



FY2013/14

*Adopted
Financial
Plan for
Community
Services*



**Adopted Financial Plan
For Community Services
Fiscal Year 2013/2014**



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Council Members

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

These values guide our work

**PERSONAL
INTEGRITY**

We act in the best interests of the City
We behave in an ethical and legal manner
We are open and honest
We follow through on commitments
We are loyal to the City

RESPONSIBILITY

We anticipate issues, problems, and opportunities
We take initiative
We act to prevent and solve problems
We take responsibility for the outcome of our actions and decisions
We hold ourselves and others accountable

RESPECT

We treat others in a fair, courteous, and equitable manner
We actively listen and seek understanding
We provide a direct response
We embrace ethnic and cultural diversity in the community and our workplace
We are positive and cooperative
We are willing to apologize

TEAMWORK

We know and respect our roles and responsibilities
We ask who needs to be involved and we involve others appropriately
We define and agree upon the goals
We collaborate to achieve organizational goals
We help others accomplish their goals
We share authority, responsibility, and credit

RESULTS

We take pride in our work
We complete assignments and projects on time and within budget
We evaluate outcomes and seek feedback on our performance
We learn from our mistakes
We innovate



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Champaign
Illinois**

For the Fiscal Year Beginning

July 1, 2012

Christopher P. Morill *Jeffrey R. Emswiler*

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, 2012. 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.



REPORT TO THE CITY COUNCIL

FROM: Dorothy Ann David, City Manager

DATE: July 1, 2013

SUBJECT: FINANCIAL PLAN: BUILDING A SUSTAINABLE 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 achieve the City's goals and respond to community needs. The Financial Plan is developed in accordance with available resources, established policies, and sound administrative practices. Review and approval of the Financial Plan is one of the City Council's most important roles.

Looking ahead to Fiscal Year (FY) 2013/2014, the City stands in a solid fiscal position. The City has achieved this level of financial stability through challenging economic times. Since FY 2008/2009, the City Council has adopted approximately \$18 million in budget balancing measures to keep City expenditures in line with available revenues. Budget balancing measures have included a major organizational downsizing, eliminating the equivalent of 48 fulltime positions, the equivalent of 8% of the City's workforce including the Library. The resulting departmental reorganizations are almost fully implemented, with services being delivered in a highly responsive manner within approved staffing and funding levels.

As a result of the City's long history of fiscal discipline, staff anticipates continued sustainability of City's finances over the long term, although the City is likely to face some fiscal challenges such as revenue fluctuation, requiring proactive measures to ensure that the City's financial obligations are met while maintaining quality services. Most of the City's major revenues are increasing modestly, and anticipated cost increases have been brought down close to the rate of revenue increases. In addition, the City Council has continued to adopt and implement financial policies that maintain responsible fund contingencies and reserve levels. These policies have preserved the City's financial flexibility during the economic downturn, helping Champaign to avoid the drastic service cuts that were necessary in other communities. Continued application of these policies will protect the City from unexpected financial difficulties such as a reduction in State or Federal funding.

While current service levels are sustainable over time, the City still faces challenges in core service areas, and departments are strained to be proactive or to implement strategic initiatives within existing staffing and resource levels. Current resource levels will not allow recurring increases in core service levels or expanded community investment. Several Council and community members have suggested that now may be the right time to assess “Where we go from here?” and begin planning for our future. Ultimately, the solution to maintaining high quality City services over the long term is to assure that our City stays on the path toward strong economic growth and remains a community of choice for residents, businesses, and visitors. This cannot occur without strategic investment in services, programs, and projects that promote the Council’s vision and goals.

The City Council, as the body elected to represent our community, determines what services will be provided by our city government and at what level. It is the Administration’s responsibility to communicate openly about major service issues and unmet community needs, providing thorough information to the City Council to support thoughtful policy deliberations. Consistent with the City’s policy to be open and transparent, staff also has a duty to advise the public of these issues, allowing citizens to provide input into policy decisions.

During the budget discussions prior to budget adoption, the City Administration presented information about unmet service demands and unfunded/underfunded needs. Specific supplemental budget requests were presented for Council consideration on needs within the Police and Fire Departments and at the Champaign Public Library. These specific supplemental requests could not be funded within existing recurring revenue levels and required the adoption of additional recurring revenues since the Council opted to pursue them. Information was also provided on infrastructure and capital needs, and unfunded opportunities in the area of economic development. Additional investments in each of these areas would also be beneficial to our City.

In looking ahead to our City’s future, the central policy question of the Financial Plan is “How can we advance the City Council’s vision for our community while sustaining our strong fiscal position over the long term?” Because this was the focus of Council discussions for the FY 2013/2014 budget, the theme for this year’s budget message is Building a Sustainable Future.

Economic Climate and Revenue Outlook

The national and local economies have been growing consistently for three years. However, the pace of growth in economic output has been and will likely continue to be slow. As a result, 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 is designed to provide a quick reading of the status of the state’s economy. The index is completed the first of the month using the preceding month’s data. The index has climbed to 106.3 for June 2013 for a strong ending to the City’s FY 2012/2013. This is positive since a reading above 100 indicates an expanding economy. Any reading below 100 indicates a contracting economy. “While the economy continues its long, slow recovery, there appears to be considerable optimism that growth will continue and

accelerate during the last half of 2013 and into 2014,” said economist J. Fred Giertz of the University’s Institute of Government and Public Affairs. The Illinois flash index was below 100 from February 2009 through February 2012, with a record 26-year low of 90.0 in September 2009. With a 3.6 increase over June 2012, the index has seen continued improvements since May 2010. The pre-recession high was 107.4 in April 2007.

The local economy has struggled, but not as badly as many due to the stability provided by the University of Illinois and the two regional health care providers, the conservative business practices by most local lenders (which avoided the “boom” that resulted in “bust”), and other factors. Champaign’s unemployment rate is 6.9%, which is lower than the national rate of 7.6% and the State’s rate of 9.1%.

The City has diversified its revenue sources somewhat in recent years, so stagnation or decline of some revenues is mitigated by strength in others. The sales tax, the largest source of revenue for the City, is the most susceptible among the City’s major revenues to any economic downturn. This revenue has shown some signs of progress, with growth of 2.6% from July 2012 through June 2013 over the same period last year. Also, this is the third year of steady sales tax revenue growth greater than 2% annually. Sales tax revenue is budgeted to grow in FY2013/2014 by 2.5%.

During the May 14, 2013 Study Session, City Council members expressed an interest in discussing new/increased revenues as a potential source of recurring funds to increase Police Officer staffing and overtime, restore Fire Department overtime funding used to operate the second fire company at Fire Station 4, and to maintain current service levels at the Public Library. At a Study Session on May 28, 2013, the City Council decided to fund these priorities through a 0.25% increase in the rate of the City’s Home Rule Sales Tax, to 1.50%, generating an estimated additional \$2.8 million annually. Since the effective date of the adopted Home Rule Sales Tax increase would be January 1, 2014, a short term use of fund balance is needed to cover the operating expenses in Fiscal Year 2013/2014.

The positive sales tax trend is somewhat offset by the decline in property values that affect the City property tax levy. During the beginning of the economic downturn, the City’s property tax levy provided good revenue growth. Because the equalized assessed value of taxable property (EAV) is based on the prior three years’ valuations, robust growth leading up to the recession resulted in higher assessed values early in the economic downturn. Beginning with the 2009 EAV, property values began to trend down, with EAV increasing just 0.5% over the 2008 levy, growth of only 0.1% for the 2010 levy, and a decline of 1.1% for the 2011 levy. Unfortunately, a decline in assessed property values continued through to the 2012 levy of 0.93%.

For the 2012 property tax levy (collected in calendar year 2013), the City Council adopted a levy to collect the same total dollar amount of property taxes as in the 2011 levy year. The City’s Financial Policies state that the City should first allocate property tax revenues to “base levy” needs. For the 2012 levy, the City’s allocated the revenues to fund “base levy” needs by: 50% allocated to fund the Police, Fire and Illinois Municipal Retirement Fund pension plans, 32% to fund Library Operations and Improvements, 12% to fund Capital Improvements and 6% to fund the General Fund. While the City will collect the same amount of property tax revenues, this

amount will be insufficient to cover increased costs for Library, Capital Improvements, and core City services in the General Fund. Moreover, due to increasing pension funding costs, property tax revenue available to the General Fund will actually decline by \$226,339.

The Library Operating Fund is also impacted significantly by the decline in assessed valuation of property because property tax revenue comprises approximately 92% of its total revenue. Although not a part of the Library Governance Ordinance, Council has, since the Ordinance was adopted in 1985, adopted a levy anticipated to result in the same library tax rate as prior years.

Overall, staff projects that the City's twelve major revenues for FY2012/2013 will end the fiscal year 5.4% above FY2011/2012 actual receipts. The Income Tax accounts for the majority of the increase. However, that includes one-time revenue growth that staff does not anticipate for the next fiscal years and provides a portion of the one-time funding available for supplemental budget requests in FY2013/2014. Staff budgeted income tax at \$80 per capita for FY2012/2013 in anticipation of the State of Illinois reducing its backlog of refunds due to residents. To date, the large refunds have not occurred and staff is now projecting FY2012/2013 receipts at \$90 per capita. This is an increase of \$810,550 and accounts for 45% of the one-time funding available for supplemental budget requests in FY2013/2014. This is treated as one-time funding since the FY2013/2014 budget is built on a higher recurring level at \$95 per capita.

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 to use 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 proposed budget has expenditures at 98.5% of revenues.
- b. 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 FY2013/14 adopted budget, the General Fund unassigned balance is 9.0%. This one year variance was adopted since this is the first year of the Home Rule Sales Tax increase and is not a full year of revenue. Beginning in FY2014/2015, the Home Rule Sales Tax increase is estimated to generate enough revenue to restore the unassigned fund balance to the target level of 10%.

c. Long Term Financial Forecasting: Annually, the City prepares the Five-Year Financial Forecast to get a perspective on the long-term fiscal outlook and to identify trends. This is done in the fall before work begins on the following year's budget. This allows 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.

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

Budget Strategy

The City's Five-Year Forecast in October 2012 projected that sufficient revenue would be available to maintain current recurring service levels and adopt a balanced budget for FY2013/2014 that meets City financial policies. However, the forecast also anticipated future challenges, as expenditures are expected to exceed revenues for the remainder of the forecast period unless additional cost savings measures are implemented.

Budget development is guided by the financial policies noted above. In addition, Council directed staff to use the following strategy for the FY2013/2014 General Fund budget:

- Prepare the proposed budget consistent with the City's financial policies and continue established service levels currently funded on a recurring basis,
- Adopt the overall 2012 property tax levy at the same dollar amount as the 2011 levy (adopted on December 18, 2012), and
- Use the established budget process to consider any recurring changes to the level of services currently funded by the General Fund.

Financial Summary

1. Revenues. Revenues for FY2013/2014 for all funds are expected to total \$112.6 million, excluding transfers, which is \$1.98 million below expenditures. General Fund revenues account for \$72.3 million of the total revenues.

2. Expenditures. Total adopted expenditures for all funds for FY2013/2014 are \$114.6 million excluding interfund transfers. This is a decrease of \$25.1 million, or 18.0%, from estimated expenditures for FY2012/2013. The decrease results primarily from funds spent or encumbered for certain capital projects during FY2012/13 such as the North and South Fourth Street Extension projects at \$6.5 million and the UC2B Fiber Optics Connection project at \$5.9 million.

Expenditures above projected revenues will be funded through expenditure of fund balances. FY2013/2014 recurring and one-time expenditures for the General Fund, which supports most basic municipal services, are \$76.6 million including supplemental budget recommendations and are \$4.3 million more than revenues. The budget includes spending down a portion of the

General Fund balance on one-time supplemental budget recommendations and to support the Police, Fire, and Library services that will be funded by the 0.25% increase in the Home Rule Sales Tax effective January 2014. The budget also includes spend-down in other funds. A typical use of fund balance is for major purchases, such as equipment and vehicles, to avoid issuing debt by saving up for purchases in prior years and then spending down fund balance in the year the purchase will occur.

3. Reserves. The financial plan includes a General Fund balance of about \$5.9 million, which is 12.0% of expenditures excluding transfers. This includes an unassigned fund balance of 9% or \$4.5 million, which represents about one month’s General Fund expenditures, as well as designated reserves of \$899,835 for the 27th pay date, \$349,270 for the City Facilities, and \$225,000 for pension cost mitigation as approved in the supplemental budget requests. The previous figures do not include payments due to the City included in the City’s annual financial report in accordance with generally accepted accounting principles. Such receivables, which total over \$11 million in most years, are not cash on hand and therefore are not included in the budget document. The following table summarizes revenues, expenditures, and reserves for all funds:

| | General Operating | All Funds¹ |
|--|------------------------------|------------------------------|
| <u>Revenues & Expenditures</u> | | |
| Beginning balance | \$10,244,779 | \$106,382,812 |
| Revenues | <u>\$72,264,516</u> | <u>\$112,637,555</u> |
| Available resources | <u>\$82,509,295</u> | <u>\$219,020,367</u> |
| Expenditures | <u><u>\$76,582,563</u></u> | <u><u>\$114,613,554</u></u> |
| <u>Reserves</u> | | |
| Pension reserves² | \$0 | \$68,292,222 |
| Other reserves & balances³ | <u>\$5,926,732</u> | <u>\$36,114,591</u> |
| Total reserves & balances | <u><u>\$5,926,732</u></u> | <u><u>\$104,406,813</u></u> |

(1) Not including interfund transfers to avoid double counting

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

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

As for the General Fund, reserves in other funds serve a variety of purposes. The particular purposes depend on the fund type. A complete listing of all the City’s funds and reserves can be found on pages 54 to 59 of the FY2013/2014 Adopted Budget document. Reserves in operating funds such as the General Fund bolster resources against revenue shortfalls or other unanticipated events. Total projected reserves for operating funds (such as Parking, Sanitary Sewer, and METCAD) and excluding the General Fund, and for Library funds, are \$9,887,042.

Internal service funds and equipment funds provide services or equipment to other City funds. The reserves in these funds are planned for future purchases, and eliminate undue fluctuation in

expenditures. For example, a ladder truck is scheduled for replacement in FY2013/2014. The General Fund transferred a set amount annually to the Vehicle Replacement Fund (VRF) for replacement of the ladder truck over the life of the vehicle. By saving the funds needed for the ladder truck replacement over time, the City avoids a spike in expenditures to the General Fund when the vehicle is purchased. If the City did not build a reserve for these major purchases, an expenditure such as the entire cost of a 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 projected reserves for all Internal Services funds (Retained Risk, Workers' Compensation, and Fleet Services) are \$5,350,241 next year, and for Equipment Replacement Funds are \$4,601,500.

Community Improvement funds are for capital projects and community development such as the Capital Improvement Fund, Tax Increment Financing funds, and Urban Renewal Fund. The City typically uses a "pay as you go" policy for capital project funding, similar to the practice for major equipment replacement. In lieu of borrowing, the practice requires that the money for capital projects be reserved prior to beginning the project. This limits the total cost of doing the projects since debt service would add debt issuance and interest costs. For large projects, these additional costs could 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. Within the Community Improvement funds, recently the State transferred jurisdiction of Market Street and Staley Road to the City. The State provided funding of \$8 million that the City spent to improve these roads. With the major improvements completed in FY2012/2013, the remaining Staley Road and Market Street improvements will be completed in the FY2013/2014 capital plan. Another example within the Community Improvement funds is the Urban Renewal Fund, which 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 are \$5,240,009.

The Debt Service funds have reserves of \$5,109,067. Setting aside funds to pay debt service, in advance of the payments, is necessary to avoid increasing property tax levies to pay debt service. The adopted budget also shows reserves of \$68,292,222 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.

Salary and Staffing Overview

The adopted staffing ordinance for FY2013/2014 continues a conservative approach to staffing. Over the course of the last five years, the City has steadily decreased staffing levels through a combination of position eliminations, department reorganizations, the use of outside funding and

partnerships with other agencies, and a reliance on one-time, temporary positions rather than funding positions on a recurring basis. However, with the passage of the 0.25% increase to the Home Rule Sales Tax, the Police Department is able to increase sworn officer positions by 6.00 FTE which emphasizes the importance of public safety within the community. The adopted Salary and Staffing Ordinance includes 487.261 full-time equivalent positions (FTE), both regular and temporary, is an increase to the current FY2012/2013 staffing level of 7.000 FTE. This does not include the Library, which presents a separate salary and staffing ordinance.

For FY2013/2014, the Library's adopted overall staffing at 75.90 FTEs including the addition of 1.950 FTEs of the current 8.525 FTEs held open due to funding constraints. Full staffing levels for the library is 82.475 FTEs which leaves 6.575 FTEs held open and not funded for FY2013/2014. Since Property Tax is 92% of the Library's revenue, \$500,000 of the additional Home Rule Sales Tax revenue has been earmarked for the Library to continue current service levels during FY2013/2014. The FTEs includes 50 full-time employees, 35 part-time employees, and 26 Library Pages, for a total of 111 positions. The work week for a full-time employee (0.95 FTE) is 38 hours.

Capital Improvements Overview

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 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 (FY2013/2014) includes approximately \$32.8 million in capital expenditures, some of which reflects use of new revenues from the Local Motor Fuel Tax, Stormwater Management Fee, and a grant to construct "complete streets" on the approaches to the Windsor Road Bridge over I-57, which the State is currently replacing and \$349 million over the ten-year planning period. Further detail on the CIP can be found in the Capital Improvements Plan section of the budget document. The key projects are as follows:

- Annual Parking Lot Maintenance
- Healey Street Reconstruction, Fourth Street to Sixth Street
- Annual Sanitary Sewer Rehabilitation
- Annual Channel Maintenance
- Annual Storm Sewer Rehabilitation
- Washington Street West Drainage Improvements – Phase One
- Annual Local Street Rehab (asphalt): 2013 construction season work locations are streets within the area bounded by Kirby, William, Duncan, and Kenwood
- Annual Asphalt Overlay: 2013 construction season work location is University Avenue between Mattis Avenue and State Street
- Annual PCC Patching: 2013 work locations are Harris Street and Fourth Street between University and Bradley (Fourth Street work will be completed over a two-year period starting with the south end of the section)
- City Facilities Remodeling
- City Building, Police and Fire Station 1 Energy Cost Reduction
- Interstate Drive – dead-end to Market Street
- Mattis Avenue Overlay (Windsor to Savoy)

- Widening the Windsor Road Bridge Approaches at I-57
- White Street reconstruction – Second to Wright
- Local Street Reconstruction
- Bristol Park Neighborhood Plan Implementation
- Marshall Street Improvements
- Green Street Streetscape and street improvements from First to Fourth Streets
- Town Center Boulevard Prospect to Target Entrance
- North Campustown Infrastructure Repair
- 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.

Supplemental Budget Requests (SBR)

At the beginning of the budget process each year, the City Manager sets a target level for departmental budget submissions. Based upon information available in the Five-Year Financial Forecast, the City Manager directed departments to submit FY2013/2014 budget proposals with no increase over the FY2012/2013 target level. When departments identify service needs that cannot be accommodated within the authorized target level, they are directed to submit a supplemental budget request. These requests are submitted with the department budget proposals and prioritized according to a criteria adopted in the City’s financial policies. Recommendations to include supplemental budget requests into the budget are based upon available funding.

Most adopted supplemental budget requests for FY2013/2014 are intended to fund existing City commitments, service-related cost increases, or self-funded programs or initiatives. The following table outlines the total financial impact of the supplemental budget requests by fund that have been included in the adopted FY2013/2014 budget.

| Fund | Recurring | One-Time | FY2013/2014 Total |
|-----------------------------|--------------------|--------------------|------------------------------|
| General Fund | \$1,550,490 | \$2,080,481 | \$3,630,971* |
| Environmental Services Fund | \$10,140 | \$0 | \$10,140 |
| Parking Fund | \$9,300 | \$0 | \$9,300 |
| Total All Funds | \$1,569,930 | \$2,080,481 | \$3,650,411* |

*Keep Illinois Beautiful grant funding of \$6,000 will not be available until FY2014/2015.

The major supplemental budget requests by City Council Goal are as follows:

a. Our City Fosters Quality of Life for all Citizens.

- 1) **\$32,680 One-time Staffing for the Community Coalition.** This SBR temporarily adds 1.000 FTE Project Specialist II in the City Manager’s Office (Community

Relations activity) for one full year of employment. This full-time position will provide community-wide coordination and support to the Champaign Community Coalition launched in 2012 to improve police-community relations and opportunities for youth and their families. The position is anticipated to be filled mid-year and will carry over into the next fiscal year with the remaining funding of this SBR rebudgeted into the next fiscal year as well. One-time funding for the position will be a joint effort between the City and Coalition partners. To date seven (7) Coalition partners have verbally committed \$27,500 to support a portion of the total cost.

b. Our City Provides First-Rate Services.

- 1) **\$688,086 Recurring Funding for Police Patrol Staffing and \$45,000 Recurring Funding for Overtime.** The Police Department currently has an authorized strength of 119 sworn officer positions. Of these positions, 71 positions are allotted for patrol officers. Patrol officers are the backbone of the organization, as they are the front line in response to threats against bodily injury and/or significant property loss throughout the City. Although the department has an authorized strength of 119 officers, in reality the department is unable to maintain “serviceable” staffing at that level. The term “serviceable” means officers who are trained and able to fully perform their duties. A number of factors contribute to a varying number of “unserviceable” officer positions at all times, including new officers under training, officers on leave, and positions not yet filled. In addition to these staffing issues, the Department has experienced a decrease in the amount of “buying power” of its overtime funds in the last decade. To address these staffing and overtime needs, the adopted budget includes the restoration of six full-time officers at \$688,086 annually and an additional \$45,000 in annual overtime funding.
- 2) **\$500,000 One-time Funding for Library Operations.** Property taxes provide 92% of revenues for the Champaign Public Library. For the past few years, the assessed value of the City’s taxable property has been flat. Unfortunately, a flat assessed property value is likely to continue through at least another year, producing insufficient property tax revenue to maintain current Library operations. Therefore, the Library Board requested \$500,000 in recurring funding to help the Library’s immediate structural deficit that is projected to reach \$1.4 million by FY2017/2018. The City Council adopted the addition of recurring revenue in the General Fund to provide assistance to the Library of up to \$500,000, and this level of recurring support is contingent on the Board of Trustees developing a sustainable funding plan to address the growing budget gap in future years.
- 3) **\$461,490 Recurring Funding for Fire Department Overtime to Operate the Second Company at Station 4 on a 24/7 Basis.** The adopted FY2011/2012 budget included a reduction in the Fire Department’s budget by discontinuing the practice of using overtime funds to maintain minimum on-duty staffing at 27 employees most of the time. This approved SBR adds recurring overtime funding through the 0.25% Home Rule Sales Tax increase to operate both companies at station 4 full time.

- 4) **\$156,259 Recurring Funding for METCAD User Fees.** Revenues for the Metropolitan Computer Aided Dispatch (METCAD) agency are not adequate to support ongoing operations. The SBR increases the user fees of each of the member agencies by 17%, which amounts to \$156,259 for the City of Champaign. This is year two of a five-year plan to increase user fees to the adequate level of support needed. Council previously discussed and approved this five-year funding plan during FY2012/2013. METCAD user fee expenditures are budgeted in the Police and Fire Department budgets.
- 5) **Grant Funded Activities for Public Safety Services.** The Police and Fire Departments have been very successful in obtaining grants and donations to public outreach and education and expanded prevention and enforcement efforts. These departments anticipate receiving grants and donations next year in the amount of \$203,102. These programs are cost-neutral; the program expenditures and anticipated revenue have both been included in the budget so the net impact on the proposed budget is \$0. The following grant-funded programs are budgeted on a one-time basis since there is no guarantee that the City will continue to receive the funding in the future:
- Emergency Support Services Team
 - University of Illinois Fire and Life Safety Education
 - Strategic Traffic Enforcement Patrol (STEP)
 - 2013 Edward Byrne Memorial Justice Assistance
 - Immigrations and Customs Enforcement Agreement
 - Drug Enforcement Agency
 - Federal Bureau of Investigations
 - United States Marshals Fugitive Task Force
 - Strategic Prevention Framework Liquor Enforcement
- 6) **\$62,238 Local Match for FEMA Grant.** Additionally, the Fire Department has been awarded a Federal Emergency Management Agency (FEMA) grant for Incident Command System software and training for \$311,190 of which \$62,238 is the City's local match. City Council approved the grant and the local match on the May 7, 2013 Regular Meeting.
- 7) **\$103,827 One-time Funding for Employee Recruitment, New Employee Training, and Potential Reorganizations.** The City fills an average of 32 positions per year, of which approximately 50% are public safety positions (Police and Fire). A higher number of recruitments are anticipated this year, as City finances are starting to rebound and positions that were held open may now be filled. Additionally, Police and Fire hires have legally required training, such as the Police Academy, that is above the costs of hiring other City staff. Costs to recruit, hire and train new employees are paid from the Human Resources Department budget. In the past, additional funding for these expenses has been available through salary savings (position vacancies) as needed. The salary savings has diminished, and the City's recruitment and training costs associated with filling needed positions is beyond what the standard Human Resources budget will allow.

8) \$94,760 in One-time Overtime Funding.

- a) The Fire Department overtime funding \$12,000 will be used for outreach related to potential fire service contracts in areas outside the City served by other protection districts. Additionally, as contracts are added, there will be offsetting revenue to the City for the service provided. However, it is unknown at this time what the potential revenue could be.
 - b) The Police Department request for overtime funding of \$85,000 is added to maintain baseline service levels, restore buying power of overtime funding, and allow for increased event security. This SBR is for one-time funding of \$85,000 to fill the service gap until the six new officer positions are filled.
 - c) The Public Works Department is entering a busy construction season with upcoming projects such as Market Street, University Avenue, and Olympian Drive. The Transportation section staff has been reduced in the past years and this resulted in the need for overtime to achieve acceptable project quality assurance. The General Fund overtime costs of \$22,400 are then reimbursed by the Motor Fuel Tax Fund with an overhead rate resulting in a \$2,240 savings to the General Fund.
- 9) The remaining SBRs under this Council goal are for funding cost increases to existing contracts and services and minor salary and staffing changes. These SBRs include increases in electricity costs for streetlights and traffic signals, tipping fees at the landfill, and project specialist for Stormwater fee, as well as other minor changes.

c. Our City is Fiscally Responsible.

- 1) **\$225,000 in One-time Reserve for Future Pension Funding Needs.** In the past two years, City Council has levied the property tax at the same dollar amount as the year prior, which produces flat property tax revenue. While property tax revenue is flat, pension costs are increasing which requires the City to use a higher percentage of property tax receipts for pension funding. As a result, the amount of property tax revenue available for General Fund expenditures is decreasing. For the 2011 levy, pension funding was 47% of the total levy and has grown to 50% of the levy for 2012. This translates into a \$430,000 decrease in the projected General Fund revenue for FY2013/2014. Future spikes in pension funding would further reduce General Fund revenue that pays for core City services. This SBR of \$225,000 is available to somewhat mitigate spikes in future pension that would likely exceed the City's ability to handle within recurring revenue levels.
- 2) **\$24,800 Recurring Funds for Stormwater Utility Fee.** Council adopted a Stormwater Utility Fee last year, which was a Council goal to identify a sustainable revenue source for stormwater improvement projects. Similar to the Local Motor Fuel Tax, the City is not exempt from paying this tax. The Stormwater Management Fund will receive \$15,500 from the General Fund and \$9,300 from the Parking Fund annually to be put towards stormwater projects.

d. Our City Promotes Economic Opportunity.

- 1) **\$75,000 of One-time Funding for the Zoning Ordinance Update.** The City's Zoning Ordinance is a foundational policy for the City's growth and development. It is important that the Zoning Ordinance, which defines land uses across the City, be consistent with the newly adopted Comprehensive Plan. While staff continues to bring periodic Zoning Ordinance amendments to the City Council for consideration, a comprehensive review and update of the Ordinance is necessary to align land use policy with the City's broader strategic goals. Currently, the ability to complete this project in-house is limited by staff time commitments to other high priority initiatives such as Unit 4 School District facilities planning, staffing of the Champaign Center Partnership, and the allocation of economic development staff to the UC2B project. This one-time SBR provides funding for outside professional services to complete this project. Additionally, securing additional funding for this project affords the opportunity to receive expert advice on portions of the update, which require special expertise not currently available on staff.

e. Our City is a Model for Environmental Sustainability.

- 1) **\$144,300 One-time Funding for Sustainability Plan Projects.** In support of the strategic initiative, "Promote Champaign as a green community," the draft Sustainability Plan is scheduled to be reviewed by Council on July 2, 2013. As part of this plan, funding for key projects are as follows:
 - a) **\$100,000 One-time Funding for Ameren Act on Energy – Energy Audit Rebate and Incentive Boost.** This provides residential property owners a free energy audit and a 40% boost of the current Ameren incentive to install energy efficient improvements to their homes. This includes but is not limited to air sealing, attic insulation, and wall insulation.
 - b) **\$35,000 One-time Funding for a Sustainability Public Education and Outreach Campaign.** This is to develop a creative, engaging brand, website, and promotional materials with the assistance of a consulting firm. Community-wide education and marketing is also seen as a key to implementation of the Sustainability Plan.
 - c) **\$4,000 One-time and \$300 Recurring for Keep America Beautiful.** Participation in this Federal program makes the City eligible for ongoing annual State of Illinois entitlement funding of \$6,000 starting in year two of participation. The entitlement funding is to be used for litter clean up and beautification efforts.
 - d) **\$5,000 One-time Funding for Efforts to Protect the Mahomet Aquifer.** This is a continuation of the City's work, in partnership with communities across our region, to protect the aquifer from contamination from polychlorinated biphenyls (PCBs) proposed to be stored at the Clinton Landfill. One-time funding of \$25,000 is offset by a joint effort with other governmental entities served by the Aquifer of \$20,000.

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

- 1) \$430,000 One-time Funding for an Administrative Software System Evaluation and Upgrade/Replacement.** The software that supports major functions used by all or most departments – Financial Management, Human Resources, and Community Development – has been in place since FY1995/1996. “Right sizing” the demand on services with staff’s ability to provide services is particularly important given staff reductions in recent years. Staff’s capacity can increase by making improvements to the process in which the services are provided. Efforts need to be taken to minimize reliance on manual workflow and processes to eliminate bottlenecks. This can be done through identifying innovative and automated methods to improve service delivery, availability of information for decision-making, and reduce the opportunity for errors.
- 2) \$103,771 (\$22,971 Recurring and \$80,800 One-time) City Wireless Network Equipment Replacement.** The City is looking to improve its wireless networking capabilities at all facilities. This is primarily due to the increasing prominence of wireless devices in the workplace. The use of City owned wireless devices is increasing significantly while the use of personal wireless devices is also rapidly increasing. Public expectations of free wireless access at public facilities are also growing and part of this replacement process will bring public access hot spots to all City facilities. Additionally, a significant upgrade to the City’s wireless system is required. The majority of the current wireless network equipment is 7 years old. The one-time cost is to replace the system with future annual replacement costs.
- 3) \$86,416 One-time Funding for Council Chamber Audio/Visual System Replacement and Renovation.** This funding is for the use of a temporary Project Manager to manage the renovation of the Council Chambers and possible other adjacent public spaces. In addition, this is an opportunity to implement a new system for presentation display and update the audio/visual systems. The Council Chambers have not been updated since the renovation of the City Building in 1987. Due to reductions in the Public Works Building Services section, the remaining staff spends the vast majority of its time on maintenance and does not have the time to manage this project well.
- 4) \$38,413 One-time Funding for CGTV Production Services.** The approved funding includes the continued use of a local professional journalist to host the City's award-winning monthly news magazine "Champaign Connection" and temporary staff support for CGTV production services. The “Champaign Connection” host fee reimburses the host for time spent on the set, contacting show guests, conducting pre-interviews, developing questions, and assisting with the production. City-produced programming like "Champaign Connection" is a goal of the Public Communications Plan. Additionally, these funds will pay for a Multimedia Producer to perform production work, mostly for CGTV.

Conclusion

The proposed budget for FY2013/2014 totaled \$107.3 million not including interfund transfers. The adopted budget, excluding interfund transfers, is \$114.6 million. The \$7.3 million difference reflects \$6.3 million in “rebudgeted” expenditures due to projects or purchases planned for this fiscal year but will not be fully completed until next fiscal year. The Police, Fire, and Library service needs added an additional \$1.3 million in FY2013/2014 and are offset by the elimination of the one-time Library supplemental budget request for transitional needs of \$225,000. Other revisions to the FY2013/2014 proposed budget are minimal.

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. Also, the financial policies target a 10% of expenditures minus transfers for the General Fund unassigned balance. With the revisions to the proposed budget, the adopted General Fund unassigned balance is 9.0%. This one year variance was adopted since this is the first year of the Home Rule Sales Tax increase, and it is not a full year of revenue. Beginning in FY2014/2015, the Home Rule Sales Tax increase is estimated to generate enough revenue to restore the unassigned fund balance to the target level of 10%.

The adopted budget preserves critical services with an emphasis on maintaining current recurring service levels; it is balanced, and it meets all but one of the City’s financial policies. Going forward, the City will continue to explore strategies to maintain long-term fiscal sustainability to have City expenditures within policy target levels.

Acknowledgments

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

Prepared by:



Molly Talkington
Financial Services Manager/
Budget Officer

Reviewed by:



Richard Schnuer
Finance Director



FY2013/2014 Adopted Financial Plan For Community Services

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How to Use This Document

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

Financial Plan

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

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

Summary

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

General Fund

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

Other City Funds

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

Public Library

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

Supplemental Information

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

Budget Memos

This section highlights information within the proposed budget. This includes the significant budget requests, automation issues, vehicle replacement and fleet schedules, tax increment financing districts, economic development activities, and 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.

City of Champaign Demographics

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|---|-------------------|---------------|------------|-----------------|---|--|------|-------|--------|-------|------------|--|--|--|------|-------|-------|-------|-----|------|---------|-------|----------|------|-----------------------|--|-------------------------|----------|-----------|-------|--------------|---------|----------------|--|-------------------|-----------|-------------------------------------|--------|---------------|--|-----------------|-------|--------------------------|--|-----------------|-------|-------------------|----------|---|------------------------|--|---|--|-------------|---------|----------|---------|------------|--------|-------------------|------|---|--|--------------------------------|-------|---------------|-------|-----------------------------------|--------|-------------|-------|----------------------|-------|----------------------------------|-------|-----------------------------|--------|-----------------------|--------|------------|--------|----------------|-------|----------------|--|----------------------|-----------|------------|-----|--------------------------|---------|----------------------------|---------|
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Population</td> <td style="text-align: right;">81,291</td> </tr> <tr> <td>Total Area</td> <td style="text-align: right;">22.43 Sq. Miles</td> </tr> <tr> <td colspan="2">Gender Information of Champaign as of 2010:</td> </tr> <tr> <td>Male</td> <td style="text-align: right;">50.9%</td> </tr> <tr> <td>Female</td> <td style="text-align: right;">49.1%</td> </tr> <tr> <td colspan="2">Median age</td> </tr> <tr> <td>Age Breakdown of Champaign as of 2010:</td> <td></td> </tr> <tr> <td>0-18</td> <td style="text-align: right;">17.3%</td> </tr> <tr> <td>19-64</td> <td style="text-align: right;">75.1%</td> </tr> <tr> <td>65+</td> <td style="text-align: right;">7.6%</td> </tr> <tr> <td>Married</td> <td style="text-align: right;">38.4%</td> </tr> <tr> <td>Divorced</td> <td style="text-align: right;">7.2%</td> </tr> <tr> <td colspan="2" style="text-align: center;">Financial Data</td> </tr> <tr> <td>Median Household Income</td> <td style="text-align: right;">\$38,348</td> </tr> <tr> <td>Sales Tax</td> <td style="text-align: right;">8.75%</td> </tr> <tr> <td>Job Growth %</td> <td style="text-align: right;">(0.84%)</td> </tr> <tr> <td colspan="2" style="text-align: center;">Housing</td> </tr> <tr> <td>Median Home Price</td> <td style="text-align: right;">\$152,400</td> </tr> <tr> <td>Housing Units <small>(2010)</small></td> <td style="text-align: right;">34,434</td> </tr> <tr> <td colspan="2" style="text-align: center;">Health</td> </tr> <tr> <td>Has Health Plan</td> <td style="text-align: right;">85.0%</td> </tr> <tr> <td colspan="2" style="text-align: center;">Business/Industry</td> </tr> <tr> <td>Number of Firms</td> <td style="text-align: right;">5,767</td> </tr> <tr> <td>Per Capita Income</td> <td style="text-align: right;">\$24,200</td> </tr> </table> | Population | 81,291 | Total Area | 22.43 Sq. Miles | Gender Information of Champaign as of 2010: | | Male | 50.9% | Female | 49.1% | Median age | | Age Breakdown of Champaign as of 2010: | | 0-18 | 17.3% | 19-64 | 75.1% | 65+ | 7.6% | Married | 38.4% | Divorced | 7.2% | Financial Data | | Median Household Income | \$38,348 | Sales Tax | 8.75% | Job Growth % | (0.84%) | Housing | | Median Home Price | \$152,400 | Housing Units <small>(2010)</small> | 34,434 | Health | | Has Health Plan | 85.0% | Business/Industry | | Number of Firms | 5,767 | Per Capita Income | \$24,200 | <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Employment Data</td> </tr> <tr> <td colspan="2">Employment Data for Champaign/Urbana as of 02/2013:</td> </tr> <tr> <td>Labor Force</td> <td style="text-align: right;">115,900</td> </tr> <tr> <td>Employed</td> <td style="text-align: right;">105,100</td> </tr> <tr> <td>Unemployed</td> <td style="text-align: right;">10,700</td> </tr> <tr> <td>Unemployment Rate</td> <td style="text-align: right;">9.3%</td> </tr> <tr> <td colspan="2">Industry Employment of Champaign/Urbana as of 2013:</td> </tr> <tr> <td>Mining, Logging & Construction</td> <td style="text-align: right;">2.64%</td> </tr> <tr> <td>Manufacturing</td> <td style="text-align: right;">7.45%</td> </tr> <tr> <td>Trade, Transportation & Utilities</td> <td style="text-align: right;">16.04%</td> </tr> <tr> <td>Information</td> <td style="text-align: right;">2.08%</td> </tr> <tr> <td>Financial Activities</td> <td style="text-align: right;">4.06%</td> </tr> <tr> <td>Professional & Business Services</td> <td style="text-align: right;">7.73%</td> </tr> <tr> <td>Education & Health Services</td> <td style="text-align: right;">12.73%</td> </tr> <tr> <td>Leisure & Hospitality</td> <td style="text-align: right;">10.00%</td> </tr> <tr> <td>Government</td> <td style="text-align: right;">34.25%</td> </tr> <tr> <td>Other Services</td> <td style="text-align: right;">3.02%</td> </tr> <tr> <td colspan="2" style="text-align: center;">Weather</td> </tr> <tr> <td>Annual Precipitation</td> <td style="text-align: right;">41.38 in.</td> </tr> <tr> <td>Clear days</td> <td style="text-align: right;">178</td> </tr> <tr> <td>High Temperature in July</td> <td style="text-align: right;">85.0° F</td> </tr> <tr> <td>Low Temperature in January</td> <td style="text-align: right;">16.7° F</td> </tr> </table> | Employment Data | | Employment Data for Champaign/Urbana as of 02/2013: | | Labor Force | 115,900 | Employed | 105,100 | Unemployed | 10,700 | Unemployment Rate | 9.3% | Industry Employment of Champaign/Urbana as of 2013: | | Mining, Logging & Construction | 2.64% | Manufacturing | 7.45% | Trade, Transportation & Utilities | 16.04% | Information | 2.08% | Financial Activities | 4.06% | Professional & Business Services | 7.73% | Education & Health Services | 12.73% | Leisure & Hospitality | 10.00% | Government | 34.25% | Other Services | 3.02% | Weather | | Annual Precipitation | 41.38 in. | Clear days | 178 | High Temperature in July | 85.0° F | Low Temperature in January | 16.7° F |
| Population | 81,291 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Area | 22.43 Sq. Miles | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gender Information of Champaign as of 2010: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Male | 50.9% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Female | 49.1% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Median age | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Age Breakdown of Champaign as of 2010: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0-18 | 17.3% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19-64 | 75.1% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 65+ | 7.6% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Married | 38.4% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Divorced | 7.2% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Financial Data | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Median Household Income | \$38,348 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sales Tax | 8.75% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job Growth % | (0.84%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Housing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Median Home Price | \$152,400 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Housing Units <small>(2010)</small> | 34,434 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Health | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Has Health Plan | 85.0% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Business/Industry | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of Firms | 5,767 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Per Capita Income | \$24,200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employment Data | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employment Data for Champaign/Urbana as of 02/2013: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Labor Force | 115,900 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employed | 105,100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unemployed | 10,700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unemployment Rate | 9.3% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Industry Employment of Champaign/Urbana as of 2013: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mining, Logging & Construction | 2.64% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Manufacturing | 7.45% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trade, Transportation & Utilities | 16.04% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Information | 2.08% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Financial Activities | 4.06% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Professional & Business Services | 7.73% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education & Health Services | 12.73% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Leisure & Hospitality | 10.00% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Government | 34.25% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Services | 3.02% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Weather | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Annual Precipitation | 41.38 in. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clear days | 178 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High Temperature in July | 85.0° F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Low Temperature in January | 16.7° F | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

*Information is taken from Census and Department of Labor Websites:
http://www.bls.gov/eag/eag.il_champaign_msa.htm; <http://quickfacts.census.gov/qfd/states/17/1712385.html>;
 Census Bureau; Industry Projections 1998-2008; Illinois Department of Employment Security; Champaign
 County Regional Planning Commission; Illinois Population and Trends 1990-2020; Illinois Bureau of the Budget;
 1997 Edition Census 2000; 2007 Special census; http://www.zillow.com/local-info/IL-Champaign-people/r_4042/

The City of Champaign – Background and Demographic Information



City Hall

General Information

The City of Champaign is a home-rule municipality incorporated under the laws of the State of Illinois. The city is located on the prairie of east-central Illinois approximately 135 miles south of Chicago and 80 miles northeast of Springfield, the State Capitol. Along with its adjoining twin city, Urbana, Champaign shares the distinction of being the home of the University of Illinois. Parkland College is also located in Champaign. The most recent census estimate (2011) reveals that Champaign's population is 81,291 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

The City of Champaign – Background and Demographic Information

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 2012, construction values increased to \$114 million as compared to \$103 million in 2011. 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 2012 were:

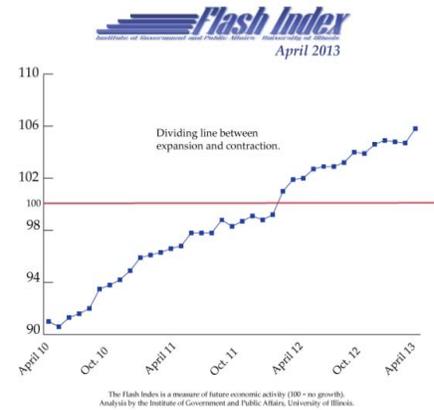
| Name of Company | 2012 Employment | Percent of Total City Employment |
|--|----------------------------|---|
| University of Illinois at Urbana-Champaign (1) | 10,820 | 27.20% |
| Champaign Unit 4 School District | 1,739 | 4.40% |
| Parkland College | 1,367 | 3.40% |
| Kraft Foods, Inc. (2) | 1,200 | 3.00% |
| Christie Clinic Association | 790 | 2.00% |
| Hobbico, Inc. | 700 | 1.80% |
| PlastiPak Packaging, Inc. (2) | 650 | 1.60% |
| City of Champaign | 584 | 1.50% |
| Busey Bank | 552 | 1.40% |
| Horizon Hobby, Inc. | 550 | 1.40% |
| <i>Total</i> | <i>18,952</i> | <i>47.70%</i> |

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

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

The City of Champaign – Background and Demographic Information

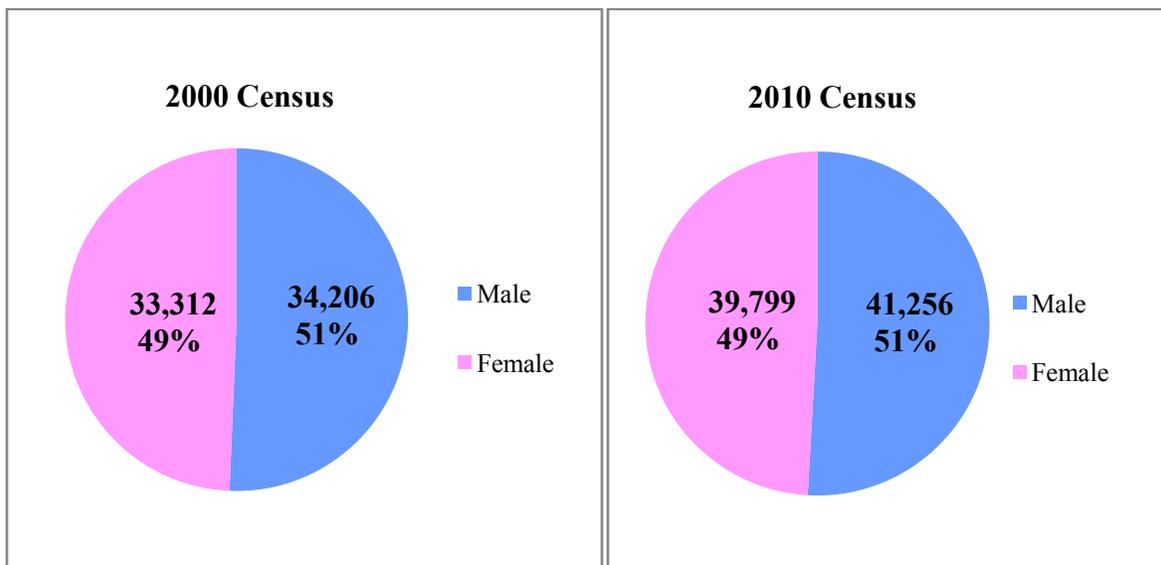
The Flash Index, compiled by the Institute of Government and Public Affairs (IGPA), measures economic activity based upon receipts for personal income, corporate income and retail sales taxes. The University of Illinois Flash Index hit a 26-year low in September 2009 of 90.0. Since then a gradual increase has occurred. The Flash Index was at 105.8 for April 2013. The Index reached a plateau in the 104.6 to 105.8 range the past 4 months (Jan-Apr) after nearly 3 years of consistent increases. The pre-recession high was 107.4 in April 2007.



Population

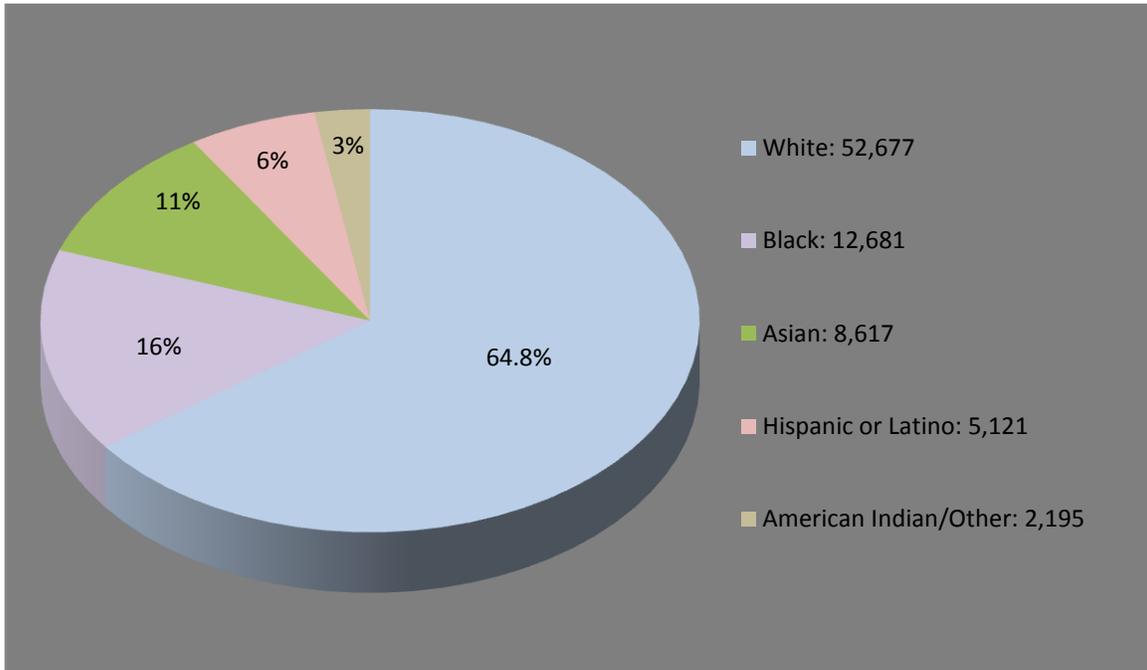
| Year | Population | % +/- | Year | Population | % +/- |
|------|------------|--------|-------------|---------------|-------|
| 1860 | 1,727 | 0% | 1950 | 39,563 | 69.8% |
| 1870 | 4,625 | 167.8% | 1960 | 49,583 | 25.3% |
| 1880 | 5,103 | 10.3% | 1970 | 56,837 | 14.6% |
| 1890 | 5,839 | 14.4% | 1980 | 58,133 | 2.3% |
| 1900 | 9,098 | 55.8% | 1990 | 63,502 | 9.2% |
| 1910 | 12,421 | 36.5% | 2000 | 67,518 | 6.3% |
| 1920 | 15,873 | 27.8% | 2010 | 81,055 | 20.0% |
| 1930 | 20,348 | 28.2% | 2011 | 81,291 | 0.29% |
| 1940 | 23,302 | 14.5% | | | |

Gender Breakdown



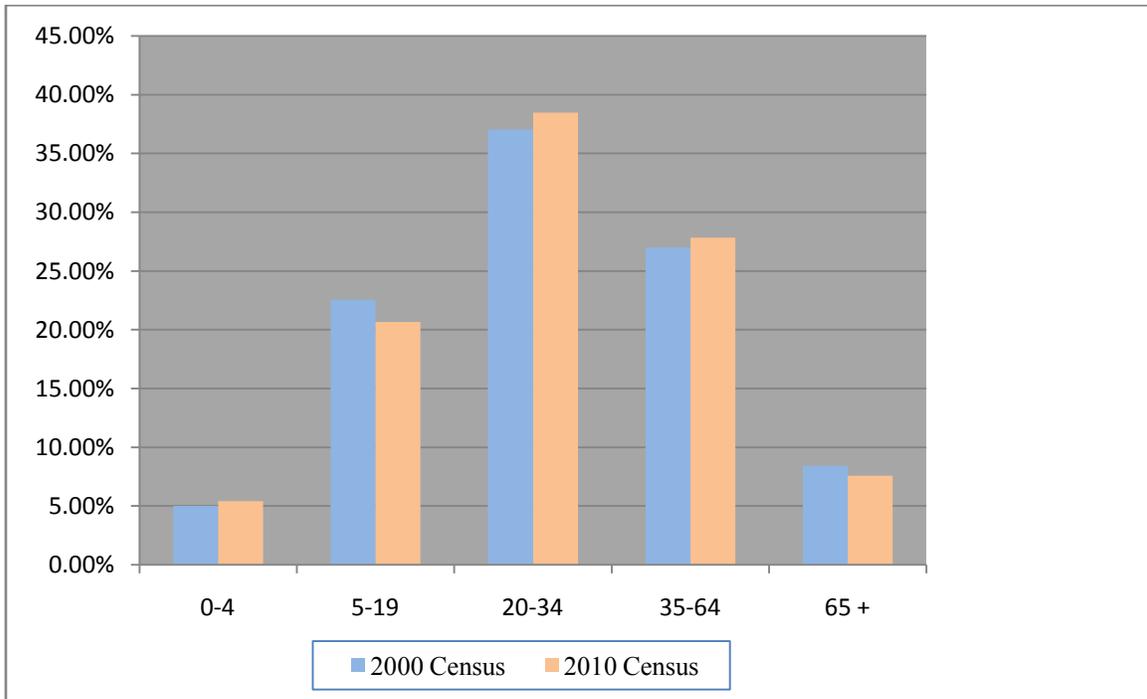
The City of Champaign – Background and Demographic Information

Population Diversity*



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

Age Information



The City of Champaign – Background and Demographic Information

Principal Property Taxpayers

| Name of Company | 2011 | | | 2002 | | |
|-----------------------------|----------------------------|------|------------------------------------|----------------------------|------|------------------------------------|
| | Taxable Assessed Valuation | Rank | % of Total City Assessed Valuation | Taxable Assessed Valuation | Rank | % of Total City Assessed Valuation |
| Champaign Market Place, LLC | \$ 23,988,140 | 1 | 1.57% | \$ 19,638,470 | 1 | 2.14% |
| Campus Property Management | 20,334,850 | 2 | 1.33% | 15,492,500 | 2 | 1.69% |
| Bankier Family | 13,256,120 | 3 | 0.87% | 7,633,020 | 3 | 0.83% |
| Shapland Realty, LLC | 12,631,140 | 4 | 0.83% | 6,985,890 | 4 | 0.76% |
| Regency Consolidated | 9,538,640 | 5 | 0.63% | | | |
| Nadbol | 8,411,620 | 6 | 0.55% | | | |
| Dan Hamelberg | 8,166,300 | 7 | 0.54% | | | |
| Clinton Atkins | 8,116,490 | 8 | 0.53% | | | |
| Baytowne Apartments, LLC | 7,395,320 | 9 | 0.48% | 5,143,380 | 6 | 0.56% |
| The Carle Foundation | 7,222,010 | 10 | 0.47% | | | |
| Wal-Mart Store, Inc. | | | | 5,400,720 | 5 | 0.59% |
| Larson Co | | | | 5,139,490 | 7 | 0.56% |
| Par 3 Development | | | | 5,123,150 | 8 | 0.56% |
| Jeffrey R. Hartman | | | | 4,897,180 | 9 | 0.53% |
| Par 3 Development LLC | | | | 4,712,560 | 10 | 0.51% |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | \$119,060,630 | | 7.81% | \$80,166,360 | | 8.73% |

*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 |
| 2012 | \$1,967,242 | \$24,200 | 26 | 9,362 |

(1) U.S. Department of Commerce Bureau of Economic Analysis

(2) U.S. Census Bureau

(3) Champaign Unit 4 School District

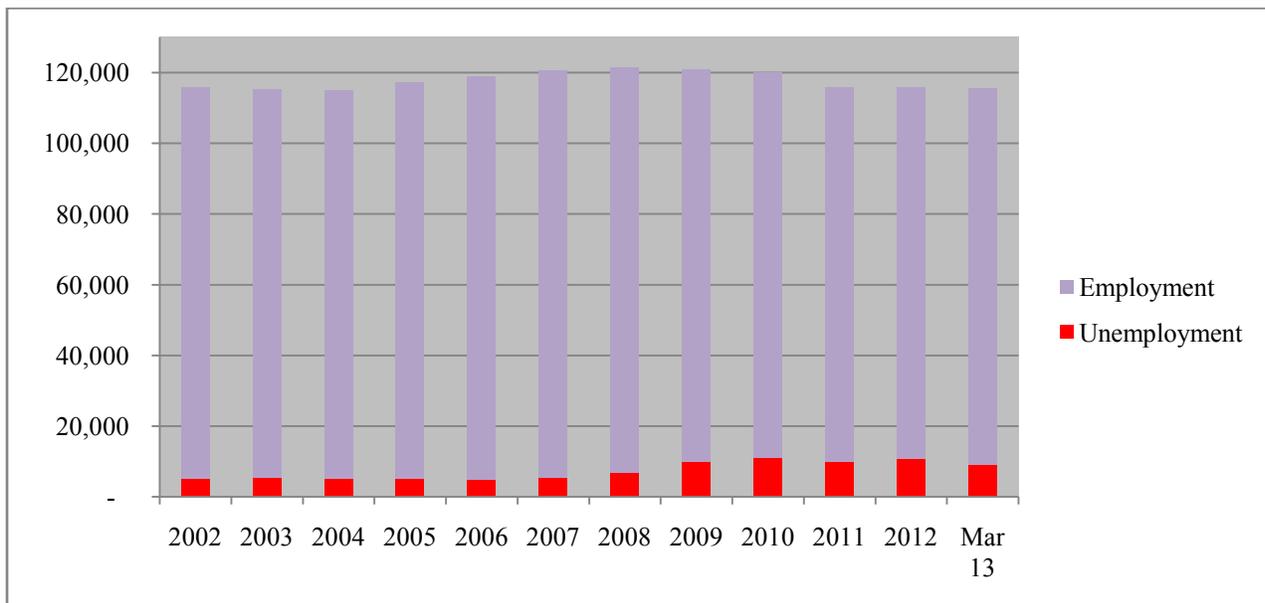
The City of Champaign – Background and Demographic Information

Employment Data for Champaign/Urbana

| Year | Labor | | Unemployment | |
|------|---------|------------|--------------|------|
| | 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 | 115,900 | 105,100 | 10,700 | 9.3% |

| 2012-2013 Month | Labor | | Unemployment | |
|--------------------|------------|------------|--------------|---------|
| | Force | Employment | Number | Rate |
| October | 118,100 | 109,000 | 9,000 | 7.6% |
| November | 117,100 | 108,800 | 8,300 | 7.1% |
| December | 116,400 | 107,800 | 8,600 | 7.4% |
| January | 115,400 | 104,900 | 10,500 | 9.1% |
| February | 116,000 | 105,400 | 10,600 | 9.2% |
| March | 115,500(P) | 106,400(P) | 9,100(P) | 7.9%(P) |

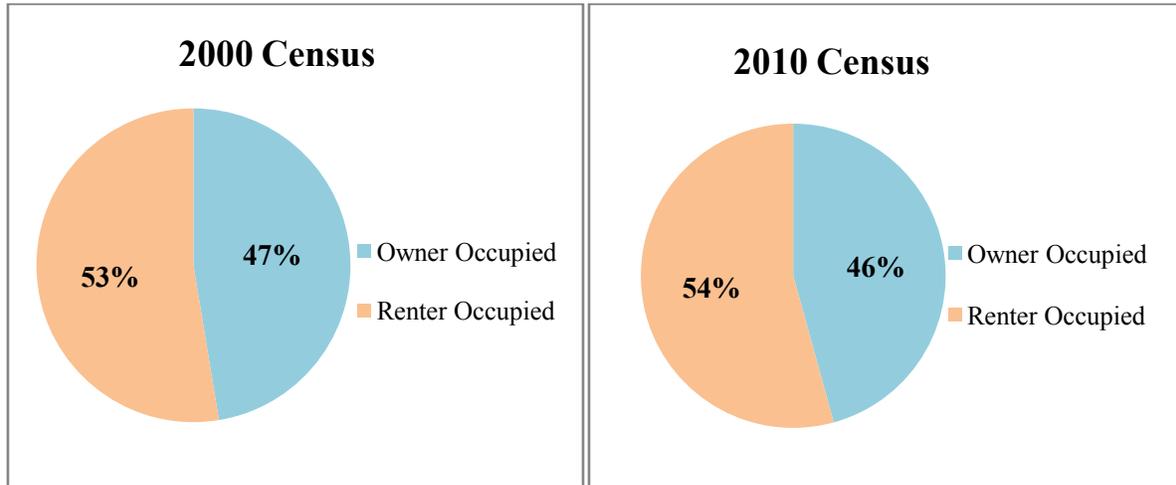
*Bureau of Labor Statistics for Champaign-Urbana/ (P) Projected numbers



The City of Champaign – Background and Demographic Information

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

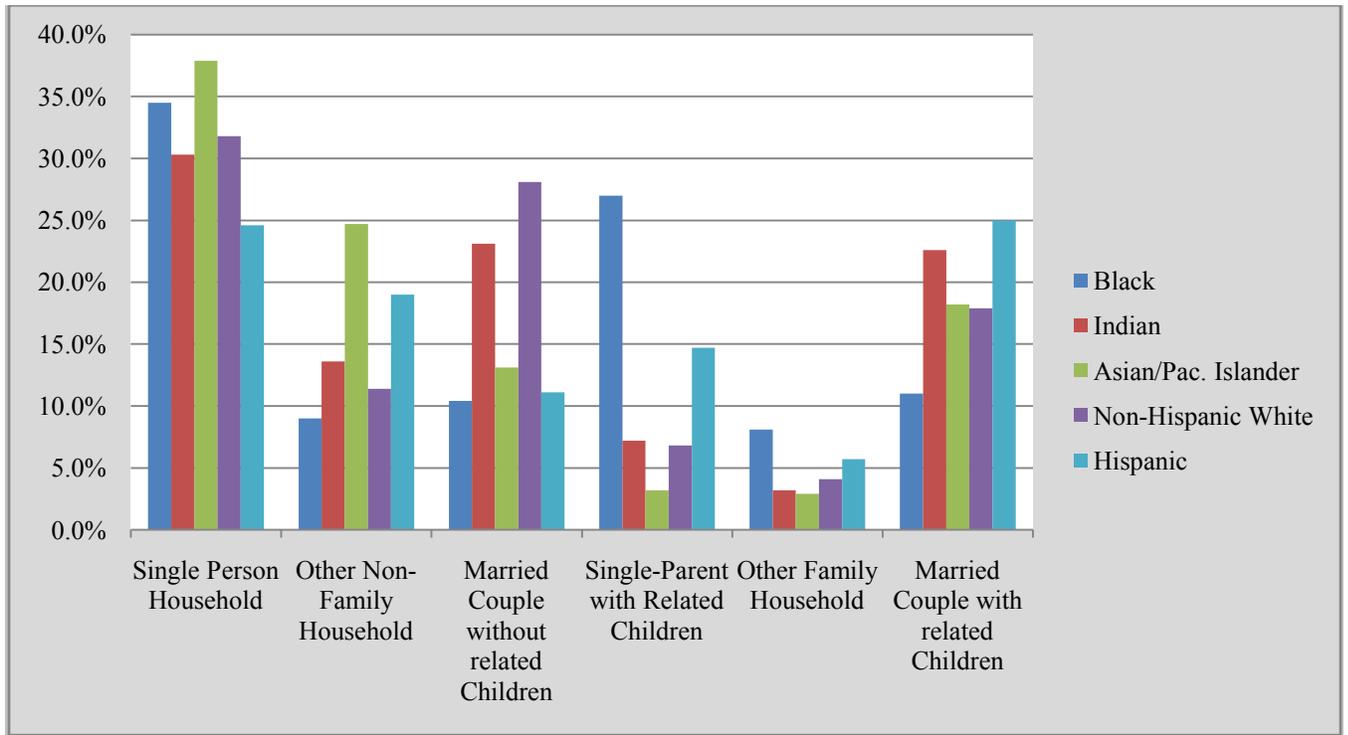
2010 Household Composition by Race/Ethnicity and Family Type for Champaign County

| 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

The City of Champaign – Background and Demographic Information

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





CITY COUNCIL VISION AND GOALS FY 2011 through 2014

**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:

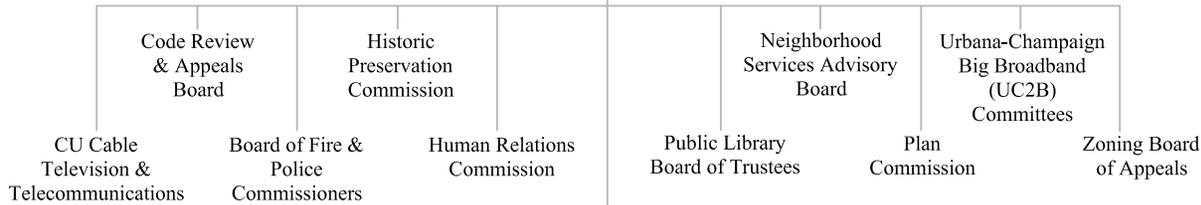
- Continue to implement the Public Communications Plan.
- Improve citizen access to information on the City's website and through social media.

