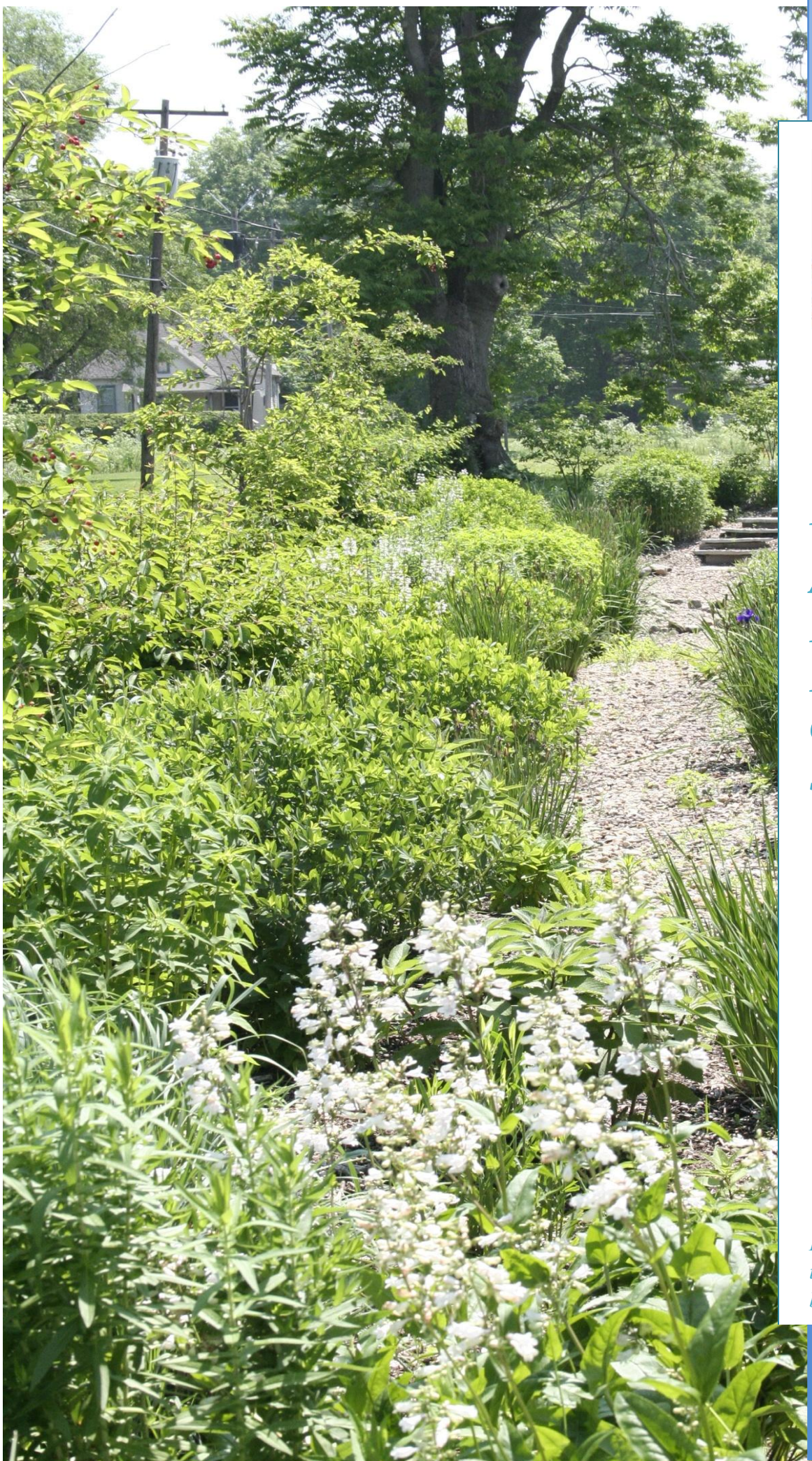


City of CHAMPAIGN

FY2012/13

Adopted Financial Plan for Community Services

Rain Garden adjacent to the Land of Lincoln building

Adopted Financial Plan
For Community Services

Fiscal Year 2012/2013

City of
CHAMPAIGN

Mayor

Don Gerard

Council Members

Will Kyles

Michael LaDue

Kyle Harrison

Marci Dodds

Paul Faraci

Thomas Bruno

Deborah Frank Feinen

Karen Foster

City Manager

Steven C. Carter

Assistant City Manager

Dorothy David

Budget Staff

Richard A. Schnuer
Finance Director

Molly Talkington
Budget Officer

Jennifer Johnson
Financial Analyst

Beth Williams
Finance Technician

Rachael Roberts
Account Clerk III

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Champaign

Illinois

For the Fiscal Year Beginning

July 1, 2011

President

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, 2011. 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.

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

FY2012/2013 Adopted Financial Plan For Community Services
INDEX

City Manager's Letter of Transmittal	i
INTRODUCTION	
How to Use the Document	1
The City of Champaign	3
Council Goals	11
City Organization Chart	13
Budgetary Basis and Accounting Information	14
Financial Policies	18
Budget Process	31
BUDGET SUMMARY	
Revenues and Expenditures for all funds	33
General Operating Fund Revenues and Expenditures	40
Revenue Analysis	45
Revenues, Expenditures Reserves and Balances by Fund	52
Summary of Budgeted Personnel	59
GENERAL OPERATING FUND	
General Operating Fund	63
- Revenue Detail	64
Mayor and Council	
- Service Plan	66
- Expenditures by Activity	68
City Manager’s Office	
- Service Plan	69
- Expenditures by Activity	75
Legal Department	
- Service Plan	76
- Expenditures by Activity	82
Finance Department	
- Service Plan	83
- Expenditures by Activity	89
Human Resources Services	
- Service Plan	90
- Expenditures by Activity	97
Planning Department	
- Service Plan	98
- Expenditures by Activity	101
Public Works Department	
- Service Plan	102
- Expenditures by Activity	121

FY2012/2013 Adopted Financial Plan For Community Services
INDEX

Police Department	
- Service Plan	122
- Expenditures by Activity	132
Fire Department	
- Service Plan	133
- Expenditures by Activity	143
Neighborhood Services Department	
- Service Plan	144
- Expenditures by Activity	152
Information Technologies Department	
- Service Plan	153
- Expenditures by Activity	156

OTHER CITY FUNDS

Parking Fund	157
Sewer Improvement Fund	160
Community Development Fund	163
Environmental Services Fund	166
UC2B Fund	168
Metropolitan Computer Aided Dispatch (METCAD) Fund	170
Fleet Services Fund	175
Retained Risk Fund	178
Workers' Compensation Insurance Fund	180
Stormwater Management Fund	182
Motor Fuel Tax Fund	184
Capital Improvements Fund	186
Library Improvement Fund	188
Local Motor Fuel Tax Fund	190
Urban Renewal Fund	192
ARRA Grant Fund	194
Urban Development Action Grant (UDAG) Fund	196
Downtown Tax Increment Financing District Fund	198
E. University Ave. Tax Increment Financing District Fund	200
Food & Beverage Tax Fund	202
North Campus Redevelopment Area TIF Fund	204
Vehicle Replacement Fund	206
Capital Equipment Replacement Fund	208
METCAD Emergency Telephone Fund	210
Foreign Fire Insurance Tax Fund	212
Narcotics Forfeitures Fund	214
METCAD Equipment Replacement Fund	216
Bond and Interest Fund	218
Series 2010 Drainage Bond Fund	220

FY2012/2013 Adopted Financial Plan For Community Services
INDEX

Emergency Telephone System Fund	222
Library Tax Account Fund	224
Police Pension Fund	226
Fire Pension Fund	228

CHAMPAIGN PUBLIC LIBRARY

Service Plan	231
Report to City Council	237
Library Budget Summary	239

CAPITAL IMPROVEMENTS PROJECTS

Capital Improvement Plan	243
Project Expenditures by Fund	252

SUPPLEMENTAL INFORMATION

Debt Management	257
Property Tax Summaries	262
Salary Schedules & Position Control Report	264
Glossary	302

City of
CHAMPAIGN

City of
CHAMPAIGN

REPORT TO THE CITY COUNCIL

FROM: **Steven C. Carter, City Manager**

DATE: **July 1, 2012**

SUBJECT: **Financial Plan for Fiscal Year 2012/13: Investing in the Future**

Introduction

The Financial Plan 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 accomplish Council goals and respond to community needs 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.

Prior years' decisions in developing the Financial Plan were difficult, as the City has adopted approximately $17.7 million in budget balancing measures since FY2008/09. Most of the measures were expenditure reductions. This process included downsizing that culminated in FY 2011/12 with the elimination of all remaining positions approved for reduction through attrition in prior years, as well as additional positions eliminated through a voluntary separation incentive program. These staff reductions required many departments to implement significant reorganizations to continue delivering high levels of service with reduced staff and resources.

Many signs point to an economic recovery at the national, state, and local levels, evidenced most clearly by modest increases in the City's sales tax receipts. Many other revenues have stabilized, but unfortunately the assessed value of taxable property has declined. Property tax revenue was temporarily insulated from the economic downturn as the calculation of taxable property uses a three year averaging of property values pursuant to state law. For the 2009 and 2010 levies the assessed value of taxable property was virtually flat, but for the 2011 levy the value decreased by 1%. The budget for FY2012/13 reflects these revenue realities and requires some tightening of expenditures to balance the budget structurally and achieve the following goals:

- Provide a high level of service to the community and make good progress on achieving the Council's vision and goals.
- Operate a lean organization as a result of hiring excellent employees and conducting necessary belt tightening over the past few years.
- Deliver high value to the community in a cost-effective and efficient manner. The City's budgets and service plans maintain a good balance between operating and

capital needs, as well as between basic services and administrative support and oversight.

Fortunately, due to measures approved by Council to date, the FY2012/13 budget includes fewer reductions than in recent years. Also, the projected General Fund balance for the end of this fiscal year is greater than what was anticipated when reductions were made last year. The higher than anticipated fund balance is a carry-over from last year, which resulted from unexpected one-time revenues from the State and actual expenditures coming in less than budget.

These factors allow the adopted budget to restore a portion of the one-time reductions taken in prior years and meet some new high-priority needs for one-time funding. In addition, the City Council has recently adopted revenues that will make a significant difference in the City's ability to address drainage and street improvement needs. For these reasons, the theme of this year's budget message is Investing in the Future.

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. Even after adoption of the budget, staff continues using the safeguards. These 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 98.6% of revenues, which is 0.1% greater than policy. This variance from policy is recommended to reduce the need for revenue increases or additional budget reductions. Since this is a slight variance, the risk caused by the reduced buffer is small and is outweighed by the benefits to residents and other recipients of City services.

b. 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.

c. Reserves: City policy calls for an unreserved General Operating fund balance at a minimum of 10% of operating expenditures, not including transfers. Fund balance is also reserved for certain expenditures expected in the future. These reserves allow additional time for careful examination and planning in the event of a significant revenue shortfall, and provide contingency funds in the event of a natural disaster or other unforeseen funding need. For the FY2012/13 adopted budget, the unreserved General Fund balance is 10.12% or $4.5 million, slightly above the minimum policy level.

d. 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 the 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.

Economic Setting and Revenue Outlook

The national and local economies have been growing consistently for more than a year. However, 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.

Closer to home, the Illinois state economy is improving but at a lower rate than most other states. The University of Illinois Flash Index has slowly climbed to 102.7 for June 2012. This is positive since a reading above 100 indicates an expanding economy. Any reading below 100 indicates a contracting economy which has been the case for the past three and a half years with a record 26-year low of 90.0 in September 2009. With a 0.7 increase over May 2012, the index has continued to improve since May 2010. The pre-recession high was 107.4 in April 2007.

Although the flash index is a positive indicator, it is important to remember that Illinois still lags in other indicators. Currently the State's unemployment rate is 8.7% while the nation's is 8.2%. According to Fred Giertz, who compiles the flash index for the University of Illinois' Institute of Government and Public Affairs, "It will likely be at least a year or two before unemployment rates in the 6 percent range are achieved."

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. The University also affects the city's unemployment rate. Annually, the summer months starting in June, the unemployment rate increases and this year is no exception with June at 9.1%. However, Champaign's unemployment rate for the second quarter (April, May, and June) is 7.7%, which is lower than the National rate of 8.2% and the State's rate of 8.7% for the same quarter. Additionally, some business closings, a drop in construction activity, and a decrease of the value of taxable property indicate weak economic growth.

The City has diversified its revenue sources somewhat in recent years, so stagnation or decline of some revenues is sometimes mitigated by strength in others. The sales tax, which is most susceptible among the City's major revenues to any economic downturn, remains the largest revenue resource for the City. This revenue has shown some signs of progress, with growth of 2.8% for FY 2011/12 over FY 2010/11. Also, this is the second year of steady sales tax revenue growth greater than 2% annually. The positive results in sales tax is somewhat offset by the decline in property values that affect the City property tax levy. Staff projects sales tax revenue to grow in FY2012/13.

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. The 2009 levy, however, increased just 0.5% over the 2008 levy and growth was virtually flat for the 2010 levy at 0.1%.

For the 2011 levy (collected in calendar 2012), the EAV declined 1%. The City Council adopted the same amount of property taxes as the 2010 levy year. Therefore, while property tax revenues won't fall, there will be no increase to match increased costs. Moreover, due to increased pension funding costs, property tax revenue to the General Fund will decline by about $400,000. The General Fund supports the City's core services including Police, Fire, and Public Works. The Library Operating Fund is also impacted by the decline in assessed valuation of property because property tax revenue comprises approximately 90% of its total revenue. Overall, staff projects that the City's 11 major revenues for FY2011/12 will end the fiscal year 3.5% above FY2010/11 actual receipts. That figure includes one-time revenues, so the increase in recurring revenue is lower.

Prior Year's Budget Balancing Measures

The City Council has adopted a policy of adopting structurally sound, sustainable budgets where recurring revenues exceed recurring expenditures and the General Fund has a 10% reserve that can be used for any unforeseen event because it is not dedicated to a specific purpose. Given weak and/or declining revenues beginning in FY2008/09, Council has adopted close to $17.1 million in budget balancing measures (primarily expenditure reductions) to achieve budgets consistent with these policies. These included significant reductions in funding for transportation systems, but Council restored most of that funding by adopting a Local Motor Fuel Tax with projected annual revenues of $1.5 million. In addition, adoption of the Stormwater Management fee will significantly accelerate completion of needed drainage improvements.

The greatest impact on services has been felt from personnel reductions. The recommended staffing ordinance for FY2012/13 reflects the results of a multi-year process of budget reductions that led to significant position eliminations. Since FY2008/09, the City has eliminated 34 full-time equivalent positions (FTE's) on a recurring basis and has not funded 6 additional FTE's for an indeterminate period, for a total recurring staff reduction of 40 FTE's. In many instances departments streamlined and reorganized operations to more effectively deliver services with fewer staff and resources. The Library is still holding positions open since its main funding source, property tax, has been stagnant in recent years and will decline slightly this year.

Initially these reductions impacted Administrative departments and the Public Works Department most significantly, but the need for further budget reductions resulted in significant reductions in the Police Department. The Fire Department cut several positions as well, mostly in the Building Safety activity. The City has continued to investigate possible outside funding for services. The Planning Department has been successful in seeking outside funding for certain services. These include having the City's Tax Increment Finance Districts pay for 1.000 FTE Planner II ($80,996), and providing services to the Champaign School District Unit 4 which pays the City for planning services equivalent to 0.400 FTE Planner II position ($30,000). Also, the Energy and Efficiency grant is funding 1.000 FTE Planner II ($80,996) position to create the City's Sustainability Plan.

Despite these reductions, the City continues to focus on the goals adopted by the City Council and make progress on Council's key initiatives. These include several storm water

projects, the Urbana-Champaign Big Broadband project (UC2B), and municipal aggregation to lower electric utility costs for residents and small businesses.

Budget Strategy and Overview

The City's Five-Year Forecast in October 2011 showed that the mid-year FY2010/11 budget-balancing measures resulted in a balanced budget for that fiscal year. The Forecast projected a balanced budget for FY2011/12 as well. Unfortunately the projection for FY2012/13 and beyond presents further challenges, as expenditures are projected to exceed revenues throughout the forecast period. To keep expenditures in accordance with the City's policy limit, the Council approved a budget strategy that consisted of General Fund budget balancing measures estimated at $914,677 for FY2012/13.

Budget development is guided by fiscal policies that include keeping recurring expenditures at or below at 98.5% of recurring revenues and maintaining a minimum unrestricted General Fund balance of 10% of expenditures not including transfers. Council directed staff to use the following strategy to close the projected General Fund budget gap compared to policy:

- $350,000 from expenditure reductions,
- $565,000 from revenues (primarily property tax, as explained below), and
- new services or restoration of prior cuts would be funded with new revenues.

Due to the decline in the City's EAV, a large decline in property tax revenues to the General fund represented a significant portion of the projected fiscal gap. The Financial Policies state that when estimating property tax revenues, staff should assume that Council will levy property taxes in an amount that will maintain the same tax rate as the prior year. If a given tax rate is maintained, taxes will go up or down in accordance with changes in the equalized assessed value of taxable property. In accordance with Council's policy, the financial forecast projected property tax revenues declining in accordance with the decline in assessed values.

To address a portion of the revenue solution, Council adopted an overall property tax levy and capital improvements levy at the same dollar amounts as in 2010, resulting in an overall City tax rate of 1.3084. The City's tax rate for 2010 was 1.2942. Council's decision on the property tax levy increased revenue to the General Fund by $465,393 over the amount that would have been received using a target tax rate of 1.2942. That increase provided the vast majority of the revenue required under the budget strategy described above, and reduced the projected fiscal gap by half without a tax increase.

Staff analyzes revenues carefully before making projections for the budget, and budgets on the conservative side. However, making projections requires a number of assumptions, and many things can change throughout the year. As discussed above, the City has several fiscal policies and practices to buffer against unexpected events and to become aware of adverse financial conditions that might require budget adjustments.

Summary of Budget-Balancing Measures

The proposed budget presented to City Council in May 2012 met all but one of the established financial policies. The financial policies target recurring expenditures budgeted

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 proposed budget has expenditures at 98.6% of revenues, which is 0.1% great than this policy. Council has indicated that this variance from policy was acceptable because it is small and it reduces the need for revenue increases or additional budget reductions. Fortunately, due to small changes, the adopted budget is at the 98.5% level established in the financial policies.

The adopted budget includes expenditure reductions of $331,653 in recurring costs and $60,449 in one-time costs from all City departments. This includes a reduction of 0.50 FTE's and not funding three police officer and three firefighter positions that have not been funded since FY2009/10. These positions will be funded through grants, if possible. Two budget reductions that affect staffing are described below.

The reductions include reducing the Deputy Police Chief for Professional Standards position to the Lieutenant level. One of the primary responsibilities of this position is to investigate citizen complaints. This position had previously been staffed by a Lieutenant until it was upgraded to a Deputy Chief during the Department's reorganization in 2007. The Department is currently determining how administrative responsibilities will be assigned between the two remaining Deputy Chiefs; however, the ability of this position to investigate citizen complaints and enforce professional standards will not be inhibited by the reduction in rank.

The budget also includes staffing changes in the Information Technologies (IT) Department by eliminating the Assistant Director position and adding a technical position. This provides an opportunity to adjust tasks and workloads impacted by the rapidly changing technological landscape. The Administration will examine the tasks currently being performed by IT staff and the technology services needed by end users in order to do their jobs as well as possible. This examination will also consider technologies that the City Administration and Council see as particularly important to priority services, including Council Goals.

Supplemental Budget Requests (SBR)

The SBRs are larger than in recent years and are focused on emergency services and one-time requests that either restore some of the one-time budget balancing measures taken in prior years or enhance City services. The opportunity to add funding to certain areas is mainly due to one-time balancing measures taken in FY2011/12 to rebuild the General Fund balance, unanticipated one-time revenues, and expenditures falling short of projections last year. The total budget for expenditures on SBRs is $2,813,778 for all funds, with recurring expenses of $304,740 and one-time expenses totaling $2,509,038. These figures cover all of the SBR s for all funds. These figures represent net expenditures for the City but do not represent deficit funding. Most of the one-time expenditures will be taken from the unanticipated level of the General Fund balance, while most of the recurring SBRs are offset by revenues such as grant funding and reductions in other areas. Significant SBRs are as follows:

1) Transfer to Capital Improvements Fund from the General Fund to restore a portion of prior year budget reductions - $750,000
2) Funding for future 800 MHz radio replacement for Police, Fire, and Public Works for continued reliability and interoperability functions - $508,190 ($101,638 recurring and $406,552 one-time)
3) Transfer to Library's Capital Fund from General Fund to help pay for replacement of the worn carpeting and to reupholster furniture - $250,000 one-time
4) Economic Development funding to restore a portion of prior year budget reductions - $200,000 one-time
5) METCAD User Fee increase to support 911 call center functions for Police and Fire - $142,201 recurring
6) Summer Youth Employment Program - $100,000 ($20,000 recurring Administration costs and $80,000 one-time for youth placement)

The following table summarizes the SBRs by fund:

Fund	**Recurring**	**One-Time**	**Total**
General Fund	$232,361	$2,388,355	$2,620,716
Environmental Services Fund	72,379	$9,236	$81,615
Parking Fund	$0	$11,814	$11,814
Stormwater Management Fund	$0	$10,714	$10,714
Motor Fuel Tax Fund	$0	$24,640	$24,640
Library Operating Fund	$0	$64,279	$64,279
Total All Funds	**$304,740**	**$2,509,038**	**$2,813,778**

Capital Improvements

Annually, the ten-year Capital Improvements Plan (CIP) is updated to reflect adjustments to annual maintenance projects, new revenue and cost estimates, add projects required by contractual obligations, and prioritize proposed new projects regarding their importance to the ongoing maintenance, rehabilitation and expansion of the City's infrastructure for the next ten years. The budget year of the CIP (FY2012/13) includes approximately $36 million in capital expenditures. The key projects are as follows:

- Annual Parking Lot Maintenance
- Annual Sanitary Sewer Rehabilitation
- Annual Channel Maintenance
- Annual Storm Sewer Rehabilitation
- Washington Street West Drainage Improvements (design and Robinson Court demo)
- South Fourth Street Extension (0587)
- Staley Road Improvements (0557)
- Market Street Improvements (0609)
- Fire Station 3 Land Acquisition (0314)
- Town Center Boulevard Safety Improvements (0481)
- Mattis Avenue Overlay (Windsor to Savoy) (0561 & 0602)
- Widening the Windsor Road Bridge Approaches at I-57

- North Fourth Street Extension (0455)
- Bristol Park Neighborhood Plan Implementation (0641)
- Downtown Civic Plaza (0619)
- Marshall Street Improvements (0618)
- Green Street Streetscape and street improvements from First to Fourth Streets (0507)
- Debt Service for capital improvement and economic development projects including Boneyard Creek improvements, John and Washington Street storm sewers, sanitary sewer expansion and rehabilitation projects, downtown parking deck, Olympian Drive extension into the Clearview Development, main library building, and redevelopment of the former Burnham Hospital site.

Earlier this fiscal year, Council approved a four cent per gallon Local Motor Fuel Tax. Road improvements are a "key project" under the Council Goal "Our City is Fiscally Responsible." The enactment of this revenue will restore 75% of the recurring transportation funding eliminated during prior fiscal years as budget balancing measures. A separate fund was established to manage the proceeds of the four cent per gallon Local Motor Fuel Tax (LMFT). Per Council direction at the time of adoption, two thirds of the proceeds of the LMFT will be directed to arterial street improvements and one third to street reconstruction city-wide. The Ten Year Street Improvement Plan, a part of the Capital Improvements Plan, will guide the expenditures programmed in this fund. This Plan shall be reviewed and adopted by Council annually through the capital improvement planning process. On or before May 1, 2022, an evaluation of the continuing need for this funding will be conducted. Such evaluation will consider the available revenues for street improvements, the backlog of arterial street improvement needs, and the backlog of street reconstruction and maintenance needs.

Additionally, at the April 17, 2012, Council adopted a Stormwater Utility Fee, a user fee based on impervious area. Staff estimates the fee will generate an additional $3.2M annually for the Stormwater Management Fund. The fee for single family and duplex properties, and condos, will be $4.94 per month for parcels with less than 6,000 square feet (ft^2) of impervious area, $10.55 per month for parcels with 6,001 to 8,000 ft^2 of impervious area, and $13.64 per month for parcels with over 8,000 ft^2 of impervious area. The fee for all other properties will be $5.24 per month for 3,478 ft^2 of impervious area.

The City entered into a billing agreement with Urbana & Champaign Sanitary District (UCSD) under which the UCSD will include, as a separate line item on its bill, the City's Stormwater Utility Fee. Over the next year, City staff and an engineering firm, AMEC Earth and Environmental, Inc., will develop the billing database, billing procedures, public education for the Stormwater Utility Fee implementation, and a Stormwater Credit and Incentive Manual for Council review. The fee revenues have been incorporated into the adopted budget and CIP. Staff will propose adding specific projects to the CIP and budget at a future Council meeting.

As a result of the adoption of the Local Motor Fuel Tax and the adoption of a Stormwater Utility Fee, much progress will be made on reducing the backlog of unfunded or underfunded projects over time. However, a number of important projects remain unfunded or

underfunded. Some of the factors contributing to this are: annexation of substandard infrastructure, existing policy that does not require developer contributions to the cost of all major infrastructure (e.g. arterial streets), faster expansion of the urban boundaries in recent years than in the past, deferred maintenance of infrastructure (especially for systems of which the City assumed ownership, such as the Boneyard Creek), and the impact of unfunded mandates from both the State and Federal governments. Some of the most significant needs on the unfunded and underfunded project list include:

1) Funding for new City facilities, in particular, a new Fire Station 3 to facilitate its relocation consistent with the Fire Station Location Study, and a new Public Works Facility.
2) Funding for improvements to existing arterial street intersections to meet the demands of increasing traffic. As the City continues to grow, traffic increases occur at existing intersections. Unless these intersections are improved in some fashion, they will typically become high accident locations. Several intersections have been identified as needing improvement but have remained unfunded due to the high cost. Examples include Bradley Avenue and Staley Road ($3.5 million), Kirby Avenue and State Street ($2.3 million), Bradley and McKinley Avenues ($250,000), and Kirby Avenue and Crescent Drive ($250,000).
3) Funding for 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.
4) A number of projects and needs identified in infrastructure master plans are unfunded or have been delayed beyond the ideal construction time including bridge replacement, traffic signals, and sidewalk replacement. In addition, the Neighborhood Infrastructure Repair Program is still underfunded as compared to total need.
5) Funds to fill sidewalk gaps on arterial streets at a cost of approximately $2 million.

Including these additional capital needs in the CIP would require one or a combination of the following approaches:

1) adjustments to the priorities in the existing CIP (which would require delaying projects currently in the Plan);
2) increased transfers from the General Fund to capital funds (which does not appear feasible without further increasing overall City revenues);
3) identification of new or expanded funding sources;
4) changes to standards for City infrastructure to reduce its cost; and/or
5) extensive phasing of recommended projects over a 20-30 year time frame.

Reserves

In the Comprehensive Annual Financial Report for last fiscal year, staff implemented a new accounting standard regarding the naming of fund balances. Most fund balances must be designated in certain ways (e.g., “committed”) based on the legal authority that restricts use of the balances. Staff has now incorporated those name conventions into the adopted budget. The names chosen for the adopted budget are consistent with the financial policies previously adopted by Council.

The FY2012/13 General Operating Fund budget includes the following reserves:

- $4.69 million unassigned General Fund reserve, which is 10% of expenditures, not including transfers.
- $602,253 committed balances for the City Facility Reserve.
- $769,222 committed balances for the 27th pay date. (The City pays its employees bi-weekly which means 26 pay dates most years and 27 about every eleven years.)

Financial Summary

The proposed budget for FY2012/13 totaled $105.0 million excluding interfund transfers. The adopted budget, excluding interfund transfers, is $111.3 million. The $6.3 million difference reflects $6.4 million in "rebudgeted" expenditures due to projects or purchases planned for this fiscal year that will not be fully completed until next fiscal year, offset by $0.1 million in reductions resulting from updated information. Other revisions to FY2012/13 proposed budget are minimal.

Revenues for FY2012/13 are expected to total $98.6 million, excluding transfers. FY2012/13 expenditures for the General Fund, which supports most basic municipal services, are $73.2 million including supplemental budget requests and rebudgets. General Fund revenues are budgeted at $68.5 million.

Expenditures not funded by new revenue will be funded through expenditure of fund balances. The budget includes spending down a portion of the General Fund balance as discussed above, but the budget also includes spend-down in other funds. This includes Equipment Replacement Funds, which are generally structured so that their revenues are relatively level each year while their expenditures fluctuate annually based on equipment replacement schedules. For example, a ladder truck is scheduled for replacement in FY2012/13. The General Fund transferred a set amount annually to the Vehicle Replacement Fund (VHF) for replacement of the ladder truck over the life of the vehicle. Replacing the ladder truck next fiscal year will cause the VHF to spend more than it will receive and the VHF fund balance will decline. The City finances many other costs without issuing debt by saving up for expenditures when needed.

The financial plan shows a General Fund balance of about $6.1 million. This includes an unrestricted fund balance of 10% or $4.69 million, which represents about one month of General Fund expenditures, as well as designated reserves of $769,222 for the 27th pay date and $620,253 for the City Facilities. The total for all funds is about $90.5 million of which $58.9 million is reserved for the Firefighters' Pension Fund. The following table summarizes revenues, expenditures, and reserves for all funds:

Revenues & Expenditures	General Operating	All Funds[1]
Beginning Balance	$ 10,693,002	$ 97,546,565
Revenues	$ 68,542,793	$ 104,229,082
Available Resources	$ 79,235,795	$ 201,775,647
Expenditures	$ 73,159,379	$ 111,259,621
Reserves		
Pension Reserves[2]	$ -	$ 58,909,260
Other Reserves & Balances[3]	$ 6,076,416	$ 31,606,766
Total Reserves & Balances	$ 6,076,416	$ 90,516,026

(1) Not including interfund transfers to avoid double counting

(2) This includes Firefighters Pension reserves only, as the accounting for the Police Pension Fund is done by a private firm

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

Similar to the General Fund, other funds' reserves serve a variety of purposes. The particular purposes depend on the fund type. Reserves in operating funds such as the General Fund bolster resources for revenue shortfalls or other unanticipated events. Total reserves for operating funds (excluding the General Fund) and Library funds are $5,897,730.

Internal Service Funds and Equipment Funds provide services or equipment to other City funds such as the Vehicle Replacement Fund discussed above. The reserves in these funds are planned for future purchases, and eliminate undue fluctuation in expenditures from the funds providing the source of funds. For example, the funding method for the ladder truck replacement described above avoids a spike in expenditures to the General Fund. An expenditure for the entire cost of the ladder truck in one year would require the General Fund to use its reserves, cut expenditures, and/or find additional revenues to pay for the vehicle. Total reserves for all Internal Services funds are $4,449,131 and Equipment Replacement funds' reserves are $4,474,773.

Community Improvement funds are dedicated to capital projects and community development. The City typically uses a "pay as you go" policy for capital project funding similar to funding for major equipment replacement. The practice requires that the money for capital projects be reserved prior to beginning the project. This limits the total cost of the projects since borrowing funds would add debt issuance and interest costs. For large projects, these additional costs could pay for another smaller project to be completed 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.

Some of the fund balances at the present time reflect unusual circumstances. Recently the State transferred jurisdiction of Market Street and Staley Road to the City. The State provided funding of $8 million that the City plans to spend to improve these roads.

Staley Road improvements will begin this summer and improving Market Street is in the FY2012/13 capital plan. As another example, the Urban Renewal Fund has built up reserves during the past few years to fund the Bristol Park Neighborhood revitalization. The total amount of reserves for all Community Improvement funds is $5,671,421.

The Debt Service funds have reserves of $5,037,295. Setting aside funds to pay debt service, in advance of the payments, is necessary to avoid property tax levies to pay the debt service. The budget also shows reserves of $58,909,260 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, a major portion of annual property tax revenue is received shortly before the end of each fiscal year. As a result, the balance for several funds spike at the end of each year but are spent down over the following months.

Conclusion

The adopted budget preserves critical services with an emphasis on protecting the public's safety; it is balanced, and it meets all of the City's financial policies.

In addition, the City will continue to explore other strategies to address the long-term issue of expenditures increasing faster than revenues. These include two key initiatives adopted by Council as part of its Council Goals: exploring outsourcing services and increasing intergovernmental cooperation.

Acknowledgments

I want to acknowledge the capable and hard work of many staff members from all City departments who worked to develop the proposed Financial Plan, and in particular, members of the City's Budget Review Team and Capital Improvements Review Team. Special thanks go to all City staff for thinking outside the box and providing important suggestions that made a balanced budget possible.

Prepared by:

Molly Talkington
Financial Services Manager/
Budget Officer

Reviewed by:

Richard Schnuer
Finance Director

How to Use This Document

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

Letter of Transmittal

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

Introduction

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

Budget Summary

The budget summary section is designed to provide the reader with a quick overview of the City's Financial Plan. This section can be used as an easy to follow stand alone document.

General Operating 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. These summaries also identify personnel resources in terms of total full-time equivalent positions.

Other City Funds

This section includes the budget for all funds other than the General Operating 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 Operating 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, capital expenses, and salary and staffing schedules for the new fiscal year.

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 (2010) reveals that Champaign's population is 81,055 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 2011, construction values increased to $103 million as compared to $80 million in 2010. This is still below the City's peak year, 2007, at $305 million but nonetheless progressing in a positive direction.

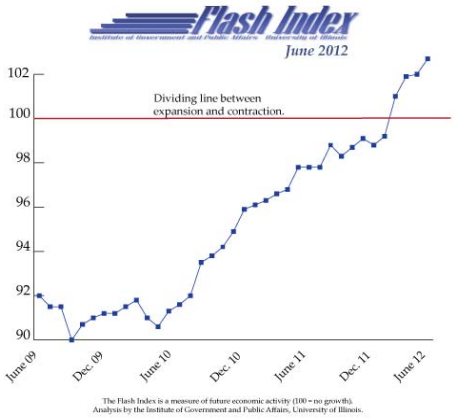
The City's top ten principal employers for 2011 were:

Name of Company	2011 Employment	Percent of Total City Employment
University of Illinois at Urbana-Champaign (1)	11,676	29.40%
Champaign Unit 4 School District	1,423	3.60%
Kraft Foods, Inc. (2)	1,300	3.30%
Parkland College	1,200	3.00%
PlastiPak Packaging, Inc. (2)	810	2.00%
Christie Clinic Association	700	1.80%
Hobbico, Inc.	700	1.80%
City of Champaign	576	1.40%
Horizon Hobby, Inc.	550	1.40%
Busey Bank	510	1.30%
Total	*19,445*	*49.00%*

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

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

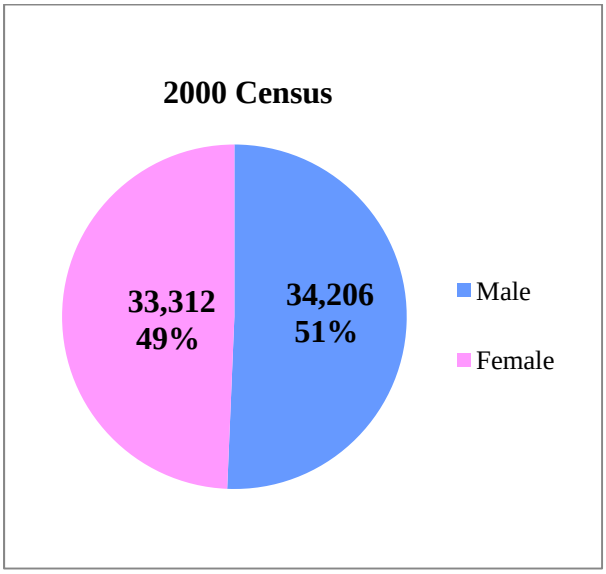
The Flash Index, compiled by the Institute of Government and Public Affairs (IGPA), measures economic activity based upon receipts for personal income, corporate income and retail sales taxes. The University of Illinois Flash Index hit a 26-year low in September 2009 of 90.0. Since then a gradual increase has occurred. With a 0.7 increase over May 2012, the June 2012 Flash Index was at 102.7 which is a substantial improvement and shows growth in the economy. The pre-recession high was 107.4 in April 2007.

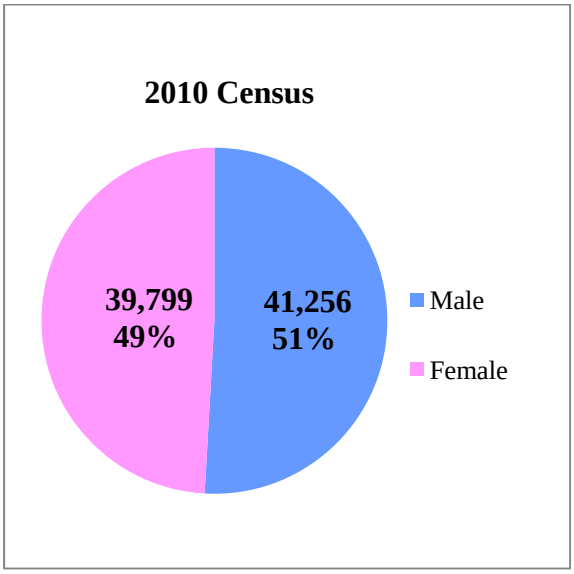


Population

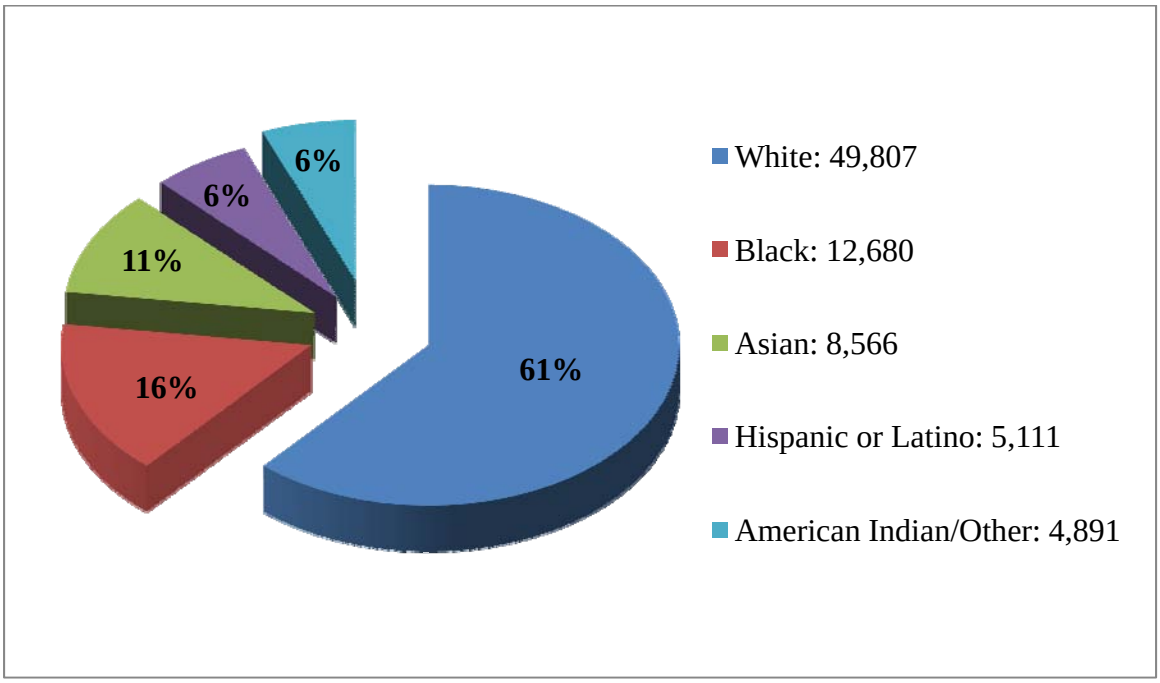
Year	Population	% +/-	Year	Population	% +/-
1860	1,727	0%	1940	23,302	14.5%
1870	4,625	167.8%	1950	39,563	69.8%
1880	5,103	10.3%	1960	49,583	25.3%
1890	5,839	14.4%	1970	56,837	14.6%
1900	9,098	55.8%	1980	58,133	2.3%
1910	12,421	36.5%	1990	63,502	9.2%
1920	15,873	27.8%	2000	67,518	6.3%
1930	20,348	28.2%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

Gender Breakdown



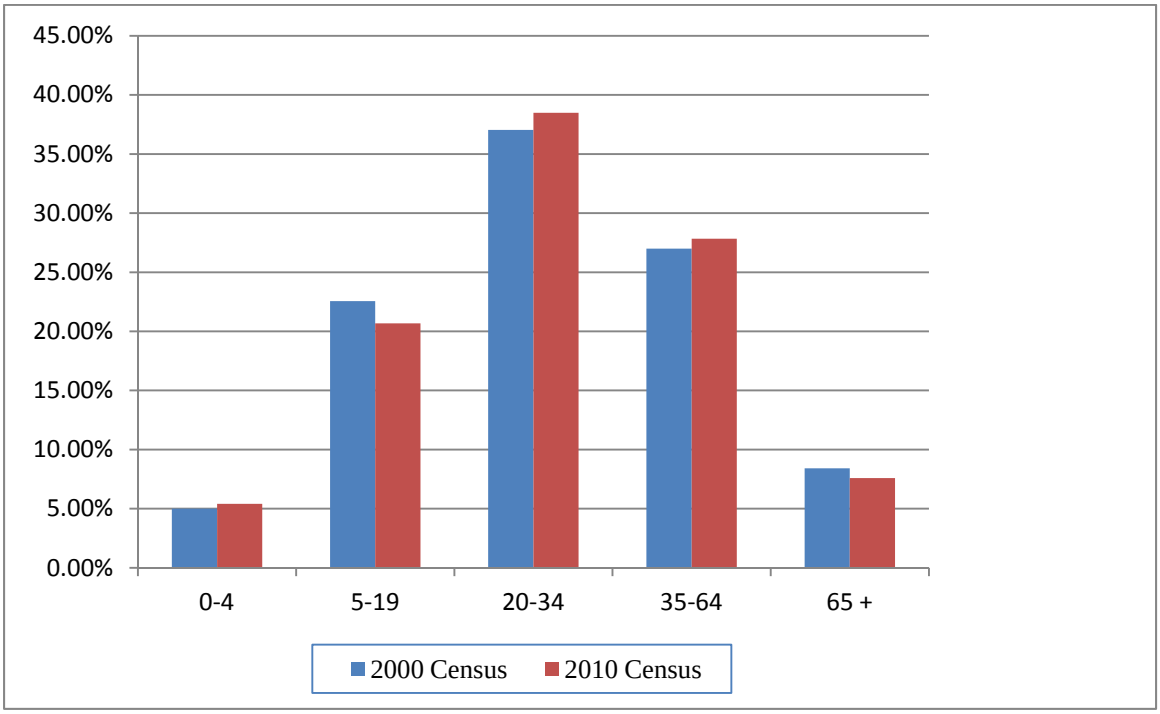


Population Diversity*



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

Age Information



Principal Property Taxpayers

	2010			2001		
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	$ 24,444,330	1	1.59%	$ 19,103,570	1	2.21%
Campus Property Management	21,497,260	2	1.39%	14,239,060	2	1.65%
Shapland Realty, LLC	12,729,610	3	0.83%	6,936,200	4	0.80%
Campus Investors LLC	11,512,720	4	0.75%			
Bankier Family	10,618,880	5	0.69%	7,154,810	3	0.83%
Shaub Properties, LLC	8,600,850	6	0.56%			
Baytowne Apartments, LLC	7,561,680	7	0.49%			
The Carle Foundation	7,382,560	8	0.48%			
Pickus Companies	7,251,030	9	0.47%			
Christie Manage Co., Inc.	6,715,760	10	0.44%			
Wal-Mart Store, Inc.				5,253,620	5	0.61%
Par 3 Development				4,983,620	6	0.58%
Bank Illinois				4,590,900	7	0.53%
Par 3 Development LLC				4,578,140	8	0.53%
Jeffrey R. Hartman				4,407,890	9	0.51%
Royse & Brinkmeyer				4,297,190	10	0.50%
Total	**$118,314,680**		**7.67%**	**$75,545,000**		**8.72%**

***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)
2002	$1,926,888	$27,795	25	9,250
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

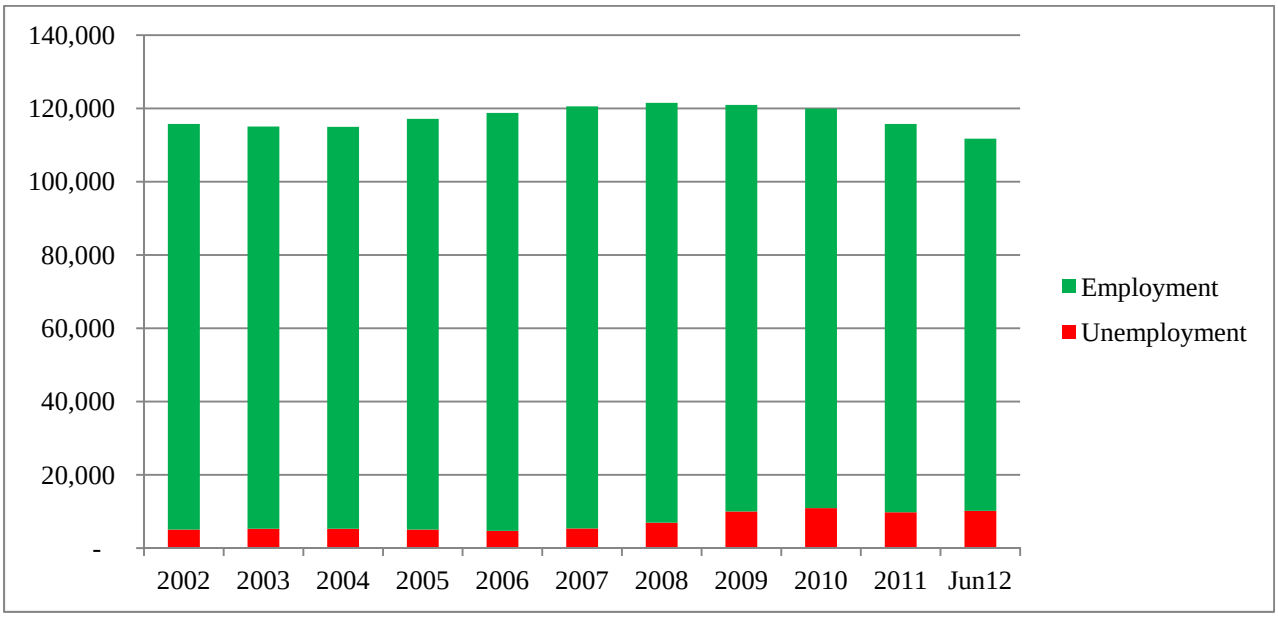
(1) U.S. Department of Commerce Bureau of Economic Analysis
(2) U.S. Census Bureau
(3) Champaign Unit 4 School District

Employment Data for Champaign/Urbana

	Labor		Unemployment	
Year	**Force**	**Employment**	**Number**	**Rate**
1990	109,957	106,506	3,451	3.1%
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%

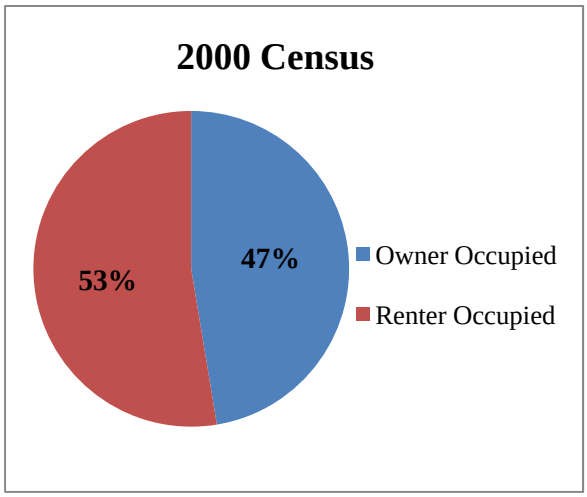
2012	Labor		Unemployment	
Month	**Force**	**Employment**	**Number**	**Rate**
January	112,841	102,374	10,467	9.3%
February	115,083	105,165	9,918	8.6%
March	114,281	105,576	8,705	7.6%
April	114,533	16,498	8,035	7.0%
May	115,154	106,982	8,172	7.1%
June	111,740(P)	101,593(P)	10,142(P)	9.1%(P)

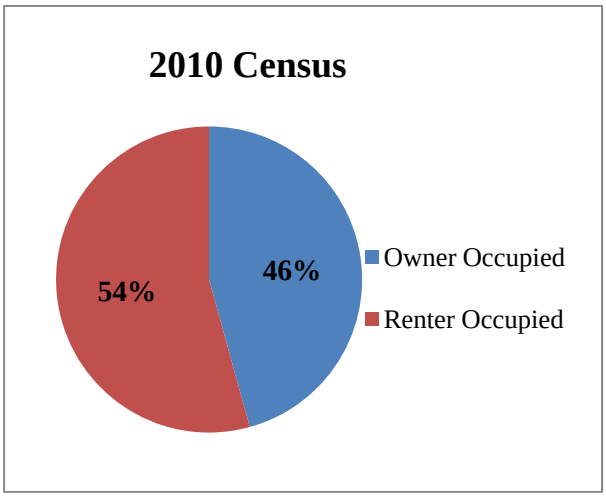
*Bureau of Labor Statistics for Champaign-Urbana/ (P) Projected numbers



Housing Information

Housing Tenure	2000 Census	2010 Census
Occupied housing units	27,071	32,207
Owner-occupied housing units	12,833	14,722
Renter-occupied housing units	14,238	17,485





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%

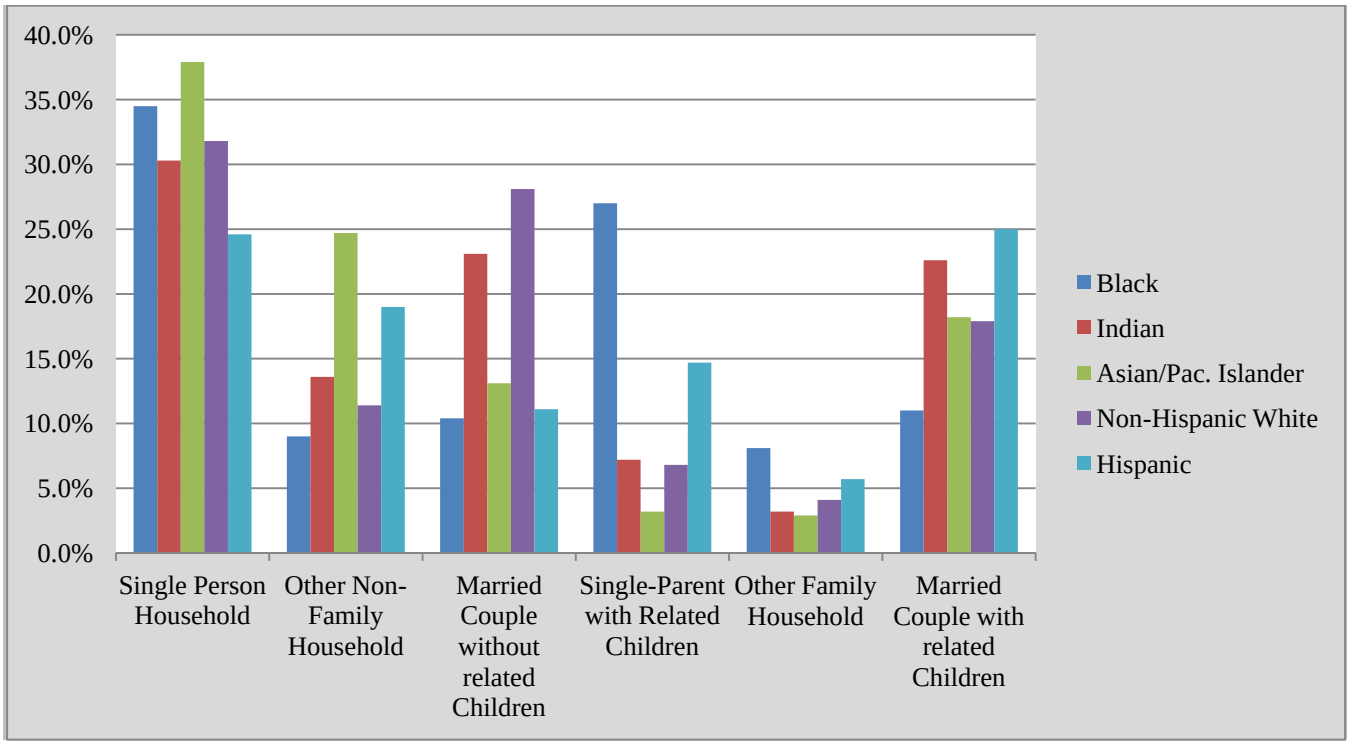
Source: diversitydata.sph.harvard.edu

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



Quality of Life	
Air Quality Index (1)	94.8%
Personal Crime Risk	111*
Property Crime Risk	149*
Personal Crime Incidents	1,003
Property Crime Incidents	3.834

*100 being average (1) % of days AQI ranked as good

Other Information about the City	
Movie Theaters (within 15 miles)	7
Bars (within 15 miles)	83
Restaurants (within 15 miles)	419
Public Golf Courses (within 30 miles)	13
Libraries (within 15 miles)	22
Museums (within 15 miles)	2

CITY COUNCIL VISION AND GOALS

FY 2011 through 2013

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.

