,889	36,139	5,250	rebudget overtime training
<u>Total Expenditures</u>			<u>35,163,498</u>	<u>35,250,850</u>	<u>87,352</u>	
<u>Ending Fund Balance (estimated)</u>			<u>6,902,340</u>	<u>6,827,416</u>	<u>(74,924)</u>	
<u>VEHICLE & EQUIPMENT REPLACEMENT FUND (300)</u>						
<u>Expenditures</u>						
30060600-53410	VERF-PW-039	MACHINERY - USED DUMP REHAB	1,434,529	1,455,718	21,189	rebudget - verf
30060600-53410	VERF-PW-055	MACHINERY - PW85 - BOOM TRUCK MINI	1,455,718	1,582,871	127,153	rebudget - verf
30060600-53410	VERF-PW-078	MACHINERY - PW42 (WITH EQ) - PU 3/4 TON	1,582,871	1,626,246	43,375	rebudget - verf
30060600-53410	VERF-PW-082	MACHINERY - PW13 - CLASS 2 DUMP	1,626,246	1,719,857	93,611	rebudget - verf
30060600-53430	VERF-PW-072	FURNITURE & FIXTURE - CITY BLDG GENERATOR	-	61,734	61,734	rebudget - verf
30060600-53430	VERF-PW-073	FURNITURE & FIXTURE - PW GENERATOR	61,734	86,656	24,922	rebudget - verf
30060600-53440	VERF-PW-005	OTHER EQUIPMENT - TRAFFIC COUNTERS	543,270	548,790	5,520	rebudget - verf
30060600-53440	VERF-PW-007	OTHER EQUIPMENT - MAIN COPIER 1	548,790	559,252	10,462	rebudget - verf
30060600-53440	VERF-PW-010	OTHER EQUIPMENT - MAIN COPIER 2	559,252	569,864	10,612	rebudget - verf
30060600-53440	VERF-PW-020	OTHER EQUIPMENT - VEHICLE WASHER	569,864	577,314	7,450	rebudget - verf
30060600-53440	VERF-PW-024	OTHER EQUIPMENT - PAINT MIXER	577,314	584,201	6,887	rebudget - verf
30060600-53440	VERF-PW-026	OTHER EQUIPMENT - SIDEWALK FORMS	584,201	590,411	6,210	rebudget - verf
30060600-53440	VERF-PW-070	OTHER EQUIPMENT - CITY WELCOME SIGNS	590,411	606,331	15,920	rebudget - verf

Budget Amendment 2020/21 - 01 - Exhibit A

<u>General Ledger Code</u>	<u>Project String</u>	<u>Description</u>	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Difference</u>	<u>Reason</u>
30060600-53440	VERF-PW-099	OTHER EQUIPMENT - TOUGHPAD TABLET #3	606,331	613,229	6,898	rebudget - verf
<u>Total Expenditures</u>			<u>2,216,576</u>	<u>2,658,519</u>	<u>441,943</u>	
<u>Ending Fund Balance (estimated)</u>			<u>3,578,757</u>	<u>3,578,757</u>	<u>-</u>	
 <u>INFORMATION TECHNOLOGY FUND (610)</u>						
<u>Expenditures</u>						
61010106-52102		IT - TECHNOLOGY SERIVCES	48,400	94,954	46,554	rebudget - timekeeping software
<u>Total Expenditures</u>			<u>870,614</u>	<u>917,168</u>	<u>46,554</u>	
<u>Ending Fund Balance (estimated)</u>			<u>200,150</u>	<u>200,150</u>	<u>-</u>	