CITIZENS OF CHAMPAIGN

Population: 81,055

CITY COUNCIL

9 Council Members (Includes Mayor)



CITY MANAGER'S OFFICE



2013 Organizational Chart

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

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

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

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

Budgetary Basis and Accounting Information

Budgetary Basis

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

- ◆ Funds that are reserved for payment to a vendor for a particular purpose (“encumbrances”) are included in estimated expenditures at year-end although cash has not yet been disbursed.
- ◆ Receivables are recorded as revenue when they are invoiced.

Accounting Structure

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

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

Fund Statements

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

- ◆ **Beginning Balance:** the actual or estimated money carried over from the prior fiscal year to the start of the next fiscal year.
- ◆ **Revenues:** presented in detail for funds with few revenue categories and summarized for funds with many revenue categories.
- ◆ **Expenditures:** summarized into major categories, e.g., personnel services.
- ◆ **Ending Balance:** the estimated funds remaining at the end of the fiscal year. The ending balance equals the beginning balance plus revenues minus expenditures.

Fund Types

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

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

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

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

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

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

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

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

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

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

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

- ◆ Police Pension Fund
- ◆ Fire Pension Fund

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

- ◆ Library Operating Fund
- ◆ Library Capital Fund
- ◆ Library Other Funds

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

FY2013/2014 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
- sewer systems
- neighborhood wellness
- debt management
- capital improvements
- budget guidelines
- revenues
- pension funds
- investment policy

Financial Policies

I. Statement of Purpose

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

II. Basic Municipal Services Funded Through the General Operating Fund

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

III. Economic Development

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

IV. Parking Fund

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

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

V. Environmental Systems

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

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

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

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

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

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

VI. Neighborhood Wellness

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

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

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

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

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

VII. Debt Management

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

VIII. Capital Improvements

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

IX. Budget Guidelines

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

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

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

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

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

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

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

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

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

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

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

- expenditures for personnel services (salaries and benefits) may be increased in accordance with approved labor contracts; for non-bargaining unit employees increases will be as approved by Council consistent with the past practice of keeping non-bargaining unit compensation increases consistent with increases for bargaining unit employees
- expenditures for items other than salaries and benefits to maintain current service levels may not be increased more than the rate of inflation which will be determined by the Consumer Price Index for the Midwest Size B/C classification for the most recent calendar year with the exception of unavoidable increases in expenditures, such as sharp increases in energy costs and financial commitments previously made by the City Council.
- other expenditures may be included in the proposed budget subject to available resources. Such expenditures would be based on Council goals and funding priorities and would be prioritized by the following criteria:

Recurring Expenditures:

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

One-Time Expenditures:

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

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

- Snow and Ice: 100% of savings in the Snow & Ice budget will be reallocated to that activity. These savings will be used first for snow & ice or other emergency response expenditures; savings remaining at the end of the fiscal year could be used to supplement infrastructure maintenance.
- If any savings are identified in the Fire Department non-discretionary overtime, 100% is allocated back to handle shortfalls in future years. These funds cannot be used for any other purpose, including discretionary overtime.
- Library: City and Library staffs have developed an alternate calculation for savings incentives for the Library, in recognition of its semi-independent status. This calculation is detailed in the document entitled "City-Library Agreement – Savings Incentives," which is dated November 5, 1999.

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

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

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

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

X. Revenues

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

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

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

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

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

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

Item No. 4: Property Tax Policy:

a. Overall Rate.

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

- i. decreases in federal revenues,
- ii. general inflation which increases the cost of municipal services,
- iii. changes in federal and/or state tax law, such as increased property tax exemptions.

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

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

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

- i. any other source of new, recurring revenue,
- ii. a reduced cost for providing current services,

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

b. Base Levy Purposes.

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

- i. *Pension Funding:* The City will levy property taxes for Police, Fire and Illinois Municipal Retirement Funds to meet pension funding needs as described in Section XI, Personnel Benefits.
- ii. *Library Funding:* The City will levy a target tax rate of \$0.3940 per \$100 of equalized assessed valuation (EAV) for funding Library operations and a target property tax rate of \$0.0282 per \$100 of equalized assessed valuation (EAV) for funding Library improvements, pursuant to an agreement with the Library Board of Trustees.

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

- iii. *Capital Improvements Funding:* The City will levy the amount levied the prior year (less any “additional” amount levied the prior year, if any) plus the percentage increase in the Construction Cost Index for the most recent calendar year for capital improvements. In addition, during each year’s budget process, the City may consider supplementing capital spending to compensate for increases in infrastructure maintained by the City due to growth.
- iv. *Corporate Tax Levy:* “Corporate” levy revenues are allocated to the General Operating Fund. The amount levied is determined by increasing the prior year levy by the annual increase in the City’s operating costs. Council could allocate an additional portion of the overall levy to corporate purposes if a slowdown in other revenues would otherwise result in cutting baseline services.

c. Additional Levy Purposes

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

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

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

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

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

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

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

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

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

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

- a service which provides benefits to a limited group, but provides little or no general benefit to the community (e.g., document reproduction, alarm registration fee)
- cost recovery: all direct and indirect costs
- rate structure: flat rate per unit of service

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

-- cost recovery: all direct costs

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

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

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

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

- Council may opt not to charge a fee if it would be in conflict with accomplishing public policy objectives (e.g., fire inspections).
- If the cost of administering and collecting a fee is disproportionately high in relation to the cost of providing the service, the service may be funded from general revenues.
- In recommending an appropriate rate, staff will consider similar fees charged by other jurisdictions in close proximity and of similar size, with similar operations. Where the City service is in direct competition with the private sector, e.g., parking, City’s fees should be competitive unless there is a specific public purpose achieved by leading or following market rates.

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

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

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

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

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

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

XI. Personnel Benefits

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

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

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

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

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

Health Insurance:

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

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

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

3. Provision of Dependent Health Insurance Coverage. The City offers dependant coverage to employees who participate in the City's single-employee health insurance plan. The City and employees each pay 50% of the costs of the dependent health insurance.

4. Provision of Retiree Health Insurance Coverage. The City will offer its retirees access to post-retirement health insurance coverage consistent with state law. "Retirees" shall be defined consistent with state law.

| |
|------------------------|
| XII. Investment Policy |
|------------------------|

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

FY 2013/14 Budget Process

December 3 - Budget kickoff: Overview of the budget process, including deadlines, deliverables, and budget balancing strategies.

January 11: 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 4-16: Budget review meetings with the City Manager focused on savings, any significant cost increases and review any supplemental budget request.

March 5-8: Preliminary Information Exchange meetings were held with Council to obtain detail direction on budget strategies.

March 26: Departmental Service Plans are submitted.

April 9-12: Additional Preliminary Information Exchange meetings were held with Council to obtain further detail direction on budget strategies.

May 7: Staff presented the proposed FY2013/2014 budget to City Council.

June 4: City Council adopted the budget by ordinance, reflecting any modifications from the proposed budget.

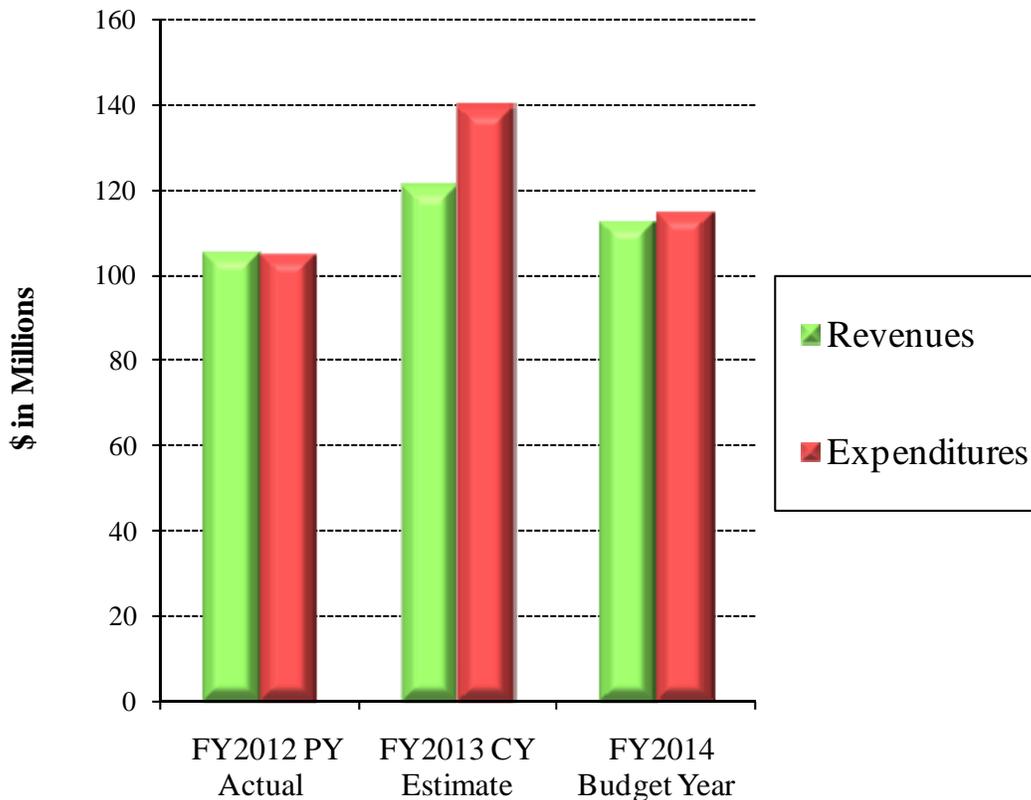


FY2013/14 Budget Summary

The following is a summary of the FY2013/14 budget and compares it to the previous two years. The balanced budget, meaning that expenditures do not exceed available resources, meets all but one of the City’s policy guidelines as called for in the Financial Policies as described in the Budget Message and future budgets will adhere to the guidelines.

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 \$114.60 million, not including interfund transfers. This is a decrease of \$25.16 million, or 18% from estimated expenditures for FY 2012/13. The decrease results primarily from funds spent or encumbered for certain capital projects during FY2012/13 including the following:

- North and South Fourth Street Extension - \$6.5million
- UC2B – Fiber Optic Connection - \$5.9 million
- Market Street Improvements - \$3.8 million
- Staley Road (Springfield to Route 150) - \$2.3 million
- Curtis Road (Wynstone to Wesley) - \$1.3 million

- Fire Station #3 Relocation - \$750,000
- Fourth Street (John to Armory) - \$660,000
- John Street Watershed Drainage - \$618,000
- Town Center (Moreland to Ryder) Safety Improvements- \$373,000
- Rising Road Improvements – Jacob’s Landing - \$305,000
- Public Works Facility Remodel - \$229,000

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

| | FY2012 | FY2013 | FY2014 |
|-------------------------------------|----------------------|----------------------|----------------------|
| | (actual) | (estimate) | (budget) |
| Revenues (by source) | <i>(\$ millions)</i> | <i>(\$ millions)</i> | <i>(\$ millions)</i> |
| Investment Income | 1.19 | 1.81 | 1.83 |
| Utility Tax | 3.08 | 3.39 | 3.44 |
| Sales Tax | 30.83 | 31.48 | 33.21 |
| State-shared Motor Fuel Tax | 2.40 | 2.35 | 2.27 |
| Income Tax | 6.92 | 7.29 | 7.73 |
| Sewer Use Fees | 2.02 | 2.49 | 4.90 |
| Property Tax | 23.20 | 22.35 | 22.35 |
| Other* | 35.60 | 50.10 | 36.91 |
| Total Revenues | 105.25 | 121.26 | 112.64 |
| | | | |
| Expenses (by classification) | | | |
| Personnel (including all pensions) | 50.07 | 51.55 | 54.13 |
| Commodities | 3.69 | 4.20 | 4.52 |
| Contractual | 24.55 | 46.22 | 29.92 |
| Capital | 26.66 | 37.79 | 26.03 |
| Total Expenditures | 104.97 | 139.76 | 114.60 |

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

Summary of Revenues, Expenditures and Balances by Fund Type for FY2013/14

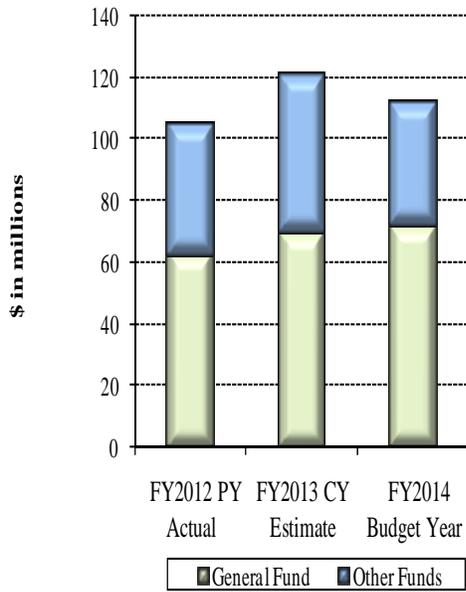
(Transfers are included to account for total revenues and expenditures in each category)

| <u>City Fund Type</u> | <u>Beginning Balance</u> | <u>Budgeted Revenues</u> | <u>Budgeted Expenditures</u> | <u>Reserves & Balances</u> |
|--------------------------------|--------------------------|--------------------------|------------------------------|--------------------------------|
| | (\$ millions) | (\$ millions) | (\$ millions) | (\$ millions) |
| City Operating Funds | 14.54 | 91.76 | 91.78 | 14.52 |
| Internal Service Funds | 4.93 | 5.71 | 5.29 | 5.35 |
| Community Improvement Funds | 7.37 | 23.94 | 26.07 | 5.24 |
| Equipment Funds | 8.34 | 5.38 | 9.12 | 4.60 |
| Debt Service Funds | 5.26 | 5.88 | 6.03 | 5.11 |
| Agency Funds | 0.00 | 8.45 | 8.45 | 0.00 |
| City Pension Funds | 64.56 | 12.91 | 9.17 | 68.30 |
| Champaign Public Library Funds | 1.38 | 7.33 | 7.41 | 1.30 |
| Total All Funds | 106.38 | 161.36 | 163.32 | 104.42 |

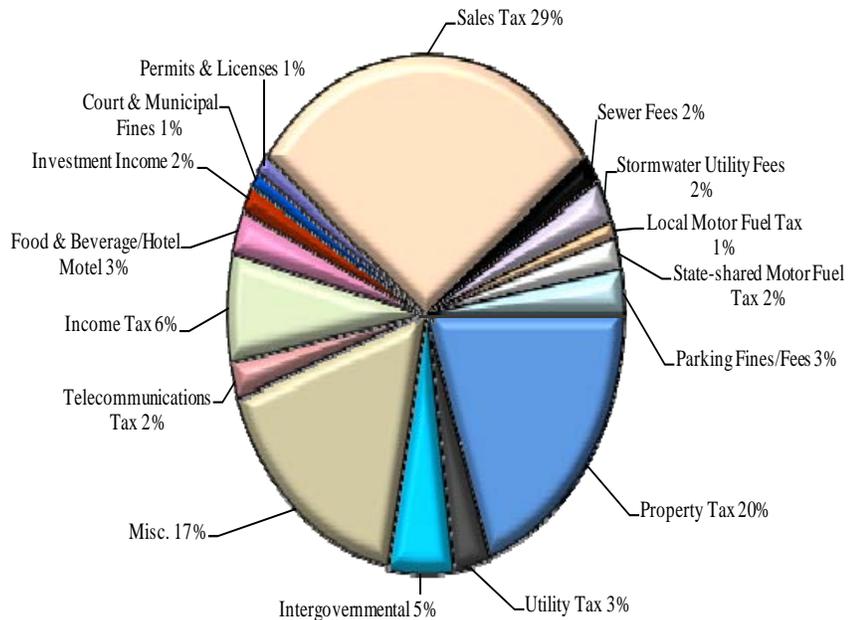
Revenues

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)



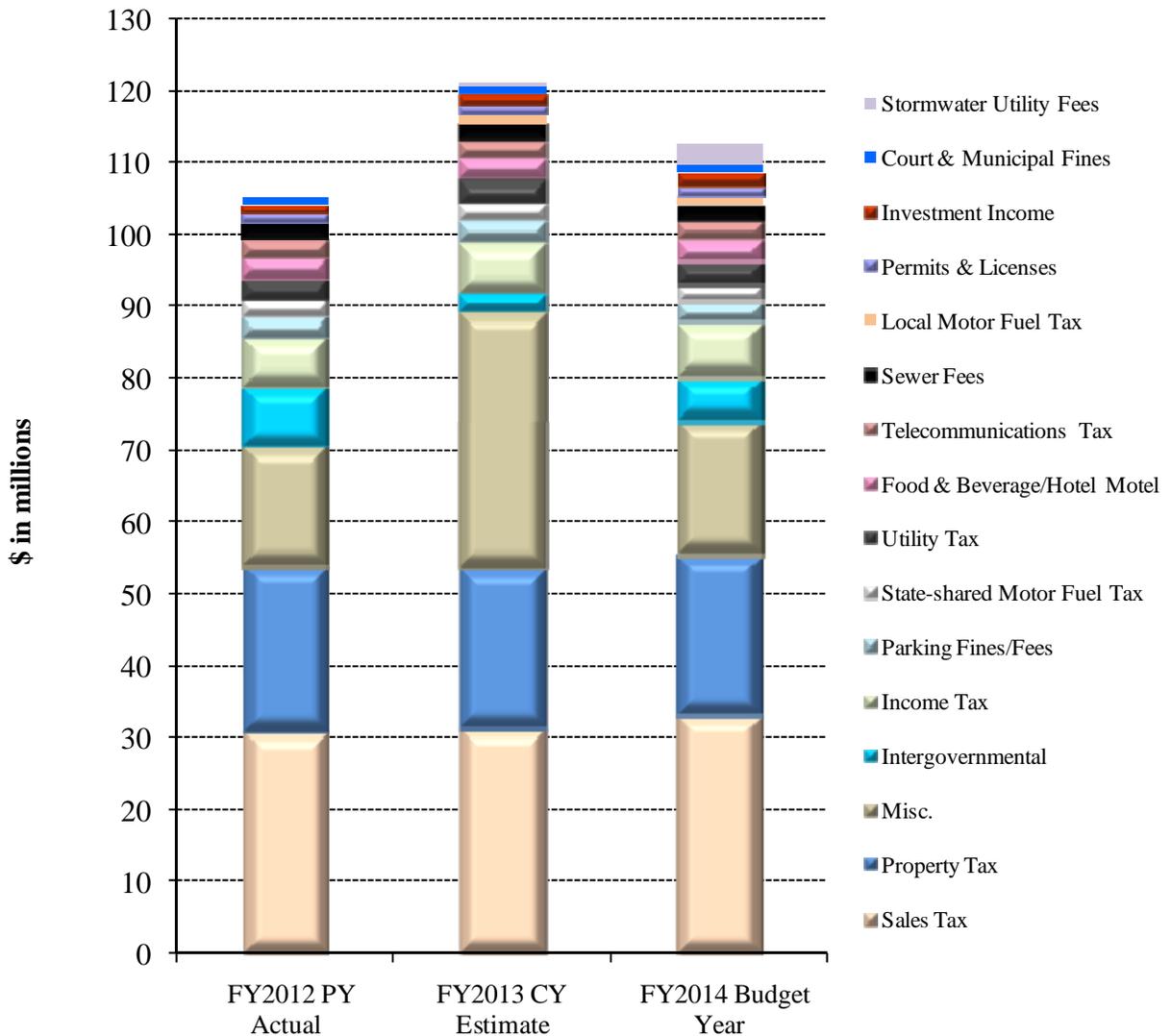
Revenue Sources for All City Funds
FY2013/14 (budget year)



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 29% of the City’s total revenues. Property taxes are next at 20%. “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 miscellaneous, most revenues remained flat or increased slightly. The significant increase in miscellaneous revenues for FY2012/13 is due to bond proceeds received from refinancing the 2004A bonds and a portion of the 2005 bonds. Sales tax for FY 2013/14 is projected to increase 2.5%, based on historical trends, current economic outlook and staff expertise.

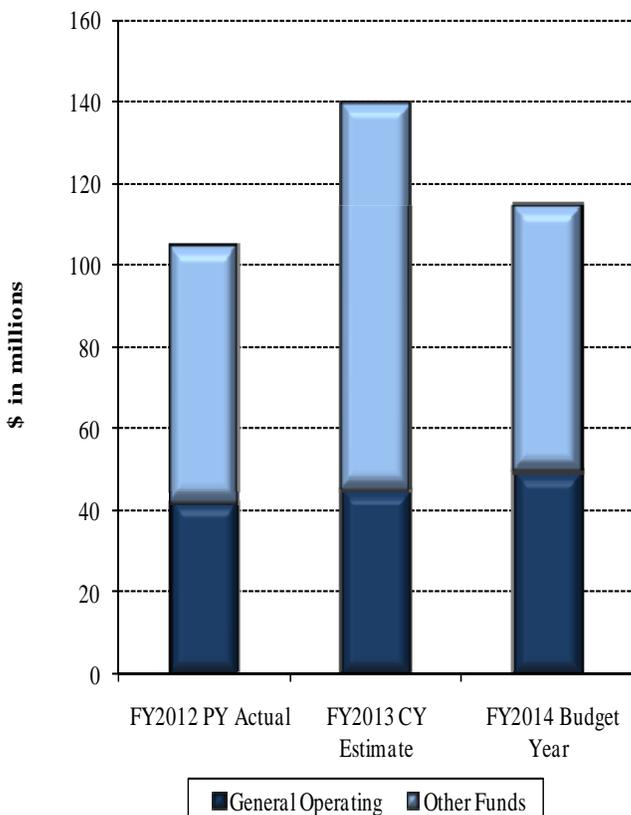
Property tax revenue (the City’s second largest revenue source) collections are remaining flat. Because the equalized assessed value (EAV) of taxable property is based on the prior three years’ valuations, the City’s EAV for 2011 decreased 1.1% over 2010 and 2012 EAV decreased 0.93% over 2011. The decrease 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 up from last year’s estimate by 17%. Staff anticipated the State paying a significant portion of the back log of income tax refunds, which would have reduced distributions to local governments. However, another double digit increase in Income tax is not projected to continue since the State still has a back log to pay down at some time. Also, the State is three months behind in disbursing Income Tax revenues leaving the City vulnerable to the potential of never receiving those months owed and/or the State reducing the local governments overall share.

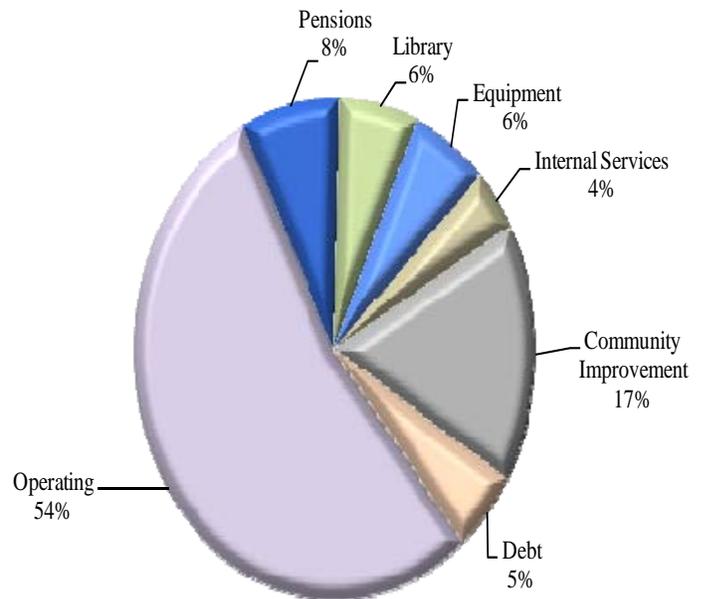
Expenditures

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

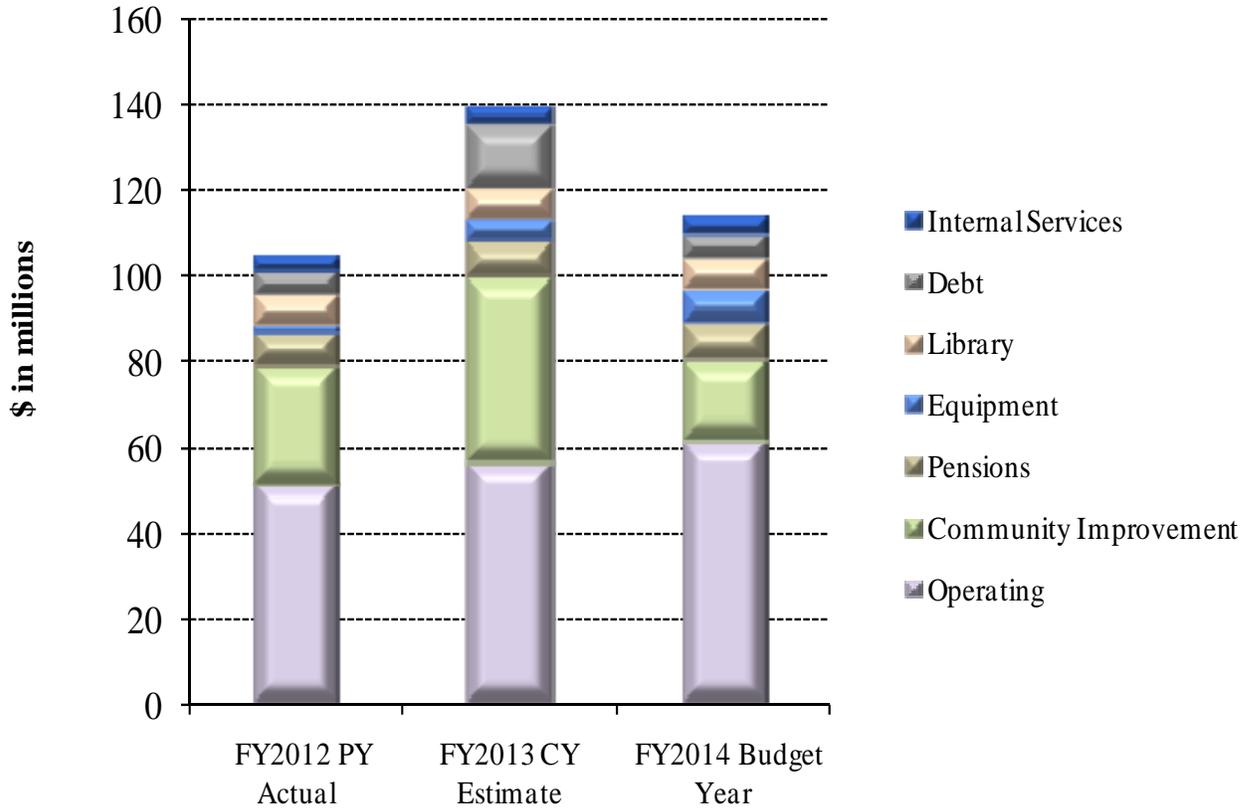


Expenditure by Fund Type FY2013/14 (budget year)



Expenditures are significantly higher in FY2012/13 and return to a slightly higher level than FY 2011/12 actual in FY2013/14. This is mainly due to significant or full completion of large capital projects in FY2012/13. Operating costs incurred for basic municipal services represent 54% of FY2013/14 budgeted expenditures. The next largest category, community improvement funds, represents 17% of all City expenditures, which signifies the City’s commitment to infrastructure maintenance and expansion, neighborhood conservation, and economic development.

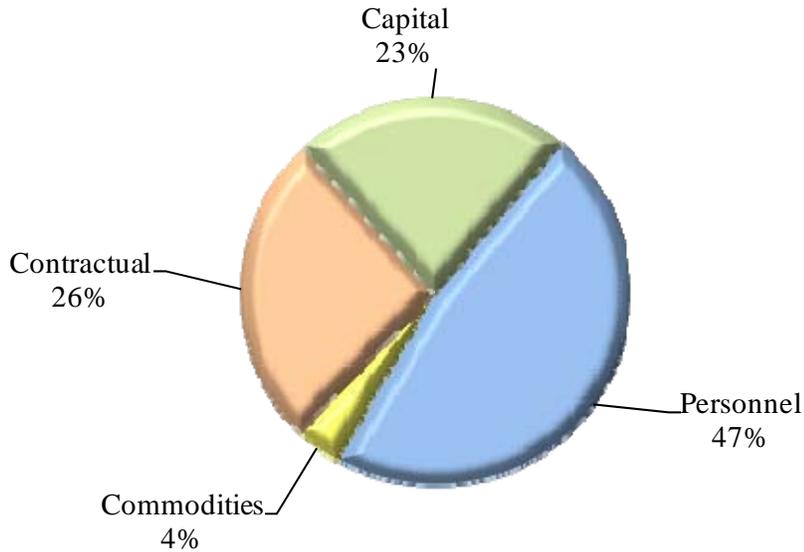
Expenditures - All Funds by Fund Type



The operating funds represent the majority of City expenditures in FY2012/13 and 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 2012/13:

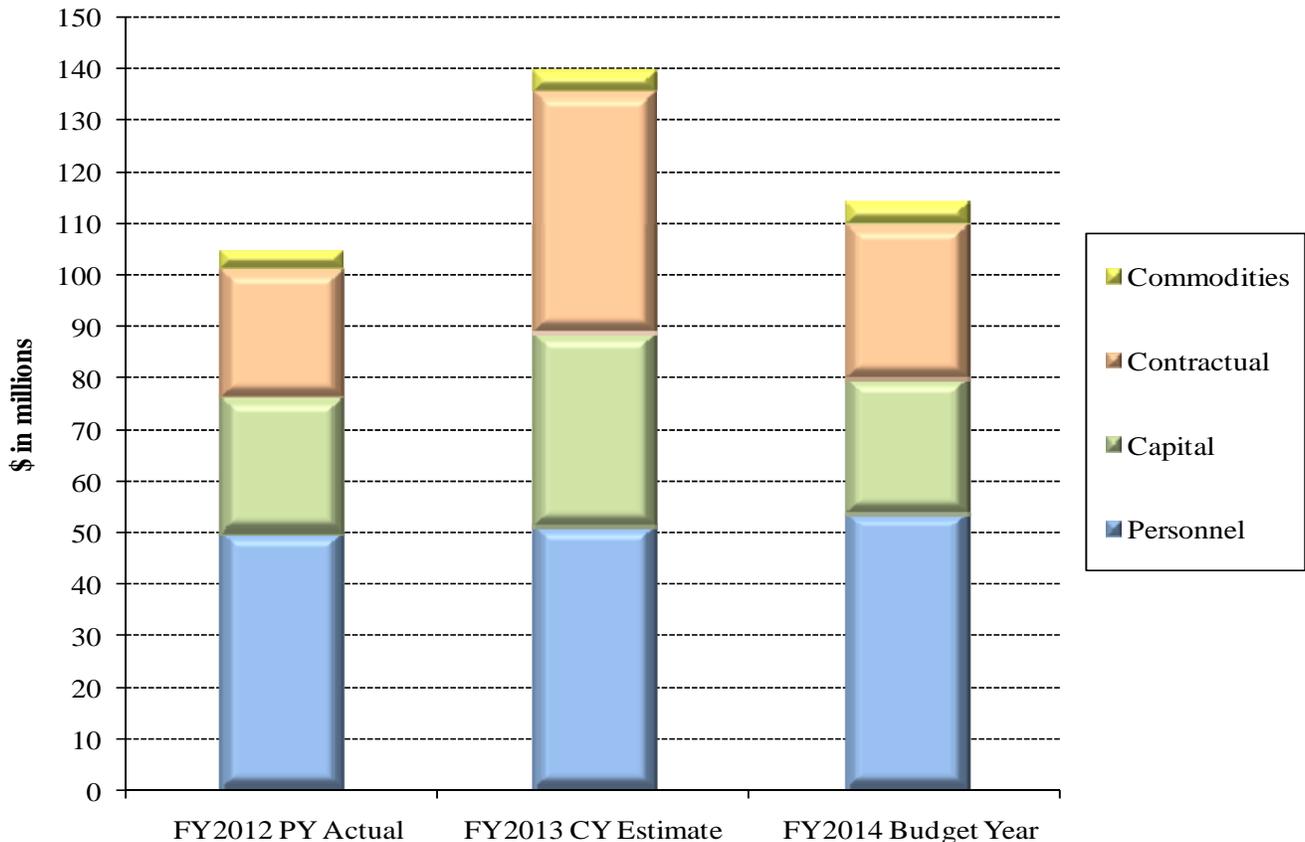
- North and South Fourth Street Extension - \$6.5million
- UC2B – Fiber Optic Connection - \$5.9 million
- Market Street Improvements - \$3.8 million
- Staley Road (Springfield to Route 150) - \$2.3 million
- Curtis Road (Wynstone to Wesley) - \$1.3 million

**All Expenditures by Classification
FY2013/14 (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.

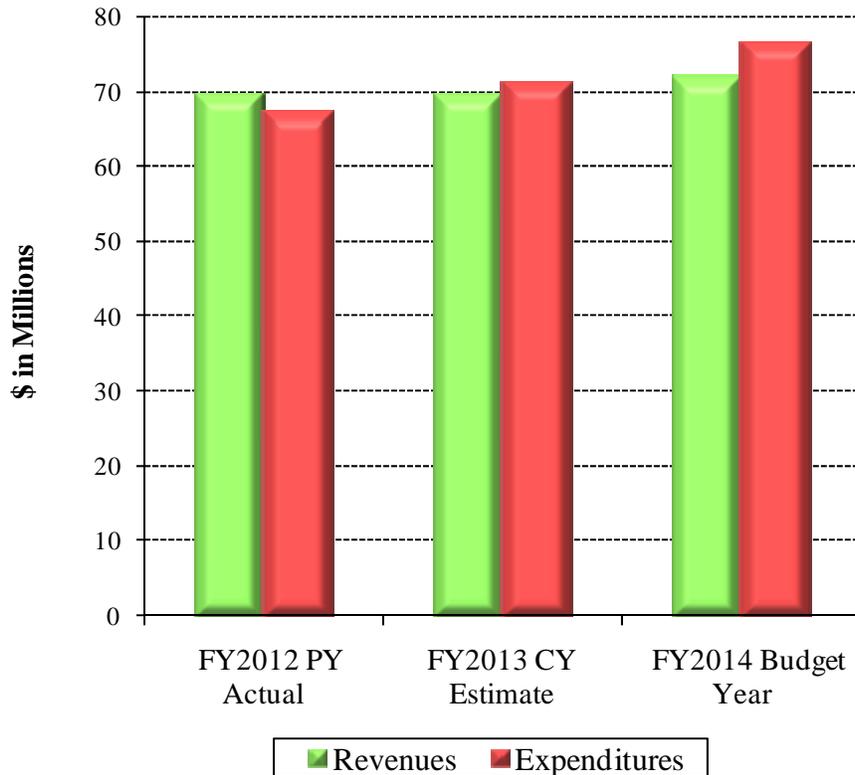
All Expenditures by Classification over the Three-year Period



General Operating Fund Revenues and Expenditures, Including Transfers

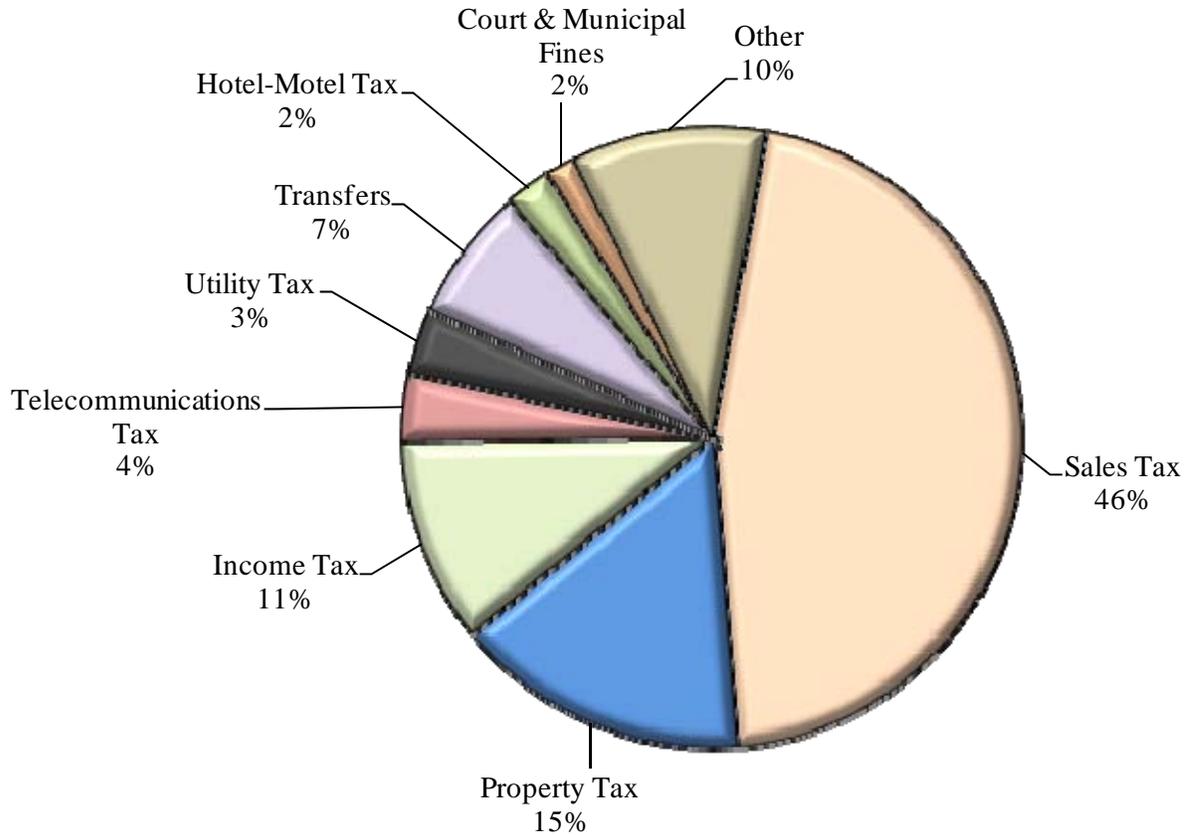
The General Operating Fund is the City’s main operating fund, handling the majority of City operations. This is in contrast to special purpose funds, such as capital improvements or pension funds. Interfund transfers are shown in this analysis, which include revenues (for example, reimbursement for services 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 increase slightly from FY2012/13 to FY2013/14. Revenues exceeded expenditures in FY2011/12 due to lower insurance transfers. FY2012/13 expenditures exceed revenues due to recommended one-time supplemental budget requests (SBR). The SBRs were larger than in recent years and were focused on emergency services and one-time requests that restored some of the one-time budget balancing measures taken in prior years or enhance City services. Overall, for FY2013/14, General Operating Fund expenditures were kept at the same levels as in FY2012/13. The recurring expenditures of the General Fund are budgeted at 98.5% of the recurring revenues.

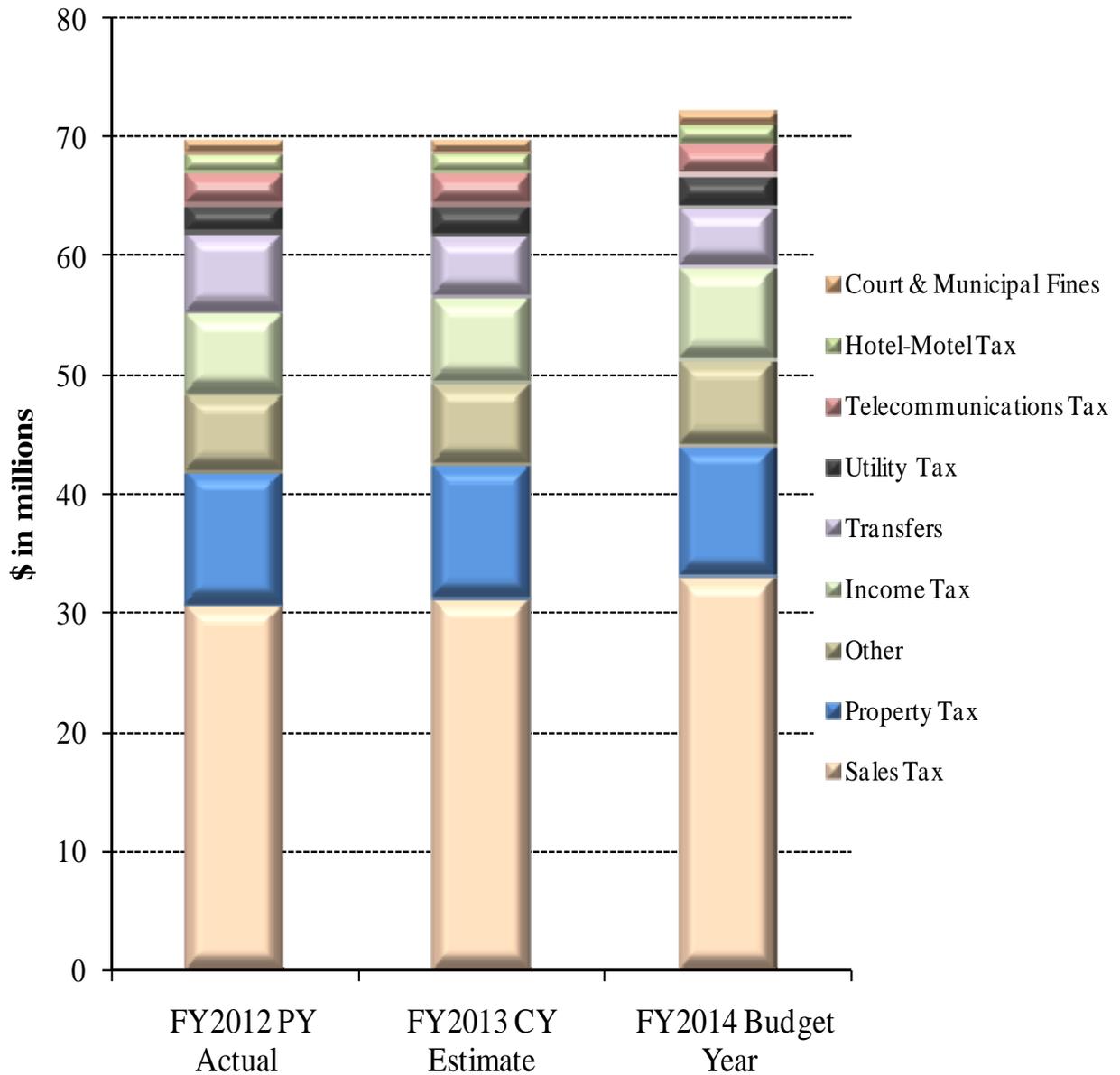
General Operating Fund Revenues by Source



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 FY2013/14 is 2.5% over FY2012/13.

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



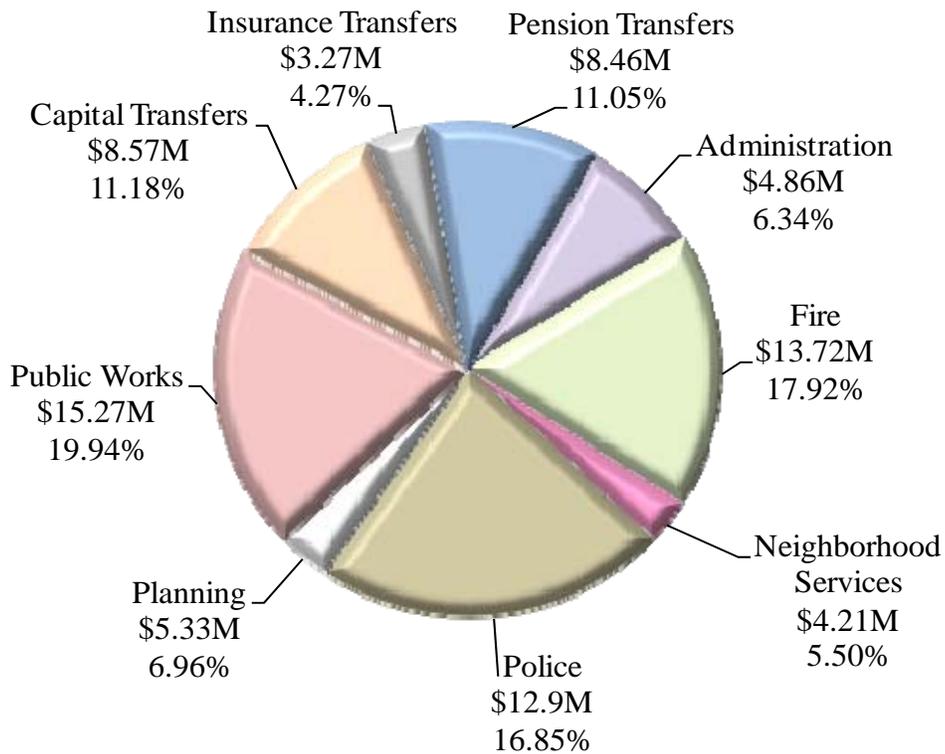
The “other” category includes miscellaneous revenues such as city expense reimbursements, fines and fees, grants and other miscellaneous revenues.

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

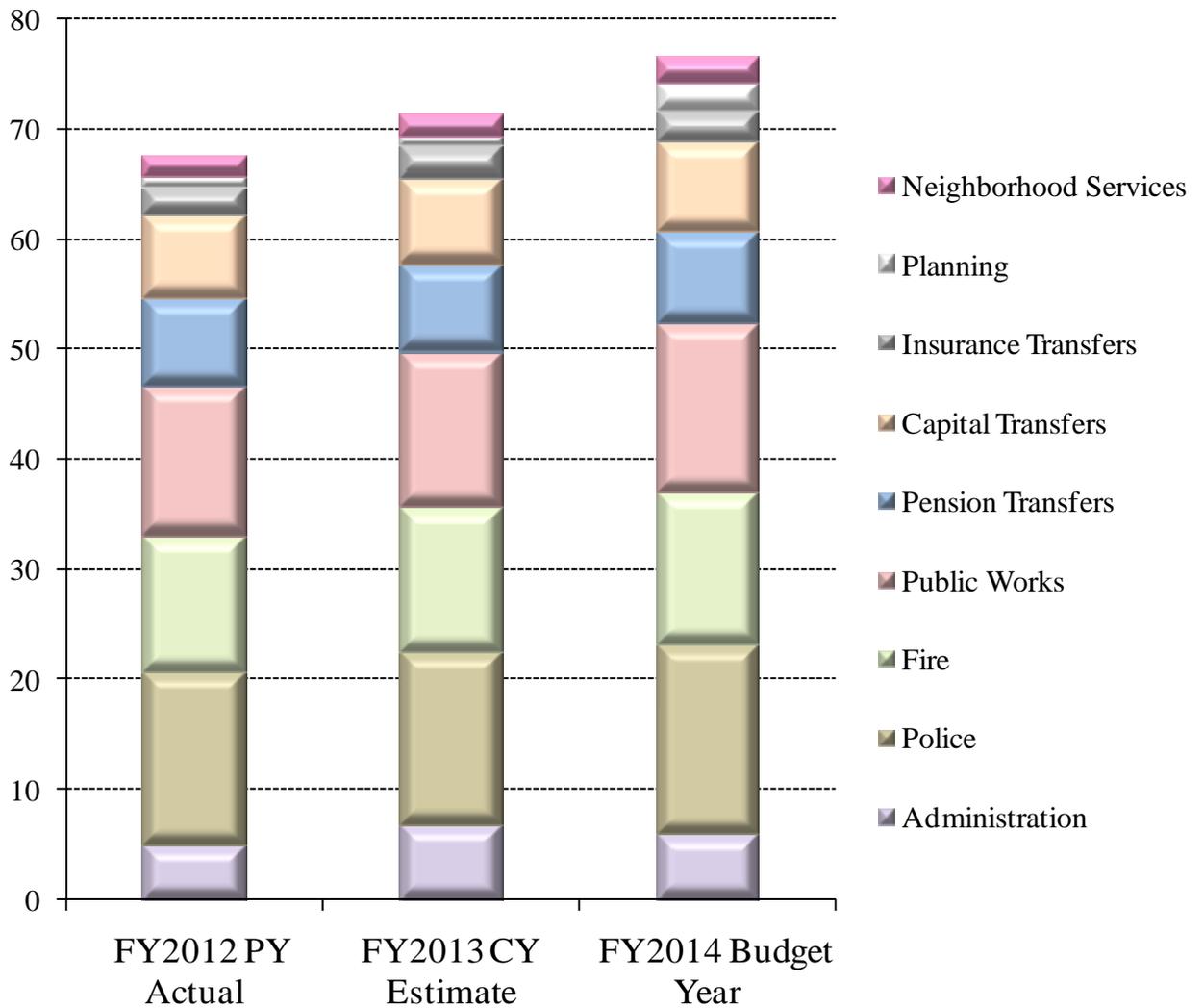
Police & Fire services are 35% of total General Fund Expenses, and if pension costs are included, the total cost of Police and Fire services amounts to half of the General Operating Fund expenditures. Community Improvement activities are provided by Public Works, Planning, and Neighborhood Services, which together comprise 32% of total General Fund expenditures.

FY2013/14 (budget year)



Capital transfers include more than \$8 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. 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 FY2013/14 adopted budget, the General Fund unassigned balance is 9.0%. This one year variance was adopted since this is the first year of the Home Rule Sales Tax increase and is not a full year of revenue. Beginning in FY2014/15, the Home Rule Sales Tax increase is estimated to generate enough revenue to restore the unassigned fund balance to the target level of 10%. Reserves for \$104.42 million include \$68.29 million for the Firefighters’ pensions and \$9.89 million for operating funds. The projected General Operating Fund balance is \$5.90 million, or 12.0% of expenditures not including transfers, \$1.40 million of the total is reserved.

Revenue Analysis

Introduction

The total revenues for FY2013/14 are \$112.64 million, excluding inter-fund transfers. This section of the document provides explanations of each of the City's major sources of revenue and FY2013/14 projections. These revenues total \$91.76 million, which is 81.46% of total revenues. Interest and investment income is expected to be \$1.83 million or 1.63% of total revenues. The remaining 16.91% 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 | FY2011/12 Actual | FY2012/13 Revised | FY2013/14 Budget |
|-------------------------------------|-----------------------------|------------------------------|-----------------------------|
| state sales and use tax | 16,337,082 | 16,840,385 | 17,345,597 |
| local sales tax (home-rule) | 14,490,636 | 14,634,819 | 15,860,848 |
| property tax | 23,201,995 | 22,367,466 | 22,353,363 |
| income tax (not including PPRT) | 6,919,090 | 7,294,950 | 7,732,647 |
| utility tax (gas, electric & water) | 3,077,251 | 3,389,986 | 3,437,788 |
| telecommunication tax | 2,644,338 | 2,548,199 | 2,548,199 |
| state-shared motor fuel tax | 2,495,002 | 3,543,883 | 3,524,912 |
| local motor fuel tax | 96,769 | 1,195,253 | 1,251,723 |
| community development block grant | 1,053,057 | 718,299 | 4,058,874 |
| parking fines, fees & meter income | 2,290,054 | 2,238,150 | 6,113,351 |
| sanitary sewer fee | 2,020,845 | 2,020,845 | 2,081,986 |
| stormwater utility fee | 0 | 469,090 | 2,814,537 |
| hotel-motel taxes | 1,613,279 | 1,653,638 | 1,703,248 |
| building related permits | 780,614 | 851,600 | 927,000 |
| Total Major Revenues | \$77,020,012 | \$79,766,563 | \$91,754,073 |
| Other Revenues | \$28,230,868 | \$41,515,364 | \$20,883,482 |
| Total All Revenues | \$105,250,880 | \$121,281,927 | \$112,637,555 |

Local Economy

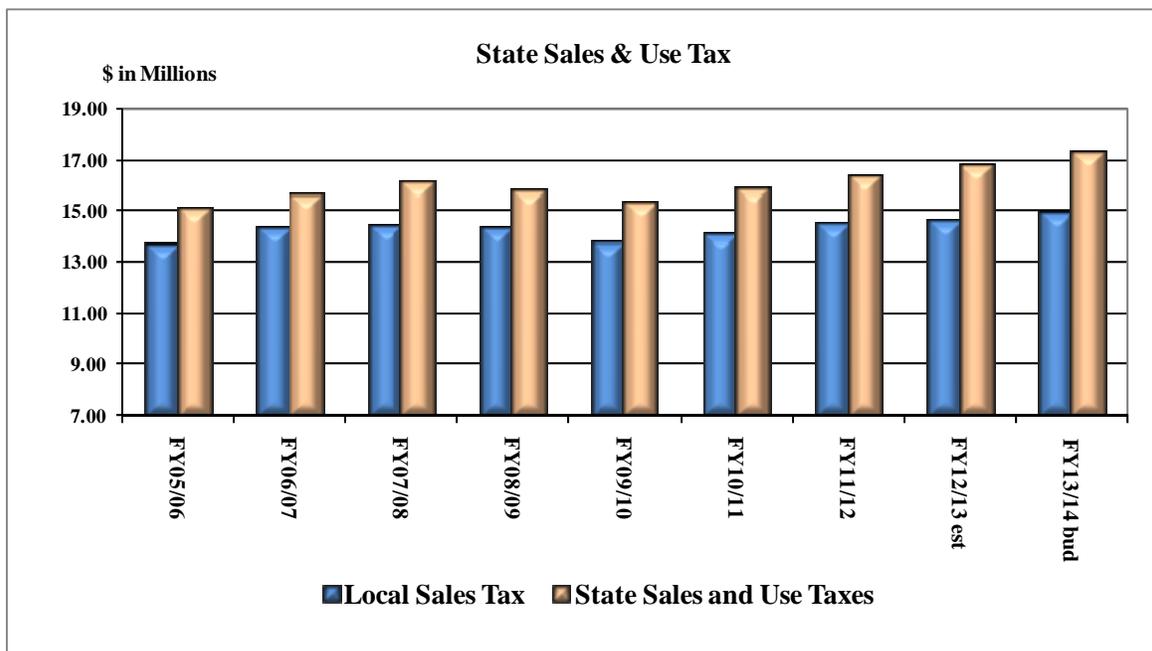
The national and local economies have been growing consistently for 3 years. The University of Illinois Flash Index shows positive movement, however, other key indicators still lag. The pace of growth in economic output will likely continue to be slow so the positive effects on job growth, household income, real estate prices, construction, and retail sales will be modest.

State Sales Tax and Use Tax: \$17,345,597

Local Sales Tax (Home-Rule): \$15,860,848

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. Effective January 1, 2014, the local sales (home-rule) tax rate will increase by 0.25% to 1.50%. The local sales tax exempts sales of food, drugs, medical appliances and licensed personal property like automobiles. Sales tax revenue is allocated to the General Operating Fund; 17% of local sales tax revenue is transferred to the Stormwater Management Fund to pay for drainage improvements. Sales taxes provide 29% of total City revenue.

Statutory Sales tax for FY2013/14 is projected to increase 3%, while Home Rule tax is projected to increase 2%. These are based on historical trends, current economic outlook and staff expertise. On average, sales tax revenues grow 2-3% a year.