Our City Fosters Quality of Life for All Citizens

Strategic Initiatives:

- Expand the arts and amateur sports.
- Increase parks, trails, and open space amenities.
- Encourage development of affordable housing.
- Strengthen community service partnerships.
- Support the University of Illinois to maintain its flagship campus at Champaign-Urbana.
- Promote an inclusive, open minded and progressive community.
- Enhance family-friendly events, facilities, and services.
- Support community partners to strengthen educational opportunities.

Key Projects:

- Partner with Unit 4 to identify a core city location for the new Central High School.
- Coordinate the Community Coalition to implement initiatives for at-risk youth.
- Complete the North Fourth Street extension project.
- Complete a Comprehensive Affordable Housing Strategy and long-term funding plan.

Our City Provides First-Rate Services

Strategic Initiatives:

- Assure a safe community and protect the rights of citizens.
- Strengthen police-community relations.
- Aggressively address aging infrastructure.
- Continue to build complete streets.
- Support and respond to neighborhood needs.
- Maintain fire department responsiveness.

Key Projects:

- Finish the John Street storm water project.
- Finish Phase 2 of the Washington Street West storm water project.
- Initiate Phase 3 of Boneyard storm water improvements.

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.
- Allocate the cost of services to citizens who benefit.
- Promote a compact growth pattern to deliver City services efficiently.

Key Projects:

- Adopt a dedicated funding source for storm water improvements.
- Adopt a dedicated funding source for road maintenance and improvements.

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.
- Promote opportunities for upward mobility for all citizens.
- Advance strategies to benefit low-income neighborhoods.
- Adopt forward-thinking growth and development policies.
- Create a vibrant downtown.
- Maintain the City's positive business environment.
- Increase minority and women-owned business opportunities.

Key Projects:

- Provide economic incentives to attract and retain businesses.
- Develop workforce development partnerships.
- Implement the Urbana-Champaign Big Broadband (UC2B) project.
- Implement the Infill Development Strategic Plan.
- Expand public-private partnerships to continue the Summer Youth Employment Program.
- Develop a program to increase minority and female participation in City contracts.

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.
- Reduce energy consumed by our City government.
- Preserve the Mahomet aquifer as a long-term healthy water supply.

Key Projects:

- Reduce electric power costs by pursuing electric aggregation.
- Expand recycling opportunities.

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 and decisions.
- Improve public access to City information.

Key Projects:

- Continue to implement the Public Communications Plan.
- Improve citizen access to information on the City's website and through social media.

CITIZENS OF CHAMPAIGN

Population: 81,055

CITY COUNCIL

9 Council Members (Includes Mayor)

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

CITY MANAGER'S OFFICE

- METCAD Policy Board
- Community Relations
- Economic Development

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
Director
- Current Planning
- Advance Planning

POLICE
Chief
- Operational Support
  - Investigations
  - Special Rescources
  - Fiscal Administration
- Professional Standards/Audit
  - Citizen Complaints
  - Rcords/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

2011 Organizational Chart

Drawn By: Public Works Department Engineering Division
Date: April 6, 2011
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
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
- Community Development Fund
- Parking Fund
- Metcad Fund
- Sewer Improvement Fund
- UC2B

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:

- Sewer Expansion Fund
- Surface Drainage Improvement Fund
- Motor Fuel Tax Fund
- Capital Improvements Fund
- Library Improvement Fund
- Local Motor Fuel Tax Fund
- I-74 North Development Area Fund

- Urban Renewal Fund
- AARA Grant Fund
- Urban Development Action Grant Fund
- Downtown Tax Increment Financing District Fund
- North Campus Redevelopment Area Tax Increment Financing District Fund
- East University Ave. Tax Increment Financing District Fund
- Food & Beverage 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
- Burnham Site Bonds Series 2004A
- Burnham Site Bonds Series 2004B
- Library Bond
- Series 2007A Bonds
- Series 2009 Refund Bonds Fund
- Series 2010 Drainage Bonds
- Parking Deck Bonds

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

- Environmental Services Fund
- 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
- Gift and Endowment Funds
- Special Programs Funds
- Per Capita Grant Fund
- Grant 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.

FY2012/2013 Proposed 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 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
- sanitary sewer system
- neighborhood wellness
- debt management
- capital improvements
- budget guidelines
- revenues
- pension funds
- investment policy
- community service grant program

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. 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.

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 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 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 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

Special Note: A formal Debt Management Policy was adopted by City Council on October 2, 2001 (Council Bill No. 2001-0246).

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: The City employees are paid on a bi-weekly basis, which typically results in 26 payrolls during one fiscal year. Every 11 years there are 27 pay periods resulting in additional expenses that year. A reserve has been established and a specific amount is added to this reserve annually to build up enough funds 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:

    1. mandatory legal or moral commitments that cannot be funded within the target level budget (this means that the department should make a good faith effort to fund it within the target level before requesting additional funds)

    2. any expenditure that generates a recurring savings or revenue that at least offsets the cost (e.g., the red LED for traffic signals was a one-time expense that reduced the City's electricity costs on an ongoing basis)

    3. one-time expenditures which improve safety

    4. additional expenditures required to maintain current service levels due to an extraordinary increase in costs (e.g., increased energy costs, specialty items, etc.)

    5. additional funding needed to cover expenditures related to growth, improved service to citizens or other special circumstances.

- all new or increased expenditures must be clearly identified as such in the budget memo titled "Supplemental Budget Requests" that is submitted annually along with the Proposed Budget for Council review.

Item No. 10: The proposed budget for operating departments will be limited as follows:

- expenditures for employee professional development will be at least 9/10ths of one percent of full-time and part-time salaries and will be expended consistent with department training plans;

Item No. 11: A Department Cost Savings Plan has been adopted. Under this 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.

Item No. 12: 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. 13: 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. 14: 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: Twenty percent (20%) of revenue raised from the 1.25% local sales tax will be transferred annually from the General Operating Fund to the Stormwater Management Fund. The transfer provides ongoing funding for storm sewer rehabilitation projects.

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 will provide health insurance coverage for its employees at no cost. The City may consult with employees regarding the health insurance provider, but has sole discretion to decide the provider.

2. Provision of Dependent Health Insurance Coverage. Should the City decide to offer more than one "tier" of dependent coverage (e.g., employee plus one dependent as one tier, and employee plus family as another tier) based on input from employee groups and other entities that purchase employee health insurance in cooperation with the City, the actual City/employee cost split for each premium tier shall be the same as the overall City/employee cost split.

3. Provision of Retiree Health Insurance Coverage. The City will offer its retirees access to post-retirement health care 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, and is incorporated into the Financial Policies by reference. The Investment Policy includes provisions regarding periodic review.

XIII. Community Service Grant Program

The Champaign City Council can, at its discretion, allocate funding to local social service agencies through the Community Service Grant Program. This program is funded using an amount equal to 15% of the City's annual Community Development Block Grant allocation. The source of funds allocated to support this level of funding is the Urban Renewal Fund. Under this program, the maximum amount of funds to be allocated from all sources shall not exceed $150,000. The Community Service Grant awards are determined as a part of the preparation of the *Consolidated Plan*. Agencies may submit proposals for funding consideration by the City Council in an amount not to exceed $20,000 per proposal. Priorities for funding are set annually by the City Council.

FY 2012/13 Budget Process

December 14 - Budget kickoff: Overview of the budget process, including deadlines, deliverables, and budget balancing strategies.

January 4-6: Received Council input on spending priorities Preliminary Information Exchange meetings.

January 13: Departments submitted:

- target level budgets in accordance with guidelines shared via the December 14 Budget Kickoff communications and other standard forms,
- list of possible significant cost increases for next fiscal year that they cannot cover in their target level budgets,
- departmental budget reductions

February 6-17: Budget review meetings with the City Manager focused on savings, any significant cost increases and review any supplemental budget request.

February 14: Study Session on spending priorities to establish a set of critical expenditure priorities to guide consideration of revenue options to fund them.

February 16-20: Preliminary Information Exchange meetings were held with Council to obtain further detail direction on revenue options.

March 1-3: Preliminary Information Exchange meetings were held with Council to obtain further detail direction on budget strategies.

March 27: Departmental Service Plans are submitted.

April 3: Information only report to Council on revenue options to address the critical spending priorities as determined at the Council Study Session on February 14, 2012. No Council action was requested at that time for two reasons. First, Council had recently provided direction concerning two of the four funding needs that Council identified as critical. Second, the amount of funds required for the remaining two critical funding needs required further information before funding decisions could be made.

May 1: Staff presented the proposed FY2012/2013 budget to City Council.

June 6: City Council adopted the budget by ordinance, reflecting any modifications from the proposed budget.

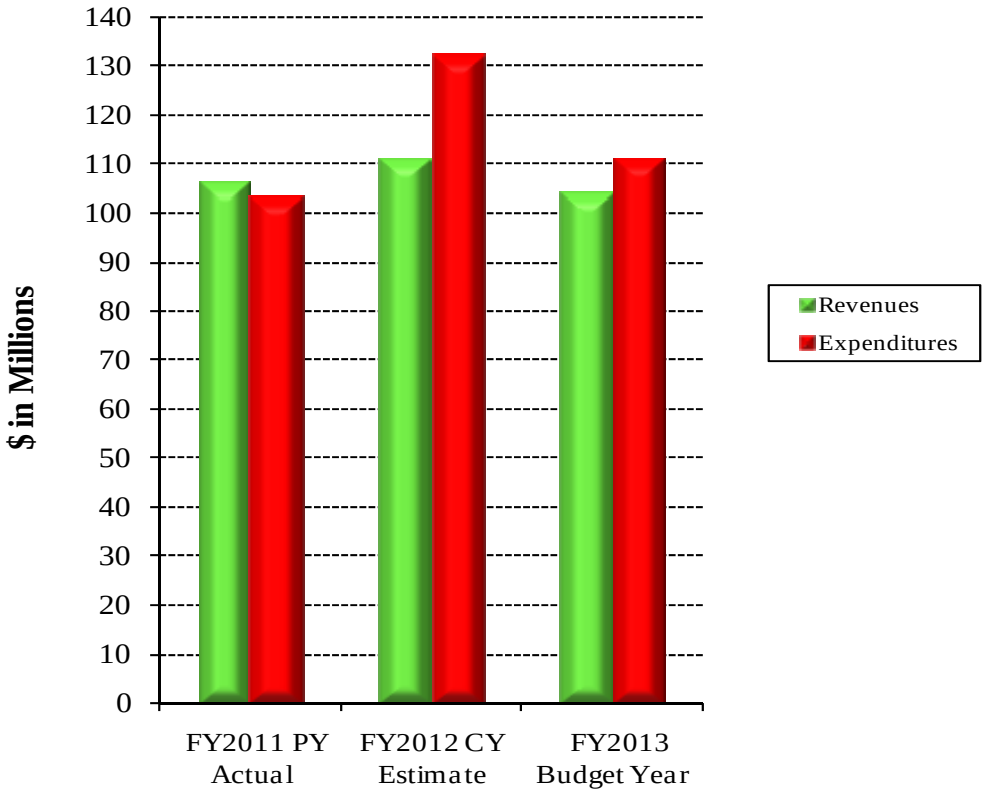
City of
CHAMPAIGN

FY2012/13 Budget Summary

The following is a summary of the FY2012/13 budget and compares it to the previous two years. The balanced budget, meaning that expenditures do not exceed available resources, meets all of the City's policy guidelines as called for in the Financial Policies and future budgets will adhere to this guideline.

Revenues and Expenditures for all funds, excluding transfers

This section summarizes revenues and expenditures for all City funds. Interfund transfers are excluded from the analysis to avoid double-counting funds, except where noted. The following chart shows trends in revenues and expenditures over the past two years and the budget (upcoming) year.



Total expenditures for all funds next fiscal year are $111.26 million, not including interfund transfers. This is a decrease of $21.04 million, or 15.9% from estimated expenditures for FY 2011/12. The decrease results primarily from funds spent on full or significant completion of certain capital projects, including the following in FY 2011/12:

- UC2B Fiber Optic Connection $10.8 million
- North and South Fourth Street Extension $7.4 million
- John Street Watershed Drainage $5.7 million.

The following tables summarize revenues by source and expenditures by type of fund over the three year period and fund balances for the budget year.

Summary of Revenues and Expenditures

	FY2011 (actual)	**FY2012** (estimate)	**FY2013** (budget)
Revenues (by source)	*($ millions)*	*($ millions)*	*($ millions)*
Investment Income	1.25	1.00	.99
Utility Tax	3.26	3.36	3.52
Sales Tax	29.90	30.74	31.41
Motor Fuel Tax	1.94	2.65	3.72
Income Tax	6.61	6.60	6.48
Sewer Use Fees	2.03	2.08	2.10
Property Tax	23.27	22.85	22.87
Other*	38.07	41.93	33.14
Total Revenues	106.32	111.21	104.23
Expenses (by classification)			
Personnel (including all pensions)	49.71	50.31	51.48
Commodities	3.76	3.61	4.08
Contractual	23.92	26.18	27.35
Capital	25.90	52.20	28.35
Total Expenditures	103.29	132.30	111.26

**Other includes Food and Beverage Tax, Hotel/Motel Tax, grants, miscellaneous fees and fines, and other miscellaneous revenues.*

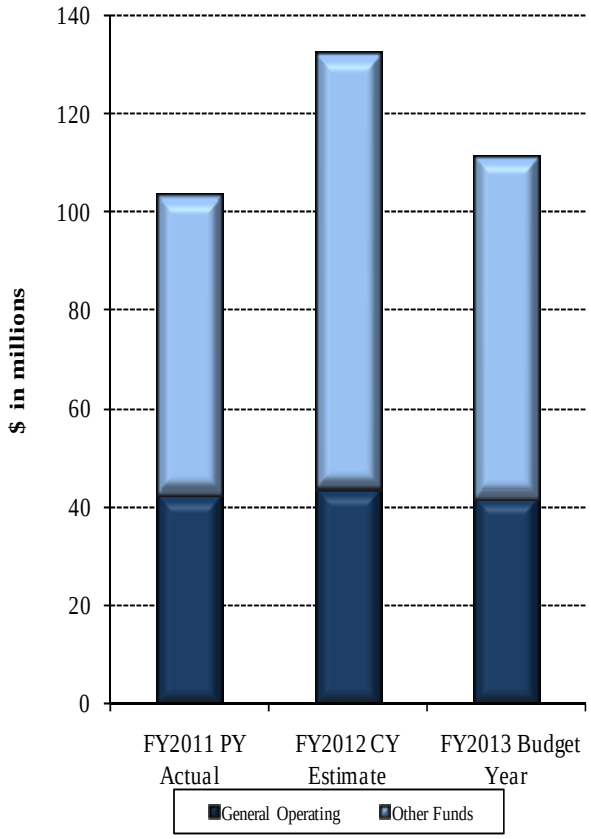
Summary of Revenues, Expenditures and Balances by Fund Type for FY2012/13
(Transfers are included to account for total revenues and expenditures in each category)

City Fund Type	**Beginning Balance**	**Budgeted Revenues**	**Budgeted Expenditures**	**Reserves & Balances**
	($ millions)	*($ millions)*	*($ millions)*	*($ millions)*
City Operating Funds	16.74	80.77	87.01	10.49
Internal Service Funds	3.80	5.52	4.87	4.45
Community Improvement Funds	6.93	29.16	30.41	5.67
Equipment Funds	9.51	4.89	9.92	4.47
Debt Service Funds	4.01	6.54	5.51	5.04
Agency Funds	0.00	8.31	8.31	0.00
City Pension Funds	55.32	11.68	8.09	58.91
Champaign Public Library Funds	1.24	6.98	6.75	1.48
Total All Funds	**97.55**	**153.85**	**160.87**	**90.51**

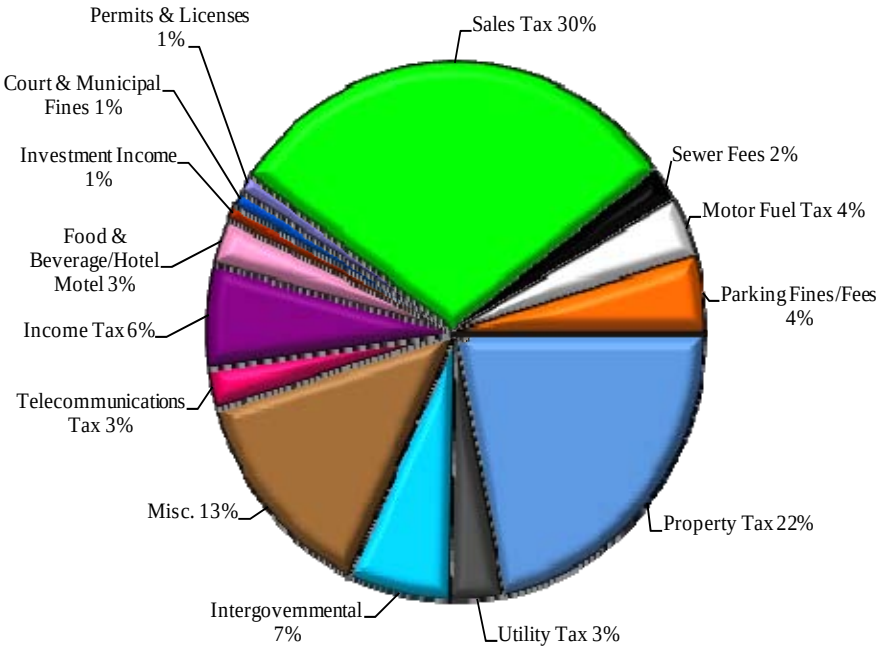
Revenues

Unlike for-profit organizations, the City's primary revenues do not directly tie to expenses. Therefore, the revenue analysis that makes the most sense is by source. The following two charts show the trend in total revenues and the composition of revenue sources. A detailed revenue analysis appears later in this document.

Total Revenues for All City Funds
(Not including transfers)



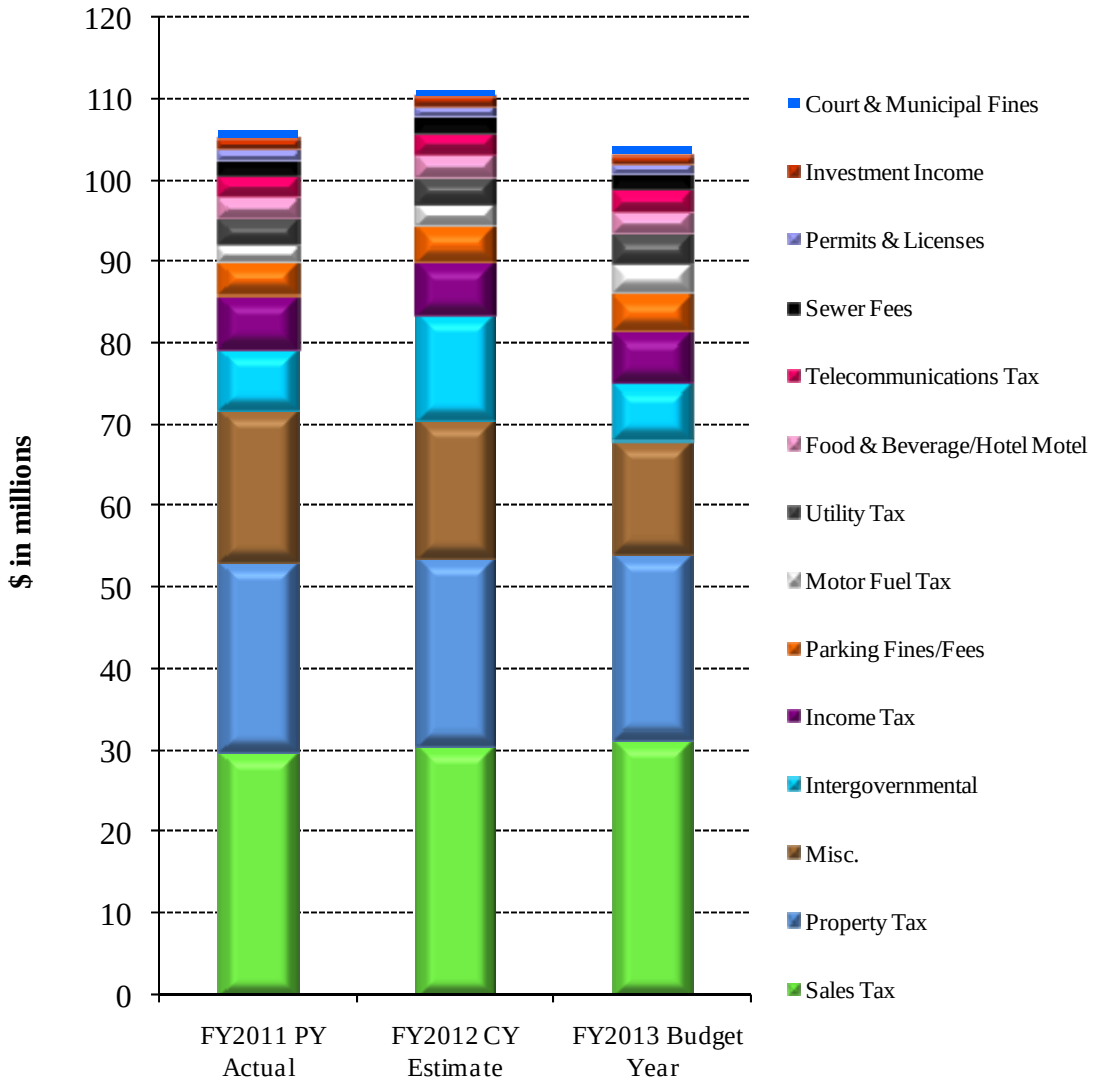
Revenue Sources for All City Funds
FY2012/13 (budget year)



The City diversifies its revenues to minimize the impact of one revenue source stagnating or dropping due to reasons beyond City control. State and local sales taxes are the largest revenue sources, providing 30% of the City's total revenues. Property taxes are next at 22%. "Miscellaneous" includes grants, bond proceeds, miscellaneous fines and fees, and other miscellaneous revenues.

The following chart illustrates changes in the City's various revenue sources over a three-year period.

Summary of Revenues by Source

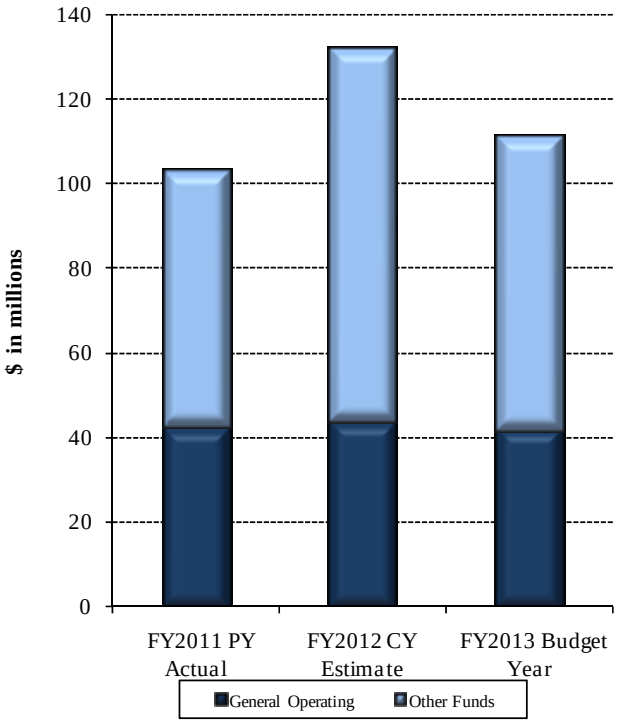


This chart shows that, excluding intergovernmental, most revenues remained flat or increased slightly. Sales tax for FY 2012/13 is projected to increase 2%, based on historical trends, current economic outlook and staff expertise. Property tax revenue (the City's second largest revenue source) collections are remaining flat. 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 affects the General Fund, which has already been affected by prior year declines in Sales and Income Tax revenue. Income tax revenues are down from last year's estimate by 2% since staff is anticipating the State will pay a significant portion of the back log of income tax refunds still pending payment. For Personal Property Replacement Tax, the city received a one-time amnesty payment from the State in the second quarter of FY 2010/11 that was not received in FY 2011/12. The FY 2011/12 budget did reflect this reduction. Additionally, the State is four months behind in disbursing Income Tax revenues to the City.

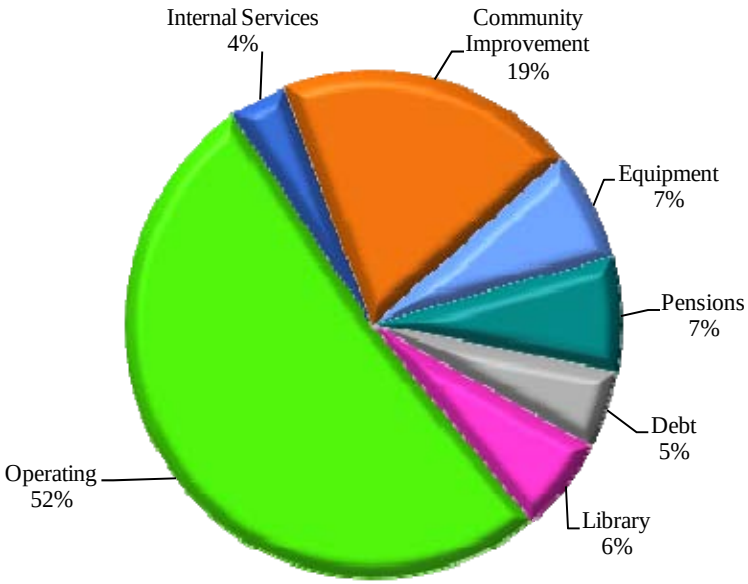
Expenditures

As mentioned previously, most expenditures and revenues do not tie together. The City analyzes its overall expenditures by fund type and classification. The following charts illustrate the composition of expenditures and changes over the three-year period.

Total Expenditures for All City Funds

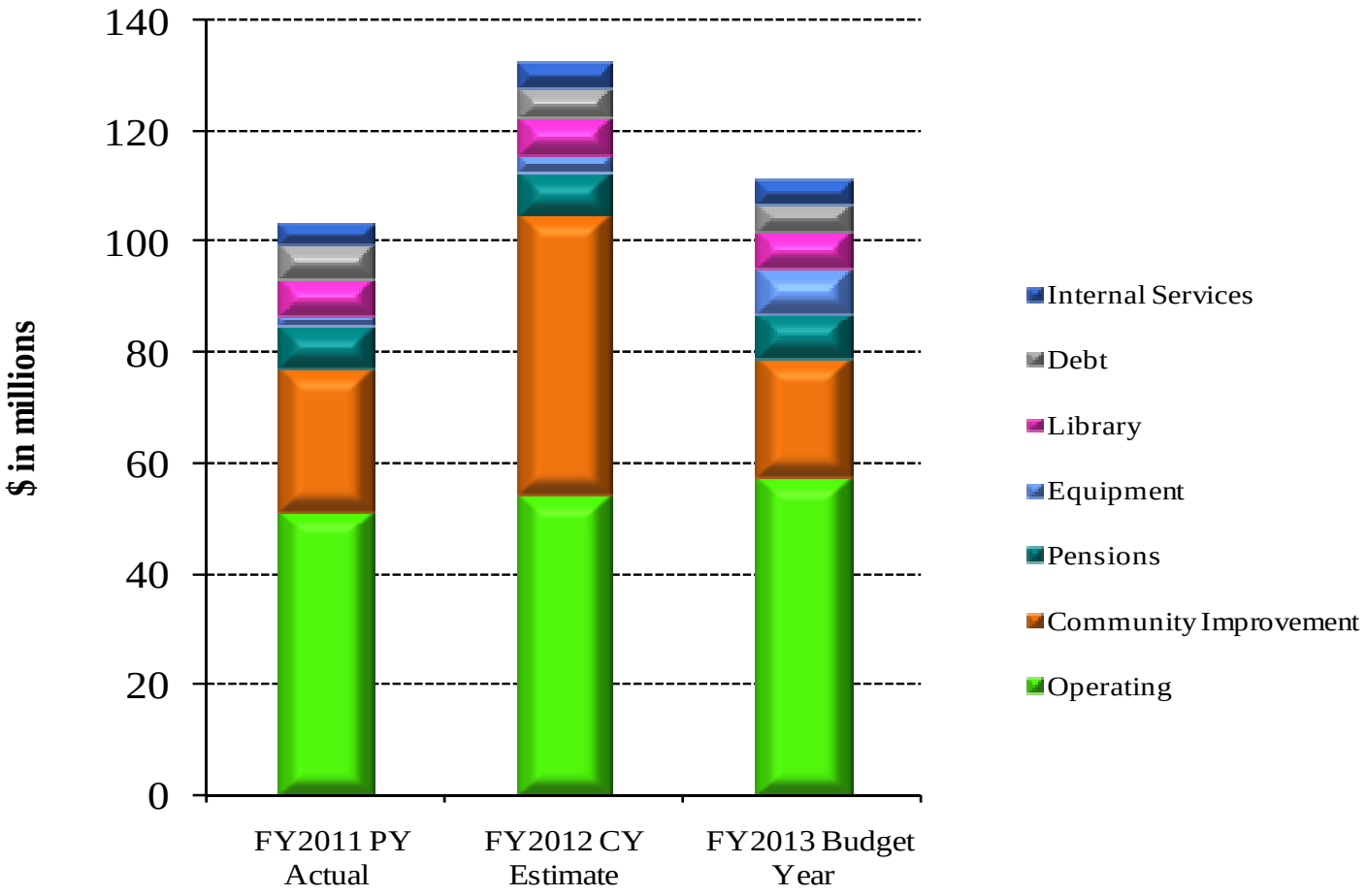


Expenditure by Fund Type FY2012/13 (budget year)



Expenditures are significantly higher in FY2011/12 than in the previous year and return to a slightly higher level than FY 2010/11 actual in FY2012/13. This is mainly due to significant or full completion of large capital projects in FY2011/12, along with budget balancing efforts. Operating costs incurred for basic municipal services represent 52% of FY2012/13 budgeted expenditures. The next largest category, community improvement funds, represents 19% of all City expenditures, which signifies the City's commitment to infrastructure maintenance and expansion, neighborhood conservation, and economic development.

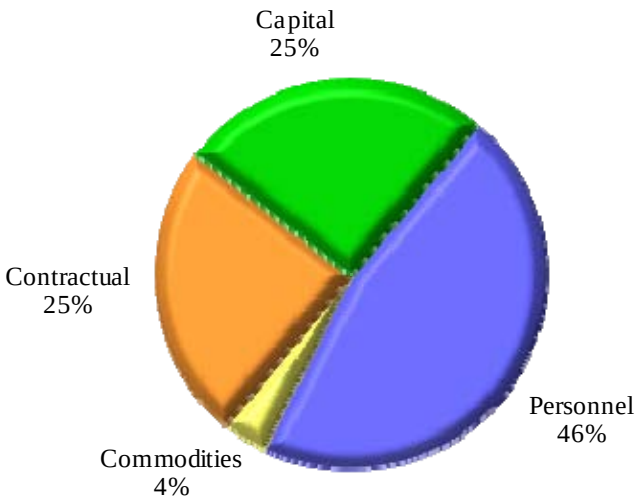
Expenditures - All Funds by Fund Type



The operating funds represent the majority of City expenditures in FY2011/12 with Community Improvement Funds representing the vast majority of the remaining expenditures. The significant decrease in Community Improvement funds is due to funds spent on full or significant completion of certain capital projects, including the following in FY 2011/12:

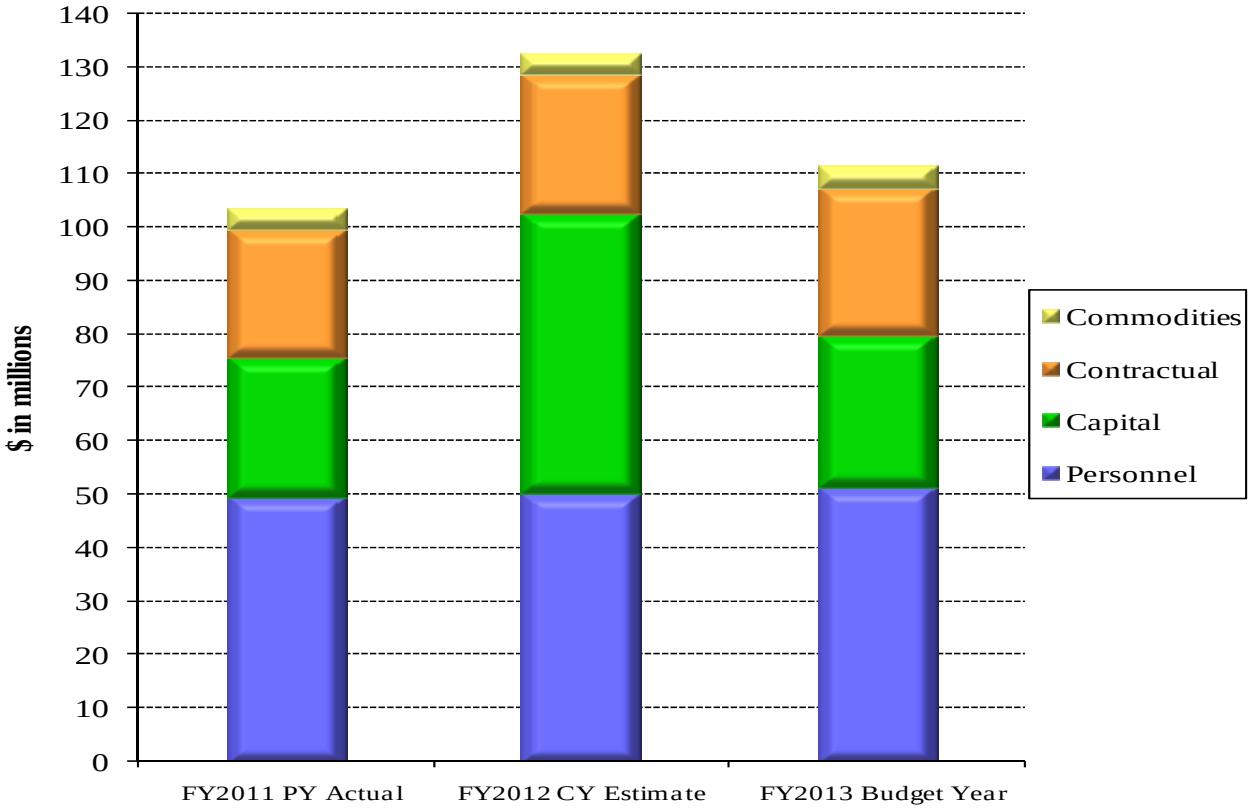
- UC2B Fiber Optic Connection $10.8 million
- North and South Fourth Street Extension $7.4 million
- John Street Watershed Drainage $5.7 million

All Expenditures by Classification
FY2012/13 (budget year)



Personnel expenditures, which include salaries, health insurance, social security, and all pension payments, make up the largest portion of City expenditures, followed by capital and contractual expenditures. The majority of contractual expenditures are attributable to the capital improvement projects, as well as all outsourced architectural and engineering work.

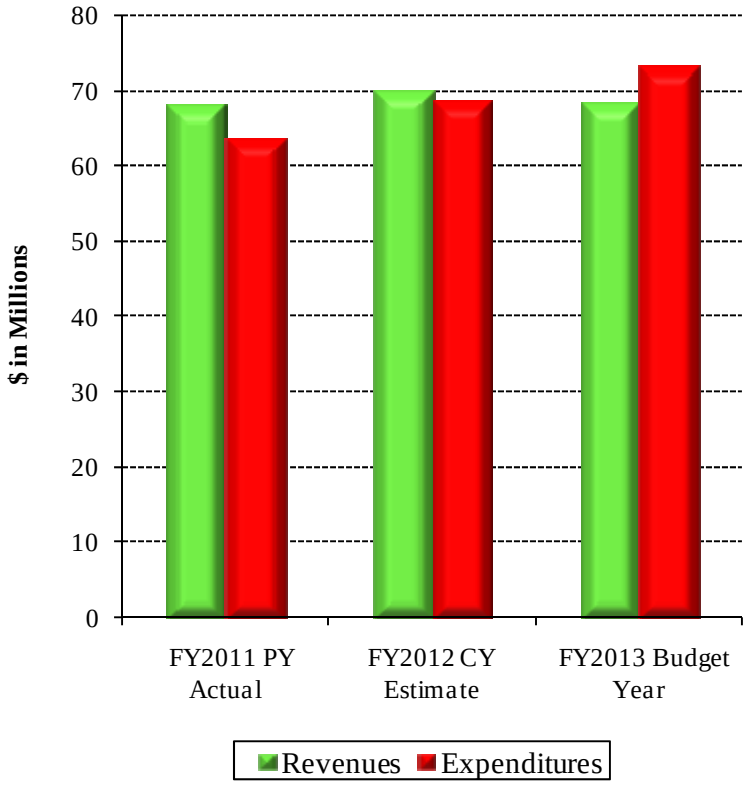
All Expenditures by Classification over the Three-year Period



General Operating Fund Revenues and Expenditures, Including Transfers

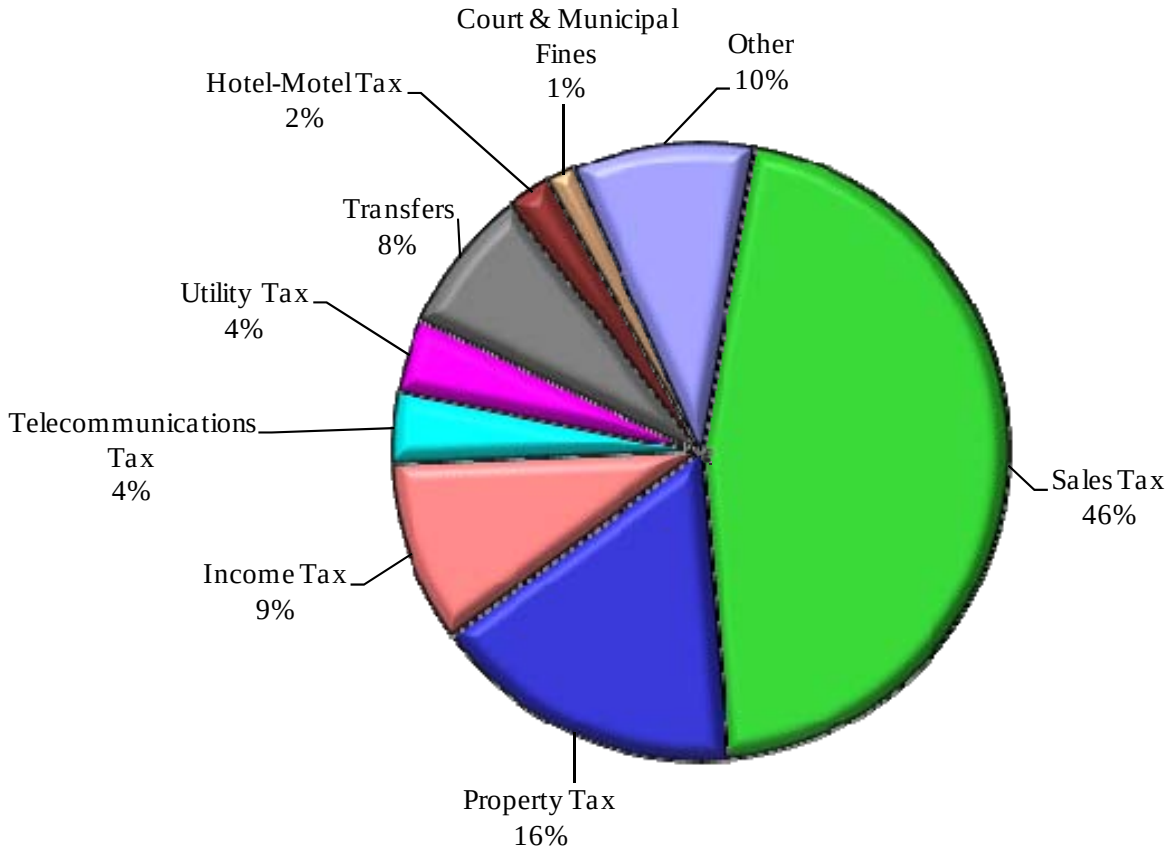
The General Operating Fund is the City's main operating fund, handling the majority of City operations. This is in contrast to special purpose funds, such as capital improvements or pension funds. Interfund transfers are shown in this analysis, which include revenues (for example, reimbursement for services provided to other funds, such as administrative expenses) as well as expenses (reimbursing other funds for services provided, such as snow plowing provided by sewer crews).

The following chart shows total revenues and expenditures (including transfers) over a three-year period.



