

400 S Vine St • Urbana IL 61801 • (217) 384-2455 • eahannan@urbanaillinois.us

MEMORANDUM

TO: Mayor Diane Wolfe Marlin and City Council Members

FROM: Elizabeth Hannan, Human Resources & Finance Director / CFO

DATE: June 24, 2021

SUBJECT: Revised Ordinances Approving the FY2022 Annual Budget and Amending the

FY2021 Annual Budget

Introduction: Attached are two Council Bills, which are revised per City Council direction. Changes in the budgeted amounts appear in bold text in the exhibits for each of the Ordinances.

1. An Ordinance adopting the FY2022 Annual Budget

2. An Ordinance amending the FY2021 Annual Budget

The budget amendment requires six affirmative votes, including the Mayor, to pass.

Discussion:

FY2022 Annual Budget: The Budget Ordinance is revised to increase expenditures for professional services by \$92,500 in the Police Department Administration budget. This results in a total of \$186,758, which would be used for an evaluation of the City's public safety needs through the lenses of racial equity and social justice, to include, but not be limited to, community-based based focus groups and data analysis, and to initiate the implementation or resulting recommendations upon Council approval.

These funds are derived from the unspent \$92,500 allocated in the FY2021 budget for the "One Door" program and the related \$94,258 allocated in the FY2022 budget for an alternate response model. No resources, monetary or otherwise, related to this or any part of the FY2022 budget will be applied to alternate response methods (including co-responder models) without a public hearing and consultation with the Council.

FY2021 Budget Amendment: This Ordinance is revised to reduce the estimated spending in FY2021 for professional services in the Police Administration budget from \$92,500 to zero. These funds are carried forward to FY2022 in the Budget Ordinance.

Fiscal Impact: The projected ending fund balance in the General Operating Fund will be \$10.65 million, which is 29.2% of recurring expenditures. Recurring expenditures will be 98.69% of recurring revenues. Most of the additional cash in fund balance is due to anticipation of a larger than expected ending fund balance for FY2021, which will be carried over into FY2022. Based upon policy guidelines, \$1.54 million could be allocated to additional expenditures. However, only \$69,000 could be used for recurring expenditures.

Alternatives:

- 1. Substitute the revised Ordinances and exhibits and approve the annual budget and budget amendment.
- 2. Amend one or both of the items and approve them.

Recommendation: Staff recommends that the City Council approve both Ordinances adopting the Annual Budget for FY2022 and amending the Annual Budget for FY2021, including the revisions described in this memo.

ORDINANCE NO. _____

AN ORDINANCE APPROVING THE FISCAL YEAR 2021-2022 ANNUAL BUDGET

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 Finance Director acting as Budget Director pursuant to Urbana City Code Sections 2-129 and 2-130 has compiled a proposed annual budget ordinance for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in accordance with 65 ILCS 5/8-2-9.1 through and including 65 ILCS 5/8-2-9.9 and Urbana City Code Chapter 2, Article VI, Division 2; and

WHEREAS, the Mayor has made the proposed annual budget ordinance conveniently available for public inspection by publication in pamphlet form and by posting it on the City's website at least 14 days prior to a public hearing on such ordinance; and

WHEREAS, the City Council held a public hearing on the proposed annual budget ordinance at 7:00 p.m., June 7, 2021 after due and proper notice of the availability for inspection of such ordinance and notice of such public hearing having been given by publication in *The News-Gazette*, a newspaper having general circulation within the City of Urbana, which date was at least 14 days prior to the time of the public hearing; and

WHEREAS, the City Council directed staff to allocate \$186,758 to support an evaluation of the City's public safety needs through the lenses of racial equity and social justice, to include, but not be limited to, community-based focus groups and data analysis, and to initiate the implementation or resulting recommendations upon Council approval. These funds shall be derived from the unspent \$92,500 allocated in the Fiscal Year 2020-21 budget for the "One Door" program and the related

\$94,258 allocated in the Fiscal Year 2021-22 budget for an alternate response model. No resources, monetary or otherwise, related to this or any part of the Fiscal Year 2021-22 budget shall be applied to alternate response methods (including co-responder models) without a public hearing and consultation with the Council.

WHEREAS, the City Council and the Mayor, being the corporate authorities, find that it is in the best interests of the City to approve the proposed annual budget ordinance as heretofore further changed, modified, and amended.