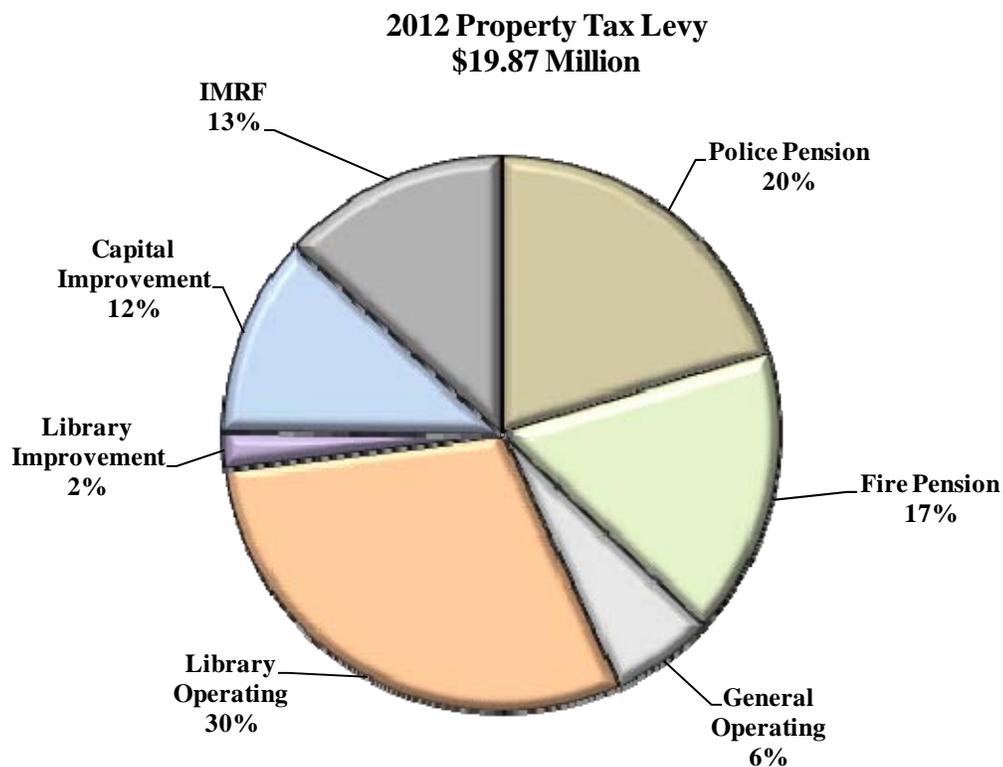
Property Tax: \$22,353,363

The tax rate resulting from the 2012 levy is 1.3152. The growth in Equalized Assessed Valuation (EAV) in the City continues to decline, with the EAV for the 2012 tax levy 0.93% 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.

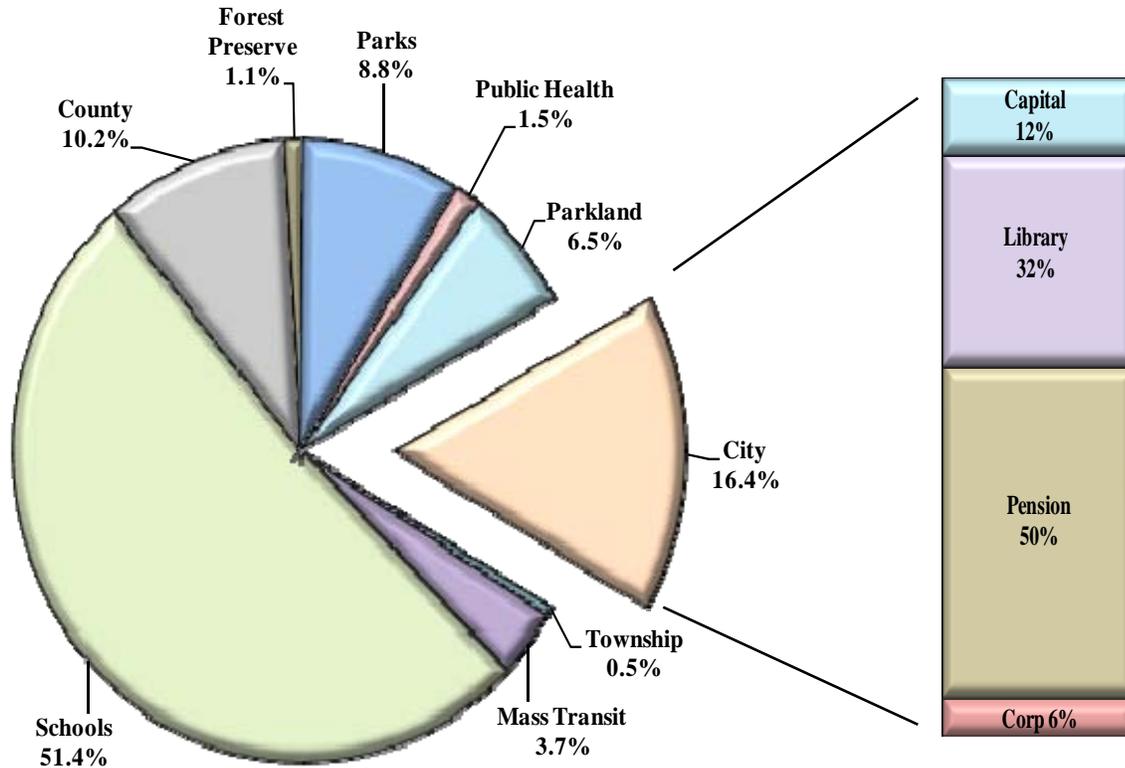
Property taxes are used for a variety of purposes and the amounts levied are governed by various policies. In 2012, pension funding needs make up 50% of the levy, and this amount is based on actuarial recommendations for the Pension Funds. The Library levies are based on a specific rate, therefore this levy decreased by the same rate as the EAV at 0.93% 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 6% 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 FY2013/14 are higher (\$22.35 million) because they include a portion of the 2012 levy and a portion of the estimated 2013 levy.



Overall, the City is only one of nine taxing districts with approximately 16.4% share of all property taxes collected from its residents. The following chart shows the overall property tax distribution among the various districts.

2012 Tax Levy for All Taxing Districts



State-shared Motor Fuel Tax: \$3,524,912

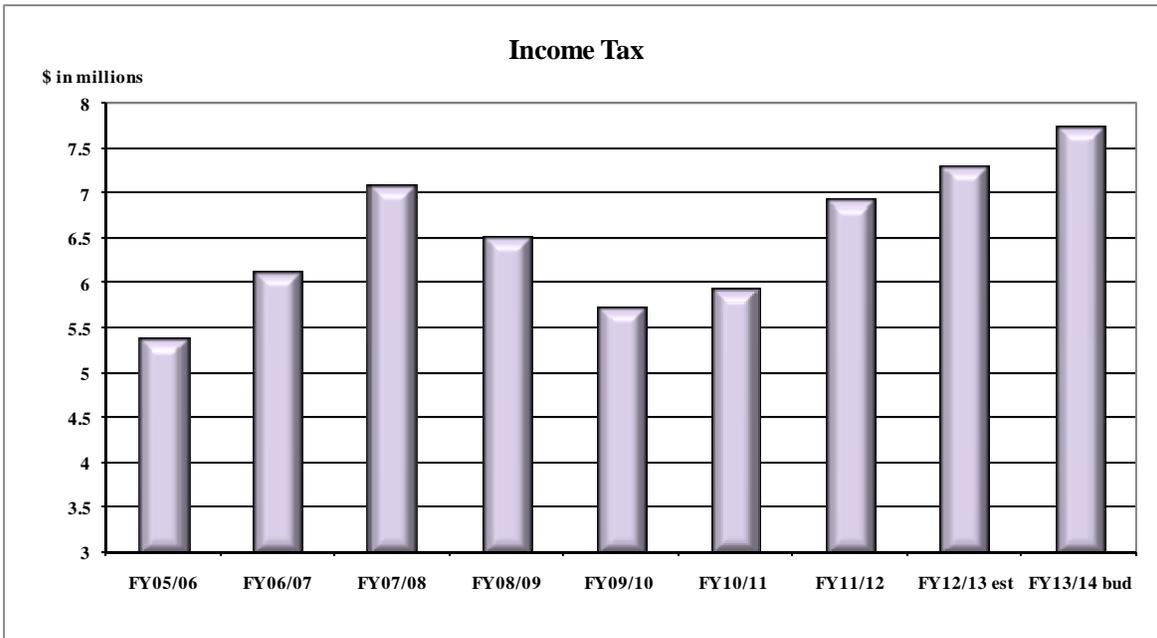
The Motor Fuel tax is collected by the state and is assessed on a per-gallon basis. The motor fuel tax rates are 19 cents per gallon on motor fuel and 21.5 cents per gallon on diesel fuel. Revenues are allocated to the Motor Fuel Tax Fund where they are used to pay for street maintenance and improvements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

Local Motor Fuel Tax: \$1,251,723

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

Income Tax: \$7,732,647

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 6% of the 5% individuals tax collections and the equivalent share of the corporate tax 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 \$95.40 per capita for FY2013/14.



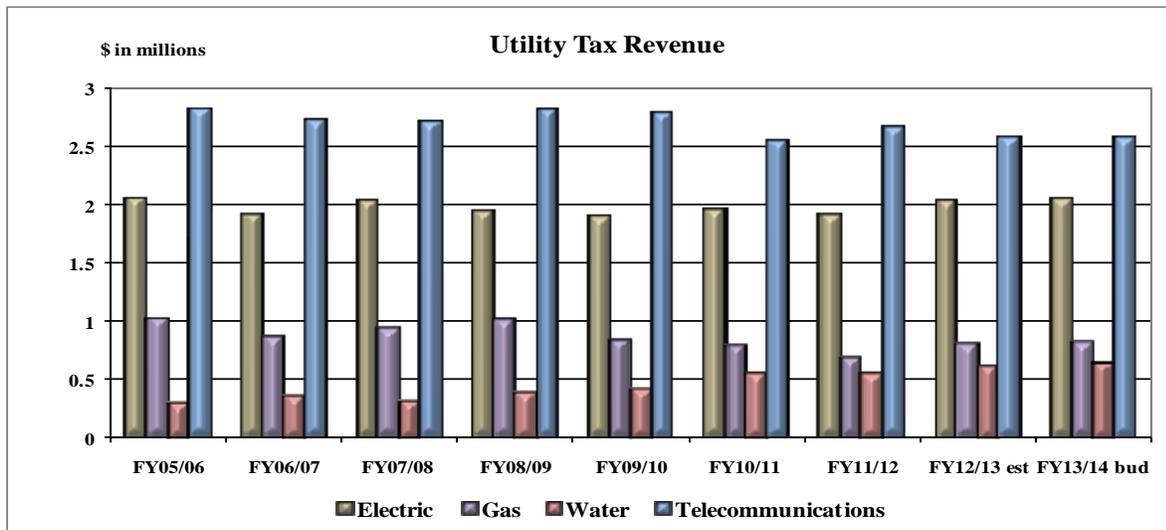
Community Development Block Grant: \$4,058,874

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

Utility Taxes: \$3,437,788

Telecommunications Taxes: \$2,548,199

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 1% increase for electric, 0.50% increase for gas and a 4% increase for water tax revenues.



The City's 2.75% telephone utility tax was repealed effective July 1, 1997, and replaced with a 3.5% simplified telecommunications tax. This tax was increased to 6% effective January 1, 2005. Telecommunications tax will remain flat for the FY2013/14 budget.

Sanitary Sewer Fee: \$2,081,986

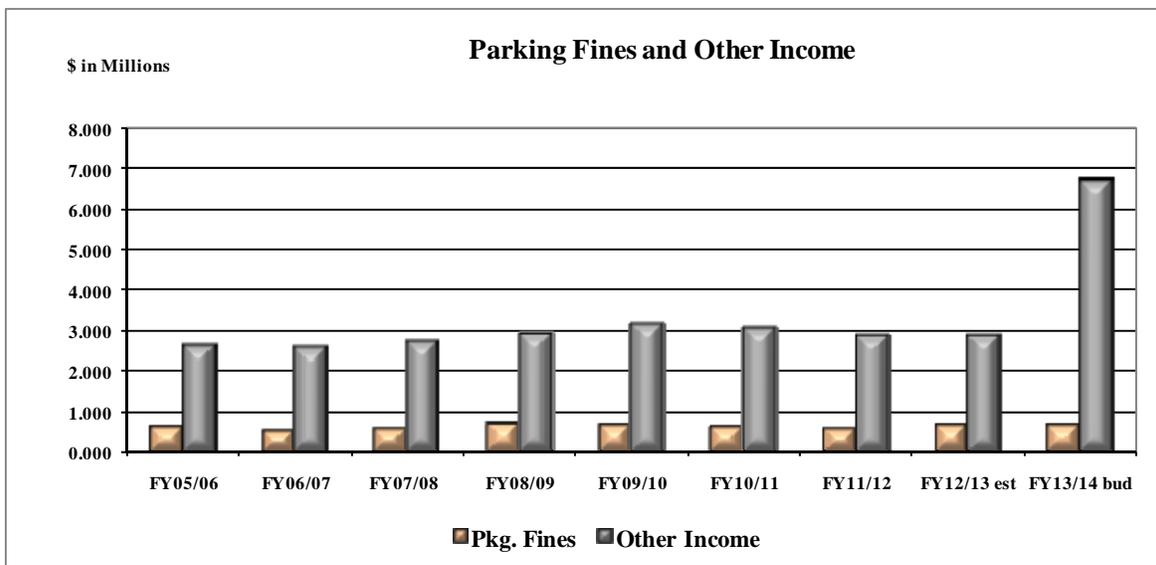
Revenues from this fee are allocated to the Sanitary Sewer Fund (previously known as the Sewer Improvement Fund) to support maintenance and rehabilitation of the City's sanitary sewer system. Effective February 2005, the City contracted with Urbana Champaign Sanitary District to provide sewer use fee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

Stormwater Utility Fee: \$2,814,537

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

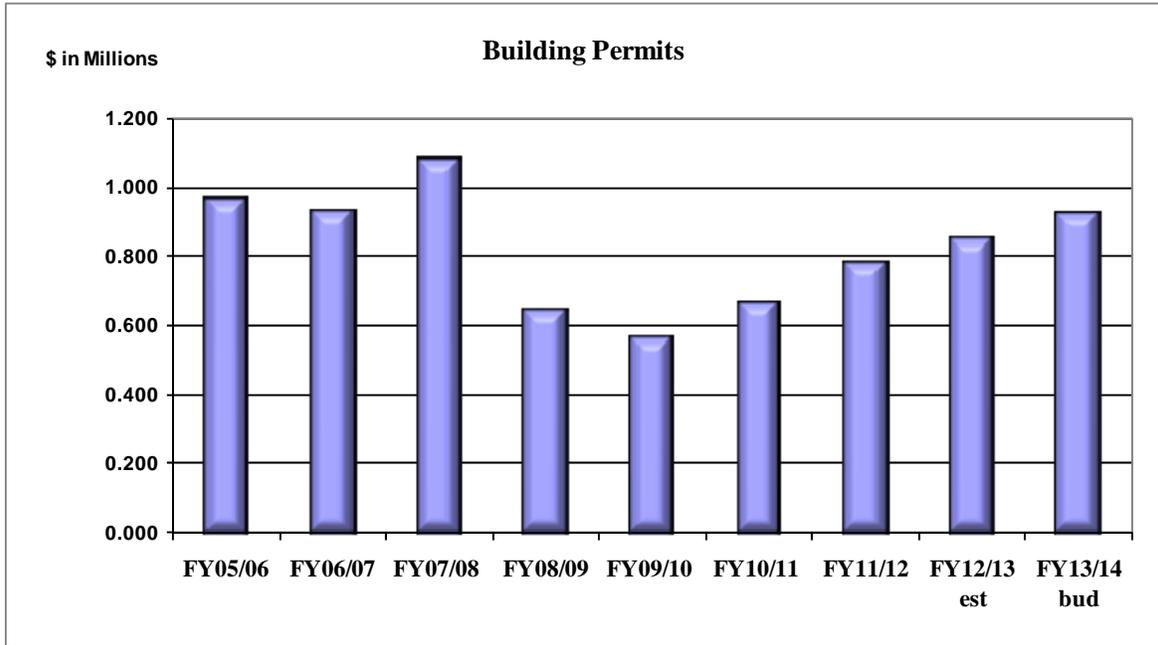
Parking Fines and Other Income: \$6,113,351

Parking fines and fees are received into the Parking Programs Fund where they are reserved for parking-related expenditures such as enforcement, collections, capital improvements, and maintenance. The Parking Fund is an enterprise fund and these revenues cover all expenditures, including administrative overhead. There are large variations in revenues over the years and parking fines and fees revenues are anticipated to remain nearly flat for FY2013/14. However, other income will significantly increase due to the sale of Lot J located at Sixth and Green streets (approximately \$3.94 million).



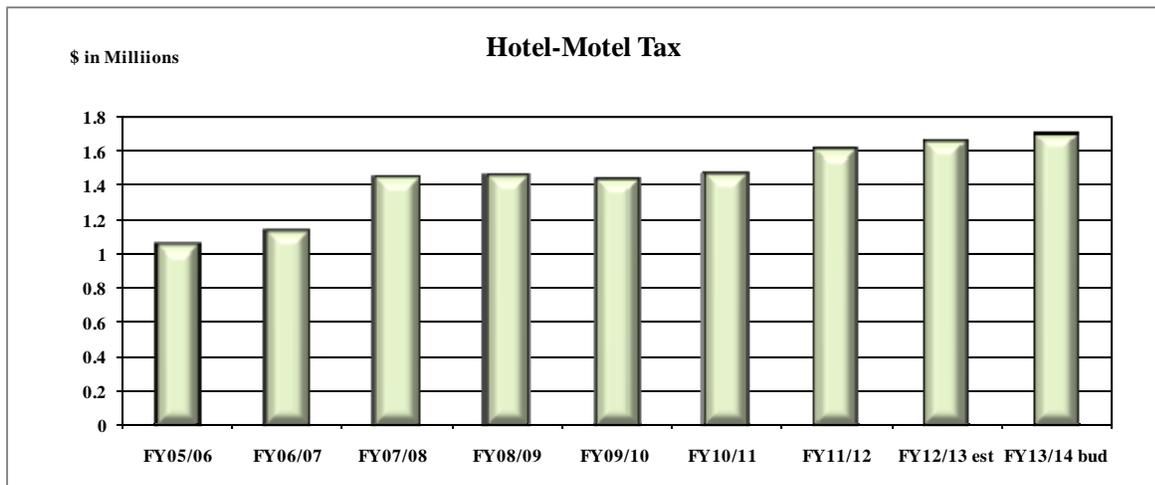
Building Permits: \$927,000

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



Hotel-Motel Taxes: \$1,703,248

The City taxes hotel and motel room receipts at a rate of 5%. Hotel-Motel tax revenues have consistently grown over the past several years due to several new hotels and events in Champaign and the continued recovery of the economy. An increase of 3% in Hotel-Motel tax revenues for FY2013/2014 is budgeted.



Summary of Revenues, Expenditures, Reserves and Balances by Fund

| <u>City Fund</u> | <u>FY 11/12 Actual</u> | <u>FY 12/13 Budget</u> | <u>FY 12/13 Estimate</u> | <u>FY 13/14 Budget</u> |
|------------------------------------|------------------------|------------------------|--------------------------|------------------------|
| <u>City Operating Funds</u> | | | | |
| General Operating Fund (02)** | | | | |
| Beginning Balance | \$9,569,124 | \$11,839,045 | \$11,839,045 | \$10,244,779 |
| Revenues | \$69,801,294 | \$68,823,031 | \$69,860,974 | \$72,264,516 |
| Expenditures | \$67,498,190 | \$73,996,534 | \$71,455,240 | \$76,582,563 |
| Reserves & Balances | \$11,872,228 | \$6,665,542 | \$10,244,779 | \$5,926,732 |
| | | | | |
| Parking Fund (03) | | | | |
| Beginning Balance | \$4,961,768 | \$4,396,030 | \$4,396,030 | \$3,363,122 |
| Revenues | \$3,105,946 | \$3,065,910 | \$3,136,857 | \$7,069,065 |
| Expenditures | \$2,905,418 | \$4,467,205 | \$4,169,765 | \$5,585,710 |
| Reserves & Balances | \$5,162,296 | \$2,994,735 | \$3,363,122 | \$4,846,477 |
| | | | | |
| Sanitary Sewer Fund (04) | | | | |
| Beginning Balance | (\$210,003) | \$573,593 | \$573,593 | (\$70,984) |
| Revenues | \$4,125,029 | \$2,733,079 | \$2,564,706 | \$2,649,809 |
| Expenditures | \$3,341,432 | \$3,460,974 | \$3,209,283 | \$2,743,325 |
| Reserves & Balances | \$573,594 | (\$154,302) | (\$70,984) | (\$164,500) |
| | | | | |
| Community Development Fund (05) | | | | |
| Beginning Balance | (\$9,967) | \$186,308 | \$186,308 | \$45,915 |
| Revenues | \$1,062,438 | \$1,012,557 | \$894,050 | \$4,116,565 |
| Expenditures | \$866,163 | \$1,077,469 | \$1,034,443 | \$1,181,857 |
| Reserves & Balances | \$186,308 | \$121,396 | \$45,915 | \$2,980,623 |
| | | | | |
| Environmental Services Fund (06) | | | | |
| Beginning Balance | (\$195,638) | (\$112,692) | (\$112,692) | (\$150,972) |
| Revenues | \$502,957 | \$573,500 | \$518,388 | \$556,386 |
| Expenditures | \$420,011 | \$650,155 | \$556,668 | \$500,823 |
| Reserves & Balances | (\$112,692) | (\$189,347) | (\$150,972) | (\$95,409) |
| | | | | |
| UC2B Operations Fund (08) | | | | |
| Beginning Balance | \$0 | (\$72,878) | (\$72,878) | (\$165,848) |
| Revenues | \$129,327 | \$1,477,343 | \$998,644 | \$847,522 |
| Expenditures | \$202,206 | \$1,448,913 | \$1,091,614 | \$681,674 |
| Reserves & Balances | (\$72,879) | (\$44,448) | (\$165,848) | \$0 |
| | | | | |
| METCAD Fund (09) | | | | |
| Beginning Balance | \$2,906,551 | \$1,666,354 | \$1,666,354 | \$1,274,300 |
| Revenues | \$3,792,824 | \$4,205,308 | \$4,149,467 | \$4,257,785 |
| Expenditures | \$5,037,182 | \$4,716,836 | \$4,541,521 | \$4,512,452 |
| Reserves & Balances | \$1,662,193 | \$1,154,826 | \$1,274,300 | \$1,019,633 |
| | | | | |
| Total City Operating Funds | | | | |
| Beginning Balance | \$17,021,835 | \$18,475,760 | \$18,475,760 | \$14,540,312 |
| Revenues | \$82,519,815 | \$81,890,728 | \$82,123,086 | \$91,761,648 |
| Expenditures | \$80,270,602 | \$89,818,086 | \$86,058,534 | \$91,788,404 |
| Reserves & Balances | \$19,271,048 | \$10,548,402 | \$14,540,312 | \$14,513,556 |

| <u>City Fund</u> | <u>FY 11/12 Actual</u> | <u>FY 12/13 Budget</u> | <u>FY 12/13 Estimate</u> | <u>FY 13/14 Budget</u> |
|---|------------------------|------------------------|--------------------------|------------------------|
| <u>Internal Service Funds</u> | | | | |
| Fleet Services Fund (10) | | | | |
| Beginning Balance | (\$215,718) | (\$179,751) | (\$179,751) | (\$153,021) |
| Revenues | \$1,786,276 | \$1,786,998 | \$1,782,409 | \$1,845,875 |
| Expenditures | \$1,755,170 | \$1,632,492 | \$1,755,679 | \$1,932,565 |
| Reserves & Balances | (\$184,612) | (\$25,245) | (\$153,021) | (\$239,711) |
| Retained Risk Fund (15) | | | | |
| Beginning Balance | \$2,655,636 | \$3,014,283 | \$3,014,283 | \$3,003,760 |
| Revenues | \$1,093,841 | \$1,194,515 | \$1,206,594 | \$1,215,109 |
| Expenditures | \$735,194 | \$1,217,117 | \$1,217,117 | \$1,270,594 |
| Reserves & Balances | \$3,014,283 | \$2,991,681 | \$3,003,760 | \$2,948,275 |
| Workers' Compensation Insurance Fund (16) | | | | |
| Beginning Balance | \$1,054,739 | \$1,565,470 | \$1,565,470 | \$2,082,949 |
| Revenues | \$2,116,877 | \$2,534,517 | \$2,534,517 | \$2,649,898 |
| Expenditures | \$1,606,146 | \$2,017,038 | \$2,017,038 | \$2,091,170 |
| Reserves & Balances | \$1,565,470 | \$2,082,949 | \$2,082,949 | \$2,641,677 |
| Total Internal Service Funds | | | | |
| Beginning Balance | \$3,494,657 | \$4,400,002 | \$4,400,002 | \$4,933,688 |
| Revenues | \$4,996,994 | \$5,516,030 | \$5,523,520 | \$5,710,882 |
| Expenditures | \$4,096,510 | \$4,866,647 | \$4,989,834 | \$5,294,329 |
| Reserves & Balances | \$4,395,141 | \$5,049,385 | \$4,933,688 | \$5,350,241 |
| <u>Community Improvement Funds</u> | | | | |
| Stormwater Management Fund (21) | | | | |
| Beginning Balance | \$3,082,731 | \$1,364,802 | \$1,364,802 | \$443,743 |
| Revenues | \$10,066,930 | \$8,398,533 | \$7,895,899 | \$8,327,303 |
| Expenditures | \$11,693,116 | \$9,623,249 | \$8,816,958 | \$8,871,930 |
| Reserves & Balances | \$1,456,545 | \$140,086 | \$443,743 | (\$100,884) |
| Motor Fuel Tax Fund (22) | | | | |
| Beginning Balance | \$10,272,453 | \$13,445,196 | \$13,445,196 | (\$150,928) |
| Revenues | \$7,344,144 | \$7,851,573 | \$2,682,726 | \$3,688,988 |
| Expenditures | \$4,171,401 | \$16,289,348 | \$16,278,850 | \$2,505,300 |
| Reserves & Balances | \$13,445,196 | \$5,007,421 | (\$150,928) | \$1,032,760 |
| Capital Improvements Fund (23) | | | | |
| Beginning Balance | \$4,841,498 | \$2,958,564 | \$2,958,564 | (\$675,152) |
| Revenues | \$10,408,840 | \$7,912,283 | \$14,241,490 | \$5,370,106 |
| Expenditures | \$12,236,857 | \$19,774,482 | \$17,875,206 | \$4,200,605 |
| Reserves & Balances | \$3,013,481 | (\$8,903,635) | (\$675,152) | \$494,349 |
| Library Improvement Fund (24) | | | | |
| Beginning Balance | \$930,704 | \$127,283 | \$127,283 | \$126,371 |
| Revenues | \$638,198 | \$444,324 | \$422,981 | \$421,782 |
| Expenditures | \$1,441,619 | \$424,805 | \$423,893 | \$421,189 |
| Reserves & Balances | \$127,283 | \$146,802 | \$126,371 | \$126,964 |
| Local Motor Fuel Tax Fund (29) | | | | |
| Beginning Balance | \$0 | \$0 | \$0 | (\$304,747) |
| Revenues | \$96,769 | \$1,500,000 | \$1,195,253 | \$1,251,723 |
| Expenditures | \$0 | \$1,500,000 | \$1,500,000 | \$1,483,039 |
| Reserves & Balances | \$96,769 | \$0 | (\$304,747) | (\$536,063) |

| <u>City Fund</u> | <u>FY 11/12 Actual</u> | <u>FY 12/13 Budget</u> | <u>FY 12/13 Estimate</u> | <u>FY 13/14 Budget</u> |
|---|------------------------|------------------------|--------------------------|------------------------|
| Urban Renewal Fund (41) | | | | |
| Beginning Balance | \$2,155,582 | \$2,190,484 | \$2,190,484 | \$1,355,869 |
| Revenues | \$886,172 | \$1,037,832 | \$938,543 | \$1,162,817 |
| Expenditures | \$851,271 | \$2,144,910 | \$1,773,158 | \$2,468,153 |
| Reserves & Balances | \$2,190,483 | \$1,083,406 | \$1,355,869 | \$50,533 |
| ARRA Grant Fund (42) | | | | |
| Beginning Balance | (\$906,238) | (\$1,221,758) | (\$1,221,758) | \$0 |
| Revenues | \$423,301 | \$1,646,889 | \$1,652,627 | \$0 |
| Expenditures | \$738,821 | \$431,393 | \$430,869 | \$0 |
| Reserves & Balances | (\$1,221,758) | (\$6,262) | \$0 | \$0 |
| Urban Development Action Grant Fund (43) | | | | |
| Beginning Balance | \$978,542 | \$861,697 | \$861,697 | \$843,424 |
| Revenues | \$113,217 | \$491,328 | \$564,083 | \$319,191 |
| Expenditures | \$230,063 | \$1,491,125 | \$582,356 | \$1,141,460 |
| Reserves & Balances | \$861,696 | (\$138,100) | \$843,424 | \$21,155 |
| Downtown TIF District Fund (44) | | | | |
| Beginning Balance | \$879,768 | \$478,685 | \$478,685 | \$259,669 |
| Revenues | \$1,833,408 | \$1,702,254 | \$1,672,536 | \$1,655,611 |
| Expenditures | \$2,234,491 | \$2,098,295 | \$1,891,552 | \$1,807,840 |
| Reserves & Balances | \$478,685 | \$82,644 | \$259,669 | \$107,440 |
| East University Ave TIF District Fund (45) | | | | |
| Beginning Balance | \$1,281,279 | \$1,514,723 | \$1,514,723 | \$1,170,450 |
| Revenues | \$454,540 | \$483,621 | \$191,792 | \$190,317 |
| Expenditures | \$221,097 | \$407,800 | \$536,065 | \$912,744 |
| Reserves & Balances | \$1,514,722 | \$1,590,544 | \$1,170,450 | \$448,023 |
| Food & Beverage Tax Fund (47) | | | | |
| Beginning Balance | \$3,716,369 | \$4,302,497 | \$4,302,497 | \$4,287,550 |
| Revenues | \$762,476 | \$722,140 | \$740,313 | \$761,142 |
| Expenditures | \$176,347 | \$750,919 | \$755,260 | \$804,552 |
| Reserves & Balances | \$4,302,498 | \$4,273,718 | \$4,287,550 | \$4,244,140 |
| North Campus Redevelopment Area TIF Fund (48) | | | | |
| Beginning Balance | (\$23,517) | \$118,717 | \$118,717 | \$8,741 |
| Revenues | \$907,475 | \$829,493 | \$808,955 | \$792,301 |
| Expenditures | \$765,241 | \$1,036,400 | \$918,931 | \$1,449,450 |
| Reserves & Balances | \$118,717 | (\$88,190) | \$8,741 | (\$648,408) |
| Total Community Improvement Funds | | | | |
| Beginning Balance | \$27,209,171 | \$26,140,890 | \$26,140,890 | \$7,364,990 |
| Revenues | \$33,935,470 | \$33,020,270 | \$33,007,198 | \$23,941,281 |
| Expenditures | \$34,760,324 | \$55,972,726 | \$51,783,098 | \$26,066,262 |
| Reserves & Balances | \$26,384,317 | \$3,188,434 | \$7,364,990 | \$5,240,009 |
| <u>Equipment Funds</u> | | | | |
| Vehicle Replacement Fund (60) | | | | |
| Beginning Balance | \$3,047,517 | \$3,807,104 | \$3,807,104 | \$2,366,718 |
| Revenues | \$1,402,014 | \$1,494,223 | \$1,474,222 | \$1,614,249 |
| Expenditures | \$642,427 | \$4,288,055 | \$2,914,608 | \$3,295,824 |
| Reserves & Balances | \$3,807,104 | \$1,013,272 | \$2,366,718 | \$685,143 |

| <u>City Fund</u> | <u>FY 11/12 Actual</u> | <u>FY 12/13 Budget</u> | <u>FY 12/13 Estimate</u> | <u>FY 13/14 Budget</u> |
|---|------------------------|------------------------|--------------------------|------------------------|
| Capital Equipment Replacement Fund (61) | | | | |
| Beginning Balance | \$4,548,774 | \$3,855,289 | \$3,855,289 | \$2,789,087 |
| Revenues | \$933,162 | \$750,062 | \$700,062 | \$1,084,510 |
| Expenditures | \$1,626,648 | \$2,080,734 | \$1,766,264 | \$2,084,140 |
| Reserves & Balances | \$3,855,288 | \$2,524,617 | \$2,789,087 | \$1,789,457 |
| METCAD Emergency Telephone Fund (62) | | | | |
| Beginning Balance | \$0 | \$0 | \$0 | \$0 |
| Revenues | \$2,020,471 | \$2,015,153 | \$2,114,132 | \$1,917,072 |
| Expenditures | \$2,020,471 | \$2,015,153 | \$2,114,132 | \$1,917,072 |
| Reserves & Balances | \$0 | \$0 | \$0 | \$0 |
| Foreign Fire Insurance Tax Fund (63) | | | | |
| Beginning Balance | \$197,980 | \$181,611 | \$181,611 | \$135,640 |
| Revenues | \$108,868 | \$109,000 | \$103,011 | \$105,956 |
| Expenditures | \$125,238 | \$132,738 | \$148,982 | \$125,331 |
| Reserves & Balances | \$181,610 | \$157,873 | \$135,640 | \$116,265 |
| Narcotics Forfeitures Fund (64) | | | | |
| Beginning Balance | \$196,784 | \$212,860 | \$212,860 | \$134,071 |
| Revenues | \$193,762 | \$152,000 | \$121,323 | \$151,326 |
| Expenditures | \$177,687 | \$200,112 | \$200,112 | \$189,241 |
| Reserves & Balances | \$212,859 | \$164,748 | \$134,071 | \$96,156 |
| METCAD Equipment Replacement Fund (65) | | | | |
| Beginning Balance | \$1,567,818 | \$2,702,547 | \$2,702,547 | \$2,919,844 |
| Revenues | \$1,239,309 | \$500,000 | \$504,937 | \$504,974 |
| Expenditures | \$104,581 | \$1,880,000 | \$287,640 | \$1,510,339 |
| Reserves & Balances | \$2,702,546 | \$1,322,547 | \$2,919,844 | \$1,914,479 |
| Total Equipment Funds | | | | |
| Beginning Balance | \$9,558,873 | \$10,759,411 | \$10,759,411 | \$8,345,360 |
| Revenues | \$5,897,586 | \$5,020,438 | \$5,017,687 | \$5,378,087 |
| Expenditures | \$4,697,052 | \$10,596,792 | \$7,431,738 | \$9,121,947 |
| Reserves & Balances | \$10,759,407 | \$5,183,057 | \$8,345,360 | \$4,601,500 |
| Debt Service Funds | | | | |
| Bond and Interest Fund (70) | | | | |
| Beginning Balance | \$3,969,728 | \$4,038,989 | \$4,038,989 | \$5,258,486 |
| Revenues | \$5,715,472 | \$6,539,513 | \$6,528,987 | \$5,882,344 |
| Expenditures | \$5,646,211 | \$5,512,244 | \$5,309,490 | \$6,031,763 |
| Reserves & Balances | \$4,038,989 | \$5,066,258 | \$5,258,486 | \$5,109,067 |
| Series 2010 Drainage Bond Fund (72) | | | | |
| Beginning Balance | \$4,162,714 | \$0 | \$0 | \$0 |
| Revenues | \$3,316 | \$0 | \$0 | \$0 |
| Expenditures | \$4,166,029 | \$0 | \$0 | \$0 |
| Reserves & Balances | \$1 | \$0 | \$0 | \$0 |
| Series 2012 Advance Funding Fund (78) | | | | |
| Beginning Balance | \$0 | \$0 | \$0 | \$0 |
| Revenues | \$0 | \$0 | \$10,318,419 | \$0 |
| Expenditures | \$0 | \$0 | \$10,318,419 | \$0 |
| Reserves & Balances | \$0 | \$0 | \$0 | \$0 |

| <u>City Fund</u> | <u>FY 11/12 Actual</u> | <u>FY 12/13 Budget</u> | <u>FY 12/13 Estimate</u> | <u>FY 13/14 Budget</u> |
|--|------------------------|------------------------|--------------------------|------------------------|
| Total Debt Service Funds | | | | |
| Beginning Balance | \$8,132,442 | \$4,038,989 | \$4,038,989 | \$5,258,486 |
| Revenues | \$5,718,788 | \$6,539,513 | \$16,847,406 | \$5,882,344 |
| Expenditures | \$9,812,240 | \$5,512,244 | \$15,627,909 | \$6,031,763 |
| Reserves & Balances | \$4,038,990 | \$5,066,258 | \$5,258,486 | \$5,109,067 |
| <u>Agency Funds</u> | | | | |
| Emergency Telephone System Fund (80) | | | | |
| Beginning Balance | \$0 | \$0 | \$0 | \$0 |
| Revenues | \$2,048,368 | \$2,056,492 | \$2,152,062 | \$1,955,000 |
| Expenditures | \$2,056,549 | \$2,056,492 | \$2,152,062 | \$1,955,000 |
| Reserves & Balances | (\$8,181) | \$0 | \$0 | \$0 |
| Champaign Public Library Tax Account Fund (81) | | | | |
| Beginning Balance | \$0 | \$0 | \$0 | \$0 |
| Revenues | \$6,110,903 | \$6,249,380 | \$6,166,290 | \$6,495,144 |
| Expenditures | \$6,110,903 | \$6,249,380 | \$6,166,290 | \$6,495,144 |
| Reserves & Balances | \$0 | \$0 | \$0 | \$0 |
| Total Agency Funds | | | | |
| Beginning Balance | \$0 | \$0 | \$0 | \$0 |
| Revenues | \$8,159,271 | \$8,305,872 | \$8,318,352 | \$8,450,144 |
| Expenditures | \$8,167,452 | \$8,305,872 | \$8,318,352 | \$8,450,144 |
| Reserves & Balances | (\$8,181) | \$0 | \$0 | \$0 |
| <u>City Pension Funds</u> | | | | |
| Police Pension Fund (96) | | | | |
| Beginning Balance | \$0 | \$0 | \$0 | \$0 |
| Revenues | \$4,108,746 | \$4,335,416 | \$4,326,607 | \$4,638,234 |
| Expenditures | \$4,108,746 | \$4,335,416 | \$4,326,607 | \$4,638,234 |
| Reserves & Balances | \$0 | \$0 | \$0 | \$0 |
| Fire Pension Fund (97)*** | | | | |
| Beginning Balance | \$51,805,686 | \$59,701,885 | \$59,701,885 | \$64,559,980 |
| Revenues | \$4,892,814 | \$7,341,337 | \$9,173,945 | \$8,268,392 |
| Expenditures | \$3,946,675 | \$3,751,249 | \$4,315,850 | \$4,536,150 |
| Reserves & Balances | \$52,751,825 | \$63,291,973 | \$64,559,980 | \$68,292,222 |
| Total City Pension Funds | | | | |
| Beginning Balance | \$51,805,686 | \$59,701,885 | \$59,701,885 | \$64,559,980 |
| Revenues | \$9,001,560 | \$11,676,753 | \$13,500,552 | \$12,906,626 |
| Expenditures | \$8,055,421 | \$8,086,665 | \$8,642,457 | \$9,174,384 |
| Reserves & Balances | \$52,751,825 | \$63,291,973 | \$64,559,980 | \$68,292,222 |
| <u>Champaign Public Library Funds</u> | | | | |
| Library Operating Fund | | | | |
| Beginning Balance | \$604,466 | \$612,022 | \$678,465 | \$534,818 |
| Revenues | \$6,511,918 | \$6,427,900 | \$6,300,329 | \$6,932,264 |
| Expenditures | \$6,437,919 | \$6,421,444 | \$6,443,976 | \$6,912,271 |
| Reserves & Balances | \$678,465 | \$618,478 | \$534,818 | \$554,811 |
| Library Capital Fund | | | | |
| Beginning Balance | \$548,811 | \$523,868 | \$549,284 | \$729,516 |
| Revenues | \$209,383 | \$385,215 | \$383,415 | \$197,557 |
| Expenditures | \$228,389 | \$159,125 | \$203,183 | \$299,765 |
| Reserves & Balances | \$529,805 | \$749,958 | \$729,516 | \$627,308 |

| <u>City Fund</u> | <u>FY 11/12 Actual</u> | <u>FY 12/13 Budget</u> | <u>FY 12/13 Estimate</u> | <u>FY 13/14 Budget</u> |
|---|------------------------|------------------------|--------------------------|------------------------|
| Library Other Funds | | | | |
| Beginning Balance | \$256,171 | \$109,057 | \$115,083 | \$115,662 |
| Revenues | \$282,523 | \$169,027 | \$199,118 | \$195,597 |
| Expenditures | \$423,611 | \$164,562 | \$198,539 | \$193,160 |
| Reserves & Balances | \$115,083 | \$113,522 | \$115,662 | \$118,099 |
| Total Champaign Public Library Funds | | | | |
| Beginning Balance | \$1,409,448 | \$1,244,947 | \$1,342,832 | \$1,379,996 |
| Revenues | \$7,003,824 | \$6,982,142 | \$6,882,862 | \$7,325,418 |
| Expenditures | \$7,089,919 | \$6,745,131 | \$6,845,698 | \$7,405,196 |
| Reserves & Balances | \$1,323,353 | \$1,481,958 | \$1,379,996 | \$1,300,218 |
| Total All Funds (including transfers) | | | | |
| Beginning Balance | \$118,632,112 | \$124,761,884 | \$124,859,769 | \$106,382,812 |
| Revenues | \$157,233,308 | \$158,951,746 | \$171,220,663 | \$161,356,430 |
| Expenditures | \$156,949,520 | \$189,904,163 | \$189,697,620 | \$163,332,429 |
| Reserves & Balances | \$118,915,900 | \$93,809,467 | \$106,382,812 | \$104,406,813 |
| <u>Less Transfers and Interfund Charges</u> | | | | |
| Revenues | \$51,982,428 | \$49,964,926 | \$49,938,736 | \$48,718,875 |
| Expenditures | \$51,980,564 | \$50,111,256 | \$49,938,736 | \$48,718,875 |
| <u>Grand Total All Funds (not including transfers)</u> | | | | |
| Beginning Balance | \$118,632,112 | \$124,761,884 | \$124,859,769 | \$106,382,812 |
| Revenues | \$105,250,880 | \$108,986,820 | \$121,281,927 | \$112,637,555 |
| Expenditures | \$104,968,956 | \$139,792,907 | \$139,758,884 | \$114,613,554 |
| Reserves & Balances | \$118,914,036 | \$93,955,797 | \$106,382,812 | \$104,406,813 |

** The difference between FY11/12 ending balance and FY12/13 beginning balance is a prior year audit adjustment.

*** The difference between FY11/12 ending balance and FY12/13 beginning balance is an adjustment due to a change in market value.

Summary of Budgeted Personnel

| <u>Department</u> | <u>FY2011/2012</u> | <u>FY2012/2013</u> | <u>FY2013/2014</u> |
|--------------------------------|--------------------|--------------------|--------------------|
| <i>General Operating Fund</i> | | | |
| Mayor & Council | | | |
| Mayor & Council | <u>1.000</u> | <u>1.000</u> | <u>1.000</u> |
| | 1.000 | 1.000 | 1.000 |
| City Manager's Office | | | |
| City Manager's Office | 4.000 | 4.000 | 6.000 |
| Community Relations Office | 3.000 | 3.000 | 3.000 |
| Economic Development | <u>2.000</u> | <u>2.000</u> | <u>0.000</u> |
| | 9.000 | 9.000 | 9.000 |
| Legal | | | |
| Legal | <u>8.226</u> | <u>8.956</u> | <u>8.956</u> |
| | 8.226 | 8.956 | 8.956 |
| Finance | | | |
| Finance | <u>16.025</u> | <u>15.025</u> | <u>15.025</u> |
| | 16.025 | 15.025 | 15.025 |
| Human Resources | | | |
| Human Resources | 5.500 | 5.100 | 5.100 |
| Risk Management Administration | <u>2.000</u> | <u>1.000</u> | <u>1.000</u> |
| | 7.500 | 6.100 | 6.100 |
| Planning | | | |
| Planning | 10.050 | 10.050 | 10.050 |
| Economic Development | <u>0.000</u> | <u>0.000</u> | <u>1.000</u> |
| | 10.050 | 10.050 | 11.050 |
| Public Works | | | |
| Administration | 8.800 | 10.800 | 11.300 |
| Traffic & Lighting | 7.500 | 5.500 | 5.500 |
| Building Services | 3.250 | 3.250 | 3.250 |
| Operations | 2.000 | 2.000 | 2.000 |
| Streets | 6.500 | 6.000 | 6.000 |
| Concrete | 7.000 | 7.000 | 7.000 |
| Engineering | 19.250 | 19.750 | 19.750 |
| Asphalt | 4.500 | 5.000 | 5.000 |
| Forestry | <u>6.000</u> | <u>5.500</u> | <u>5.500</u> |
| | 64.800 | 64.800 | 65.300 |

Summary of Budgeted Personnel

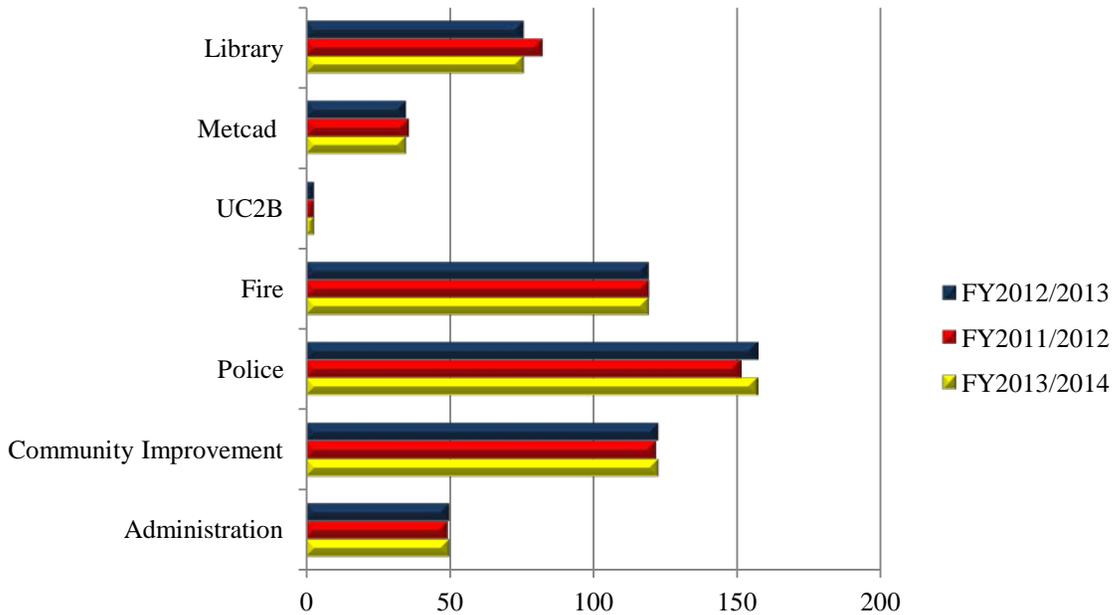
| <u>Department</u> | <u>FY2011/2012</u> | <u>FY2012/2013</u> | <u>FY2013/2014</u> |
|--|--------------------|--------------------|--------------------|
| Police | | | |
| Administration | 9.000 | 8.000 | 8.000 |
| Investigations | 21.500 | 22.500 | 25.500 |
| Patrol | 95.000 | 98.000 | 101.000 |
| Training & Development | 2.000 | 2.000 | 2.000 |
| Records | 24.630 | 20.630 | 20.630 |
| Justice Assistance Recovery Grant-Intelligence | | | |
| LED Policing | <u>1.000</u> | <u>0.000</u> | <u>0.000</u> |
| | 153.130 | 151.130 | 157.130 |
| Fire | | | |
| Administration | 3.000 | 3.000 | 3.000 |
| Building Safety | 10.000 | 9.000 | 9.000 |
| Training & Safety | 1.000 | 1.000 | 1.000 |
| Suppression | 103.250 | 103.250 | 103.250 |
| Prevention | 3.000 | 3.000 | 3.000 |
| Emergency Management | <u>0.100</u> | <u>0.100</u> | <u>0.100</u> |
| | 120.350 | 119.350 | 119.350 |
| Neighborhood Services | | | |
| Administration | 3.400 | 3.000 | 3.000 |
| Property Maintenance | <u>7.000</u> | <u>7.000</u> | <u>7.000</u> |
| | 10.400 | 10.000 | 10.000 |
| Information Technologies | | | |
| Information Technologies | 7.450 | 6.450 | 6.450 |
| City Building A/V | 1.500 | 1.500 | 2.000 |
| GIS | <u>1.500</u> | <u>1.500</u> | <u>1.500</u> |
| | 10.450 | 9.450 | 9.950 |
| <i>Parking Fund</i> | | | |
| Public Works | | | |
| Parking Programs | <u>15.000</u> | <u>15.000</u> | <u>15.000</u> |
| | 15.000 | 15.000 | 15.000 |
| <i>Sewer Improvement Fund</i> | | | |
| Public Works | | | |
| Sewer Operations | <u>8.000</u> | <u>8.000</u> | <u>8.000</u> |
| | 8.000 | 8.000 | 8.000 |

Summary of Budgeted Personnel

| <u>Department</u> | <u>FY2011/2012</u> | <u>FY2012/2013</u> | <u>FY2013/2014</u> |
|---|--------------------|--------------------|--------------------|
| <i>Community Development Grant Block Fund</i> | | | |
| Neighborhood Services | | | |
| Community Development Block Grant Rehab | <u>5.500</u> | <u>5.500</u> | <u>4.900</u> |
| | 5.500 | 5.500 | 4.900 |
| <i>Environmental Services Fund</i> | | | |
| Public Works | | | |
| Environmental Services | <u>1.250</u> | <u>1.500</u> | <u>1.500</u> |
| | 1.250 | 1.500 | 1.500 |
| <i>UC2B Fund</i> | | | |
| UC2B Operations | <u>0.000</u> | <u>3.000</u> | <u>3.000</u> |
| | 0.000 | 3.000 | 3.000 |
| <i>METCAD Fund</i> | | | |
| Metcad | | | |
| METCAD | <u>39.000</u> | <u>36.000</u> | <u>35.000</u> |
| | 39.000 | 36.000 | 35.000 |
| <i>Fleet Services Fund</i> | | | |
| Public Works | | | |
| Fleet Services | <u>7.000</u> | <u>7.000</u> | <u>7.000</u> |
| | 7.000 | 7.000 | 7.000 |
| <i>Library</i> | | | |
| Library | <u>82.475</u> | <u>82.475</u> | <u>75.900</u> |
| | 82.475 | 82.475 | 75.900 |
| Grand Total | 569.156 | 560.336 | 560.161 |
| Population* | 81,055 | 81,055 | 81,055 |

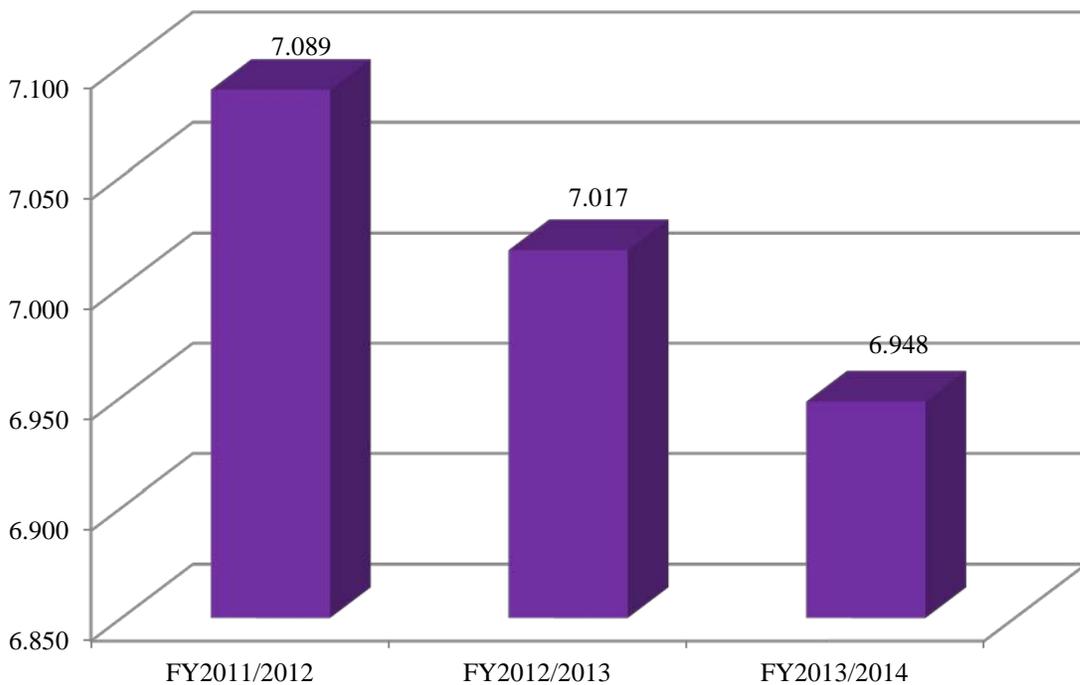
* Source: Adopted Financial Plan for Community Services for the corresponding year

Summary of Budgeted Personnel



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

Budgeted Personnel per 1,000 Population*



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



General Operating Fund Statement 02

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <u>Beginning Balance</u> | <u>9,569,124</u> | <u>11,839,045</u> | <u>11,839,045</u> | <u>10,244,779</u> |
| Revenues | | | | |
| Revenue Transfers | 6,781,399 | 5,388,715 | 5,286,791 | 5,058,179 |
| Revenues | 63,019,895 | 63,434,316 | 64,574,183 | 67,206,337 |
| Total Revenues | <u>69,801,294</u> | <u>68,823,031</u> | <u>69,860,974</u> | <u>72,264,516</u> |
| Expenditures | | | | |
| Capital Expenses | 4,999 | 1,446,580 | 0 | 1,695,751 |
| Commodities | 1,395,627 | 1,913,827 | 1,653,898 | 1,983,062 |
| Contractual Services | 4,951,035 | 7,243,025 | 6,409,244 | 6,861,972 |
| Expenditure Transfers | 25,033,117 | 26,574,287 | 26,367,575 | 27,129,657 |
| Personnel Services | 36,113,412 | 36,818,816 | 37,024,523 | 38,912,121 |
| Total Expenditures | <u>67,498,190</u> | <u>73,996,534</u> | <u>71,455,240</u> | <u>76,582,563</u> |
| <u>Total Ending Balance</u> | <u>11,872,228</u> | <u>6,665,542</u> | <u>10,244,779</u> | <u>5,926,732</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 1,279,875 | 1,389,485 | 5,948,495 | 1,474,105 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 10,592,353 | 5,276,057 | 4,296,284 | 4,452,627 |

Comments:

Revenue Detail

General Operating Fund

02

| <u>Account Description</u> | FY2011/12 Actual | FY2012/13 Revised | FY2013/14 Budget |
|---|---------------------|----------------------|---------------------|
| PROPERTY TAXES | 11,233,128 | 11,149,418 | 11,085,034 |
| SALES TAXES | 30,828,137 | 31,475,204 | 33,206,445 |
| INCOME TAXES | 7,530,389 | 8,112,293 | 8,549,990 |
| OTHER TAXES | 609,742 | 675,371 | 741,462 |
| HOTEL- MOTEL TAX | 1,613,277 | 1,653,638 | 1,703,248 |
| UTILITY TAXES | 2,257,827 | 2,465,444 | 2,500,210 |
| TELECOMMUNICATIONS TAX | 2,644,338 | 2,548,199 | 2,548,199 |
| COURT AND MUNICIPAL FINES | 1,030,861 | 1,090,417 | 1,090,417 |
| DUI FINES | 19,812 | 16,500 | 15,000 |
| ANIMAL CONTROL FINES | 13,310 | 13,500 | 13,500 |
| LIQUOR VIOLATION FINES | 5,750 | 15,000 | 12,000 |
| EXCESS FALSE ALARM FINES | 8,525 | 10,000 | 10,000 |
| RIGHT-OF-WAY OCCUPANCY PERMITS | 15,019 | 10,000 | 10,000 |
| BUILDING PERMITS | 348,931 | 392,400 | 431,700 |
| BUILDING PERMITS-AFTER HR INSPECTIONS | 300 | 300 | 300 |
| ELECTRICAL PERMITS | 126,175 | 127,300 | 140,100 |
| PLUMBING PERMITS | 96,165 | 117,500 | 129,200 |
| MECHANICAL PERMITS | 123,138 | 135,100 | 148,700 |
| SIGN PERMITS | 4,076 | 4,000 | 5,000 |
| DEMOLITION PERMITS | 9,247 | 7,000 | 5,000 |
| EXCAVATION PERMITS | 8,375 | 9,000 | 8,000 |
| SEWER CONNECTION PERMITS | 20,249 | 17,000 | 17,000 |
| DRIVEWAY & SIDEWALK PERMITS | 6,230 | 8,000 | 8,000 |
| SPRINKLER PERMITS | 22,710 | 24,000 | 24,000 |
| RESTAURANT LICENSES | 4,540 | 4,700 | 4,700 |
| ALARM USER REGISTRATIONS | 4,110 | 3,200 | 3,500 |
| MISC LICENSES | 4,446 | 3,500 | 3,600 |
| VEHICLE LICENSES | 9,955 | 11,500 | 11,000 |
| OCCUPATIONAL LICENSES | 10,896 | 2,800 | 6,000 |
| LIQUOR LICENSES | 488,474 | 435,000 | 435,000 |
| PLANNING & DEVELOPMENT FEES | 2,168 | 2,500 | 3,000 |
| PUBLIC SAFETY SERVICE FEES | 702,279 | 759,343 | 859,240 |
| OTHER SERVICE FEES | 227,836 | 230,174 | 233,094 |
| VACANT STRUCTURE REGISTRATION FEES | 0 | 4,500 | 15,000 |
| CITY RENTAL INCOME | 66,521 | 66,600 | 66,600 |
| CITY FRANCHISE FEES | 1,024,967 | 981,410 | 981,410 |
| SALE OF CITY PROPERTY | 32,550 | 17,500 | 18,000 |
| SALARY & TRAINING REIMBURSEMENT | 9,471 | 1,730 | 1,900 |
| CITY EXPENSE REIMBURSEMENTS | 593,646 | 612,575 | 720,500 |
| CITY EXPENSE RIBE - SPECIFIC | 258,721 | 276,107 | 278,811 |
| U OF I PASS-THROUGH | 0 | 94,000 | 104,000 |
| DAMAGED PROPERTY REIMBURSEMENT | 41,029 | 40,000 | 40,000 |
| DAMAGED PROPERTY REIMBURSEMENT-SPECIFIC | 84,848 | 80,000 | 80,000 |
| REFUNDS | 12,489 | 10,000 | 10,000 |
| MISCELLANEOUS | 4,335 | 71,823 | 71,823 |
| TOWING IMPOUND FEES | 212,100 | 178,500 | 178,500 |

| | | | |
|--|-------------------|-------------------|-------------------|
| TOWING PROCESSING FEE | 94,100 | 81,300 | 81,500 |
| INTEREST & INVESTMENT INCOME | 148,753 | 184,000 | 184,000 |
| INTERGOVERNMENTAL REVENUES-STATE | 12,210 | 5,476 | 0 |
| INTERGOVERNMENTAL REVENUES - FEDERAL | 375,076 | 186,466 | 392,954 |
| INTERGOVERNMENTAL REVENUES | 1,200 | 1,200 | 1,200 |
| DONATIONS AND CONTRIBUTIONS | 17,465 | 151,695 | 18,500 |
| Total External Sources | 63,019,895 | 64,574,183 | 67,206,337 |
| TFR FROM PARKING FUND | 831,330 | 864,079 | 713,565 |
| TFR FROM PARKING FUND | 1,613 | 11,898 | 9,872 |
| TFR FROM SEWER IMPROVEMENT FUND | 345,519 | 408,114 | 417,148 |
| TFR FROM SEWER IMPROVEMENT FUND | 411,586 | 434,054 | 440,226 |
| TFR FROM COMMUNITY DEVELOPMENT FUND | 45,536 | 40,000 | 40,000 |
| TFR FROM ENVIRONMENTAL SERVICES FUND | 76,167 | 43,210 | 44,723 |
| TFR FROM UC2B OPERATIONS FUND | 75,113 | 122,588 | 125,000 |
| TFR FROM METCAD FUND | 188,556 | 194,213 | 191,713 |
| TFR FROM FLEET SERVICES FUND | 240,564 | 251,541 | 260,345 |
| TFR FROM RETAINED RISK FUND | 43,414 | 43,827 | 44,704 |
| TFR FROM WORKERS COMPENSATION FUND | 195,773 | 339,216 | 345,348 |
| TFR FROM STORMWATER MANAGEMENT FUND | 959,977 | 776,993 | 789,814 |
| TFR FROM MOTOR FUEL TAX FUND | 245,871 | 411,219 | 296,916 |
| TFR FROM CAPITAL IMPROVEMENTS FUND | 274,574 | 302,453 | 226,003 |
| TFR FROM LIBRARY IMPROVEMENT FUND | 1,191,279 | 423,893 | 421,189 |
| TFR FROM LOCAL MOTOR FUEL TAX FUND (ENG) | 0 | 0 | 33,039 |
| TFR FROM URBAN RENEWAL FUND | 314,143 | 335,409 | 375,619 |
| TFR FROM URBAN RENEWAL FUND | 11,337 | 39,295 | 30,792 |
| TFR FROM UDAG | 0 | 0 | 0 |
| TFR FROM DOWNTOWN TIF FUND | 163,102 | 167,102 | 168,102 |
| TFR FROM DOWNTOWN TIF FUND | 11,678 | 0 | 0 |
| TFR FROM E. UNIVERSITY AVE TIF FUND | 69,959 | 15,470 | 9,000 |
| TFR FROM FOOD & BEVERAGE TAX FUND | 44,700 | 48,700 | 49,700 |
| TFR FROM FOOD & BEVERAGE TAX FUND | 1,613 | 13,517 | 25,361 |
| TFR FROM NORTH CAMPUSTOWN TIF | 0 | 0 | 0 |
| TFR FROM VEHICLE REPLACEMENT FUND | 250,000 | 0 | 0 |
| TFR FROM EQUIPMENT REPLACEMENT FUND | 787,996 | 0 | 0 |
| Total Interfund Transfers | 6,781,399 | 5,286,791 | 5,058,179 |
| Total | 69,801,294 | 69,860,974 | 72,264,516 |

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.

