City of CHAMPAIGN

Embracing Growth, Preserving Community

Fiscal Year 2015/16 Financial Plan for Community Services

City of
CHAMPAIGN

Adopted Financial Plan
For Community Services

Fiscal Year 2015/2016

City of
CHAMPAIGN

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City of CHAMPAIGN

OUR MISSION

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

These values guide our work

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

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City of
CHAMPAIGN

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Champaign

Illinois

For the Fiscal Year Beginning

July 1, 2014

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, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

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

City of
CHAMPAIGN

REPORT TO THE CITY COUNCIL

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

DATE: **July 1, 2015**

SUBJECT: **CELEBRATING GROWTH, EMBRACING COMMUNITY**

Introduction

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

The Fiscal Year (FY) 2015/16 Financial Plan builds upon the City of Champaign's long history of fiscal discipline. The budget embraces growth, allows for the continued delivery of essential services, and preserves our vibrant community. The City's AAA bond rating is evidence of Champaign's fiscal strength and provides the solid foundation on which the adopted financial plan is built. This strong foundation ensures continuation of the high quality of City services which our citizens have come to expect. The adopted budget is balanced and supports the budget message's theme: Celebrating Growth, Embracing Community.

The City of Champaign is proud to be a community experiencing an explosion of new commercial and multi-family residential development. Calendar year 2014 was the second highest on record for construction activity in Champaign, and the steady influx of new development shows little signs of slowing down. New construction and developments add to the diverse and vibrant quality of life within our City, making us a destination for new residents, businesses, and visitors. In addition, growth helps bolster the City's revenue base, ensuring future funding for essential City services and community needs.

We embrace and value the strong partnerships the City has within the community. The adopted budget continues critical investments in community building, neighborhood revitalization, and neighborhood-based economic development. Initiatives like the Champaign County Community Coalition and Bristol Park Neighborhood Redevelopment are helping to transform our future and reinvigorate our community with an infusion of new housing and park space, while also improving public safety, transportation, and the health and well-being of our residents. Thanks to proactive planning and sound fiscal management in the past, the City has the resources needed to continue investing in Champaign's future.

Adopted Fiscal Year 2015/16 Financial Plan

Financial Plan development begins well before the presentation of the proposed budget for adoption. Annually, in the Fall, a Five-Year Financial Forecast (FYF) is developed. The FYF provides City Council with a high level look at the current year and the trends for future years. Based on the FYF in October 2014, the City Council established the Budget Strategy. The strategy provides the framework for the development of the proposed budget. Council direction on the budget strategy was to:

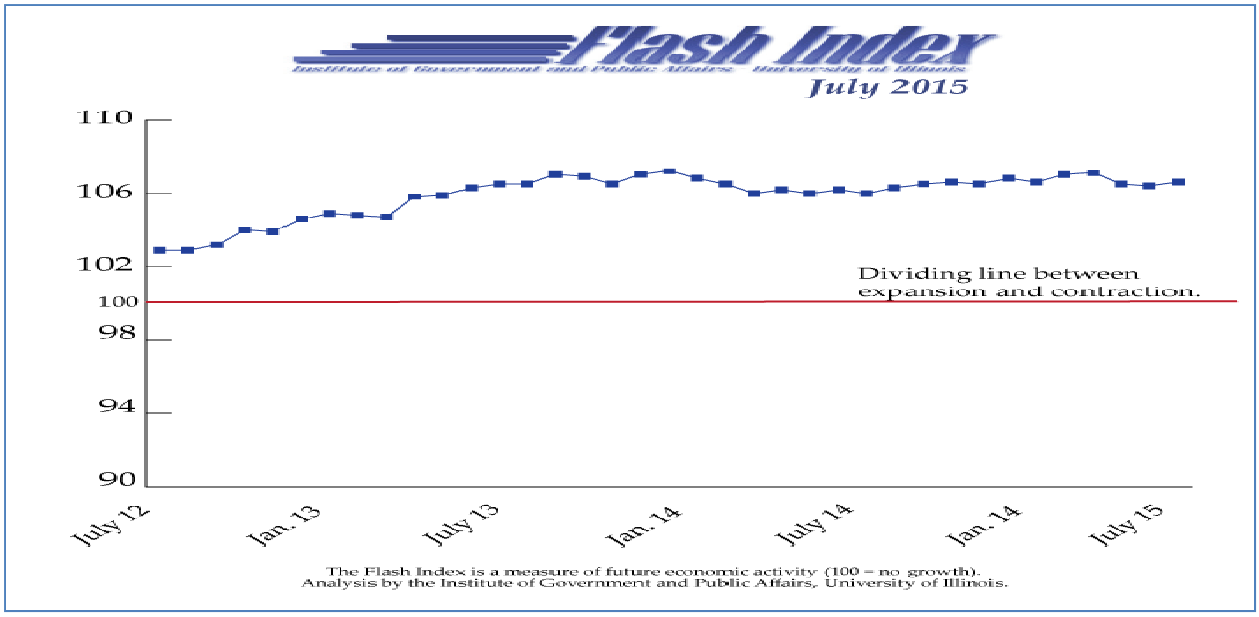
- Prepare the proposed budget consistent with the City's financial policies and service levels currently funded on a recurring basis. This may require some relatively modest expenditure reductions (probably less than 1% of General Fund Expenditures); and
- Keep the overall 2014 adopted property tax levy at the same overall rate as the 2013 extended levy and hold the capital improvements levy at the 2013 dollar amount.

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

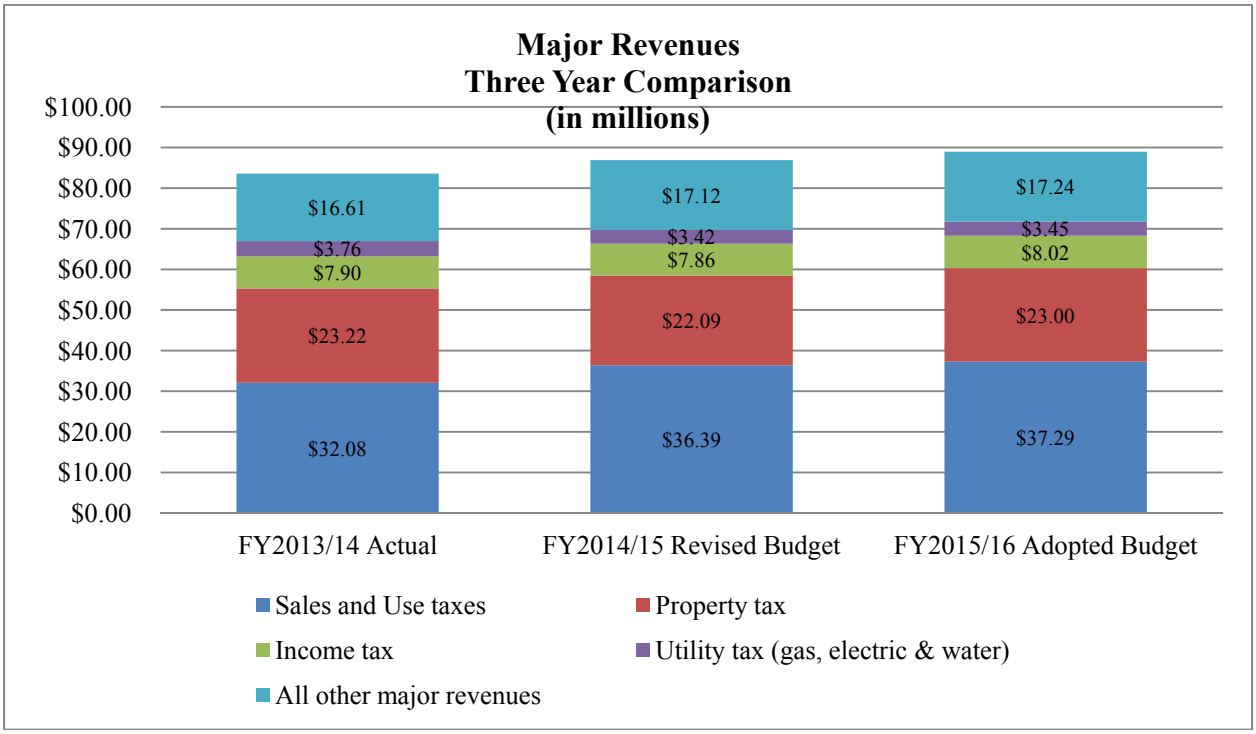
Economic Climate and Revenue Outlook

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

Closer to home, the Illinois state economy is improving and has been steady for the last two years. University of Illinois Professor Fred Giertz created the Flash Index to provide a quick reading of the state's economy. He issues the index the first of each month using the prior month's data. An index reading above 100 indicates an expanding economy and a reading below 100 indicates a contracting economy. The July 2015 index reading of 106.6 shows continued improvement in the State's economy. This is an increase of 0.2 over 106.4 in June 2015. The index has remained steady between the 106.0 – 107.2 range for the last 26 months as shown on the chart on the following page.



The University of Illinois, the two regional health care providers, the conservative business practices by most local lenders, and other factors support the stability of the local economy. Champaign's unemployment rate of 5.7% is above the national rate of 5.3% and below the State of Illinois' rate of 5.9% for June 2015. Champaign's rate is typically below the state's rate.



As shown in the chart above, staff projected the City's thirteen major revenues for FY 2014/15 ended the fiscal year 4.0% ($3.33 million) above FY 2013/14 actual receipts. Likewise, staff projects overall continued improvement in major revenues for FY 2015/16 of 2.4% or $2.10

million above FY 2014/15 estimated year-end receipts. Projected increases in sales and hotel/motel taxes and building related permit fees almost immediately reflect positive trends in the economy. Sales tax, the largest revenue for the City, has shown steady progress with average recurring growth of 2.5% over the past four fiscal years. Additionally, projected income tax revenue for this fiscal (FY 2014/15) year is at $97.00 per capita. This is less than 1% below budgeted revenue at $97.80 per capita based on last year's Illinois Municipal League (IML) projections. The IML anticipates growth in remittances for the upcoming fiscal year and estimates revenues at $99.00 per capita.

Other revenues take longer to show the impact of increased economic activity. Property tax revenue is based on the prior three years' equalized assessed value of taxable property (EAV). At the same rate as the prior year (1.3152), the 2014 property tax levy (collected in calendar year 2015) revealed EAV growth of 1.51% over the 2013 extended levy resulting in a projected $290,000 increase in receipts for FY 2015/16. As new construction values are added to the EAV, property values will likely continue to increase with the 2015 levy. In the 2014 Five-Year Financial Forecast, the 2015 EAV was estimated to increase by 4.9% or $630,000 in additional revenue for FY 2016/17. The property tax levy is the largest revenue source for the Champaign Public Library and the added construction values will positively affect the Library's revenues as well as the City's. Additional information on Library funding can be found under the Public Library section (pages 243 to 244) of the adopted budget.

The State of Illinois Governor's initial statement regarding the State's Fiscal Year 2015/16 budget recommended a 50% cut to income tax revenues shared by the State with municipalities and other local governments (the Local Government Distributive Fund). If implemented, the City would lose $4 million in revenues to the General Fund. However, at this time, the State Legislature has not made any decisions regarding the State of Illinois FY 2015/16 budget. For this reason, the City's FY 2015/16 adopted budget does not assume any State budget reductions. In the event that the State adopts reductions to State-shared revenue, the City Administration will identify budget-balancing measures for Council consideration and public input. The FY 2015/16 budget has set aside available one-time funding to help the City transition to lower budget levels if budget balancing measures have to be implemented and the budget would be amended at that time. Detailed information on major revenues can be found on pages 43 to 50 of the FY 2015/16 budget document.

Safeguards for Fiscal Stability

The City has many safeguards in place through conservative fiscal policies adopted by City Council, careful planning, and swift actions based on constant monitoring of the fiscal outlook. These safeguards have helped the City avoid the drastic, emergency cuts required by some units of government during the past recession. The City has used these safeguards for many years and continues to do so in the FY 2015/16 budget proposal. These safeguards include:

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

b. **Fund Balances and Reserves:** City policy calls for an unassigned General Operating Fund balance at a minimum of 10% of operating expenditures, not including transfers. It allows additional time for careful examination and planning in the event of a significant revenue shortfall, and provides contingency funds in the event of a natural disaster or other unforeseen funding need. For the FY 2015/16 budget, the unassigned General Fund balance is 13% ($7.0 million) or $1.6 million greater than target. In light of the State of Illinois' budget difficulties, the Administration recommended not allocating the $1.6 million above target to allow time to enact recurring reductions in the event of State-shared revenue reductions. If the State does not enact a significant revenue cut, the Administration would recommend using the unallocated funding to replace the financial, human resources, and supporting software system.

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

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

Financial Summary

The adopted budget is balanced, provides the resources for existing recurring services and keeps $1.6 million of one-time funding unallocated pending the outcome of budget decisions by the State of Illinois. The budget focuses on fiscal discipline, preserving community by continuing existing services, and sets the stage for future growth and development through continued capital improvement funding.

1. Revenues. Revenues for FY 2015/16 for all funds are expected to total $115.5 million, excluding transfers. General Fund revenues account for $77.8 million of the total revenues. Total revenues increased by $5.7 million, or 5.3%, from estimated revenues in FY 2014/15. Economic growth is showing in General Fund revenues with a modest increase of 2.8% or $2.1 million increase over FY 2014/15 year-end estimates. Additionally, one-time funding has bolstered the capital improvement funds' revenues for the FY 2015/16 budget year such as the Multimodal Corridor Enhancement (MCORE) projects, which account for an increase of $0.5 million in FY 2015/16 from grant and partner agency funding. The MCORE projects are discussed in more detail under the Capital Improvements Overview later in the message.

2. Expenditures. Total adopted expenditures for all funds for FY 2015/16 are $121.7 million excluding interfund transfers. In total, expenditures exceed revenues by $6.2 million as part of a planned draw down of fund balance mainly in the Capital Improvement Funds of $5.3 million. Fund balance is often used on a one-time basis for major purchases, such as equipment and

vehicles, to avoid issuing debt by accumulating funds over time and then spending down fund balance in the year the purchase occurs. This "pay as you go" model for major purchases is common in the City's Community Improvement funds. Additionally, total expenditures decreased $6.0 million, or 4.7%, from FY 2014/15 expenditures. The decrease results primarily from certain capital projects that were completed or substantially completed during FY 2014/15 such as the West Washington Street Watershed Drainage Phase 1 & 2 project, at $3.3 million, and the Curtis Road-Wynstone to Wesley project, at $1.3 million. FY 2015/16 expenditures for the General Fund, which supports most basic municipal services, are $80.3 million. General Fund expenditures are greater than revenues, with the difference covered by available funds from prior year savings and previously established reserves.

3. Reserves and Fund Balances. The financial plan includes General Fund balances and reserves of about $9.5 million, representing 17.8% of expenditures excluding transfers. This includes an unassigned fund balance of 13.0% ($7.0 million), about one month's General Fund expenditures plus set aside funding of $1.6 million pending the State's budget adoption. The fund balance reserve also has designated reserves of $1,139,656 for the 27th pay date that occurs every eleven years, $663,167 for City facilities, $150,000 for departmental saving incentives, and $507,448 for trust liquidation. The unassigned fund balance provides a set aside for emergency and unforeseen needs that may arise during the fiscal year. The balances in the Financial Plan are smaller than the figures presented in the City's Comprehensive Annual Financial Report (CAFR). Except for a few exceptions, figures in the Financial Plan reflect cash on hand. Figures in the CAFR adhere to accounting standards used primarily in the private sector until recently. In accordance with generally accepted accounting principles, the reported balances include amounts due to the City, mostly from the State, rather than cash on hand. The following table summarizes revenues, expenditures, and reserves, and fund balances for all funds:

	General Operating	All Funds[1]
Revenues & Expenditures		
Beginning balance	$11,925,326	$126,164,426
Revenues	$77,793,060	$115,466,838
Available resources	$89,718,386	$241,631,264
Expenditures	$80,268,193	$121,669,840
Reserves & Balances		
Pension reserves[2]	$0	$80,401,922
10% unassigned target[3]	$6,989,922	$6,989,922
Other reserves & balances[4]	$2,460,271	$32,569,580
Total reserves & balances	$9,450,193	$119,961,424

(1) Not including interfund transfers to avoid double counting
(2) This includes Firefighters Pension reserves only, as the Police Pension Fund uses a private accounting firm
(3) City policy calls for an unassigned General Operating Fund balance at a minimum of 10% of operating expenditures, not including transfers
(4) Other reserves and balances are restricted or committed due to Council policy, Federal law or State law.

As in the General Fund, reserves in other funds serve a variety of purposes. The particular purposes depend on the fund type. A complete listing of all the City's funds and reserves can be found on pages 51 to 56 of the FY 2015/16 Adopted Budget document.

a. **Operating Funds.** Reserves in operating funds such as the General Fund bolster resources against revenue shortfalls or other unanticipated events. Total projected reserves for operating funds excluding the General Fund, such as Parking, Sanitary Sewer, METCAD, and Library funds, are $4,759,611.

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

   For example, the General Fund transfers a set amount annually to the Vehicle Replacement Fund (VRF) for replacement of a Fire ladder truck over the life of the vehicle to avoid a spike in expenditures in the year when the vehicle is purchased. If the City did not build a reserve for such major purchases, an expenditure for the entire cost of a major purchase would require the General Fund to use its reserves, cut expenditures, and/or find additional revenues to pay for the purchase. Further information on vehicle replacement can be found in the Budget Memo entitled "Vehicle Replacement Schedule - Information Only." Total projected FY 2015/16 reserves for all Internal Services funds (Retained Risk, Workers' Compensation, and Fleet Services) are $6,605,553, and for Equipment Replacement funds are $7,169,050.

c. **Community Improvement Funds.** These funds are for capital projects and community development such as the Capital Improvement Fund, Tax Increment Financing funds, and the Urban Renewal Fund. The City typically uses a "pay as you go" policy for capital project funding, similar to the practice for major equipment replacement. In lieu of borrowing, the practice requires reserving money for capital projects prior to beginning the projects. This limits the total cost of doing the projects since debt service would add debt issuance and interest costs. For large projects, these additional costs could fund completion of other smaller projects instead. "Pay as you go" financing also allows for more flexibility if another priority arises, a project costs much more than the estimate in the capital plan, or revenues differ from estimates significantly. The total amount of reserves for all community improvement funds are $6,819,676.

d. **Debt Service Funds.** The Debt Service funds have reserves of $4,755,419. Setting aside funds to pay debt service, in advance of the payments, is necessary to avoid increasing property tax levies to pay debt service.

e. **Pension Funds.** The adopted budget also shows reserves of $80,401,922 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.

Supplemental Budget Recommendations

Annually, requests for additional funding for services are considered only after the financial policy targets are met as described under Safeguards for Fiscal Stability. These additional funding requests, referred to as supplemental budget requests (SBR), are considered and rated according to criteria adopted in the City's financial policies. Recommendations to include supplemental budget requests in the budget are based upon available funding and level of priority. The adopted supplemental budget recommendations for FY 2015/16 continue to support Council's Vision and Goals. Emphasis was placed on SBRs that are cost neutral either from leveraging funds from outside sources (e.g. State and Federal governments) to maximize the City's investments in particular services or through reallocation of existing funding. The reallocation SBRs focus on moving funding from contractual services to in-house staffing or to change position funding from one-time to recurring to better align with the services being provided. Public Works staff identified service delivery efficiencies for utility locating services that will reduce General Fund recurring expenses by $37,249. Recurring SBRs in all other funds increased expenditures by $14,447 over the prior year budget. The financial impact of recommended one-time supplemental budget requests for all funds is $162,126 leaving $1.6 million unallocated pending State of Illinois budget decisions. A complete listing of all recommended SBRs is located in "Budget Memo 2015/2016 Supplemental Budget Recommendations – Information Only." The major supplemental budget requests adopted by City Council Goal are as follows:

a. **Our City Provides First-Rate Services.**

1) The Police and Fire Departments have been very successful in obtaining grants and donations to public outreach and education as well as expanded prevention and enforcement efforts. These departments anticipate receiving grants and donations next year in the amount of $197,276. 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:
    - 2015 Edward Byrne Memorial Justice Assistance
    - Drug Enforcement Agency
    - Emergency Support Services Team
    - Federal Bureau of Investigations
    - Immigrations and Customs Enforcement Agreement
    - Roadside Safety and Seatbelt
    - Strategic Traffic Enforcement Patrol (STEP)
    - United States Marshals Fugitive Task Force
    - University of Illinois Fire and Life Safety Education

2) **$30,827 in Cost-Neutral Funding Reallocations.** The Police and Public Works Departments have two self-funded initiatives that would support public safety and infrastructure services. These SBRs are cost-neutral; the program expenditures of $20,387 recurring are offset by overtime cost reduction in the Police Department and $10,440 one-time is offset by anticipated revenue of the same amount. The offsets have been included in the budget so the net impact on the proposed budget is $0:

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

   - **Street Maintenance Services.** The University of Illinois has several streets that have deteriorated significantly and require repair. Public Works staff will provide assistance with street maintenance. The University will reimburse the City $10,440 for services rendered.

