



**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: October 15, 2020

SUBJECT: FY2021 Budget Amendment #3 – 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: The following items are included in the attached Ordinance amending the annual budget.

Rebudgets: A number of purchases and projects that were not completed in FY2020 will be rebudgeted to FY2021. These items include:

- Equipment - Certain equipment lines are budgeted at a level amount annually and then routinely rebudgeted to account for the fact that purchases are not made in equal annual amounts. This includes multiple equipment lines in various departments.
- Police Medical Services - \$6,885 (General Fund – Police Patrol)
- Police Forfeiture Programs - \$22,598 (Police Special Fund)
- New City Phone System - \$102,985 (Vehicle & Equipment Replacement Fund)
- Meter Infrastructure Project - \$250,000 (Parking Fund)

Several items rebudgeted in the Police Special Fund may be used only for restricted purposes, depending on the source of funds.

Temporary Employees: Due to vacancies, transfers from personnel lines to contractual services lines will be completed to pay for temporary contract employees in the Public Works Department. These positions include:

- Interim Public Works Director - \$136,080
- Engineering Services - \$28,000

In addition, due to the large workload associated with FOIA requests, a transfer will be made from a personnel line to a contractual services line to pay for assistance with managing FOIA requests. The initial estimate for these services, which will be provided on an hourly basis, as needed, is \$15,600.

Grants: The City recently received these grants below:

- The State of Illinois awarded the City of Urbana Coronavirus Urgent Remediation Emergency Support (CURES) funding in the amount of \$1,701,687 to assist with expenditures incurred due to the public health emergency with respect to COVID-19. The money will be used to reimburse expenditures in the FY2021 budget.
- Rotary Club of Urbana agreed to grant Urbana the amount of \$5,000 for strengthen and rebuild its urban forest and to provide education and outreach to the greater community.
- The Farmers Market received two grants (LinkUp Illinois and Farm Credit of Illinois) this season to support the SNAP program. The total of these two grants combined is \$9,000.
- The Fire Department received a grant from Illinois American Water Grant in the amount of \$1,000. This grant will be used to assist in building a roof prop for training exercises.

Records Management System: A new police records management system (RMS) will be implemented and the one-time amount that Urbana is expecting to pay for the RMS implementation is \$102,536. This budget amendment will add the amount to the Police Administration budget. This item is discussed in more detail in a separate report requesting approval of a related intergovernmental agreement.

Human Relations Office:

- The legal services line in Human Relations, which was previously increased from \$2,000 to \$10,000, will be increased from \$10,000 to \$20,000. This line item is used to pay for a hearing officer for appeals of police complaints. Historically, the CPRB has not heard more than one appeal in a year. This year, however, the City has already received appeals on more than 50 complaints. Further increases may be required later in the year if appeals continue at the current pace.
- Community Engagement: \$10,000 is requested for community engagement activities, including the Self-made Kingz program, which supports at risk youth in Urbana schools. The Urbana School District is supporting this program in the amount of \$3,334; the Community Coalition expects to support the program, as well, in an amount yet to be determined.

Comprehensive Plan Website Updates: \$8,400 will be used for updates to the City's website related to the comprehensive planning process. This one-time expense will be in the Mayor's Office budget.

Fire Truck Revolving Loan: Due to an error, \$17,500 payment for the fire truck revolving loan was not included in the FY21 budget. This budget amendment will correct this error in the Vehicle & Equipment Replacement Fund.

Pass-through Recording Fees: This budget amendment will recognize the \$1,000 pass-through recording fees in the engineering budget.

Post Judgment Interest Adjustment: The budget in the General Reserve fund will be increased to pay for \$10,750 in interest related to the judgment regarding hospital property tax. This was approved by the City Council on October 5, 2020.

Fiscal Impact: These changes will not increase either recurring revenues or recurring expenditures in the General Fund. Fund balance will increase by \$1,570,751 largely due to the CURES grant.

Alternatives:

1. Forward the Ordinance amending the FY2021 budget to City Council for approval on October 26, 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 October 26, 2020 City Council meeting.