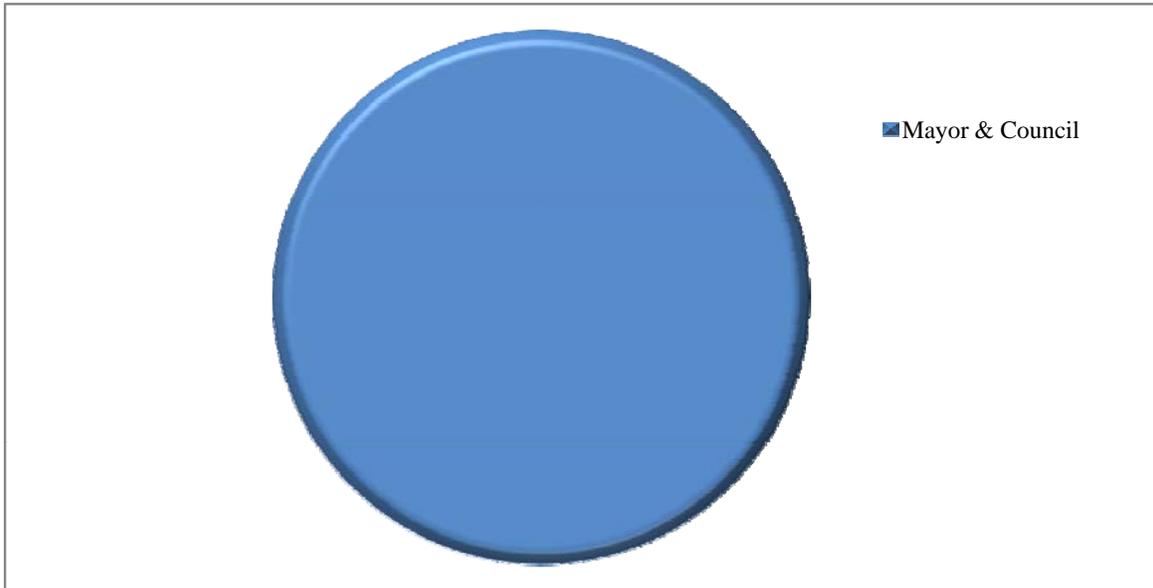
| |
|------------------------------|
| Council (02-0000-01001-0000) |
|------------------------------|

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), 40 North, and the Champaign Center Partnership.

Mayor & Council Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|---------------------|----------------|----------------|---------------|--------------|
| Expenditures | | | | |
| Mayor & Council | 186,897 | 201,557 | 14,660 | 7.84% |
| Total | 186,897 | 201,557 | 14,660 | 7.84% |



City Manager's Office

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

Departmental Overview

Organization

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

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

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

Contact Information

The City Manager's Office is located at 102 North Neil Street, Champaign, IL 61820. The Department phone number is 217.403.8710 and the fax number is 217.403.8980. 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

- ◆ 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 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.

Current Service Levels:

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

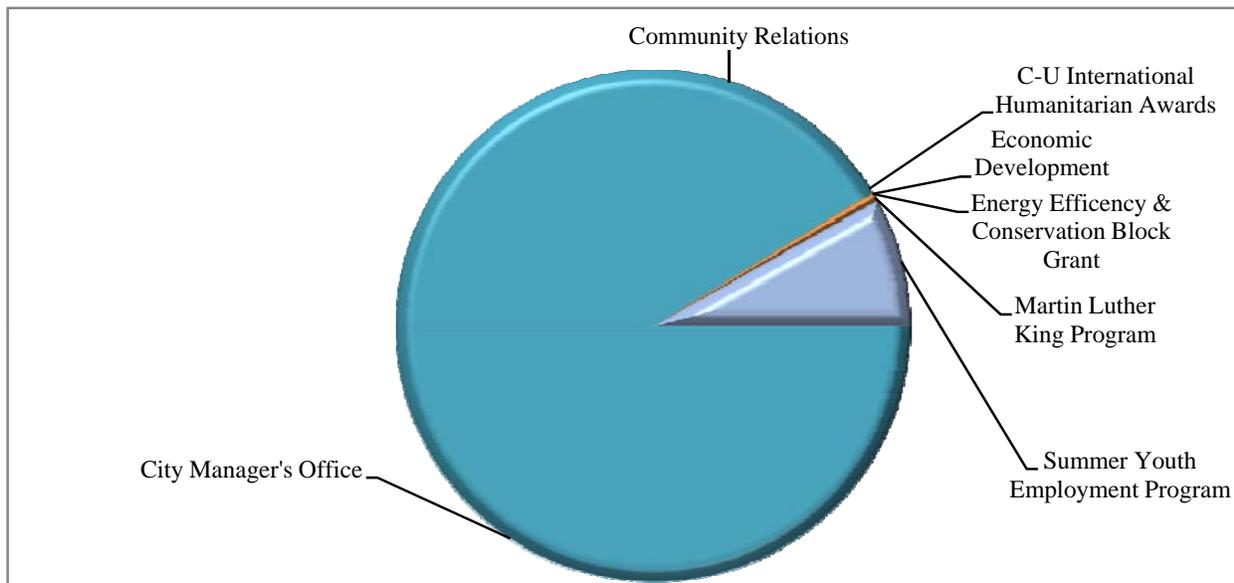
Departmental Goals and New Initiatives:

- ◆ Manage and facilitate interdepartmental involvement in the implementation of the Minority and Women Business Development Program.
- ◆ Work with community partners to develop a long-term sustainability structure to support and carry out the vision and mission of the Champaign Community Coalition.

City Manager's Office Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|---|------------------|------------------|--------------------|----------------|
| Expenditures | | | | |
| City Manager's Office | 651,910 | 849,696 | 197,786 | 30.34% |
| Community Relations | 354,127 | 266,236 | (87,891) | -24.82% |
| C-U International Humanitarian Awards - 02002 | 9,500 | 9,500 | 0 | 0.00% |
| Economic Development* | 1,536,598 | 0 | (1,536,598) | -100.00% |
| Energy Efficiency & Conservation Block Grant | 72,685 | 0 | (72,685) | -100.00% |
| Martin Luther King Program | 7,000 | 7,000 | 0 | 0.00% |
| Summer Youth Employment Program | 100,000 | 100,000 | 0 | 0.00% |
| Total | 2,731,820 | 1,232,432 | (1,499,388) | -54.89% |

*Moved to Planning and Development Department



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. (Council Goals 2011 - 2013)

Our City is fiscally responsible

- ◆ Review options for intergovernmental partnerships that would increase the efficiency or decrease the cost of delivering City services. (Council Goal 2009-2011)

- ◆ Assist the Public Works and Finance Departments in the implementation of the stormwater utility 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. (Council Goal 2009-2011)

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. (Council Goals 2011 - 2013)
- ◆ Work with Public Works and other operating departments on legal mechanisms to promote minority and female participation in City contracts. (Council Goals 2011 - 2013)

Our City is a model for environmental sustainability

- ◆ Work with other departments on municipal aggregation of electricity efforts. (Council Goals 2011 - 2013)
- ◆ Provide legal advice with respect to recycling initiatives. (Council Goals 2011 - 2013)

Our City is committed to honest, transparent government

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

Department Baseline Service Levels, Goals and Initiatives by Activity

| |
|---|
| General Legal Services (02-0000-03001-0000) |
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Current Service Levels:

- ◆ Support the Mayor and Council with procedural aspects of all Council Meetings to ensure that the meetings consistently follow a format that is understandable to its citizens and instill confidence in the integrity of the proceedings.
- ◆ Draft approximately 75 ordinances and resolutions per year, and review approximately 400 regular City Council agenda items per year to ensure that each item legally accomplishes its goal.
- ◆ Coordinate production of all regular City Council agendas with the City Manager’s Office to ensure that items comply with the law and are consistent with City policy.
- ◆ Respond to citizen inquiries with respect to laws and regulations enforced by the City.

- ◆ Provide legal advice to the Mayor and Council, all City Departments, METCAD, Library, City Boards and Commissions, and the City of Champaign Township Supervisor and Assessor to ensure compliance with law and City policy.
- ◆ Negotiate, draft and review City contracts, including purchases of goods and services, labor/employment agreements, real estate contracts and insurance contracts to ensure that the contracts comply with the law, are consistent with City policy and provide adequate contractual protections for the City.
- ◆ Render formal legal opinions regarding the force and effect of laws on City operations, for example, opinions concerning conflicts of interest of City officials and employees to ensure that the City and its officials comply with the law which will promote citizen confidence in the City and its actions.
- ◆ Review, draft, propose and support state and federal legislation for effect on City operations, and represent the City's position on proposed legislation to federal and state legislators.
- ◆ Review Freedom of Information Act requests, advise departments and interact with the Public Access Counselor in the Attorney General's Office to ensure transparency, protect individual privacy interests, and protect the legal and financial interests of the City and its citizens.
- ◆ Negotiate, draft and review major intergovernmental agreements that would increase the efficiency or decrease the cost of delivering City services.
- ◆ Provide legal guidance and opinions concerning ethical issues to ensure citizen confidence in government officials.
- ◆ Assist the Liquor Commissioner with liquor enforcement, including regular review of liquor applications and providing information to liquor licensees to promote public safety.
- ◆ Provide for continuous review of contract forms and computer-based contract information to ensure that contracts protect the public interest.
- ◆ Provide legal advice, by drafting and/or reviewing cost-share agreements, for major City construction and infill efforts, including City facilities, downtown projects and other infill development projects to enhance property values, provide for efficient rendition of City services and to ensure that public funds are protected from adverse claims.
- ◆ Work with Neighborhood Services Department on code compliance to ensure that blight is kept to a minimum and property values are maintained.
- ◆ Review financial assistance contracts (e.g., rehab agreements, notes and mortgages) to adhere to the Neighborhood Services program guidelines to ensure that the City complies with laws and regulations and that the legal interests of citizens are protected.
- ◆ Review amendments to the zoning ordinance and assist in the re-writing of the ordinance.

- ◆ Assist the Planning Department in negotiating and processing annexation agreements and annexations in order to ensure continued City growth and the City's economic vitality.
- ◆ Assist the City Manager's Office and Police Department in the citizen complaint process to ensure citizens' rights are protected and that City employees receive fair treatment in the process.
- ◆ Promote education of City employees concerning legal issues through departmental presentations and educational materials to ensure that employees know their legal responsibilities to better serve the public.
- ◆ 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.
- ◆ Improve citizen access to information about Legal Department services by regularly updating the Department's information on the web and using social media.
- ◆ Develop more information for the ethics part of the website to remind employees of ethical issues in the work place.

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| Prosecution/Claims Review/Litigation |
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Current Service Levels:

- ◆ Prosecute money collection actions on behalf of the City when initial collection efforts by the City have been unsuccessful. Collection efforts include property maintenance fines, parking tickets, taxes, fees, claims for damage to City property and bankruptcy claims.
- ◆ Advise the Office of Community Relations with respect to incoming complaints under the City's Human Rights Ordinance and prosecute violations as required.
- ◆ Defend administrative claims and all civil litigation. Where outside counsel is employed, collaborate on the defense of the case.
- ◆ Represent the City in all employee disciplinary cases before arbitrators and the courts.
- ◆ Advise the Human Resources Department in administering the worker's compensation program and defend worker's compensation claims before arbitrators.
- ◆ Monitor all claims for damages made against the City and its employees in cooperation with the Risk Manager, including arranging for defense of claims and advising on settlement.
- ◆ Prosecuting persons (licensees and purchasers) for violations of the City's liquor ordinance.
- ◆ Pursue demolition orders and repair or abatement orders and seek administrative search warrants in court against owners of blighted properties, as requested by Neighborhood Services Department and pursue foreclosure on City liens for costs of nuisance abatement and demolition and for defaulted loans.

- ◆ Initiate and prosecute approximately 3,000 - 4,000 City ordinance violations stemming from police enforcement actions resulting in approximately \$600,000 in fines and manage the City's public service work program in conjunction with sentencing ordinance violations.
- ◆ Produce semi-annual litigation report for the City Council, annual report on City Court prosecution, and regular reports on ongoing litigation to ensure that City policy and practices are protected and promoted, and to keep Council informed.
- ◆ Prosecute violations of City's zoning ordinance as requested by Planning Department.

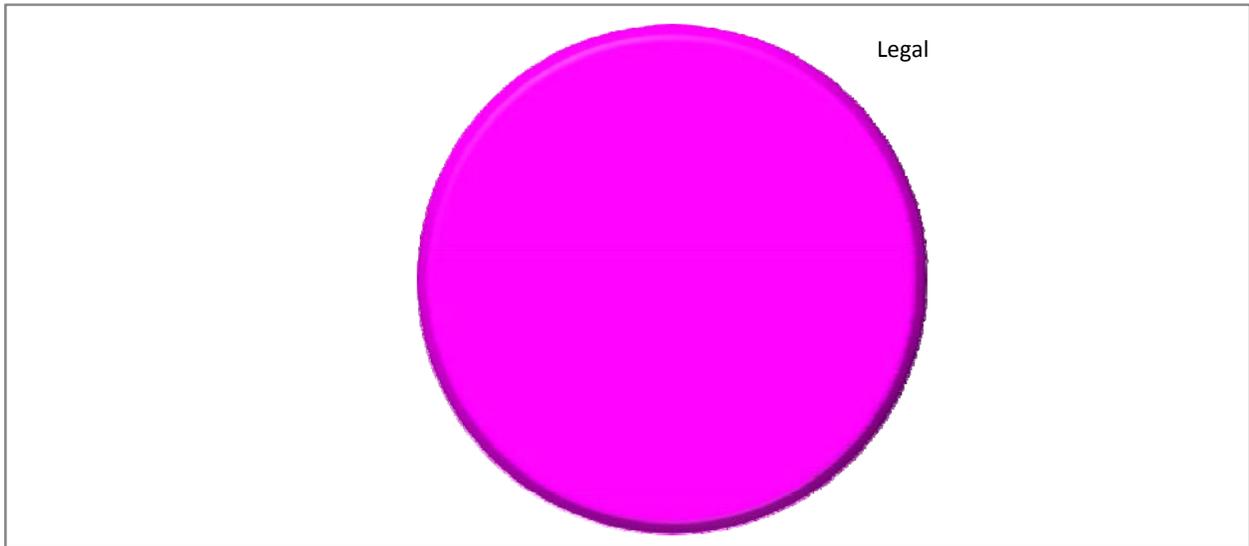
Departmental Goals and New Initiatives:

- ◆ Work with City Manager's Office and Public Works on Mahomet Aquifer initiatives to protect the area's water supply from potential contamination.
- ◆ Develop background materials for and work with the City Manager's Office to prepare or update Council orientation materials.
- ◆ Work with City Manager's Office and City Clerk to implement Freedom of Information Act requirements to provide transparency in government, protection of individual privacy interest and the City's financial interests through providing legally sound advice and working on improved automation of responses.
- ◆ Work with Planning on the comprehensive revision of the Zoning Ordinance.
- ◆ Lead negotiations with AFSCME and IAFF.
- ◆ 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 right-of-way ordinance for external review and ultimate adoption to provide consistency in the regulation of the use of right-of-ways.
- ◆ 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 legislators on efforts related to the replacement of bridges over I-57, funding inequalities in IDOT, Mahomet Aquifer protection, enhanced 9-1-1 funding, and protection of municipal revenues.
- ◆ Provide legal support for property acquisition and redevelopment of Bristol Park area.
- ◆ Provide legal support for redevelopment agreements including Parking Lot J, North and Hickory, Neil/Hill Parking Lot, and remaining Burnham District properties.
- ◆ Work with the Liquor Commissioner, Deputy Liquor Commissioner and Champaign Police Department to review and update the Liquor Code.

Legal Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|---------------------|------------------|----------------|-----------------|---------------|
| Expenditures | | | | |
| Legal | 1,024,206 | 969,544 | (54,662) | -5.34% |
| Total | 1,024,206 | 969,544 | (54,662) | -5.34% |



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. (Council Goals FY2008/09 – FY2011/12)

Our City is fiscally responsible

- ◆ Develop a plan to fund future stormwater drainage improvements to minimize residents' flooding exposure. (Council Goals 2011 - 2013)
- ◆ 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. (Council Goals 2011 - 2013)
- ◆ Provide collection services for the Local Option Motor Fuel Tax.
- ◆ Participate in the State of Illinois' Local Debt Recovery Program to increase debt collections.
- ◆ Refinance the City's 2005 bond issue (within legal requirements) to reduce interest expenses following selection of a Financial Advisor for debt issuance and underwriter if applicable.
- ◆ Present options to the City Council regarding the property tax levy in light of the decrease in the assessed valuation of taxable property.

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. (Council Goals 2011 - 2013)
- ◆ Support the Urbana-Champaign Big Broadband (UC2B) project to provide high-speed internet connectivity to "anchor institutions" throughout the community and approximately 2,500 residences and businesses in several "underserved" census areas by providing financial services to UC2B operations. (Council Goals 2011 - 2013)

- ◆ Implement recently-adopted revisions to the City’s Debt Management Policy including provisions regarding selection of service providers and providing greater opportunities for women-owned and minority-owned businesses to provide financial services to the City.

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 City Council meeting minutes, ordinances, and resolutions. (Council Goals 2011 - 2013)
- ◆ Support the City Manager’s Office in its efforts to implement the Public Communications Plan to provide timely and accurate information to the public. (Council Goals 2011 - 2013)

Department Baseline Service Levels, Goals and Initiatives by Activity

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| Financial Services (02-0000-04001-0000) |
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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 550 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 190 remittances annually, and hotel-motel tax receipts averaging 250 remittances annually, to support the City's and operations and capital projects .
- ◆ Process multi-family recycling billing quarterly to support sustainability initiatives within the City.
- ◆ Process all vendor payments each week, which entails receiving about 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 payments per year.
- ◆ Bill outside parties for payments due to the City for fire protection, special service area taxes, loan paybacks, false alarms, nuisance abatements, and miscellaneous items by creating approximately 1,400 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 85 pensioners.
- ◆ Maintain the financial records of the Firefighters Pension Fund and the City of Champaign Township to create efficiencies in administrative services strengthen internal controls, and provide consistent financial reporting for the City's residents. Provide financial advice to the Township Supervisor and Fire Pension Board on the property tax levy and other issues.
- ◆ Manage current debt and make recommendations concerning issuance of new debt in accordance with the adopted Debt Management Policies to maximize City resources in support of high priority projects.
- ◆ Assist other departments with financial aspects of planning for changes in service levels, productivity and efficiency initiatives, growth of the City, and other changes with financial impacts.
- ◆ Distribute and process information and forms pertaining to City Council elections.
- ◆ Provide various services prescribed in the City Code to provide transparency and accountability to the residents, including the following:
 - take minutes of Council meetings and process Council Bills
 - work with the Legal Department to maintain an updated City Code
 - work with other departments in maintaining a list of City-owned property and process tax bills
 - assist City boards and staff in complying with the Open Meetings Act
 - record City documents with County offices
 - conduct approximately 30 bid openings per year

- ◆ Serve as Freedom of Information Officer to assist in and monitor staff's compliance with the Freedom of Information Act. Provide public access to the City's records in accordance with the Act.
- ◆ Assist staff, elected officials, and appointed officials to comply with State requirements for filing Economic Interest Statements and perform related administrative tasks to provide transparency and accountability to the residents.
- ◆ Regulate certain business practices to protect citizens' health, safety, and welfare by processing and issuing approximately 900 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 2013/14 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 tax filing and remittance software that will allow taxpayers and customers to utilize an online portal to file tax returns and make payments electronically and provide the Finance Department with better tools to collect delinquent amounts.
- ◆ Define needs for financial and human resources workflow improvements and potential enhanced or new software to improve accounting and personnel transactions and efficiently provide information and services to customers.
- ◆ Complete the microfilming/digitizing proposal for City Council documents including ordinances, resolutions, and minutes from 1860 – 2011. Develop an annual program for digitizing these Council documents for preservation purposes, transparency and accessibility.
- ◆ Implement a trial shredder bin program to help determine the cost effectiveness of the use of shredding/recycling bin services versus the continued purchase, maintenance and replacement of shredders.

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| Sewer Collection (04-0000-04017-0000) |
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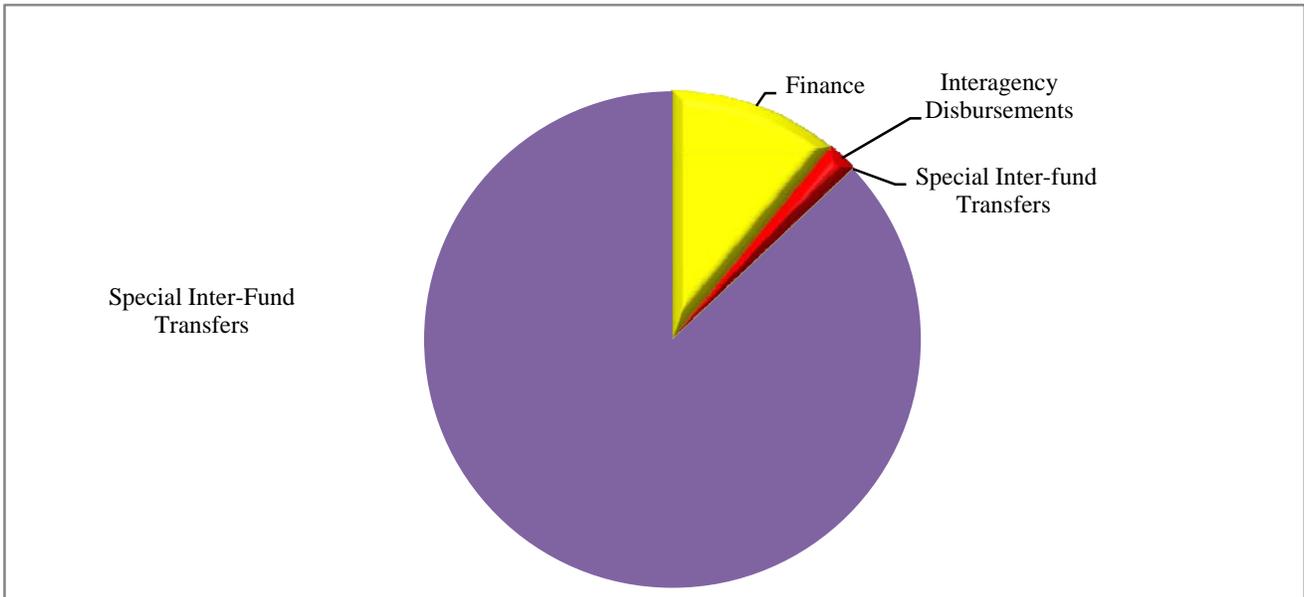
Current Service Levels:

- ◆ 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 | 2013 Budget | 2014 Budget | Change | % Change |
|---|-------------------|-------------------|----------------|--------------|
| <u>Expenditures</u> | | | | |
| Finance | 1,497,295 | 1,730,315 | 233,020 | 15.56% |
| Interagency Disbursements | 111,317 | 312,675 | 201,358 | 180.89% |
| Series 2009 Refund Bonds (Police) Debt Payments | 627,300 | 0 | (627,300) | -100.00% |
| Special Inter-fund Transfers | 13,355,428 | 13,741,062 | 385,634 | 2.89% |
| Total | 15,591,340 | 15,784,052 | 192,712 | 1.24% |



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 fiscally responsible.

- ◆ Provide leadership and advice regarding staff planning and effective use of the City's human resources.
- ◆ Develop and implement health insurance cost reduction strategies.

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.
- ◆ Utilize the City's website to inform the public of City employee salaries and benefits, bargaining unit agreements and job opportunities.

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.
- ◆ Administer Individual Service Plans and the City's Non-Bargaining Unit Annual Performance Appraisal Process applicable to approximately 100 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, in part through implementation of the Diversity Leadership Council recommendations.
- ◆ Develop and implement strategies for short and long term health insurance cost containment. Implement requirements of the Affordable Care Act (Health Care Reform).
- ◆ Negotiate new labor contracts with American Federation of State, County, and Municipal Employees and International Association of Fire Fighters.
- ◆ Develop and implement system improvements to the payroll and compensation programs to increase effectiveness and efficiency.
- ◆ 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.

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| Employee Assistance and Performance Incentives (02-0000-05002-0000) |
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Current Level Services:

- ◆ Provide training and advice to supervisors and managers regarding referring employees to counseling resources, including utilizing the Employee Assistance Program (EAP). 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.

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| Board of Fire and Police Commissioners (02-0000-05003-0000) |
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Current Level Services:

- ◆ Provide oversight in the areas of recruitment, testing, interviewing, and selecting candidates for both entry level and promotional Police and Fire positions.
- ◆ Provide due process hearings for disciplinary and discharge cases when requested.
- ◆ Review and recommend recruitment strategies to meet Affirmative Action guidelines for police and fire candidates. The goal is to recruit a diverse pool of applicants that reflects the diversity of our community through police officer and firefighter hiring process.
- ◆ Assist the Police Department in reviewing the Police Field Training Officer program to continuously improve effectiveness of the program to assist new officers in assimilation to the Police Department.

Departmental Goals and New Initiatives:

- ◆ Assist fire and police departments in development of assessment centers for promotional processes. Work with outside vendor in designing fair, job performance based measurement tools.

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

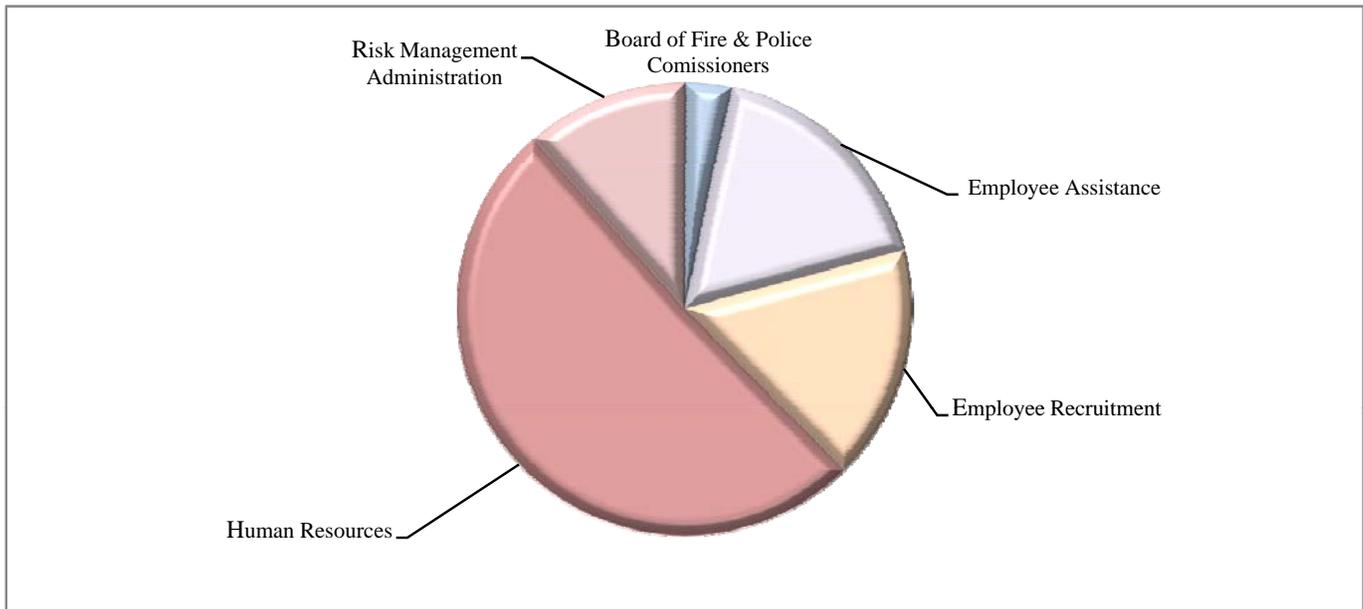
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| Retained Risk (15-0000-05005-0000) |
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Current Level Services:

- ◆ 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 | 2013 Budget | 2014 Budget | Change | % Change |
|--------------------------------------|------------------|------------------|---------------|--------------|
| Expenditures | | | | |
| Board of Fire & Police Commissioners | 61,598 | 42,315 | (19,283) | -31.30% |
| Employee Assistance/Incentives | 75,955 | 228,758 | 152,803 | 201.18% |
| Employee Recruitment | 181,436 | 218,019 | 36,583 | 20.16% |
| Human Resources | 664,226 | 661,796 | (2,430) | -0.37% |
| Risk Management Administration | 148,935 | 150,041 | 1,106 | 0.74% |
| Total | 1,132,150 | 1,300,929 | 65,336 | 5.77% |



Planning and Development Department

The Planning and Development 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 three divisions:

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

The Advance Planning Division is responsible for administration of the Comprehensive Plan, neighborhood planning, capital improvement planning, plan implementation and dissemination of demographic information.

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

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

- ◆ Provide planning services to Unit 4 under contract including monitoring and updating the approved Ten Year Capital Improvement Plan.

Our City is fiscally responsible

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

Our City promotes economic opportunity

- ◆ 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.
- ◆ In conjunction with the University of Illinois and the City of Urbana, serve as lead agency for the Urbana-Champaign Big Broadband (UC2B) Consortium to construct and operate a high speed fiber optic network throughout Champaign and Urbana. Complete construction of the network and installations consistent with the terms of the federal grant. Maintain and operate the network, including the provision of quality customer technical support. Work with the Policy Committee and the member agencies to establish and implement an organizational structure for operations and select a private partner for expansion of the network.
- ◆ Continue the process to implement the Infill Development Strategic Plan, including, completing a development agreement for North and Hickory; initiating development of the parking lot at Hill and Neil; and issuing an RFP for the remaining Burnham District properties. Based on what is learned through these experiences, further develop programs and strategies to remove barriers and promote a wide variety of infill development projects.

Our City is a model for environmental sustainability

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

Our City is committed to honest, transparent government

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

Department Baseline Service Levels, Goals and Initiatives by Activity

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| Current Planning |
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Current Service Levels:

- ◆ Provide a responsive, service oriented approach to development proposals by:
 - Annually managing and promptly reviewing development proposals to facilitate high quality growth and development.
 - Reviewing site plans for large-scale multi-family and commercial developments to ensure conformance with all City requirements.
 - Negotiating new annexation agreements or amendments.
 - Processing petitions for annexations as required.
 - Reviewing preliminary and final subdivision plats and certificates of exemption.
 - Reviewing requests for rezoning.
 - Reviewing and negotiating requests for Planned Developments.
 - Reviewing and negotiating requests for Special Use Permits.
 - Apply the Zoning regulations for the Campus Commercial and Midtown Commercial Overlay Districts.
- ◆ Administer previously approved annexation agreements, Planned Development certificates, and Special Use Permits to ensure compliance and amending as necessary to meet unanticipated needs.
- ◆ In response to requests by Champaign County, review and recommend 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:

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| Advance Planning |
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Current Service Levels:

- ◆ Maintain an up-to-date Comprehensive Plan to guide the City’s growth and development, and to protect older urban areas by:
 - Monitoring changes affecting the community, and amending the Plan as needed.
 - Monitoring and updating the Comprehensive Plan as necessary to facilitate the annual Plan review.
 - Explaining and interpreting the Plan to citizens interested in, or impacted by its recommendations.
 - Preparing annual reports on Plan implementation activities.
 - Preparing neighborhood and commercial area improvement plans and meeting all implementation obligations for the Planning Department.
- ◆ Maintain an up-to-date Ten Year Capital Improvement Plan which anticipates the community’s major infrastructure needs and sets out a funding and activity schedule for meeting these needs, including facilitating meetings, reviewing projects, and presenting the proposed plan for City Council review and approval.
- ◆ Manage and make available demographic and other information by providing information to the public and City Departments on population demographics, property and land use characteristics, and planning publications.
- ◆ Provide planning support to outside organization and governmental agencies including the Champaign Park District, Unit 4 School District, Champaign-Urbana Urbanized Transportation Study and Regional Planning Commission

Departmental Goals and New Initiatives:

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

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| Economic Development (02-0000-02007-0000) |
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Current Service Levels:

- ◆ Prepare and Implement the City’s Economic Development Strategic Plan to promote the community and its economic development goals and objectives.
 - Work with community leaders, business and government leaders to understand the “New Normal” in development as the economy transforms.
 - Incorporate the Economic Development Strategic Plan into the Comprehensive Plan.
 - Develop a comprehensive economic development policy targeting job creation, retention and overall economic stability.
 - Produce brochures, web-based information and other marketing documents to promote and describe City economic development programs.
- ◆ Promote economic development in the community through infrastructure improvements and by providing incentives for reinvestment in aging commercial areas by:
 - Monitoring revenues and expenditures, business activity, and furtherance of Plan objectives for Champaign’s three Tax Increment Financing Districts.
 - Answering inquiries and reviewing applications for Redevelopment Incentive Program grants.
 - Supporting the activities of the Champaign Center Partnership.
- ◆ Provide financial and staff support for the Champaign County Convention and Visitors Bureau to promote tourism and economic development.
- ◆ Provide financial and staff support for the Champaign County Economic Development Corporation to promote new business growth and expansion and participate in EDC activities.
- ◆ Act as the City’s primary contact for all potential economic development projects and initiatives and provide assistance 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.

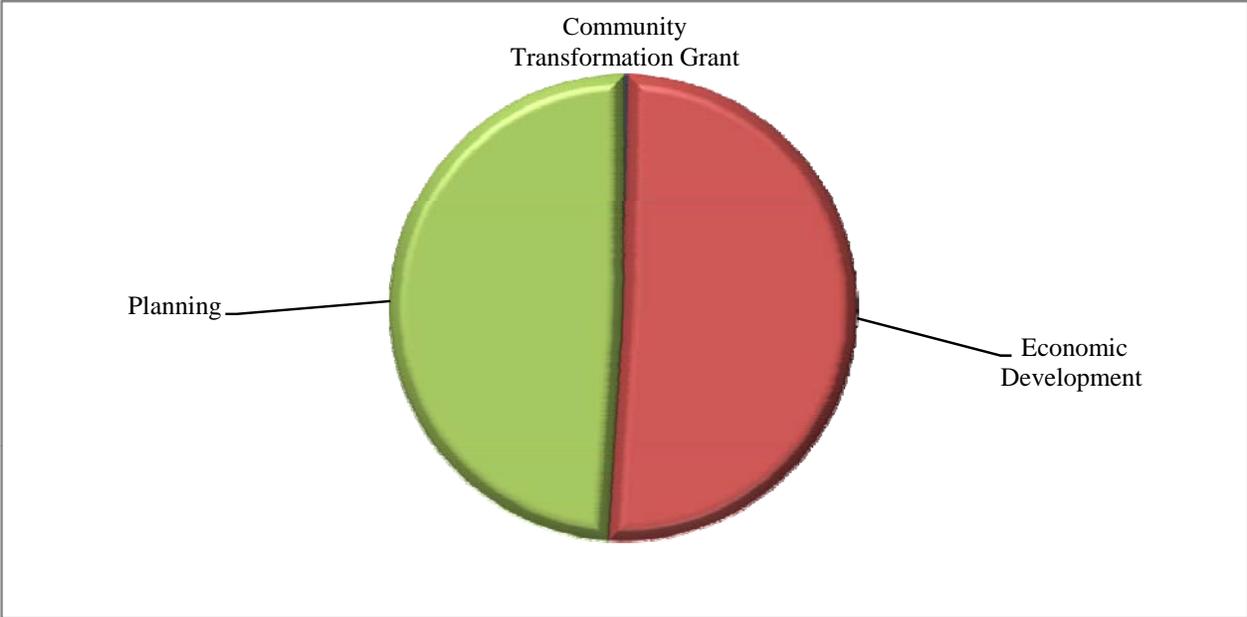
Departmental Goals and New Initiatives:

- ◆ Develop and implement a robust community-wide branding campaign around UC2B.
- ◆ Work with Champaign County to recertify and extend the term of the City of Champaign/Champaign County Enterprise Zone.

Planning and Development Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|--------------------------------|----------------|------------------|------------------|----------------|
| Expenditures | | | | |
| Community Transformation Grant | 1,600 | 5,900 | 4,300 | 268.75% |
| Economic Development* | 0 | 1,315,298 | 1,315,298 | 100.00% |
| Planning | 929,078 | 1,266,581 | 337,503 | 36.33% |
| Total | 930,678 | 2,587,779 | 1,657,101 | 178.05% |

*Moved from City Manager's Office



Public Works Department

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

Departmental Overview

Organization

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

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

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

The Operations Division is responsible for maintaining 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. Business hours are 7:30 a.m. to 4:30 p.m., Monday through Friday.

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

Key Projects in Support of City Council Goals

Our City provides first-rate services

- ◆ Complete design and begin construction of Phase I of West Washington Street drainage improvements, which includes construction of a detention basin.
- ◆ Acquire property and complete preliminary design for Phase II of West Washington Street drainage improvements.
- ◆ Assist with development of plan of finance which will lead to issuance of debt for Phase II of West Washington and Phase II Boneyard improvements.

Our City is fiscally responsible

- ◆ Implement capital improvements outlined in relation to adoption of the 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 Office 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.
- ◆ Select a new supplier for the municipal electric power aggregation program 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

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| Administration (02-0000-07001-0000) |
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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).
- ◆ Help support City and Illinois American Water Corporation 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. Retain a consultant and select a new electricity supplier.
- ◆ 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.
- ◆ 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).
- ◆ Assist with Illinois Commerce Commission (ICC) intervention concerning Illinois American Water Corporation and Ameren rate increases.

Departmental Goals and New Initiatives:

- ◆ Continue to expand use of the Work and Asset Management System (WAMS) in the Public Works Department to increase efficiency, and provide accurate and timely data for making decisions about Department programs and services.
- ◆ Centralize procurement functions for goods and services with a cost of more than \$5,000, other than capital improvement projects.
- ◆ Assist with efforts to protect the Mahomet Aquifer from contamination, including coordinating efforts to have the U.S. Environmental Protection Agency declare the Mahomet a Sole Source Aquifer.
- ◆ Begin implementation of mobile devices for staff in the field to have access to work orders and allow them to update infrastructure information in the GIS.
- ◆ Support the City's efforts towards sustainability by bidding electricity rates for the municipal electric aggregation program.

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| Traffic & Lighting (02-0000-07002-0000) |
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Current Service Levels:

- ◆ Manage traffic signals to promote safe and efficient traffic flow by:
 - Implementing the methods and schedules outlined in the Traffic Signal Master Plan.
 - Improving traffic signal timings.
 - Coordinating staff and resources to provide 24-hour response to traffic signal problems.
 - Provide maintenance to the 42 IDOT-owned intersections and the two University of Illinois-owned traffic signals as agreed upon in the City-State Maintenance Contract.
- ◆ Replace traffic signal controllers, improve the pre-emption systems, and install traffic signal interconnect systems and uninterruptible power supplies. Maintain streetlights to extend service life, minimize service interruptions, and promote safe streets and neighborhoods by:
 - Arranging regularly scheduled maintenance to City-owned streetlights including re-lamping (442 per year based on a five-year cycle and other updates.
 - Inspect 3,512 City-owned street lights and make noted repairs when discovered.
 - Inspect and report any problems or outages regarding leased 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 (20/yr), honorary streets (12/yr), etc. to help other City departments and sections with their sign needs.
 - Completing service requests for installation of new signs or modification of other signed areas. About 50 traffic service requests (TSR) each year result in approximately 50 sign installation projects.
 - Installing illuminated street name signs at new traffic signal installations or at traffic signal upgrades.
- ◆ Provide and maintain pavement markings so that citizens can easily identify parking spaces, turn lanes, no parking zones, etc. by:
 - Prioritizing locations for in-house replacement and completing as much as the budget allows.
 - Managing maintenance contracts based on the Pavement Marking Master Plan for about 10 intersections and sections of arterial streets requiring high quality pavement markings.
 - Keeping all the Campus parking markings in place for the permit parking spaces.
 - Responding to traffic service requests for pavement markings.
- ◆ Monitor records of power consumption from traffic signals, street lighting, and leased lighting to improve accuracy of Ameren/IP and Strategic bills.
- ◆ Administer JULIE program for locating all City-owned underground utilities.
- ◆ Identify locations for the Neighborhood Street Light Program and install needed street light improvements.
- ◆ Maintain an up-to-date sign inventory, as required by FHA (Federal Highway Administration) regulations.

Departmental Goals and New Initiatives:

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| Operations Division Building Services Section (02-0000-07003-0000) |
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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.
- ◆ Complete the City Facilities Remodeling Study including:

- develop a plan to remodel/rehabilitate the Council Chambers, Council Office, AV room, 6th Floor, and Neighborhood Services Department work areas in the City Building;
 - create an office space in the planning studio/intern area in the Planning Department;
 - develop a plan to remodel/rehabilitate the old customer service work area in the Parking Building;
 - evaluate the feasibility of a centralized storage facility for Public Works, Police, and Fire.
- ◆ Implement HVAC improvements at Fire Stations #5 and #6.
 - ◆ Provide support for relocation of Fire Station #3.
 - ◆ Provide support for replacement of the Police Department chiller and pneumatic thermostats.

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

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| Operations Division Administration Section (02-0000-07005-0000) |
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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 and restructure Division personnel evaluation form with emphasis on aligning employee behavior with City Values.
- ◆ Complete a program to install an automated vehicle location (AVL) system in snowplow equipment.

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| Operations Division Street Section (02-0000-07006-0000) |
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Current Service Levels:

- ◆ Assist the Neighborhood Services Department with neighborhood cleanups, Campus Move-In and Move-Out, and special alley clearance projects to reduce blight in neighborhoods.
- ◆ Respond to service requests to pick up debris caused by illegal dumping on City rights-of-way. Debris is removed within two business days of request.
- ◆ Provide street sweeping in neighborhoods once per month during the months of March through October. An average of 4,200 miles is swept each year.
- ◆ Provide street sweeping to north commercial and some of the major arterial streets in areas of the Downtown, Campus, North Prospect, and around schools between the months of March and October approximately eight hours per week from 5 a.m. to 7 a.m. An average of 800 miles is swept and 550 cubic yards of loose debris are collected annually.
- ◆ Sweep leaves from City curb and gutter roadways during the months of October through December. Annually, an average of 3,500 miles is swept and 18,000 cubic yards of loose leaves are collected.
- ◆ Provide street sweeping for special events. Events include the Illinois Marathon, Parade of Lights, Don Moyer Bags Tournament, Fourth of July, Combined Charities Campaign Kick-Off, three to four street festivals, and others. An average of 1,700 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 500 tons of rock back to Public Works for use in alley and shoulder maintenance.
- ◆ Provide routine maintenance at viaducts according to the Viaduct Maintenance Plan.
- ◆ Spread rock along shoulders of non-curb and gutter streets under the direction of the Engineering Division and by service requests to ensure proper drainage of roadways. Approximately 10 repairs are completed annually.
- ◆ Responsible for the supply and storage of approximately 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.

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| Operations Division Concrete Section (02-0000-07007-0000) |
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Current Service Levels:

- ◆ Repair concrete streets to provide safe and efficient motor vehicle travel when a faster response is required and timely contractual repairs cannot be made. An average of 2,000 square feet of concrete streets is repaired annually.
- ◆ Reconstruct streets, curbs, sidewalks, and ramps in conjunction with sewer repairs. Approximately 30 locations are reconstructed per year.

- ◆ Install an average of 20 handicap ramps per year in conjunction with the Sidewalk Repair program and by citizen request.
- ◆ Remove graffiti from concrete structures. When graffiti removal requests are made, they are prioritized based on location and the nature of the graffiti.
- ◆ Annually replace an average of 6,400 lineal feet of deteriorated City sidewalks.
- ◆ Annually reconstruct an average of 15 driveway sections, 10 drive approach sections, 200 to 300 lineal feet of curb.
- ◆ Reconstruct an average of two pull boxes, light bases, or traffic control box bases for the Traffic and Lighting Section each year.
- ◆ Construct an average of two retaining walls per year in conjunction with sidewalk repairs.
- ◆ Review the Work Area Protection Guide annually and make revisions if needed.
- ◆ Work with the Engineering Division to update sidewalk inventory to reflect 2013 construction work.
- ◆ Repair or replace mailboxes damaged during the snow and ice season.
- ◆ Continue sustainable practice of recycling 100 percent of concrete sidewalks, curbs/gutters, and pavement that are removed annually by City crews.

Departmental Goals and New Initiatives:

- ◆ Update the Sidewalk Master Plan.

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| Engineering (02-0000-07008-0000) |
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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 become 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.
- ◆ Complete projects budgeted in the Capital Improvements Plan. This involves planning, budgeting, preparing project sheets, preparing Council reports, administering bidding processes, managing engineering consultants and contractors and providing public information and assistance to the City Council and to the general public.
- ◆ Continue transferring automated map data to GIS.

Departmental Goals and New Initiatives:

- ◆ Begin construction of Stage II infrastructure improvements for University of Illinois Research Park including extension of Gerty Drive to new Fourth Street, sidewalk along First Street and between St. Mary's and Windsor, and landscaping along Fourth Street.
- ◆ Complete construction of Windsor Road and Interstate 57 bridge approach.
- ◆ Begin construction of Olympian Drive from Apollo to Lincoln, and from current dead end west of Champion to Duncan Road.
- ◆ Complete closure plan for the old Champaign Landfill.
- ◆ Complete construction of Market Street from Olympian to Ford Harris Road.
- ◆ Provide support for infrastructure projects related to the Lot J redevelopment.
- ◆ Begin planning and project implementation for the Green Street Streetscape Improvement Project.

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| Operations Division Asphalt Section (02-0000-07009-0000) |
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Current Service Levels:

- ◆ Repair an average of 20,000 potholes per year to provide safe and efficient motor vehicle travel. Complete pothole service requests within two business days of request unless staff is occupied with a safety sensitive activity like snow and ice removal.

- ◆ Complete hot-mix asphalt repairs associated with Sewer and Concrete Section programs within two business days of request when weather and hot-mix availability allows. Complete an average of 2,400 square yards of hot-mix asphalt street repairs to provide safe and efficient motor vehicle travel.
- ◆ Make temporary sidewalk repairs within two business days of request when weather and hot-mix availability allows, minimizing hazards to pedestrians.
- ◆ Profile asphalt pavement faults within ten business days of request during the construction season smoothing the ride and improving drivability.
- ◆ Remove leaves from City streets through the combined efforts of the Asphalt and Street Sections during the months of October through December in order to keep sewer inlets open and reduce potential for flooding. Annually, an average of 14,000 cubic yards of loose leaves are collected, compacted, and recycled.
- ◆ Inspect alleys with compacted milling surfaces once annually. Provide maintenance by pothole patching or blading additional material as needed. Annually, level all milling surface alleys, as needed.
- ◆ Repair or replace delineators by citizen request. Inspect newly annexed areas for required delineator locations and install as needed. Reinstall delineators if reported or found to be missing during the winter season.
- ◆ Assist with prioritizing alleys for oil and chip surface treatment by assessing conditions and suitability for surface treatment.
- ◆ Annually inspect temporary sidewalk repairs to determine if additional work is required to maintain pedestrian safety.

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

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

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| Parking Programs (03-0000-07013-0000) |
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Current Service Levels:

- ◆ Maintain a current database of parking violations and their status. This entails processing 45,000 parking ticket payments annually within three days of payment and entering all handwritten parking violations within three days of receipt.
- ◆ Manage web-based applications for citation payments and permits to provide 24/7 access for customers and manage Parking Services workload. Goal is to process 60 percent of citation payments and 80 percent of permits online.
- ◆ Initiate aggressive collection efforts on tickets 30 days old or older and maintain an average collection rate of at least 85 percent for monthly receipts compared to tickets issued. This may include booting or towing vehicles that have accumulated five or more outstanding tickets for a period of more than thirty days.
- ◆ Respond to complaints and inquiries from citizens and visitors. Process and respond to 750 citizen complaints about parking tickets within ten days of receipt.
- ◆ Provide parking meter covers for temporary construction activities within four hours of request deadline, during normal working hours.
- ◆ Respond as needed to parking problems in other areas of the City.
- ◆ Enforce parking regulations including meters, time limits, unauthorized use of permit parking and commercial loading zones.
- ◆ Repair and maintain parking meters and other equipment, such as pay stations and electronic gates as needed. Inspect and repair meter failures and service-related problems within 24 hours, providing parts are in stock.
- ◆ Collect revenues from all City parking meters on either a twice weekly or bi-weekly schedule, depending upon utilization.
- ◆ Manage approximately 4,200 City-owned parking spaces, including 2,000 metered spaces, 1,600 permit spaces, and 600 spaces in the new Hill Street Parking Deck.
- ◆ Issue parking permits and manage permit parking in City-owned parking facilities, and manage the residential permit parking program in the East Park Street Area.
- ◆ Enforce parking regulations within the Downtown, East Side, and University Parking Districts from 8 a.m. to 9 p.m. from Monday through Friday.
- ◆ Clean and maintain City parking lots and landscaped areas within and adjacent to the lots to provide a clean, safe, and attractive environment. Trash is removed daily, lots are kept weed-free, flowers are watered daily, and lots are mowed up to twice each week so that grass is not higher than 2 ½ inches.

- ◆ 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:
 - Implement changes in parking fines to benefit customers that are not repeat offenders.
 - Evaluate pay-by-cell payment options for parking customers.
 - Review public information materials for parking and develop plan and priorities for new or revised materials.
- ◆ Select a new operator for the Hill Street Parking Deck when the current contract ends at the end of calendar year 2014.
- ◆ Complete a selection process and implement parking system management software.

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| Operations Division Sewer Section (04-0000-07025-0000) |
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Current Service Levels:

- ◆ Respond to all sanitary back-up service requests in an hour or less during regular work hours. After-hour response can be longer, but most responses occur in less than two hours.
- ◆ Respond to miscellaneous service requests regarding such things as dead animals, right-of-way debris, sewer backups, accident clean-ups, etc. These responses are prioritized and the timeliness of the response varies depending on the hazard posed by the situation. High priority response occurs within an hour; other responses may be scheduled.
- ◆ Provide televised footage of sanitary and storm sewers to the Engineering Division (75,000 feet of sanitary sewer per year) as scheduled and requested by the Engineering Division.
- ◆ Identify sanitary sewer lines and manholes subject to high levels of grease accumulation and treat these on a monthly basis to reduce the grease levels. Currently, 144 manholes have been identified as problem sites and are treated monthly.

- ◆ Clean storm sewer inlets to allow street drainage during flooding situations as required. These cleaning activities include clearing debris from inlets and jetting or 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
- ◆ Track barricades when placed at hazards and complete repairs within 30 days of initial placement.

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| Recycling Services (06-0000-07014-0000) |
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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.

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| Fleet Services (10-0000-07019-0000) |
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Current Service Levels:

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

Departmental Goals and New Initiatives:

- ◆ Implement automated preventive maintenance and work scheduling.
- ◆ Certify at least two mechanics as Emergency Vehicle Technicians.

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| Stormwater Management (21-07120) |
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Current Service Levels:

- ◆ Manage the City's Stormwater Utility Fee, which will generate \$3 million annually to support stormwater improvements. Stormwater fees will be billed to 22,000 parcels, including 18,000 residential and 4,000 non-residential parcels.
- ◆ Administer the credit and incentive programs for residential and commercial customers.
- ◆ Pay outlet fees for discharge into drainage systems maintained by other governmental units.
- ◆ Monitor rainfall and stream flows on the Copper Slough and Boneyard Creek.
- ◆ Pay utility locating fees for storm sewer locates.

- ◆ Respond to storm drainage concerns by providing investigation, education, and problem solving assistance.
- ◆ Review and approve grading and drainage permits, and complete related inspections.
- ◆ Review and approve erosion control plans, complete related inspections, and investigate complaints.

Departmental Goals and New Initiatives:

- ◆ Continue public education efforts regarding the stormwater utility fee and stormwater programs and projects.
- ◆ Implement regular workshops for residents and property owners on the credit and incentive programs.
- ◆ Continue to resolve questions regarding the fee calculation as requested for specific parcels.
- ◆ Develop policies and procedures for ongoing administration of the stormwater utility fee and related programs.

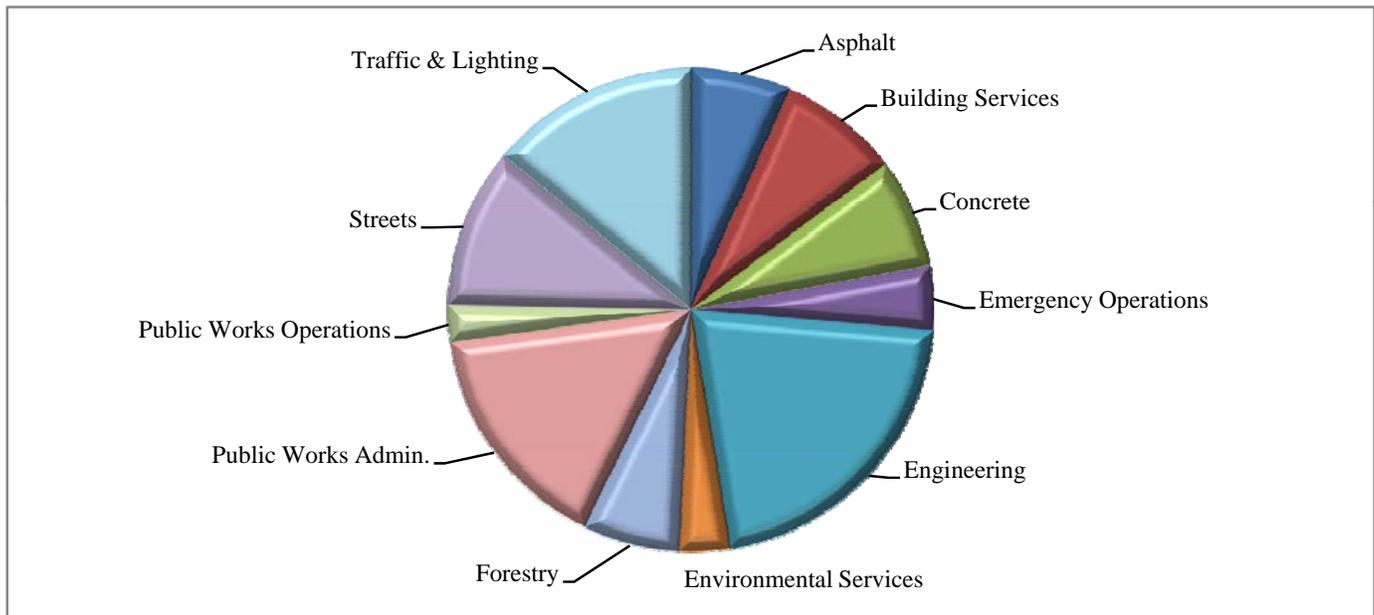
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| Vehicle Replacement Fund (60-0000-07021-0000) |
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Current Service Levels:

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

Public Works Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|-----------------------------|------------------|-------------------|------------------|---------------|
| Expenditures | | | | |
| Asphalt | 607,246 | 709,912 | 102,666 | 16.91% |
| Building Services | 985,128 | 865,340 | (119,788) | -12.16% |
| Concrete | 673,707 | 790,884 | 117,177 | 17.39% |
| Emergency Operations | 606,422 | 460,935 | (145,487) | -23.99% |
| Engineering | 2,124,352 | 2,262,793 | 138,441 | 6.52% |
| Environmental Services | 406,634 | 364,144 | (42,490) | -10.45% |
| Forestry | 590,610 | 690,672 | 100,062 | 16.94% |
| Public Works Administration | 1,189,123 | 1,675,161 | 486,038 | 40.87% |
| Public Works Operations | 228,819 | 263,742 | 34,923 | 15.26% |
| Streets | 1,122,636 | 1,143,626 | 20,990 | 1.87% |
| Traffic & Lighting | 1,175,514 | 1,502,897 | 327,383 | 27.85% |
| Total | 9,710,191 | 10,730,106 | 1,019,915 | 10.50% |



Police Department

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

Departmental Overview

Organization

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

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

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

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

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

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

Contact Information

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

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

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

- ◆ Assist with coordination of the Community Coalition’s initiatives to improve Police Community Relations (Goal 2), especially for at-risk youth. A primary initiative will be supporting the coordinated delivery of services to youth who have contact with police and their families through a Juvenile Assessment Center. This will also include facilitating opportunities for officers to informally interact with youth and community leaders, and making improvements to 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

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| Administration (02-0000-08001-0000) |
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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, Illinois and USA Crimestoppers
 - 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 special event applications in order to regulate community events to facilitate safety. In 2012, there were 280 special events.
- ◆ Supervise Liquor Investigations and Special Events activities to maintain consistency and help ensure safe and orderly community events.
- ◆ Provide mandatory Bar Employee Security Training (BEST) programs and maintain certification records to teach responsible bar employee behavior and activities.
- ◆ Provide Techniques in Intervention Procedures (TIPS) trainings in conjunction with Champaign-Urbana Public Health, which gives guidance to bar employees on responsible server practices.
- ◆ Maintain ILEAP Accreditation for departmental professionalism and consistency.

Community Services (Assistant to the Chief)

- ◆ Perform Public Information Officer (PIO) services for the department by responding to daily requests for information from the news media and serving as a liaison between the Department and media representatives during major crime scene events.