3) **$34,420 One-time Funding for Bulk Salt Purchase.** In accordance with the Salt Management Plan, the salt purchase required for FY 2015/16 is 3,100 tons. The severe conditions of the 2013/2014 winter season drove up salt use, which carried into the 2014/2015 winter season since salt reserves were low. The affect of the two winters' salt use has continued to keep salt prices higher than normal. This SBR funds a one-time additional need of $11.10 per ton or 422 tons to reach the required 3,100 tons at $81.50 per ton. This is an additional $34,420 for a total FY 2015/16 salt budget of $252,650.

4) **$2,800 Recurring Funding for Solid Waste Transfer Station Fees.** The vast majority of waste material that the City takes to the Transfer Station comes from street sweeping and pickup of materials abandoned (dumped) in the City rights of way (ROW) and alleys. Street sweeping and ROW/alley cleanup are basic City services. Effective January 2015, the Urbana Transfer Station increased their rates (tipping fees) approximately 3 percent from $67.50 to $69.50 per ton. This SBR is based on disposal of 1,400 tons.

5) **$12,998 Recurring Funding for Staffing Cost Associated with Existing Services.**

   - **Stormwater Services.** Continuation of the Project Specialist position (0.25 full time equivalent) was approved to assist the Engineering Division with various projects related to stormwater issues. With the adoption of a recurring utility fee, the Stormwater Management Fund will now fund the position on a recurring basis ($11,172) to align staff support with the recurring project workload on stormwater projects. Temporary authorization for this position had been approved for the past several years.

- **Forestry Services.** With the Emerald Ash Borer (EAB) infestation soon reaching its peak and with a need for technical expertise from a Forestry Supervisor to lead EAB and other City urban forestry efforts, the re-establishment of the Forestry Supervisor position is vital. The Forestry section requires a supervisor with technical skills and abilities to supervise the management of City's complex urban forest, ensure the safety of staff frequently involved in hazardous work activities, provide training, ensure certification, comply with OSHA requirements and arboriculture industry requirements, and provide policy guidance/expertise to the City's senior leadership. To offset the supervisor position costs, a Lead Arborist position will be replaced with an Arborist position. Additionally, the General Fund portion of an eliminated Lead Maintenance Worker and a reassigned Operations Supervisor position will also provide funding. Overall, General Fund recurring expenditures are reduced by $1,449.

- **Sanitary Sewer Services.** One Operations Supervisor oversees both the Concrete and Sewers sections, and previously the position was funded from both budget activities. This SBR allows for higher level supervision of Sanitary Sewer services. There is a minimal increase in Sanitary Sewer recurring funds of $3,375 since the Sanitary Sewer portion of a Lead Maintenance Worker was eliminated.

b. Our City is Fiscally Responsible.

1) **$38,600 One-time Funds for JULIE Locating Services to Achieve Recurring Reduction of $38,600.** Previously, an outside contractor provides JULIE locating services (City utilities - storm/sanitary/street lights/traffic signals). The contract expired on June 30, 2015. The FY 2014/15 annual contractual cost for this service was approximately $168,000 with an anticipated $45,000 increase if the City were to continue using an outside contractor for this service in FY 2015/16.

   Public Works determined it can save money by performing locating services with "in house" forces. This SBR is for $38,600 as one-time funding for a 1.00 FTE Maintenance Worker I position and work related costs to bring the service in-house. The one-time costs for position recruitment, supplies, and a vehicle are offset by the recurring savings for FY 2015/16. Beginning in FY 2016/17, in-house locating services will reduce recurring costs in the General Fund by $38,600.

c. Our City Promotes Economic Opportunity.

1) **$17,500 of One-time Funding for Footing and Foundation Inspections.** The increase in economic development translates to increased inspections for Building Safety. Our City's ability to turnaround plans review and inspections in an expeditious manner has historically been a competitive advantage over other cities. A number of large commercial and multi-family projects started during 2014 and are continuing into 2015/2016. To maintain the City's high level of responsive service and keep up with the increased demand, this SBR provides continued funding for outside services to conduct additional footing and foundation inspections.

d. Our City is a Model for Environmental Sustainability.

1) **Continuation of 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. Specifically, this funding would be used to oppose any request made by the Clinton Landfill operator to the Environmental Protection Agency (EPA) to construct and/or operate a chemical waste unit at the Clinton Landfill for the disposal of PCBs. One-time funding of $100,000 will be offset by a joint effort with other governmental entities served by the Aquifer of $95,000. Funding within the Public Works Department's budget will offset the remaining $5,000.

   The operator (Area Disposal) of the landfill has recently announced the company is discontinuing efforts to dispose of PCBs at Clinton. Two settlement agreements are at various stages of development. Both settlement agreements will be complex and involve different issues. However, one common element in the agreements is the ban on the disposal of PCBs at Clinton.

   The first agreement is between DeWitt County and Area. This settlement agreement has been finalized and approved by the DeWitt County Board. To date, staff has not been notified if Area has executed the agreement but indications are the company will. The second agreement is between Area, the municipal coalition, the EPA, and the Illinois Attorney General. Negotiations on the second agreement are near completion, possibly in the next 60 to 90 days. It is important for the municipal coalition to demonstrate continued resolve on this issue. Providing the SBR funding is one way to demonstrate this resolve. If recent developments obviate the need for this money, it would go to the General Fund balance for future allocation by the City Council.

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

1) **$71,606 One-time Funding to Continue CGTV Production Services.** The funding continues the staffing of a Multimedia Producer position to perform production work and meets the objective, "Enhance amount, quality, and delivery of CGTV programming" in the Public Communications Plan. This position is responsible for live production of City Council meetings, day-to-day operation of the City's government access channel (CGTV), CGTV Online, and video content production for the City's social media sites. Using a full-time, professional producer (replacing two previous part time Intern positions) has made a marked increase in the quality of programming produced for CGTV. Some recent programs include:
   - Champaign Connections,
   - Mobile Meter – Pay Parking by Cell Phone,
   - Martin Luther King, Jr. Day Celebration,
   - Winter Greeting Messages,
   - Champaign-Urbana International Humanitarian Awards,

- STAR Awards, and
- Mahomet Aquifer Information, including production of a public service announcement featuring elected officials from municipalities involved in the Aquifer Coalition

State of Illinois FY 2015/16 Initial Budget Proposal

The Governor's initial statement regarding the Fiscal Year 2015/16 budget recommended a 50% cut to income tax revenues shared by the State with municipalities and other local governments (the Local Government Distributive Fund). If implemented, the City would lose $4 million in revenues to the General Fund. The City's FY 2015/16 adopted budget does not assume any State budget reductions because the State has made no decisions on its budget for FY 2015/16, which begins on the same date as the City's fiscal year, July 1.

As in the past, the City's citizens, and the organization as a whole, have benefited from proactive, thoughtful planning in the event of a potential shortfall. The Administration will work with all departments to identify budget-balancing measures for Council consideration if the State adopts reductions to the City's revenue. During the recent economic downturn, the City Council made difficult decisions and implemented over $18 million in budget balancing measures. Restoration of services has begun with emphasis on Police, Fire, and capital improvement but restored services represent only a fraction of the affected services. Further budget balancing measures to reach $4 million would result in reductions and/or eliminations to baseline City services that will be felt throughout the City. In that event, the City could use the unallocated one-time funding of $1.6 million to provide time to consider and enact recurring budget balancing measures. If the State does not pass on significant revenue cuts, the Administration recommends using the unallocated funding for replacement of the financial, human resources, and supporting software system as discussed below. The City adopted its budget without reflecting any revenue reduction and if any requiring an amendment to the adopted budget at a later time.

Major Funding Need – Comprehensive Organizational Resource Evaluation Project

The City's core administrative infrastructure is comprised of financial and human resources functions combined with technology that supports these functions. Enterprise resource planning (ERP) systems are commonly used in government and other industries for these organization-wide processes. Functional areas include but are not limited to accounts receivable, accounts payable, purchasing, employment records, timekeeping, compensation, benefits, and payroll. Just like other City infrastructure such as streets and sewers, core administrative infrastructure requires on-going maintenance, evaluation, and eventual replacement at the end of its useful lifespan.

The Comprehensive Organizational Resource Evaluation (CORE) Leadership Team released a Request for Proposals to replace the current financial and human resources software that has been in use since FY 1995/96. The software, GEMS by Harris, has served the City well over that time but newer technology improvements are not part of this software. Recently, GEMS software has not been performing to the level expected by the City. In January, the production

platform of the software failed, requiring the City to use the test environment as production. In late March, GEMS transitioned to a new platform at a cost to the City of $14,000. City staff is working with Harris to ensure all functions, and features work as expected. City staff has dedicated significant hours in response to the initial failure and the new course of action such as time on server migration, testing the data for accuracy, and reporting and working through any other issues as they arise. The recent platform failure only strengthens the need for newer technology.

Currently, funding for existing software maintenance contracts is included in the adopted FY 2015/16 budget. As presented in June 2015 (Study Session 2015-029), funding for the CORE project is insufficient for a complete replacement and implementation of core software. At this time, there is approximately $360,000 available for replacement. Based on a needs assessment in February 2015 by SoftResources (consultant), the replacement and implementation cost estimate is between $1.3 million to $1.7 million. A CORE project update will be presented to Council in the Fall of 2015.

Salary and Staffing Overview

City staffing levels are established to provide quality public service in a fiscally sustainable manner and the FY 2015/16 staffing builds on that foundation. Most of the position changes for FY 2015/16 are reductions of non-recurring positions that are scheduled to expire or are no longer funded. The adopted Salary and Staffing Ordinance includes 484.86 full-time equivalent positions (FTE), a 6.80 FTE decrease from the FY 2014/15 staffing level (a 10.55 FTE decrease in temporary positions and a 3.75 FTE increase in recurring positions). There are also changes to job titles and reassignments of positions from one budget activity to another that do not impact the budget or overall staffing levels but that are intended to better represent the allocation of work across positions and budget activities. This does not include the Library, which presents a separate Salary and Staffing Ordinance.

For FY 2014/15, the Library has a total personnel complement of 82.475 FTE of which 12.875 FTE (20 positions) will remain vacant. At this vacancy level, the Library has reduced its work force by about 16% in total Library staff over the last six years.

Salary changes for several bargaining units within the City are pending the outcome of current contract negotiations, including the International Associations of Fire Fighters (IAFF), United Association of Plumbers and Steamfitters (Plumbers), and Illinois Fraternal Order of Police Labor Council (FOP) bargaining units. Across-the-board increases for the American Federation of State and County Municipal Employees (AFSCME) bargaining unit are included in accordance with the current labor contract. An across the board increase for non-bargaining unit employees is included, comparable to the increases received by bargaining units in recent years.

The following describes the staffing and salary changes adopted:

a. **Expiration of temporary or grant-funded positions.** Several positions that were previously authorized temporarily to support specific projects or were authorized contingent on expired grant funding have been eliminated:

1) **1.000 FTE Project Specialist I and 0.300 FTE Research Intern in the Planning and Development Department**. These positions were originally added on a temporary basis to support the creation of economic development pilot projects and to sustain Zoning Administration activities during a long-term leave of absence of the Zoning Administrator. The projects supported by these positions are now being managed by regular staff in the Planning and Development Department.

2) **0.500 FTE Project Specialist I in the Neighborhood Services Department**. This position was added on a temporary basis to support the Bristol Park Neighborhood Plan. The project work supported by this position has been transitioned to the Community Development staff in the Neighborhood Services Department.

3) **3.000 FTE Police Officer in the Police Department Patrol division, and 3.000 FTE Fire Fighter in the Fire Department Suppression division**. These positions were added to the Position Control Report many years ago, and were designated to be filled only if supported by grant funding. The City has not been successful in securing grant funding for the Police positions and the City's required commitment to staffing levels for a set period of time was cost prohibitive even with the inclusion of the grant funding provided by the Safer grant. Therefore, these six positions have remained unfunded for many years and continued to be reflected in the Position Control Report in anticipation of future grant funds. In order to reflect accurate staffing levels in these two departments, the unfunded positions are being removed from position control. In the event that funding is identified in the future to support additional positions, Council may amend the Position Control Report at that time.

4) **2.000 FTE Temporary Laborer II positions in Public Works Department, Environmental Services budget activity**. Based on the success of the Yard Waste Collection Pilot Program during FY 2014/15, Public Works' staff recommended permanently bringing the program in-house as presented to Council on May 26, 2015 (SS 2015-027). Council approved the in-house program. The in-house program outcomes should improve customer service, streamline response process and improve response times, provide additional staffing to other public works' services during non-collection periods such as during snow removal, increase on-time collections, and remain cost neutral as compared to the current outsourcing costs. To reflect this program change, the Salary and Staffing Ordinance replaced 2.000 full-time equivalent positions (FTE) Temporary Laborer II (non-bargaining unit temporary authorized during the pilot program) with 2.000 FTE Maintenance Worker I (AFSCME, E-26) in the Public Works Department on a recurring basis.

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

1) **Add 1.000 FTE Utility Locating Maintenance Worker I in the Public Works Department, Operations budget activity**. This position will locate City utilities for the JULIE program. In prior years, the locating function was contracted; this contract expired on June 30, 2015 and the program has been brought in-house. Bringing locating services in-house produces recurring cost efficiencies saving the City $38,600. The costs associated with the position addition are included in the recurring cost savings.

2) **Add 0.500 FTE Project Specialist in the Police Department, Investigations division on a recurring basis**. This position performs specialized Electronic Technician duties and position costs are offset by saving overtime from officers who would otherwise perform these tasks. This position has been authorized on a temporary basis for several years. This change does not increase current staffing levels but rather reflects a change of an existing position from temporary to recurring in order to maintain current service levels on an ongoing basis.

3) **Add 0.250 FTE FTE Project Specialist in the Public Works Department, Engineering division on a recurring basis**. This position assists with various projects related to stormwater issues. Similar to the Project Specialist in the Police Department noted above, this position has been authorized on a temporary basis for several years and is now adopted as recurring, so that stormwater issues can continue to be addressed. This results in $11,172 in funding in the Stormwater Management Fund changing from one-time funding to recurring funding for the position and is cost-neutral in the City's General Fund.

4) **2.000 FTE Maintenance Worker I positions in Public Works Department in Public Works Department, Environmental Services budget activity**. As noted above under the elimination of 2.000 FTE Temporary Laborer II positions, the Yard Waste Collection program was adopted as an in-house service based on the success of the pilot program during FY 2014/15. To reflect this program change, the Salary and Staffing Ordinance replaced 2.000 full-time equivalent positions (FTE) Temporary Laborer II (non-bargaining unit temporary authorized during the pilot program) with 2.000 FTE Maintenance Worker I (AFSCME, E-26) in the Public Works Department on a recurring basis. Overall, the in-house program saves the City $111,400 annually in the General Fund ($65,200) and Stormwater Management Fund ($46,200) through a combination of disposal savings and utilization of the Maintenance Worker I employees for other work activities.

c. **Changes to positions, pay classifications, or job titles that do not affect staffing levels**. The following adopted changes include the reassignment of positions from one budget activity to another, adjustments to job titles, and extensions to the authorizations of existing non-recurring positions.

1) **Move 1.000 FTE Communications Manager from the administrative budget activity for the City Manager's Office (02-02001)** to a new budget activity for Communications in the City Manager's Office (02-02008).

2) **Replace 1.000 Traffic & Lighting/Forestry Supervisor in the Traffic & Lighting section of the Public Works Department (02-07002)** with 1.000 FTE Traffic & Lighting Supervisor. The position will remain at pay grade G-31.

3) **Add 1.000 FTE Forestry Supervisor (G-29) in the Forestry section (02-07010)**. This change restored a supervisor position to oversee the Forestry section. Previously, both the Traffic & Lighting and Forestry sections had oversight from one supervisor. The Forestry section requires a dedicated supervisor with the technical skills required for the management of the Emerald Ash Borer infestation and other City urban forestry efforts. The position addition is offset by the elimination of 1.000 FTE Lead Maintenance Worker (E-30), currently vacant, from the Concrete/Sewers sections.

4) **Move 0.5000 FTE Operations Supervisor from the Concrete section of the Public Works Department (02-07007) to the Sewers section (04-07025).** Previously, one Operations Supervisor oversaw both the Concrete and Sewers sections, and the position was funded from both budget activities. This change minimally increased the recurring expenditures in the Sanitary Sewer Fund by the difference between the Lead Maintenance Worker's and the Supervisor's position costs.

5) **Replace 1.000 FTE Lead Arborist (pay grade E-31) with 1.000 FTE Arborist (pay grade E-29) in the Forestry section of the Public Works Department.** The savings achieved by this position downgrade offsets part of the restoration of the Forestry Supervisor position.

6) **Replace 3.000 FTE Assigned Police Officer (pay grade C-22) with 3.000 FTE Police Officer (unassigned, pay grades C-15/C-20) in the Patrol division of the Police Department.** "Assigned" Police Officers are officers working a special assignment, such as narcotics, K-9, school resource officer duty, and investigations, at an increased salary. In 2013, the Narcotics Unit moved from the Patrol to the Investigations division, eliminating the need for assigned officers in Patrol. This change converts the assigned positions in Patrol back to standard, non-assigned officer positions.

7) **Extend authorization for 1.000 FTE Multimedia Producer in the Information Technologies/City Building A/V budget activity (02-14002) through September, 2016 only** and increased General Fund one-time expenditures by $72,509. This position is responsible for the high profile, day-to-day operation of the City's CGTV government cable access channel, CGTV Online, and video content production for the City's social media sites.

d. **FY 2015/16 Salary and Wage changes.** The following changes to salary ranges and employee wages were adopted in the FY 2015/16 salary schedules included in the Supplemental Information section of the budget document (pages 276 to 314).

1) Schedule C – FOP Salaries – no changes at this time, pending contract negotiations

2) Schedule D – IAFF Salaries – no changes at this time, pending contract negotiations

3) Schedule E – AFSCME Salaries – 2.75% increases scheduled, per contract approved in 2014

4) Schedule F – Plumbers Salaries – no changes at this time, pending contract negotiations

5) Schedule G – Non-Bargaining Unit Employees and Department Heads – 2.50% increase.

6) Champaign Public Library Salaries – 2.50% salary scale increase, with an operating budget increase of 3.38%.

Capital Improvements Overview

Annually, the ten-year Capital Improvements Plan (CIP) is updated to reflect new project cost estimates and contractual obligations and prioritize new projects important to the ongoing maintenance, rehabilitation and expansion of the City's infrastructure for the next ten years. The adopted CIP includes approximately $40.9 million in FY 2015/16 and over $324 million from 2015 to 2025 in capital expenditures. Further detail on the Capital Improvements Plan can be found in the Capital Improvements Section of the budget document (pages 249 to 268).