ORDINANCE NO. 2020-10-056

AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE

(Budget Amendment #3 - 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 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 - 03 - Exhibit A

General Ledger Code	Project String	Description	Current Budget	Revised Budget	Difference	Reason
GENERAL OPERATING FUND (100)						
<u>Revenues</u>						
100-46350		LOCAL GRANTS	-	5,000	5,000	urbana rotary grant (tornado trees)
100-41320		FEDERAL GRANS	35,119	1,736,806	1,701,687	cures grant
100-41120		STATE GRANTS - PUBLIC SAFETY	7,825	8,825	1,000	illinois american water grant (FD)
100-46290		OTHER REIMBURSEMENTS	23,000	24,000	1,000	pass-through recording fees
<u>Total Revenues</u>			<u>33,724,627</u>	<u>35,426,314</u>	<u>1,701,687</u>	
<u>Expenditures</u>						
10010103-50110		LEGAL - SALARY - REGULAR EMPLOYEES	303,083	287,483	(15,600)	contract - legal services
10010103-52199		LEGAL - OTHER PROFESSIONAL SERVICES	34,329	49,929	15,600	contract - legal services
10015150-51411		HR & FINANCE ADMIN - SMALL SCHEDULED EQUIPMENT	1,499	4,181	2,682	rebudget - equipment
10015153-51410		PARKING ENFORCEMENT- SMALL TOOLS & EQUIPMENT	1,381	2,732	1,351	rebudget - equipment
10020200-52500		POLICE ADMIN. - INTERGOVERNMENTAL & AGENCY	622,885	725,421	102,536	police records management system
10020201-51410		POLICE PATROL - SMALL TOOLS & EQUIPMENT	5,541	11,082	5,541	rebudget - equipment
10020201-52103		POLICE PATROL - MEDICAL SERVICES	7,037	13,922	6,885	rebudget - medical services
10020202-51410		POLICE CRIMINAL INVESTIGATION - SMALL TOOLS & EQUIPMENT	836	962	126	rebudget - equipment
10030300-51410		FIRE OPERATIONS - SMALL TOOLS & EQUIPMENT	30,053	35,071	5,018	rebudget - equipment
10030300-51411		FIRE OPERATIONS - SMALL SCHEDULED EQUIPMENT	4,198	15,610	11,412	rebudget - equipment
10040400-50110		PW ADMIN. - PW ADMIN - SALARY - REGULAR EMPLOYEES	315,734	179,654	(136,080)	contract employee - interim pw director
10040440-52199		PW ADMIN - OTHER PROFESSIONAL SERVICES	41,284	177,364	136,080	contract employee - interim pw director
10030300-51900		FIRE OPERATIONS - OTHER SUPPLIES	17,759	18,759	1,000	illinois american water grant
10010104-51900		HRO - SUPPLIES	1,000	11,000	10,000	community engagement
10010104-52101		HRO - LEGAL SERVICES	10,000	20,000	10,000	additional CPRB appeals hearings
10010101-52102		MAYOR'S OFIICE - TECHNOLOGY SERVICES	-	8,400	8,400	website services - comp plan
10040401-51900		URBAN FORESTRY TREE - OTHER SUPPLIES	15,655	20,655	5,000	urbana rotary grant - tornado trees
10040400-51411		PUBLIC WORKS ADMIN - SMALL SCHEDULED EQUIPMENT	638	982	344	rebudget - equipment
10040401-51410		URBAN FORESTRY - SMALL TOOLS & EQUIPMENT	4,918	7,351	2,433	rebudget - equipment
10040402-51411		LANDSCAPE MANAGEMENT - SMALL SCHEDULED EQUIPMENT	6,334	23,118	16,784	rebudget - equipment
10040410-51410		FACILITIES MAINTENANCE - SMALL TOOLS & EQUIPMENT	1,890	2,658	768	rebudget - equipment
10040410-51411		FACILITIES MAINTENANCE - SMALL SCHEDULED EQUIPMENT	12,983	20,440	7,457	rebudget - equipment
10040420-51410		TOOL ROOM - SMALL TOOLS & EQUIPMENT	24,391	42,886	18,495	rebudget - equipment
10040420-51411		TOOL ROOM - SMALL SCHEDULED EQUIPMENT	11,987	74,413	62,426	rebudget - equipment
10040421-51410		SNOW/ ICE REMOVAL - SMALL TOOLS & EQUIPMENT	6,089	10,089	4,000	rebudget - equipment
10040423-51410		STREET LIGHTING - SMALL TOOLS & EQUIPMENT	1,035	1,097	62	rebudget - equipment
10040424-51410		STREET MAINT. & CONSTRUCTION - SMALL TOOLS & EQUIPMENT	9,817	26,728	16,911	rebudget - equipment
10040425-51410		SEWER MAINT. & CONSTRUCTION - SMALL TOOLS & EQUIPMENT	26,615	42,922	16,307	rebudget - equipment
10040440-50110		ENGINEERING - SALARY - REGULAR EMPLOYEES	221,725	193,725	(28,000)	contract employee - engineer
10040440-52199		ENGINEERING - OTHER PROFESSIONAL SERVICES	41,284	69,284	28,000	contract employee - engineer
10040440-51411		ENGINEERING - SMALL SCHEDULED EQUIPMENT	5,888	9,781	3,893	rebudget - equipment
10040440-52999		ENGINEERING - LEGAL SERVICES	-	1,000	1,000	pass-through recording fees
10040441-51410		ENGINEERING TRANSPORTATION - SMALL TOOLS & EQUIPMENT	-	810	810	rebudget - equipment
10040441-51411		ENGINEERING TRANSPORTATION - SMALL SCHEDULED EQUIPMENT	-	746	746	rebudget - equipment
10040442-51410		ENGINEERING DRAINAGE - SMALL TOOLS & EQUIPMENT	-	516	516	rebudget - equipment
10050500-51410		COMMUNITY DEVELOPMENT - SMALL TOOLS & EQUIPMENT	317	627	310	rebudget - equipment
10050522-51410		COMMUNITY DEVELOPMENT - SMALL TOOLS & EQUIPMENT	-	320	320	rebudget - equipment
<u>Total Expenditures</u>			<u>35,559,641</u>	<u>35,883,174</u>	<u>323,533</u>	
<u>Ending Fund Balance (estimated)</u>			<u>6,827,416</u>	<u>8,398,167</u>	<u>1,570,751</u>	
VEHICLE & EQUIPMENT REPLACEMENT FUND (300)						
<u>Expenditures</u>						
30060600-54100	VERF-FD-226	PRINCIPAL	-	17,500	17,500	rebudget - verf (fire truck revolving loan)
30060600-53440	VERF-PW-011	OTHER EQUIPMENT	642,331	675,956	33,625	rebudget - verf (phone system)
30060600-53440	VERF-EXEC-218	OTHER EQUIPMENT	675,956	745,316	69,360	rebudget - verf (phone system)
<u>Total Expenditures</u>			<u>4,037,175</u>	<u>4,157,660</u>	<u>120,485</u>	
<u>Ending Fund Balance (estimated)</u>			<u>3,578,757</u>	<u>3,578,757</u>	<u>-</u>	