- ◆ Coordinate the outreach efforts of the department by participating in community events and accommodating requests made by citizen groups and local schools for the purposes of educating the community about police work, safety initiatives and the importance of building positive relationships between the police and the citizens of our community.
- ◆ Coordinate police personnel support for the following events:
 - C-U Autism Network Walk and Safety Fair. An annual event to celebrate Autism Awareness Month.
 - Halloween Extravaganza. A community outreach event hosted by the North First Street Business Association and co-sponsored by the Champaign Police Department.
 - Risk Watch program. An injury prevention school curriculum.
 - Shop with a Cop. A Program sponsored by the Champaign Meijer’s Store, Champaign County YMCA and Unit 4 Schools to provide youth an opportunity to interact and shop with Police Officers during the holiday season.
 - National Night Out. A safety awareness and crime prevention program.
 - Playing it Safe Fair. A safety education event for parents and children with games and entertainment. This event draws over 1,500 participants.
 - The Law and You. A program presented by the Police Department’s Community Outreach Unit to over 1,000 middle and high school students providing practical and realistic guidelines for interacting with law enforcement officials.
 - Touch-a-Truck Day. A program sponsored by the Champaign Park District to bring young children together with various trucks and people in the community who drive them.
 - Youth Police Academy. A summer outreach program designed to provide Champaign County youth, between 12-18 years of age, a clearer understanding of law enforcement principles within a mock police academy setting.
- ◆ Manage the marketing and recruiting activities for the Department to promote police officer employment opportunities while serving as a liaison with community service organizations, military units, IL Dept of Employment Security, community colleges and university career centers and criminal justice faculties in order to increase the number of referrals.
- ◆ Serve on the following board and committees in the furtherance of organizational goals:
 - Champaign County Crisis Media Advisory Team
 - 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

- ◆ Develop a Strategic Plan that will be the blueprint for the Department’s delivery of police services for the next 3 to 5 years.
- ◆ Hire and train 6 additional officers to increase the sworn strength of the Department to 125 to improve directed patrol in response to neighborhood problems.
- ◆ Continue revising the City Emergency Plan to continually improve the City’s capabilities to respond to natural or man-made emergencies.
- ◆ Complete a management succession plan to prepare current employees and recruit highly qualified applicants for upcoming staff vacancies.
- ◆ Improve the review of Use of Force incidents to increase thoroughness and ensure conclusions are aligned with Department policy.
- ◆ Implement protocol improvements to the investigation of critical incidents involving serious force by officers to maximize coordination efficiency.
- ◆ Manage the impact of the Front Desk reductions to provide the best customer service possible to the citizens and officers within available resources.
- ◆ Improve Information Technology support to staff to maximize efficiency in the delivery of services and information to the public.

Community Services

- ◆ Continue to market departmental activities on CGTV and the Department’s Carousel Media System in the lobby area of the Department to provide timely information to the public.
- ◆ Explore opportunities in which the Chief of Police can meet with neighborhood groups and community organizations.
- ◆ Continue to present the Department’s highly requested “Bullying Prevention” program to schools and community agencies within Champaign County to assist in providing a safe environment for our schools.

- ◆ Target law enforcement agencies to recruit lateral police officer applicants to facilitate hiring highly qualified officers.
- ◆ Continue developing public service announcements and videos for the Department's branding campaign to provide information to the public and enhance the image of the Department.

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| Investigations (02-0000-08002-0000) (Operational Support Division) |
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Current Service Levels:

Investigations

- ◆ Review 9,000 police reports for solvability and coordinate 2,100 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 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

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

- ◆ Examine the feasibility of creating a county-wide High Tech Crime Unit (HTCU) to maximize the use of resources.
- ◆ Explore the possibility of creating rotational assignments within the Investigations Unit.
- ◆ Research and evaluate cold cases to determine solvability factors based on current evidence and new technologies.
- ◆ Ensure the delivery of the Law and You presentation to the Unit 4 Freshman Class to improve the understanding of the roles and responsibilities of officers and youth during law enforcement interactions.

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| Patrol (02-0000-08003-0000) (Field Operations Division) |
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Current Service Levels:

Field Operations Division

- ◆ Provide the initial response to citizen calls for service and enforce criminal, city ordinance, and traffic statutes.
- ◆ Continue to implement and modify the Traffic Safety Program by gathering and analyzing data, seeking citizen input, and enforcing traffic laws throughout the City.
- ◆ In cooperation with the University of Illinois Police Department, continue efforts to ensure the safe movement of pedestrians, bicyclists, motorists, and mass transit vehicles throughout campus area.
- ◆ Work with citizens and other City departments to solve community problems utilizing both traditional and Intelligence Led Policing methods, such as problem solving and community policing.
- ◆ Address issues and concerns through problem solving and targeted enforcement to improve the quality of life in neighborhoods in partnership with citizens, community resources and other City Departments.
- ◆ Answer 71,700 emergency and non-emergency calls for police service, resulting in the investigation of 9,000 reported crimes, 1,700 traffic accidents, and 5,460 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 5,800 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

- ◆ Improve defensive tactics training based on recommendations from the Use of Force Review Board to improve the safety of officers and the public.
- ◆ Provide access to Crimeview and related information via squad car computers to improve the timely focus and delivery of police resources.
- ◆ Implement a cadet program to encourage interest and understanding of law enforcement in youth.
- ◆ Conduct a “Walk as One” event once a quarter to provide opportunities for informal police interaction and the delivery of safety information to the public.
- ◆ Partner with local business owners to identify cooperative efforts to reduce crime opportunities.
- ◆ Continue Hispanic Outreach program to learn the needs of this community and respond with services appropriately.
- ◆ Continue the delivery of initial and refresher Anti-Biased Policing training to ensure police services are delivered in a fair and consistent manner.
- ◆ Improve efficiency in transferring documents to the Courthouse to reduce the time required to deliver them.
- ◆ Increase the amount of time first-line supervisors work with their direct reports to improve communication and customer service.
- ◆ Increase the review of in-car video to recognize officers doing excellent work and identify areas where improvement is needed.

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| Training and Development (02-0000-08004-0000) (Professional Standards Division) |
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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 15,000 hours of training to ensure the finest quality officers are ready to respond to the needs of the community.

- ◆ Research and acquire grants for the department to fund equipment purchases and training opportunities to improve the department using fiscal resources from other public and private agencies.
- ◆ Review use of force incident reports as directed by Professional Standards to address training issues and ensure policy compliance so force is being used appropriately.

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.
- ◆ Deliver electronic simulated range and weapons training to improve the firearm skills of officers.
- ◆ Continue to improve roll-call/on-duty training to ensure police services are delivered within the law and policy.

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.

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| Records (02-0000-08005-0000) (Professional Standards Division) |
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Current Service Levels:

Records

- ◆ Maintain Law Enforcement Agency Data System (LEADS) and National Crime Information Center (NCIC) hot file entries for stolen items to assist officers with recovering citizens' property and arresting those who have said property illegally.
- ◆ Process court ordered subpoenas, expungements, and Freedom of Information Act requests to assist with providing open and transparent government.
- ◆ Provide redacted media reports for the news media on the web and in print so incidents responded to by officers are open to the public.

- ◆ Register 520 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 11,000 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, including 57,500 callers.
- ◆ Process 3,850 towed vehicles and authorize release to citizens of vehicles held for unpaid parking tickets, evidence processing, impoundment and violations of state statutes.
- ◆ Enter and maintain current information in ARMS on city warrants, no trespass list, business callbacks, and towed vehicles to hold violators accountable and to document the location of vehicles towed in the City.

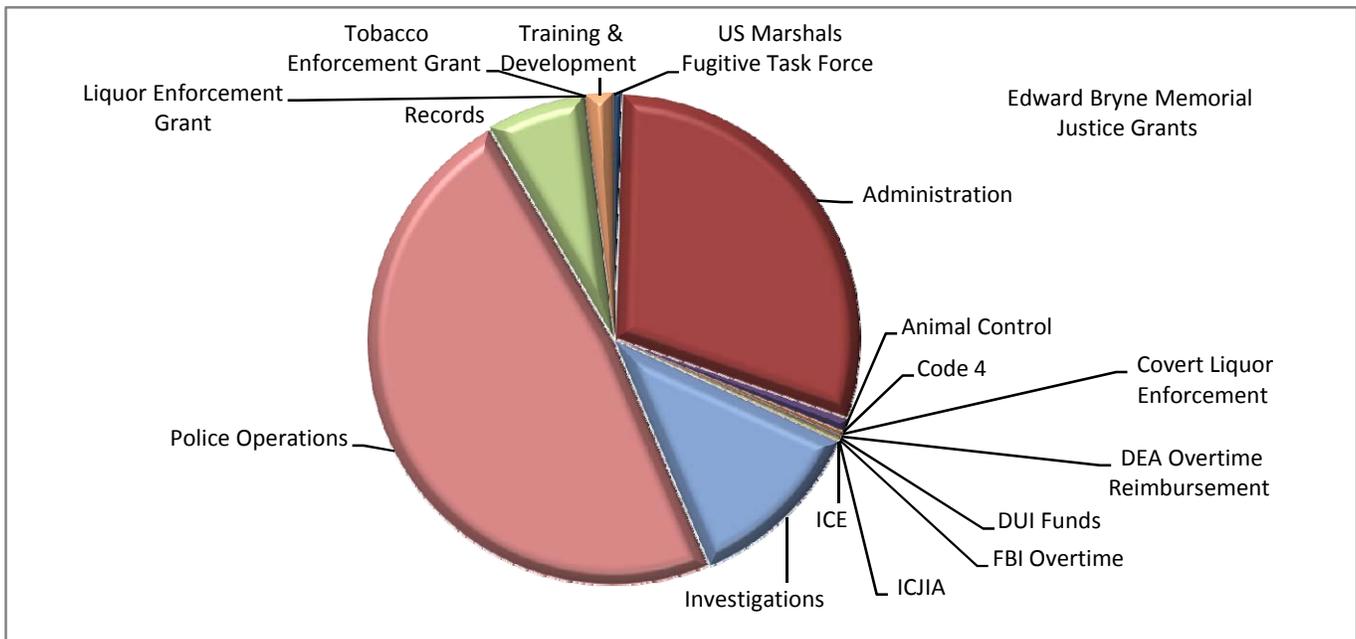
Departmental Goals and New Initiatives:

Records

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

Police Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|--|-------------------|-------------------|------------------|--------------|
| Expenditures | | | | |
| Edward Byrne Memorial Justice Grants | 114,818 | 101,697 | (13,121) | -11.43% |
| Administration - 08001 | 5,633,367 | 6,531,382 | 898,015 | 15.94% |
| Alcohol Grant | 1,282 | 0 | (1,282) | -100.00% |
| Animal Control | 176,478 | 181,772 | 5,294 | 3.00% |
| Code 4 - 08008-9031 | 0 | 654 | 654 | 100.00% |
| Covert Liquor Enforcement - 08010 | 52,664 | 54,815 | 2,151 | 4.08% |
| Drug Enforcement Agency Overtime Reimbursement | 27,202 | 25,102 | (2,100) | -7.72% |
| DUI Funds | 7,761 | 26,196 | 18,435 | 237.53% |
| FBI Overtime | 26,000 | 34,000 | 8,000 | 30.77% |
| Fema Grant (Citizen Corp.) | 9,732 | 0 | (9,732) | -100.00% |
| ICJIA/Project Safe Neighborhood Program Grant | 5,426 | 4,574 | (852) | -15.70% |
| Immigration & Customs Enforcement (ICE) | 13,500 | 13,500 | 0 | 0.00% |
| Investigations | 2,329,031 | 2,595,163 | 266,132 | 11.43% |
| Police Operations | 9,852,303 | 10,508,003 | 655,700 | 6.66% |
| Records | 1,292,548 | 1,434,533 | 141,985 | 10.98% |
| Strategic Prevention Framework Liq Enf Grant | 0 | 10,000 | 10,000 | 100.00% |
| Tobacco Enforcement Grant - 08010 | 701 | 1,200 | 499 | 71.18% |
| Training & Development | 382,342 | 393,161 | 10,819 | 2.83% |
| U. S. Marshals Fugitive Task Force | 25,000 | 15,000 | (10,000) | -40.00% |
| Total | 19,950,155 | 21,930,752 | 1,980,597 | 9.93% |



Fire Department

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

Departmental Overview

Organization

The Fire Department consists of five divisions:

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

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

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

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

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

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

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

The Emergency Management Division coordinates the emergency management and disaster preparedness program for the City to include mitigation, preparedness, response and recovery from all forms of disasters. Works through the Executive Management Team to develop, exercise and update the Emergency Operations Plan for the City. 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.
- ◆ Develop strong county group and media campaign focusing on Champaign Fire Department's renewed Y-Fire Unit working with FEMA Youthful Fire Setting initiatives and to tying this initiative into the Champaign Community Coalition, Walk as One.
- ◆ Re-establish Community CPR Program, to be able to provide valuable life saving skills training to the citizens of the community.

Our City provides first rate services

- ◆ Continue implementation Permit and Inspection Task Force recommendations with emphasis on customer service.
- ◆ Establish a Fire Department Professional Development Committee and support the creation of Professional Development goals and objectives for department personnel.
- ◆ Complete the re-organization of the Department Training Committee and provide guidance for the development of the technical training plan for the department utilizing the most up to date standards.
- ◆ Continue to strengthen the partnership with Champaign County EMA in order to provide the highest level of disaster preparedness to the community.
- ◆ Continue training of personnel in the Blue Card Incident Management System and support the implementation of the system with Urbana Fire and Rescue Services for use on all emergency scenes within both cities and the University of Illinois.
- ◆ Deliver Fire and Emergency Medical service and pursue and execute fire service contracts for all commercial and residential properties south of the City to the Champaign/Savoy boundary and west to the Scott Fire Protection District boundary.

Our City is fiscally responsible

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

Our City is a model for environmental sustainability

- ◆ 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.
- ◆ Provide opportunity for young men and women in the community to understand and prepare for a career in the fire service through sponsorship and management of the Explorer Learning for Life program.
- ◆ Continue the education of personnel and efforts to facilitate the fitness program of the Joint Wellness Committee with Local 1260 to reduce the impact of workers' compensation expenses.
- ◆ 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.

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| Life Safety (02-0000-09002-0000) |
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Current Service Levels:

- ◆ Maintain compliance with City codes by processing and issuing an average of 3,500 building, electrical, plumbing, HVAC and sprinkler permits per year.
- ◆ Perform commercial pre-construction plan reviews within ten working days and single family construction plan reviews within five working days to minimize construction delays for customers.
- ◆ Enforce building code compliance by conducting field inspections and monitoring construction site activities (average 10,500 per year).
- ◆ Manage Life Safety Division budget activity.
- ◆ Educate the public on technical building safety standards (average of 10,000 inquiries per year).
- ◆ Prepare monthly reports documenting Division inspection and permit activities within seven working days of the close of the month to enhance transparency.
- ◆ Conduct field consultations with contractors, design professionals and building owners to discuss code applications for proposed and ongoing projects.
- ◆ Process all permit fees received within two working days.
- ◆ Make information on issued building permits available to the public within one workday.
- ◆ Provide continuing education and training opportunities for inspection personnel compatible with the currently-adopted code package. Credits earned are necessary for maintaining the required inspector certifications.
- ◆ Perform team inspections and reports of rehabilitation projects for the Neighborhood Services Department.
- ◆ Promote the distribution of the adopted code materials by responding to requests from the design/development and contractor communities.
- ◆ Improve methods of interdepartmental communications and customer service responses through the computer and Trak-It programs by making permit information available online to the public.

- ◆ Manage the planning-development-construction permitting process with developers and water company officials to ensure infrastructure is completed before construction of buildings is approved.
- ◆ Manage, provide train-the-trainer for firefighters, and deliver specialized fire and life safety education programs within the community. Programs include fire prevention and preparedness programs for preschool, youth, campus, businesses, and seniors; youth fire setting screening and education; fire extinguisher training; smoke alarm and carbon monoxide alarm distribution; residential Knox Box distribution; and unintentional injury prevention and protection.
- ◆ Identify and pursue the correction of fire and life safety concerns and code deficiencies in the City's commercial properties by conducting inspections and insuring that all violations are corrected. Division personnel maintain all records related to these activities.
- ◆ Manage and conduct University of Illinois property inspections and re-inspections as required by the fire service agreement.
- ◆ Identify safety concerns and code deficiencies recommending corrective measures.
- ◆ Manage and coordinate the pre-fire planning program in commercial properties and University facilities to enhance fire service response and firefighter safety at those locations.
- ◆ Provide resources, leadership, and training opportunities to local agencies and organizations: Champaign County Chamber of Commerce, Champaign Urbana Public Health District, American Red Cross, Carle Foundation Hospital, the faith-based network, Unit Four School District, SAFE KIDS Champaign County, Shadow Wood neighborhood and Champaign Park District.
- ◆ Manage Risk Watch personnel and resources of the Champaign Fire Department, Champaign Police Department, Carle Foundation Hospital, Champaign Park District, American Red Cross and the Unit 4 School District.
- ◆ Manage overall fire department community communication initiatives including effective use of City website, Facebook and Twitter.
- ◆ Manage emergency media and public relations efforts with incident scene interviews, media news advisories as well as public information/education news releases.
- ◆ Manage and coordinate public information responsibilities for county-wide Emergency Management Agency exercises and incidents. These efforts increase community awareness of critical issues.
- ◆ Manage and monitor the Fire Investigation Unit, maintaining investigation files and records, evidence and equipment.
- ◆ Manage and conduct fire scene investigations in coordination with law enforcement agencies and the State's Attorney's Office.
- ◆ Manage and track false fire alarms and enforce the existing false fire alarm ordinance to improve performance of installed systems and increase the safety of our citizens.

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

Departmental Goals and New Initiatives:

- ◆ Re-establish Community CPR Program.
- ◆ Continue implementation Permit and Inspection Task Force recommendations with emphasis on customer service
- ◆ Develop online permitting process for select permits.

- ◆ Establish NFPA *Remembering When Senior Citizens Fire and Fall Safety Coalition* and programming so that five community train-the-trainer programs are provided in 2013.
- ◆ Establish community partnerships in the Shadow Wood neighborhood working in conjunction with the Shadow Wood Temporary Project Specialist, Neighborhood Services Department, Champaign Fire Department, and community coalitions.

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| Professional Development and Emergency Medical Services (02-0000-09003-0000) |
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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 Services 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 Basic Operations Firefighter Recruit Academy, obtain their Emergency Medical Technician – Basic (EMT–B) License and complete Hazardous Materials Operations, Vehicle-Machinery Extrication Operations, and National Incident Management System (NIMS) training prior to 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.

Departmental Goals and New Initiatives:

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

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| Fire Operations (02-0000-09004-0000) |
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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 Life Safety Division with public relations activities, station tours, fire prevention activities, and various other public education programs to improve citizen awareness of life safety behaviors.
- ◆ Provide Honor Guard services for retirement ceremonies, special events and funerals.
- ◆ Perform on-duty fire company visits to neighborhoods upon request, as service demands allow, to improve community relations.
- ◆ Continue participation in MABAS Division 28 by providing leadership for the development and implementation of policies and procedures to improve the coordination and interoperability between departments in Division 28.

Departmental Goals and New Initiatives:

- ◆ Develop policy for efficiently meeting increased community education requests.

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| Emergency Management (02-0000-09006-0000) |
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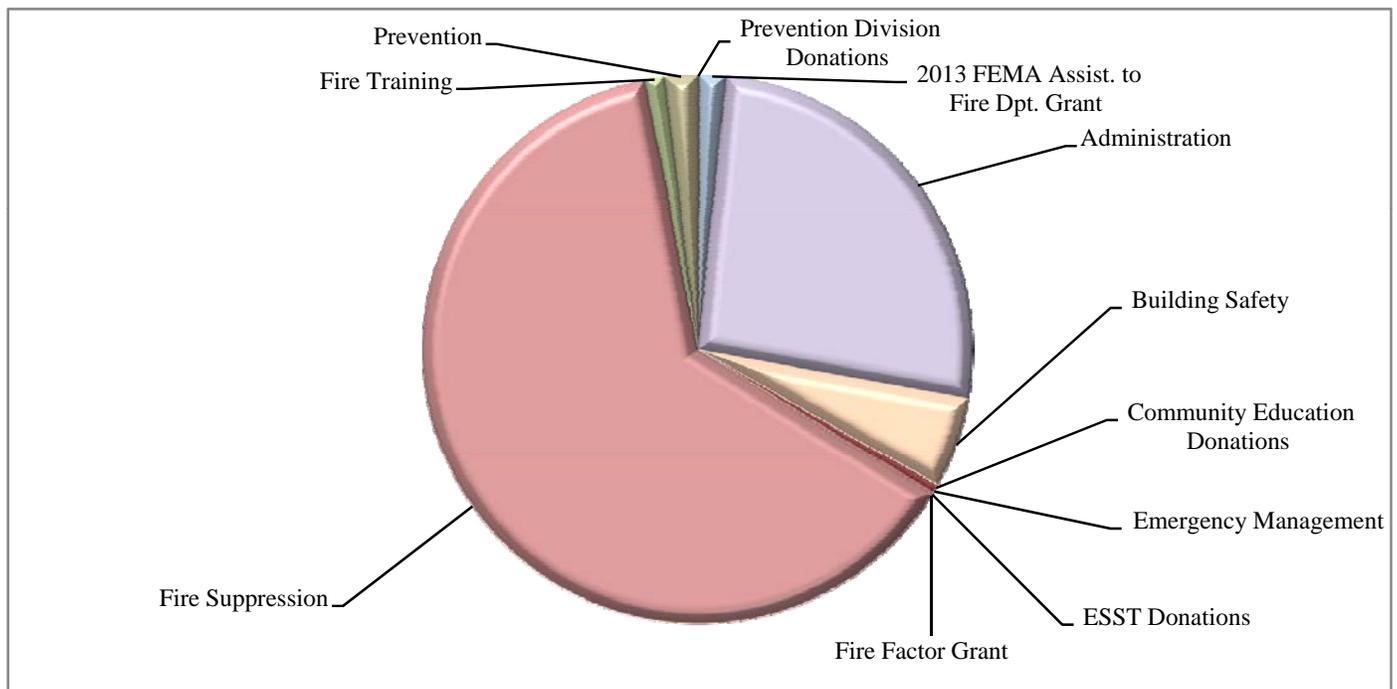
Current Service Levels:

- ◆ 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.
- ◆ 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 | 2013 Budget | 2014 Budget | Change | % Change |
|---|-------------------|-------------------|----------------|--------------|
| Expenditures | | | | |
| 2013 FEMA Assistance to Fire Department Grant | 43,300 | 277,890 | 234,590 | 100.00% |
| Administration - 09001 | 4,125,980 | 4,610,742 | 484,762 | 11.75% |
| Building Safety | 913,202 | 948,656 | 35,454 | 3.88% |
| Community Education Donations | 18,719 | 19,896 | 1,177 | 6.29% |
| Emergency Management | 54,419 | 64,056 | 9,637 | 17.71% |
| ESST Donations | 13,982 | 11,112 | (2,870) | -20.53% |
| Fire Factor Grant | 14,767 | 12,541 | (2,226) | -15.07% |
| Fire Suppression | 10,979,719 | 11,046,707 | 66,988 | 0.61% |
| Fire Training | 218,209 | 196,345 | (21,864) | -10.02% |
| Prevention | 385,165 | 344,597 | (40,568) | -10.53% |
| Prevention Division Donations | 1,250 | 4,894 | (144) | -11.52% |
| Total | 16,768,712 | 17,537,436 | 768,724 | 4.58% |



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

- 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 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. This program will provide loans for commercial revitalization in target areas and small capacity building grants for small business entities. This initiative will be undertaken collaboratively with the City's Minority and Women Business Development Program.
- ◆ Issue a Request for Proposals (RFP) for infill development of the vacant property within the Beardsley Park Neighborhood Plan Area, situated at the southeast corner of Neil St. and Bradley Ave.

Department Baseline Service Levels, Goals and Initiatives by Activity

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| 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 53 registered neighborhood groups including neighborhood organizations, watch groups, and homeowners and lake associations.
- ◆ Assist new neighborhood groups to organize and become registered with the City, including homeowner and lake owner associations. Help new groups to understand

applicable laws, regulations, and covenants, write or amend bylaws, hold elections, and file for incorporation with the State of Illinois.

- ◆ Encourage groups to participate in neighborhood-based programs. Help groups to schedule, plan, and advertise neighborhood activities and events. Sponsor up to 10 City of Champaign neighborhood based celebration of National Night Out to increase resident awareness of City services and resources and promote neighborhood safety and crime prevention.
- ◆ Support resident initiatives to address neighborhood needs and priorities through attendance at neighborhood meetings as needed and acting as a liaison with other City departments, governmental units or community resources. In addition to 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. Work with targeted neighborhoods to address neighborhood engagement and education through coordinated cleanup initiatives.
- ◆ Provide financial assistance for neighborhood initiatives through implementation of the Neighborhood Small Grant Program.
- ◆ Provide recognition for successful examples of 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.
- ◆ Administer the STAR Mobile Tool Lending Library to provide access to tools and lawn equipment for registered neighborhood groups and community partners to support community beautification and neighborhood engagement efforts.
- ◆ 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.
- ◆ 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 Group Website – Develop a neighborhood group website to support neighborhood education, communication and engagement efforts. The Neighborhood Services Department will provide registered neighborhood groups and partners with an opportunity to utilize internet based technology to assist with organizing groups, communication within groups and with other registered groups, and information on City programs, services, and policies. The new website will create a new platform for community engagement and enable us to more effectively and efficiently communicate with our neighborhood partners.
- ◆ Shadow Wood Engagement Initiative – Coordinate City efforts to develop and implement a culturally specific engagement strategy to respond to the service needs and the growing Latino population within the City of Champaign. Work closely with working group members and practitioners to identify the service needs, and create an action plan to engage the residents of the Shadow Wood Mobile Home Park.
- ◆ Interfaith Engagement Initiative – Coordinate City efforts to implement a strategic approach to leveraging the resources and talents of the faith community to promote health and wellness in neighborhoods throughout Champaign.

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

Current Service Levels:

- ◆ Improve the condition of existing residential and commercial properties through enforcement of property maintenance codes.
 - Respond to approximately 900 citizen complaints about nuisance conditions in the City per year and proactively initiate another 1,000 nuisance cases.
 - Generate approximately 175 exterior housing cases in the City per year.
 - Generate approximately 125 interior housing cases throughout the City in response to tenant inspection requests.
 - Prepare 40-45 property maintenance cases for prosecution when property owners do not comply with code requirements. Take direct action to eliminate neighborhood blight by contracting for abatement of 150-175 nuisances and pursuing 5 to 10 court-ordered and owner compliance demolitions of severely deteriorated structures. Prepare 10-15 administrative search warrants to abate nuisance violations cited on private property.
 - Conduct approximately 2,300 initial inspections and 3,100 re-inspections citywide.
- ◆ Assure that University of Illinois Certified Housing complies with University housing standards and Fire Prevention/Property Maintenance maintenance codes by inspecting 55 to 60 properties annually.

- ◆ In cooperation with the Public Works Department, utilize procedures for promoting a clean campus and neighborhoods during the “move-in and move-out” periods associated with the University of Illinois academic calendar.
- ◆ Following the declaration from the Director of Public Works, ensure the sidewalk snow removal ordinance is effectively enforced in the Downtown Business and University District.
- ◆ Work with area social service agencies to assist individuals with disabilities and senior citizens who are cited for code violations and may need support to understand the enforcement process and comply with property maintenance codes.
- ◆ In cooperation with the Legal Department, identify proactive strategies to increase compliance with property maintenance codes. Prioritize the enforcement caseload to target repeat offenders for prosecution; develop creative strategies to more aggressively target property owners with a history of non-compliance; increase public education activities; and recommend new policies, ordinances, and programs as needed to improve the safety of residential properties and eliminate nuisance conditions in the community.
- ◆ Continue the Multifamily Common Area Inspection Program and conduct inspections on approximately 125 properties with violations remaining from the initial inspection cycle.
- ◆ Continue implementation of the Vacant Nuisance Residential Buildings Ordinance.

Departmental Goals and New Initiatives:

- ◆ 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.
- ◆ Conduct a systematic survey of housing conditions in the Garden Hills neighborhood; identify strategies to address deterioration; initiate code cases for properties demonstrating moderate to severe deterioration.

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

Current Service Levels:

- ◆ Improve the quality and appearance of the City’s neighborhoods and increase the number of safe, decent, and affordable housing units available to low and moderate-income families.
 - Complete 25-30 emergency repair projects, including emergency roof repairs to address issues that pose an immediate threat to health and safety.
 - Complete 8-10 housing rehab projects to eliminate structural barriers for persons with physical disabilities.
 - Complete 6-8 full home repair and/or acquisition-rehabilitation projects to bring homes up to code for low income households.
 - 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 Planning Areas 1, 22, 4, 7, 8, 9 and 14.
 - 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 two per year). Following the credit workshops, conduct home maintenance training sessions to assist low/moderate income families with maintaining their homes, thereby promoting self-sufficiency and reducing repeat requests for City rehab assistance (approximately six per year). Assist approximately 20-50 households annually.
- ◆ Remove vacant properties by maximizing opportunities with the Illinois Housing Development Authority with the Illinois Building Blocks program.
- ◆ 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.

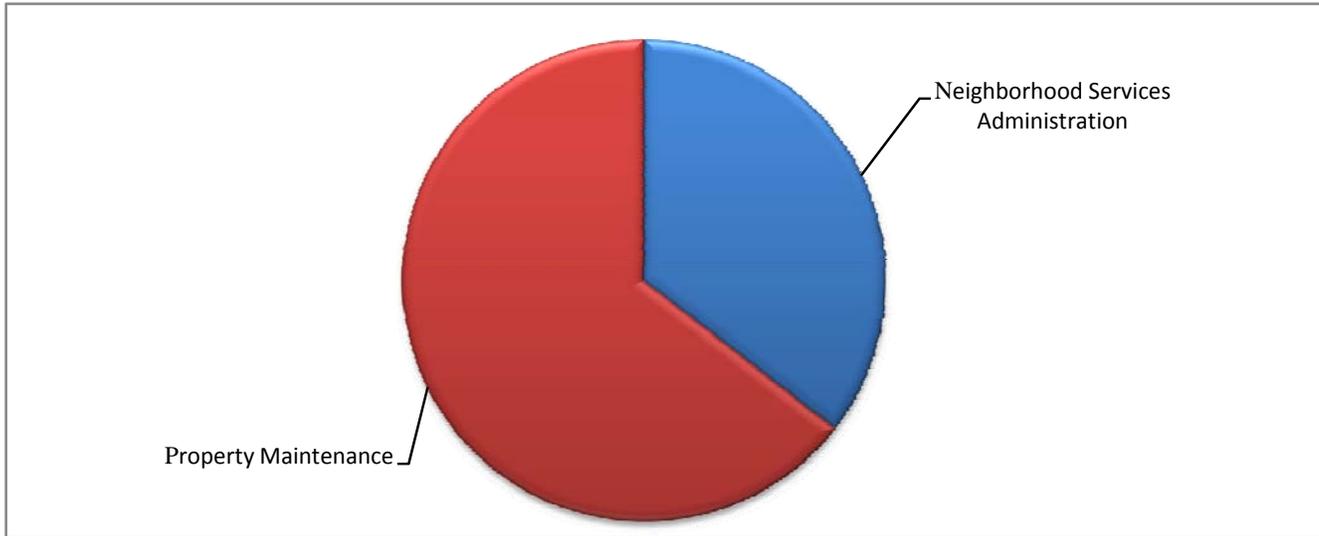
- Maximize housing loan repayments by regular portfolio monitoring and regular contact with loan clients.
- Increase the amount of private funding for City housing programs by continuing City-lender partnership activities through the Champaign County Community Reinvestment Group, including possible loan 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 12-15 clients with tenant-based rental assistance via contract through The Center for Women in Transition and the Regional Planning Commission.
- ◆ Continue to work with other stakeholders, including the Community Reinvestment Group and nonprofit housing providers to craft special housing programs for the Beardsley Park, Bristol Park and Garden Hills neighborhoods to achieve investment goals in the neighborhood plans.
- ◆ Manage the City’s property tax rebate process for Ashland Park property owners. Eligible applicants must be the original purchaser of the property and at or below 100% of the County’s median family income guidelines. The rebate package provides for a 50%, 40%, 30%, 20% and 10% of the City’s corporate taxes over a five year period.

Departmental Goals and New Initiatives:

- ◆ Support the Housing Authority of Champaign County with the redevelopment of Providence at Sycamore Hills (former Joann Dorsey site) and other potential new developments.
- ◆ Begin implementation of the Bristol Park Neighborhood Redevelopment Plan based on City Council direction. Submit an application for Section 108 loan guarantee for HUD to complete the financing of Phase One.
- ◆ Finish 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.
- ◆ Continue to work with the United Way of Champaign County and the Council of Service Providers to the Homeless to evaluate the pilot Emergency Housing for Families and continue to explore solutions and best practices.

Neighborhood Services Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|--------------------------------------|----------------|------------------|---------------|---------------|
| Expenditures | | | | |
| Neighborhood Services Administration | 335,718 | 376,231 | 40,512 | 12.07% |
| Property Maintenance | 623,776 | 682,976 | 59,200 | 9.49% |
| Total | 959,494 | 1,059,207 | 99,713 | 10.39% |



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 members are using technology properly and efficiently, and City needs are met. Develop standards, seek contractual services, and provide support & training for audio/video services.
- ◆ Develop and implement long and short-range plans for computer equipment, software, telecommunications, use of the Internet and CGTV to guide the use of these technologies to best meet City needs.
- ◆ Protect the City's investment in equipment and data by securing systems from viruses, spyware, hackers, inappropriate data use, and inadvertent release of personal information. Perform daily backups and maintain business continuation plans for emergencies.
- ◆ Enable Geographic Information Systems (GIS) technology as a business intelligence tool to help the City in decision-making, service delivery, and providing information to the public.
- ◆ Provide GIS expertise when needed to support existing City systems including Trak-iT 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 end-users and allowing the City to function during emergencies and disasters.
- ◆ Administer the Employee Computer Purchase/Loan Program allowing staff to become better at using computer resources from a home setting.
- ◆ Respond to 100% of user calls for services within four hours and resolve 99% of user-based problems within 3 working days while maintaining less than 1% down time for application servers. (Support services involve over 570 users, 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.

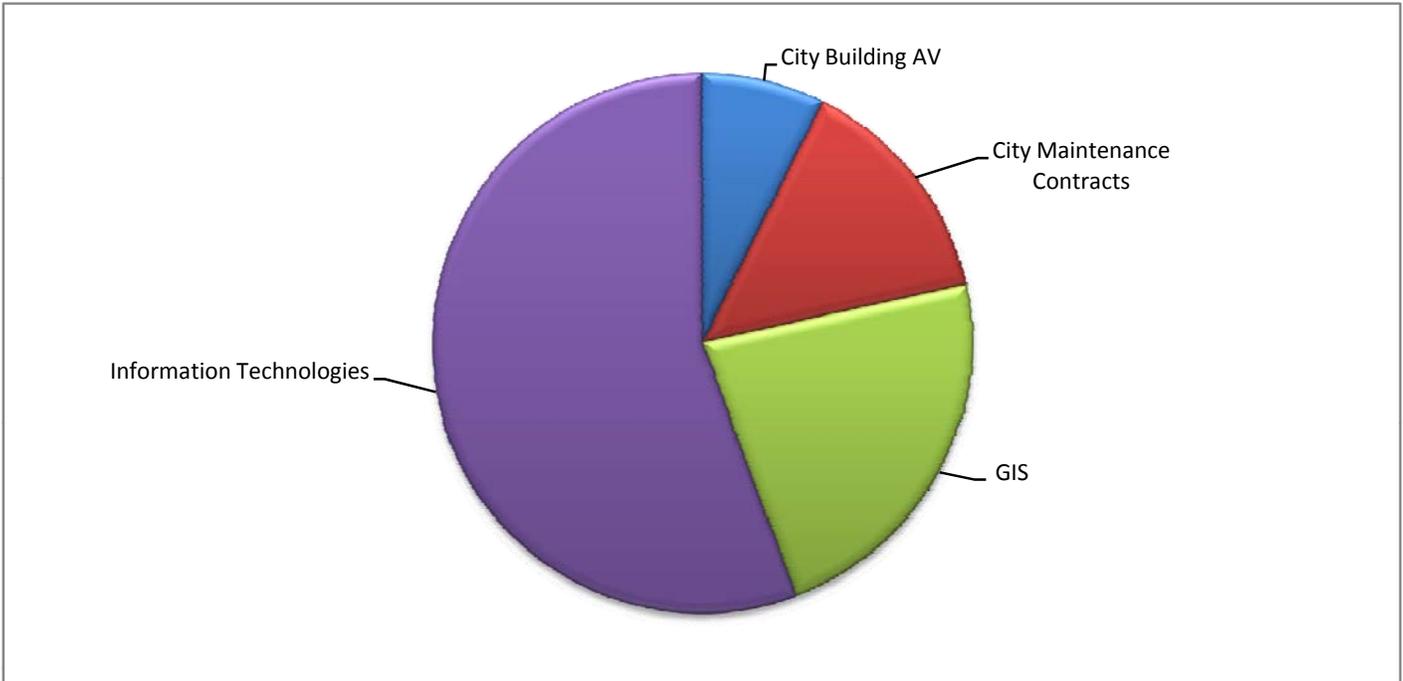
- ◆ Provide leadership on newer technologies to improve how the City performs its business and provides services to our community.

Departmental Goals and New Initiatives:

- ◆ Implement Council approved automation projects for fiscal year 2013-2014 from the existing long-range technology plan and as funds are allocated.
- ◆ Implement a robust wireless access network for staff and public access throughout all City facilities.
- ◆ Implement a virtualized disaster recovery plan. This is a plan for processing critical applications in the event of a failure or destruction of facilities or communications at an alternate site after an emergency.
- ◆ Research and implement a broader security strategy covering network via widespread mobile device usage.
- ◆ Develop an IT Department strategic plan with Council, staff, and community input.
- ◆ Work with the City Manager's Office and the Legal Department to explore automated systems for the review and posting of City Council agenda items.
- ◆ Define needs for financial and human resources workflow improvements and potential enhanced or new software to improve accounting and personnel transactions and efficiently provide information and services to customers.

Information Technologies Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|-------------------------------------|------------------|------------------|----------------|---------------|
| Expenditures | | | | |
| City Building A-V - 14002 | 149,485 | 240,352 | 90,867 | 60.79% |
| City Maintenance Contracts | 457,619 | 459,431 | 1,812 | 0.40% |
| Digital Divide Grant | 17,000 | 0 | (17,000) | -100.00% |
| Geographic Information System (GIS) | 389,317 | 738,254 | 348,937 | 89.63% |
| Information Technologies | 1,456,176 | 1,810,734 | 354,558 | 24.35% |
| Total | 2,469,597 | 3,248,770 | 779,173 | 31.55% |





Parking Fund Statement 03

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>4,961,768</u> | <u>4,396,030</u> | <u>4,396,030</u> | <u>3,363,122</u> |
| Revenues | | | | |
| Revenue Transfers | 200,000 | 200,000 | 200,000 | 255,507 |
| Revenues | 2,905,946 | 2,865,910 | 2,936,857 | 6,813,558 |
| Total Revenues | <u>3,105,946</u> | <u>3,065,910</u> | <u>3,136,857</u> | <u>7,069,065</u> |
| Expenditures | | | | |
| Capital Expenses | (22,156) | 284,633 | 220,279 | 1,584,984 |
| Commodities | 42,642 | 181,323 | 73,557 | 180,787 |
| Contractual Services | 922,845 | 1,886,201 | 1,874,065 | 1,852,875 |
| Expenditure Transfers | 1,015,023 | 1,036,890 | 1,039,229 | 889,649 |
| Personnel Services | 947,064 | 1,078,158 | 962,635 | 1,077,415 |
| Total Expenditures | <u>2,905,418</u> | <u>4,467,205</u> | <u>4,169,765</u> | <u>5,585,710</u> |
| <u>Total Ending Balance</u> | <u>5,162,296</u> | <u>2,994,735</u> | <u>3,363,122</u> | <u>4,846,477</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 5,162,296 | 2,994,735 | 3,363,122 | 4,846,477 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

Parking Fund Overview

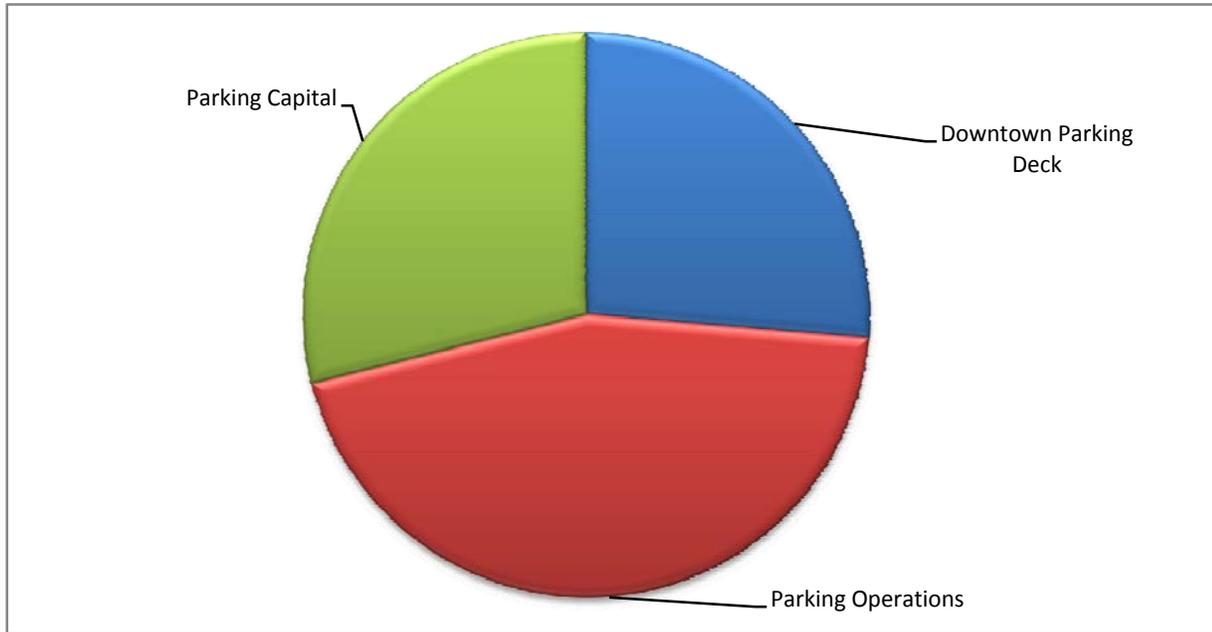
The Parking Fund is used to account for the provision of public parking facilities in the downtown and campus areas. Revenues are generated primarily from parking meter charges, meter violation fines, parking space rental charges, and the downtown parking deck. All activities necessary to provide such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

Revenue Detail Parking Fund 03

| <u>Account Description</u> | FY2011/12 Actual | FY2012/13 Revised | FY2013/14 Budget |
|----------------------------------|---------------------|----------------------|---------------------|
| PARKING FINES | 538,596 | 525,000 | 601,250 |
| PARKING FINES - BACK COLLECTIONS | 3,590 | 100,000 | 25,000 |
| OTHER SERVICE FEES | 4,999 | 5,000 | 5,250 |
| GATED LOT INCOME | 125,133 | 135,000 | 148,500 |
| METER INCOME | 1,236,360 | 1,180,000 | 1,050,600 |
| METER INCOME: CASH KEY SALES | 78,704 | 120,000 | 122,400 |
| SPACE RENTAL | 493,873 | 480,000 | 503,358 |
| SPACE RENTAL: ON-STREET PERMITS | 314,467 | 315,000 | 321,300 |
| OTHER PARKING INCOME | 32,460 | 45,000 | 45,900 |
| SALE OF CITY PROPERTY | 0 | 0 | 3,940,000 |
| CITY EXPENSE REIMBURSEMENTS | 9,058 | 0 | 0 |
| INTEREST & INVESTMENT INCOME | 68,707 | 31,857 | 50,000 |
| Total External Sources | 2,905,946 | 2,936,857 | 6,813,558 |
| | 547,185 | 630,000 | 631,500 |
| TFR FROM GENERAL OPERATING FUND | 0 | 0 | 55,507 |
| TFR FROM DOWNTOWN TIF FUND | 200,000 | 200,000 | 200,000 |
| Total Interfund Transfers | 200,000 | 200,000 | 200,000 |
| Total | 3,105,946 | 3,136,857 | 7,069,065 |

Parking Programs Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|-----------------------|------------------|------------------|------------------|---------------|
| Expenditures | | | | |
| Downtown Parking Deck | 1,422,926 | 1,470,409 | 47,483 | 3.34% |
| Parking Operations | 2,295,651 | 2,499,659 | 204,008 | 8.89% |
| Parking Capital | 451,188 | 1,615,642 | 1,164,454 | 258.09% |
| Total | 4,169,765 | 5,585,710 | 1,415,945 | 33.96% |



Sanitary Sewer Fund Statement 04

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>(210,003)</u> | <u>573,593</u> | <u>573,593</u> | <u>(70,984)</u> |
| Revenues | | | | |
| Revenue Transfers | 550,713 | 612,656 | 535,188 | 554,972 |
| Revenues | 3,574,316 | 2,120,423 | 2,029,518 | 2,094,837 |
| Total Revenues | <u>4,125,029</u> | <u>2,733,079</u> | <u>2,564,706</u> | <u>2,649,809</u> |
| Expenditures | | | | |
| Capital Expenses | 1,288,230 | 1,011,945 | 929,037 | 336,647 |
| Commodities | 71,383 | 118,205 | 81,355 | 118,167 |
| Contractual Services | 368,843 | 515,955 | 456,116 | 466,214 |
| Expenditure Transfers | 1,050,354 | 1,119,535 | 1,146,013 | 1,165,026 |
| Personnel Services | 562,623 | 695,333 | 596,762 | 657,271 |
| Total Expenditures | <u>3,341,432</u> | <u>3,460,974</u> | <u>3,209,283</u> | <u>2,743,325</u> |
| <u>Total Ending Balance</u> | 573,594 | (154,303) | (70,984) | (164,500) |
| Fund Balances | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 573,594 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | (154,303) | (70,984) | (164,500) |

Comments:

Sanitary Sewer Fund Overview

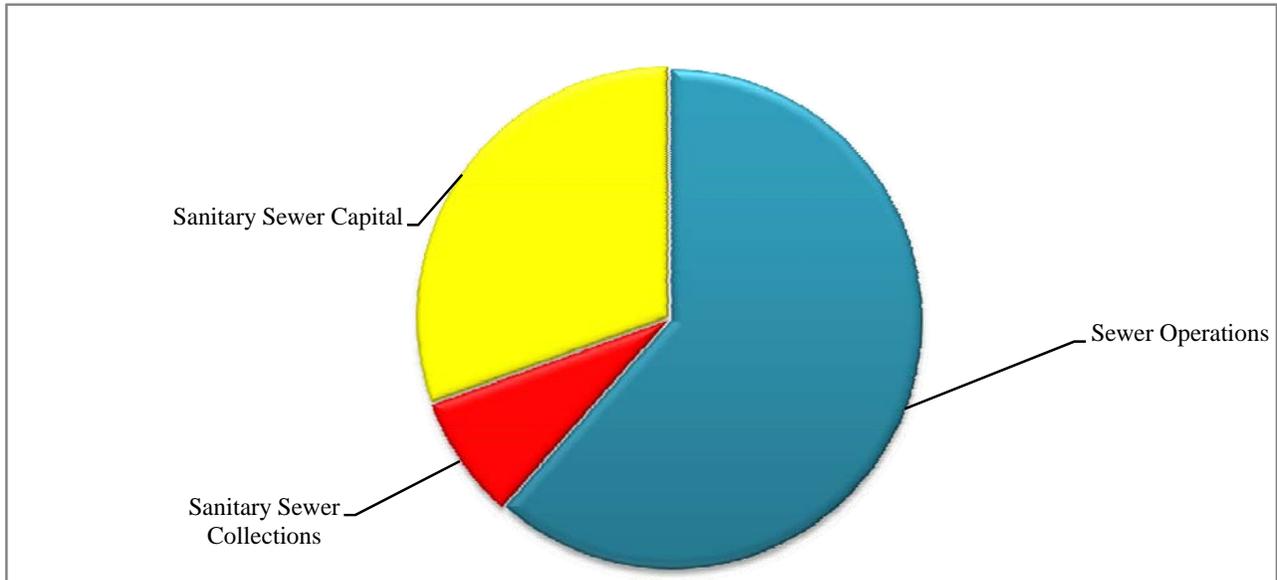
The Sewer Fund is used to account for the provision of sanitary sewer repair and improvement services to the residents of the City. Revenues are derived from a sanitary sewer user fee. All activities necessary to provide such services are accounted for in this fund, including but not limited to, administration,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

Revenue Detail Sewer Improvement Fund 04

| <u>Account Description</u> | FY2011/12 Actual | FY2012/13 Revised | FY2013/14 Budget |
|-------------------------------------|---------------------|----------------------|---------------------|
| SEWER USE FEES | 2,020,845 | 2,020,845 | 2,081,986 |
| SALE OF CITY PROPERTY | 3,915 | 0 | 0 |
| CITY EXPENSE REIMBURSEMENTS | 121,875 | 0 | 0 |
| REFUNDS | 4,487 | 5,829 | 10,000 |
| INTEREST & INVESTMENT INCOME | 479 | 2,844 | 2,851 |
| INTERGOVERNMENTAL REVENUES-STATE | 1,422,716 | 0 | 0 |
| Total External Sources | 3,574,316 | 2,029,518 | 2,094,837 |
| TFR FROM GENERAL OPERATING FUND | 53,926 | 59,420 | 62,896 |
| TFR FROM STORMWATER MANAGEMENT FUND | 496,786 | 475,768 | 492,076 |
| Total Interfund Transfers | 550,713 | 535,188 | 554,972 |
| Total | 4,125,029 | 2,564,706 | 2,649,809 |

Sanitary Sewer Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|----------------------------|------------------|------------------|------------------|----------------|
| Expenditures | | | | |
| Sewer Operations | 1,604,554 | 1,687,861 | 83,307 | 5.19% |
| Sanitary Sewer Collections | 212,010 | 218,610 | 6,600 | 3.11% |
| Sanitary Sewer Capital | 1,392,719 | 836,854 | (555,865) | -39.91% |
| Total | 3,209,283 | 2,743,325 | (465,958) | -14.52% |



Community Development Fund Statement 05

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>(9,967)</u> | <u>186,308</u> | <u>186,308</u> | <u>45,915</u> |
| Revenues | | | | |
| Revenue Transfers | 9,381 | 60,659 | 175,751 | 57,691 |
| Revenues | 1,053,057 | 951,898 | 718,299 | 4,058,874 |
| Total Revenues | <u>1,062,438</u> | <u>1,012,557</u> | <u>894,050</u> | <u>4,116,565</u> |
| Expenditures | | | | |
| Capital Expenses | 0 | 0 | 0 | 0 |
| Commodities | 3,842 | 8,400 | 8,400 | 6,400 |
| Contractual Services | 340,859 | 488,131 | 531,289 | 434,117 |
| Expenditure Transfers | 88,974 | 87,895 | 87,895 | 304,514 |
| Personnel Services | 432,488 | 493,043 | 406,859 | 436,826 |
| Total Expenditures | <u>866,163</u> | <u>1,077,469</u> | <u>1,034,443</u> | <u>1,181,857</u> |
| <u>Total Ending Balance</u> | <u>186,307</u> | <u>121,396</u> | <u>45,915</u> | <u>2,980,623</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 186,307 | 121,396 | 45,915 | 2,980,623 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

Community Development Fund Overview

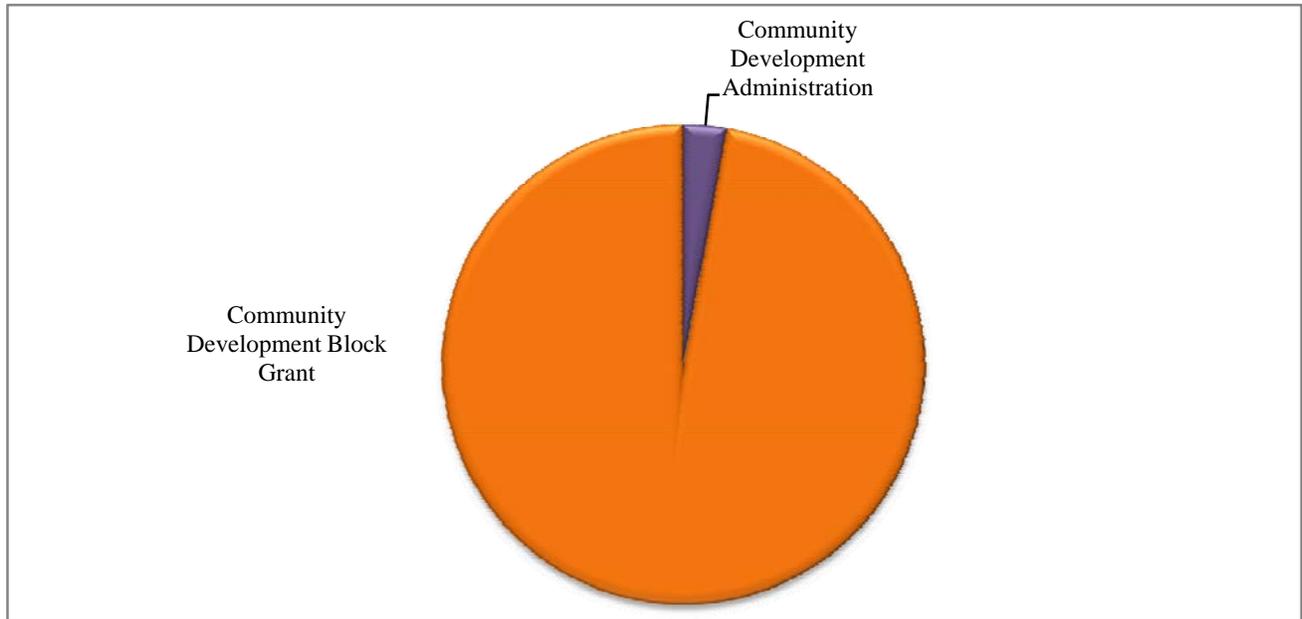
The Community Development Fund is used to account for the federal revenue received under the Community Development Block Grant Program. These funds are used to preserve the City's housing stock and to eliminate blight, primarily for the benefit of citizens with low to moderate incomes. The Community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

Revenue Detail Community Development Fund 05

| <u>Account Description</u> | FY2011/12 Actual | FY2012/13 Revised | FY2013/14 Budget |
|--------------------------------------|---------------------|----------------------|---------------------|
| SALE OF CITY PROPERTY | 151,008 | 0 | 0 |
| REFUNDS | 15,360 | 20,000 | 20,000 |
| FEDERAL HOME LOAN BANK (FHLB) | 40,000 | 0 | 0 |
| INTERGOVERNMENTAL REVENUES-CDBG | 841,529 | 690,999 | 4,031,574 |
| TERM PAYMENTS-PRINCIPAL | 4,453 | 6,000 | 6,000 |
| TERM PAYMENTS-INTEREST | 707 | 1,300 | 1,300 |
| Total External Sources | 1,053,057 | 718,299 | 4,058,874 |
| TFR FROM ARRA GRANT FUND 42 (CLOSED) | 1,992 | 118,060 | 0 |
| TFR FROM UDAG | 7,389 | 57,691 | 57,691 |
| Total Interfund Transfers | 9,381 | 175,751 | 57,691 |
| Total | 1,062,438 | 894,050 | 4,116,565 |

Community Development Block Grant Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|--------------------------------------|------------------|------------------|----------------|---------------|
| <u>Expenditures</u> | | | | |
| Community Development Administration | 23,681 | 34,308 | 10,627 | 44.88% |
| Community Development Block Grant | 1,010,762 | 1,147,549 | 136,787 | 13.53% |
| Total | 1,034,443 | 1,181,857 | 147,414 | 14.25% |



Environmental Services Fund Statement 06

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>(195,638)</u> | <u>(112,692)</u> | <u>(112,692)</u> | <u>(150,972)</u> |
| Revenues | | | | |
| Revenues | 502,957 | 573,500 | 518,388 | 556,386 |
| Total Revenues | <u>502,957</u> | <u>573,500</u> | <u>518,388</u> | <u>556,386</u> |
| Expenditures | | | | |
| Commodities | 248 | 12,850 | 3,050 | 8,750 |
| Contractual Services | 276,677 | 463,902 | 435,091 | 348,696 |
| Expenditure Transfers | 80,017 | 82,334 | 47,309 | 48,857 |
| Personnel Services | 63,070 | 91,069 | 71,218 | 94,520 |
| Total Expenditures | <u>420,011</u> | <u>650,155</u> | <u>556,668</u> | <u>500,823</u> |
| <u>Total Ending Balance</u> | <u>(112,692)</u> | <u>(189,347)</u> | <u>(150,972)</u> | <u>(95,409)</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | <u>(112,692)</u> | <u>(189,347)</u> | <u>(150,972)</u> | <u>(95,409)</u> |
| Comments: | | | | |

Environmental Services Fund Overview

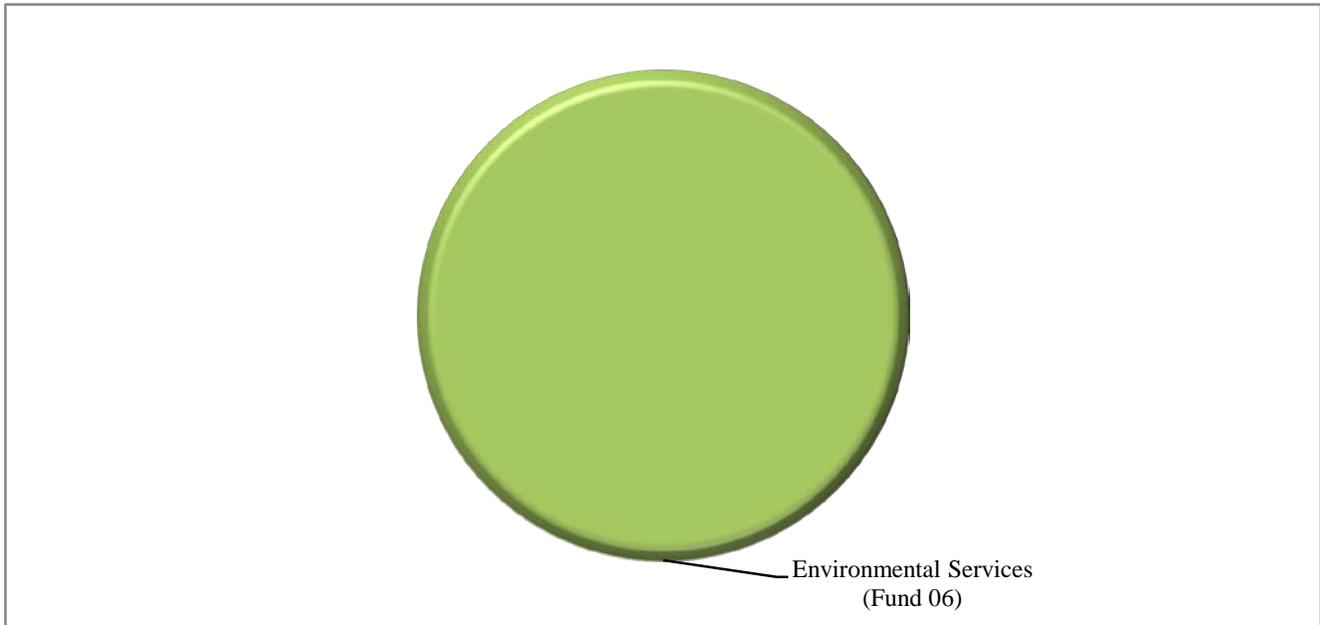
The Environmental Services Fund is used to account for the revenues and expenses related to the City's multi-family recycling program.