Highlighted below are key projects included in the CIP:

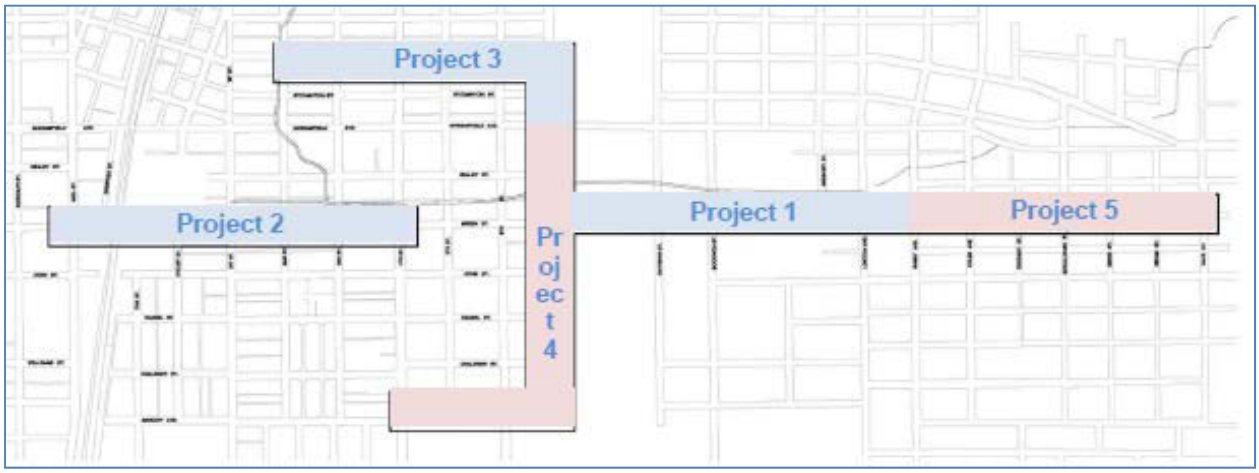
a. **Fourth Street (Kirby to Saint Mary's):** This project will reconstruct Fourth Street between Kirby Avenue and Saint Mary's Road, construct sidewalks, and replace the traffic signal at the intersection of Fourth and Kirby. The City is managing this State-funded project for the University. The FY 2015/16 costs are $1.9 million. Project costs will be reimbursed by the State funding.

b. **Bristol Park Neighborhood Implementation Plan:** This project funds implementation of the Bristol Park Neighborhood Plan. The expenditures for FY 2015/16 are $2.4 million and $8.1 million over the ten-year CIP. The Neighborhood Plan identified five goal areas: housing/land use, human development, parks/open space, public safety, and transportation.

Bristol Place – Before and After

Current Development | Conceptual Redevelopment

c. **Multimodal Corridor Enhancement (MCORE) Projects:** The Champaign-Urbana Mass Transit District (CUMTD), with the support of the City of Champaign, City of Urbana, and the University of Illinois, applied for and received a $15.7 million Transportation Investment Generating Economic Recovery (TIGER) VI Grant for the construction of MCORE. MCORE consists of five corridor improvement projects in the heart of the University District. The MCORE project requires a local match of about $19.1 million, bringing the overall estimated project cost for all five projects to approximately $34.8 million, of which $29 million is anticipated to be for construction and $5.8 million for design and construction engineering services. The FY 2015/16 expenditures total $3.7 million ($1.9 million for Green Street (Fourth to Neil #0507), $1.1 million for Wright and Armory (#0693), and $0.8 million for Green Street (Wright to Race #0477)). As lead agency, the City will be reimbursed for costs associated with project work in the partnering agencies.



Conclusion

The adopted budget is balanced, provides the resources for existing recurring services, and recommends mainly one-time investment to further support existing services. The adopted budget meets the City's financial policies and provides a cushion to allow the City time to react thoughtfully if the State of Illinois' adopted FY 2015/16 budget includes significant cuts to City revenues. Going forward, the City will continue to explore strategies to maintain long-term fiscal sustainability to keep City expenditures within policy target levels.

Acknowledgments

It would not be possible to prepare this Financial Plan without the dedicated efforts of employees throughout the City organization. Finance Department staff members deserve special recognition for their efforts to complete the necessary financial forecasting and analysis, and for coordinating all the information provided by City departments for inclusion in the budget. As well, special recognition belongs to the City Manager's Office and Police Department for providing assistance to fill Finance Department staffing vacancies during this budget process. 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:

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Reviewed by:

Richard Schnuer
Finance Director

How to Use This Document

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

Financial Plan

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

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

Summary

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

General Fund

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

Other City Funds

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

Public Library

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

Capital Improvement Projects

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

Supplemental Information

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

City of Champaign Demographics

Population	**83,424**
Total Area	22.43 Sq. Miles
Gender Information of Champaign as of 2010:	
Male	50.9%
Female	49.1%
Median age	26.5
Age Breakdown of Champaign as of 2010:	
0-18	17.3%
19-64	75.1%
65+	7.6%
Married	35.10%
Divorced	6.10%
Financial Data	
Median Household Income	$40,884
Overall Sales Tax	9.00%
Food & Beverage Tax	9.50%
Job Growth %	3.49%
Housing	
Median Home Price	$149,500
Housing Units (2010)	34,434
Health	
Has Health Plan	89.3%
Business/Industry	
Number of Firms	5,767
Per Capita Income	$24,733

Employment Data	
Employment Data for Champaign/Urbana as of 12/2014:	
Labor Force	114,700
Employed	108,600
Unemployed	6,100
Unemployment Rate	5.4%
Industry Employment of Champaign/Urbana as of 2014:	
Mining, Logging & Construction	2.55%
Manufacturing	7.55%
Trade, Transportation & Utilities	15.66%
Information	2.45%
Financial Activities	4.06%
Professional & Business Services	7.55%
Education & Health Services	13.49%
Leisure & Hospitality	10.09%
Government	33.40%
Other Services	3.21%
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:
Census Bureau;Illinois Department of Employment Security; Champaign County Regional Planning Commission; http://www.zillow.com/local-info/IL-Champaign-people/r_4042/; http://www.isws.illinois.edu/atmos/statecli/cuweather/cu-averages.htm; County employment and wages summary – BLS; www.usa.com/rank/; http://www.bestplaces.net/people/city/illinois/champaign; http://www.census.gov/did/www/sahie/data/interactive (Small Area Health Insurance Estimates) http://quickfacts.census.gov/qfd/states/17/1712385.html; http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=bkmk http://www.bls.gov/eag/eag.il_champaign_msa.htm; http://www.bestplaces.net/economy/city/illinois/champaign;

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 (2013) reveals that Champaign's population is 83,424 with corporate boundaries including approximately 22.43 square miles of land, and the planning area extending 1-1/2 miles beyond the City limits.

Aerial View of Champaign – Focus on Downtown

History

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

City Organization

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

Economic Environment

The economy is changing directions. For the calendar year 2014, construction values increased to $243 million as compared to $140 million in 2013. This is still below the City's peak year, 2007, at $305 million but nonetheless progressing in a positive direction.

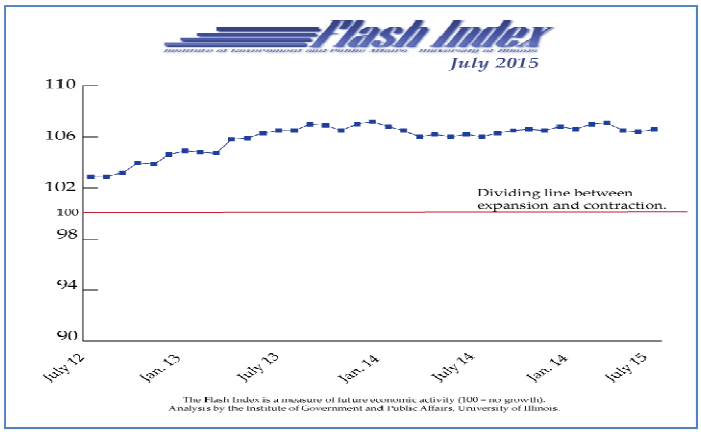
The City's top ten principal employers for 2014 were:

Name of Company	2014 Employment	Percent of Total City Employment
University of Illinois at Urbana-Champaign (1)	10,349	25.60%
Champaign Unit 4 School District	1,814	4.50%
Kraft Foods, Inc. (2)	1,350	3.30%
Parkland College	950	2.40%
PlastiPak Packaging, Inc. (2)	810	2.00%
Christie Clinic Association	750	1.90%
Hobbico, Inc.	700	1.70%
Busey Bank	524	1.30%
City of Champaign	516	1.30%
Horizon Hobby, Inc.	396	1.00%
Total	*18,256*	*45.00%*

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

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

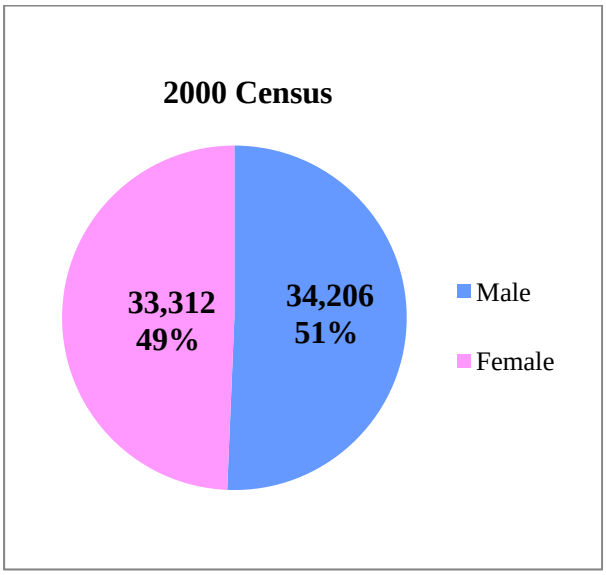
The Flash Index, compiled by the Institute of Government and Public Affairs (IGPA), measures economic activity based upon receipts for personal income, corporate income and retail sales taxes. The University of Illinois Flash Index hit a 26-year low in September 2009 of 90.0. For the last 26 months, the index has ranged between 106.0 to 107.2 indicating continued steady growth. The July 2015 index was at 106.4, an increase of 0.2 over June 2015. The pre-recession high was 107.4 in April 2007.

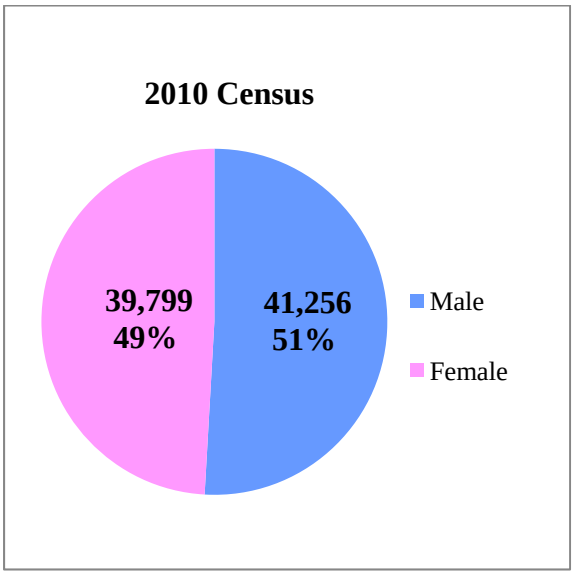


Population

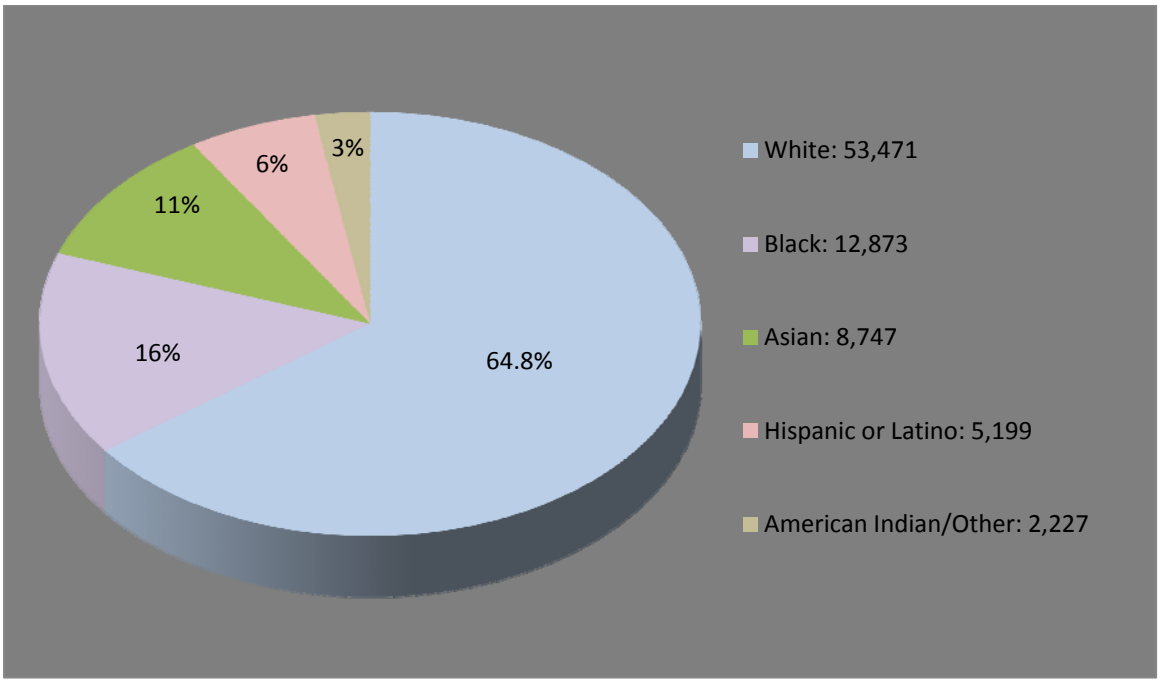
Year	Population	% +/-	Year	Population	% +/-
1860	1,727	0%	1950	39,563	69.8%
1870	4,625	167.8%	1960	49,583	25.3%
1880	5,103	10.3%	1970	56,837	14.6%
1890	5,839	14.4%	1980	58,133	2.3%
1900	9,098	55.8%	1990	63,502	9.2%
1910	12,421	36.5%	2000	67,518	6.3%
1920	15,873	27.8%	2010	81,055	20.0%
1930	20,348	28.2%	***2013***	***83,424***	2.9%
1940	23,302	14.5%			

Gender Breakdown



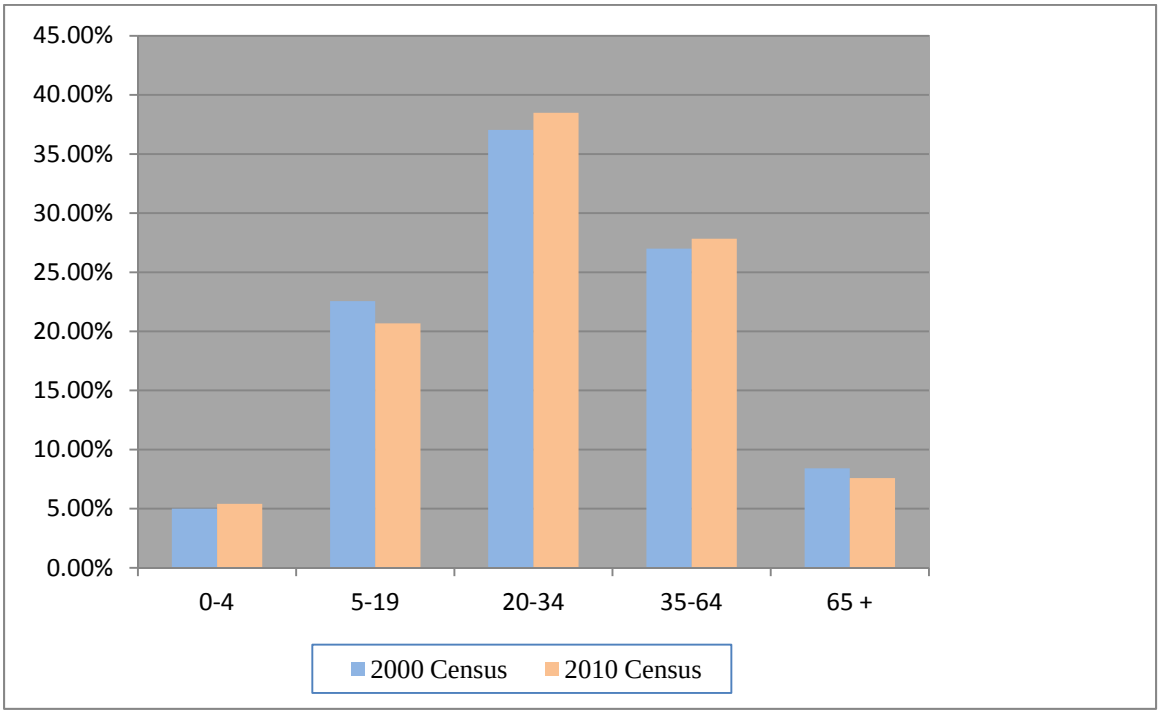


Population Diversity*



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

Age Information



Principal Property Taxpayers

	2013			2004		
Name of Company	Taxable Assessed Valuation	Rank	% of Total City Assessed Valuation	Taxable Assessed Valuation	Rank	% of Total City Assessed Valuation
Champaign Market Place, LLC	$ 23,508,390	1	1.58%	$ 20,494,270	1	1.99%
Campus Property Management	19,135,820	2	1.28%	16,529,410	2	1.60%
Bankier Family	12,991,030	3	0.87%	8,398,300	4	0.81%
Shapland Realty, LLC	10,068,810	4	0.67%	8,946,150	3	0.87%
Regency Consolidated	9,404,570	5	0.63%			
Nadbol	8,243,390	6	0.55%			
Dan Hamelberg	7,741,620	7	0.52%			
Baytowne Apartments, LLC	7,247,410	8	0.49%	5,739,070	6	0.56%
Pickus Companies	6,925,510	9	0.46%			
Christie Management Co Inc	6,528,130	10	0.44%			
Peter Holstein				7,117,730	5	0.69%
Jeffrey R. Hartman				5,464,360	7	0.53%
Christie Building, Inc				5,419,180	8	0.53%
Royse & Brinkmeyer Apts.				4,930,240	9	0.48%
Campus Investors, LLC				4,517,100	10	0.46%
Total	**$111,794,680**		**7.49%**	**$87,825,290**		**8.52%**

***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)
2004	$2,224,788	$31,460	25	9,345
2005	$2,198,207	$30,776	25	9,382
2006	$2,140,538	$29,672	25	9,346
2007	$2,331,444	$30,981	25	9,342
2008	$2,478,265	$32,932	25	9,329
2009	$2,613,045	$34,723	24	9,400
2010	$2,623,279	$34,859	24	9,497
2011	$2,788,130	$34,398	26	9,421
2012	$3,018,975	$37,246	25	9,496
2013	$3,225,259	$39,086	26	9,362
2014	$3,475,610	$41,662	26	9,477

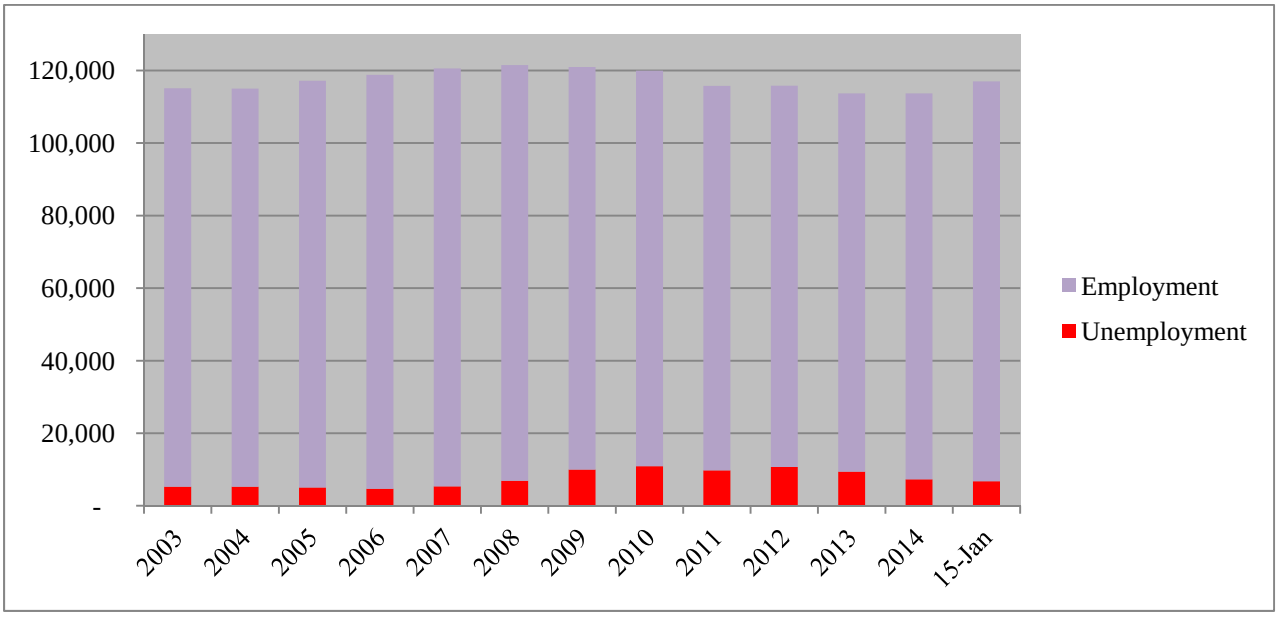
(1) U.S. Department of Commerce Bureau of Economic Analysis
(2) U.S. Census Bureau
(3) Champaign Unit 4 School District