The projected revenues will decrease slightly from FY2011/12 to FY2012/13. The decrease results from one-time revenues received in FY2011/12 such as a one-time transfer from the Library Capital Fund 24 to help pay for debt service as a relief measure to the General Fund. In addition, the income tax receipts were more favorable in FY2011/12 than budgeted. These one-time revenues are not contained in the FY2012/13 proposed budget. Revenues exceeded expenditures in FY2010/11 due to the cost containing efforts put into place mid-year to reduce expenditures. For FY2011/12, revenues exceeded expenditures due to lower insurance transfers. Overall, for FY2011/12, General Operating Fund expenditures were reduced by the budget balancing efforts but the effects of those reductions are masked by the one-time costs of the Voluntary Separation Incentive Program. FY2012/13 expenditures exceed revenues due to recommended one-time supplemental budget requests for $2,813,778. The proposed SBRs are larger than in recent years and are focused on emergency services and one-time requests that restore some of the one-time budget balancing measures taken in prior years or enhance City services. The recurring expenditures of the General Fund are budgeted at 98.5% of the recurring revenues.

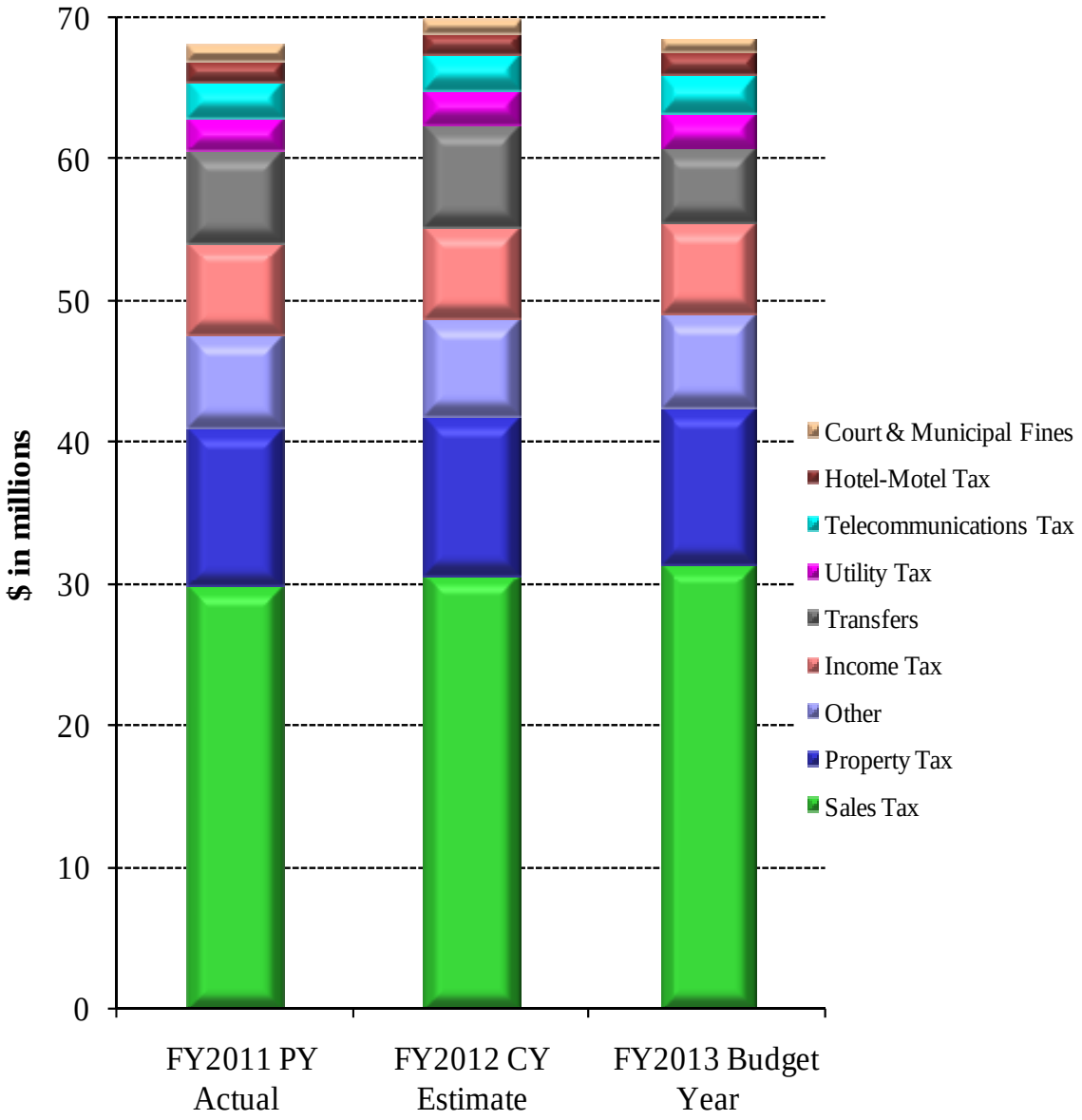
General Operating Fund Revenues by Source



Sales tax is the major revenue source for the General Operating Fund, providing 46% of its resources. A little more than half of sales tax revenues are collected pursuant to State Statute, with the remaining portion levied by the City as a home-rule community.

Sales Tax is a revenue source directly affected by the economic situation and is currently growing after suffering losses during the economic downturn. Sales tax growth for FY2012/13 is 2% over FY2011/12.

General Operating Fund Revenues by Source over the Three-year Period



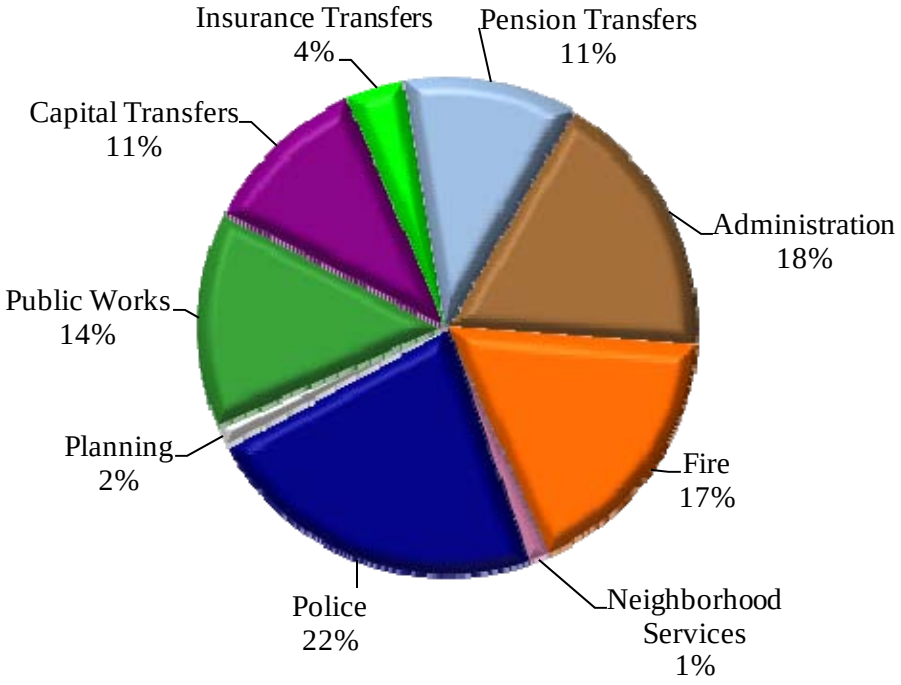
The "other" category includes miscellaneous revenues such as city expense reimbursements, fines and fees, grants and other miscellaneous revenues.

Most revenue sources are showing slight growth for FY2012/13, except for transfers. During FY2011/12, there were $1.8 million in transfers that were one-time in nature and were to help rebuild the General Fund balance.

Expenses

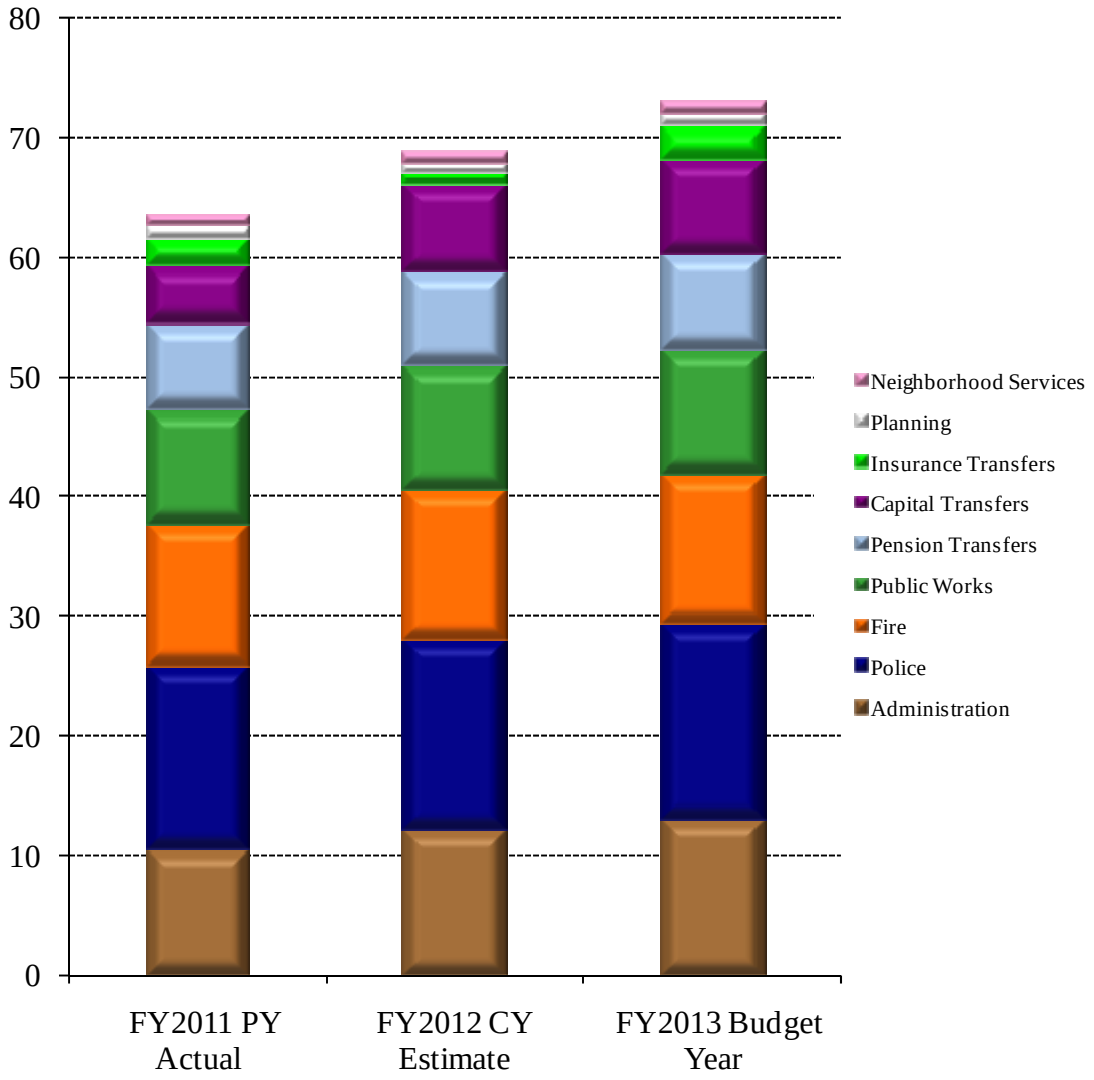
Police & Fire services are 39% of total General Fund Expenses, and if pension costs are included, the total cost of Police and Fire services amounts to half of the General Operating Fund expenditures. Community Improvement activities are provided by Public Works, Planning, and Neighborhood Services, which together comprise 17% of total General Fund expenditures.

FY2012/13 (budget year)



Capital transfers include more than $7 million in transfers to other City funds, including the Capital Improvements and Stormwater Management Funds.

General Fund Expenditures by Department including transfers over the Three-year Period



Conclusion

The budget is balanced, meaning that expenditures do not exceed available resources, and the budget is in compliance with Council policy guidelines. Reserves for $90.50 million include $58.91 million for the Firefighters' pensions and $10.39 million for operating funds. The projected General Operating Fund balance is $6.10 million, or 10% of expenditures not including transfers, $1.41 million of the total is reserved.

Revenue Analysis

Introduction

The total projected revenues for FY2012/13 are $104.23 million, excluding inter-fund transfers. This section of the document provides explanations of each of the City's twelve major sources of revenue and FY2012/2013 projections. These revenues total $78.93 million, which is 76% of total revenues. Interest and investment income is expected to be $.961 million or 0.92% of total revenues. The remaining 23% 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	FY2010/11 Actual	FY2011/12 Revised Budget	FY2012/13 Budget
state sales and use tax	15,837,046	16,330,209	16,737,491
local sales tax (home-rule)	14,062,250	14,412,669	14,671,371
property tax	23,268,938	23,102,285	23,253,397
income tax (not including PPRT)	6,614,205	6,597,232	6,484,400
utility tax (gas, electric & water)	3,350,594	3,364,885	3,393,251
telecommunication tax	2,515,755	2,568,515	2,568,515
motor fuel tax (includes LMFT)	1,943,496	2,653,351	3,723,587
community development block grant	489,430	732,917	924,598
parking fines, fees & meter income	2,800,829	2,718,800	2,865,910
sanitary sewer fee	2,032,621	2,077,618	2,099,250
hotel-motel taxes	1,471,755	1,560,320	1,575,923
building related permits	666,982	595,445	631,200
Total Major Revenues	**$75,053,901**	**$76,714,246**	**$78,928,893**
Other Revenues	**$31,265,626**	**$34,495,534**	**$25,300,189**
Total All Revenues	**$106,319,527**	**$111,209,780**	**$104,229,082**

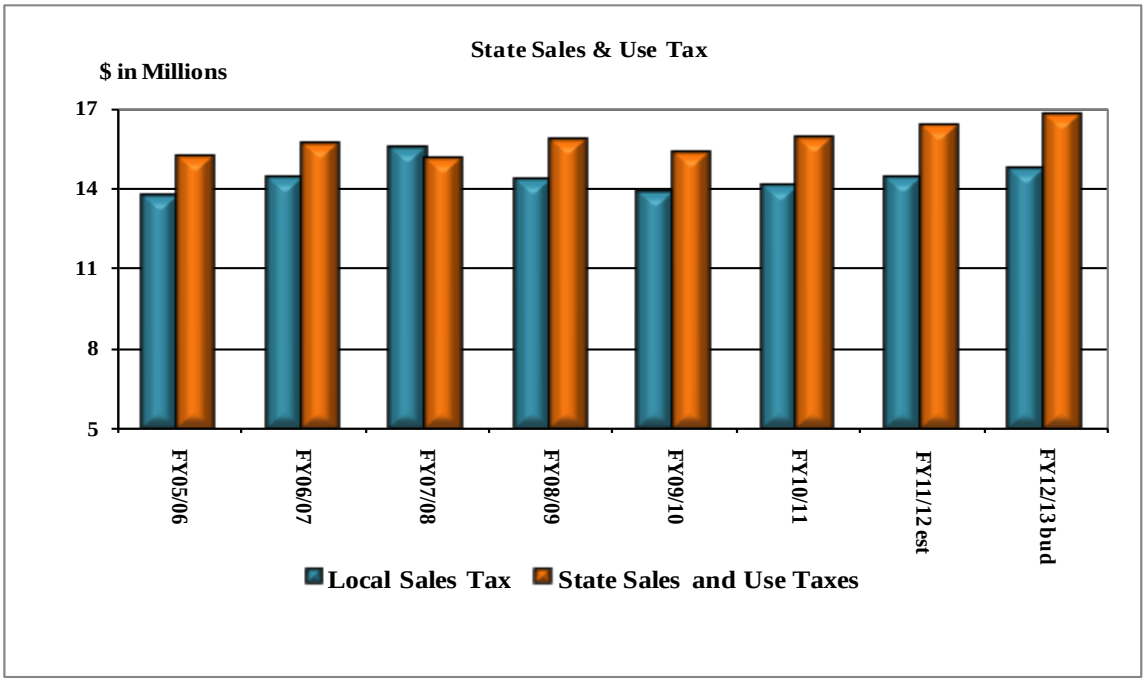
Local Economy

The national and local economic outlook remains sluggish, with unemployment rates remaining high. Consumer's attitudes toward spending appear tentative, which affects the pace of economic growth. The University of Illinois Flash Index shows positive movement, however, other key indicators still lag. The overall pace of growth in economic output is expected to be slow, which affects job growth, household income, real estate prices, construction, and retail sales.

State Sales Tax and Use Tax: $16,737,491
Local Sales Tax (Home-Rule): $14,671,371

The current sales tax rate on most goods in Champaign is 8.75% of retail sales. Of this amount, the State's share is 5%, the City's share is 2.25%, 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 2.25% is comprised of a 1% statutory tax on most retail sales and an additional 1.25% local sales (home-rule) tax which the City levies under its home-rule authority. 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; 20% of local sales tax revenue is transferred to the Stormwater Management Fund to pay for drainage improvements. Sales taxes provide 30% of total City revenue.

Statutory Sales tax for FY2012/13 is projected to increase 3%, while Home Rule tax is projected to increase 2.5%. These are based on historical trends, current economic outlook and staff expertise. On average, sales tax revenues grow 3-4% a year.



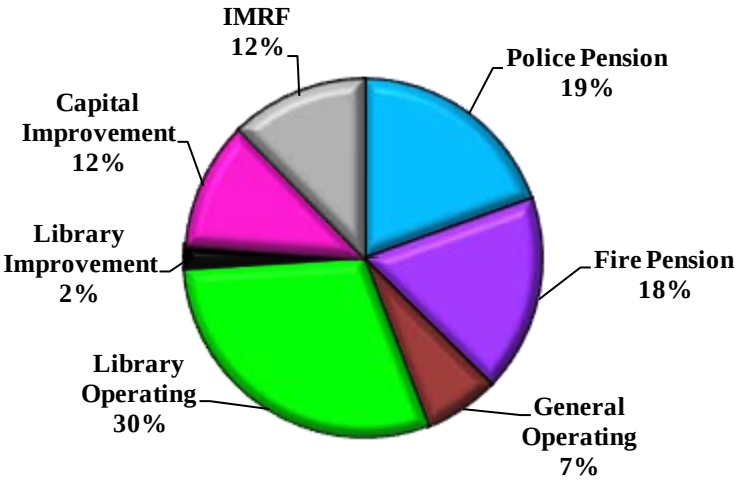
Property Tax: $23,253,397

The tax rate resulting from the 2011 levy is 1.3084. The growth in Equalized Assessed Valuation (EAV) in the City continues to decline, with the EAV for the 2011 tax levy 1.08% 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 2011, pension funding needs make up 49% 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 1.08% 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 7% of the total.

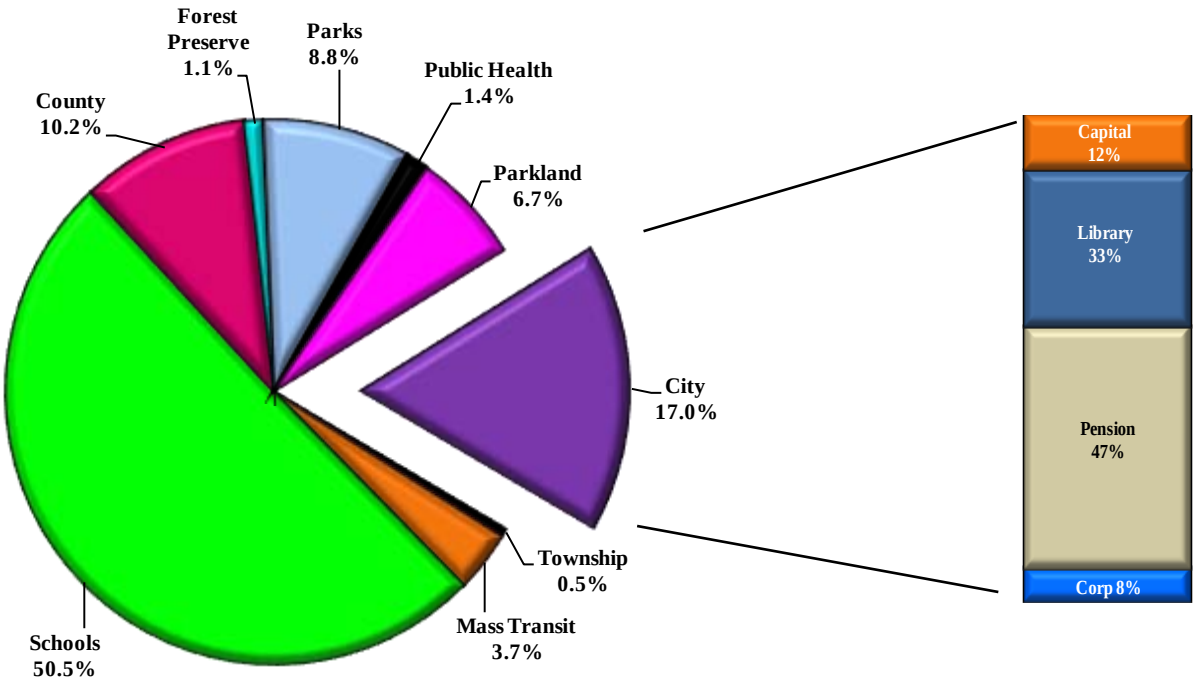
The graph below shows the amount of the levy adopted by the City Council and how it is allocated to different purposes. Budgeted revenues for FY2012/13 are higher ($23.25 million) because they include a portion of the 2011 levy and a portion of the estimated 2012 levy.

2011 Property Tax Levy
$19.96 Million



Overall, the City is only one of nine taxing districts with approximately 17.6% share of all property taxes collected from its residents. The following chart shows the overall property tax distribution among the various districts.

2011 Tax Levy for All Taxing Districts



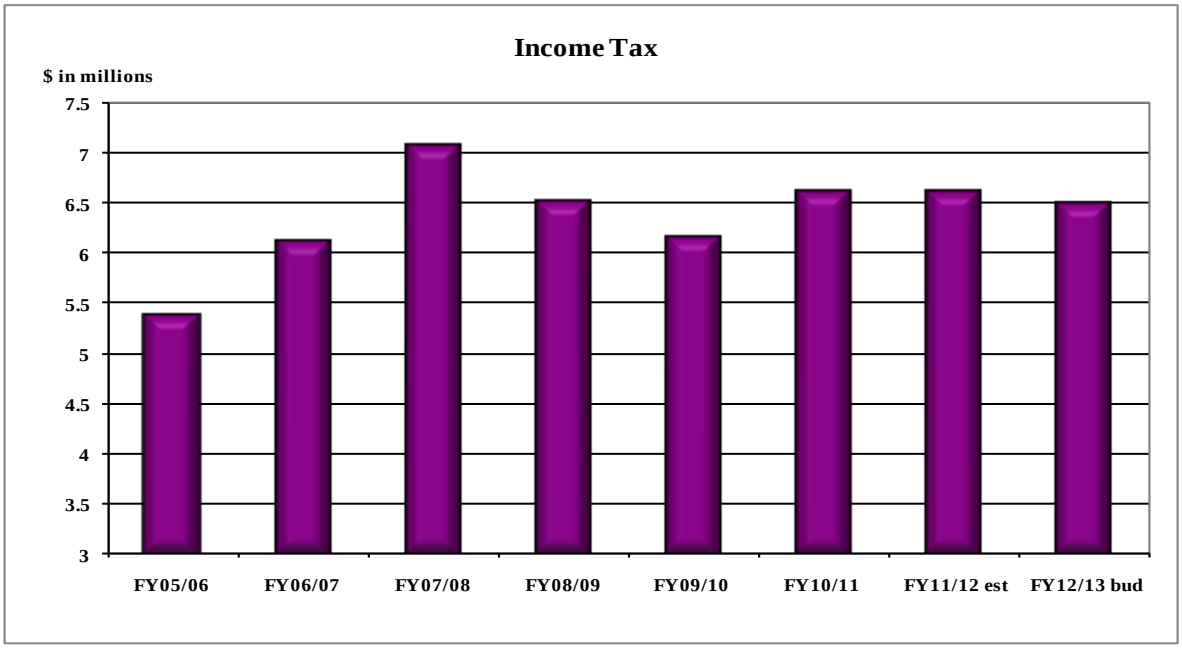
Motor Fuel Tax: $3,723,587 (this figure includes Local Motor Fuel Tax)

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).

The City enacted a four cent per gallon Local Motor Fuel Tax, effective May 1, 2012. The Finance Department has estimated that a four cent per gallon motor fuel tax would generate approximately $1.5 million annually for the City of Champaign. All revenue is dedicated, by ordinance, to transportation infrastructure improvements.

Income Tax: $6,484,400

Income tax revenues are up from last year, due mainly to a delay in the State paying out unpaid refunds. State disbursement of Income Tax revenues are three months behind. The State of Illinois taxes the incomes of individuals and corporations at the rate of 5% and 7%, respectively, and shares 1/10th 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 $80 per capita for FY2012/13.

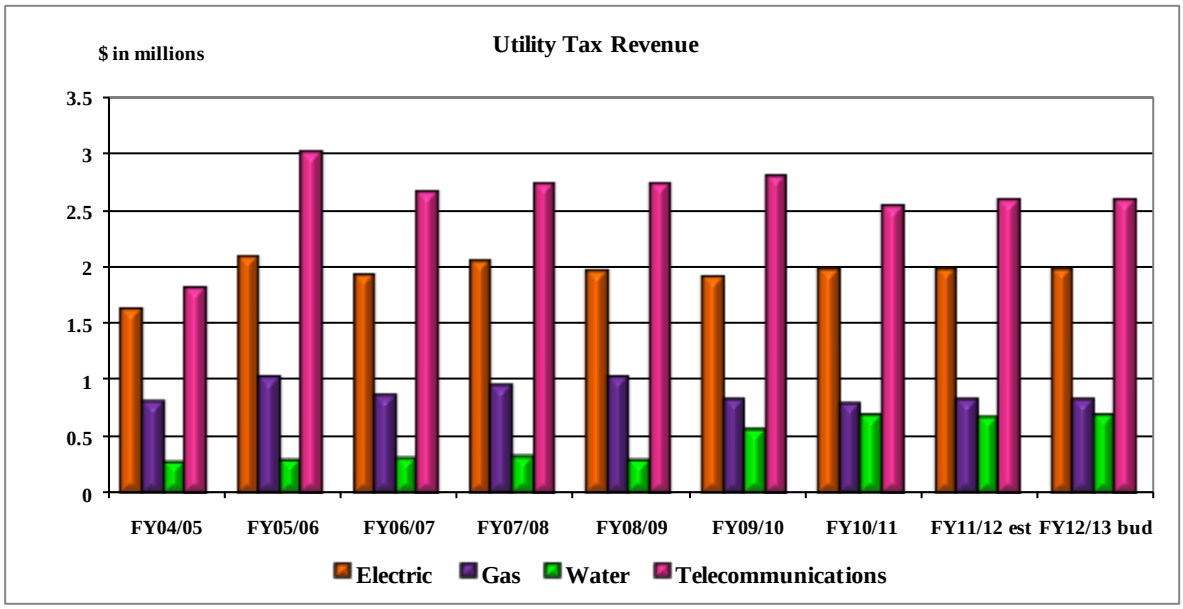


Community Development Block Grant: $924,598

These revenues are allocated by the federal government and received into the Community Development 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: $3,393,251
Telecommunications Taxes: $2,568,515

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 2% increase for gas and water tax revenues while leaving electric utility rates flat.



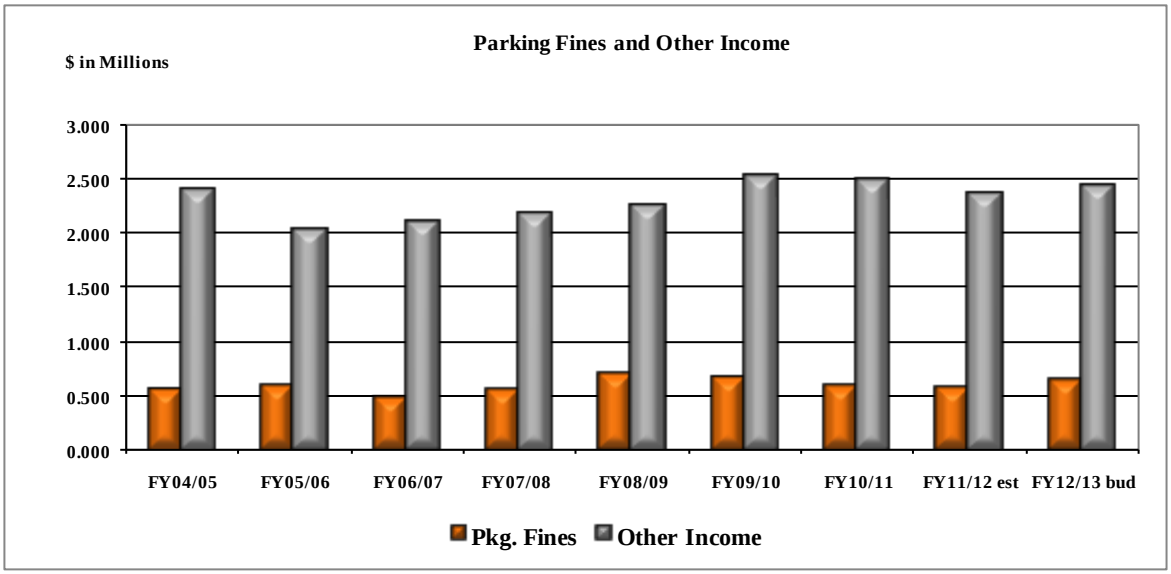
The City's 2.75% telephone utility tax was repealed effective July 1, 1997, and replaced with a 3.5% simplified telecommunications tax. This tax was increased to 6% effective January 1, 2005. Staff projects that telecommunications tax will remain flat for FY2012/13.

Sanitary Sewer Fee: $2,099,250

Revenues from this fee are allocated to 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)

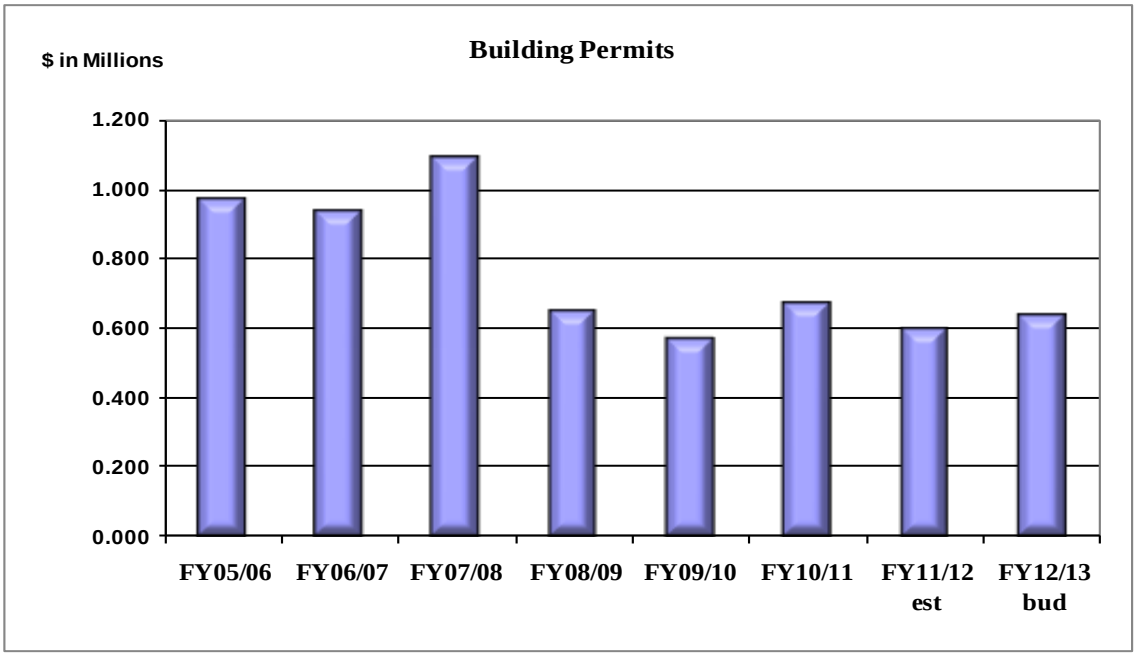
Parking Fines and Fees: $2,865,910

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 all expenditures, including administrative overhead are covered by these revenues. There are large variations in revenues over the years. Revenues are anticipated to remain nearly flat for FY2012/13.



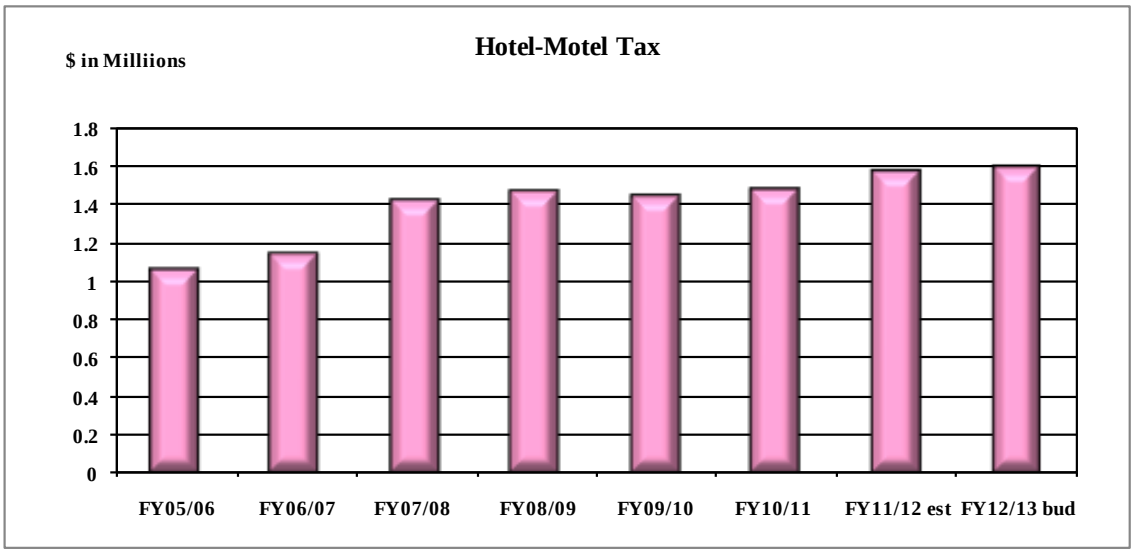
Building Permits: $631,200

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 much slower than the past several years. Staff anticipates that construction values will recover with the economy, but are unlikely to reach the peaks of 2005 through 2007 for many years.



Hotel-Motel Taxes: $1,575,923

The City taxes hotel and motel room receipts at a rate of 5%. Hotel-Motel tax revenues are largely affected by the overall condition of the economy. There are several new hotels in Champaign; however, growth remains slow in the current year, due to economic factors. Staff expects to see a modest increase of 1% in Hotel-Motel tax revenues for FY2012/2013.



Summary of Revenues, Expenditures, Reserves and Balances by Fund

City Fund	FY 10/11 Actual	FY 11/12 Budget	FY 11/12 Estimate	FY 12/13 Budget
City Operating Funds				
General Operating Fund (02)**				
Beginning Balance	$5,141,632	$9,569,124	$9,569,124	$10,693,002
Revenues	$68,086,401	$69,799,640	$69,972,002	$68,542,793
Expenditures	$63,593,421	$70,389,419	$68,848,124	$73,159,379
Reserves & Balances	$9,634,612	$8,979,345	$10,693,002	$6,076,416
Parking Fund (03)				
Beginning Balance	$5,088,754	$4,961,768	$4,961,768	$4,480,836
Revenues	$3,071,412	$2,918,800	$2,918,800	$3,065,910
Expenditures	$2,910,012	$4,579,082	$3,399,732	$4,050,276
Reserves & Balances	$5,250,154	$3,301,486	$4,480,836	$3,496,470
Sewer Improvement Fund (04)				
Beginning Balance	$65,386	($210,003)	($210,003)	$244,250
Revenues	$2,866,167	$3,462,139	$4,253,929	$2,733,079
Expenditures	$3,141,557	$3,849,527	$3,799,676	$2,978,185
Reserves & Balances	($210,004)	($597,391)	$244,250	($856)
Community Development Fund (05)				
Beginning Balance	$267,164	($9,967)	($9,967)	($9,967)
Revenues	$535,421	$1,024,145	$1,023,145	$1,009,589
Expenditures	$812,552	$1,044,223	$1,023,145	$1,009,629
Reserves & Balances	($9,967)	($30,045)	($9,967)	($10,007)
Environmental Services Fund (06)				
Beginning Balance	($41,422)	($195,638)	($195,638)	($230,552)
Revenues	$315,076	$547,288	$547,288	$573,500
Expenditures	$469,291	$582,202	$582,202	$518,094
Reserves & Balances	($195,637)	($230,552)	($230,552)	($175,146)
UC2B Operations Fund (08)				
Beginning Balance	$0	$0	$0	$0
Revenues	$0	$345,375	$345,375	$636,088
Expenditures	$0	$345,375	$345,375	$636,088
Reserves & Balances	$0	$0	$0	$0
METCAD Fund (09)				
Beginning Balance	$3,338,573	$2,906,551	$2,906,551	$1,559,107
Revenues	$3,844,351	$3,825,845	$3,825,845	$4,205,308
Expenditures	$4,272,213	$5,241,140	$5,173,289	$4,659,104
Reserves & Balances	$2,910,711	$1,491,256	$1,559,107	$1,105,311
Total City Operating Funds				
Beginning Balance	$13,860,087	$17,021,835	$17,021,835	$16,736,676
Revenues	$78,718,828	$81,923,232	$82,886,384	$80,766,267
Expenditures	$75,199,046	$86,030,968	$83,171,543	$87,010,755
Reserves & Balances	$17,379,869	$12,914,099	$16,736,676	$10,492,188

City Fund	FY 10/11 Actual	FY 11/12 Budget	FY 11/12 Estimate	FY 12/13 Budget
Internal Service Funds				
Fleet Services Fund (10)				
Beginning Balance	($49,778)	($215,718)	($215,718)	($218,130)
Revenues	$1,556,848	$1,687,533	$1,687,533	$1,786,998
Expenditures	$1,690,822	$1,767,848	$1,689,945	$1,632,492
Reserves & Balances	($183,752)	($296,033)	($218,130)	($63,624)
Retained Risk Fund (15)				
Beginning Balance	$2,445,998	$2,655,636	$2,655,636	$2,609,754
Revenues	$1,106,471	$1,134,044	$1,136,544	$1,193,515
Expenditures	$896,832	$1,182,426	$1,182,426	$1,217,117
Reserves & Balances	$2,655,637	$2,607,254	$2,609,754	$2,586,152
Workers' Compensation Insurance Fund (16)				
Beginning Balance	$886,577	$1,054,739	$1,054,739	$1,409,124
Revenues	$2,064,099	$2,301,918	$2,301,918	$2,534,517
Expenditures	$1,895,937	$1,947,533	$1,947,533	$2,017,038
Reserves & Balances	$1,054,739	$1,409,124	$1,409,124	$1,926,603
Total Internal Service Funds				
Beginning Balance	$3,282,797	$3,494,657	$3,494,657	$3,800,748
Revenues	$4,727,418	$5,123,495	$5,125,995	$5,515,030
Expenditures	$4,483,591	$4,897,807	$4,819,904	$4,866,647
Reserves & Balances	$3,526,624	$3,720,345	$3,800,748	$4,449,131
Community Improvement Funds				
Stormwater Management Fund (21)				
Beginning Balance	$2,207,132	$3,082,731	$3,082,731	($1,328,959)
Revenues	$19,128,023	$8,542,360	$10,036,129	$8,398,533
Expenditures	$18,252,424	$14,455,908	$14,447,819	$6,929,711
Reserves & Balances	$3,082,731	($2,830,817)	($1,328,959)	$139,863
Motor Fuel Tax Fund (22)				
Beginning Balance	$3,644,884	$10,272,453	$10,272,453	($469,155)
Revenues	$7,758,603	$8,621,692	$2,619,295	$7,851,573
Expenditures	$1,131,034	$14,410,945	$13,360,903	$7,052,059
Reserves & Balances	$10,272,453	$4,483,200	($469,155)	$330,359
Capital Improvements Fund (23)				
Beginning Balance	$6,450,917	$4,841,498	$4,841,498	$748,458
Revenues	$4,338,335	$16,434,566	$16,843,694	$5,622,183
Expenditures	$5,947,753	$21,692,367	$20,936,734	$7,458,198
Reserves & Balances	$4,841,499	($416,303)	$748,458	($1,087,557)
Library Improvement Fund (24)				
Beginning Balance	$734,190	$930,704	$930,704	$126,351
Revenues	$644,719	$636,926	$636,926	$444,324
Expenditures	$448,205	$1,441,279	$1,441,279	$423,893
Reserves & Balances	$930,704	$126,351	$126,351	$146,782
Local Motor Fuel Tax Fund (29)				
Beginning Balance	$0	$0	$0	$0
Revenues	$0	$125,000	$125,000	$1,500,000
Expenditures	$0	$0	$125,000	$1,500,000
Reserves & Balances	$0	$125,000	$0	$0

City Fund	FY 10/11 Actual	FY 11/12 Budget	FY 11/12 Estimate	FY 12/13 Budget
Urban Renewal Fund (41)				
Beginning Balance	$2,216,061	$2,155,582	$2,155,582	$1,319,007
Revenues	$917,793	$934,101	$934,101	$1,033,832
Expenditures	$978,272	$1,905,757	$1,770,676	$1,501,020
Reserves & Balances	$2,155,582	$1,183,926	$1,319,007	$851,819
ARRA Grant Fund (42)				
Beginning Balance	($118,206)	($906,238)	($906,238)	($47,497)
Revenues	$304,883	$2,064,292	$1,998,455	$76,007
Expenditures	$1,092,915	$1,139,849	$1,139,714	$28,510
Reserves & Balances	($906,238)	$18,205	($47,497)	$0
Urban Development Action Grant Fund (43)				
Beginning Balance	$1,071,092	$978,542	$978,542	$1,121,227
Revenues	$609,095	$478,283	$478,283	$491,328
Expenditures	$701,645	$1,172,144	$335,598	$1,473,852
Reserves & Balances	$978,542	$284,681	$1,121,227	$138,703
Downtown TIF District Fund (44)				
Beginning Balance	$1,083,325	$879,768	$879,768	$139,788
Revenues	$1,752,235	$1,850,338	$1,694,871	$1,702,254
Expenditures	$1,955,792	$2,448,989	$2,434,851	$1,897,983
Reserves & Balances	$879,768	$281,117	$139,788	($55,941)
East University Ave TIF District Fund (45)				
Beginning Balance	$1,679,706	$1,281,279	$1,281,279	$1,271,078
Revenues	$819,363	$486,744	$481,087	$483,621
Expenditures	$1,217,789	$545,483	$491,288	$407,800
Reserves & Balances	$1,281,280	$1,222,540	$1,271,078	$1,346,899
Food & Beverage Tax Fund (47)				
Beginning Balance	$3,131,146	$3,716,369	$3,716,369	$4,047,161
Revenues	$970,775	$992,089	$710,585	$722,140
Expenditures	$385,553	$379,768	$379,793	$704,387
Reserves & Balances	$3,716,368	$4,328,690	$4,047,161	$4,064,914
North Campus Redevelopment Area TIF Fund (48)				
Beginning Balance	($73,043)	($23,517)	($23,517)	$2,487
Revenues	$772,028	$918,490	$824,529	$829,493
Expenditures	$722,501	$798,525	$798,525	$1,036,400
Reserves & Balances	($23,516)	$96,448	$2,487	($204,420)
Total Community Improvement Funds				
Beginning Balance	$22,027,204	$27,209,171	$27,209,171	$6,929,946
Revenues	$38,015,852	$42,084,881	$37,382,955	$29,155,288
Expenditures	$32,833,883	$60,391,014	$57,662,180	$30,413,813
Reserves & Balances	$27,209,173	$8,903,038	$6,929,946	$5,671,421
Equipment Funds				
Vehicle Replacement Fund (60)				
Beginning Balance	$4,217,509	$3,047,517	$3,047,517	$3,181,170
Revenues	$1,439,267	$1,448,002	$1,451,451	$1,469,223
Expenditures	$2,609,259	$2,810,199	$1,317,798	$3,910,362
Reserves & Balances	$3,047,517	$1,685,320	$3,181,170	$740,031

City Fund	FY 10/11 Actual	FY 11/12 Budget	FY 11/12 Estimate	FY 12/13 Budget
Capital Equipment Replacement Fund (61)				
Beginning Balance	$4,451,469	$4,548,774	$4,548,774	$3,297,139
Revenues	$755,055	$946,219	$946,219	$648,562
Expenditures	$657,750	$3,059,515	$2,197,854	$1,791,250
Reserves & Balances	$4,548,774	$2,435,478	$3,297,139	$2,154,451
METCAD Emergency Telephone Fund (62)				
Beginning Balance	$0	$0	$0	$0
Revenues	$2,073,961	$2,070,350	$2,070,350	$2,015,153
Expenditures	$2,073,961	$2,070,350	$2,070,350	$2,015,153
Reserves & Balances	$0	$0	$0	$0
Foreign Fire Insurance Tax Fund (63)				
Beginning Balance	$188,216	$197,980	$197,980	$155,096
Revenues	$111,028	$108,073	$108,073	$109,000
Expenditures	$101,264	$150,957	$150,957	$132,738
Reserves & Balances	$197,980	$155,096	$155,096	$131,358
Narcotics Forfeitures Fund (64)				
Beginning Balance	$222,002	$196,784	$196,784	$169,058
Revenues	$140,529	$155,875	$155,875	$152,000
Expenditures	$165,747	$183,601	$183,601	$194,712
Reserves & Balances	$196,784	$169,058	$169,058	$126,346
METCAD Equipment Replacement Fund (65)				
Beginning Balance	$1,373,735	$1,567,818	$1,567,818	$2,702,587
Revenues	$512,228	$1,242,000	$1,242,000	$500,000
Expenditures	$318,145	$1,157,231	$107,231	$1,880,000
Reserves & Balances	$1,567,818	$1,652,587	$2,702,587	$1,322,587
Total Equipment Funds				
Beginning Balance	$10,452,931	$9,558,873	$9,558,873	$9,505,050
Revenues	$5,032,068	$5,970,519	$5,973,968	$4,893,938
Expenditures	$5,926,126	$9,431,853	$6,027,791	$9,924,215
Reserves & Balances	$9,558,873	$6,097,539	$9,505,050	$4,474,773
Debt Service Funds				
Bond and Interest Fund (70)				
Beginning Balance	$3,370,771	$3,969,728	$3,969,728	$4,010,026
Revenues	$6,503,404	$5,695,030	$5,695,030	$6,539,513
Expenditures	$5,904,448	$5,654,732	$5,654,732	$5,512,244
Reserves & Balances	$3,969,727	$4,010,026	$4,010,026	$5,037,295
Series 2010 Drainage Bond Fund (72)				
Beginning Balance	$17,705,805	$4,162,714	$4,162,714	$0
Revenues	$27,803	$3,313	$3,313	$0
Expenditures	$13,570,894	$4,166,027	$4,166,027	$0
Reserves & Balances	$4,162,714	$0	$0	$0
Total Debt Service Funds				
Beginning Balance	$21,076,576	$8,132,442	$8,132,442	$4,010,026
Revenues	$6,531,207	$5,698,343	$5,698,343	$6,539,513
Expenditures	$19,475,342	$9,820,759	$9,820,759	$5,512,244
Reserves & Balances	$8,132,441	$4,010,026	$4,010,026	$5,037,295

City Fund	FY 10/11 Actual	FY 11/12 Budget	FY 11/12 Estimate	FY 12/13 Budget
Agency Funds				
Emergency Telephone System Fund (80)				
Beginning Balance	$0	$0	$0	$0
Revenues	$2,116,163	$2,112,486	$2,112,486	$2,056,462
Expenditures	$2,116,163	$2,112,486	$2,112,486	$2,056,462
Reserves & Balances	$0	$0	$0	$0
Champaign Public Library Tax Account Fund (81)				
Beginning Balance	$0	$0	$0	$0
Revenues	$6,163,127	$6,058,439	$6,058,439	$6,249,380
Expenditures	$6,163,559	$6,058,439	$6,058,439	$6,249,380
Reserves & Balances	($432)	$0	$0	$0
Total Agency Funds				
Beginning Balance	$0	$0	$0	$0
Revenues	$8,279,290	$8,170,925	$8,170,925	$8,305,842
Expenditures	$8,279,722	$8,170,925	$8,170,925	$8,305,842
Reserves & Balances	($432)	$0	$0	$0
City Pension Funds				
Police Pension Fund (96)				
Beginning Balance	$0	$0	$0	$0
Revenues	$3,689,647	$4,069,228	$4,069,228	$4,335,416
Expenditures	$3,689,647	$4,069,228	$4,069,228	$4,335,416
Reserves & Balances	$0	$0	$0	$0
Fire Pension Fund (97)***				
Beginning Balance	$46,413,797	$51,805,686	$51,805,686	$55,319,172
Revenues	$11,478,054	$7,398,212	$7,398,212	$7,341,337
Expenditures	$3,781,374	$3,884,726	$3,884,726	$3,751,249
Reserves & Balances	$54,110,477	$55,319,172	$55,319,172	$58,909,260
Total City Pension Funds				
Beginning Balance	$46,413,797	$51,805,686	$51,805,686	$55,319,172
Revenues	$15,167,701	$11,467,440	$11,467,440	$11,676,753
Expenditures	$7,471,021	$7,953,954	$7,953,954	$8,086,665
Reserves & Balances	$54,110,477	$55,319,172	$55,319,172	$58,909,260
Champaign Public Library Funds				
Library Operating Fund				
Beginning Balance	$464,450	$502,385	$604,466	$612,022
Revenues	$6,571,564	$6,558,469	$6,452,273	$6,427,900
Expenditures	$6,431,548	$6,719,918	$6,444,717	$6,421,444
Reserves & Balances	$604,466	$340,936	$612,022	$618,478
Library Capital Fund				
Beginning Balance	$673,604	$484,728	$548,811	$523,868
Revenues	$78,742	$137,740	$209,461	$385,215
Expenditures	$203,535	$181,550	$234,404	$159,125
Reserves & Balances	$548,811	$440,918	$523,868	$749,958
Library Other Funds				
Beginning Balance	$32,920	$127,801	$256,171	$109,057
Revenues	$462,916	$179,797	$268,288	$169,027
Expenditures	$239,665	$295,242	$415,402	$164,562
Reserves & Balances	$256,171	$12,356	$109,057	$113,522

City Fund		FY 10/11 Actual	FY 11/12 Budget	FY 11/12 Estimate	FY 12/13 Budget
Total Champaign Public Library Funds					
	Beginning Balance	$1,170,974	$1,114,914	$1,409,448	$1,244,947
	Revenues	$7,113,222	$6,876,006	$6,930,022	$6,982,142
	Expenditures	$6,874,748	$7,196,710	$7,094,523	$6,745,131
	Reserves & Balances	$1,409,448	$794,210	$1,244,947	$1,481,958
Total All Funds (including transfers)					
	Beginning Balance	$118,284,366	$118,337,578	$118,632,112	$97,546,565
	Revenues	$163,585,586	$167,314,841	$163,636,032	$153,834,773
	Expenditures	$160,543,479	$193,893,990	$184,721,579	$160,865,312
	Reserves & Balances	$121,326,473	$91,758,429	$97,546,565	$90,516,026
Less Transfers and Interfund Charges					
	Revenues	$57,266,059	$52,416,284	$52,426,252	$49,605,691
	Expenditures	$57,256,139	$52,311,660	$52,426,252	$49,605,691
Grand Total All Funds (not including transfers)					
	Beginning Balance	$118,284,366	$118,337,578	$118,632,112	$97,546,565
	Revenues	$106,319,527	$114,898,557	$111,209,780	$104,229,082
	Expenditures	$103,287,340	$141,582,330	$132,295,327	$111,259,621
	Reserves & Balances	$121,316,553	$91,653,805	$97,546,565	$90,516,026

** The difference between FY10/11 ending balance and FY11/12 beginning balance is a prior year audit adjustment.
*** The difference between FY10/11 ending balance and FY11/12 beginning balance is an adjustment due to a change in market value.

