



REPORT TO TOWN BOARD

FROM: Andrew J. Quarnstrom, Township Supervisor

DATE: November 5th, 2019

SUBJECT: Fiscal Year 2019/2020 Budget Amendment, Ordinance 2019-1102

A. Introduction: The purpose of this Ordinance is to amend the FY 2019/2020 budget by re-budgeting \$64,125.00 of unencumbered funds to FY 2019/2020 Assessor Miscellaneous Contractual (80280800-52030).

B. Recommended Action: The Township Administration recommends approval of this Ordinance.

C. Summary:

The Assessor's office is requesting the transfer of money budgeted but not spent for Devnet Services in FY 2018/2019 to be re-budgeted from unencumbered funds to FY 2019/2020 for the same purposes and in the same amount.

D. Background:

1. Devnet Scanning/Digitalization: In December of 2018, the Township Board passed Resolution 2018-1202, a resolution approving a professional services agreement with Devnet Inc. for scanning and sketching property record cards. The Resolution provided direction to enter into an agreement for Devnet to scan 22,641 City of Champaign Township property record cards for a total cost of \$64,125.00.

2. Completion of Work: The process of digitalizing the property record cards took longer than expected and ultimately wasn't completed until June of 2019. The final invoice for all work completed was received by the Township on July 11, 2019. Because the bill was not received until after the end of the FY 2018/2019 fiscal year, the funds need to come out of the FY 2019/2020 budget year. This amendment moves the unencumbered funds not used in FY 2018/2019 to FY 2019/2020.

E. Alternatives:

1. Approve Ordinance 2019-1102, An Ordinance Amending the City of Champaign Township Budget and Appropriation for FY 2019/2020 in the amount of \$64,125.00.

2. Do not approve Ordinance 2019-1102, An Ordinance Amending the City of Champaign Township Budget and Appropriation for FY 2019/2020.

F. Discussion of Alternatives:

Alternative 1 approves Ordinance 2019-1102 and allows the Township to transfer \$64,125.00 from unencumbered funds not spent in FY 2018/2019 to FY 2019/2020.

a. Advantages

- Approving Ordinance 2019-1102 will provide the necessary money for a balanced budget in line 80280800-52030, Assessor Miscellaneous Contractual.
- The Township is contractually obligated to pay this amount to Devnet Inc.

b. Disadvantages

-No disadvantage to approving Ordinance 2019-1102.

Alternative 2 Do not approve Ordinance 2019-1102.

a. Advantages

-None.

b. Disadvantages

- The Township will see a deficit in FY 2019/2020 budget line 80280800-52030, Assessor Miscellaneous Contractual.

G. Community Input: Input can be given during the public comments section of the meeting at which this item is considered.

H. Budget Impact: Should the Ordinance be approved, there is no budget impact. If the Ordinance is not approved, the Township will operate with a \$64,125.00 deficit in FY 2019/2020, Assessor Miscellaneous Contractual.

I. Staffing Impact: Approximately 2 hours of staff time were needed to write this report.

Prepared by:

Andrew Quarnstrom
Township Supervisor