Employment Data for Champaign/Urbana

	Labor		Unemployment	
Year	**Force**	**Employment**	**Number**	**Rate**
2000	115,434	111,333	4,101	3.6%
2001	116,193	111,765	4,428	3.8%
2002	115,790	110,758	5,032	4.3%
2003	115,088	109,826	5,262	4.6%
2004	114,999	109,733	5,266	4.6%
2005	117,167	112,107	5,060	4.3%
2006	118,797	114,119	4,678	3.9%
2007	120,563	115,193	5,370	4.5%
2008	121,519	114,610	6,909	5.7%
2009	120,972	110,992	9,980	8.2%
2010	119,965	109,059	10,906	9.1%
2011	115,770	105,995	9,775	8.4%
2012	115,900	105,100	10,700	9.3%
2013	113,600	104,000	9,600	8.5%
2014	113,900	106,400	7,300	6.4%

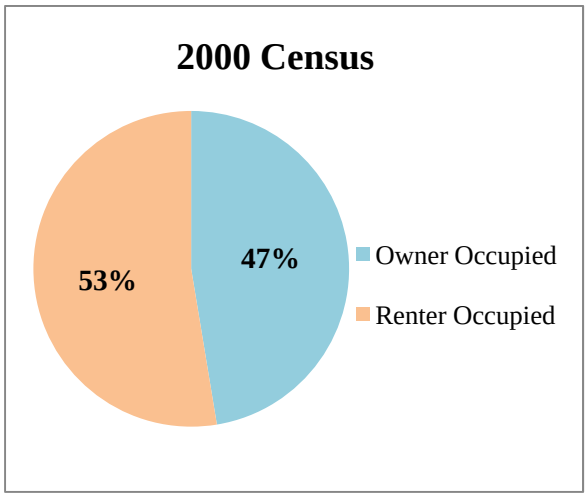
2014-2015	Labor		Unemployment	
Month	**Force**	**Employment**	**Number**	**Rate**
August	108,382	100,832	7550	7.0%
September	114,411	107,823	6,588	5.8%
October	116,651	109,893	6,758	5.8%
November	116,138	109,509	6,629	5.7%
December	114,735	108,593	6,142	5.4%
January	117,017(P)	110,257(P)	6,760(P)	5.8%(P)

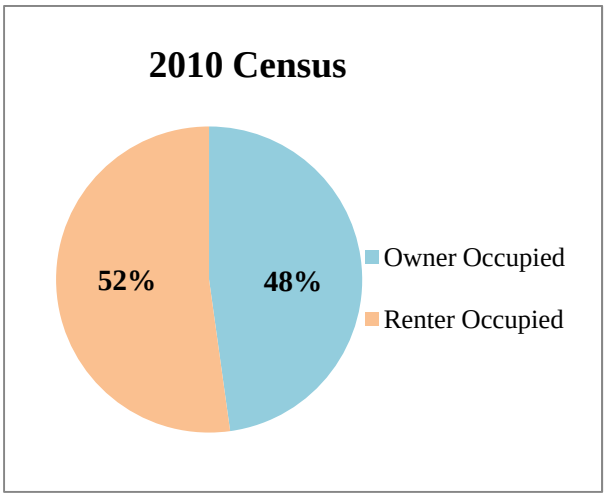
*Bureau of Labor Statistics for Champaign-Urbana/ (P) Projected numbers



Housing Information

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





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

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

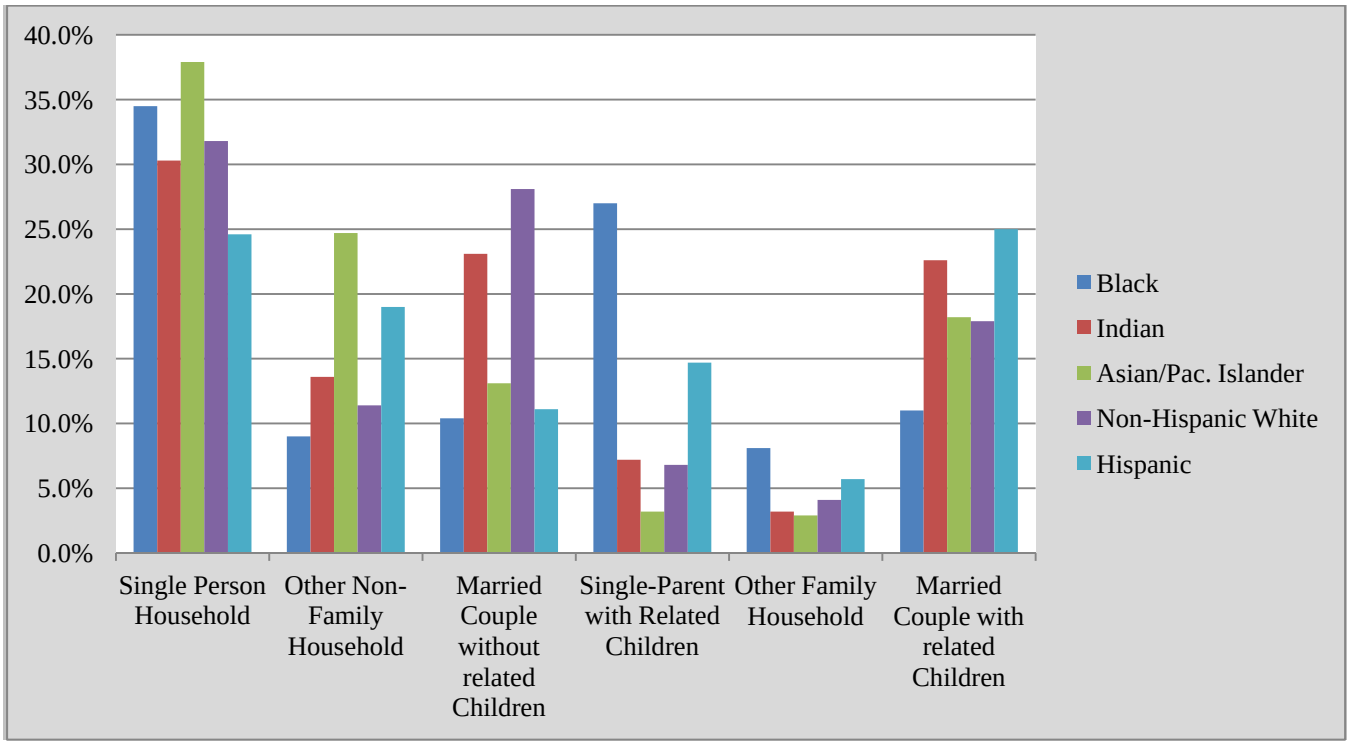
Source: diversitydata.sph.harvard.edu

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

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

Source: diversitydata.sph.harvard.edu

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



City of CHAMPAIGN

CHAMPAIGN VISION 2020

CHAMPAIGN IS AN INCLUSIVE COMMUNITY THAT WELCOMES ALL

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

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

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

COUNCIL GOALS AND ACTION PLANS

FY 2012-2013 through FY 2014-2015

Our City Fosters Quality of Life for All Citizens

Strategic Initiatives:

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

Key Projects:

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

Our City Provides First-Rate Services

Strategic Initiatives:

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

Key Projects:

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

Our City is Fiscally Responsible

Strategic Initiatives:

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

Key Projects:

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

Our City Promotes Economic Opportunity

Strategic Initiatives:

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

Key Projects:

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

Our City is a Model for Environmental Sustainability

Strategic Initiatives:

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

Key Projects:

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

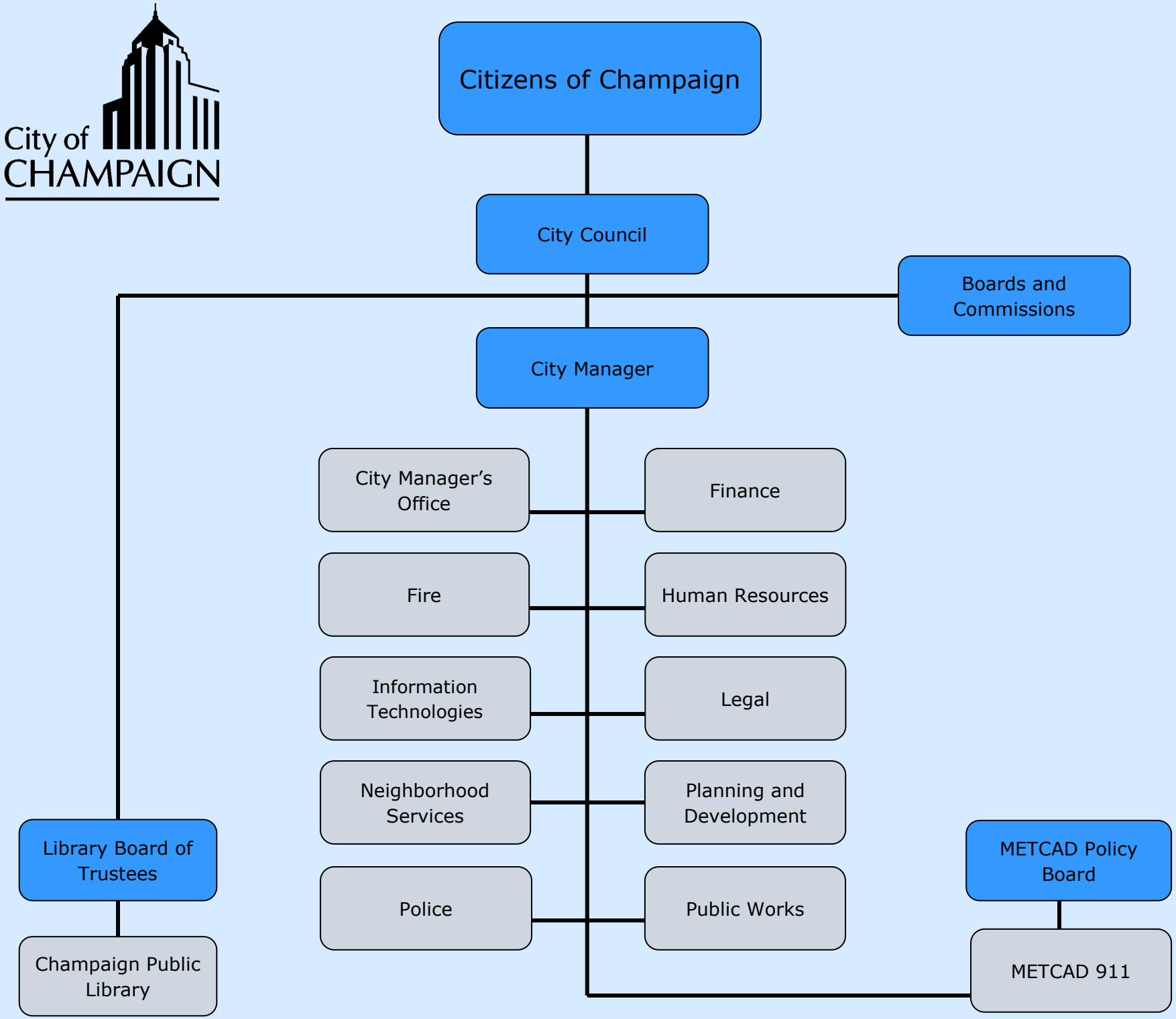
Our City is Committed to Honest, Transparent Government

Strategic Initiatives:

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

Key Projects:

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


City of CHAMPAIGN
Citizens of Champaign
City Council
Boards and Commissions
City Manager
City Manager's Office
Finance
Fire
Human Resources
Information Technologies
Legal
Neighborhood Services
Planning and Development
Police
Public Works
Library Board of Trustees
Champaign Public Library
METCAD Policy Board
METCAD 911

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 is budgeted in these funds, which are:

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

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

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

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

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

- Bond and Interest Fund

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.

FY2015/2016 Adopted 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.

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 Christmas tree pickup which is 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

Item No. 1: Pension Policy:

a. Firefighters' and Police Pension Funds.

The benefit provisions and certain minimum funding requirements of the police and fire pension plans are governed by state statute. The City will, at a minimum, fund the Firefighters' and Police Pension Funds in the amounts determined by the annual actuarial study prepared with the City's concurrence or at the City's direction. The City's actuarial requirements as laid out below are more conservative than the state's actuarial requirements resulting in the City's funding being higher than the state requires. However, if the state required funding were to ever exceed the required funding determined by the City's actuarial study, the City would fund the amount required by the state. The City will consider funding the Firefighters' and Police Pension Funds at higher levels when anticipated property tax revenue exceeds "base" needs as stated in the City's Financial Policies with respect to the annual property tax levy. The City will communicate the information related to its pensions, including funding levels and objectives, by posting its Comprehensive Annual Financial Reports and its Actuarial Reports to the City's website.

The City's required funding will be calculated in a manner that fully funds the long-term costs of promised benefits, while balancing the goals of 1) keeping contributions relatively stable and 2) allocating the costs equitably by funding them over the employees' period of active service so that the costs will be paid by the generation of taxpayers that benefit from the service provided.

In keeping with those goals, for the Firefighters' Pension Fund, the City will direct the actuary to use the following actuarial methods:

i. Amortization policy. Any unfunded liability created after the July 1, 2012 actuarial valuation date will be amortized on a percent of inflation basis, in layers, over a 15 year closed period. The unfunded liability of $15,518,279 as of the July 1, 2012 actuarial valuation will be amortized on a level dollar basis as listed below. A detailed payment schedule is included as Attachment A.
    - the City will amortize the liabilities created by the pension benefit increases enacted by the State of Illinois and effective January 1, 2004 of $5,753,104, through 2029

- the remainder of the unfunded liability as of the July 1, 2012 actuarial valuation, $9,765,175, will be amortized through 2020

ii. Actuarial cost method. The City will use the entry age normal (level percentage of pay) method to allocate the total present value of future benefits over an employee's working career so that the cost of employee benefits is paid by the generation of taxpayers who receives services from those employees.

iii. Asset smoothing method. To reduce the effects of market volatility on the City's contributions, a 4 year Smoothed Market Value method will be used to recognize variances from actuarial assumptions of market returns.

For the Police Pension Fund, the City will direct the actuary to use the following actuarial methods:

i. Amortization policy. Any unfunded liability created after the July 1, 2012 actuarial valuation date will be amortized on a percent of pay basis, in layers, over a 15 year closed period. The unfunded liability of $24,365,731 as of the July 1, 2012 actuarial valuation will be amortized on a percent of pay basis through 2020. A detailed payment schedule is included as Attachment A.

ii. Actuarial cost method. The City will use the entry age normal (level percentage of pay) method to allocate the total present value of future benefits over an employee's working career so that the cost of employee benefits is paid by the generation of taxpayers who receives services from those employees.

iii. Asset smoothing method. To reduce the effects of market volatility on the City's contributions, a 5 year Smoothed Market Value method will be used to recognize variances from actuarial assumptions of market returns.

b. Illinois Municipal Retirement Fund (IMRF).

As required by State Statute, the City will, at a minimum, fund the Illinois Municipal Retirement Fund (IMRF) in the amounts determined by IMRF. The City does not obtain a separate actuarial report for IMRF and instead relies on the information provided by IMRF. The City will consider funding IMRF at higher levels when anticipated property tax revenue exceeds "base" needs as stated in the City's Financial Policies with respect to the annual property tax levy. IMRF and FICA costs are allocated to the budget activities in which the related salary expenditures are recorded. 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. The City will communicate the information related to its pensions, including funding levels and objectives, by posting its Comprehensive Annual Financial Reports to the City's website.

Item No. 2: Health Insurance:

Provision of Employee Health Insurance. The City of Champaign offers group health insurance as part of its employee benefits. Bargaining unit agreements and non-bargaining unit (NBU) policies include language regarding levels of benefit 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.

a. Individual Coverage Health Insurance Premiums. Bargaining unit contracts and NBU policies require that the City pay a portion of health insurance premiums. City Council goals strive for balancing long-term cost containment with competitive insurance benefits, and the objective that all employees equitably contribute to their health insurance premiums. The particular share of the individual coverage premium that the employee contributes is detailed in each bargaining unit's contract and the NBU Handbook.

b. 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.

c. 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 2015/16 Budget Process

November 19: Budget kickoff, which is an overview of the budget process, including deadlines, deliverables, and budget balancing strategies.

January 9: Departments submitted target level budgets in accordance with guidelines shared via the Budget Kickoff communications, other standard forms, and a list of possible significant cost increases for next fiscal year that they cannot cover in their target level budgets.

March 12-18: Preliminary Information Exchange meetings were held with Council to inform Council of funding needs and obtain detail direction on budget strategies.

March 27: Departmental service plans are submitted.

May 5: Staff presents the proposed FY 2015/2016 budget to City Council.

June 2: City Council is scheduled to adopt the budget by ordinance, reflecting any modifications from the proposed budget.

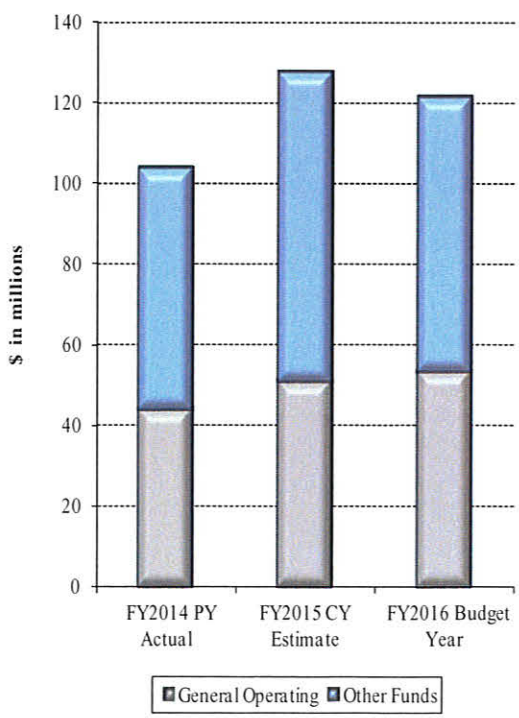
The City of Champaign
Fiscal Year 2015/16
Summary

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

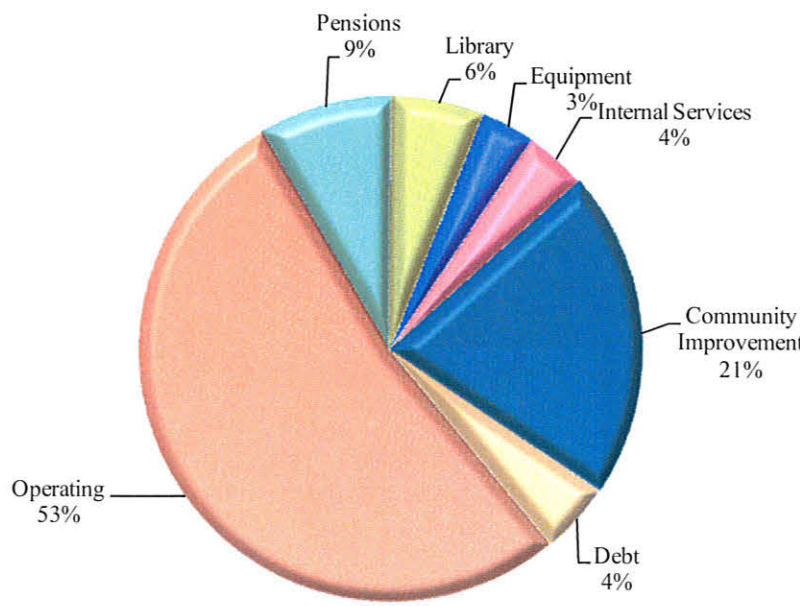
The Fiscal Year (FY) 2015/16 budget maintains community through continued support of core services and embraces growth with continued one-time funding in capital improvements. The budget is based on fiscal projections with no assumption regarding the State of Illinois' budget reductions since the City and State are on parallel budget schedules (July 1 to June 30 fiscal year). As in the past, the City's citizens and the organization as a whole, has benefited from proactive, thoughtful planning in the event of a potential shortfall. The adopted budget does not allocate all the one-time funding available for service enhancements to allow time to enact recurring budget balancing measures if State-shared revenues are significantly cut. That would require an amendment to the adopted budget to maintain a balanced budget consistent with the City's fiscal policies.