Summary of Budgeted Personnel

Department	FY2010/2011	FY2011/2012	FY2012/2013
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	6.000	4.000	4.000
Community Relations Office	3.000	3.000	3.000
Economic Development	2.130	2.000	2.000
	11.130	**9.000**	**9.000**
Legal			
Legal	9.475	8.226	8.956
	9.475	**8.226**	**8.956**
Finance			
Finance	16.025	16.025	15.025
	16.025	**16.025**	**15.025**
Human Resources			
Human Resources	5.500	5.500	5.100
Risk Management Administration	2.000	2.000	1.000
	7.500	**7.500**	**6.100**
Planning			
Planning	11.550	10.050	10.050
	11.550	**10.050**	**10.050**
Public Works			
Administration	9.800	8.800	10.800
Traffic & Lighting	9.000	7.500	5.500
Building Services	3.250	3.250	3.250
Operations	2.000	2.000	2.000
Streets	6.500	6.500	6.000
Concrete	8.000	7.000	7.000
Engineering	22.528	19.250	19.750
Asphalt	4.500	4.500	5.000
Forestry	6.000	6.000	5.500
	71.578	**64.800**	**64.800**

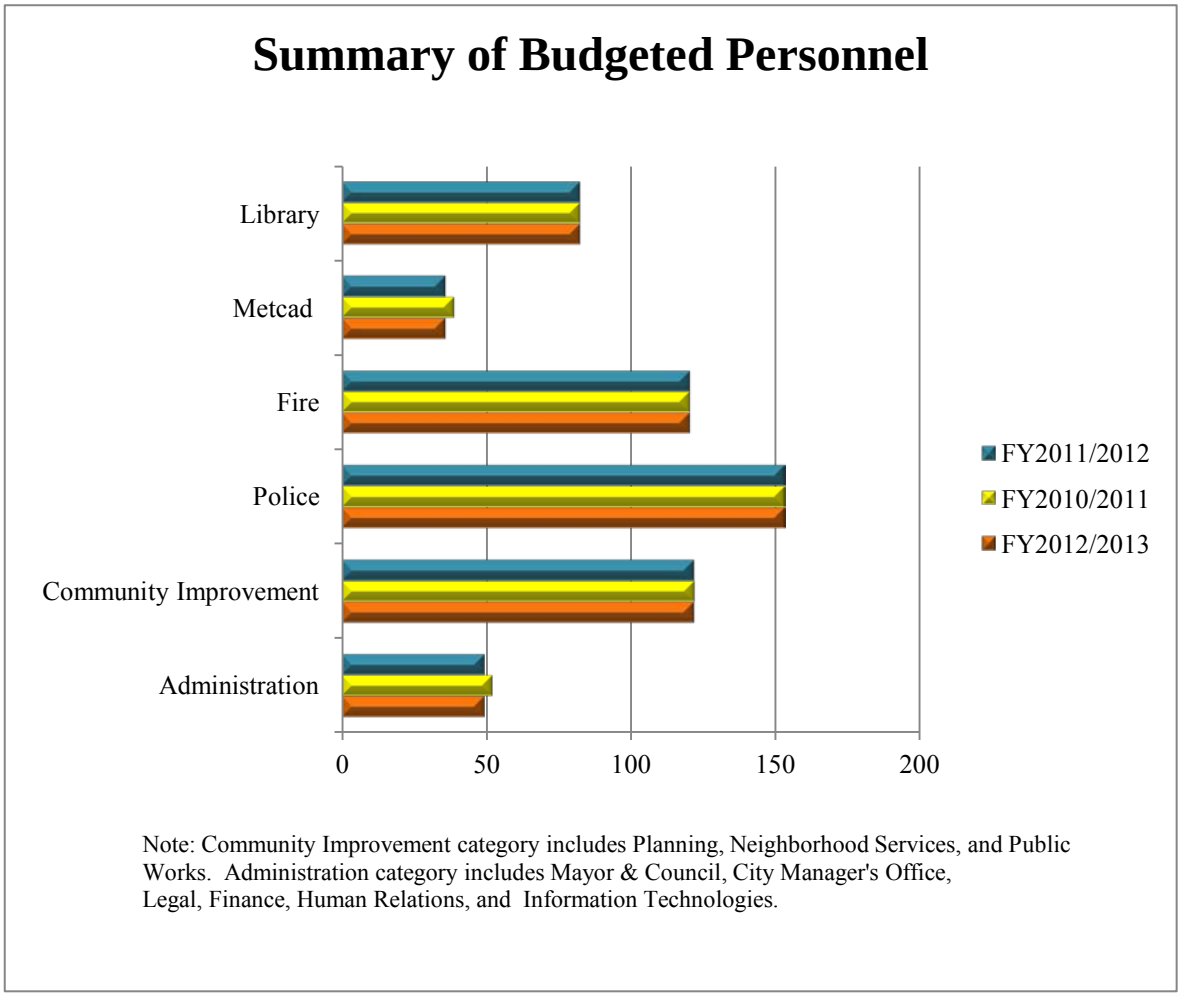
Summary of Budgeted Personnel

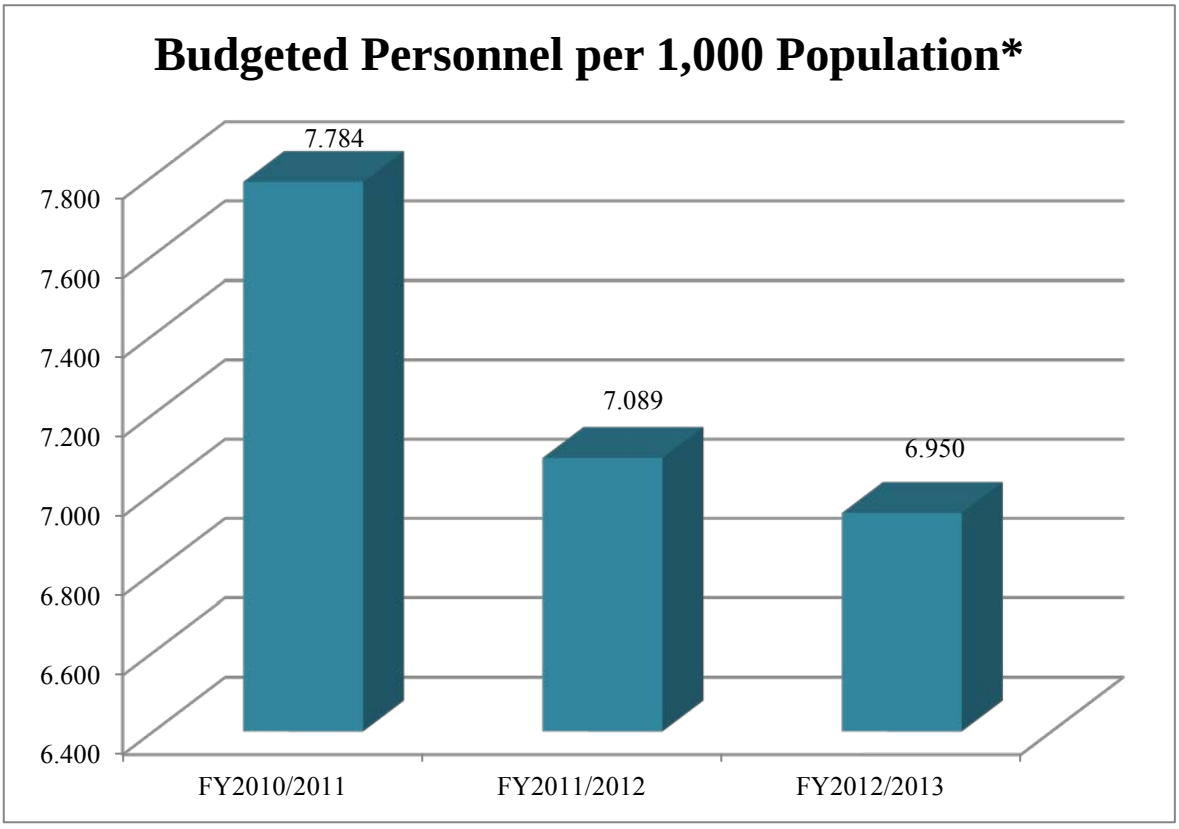
Department	FY2010/2011	FY2011/2012	FY2012/2013
Police			
Administration	10.000	9.000	8.000
Investigations	23.500	21.500	22.500
Patrol	93.000	95.000	98.000
Training & Development	2.000	2.000	2.000
Records	26.630	24.630	20.630
Justice Assistance Recovery Grant-Intelligence			
LED Policing	1.000	1.000	0.000
	156.130	**153.130**	**151.130**
Fire			
Administration	3.000	3.000	3.000
Building Safety	11.000	10.000	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
	121.350	**120.350**	**119.350**
Neighborhood Services			
Administration	4.400	3.400	3.000
Property Maintenance	6.000	7.000	7.000
	10.400	**10.400**	**10.000**
Information Technologies			
Information Technologies	7.450	7.450	6.450
City Building A/V	1.500	1.500	1.500
GIS	1.500	1.500	1.500
	10.450	**10.450**	**9.450**
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	9.000	8.000	8.000
	9.000	**8.000**	**8.000**

Summary of Budgeted Personnel

Department	FY2010/2011	FY2011/2012	FY2012/2013
Community Development Grant Block Fund			
Neighborhood Services			
Community Development Block Grant Rehab	5.500	5.500	5.500
	5.500	**5.500**	**5.500**
Environmental Services Fund			
Public Works			
Environmental Services	1.250	1.250	1.500
	1.250	**1.250**	**1.500**
METCAD Fund			
Metcad			
METCAD	39.000	39.000	36.000
	39.000	**39.000**	**36.000**
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	**585.813**	**569.156**	**560.336**
Population*	**80,286**	**81,055**	**81,055**

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





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

City of
CHAMPAIGN

General Operating
Fund Statement
02

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**5,141,632**	**9,569,124**	**9,569,124**	**10,693,002**
Revenues				
Revenue Transfers	6,382,561	7,161,324	7,156,832	5,226,605
Revenues	61,703,840	62,638,316	62,815,170	63,316,188
Total Revenues	**68,086,401**	**69,799,640**	**69,972,002**	**68,542,793**
Expenditures				
Capital Expenses	0	677,665	0	1,511,264
Commodities	1,608,405	1,893,518	1,548,383	1,885,369
Contractual Services	5,009,622	6,643,794	5,990,209	6,533,212
Expenditure Transfers	20,953,501	24,903,145	24,928,921	26,407,284
Personnel Services	36,021,894	36,271,297	36,380,611	36,822,251
Total Expenditures	**63,593,421**	**70,389,419**	**68,848,124**	**73,159,379**
Total Ending Balance	**9,634,613**	**8,979,345**	**10,693,002**	**6,076,416**
Breakdown for Fund Balance				
Committed				
Reappropriated for FY12/13			1,882,264	
Infrastructure			750,000	
27th Pay Period			659,622	769,222
Public Safety			677,583	
City Facilities			620,253	620,263
Capital Outlay			250,000	
Grant Funding			249,574	
U2CB			200,000	
Community Development			200,000	
Electric Aggregation			139,473	
Summer Youth Program			100,000	
Recruitment & Development			83,777	
Records Management			75,000	
Minority Contracting			24,000	
Environmental Services			18,198	
Unassigned			4,763,258	4,686,931

Revenue Detail
General Operating Fund
02

Account Description	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
PROPERTY TAXES	11,158,827	11,140,776	11,183,445
SALES TAXES	29,899,296	30,742,878	31,408,862
INCOME TAXES	7,447,949	7,534,641	7,436,808
OTHER TAXES	591,038	586,688	596,817
HOTEL- MOTEL TAX	1,471,755	1,560,320	1,575,923
UTILITY TAXES	2,374,034	2,447,190	2,595,820
TELECOMMUNICATIONS TAX	2,515,755	2,568,515	2,568,515
COURT AND MUNICIPAL FINES	1,094,256	928,020	968,020
DUI FINES	15,181	12,725	12,000
ANIMAL CONTROL FINES	11,940	12,000	12,000
LIQUOR VIOLATION FINES	2,500	3,000	3,250
EXCESS FALSE ALARM FINES	11,075	10,000	10,000
RIGHT-OF-WAY OCCUPANCY PERMITS	25,291	15,000	15,000
BUILDING PERMITS	331,564	279,500	305,550
BUILDING PERMITS-AFTER HR INSPECTIONS	300	300	300
ELECTRICAL PERMITS	96,560	108,500	102,550
PLUMBING PERMITS	91,379	92,245	91,800
MECHANICAL PERMITS	147,179	114,900	131,000
SIGN PERMITS	3,516	4,000	4,000
DEMOLITION PERMITS	4,319	15,000	5,000
EXCAVATION PERMITS	7,775	8,000	8,000
SEWER CONNECTION PERMITS	16,050	17,000	17,000
DRIVEWAY & SIDEWALK PERMITS	9,680	7,000	7,000
SPRINKLER PERMITS	18,106	20,000	20,000
RESTAURANT LICENSES	4,680	4,480	4,700
ALARM USER REGISTRATIONS	3,820	3,000	3,200
MISC LICENSES	6,065	3,300	3,500
VEHICLE LICENSES	9,940	9,400	9,800
OCCUPATIONAL LICENSES	2,869	6,800	7,000
LIQUOR LICENSES	461,989	470,000	470,000
STORMWATER FEES	50	0	0
PLANNING & DEVELOPMENT FEES	4,646	2,500	2,500
PUBLIC SAFETY SERVICE FEES	688,604	689,092	749,023
OTHER SERVICE FEES	221,984	221,097	224,474
CITY RENTAL INCOME	66,125	66,521	66,460
CITY FRANCHISE FEES	966,290	1,027,978	954,577
SALE OF CITY PROPERTY	28,876	12,000	15,000
SALARY & TRAINING REIMBURSEMENT	18,236	9,360	10,800
CITY EXPENSE REIMBURSEMENTS	590,488	676,398	607,200
CITY EXPENSE RIBE - SPECIFIC	252,135	258,721	276,107
DAMAGED PROPERTY REIMBURSEMENT	36,689	49,000	49,000
DAMAGED PROPERTY REIMBURSEMENT-SPECIFIC	29,243	70,000	70,000
REFUNDS	15,403	15,000	15,000
MISCELLANEOUS	0	4,334	0
TOWING IMPOUND FEES	265,800	230,000	230,000
TOWING PROCESSING FEE	99,875	98,000	98,000

Account Description	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
INTEREST & INVESTMENT INCOME	104,951	170,300	170,300
INTERGOVERNMENTAL REVENUES-STATE	12,071	16,642	11,392
INTERGOVERNMENTAL REVENUES - FEDERAL	397,064	466,849	175,795
INTERGOVERNMENTAL REVENUES	1,000	1,200	1,200
DONATIONS AND CONTRIBUTIONS	69,623	5,000	12,500
Total External Sources	61,703,840	62,815,170	63,316,188
Interfund Transfers			
TFR FROM PARKING FUND	713,611	837,204	873,638
TFR FROM SEWER IMPROVEMENT FUND	630,015	733,404	816,190
TFR FROM COMMUNITY DEVELOPMENT FUND	50,388	40,000	40,000
TFR FROM ENVIRONMENTAL SERVICES FUND	83,532	76,167	78,235
TFR FROM UC2B OPERATIONS FUND	0	75,113	122,588
TFR FROM METCAD FUND	183,066	188,556	194,213
TFR FROM FLEET SERVICES FUND	223,731	240,564	252,592
TFR FROM RETAINED RISK FUND	64,844	43,414	43,827
TFR FROM WORKERS COMPENSATION FUND	383,226	335,048	339,216
TFR FROM STORMWATER MANAGEMENT FUND	1,008,390	1,026,208	693,975
TFR FROM MOTOR FUEL TAX FUND	81,067	196,677	345,252
TFR FROM CAPITAL IMPROVEMENTS FUND	451,273	525,777	364,964
TFR FROM LIBRARY IMPROVEMENT FUND	447,865	1,191,279	423,893
TFR FROM URBAN RENEWAL FUND	345,264	355,759	404,557
TFR FROM DOWNTOWN TIF FUND	183,820	174,950	167,102
TFR FROM E. UNIVERSITY AVE TIF FUND	0	32,941	15,470
TFR FROM FOOD & BEVERAGE TAX FUND	110,165	45,775	50,893
TFR FROM VEHICLE REPLACEMENT FUND	1,210,167	250,000	0
TFR FROM EQUIPMENT REPLACEMENT FUND	212,137	787,996	0
Total Interfund Transfers	6,382,561	7,156,832	5,226,605
Total	68,086,402	69,972,002	68,542,793

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 Regional Planning Commission.

- 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.

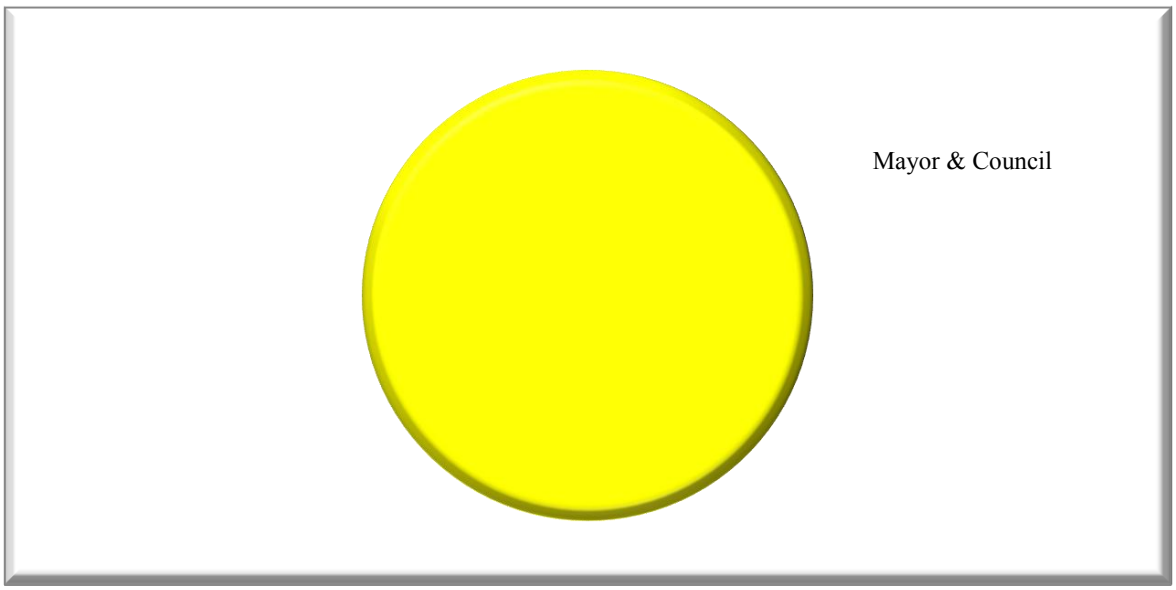
- Reviews and adopts the Annual Financial Plan and Capital Improvements Plan.

- 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), Convention and Visitor's Bureau (CVB), Regional Plan Commission (RPC), Government Council, Champaign Urbana Urbanized Area Transportation Study (CUUATS), and Cable Commission.

Mayor & Council Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
Mayor & Council	171,669	190,749	19,080	11.11%
	171,669	**190,749**	**19,080**	**11.11%**
Total	**171,669**	**190,749**	**19,080**	**11.11%**



City Manager's Office

The mission of the City Manager's Office is to support the City Council and carry out Council policies, to provide professional management and leadership for all activities of the City, to ensure the implementation of City policies and programs consistent with the Organization's Mission and Values, and to serve as a liaison to citizens, agencies and organizations.

Departmental Overview

Organization

The City Manager is appointed by the City Council as the Chief Executive Officer for the City, providing leadership to the organization by communicating and implementing the City Council's vision, goals, and priorities.

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 Economic Development Division promotes the City's economic vitality, serving as a point of contact for the business community to advance the City's goals for physical and economic development. This Division also serves as lead staff for UC2B Operations.

The City Manager's Office provides staff support for the Human Relations Commission and the UC2B Policy Committee.

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 217.403.8980. 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

- Provide leadership within the organization and the community to strengthen police-community relations and address youth and family issues through the implementation of the Champaign Community Coalition.

Our City promotes economic opportunity

- Develop incentive programs for new employment that address both low-moderate income jobs and high paying jobs including the expansion of the Industrial Development Incentive Program and High Technology Incentive programs.

- Convene a meeting of Parkland College, Champaign Consortium and industry human resources representatives to understand the job availability and training shortcomings in the community and develop programs and measurable goals for job training and education initiatives that meet the needs of local and prospective employers.
- Serve as lead agency for the Urbana-Champaign Big Broadband (UC2B) Consortium to develop the fiber optic network funded through a federal grant. Provide staff support to the UC2B Policy Board and subcommittees to: 1) establish an operational business model for the consortium; 2) establish services to be offered; 3) develop and implement a marketing plan; and 4) develop a plan to sustain the system over the long term.
- Implement the Infill Development Strategic Plan by negotiating an agreement to relocate the Ford Dealership in Champaign from its current location in Carriage Center on South Neil to a new site north of I-74 and locate future new or expanded dealerships to the same location.
- Partner with Unit 4 Schools and other community agencies to provide job opportunities for disadvantaged youth through the Summer Youth Employment Program. Expand public-private partnerships by seeking private funders and local employers to participate in the program.
- Work with City Departments to expand the number of minority and women owned businesses who participate in City contracts.

Our City is committed to honest, transparent government

- Implement the Public Communications Plan to engage the community in City government, provide timely and accurate information to the public, openly share information about City actions and decisions, and improve public access to City information.
- Lead organizational efforts to increase citizen access to information on the City's website and through social media.

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, the Champaign County Economic Development Corporation, Convention and Visitors Bureau 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.

Departmental Goals and New Initiatives:

- Provide leadership for the Landfill Consortium, a public-private group opposed to the storage of PCBs at the Clinton Landfill and dedicated to preserving the Mahomet Aquifer.

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.
- 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).
- Work with the Champaign Community and Police Partnership (CCAPP) to increase trust between the minority community and the Police Department.
- 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:

- Partner with the University of Illinois and City of Urbana to plan and implement on-going Transformational Leadership diversity initiatives.

Economic Development (02-0000-02007-0000)

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.
- Work with the Planning Department to 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.

- 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 the following EDC activities.
- Act as the City's primary contact for all potential economic development projects and initiatives and provide assistance which 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.

Urbana-Champaign Big Broadband (08-0000-15001-0000)

Current Service Levels:

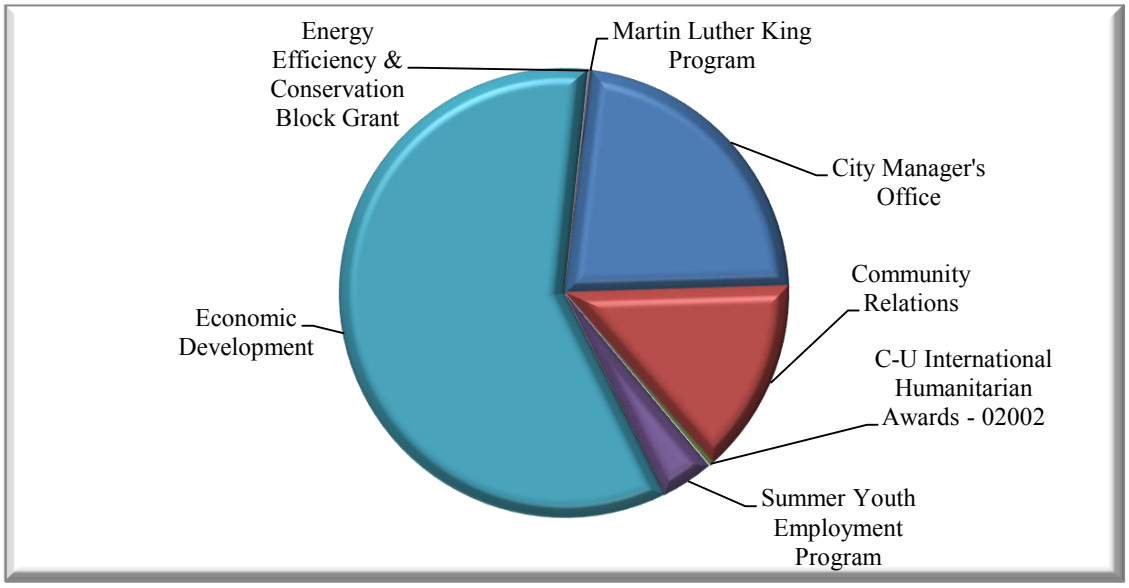
- Provide overall project administration for UC2B and the City.

Departmental Goals and New Initiatives:

- Work with the City of Urbana and the University of Illinois to determine and provide for the on-going operational and governance model for the Urbana-Champaign Big Broadband (UC2B) and provide for network expansion throughout the community.
- Prepare application for Gigabit Neighborhood Galtway Program for system expansion throughout Champaign-Urbana.
- Oversee Phase II Fiber to the Premise outreach program, construction and installation.

City Manager's Office Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
City Manager's Office	562,007	599,060	37,054	6.59%
Community Relations	310,620	371,634	61,015	19.64%
C-U International Humanitarian Awards - 02002	9,500	9,500	0	0.00%
Summer Youth Employment Program	0	100,000	100,000	100.00%
Economic Development	1,358,060	1,566,872	208,812	15.38%
Energy Efficiency & Conservation Block Grant	233,907	0	(233,907)	-100.00%
Martin Luther King Program	869	7,000	6,131	705.52%
	2,474,962	**2,654,067**	**179,104**	**7.24%**
Total	**2,474,962**	**2,654,067**	**179,104**	**7.24%**



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 advice and support to Public Works with respect to the North and South Fourth Street extension project.

Our City provides first-rate services

- Provide legal advice and support to Public Works with respect to the Boneyard Phase 3, and Washington Street West stormwater improvement projects.

Our City is fiscally responsible

- Review options for intergovernmental partnerships that would increase the efficiency or decrease the cost of delivering City services.

- Assist the Public Works and Finance Departments in the implementation of the storm water fee ordinance.

- Assist the Public Works and Finance Departments with the implementation of a local motor fuel tax ordinance.

- Assist in negotiations for an amended boundary agreement with Savoy by providing legal advice in the process.

Our City promotes economic opportunity

- Provide legal support to the UC2B Policy Board on the Big Broadband project to provide enhanced internet and other services to the community.

- Work with Public Works and other operating departments on legal mechanisms to promote minority and female participation in City contracts.

Our City is a model for environmental sustainability

- Work with other departments on municipal aggregation of electricity efforts.

- Provide legal advice with respect to recycling initiatives.

Our City is committed to honest, transparent government

- Assist with implementation of the Public Communications Plan, particularly related to actions that will improve open access and sharing of information through application of the Open Meetings and Freedom of Information Act.

- Improve citizen access to information about Legal Department services by regularly updating the Department's information on the web and using social media, as appropriate.

Department Baseline Service Levels, Goals and Initiatives by Activity

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

Current Service Levels:

- Provide support to the Mayor and Council for procedural aspects of all Council Meetings to ensure that the meetings consistently follow a format that is understandable to its citizens and instills 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 and facilitate both transparency, protection of individual privacy interests, and protection of 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 in the area of liquor enforcement, including regular review of liquor applications and providing information to liquor licensees in order to promote public safety of citizens.

- Provide for continuous review of contract forms and computer-based contract information to ensure that contracts protect the public interest.

- Provide legal advice in conjunction with various major City construction and infill efforts, including City facilities, downtown projects and other infill development projects to ensure that public funds are protected from adverse claims.

- Draft or review various cost-sharing agreements for infill development and infrastructure extension to enhance property values and provide for efficient rendition of City services.

- Develop a proactive code compliance strategy by working with Neighborhood Services to identify strategies to increase code compliance, including prioritizing enforcement of the cases targeting repeat offenders and provide guidance with respect to any code amendments necessitated by the strategies to ensure that blight in neighborhoods 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 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 individually tailored departmental presentations or educational material on legal issues relevant to the department to ensure that employees know their legal responsibilities in order to better serve the public.

- Assist the Human Resources Department in labor negotiations, and provide legal advice regarding all human resources issues to ensure compliance with state and federal laws.

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 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 promote public accountability in litigation.

- Prosecute violations of City's zoning ordinance as requested by Planning Department.

***Departmental Goals and New Initiatives*:**

- Develop background materials for and work with the City Clerk to prepare for the City Council Election process in 2012-2013 for District Council seats.

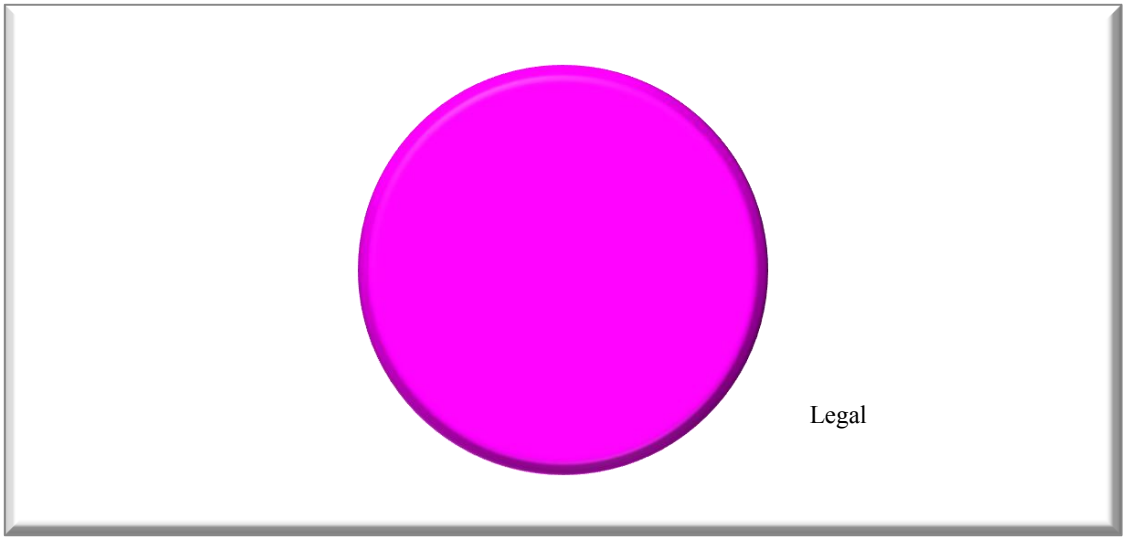
- Work with City Manager's Office and City Clerk to continue to implement Freedom of Information Act requirements to provide transparency in government, protection of individual privacy interest and the City's financial interests through litigating FOIA cell phone case and work on better automation of responses.

- Work with Planning on the zoning ordinance revision project.

- Assist the City Manager and Police Chief with respect to police policy issues.
- Assist with AFSCME, Police, Fire and Plumbers labor negotiations and contract implementation.
- Provide legal support with respect to the Clinton Landfill PCB effort.
- 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 more information for the ethics part of the website to remind employees of ethical issues in the work place.
- Develop right-of-way ordinance for internal review and ultimate adoption to provide consistency in the regulation of the use of right-of-ways.
- Work with the Information Technologies Department to migrate City Court to a new database platform to increase department efficiency in its prosecution efforts.
- 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.
- Work with the City Manager and Public Works on efforts related to the replacement of bridges over I-57.

Legal Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
Legal	958,190	949,899	(8,291)	-0.87%
	958,190	**949,899**	**(8,291)**	**-0.87%**
Total	**958,190**	**949,899**	**(8,291)**	**-0.87%**



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 provides first-rate services

- Implement the stormwater drainage plan to fund flood abatement projects in the Lower Second Street Reach of the Boneyard Creek, John Street Watershed and Washington Street East Watershed.
- Provide support to the Public Works department on developing flood abatement plans for the Washington Street West Watershed.

Our City is fiscally responsible

- Develop a plan to fund future stormwater drainage improvements to minimize residents' flooding exposure.
- Review options for intergovernmental partnerships that would increase the efficiency or decrease the cost of delivering City services. Include partnership recommendations in the City budget process.
- Review options for outsourcing of City services that would increase the efficiency or decrease the cost of delivering City services. Include partnership recommendations in the City budget process.
- Implement and provide collection services for the Local Option Motor Fuel Tax.
- Refinance the City's 2004A bond issue to reduce interest expenses.
- Determine whether refinancing the City's 2005 bond issue would reduce interest expenses, and refinance the bond issue if it would do so.
- Present options to the City Council regarding the property tax levy in light of the decrease in the assessed valuation of taxable property.
- Provide and/or coordinate financial analysis of development projects to which the City is considering providing economic incentives.

Our City promotes economic opportunity

- Provide financial analysis of potential City economic development programs designed to generate job opportunities and to attract and retain workforce talent.
- Work with the Neighborhood Services Department to develop and analyze options to finance expenses to redevelop Bristol Park consistent with the plan adopted by the City Council.

- Support the Urbana-Champaign Big Broadband project (UC2B) to provide high-speed internet connectivity to "anchor institutions" throughout the community and approximately 2,500 residences and businesses in several "underserved" census areas. Support will be provided by service on the UC2B Policy Board and by providing financial services to UC2B operations.
- Propose revisions to the City's Debt Management Policy to provide greater opportunities for women-owned and minority-owned businesses to provide services to the City regarding debt issuance, and implement any revisions adopted by the City Council.

Our City is a model for environmental sustainability

- Provide financial analysis of proposed initiatives to include in the City's Sustainability Plan, focusing actions to increase the efficiency or decrease the cost of delivering City services.
- Support the Public Works Department in its efforts to inventory City infrastructure and add bicycle and pedestrian features to provide residents increased access to alternative modes of transportation.

Our City is committed to honest, transparent government

- Consistent with the strategic initiative to openly share information about City actions and decisions, create and post to the City's website electronic versions of all City Council meeting minutes, ordinances, and resolutions since the City's founding.
- Support the City Manager's Office in its efforts to implement the Public Communications Plan to provide timely and accurate information to the public.

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 600 employees including payment by check and direct deposit, and pay approximately 15 vendors for withheld taxes and voluntary deductions.

- Manage food and beverage tax receipts averaging 3,200 remittances annually, local motor fuel tax receipts averaging 300 remittances annually, and hotel-motel tax receipts averaging 250 remittances annually, to support capital projects within the City.

- Begin processing multi-family recycling billing quarterly to support sustainability initiatives within the City.

- Process all vendor payments each week, which entails receiving about 18,000 payment requests and issuing approximately 8,800 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 5,800 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 1,200 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.

- Perform financial operations for the Firefighters Pension Fund, including paying monthly benefits to approximately 81 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 and elected 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 800 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 (FY) 2012/13 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.

- Implement a billing system for the new multi-family recycling fee.

- Define needs for new financial and human resources management software to more improve accounting and personnel transactions and efficiently provide information and services to customers.

Sewer Collection (04-0000-04017-0000)

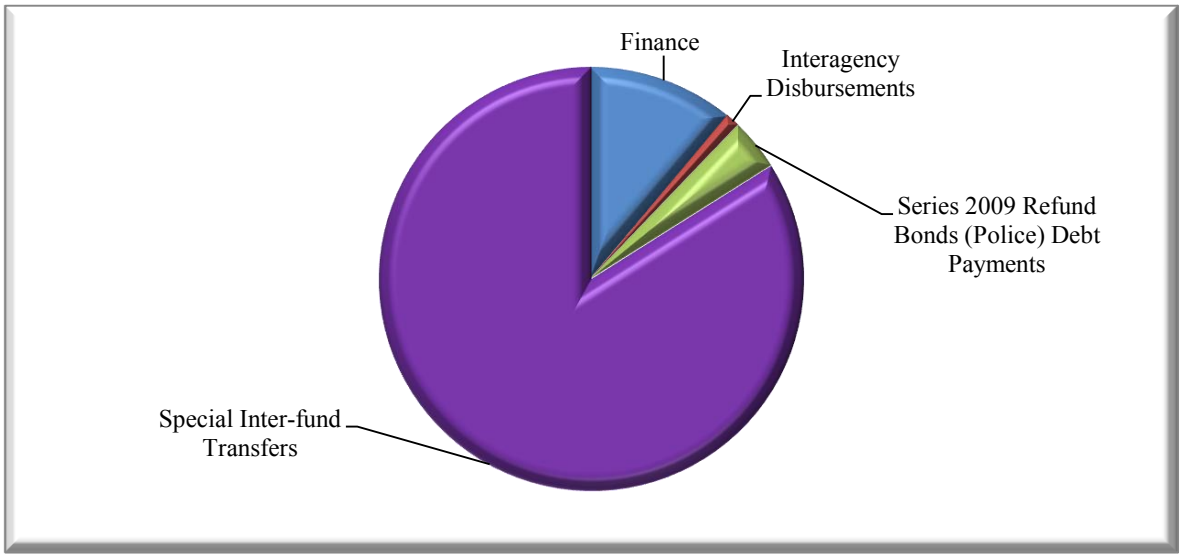
Current Service Levels:

- 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	2012 Budget	2013 Budget	Change	% Change
Expenditures				
Finance	1,618,134	1,777,675	159,542	9.86%
Interagency Disbursements	365,241	174,381	(190,860)	-52.26%
Series 2009 Refund Bonds (Police) Debt Payments	619,622	627,300	7,678	1.24%
Special Inter-fund Transfers	12,203,549	13,495,195	1,291,646	10.58%
	14,806,546	**16,074,551**	**1,268,006**	**8.56%**
Total	**14,806,546**	**16,074,551**	**1,268,006**	**8.56%**



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 4th floor of the City Building at 102 North Neil Street, Champaign, IL 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 a model for environmental sustainability

- Participate in the development of a Sustainability Plan that includes a timetable for implementation. Provide HR support and training resources for staff as needed to implement.

Our City is committed to honest, transparent government

- To assist with implementation of the Public Communications Plan, enhance use of social media in recruitment of new employees.

Current Level Services

- Facilitate information sharing with City employees regarding City programs, initiatives and benefits. This includes leading the Benefits Advisory Committee, hosting an annual Benefits and Wellness Fair for City employees and retirees, and regular communication regarding benefit changes.

- 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 will consist of 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.

- Provide direction and provide annual review of performance based compensation techniques to develop Individual Service Plans and to implement the City's Non-

Bargaining Unit Annual Performance Appraisal Process applicable to approximately 126 eligible positions.

- Provide staff support to Safe Environment; Can We Talk, and Employee Mediation programs that are designed to reduce and resolve workplace conflict.

- 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 Champaign Park District, Champaign Township, Urbana-Champaign Sanitary District and others).

- Manage and administer the employee 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 through the development of the Diversity Leadership Council.

- Develop and implement strategies for short and long term health insurance cost containment.

- Negotiate new labor contracts with all four bargaining units, AFSCME, IAFF, FOP and Plumbers and Pipefitters.

- Develop and implement system improvements to the payroll and compensation programs to increase effectiveness and efficiency.

- Continue with implementation of the Voluntary Separation Incentive Program throughout the organization. Assist departments with their reorganization plans as a result of staff reductions through the program. Provide training resources as they arise as a result of organizational changes

- Implement HR department reorganization and review of HR services. Evaluate alignment of HR staff and services with organizational priorities for recruitment, development and retention of highly qualified City staff. Research and pilot best practices for HR services in the current economy (examine outsourcing as appropriate). Develop written procedures and manuals to enable consistent and efficient administration of compensation policies and practices throughout the organization. Implement technology solutions to provide the lowest cost access to HR information and support.

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.

- Provide direction and oversight to employees interested in pursuing job-related education, including information about the tuition reimbursement program when financially feasible.

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 help improve effectiveness of the program to assist new officers in assimilation to the Police Department, in support of the City Manager's six initiatives.

- Perform recruitment activities, including application, testing and board interviews for entry level police and firefighter candidates.

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.

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.

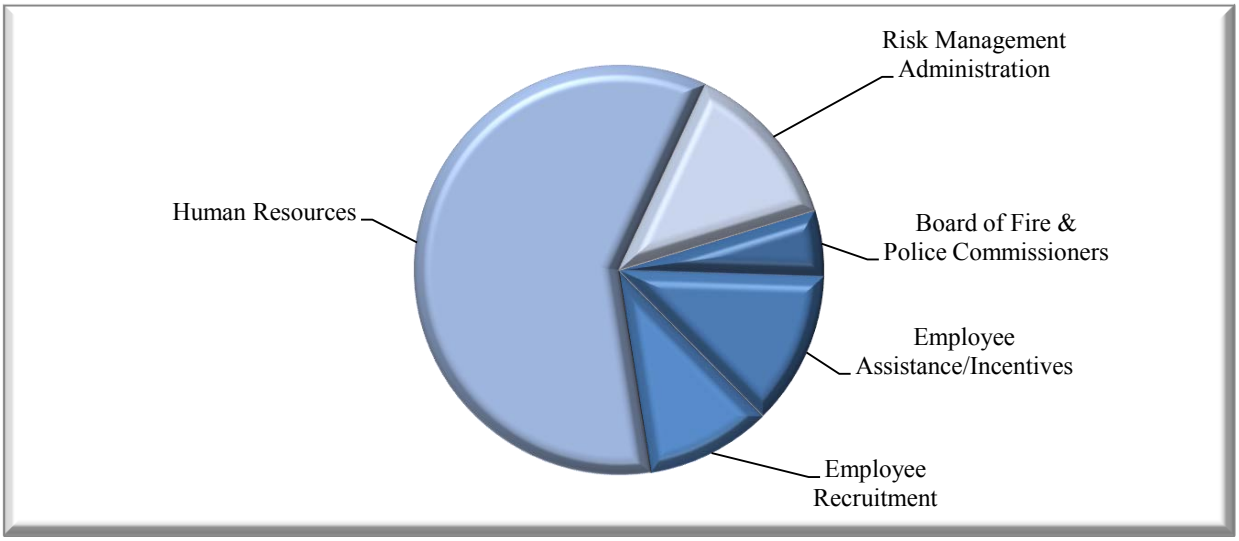
- Maintain and administer a comprehensive risk management program focusing on loss control measures and prevention; including evaluation of program effectiveness. Assist departments in implementing any loss control recommendations from OneBeacon Insurance or other insurance companies that may provide 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	2012 Budget	2013 Budget	Change	% Change
Expenditures				
Board of Fire & Police Commissioners	60,203	57,315	(2,888)	-4.80%
Employee Assistance/Incentives	99,013	133,400	34,387	34.73%
Employee Recruitment	90,736	108,736	18,000	19.84%
Human Resources	503,376	654,642	151,266	30.05%
Risk Management Administration	145,057	146,709	1,652	1.14%
	898,385	**1,100,802**	**202,417**	**22.53%**
Total	**898,385**	**1,100,802**	**202,417**	**22.53%**



Planning Department

The Planning Department's purpose is to engage in responsible and responsive planning to enhance the quality of life in the community by promoting the wellness of existing neighborhoods, protecting property values by encouraging compatible development, and providing for the future growth and stability of the City of Champaign.

