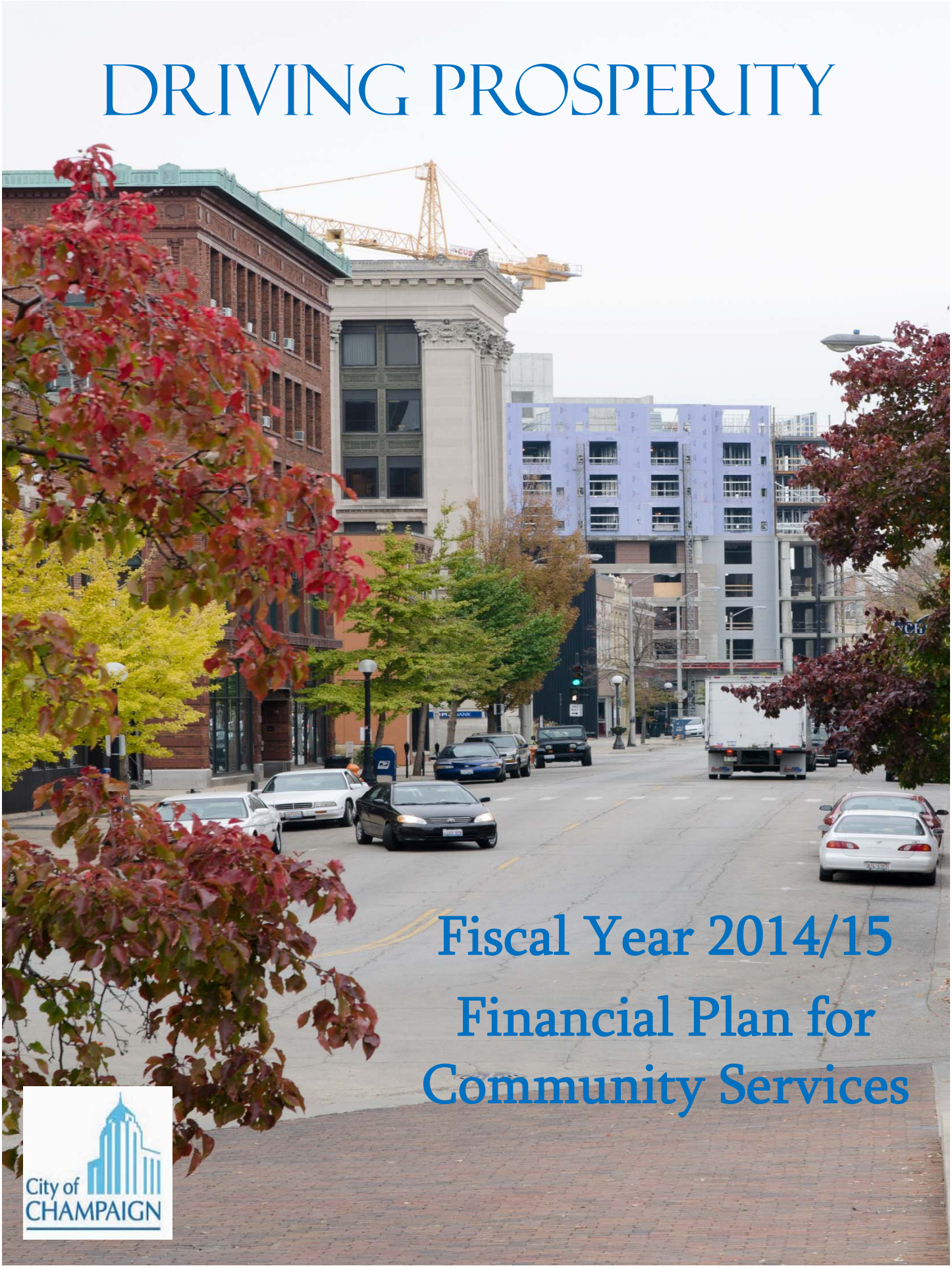
DRIVING PROSPERITY



Fiscal Year 2014/15 Financial Plan for Community Services

City of CHAMPAIGN

City of
CHAMPAIGN

Adopted Financial Plan
For Community Services

Fiscal Year 2014/2015

City of
CHAMPAIGN

Mayor

Don Gerard

Council Members

Will Kyles

Michael LaDue

Vic McIntosh

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Finance Director

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Budget Officer

Matthew Robinson
Financial Analyst

Beth Williams
Finance Technician

Rachael Roberts
Account Clerk III

City of CHAMPAIGN

OUR MISSION

is to provide responsive, caring, cost-effective service
in partnership with our community

These values guide our work

PERSONAL INTEGRITY	We act in the best interests of the City We behave in an ethical and legal manner We are open and honest We follow through on commitments We are loyal to the City
RESPONSIBILITY	We anticipate issues, problems, and opportunities We take initiative We act to prevent and solve problems We take responsibility for the outcome of our actions and decisions We hold ourselves and others accountable
RESPECT	We treat others in a fair, courteous, and equitable manner We actively listen and seek understanding We provide a direct response We embrace ethnic and cultural diversity in the community and our workplace We are positive and cooperative We are willing to apologize
TEAMWORK	We know and respect our roles and responsibilities We ask who needs to be involved and we involve others appropriately We define and agree upon the goals We collaborate to achieve organizational goals We help others accomplish their goals We share authority, responsibility, and credit
RESULTS	We take pride in our work We complete assignments and projects on time and within budget We evaluate outcomes and seek feedback on our performance We learn from our mistakes We innovate

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Champaign

Illinois

For the Fiscal Year Beginning

July 1, 2013

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Champaign, Illinois for its annual budget for the fiscal year beginning July 1, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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City of
CHAMPAIGN

City of
CHAMPAIGN

REPORT TO THE CITY COUNCIL

FROM: **Dorothy Ann David, City Manager**

DATE: **July 1, 2014**

SUBJECT: **DRIVING PROSPERITY – MOVING OUR COMMUNITY FORWARD**

Introduction

The Financial Plan (Annual Budget) establishes the direction for all City government programs and services for the coming fiscal year. It represents the synthesis of Council guidance and staff recommendations on how to best achieve the City's goals and respond to community needs. The Financial Plan is developed in accordance with available resources, established policies, and sound administrative practices. Review and approval of the Financial Plan is one of City Council's most important roles.

In looking ahead to our City's future, the central policy question of the Financial Plan is "How can we advance City Council's vision for our community while sustaining our strong fiscal position over the long term?" The Fiscal Year 2014/15 Financial Plan continues to prioritize the use of recurring revenues for ongoing City services, while investing one-time resources to promote economic expansion and fiscal sustainability. Because this will be the focus of Council discussions for the Fiscal Year (FY) 2014/15 budget, the theme for this year's budget message is Driving Prosperity – Moving Our Community Forward.

Adopted Fiscal Year 2014/15 Financial Plan

The FY2014/15 Financial Plan builds upon the City of Champaign's long history of fiscal discipline and sets the stage for future growth by maintaining fiscal strength, building a vibrant economy, and enhancing infrastructure stability. Financial Plan development begins well before the presentation of the proposed budget for adoption. Annually, in the Fall, a Five-Year Financial Forecast (FYF) is developed. The FYF provides City Council with a high level look at the current year and the trends for future years. The City's FYF in October 2013 projected that sufficient revenue would be available to maintain current recurring service levels and adopt a balanced budget for FY2014/15 that meets the City's financial policies. However, the forecast also anticipated future challenges, as expenditures are expected to exceed revenues for the remainder of the forecast period unless additional cost savings measures are implemented.

Based on the FYF in October 2013, City Council established the Budget Strategy. The strategy provides the framework for the development of the proposed budget. Council direction on the budget strategy was to:

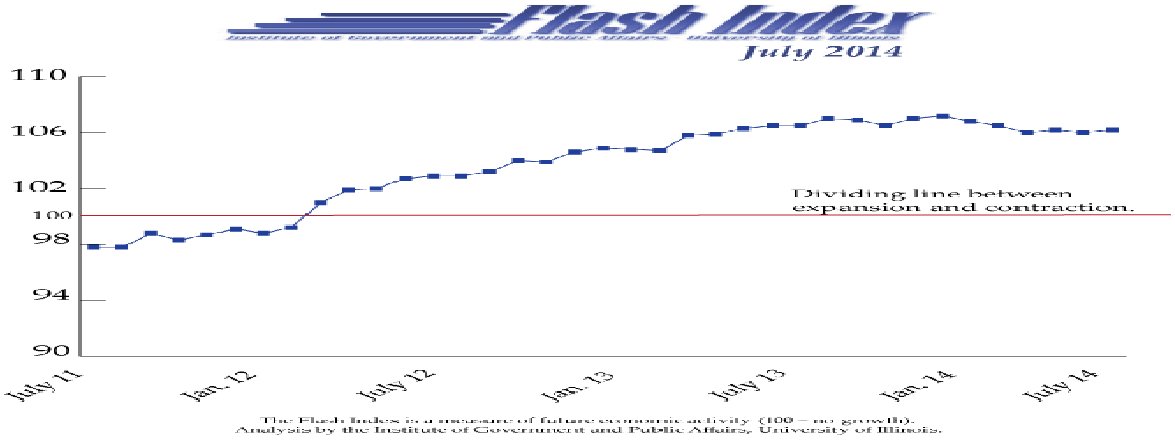
- Prepare the proposed budget consistent with the City's financial policies and service levels currently funded on a recurring basis,
- Keep the overall 2013 adopted property tax levy at the same overall rate as the 2012 adopted levy,
- Develop options for Council to address the downward trend of the Five-Year Financial Forecast in future years, and
- Use the 2013-2015 Vision and Goals set by Council to consider allocation of additional funds resulting from the 2013 home rule sales tax increase as one-time costs.

Ultimately, the annually adopted budget will provide for quality services that accomplish City Council's Vision and Goals and meet the established financial targets outlined in the City's Financial Policies.

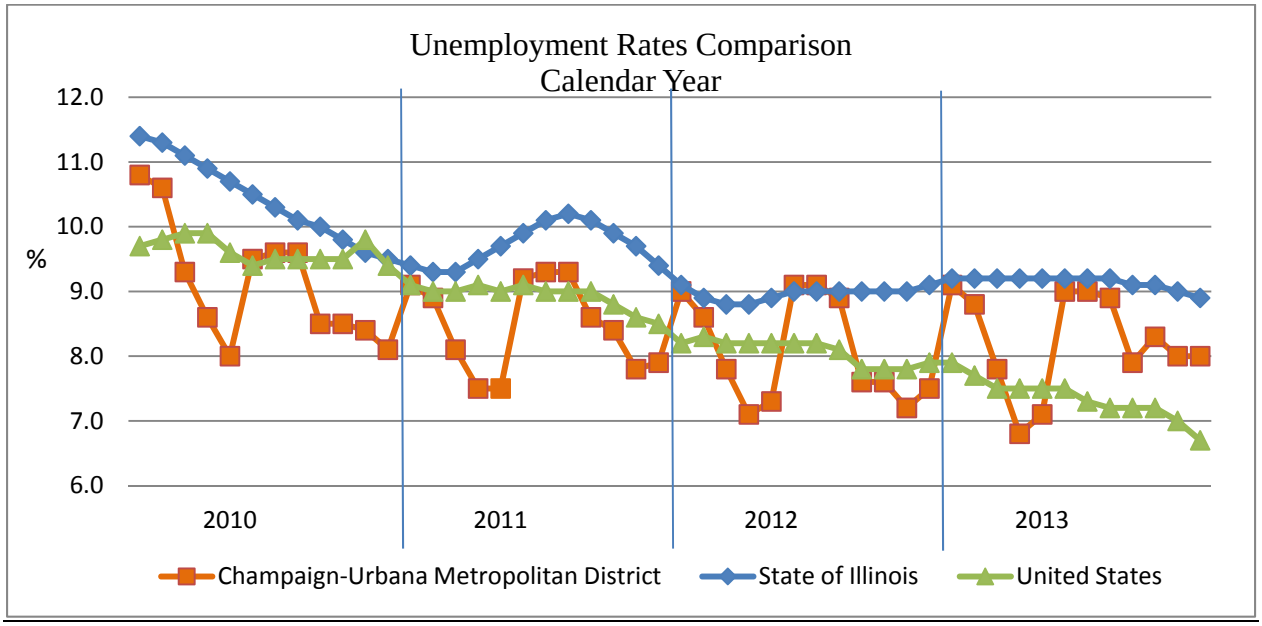
Economic Climate and Revenue Outlook

The national and local economies have been growing consistently for three years and have a direct effect on the City's major revenues. The pace of growth in economic output has been and will likely continue to be slow. Even slow growth has a positive effect on job growth, household income, real estate prices, construction, and retail sales.

Closer to home, the Illinois state economy is improving but at a lower rate than most other states. University of Illinois Professor Fred Giertz created the Flash Index to provide a quick reading of the State's economy. He issues the index the first of each month using the prior month's data. An index reading above 100 indicates an expanding economy and a reading below 100 indicates a contracting economy. For the first seven months of FY2013/14, the index increased and peaked at 107.2 in January 2014. The January reading was close to the pre-recession high of 107.4 for April 2007. Since January, the index fell for four months to 106.0 for June 2014. Professor Giertz has stated that the decline largely resulted from the severe weather this past winter and early spring. If correct, the Flash Index reading should increase as normal weather returns and has increased slightly in July 2014 to 106.2.



The local economy has struggled, but not as badly as many due to the stability provided by the University of Illinois, and the two regional health care providers, the conservative business practices by most local lenders (which avoided the "boom" that resulted in "bust"), and other factors. Champaign's unemployment rate of 6.9% is greater than the national rate of 6.1% for June 2014 but below the State of Illinois' rate of 7.1%. Champaign's rate is typically below the State's as shown on the following graph for calendar years 2010 to 2013:



Source: US Bureau of Labor Statistics - Last Updated on April 18, 2014

Sales tax, the largest revenue for the City, is showing signs of recovery since changes in the economy are almost immediately reflected in receipts. This revenue has shown steady progress with average growth of 3.5% over the past three fiscal years. However, sales tax receipts for FY2013/14 ended at 1.5% or $210,686 below last fiscal year. This decline is likely due to the adverse winter weather conditions discussed above. For the FY2014/15 adopted budget, recurring sales tax is projected to resume growth and increase 2.5% compared to FY2013/14. FY2014/15 will be the first full year for the home rule sales tax increase of 0.25% that was effective on January 1, 2014 and will generate approximately $3 million.

The positive sales tax trend is somewhat offset by the decline in property values that affect the City property tax levy. During the beginning of the economic downturn, the City's property tax levy provided good revenue growth. Because the equalized assessed value of taxable property (EAV) is based on the prior three years' valuations, robust growth leading up to the recession resulted in higher assessed values early in the economic downturn. Beginning with the 2009 EAV, property values began to trend down and have continued through the 2013 levy.

For the 2013 property tax levy (collected in calendar year 2014), City Council adopted a levy at the same adopted rate as the 2012 levy year (1.3152). The City's Financial Policies state that the City should first allocate property tax revenues to "base levy" needs. For the 2013 levy, the City's allocated the revenues to those needs as follows: 51% to the Police, Fire and Illinois Municipal Retirement Fund pension plans, 32% to Library Operations and

Improvements, 12% to Capital Improvements, and 5% to the General Fund. Since the City's overall equalized assessed valuation (EAV) decreased by 1.25%, the City will collect less property tax revenues and the allocation to the General Fund will decline by $195,842. However, as new construction values are added to the EAV, property values will likely start to show signs of recovery with the 2014 levy. Further information on pension funding was provided in the May 6, 2014 Study Session report, "Pension Funding Policy." Additional information on Library funding was provided in these two budget memos:

- February 21, 2014 - Budget Memo 2014/15, Home Rule Sales Tax Increase: Major Funding Need – Library Operations (Study Session 2014-007) and
- May 6, 2014 - Budget Memo 2014/15 – Information Only, Proposed Library Budget FY2014/15."

Income tax revenue for FY2013/14 exceeded FY2012/13 amount for two reasons. First, the State of Illinois delayed remitting income tax revenue to municipalities in FY2009/10. The State caught up this year so 13 tax remittances were received. Staff budgeted FY2013/14 income tax at $95.40 per capita based on Illinois Municipal League (IML) projections. The IML anticipated that growth in remittances would be slight because much of the growth was attributable to asset sales by many individuals in anticipation of Federal tax increases for 2013. However, income tax remittances have remained strong, and staff revised the budget to $97.20 per capita, and income tax remittances ended the year at $95.33 per capita or 1.97% ($151,461) below revised budget. For FY2014/15, income tax is budgeted at $97.80 per capita; an increase of 2.6% ($200,094).

Personal Property Replacement Tax (PPRT) revenue fell below projections during FY2013/14 by 3.6% or $37,019. Established in 1979, the State of Illinois collects PPRT revenue and remits it to local governments to replace revenue that they lost when the State eliminated local governments' authority to levy personal property taxes on corporations, partnerships, and other business entities. The State of Illinois has been reducing its backlog of refunds due to taxpayers, which reduced the State's distributions to the City for FY2012/13. For FY2014/15, staff budgeted PPRT to remain level with the FY2013/14 revised budget of $1,032,212 in anticipation of less refund payments.

For FY2013/14, the City's thirteen major revenues ended the fiscal year 0.73% ($388,978) above FY2012/13 actual receipts. The majority of the increase is due to an additional motor fuel tax payment from the State of Illinois in FY2013/14 as a way to help municipalities address the road degradation from the severe winter weather sooner. Utility taxes account for the majority of the increase for the General Fund. Overall, the City's thirteen major revenues for FY2014/15 were budgeted at 7.2% or $3.9 million above FY2013/14 year-end receipts. As noted above, home rule sales tax was increase by 0.25% effective January 1, 2014 and accounts for $3 million in revenue for FY2014/15. Excluding the tax increase, major revenue growth is projected at 2.9% or $1.6 million for FY2014/15 as compared to year end receipts in FY2013/14.

Safeguards for Fiscal Stability

The City has many safeguards in place through conservative fiscal policies adopted by City Council, careful planning, and swift actions based on constant monitoring of the fiscal outlook.

These safeguards have helped the City avoid the drastic, emergency cuts required by some units of government during the past recession. The City has used these safeguards for many years and continues to do so in the FY2014/15 adopted budget. These safeguards include:

a. **Budgeting Recurring Expenditures at 98.5% of Recurring Revenues:** The 1.5% difference serves as a buffer that protects the City from the need to cut services if revenues fall slightly under projections. It also allows the City a bit more time to make reductions if necessary. The adopted budget has expenditures at 98.5% of revenues.

b. **Fund Balances and Reserves:** City policy calls for an unassigned General Operating Fund balance at a minimum of 10% of operating expenditures, not including transfers. It allows additional time for careful examination and planning in the event of a significant revenue shortfall, and provides contingency funds in the event of a natural disaster or other unforeseen funding need. For the FY2014/15 adopted budget, the unassigned General Fund balance is 10% ($5.2 million). Fund balance is also reserved for certain expenditures expected in the future.

c. **Long Term Financial Forecasting:** Annually, the City prepares the Five-Year Financial Forecast to get a perspective on the long-term fiscal outlook and to identify trends. This is done in the fall before work begins on the following year's budget. This allows City Council to provide direction on a budget strategy that addresses issues identified in the forecast. For example, if revenues are expected to grow faster in the short term but slow down in later years, the City might not commit all recurring available under the guidelines of the City's Financial Policy.

d. **Ongoing Revenue Monitoring during the Year:** Staff analyzes receipts of major revenues and prepares new revenue projections every month. This allows the City to start addressing revenue shortfalls immediately when such trends materialize.

Financial Summary

1. Revenues. Revenues for FY2014/15 for all funds are expected to total $108.9 million, excluding transfers. In total, expenditures exceed revenues by $4.8 million mainly for one-time expenditures that intentionally draw down fund balance. General Fund revenues account for $75.0 million of the total revenues.

2. Expenditures. Total expenditures for all funds for FY2014/15 are $113.8 million excluding interfund transfers. This is a decrease of $15.9 million, or 12.3%, from year-end expenditures in FY2013/14. The decrease results primarily from funds spent or encumbered for certain capital projects during FY2013/14 such as the UC2B Fiber Optics Connection project, at $3.6 million, and the South Fourth Street Extension project, at $2.9 million.

Adopted FY2014/15 expenditures for the General Fund, which supports most basic municipal services, are $79.1 million including supplemental budget requests. The General Fund budget also includes a fund balance of 10% of expenditures (minus transfers) for emergency needs. General Fund expenditures are greater than revenues, with the difference covered by available

funds from current year savings and previously-established reserves. Subject to Council authorization, the $4.1 million will fund one-time expenditures only. Fund balance is often used for major purchases, such as equipment and vehicles, to avoid issuing debt by accumulating funds over time and then spending down fund balance in the year the purchase occurs. This "pay as you go" model for major purchases is common in the City's other funds, such as the Community Improvement funds. In addition to the 10% unassigned fund balance, the budget for the General Fund includes reserves for specific future expenditures.

3. Reserves and Fund Balances. The financial plan includes General Fund balances and reserves of about $6.5 million, representing 12.6% of expenditures excluding transfers. This includes an unassigned fund balance of 10% ($5.2 million), about one month's General Fund expenditures, as well as designated reserves of $1,030,438 for the 27th pay date that occurs every eleven years and $309,270 for City facilities. The previous figures do not include payments due to the City included in the City's Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles. Such receivables, which total over $11 million in most years, are not cash on hand and therefore are not included in the budget document. The following table summarizes revenues, expenditures, and reserves, and fund balances for all funds:

	General Operating	All Funds[1]
Revenues & Expenditures		
Beginning balance	$10,578,700	$115,189,458
Revenues	$75,049,561	$108,937,066
Available resources	$85,628,261	$224,126,524
Expenditures	$79,105,899	$113,770,066
Reserves & Balances		
Pension reserves[2]	$0	$72,589,710
10% unassigned target[3]	$5,182,654	$5,182,654
Other reserves & balances[4]	$1,339,708	$32,584,094
Total reserves & balances	$6,522,362	$110,356,458

(1) Not including interfund transfers to avoid double counting

(2) This includes Firefighters Pension reserves only, as the Police Pension Fund uses a private accounting firm

(3) City policy calls for an unassigned General Operating Fund balance at a minimum of 10% of operating expenditures, not including transfers

(4) Other reserves and balances are restricted or committed due to Council policy, Federal law or State law.

As in the General Fund, reserves in other funds serve a variety of purposes. The particular purposes depend on the fund type. A complete listing of all the City's funds and reserves can be found on pages 50 to 55 of the FY2014/15 Budget document.

a. **Operating Funds.** Reserves in operating funds such as the General Fund bolster resources against revenue shortfalls or other unanticipated events. Total reserves for operating funds excluding the General Fund, such as Parking, Sanitary Sewer, METCAD, and Library funds, are $5,592,739.

b. **Internal Service and Equipment Funds**. These funds account for the financing of goods or services provided by one department to other City departments. Use of these funds does not provide additional revenue or expenditures to the City, but serve as a means to save for the time services are provided or goods are purchased. The reserves in these funds are planned for future purchases, eliminating undue fluctuation in expenditures. These funds are generally structured so that their revenues are relatively level each year while their expenditures fluctuate annually based on services provided or equipment replacement schedules.

   For example, the General Fund transfers a set amount annually to the Vehicle Replacement Fund (VRF) for replacement of a Fire ladder truck over the life of the vehicle to avoid a spike in expenditures in the year when the vehicle is purchased. If the City did not build a reserve for such major purchases, an expenditure for the entire cost of a major purchase would require the General Fund to use its reserves, cut expenditures, and/or find additional revenues to pay for the purchase. Further information on vehicle replacement is in the May 6, 2014 Budget Memo entitled "Vehicle Replacement Schedule - Information Only." Total reserves for all Internal Services funds (Retained Risk, Workers' Compensation, and Fleet Services) are $6,033,510 next year, and for Equipment Replacement funds are $5,871,191.

c. **Community Improvement Funds.** These funds are for capital projects and community development such as the Capital Improvement Fund, Tax Increment Financing funds, and the Urban Renewal Fund. The City typically uses a "pay as you go" policy for capital project funding, similar to the practice for major equipment replacement. In lieu of borrowing, the practice requires reserving money for capital projects prior to beginning the projects. This limits the total cost of doing the projects since debt service would add debt issuance and interest costs. For large projects, these additional costs could fund completion of other smaller projects instead. "Pay as you go" financing also allows for more flexibility if another priority arises, a project costs much more than the estimate in the capital plan, or revenues differ from estimates significantly. The main portion of the community improvement funds reserve is in the Food & Beverage Fund with a balance of $4.5 million. This fund has built up a majority of the funding needed for the upcoming Green Streetscape (First to Fourth) project scheduled for FY2015/16 at $6.0 million. The total amount of reserves for all community improvement funds are $9,467,044.

d. **Debt Service Funds.** The Debt Service funds have reserves of $4,279,902. Setting aside funds to pay debt service, in advance of the payments, is necessary to avoid increasing property tax levies to pay debt service. The budget also shows reserves of $72,589,710 for the Firefighters Pension Fund because the City provides accounting services to the Fund. Reserves are not shown for the Police Pension Fund because the Police Pension Board has chosen to use the services of a private accounting firm.

Finally, the adopted budget is balanced, provides the resources for existing recurring services, recommends mainly one-time investment in supplemental budget requests (SBR's) and will further Council's vision and goals through the allocation of the available home rule sales tax to one-time major funding needs. The recommendations focus on fiscal discipline, setting the stage for future growth and development through new or improved service levels, and enhanced capital improvements.

Supplemental Budget Recommendations

Annually, requests for additional funding to enhance and/or to add services are considered only after the financial policy targets are met as described under Safeguards for Fiscal Stability. These additional funding requests, referred to as supplemental budget requests (SBR), are considered and rated according to criteria adopted in the City's financial policies. Recommendations to include supplemental budget requests in the budget are based upon available funding and level of priority. The supplemental budget recommendations for FY2014/15 are intended to advance Council's Vision and Goals, mainly on a one-time basis. Many of the SBRs leverage funding from outside sources (e.g. State and Federal governments) to maximize the City's investments in particular services. The net cost of recommended SBRs included in the General Fund budget are $59,896 in recurring recommendations and $579,153 in one-time recommendations. A complete listing of all recommendations by Council Goal is located in the May 6, 2014 "Budget Memo 2014/2015 – SS 2014-023, Supplemental Budget Recommendations." The major supplemental budget requests by City Council Goal are as follows:

a. Our City Provides First-Rate Services.

1) **$168,652 in Grant Funded Activities for Public Safety Services.** The Police and Fire Departments have been very successful in obtaining grants and donations to public outreach and education as well as expanded prevention and enforcement efforts. These departments anticipate receiving grants and donations next year in the amount of $168,652. These programs are cost-neutral; the program expenditures and anticipated revenue have both been included in the budget so the net impact on the budget is $0. The following grant-funded programs are budgeted on a one-time basis since there is no guarantee that the City will continue to receive the funding in the future:
    - Emergency Support Services Team
    - University of Illinois Fire and Life Safety Education
    - Strategic Traffic Enforcement Patrol (STEP)
    - 2014 Edward Byrne Memorial Justice Assistance
    - Immigrations and Customs Enforcement Agreement
    - Drug Enforcement Agency
    - United States Marshals Fugitive Task Force

2) **$37,276 in Self Funded Public Safety Services.** The Police Department has two self funded initiatives that support public safety services. These SBRs are cost-neutral; the program expenditures of $16,899 recurring and $20,387 one-time and anticipated revenue of the same amounts have both been included in the budget so the net impact on the budget is $0:

- **Increased Fingerprinting Services.** Currently, approximately 460 sets per year are fingerprinted. With the addition of the concealed carry program in Illinois and the additional requirements of this program, it is estimated this program will add 240 fingerprinting customers. This SBR is to add recurring costs of $16,889 for the ongoing maintenance and upgrades of the Livescan fingerprinting unit and to add a Clerk Typist position (0.23 full time equivalent) to be solely responsible for the fingerprinting duties. The SBR costs are offset by a fee increase of $10 bringing the total fee to $50 per set.

- **Electronic Technician Services.** Continuation of the temporary Project Specialist position (0.50 full time equivalent) is included to assist with the Electronic Technician duties as a means to reduce overtime of existing staff to complete these duties in a timely manner. The Police Department will fund the temporary position through a reduction in their overtime budget of $20,387.

3) **$5,465 Recurring and $95,950 One-time Funding for Public Safety Training.**

- **$90,000 One-time Funding for Fire Officer I Training.** The Fire Department has identified Fire Officer I training as a critical step in developing the vital skills necessary to keep fire companies safe while working on hazardous emergency scenes. Personnel management and efficient resource allocation are also a vital function of the Fire Officer position, which this training also helps address. This SBR allows 10 officers to attend the training and covers backfilling those positions while the officers are at training.

- **$5,465 Recurring and $5,950 One-time Funding for High Tech Crimes Unit Training.** The Police Department formed the High Tech Crimes Unit (HTCU) in 2010 using Community Oriented Policing Services grant funding. The HTCU investigates crimes relating to computers, cell phones, and Internet crimes, which include possession and distribution of child pornography. The HTCU spends a great deal of time and resources using technology to effectively investigate crimes, develop evidence, identify suspects, and identifying owners of lost or abandoned devices. Since grant funding is one-time in nature and not guaranteed for the upcoming years, the funding for this unit has been incorporated in the department's existing budget. This SBR provides recurring funding to maintain staff certifications and one-time funding for enhanced training to address evolving technology.

4) **$98,000 One-time Funding for Employee Recruitment, New Employee Training, and Residency Incentive Reimbursements.**

- **$80,000 One-time Funding for Employee Recruitment and New Employee Training.** The City fills an average of 32 positions per year, of which approximately 50% are public safety positions (Police and Fire). State law requires that Police and Fire hires complete specific training, such as the Police Academy, that costs more than the initial training for most other City staff members. Additionally, a higher number of executive recruitments are anticipated in this fisal year. Costs to recruit, hire and train new employees are paid from the Human Resources Department budget. In the past, additional funding for these expenses has been available through salary savings (position vacancies) as needed. Current recruitments take less time than in the past to fill the open position. Therefore the position is vacant for less time, reducing the salary savings. Large payouts for long term employee separations reduce the salary savings gained from the position being vacant as well. The City's recruitment and training budget associated with filling needed positions is beyond what the standard Human Resources budget will allow, and this SBR has been included in the adopted budget funding.

- **$18,000 One-time Funding for Residency Incentive Reimbursements**. The City has four bargaining units, and a residency incentive was included in the most recent contract with each unit. The incentive is a one-time reimbursement to offset moving costs for any eligible bargaining unit employee that moves into the City's boundaries and for employees that currently reside in Champaign and move to another location within Champaign. Since this is a new incentive, it is difficult to predict the number of employees that will participate in the program. During FY2013/14, five incentives were paid, and this SBR funds six incentive payments in FY2014/15.

5) **$70,000 One-time Funding for Telephone and Voicemail System Replacement.** The City's telephones and system and voicemail system are eleven years old. The system is outdated technology, and the manufacturer will no longer provide parts, software licenses, updates, or technical support to keep this critical communications system functioning. Funding for the hardware of $368,443 is budgeted in the Capital Equipment Replacement Fund (CERF). The system replacement should occur in FY2014/15 to ensure consistent, reliable communications are maintained for all staff, including 24 hours a day, 7 days a week emergency services personnel. The system will also ensure an efficient, reliable connection with the citizens we serve. This SBR is for the installation costs since labor costs were not included in the CERF funding.

6) **$46,250 One-time Funding for Bulk Salt Purchase.** In accordance with the Salt Management Plan, the salt purchase required for FY2014/15 is 4,250 tons. This includes a one-time 850 ton purchase to restore inventories to required December 1 levels plus 3,400 additional tons for a typical winter season. The FY2014/15 budget included a $230,000 allocation for the purchase of salt for the 2014/15 winter. At an

assumed price of $65.00 per ton and a minimum purchase of 4,250 tons, this SBR funds the one-time additional need of $46,250 for a total salt budget of $276,250.

7) **$21,196 Recurring Funding for Miscellaneous Contract and Staffing Cost Increases.** The remaining SBRs under this Council goal are for funding cost increases to existing contracts and services and salary and staffing changes. These SBRs include recurring increases in electricity costs for streetlights and traffic signals, one-time funding for a project specialist from Stormwater fee, and a recurring increase in Legal Secretary I staffing (0.269 FTE) to handle increased City Court workload. Further information on staffing can be found in the May 6, 2014 budget memo entitled "Salary and Staffing Changes – Information Only."

b. Our City is Fiscally Responsible.

1) **$27,577 One-time Funds for Pilot Intergovernmental Partnership for Legal Services with the Champaign-Urbana Mass Transit District (MTD).** The pilot program consists of hiring an attorney contractually to assist the Legal Department to provide services to MTD. The contract attorney would be responsible for general counsel responsibilities for MTD. The agreement with MTD is currently under discussions so the extent of the work and offsetting revenue are tentative. The total cost for this pilot program is $47,577 with an estimated $20,000 in revenue. The pilot program would provide a reasonable timeframe to gauge the effectiveness of utilizing the equivalent of a half time attorney in this fashion. If the pilot is deemed successful, continuation of the program and the associated recurring funds would be requested during the next budget cycle.

2) **$22,878 One-time Funds for the Enterprise Resource Project (ERP) and Human Resource functions.** The City's ERP project is to evaluate the current business processes and systems to improve efficiency and effectiveness by minimizing reliance on manual workflow and outdated systems. Priority emphasis is placed on financial and human resources processes. A Management Analyst (1.0 full time equivalent) is requested for 12 months to coordinate, facilitate, and document workflow and system process improvements. Such a role is critical to maintain internal controls, aide with staff understanding of process changes and the time to implement the changes, and to ensure a smooth transition to new processes and/or systems. This work is expected to take approximately 25 hours per week. The balance of the position's time will be devoted to City Council's goal to implement strategies to contain health care costs while continuing to provide competitive benefits for staff. Council approved funding for the ERP project in FY2013/14, which will fund $68,633 of the position. The remaining costs for the temporary position are funded in the General Fund for this SBR of $22,878.

3) **$11,870 Recurring Funds for Increase in Area-wide Records Management System (ARMS) Agreement.** The Police Department is part of regional group that uses the ARMS records management system, which creates a level of consistency throughout the Champaign County public safety community.

Increases in the operation and maintenance costs of the system are shared between the users. This SBR funds Champaign's contractual portion of the cost increase for this service, which is provided by the City of Urbana.

c. Our City Promotes Economic Opportunity.

1) **$60,000 of One-time Funding for Footing and Foundation Inspections.** The increase in economic development translates to increased inspections for Building Safety. Our City's ability to turnaround plan reviews and inspections in an expeditious manner has historically been a competitive advantage over other cities. A number of large commercial and multi-family projects have started or are projected to start during 2014. To maintain our high level of responsive service and keep up with the increased demand, this SBR provides funding for outside services to conduct the needed footing and foundation inspections.

2) **$32,240 One-time Funds for Visit Champaign County Grant Initiatives.** The vision of Visit Champaign County (VCC, formerly the Champaign County Convention and Visitors Bureau) is to "improve the quality of life and enhance economic growth in Champaign County by helping people work, learn, and play here, making Champaign County the premiere destination in Central Illinois." Annually, VCC has been successful in obtaining grant funding to increase its ability to attract more visitors to the county. VCC has targeted five tourism areas for growth in Champaign County:
   - Ecotourism and Sustainable,
   - African- American Heritage,
   - Cultural,
   - Lesbian, Gay, Bisexual, and Transgender, and
   - International tourism.

   The City is part of a regional group that helps support the VCC. With increased contributions from the City and others, the VCC is able to request additional grant funding from the State for marketing and international tourism purposes. The grants are based on a dollar for dollar match from the grantee. For FY2014/15, based on the current grant applications, the VCC anticipates the City's share of the matching portion of the grants will increase by $32,240.

3) **$1,150 Recurring and $11,500 One-time Funding for Special Events Support.** Public Works provides support for special events including placement and removal of barricades, signage and message boards, litter collection, and street sweeping. Public Works support for special events has increased due to changes in scope (i.e. increased services) and new events. The City's costs for special events are typically reimbursed by the event sponsors. The cost for this additional support is estimated at $7,411 per year. The SBR increases Public Works budget line items and offsets the additional $7,411 with revenue from the sponsors. The SBR also provides one-time and recurring funding for one additional electronic message board. Public Works currently has only one message board. Most special events involve disrupting traffic

on two-way streets requiring message boards for both directions. With only one sign, Public Works must depend on other agencies to lend a message board, which is limited to availability.

d. Our City is a Model for Environmental Sustainability.

1) **$3,135 Recurring Funding for Disposal Fees.** The Landscape Recycling Center and Transfer Station increased disposal fee rates on average 3% as of January 2014. Historically, the city drops off 1,200 tons and 7,700 cubic yards annually at the Transfer Station and Landscape Recycling Center respectively. This SBR funds the cost of the increases on a recurring basis.

e. Our City is Committed to Honest, Transparent Government.

1) **$69,758 One-time Funding for CGTV Production Services.** The recommended funding continues the use of a Multimedia Producer to perform production work. This position is responsible for live production of City Council meetings, day-to-day operation of the City's government access channel (CGTV), CGTV Online, and video content production for the City's social media sites. Using a full-time, professional producer (replaced 2 part time Interns) has made a marked increase in the quality of programming produced for CGTV. Some recent programs include:
   - Champaign Connections,
   - Fire in the Dorm: The True Story of Family, Friends, and Faith,
   - Responsible Drinking Public Service Announcements,
   - Winter Greeting Messages,
   - 2013 Champaign-Urbana International Humanitarian Awards,
   - 2014 STAR Awards,
   - New City meeting open/closing videos, and
   - Improved Bulletin Board and meeting graphics.

2) **$17,080 Recurring Funding to Upgrade the Webmaster Position to Communications Manager.** Communicating with our citizens remains a high priority for the City of Champaign. The purpose of this position upgrade is to enhance City communication efforts with the general public, stakeholders, and City employees. This will increase governmental transparency and foster a well-informed citizenry and workforce. This position will assist City departments in identifying information and messages that need to be conveyed to residents and stakeholders, as well as serve as a more accessible liaison to local media representatives. The position will improve the City's ability to be proactive in responding to emerging community issues and concerns, ensuring effective communication with the public using a variety of communication tools and technologies.

3) **$45,000 One-time Funding for Contractual Technical Services.** This funding provides for outsourced web maintenance services. With the recent departure of the City's Webmaster and the subsequent request to upgrade the position to the

Communications Manager, the City needs site maintenance support, technical issue troubleshooting support, and potential development support for significant web page reorganizations or new web projects. While City staff has sufficient expertise to post, edit, and delete content from the City's web site, no longer is there staff with in-house expertise to handle complex troubleshooting, widget development, plug-in modification, or significant page redesign.

While the City had an in-house Webmaster, numerous situations were encountered that required specific expertise that the Webmaster did not have. In some instances, days were spent conducting research in an effort to complete requested modifications. A well qualified Website Development firm will bring a robust set of expertise through a diverse and experienced staff that would allow for a very efficient process and specific expertise to each task as needed. This not only eliminates time for learning curves but also equates to having multiple staff members available to address specific problems but utilizing their time only as needed. It would be extremely inefficient and costly for the City to hire multiple individuals to cover all potential expertise needed for web services.

Major Funding Needs

In addition to the supplemental budget requests, the FY2014/15 budget includes allocation of the available home rule sales tax revenue to one-time major funding needs to advance Council Goals. At the February 25 and March 4 Study Sessions, staff sought direction from Council members on the relative importance of major funding needs including payment of the Library's portion of the debt service on bonds, economic development activities, and capital improvements projects. Additionally, during the March 4 Study Session, some Council Members expressed interest to consider pension contributions as a major funding need. Based on the feedback given during those Study Sessions, staff prepared three funding packages to address the priority needs. Information on the funding packages can be found in the May 6, 2014 "Budget Memo 2014/2015 – SS 2014-024, Home Rule Sales Tax Increase: Major Funding Needs – Funding Package." The adopted funding package (#1) allocates funding to address all the major funding needs supported by Council as follows:

a. **Library's Portion of the Debt Service on the Main Building - $277,659.** The Library's tax revenues have been stagnant or declining since FY2009/10 while personnel and other costs have increased, resulting in an annual budget gap projected to grow through FY2018/19. The Cooperative Agreement regarding the Main Library Building Project states that two property tax levies dedicated to library purposes will pay $700,000 of the annual debt service on bonds issued for the new main library building. The City's General Fund is responsible for the remaining annual amount of debt above $700,000. On average the Library Operating Fund has paid annual debt service of $277,000, the Library Improvement Fund (a City capital improvement fund) has paid $423,000, and City's General Fund has paid $1.1 million.

   On February 25, 2014, the Library Board presented a sustainable budget plan for FY2015 – FY2019 that would allow the Library to maintain its current hours and staffing and

eliminate the need to request financial assistance from Council every year. However, the sustainable budget plan relied on recurring funding from the City's General Fund. This request was inconsistent with Council direction on the City's budget strategy to use available sales tax proceeds for one-time expenditures only. Therefore, to maintain current services at the Main and Douglass Branch Libraries for FY2014/15, Council included a one-time payment of the Library's portion of the building debt service of $277,659 in the City's General Fund. Further information can be found in

- February 21, 2014 - Budget Memo 2014/15, Home Rule Sales Tax Increase: Major Funding Need – Library Operations (Study Session 2014-007) and
- May 6, 2014 - Budget Memo 2014/15 – Information Only, Proposed Library Budget FY2014/15."

b. Economic Development Activities - $682,273 ($327,273 Home Rule Sales Tax Allocation & $355,000 Other Sources). The Council Goal "Our City Promotes Economic Development" included key projects that require up front funding for implementation. The budget includes funding for the following priority projects:

1) Establish a Virtual Small Business Incubator project to create a web portal providing access to all existing programming that supports small business start up. The web portal entails pulling together some of the common elements of a physical incubator and packaging them together into one single virtual point for information. This will include working with partner organizations to package existing programs that assist small businesses through the process of business plan development, business start up, ongoing operational support, and making the existing assistance more accessible. The funding for this initiative would be used to develop an easy to use web portal and a brand for the site that can be marketed to existing small businesses and potential entrepreneurs who are interested in starting a business - $75,000

2) Fund a small business assistance program (possibly including small grants and larger low interest loans) that could be used to address any missing areas within existing small business assistance programs in the community. Staff will explore options for the missing areas of support that could fund expenses such as buying down rent, purchasing needed equipment, employee training, and other typical start up expenses. Since this is a new initiative of the City, funding will also be used for branding and marketing efforts with emphasis on marketing to minorities and women start up opportunities - $227,273

3) Promote the availability of the UC2B fiber network to provide gigabit internet access to attract and retain businesses. While beginning to do research on how other communities have approached this, including visiting Chattanooga TN, staff has determined that it is not practical to market the community around the UC2B fiber network until it is substantially built out or in the process of being built out. The UC2B Not for Profit, established to take over the system from the intergovernmental partnership, has discussed potential partnership with private companies to assist UC2B in building out the fiber network and using it to provide a full range of services. Once a private partner has been identified and a build out schedule

developed, City staff will initiate this project to develop a community brand around the UC2B fiber network (Chattanooga's brand is built around the "Gig City" tag line) and building a campaign to tell that story as a business attraction tool. Staff will engage the services of a marketing firm to implement this, and partner with the Champaign County Economic Development Corporation in this effort - $75,000 ($50,000 existing funding in the General Fund plus $25,000 as part of the home rule tax allocation)

4) Encourage and support the revitalization of commercial property in low-to-moderate income neighborhoods. Developing a program to implement this project entails the following steps:

- Map the commercial properties located in low to moderate income neighborhoods to identify eligible properties.
- Determine eligible activities for whatever funding is made available (building improvements, site improvements, business start-up expenses, etc.).
- Decide who will be eligible for assistance (e.g., anyone willing to improve the property or start a business in these areas, persons who have low to moderate incomes).
- Develop a plan to market the program to populations that have historically encountered difficulty obtaining commercial loans (e.g. women and minorities).
- Determine the requirements that must be met to receive funding (perhaps a requirement to go through the City's Virtual Incubator program).
- Finally, determine the assistance to be given (a grant or a loan) and the amount.

One option to achieve this goal would be to establish a pilot program similar to the Redevelopment Incentive Program (RIP) funded through the City's Tax Increment Financing (TIF) Districts, but targeted to properties outside of the TIF Districts and located in low-mod income neighborhoods. Initially, this program could include a small grant element up to $10,000 to address early business start up costs, and a larger low interest loan element to make more significant improvements to a property if that is needed - $305,000 from existing funding in the Urban Renewal and Urban Development Action Grant Funds

Staff will review proposed program guidelines in a future study session for Council approval. Inclusion of the new programs would need to be adopted by Council as part of the Economic Development Strategic Plan. Further information can be found in February 28, 2014 - Budget Memo 2014/15: Study Session 2014-009, Home Rule Sales Tax Increase: Major Funding Need: Economic Development Funding.

c. Capital Improvements - $1,159,575 ($959,575 Home Rule Sales Tax Allocation & $200,000 Capital Improvements Fund). Due to the challenges over the past few years, resources were cut or reallocated in the Capital Improvement Plan (CIP) exacerbating the backlog of street maintenance needs. Most of the reductions were for streets and other transportation improvements. Street maintenance activities, delayed as a result of these cuts, have been further impacted by the harsh weather conditions this winter. One-time funding for capital improvements will go to three key components as follows:

1) During the 2013/2014 winter season (December through March), the City experienced severe weather conditions over an extended period of time. The effect of the severe weather on the City's streets is reflected through the significant amount of requests the Public Works Department received to fill potholes. Service requests are received mainly from phone calls with the remaining requests received through email and the See, Click, Fix app. For the 2011/2012 and 2012/2013 winter seasons, Public Works received 175 and 156 service requests to fill potholes, respectively. For the 2013/2014 season, 421 service requests were received. Additionally, 98 repair claims were submitted for damage to a person's car from a pothole which is 35 more claims than the past three winter seasons combined. Swift action to address the worst potholes in this fiscal year was taken by Council on March 18, 2014, to authorize a special purchase process and contract for permanent pavement patching. The FY2013/14 annual budget was amended for the Capital Improvements Fund by increasing expenditures by $500,000. The available unallocated home rule sales tax in FY2014/15 will partially replenish the Capital Improvements Fund (CIF) balance by $300,000 since CIF balance was used during the current fiscal year to accelerate this program. Total funding approved for the program is $500,000 ($200,000 funding from the Capital Improvement Fund plus $300,000 as part of the home rule tax allocation.)

2) Additional one-time funding for capital improvements in the 2014/2015 years timeframe as recommended by Public Works supplements funding for the Annual Asphalt Overlay Contract. This is based on staff availability for project management. The City has a backlog of concrete and asphalt street maintenance needs, as well as a list of unfunded street reconstructions, intersection improvements, and other projects. However, additional funding for a concrete streets project would require additional staff to manage the work, or delay of another project and/or work item. The annual asphalt overlay project can accommodate the additional funding, and corresponding workload, under current staffing levels in the 2014/2015 timeframe. Council supported allocating one-time monies towards high priority capital improvements to reduce the backlog, and approved $549,575 to advance street maintenance in addition to funding allocated to permanent pavement patching.

3) Lastly, three Council Members supported the addition of the Mattis Avenue pedestrian crossing at Sangamon Drive project ($110,000) to the approved capital improvements funding allocation. This project will design and install pedestrian safety improvements to cross Mattis Avenue at Sangamon Drive.

d. Pension Funding - $500,000 ($250,000 Home Rule Sales Tax Allocation & $250,000 General Fund Reserve). Currently, the General Fund has a $250,000 reserve to mitigate future pension funding fluctuations. Since Council adopted a key project to "Adopt a plan to fully fund the City's pension obligations" under the Goal "Our City is Fiscally Responsible," approval was given for 1) increasing the funding by $250,000 from the available home rule sales tax funds for a total amount of $500,000, and allocating this amount equally to the Fire and Police pension funds. Further information is provided in the May 2, 2014 Report to Council on Pension Funding Policy (Study Session 2014-021).

e. **Reserve Policy Funding - $85,493.** Any increase in expenditures requires an increase in fund balance to meet the City's Financial Policies to maintain an unassigned General Fund balance equal to 10% of expenditures less transfers. The 10% policy ensures that funds are available to cover unexpected costs due to events such as natural disasters and/or revenues falling significantly short of projections. Maintaining a healthy General Fund balance allows the City to have cash on hand to pay the City's commitments on time, and is necessary to maintain the City's AAA credit rating. Funding the major funding needs described above at the recommended levels necessitated reserving an additional $85,493 to provide the additional fund balance required by policy.

Salary and Staffing Overview

The staffing recommended for FY2014/15 continues a conservative approach. The recommended Salary and Staffing Ordinance includes 488.660 full-time equivalent positions (FTE), a 3.101 FTE decrease from the FY2013/14 staffing level (a 3.600 FTE decrease in temporary positions and a 0.499 FTE increase in recurring positions). This does not include the Library, which presents a separate salary and staffing ordinance. For FY2014/15, the Library has a total personnel complement of 82.475 FTE, and plans to hold 16 positions (10.275 FTE) vacant while the Library Administration and Board of Trustees continue to research other measures to generate revenues and cut expenses.

City staffing levels are established to provide quality public service in a fiscally sustainable manner. Most of the position changes for FY2014/15 are reductions of non-recurring positions that were scheduled to expire. A few position additions and changes are included to support specific projects. There are also changes to job titles that do not impact the budget or staffing levels but that are intended to better reflect the responsibilities of the positions.

The majority of salary changes are required by union contracts. Across-the-board increases for the International Associations of Fire Fighters (IAFF), American Federation of State and County Municipal Employees (AFSCME), United Association of Plumbers and Steamfitters (Plumbers), and Illinois Fraternal Order of Police Labor Council (FOP) bargaining units are included in accordance with labor contract negotiations. An across the board increase for non-bargaining unit employees is comparable to the increases received by the IAFF and FOP bargaining units.

The following explains the staffing and salary changes reflected in the adopted budget:

1. **Expiration of temporary positions.** Several positions that were previously authorized temporarily to support specific projects have expired and are eliminated:

    - 1.000 FTE Project Specialist II in the City Manager's Office. This position is expired, with unused funding rebudgeted to provide other support to the Champaign Community Coalition long-term sustainability.
    - 0.500 FTE Facilities Project Manager in the Public Works Department
    - 0.400 FTE Research Intern in the Neighborhood Services Department
    - 2.000 FTE Project Specialist II and 1.000 FTE Programmer II in the UC2B activity

2. **Increases to staffing levels to support specific projects.** The following changes reflect increases to staffing levels to better support specific projects or initiatives:

    - Add 0.269 FTE Legal Secretary in the Legal Department on a recurring basis. Currently, 1.231 FTE is authorized for Legal Secretary. The additional FTE increases the staffing level to 1.500 FTE to adequately staff City Court needs, Freedom of Information Act requests, and to provide other secretarial assistance.
    - Add 0.230 FTE Clerk Typist II (non-bargaining unit, non-exempt, pay grade G-17) in the Police Department, Records division on a recurring basis. The job title and pay grade are estimated for budget purposes, but will be subject to a position evaluation. This is a new position created to assume the responsibility of providing fingerprinting service to the public with the newly purchased LIVESCAN finger printing unit. Funding for this position is expected to be provided by new revenue generated from additional fingerprinting demand following the new "concealed carry" program in the State of Illinois.
    - Add 1.000 FTE Management Analyst in the Human Resources Department for 12 months. This position is proposed to manage the Enterprise Resource Planning (ERP) project and other HR initiatives in support of Council Goals regarding health care cost containment and administrative efficiency.
    - Add 0.300 FTE Research Intern in the Planning and Development Department for FY2014/2015 only, to support the creation of economic development pilot projects as described in February 28, 2014 Budget Memo 2014/2015 – Home Rule Sales Tax Increase: Major Funding Need – Economic Development SS 2014-009.

3. **Changes to positions, pay classifications, or job titles that do not affect staffing levels**. The following changes include reclassifications of existing positions, adjustments to job titles, and extensions to the authorizations of existing non-recurring positions.

    - Replace 1.000 FTE Webmaster (G-25) in the Information Technologies Department with 1.000 FTE Communications Manager (G-30) in the City Manager's Office, to better support the objectives of the City communications plan.
    - Reclassify 1.000 FTE Clerk Typist II (non-bargaining unit) in the Public Works Department, Administration budget activity, to Customer Service Representative (AFSCME bargaining group) as part of a planned reorganization of the customer service function in that department.
    - Change title of Grounds Maintenance Intern in the Public Works Operations division to Research Intern, to better reflect the responsibilities of the position.
    - Restore funding for 0.450 FTE Research Intern in the Information Technologies department. This position is currently authorized in position control but was not funded in FY2013/14, in exchange for funding a non-recurring Multimedia Producer position.
    - Extend 0.250 FTE temporary Project Specialist in the Public Works Department, Engineering division, through June 2015. This position provides support to the Public Works Director on stormwater projects.
    - Extend authorization for 0.500 Project Specialist I in the Police Department through June 2015 to continue to perform specialized electronic/technology duties.

- Extend authorization for 1.000 FTE Multimedia Producer in the Information Technologies Department through September 2015. This position is responsible for the day to day operations of the City's government access channel (CGTV), CGTV Online, and video content production for the City's social media sites.
- Corrects a scribner's error in the title of Project Specialist I in the Neighborhood Services Department, Administration budget activity, which should be reflected as a Project Specialist II.

4. **Reorganization of the Planning and Development Department.** In 2013 the economic development functions of the City were moved from the City Manager's Office to the Planning Department and the name of the department was changed to Planning and Development. This involved moving one existing position, the Economic Development Manager, to the Department. Moving economic development functions to Planning and Development added to the Department's core responsibilities of development review and long range planning. The Planning and Development Department did not add additional staff (with the exception of the transfer of the Economic Development Manager position) to accommodate this transition. However, restructuring the Department allows better allocation of time and responsibility among existing staff. The restructuring does not add any additional staff and does not increase the overall salary budget of the Department. The restructuring of positions creates a clear distinction between entry-level, mid-level and management level of responsibilities. The highlights of the restructuring are:

    - Three existing Planner II positions (non-bargaining unit, G-24 pay grade) are re-titled to Associate Planners (no change in pay grade). Planner II is the department's entry-level position. The title is non-intuitive since the City has not employed Planner I or Planner III positions for many years.
    - The restructuring creates a new title for mid-level planners called Senior Planner (non-bargaining unit, G-27 pay grade). One existing Planner II position will be increased to the Senior Planner level while the existing Land Development Manager (currently pay grade G-29) and Economic Development Manager (G-30) positions would be downgraded to the Senior Planner level (both positions are currently vacant). The existing Zoning Administrator (currently G-25) would be upgraded to the Senior Planner pay level but would keep the title of Zoning Administrator.
    - The Secretary II position would change title to "Administrative Assistant" but would not change pay grade levels.
    - There is no change for the Director or Assistant Director of the Planning and Development Department.

5. **FY2014/15 Salary and Wage changes.** The following changes to salary ranges, employee wages, and position classifications are in the FY2014/15 salary schedules.

    - Schedule C – FOP Salaries: 2% - 3% increases scheduled, depending on longevity, per contract approved in 2012.
    - Schedule D – IAFF Salaries: 2.53% increases scheduled, per contract approved in 2013.

- Schedule E – AFSCME Salaries: 3% increases scheduled, per contract approved in 2014.
- Schedule F – Plumbers Salaries: 3% increases scheduled, mirroring AFSCME's increase per the "me too" clause in the Plumbers contract approved in 2012.
- Schedule G – Non-Bargaining Unit Employees and Department Heads: 2.5% increase scheduled.

Capital Improvements Overview

Annually, the ten-year Capital Improvements Plan (CIP) is updated to reflect new project cost estimates and contractual obligations and prioritize new projects important to the ongoing maintenance, rehabilitation and expansion of the City's infrastructure for the next ten years. The FY2014/15 CIP includes approximately $32.6 million in capital expenditures including one-time funding from the increased home rule sales tax revenues as part of the major funding needs funding package. Further detail on the Capital Improvements Plan can be found in the May 6, 2014 Budget Memo entitled "Capital Improvements Plan" (SS 2014-025) and in the May 30, 2014 Budget Adoption Report to Council. Highlighted below are five key projects included in the CIP:

a. **West Washington Street Watershed Drainage Phase 1 & 2:** This project, which follows repeated occurrences of flooding at several locations throughout the West Washington Street watershed, will provide drainage improvements in the watershed. Expenditures of $2.2 million are proposed for FY2014/15, with an additional $0.1 million over the ten-year CIP. In Phase 1 a detention basin will be constructed near the intersection of Washington and Russell Streets in 2014. Phase 2 consists of two detention basins along Glenn Park Drive and a storm sewer that would connect the Phase 1 and Phase 2 detention basins. These improvements will upgrade the level of flood protection in the watershed.

b. **Green Streetscape (First to Fourth):** The third phase of the Green Street Streetscape Project focuses on the portion of Green Street from Fourth Street to Neil Street. This project will design Phase 3A, the stretch of street from Fourth to First Street including the intersection of First and Green Streets. Phase 3A expenditures are proposed at $406,091 for FY2014/15 and $6.0 million in FY2015/16. Also included in the project is Phase 3B, which focuses on the stretch of

Green from First Street to Neil Street, including the railroad overpass. While both phases will be designed as part of this project, only phase 3A will be constructed at this time given the amount of funding available for the project. The timing of construction of Phase 3B will be evaluated as funding becomes available.

c. **Bristol Park Neighborhood Implementation Plan:** This project funds implementation of the Bristol Park Neighborhood Plan. The expenditures for FY2014/15 are proposed at $3.1 million and $9.0 million over the ten year CIP. The Neighborhood Plan identified five goal areas: housing/land use, human development, parks/open space, public safety and transportation.

Bristol Place – Before and After

Current Development

Conceptual Redevelopment

d. **Healy Street Reconstruction (Fourth to Fifth):** This project will reconstruct Healey Street between Fourth and Fifth Streets and will include improvements to the intersection of Healey & Fourth. The expenditures for FY2014/15 are proposed at $743,050. Healey Street will be upgraded from a brick street to a concrete street. The proposed street improvements will support anticipated increased traffic generated by the Campus Center Project (Lot J).

e. **White Street (Second to Wright):** This project will improve White Street between Second Street and Wright Street, replacing the failed brick/asphalt pavement from Second to Fifth and the existing concrete pavement between Fifth

and Wright with new, thicker and wider pavement. The pavement will be widened to accommodate bike lanes on both sides of the street. Street lights are included in the project. White Street construction is planned for the year after the Green Street (First to Fourth) project is completed. The projected ten year cost for this project is $2.5 million and mainly funded by the Local Motor Fuel Tax.

Conclusion

The adopted budget preserves critical services with an emphasis on strategic investments to expand the local economy, preserve and improve critical infrastructure throughout the City, and advance City Council's Vision and Goals. As part of the FY2013/14 budget adoption, Council approved a 0.25% increase to the home rule sales tax and targeted funding to major recurring needs for Police Officer staffing and overtime, and restoration of Fire Department overtime to operate the second fire company at Station 4. One-time funds were directed to the Library to maintain current service levels. The FY2014/15 adopted budget continues the recurring investments in Police and Fire and includes one-time funding to further strategic investments consistent with Council Goals including an additional payment for a portion of the debt service on bonds that financed the main Library facility, economic development activities, permanent pavement patching, capital improvements, and additional contributions to the City's Fire and Police Pension Funds. The adopted budget is balanced and meets the City's financial policies. Going forward, the City will continue to explore strategies to maintain long-term fiscal sustainability to keep City expenditures within policy target levels.

Acknowledgments

It would not be possible to prepare this Financial Plan without the dedicated efforts of employees throughout the City organization. Finance Department staff members deserve special recognition for their efforts to complete the necessary financial forecasting and analysis, and for coordinating all the information provided by City departments for inclusion in the budget. The citizens of our City are well-served by our employees who routinely seek ways to provide services more efficiently and effectively, assuring that we maintain high quality services within available resource levels.

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City of
CHAMPAIGN

How to Use This Document

This Financial Plan Document is organized into sections. These are Financial Plan; Summary; General Fund; Other City Funds; Public Library; Capital Improvement Projects; and Supplemental Information. Each section is described below.

Financial Plan

The Document begins with the City Manager's Letter of Transmittal, which immediately precedes this section.

The background portion is a consolidated overview of the City of Champaign and its government.

Summary

The summary section is designed to provide the reader with a quick overview of the City's Financial Plan. This section also identifies personnel resources in terms of total full-time equivalent positions. This section can be used as an easy to follow stand alone document.

General Fund

A fund statement at the beginning of this section provides information on the beginning balance, revenues, expenditures, and reserves and balances, over a three-year period. This fund is divided into departments, which consist of one or more budget activities. A budget activity is generally equivalent to an organizational unit. Service Plans for each department are included preceding the first budget activity for that department. Activity summaries, which list expenditures by classification (personnel services, commodities, contractual services, capital outlay, and transfers), are included for all activities.

Other City Funds

This section includes the budget for all funds other than the General Fund. All funds are listed and explained in the Supplemental Information section under Budgetary Basis and Accounting Information. The fund and activity structure is the same as for the General Fund, however, these funds rarely contain more than a few activities. Fund statements are included for each fund. Service plans for departments that do not have any General Fund activities (e.g., METCAD) are included with appropriate funds.

Public Library

Although the Library's accounts are currently administered independent of the City's accounts, its budget is included in this document. The Library budget is organizationally similar to the budget for other City funds.

Capital Improvement Projects

This section includes additional information on the ten-year Capital Improvements Plan. Capital Improvements are defined as any physical asset constructed or purchased to provide, improve, or replace a public facility and which is large scale and high in cost. The cost of a capital improvement includes preliminary studies, design and construction and is general non recurring and may require multiyear financing. A Capital Improvements Plan document is distributed separately.

Supplemental Information

This section includes additional information to assist the reader in understanding the Financial Plan. It includes an overview of the City's long-term debt, property tax breakdown and salary and staffing schedules for the new fiscal year.

City of Champaign Demographics

Population	**82,517**
Total Area	22.43 Sq. Miles
Gender Information of Champaign as of 2010:	
Male	50.9%
Female	49.1%
Median age	26.5
Age Breakdown of Champaign as of 2010:	
0-18	17.3%
19-64	75.1%
65+	7.6%
Married	30.82%
Divorced	6.65%
Financial Data	
Median Household Income	$41,403
Sales Tax	9.00%
Job Growth %	(0.10%)
Housing	
Median Home Price	$151,300
Housing Units (2010)	34,434
Health	
Has Health Plan	87.9%
Business/Industry	
Number of Firms	5,767
Per Capita Income	$39,086

Employment Data	
Employment Data for Champaign/Urbana as of 01/2014:	
Labor Force	113,600
Employed	104,000
Unemployed	9,600
Unemployment Rate	8.5%
Industry Employment of Champaign/Urbana as of 2014:	
Mining, Logging & Construction	2.76%
Manufacturing	7.51%
Trade, Transportation & Utilities	16.16%
Information	2.38%
Financial Activities	3.99%
Professional & Business Services	7.79%
Education & Health Services	12.83%
Leisure & Hospitality	10.08%
Government	33.37%
Other Services	3.14%
Weather	
Annual Precipitation	41.38 in.
Clear days	178
High Temperature in July	85.0° F
Low Temperature in January	16.7° F

*Information is taken from Census and Department of Labor Websites: http://www.bls.gov/eag/eag.il_champaign_msa.htm; http://quickfacts.census.gov/qfd/states/17/1712385.html; Census Bureau;Illinois Department of Employment Security; Champaign County Regional Planning Commission; http://www.zillow.com/local-info/IL-Champaign-people/r_4042/; http://www.isws.illinois.edu/atmos/statecli/cuweather/cu-averages.htm; County employment and wages summary – BLS; www.usa.com/rank/; http://www.bestplaces.net/people/city/illinois/champaign; http://www.census.gov/did/www/sahie/data/interactive (Small Area Health Insurance Estimates)

City Hall

General Information

The City of Champaign is a home-rule municipality incorporated under the laws of the State of Illinois. The city is located on the prairie of east-central Illinois approximately 135 miles south of Chicago and 80 miles northeast of Springfield, the State Capitol. Along with its adjoining twin city, Urbana, Champaign shares the distinction of being the home of the University of Illinois. Parkland College is also located in Champaign. The most recent census estimate (2011) reveals that Champaign's population is 82,517 with corporate boundaries including approximately 20.04 square miles of land, and the planning area extending 1-1/2 miles beyond the City limits.

Aerial View of Champaign – Focus on Downtown

History

In 1854, the Illinois Central Railroad tracks were laid and a depot built two miles west of Urbana. The following year a bill incorporating Urbana, including the depot within its limits, was defeated in the State Legislature. As a result, Champaign was addressed by three different names over the next two years: The Depot, New Town, and finally West Urbana. In 1860, the City was incorporated and renamed for the county, which had derived its name from Champaign County, Ohio because a large number of the region's settlers had originally migrated from there.

City Organization

Champaign operates under the Council-Manager form of government. The City's legislative authority is vested in a nine-member Council consisting of the Mayor, three members elected from the City at-large, and five members elected from districts. Four-year terms are served by each member. The City manager and the ten department heads who serve under his supervision direct the executive and administrative functions of the City.

Economic Environment

The economy is changing directions. For the calendar year 2013, construction values increased to $140 million as compared to $114 million in 2012. This is still below the City's peak year, 2007, at $305 million but nonetheless progressing in a positive direction.

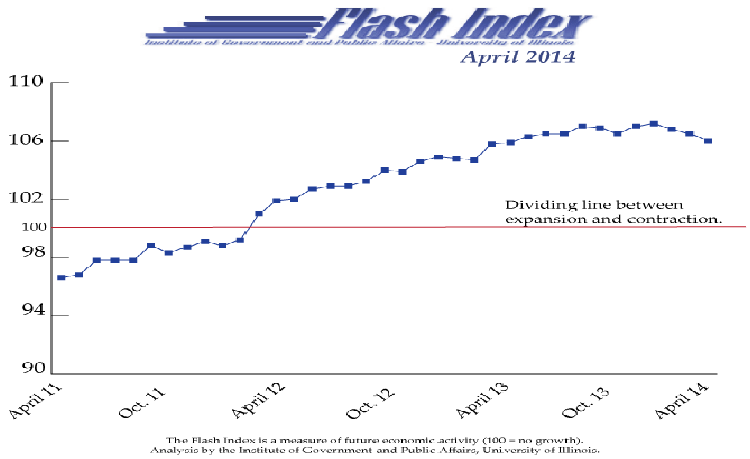
The City's top ten principal employers for 2013 were:

Name of Company	2013 Employment	Percent of Total City Employment
University of Illinois at Urbana-Champaign (1)	10,820	27.30%
Champaign Unit 4 School District	1,351	3.40%
Parkland College	930	2.40%
Kraft Foods, Inc. (2)	1,350	3.40%
Christie Clinic Association	750	1.90%
Hobbico, Inc.	700	1.80%
PlastiPak Packaging, Inc. (2)	810	2.00%
City of Champaign	540	1.40%
Busey Bank	555	1.40%
Horizon Hobby, Inc.	450	1.10%
Total	*18,256*	*46.10%*

(1) The University of Illinois is located in both Champaign and Urbana.

(2) Located in an unincorporated area adjacent to the City.

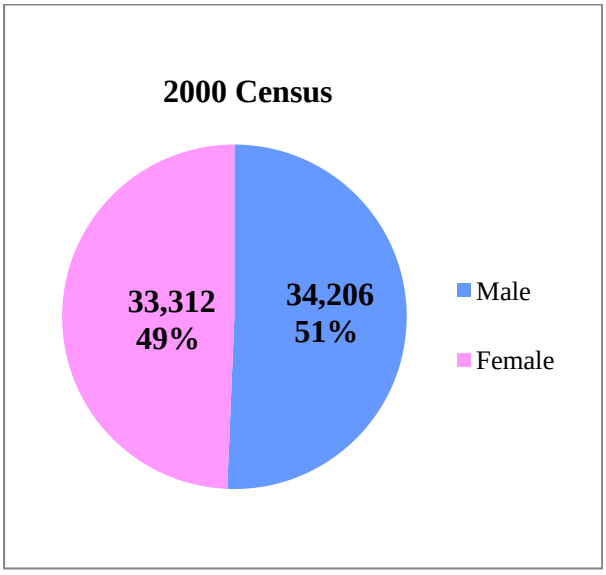
The Flash Index, compiled by the Institute of Government and Public Affairs (IGPA), measures economic activity based upon receipts for personal income, corporate income and retail sales taxes. The University of Illinois Flash Index hit a 26-year low in September 2009 of 90.0. For the first seven months of FY2013/14, the index increased and peaked at 107.2 in January 2014. Since January, the index has fallen for three months to 106.0 for April 2014. The pre-recession high was 107.4 in April 2007.