Expenditures for All Funds:
FY 2015/16 total expenditures for all funds, excluding transfers from one fund to another, are $121,669,840. Fund to fund transfers are $51,900,940 and are included in the adopted budget for legal purposes, making total adopted expenditures $173,570,780. The adopted budget is balanced and meets the City's financial policies.

Total Expenditures for All City Funds



Expenditure by Fund Type
FY 2015/16 (budget year)



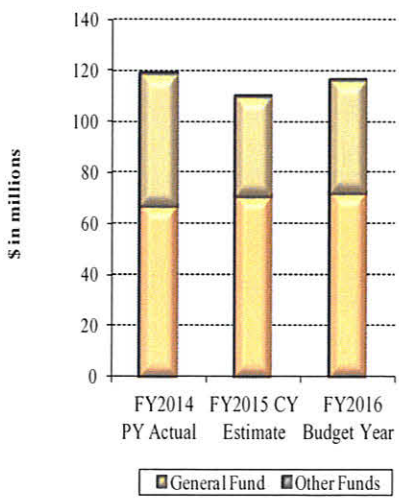
Operating costs incurred for basic municipal services represent 53% of FY 2015/16 budgeted expenditures. The next largest category, community improvement funds, represents 21% of all City expenditures. Expenditures in this category fulfill the City's commitment to infrastructure maintenance and expansion, neighborhood conservation, and economic development. FY 2015/16 expenditures decreased $6.0 million (4.7%) from estimated expenditures for FY 2014/15 as a result of significant progress made and/or completion of major capital improvements projects including the following:

- West Washington Street Watershed Drainage Phase 1 & 2 - $3.3 million
- Curtis Road (Wynstone to Wesley) - $1.2 million
- Windsor Road Bridge Approaches - $1.1 million

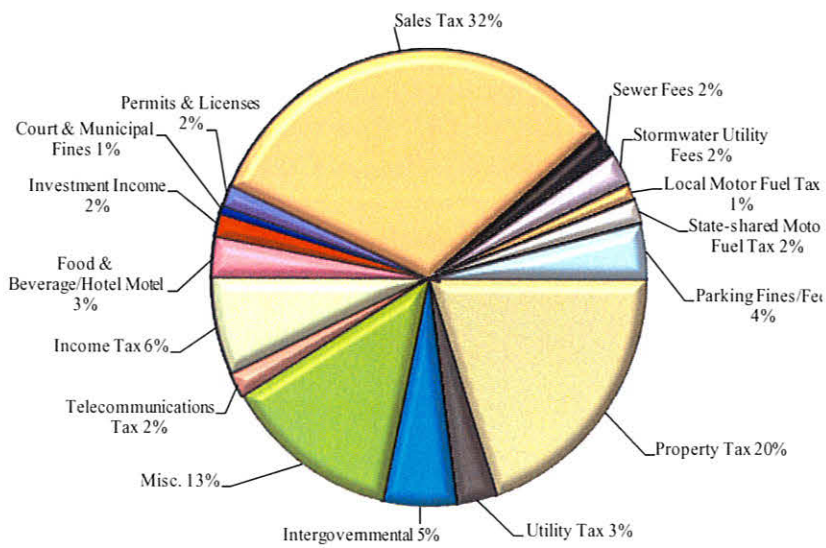
The City typically uses a "pay as you go" policy for almost all capital projects and all equipment replacement. In lieu of borrowing, the City reserves money for capital projects prior to beginning them. This limits the total cost of doing the projects since issuing debt would add debt issuance and interest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

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

Total Revenues for All City Funds
(Not including transfers)



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



The City diversifies its revenues to minimize the impact of one revenue source stagnating or dropping due to reasons beyond City control. Sales taxes are the largest revenue sources,

providing 32% of the City's total revenues. Property taxes are next at 20%. "Miscellaneous" revenue includes grants, bond proceeds, smaller fines and fees, and other relatively small revenues and revenues not received every year.

Staff projects sales tax revenue for FY 2015/16 to increase 2.5%, based on historical trends, current economic outlook, and staff expertise. Property tax revenue is the City's second largest revenue source. In accordance with State law, assessors base the equalized assessed valuation (EAV) on property valuations for the past three years. After several years of decreasing EAV, the 2014 extended EAV reflects stabilization of existing property values and a slight increase from new development and other building improvements. While the extended 2014 levy increased by 1.51%, staff anticipates greater growth for the following levy years. Several large construction projects are underway that will add to the City's EAV beginning with the 2016 levy. Library revenues are also positively affected.

Revenues and Expenditures for All Funds:

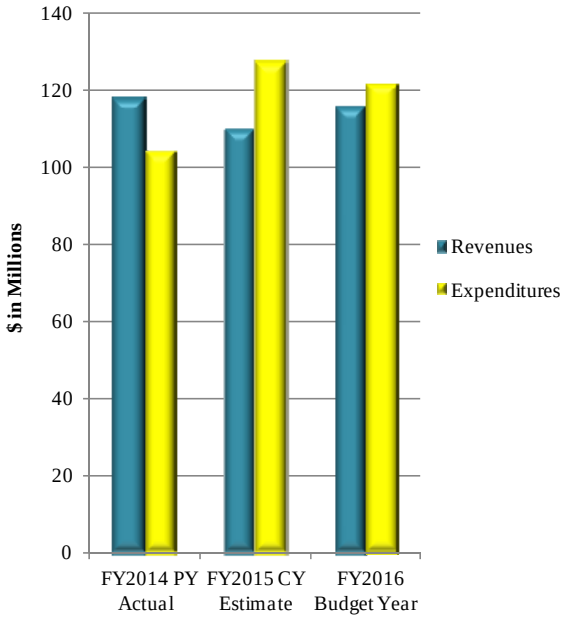
The following table shows revenues, expenditures and fund balances for the budget year by fund type.

Summary of Revenues, Expenditures, and Balances by Fund Type for FY 2015/16

City Fund Type	**Beginning Balance** *($ millions)*	**Budgeted Revenues** *($ millions)*	**Budgeted Expenditures** *($ millions)*	**Reserves & Balances** *($ millions)*
City Operating Funds	16.08	92.59	95.57	13.10
Internal Service Funds	6.15	5.99	5.53	6.61
Community Improvement Funds	12.08	29.18	34.44	6.82
Equipment Funds	8.34	5.48	6.65	7.17
Debt Service Funds	4.49	5.80	5.53	4.76
Agency Funds	0.00	7.91	7.91	0.00
City Pension Funds	77.47	13.37	10.44	80.40
Champaign Public Library Funds	1.54	7.06	7.50	1.11
Total All Funds	**$126.16**	**$167.37**	**$173.57**	**$119.96**

For the following chart and tables, the revenues and expenditures information shown for all City funds excludes interfund transfers. This avoids double-counting funds. The following chart and table show total revenues and expenditures over a three-year period.

Three Year Chart of Revenues and Expenditures



Three Year Summary of Revenues and Expenditures

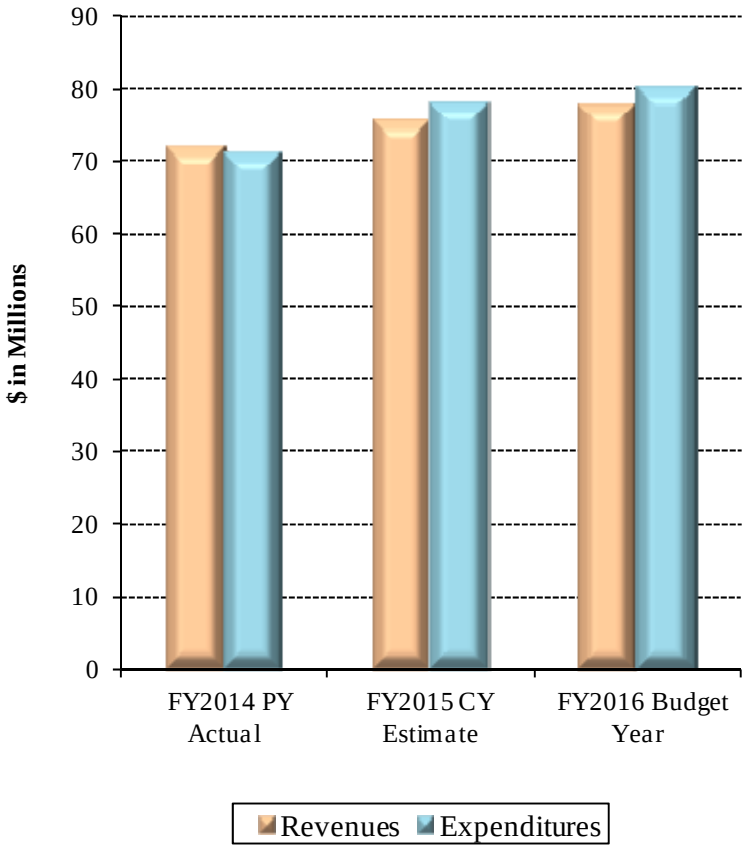
Revenues by Source	**FY2014 Actual** *($ millions)*	**FY2015 Estimate** *($ millions)*	**FY2016 Budget** *($ millions)*
Sales Tax	32.08	36.39	37.30
Property Tax	23.22	22.29	23.00
Income Tax	7.90	7.86	8.02
Parking Fines/Fees	4.59	4.54	4.52
Utility Tax	3.76	3.42	3.45
Food & Beverage/Hotel Motel	3.08	3.16	3.25
Intergovernmental	2.73	4.33	6.31
Stormwater Utility Fees	2.66	2.77	2.77
Telecommunications Tax	2.46	2.13	2.07
State-shared Motor Fuel Tax	2.75	2.29	2.02
Sewer Fees	2.09	2.09	2.14
Permits & Licenses	1.70	1.79	1.77
Investment Income	1.78	1.85	1.85
Local Motor Fuel Tax	1.19	1.30	1.31
Court & Municipal Fines	0.87	0.69	0.73
Other*	25.29	12.81	14.96
Total Revenues	**$118.15**	**$109.71**	**$115.47**

**Other includes grants, miscellaneous fees, fines, and other revenue*

Expenditures by Classification	FY2014 Actual ($ millions)	FY2015 Estimate ($ millions)	FY2016 Budget ($ millions)
Personnel	52.39	56.44	57.27
Commodities	4.00	4.77	4.60
Contractual	27.40	38.07	38.10
Capital	20.20	28.37	21.70
Total Expenditures	**$103.99**	**$127.65**	**$121.67**

As described under Expenditures for All Funds section, the City typically uses a "pay as you go" policy for almost all capital projects and all equipment replacement. As shown in the above table, in FY 2013/14, revenues exceed expenditures to build funding for the following years, which allows the FY 2014/15 estimate and adopted for FY 2015/16 expenditures in all funds to exceed revenues while still meeting the City's financial policy targets.

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

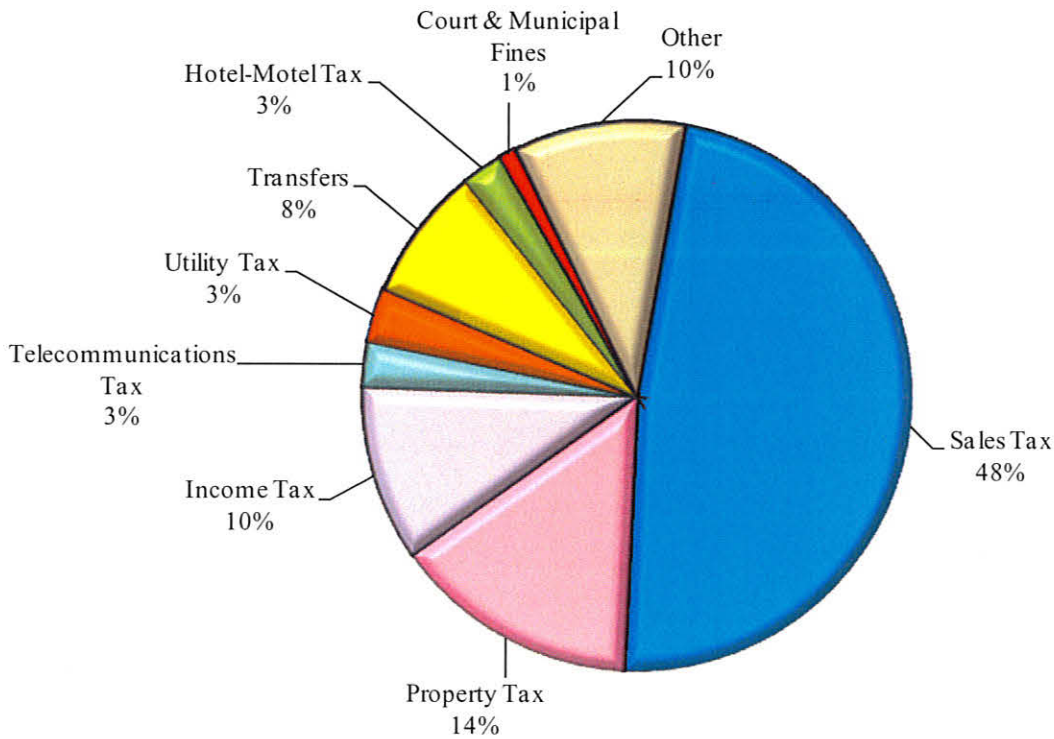


Projected expenditures for FY 2014/15 are greater than revenue. That appears to depict deficit spending, but that's not the case. The City goes through a detailed process of distinguishing recurring expenditures from one-time expenditures. By policy, budgeted recurring expenditures are not just equal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

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

Staff expects projected revenues for FY 2015/16 to increase from FY 2014/15, and expects that FY 2014/15 expenditures will be greater than revenues. Total expenditures represent a continued investment in one-time community services, primarily funded by the savings from the prior years. Additionally, a limited number of adopted one-time supplemental budget requests focus on maintaining existing services and efficiencies and leveraging funding from grants or other sources to offset an increase in expenditures. Additionally, the adopted budget does not allocate all the available one-time funding in light of the State of Illinois' budget difficulties. If the State does pass on significant revenue cuts to the City, then the unallocated funding could be used to allow time to enact thoughtful recurring budget balancing measures.

General Operating Fund Revenues by Source



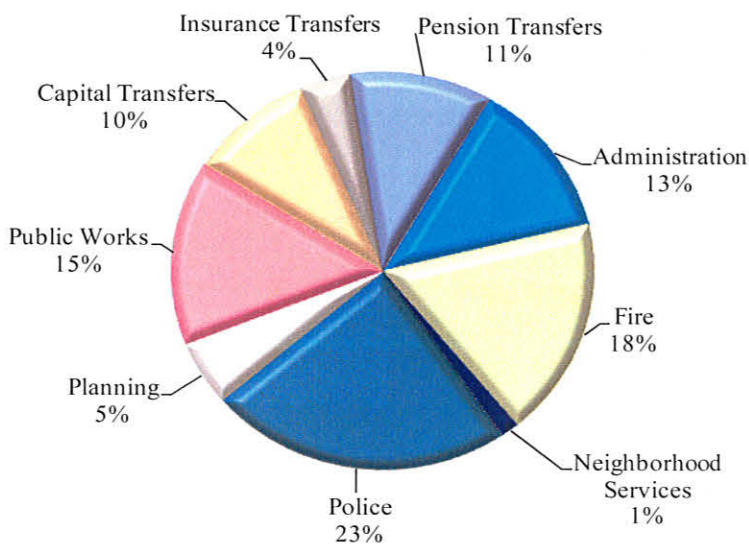
Sales tax is the major revenue source for the General Operating Fund, providing 48% of its resources. The State levies half of the City's sales tax revenues pursuant to State statute, with the other half levied by the City as a home-rule community.

Sales Tax revenue is directly affected by economic conditions, and is currently growing after suffering losses during the economic downturn. Projected sales tax recurring growth for FY 2014/15 is 2.5% over FY 2014/15.

Police & Fire services are 41% of total General Fund Expenses, and if pension costs are included, the total cost of Police and Fire services amounts to slightly more than half (52%) of the General Operating Fund expenditures. Community Improvement activities are provided by Public Works, Planning, and Neighborhood Services, which include capital improvements. Altogether, Community Improvement expenditures comprise 21% of total General Fund expenditures.

FY 2015/16 General Operating Fund Expenditures

By Category (budget year)



The General Fund budget includes over $12 million in transfers, most of which goes to the Capital Improvements and Stormwater Management Funds.

Conclusion:

The FY 2015/16 budget is balanced and complies with the financial policies adopted by the City Council. The policies require that expenditures not exceed available resources, and recurring expenditures do not exceed recurring revenues as explained on the prior page. General Fund balances meet the policy that budgeted unrestricted balances are at least 10% of General Fund expenditures (excluding transfers to other funds). An additional safeguard was adopted in the

event significant revenue cuts are made by the State of Illinois. The projected General Operating Fund balance is $9.45 million, representing 17.69% of expenditures excluding transfers. That equates to General Fund expenditures for about one and a half months. Total reserves for all funds are budgeted at $119.96 million, including $80.40 million in the Firefighters Pension Fund and $13.10 million for operating funds.