Departmental Overview

Organization

The Planning Department consists of two divisions:

The Current Planning Division

- Responsible for development management, zoning administration, annexation coordination, administration of inter-jurisdictional agreements, and mapping and graphics.

The Advance Planning Division

- Responsible for administration of the Comprehensive Plan, neighborhood planning, capital improvement planning, promotion of economic development, plan implementation and dissemination of demographic information.

The Planning 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 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

- Partner with Unit 4 to identify a core city location for the new Central High School by providing site analysis and assisting with public engagement as needed.
- Provide planning services to Unit 4 under contract including monitoring and updating

the approved 10 Year Capital Improvement Plan, evaluating older District facilities and making recommendations for a long range facilities plan for the District.

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

Our City promotes economic opportunity

- Implement the Infill Development Strategic Plan by utilizing a Request for Proposal (RFP) process to promote development of City owned parking lots in Downtown and Campustown, and for Blocks C and D of the Burnham District.

Our City is a model for environmental sustainability

- Complete a Sustainability Plan for the City of Champaign and begin its implementation.

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.
  - 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.
- Administer previously approved annexation agreements, Planned Development

certificates, and Special Use Permits to ensure compliance and amending as necessary to meet unanticipated needs.

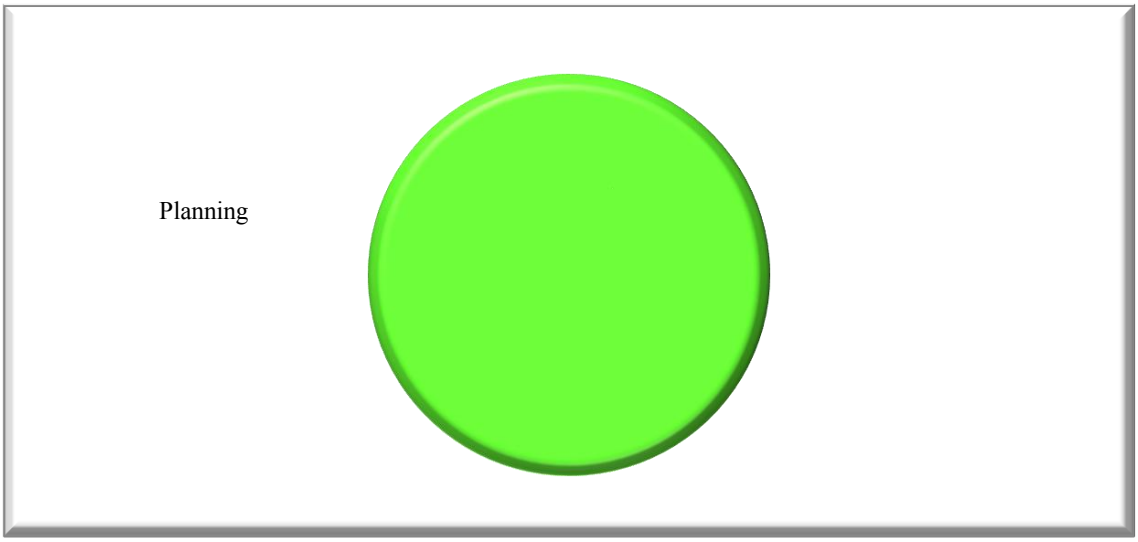
- In response to requests by Champaign County, review and recommend action on zoning cases occurring in the 1-1/2 mile Extra Territorial Jurisdiction (ETJ) of the City.
- Administer and enforce the Zoning Ordinance to protect the general public interest by:
    - Reviewing building permits for compliance 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:

- Apply the Zoning regulations for the Green Street and Midtown Commercial Overlay Districts.

Planning Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
Planning	863,604	1,029,093	165,489	19.16%
	863,604	**1,029,093**	**165,489**	**19.16%**
Total	**863,604**	**1,029,093**	**165,489**	**19.16%**



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

- 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

- Responsible for maintaining all City facilities, the Encephalitis Control program, trees on City rights-of-way, asphalt pavements, alleys, and sanitary and storm sewers, and traffic signals and street lights within the City. This Division also provides concrete repairs on City streets and sidewalks, snow and ice control, and vegetation maintenance on City right-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.

Until fall 2012, Parking Services is located at 713 Edgebrook Drive, Champaign, IL 61820, and its contact information is as follows: phone – 217.403.7050; fax – 217.403.7061; email – parkingcollections@ci.champaign.il.us. At that time, all services to the public will be provided at the main Public Works Building at 702 Edgebrook Drive.

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 fosters quality of life for all citizens

- Complete the North Fourth Street extension project.

Our City provides first-rate services

- Complete design of the Robinson Court Detention Basin, which is part of phase II of Washington Street West drainage improvements, working with the neighborhood steering committee.

Our City is fiscally responsible

- Follow through on a plan to fund storm water drainage improvements including implementation of a Storm Water Utility Fee.
- Implement the maintenance and reconstruction work plan as outlined in the adoption of the Local Motor Fuel Tax.

Our City promotes economic opportunity

- Provide Support to the Community Relations Department to increase work opportunities for female and minority contractors and consultants. This includes purchasing software and developing a system to monitor minority participation in Public Works contracts.
- Support implementation of the Urbana-Champaign Big Broadband (UC2B) project by managing construction activities.

Our City is a model for environmental sustainability

- Make changes to the curbside recycling program to increase diversion of waste from landfills, consistent with Council direction.
- Implement electric power aggregation to increase use of green energy and reduce cost to residents.

Our City is committed to honest, transparent government

- Improve citizen access to information about Public Works services and programs by regularly updating the Department's information on the web and using social media, as appropriate.

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).
- Coordinate implementation of a new Stormwater Utility Fee.
- Help support City and IAWC water conservation programs and assist with the implementation of "A Plan to Improve the Planning and Management of Water Supplies in East-Central Illinois" prepared for the East Central Illinois Regional Water Supply Planning Committee and Mahomet Aquifer Consortium to ensure long-term availability of an adequate water supply for the community.
- Manage electricity purchases for City facilities to control costs. Savings in FY2012/13 will be $89,000.

Departmental Goals and New Initiatives:

- 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.
- Assist with Illinois Commerce Commission (ICC) intervention concerning the Illinois American Water Corporation rate increase. Manage electricity purchases to minimize cost to the City.
- Encourage intergovernmental partnerships on the construction and maintenance of Public Works improvements. Examples include Prospect Avenue (Savoy), Olympian Drive (County, Urbana), Boneyard Creek Second Street Reach (Champaign Park District), and Fourth Street Extension (University of Illinois).
- 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.

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 2 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. The 2012 project for these work items is a joint project with IDOT to update the Prospect/Springfield Avenue traffic signal.
- 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 (632 per year based on a five-year cycle), painting (260 steel poles) and other updates.
  - Inspect 3,278 City-owned street lights and make noted repairs when discovered.

- Inspect and report any problems or outages regarding leased street lights 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, 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.
- Improving readability and increase the life of street name signs by using higher quality, more reflective materials. Keep current of best material.
- Completing custom signage requests such as adopt-a-highway (8/yr), neighborhood watch (10/yr), vehicle decals (150/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 200 traffic service requests (TSR) each year result in approximately 500 sign installation projects.
- Installing illuminated street name signs at new traffic signal installations or at traffic signal upgrades. The 2012 project will be installing illuminated street name signs at the new traffic signal at Town Center and Moreland.

♦ 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.

Departmental Goals and New Initiatives:

- Identify locations for the Neighborhood Street Light Program and install needed street light improvements. The 2012 project will be installing two street lights at the intersection of Boardwalk and Olympian.
- Complete the Downtown street light project (Ameren/DCEO energy incentive) that will install energy efficient fixtures on street lights on Neil Street from Main to Logan/Clark and on Chester Street between Neil and Walnut.

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 meeting setup, delivery of supplies, picture hanging, moving office furniture, and pick-up/disposal of surplus items.
- 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.
- 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.
- 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:

- Begin to implement recommendations included in the City Facilities Master Plan.
- Make building improvements consistent with the Sustainability Plan, once adopted.

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:

- Protect groundwater quality and minimize future costs by providing a share of one-time funding for a leachate pumping system at the closed CUSWDS landfill.

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, Weekly Activity Report 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 procedures for weekend duties and responses for on-call supervisors and develop a manual that can be used by the on-call supervisor.
- Review and restructure Division personnel evaluation form with emphasis on aligning employee behavior with City Values.
- Complete construction of salt brine generating facility.
- Complete a program to install 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 4,000 miles is swept each year.
- Provide street sweeping to north commercial and some of the major arterial streets in areas of the Downtown, 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 18,726 cubic yards of loose leaves are collected.
- Provide street sweeping for special events. Events include the 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 1,624 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 1,700 miles is swept and 1,746 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 1,600 tons of debris to the Urbana Transfer Station each year and haul 400 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 7 repairs are completed annually.
- Responsible for the supply and storage of approximately 3,300 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:

- Update right-of-way mowing criteria and maps and review with City Council.

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 1,000 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, and 500 square feet of street pavement in conjunction with the Sidewalk Repair program.
- Reconstruct an average of 2 pull boxes, light bases, or traffic control box bases for the Traffic and Lighting Section each year.
- Construct an average of 7 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 2012 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:

- Update the Sidewalk Master Plan.

Engineering (02-0000-07008-0000)

Current Service Levels:

- Support the Neighborhood Wellness Program by managing projects, administering contracts, and reserving staff time to respond to requests for neighborhood infrastructure projects. Work with the 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 Storm Sewer Maintenance, and Channel 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) on an annual basis.
- Assist the Finance Department in reporting the value of infrastructure assets as required by GASB 34 by the end of the fiscal year.
- Monitor citizen response to construction projects by mailing out service comment cards and analyzing the results to improve customer service.
- Increase safety, facilitate the movement of traffic, and provide parking by reviewing citizen complaints and recommendations, conducting engineering studies, and implementing solutions.
- 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.

Departmental Goals and New Initiatives:

- Provide support for the update of the Olympian Drive location/design study and ROW acquisition phase and manage the construction phase to extend Fourth Street from St. Mary's to Windsor Roads.
- Support efforts to add bicycling and pedestrian features to City streets by assisting with the implementation of the Bicycle Plan, by incorporating into the Annual Pavement Marking Project a pavement marking project for bicycle lanes.
- 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.
- Complete the update of Boneyard Creek FEMA (Federal Emergency Management Agency) floodplain maps from Wright Street to Healey Street.
- Complete a sign inventory and management plan to ensure compliance with Federal Highway Administration (FHA) requirements for reflectivity. Inventory has been completed. Management plan is 70 percent complete. Project will be completed by Federal deadline.

- Pursue support for and implementation of the complete streets improvements to the Windsor Road Bridge over I-57.

- Work with the University of Illinois Research Park to design and build an extension of Fourth Street from St. Mary's Road to Windsor Road and provide other support for the Research Park, as needed.

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 13,818 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 1,800 City trees each year based on a 12-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 200 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 150 to 200 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.

Departmental Goals and New Initiatives:

- Monitor the spread of the Emerald Ash Borer and communicate infestation developments as they occur with Council and the public.
- Investigate sustainable disposal opportunities for wood chips and bulk wood by working with the University of Illinois, the Landscape Recycling Center, rural landowners, and citizens identifying opportunities for disposal to avoid disposal costs. The goal is 100 percent disposal of all wood chips and bulk wood without the City incurring any cost.

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 forecast 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.
    - 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.
- 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.

Departmental Goals and New Initiatives:

- Provide support for the Illinois Public Works Mutual aid Network by providing teams to respond to emergencies in other communities as needed.

Parking Programs (03-0000-07013-0000)

Current Service Levels:

- Maintain a current database of parking violations and their status. This entails processing 50,000 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 800 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 5,000 City-owned parking spaces, including 2,100 metered spaces, 1,675 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.
- 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.
- 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.

Departmental Goals and New Initiatives:

- Continue to implement the Downtown Parking Plan by completing the following initiatives –
  - Continue and expand the Smart Meter trial project, which allows customers to use credit and debit cards for payment at meters.
  - Implement changes in parking fines to benefit customers that are not repeat offenders.

- Implement self-service kiosks in the Parking Office to reduce wait times, particularly during very busy periods.
- Review public information materials for parking and develop plan and priorities for new or revised materials.

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, 140 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 vactoring 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.

Departmental Goals and New Initiatives:

- Map GPS points referencing manholes for the sanitary/storm sewers' GIS data layer.
- 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:

- Expand list of recyclable materials for the curbside recycling program to increase diversion from landfills. Make other changes to this program, as directed by the City Council.
- Make changes to City requirements with respect to single-use bags, based on Council direction on this issue.

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 185,000 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:

- Implement automated preventive maintenance and work scheduling.

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

Current Service Levels:

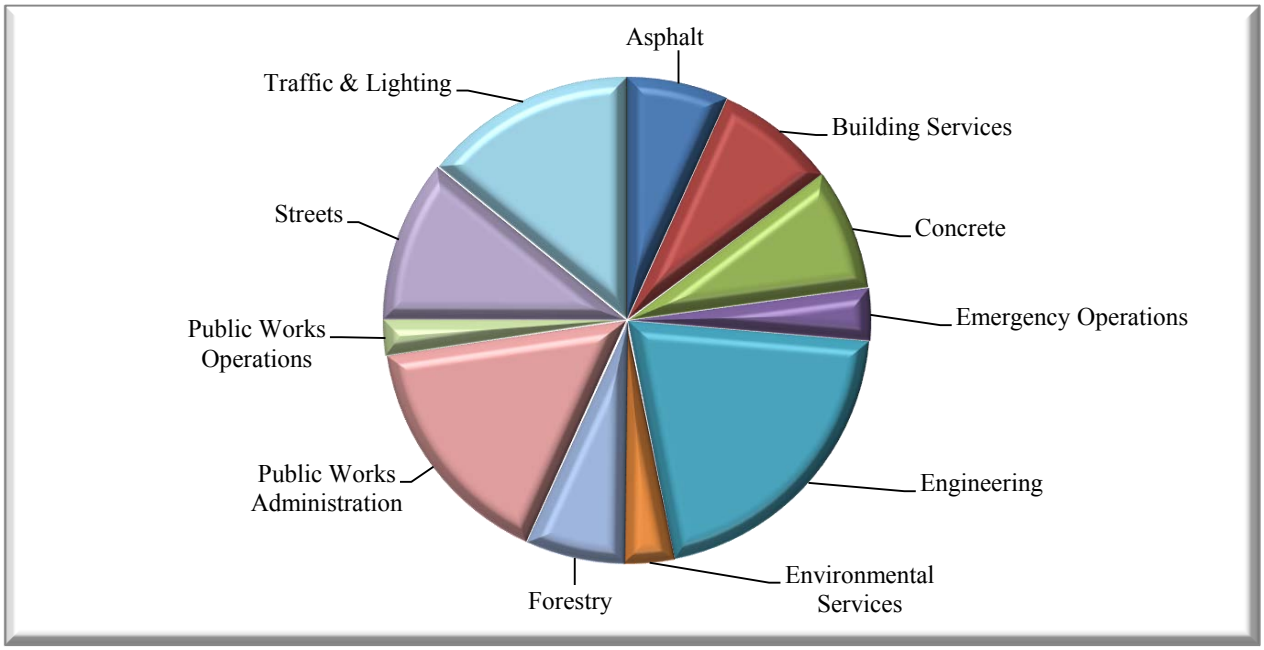
- Purchase vehicles and equipment using State bid or a formal bid process, or other specialized methods approved by the Finance Department, consistent with the replacement schedule.
- Dispose of used vehicles through trade or internet auction.
- Make recommendations regarding appropriate replacement vehicles and equipment, and specifications for new vehicles.

Departmental Goals and New Initiatives:

- Continue to evaluate options to incorporate more alternative fuel and hybrid vehicles into the City's fleet.

Public Works Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
Asphalt	591,713	693,965	102,252	17.28%
Building Services	836,653	832,116	(4,537)	-0.54%
Concrete	818,145	835,071	16,926	2.07%
Emergency Operations	562,145	358,631	(203,514)	-36.20%
Engineering	1,949,164	2,124,503	175,339	9.00%
Environmental Services	316,370	339,942	23,572	7.45%
Forestry	683,546	679,758	(3,788)	-0.55%
Public Works Administration	1,601,566	1,644,316	42,750	2.67%
Public Works Operations	242,695	240,773	(1,922)	-0.79%
Streets	1,026,304	1,115,724	89,420	8.71%
Traffic & Lighting	1,588,866	1,461,568	(127,297)	-8.01%
	10,217,168	**10,326,369**	**109,200**	**1.07%**
Total	**10,217,168**	**10,326,369**	**109,200**	**1.07%**



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, supervises alcohol/tobacco 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. Manages the Illinois Law Enforcement Accreditation Process (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. This will include facilitating opportunities for officers to informally interact with youth and community leaders, and creating a course for citizens to learn more about police operations titled "Police 101." In addition, the Department will continue to improve the Police Complaint process, 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 communicate departmental activities, programs and initiatives to the community. In addition, the Department will enhance its presence on the City website 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:
  - Children's Advocacy Center Board
  - East Central Illinois Police Training Project Board
  - Champaign County and Illinois Crimestoppers
  - Champaign County Apartment Owner's Association (Advisor)
  - Unit 4 Safety Committee
  - Juvenile Crime Enforcement Coalition

- Champaign Community and Police Partnership
- Times Center Advisory Committee
- Illinois Association of Chiefs of Police
- Central Illinois Association of Law Enforcement Executives
- 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 255 special event applications in order to regulate community events to facilitate safety

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

♦ Provide 12 mandatory Bar Employee Security Training (BEST) programs and maintain certification records to teach responsible bar employee behavior and activities.

♦ Provide 3 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:
  - 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.
  - The Law and You. A program presented by the police department's Community Outreach Unit to over 1,000 middle and high school students providing practical and realistic guidelines for interacting with law enforcement officials.
  - 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 faculty 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
  - National Organization of Black Law Enforcement Executives (NOBLE)
  - Retired and Senior Volunteer Program (RSVP) Advisory Council
  - Champaign Area Citizen Corps Council
  - Champaign Community and Police Partnership
  - 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

- Continue revising 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.
- Reorganize the Department to deliver excellent service within available resources.
- Improve the review of Use of Force incidents to increase thoroughness and ensure conclusions are aligned with Department policy.
- Prepare information for Council to consider changes to the Citizen Complaint Process to assist in their decision.
- Implement protocol improvements to the investigation of critical incidents involving serious force by officers to maximize coordination efficiency.
- Manage the impact of the Front Desk reductions to provide the best customer service possible to the citizens and officers within available resources.
- Implement overtime and purchasing reduction measures to effectively and efficiently deliver services within the Department's existing budget.

Community Services

- Expand the scope of recruiting efforts to nearby military bases (Scott AFB, Great Lake Naval Base, etc.)
- Explore options for marketing departmental activities on CGTV and by photos and videos displayed in the lobby area of the Department.
- Explore opportunities in which the Chief of Police can meet with neighborhood groups and community organizations.
- Continue to market the Department's highly requested "Bullying Prevention" program to schools and community agencies within Champaign County.

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

Current Service Levels:

Investigations

- Review 8,900 police reports for solvability and coordinate 2,000 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.
- Place and monitor 145 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.
- Perform post-locate runaway reports to assess safety of the at risk youth.
- 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.

Departmental Goals and New Initiatives:

Investigations

- Develop High Tech Crimes Unit (HTCU) to address criminal activity involving internet computers and cell phones.
- Participate in U.S. Marshal's Task Force to increase apprehension of violent offenders.
- 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.

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 "stop and talk."
- Address gang and drug problems through problem solving and targeted enforcement against drug houses and street level narcotics sales to improve the quality of life in neighborhoods.
- Answer 71,550 emergency and non-emergency calls for police service, resulting in the investigation of 8,900 reported crimes, 1,750 traffic accidents, and 5,700 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 videotapes 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 8,100 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.

Departmental Goals and New Initiatives:

Field Operations Division

- 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 review of in-car video to recognize officers doing excellent work and identify areas where improvement is needed.

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 15,500 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.

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:

Training and Grants

- Examine the feasibility of creating a county-wide evidence team to maximize the use of resources.

- Implement electronic simulated range and weapons training to improve the firearm skills of officers.

- Identify alternative training options with the possible pending closure of the Police Training Institute so recruit officers receive the best training available.

Computer Services

- Upgrade/replace wireless Mobile Data Computer updating so officers have access to current information to identify and respond to problems impacting the quality of life of the community.
- Support and manage in-car video wireless transmission to ensure complete video and audio information is recorded on citizen interactions with police when appropriate.

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 by print so incidents responded to by officers are open to the public.
- Register 730 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.

Evidence

- Intake and process 10,900 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.

Front Desk

- Provide customer service for citizens, officers and local justice agencies.
- 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.

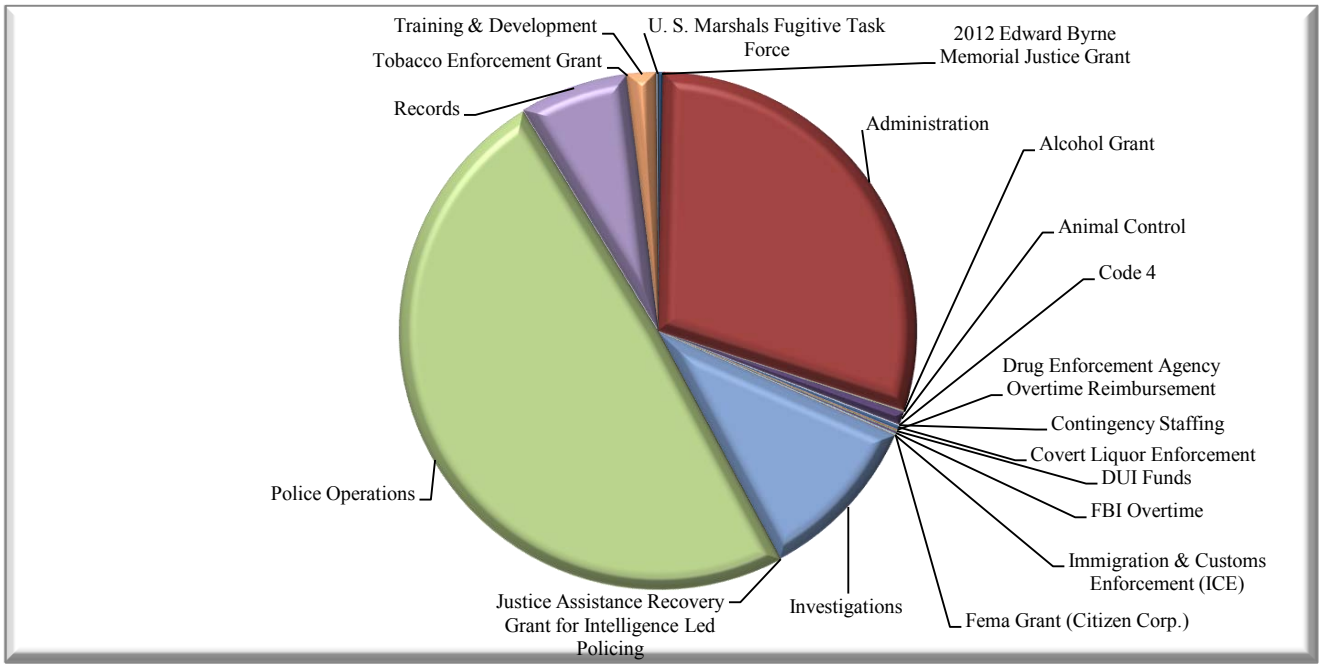
Departmental Goals and New Initiatives:

Records

- Implement new legislative mandates including Federal Uniform Crime Reporting and Illinois Freedom of Information Act recording to assist with providing police services in an open and transparent manner.
- Implement state-mandated tracking of violence against youth offenders.
- Prepare for the probable implementation of E-Ticketing which could improve the safety and efficiency of officers.
- Provide ARMS EZ training to employees to improve access to information to assist in solving crimes and neighborhood problems.

Police Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
2010 Edward Byrne Memorial Justice Grant	59,528	45,328	(59,528)	-100.00%
2011 Edward Byrne Memorial Justice Grant	94,894	34,000	(94,894)	-100.00%
2012 Edward Byrne Memorial Justice Grant	0	77,093	50,000	100.00%
Administration	5,651,404	6,108,625	193,576	3.38%
Alcohol Grant	16,642	11,392	0	0.00%
Animal Control	171,339	176,478	5,139	3.00%
Code 4	654	654	(654)	-100.00%
Contingency Staffing	394,738	0	(420,960)	-100.00%
Covert Liquor Enforcement	55,665	54,965	(3,700)	-6.65%
Drug Enforcement Agency Overtime Reimbursement	7,500	17,202	(75,000)	-81.34%
DUI Funds	17,175	18,041	866	5.04%
FBI Overtime	15,000	34,000	0	0.00%
Fema Grant (Citizen Corp.)	9,870	9,732	(5,090)	-50.45%
Immigration & Customs Enforcement (ICE)	6,250	10,000	(10,500)	-70.00%
Investigations	2,227,969	2,182,052	(66,500)	-2.96%
Justice Assistance Recovery Grant for Intelligence Led	76,930	0	(128,166)	-100.00%
Police Operations	9,365,817	10,130,381	786,044	8.41%
Records	1,446,903	1,397,506	(114,008)	-7.54%
Tobacco Enforcement Grant	1,200	1,200	0	0.00%
Training & Development	373,153	370,398	(29,353)	-7.34%
U. S. Marshals Fugitive Task Force	0	30,000	30,000	100.00%
	19,992,630	**20,404,170**	**57,272**	**0.28%**
Total	**19,992,630**	**20,404,170**	**57,272**	**0.28%**



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 six divisions:

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.

Building Safety Division

- Enforces the City codes relating to new building construction. Responsibilities include receipt of all building permit applications, review for compliance with codes, and inspection of all new construction. Supports the Fire Prevention Division and the Neighborhood Services Department by supplementing inspections and providing technical advice. Services are provided in accordance with goals established by the Developmental Services Team.
- Facilitates the Code Review Committee in the review of the technical provisions of the international and state codes used to regulate construction in new and existing structures.

Fire Prevention Division

- Enforces fire prevention and life safety codes in existing buildings and informs citizens of fire and life safety hazards through innovative fire and life safety education programs. The Fire Prevention Division is responsible for systematically conducting inspections of commercial occupancies and state-owned properties as well as following up on complaints in other occupancy categories. Technical advice is also provided to the Building Safety and the Neighborhood Services Departments as needed. When fires do occur, this division is responsible for the investigation of the causes. The Division serves as the Public Information Office for the department and City Emergency Management Agency.
- The Building Safety and Fire Prevention will be combined under the leadership of a Fire Marshal position, although for accounting purposes the divisions will remain separate.

Professional Development/Emergency Medical Services Division

- Provides fireground operations, emergency medical, hazardous material response, technical rescue, and leadership training to CFD 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.

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.

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. Coordinates community-wide emergency preparedness by partnering Champaign County EMA, the City of Urbana, the University of Illinois and with 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.
- Pursue and execute fire service contracts for all commercial and residential properties south of the City to the Champaign/Savoy boundary and west to the Scott Fire Protection District boundary.
- Develop strong county group and media campaign focusing on CFD's renewed Y-Fire Unit working with FEMA Youthful Firesetting initiatives and to tying this initiative into the Champaign Community Coalition, Walk as One.

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.

Our City is a model for environmental sustainability

- Implement Energy Conservation improvements to Fire Station 4, 2315 W. John Street.

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.
- Providing the 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.
- Continue the inspection of commercial occupancies, prioritized by risk potential, by conducting at least 1,300 initial and follow-up inspections per year to reduce the risk potential.
- 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 fourteenth 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.

Building Safety (02-0000-09002-0000)

Current Service Levels:

- Maintain compliance with City codes by processing and issuing an average of 3,800 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 10,000 per year).
- 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.

Departmental Goals and New Initiatives:

- Cross train Building Safety personnel to accomplish fire and wellness inspections in existing buildings to increase efficiency and effectiveness of the department.
- Work with the Mechanical and Plumbing Inspectors on absorbing the work load of the vacated Mechanical Systems Inspector position.

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 the Illinois Fire Service Institute Firefighter II 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 being assigned to shift.

- Continue the Firefighter III (FF III) training program for the department. This program will promote the completion of the Office of the State Fire Marshal FF III certification for members of the department.
- Ensure the availability of medical supplies by maintaining a restocking program with Carle Pharmacy.
- Implement the department's professional development and education plan to provide our employees the knowledge and skills to deliver services.

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.

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, confined space, trench rescue 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 Fire Prevention Division and/or Neighborhood Services Department for follow up.
- 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 and implement 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 Fire Prevention 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.
- Manage the City repository key box ordinance, which ensures access to prescribed occupancies during alarms or other emergency situations. 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.

Fire Prevention (02-0000-09005-0000)

Current Service Levels:

- Manage and deliver specialized fire and life safety education programs within the community. Programs include fire prevention and preparedness programs for youth, campus, businesses, and seniors; youth firesetting screening and education; fire extinguisher training; smoke 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 nearly 1,050 inspections and insuring that all violations are corrected. Division personnel maintain all records related to these activities.
- Conduct 173 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 community church network, Unit Four School District, SAFE KIDS Champaign County and Champaign Park District.

- Coordinate 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.
- Conducted 41 fire investigations of which five involved vehicles.
- Manage overall fire department community communication initiatives including effective use of social media tools. 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 City-wide Emergency Management Agency exercises and incidents. These efforts increase community awareness of critical issues.
- Manage and monitor the Fire Investigation Team, maintaining investigation files and records, evidence and equipment. Conduct approximately 71 fire scene investigations each year in coordination with law enforcement agencies and the State's Attorney's Office.
- 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" information.
- Provide leadership to 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 and participate in community-requested events and host fire station educational programs and tours accommodating approximately 1,500 community visitors.
- Provides 3,350 hours of service to provide 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 over 500 occupancy checks in restaurants and bars 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:

- Develop policy for efficiently meeting increased community education requests.

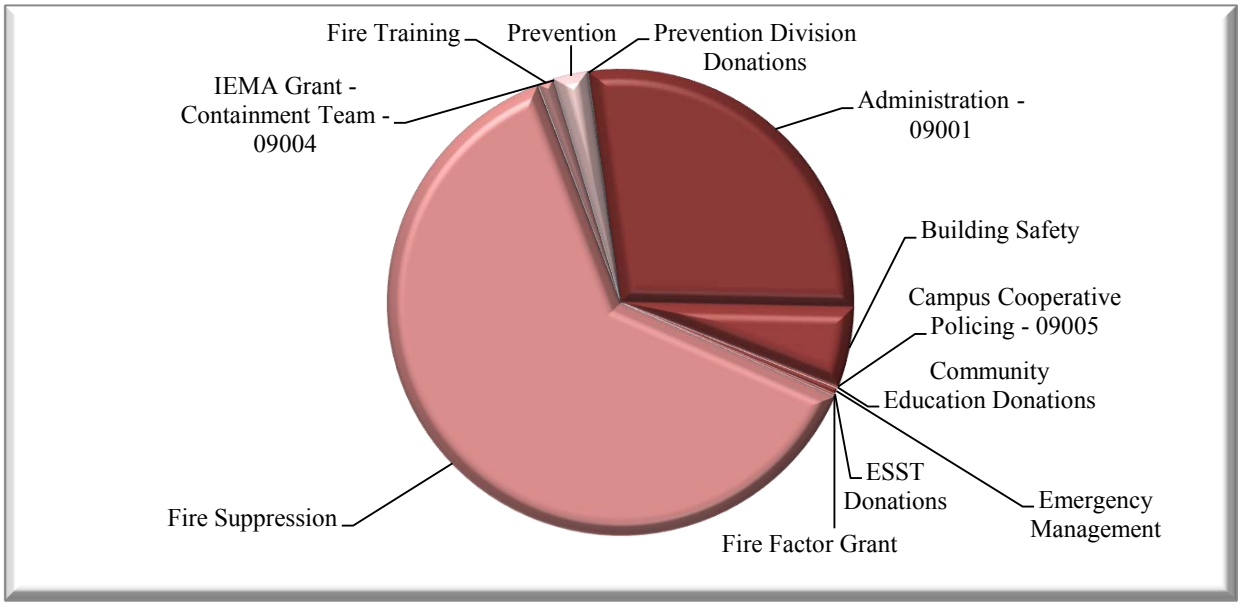
Emergency Management (02-0000-09006-0000)

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 preparedness of the Emergency Operations Center (EOC) as the community's tertiary EOC through monthly equipment checks and the updating of contact and general information.
- Maintain the outdoor warning siren system through monthly tests as part of the greater Champaign/Urbana community warning system.
- 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.
- Plan, execute and critique 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.
- Support City Emergency Management Agency (EMA) with Community Emergency Response Team (CERT) training program to maintain a well-trained staff for efficient and effective fire services.

Fire Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
2008 Assistance to Firefighters Grant	515	0	(515)	-100.00%
Administration - 09001	4,195,059	4,471,877	276,818	6.60%
Building Safety	1,027,196	896,834	(130,362)	-12.69%
Campus Cooperative Policing - 09005	1,344	0	(1,344)	-100.00%
Community Education Donations	8,008	20,292	12,284	153.40%
Emergency Management	65,178	64,017	(1,161)	-1.78%
ESST Donations	7,500	14,594	7,094	94.59%
Fire Factor Grant	20,349	20,308	(41)	-0.20%
Fire Suppression	10,482,791	10,168,073	(314,718)	-3.00%
Fire Training	177,489	182,378	4,889	2.75%
IEMA Grant - Containment Team - 09004	0	0	0	0.00%
Prevention	351,855	391,821	39,965	11.36%
Prevention Division Donations	1,344	3,144	1,800	133.93%
SAFER Act Grant	0	0	0	0.00%
	16,338,628	**16,233,337**	**(105,291)**	**-0.64%**
Total	**16,338,628**	**16,233,337**	**(105,291)**	**-0.64%**



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 Division is responsible for citizen education and outreach; organization and training of neighborhood watch groups, neighborhood organizations, 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 the maintenance and preservation of existing structures in the community and promoting life safety through enforcement of property maintenance and fire prevention codes. The Division coordinates City efforts to promote compliance with the City's nuisance and vegetation ordinances through public education, enforcement, and programs to eliminate blight and nuisance conditions.

Neighborhood Programs Division is responsible for developing and managing programs to address 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

- Present and seek City Council approval of a proposed Comprehensive Affordable Housing Strategy and long-term funding plan; and update the Five-year Consolidated Plan with the newly approved housing strategies.
- Complete work on a partnership model with the Community Reinvestment Group that would establish a funding pool to facilitate investment and lending activities in support of affordable housing.
- Support efforts of the Community Coalition to implement initiatives for at-risk youth.

Our City provides first-rate services

- Partner with the Public Works Department to incorporate neighborhood input into flood abatement plans.

Our City is fiscally responsible

Our City Promotes Economic Opportunity

- Continue the youth workforce development collaboration between the Community Matters – Operation Hope Program and the Summer Youth Employment Program.
- Establish a small business assistance program to support implementation of neighborhood plans and to assist minority-and/or women-owned (MBE/WBE) businesses. This program will provide loans for commercial revitalization in target areas and small capacity building grants for expansion of MBE/WBE City contractors.
- Issue a Request for Proposals (RFP) for infill development of the vacant property within the Beardsley Park Neighborhood Plan Area, situated at the south east corner of Neil St. and Bradley Ave.

Our City is committed to honest, transparent government

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 registered neighborhood groups including 72 neighborhood organizations and watch groups, and 42 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 a joint celebration of National Night Out with the City of Urbana to increase resident awareness of City services and resources and promote neighborhood safety and crime prevention issues.
- Support resident initiatives to address neighborhood needs and priorities through attendance at neighborhood meetings as needed and by providing 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.
- Provide financial assistance for neighborhood initiatives through implementation of the Neighborhood Small Grant Program.
- Provide recognition for successful examples of neighborhood leadership through implementation of the STAR (Service Together Achieves Results) for Champaign Neighborhoods Awards program.
- Increase citizen awareness of City services and community resources through public education and training programs. Sponsor the Quarterly STAR Leadership Institute to share current information about City programs and activities with registered neighborhood leaders and the general public.
- Neighborhood Wellness Implementation – Establish and coordinate an interdepartmental team that will meet regularly to address neighborhood issues as they arise and evaluate neighborhood wellness efforts on a routine basis.

- Assure that senior citizens in the community have adequate access to City services and that their housing needs are addressed by coordinating with community agencies such as the Champaign County Area Agency on Aging, the Regional Planning Commission, Champaign-Urbana Public Health and related senior service providers.
- 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. Implement programs to prepare neighborhood residents for disaster/emergency situations, including providing support as needed to the Champaign County Citizen Corps.
- 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:

- Neighborhood Tool "Shed"/Lending Program – Explore, in partnership with Public Works, the feasibility of establishing this "tried and true" service for neighborhood associations and groups. Neighborhood Services will evaluate along with Public Works the feasibility of identifying tools that registered neighborhoods could borrow for use in service to their neighborhoods. Neighborhood clean-ups, yard clean-ups, minor home repairs, and snow shoveling could be facilitated with this service.

Neighborhood Code Compliance Division (02-0000-10002-0000)

Current Service Levels:

- Improve the condition of existing residential properties through enforcement of property maintenance codes.
    - Respond to approximately 850 citizen complaints about nuisance conditions in the City per year and proactively initiate another 1,000 nuisance cases.
    - Generate approximately 80 exterior housing cases in the City per year.
    - Generate approximately 125 interior housing cases throughout the City in response to tenant inspection requests.
    - Prepare 30 - 35 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 2,200 initial inspections and 3,100 re-inspections citywide.

- Assure that University of Illinois Certified Housing complies with University standards and Fire Prevention/Property 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 and Parkland College academic calendar.
- Following the declaration from the Director of Public Works, ensure the sidewalk snow removal ordinance is effectively enforced in the Downtown Business District 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 175 properties with violations remaining from the initial inspection cycle.

Departmental Goals and New Initiatives:

- Seek City Council approval of the proposed Nuisance-Vacant Buildings Ordinance, and begin implementation upon approval.
- Conduct a comprehensive review of Code Compliance administrative policies; update City Council on result of this review; and seek City Council direction on any proposed changes that may arise from the review.
- Identify performance indicators to monitor inspection services and community conditions and work with Information Technologies to incorporate recommendations into an automated tracking and reporting system.
- Conduct a comprehensive review of the City's Property Maintenance Code (Chapter 22); make suggested text amendments, additions and deletions; and seek City Council approval on proposed changes.
- Review existing City Council policy regarding rotational contractor list for nuisance abatement; identify strategic alternatives; seek City Council approval; begin implementation if approved.

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.
    - Provide financial assistance to elderly and disabled households who are unable to perform the work themselves.
    - In partnership with the Community Reinvestment Group, rehabilitate 5-10 owner-occupied properties to meet full City code requirements, and make certain that homes are in full compliance with Housing and Urban Development (HUD) and Illinois Environmental Protection Agency (IEPA) safety regulations for lead-based paint in residential properties. The homes will be in targeted areas (Garden Hills, Garwood or Beardsley Park).
    - Demolish 1 - 3 deteriorated secondary structures.
- In partnership with the Community Reinvestment Group, provide credit counseling and budget assistance to low/moderate income families participating in the City's rehab programs by conducting periodic workshops (approximately 2 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 6 per year). Assist approximately 30 - 50 households annually.
- Finalize the Contractors Handbook, update the Contractors General Specification Manual, and maintain the Housing Rehabilitation Specifications Manual so that it is consistent with current City building codes and federal HUD requirements.
- Update the City's Analysis of Impediments to Fair Housing in accordance with HUD requirements.
- Maximize the amount of Federal, State, and private grant funds available for local housing and community development activities.
    - Annually prepare and submit the HUD Consolidated Plan, which includes grant applications for Community Development Block Grant (CDBG) and HOME Investment Partnership funds.
    - Prepare and process amendments to the Consolidated Plan and Annual Action Plan as needed and required.

- Seek additional funding to expand delivery of affordable housing services and to support neighborhood improvement efforts.
- Prepare and submit all Federal and State grant reports on a timely basis, including environmental reviews, and performance and monitoring reports.
- Maximize housing loan repayments by regular portfolio monitoring and regular contact with loan clients.
- Increase the amount of private funding for City housing programs by continuing City-lender partnership activities through the Champaign County Community Reinvestment Group, including possible loan guarantee or revolving loan fund programs.
- Reconcile HOME recordkeeping with Urbana HOME Consortium accounts.

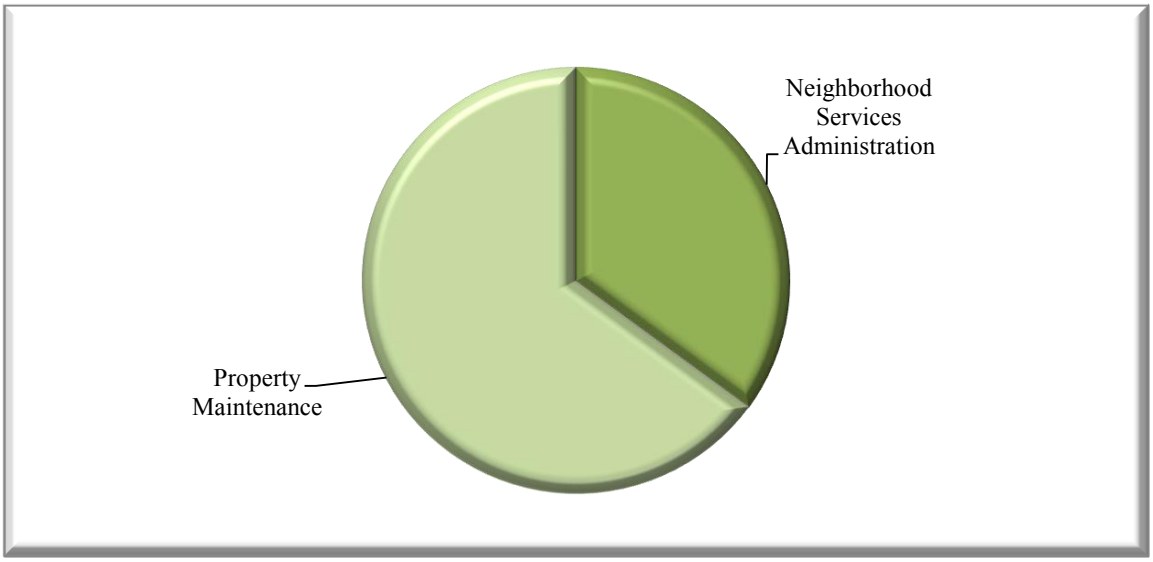
- Assist 15 elderly households with minor home repairs via contract with the Regional Planning Commission.
- Assist 12 clients with tenant-based rental assistance via contract through The Center for Women in Transition and the Regional Planning Commission. This will be the second year of their two year contracts.
- Assist 3 - 4 low-income households with the construction of affordable housing by funding land acquisition and clearance costs through a lot acquisition pool. Funding in the pool will be available to Habitat for Humanity, Homestead Corporation, EcoLab, the Housing Authority of Champaign County, and other non-profit housing developers.
- Continue relationship building with the Assist Champaign and the Illinois Housing Development Authority partners to increase partnership in the five bond programs available in 2012 to first time homebuyers. The homebuyer programs did not require bond cap in 2012.
- Assist with the completion of 1 - 2 rental rehab housing units to eliminate code deficiencies. Repairs will focus on code requirements, removal of lead paint hazards, and exterior repairs that provide an overall neighborhood improvement benefit in targeted areas (Garden Hills, Garwood or Beardsley Park) and may leverage additional Community Reinvestment Group loan proceeds.
- Focus the implementation of the Acquisition Rehabilitation Program and complete 3-4 projects in targeted areas (Garden Hills, Garwood or Beardsley Park) with partners from the Community Reinvestment Group.
- 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 5-year period.

Departmental Goals and New Initiatives:

- Support the Housing Authority of Champaign County with the redevelopment of Joann Dorsey and new developments.
- Finalize and begin implementation of the Bristol Park Neighborhood Redevelopment Plan based on City Council direction. A relocation plan and financing plan will be prepared for City Council and HUD review during this period.
- Complete the final five projects relating to the Neighborhood Stabilization Program Stimulus Funding. Habitat for Humanity is the developer for two of the projects, and the Center for Women in Transition is developing the other three.
- Begin creating a neighborhood plan in partnership with the United Garden Hills Neighborhood Association that includes housing programs targeted to the identified needs and a code compliance strategy.
- Finalize the regional Emergency Tenant Relocation plan with the possible inclusion of individual tenant displacement criteria.

Neighborhood Services Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
Neighborhood Services Administration	324,451	356,137	31,686	9.77%
Property Maintenance	629,196	659,799	30,602	4.86%
	953,647	**1,015,936**	**62,289**	**6.53%**
Total	**953,647**	**1,015,936**	**62,289**	**6.53%**



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 Promotes Economic Opportunity

- Assist in completing UC2B's construction and in developing and implementing the business plan for successful operations.

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 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 City equipment and its investment in data by securing systems from viruses, spyware, hackers, inappropriate data use, and inadvertent release of personal information. Perform daily backups and create 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 support to existing City systems including Trak-iT and Cityworks.

- 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 the end-users and allowing the City to continue 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, 320 personal computers (PCs), 120 laptops, 41 printers and plotters, 37 servers, and 45 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:

- Continue implementation of the approved GIS Strategic Plan and integration of GIS technology into all City departments.

- Implement Council approved automation projects for fiscal year 2011-2012 from the existing long-range technology plan and as funds are allocated.

- Implement a virtualized disaster recovery plan. This is a plan for processing critical IT applications in the event of a failure or destruction of facilities or communications. It is designed to restore operability of the target system, application, or computer facility at an alternate site after an emergency.