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 City of Urbana Fiscal Year 2021-2022 Annual Budget, a true and correct copy of which is attached hereto and made a part hereof as if set forth herein, be and the same is hereby passed, approved, and adopted as the annual budget ordinance of and for the City of Urbana for the fiscal year beginning July 1, 2021 and ending June 30, 2022, including changes listed on the Exhibit attached hereto and incorporated herein by reference.

Section 2.

The Finance Director acting as the Budget Director is hereby authorized to amend the Fiscal Year 2021-2022 Annual Budget to increase expenditures by the amount of encumbrances outstanding as of June 30, 2021.

Section 3.

The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and 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 majority of the corporate authorities (5 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	<u> </u>
APPROVED BY THE MAYOR th	is day of	, 20
	Diane Wolfe Marlin,	Mayor

Budget Ordinance FY2021/22 - Exhibit

General Ledger Code	Description	Proposed Budget	Adopted Budget	Difference	Reason
GENERAL OPERATING FUN	<u>D</u>				
100-40301	STATE INCOME TAX	4,847,163	4,617,200	(229,963)	Updated revenue estimates
100-40302	PPRT	351,377	365,588	14,211	Updated revenue estimates
100-40304	STATE USE TAX	1,924,685	1,650,000	(274,685)	Updated revenue estimates
100-40305	STATE SALES TAX	5,550,800	5,594,000	43,200	Updated revenue estimates
100-40306	HOME RULE SALES TAX	4,437,700	4,472,000	34,300	Updated revenue estimates
100-42301	BUILDING PERMITS	400,000	450,000	50,000	Updated revenue estimates
	TOTAL REVENUES	37,018,034	36,655,097	(362,937)	
10001100-52320	CITY COUNCIL: TRAVEL, EDUCATION AND TRAINING	-	6776	6,776	Error in proposed budget - Council trng.
10005140-50110	CITY CLERK: SALARY - REGULAR EMPLOYEES	175,069	121,259	(53,810)	Position moved to Exec (FOIA)
10005140-50210	CITY CLERK: INSURANCE	17,892	9,758	(8,134)	Position moved to Exec (FOIA)
10005140-50220	CITY CLERK: FICA AND MEDICARE	13,396	9,278	(4,118)	Position moved to Exec (FOIA)
10005140-50251	CITY CLERK: IMRF & SURS	22,201	15,377	(6,824)	Position moved to Exec (FOIA)
10010101-50110	EXEC: SALARY - REGULAR EMPLOYEES	493,463	547,273	53,810	Position moved from City Clerk (FOIA)
10010101-50210	EXEC: INSURANCE	39,066	47,200	8,134	Position moved from City Clerk (FOIA)
10010101-50220	EXEC: FICA AND MEDICARE	37,321	41,439	4,118	Position moved from City Clerk (FOIA)
10010101-50251 10010103-50110	EXEC: IMRF & SURS LEGAL: SALARY - REGULAR EMPLOYEES	61,854 327,023	68,678	6,824	Position moved from City Clerk (FOIA)
10010103-50110	LEGAL: LEGAL SERVICES	35,000	262,023 100,000	(65,000) 65,000	Reallocate salaries to legal services (1x) Reallocate salaries to legal services (1x)
10015151-50110	HRF ADMIN SVCS: SALARY - REGULAR EMPLOYEES	307,077	291,327	(15,750)	Reallocate salaries to temp services (1x)
10015151-52999	HRF ADMIN SVCS: OTHER CONTRACTUAL SERVICES	-	15,750	15,750	Reallocate salaries to temp services (1x)
10015155-52320	HR: TRAVEL, EDUCATION AND TRAINING	25,074	27,224	2,150	Rebudget gender neutral language trng (1x)
10020200-52199	POLICE ADMIN: OTHER PROFESSIONAL SERVICES	94,258	186,758	92,500	Rebudget - public safety study (1x)
10040400-50110	PW ADMIN: SALARY - REGULAR EMPLOYEES	323,452	285,452	(38,000)	Reallocate salaries to legal services (1x)
10040400-52199	PW ADMIN: OTHER PROFESSIONAL SERVICES	138,666	-	(138,666)	No longer temporary position, incl in salary
10040400-52199	PW ADMIN: OTHER PROFESSIONAL SERVICES	-	38,000	38,000	Reallocate salaries to legal services (1x)
10040401-50120	ARBOR: SALARY - TEMPORARY EMPLOYEES	-	11,440	11,440	Error - seasonal arborist
10040401-50220	ARBOR: FICA AND MEDICARE	15,071	15,946	875	Error - seasonal arborist
10050501-52800	ECON DEV: GRANT MISC CONTRACTUAL SERVICE	1,019,000	-	(1,019,000)	Should be in EQL project not grants
10060610-59200	GEN SVCS: TFR TO CA REPL & IMPR FUND	1,833,434	2,833,434	1,000,000	Adjust transfer for EQL project (1x)
	TOTAL EXPENDITURES	39,999,793	39,955,868	(43,925)	
	ENDING FUND BALANCE	9,422,672	10,652,653	1,229,981	
CAPITAL IMPROVEMENT F	<u>UND</u>				
200-49100	TFR FROM GENERAL FUND	1,833,434	2,833,434	1,000,000	Adjust transfer for EQL project
	TOTAL REVENUES	5,768,847	6,768,847	1,000,000	
20040470-53305-40162	OTHER CONSTRUCTION	1,000,000	2,000,000	1,000,000	EQL Project should be \$2M
	TOTAL EXPENDITURES	5,647,000	6,647,000	1,000,000	
	ENDING FUND BALANCE	2,236,380	2,188,117	(48,263)	
MOTOR FUEL TAX FUND					
20340470-52105-40144	PLANNING SERVICES	200,000	150,000	(50,000)	Lincoln & Springfield - adjust for bids
20340470-53301-40144	HIGHWAY AND STREETS	2,000,000	2,450,000	450,000	Lincoln & Springfield - adjust for bids
	TOTAL EXPENDITURES	4,650,000	5,050,000	400,000	
	ENDING FUND BALANCE	2,101,715	2,010,221	(91,494)	
	E.I.S.I. O I O II D D.I.O.L.		2,010,221	(32) (37)	

