

**MEMORANDUM**

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

**FROM:** Elizabeth Hannan, Human Resources & Finance Director / CFO  
Alyana Robinson, Financial Analyst

**DATE:** August 12, 2021

**SUBJECT:** **FY2022 Budget Amendment #2 – Omnibus**

**Introduction:** Attached is an Ordinance revising the FY2022 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.

Capital Improvement Fund (200):

Campus Lighting Project – Public Works: The original budgeted funds of \$1,300,000 for the Street Lighting Project were split between FY2020 and FY2021, however due to project delays, bidding for the construction portion of the remaining phase was delayed and work will begin in FY2022. This amendment will replace unspent funds from FY2020 and carryover FY2021 unspent funds to provide \$610,000 in FY2022 to complete the remaining phase of this project (Matthews Avenue).

Vehicle & Equipment Replacement Fund (VERF) (300):

Mobile Radios Replacement – Police Department: Nineteen mobile radios were scheduled for replacement in FY2016 after a useful life of eight years. However, the radios were not replaced in FY2016 due to continued functionality. The same mobile radios are still in service today and not scheduled for replacement until FY2024 (eight years after FY2016). Given that the Police squad car fleet is due for replacement this fiscal year, with changes to the design of the vehicles, the mobile radios will also need to be upgraded. This amendment will accelerate replacement to FY2022.

Community Development Special Fund (330): The CD Special Fund will receive additional revenue for administrative costs related to the ESG Traditional and ESG-COVID grant described below, this will increase the revenue by a total of \$12,914.

Community Development Grants Fund (331):

Emergency Solutions Grant (ESG) – Traditional: The City will receive an additional \$37,681 in ESG Traditional funds. Funds in the amount of \$36,690 will be distributed to Cunningham Township related to Housing and Urban Development Program and \$991 will be allocated for administrative costs. This latter amount increases revenues in the CD Special Fund (330).

Emergency Solutions Grant (ESG) – COVID CARES Act: The City will receive an additional \$131,241 in ESG-COVID funds. Funds in the amount of \$119,318 will be distributed to Cunningham Township related to Housing and Urban Development Program and \$11,923 will be allocated for administrative costs. This latter amount increases revenues in the CD Special Fund (330).

Information Technology Fund (610):

Computer Technician Apprentice – IT: A part-time Computer Tech apprentice through the Parkland Apprenticeship Program was approved in the FY2022 Budget for \$17,100. This program is intended to provide a development opportunity for the apprentice, and involves a tuition reimbursement of \$5,000. A correction is necessary to move the tuition reimbursement out of the expense line item for salaries to an appropriate line item for tuition reimbursement.

**Fiscal Impact:** These changes will not increase either recurring revenues or recurring expenditures and will not result a change in the General Fund balance.

**Alternatives:**

1. Forward the Ordinance amending the FY2022 budget to City Council for approval on August 23, 2021.
2. Amend one or more of the items before forwarding to Council for approval.

**Recommendation:** Forward the budget amendment authorizing these adjustments to the FY2022 budget for approval at the August 23, 2021 City Council meeting.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE**

**(Budget Amendment #2 - 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, 2021 and ending June 30, 2022; 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 2021/22 - 02 - 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>
<b><u>CAPITAL IMPROVEMENT FUND (200)</u></b>						
<u>Expenditures</u>						
20040470-53302	40602-CONST	PW - LIGHTING AND SIGNALS	-	380,663	380,663	carryover unspent funds from FY21 for street lightir
20040470-53302	40602-CONST	PW - LIGHTING AND SIGNALS	-	229,337	229,337	replace FY20 unspent funds for street lighting
<b>Total Expenditures</b>			<b>6,647,000</b>	<b>7,257,000</b>	<b>610,000</b>	
<b>Ending Fund Balance (estimated)</b>			<b>2,188,117</b>	<b>1,958,780</b>	<b>(229,337)</b>	
<b><u>VEHICLE &amp; EQUIPMENT REPLACEMENT FUND (300)</u></b>						
<u>Expenditures</u>						
30060600-53440	VERF-PD-105	OTHER EQUIPMENT - POLICE MOBILE RADIOS	805,418	868,282	62,864	rebudget - mobile radios replacement
<b>Total Expenditures</b>			<b>1,064,761</b>	<b>1,127,625</b>	<b>62,864</b>	
<b>Ending Fund Balance (estimated)</b>			<b>3,493,700</b>	<b>3,430,836</b>	<b>(62,864)</b>	
<b><u>COMMUNITY DEV SPECIAL FUND (330)</u></b>						
<u>Revenues</u>						
330-49331	50300-2022-ADMIN	CD - TFR FROM CD GRANT FUND	208,323	209,314	991	ESG traditional admin transfer from cd grants
330-49331	50302-ADMIN	CD - TFR FROM CD GRANT FUND	209,314	221,237	11,923	ESG-COVID admin transfer from cd grants
<b>Total Revenues</b>			<b>209,363</b>	<b>222,277</b>	<b>12,914</b>	
<b>Ending Fund Balance (estimated)</b>			<b>38,110</b>	<b>51,024</b>	<b>12,914</b>	
<b><u>COMMUNITY DEV GRANTS FUND (331)</u></b>						
<u>Revenues</u>						
33150533-41340	50300-2022	CD - FEDERAL GRANTS - HOUSING & CD	22,961	60,642	37,681	ESG traditional
33150533-41340	50302-FED	CD - FEDERAL GRANTS - HOUSING & CD	60,642	191,883	131,241	ESG-COVID
<b>Total Revenues</b>			<b>1,659,620</b>	<b>1,828,542</b>	<b>168,922</b>	
<u>Expenditures</u>						
33150533-59330	50300-2022-ADMIN	CD - TFR TO CD SPECIAL FUND	22,961	23,952	991	ESG traditional - transfer to cd special fund
33150533-59330	50302-ADMIN	CD - TFR TO CD SPECIAL FUND	23,952	35,875	11,923	ESG-COVID - transfer to cd special fund
33150533-52800	50300-2022-URBANA	CD - GRANT MISC CONTRACTUAL SERVICE	-	36,690	36,690	ESG traditional - to grant subrecipients
33150533-52800	50302-CV	CD - GRANT MISC CONTRACTUAL SERVICE	36,690	156,008	119,318	ESG-COVID - to grant subrecipients
<b>Total Expenditures</b>			<b>1,659,620</b>	<b>1,828,542</b>	<b>168,922</b>	
<b>Ending Fund Balance (estimated)</b>			<b>(182,413)</b>	<b>(182,413)</b>	<b>-</b>	
<b><u>INFORMATION TECHNOLOGY FUND (610)</u></b>						
<u>Expenditures</u>						
61010106-50120		EXECUTIVE IT - SALARY - TEMPRORAY EMPLOYEES	65,580	59,720	(5,860)	reallocate - IT computer apprentice funds
61010106-52320		EXECUTIVE IT - TRAVEL, EDUCATION AND TRAINING	4,600	9,600	5,000	reallocate - IT computer apprentice funds
61010106-50220		EXECUTIVE IT - FICA AND MEDICARE	24,187	25,047	860	reallocate - IT computer apprentice funds
<b>Total Expenditures</b>			<b>898,414</b>	<b>898,414</b>	<b>-</b>	
<b>Ending Fund Balance (estimated)</b>			<b>52,610</b>	<b>52,610</b>	<b>-</b>	