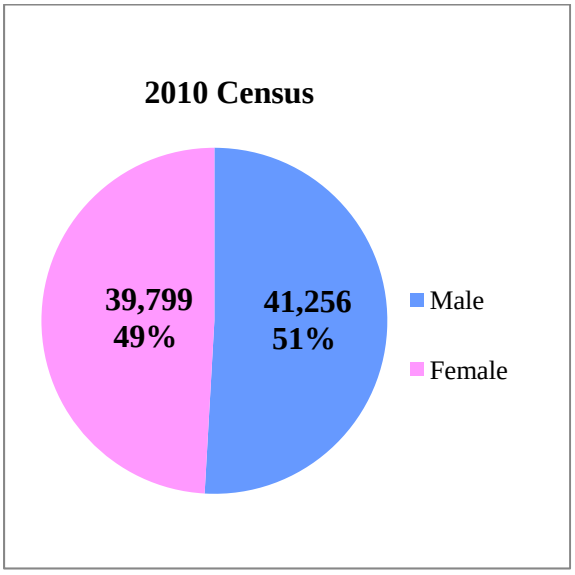


Population

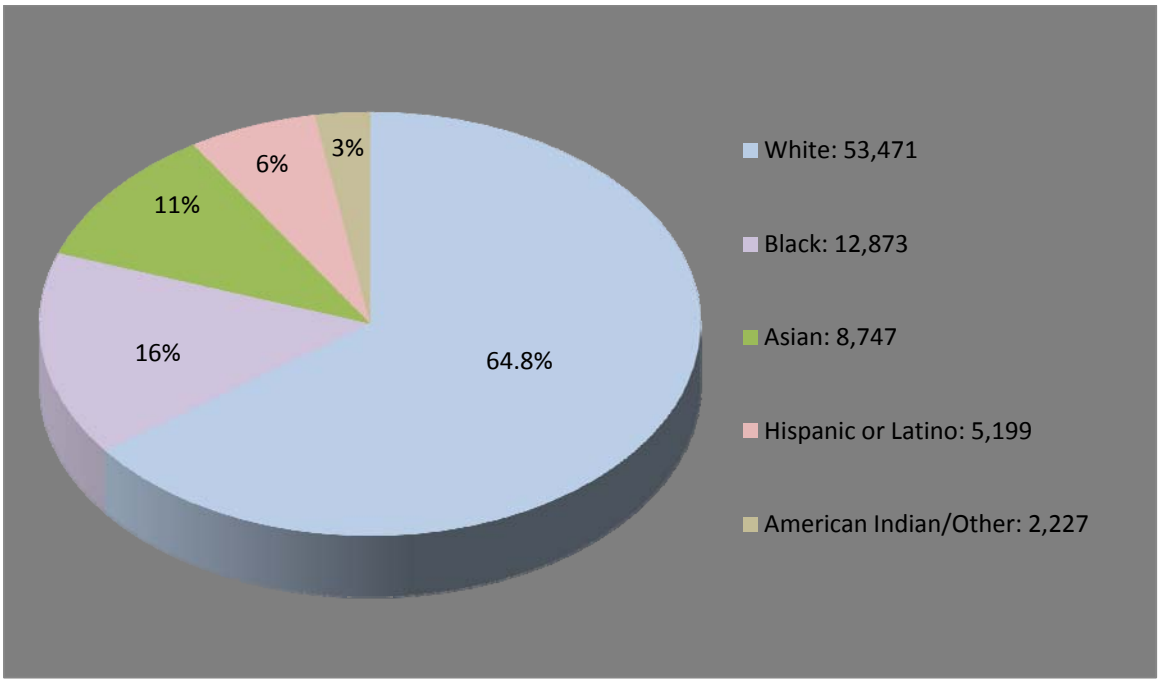
Year	Population	% +/-	Year	Population	% +/-
1860	1,727	0%	1950	39,563	69.8%
1870	4,625	167.8%	1960	49,583	25.3%
1880	5,103	10.3%	1970	56,837	14.6%
1890	5,839	14.4%	1980	58,133	2.3%
1900	9,098	55.8%	1990	63,502	9.2%
1910	12,421	36.5%	2000	67,518	6.3%
1920	15,873	27.8%	2010	81,055	20.0%
1930	20,348	28.2%	***2012***	***82,517***	1.8%
1940	23,302	14.5%			

Gender Breakdown



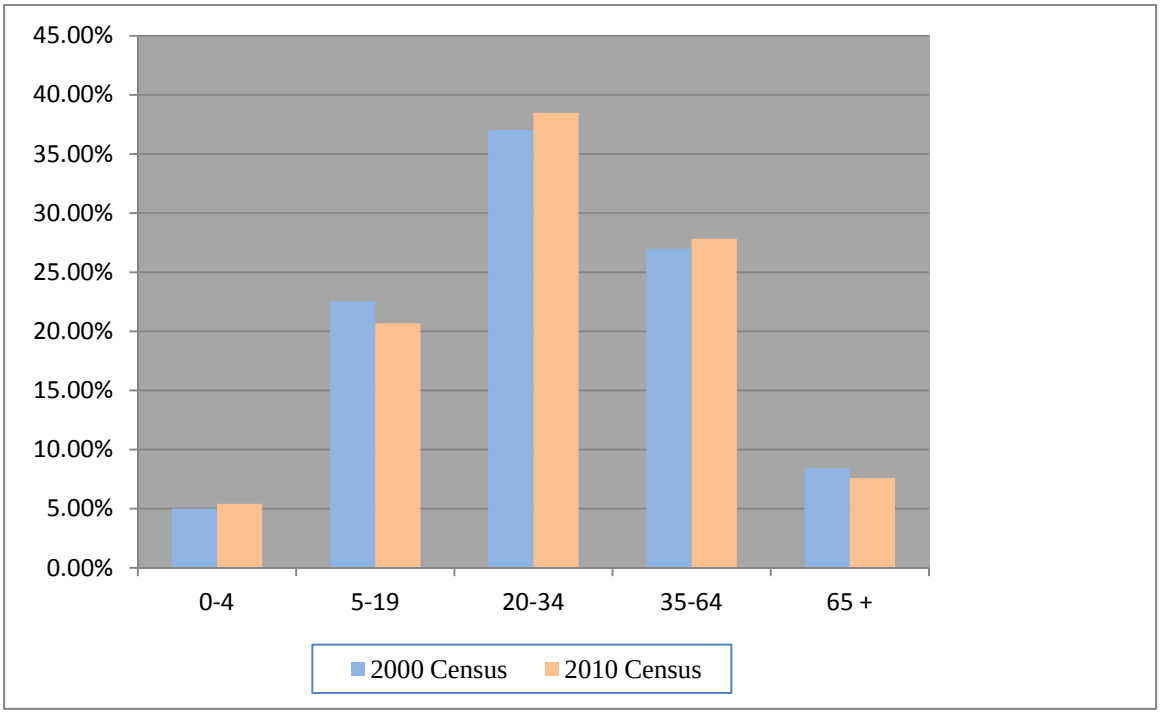


Population Diversity*



*2010 US Census Bureau (respondents could select more than one category)

Age Information



Principal Property Taxpayers

	2012			2003		
Name of Company	**Taxable Assessed Valuation**	**Rank**	**% of Total City Assessed Valuation**	**Taxable Assessed Valuation**	**Rank**	**% of Total City Assessed Valuation**
Champaign Market Place, LLC	$ 23,988,140	1	1.58%	$ 20,050,880	1	2.06%
Campus Property Management	19,526,260	2	1.29%	16,557,130	2	1.70%
Shapland Realty, LLC	11,867,740	3	0.78%	7,851,130	3	0.81%
Bankier Family	10,486,760	4	0.69%	7,793,330	4	0.80%
Regency Consolidated	9,298,890	5	0.61%			
Nadbol	8,411,620	6	0.55%			
Dan Hamelberg	7,899,590	7	0.52%			
Baytowne Apartments, LLC	7,395,320	8	0.49%			
Pickus Companies	7,066,850	9	0.47%	5,251,400	6	0.54%
Christie Management Co Inc	6,661,320	10	0.44%			
Christie Building, Inc.				5,252,130	5	0.54%
Larson Co				5,247,450	7	0.54%
Jeffrey R. Hartman				5,000,030	8	0.51%
Royse & Brinkmeyer Apts.				4,517,100	9	0.46%
Rose Irwin R. Co.				4,260,600	10	0.44%
Total	**$112,602,490**		**7.42%**	**$81,781,180**		**8.40%**

***Source: Champaign County Clerk**

Per Capital Income/School Enrollment

Fiscal Year	Personal Income Expressed in Thousands	Per Capita Income (1)	Median Age (2)	School Enrollment (3)
2003	$1,965,965	$28,078	25	9,300
2004	$2,224,788	$31,460	25	9,345
2005	$2,198,207	$30,776	25	9,382
2006	$2,140,538	$29,672	25	9,346
2007	$2,331,444	$30,981	25	9,342
2008	$2,478,265	$32,932	25	9,329
2009	$2,613,045	$34,723	24	9,400
2010	$2,623,279	$34,859	24	9,497
2011	$2,788,130	$34,398	26	9,421
2012	$3,018,975	$37,246	25	9,496
2013	$3,225,259	$39,086	26	9,362

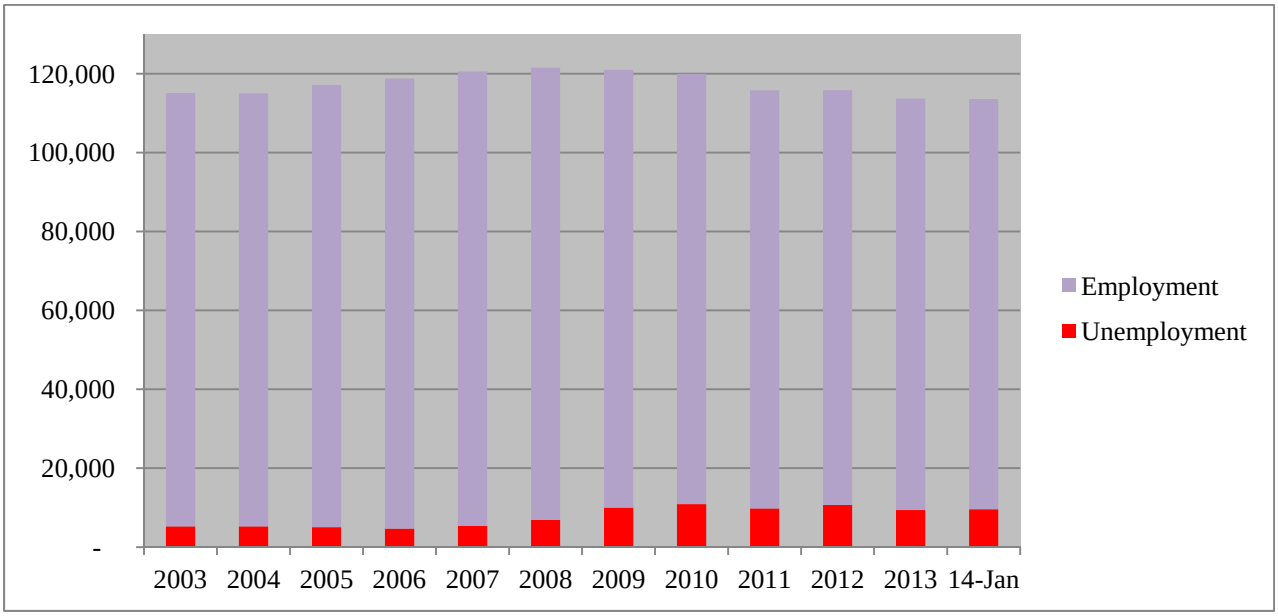
(1) U.S. Department of Commerce Bureau of Economic Analysis
(2) U.S. Census Bureau
(3) Champaign Unit 4 School District

Employment Data for Champaign/Urbana

	Labor		Unemployment	
Year	Force	Employment	Number	Rate
1995	107,705	104,314	3,391	3.1%
2000	115,434	111,333	4,101	3.6%
2001	116,193	111,765	4,428	3.8%
2002	115,790	110,758	5,032	4.3%
2003	115,088	109,826	5,262	4.6%
2004	114,999	109,733	5,266	4.6%
2005	117,167	112,107	5,060	4.3%
2006	118,797	114,119	4,678	3.9%
2007	120,563	115,193	5,370	4.5%
2008	121,519	114,610	6,909	5.7%
2009	120,972	110,992	9,980	8.2%
2010	119,965	109,059	10,906	9.1%
2011	115,770	105,995	9,775	8.4%
2012	115,900	105,100	10,700	9.3%
2013	113,600	104,000	9,600	8.5%

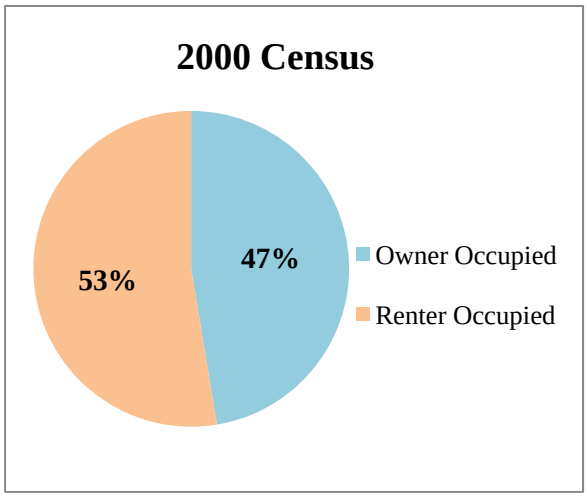
2013-2014	Labor		Unemployment	
Month	Force	Employment	Number	Rate
August	107,500	98,600	9,000	8.4%
September	113,400	105,000	8,400	7.4%
October	115,400	106,400	8,900	7.7%
November	115,700	106,600	9,100	7.9%
December	113,700(P)	104,300(P)	9,400(P)	8.3%(P)
January	113,600(P)	104,000(P)	9,600(P)	8.5%(P)

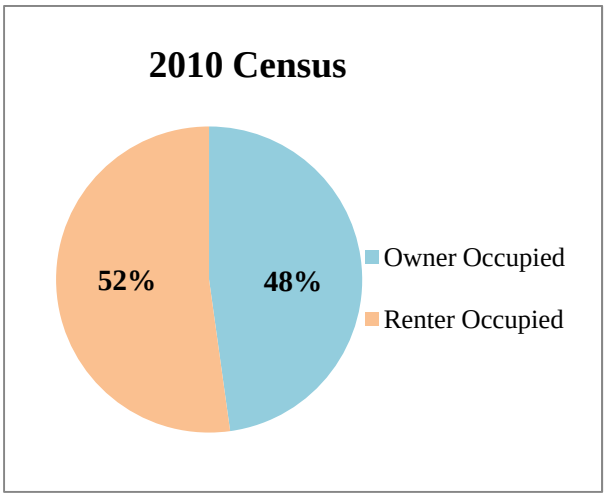
*Bureau of Labor Statistics for Champaign-Urbana/ (P) Projected numbers



Housing Information

Housing Tenure	2000 Census	2010 Census
Occupied housing units	27,071	34,434
Owner-occupied housing units	12,833	16,459
Renter-occupied housing units	14,238	17,975





2000 Household Composition by Race/Ethnicity and Family Type for Champaign County

Race/Ethnicity	Single Person Household	Other Non-Family Household	Married Couple without related Children	Single-Parent with Related Children	Other Family Household	Married Couple with related Children
Black	30.3%	9.6%	11.3%	27.3%	6.3%	15.2%
Indian	28.4%	14.8%	17.0%	13.6%	4.0%	22.2%
Asian/Pac Islander	34.1%	22.1%	17.4%	2.8%	3.5%	20.0%
Non-Hispanic White	30.4%	10.6%	27.4%	6.6%	3.2%	21.8%
Hispanic	27.9%	23.8%	12.7%	8.7%	6.7%	20.2%

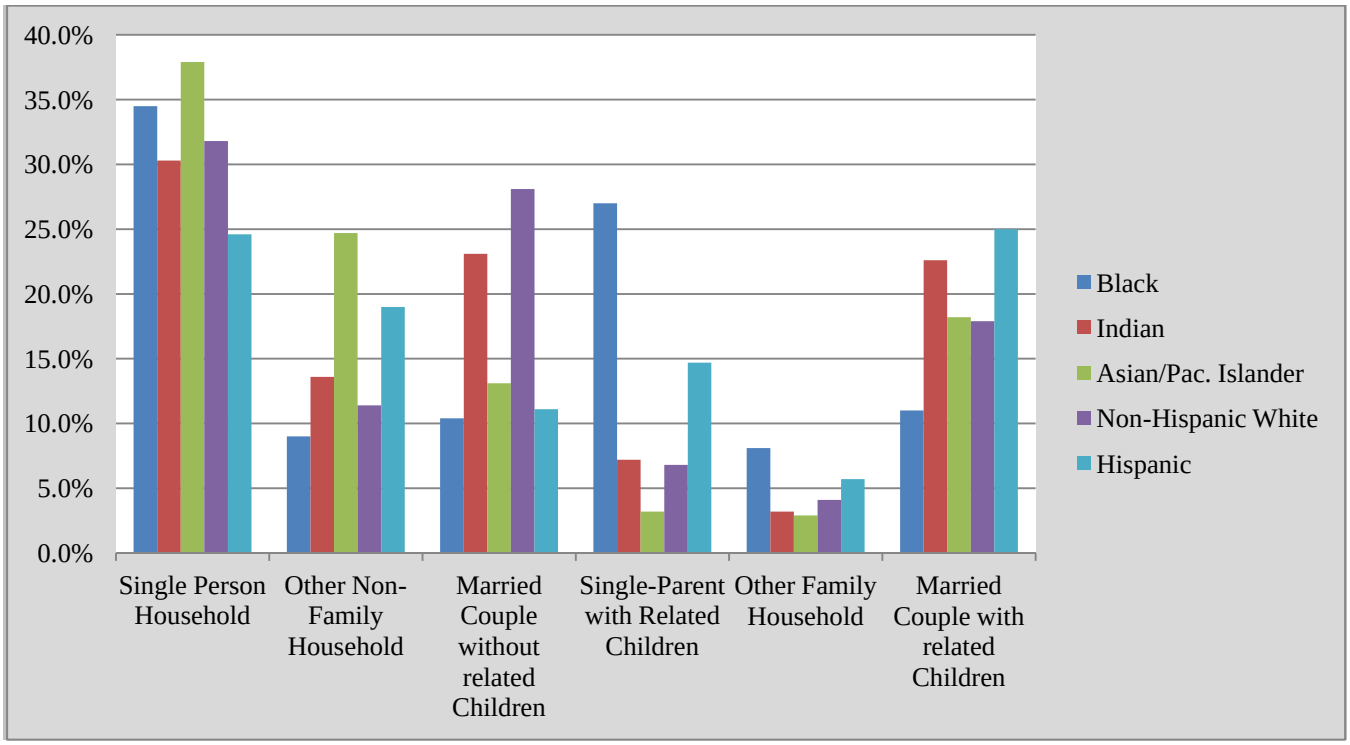
Source: diversitydata.sph.harvard.edu

2010 Household Composition by Race/Ethnicity and Family Type for Champaign County

Race/Ethnicity	Single Person Household	Other Non-Family Household	Married Couple without related Children	Single-Parent with Related Children	Other Family Household	Married Couple with related Children
Black	34.5%	9.0%	10.4%	27.0%	8.1%	11.0%
Indian	30.3%	13.6%	23.1%	7.2%	3.2%	22.6%
Asian/Pac Islander	37.9%	24.7%	13.1%	3.2%	2.9%	18.2%
Non-Hispanic White	31.8%	11.4%	28.1%	6.8%	4.1%	17.9%
Hispanic	24.6%	19.0%	11.1%	14.7%	5.7%	25.0%

Source: diversitydata.sph.harvard.edu

2010 Household Composition by Race/Ethnicity and Family Type for Champaign County - Graph



CHAMPAIGN VISION 2020

CHAMPAIGN IS AN INCLUSIVE COMMUNITY THAT WELCOMES ALL

CITY RESIDENTS ENJOY A GREAT QUALITY OF LIFE, FIRST CLASS EDUCATIONAL OPPORTUNITIES, AND EASY MOBILITY

CHAMPAIGN IS A VIBRANT COMMUNITY WITH AN ACTIVE CENTER CITY AND HEALTHY NEIGHBORHOODS

THE CITY IS DESIGNED FOR QUALITY AND SUSTAINABILITY, AND HAS A GROWING ECONOMY

COUNCIL GOALS AND ACTION PLANS

FY 2012-2013 through FY 2014-2015

Our City Fosters Quality of Life for All Citizens

Strategic Initiatives:

- Encourage development of affordable housing.
- Strengthen community service partnerships.
- Promote an inclusive, open-minded, and progressive community.
- Expand the arts.
- Support the U of I to maintain its flagship campus at Champaign-Urbana.
- Support community partners to strengthen educational opportunities.

Key Projects:

- Coordinate the Community Coalition and adopt a plan for long-term sustainability.
- Support the Champaign County Juvenile Assessment Center through collaboration with Community Coalition partners.
- Develop a permanent family emergency shelter in partnership with Champaign County housing service providers.
- Advance the Bristol Place Housing Strategy, including property acquisition, demolition, and planning for new neighborhood development.

Our City Provides First-Rate Services

Strategic Initiatives:

- Assure a safe community and protect the rights of citizens.
- Continue to strengthen Police-Community relations.
- Aggressively address aging infrastructure.
- Support and respond to neighborhood needs.
- Maintain Fire Department responsiveness.

Key Projects:

- Complete construction of the Washington Street West drainage improvements.
- Begin preliminary design and complete property acquisition for the next phase of Boneyard Creek improvements.
- Aggressively address infrastructure maintenance by prioritizing concrete street repairs and asphalt overlays.

Our City is Fiscally Responsible

Strategic Initiatives:

- Maintain a healthy and balanced City budget.
- Ensure fair City tax rates and fees.
- Maintain a financial model that balances short and long term needs.
- Be a leader in intergovernmental and interagency cooperation.
- Apply strategies to reduce the cost of providing City services.
- Promote compact growth patterns to deliver City services efficiently.

Key Projects:

- Adopt a plan to fully fund the City's pension obligations.
- Implement strategies to promote health care cost containment while continuing to provide competitive benefits for City employees.

Our City Promotes Economic Opportunity

Strategic Initiatives:

- Market the City as a tourism destination.
- Brand the City as a micro-urban community.
- Expand programs for job creation and employment growth.
- Attract and retain workforce talent in the community.
- Advance strategies to benefit low-income neighborhoods.
- Adopt forward-thinking growth and development policies.
- Maintain a vibrant downtown.
- Maintain the City's positive business environment.
- Increase minority and women-owned business opportunities.
- Promote infill development at the core of the City.

Key Projects:

- Create a virtual small business incubator to promote the development of minority and women-owned businesses.
- Expand the local economy by promoting the gigabit internet capacity of UC2B in order to attract and retain businesses.
- Encourage and support the revitalization of commercial property in low-to-moderate income neighborhoods.
- Update the Infill Development Policy to promote compact growth patterns.

Our City is a Model for Environmental Sustainability

Strategic Initiatives:

- Promote Champaign as a green community.
- Encourage the use of alternate modes of transportation.
- Recruit and retain innovative green business and industry.
- Adopt incentives and regulations to encourage environmental responsibility.
- Continue to reduce energy consumed by our City government.
- Preserve the Mahomet aquifer as a long-term healthy water supply.

Key Projects:

- Complete reconstruction of the Windsor Road approaches for the I-57 overpass.
- Upgrade the street and sidewalk infrastructure for the northern portion of the University District.
- Complete the LEED-Neighborhood Development Master Plan for the redevelopment of Bristol Place.
- Utilize Ameren's Act on Energy program to incentivize residential energy efficiency improvements.

Our City is Committed to Honest, Transparent Government

Strategic Initiatives:

- Engage the community in City government.
- Provide timely and accurate information about City services.
- Openly share information about City actions, events, and decisions.
- Improve public access to City information.

Key Projects:

- Explore and present alternative staffing models to improve public communications.

CITIZENS OF CHAMPAIGN

Population: 81,055

CITY COUNCIL

9 Council Members (Includes Mayor)

- CU Cable Television & Telecommunications
- Code Review & Appeals Board
- Board of Fire & Police Commissioners
- Historic Preservation Commission
- Human Relations Commission
- Public Library Board of Trustees
- Neighborhood Services Advisory Board
- Plan Commission
- Urbana-Champaign Big Broadband (UC2B) Committees
- Zoning Board of Appeals

CITY MANAGER'S OFFICE

- METCAD Policy Board
- Community Relations
- Deputy Liquor Commissioner

METCAD
Director
- Operations
- Technical Support

FINANCE
Director
- Accounting Services
- Records Manager/ City Clerk
- Financial Services
- Administrative Services

FIRE
Chief
- Administration
- Building Safety
- Training Safety
- Fire Suppression
- Fire Prevention
- Emergency Management

HUMAN RESOURCES
Director
- Risk Manager
- Benefits Administration

INFORMATION TECHNOLOGIES
Director

LEGAL
City Attorney

LIBRARY
Director
- Administration Services Group
- Public Services Group

NEIGHBORHOOD SERVICES
Director
- Neighborhood Coordination
- Code Compliance
- Neighborhood Programs

PLANNING & DEVELOPMENT
Director
- Economic Development
- Current Planning
- Advance Planning

POLICE
Chief
- Operational Support
  - Investigations
  - Special Rescources
  - Fiscal Administration
- Professional Standards/Audit
  - Citizen Complaints
  - Records/Front Desk
  - Training/Grants
- Operations
  - North District
  - South District
  - Northwest District
  - Southwest District
  - Special Units

PUBLIC WORKS
Director
- Administration
  - Parking
  - Fleet
- Engineering
  - Traffic & Lighting
- Operations
  - Concrete
  - Sewer
  - Streets
  - Forestry

City of CHAMPAIGN

2013 Organizational Chart

Drawn By: Public Works Department Engineering Division
Date: July 9, 2013
File: Citytre-New.dwg

Data Sources:
Council Boards and Commissions
http://ci.champaign.il.us/city-council/boards-and-commissions/

City Departments
http://ci.champaign.il.us/departments/

City of Champaign Population (2010 Census)
http://www.census.gov/

Budgetary Basis and Accounting Information

Budgetary Basis

With a few exceptions, the City maintains its accounts and presents its budget on the cash basis of accounting. This means that revenues are recognized when cash is received and expenditures are recorded when cash is disbursed. The most notable exceptions are as follows:

- Funds that are reserved for payment to a vendor for a particular purpose ("encumbrances") are included in estimated expenditures at year-end although cash has not yet been disbursed.

- Receivables are recorded as revenue when they are invoiced.

Accounting Structure

A fund is the basic accounting unit: it is a self-balancing accounting entity with revenues and expenditures which are segregated for the purpose of carrying out specific programs in accordance with City policies and certain applicable State and Federal laws.

Each fund has at least one Budget Activity, which is a group of expenditures that provide for the accomplishment of a specific program or purpose, e.g. Police Investigations. In the General Operating Fund, Budget Activities are also grouped together under the departments that administer them.

Fund Statements

A Fund Statement is presented for each fund, which summarizes past and projected financial activity for the fund as follows:

- Beginning Balance: the actual or estimated money carried over from the prior fiscal year to the start of the next fiscal year.

- Revenues: presented in detail for funds with few revenue categories and summarized for funds with many revenue categories.

- Expenditures: summarized into major categories, e.g., personnel services.

- Ending Balance: the estimated funds remaining at the end of the fiscal year. The ending balance equals the beginning balance plus revenues minus expenditures.

Fund Types

All city funds are included in the Annual Budget Document except the Special Assessments Fund and two agency funds. The Special Assessments Fund accounts for expenditures for capital improvements in limited areas, and revenues received from assessments against private properties are used to pay for those improvements. The agency funds (Group Insurance and Treasury) do not account for expenditures as defined by state law, but merely receive and disburse money on behalf of other funds or parties (employees). Budgeted funds are classified into the following types in the budget document:

Operating Funds: As the name implies, these funds provide for basic services (e.g. police and fire) as opposed to capital improvements, insurance reserves, etc. Most staff are budgeted in these funds, which are:

- General Operating Fund
- Parking Fund
- Sanitary Sewer Fund
- Community Development Fund
- Environmental Services Fund
- UC2B Fund
- METCAD Fund

Community Improvement Funds: These funds provide for capital improvements and certain community and economic development programs (e.g., low-interest loans for housing rehabilitation). They are:

- Stormwater Management Fund
- Motor Fuel Tax Fund
- Capital Improvements Fund
- Library Improvement Fund
- Local Motor Fuel Tax Fund
- Urban Renewal Fund
- AARA Grant Fund

- Urban Development Action Grant Fund
- Downtown Tax Increment Financing District Fund
- East University Ave. Tax Increment Financing District Fund
- Food & Beverage Fund
- North Campus Redevelopment Area Tax Increment Financing District Fund
- North Mattis Tax Increment Financing District Fund
- Special Assessments Fund (not included in annual budget - see explanation above)

Debt Funds: These funds account for the receipt and disbursement of bond proceeds, and for debt retirement expenses.

- Bond and Interest Fund
- Series 2010 Drainage Bonds Fund
- Series 2012 Advanced Funding Fund

Internal Service Funds: These funds provide services almost exclusively to other City departments, which pay for the services. These funds are:

- Fleet Services Fund
- Retained Risk Fund
- Workers' Compensation Insurance Fund

Pension Funds: This category includes the two pension funds for which the City has full financial responsibility:

- Police Pension Fund
- Fire Pension Fund

Champaign Public Library and Information Center Funds: This category includes all funds related to Library services, as follows:

- Library Operating Fund
- Library Capital Fund

- Library Other Funds

The Library is administered by a Board appointed by the City Council and is managed by a Library Director appointed by the Board. Its accounts are administered independent of the City Finance Department and City Manager, but its budget is included in this budget document for the convenience of interested persons.

FY2014/2015 Budget
Summary of Financial Policies and Goals

The City's Financial Policies provide guidance and establish a framework for providing quality services to the community, while maintaining long-term financial stability. The policies are reviewed, modified and adopted annually.

The Financial Policies set specific goals for reserves and the use of reserves. Specifically, the policies set the General Operating and Parking Funds reserve at ten percent of expenditures, excluding transfers. Another policy limits recurring expenditures to 98.5 percent of recurring revenues. These and other budget policies safeguard the City from the effect of unexpected external factors influencing revenues.

The policies also state priorities for funding, specifically, basic municipal services need to be funded first to, at minimum, maintain current service levels. Specific revenue resources are dedicated to specific activities. For example, a portion of utility taxes are dedicated to the Urban Renewal Fund to support the Neighborhood Wellness Plan. The financial policies contain a comprehensive section on revenues, including criteria for considering additional revenue sources, limiting the City's property tax rate, and guidance for assessing fees for services beyond basic service levels. The Sanitary Sewer Fund, Stormwater Management Fund, Environmental Services Fund and Parking Fund are established as enterprise funds and use of the revenues within those two funds is further specified in the policies. The Financial Policies provide specific direction in the following areas:

- basic municipal services funded through the General Operating Fund
- economic development programs
- motor vehicle parking system
- environmental systems
- neighborhood wellness
- debt management
- capital improvements
- budget guidelines
- revenues
- personnel benefits
- investment policy

Financial Policies

I. Statement of Purpose

These policies are designed to establish a framework for providing quality services to the community in an efficient and effective manner while maintaining long-term financial stability within the limitations established in the policies. These policies are reviewed, modified as appropriate, and adopted annually.

II. Basic Municipal Services Funded Through the General Operating Fund

Municipal services such as public safety and public works are the City's first responsibility. These services should be funded to at least maintain current service levels. General Operating Fund transfers for traditional capital expenditures in the Capital Improvements Fund should be changed annually to maintain a constant level of commitment when adjusted for inflation. The transfer from the General Fund to the Capital Improvement Fund and the funds allocated to the Local Street Improvements project will be increased in accordance with the Construction Cost Index and allocated in accordance with standard practices for funding annual infrastructure maintenance projects. In addition, consideration of increasing funding proportionally to account for additional infrastructure related to growth will be reviewed annually with Council. The General Operating Fund and other funds, as appropriate, should provide transfers to equipment replacement funds to maintain equipment at least at current service levels.

III. Economic Development

Economic Development Policies are adopted as a separate document, and are incorporated into the Financial Policies by reference.

IV. Parking Fund

Resources of the Parking Fund should be used for the maintenance and development of parking facilities. Facilities development may be done in conjunction with economic development programs. The Parking Fund should reimburse the General Operating Fund for the cost of all services provided by the General Operating fund to the Parking Fund; such reimbursement should be limited to no more than 20% of Parking Fund revenues given the current level of services provided by the General Operating Fund.

Campus Area Revenues: Revenues from fee and fine increases and parking space rental in the campus area will be reserved for parking improvements in that area.

V. Environmental Systems

1. Sanitary Sewer System: Revenues from the Sanitary Sewer Fee shall primarily support maintenance and rehabilitation of the City's sanitary sewer system, which will be accounted for on an enterprise fund basis in the Sewer Improvement Fund. However, the Council may supplement funding provided by sanitary sewer fees with general revenues. An accounting system will be implemented to ensure that all costs related to maintenance and rehabilitation, as well as engineering expenses, overhead costs**,** and costs incurred to administer the fees, will be paid from revenues raised through the fee.

The Sanitary Sewer Fee rate will be reviewed every other year. If the fee does not fully support maintenance and rehabilitation of the system, or if excess balances are projected, staff will recommend changes to the Council. Changes would be effective on the first day of even numbered calendar years, with review taking place as part of the budget development process for the fiscal year in which the change would be effective.

Up to 12% of revenue from the fee may also be allocated for expansion of the system on a reimbursable basis. Expansion projects will be budgeted in the Sewer Improvement Fund through the Capital Improvement Plan process. Reimbursement revenues will be credited to the Sewer Improvement Fund.

2. Stormwater Management System: This enterprise fund provides maintenance, rehabilitation, and expansion of the City's stormwater management system, which includes regional detention, channels, outlets, and storm sewers. Efforts to fulfill the requirements of the Federal National Pollutant Discharge Elimination System are also funded by resources of this Fund. The City will dedicate 17% of revenues from its home-rule sales tax to this fund. Originally, the revenue was dedicated to improvements to the Boneyard Creek, but the City Council later expanded its use to other drainage basins. The Fund also receives a large transfer from the General Fund and property tax revenues each year.

In May 2013, the City Council adopted a Stormwater Utility Fee (SWUF), a dedicated revenue for the Stormwater Management Fund. The SWUF supports the operation, maintenance, and rehabilitation for the City stormwater detention basins, channels, outlets, and storm sewers. The property and sale tax revenue dedicated to this fund will be used for capital projects.

3. Recycling Programs: This enterprise fund provides recycling programs and others that promote a sustainable environment in the Multi-Family Recycling Fund. The largest program in the Fund is the Multi-Family Recycling Program, which collects recyclables from residential buildings with four units or more and from mixed-use buildings. The program is funded by a Multi-family Recycling Fee. Commercial refuse disposal companies are required to offer recycling at no additional fee to residential buildings with fewer than four units. Some of the other programs in this Fund include residential yard waste pickup in the spring and fall, and Christmas tree pickup, all of which are recycled.

VI. Neighborhood Wellness

The City is committed to developing and maintaining healthy neighborhoods through the Neighborhood Wellness Plan.

The following is a description of existing funds utilized to provide resources for neighborhood wellness activities and policies relative to the funds.

Urban Renewal Funds: The Urban Renewal Fund, which derives its revenues from a share of utility taxes, will be used for projects identified in cooperation with citizen groups or those determined to further the City's neighborhood wellness goals. Priority will be given to projects in Restoration and Preservation planning areas, as defined in the Neighborhood Wellness Plan. Funds will be budgeted for (1) the Neighborhood Infrastructure Repair Program which funds neighborhood improvement projects costing less than $30,000 which can be completed in a single fiscal year; (2) neighborhood support and community outreach activities; (3) major structure demolition, particularly emergency demolition of fire-damaged structures or structures that must be cleared immediately for the protection of public health and safety; (4) the Neighborhood Small Grant Program, which provides grants to registered neighborhood groups to fund small scale neighborhood improvements and clean-ups – 100% grants are available up to a maximum of $1,000 and 50% matching grants are available for projects costing between $1,000 and $5,000; (5) a grant program to assist low income families to paint the exterior of their homes; (6) costs related to the redevelopment of the Beardsley Park neighborhood under a plan adopted by Council in 1995 [CB No. 95-094] and later amended by Council in 2000 [CB No. 2000-306]; (7) costs associated with the prosecution of property maintenance code offenders; and (8) community service grants in an amount not to exceed 15% of the City's total annual CDBG allocation. Administrative costs in the Neighborhood Services Department will also be paid from this fund.

Community Development Block Grant (CDBG) Fund: These funds are received annually by the City from the federal government to address affordable housing and community development needs that have been identified in the Consolidated Plan and Neighborhood Wellness Plan. This fund is used to support Neighborhood Improvement Initiatives which may include new capital improvement projects or community programming initiatives that support or respond to the needs of the City's low- to moderate-income neighborhoods and citizens. The Community Development Fund should be largely dedicated as an operating fund.

Home Investment Partnership Program (HOME) Fund: These funds are received from the federal government through a consortium that includes the City of Champaign, the City of Urbana, and Champaign County. HOME funds are used for the development of affordable housing projects as identified in the City's Consolidated Plan and Neighborhood Wellness Plan. The City must provide a 25% local match for these funds. The City currently uses recaptured Urban Development Action Grant (UDAG) funding and a grant from the Federal Home Loan Bank as the match for its HOME allocation. Some funding is restricted to target areas of the City with the highest percentage of low-income households and those in most need of public investment.

VII. Debt Management

The City Council adopted a Debt Management Policy as a separate document on October 2, 2001 (Council Bill No. 2001-0246), and has revised it several times. The Policy, as amended, is incorporated into these Financial Policies by reference.

VIII. Capital Improvements

Capital Improvement Policies are adopted as a separate document, and are incorporated into the Financial Policies by reference.

IX. Budget Guidelines

The following policies are established as more specific guidance to the budget development process:

Item No. 1: Balanced budget means that expenditures do not exceed available resources, including fund balances and reserves, and the budget meets all other applicable policies.

Item No. 2: Authorized expenditures to support ongoing operations shall be less than recurring revenues anticipated for the same period. A target of recurring expenditures at 98.5% of recurring revenues shall be used in preparing the proposed budget. In addition, .5% of recurring revenues will be allocated to a City facility reserve.

Item No. 3: Non-recurring revenues shall be applied toward non-recurring expenditures (capital improvements, capital outlay for major equipment and discretionary activities such as economic development). As an extension of this general policy, fund reserves carried from the prior year shall be expended only for non-recurring projects.

Item No. 4: Adequate reserves shall be maintained for all known liabilities, including anticipated employee leave and separation expenses, worker's compensation and self-insured retention limits.

Item No. 5: When equipment is to be acquired, fiscal arrangements should be appropriate for each particular circumstance. For equipment to be permanently acquired, financing through lease-purchase shall be considered whenever the financing cost is determined to be less than the interest that can be earned on city cash assets. Flexible arrangements (i.e., rental) may be used when equipment needs are not permanent, or when changing needs or technologies may make the equipment obsolete. Replacement schedules for all major equipment should be established, and funds set aside annually in an amount sufficient to allow replacement of such equipment at the end of its useful life.

Item No. 6: To provide for exigencies, working cash, and as a safeguard against fluctuating revenues, adopted budgets for the General Operating and Parking Funds shall include a Fund Balance Contingency of no less than 10% of expenditures excluding transfers. This shall be in

addition to any amounts that may be budgeted for specific purposes (e.g., Salaries Contingency) and shall not be available for expenditure except by City Council action. Budget amendments taking place through the course of the Fiscal Year may cause the contingency to drop below this level. In any case, contingencies for these funds shall not fall below 9% except in the event of a catastrophic need.

Item No. 7: City employees are paid on a bi-weekly basis, which typically results in 26 pay dates during one fiscal year. However, every 11 years there are 27 pay dates resulting in additional reported expenses that year because the budget is predominately based on the cash method of accounting. (The modified accrual basis of accounting, used for the City's annual financial report, avoids this reporting fluctuation. A reserve has been established to pay the costs of the 27th pay date, and an amount is added to this reserve annually to cover the additional expenses when needed.

Item No. 8: Special contingencies should be established where unusual events and needs are anticipated.

Item No. 9: The proposed budget for the General Operating Fund will be limited as follows:

- expenditures for personnel services (salaries and benefits) may be increased in accordance with approved labor contracts; for non-bargaining unit employees increases will be as approved by Council consistent with the past practice of keeping non-bargaining unit compensation increases consistent with increases for bargaining unit employees

- expenditures for items other than salaries and benefits to maintain current service levels may not be increased more than the rate of inflation which will be determined by the Consumer Price Index for the Midwest Size B/C classification for the most recent calendar year with the exception of unavoidable increases in expenditures, such as sharp increases in energy costs and financial commitments previously made by the City Council.

- other expenditures may be included in the proposed budget subject to available resources. Such expenditures would be based on Council goals and funding priorities and would be prioritized by the following criteria:

  Recurring Expenditures:

  a. legal or moral commitments, and increases previously approved by City Council that cannot be funded within the target-level budget; departments should make a good faith effort to fund such costs within their target levels before requesting additional funds,
  b. expenditures that generate recurring savings or revenues that offset their costs,
  c. expenditures that maintain or provide high-priority services such as Council goals, and/or expenditures that improve safety, efficiency, or improve delivery of existing services, and
  d. funding needed to cover expenditures related to growth, service improvements, or that address other special circumstances.

One-Time Expenditures:

a. legal or moral commitments, and services or initiatives previously approved by City Council that cannot be funded within the target-level budget,
b. expenditures that:
    - are required to respond to unusual circumstances (e.g. opposing disposal of PCB's on land over the Mahomet Aquifer) or that recur irregularly (e.g., testing for police and firefighter candidates)
    - generate recurring savings or revenues that offset their costs,
    - will significantly increase employee safety (e.g., installation of non-slip flooring in areas in which employees may walk quickly or run (e.g., in response to a fire call), and
c. expenditures that significantly improve efficiency and effectiveness of service delivery if funded on a one-time basis (e.g. software purchases or upgrades), and
d. capital outlay and improvement expenditures that significantly add, upgrade, and/or increase the life of City facilities and infrastructure and that could not otherwise be included in the City's Capital Improvements Plan due to limited resources.

- all new or increased expenditures must be clearly identified as such in a budget memo submitted with the Proposed Budget for Council review.

Item No. 10: Under the Department Cost Savings Plan one-half of budgeted savings from the prior fiscal year for non-personnel items excluding items whose costs are outside of the department's control are identified as eligible savings. 75% of those savings are allocated back to the department that generated the savings and 25% is pooled to be allocated by the City Manager for projects benefiting multiple departments or the City as a whole. The funds allocated under this plan may only be spent for non-recurring expenditures, which further the department's mission, with approval of the City Manager. Savings for the following areas only vary from this formula:

- Snow and Ice: 100% of savings in the Snow & Ice budget will be reallocated to that activity. These savings will be used first for snow & ice or other emergency response expenditures; savings remaining at the end of the fiscal year could be used to supplement infrastructure maintenance.

- If any savings are identified in the Fire Department non-discretionary overtime, 100% is allocated back to handle shortfalls in future years. These funds cannot be used for any other purpose, including discretionary overtime.

- Library: City and Library staffs have developed an alternate calculation for savings incentives for the Library, in recognition of its semi-independent status. This calculation is detailed in the document entitled "City-Library Agreement – Savings Incentives," which is dated November 5, 1999.

The Department Cost Savings Plan may be suspended by City Council as recommended by the City Manager if the City's financial position cannot support this program.

Item No. 11: Finance staff will develop a budget schedule on an annual basis. This schedule will document the budget process in a detailed format and will be completed by November 30.

Item No. 12: Each Department will prepare a service plan at the beginning of the budget process. This service plan will include an explanation of current level services, as well as changes in service levels, and productivity or efficiency initiatives.

Item No. 13: The City may consider loans to external parties on a case-by-case basis to finance high priority projects that would not otherwise take place. Loans will generally be made from the City's Treasury Fund (the pooled cash account). However, loans that entail risks inconsistent with the investment objectives of the Treasury Fund might be made directly by another appropriate fund, such as a fund established to promote economic or neighborhood development. When making loans from the Treasury Fund, the City will identify the fund that would take the loss if the loan were not repaid. Loans from the Treasury Fund will be repaid with interest at a rate similar to the average rate of interest earned by the Treasury Fund.

X. Revenues

This section discusses general policies related to revenue. Other sections of this document contain references to specific revenues, along with discussion of the related revenues.

Item No. 1: For any proposed additional revenue source, Council will consider the following criteria:

- Community acceptability;
- Competitiveness, the revenue or tax burden of Champaign relative to neighboring communities;
- Diversity, the balance of revenue sources that can withstand changes in the business cycle;
- Efficiency, the cost of administering a tax or fee should bear a reasonable relation to revenues collected, and any new tax or fee should have minimal effect on private economic decisions;
- Fairness, the distribution of the City's revenue burden as measured by ability to pay, the benefits received or the community's definition of the resident's fair share of the revenue burden.

Item No. 2: The City recognizes that to provide quality services, revenues must keep pace with increases in service demands and service costs. At times, particular revenues may decline due to legislative, or regulatory changes, or a judicial decision beyond the City's control. When such changes take place, the City would revise the affected tax or fee to restore the lost funds. Such changes might include broadening the specific revenue base and/or increasing a fee or tax rate.

The City would attempt to make such revisions revenue-neutral, and to minimize any change in who pays the taxes or fees in question.

Item No. 3: Private Participation: It is appropriate to use City funds to stimulate private investment, particularly since some public funding sources are shrinking. Council has adopted Infrastructure Cost-Sharing Policies, which will be followed by staff in recommending infrastructure improvements. The Infrastructure Cost Sharing Policies are adopted as a separate document, and are incorporated into the Financial Policies by reference. If for any reason, staff recommendations do not adhere to these policies, exceptions will be specifically noted for Council review.

Item No. 4: Property Tax Policy:

a. Overall Rate.

It is the City's goal to maintain current service levels with a property tax rate not to exceed $1.50 per $100 of equalized assessed valuation (EAV). For financial planning purposes, staff will use the most recent final extended tax rate. During the annual tax levy preparation process, Council may decide to levy an amount that would result in a tax rate different from the prior year's final extended rate, taking into consideration the factors and uses of the revenues discussed below. Increased service levels may warrant increasing the tax rate, while other factors may warrant decreasing the rate. In addition, trends in federal and state government may require that the revenues received from property taxes, and thus the tax rate goal, be reviewed in the future. These trends include:

i. decreases in federal revenues,

ii. general inflation which increases the cost of municipal services,

iii. changes in federal and/or state tax law, such as increased property tax exemptions.

iv. mandates by the state and federal governments, which increase the cost of municipal services or impose new services, such as recently enacted state legislation which would increase pension benefits, and thus personnel services expenses, for commissioned public safety employees.

v. slowdown or decrease in other revenues that would otherwise result in cutting baseline services

Factors which may warrant a decrease in the property tax rate include:

i. any other source of new, recurring revenue,

ii. a reduced cost for providing current services,

iii. a reduction in services funded through the levy, e.g., Library operations, were this function assumed by a library district.

b. Base Levy Purposes.

The City will first allocate property tax revenues to fund "base" purposes as listed below. These are in priority order, reflecting State mandates, agreement(s) into which the City has entered, and other Council policies. Any funds that remain after funding base needs will be allocated to "additional" purposes as described in section c) below.

i. *Pension Funding:* The City will levy property taxes for Police, Fire and Illinois Municipal Retirement Funds to meet pension funding needs as described in Section XI, Personnel Benefits.

ii. *Library Funding:* The City will levy a target tax rate of $0.3940 per $100 of equalized assessed valuation (EAV) for funding Library operations and a target property tax rate of $0.0282 per $100 of equalized assessed valuation (EAV) for funding Library improvements, pursuant to an agreement with the Library Board of Trustees.

   A portion of the property tax receipts for the Library Improvement Fund and the Library Operating Fund are designated for the Main Library Building project debt service and project costs in accordance with the plan of finance for the building construction, and the Library-City Cooperative Agreement, as amended. The City Council approves expenditures for these funds each year through adoption of the Capital Improvement Plan and annual Library budget.

iii. *Capital Improvements Funding:* The City will levy the amount levied the prior year (less any "additional" amount levied the prior year, if any) plus the percentage increase in the Construction Cost Index for the most recent calendar year for capital improvements. In addition, during each year's budget process, the City may consider supplementing capital spending to compensate for increases in infrastructure maintained by the City due to growth.

iv. *Corporate Tax Levy*: "Corporate" levy revenues are allocated to the General Operating Fund. The amount levied is determined by increasing the prior year levy by the annual increase in the City's operating costs. Council could allocate an additional portion of the overall levy to corporate purposes if a slowdown in other revenues would otherwise result in cutting baseline services.

c. Additional Levy Purposes

Once base levy purposes have been funded, the City Council will consider levying for the following purposes, which are not necessarily listed in order of priority:

i. Arterial Streets. Additional funding may be provided for arterial street improvements. The minimum target for such additional funding is $500,000. The specific use of the funds would be determined during the annual Capital Improvement planning process.

ii. Pension Funding. Additional funding may be provided to pension funds whose assets are less than 90% of fund liabilities. The minimum goal for such additional funding is $250,000. The supplemental amount would be prorated to such funds based on the dollar amount of the respective fund's unfunded liability.

In addition, if the base levy and supplemental levy (if any) were lower than the prior year's levy for any pension fund, additional funds may be provided to bring the fund's pension levy to the prior year's level.

iii. Other Additional Amounts. Additional funding may be provided to capital improvements other than arterial streets and/or to operating needs. No specific goals are established for such additional amounts.

Item No. 5: Revenues generated from programs or services should be taken into account when evaluating the cost-effectiveness of the program or service, if the revenues would not be received without those programs or services. For example, a service might be deemed cost-effective if part of the related costs were offset by user fees, but not cost-effective if the City were to fund the program fully from general revenues without user fees.

Item No. 6: Grant revenues shall be pursued to provide or enhance City services. However, recurring activities shall be initiated with grant funds only if one of the following conditions is met:

- the activity can be terminated in the event that the grant revenues are discontinued, or

- the activity should and can be assumed within recurring City funds in the event the grant revenues are discontinued.

Item No. 7: User fees: User fees are appropriate when services are not "basic" or when specific beneficiaries and their relative level of benefit can be identified. "Basic services" are those, which the City wishes to provide to all citizens. An individual may not forego these services because of the potential impact on public health, safety or welfare. A service which provides benefit to the entire community and for which the benefit to specific users cannot be measured, or the cost of measuring the benefit to specific users would be prohibitive (e.g., street maintenance) should be funded from general revenues.

Types of Services, which may be funded by User Fees:

- a service which provides benefits to a limited group, but provides little or no general benefit to the community (e.g., document reproduction, alarm registration fee)

-- cost recovery: all direct and indirect costs

-- rate structure: flat rate per unit of service

- a service provides potential benefit to all members of the community and the benefit to each user can be measured or fairly approximated (e.g., sewer system maintenance, building permits, most licenses and permits except those used by a targeted group)

-- cost recovery: all direct costs

-- rate structure: based on level of service (e.g., volume, frequency) or flat rate for licenses and permits

"Direct costs" include all costs of performing the service, regulating the activity being licensed and collecting the fee, including staff time and benefits.

"Indirect costs" include a proportionate share of budgeted expenditures for administrative services, and overhead costs such as insurance and building maintenance.

For any proposed fee, staff will provide an assessment of the socio-economic impact of the fee on users. The City Council may choose not to charge a fee if it would prohibit low or fixed income groups from using City services.

- Council may opt not to charge a fee if it would be in conflict with accomplishing public policy objectives (e.g., fire inspections).

- If the cost of administering and collecting a fee is disproportionately high in relation to the cost of providing the service, the service may be funded from general revenues.

- In recommending an appropriate rate, staff will consider similar fees charged by other jurisdictions in close proximity and of similar size, with similar operations. Where the City service is in direct competition with the private sector, e.g., parking, City's fees should be competitive unless there is a specific public purpose achieved by leading or following market rates.

Citizen Participation: A public hearing will be held before any new fee is instituted. City staff will also make a reasonable attempt to contact specific parties directly by means of meetings and/or document review.

Current Services Funded from New User Fees: When any fee is instituted to fund services currently funded from general revenues, the City will consider whether general revenues should be reduced accordingly, or whether those revenues should be targeted to some identified purpose.

User fees will be reviewed at least once every five years to ensure that the fees capture revenue consistent with the user fee policies.

Item No. 8: Tax Increases Effective January 1, 2005. The revenues generated by the Home-Rule and Telecommunication tax increases, effective January 1, 2005, are being deposited in the General Fund and are used for fire services, construction of a new main library building and increases in neighborhood street maintenance. The City will pay debt service costs for the new

main Library building to the extent that such costs cannot be paid from the Library Improvement Fund or the Library Operating Fund. The City's costs will be paid from the General Fund. After the Library bonds have been fully repaid, Council could consider whether or not to terminate the revenue sources used to pay debt service expenditures to the extent that they are related to the tax increase effective January 1, 2005.

Item No. 9: Seventeen percent (17%) of revenue raised from the 1.50% local sales tax will be transferred annually from the General Fund to the Stormwater Management Fund. Further information on the Stormwater Management Fund can be found under V., Environmental Systems, and in the Capital Improvement Policies that are adopted as a separate document.

XI. Personnel Benefits

Pension Funds: The benefit provisions and certain minimum actuarial requirements of the police and fire pension plans are governed by state statute. To ensure the most timely and accurate review of funding requirements for these plans, the City shall provide for annual actuarial studies by a private actuary. The City Administration should attempt to conduct and fund these studies in cooperation with the pension board of each fund.

The City will, at a minimum, fund the police and fire pension plans in the amounts of the Annual Required Contributions (ARC) determined by the annual actuarial studies prepared with the City's concurrence or at the City's direction. The City will consider funding the police and/or fire pension funds at higher levels during years in which the City has or expects to have discretionary funds available. In considering such additional funding, the City will generally give greater consideration to funds with lower funding levels (measured by assets as a percent of liabilities).

State statute requires that municipalities amortize any unfunded liabilities of its police and fire pension funds through the year 2033. However, the City will amortize any unfunded liabilities of its police and fire pension funds through 2020, except that the City may amortize liabilities created by any state-mandated pension benefit increases enacted after June 30, 2004, over a longer period of time, but not longer than the period required by state statute.

Illinois Municipal Retirement Fund (IMRF) and FICA costs are allocated to the budget activities in which the related salary expenditures are recorded. Funding requirements are calculated by Finance Department staff as part of the property tax levy process. Most IMRF and FICA costs are funded by the City's IMRF/FICA property tax levy. Several City funds (e.g., Library and Sewer Improvement) pay their IMRF/FICA costs from revenues dedicated to those funds.

As required by state statute, the City will make such contributions to IMRF as determined by IMRF.

Health Insurance:

1. Provision of Employee Health Insurance Coverage. The City of Champaign offers group health insurance as part of its employee benefits. Each bargaining unit contract has language

concerning the coverage to be offered. Additionally, the Affordable Care Act imposes health insurance coverage standards for employers and/or penalties for lack of coverage. The City modifies its health insurance benefits from time to time achieve cost containment while preserving access to quality care and local medical care providers, and to remain consistent with industry practice.

2. Health Insurance Premiums. Bargaining unit contracts require that the City pay a portion of health insurance premiums. The particular share is detained in each bargaining unit's contract. In addition, the City pays for a portion of health insurance for its non-bargaining unit (NBU) employees as specified in the NBU Handbook as adopted by City Council.

3. Provision of Dependent Health Insurance Coverage. The City offers dependant coverage to employees who participate in the City's single-employee health insurance plan. The City and employees each pay 50% of the costs of the dependent health insurance.
4. Provision of Retiree Health Insurance Coverage. The City will offer its retirees access to post-retirement health insurance coverage consistent with state law. "Retirees" shall be defined consistent with state law.

XII. Investment Policy

The Investment Policy was adopted as a separate document in October 15, 1996 (Council Bill No. 1993-0247), and is incorporated into the Financial Policies as amended from time to time by reference.

FY 2014/15 Budget Process

December 3: Budget kickoff is an overview of the budget process, including deadlines, deliverables, and budget balancing strategies.

January 7: Departments submitted target level budgets in accordance with guidelines shared via the Budget Kickoff communications and other standard forms and list of possible significant cost increases for next fiscal year that they cannot cover in their target level budgets.

February 10-12: Preliminary Information Exchange meetings were held with Council to inform Council on the major funding needs.

February 25 and March 4 – Held public study sessions with Council on the Major Funding Needs

March 4-5: Budget review meetings with the City Manager focused on supplemental budget requests.

March 17-19: Preliminary Information Exchange meetings were held with Council to obtain detail direction on budget strategies.

April 1: Departmental service plans are submitted.

May 6: Staff presents the proposed FY 2014/2015 budget to City Council.

June 3: City Council is scheduled to adopt the budget by ordinance, reflecting any modifications from the proposed budget.

City of
CHAMPAIGN

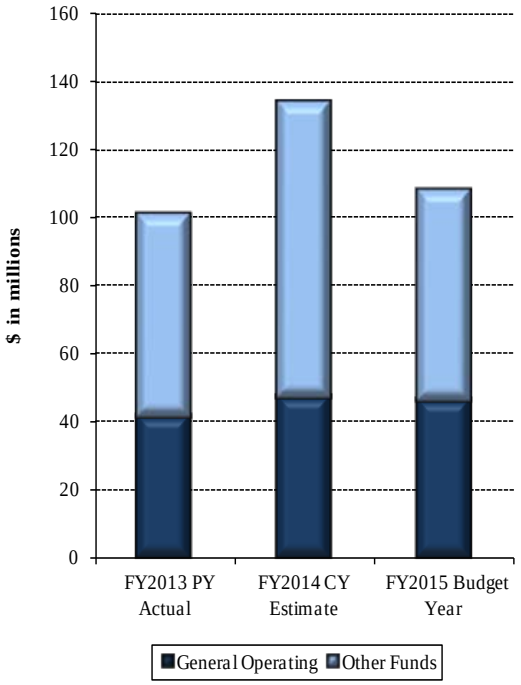
The City of Champaign
Fiscal Year 2014/15
Summary

The Financial Plan (annual budget) establishes the direction for all City government programs and services for the coming fiscal year. It represents the synthesis of Council guidance and staff recommendations on how to best achieve the City's goals and respond to community needs. The Financial Plan is developed in accordance with available resources, established policies and sound administrative practices. Review and approval of the Financial Plan is one of the City Council's most important roles.

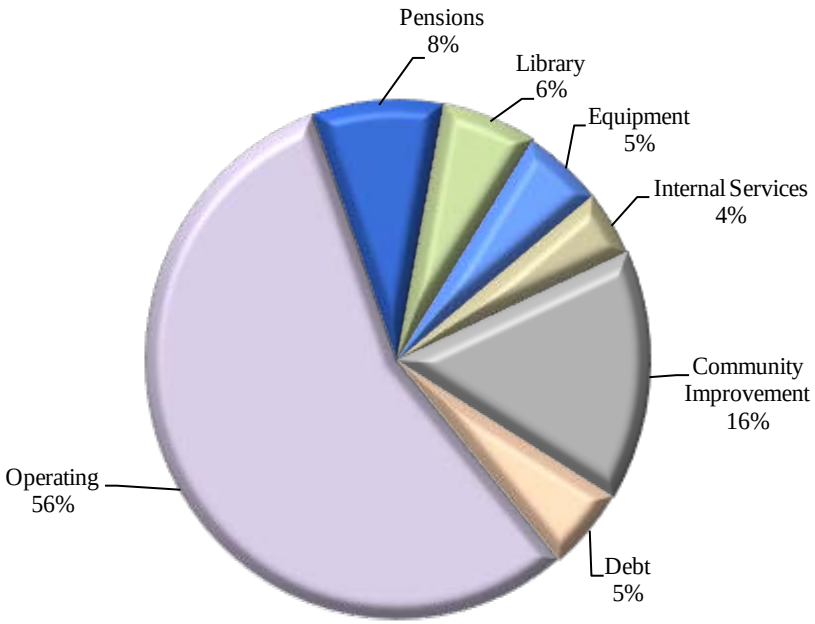
The Fiscal Year (FY) 2014/15 budget enhances core services by using one-time funding to drive prosperity and move our community forward. The FY 2014/15 budget continues the recurring investments in Police and Fire services from FY 2013/14 and allocates one-time funding to further strategic investments consistent with Council Goals including an additional payment for a portion of the debt service on bonds that financed the main Library facility, economic development activities, permanent pavement patching, capital improvements, and additional contributions to the City's Fire and Police Pension Funds.

Expenditures for All Funds:
FY 2014/15 total expenditures for all funds, excluding transfers from one fund to another, are $113,770,066. Fund to fund transfers are $50,611,353 and are included in the adopted budget for legal purposes, making total adopted expenditures $164,381,419. The adopted budget is balanced and meets the City's financial policies.

Total Expenditures for All City Funds



Expenditure by Fund Type
FY 2014/15 (budget year)



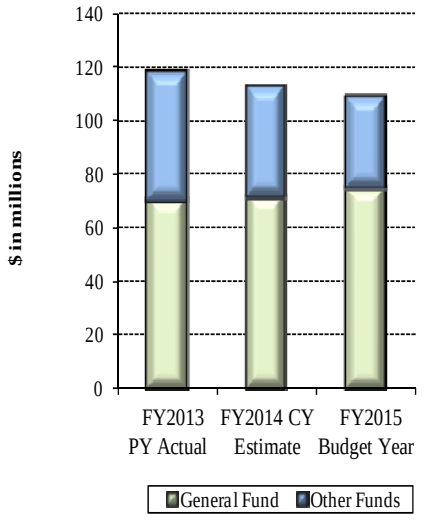
Operating costs incurred for basic municipal services represent 56% of FY 2014/15 budgeted expenditures. The next largest category, community improvement funds, represents 16% of all City expenditures. Expenditures in this category fulfill the City's commitment to infrastructure maintenance and expansion, neighborhood conservation, and economic development. FY2014/15 expenditures decreased $15.91 million (13.98%) from estimated expenditures for FY 2013/14 as a result of significant progress made and/or completion of major capital improvements projects including the following:

- UC2B – Fiber Optic Connection - $3.6 million
- South Fourth Street Extension - $2.9 million
- Storm Sewer Rehabilitation - $1.7 million
- Curtis Road (Wynstone to Wesley) - $1.3 million
- Boneyard Creek: North Branch Improvements - $773,000
- Fourth Street (John to Armory) - $660,000
- Town Center Boulevard (Moreland to Ryder) Safety Improvements - $373,000
- Brick Surface Rehabilitation - $295,000
- Rising Road Improvements – Jacob's Landing - $283,000

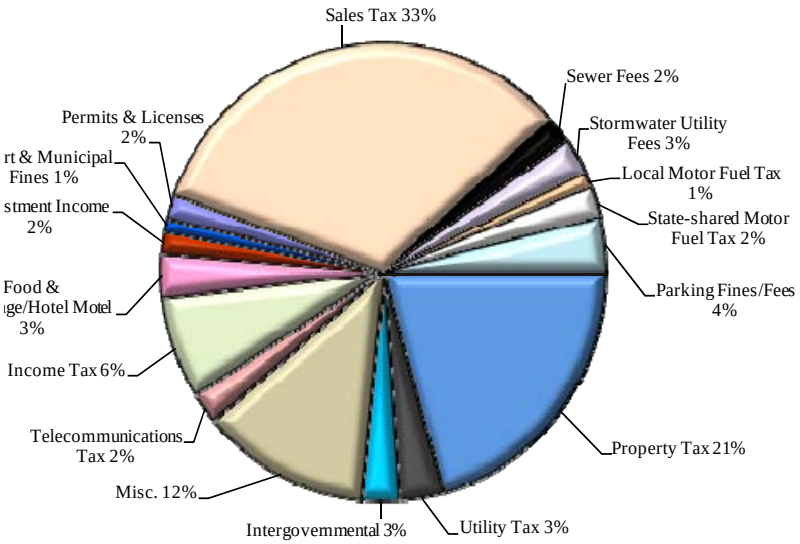
The City typically uses a "pay as you go" policy for almost all capital projects and all equipment replacement. In lieu of borrowing, the City reserves money for capital projects prior to beginning them. This limits the total cost of doing the projects since issuing debt would add debt issuance and interest costs. For large projects, avoiding those additional costs provides full funding to complete other smaller projects instead. "Pay as you go" financing also allows for more financial flexibility in the event that another priority arises, a project costs much more than estimated, or revenues differ from estimates significantly.

Revenues for All Funds:
Unlike for-profit organizations, the City's primary revenues do not directly tie to expenses. Therefore, the most relevant way to depict revenues is by source. The following two charts show the trend in total revenues and the composition of revenue sources.

Total Revenues for All City Funds
(Not including transfers)



Revenue Sources for All City Funds
FY2014/15 (budget year)



The City diversifies its revenues to minimize the impact of one revenue source stagnating or dropping due to reasons beyond City control. Sales taxes are the largest revenue sources, providing 33% of the City's total revenues. Property taxes are next at 21%. "Miscellaneous" revenue includes grants, bond proceeds, smaller fines and fees, and other relatively small revenues and revenues not received every year.

Miscellaneous revenues for FY 2012/13 were greater than usual due to bond proceeds from refinancing the 2004A bonds and a portion of the 2005 bonds. Staff projects sales tax revenue for FY 2014/15 to increase 2.0%, based on historical trends, current economic outlook, and staff expertise. Property tax revenue is the City's second largest revenue source. Because the equalized assessed value (EAV) of taxable property is based on the prior three years' valuations, the City's EAV for 2012 decreased 0.93% over 2011. The following year (2013) EAV continued to decrease 1.25% over 2012. The decrease in EAV negatively affects the General Fund, which experienced declines in Sales and Income Tax revenue in prior years. Library revenues are also negatively affected.

Revenues and Expenditures for All Funds, excluding Transfers:

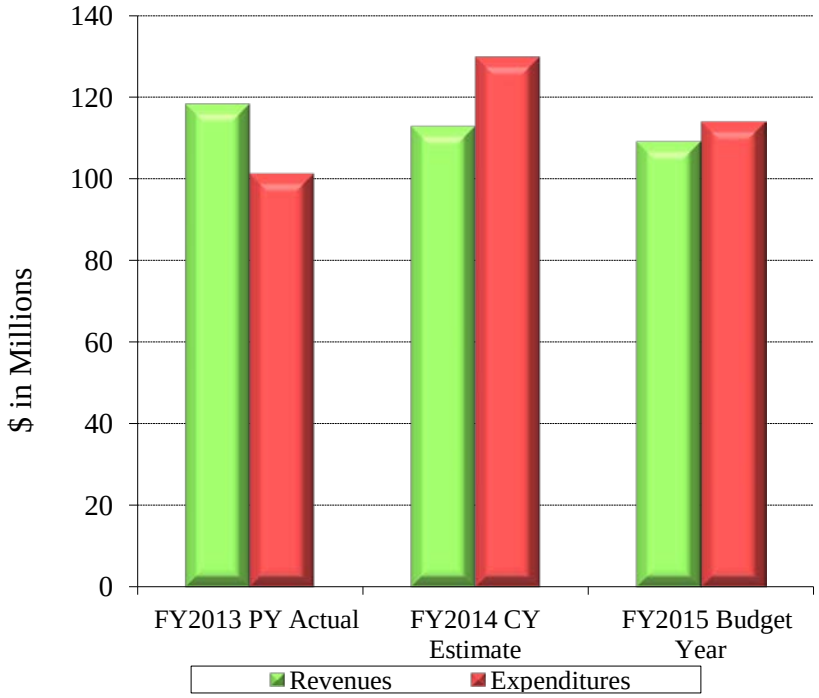
For the summary of revenues and expenditures for all City funds excludes interfund transfers. This avoids double-counting funds. The following table shows revenues, expenditures and fund balances for the budget year.

Summary of Revenues, Expenditures, and Balances by Fund Type for FY 2014/15

City Fund Type	**Beginning Balance** *($ millions)*	**Budgeted Revenues** *($ millions)*	**Budgeted Expenditures** *($ millions)*	**Reserves & Balances** *($ millions)*
City Operating Funds	15.54	90.30	95.18	10.66
Internal Service Funds	5.52	5.96	5.45	6.03
Community Improvement Funds	10.34	24.74	25.62	9.47
Equipment Funds	8.59	5.14	7.86	5.87
Debt Service Funds	4.60	5.56	5.88	4.28
Agency Funds	0.00	7.82	7.82	0.00
City Pension Funds	68.97	13.17	9.54	72.59
Champaign Public Library Funds	1.63	6.85	7.03	1.46
Total All Funds	**$115.19**	**$159.55**	**$164.38**	**$110.36**

The following chart and table show total revenues and expenditures over a three-year period.

Three Year Chart of Revenues and Expenditures



Three Year Summary of Revenues and Expenditures

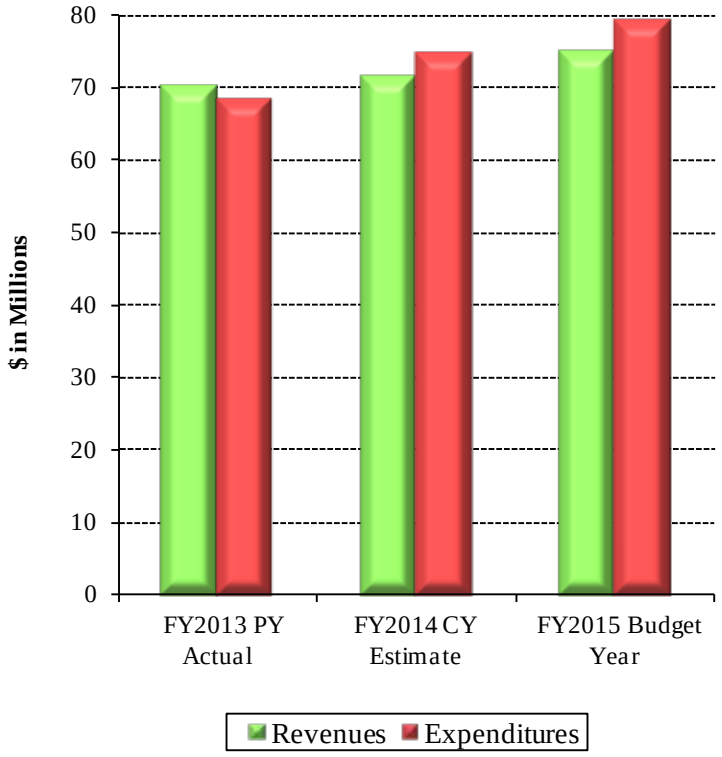
Revenues by Source	**FY2013 Actual** *($ millions)*	**FY2014 Estimate** *($ millions)*	**FY2015 Budget** *($ millions)*
Sales Tax	31.63	32.04	36.14
Property Tax	22.9	22.29	22.57
Income Tax	7.92	7.88	7.93
Parking Fines/Fees	3.83	4.01	4.1
Utility Tax	3.27	3.47	3.48
Food & Beverage/Hotel Motel	3.03	3.09	3.26
Intergovernmental	1.51	6.14	2.95
Stormwater Utility Fees	0.34	2.77	2.77
Telecommunications Tax	2.43	2.38	2.38
State-shared Motor Fuel Tax	2.36	2.43	2.37
Sewer Fees	1.89	2.11	2.16
Permits & Licenses	1.69	1.92	1.95
Investment Income	1.68	1.65	1.65
Local Motor Fuel Tax	1.25	1.12	1.18
Court & Municipal Fines	0.97	0.97	1.02
Other*	31.5	18.49	13.03
Total Revenues	**$118.20**	**$112.76**	**$108.94**

**Other includes Hotel/Motel Tax, grants, miscellaneous fees, fines, and other revenue*

Expenditures by Classification	FY2013 Actual ($ millions)	FY2014 Estimate ($ millions)	FY2015 Budget ($ millions)
Personnel	50.79	53.51	56.09
Commodities	3.71	4.22	4.31
Contractual	24.79	29.14	32.39
Capital	21.74	42.81	20.98
Total Expenditures	**$101.03**	**$129.68**	**$113.77**

As described under Expenditures for All Funds section, the City typically uses a "pay as you go" policy for almost all capital projects and all equipment replacement. As shown in the above chart, in FY 2012/13, revenues exceed expenditures to build funding for the following years. Therefore, in the FY 2013/14 estimate and as adopted for FY 2014/15 expenditures in all funds exceed revenues.

General Operating Fund:
The General Operating Fund accounts for the majority of City operations. This is in contrast to special purpose funds, such as capital improvements or pension funds. Interfund transfers are shown in this fund, which include revenues (generally reimbursements for services provided to other funds) as well as expenses (generally reimbursements for services provided by other funds). The following chart shows total revenues and expenditures (including transfers) over a three-year period.

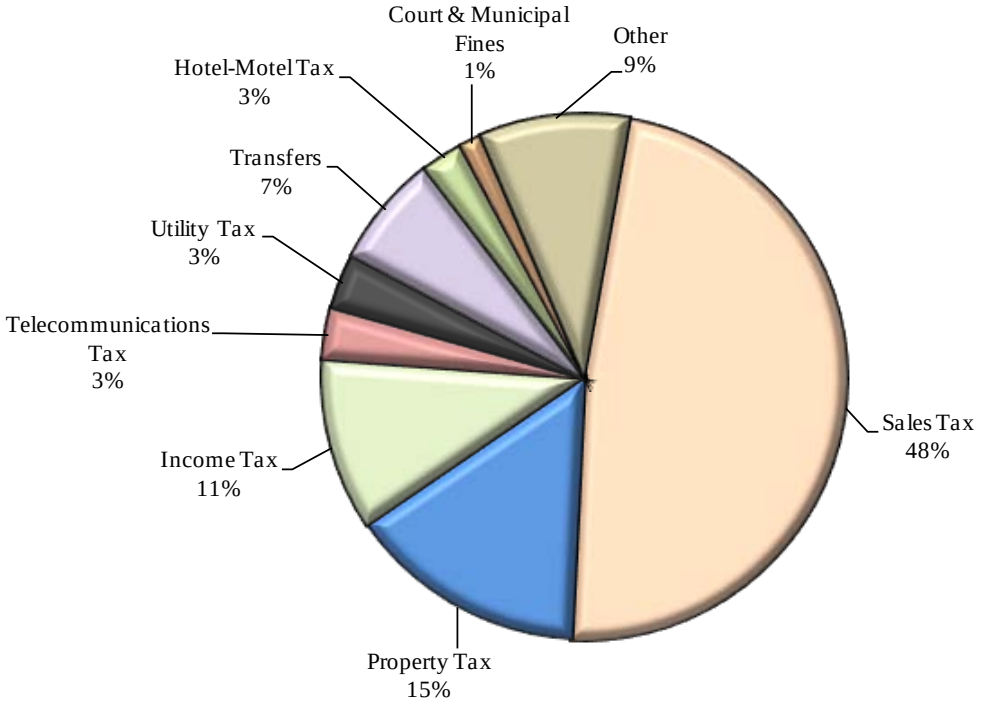


Projected expenditures for FY 2013/14, and budgeted expenditures for FY 2014/15, are greater than revenue. That appears to depict deficit spending, but that's not the case. The City goes through a detailed process of distinguishing recurring expenditures from one-time expenditures. By policy, budgeted recurring expenditures are not just equal to expected recurring revenues, but are actually 1.5% less than recurring revenue. This provides a small buffer in case revenues fall short of projections.

The difference between revenues and expenditures for FY 2013/14 and 2014/15 represents significant investment in community services on one-time expenditures, primarily funded by savings from prior years. Most of these expenditures for FY 2013/14 concerned public safety services. For FY 2014/15, the largest single investment of one-time funds is infrastructure, with economic development second. Other one-time investments are budgeted for Library services and public safety pensions.

Staff expects projected revenues for FY 2014/15 to increase slightly from FY 2013/14, and expects that FY 2013/14 expenditures will exceed revenues due to recommended one-time supplemental budget requests (SBR). The SBRs focused on emergency services and one-time requests that restored funding reductions made as part of the one-time budget balancing measures taken in prior years. Some SBRs provided funds to enhance City services.

General Operating Fund Revenues by Source



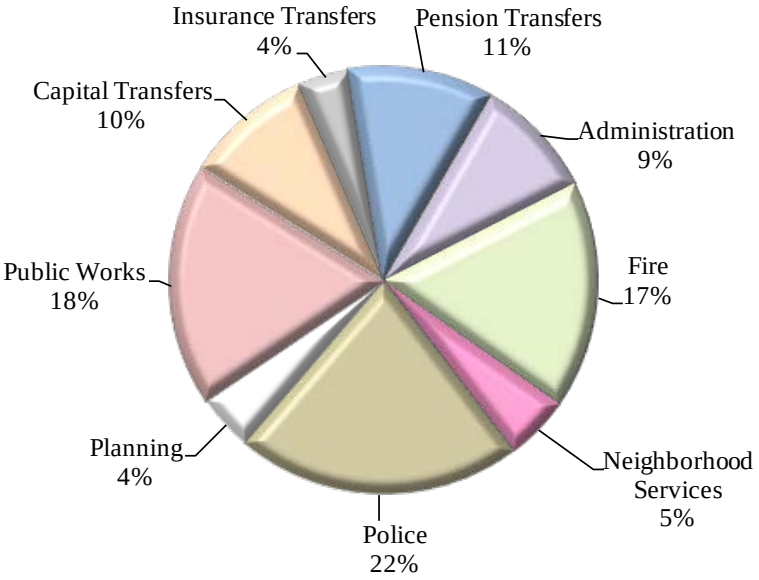
Sales tax is the major revenue source for the General Operating Fund, providing 48% of its resources. The State levies a little more than half of the City's sales tax revenues pursuant to State statute, with the remaining portion levied by the City as a home-rule community.

Sales Tax revenue is directly affected by economic conditions, and is currently growing after suffering losses during the economic downturn. Projected sales tax growth for FY 2014/15 is 2.0% over FY 2013/14.

Police & Fire services are 39% of total General Fund Expenses, and if pension costs are included, the total cost of Police and Fire services amounts to half of the General Operating Fund expenditures. Community Improvement activities are provided by Public Works, Planning, and Neighborhood Services, which include capital improvements. Altogether, Community Improvement expenditures comprise 27% of total General Fund expenditures.

FY 2014/15 General Operating Fund Expenditures

By Category (budget year)



The General Fund budget includes over $10 million in transfers, most of which goes to the Capital Improvements and Stormwater Management Funds.

Conclusion:

The FY 2014/15 budget is balanced and complies with the financial policies adopted by the City Council. The policies require that expenditures not exceed available resources, and recurring expenditures do not exceed recurring revenues as explained on the prior page. In addition, General Fund balances meet the policy that budgeted unrestricted balances are at least 10% of General Fund expenditures (excluding transfers to other funds). The projected General Operating Fund balance is $6.52 million, representing 12.57% of expenditures excluding transfers. That equates to General Fund expenditures for about one and a half months. Total reserves for all funds are budgeted at $110.36 million, including $72.59 million in the Firefighters Pension Fund and $10.66 million for operating funds.

