

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: *IK

Title:

Recommendation to Approve a Resolution Authorizing Reductions to the Budget of the City of St Charles for the Fiscal Year Ending April 30, 2021

Presenter:

Christopher Minick

Meeting: City Council

Date: June 15, 2020

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

In response to the anticipated economic and financial impacts from the COVID-19 pandemic, City staff has identified various budget reduction measures totaling approximately 5% of the City's General Fund. These reductions were presented at a Workshop Meeting on May 18, 2020. The reduction measures included:

- Deferral of Vehicle Replacement Funding and deferral of vehicle purchases this fiscal year
- Removal of various pay-as-you-go Public Works projects (primarily to City facilities-such as replacement of a leaky section of roof in the Public Works facility and rehabilitation of the fuel island on the Public Works campus)
- Reduction of Consulting Services for various initiatives such as the Salary Classification Study
- New revenue resulting from anticipated sale of a Fire Department Tender Vehicle
- Deferral of filling non-essential positions vacated by attrition
- Reductions in Façade Grant, Business Incentive, and Corridor Improvement Grant programs
- Reductions in small, general, non-assigned line items such as training, travel, office supplies, refreshments, etc.

During the workshop the City Council gave consensus direction to the staff to proceed with the budget reduction measures as discussed that evening. Enclosed in the packet is the resolution formally adopting the proposed budget reduction measures and instructing staff to make the necessary changes. There have been no substantive changes to the reductions discussed during the workshop meeting.

Attachments *(please list):***Resolution****Recommendation/Suggested Action** *(briefly explain):* **A Motion to Approve a Resolution Authorizing Reductions to the Budget of the City of St Charles for the Fiscal Year Ending April 30, 2021**

**City of St. Charles, Illinois
Resolution No.**

**A Resolution Authorizing Reductions to the Budget of the City of
St. Charles for the Fiscal Year Ending April 30, 2021**

**Presented and Passed by the
City Council on _____**

WHEREAS, the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized and directed to make the following budget reductions during FY 2020/2021 to the budget account line items in the Accounting Units reflected on the listing attached hereto as Exhibit A. These budget reductions are being made in response to the economic impacts of the COVID-19 pandemic.

THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the budget reductions be made during FY 2020/2021 in reflected in Exhibit A.

PRESENTED to the City Council of the City of St. Charles, Illinois this day of
June, 2020.

PASSED by the City Council of the City of St. Charles, Illinois, this day of
June, 2020.

APPROVED by the Mayor of the City of St. Charles, Illinois, this day of
June, 2020.

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

Budget Reduction Summary
Reductions by Accounting Unit

<u>Accounting Unit</u>	<u>Proposed Reductions</u>
City Administration 100110	43,505
Community and Public Affairs 100111	441
Mayors Office 100120	958
City Council 100121	441
Information Systems 100200	81,153
Human Resources 100210	110,335
Accounting 100220	40,951
Purchasing 100221	440
Utility Billing 100222	2,648
Fire Administration 100400	123,481
Fire Operations 100401	289,245
EMA 100402	24,340
Police 100300	275,546
Planning Services 100600	33,298
Planning Commission 100601	2,790
Zoning Board of Appeals 100602	100
Building & Code Enforcement 100603	14,694
Development Engineering 100604	2,188
Economic Development 100650	70,387
PW Admin and Engineering 100500	5,202
Public Services 100510	416,764
General Fund Transfers 100800	780,120
General Fund Revenues 100999	150,000
Refuse Fund Transfers 230800	133,120
Refuse 230560	133,120
Capital Projects Transfers 513800	647,000
Capital Projs Special Services 513511	647,000

Exhibit A

**Budget Reductions By Accounting Unit
City Administration**

Accounting Unit	Account	Proposed Reductions
City Administration 100110		
	51300 Registration and Fees	700
	51400 Transportation Expense	60
	51401 Lodging	800
	51402 Meals per Diem	150
	52000 Office Supplies	500
	52002 Books and subscriptions	100
	52100 Refreshment Supplies	125
	52101 Meals	400
	54110 General Legal	5,500
	54399 Other Contracted Services	33,846
	55224 Switch Replacement	1,324
Total City Administration		<u>43,505</u>
Community and Public Affairs 100111		
	55224 Switch Replacement	441
Mayors Office 100120		
	52101 Meals	75
	55224 Switch Replacement	883
Total Mayor's Office		<u>958</u>
City Council 100121		
	55224 Switch Replacement	<u>441</u>