Revenue Analysis

Introduction

The total projected revenues for FY 2015/16 are $115.47 million, excluding inter-fund transfers. This section of the document provides explanations of each of the City's thirteen major sources of revenue and FY 2015/16 projections. These revenues total $89 million, which is 77% of total revenues. Interest and investment income is expected to be $1.85 million or 1.6% of total revenues. The remaining 23% are miscellaneous revenues including Federal and State grants, miscellaneous fees, and reimbursements for City expenditures. The City projects those on a detailed level; however, no detail discussion is provided in the budget document for practical reasons. The following table summarizes major revenue sources:

Source	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Adopted Budget
state sales and use tax	16,979,738	18,111,729	18,564,522
local sales tax (home-rule)	15,101,582	18,273,628	18,730,469
property tax	23,220,944	22,088,607	23,003,616
income tax (not including PPRT)	7,898,798	7,862,335	8,024,445
utility tax (gas, electric & water)	3,758,248	3,419,375	3,445,528
telecommunication tax	2,459,999	2,126,035	2,072,884
motor fuel tax	3,931,306	3,585,433	3,327,621
community development block grant	806,896	1,785,423	2,136,626
parking fines, fees & meter income	4,587,364	4,540,300	4,521,299
sanitary sewer fee	2,093,888	2,088,098	2,140,761
hotel-motel taxes	1,809,472	1,900,150	1,938,153
building related permits	923,223	1,098,886	1,098,886
Total Major Revenues	**$83,571,458**	**$86,879,999**	**$89,004,810**
Other Revenues	**$34,580,196**	**$22,824,868**	**$26,462,028**
Total All Revenues	**$118,151,654**	**$109,704,867**	**$115,466,838**

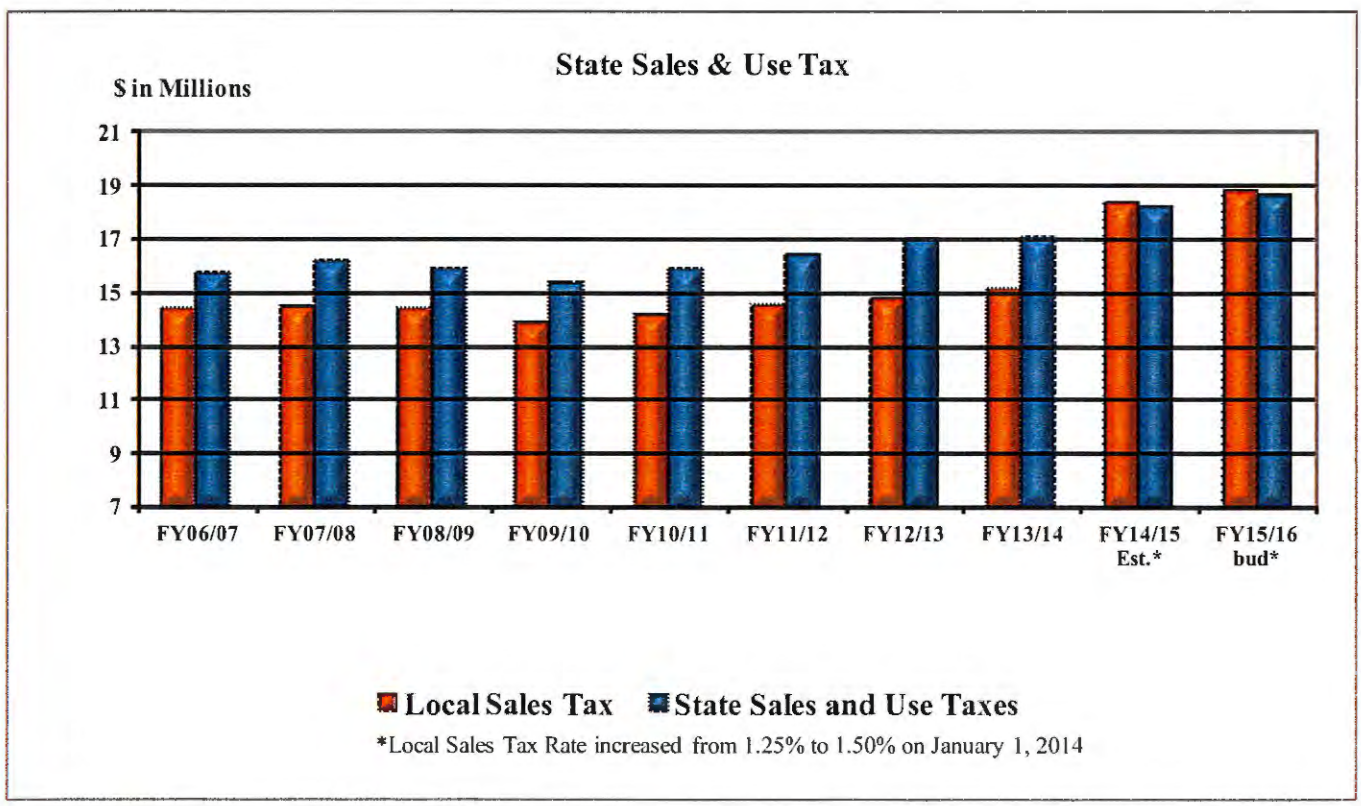
Local Economy

The national and local economies have been growing consistently for 5 years. The University of Illinois Flash Index shows positive movement, however, other key indicators still lag. The pace of growth in economic output will likely continue to be slow so the positive effects on job growth, household income, real estate prices, construction, and retail sales will be modest.

State Sales Tax and Use Tax: $18,564,522
Local Sales Tax (Home-Rule): $18,730,469

The current sales tax rate on most goods in Champaign is 9.00% of retail sales. Of this amount, the State's share is 5%, the City's share is 2.50%, and the County's share is 0.50%. Effective January 1, 2010, the County School Facility Tax was imposed at the rate of 1.00%. The City's 2.50% is comprised of a 1% statutory tax on most retail sales and an additional 1.50% local sales (home-rule) tax which the City levies under its home-rule authority (Effective January 1, 2014, the home-rule sales tax increased 0.25% to 1.50 %). The local sales tax exempts sales of food, drugs, medical appliances and licensed personal property like automobiles. Sales tax revenue is allocated to the General Operating Fund; 17% of local sales tax revenue is transferred to the Stormwater Management Fund to pay for drainage improvements. Sales taxes provide 32% of total City revenue.

Statutory and Home Rule Sales tax for FY 2015/16 is projected to increase 2.5%. The projection is based on historical trends, current economic outlook and staff expertise. On average, sales tax recurring revenues grow 2-3% a year.

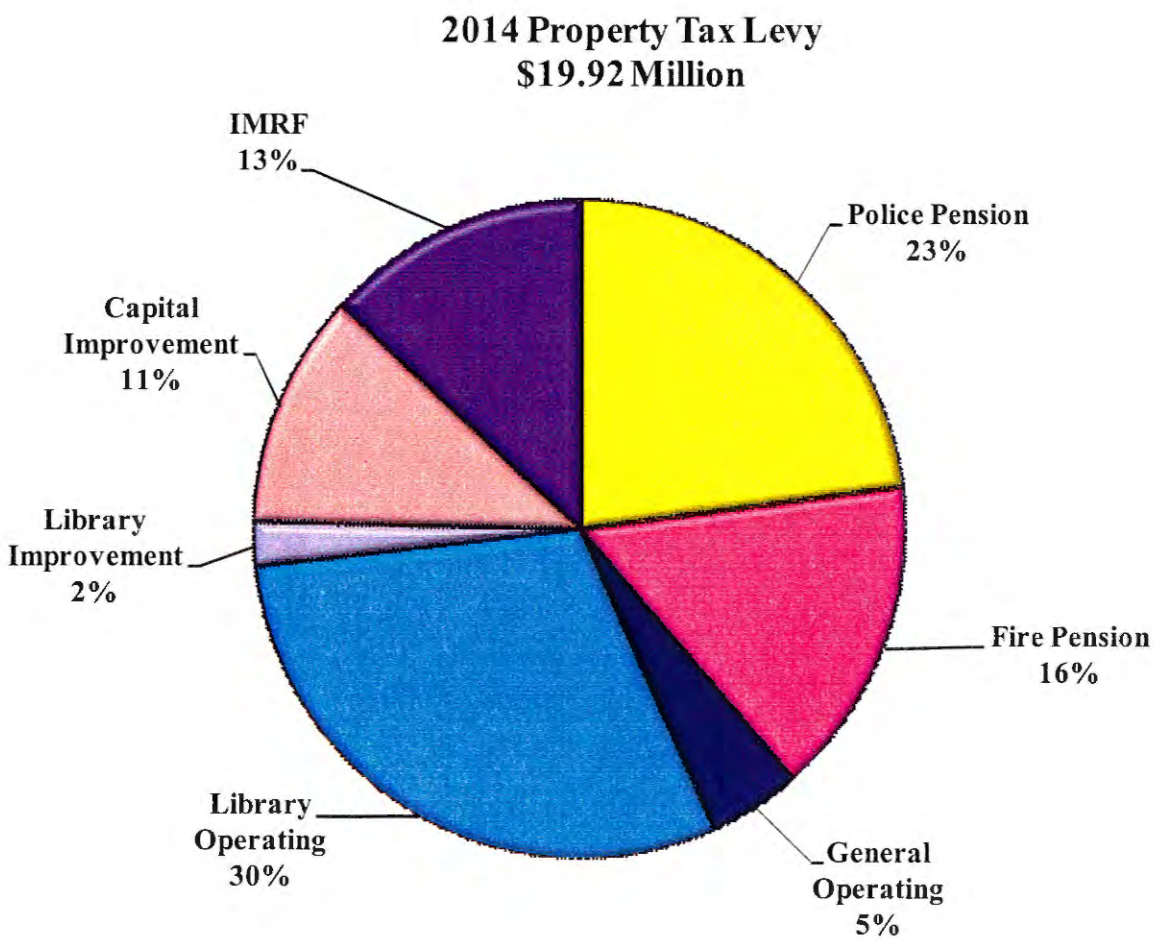


Property Tax: $23,003,616

The tax rate resulting from the 2014 levy is 1.3152. The growth in Equalized Assessed Valuation (EAV) in the City experienced an increase, with the EAV for the 2014 tax levy 1.51% higher than the previous year. After several years of decreasing EAV, the 2014 extended EAV reflects stabilization of existing property values and a slight increase from new development and other building improvements. Staff anticipates greater growth for the following levy years. Several large construction projects are underway that will add to the City's EAV beginning with the 2016 levy. Library revenues are also positively affected.

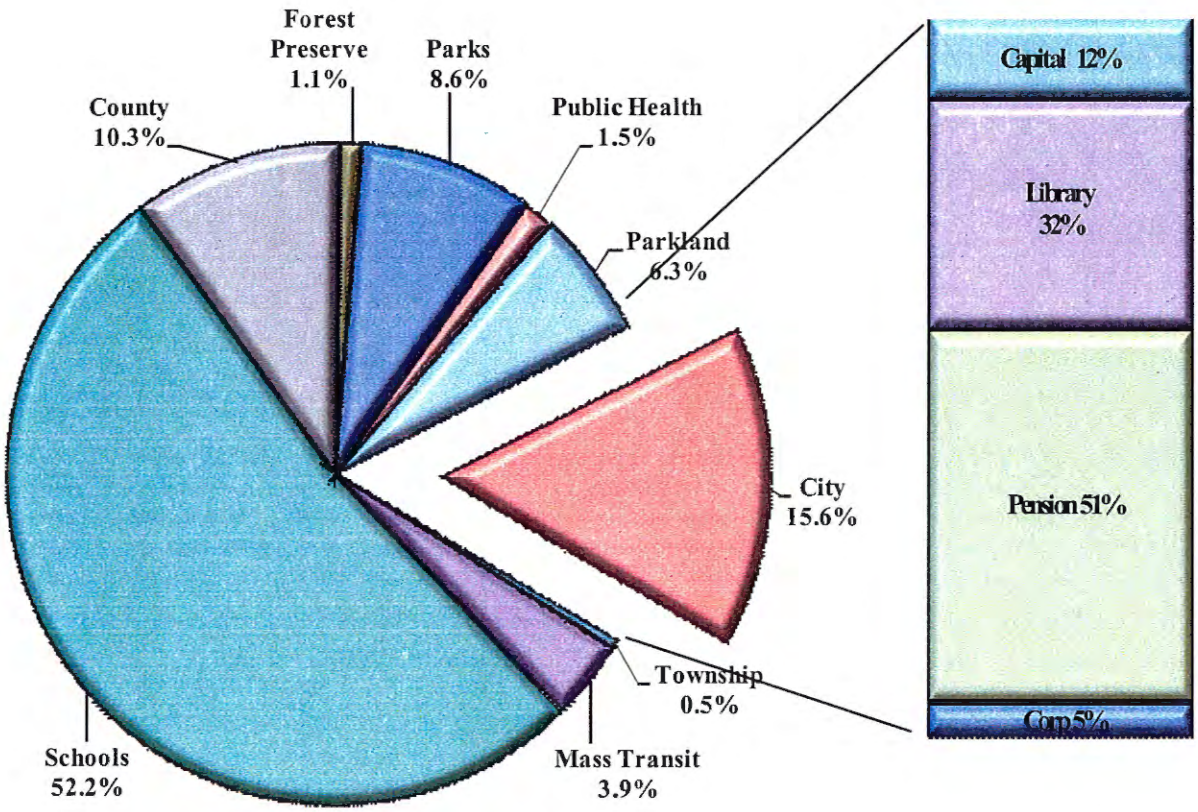
Property taxes are used for a variety of purposes and the amounts levied are governed by various policies. In 2014, pension funding needs make up 52% of the levy, and this amount is based on actuarial recommendations for the Pension Funds. The Library levies are based on a specific rate, therefore this levy increased by the same rate as the EAV at 1.51% and it presently makes up 32% of the total. Capital Improvement expenditures are 11% of the total. The corporate purpose levy, which is allocated to the General Operating Fund, after all other obligations are satisfied, is 5% of the total.

The graph below shows the amount of the levy adopted by the City Council and how it is allocated to different purposes. Proposed revenues for FY 2015/16 are higher ($23.00 million) because they include a portion of the 2014 levy and a portion of the estimated 2015 levy.



Overall, the City is only one of nine taxing districts with approximately 15.6% share of all property taxes collected from its residents. The following chart shows the overall property tax distribution among the various districts.

2014 Tax Levy for All Taxing Districts



State-Shared Motor Fuel Tax: $2,016,594

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).

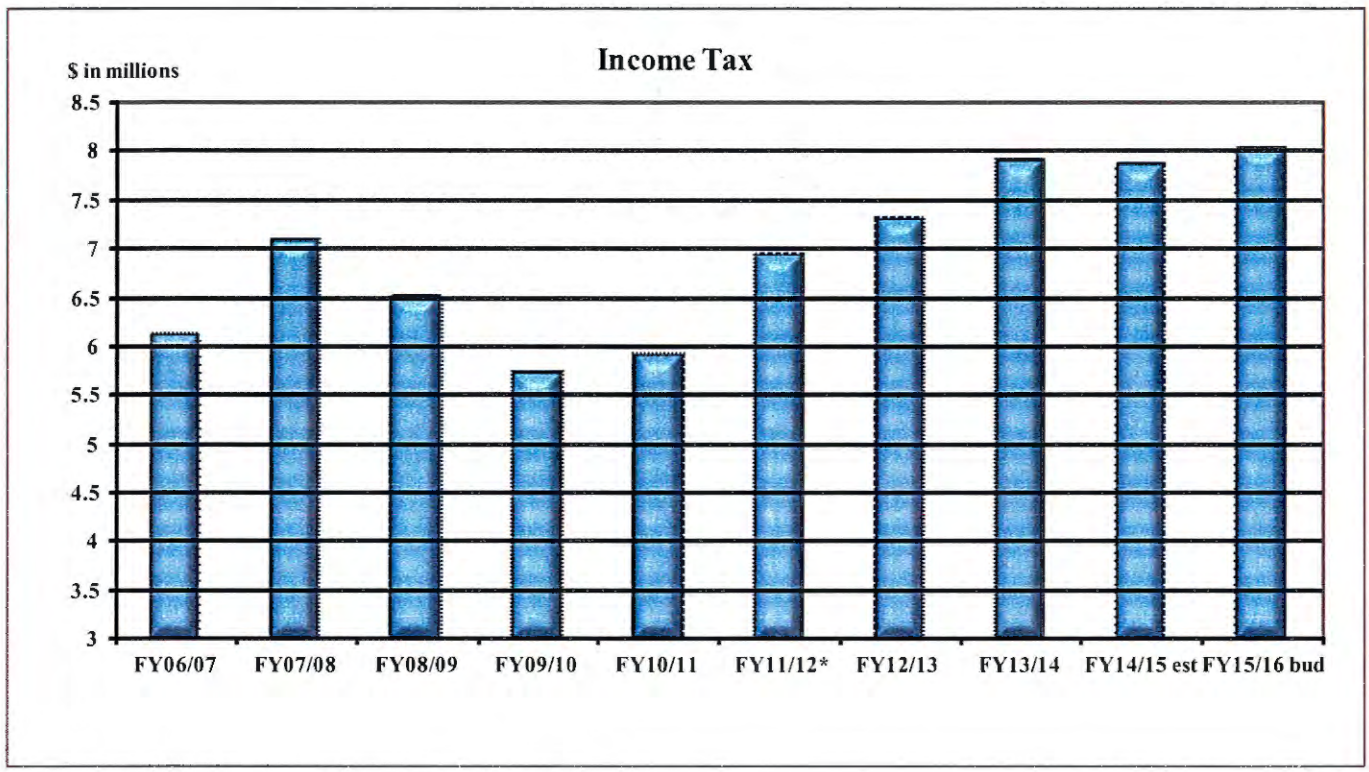
Local Motor Fuel Tax: $1,311,027

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: $8,024,445

Income tax revenues for FY 2014/15 are up from FY 2013/14, showing signs of economic recovery in the State. Effective January 1, 2015, the State of Illinois taxes the incomes of individuals and corporations at the rate of 3.75% and 5.25%, respectively. The distribution to cities and counties from February 2015 to January 2025 is a percentage of the net revenues

received from the individual and corporate rate at 8% and 9.23% respectively. 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 which shows continued economic recovery, staff projected income tax at $99.00 per capita for FY 2015/16.

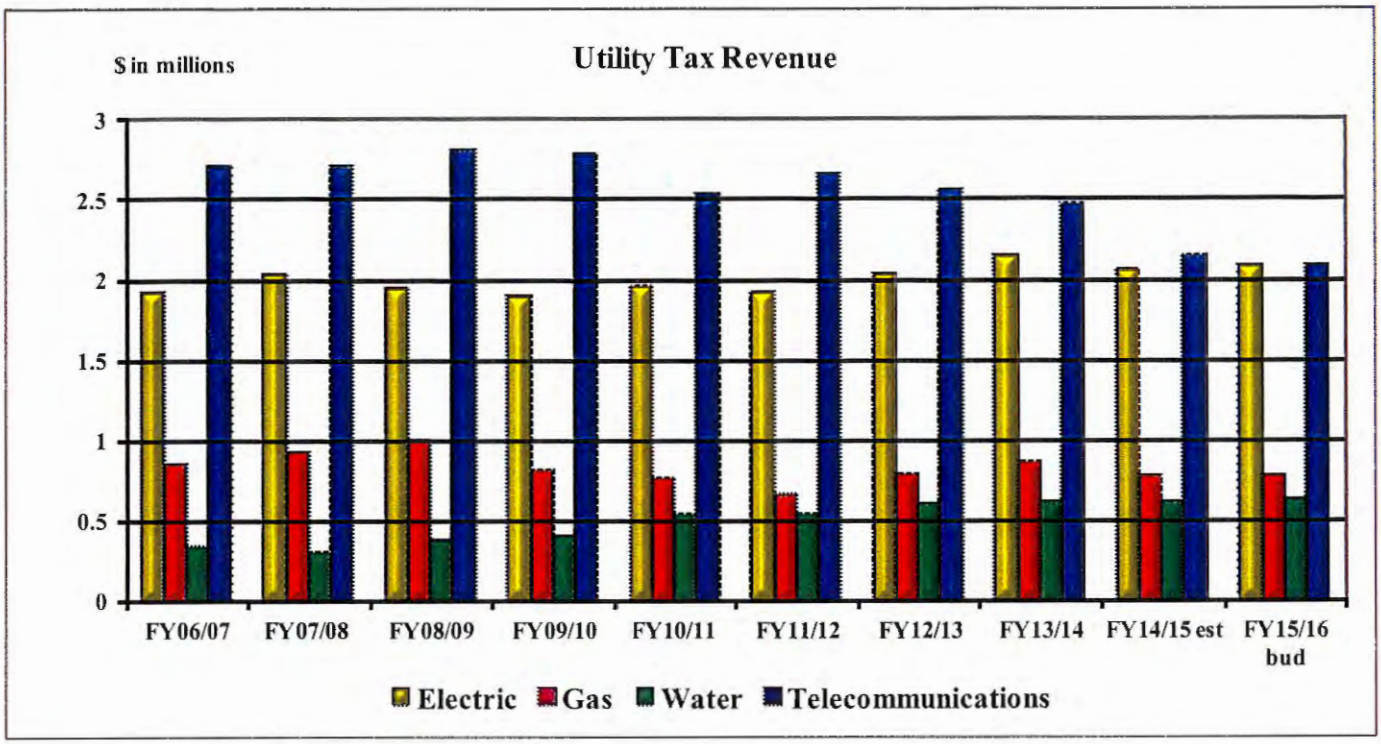


Community Development Block Grant: $2,136,626

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: $3,445,528
Telecommunications Taxes: $2,072,884

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 1.00% increase for electric and water revenues while gas is projected to decrease 0.50%.