Revenue Analysis

Introduction

The total projected revenues for FY2014/15 are $108.94 million, excluding inter-fund transfers. This section of the document provides explanations of each of the City's thirteen major sources of revenue and FY2014/15 projections. These revenues total $90.48 million, which is 83% of total revenues. Interest and investment income is expected to be $1.65 million or 1.51% of total revenues. The remaining 15% are miscellaneous revenues including Federal and State grants, miscellaneous fees, and reimbursements for City expenditures. The City projects those on a detailed level; however, no detail discussion is provided in the budget document for practical reasons. The following table summarizes major revenue sources:

Source	FY2012/13 Budget Actual	FY2013/14 Budget Revised Budget	FY2014/15 Budget
state sales and use tax	16,941,855	16,987,033	18,039,759
local sales tax (home-rule)	14,687,532	15,053,581	18,102,373
property tax	22,902,878	22,289,859	22,567,136
income tax (not including PPRT)	7,603,602	7,878,546	7,927,179
utility tax (gas, electric & water)	3,266,505	3,466,570	3,483,903
telecommunication tax	2,434,694	2,384,615	2,384,615
state-shared motor fuel tax	2,357,879	2,428,951	2,366,560
local motor fuel tax	1,250,852	1,118,463	1,180,000
community development block grant	560,520	704,817	2,450,920
parking fines, fees & meter income	3,833,855	4,012,831	4,101,486
sanitary sewer fee	1,892,181	2,081,987	2,152,096
stormwater utility fee	339,338	2,770,780	2,770,780
hotel-motel taxes	1,665,136	1,802,685	1,928,873
building related permits	828,865	1,015,191	1,024,116
Total Major Revenues	**$80,565,692**	**$83,995,909**	**$90,479,796**
Other Revenues	**$37,632,180**	**$28,761,953**	**$18,457,270**
Total All Revenues	**$118,197,872**	**$112,757,862**	**$108,937,066**

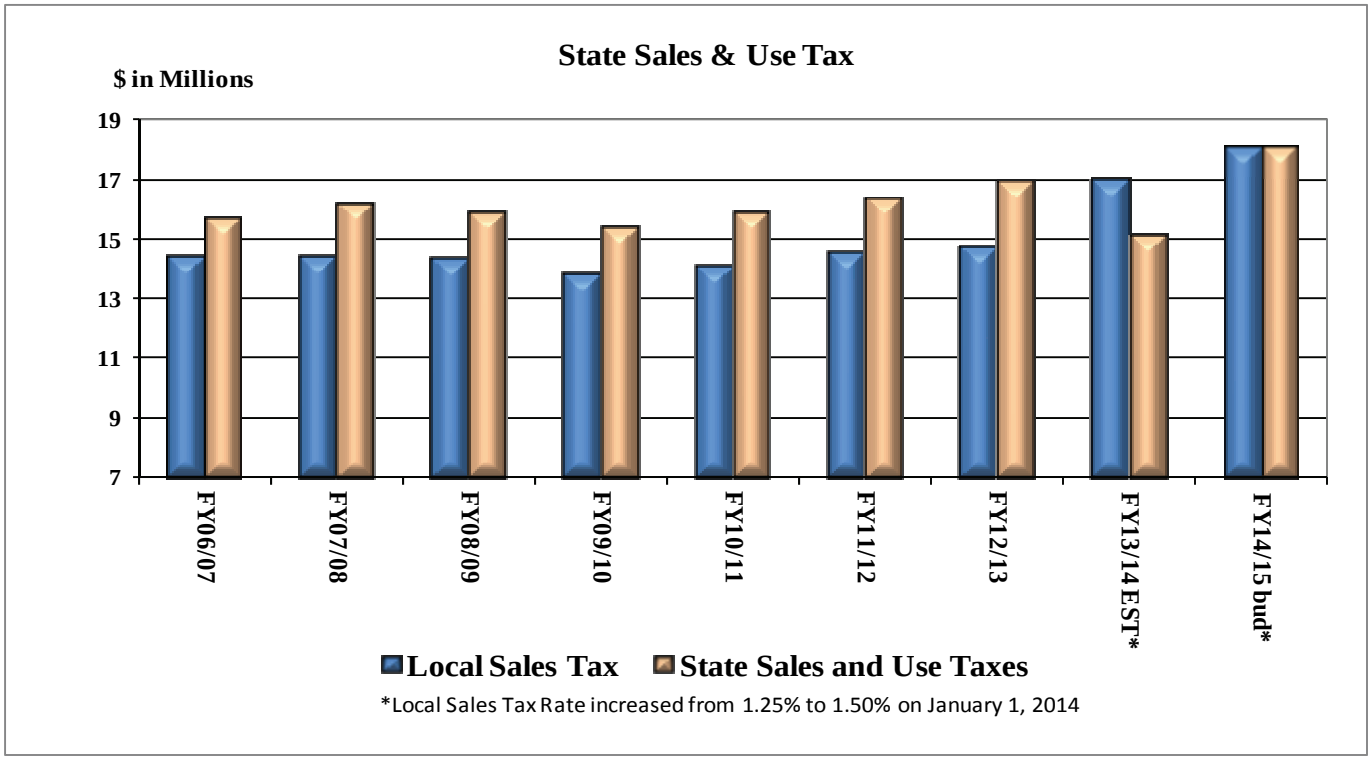
Local Economy

The national and local economies have been growing consistently for 4 years. The University of Illinois Flash Index shows positive movement, however, other key indicators still lag. The pace of growth in economic output will likely continue to be slow so the positive effects on job growth, household income, real estate prices, construction, and retail sales will be modest.

State Sales Tax and Use Tax: $18,039,759
Local Sales Tax (Home-Rule): $18,102,373

The current sales tax rate on most goods in Champaign is 9.00% of retail sales. Of this amount, the State's share is 5%, the City's share is 2.50%, and the County's share is 0.50%. Effective January 1, 2010, the County School Facility Tax was imposed at the rate of 1.00%. The City's 2.50% is comprised of a 1% statutory tax on most retail sales and an additional 1.50% local sales (home-rule) tax which the City levies under its home-rule authority (Effective January 1, 2014, the home-rule sales tax increased 0.25% to 1.50 %). The local sales tax exempts sales of food, drugs, medical appliances and licensed personal property like automobiles. Sales tax revenue is allocated to the General Operating Fund; 17% of local sales tax revenue is transferred to the Stormwater Management Fund to pay for drainage improvements. Sales taxes provide 33% of total City revenue.

Statutory Sales tax for FY2014/15 is projected to increase 2%, while Home-Rule tax is projected to increase 1.5%. These are based on historical trends, current economic outlook and staff expertise. On average, sales tax revenues grow 2-3% a year.

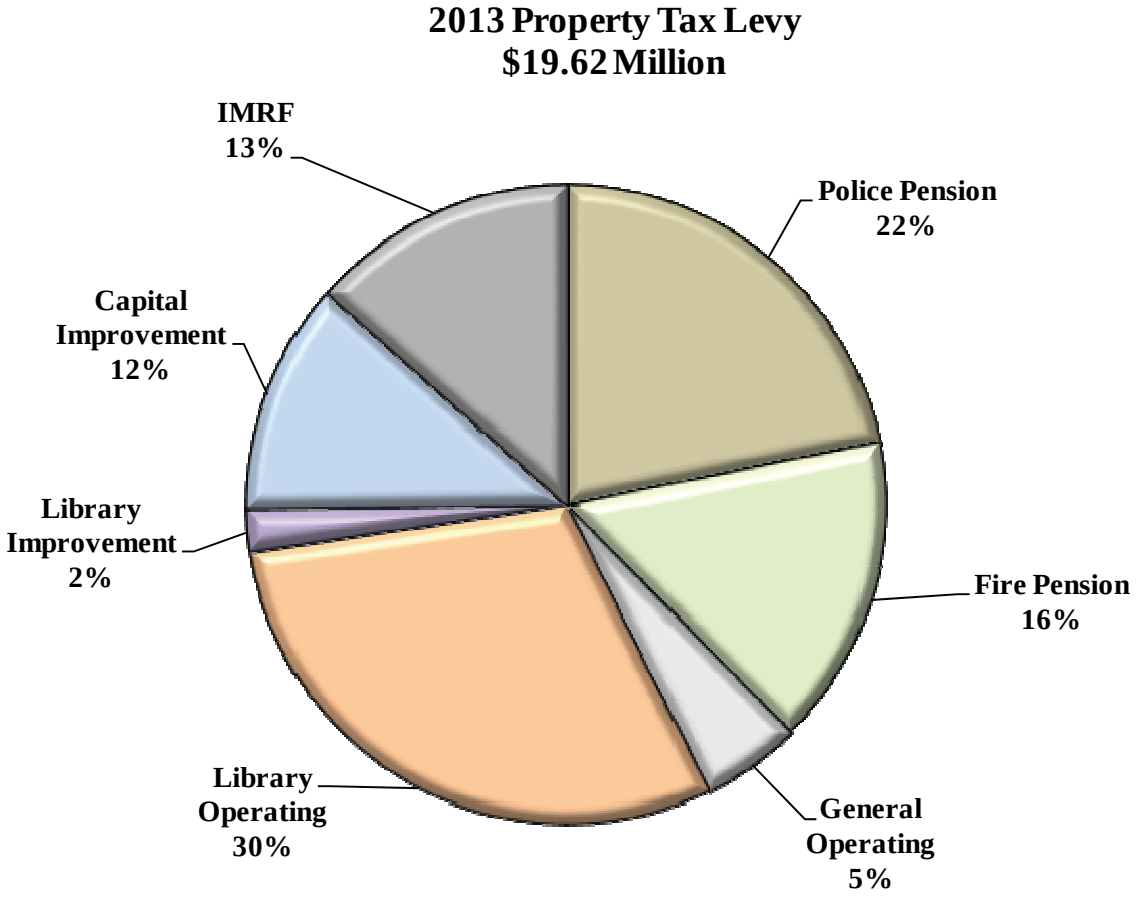


Property Tax: $22,567,136

The tax rate resulting from the 2013 levy is 1.3152. The growth in Equalized Assessed Valuation (EAV) in the City continues to decline, with the EAV for the 2013 tax levy 1.25% lower than the previous year. Champaign experienced an average 7% increase in EAV from 2000 to 2008 (omitting the unusually high years of 2005 (15.42% increase) and 2006 (11.23% increase)). The significant drop in EAV negatively impacts the General Fund, which has already been affected by prior year declines in Sales and Income Tax revenue. Unfortunately, the real estate market is not expected to rebound quickly; therefore, future growth in EAV is projected to be quite low.

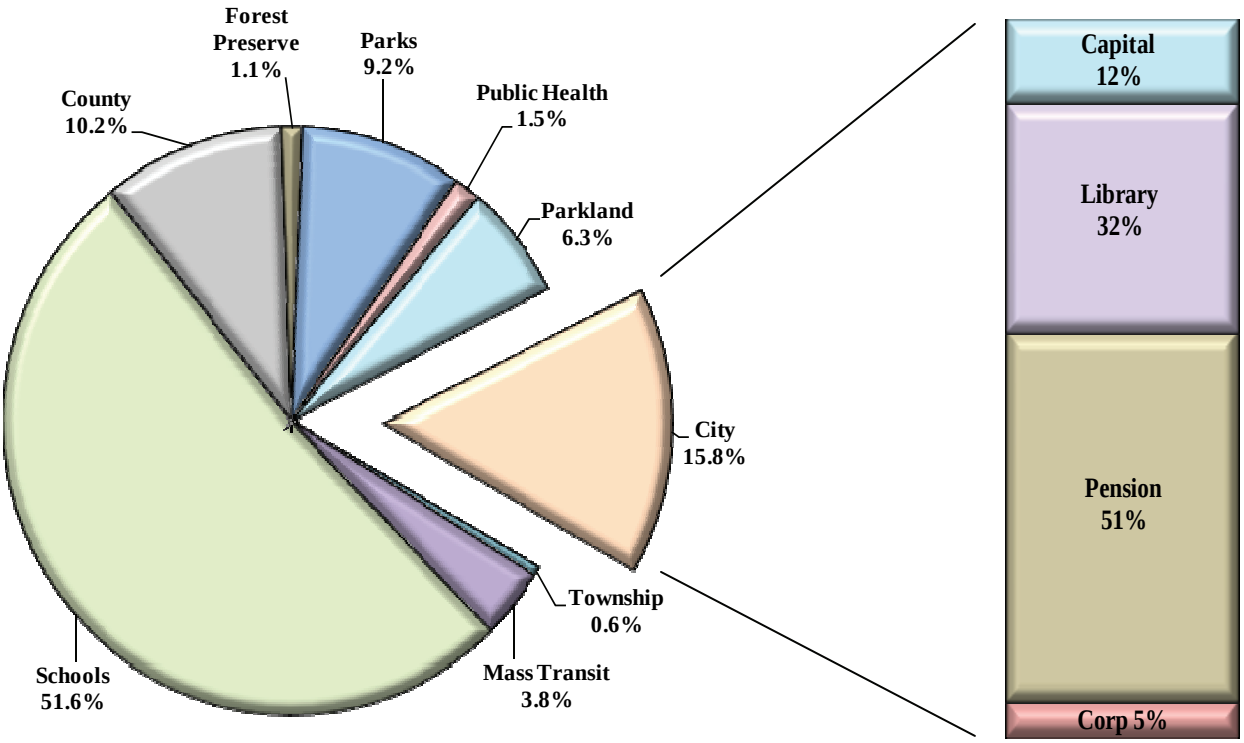
Property taxes are used for a variety of purposes and the amounts levied are governed by various policies. In 2013, pension funding needs make up 51% of the levy, and this amount is based on actuarial recommendations for the Pension Funds. The Library levies are based on a specific rate, therefore this levy decreased by the same rate as the EAV at 1.25% and it presently makes up 32% of the total. Capital Improvement expenditures are 12% of the total. The corporate purpose levy, which is allocated to the General Operating Fund, after all other obligations are satisfied, is 5% of the total.

The graph below shows the amount of the levy adopted by the City Council and how it is allocated to different purposes. Budgeted revenues for FY2014/15 are higher ($22.57 million) because they include a portion of the 2013 levy and a portion of the estimated 2014 levy.



Overall, the City is only one of nine taxing districts with approximately 15.8% share of all property taxes collected from its residents. The following chart shows the overall property tax distribution among the various districts.

2013 Tax Levy for All Taxing Districts



State-Shared Motor Fuel Tax: $3,366,560

The Motor Fuel tax is collected by the State and is assessed on a per-gallon basis. The motor fuel tax rates are 19 cents per gallon on motor fuel and 21.5 cents per gallon on diesel fuel. Revenues are allocated to the Motor Fuel Tax Fund where they are used to pay for street maintenance and improvements (no graph).

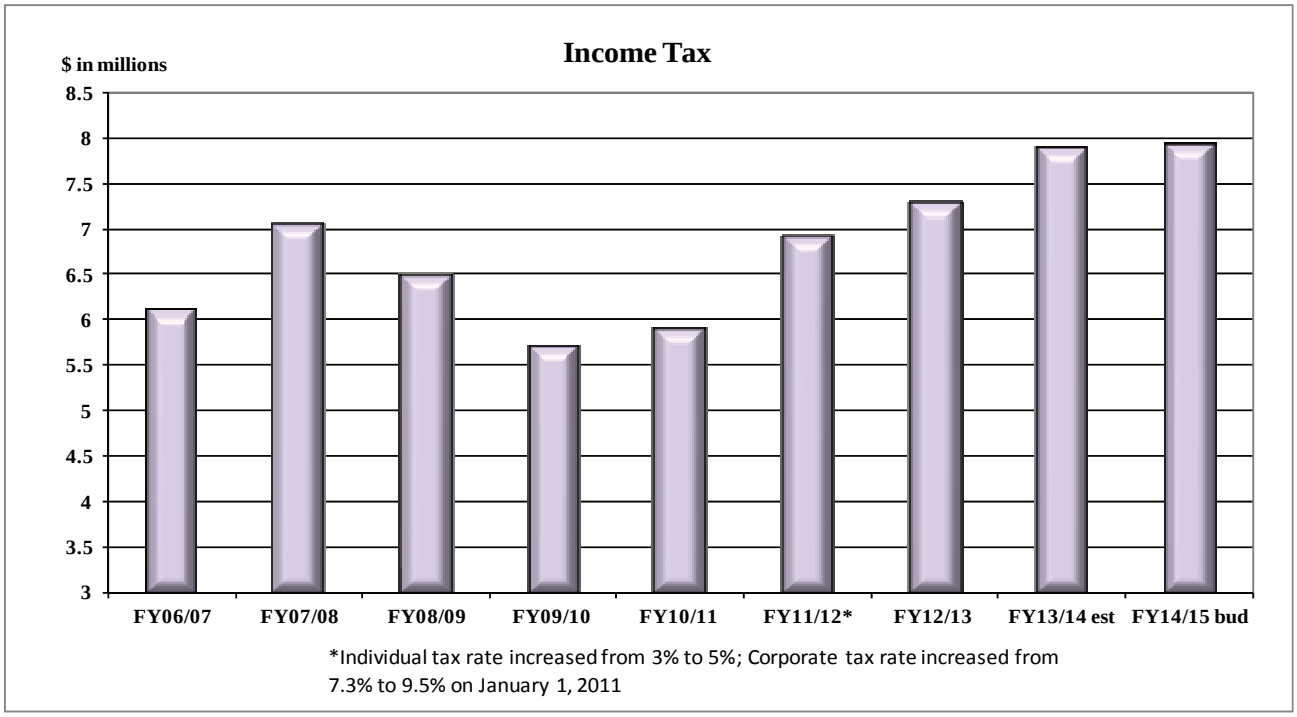
Local Motor Fuel Tax: $1,180,000

The City enacted a four cent per gallon Local Motor Fuel Tax, effective May 1, 2012. All revenue is dedicated, by ordinance, to transportation infrastructure improvements (no graph).

Income Tax: $7,927,179

Income tax revenues are up from last year, due mainly to the increased tax rates for individuals and corporations as well as a delay in the State paying out unpaid refunds (City received two checks in January 2014). State disbursement of Income tax revenues are currently one month behind. The State of Illinois taxes the incomes of individuals and corporations at the rate of 5% and 9.5%, respectively, and shares 3/10ths of 1% of the tax collections with cities and counties.

The amount that each locality receives is based on its population in proportion to the total State population. Based on the recommendations of the Illinois Municipal League, staff budgeted higher than the prior year, estimating $97.80 per capita for FY2014/15.

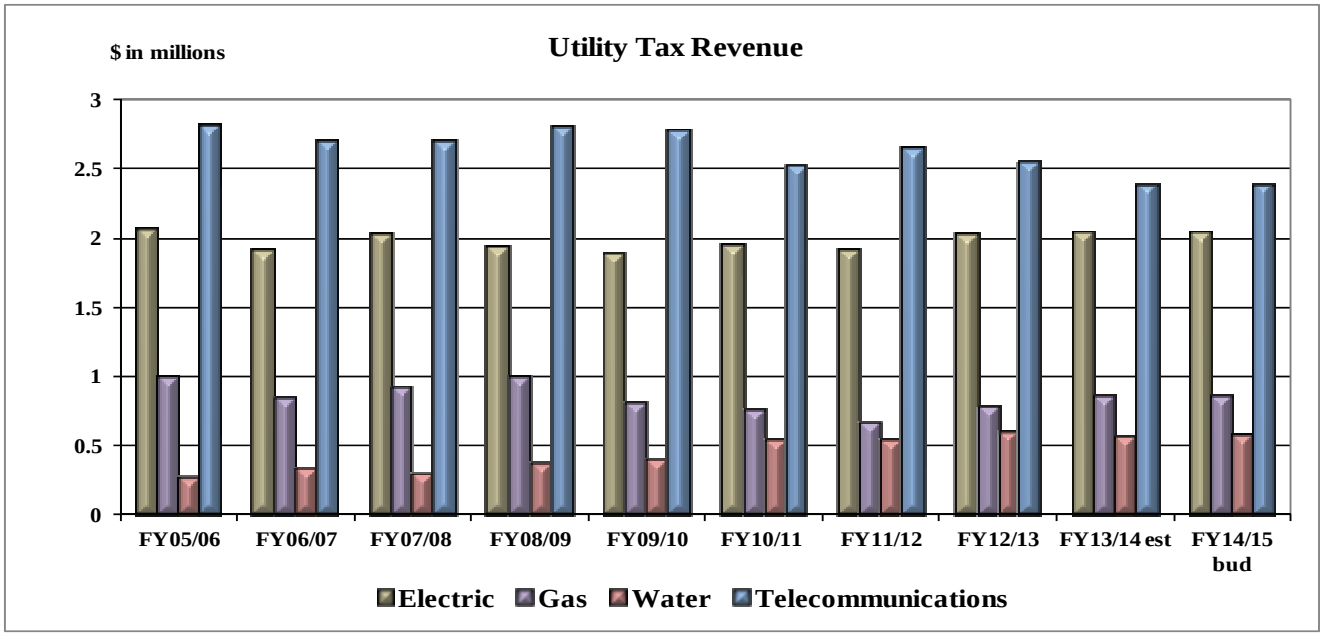


Community Development Block Grant: $2,450,920

These revenues are allocated by the Federal government and received into the Community Development Block Grant Fund where they are managed by the Neighborhood Services Department in accordance with Federal guidelines. Funding amounts for this grant continues to decline (no graph).

Utility Taxes: $3,483,903
Telecommunications Taxes: $2,384,615

The City charges a 2.75% tax on utility company charges for natural gas and water. Electric utility tax revenues are based on the number of kilowatt-hours used, so any increase in revenues is due only to higher usage by existing consumers or the addition of new consumers related to new construction. Next year projections include a 0.50% increase for electric, gas and water tax revenues.



The City's 2.75% telephone utility tax was repealed effective July 1, 1997, and replaced with a 3.5% simplified telecommunications tax. This tax was increased to 6% effective January 1, 2005. Staff projects telecommunications tax will remain flat for FY2014/15.

Sanitary Sewer Fee: $2,152,096

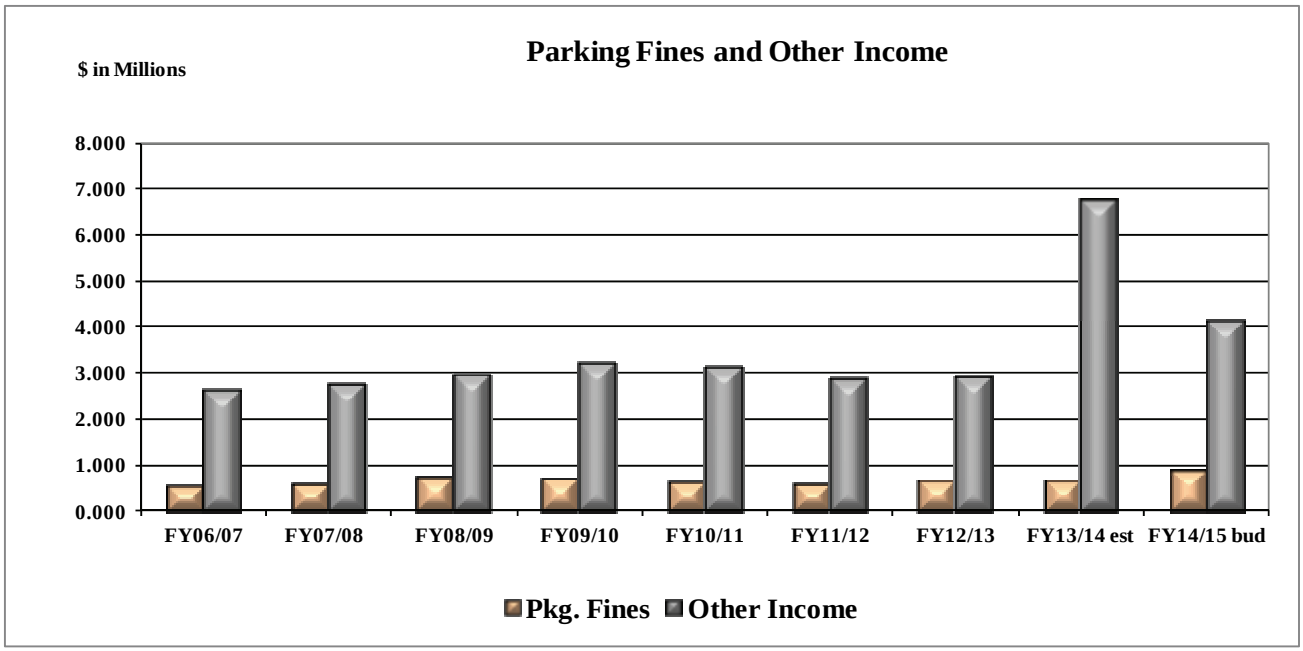
Revenues from this fee are allocated to the Sanitary Sewer Fund (previously known as the Sewer Improvement Fund) to support maintenance and rehabilitation of the City's sanitary sewer system. Effective February 2005, the City contracted with Urbana Champaign Sanitary District to provide sewer use fee collections (no graph).

Stormwater Utility Fee: $2,770,780

Revenues from this fee are allocated to the Stormwater Management Fund to support the operation, maintenance, and rehabilitation for the City stormwater detention basins, channels, outlets, and storm sewers. Effective January 2012, the City contracted with Urbana Champaign Sanitary District to provide stormwater utility fee collections (no graph).

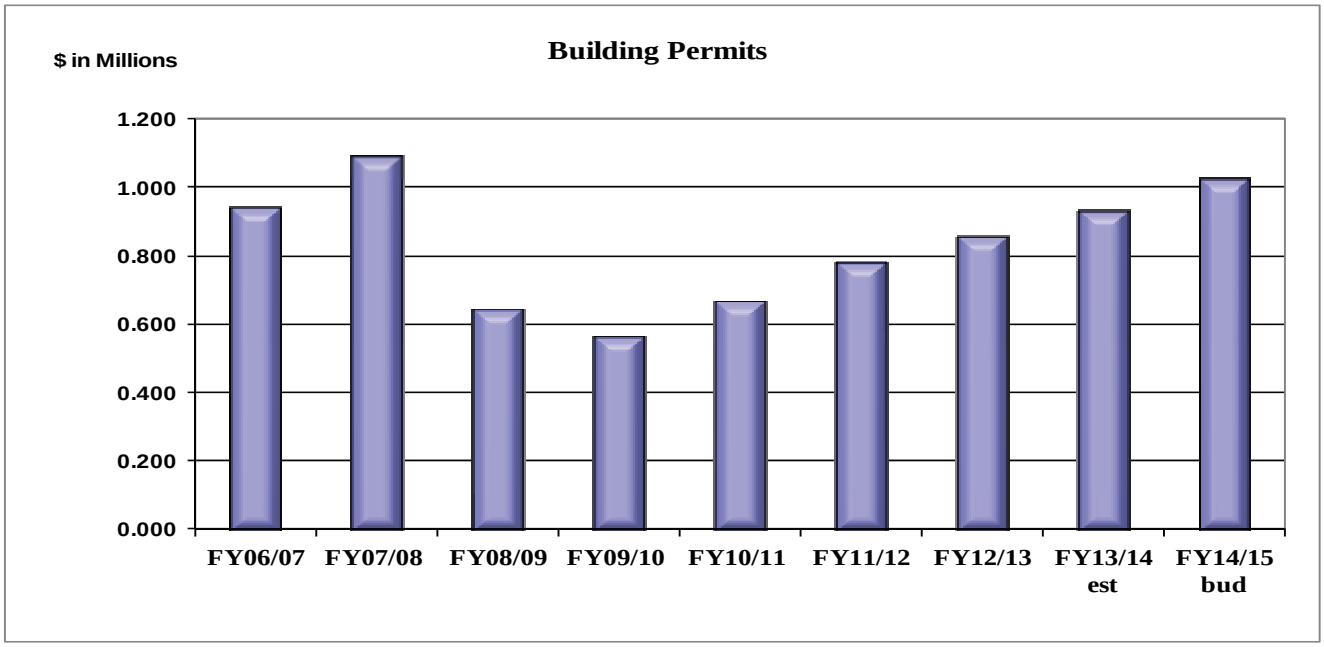
Parking Fines and Other Income: $4,101,486

Parking fines and fees are received into the Parking Programs Fund where they are reserved for parking-related expenditures such as enforcement, collections, capital improvements, and maintenance. The Parking Fund is an enterprise fund and these revenues cover all expenditures, including administrative overhead. There are large variations in revenues over the years and parking fines and fees revenues are anticipated to remain nearly flat for FY2014/15. However, other income will significantly decrease due to the sale of Lot J located at Sixth and Green Streets (approximately $2 million



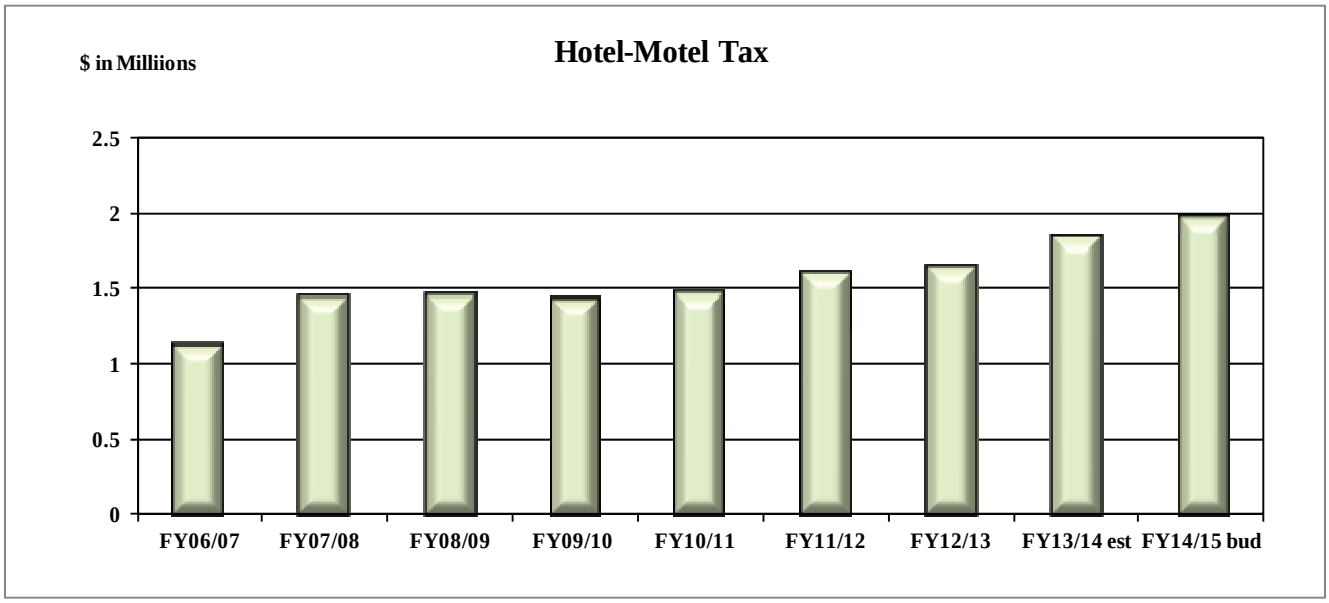
Building Permits: $1,024,116

The City charges a fee for all building-related permits. This includes general building permits, as well as electrical, plumbing and mechanical permits. The pace of local development is growing at a faster pace than the past several years, and staff anticipates that construction values will continue to recover with the economy.



Hotel-Motel Taxes: $1,928,873

The City taxes hotel and motel room receipts at a rate of 5%. Hotel-Motel tax revenues have consistently grown over the past several years due to several new hotels and events in Champaign and the continued recovery of the economy. Staff expects to see an increase of 7% in Hotel-Motel tax revenues for FY2014/15.



Summary of Revenues, Expenditures, Reserves and Balances by Fund

City Fund	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Estimate	FY 14/15 Budget
City Operating Funds				
General Operating Fund (02)**				
Beginning Balance	$11,839,045	$13,752,889	$13,752,889	$10,578,700
Revenues	$70,208,800	$72,365,073	$71,631,134	$75,049,561
Expenditures	$68,331,499	$77,593,128	$74,805,323	$79,105,899
Reserves & Balances	$13,716,346	$8,524,834	$10,578,700	$6,522,362
Parking Fund (03)				
Beginning Balance	$4,396,030	$3,732,924	$3,732,924	$3,323,224
Revenues	$3,121,348	$7,069,065	$5,042,558	$4,803,588
Expenditures	$3,633,298	$5,991,925	$5,452,258	$4,950,490
Reserves & Balances	$3,884,080	$4,810,064	$3,323,224	$3,176,322
Sanitary Sewer Fund (04)				
Beginning Balance	$573,593	$166,321	$166,321	($80,902)
Revenues	$2,465,692	$2,649,809	$2,676,399	$2,712,607
Expenditures	$2,872,964	$3,050,375	$2,923,622	$2,630,637
Reserves & Balances	$166,321	($234,245)	($80,902)	$1,068
Community Development Fund (05)				
Beginning Balance	$186,308	$73,485	$73,485	($131,826)
Revenues	$710,334	$4,116,565	$784,308	$2,577,720
Expenditures	$823,157	$1,227,092	$989,619	$2,766,528
Reserves & Balances	$73,485	$2,962,958	($131,826)	($320,634)
Environmental Services Fund (06)				
Beginning Balance	($112,692)	$81,250	$81,250	$63,653
Revenues	$594,485	$556,386	$539,246	$546,173
Expenditures	$400,543	$637,562	$556,843	$510,070
Reserves & Balances	$81,250	$74	$63,653	$99,756
UC2B Operations Fund (08)				
Beginning Balance	($72,878)	$82,068	$82,068	$640,732
Revenues	$739,690	$1,078,049	$1,282,239	$0
Expenditures	$665,243	$1,100,892	$723,575	$160,400
Reserves & Balances	$1,569	$59,225	$640,732	$480,332
METCAD Fund (09)				
Beginning Balance	$1,666,354	$1,345,324	$1,345,324	$1,143,057
Revenues	$4,057,666	$4,257,785	$4,270,475	$4,613,668
Expenditures	$4,378,696	$4,607,520	$4,472,742	$5,057,951
Reserves & Balances	$1,345,324	$995,589	$1,143,057	$698,774
Total City Operating Funds				
Beginning Balance	$18,475,760	$19,234,261	$19,234,261	$15,536,638
Revenues	$81,898,015	$92,092,732	$86,226,359	$90,303,317
Expenditures	$81,105,400	$94,208,494	$89,923,982	$95,181,975
Reserves & Balances	$19,268,375	$17,118,499	$15,536,638	$10,657,980

City Fund	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Estimate	FY 14/15 Budget
Internal Service Funds				
Fleet Services Fund (10)				
Beginning Balance	($179,751)	($269,394)	($269,394)	($236,967)
Revenues	$1,695,557	$1,845,875	$1,842,663	$1,962,102
Expenditures	$1,776,116	$1,932,565	$1,810,236	$1,973,562
Reserves & Balances	($260,310)	($356,084)	($236,967)	($248,427)
Retained Risk Fund (15)				
Beginning Balance	$3,014,283	$3,409,716	$3,409,716	$3,572,632
Revenues	$1,095,233	$1,218,742	$1,231,242	$1,228,481
Expenditures	$699,800	$1,270,594	$1,068,326	$1,308,799
Reserves & Balances	$3,409,716	$3,357,864	$3,572,632	$3,492,314
Workers' Compensation Insurance Fund (16)				
Beginning Balance	$1,565,470	$1,806,443	$1,806,443	$2,188,129
Revenues	$2,548,216	$2,649,898	$2,649,898	$2,770,543
Expenditures	$2,307,243	$2,091,170	$2,268,212	$2,169,049
Reserves & Balances	$1,806,443	$2,365,171	$2,188,129	$2,789,623
Total Internal Service Funds				
Beginning Balance	$4,400,002	$4,946,765	$4,946,765	$5,523,794
Revenues	$5,339,006	$5,714,515	$5,723,803	$5,961,126
Expenditures	$4,783,159	$5,294,329	$5,146,774	$5,451,410
Reserves & Balances	$4,955,849	$5,366,951	$5,523,794	$6,033,510
Community Improvement Funds				
Stormwater Management Fund (21)				
Beginning Balance	$1,364,802	$2,840,199	$2,840,199	$114,939
Revenues	$7,730,704	$8,415,518	$8,345,934	$8,390,083
Expenditures	$6,347,051	$11,143,616	$11,071,194	$8,430,362
Reserves & Balances	$2,748,455	$112,101	$114,939	$74,660
Motor Fuel Tax Fund (22)				
Beginning Balance	$13,445,196	$7,563,270	$7,563,270	$869,561
Revenues	$2,480,064	$3,688,988	$3,797,243	$2,570,640
Expenditures	$8,361,990	$10,569,601	$10,490,952	$2,411,747
Reserves & Balances	$7,563,270	$682,657	$869,561	$1,028,454
Capital Improvements Fund (23)				
Beginning Balance	$2,958,564	$2,184,818	$2,184,818	$502,635
Revenues	$10,174,633	$13,888,580	$11,130,824	$5,374,692
Expenditures	$10,948,378	$17,002,052	$12,813,007	$5,487,584
Reserves & Balances	$2,184,819	($928,654)	$502,635	$389,743
Library Improvement Fund (24)				
Beginning Balance	$127,283	$127,478	$127,478	$129,011
Revenues	$424,428	$421,782	$422,722	$422,961
Expenditures	$424,233	$421,189	$421,189	$422,341
Reserves & Balances	$127,478	$128,071	$129,011	$129,631
Local Motor Fuel Tax Fund (29)				
Beginning Balance	$0	$1,040,385	$1,040,385	$60,725
Revenues	$1,256,224	$1,251,723	$1,122,679	$1,184,227
Expenditures	$312,609	$2,102,341	$2,102,339	$449,990
Reserves & Balances	$943,615	$189,767	$60,725	$794,962

City Fund	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Estimate	FY 14/15 Budget
Urban Renewal Fund (41)				
Beginning Balance	$2,190,484	$1,872,047	$1,872,047	$1,623,501
Revenues	$912,189	$1,162,817	$1,320,036	$3,174,389
Expenditures	$1,230,626	$2,949,446	$1,568,582	$4,132,916
Reserves & Balances	$1,872,047	$85,418	$1,623,501	$664,974
ARRA Grant Fund (42)				
Beginning Balance	($1,221,758)	$936	$936	$0
Revenues	$1,652,627	$0	$0	$0
Expenditures	$429,932	$0	$936	$0
Reserves & Balances	$937	$936	$0	$0
Urban Development Action Grant Fund (43)				
Beginning Balance	$861,697	$802,429	$802,429	$309,878
Revenues	$245,089	$319,191	$282,154	$194,486
Expenditures	$304,357	$1,182,561	$774,705	$578,007
Reserves & Balances	$802,429	($60,941)	$309,878	($73,643)
Downtown TIF District Fund (44)				
Beginning Balance	$478,685	$1,075,857	$1,075,857	$1,194,000
Revenues	$1,978,802	$1,655,611	$1,690,831	$1,710,564
Expenditures	$1,381,630	$1,964,874	$1,572,688	$2,190,538
Reserves & Balances	$1,075,857	$766,594	$1,194,000	$714,026
East University Ave TIF District Fund (45)				
Beginning Balance	$1,514,723	$1,617,600	$1,617,600	$1,474,456
Revenues	$198,928	$190,317	$178,906	$173,650
Expenditures	$96,051	$591,574	$322,050	$461,650
Reserves & Balances	$1,617,600	$1,216,343	$1,474,456	$1,186,456
Food & Beverage Tax Fund (47)				
Beginning Balance	$4,302,497	$4,870,479	$4,870,479	$4,374,394
Revenues	$746,276	$761,142	$725,644	$746,746
Expenditures	$178,295	$1,306,374	$1,221,729	$669,802
Reserves & Balances	$4,870,478	$4,325,247	$4,374,394	$4,451,338
North Campus Redevelopment Area TIF Fund (48)				
Beginning Balance	$118,717	$351,876	$351,876	($314,347)
Revenues	$923,342	$792,301	$783,227	$781,240
Expenditures	$690,183	$1,449,450	$1,449,450	$360,450
Reserves & Balances	$351,876	($305,273)	($314,347)	$106,443
North Mattis AvenueTIF Fund (49)				
Beginning Balance	$0	$0	$0	$0
Revenues	$0	$0	$0	$20,858
Expenditures	$0	$0	$0	$20,858
Reserves & Balances	$0	$0	$0	$0
Total Community Improvement Funds				
Beginning Balance	$26,140,890	$24,347,374	$24,347,374	$10,338,753
Revenues	$28,723,306	$32,547,970	$29,800,200	$24,744,536
Expenditures	$30,705,335	$50,683,078	$43,808,821	$25,616,245
Reserves & Balances	$24,158,861	$6,212,266	$10,338,753	$9,467,044

City Fund	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Estimate	FY 14/15 Budget
Equipment Funds				
Vehicle Replacement Fund (60)				
Beginning Balance	$3,807,104	$4,255,113	$4,255,113	$2,445,793
Revenues	$1,389,232	$1,614,249	$1,810,340	$1,759,172
Expenditures	$941,223	$5,251,369	$3,619,660	$2,295,763
Reserves & Balances	$4,255,113	$617,993	$2,445,793	$1,909,202
Capital Equipment Replacement Fund (61)				
Beginning Balance	$3,855,289	$3,962,817	$3,962,817	$3,577,383
Revenues	$735,223	$1,084,910	$1,091,660	$896,428
Expenditures	$627,695	$2,270,497	$1,477,094	$1,947,979
Reserves & Balances	$3,962,817	$2,777,230	$3,577,383	$2,525,832
METCAD Emergency Telephone Fund (62)				
Beginning Balance	$0	$0	$0	$0
Revenues	$2,000,184	$1,917,072	$1,899,533	$1,845,926
Expenditures	$2,000,108	$1,917,072	$1,899,533	$1,845,926
Reserves & Balances	$76	$0	$0	$0
Foreign Fire Insurance Tax Fund (63)				
Beginning Balance	$181,611	$171,410	$171,410	$160,726
Revenues	$103,862	$105,956	$114,647	$115,000
Expenditures	$114,063	$125,331	$125,331	$131,690
Reserves & Balances	$171,410	$152,035	$160,726	$144,036
Narcotics Forfeitures Fund (64)				
Beginning Balance	$212,860	$125,157	$125,157	$87,126
Revenues	$108,894	$151,326	$152,000	$152,000
Expenditures	$196,596	$189,241	$190,031	$131,804
Reserves & Balances	$125,158	$87,242	$87,126	$107,322
METCAD Equipment Replacement Fund (65)				
Beginning Balance	$2,702,547	$3,047,949	$3,047,949	$2,317,137
Revenues	$515,432	$504,974	$500,887	$372,662
Expenditures	$170,030	$1,581,707	$1,231,699	$1,505,000
Reserves & Balances	$3,047,949	$1,971,216	$2,317,137	$1,184,799
Total Equipment Funds				
Beginning Balance	$10,759,411	$11,562,446	$11,562,446	$8,588,165
Revenues	$4,852,827	$5,378,487	$5,569,067	$5,141,188
Expenditures	$4,049,715	$11,335,217	$8,543,348	$7,858,162
Reserves & Balances	$11,562,523	$5,605,716	$8,588,165	$5,871,191
Debt Service Funds				
Bond and Interest Fund (70)				
Beginning Balance	$4,038,989	$4,817,373	$4,817,373	$4,603,762
Revenues	$6,088,036	$5,882,344	$6,196,391	$5,556,480
Expenditures	$5,309,652	$6,031,763	$6,410,002	$5,880,340
Reserves & Balances	$4,817,373	$4,667,954	$4,603,762	$4,279,902
Series 2012 Advance Funding Fund (78)				
Beginning Balance	$0	$0	$0	$0
Revenues	$10,318,652	$0	$0	$0
Expenditures	$316,551	$0	$0	$0
Reserves & Balances	$10,002,101	$0	$0	$0

City Fund	FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Estimate	FY 14/15 Budget
Total Debt Service Funds				
Beginning Balance	$4,038,989	$4,817,373	$4,817,373	$4,603,762
Revenues	$16,406,688	$5,882,344	$6,196,391	$5,556,480
Expenditures	$5,626,203	$6,031,763	$6,410,002	$5,880,340
Reserves & Balances	$14,819,474	$4,667,954	$4,603,762	$4,279,902
Agency Funds				
Emergency Telephone System Fund (80)				
Beginning Balance	$0	$0	$0	$0
Revenues	$2,029,561	$1,955,000	$1,932,209	$1,845,000
Expenditures	$2,035,388	$1,955,000	$1,932,209	$1,845,000
Reserves & Balances	($5,827)	$0	$0	$0
Champaign Public Library Tax Account Fund (81)				
Beginning Balance	$0	$0	$0	$0
Revenues	$6,257,653	$6,495,144	$6,481,235	$5,973,573
Expenditures	$6,259,512	$6,495,144	$6,481,235	$5,973,573
Reserves & Balances	($1,859)	$0	$0	$0
Total Agency Funds				
Beginning Balance	$0	$0	$0	$0
Revenues	$8,287,214	$8,450,144	$8,413,444	$7,818,573
Expenditures	$8,294,900	$8,450,144	$8,413,444	$7,818,573
Reserves & Balances	($7,686)	$0	$0	$0
City Pension Funds				
Police Pension Fund (96)				
Beginning Balance	$0	$0	$0	$0
Revenues	$4,327,098	$4,638,234	$4,525,159	$5,006,496
Expenditures	$4,327,098	$4,638,234	$4,525,159	$5,006,496
Reserves & Balances	$0	$0	$0	$0
Fire Pension Fund (97)***				
Beginning Balance	$59,701,885	$65,623,390	$65,623,390	$68,965,576
Revenues	$10,324,109	$8,268,392	$8,233,336	$8,162,134
Expenditures	$4,346,500	$4,536,150	$4,891,150	$4,538,000
Reserves & Balances	$65,679,494	$69,355,632	$68,965,576	$72,589,710
Total City Pension Funds				
Beginning Balance	$59,701,885	$65,623,390	$65,623,390	$68,965,576
Revenues	$14,651,207	$12,906,626	$12,758,495	$13,168,630
Expenditures	$8,673,598	$9,174,384	$9,416,309	$9,544,496
Reserves & Balances	$65,679,494	$69,355,632	$68,965,576	$72,589,710
Champaign Public Library Funds				
Library Operating Fund				
Beginning Balance	$678,465	$534,818	$719,787	$749,291
Revenues	$6,400,768	$6,932,264	$6,894,507	$6,410,008
Expenditures	$6,359,446	$6,912,271	$6,865,003	$6,324,995
Reserves & Balances	$719,787	$554,811	$749,291	$834,304
Library Capital Fund				
Beginning Balance	$529,805	$729,516	$810,728	$729,826
Revenues	$383,473	$197,557	$500,972	$197,582
Expenditures	$102,550	$299,765	$581,874	$433,502
Reserves & Balances	$810,728	$627,308	$729,826	$493,906

City Fund		FY 12/13 Actual	FY 13/14 Budget	FY 13/14 Estimate	FY 14/15 Budget
Library Other Funds					
	Beginning Balance	$115,083	$115,662	$45,770	$153,653
	Revenues	$183,257	$195,597	$330,298	$246,979
	Expenditures	$252,570	$193,160	$222,415	$271,721
	Reserves & Balances	$45,770	$118,099	$153,653	$128,911
Total Champaign Public Library Funds					
	Beginning Balance	$1,323,353	$1,379,996	$1,576,285	$1,632,770
	Revenues	$6,967,498	$7,325,418	$7,725,777	$6,854,569
	Expenditures	$6,714,566	$7,405,196	$7,669,292	$7,030,218
	Reserves & Balances	$1,576,285	$1,300,218	$1,632,770	$1,457,121
Total All Funds (including transfers)					
	Beginning Balance	$124,840,290	$131,911,605	$132,107,894	$115,189,458
	Revenues	$167,125,761	$170,298,236	$162,413,536	$159,548,419
	Expenditures	$149,952,876	$192,582,605	$179,331,972	$164,381,419
	Reserves & Balances	$142,013,175	$109,627,236	$115,189,458	$110,356,458
Less Transfers and Interfund Charges					
	Revenues	$48,927,889	$48,718,418	$49,655,674	$50,611,353
	Expenditures	$48,926,431	$48,718,418	$49,655,674	$50,611,353
Grand Total All Funds (not including transfers)					
	Beginning Balance	$124,840,290	$131,911,605	$132,107,894	$115,189,458
	Revenues	$118,197,872	$121,579,818	$112,757,862	$108,937,066
	Expenditures	$101,026,445	$143,864,187	$129,676,298	$113,770,066
	Reserves & Balances	$142,011,717	$109,627,236	$115,189,458	$110,356,458

** The difference between FY12/13 ending balance and FY13/14 beginning balance is a prior year audit adjustment.
*** The difference between FY12/13 ending balance and FY13/14 beginning balance is an adjustment due to a change in market value.

Summary of Personnel

Department	FY2012/2013	FY2013/2014	FY2014/2015
General Operating Fund			
Mayor & Council			
Mayor & Council	1.000	1.000	1.000
	1.000	**1.000**	**1.000**
City Manager's Office			
City Manager's Office	4.000	6.000	7.000
Community Relations Office	3.000	3.000	2.000
Economic Development	2.000	0.000	0.000
	9.000	**9.000**	**9.000**
Legal			
Legal	8.956	8.956	9.225
	8.956	**8.956**	**9.225**
Finance			
Finance	15.025	15.025	15.025
	15.025	**15.025**	**15.025**
Human Resources			
Human Resources	5.100	5.100	6.100
Risk Management Administration	1.000	1.000	1.000
	6.100	**6.100**	**7.100**
Planning			
Planning	10.050	11.050	11.050
Economic Development	0.000	1.000	1.300
	10.050	**12.050**	**12.350**
Public Works			
Administration	10.800	11.300	10.800
Traffic & Lighting	5.500	5.500	5.500
Building Services	3.250	3.000	3.000
Operations	2.000	2.250	2.250
Streets	6.000	6.000	7.000
Concrete	7.000	7.000	6.000
Engineering	19.750	19.750	19.750
Asphalt	5.000	5.000	5.000
Forestry	5.500	5.500	5.500
	64.800	**65.300**	**64.800**

Summary of Personnel

Department	FY2012/2013	FY2013/2014	FY2014/2015
Police			
Administration	8.000	8.000	8.000
Investigations	22.500	28.000	28.000
Patrol	98.000	101.000	101.000
Training & Development	2.000	2.000	2.000
Records	20.630	18.130	18.360
	151.130	**157.130**	**157.360**
Fire			
Administration	3.000	3.000	3.000
Building Safety	9.000	9.000	9.000
Training & Safety	1.000	1.000	1.000
Suppression	103.250	103.250	103.250
Prevention	3.000	3.000	3.000
Emergency Management	0.100	0.100	0.100
	119.350	**119.350**	**119.350**
Neighborhood Services			
Administration	3.000	3.500	3.500
Property Maintenance	7.000	7.000	7.000
	10.000	**10.500**	**10.500**
Information Technologies			
Information Technologies	6.450	6.450	5.450
City Building A/V	1.500	2.000	2.000
GIS	1.500	1.500	1.500
	9.450	**9.950**	**8.950**
Parking Fund			
Public Works			
Parking Programs	15.000	15.000	15.000
	15.000	**15.000**	**15.000**
Sewer Improvement Fund			
Public Works			
Sewer Operations	8.000	8.000	8.000
	8.000	**8.000**	**8.000**

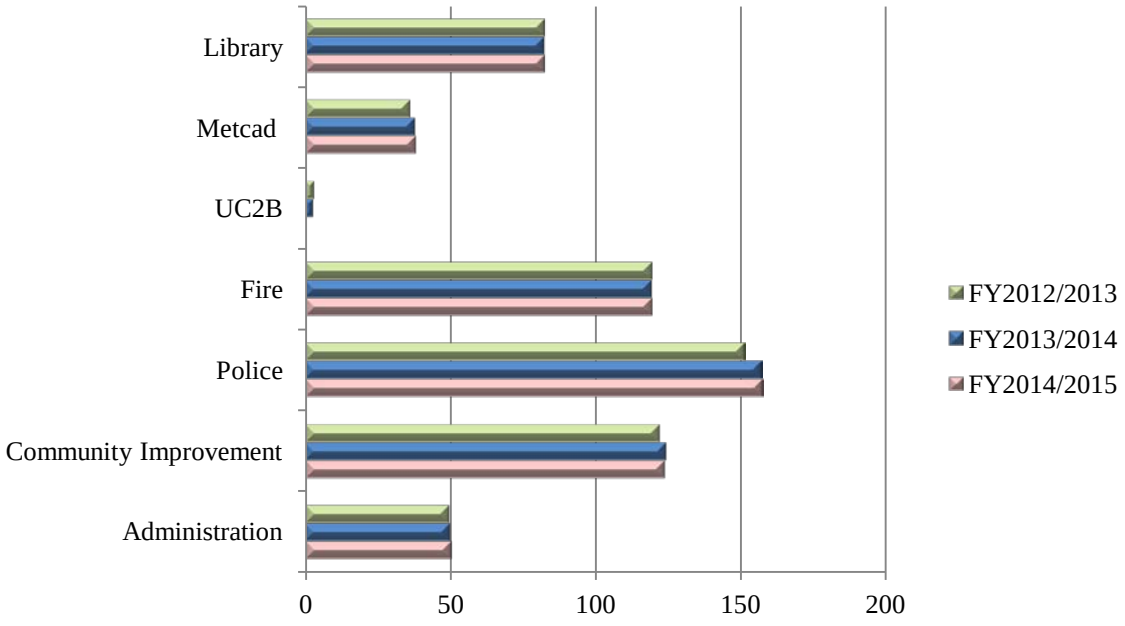
Summary of Personnel

Department	FY2012/2013	FY2013/2014	FY2014/2015
Community Development Grant Block Fund			
Neighborhood Services			
Community Development Block Grant Rehab	5.500	4.900	4.500
	5.500	**4.900**	**4.500**
Environmental Services Fund			
Public Works			
Environmental Services	1.500	1.500	1.500
	1.500	**1.500**	**1.500**
UC2B Fund			
UC2B Operations	3.000	3.000	0.000
	3.000	**3.000**	**0.000**
METCAD Fund			
Metcad			
METCAD	36.000	38.000	38.000
	36.000	**38.000**	**38.000**
Fleet Services Fund			
Public Works			
Fleet Services	7.000	7.000	7.000
	7.000	**7.000**	**7.000**
Library			
Library	82.475	82.475	82.475 *
	82.475	**82.475**	**82.475**
Grand Total	**563.336**	**574.236**	**571.135**
Population**	**81,055**	**81,055**	**81,055**

* Only 72.200 FTE's are funded for FY15

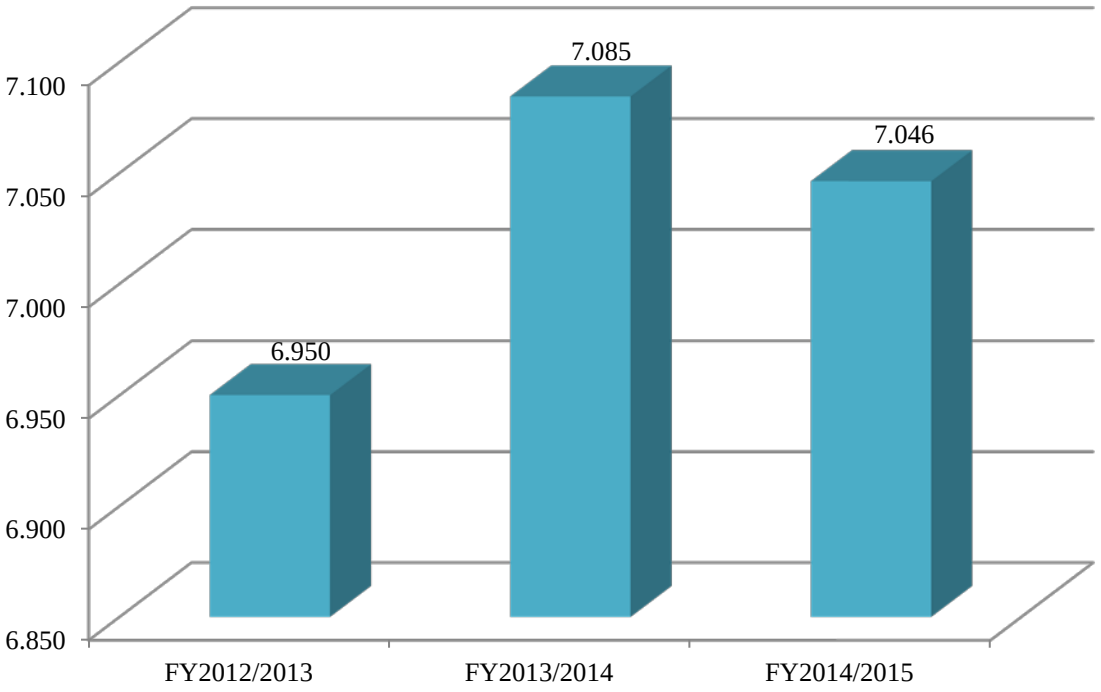
** Source: Adopted Financial Plan for Community Services for the corresponding year

Summary of Budgeted Personnel



Note: Community Improvement category includes Planning, Neighborhood Services, and Public Works. Administration category includes Mayor & Council, City Manager's Office, Legal, Finance, Human Relations, and Information Technologies.

Budgeted Personnel per 1,000 Population*



* Source: Adopted Financial Plan for Community Services for the corresponding year

City of
CHAMPAIGN

General Operating Fund Statement 02

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**11,839,045**	**13,752,889**	**13,752,889**	**10,578,700**
Revenues				
Revenue Transfers	5,046,066	5,053,689	5,507,711	5,168,571
Revenues	65,162,734	67,319,684	66,123,423	69,880,990
Total Revenues	**70,208,800**	**72,373,373**	**71,631,134**	**75,049,561**
Expenditures				
Capital Expenses	0	1,690,666	0	1,900,545
Commodities	1,474,266	2,206,389	1,949,800	1,870,824
Contractual Services	4,661,669	7,808,062	6,755,873	7,825,445
Expenditure Transfers	25,824,140	27,141,205	27,190,947	27,222,666
Personnel Services	36,371,424	38,755,106	38,908,703	40,286,419
Total Expenditures	**68,331,499**	**77,601,428**	**74,805,323**	**79,105,899**
Total Ending Balance	**13,716,345**	**8,524,834**	**10,578,700**	**6,522,362**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,389,485	1,474,105	1,209,105	1,339,708
Assigned	0	0	0	0
Unassigned	**12,326,860**	**7,050,729**	**9,369,595**	**5,182,654**

Comments:

Committed Balances Detail:				
City Facilities	620,253	349,270	309,270	309,270
27th Pay Date	769,232	899,835	899,835	1,030,438
Pension Funding Mitigation	0	225,000	0	0

Revenue Detail
General Operating Fund
02

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
PROPERTY TAXES	11,166,037	11,049,253	11,031,887
SALES TAXES	31,639,170	32,040,614	36,142,132
INCOME TAXES	8,870,093	7,878,546	7,927,179
PERSONAL PROPERTY REPLACEMENT TAX	0	939,106	939,106
OTHER TAXES	659,928	84,500	84,500
FOOD & BEVERAGE TAX/CAMPUSTOWN SSA	0	579,920	597,421
VIDEO GAMING TAXES	0	158,500	158,500
HOTEL- MOTEL TAX	1,665,136	1,802,685	1,928,873
UTILITY TAXES	2,375,729	2,531,264	2,543,921
TELECOMMUNICATIONS TAX	2,434,694	2,384,615	2,384,615
COURT AND MUNICIPAL FINES	967,909	972,337	1,016,337
DUI FINES	17,960	13,000	15,000
ANIMAL CONTROL FINES	9,815	11,000	12,000
LIQUOR VIOLATION FINES	17,640	12,000	12,000
EXCESS FALSE ALARM FINES	9,838	10,000	10,000
RIGHT-OF-WAY OCCUPANCY PERMITS	10,164	10,000	10,000
BUILDING PERMITS	362,607	453,259	453,259
BUILDING PERMITS-AFTER HR INSPECTIONS	150	1,500	1,750
ELECTRICAL PERMITS	102,949	128,686	128,686
PLUMBING PERMITS	100,395	125,494	125,494
MECHANICAL PERMITS	171,227	214,034	214,034
SIGN PERMITS	4,389	5,000	5,000
DEMOLITION PERMITS	8,800	10,208	11,841
EXCAVATION PERMITS	9,760	8,000	8,000
SEWER CONNECTION PERMITS	23,380	17,000	17,000
DRIVEWAY & SIDEWALK PERMITS	10,000	8,000	8,000
SPRINKLER PERMITS	35,208	44,010	51,052
RESTAURANT LICENSES	4,790	4,700	4,750
ALARM USER REGISTRATIONS	4,520	3,500	3,500
MISC LICENSES	15,188	4,000	4,300
VEHICLE LICENSES	11,130	11,000	11,000
OCCUPATIONAL LICENSES	7,788	10,000	7,500
LIQUOR LICENSES	515,411	537,000	550,000
STORMWATER FEES	0	0	0
PLANNING & DEVELOPMENT FEES	2,935	3,000	3,500
PUBLIC SAFETY SERVICE FEES	772,674	816,682	834,661
OTHER SERVICE FEES	223,898	226,095	229,059
VACANT STRUCTURE REGISTRATION FEES	0	2,750	3,000
CITY RENTAL INCOME	66,603	66,600	66,600
CITY FRANCHISE FEES	927,345	929,708	926,708
SALE OF CITY PROPERTY	21,394	20,000	20,000
SALARY & TRAINING REIMBURSEMENT	23,278	600	600
CITY EXPENSE REIMBURSEMENTS	601,360	541,951	551,373
CITY EXPENSE RIBE - SPECIFIC	276,107	278,810	0
U OF I PASS-THROUGH	94,000	104,000	104,000

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
DAMAGED PROPERTY REIMBURSEMENT	39,326	40,000	40,000
DAMAGED PROPERTY REIMBURSEMENT-SPECIFIC	75,219	40,000	40,000
REFUNDS	2,409	5,000	5,000
MISCELLANEOUS	61,267	15,000	20,000
TOWING IMPOUND FEES	175,374	251,000	250,000
TOWING PROCESSING FEE	85,711	72,700	75,000
INTEREST & INVESTMENT INCOME	131,959	123,000	130,000
INTERGOVERNMENTAL REVENUES-STATE	5,476	89,673	0
INTERGOVERNMENTAL REVENUES - FEDERAL	203,546	409,478	120,152
INTERGOVERNMENTAL REVENUES	880	1,200	21,200
DONATIONS AND CONTRIBUTIONS	140,168	23,445	21,500
Total External Sources	**65,162,734**	**66,123,423**	**69,880,990**
Interfund Transfers			
TFR FROM PARKING FUND	864,268	713,565	734,831
TFR FROM PARKING (ENG)	5,846	10,096	19,855
TFR FROM SEWER IMPROVEMENT FUND	408,114	417,148	427,834
TFR FROM SEWER IMPROVEMENT FUND (ENG)	421,893	347,850	321,057
TFR FROM COMMUNITY DEVELOPMENT FUND	40,000	40,000	40,000
TFR FROM ENVIRONMENTAL SERVICES FUND	43,210	44,723	46,511
TFR FROM UC2B OPERATIONS FUND	122,588	80,000	0
TFR FROM METCAD FUND	194,213	191,713	203,570
TFR FROM FLEET SERVICES FUND	251,541	260,345	270,758
TFR FROM RETAINED RISK FUND	43,827	33,528	46,045
TFR FROM WORKERS COMPENSATION FUND	439,532	345,348	352,460
TFR FROM STORMWATER MGMT FUND (ENG)	652,894	902,113	1,011,913
TFR FROM MOTOR FUEL TAX FUND (ENG)	414,408	322,507	247,196
TFR FROM CAPITAL IMPROVEMENTS FUND (ENG)	133,434	196,348	218,636
TFR FROM LIBRARY IMPROVEMENT FUND	423,893	421,189	422,341
TFR FROM LOCAL MOTOR FUEL TAX FUND (ENG)	0	78,037	49,990
TFR FROM URBAN RENEWAL FUND	325,904	362,638	418,186
TFR FROM URBAN RENEWAL (ENG)	21,505	31,107	0
TFR FROM DOWNTOWN TIF FUND	167,102	171,302	172,602
TFR FROM E. UNIVERSITY AVE TIF FUND	15,470	34,300	6,500
TFR FROM FOOD & BEVERAGE TAX FUND	48,700	52,900	54,200
TFR FROM FOOD & BEVERAGE TAX FUND (ENG)	7,724	25,444	35,453
TFR FROM EQUIPMENT REPLACEMENT FUND	0	425,510	68,633
Total Interfund Transfers	**5,046,066**	**5,507,711**	**5,168,571**
Total	**70,208,800**	**71,631,134**	**75,049,561**

Mayor & Council

The mission of the Mayor and City Council is to serve as the legislative and policy-making body of the municipal government with responsibilities for representing the community, enacting city ordinances, appropriating funds to conduct city business and providing policy direction to the administrative staff.

Departmental Overview

Organization

The City Council sets the vision for our City and adopts goals to guide decision making at all levels of City government. The City Council is composed of nine Council members who are elected to serve four-year staggered terms. The Mayor and three members are elected at-large. Five Council members are elected by district. The Mayor also serves as the City Liquor Commissioner.

City Council meetings are held on Tuesdays at 7:00 P.M in the City Council Chambers in the City Building located at 102 North Neil Street. Regular meetings are held on the first and third Tuesdays of every month and Study Sessions are held on the second and fourth Tuesdays. City Council meeting agendas and reports are available on the City's website at www.ci.champaign.il.us. Meetings are broadcast live on CGTV Cable Channel 5 and on CGTV Online at www.ci.champaign.il.us/departments/information/cgtv.

Contact Information

The Office of the Mayor/Liquor Commissioner is located at 102 North Neil Street, Champaign, IL 61820. The phone number is 403-8720 and the fax number is 403-8725. The Mayor's email address is Don.Gerard@ci.champaign.il.us and the City Council email address is Council@ci.champaign.il.us. Contact information for individual City Council members may be found on the City's website at www.ci.champaign.il.us/city-council. Inquiries related to Liquor licensing and ordinance enforcement can be sent to liquorlicensing@ci.champaign.il.us.

Department Baseline Service Levels, Goals and Initiatives by Activity

Mayor (02-0000-01001-0000)

Current Service Levels

- Represents the City in all official capacities and provides leadership to the City Council, administrative staff and the community at large.

- Recommends policy direction for the City and chairs all City Council meetings.

- Recommends board and commission appointments for City Council approval.

- Serves as Liquor Commissioner and provides general direction to the administrative staff regarding the City's liquor licensing and enforcement activities.

- Represents the City on a variety of intergovernmental boards, such as the Metropolitan Intergovernmental Council (MIC) and Champaign County First.

- Represents the City in Legislative initiatives at the State and Federal level.

Council (02-0000-01001-0000)

Current Service Levels

- Serves as representatives for citizen concerns by attending neighborhood meetings and meeting with individual citizens.

- Biennially updates the City's Strategic Plan, including a vision, goals, key projects and metrics.

- Sets policies for the City by reviewing and approving City ordinances.

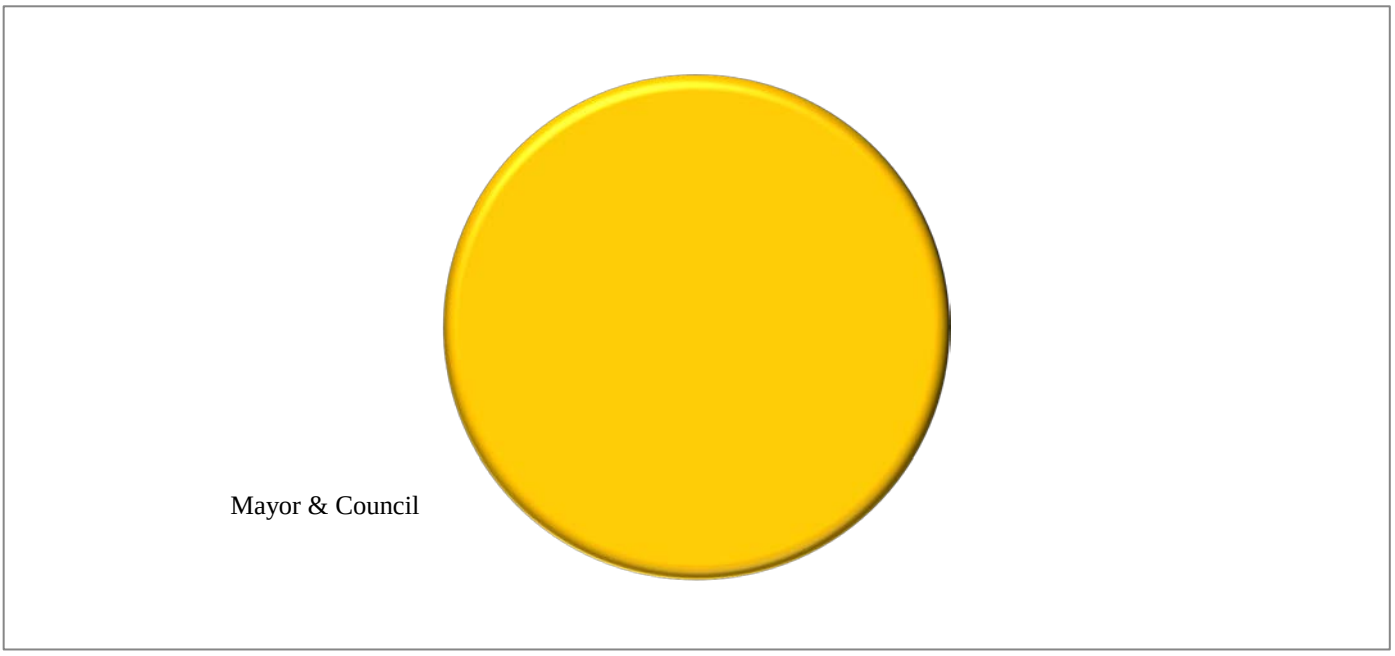
- Reviews and adopts the Annual Financial Plan and Capital Improvements Plan.

- Represents the City in Legislative initiatives at the State and Federal level.

- Represents the City on various community boards including the Library Board, Economic Development Corporation (EDC), Visit Champaign County, Regional Plan Commission (RPC), 40 North, and the Champaign Center Partnership.

Mayor & Council Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Mayor & Council	201,557	198,420	(3,137)	-1.56%
Total	**201,557**	**198,420**	**(3,137)**	**-1.56%**



City Manager's Office

The City Manager's Office provides leadership throughout the City organization to ensure implementation of the City Council's vision, goals and priorities.

Departmental Overview

Organization

The City Manager is appointed by the City Council as the Chief Executive Officer for the City. The City Manager's Office provides professional management and oversight of all City activities to ensure that City policies, services, and programs are provided consistent with the City's mission, values and City Council direction.

The Community Relations Office serves as a liaison between the City Manager's Office and the community. Community Relations helps to ensure equal opportunity for all citizens through public information, education and enforcement of the City's Human Rights Ordinance and Equal Opportunity in Purchasing Ordinance.

The Community Relations Office provides staff support for the Human Relations Commission.

Contact Information
The City Manager's Office is located at 102 North Neil Street, Champaign, IL 61820. The Department phone number is 217.403.8710 and the fax number is 217.403.8725. You can also reach the department by email at CityManagersOffice@ci.champaign.il.us.

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

- Coordinate the Community Coalition and adopt a plan for long-term sustainability.

Our City is committed to honest, transparent government

- Explore and present alternative staffing models to improve public communications.

Department Baseline Service Levels, Goals and Initiatives by Activity

City Manager's Office (02-0000-02001-0000)

Current Service Levels:

- Provide organizational leadership by communicating and implementing the City Council's vision, goals, strategic initiatives, and key projects. Work with departments to develop metrics to measure progress toward achieving the vision and goals.
- Set clear performance expectations for City employees and model behaviors that are consistent with the City's core values.
- Oversee the preparation of City Council agendas and supporting information to ensure that information is accurate, thorough and provides reasonable alternatives for Council consideration.
- Provide direction for the preparation and submission of an Annual Financial Plan and Capital Improvements Plan based upon Council direction.
- Promote positive customer service throughout the City organization; be a responsive point of contact and assistance for citizens seeking information about City services.
- Administer the City's liquor licensing and enforcement activities under the general direction of the Liquor Commissioner.
- Represent the City's interests in intergovernmental activities and on various community boards and commissions such as the Metropolitan Intergovernmental Council and the METCAD Policy Board.
- Maintain positive, cooperative and effective working relationships with privately owned water and electric utility companies by scheduling regular opportunities for interagency communication, working with the Legal and Public Works departments to monitor utility franchise agreements, and coordinating City activities to assure the public receives reliable, cost-effective utility services.
- Provide leadership to the City organization in preparing for and responding to emergency events within the City.

Community Relations (02-0000-02002-0000)

Current Service Levels:

- Prevent discrimination and ensure fair and equal treatment of all persons within the City through enforcement of the City's Human Rights Ordinance, including receiving, investigating and conciliating complaints of ordinance violations, and educating the public about civil and human rights.
- Work with Police Department to review citizen police complaints.
- Enforce the Human Rights Ordinance by conducting public hearings on those complaints unresolved through conciliation.
- Provide staff support to the Human Relations Commission by serving as secretary to the Commission and handling related administrative duties.
- Cooperate with federal, state, and local civil rights enforcement agencies and organizations in promoting equal opportunity and human rights.
- Educate the public on the Human Rights Ordinance by planning and carrying out public information programs.
- Provide timely and accurate information to the public about City services, programs and activities through proactive communications with local media, preparation of the City services directory and brochures, and supporting efforts to increase CGTV programming and content provided via the City's website.
- Serve as the liaison between the City Manager's Office and community-based organizations, and respond to general citizen complaints.
- Work with the Human Resources Department to conduct on-going training for City employees and businesses in the area of sexual harassment, multicultural diversity and other related civil and human rights issues.
- Monitor the results of the City's Affirmative Action Plan and assist the Human Resources Department in employee recruitment and training to achieve Equal Employment Opportunity and Affirmative Action goals.
- Review and make recommendations on the City's equal employment and affirmative action policies and practices.
- Monitor compliance with the Equal Opportunity in Purchasing Ordinance by determining compliance of City contractors and vendors and assisting contractors in fulfilling prequalification requirements (completing Affirmative Action Report Forms, writing Affirmative Action plans).
- Advise the City Council on human relations matters and make appropriate recommendations on incidents of community, racial, ethnic or religious tensions.
- Partner with community groups to promote the exchange of ideas and events that celebrate the rich diversity of the city.