General Ledger Code	Description	Proposed Budget	Adopted Budget	Difference	Reason
TIF 2 FUND					
342-40100	PROPERTY TAXES	1,621,039	1,694,222	73,183	Updated revenue estimates
	TOTAL REVENUES	1,641,039	1,714,222	73,183	
34250501-59344	TFR TO CENTRAL TIF	599,766	511,101	(88,665)	Trf from TIF 2 lower due to higher prop tax
	TOTAL EXPENDITURES	1,970,034	1,881,369	(88,665)	
	ENDING FUND BALANCE	452,923	1,025,236	572,313	
TIF 4 FUND					
343-40100	PROPERTY TAXES	1,258,733	1,530,105	271,372	Updated revenue estimates
	TOTAL REVENUES	1,283,733	1,555,105	271,372	
	ENDING FUND BALANCE	3,611,289	4,282,001	670,712	
CENTRAL TIF FUND					
344-40100 344-49342	PROPERTY TAXES TFR FROM TIF 2	402,781 599,766	491,446 511,101	88,665 (88,665)	Updated revenue estimates Trf from TIF 2 lower due to higher prop tax
344 43342	TOTAL REVENUES	1,002,847	1,002,847	(88,003)	The first the second confidence property
	ENDING FUND BALANCE		-		
	2.13.11.0 1.01.10 2.12.11.02				
AMERICAN RESCUE PLAN F	<u>und</u>				
350-41360 350-45000	OTHER FEDERAL GRANTS INVESTMENT INCOME	3,750 45,000	6,487,280 70,000	6,483,530 25,000	Am Rescue Plan - second distribution Updated revenue estimates
	TOTAL REVENUES	48,750	6,557,280	6,508,530	•
	ENDING FUND BALANCE	6,298,244	13,049,560	6,751,316	
GENERAL RESERVE FUND					
360-45000	INVESTMENT INCOME	=	35,000	35,000	Updated revenue estimates
	TOTAL REVENUES		35,000	35,000	
	ENDING FUND BALANCE	3,041,274	3,045,183	3,909	
PARKING FUND					
50040412-50120 50040412-50220	PARKING SYS: SALARY - TEMPORARY EMPLOYEES PARKING SYS: FICA AND MEDICARE	- 9,373	3,432 9,636	3,432 263	Error - Seasonal Painter Error - Seasonal Painter
	TOTAL EXPENDITURES	2,040,701	2,044,396	3,695	
	ENDING FUND BALANCE	90,485	66,232	(24,253)	
INFORMATION TECHNOLOG	<u>GY FUND</u>				
61010106-52102	IT: TECHNOLOGY SERVICES	31,000	51,800	20,800	Error - IT tech services
	TOTAL EXPENDITURES	<u>877,614</u>	898,414	20,800	
	ENDING FUND BALANCE	<u>77,058</u>	52,610	(24,448)	

ORDINANCE NO.

AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE

(Budget Amendment #6 – Fiscal Year 2020-2021 Estimates)

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, without prior approval of the City Council.

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 column labeled "FY21 Estimate" in the proposed Fiscal Year 2021-22 budget document, including changes listed on the Exhibit attached hereto and incorporated herein by reference.

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 twothirds 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 AU	JTHORITIES this Day of, 20
AYES:	
NAYS:	
ABSTENTIONS:	
	Phyllis D. Clark, City Clerk
APPROVED BY THE MAYOR this _	Day of
	Diane Wolfe Marlin, Mayor

Budget Amendment 2020/21 - #6 - Exhibit

Updated

General Ledger Code	Description	Estimated	Estimate	Difference	Reason
GENERAL OPERATING FUN	<u>ID</u>				
100-40201	LOCAL FOOD AND BEVERAGE TAX	1,209,174	1,248,339	39,165	Updated revenue estimates
100-40203	LOCAL HOTEL/MOTEL TAX	556,677	510,423	(46,254)	Updated revenue estimates
100-40301	STATE INCOME TAX	4,667,385	4,999,400	332,015	Updated revenue estimates
100-40302	PPRT	204,120	369,607	165,487	Updated revenue estimates
100-40304	STATE USE TAX	1,789,073	1,989,300	200,227	Updated revenue estimates
100-40305	STATE SALES TAX	5,457,100	5,544,000	86,900	Updated revenue estimates
100-40305	HOME RULE SALES TAX	4,199,500	4,312,000	112,500	Updated revenue estimates
100-40307	STATE GAMING TAX	296,696	323,418	26,722	Updated revenue estimates
		400,000	450,000	50,000	•
100-42301 100-42302	BUILDING PERMITS				Updated revenue estimates
	FIRE PREVENTION PERMITS	68,750	17,758	(50,992)	Updated revenue estimates
100-43201	PARKING TICKETS	135,000	113,474	(21,526)	Updated revenue estimates
100-43903	ORDINANCE VIOLATION FINES	4,500	5,000	500	Updated revenue estimates
100-44510	UI FIRE SERVICE	2,287,591	2,829,170	541,579	Updated revenue estimates - 5 quarters
100-44605	ENTERPRISE ZONE FEE	20,000	38,215	18,215	Updated revenue estimates
100-46210	DEPARTMENT REIMBURSEMENTS	70,000	85,358	15,358	Updated revenue estimates
	TOTAL REVENUES	39,934,826	41,404,722	1,469,896	
10010103-50110	LEGAL: LEGAL: SALARY - REGULAR EMPLOYEES	225,107	191,607	(33,500)	Reallocate - personnel to legal svcs
10010103-50210	LEGAL: INSURANCE	23,901	20,401	(3,500)	Reallocate - personnel to legal svcs
10010103-50220	LEGAL: FICA & MEDICARE	23,189	18,189	(5,000)	Reallocate - personnel to legal svcs
10010103-50251	LEGAL: IMRF & SURS	38,433	28,433	(10,000)	Reallocate - personnel to legal svcs
10010103-52101	LEGAL: LEGAL SERVICES	38,204	90,204	52,000	Reallocate - personnel to legal svcs
10010103-52310	LEGAL: DUES & MEMBERSHIPS	1,155	915	(240)	Error correction
10010103 52310	PUB COMM: DUES & MEMBERSHIPS	154	119	(35)	Error correction
10010110-52909	PUB COMM: ADV/MKTG/PUBLIC EDUCATION	9,587	8,862	(725)	Error correction
10015150-52320	HRF ADMIN: TRAVEL, EDUCATION AND TRAINING	9,106	8,789	(317)	Rebudget gender-neutral language trng
10015155-52320	HUMAN RES: TRAVEL, EDUCATION AND TRAINING	30,800	28,967	(1,833)	Rebudget gender-neutral language trng
10020200-52199	POLICE ADMIN: OTHER PROFESSIONAL SERVICES	92,500	28,907	(92,500)	Rebudget - public safety study
		613,864	603,864	(10,000)	
10020203-50110	POL SUPP SVC: SALARY - REGULAR EMPLOYEES			, , ,	Error correction
10050500-51100	CD ADMIN: OFFICE SUPPLIES	2,104	1,354	(750)	Error correction
10050500-52202	CD ADMIN: EQUIPMENT REPAIR & MAINT	7,500	7,805	305	Error correction
10050500-52310	CD ADMIN: DUES & MEMBERSHIPS	1,176	1,276	100	Error correction
	TOTAL EXPENDITURES	37,953,356	37,847,361	(105,995)	
	ENDING FUND BALANCE	12,404,431	13,953,424	1,548,993	
MOTOR FUEL TAY FUND					
MOTOR FUEL TAX FUND					
203-40312	STATE MFT - REBUILD IL FUND	906,179	1,359,269	453,090	Updated revenue estimates
203-41130-40103	STATE GRANTS - STREETS AND HW	-	14,735	14,735	Updated revenue estimates
	(LINCOLN: N SALINE - OLYMPIAN)				
	TOTAL REVENUES	2,469,338	2,937,163	467,825	
20340470-52105-40103	HIGHWAY AND STREETS	-	123,116	123,116	Updated projection
	TOTAL EXPENDITURES	3,736,020	3,859,136	123,116	
	ENDING FUND BALANCE	4,160,548	4,469,054	<u>308,506</u>	
	English Fold Blattice	4,100,540	4,403,034		
ARMS PROGRAMMING FU	ND				
321-41602	ARMS AGREEMENT	119,869	127,324	7,455	Updated revenue estimates
	TOTAL REVENUES	145,461	152,916	7,455	
	ENDING FUND BALANCE	208,556	214,529	5,973	