Exhibit A

**Budget Reductions By Accounting Unit
Information Systems**

Accounting Unit	Account	Proposed Reductions
Information Systems 100200		
	54251 Software Maintenance	230
	54256 IT Consulting Services	60,000
	55223 Motor Vehicle Replacement	3,698
	55224 Switch Replacement	<u>17,225</u>
Total Information Systems		<u><u>81,153</u></u>

Exhibit A

**Budget Reductions By Accounting Unit
Human Resources**

Accounting Unit	Account	Proposed Reductions
Human Resources 100210		-
	50101 Part-time Wages	19,222
	51103 IMRF	2,530
	51100 FICA	1,192
	51104 Medicare	279
	50300 Car Allowance	-
	51300 Registration and Fees	1,000
	51301 City Sponsored Training	7,000
	51400 Transportation Expense	800
	52000 Office Supplies	3,000
	52100 Refreshment Supplies	1,840
	52101 Meals	2,000
	52205 Special Event	500
	54150 Consulting Services	50,000
	54189 Other Professional Services	17,000
	55224 Switch Replacement	<u>3,972</u>
Total Human Resources		<u><u>110,335</u></u>

Exhibit A

**Budget Reductions By Accounting Unit
Finance**

Accounting Unit	Account	Proposed Reductions
Accounting 100220		-
	50101 Part Time Wages	29,874
	51100 FICA	3,931
	51103 IMRF	1,852
	51104 Medicare	433
	55224 Switch Replacement	<u>4,861</u>
Total Accounting		<u><u>40,951</u></u>
Purchasing 100221		
	55224 Switch Replacement	<u><u>440</u></u>
Utility Billing 100222		
	55224 Switch Replacement	<u><u>2,648</u></u>

Exhibit A

Budget Reductions By Accounting Unit

Fire

Accounting Unit	Account	Proposed Reductions
Fire Administration 100400		
	50100 Regular Wages	63,650
	51102 Employer Pension Contr.	31,643
	51104 Medicare	923
	51200 Health Insurance	8,447
	51204 Workers Compensation	3,692
	54399 Other Contracted Svcs	8,500
	55224 Switch Replacement	6,626
Total Fire Administration		123,481
Fire Operations 100401		
	50100 Regular Wages	39,086
	51104 Medicare	567
	51200 Health Insurance	12,287
	51204 Workers Compensation	2,267
	52306 Signage/Traffic Control Supplies	664
	52308 Lumber Supplies	600
	52400 Gasoline	3,013
	54371 Testing & Inspection Services	1,178
	54467 Repair & Maint - Other Equip	1,692
	56002 Machinery and Equipment	9,500
	56002 Machinery and Equipment	12,500
	55223 Motor Vehicle Replacement	199,265
	55224 Switch Replacement	6,626
Total Fire Operations		289,245
EMA 100402		
	55223 Motor Vehicle Replacement	14,016
	55224 Switch Replacement	1,324
	56099 Other Capital	9,000
Total EMA		24,340

Budget Reductions By Accounting Unit**Police**

Accounting Unit	Account	Proposed Reductions
Police 100300		
	51300 Registration and Fees	36,050
	51304 Memberships and Dues	2,165
	51400 Transportation Expense	3,250
	51401 Lodging	3,000
	51402 Meals per Diem	3,250
	51601 Non Taxable Uniform Items	6,950
	52000 Office Supplies	500
	52001 Computer Related Supplies	400
	52002 Books and Subscriptions	800
	52100 Refreshment Supplies	3,050
	52101 Meals	100
	52201 Awards	2,100
	52300 Janitorial/Kitchen Supplis	1,600
	52310 Small Tools and Equipment	14,950
	52319 Other General Supplies	3,500
	52400 Gasoline	8,154
	52900 Ammunition	2,500
	52901 Police Supplies	2,835
	52902 Crime Lab Supplies	750
	54250 Software Licenses & Subscriptions	12,500
	54353 Towing	1,500
	54399 Other Contracted Services	22,525
	54467 Repair & Maintenance - Other Equip	4,000
	54480 Central Garage Services	8,180
	54500 Postage	250
	54520 Printing	4,100
	55223 Motor Vehicle Replacement	82,822
	55224 Switch Replacement	28,265
	56004 Computer Equipment	15,500
		<u>15,500</u>
Total Police		<u><u>275,546</u></u>