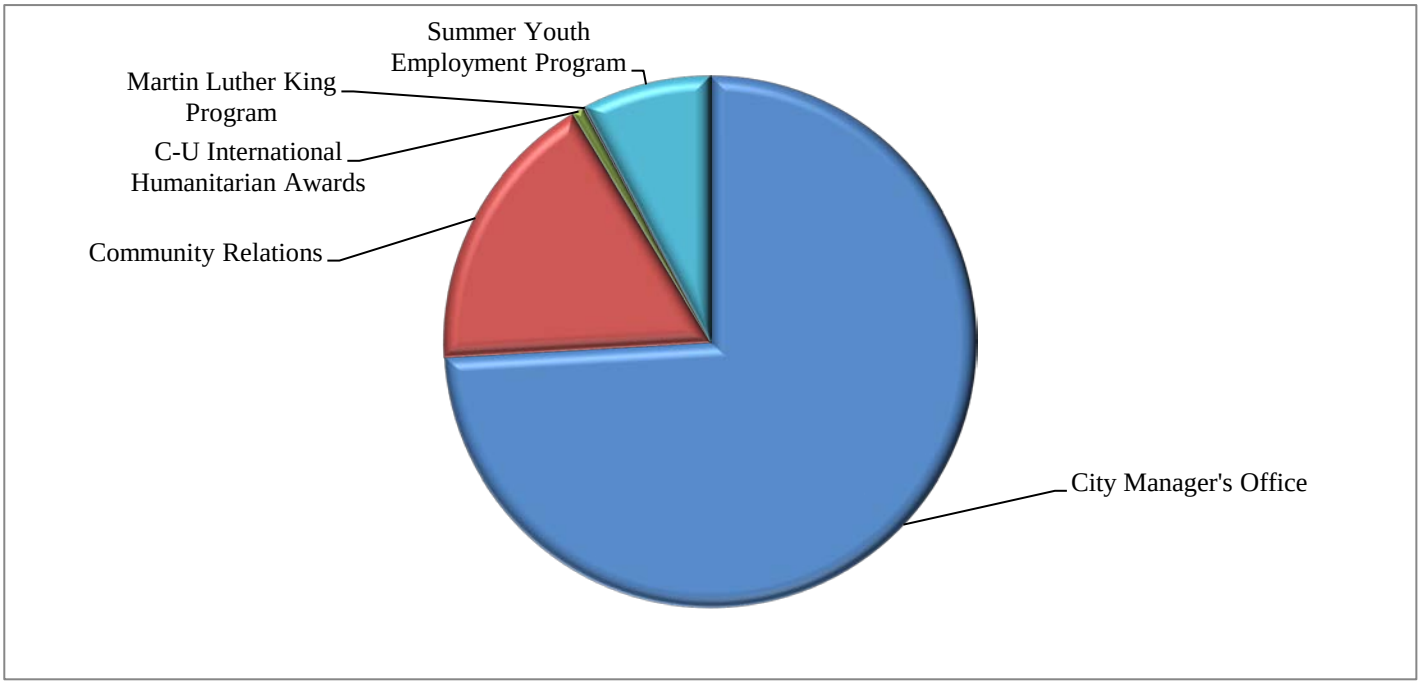
- Celebrate cultural diversity in the community by sponsoring programs that highlight the positive contributions of all segments of our society.
- Support and promote the countywide Martin Luther King, Jr. program and the International Humanitarian Awards celebration.
- Partner with community groups to implement initiatives to promote the City as a diverse and inclusive community.

Departmental Goals and New Initiatives:

- Coordinate the Community Coalition and adopt a plan for long-term sustainability.
- Explore and present alternative staffing models to improve public communications.
- Manage and facilitate interdepartmental involvement in the implementation of the Minority and Women Business Development Program.

City Manager's Office Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
City Manager's Office	857,918	952,961	95,043	11.08%
Community Relations	318,070	222,120	(95,950)	-30.17%
C-U International Humanitarian Awards	9,500	9,500	0	0.00%
Martin Luther King Program	7,000	1,500	(5,500)	-78.57%
Summer Youth Employment Program	100,000	100,000	0	0.00%
Total	**1,292,488**	**1,286,081**	**(6,407)**	**-0.50%**



Legal Department

The mission of the Legal Department is to provide the highest quality legal counsel to the City Council, City Manager, Boards and Commissions, Departments and all City and Township officials in matters relating to their official duties. In addition, the Legal Department reviews and approves all legal documents and prosecutes and defends all suits against, for and on behalf of the City of Champaign and its agencies and the City of Champaign Township.

Departmental Overview

Organization

The City Attorney and three Assistant City Attorneys work directly with City departments and officials as assigned. Each attorney has expertise in specific subject matters; however, each attorney responds to any City legal matter as needed. Each of two Legal Secretaries is assigned to work with two attorneys, as well as carry out administrative assignments. One Secretary I coordinates the City's ordinance prosecution system. A Paralegal assists the Attorneys with City Court, property maintenance issues, and other litigation. Law clerks assist attorneys in research and drafting.

Contact Information

The Legal Department is located on the 5th floor of the City Building at 102 North Neil Street, Champaign, Illinois 61820. The department phone number is 217.403.8765, fax number is 217.403.8755, and e-mail address is legaldepartment@ci.champaign.il.us.

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

- Provide legal support for the Bristol Park Project.

Our City is fiscally responsible

- Review options for intergovernmental partnerships that would increase the efficiency or decrease the cost of delivering City services. (Council Goal 2009-2011)
- Assist in negotiations for an amended boundary agreement with Savoy by providing legal advice in the process. (Council Goal 2009-2011)

Our City promotes economic opportunity

- Provide legal support on the Big Broadband project to provide enhanced internet and other services to the community. (Council Goals 2011 - 2013)
- Work with Public Works and other operating departments on legal mechanisms to promote minority and female participation in City contracts. (Council Goals 2011 - 2013)

Our City is a model for environmental sustainability

- Work with partners to prevent polychlorinated biphenyl (PCB) from being placed over the Mahomet Aquifer (Council Goals 2011-2013).

Our City is committed to honest, transparent government

- Assist with implementation of the Public Communications Plan, including actions to improve open access and sharing of information through application of the Open Meetings and Freedom of Information Act. (Council Goals 2011 - 2013)

Department Baseline Service Levels, Goals and Initiatives by Activity

General Legal Services (02-0000-03001-0000)

Current Service Levels:

- Support the Mayor and Council with procedural aspects of all Council Meetings to ensure that the meetings consistently follow a format that is understandable to its citizens and instill confidence in the integrity of the proceedings.
- Draft approximately 75 ordinances and resolutions per year, and review approximately 400 regular City Council agenda items per year to ensure that each item legally accomplishes its goal.
- Coordinate production of all regular City Council agendas with the City Manager's Office to ensure that items comply with the law and are consistent with City policy.
- Respond to citizen inquiries with respect to laws and regulations enforced by the City.
- Provide legal advice to the Mayor and Council, all City Departments, METCAD, Library, City Boards and Commissions, and the City of Champaign Township Supervisor and Assessor to ensure compliance with law and City policy.
- Negotiate, draft and review City contracts, including purchases of goods and services, labor/employment agreements, real estate contracts and insurance contracts to ensure that the contracts comply with the law, are consistent with City policy and provide adequate contractual protections for the City.
- Render formal legal opinions regarding the force and effect of laws on City operations, for example, opinions concerning conflicts of interest of City officials and

employees to ensure that the City and its officials comply with the law which will promote citizen confidence in the City and its actions.

- Review, draft, propose and support state and federal legislation for effect on City operations, and represent the City's position on proposed legislation to federal and state legislators.
- Review Freedom of Information Act requests, advise departments and interact with the Public Access Counselor in the Attorney General's Office to ensure transparency, protect individual privacy interests, and protect the legal and financial interests of the City and its citizens.
- Negotiate, draft and review major intergovernmental agreements that would increase the efficiency or decrease the cost of delivering City services.
- Provide legal guidance and opinions concerning ethical issues to ensure citizen confidence in government officials.
- Assist the Liquor Commissioner with liquor enforcement, including regular review of liquor applications and providing information to liquor licensees to promote public safety.
- Provide for continuous review of contract forms and computer-based contract information to ensure that contracts protect the public interest.
- Provide legal advice, by drafting and/or reviewing cost-share agreements, for major City construction and infill efforts, including City facilities, downtown projects and other infill development projects to enhance property values, provide for efficient rendition of City services and to ensure that public funds are protected from adverse claims.
- Work with Neighborhood Services Department on code compliance to ensure that blight is kept to a minimum and property values are maintained.
- Review financial assistance contracts (e.g., rehab agreements, notes and mortgages) to adhere to the Neighborhood Services program guidelines to ensure that the City complies with laws and regulations and that the legal interests of citizens are protected.
- Review amendments to the zoning ordinance and assist in the re-writing of the ordinance.
- Assist the Planning and Development Department in negotiating and processing annexation agreements and annexations in order to ensure continued City growth and the City's economic vitality.
- Assist the City Manager's Office and Police Department in the citizen complaint process to ensure citizens' rights are protected and that City employees receive fair treatment in the process.
- Promote education of City employees concerning legal issues through departmental presentations and educational materials to ensure that employees know their legal responsibilities to better serve the public.

- Provide leadership with the assistance of the Human Resources Department in labor negotiations, and provide legal advice regarding all human resources issues to ensure compliance with state and federal laws.
- Improve citizen access to information about Legal Department services by regularly updating the Department's information on the web and using social media.
- Develop more information for the ethics part of the website to remind employees of ethical issues in the work place.

Prosecution/Claims Review/Litigation

Current Service Levels:

- Prosecute money collection actions on behalf of the City when initial collection efforts by the City have been unsuccessful. Collection efforts include property maintenance fines, parking tickets, taxes, fees, claims for damage to City property and bankruptcy claims.
- Advise the Office of Community Relations with respect to incoming complaints under the City's Human Rights Ordinance and prosecute violations as required.
- Defend administrative claims and all civil litigation. Where outside counsel is employed, collaborate on the defense of the case.
- Represent the City in all employee disciplinary cases before arbitrators and the courts.
- Advise the Human Resources Department in administering the worker's compensation program and defend worker's compensation claims before arbitrators.
- Monitor all claims for damages made against the City and its employees in cooperation with the Risk Manager, including arranging for defense of claims and advising on settlement.
- Prosecuting persons (licensees and purchasers) for violations of the City's liquor ordinance.
- Pursue demolition orders and repair or abatement orders and seek administrative search warrants in court against owners of blighted properties, as requested by Neighborhood Services Department and pursue foreclosure on City liens for costs of nuisance abatement and demolition and for defaulted loans.
- Initiate and prosecute approximately 3,000 - 4,000 City ordinance violations stemming from police enforcement actions resulting in approximately $600,000 in fines and manage the City's public service work program in conjunction with sentencing ordinance violations.
- Produce semi-annual litigation report for the City Council, annual report on City Court prosecution, and regular reports on ongoing litigation to ensure that City policy and practices are protected and promoted, and to keep Council informed.
- Prosecute violations of City's zoning ordinance as requested by Planning and Development Department.

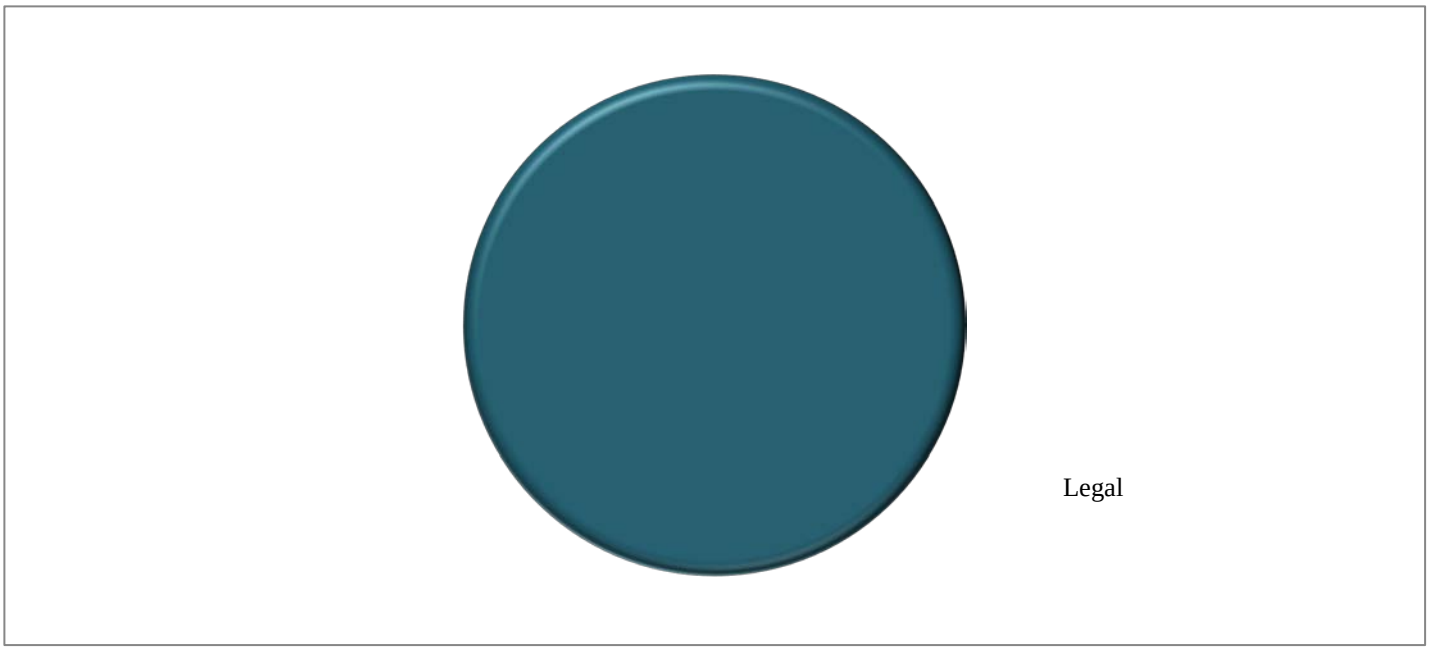
Departmental Goals and New Initiatives:

- Work with City Manager's Office and Public Works on Mahomet Aquifer initiatives to protect the area's water supply from potential contamination.
- Develop background materials for and work with the City Manager's Office to prepare or update Council orientation materials.
- Work with City Manager's Office on revisions to the City's liquor ordinance.
- Work with the City Clerk to develop election materials for the 2015 City Council elections.
- Develop accurate information for the 2015 City Council Elections.
- Develop more ethics material for on-line "ethics corner" and internal class.
- Work with City Manager's Office and City Clerk to implement Freedom of Information Act requirements to provide transparency in government, protection of individual privacy interest and the City's financial interests through providing legally sound advice and working on improved automation of responses.
- Work with Planning and Development Department on the comprehensive revision of the Zoning Ordinance.
- Work with Information Technologies Department to develop an on-line ordinance payment option.
- Work with Neighborhood Services with respect to proposed vacant structures ordinance in order to promote improvement of neighborhoods and the preservation of property values.
- Develop a process that would enable on-line payment of ordinance violations in order to promote the efficiency of the process to save staff and court time.
- Work with Finance Department to develop and implement a collections administrative policy to provide consistency in the collections process and promote collection of revenues due the City.
- Update the current form contracts and further development of Frequently Asked Questions (FAQ) on contract issues section on internal City web site to allow ease of use and better understanding by staff.
- Review the Property Maintenance Code to ensure the City's code is current in light of changes to model codes in general use.
- Review and suggest revisions to Chapter 23 of the Code (General Offense chapter) to ensure the constitutionality of each section and to fill in needs in ordinance coverage.
- Develop a more consistent approach to persons wishing to utilize City right-of-way for longer term uses.
- Work with the legislators on efforts related to funding inequalities in Illinois Department of Transportation, Mahomet Aquifer protection, enhanced 9-1-1 funding, and protection of municipal revenues.

- Provide legal support for property acquisition and redevelopment of Bristol Park area.
- Work towards partnering with Champaign-Urbana Mass Transit District to undertake acting as general counsel.
- Provide legal support for redevelopment agreements including Parking Lot J, North and Hickory, Neil/Hill Parking Lot, and remaining Burnham District properties.
- Work with the Liquor Commissioner, Deputy Liquor Commissioner and Champaign Police Department to review and update the Liquor Ordinance Code.
- Work with Finance to provide training on compliance with Purchasing Ordinance.
- Assist in orientation of:
    - New Fire Chief
    - New Human Resources Director
    - New Council Members
- Work with Human Resources on issues related to competitive process for health insurance.
- Work on revisions and updates to Non-Bargaining Unit Policy.

Legal Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Legal	1,036,836	1,053,806	16,970	1.64%
Total	**1,036,836**	**1,053,806**	**18,588**	**1.76%**



Finance Department

The Finance Department's mission is to help its customers - citizens, City Council, and staff - use their resources to improve the quality of the City.

Departmental Overview

Organization

The department's management advises City Council, staff, and boards on financial matters, invests City funds, supports economic development activities, manages debt planning and issuance, co-chairs the interdepartmental team that develops a ten-year Capital Improvements Plan, and manages the following divisions:

The Accounting Division maintains the general ledger accounting system for the City, the Fire Pension Fund, and the City of Champaign Township, prepares various financial reports, and coordinates the annual external audit. It also performs and/or manages banking transactions, grants, and outstanding debt; handles payroll-related functions for all staff members of the above entities including the Champaign Public Library; and maintains capital assets records;

The Administrative Services Division performs several financial services including revenue billing, collections, and vendor payments. The division provides clerical support to the Department and processes mail for all departments in the City Building. The division performs a number of functions supporting the Records Management/City Clerk including business licensing, serving as Acting City Clerk at Council Meetings, preparing minutes of Council Meetings, and processing Council documents such as resolutions and ordinances.

The Financial Services Division provides financial services to internal customers including fiscal planning and analysis, budget development and administration, and supporting development of the ten-year Capital Improvements Plan. The division develops purchasing policies and procedures, and coordinates the City's purchasing functions including reviewing all departments' purchasing plans for consistency with City policies. This division also prepares the annual tax levy.

The Records Management Division provides records management services including establishing policies for maintaining the City's hard-copy records and disposing of records in accordance with Illinois Law. This division performs the statutory responsibilities of the City Clerk and Township Clerk, including serving as the City's Freedom of Information Officer pursuant to the Illinois Freedom of Information Act. The division also monitors the completion of City Clerk functions assigned to the Administrative Services Division, including recommending any changes to the City's business licensing laws.

Contact Information

The Finance Department is located at 102 North Neil Street, Champaign, IL 61820, and its contact information is as follows: phone – 217.403.8940; fax – 217.403.8995; email – financedept@ci.champaign.il.us.

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

- Provide support to Neighborhood Services to advance the Bristol Place Housing Strategy for property acquisitions, demolition, and planning for new neighborhood development.

Our City provides first-rate services

- Provide support to Public Works for property acquisition for the next phase of the Boneyard Creek improvements.

Our City is fiscally responsible

- Develop a plan to fully fund the City's pension obligations.
- Assist the Human Resources' Department to develop and implement strategies to promote health care cost containment while continuing to provide competitive benefits for City employees.
- Increase participation in the State of Illinois' Local Debt Recovery Program to increase debt collections. (Council Goals 2011 – 2013)
- Lead the implementation process for the Innoprise Citizen Access software application, allowing self-reporting tax retailers to remit payment online.
- Create, evaluate or update current collection processes/policies. Create processes/policies where needed and update outdated processes/policies. Communicate the changes with appropriate staff, Council and citizens.
- Create formal collection procedure for delinquent Stormwater Utility Fee.

Our City promotes economic opportunity

- Provide support to the Planning and Development Department and Neighborhood Services Department in creating a virtual small business incubator to promote the development of minority and women-owned businesses and the revitalization of commercial property in low-to-moderate income neighborhoods.
- Provide financial analysis of potential City economic development programs designed to generate job opportunities and to attract and retain workforce talent. (Council Goals 2011 - 2013)

Our City is committed to honest, transparent government

- Upgrade the Finance Department Website homepage.

Department Baseline Service Levels, Goals and Initiatives by Activity

Financial Services (02-0000-04001-0000)

Current Service Levels:

- Develop financial plans including an annual five-year financial forecast to aid the City Council in both near and long-term fiscal planning.
- Coordinate preparation of the annual budget and manage execution of the budget ordinance, including administering budget transfers and preparing budget amendments.
- Coordinate development of annual service plans for all City departments and funds, while ensuring compliance with the City's financial and other related policies.
- Work with the Planning Department to coordinate preparation of the ten-year Capital Improvements Plan to maximize use of City's resources to maintain and expand the City's infrastructure.
- Provide financial support for City initiatives including neighborhood improvement, infrastructure financing, economic development projects, and growth area plans.
- Prepare the City's property tax levy.
- Analyze financial information, and prepare various reports and recommendations to the City Manager and Council. Make financial information available on-line for internal and external users and provide written reports including the following:
  - monthly analysis of major revenues for management's use
  - quarterly report on revenues, expenditures, and investments for the City Council
  - comprehensive annual financial report in compliance with the voluntary standards adopted by the Governmental Finance Officers Association, with an opinion by a public accounting firm that it is in full compliance with generally accepted accounting principles.
- Invest City money with the objectives of safety, liquidity, and yield, in accordance with the City's investment policy.
- Process biweekly payroll for 601 employees including payment by check and direct deposit, and pay approximately 12 vendors for withheld taxes and voluntary deductions.
- Manage food and beverage tax receipts averaging 3,600 remittances annually, local motor fuel tax receipts averaging 275 remittances annually, and hotel-motel tax receipts averaging 300 remittances annually, to support the City's operations and capital projects.
- Process multi-family recycling billing quarterly to support sustainability initiatives within the City.

- Process all vendor payments each week, which entails receiving about 17,000 payment requests and issuing approximately 8,300 vendor checks annually, while ensuring compliance with City travel and purchasing policies.
- Receive and record payments to the City for taxes, fees, licenses, permits, and reimbursements, averaging 4,500 payments per year.
- Bill outside parties for payments due to the City for fire protection, special service area taxes, loan paybacks, false alarms, nuisance abatements, and miscellaneous items by creating approximately 1,500 invoices per year.
- Manage the City's Capital Equipment Replacement Program to ensure that adequate monies are available to fund the City's equipment needs.
- Serves as initial contact for general City information and guidance by answering approximately 4,600 calls per year and assisting approximately 1,600 walk up customers every year.
- Perform financial operations for the Firefighters Pension Fund, including paying monthly benefits to approximately 90 pensioners.
- Maintain the financial records of the Firefighters Pension Fund and the City of Champaign Township to create efficiencies in administrative services strengthen internal controls, and provide consistent financial reporting for the City's residents. Provide financial advice to the Township Supervisor and Fire Pension Board on the property tax levy and other issues.
- Manage current debt and make recommendations concerning issuance of new debt in accordance with the adopted Debt Management Policies to maximize City resources in support of high priority projects.
- Assist other departments with financial aspects of planning for changes in service levels, productivity and efficiency initiatives, growth of the City, and other changes with financial impacts.
- Distribute and process information and forms pertaining to City Council elections.
- Provide various services prescribed in the City Code to provide transparency and accountability to the residents, including the following:
  - take minutes of Council meetings and process Council Bills
  - work with the Legal Department to maintain an updated City Code
  - work with other departments in maintaining a list of City-owned property and process tax bills
  - assist City boards and staff in complying with the Open Meetings Act
  - record City documents with County offices
  - conduct approximately 30 bid openings per year
- Serve as Freedom of Information Officer to assist in and monitor staff's compliance with the Freedom of Information Act. Provide public access to the City's records in accordance with the Act.

- Assist staff, elected officials, and appointed officials to comply with State requirements for filing Economic Interest Statements and perform related administrative tasks to provide transparency and accountability to the residents.
- Regulate certain business practices to protect citizens' health, safety, and welfare by processing and issuing approximately 500 business licenses and permits each year. Periodically review effectiveness of license requirements and recommend revisions or repeals.
- Plan for, obtain, and disburse financial resources dedicated to center city development, including three tax increment financing district funds and the Food and Beverage Tax Fund. Encourage further quality development of these areas to benefit the public and expand the City's tax base, which provides revenues to fund City services.

Departmental Goals and Initiatives:

- Lead the process to develop a budget recommendation for Fiscal Year 2014/15 that meets all Financial Policies. Continue to monitor and implement reductions and revenue increases approved by Council.
- Complete the Cost of Services Study, recommend policies regarding cost recovery, and propose fees to recover service costs in accordance with Council direction.
- Complete implementation of tax filing and remittance software that will allow taxpayers and customers to utilize an online portal to file tax returns, make payments electronically, and provide the Finance Department with better tools to collect delinquent amounts.
- Define needs for financial and human resources workflow improvements and potential enhanced or new software to improve accounting and personnel transactions and efficiently provide information and services to customers.
- Complete the microfilming/digitizing proposal for City Council documents including ordinances, resolutions, and minutes from 1860 – 2011. Develop an annual program for digitizing Council documents for preservation purposes, transparency and accessibility.
- Implement participation in the Local Debt Recovery process through the State of Illinois' Comptroller's Office, with collections to begin in 2014.
- As part of the leadership team to evaluate the City's Enterprise Wide Resource Planning (ERP) Software, contract with a firm to evaluate the means to ensure that the City has the technological support required to fully meet its financial and human resources management responsibilities in the future.
- Select a bank through a request for proposal process for banking and depository services which will meet the City's technological and financial needs.
- Complete the selection process for a firm to conduct the annual audits of the City in accordance with accounting principles generally accepted in the Unidted States of America.

- Complete a review and update of the current record retention schedule by working with the State Records Division and all departments to create a schedule reflective of current records maintained and appropriate retention periods.
- Consider alternatives to continue the trail record shredding program established last fiscal year as part of an overall records retention program.
- Consider software to assist staff with processing freedom of information requests to better manage the process, eliminate redundancy, reduce staff time for processing, as well as track staff time spent on processing requests.

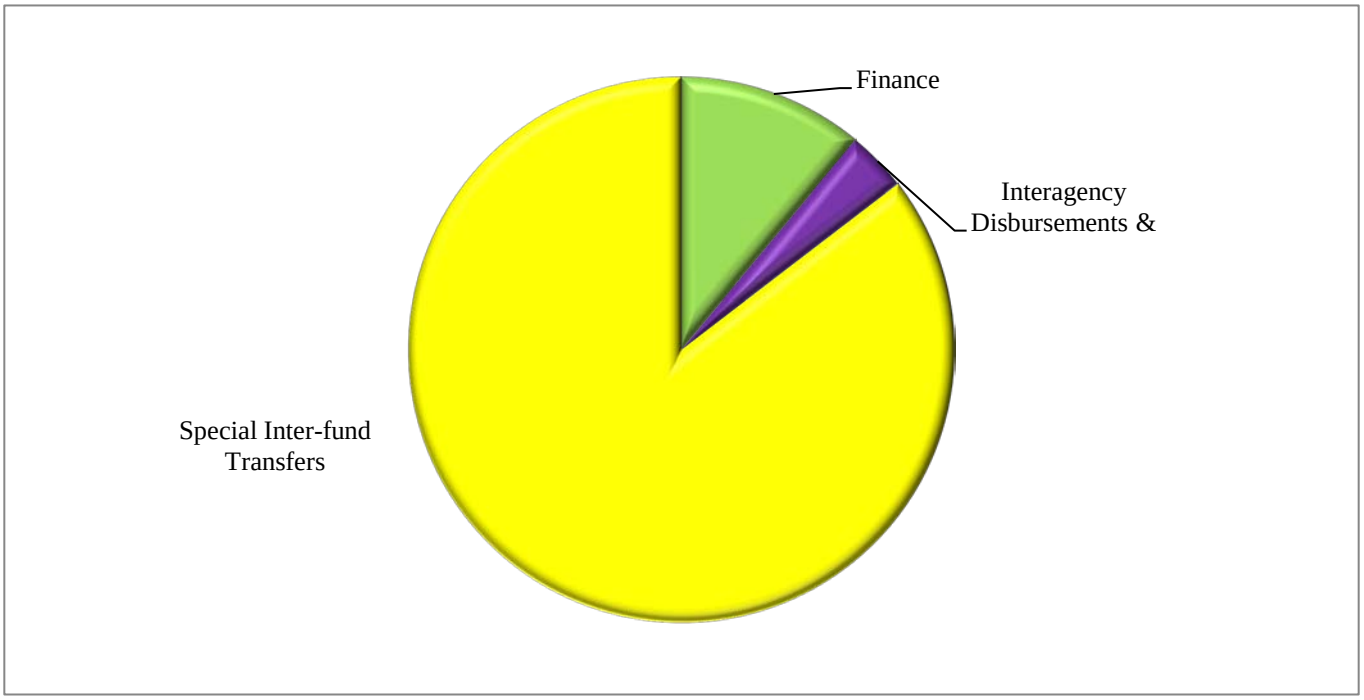
Sewer Collection (04-0000-04017-0000)

Current Service Levels:

- Manage a contract with the Urbana-Champaign Sanitary District to bill and collect the City's Sanitary Sewer Fee.
- Manage the finances of the Sewer Improvement Fund to provide funding for repair, maintenance and expansion of the City's sanitary sewer system to ensure that the City, in cooperation with the Urbana & Champaign Sanitary District, maintains systems to dispose of sewage generated in the City in a manner that is safe for residents and protects the environment.

Finance Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Finance	1,789,821	1,737,724	(52,097)	-2.91%
Interagency Disbursements &	(692,985)	562,629	1,255,614	-181.19%
Special Inter-fund Transfers	13,741,062	13,468,206	(272,856)	-1.99%
Total	**14,837,898**	**15,768,559**	**930,661**	**6.27%**



Human Resources Department

It is the mission of the Human Resources Department to lead the recruitment, retention, and development of talented employees to enable responsive, caring, and cost-effective services in partnership with our community.

Departmental Overview

Organization

The Human Resources Department provides leadership in the management of all human resource areas, including workers' compensation, property and casualty insurance, claims management, benefits, compensation, labor relations, unemployment compensation, regulatory compliance, safety and Illinois Department of Labor (IDOL) compliance, Equal Employment Opportunity compliance, employee recruitment and retention, and employee training.

The Department provides staff support for the three-member Board of Fire and Police Commissioners. The Commissioners serve three-year terms and oversee the hiring and promotion process for sworn officers in the Fire and Police Departments.

Contact Information

The Human Resources Department is located on the fourth floor of the City Building at 102 North Neil Street, Champaign, Illinois, 61820. The telephone number is 217.403.8770, the fax number is 217.403.8780, and the email address is: hr@ci.champaign.il.us.

Key Projects in Support of City Council Goals

Our City is fiscally responsible.

- Implement strategies to promote healthcare cost containment while continue to provide competitive benefits for City employees.

Human Resources Department (02-0000-05001-0000)

Current Level Services

- Facilitate information sharing with City employees regarding City programs, initiatives, and benefits.

- Maintain the employee compensation system. This includes approximately 4,000 annual changes and updates to insurance benefits, retirement, and pay programs.

- Provide contract interpretation to supervisors and employees administering the four union contracts. Provide leadership in maintaining non-union employee policies, including periodic updates to the Non-Bargaining Unit Employee Handbook.

- Provide guidance and assistance to all departments for employee recruitment and selection to hire the best-qualified job candidates consistent with the Hiring Administrative Policy and the Affirmative Action Plan. This includes consulting with each hiring supervisor for any vacant positions that City Council authorizes to be filled and discussing recruitment strategy, methods, and timelines at the beginning of each hiring process and working with Police and Fire to recruit entry-level officers continuously. This also includes organizing and administering entry-level written examinations for Police and Fire as the tests are required. The normal cycle is annually for Police and bi-annually for Fire, but may be adjusted as conditions warrant.

- Build and maintain positive working relationships with each of the unions representing City employees.

- Ensure City compliance with Equal Employment Opportunity laws and employer benefit laws.

- Provide advice and support on employee performance and discipline issues.

- Conduct an annual affirmative action audit of the City's workforce and consult with departments to achieve affirmative action plan goals.

- Maintain the City's compensation and position classification system through job analysis, job evaluation, and the development of job descriptions.

- Administer Individual Service Plans and the City's Non-Bargaining Unit Annual Performance Appraisal Process applicable to approximately 100 eligible positions.

- Provide direction toward compliance with the Department of Transportation drug and alcohol testing program for 40 licensed commercial driver employees.

- Negotiate, manage and administer health, dental, vision, life and long-term disability insurance programs for City and Library employees, retirees, Cobra participants and affiliated community agencies that participate in the City's insurance benefit plans (including the Champaign County Chamber of Commerce, Champaign County Township, Champaign Park District, Economic Development Corporation, Urbana-Champaign Sanitary District, and Visit Champaign County).

- Manage and administer the Employee Assistance Program, Flexible Spending Benefit program and retirement savings programs, including Illinois Municipal Retirement Fund, 457 Defined Contribution Program and Retirement Health Savings program.

- Provide direction and advice to City departments regarding professional development.

- Provide routine billing audits of benefit programs.

- Monitor health insurance utilization and make recommendations for appropriate changes to encourage cost-effective consumer medical choices.

- Continue to work with the Fire and Police Pension Boards to reduce disability costs.

- Assist the Fire and Police Departments in the continuation of a wellness/return to work program.

Departmental Goals and New Initiatives

- Foster a work environment that is inclusive, diverse and free from discrimination, in part through implementation of the Diversity Leadership Council recommendations.

- As a department, participate in four diversity activities within the year. Two will consist of group activities, such as viewing online videos, and two will be individual activities within the community.

- Develop and implement strategies for short- and long-term health insurance cost containment while continuing to provide competitive benefits to City employees. Facilitate a strategic planning process with City employees and labor groups to develop guiding principles for sustainability of health insurance.

- Conduct a Request for Proposals for health, dental, and vision broker services. Engage broker to complete a Request for Proposals for insurance vendors.

- Implement employee health insurance premium cost-share policies and agreements.

- Implement requirements of the Affordable Care Act (Health Care Reform).

- Implement provisions of new labor contracts with AFSCME and IAFF.

- Improve consistency and efficiency of organizational compensation and benefit policies and practices. This will include the Enterprise Resource Planning project and review and updates to the Non-Bargaining Unit policy manual.

- Manage public safety staffing and promotional processes. This will include entry-level police and fire eligibility list processes, and Police Lieutenant and Fire Lieutenant promotional eligibility lists processes.

- Provide diversity training for new employees.

- Identify opportunities for supervisory and collective bargaining training.

Employee Assistance and Performance Incentives (02-0000-05002-0000)

Current Level Services

- Provide training and advice to supervisors and managers regarding referring employees to counseling resources, including utilizing the Employee Assistance Program. Help employees and supervisors to recognize and take advantage of EAP services to promote employees work/life balance and to improve service to citizens.

- Provide direction and support for employee recognition programs such as the Service Pin Ceremony/Recognition Award Lunch and the Pancake Breakfast.

Board of Fire and Police Commissioners (02-0000-05003-0000)

Current Level Services

- Provide oversight in the areas of recruitment, testing, interviewing, and selecting candidates for both entry level and promotional Police and Fire positions.

- Provide due process hearings for disciplinary and discharge cases when requested.

- Review and recommend recruitment strategies to meet Affirmative Action guidelines for police and fire candidates. The goal is to recruit a diverse pool of applicants that reflects the diversity of our community through police officer and firefighter hiring process.

- Assist the Police Department in reviewing the Police Field Training Officer program to continuously improve effectiveness of the program to assist new officers in assimilation to the Police Department.

Departmental Goals and New Initiatives

- Assist Fire and Police Departments in development of assessment centers for promotional processes. Work with outside vendor in designing fair, job performance based measurement tools.

- Review and update firefighter hiring eligibility list criteria.

Workers' Compensation (16-0000-05004-0000)

Current Level Services

- Record and track incidents for trend analysis and recommend appropriate safety measures.

- Process and resolve Workers' Compensation claims.

- Administer all self-insurance components of workers' compensation as prescribed by State laws and labor agreements.

- Coordinate duty assignments with Workers' Compensation, Americans with Disabilities Act (ADA), and Family and Medical Leave Act (FMLA) requirements.

- Work with safety committees to ensure compliance with workplace safety requirements as promulgated by the Occupational Safety and Health Administration (OSHA) and adopted by Illinois Department of Labor (IDOL).

- Manage loss control activities by developing safety manuals and by providing training in accident reporting and investigation.

- Coordinate duty injury leave and Workers' Compensation leave with other City benefits to obtain appropriate payment reimbursement.

- Develop recommendations to modify equipment and facility layouts to reduce incidence of workplace injuries.

- Analyze claims and provide direction toward reducing risk exposure and subsequent losses, including establishing goals and using incentive programs.

- Provide reports on workers' compensation frequency and severity trends to the Executive Management Team and Safety Committees.

- Provide cost of loss reports to department heads to assist with loss control activities and in making financial decisions.

- Continue to refine usable reports that will assist managers with loss control activities and in making financial decisions.

- Respond to any IDOL investigations or complaints.

- Work with an outside actuarial firm and the Finance Department to ensure reserve adequacy in the Workers' Compensation account every two years.

- Identify and emulate best safety practices from progressive organizations or cities to help reduce employee work injuries and illnesses.

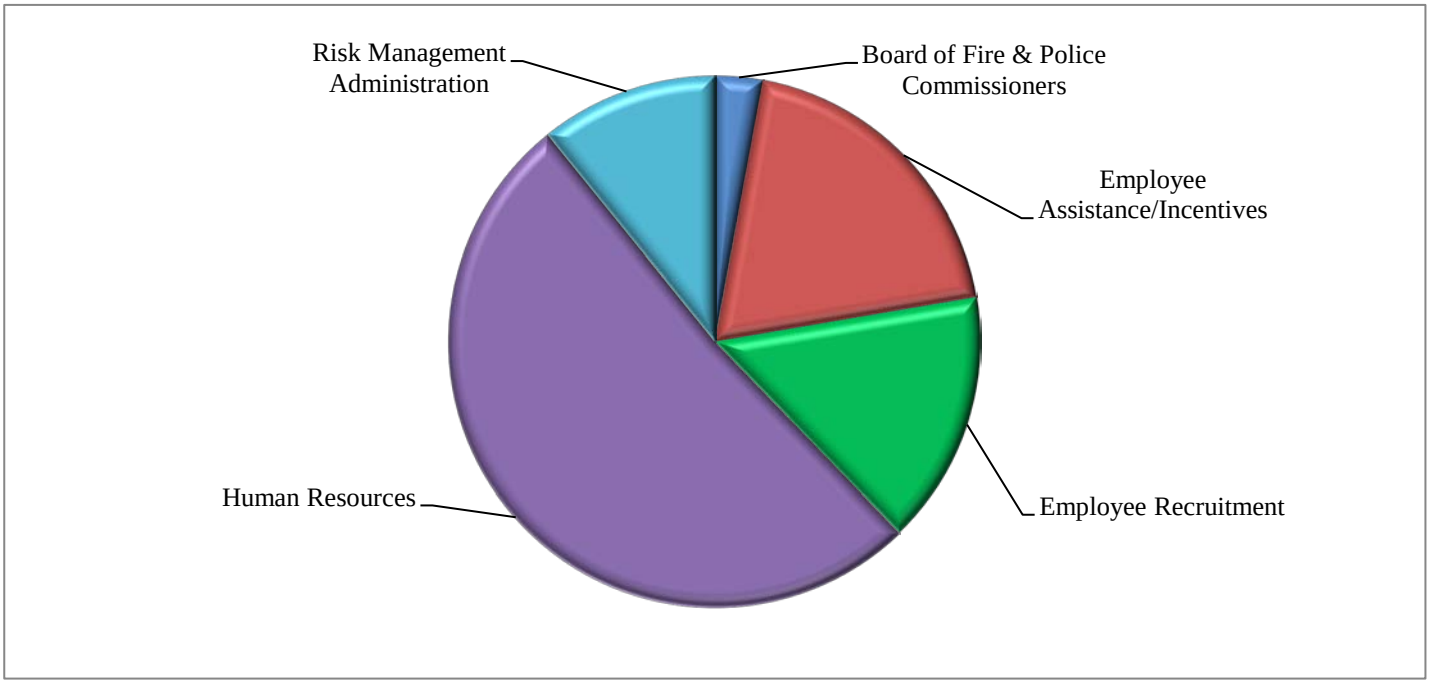
Retained Risk (15-0000-05005-0000)

Current Level Services

- Provide leadership and assistance to the Risk Management Steering Committee in selection of risk management products including insurance, self-insured retentions, and loss control.
- Manage liability and property claims.
- Manage the insurance products purchase process.
- Provide a process for citizens to file claims with the City. Maintain and update as needed the claims brochure provided to citizens making claims.
- Assist Finance in collection of damages to City equipment and property caused by outside parties.
- Work with an outside actuarial firm and the Finance Department to ensure reserve adequacy in the Retained Risk account every two years.
- Maintain and administer a comprehensive risk management program focusing on loss control measures and prevention; including evaluation of program effectiveness. Assist departments in implementing any loss control recommendations from OneBeacon Insurance or other insurance companies that may provide services to the City.
- Based on loss data, assist departments in developing action plans to reduce future losses.
- Facilitate ongoing specialized driver safety training for Fire, Police and Public Works.

Human Resources Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Board of Fire & Police Commissioners	46,358	42,315	(4,043)	-8.72%
Employee Assistance/Incentives	190,094	282,518	92,424	48.62%
Employee Recruitment	206,719	225,792	19,073	9.23%
Human Resources	752,075	748,722	(3,353)	-0.45%
Risk Management Administration	150,197	157,334	7,137	4.75%
Total	**1,345,443**	**1,456,681**	**111,238**	**8.27%**



Planning and Development Department

The purpose of the Planning and Development Department is to engage the community in planning for its future, to promote quality of life, provide choices in housing and transportation, ensure the wellness of existing neighborhoods, protect property values by encouraging compatible development, and promote the economic development of the community.

Departmental Overview

Organization

The Planning and Development Department consists of three divisions:

The Land Development Division is responsible for development management, zoning administration, annexation coordination, administration of inter-jurisdictional agreements, and mapping and graphics.

The Long Range Planning Division is responsible for studying the impacts of growth and development on the city, setting a vision for the community, updating and administering the Comprehensive Plan, neighborhood planning, capital improvement planning, plan implementation and dissemination of demographic information.

The Economic Development Division promotes the City's economic vitality through retention and attraction of jobs, encouraging reinvestment, and serving as a point of contact for the business community to advance the City's goals for economic development.

The Planning and Development Department also provides support to the following three Commissions and Boards: The Plan Commission, which advises the City Council on land use, zoning and development cases; the Zoning Board of Appeals, which considers appeals to zoning interpretations and variations from zoning requirements; and the Historic Preservation Commission, which identifies properties, structures, and areas that are historically significant, nominates them for landmark or historic district status and considers the appropriateness of changes to the exterior of designated properties.

The Planning and Development Department is located on the third floor of the City Building, 102 N. Neil Street, Champaign, IL 61820. The Department phone number is (217) 403-8800, the fax number is (217) 403-8810, and the email address is Planadmin@ci.champaign.il.us.

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

- Advance the Bristol Place Housing Strategy, including property acquisition, demolition, and planning for new neighborhood development.

Our City is fiscally responsible

- Work with the Public Works Department to implement the Street Improvement Plan utilizing the Local Motor Fuel Tax to increase street maintenance and arterial street improvements.
- Conduct a process to consider establishing arterial street improvement impact fees for new development.

Our City promotes economic opportunity

- Create a virtual small business incubator to promote the development of minority and women-owned businesses.
- Develop and implement a pilot small business assistance program providing small grants and low interest loans to assist with start up costs for qualifying businesses.
- Expand the local economy by promoting the availability of gigabit internet capacity of UC2B in the City of Champaign to attract and retain businesses.
- Encourage and support the revitalization of commercial property in low-to-moderate income neighborhoods.

Our City is a model for environmental sustainability

- Begin implementation of a Sustainability Plan for the City of Champaign.

Our City is committed to honest, transparent government

- Investigate the use of new and innovative on-line strategies to engage the community in City Government.

Department Baseline Service Levels, Goals and Initiatives by Activity

Current Planning

Current Service Levels:

- Provide a responsive, service oriented approach to development proposals by:
  - Annually managing and promptly reviewing development proposals to facilitate high quality growth and development.
  - Reviewing site plans for large-scale multi-family and commercial developments to ensure conformance with all City requirements.
  - Negotiating new annexation agreements or amendments.
  - Processing petitions for annexations as required.
  - Reviewing preliminary and final subdivision plats and certificates of exemption.
  - Reviewing requests for rezoning.
  - Reviewing and negotiating requests for Planned Developments.
  - Reviewing and negotiating requests for Special Use Permits.
  - Applying the Zoning regulations for the Campus Commercial and Midtown Commercial Overlay Districts.
- Administer previously approved annexation agreements, Planned Development certificates, and Special Use Permits to ensure compliance and amending as necessary to meet unanticipated needs.
- In response to requests by Champaign County, review and recommend whether to protest zoning cases occurring in the 1-1/2 mile Extra Territorial Jurisdiction (ETJ) of the City.
- Administer and enforce the Zoning Ordinance to protect the general public interest by:
  - Reviewing building permits for compliance with zoning and annexation agreements within three days of submittal; 24 hours for residential permits.
  - Reviewing and issuing sign permits within 24 hours of submittal.
  - Investigating zoning complaints, issuing warning tickets or citations, and referring non-complying zoning violations to the Legal Department.
  - Reviewing with the Zoning Board of Appeals requests for variations, and interpretations.
  - Monitoring approved mitigation plans to ensure ongoing compliance.
  - Processing Zoning Ordinance text amendments to maintain current regulations.

- Work with Public Works to review requests for right-of-way vacations.
- Administer the Sidewalk Cafe Ordinance, including conducting annual evaluations of the ordinance, processing needed changes, issuing licenses for the operation of cafes, responding to complaints and enforcing ordinance requirements.
- Prepare maps and graphics to support City activities, including:
  - Preparing maps or graphics for the Planning Department as needed.
  - Preparing maps or graphics for other Departments as requested.
  - Maintaining, updating, and distributing the City's Zoning and Land Use maps.
- Manage fringe agreements with Champaign County, and the rural townships, and boundary agreements with Urbana, Savoy and Mahomet, including providing information on development activity and processing payments required by the agreements.

Departmental Goals and New Initiatives:

Center City Zoning Rewrite. Manage a consultant that will rewrite key sections of the Champaign Zoning Ordinance. The sections to be rewritten will streamline the review process for urban infill development consistent with the goals of the Comprehensive Plan.

Advance Planning

Current Service Levels:

- Maintain an up-to-date Comprehensive Plan to guide the City's growth and development, and to protect older urban areas by:
  - Monitoring changes affecting the community, and amending the Plan as needed.
  - Monitoring and updating the Comprehensive Plan as necessary to facilitate the annual Plan review.
  - Explaining and interpreting the Plan to citizens interested in, or impacted by its recommendations.
  - Preparing annual reports on Plan implementation activities.
  - Preparing neighborhood and commercial area improvement plans and meeting all implementation obligations for the Planning Department.
- Maintain an up-to-date Ten Year Capital Improvement Plan which anticipates the community's major infrastructure needs and sets out a funding and activity schedule for meeting these needs, including facilitating meetings, reviewing projects, and presenting the proposed plan for City Council review and approval.

- Manage and make available demographic and other information by providing information to the public and City Departments on population demographics, property and land use characteristics, and planning publications.
- Provide planning support to outside organizations and governmental agencies including the Champaign Park District, Unit 4 School District, Champaign-Urbana Urbanized Transportation Study and the Regional Planning Commission

Departmental Goals and New Initiatives:

- Develop strategies to implement the amended redevelopment plan for the East University Avenue TIF.
- Begin implementation of *Champaign Growing Greener.*
- Conduct a public engagement process to develop a preliminary design for the Center City Plaza to be located at Neil and Washington Streets.
- Work with the Public Works Department to prepare a Pedestrian Plan to replace the Sidewalk Infrastructure Master Plan and promote a more walkable community.

Economic Development (02-0000-06002-0000)

Current Service Levels:

- Prepare and Implement the City's Economic Development Strategic Plan to promote the community and its economic development goals and objectives.
  - Work with community leaders, business and government leaders to understand the "New Normal" in development as the economy transforms.
  - Incorporate the Economic Development Strategic Plan into the Comprehensive Plan.
  - Develop a comprehensive economic development policy targeting job creation, retention and overall economic stability.
  - Produce brochures, web-based information and other marketing documents to promote and describe City economic development programs.
- Promote economic development in the community through infrastructure improvements and by providing incentives for reinvestment in aging commercial areas by:
  - Monitoring revenues and expenditures, business activity, and furtherance of Plan objectives for Champaign's four Tax Increment Financing Districts.
  - Answering inquiries and reviewing applications for Redevelopment Incentive Program grants.
- Provide financial and staff support for the Champaign Center Partnership to promote a healthy core area.

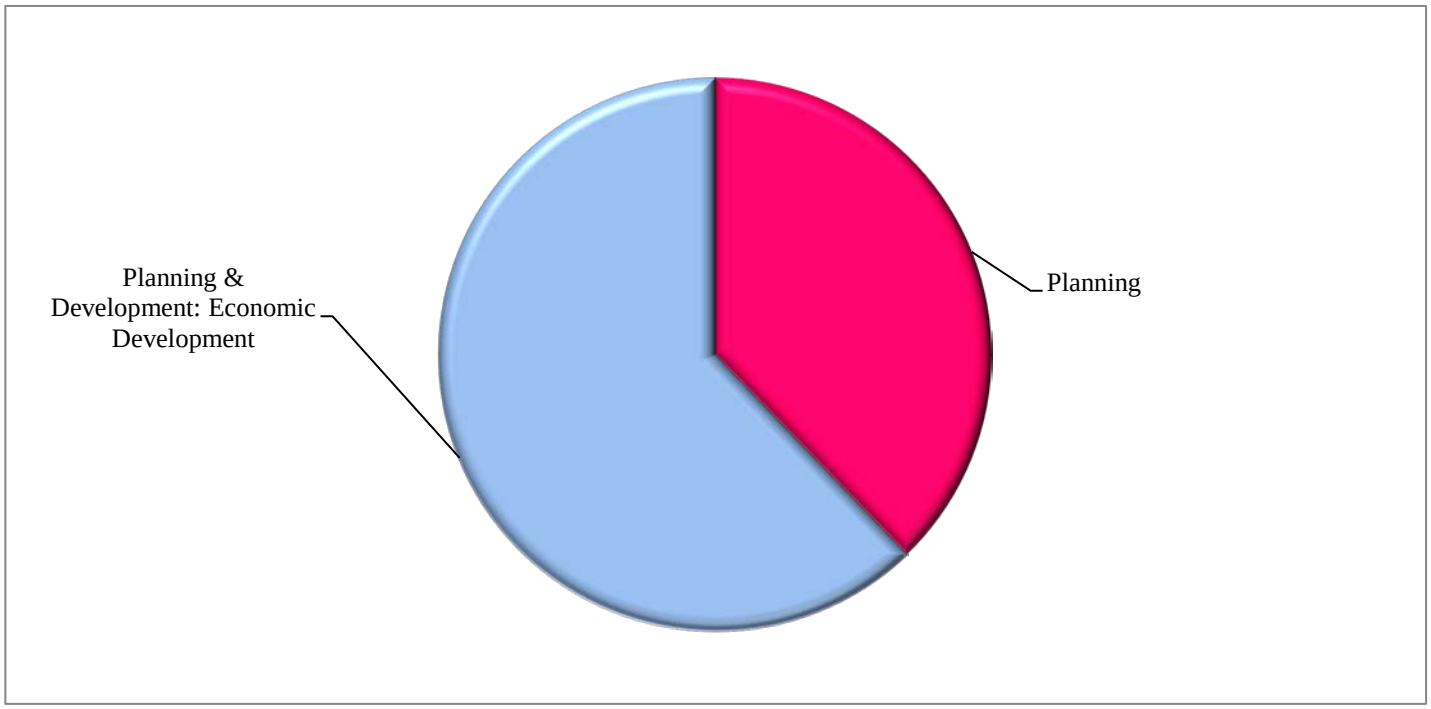
- Provide financial and staff support for the Champaign County Convention and Visitors Bureau to promote tourism and economic development.
- Provide financial and staff support for the Champaign County Economic Development Corporation to promote new business growth and expansion and participate in EDC activities.
- Act as the City's primary contact for all potential economic development projects and initiatives and provide assistance that meets the goals and objectives of the City's economic development programs:
  - Industrial Development Incentive Program: for industrial expansions or new facilities that result in a significant number of new or retained jobs, this program provides financial assistance for necessary infrastructure improvements.
  - University Research Park Incentive Program: encourages growth of high technology office and laboratory space for companies in the Research Park at the University of Illinois.
  - High Technology Incentive Program: for locations other than the Research Park at the University of Illinois, this incentive assists with new technology in a research park or development of new technology space.
  - Infill Redevelopment Program: encourages redevelopment that results in a major improvement in a property of citywide significance that is not likely to occur without City assistance.
  - City/County Enterprise Zone Program: provides for local and state economic incentives to assist primarily with commercial and industrial projects that provide for job retention/growth and/or neighborhood revitalization in certain geographic locations.
- Continuously seek ways to improve and evaluate communications with the development community, including monthly meetings of the Developer's Forum, to share information and discuss development issues.

Departmental Goals and New Initiatives:

- Develop a virtual incubator to promote small business development, a pilot small business assistance program and a program to promote reinvestment in commercial areas in low and moderate-income neighborhoods.
- Develop and implement a robust community-wide branding campaign around UC2B.
- Work with Champaign County to recertify and extend the term of the City of Champaign/Champaign County Enterprise Zone.

Planning and Development Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Community Transformation Grant	6,241	0	(6,241)	-100.00%
Planning	1,271,984	1,431,545	159,561	12.54%
Planning & Development: Economic Development	1,518,967	2,352,543	833,576	54.88%
Total	**2,797,192**	**3,784,088**	**606,573**	**21.69%**



Public Works Department

The Public Works Department's purpose is to develop and maintain the City's infrastructure, buildings, grounds and vehicular equipment, and provide specialized community services, such as tree care, recycling service, and parking management. Public Works operates in partnership with the community to develop and maintain its publicly owned physical assets.

Departmental Overview

Organization

The Department is comprised of a Director who provides direction for three divisions: Administrative Services, Engineering, and Operations.

The Administrative Services Division is responsible for centralized administrative functions of the Department; management of City's parking system including enforcement, collection, and meter maintenance; fleet management including vehicle purchasing and maintenance; and the multi-family recycling program.

The Engineering Division implements the City's Capital Improvement Program and constructs capital projects that serve to support Council Goals. The Division also provides engineering review of private design and construction activities to make sure they conform to City requirements, and manages contract maintenance services for City street, sidewalk, sanitary sewer, storm sewer, surface drainage, traffic control, and environmental quality control systems.

The Operations Division is responsible for maintaining City infrastructure such as asphalt pavements, alleys, sanitary and storm sewers, and traffic signals and streetlights within the City. This Division maintains tress in City rights-of-way, provides concrete repairs on City streets and sidewalks, and administers the encephalitis control program. This Division also provides snow and ice control, monitors yard waste pick-up programs, and ensures vegetation maintenance on City rights-of-way.

Contact Information

The Public Works Department is located at 702 Edgebrook Drive, Champaign, IL, 61820. Department contact information is as follows: phone – 217.403.4700; fax – 217.403.4755; email – publicworks@ci.champaign.il.us. Business hours are 7:30 a.m. to 4:30 p.m., Monday through Friday.

A storage facility is located at 720 to 736 North Market Street. This facility is not open to the public.

Key Projects in Support of City Council Goals

Our City provides first-rate services

- Continue work on Washington Street West drainage improvements including completing construction of Phase 1, Robinson Court Detention Basin; competing preliminary design of Phase 2, Glenn Park Basins; competing Glenn Park Drive property acquisition; and completing lining of 36-inch outlet pipe from Mattis to Russell.
- Begin preliminary design and complete property acquisition for the next phase of Boneyard Creek improvements. This includes conducting consultant selection and beginning preliminary design, and initiating stakeholder input on the project.
- Aggressively address infrastructure maintenance by prioritizing concrete street repairs and asphalt overlays. Asphalt projects include Anthony, Kenyon, Chicago, Highland, Ridgeway, and Healey. Concrete projects include Fourth, McKinley, and Phillips.

Our City is fiscally responsible

- Implement capital improvements outlined in relation to adoption of the Storm Water Utility Fee. Complete the Robinson Court detention basin and begin preliminary design and right-of-way acquisition for Glen Park improvements.
- Implement the maintenance and reconstruction work plan as outlined in the adoption of the Local Motor Fuel Tax including Windsor Road bridge approaches and Phillips Drive completion.

Our City promotes economic opportunity

- Provide support to the Community Relations Office to increase work opportunities for female and minority contractors and consultants. This includes incentivizing minority participation in Public Works contracts.

Our City is a model for environmental sustainability

- Complete construction of Windsor Road approaches for the I-57 overpass to provide for safe pedestrian and bicycle access across I-57.Upgrade the street and sidewalk infrastructure in the North Campus TIF District, including ADA compliant sidewalk ramps throughout the area.

Our City Fosters Quality of Life for All Citizens

- Assist with the Bristol Park Redevelopment Project and complete infrastructure improvement projects that will support redevelopment including completing study for pedestrian crossings near Market & Juniper and Market & Lemon.

Department Base-Line Service Levels, Goals and Initiatives by Activity

Administration (02-0000-07001-0000)

Current Service Levels:

- Support the City's emergency management function and respond to City emergencies, such as snow and ice events. Participate in training, and assist with the development of incident action plans and pre-plans.
- Support neighborhood wellness by participating in task forces, technical committees and wellness teams, and by incorporating neighborhood prescriptions into Public Works work plans.
- Communicate Public Works' services, programs, policies, and procedures to citizens, the general public, and the media.
- Coordinate the activities of Engineering, Operations, and Administrative Services to ensure that resources are maximized Department-wide.
- Provide departmental representation and policy input for internal teams including Economic Development, Development Services, Capital Improvement Review Team, Communications Advisory Team, and Sustainability Committee.
- Perform centralized administrative functions for the Department, including budgeting, payments, purchasing, travel, and training.
- Manage disposal of surplus City property (Public Works excess equipment and bicycles).
- Manage electricity purchases for City facilities to control costs.
- Ensure that all Public Works employees obtain National Incident Management System (NIMS) / Incident Command training in accordance with the City's Emergency Response Plan and Federal requirements.
- Provide support and direction to staff to ensure the public has information and an opportunity for input on infrastructure projects.
- Manage centralized procurement functions for the Department.
- Encourage intergovernmental partnerships on the construction and maintenance of Public Works improvements. Examples include Prospect Avenue (Savoy), Olympian Drive (County, Urbana), and University street improvements using reallocated $6.5 million from St. Mary's Road (University of Illinois).

Departmental Goals and New Initiatives:

- Continue to expand use of the Work and Asset Management System (WAMS) in the Public Works Department to increase efficiency, and provide accurate and timely data for making decisions about Department programs and services. Implement mobile devices for staff in the field to have access to work orders and allow them to update infrastructure information in the GIS.

- Support the City's Sustainability Plan by coordinating efforts to protect the Mahomet Aquifer from contamination, including coordinating efforts to have the U.S. Environmental Protection Agency declare the Mahomet a Sole Source Aquifer.
- Continue to support efforts to increase minority and female participation in City contracts.
- Complete update of the ADA Transition Plan.

Traffic & Lighting (02-0000-07002-0000)

Current Service Levels:

- Manage traffic signals to promote safe and efficient traffic flow by:
  - Implementing the methods and schedules outlined in the Traffic Signal Master Plan.
  - Improving traffic signal timings.
  - Coordinating staff and resources to provide 24-hour response to traffic signal problems.
  - Provide maintenance to the 42 IDOT-owned intersections and the two University of Illinois-owned traffic signals as agreed upon in the City-State Maintenance Contract.
- Replace traffic signal controllers, improve the pre-emption systems, and install traffic signal interconnect systems and uninterruptible power supplies. Maintain streetlights to extend service life, minimize service interruptions, and promote safe streets and neighborhoods by:
  - Arranging regularly scheduled maintenance to City-owned streetlights including re-lamping (442 per year based on a five-year cycle and other updates.
  - Inspect 3,512 City-owned street lights and make noted repairs when discovered.
  - Inspect and report any problems or outages regarding leased streetlights to AmerenIP.
  - Repairing or replacing damaged streetlights and traffic signals caused by automobile accidents (about 12 per year), and submitting necessary documentation to the appropriate parties to recover costs.
- Make and maintain signage to promote safe traffic and pedestrian flow, simplify way-finding, and provide information by:
  - Maintaining and repairing all City signs; and immediately replacing missing “stop” signs (about 20 per year) upon notification. Emphasis is given to signage at 10 school locations, particularly at the beginning of each school year, to better insure children’s safety.

- Systematically replacing all City signs, except street name signs and "no parking" signs on a 15-year cycle (averages about 700 per year) so that all are easily visible.
- Replace street name signs as needed when they are no longer readable or are knocked down.
- Improving readability and increase the life of street name signs by using higher quality, more reflective materials. Keep current on best material and latest standards for fonts and size.
- Completing custom signage requests such as adopt-a-highway (8/yr), neighborhood watch (10/yr), vehicle decals (20/yr), honorary streets (10/yr), etc. to help other City departments and sections with their sign needs.
- Completing service requests for installation of new signs or modification of other signed areas. About 50-traffic service, requests (TSR) each year result in approximately 50 sign installation projects.
- Installing illuminated street name signs at new traffic signal installations or at traffic signal upgrades.

♦ Provide and maintain pavement markings so that citizens can easily identify parking spaces, turn lanes, no parking zones, etc. by:

- Prioritizing locations for in-house replacement and completing as much as the budget allows.
- Managing maintenance contracts based on the Pavement Marking Master Plan for about 10 intersections and sections of arterial streets requiring high quality pavement markings.
- Keeping all the Campus parking markings in place for the permit parking spaces.
- Responding to traffic service requests for pavement markings.

♦ Monitor records of power consumption from traffic signals, street lighting, and leased lighting to improve accuracy of Ameren/IP and Strategic bills.

♦ Administer JULIE program for locating all City-owned underground utilities.

♦ Identify locations for the Neighborhood Street Light Program and install needed street light improvements.

♦ Maintain an up-to-date sign inventory, as required by FHA (Federal Highway Administration) regulations.

Operations Division Building Services Section (02-0000-07003-0000)

Current Service Levels:

♦ Respond to requests from all City departments for facility repairs and services involving plumbing, electrical, carpentry, and painting activities.

- Manage building systems and contracts (HVAC, elevator, pest control and janitorial services) for all City buildings either with in-house staff or through contractual arrangements in order to provide safe and comfortable environments for the public and City employees.
- Deliver interoffice mail and other packages to the City Building, Main Fire Station, Police Department, Public Works Department, and METCAD on a daily basis. Delivery of outgoing mail to the Post Office is performed near the end of each day.
- Provide support services such as delivery of supplies, moving office furniture, and pick-up/disposal of surplus items.
- Provide remodeling and installation services at City facilities. These include office painting, small remodeling projects, construction, and installation of storage units. These projects are generally limited to single-office areas and can be completed by Building Services employees in a 10-day period.
- Perform changes to facilities as mandated by law and manage the inspection of life safety systems as required by law.
- Evaluate contracts for necessary services at City facilities, such as janitorial services, HVAC, and elevator maintenance, and renew if warranted; and monitor performance of contractors.
- Perform various types of landscape maintenance activities (lawn mowing, litter collection, mulching, weeding, flower planting, and watering) at the City Building, Police Department, Public Works Department, and various planters in the Downtown area and at the Main Street and Washington Street viaducts.
- Evaluate existing building systems within City facilities to ensure efficient maintenance practices are being performed.

Departmental Goals and New Initiatives:

- Implement recommendations included in the City Facilities Master Plan.
- Make building improvements consistent with the Sustainability Plan, once adopted.
- Implement HVAC improvements at Fire Station #6.
- Provide support for relocation of Fire Station #3.

Operations Division Environmental Services Section (02-0000-07004-0000)

Current Service Levels:

- Provide yard waste collection in the spring and fall and Christmas tree collection in winter to approximately 34,434 residences within the City of Champaign. Approximately 8,000 cubic yards of materials are collected each year from the three collections.

- Provide City staff assistance with activities related to the post-closure care plan for the closed Champaign-Urbana Solid Waste Disposal System (CUSWDS) landfill. Assistance includes attending quarterly Champaign-Urbana Solid Waste Disposal System meetings and reviewing post-closure activity reports, the annual budget, and quarterly meeting reports on proposed remediation activities and groundwater analysis.
- Manage contracts to empty approximately 170 on-street litter receptacles in Campus and Downtown areas and at Central High School.
- Sponsor special recycling events, such as electronics recycling, working cooperatively with the City of Urbana, Champaign County, and Village of Savoy.

Departmental Goals and New Initiatives:

- Perform a comprehensive assessment of yard waste program to evaluate alternatives for delivery of this service.

Operations Division Administration Section (02-0000-07005-0000)

Current Service Levels:

- Maintain accurate work records and provide updates of information and maintenance activities to the City Manager and staff through reports to Council, Department News items, and other less formal means of communication.
- Serve as the City staff liaison to the Champaign/Urbana/Savoy/C-U Public Health District Encephalitis Control Program. Responsibilities include attending meetings, usually three per year, to review the program budget, review testing results for the mosquito traps and the potential for health risk as developed in this activity, and to prepare information for Council in regard to this program.
- Support Traffic Control Committee in making annual revisions to the Work Area Protection Guide.

Departmental Goals and New Initiatives:

- Review and restructure Division personnel evaluation form with emphasis on aligning employee behavior with City Values.
- Assess programs in preparation for an automated vehicle location (AVL) system in snowplow equipment.

Operations Division Street Section (02-0000-07006-0000)

Current Service Levels:

- Assist the Neighborhood Services Department with neighborhood cleanups, Campus Move-In and Move-Out, and special alley clearance projects to reduce blight in neighborhoods.
- Respond to service requests to pick up debris caused by illegal dumping on City rights-of-way. Debris is removed within two business days of request.
- Provide street sweeping in neighborhoods once per month during the months of March through October. An average of 4,200 miles is swept each year.
- Provide street sweeping to north commercial and some of the major arterial streets in areas of the Downtown, Campus, North Prospect, and around schools between the months of March and October approximately eight hours per week from 5 a.m. to 7 a.m. An average of 800 miles is swept and 550 cubic yards of loose debris are collected annually.
- Sweep leaves from City curb and gutter roadways during the months of October through December. Annually, an average of 3,500 miles is swept and 18,000 cubic yards of loose leaves are collected.
- Provide street sweeping for special events. Events include the Illinois Marathon, Parade of Lights, Don Moyer Bags Tournament, Fourth of July, Combined Charities Campaign Kick-Off, three to four street festivals, and others. An average of 1,950 miles is swept annually for special events.
- Provide night street sweeping on all curb and gutter roadways during the months of March through November for all 3 a.m. to 5 a.m. "No Parking" zones in the Downtown and Campustown. An average of 1,950 miles is swept and 2,300 cubic yards of loose debris are brought in annually.
- Maintain City rock alleys by blading and spreading rock on all rock-surfaced alleys on an as-needed basis and by responding to service requests.
- Mow and trim all unimproved rights-of-way and City-owned lots indicated on the mowing map and inventory to comply with the eight-inch standard in the Vegetation Ordinance. During the growing season when vegetation is growing rapidly, rights-of-way are mowed and trimmed once a month; lots and traffic islands are mowed weekly. At other times, especially during hot/dry weather, the cycle can be extended.
- Haul approximately 1,800 tons of debris to the Urbana Transfer Station each year and haul 500 tons of rock back to Public Works for use in alley and shoulder maintenance.
- Provide routine maintenance at viaducts according to the Viaduct Maintenance Plan.
- Spread rock along shoulders of non-curb and gutter streets under the direction of the Engineering Division and by service requests to ensure proper drainage of roadways. Approximately 10 repairs are completed annually.

- Responsible for the supply and storage of approximately 4,250 tons of salt annually.
- Support Downtown festivals, such as the Parade of Lights, Taste of Champaign, streetfests, Arts Festival, Illinois Marathon, etc., by providing pre- and post-event cleanup, setting up barricades and arrow boards, and making arrangements for road closure and detour signs.
- Spray two applications of weed control per year, or as needed, on undeveloped rights-of-way and City-owned lots using maps and an inventory list. Spray weed control twice per year at tree grates in Downtown areas bounded by the railroad tracks and State Street and by Washington Street and Clark Street.
- Oversee the contract with Developmental Services Center for Boneyard Linear Park and Downtown litter collections, and Campus poster removal programs.
- Continue to implement sustainable practices of recycling street sweeper brooms and disposal of fall leaves that are swept from City streets on farmland or livestock bedding.

Departmental Goals and New Initiatives:

- Develop comprehensive maps and schedules for sweeping, mowing, and weed control activities.

Operations Division Concrete Section (02-0000-07007-0000)

Current Service Levels:

- Repair concrete streets to provide safe and efficient motor vehicle travel when a faster response is required and timely contractual repairs cannot be made. An average of 2,000 square feet of concrete streets is repaired annually.
- Reconstruct streets, curbs, sidewalks, and ramps in conjunction with sewer repairs. Approximately 30 locations are reconstructed per year.
- Install an average of 20 handicap ramps per year in conjunction with the Sidewalk Repair program and by citizen request.
- Remove graffiti from concrete structures. When graffiti removal requests are made, they are prioritized based on location and the nature of the graffiti.
- Annually replace an average of 6,400 lineal feet of deteriorated City sidewalks.
- Annually reconstruct an average of 15 driveway sections, 10 drive approach sections, 200 to 300 lineal feet of curb.
- Reconstruct an average of two pull boxes, light bases, or traffic control box bases for the Traffic and Lighting Section each year.
- Construct an average of two retaining walls per year in conjunction with sidewalk repairs.
- Review the Work Area Protection Guide annually and make revisions if needed.

- Work with the Engineering Division to update sidewalk inventory to reflect 2013 construction work.
- Repair or replace mailboxes damaged during the snow and ice season.
- Continue sustainable practice of recycling 100 percent of concrete sidewalks, curbs/gutters, and pavement that are removed annually by City crews.

Departmental Goals and New Initiatives:

- Re-inspect asphalt patches that were placed at tripping hazards and update database.

Engineering (02-0000-07008-0000)

Current Service Levels:

- Support the Neighborhood Services Department (NSD) by managing projects, administering contracts, and reserving staff time to respond to requests for neighborhood infrastructure projects. Work with NSD and property owners to define problems, develop solutions, and provide cost estimates to assist with solving neighborhood problems. Respond to drainage and sewer complaints by defining the problem, developing and analyzing alternatives, and implementing solutions and programs to mitigate the problems.
- Provide infrastructure to meet City standards by planning for construction and maintenance of streets, alleys, sidewalks, sanitary sewers, storm drainage, traffic control, and street lighting.
- Manage projects in a cost-effective manner by using an efficient-cost management approach, while also assuring high quality design and construction using qualified engineers and inspectors.
- Complete annual maintenance contract work - Bituminous Overlay, Portland Cement Concrete Rehabilitation, Alley Maintenance, Brick Surface Rehabilitation, Neighborhood Infrastructure Repair, Slurry Seal, Bridge Maintenance, Storm Sewer Rehab, Sanitary Sewer Rehab, Contractual Sewer Maintenance Activities, Channel Maintenance, Emergency Infrastructure Repair, Landscape Maintenance, Parking Lot Rehabilitation, Pavement Marking, and Bike Lane Maintenance.
- Implement the National Pollutant Discharge Elimination System (NPDES) Phase 2 Program and maintain the required City NPDES permits as mandated by the Clean Water Act.
- Work with the Development Services Team to ensure that development in and within 1.5 miles of the City limits complies with the City's subdivision regulations and design and construction standards as compiled in the Manual of Practice (MOP).
- Facilitate development by coordinating with contractors, developers, engineers, and utility companies and holding monthly utility coordination meetings. As information becomes available, alert utility companies to the upcoming utility needs for upcoming

economic development projects to allow for planning and coordination of the utility upgrades and changes.

- Improve site designs and prevent future problems by reviewing commercial and multi-family plans for compliance with engineering criteria as set forth in the City's Manual of Practice (MOP). Provide timely review services for the development community as stipulated in Chapter 6 of the MOP.
- Issue driveway, grading and drainage, ROW excavation, ROW occupancy, sanitary sewer connection, sidewalk, and storm sewer connection permits. Perform inspections related to those permits on demand from the development community.
- Perform inspections of all private development of public infrastructure. Ensure that design and construction comply with MOP standards.
- Review and inspect sump pump outlets for new construction. Administer cost-share program for sewer service work in the right-of-way.
- Support efficient delivery of mail and emergency services by assigning addresses to all new lots within the City's development boundary.
- Continue to implement the recommendations of completed infrastructure Master Plans, such as Pavements, Signals, Signs, Bridges, and other Master Plans as they are completed.
- Provide infrastructure information by developing and maintaining infrastructure maps in an electronic format. Continue field location efforts needed to move sanitary and storm maps to GIS format. Field-verify storm and sanitary sewer locations by a combined effort with the Sewer Section during winter.
- Inspect the Phinney Branch and Boneyard drainage channels six times per year for drainage impediments. Convey inspection list to Sewer Section for removals. Contract for removal of items outside Sewer Section's scope.
- Inspect enclosed portion of the Boneyard Creek (Campustown Project) every five years.
- Work with the Planning Department and Regional Planning Commission to improve pedestrian, bicycle, and traffic safety in the community.
- Work with Unit 4 School District and Champaign Police Department on safe routes to school (SRTS) projects to improve pedestrian and traffic safety around school.
- Assist the Finance Department in reporting the value of infrastructure assets as required by GASB 34 by the end of the fiscal year.
- Increase safety, facilitate the movement of traffic, and provide parking by reviewing citizen complaints and recommendations, conducting engineering studies, and implementing solutions, through the Traffic Service Request Program.
- Prioritize street repairs using factors such as Council goals and priorities, intergovernmental agreements, pavement condition, Operations input, safety concerns, and citizen or neighborhood requests.

- Analyze sewer system knowledge obtained from residents, staff, and sewer condition evaluations to define and prioritize repairs for the annual sanitary and storm sewer rehabilitation contracts. Condition evaluation may also include review of televising tapes, smoke testing information, and flow monitoring information.

- Complete projects budgeted in the Capital Improvements Plan. This involves planning, budgeting, preparing project sheets, preparing Council reports, administering bidding processes, managing engineering consultants and contractors and providing public information and assistance to the City Council and to the general public.
- Continue transferring automated map data to GIS.