Revenue Detail Environmental Services Fund 06

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|----------------------------------|----------------|----------------|----------------|
| | <u>Actual</u> | <u>Revised</u> | <u>Budget</u> |
| OTHER SERVICE FEES | 498,924 | 519,000 | 557,000 |
| INTEREST & INVESTMENT INCOME | (1,966) | (612) | (614) |
| INTERGOVERNMENTAL REVENUES-STATE | 6,000 | 0 | 0 |
| Total External Sources | 502,957 | 518,388 | 556,386 |
| Total | 502,957 | 518,388 | 556,386 |

Environmental Services Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|----------------------------------|----------------|----------------|------------------|----------------|
| <u>Expenditures</u> | | | | |
| Environmental Services (Fund 06) | 650,155 | 500,823 | (149,332) | -22.97% |
| Total | 650,155 | 500,823 | (149,332) | -22.97% |



UC2B Operations Fund Statement 08

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-----------------------|-------------------------|-------------------------|-----------------------|
| <u>Beginning Balance</u> | 0 | (72,878) | (72,878) | (165,848) |
| Revenues | | | | |
| Revenue Transfers | 57,151 | 437,214 | 237,214 | 104,064 |
| Revenues | 72,176 | 1,040,129 | 761,430 | 743,458 |
| Total Revenues | <u>129,327</u> | <u>1,477,343</u> | <u>998,644</u> | <u>847,522</u> |
| Expenditures | | | | |
| Capital Expenses | 0 | 19,900 | 19,900 | 0 |
| Commodities | 12,562 | 57,100 | 42,000 | 42,000 |
| Contractual Services | 107,350 | 1,128,438 | 788,941 | 432,574 |
| Expenditure Transfers | 75,113 | 122,588 | 122,588 | 125,000 |
| Personnel Services | 7,181 | 120,887 | 118,185 | 82,100 |
| Total Expenditures | <u>202,206</u> | <u>1,448,913</u> | <u>1,091,614</u> | <u>681,674</u> |
| <u>Total Ending Balance</u> | (72,878) | (44,448) | (165,848) | 0 |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | (72,878) | (44,448) | (165,848) | 0 |

Comments:

UC2B Fund Overview

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

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

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

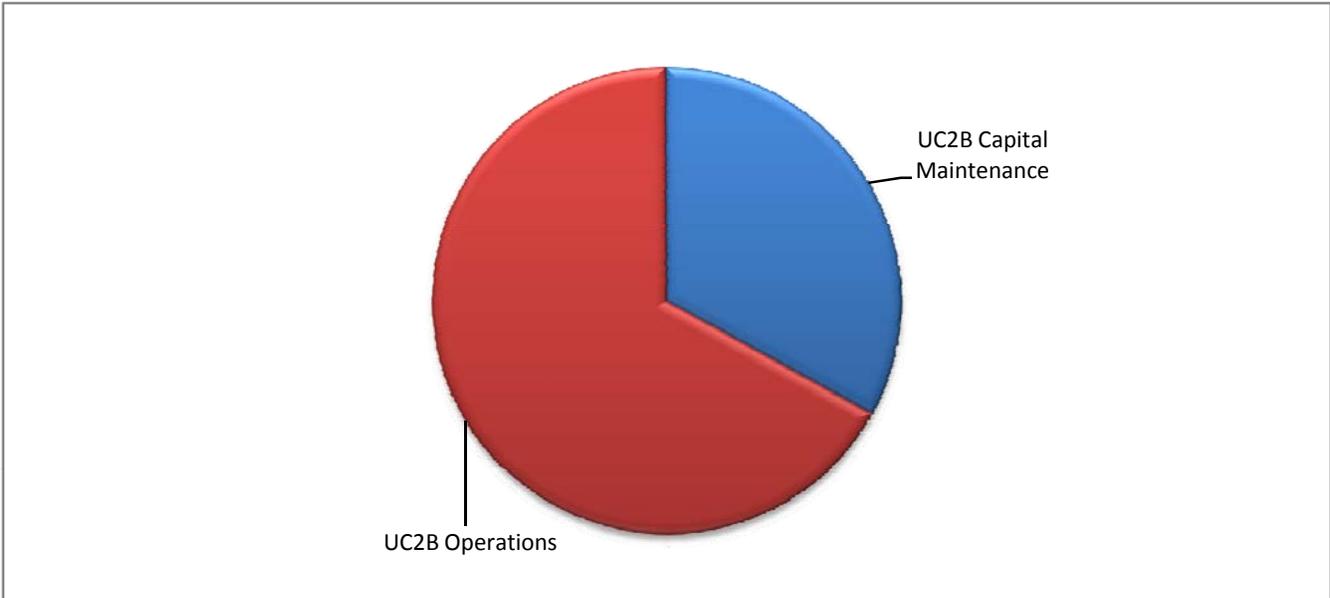
This direct connectivity will enable improved access/support to health care, educational and recreational institutions, public safety and government agencies, and social service and religious organizations, as well as increased access to public computing centers. and a sustainable adoption and educational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

Revenue Detail UC2B Fund 08

| <u>Account Description</u> | FY2011/12 Actual | FY2012/13 Revised | FY2013/14 Budget |
|----------------------------------|---------------------|----------------------|---------------------|
| OTHER SERVICE FEES - UC2B | 0 | 136,000 | 375,000 |
| CITY EXPENSE REIMBURSEMENTS | 54,219 | 352,378 | 143,708 |
| MISCELLANEOUS | 0 | 11,000 | 0 |
| MISCELLANEOUS - SPECIFIC | 0 | 0 | 225,000 |
| INTEREST & INVESTMENT INCOME | 258 | (249) | (250) |
| ARRA GRANT FUNDS | 17,699 | 262,301 | 0 |
| Total External Sources | 72,176 | 761,430 | 743,458 |
| TFR FROM GENERAL OPERATING FUND | 57,151 | 237,214 | 104,064 |
| Total Interfund Transfers | 57,151 | 237,214 | 104,064 |
| Total | 129,327 | 998,644 | 847,522 |

UC2B Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|--------------------------|------------------|----------------|------------------|----------------|
| Expenditures | | | | |
| UC2B Capital Maintenance | 0 | 225,000 | 225,000 | 100.00% |
| UC2B Operations | 1,091,614 | 456,674 | (634,940) | -58.17% |
| Total | 1,091,614 | 681,674 | (409,940) | -37.55% |



METCAD

Fund Statement

09

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>2,906,551</u> | <u>1,666,354</u> | <u>1,666,354</u> | <u>1,274,300</u> |
| Revenues | | | | |
| Revenue Transfers | 2,804,132 | 2,941,015 | 3,039,994 | 2,999,193 |
| Revenues | 988,692 | 1,264,293 | 1,109,473 | 1,258,592 |
| Total Revenues | <u>3,792,824</u> | <u>4,205,308</u> | <u>4,149,467</u> | <u>4,257,785</u> |
| Expenditures | | | | |
| Commodities | 68,801 | 66,500 | 70,500 | 52,500 |
| Contractual Services | 724,285 | 925,881 | 885,488 | 821,897 |
| Expenditure Transfers | 1,449,864 | 722,860 | 732,860 | 730,995 |
| Personnel Services | 2,794,232 | 3,001,595 | 2,852,673 | 2,907,060 |
| Total Expenditures | <u>5,037,182</u> | <u>4,716,836</u> | <u>4,541,521</u> | <u>4,512,452</u> |
| <u>Total Ending Balance</u> | <u>1,662,193</u> | <u>1,154,826</u> | <u>1,274,300</u> | <u>1,019,633</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 1,662,193 | 1,154,826 | 1,274,300 | 1,019,633 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

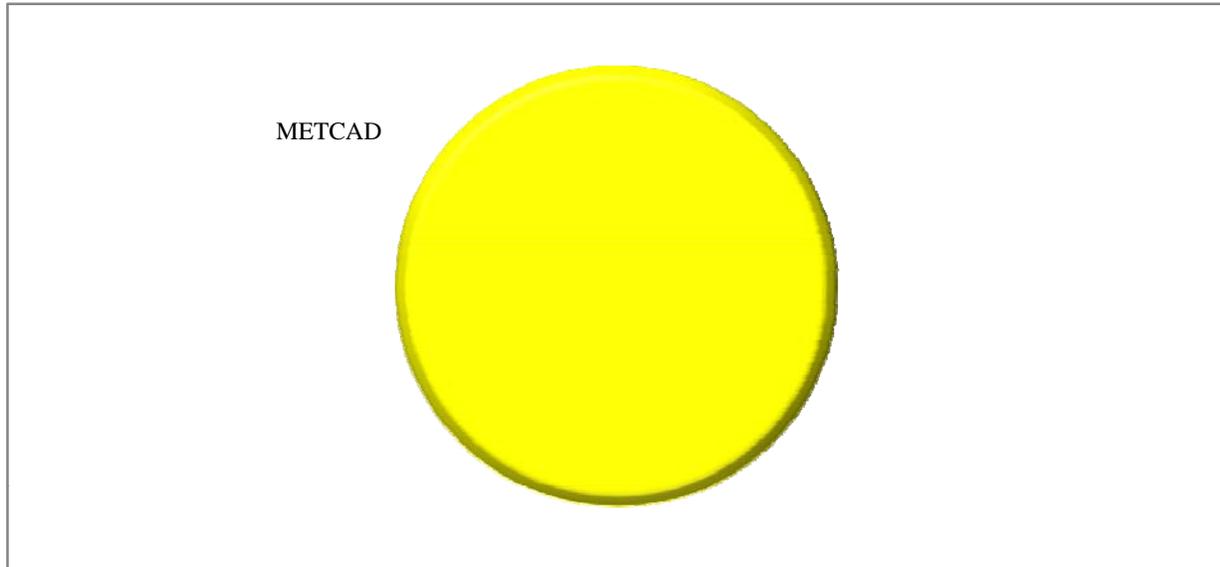
Comments:

Revenue Detail
METCAD Fund
09

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|---|------------------|------------------|------------------|
| | Actual | Revised | Budget |
| CITY EXPENSE REIMBURSEMENTS | 64,206 | 62,445 | 62,445 |
| REFUNDS | 510 | 0 | 0 |
| DISPATCHING PAYMENTS | 874,763 | 1,018,188 | 1,167,299 |
| INTEREST & INVESTMENT INCOME | 23,613 | 3,240 | 3,248 |
| DONATIONS AND CONTRIBUTIONS | 25,601 | 25,600 | 25,600 |
| Total External Sources | 988,692 | 1,109,473 | 1,258,592 |
| TFR FROM GENERAL OPERATING FUND | 783,661 | 925,862 | 1,082,121 |
| TFR FROM METCAD EMERGENCY TELEPHONE SYS | 2,020,471 | 2,114,132 | 1,917,072 |
| Total Interfund Transfers | 2,804,132 | 3,039,994 | 2,999,193 |
| Total | 3,792,824 | 4,149,467 | 4,257,785 |

METCAD Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|---------------------|------------------|------------------|-----------------|---------------|
| Expenditures | | | | |
| METCAD | 4,541,521 | 4,512,452 | (29,069) | -0.64% |
| Total | 4,541,521 | 4,512,452 | (29,069) | -0.64% |



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, oversees the Operations Division, and works closely with the Technical Services Division.

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

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

Contact Information

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

Department Baseline Service Levels, Goals and Initiatives by Activity

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

Current Service Levels:

- ◆ Serve as the 9-1-1 Public Safety Answering Point for all of Champaign County excepting the Village of Rantoul.
- ◆ Provide responsive customer service by answering approximately 234,319 emergency and non-emergency calls and dispatching 153,642 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 Motorola Radio System Life-Cycle update.
- ◆ 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.
- ◆ Continue dialogue with Village of Rantoul regarding dispatch consolidation.

Fleet Services Fund Statement 10

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>(215,718)</u> | <u>(179,751)</u> | <u>(179,751)</u> | <u>(153,021)</u> |
| Revenues | | | | |
| Revenue Transfers | 1,785,746 | 1,784,748 | 1,783,060 | 1,846,527 |
| Revenues | 530 | 2,250 | (651) | (652) |
| Total Revenues | <u>1,786,276</u> | <u>1,786,998</u> | <u>1,782,409</u> | <u>1,845,875</u> |
| Expenditures | | | | |
| Capital Expenses | 0 | 84,842 | 0 | 91,781 |
| Commodities | 782,060 | 752,933 | 752,933 | 783,557 |
| Contractual Services | 108,341 | 98,927 | 98,927 | 98,928 |
| Expenditure Transfers | 315,211 | 329,843 | 328,792 | 338,816 |
| Personnel Services | 549,558 | 365,947 | 575,027 | 619,483 |
| Total Expenditures | <u>1,755,170</u> | <u>1,632,492</u> | <u>1,755,679</u> | <u>1,932,565</u> |
| <u>Total Ending Balance</u> | <u>(184,612)</u> | <u>(25,245)</u> | <u>(153,021)</u> | <u>(239,711)</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | <u>(184,612)</u> | <u>(25,245)</u> | <u>(153,021)</u> | <u>(239,711)</u> |

Comments:

Fleet Services Fund Overview

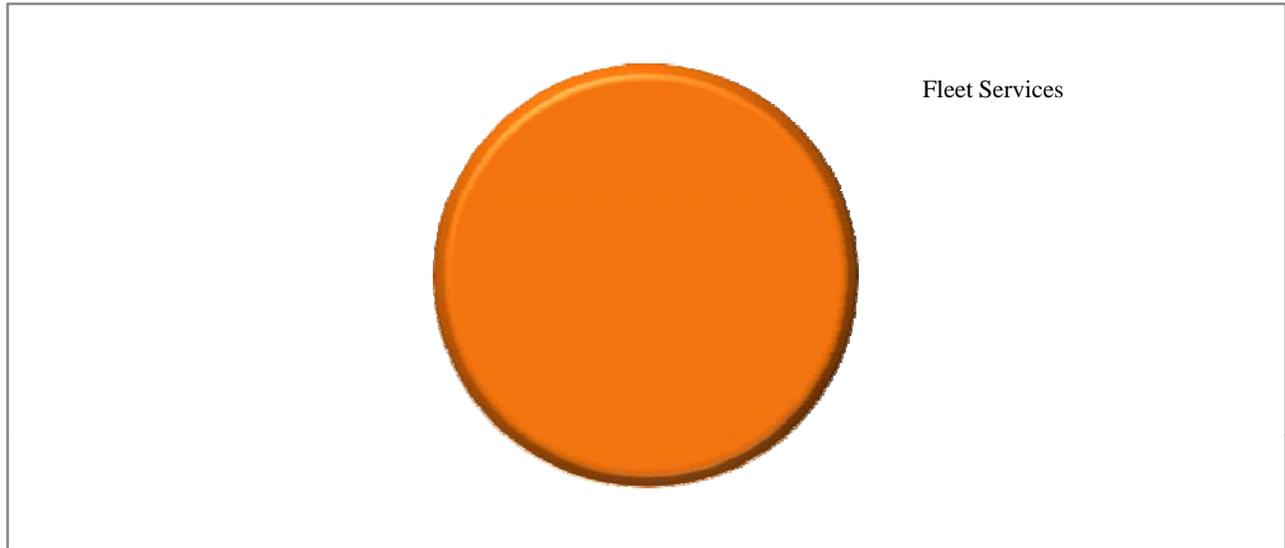
The Fleet Services Fund is used to account for the goods and services provided by the City's municipal garage to other departments of the City on a cost-reimbursement basis. The Fleet Services Fund is a non-major fund.

Revenue Detail Fleet Services Fund 10

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|--------------------------------------|------------------|------------------|------------------|
| | Actual | Revised | Budget |
| REFUNDS | 685 | 0 | 0 |
| MISCELLANEOUS | 1,883 | 0 | 0 |
| INTEREST & INVESTMENT INCOME | (2,038) | (651) | (652) |
| Total External Sources | 530 | (651) | (652) |
| TFR FROM GENERAL OPERATING FUND | 1,579,184 | 1,584,036 | 1,635,329 |
| TFR FROM PARKING FUND | 45,728 | 41,695 | 41,695 |
| TFR FROM SEWER IMPROVEMENT FUND | 75,270 | 89,116 | 89,116 |
| TFR FROM COMMUNITY DEVELOPMENT FUND | 5,002 | 6,480 | 6,480 |
| TFR FROM ENVIRONMENTAL SERVICES FUND | 711 | 538 | 538 |
| TFR FROM RETAINED RISK FUND | 2,808 | 5,815 | 5,989 |
| TFR FROM VEHICLE REPLACEMENT FUND | 35,645 | 31,949 | 31,949 |
| TFR FROM NARCOTICS FORFEITURES FUND | 41,399 | 35,431 | 35,431 |
| Total Interfund Transfers | 1,785,746 | 1,795,060 | 1,846,527 |
| Total | 1,786,276 | 1,794,409 | 1,845,875 |

Fleet Services Expenditures by Activity

| Program | 2013 Budget | 2014 Budget | Change | % Change |
|---------------------|------------------|------------------|----------------|---------------|
| <hr/> | | | | |
| <u>Expenditures</u> | | | | |
| Fleet Services | 1,755,679 | 1,932,565 | 176,886 | 10.08% |
| Total | 1,755,679 | 1,932,565 | 176,886 | 10.08% |



Retained Risk Fund Statement 15

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>2,655,636</u> | <u>3,014,283</u> | <u>3,014,283</u> | <u>3,003,760</u> |
| Revenues | | | | |
| Revenue Transfers | 934,920 | 970,072 | 973,646 | 978,133 |
| Revenues | 158,921 | 224,443 | 232,948 | 236,976 |
| Total Revenues | <u>1,093,841</u> | <u>1,194,515</u> | <u>1,206,594</u> | <u>1,215,109</u> |
| Expenditures | | | | |
| Contractual Services | 683,323 | 1,122,475 | 1,122,475 | 1,174,901 |
| Expenditure Transfers | 51,872 | 94,642 | 94,642 | 95,693 |
| Total Expenditures | <u>735,194</u> | <u>1,217,117</u> | <u>1,217,117</u> | <u>1,270,594</u> |
| <u>Total Ending Balance</u> | <u>3,014,283</u> | <u>2,991,681</u> | <u>3,003,760</u> | <u>2,948,275</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 3,014,283 | 2,991,681 | 3,003,760 | 2,948,275 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |
| Comments: | | | | |

Retained Risk Fund Overview

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

Revenue Detail Retained Risk Fund 15

| <u>Account Description</u> | FY2011/12 Actual | FY2012/13 Revised | FY2013/14 Budget |
|-------------------------------------|---------------------|----------------------|---------------------|
| CITY EXPENSE REIMBURSEMENTS | 53,036 | 83,474 | 85,978 |
| REFUNDS | 71,103 | 83,474 | 84,833 |
| INTEREST & INVESTMENT INCOME | 34,782 | 66,000 | 66,165 |
| Total External Sources | 158,921 | 232,948 | 236,976 |
| TFR FROM GENERAL OPERATING FUND | 682,573 | 710,442 | 711,833 |
| TFR FROM PARKING FUND | 60,946 | 63,689 | 64,316 |
| TFR FROM SEWER IMPROVEMENT FUND | 66,487 | 69,979 | 70,163 |
| TFR FROM COMMUNITY DEVELOPMENT FUND | 33,243 | 33,739 | 35,081 |
| TFR FROM METCAD FUND | 42,310 | 44,214 | 44,649 |
| TFR FROM FLEET SERVICES FUND | 49,361 | 51,583 | 52,091 |
| Total Interfund Transfers | 934,920 | 973,646 | 978,133 |
| Total | 1,093,841 | 1,206,594 | 1,215,109 |

Workers' Compensation Fund Statement 16

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>1,054,739</u> | <u>1,565,470</u> | <u>1,565,470</u> | <u>2,082,949</u> |
| Revenues | | | | |
| Revenue Transfers | 1,974,920 | 2,190,011 | 2,190,011 | 2,288,562 |
| Revenues | 141,957 | 344,506 | 344,506 | 361,336 |
| Total Revenues | <u>2,116,877</u> | <u>2,534,517</u> | <u>2,534,517</u> | <u>2,649,898</u> |
| Expenditures | | | | |
| Commodities | 0 | 0 | 0 | 0 |
| Contractual Services | 1,410,373 | 1,677,822 | 1,677,822 | 1,745,822 |
| Expenditure Transfers | 195,773 | 339,216 | 339,216 | 345,348 |
| Total Expenditures | <u>1,606,146</u> | <u>2,017,038</u> | <u>2,017,038</u> | <u>2,091,170</u> |
| <u>Total Ending Balance</u> | <u>1,565,470</u> | <u>2,082,949</u> | <u>2,082,949</u> | <u>2,641,677</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 1,565,470 | 2,082,949 | 2,082,949 | 2,641,677 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |
| Comments: | | | | |

Workers' Compensation Fund Overview

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

Revenue Detail Workers' Compensation Fund 16

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|-------------------------------------|------------------|------------------|------------------|
| | Actual | Revised | Budget |
| CITY EXPENSE REIMBURSEMENTS | 105,916 | 307,453 | 322,825 |
| REFUNDS | 23,987 | 26,599 | 27,796 |
| INTEREST & INVESTMENT INCOME | 12,055 | 10,454 | 10,715 |
| Total External Sources | 141,957 | 344,506 | 361,336 |
| TFR FROM GENERAL OPERATING FUND | 1,898,962 | 2,105,780 | 2,200,540 |
| TFR FROM PARKING FUND | 11,993 | 13,300 | 13,898 |
| TFR FROM SEWER IMPROVEMENT FUND | 43,976 | 48,765 | 50,960 |
| TFR FROM COMMUNITY DEVELOPMENT FUND | 3,998 | 4,433 | 4,633 |
| TFR FROM METCAD FUND | 3,998 | 4,433 | 4,633 |
| TFR FROM FLEET SERVICES FUND | 11,993 | 13,300 | 13,898 |
| Total Interfund Transfers | 1,974,920 | 2,190,011 | 2,288,562 |
| Total | 2,116,877 | 2,534,517 | 2,649,898 |

Stormwater Management Fund Statement 21

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|--------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>3,082,731</u> | <u>1,364,802</u> | <u>1,364,802</u> | <u>446,743</u> |
| Revenues | | | | |
| Revenue Transfers | 7,761,675 | 5,250,883 | 5,243,573 | 3,723,610 |
| Revenues | 2,305,256 | 3,147,650 | 2,652,326 | 4,603,693 |
| Total Revenues | <u>10,066,930</u> | <u>8,398,533</u> | <u>7,895,899</u> | <u>8,327,303</u> |
| Expenditures | | | | |
| Capital Expenses | 7,379,230 | 3,108,729 | 2,406,260 | 3,544,045 |
| Commodities | 229 | 2,020 | 1,020 | 8,000 |
| Contractual Services | 801,516 | 2,531,748 | 2,467,464 | 1,400,642 |
| Expenditure Transfers | 3,512,141 | 3,980,752 | 3,939,214 | 3,922,243 |
| Total Expenditures | <u>11,693,116</u> | <u>9,623,249</u> | <u>8,813,958</u> | <u>8,874,930</u> |
| <u>Total Ending Balance</u> | <u>1,456,545</u> | <u>140,086</u> | <u>446,743</u> | <u>(100,884)</u> |
| Fund Balances | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 1,456,545 | 140,086 | 446,743 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | (100,884) |

Comments:

Stormwater Management Fund Overview

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

Revenue Detail Stormwater Management Fund 21

| <u>Account Description</u> | FY2011/12 Actual | FY2012/13 Revised | FY2013/14 Budget |
|------------------------------------|---------------------|----------------------|---------------------|
| PROPERTY TAXES | 1,346,021 | 1,348,139 | 1,348,139 |
| STORMWATER FEES | 18,750 | 0 | 0 |
| STORMWATER UTILITY FEE | 0 | 469,090 | 2,814,537 |
| CITY EXPENSE REIMBURSEMENTS | 197,032 | 112,323 | 16,885 |
| CITY EXPENSE RIBE - SPECIFIC | 0 | 0 | 1,025 |
| CITY EXPENSE RIBE - OTHER SPECIFIC | 1,000 | 1,400 | 1,538 |
| REFUNDS | 416,959 | 380,684 | 398,822 |
| INTEREST & INVESTMENT INCOME | 36,406 | 8,526 | 8,547 |
| INTERGOVERNMENTAL REVENUES-STATE | 289,088 | 317,964 | 0 |
| INTERGOVERNMENTAL REVENUES | 0 | 14,200 | 14,200 |
| Total External Services | 2,305,256 | 2,652,326 | 4,603,693 |
| TFR FROM GENERAL OPERATING FUND | 3,595,645 | 3,643,573 | 3,723,610 |
| TFR FROM CAPITAL IMPROVEMENTS FUND | 0 | 1,600,000 | 0 |
| TFR FROM 2010 DRAINAGE BOND FUND | 4,166,029 | 0 | 0 |
| Total Interfund Transfers | 7,761,675 | 5,243,573 | 3,723,610 |
| Total | 10,066,930 | 7,895,899 | 8,327,303 |

Motor Fuel Tax Fund Statement 22

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|--------------------------|--------------------------|--------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>10,272,453</u> | <u>13,445,196</u> | <u>13,445,196</u> | <u>(150,928)</u> |
| Revenues | | | | |
| Revenue Transfers | 0 | 0 | 0 | 0 |
| Revenues | 7,344,144 | 7,851,573 | 2,682,726 | 3,688,988 |
| Total Revenues | <u>7,344,144</u> | <u>7,851,573</u> | <u>2,682,726</u> | <u>3,688,988</u> |
| Expenditures | | | | |
| Capital Expenses | 3,181,006 | 14,537,052 | 14,537,077 | 2,015,996 |
| Commodities | 0 | 0 | 0 | 0 |
| Contractual Services | 744,524 | 1,329,554 | 1,330,554 | 192,388 |
| Expenditure Transfers | 245,871 | 422,742 | 411,219 | 296,916 |
| Total Expenditures | <u>4,171,401</u> | <u>16,289,348</u> | <u>16,278,850</u> | <u>2,505,300</u> |
| <u>Total Ending Balance</u> | 13,445,197 | 5,007,421 | (150,928) | 1,032,760 |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 13,445,197 | 5,007,421 | 0 | 1,032,760 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | (150,928) | 0 |

Comments:

State-shared Motor Fuel Tax Fund Overview

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

Revenue Detail State-shared Motor Fuel Tax Fund 22

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|----------------------------------|------------------|------------------|------------------|
| | <u>Actual</u> | <u>Revised</u> | <u>Budget</u> |
| MOTOR FUEL TAX | 2,398,265 | 2,350,349 | 2,274,912 |
| CITY EXPENSE REIMBURSEMENTS | 4,713 | 0 | 0 |
| INTEREST & INVESTMENT INCOME | 121,184 | 111,054 | 111,332 |
| INTERGOVERNMENTAL REVENUES-STATE | 4,819,983 | 221,323 | 1,274,744 |
| INTERGOVERNMENTAL REVENUES | 0 | 0 | 28,000 |
| Total External Sources | 7,344,144 | 2,682,726 | 3,688,988 |
| Total | 7,344,144 | 2,682,726 | 3,688,988 |

Capital Improvements Fund Statement 23

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|--------------------------|---------------------------|--------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>4,841,498</u> | <u>2,958,564</u> | <u>2,958,564</u> | <u>(675,152)</u> |
| Revenues | | | | |
| Revenue Transfers | 4,000,332 | 4,256,542 | 4,256,542 | 4,286,081 |
| Revenues | 6,408,508 | 3,655,741 | 9,984,948 | 1,084,025 |
| Total Revenues | <u>10,408,840</u> | <u>7,912,283</u> | <u>14,241,490</u> | <u>5,370,106</u> |
| Expenditures | | | | |
| Capital Expenses | 10,239,013 | 13,880,492 | 12,340,401 | 2,191,044 |
| Commodities | 57,005 | 356,714 | 269,588 | 154,626 |
| Contractual Services | 1,509,791 | 3,112,243 | 2,956,345 | 1,153,032 |
| Expenditure Transfers | 431,049 | 2,425,033 | 2,308,872 | 701,903 |
| Total Expenditures | <u>12,236,857</u> | <u>19,774,482</u> | <u>17,875,206</u> | <u>4,200,605</u> |
| <u>Total Ending Balance</u> | <u>3,013,481</u> | <u>(8,903,635)</u> | <u>(675,152)</u> | <u>494,350</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 3,013,481 | 0 | 0 | 494,350 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | (8,903,635) | (675,152) | (1) |

Comments:

Capital Improvements Fund Overview

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

Revenue Detail Capital Improvements Fund 23

| <u>Account Description</u> | FY2011/12 Actual | FY2012/13 Revised | FY2013/14 Budget |
|--------------------------------------|---------------------|----------------------|---------------------|
| PROPERTY TAXES | 992,150 | 954,011 | 954,011 |
| SALE OF CITY PROPERTY | 0 | 25,812 | 0 |
| CITY EXPENSE REIMBURSEMENTS | 4,810,290 | 7,854,419 | 0 |
| INTEREST & INVESTMENT INCOME | 42,276 | 8,512 | 15,000 |
| INTERGOVERNMENTAL REVENUES-STATE | 244,818 | 164,694 | 56,772 |
| INTERGOVERNMENTAL REVENUES - FEDERAL | 0 | 2,500 | 0 |
| INTERGOVERNMENTAL REVENUES | 318,974 | 975,000 | 58,242 |
| Total External Sources | 6,408,508 | 9,984,948 | 1,084,025 |
| TFR FROM GENERAL OPERATING FUND | 4,000,332 | 4,256,542 | 4,286,081 |
| Total Interfund Transfers | 4,000,332 | 4,256,542 | 4,286,081 |
| Total | 10,408,840 | 14,241,490 | 5,370,106 |

Library Improvement Fund Statement 24

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-----------------------|-------------------------|-----------------------|
| <u>Beginning Balance</u> | <u>930,704</u> | <u>127,283</u> | <u>127,283</u> | <u>126,371</u> |
| Revenues | | | | |
| Revenue Transfers | 0 | 0 | 0 | 0 |
| Revenues | 638,198 | 444,324 | 422,981 | 421,782 |
| Total Revenues | <u>638,198</u> | <u>444,324</u> | <u>422,981</u> | <u>421,782</u> |
| Expenditures | | | | |
| Capital Expenses | 250,000 | 0 | 0 | 0 |
| Contractual Services | 340 | 0 | 0 | 0 |
| Expenditure Transfers | 1,191,279 | 424,805 | 423,893 | 421,189 |
| Total Expenditures | <u>1,441,619</u> | <u>424,805</u> | <u>423,893</u> | <u>421,189</u> |
| <u>Total Ending Balance</u> | <u>127,283</u> | <u>146,802</u> | <u>126,371</u> | <u>126,964</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 127,283 | 146,802 | 126,371 | 126,964 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Comments: | | | | |

Library Improvement Fund Overview

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

Revenue Detail

Library Improvement Fund

24

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|-------------------------------|----------------|----------------|----------------|
| | Actual | Revised | Budget |
| PROPERTY TAXES | 431,201 | 422,392 | 421,190 |
| CITY EXPENSE REIMBURSEMENTS | 0 | 0 | 0 |
| INTEREST & INVESTMENT INCOME | 6,998 | 589 | 592 |
| DONATIONS AND CONTRIBUTIONS | 200,000 | 0 | 0 |
| Total External Sources | 638,198 | 422,981 | 421,782 |
| Total | 638,198 | 422,981 | 421,782 |

Local Motor Fuel Tax Fund Statement 29

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-----------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>(304,747)</u> |
| Revenues | | | | |
| Revenues | 96,769 | 1,500,000 | 1,195,253 | 1,251,723 |
| Total Revenues | <u>96,769</u> | <u>1,500,000</u> | <u>1,195,253</u> | <u>1,251,723</u> |
| Expenditures | | | | |
| Capital Expenses | 0 | 938,615 | 938,615 | 1,110,000 |
| Contractual Services | 0 | 561,385 | 561,385 | 340,000 |
| Expenditure Transfers | 0 | 0 | 0 | 33,039 |
| Total Expenditures | <u>0</u> | <u>1,500,000</u> | <u>1,500,000</u> | <u>1,483,039</u> |
| <u>Total Ending Balance</u> | <u>96,769</u> | <u>0</u> | <u>(304,747)</u> | <u>(536,063)</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 96,769 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | (304,747) | (536,063) |

Comments:

Local Motor Fuel Tax Fund Overview

The Local Motor Fuel Tax used to account for the revenues received from the City's four cent per gallon gasoline tax. All revenue is dedicated, by ordinance, to transportation infrastructure improvements.

Revenue Detail

Local Motor Fuel Tax Fund

29

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|-------------------------------|---------------|------------------|------------------|
| | <u>Actual</u> | <u>Revised</u> | <u>Budget</u> |
| MOTOR FUEL TAX | 96,737 | 1,193,534 | 1,250,000 |
| INTEREST & INVESTMENT INCOME | 32 | 1,719 | 1,723 |
| Total External Sources | 96,769 | 1,195,253 | 1,251,723 |
| Total | 96,769 | 1,195,253 | 1,251,723 |

Urban Renewal Fund Statement 41

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>2,155,582</u> | <u>2,190,484</u> | <u>2,190,484</u> | <u>1,355,869</u> |
| Revenues | | | | |
| Revenue Transfers | 0 | 100,000 | 0 | 215,038 |
| Revenues | 886,172 | 937,832 | 938,543 | 947,779 |
| Total Revenues | <u>886,172</u> | <u>1,037,832</u> | <u>938,543</u> | <u>1,162,817</u> |
| Expenditures | | | | |
| Capital Expenses | 339,673 | 1,029,360 | 729,360 | 1,347,993 |
| Commodities | 60,256 | 63,000 | 82,760 | 66,900 |
| Contractual Services | 125,862 | 644,994 | 586,334 | 646,849 |
| Expenditure Transfers | 325,480 | 407,557 | 374,704 | 406,411 |
| Total Expenditures | <u>851,271</u> | <u>2,144,910</u> | <u>1,773,158</u> | <u>2,468,153</u> |
| <u>Total Ending Balance</u> | <u>2,190,484</u> | <u>1,083,406</u> | <u>1,355,869</u> | <u>50,533</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 2,190,484 | 1,083,406 | 1,355,869 | 50,533 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

Urban Renewal Fund Overview

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

Revenue Detail Urban Renewal Fund 41

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|-------------------------------------|----------------|----------------|------------------|
| | Actual | Revised | Budget |
| UTILITY TAXES | 846,569 | 924,543 | 937,579 |
| CITY EXPENSE REIMBURSEMENTS | 6,180 | 0 | 0 |
| REFUNDS | 7,237 | 0 | 0 |
| INTEREST & INVESTMENT INCOME | 26,187 | 10,000 | 10,200 |
| DONATIONS AND CONTRIBUTIONS | 0 | 4,000 | 0 |
| Total External Sources | 886,172 | 938,543 | 947,779 |
| TFR FROM COMMUNITY DEVELOPMENT FUND | 0 | 0 | 215,038 |
| TFR FROM UDAG | 0 | 0 | 0 |
| Total Interfund Transfers | 0 | 0 | 215,038 |
| Total | 886,172 | 938,543 | 1,162,817 |

ARRA Grant Fund Statement 42

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|---------------------------|---------------------------|---------------------------|-----------------------|
| <u>Beginning Balance</u> | <u>(906,238)</u> | <u>(1,221,758)</u> | <u>(1,221,758)</u> | <u>0</u> |
| Revenues | | | | |
| Revenue Transfers | 0 | 0 | 0 | 0 |
| Revenues | 423,301 | 1,646,889 | 1,652,627 | 0 |
| Total Revenues | <u>423,301</u> | <u>1,646,889</u> | <u>1,652,627</u> | <u>0</u> |
| Expenditures | | | | |
| Capital Expenses | 32,446 | 27,581 | 2,331 | 0 |
| Contractual Services | 704,384 | 400,844 | 310,478 | 0 |
| Expenditure Transfers | 1,992 | 2,968 | 118,060 | 0 |
| Total Expenditures | <u>738,821</u> | <u>431,393</u> | <u>430,869</u> | <u>0</u> |
| <u>Total Ending Balance</u> | <u>(1,221,759)</u> | <u>(6,262)</u> | <u>0</u> | <u>0</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | <u>(1,221,759)</u> | <u>(6,262)</u> | <u>0</u> | <u>0</u> |
| Comments: | | | | |

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

| <u>Account Description</u> | FY2011/12 Actual | FY2012/13 Revised | FY2013/14 Budget |
|-------------------------------|---------------------|----------------------|---------------------|
| SALE OF CITY PROPERTY | 29,442 | 0 | 0 |
| CITY EXPENSE REIMBURSEMENTS | 222 | 10 | 0 |
| REFUNDS | 0 | 0 | 0 |
| ARRA GRANT FUNDS | 393,637 | 1,652,617 | 0 |
| Total External Sources | 423,301 | 1,652,627 | 0 |
| Total | 423,301 | 1,652,627 | 0 |

Urban Development Action Grant Fund Statement 43

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-----------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>978,542</u> | <u>861,697</u> | <u>861,697</u> | <u>836,634</u> |
| Revenues | | | | |
| Revenue Transfers | 0 | 0 | 0 | 0 |
| Revenues | 113,217 | 491,328 | 564,083 | 319,191 |
| Total Revenues | <u>113,217</u> | <u>491,328</u> | <u>564,083</u> | <u>319,191</u> |
| Expenditures | | | | |
| Contractual Services | 222,674 | 1,333,434 | 531,455 | 1,076,979 |
| Expenditure Transfers | 7,389 | 157,691 | 57,691 | 57,691 |
| Total Expenditures | <u>230,063</u> | <u>1,491,125</u> | <u>589,146</u> | <u>1,134,670</u> |
| <u>Total Ending Balance</u> | <u>861,696</u> | <u>(138,100)</u> | <u>836,634</u> | <u>21,155</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 861,696 | 0 | 843,424 | 21,155 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | (138,100) | (6,790) | 0 |
| Comments: | | | | |

Urban Development Action Grant Fund Overview

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

Revenue Detail Urban Development Action Grant Fund 43

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|---|----------------|----------------|----------------|
| | Actual | Revised | Budget |
| CITY RENTAL INCOME | 2,400 | 2,400 | 2,400 |
| SALE OF CITY PROPERTY | 0 | 220,000 | 0 |
| REFUNDS | 8,220 | 15,000 | 15,000 |
| INTEREST & INVESTMENT INCOME | 10,959 | 15,000 | 15,000 |
| I/G REVENUES--HOME CONSORTIUM | 82,992 | 303,558 | 278,666 |
| HOMEOWNER REHAB LOAN PAYMENTS-PRINCIPAL | 8,630 | 8,000 | 8,000 |
| HOMEOWNER REHAB LOAN PAYMENTS-INTEREST | 16 | 125 | 125 |
| Total External Sources | 113,217 | 564,083 | 319,191 |
| Total | 113,217 | 564,083 | 319,191 |

Downtown TIF Fund Statement 44

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>879,768</u> | <u>478,685</u> | <u>478,685</u> | <u>259,669</u> |
| Revenues | | | | |
| Revenues | 1,833,408 | 1,702,254 | 1,672,536 | 1,655,611 |
| Total Revenues | <u>1,833,408</u> | <u>1,702,254</u> | <u>1,672,536</u> | <u>1,655,611</u> |
| Expenditures | | | | |
| Capital Expenses | 803,987 | 35,100 | 31,000 | 0 |
| Commodities | 0 | 1,025 | 0 | 0 |
| Contractual Services | 1,055,724 | 1,674,568 | 1,493,450 | 1,439,738 |
| Expenditure Transfers | 374,780 | 387,602 | 367,102 | 368,102 |
| Total Expenditures | <u>2,234,491</u> | <u>2,098,295</u> | <u>1,891,552</u> | <u>1,807,840</u> |
| <u>Total Ending Balance</u> | <u>478,685</u> | <u>82,644</u> | <u>259,669</u> | <u>107,440</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 478,685 | 82,644 | 259,669 | 107,440 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

Downtown TIF Fund Overview

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

Revenue Detail Downtown TIF Fund 44

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|-------------------------------|------------------|------------------|------------------|
| | Actual | Revised | Budget |
| PROPERTY TAXES | 1,826,670 | 1,666,536 | 1,651,112 |
| INTEREST & INVESTMENT INCOME | 6,738 | 6,000 | 4,499 |
| Total External Sources | 1,833,408 | 1,672,536 | 1,655,611 |
| Total | 1,833,408 | 1,672,536 | 1,655,611 |

E. University Ave. TIF Fund Statement 45

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>1,281,279</u> | <u>1,514,723</u> | <u>1,514,723</u> | <u>1,170,450</u> |
| Revenues | | | | |
| Revenue Transfers | 0 | 0 | 0 | 0 |
| Revenues | 454,540 | 483,621 | 191,792 | 190,317 |
| Total Revenues | <u>454,540</u> | <u>483,621</u> | <u>191,792</u> | <u>190,317</u> |
| Expenditures | | | | |
| Capital Expenses | 0 | 200,000 | 0 | 525,169 |
| Commodities | 0 | 0 | 0 | 0 |
| Contractual Services | 151,138 | 192,330 | 520,595 | 378,575 |
| Expenditure Transfers | 69,959 | 15,470 | 15,470 | 9,000 |
| Total Expenditures | <u>221,097</u> | <u>407,800</u> | <u>536,065</u> | <u>912,744</u> |
| <u>Total Ending Balance</u> | <u>1,514,722</u> | <u>1,590,544</u> | <u>1,170,450</u> | <u>448,023</u> |
| Fund Balances | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 1,514,722 | 1,590,544 | 1,170,450 | 448,023 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

E. University Avenue TIF Fund Overview

The East University Avenue TIF Fund is used to account for incremental property tax revenues from properties located in the East University Avenue area. Established in 1986, the City's second Tax Increment Financing District's funds are being used to reduce or eliminate blight in the East University Avenue area and provide grants for businesses. The East University Avenue TIF Fund is a non-major fund.

Revenue Detail E. University Avenue TIF Fund 45

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|-------------------------------|----------------|----------------|----------------|
| | Actual | Revised | Budget |
| PROPERTY TAXES | 436,078 | 179,792 | 181,014 |
| INTEREST & INVESTMENT INCOME | 18,463 | 12,000 | 9,303 |
| Total External Sources | 454,540 | 191,792 | 190,317 |
| Total | 454,540 | 191,792 | 190,317 |

Food & Beverage Tax Fund Statement 47

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>3,716,369</u> | <u>4,302,497</u> | <u>4,302,497</u> | <u>4,287,550</u> |
| Revenues | | | | |
| Revenue Transfers | 0 | 0 | 0 | 0 |
| Revenues | 762,476 | 722,140 | 740,313 | 761,142 |
| Total Revenues | <u>762,476</u> | <u>722,140</u> | <u>740,313</u> | <u>761,142</u> |
| Expenditures | | | | |
| Capital Expenses | 0 | 0 | 0 | 0 |
| Contractual Services | 130,035 | 700,026 | 693,043 | 729,491 |
| Expenditure Transfers | 46,313 | 50,893 | 62,217 | 75,061 |
| Total Expenditures | <u>176,347</u> | <u>750,919</u> | <u>755,260</u> | <u>804,552</u> |
| <u>Total Ending Balance</u> | <u>4,302,498</u> | <u>4,273,718</u> | <u>4,287,550</u> | <u>4,244,140</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 4,302,498 | 4,273,718 | 4,287,550 | 4,244,140 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |
| Comments: | | | | |

Food & Beverage Tax Fund Overview

The Food and Beverage Tax Fund is used to account for a portion of the revenues derived from a 0.5 percent tax on food and alcoholic beverages for immediate consumption. Revenues are used to fund infrastructure and building improvements in the University of Illinois Campustown area. The Food and Beverage Tax Fund is a non-major fund.

Revenue Detail Food & Beverage Tax Fund 47

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|-------------------------------|----------------|----------------|----------------|
| | <u>Actual</u> | <u>Revised</u> | <u>Budget</u> |
| OTHER TAXES | 682,110 | 715,515 | 736,282 |
| CITY EXPENSE REIMBURSEMENTS | 30,947 | 0 | 0 |
| INTEREST & INVESTMENT INCOME | 49,419 | 24,798 | 24,860 |
| Total External Sources | 762,476 | 740,313 | 761,142 |
| Total | 762,476 | 740,313 | 761,142 |

North Campustown Redevelopment TIF Fund Statement 48

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>(23,517)</u> | <u>118,717</u> | <u>118,717</u> | <u>8,741</u> |
| Revenues | | | | |
| Revenue Transfers | 0 | 0 | 0 | 0 |
| Revenues | 907,475 | 829,493 | 808,955 | 792,301 |
| Total Revenues | <u>907,475</u> | <u>829,493</u> | <u>808,955</u> | <u>792,301</u> |
| Expenditures | | | | |
| Capital Expenses | 0 | 0 | 0 | 620,000 |
| Contractual Services | 16,716 | 210,000 | 210,000 | 190,000 |
| Expenditure Transfers | 748,525 | 826,400 | 708,931 | 639,450 |
| Total Expenditures | <u>765,241</u> | <u>1,036,400</u> | <u>918,931</u> | <u>1,449,450</u> |
| <u>Total Ending Balance</u> | 118,717 | (88,190) | 8,741 | (648,408) |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 118,717 | 0 | 8,741 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | (88,190) | 0 | (648,408) |

Comments:

North Campustown Redevelopment TIF Fund Overview

The North Campus Area TIF District Fund is used to account for incremental property tax revenues from properties located in the North Campus Area Tax Increment Financing (TIF) District. Established in 2002, the City's third TIF District's funds are being used to reduce or eliminate blight in the North Campustown area and provide grants for businesses. The North Campus Area TIF District Fund is a non-major fund.

Revenue Detail

North Campustown Redevelopment TIF Fund

48

| <u>Account Description</u> | <u>FY2011/12</u> | <u>FY2012/13</u> | <u>FY2013/14</u> |
|---------------------------------|------------------|------------------|------------------|
| | <u>Actual</u> | <u>Revised</u> | <u>Budget</u> |
| PROPERTY TAXES | 906,771 | 805,455 | 792,301 |
| INTEREST & INVESTMENT INCOME | 704 | 3,500 | 0 |
| Total External Resources | 907,475 | 808,955 | 792,301 |
| Total | 907,475 | 808,955 | 792,301 |

Vehicle Replacement Fund Statement 60

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>3,047,517</u> | <u>3,807,104</u> | <u>3,807,104</u> | <u>2,366,718</u> |
| Revenues | | | | |
| Revenue Transfers | 1,285,501 | 1,365,548 | 1,365,547 | 1,359,249 |
| Revenues | 116,513 | 128,675 | 108,675 | 255,000 |
| Total Revenues | <u>1,402,014</u> | <u>1,494,223</u> | <u>1,474,222</u> | <u>1,614,249</u> |
| Expenditures | | | | |
| Capital Expenses | 356,782 | 4,256,106 | 2,882,659 | 3,263,875 |
| Expenditure Transfers | 285,645 | 31,949 | 31,949 | 31,949 |
| Total Expenditures | <u>642,427</u> | <u>4,288,055</u> | <u>2,914,608</u> | <u>3,295,824</u> |
| <u>Total Ending Balance</u> | <u>3,807,104</u> | <u>1,013,272</u> | <u>2,366,718</u> | <u>685,143</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 3,807,104 | 1,013,272 | 2,366,718 | 685,143 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |
| Comments: | | | | |

Vehicle Replacement Fund Overview

The Vehicle Replacement Fund is used to account for the resources allocated to provide a source of capital funds to replace vehicles on a timely schedule. The Vehicle Replacement Fund is a non-major fund.

Revenue Detail Vehicle Replacement Fund

60

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|--------------------------------------|------------------|------------------|------------------|
| | Actual | Revised | Budget |
| SALE OF CITY PROPERTY | 76,042 | 78,675 | 215,000 |
| INTEREST & INVESTMENT INCOME | 40,470 | 30,000 | 40,000 |
| Total External Sources | 116,513 | 108,675 | 255,000 |
| TFR FROM GENERAL OPERATING FUND | 1,131,869 | 1,152,389 | 1,168,944 |
| TFR FROM PARKING FUND | 17,580 | 20,988 | 21,303 |
| TFR FROM SEWER IMPROVEMENT FUND | 104,497 | 93,668 | 95,073 |
| TFR FROM COMMUNITY DEVELOPMENT FUND | 440 | 2,591 | 2,630 |
| TFR FROM ENVIRONMENTAL SERVICES FUND | 2,175 | 2,332 | 2,367 |
| TFR FROM FLEET SERVICES FUND | 8,407 | 7,644 | 7,758 |
| TFR FROM RETAINED RISK FUND | 5,650 | 45,000 | 45,000 |
| TFR FROM STORMWATER MANAGEMENT FUND | 0 | 25,000 | 0 |
| TFR FROM NARCOTICS FORFEITURES FUND | 14,883 | 15,935 | 16,174 |
| Total Interfund Transfers | 1,285,501 | 1,365,547 | 1,359,249 |
| Total | 1,402,014 | 1,474,222 | 1,614,249 |

Capital Equipment Replacement Fund Statement 61

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>4,548,774</u> | <u>3,855,289</u> | <u>3,855,289</u> | <u>2,789,087</u> |
| Revenues | | | | |
| Revenue Transfers | 670,729 | 700,062 | 700,062 | 1,084,510 |
| Revenues | 262,433 | 50,000 | 0 | 0 |
| Total Revenues | <u>933,162</u> | <u>750,062</u> | <u>700,062</u> | <u>1,084,510</u> |
| Expenditures | | | | |
| Capital Expenses | 838,652 | 2,080,734 | 1,766,264 | 2,084,140 |
| Contractual Services | 0 | 0 | 0 | 0 |
| Expenditure Transfers | 787,996 | 0 | 0 | 0 |
| Total Expenditures | <u>1,626,648</u> | <u>2,080,734</u> | <u>1,766,264</u> | <u>2,084,140</u> |
| <u>Total Ending Balance</u> | <u>3,855,288</u> | <u>2,524,617</u> | <u>2,789,087</u> | <u>1,789,457</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 3,855,288 | 2,524,617 | 2,789,087 | 1,789,457 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

Capital Equipment Replacement Fund Overview

The Equipment Replacement Fund is used to account for the resources allocated to provide funding for the long-term replacement program for major capital equipment, other than vehicles, owned and operated by the City. The Equipment Replacement Fund is a non-major fund.

Revenue Detail Capital Equipment Replacement Fund 61

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|--------------------------------------|----------------|----------------|------------------|
| | Actual | Revised | Budget |
| CITY FRANCHISE FEES | 210,000 | 0 | 0 |
| SALE OF CITY PROPERTY | 490 | 0 | 0 |
| INTEREST & INVESTMENT INCOME | 51,943 | 0 | 0 |
| Total External Sources | 262,433 | 0 | 0 |
| TFR FROM GENERAL OPERATING FUND | 615,271 | 662,570 | 1,045,575 |
| TFR FROM PARKING FUND | 45,834 | 23,580 | 25,000 |
| TFR FROM SEWER IMPROVEMENT FUND | 3,019 | 2,317 | 2,340 |
| TFR FROM COMMUNITY DEVELOPMENT FUND | 755 | 652 | 652 |
| TFR FROM ENVIRONMENTAL SERVICES FUND | 964 | 1,229 | 1,229 |
| TFR FROM FLEET SERVICES FUND | 4,886 | 4,724 | 4,724 |
| TFR FROM STORMWATER MANAGEMENT FUND | 0 | 4,990 | 4,990 |
| Total Interfund Transfers | 670,729 | 700,062 | 1,084,510 |
| Total | 933,162 | 700,062 | 1,084,510 |

METCAD Emergency Telephone Fund Statement 62

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Revenues | | | | |
| Revenue Transfers | 2,016,938 | 2,012,462 | 2,113,062 | 1,916,000 |
| Revenues | 3,533 | 2,691 | 1,070 | 1,072 |
| Total Revenues | <u>2,020,471</u> | <u>2,015,153</u> | <u>2,114,132</u> | <u>1,917,072</u> |
| Expenditures | | | | |
| Expenditure Transfers | 2,020,471 | 2,015,153 | 2,114,132 | 1,917,072 |
| Total Expenditures | <u>2,020,471</u> | <u>2,015,153</u> | <u>2,114,132</u> | <u>1,917,072</u> |
| <u>Total Ending Balance</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

Revenue Detail
METCAD Emergency Telephone Fund
62

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|--|------------------|------------------|------------------|
| | Actual | Revised | Budget |
| INTEREST & INVESTMENT INCOME | 3,533 | 1,070 | 1,072 |
| Total External Sources | 3,533 | 1,070 | 1,072 |
| TFR FROM EMERGENCY TELEPHONE SYSTEM FUND | 2,016,938 | 2,113,062 | 1,916,000 |
| Total Interfund Transfers | 2,016,938 | 2,113,062 | 1,916,000 |
| Total | 2,020,471 | 2,114,132 | 1,917,072 |

Foreign Fire Insurance Fund Statement 63

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-----------------------|-----------------------|-------------------------|-----------------------|
| <u>Beginning Balance</u> | <u>197,980</u> | <u>181,611</u> | <u>181,611</u> | <u>135,640</u> |
| Revenues | | | | |
| Revenues | 108,868 | 109,000 | 103,011 | 105,956 |
| Total Revenues | <u>108,868</u> | <u>109,000</u> | <u>103,011</u> | <u>105,956</u> |
| Expenditures | | | | |
| Capital Expenses | 0 | 0 | 0 | 0 |
| Commodities | 106,118 | 109,738 | 125,982 | 75,831 |
| Contractual Services | 19,120 | 23,000 | 23,000 | 49,500 |
| Total Expenditures | <u>125,238</u> | <u>132,738</u> | <u>148,982</u> | <u>125,331</u> |
| <u>Total Ending Balance</u> | <u>181,610</u> | <u>157,873</u> | <u>135,640</u> | <u>116,265</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 181,610 | 157,873 | 135,640 | 116,265 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

Foreign Fire Insurance Fund Overview

The Foreign Fire Insurance Tax Fund is used to account for the revenues from a tax on fire insurance policies sold by foreign (out of state) insurance companies, and to account for the expenditures of those revenues for the operation and maintenance of the fire department. The Foreign Fire Insurance Tax Fund is a non-major fund.

Revenue Detail Foreign Fire Insurance Fund 63

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|-------------------------------|----------------|----------------|----------------|
| | <u>Actual</u> | <u>Revised</u> | <u>Budget</u> |
| OTHER TAXES | 106,073 | 102,057 | 105,000 |
| INTEREST & INVESTMENT INCOME | 2,795 | 954 | 956 |
| Total External Sources | 108,868 | 103,011 | 105,956 |
| Total | 108,868 | 103,011 | 105,956 |

Local Narcotics Forfeitures Fund Statement 64

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-----------------------|-----------------------|-------------------------|-----------------------|
| <u>Beginning Balance</u> | <u>196,784</u> | <u>212,860</u> | <u>212,860</u> | <u>134,071</u> |
| Revenues | | | | |
| Revenues | 193,762 | 152,000 | 121,323 | 151,326 |
| Total Revenues | <u>193,762</u> | <u>152,000</u> | <u>121,323</u> | <u>151,326</u> |
| Expenditures | | | | |
| Commodities | 64,816 | 61,007 | 61,507 | 53,382 |
| Contractual Services | 56,589 | 87,739 | 87,239 | 84,254 |
| Expenditure Transfers | 56,282 | 51,366 | 51,366 | 51,605 |
| Total Expenditures | <u>177,687</u> | <u>200,112</u> | <u>200,112</u> | <u>189,241</u> |
| <u>Total Ending Balance</u> | <u>212,860</u> | <u>164,748</u> | <u>134,071</u> | <u>96,156</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 212,860 | 164,748 | 134,071 | 96,156 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |
| Comments: | | | | |

Local Narcotics Forfeitures Fund Overview

The Narcotics Forfeitures Fund is used to account for the revenues generated through street enforcement action against suspected and known drug dealers and users. Through declaration of the court, money or property seized during enforcement action is forfeited to the City and is used for the enforcement of the Cannabis Control Act and the Controlled Substance Act. The Narcotics Forfeitures Fund is a non-major fund.