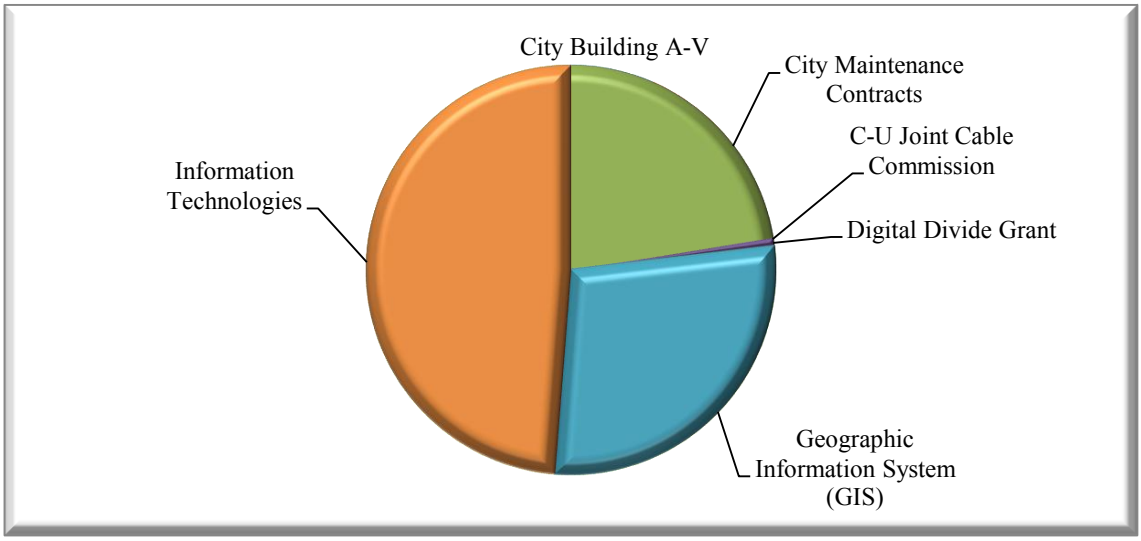
- Begin developing a new IT strategic plan with Council, staff, and community input.

- Devise and implement a plan for a Virtual Desktop Infrastructure (VDI). VDI is the practice of hosting a desktop operating system and applications within a virtual machine running on a centralized server in the data center. Desktop security and data protection are centralized. VDI simplifies desktop administrative and management tasks and extends the technology for remote uses.

- Explore an automated process for routing Council Bills.

Information Technologies Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
City Building A-V	193,001	189,350	(3,651)	-1.89%
City Maintenance Contracts	489,322	454,859	(34,463)	-7.04%
C-U Joint Cable Commission	875	0	(875)	-100.00%
Digital Divide Grant	17,000	17,000	0	0.00%
Geographic Information System (GIS)	813,733	801,651	(12,081)	-1.48%
Information Technologies	1,200,059	1,391,570	191,511	15.96%
	2,713,989	**2,854,430**	**140,441**	**5.17%**
Total	**2,713,989**	**2,854,430**	**140,441**	**5.17%**



Parking
Fund Statement
03

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**5,088,754**	**4,961,768**	**4,961,768**	**4,480,836**
Revenues				
Revenue Transfers	200,000	200,000	200,000	200,000
Revenues	2,871,412	2,718,800	2,718,800	2,865,910
Total Revenues	**3,071,412**	**2,918,800**	**2,918,800**	**3,065,910**
Expenditures				
Capital Expenses	7,235	1,302,607	221,586	171,498
Commodities	54,032	157,440	59,059	182,746
Contractual Services	990,213	1,163,631	1,163,631	1,580,984
Expenditure Transfers	902,859	1,012,643	1,012,694	1,036,890
Personnel Services	955,672	942,761	942,762	1,078,158
Total Expenditures	**2,910,012**	**4,579,082**	**3,399,732**	**4,050,276**
Total Ending Balance	**5,250,155**	**3,301,485**	**4,480,836**	**3,496,469**
Breakdown for Fund Balance				
Committed				
Campustown			2,478,777	2,413,030
Parking Deck Maintenance			135,000	180,000
Parking Services			1,867,059	903,440

Parking Fund Overview

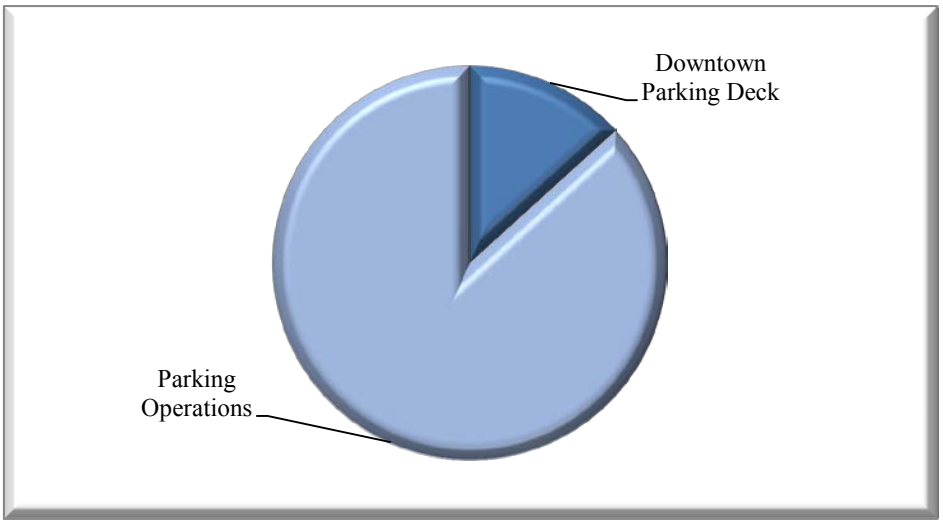
The Parking Fund is used to account for the provision of public parking facilities in the downtown and campus areas. Revenues are generated primarily from parking meter charges, meter violation fines, parking space rental charges, and the downtown parking deck. All activities necessary to provide such 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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
PARKING FINES	578,628	560,000	631,200
PARKING FINES - CAMPUS INCREMENT	170	0	0
PARKING FINES - BACK COLLECTIONS	2,075	4,000	3,920
OTHER SERVICE FEES	5,710	5,800	6,090
GATED LOT INCOME	91,132	149,000	156,450
METER INCOME	1,210,616	1,065,000	1,100,000
METER INCOME - CAMPUS INCREMENT	(555)	0	0
METER INCOME: CASH KEY SALES	108,325	115,000	120,000
SPACE RENTAL	452,766	495,000	507,900
SPACE RENTAL: ON-STREET PERMITS	320,284	295,000	309,750
OTHER PARKING INCOME	31,678	30,000	30,600
SALE OF CITY PROPERTY	0	0	0
CITY EXPENSE REIMBURSEMENTS	2,265	0	0
REFUNDS	0	0	0
INTEREST & INVESTMENT INCOME	68,320	0	0
2004A INTEREST & INVESTMENT INCOME	0	0	0
Total External Sources	2,871,412	2,718,800	2,865,910
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	0	0	0
TFR FROM DOWNTOWN TIF FUND	200,000	200,000	200,000
Total Interfund Transfers	200,000	200,000	200,000
Total	3,071,412	2,918,800	3,065,910

Parking Programs Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
Downtown Parking Deck	367,306	367,690	384	0.10%
Parking Operations	2,647,682	2,406,881	(240,801)	-9.09%
	3,014,988	**2,774,571**	**(240,417)**	**-7.97%**
Total	**3,014,988**	**2,774,571**	**(240,417)**	**-7.97%**



Sewer Improvement
Fund Statement
04

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**65,386**	**(210,003)**	**(210,003)**	**244,250**
Revenues				
Revenue Transfers	807,373	604,149	604,149	612,656
Revenues	2,058,794	2,857,990	3,649,780	2,120,423
Total Revenues	**2,866,167**	**3,462,139**	**4,253,929**	**2,733,079**
Expenditures				
Capital Expenses	1,339,307	2,005,904	2,022,618	877,775
Commodities	67,801	101,993	76,493	121,205
Contractual Services	170,611	133,356	114,278	164,337
Expenditure Transfers	914,464	1,053,042	1,035,055	1,119,535
Personnel Services	649,374	555,232	551,232	695,333
Total Expenditures	**3,141,557**	**3,849,527**	**3,799,676**	**2,978,185**
Total Ending Balance	**(210,003)**	**(597,391)**	**244,250**	**(857)**
Breakdown for Fund Balance				
Committed				
Infrastructure			198,023	(47,084)
Uncollectible Receivables			46,227	46,227

Sewer Improvement Fund Overview

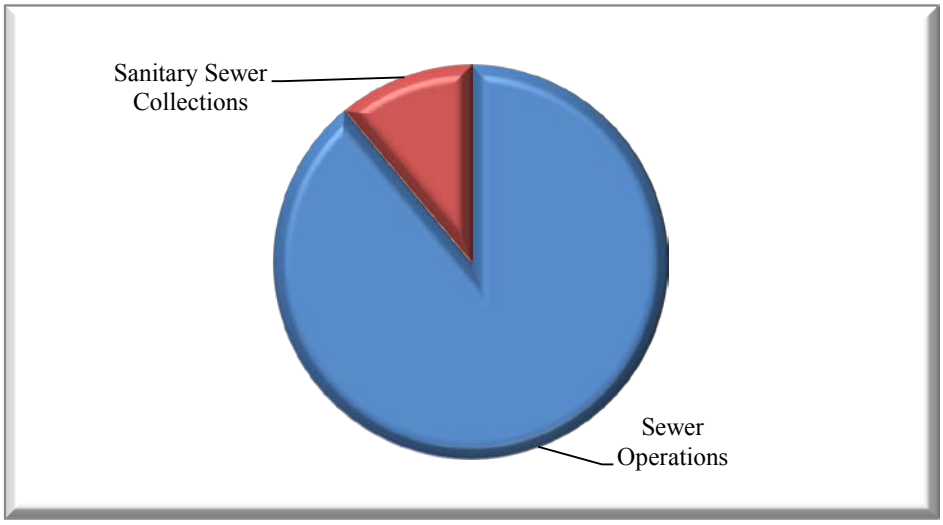
The Sewer Fund is used to account for the provision of sanitary sewer repair and improvement services to the residents of the City. Revenues are derived from a sanitary sewer user fee. All activities necessary to provide such services are accounted for in this fund, including but not limited to, administration,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

Revenue Detail
Sewer Improvement Fund
04

Account Description	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
SEWER USE FEES	2,032,621	2,077,618	2,099,250
SALE OF CITY PROPERTY	0	1,682	0
REFUNDS	0	0	0
INTEREST & INVESTMENT INCOME	(1,379)	0	0
PROJECT SPECIFIC (CIP)	27,551	1,570,480	21,173
Total External Sources	2,058,794	3,649,780	2,120,423
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	133,722	69,357	70,065
TFR FROM STORMWATER MANAGEMENT FUND	549,241	534,792	542,591
TFR FROM VEHICLE REPLACEMENT FUND	124,410	0	0
Total Interfund Transfers	807,373	604,149	612,656
Total	2,866,167	4,253,929	2,733,079

Sewer Collections & Sewer Operations Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
Sewer Operations	1,787,645	1,704,828	(82,817)	-4.63%
Sanitary Sewer Collections	131,010	212,010	81,000	61.83%
	1,918,655	**1,916,838**	**(1,817)**	**-0.09%**
Total	**1,918,655**	**1,916,838**	**(1,817)**	**-0.09%**



Community Development
Fund Statement
05

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**267,164**	**(9,967)**	**(9,967)**	**(9,967)**
Revenues				
Revenue Transfers	31,290	67,770	66,770	57,691
Revenues	504,131	956,375	956,375	951,898
Total Revenues	**535,421**	**1,024,145**	**1,023,145**	**1,009,589**
Expenditures				
Capital Expenses	0	0	0	0
Commodities	4,858	8,400	8,400	8,400
Contractual Services	273,906	494,985	494,985	420,291
Expenditure Transfers	90,655	84,521	84,521	87,895
Personnel Services	443,133	456,317	435,239	493,043
Total Expenditures	**812,552**	**1,044,223**	**1,023,145**	**1,009,629**
Total Ending Balance	**(9,967)**	**(30,045)**	**(9,967)**	**(10,006)**
Breakdown for Fund Balance				
Unassigned			(9,967)	(10,006)

Community Development Fund Overview

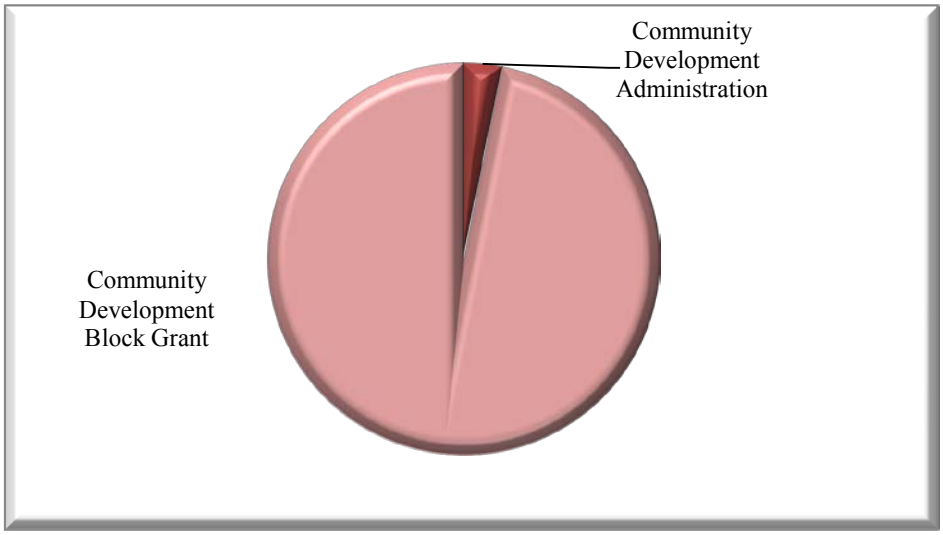
The Community Development Fund is used to account for the federal revenue received under the Community Development Block Grant Program. These funds are used to preserve the City's housing stock and to eliminate blight, primarily for the benefit of citizens with low to moderate incomes. The Community 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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
SALE OF CITY PROPERTY	0	150,558	0
REFUNDS	5,420	22,600	20,000
FEDERAL HOME LOAN BANK (FHLB)	0	36,000	0
INTERGOVERNMENTAL REVENUES-CDBG	489,430	732,917	924,598
TERM PAYMENTS-PRINCIPAL	8,195	13,000	6,000
TERM PAYMENTS-INTEREST	1,085	1,300	1,300
PROJECT SPECIFIC (CIP)	1,507	0	0
Total External Sources	505,638	956,375	951,898
Interfund Transfers			
TFR FROM ARRA GRANT FUND	29,783	2,968	0
TFR FROM UDAG	0	63,802	57,691
Total Interfund Transfers	29,783	66,770	57,691
Total	535,421	1,023,145	1,009,589

Community Development Block Grant Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
Community Development Administration	24,077	31,176	7,099	29.48%
Community Development Block Grant	1,172,291	973,262	(199,030)	-16.98%
	1,196,368	**1,004,438**	**(191,931)**	**-16.04%**
Total	**1,196,368**	**1,004,438**	**(191,931)**	**-16.04%**



Environmental Services
Fund Statement
06

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**(41,422)**	**(195,638)**	**(195,638)**	**(230,552)**
Revenues				
Revenues	315,076	547,288	547,288	573,500
Total Revenues	**315,076**	**547,288**	**547,288**	**573,500**
Expenditures				
Commodities	127,091	625	625	12,850
Contractual Services	188,550	439,547	439,547	331,841
Expenditure Transfers	87,775	79,810	79,810	82,334
Personnel Services	65,875	62,220	62,220	91,069
Total Expenditures	**469,291**	**582,202**	**582,202**	**518,094**
Total Ending Balance	**(195,638)**	**(230,552)**	**(230,552)**	**(175,146)**
Breakdown for Fund Balance				
Committed				
Environmental Services			81,615	55,406
Unassigned			(312,167)	(230,552)

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
OTHER SERVICE FEES	263,263	543,688	575,000
INTEREST & INVESTMENT INCOME	(2,188)	(2,400)	(1,500)
INTERGOVERNMENTAL REVENUES-STATE	54,000	6,000	0
Total External Sources	**315,076**	**547,288**	**573,500**
Total	**315,076**	**547,288**	**573,500**

UC2B Operations
Fund Statement
08

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	0	123,808	123,808	370,557
Revenues	0	221,567	221,567	265,531
Total Revenues	**0**	**345,375**	**345,375**	**636,088**
Expenditures				
Commodities	0	52,000	8,200	32,000
Contractual Services	0	207,650	251,450	481,500
Expenditure Transfers	0	79,605	75,113	122,588
Personnel Services	0	6,120	10,612	0
Total Expenditures	**0**	**345,375**	**345,375**	**636,088**
Total Ending Balance	**0**	**0**	**0**	**0**

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
CITY EXPENSE REIMBURSEMENTS	0	171,067	235,531
INTEREST & INVESTMENT INCOME	0	500	0
ARRA GRANT FUNDS	0	50,000	30,000
Total External Sources	**0**	**221,567**	**265,531**
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	0	123,808	370,557
Total Interfund Transfers	**0**	**123,808**	**370,557**
Total	**0**	**345,375**	**636,088**

METCAD
Fund Statement
09

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**3,338,573**	**2,906,551**	**2,906,551**	**1,559,107**
Revenues				
Revenue Transfers	2,857,497	2,854,011	2,854,011	2,941,015
Revenues	986,853	971,834	971,834	1,264,293
Total Revenues	**3,844,351**	**3,825,845**	**3,825,845**	**4,205,308**
Expenditures				
Commodities	48,937	86,800	72,800	66,500
Contractual Services	788,747	869,251	829,399	868,149
Expenditure Transfers	722,172	1,449,864	1,449,864	722,860
Personnel Services	2,712,356	2,835,225	2,821,226	3,001,595
Total Expenditures	**4,272,213**	**5,241,140**	**5,173,289**	**4,659,104**
Total Ending Balance	**2,910,711**	**1,491,255**	**1,559,107**	**1,105,311**
Breakdown for Fund Balance				
Committed				
Public Safety			1,559,107	1,105,311

Revenue Detail
METCAD Fund
09

Account Description	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
CITY EXPENSE REIMBURSEMENTS	62,330	62,445	62,445
REFUNDS	0	0	0
DISPATCHING PAYMENTS	863,252	863,789	1,156,248
INTEREST & INVESTMENT INCOME	35,670	20,000	20,000
DONATIONS AND CONTRIBUTIONS	25,601	25,600	25,600
Total External Sources	986,853	971,834	1,264,293
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	783,536	783,661	925,862
TFR FROM METCAD EMERGENCY TELEPHONE SYS	2,073,961	2,070,350	2,015,153
Total Interfund Transfers	2,857,497	2,854,011	2,941,015
Total	3,844,351	3,825,845	4,205,308

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 and Village Police Departments. 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. The Emergency Telephone System Board approves the distribution of revenue from the Emergency Telephone Surcharge Fund to METCAD and the Village of Rantoul, which operate public safety answering points within Champaign County.

The Director's Office

- Is responsible for overall administration of the public safety dispatch center, working closely with the Operations Division and 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:

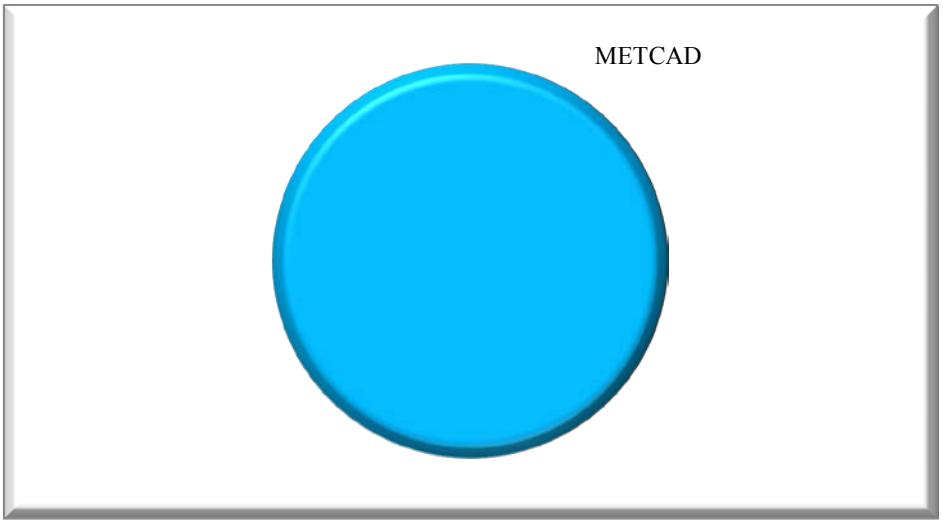
- Serve as the 9-1-1 Public Safety Answering Point for all of Champaign County excepting the Village of Rantoul.
- Provide responsive customer service by answering approximately 226,650 emergency and non-emergency calls and dispatching 150,759 of those calls to 33 police and/or fire departments in Champaign 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 a comprehensive review of frequency sharing alternatives.
- 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.

METCAD Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
METCAD	5,373,833	4,591,252	(782,581)	-14.56%
	5,373,833	**4,591,252**	**(782,581)**	**-14.56%**
Total	**5,373,833**	**4,591,252**	**(782,581)**	**-14.56%**



Fleet Services
Fund Statement
10

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**(49,778)**	**(215,718)**	**(215,718)**	**(218,130)**
Revenues				
Revenue Transfers	1,554,068	1,685,078	1,685,078	1,784,748
Revenues	2,780	2,455	2,455	2,250
Total Revenues	**1,556,848**	**1,687,533**	**1,687,533**	**1,786,998**
Expenditures				
Capital Expenses	0	77,903	0	84,842
Commodities	705,423	729,212	733,902	752,933
Contractual Services	162,834	102,703	100,063	98,927
Expenditure Transfers	294,489	315,211	315,211	329,843
Personnel Services	528,076	542,819	540,769	365,947
Total Expenditures	**1,690,822**	**1,767,848**	**1,689,945**	**1,632,492**
Total Ending Balance	**(183,752)**	**(296,033)**	**(218,130)**	**(63,625)**
Breakdown for Fund Balance				
Committed				
Fleet Services			77,903	169,921
Unassigned			(296,033)	(233,546)

Fleet Services Fund Overview

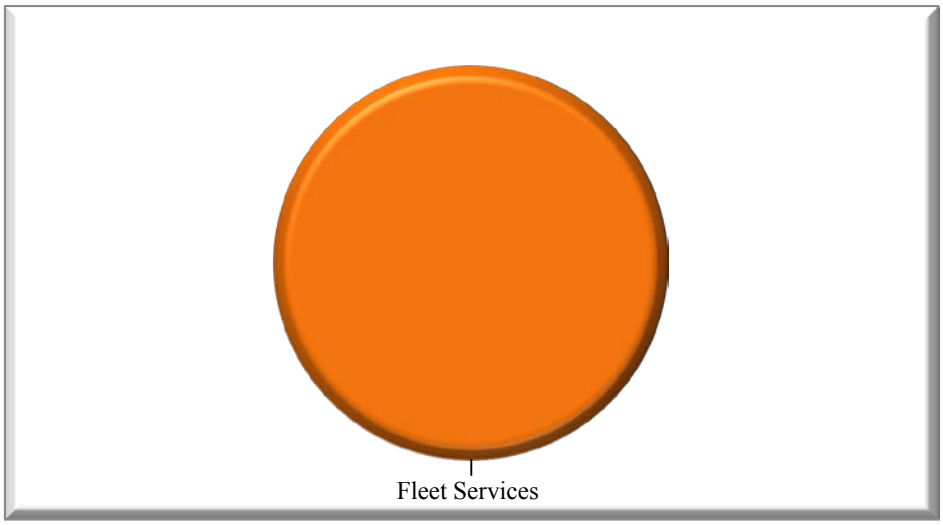
The Fleet Services Fund is used to account for the goods and services provided by the City's municipal garage to other departments of the City on a cost-reimbursement basis. The Fleet Services Fund is a non-major fund.

Revenue Detail
Fleet Services Fund
10

Account Description	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
REFUNDS	382	410	0
MISCELLANEOUS	2,956	2,045	2,250
INTEREST & INVESTMENT INCOME	(557)	0	0
Total External Sources	2,780	2,455	2,250
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	1,365,220	1,486,950	1,573,724
TFR FROM PARKING FUND	42,128	39,137	41,695
TFR FROM SEWER IMPROVEMENT FUND	95,396	83,672	89,116
TFR FROM COMMUNITY DEVELOPMENT FUND	3,203	6,085	6,480
TFR FROM ENVIRONMENTAL SERVICES FUND	1,268	504	538
TFR FROM RETAINED RISK FUND	9,579	5,460	5,815
TFR FROM VEHICLE REPLACEMENT FUND	7,411	30,000	31,949
TFR FROM NARCOTICS FORFEITURES FUND	29,862	33,270	35,431
Total Interfund Transfers	1,554,068	1,685,078	1,784,748
Total	1,556,848	1,687,533	1,786,998

Fleet Services Expenditures by Activity

Program	2012 Budget	2013 Budget	Change	% Change
Expenditures				
Fleet Services	1,839,997	1,554,589	(285,407)	-15.51%
	1,839,997	**1,554,589**	**(285,407)**	**-15.51%**
Total	**1,839,997**	**1,554,589**	**(285,407)**	**-15.51%**



Retained Risk
Fund Statement
15

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**2,445,998**	**2,655,636**	**2,655,636**	**2,607,254**
Revenues				
Revenue Transfers	895,823	931,920	931,420	969,072
Revenues	210,648	202,624	202,624	224,443
Total Revenues	**1,106,471**	**1,134,544**	**1,134,044**	**1,193,515**
Expenditures				
Contractual Services	822,409	1,116,240	1,088,552	1,122,475
Expenditure Transfers	74,423	112,190	93,874	94,642
Total Expenditures	**896,832**	**1,228,430**	**1,182,426**	**1,217,117**
Ending Balance				
reserved				
unallocated	2,655,636	2,561,750	2,607,254	2,583,652
Total Ending Balance	**2,655,636**	**2,561,750**	**2,607,254**	**2,583,652**

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
CITY EXPENSE REIMBURSEMENTS	103,124	71,103	83,474
REFUNDS	75,674	81,636	83,474
INTEREST & INVESTMENT INCOME	31,850	49,885	57,495
Total External Sources	210,648	202,624	224,443
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	653,841	681,573	706,368
TFR FROM PARKING FUND	58,322	60,946	63,689
TFR FROM SEWER IMPROVEMENT FUND	64,124	66,487	69,479
TFR FROM COMMUNITY DEVELOPMENT FUND	31,812	33,243	33,739
TFR FROM METCAD FUND	40,488	42,310	44,214
TFR FROM FLEET SERVICES FUND	47,236	49,361	51,583
Total Interfund Transfers	895,823	933,920	969,072
Total	1,106,471	1,136,544	1,193,515

Workers' Compensation
Fund Statement
16

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**886,577**	**1,054,739**	**1,054,739**	**1,409,124**
Revenues				
Revenue Transfers	1,787,258	1,974,920	1,974,920	2,190,011
Revenues	276,841	326,998	326,998	344,506
Total Revenues	**2,064,099**	**2,301,918**	**2,301,918**	**2,534,517**
Expenditures				
Commodities	0	0	0	0
Contractual Services	1,512,710	1,612,485	1,612,485	1,677,822
Expenditure Transfers	383,226	335,048	335,048	339,216
Total Expenditures	**1,895,937**	**1,947,533**	**1,947,533**	**2,017,038**
Total Ending Balance	**1,054,739**	**1,409,124**	**1,409,124**	**1,926,603**
Breakdown for Fund Balance				
Committed			1,409,124	1,926,603
Insurance Liabilities				

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
CITY EXPENSE REIMBURSEMENTS	247,852	292,812	307,453
REFUNDS	21,708	23,987	26,599
INTEREST & INVESTMENT INCOME	7,281	10,199	10,454
Total External Sources	276,841	326,998	344,506
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	1,718,517	1,898,962	2,105,780
TFR FROM PARKING FUND	10,854	11,993	13,300
TFR FROM SEWER IMPROVEMENT FUND	39,797	43,976	48,765
TFR FROM COMMUNITY DEVELOPMENT FUND	3,618	3,998	4,433
TFR FROM METCAD FUND	3,618	3,998	4,433
TFR FROM FLEET SERVICES FUND	10,854	11,993	13,300
Total Interfund Transfers	1,787,258	1,974,920	2,190,011
Total	2,064,099	2,301,918	2,534,517

Stormwater Management
Fund Statement
21

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**2,207,132**	**3,082,731**	**3,082,731**	**(1,328,959)**
Revenues				
Revenue Transfers	17,043,632	5,714,925	7,745,994	5,250,883
Revenues	2,084,391	2,827,435	2,290,135	3,147,650
Total Revenues	**19,128,023**	**8,542,360**	**10,036,129**	**8,398,533**
Expenditures				
Capital Expenses	13,628,876	10,881,637	10,700,794	2,904,132
Commodities	1,568	5,183	5,183	5,000
Contractual Services	116,958	120,464	125,464	146,350
Expenditure Transfers	4,505,023	3,448,624	3,616,378	3,874,229
Total Expenditures	**18,252,424**	**14,455,908**	**14,447,819**	**6,929,711**
Total Ending Balance	**3,082,731**	**(2,830,817)**	**(1,328,959)**	**139,863**
Breakdown for Fund Balance				
Committed				
Infrastructure			10,714	139,863
Unassigned			(1,339,673)	

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
PROPERTY TAXES	1,335,355	1,358,677	1,372,264
STORWATER FEES	25,459	18,400	20,300
CITY EXPENSE REIMBURSEMENTS	0	200	0
INTEREST & INVESTMENT INCOME	33,067	(13,356)	(6,734)
PROJECT SPECIFIC (CIP)	14,261,404	5,092,241	1,761,820
Total External Sources	15,655,285	6,456,162	3,147,650
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	3,472,738	3,579,967	3,650,883
TFR FROM CAPITAL IMPROVEMENTS FUND	0	0	1,600,000
Total Interfund Transfers	3,472,738	3,579,967	5,250,883
Total	19,128,023	10,036,129	8,398,533

Motor Fuel Tax
Fund Statement
22

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**3,644,884**	**10,272,453**	**10,272,453**	**(469,155)**
Revenues				
Revenue Transfers	250,000	0	0	0
Revenues	7,508,603	8,621,692	2,619,295	7,851,573
Total Revenues	**7,758,603**	**8,621,692**	**2,619,295**	**7,851,573**
Expenditures				
Capital Expenses	1,049,967	14,214,008	13,164,226	6,706,807
Expenditure Transfers	81,067	196,937	196,677	345,252
Total Expenditures	**1,131,034**	**14,410,945**	**13,360,903**	**7,052,059**
Total Ending Balance	**10,272,453**	**4,483,199**	**(469,155)**	**330,359**
Breakdown for Fund Balance				
Restricted				
Infrastructure			24,640	330,359
Unassigned			(493,795)	

Motor Fuel Tax Fund Overview

The 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
Motor Fuel Tax Fund
22

Account Description	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
MOTOR FUEL TAX	1,943,496	2,528,351	2,223,587
CITY EXPENSE REIMBURSEMENTS	4,713	4,713	0
INTEREST & INVESTMENT INCOME	107,190	(422)	7,494
PROJECT SPECIFIC (CIP)	5,453,204	86,653	5,620,492
Total External Sources	7,508,603	2,619,295	7,851,573
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	250,000	0	0
Total Interfund Transfers	250,000	0	0
Total	7,758,603	2,619,295	7,851,573

Capital Improvements
Fund Statement
23

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**6,450,917**	**4,841,498**	**4,841,498**	**748,458**
Revenues				
Revenue Transfers	951,779	4,000,332	4,000,332	4,256,542
Revenues	3,386,556	12,434,234	12,843,362	1,365,641
Total Revenues	**4,338,335**	**16,434,566**	**16,843,694**	**5,622,183**
Expenditures				
Capital Expenses	5,340,005	20,862,103	20,254,482	5,160,334
Expenditure Transfers	607,748	830,264	682,252	2,297,864
Total Expenditures	**5,947,753**	**21,692,367**	**20,936,734**	**7,458,198**
Total Ending Balance	**4,841,498**	**(416,303)**	**748,458**	**(1,087,557)**
Breakdown for Fund Balance				
Committed				
Infrastructure			750,000	
Unassigned			(1,542)	(1,087,557)

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
PROPERTY TAXES	961,836	944,166	953,607
CITY EXPENSE REIMBURSEMENTS	4,165	0	0
INTEREST & INVESTMENT INCOME	82,943	52,278	34,099
PROJECT SPECIFIC (CIP)	2,337,613	11,846,918	377,935
Total External Sources	**3,386,556**	**12,843,362**	**1,365,641**
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	951,779	4,000,332	4,256,542
Total Interfund Transfers	**951,779**	**4,000,332**	**4,256,542**
Total	**4,338,335**	**16,843,694**	**5,622,183**

Library Improvement
Fund Statement
24

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**734,190**	**930,704**	**930,704**	**126,351**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	644,719	636,926	636,926	444,324
Total Revenues	**644,719**	**636,926**	**636,926**	**444,324**
Expenditures				
Capital Expenses	340	250,000	250,000	0
Expenditure Transfers	447,865	1,191,279	1,191,279	423,893
Total Expenditures	**448,205**	**1,441,279**	**1,441,279**	**423,893**
Ending Balance				
reserved				
unallocated	930,704	126,351	126,351	146,782
Total Ending Balance	**930,704**	**126,351**	**126,351**	**146,782**
Breakdown for Fund Balance				
Restricted				
City Facilities			126,351	146,782

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
PROPERTY TAXES	434,804	435,675	442,871
CITY EXPENSE REIMBURSEMENTS	0	0	0
INTEREST & INVESTMENT INCOME	9,915	1,251	1,453
DONATIONS AND CONTRIBUTIONS	200,000	200,000	0
Total External Sources	644,719	636,926	444,324
Total	644,719	636,926	444,324

Local Motor Fuel Tax
Fund Statement
29

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenues	0	125,000	125,000	1,500,000
Total Revenues	**0**	**125,000**	**125,000**	**1,500,000**
Expenditures				
Capital Expenses	0	0	125,000	1,500,000
Total Expenditures	**0**	**0**	**125,000**	**1,500,000**
Total Ending Balance	**0**	**125,000**	**0**	**0**

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
MOTOR FUEL TAX	0	125,000	1,500,000
Total External Sources	**0**	**125,000**	**1,500,000**
Total	**0**	**125,000**	**1,500,000**

Urban Renewal
Fund Statement
41

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**2,216,061**	**2,155,582**	**2,155,582**	**1,319,007**
Revenues				
Revenue Transfers	0	0	0	100,000
Revenues	917,793	934,101	934,101	933,832
Total Revenues	**917,793**	**934,101**	**934,101**	**1,033,832**
Expenditures				
Capital Expenses	327,242	1,301,847	1,164,781	640,003
Commodities	11,969	78,176	78,176	63,000
Contractual Services	293,797	171,960	171,960	393,460
Expenditure Transfers	345,264	353,774	355,759	404,557
Total Expenditures	**978,272**	**1,905,757**	**1,770,676**	**1,501,020**
Total Ending Balance	**2,155,582**	**1,183,927**	**1,319,007**	**851,819**
Breakdown for Fund Balance				
Restricted				
Community Development			1,319,007	851,819

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
UTILITY TAXES	890,140	917,695	925,432
REFUNDS	0	3,380	0
INTEREST & INVESTMENT INCOME	27,653	13,026	8,400
PROJECT SPECIFIC (CIP)	0	0	100,000
Total External Sources	917,793	934,101	1,033,832
Total	917,793	934,101	1,033,832

ARRA Grant
Fund Statement
42

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**(118,206)**	**(906,238)**	**(906,238)**	**(47,497)**
Revenues				
Revenue Transfers	0	115,642	0	0
Revenues	304,883	1,948,650	1,998,455	76,007
Total Revenues	**304,883**	**2,064,292**	**1,998,455**	**76,007**
Expenditures				
Capital Expenses	124,397	70,164	73,029	0
Contractual Services	946,743	1,063,717	1,063,717	28,510
Expenditure Transfers	21,775	5,968	2,968	0
Total Expenditures	**1,092,915**	**1,139,849**	**1,139,714**	**28,510**
Total Ending Balance	**(906,238)**	**18,205**	**(47,497)**	**0**
Breakdown for Fund Balance				
Restricted				
Community Development			28,510	0
Unassigned			(76,007)	0

ARRA 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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
SALE OF CITY PROPERTY	0	29,442	0
CITY EXPENSE REIMBURSEMENTS	0	222	0
REFUNDS	328	0	0
ARRA GRANT FUNDS	225,565	1,918,986	0
PROJECT SPECIFIC (CIP)	78,990	49,805	76,007
Total External Sources	**304,883**	**1,998,455**	**76,007**
Total	**304,883**	**1,998,455**	**76,007**

Urban Development Action Grant
Fund Statement
43

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**1,071,092**	**978,542**	**978,542**	**1,121,227**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	609,095	478,283	478,283	491,328
Total Revenues	**609,095**	**478,283**	**478,283**	**491,328**
Expenditures				
Contractual Services	701,645	1,108,342	271,796	1,316,161
Expenditure Transfers	0	63,802	63,802	157,691
Total Expenditures	**701,645**	**1,172,144**	**335,598**	**1,473,852**
Total Ending Balance	**978,542**	**284,681**	**1,121,227**	**138,703**
Breakdown for Fund Balance				
Committed			1,121,227	138,703

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
CITY RENTAL INCOME	2,400	2,400	2,400
SALE OF CITY PROPERTY	0	0	150,000
CITY EXPENSE REIMBURSEMENTS	23,589	0	0
REFUNDS	4,921	15,000	15,000
FEDERAL HOME LOAN BANK (FHLB)	0	0	0
INTEREST & INVESTMENT INCOME	11,177	15,000	15,000
I/G REVENUES--HOME CONSORTIUM	557,689	433,758	300,803
HOMEOWNER REHAB LOAN PAYMENTS-PRINCIPAL	9,320	12,000	8,000
HOMEOWNER REHAB LOAN PAYMENTS-INTEREST	0	125	125
Total External Sources	609,095	478,283	491,328
Total	609,095	478,283	491,328

Downtown TIF
Fund Statement
44

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**1,083,325**	**879,768**	**879,768**	**139,788**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	1,752,235	1,850,338	1,694,871	1,702,254
Total Revenues	**1,752,235**	**1,850,338**	**1,694,871**	**1,702,254**
Expenditures				
Capital Expenses	378,326	840,296	826,870	51,000
Commodities	0	0	0	0
Contractual Services	1,193,646	1,233,031	1,233,031	1,479,881
Expenditure Transfers	383,820	375,662	374,950	367,102
Total Expenditures	**1,955,792**	**2,448,989**	**2,434,851**	**1,897,983**
Total Ending Balance	**879,768**	**281,117**	**139,788**	**(55,941)**
Breakdown for Fund Balance				
Restricted				
Community Development			139,788	
Unassigned				(55,941)

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
PROPERTY TAXES	1,735,897	1,692,081	1,699,085
REFUNDS	0	0	0
INTEREST & INVESTMENT INCOME	16,338	2,790	3,169
Total External Sources	1,752,235	1,694,871	1,702,254
Total	1,752,235	1,694,871	1,702,254

E. University Ave. TIF
Fund Statement
45

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**1,679,706**	**1,281,279**	**1,281,279**	**1,271,078**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	819,363	486,744	481,087	483,621
Total Revenues	**819,363**	**486,744**	**481,087**	**483,621**
Expenditures				
Capital Expenses	1,085,000	54,195	0	254,195
Commodities	0	0	0	0
Contractual Services	132,789	458,347	458,347	138,135
Expenditure Transfers	0	32,941	32,941	15,470
Total Expenditures	**1,217,789**	**545,483**	**491,288**	**407,800**
Total Ending Balance	**1,281,279**	**1,222,540**	**1,271,078**	**1,346,899**
Breakdown for Fund Balance				
Restricted				
Community Development			1,271,078	1,346,899

E. University Ave. 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 Ave. TIF Fund
45

Account Description	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
PROPERTY TAXES	798,217	468,446	470,233
INTEREST & INVESTMENT INCOME	21,146	12,641	13,388
Total External Sources	**819,363**	**481,087**	**483,621**
Total	**819,363**	**481,087**	**483,621**

Food & Beverage Tax
Fund Statement
47

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**3,131,146**	**3,716,369**	**3,716,369**	**4,047,161**
Revenues				
Revenues	970,775	992,089	710,585	722,140
Total Revenues	**970,775**	**992,089**	**710,585**	**722,140**
Expenditures				
Capital Expenses	172,282	78,545	78,545	466,091
Contractual Services	103,105	255,473	255,473	187,403
Expenditure Transfers	110,165	45,750	45,775	50,893
Total Expenditures	**385,553**	**379,768**	**379,793**	**704,387**
Total Ending Balance	**3,716,369**	**4,328,690**	**4,047,161**	**4,064,914**
Committed				
Infrastructure			4,047,161	4,064,914

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
OTHER TAXES	620,163	639,567	651,893
CITY EXPENSE REIMBURSEMENTS	30,000	30,947	30,000
INTEREST & INVESTMENT INCOME	43,358	40,071	40,247
PROJECT SPECIFIC (CIP)	277,254	0	0
Total External Sources	970,775	710,585	722,140
Total	970,775	710,585	722,140

North Campustown Redevelopment TIF
Fund Statement
48

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**(73,043)**	**(23,517)**	**(23,517)**	**2,487**
Revenues				
Revenues	772,028	918,490	824,529	829,493
Total Revenues	**772,028**	**918,490**	**824,529**	**829,493**
Expenditures				
Contractual Services	58,976	50,000	50,000	210,000
Expenditure Transfers	663,525	748,525	748,525	826,400
Total Expenditures	**722,501**	**798,525**	**798,525**	**1,036,400**
Total Ending Balance	**(23,517)**	**96,448**	**2,487**	**(204,420)**
Breakdown for Fund Balance				
Restricted				
Community Development			2,487	
Unassigned				(204,420)

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
PROPERTY TAXES	772,633	823,574	829,194
INTEREST & INVESTMENT INCOME	(605)	955	299
Total External Sources	**772,028**	**824,529**	**829,493**
Total	**772,028**	**824,529**	**829,493**

Vehicle Replacement
Fund Statement
60

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**4,217,509**	**3,047,517**	**3,047,517**	**3,181,170**
Revenues				
Revenue Transfers	1,247,499	1,321,402	1,324,851	1,340,548
Revenues	191,768	126,600	126,600	128,675
Total Revenues	**1,439,267**	**1,448,002**	**1,451,451**	**1,469,223**
Expenditures				
Capital Expenses	1,267,271	2,530,199	1,037,798	3,878,413
Expenditure Transfers	1,341,988	280,000	280,000	31,949
Total Expenditures	**2,609,259**	**2,810,199**	**1,317,798**	**3,910,362**
Total Ending Balance	**3,047,517**	**1,685,320**	**3,181,170**	**740,031**
Breakdown for Fund Balance				
Committed				
Vehicle & Equipment Maintenance			3,181,170	740,031

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
SALE OF CITY PROPERTY	149,953	86,600	78,675
INTEREST & INVESTMENT INCOME	41,814	40,000	50,000
Total External Sources	191,768	126,600	128,675
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	1,116,928	1,131,869	1,152,390
TFR FROM PARKING FUND	22,113	17,580	20,988
TFR FROM SEWER IMPROVEMENT FUND	82,114	104,497	93,668
TFR FROM COMMUNITY DEVELOPMENT FUND	879	440	2,591
TFR FROM ENVIRONMENTAL SERVICES FUND	2,175	2,175	2,332
TFR FROM FLEET SERVICES FUND	8,407	8,407	7,644
TFR FROM RETAINED RISK FUND	0	45,000	45,000
TFR FROM NARCOTICS FORFEITURES FUND	14,883	14,883	15,935
Total Interfund Transfers	1,247,499	1,324,851	1,340,548
Total	1,439,267	1,451,451	1,469,223

Capital Equipment Replacement
Fund Statement
61

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**4,451,469**	**4,548,774**	**4,548,774**	**3,297,139**
Revenues				
Revenue Transfers	701,549	670,729	670,729	598,562
Revenues	53,506	275,490	275,490	50,000
Total Revenues	**755,055**	**946,219**	**946,219**	**648,562**
Expenditures				
Capital Expenses	430,654	2,271,519	1,409,858	1,791,250
Contractual Services	14,959	0	0	0
Expenditure Transfers	212,137	787,996	787,996	0
Total Expenditures	**657,750**	**3,059,515**	**2,197,854**	**1,791,250**
Total Ending Balance	**4,548,774**	**2,435,478**	**3,297,139**	**2,154,451**
Breakdown for Fund Balance				
Committed				
Vehicle & Equipment Maintenance			3,297,139	2,154,451

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
CITY FRANCHISE FEES	0	210,000	0
SALE OF CITY PROPERTY	0	490	0
INTEREST & INVESTMENT INCOME	53,506	65,000	50,000
Total External Sources	53,506	275,490	50,000
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	636,883	615,271	566,060
TFR FROM PARKING FUND	55,831	45,834	23,580
TFR FROM SEWER IMPROVEMENT FUND	3,019	3,019	2,317
TFR FROM COMMUNITY DEVELOPMENT FUND	755	755	652
TFR FROM ENVIRONMENTAL SERVICES FUND	800	964	1,229
TFR FROM FLEET SERVICES FUND	4,261	4,886	4,724
Total Interfund Transfers	701,549	670,729	598,562
Total	755,055	946,219	648,562

METCAD Emergency Telephone
Fund Statement
62

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	2,070,735	2,067,666	2,067,666	2,012,462
Revenues	3,227	2,684	2,684	2,691
Total Revenues	**2,073,961**	**2,070,350**	**2,070,350**	**2,015,153**
Expenditures				
Expenditure Transfers	2,073,961	2,070,350	2,070,350	2,015,153
Total Expenditures	**2,073,961**	**2,070,350**	**2,070,350**	**2,015,153**
Total Ending Balance	**0**	**0**	**0**	**0**

Revenue Detail
METCAD Emergency Telephone Fund
62

Account Description	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
INTEREST & INVESTMENT INCOME	3,227	2,684	2,691
Total External Sources	**3,227**	**2,684**	**2,691**
Interfund Transfers			
TFR FROM EMERGENCY TELEPHONE SYSTEM FUND	2,070,735	2,067,666	2,012,462
Total Interfund Transfers	**2,070,735**	**2,067,666**	**2,012,462**
Total	**2,073,961**	**2,070,350**	**2,015,153**

Foreign Fire Insurance
Fund Statement
63

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**188,216**	**197,980**	**197,980**	**155,096**
Revenues				
Revenues	111,028	108,073	108,073	109,000
Total Revenues	**111,028**	**108,073**	**108,073**	**109,000**
Expenditures				
Capital Expenses	0	0	0	0
Commodities	88,098	126,257	126,257	109,738
Contractual Services	13,166	24,700	24,700	23,000
Total Expenditures	**101,264**	**150,957**	**150,957**	**132,738**
Total Ending Balance	**197,980**	**155,096**	**155,096**	**131,358**
Breakdown for Fund Balance				
Restricted				
Public Safety			155,096	131,358

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
OTHER TAXES	108,169	106,073	107,000
INTEREST & INVESTMENT INCOME	2,859	2,000	2,000
Total External Sources	**111,028**	**108,073**	**109,000**
Total	**111,028**	**108,073**	**109,000**