Departmental Goals and New Initiatives:

- Complete construction of Stage II infrastructure improvements for University of Illinois Research Park including extension of Gerty Drive to new Fourth Street, sidewalk along First Street and between St. Mary's and Windsor, landscaping along Fourth Street, and installation of street lighting along First Street between Saint Mary's and Windsor Roads.
- Complete construction of Windsor Road and Interstate 57 bridge approach.
- Begin construction of Olympian Drive from Apollo to Lincoln, and acquire right-of-way for Olympian from Champion to Duncan Road.
- Complete closure plan for the old Champaign Landfill.
- Complete construction of Market Street from Olympian to Ford Harris Road.
- Complete Healey Street Reconstruction between Fourth and Sixth Streets related to the Lot J redevelopment.
- Begin preliminary engineering and corridor study for the Green Street between Neil and Fourth Streets, including working with the Planning Department to develop a Special Service Area (SSA).
- In cooperation with the University of Illinois, develop agreements to expend the $6.5 million in State funding for St. Mary's Road on other University streets inside the City's limits.

Operations Division Asphalt Section (02-0000-07009-0000)

Current Service Levels:

- Repair an average of 20,000 potholes per year to provide safe and efficient motor vehicle travel. Complete pothole service requests within two business days of request unless staff is occupied with a safety sensitive activity like snow and ice removal.
- Complete hot-mix asphalt repairs associated with Sewer and Concrete Section programs within two business days of request when weather and hot-mix availability

allows. Complete an average of 2,400 square yards of hot-mix asphalt street repairs to provide safe and efficient motor vehicle travel.

- Make temporary sidewalk repairs within two business days of request when weather and hot-mix availability allows, minimizing hazards to pedestrians.
- Profile asphalt pavement faults within ten business days of request during the construction season smoothing the ride and improving drivability.
- Remove leaves from City streets through the combined efforts of the Asphalt and Street Sections during the months of October through December in order to keep sewer inlets open and reduce potential for flooding. Annually, an average of 14,000 cubic yards of loose leaves are collected, compacted, and recycled.
- Inspect alleys with compacted milling surfaces once annually. Provide maintenance by pothole patching or blading additional material as needed. Annually, level all milling surface alleys, as needed.
- Repair or replace delineators by citizen request. Inspect newly annexed areas for required delineator locations and install as needed. Reinstall delineators if reported or found to be missing during the winter season.
- Assist with prioritizing alleys for oil and chip surface treatment by assessing conditions and suitability for surface treatment.
- Annually inspect temporary sidewalk repairs to determine if additional work is required to maintain pedestrian safety.

Operations Division Forestry Section (02-0000-07010-0000)

Current Service Levels:

- Prune an average of 1,500 City trees each year based on a 14-year pruning cycle and in response to Citywide service requests in order to improve tree health and allow the safe passage of pedestrians and vehicles.
- Remove up to 250 dead, declining, and hazardous trees from City rights-of-way each year. Removals are done through in-house resources and contractual services.
- Plant 75 to 150 trees annually on City rights-of-way, per citizen request, as replacements for trees previously removed, or through the Share-the-Cost program.
- Work in cooperation with developers and private tree contractors to ensure that proper tree protection, including establishing protective zones around established trees in construction areas; tree maintenance; and tree planting standards, including planting distances and tree species, are followed. Contact will be made through mailings and personal contacts to ensure that developers and private tree contractors are aware of City standards. Involvement in development review will be initiated through the right-of-way inspector and the development engineer.
- Responds to service requests concerning maintenance issues for planting areas in Campustown, Duncan Road medians at The Crossing and Town Center Boulevard.

- Continue monitoring the spread of the Emerald Ash Borer and communicate infestation developments as they occur with Council and the public.

Operations Division Emergency Operations Section (02-0000-07011-0000)

Current Service Levels:

- Provide snow and ice removal on City streets in conjunction with other Public Works sections.
- Apply anti-icing chemicals to bridges and selected streets prior to freezing, icing, or other winter weather conditions.
- Begin snow and ice response on primary routes prior to the start of a forecasted storm to prevent ice bonding.
- Complete snow and ice removal on primary routes to a near bare pavement within 12 hours of cessation of the storm.
- Complete secondary streets within 24 hours after primary streets have been completed in events with more than two inches of snow. Secondary streets may not be cleared to a bare pavement status.
- Cul-de-sacs and dead-end streets will be cleared within 36 hours of primary streets.
- Sidewalks on City property will be cleared within 48 hours of the storm's cessation when storm events have more than two inches of snow.
- Utilize resources efficiently and effectively for all snow and ice responses.
    - For snowfall events less than two inches, secondary routes will be cleared or treated during regular work shifts when the next shift is scheduled to start within 24 hours, unless significant icing creates hazardous conditions.
    - Intersections on both primary and secondary streets will be cleared or treated if needed to reduce winter driving hazards.
- Identify newly annexed areas and add these streets to the snow and ice control maps and provide snow and ice control for these areas.
- Provide snow and ice removal from sidewalks at City properties to provide a safe corridor for citizens utilizing these areas. City properties that receive snow and ice removal services include the City Building, Police Department, Public Works Department, the Boneyard Corridor from First Street east to Sixth Street, and sidewalks adjacent to City parking lots in the Downtown and Campus areas.
- Remove snow from City parking lots to provide safe passage for vehicles and pedestrians. Overnight snowfall will be removed by 7 a.m. on weekdays, when possible; at all other times, snow will be removed from all City lots within 48 hours of the end of snowfall.
- Monitor flood-prone areas during heavy rain events and provide barricades to limit access to viaducts and flooded streets when high water would create hazardous conditions.

- Respond to obstructed right-of-way conditions after high wind weather events. Crews will clear obstructing debris to allow safe use of the right-of-ways.
- Respond to emergency and hazardous spills as directed by the Fire Department.
- Provide support for the Illinois Public Works Mutual aid Network by providing teams to respond to emergencies in other communities as requested.

Departmental Goals and New Initiatives:

Parking Programs (03-0000-07013-0000)

Current Service Levels:

- Maintain a current database of parking violations and their status. This entails processing 45,000 parking ticket payments annually within three days of payment and entering all handwritten parking violations within three days of receipt.
- Manage web-based applications for citation payments and permits to provide 24/7 access for customers and manage Parking Services workload. Goal is to process 60 percent of citation payments and 80 percent of permits online.
- Initiate aggressive collection efforts on tickets 30 days old or older and maintain an average collection rate of at least 85 percent for monthly receipts compared to tickets issued. This may include booting or towing vehicles that have accumulated five or more outstanding tickets for a period of more than thirty days.
- Respond to complaints and inquiries from citizens and visitors. Process and respond to 750 citizen complaints about parking tickets within ten days of receipt.
- Provide parking meter covers for temporary construction activities within four hours of request deadline, during normal working hours.
- Respond as needed to parking problems in other areas of the City.
- Enforce parking regulations including meters, time limits, unauthorized use of permit parking and commercial loading zones.
- Repair and maintain parking meters and other equipment, such as pay stations and electronic gates as needed. Inspect and repair meter failures and service-related problems within 24 hours, providing parts are in stock.
- Collect revenues from all City parking meters on either a twice weekly or bi-weekly schedule, depending upon utilization.
- Manage approximately 4,200 City-owned parking spaces, including 2,000-metered spaces, 1,600 permit spaces, and 600 spaces in the new Hill Street Parking Deck.
- Issue parking permits and manage permit parking in City-owned parking facilities, and manage the residential permit-parking program in the East Park Street Area.
- Enforce parking regulations within the Downtown, East Side, and University Parking Districts from 8 a.m. to 9 p.m. from Monday through Friday.

- Clean and maintain City parking lots and landscaped areas within and adjacent to the lots to provide a clean, safe, and attractive environment. Trash is removed daily, lots are kept weed-free, flowers are watered daily, and lots are mowed up to twice each week so that grass is not higher than 2 ½ inches.
- Create and update as needed print, web-based, and other public information materials to provide current, accurate parking information to customers.
- Review and make adjustments to pricing and duration of hourly parking to balance supply and demand for parking, based on occupancy information.
- Review and make adjustments to the price of permit parking to balance supply and demand for parking, based on occupancy information.

Departmental Goals and New Initiatives:

- Continue to implement the Downtown Parking Plan by completing the following initiatives:
  - Implement changes in parking fines to benefit customers that are not repeat offenders and changes to late fees to place the burden of collection costs on violators who do not pay in a timely manner.
  - Implement pay by cell option for all City parking meters.
- Review and revise Downtown permit rates based on demand. Develop and implement a plan for more aggressive collection activities for citations that are not collected through standard notices. Market City parking lot at 405-407 East Springfield and develop plan for marketing other City lots where excess parking supply exists, with goal of obtaining market rate. This will reduce capital maintenance costs and provide an additional source of revenue.

Operations Division Sewer Section (04-0000-07025-0000)

Current Service Levels:

- Respond to all sanitary back-up service requests in an hour or less during regular work hours. After-hour response can be longer, but most responses occur in less than two hours.
- Respond to miscellaneous service requests regarding such things as dead animals, right-of-way debris, sewer backups, accident clean-ups, etc. These responses are prioritized and the timeliness of the response varies depending on the hazard posed by the situation. High priority response occurs within an hour; other responses may be scheduled.
- Provide televised footage of sanitary and storm sewers to the Engineering Division (75,000 feet of sanitary sewer per year) as scheduled and requested by the Engineering Division.
- Identify sanitary sewer lines and manholes subject to high levels of grease accumulation and treat these on a monthly basis to reduce the grease levels.

Currently, 144 manholes have been identified as problem sites and are treated monthly.

- Clean storm sewer inlets to allow street drainage during flooding situations as required. These cleaning activities include clearing debris from inlets and jetting or vectoring the inlet and associated pipes to remove blockages.
- Repair sanitary and storm sewer lines, inlets, and manholes when needed and when the digging depth does not exceed five feet in depth. An average of 60 digging projects, such as sinkholes, inlet repairs, and manhole repairs are completed annually.
- Participate in monthly meetings with Engineering staff to evaluate data and identify and correct backup problems to reduce the need for overtime responses.
- Schedule an annual confined space entry training session for Sewer Section and Engineering Division employees.
- Clean debris (furniture, brush, tires, appliances, etc.) out of the Boneyard Creek at locations directed by Engineering Division inspections, including both upper and lower reaches of the Boneyard Creek and the Phinney Branch Creek in addition to the routine debris cleaning. Approximately once a month, a list of problem sites is developed and the debris is removed. Heavy rains may cause material to migrate into the channel and cleaning this debris may be required after rains of more than an inch and a half
- Track barricades when placed at hazards and complete repairs within 30 days of initial placement.

Recycling Services (06-0000-07014-0000)

Current Service Levels:

- Implement, manage, and monitor recycling programs to increase diversion of waste from landfills.
- Respond to customer inquiries about the City's recycling programs.
- Develop and distribute educational and promotional materials on the City's recycling programs to encourage participation.
- Maintain records related to the City's recycling programs, including materials collected, to allow for evaluation of the programs.
- Utilize the City website, CGTV, and other media outlets to promote City recycling programs.
- Maintain up-to-date recycling information on the City's website and the feedthething.org website. This includes information on City recycling programs as well as other recycling opportunities available to the public.

Departmental Goals and New Initiatives:

- Work with the City Council to implement improvements to the City's curbside recycling program, including collection of an expanded list of recyclable materials.
- Work with City Council to regulate use of plastic bags.

Fleet Services (10-0000-07019-0000)

Current Service Levels:

- Perform preventive maintenance on all City vehicles, consistent with established schedules. Service cycles depend upon the vehicle and type of use.
- Perform other vehicle repairs as needed, prioritizing repairs based on the City's ability to provide emergency response and essential services, and the safety of the public and employees.
- Maintain an inventory of parts including frequently used and specialized or difficult-to-obtain parts. Order parts that are not in stock within one day.
- Prepare new vehicles for service, prioritizing vehicles that contribute to public safety and vehicles that are currently experiencing an inordinate amount of down time.
- Purchase 161,000 gallons of fuel annually and keep accurate fuel inventory records.
- Manage recycling programs, such as tire recapping, waste oil, antifreeze, battery, and part cleaning solvent recovery in accordance with State and Federal regulations.
- Manage accident damage repair of City vehicles; obtaining repair quotes within five days of reported accident.
- Maintain a database of all fleet transactions including parts, labor, and fuel use for each vehicle.

Departmental Goals and New Initiatives:

- Continue to explore options for integrating alternative fuels into the City's fleet.

Stormwater Management (21-07120)

Current Service Levels:

- Manage the City's Stormwater Utility Fee, which will generate $3 million annually to support stormwater improvements. Stormwater fees will be billed to 22,000 parcels, including 18,000 residential and 4,000 non-residential parcels.
- Administer the credit and incentive programs for residential and commercial customers.
- Pay outlet fees for discharge into drainage systems maintained by other governmental units.

- Monitor rainfall and stream flows on the Copper Slough and Boneyard Creek.
- Pay utility locating fees for storm sewer locates.
- Respond to storm drainage concerns by providing investigation, education, and problem solving assistance.
- Review and approve grading and drainage permits, and complete related inspections.
- Review and approve erosion control plans, complete related inspections, and investigate complaints.
- Continue public education efforts regarding the stormwater utility fee and stormwater programs and projects.

Departmental Goals and New Initiatives:

- Inventory stormwater infrastructure assets detached from the Fountainhead Drainage District and develop a plan for maintenance.

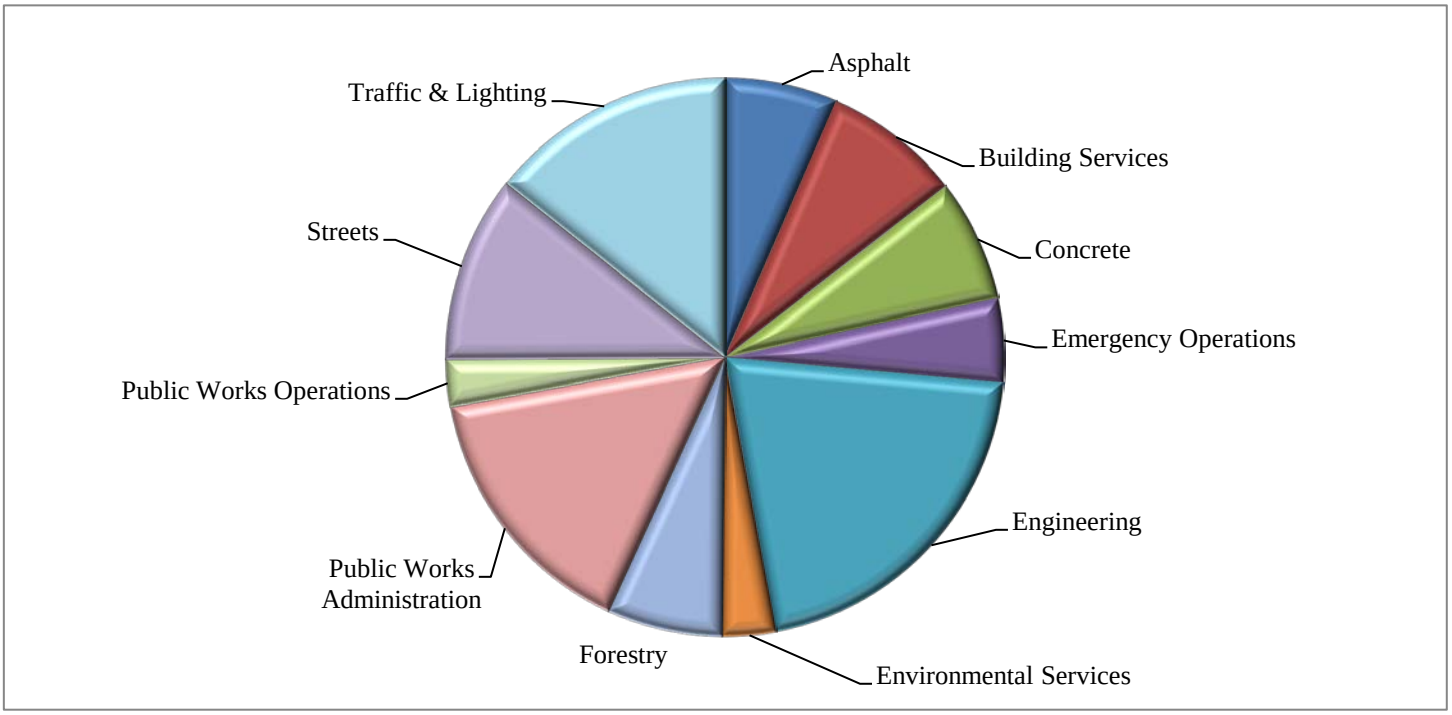
Vehicle Replacement Fund (60-0000-07021-0000)

Current Service Levels:

- Purchase vehicles and equipment using State bid or a formal bid process, or other specialized methods approved by the Finance Department, consistent with the replacement schedule.
- Dispose of used vehicles through trade or internet auction.
- Make recommendations regarding appropriate replacement vehicles and equipment, and specifications for new vehicles.
- Continue to evaluate options to incorporate more alternative fuel and hybrid vehicles into the City's fleet.
- Regularly review take-home vehicle assignments for compliance with policies.

Public Works Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Asphalt	785,505	713,093	(72,412)	-9.22%
Building Services	993,667	873,139	(120,528)	-12.13%
Concrete	763,384	780,337	16,953	2.22%
Emergency Operations	992,807	531,419	(461,388)	-46.47%
Engineering	2,332,485	2,259,643	(72,842)	-3.12%
Environmental Services	449,780	338,734	(111,046)	-24.69%
Forestry	701,415	734,873	33,458	4.77%
Public Works Administration	1,795,409	1,675,210	(120,199)	-6.69%
Public Works Operations	277,240	301,738	24,498	8.84%
Streets	1,216,796	1,183,369	(33,427)	-2.75%
Traffic & Lighting	1,527,917	1,566,172	38,255	2.50%
Total	**11,836,404**	**10,957,727**	**(878,677)**	**-7.42%**



Police Department

It is the mission of the Champaign Police Department to preserve peace and order within the City through a cooperative effort with its citizens. To that end, the Police Department will seek citizen involvement in identifying problems and solutions to those problems within each neighborhood throughout the City. The Police Department and neighborhood citizens will combine resources to address those problems.

Departmental Overview

Organization

The office of the Police Chief provides direction, supervision, coordination, and general support to the Field Operations Division, Operational Support Division, Professional Standards Division, and the Assistant to the Chief of Police for Community Services.

Field Operations Division is the first responder to all calls for service, twenty-four hours a day, seven days a week. This includes preliminary investigations, accident investigations, order maintenance, traffic enforcement, and monitoring of Champaign County Animal Control contractual obligations.

Operational Support Division supplies activities necessary to support Field Operations. This includes Investigations, Juvenile Services, School Resource Officers, Crime Analysis, Records, Front Desk, Evidence, Traffic Services and Fiscal Administration.

Professional Standards Division oversees citizen complaints, processes internal investigations, special events, background investigations and maintains equipment inventory. Supervises alcohol/tobacco enforcement and manages the Illinois Law Enforcement Accreditation Program (ILEAP) accreditation process, Training and Grants, Freedom of Information Act (FOIA) requests and Computer Services.

Community Services oversees the department's media relations, marketing, outreach and recruiting programs.

The Department provides support to the Board of Fire and Police Commissioners by submitting names of individuals to be hired as police officers and recommendations of officers for promotion.

Contact Information

The Police Department offices are located at 82 E. University Avenue, Champaign, Illinois 61820. The Department phone number is 217.351.4545 and fax number 217.403.6924. The Department email address is police@ci.champaign.il.us. We also

utilize office space at Fire Station 5, 1810 N. Mattis and Fire Station 6, 3911 W. Windsor, Champaign, Illinois.

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

- Assist with coordination of the Community Coalition's initiatives to improve Police Community Relations (Goal 2), especially for at-risk youth. A primary initiative will be supporting the coordinated delivery of services to youth who have contact with police and their families through a Juvenile Assessment Center. This will also include facilitating opportunities for officers to informally interact with youth and community leaders. In addition, the Department will continue to strengthen connections to neighborhood groups and provide training to employees on customer service.

Our City is committed to honest, transparent government

- Assist with implementation of the Public Communications Plan, including implementing measures which make the Police Department's operations more transparent. This will include utilizing social networking programs to seek feedback and communicate departmental activities, programs and initiatives to the community. In addition, the Department will enhance its presence on the City and Department's websites and provide more crime prevention information for citizens.

Department Baseline Service Levels, Goals and Initiatives by Activity

Administration (02-0000-08001-0000)

Current Service Levels:

Chief and Deputy Chiefs

- Continue to assess and monitor department resources and personnel consistent with City Manager and Council direction to maintain current efficiency and provide a stable level of service to the community during routine periods and unexpected events.
- Serve on the following boards and committees in the furtherance of organizational goals:
    - Champaign Community Coalition – Executive Board
    - Children's Advocacy Center Board
    - East Central Illinois Police Training Project Board
    - Champaign County, Illinois and USA Crime Stoppers
    - Unit 4 Safety Committee
    - Juvenile Crime Enforcement Coalition

- Champaign County Emergency Planning Group
- Public Safety Advisory Committee (University of Illinois)
- Behavioral Intervention Team (Parkland)
- Times Center Advisory Committee
- Chiefs of Larger Illinois Cities
- Illinois Association of Chiefs of Police
- International Association of Chiefs of Police

♦ Promote continued understanding of Community Oriented Policing, Intelligence-Led Policing and Problem Oriented Policing philosophies within the department and community through district meetings throughout the community.

♦ In an emergency, coordinate all law enforcement activities, including maintain law and order; secure vital facilities; provide law enforcement communications; provide traffic and access control; provide crowd control; coordinate requests for mutual aid law enforcement; provide public information; and provide security for public shelters.

♦ Include community input into new police officer recruitment and hiring by training community members to serve on the Police Chief's interview and selection panel.

Professional Standards Division

♦ Coordinate the citizen complaint process to provide citizens with a fair and effective method of redress for legitimate grievances against police employees, while protecting police employees from false allegations.

♦ Manage the process of internal investigations when police department employees are suspected of violating departmental rules, policies, or procedures, or other misconduct of a non-criminal nature.

♦ Coordinate and conduct background investigations for Department employees and liquor license applicants to help ensure quality employees and liquor licensees.

♦ Review and process special event applications in order to regulate community events to facilitate safety. In 2013, there were 250 special events.

♦ Supervise Liquor Investigations and Special Events activities to maintain consistency and help ensure safe and orderly community events.

♦ Provide mandatory Bar Employee Security Training (BEST) programs and maintain certification records to teach responsible bar employee behavior and activities.

♦ Provide Techniques in Intervention Procedures (TIPS) trainings in conjunction with Champaign-Urbana Public Health, which gives guidance to bar employees on responsible server practices.

♦ Maintain ILEAP Accreditation for departmental professionalism and consistency.

Community Services (Assistant to the Chief)

- Perform Public Information Officer (PIO) services for the department by responding to daily requests for information from the news media and serving as a liaison between the Department and media representatives during major crime scene events.
- Coordinate the outreach efforts of the department by participating in community events and accommodating requests made by citizen groups and local schools for the purposes of educating the community about police work, safety initiatives and the importance of building positive relationships between the police and the citizens of our community.
- Coordinate police personnel support for the following events:
  - C-U Autism Network Walk and Safety Fair. An annual event to celebrate Autism Awareness Month.
  - Halloween Extravaganza. A community outreach event hosted by the North First Street Business Association and co-sponsored by the Champaign Police Department.
  - Risk Watch program. An injury prevention school curriculum.
  - Shop with a Cop. A Program sponsored by the Champaign Meijer's Store, Champaign County YMCA and Unit 4 Schools to provide youth an opportunity to interact and shop with Police Officers during the holiday season.
  - National Night Out. A safety awareness and crime prevention program.
  - Playing it Safe Fair. A safety education event for parents and children with games and entertainment. This event draws over 1,500 participants.
  - The Law and You. A program presented by the Police Department's School Resource Officers to middle and high school students providing practical and realistic guidelines for interacting with law enforcement officials.
  - Touch-a-Truck Day. A program sponsored by the Champaign Park District to bring young children together with various trucks and people in the community who drive them.
  - Youth Police Academy. A summer outreach program designed to provide Champaign County youth, between 12-18 years of age, a clearer understanding of law enforcement principles within a mock police academy setting.
- Manage the marketing and recruiting activities for the Department to promote police officer employment opportunities while serving as a liaison with community service organizations, military units, IL Dept of Employment Security, community colleges and university career centers and criminal justice faculties in order to increase the number of referrals.

- Serve on the following board and committees in the furtherance of organizational goals:
  - Champaign County Crisis Media Advisory Team
  - Champaign Area Citizen Corps Council
  - Communication Advisory Committee; Serve as Chair of the Citizen Engagement Subcommittee
  - Heroes and Helping Hands Awards Committee
  - Juvenile Crime Enforcement Coalition

Fiscal Administration (Operational Support Division)

- Coordinate department purchases to ensure they meet the City's purchasing and Equal Opportunity in Purchasing Ordinance standards.

Departmental Goals and New Initiatives:

Chief and Deputy Chiefs

- Begin to implement the approved Strategic Plan that will be the blueprint for the Department's delivery of police services for the next 3 to 5 years.
- Ensure the upcoming promotional process appropriately reflects the City and Department's Mission and Values, so future command officers and supervisors can demonstrate and lead successfully.
- Hire and train additional officers to increase the sworn strength of the Department to 125 to improve directed patrol in response to neighborhood problems.
- Continue revising the City Emergency Plan to continually improve the City's capabilities to respond to natural or man-made emergencies.
- Complete a management succession plan to prepare current employees and recruit highly qualified applicants for upcoming staff vacancies.
- Implement the field response of Use of Force incidents to increase thoroughness and ensure conclusions are aligned with Department policy.
- Implement protocol improvements to the investigation of critical incidents involving serious force by officers to maximize coordination efficiency.
- Continue with the reorganization of the Front Desk and Records to provide the best customer service possible to the citizens and officers within available resources.
- Improve Information Technology support to staff to maximize efficiency in the delivery of services and information to the public.
- Assist new law enforcement agencies countywide with the implementation of ARMS to improve the sharing of information and costs.
- Support the efforts of the City's Diversity Leadership Council to make the Department stronger through the appreciation and utilization of various cultures and talents of our diverse City and employees.

- Seek new opportunities for Chiefs and Lieutenants to meet with employees in small groups and one-on-one to improve communication and understanding of the needs of the Department.
- Develop a 360 degree feedback mechanism for employees to share constructive feedback with each other to improve the delivery of police services.
- Examine and improve the process for employee career development and goal setting, so employees know what steps to achieve to maximize their ability to be selected for promotion or duty assignments.
- Research the implementation of different methods to transport arrestees to better utilize patrol resources.
- Implement a text notification system to provide information quickly to employees to better inform employees and provide manpower when needed.
- Examine new ways to celebrate the successes of our employees and introduce employees to the public.
- Implement best practices on light duty officers to more efficiently utilize existing manpower to achieve Department goals.
- Examine and improve the manner in which injured officers are addressed to return them to full-duty as quickly as is appropriate.
- Implement new methods to promote the use of Crime Stoppers.

Community Services

- Continue to market departmental activities on CGTV and the Department's Carousel Media System in the lobby area of the Department to provide timely information to the public.
- Explore opportunities in which the Chief of Police can meet with neighborhood groups and community organizations.
- Continue to present the Department's highly requested "Bullying Prevention" program to schools and community agencies within Champaign County to assist in providing a safe environment for our schools.
- Develop and implement a targeted recruitment plan of lateral officers and new hires to facilitate hiring highly qualified officers.
- Continue developing public service announcements and videos for the Department's branding campaign to provide information to the public and enhance the image of the Department.
- Continue to provide support to the Champaign Police Explorer Post and create opportunities for its community engagement to improve the leadership abilities of participating youth.

Investigations (02-0000-08002-0000) (Operational Support Division)

Current Service Levels:

Investigations

- Review 8,800 police reports for solvability and coordinate 1,765 investigations of criminal cases involving adults and juveniles.
- Coordinate with the University of Illinois for minor crimes involving students or staff.
- Continue involvement with the Unit 4 Safety Advisory Committee to discuss safety issues in the Unit 4 School District.

School Resource Officers (SRO) / Community Outreach

- Work with Unit 4 Schools and Access Initiative to address juvenile crimes and problems.
- Review suitability for juveniles on station adjustments to comply with the Juvenile Court Act and to divert at risk youth from the Criminal Justice System.
- Teach drug abuse prevention and bullying prevention to students in the Unit 4 School District and private schools.
- Provide SRO Annual Report to Unit 4 and the City Council to evaluate the results of the program as well as to collaborate with the community to make improvements.

Crime Analysis

- Provide statistical information on crimes reported for short and long-term planning.
- Manage the Champaign County Crime Stoppers Program including receipt, assignment and resolution of Crime Stopper tips.
- Distribute Weekly Crime Analysis and Intelligence Reports and assist with problem solving projects.

Evidence

- Intake and process 10,850 recovered, lost, or stolen items submitted by officers as evidence to assist with the prosecution of those who commit crimes in the City and to safeguard citizens' property until it can be returned.
- Coordinate with the State's Attorney's Office to provide evidence items needed for court cases.

Departmental Goals and New Initiatives:

Investigations

- Improve High Tech Crimes Unit (HTCU) training of officers and staff to address criminal activity involving internet computers and cell phones.

- Examine the feasibility of creating a county-wide High Tech Crime Unit (HTCU) to maximize the use of resources.
- Explore the possibility of creating rotational assignments within the Investigations Unit.
- Research and evaluate cold cases to determine solvability factors based on current evidence and new technologies.
- Ensure the delivery of the Law and You presentation to improve the understanding of the roles and responsibilities of officers and youth during law enforcement interactions.
- Improve the sharing of crime data with the public, so the public is better informed to assist with solutions to neighborhood problems.
- Improve the case management to process reports more efficiently and ensure appropriate accountability.

Patrol (02-0000-08003-0000) (Field Operations Division)

Current Service Levels:

Field Operations Division

- Provide the initial response to citizen calls for service and enforce criminal, city ordinance, and traffic statutes.
- Continue to implement and modify the Traffic Safety Program by gathering and analyzing data, seeking citizen input, and enforcing traffic laws throughout the City.
- In cooperation with the University of Illinois Police Department, continue efforts to ensure the safe movement of pedestrians, bicyclists, motorists, and mass transit vehicles throughout campus area.
- Work with citizens and other City departments to solve community problems utilizing both traditional and Intelligence Led Policing methods, such as problem solving and community policing.
- Address issues and concerns through problem solving and targeted enforcement to improve the quality of life in neighborhoods in partnership with citizens, community resources and other City Departments.
- Answer 75,150 emergency and non-emergency calls for police service, resulting in the investigation of 8,800 reported crimes, 1,800 traffic accidents, and 5,300 felony, misdemeanor, and ordinance arrests, which responds to the needs of citizens and keeps the community safe by identifying and arresting those who break the law.
- Maintain and review in-car video recordings for compliance with departmental policy and to ensure the delivery of quality customer service.
- Monitor and regulate traffic using Selective Traffic Enforcement Patrol (STEP) and special emphasis on traffic by officers resulting in approximately 5,400 traffic tickets with the goal of improving driver behavior to minimize the risk of accidents.

- Manage Field Training Program to ensure methods and skills taught to all new officers are complete and up-to-date providing the City with skilled successful officers (each recruit officer required to complete a 15-month field-training program).
- Promote crime prevention by assisting Community Services and Neighborhood Services in organizing citizen groups, attending neighborhood meetings, and giving information to individual crime victims.
- Assure animal control services for Champaign citizens by monitoring level of service provided by Champaign County Animal Control for contract compliance.
- Comply with the National Incident Management System (NIMS) and ensure that the various local emergency plans are coordinated to improve the capability of the City to respond to natural and man-made disasters.

Computer Services

- Provide user support for employees using department hardware and software, including maintenance of department-specific database applications. Coordinate with the Information Technologies Department on network management and compatibility, problem solving, upgrades and special projects so employees have access to up-to-date information to appropriately identify and respond to problems, and so citizens can have access to current information provided by the department.

Departmental Goals and New Initiatives:

Field Operations Division

- Improve defensive tactics training based on recommendations from the Use of Force Review Board to improve the safety of officers and the public.
- Conduct a "Walk as One" event once a quarter to provide opportunities for informal police interaction and the delivery of safety information to the public.
- Partner with local business owners to identify cooperative efforts to reduce crime opportunities.
- Continue Hispanic Outreach program to learn the needs of this community and respond with services appropriately.
- Continue the delivery of initial and refresher Anti-Biased Policing training to ensure police services are delivered in a fair and consistent manner.
- Improve efficiency in transferring documents to the Courthouse to reduce the time required to deliver them.
- Increase the amount of time first-line supervisors' work with their direct reports to improve communication and customer service.
- Increase the review of in-car video to recognize officers doing excellent work and identify areas where improvement is needed.
- Measure the impact of the Enhanced Domestic Violence Protocol to ensure it is achieving appropriate results.

- ♦ Implement a re-entry program for parolees returning from the Illinois Department of Corrections to assist them with successful integration into the community and provide appropriate oversight.
- ♦ Implement program to reduce the number of false alarms in the City to better utilize police resources and appropriately charge citizens for improper usage.
- ♦ Revise the evaluation process to better reflect current expectations and ensure employees are being rewarded and held accountable according to the City's and Department's Mission and Values.
- ♦ Implement payroll and scheduling software to more efficiently process payroll and deploy manpower.

Computer Services

- Replace in-car video wireless units to ensure complete videos and audio information is recorded on citizen interactions with police when appropriate.

Training and Development (02-0000-08004-0000) (Professional Standards Division)

Current Service Levels:

Training and Grants

- ♦ Ensure compliance with state and federal laws governing training and certification of officers and civilian employees by coordinating over 21,000 hours of training to ensure the finest quality officers are ready to respond to the needs of the community.
- ♦ Research and acquire grants for the department to fund equipment purchases and training opportunities to improve the department using fiscal resources from other public and private agencies.
- ♦ Review use of force incident reports as directed by Professional Standards to address training issues and ensure policy compliance so force is being used appropriately.

Departmental Goals and New Initiatives:

Training and Grants

- ♦ Examine the feasibility of creating a county-wide evidence team to maximize the use of resources.
- ♦ Continue electronic simulated range and weapons training to improve the firearm skills of officers.
- ♦ Continue to improve roll-call/on-duty training to ensure police services are delivered within the law and policy.

Records (02-0000-08005-0000) (Professional Standards Division)

Current Service Levels:

Records

- Maintain Law Enforcement Agency Data System (LEADS) and National Crime Information Center (NCIC) hot file entries for stolen items to assist officers with recovering citizens' property and arresting those who have said property illegally.
- Process court ordered subpoenas, expungements, and Freedom of Information Act requests to assist with providing open and transparent government.
- Provide redacted media reports for the news media on the web and in print so incidents responded to by officers are open to the public.
- Register 670 convicted sex offenders and juvenile crimes offenders residing in the community to assist the public and/or police with knowing the location of the sex offenders.
- Enter police offense reports; arrest; accident; traffic and warning tickets into the Area wide Records Management System (ARMS) to assist with providing open and transparent government, and identifying and responding to recurring problems.

Front Desk

- Provide customer service for citizens, officers and local justice agencies, including 56,000 callers.
- Process 3,800 towed vehicles and authorize release to citizens of vehicles held for unpaid parking tickets, evidence processing, impoundment and violations of state statutes.
- Enter and maintain current information in ARMS on city warrants, no trespass list, business callbacks, and towed vehicles to hold violators accountable and to document the location of vehicles towed in the City.

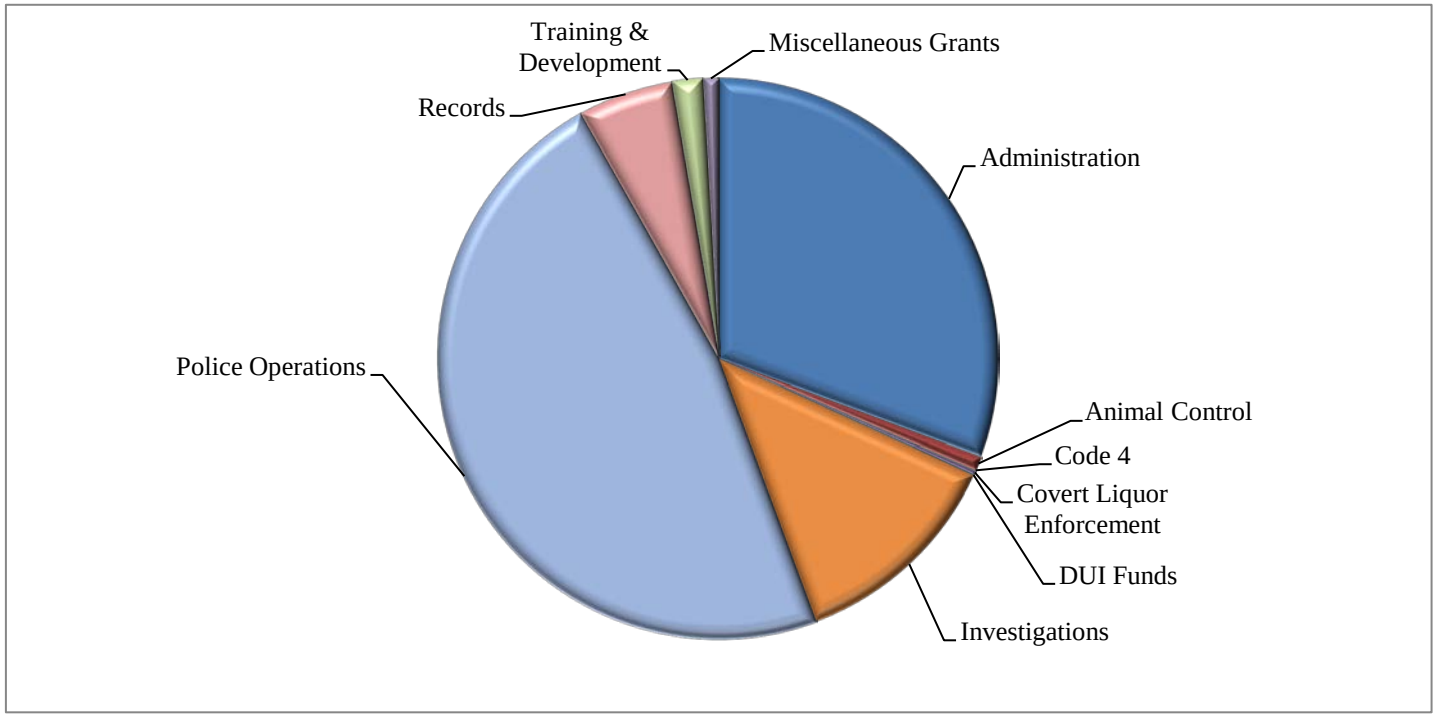
Departmental Goals and New Initiatives:

Records

- Prepare for the probable implementation of E-Ticketing which could improve the safety and efficiency of officers.
- Expedite data entry into ARMS to ensure reports are entered within 24 hours to assist officers with Intelligence Led Policing efforts and provide timely information to the public.
- Initiate the delivery of electronic reports to the State's Attorney's Office to improve the efficiency of the local criminal justice system.
- Implement web-based report writing which will make officers more efficient in completing criminal reports.
- Use Livescan to more efficiently process citizen and employee fingerprinting when appropriate.

Police Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Administration	6,539,846	7,006,173	466,327	7.13%
Animal Control	181,772	189,772	8,000	4.40%
Code 4	3,654	3,654	0	0.00%
Covert Liquor Enforcement	54,815	54,815	0	0.00%
DUI Funds	26,196	18,953	(7,243)	-27.65%
Investigations	2,690,840	2,848,739	157,899	5.87%
Police Operations	10,469,525	10,849,509	379,984	3.63%
Records	1,418,665	1,249,207	(169,458)	-11.94%
Training & Development	416,682	403,837	(12,845)	-3.08%
Miscellaneous Grants	294,940	202,383	(92,557)	-31.38%
Total	**22,096,935**	**22,827,042**	**730,107**	**3.30%**



Fire Department

The mission of the Fire Department is to protect life and property through professional services delivered with compassion and integrity.

Departmental Overview

Organization

The Fire Department consists of five divisions:

The Administration Division provides leadership, management, direction, supervision, coordination and general support to all of the Champaign Fire Department's operations to assure the mission and vision of the Fire Department is defined and shared by all staff.

The Life Safety Division is responsible for all proactive activities of the Fire Department. These activities include fire and life safety education, public information, fire safety inspections, permitting of new construction, new construction building and mechanical inspections, plan review, fire and arson investigation and code review.

The Division is also responsible for providing training to fire suppression personnel in the areas of public education, fire cause and origin, building construction and related fire suppression/alarm systems.

The Professional Development/Emergency Medical Services Division provides fire ground operations, emergency medical, hazardous material response, technical rescue, and leadership training to Champaign Fire Department personnel in accordance with the department and City-wide professional development plans to ensure that personnel are competent in their duties, safe in their actions and productive during emergency operations.

Manages and directs the emergency medical services of the department through the Emergency Medical Services (EMS) Committee. Collaborates with Urbana Fire Rescue Service, the University of Illinois, METCAD and community emergency medical services providers through the Local Emergency Medical Services Advisory Council to evaluate and improve emergency medical services. This division is responsible for monitoring and evaluating the performance of ambulance companies licensed to operate within the City of Champaign.

The Operations Division ensures a safe environment for citizens and employees by minimizing the loss of life and property and trauma impact through effective and innovative emergency response programs. Provides the personnel and equipment to respond to fire, emergency medical, hazardous materials, technical rescue, and other situations requiring prompt action to save lives and property throughout the City and

the University of Illinois campus. This division also responds to other communities when requested under the Champaign County or state-wide Mutual Aid Box Alarm System (MABAS) mutual aid agreements. The Operations Division participates in the delivery of a wide range of community fire education programs and manages the department safety program through the Safety Task Force.

The Emergency Management Division coordinates the emergency management and disaster preparedness program for the City to include mitigation, preparedness, response and recovery from all forms of disasters. Works through the Executive Management Team to develop, exercise and update the Emergency Operations Plan for the City. The division coordinates community-wide emergency preparedness by partnering with Champaign County EMA, the City of Urbana, the University of Illinois, other public agencies, private businesses and volunteer organizations.

Contact Information

The Champaign Fire Department's Headquarters is located at 307 South Randolph Street. The phone number is 217-403-7200, fax number is 217-403-7213, and e-mail address is firedept@ci.champaign.il.us.

The Building Safety Division is on the second floor. The phone number is 217-403-6100, the fax number is 217-403-6114, and email address is buildingsafety@ci.champaign.il.us.

All divisions of the Fire Department are located in Headquarters. Five substations are located at:

Station #2	1901 South Prospect Street
Station #3	702 West Bradley Avenue
Station #4	2315 West John Street
Station #5	1810 North Mattis Avenue
Station #6	3911 Windsor Road

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

- Partner with the community to implement initiatives to prevent and reduce violence including coordination of Risk Watch personnel and resources of the Champaign Fire Department, Champaign Police Department and community partners.
- Develop strong county group and media campaign focusing on Champaign Fire Department's renewed Y-Fire Unit working with FEMA Youthful Fire Setting initiatives and to tying this initiative into the Champaign Community Coalition, Walk as One.
- Continue to establish Community CPR Program through training of fire department personnel to act in the instructor role. This will enable the fire department to provide valuable life-saving skills training to the citizens of the community.

Our City provides first rate services

- Maintain excellent customer service and expedient turnaround time during projected increase in construction permits and inspections.
- Continue to utilize the Professional Development Committee to assist the department training officer by recommending goals and assist in the establishment of objectives for a professional development program specific to each rank.
- Continue to utilize the Technical Training Committee to assist the department training officer by recommending goals and assist in the establishment and coordination of schedule training based on department needs and requirements and utilizing the most up-to-date standards.
- Continue to partner with Champaign County EMA to provide a high level of disaster and emergency preparedness to the citizens of our community.
- Complete Blue Card Incident Command training and implement the system with Urbana Fire Department and METCAD to be used at all emergency scenes in Champaign and Urbana to Include the University of Illinois Campus.
- Deliver Fire and Emergency Medical service and pursue and execute fire service contracts for all commercial and residential properties south of the City to the Champaign/Savoy boundary, west to the Scott Fire Protection District boundary and to all properties in the Lincolnshire Fire Protection District .

Our City is fiscally responsible

- Review options for intergovernmental partnerships.
  - Work with members of the RECG (Regional Emergency Coordinating Group) in the development, coordination and implementation of an Emergency Operations Plan.
  - Examine alternatives for fleet management of large vehicles.
- Maximize efficiency in the delivery of services and programs by utilizing staff, technology and equipment as efficiently as possible.

Our City is a model for environmental sustainability

- Install new polycom system to keep fire units in station during training, therefore using less diesel fuel.

Our City is committed to honest, transparent government

- Increase community access to information about Champaign Fire Department services and programs by keeping the department's information fresh on the web, in updated flyers/ brochures, and across social media lines.

Department Baseline Service Levels, Goals and Initiatives by Activity

Administration (02-0000-09001-0000)

Current Service Levels:

- Manage all Fire Department activities and implement administrative policies and programs consistent with City Council and organizational goals and objectives.
- Maintain the department's six fire stations and storage facilities to contain future repair and replacement costs.
- Coordinate the maintenance of the department's fleet of fire apparatus and staff vehicles and coordinate development of specifications and planning for the replacement of department apparatus and vehicles to ensure efficiency, effectiveness, and safety of the apparatus and vehicles.
- Coordinate the site location and development of fire stations as recommended in the Fire Station Location Plan to meet target response times and minimize fire or medical harm.
- Continue the automation of fire records and computer-aided dispatch projects to enhance the ability to continue both long and short-range planning efforts.
- Increase public awareness of services provided by the Fire Department.
- Continue collaboration with Information Technology Department to evaluate quality control, information analysis, performance reporting, and overall management of Fire Department records.
- Provide opportunity for young men and women in the community to understand and prepare for a career in the fire service through sponsorship and management of the Explorer Learning for Life program.
- Continue the education of personnel and efforts to facilitate the fitness program of the Joint Wellness Committee with Local 1260 to reduce the impact of workers' compensation expenses.
- Maintain the Mobile Data Computer system in frontline apparatus to improve data collection and provide occupancy information to responding personnel.
- In cooperation with the City of Urbana and the University of Illinois (U of I), complete the annual review of the cities' performance in providing fire, emergency medical services and prevention and education services to the U of I campus.

- Provide representation on the Campus Area Emergency Services Advisory Committee, the Fire Services Planning Team, and the Fire Safety and Emergency Medical Services Administrators Group. Representation in these groups will serve to assist the cities and the University in identifying special needs and meeting the service level goals outlined in the intergovernmental agreement.
- Continue to utilize the department's run card software to evaluate and to meet target response times and minimize fire or medical harm.
- Work with Human Resources and community groups to increase the recruitment and hiring of female and minority candidates.

Departmental Goals and New Initiatives:

- Establish a Diversity Initiative Committee to develop and deliver department diversity training utilizing goals furnished by the Diversity Leadership Council.

Life Safety (02-0000-09002-0000)

Current Service Levels:

- Maintain compliance with City codes by processing and issuing an average of 3,500 building, electrical, plumbing, HVAC and sprinkler permits per year.
- Perform commercial pre-construction plan reviews within ten working days and single family construction plan reviews within five working days to minimize construction delays for customers.
- Enforce building code compliance by conducting field inspections and monitoring construction site activities (average 10,500 per year).
- Mange Life Safety Division budget activity.
- Educate the public on technical building safety standards (average of 10,000 inquiries per year).
- Prepare monthly reports documenting Division inspection and permit activities within seven working days of the close of the month to enhance transparency.
- Conduct field consultations with contractors, design professionals and building owners to discuss code applications for proposed and ongoing projects.
- Process all permit fees received within two working days.
- Make information on issued building permits available to the public within one workday.
- Provide continuing education and training opportunities for inspection personnel compatible with the currently-adopted code package. Credits earned are necessary for maintaining the required inspector certifications.

- Perform team inspections and reports of rehabilitation projects for the Neighborhood Services Department.
- Promote the distribution of the adopted code materials by responding to requests from the design/development and contractor communities.
- Improve methods of interdepartmental communications and customer service responses through the computer and Trak-It programs by making permit information available online to the public.
- Manage the planning-development-construction permitting process with developers and water company officials to ensure infrastructure is completed before construction of buildings is approved.
- Manage, provide train-the-trainer for firefighters, and deliver specialized fire and life safety education programs within the community. Programs include fire prevention and preparedness programs for preschool, youth, campus, businesses, and seniors; youth fire setting screening and education; fire extinguisher training; smoke alarm and carbon monoxide alarm distribution; residential Knox Box distribution; and unintentional injury prevention and protection.
- Identify and pursue the correction of fire and life safety concerns and code deficiencies in the City's commercial properties by conducting inspections and insuring that all violations are corrected. Division personnel maintain all records related to these activities.
- Continue the inspection of commercial occupancies, prioritized by risk potential, by conducting initial and follow-up inspections to reduce the risk potential.
- Manage and conduct University of Illinois property inspections and re-inspections as required by the fire service agreement.
- Identify safety concerns and code deficiencies recommending corrective measures.
- Manage and coordinate the pre-fire planning program in commercial properties and University facilities to enhance fire service response and firefighter safety at those locations.
- Provide resources, leadership, and training opportunities to local agencies and organizations: Champaign County Chamber of Commerce, Champaign Urbana Public Health District, American Red Cross, Carle Foundation Hospital, the faith-based network, Unit Four School District, SAFE KIDS Champaign County, Shadow Wood neighborhood and Champaign Park District.
- Manage Risk Watch personnel and resources of the Champaign Fire Department, Champaign Police Department, Carle Foundation Hospital, Champaign Park District, American Red Cross and the Unit 4 School District.
- Manage overall fire department community communication initiatives including effective use of City website, Facebook and Twitter.
- Manage emergency media and public relations efforts with incident scene interviews, media news advisories as well as public information/education news releases.

- Manage and coordinate public information responsibilities for county-wide Emergency Management Agency exercises and incidents. These efforts increase community awareness of critical issues.
- Manage and monitor the Fire Investigation Unit, maintaining investigation files and records, evidence and equipment.
- Manage and conduct fire scene investigations in coordination with law enforcement agencies and the State's Attorney's Office.
- Manage and track false fire alarms and enforce the existing false fire alarm ordinance to improve performance of installed systems and increase the safety of our citizens.
- Maintain the "Community Right to Know" hazardous materials information.
- Co-lead the Champaign County Crisis Media Advisory Team to build timely, accurate and like-messaging communication links for the community during times of crisis. Advisory team members include lead public information officers from the University of Illinois, Carle Foundation, the Champaign County Emergency Management Agency, and the Urbana and Champaign police and fire departments.
- Continue in a leadership role to offer pertinent fire safety classes at semi-annual mandatory housing workshops and the Fire Factor program with U of I and Urbana to increase student awareness of safety issues on campus. Fire Factor targets student leaders living in dorms and certified housing.
- Organize City sanctioned events as well as community-requested events and host fire station educational programs and tours accommodating approximately 1,500 community visitors.
- Manage the City repository key box ordinance, which ensures access to prescribed occupancies during alarms or other emergency situations.
- Manage and perform follow-up to carbon monoxide incidents.
- Manage and coordinate training in the areas of fire prevention and investigations.
- Coordinate Champaign District Unit 4 and all private school emergency plans with the City's plan and participate in the exercising of the schools' emergency plans.
- Provides fire safety education to Private Certified Housing units, on-site consultations and code reviews, fire inspections, football tent inspections, public education trainings and courses, fire drills and coordination of semi-annual Fire Factor academies.
- In cooperation with the Mayor, City Manager's Office, and Champaign Police, conducts occupancy checks in assembly use occupancies ensuring a safe environment during peak business hours.
- Work with U of I to shift priority from an inspection-based fire safety program to a more education-based focus including designing a rental housing education program applicable to all rental housing.
- Work with University of Illinois in reviewing plans for renovations and new construction to achieve safe environments.

Departmental Goals and New Initiatives:

- Establish NFPA *Remembering When Senior Citizens Fire and Fall Safety Coalition* and programming so that five community train-the-trainer programs are provided in 2014.
- Establish community partnerships in the Shadow Wood neighborhood working in conjunction with the Shadow Wood Temporary Project Specialist, Neighborhood Services Department, Champaign Fire Department, and community coalitions.

Professional Development and Emergency Medical Services (02-0000-09003-0000)

Current Service Levels:

- Provide leadership and direction facilitating over 10,000 hours of training to build and maintain a well-trained workforce that is highly capable in delivering services to routine and complex incidents. This action includes planning, organizing, and innovative course development in promoting progressive education opportunities to the organization.
- Monitor and measure the performance of ambulance companies licensed by the City of Champaign to operate within the City. This performance is measured in accordance with the performance standards included in the City of Champaign ambulance ordinance adopted in 2002.
- Participate and provide direction and leadership for the department's Emergency Medical Services (EMS) committee. Provide emergency medical service continuing education training relative to licensure required by the Illinois Department of Public Health. Training includes advanced life support skills to maintain the skills of Emergency Medical Technician-Intermediate (EMT-I) and Emergency Medical Technician-Paramedics (EMT-P).
- Maintain required training records and reports for inspection by the State Fire Marshal, Illinois Department of Labor, Illinois Secretary of State, and Illinois Department of Public Health.
- Continue cooperative training efforts with Urbana Fire Rescue Service~~s~~ by conducting three or more joint training evolutions to improve interoperability during incidents.
- Provide mandated training to meet certification requirements for Hazardous Materials Response Team members as required by the Illinois Department of Labor to ensure safe operations during hazardous materials incidents.
- Participate in the Emergency Medical Dispatch (EMD) quality assurance program to provide feedback to METCAD regarding the quality of dispatch service the citizens receive when calling 911.
- Require probationary firefighters to attend a Basic Operations Firefighter Recruit Academy, obtain their Emergency Medical Technician – Basic (EMT–B) License and complete Hazardous Materials Operations, Vehicle-Machinery Extrication

Operations, and National Incident Management System (NIMS) training prior to the end of their probationary period.

- Continue the Firefighter Technician training program for the department. This program will promote the completion of the Office of the State Fire Marshal Firefighter Technician certification for members of the department.
- Ensure the availability of medical supplies by maintaining a restocking program with Carle Pharmacy.

Departmental Goals and New Initiatives:

- Transition to newly-adopted Illinois Fire Service Personnel Standards to improve the levels of education and training for local firefighters.
- Provide support to the Professional Development Committee and the creation of new Professional Development goals and objectives for personnel.
- Provide support to the training committee and provide guidance of the development of the technical training plan for the department.
- Continue training of personnel in the Blue Card Incident Management System and support the implementation of the system with Urbana Fire and Rescue Services for use on all emergency scenes within both cities and the University of Illinois.
- Partner with community educational facilities to provide leadership and communication training to supervisors and potential supervisors.

Fire Operations (02-0000-09004-0000)

Current Service Levels:

- Provide fire and emergency medical service to the citizens of Champaign in accordance with the national standard of reaching 90% of the emergency calls within 5 minutes from the time of dispatch.
- Respond to hazardous materials and other specialized rescue incidents within the City, University of Illinois, and other locations.
- Provide mutual aid response assistance to Urbana, Champaign County and Mutual Aid Box Alarm System (MABAS) member fire departments consistent with existing mutual and automatic aid agreements.
- Mitigate and/or refer fire prevention code violations, carbon monoxide investigation reports and other safety concerns to the Life Safety Division.
- Provide tactical medical support for the Police Department Special Weapons and Tactics (SWAT) Team and the Illinois Law Enforcement Alarm System (ILEAS) Regional 7 Containment Team.
- Direct the Fire Department Safety Task Force to research policies, practices and procedures to increase the safety of fire officers and the citizens of Champaign.

- Work with the City's Risk Manager to investigate the cause of injuries and correct equipment and practices contributing to the injuries.
- Prepare and record fire and emergency medical service incident reports for approximately 7,000 incidents.
- Maintain and service all breathing apparatus of the department and perform fit quality test for all personnel to fully meet Occupational Safety and Health Agency (OSHA) and National Institute of Occupational Safety and Health (NIOSH) requirements.
- Perform fit quality test to OSHA and NIOSH standards on all personnel identified to wear the respiratory equipment for all City departments as well as the Metro Explosive Ordinance Disposal Team and University of Illinois Police.
- Conduct pre-fire plans and familiarization walk-through of commercial occupancies throughout the City of Champaign and facilities of the University of Illinois to enhance fire service response and firefighter safety at those locations.
- Assist the Life Safety Division with public relations activities, station tours, fire prevention activities, and various other public education programs to improve citizen awareness of life safety behaviors.
- Provide Honor Guard services for retirement ceremonies, special events and funerals.
- Perform on-duty fire company visits to neighborhoods upon request, as service demands allow, to improve community relations.
- Continue participation in MABAS Division 28 by providing leadership for the development and implementation of policies and procedures to improve the coordination and interoperability between departments in Division 28.

Departmental Goals and New Initiatives:

- Develop and implement a wellness program to address physical and mental challenges of the jobs firefighters perform in an effort to decrease duty-related injuries and increase job readiness.

Emergency Management (02-0000-09006-0000)

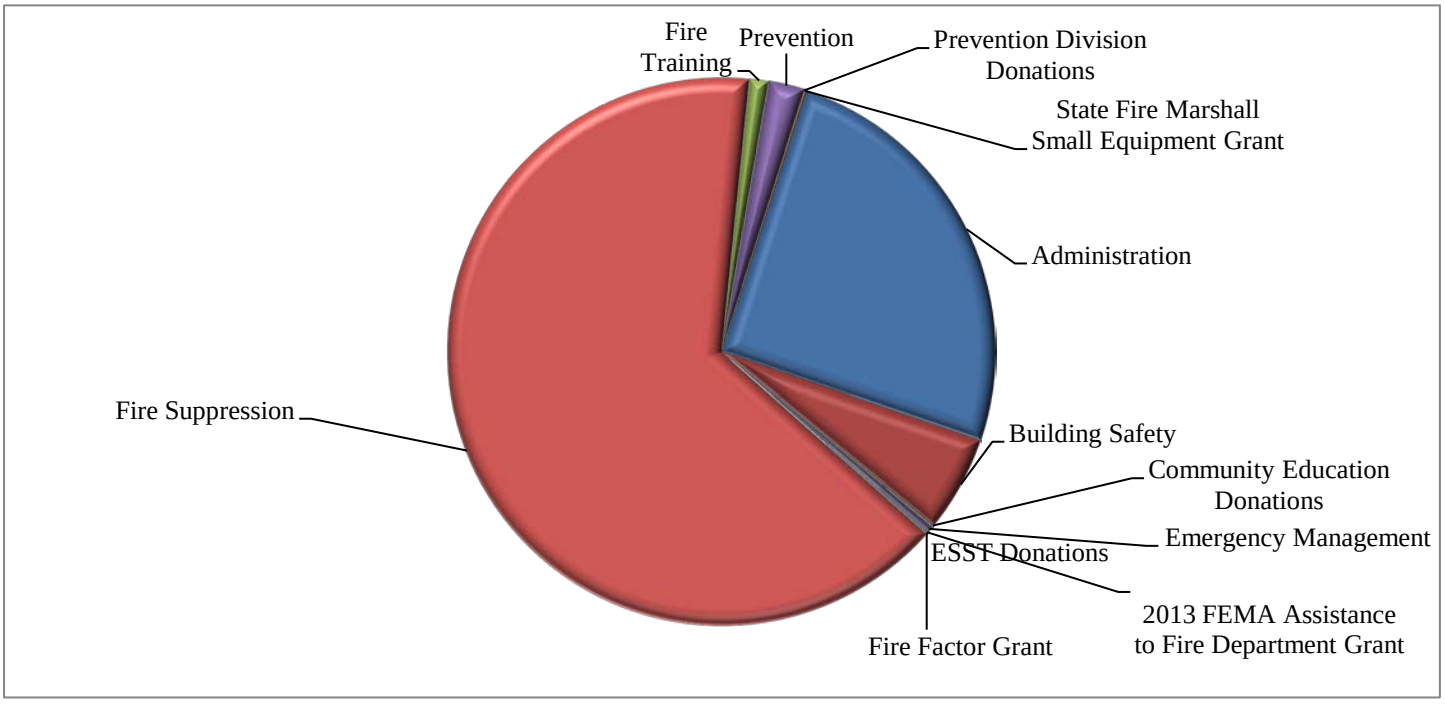
Current Service Levels:

- Work through the Executive Management Team to develop, exercise and update the Emergency Operations Plan for the City.
- Coordinate emergency management activities with other local, county, state, and federal emergency management agencies to strive for consistency between different forms of government.
- Increase the overall preparedness, response and recovery capability of the City through building relations and formalizing agreements with local utility companies, hospitals, schools, government agencies and private businesses.

- Coordinate the training of City staff to be prepared for emergencies and be compliant with the requirements of the National Incident Management System (NIMS) as outlined and directed by the Illinois Emergency Management Agency (IEMA) and the Department of Homeland Security (DHS).
- Maintain the outdoor warning siren system through monthly tests as part of the greater Champaign/Urbana community warning system.
- Participate in quarterly exercises of incident command and emergency operation center functions for improved efficiency and effectiveness.
- Manage the upgrade of the outdoor warning sirens and the communications system for the outdoor warning sirens for improved service.

Fire Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Administration	4,618,023	4,493,475	(124,548)	-2.70%
Building Safety	949,829	1,009,415	59,585	6.27%
Community Education Donations	19,896	24,673	4,777	24.01%
Emergency Management	64,056	65,040	985	1.54%
ESST Donations	11,112	12,997	1,885	16.96%
2013 FEMA Assistance to Fire Department Grant	292,704	0	(292,704)	-100.00%
Fire Factor Grant	12,541	13,131	590	4.70%
Fire Suppression	11,128,536	11,574,325	445,789	4.01%
Fire Training	208,445	199,648	(8,797)	-4.22%
Prevention	379,026	373,166	(5,860)	-1.55%
Prevention Division Donations	4,894	5,747	853	17.43%
State Fire Marshall Small Equipment Grant	0	24,648	24,648	100.00%
Total	**17,689,062**	**17,796,265**	**107,203**	**0.61%**



Neighborhood Services Department

The mission of the Neighborhood Services Department is to ensure that the City responds effectively to neighborhood needs by implementing the Neighborhood Wellness Plan, coordinating neighborhood-based services, and promoting citizen participation in City activities.

Departmental Overview

Organization

The Neighborhood Services Department consists of three divisions: Neighborhood Coordination, Neighborhood Code Compliance and Neighborhood Programs.

Neighborhood Coordination Office is responsible for citizen engagement; organization and training of neighborhood watch groups, neighborhood associations, homeowners associations, and lake associations; coordinating interdepartmental efforts to solve neighborhood problems; and promoting neighborhood self-help programs to address community priorities.

Neighborhood Code Compliance Division is responsible for promoting compliance with property maintenance; nuisance and vegetation; and fire and life-safety codes for the preservation and revitalization of existing structures and neighborhoods in the community.

Neighborhood Programs Division is responsible for developing and managing programs to address housing and neighborhood needs, including housing rehabilitation, home ownership, public infrastructure and facilities, neighborhood plan implementation and community service activities. The Division administers a variety of federal, state, and local funds to support these programs and activities.

The Neighborhood Services Department also provides staff support to the Neighborhood Services Advisory Board. The purpose of the Neighborhood Services Advisory Board is to assist in the articulation of citizen concerns and direction for Neighborhood Wellness and the activities of the Neighborhood Services Department.

Contact Information

The Neighborhood Services Department is located at 102 North Neil Street, Champaign IL 61820. The department phone number is 217.403.7070, the fax number is 217.403.7090, and the e-mail address is NeighborhoodServices@ci.champaign.il.us.

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

- Develop a permanent, emergency family shelter in partnership with the Champaign County housing service providers.
- Advance the Bristol Place Housing Strategy, including property acquisition, demolition and planning for the new neighborhood development.

Our City Promotes Economic Opportunity

- Encourage and support the revitalization of commercial property in low- to moderate-income neighborhoods.

Our City is Committed to Honest, Transparent Government

- Develop and implement a City Government "101" academy for the City Organization.
- Implement the Neighbors of Champaign Website to expand access to information on neighborhood and community in initiatives, projects and events.

Department Baseline Service Levels, Goals and Initiatives by Activity

Neighborhood Services Administration and Coordination (02-0000-10001-0000)

Current Service Levels:

- Respond to neighborhood needs and problems by coordination and oversight of interdepartmental problem solving activities.
- Build employee expertise and skills through training and communication on neighborhood-based customer service delivery, problem solving techniques, and citizen participation strategies.
- Provide support and information to the City's 67 registered neighborhood groups including neighborhood associations, watch groups, and homeowners and lake associations.
- Assist new neighborhood groups to organize and become registered with the City, including homeowner and lake owner associations. Help new groups to understand applicable laws, regulations, and covenants, write or amend bylaws, hold elections, and file for incorporation with the State of Illinois.
- Encourage groups to participate in neighborhood-based programs. Help groups to schedule, plan, and advertise neighborhood activities and events. Sponsor up to 10 City of Champaign neighborhood based celebrations of National Night Out to increase resident awareness of City services and resources and promote neighborhood safety and crime prevention efforts.
- Support resident initiatives to address neighborhood needs and priorities through attendance at neighborhood meetings as needed. Act as a liaison with other City

departments, governmental units or community resources. Provide citizens with information on City policies, programs and services.

- In partnership with Public Works, coordinate the City's annual neighborhood cleanup program to improve the appearance of blighted neighborhoods. Assist senior citizens and disabled households who are unable to transport their disposable items by offering curbside pickup service through the cleanup program. Work with targeted neighborhoods to address neighborhood engagement and education through coordinated cleanup initiatives.
- Provide financial assistance for neighborhood initiatives through implementation of the Neighborhood Small Grant Program.
- Provide recognition for successful examples of citizen's civic engagement through continuation of the STAR (Service Together Achieves Results) Awards Program. Also continue to provide community and neighborhood resource information with the STAR Expo in conjunction with the STAR Awards Ceremony held each April.
- Increase citizen awareness of City services and community resources through public education and training programs. Sponsor training and capacity building opportunities to share community development best practices, and current information about City programs with registered neighborhood leaders and the general public.
- Administer the STAR Mobile Tool Lending Library to provide access to tools and lawn equipment for registered neighborhood groups and community partners to support community
- Work with City departments, Emergency Management Agencies, the American Red Cross, and other local agencies to maintain the Mass Care Annex of the City's Emergency Operations Plan. Train department staff in the skills necessary to provide mass care services in disaster/emergency situations.
- Increase cooperation between the City and the Housing Authority of Champaign County (HACC) through routine communication with HACC staff, attendance at board meetings, and oversight of intergovernmental agreements.
- Provide staff support to the Neighborhood Services Advisory Board.

Departmental Goals and New Initiatives:

- City Government 101: Develop and implement a City Government "101" academy for the City Organization.
- Neighbors of Champaign Website: Complete development of the project and an outreach campaign to enlist all registered neighborhood associations in the Neighbors of Champaign Website Program.
- Garden Hills Neighborhood Action Plan: Complete and begin implementation of a holistic neighborhood action plan.
- Garwood Neighborhood Action Plan: Begin development of a holistic neighborhood action plan for the Garwood Subdivision of the Bristol Park neighborhood.
- Shadow Wood Coordinated Service Strategy: Work with the Shadow Wood Practitioners Network to create a Coordinated Service Strategy for the Mobile Home Par

- Homeowners Association (HOA) Leadership Training: Engage attorneys, property management professionals and the Community Association Institute (CAI) in a partnership to provide ongoing leadership training to volunteer HOA leaders.

Neighborhood Code Compliance Division (02-0000-1002-0000)

Current Service Levels:

- Improve the condition of existing residential and commercial properties through enforcement of property maintenance codes.
  - Respond to approximately 900 citizen complaints about nuisance conditions in the City per year and proactively initiate another 1,000 nuisance cases.
  - Generate approximately 175 exterior housing cases in the City per year.
  - Generate approximately 125 interior housing cases throughout the City in response to tenant inspection requests.
  - Prepare 40-45 property maintenance cases for prosecution when property owners do not comply with code requirements. Take direct action to eliminate neighborhood blight by contracting for abatement of 150-175 nuisances and pursuing 5 to 10 court-ordered and owner compliance demolitions of severely deteriorated structures. Prepare 10-15 administrative search warrants to abate nuisance violations cited on private property.
  - Conduct approximately 2,300 initial inspections and 3,100 re-inspections citywide.
- Assure that University of Illinois Certified Housing complies with University housing standards and Fire Prevention/Property Maintenance maintenance codes by inspecting 55 to 60 properties annually.
- In cooperation with the Public Works Department, utilize procedures for promoting a clean campus and neighborhoods during the “move-in and move-out” periods associated with the University of Illinois academic calendar.
- Following the declaration from the Director of Public Works, ensure the sidewalk snow removal ordinance is effectively enforced in the Downtown Business and University District.
- Work with area social service agencies to assist individuals with disabilities and senior citizens who are cited for code violations and may need support to understand the enforcement process and comply with property maintenance codes.
- In cooperation with the Legal Department, identify proactive strategies to increase compliance with property maintenance codes. Prioritize the enforcement caseload to target repeat offenders for prosecution; develop creative strategies to more aggressively target property owners with a history of non-compliance; increase public education activities; and recommend new policies, ordinances, and programs as needed to improve the safety of residential properties and eliminate nuisance conditions in the community.

- Continue the Multifamily Common Area Inspection Program and conduct inspections on approximately 125 properties with violations remaining from the initial inspection cycle.
- Continue implementation of the Vacant Nuisance Residential Buildings Ordinance.

Departmental Goals and New Initiatives:

- Chapter 22 Code Review: Conduct a comprehensive review of the City's Property Maintenance Code, and make suggested text amendments, additions and deletions.
- Abatement Contracting Process: Review existing policy regarding rotational contractor list for nuisance abatement activities and begin implementation of any approved changes.
- Garden Hills Code Strategies: Develop and initiate implementation of Code strategies for the Garden Hills Neighborhood.
- Garwood Code Strategies: Develop and initiate implementation of code strategies for the Garwood Area Subdivision of the Bristol Park neighborhood.
- Vacant Nuisance Residential Buildings: Conduct an assessment of the Vacant Nuisance Residential Buildings Ordinance, and develop a receivership program to address abandoned properties and properties with absentee owners.

Neighborhood Programs Division (05-0000-10004-0000) & (05-0000-10003-0000) & (42-0000-10005-0000) & (43-0000-10008-0000)

Current Service Levels:

- Improve the quality and appearance of the City's neighborhoods and increase the number of safe, decent, and affordable housing units available to low and moderate-income families.
    - Complete 25-30 emergency repair projects, including emergency roof repairs to address issues that pose an immediate threat to health and safety.
    - Complete 8-10 housing rehab projects to eliminate structural barriers for persons with physical disabilities.
    - Complete 6-8 full home repair and/or acquisition-rehabilitation projects to bring homes up to code for low income households.
    - In partnership with the Community Reinvestment Group and the Habitat for Humanity Attorney General Grant, rehabilitate approximately 4-5 properties to provide affordable housing to households at or below 100% MFI.
    - Demolish 1-3 deteriorated accessory structures.
- In partnership with the Community Reinvestment Group, provide credit counseling and budget assistance to low/moderate income families by conducting periodic workshops (approximately two per year). Following the credit workshops, conduct home maintenance training sessions to assist low/moderate income families with maintaining their homes, thereby promoting self-sufficiency and reducing repeat requests for City

rehab assistance (approximately six per year). Assist approximately 20-50 households annually.

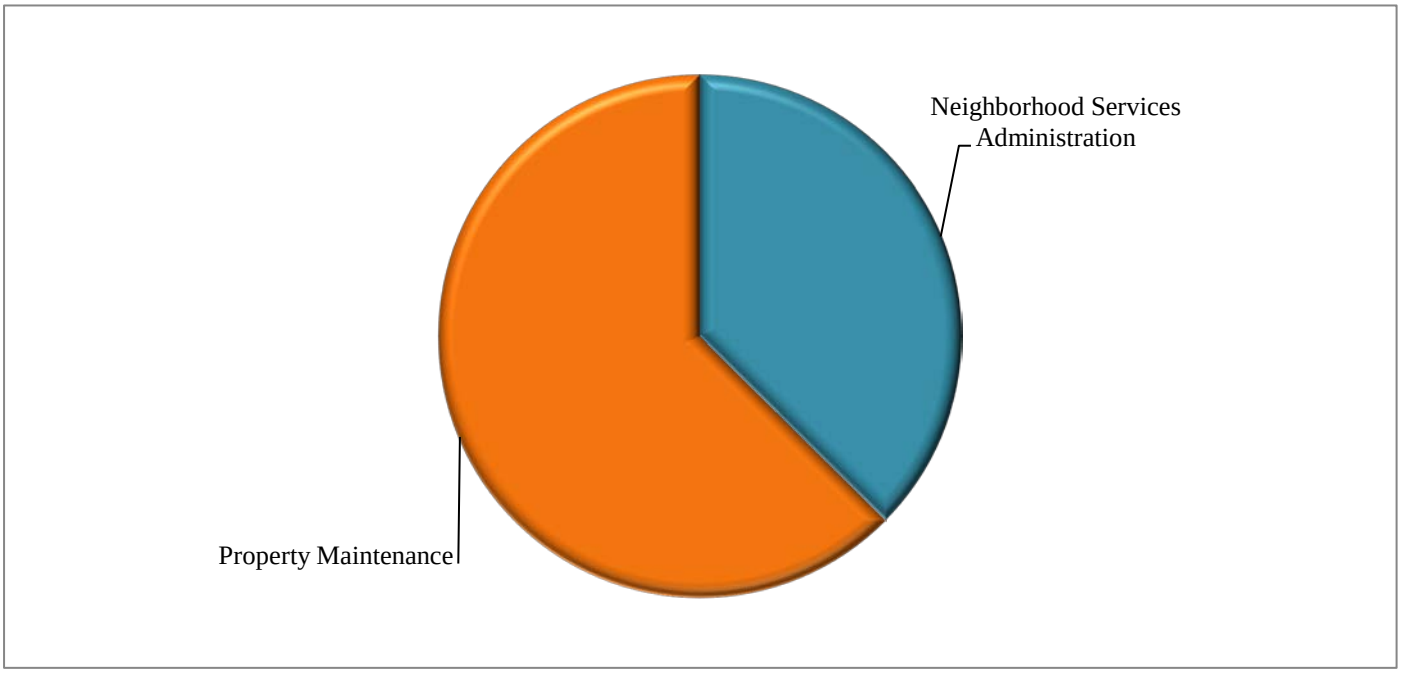
- Remove vacant properties by maximizing opportunities with the Illinois Housing Development Authority's (IHDA) Illinois Building Blocks program.
- Demolish up to eight homes with the new IHDA Abandoned Property Program.
- Submit the City's Analysis of Impediments to Fair Housing in accordance with HUD requirements.
- Assist 15 senior or disabled households with minor home repairs via contract with the Regional Planning Commission.
- Assist 12-15 clients with tenant-based rental assistance via contract through The Center for Women in Transition and the Regional Planning Commission.
- Continue to work with other stakeholders, including the Community Reinvestment Group and nonprofit housing providers to craft special housing programs for the Beardsley Park, Bristol Park and Garden Hills neighborhoods to achieve investment goals in the neighborhood plans.
- Manage the City's property tax rebate process for Ashland Park property owners. Eligible applicants must be the original purchaser of the property and at or below 100% of the County's median family income guidelines. The rebate package provides for a 50%, 40%, 30%, 20% and 10% of the City's corporate taxes over a five year period.