**Budget Reductions By Accounting Unit
Community and Economic Development**

Accounting Unit	Account	Proposed Reductions
Planning Services 100600		
	51300 Registration and Fees	920
	51400 Transportation Expense	618
	51401 Lodging	908
	51402 Meals per Diem	360
	52000 Office Supplies	125
	52100 Refreshment Supplies	50
	54110 General Legal	2,000
	54520 Printing	1,110
	54640 Façade Grants	10,000
	54641 CIC Grants	15,000
	55224 Switch Replacement	2,207
Total Planning Services		<u>33,298</u>
Planning Commission 100601		
	51304 Memberships and Dues	740
	54180 Transcript Services	2,000
	54530 Legal Notices	50
Total Planning Commission		<u>2,790</u>
Zoning Board of Appeals 100602		
	54180 Transcript Services	<u>100</u>
Building & Code Enforcement 100603		
	51600 Taxable Uniform Items	100
	52000 Office Supplies	200
	52002 Books & subscriptions	150
	52100 Refreshment Supplies	50
	52400 Gasoline	304
	54150 Consulting Services	500
	54305 Landscaping and Mowing	150
	54399 Other Contracted Services	250
	54520 Printing	100
	55223 Motor Vehicle Replacement	8,476
	55224 Switch Replacement	4,414
Total Building and Code Enforcement		<u>14,694</u>
Development Engineering 100604		

Exhibit A

52400 Gasoline	145
55223 Motor Vehicle Replacement	1,160
55224 Switch Replacement	883
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	2,188
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Economic Development 100650

50100 Regular Wages	38,505
51103 IMRF	5,067
51100 FICA	2,387
51104 Medicare	558
51105 401A	577
51300 Registration and Fees	850
51400 Transportation Expense	380
51401 Lodging	450
51402 Meals per Diem	230
54150 Consulting Services	2,000
54540 Advertising	500
54543 Restaurant Week	3,000
54644 Business Incentive Program	15,000
55224 Switch Replacement	883
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	70,387
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Exhibit A

Budget Reductions By Accounting Unit

Fire

Accounting Unit	Account	Proposed Reductions
PW Admin and Engineering 100500		
	52400 Gasoline	30
	55223 Motor Vehicle Replacement	1,421
	55224 Switch Replacement	<u>3,751</u>
Total PW Admin		<u><u>5,202</u></u>
Public Services 100510		
	52400 Gasoline	9,000
	55223 Motor Vehicle Replacement	402,026
	55224 Switch Replacement	<u>5,738</u>
Total Public Services		<u><u>416,764</u></u>

Exhibit A

**Budget Reductions By Accounting Unit
Non Departmental and Other Funds**

Accounting Unit	Account	Proposed Reductions
General Fund Transfers 100800		
49300 (New)	Transfer from Refuse	53,120
	57300 Transfer to Refuse Fund	80,000
	57307 Transfer to Capital Improvements	<u>647,000</u>
Total General Fund Transfers		<u><u>780,120</u></u>
General Fund Revenues 100999		
	47301 Sale of Fixed Assets	<u>150,000</u>
Refuse Fund Transfers 230800		
	49100 Transfers from General	80,000
New	Transfer to General Fund	<u>53,120</u>
		<u><u>133,120</u></u>
Refuse 230560		
	54301 Refuse and Hauling Service	<u>133,120</u>
Capital Projects Transfers 513800		
	Transfer from General	<u>647,000</u>
Capital Projs Special Services 513511		
	56002 Machinery and Equipment	15,000
	56200 Structures and Improvements	<u>632,000</u>
		<u><u>647,000</u></u>