			Updated		_
General Ledger Code POST TIF CLOSURE FUND	Description	Estimated	Estimate	Difference	Reason
340-45000	INVESTMENT INCOME	-	274	274	Updated revenue estimates
	TOTAL REVENUES		274	274	
	ENDING FUND BALANCE	681	(1)	(682)	
<u>TIF 2</u>					
342-40100	PROPERTY TAXES	1,621,039	1,963,359	342,320	Updated revenue estimates
	TOTAL REVENUES	1,641,039	1,983,359	342,320	
34250501-59344	TFR TO CENTRAL TIF	635,884	557,666	(78,218)	Adjust transfer to Central TIF
	TOTAL EXPENDITURES	2,000,495	1,922,277	(78,218)	
	ENDING FUND BALANCE	781,918	1,192,383	410,465	
<u>TIF 4</u>					
343-40100	PROPERTY TAXES	1,258,733	1,728,305	469,572	Updated revenue estimates
	TOTAL REVENUES	1,283,733	1,753,305	469,572	
34350501-52500	INTERGOVERNMENTAL AND AGENCY	239,000	289,690	50,690	Updated estimate - TIF payments
	TOTAL EXPENDITURES	706,166	756,856	50,690	
	ENDING FUND BALANCE	3,039,003	3,438,343	399,340	
CENTRAL TIF FUND					
344-40100	PROPERTY TAXES	402,781	481,424	78,643	Updated revenue estimates
344-49342	TFR FROM TIF 2	635,884	557,666	(78,218)	Updated revenue estimates
	TOTAL REVENUES	1,038,965	1,039,390	425	
	ENDING FUND BALANCE	1	2	(1)	
AMERICAN RESCUE PLAN FL	<u>UND</u>				
350-41360	OTHER FEDERAL GRANTS	6,249,494	6,487,280	237,786	Updated revenue estimates
350-45000	INVESTMENT INCOME	-	5,000	5,000	Updated revenue estimates
	TOTAL REVENUES	6,249,494	6,492,280	242,786	
	ENDING FUND BALANCE	6,249,494	6,492,280	242,786	
GENERAL RESERVE FUND					
360-45000	INVESTMENT INCOME	-	32,000	32,000	Updated revenue estimates
	TOTAL REVENUES		32,000	32,000	
	ENDING FUND BALANCE	3,041,274	3,010,183	(31,091)	