Departmental Goals and New Initiatives:

- Bristol Place Redevelopment: Finalize the Section 108 loan application and closing documents to complete the financing of Phase One. Begin acquiring properties according to Council-adopted Acquisition and Relocation Policies. Assist the Planning and Development Department with the completion of the Neighborhood Masters Plan and preparing an RFQ to hire a developer for the reconstruction phase of Bristol Place.
- Assist the Planning and Development Department on creating brownfields and neighborhood economic development policies and procedures.
- Beardsley Park Neighborhood Plan: Prepare and issue an RFQ for the Neil/Bradley site, focusing on needs identified by the neighborhood and housing strategy.
- Garden Hills Housing Strategies: Develop housing strategies for Garden Hills for incorporation in the neighborhood action plan.
- Garwood Housing Strategies: Develop area specific housing strategies for the Garwood Subdivision of the Bristol Park neighborhood.
- Emergency Family Shelter: Complete a memorandum of understanding with the Housing Authority of Champaign County, Champaign County Continuum of Care, and the United Way of Champaign County to implement the Emergency Housing for Families shelter.
- Taylor Thomas Subdivision: Complete the final home of the subdivision.

Neighborhood Services Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Neighborhood Services Administration	377,019	417,509	40,490	10.74%
Property Maintenance	683,993	698,142	14,149	2.07%
Total	**1,061,012**	**1,115,651**	**54,639**	**5.15%**



Information Technologies Department

The mission of the Information Technologies Department is to develop and use technology resources to provide quality services to our citizens and staff.

Departmental Overview

Organization

The Information Technologies Department advises City Council, staff, and boards on technological matters, develops long-range strategic plans regarding technology, designs and implements systems based on adopted plans, and provides support services for various technologies used by the City. The department is responsible for computer networking, telephone systems, Geographic Information Systems, multimedia systems including CGTV (Champaign Government TV - Channel 5), and the City's website at www.ci.champaign.il.us.

The Information Technologies Department provides some support to the Champaign-Urbana Cable Television & Telecommunications Commission. The Cable Commission monitors the local cable television franchise to ensure the cable operators comply with their obligations.

Contact Information

The Information Technologies Department is located on the 3rd floor of the City Building at 102 North Neil Street, Champaign, IL 61820. The telephone number is 217.403.8970 and the fax number is 217.403.8993. You can also reach the department by e-mailing IT@ci.champaign.il.us.

Key Projects in Support of City Council Goals

Our City is Committed to Honest, Transparent, Government

- Implement Public Communications Plan initiatives for the website including improved navigation, an employee directory, improved site calendar, and redevelop the CGTV section.

- Implement Public Communication Plan initiatives for CGTV including making CGTV available to the public on more communication platforms (like smart phones, tablet PCs and iPads).

Department Baseline Service Levels, Goals and Initiatives

Information Technologies 02-0000-14001-0000

Current Service Levels:

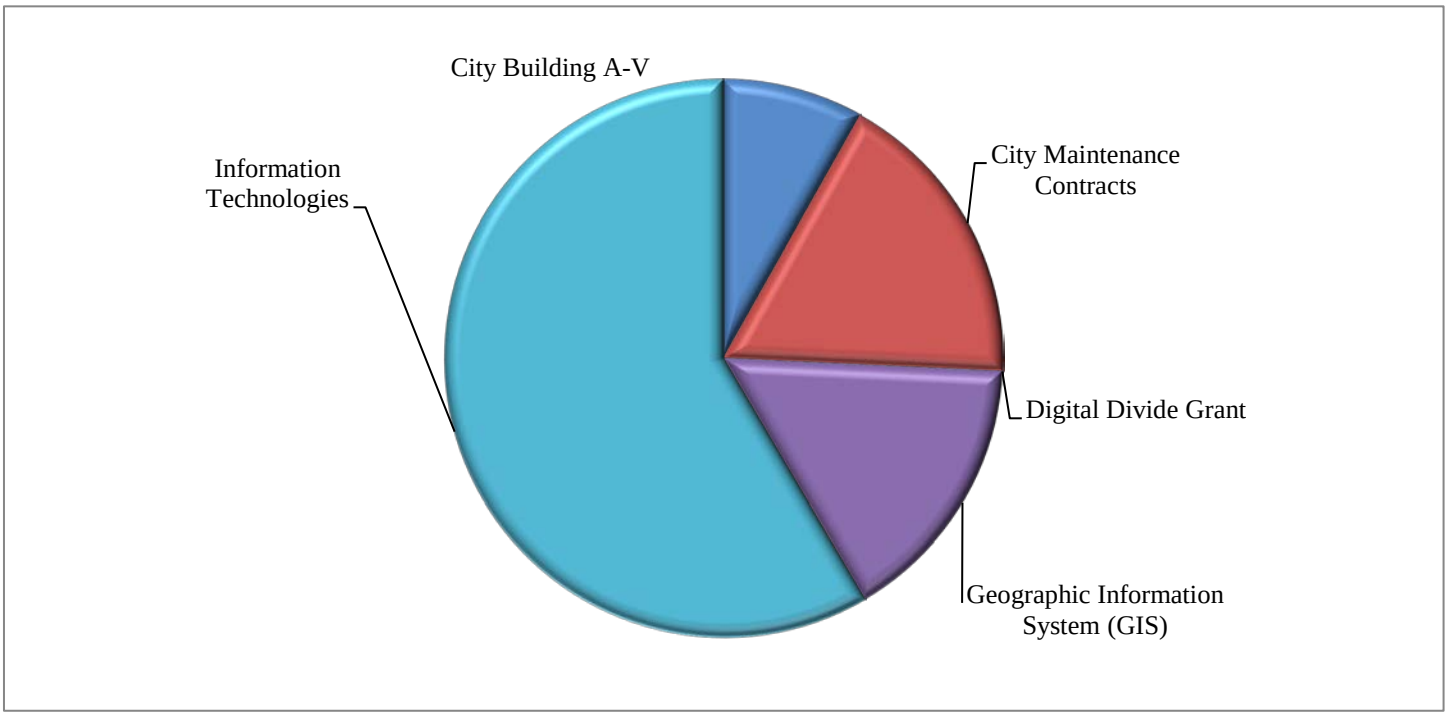
- Provide support, training, and maintenance to ensure that City systems remain functional, staff members are using technology properly and efficiently, and City needs are met. Develop standards, seek contractual services, and provide support & training for audio/video services.
- Develop and implement long and short-range plans for computer equipment, software, telecommunications, use of the Internet and CGTV to guide the use of these technologies to best meet City needs.
- Protect the City's investment in equipment and data by securing systems from viruses, spyware, hackers, inappropriate data use, and inadvertent release of personal information. Perform daily backups and maintain business continuation plans for emergencies.
- Enable Geographic Information Systems (GIS) technology as a business intelligence tool to help the City in decision-making, service delivery, and providing information to the public.
- Provide GIS expertise when needed to support existing City systems including Trak-iT, Cityworks and FireHouse.
- Develop and maintain live and pre-recorded programming and bulletin board information on CGTV to provide accurate and interesting information about City services for the public.
- Develop, maintain, and protect the navigation, content, and functions of the City's website. This includes a secure web portal function making computer use simpler for end-users and allowing the City to function during emergencies and disasters.
- Administer the Employee Computer Purchase/Loan Program allowing staff to become better at using computer resources from a home setting.
- Respond to 100% of user calls for services within four hours and resolve 99% of user-based problems within 3 working days while maintaining less than 1% down time for application servers. (Support services involve over 570 users, 300+ personal computers (PCs), 100+ laptops, 40+ printers and plotters, 80+ servers, and 40+ switches and routers.)
- Support City Council goals and decisions related to technology and provide consulting services at all levels within the organization to determine how services can be improved while remaining consistent with City values, goals, policies, plans, and standards.
- Provide leadership on newer technologies to improve how the City performs its business and provides services to our community.

Departmental Goals and New Initiatives:

- Implement Council approved automation projects for fiscal year 2014-2015 from the existing long-range technology plan and as funds are allocated.
- Implement a robust wireless access network for staff and public access throughout all City facilities.
- Implement a virtualized disaster recovery plan. This is a plan for processing critical applications in the event of a failure or destruction of facilities or communications at an alternate site after an emergency.
- Research and implement a broader security strategy covering network via widespread mobile device usage.
- Establish solid relationships with external sources for technical expertise as needed.
- Work with the City Manager's Office and the Legal Department to explore automated systems for the review and posting of City Council agenda items.
- Define needs for financial and human resources workflow improvements and potential enhanced or new software to improve accounting and personnel transactions and efficiently provide information and services to customers.

Information Technologies Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
City Building A-V	284,592	232,575	(52,017)	-18.28%
City Maintenance Contracts	522,191	504,047	(18,144)	-3.47%
Digital Divide Grant	3,000	0	(3,000)	-100.00%
Geographic Information System (GIS)	746,427	452,482	(293,945)	-39.38%
Information Technologies	1,807,338	1,672,475	(134,863)	-7.46%
Total	**3,363,548**	**2,861,579**	**(501,969)**	**-14.92%**



Parking
Fund Statement
03

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**4,396,030**	**3,732,924**	**3,732,924**	**3,154,203**
Revenues				
Revenue Transfers	200,000	255,507	200,000	1,200,000
Revenues	2,921,348	6,813,558	4,842,558	3,603,588
Total Revenues	**3,121,348**	**7,069,065**	**5,042,558**	**4,803,588**
Expenditures				
Capital Expenses	177,844	1,627,419	1,627,419	904,868
Commodities	56,850	182,748	175,709	83,330
Contractual Services	1,421,108	2,214,694	1,950,800	1,750,187
Expenditure Transfers	1,032,773	889,649	889,873	928,622
Personnel Services	944,723	1,077,415	977,478	1,114,463
Total Expenditures	**3,633,298**	**5,991,925**	**5,621,279**	**4,781,469**
Total Ending Balance	**3,884,080**	**4,810,064**	**3,154,203**	**3,176,322**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	3,884,080	4,810,064	3,154,203	3,176,322
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Parking Fund Overview

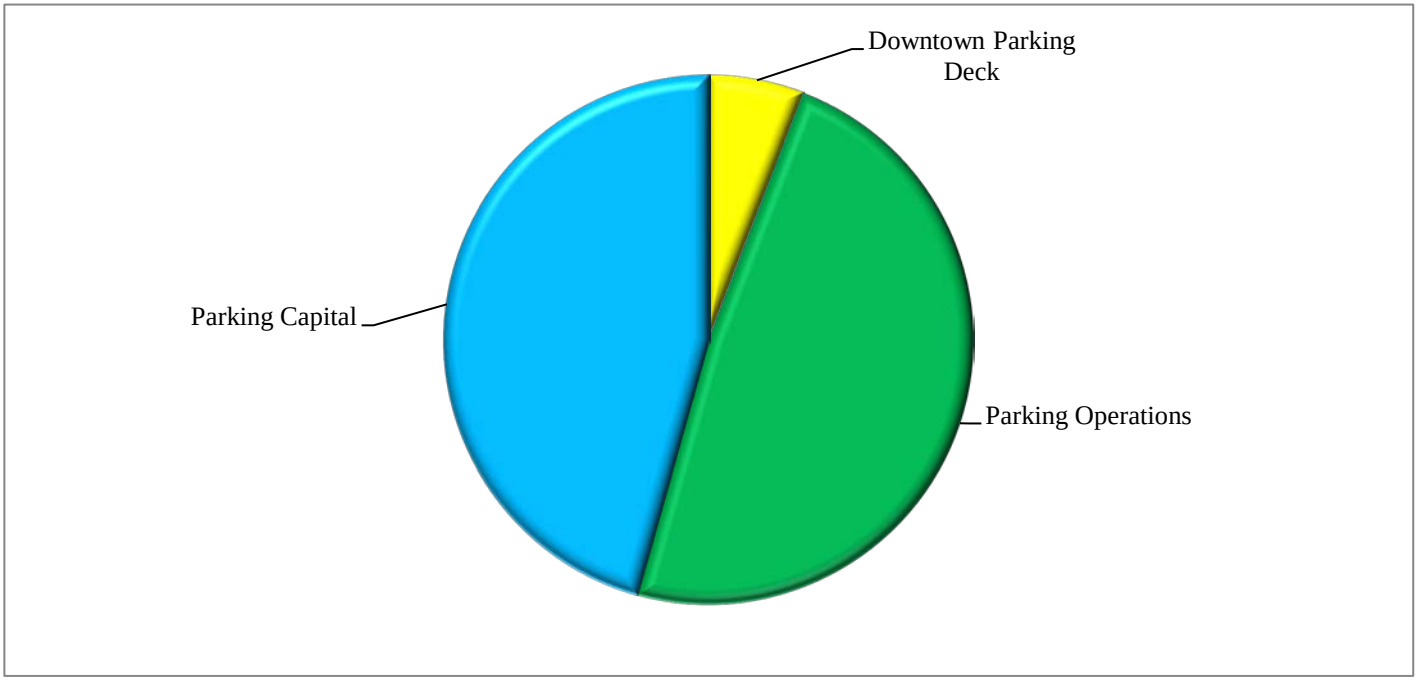
The Parking Fund is used to account for the provision of public parking facilities in the downtown and campus areas. Revenues are generated primarily from parking meter charges, meter violation fines, parking space rental charges, and the downtown parking deck. All activities necessary to provide such services are accounted for in this fund, including but not limited to, administration, operations and maintenance, financing and related debt service, billing and collection.

Revenue Detail
Parking Fund
03

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
PARKING FINES	550,933	610,000	822,000
PARKING FINES - BACK COLLECTIONS	40,697	40,000	25,000
OTHER SERVICE FEES	4,355	6,500	6,825
GATED LOT INCOME	146,231	166,000	174,300
METER INCOME	1,204,708	1,070,000	938,400
METER INCOME - CAMPUS INCREMENT	226	0	0
METER INCOME: CASH KEY SALES	115,699	102,000	104,040
SPACE RENTAL	468,329	438,000	455,560
SPACE RENTAL: ON-STREET PERMITS	291,253	328,000	334,560
OTHER PARKING INCOME	41,605	48,000	48,960
SALE OF CITY PROPERTY	50	2,000,000	500,000
CITY EXPENSE REIMBURSEMENTS	9,058	9,058	168,943
INTEREST & INVESTMENT INCOME	48,204	25,000	25,000
Total External Sources	2,921,348	4,842,558	3,603,588
Interfund Transfers			
TFR FROM DOWNTOWN TIF FUND	200,000	200,000	1,200,000
Total Interfund Transfers			
Total	3,121,348	5,042,558	4,803,588

Parking Programs Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Downtown Parking Deck	529,938	278,588	(251,350)	-47.43%
Parking Operations	2,521,562	2,319,810	(201,752)	-8.00%
Parking Capital	2,940,425	2,183,071	(757,354)	-25.76%
Total	**5,991,925**	**4,781,469**	**(1,210,456)**	**-20.20%**



Sanitary Sewer
Fund Statement
04

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**573,593**	**166,321**	**166,321**	**(102,120)**
Revenues				
Revenue Transfers	568,259	554,972	566,458	550,153
Revenues	1,897,433	2,094,837	2,109,941	2,162,454
Total Revenues	**2,465,692**	**2,649,809**	**2,676,399**	**2,712,607**
Expenditures				
Capital Expenses	669,266	643,892	705,191	277,831
Commodities	52,899	105,637	103,637	117,256
Contractual Services	408,198	458,549	423,515	460,535
Expenditure Transfers	1,140,866	1,165,026	1,072,650	1,068,118
Personnel Services	601,735	677,271	639,847	685,677
Total Expenditures	**2,872,964**	**3,050,375**	**2,944,840**	**2,609,419**
Total Ending Balance	**166,321**	**(234,245)**	**(102,120)**	**1,069**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	166,321	0	0	1,069
Assigned	0	0	0	0
Unassigned	**0**	**(234,245)**	**(102,120)**	**0**

Comments:

Sanitary Sewer Fund Overview

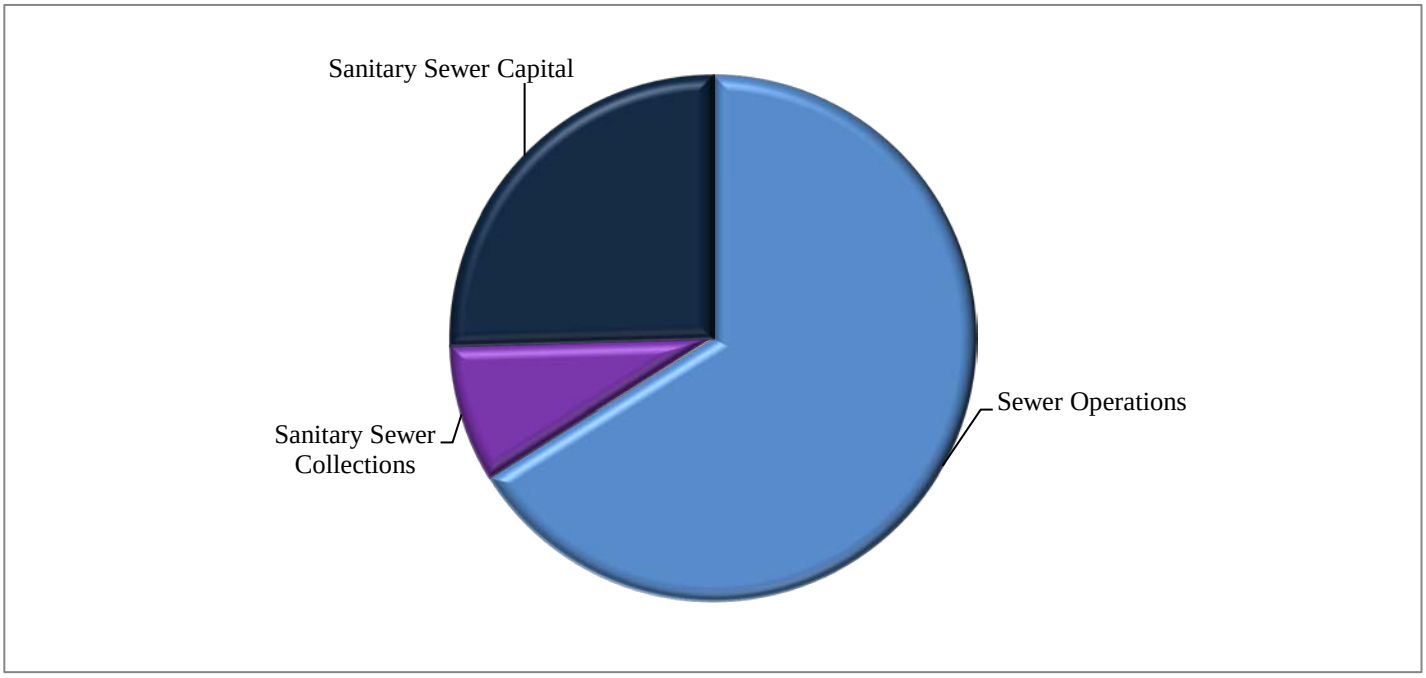
The Sewer Fund is used to account for the provision of sanitary sewer repair and improvement services to the residents of the City. Revenues are derived from a sanitary sewer user fee. All activities necessary to provide such services are accounted for in this fund, including but not limited to, administration, operations and maintenance, financing and related debt service, billing and collection.

Revenue Detail
Sewer Improvement Fund
04

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
SEWER USE FEES	1,892,181	2,081,987	2,152,096
CITY EXPENSE REIMBURSEMENTS	0	17,955	0
REFUNDS	2,754	7,500	7,500
INTEREST & INVESTMENT INCOME	2,499	2,499	2,858
Total External Sources	1,897,434	2,109,941	2,162,454
TFR FROM GENERAL OPERATING FUND	72,842	62,946	62,324
TFR FROM STORMWATER MANAGEMENT FUND	495,418	503,512	487,829
Total Interfund Transfers	568,260	566,458	550,153
Total	2,465,694	2,676,399	2,712,607

Sanitary Sewer Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Sewer Operations	1,679,957	1,725,321	45,364	2.70%
Sanitary Sewer Collections	218,610	219,982	1,372	0.63%
Sanitary Sewer Capital	1,151,808	664,116	(487,692)	-42.34%
Total	**3,050,375**	**2,609,419**	**(440,956)**	**-14.46%**



Community Development
Fund Statement
05

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**186,308**	**73,485**	**73,485**	**(144,992)**
Revenues				
Revenue Transfers	129,672	57,691	57,691	105,000
Revenues	580,663	4,058,874	726,617	2,472,720
Total Revenues	**710,334**	**4,116,565**	**784,308**	**2,577,720**
Expenditures				
Capital Expenses	0	0	0	0
Commodities	3,849	6,400	7,400	6,400
Contractual Services	333,077	479,352	387,937	362,671
Expenditure Transfers	89,283	304,514	179,891	1,936,292
Personnel Services	396,948	436,826	427,557	447,999
Total Expenditures	**823,157**	**1,227,092**	**1,002,785**	**2,753,362**
Total Ending Balance	**73,485**	**2,962,958**	**(144,992)**	**(320,634)**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	73,485	2,962,958	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**(144,992)**	**(320,634)**

Comments:

Community Development Fund Overview

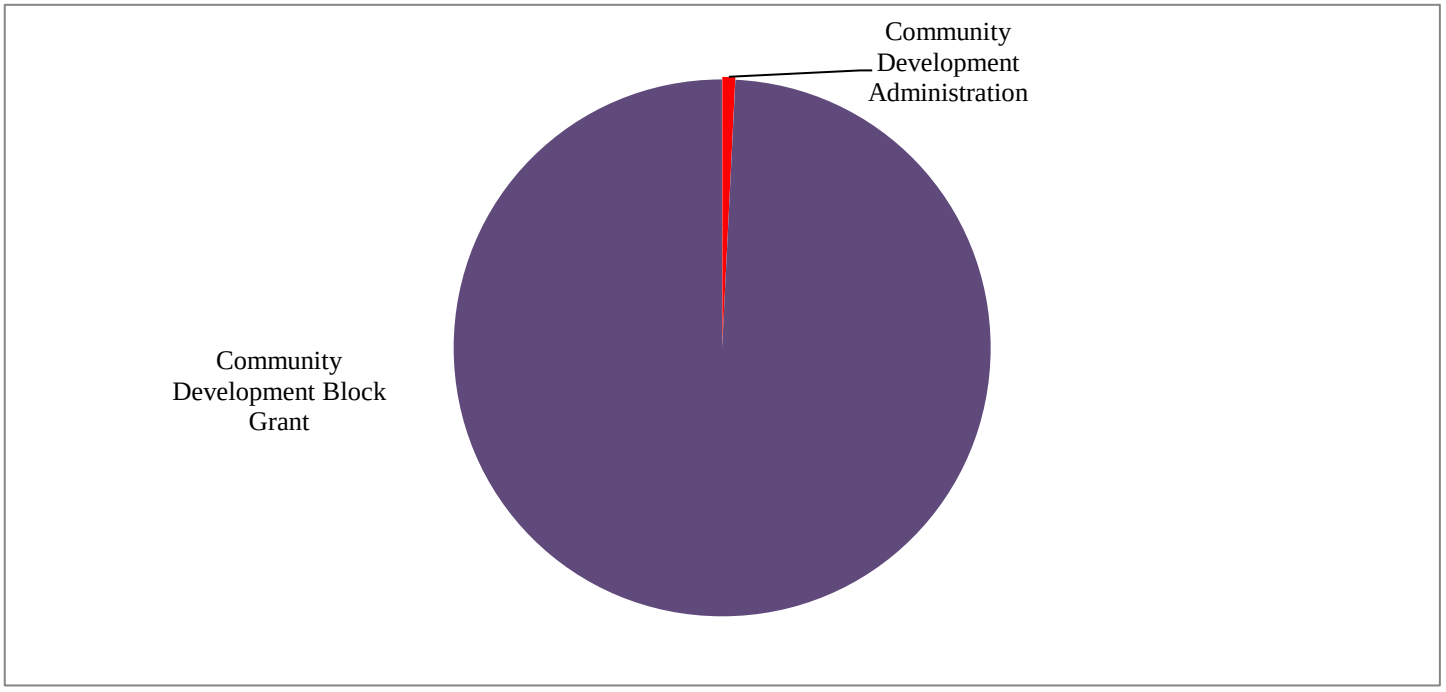
The Community Development Fund is used to account for the federal revenue received under the Community Development Block Grant Program. These funds are used to preserve the City's housing stock and to eliminate blight, primarily for the benefit of citizens with low to moderate incomes. The Community Development Fund is a non-major fund. Activities include: Acquisition and demolition of dilapidated structures, Rehabilitation of substandard homes, Capital improvements within eligible areas and Relocation of individuals or families displaced by redevelopment.

Revenue Detail
Community Development Fund
05

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
SALE OF CITY PROPERTY	0	0	0
REFUNDS	15,613	20,000	20,000
FEDERAL HOME LOAN BANK (FHLB)	0	0	0
INTERGOVERNMENTAL REVENUES-CDBG	560,520	704,817	2,450,920
TERM PAYMENTS-PRINCIPAL	4,199	1,700	1,700
TERM PAYMENTS-INTEREST	331	100	100
Total External Sources	**580,663**	**726,617**	**2,472,720**
TFR FROM URBAN RENEWAL FUND	0	0	80,000
TFR FROM ARRA GRANT FUND 42 (CLOSED)	118,060	0	0
TFR FROM UDAG	11,612	57,691	25,000
Total Interfund Transfers	**129,672**	**57,691**	**105,000**
Total	**710,335**	**784,308**	**2,577,720**

Community Development Block Grant Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Community Development Administration	34,308	21,313	(12,995)	-37.88%
Community Development Block Grant	1,192,784	2,732,049	1,539,266	129.05%
Total	**1,227,092**	**2,753,362**	**1,526,271**	**124.38%**



Environmental Services
Fund Statement
06

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**(112,692)**	**81,250**	**81,250**	**63,653**
Revenues				
Revenues	594,485	556,386	539,246	546,173
Total Revenues	**594,485**	**556,386**	**539,246**	**546,173**
Expenditures				
Commodities	939	8,750	1,050	6,250
Contractual Services	280,659	485,435	456,448	366,709
Expenditure Transfers	47,622	48,857	48,857	51,178
Personnel Services	71,323	94,520	50,488	85,933
Total Expenditures	**400,543**	**637,562**	**556,843**	**510,070**
Total Ending Balance	**81,250**	**74**	**63,653**	**99,756**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	81,250	74	63,653	99,756
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Environmental Services Fund Overview

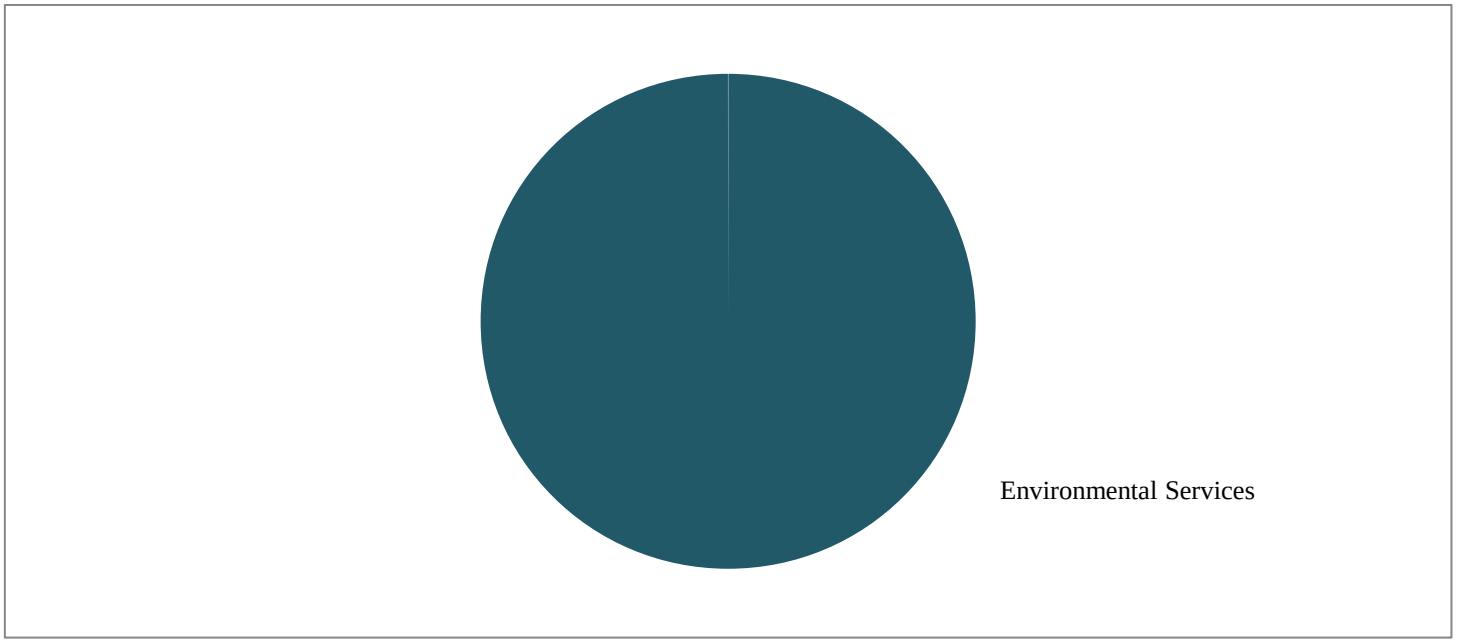
The Environmental Services Fund is used to account for the revenues and expenses related to the City's multi-family recycling program.

Revenue Detail
Environmental Services Fund
06

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
OTHER SERVICE FEES	593,343	538,996	545,173
CITY EXPENSE REIMBURSEMENTS	90	0	0
PENALTIES	2,483	0	0
INTEREST & INVESTMENT INCOME	(1,431)	250	1,000
Total External Sources	**594,485**	**539,246**	**546,173**
Total	**594,485**	**539,246**	**546,173**

Environmental Services Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Environmental Services	637,562	510,070	(127,492)	-20.00%
Total	**637,562**	**510,070**	**(127,492)**	**-20.00%**



UC2B Operations
Fund Statement
08

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**(72,878)**	**82,068**	**82,068**	**640,732**
Revenues				
Revenue Transfers	170,745	104,064	216,130	0
Revenues	568,944	973,985	1,066,109	0
Total Revenues	**739,690**	**1,078,049**	**1,282,239**	**0**
Expenditures				
Capital Expenses	20,059	230,527	230,527	0
Commodities	22,278	10,000	3,939	0
Contractual Services	384,633	515,605	230,042	0
Expenditure Transfers	122,588	234,000	194,000	160,400
Personnel Services	115,685	110,760	65,067	0
Total Expenditures	**665,243**	**1,100,892**	**723,575**	**160,400**
Total Ending Balance	**1,568**	**59,225**	**640,732**	**480,332**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,568	59,225	640,732	480,332
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

UC2B Fund Overview

Urbana-Champaign Big Broadband, more commonly known as UC2B, is a fiber optic infrastructure that is the fastest, most state-of-the art-fiber-optic network communication technology on the planet. Other networks rely to some degree on copper wire technology, which limits their ability to provide some needed services or slows down activities like watching movies or television online. But with UC2B, you can reach speeds up to 100 times faster than your current internet connection.

UC2B is an intergovernmental consortium of the University of Illinois and the cities of Urbana and Champaign dedicated to building and operating an open-access fiber-optic broadband network throughout the Champaign-Urbana area. The project is made possible by a $22.5 million grant from the U.S. Department of Commerce's National Telecommunications and Information Administration (NTIA). The State of Illinois provided a $3.5 million grant and local matching funds added an additional $3.4 million to fund the project.

The foundation of the UC2B network will be the fiber-optic "backbone" infrastructure that will be constructed with the grant money. The grant also will provide "fiber-to-the-premises" (FTTP) connectivity directly to well over 150 Community Anchor Institutions throughout Champaign, Urbana, and Savoy and to households in several underserved neighborhoods in Champaign and Urbana.

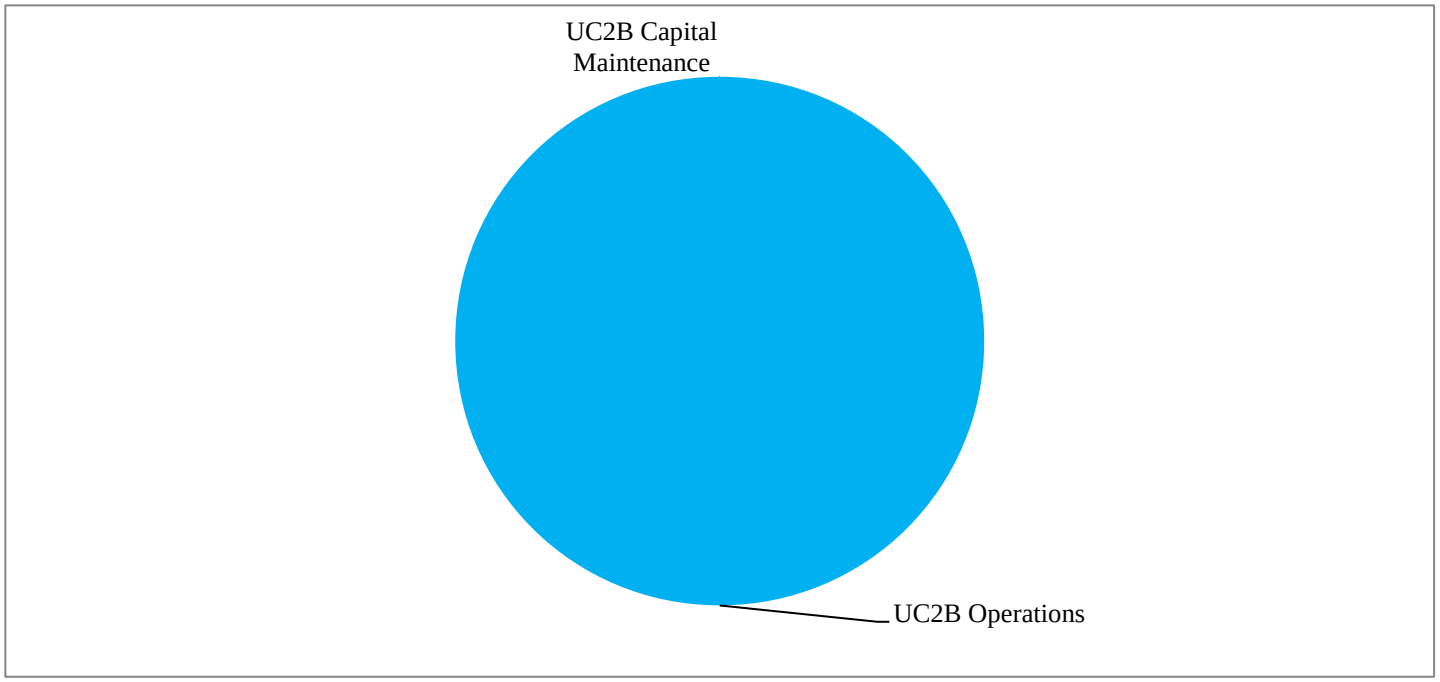
This direct connectivity will enable improved access/support to health care, educational and recreational institutions, public safety and government agencies, and social service and religious organizations, as well as increased access to public computing centers. and a sustainable adoption and educational outreach program for vulnerable populations. Training, entertainment, and social networking opportunities will also be enhanced.

Revenue Detail
UC2B Fund
08

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
OTHER SERVICE FEES - UC2B	**110,085**	**141,400**	**0**
CITY EXPENSE REIMBURSEMENTS	**238,135**	**298,463**	**0**
MISCELLANEOUS - SPECIFIC	**0**	**472,482**	**0**
INTEREST & INVESTMENT INCOME	**(443)**	**0**	**0**
ARRA GRANT FUNDS	**221,168**	**153,764**	**0**
Total External Sources	**568,945**	**1,066,109**	**0**
TFR FROM GENERAL OPERATING FUND	**170,745**	**216,130**	**0**
Total Interfund Transfers	**170,745**	**216,130**	**0**
Total	**739,690**	**1,282,239**	**0**

UC2B Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
UC2B Capital Maintenance	111,000	0	(111,000)	-100.00%
UC2B Operations	989,892	160,400	(829,492)	-83.80%
Total	**1,100,892**	**160,400**	**(940,492)**	**-85.43%**



METCAD
Fund Statement
09

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**1,666,354**	**1,345,324**	**1,345,324**	**1,143,057**
Revenues				
Revenue Transfers	2,925,970	2,999,193	2,982,119	2,937,844
Revenues	1,131,696	1,258,592	1,288,356	1,675,824
Total Revenues	**4,057,666**	**4,257,785**	**4,270,475**	**4,613,668**
Expenditures				
Commodities	69,261	52,500	52,500	52,500
Contractual Services	745,958	916,965	904,165	1,125,570
Expenditure Transfers	732,929	730,995	730,995	616,168
Personnel Services	2,830,547	2,907,060	2,785,082	3,263,713
Total Expenditures	**4,378,696**	**4,607,520**	**4,472,742**	**5,057,951**
Total Ending Balance	**1,345,324**	**995,589**	**1,143,057**	**698,774**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,345,324	995,589	1,143,057	698,774
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Revenue Detail
METCAD Fund
09

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
CITY EXPENSE REIMBURSEMENTS	65,501	65,581	11,379
DISPATCHING PAYMENTS	1,030,571	1,191,964	1,659,221
INTEREST & INVESTMENT INCOME	10,023	5,211	5,224
DONATIONS AND CONTRIBUTIONS	25,601	25,600	0
Total External Sources	1,131,696	1,288,356	1,675,824
TFR FROM GENERAL OPERATING FUND	925,862	1,082,586	1,091,918
TFR FROM METCAD EMERGENCY TELEPHONE SYS	2,000,108	1,899,533	1,845,926
Total Interfund Transfers	2,925,970	2,982,119	2,937,844
Total	4,057,666	4,270,475	4,613,668

METCAD

The mission of METCAD (Metropolitan Computer-Aided Dispatch) is to provide the highest quality, and most efficient, emergency communications service for the citizens and public safety agencies within Champaign County.

Departmental Overview

Organization

METCAD is an intergovernmental entity that provides public safety dispatch services to Champaign County. METCAD is governed by a Policy Board whose membership represents user agencies including the City of Champaign, City of Urbana, University of Illinois, Champaign County, Rural Fire Districts, Village Police Departments, and the Village of Rantoul. The City of Champaign serves as the lead agency for METCAD, providing administrative support to the agency under the terms of an intergovernmental agreement. The METCAD Director is supervised by the Champaign City Manager and the agency budget is adopted by the Champaign City Council. The METCAD Policy Board reviews and approves the METCAD budget annually, prior to submission to the City Council.

METCAD services are funded by a county-wide telephone surcharge, a state-wide wireless telephone surcharge, and fees paid by user agencies. METCAD also provides staff support to the Emergency Telephone System Board that consists of representatives from the Cities of Champaign and Urbana, University of Illinois, Champaign County and the Village of Rantoul. This board was created as a result of the passage of a referendum in November 1988 and operates under an Intergovernmental Agreement as amended in May 2014. The Emergency Telephone System Board approves the distribution of revenue from the Emergency Telephone Surcharge Fund to METCAD, which operate public safety answering points within Champaign County.

The Director's Office is responsible for overall administration of the public safety dispatch center, oversees the Operations Division, and works closely with the Technical Services Division.

The Operations Division receives telephone calls from citizens requiring emergency services and provides direct dispatch for fire, police and medical units.

The Technical Services Division operates and maintains all equipment, systems, and facilities utilized by the Operations Division in delivery of services to citizens and public safety agencies.

Contact Information

METCAD is located at 1905 E. Main Street, Urbana, IL 61802. The phone number is 217.333.4348 and fax number is 217.384.7003. The Director, Ralph Caldwell, can be emailed at Ralph.Caldwell@ci.champaign.il.us.

Department Baseline Service Levels, Goals and Initiatives by Activity

METCAD Operations Fund (09-0000-11001-0000)

Current Service Levels:

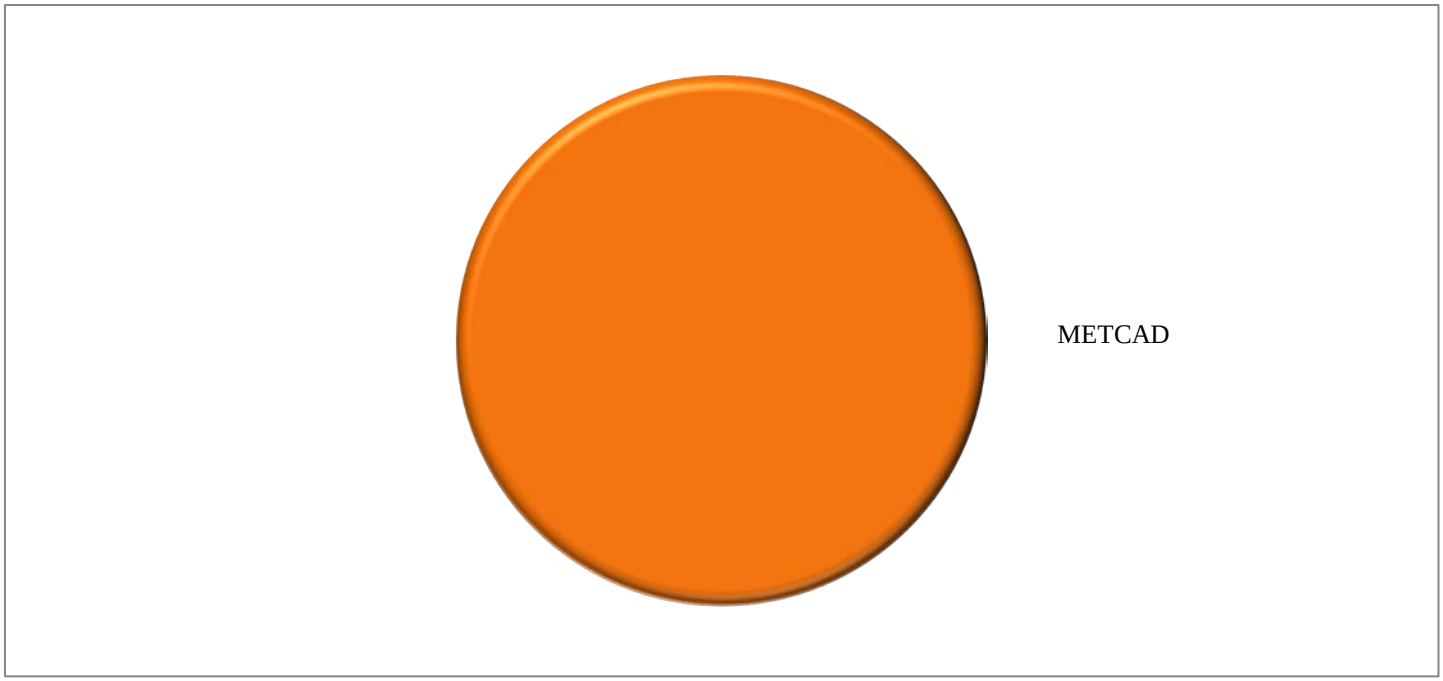
- Serve as the 9-1-1 Public Safety Answering Point for all of Champaign County.
- Provide responsive customer service by answering approximately 233,918 emergency and non-emergency calls and dispatching 160,627 of those calls to 33 police and/or fire departments in Champaign County.
- Serve as the Wireless Public Safety Answering Point for all of Champaign County by providing Phase II enhanced Wireless 9-1-1 service.
- Provide 2-way voice radio system infrastructure, operation, and maintenance for the use of public safety and other subscribing agencies county-wide.
- Process requests from the State's Attorney's Office for digital recordings of calls.
- Respond to subpoenas and Freedom of Information Act requests for reproduction of radio/telephone communications.
- Answer formal and informal requests for information from member agencies.
- Represent METCAD at community activities by providing speakers for groups, attending public safety fairs, conducting tours of METCAD and by providing other services to citizens.
- Maintain accurate and up-to-date databases for Enhanced 9-1-1 and Computer Aided-Dispatch systems. This includes Geobase and Master Street Address Guide (MSAG).
- Continue to explore new technologies and procedures to further reduce the dispatch time and enhance the accuracy of the delivery of emergency services to citizens.

Departmental Goals and New Initiatives:

- Complete the 9-1-1 telephone equipment replacement project.
- Complete the Tiburon Computer Aided Dispatch (CAD) upgrade.
- Complete new console workstations and radio equipment replacement project.
- Continue legislative efforts to develop a plan for long-term financial stability, including continuing education of elected leaders in regards to gaps or shortfalls in funding our 9-1-1 center.
- Work with members of the Regional Emergency Coordination Group (RECG) to ensure there is a coordinated regional response to potential threats to public safety having significant impact across jurisdictional boundaries.
- Implementation of the Rantoul consolidation, including establishing a backup center through Vermillion county and pursuing changes to frequency sharing among member agencies.
- Assist user agencies in exploring options to maintain/upgrade ARMS or to work toward records implementation system.
- Continue dialogue and activity with Department employees regarding diversity and inclusion in the workplace.

METCAD Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
METCAD	4,607,520	5,057,951	450,431	9.78%
Total	**4,607,520**	**5,057,951**	**450,431**	**9.78%**



Fleet Services
Fund Statement
10

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**(179,751)**	**(269,394)**	**(269,394)**	**(328,748)**
Revenues				
Revenue Transfers	1,689,791	1,846,527	1,843,315	1,962,754
Revenues	5,765	(652)	(652)	(652)
Total Revenues	**1,695,557**	**1,845,875**	**1,842,663**	**1,962,102**
Expenditures				
Capital Expenses	0	91,781	91,781	6,939
Commodities	757,027	783,557	783,211	783,689
Contractual Services	120,705	98,928	98,928	98,796
Expenditure Transfers	328,792	338,816	338,816	350,492
Personnel Services	569,592	619,483	589,281	641,865
Total Expenditures	**1,776,116**	**1,932,565**	**1,902,017**	**1,881,781**
Total Ending Balance	**(260,310)**	**(356,084)**	**(328,748)**	**(248,427)**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**(260,310)**	**(356,084)**	**(328,748)**	**(248,427)**

Comments:

Fleet Services Fund Overview

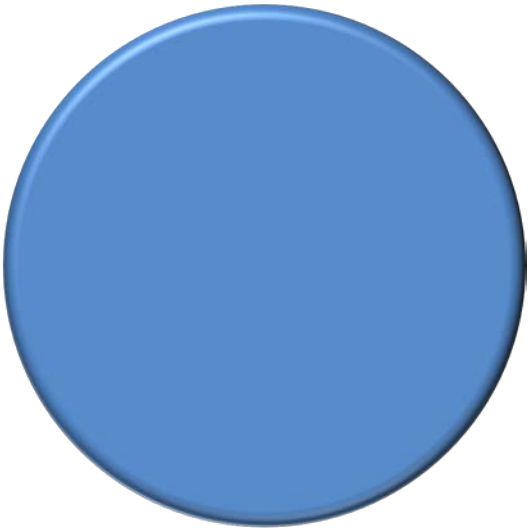
The Fleet Services Fund is used to account for the goods and services provided by the City's municipal garage to other departments of the City on a cost-reimbursement basis. The Fleet Services Fund is a non-major fund.

Revenue Detail
Fleet Services Fund
10

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
SALE OF CITY PROPERTY	4350	0	0
REFUNDS	1,002	0	0
MISCELLANEOUS	2,093	0	0
INTEREST & INVESTMENT INCOME	(1,679)	(652)	(652)
Total External Sources	5,766	(652)	(652)
TFR FROM GENERAL OPERATING FUND	1,448,313	1,632,291	1,726,755
TFR FROM PARKING FUND	41,102	41,695	47,830
TFR FROM SEWER IMPROVEMENT FUND	96,130	89,116	96,248
TFR FROM COMMUNITY DEVELOPMENT FUND	7,868	6,480	7,932
TFR FROM ENVIRONMENTAL SERVICES FUND	851	538	1,036
TFR FROM METCAD FUND	69	0	0
TFR FROM RETAINED RISK FUND	6,841	5,815	5,596
TFR FROM VEHICLE REPLACEMENT FUND	51,942	31,949	37,381
TFR FROM NARCOTICS FORFEITURES FUND	36,674	35,431	39,976
Total Interfund Transfers	1,689,790	1,843,315	1,962,754
Total	1,695,556	1,842,663	1,962,102

Fleet Services Expenditures by Activity

Program	2014 Budget	2015 Budget	Change	% Change
Expenditures				
Fleet Services	1,932,565	1,881,781	(50,784)	-2.63%
Total	**1,932,565**	**1,881,781**	**(50,784)**	**-2.63%**



Retained Risk
Fund Statement
15

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**3,014,283**	**3,409,716**	**3,409,716**	**3,571,367**
Revenues				
Revenue Transfers	975,070	981,766	984,399	987,912
Revenues	120,163	236,976	245,578	240,569
Total Revenues	**1,095,233**	**1,218,742**	**1,229,977**	**1,228,481**
Expenditures				
Contractual Services	649,132	1,174,901	983,983	1,212,158
Expenditure Transfers	50,668	95,693	84,343	96,641
Total Expenditures	**699,800**	**1,270,594**	**1,068,326**	**1,308,799**
Total Ending Balance	**3,409,716**	**3,357,864**	**3,571,367**	**3,491,049**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	3,409,716	3,357,864	3,571,367	3,491,049
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Retained Risk Fund Overview

The Retained Risk Fund is used to account for the City's self-insured general liability program. The Retained Risk Fund is a non-major fund.

Revenue Detail
Retained Risk Fund
15

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
CITY EXPENSE REIMBURSEMENTS	8,534	85,978	88,557
REFUNDS	83,474	84,833	85,681
INTEREST & INVESTMENT INCOME	28,155	74,767	66,330
Total External Sources	**120,163**	**245,578**	**240,568**
TFR FROM GENERAL OPERATING FUND	711,866	718,099	718,951
TFR FROM PARKING FUND	63,689	64,316	64,959
TFR FROM SEWER IMPROVEMENT FUND	69,979	70,163	70,864
TFR FROM COMMUNITY DEVELOPMENT FUND	33,739	35,081	35,432
TFR FROM METCAD FUND	44,214	44,649	45,095
TFR FROM FLEET SERVICES FUND	51,583	52,091	52,612
Total Interfund Transfers	**975,070**	**984,399**	**987,913**
Total	**1,095,233**	**1,229,977**	**1,228,481**

Workers' Compensation
Fund Statement
16

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**1,565,470**	**1,806,443**	**1,806,443**	**3,194,104**
Revenues				
Revenue Transfers	2,190,011	2,288,562	2,288,562	2,391,547
Revenues	358,205	361,336	361,336	378,996
Total Revenues	**2,548,216**	**2,649,898**	**2,649,898**	**2,770,543**
Expenditures				
Commodities	0	0	0	0
Contractual Services	1,867,712	1,745,822	1,016,466	1,816,589
Expenditure Transfers	439,532	345,348	245,771	352,460
Total Expenditures	**2,307,243**	**2,091,170**	**1,262,237**	**2,169,049**
Total Ending Balance	**1,806,443**	**2,365,171**	**3,194,104**	**3,795,599**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,806,443	2,365,171	3,194,104	3,795,599
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Workers' Compensation Fund Overview

The Workers Compensation Fund is used to account for the City's self-insured workers compensation program.
The Workers Compensation Fund is a non-major fund.

Revenue Detail
Workers' Compensation Fund
16

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
CITY EXPENSE REIMBURSEMENTS	319,018	322,825	338,966
REFUNDS	26,599	27,796	29,047
INTEREST & INVESTMENT INCOME	12,588	10,715	10,983
Total External Sources	**358,205**	**361,336**	**378,996**
TFR FROM GENERAL OPERATING FUND	2,105,780	2,200,540	2,299,564
TFR FROM PARKING FUND	13,300	13,898	14,524
TFR FROM SEWER IMPROVEMENT FUND	48,765	50,960	53,253
TFR FROM COMMUNITY DEVELOPMENT FUND	4,433	4,633	4,841
TFR FROM METCAD FUND	4,433	4,633	4,841
TFR FROM FLEET SERVICES FUND	13,300	13,898	14,524
Total Interfund Transfers	**2,190,011**	**2,288,562**	**2,391,547**
Total	**2,548,216**	**2,649,898**	**2,770,543**

Stormwater Management
Fund Statement
21

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**1,364,802**	**2,840,199**	**2,840,199**	**114,939**
Revenues				
Revenue Transfers	5,256,072	3,723,610	3,686,247	3,812,459
Revenues	2,474,632	4,691,908	4,659,687	4,577,624
Total Revenues	**7,730,704**	**8,415,518**	**8,345,934**	**8,390,083**
Expenditures				
Capital Expenses	1,667,290	4,561,416	4,851,049	1,803,681
Commodities	317	8,000	8,000	5,000
Contractual Services	863,479	2,651,957	2,166,167	2,575,146
Expenditure Transfers	3,815,965	3,922,243	4,045,978	4,046,535
Total Expenditures	**6,347,051**	**11,143,616**	**11,071,194**	**8,430,362**
Total Ending Balance	**2,748,455**	**112,101**	**114,939**	**74,660**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	2,748,455	112,101	114,939	74,660
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Stormwater Management Fund Overview

The Stormwater Management Fund is used to provide a funding source for maintenance and rehabilitation of the Boneyard Creek and all related storm, sewer and drainage facilities, as well as funding other city drainage improvements.

Revenue Detail
Stormwater Management Fund
21

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
PROPERTY TAXES	1,349,924	1,342,625	1,349,339
STORMWATER FEES	19,041	0	0
STORMWATER UTILITY FEE	339,338	2,770,780	2,770,780
SALE OF CITY PROPERTY	12,500	0	0
CITY EXPENSE REIMBURSEMENTS	16,000	20,163	17,600
CITY EXPENSE RIBE - SPECIFIC	0	1,025	1,025
CITY EXPENSE RIBE - OTHER SPECIFIC	1,327	1,538	1,538
REFUNDS	398,822	414,999	410,644
INTEREST & INVESTMENT INCOME	19,716	12,466	12,498
INTERGOVERNMENTAL REVENUES-STATE	317,964	0	0
INTERGOVERNMENTAL REVENUES-FEDERAL	0	88,215	0
INTERGOVERNMENTAL REVENUES	0	7,876	14,200
Total External Services	2,474,632	4,659,687	4,577,624
TFR FROM GENERAL OPERATING FUND	3,656,072	3,686,247	3,812,459
TFR FROM CAPITAL IMPROVEMENTS FUND	1,600,000	0	0
Total Interfund Transfers	5,256,072	3,686,247	3,812,459
Total	7,730,704	8,345,934	8,390,083

Motor Fuel Tax
Fund Statement
22

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**13,445,196**	**7,563,270**	**7,563,270**	**869,561**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	2,480,064	3,688,988	3,797,243	2,570,640
Total Revenues	**2,480,064**	**3,688,988**	**3,797,243**	**2,570,640**
Expenditures				
Capital Expenses	7,144,532	9,235,789	9,279,591	1,930,999
Commodities	0	0	0	0
Contractual Services	803,051	1,036,896	888,854	233,552
Expenditure Transfers	414,408	296,916	322,507	247,196
Total Expenditures	**8,361,990**	**10,569,601**	**10,490,952**	**2,411,747**
Total Ending Balance	**7,563,270**	**682,657**	**869,561**	**1,028,454**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	7,563,270	682,657	869,561	1,028,454
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

State-shared Motor Fuel Tax Fund Overview

The State-shared Motor Fuel Tax Fund is used to account for the revenues received from the City's allocation of state gasoline taxes and the expenditures for street construction and maintenance, which must be authorized by the Illinois Department of Transportation.

Revenue Detail
State-shared Motor Fuel Tax Fund
22

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
MOTOR FUEL TAX	2,357,879	2,428,951	2,366,560
CITY EXPENSE REIMBURSEMENTS	4,713	0	0
INTEREST & INVESTMENT INCOME	85,705	30,000	30,075
INTERGOVERNMENTAL REVENUES-STATE	31,767	1,310,292	146,005
INTERGOVERNMENTAL REVENUES	0	28,000	28,000
Total External Sources	**2,480,064**	**3,797,243**	**2,570,640**
Total	**2,480,064**	**3,797,243**	**2,570,640**

Capital Improvements
Fund Statement
23

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**2,958,564**	**2,184,818**	**2,184,818**	**502,635**
Revenues				
Revenue Transfers	4,256,542	4,286,081	3,979,426	4,410,631
Revenues	5,918,091	9,602,499	7,151,398	964,061
Total Revenues	**10,174,633**	**13,888,580**	**11,130,824**	**5,374,692**
Expenditures				
Capital Expenses	7,470,929	13,267,640	9,607,538	3,452,487
Commodities	48,708	376,676	277,077	121,626
Contractual Services	1,288,888	2,655,833	2,256,144	1,176,935
Expenditure Transfers	2,139,853	701,903	672,248	736,536
Total Expenditures	**10,948,378**	**17,002,052**	**12,813,007**	**5,487,584**
Total Ending Balance	**2,184,818**	**(928,654)**	**502,635**	**389,743**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	2,184,818	0	502,635	389,743
Assigned	0	0	0	0
Unassigned	**0**	**(928,654)**	**0**	**0**

Comments:

Capital Improvements Fund Overview

The Capital Improvements Fund accounts for all resources used for the acquisition of capital assets by the City except those financed by Proprietary Funds or accounted for in another capital projects fund. The City's management has chosen to present this fund as major due to its general importance to the overall operation of the City.

Revenue Detail
Capital Improvements Fund
23

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
PROPERTY TAXES	965,064	950,109	954,860
SALE OF CITY PROPERTY	26,052	0	0
CITY EXPENSE REIMBURSEMENTS	4,751,606	5,149,956	0
INTEREST & INVESTMENT INCOME	8,756	9,178	9,201
INTERGOVERNMENTAL REVENUES-STATE	164,113	6,413	0
INTERGOVERNMENTAL REVENUES - FEDERAL	2,500	2,500	0
INTERGOVERNMENTAL REVENUES	0	1,033,242	0
Total External Sources	**5,918,091**	**7,151,398**	**964,061**
TFR FROM GENERAL OPERATING FUND	4,256,542	3,979,426	4,410,631
Total Interfund Transfers	**4,256,542**	**3,979,426**	**4,410,631**
Total	**10,174,633**	**11,130,824**	**5,374,692**

Library Improvement
Fund Statement
24

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**127,283**	**127,478**	**127,478**	**129,011**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	424,428	421,782	422,722	422,961
Total Revenues	**424,428**	**421,782**	**422,722**	**422,961**
Expenditures				
Capital Expenses	0	0	0	0
Contractual Services	340	0	0	0
Expenditure Transfers	423,893	421,189	421,189	422,341
Total Expenditures	**424,233**	**421,189**	**421,189**	**422,341**
Total Ending Balance	**127,478**	**128,071**	**129,011**	**129,631**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	127,478	128,071	129,011	129,631
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Library Improvement Fund Overview

The Library Improvement Fund is used to provide a funding source for maintenance and capital improvement activities for the Champaign Public Library. The Library Improvement Fund is a non-major fund.

Revenue Detail
Library Improvement Fund
24

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
PROPERTY TAXES	422,950	422,104	422,341
CITY EXPENSE REIMBURSEMENTS	0	0	0
INTEREST & INVESTMENT INCOME	1,478	618	620
Total External Sources	**424,428**	**422,722**	**422,961**
Total	**424,428**	**422,722**	**422,961**

Local Motor Fuel Tax
Fund Statement
29

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**0**	**1,040,385**	**1,040,385**	**60,725**
Revenues				
Revenues	1,256,224	1,251,723	1,122,679	1,184,227
Total Revenues	**1,256,224**	**1,251,723**	**1,122,679**	**1,184,227**
Expenditures				
Capital Expenses	0	1,730,526	1,685,526	310,000
Contractual Services	312,609	338,776	338,776	90,000
Expenditure Transfers	0	33,039	78,037	49,990
Total Expenditures	**312,609**	**2,102,341**	**2,102,339**	**449,990**
Total Ending Balance	**943,616**	**189,767**	**60,725**	**794,962**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	943,616	189,767	60,725	794,962
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Local Motor Fuel Tax Fund Overview

The Local Motor Fuel Tax used to account for the revenues received from the City's four cent per gallon gasoline tax. The Finance Department has estimated that a four cent per gallon motor fuel tax would generate approximately $1.5 million annually for the City. All revenue is dedicated, by ordinance, to transportation infrastructure improvements.

Revenue Detail
Local Motor Fuel Tax Fund
29

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
MOTOR FUEL TAX	1,250,852	1,118,463	1,180,000
INTEREST & INVESTMENT INCOME	5,372	4,216	4,227
Total External Sources	**1,256,224**	**1,122,679**	**1,184,227**
Total	**1,256,224**	**1,122,679**	**1,184,227**

Urban Renewal
Fund Statement
41

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**2,190,484**	**1,872,047**	**1,872,047**	**1,623,501**
Revenues				
Revenue Transfers	0	215,038	378,092	2,009,352
Revenues	912,189	947,779	941,944	1,165,037
Total Revenues	**912,189**	**1,162,817**	**1,320,036**	**3,174,389**
Expenditures				
Capital Expenses	719,560	1,368,385	968,385	2,066,752
Commodities	58,163	66,900	62,906	97,501
Contractual Services	105,495	1,107,750	143,546	1,470,477
Expenditure Transfers	347,409	406,411	393,745	498,186
Total Expenditures	**1,230,626**	**2,949,446**	**1,568,582**	**4,132,916**
Total Ending Balance	**1,872,047**	**85,418**	**1,623,501**	**664,974**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,872,047	85,418	1,623,501	664,974
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Urban Renewal Fund Overview

The Urban Renewal Fund is used to account for a portion of the revenues derived from a tax on utility usage to fund the construction and rehabilitation of capital improvements and housing projects, which eliminate blight and conditions of deterioration throughout the City. The Urban Renewal Fund is a non-major fund.

Revenue Detail
Urban Renewal Fund
41

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
UTILITY TAXES	890,776	935,306	939,982
CITY EXPENSE REIMBURSEMENTS	0	0	218,400
INTEREST & INVESTMENT INCOME	17,413	6,638	6,655
DONATIONS AND CONTRIBUTIONS	4,000	0	0
Total External Sources	912,189	941,944	1,165,037
TFR FROM COMMUNITY DEVELOPMENT FUND	0	90,416	1,844,766
TFR FROM ARRA GRANT FUND 42 (CLOSED)	0	936	0
TFR FROM UDAG	0	286,740	164,586
Total Interfund Transfers	0	378,092	2,009,352
Total	912,189	1,320,036	3,174,389

ARRA Grant
Fund Statement
42

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**(1,221,758)**	**936**	**936**	**0**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	1,652,627	0	0	0
Total Revenues	**1,652,627**	**0**	**0**	**0**
Expenditures				
Capital Expenses	2,331	0	0	0
Contractual Services	309,542	0	0	0
Expenditure Transfers	118,060	0	936	0
Total Expenditures	**429,932**	**0**	**936**	**0**
Total Ending Balance	**936**	**936**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**936**	**936**	**0**	**0**

Comments:

American Recovery and Revitalization Act Fund Overview

The ARRA Grant Fund is used to account for the revenues of the Community Development Block Grant received from stimulus funding provided by the American Recovery and Revitalization Act. Similar to the Community Development Fund, these funds are used to preserve the City's housing stock and to eliminate blight, primarily for the benefit of citizens with low to moderate incomes. The ARRA Grant Fund is a non-major fund.

Revenue Detail
ARRA Fund
42

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
CITY EXPENSE REIMBURSEMENTS	**10**	**0**	**0**
ARRA GRANT FUNDS	**1,652,617**	**0**	**0**
Total External Sources	**1,652,627**	**0**	**0**
Total	**1,652,627**	**0**	**0**

Urban Development Action Grant
Fund Statement
43

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**861,697**	**802,429**	**802,429**	**309,878**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	245,089	319,191	282,154	194,486
Total Revenues	**245,089**	**319,191**	**282,154**	**194,486**
Expenditures				
Contractual Services	292,746	1,124,870	430,273	388,421
Expenditure Transfers	11,612	57,691	344,432	189,586
Total Expenditures	**304,357**	**1,182,561**	**774,705**	**578,007**
Total Ending Balance	**802,429**	**(60,941)**	**309,878**	**(73,643)**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	802,429	0	309,878	0
Assigned	0	0	0	0
Unassigned	**0**	**(60,941)**	**0**	**(73,643)**

Comments:

Urban Development Action Grant Fund Overview

The Urban Development Action Grant Fund is used to account for the revenues received under the Urban Development Action Grant Program. These funds are used to promote economic development and neighborhood conservation and revitalization through activities designed to benefit low and moderate-income persons. The Urban Development Action Grant Fund is a non-major fund.

Revenue Detail
Urban Development Action Grant Fund
43

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
CITY RENTAL INCOME	2,400	2,400	2,400
SALE OF CITY PROPERTY	0	88,668	0
REFUNDS	0	10,000	10,000
INTEREST & INVESTMENT INCOME	7,672	8,000	9,000
I/G REVENUES--HOME CONSORTIUM	227,505	164,586	164,586
HOMEOWNER REHAB LOAN PAYMENTS-PRINCIPAL	7,512	8,000	8,000
HOMEOWNER REHAB LOAN PAYMENTS-INTEREST	0	500	500
Total External Sources	**245,089**	**282,154**	**194,486**
Total	**245,089**	**282,154**	**194,486**

Downtown TIF
Fund Statement
44

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**478,685**	**1,075,857**	**1,075,857**	**1,194,000**
Revenues				
Revenues	1,978,802	1,655,611	1,690,831	1,710,564
Total Revenues	**1,978,802**	**1,655,611**	**1,690,831**	**1,710,564**
Expenditures				
Capital Expenses	0	62,000	30,000	0
Commodities	0	0	0	0
Contractual Services	1,014,528	1,534,772	1,171,386	817,936
Expenditure Transfers	367,102	368,102	371,302	1,372,602
Total Expenditures	**1,381,630**	**1,964,874**	**1,572,688**	**2,190,538**
Total Ending Balance	**1,075,858**	**766,594**	**1,194,000**	**714,026**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,075,858	766,594	1,194,000	714,026
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Downtown TIF Fund Overview

The Downtown TIF Fund is used to account for the revenues derived from the property tax on increased assessed valuation of property in the City's downtown area. Established in 1981 under the Real Property Tax Increment Redevelopment Act, the funds are used within the City for capital improvement projects, grants for businesses and other revitalization activities aimed at reducing or eliminating blighted conditions. The Downtown TIF Fund is a non-major fund.

Revenue Detail
Downtown TIF Fund
44

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
PROPERTY TAXES	1,971,961	1,685,665	1,705,385
INTEREST & INVESTMENT INCOME	6,841	5,166	5,179
Total External Sources	**1,978,802**	**1,690,831**	**1,710,564**
Total	**1,978,802**	**1,690,831**	**1,710,564**

E. University Ave. TIF
Fund Statement
45

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**1,514,723**	**1,617,600**	**1,617,600**	**1,474,456**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	198,928	190,317	178,906	173,650
Total Revenues	**198,928**	**190,317**	**178,906**	**173,650**
Expenditures				
Capital Expenses	0	200,000	0	200,000
Commodities	0	0	0	0
Contractual Services	80,581	382,574	287,750	255,150
Expenditure Transfers	15,470	9,000	34,300	6,500
Total Expenditures	**96,051**	**591,574**	**322,050**	**461,650**
Total Ending Balance	**1,617,600**	**1,216,343**	**1,474,456**	**1,186,456**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,617,600	1,216,343	1,474,456	1,186,456
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

E. University Avenue TIF Fund Overview

The East University Avenue TIF Fund is used to account for incremental property tax revenues from properties located in the East University Avenue area. Established in 1986, the City's second Tax Increment Financing District's funds are being used to reduce or eliminate blight in the East University Avenue area and provide grants for businesses. The East University Avenue TIF Fund is a non-major fund.

Revenue Detail
E. University Avenue TIF Fund
45

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2013/14 Budget
PROPERTY TAXES	**184,591**	**172,000**	**166,727**
INTEREST & INVESTMENT INCOME	**14,337**	**6,906**	**6,923**
Total External Sources	**198,928**	**178,906**	**173,650**
Total	**198,928**	**178,906**	**173,650**

Food & Beverage Tax
Fund Statement
47

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**4,302,497**	**4,870,479**	**4,870,479**	**4,374,394**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	746,276	761,142	725,644	746,746
Total Revenues	**746,276**	**761,142**	**725,644**	**746,746**
Expenditures				
Capital Expenses	0	0	0	0
Contractual Services	121,871	1,231,313	1,143,385	580,148
Expenditure Transfers	56,424	75,061	78,344	89,653
Total Expenditures	**178,295**	**1,306,374**	**1,221,729**	**669,801**
Total Ending Balance	**4,870,479**	**4,325,247**	**4,374,394**	**4,451,339**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	4,870,479	4,325,247	4,374,394	4,451,339
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Food & Beverage Tax Fund Overview

The Food and Beverage Tax Fund is used to account for a portion of the revenues derived from a 0.5 percent tax on food and alcoholic beverages for immediate consumption. Revenues are used to fund infrastructure and building improvements in the University of Illinois Campustown area. The Food and Beverage Tax Fund is a non-major fund.

Revenue Detail
Food & Beverage Tax Fund
47

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
OTHER TAXES	704,877	708,792	729,852
CITY EXPENSE REIMBURSEMENTS	0	0	0
INTEREST & INVESTMENT INCOME	41,399	16,852	16,894
Total External Sources	**746,276**	**725,644**	**746,746**
Total	**746,276**	**725,644**	**746,746**

North Campustown Redevelopment TIF
Fund Statement
48

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**118,717**	**351,876**	**351,876**	**(314,347)**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	923,342	792,301	783,227	781,240
Total Revenues	**923,342**	**792,301**	**783,227**	**781,240**
Expenditures				
Capital Expenses	0	620,000	620,000	0
Contractual Services	13,252	190,000	190,000	60,400
Expenditure Transfers	676,931	639,450	639,450	300,050
Total Expenditures	**690,183**	**1,449,450**	**1,449,450**	**360,450**
Total Ending Balance	**351,876**	**(305,273)**	**(314,347)**	**106,443**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	351,876	0	0	106,443
Assigned	0	0	0	0
Unassigned	**0**	**(305,273)**	**(314,347)**	**0**

Comments:

North Campustown Redevelopment TIF Fund Overview

The North Campus Area TIF District Fund is used to account for incremental property tax revenues from properties located in the North Campus Area Tax Increment Financing (TIF) District. Established in 2002, the City's third TIF District's funds are being used to reduce or eliminate blight in the North Campustown area and provide grants for businesses. The North Campus Area TIF District Fund is a non-major fund.

Revenue Detail
North Campustown Redevelopment TIF Fund
48

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
PROPERTY TAXES	920,352	781,489	779,498
INTEREST & INVESTMENT INCOME	2,990	1,738	1,742
Total External Resources	**923,342**	**783,227**	**781,240**
Total	**923,342**	**783,227**	**781,240**

North Mattis Avenue TIF
Fund Statement
49

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenues	0	0	0	20,858
Total Revenues	**0**	**0**	**0**	**20,858**
Expenditures				
Contractual Services	0	0	0	20,858
Total Expenditures	**0**	**0**	**0**	**20,858**
Total Ending Balance	**0**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

North Mattis Avenue TIF Fund Overview

The North Mattis Avenue TIF was adopted on February 11, 2014 by City Council to assist in the construction of a 730,000 Kraft Warehouse project on the former AC Humko site. This $38 million warehouse will allow for the expansion of operations at the adjacent Kraft plant while increasing jobs and competitiveness of the Kraft facility. Additionally, Mattis Avenue right-of-way, the Wirco plant, and Glen Park are included in the TIF boundaries in an attempt in further other improvements and redevelopment to the area.

Revenue Detail
North Mattis Avenue TIF Fund
49

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
PROPERTY TAXES	0	0	20,858
Total External Resources	**0**	**0**	**20,858**
Total	**0**	**0**	**20,858**

Vehicle Replacement
Fund Statement
60

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**3,807,104**	**4,255,113**	**4,255,113**	**2,445,793**
Revenues				
Revenue Transfers	1,320,547	1,359,249	1,560,340	1,594,172
Revenues	68,685	255,000	250,000	165,000
Total Revenues	**1,389,232**	**1,614,249**	**1,810,340**	**1,759,172**
Expenditures				
Capital Expenses	889,281	5,219,420	3,587,711	2,258,382
Expenditure Transfers	51,942	31,949	31,949	37,381
Total Expenditures	**941,223**	**5,251,369**	**3,619,660**	**2,295,763**
Total Ending Balance	**4,255,113**	**617,993**	**2,445,793**	**1,909,202**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	4,255,113	617,993	2,445,793	1,909,202
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Vehicle Replacement Fund Overview

The Vehicle Replacement Fund is used to account for the resources allocated to provide a source of capital funds to replace vehicles on a timely schedule. The Vehicle Replacement Fund is a non-major fund.