Budget Amendment 2020/21 - 03 - Exhibit A

General Ledger Code	Project String	Description	Current Budget	Revised Budget	Difference	Reason
POLICE SPECIAL FUND (310)						
<u>Expenditures</u>						
31020205-53440		OTHER EQUIPMENT	41,937	51,457	9,520	rebudget - police special fund
31020206-51410		SMALL TOOLS & EQUIPMENT	3,500	5,521	2,021	rebudget - police special fund
31020206-53440		OTHER EQUIPMENT	8,700	9,757	1,057	rebudget - police special fund
31020207-53440		OTHER EQUIPMENT	16,245	26,245	10,000	rebudget - police special fund
<u>Total Expenditures</u>			<u>116,132</u>	<u>138,730</u>	<u>22,598</u>	
<u>Ending Fund Balance (estimated)</u>			<u>67,844</u>	<u>67,844</u>	<u>-</u>	
FARMERS MARKET FUND (332)						
<u>Revenues</u>						
332-41150	50512-GRANT-LINKUP	STATE GRANTS - CULTURE & REC.	9,000	14,000	5,000	linkup grant
332-46350	50512-GRANT-FARMCRED	LOCAL GRANTS	5,000	9,000	4,000	farm credit grant
<u>Total Revenues</u>			<u>117,290</u>	<u>126,290</u>	<u>9,000</u>	
<u>Expenditures</u>						
33250503-52800	50512-2020-GRANT-LINKUP	GRANT & MISC. CONTRACTUAL	-	5,000	5,000	linkup grant
33250503-52800	50512-2020-GRANT-FARMCRED	GRANT & MISC. CONTRACTUAL	5,000	9,000	4,000	farm credit grant
<u>Total Expenditures</u>			<u>104,491</u>	<u>113,491</u>	<u>9,000</u>	
<u>Ending Fund Balance (estimated)</u>			<u>92,688</u>	<u>92,688</u>	<u>-</u>	
GENERAL RESERVE FUND (360)						
<u>Expenditures</u>						
36060610-52723		OTHER CLAIMS & JUDGEMENTS	-	10,750	10,750	post-judgement interest
<u>Total Expenditures</u>			<u>-</u>	<u>10,750</u>	<u>10,750</u>	
<u>Ending Fund Balance (estimated)</u>			<u>2,966,837</u>	<u>2,956,087</u>	<u>(10,750)</u>	
PARKING FUND (500)						
<u>Expenditures</u>						
50040412-53305-40701	40701-CONST	OTHER CONSTRUCTION (METER INFRASTRUCTURE)	-	250,000	250,000	rebudget - cip
<u>Total Expenditures</u>			<u>143,015</u>	<u>393,015</u>	<u>250,000</u>	
<u>Ending Fund Balance (estimated)</u>			<u>522,540</u>	<u>522,540</u>	<u>-</u>	