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. FY 2014/15 shows a significant reduction in this revenue. A Federal lawsuit in 2014 determined that in prior years the telecommunications tax was applied to transactions that are not taxable under federal and state law. The State of Illinois has reduced the City's revenue by the City's share of the repayment amount, which is a 10.2% reduction. Improvements in technology over the years have caused a steady decline in telecommunications revenues such as shift from landline phones to cell phones. Staff projects this trend will cause a 2.5% reduction in this tax for FY 2015/16.

Sanitary Sewer Fee: $2,140,761

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: $2,771,137

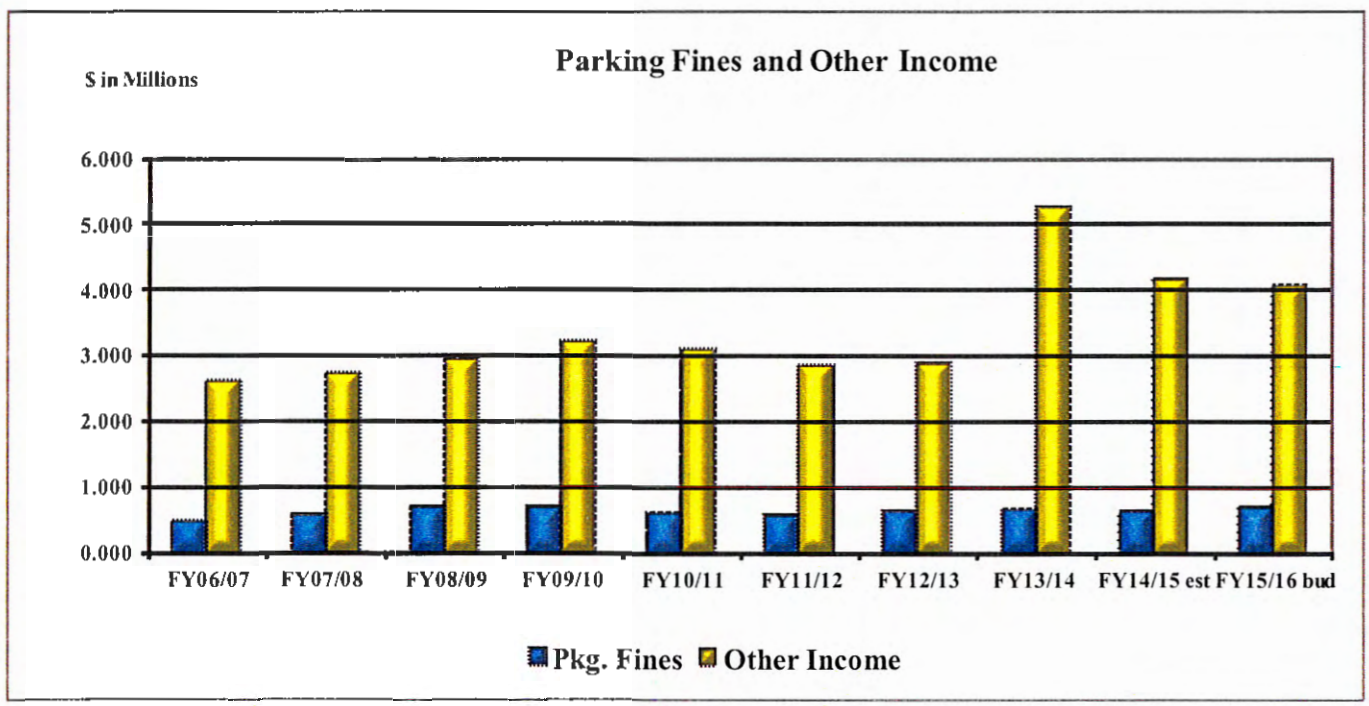
Revenues from this fee are allocated to the Stormwater Management Fund to support the operation, maintenance, and rehabilitation for the City stormwater detention basins, channels, outlets, and storm sewers. Effective January 2012, the City contracted with Urbana Champaign Sanitary District to provide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

Parking Fines and Other Income: $4,521,299

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.

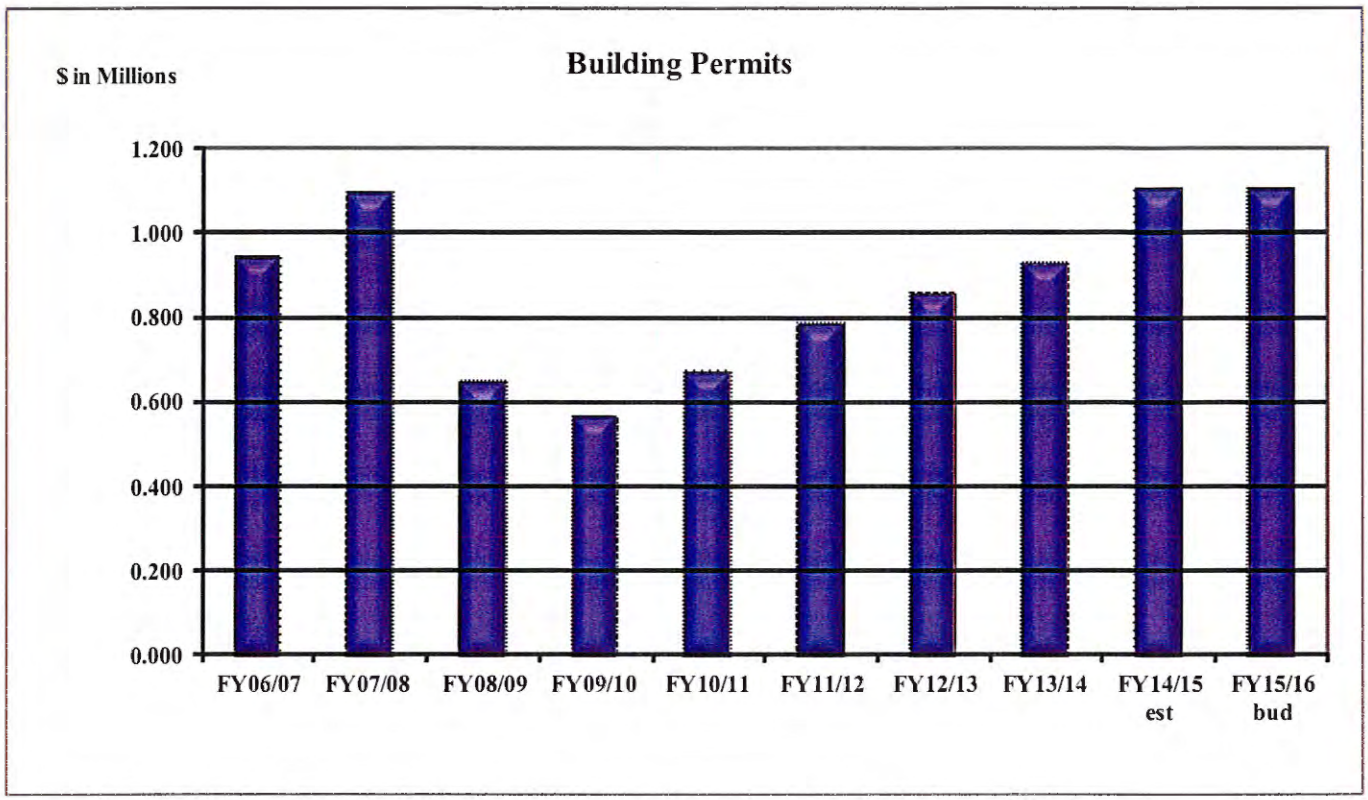
In FY 2013/14, the City initiated a volume discount program for customers purchasing multiple permits in the Downtown and University District. To receive a discount, the customers assist the Public Works staff with issuing the permits and managing the permit information. The discounts range from 2% (10-25 permits) up to 10% (100+ permits). In FY 2014/15, $27,790 in permit discounts were passed on to bulk permit holders. Another new initiative, Pay By Cell, started in the Spring of 2015. The annual revenues are estimated at $188,000 for this program.

Also included are changes in parking meter fines, late fees, and parking (prohibited) violation fines (effective January 1, 2015). It is estimated these changes will provide an additional $157,000 annually in revenue. Lastly, transfers from the Downtown Tax Increment Financing (TIF) Fund ($1,000,000) and the Food and Beverage Fund ($200,000) to help cover debt service on the Downtown Parking Deck. The Parking Fund will receive its last Downtown TIF transfer in FY 2015/16 and its final Food and Beverage transfer ($800,000) in FY 2016/17.



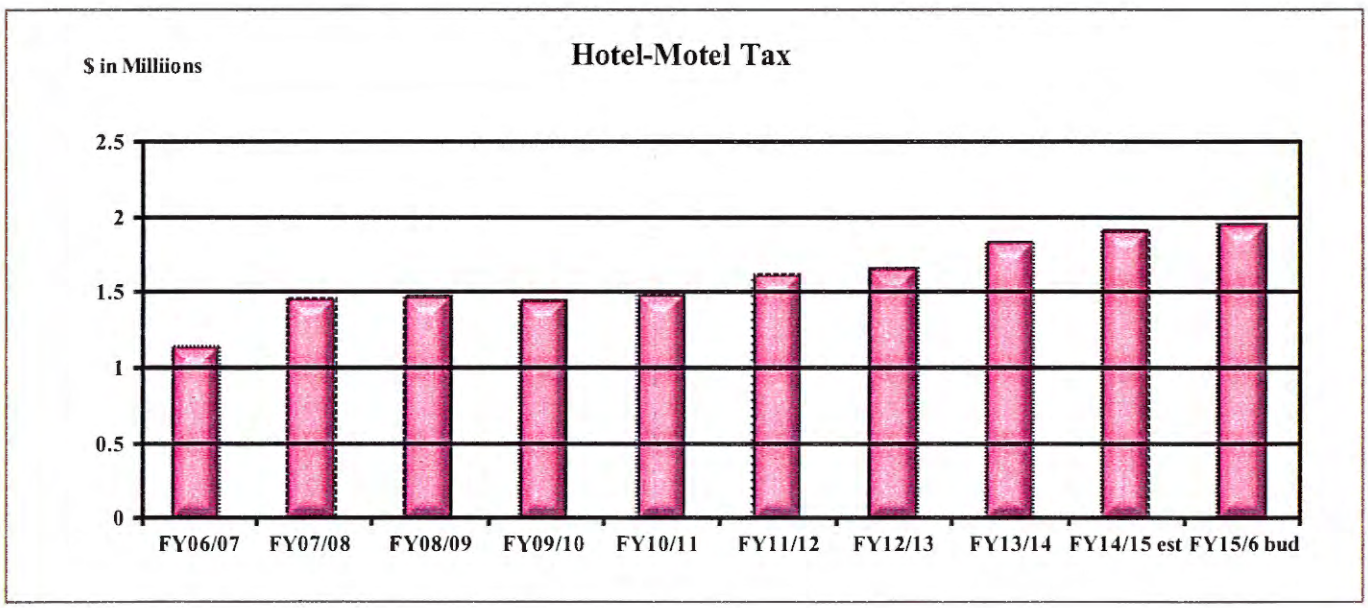
Building Permits: $1,098,886

The City charges a fee for all building-related permits. This includes general building permits, as well as electrical, plumbing and mechanical permits. Calendar year 2007 was the highest year pre-recession for construction values at $304.5 million and calendar year 2014 has been the highest year post-recession at $243.4 million. The pace of local development is still growing and staff anticipates that construction values will continue to recover with the economy.



Hotel-Motel Taxes: $1,938,153

The City taxes hotel and motel room receipts at a rate of 5%. Hotel-Motel tax revenues have consistently grown over the past several years due to several new hotels and events in Champaign and the continued recovery of the economy. Staff expects to see an increase of 2% in Hotel-Motel tax revenues for FY 2015/16.



Summary of Revenues, Expenditures, Reserves and Balances by Fund

City Fund	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimate	FY 15/16 Budget
City Operating Funds				
General Operating Fund (02)**				
Beginning Balance	$13,752,889	$14,357,121	$14,357,121	$11,925,326
Revenues	$71,976,953	$75,530,490	$75,694,480	$77,793,060
Expenditures	$71,307,101	$82,751,917	$78,126,275	$80,268,193
Reserves & Balances	$14,422,741	$7,135,694	$11,925,326	$9,450,193
Parking Fund (03)				
Beginning Balance	$3,732,924	$3,482,076	$3,482,076	$2,564,230
Revenues	$5,228,527	$4,897,717	$4,115,802	$4,045,736
Expenditures	$3,583,889	$5,546,953	$5,033,648	$4,225,489
Reserves & Balances	$5,377,562	$2,832,840	$2,564,230	$2,384,477
Sanitary Sewer Fund (04)				
Beginning Balance	$166,321	$370,890	$370,890	$88,407
Revenues	$2,694,522	$2,712,607	$2,681,522	$2,734,965
Expenditures	$2,489,953	$3,032,301	$2,964,005	$2,824,944
Reserves & Balances	$370,890	$51,196	$88,407	($1,572)
Community Development Fund (05)				
Beginning Balance	$73,485	$151,098	$151,098	$239,982
Revenues	$866,347	$2,552,720	$1,912,223	$2,250,474
Expenditures	$787,830	$2,795,463	$1,823,339	$2,254,285
Reserves & Balances	$152,002	($91,645)	$239,982	$236,171
Environmental Services Fund (06)				
Beginning Balance	$81,250	$236,651	$236,651	$174,405
Revenues	$537,768	$546,173	$549,625	$549,756
Expenditures	$382,368	$658,319	$611,871	$501,361
Reserves & Balances	$236,650	$124,505	$174,405	$222,800
UC2B Operations Fund (08)				
Beginning Balance	$82,068	$168,263	$168,263	$0
Revenues	$811,057	$0	$737	$0
Expenditures	$644,362	$160,400	$169,000	$0
Reserves & Balances	$248,763	$7,863	$0	$0
METCAD Fund (09)				
Beginning Balance	$1,345,324	$1,307,453	$1,307,453	$1,085,446
Revenues	$4,366,133	$4,613,668	$4,611,819	$5,217,368
Expenditures	$4,404,004	$5,074,926	$4,833,826	$5,492,141
Reserves & Balances	$1,307,453	$846,195	$1,085,446	$810,673
Total City Operating Funds				
Beginning Balance	$19,234,261	$20,073,552	$20,073,552	$16,077,796
Revenues	$86,481,307	$90,853,375	$89,566,208	$92,591,359
Expenditures	$83,599,507	$100,020,279	$93,561,964	$95,566,413
Reserves & Balances	$22,116,061	$10,906,648	$16,077,796	$13,102,742

City Fund	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimate	FY 15/16 Budget
Internal Service Funds				
Fleet Services Fund (10)				
Beginning Balance	($269,394)	($288,057)	($288,057)	($135,480)
Revenues	$1,825,772	$1,962,102	$2,018,089	$1,974,253
Expenditures	$1,758,707	$1,989,868	$1,865,512	$2,001,851
Reserves & Balances	($202,329)	($315,823)	($135,480)	($163,078)
Retained Risk Fund (15)				
Beginning Balance	$3,409,716	$3,770,357	$3,770,357	$3,618,542
Revenues	$1,125,968	$1,231,302	$1,124,557	$1,152,070
Expenditures	$765,327	$1,308,799	$1,276,372	$1,275,361
Reserves & Balances	$3,770,357	$3,692,860	$3,618,542	$3,495,251
Workers' Compensation Insurance Fund (16)				
Beginning Balance	$1,806,443	$1,970,237	$1,970,237	$2,664,190
Revenues	$2,645,536	$2,770,543	$2,771,524	$2,861,120
Expenditures	$2,481,743	$2,169,049	$2,077,571	$2,251,930
Reserves & Balances	$1,970,236	$2,571,731	$2,664,190	$3,273,380
Total Internal Service Funds				
Beginning Balance	$4,946,765	$5,452,537	$5,452,537	$6,147,252
Revenues	$5,597,276	$5,963,947	$5,914,170	$5,987,443
Expenditures	$5,005,777	$5,467,716	$5,219,455	$5,529,142
Reserves & Balances	$5,538,264	$5,948,768	$6,147,252	$6,605,553
Community Improvement Funds				
Stormwater Management Fund (21)				
Beginning Balance	$2,840,199	$4,690,793	$4,690,793	$444,126
Revenues	$8,367,155	$8,390,083	$8,455,360	$8,557,306
Expenditures	$6,516,561	$12,841,450	$12,702,027	$8,626,908
Reserves & Balances	$4,690,793	$239,426	$444,126	$374,524
Motor Fuel Tax Fund (22)				
Beginning Balance	$7,563,270	$4,471,351	$4,471,351	$1,339,817
Revenues	$4,158,202	$2,570,640	$2,460,929	$2,043,346
Expenditures	$7,250,121	$5,613,864	$5,592,463	$2,381,299
Reserves & Balances	$4,471,351	$1,428,127	$1,339,817	$1,001,864
Capital Improvements Fund (23)				
Beginning Balance	$2,184,818	$4,268,724	$4,268,724	$685,751
Revenues	$10,237,303	$5,581,628	$7,168,511	$8,793,613
Expenditures	$8,153,397	$10,284,742	$10,751,484	$9,521,478
Reserves & Balances	$4,268,724	($434,390)	$685,751	($42,114)
Library Improvement Fund (24)				
Beginning Balance	$127,478	$137,487	$137,487	$138,687
Revenues	$431,538	$422,961	$421,714	$426,594
Expenditures	$421,529	$422,341	$420,514	$425,391
Reserves & Balances	$137,487	$138,107	$138,687	$139,890
Local Motor Fuel Tax Fund (29)				
Beginning Balance	$1,040,385	$1,558,399	$1,558,399	$474,897
Revenues	$1,194,446	$1,700,849	$1,846,142	$1,404,521
Expenditures	$676,431	$2,936,827	$2,929,644	$531,484
Reserves & Balances	$1,558,400	$322,421	$474,897	$1,347,934

City Fund	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimate	FY 15/16 Budget
Urban Renewal Fund (41)				
Beginning Balance	$1,872,047	$2,234,786	$2,234,786	$1,329,048
Revenues	$1,040,081	$3,135,553	$1,827,324	$2,857,745
Expenditures	$677,342	$5,020,390	$2,733,062	$3,264,947
Reserves & Balances	$2,234,786	$349,949	$1,329,048	$921,846
ARRA Grant Fund (42)				
Beginning Balance	$936	$0	$0	$0
Revenues	$0	$0	$0	$0
Expenditures	$936	$0	$0	$0
Reserves & Balances	$0	$0	$0	$0
Urban Development Action Grant Fund (43)				
Beginning Balance	$802,429	$867,850	$867,850	$701,623
Revenues	$359,992	$194,486	$230,141	$186,205
Expenditures	$294,571	$742,757	$396,368	$598,954
Reserves & Balances	$867,850	$319,579	$701,623	$288,874
Downtown TIF District Fund (44)				
Beginning Balance	$1,075,857	$1,571,351	$1,571,351	$772,999
Revenues	$1,943,770	$1,710,564	$1,679,329	$1,833,676
Expenditures	$1,448,276	$2,503,762	$2,477,681	$2,596,880
Reserves & Balances	$1,571,351	$778,153	$772,999	$9,795
East University Ave TIF District Fund (45)				
Beginning Balance	$1,617,600	$1,497,974	$1,497,974	$1,472,242
Revenues	$194,262	$443,650	$439,518	$174,953
Expenditures	$313,888	$841,014	$465,250	$424,750
Reserves & Balances	$1,497,974	$1,100,610	$1,472,242	$1,222,445
Food & Beverage Tax Fund (47)				
Beginning Balance	$4,870,479	$5,140,902	$5,140,902	$4,598,189
Revenues	$751,154	$746,746	$750,073	$1,823,170
Expenditures	$480,730	$1,338,145	$1,292,786	$4,203,209
Reserves & Balances	$5,140,903	$4,549,503	$4,598,189	$2,218,150
North Campus Redevelopment Area TIF Fund (48)				
Beginning Balance	$351,876	$398,544	$398,544	$127,344
Revenues	$957,759	$781,240	$783,215	$796,559
Expenditures	$911,091	$799,815	$1,054,415	$1,587,435
Reserves & Balances	$398,544	$379,969	$127,344	($663,532)
North Mattis AvenueTIF Fund (49)				
Beginning Balance	$0	$0	$0	$0
Revenues	$0	$20,858	$0	$278,145
Expenditures	$0	$20,858	$0	$278,145
Reserves & Balances	$0	$0	$0	$0
Total Community Improvement Funds				
Beginning Balance	$24,347,374	$26,838,161	$26,838,161	$12,084,723
Revenues	$29,635,662	$25,699,258	$26,062,256	$29,175,833
Expenditures	$27,144,873	$43,365,965	$40,815,694	$34,440,880
Reserves & Balances	$26,838,163	$9,171,454	$12,084,723	$6,819,676