Revenue Detail
Vehicle Replacement Fund
60

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
SALE OF CITY PROPERTY	33,543	215,000	130,000
INTEREST & INVESTMENT INCOME	35,143	35,000	35,000
Total External Sources	**68,686**	**250,000**	**165,000**
TFR FROM GENERAL OPERATING FUND	1,152,389	1,370,035	1,401,687
TFR FROM PARKING FUND	20,988	21,303	21,623
TFR FROM SEWER IMPROVEMENT FUND	93,668	95,073	96,499
TFR FROM COMMUNITY DEVELOPMENT FUND	2,590	2,630	2,669
TFR FROM ENVIRONMENTAL SERVICES FUND	2,332	2,367	2,402
TFR FROM FLEET SERVICES FUND	7,644	7,758	7,875
TFR FROM RETAINED RISK FUND	0	45,000	45,000
TFR FROM STORMWATER MANAGEMENT FUND	25,000	0	0
TFR FROM NARCOTICS FORFEITURES FUND	15,935	16,174	16,417
Total Interfund Transfers	**1,320,546**	**1,560,340**	**1,594,172**
Total	**1,389,232**	**1,810,340**	**1,759,172**

Capital Equipment Replacement Fund Statement
61

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**3,855,289**	**3,962,817**	**3,962,817**	**3,577,383**
Revenues				
Revenue Transfers	700,062	1,091,660	1,091,660	896,428
Revenues	35,161	0	0	0
Total Revenues	**735,223**	**1,091,660**	**1,091,660**	**896,428**
Expenditures				
Capital Expenses	627,695	2,276,737	1,051,584	1,879,346
Contractual Services	0	0	0	0
Expenditure Transfers	0	510	425,510	68,633
Total Expenditures	**627,695**	**2,277,247**	**1,477,094**	**1,947,979**
Total Ending Balance	**3,962,817**	**2,777,230**	**3,577,383**	**2,525,832**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	3,962,817	2,777,230	3,577,383	2,525,832
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Capital Equipment Replacement Fund Overview

The Equipment Replacement Fund is used to account for the resources allocated to provide funding for the long-term replacement program for major capital equipment, other than vehicles, owned and operated by the City. The Equipment Replacement Fund is a non-major fund.

Revenue Detail
Capital Equipment Replacement Fund
61

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
CITY FRANCHISE FEES	0	0	0
SALE OF CITY PROPERTY	0	0	0
INTEREST & INVESTMENT INCOME	35,161	0	0
Total External Sources	35,161	0	0
TFR FROM GENERAL OPERATING FUND	662,570	1,052,725	857,470
TFR FROM PARKING FUND	23,580	25,000	25,000
TFR FROM SEWER IMPROVEMENT FUND	2,317	2,340	2,363
TFR FROM COMMUNITY DEVELOPMENT FUND	652	652	652
TFR FROM ENVIRONMENTAL SERVICES FUND	1,229	1,229	1,229
TFR FROM FLEET SERVICES FUND	4,724	4,724	4,724
TFR FROM STORMWATER MANAGEMENT FUND	4,990	4,990	4,990
Total Interfund Transfers	700,062	1,091,660	896,428
Total	735,223	1,091,660	896,428

METCAD Emergency Telephone Fund Statement 62

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	1,997,454	1,916,000	1,898,609	1,845,000
Revenues	2,730	1,072	924	926
Total Revenues	**2,000,184**	**1,917,072**	**1,899,533**	**1,845,926**
Expenditures				
Expenditure Transfers	2,000,108	1,917,072	1,899,533	1,845,926
Total Expenditures	**2,000,108**	**1,917,072**	**1,899,533**	**1,845,926**
Total Ending Balance	**76**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**76**	**0**	**0**	**0**

Comments:

Revenue Detail
METCAD Emergency Telephone Fund
62

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
INTEREST & INVESTMENT INCOME	2,730	924	926
Total External Sources	**2,730**	**924**	**926**
TFR FROM EMERGENCY TELEPHONE SYSTEM FUND	1,997,454	1,898,609	1,845,000
Total Interfund Transfers	**1,997,454**	**1,898,609**	**1,845,000**
Total	**2,000,184**	**1,899,533**	**1,845,926**

Foreign Fire Insurance
Fund Statement
63

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**181,611**	**171,410**	**171,410**	**160,726**
Revenues				
Revenues	103,862	105,956	114,647	115,000
Total Revenues	**103,862**	**105,956**	**114,647**	**115,000**
Expenditures				
Capital Expenses	0	0	0	0
Commodities	98,012	75,831	75,831	84,690
Contractual Services	16,051	24,500	24,500	27,000
Personnel Services	0	25,000	25,000	20,000
Total Expenditures	**114,063**	**125,331**	**125,331**	**131,690**
Total Ending Balance	**171,410**	**152,035**	**160,726**	**144,036**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	171,410	152,035	160,726	144,036
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Foreign Fire Insurance Fund Overview

The Foreign Fire Insurance Tax Fund is used to account for the revenues from a tax on fire insurance policies sold by foreign (out of state) insurance companies, and to account for the expenditures of those revenues for the operation and maintenance of the fire department. The Foreign Fire Insurance Tax Fund is a non-major fund.

Revenue Detail
Foreign Fire Insurance Fund
63

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
OTHER TAXES	102,057	112,647	113,000
INTEREST & INVESTMENT INCOME	1,805	2,000	2,000
Total External Sources	**103,862**	**114,647**	**115,000**
Total	**103,862**	**114,647**	**115,000**

Local Narcotics Forfeitures
Fund Statement
64

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**212,860**	**125,157**	**125,157**	**87,126**
Revenues				
Revenues	108,894	151,326	152,000	152,000
Total Revenues	**108,894**	**151,326**	**152,000**	**152,000**
Expenditures				
Commodities	72,393	53,382	53,382	37,778
Contractual Services	71,594	84,254	85,044	37,633
Expenditure Transfers	52,609	51,605	51,605	56,393
Total Expenditures	**196,596**	**189,241**	**190,031**	**131,804**
Total Ending Balance	**125,158**	**87,242**	**87,126**	**107,322**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	125,158	87,242	87,126	107,322
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Local Narcotics Forfeitures Fund Overview

The Narcotics Forfeitures Fund is used to account for the revenues generated through street enforcement action against suspected and known drug dealers and users. Through declaration of the court, money or property seized during enforcement action is forfeited to the City and is used for the enforcement of the Cannabis Control Act and the Controlled Substance Act. The Narcotics Forfeitures Fund is a non-major fund.

Revenue Detail
Local Narcotics Forfeitures Fund
64

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
LOCAL NARCOTICS FORFEITURES	**104,904**	**75,000**	**75,000**
FEDERAL EQUITABLE SHARED FUNDS	**2,110**	**75,000**	**75,000**
INTEREST & INVESTMENT INCOME	**1,881**	**2,000**	**2,000**
Total External Sources	**108,895**	**152,000**	**152,000**
Total	**108,895**	**152,000**	**152,000**

METCAD Equipment Replacement Fund Statement
65

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**2,702,547**	**3,047,949**	**3,047,949**	**2,317,137**
Revenues				
Revenue Transfers	490,000	490,000	490,000	362,662
Revenues	25,432	14,974	10,887	10,000
Total Revenues	**515,432**	**504,974**	**500,887**	**372,662**
Expenditures				
Capital Expenses	170,030	1,581,707	1,231,699	1,505,000
Commodities	0	0	0	0
Total Expenditures	**170,030**	**1,581,707**	**1,231,699**	**1,505,000**
Total Ending Balance	**3,047,949**	**1,971,216**	**2,317,137**	**1,184,799**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	3,047,949	1,971,216	2,317,137	1,184,799
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Revenue Detail
METCAD Equipment Replacement Fund
65

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
INTEREST & INVESTMENT INCOME	25,432	10,887	10,000
Total External Sources	**25,432**	**10,887**	**10,000**
TFR FROM METCAD FUND	490,000	490,000	362,662
Total Interfund Transfers	**490,000**	**490,000**	**362,662**
Total	**515,432**	**500,887**	**372,662**

Bond & Interest
Fund Statement
70

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**4,038,989**	**4,817,373**	**4,817,373**	**4,603,762**
Revenues				
Revenue Transfers	6,052,788	5,847,244	6,171,671	5,532,030
Revenues	35,248	35,100	24,720	24,450
Total Revenues	**6,088,036**	**5,882,344**	**6,196,391**	**5,556,480**
Expenditures				
Contractual Services	5,080,108	6,031,763	6,410,002	5,880,340
Expenditure Transfers	229,543	0	0	0
Total Expenditures	**5,309,652**	**6,031,763**	**6,410,002**	**5,880,340**
Total Ending Balance	**4,817,373**	**4,667,954**	**4,603,762**	**4,279,903**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	4,817,373	4,667,954	4,603,762	4,279,903
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**(1)**

Comments:

Revenue Detail
Bond & Interest Fund
70

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
INTEREST & INVESTMENT INCOME	10,971	5,840	4,490
2004A INTEREST & INVESTMENT INCOME	318	0	0
2004B INTEREST & INVESTMENT INCOME	967	0	0
2005 INTEREST & INVESTMENT INCOME	12,674	7,500	7,840
36004 - Missing Account (recreated during data import)	2,783	4,210	4,930
36005 - Missing Account (recreated during data import)	7,535	7,170	7,190
Total External Sources	35,248	24,720	24,450
TFR FROM GENERAL OPERATING FUND	2,331,775	2,420,958	2,172,277
TFR FROM STORMWATER MANAGEMENT FUND	2,637,663	2,635,363	2,541,803
TFR FROM CAPITAL IMPROVEMENTS FUND	406,419	475,900	517,900
TFR FROM NORTH CAMPUSTOWN TIF	676,931	639,450	300,050
Total Interfund Transfers	6,052,788	6,171,671	5,532,030
Total	6,088,036	6,196,391	5,556,480

Series 2012 Advance Refunding
Fund Statement
78

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	229,543	0	0	0
Revenues	10,089,108	0	0	0
Total Revenues	**10,318,652**	**0**	**0**	**0**
Expenditures				
Contractual Services	316,551	0	0	0
Total Expenditures	**316,551**	**0**	**0**	**0**
Total Ending Balance	**10,002,101**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	10,002,101	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Revenue Detail
Series 2012 Advance Refunding Fund
78

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
INTEREST & INVESTMENT INCOME	**192**	**0**	**0**
BOND PROCEEDS	**9,900,000**	**0**	**0**
ACCRUED INT. & REOFFERING PREMIUM	**188,917**	**0**	**0**
Total External Sources	**10,089,109**	**0**	**0**
TFR FROM BOND & INTEREST FUND	**229,543**	**0**	**0**
Total Interfund Transfers	**229,543**	**0**	**0**
Total	**10,318,652**	**0**	**0**

Emergency Telephone System
Fund Statement
80

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenues	2,029,561	1,955,000	1,932,209	1,845,000
Total Revenues	**2,029,561**	**1,955,000**	**1,932,209**	**1,845,000**
Expenditures				
Contractual Services	37,934	39,000	33,600	0
Expenditure Transfers	1,997,454	1,916,000	1,898,609	1,845,000
Total Expenditures	**2,035,388**	**1,955,000**	**1,932,209**	**1,845,000**
Total Ending Balance	**(5,828)**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**(5,828)**	**0**	**0**	**0**

Comments:

Revenue Detail
Emergency Telephone System Fund
80

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
UTILITY TAXES	2,029,561	1,932,209	1,845,000
Total External Sources	**2,029,561**	**1,932,209**	**1,845,000**
Total	**2,029,561**	**1,932,209**	**1,845,000**

Library Tax Account
Fund Statement
81

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	250,000	500,000	500,000	0
Revenues	6,007,653	5,995,144	5,981,235	5,973,573
Total Revenues	**6,257,653**	**6,495,144**	**6,481,235**	**5,973,573**
Expenditures				
Expenditure Transfers	6,259,512	6,495,144	6,481,235	5,973,573
Total Expenditures	**6,259,512**	**6,495,144**	**6,481,235**	**5,973,573**
Total Ending Balance	**(1,859)**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**(1,859)**	**0**	**0**	**0**

Comments:

Library Tax Account Fund Overview

The Champaign Public Library Fund is used to account for the operations and maintenance of the public library within the City of Champaign.

Revenue Detail
Library Tax Account Fund
81

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
PROPERTY TAXES	5,922,000	5,886,614	5,878,952
INCOME TAXES	85,653	93,106	93,106
INTEREST & INVESTMENT INCOME	0	1,515	1,515
Total External Sources	**6,007,653**	**5,981,235**	**5,973,573**
TFR FROM GENERAL OPERATING FUND	250,000	500,000	0
Total Interfund Transfers	**250,000**	**500,000**	**0**
Total	**6,257,653**	**6,481,235**	**5,973,573**

Police Pension
Fund Statement
96

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	4,327,098	4,638,234	4,525,159	5,006,496
Total Revenues	**4,327,098**	**4,638,234**	**4,525,159**	**5,006,496**
Expenditures				
Expenditure Transfers	4,327,098	4,638,234	4,525,159	5,006,496
Total Expenditures	**4,327,098**	**4,638,234**	**4,525,159**	**5,006,496**
Total Ending Balance	**0**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Police Pension Fund Overview

The Police Pension Fund is used to account for the accumulation of resources to be used for retirement annuity payments to sworn officers on the police force at appropriate amounts and times in the future. Resources are contributed by employees at rates fixed by law and by the City at amounts determined by an annual actuarial study.

Revenue Detail
Police Pension Fund
96

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
TFR FROM GENERAL OPERATING FUND	4,327,098	4,525,159	5,006,496
Total Interfund Transfers	**4,327,098**	**4,525,159**	**5,006,496**
Total	**4,327,098**	**4,525,159**	**5,006,496**

Fire Pension
Fund Statement
97

	FY12/13 Actual	FY13/14 Budget	FY13/14 Estimate	FY14/15 Budget
Beginning Balance	**59,701,885**	**65,623,390**	**65,623,390**	**68,965,576**
Revenues				
Revenue Transfers	4,429,306	4,518,392	4,468,040	4,412,134
Revenues	5,894,803	3,750,000	3,765,296	3,750,000
Total Revenues	**10,324,109**	**8,268,392**	**8,233,336**	**8,162,134**
Expenditures				
Commodities	0	1,000	1,000	0
Contractual Services	4,346,500	4,535,150	4,890,150	4,538,000
Total Expenditures	**4,346,500**	**4,536,150**	**4,891,150**	**4,538,000**
Total Ending Balance	**65,679,494**	**69,355,632**	**68,965,576**	**72,589,710**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	65,679,494	69,355,632	68,965,576	72,589,710
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Fire Pension Fund Overview

The Firefighters' Pension Fund is used to account for the accumulation of resources to be used for retirement annuity payments to sworn officers of the fire department at appropriate amounts and times in the future. Resources are contributed by employees at rates fixed by law and by the City at amounts determined by an annual actuarial study.

Revenue Detail
Fire Pension Fund
97

Account Description	FY2012/13 Actual	FY2013/14 Revised	FY2014/15 Budget
MISCELLANEOUS	38,765	15,296	0
INTEREST & INVESTMENT INCOME	1,125,321	1,250,000	1,250,000
INVESTMENT APPRECIATION/(DEPRECIATION)	4,730,716	2,500,000	2,500,000
Total External Sources	**5,894,802**	**3,765,296**	**3,750,000**
TFR FROM GENERAL OPERATING FUND	3,752,286	3,743,040	3,662,134
RETIREMENT & INSURANCE CONTRIBUTIONS	677,019	725,000	750,000
Total Interfund Transfers & Contributions	**4,429,305**	**4,468,040**	**4,412,134**
Total	**10,324,107**	**8,233,336**	**8,162,134**

City of
CHAMPAIGN

Champaign Public Library

Mission

The Champaign Public Library connects our community with the power of knowledge, the world of culture and ideas, and the joy of reading.

We support the essential role of reading for success in life and work, the need for easy and equal access to lifelong learning, and the value of enriching and inspiring experiences.

Our Values

Exceptional service
Customer convenience
Responsible stewardship
Ongoing innovation
Fostering community

Our Service Roles

Community members will find…

- Information for successful lifelong learning and everyday decisions
- A broad range of resources to encourage young readers
- Inviting spaces for learning and connecting with library resources and each other
- Easy access to the online world

Departmental Overview

Organization

The Champaign Public Library is a semi-autonomous administrative agency of the City of Champaign established in 1876. The Library is governed by the Board of Trustees of the Champaign Public Library, comprised of nine residents of Champaign, one of whom is a current member of the City Council. The trustees are appointed by the Mayor and approved by the City Council for staggered terms of three years. The Board of Trustees establishes policy for the Library and appoints the Library Director, who serves as the Library's chief executive officer.

The Library receives more than 92% of its operating funding from a property tax levy. This levy is set by the City Council, which has final approval of the Library's operating budget.

The Champaign Public Library's Administration Office is located at 200 W. Green Street. The Library's website is www.champaign.org; email address is librarian@champaign.org; phone (217) 403-2050; fax (217) 403-2053.

The Douglass Branch is located at 504 E. Grove Street; phone (217) 403-2090; fax (217) 356-9561.

Administration

The Library Director is responsible for the overall administration of the Library and provides direction for all Library functions. The Library Director currently supervises eleven department managers due to the fact that the Assistant Director position is vacant because of budget constraints.

Departments

The Accounting Manager manages Accounting Services, Purchasing Services, and Administrative Assistant Services.

The Collection Manager manages the adult and teen circulating print, eBooks, CDs, digital magazines, periodicals, and audiobook collections.

The Development Director manages all fundraising activities, coordinates all grants, works with the Foundation Board of Directors, and serves as staff liaison to the Library Friends.

The Security Manager is responsible for maintaining a safe and secure atmosphere for customers and staff at the Main Library and Douglass Branch.

Technology Services manages library-wide applications of technology, including public and staff pc's and networks, Internet access, and the shared catalog with Urbana Free Library.

Maintenance Services manages maintenance for the buildings and grounds.

Promotional Services is responsible for promoting and advertising the activities and services of the Library, producing the newsletter and other publications, managing the Library's website and social media, and maintaining a continuous program of public relations.

Adult Services provides reference, information, and reader's advisory services, programming for adults and teens, interlibrary loan and computer assistance to customers of all ages.

Circulation Services issues Library cards, checks out materials to customers, checks in and shelves all materials, collects overdue fees, provides general information.

Children's Services provides reader's advisory, information services, programming, and computer assistance for children, birth through fifth grade, and the adults who serve them.

Technical Services orders, receives, catalogs, processes, and repairs all books and other materials in the Library's collection.

Douglass Branch Library provides reader's advisory, information services, and computer assistance to customers of all ages, maintains a collection of popular materials for all ages, and provides programming for children and adults.

Key Projects in Support of Council Goals

Our City fosters quality of life for all citizens

- Maintain high quality collections that support the reading and educational needs of community members of all ages.
- Continue to develop programs and collections that help young children develop pre-reading skills and interest in reading.
- Continue to provide computer and Internet access to community members of all ages.
- Continue to develop programs of interest to families and individuals, supported by our rich collection of resources.
- Maintain outreach efforts with local schools to optimize educational opportunities at all levels.

Our City promotes economic opportunity

- Sustain efforts to provide

Our City provides first-rate services

- The Library strives to maintain its four-star rating and top 100 public library status from two library rating services by providing high-quality collections, programs and services.
- The Library works to maintain ratings of "excellent or good" by 97% of library users surveyed this past year by providing friendly, competent, personalized customer service.
- The Library makes it a priority to provide attractive, clean, well-kept, safe spaces for the public at the Main Library and Douglass Branch.

Our City is a model for environmental sustainability

- The Library preserves and maintains features of the Main Library that promote sustainability, including extensive use of natural light, a "smart" lighting system, efficient glass, sun shading structures, high efficiency HVAC systems, a white roof to reduce need for AC, and trees in parking area to reduce heat island effect.

Our City is committed to honest, transparent government

- Library board and committee meetings are open to the public. Meeting materials and budget documents are available on the Library's website.
- The Library publishes news and activities in an electronic monthly newsletter that is sent to more than 12,000 individuals and is available on the Library's website.
- The Library publishes an annual report which is available on the Library's website.

Department Baseline Service Levels, Goals and Initiatives by Activity

Administration Services (Performance Center 11-00)

Current Service Levels:

- Supervise the daily operations of the Library.
- Provide personnel and Equal Employment Opportunity services.
- Manage overall, library-wide collection development activities.
- Coordinate the Library's planning process.
- Manage the Library's accounting functions, including accounts receivable, accounts payable, and investments.
- Prepare and monitor the Library's budget.
- Measure and report on the activity and growth of the Library by collecting and maintaining accurate records (financial, statistical, etc.), monthly and annually.
- Maintain the fixed-assets inventory, adding new receipts, within seven days of purchase.
- Provide a safe environment in all facilities by using security staff and well-trained Library staff to monitor facilities on an ongoing basis and responding promptly to prevent incidents involving the Library's Rules of Conduct and/or the personal safety of customers and/or employees.
- Provide a clean, safe, and attractive public institution by maintaining the Library's buildings and grounds of 122,000 square feet for the Main Library; 6,000 square feet for the Douglass Branch Library.
- Promote and advertise the activities and services of the Library by maintaining a continuous program of public relations by issuing news releases, posting Library events on local media calendars, updating the Library website, social media, and lobby video screens.
- Disseminate information by and about the Library and its resources and services by publishing 12 issues of a Library email newsletter annually.
- Facilitate internal communications and access to Library documents and information through a regularly updated staff Intranet.

- Identify Library service points and collections with architectural and graphic consistency and in a thematic, unified, and aesthetically appealing manner by coordinating a library-wide signage program.
- Manage and maintain library-wide technology, including 24 servers, 19 service desk computers, 105 staff computers, 108 public computers, 30 catalog stations, 18 circulating Kindles, and six support computers.
- Manage library-wide applications of technology, including maximizing the use of the local-area network and maintaining connectivity with the City in order to continue to use the City payroll, email, and City's financial software for Fund 24.
- Manage the Library catalog system, shared with Urbana Free Library, including providing staff support for system administration and maintenance of nine dedicated servers.
- Work with the Champaign Public Library Foundation and Friends to manage an ongoing fundraising program targeting specific service needs and building the endowment fund for collections and programs.
- Strengthen programming and collections by seeking grant opportunities and sponsorships.

Departmental Goals and New Initiatives:

- Enhance the quality of life in the City by providing its citizens with consistently top quality, forward looking, responsive, and technologically innovative services targeting all income and educational levels.
- Maintain our position among the top tier of libraries nationally and our designation as a Library Journal "Star" Library.
- Implement activities and goals outlined in the 2013-2014 Strategic Plan; evaluate effectiveness of the plan by reporting accomplishments annually and updating as needed.
- Monitor staffing levels and implement adjustments based on changing use patterns, budget constraints, and developing needs especially in the areas of circulation support, public service, security, and administrative support to ensure that customers enjoy a safe and positive experience in the Library.
- Using the capabilities of wireless and fiber optic connections continue integration and coordination with City Information Technologies Department, Finance Department and Human Resources Department to maximize the efficient use of the City's GEMS payroll, personnel, and financial software.
- Update and refresh the Library's website to maintain its currency and technical potential.
- Expand and improve mobile access to online library resources, such as databases.
- Maintain a balanced budget despite declining tax revenues by keeping staff positions vacant and reducing spending in almost every budget line.

- Maintain shared catalog with Urbana Free Library for annual cost savings and better service to community members.

Technical Services (Performance Center 12-00)

Current Service Levels:

- Ensure that all materials are easily accessible and made available for customer use in a timely manner by:
  - Managing the ordering, receiving, cataloging, and physical preparation of approximately 5,000 items per month.
  - Generating and maintaining the bibliographic classification and inventory data for all items in our collection of over 400,000 on a daily basis.
- Ensure adherence to national standards in the process of generating and maintaining bibliographic and authority records.

Departmental Goals and New Initiatives:

- Expedite preparation time for the increasing number of new materials to ensure prompt delivery to customers.
  - Continue the use of automated Internet-based vendor products in order to increase efficiency in selecting and purchasing books and other materials.

Main Library (Performance Center 13-00)

Current Service Levels:

- Respond to questions and requests for service (reader's advisory, informational, policy issues, complaints, etc.) and address the concerns of the public before the Library closes each day, or as arranged with each customer.
  - Provide responses to reference requests in two hours or less, Adult Services: approximately 106,000 per year; Children's Services: approximately 24,000 per year.
  - Improve customer service by responding to all patron comments when necessary within 48 hours or less.
  - Facilitate access to collection resources by developing at least 15 bibliographic aids (genre lists, etc.) through the website and catalog annually.
  - Supplement Library collections by providing library users with approximately 4,000 items borrowed annually from Illinois Heartland Library System libraries and other libraries throughout the United States.
  - Provide 25 online electronic information sources and evaluate their effectiveness by measuring customer use annually.
- Maintain a well-balanced diversity of materials for all ages by managing and developing designated collections.

- Circulate approximately 2.2 million print and non-print items annually.
  - Ensure the highest level of available items by checking in all items on the day of return and shelving all items within one day of return.
  - Processing 500 periodical and newspaper subscriptions so that they are available for use on the day of arrival.
  - Processing approximately 260,000 reserved materials annually.
- Introduce the community to the diversity of collections and services available at the Library by providing programming attended by approximately 4,000 adults and 3,300 teens, and about 31,000 children throughout the year.
- Coordinate the Library's volunteer program, which consists of approximately 15,000 volunteer hours annually.

Departmental Goals and New Initiatives:

- Collaborate with University of Illinois Informatics Program and the Graduate School of Library and Information Science personnel to create a Teen Tech Hub: an afterschool technology program for teens at the Main Library.
- Continue to expand the Library's ability to satisfy community interest in eBooks and other downloadable offerings, by continued purchasing in those formats and by providing assistance to users with their devices and selections.
- Bring excitement about books and reading into the schools with visits by children's librarians to every K-5 classroom in Unit 4.by providing 3rd and 4th grade classes at Robeson Elementary School with high interest books and activities directed by Champaign Public Library Children's Librarians and funded with a grant from Rotary Club of Champaign.
- Using private funding, foster early literacy and school readiness by providing "Ready, Set, Read" materials for all Unit 4 pre-kindergarten, Head Start and Early Childhood Center students.

Douglass Branch Library (Performance Center 15-00)

Current Service Levels:

- Respond annually to at least 6,000 informational questions and requests for service and address the concerns of the public before the Library closes each day, or as arranged with each customer, referring questions that cannot be answered at the Douglass Branch Library to the appropriate resource.
- Maintain a well-balanced collection of materials for all ages, purchasing to satisfy the interest of Branch customers.
- Circulate approximately 50,000 print and non-print items annually.
- Introduce the community to the diversity of collections and services available at the Library by providing programming attended by approximately 6,000 children and adults each year.

Departmental Goals and New Initiatives:

- Collaborate with the Graduate School of Library and Information Science on a grant-funded pilot project to investigate the benefits of blending technology with traditional summer reading programs. The program, funded by a $46,678 IMLS grant, will target children in early elementary grades and will integrate tablet-based apps and e-books into the Douglass Branch summer reading program, with the goal of improving reading proficiency as well as digital literacy for children from lower-income families.
- Continue Project Next Generation program in which mentors work with middle school students at the Douglass Branch to develop technology skills and confidence. Funding for this program comes from a $12,500 grant from the Illinois Secretary of State.
- Maximize the benefit of the 2012 grant-funded computer-training project and expanded computer lab by continuing to provide basic technology instruction for individuals and groups.

LIBRARY BUDGET SUMMARY
2014 - 2015

	EXPENDITURES	CONTINGENCY	FUND TOTALS
LIBRARY OPERATING FUND	6,324,995	834,304	7,159,299
LIBRARY CAPITAL FUND	433,502	493,906	927,408
27TH PAY DATE FUND	0	125,411	125,411
GIFT AND ENDOWMENT FUND	111,700	0	111,700
SPECIAL PROGRAMS FUND	16,825	328	17,153
PER CAPITA GRANT FUND	125,796	0	125,796
GRANT FUND	17,400	3,172	20,572
TOTALS	7,030,218	1,457,121	8,487,339

STATEMENT OF REVENUES, EXPENDITURES AND BALANCES
2014 - 2015

CHAMPAIGN PUBLIC LIBRARY
LIBRARY OPERATING FUND
FUND 01

REVENUES	ACTUAL 2012-2013	ADOPTED BUDGET FY 2013/14	REVISED BUDGET FY 2013/14	BUDGET FY 2014/15
Beginning Balance	678,465	534,818	719,787	749,291
3005 General Fund Transfer	0	500,000	500,000	0
3010 Property Tax	5,921,797	5,920,562	5,886,614	5,878,952
3020 Corporate Replacement Tax	87,512	73,067	93,106	93,106
3050 General Fines and Fees	267,966	292,750	282,000	302,640
3080 Materials Rental Income	72,791	99,970	85,000	87,125
3100 Photocopy Income	22,219	23,345	21,000	21,315
3110 Interest Income	1,661	1,515	1,515	1,515
3920 Miscellaneous Income	1,138	700	742	700
3930 Urbana Free Library	16,067	12,000	12,000	12,000
3960 Leased Property	9,617	8,355	12,530	12,655
TOTAL REVENUES	6,400,768	6,932,264	6,894,507	6,410,008
EXPENDITURES				
PERSONNEL SERVICES (100)	4,555,509	4,832,666	4,508,314	4,532,703
COMMODITIES (200)	794,197	899,111	898,301	933,855
CONTRACTUAL SERVICES (300)	594,690	699,138	677,032	655,802
FUND TRANSFERS	138,943	202,545	502,545	202,635
DEBT SERVICE PAYMENT	276,107	278,811	278,811	0
TOTAL EXPENDITURES	6,359,446	6,912,271	6,865,003	6,324,995
RESERVES	719,787	554,811	749,291	834,304
GRAND TOTAL	7,079,233	7,467,082	7,614,294	7,159,299

STATEMENTS OF REVENUES, EXPENDITURES AND BALANCES
2014 - 2015

CHAMPAIGN PUBLIC LIBRARY
LIBRARY CAPITAL FUND
FUND 02

REVENUES	ACTUAL 2012-2013	ADOPTED BUDGET FY 2013/14	REVISED BUDGET 2013/2014	BUDGET FY 2014/15
Beginning Balance	529,805	729,516	810,728	729,826
3000 City General Fund Transfer	250,000	0	0	0
3001 Operating Fund Transfer	128,558	191,900	491,900	192,375
3110 Interest Income	1,258	2,000	1,535	1,550
3920 Miscellaneous Income	0	0	3,880	0
3030 Urbana Free Library Reimb.	3,657	3,657	3,657	3,657
TOTAL REVENUES	383,473	197,557	500,972	197,582
EXPENDITURES				
COMMODITIES (200)	651	0	0	0
CONTRACTUAL SERVICES (300)	13,160	12,925	26,177	11,550
CAPITAL (400)	88,739	286,840	555,697	421,952
TRANSFERS (700)	0	0	0	0
TOTAL EXPENDITURES	102,550	299,765	581,874	433,502
RESERVES	810,728	627,308	729,826	493,906
GRAND TOTAL	913,278	927,073	1,311,700	927,408

STATEMENT OF REVENUES, EXPENDITURES AND BALANCES
2014 - 2015

CHAMPAIGN PUBLIC LIBRARY
LIBRARY OTHER FUNDS
FUNDS 03 - 15

REVENUES	ACTUAL 2012-2013	ADOPTED BUDGET FY 2013/14	REVISED BUDGET FY 2013/14	BUDGET FY 2014/15
Beginning Balance	115,083	115,662	45,770	153,653
3001 Operating Fund Transfer	10,385	10,645	10,645	10,260
3002 Capital Fund Transfer	0	0	0	0
3007 Gift Fund Transfer	155,144	97,910	117,338	122,700
3040 State Per Capita Grant	0	76,842	184,615	101,319
3110 Interest Income	228	200	200	200
3800 LSTA Grant	17,500	0	17,500	0
3805 Federal Grant	0	0	0	0
3810 ALA Grant	0	0	0	0
3830 Illinois State Library Grant	0	10,000	0	12,500
3920 Miscellaneous Income	0	0	0	0
TOTAL REVENUES	183,257	195,597	330,298	246,979
EXPENDITURES				
PERSONAL SERVICES (100)	9,143	8,660	8,580	8,250
COMMODITIES (200)	196,586	161,402	199,025	230,896
CONTRACTUAL SERVICES (300)	46,841	23,098	14,810	32,575
CAPTIAL EXPENDITURES (400)	0	0	0	0
FUND TRANSFERS (700)	0	0	0	0
TOTAL EXPENDITURES	252,570	193,160	222,415	271,721
RESERVES	45,770	118,099	153,653	128,911
GRAND TOTAL	298,340	311,259	376,068	400,632

Capital Improvement Plan

A. Summary

The City of Champaign has been preparing a multi-year Capital Improvement Plan (CIP) for many years. Originally a 5-year plan, it was expanded to a 10-year plan in 1990 to better facilitate planning for large, high cost, multi-year phased projects. The purpose of this Plan is to prioritize the allocation of the City's limited resources to the highest priority projects; ensure a balance between expansion, reconstruction, rehabilitation, and maintenance activities; and schedule work across all infrastructure systems appropriately.

The City of Champaign's Capital Improvement Plan allocates funding for the following types of projects:

- Maintenance – these projects maintain the performance of existing infrastructure assets throughout their design life, rather than extending the projects' design lives. Therefore, maintenance activities are not capitalized in the City's annual financial report. Annual asphalt overlay is an example of a maintenance project.

- Rehabilitation – these projects go beyond maintenance, thus extending the lives of the assets, but fall short of full reconstruction. Rehabilitation projects typically include replacement of some components of the assets; for example, a project that entailed replacement of curbs and gutters in conjunction with substantial asphalt overlay.

- Reconstruction – these projects replace existing assets in kind, with only minimal design changes from the original asset. The Bradley Avenue project from Mattis Avenue to Duncan Road that was completed a few years ago is a good example of this.

- System Upgrade – these projects improve the performance of existing infrastructure assets in one or more ways, for example, by increasing their capacity or improving their functionality. This category is intended to cover only assets that are currently serving developed areas of the City, rather than assets serving new or recent development. The Boneyard Creek Second Street Reach project is a good example of a system upgrade.

- Expansion - these projects serve recent and expected growth of the City. The recently completed Curtis Road improvements entail an expansion project (rather than a system upgrade) because the asset came under the City's jurisdiction relatively recently, and the improvements will serve recent and anticipated City growth.

B. CIP Policies

The CIP policies were originally adopted in 1990 as a means of providing guidance to staff during the preparation of the Capital Improvements Plan. Since that time, the policies have been reviewed and revised on a regular basis. The policies were most recently updated last year during the preparation of the ten-year CIP, by adding a description of how the new Storm Water Utility Fee revenues will be used, expanding the target areas for use of Food and Beverage Fund revenues to benefit all areas that generate those funds, and to revise the percentage share from 20% to 17% for the Stormwater Utility Fund based on the additional revenue generated by the Home Rule Sales Tax increase to keep a level revenue amount. The policies remained unchanged for this year.

C. CIP Process

The ten year Capital Improvement Plan as adopted includes expenditures of $32.6 million for Fiscal Year 2014-15 and $301 million from 2014 to 2024. The development of the CIP involves about 25 to 30 staff members from four departments. The Capital Improvement Review Team (CIRT) is responsible for managing this process and developing staff's recommended Plan for Council consideration. This team is made up of the Planning and Development Director, Finance Director, Public Works Director, Neighborhood Services Director, and a Deputy City Manager.

In addition, teams of staff involved more directly in the projects review each individual fund and recommend changes to project expenditures in each of the CIP Funds. Finally, Project Managers are designated for each project listed in the Ten-Year CIP. During the update process the project managers review the project as it exists in the Plan and determine whether any changes are needed due to inflation, better cost estimates, progress on design or construction, or changes in scope. Consideration is also given to adding new projects to the Plan. These proposals come from the recommendations of various plans, contractual obligations or commitments, grant opportunities, or anticipated infrastructure failures. The proposals may also be driven by neighborhood groups that organize and work with the City to solve a problem. A good example of how this may occur can be seen in the drainage improvement projects added as a result of neighborhood planning initiatives with the Washington Street and John Street neighborhoods.

D. Major Funding Needs

During a Study Session discussion on March 4, 2014 City Council directed staff to include increased funding for capital improvements as part of the funding packages to allocate a portion of the available Home Rule Sales Tax revenue. At the May 20, 2014 Study Session, Council discussed major funding needs and provided direction to allocate $1,159,575 for capital improvements ($959,575 Home Rule Sales Tax Allocation & $200,000 Capital Improvements Fund). Projects added from the additional funding include:

a. Permanent pavement patching was approved on March 18, 2014 to address the worst potholes in the City and the available Home Rule Sales Tax in FY 2014-15 will partially replenish the Capital Improvements Fund (CIF) balance since this program was accelerated for completion in the 2013-14 fiscal year - $500,000 ($200,000 funding from the Capital Improvement Fund plus $300,000 as part of the Home Rule Tax allocation)

b. Additional funding was added to the annual Asphalt Overlay Project to address high priority capital improvements to reduce the backlog of asphalt street maintenance needs - $549,575

c. The addition of the Mattis Avenue pedestrian crossing at Sangamon Drive project to the Capital Improvements Plan will design and install pedestrian safety improvements to cross Mattis Avenue at Sangamon Drive – $110,000

E. Capital Improvements Funds and Projects

a. Parking Fund (03)

1) **Key Projects:**
   - Parking Deck Debt Service
   - Annual Parking Lot Rehab (0200)
   - Healey Street Reconstruction, Fourth Street to Sixth Street (0645 & 0646)

2) **Overview.** This Fund utilizes revenues from fees and fines generated in the parking system to fund construction of new parking facilities, operation and maintenance of existing parking facilities, parking enforcement activities, and administration of the parking division. Several changes were made to this Fund this year. First, the Annual Parking Lot Rehabilitation Project, which provides for annual maintenance and rehabilitation of City owned surface parking lots, was reduced to $10,000 annually starting in FY 2015/16. This will provide funding for emergency repairs only. Second, the revenues include a payment of $2 million for the sale of Parking Lot J to JSM and $1.94 million paid with interest in 10 annual installments starting in FY 2016/17. Approximately $1.7 million of that amount is subsequently used to pay for the reconstruction of Healey Street from Fourth to Sixth Street. An additional $500,000 in revenue is projected for the sale of Parking Lot R (located on Springfield Avenue in the University District).

   Revenues in this Fund also assume an increase in fine and late fee charges in 2014, and a meter rate increase in 2018. Even with these changes, the largest issue in this Fund is that it continues to have a structural deficit, running deficits in the later years of the Plan that reach just over $1 million in 2024. Over the course of the next year, staff will be proposing additional strategies to correct this issue, including elimination of small, inefficient surface parking lots that cost more to manage than the revenue they generate.

b. **Sanitary Sewer Fund (04) formerly the Sewer Improvement Fund**

1) **Key Projects:**
   - Annual Sanitary Sewer Rehabilitation

2) **Overview.** This Fund receives most of its revenue from a Sanitary Sewer Fee, used primarily to maintain and rehabilitate the City's sanitary sewer system, which is accounted for on an enterprise fund basis. This Fund also repays the State's low interest loans used to construct the South and North Interceptor Sewers. The most significant project is the Annual Sanitary Sewer Rehabilitation project with funding ranging from around $300,000 to nearly $800,000 each year. Council Policy is to consider fee increases every other year and one was implemented last year, so no change is proposed for this year.

c. **Stormwater Management Fund (21)**

1) **Key Projects:**
   - Boneyard – North Branch Improvements FY 2014/15 (0664)
   - Boneyard Second Street Reach Debt Service (0554)
   - Annual Channel Maintenance (0020)
   - Annual Contractual Storm Sewer Maintenance (0427)
   - Annual Storm Sewer Rehabilitation (0182)
   - Washington Street West – Phase One and Two FY 2014/15 (0594)

2) **Overview.** The City dedicates 17% of revenues from its Home-Rule Sales Tax to this fund, which is a principal source of the Fund's revenues. Originally the revenue was dedicated to improvements to the Boneyard Creek, but the City Council later expanded its use to other drainage basins. The Fund also receives a transfer from the General Fund and Property Tax revenues each year. In FY 2012/13 it also received a one-time transfer of $1.6 million from the Capital Improvement Fund to cover part of the cost of the John Street and Washington Street basin drainage projects.

   Starting last year approximately $2.7 million annually in revenues began coming in from the new Storm Water Utility Fee (SWUF). These resources will be targeted to citywide maintenance of the City's storm water management systems, including regional detention, channels, outlets, and storm sewers. This allows the Sales Tax and Property Tax revenues to be focused on larger scale improvements to address flooding in the City. Currently, design of the Boneyard Creek North Branch improvements is budgeted for FY 2014/15 at $773,000. Construction of Phase One of the West Washington Street Basin, and land acquisition and design for Phase two are programmed over the current year and the budget year with $2.8 million scheduled in the current year and $2.2 the next year. In addition, a reserve has been set up for the top three remaining priorities, West Washington Street Phase 2 and 3, Boneyard Creek

and Garden Hills at $2.6 million annually. Design work will be completed on these projects and a future discussion scheduled with Council to decide how to proceed with construction.

d. **Motor Fuel Tax Fund (22)**

1) **Key Projects:**
   - Annual Local Street Rehab (asphalt): 2014 construction season work locations consist of Healey Street, Chicago Avenue, Highland Avenue and Ridgeway Avenue located between John Street and Green Street and just west of Prospect Avenue.
   - Annual Asphalt Overlay: 2014 construction season work locations consist of Anthony Drive from Mattis Avenue to Marketview Drive and Hagan/Kenyon from Bloomington Road to Market Street.
   - Annual PCC Patching: 2014 construction season work location consists of Fourth Street from Vine Street to Bradley Avenue.

2) **Overview.** Revenues for this Fund come from the City's share of state Motor Fuel Tax proceeds. These revenues are projected to go down slightly over the ten year plan, given rising fuel costs and the expected national trend of decreasing vehicle miles traveled. This Fund is used primarily for a number of the City's annual street maintenance projects, including asphalt overlay and PCC patching. The one non-maintenance project in this Fund last year, Prospect Avenue from Windsor to Savoy, was moved this year to the Capital Improvement Fund.

e. **Capital Improvements Fund (23)**

1) **Key Projects:**
   - City Building, Police and Fire Station 1 Energy Cost Reduction – FY 2014/15 (0658)
   - Mattis Avenue Extension (South of Curtis Road) – FY 2015/16 (0602)
   - Prospect Avenue (Windsor to Savoy) Construction budgeted for FY 2018/19 (0366)
   - Church and Randolph intersection improvement – FY 2020/21 (0570)
   - Interstate Drive – dead-end to Market Street – FY 2021/22 (0482)
   - Mattis Avenue Complete Street Improvement (Windsor to Curtis) – FY 2023/24 (0561)

2) **Overview.** This is one of the few capital funds not dedicated to a specific infrastructure system or geographic area as it receives the vast majority of its funding directly from the General Fund. As a result, this Fund is one of the most competitive in determining priority for funding projects. This Fund includes many annual infrastructure maintenance projects, and historically included a number of large infrastructure reconstruction or expansion projects, especially transportation projects. Cuts made in recent years eliminated most

of the large projects. The Mattis Avenue project south of Curtis Road scheduled for FY 2015/16 is a contractual obligation tied to committed developer funding for the improvements. This project will extend the three lane section of Mattis Avenue south to encompass the intersection of Mattis Avenue and Congressional Way. The developer of Liberty on the Lake Subdivision contributed funds to be used for the construction of these improvements. The annexation agreement includes the stipulation that the City must construct the improvements by December 31, 2016 or refund payment to the developer at 4% annually. Approximately $750,000 total is also programmed for FY 2015/16 and 2016/17 to complete the planning and preliminary design work for the relocation of Fire Station 3 to facilitate a discussion of funding strategies for implementation.

With the debt service for the Clearview extension of Olympian Drive being paid off in year 5 of this plan, funding is available to begin adding back some larger projects in years 5-10 of the CIP. As a result, the Church and Randolph intersection improvements, Interstate Drive extension and Mattis Avenue Complete Street from Windsor to Curtis are included in the last 5 years of the Plan.

f. **Library Improvement Fund (24)**

1) Key Projects:

- Library Building Debt Service (0532)

- **Overview.** This Fund was established for the purpose of financing the construction and major maintenance of capital improvements for library buildings. The City issued a General Obligation Bond in FY 2005/06 for $24.02 million (Series 2005). The Library Improvement Fund pays a portion of the debt service on the bonds issued for construction of the main library building. The Debt Service project was created for this purpose and is currently the only project in this Fund.

Bond Series	Bond Type	Fiscal Year Issued	Amount of Issuance
2005	Original Issuance	2005/06	$24.02 million
2012	Refunding	2012/13	$9.90 million
2013	Refunding	2013/14	$8.84 million
Total Outstanding Debt Service as of 6/2015 is $17.02 million			

Historically, the annual debt payments from this fund are approximately $420,000 to $450,000 per year, with approximately $1.4 million paid from the City's General Fund each year and approximately $250,000 to $280,000 paid from the Library Operating Fund each year. FY 2014/15, the City's General Fund will pay the Library's Operating Fund portion of

the debt service as a one-time approved variance from the cooperative agreement established between the City Council and Library Board prior to the construction of the new main library building.

g. **Local Motor Fuel Fund (29)**

1) **Key Projects:**
   - Windsor Road Bridge Approaches at I-57 in FY 2014/15 (0639)
   - White Street – Second to Wright FY 2016/17 (0614)
   - Bradley Avenue I-57 Bridge Approaches FY 2018/19 (0674)
   - Duncan – Springfield to Kirby Complete Street FY 2023/24 (0142)
   - Local Street Reconstruction (0640)

2) **Overview.** This Fund was established to manage the proceeds of the Local Motor Fuel Tax (LMFT) established last year. Proceeds were originally estimated at $1.5 million annually but they have actually come in at $1.25 million. Projects have been adjusted to reflect this lower revenue stream. Project scheduling will be guided by the Street Improvement Plan attached to Council Bill Number 2011-231 enacting the tax. Five projects are included in this Fund: the Windsor Road I-57 Bridge Approaches, with construction having begun; White Street – Second to Wright, with design in FY 2015/16 and construction in FY 2016/17 and 2017/18; Bradley Avenue I-57 Bridge Approaches in FY 2018/19 to match the IDOT scheduled for bridge reconstruction; Duncan – Springfield to Kirby Complete Street in year 10; and an annual Local Street Reconstruction project that allocates $400,000 annually. Funding for the Windsor Road project was supplemented with a Transportation Enhancement grant from the Illinois Department of Transportation (IDOT) of $1.7 million.

h. **Urban Renewal Fund (41)**

1) **Key Projects:**
   - Bristol Park Neighborhood Plan Implementation (0641)
   - Annual Infrastructure Maintenance (0655)

2) **Overview.** This Fund receives 3/11ths of the City's taxes on gas, water, and electric utility costs. Consistent with the Financial Policies, the Fund is used primarily to provide infrastructure improvements and programs in the Neighborhood Wellness Preservation and Restoration areas of the City. Two projects are included in the Fund: the Bristol Park Neighborhood Plan Implementation project with approximately $9 million programmed for property acquisition, clearance and development activities over the next 10 years; and the portion of the Annual Infrastructure Maintenance project generally utilized to address nearly $200,000 in sidewalk repairs on an annual basis.

i. **Downtown TIF District Fund (44)**

1) **Key Projects:**
   - TIF Close-out Capital Project – 2017/18 (0677)

2) **Overview.** This Fund obtains revenues from the Property Tax increment generated by reinvestment in Downtown and provides for a variety of capital improvements and economic development activities within the City's downtown area. The Downtown TIF Fund expires in December 2017 and cannot be extended further. The majority of the resources in the remaining years of this Fund are dedicated to incentive payments for the M2 on Neil and Hyatt Place Hotel projects and helping pay for the Downtown Parking Deck debt service. A TIF Close-out Capital Project has been added to plan for use of the ending balance of the TIF to complete a high priority project to be identified at a later date. Approximately $1.7 million has been programmed over FY 2015/16 to 2017/18 and by next year's CIP update staff will recommend possible projects to undertake with these funds.

j. **East University Avenue TIF District Fund (45)**

1) **Key Projects:**
   - None

2) **Overview.** This Fund obtains revenues from the Property Tax increment generated by reinvestment in the area and provides for a variety of economic development and public improvement activities. In 2010, this District was extended to 2022 and the area included was reduced to focus activity primarily between First Street and the Canadian National Railroad Tracks. Additionally, surplus payments were negotiated with the taxing bodies for the first three years following the extension, the combination of which has led to reduced funding levels in this Fund. No capital projects are scheduled in this Fund at this time.

k. **Food and Beverage Fund (47)**

1) **Key Projects:**
   - Green Street Streetscape – First to Fourth FY 2015/16 (0507)
   - Town Center Boulevard Prospect to Target Entrance FY 2019/20 (0133)
   - Neil Street – Church/Main to University Avenue FY 2022/23 (0680)

2) **Overview.** This Fund receives slightly over half of revenues from the City's tax on prepared food and beverages. The ten-year plan includes three projects plus an annual landscape maintenance service. Design work for the Green Street project from First Street to Fourth Street is occurring this year and next, with construction slated in FY 2015/16 with a budget of $6 million.

Opportunities are being provided to engage the property and business owners in that area in design and funding discussions.

The second project was added last year and will provide for safety improvements on Town Center Boulevard from Prospect Avenue to the Target entrance, including a new traffic signal. This was initially recommended by the Town Center Traffic Safety Study along with the Moreland Traffic Signal. Design is programmed in FY 2018/19 and 2019/20 with construction scheduled for FY 2019/20. This is a high accident location which these improvements will help resolve.

The third project is the reconstruction of the Neil Street streetscape between the Church/Main intersection and Chester Street. This section of downtown streetscape was originally constructed in 1986 and is showing signs of deterioration. Because this is a very complex project, it is programmed over 4 years with design beginning in FY 2019/20 and construction occurring in FY 2022/23.

The Fund Statement shows a $620,000 deficit the year of the Green Street construction project and a deficit of $360,000 the next fiscal year. This includes an interfund loan from the North Campustown TIF Fund of $1 million over that two year period and subsequently paying it back over the following two years. Short-term interfund loans are consistent with the City's Financial Policies. The Fund shows another two year period of deficits with $570,000 in FY 2021/22 and $725,000 in FY 2022/23.

l. **North Campus Redevelopment Area TIF Fund (48)**

1) Key Projects:

- Burnham Project Debt Service
- North Campustown Infrastructure Repair FY 2013/14 (0668)
- White Street – Second to Wright FY 2017/18 (0614)

2) Overview. This TIF District was established in 2002 to finance redevelopment of the former Burnham City Hospital site into a mixed-use urban development, including related infrastructure improvements. The City issued debt to finance site acquisition, environmental remediation, demolition, and related costs. Debt Service projects currently included in the Fund are repayment of three different bonds which are funded from the increment generated by development of Block A of the Burnham District. With growth in increment, payments towards debt reduction in this Fund have been increased. However, additional growth in the increment along with full repayment of one of the three bond issues (anticipated in FY2013/14) is creating some available resources in the later years of the Plan. As a result, the North Campustown Infrastructure Repair project will take place this summer to provide for much needed improvements to sidewalks, ADA ramps,

and street lighting throughout the area. Also, a $1 million contribution to the White Street project has been programmed in FY 2017/18. This project is funded primarily out of the Local Motor Fuel Tax Fund but adding the additional funding here helps accelerate this project. Last year an interfund loan to the Food and Beverage Fund of $1 million was added to allow construction of the next phase of Green Street Streetscape to remain in FY 2015/16 while maintaining minimal deficits. This year that loan was divided into two payments, $600,000 in FY 2015/15 and $400,000 in FY 2016/17. That loan is repaid over the following two fiscal years.

m. **North Mattis Avenue TIF District Fund (49)**

1) **Key Projects:**
   - None

2) **Overview.** This TIF District was established in February 2014 to assist in the construction of a 730,000 Kraft Warehouse expansion project on the former AC Humko site. This $38 million warehouse will allow for the expansion of operations at the adjacent Kraft plant while increasing jobs and competitiveness of the Kraft facility. Due to the recent start of this TIF District, FY 2014/15 reflects a small increase in the increment ($278,147) with corresponding payments to Kraft based on its agreement with the City and a small amount of surplus payments to the taxing districts. Over the course of the next year, staff will have more information to better estimate the future years of this fund and will update those fiscal years during the next CIP cycle.

F. Unfunded, Underfunded and Delayed Projects

As a result of the adoption of the Local Motor Fuel Tax (LMFT), and Storm Water Utility Fee (SWUF), progress has been made on reducing the backlog of unfunded or underfunded projects. In particular with the LMFT, all three arterial street projects that were short-term priorities, one of three of the medium priority projects, and one of the long-term priorities (to match IDOT timing on the Bradley Avenue bridge project) have been scheduled in the 10 year plan. During next year's CIP update, staff will also propose an update to the Street Improvement Plan that guides use of the LMFT.

A number of important projects remain unfunded or underfunded, and additional projects are delayed beyond their optimal schedule. Some of the factors contributing to this are: adding major projects to address new priorities (John Street and Washington Street), annexation of substandard infrastructure (e.g. Garden Hills), the cost of extending major infrastructure to keep up with fringe development (e.g. arterial streets), deferred maintenance of infrastructure (especially for systems that the City assumed ownership of, like the Boneyard Creek), and the impact of unfunded mandates from state or federal government (e.g. the bridge approaches for bridges over Interstate Highways). Some of the most significant needs include:

a) Unfunded in the 10 Year Plan

1) New City facilities, in particular construction of a new relocated Fire Station 3 consistent with the Fire Station Location Study, and a new Public Works Facility. Improvements to existing arterial street intersections including Bradley and Staley ($2.5 million), Walnut and Main ($900,000), Bradley Avenue and McKinley Avenue ($300,000), Kirby Avenue and Crescent Drive ($300,000) and Prospect Avenue and Devonshire Drive ($300,000).
2) Projects to fully implement the recommendations of the Campus Area Transportation Study. Unfunded recommendations on the Champaign side of the University District are estimated to cost $17 million. A share of this cost would be the responsibility of the University of Illinois.
3) Projects to fill sidewalk gaps on arterial streets at approximately $2 million.

b) Underfunded

1) Parking lot rehabilitation and maintenance currently funded at approximately $10,000 per year for the last 9 years of the Plan. This is a level of funding that only provides for emergency repairs to the City's surface parking lots. The needed funding level is $200,000 per year for parking lot rehabilitation and maintenance.
2) A number of projects and needs identified in the infrastructure master plans are unfunded or underfunded in the annual projects. The master plans have identified an additional annual need of $1.5 million for street reconstruction, $0.5 million for bridge replacement, and $1.0 million for sidewalk replacement.
3) Funding for resurfacing of asphalt streets has remained at a constant level over the past five to ten years. During that same time the price of asphalt has increased significantly and the requirement to address all non-compliant sidewalk ramps within the project limits has gone into effect. As a result fewer lane miles of streets are resurfaced on an annual basis. The requirement for upgrading ramps required the move from in-house design of resurfacing projects to contracting for design; approximately $200,000 has been reallocated from construction to engineering to cover the estimated costs. An additional $200,000 to replace this reallocated funding would be a start to address the funding deficit for asphalt streets.

c) Delayed Past Optimal Schedule

1) The next phase of Green Street from Fourth to First is scheduled for FY 2015/16 at a cost of $6 million however it is showing serious deterioration and reconstruction is really needed to be done soon.
2) The project to connect Interstate Drive to Market Street is programmed in FY 2019/20 at a cost of $1.2 million. This project is critical to the feasibility of relocating Fire Station 3 to the Market and Bellefontaine Street site as it ensures appropriate response times to areas north of the interstate, and will be needed if a new high school is built in this area.

3) Prospect Avenue, Windsor to Savoy, is scheduled for construction in FY 2021/20 at a cost of approximately $900,000. This section of the road is currently in poor condition.
4) The Town Center Boulevard safety improvements are programmed in FY 2019/20 at a cost of $700,000. This is a high accident location now, and staff is aware of disabled employees in the area who struggle to cross Town Center Boulevard to reach the bus stop on the other side of the street.
5) The Church and Randolph intersection improvements, which include replacing traffic signal equipment, curb bumpouts, and addressing ADA compliance, are programmed for FY 2020/21 at a cost of $900,000. The signals are well past due for replacement and this is a main link between the Eden Supportive Living Facility and Downtown Champaign.

Including these additional capital needs in the CIP, or moving the projects earlier, would require one or a combination of the following approaches:

- adjustments to the priorities in the existing CIP (which would require delaying projects currently in the Plan)
- increased transfers from the General Fund to capital funds (which do not appear feasible within existing revenue levels)
- changes to standards for City infrastructure to reduce its cost
- extensive phasing of recommended projects over a 20-30 year time frame
- identification of new or expanded funding sources

PROJECT EXPENDITURES BY FUND

PROJECT NAME	PROJECT	FY13 ACT	FY14 BUD	FY14 EST	FY15 BUD
02 - General Operating Fund					
SERIES 2009 REFUND BONDS (CHANNEL)	0585	627,300	0	0	**0**
TOTAL 02 - General Operating Fund		627,300	0	0	**0**
03 - Parking Fund					
ANNUAL PARKING LOT REHABILITATION	0200	22,958	835,761	835,710	**250,000**
BUILDING MAINTENANCE	0051	0	3,645	3,645	**5,300**
HEALEY STREET RECONSTRUCTION (FIFTH TO SIXTH)	0645	0	896,500	896,500	**0**
HEALEY STREET RECONSTRUCTION (FOURTH TO FIFTH)	0646	0	55,000	55,000	**743,050**
PUBLIC WORKS FACILITY REMODEL	0638	200,000	0	0	**0**
TRADITIONAL LANDSCAPE MAINT SERV	0612	19,601	22,106	17,230	**19,026**
PARKING DEBT BONDS	Operating	986,873	1,115,913	1,115,913	**1,165,695**
DOWNTOWN PARKING DECK	Operating	210,898	541,438	373,640	**278,588**
PARKING OPERATING	Operating	2,192,967	2,521,562	2,154,620	**2,488,831**
TOTAL 03 - Parking Fund		3,633,297	5,991,925	5,452,258	**4,950,490**
04 -Sanitary Sewer Fund					
CONCRETE SAN SEWER LINING-IEPA L17-3962 DEBT	0616	29,810	29,810	29,810	**29,811**
KENWOOD/JACKSON - IEPA DEBT SERV	0615	30,894	30,894	30,894	**30,895**
NW SEWER DEBT SERVICE	0009	75,275	75,275	75,275	**75,275**
SANITARY SEWER COLLECTIONS	Operating	192,480	218,610	192,576	**219,982**
SAN SEWER SERV R-O-W RESTORATION	0014	12,366	22,336	22,367	**19,733**
SANITARY SEWER BACKUP RELIEF ASST	0286	8,260	50,054	30,000	**30,000**
SANITARY SEWER REHABILTATION	0254	713,900	760,928	768,537	**340,467**
SEWER OPERATING	Operating	1,570,351	1,655,957	1,626,229	**1,746,539**
SHARED SEWER SEPTIC SYSTEM ELIMINATION	0422	101,695	68,576	10,000	**0**
SOUTH SEWER PHASE 1	0349	90,333	90,334	90,334	**90,334**
SOUTH SEWER PHASE 2 (CURTIS ROAD)	0409	47,599	47,600	47,600	**47,600**
TOTAL 04 -Sanitary Sewer Fund		2,872,963	3,050,375	2,923,622	**2,630,636**
21 - Stormwater Management Fund					
BONEYARD - LOWER SECOND STREET REACH	0290	120,169	55,186	55,186	**0**
BONEYARD - NORTH BRANCH IMPROVEMENTS	0664	0	0	0	**773,209**
BONEYARD / EMBARRAS GENERAL ISSUES	0019	6,313	95,855	95,620	**20,500**
BONEYARD 2nd STREET REACH DEBT SERVICE	0554	1,751,313	1,775,113	1,775,113	**1,681,428**
BONEYARD ROW ACQUISITION	0015	4,452	145,562	152,665	**12,831**
BONEYARD SECOND ST MAINT (ANNUAL)	0613	98,380	407,550	157,584	**434,431**
CHANNEL MAINTENANCE	0020	252,445	788,775	782,492	**382,716**
CONTRACTUAL STORM SEWER MAINTENANCE	0427	644,851	635,553	805,553	**384,609**
COPPER SLOUGH STORMWATER MASTER	0120	0	47,165	6,877	**38,693**
DETENTION BASIN COST SHARES	0489	0	3,090	3,090	**1,545**
DUNCAN RD IMPROVE/PARKLAND COST SHARE	0586	7,105	119,730	119,730	**0**
JOHN ST STORM SEWER IMPROV - IEPA DEBT	0607	0	50,000	25,112	**75,112**
JOHN STREET WATERSHED DRAINAGE	0520	238,934	4,453	4,453	**0**
PHINNEY BRANCH MASTER PLAN UPDATE	0144	0	25,268	25,268	**0**
SERIES 2009 REFUND BONDS (CHANNEL)	0585	886,350	860,250	860,250	**860,375**
STORM SEWER INVENTORY	0429	799	86,186	1,795	**15,303**

PROJECT EXPENDITURES BY FUND

PROJECT NAME	PROJECT	FY13 ACT	FY14 BUD	FY14 EST	FY15 BUD
21 - Stormwater Management Fund (continued)					
STORM SEWER REHABILITATION	0182	926,590	1,293,053	1,873,443	**173,055**
STORM SPECIAL OPERATING CONTINGENCY	0264	0	0	15,264	**0**
STORMWATER MANAGEMENT OPERATING	Operating	967,960	1,151,515	1,198,145	**1,134,540**
STORMWATER QUALITY	0413	56,135	319,614	319,614	**236,294**
STORMWATER UTILITY FEE	0605	274,931	22,190	22,190	**0**
WASHINGTON EAST WATERSHED DRAINAGE	0593	3,242	0	0	**0**
WASHINGTON ST, BONEYARD CREEK, GARDEN HILLS RESERVE	0670	0	0	0	**0**
WEST WASHINGTON STREET WATERSHED DRAINAGE PHASE 1 & 2	0594	107,082	3,257,508	2,771,750	**2,205,721**
TOTAL 21 - Stormwater Management Fund		6,347,051	11,143,616	11,071,194	**8,430,362**
22 - Motor Fuel Tax Fund					
2013 LOCAL STREET REHAB - ASPHALT	0648	3,944	362,729	365,787	**0**
2014 LOCAL STREET REHAB - ASPHALT	0649	0	3,073	5,208	**367,856**
2015 LOCAL STREET REHAB - ASPHALT	0650	0	0	0	**6,000**
2016 LOCAL STREET REHAB - ASPHALT	0672	0	0	0	**0**
ASPHALT OVERLAY - 2012	0610	217,175	0	0	**0**
ASPHALT OVERLAY - 2013	0589	434,707	1,182,984	1,172,465	**0**
ASPHALT OVERLAY - 2014	0622	0	584,227	590,527	**1,087,099**
ASPHALT OVERLAY - 2015	0623	0	0	0	**45,644**
ASPHALT OVERLAY - 2016	0624	0	0	0	**0**
ASPHALT OVERLAY - 2017	0625	0	0	0	**0**
ASPHALT OVERLAY - 2018	0626	0	0	0	**0**
ASPHALT OVERLAY - 2019	0627	0	0	0	**0**
ASPHALT OVERLAY - 2020	0628	0	0	0	**0**
ASPHALT OVERLAY - 2021	0629	0	0	0	**0**
ASPHALT OVERLAY - 2022	0630	0	0	0	**0**
ASPHALT OVERLAY - 2023	0631	0	0	0	**0**
ASPHALT OVERLAY - 2024	0651	0	0	0	**0**
FOURTH STREET (JOHN TO ARMORY)	0539	0	659,947	659,947	**0**
LOCAL STREET REHAB - ASPHALT (ANNUAL)	0590	0	0	0	**0**
MARKET STREET IMPROVEMENTS	0609	788,326	4,129,025	4,109,031	**19,948**
MFT SPECIAL OPERATING CONTINGENCY	0271	0	125,526	189,328	**0**
PCC PATCHING - 2011	0578	0	51,543	51,543	**0**
PCC PATCHING - 2012	0591	722,067	0	0	**0**
PCC PATCHING - 2013	0635	176,196	745,866	753,209	**0**
PCC PATCHING - 2014	0661	0	204,906	204,895	**693,730**
PCC PATCHING - 2015	0676	0	150,114	0	**186,001**
PCC PATCHING - 2016-2024	0611	0	0	0	**0**
SOUTH 4TH STREET EXTENSION	0587	3,758,388	2,219,539	2,240,858	**5,469**
STALEY ROAD (SPRINGFIELD TO ROUTE150)	0557	2,249,001	106,307	104,340	**0**
STRATTON SRTS GRANT PROJECT	0643	12,186	43,814	43,814	**0**
TOTAL 22 - Motor Fuel Tax Fund		8,361,990	10,569,601	10,490,952	**2,411,747**
23 - Capital Improvements Fund					
2015 LOCAL STREET REHAB - ASPHALT	0650	0	0	0	**549,575**
ALLEY MAINTENANCE (ANNUAL)	0136	195,496	12,369	12,369	**0**
ANTHONY DR (MATTIS-MARKETVIEW) OVERLAY	0603	0	41,649	36,246	**0**
ASH TREE REMOVAL & REPLACEMENT	0566	34,861	45,000	45,000	**50,000**
BICYCLE PLAN IMPLEMENTATION	0551	29,063	68,454	68,454	**0**
BRADLEY & MARKET COMPLETE ST STUDY	0654	0	0	0	**0**
BRICK SURFACE REHABILITATION (ANNUAL)	0192	409,535	294,619	294,619	**0**
BRIDGE MAINTENANCE (ANNUAL)	0247	22,743	522,158	522,068	**160,600**

PROJECT EXPENDITURES BY FUND

PROJECT NAME	PROJECT	FY13 ACT	FY14 BUD	FY14 EST	FY15 BUD
23 - Capital Improvements Fund (continued)					
BUILDING MAINTENANCE	0051	243,642	427,316	389,316	**343,611**
CAPITAL IMP SPECIAL OP CONTINGENCY	0265	0	176,101	126,101	**0**
CHURCH & RANDOLPH INTERSECTION IMPROVEMENT	0570	0	0	0	**0**
CITY BUILDING, POLICE & FIRE STATION #1 ENERGY COST REDUCTION MEASURES (ECRM)	0658	0	109,900	323,450	**308,000**
CITY FACILITIES REMODELING	0656	0	150,000	0	**0**
CLEARVIEW DEBT SERVICE	0529	406,419	475,900	475,900	**517,900**
CURTIS ROAD-WYNSTONE TO WESLEY	0408	0	1,318,604	1,318,604	**0**
DUNCAN RD IMPROVE/PARKLAND COST SHARE	0586	4,179	82,000	82,000	**0**
EMERGENCY INFRASTRUCTURE REPAIR	0470	359,133	818,404	811,436	**250,000**
FIRE STATION # 5 REHABILIATION	0660	0	23,550	22,775	**0**
FIRE STATION # 6 HVAC REHAB	0659	0	14,050	35,775	**68,000**
FIRE STATION #1 KITCHEN REMODEL	0678	0	0	0	**56,000**
FIRE STATION #3 RELOCATION	0314	2,980	747,020	0	**0**
FIRE STATION #3 TRUCK BAY REMODEL & SIDEWALK	0679	0	0	0	**60,000**
FOURTH STREET (JOHN TO ARMORY)	0539	0	28,366	28,366	**0**
INFRASTRUCTURE ENHANCEMENT MAINT	0549	0	20,000	20,000	**10,000**
INFRASTRUCTURE MAINTENANCE (ANNUAL)	0655	0	1,022,855	1,037,100	**790,326**
INTERSTATE DR (WEST FROM MARKET ST)	0482	0	0	0	**0**
LOCAL STREET REHAB - ASPHALT (ANNUAL)	0590	461,551	0	0	**0**
LOCAL STREET REHAB - CONCRETE (ANNUAL)	0445	1,375,299	1,397,411	1,397,411	**767,863**
MATTIS AVE (CURTIS-WINDSOR) COMPLETE STREET	0561	0	0	0	**0**
MATTIS AVE EXT (SOUTH OF CURTIS RD)	0602	0	0	0	**125,000**
MATTIS-SANGAMON PEDESTRIAN IMPROVEMENTS	0681	0	0	0	**110,000**
NEIGHBORHOOD STREET LIGHT PROGRAM	0392	0	30,646	30,646	**10,609**
OLYMPIAN DRIVE (APOLLO - LINCOLN)	0134	22,460	69,589	19,532	**49,929**
OLYMPIAN DRIVE PHASE 3 - WEST EXTENSION	0598	0	0	0	**15,000**
PAVEMENT MARKING (ANNUAL)	0124	44,046	224,250	219,695	**246,818**
PROSPECT AVENUE (WINDSOR TO SAVOY)	0366	0	0	0	**0**
PUBLIC WORKS FACILITY REMODEL	0638	225,720	0	0	**0**
RAILROAD CROSSING IMPROVEMENT	0499	0	156,919	156,919	**117,437**
RAPID RESPONSE ENGINEERING CONTRACT	0503	48,757	90,845	91,097	**53,044**
REPLACEMENT OF FUELING SYSTEMS	0665	0	0	0	**0**
RISING ROAD IMPROV - JACOB'S LANDING	0621	15,763	283,437	283,437	**0**
SALT BRINE PRODUCTION FACILITY	0584	73,924	0	0	**0**
SIDEWALK GAP	0406	84,604	73,932	73,932	**0**
SLURRY SEAL (ANNUAL)	0129	228,127	437,021	442,792	**363,574**
SOUTH 4TH STREET EXTENSION	0587	31,142	49,945	48,808	**0**
STRATTON SRTS GRANT PROJECT	0643	922	11,306	11,902	**7,524**
STREET PAVEMENT SYSTEM PLAN	0049	14,200	289,414	289,377	**131,800**
SUBDIVISION SIDEWALK ASSMENT PRJ	0358	0	0	0	**0**
SUBDVSION PAVMNT EXP REMEDIATION	0573	1,903	75,300	75,300	**125,000**
SUSTAINABLE LIGHTING & ENERGY UPGRADES	0637	0	32,874	32,874	**0**
TOWNCNTR(MORELAND-RYDER)SAFETY IMPR	0481	370,416	0	0	**0**
TRAFFIC SAFETY & MANAGEMENT (ANNUAL)	0330	17,065	37,969	37,969	**30,000**
TRAFFIC SIGNAL UPGRADES (ANNUAL)	0087	35,493	289,671	289,671	**101,017**
TREE MAINTENANCE CONTRACT	0052	68,957	68,957	68,957	**68,957**
UC2B-FIBER OPTIC CONNECTION	0328	4,464,747	6,868,694	3,500,176	**0**
UNIVERSITY(MATTIS-STATE) OVERLAY	0604	55,230	93,057	92,933	**0**
TOTAL 23 - Capital Improvements Fund		9,348,377	16,979,552	12,813,007	**5,487,584**

PROJECT EXPENDITURES BY FUND

PROJECT NAME	PROJECT	FY13 ACT	FY14 BUD	FY14 EST	FY15 BUD
24 - Library Improvement Fund					
LIBRARY DEBT SERVICE	0532	423,893	421,189	421,189	**422,341**
MAIN LIBRARY BUILDING PROGRAM	0116	340	0	0	**0**
TOTAL 24 - Library Improvement Fund		424,233	421,189	421,189	**422,341**
29 - Local Motor Fuel Tax Fund					
BRADLEY AVENUE BRIDGE APPROACHES	0674	0	0	0	**0**
DUNCAN (SPRINGFIELD TO KIRBY) COMPLETE STREET	0142	0	0	0	**0**
LMFT LOCAL STREET RECONSTRUCTION	0640	62,303	837,697	837,697	**400,000**
WHITE STREET (SECOND TO WRIGHT)	0614	0	0	0	**0**
WINDSOR ROAD BRIDGE APPROACHES	0639	250,306	1,264,644	1,264,642	**49,990**
TOTAL 29 - Local Motor Fuel Tax Fund		312,609	2,102,341	2,102,339	**449,990**
41 - Urban Renewal Fund					
BEARDSLEY PARK REDEVELOPMENT	0324	981	4,062	4,062	**0**
BRADLEY & MARKET COMPLETE ST STUDY	0654	922	113,748	34,196	**0**
BRISTOL PARK NEIGH IMPLEMENT PLAN	0641	0	1,765,038	810,000	**3,097,644**
COMMUNITY EVENTS	Operating	21,820	18,200	18,200	**18,200**
INFRASTRUCTURE MAINTENANCE (ANNUAL)	0655	0	218,332	217,958	**170,860**
NEIGHBORHOOD INFRASTRUCTURE REPAIR	0213	217,820	15,947	15,947	**0**
NEIGHBORHOOD SMALL GRANTS	Operating	11,707	22,000	19,000	**25,000**
NEIGHBORHOOD SUPPORT/PROBLEM SOLVING	Operating	10,553	11,700	10,706	**64,301**
NORTH FOURTH STREET EXTENSION	0455	594,157	0	0	**0**
URBAN RENWAL OPERATING	Operating	372,667	780,419	438,513	**756,911**
TOTAL 41 - Urban Renewal Fund		1,230,627	2,949,446	1,568,582	**4,132,916**
42 - ARRA Grant Fund					
GARDEN HILLS SIDEWALKS	0588	2,331	0	0	**0**
TOTAL 42 - ARRA Grant Fund		2,331	0	0	**0**
44 - Downtown TIF Fund					
DOWNTOWN IMPROVEMENT	0619	0	51,000	51,000	**0**
DOWNTOWN TIF OPERATING	Operating	1,381,630	1,852,874	1,521,688	**2,190,538**
TIF CLOSEOUT CAPITAL PROJECT	0677	0	51,000	0	**0**
TOTAL 44 - Downtown TIF Fund		1,381,630	1,954,874	1,572,688	**2,190,538**
45 - E. University Ave. TIF Fund					
E. UNIVERSITY AVE. TIF OPERATING	Operating	96,051	591,574	322,050	461,650
TOTAL 45 - E. University Ave. TIF Fund		96,051	591,574	322,050	**461,650**

PROJECT EXPENDITURES BY FUND

PROJECT NAME	PROJECT	FY13 ACT	FY14 BUD	FY14 EST	FY15 BUD
47 - Food & Beverage Tax Fund					
FOOD & BEVERAGE TAX OPERATING	Operating	131,823	350,528	275,800	**192,600**
GREEN STREETSCAPE FIRST TO FOURTH	0507	3,159	834,545	834,466	**406,091**
NEIL STREETSCAPE (CHURCH TO UNIVERSITY)	0680	0	0	0	**0**
TOWN CENTER (PROSPECT TO TARGET ENTRANCE) SAFETY IMPROVEMENTS	0133	0	0	0	**0**
TRADITIONAL LANDSCAPE MAINT SERV	0612	43,313	96,301	86,463	**71,110**
TRAFFIC SIGNAL UPGRADES (ANNUAL)	0087	0	25,000	25,000	**0**
TOTAL 47 - Food & Beverage Tax Fund		178,295	1,306,374	1,221,729	**669,801**
48 - North Campustown Redevelopment TIF Fund					
2004B BOND REPAYMENTS	0528	305,000	337,000	337,000	**0**
BURNHAM REFUNDING-2007A BONDS	0548	371,931	302,450	302,450	**300,050**
NORTH CAMPUS INFRASTRUCTURE REPAIR	0668	0	750,000	750,000	**0**
NORTH CAMPUS REDEVELOPMENT TIF OPERATING	Operating	13,252	60,000	60,000	**60,400**
WHITE STREET (SECOND TO WRIGHT)	0614	0	0	0	**0**
TOTAL 48 - North Campustown Redevelopment TIF Fund		690,183	1,449,450	1,449,450	**360,450**

City of Champaign
CIP - Impact on Operating Budget

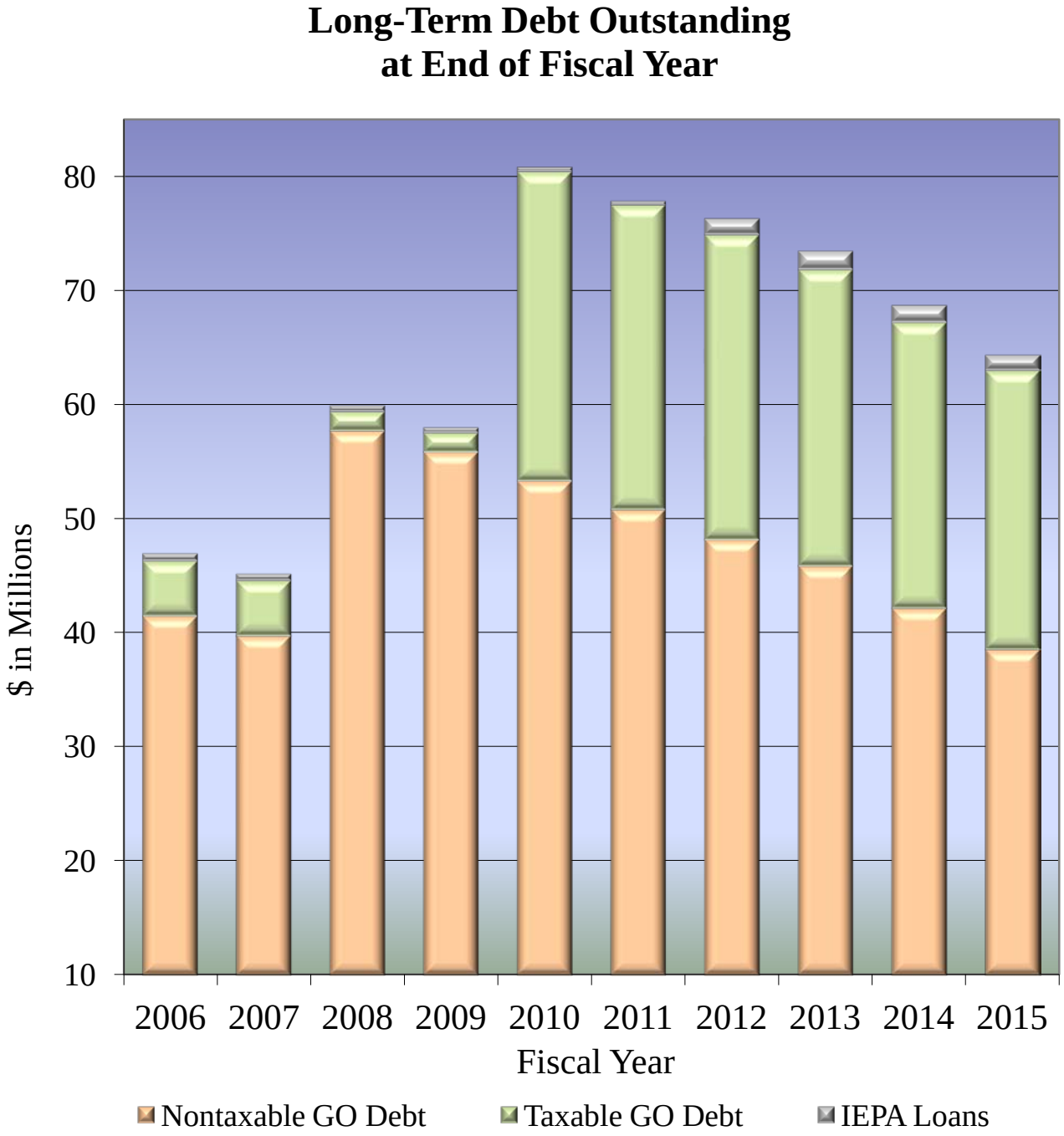
Description	Fiscal Year 2014/15	Recurring (✓ for recurring)
Engineering Overtime - The following projects scheduled for construction in 2014 - West Washington Detention Basin, Windsor and Interstate 57 Bridge Approaches, Market Street Phase 2, North Campus Tax Increment Finance District improvements, Olympian Drive (east of Apollo), and annual infrastructure maintenance (asphalt and concrete streets, stormwater and sanitary sewer system, and sidewalks, alley, and brick maintenance) projects. The work planning for these projects is great and requires an increase in construction staffing overtime that exceed the available baseline budget.	$ 12,000	
Electricity for New Traffic Signals - One new traffic signal (Market and Olympian) and 120 LED street lights are being installed as part of various City capital improvement projects (Market Street, South First Street, and Windsor Bridge Approaches).	$ 6,000	✓
TOTAL IMPACT ON OPERATING	$ 18,000	

Note - The City's Capital Improvements Review Team (CIRT) is a cross-departmental team that determines the guidelines for the CIP annually. This team also reviews the submitted projects prior to recommendation of the CIP to the City Manager. As part of the Fiscal Year (FY) 2014/15 guidance and in conjunction with operating budget preparations, a process for identifying the impact on the operating budget was implemented. Prior to starting the FY 2015/16 budget and capital improvements program, staff will review the new impact on operating process and revise if any changes are needed for the upcoming year.