Revenue Detail

Local Narcotics Forfeitures Fund

64

| <u>Account Description</u> | FY2011/12 Actual | FY2012/13 Revised | FY2013/14 Budget |
|--------------------------------|---------------------|----------------------|---------------------|
| LOCAL NARCOTICS FORFEITURES | 190,900 | 100,000 | 75,000 |
| FEDERAL EQUITABLE SHARED FUNDS | 0 | 20,000 | 75,000 |
| INTEREST & INVESTMENT INCOME | 2,863 | 1,323 | 1,326 |
| Total External Sources | 193,763 | 121,323 | 151,326 |
| Total | 193,763 | 121,323 | 151,326 |

METCAD Equipment Replacement Fund Statement 65

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>1,567,818</u> | <u>2,702,547</u> | <u>2,702,547</u> | <u>2,919,844</u> |
| Revenues | | | | |
| Revenue Transfers | 1,215,000 | 480,000 | 490,000 | 490,000 |
| Revenues | 24,309 | 20,000 | 14,937 | 14,974 |
| Total Revenues | <u>1,239,309</u> | <u>500,000</u> | <u>504,937</u> | <u>504,974</u> |
| Expenditures | | | | |
| Capital Expenses | 104,805 | 1,880,000 | 287,640 | 1,510,339 |
| Commodities | (224) | 0 | 0 | 0 |
| Total Expenditures | <u>104,581</u> | <u>1,880,000</u> | <u>287,640</u> | <u>1,510,339</u> |
| <u>Total Ending Balance</u> | <u>2,702,546</u> | <u>1,322,547</u> | <u>2,919,844</u> | <u>1,914,479</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 2,702,546 | 1,322,547 | 2,919,844 | 1,914,479 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

Revenue Detail
METCAD Equipment Replacement Fund
65

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|----------------------------------|-------------------------|-----------------------|-----------------------|
| | <u>Actual</u> | <u>Revised</u> | <u>Budget</u> |
| INTEREST & INVESTMENT INCOME | <u>24,309</u> | <u>14,937</u> | <u>14,974</u> |
| Total External Sources | 24,309 | 14,937 | 14,974 |
| TFR FROM METCAD FUND | <u>1,215,000</u> | <u>490,000</u> | <u>490,000</u> |
| Total Interfund Transfers | 1,215,000 | 490,000 | 490,000 |
| Total | <u>1,239,309</u> | <u>504,937</u> | <u>504,974</u> |

Bond & Interest Fund Statement 70

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>3,969,728</u> | <u>4,038,989</u> | <u>4,038,989</u> | <u>5,258,486</u> |
| Revenues | | | | |
| Revenue Transfers | 5,665,000 | 6,509,263 | 6,495,644 | 5,847,244 |
| Revenues | 50,472 | 30,250 | 33,343 | 35,100 |
| Total Revenues | <u>5,715,472</u> | <u>6,539,513</u> | <u>6,528,987</u> | <u>5,882,344</u> |
| Expenditures | | | | |
| Contractual Services | 5,646,211 | 5,512,244 | 5,079,988 | 6,031,763 |
| Expenditure Transfers | 0 | 0 | 229,502 | 0 |
| Total Expenditures | <u>5,646,211</u> | <u>5,512,244</u> | <u>5,309,490</u> | <u>6,031,763</u> |
| <u>Total Ending Balance</u> | <u>4,038,989</u> | <u>5,066,258</u> | <u>5,258,486</u> | <u>5,109,067</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 4,038,989 | 5,066,258 | 5,258,486 | 5,109,067 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |
| Comments: | | | | |

Revenue Detail

Bond & Interest Fund

70

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|--|------------------|------------------|------------------|
| | Actual | Revised | Budget |
| INTEREST & INVESTMENT INCOME | 15,298 | 9,300 | 6,550 |
| 2004A INTEREST & INVESTMENT INCOME | 1,296 | 183 | 0 |
| 2004B INTEREST & INVESTMENT INCOME | 2,530 | 1,360 | 1,290 |
| 2005 INTEREST & INVESTMENT INCOME | 19,789 | 13,310 | 15,610 |
| 36004 - Missing Account (recreated during data import) | 2,223 | 2,390 | 3,710 |
| 36005 - Missing Account (recreated during data import) | 9,336 | 6,800 | 7,940 |
| Total External Sources | 50,472 | 33,343 | 35,100 |
| TFR FROM GENERAL OPERATING FUND | 2,704,622 | 2,723,831 | 2,096,531 |
| TFR FROM STORMWATER MANAGEMENT FUND | 2,055,378 | 2,656,463 | 2,635,363 |
| TFR FROM CAPITAL IMPROVEMENTS FUND | 156,475 | 406,419 | 475,900 |
| TFR FROM NORTH CAMPUSTOWN TIF | 748,525 | 708,931 | 639,450 |
| Total Interfund Transfers | 5,665,000 | 6,495,644 | 5,847,244 |
| Total | 5,715,472 | 6,528,987 | 5,882,344 |

Series 2010 Drainage Bond Fund Statement 72

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-----------------------|-------------------------|-----------------------|
| <u>Beginning Balance</u> | <u>4,162,714</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Revenues | | | | |
| Revenues | 3,316 | 0 | 0 | 0 |
| Total Revenues | <u>3,316</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Expenditures | | | | |
| Contractual Services | 0 | 0 | 0 | 0 |
| Expenditure Transfers | 4,166,029 | 0 | 0 | 0 |
| Total Expenditures | <u>4,166,029</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| <u>Total Ending Balance</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

Revenue Detail
Series 2010 Drainage Bonds Fund
72

| <u>Account Description</u> | <u>FY2011/12</u> | <u>FY2012/13</u> | <u>FY2013/14</u> |
|-------------------------------|---------------------|------------------|------------------|
| | <u>Actual</u> | <u>Revised</u> | <u>Budget</u> |
| INTEREST & INVESTMENT INCOME | <u>3,316</u> | <u>0</u> | <u>0</u> |
| Total External Sources | 3,316 | 0 | 0 |
| Total | <u>3,316</u> | <u>0</u> | <u>0</u> |

Series 2012 Advance Refunding Fund Statement 78

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-----------------------|-----------------------|--------------------------|-----------------------|
| <u>Beginning Balance</u> | 0 | 0 | 0 | 0 |
| Revenues | | | | |
| Revenue Transfers | 0 | 0 | 229,502 | 0 |
| Revenues | 0 | 0 | 10,088,917 | 0 |
| Total Revenues | 0 | 0 | <u>10,318,419</u> | 0 |
| Expenditures | | | | |
| Contractual Services | 0 | 0 | 10,318,419 | 0 |
| Total Expenditures | 0 | 0 | <u>10,318,419</u> | 0 |
| <u>Total Ending Balance</u> | 0 | 0 | 0 | 0 |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

Revenue Detail
Series 2012 Advance Refunding Fund
78

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|-----------------------------------|-----------|-------------------|-----------|
| | Actual | Revised | Budget |
| BOND PROCEEDS | 0 | 9,900,000 | 0 |
| ACCRUED INT. & REOFFERING PREMIUM | 0 | 188,917 | 0 |
| Total External Sources | 0 | 10,088,917 | 0 |
| TFR FROM BOND & INTEREST FUND | 0 | 229,502 | 0 |
| Total Interfund Transfers | 0 | 229,502 | 0 |
| Total | 0 | 10,318,419 | 0 |

Emergency Telephone System Fund Statement 80

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Revenues | | | | |
| Revenues | 2,048,368 | 2,056,462 | 2,152,062 | 1,955,000 |
| Total Revenues | <u>2,048,368</u> | <u>2,056,462</u> | <u>2,152,062</u> | <u>1,955,000</u> |
| Expenditures | | | | |
| Contractual Services | 39,611 | 44,000 | 39,000 | 39,000 |
| Expenditure Transfers | 2,016,938 | 2,012,462 | 2,113,062 | 1,916,000 |
| Total Expenditures | <u>2,056,549</u> | <u>2,056,462</u> | <u>2,152,062</u> | <u>1,955,000</u> |
| <u>Total Ending Balance</u> | <u>(8,181)</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | (8,181) | 0 | 0 | 0 |
| Comments: | | | | |

Revenue Detail
Emergency Telephone System Fund
80

| <u>Account Description</u> | <u>FY2011/12</u> | <u>FY2012/13</u> | <u>FY2013/14</u> |
|-------------------------------|------------------|------------------|------------------|
| | <u>Actual</u> | <u>Revised</u> | <u>Budget</u> |
| UTILITY TAXES | <u>2,048,368</u> | <u>2,152,062</u> | <u>1,955,000</u> |
| Total External Sources | 2,048,368 | 2,152,062 | 1,955,000 |
| Total | 2,048,368 | 2,152,062 | 1,955,000 |

Library Tax Account Fund Statement 81

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Revenues | | | | |
| Revenue Transfers | 0 | 250,000 | 250,000 | 500,000 |
| Revenues | 6,110,903 | 5,999,380 | 5,916,290 | 5,995,144 |
| Total Revenues | <u>6,110,903</u> | <u>6,249,380</u> | <u>6,166,290</u> | <u>6,495,144</u> |
| Expenditures | | | | |
| Expenditure Transfers | 6,110,903 | 6,249,380 | 6,166,290 | 6,495,144 |
| Total Expenditures | <u>6,110,903</u> | <u>6,249,380</u> | <u>6,166,290</u> | <u>6,495,144</u> |
| <u>Total Ending Balance</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

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

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|----------------------------------|------------------|------------------|------------------|
| | Actual | Revised | Budget |
| PROPERTY TAXES | 6,029,976 | 5,841,723 | 5,920,562 |
| INCOME TAXES | 80,927 | 73,067 | 73,067 |
| INTEREST & INVESTMENT INCOME | 0 | 1,500 | 1,515 |
| Total External Sources | 6,110,903 | 5,916,290 | 5,995,144 |
| TFR FROM GENERAL OPERATING FUND | 0 | 250,000 | 500,000 |
| Total Interfund Transfers | 0 | 250,000 | 500,000 |
| Total | 6,110,903 | 6,166,290 | 6,495,144 |

Police Pension Fund Statement 96

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Beginning Balance</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Revenues | | | | |
| Revenue Transfers | 4,108,746 | 4,335,416 | 4,326,607 | 4,638,234 |
| Total Revenues | <u>4,108,746</u> | <u>4,335,416</u> | <u>4,326,607</u> | <u>4,638,234</u> |
| Expenditures | | | | |
| Expenditure Transfers | 4,108,746 | 4,335,416 | 4,326,607 | 4,638,234 |
| Total Expenditures | <u>4,108,746</u> | <u>4,335,416</u> | <u>4,326,607</u> | <u>4,638,234</u> |
| <u>Total Ending Balance</u> | 0 | 0 | 0 | 0 |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 0 | 0 | 0 | 0 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |

Comments:

Police Pension Fund Overview

The Police Pension Fund is used to account for the accumulation of resources to be used for retirement annuity payments to sworn officers on the police force at appropriate amounts and times in the future. Resources are contributed by employees at rates fixed by law and by the City at amounts determined by an annual actuarial study.

Revenue Detail Police Pension Fund 96

| <u>Account Description</u> | FY2011/12 Actual | FY2012/13 Revised | FY2013/14 Budget |
|----------------------------------|-------------------------|-------------------------|-------------------------|
| TFR FROM GENERAL OPERATING FUND | <u>4,108,746</u> | <u>4,326,607</u> | <u>4,638,234</u> |
| Total Interfund Transfers | 4,108,746 | 4,326,607 | 4,638,234 |
| Total | <u><u>4,108,746</u></u> | <u><u>4,326,607</u></u> | <u><u>4,638,234</u></u> |

Fire Pension Fund Statement 97

| | <u>FY11/12 Actual</u> | <u>FY12/13 Budget</u> | <u>FY12/13 Estimate</u> | <u>FY13/14 Budget</u> |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <u>Beginning Balance</u> | <u>51,805,686</u> | <u>59,701,885</u> | <u>59,701,885</u> | <u>64,559,980</u> |
| Revenues | | | | |
| Revenue Transfers | 4,494,174 | 4,391,337 | 4,423,309 | 4,518,392 |
| Revenues | 398,640 | 2,950,000 | 4,750,636 | 3,750,000 |
| Total Revenues | <u>4,892,814</u> | <u>7,341,337</u> | <u>9,173,945</u> | <u>8,268,392</u> |
| Expenditures | | | | |
| Commodities | 0 | 1,000 | 700 | 1,000 |
| Contractual Services | 3,946,675 | 3,750,249 | 4,315,150 | 4,535,150 |
| Total Expenditures | <u>3,946,675</u> | <u>3,751,249</u> | <u>4,315,850</u> | <u>4,536,150</u> |
| <u>Total Ending Balance</u> | <u>52,751,825</u> | <u>63,291,973</u> | <u>64,559,980</u> | <u>68,292,222</u> |
| <u>Fund Balances</u> | | | | |
| Non-Spendable | 0 | 0 | 0 | 0 |
| Restricted | 52,751,825 | 63,291,973 | 64,559,980 | 68,292,222 |
| Committed | 0 | 0 | 0 | 0 |
| Assigned | 0 | 0 | 0 | 0 |
| Unassigned | 0 | 0 | 0 | 0 |
| Comments: | | | | |

Fire Pension Fund Overview

The Firefighters' Pension Fund is used to account for the accumulation of resources to be used for retirement annuity payments to sworn officers of the fire department at appropriate amounts and times in the future. Resources are contributed by employees at rates fixed by law and by the City at amounts determined by an annual actuarial study.

Revenue Detail Fire Pension Fund

97

| <u>Account Description</u> | FY2011/12 | FY2012/13 | FY2013/14 |
|--|------------------|------------------|------------------|
| | <u>Actual</u> | <u>Revised</u> | <u>Budget</u> |
| MISCELLANEOUS | 7,561 | 636 | 0 |
| INTEREST & INVESTMENT INCOME | 437,687 | 1,250,000 | 1,250,000 |
| INVESTMENT APPRECIATION/(DEPRECIATION) | (46,607) | 3,500,000 | 2,500,000 |
| Total External Sources | 398,640 | 4,750,636 | 3,750,000 |
| TFR FROM GENERAL OPERATING FUND | 3,821,175 | 3,741,309 | 3,818,392 |
| RETIREMENT & INSURANCE CONTRIBUTIONS | 672,998 | 682,000 | 700,000 |
| Total Interfund Transfers & Contributions | 4,494,174 | 4,423,309 | 4,518,392 |
| Total | 4,892,814 | 9,173,945 | 8,268,392 |



Champaign Public Library

The Champaign Public Library connects our community with the power of knowledge, the world of culture and ideas, and the joy of reading.

We support the essential role of reading for success in life and work, the need for easy and equal access to lifelong learning, and the value of enriching and inspiring experiences.

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 Services 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, eBooks, CDs, digital magazines, 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 library-wide publications, signage, and display/exhibit program, assisting with management of the Library's website (including social media) 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.

Key Projects in Support of Council Goals

Our City fosters quality of life for all citizens

- ◆ Maintain high quality collections that support the reading and educational needs of community members of all ages.
- ◆ Continue to develop programs and collections that help young children develop pre-reading skills and interest in reading.
- ◆ Continue to provide computer and Internet access to community members of all ages.

- ◆ Continue to develop programs of interest to families and individuals, supported by our rich collection of resources.
- ◆ Maintain outreach efforts with local schools to optimize educational opportunities at all levels.

Our City is fiscally responsible

- ◆ Review options for intergovernmental partnerships.

Our City promotes economic opportunity

- ◆ Sustain efforts to provide training in computer technology to individuals for employment seeking, career enhancement and building personal life skills.

Department Baseline Service Levels, Goals and Initiatives by Activity

| |
|--|
| Administration Services (Performance Center 11-00) |
|--|

Current Service Levels:

- ◆ Supervise the daily operations of the Library.
- ◆ Provide personnel and Equal Employment Opportunity services.
- ◆ Manage overall, library-wide collection development activities.
- ◆ Coordinate the Library’s planning process.
- ◆ Manage the Library’s accounting functions, including accounts receivable, accounts payable, and investments.
- ◆ Prepare and monitor the Library’s budget.
- ◆ Measure and report on the activity and growth of the Library by collecting and maintaining accurate records (financial, statistical, etc.), monthly and annually.
- ◆ Maintain the fixed-assets inventory, adding new receipts, within seven days of purchase.
- ◆ Provide a safe environment in all facilities by using security staff and well-trained Library staff to monitor facilities on an ongoing basis and responding promptly to prevent incidents involving the Library’s Rules of Conduct and/or the personal safety of customers and/or employees.
- ◆ Provide a clean, safe, and attractive public institution by maintaining the Library’s buildings and grounds of 122,000 square feet for the Main Library; 6,000 square feet for the Douglass Branch Library.
- ◆ Promote and advertise the activities and services of the Library by maintaining a continuous program of public relations by issuing news releases, posting Library events on local media calendars, updating the Library website, social media, and lobby video screens.

- ◆ Disseminate information by and about the Library and its resources and services by publishing 12 issues of a Library email newsletter annually.
- ◆ Facilitate internal communications and access to Library documents and information through a regularly updated staff Intranet.
- ◆ Identify Library service points and collections with architectural and graphic consistency and in a thematic, unified, and aesthetically appealing manner by coordinating a library-wide signage program.
- ◆ Manage and maintain library-wide technology, including 25 servers, 19 service desk computers, 105 staff computers, 110 public computers, 33 catalog stations, 18 circulating Kindles and six support computers.
- ◆ Manage library-wide applications of technology, including maximizing the use of the local-area network and maintaining connectivity with the City in order to continue to use the City payroll, email, and City's financial software for Fund 24.
- ◆ Manage the Library catalog system, shared with Urbana Free Library, including providing staff support for system administration and maintenance of nine dedicated servers.
- ◆ Work with the Champaign Public Library Foundation to manage an ongoing fundraising program targeting specific service needs and building the endowment fund for collections and programs.
- ◆ 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.
- ◆ Maintain our position among the top tier of libraries nationally and our designation as a Library Journal "Star" Library.
- ◆ Implement activities and goals outlined in the 2012-2013 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 over 400,000 on a daily basis.
- ◆ Ensure adherence to national standards in the process of generating and maintaining bibliographic and authority records.

Departmental Goals and New Initiatives:

- ◆ Expedite preparation time for the increasing number of new materials to ensure prompt delivery to customers.
 - Continue the use of automated Internet-based vendor products in order to increase efficiency in selecting and purchasing books and other materials.
 - Expand and improve mobile access to online library resources, such as databases.

| |
|---|
| 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 responding to all patron comments when necessary within 48 hours or less.
 - Facilitate access to collection resources by developing at least 15 bibliographic aids (genre lists, etc) through the website and catalog annually.
 - Supplement Library collections by providing 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 24 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 2.3 million print and non-print items annually.
 - Ensure the highest level of available items by checking in all items on the day of return and shelving all items within one day of return.
 - Processing 500 periodical and newspaper subscriptions so that they are available for use on the day of arrival.
 - Processing approximately 260,000 reserved materials annually.
- ◆ Introduce the community to the diversity of collections and services available at the Library by providing programming attended by approximately 4,000 adults and 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.

Departmental Goals and New Initiatives:

- ◆ Address a community/societal need through a Civility Week and a series of programs and promotions centered on the principles of civility.
- ◆ With grant funding bring excitement about books and reading into the classroom by providing 3rd and 4th grade classes at Robeson Elementary School with high interest books and activities directed by Champaign Public Library Children’s Librarians.
- ◆ 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.
- ◆ Using private funding, encourage support of early literacy by providing “Ready, Set, Read” materials for all Unit 4 Kindergarten, Head Start and Early Childhood Center students.

| |
|--|
| <i>Douglass Branch Library (Performance Center 15-00)</i> |
|--|

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 attended by approximately 6,000 children and adults each year.

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

Date: July 1, 2013

Subject: Library Budget FY2013-14

Background

Property taxes provide 92% of revenues for the Champaign Public Library. Declining property values, coupled with increasing costs, have resulted in a \$500,000 budget deficit for the library in FY14.

With tax revenues not keeping pace with rising costs over the last four years, the library has trimmed \$1.2 million cumulative in personnel costs by leaving 14 staff positions vacant and keeping salaries flat for two years. Significant reductions have also been made in other budget lines, including materials. These efforts have helped, but are not sufficient to cover the shortfall. The five-year forecast shows no improvement in property tax values, while costs will continue to rise.

To maintain library service at the current level with a balanced budget, the need for supplemental funding will increase annually, growing from \$500,000 in FY14 to \$1.4 million in FY18.

Budget Preparation

In order to maintain current service levels, Champaign Public Library's FY14 budget includes \$500,000 transfer from the City of Champaign. This one-time funding supplement allows the Library to avoid expenditure reductions in this fiscal year. Expenditure reductions of \$500,000 would have required the Library to reduce staffing and delay filling two essential positions. Personnel reductions would have required the Library to reduce hours open to the public a total of 31 hours per week at the Main Library and the Douglass Branch to save \$357,000. Additionally, the budget for material purchases would have increased minimally and would have fallen behind inflation by \$79,000. Lastly, the Library would have to reduce its 3% transfer from the Operating Fund to the Capital Fund to 2% to save \$64,000. This would be a deviation from the established Library Governance Agreement with the City Council. The Library Board of Trustees feels strongly that these reductions are not in the best interest of the library or the community, but they would have been necessary without supplemental funding.

The City Council approved supplemental funding for FY14 on a one-time basis and requires that the Board of Trustees develop a sustainable funding plan prior to determining if a recurring allocation of these additional funds is approved in future years. The plan will include details on

key components to close the funding gap over the long run and adopt future budgets that are consistent with policy standards established in the Governance Ordinance.

Impact on City of Champaign General Fund

The Library is able to maintain the personnel complement and current hours of operation, keep the capital fund transfer at 3%, and allow an inflationary increase to the library materials budget since supplemental funding from the City's General Fund was adopted on a one-time basis for \$500,000 in FY14.

Impact on Library Personnel and Service

The library currently has a personnel complement of 73.950 FTE, down from 82.475 FTE due to positions left unfilled. Operation of the library with the current 73.950 FTE is not sustainable and will be reviewed as part of the sustainable funding plan that will be developed for the City Council.

Conclusion

Eight years ago, the Champaign community made a significant investment in a new public library. That investment has paid off beyond most people's expectations, with use of the library increasing by 55%. Today we have an award-winning, nationally recognized library that is visited by an average of 3,000 community members each day.

In response to falling property tax revenue, the library has reduced spending in almost all budget lines for the past four years. Significant reductions include eliminating the bookmobile; leaving 14 staff positions vacant; not giving raises for two years; and cutting spending on collections, programs, maintenance contracts, supplies, and training. The library also limited borrowing from library users who do not reside in Champaign-Urbana to further reduce costs. To boost revenues, the library increased overdue fees in 2011.

These changes are no longer enough to offset rising costs. For FY14, the Library was able to obtain additional funding from the City of Champaign to maintain service at the current level.



Marsha Grove
Library Director

cc: Board of Trustees

**LIBRARY BUDGET SUMMARY
2013 - 2014**

| | PROPOSED EXPENDITURES | PROPOSED CONTINGENCY | FUND TOTALS |
|-------------------------|--------------------------|-------------------------|----------------|
| LIBRARY OPERATING FUND | 6,912,271 | 554,811 | 7,467,082 |
| LIBRARY CAPITAL FUND | 299,765 | 627,308 | 927,073 |
| 27TH PAY PERIOD FUND | 0 | 114,923 | 114,923 |
| GIFT AND ENDOWMENT FUND | 91,910 | 0 | 91,910 |
| SPECIAL PROGRAMS FUND | 11,598 | 3,176 | 14,774 |
| PER CAPITA GRANT FUND | 76,842 | 0 | 76,842 |
| GRANT FUND | 12,810 | 0 | 12,810 |
| TOTALS | 7,405,196 | 1,300,218 | 8,705,414 |

**STATEMENT OF REVENUES,
EXPENDITURES AND BALANCES
2013 - 2014**

**CHAMPAIGN PUBLIC LIBRARY
LIBRARY OPERATING FUND
FUND 01**

| REVENUES | ACTUAL 2011-12 | ADOPTED BUDGET FY 2012/13 | REVISED BUDGET FY 2012/13 | PROPOSED BUDGET FY 2013/14 |
|--------------------------------|-------------------|---------------------------------|---------------------------------|----------------------------------|
| Beginning Balance | 604,466 | 612,022 | 678,465 | 534,818 |
| 3005 General Fund Transfer | 0 | 0 | 0 | 500,000 |
| 3010 Property Tax | 6,029,836 | 5,922,813 | 5,841,723 | 5,920,562 |
| 3020 Corporate Replacement Tax | 80,927 | 73,067 | 73,067 | 73,067 |
| 3050 General Fines and Fees | 283,132 | 287,000 | 262,500 | 292,750 |
| 3080 Materials Rental Income | 71,339 | 71,750 | 73,500 | 99,970 |
| 3100 Photocopy Income | 20,885 | 22,550 | 23,000 | 23,345 |
| 3110 Interest Income | 2,003 | 3,500 | 1,500 | 1,515 |
| 3920 Miscellaneous Income | 1,383 | 700 | 700 | 700 |
| 3930 Urbana Free Library | 11,745 | 35,870 | 16,067 | 12,000 |
| 3960 Leased Property | 10,668 | 10,650 | 8,272 | 8,355 |
| TOTAL REVENUES | 6,511,918 | 6,427,900 | 6,300,329 | 6,932,264 |
| EXPENDITURES | | | | |
| PERSONNEL SERVICES (100) | 4,468,409 | 4,513,130 | 4,566,255 | 4,832,666 |
| COMMODITIES (200) | 850,220 | 793,252 | 791,606 | 899,111 |
| CONTRACTUAL SERVICES (300) | 634,365 | 700,012 | 671,065 | 699,138 |
| FUND TRANSFERS | 226,204 | 138,943 | 138,943 | 202,545 |
| DEBT SERVICE PAYMENT | 258,721 | 276,107 | 276,107 | 278,811 |
| TOTAL EXPENDITURES | 6,437,919 | 6,421,444 | 6,443,976 | 6,912,271 |
| RESERVES | 678,465 | 618,478 | 534,818 | 554,811 |
| GRAND TOTAL | 7,116,384 | 7,039,922 | 6,978,794 | 7,467,082 |

**STATEMENTS OF REVENUES,
EXPENDITURES AND BALANCES
2013 - 2014**

**CHAMPAIGN PUBLIC LIBRARY
LIBRARY CAPITAL FUND
FUND 02**

| REVENUES | ACTUAL 2011-12 | ADOPTED BUDGET FY 2012/13 | REVISED BUDGET 2012/13 | BUDGET FY 2013/14 |
|---------------------------------|-------------------|---------------------------------|------------------------------|----------------------|
| Beginning Balance | 548,811 | 523,868 | 549,284 | 729,516 |
| 3000 City General Fund Transfer | 0 | 250,000 | 250,000 | 0 |
| 3001 Operating Fund Transfer | 132,740 | 128,558 | 128,558 | 191,900 |
| 3110 Interest Income | 1,596 | 3,000 | 1,200 | 2,000 |
| 3920 Miscellaneous Income | 326 | 0 | 0 | 0 |
| 3030 Urbana Free Library Reimb. | 74,721 | 3,657 | 3,657 | 3,657 |
| TOTAL REVENUES | 209,383 | 385,215 | 383,415 | 197,557 |
| | | | | |
| EXPENDITURES | | | | |
| COMMODITIES (200) | 6,620 | 0 | 0 | 0 |
| CONTRACTUAL SERVICES (300) | 61,463 | 35,425 | 25,204 | 12,925 |
| CAPITAL (400) | 160,306 | 123,700 | 177,979 | 286,840 |
| TRANSFERS (700) | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | 228,389 | 159,125 | 203,183 | 299,765 |
| | | | | |
| RESERVES | 529,805 | 749,958 | 729,516 | 627,308 |
| GRAND TOTAL | 758,194 | 909,083 | 932,699 | 927,073 |

**STATEMENT OF REVENUES,
EXPENDITURES AND BALANCES
2013 - 2014**

**CHAMPAIGN PUBLIC LIBRARY
LIBRARY OTHER FUNDS
FUNDS 03 - 15**

| REVENUES | ACTUAL 2011-12 | ADOPTED BUDGET FY 2012/13 | REVISED BUDGET FY 2012/13 | PROPOSED BUDGET FY 2013/14 |
|-----------------------------------|-------------------|---------------------------------|---------------------------------|----------------------------------|
| Beginning Balance | 256,171 | 109,057 | 115,083 | 115,662 |
| 3001 Operating Fund Transfer | 93,464 | 10,385 | 10,385 | 10,645 |
| 3002 Capital Fund Transfer | 0 | 0 | 0 | 0 |
| 3007 Gift Fund Transfer | 92,031 | 71,800 | 99,191 | 97,910 |
| 3040 State Per Capita Grant | 0 | 76,842 | 76,842 | 76,842 |
| 3110 Interest Income | 156 | 0 | 200 | 200 |
| 3800 LSTA Grant | 96,872 | 0 | 12,500 | 0 |
| 3805 Federal Grant | 0 | 0 | 0 | 0 |
| 3810 ALA Grant | 0 | 0 | 0 | 0 |
| 3830 Illinois State Library Grant | 0 | 10,000 | 0 | 10,000 |
| 3920 Miscellaneous Income | 0 | 0 | 0 | 0 |
| TOTAL REVENUES | 282,523 | 169,027 | 199,118 | 195,597 |
| EXPENDITURES | | | | |
| PERSONAL SERVICES (100) | 19,708 | 6,859 | 10,870 | 8,660 |
| COMMODITIES (200) | 171,744 | 143,967 | 163,460 | 161,402 |
| CONTRACTUAL SERVICES (300) | 26,542 | 13,736 | 24,209 | 23,098 |
| CAPTIAL EXPENDITURES (400) | 205,617 | 0 | 0 | 0 |
| FUND TRANSFERS (700) | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | 423,611 | 164,562 | 198,539 | 193,160 |
| RESERVES | 115,083 | 113,522 | 115,662 | 118,099 |
| GRAND TOTAL | 538,694 | 278,084 | 314,201 | 311,259 |



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 2012 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 CIP Policies in their entirety are included in a separate document, the Capital Improvements Plan.

There are two adopted changes to the CIP Policies this year. The first is an amendment to the description of the Stormwater Management Fund to address the addition of the Storm Water Utility Fee revenue stream as follows:

Stormwater Management Fund (21) - This Fund provides maintenance, rehabilitation, and expansion of the City's stormwater management system, which includes regional detention, channels, outlets, and storm sewers. Efforts to fulfill the requirements of the Federal National Pollutant Discharge Elimination System are also funded by resources of this Fund. The City will dedicate 17% of revenues from its home-rule sales tax to this fund, which 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 large transfer from the General Fund and property tax revenues each year.

Starting May 2013, the stormwater utility fee will provide an estimated \$2.8M of additional revenue for the Stormwater Management Fund. The additional revenue will fund the operation, maintenance, and rehabilitation for City stormwater detention basins, channels, outlets, and storm sewers. The property and sale taxes that currently fund these activities will be used for future capital projects that fall in the reconstruction, system upgrade or expansion categories.

The second is an amendment to the description of the Food and Beverage Tax Fund to reflect the following:

- While 100% of these funds were dedicated primarily to capital improvements prior to the recent recession, the City began to dedicate 45% of the revenues to the General Fund to mitigate some of the declines in revenue during the recession, and

- the intent that upon completion of the Green Street, First to Fourth Street Project the portion of these funds dedicated to capital improvements will be used to also benefit other areas of the City that directly contribute to the fund.

Food and Beverage Fund (47) - The Fund's primary revenue is 55% of the revenue from a City-wide tax on prepared food and beverages. The City used these monies, through FY07/08, for the Campustown Infrastructure Reconstruction and Streetscape Project and to assist property owners' investment in existing properties. The Fund also receives proceeds of a Special Service Area Tax that was established to cover part of the cost of the Campustown Infrastructure and Streetscape Project. Beginning in FY09/10, \$100,000 of Food and Beverage funds have been set aside for citywide maintenance activities in commercial areas. This allocation is expected to increase in future years to help maintain the areas that directly contribute to this fund revenues from this tax will be allocated to projects that benefit areas of the City that directly contribute to this Fund. This includes the regional retail area north of I-74, Campustown, Downtown, Mattis and Springfield and Windsor and Duncan among other possible locations.

C. Capital Improvements Funds and Projects

Parking Fund (3) -

1. Key Projects:

- Parking Deck Debt Service
- Annual Parking Lot Rehab (0200)
- Healey Street Reconstruction, Fourth Street to Sixth Street (0645 & 0646)

2. Overview. This Fund utilizes revenues from fees and fines generated in the parking system to fund construction of new parking facilities, operation and maintenance of existing parking facilities, parking enforcement activities, and administration of the parking division. A major change this year results from the negotiation of a development agreement for Parking Lot J in Campustown. This eliminates \$190,000 in annual revenues generated by this Lot. The purchase price of \$3.94 million has been included as onetime revenue, and this is partially offset by the cost of reconstructing Healey Street from Fourth to Sixth Street to support the development. Also included in this Fund is the public parking offset payment negotiated in the agreement, which starts at \$60,000 per year and declines over time. The repayment of this will show up in future Plans. Finally, the Campustown Reserve has been used to help pay for the Healey Street improvements and will be eliminated in FY 2014/15.

A major issue for this Fund going forward is that there are inadequate resources allocated for maintenance of public parking. No rate increases have been assumed in the ten year plan at this time. Public Works anticipates addressing the rate issue as a study session item in the coming year. Finally, the Fund continues to run significant deficits in the later years of the Plan. Because of the number of development projects still in the works, remaining uncertainty of the build out of M2 on Neil, and the impacts of the opening of the downtown Hyatt Place Hotel on downtown parking revenues, staff recommends

waiting to make significant changes to this Fund to balance the later years, and to address this issue in next year's planning process.

Sanitary Sewer Fund (4) formerly the Sewer Improvement Fund –

1. Key Projects:

- Annual Sanitary Sewer Rehabilitation

2. Overview. This Fund receives most of its revenue from a Sanitary Sewer Fee, used primarily to maintain and rehabilitate the City's sanitary sewer system, which is accounted for on an enterprise fund basis. This Fund also repays the State low interest loans used to construct the South and North Interceptor Sewers. The most significant project is the Annual Sanitary Sewer Rehabilitation project with funding ranging from around \$300,000 to over \$900,000 each year. Council Policy is to consider fee increases every other year. Fees have not been increased for three years and a proposal for a 6% increase starting on January 1, 2014 is addressed separately in budget memo SS 2013-025, Sanitary Sewer.

Stormwater Management Fund (21) –

1. Key Projects:

- Boneyard Basin Debt Service
- Annual Channel Maintenance
- Annual Storm Sewer Rehabilitation
- Washington Street West – Phase One

2. Overview. The City dedicated 20% of revenues from its home-rule sales tax (1/4 cent) to this fund, which is a principal source of the Fund's revenues. Originally the revenue was dedicated to improvements to the Boneyard Creek, but the City Council later expanded its use to other drainage basins. Beginning in FY2013/204, the stormwater share of the home rule sales tax is reduced to 17% of the revenues. An increase to the home rule sales tax of 0.25% takes effect on January 1, 2014 so the stormwater dollar amount share will remain unchanged. The Fund also receives a transfer from the General Fund and property tax revenues each year. Last fiscal year it also received a onetime transfer of \$1.6 million from the Capital Improvement Fund to cover part of the cost of the John Street and Washington Street basin drainage projects.

Starting this year approximately \$3 million annually in revenues will come in from the new Storm Water Utility Fee (SWUF). These resources will be targeted to citywide maintenance of the City's stormwater management systems, including regional detention, channels, outlets, and storm sewers. This allows the sales tax and property tax revenues to be focused on larger scale improvements to address flooding in the City. Currently these projects are scheduled as funds are available and include a \$300,000 drainage study for Garden Hills and phase one of West Washington Street West (detention basin on the former Robinson Court site). In addition, a project has been established called the "Washington Street/Boneyard Reserve" to set aside money for future planning and construction of drainage improvement projects in those two watersheds. Starting in 2014/15 this includes \$500,000 annually for professional services, and \$500,000

increasing to \$2.1 million for construction. It should be noted that no funding is currently available in the ten year plan for a project in the Phinney Branch watershed, although the Drainage District has been setting aside money towards its share of a future project. Additionally, no funding is available for any recommendations that will be included in the Garden Hills drainage study.

Motor Fuel Tax (22) –

1. Key Projects:

- Annual Local Street Rehab (asphalt): 2013 construction season work locations are streets within the area bounded by Kirby, William, Duncan, and Kenwood.
- Annual Asphalt Overlay: 2013 construction season work location is University Avenue between Mattis Avenue and State Street.
- Annual PCC Patching: 2013 work locations are Harris Street and Fourth Street between University and Bradley (Fourth Street work will be completed over a two-year period starting with the south end of the section).
- Prospect Avenue (Windsor to Savoy): Construction budgeted for 2019.

Overview. Revenues for this fund come from the City's share of state motor fuel tax proceeds. These revenues are projected to remain flat and will likely go down over time, given rising fuel costs and the expected national trend of decreasing vehicle miles traveled. This fund is used primarily for a number of the City's annual street maintenance projects, including asphalt overlay and PCC patching. Last year, the annual local street rehabilitation – asphalt project (0590) was moved from the Capital Improvement Fund to the Motor Fuel Tax Fund for years FY 2013-14, 14-15 and 15-16. This was necessary to help balance the Capital Improvement Fund. The Prospect Avenue (Windsor to Savoy) project is the one expansion project added to this fund this year. Design for this project is slated to occur in FY 2017/18 and 18/19 and construction in FY 2018/19 and 19/20.

Capital Improvement Fund (23) –

1. Key Projects:

- Mattis Avenue Overlay (Windsor to Savoy) (0602)
- Interstate Drive – dead-end to Market Street (0482)
- Church and Randolph intersection improvement (0570)
- City Facilities Remodeling (0656)
- City Building, Police and Fire Station 1 Energy Cost Reduction (0658)

2. Overview. This is one of the few capital funds not dedicated to a specific infrastructure system or geographic area as it receives the vast majority of its funding directly from the General Fund. As a result, this fund is one of the most competitive in determining priority for funding projects. This fund includes many annual infrastructure maintenance projects, and historically included a number of large infrastructure reconstruction or expansion projects, especially transportation projects. With cuts made in recent years most of the large projects were eliminated. The Plan includes funding for an overlay of Mattis Avenue from Windsor Road to the Savoy-Champaign boundary line (FY 2015/16). This will not result in a complete street but only extend the life of the

current rural cross-section. A project to extend Interstate Drive to Market Street is included in FY 2019/20 (a project that is critical to the relocation of Fire Station 3 to the Bristol Park neighborhood).

Also included are two projects for City facilities. The first would develop a plan to remodel/rehabilitate the Council Chambers, Council Office, AV Room, 6th Floor, and Neighborhood Services Department. The last time these areas were rehabilitated was 1987. All areas need to be painted and re-carpeted. Before investing in the painting and re-carpeting, the areas will be evaluated to make sure areas and workspaces still function in the most efficient manner for their current use.

The project will also develop a plan to remodel/rehabilitate the customer area in the Parking Building. The customer service area is no longer in use, and the space will be re-evaluated for alternate uses such as Public Works meeting room space, City storage space, etc.

Finally, this project would create a new office space on the 3rd floor of the City Building to accommodate the Economic Development function that will now be part of the Planning Department.

The budget for this project is \$750,000. This includes \$100,000 for professional services to develop the plan for all of these areas and \$650,000 for improvements to the Council Chambers, Council office, AV room, and the new office on the 3rd floor. Due to the uncertainties of what will be recommended in the Plan and the priority of these recommendations, no construction dollars were budgeted for the 6th floor, Neighborhood Services Department, and the Parking Building Customer Service area.

The second project would update, prioritize, and implement the remaining recommendations from the 2009 Smart Energy Design Assistance Center (SEDAC) Report. The project budgets \$620,253 of revenue from the Building Reserve and \$620,000 of expenditures over the next three years starting in FY14. The top priority is replacement of the chiller and pneumatic controls at the Police Station. This project was listed as top priority because the existing Police Station chiller is 13 years old and failing. If it fails, there will be no air conditioning in the Police Station.

Another change to this Fund this year is to combine the annual pavement marking project with the bicycle pavement marking project and add an additional \$10,000 in FY 2016 and an additional \$30,000 in FY 2015 and every other year thereafter to better facilitate restriping of existing bike lanes.

Library Improvement Fund (24) –

1. Key Projects:

- Library Building Debt Service (0532)

2. Overview. 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. The City refinanced this debt in FY2012/13, which left \$14.14 million remaining of the original debt. This debt will be fully repaid in FY2022/23, which is three fiscal years earlier than the original debt repayment schedule. The principal amount outstanding at June 30, 2014 will be \$11.52 million. The bonds will be fully repaid in December 2025 for a project total of \$36,426,000 principal and interest. The annual debt payments from this fund are approximately \$420,000 to \$450,000 per year, with approximately \$1.4 million paid from the City's General Fund each year and approximately \$250,000 to \$280,000 paid from the Library Operating Fund each year. One issue not addressed in this fund is how to begin establishing a reserve to pay for major maintenance projects occur in the future such as replacing the new roof or the HVAC system.

Local Motor Fuel Fund (29) -

1. Key Projects:

- Windsor Road Bridge Approaches at I-57 (0639)
- White Street – Second to Wright (0614)
- Local Street Reconstruction (0640)

2. Overview. This fund was established to manage the proceeds of the Local Motor Fuel Tax (LMFT) established last year. Proceeds were originally estimated at \$1.5 million annually but they have actually come in at \$1.25 million. Projects have been adjusted to reflect this new revenue stream. Project scheduling will be guided by the Street Improvement Plan attached to Council Bill Number 2011-231 enacting the tax. Three projects are included in this Fund: the Windsor Road I-57 Bridge Approaches, with design under way and construction slated for FY 2013/14; White Street – Second to Wright, with design in FY 2015/16 and construction in FY 2016/17 and 17/18; and an annual Local Street Reconstruction project. Funding for the Windsor Road project was supplemented with a Transportation Enhancement grant from the Illinois Department of Transportation (IDOT) of \$1.7 million. Included in the last two years of this plan is design work for a complete streets improvement of Duncan Road from Springfield to Kirby Avenue. Construction of this project is delayed beyond the 10 year planning period.

Urban Renewal Fund (41) –

1. Key Projects:

- Bristol Park Neighborhood Plan Implementation (0641)
- Annual Infrastructure Maintenance (0655)

2. Overview. This Fund receives 3/11ths of the City's taxes on gas, water, and electric utility costs. Consistent with the Financial Policies, the Fund is used primarily to provide infrastructure improvements and programs in the Neighborhood Wellness Preservation and Restoration areas of the City. Two projects are included in the Fund: the Bristol Park Neighborhood Plan Implementation project with approximately \$4.25 million programmed for property acquisition and clearance over the next 5 years; and the portion of the Annual Infrastructure Maintenance project generally utilized to address \$150,000

in sidewalk repairs on an annual basis. In 2013, this funding is addressing sidewalk repair needs generally located south of Green Street and east of First Street in the campus area. Also, funding was set aside in the current budget year for a complete streets corridor study for Market Street from I-74 to Washington Street, and Bradley Avenue from Randolph to Urbana. At this time no funding is available to implement the recommendations of this study.

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:

- None

2. Overview. This Fund obtains revenues from the property tax increment generated by reinvestment in Downtown and provides for a variety of capital improvements and economic development activities within the City's downtown area. The Downtown TIF Fund expires in December 2017 and cannot be extended further. The majority of the resources in the remaining years of this fund are dedicated to incentive payments for the M2 on Neil and Hyatt Place Hotel projects, and helping pay for the Downtown Parking Deck debt service. As a result of declining assessed values of properties in the TIF over the last few years, revenues have been decreasing. Because of this the Fund is projected to run a deficit in years FY 2014/15, 15/16 and 16/17, and end with a small balance in its last year. No funding can be allocated to capital projects in the remaining years of the District.

East University Avenue TIF District Fund (45) –

1. Key Projects:

- Marshall Street Improvements (0618)

2. Overview. This Fund obtains revenues from the property tax increment generated by reinvestment in the area and provides for a variety of economic development and public improvement activities. In 2010, this District was extended to 2022 and the area included was reduced to focus activity primarily between First Street and the 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 \$325,000.

Food and Beverage Fund (47) –

1. Key Projects:

- Green Street Streetscape – First to Fourth (0507)
- Town Center Boulevard Prospect to Target Entrance (0133)

2. Overview. 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 plus an annual landscape maintenance service. Design work for the Green Street project from First Street to Fourth Street will take place over a three-year period, starting in FY 2013/14, with a budget of about \$400,000 each of those years. The first year's work effort will include preliminary design and development of cost estimates suitable for scoping the construction phase of the project. This will also provide an opportunity to engage the property and business owners in that area in funding discussions. The funding in the future years will pay for the final design effort and construction phase engineering services. The construction project is programmed in 2015-16 for a cost of just over \$6 million. While this is later than would be optimal given the condition of this street, it is the earliest the Fund can pay for it.

The second project was added this year and would provide for safety improvements on Town Center Boulevard from Prospect Avenue to the Target entrance, including a new traffic signal. This was initially recommended by the Town Center Traffic Safety Study along with the Moreland traffic Signal. Design is programmed in FY 2018/19 and 19/20 with construction scheduled for FY 2019/20. This is a high accident location which these improvements will help resolve.

The Fund Statement shows a \$1.2 million deficit the year of the Green Street construction project with a positive balance again the next fiscal year. A deficit of that amount would normally require deferring the project. Given the condition of the street, the adopted Plan avoids that by making an interfund loan from the North Campustown TIF Fund of \$1 million and subsequently paying it back over the following two years. Such short-term interfund loans are consistent with the City's Financial Policies.

North Campustown Redevelopment Area TIF District Fund (48) –

1. Key Projects:

- Burnham Project Debt Service
- North Campustown Infrastructure Repair (0668)

2. Overview. This TIF District was established in 2002 to finance redevelopment of the former Burnham City Hospital site into a mixed-use urban development, including related infrastructure improvements. The City issued debt to finance site acquisition, environmental remediation, demolition, and related costs. Debt Service projects currently included in the Fund are repayment of three different bonds which are funded from the increment generated by development of Block A of the Burnham District. With growth in increment, payments towards debt reduction in this Fund have been increased. However, additional growth in the increment along with full repayment of one of the three bond issues (anticipated in FY13/14) is creating some available resources in the later years of the Plan. As a result, the North Campustown Infrastructure Repair project was added in FY 2016/17 to provide for much needed improvements to sidewalks, ADA ramps, and street lighting throughout the area. In addition, resources will be used to establish programs and projects to advance the goals of the TIF Plan. Also added this year is an interfund loan to the Food and Beverage Fund of \$1 million to allow

construction of the next phase of Green Street Streetscape to remain in FY 2015/16 while maintaining minimal deficits. It is repaid over the following two fiscal years.

D. Unfunded and Underfunded Projects

As a result of the adoption of the Local Motor Fuel Tax (LMFT), and Storm Water Utility Fee (SWUF), progress has been made on reducing the backlog of unfunded or underfunded projects. However, a number of important projects remain unfunded or underfunded, and additional projects are delayed beyond their optimal schedule. Some of the factors contributing to this are: adding major projects to address new priorities (John Street and Washington Street), annexation of substandard infrastructure (e.g. Garden Hills), the cost of extending major infrastructure to keep up with fringe development (e.g. arterial streets), deferred maintenance of infrastructure (especially for systems that the City assumed ownership of, like the Boneyard Creek), and the impact of unfunded mandates from state or federal government (e.g. the bridge approaches for bridges over Interstate Highways). Some of the most significant needs include:

1. Unfunded in the 10 Year Plan.

- New City facilities, in particular construction of a new relocated Fire Station 3 consistent with the Fire Station Location Study, and a new Public Works Facility.
- Design work for a complete streets improvement to Duncan, Springfield to Kirby is included in the 10 year plan but funding to rebuild the street is not. This arterial street serves existing areas of the City and is already in very poor condition.
- Several streets needing asphalt overlay, including:
 - Bradley (Neil to Urbana City Limit) - Resurfacing and Lane Reduction a \$1.5 million.
 - Market (Bradley to Kenyon) - Resurfacing and Lane Reduction at \$750,000.
 - Church (Prospect to Mattis) – Resurfacing at \$1.5 million.
 - Prospect (Marketview to Meijer) – Resurfacing at \$1.5 million.
- Streets needing concrete patching, including:
 - First St (St Mary's Rd to Windsor) – Patching at \$1.5 million.
 - Devonshire (Prospect to Lakeside) – Patching at \$1.25 million.
- Streets needing concrete reconstruction, including:
 - Tamarack (Rebecca to Winchester) – Reconstruct at \$650,000.
 - Sumac (Mattis to Rebecca) - Reconstruct/patch at \$1 million.
 - Broadmoor (Mattis to Robert) - Patch/reconstruct at \$1 million.
- Construction of a Downtown Civic Plaza (a project to develop a conceptual plan is in the current budget year.)
- Improvements to existing arterial street intersections including Bradley and Staley (\$3.5 million), Bradley Avenue and McKinley Avenue (\$300,000), Kirby Avenue and Crescent Drive (\$300,000) and Prospect Avenue and Devonshire Drive (\$300,000).
- 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.

- Projects to fill sidewalk gaps on arterial streets at approximately \$2 million.

2. Underfunded.

- Parking lot rehabilitation and maintenance currently funded at approximately \$42,000 per year for the last 8 years of the Plan. This is an inadequate level of funding to properly maintain the City's parking system. The needed funding level should be \$200,000 per year for parking lot rehabilitation and maintenance.
- Mattis Avenue improvements from Windsor to Savoy are currently programmed as an overlay project in 2015/16. , has preliminary design engineering budgeted to start in FY2023; however, to complete the project, an additional \$5.1M will need to be programmed over the following three fiscal years: 2024 to 2026.
- A number of projects and needs identified in the infrastructure master plans are unfunded or underfunded in the annual projects. The master plans have identified an additional annual need of \$1.5M for street reconstruction, \$0.5M for bridge replacement, and \$1.0M for sidewalk replacement.

3. Delayed Past Optimal Schedule.

- The next phase of Green Street from Fourth to First is scheduled for FY 2015/16, however it is showing serious deterioration and reconstruction should ideally occur sooner.
- The project to connect Interstate Drive to Market Street is programmed in FY 2019/20. This project is critical to the feasibility of relocating Fire Station 3 to the Market and Bellefontaine Street site as it ensures appropriate response times to areas north of the interstate.
- Prospect Avenue, Windsor to Savoy, is scheduled for construction in FY 2020. This section of the road is currently in poor condition.
- The Town Center Boulevard safety improvements are programmed in FY 2019/20. This is a high accident location now, and staff is aware of disabled employees in the area who struggle to cross Town Center Boulevard to reach the bus stop on the other side of the street.

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

- adjustments to the priorities in the existing CIP (which would require delaying projects currently in the Plan)
- increased transfers from the General Fund to capital funds (which do not appear feasible within existing revenue levels)
- changes to standards for City infrastructure to reduce its cost
- extensive phasing of recommended projects over a 20-30 year time frame
- identification of new or expanded funding sources

PROJECT EXPENDITURES BY FUND

| PROJECT NAME | PROJECT | FY12 ACT | FY13 BUD | FY13 EST | FY14 BUD |
|--|----------------|------------------|------------------|------------------|------------------|
| 02 - General Operating Fund | | | | | |
| SERIES 2009 REFUND BONDS (CHANNEL) | 0585 | 619,622 | 0 | 627,300 | 0 |
| TOTAL 02 - General Operating Fund | | 619,622 | 0 | 627,300 | 0 |
| 03 - Parking Fund | | | | | |
| ANNUAL PARKING LOT REHABILITATION | 0200 | 696 | 104,036 | 106,556 | 752,583 |
| BUILDING MAINTENANCE | 0051 | 3,154 | 9,845 | 9,845 | 5,300 |
| HEALEY STREET RECONSTRUCTION (FIFTH TO SIXTH) | 0645 | 0 | 0 | 55,000 | 841,500 |
| HEALEY STREET RECONSTRUCTION (FOURTH TO FIFTH) | 0646 | 0 | 0 | 55,000 | 0 |
| PUBLIC WORKS FACILITY REMODEL | 0638 | 0 | 200,000 | 200,000 | 0 |
| TRADITIONAL LANDSCAPE MAINT SERV | 0612 | 12,518 | 49,777 | 24,787 | 16,259 |
| PARKING DEBT BONDS | Operating | 510,987 | 986,913 | 986,913 | 1,115,913 |
| DOWNTOWN PARKING DECK | Operating | 203,300 | 535,172 | 436,013 | 354,496 |
| PARKING OPERATING | Operating | 2,174,763 | 2,581,463 | 2,295,651 | 2,499,659 |
| TOTAL 03 - Parking Fund | | 2,905,418 | 4,467,206 | 4,169,765 | 5,585,710 |
| 04 -Sanitary Sewer Fund | | | | | |
| CONCRETE SANITARY SEWER LINING | 0606 | 254,314 | 0 | 0 | 0 |
| CONCRETE SAN SEWER LINING-IEPA L17-3962 DEBT | 0616 | 14,905 | 30,686 | 29,810 | 29,810 |
| KENWOOD/JACKSON - IEPA DEBT SERV | 0615 | 0 | 30,066 | 30,895 | 30,894 |
| KENWOOD/JACKSON SAN SEWER EXT | 0253 | 729,328 | 2,736 | 0 | 0 |
| NW SEWER DEBT SERVICE | 0009 | 75,275 | 75,276 | 75,276 | 75,275 |
| SANITARY SEWER COLLECTIONS | Operating | 130,821 | 212,010 | 201,210 | 218,610 |
| SAN SEWER SERV R-O-W RESTORATION | 0014 | 11,491 | 26,950 | 16,097 | 19,702 |
| SANITARY SEWER BACKUP RELIEF ASST | 0286 | 6,371 | 98,314 | 18,314 | 40,000 |
| SANITARY SEWER REHABILITATION | 0254 | 474,427 | 979,122 | 981,679 | 446,481 |
| SHARED SEWER SEPTIC SYSTEM ELIMINATION | 0422 | 0 | 113,514 | 113,514 | 56,757 |
| SEWER OPERATING | Operating | 1,506,567 | 1,754,365 | 1,604,554 | 1,687,861 |
| SOUTH SEWER PHASE 1 | 0349 | 90,333 | 90,334 | 90,334 | 90,334 |
| SOUTH SEWER PHASE 2 (CURTIS ROAD) | 0409 | 47,599 | 47,600 | 47,600 | 47,600 |
| TOTAL 04 -Sanitary Sewer Fund | | 3,341,431 | 3,460,974 | 3,209,283 | 2,743,325 |
| 21 - Stormwater Management Fund | | | | | |
| BONEYARD - LOWER SECOND STREET REACH | 0290 | 467,431 | 174,715 | 174,715 | 0 |
| BONEYARD - NORTH BRANCH IMPROVEMENTS | 0664 | 0 | 0 | 0 | 0 |
| BONEYARD 2nd STREET REACH DEBT SERVICE | 0554 | 1,185,000 | 1,751,313 | 1,770,113 | 1,775,113 |
| BONEYARD GENERAL ISSUES | 0019 | 5,376 | 88,551 | 55,493 | 53,558 |
| BONEYARD ROW ACQUISITION | 0015 | 51,959 | 155,547 | 149,876 | 5,671 |
| BONEYARD SECOND ST MAINT (ANNUAL) | 0613 | 59,223 | 337,250 | 337,242 | 184,391 |
| CHANNEL MAINTENANCE | 0020 | 148,222 | 719,006 | 719,006 | 351,433 |
| CONTRACTUAL STORM SEWER MAINTENANCE | 0427 | 411,892 | 918,734 | 917,658 | 358,722 |
| COPPER SLOUGH STORMWATER MASTER | 0120 | 0 | 36,152 | 0 | 47,165 |
| DETENTION BASIN COST SHARES | 0489 | 0 | 1,545 | 1,545 | 1,545 |
| DUNCAN RD IMPROVE/PARKLAND COST SHARE | 0586 | 0 | 126,835 | 126,835 | 0 |
| JOHN ST STORM SEWER IMPROV - IEPA DEBT | 0607 | 0 | 50,000 | 50,000 | 50,000 |

21 - Stormwater Management Fund (continued)

| | | | | | | |
|---|-----------|-----------|-------------------|------------------|------------------|------------------|
| JOHN STREET WATERSHED DRAINAGE | 0520 | 4,945,249 | 703,733 | 618,314 | 0 | |
| PHINNEY BRANCH MASTER PLAN UPDATE | 0144 | 8,711 | 25,268 | 25,268 | 0 | |
| SERIES 2009 REFUND BONDS (CHANNEL) | 0585 | 870,378 | 886,350 | 886,350 | 860,250 | |
| STORM SEWER INVENTORY | 0429 | 0 | 7,677 | 12,048 | 86,186 | |
| STORM SEWER REHABILITATION | 0182 | 915,845 | 1,054,324 | 1,058,999 | 679,643 | |
| STORM SEWER-SUMP PUMP CONNECTION | 0045 | 4,445 | 0 | 0 | 0 | |
| STORM SPECIAL OPERATING CONTINGENCY | 0264 | 0 | 15,264 | 0 | 0 | |
| STORMWATER MANAGEMENT OPERATING | Operating | 790,166 | 940,531 | 1,001,478 | 1,118,055 | |
| STORMWATER QUALITY | 0413 | 89,587 | 241,553 | 228,620 | 211,931 | |
| STORMWATER UTILITY FEE | 0605 | 52,843 | 448,785 | 392,052 | 0 | |
| WASHINGTON EAST WATERSHED DRAINAGE | 0593 | 448,517 | 6,484 | 3,242 | 0 | |
| WASHINGTON ST/BONEYARD RESERVE | 0670 | 0 | 0 | 0 | 0 | |
| WASHINGTON WEST WATERSHED DRAINAGE PHASE I & II | 0594 | 1,238,273 | 933,632 | 285,104 | 3,091,267 | |
| TOTAL 21 - Stormwater Management Fun | | | 11,693,117 | 9,623,249 | 8,813,958 | 8,874,930 |

22 - Motor Fuel Tax Fund

| | | | | | | |
|---------------------------------------|------|-----------|------------------|-------------------|-------------------|------------------|
| 2013 LOCAL STREET REHAB - ASPHALT | 0648 | 0 | 0 | 11,619 | 366,503 | |
| 2014 LOCAL STREET REHAB - ASPHALT | 0649 | 0 | 0 | 0 | 3,073 | |
| 2015 LOCAL STREET REHAB - ASPHALT | 0650 | 0 | 0 | 0 | 0 | |
| ASPHALT OVERLAY - 2011 | 0564 | 1,069,648 | 0 | 0 | 0 | |
| ASPHALT OVERLAY - 2012 | 0610 | 392 | 218,237 | 217,133 | 0 | |
| ASPHALT OVERLAY - 2013 | 0589 | 0 | 1,052,856 | 1,069,608 | 1,075,574 | |
| ASPHALT OVERLAY - 2014 | 0622 | 0 | 0 | 0 | 53,807 | |
| ASPHALT OVERLAY - 2015 | 0623 | 0 | 0 | 0 | 0 | |
| ASPHALT OVERLAY - 2016 | 0624 | 0 | 0 | 0 | 0 | |
| ASPHALT OVERLAY - 2017 | 0625 | 0 | 0 | 0 | 0 | |
| ASPHALT OVERLAY - 2018 | 0626 | 0 | 0 | 0 | 0 | |
| ASPHALT OVERLAY - 2019 | 0627 | 0 | 0 | 0 | 0 | |
| ASPHALT OVERLAY - 2020 | 0628 | 0 | 0 | 0 | 0 | |
| ASPHALT OVERLAY - 2021 | 0629 | 0 | 0 | 0 | 0 | |
| ASPHALT OVERLAY - 2022 | 0630 | 0 | 0 | 0 | 0 | |
| ASPHALT OVERLAY - 2023 | 0631 | 0 | 0 | 0 | 0 | |
| FOURTH & BRADLEY INTERSECTION IMPR | 0450 | 6,253 | 0 | 0 | 0 | |
| FOURTH STREET (JOHN TO ARMORY) | 0539 | 250,006 | 659,947 | 659,947 | 0 | |
| LOCAL STREET REHAB - ASPHALT (ANNUAL) | 0590 | 0 | 0 | 0 | 0 | |
| LOCAL STREET REHAB - CONCRETE (2008) | 0534 | 28,709 | 0 | 0 | 0 | |
| MARKET STREET IMPROVEMENTS | 0609 | 180,536 | 4,866,981 | 4,842,400 | 74,951 | |
| MFT SPECIAL OPERATING CONTINGENCY | 0271 | 0 | 189,328 | 189,328 | 0 | |
| PCC PATCHING - 2010 | 0546 | 6,224 | 0 | 0 | 0 | |
| PCC PATCHING - 2011 | 0578 | 808,179 | 51,543 | 51,543 | 0 | |
| PCC PATCHING - 2012 | 0591 | 166,342 | 718,246 | 713,695 | 0 | |
| PCC PATCHING - 2013 | 0635 | 0 | 219,560 | 229,646 | 701,269 | |
| PCC PATCHING - 2014 | 0661 | 0 | 0 | 0 | 204,906 | |
| PCC PATCHING - 2015-2023 | 0611 | 0 | 0 | 0 | 0 | |
| PROSPECT AVENUE (WINDSOR TO SAVOY) | 0366 | 0 | 0 | 0 | 0 | |
| SOUTH FOURTH STREET EXTENSION | 0587 | 530,283 | 5,917,250 | 5,891,971 | 21,115 | |
| STALEY ROAD (SPRINGFIELD TO ROUTE150) | 0557 | 1,124,829 | 2,339,400 | 2,345,960 | 4,102 | |
| STRATTON SRTS GRANT PROJECT | 0643 | 0 | 56,000 | 56,000 | 0 | |
| TOTAL 22 - Motor Fuel Tax Fund | | | 4,171,401 | 16,289,348 | 16,278,850 | 2,505,300 |

