



**CITY OF URBANA
COMMITTEE OF THE WHOLE SPECIAL
MEETING**

DATE: Monday, April 22, 2024
TIME: 7:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

Chair: *Maryalice Wu, Ward 1*

- A. Call to Order and Roll Call**
- B. Additions to the Agenda**
- C. Presentations and Public Input**
- D. Staff Report**
- E. New Business**
 - 1. Ordinance No. 2024-04-019: An Ordinance Revising the Annual Budget Ordinance (Budget Amendment #8 - Omnibus) - HRF**
- F. Council Input and Communications**
- G. Adjournment**

PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: citycouncil@urbanaininois.us. The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

Written Input

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or

behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

Accommodation

If an accommodation is needed to participate in a City meeting, please contact the City Clerk's Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: CityClerk@urbanaininois.us



MEMORANDUM TO THE MAYOR AND CITY COUNCIL

Meeting: April 22, 2024 Committee of the Whole
Subject: FY2024 Budget Amendment #8 - Omnibus

Summary

Action Requested

Forward the budget amendment authorizing these adjustments for approval at the April 29, 2024 Special City Council meeting. This budget amendment requires six affirmative votes, including the Mayor, in order to pass.

Brief Background

This Ordinance seeks Council action to amend the FY2024 Annual Budget. The proposed adjustments include budgeting for a payment related to the Carle property tax case in the General Reserve Fund and increasing the budget for ladder truck repairs in the Equipment Services Fund. In addition, there is a placeholder for any changes related to Council decisions on how to proceed with Fire Station construction.

Relationship to City Services and Priorities

Impact on Core Services

Changes related to the Fire Department equipment and facilities are intended to allow City staff to better serve Urbana residents.

Strategic Goals & Plans

The proposed changes related to ladder truck repairs and fire station construction align with the Mayor and Council 2024-2025 Goals, specifically Strategic Area #1: Public Safety and Well-Being.

Previous Council Actions

The City Council approved the City's [FY2024 Annual Budget](#) and the [Capital Improvement Plan for FY2024-FY2028](#) on June 26, 2023. More recently, City Council also approved a budget amendment transferring \$149,000 to the Equipment Services Fund for tower ladder truck repairs ([Ordinance No. 2024-03-011](#)).

Discussion

Additional Background Information

For the hospital property taxes, a total of \$800,000 will be budgeted in the General Reserve Fund to repay 2004 taxes paid by Carle on specific parcels included in case 2008L202. The repayment is related to the Illinois Supreme Court's refusal to hear an appeal of the Appellate Court decision upholding the Circuit Court ruling and adding an additional year of exemptions. The estimated amount is approximately \$762,000 for 2004 taxes, which may vary depending on how the court calculates the amount, and an additional amount for post-judgment interest. To avoid additional post-judgment interest, staff will pay the judgment quickly, once it is issued by the Circuit Court.

In the Fire Department, an additional \$30,000 would be transferred from the General Fund to the Equipment Services Fund to cover necessary repairs to the tower ladder truck. This change impacts the Equipment Services Fund, because that fund will receive the transfer and pay for repairs. Council previously approved \$149,000 for this repair. The amount has increased because of the time span between the original bid on which the previous budget amendment was based, and the current proposal. The scope of the repairs has not changed.

Also included is a placeholder for potential increases in the cost of fire station construction, based upon Council review of bids and minority participation. If City Council wishes to make a change, a motion should be made to amend the Ordinance, with the change in the estimated costs being allocated to and paid out of the Capital Improvement Fund.

Operations Impact

Repairing the tower ladder truck and proceeding with fire station construction will have a positive impact on Fire Department operations.

Fiscal and Budget Impact

The new estimated ending fund balance in the General Operating Fund would be \$24,333,472. Excluding the \$7 million assigned for future transfers for capital improvements, including Equity and Quality of Life (EQoL) projects, the fund balance would be \$17,333,472; which is 43.05 percent of recurring expenditures.

While the Capital Improvement and Replacement Fund is showing a negative fund balance, this is a function of the timing of purchase orders being issued for projects. Purchase orders are issued and funds are reserved at the time a contract is awarded. Staff does not expect to have a negative cash balance in this fund.

Community Impact

The request related to the Fire Department ladder truck repairs is designed to ensure the appropriate maintenance of emergency service equipment to ensure Urbana residents receive the emergency services they need. Construction of new fire stations will also support services to residents.

Recommendation

Forward the budget amendment authorizing these adjustments to the FY2024 budget for approval at the April 29, 2024 Special City Council meeting.

Next Steps

If the proposed adjustments mentioned above are approved, the revisions included in the exhibit will be made to the FY2024 Annual Budget.

Attachments

1. An Ordinance Revising the Annual Budget Ordinance

Originated: Kyle Kapper, Interim Financial Analyst
Reviewed: Elizabeth Hannan, HR & Finance Director / CFO
Approved: Carol Mitten, City Administrator

ORDINANCE NO. _____

AN ORDINANCE REVISING THE ANNUAL BUDGET ORDINANCE

(Budget Amendment #8 –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, 2023 and ending June 30, 2024; 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: _____

Darcy E. Sandefur, City Clerk

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

Diane Wolfe Marlin, Mayor

Budget Amendment 2023/24 - 08 - Exhibit A

General Ledger Code	Project String	Description	Current Budget	Revised Budget	Difference	Reason
GENERAL OPERATING FUND (100)						
<u>Expenditures</u>						
10030300-59600		TFR TO EQUIPMENT SERVICES	101,351	131,351	30,000	INCREASE TOWER LADDER TRUCK REPAIRS
Total Expenditures			46,967,362	46,997,362	30,000	
Ending Fund Balance (estimated)			24,363,472	24,333,472	(30,000)	
			43.05%	40,267,749		
CAPITAL REPLACEMENT & IMPROVEMENT FUND (200)						
<u>Expenditures</u>						
20040470-53200-40800	40800-CONST-STA2	BUILDING - STATION 2 CONST (NON-DCEO)	225,000	225,000	-	FIRE STATION CONSTRUCTION - PLACEHOLDER
20040470-53200-40800	40800-CONST-STA3	BUILDING - STATION 3 CONST (NON-DCEO)	225,000	225,000	-	FIRE STATION CONSTRUCTION - PLACEHOLDER
Total Expenditures			25,016,344	25,016,344	-	
Ending Fund Balance (estimated)			(1,645,965)	(1,645,965)	-	
GENERAL RESERVE FUND (360)						
<u>Expenditures</u>						
36060610-52723		OTHER CLAIMS & JUDGMENTS	800,000	1,600,000	800,000	CARLE HOSPITAL FOUNDATION PROPERTY TAXES
Total Expenditures			800,000	1,600,000	800,000	
Ending Fund Balance (estimated)			2,342,634	1,542,634	(800,000)	
EQUIPMENT SERVICES FUND (600)						
<u>Revenues</u>						
600-49100		TFR FROM GENERAL FUND	1,196,357	1,226,357	30,000	INCREASE TOWER LADDER TRUCK REPAIRS
Total Revenues			1,360,310	1,390,310	30,000	
<u>Expenditures</u>						
60040460-52205		EQUIPMENT REPAIR & MAINT	303,005	333,005	30,000	INCREASE TOWER LADDER TRUCK REPAIRS
Total Expenditures			1,419,637	1,449,637	30,000	
Ending Fund Balance (estimated)			12,011	12,011	-	