Debt Management

Introduction

The City periodically issues debt pursuant to its Debt Management Policy, which was adopted by the City Council. The City also makes internal loans from one fund to another for relatively short periods of time pursuant to that policy. The following paragraphs describe the City's outstanding debt and plans for future debt issuance.



Debt Rating

Following a rating review in December 2013, Fitch Ratings affirmed its rating of AAA to the City's general obligation debt, which is Fitch's highest rating. Moody's Investors Services rates the City's debt at Aaa, its highest rating. Champaign is the only municipality outside of the Chicago metropolitan area with a triple-a bond rating.

Outstanding Debt

Bonded General Obligation Debt

The following is a list of all bonded general obligation debt outstanding:

- $8.835 million in 2013 to refinance a portion of the 2005 bonds. The principal amount outstanding at June 30, 2015 will be $8.835 million.

- $9.90 million in 2012 to refinance the 2004A bonds and a portion of the 2005 bonds. The principal amount outstanding at June 30, 2015 will be $9.575 million.

- $25.62 million of taxable Build America Bonds in March 2010 to finance a portion of costs to construct stormwater drainage improvements for the Midtown Reach of the Boneyard Creek, John Street Watershed, and Washington Street East Watershed. The principal amount outstanding at June 30, 2015 will be $24.465 million.

- $9.28 million in May 2009 to refinance the debt issued in 1998 to finance the Police Facility and debt issued in 1999 to finance flood prevention measures on the Lower Boneyard Creek Channel. The principal amount outstanding as of June 30, 2015, will be $1.65 million.

- $12.70 million in December 2007 and January 2008 to finance a 600-space public parking deck. The principal amount outstanding at June 30, 2015 will be $10.87 million.

- $7.025 million in 2007 to finance the extension of Olympian Drive and to refinance $3.15 million of the $4.9 million bonds issued in 2004 (series 2004B bonds). The principal amount outstanding at June 30, 2015 will be $6.16 million.

- $24.015 million in 2005 to finance a majority of the costs of the new Main Library building. The City refinanced this debt in FY2012/13, which left $14.14 million remaining of the original debt. The City refinanced another portion of this debt in FY 2013/14, leaving $4.145 remaining of the original debt. This debt will be fully repaid in FY 2015/16, which is 10 years earlier than the original debt repayment schedule. The principal amount outstanding at June 30, 2015 will be $1.435 million

All except the series 2010 bonds are fixed-term, nontaxable debt. The 2010 Build America Bonds are taxable bonds in which the City receives a tax credit from the Federal government for 35% of the total interest payable. However, for the past 2 fiscal years, the Federal government has reduced the tax credit due to sequestration. The latest available sequestration reduction rate is 7.2% and is effective from October 1, 2013 to Sept 30, 2014 – when the sequestration rate will again be subject to change.

The City issued all of the above debt as general obligation bonds to achieve the lowest possible interest rates, but is repaying the debt with dedicated revenues rather than property tax revenue as follows:

- The debt service on the 2010 drainage bonds is paid from the Stormwater Management Fund. Major revenues of this fund include a portion of the City's home-rule sales tax, property taxes, and the 35% Build America Bonds tax credits mentioned above. The City Council adopted a Stormwater Utility Fee that will become the largest revenue in this fund when it has been fully implemented, but the revenues will not be used for debt service payments.

- The portion of the 2009 bonds issued to refinance the Lower Boneyard Creek Channel bonds is repaid from the Stormwater Management Fund as well.

- The portion of the 2009 bonds issued to refinance the bonds for the Police Facility expansion is repaid from the General Fund. Debt service payments for that project are funded by telecommunications tax revenues that were in place prior to the bond issue, and from additional telecommunications tax revenues adopted by the City Council pursuant to changes in State tax law.

- The debt service for the Hill Street Parking Deck is paid primarily from Parking Fund revenues. This includes parking revenues generated by a fee increase and longer hours of enforcement, as well as revenues from operation of the deck. Some of the funds for debt service also come from the Downtown Tax Increment Financing (TIF) District revenues.

- Through FY 2009/10, the portion of the 2007A bonds used to construct Olympian Drive was paid from capitalized interest included in the debt. Since then it has been paid from the Capital Improvement Fund, which derives most of its revenues from the City's General Fund. Eventually, revenues generated by the Clearview development will be used for debt service. The portion of the 2007A bonds used to refund the 2004B bonds is repaid from incremental property tax revenues generated by the North Campus Area TIF District.

- The library debt is repaid from the General Fund, Library Improvement Fund, and Library Operating Fund.

<u>Revenue Debt (not bonded)</u>

The City issued sewer revenue debt in 1996 and 1997 in the amounts of $384,071 and $741,188, respectively. This debt was issued to the State of Illinois under a low-interest loan program and was used to finance construction of the Northwest Interceptor Sewer. The debt issues will be fully repaid in 2015 and 2016, respectively. The City is paying debt service from several sources. First, the City assesses properties that are served by the sewer as development proceeds. Due to the lag between the time that the City pays debt service expenses and the time that it receives revenues from developing properties, the City also pays some of the cost with revenues from the City's sanitary sewer fee. Also, the Urbana & Champaign Sanitary District, a separate government entity, reimbursed the City for the amount of debt service used to finance the cost of over-sizing the sewer to accommodate later development. The District paid off its share of the 1996 debt in 2010 and paid off their share of the 1997 debt in 2012.

In spring of 2011, the City entered into three loan agreements with the Illinois Environmental Protection Agency (IEPA). These low-interest loans have a provision where 25% of the loan is forgiven by the State of Illinois. The loans were used for the following projects:

- The City has about 70,000 lineal feet of pipe made of concrete in its sanitary sewer system. Because acid build-up can cause the concrete pipes to deteriorate, the City has been lining approximately 5,000 lineal feet of pipe per year. The lining stops the pipe from deteriorating and is structurally equivalent to a new pipe. There was approximately 40,000 lineal feet of pipe that needed to be lined. A loan for $685,941 ($514,456 after the loan forgiveness) has been used to line all remaining concrete sanitary sewer pipes with a diameter larger than eight inches in the City's sanitary sewer collection system. Construction began in summer 2011 and was completed in December 2011.
- Some properties in the City do not have access to sanitary sewers maintained and operated by the City because the properties were developed prior to annexation. A loan for $710,892 ($533,169 after the loan forgiveness) has been used to construct sanitary sewers in two of these areas. One is located north and south of John Street, west of Kenwood Road, and the other is Jackson Street, north of John Street. Construction began in summer 2011 and was completed in February 2012.
- The City also received an IEPA loan in April 2011 for drainage improvements on John Street and Willis Avenue. A loan for $577,833 ($433,375 after the loan forgiveness) has been used to replace existing storm sewer, doubling the stormwater sewer capacity in the areas where the old pipes are replaced, and install a rain garden (a "green" stormwater management solution). Work began in the spring of 2011, and was completed by the summer of 2012.

Debt service for all three loans will be paid by revenues from the City's sanitary sewer fee.

Debt Financing Plans

The City plans to finance Phase I of the Bristol Place acquisition, relocation and demolition work for the Bristol Park Neighborhood through the Section 108 Loan Guarantee Program. The Section 108 Loan Guarantee Program is the loan guarantee provision of the Community Development Block Grant (CDBG) program from the U.S. Department of Housing and Urban Development. Staff has identified the Urban Renewal fund as the repayment source for the Section 108 loan that is needed to complete Phase I. The City plans to pledge a portion of its utility tax revenue to debt service. As such, the loan will not be backed by the full faith and credit of the City. The City plans to borrow approximately $3.5 million, which is the maximum allowed by Federal Law. The loan terms are flexible and can allow for interest-only payments in the early repayment stage of the 20-year repayment schedule. A loan application was submitted to the U.S. Department of Housing and Urban Development and the City expects to have entered into a loan agreement sometime before the end of the 2014 calendar year.

Finally, the City might issue debt to construct an addition to the City's public works facilities. The estimated amount of debt needed to finance the addition was estimated at $16.8 million in 2008. A specific revenue source for the payment of debt service will be identified prior to the issuance of such debt. Since a revenue source has not yet been identified, issuance of debt for this project is unlikely in the near future unless the City's existing taxes were to yield significantly increased revenue.

Debt Limitations

As a home-rule municipality, the City has no legal debt limit. However, the City's Debt Management Policy contains the following guidelines concerning the amount of general obligation debt that the City might issue:

- The outstanding principal amount of general obligation debt should not exceed 2.5% of the market value of taxable property.

- The outstanding principal amount of general obligation debt should not exceed $1,000 per capita, adjusted for the rate of inflation of the Consumer Price Index for the Midwest Size B/C classification since the end of the 2001 calendar year.

- Expenditures for general obligation debt service should not exceed 15% of General Fund expenditures (including net transfers).

The following chart shows that outstanding general obligation debt will remain within policy limits at the end of FY 2014/15 assuming no new debt issuance except for refunding bonds issued in the past:

Analysis of General Obligation Outstanding Debt per the City of Champaign's Debt Management Policy (all figures in millions)	Market Value Guideline	Per Capita Guideline
Maximum outstanding debt per policy*	$111.9	$104.17
Projected general obligation debt outstanding at the end of FY 2014/15 with current debt only	$62.99	

* The per capita guideline reflects inflation since the policy was initially adopted. The market value guideline reflects the 2013 equalized assessed value from the County, which is the most recent available. The assessment reflects values as of January 1, 2013, and actual market values at the end of FY 2014/15 will vary from that.

Property Tax Summary - City of Champaign

	2011			2012			2013		
	PROPERTY TAX LEVY			PROPERTY TAX LEVY			PROPERTY TAX LEVY		
	ORIGINAL PROJECTION	FINAL ACTUAL	REVENUE	ORIGINAL PROJECTION	FINAL ACTUAL	REVENUE	ORIGINAL PROJECTION	FINAL ACTUAL	REVENUE
CITY PROPERTY TAX USE									
Corporate Purposes	0.0602	0.0907	1,375,725	0.0839	0.0788	1,195,683	0.0697	0.0667	994,816
Pension Funds									
IL Municipal Retirement Fund	0.1617	0.1610	2,443,360	0.1754	0.1735	2,632,628	0.1764	0.1771	2,642,535
Police Pension Fund	0.2584	0.2573	3,904,495	0.2703	0.2676	4,060,468	0.2862	0.2873	4,286,528
Fire Pension Fund	0.2343	0.2333	3,539,974	0.2229	0.2206	3,347,306	0.2068	0.2075	3,096,765
subtotal	0.6544	0.6516	9,887,830	0.6685	0.6617	10,040,402	0.6694	0.6719	10,025,828
Champaign Public Library									
Library Improvement Fund	0.0282	0.0280	425,529	0.0282	0.0282	427,897	0.0282	0.0282	420,800
Operations	0.3940	0.3923	5,952,830	0.3940	0.3940	5,978,417	0.3940	0.3940	5,879,100
subtotal	0.4222	0.4204	6,378,359	0.4222	0.4222	6,406,314	0.4222	0.4222	6,299,900
Capital Improvements	0.1573	0.1525	2,313,719	0.1541	0.1525	2,313,981	0.1539	0.1544	2,304,256
Totals	1.2942	1.3152	19,955,632	1.3287	1.3152	19,956,380	1.3152	1.3152	19,624,800
Equalized 1 Assessed Valuation	1,510,800,000	1,525,193,507		1,501,900,000	1,517,364,644		1,497,700,000	1,492,156,913	
Township Multiplier		0.978			1.000			0.980	

NOTES:
1. Equalized Assessed Valuation = 1/3 of Fair Market Value

Property Tax Summary - Overlapping Tax Districts

	2011			2012			2013		
Taxing Agency or District	RATE	PERCENT	AMOUNT	RATE	PERCENT	AMOUNT	RATE	PERCENT	AMOUNT
Unit 4 School District	3.8805	50.53%	$75,262,241	4.1185	51.37%	$79,364,171	4.3014	51.56%	$79,364,171
Champaign County	0.7841	10.21%	$27,911,272	0.8138	10.15%	$28,833,209	0.8511	10.20%	$28,833,209
Champaign Park District	0.6789	8.84%	$10,411,252	0.7088	8.84%	$10,839,415	0.7645	9.16%	$10,839,415
Parkland College	0.5120	6.67%	$24,563,964	0.5191	6.48%	$24,996,321	0.5253	6.30%	$24,996,321
C-U Mass Transit District	0.2831	3.69%	$6,514,800	0.2966	3.70%	$6,709,368	0.3198	3.83%	$6,709,368
City of Champaign Township	0.0385	0.50%	$565,155	0.0404	0.50%	$588,644	0.0467	0.56%	$588,644
C-U Public Health District	0.1102	1.43%	$2,270,961	0.1163	1.45%	$2,364,838	0.1259	1.51%	$2,364,838
Champaign County Forest Preserve	0.0843	1.10%	$3,023,827	0.0880	1.10%	$3,138,349	0.0931	1.12%	$3,138,349
Subtotal	6.3716	82.96%	$150,523,473	6.7015	83.59%	$156,834,314	7.0278	84.24%	$156,834,314
City of Champaign	1.3084	17.04%	$19,955,632	1.3152	16.41%	$19,956,380	1.3152	15.76%	$19,624,800
	7.68	100.00%	$170,479,105	8.0167	100.00%	$176,790,694	8.343	100.00%	$176,459,114

Some properties on the City's fringe are in Hensley or Champaign township. The Hensley township tax rate is 0.1798 for a total of 8.0396.
The Champaign township tax rate is .0467 for a total of 8.2171.

SALARY SCHEDULE C
FOP
FISCAL YEAR 2014-15
2 - 3%*

POSITION CLASSIFICATION	PAY GRADE		HOURLY	ANNUAL
Probationary Police Officer	C-05	0-15 months	$ 26.4669	$ 55,051.20
Police Officer	C-15	16-36 months	$ 28.8154	$ 59,936.01
	C-20	37-59 months	$ 31.1605	$ 64,813.90
Assigned Police Officer	C-22		$ 32.1322	$ 66,834.99
Senior Police Officer	C-30	5-9 years	$ 33.2129	$ 69,082.85
		10-14 years	$ 34.5256	$ 71,813.34
		15-19 years	$ 36.2013	$ 75,298.66
		20+ years	$ 37.5560	$ 78,116.40
Assigned Senior Police Officer	C-35	5-9 years	$ 34.2102	$ 71,157.21
		10-14 years	$ 35.5625	$ 73,969.98
		15-19 years	$ 37.2883	$ 77,559.67
		20+ years	$ 38.6836	$ 80,461.93
Police Sergeant	C-40	16-59 months	$ 38.4487	$ 79,973.38
		5-9 years	$ 39.4100	$ 81,972.72
		10-14 years	$ 40.9678	$ 85,213.00
		15-18 years	$ 42.5600	$ 88,524.83
		18-19 years	$ 43.1441	$ 89,739.81
		20+ years	$ 44.3682	$ 92,285.81

SALARY SCHEDULE C
FOP
FISCAL YEAR 2014-15
2 - 3%*

POSITION CLASSIFICATION	PAY GRADE		HOURLY	ANNUAL
Assigned Police Sergeant	C-45	16-59 months	$ 39.4100	$ 81,972.72
		5-9 years	$ 40.3952	$ 84,022.04
		10-14 years	$ 41.9920	$ 87,343.32
		15-18 years	$ 43.6240	$ 90,737.95
		18-19 years	$ 44.2227	$ 91,983.23
		20+ years	$ 45.4775	$ 94,593.13

*
2%: 0-9 years
2.5%: 10-14 years
3%: 15+ years

SALARY SCHEDULE D
IAFF
FISCAL YEAR 2014-2015
2.53%
Effective July 1, 2014

POSITION CLASSIFICATION	PAY GRADE	STEP	24 HOURS HOURLY	24 HOURS ANNUAL	PAY GRADE	STEP	40 HOURS HOURLY	40 HOURS ANNUAL
Probationary Fire Fighter	D-05		$20.4945	$55,417	D-16		$25.5220	$53,086
Fire Fighter	D-21	1	$21.5423	$58,250	D-25	1	$26.7981	$55,740
		2	$22.5901	$61,084		2	$28.0742	$58,394
		3	$23.6378	$63,917		3	$29.3503	$61,049
		4	$24.6858	$66,750		4	$30.6743	$63,802
Fire Fighter (10 years)			$24.8092	$67,084			$30.8276	$64,121
Fire Engineer	D-30		$26.3686	$71,301	D-35		$32.7624	$68,146
Fire Lieutenant	D-40		$29.5070	$79,787	D-45		$36.6716	$76,277
Fire Captain	D-50		$34.8168	$94,145	D-55		$43.2531	$89,966
Deputy Fire Marshal					D-37	A	$31.2153	$64,928
						B	$32.6514	$67,915
						C	$34.1651	$71,064
						D	$35.7446	$74,349

SALARY SCHEDULE E
AFSCME
FISCAL YEAR 2014-2015
3.00%

POSITION CLASSIFICATION	PAY GRADE	MERIT STEP	EMPLOYMENT SENIORITY (0) 0-5	(.025) 6-10	(.050) 11-15	(.075) 16-20	(.10) Over 20
Special Services Worker	20	A	16.4273	16.8379	17.2486	17.6593	18.0700
		B	17.2480	17.6792	18.1104	18.5416	18.9728
		C	18.1255	18.5787	19.0318	19.4849	19.9381
		D	19.0249	19.5005	19.9762	20.4518	20.9274
		E	19.9861	20.4858	20.9854	21.4851	21.9847
	21	A	17.0665	17.4931	17.9198	18.3465	18.7731
		B	17.9172	18.3651	18.8130	19.2609	19.7089
		C	18.8072	19.2774	19.7475	20.2177	20.6879
		D	19.7556	20.2495	20.7434	21.2373	21.7312
		E	20.7514	21.2702	21.7890	22.3078	22.8266
Office Worker I	22	A	17.7230	18.1661	18.6092	19.0522	19.4953
Account Clerk I		B	18.6083	19.0735	19.5387	20.0039	20.4691
Parking Enforcement Officer I		C	19.5379	20.0263	20.5148	21.0032	21.4917
Data Entry Clerk		D	20.5147	21.0276	21.5405	22.0533	22.5662
		E	21.5611	22.1001	22.6391	23.1782	23.7172
	23	A	18.4077	18.8679	19.3281	19.7883	20.2485
		B	19.3264	19.8096	20.2927	20.7759	21.2590
		C	20.3065	20.8141	21.3218	21.8294	22.3371
		D	21.3244	21.8575	22.3906	22.9237	23.4568
		E	22.4086	22.9688	23.5290	24.0892	24.6494
Police Information Resource Specialist	24	A	19.1323	19.6106	20.0889	20.5672	21.0455
		B	20.0903	20.5925	21.0948	21.5970	22.0993
Office Worker II		C	21.1050	21.6326	22.1603	22.6879	23.2155
Account Clerk II		D	22.1655	22.7196	23.2738	23.8279	24.3820
Police Service Representative I		E	23.2972	23.8796	24.4620	25.0444	25.6269
Customer Services Representative							
Parking Enforcement Officer II							

SALARY SCHEDULE E
AFSCME
FISCAL YEAR 2014-2015
3.00%

POSITION CLASSIFICATION	PAY GRADE	MERIT STEP	EMPLOYMENT SENIORITY (0) 0-5	(.025) 6-10	(.050) 11-15	(.075) 16-20	(.10) Over 20
Police Account Clerk	25	A	19.8992	20.3967	20.8941	21.3916	21.8891
Telecommunicator I		B	20.8934	21.4158	21.9381	22.4605	22.9828
		C	21.9320	22.4803	23.0286	23.5769	24.1252
		D	23.0589	23.6354	24.2119	24.7883	25.3648
		E	24.2329	24.8387	25.4446	26.0504	26.6562
Account Clerk III	26	A	20.8683	21.3900	21.9117	22.4334	22.9551
Asphalt Maintenance Worker I		B	21.9114	22.4592	23.0070	23.5548	24.1025
Concrete Maintenance Worker I		C	23.0113	23.5866	24.1619	24.7372	25.3125
Police Services Representative II --		D	24.1714	24.7757	25.3800	25.9843	26.5886
Lead Worker		E	25.4102	26.0455	26.6807	27.3160	27.9512
Special Services Maintenance Worker I							
Meter Collector/Meter Repair Worker I							
Sewer Maintenance Worker I							
Sign Maintenance Worker I							
Street Maintenance Worker I							
Telecommunicator II -- Lead	27	A	21.6952	22.2376	22.7800	23.3223	23.8647
Worker		B	22.7810	23.3506	23.9201	24.4896	25.0591
		C	23.9456	24.5443	25.1429	25.7416	26.3402
		D	25.1498	25.7786	26.4073	27.0361	27.6648
		E	26.4313	27.0921	27.7529	28.4137	29.0745
Asphalt Maintenance Worker I	28	A	22.5774	23.1418	23.7063	24.2707	24.8351
Meter Collector/Meter Repair Worker II		B	23.7074	24.3001	24.8928	25.4855	26.0781
Concrete Maintenance Worker II		C	24.9084	25.5311	26.1538	26.7765	27.3992
Sewer Maintenance Worker II		D	26.1710	26.8252	27.4795	28.1338	28.7881
Street Maintenance Worker II		E	27.5014	28.1889	28.8765	29.5640	30.2516
Sign Maintenance Worker II							
Facility Specialist							

SALARY SCHEDULE E
AFSCME
FISCAL YEAR 2014-2015
3.00%

POSITION CLASSIFICATION	PAY GRADE	MERIT STEP	EMPLOYMENT SENIORITY (0) 0-5	(.025) 6-10	(.050) 11-15	(.075) 16-20	(.10) Over 20
Arborist	29	A	23.665	24.256	24.848	25.44	26.031
Traffic Services Officer		B	24.8484	25.4697	26.0909	26.7121	27.3333
		C	26.1220	26.7751	27.4281	28.0812	28.7342
		D	27.4508	28.1371	28.8234	29.5097	30.1959
		E	28.8523	29.5736	30.2949	31.0162	31.7375
Mechanic	30	A	24.6448	25.2609	25.8771	26.4932	27.1093
Electrical Technician		B	25.8759	26.5228	27.1697	27.8166	28.4635
Lead Maintenance Worker		C	27.1936	27.8735	28.5533	29.2332	29.9130
		D	28.5809	29.2954	30.0099	30.7244	31.4389
		E	30.0438	30.7949	31.5459	32.2970	33.0481
Lead Arborist	31	A	25.6494	26.2906	26.9318	27.5731	28.2143
Master Mechanic		B	26.9317	27.6050	28.2783	28.9516	29.6249
		C	28.2781	28.9851	29.6920	30.3990	31.1059
		D	29.6921	30.4344	31.1767	31.9190	32.6613
		E	31.1768	31.9562	32.7356	33.5150	34.2944
Lead Mechanic	32	A	26.6538	27.3202	27.9865	28.6529	29.3192
Traffic & Lighting Technician		B	27.9875	28.6872	29.3868	30.0865	30.7862
Facility Specialist		C	29.3858	30.1204	30.8551	31.5897	32.3244
		D	30.8660	31.6377	32.4093	33.1810	33.9526
		E	32.4963	33.3087	34.1211	34.9335	35.7459
Master Lead Mechanic	33	A	27.7200	28.4130	29.1060	29.7990	30.4920
		B	29.1070	29.8347	30.5623	31.2900	32.0177
		C	30.5612	31.3253	32.0893	32.8533	33.6174
		D	32.1006	32.9031	33.7056	34.5081	35.3106
		E	33.7962	34.6411	35.4860	36.3309	37.1758

SALARY SCHEDULE F
PLUMBERS AND PIPEFITTERS
FISCAL YEAR 2014-15
3.00%

POSITION CLASSIFICATION	PAY GRADE	MERIT STEP	HOURLY	ANNUAL SALARY
Clerk Typist	F-21	A	$ 19.3121	$40,169
		B	$ 20.1887	$41,992
		C	$ 21.1243	$43,939
		D	$ 22.0749	$45,916
Environmental Inspector	F-24	A	$ 21.6072	$44,943
		B	$ 22.5796	$46,966
		C	$ 23.5957	$49,079
		D	$ 24.6574	$51,287
Engineering Technician	F-27	A	$ 23.9040	$49,720
		B	$ 24.9766	$51,951
		C	$ 26.1147	$54,319
		D	$ 27.2936	$56,771
Engineering Technician I	F-29	A	$ 26.1147	$54,319
		B	$ 27.2936	$56,771
		C	$ 28.5367	$59,356
		D	$ 29.8471	$62,082
Engineering Technician II	F-31	A	$ 28.5367	$59,356
		B	$ 29.8471	$62,082
		C	$ 31.2051	$64,907
		D	$ 32.6407	$67,893
Building Safety Inspector	F-33	A	$ 31.2051	$64,907
Property Maintenance Inspector		B	$ 32.6407	$67,893
Engineering Technician III		C	$ 34.1539	$71,040
Electrical Inspector		D	$ 35.7328	$74,324
Plumbing and Mechanical Systems Inspector				
Plan Reviewer	F-34	A	$ 32.6407	$67,893
		B	$ 34.1539	$71,040
		C	$ 35.7328	$74,324
		D	$ 37.3930	$77,777

NON-EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2014-2015
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
	G-8	$24,152	---	$30,838
	G-9	$25,354	---	$32,376
	G-10	$26,623	---	$33,992
	G-11	$27,949	---	$35,690
	G-12	$29,374	---	$37,502
Coop Engineering Technician	G-13	$30,804	---	$39,324
	G-14	$32,383	---	$41,335
Clerk Typist I	G-15	$33,964	---	$43,365
Clerk Typist II	G-17	$37,479	---	$47,857
Secretary I	G-18	$39,325	---	$50,213
GIS Technician	G-19	$41,353	---	$52,797
Legal Secretary Secretary II Property Evidence Technician Purchasing Technician Administrative Assistant Multimedia Producer	G-20	$43,380	---	$55,389
Planner I Paralegal Office Manager Intelligence Analyst Environmental Sustainability Specialist	G-22	$47,800	---	$61,021

NON-EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2014-2015
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
Finance Technician	G-23	$49,991	---	$64,275
Rehabilitation Technician Buyer/Procurement Specialist Civil Engineer Apprentice	G-24	$52,701	---	$67,289
Network Technician Telecommunications/A-V Technician Webmaster GIS Analyst	G-25	$55,377	---	$70,707

EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2014-2015
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE
	G-17	$ 36,038 --- $ 46,016
	G-22	$ 47,800 --- $ 61,021
	G-23	$ 49,991 --- $ 64,275
Police Records Supervisor Telecommunicator Supervisor Associate Planner	G-24	$ 52,701 --- $ 67,289
Community Development Specialist Human Resource Specialist Records Manager Police Network Administrator METCAD Network Administrator METCAD Database Administrator METCAD Communicaton Systems Specialist	G-25	$ 55,377 --- $ 70,706
Accountant Administrative Services Supervisor Building and Grounds Supervisor Financial Analyst Assistant to the City Manager Management Analyst	G-26	$ 58,112 --- $ 74,201
Senior Planner Zoning Administrator IS Network Administrator Civil Engineer	G-27	$ 61,011 --- $ 77,898
Engineer I	G-28	$ 64,063 --- $ 81,797

EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2014-2015
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE
Fleet Services Supervisor	G-29	$ 67,279 --- $ 85,898
Operations Supervisor		
Parking Operations Supervisor		
Special Projects Manager		
Network Engineer		
Assistant to the Police Chief for Community Services		
Neighborhood Coordinator		
Code Compliance Manager	G-30	$ 70,651 --- $ 90,209
Neighborhood Programs Manager		
Building Safety Supervisor		
Hazardous Materials & Environmental Officer		
Engineer II		
METCAD Deputy Director		
Community Relations Manager and Compliance Officer		
Communications Manager		
Assistant Human Resources Director	G-31	$ 74,175 --- $ 94,715
Assistant Planning and Development Director		
Traffic & Lighting/Forestry Supervisor		
Risk Manager		
Engineer III		
Assistant City Attorney	G-32	$ 77,995 --- $ 99,481
Assistant City Engineer		
Financial Services Manager/Budget Officer		
Operations Manager (PW)		
Financial Services Manager/City Accountant		
Administrative Services Manager		
Police Lieutenant	G-33	$ 81,812 --- $ 104,454
Fire Marshal	G-34	$ 85,903 --- $ 109,677

EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2014-2015
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE
	G-35	$ 90,176 --- $ 115,141
City Engineer Deputy Chief of Police Deputy Fire Chief	G-36	$ 94,706 --- $ 120,921
Information Technologies Director Human Resource Director Planning and Development Director Neighborhood Services Director METCAD Director	G-39	$ 105,013 --- $ 141,768
City Attorney Police Chief Fire Chief Public Works Director Finance Director Deputy City Manager	G-40	$ 117,130 --- $ 158,127

SALARY SCHEDULE G
TEMPORARY POSITION CLASSIFICATIONS
FISCAL YEAR 2014-2015
2.50%

POSITION CLASSIFICATION	HOURLY	
Laborer	$ 9.02	
Data Entry Clerk I	$ 12.07	
Field Survey Worker A-V Technician	$ 11.40	
Adult Crossing Guard Police Service Aide	$ 13.09	
Intern (Level 1)	$ 8.25	*
Intern (Level 2)	$ 10.00	*
Law Clerk	$ 12.00	*
Project Administrator Development Inspector	$ 17.46	
Data Entry Clerk II Laborer II Research Assistant	$ 14.22	
Temporary Account Clerk	$ 17.00	
Temporary Clerical	$ 13.19	
Temporary Secretary	$ 17.00	
Substitute Telecommunicator	$ 18.73	
Project Specialist	$ 19.90	
A/V Operator	$ 21.01	

SALARY SCHEDULE G
TEMPORARY POSITION CLASSIFICATIONS
FISCAL YEAR 2014-2015
2.50%

POSITION CLASSIFICATION	HOURLY
Programmer I	$ 23.54
Project Specialist II	
Programmer II	$ 28.42

*No fiscal year increase applied to these rates

CHAMPAIGN PUBLIC LIBRARY
Salary Scale L for 2014-2015 (2.50%)
Effective July 1, 2014

Classification	GRADE	Annual Salary (Full Time)			Hourly Salary		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Library Director	L-40	111,274.2904	130,747.3752	150,220.4600	56.3129	66.1677	76.0225
	L-39	99,762.7072	117,221.0624	134,679.4176	50.4872	59.3224	68.1576
	L-38	96,394.8128	111,531.9608	126,669.1088	48.7828	56.4433	64.1038
	L-37	93,135.2032	106,886.1872	120,637.3688	47.1332	54.0922	61.0513
	L-36	89,970.6392	102,422.4032	114,874.1672	45.5317	51.8332	58.1347
	L-35	85,666.7136	97,525.4800	109,384.2464	43.3536	49.3550	55.3564
Assistant Library Director	L-34	81,608.0096	92,900.6520	104,193.2944	41.2996	47.0145	52.7294
	L-33	77,721.8104	88,476.7832	99,231.9536	39.3329	44.7757	50.2186
	L-32	74,094.6648	84,300.5072	94,506.3496	37.4973	42.6622	47.8271
	L-31	70,466.3336	80,222.4384	89,978.3456	35.6611	40.5984	45.5356
Librarian III Library Technology Manager Library Accounting Manager	L-30	67,117.6064	76,408.1656	85,698.7248	33.9664	38.6681	43.3698
	L-29	63,914.9056	72,759.0864	81,603.2672	32.3456	36.8214	41.2972
Library Service Manager	L-28	60,860.4048	69,283.6976	77,707.1880	30.7998	35.0626	39.3255
Librarian II	L-27	57,960.4272	65,981.8016	74,002.9784	29.3322	33.3916	37.4509
	L-26	55,206.6736	62,849.2488	70,491.6264	27.9386	31.8063	35.6739
Librarian I Lib'y Promotional Serv. Manager	L-25	52,607.8384	59,889.5960	67,171.1560	26.6234	30.3085	33.9935
	L-24	50,066.3072	56,994.9536	63,923.7976	25.3372	28.8436	32.3501
Library Page Supervisor	L-23	47,491.7768	54,276.7680	61,061.9568	24.0343	27.4680	30.9018
Library Administrative Secretary	L-22	45,409.8632	51,689.9864	57,970.3072	22.9807	26.1589	29.3372
Library Associate Maintenance Manager Security Supervisor	L-21	43,104.0688	49,072.9720	55,041.6776	21.8138	24.8345	27.8551
Network Technician Library Technical Assistant	L-20	41,211.0608	46,915.1800	52,619.4968	20.8558	23.7425	26.6293
Library Assistant III	L-19	39,285.0536	44,720.8320	50,156.8080	19.8811	22.6320	25.3830
	L-18	37,358.8488	42,530.4360	47,702.0232	18.9063	21.5235	24.1407
Library Assistant II Library Maintenance	L-17	35,605.1488	40,534.2808	45,463.4128	18.0188	20.5133	23.0078
	L-16	32,275.1936	36,743.5224	41,211.8512	16.3336	18.5949	20.8562
Library Asst. I	L-15	32,266.1040	36,731.8640	41,197.4264	16.3290	18.5890	20.8489
Security Officer, Janitor	L-14	30,764.7392	35,016.4984	39,268.4552	15.5692	17.7209	19.8727
	L-13	29,264.1648	33,311.0128	37,357.8608	14.8098	16.8578	18.9058
	L-12	27,905.6648	31,766.5712	35,627.4776	14.1223	16.0762	18.0301
	L-11	26,551.3144	30,228.0576	33,904.9984	13.4369	15.2976	17.1584
	L-10	25,292.2072	28,792.2960	32,292.3848	12.7997	14.5710	16.3423
	L-09	24,086.6496	27,421.7424	30,756.8352	12.1896	13.8774	15.5652
	L-08	22,944.5216	26,119.9536	29,295.1880	11.6116	13.2186	14.8255
Library Page	------				8.2500		11.6127

Note: Annual salary or full-time by current Library definition is 38 hours per week, or 1,976 hours per year.

SALARY AND STAFFING ORDINANCE
POSITION CONTROL
FISCAL YEAR 2014-2015

DEPARTMENT AND ACTIVITY: MAYOR AND COUNCIL
ACTIVITY NUMBER: 02-01001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Administrative Assistant	1.000	
	1.000	TOTAL

DEPARTMENT AND ACTIVITY: CITY MANAGER'S OFFICE: CITY MANAGER'S OFFICE
ACTIVITY NUMBER: 02-02001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
City Manager	1.000	
Deputy City Manager	2.000	
Assistant to the City Manager	1.000	
Administrative Assistant	1.000	
Secretary I	1.000	
Communications Manager*	1.000	
	7.000	TOTAL

*Job title and pay grade subject to position evaluation.

DEPARTMENT AND ACTIVITY: CITY MANAGER'S OFFICE: COMMUNITY RELATIONS
ACTIVITY NUMBER: 02-02002
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Community Relations Manager and Compliance Officer	1.000	
Administrative Assistant	1.000	
	2.000	TOTAL

DEPARTMENT AND ACTIVITY: LEGAL DEPARTMENT
ACTIVITY NUMBER: 02-03001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
City Attorney	1.000	
Assistant City Attorney	3.000	
Legal Secretary	2.000	
Secretary I	1.500	
Paralegal	0.875	
	8.375	
TEMPORARY:		
Law Clerk	0.850	
	9.225	TOTAL

DEPARTMENT AND ACTIVITY: FINANCE DEPARTMENT: FINANCIAL SERVICES
ACTIVITY NUMBER: 02-04001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Finance Director	1.000	
Financial Services Manager/Budget Officer	1.000	
Financial Services Manager/City Accountant	1.000	
Accountant	1.000	
Financial Analyst	1.000	
Records Manager/City Clerk	1.000	
Office Manager	1.000	
Finance Technician	1.000	
Account Clerk II	1.625	
Account Clerk III	4.000*	
Secretary I	1.000	
	14.625	
TEMPORARY:		
Research Intern	0.400	
	15.025	TOTAL

*Classification of 1.000 FTE Account Clerk III will be reevaluated following future attrition.

DEPARTMENT AND ACTIVITY: HUMAN RESOURCES DEPARTMENT
ACTIVITY NUMBER: 02-05001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Human Resources Director	1.000	
Assistant Human Resources Director	1.000	
Human Resources Specialist	2.000	
Administrative Assistant	1.000	
	5.000	
TEMPORARY:		
Management Analyst	1.000*	
Project Administrator	0.100	
	6.100	TOTAL

*1.000 FTE Management Analyst authorized for two years from date of hire; current funding for FY 2014-15 only.

DEPARTMENT AND ACTIVITY: HUMAN RESOURCES DEPARTMENT
ACTIVITY NUMBER: 02-05006
FUND: RISK MANAGEMENT ADMINISTRATION

POSITION CLASSIFICATION	FTE	
REGULAR:		
Risk Manager	1.000	
	1.000	TOTAL

DEPARTMENT AND ACTIVITY: PLANNING AND DEVELOPMENT
ACTIVITY NUMBER: 02-06001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Planning and Development Director	1.000	
Assistant Planning and Development Director	1.000	
Senior Planner	2.000	
Zoning Administrator	1.000	
Associate Planner	3.000	
Administrative Assistant	1.000	
	9.000	
TEMPORARY:		
Research Intern	1.050	
Project Specialist I	1.000*	
	11.050	TOTAL

*Authorized through April 21, 2015 only.

DEPARTMENT AND ACTIVITY: PLANNING AND DEVELOPMENT: ECONOMIC DEVELOPMENT
ACTIVITY NUMBER: 02-06002
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Senior Planner	1.000	
	1.000	
TEMPORARY:		
Research Intern	0.300*	
	1.300	TOTAL

*Funded during FY 2014-15 only.

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: ADMINISTRATION
ACTIVITY NUMBER: 02-07001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Public Works Director	1.000	
Administrative Services Manager	1.000	
Secretary II	1.000	
Account Clerk II	1.000	
Purchasing Technician	1.000	
Customer Service Representative	2.000	
Management Analyst	0.500	
Administrative Services Supervisor	0.300	
GIS Technician	1.000	
Buyer/Procurement Specialist	1.000	
Environmental Sustainability Specialist	1.000	
	10.800	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: TRAFFIC & LIGHTING
ACTIVITY NUMBER: 02-07002
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Traffic & Lighting/Forestry Supervisor	0.500	
Electrical Technician	2.000	
Traffic and Lighting Technician	1.000	
Sign Maintenance Worker II	2.000	
	5.500	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: BUILDING SERVICES
ACTIVITY NUMBER: 02-07003
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Building and Grounds Supervisor	1.000	
Special Services Maintenance Worker I	1.000	
Special Services Maintenance Worker II	1.000	
	3.000	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: OPERATIONS
ACTIVITY NUMBER: 02-07005
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Operations Manager	1.000	
Secretary I	1.000	
	2.000	
TEMPORARY		
Research Intern	0.250	
	2.250	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: STREETS
ACTIVITY NUMBER: 02-07006
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Operations Supervisor	0.500	
Lead Maintenance Worker	0.500	
Street Maintenance Worker II	6.000	
	7.000	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: CONCRETE
ACTIVITY NUMBER: 02-07007
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Operations Supervisor	0.500	
Lead Maintenance Worker	0.500	
Concrete Maintenance Worker II	4.000	
Concrete Maintenance Worker I	1.000	
	6.000	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: ENGINEERING
ACTIVITY NUMBER: 02-07008
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
City Engineer	1.000	
Assistant City Engineer	3.000	
Engineer I	1.000	
Engineer II	1.000	
Engineer III	2.000	
Engineering Technician III	5.000	
Engineering Technician II	5.000	
	18.000	
TEMPORARY:		
Engineering Intern	1.500	
Project Specialist	0.250*	
	19.750	TOTAL

*0.250 FTE Project Specialist funded through June 30, 2015 only.

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: ASPHALT
ACTIVITY NUMBER: 02-07009
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Operations Supervisor	0.500	
Lead Maintenance Worker	0.500	
Asphalt Maintenance Worker II	3.000	
Asphalt Maintenance Worker I	1.000	
	5.000	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: FORESTRY
ACTIVITY NUMBER: 02-07010
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Traffic & Lighting/Forestry Supervisor	0.500	
Lead Arborist	1.000	
Arborist	4.000	
	5.500	TOTAL

DEPARTMENT AND ACTIVITY: POLICE DEPARTMENT: ADMINISTRATION
ACTIVITY NUMBER: 02-08001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Chief of Police	1.000	
Deputy Police Chief	2.000	
Police Lieutenant	1.000	
Police Account Clerk II	2.000	
Assistant to the Police Chief for Community Services	1.000	
Secretary II	1.000	
	8.000	TOTAL

DEPARTMENT AND ACTIVITY: POLICE DEPARTMENT: OPERATIONAL SUPPORT INVESTIGATIONS
ACTIVITY NUMBER: 02-08002
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Police Lieutenant	1.000	
Police Investigations Sergeant	3.000	
Assigned Police Officer	19.000	
Office Worker II	2.000	
Intelligence Analyst	1.000	
Property Evidence Technician	1.500	
	27.500	
TEMPORARY:		
Project Specialist	0.500*	
	28.000	TOTAL

*0.500 FTE Project Specialist authorized through June, 2015 only.

DEPARTMENT AND ACTIVITY: POLICE DEPARTMENT: POLICE OPERATIONS
ACTIVITY NUMBER: 02-08003
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Police Lieutenant	4.000	
Police Sergeant	14.000	
Police Officer	77.000*	
Assigned Police Officer	3.000	
K-9 Officer	2.000	
Special Projects Manager	1.000	
	101.000	TOTAL

*Includes 3.000 FTE Police Officer that are not funded in FY 2014-15.

DEPARTMENT AND ACTIVITY:	POLICE DEPARTMENT: TRAINING AND DEVELOPMENT
ACTIVITY NUMBER:	02-08004
FUND:	GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Police Sergeant	1.000	
Network Administrator	1.000	
	2.000	TOTAL

DEPARTMENT AND ACTIVITY:	POLICE DEPARTMENT: OPERATIONAL SUPPORT - RECORDS
ACTIVITY NUMBER:	02-08005
FUND:	GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Police Records Supervisor	1.000	
Police Information Resource Specialist	6.000	
Police Services Representative I	5.000	
Police Services Representative II (Lead Worker)	2.000	
Clerk Typist II*	0.230	
	14.230	
TEMPORARY		
Adult Crossing Guard	4.130	
	18.360	TOTAL

*Job title and pay grade subject to position evaluation.

DEPARTMENT AND ACTIVITY: FIRE DEPARTMENT: ADMINISTRATION
ACTIVITY NUMBER: 02-09001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Fire Chief	1.000	
Secretary II	1.000	
Secretary I	1.000	
	3.000	TOTAL

DEPARTMENT AND ACTIVITY: FIRE DEPARTMENT: BUILDING SAFETY
ACTIVITY NUMBER: 02-09002
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Building Safety Supervisor	1.000	
Plan Reviewer	1.000	
Plumbing and Mechanical Systems Inspector	2.000	
Electrical Inspector	1.000	
Building Safety Inspector	2.000	
Secretary I	1.000	
Clerk Typist	1.000	
	9.000	TOTAL

DEPARTMENT AND ACTIVITY: FIRE DEPARTMENT: TRAINING & SAFETY
ACTIVITY NUMBER: 02-09003
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Deputy Fire Chief	1.000	
	1.000	TOTAL

DEPARTMENT AND ACTIVITY: FIRE DEPARTMENT: FIRE SUPPRESSION
ACTIVITY NUMBER: 02-09004
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Deputy Fire Chief	1.000	
Fire Captain	6.000	
Fire Lieutenant	24.000	
Fire Engineer	27.000	
Fire Fighter	45.000*	
	103.000	
TEMPORARY:		
Laborer	0.250	
	103.250	TOTAL

*Includes 3.000 FTE Fire Fighter that are not funded in FY 2014-15.

DEPARTMENT AND ACTIVITY: FIRE DEPARTMENT: FIRE PREVENTION
ACTIVITY NUMBER: 02-09005
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Fire Marshal	1.000	
Deputy Fire Marshal	2.000	
	3.000	TOTAL

DEPARTMENT AND ACTIVITY: FIRE DEPARTMENT: EMERGENCY MANAGEMENT
ACTIVITY NUMBER: 02-09006
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
TEMPORARY:		
Research Intern	0.100	
	0.100	TOTAL

DEPARTMENT AND ACTIVITY: NEIGHBORHOOD SERVICES: ADMINISTRATION
ACTIVITY NUMBER: 02-10001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
Neighborhood Services Director	1.000	
Neighborhood Coordinator	1.000	
Administrative Assistant	1.000	
	3.000	
TEMPORARY:		
Project Specialist II	0.500*	
	3.500	TOTAL

*Funded through June 30, 2016 only.

DEPARTMENT AND ACTIVITY: NEIGHBORHOOD SERVICES: CODE COMPLIANCE
ACTIVITY NUMBER: 02-10002
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
Code Compliance Manager	1.000	
Property Maintenance Inspector	4.000	
Environmental Inspector	1.000	
Secretary I	1.000	
	7.000	TOTAL

DEPARTMENT AND ACTIVITY: INFORMATION TECHNOLOGIES DEPARTMENT
ACTIVITY NUMBER: 02-14001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Director of Information Technologies	1.000	
Network Engineer	1.000	
Network Administrator	1.000	
Secretary II	1.000	
Network Technician	1.000	
	5.000	
TEMPORARY:		
Research Intern	0.450	
	5.450	TOTAL

DEPARTMENT AND ACTIVITY: INFORMATION TECHNOLOGIES DEPARTMENT: CITY BUILDING A/V
ACTIVITY NUMBER: 02-14002
FUND: GENERAL OPERATING

REGULAR:		
Telecommunication A/V Technician	1.000	
	1.000	
TEMPORARY:		
Multimedia Producer	1.000*	
	2.000	TOTAL

*1.000 FTE Multimedia Producer funded through September, 2015 only.

DEPARTMENT AND ACTIVITY: INFORMATION TECHNOLOGIES DEPARTMENT: GIS
ACTIVITY NUMBER: 02-14004
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
GIS Analyst	1.000	
Research Intern/GIS	0.500	
	1.500	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: PARKING PROGRAMS
ACTIVITY NUMBER: 03-07013
FUND: MOTOR VEHICLE PARKING SYSTEM

POSITION CLASSIFICATION	FTE	
REGULAR:		
Parking Operations Supervisor	1.000	
Administrative Services Supervisor	0.700	
Management Analyst	0.500	
Meter Collector/Meter Repair Worker I	2.550	
Meter Collector/Meter Repair Worker II	1.000	
Parking Enforcement Officer I	5.000	
Parking Enforcement Officer II	1.000	
Customer Services Representative	2.000	
Account Clerk II	1.000	
	14.750	
TEMPORARY:		
Grounds Maintenance Intern	0.250	
	15.000	TOTAL

DEPARTMENT AND ACTIVITY: SANITARY SEWER OPERATIONS
ACTIVITY NUMBER: 04-07025
FUND: SEWER IMPROVEMENT

POSITION CLASSIFICATION	FTE	
REGULAR:		
Operations Supervisor	0.500	
Lead Maintenance Worker	0.500	
Sewer Maintenance Worker II	5.000	
Sewer Maintenance Worker I	2.000	
	8.000	TOTAL

DEPARTMENT AND ACTIVITY: NEIGHBORHOOD SERVICES: COMMUNITY DEVELOPMENT BLOCK GRANT REHAB
ACTIVITY NUMBER: 05-10003
FUND: COMMUNITY DEVELOPMENT

POSITION CLASSIFICATION	FTE	
REGULAR:		
Community Development Specialist	2.000	
Rehabilitation Technician	0.500	
Neighborhood Programs Manager	1.000	
Administrative Assistant	1.000	
	4.500	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: ENVIRONMENTAL SERVICES
ACTIVITY NUMBER: 06-07014
FUND: ENVIRONMENTAL SERVICES

POSITION CLASSIFICATION	FTE	
REGULAR:		
Environmental Sustainability Specialist	1.000	
	1.000	
TEMPORARY		
Research Intern	0.500	
	1.500	TOTAL

DEPARTMENT AND ACTIVITY: METROPOLITAN COMPUTER-AIDED DISPATCH
ACTIVITY NUMBER: 09-11001
*FUND: METCAD

POSITION CLASSIFICATION	FTE	
REGULAR:		
METCAD Director	1.000	
METCAD Network Administrator	1.000	
METCAD Database Administrator	1.000	
METCAD Deputy Director	1.000	
Telecommunicator I	24.000	
Telecommunicator Supervisors	2.000	
Telecommunicator II (Lead Worker)	6.000	
Administrative Assistant	1.000	
METCAD Communications Systems Specialist	1.000	
	38.000*	TOTAL

*Positions approved by METCAD Policy Board.

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: FLEET SERVICES
ACTIVITY NUMBER: 10-07019
FUND: FLEET SERVICES

POSITION CLASSIFICATION	FTE	
REGULAR:		
Fleet Services Supervisor	1.000	
Master Lead Mechanic	1.000	
Master Mechanic	4.000	
Account Clerk II	1.000	
	7.000	TOTAL

CHAMPAIGN PUBLIC LIBRARY

2014-2015 Personnel-Classifications, Grades, Full-Time Equivalents

Effective 1 July 2014

Notes: Full-Time equivalents (FTEs) are based on 2,080 hours per year or 40 hours per week. Numbers in parentheses following classification name (20, 25, etc.) refer to hours worked per week.

Administration Services 11-00			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Director	L-39	0.9500	
Librarian III	L-30	0.9500	
Sub-Total Full-Time Personnel			1.9000
Part-Time Personnel			
Librarian III (22)	L-30	0.5500	
Subtotal Part-Time Personnel			0.5500
Subtotal			2.4500

Administration Services (Management Services) 11-01			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Administrative Secretary	L-22	0.9500	
Library Administrative Secretary	L-22	0.9500	
Sub-Total Full-Time Personnel			1.9000
Part-Time Personnel			
Library Accounting Manager (30)	L-30	0.7500	
Subtotal Part-Time Personnel			0.7500
Subtotal			2.6500

Administration Services (Technology Services) 11-02			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Technology Manager	L-30	0.9500	
Library Network Technician	L-20	0.9500	
Library Network Technician	L-20	0.9500	
Subtotal			2.8500

Administration Services (Promotion Services) 11-03			
Classification	Grade	FTE	Total
Part-Time Personnel			
Promotional Serv. Coordinator (30)	L-25	0.7500	
Library Associate (20)	L-21	0.5000	
Subtotal Part-Time Personnel			1.2500
Subtotal			1.2500

CHAMPAIGN PUBLIC LIBRARY

2014-2015 Personnel-Classifications, Grades, Full-Time Equivalents

Administration Services (Maintenance Services) 11-04			
Classification	Grade	FTE	Total
Full-Time Personnel			
Maintenance Supervisor	L-21	0.9500	
Library Maintenance Worker	L-17	0.9500	
Library Janitor	L-14	0.9500	
Library Janitor	L-14	0.9500	
Library Janitor	L-14	0.9500	
Library Janitor	L-14	0.9500	
Sub-Total Full-Time Personnel			5.7000
Part-Time Personnel			
Library Janitor (21)	L-14	0.5250	
Library Janitor (21)	L-14	0.5250	
Library Janitor (19)	L-14	0.4750	
Library Janitor (19)	L-14	0.4750	
Library Janitor (17)	L-14	0.4250	
Subtotal Part-Time Personnel			2.4250
Subtotal			8.1250

Administration Services (Security Services) 11-05			
Full-Time Personnel			
Security Supervisor	L-21	0.9500	
Sub-Total Full-Time Personnel			0.9500
Security Officer (20)	L-14	0.5000	
Security Officer (20)	L-14	0.5000	
Security Officer (20)	L-14	0.5000	
Security Officer (20)	L-14	0.5000	
Subtotal Part-Time Personnel			2.0000
Subtotal			2.9500
Administration Services			20.2750

Technical Services 12-00			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Technical Assistant	L-20	0.9500	
Library Assistant II	L-17	0.9500	
Library Assistant I	L-15	0.9500	
Subtotal Full-Time Personnel			2.8500
Part-Time Personnel			
Library Technical Assistant (25)	L-20	0.6250	
Library Assistant II (20)*	L-17	0.5000	
Subtotal Part-Time Personnel			1.1250
Technical Services			3.9750

* Position works 5 hours/week at the Douglass Branch Library

CHAMPAIGN PUBLIC LIBRARY

2014-2015 Personnel-Classifications, Grades, Full-Time Equivalents

Adult Services 13-01			
Classification	Grade	FTE	Total
Full-Time Personnel			
Librarian III	L-30	0.9500	
Librarian III	L-30	0.9500	
Librarian II	L-27	0.9500	
Librarian II	L-27	0.9500	
Librarian II	L-27	0.9500	
Librarian I	L-25	0.9500	
Library Associate	L-21	0.9500	
Library Associate	L-21	0.9500	
Library Associate	L-21	0.9500	
Library Associate	L-21	0.9500	
Library Associate	L-21	0.9500	
Subtotal Full-Time Personnel			10.4500
Part-Time Personnel			
Librarian II (30)	L-27	0.7500	
Librarian II (20)	L-27	0.5000	
Librarian I (20)	L-25	0.5000	
Library Associate (30)	L-21	0.7500	
Library Associate (20)	L-21	0.5000	
Library Technical Assistant (20)	L-20	0.5000	
Library Assistant II (30)	L-17	0.7500	
Library Assistant II (20)	L-17	0.5000	
Subtotal Part-Time Personnel			4.7500
Adult Services			15.2000

Circulation Services 13-02			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Service Manager	L-28	0.9500	
Library Technical Assistant	L-20	0.9500	
Library Assistant III	L-19	0.9500	
Library Assistant III	L-19	0.9500	
Library Assistant I	L-15	0.9500	
Library Assistant I	L-15	0.9500	
Subtotal Full-Time Personnel			5.7000

CHAMPAIGN PUBLIC LIBRARY

2014-2015 Personnel-Classifications, Grades, Full-Time Equivalents

Circulation Services 13-02 (continued)			
Classification	Grade	FTE	Total
Part-Time Personnel			
Library Assistant II (20)	L-17	0.5000	
Library Assistant I (20)	L-15	0.5000	
Library Assistant I (20)	L-15	0.5000	
Library Assistant I (20)	L-15	0.5000	
Library Assistant I (20)	L-15	0.5000	
Library Assistant I (20)	L-15	0.5000	
Library Assistant I (20)	L-15	0.5000	
Library Assistant I (20)	L-15	0.5000	
Library Assistant I (20)	L-15	0.5000	
Library Assistant I (20)	L-15	0.5000	
Library Assistant I (19)	L-15	0.4750	
Library Pages (410)	-----	10.2500	
Subtotal Part-Time Personnel			15.7250
Circulation Services			21.4250

Childrens Services 13-03			
Classification	Grade	FTE	Total
Full-Time Personnel			
Librarian III	L-30	0.9500	
Librarian II	L-27	0.9500	
Librarian II	L-27	0.9500	
Librarian II	L-27	0.9500	
Library Associate	L-21	0.9500	
Library Associate	L-21	0.9500	
Library Associate (19) *	L-21	0.4750	
Library Assistant II	L-17	0.9500	
Subtotal Full-Time Personnel			7.1250
Part-Time Personnel			
Library Associate (20)	L-21	0.5000	
Subtotal Part-Time Personnel			0.5000
Childrens Services			7.6250

*Position is full-time working 19 hours in the Children's Department and 19 hours at the Douglass Branch Library.

CHAMPAIGN PUBLIC LIBRARY

2014-2015 Personnel-Classifications, Grades, Full-Time Equivalents

Douglass Branch Library 15-00			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Service Manager	L-30	0.9500	
Librarian I	L-25	0.9500	
Library Associate (19)*	L-21	0.4750	
Subtotal Full-Time Personnel			2.3750
Part-Time Personnel			
Library Assistant II (5) **	L-17	0.1250	
Library Assistant I (19)	L-15	0.4750	
Library Assistant I (19)	L-15	0.4750	
Library Page (10) **	----	0.2500	
Subtotal Part-Time Personnel			1.3250
Douglass Branch Library			3.7000

*Position is full-time working 19 hours in the Children's Department and 19 hours at the Douglass Branch Library.

**Positions work additional hours at the Main Library.

Grand Total FTEs (at full staffing)	82.4750
Budgeted FY 2014-15 FTEs	
Main Library	68.5000
Douglass Branch Library	3.7000
Total Vacant Positions	**10.2750**
Total Funded Positions	**72.2000**

Glossary

ACCRUAL - The recognition of revenue when earned or expenses when incurred regardless of when cash is received or disbursed.

ACTUAL - The actual figures in the budget document are year-end actual totals for the fiscal year preceding the current year.

ADOPTED BUDGET - The budget, which consolidates all beginning of the year appropriations. It builds upon prior budgets, Council goals, staff objectives, citizen feedback and experience over the past year.

AFSCME - American Federation of State, County and Municipal Employees. The union which represents the bargaining unit consisting of certain non-managerial Public Works employees and most clerical and dispatch positions in several city departments.

ANNEX - To incorporate (territory) into an existing political unit such as a country, state, county, or city.

APPROPRIATION - This is an authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources. Appropriations are made for fixed amounts and are usually granted for a one-year period.

APPROPRIATION ORDINANCE - The ordinance adopted by the City Council establishing the legal authority to obligate and expend resources.

A.R.M.S - Area-wide Records Management Systems.

ASSESSED VALUATION - Basis for determining property tax. Assessed valuation determines the value of real (land & buildings) property. Real property is appraised at 100% of the fair market value and the assessed value may not exceed 1/3 of the appraised value.

BALANCED BUDGET - The proposed budget expenditures do not exceed available resources and in compliance with all Council policy guidelines.

BOND - A written promise to pay a specified sum of money, called principal, at a specified maturity date along with periodic interest paid at a specified percentage of the outstanding principal. They are usually used for long-term debt.

> GENERAL OBLIGATION BONDS - Pledged government bond issues backed by a municipality's full faith and credit.
>
> REVENUE BONDS - Bonds whose principal and interest are payable exclusively from the earnings of a public enterprise or project.

BUDGET - The financial plan for a specified period of time for the operation of a program or organization, or for the completion of a given project.

BUDGET ACTIVITY - A group of expenditures which provide for the accomplishment of a specific program or purpose, e.g. Police Investigations. In the General Operating Fund, Budget Activities are also grouped together under the departments that administer them.

BUDGET ADOPTION ORDINANCE - Ordinance appropriating funds for a specific fiscal year. Also referred to as Appropriation Ordinance.

BUDGET AMENDMENT - After adoption, the annual budget may be revised through a budget amendment. Any change in the budget that would decrease contingencies or increase total expenditures for any fund must be made through a budget amendment, which requires the affirmative vote of six of the nine City Council Members.

BUDGET MEMOS - Staff reports provided to City Council to facilitate budget review. Budget memos discuss significant budget and policy issues.

BUDGET MESSAGE - Included in the opening section of the budget, the City Manager's Letter of Transmittal provides the Mayor and Council with a general summary of important budget issues.

BUDGET YEAR - A term used in the budget formulation process to refer to the fiscal year or which the budget is being considered.

BUDGETARY CONTROL - The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenue.

CAFR - Comprehensive Annual Financial Report.

CAPITAL - Purchase price (per item) is $5,000 or more, and the expected useful life of the items is five years or more. (For periods prior to FY2002/03, capital included items with a purchase price of $1000 or more).

CAPITAL IMPROVEMENTS - A nonrecurring project including, but not limited to, construction of, and major alterations, remodeling or repair of physical facilities, buildings, structures, streets and highways, storm and sanitary sewers, fixed equipment, and landscaping.

CAPITAL IMPROVEMENT PLAN - The plan for the development of capital improvements within the City's jurisdiction. The plan includes a capital improvement budget for the current fiscal year and proposal for a capital improvement budget for nine (9) fiscal years subsequent to the current fiscal year.

CATV - Community Access Television.

COMMODITIES - Items which, after use, are consumed or show a material change in, or an appreciable impairment, of their physical condition, and which are generally of limited value and characterized by rapid depreciation.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - An entitlement grant from the U. S. Department of Housing and Urban Development (HUD) to assist the low and moderate income persons of the City in targeted neighborhoods.

CONTRACTUAL SERVICES - Services provided by another individual, (not on City payroll) agency, or private firm.

C-U - Champaign-Urbana.

CURRENT LEVEL (TARGET) REQUESTS - Requests to provide funds to maintain current operations. Target level requests are limited to an anticipated and/or contractually obligated salary increase and a predetermined percentage of prior year funding for recurring, non-personnel expenses.

CURRENT YEAR - A term used in the budget formulation process to refer to the fiscal year immediately preceding the budget year under consideration

DEBT SERVICE - Includes principal and interest payments and handling charges on general obligation bonds, revenue bonds, special assessment bonds and notes.

DEFEASANCE - Cash is invested in U.S. Treasury securities (treasuries) which are timed to meet debt service obligations. The cash outlay to purchase securities eliminates the need to make future debt service payments. Defeasances are typically done in combination with a refunding to eliminate obligations associated with the previous bond issue. However, defeasances can occur without refunding if sufficient cash is available; this is known as a cash defeasance.

DEPARTMENT - A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

DISCRETIONARY - Not mandatory, it is up to the individual or company.

DIVISION - An organizational level within a department. For example, Accounting, Financial Services and the City Clerk's Office together comprise the Finance Department.

ENCUMBRANCES - These are obligations in the form of purchase orders or contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved. The use of encumbrances is designed to prevent overspending and permits officials to be certain of how much money is available for new commitments.

EMS - Emergency Medical Services.

ESDA -The City's Emergency Services and Disaster Agency created to alleviate the effects of emergencies and disasters, in accordance with the Illinois Emergency Services and Disaster Agency Act of 1975.

ESTIMATE - Revenue and expenditure estimates for the current fiscal year which are developed as part of the budget preparation process.

EXPENDITURE - The payments made by the City represent an expenditure of City resources. All payments to vendors, personnel and any other government agencies are considered expenditures.

EXPENSE CODE - A set of numbers which, in accordance with an overall system for classifying accounts, indicates the fund, activity and category to which a good or service is expended.

FINANCIAL POLICIES - General and specific guidelines adopted by the Council on an annual basis that govern budget preparation and administration.

FISCAL YEAR - The time period designated by the City identifying the beginning and ending period for recording financial transactions. The City of Champaign's fiscal year is July 1 to June 30.

FOP- Fraternal Order of Police. The union that represents the bargaining unit which consists of commissioned police officers.

FULL-TIME EQUIVALENT (FTE) POSITIONS - One person's work year (1.0 FTE) totals 2080 hours. FTE's are therefore the number of positions based on total number of hours worked, rather than number of individuals working those hours. In the Library an FTE is equivalent to 1,976 hours per year.

FUND - A fund is the basic accounting unit: it is a self-balancing accounting entity with revenues and expenditures which are segregated for the purpose of carrying out specific programs in accordance with City policies and certain applicable State and Federal laws. For fund types, see the Budgetary Basis and Accounting information section of this document.

FUND BALANCE - The excess of current assets over current liabilities, it represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

GEMS - Government e-Management Solutions-The City's supplier for financial management and human resources applications. (Otherwise referred to as MSGOVERN)

GIS - An organized collection of computer hardware, software and geographic data designed to capture , store, update, manipulate, analyze and display all forms of geographically referenced information.

GFOA - Government Finance Officers Association.

GOAL - A long-range desirable development attained by time-phased objectives designed to implement a strategy.

GRANT – A giving of funds for a specific purpose.

HOME-RULE MUNICIPALITY - A home rule unit may exercise any power and perform any function pertaining to its government and affairs including but not limited to the power to regulate for the protection of the public health, safety, morals and welfare; to license; to tax; and to incur debt, unless preempted by the State of Illinois. The City of Champaign is a home-rule municipality.

IAFF - International Association of Firefighters. The union representing the bargaining unit consisting of commissioned firefighters.

ICMA- International City/County Management Association.

IMRF - Illinois Municipal Retirement Fund. Retirement system established for municipal employees in the State of Illinois.

INITIATIVES -Any new programs or services to be undertaken by a department or fund for the fiscal year and any project or activity which may be unusual or otherwise significant.

INTER-FUND TRANSFER - Transfers made from one fund to another to reimburse or pay for specific services rendered or to more generally support the activities of another fund.

INTERGOVERNMENTAL REVENUE - Revenue received from another government for general or specific purposes.

KELLY DAYS – As used in the IAFF labor agreement, within the forty-eight (48) hour off and twenty-four (24) hour on duty shift schedule, a regularly scheduled day off which day would otherwise have been a twenty-four (24) hour on-duty day. The effect of a Kelly Day is to reduce the number of hours regularly worked on an annual basis without reducing the total annual pay.

LINE-ITEM BUDGET - A budget that lists detailed expenditure categories separately along with the budgeted amounts for each expenditure category. The City maintains line-item detail for financial reporting and control purposes but does not include this detail in the Annual Budget Document.

LOCAL NARCOTICS FORFEITURES - Revenue seized and forfeited in police narcotics raids.

LONG-TERM DEBT - Debt with a maturity of more than one year after the date of issuance.

METCAD - Metropolitan Computer Aided Dispatch. An intergovernmental agency established to provide dispatching services for several area governments.

MISSION - A broad statement of the overall goal or purpose assigned to a particular department or fund.

MSGOVERN – The City's supplier for financial management and human resources applications. (Otherwise referred to as GEMS)

NPDES – National Pollutant Discharge Elimination System.

OBJECTIVES - A statement describing the current services and functions a department or fund performs on an ongoing basis.

OPERATING BUDGET - The budget for funds that include recurring revenue sources used to finance on-going operating expenditures which permit basic government services, e.g., the General Operating, Community Development and Motor Vehicle Parking System Funds.

PLUMBERS AND STEAMFITTERS - The union which represents the bargaining unit consisting of certain non-managerial Public Works and Building Safety employees.

PERFORMANCE INDICATORS - Statistical measures that are collected to show impact of dollars spent on City services.

PERSONNEL SERVICES - Salaries and wages paid for services performed by employees of the City, and fringe benefit costs associated with these services.

PROPERTY TAX LEVY - A tax based on the assessed value of a property. Tax liability falls on the owner of record as of the beginning of the levy year.

QUESTICA- The City's supplier for capital and operating budgeting software applications.

REVENUE - Funds that the City receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

RIP- Redevelopment Incentive Program. A grant program that provides incentives for redevelopment in specific areas of the City.

SAVING INITIATIVES - Department proposals for expenditure reductions.

SERVICE PLANS - Documents drafted by each department that describe the services provided by that department as well as changes in service levels planned for the upcoming Fiscal Year.

SALARY AND STAFFING ORDINANCE - This ordinance contains the salary schedules and the position control report. The salary schedules set salary ranges for full and part-time employees. The position control report contains a list of position classifications in each department according to the budget activity and fund by which the position classifications are funded, the position classification to which each position is assigned and the number of full-time equivalent (FTE's) assigned to each position classification within each department and budget activity.

SPECIAL REVENUE FUNDS - Funds used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditure for specific purposes.

SRO- School Resource Officer.

SUPPLEMENTAL BUDGET REQUEST - Requests that exceed the current level (target) budget.

TAX INCREMENT FINANCING (TIF) - A tax incentive designed to attract business investment by the dedication of property and sales tax revenue from the redevelopment of an area (Tax Increment Financing District, or TIFD) to finance development-related costs in that district.

TAX INCREMENT FINANCING DISTRICT (TIFD) - A redevelopment area in which tax increment financing is used. The City has three TIF districts.

U-C - Urbana-Champaign.

UC2B – Urbana-Champaign Big Broadband Consortium-An intergovernmental consortium of the University of Illinois and the cities of Urbana and Champaign dedicated to building and operating an open-access fiber-optic broadband network throughout the Champaign-Urbana area.