23 - Capital Improvements Fund

| | | | | | |
|--|-----------|---------|-----------|-----------|---------|
| 2013 LOCAL STREET REHAB - ASPHALT | 0648 | 0 | 514,543 | 0 | 0 |
| 2014 LOCAL STREET REHAB - ASPHALT | 0649 | 0 | 514,543 | 0 | 0 |
| 2015 LOCAL STREET REHAB - ASPHALT | 0650 | 0 | 514,543 | 0 | 0 |
| ALLEY MAINTENANCE (ANNUAL) | 0136 | 95,394 | 239,466 | 239,012 | 0 |
| ANTHONY DR (MATTIS-MARKETVIEW) OVERLAY | 0603 | 0 | 39,614 | 38,882 | 5,403 |
| ASH TREE REMOVAL & REPLACEMENT | 0566 | 24,999 | 35,000 | 35,000 | 45,000 |
| BICYCLE PLAN IMPLEMENTATION | 0551 | 515 | 99,477 | 101,542 | 0 |
| BRADLEY - MATTIS TO DUNCAN | 0372 | 196,409 | 0 | 0 | 0 |
| BRICK SURFACE REHABILITATION (ANNUAL) | 0192 | 296,977 | 749,391 | 749,483 | 0 |
| BRIDGE MAINTENANCE (ANNUAL) | 0247 | 16,150 | 384,216 | 384,252 | 168,443 |
| BUILDING MAINTENANCE | 0051 | 183,805 | 379,357 | 379,357 | 288,611 |
| CAPITAL IMP SPECIAL OP CONTINGENCY | 0265 | 0 | 304,720 | 304,720 | 0 |
| CAPITAL IMPROVEMENT TRANSFER | Operating | 0 | 1,600,000 | 1,600,000 | 0 |
| CHURCH & RANDOLPH INTERSECTION IMPROVEMENT | 0570 | 0 | 0 | 0 | 0 |
| CITY BUILDING, POLICE & FIRE STATION #1 ENERGY COST REDUCTION MEASURES (ECRM) | 0658 | 0 | 0 | 0 | 96,900 |
| CITY FACILITIES REMODELING | 0656 | 0 | 0 | 0 | 150,000 |
| CLEARVIEW DEBT SERVICE | 0529 | 156,475 | 332,900 | 406,419 | 475,900 |
| CURTIS ROAD-WYNSTONE TO WESLEY | 0408 | 4,709 | 1,318,604 | 1,318,604 | 0 |
| DUNCAN RD IMPROVE/PARKLAND COST SHARE | 0586 | 953 | 87,276 | 87,832 | 0 |
| EMERGENCY INFRASTRUCTURE REPAIR | 0470 | 190,868 | 346,516 | 350,863 | 250,576 |
| FIRE STATION # 5 REHABILITATION | 0660 | 0 | 0 | 0 | 36,550 |
| FIRE STATION # 6 REHABILITATION | 0659 | 0 | 0 | 0 | 36,550 |
| FIRE STATION #3 RELOCATION | 0314 | 0 | 750,000 | 750,000 | 0 |
| FOURTH STREET (JOHN TO ARMORY) | 0539 | 5,819 | 29,463 | 29,468 | 0 |
| HVAC EQUIPMENT - CITY FACILITIES | 0567 | 167,389 | 17,162 | 17,162 | 0 |
| INFRASTRUCTURE ENHANCEMENT MAINT | 0549 | 2,630 | 45,100 | 10,000 | 10,000 |
| INFRASTRUCTURE MAINTENANCE (ANNUAL) | 0655 | 0 | 0 | 0 | 954,074 |
| INTERSTATE BRIDGE DESIGN REPORT | 0580 | 0 | 180,441 | 10,486 | 0 |
| INTERSTATE DR (WEST FROM MARKET ST) | 0482 | 0 | 0 | 0 | 0 |
| LOCAL STREET REHAB - ASPHALT (2011) | 0563 | 329,046 | 0 | 0 | 0 |
| LOCAL STREET REHAB - ASPHALT (ANNUAL) | 0590 | 22,775 | 471,354 | 460,599 | 0 |
| LOCAL STREET REHAB - CONCRETE (ANNUAL) | 0445 | 259,344 | 1,731,702 | 1,725,387 | 762,747 |
| MATTIS AVE (CURTIS-WINDSOR) COMPLETE STREET | 0561 | 0 | 0 | 0 | 0 |
| MATTIS AVE EXT (SOUTH OF CURTIS RD) | 0602 | 0 | 0 | 0 | 0 |
| NEIGHBORHOOD STREET LIGHT PROGRAM | 0392 | 3,130 | 20,037 | 20,037 | 10,609 |
| OLYMPIAN DRIVE (APOLLO - LINCOLN) | 0134 | 15,270 | 10,441 | 10,486 | 69,589 |
| PAVEMENT MARKING (ANNUAL) | 0124 | 80,357 | 135,975 | 130,975 | 137,321 |
| PROSPECT AVENUE (WINDSOR TO SAVOY) | 0366 | 7,747 | 0 | 0 | 0 |
| PUBLIC WORKS FACILITY | 0047 | 201,636 | 0 | 0 | 0 |
| PUBLIC WORKS FACILITY REMODEL | 0638 | 34,782 | 228,632 | 228,632 | 0 |
| RAILROAD CROSSING IMPROVEMENT | 0499 | 0 | 160,102 | 160,037 | 0 |
| RAPID RESPONSE ENGINEERING CONTRACT | 0503 | 74,171 | 95,756 | 96,345 | 58,191 |
| REPLACEMENT OF FUELING SYSTEMS | 0665 | 0 | 0 | 0 | 0 |
| RISING ROAD IMPROV - JACOB'S LANDING | 0621 | 0 | 304,683 | 304,709 | 0 |
| SALT BRINE PRODUCTION FACILITY | 0584 | 133,145 | 73,924 | 73,924 | 0 |
| SIDEWALK GAP | 0406 | 60,339 | 255,063 | 266,568 | 0 |
| SLURRY SEAL (ANNUAL) | 0129 | 344,604 | 413,572 | 404,063 | 261,086 |
| SOUTH FOURTH STREET EXTENSION | 0587 | 478,301 | 144,581 | 144,581 | 0 |
| STRATTON SRTS GRANT PROJECT | 0643 | 0 | 3,500 | 3,558 | 11,306 |
| STREET PAVEMENT SYSTEM PLAN | 0049 | 14,200 | 176,002 | 176,028 | 131,837 |

23 - Capital Improvements Fund (continued)

| | | | | | |
|---|------|-----------|-----------|-----------|---------|
| SUBDIVISION SIDEWALK ASSMENT PRJ | 0358 | 0 | 94,727 | 0 | 0 |
| SUBDVSION PAVMNT EXP REMEDIATION | 0573 | 0 | 150,000 | 150,000 | 0 |
| SUSTAINABLE LIGHTING & ENERGY UPGRADES | 0637 | 0 | 50,000 | 32,874 | 0 |
| TOWN CENTER (PROSPECT TO TARGET ENTRANCE) SAFETY IMPROVEMENTS | 0133 | 0 | 72,175 | 0 | 0 |
| TOWNCNTR(MORELAND-RYDER)SAFETY IMPR | 0481 | 296,510 | 372,012 | 372,539 | 0 |
| TRAFFIC SAFETY & MANAGEMENT (ANNUAL) | 0330 | 17,504 | 40,034 | 40,034 | 15,000 |
| TRAFFIC SIGNAL UPGRADES (ANNUAL) | 0087 | 22,876 | 224,147 | 224,147 | 101,017 |
| TREE MAINTENANCE CONTRACT | 0052 | 71,161 | 68,957 | 68,957 | 68,957 |
| UC2B-FIBER OPTIC CONNECTION | 0328 | 7,360,574 | 5,884,412 | 5,884,755 | 0 |
| UNIVERSITY AVENUE (NEIL TO CHESTNUT) | 0568 | 1,066,294 | 0 | 0 | 0 |
| UNIVERSITY(MATTIS-STATE) OVERLAY | 0604 | 0 | 84,265 | 82,889 | 54,938 |
| UTILITY LANDSCAPE RIBE PROGRAM | 0574 | 0 | 26,097 | 0 | 0 |

TOTAL 23 - Capital Improvements Fund

| | | | |
|------------|------------|------------|-----------|
| 12,236,858 | 19,774,482 | 17,875,206 | 4,200,605 |
|------------|------------|------------|-----------|

24 - Library Improvement Fund

| | | | | | |
|-------------------------------|------|-----------|---------|---------|---------|
| LIBRARY DEBT SERVICE | 0532 | 1,191,279 | 424,805 | 423,893 | 421,189 |
| MAIN LIBRARY BUILDING PROGRAM | 0116 | 340 | 0 | 0 | 0 |

TOTAL 24 - Library Improvement Fund

| | | | |
|-----------|---------|---------|---------|
| 1,191,619 | 424,805 | 423,893 | 421,189 |
|-----------|---------|---------|---------|

29 - Local Motor Fuel Tax Fund

| | | | | | |
|---|------|---|-----------|-----------|-----------|
| DUNCAN (SPRINGFIELD TO KIRBY) COMPLETE STREET | 0142 | 0 | 0 | 0 | 0 |
| LMFT LOCAL STREET RECONSTRUCTION | 0640 | 0 | 500,000 | 500,000 | 400,000 |
| WHITE STREET (SECOND TO WRIGHT) | 0614 | 0 | 0 | 0 | 0 |
| WINDSOR ROAD BRIDGE APPROACHES | 0639 | 0 | 1,000,000 | 1,000,000 | 1,083,039 |

TOTAL 29 - Local Motor Fuel Tax Fund

| | | | |
|---|-----------|-----------|-----------|
| 0 | 1,500,000 | 1,500,000 | 1,483,039 |
|---|-----------|-----------|-----------|

41 - Urban Renewal Fund

| | | | | | |
|--------------------------------------|-----------|---------|---------|---------|-----------|
| BEARDSLEY PARK REDEVELOPMENT | 0324 | 215,521 | 5,799 | 5,799 | 0 |
| BRADLEY & MARKET COMPLETE ST STUDY | 0654 | 0 | 0 | 109,883 | 13,507 |
| BRISTOL PARK NEIGH IMPLEMENT PLAN | 0641 | 0 | 450,000 | 350,000 | 1,415,038 |
| COMMUNITY EVENTS | Operating | 25,695 | 20,500 | 20,500 | 18,200 |
| INFRASTRUCTURE MAINTENANCE (ANNUAL) | 0655 | 0 | 0 | 0 | 59,296 |
| NEIGHBORHOOD INFRASTRUCTURE REPAIR | 0213 | 187,246 | 258,323 | 256,864 | 147,993 |
| NEIGHBORHOOD SMALL GRANTS | Operating | 17,705 | 20,000 | 18,000 | 22,000 |
| NEIGHBORHOOD SUPPORT/PROBLEM SOLVING | Operating | 11,992 | 7,500 | 29,260 | 11,700 |
| NORTH FOURTH STREET EXTENSION | 0455 | 15,471 | 596,647 | 593,643 | 0 |
| URBAN RENEWAL OPERATING | Operating | 377,641 | 786,141 | 389,209 | 780,419 |

TOTAL 41 - Urban Renewal Fund

| | | | |
|---------|-----------|-----------|-----------|
| 851,271 | 2,144,910 | 1,773,158 | 2,468,153 |
|---------|-----------|-----------|-----------|

42 - ARRA Grant Fund

| | | | | | |
|------------------------|------|--------|--------|-------|---|
| GARDEN HILLS SIDEWALKS | 0588 | 46,474 | 31,513 | 3,295 | 0 |
|------------------------|------|--------|--------|-------|---|

TOTAL 42 - ARRA Grant Fund

| | | | |
|--------|--------|-------|---|
| 46,474 | 31,513 | 3,295 | 0 |
|--------|--------|-------|---|

44 - Downtown TIF Fund

| | | | | | |
|--|-----------|-----------|-----------|-----------|------------------|
| CHURCH & RANDOLPH INTERSECTION IMPROVEMENT | 0570 | 0 | 188,600 | 0 | 0 |
| DOWNTOWN CIVIC PLAZA | 0619 | 0 | 51,000 | 51,000 | 0 |
| DOWNTOWN TIF OPERATING | Operating | 1,395,943 | 1,858,695 | 1,840,552 | 1,807,840 |
| UNI & RANDOLPH INTERSECTION IMPR | 0569 | 680,051 | 0 | 0 | 0 |
| UNIVERSITY AVENUE (NEIL TO CHESTNUT) | 0568 | 158,497 | 0 | 0 | 0 |

TOTAL 44 - Downtown TIF Fund

| | | | | | |
|--|--|-----------|-----------|-----------|------------------|
| | | 2,234,491 | 2,098,295 | 1,891,552 | 1,807,840 |
|--|--|-----------|-----------|-----------|------------------|

45 - E. University Ave. TIF Fund

| | | | | | |
|---------------------------------------|-----------|--------|--------|--------|----------------|
| E. UNIVERSITY TIF OPERATING | Operating | 221097 | 353605 | 481870 | 587575 |
| MARSHALL ST. IMPRV. (LOCUST TO FIRST) | 0618 | 0 | 54,195 | 54,195 | 325,169 |

TOTAL 45 - E. University Ave. TIF Fund

| | | | | | |
|--|--|---------|---------|---------|----------------|
| | | 221,097 | 407,800 | 536,065 | 912,744 |
|--|--|---------|---------|---------|----------------|

47 - Food & Beverage Tax Fund

| | | | | | |
|---|-----------|---------|---------|---------|----------------|
| FOOD & BEVERAGE TAX OPERATING | Operating | 108,242 | 270,583 | 263,600 | 288,100 |
| GREEN STREETSCAPE FIRST TO FOURTH | 0507 | 0 | 406,091 | 416,633 | 428,516 |
| TOWN CENTER (PROSPECT TO TARGET ENTRANCE) SAFETY IMPROVEMENTS | 0133 | 0 | 0 | 0 | 0 |
| TRADITIONAL LANDSCAPE MAINT SERV | 0612 | 68,105 | 74,245 | 75,027 | 62,936 |
| TRAFFIC SIGNAL UPGRADES (ANNUAL) | 0087 | 0 | 0 | 0 | 25,000 |

TOTAL 47 - Food & Beverage Tax Fund

| | | | | | |
|--|--|---------|---------|---------|----------------|
| | | 176,347 | 750,919 | 755,260 | 804,552 |
|--|--|---------|---------|---------|----------------|

48 - North Campustown Redevelopment TIF Fund

| | | | | | |
|--|-----------|---------|---------|---------|----------------|
| 2004A BOND REPAYMENTS | 0527 | 165,000 | 209,750 | 0 | 0 |
| 2004B BOND REPAYMENTS | 0528 | 460,000 | 312,000 | 337,000 | 337,000 |
| BURNHAM REFUNDING-2007A BONDS | 0548 | 123,525 | 304,650 | 371,931 | 302,450 |
| NORTH CAMPUS INFRASTRUCTURE REPAIR | 0668 | 0 | 0 | 0 | 750,000 |
| NORTH CAMPUS REDEVELOPMENT TIF OPERATING | Operating | 16,716 | 210,000 | 210,000 | 60,000 |

TOTAL 48 - North Campustown Redevelopment

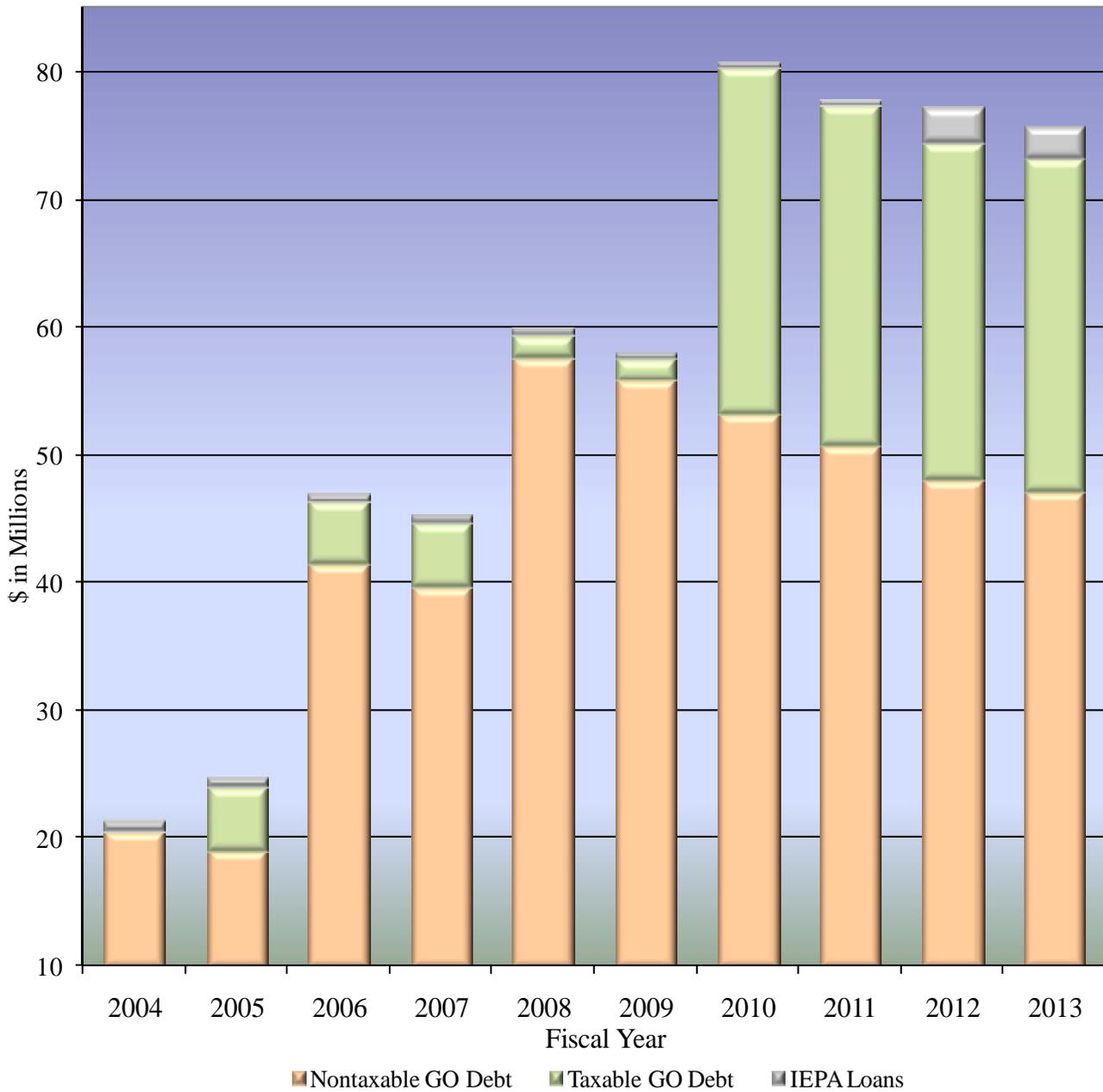
| | | | | | |
|--|--|---------|-----------|---------|------------------|
| | | 765,241 | 1,036,400 | 918,931 | 1,449,450 |
|--|--|---------|-----------|---------|------------------|

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.

Long-Term Debt Outstanding at End of Fiscal Year



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 principal amount outstanding at June 30, 2014 will be \$25.06 million.
- \$9.28 million in May 2009 to refinance the debt issued in 1998 to finance the Police Facility and debt issued in 1999 to finance flood prevention measures on the Lower Boneyard Creek Channel. The principal amount outstanding as of June 30, 2014, will be \$2.445 million.
- \$12.70 million in December 2007 and January 2008 to finance a 600-space public parking deck. The principal amount outstanding at June 30, 2014 will be \$11.58 million.
- \$7.025 million in 2007 to finance the extension of Olympian Drive and to refinance \$3.15 million of the \$4.9 million bonds issued in 2004 (series 2004B bonds). The principal amount outstanding at June 30, 2014 will be \$6.67 million.
- \$24.015 million in 2005 to finance a majority of the costs of the new Main Library building. The City refinanced this debt in FY2012/13, which left \$14.14 million remaining of the original debt. This debt will be fully repaid in FY2022/23, which is three fiscal years earlier than the original debt repayment schedule. The principal amount outstanding at June 30, 2014 will be \$11.52 million.
- \$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). These bonds will be paid off as of June 30, 2014.
- \$9.90 million in 2012 to refinance the 2004A bonds and a portion of the 2005 bonds. The principal amount outstanding at June 30, 2014 will be \$9.805 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 was completed by the summer of 2012.

Debt service for all three loans will be paid by revenues from the City's sanitary sewer fee.

Debt Financing Plans

The City anticipates refinancing the remainder of the 2005 bond series in 2013 if interest rates remain low. This refinancing 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.

The City plans to finance Phase I of the Bristol Place acquisition, relocation and demolition work for the Bristol Park Neighborhood through the Section 108 Loan Guarantee Program. The Section 108 Loan Guarantee Program is the loan guarantee provision of the Community Development Block Grant (CDBG) program from the U.S. Department of Housing and Urban Development. Staff has identified the Urban Renewal fund as the repayment source for the Section 108 loan that is needed to complete Phase I. The City plans to pledge a portion of its utility tax revenue to debt

service. As such, the loan will not be backed by the full faith and credit of the City. The City plans to borrow approximately \$3.5 million, which is the maximum allowed by Federal Law. The loan terms are flexible and can allow for interest-only payments in the early repayment stage of the 20-year repayment schedule.

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 2013/14 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

| 2010 | | | 2011 | | | 2012 | | |
|---------------------|--------------|---------|---------------------|--------------|---------|---------------------|--------------|---------|
| 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

| | | | | | | | | | |
|---------------------------------|---------------|---------------|-------------------|---------------|---------------|-------------------|---------------|---------------|-------------------|
| <u>Corporate Purposes</u> | <u>0.2512</u> | <u>0.1079</u> | <u>1,637,514</u> | <u>0.0602</u> | <u>0.0907</u> | <u>1,375,725</u> | <u>0.0839</u> | <u>0.0788</u> | <u>1,195,683</u> |
| <u>Pension Funds</u> | | | | | | | | | |
| IL Municipal Retirement Fund | 0.1558 | 0.1636 | 2,482,484 | 0.1617 | 0.1610 | 2,443,360 | 0.1754 | 0.1735 | 2,632,628 |
| Police Pension Fund | 0.1536 | 0.2364 | 3,586,496 | 0.2584 | 0.2573 | 3,904,495 | 0.2703 | 0.2676 | 4,060,468 |
| Fire Pension Fund | 0.1662 | 0.2257 | 3,424,595 | 0.2343 | 0.2333 | 3,539,974 | 0.2229 | 0.2206 | 3,347,306 |
| subtotal | <u>0.4756</u> | <u>0.6257</u> | <u>9,493,575</u> | <u>0.6544</u> | <u>0.6516</u> | <u>9,887,830</u> | <u>0.6685</u> | <u>0.6617</u> | <u>10,040,402</u> |
| <u>Champaign Public Library</u> | | | | | | | | | |
| Library Improvement Fund | 0.0282 | 0.0287 | 434,820 | 0.0282 | 0.0280 | 425,529 | 0.0282 | 0.0282 | 427,897 |
| Operations | 0.3940 | 0.4004 | <u>6,075,148</u> | 0.3940 | 0.3923 | <u>5,952,830</u> | 0.3940 | 0.3940 | <u>5,978,417</u> |
| subtotal | <u>0.4222</u> | <u>0.4290</u> | <u>6,509,968</u> | <u>0.4222</u> | <u>0.4204</u> | <u>6,378,359</u> | <u>0.4222</u> | <u>0.4222</u> | <u>6,406,314</u> |
| <u>Capital Improvements</u> | 0.1451 | 0.1525 | <u>2,314,415</u> | 0.1573 | 0.1525 | <u>2,313,719</u> | 0.1541 | 0.1525 | <u>2,313,981</u> |
| <u>Totals</u> | <u>1.2942</u> | <u>1.3151</u> | <u>19,955,472</u> | <u>1.2942</u> | <u>1.3152</u> | <u>19,955,632</u> | <u>1.3287</u> | <u>1.3152</u> | <u>19,956,380</u> |
| Equalized 1 | | | | | | | | | |
| Assessed Valuation | 1,594,200,000 | 1,541,915,649 | | 1,510,800,000 | 1,525,193,507 | | 1,501,900,000 | 1,517,364,644 | |
| Township Multiplier | | 0.978 | | | 0.978 | | | 1.000 | |

NOTES:

- Equalized Assessed Valuation = 1/3 of Fair Market Value
- 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

| | 2010 | | | 2011 | | | 2012 | | |
|----------------------------------|---------------|----------------|---------------------|---------------|----------------|---------------------|---------------|----------------|---------------------|
| <u>Taxing Agency or District</u> | <u>RATE</u> | <u>PERCENT</u> | <u>AMOUNT</u> | <u>RATE</u> | <u>PERCENT</u> | <u>AMOUNT</u> | <u>RATE</u> | <u>PERCENT</u> | <u>AMOUNT</u> |
| Unit 4 School District | 3.7238 | 48.49% | \$73,019,715 | 3.8805 | 50.53% | \$75,262,241 | 4.1185 | 53.63% | \$79,364,171 |
| Champaign County | 0.7688 | 10.01% | \$27,506,700 | 0.7841 | 10.21% | \$27,911,272 | 0.8138 | 10.60% | \$28,833,209 |
| Champaign Park District | 0.6529 | 8.50% | \$10,120,471 | 0.6789 | 8.84% | \$10,411,252 | 0.7088 | 9.23% | \$10,839,415 |
| Parkland College | 0.5064 | 6.59% | \$24,297,239 | 0.5120 | 6.67% | \$24,563,964 | 0.5191 | 6.76% | \$24,996,321 |
| C-U Mass Transit District | 0.2725 | 3.55% | \$6,393,316 | 0.2831 | 3.69% | \$6,514,800 | 0.2966 | 3.86% | \$6,709,368 |
| City of Champaign Township | 0.0371 | 0.48% | \$552,731 | 0.0385 | 0.50% | \$565,155 | 0.0404 | 0.53% | \$588,644 |
| C-U Public Health District | 0.1075 | 1.40% | \$2,252,928 | 0.1102 | 1.43% | \$2,270,961 | 0.1163 | 1.51% | \$2,364,838 |
| Champaign County Forest Preserve | 0.0817 | 1.06% | <u>\$2,950,695</u> | 0.0843 | 1.10% | <u>\$3,023,827</u> | 0.0880 | 1.15% | <u>\$3,138,349</u> |
| Subtotal | 6.1507 | 80.09% | \$147,093,794 | 6.3716 | 82.96% | \$150,523,473 | 6.7015 | 87.26% | \$156,834,314 |
| City of Champaign | <u>1.2942</u> | 16.85% | <u>\$19,955,472</u> | <u>1.3084</u> | 17.04% | <u>\$19,955,632</u> | <u>1.3152</u> | 17.13% | <u>\$19,956,380</u> |
| | 7.4449 | 96.94% | \$167,049,267 | 7.68 | 100.00% | \$170,479,105 | 8.0167 | 104.38% | \$176,790,694 |

Some properties on the City's fringe are in Hensley or Champaign township. The Hensley township tax rate is 0.1796 for a total of 8.0396. The Champaign township tax rate is .0451 for a total of 7.9051.

SALARY SCHEDULE C
FOP
FISCAL YEAR 2013-14
2 - 3%

| <u>POSITION</u> <u>CLASSIFICATION</u> | <u>PAY</u> <u>GRADE</u> | | <u>HOURLY</u> | <u>ANNUAL</u> |
|--|----------------------------|--------------|---------------|---------------|
| Probationary Police Officer | C-05 | 0-15 months | \$ 25.9480 | \$ 53,971.77 |
| Police Officer | C-15 | 16-36 months | \$ 28.2504 | \$ 58,760.79 |
| | | 37-59 months | \$ 30.5495 | \$ 63,543.03 |
| | | | | |
| Assigned Police Officer | C-22 | | \$ 31.5022 | \$ 65,524.50 |
| Senior Police Officer | C-30 | 5-9 years | \$ 32.5617 | \$ 67,728.29 |
| | | 10-14 years | \$ 33.6836 | \$ 70,061.80 |
| | | 15-19 years | \$ 35.1469 | \$ 73,105.50 |
| | | 20+ years | \$ 36.4621 | \$ 75,841.17 |
| Assigned Senior Police Officer | C-35 | 5-9 years | \$ 33.5394 | \$ 69,761.97 |
| | | 10-14 years | \$ 34.6951 | \$ 72,165.83 |
| | | 15-19 years | \$ 36.2022 | \$ 75,300.65 |
| | | 20+ years | \$ 37.5569 | \$ 78,118.38 |
| Police Sergeant | C-40 | 16-59 months | \$ 37.6948 | \$ 78,405.28 |
| | | 5-9 years | \$ 38.6372 | \$ 80,365.41 |
| | | 10-14 years | \$ 39.9686 | \$ 83,134.63 |
| | | 15-18 years | \$ 41.3204 | \$ 85,946.44 |
| | | 18-19 years | \$ 41.8875 | \$ 87,126.03 |
| | | 20+ years | \$ 43.0759 | \$ 89,597.87 |

SALARY SCHEDULE C
FOP
FISCAL YEAR 2013-14
2 - 3%

| <u>POSITION</u> <u>CLASSIFICATION</u> | <u>PAY</u> <u>GRADE</u> | | <u>HOURLY</u> | <u>ANNUAL</u> |
|--|----------------------------|--------------|---------------|---------------|
| Assigned Police Sergeant | C-45 | 16-59 months | \$ 38.6372 | \$ 80,365.41 |
| | | 5-9 years | \$ 39.6031 | \$ 82,374.55 |
| | | 10-14 years | \$ 40.9678 | \$ 85,213.00 |
| | | 15-18 years | \$ 42.3534 | \$ 88,095.10 |
| | | 18-19 years | \$ 42.9347 | \$ 89,304.10 |
| | | 20+ years | \$ 44.1529 | \$ 91,837.99 |

SALARY SCHEDULE D
IAFF
FISCAL YEAR 2013-2014
-Pending Contract Negotiations-
Effective July 5, 2012

| <u>POSITION</u> <u>CLASSIFICATION</u> | <u>PAY</u> <u>GRADE</u> | <u>24 HOURS</u> | | <u>PAY</u> <u>GRADE</u> | <u>40 HOURS</u> | |
|--|----------------------------|-----------------|-----------------------------|----------------------------|-----------------|-----------------------------|
| | | <u>STEP</u> | <u>HOURLY</u> <u>ANNUAL</u> | | <u>STEP</u> | <u>HOURLY</u> <u>ANNUAL</u> |
| 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 2013-2014
-Pending Contract Negotiations-
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 Account Clerk I Parking Enforcement Officer I Data Entry Clerk | 22 | A | 16.7056 | 17.1232 | 17.5408 | 17.9585 | 18.3761 |
| | | B | 17.5401 | 17.9786 | 18.4171 | 18.8556 | 19.2941 |
| | | C | 18.4163 | 18.8767 | 19.3371 | 19.7975 | 20.2579 |
| | | 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 Specialist Office Worker II Account Clerk II Police Service Representative I Customer Services Representative Parking Enforcement Officer II | 24 | A | 18.0340 | 18.4849 | 18.9357 | 19.3866 | 19.8374 |
| | | B | 18.9370 | 19.4104 | 19.8838 | 20.3572 | 20.8307 |
| | | C | 19.8935 | 20.3908 | 20.8882 | 21.3855 | 21.8829 |
| | | D | 20.8931 | 21.4155 | 21.9378 | 22.4601 | 22.9824 |
| | | E | 21.9598 | 22.5087 | 23.0577 | 23.6067 | 24.1557 |

SALARY SCHEDULE E
AFSCME
FISCAL YEAR 2013-2014
-Pending Contract Negotiations-
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 |
| 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 -- Lead Worker | | D | 22.7839 | 23.3535 | 23.9231 | 24.4927 | 25.0623 |
| Special Services Maintenance Worker I | | E | 23.9516 | 24.5504 | 25.1492 | 25.7480 | 26.3468 |
| 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 |
| | 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 2013-2014
-Pending Contract Negotiations-
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 |
| 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 2013-14
2.50%**

| <u>POSITION CLASSIFICATION</u> | <u>PAY GRADE</u> | <u>MERIT STEP</u> | <u>HOURLY</u> | <u>ANNUAL SALARY</u> |
|---|------------------|-------------------|---------------|----------------------|
| Clerk Typist | F-21 | A | \$ 18.6586 | \$38,810 |
| | | B | \$ 19.5056 | \$40,572 |
| | | C | \$ 20.4094 | \$42,452 |
| | | D | \$ 21.3278 | \$44,362 |
| Environmental Inspector | F-24 | A | \$ 20.8761 | \$43,422 |
| | | B | \$ 21.8155 | \$45,376 |
| | | C | \$ 22.7972 | \$47,418 |
| | | D | \$ 23.8230 | \$49,552 |
| Engineering Technician | F-27 | A | \$ 23.0952 | \$48,038 |
| | | B | \$ 24.1314 | \$50,193 |
| | | C | \$ 25.2310 | \$52,481 |
| | | D | \$ 26.3700 | \$54,850 |
| Engineering Technician I | F-29 | A | \$ 25.2310 | \$52,481 |
| | | B | \$ 26.3700 | \$54,850 |
| | | C | \$ 27.5710 | \$57,348 |
| | | D | \$ 28.8372 | \$59,981 |
| Engineering Technician II | F-31 | A | \$ 27.5710 | \$57,348 |
| | | B | \$ 28.8372 | \$59,981 |
| | | C | \$ 30.1491 | \$62,710 |
| | | D | \$ 31.5361 | \$65,595 |
| Building Safety Inspector | F-33 | A | \$ 30.1491 | \$62,710 |
| Property Maintenance Inspector | | B | \$ 31.5361 | \$65,595 |
| Engineering Technician III | | C | \$ 32.9982 | \$68,636 |
| Electrical Inspector | | D | \$ 34.5236 | \$71,809 |
| Plumbing and Mechanical Systems Inspector | | | | |
| Plan Reviewer | F-34 | A | \$ 31.5361 | \$65,595 |
| | | B | \$ 32.9982 | \$68,636 |
| | | C | \$ 34.5236 | \$71,809 |
| | | D | \$ 36.1277 | \$75,146 |

**NON-EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2013-2014
2.50%**

| <u>POSITION CLASSIFICATION</u> | <u>GRADE</u> | <u>SALARY RANGE</u> | |
|---|--------------|---------------------|----------|
| | G-8 | \$23,563 --- | \$30,085 |
| | G-9 | \$24,736 --- | \$31,586 |
| | G-10 | \$25,974 --- | \$33,163 |
| | G-11 | \$27,267 --- | \$34,819 |
| | G-12 | \$28,658 --- | \$36,588 |
| Coop Engineering Technician | G-13 | \$30,053 --- | \$38,365 |
| | G-14 | \$31,594 --- | \$40,327 |
| Clerk Typist I | G-15 | \$33,136 --- | \$42,308 |
| Clerk Typist II | G-17 | \$36,565 --- | \$46,689 |
| Secretary I | G-18 | \$38,366 --- | \$48,988 |
| GIS Technician | G-19 | \$40,344 --- | \$51,509 |
| Legal Secretary Secretary II Property Evidence Technician Purchasing Technician Administrative Assistant Multimedia Producer | G-20 | \$42,322 --- | \$54,038 |
| Planner I Paralegal Office Manager Recycling Coordinator Intelligence Analyst Utility Specialist | G-22 | \$46,634 --- | \$59,533 |

**NON-EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2013-2014
2.50%**

| <u>POSITION CLASSIFICATION</u> | <u>GRADE</u> | <u>SALARY RANGE</u> | |
|--|---------------------|----------------------------|----------|
| Finance Technician | G-23 | \$48,772 --- | \$62,707 |
| Rehabilitation Technician Buyer/Procurement Specialist Civil Engineer Apprentice | G-24 | \$51,416 --- | \$65,647 |
| Network Technician Telecommunications/A-V Technician Webmaster GIS Analyst | G-25 | \$54,026 --- | \$68,982 |

**EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2013-2014
2.50%**

| <u>POSITION CLASSIFICATION</u> | <u>GRADE</u> | <u>SALARY RANGE</u> |
|---|--------------|-------------------------|
| | G-17 | \$ 35,159 --- \$ 44,893 |
| | G-22 | \$ 46,634 --- \$ 59,533 |
| | G-23 | \$ 48,772 --- \$ 62,708 |
| Police Records Supervisor Community Relations Specialist Telecommunicator Supervisor Planner II | G-24 | \$ 51,416 --- \$ 65,647 |
| Community Development Specialist Human Resource Specialist Records Manager Zoning Administrator Police Network Administrator METCAD Network Administrator METCAD Database Administrator METCAD Communicaton Systems Specialist | G-25 | \$ 54,026 --- \$ 68,982 |
| Accountant Administrative Services Supervisor Building and Grounds Supervisor Financial Analyst Assistant to the City Manager Management Analyst | G-26 | \$ 56,695 --- \$ 72,392 |
| Planner III IS Network Administrator Civil Engineer | G-27 | \$ 59,523 --- \$ 75,998 |
| Engineer I | G-28 | \$ 62,501 --- \$ 79,802 |

**EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2013-2014
2.50%**

| <u>POSITION CLASSIFICATION</u> | <u>GRADE</u> | <u>SALARY RANGE</u> |
|--|--------------|--------------------------|
| Fleet Services Supervisor | G-29 | \$ 65,638 --- \$ 83,803 |
| Operations Supervisor | | |
| Parking Operations Supervisor | | |
| Police Records Manager | | |
| Network Engineer | | |
| Assistant to the Police Chief for Community Services | | |
| Land Development Manager | | |
| Neighborhood Coordinator | | |
| Fire Education/Information Manager | | |
| Economic Development Manager | G-30 | \$ 68,927 --- \$ 88,009 |
| Code Compliance Manager | | |
| Neighborhood Programs Manager | | |
| Building Safety Supervisor | | |
| Hazardous Materials & Environmental Officer | | |
| Engineer II | | |
| METCAD Deputy Director | | |
| Assistant Human Resources Director | G-31 | \$ 72,366 --- \$ 92,404 |
| Assistant Planning and Development Director | | |
| Traffic & Lighting/Forestry Supervisor | | |
| Risk Manager | | |
| Engineer III | | |
| Assistant City Attorney | G-32 | \$ 76,092 --- \$ 97,054 |
| Assistant City Engineer | | |
| Financial Services Manager/Budget Officer | | |
| Operations Manager (PW) | | |
| Financial Services Manager/City Accountant | | |
| Administrative Services Manager | | |
| Police Lieutenant | G-33 | \$ 79,817 --- \$ 101,907 |
| Fire Marshal | G-34 | \$ 83,808 --- \$ 107,002 |

**EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2013-2014
2.50%**

| <u>POSITION CLASSIFICATION</u> | <u>GRADE</u> | <u>SALARY RANGE</u> |
|-----------------------------------|--------------|---------------------------|
| | G-35 | \$ 87,976 --- \$ 112,333 |
| City Engineer | G-36 | \$ 92,396 --- \$ 117,971 |
| Deputy Chief of Police | | |
| Deputy Fire Chief | | |
| Information Technologies Director | G-39 | \$ 102,452 --- \$ 138,310 |
| Human Resource Director | | |
| Planning and Development Director | | |
| Neighborhood Services Director | | |
| METCAD Director | | |
| City Attorney | G-40 | \$ 114,274 --- \$ 154,270 |
| Police Chief | | |
| Fire Chief | | |
| Public Works Director | | |
| Finance Director | | |
| Deputy City Manager | | |

**SALARY SCHEDULE G
 TEMPORARY POSITION CLASSIFICATIONS
 FISCAL YEAR 2013-2014
 2.50%**

| <u>POSITION CLASSIFICATION</u> | <u>HOURLY</u> |
|---|---------------|
| Laborer | \$ 8.80 |
| Data Entry Clerk I | \$ 11.78 |
| Field Survey Worker A-V Technician | \$ 11.12 |
| Adult Crossing Guard Police Service Aide | \$ 12.77 |
| Intern (Level 1) | \$ 8.25 * |
| Intern (Level 2) | \$ 10.00 * |
| Law Clerk | \$ 12.00 * |
| Project Administrator Development Inspector | \$ 17.04 |
| Data Entry Clerk II Laborer II Research Assistant | \$ 13.87 |
| Temporary Account Clerk | \$ 16.58 |
| Temporary Clerical | \$ 12.87 |
| Temporary Secretary | \$ 16.58 |
| Substitute Telecommunicator | \$ 18.27 |
| Project Specialist | \$ 19.42 |
| A/V Operator | \$ 20.50 |

**SALARY SCHEDULE G
TEMPORARY POSITION CLASSIFICATIONS
FISCAL YEAR 2013-2014
2.50%**

| <u>POSITION CLASSIFICATION</u> | <u>HOURLY</u> |
|---------------------------------------|----------------------|
| Programmer I | \$ 22.97 |
| Project Specialist II | |
| Programmer II | \$ 27.73 |
| Facilities Project Manager | \$ 33.00 |

*No fiscal year increase applied to these rates

**SALARY AND STAFFING ORDINANCE
POSITION CONTROL
FISCAL YEAR 2013-2014**

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

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|------------|-------|
| <u>REGULAR:</u> | | |
| Administrative Assistant | 1.000 | |
| | 1.000 | TOTAL |

DEPARTMENT AND ACTIVITY: CITY MANAGER'S OFFICE: CITY MANAGER'S OFFICE
ACTIVITY NUMBER: 02-02001
FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|------------|-------|
| <u>REGULAR:</u> | | |
| City Manager | 1.000 | |
| Deputy City Manager | 2.000 | |
| Assistant to the City Manager | 1.000 | |
| Administrative Assistant | 1.000 | |
| Secretary I | 1.000 | |
| | 6.000 | TOTAL |

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

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|---------------|-------|
| <u>REGULAR:</u> | | |
| Community Relations Specialist | 1.000 | |
| Administrative Assistant | <u>1.000</u> | |
| | 2.000 | |
| <u>TEMPORARY</u> | | |
| Project Specialist II | <u>1.000*</u> | |
| | 3.000 | TOTAL |

*Authorized through June 30, 2014 only.

DEPARTMENT AND ACTIVITY: LEGAL DEPARTMENT
 ACTIVITY NUMBER: 02-03001
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| City Attorney | 1.000 | |
| Assistant City Attorney | 3.000 | |
| Legal Secretary | 2.000 | |
| Secretary I | 1.231 | |
| Paralegal | <u>0.875</u> | |
| | 8.106 | |
| <u>TEMPORARY:</u> | | |
| Law Clerk | <u>0.850</u> | |
| | 8.956 | TOTAL |

DEPARTMENT AND ACTIVITY: FINANCE DEPARTMENT: FINANCIAL SERVICES
 ACTIVITY NUMBER: 02-04001
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--|--------------|-------|
| <u>REGULAR:</u> | | |
| 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 | <u>1.000</u> | |
| | 14.625 | |
| <u>TEMPORARY:</u> | | |
| Research Intern | <u>0.400</u> | |
| | 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

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|------------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| Human Resources Director | 1.000 | |
| Assistant Human Resources Director | 1.000 | |
| Human Resources Specialist | 2.000 | |
| Administrative Assistant | <u>1.000</u> | |
| | 5.000 | |
| <u>TEMPORARY:</u> | | |
| Project Administrator | <u>0.100</u> | |
| | 5.100 | TOTAL |

DEPARTMENT AND ACTIVITY: HUMAN RESOURCES DEPARTMENT
ACTIVITY NUMBER: 02-05006
FUND: RISK MANAGEMENT ADMINISTRATION

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| Risk Manager | <u>1.000</u> | |
| | 1.000 | TOTAL |

DEPARTMENT AND ACTIVITY: PLANNING AND DEVELOPMENT
 ACTIVITY NUMBER: 02-06001
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|---|--------------|-------|
| <u>REGULAR:</u> | | |
| Planning and Development Director | 1.000 | |
| Assistant Planning and Development Director | 1.000 | |
| Land Development Manager | 1.000 | |
| Zoning Administrator | 1.000 | |
| Planner II | 4.000 | |
| Secretary II | <u>1.000</u> | |
| | 9.000 | |
| <u>TEMPORARY:</u> | | |
| Research Intern | <u>1.050</u> | |
| | 10.050 | TOTAL |

DEPARTMENT AND ACTIVITY: PLANNING AND DEVELOPMENT: ECONOMIC
 DEVELOPMENT
 ACTIVITY NUMBER: 02-06002
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| Economic Development Manager | <u>1.000</u> | |
| | 1.000 | TOTAL |

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: ADMINISTRATION
 ACTIVITY NUMBER: 02-07001
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|------------------------------------|----------------|-------|
| <u>REGULAR:</u> | | |
| 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 | <u>1.000</u> | |
| | 10.800 | |
| <u>TEMPORARY:</u> | | |
| Facilities Project Manager | <u>0.500**</u> | |
| | 11.300 | TOTAL |

*1.000 FTE Clerk Typist II will be replaced by 1.000 FTE Customer Service Representative following attrition, no later than February 28, 2014.

**0.500 FTE Facilities Project Manager authorized through June 30, 2014 only.

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: TRAFFIC & LIGHTING
 ACTIVITY NUMBER: 02-07002
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--|--------------|-------|
| <u>REGULAR:</u> | | |
| Traffic & Lighting/Forestry Supervisor | 0.500 | |
| Electrical Technician | 2.000 | |
| Traffic and Lighting Technician | 1.000 | |
| Sign Maintenance Worker II | <u>2.000</u> | |
| | 5.500 | TOTAL |

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: BUILDING SERVICES
 ACTIVITY NUMBER: 02-07003
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--|--------------|-------|
| <u>REGULAR:</u> | | |
| Building and Grounds Supervisor | 1.000 | |
| Special Services Maintenance Worker I | 1.000 | |
| Special Services Maintenance Worker II | <u>1.000</u> | |
| | 3.000 | |
| <u>TEMPORARY:</u> | | |
| Grounds Maintenance Intern | <u>0.250</u> | |
| | 3.250 | TOTAL |

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: OPERATIONS
 ACTIVITY NUMBER: 02-07005
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| Operations Manager | 1.000 | |
| Secretary I | <u>1.000</u> | |
| | 2.000 | TOTAL |

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: STREETS
 ACTIVITY NUMBER: 02-07006
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|---------------|-------|
| <u>REGULAR:</u> | | |
| Operations Supervisor | 0.500 | |
| Lead Maintenance Worker | 0.500 | |
| Street Maintenance Worker II | <u>5.000*</u> | |
| | 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

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| Operations Supervisor | 0.500 | |
| Lead Maintenance Worker | 0.500 | |
| Concrete Maintenance Worker II | 5.000* | |
| Concrete Maintenance Worker I | <u>1.000</u> | |
| | 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

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|---------------|-------|
| <u>REGULAR:</u> | | |
| City Engineer | 1.000 | |
| Assistant City Engineer | 3.000 | |
| Engineer I | 1.000 | |
| Engineer II | 1.000 | |
| Engineer III | 2.000 | |
| Engineering Technician III | 5.000 | |
| Engineering Technician II | <u>5.000</u> | |
| | 18.000 | |
| <u>TEMPORARY:</u> | | |
| Engineering Intern | 1.500 | |
| Project Specialist | <u>0.250*</u> | |
| | 19.750 | TOTAL |

*0.250 FTE Project Specialist funded through June 30, 2014 only.

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: ASPHALT
 ACTIVITY NUMBER: 02-07009
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| Operations Supervisor | 0.500 | |
| Lead Maintenance Worker | 0.500 | |
| Asphalt Maintenance Worker II | 3.000 | |
| Asphalt Maintenance Worker I | <u>1.000</u> | |
| | 5.000 | TOTAL |

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: FORESTRY
 ACTIVITY NUMBER: 02-07010
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--|--------------|-------|
| <u>REGULAR:</u> | | |
| Traffic & Lighting/Forestry Supervisor | 0.500 | |
| Lead Arborist | 1.000 | |
| Arborist | <u>4.000</u> | |
| | 5.500 | TOTAL |

DEPARTMENT AND ACTIVITY: POLICE DEPARTMENT: ADMINISTRATION
 ACTIVITY NUMBER: 02-08001
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--|--------------|-------|
| <u>REGULAR:</u> | | |
| 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 | <u>1.000</u> | |
| | 8.000 | TOTAL |

DEPARTMENT AND ACTIVITY: POLICE DEPARTMENT: OPERATIONAL SUPPORT
INVESTIGATIONS

ACTIVITY NUMBER: 02-08002

FUND: GENERAL OPERATING

POSITION CLASSIFICATION

FTE

REGULAR:

| | |
|--------------------------------|--------------|
| Police Lieutenant | 1.000 |
| Police Investigations Sergeant | 3.000 |
| Assigned Police Officer | 19.000 |
| Office Worker II | 2.000 |
| Intelligence Analyst | <u>1.000</u> |

26.000

TEMPORARY:

| | |
|--------------------|---------------|
| Project Specialist | <u>0.500*</u> |
|--------------------|---------------|

26.500

TOTAL

*0.500 FTE Project Specialist authorized through June, 2014 only.

DEPARTMENT AND ACTIVITY: POLICE DEPARTMENT: POLICE OPERATIONS

ACTIVITY NUMBER: 02-08003

FUND: GENERAL OPERATING

POSITION CLASSIFICATION

FTE

REGULAR:

| | |
|-------------------------|--------------|
| Police Lieutenant | 4.000 |
| Police Sergeant | 14.000 |
| Police Officer | 77.000* |
| Assigned Police Officer | 3.000 |
| K-9 Officer | <u>2.000</u> |

100.000

TOTAL

*3.0 FTE Police Officer not funded in FY 2013-14.

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

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| Fire Chief | 1.000 | |
| Secretary II | 1.000 | |
| Secretary I | <u>1.000</u> | |
| | 3.000 | TOTAL |

DEPARTMENT AND ACTIVITY: FIRE DEPARTMENT: BUILDING SAFETY
 ACTIVITY NUMBER: 02-09002
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|---|--------------|-------|
| <u>REGULAR:</u> | | |
| 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 | <u>1.000</u> | |
| | 9.000 | TOTAL |

DEPARTMENT AND ACTIVITY: FIRE DEPARTMENT: TRAINING & SAFETY
 ACTIVITY NUMBER: 02-09003
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| Deputy Fire Chief | <u>1.000</u> | |
| | 1.000 | TOTAL |

DEPARTMENT AND ACTIVITY: FIRE DEPARTMENT: FIRE SUPPRESSION
 ACTIVITY NUMBER: 02-09004
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|----------------|-------|
| <u>REGULAR:</u> | | |
| Deputy Fire Chief | 1.000 | |
| Fire Captain | 6.000 | |
| Fire Lieutenant | 24.000 | |
| Fire Engineer | 27.000 | |
| Fire Fighter | <u>45.000*</u> | |
| | 103.000 | |
| <u>TEMPORARY:</u> | | |
| Laborer | <u>0.250</u> | |
| | 103.250 | TOTAL |

*3.000 FTE Fire Fighter not funded in FY 2013-14.

DEPARTMENT AND ACTIVITY: FIRE DEPARTMENT: FIRE PREVENTION
 ACTIVITY NUMBER: 02-09005
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| Fire Marshal | 1.000 | |
| Deputy Fire Marshal | 1.000 | |
| Education/Information Manager | <u>1.000</u> | |
| | 3.000 | TOTAL |

DEPARTMENT AND ACTIVITY: FIRE DEPARTMENT: EMERGENCY MANAGEMENT
 ACTIVITY NUMBER: 02-09006
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------------|--------------|-------|
| <u>TEMPORARY:</u> Research Intern | <u>0.100</u> | |
| | 0.100 | TOTAL |

DEPARTMENT AND ACTIVITY: NEIGHBORHOOD SERVICES: ADMINISTRATION
 ACTIVITY NUMBER: 02-10001
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| Neighborhood Services Director | 1.000 | |
| Neighborhood Coordinator | 1.000 | |
| Administrative Assistant | <u>1.000</u> | |
| | 3.000 | TOTAL |

DEPARTMENT AND ACTIVITY: NEIGHBORHOOD SERVICES: CODE COMPLIANCE
 ACTIVITY NUMBER: 02-10002
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| Code Compliance Manager | 1.000 | |
| Property Maintenance Inspector | 4.000 | |
| Environmental Inspector | 1.000 | |
| Secretary I | <u>1.000</u> | |
| | 7.000 | TOTAL |

DEPARTMENT AND ACTIVITY: INFORMATION TECHNOLOGIES DEPARTMENT
 ACTIVITY NUMBER: 02-14001
 FUND: GENERAL OPERATING

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------------|---------------|-------|
| <u>REGULAR:</u> | | |
| Director of Information Technologies | 1.000 | |
| Network Engineer | 1.000 | |
| Network Administrator | 1.000 | |
| Secretary II | 1.000 | |
| Network Technician | 1.000 | |
| Webmaster | <u>1.000</u> | |
| | 6.000 | |
| <u>TEMPORARY:</u> | | |
| Research Intern | <u>0.450*</u> | |
| | 6.450 | TOTAL |

*0.450 FTE Research Intern not funded for FY 2013/14, while 1.000 FTE Multimedia Producer is funded in 14002.

DEPARTMENT AND ACTIVITY: INFORMATION TECHNOLOGIES DEPARTMENT: CITY
 BUILDING A/V
 ACTIVITY NUMBER: 02-14002
 FUND: GENERAL OPERATING

| | | |
|----------------------------------|---------------|-------|
| <u>REGULAR:</u> | | |
| Telecommunication A/V Technician | <u>1.000</u> | |
| | 1.000 | |
| <u>TEMPORARY:</u> | | |
| Multimedia Producer | <u>1.000*</u> | |
| | 2.000 | TOTAL |

*1.000 FTE Multimedia Producer funded through June, 2014 only.

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

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| GIS Analyst | 1.000 | |
| Research Intern/GIS | <u>0.500</u> | |
| | 1.500 | TOTAL |

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: PARKING PROGRAMS
 ACTIVITY NUMBER: 03-07013
 FUND: MOTOR VEHICLE PARKING SYSTEM

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--|--------------|-------|
| <u>REGULAR:</u> | | |
| 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 | <u>1.000</u> | |
| | 14.750 | |
| <u>TEMPORARY:</u> | | |
| Grounds Maintenance Intern | <u>0.250</u> | |
| | 15.000 | TOTAL |

DEPARTMENT AND ACTIVITY: SANITARY SEWER OPERATIONS
 ACTIVITY NUMBER: 04-07025
 FUND: SEWER IMPROVEMENT

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| Operations Supervisor | 0.500 | |
| Lead Maintenance Worker | 0.500 | |
| Sewer Maintenance Worker II | 5.000 | |
| Sewer Maintenance Worker I | <u>2.000</u> | |
| | 8.000 | TOTAL |

DEPARTMENT AND ACTIVITY: NEIGHBORHOOD SERVICES: COMMUNITY
 DEVELOPMENT BLOCK GRANT REHAB
 ACTIVITY NUMBER: 05-10003
 FUND: COMMUNITY DEVELOPMENT

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|----------------------------------|---------------|-------|
| <u>REGULAR:</u> | | |
| Community Development Specialist | 2.000 | |
| Rehabilitation Technician | 0.500 | |
| Neighborhood Programs Manager | 1.000 | |
| Administrative Assistant | <u>1.000</u> | |
| | 4.500 | |
| <u>TEMPORARY:</u> | | |
| Research Intern | <u>0.400*</u> | |
| | 4.900 | TOTAL |

*0.400 FTE Research Intern authorized through December 31, 2013 only.

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

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| Recycling Coordinator | <u>1.000</u> | |
| | 1.000 | |
| <u>TEMPORARY</u> | | |
| Research Intern | <u>0.500</u> | |
| | 1.500 | TOTAL |

DEPARTMENT AND ACTIVITY: CITY MANAGER'S OFFICE – UC2B OPERATIONS
 ACTIVITY NUMBER: 08-15001
 FUND: UC2B OPERATIONS

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|---------------|-------|
| <u>TEMPORARY:</u> | | |
| Project Specialist II | 2.000* | |
| Programmer II | <u>1.000*</u> | |
| | 3.000 | TOTAL |

*2.000 FTE Project Specialist II and 1.000 FTE Programmer II authorized through September 30, 2013 only.

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

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--|--------------|-------|
| <u>REGULAR:</u> | | |
| METCAD Director | 1.000 | |
| METCAD Network Administrator | 1.000 | |
| METCAD Database Administrator | 1.000 | |
| METCAD Deputy Director | 1.000 | |
| Telecommunicator I | 21.000* | |
| Telecommunicator Supervisors | 2.000 | |
| Telecommunicator II (Lead Worker) | 6.000 | |
| Administrative Assistant | 1.000 | |
| METCAD Communications Systems Specialist | <u>1.000</u> | |
| | 35.000 | TOTAL |

*Positions approved by METCAD Policy Board.

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: FLEET SERVICES
 ACTIVITY NUMBER: 10-07019
 FUND: FLEET SERVICES

| <u>POSITION CLASSIFICATION</u> | <u>FTE</u> | |
|--------------------------------|--------------|-------|
| <u>REGULAR:</u> | | |
| Fleet Services Supervisor | 1.000 | |
| Master Lead Mechanic | 1.000 | |
| Master Mechanic | 4.000 | |
| Account Clerk II | <u>1.000</u> | |
| | 7.000 | TOTAL |

CHAMPAIGN PUBLIC LIBRARY

2013-2014 Personnel-Classifications, Grades, Full-Time Equivalents

Effective 1 July 2013

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 Technology Manager | L-30 | 0.9500 | |
| Library Network Technician | L-20 | 0.9500 | |
| Library Network Technician | L-20 | 0.9500 | |
| Sub-Total Full-Time Personnel | | | 2.8500 |
| Subtotal | | | 2.8500 |

CHAMPAIGN PUBLIC LIBRARY

2013-2014 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 (22) | L-14 | 0.5500 | |
| 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 | | | 2.4500 |
| Subtotal | | | 8.1500 |

| Administration Services (Security Services) 11-05 | | | |
|---|-------|--------|---------|
| Classification | Grade | FTE | Total |
| Full-Time Personnel | | | |
| Security Supervisor | L-21 | 0.9500 | |
| Sub-Total Full-Time Personnel | | | 0.9500 |
| Security Officer (20) | L-14 | 0.5000 | |
| Security Officer (20) | L-14 | 0.5000 | |
| Security Officer (20) | L-14 | 0.5000 | |
| Security Officer (20) | L-14 | 0.5000 | |
| Subtotal Part-Time Personnel | | | 2.0000 |
| Subtotal | | | 2.9500 |
| Subtotal Administration Services | | | 21.2500 |

CHAMPAIGN PUBLIC LIBRARY

2013-2014 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 Associate | L-21 | 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
2013-2014 Personnel-Classifications, Grades, Full-Time Equivalent

| Circulation Services 13-02 | | | |
|-----------------------------------|-------|--------|----------------|
| Classification | Grade | FTE | Total |
| Full-Time Personnel | | | |
| Library Service Manager | L-28 | 0.9500 | |
| Library Technical Assistant | L-20 | 0.9500 | |
| Library Assistant III | L-19 | 0.9500 | |
| Library Assistant III | L-19 | 0.9500 | |
| Library Assistant I | L-15 | 0.9500 | |
| Library Assistant I | L-15 | 0.9500 | |
| 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 I (20) | L-15 | 0.5000 | |
| Library Assistant I (20) | L-15 | 0.5000 | |
| Library Assistant I (20) | L-15 | 0.5000 | |
| Library Assistant I (20) | L-15 | 0.5000 | |
| Library Assistant I (20) | L-15 | 0.5000 | |
| Library Assistant I (20) | L-15 | 0.5000 | |
| Library Assistant I (20) | L-15 | 0.5000 | |
| Library Assistant I (20) | L-15 | 0.5000 | |
| Library Assistant I (20) | L-15 | 0.5000 | |
| Library Assistant I (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

2013-2014 Personnel-Classifications, Grades, Full-Time Equivalents

| Douglass Branch Library 5:00 | | | |
|--------------------------------|-------|--------|---------------|
| 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 |

| | |
|--|----------------|
| Grand Total FTEs (at full staffing) | 82.4750 |
| Budgeted FY 2013-14 FTEs | |
| Main Library | 70.6000 |
| Douglass Branch Library | 3.3500 |
| Vacant Positions to be implemented FY14 | (3.9700) |
| Total Vacant Positions | 12.4950 |
| Total Funded Positions | 69.9800 |

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.