Local Narcotics Forfeitures
Fund Statement
64

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**222,002**	**196,784**	**196,784**	**169,058**
Revenues				
Revenues	140,529	155,875	155,875	152,000
Total Revenues	**140,529**	**155,875**	**155,875**	**152,000**
Expenditures				
Commodities	59,350	49,412	67,162	52,007
Contractual Services	61,652	86,036	68,286	91,339
Expenditure Transfers	44,745	48,153	48,153	51,366
Total Expenditures	**165,747**	**183,601**	**183,601**	**194,712**
Total Ending Balance	**196,784**	**169,058**	**169,058**	**126,346**
Breakdown for Fund Balance				
Restricted				
Public Safety			169,058	126,346

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
LOCAL NARCOTICS FORFEITURES	92,526	144,875	75,000
FEDERAL EQUITABLE SHARED FUNDS	45,001	9,000	75,000
INTEREST & INVESTMENT INCOME	3,001	2,000	2,000
Total External Sources	**140,529**	**155,875**	**152,000**
Total	**140,529**	**155,875**	**152,000**

METCAD Equipment Replacement
Fund Statement
65

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**1,373,735**	**1,567,818**	**1,567,818**	**2,702,587**
Revenues				
Revenue Transfers	495,000	1,215,000	1,215,000	480,000
Revenues	17,228	27,000	27,000	20,000
Total Revenues	**512,228**	**1,242,000**	**1,242,000**	**500,000**
Expenditures				
Capital Expenses	321,876	1,157,231	107,231	1,880,000
Commodities	(3,731)	0	0	0
Total Expenditures	**318,145**	**1,157,231**	**107,231**	**1,880,000**
Total Ending Balance	**1,567,818**	**1,652,587**	**2,702,587**	**1,322,587**
Breakdown for Fund Balance				
Restricted				
Public Safety			2,702,587	1,322,587

Revenue Detail
METCAD Equipment Replacement Fund
65

Account Description	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
INTEREST & INVESTMENT INCOME	17,228	27,000	20,000
Total External Sources	**17,228**	**27,000**	**20,000**
Interfund Transfers			
TFR FROM METCAD FUND	495,000	1,215,000	480,000
Total Interfund Transfers	**495,000**	**1,215,000**	**480,000**
Total	**512,228**	**1,242,000**	**500,000**

Bond & Interest
Fund Statement
70

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**3,370,771**	**3,969,728**	**3,969,728**	**4,010,026**
Revenues				
Revenue Transfers	6,460,175	5,665,000	5,665,000	6,509,263
Revenues	43,229	30,030	30,030	30,250
Total Revenues	**6,503,404**	**5,695,030**	**5,695,030**	**6,539,513**
Expenditures				
Contractual Services	5,904,448	5,654,732	5,654,732	5,512,244
Total Expenditures	**5,904,448**	**5,654,732**	**5,654,732**	**5,512,244**
Total Ending Balance	**3,969,728**	**4,010,026**	**4,010,026**	**5,037,295**
Breakdown for Fund Balance				
Restricted				
Debt Service			4,010,026	5,037,295

Revenue Detail
Bond & Interest Fund
70

Account Description	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
INTEREST & INVESTMENT INCOME	14,940	9,400	8,180
2004A INTEREST & INVESTMENT INCOME	1,075	800	920
2004B INTEREST & INVESTMENT INCOME	1,604	1,250	1,070
2005 INTEREST & INVESTMENT INCOME	18,863	11,650	11,440
36004 - Missing Account (recreated during data import)	2,015	1,560	2,280
36005 - Missing Account (recreated during data import)	4,732	5,370	6,360
Total External Sources	43,229	30,030	30,250
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	2,085,000	2,704,622	2,712,300
TFR FROM STORMWATER MANAGEMENT FUND	0	2,055,378	2,637,663
TFR FROM CAPITAL IMPROVEMENTS FUND	0	156,475	332,900
TFR FROM NORTH CAMPUSTOWN TIF	0	748,525	826,400
PROJECT SPECIFIC (CIP)	4,375,175	0	0
Total Interfund Transfers	6,460,175	5,665,000	6,509,263
Total	6,503,404	5,695,030	6,539,513

Series 2010 Drainage Bond
Fund Statement
72

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**17,705,805**	**4,162,714**	**4,162,714**	**(0)**
Revenues				
Revenues	27,803	3,313	3,313	0
Total Revenues	**27,803**	**3,313**	**3,313**	**0**
Expenditures				
Contractual Services	0	0	0	0
Expenditure Transfers	13,570,894	4,166,027	4,166,027	0
Total Expenditures	**13,570,894**	**4,166,027**	**4,166,027**	**0**
Total Ending Balance	**4,162,714**	**(0)**	**(0)**	**(0)**

Revenue Detail
Series 2010 Drainage Bond Fund
72

Account Description	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
INTEREST & INVESTMENT INCOME	27,803	3,313	0
Total External Sources	**27,803**	**3,313**	**0**
Total	**27,803**	**3,313**	**0**

Emergency Telephone System
Fund Statement
80

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenues	2,116,163	2,112,486	2,112,486	2,056,462
Total Revenues	**2,116,163**	**2,112,486**	**2,112,486**	**2,056,462**
Expenditures				
Contractual Services	45,428	44,820	44,820	44,000
Expenditure Transfers	2,070,735	2,067,666	2,067,666	2,012,462
Total Expenditures	**2,116,163**	**2,112,486**	**2,112,486**	**2,056,462**
Total Ending Balance	**0**	**0**	**0**	**0**

Revenue Detail
Emergency Telephone System Fund
80

Account Description	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
UTILITY TAXES	2,116,163	2,112,486	2,056,462
Total External Sources	**2,116,163**	**2,112,486**	**2,056,462**
Total	**2,116,163**	**2,112,486**	**2,056,462**

Library Tax Account
Fund Statement
81

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	0	0	0	250,000
Revenues	6,163,127	6,058,439	6,058,439	5,999,380
Total Revenues	**6,163,127**	**6,058,439**	**6,058,439**	**6,249,380**
Expenditures				
Expenditure Transfers	6,163,559	6,058,439	6,058,439	6,249,380
Total Expenditures	**6,163,559**	**6,058,439**	**6,058,439**	**6,249,380**
Total Ending Balance	**(432)**	**0**	**0**	**0**

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
PROPERTY TAXES	6,071,370	5,983,805	5,922,813
INCOME TAXES	91,757	71,634	73,067
INTEREST & INVESTMENT INCOME	0	3,000	3,500
Total External Sources	6,163,127	6,058,439	5,999,380
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	0	0	250,000
Total Interfund Transfers	0	0	250,000
Total	6,163,127	6,058,439	6,249,380

Police Pension
Fund Statement
96

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	3,689,647	4,069,228	4,069,228	4,335,416
Total Revenues	**3,689,647**	**4,069,228**	**4,069,228**	**4,335,416**
Expenditures				
Expenditure Transfers	3,689,647	4,069,228	4,069,228	4,335,416
Total Expenditures	**3,689,647**	**4,069,228**	**4,069,228**	**4,335,416**
Total Ending Balance	**0**	**0**	**0**	**0**

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	**3,689,647**	**4,069,228**	**4,335,416**
Total Interfund Transfers	**3,689,647**	**4,069,228**	**4,335,416**
Total	**3,689,647**	**4,069,228**	**4,335,416**

Fire Pension
Fund Statement
97

	FY10/11 Actual	FY11/12 Budget	FY11/12 Estimate	FY12/13 Budget
Beginning Balance	**46,413,797**	**51,805,686**	**51,805,686**	**55,319,172**
Revenues				
Revenue Transfers	4,122,260	4,443,321	4,443,321	4,391,337
Revenues	7,355,794	2,954,891	2,954,891	2,950,000
Total Revenues	**11,478,054**	**7,398,212**	**7,398,212**	**7,341,337**
Expenditures				
Commodities	200	1,000	1,000	1,000
Contractual Services	3,781,174	3,883,726	3,883,726	3,750,249
Total Expenditures	**3,781,374**	**3,884,726**	**3,884,726**	**3,751,249**
Total Ending Balance	**54,110,476**	**55,319,172**	**55,319,172**	**58,909,260**
Breakdown for Fund Balance				
Restricted				
Pensions			55,319,172	58,909,260

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	FY2010/11 Actual	FY2011/12 Revised	FY2012/13 Budget
MISCELLANEOUS	3,692	4,891	0
INTEREST & INVESTMENT INCOME	458,146	450,000	450,000
INVESTMENT APPRECIATION/(DEPRECIATION)	6,893,956	2,500,000	2,500,000
Total External Sources	7,355,794	2,954,891	2,950,000
Interfund Transfers			
TFR FROM GENERAL OPERATING FUND	3,486,399	3,783,321	3,731,337
RETIREMENT & INSURANCE CONTRIBUTIONS	635,862	660,000	660,000
Total Interfund Transfers	4,122,260	4,443,321	4,391,337
Total	11,478,054	7,398,212	7,341,337

City of
CHAMPAIGN

Champaign Public Library

The Champaign Pubic 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.

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 consists of two groups:

Administration Services Group, under the supervision of the Director, is responsible for the overall administration of the Library and provides direction for all Library activities. The Director supervises the Assistant Director, the Collection Manager, Promotional Services Manager, Technology Manager, Maintenance Manager and the Development Director.

Development Services manages all fund-raising activities for the library (under an Agreement with the Champaign Public Library Foundation) and coordinates all grants for the Library. It serves as staff liaison to the Friends of the Library.

Collection Manager manages the adult/teen circulating print, periodicals, and audiobook collections.

Technology Services manages Library-wide applications of technology.

Maintenance Services manages maintenance for all Library facilities.

Promotional Services is responsible for promoting and advertising the activities and services of the Library, coordinating a Library-wide publications, signage, and

display/exhibit program, assisting with management of the library's webpage and maintaining a continuous program of public relations.

Public Services Group, under the supervision of the Assistant Director, who oversees Personnel Services, and supervises the Accounting Manager, the Security Manager, the Adult Services, Circulation Services, Children's Services and Technical Services departments as well as the Douglass Branch Library.

The Accounting Manager manages Accounting Services, Purchasing Services, and Administrative Assistant Services.

The Security Manager is responsible for maintaining a safe and secure atmosphere at all library property for customers and staff.

Adult Services provides reference, information, and reader's advisory services, programming (primarily teens and adults), interlibrary loan and computer assistance to customers of all ages, and coordinates these services library-wide.

Circulation Services issues library cards, checks out materials to customers, checks in and shelves all materials, collects overdue fees, provides general information and coordinates these services library-wide.

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, and coordinates these services library-wide.

Douglass Branch Library provides reader's advisory, information services, and computer assistance to customers of all ages, programming for children and the adults who serve them, issues library cards, checks out materials to customers, and checks in, collects fees, and shelves all materials.

Technical Services orders, receives, catalogs, processes, and repairs all books and other materials in the library's collection.

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.

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 Web page and lobby video screens.
- Disseminate information by and about the Library (including the Friends and Foundation) 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 12 servers, 19 service desk computers, 99 staff computers, 108 public computers, 33 catalog stations, 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 to manage an ongoing fundraising program targeting specific service needs and building the endowment fund for collections.

- Strengthen Library programming and collections by seeking grant opportunities annually.

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 library services targeting all income and educational levels maintaining 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 2011-2012 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.
- Implement mobile access to the Library's catalog.

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 7,500 items per month.
  - Generating and maintaining the bibliographic classification and inventory data for all items in our collection of 390,000 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 continuously.
  - Implement and monitor cataloging/processing outsourcing vendors for various formats continually to ensure prompt availability of materials.
  - Implement inventory procedures on a rolling schedule covering the entire collection every three years using capabilities of the RFID system.

- Take a leadership role in investigating the full potential of the shared Polaris integrated catalog system, maximizing its performance.

Main Library (Performance Center 13-00)

Current Service Levels:

- Respond to questions and requests for service (customer 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 105,000 per year; Children's Services: approximately 24,000 per year.
  - Improve customer service by processing approximately 12 Library Comment forms and email comments per month by responding 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 and processing a total of about 64,000 interlibrary loans annually, comprised of about 60,000 items borrowed from and loaned to Urbana Free Library cardholders and about 4,000 items borrowed from and loaned to Illinois Heartland Library System libraries and other remote libraries.
  - Provide 32 online electronic databases and evaluate their effectiveness by measuring customer use annually.

- Maintain a well-balanced diversity of materials by managing and developing designated collections.

- Circulate approximately 2.1 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 about 260,000 reserved materials annually.

- Introduce the community to the diversity of collections and services available at the Library by providing programming for approximately 4,000 adults and 5,000 teens, and about 40,000 children throughout the year. Coordinate the Library's volunteer program, which consists of approximately 15,000 volunteer hours annually.
- Maintain outreach efforts with local schools to optimize educational opportunities at all levels.

Departmental Goals and New Initiatives:

- Promote a community wide appreciation of reading and of the literature and history of the times of author Mark Twain with "Big Read" events for all ages centered around his work, Tom Sawyer.
- With grant fund support, target children in third, fourth, and fifth grade classes at Robeson School with specially selected books for their classrooms and reading activities directed by librarians, to enhance their appreciation of books and improve their reading skills.
- 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.

Douglass Branch Library (Performance Center 15-00)

Current Service Levels:

- Respond annually to at least 6,000 questions and requests for service (customer 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, referring questions that cannot be answered at the Douglass Branch Library to the appropriate resource.
- Maintain a well-balanced diversity of materials, 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 for at least 6,000 children and adults each year.
- Work with the Douglass Branch Advisory Committee to solicit input and feedback on services, collections, and programs at the Douglass Branch Library.

Departmental Goals and New Initiatives:

- Maximize the benefit of the 2012 grant-funded computer training project by continuing to provide personal and group computer instruction and support, made possible in the expanded and improved computer lab.

REPORT TO CITY COUNCIL

From: Marsha Grove, *Library Director*

A. **Introduction.** The purpose of this report is to provide information on what the Library plans to accomplish by means of its budget for 2012-2013.

B. **Background and Discussion.** The preparation of the 2012-2013 budget was based on the following considerations and objectives:

1. **Budget Process.** Continue to integrate the Library's budget process with the City of Champaign's budget process and prepare a Target Level Budget, in accordance with City of Champaign guidelines.

2. **Supplemental Budget Requests.** The Library Board approved two one-time SBRs. Proposed funding sources for these requests include library expenditure reductions and a transfer from the City general fund.

   a) **Reduction of Library's Operating Fund Transfer to Capital Fund** – The Library's policy is to transfer 3% of operating fund revenues to the capital fund. Due to flattening of the Library's major revenue source, property taxes, the library is requesting to reduce its annual operating fund transfer from 3% to 2%. This reduction in the transfer will provide additional operating funds needed to cover rising costs in contractual obligations.

   b) **$250,000 for the Champaign Public Library Capital Fund** – The financial plan to finance a new main library building entailed issuing bonds and paying annual debt service each year from the following funds: $1.6 million from the City's General Fund, $300,000 from the Library Operating Fund and $400,000 from the Library Improvement Fund (Fund 24). To assist in preserving the City's General Fund balance in 2012, $750,000 of the Library Improvement Fund's $900,000 balance was used to pay a portion of the $1.6 million City General Fund's commitment for debt service. The $750,000 was in addition to the committed $440,000 already being paid from the Library's Improvement Fund resulting in an estimated $130,000 balance in Fund 24 at the end of FY12.
   The Library has 2 significant planned capital improvement outlays coming in the next 5 years. For FY14 and FY15, the library will need over $570,000 for furniture repair/replacement and carpet replacement for our heavily used library. These expenditures were included in the library's 20 year plan for library replacement cost to be funded by Fund 24.

The Champaign Public Library requests $250,000 in FY13, FY14 and FY15, to restore the $750,000 transferred during FY12 from Fund 24 (Library Improvement Fund) be considered a loan and be returned to that fund. Without restoration of these funds, the library will not have funds for replacement of major building items needed as planned.

3. **Reductions.** During the course of FY10, FY11 and FY12 as resignations were received at the library, 14 positions or 8.50 FTE have remained unfilled and will not be funded FY13 because of a 1% projected decrease in property taxes and increasing costs for library services.

4. **Library Capital Fund.** Continue to manage the Library Capital Fund (Library Fund 02), in accordance with the Library Board's agreement with the City Council, of September 1991, and revised in 1993.

   The Library's goal – established by the Library Board on 17 February 1994 – is to maintain a reserve of at least $150,000 in its Capital Fund as contingency against unanticipated capital expenditures.

5. **Library Improvement Fund.** Continue to work with the City of Champaign to manage the Library Improvement Fund (City Fund 24). This tax levy revenue source was established to provide funding for Library building improvements and repairs in excess of $150,000.

C. **Impact on Staffing Levels.** The proposed budget includes no additions to staff, maintaining 82.4750 in overall staffing levels (position control).

The 2012/2013 budget constitutes an overall staffing level of 82.475 FTE with 14 positions or 8.50 FTE remaining unfilled after resignations resulting in 73.975 FTE positions funded. The FTE includes 50 full-time employees, 48 part-time employees (including 14 that are unfilled), and 26 library pages, for a total of 124 positions. The work week for a full-time employee (.95 FTE) is 38 hours.

D. **Impact on City of Champaign General Fund.** The proposed budget includes zero funding from the City's General Fund.

E. **Conclusion.** The Champaign Public Library appreciates the City of Champaign for its continued support of the Library. The Library looks forward to working with the City to anticipate and effectively respond to the challenges of the future.

Marsha Grove

Marsha Grove
Library Director

cc: Board of Trustees

LIBRARY BUDGET SUMMARY
2012 - 2013

	PROPOSED EXPENDITURES	PROPOSED CONTINGENCY	FUND TOTALS
LIBRARY OPERATING FUND	6,421,444	618,478	7,039,922
LIBRARY CAPITAL FUND	159,125	749,958	909,083
27TH PAY PERIOD FUND	0	104,049	104,049
GIFT AND ENDOWMENT FUND	65,000	0	65,000
SPECIAL PROGRAMS FUND	12,411	4,699	17,110
PER CAPITA GRANT FUND	76,842	0	76,842
GRANT FUND	10,309	4,774	15,083
TOTALS	6,745,131	1,481,958	8,227,089

STATEMENT OF REVENUES, EXPENDITURES AND BALANCES
2012 - 2013

CHAMPAIGN PUBLIC LIBRARY
LIBRARY OPERATING FUND
FUND 01

REVENUES	ACTUAL 2010-11	ADOPTED BUDGET FY 2011/12	REVISED BUDGET FY 2011/12	PROPOSED BUDGET FY 2012/13
Beginning Balance	464,450	502,385	604,466	612,022
3000 Internal Fund Transfer	0	0	0	0
3005 General Fund Transfer	0	0	0	0
3010 Property Tax	6,069,714	6,087,085	5,983,805	5,922,813
3020 Corporate Replacement Tax	92,768	71,634	71,634	73,067
3050 General Fines and Fees	303,001	300,000	280,000	287,000
3080 Materials Rental Income	70,069	60,000	70,000	71,750
3100 Photocopy Income	21,715	25,000	22,000	22,550
3110 Interest Income	3,073	3,500	3,000	3,500
3920 Miscellaneous Income	563	600	700	700
3930 Urbana Free Library	0	0	10,484	35,870
3960 Leased Property	10,661	10,650	10,650	10,650
TOTAL REVENUES	6,571,564	6,558,469	6,452,273	6,427,900
EXPENDITURES				
PERSONAL SERVICES (100)	4,638,020	4,793,464	4,485,458	4,513,130
COMMODITIES (200)	808,245	815,193	816,581	793,252
CONTRACTUAL SERVICES (300)	657,394	719,800	657,753	700,012
FUND TRANSFERS	75,754	132,740	226,204	138,943
DEBT SERVICE PAYMENT	252,135	258,721	258,721	276,107
TOTAL EXPENDITURES	6,431,548	6,719,918	6,444,717	6,421,444
RESERVES	604,466	340,936	612,022	618,478
GRAND TOTAL	7,036,014	7,060,854	7,056,739	7,039,922

STATEMENTS OF REVENUES, EXPENDITURES AND BALANCES
2012 - 2013

CHAMPAIGN PUBLIC LIBRARY
LIBRARY CAPITAL FUND
FUND 02

REVENUES	ACTUAL 2010-11	ADOPTED BUDGET FY 2011/12	REVISED BUDGET 2011/12	BUDGET FY 2012/13
Beginning Balance	673,604	484,728	548,811	523,868
3000 City General Fund Transfer	0	0	0	250,000
3001 Operating Fund Transfer	75,754	132,740	132,740	128,558
3110 Interest Income	2,488	5,000	2,000	3,000
3920 Miscellaneous Income	500	0	0	0
3030 Urbana Free Library Reimb.	0	0	74,721	3,657
TOTAL REVENUES	78,742	137,740	209,461	385,215
EXPENDITURES				
COMMODITIES (200)	0	0	6,620	0
CONTRACTUAL SERVICES (300)	12,456	33,050	68,264	32,925
CAPITAL (400)	78,614	148,500	159,520	126,200
TRANSFERS (700)	112,465	0	0	0
TOTAL EXPENDITURES	203,535	181,550	234,404	159,125
RESERVES	548,811	440,918	523,868	749,958
GRAND TOTAL	752,346	622,468	758,272	909,083

STATEMENT OF REVENUES, EXPENDITURES AND BALANCES
2012 - 2013

CHAMPAIGN PUBLIC LIBRARY
LIBRARY OTHER FUNDS
FUNDS 03 - 15

REVENUES	ACTUAL 2010-11	ADOPTED BUDGET FY 2011/12	REVISED BUDGET FY 2011/12	PROPOSED BUDGET FY 2012/13
Beginning Balance	32,920	127,801	256,171	109,057
3001 Operating Fund Transfer	85	0	93,464	10,385
3002 Capital Fund Transfer	112,465	0	0	0
3007 Gift Fund Transfer	115,319	91,500	77,596	71,800
3040 State Per Capita Grant	0	76,842	0	76,842
3110 Interest Income	282	205	326	0
3800 LSTA Grant	78,260	1,250	84,372	0
3805 Federal Grant	0	0	0	0
3810 ALA Grant	920	0	0	0
3830 Illinois State Library Grant	150,965	10,000	12,500	10,000
3920 Miscellaneous Income	4,620	0	30	0
TOTAL REVENUES	462,916	179,797	268,288	169,027
EXPENDITURES				
PERSONAL SERVICES (100)	5,457	6,050	18,878	6,859
COMMODITIES (200)	177,290	161,797	165,718	143,967
CONTRACTUAL SERVICES (300)	42,974	57,165	23,189	13,736
CAPTIAL EXPENDITURES (400)	13,859	70,230	207,617	0
FUND TRANSFERS (700)	85	0	0	0
TOTAL EXPENDITURES	239,665	295,242	415,402	164,562
RESERVES	256,171	12,356	109,057	113,522
GRAND TOTAL	495,836	307,598	524,459	278,084

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 existing CIP policies were adopted in 1990 as a means of providing guidance to Staff during the preparation of the Capital Improvements Plan. The Policies have been reviewed on a regular basis as City Council has changed, and have been modified on a number of occasions. They were most recently reviewed and updated in 2011 during the preparation of the ten-year CIP. The Capital Improvements Plan is a complex document that serves to allocate limited resources from different funds to a wide variety of maintenance, rehabilitation and expansion projects for the City's infrastructure systems. Because of the complexity of the Plan, and the significant financial resources involved, it is important that the development of a draft plan have sound policy guidance. The CIP Policies provide that guidance and ensure that when Council reviews a draft plan, it does not require significant modification to achieve its goals.

The adopted change to the CIP Policies this year is the addition of a description of the new Fund 29, Local Motor Fuel Tax as follows:

> *Local Motor Fuel Tax (29) – This Fund was established to manage the proceeds of the four cent per gallon Local Motor Fuel Tax (LMFT). Per Council direction at the time of adoption, two thirds of the proceeds of the LMFT shall be directed to arterial street improvements, and one-third to street reconstruction. The 10 Year Street Improvement Plan, attached to these policies as an appendix, shall guide the expenditures programmed in Fund 29. This Plan shall be updated annually as part of the CIP Update process. On or before May 1, 2022, an evaluation of the continuing need for this funding shall be conducted. Such evaluation shall consider the available revenues for street improvements, the backlog of arterial street improvement needs, and the backlog of street reconstruction and maintenance needs.*

C. Capital Improvements Funds and Projects

Parking Fund (3) -

1. Key Projects:
   - Parking Deck Debt Service
   - Annual Parking Lot Maintenance

2. Issues. This Fund utilizes revenues from fees and fines generated in the parking system to fund operation and maintenance of existing parking facilities, construction of new parking facilities, parking enforcement efforts, and administration of the parking division. The major expenditures included in this Fund are the Annual Parking Lot Rehabilitation project and Parking Deck Debt Service. Debt service expenditures for the parking deck amounts to approximately $12.8 million over the next 8 years. This is supported by a contribution to this Fund from the Downtown TIF Fund of $3.6 million over the next years until it expires.

Sewer Improvement Fund (4) –
1. Key Projects:
- Annual Sanitary Sewer Rehabilitation

2. Issues. 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 is also used to repay the State low interest loans used to construct the South and North Interceptor Sewers. The most significant project is the Annual Sanitary Sewer Rehabilitation project with annual funding ranging from around $300,000 to over $900,000. Council Policy is to consider fee increases every other year, and the fees were increased by three percent during FY 10-11. Based on this, the next fee increase will be discussed with Council during next year's budget process.

Storm Water Management (21) –
1. Key Projects:
- Boneyard Basin Debt Service
- Annual Channel Maintenance
- Annual Storm Sewer Rehabilitation
- Washington Street West (Robinson Court Demo and design)

2. Issues. The City dedicates 20% of revenues from its home-rule sales tax (1/4 cent) to this fund, this subsequently provides the 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. It also will receive a onetime transfer of $1.6 million from the Capital Improvement Fund in the budget year, as previously directed by Council, to cover part of the cost of the John Street and Washington Street basin drainage projects. The resources are used for maintenance, rehabilitation, and expansion of the City's stormwater management systems, which include regional detention, channels, outlets, and storm sewers. The largest expenditure in this Fund over the 10 years of the Plan is for debt service for the Boneyard Creek Basin project. This amounts to over $21million in expenditures over the life of the plan. Other significant projects include channel maintenance (0020) at $3-400,000 per year, contractual storm sewer maintenance (0427) at approximately $550,000 per year, and storm sewer rehabilitation (0182) which starts at approximately $400,000 per year and increases to over $1.5 million annually. The Washington Street west watershed drainage project (0594) is included with over $2 million in funding in the current fiscal year and next two years. This covers only the acquisition and demolition of the Robinson Court properties, and design work for a future basin.

Motor Fuel Tax (22) –
1. Key Projects:
- South Fourth Street (0587)
- Staley Road Project (0557)
- Market Street Project (0609)

2. Issues. Revenues for this fund come from the City's share of state motor fuel tax proceeds. These revenues are projected to remain flat, and given rising fuel costs may even go down over time. This fund is used primarily for a number of the City's annual street maintenance projects, including asphalt overlay and PCC patching. This year, funding was moved from the Capital Improvement Fund to Motor Fuel Tax for the annual local street rehabilitation – asphalt project (0590) in years FY 13-14, 14-15 and 15-16. This was necessary to help balance the Capital Improvement Fund. In addition, the revenues provided by the State as a part of the jurisdictional transfer of Staley Road (Bloomington Road to Springfield Avenue) and Market Street (Ford Harris Road to I-74) to the City of Champaign were placed in this Fund and will be used to improve those two streets. Funding for the Staley Road project for just over $3 million is in the current fiscal year, and the Market Street project is funded at approximately $5 million in the budget year.

Capital Improvement Fund (23) –

1. Key Projects:
    - Fire Station 3 Land Acquisition (0314)
    - Town Center Boulevard Safety Improvements (0481)
    - Mattis Avenue Overlay (Windsor to Savoy) (0561 & 0602)

2. Issues. 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. With cuts made in recent years, most of the large projects were eliminated. The proposed Plan includes funding for an overlay of Mattis Avenue from Windsor Road to the Savoy-Champaign boundary line, and for improvements to White Street. These projects may eventually be funded at a higher level by the local motor fuel tax so the need to include overlay projects here will be reevaluated in future years. A new project added to this fund this year is $750,000 to acquire land for the site of a new Fire Station 3 in anticipation of its relocation.

Library Improvement Fund (24) –

1. Key Projects:
    - Library Building Debt Service (0532)

2. Issues. This Fund was established for the express purpose of financing the construction, and major maintenance of capital improvements for library buildings. The Library Debt Service project pays a portion of the debt service on the bonds issued for construction of the main library building. It is currently the only project in this Fund, and is scheduled for the ten-year window through FY20/21. The bonds will be fully repaid in December 2025 for a project total of $36,426,000 principle and interest. The annual debt payments from this fund are approximately $420-$450,000 per year.

Local Motor Fuel Fund (29) -
1. Key Projects:
- Windsor Road Bridge Approaches at I-57

2. Issues. As noted in the proposed addition to the CIP Policies, this fund has been established to manage the proceeds of the newly established local motor fuel tax (LMFT). Proceeds are estimated at $1.5 million annually, and project scheduling will be guided by the Street Improvement Plan attached to the Council Bill enacting the tax. This Plan will be updated annually as part of the CIP update process. At this time, only two projects are shown in the Fund as "placeholders". The first is the arterial street construction project (0639) which is funded at $1 million annually, and the second is the local street reconstruction project (0640) funded at $500,000 annually. It is anticipated that the first arterial street project this funding will be used for is to construct the bridge approaches for the Windsor Road bridge over I-57. More specific projects will be identified as information becomes available.

Urban Renewal Fund (41) –
1. Key Projects:
- North Fourth Street Extension (0455)
- Bristol Park Neighborhood Plan Implementation (0641)

2. Issues. 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 Preservation and Restoration areas of the City. Some of the revenues were used to fund a summer youth employment program last fiscal year. New this year is the Bristol Park Neighborhood Plan Implementation project (0641) with $3,205,000 programmed for property acquisition and clearance. The Neighborhood Infrastructure Repair project (0213) is also budgeted in this Fund at approximately $200,000 per year.

ARRA Grant Fund (42) –
This fund was established to manage stimulus grants received for infrastructure projects. The Garden Hills Sidewalk, completed last year is the only project in the fund, and the fund statement will be eliminated after this year.

Downtown TIF District Fund (44) –
1. Key Projects:
- Downtown Civic Plaza (0619)

2. Issues. This Fund obtains revenues from the property tax increment generated by reinvestment in Downtown and provides for a variety of economic development activities within the City's downtown area. The Downtown TIF Fund expires in 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 project, and to helping pay for the Downtown Parking Deck debt service. The one additional capital project planned for the Fund is the Downtown Civic Plaza project (0619) which has been scheduled for the last

year of the TIF. An amount of $50,000 has been budgeted for the next fiscal year to complete a conceptual design to be used to pursue grants and do fund raising. A task force of council members and citizens will be established to guide this process and provide direction on the design of the plaza.

East University Avenue TIF District Fund (45) –

1. Key Projects:
    - Marshall Street Improvements (0618)

2. Issues. 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 while the area included was reduced to focus activity primarily between First Street and the CN Railroad Tracks. The only capital project scheduled for this Fund is the Marshall Street Improvement project (0619) which will improve this street from First to Locust Street to provide much needed public parking for the area at a cost of about $380,000.

Food and Beverage Fund (47) –

1. Key Projects:
    - Green Street Streetscape – First to Fourth (0507)

2. Issues. This fund receives slightly over half of revenues received from the City's tax on prepared food and beverages. The ten-year plan includes two projects, including a landscape maintenance contract for the area, and the Green Street Streetscape project from First to Fourth Street. Funding for design work on the Green Street project has been budgeted starting next year, and continuing in each of the following two fiscal years in an amount of about $400,000. This will allow time to work through design issues with property and business owners along the street, and to provide opportunities to pursue possible grants that may come available. At this time, the construction project is programmed in 2015-16 for a cost of just over $6 million.

North Campustown Redevelopment Area TIF District Fund (48) –

1. Key Projects:
    - Burnham Project Debt Service

2. Issues. This is the City's newest TIF District, 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. The only projects currently included in the Fund are three different bond repayment projects that 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 FY13/14) is creating some resources in the later years of the Plan that will be used to establish additional programs and projects to advance the goals of the TIF Plan.

D. Funding Reductions

Over the last three fiscal years, a part of the City's overall budget reduction strategy included key cuts to funding for capital improvements, including:

- FY 2009-19 CIP – Expenditures were reduced by approximately $2 million annually phased in over four years as part of the Fiscal Sustainability Plan adopted by City Council in light of revenue declines and increased pension costs resulting from the recession and decrease in the value of pension fund investments. Most of the reductions affected transportation projects.

- FY 2010-20 CIP - Several projects were eliminated or delayed to allow the addition of three new drainage projects to address the needs of the Washington Street and John Street neighborhoods. This included transferring $1.6 million from the Capital Improvement Fund to the Stormwater Management Fund.

- FY10/11 budget – As part of mid-year reductions, the City Council reduced the General Fund transfer to the Capital Improvement Fund by $3 million with $1 million of that amount planned to be restored in future years.

The Capital Improvement Review Team (CIRT) also developed a hierarchy of importance for investing in the various infrastructure systems, as follows:

- Sanitary Sewers
- Stormwater Management
- Transportation
- Urban Forest
- Sidewalks

This reflected the potential risk to the City, and negative consequences to the public, in the case of a failure in one of these systems. The following priorities were established for funding infrastructure improvements, and cuts were made in reverse order:

- Maintenance – Taking care of the City's existing infrastructure by undertaking appropriate lifecycle maintenance to extend its life and avoid the need for premature reconstruction.

- Reconstruction – When infrastructure does begin to fail, it is critical to the health and well-being of our citizens that reconstruction occurs on a timely basis.

- System Upgrades – Reinvesting in existing systems to maintain or improve their capability to meet the current needs of the community.

- Expansion –Upgrading infrastructure to meet the demands of new growth is not necessary to protect existing investment and does not raise the same kinds of health and safety issues.

Therefore, while still important, it was considered the lowest priority of the three. For example, upgrading arterial streets from a two lane rural cross section to an urban standard will become more important over time as traffic continues to increase.

E. New Capital Improvement Funding

In last year's CIP Budget Memo, staff discussed the establishment of a Storm Water Utility Fee to provide an ongoing funding source for stormwater maintenance projects, and also the need to develop an infrastructure improvement plan and funding strategies for street improvement needs. Subsequently Council adopted a street improvement plan and four cent per gallon Local Motor Fuel Tax (SMFT) to fund it, and adopted a Storm Water Utility Fee (SWUF). Following is a description of how the new revenues will be addressed in the CIP. As a note, the SWUF was adopted at the April 17, 2012 Council meeting and the anticipated revenues and associated projects are not included in the proposed Capital Improvement Plan. They will be incorporated into the plan for the June 5, 2012 adoption. The first stormwater utility fee bills would be sent May 2013.

Local Motor Fuel Tax - The LMFT tax becomes effective May 1, 2012 and the 10-year CIP anticipates that one month of revenues for $125,000 will be generated for the current fiscal year, and $1.5 million annually through the remaining years of the Plan. The CIP establishes a new fund to guide the expenditure of revenues from the City's new Local Motor Fuel Tax (LMFT). Fund 29, Local Motor Fuel Tax will be used specifically to fund the improvements identified in the ten-year street improvement plan, which will be updated annually consistent with Council direction.

Storm Water Utility Fee - Staff and the Stormwater Utility Fee Advisory and Technical Committees developed an Expenditure, Revenue, and Billing Plan for the City's stormwater utility fee. The plan was reviewed with Council August 2011, and Council's input has been incorporated into the plan. Per the plan, $3.2M of stormwater maintenance and rehabilitation that is currently funded with property and sales taxes would be funded in the future with the stormwater utility fee. These stormwater maintenance and rehabilitation activities are funded by the stormwater utility fee therefore, those sales and property taxes would be used for additional stormwater capital projects. Key stormwater capital projects identified in the 2011-2013 Council goals to be completed were Phase 2 – Washington Street West and Phase 3 – Boneyard Creek drainage improvements. These two projects will require the vast majority of additional funding for the next ten years as a result of the stormwater utility fee.

Per the stormwater utility fee Expenditure, Revenue, and Billing Plan, the Urbana & Champaign Sanitary District (UCSD) would include the stormwater utility fee as an additional line item on their bills. The intergovernmental billing agreement with UCSD has been negotiated. Staff also prepared the stormwater utility fee rate ordinance. Finally, staff completed an extensive public outreach plan on the stormwater utility fee.

F. Unfunded and Underfunded Projects

As a result of the adoption of the local motor fuel tax, and the adoption of a Storm Water Utility Fee, much progress has been made on reducing the backlog of unfunded or underfunded projects. A number of important projects remain unfunded or underfunded. Some of the factors contributing to this are: annexation of substandard infrastructure, existing policy to not require development to contribute to the cost of major infrastructure (e.g. arterial streets), faster expansion of the urban boundaries in recent years than in the past, deferred maintenance of infrastructure (especially for systems that the City assumed ownership of, like the Boneyard Creek), and the impact of unfunded mandates from both the state and federal government (e.g. NPDES Phase 2). Some of the most significant needs on the unfunded and underfunded project list include:

• Funding for new City facilities, in particular a new Fire Station 3 to facilitate its relocation consistent with the Fire Station Location Study, and a new Public Works Facility.

• Funding for improvements to existing arterial street intersections to meet the demands of increasing traffic. As the City continues to grow traffic increases occur at existing intersections. Unless these intersections are improved in some fashion, they will typically become high accident locations. Several intersections have been identified as needing improvement but have remained unfunded due to their high cost. Examples include Bradley and Staley ($3.5 million), Kirby Avenue and State Street ($2.3 million), Bradley Avenue and McKinley Avenue ($250,000) and Kirby Avenue and Crescent Drive ($250,000).

• Funding for 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.

• A number of projects and needs identified in infrastructure master plans are unfunded or delayed beyond when they should ideally be constructed, including bridge replacement projects, traffic signals, and increased funding for sidewalk replacement. In addition, the Neighborhood Infrastructure Repair Program is still underfunded as compared to total need.

• Funds to fill sidewalk gaps on arterial streets at approximately $2 million. Including these additional capital needs in the CIP would require one or a combination of the following approaches:

a. adjustments to the priorities in the existing CIP (which would require delaying projects currently in the Plan;
b. increased transfers from the General Fund to capital funds (which does not appear feasible without further increasing overall City revenues);
c. identification of new or expanded funding sources;
d. changes to standards for City infrastructure to reduce its cost; and/or
e. extensive phasing of recommended projects over a 20-30 year period.

PROJECT EXPENDITURES BY FUND

PROJECT	PROJECT	FY10 ACT	FY11 BUD	FY11 EST	FY12 BUD
03-Parking					
ANNUAL PARKING LOT REHABILITATION	0200	0	1,013,635	167,435	**942,435**
BUILDING MAINTENANCE	0051	636	5,305	6,084	**5,300**
DOWNTOWN PARKING DECK	0512	160,477	12,963	12,963	**0**
PARKING DECK DEBT SERVICE	Debt Service	0	555,319	555,319	**555,319**
TRADITIONAL LANDSCAPE MAINT SERV	0612	0	0	13,050	**26,099**
TOTAL 03-Parking		161,113	4,583,036	3,584,315	**1,529,153**
04-Sewer Improvement					
CONCRETE SANITARY SEWER LINING	0606	0	538,900	840,083	**39,927**
CONCRETE SAN SEWER LINING-IEPA DEBT	0616	0	0	0	**0**
KENWOOD/JACKSON - IEPA DEBT SERV	0615	0	0	0	**0**
KENWOOD/JACKSON SAN SEWER EXT	0253	12,425	742,352	261,381	**514,114**
NW SEWER DEBT SERVICE	0009	75,275	75,275	0	**75,275**
SAN SEWER SERV R-O-W RESTORATION	0014	17,000	19,682	19,693	**19,693**
SANIATARY SEWER SPEC OPER CONT	0608	0	175,468	0	**0**
SANITARY SEWER BACKUP RELIEF ASST	0286	85,575	44,319	44,319	**40,000**
SANITARY SEWER INVENTORY	0437	39,826	25,307	0	**25,307**
SANITARY SEWER REHABILTATION	0254	726,047	890,317	1,139,406	**261,503**
SHARED SEWER SEPTIC SYSTEM	0422	83,897	2,535	327	**56,757**
SOUTH SEWER PHASE 1	0349	90,333	90,333	90,333	**90,333**
SOUTH SEWER PHASE 2 (CURTIS ROAD)	0409	47,599	47,600	47,600	**47,600**
SOUTHWEST LIFT STATION & INTERCEPTOR SEWER PROUECT	0484	31,135	0	0	**0**
TOTAL 04-Sewer Improvement		1,209,112	4,430,904	4,185,209	**1,170,510**
21-Stormwater Management					
BONEYARD - LOWER SECOND STREET	0290	8,647,712	10,076,226	8,581,541	**0**
BONEYARD 2nd STREET REACH DEBT	0554	0	1,185,000	1,195,000	**1,185,000**
BONEYARD GENERAL ISSUES	0019	2,914	50,830	14,484	**80,506**
BONEYARD ROW ACQUISITION	0015	8,498	357,723	355,679	**3,000**
BONEYARD SECOND ST MAINT (ANNUAL)	0613	0	0	64,882	**184,433**
CHANNEL MAINTENANCE	0020	205,719	387,863	288,260	**560,377**
CONTRACTUAL STORM SEWER	0427	618,136	823,489	771,060	**556,404**
COPPER SLOUGH STORMWATER MASTER	0120	0	27,945	0	**0**
DETENTION BASIN COST SHARES	0489	0	27,502	1,545	**27,502**
DUNCAN RD IMPROVE/PARKLAND COST	0586	41,547	187,000	145,453	**0**
JOHN ST STORM SEWER IMPROV - IEPA	0607	0	0	0	**0**
JOHN STREET WATERSHED DRAINAGE	0520	293,059	4,223,514	3,235,344	**5,102,745**
PHINNEY BRANCH MASTER PLAN UPDATE	0144	53,485	123,749	120,935	**24,944**
SERIES 2009 REFUND BONDS (CHANNEL)	0585	798,009	860,709	860,709	**870,378**
STORM SEWER INVENTORY	0429	128,481	15,580	15,637	**10,000**
STORM SEWER REHABILITATION	0182	939,100	821,841	771,779	**704,303**
STORM SEWER-SUMP PUMP CONNECTION	0045	8,988	7,566	7,870	**7,455**

STORMWATER QUALITY	0413	140,145	161,995	128,942	**187,688**
STORMWATER UTILITY FEE	0605	0	164,378	166,880	**41,524**
WASHINGTON EAST WATERSHED	0593	112,150	2,066,540	2,141,764	**138,378**
WASHINGTON WEST WATERSHED	0594	0	450,000	11,392	**1,512,608**
TOTAL 21-Stormwater Management		11,997,943	22,968,722	19,803,297	**11,197,245**
22-Motor Fuel Tax					
ASPHALT OVERLAY - 2011	0564	0	22,983	24,031	**1,077,294**
ASPHALT OVERLAY - 2012	0610	0	0	0	**46,200**
ASPHALT OVERLAY - 2013-2021	0589	0	0	0	**0**
CURTIS-DUNCAN TO STALEY	0377	150,178	248,991	248,991	**0**
FOURTH & BRADLEY INTERSECTION IMPR	0450	0	17,340	17,340	**0**
FOURTH STREET (JOHN TO ARMORY)	0539	0	1,938,000	917,226	**38,954**
KIRBY AVENUE OVERLAY - DODDS TO	0583	0	220,665	0	**0**
LOCAL STREET REHAB - CONCRETE (2008)	0534	322,383	44,471	44,471	**0**
MARKET STREET IMPROVEMENTS	0609	0	0	0	**1,285,000**
MFT SPECIAL OPERATING CONTINGENCY	0271	0	350,000	435,951	**0**
PCC PATCHING - 2010	0546	148,334	654,899	639,141	**0**
PCC PATCHING - 2011	0578	0	165,742	307,657	**652,639**
PCC PATCHING - 2012	0591	0	0	0	**164,249**
PCC PATCHING - 2013-2021	0611	0	0	0	**0**
SOUTH FOURTH STREET EXTENSION	0587	0	227,000	227,000	**6,089,050**
STALEY ROAD (SPRINGFIELD TO	0557	0	529,770	856,574	**2,486,330**
TOTAL 22-Motor Fuel Tax		620,895	4,419,861	3,718,382	**11,839,716**
23-Capital Improvements					
ALLEY MAINTENANCE (ANNUAL)	0136	274,583	297,122	288,251	**144,423**
ANTHONY DR (MATTIS-MARKETVIEW)	0603	0	71,370	71,370	**0**
ASH TREE REMOVAL & REPLACEMENT	0566	0	25,000	25,000	**25,000**
ASPHALT OVERLAY - 2010	0545	17,554	200,000	133,258	**0**
BICYCLE PLAN IMPLEMENTATION	0551	26,400	90,045	79,322	**10,020**
BRADLEY - MATTIS TO DUNCAN	0372	0	225,754	225,754	**0**
BRADLEY AVENUE (DSC) CROSSWALK	0547	185,031	6,604	0	**0**
BRICK SURFACE REHABILITATION	0192	511,494	596,354	385,647	**317,570**
BRIDGE MAINTENANCE (ANNUAL)	0247	119,649	250,245	246,026	**168,568**
BUILDING MAINTENANCE	0051	216,582	257,705	259,397	**273,611**
CAPITAL IMPROVEMENTS SPEC OPER	0265	3,500	468,337	441,603	**0**
CLEARVIEW DEBT SERVICE	0529	153,681	156,475	156,475	**156,475**
CURTIS ROAD-WYNSTONE TO WESLEY	0408	4,113,260	4,165,976	1,402,873	**0**
CURTIS-DUNCAN TO STALEY	0377	46,073	88,887	88,887	**0**
DUNCAN (SPRINGFIELD TO KIRBY)	0142	0	0	0	**0**
DUNCAN RD IMPROVE/PARKLAND COST	0586	11,647	97,581	95,752	**0**
DUNCAN ROAD FROM CURTIS TO WINDSOR	0461	0	0	0	**211,766**
EMERGENCY INFRASTRUCTURE REPAIR	0470	116,084	209,241	275,431	**159,288**
FIRE STATION #3 RELOCATION	0314	0	359,799	359,799	**0**
FOURTH STREET (JOHN TO ARMORY)	0539	139,684	119,896	93,173	**8,933**
GUARDRAIL MAINTENANCE (ANNUAL)	0550	0	62,000	62,000	**0**
HVAC EQUIPMENT - CITY FACILITIES	0567	0	457,700	564,448	**0**
INFRASTRUCTURE ENHANCEMENT MAINT	0549	0	107,100	96,850	**45,100**
INTERSTATE BRIDGE DESIGN REPORT	0580	0	16,903	16,903	**179,994**
INTERSTATE DR (WEST FROM MARKET ST)	0482	0	0	0	**0**
KIRBY AVENUE OVERLAY - DODDS TO	0583	55,437	205,241	85,130	**0**

LOCAL STREET REHAB - ASPHALT (2010)	0544	0	383,306	376,024	**0**
LOCAL STREET REHAB - ASPHALT (2011)	0563	0	6,942	7,012	**366,065**
LOCAL STREET REHAB - ASPHALT (2012-	0590	0	0	0	**0**
LOCAL STREET REHAB - CONCRETE	0445	988,261	1,486,001	1,021,882	**782,644**
MATTIS AVE (ANTHONY DR-OLYMPIAN DR)	0224	35,602	697,251	660,809	**0**
MATTIS AVE (CURTIS-WINDSOR) OVERLAY	0561	0	0	0	**0**
MATTIS AVE EXT (SOUTH OF CURTIS RD)	0602	0	0	0	**0**
NEIGHBORHOOD STREET LIGHT PROGRAM	0392	23,635	1,949	0	**12,558**
NEIL ST (INTERSTATE DR-OLYMPIAN DR)	0465	0	0	0	**0**
NORTH NEIL SIDEWALK PROJECT	0514	0	0	0	**92,300**
OLYMPIAN DRIVE (APOLLO - LINCOLN)	0134	0	5,000	9,995	**9,995**
OLYMPIAN DRIVE WEST OF MATTIS	0509	789	19,211	19,211	**0**
PROSPECT AVENUE (WINDSOR TO SAVOY)	0366	9,300	49,813	49,813	**0**
PUBLIC WORKS FACILITY	0047	105,034	1,974,940	1,034,695	**0**
PUBLIC WORKS FACILITY REMODEL	0398	1,000	9,000	0	**0**
RAILROAD CROSSING IMPROVEMENT	0499	63,641	119,875	119,875	**0**
RAPID RESPONSE ENGINEERING	0503	45,723	104,361	99,839	**58,069**
RISING ROAD IMPROVEMENTS - JACOB'S LANDING	0621	0	0	0	**299,200**
ROW/UTILITY DAMAGE VALUATION STUDY	0460	28,079	21,772	21,772	**0**
SALT BRINE PRODUCTION FACILITY	0584	16,954	128,163	0	**200,163**
SIDEWALK GAP	0406	11,973	154,673	154,750	**8,561**
SIGN & STRIPING (ANNUAL)	0124	125,353	214,246	148,446	**121,975**
SLURRY SEAL (ANNUAL)	0129	291,674	339,098	439,411	**363,548**
SOUTH FOURTH STREET EXTENSION	0587	31,289	689,217	686,800	**30,143**
STALEY/US 150 IMPROVMENTS	0513	0	200,753	0	**0**
STREET PAVEMENT SYSTEM PLAN	0049	39,806	158,690	158,690	**131,850**
SUBDIVISION SIDEWALK ASSMENT PRJ	0358	0	94,727	0	**94,727**
SUBDVSION PAVMNT EXP REMEDIATION	0573	0	163,714	0	**0**
TOWN CENTER (PROSPECT TO OLD NAVY) SAFETY IMPROVEMENTS	0133	0	0	0	**66,500**
TRAFFIC SAFETY & MANAGEMENT	0330	23,742	50,106	50,106	**15,000**
TRAFFIC SIGNAL - FIRE STATION # 4	0517	0	0	0	**65,000**
TRAFFIC SIGNAL UPGRADES (ANNUAL)	0087	133,620	135,976	135,976	**111,118**
TRAFFIC SIGNALS-DNTOWN REPL	0452	13,610	50,472	50,472	**0**
TREE MAINTENANCE CONTRACT	0052	59,525	80,957	80,957	**68,957**
UC2B-FIBER OPTIC CONNECTION	0328	54,940	744,447	10,627,807	**406,871**
UNIVERSITY AVENUE (NEIL TO CHESTNUT)	0568	15,055	1,492,459	1,533,483	**38,592**
UNIVERSITY(MATTIS-STATE) OVERLAY	0604	0	82,035	82,035	**0**
UTILITY LANDSCAPE RIBE PROGRAM	0574	0	17,500	0	**12,500**
WHITE STREET (SECOND TO FIFTH)	0614	0	0	0	**0**
WINDSOR & FIRST INTERSECTION IMPR	0195	101,446	101,694	20,548	**0**
TOTAL 23-Capital Improvements		8,210,710	18,313,683	23,043,757	**5,152,509**
24-Library Improvement					
LIBRARY DEBT SERVICE	0532	439,213	447,865	447,865	**1,191,279**
TOTAL 24-Library Improvement		439,213	447,865	447,865	**1,191,279**

41-Urban Renewal					
BEARDSLEY PARK REDEVELOPMENT	0324	451,292	1,250,908	526,108	**0**
NEIGHBORHOOD INFRASTRUCTURE	0213	161,189	236,809	242,128	**209,326**
NORTH FOURTH STREET EXTENSION	0455	0	689,545	689,545	**0**
TOTAL 41-Urban Renewal		612,480	2,940,380	2,349,411	**209,326**
42-ARRA Grant Fund					
GARDEN HILLS SIDEWALKS	0588	4,407	200,529	200,529	**0**
TOTAL 42-ARRA Grant Fund		4,407	200,529	200,529	**0**
44-Downtown TIF District					
BONEYARD - LOWER SECOND STREET	0290	0	80,000	80,000	**0**
DOWNTOWN FOUNTAIN	0556	0	51,000	0	**0**
Downtown Civic Plaza	0619	0	0	0	**0**
DOWNTOWN STREET LIGHTING UPGRADES	0506	17,708	42,292	0	**0**
TAYLOR & WALNUT PED IMPR	0601	0	0	0	**0**
UNI & RANDOLPH INTERSECTION IMPR	0569	0	185,298	185,298	**658,050**
UNIVERSITY AVENUE (NEIL TO CHESTNUT)	0568	20,830	319,137	319,137	**0**
TOTAL 44-Downtown TIF District		38,538	2,916,658	2,319,076	**658,050**
45-E. University Avenue TIF District					
BONEYARD - LOWER SECOND STREET	0290	0	1,085,000	1,085,000	**0**
E UNIVERSITY AVE/FIRST STR	0407	1,771,758	80,945	0	**0**
MARSHALL ST. IMPRV. (LOCUST TO FIRST)	0618	0	0	0	**54,195**
TOTAL 45-E. University Avenue TIF Distri		1,771,758	1,559,793	1,438,350	**54,195**
47-Food & Beverage					
GREEN STREETSCAPE FIRST TO FOURTH	0507	0	0	0	**0**
TRADITIONAL LANDSCAPE MAINT SERV	0612	0	0	30,525	**61,050**
WRIGHT STRSCAPE & UNIVERSITY	0595	33,404	300,113	267,205	**0**
TOTAL 47-Food & Beverage		33,404	681,242	521,895	**61,050**
48-North Campus Redevelopment Area TIF					
2004A BOND REPAYMENTS	0527	140,000	145,000	145,000	**165,000**
2004B BOND REPAYMENTS	0528	275,000	485,000	395,000	**460,000**
BURNHAM REFUNDING-2007A BONDS	0548	121,319	123,525	123,525	**123,525**
TOTAL 48-North Campus Redevelopment		536,319	843,525	753,525	**748,525**

City of
CHAMPAIGN

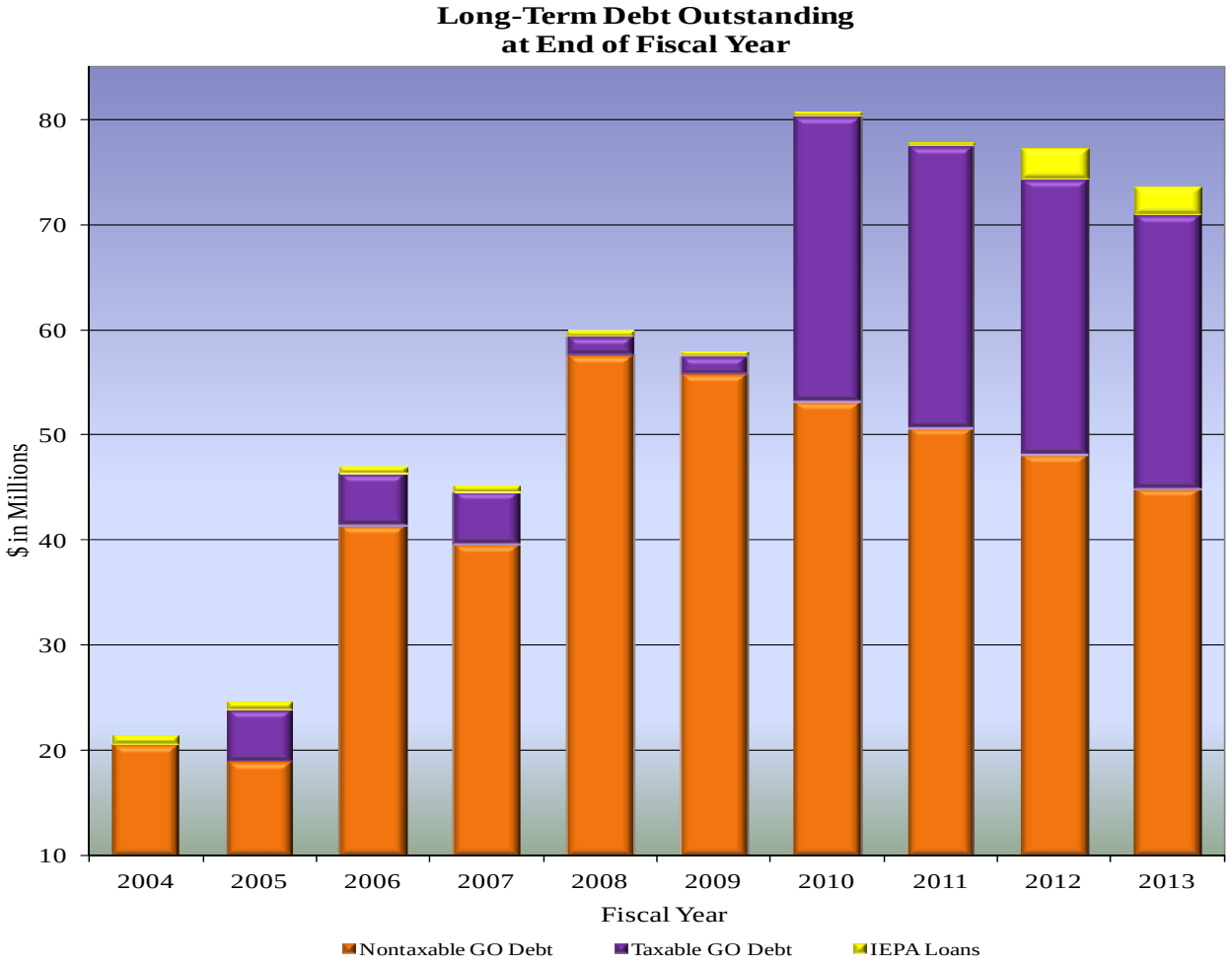
Debt Management

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 January 2012, 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:

- $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 original principal amount of the debt will remain outstanding at June 30, 2013.

- $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, 2013, will be $3.865 million.

- $12.7 million in December 2007 and January 2008 to finance a 600-space public parking deck. The principal amount outstanding at June 30, 2013 will be $12.215 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 original principal amount of the debt will remain outstanding at June 30, 2013.

- $24.015 million in 2005 to finance a majority of the costs of the new Main Library building. The principal amount outstanding as of June 30, 2013, will be $18.98 million. The City may refinance this debt in FY2012/13, which may change the amount and timing of principal payments slightly.

- $2.915 million in 2004 to finance acquisition of the site of the former Burnham Hospital (series 2004A bonds). The site lies in the North Campus Area Tax Increment Financing (TIF) District, established by the City in 2002 to finance redevelopment in the area. The principal amount outstanding at June 30, 2013 will be $2.895 million. The City may refinance a portion of this debt in FY2012/13, which may change the amount and timing of principal payments slightly.

- $4.9 million in 2004 to fund environmental remediation, building demolition, and other costs related to redevelopment of the former Burnham Hospital site (series 2004B bonds). The principal amount outstanding as of June 30, 2013, will be $0.325 million.

All except the series 2004B and 2010 bonds are fixed-term, nontaxable debt. The 2004B bonds are taxable because they were used to purchase property sold to a developer. The bonds were issued with a variable term to provide flexibility in repaying principal. The development is in the North Campus Area Tax Increment Financing (TIF) District, and revenues generated by the development will be used to pay debt service. 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.

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.

- Capitalized interest included in the debt and proceeds from the sale of land to developers was used to pay debt service costs for the Burnham Hospital site bonds (series 2004B bonds) through FY 2008/09. Beginning in FY 2009/10, the City is paying debt service from incremental property tax revenues generated in the redevelopment area.

Revenue Debt (not bonded)

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 $817,700 ($613,280 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 $705,502 ($529,126 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 $726,357 ($544,767 after the loan forgiveness) will be used to replace existing storm sewer, doubling the stormwater sewer capacity in the areas where the old pipes are replaced, and will install a rain garden (a "green" stormwater management solution). Work began in the spring of 2011, and will be 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 anticipates refinancing the 2004A bond series and the 2005 bond series in 2012 and 2013 if interest rates remain low. These refinancings would lower future debt services expenses and would likely include a small amount of additional debt to cover costs of bond issuance. In addition, the City Council adopted a Stormwater Utility Fee in April, 2012. Given the increased financial resources from the fee, the City Council may wish to consider issuing debt to accelerate planned stormwater improvement projects. However, the Council has not yet discussed this matter, and any debt issue for the projects would not take place until 2013 at the earliest.

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 2012/13 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*	$114.39	$100.92
Projected general obligation debt outstanding at the end of FY 2012/13 with current debt only	$70.93	

* The per capita guideline reflects inflation since the policy was initially adopted. The market value guideline reflects the 2011 equalized assessed value from the County, which is the most recent available. The assessment reflects values as of January 1, 2011, and actual market values at the end of FY 2012/13 will vary from that.

Property Tax Summary - City of Champaign

	2009			2010			2011		
	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	0.2049	0.1676	2,584,467	0.2512	0.1074	1,637,514	0.0602	0.0902	1,375,725
Pension Funds									
IL Municipal Retirement Fund	0.1464	0.1543	2,379,619	0.1558	0.1628	2,482,484	0.1617	0.1602	2,443,360
Police Pension Fund	0.1988	0.2097	3,232,894	0.1536	0.2352	3,586,496	0.2584	0.2560	3,904,495
Fire Pension Fund	0.1839	0.1939	2,989,541	0.1662	0.2245	3,424,595	0.2343	0.2321	3,539,974
subtotal	0.5291	0.5579	8,602,054	0.4756	0.6225	9,493,575	0.6544	0.6483	9,887,830
Champaign Public Library									
Library Improvement Fund	0.0282	0.0282	434,338	0.0282	0.0285	434,820	0.0282	0.0279	425,529
Operations	0.3940	0.3936	6,068,414	0.3940	0.3983	6,075,148	0.3940	0.3903	5,952,830
subtotal	0.4222	0.4217	6,502,752	0.4222	0.4268	6,509,968	0.4222	0.4182	6,378,359
Capital Improvements	0.1380	0.1455	2,244,081	0.1451	0.1517	2,314,415	0.1573	0.1517	2,313,719
Totals	1.2942	1.2928	19,933,353	1.2942	1.3084	19,955,472	1.2942	1.3084	19,955,632
Equalized 1 Assessed Valuation	1,626,100,000	1,540,206,553		1,594,200,000	1,541,915,649		1,510,800,000	1,525,193,507	
Township Multiplier		1.000			0.978			0.978	

NOTES:
1. Equalized Assessed Valuation = 1/3 of Fair Market Value
2. The Corporate Purpose Levy for 1994 included a $1.0 million property tax reduction approved by Council during the FY1994/95 budget process. This reduction is incorporated into the targeted tax rate in 1997.

Property Tax Summary - Overlapping Tax Districts

	2009			2010			2011		
Taxing Agency or District	RATE	PERCENT	AMOUNT	RATE	PERCENT	AMOUNT	RATE	PERCENT	AMOUNT
Unit 4 School District	3.6546	49.93%	$71,639,297	3.7238	50.02%	$73,019,715	3.8805	52.12%	$75,262,241
Champaign County	0.7487	10.23%	$26,607,976	0.7688	10.33%	$27,506,700	0.7841	10.53%	$27,911,272
Champaign Park District	0.6300	8.61%	$9,738,505	0.6529	8.77%	$10,120,471	0.6789	9.12%	$10,411,252
Parkland College	0.5082	6.94%	$24,143,501	0.5064	6.80%	$24,297,239	0.5120	6.88%	$24,563,964
C-U Mass Transit District	0.2619	3.58%	$6,167,505	0.2725	3.66%	$6,393,316	0.2831	3.80%	$6,514,800
City of Champaign Township	0.0357	0.49%	$531,192	0.0371	0.50%	$552,731	0.0385	0.52%	$565,155
C-U Public Health District	0.1071	1.46%	$2,236,678	0.1075	1.44%	$2,252,928	0.1102	1.48%	$2,270,961
Champaign County Forest Preserve	0.0790	1.08%	$2,833,873	0.0817	1.10%	$2,950,695	0.0843	1.13%	$3,023,827
Subtotal	6.0252	82.32%	$143,898,527	6.1507	82.62%	$147,093,794	6.3716	85.58%	$150,523,473
City of Champaign	1.2942	17.68%	$19,933,353	1.2942	17.38%	$19,955,472	1.3084	17.57%	$19,955,632
	7.3194	100.00%	$163,831,880	7.4449	100.00%	$167,049,267	7.68	103.16%	$170,479,105

Some properties on the City's fringe are in Hensley or Champaign township. The Hensley township tax rate is 0.1806 for a total of 7.7119
The Champaign township tax rate is .0432 for a total of 7.5745.

SALARY SCHEDULE C
FOP
FISCAL YEAR 2012 Jan 2
-PENDING CONTRACT NEGOTIATIONS-

POSITION CLASSIFICATION	PAY GRADE		HOURLY	ANNUAL
Probationary Police Officer	C-05	0-15 months	$ 24.9404	$ 51,875.98
Police Officer	C-15	16-36 months	$ 27.1534	$ 56,479.04
	C-20	37-59 months	$ 29.3633	$ 61,075.58
Assigned Police Officer	C-22		$ 30.2789	$ 62,980.11
Senior Police Officer	C-30	5-9 years	$ 31.2973	$ 65,098.31
		10-14 years	$ 32.0605	$ 66,685.83
		15-19 years	$ 33.1293	$ 68,908.94
		20+ years	$ 34.3690	$ 71,487.58
Assigned Senior Police Officer	C-35	5-9 years	$ 32.2370	$ 67,053.03
		10-14 years	$ 33.0233	$ 68,688.48
		15-19 years	$ 34.1241	$ 70,978.09
		20+ years	$ 35.4010	$ 73,634.07
Police Sergeant	C-40	16-59 months	$ 36.2311	$ 75,360.71
		5-9 years	$ 37.1369	$ 77,244.72
		10-14 years	$ 38.0427	$ 79,128.74
		15-18 years	$ 38.9484	$ 81,012.76
		18-19 years	$ 39.4830	$ 82,124.64
		20+ years	$ 40.6032	$ 84,454.59

SALARY SCHEDULE C
FOP
FISCAL YEAR 2012 Jan 2
-PENDING CONTRACT NEGOTIATIONS-

POSITION CLASSIFICATION	PAY GRADE		HOURLY	ANNUAL
Assigned Police Sergeant	C-45	16-59 months	$ 37.1369	$ 77,244.72
		5-9 years	$ 38.0653	$ 79,175.84
		10-14 years	$ 38.9937	$ 81,106.96
		15-18 years	$ 39.9222	$ 83,038.08
		18-19 years	$ 40.4700	$ 84,177.75
		20+ years	$ 41.6183	$ 86,566.11

SALARY SCHEDULE D
IAFF
FISCAL YEAR 2012-2013
2.75%
Effective July 5, 2012

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		$19.4955	$52,716	D-16		$24.2780	$50,498
Fire Fighter	D-21	1	$20.4922	$55,411	D-25	1	$25.4919	$53,023
		2	$21.4890	$58,106		2	$26.7058	$55,548
		3	$22.4857	$60,801		3	$27.9197	$58,073
		4	$23.4826	$63,497		4	$29.1791	$60,693
Fire Fighter (10 years)			$23.6000	$63,814			$29.3250	$60,996
Fire Engineer	D-30		$25.0833	$67,825	D-35		$31.1655	$64,824
Fire Lieutenant	D-40		$28.0688	$75,898	D-45		$34.8841	$72,559
Fire Captain	D-50		$33.1197	$89,556	D-55		$41.1448	$85,581
Deputy Fire Marshal					D-37	A	$29.6938	$61,763
						B	$31.0599	$64,605
						C	$32.4999	$67,600
						D	$34.0023	$70,725

SALARY SCHEDULE E
AFSCME
FISCAL YEAR 2012-2013
2.00%

Effective June 22, 2012

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	15.4843	15.8714	16.2585	16.6456	17.0327
		B	16.2579	16.6643	17.0708	17.4772	17.8837
		C	17.0850	17.5121	17.9392	18.3663	18.7935
		D	17.9328	18.3811	18.8294	19.2778	19.7261
		E	18.8388	19.3098	19.7807	20.2517	20.7227
	21	A	16.0868	16.4890	16.8912	17.2933	17.6955
		B	16.8886	17.3108	17.7331	18.1553	18.5775
		C	17.7276	18.1708	18.6140	19.0572	19.5004
		D	18.6216	19.0871	19.5527	20.0182	20.4837
		E	19.5602	20.0492	20.5382	21.0272	21.5162
Office Worker I	22	A	16.7056	17.1232	17.5408	17.9585	18.3761
Account Clerk I		B	17.5401	17.9786	18.4171	18.8556	19.2941
Parking Enforcement Officer I		C	18.4163	18.8767	19.3371	19.7975	20.2579
Data Entry Clerk		D	19.3371	19.8206	20.3040	20.7874	21.2708
		E	20.3234	20.8315	21.3395	21.8476	22.3557
	23	A	17.3511	17.7849	18.2187	18.6525	19.0863
		B	18.2170	18.6724	19.1279	19.5833	20.0387
		C	19.1408	19.6193	20.0978	20.5763	21.0549
		D	20.1003	20.6028	21.1053	21.6078	22.1103
		E	21.1222	21.6503	22.1783	22.7064	23.2345
Police Information Resource	24	A	18.0340	18.4849	18.9357	19.3866	19.8374
Specialist		B	18.9370	19.4104	19.8838	20.3572	20.8307
Office Worker II		C	19.8935	20.3908	20.8882	21.3855	21.8829
Account Clerk II		D	20.8931	21.4155	21.9378	22.4601	22.9824
Police Service Representative I		E	21.9598	22.5087	23.0577	23.6067	24.1557
Customer Services Representative							
Parking Enforcement Officer II							

SALARY SCHEDULE E
AFSCME
FISCAL YEAR 2012-2013
2.00%

Effective June 22, 2012

			EMPLOYMENT SENIORITY				
POSITION CLASSIFICATION	**PAY GRADE**	**MERIT STEP**	**(0) 0-5**	**(.025) 6-10**	**(.050) 11-15**	**(.075) 16-20**	**(.10) Over 20**
Police Account Clerk	25	A	18.7569	19.2259	19.6948	20.1637	20.6326
Telecommunicator I		B	19.6941	20.1865	20.6788	21.1712	21.6635
		C	20.6730	21.1898	21.7066	22.2235	22.7403
		D	21.7352	22.2786	22.8219	23.3653	23.9087
		E	22.8418	23.4129	23.9839	24.5550	25.1260
Account Clerk III	26	A	19.6704	20.1622	20.6539	21.1457	21.6375
Asphalt Maintenance Worker I		B	20.6536	21.1699	21.6863	22.2026	22.7190
Concrete Maintenance Worker I		C	21.6904	22.2327	22.7749	23.3172	23.8594
Police Services Representative II --		D	22.7839	23.3535	23.9231	24.4927	25.0623
Lead Worker		E	23.9516	24.5504	25.1492	25.7480	26.3468
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 Worker	27	A	20.4498	20.9610	21.4723	21.9835	22.4948
		B	21.4733	22.0102	22.5470	23.0838	23.6206
		C	22.5711	23.1354	23.6997	24.2639	24.8282
		D	23.7061	24.2987	24.8914	25.4840	26.0767
		E	24.9141	25.5369	26.1598	26.7826	27.4055
Asphalt Maintenance Worker II	28	A	21.2814	21.8134	22.3455	22.8775	23.4095
Meter Collector/Meter Repair Worker II		B	22.3465	22.9052	23.4639	24.0225	24.5812
Concrete Maintenance Worker II		C	23.4785	24.0654	24.6524	25.2393	25.8263
Sewer Maintenance Worker II		D	24.6686	25.2854	25.9021	26.5188	27.1355
Street Maintenance Worker II		E	25.9227	26.5707	27.2188	27.8669	28.5149
Sign Maintenance Worker II							
Facility Specialist							

SALARY SCHEDULE E
AFSCME
FISCAL YEAR 2012-2013
2.00%
Effective June 22, 2012

			EMPLOYMENT SENIORITY				
POSITION CLASSIFICATION	**PAY GRADE**	**MERIT STEP**	**(0) 0-5**	**(.025) 6-10**	**(.050) 11-15**	**(.075) 16-20**	**(.10) Over 20**
Arborist	29	A	22.3063	22.864	23.4216	23.9793	24.5369
Traffic Services Officer		B	23.4220	24.0076	24.5931	25.1787	25.7642
		C	24.6225	25.2381	25.8536	26.4692	27.0848
		D	25.8750	26.5219	27.1688	27.8157	28.4625
		E	27.1960	27.8759	28.5558	29.2357	29.9156
Mechanic	30	A	23.2301	23.8108	24.3916	24.9723	25.5531
Electrical Technician		B	24.3905	25.0002	25.6100	26.2197	26.8295
Lead Maintenance Worker		C	25.6326	26.2734	26.9142	27.5550	28.1958
		D	26.9402	27.6137	28.2872	28.9607	29.6342
		E	28.3191	29.0271	29.7351	30.4431	31.1510
Lead Arborist	31	A	24.1770	24.7814	25.3858	25.9902	26.5947
Master Mechanic		B	25.3857	26.0203	26.6549	27.2896	27.9242
		C	26.6549	27.3213	27.9877	28.6541	29.3204
		D	27.9877	28.6874	29.3871	30.0868	30.7865
		E	29.3871	30.1217	30.8564	31.5911	32.3258
Lead Mechanic	32	A	25.1238	25.7519	26.3800	27.0081	27.6362
Traffic & Lighting Technician		B	26.3809	27.0404	27.6999	28.3594	29.0189
Facility Specialist		C	27.6989	28.3914	29.0839	29.7763	30.4688
		D	29.0942	29.8215	30.5489	31.2762	32.0036
		E	30.6309	31.3967	32.1624	32.9282	33.6940
Master Lead Mechanic	33	A	26.1287	26.7820	27.4352	28.0884	28.7416
		B	27.4361	28.1220	28.8079	29.4938	30.1797
		C	28.8069	29.5270	30.2472	30.9674	31.6876
		D	30.2579	31.0144	31.7708	32.5273	33.2837
		E	31.8561	32.6525	33.4489	34.2454	35.0418

SALARY SCHEDULE F
PLUMBERS AND PIPEFITTERS
FISCAL YEAR Jan 1, 2012
-PENDING CONTRACT NEGOTIATIONS-

POSITION CLASSIFICATION	PAY GRADE	MERIT STEP	HOURLY	ANNUAL SALARY
Clerk Typist	F-21	A	$ 17.8029	$37,030
		B	$ 18.6111	$38,711
		C	$ 19.4735	$40,505
		D	$ 20.0792	$41,765
Environmental Inspector	F-24	A	$ 19.9187	$41,431
		B	$ 20.8151	$43,295
		C	$ 21.7518	$45,244
		D	$ 22.7305	$47,280
Engineering Technician	F-27	A	$ 22.0361	$45,835
		B	$ 23.0248	$47,892
		C	$ 24.0740	$50,074
		D	$ 25.1607	$52,334
Engineering Technician I	F-29	A	$ 24.0740	$50,074
		B	$ 25.1607	$52,334
		C	$ 26.3066	$54,718
		D	$ 27.5147	$57,231
Engineering Technician II	F-31	A	$ 26.3066	$54,718
		B	$ 27.5147	$57,231
		C	$ 28.7665	$59,834
		D	$ 30.0899	$62,587
Building Safety Inspector	F-33	A	$ 28.7665	$59,834
Property Maintenance Inspector		B	$ 30.0899	$62,587
Engineering Technician III		C	$ 31.4849	$65,489
Electrical Inspector		D	$ 32.9404	$68,516
Plumbing and Mechanical Systems Inspector				
Plan Reviewer	F-34	A	$ 30.0899	$62,587
		B	$ 31.4849	$65,489
		C	$ 32.9404	$68,516
		D	$ 34.4709	$71,700

NON-EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2012-2013
2.00%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
	G-8	$22,989	---	$29,352
	G-9	$24,133	---	$30,816
	G-10	$25,341	---	$32,354
	G-11	$26,602	---	$33,970
Clerk	G-12	$27,959	---	$35,695
Coop Engineering Technician	G-13	$29,320	---	$37,429
	G-14	$30,823	---	$39,343
Clerk Typist I	G-15	$32,327	---	$41,276
Clerk Typist II	G-17	$35,673	---	$45,551
Secretary I	G-18	$37,430	---	$47,793
Human Resource Technician GIS Technician	G-19	$39,360	---	$50,253
Legal Secretary Secretary II Property Evidence Technician Purchasing Technician HR Assistant	G-20	$41,290	---	$52,720

NON-EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2012-2013
2.00%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
Secretary to the City Manager	G-22	$45,497	---	$58,081
Planner I				
Compliance Coordinator				
Paralegal				
Office Manager				
Recycling Coordinator				
Intelligence Analyst				
Utility Specialist				
Finance Technician	G-23	$47,582	---	$61,178
Rehabilitation Technician	G-24	$50,162	---	$64,046
Buyer/Procurement Specialist				
Network Technician	G-25	$52,709	---	$67,300
Telecommunications/A-V Technician				
Webmaster				

EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2012-2013
2.00%

POSITION CLASSIFICATION	GRADE	SALARY RANGE
	G-17	$ 34,301 --- $ 43,799
	G-22	$ 45,497 --- $ 58,081
	G-23	$ 47,582 --- $ 61,178
Police Records Supervisor Community Relations Specialist Crime Analyst Telecommunicator Supervisor Planner II	G-24	$ 50,162 --- $ 64,046
Community Development Specialist Human Resource Specialist Records Manager Zoning Administrator Police Network Administrator METCAD Computer Services Specialist METCAD Communicaton Systems Specialist Management Analyst	G-25	$ 52,709 --- $ 67,299
Accountant Administrative Services Supervisor Building and Grounds Supervisor Financial Analyst	G-26	$ 55,312 --- $ 70,626
Planner III METCAD Operations Deputy Director METCAD Technical Services Deputy Director IS Network Administrator Civil Engineer	G-27	$ 58,071 --- $ 74,144
Engineer I	G-28	$ 60,977 --- $ 77,856

EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2012-2013
2.00%

POSITION CLASSIFICATION	GRADE	SALARY RANGE
Concrete Supervisor	G-29	$ 64,037 --- $ 81,759
Fleet Services Supervisor		
Forestry Supervisor		
Sewer Supervisor		
Operations Supervisor		
Parking Operations Supervisor		
Police Records Manager		
Network Engineer		
Assistant to the Police Chief for Community Services		
Land Development Manager		
Asst to the City Manager/City Liquor Commissioner		
Neighborhood Coordinator		
Fire Education/Information Manager		
Economic Development Manager	G-30	$ 67,246 --- $ 85,863
Code Compliance Manager		
Neighborhood Programs Manager		
Building Safety Supervisor		
Hazardous Materials & Environmental Officer		
Engineer II		
Assistant Human Resources Director	G-31	$ 70,601 --- $ 90,151
Assistant Planning Director		
Traffic & Lighting/Forestry Supervisor		
Risk Manager		
Engineer III		
Assistant City Attorney	G-32	$ 74,236 --- $ 94,687
Assistant City Engineer		
Financial Services Manager/Budget Officer		
Operations Manager (PW)		
Financial Services Manager/City Accountant		
Administrative Services Manager		

EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2012-2013
2.00%

POSITION CLASSIFICATION	GRADE	SALARY RANGE
Police Lieutenant	G-33	$ 77,870 --- $ 99,421
Fire Marshal	G-34	$ 81,764 --- $ 104,392
	G-35	$ 85,831 --- $ 109,593
City Engineer Deputy Chief of Police Deputy Fire Chief	G-36	$ 90,143 --- $ 115,094
Information Technologies Director Human Resource Director Planning Director Neighborhood Services Director METCAD Director Deputy City Manager for Development Deputy City Manager for Community Relations	G-39	$ 99,953 --- $ 134,937
City Attorney Police Chief Fire Chief Public Works Director Finance Director Assistant City Manager	G-40	$ 111,486 --- $ 150,507

SALARY SCHEDULE G
TEMPORARY POSITION CLASSIFICATIONS
FISCAL YEAR 2012-2013
2.00%

POSITION CLASSIFICATION	HOURLY
Laborer	$ 8.58
Data Entry Clerk I	$ 11.49
Field Survey Worker A-V Technician	$ 10.85
Adult Crossing Guard Police Service Aide	$ 12.46
For Interns and Law Clerks hired before May 5, 2010	
Engineering Intern (first year) Law Clerk (first year) PLP Intern (first year) Research Intern (first year) Engineering Drafter Intern (first year) Grounds Maintenance Intern (first year)	$ 13.34
Engineering Intern (second year) Law Clerk (second year) PLP Intern (second year) Research Intern (second year) Engineering Drafter Intern (second year) Grounds Maintenance Intern (second year)	$ 13.96

SALARY SCHEDULE G
TEMPORARY POSITION CLASSIFICATIONS
FISCAL YEAR 2012-2013
2.00%

POSITION CLASSIFICATION	**HOURLY**	
For Interns and Law Clerks hired on or after May 5, 2010		
Intern (Level 1)	$ 8.25	*
Intern (Level 2)	$ 10.00	*
Law Clerk	$ 12.00	*
Project Administrator Development Inspector	$ 16.62	
Data Entry Clerk II Laborer II Research Assistant	$ 13.53	
Temporary Account Clerk	$ 16.18	
Temporary Clerical	$ 12.55	
Temporary Secretary	$ 16.18	
Substitute Telecommunicator	$ 17.82	
Project Specialist	$ 18.95	
Programmer I Project Specialist II	$ 22.41	
Programmer II	$ 27.06	

*No fiscal year increase applied to these rates

Champaign Public Library
Salary Schedule L for 2012-2013
Effective July 1, 2012

Note: Full Time by current Library definition is 38 hours per week, or 1,976 hours per year.

Classification	GRADE	Annual Salary (Full Time)			Hourly Salary		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Library Director	L-40	105,911.6240	124,446.7016	142,981.7792	53.5990	62.9791	72.3592
	L-39	94,955.2968	111,572.6664	128,190.0360	48.0543	56.4639	64.8735
	L-38	91,734.6144	106,140.0496	120,545.4848	46.4244	53.7146	61.0048
	L-37	88,632.6896	101,718.9472	114,805.2048	44.8546	51.4772	58.0998
	L-36	85,635.2952	97,487.1456	109,338.9960	43.3377	49.3356	55.3335
	L-35	81,539.4424	92,826.3544	104,113.2664	41.2649	46.9769	52.6889
Assistant Library Director	L-34	77,675.9672	88,424.2216	99,172.2784	39.3097	44.7491	50.1884
	L-33	73,976.3024	84,213.3656	94,450.4288	37.4374	42.6181	47.7988
	L-32	70,524.8232	80,238.4440	89,952.2624	35.6907	40.6065	45.5224
	L-31	67,071.3680	76,357.1848	85,643.1992	33.9430	38.6423	43.3417
Librarian III	L-30	63,884.2776	72,726.8776	81,569.4776	32.3301	36.8051	41.2801
	L-29	60,834.7168	69,253.0696	77,671.2248	30.7868	35.0471	39.3073
Library Service Manager Library Technology Manager	L-28	57,927.8232	65,945.2456	73,962.8656	29.3157	33.3731	37.4306
Librarian II	L-27	55,167.1536	62,802.4176	70,437.4840	27.9186	31.7826	35.6465
Library Accounting Manager	L-26	52,545.9896	59,820.2384	67,094.4872	26.5921	30.2734	33.9547
Librarian I Lib'y Promotional Serv. Manager	L-25	50,073.0256	57,003.8456	63,934.6656	25.3406	28.8481	32.3556
	L-24	47,653.4136	54,248.5112	60,843.6088	24.1161	27.4537	30.7913
Library Page Supervisor	L-23	45,202.9760	51,660.7416	58,118.7048	22.8760	26.1441	29.4123
Library Administrative Secretary	L-22	43,222.2336	49,199.4360	55,176.8360	21.8736	24.8985	27.9235
Library Associate Maintenance Manager Security Supervisor	L-21	41,027.0952	46,708.2928	52,389.4904	20.7627	23.6378	26.5129
Library Technical Assistant	L-20	39,225.1808	44,654.4384	50,083.6960	19.8508	22.5984	25.3460
Library Assistant III	L-19	37,391.8480	42,566.2016	47,740.7528	18.9230	21.5416	24.1603
	L-18	35,558.5152	40,480.9288	45,403.5400	17.9952	20.4863	22.9775
Library Assistant II Library Maintenance	L-17	33,889.7832	38,581.2024	43,272.6216	17.1507	19.5249	21.8991
	L-16	32,275.1936	36,743.5224	41,211.8512	16.3336	18.5949	20.8562
Library Asst. I	L-15	30,711.5848	34,961.5656	39,211.5464	15.5423	17.6931	19.8439
Security Officer, Janitor	L-14	29,282.1464	33,329.1920	37,376.2376	14.8189	16.8670	18.9151
	L-13	27,853.8936	31,705.7104	35,557.5272	14.0961	16.0454	17.9947
	L-12	26,561.1944	30,235.7640	33,910.1360	13.4419	15.3015	17.1610
	L-11	25,271.4592	28,771.5480	32,271.6368	12.7892	14.5605	16.3318
	L-10	24,073.8056	27,404.7488	30,735.6920	12.1831	13.8688	15.5545
	L-09	22,926.5400	26,100.9840	29,275.4280	11.6025	13.2090	14.8155
	L-08	21,839.3448	24,861.6368	27,883.9288	11.0523	12.5818	14.1113
Library Page	------				8.2500		11.0532

SALARY AND STAFFING ORDINANCE
POSITION CONTROL
FISCAL YEAR 2012-2013

DEPARTMENT AND ACTIVITY: MAYOR AND COUNCIL
ACTIVITY NUMBER: 02-01001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Secretary II	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	
Assistant City Manager	1.000	
Secretary II	1.000	
Secretary I	1.000	
	4.000	TOTAL

DEPARTMENT AND ACTIVITY: CITY MANAGER'S OFFICE: COMMUNITY RELATIONS
ACTIVITY NUMBER: 02-02002
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Deputy City Manager for Community Relations	1.000	
Community Relations Specialist	1.000	
Secretary II	1.000	
	3.000	TOTAL

DEPARTMENT AND ACTIVITY: CITY MANAGER'S OFFICE: ECONOMIC DEVELOPMENT
ACTIVITY NUMBER: 02-02007
FUND: ECONOMIC DEVELOPMENT

POSITION CLASSIFICATION	FTE	
REGULAR:		
Deputy City Manager for Development	1.000	
Economic Development Manager	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	1.231	
Paralegal	0.875	
	8.106	
TEMPORARY:		
Law Clerk	0.850	
	8.956	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	
Human Resources Assistant	1.000	
	5.000	
TEMPORARY:		
Project Administrator	0.100	
	5.100	TOTAL

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
ACTIVITY NUMBER: 02-06001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Planning Director	1.000	
Assistant Planning Director	1.000	
Land Development Manager	1.000	
Zoning Administrator	1.000	
Planner II	4.000	
Secretary II	1.000	
	9.000	
TEMPORARY:		
Research Intern	1.050	
	10.050	TOTAL

.

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	1.000	
Clerk Typist II	1.000**	
Management Analyst	0.500	
Administrative Services Supervisor	0.300	
GIS Technician	1.000	
Buyer/Procurement Specialist	1.000	
Utility Specialist	1.000	
	10.800	TOTAL

*0.250 FTE Purchasing Technician funded through June 30, 2013 only.
**1.000 FTE Clerk Typist II will be replaced by 1.000 FTE Customer Service Representative following attrition, no later than February 28, 2014.

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	
TEMPORARY:		
Grounds Maintenance Intern	0.250	
	3.250	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	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	5.000*	
	6.000	TOTAL

*Street Maintenance Worker II will be temporarily over-staffed at 6.000 FTE, which will be offset by reduced staffing of Concrete Maintenance Worker II in 07007.

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	5.000*	
Concrete Maintenance Worker I	1.000	
	7.000	TOTAL

*Concrete Maintenance Worker II will be temporarily under-staffed at 4.000 FTE until staffing of Street Maintenance Worker II positions in 07006 is reduced to approved levels.

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	2.000	
Engineer III	1.000	
Engineering Technician III	5.000	
Engineering Technician II	4.000	
	17.000	
TEMPORARY:		
Engineering Intern	1.500	
Engineering Technician	1.000*	
Project Specialist	0.250**	
	19.750	TOTAL

*1.000 FTE Engineering Technician funded through June 30, 2013 only.
**0.250 FTE Project Specialist funded through June 30, 2013 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	2.000	
Assigned Police Officer	16.000	
Office Worker II	2.000	
Intelligence Analyst	1.000	
	22.000	
TEMPORARY:		
Project Specialist	0.500*	
	22.500	TOTAL

*0.500 FTE Project Specialist approved through June 30, 2013 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	15.000	
Police Officer	74.000*	
Assigned Police Officer	3.000	
K-9 Officer	2.000	
	98.000	TOTAL

*3.0 FTE Police Officer not funded in FY 2012-13.

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 Manager	1.000	
Police Records Supervisor	1.000	
Property Evidence Technician	1.500	
Police Information Resource Specialist	6.000	
Police Services Representative I	5.000	
Police Services Representative II (Lead Worker)	2.000	
	16.500	
TEMPORARY		
Adult Crossing Guard	4.130	
	20.630	TOTAL

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

*3.000 FTE Fire Fighter not funded in FY 12-13.

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	1.000	
Education/Information Manager	1.000	
	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	
Secretary II	1.000	funded at Secretary I salary
	3.000	TOTAL

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	
Webmaster	1.000	
	6.000	
TEMPORARY:		
Research Intern	0.450	
	6.450	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:		
Research Intern	0.500*	
	1.500	TOTAL

*0.500 FTE A/V Research Intern continued for FY 2012-13 only.

DEPARTMENT AND ACTIVITY: INFORMATION TECHNOLOGIES DEPARTMENT: GIS
ACTIVITY NUMBER: 02-14004
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Network Administrator	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:		
Compliance Coordinator	1.000	
Community Development Specialist	1.000	
Rehabilitation Technician	1.500	
Neighborhood Programs Manager	1.000	
Clerk Typist II	1.000	
	5.500	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: ENVIRONMENTAL SERVICES
ACTIVITY NUMBER: 06-07014
FUND: ENVIRONMENTAL SERVICES

POSITION CLASSIFICATION	FTE	
REGULAR:		
Recycling Coordinator	1.000	
TEMPORARY		
Research Intern	0.500*	
	1.500	TOTAL

*0.50 FTE Research Intern funded through June30, 2013 only.

DEPARTMENT AND ACTIVITY: METROPOLITAN COMPUTER-AIDED DISPATCH
ACTIVITY NUMBER: 09-11001
*FUND: METCAD

POSITION CLASSIFICATION	FTE	
REGULAR:		
METCAD Director	1.000	
METCAD Computer Services Specialist	2.000	
METCAD Technical Services Deputy Director	1.000	
Telecommunicator I	21.000*	
Telecommunicator Supervisors	3.000	
Telecommunicator II (Lead Worker)	6.000	
Secretary II	1.000	
METCAD Communications Systems Specialist	1.000	
	36.000	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

2012-2013 Personnel-Classifications, Grades, Full-Time Equivalents

Effective 1 July 2012

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	
Assistant Library Director	L-34	0.9500	
Librarian III	L-30	0.9500	
Sub-Total Full-Time Personnel			2.8500
Part-Time Personnel			
Librarian III (22)	L-30	0.5500	
Subtotal Part-Time Personnel			0.5500
Subtotal			3.4000

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-26	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 Automation Manager	L-28	0.9500	
Library Technical Assistant	L-20	0.9500	
Sub-Total Full-Time Personnel			1.9000
Part-Time Personnel			
Library Technical Assistant (20)	L-20	0.5000	
Library Technical Assistant (19)	L-20	0.4750	
Subtotal Part-Time Personnel			0.9750
Subtotal			2.8750

CHAMPAIGN PUBLIC LIBRARY

2012-2013 Personnel-Classifications, Grades, Full-Time Equivalents

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

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 (20)	L-14	0.5000	
Library Janitor (20)	L-14	0.5000	
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			
Classification	Grade	FTE	Total
Full-Time Personnel			
Security Officer	L-14	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
Subtotal Administration Services			21.2500

CHAMPAIGN PUBLIC LIBRARY

2012-2013 Personnel-Classifications, Grades, Full-Time Equivalents

Technical Services 12-00			
Classification	Grade	FTE	Total
Full-Time Personnel			
Librarian III	L-30	0.9500	
Library Technical Assistant	L-20	0.9500	
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			4.7500
Part-Time Personnel			
Library Technical Assistant (25)	L-20	0.6250	
Library Assistant II (25)	L-17	0.6250	
Subtotal Part-Time Personnel			1.2500
Subtotal			6.0000

Adult Services 13-01			
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	
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 Assistant II	L-17	0.9500	
Library Assistant II	L-17	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 (20)	L-17	0.5000	
Subtotal Part-Time Personnel			4.0000
Subtotal			14.4500

CHAMPAIGN PUBLIC LIBRARY

2012-2013 Personnel-Classifications, Grades, Full-Time Equivalents

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 II	L-17	0.9500	
Library Assistant II	L-17	0.9500	
Library Assistant II	L-17	0.9500	
Library Assistant I	L-15	0.9500	
Library Assistant I	L-15	0.9500	
Subtotal Full-Time Personnel			6.6500
Part-Time Personnel			
Library Assistant II (20)	L-17	0.5000	
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 Pages (384)	-----	9.6000	
Subtotal Part-Time Personnel			14.6000
Subtotal			21.2500

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 Assistant II	L-17	0.9500	
Subtotal Full-Time Personnel			6.6500
Part-Time Personnel			
Library Associate (20)	L-21	0.5000	
Library Associate (20)	L-21	0.5000	
Subtotal Part-Time Personnel			1.0000
Subtotal			7.6500

CHAMPAIGN PUBLIC LIBRARY

2012-2013 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	L-21	0.9500	
Subtotal Full-Time Personnel			2.8500
Part-Time Personnel			
Library Assistant I (20)	L-15	0.5000	
Subtotal Part-Time Personnel			0.5000
Subtotal			3.3500

FTE by Agency	
Main Library	**70.6000**
Douglass Branch Library	**3.3500**
Subtotal Funded Positions	**73.9500**
Vacant Positions	**8.5250**
Champaign Public Library Grand Total FTEs	**82.4750**

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.