City Fund	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimate	FY 15/16 Budget
Equipment Funds				
Vehicle Replacement Fund (60)				
Beginning Balance	$4,255,113	$3,355,903	$3,355,903	$2,387,636
Revenues	$1,604,438	$1,759,172	$1,717,520	$1,824,115
Expenditures	$2,503,648	$3,379,149	$2,685,787	$1,700,343
Reserves & Balances	$3,355,903	$1,735,926	$2,387,636	$2,511,408
Capital Equipment Replacement Fund (61)				
Beginning Balance	$3,962,817	$4,249,587	$4,249,587	$2,949,737
Revenues	$1,119,117	$931,353	$956,997	$1,002,425
Expenditures	$832,347	$2,421,982	$2,256,847	$1,149,081
Reserves & Balances	$4,249,587	$2,758,958	$2,949,737	$2,803,081
METCAD Emergency Telephone Fund (62)				
Beginning Balance	$0	$0	$0	$0
Revenues	$1,966,573	$1,845,926	$1,840,167	$1,855,577
Expenditures	$1,966,442	$1,845,926	$1,840,167	$1,855,577
Reserves & Balances	$131	$0	$0	$0
Foreign Fire Insurance Tax Fund (63)				
Beginning Balance	$171,410	$195,784	$195,784	$183,467
Revenues	$113,993	$115,000	$119,373	$111,155
Expenditures	$89,619	$131,690	$131,690	$157,722
Reserves & Balances	$195,784	$179,094	$183,467	$136,900
Narcotics Forfeitures Fund (64)				
Beginning Balance	$125,157	$129,427	$129,427	$134,047
Revenues	$146,971	$152,000	$151,000	$151,000
Expenditures	$142,701	$131,804	$146,380	$146,255
Reserves & Balances	$129,427	$149,623	$134,047	$138,792
METCAD Equipment Replacement Fund (65)				
Beginning Balance	$3,047,949	$2,728,128	$2,728,128	$2,690,622
Revenues	$506,831	$372,662	$379,474	$532,322
Expenditures	$826,651	$1,863,029	$416,980	$1,644,075
Reserves & Balances	$2,728,129	$1,237,761	$2,690,622	$1,578,869
Total Equipment Funds				
Beginning Balance	$11,562,446	$10,658,829	$10,658,829	$8,345,509
Revenues	$5,457,923	$5,176,113	$5,164,531	$5,476,594
Expenditures	$6,361,408	$9,773,580	$7,477,851	$6,653,053
Reserves & Balances	$10,658,961	$6,061,362	$8,345,509	$7,169,050
Debt Service Funds				
Bond and Interest Fund (70)				
Beginning Balance	$4,817,373	$4,397,657	$4,397,657	$4,492,569
Revenues	$5,819,661	$5,556,480	$5,619,802	$5,793,852
Expenditures	$6,239,376	$5,880,340	$5,524,890	$5,531,002
Reserves & Balances	$4,397,658	$4,073,797	$4,492,569	$4,755,419

City Fund	FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimate	FY 15/16 Budget
Total Debt Service Funds				
Beginning Balance	$4,817,373	$4,397,657	$4,397,657	$4,492,569
Revenues	$5,819,661	$5,556,480	$5,619,802	$5,793,852
Expenditures	$6,239,376	$5,880,340	$5,524,890	$5,531,002
Reserves & Balances	$4,397,658	$4,073,797	$4,492,569	$4,755,419
Agency Funds				
Emergency Telephone System Fund (80)				
Beginning Balance	$0	$0	$0	$0
Revenues	$2,004,198	$1,845,000	$1,839,591	$1,855,000
Expenditures	$1,995,449	$1,845,000	$1,839,591	$1,855,000
Reserves & Balances	$8,749	$0	$0	$0
Champaign Public Library Tax Account Fund (81)				
Beginning Balance	$0	$0	$0	$0
Revenues	$6,619,375	$5,973,573	$5,794,084	$6,055,778
Expenditures	$6,617,515	$5,973,573	$5,794,084	$6,055,778
Reserves & Balances	$1,860	$0	$0	$0
Total Agency Funds				
Beginning Balance	$0	$0	$0	$0
Revenues	$8,623,573	$7,818,573	$7,633,675	$7,910,778
Expenditures	$8,612,964	$7,818,573	$7,633,675	$7,910,778
Reserves & Balances	$10,609	$0	$0	$0
City Pension Funds				
Police Pension Fund (96)				
Beginning Balance	$0	$0	$0	$0
Revenues	$4,747,787	$5,006,496	$5,085,065	$5,243,046
Expenditures	$4,747,787	$5,006,496	$5,085,065	$5,243,046
Reserves & Balances	$0	$0	$0	$0
Fire Pension Fund (97)***				
Beginning Balance	$65,623,390	$74,438,298	$74,438,298	$77,474,240
Revenues	$13,346,180	$8,162,134	$7,997,092	$8,127,232
Expenditures	$4,519,633	$4,539,150	$4,961,150	$5,199,550
Reserves & Balances	$74,449,937	$78,061,282	$77,474,240	$80,401,922
Total City Pension Funds				
Beginning Balance	$65,623,390	$74,438,298	$74,438,298	$77,474,240
Revenues	$18,093,967	$13,168,630	$13,082,157	$13,370,278
Expenditures	$9,267,420	$9,545,646	$10,046,215	$10,442,596
Reserves & Balances	$74,449,937	$78,061,282	$77,474,240	$80,401,922
Champaign Public Library Funds				
Library Operating Fund				
Beginning Balance	$719,787	$749,291	$939,602	$655,402
Revenues	$7,038,319	$6,410,008	$6,200,239	$6,605,567
Expenditures	$6,818,504	$6,324,995	$6,484,439	$6,636,965
Reserves & Balances	$939,602	$834,304	$655,402	$624,004
Library Capital Fund				
Beginning Balance	$810,728	$1,155,812	$1,155,812	$752,914
Revenues	$500,826	$197,582	$197,582	$198,555
Expenditures	$155,742	$743,502	$600,480	$476,680
Reserves & Balances	$1,155,812	$609,892	$752,914	$474,789

City Fund		FY 13/14 Actual	FY 14/15 Budget	FY 14/15 Estimate	FY 15/16 Budget
Library Other Funds					
	Beginning Balance	$45,769	$153,653	$152,805	$134,021
	Revenues	$344,792	$246,979	$268,271	$257,519
	Expenditures	$237,756	$271,721	$287,055	$383,271
	Reserves & Balances	$152,805	$128,911	$134,021	$8,269
Total Champaign Public Library Funds					
	Beginning Balance	$1,576,284	$2,058,756	$2,248,219	$1,542,337
	Revenues	$7,883,937	$6,854,569	$6,666,092	$7,061,641
	Expenditures	$7,212,002	$7,340,218	$7,371,974	$7,496,916
	Reserves & Balances	$2,248,219	$1,573,107	$1,542,337	$1,107,062
Total All Funds (including transfers)					
	Beginning Balance	$132,107,893	$143,917,790	$144,107,253	$126,164,426
	Revenues	$167,593,306	$161,090,945	$159,708,891	$167,367,778
	Expenditures	$153,443,327	$189,212,317	$177,651,718	$173,570,780
	Reserves & Balances	$146,257,872	$115,796,418	$126,164,426	$119,961,424
Less Transfers and Interfund Charges					
	Revenues	$49,441,652	$51,021,449	$50,004,024	$51,900,940
	Expenditures	$49,449,724	$51,021,449	$50,004,024	$51,900,940
Grand Total All Funds (not including transfers)					
	Beginning Balance	$132,107,893	$143,917,790	$144,107,253	$126,164,426
	Revenues	$118,151,654	$110,069,496	$109,704,867	$115,466,838
	Expenditures	$103,993,603	$138,190,868	$127,647,694	$121,669,840
	Reserves & Balances	$146,265,944	$115,796,418	$126,164,426	$119,961,424

** The difference between FY13/14 ending balance and FY14/15 beginning balance is a prior year audit adjustment.
*** The difference between FY13/14 ending balance and FY14/15 beginning balance is an adjustment due to a change in market value.

Summary of Personnel

Department	FY2013/2014	FY2014/2015	FY2015/2016
General Operating Fund			
Mayor & Council			
Mayor & Council	1.000	1.000	1.000
	1.000	**1.000**	**1.000**
City Manager's Office			
City Manager's Office	6.000	7.000	6.000
Community Relations Office	3.000	2.000	2.000
Communications	0.000	0.000	1.000
	9.000	**9.000**	**9.000**
Legal			
Legal	8.956	9.225	9.225
	8.956	**9.225**	**9.225**
Finance			
Finance	15.025	15.025	15.025
	15.025	**15.025**	**15.025**
Human Resources			
Human Resources	5.100	5.100	5.100
Risk Management Administration	1.000	1.000	1.000
	6.100	**6.100**	**6.100**
Planning			
Planning	11.050	11.050	10.050
Economic Development	1.000	1.300	1.000
	12.050	**12.350**	**11.050**
Public Works			
Administration	11.300	10.800	10.800
Traffic & Lighting	5.500	5.500	6.000
Building Services	3.000	3.000	3.000
Environmental Management	0.000	2.000	2.000
Operations	2.250	2.250	3.250
Streets	6.000	7.000	7.000
Concrete	7.000	6.000	5.000
Engineering	19.750	20.750	20.750
Asphalt	5.000	5.000	5.000
Forestry	5.500	5.500	6.000
	65.300	**67.800**	**68.800**

Summary of Personnel

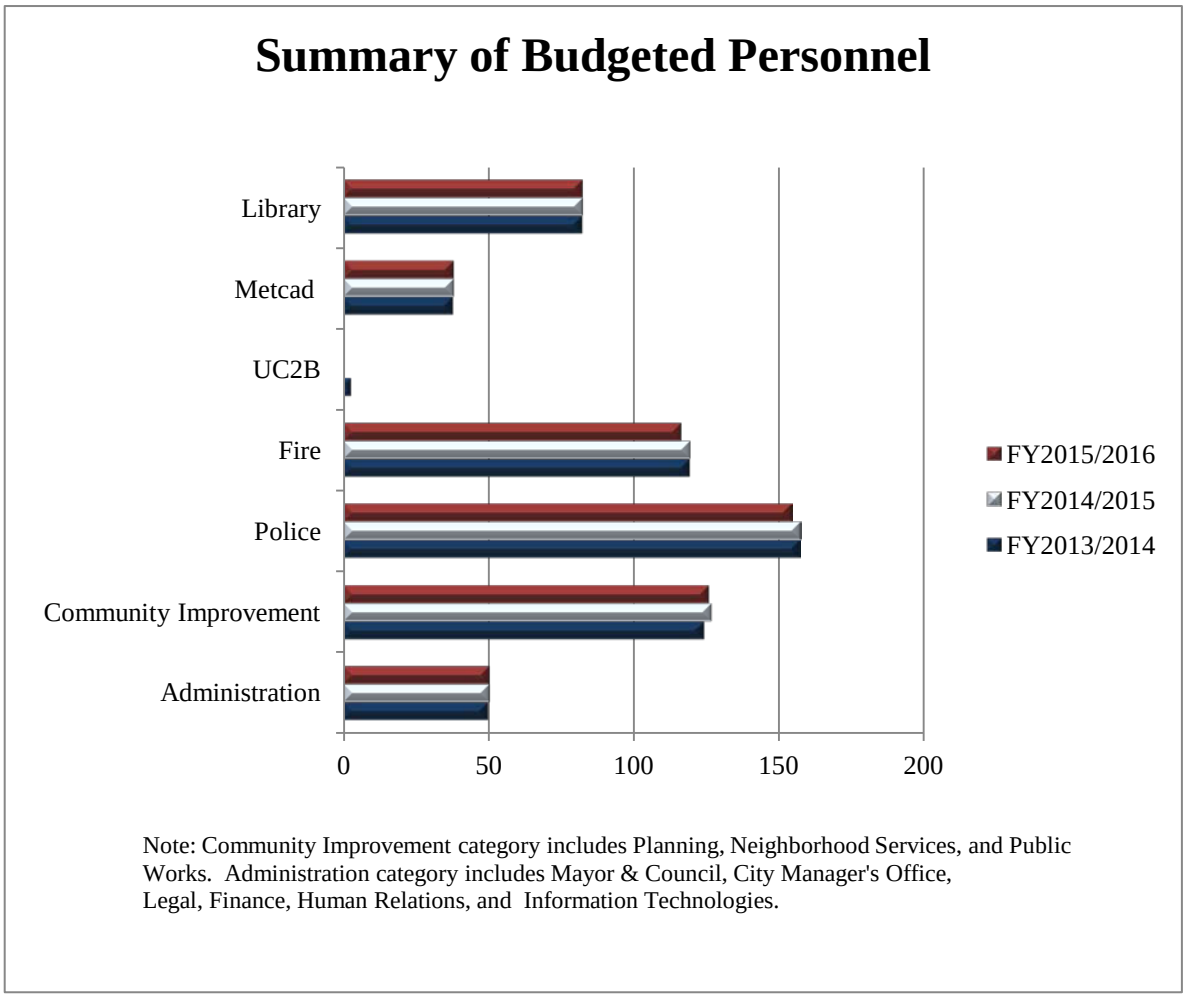
Department	FY2013/2014	FY2014/2015	FY2015/2016
Police			
Administration	8.000	10.000	10.000
Investigations	28.000	26.000	26.000
Patrol	101.000	99.000	96.000
Training & Development	2.000	2.000	2.000
Records	18.130	20.360	20.360
	157.130	**157.360**	**154.360**
Fire			
Administration	3.000	3.000	3.000
Building Safety	9.000	9.000	9.000
Training & Safety	1.000	1.000	1.000
Suppression	103.250	103.250	100.250
Prevention	3.000	3.000	3.000
Emergency Management	0.100	0.100	0.100
	119.350	**119.350**	**116.350**
Neighborhood Services			
Administration	3.500	3.500	3.000
Property Maintenance	7.000	7.000	7.000
	10.500	**10.500**	**10.000**
Information Technologies			
Information Technologies	6.450	6.450	6.450
City Building A/V	2.000	2.000	2.000
GIS	1.500	1.500	1.500
	9.950	**9.950**	**9.950**
Parking Fund			
Public Works			
Parking Programs	15.000	15.000	15.000
	15.000	**15.000**	**15.000**
Sewer Improvement Fund			
Public Works			
Sewer Operations	8.000	8.000	8.000
	8.000	**8.000**	**8.000**

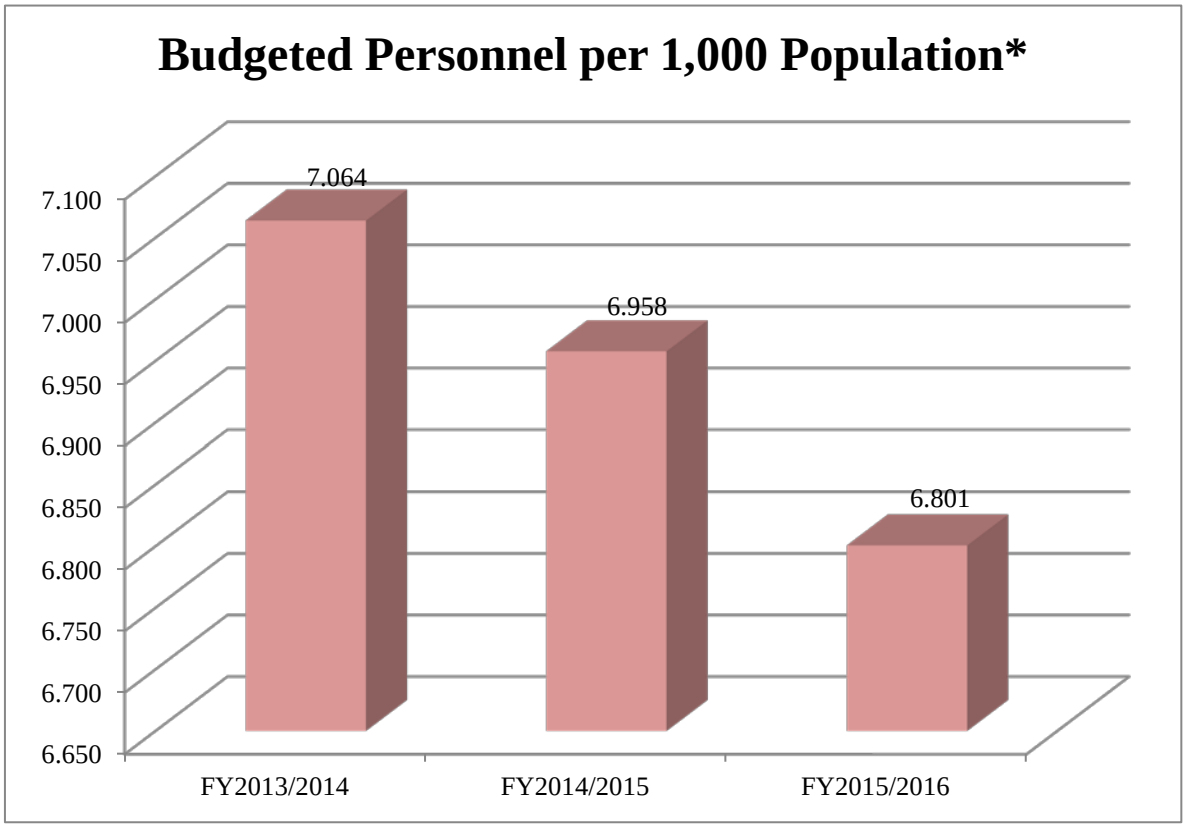
Summary of Personnel

Department	FY2013/2014	FY2014/2015	FY2015/2016
Community Development Grant Block Fund			
Neighborhood Services			
Community Development Block Grant Rehab	4.900	4.500	4.500
	4.900	**4.500**	**4.500**
Environmental Services Fund			
Public Works			
Environmental Services	1.500	1.500	1.500
	1.500	**1.500**	**1.500**
UC2B Fund			
UC2B Operations	3.000	0.000	0.000
	3.000	**0.000**	**0.000**
METCAD Fund			
Metcad			
METCAD	38.000	38.000	38.000
	38.000	**38.000**	**38.000**
Fleet Services Fund			
Public Works			
Fleet Services	7.000	7.000	7.000
	7.000	**7.000**	**7.000**
Library			
Library	82.475	82.475	82.475 *
	82.475	**82.475**	**82.475**
Grand Total	**574.236**	**574.135**	**567.335**
Population**	**81,291**	**82,517**	**83,424**

* Only 69.600 FTE's are funded for FY16

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





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

General Operating
Fund Statement
02

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**13,752,889**	**14,357,121**	**14,357,121**	**11,925,326**
Revenues				
Revenue Transfers	5,538,033	5,178,571	5,371,373	6,143,453
Revenues	66,438,920	70,351,919	70,323,107	71,649,607
Total Revenues	**71,976,953**	**75,530,490**	**75,694,480**	**77,793,060**
Expenditures				
Capital Expenses	0	1,826,964	0	2,261,334
Commodities	1,724,290	2,563,575	2,375,765	1,926,148
Contractual Services	4,855,263	9,055,595	7,870,469	8,254,401
Expenditure Transfers	27,142,549	27,466,848	27,257,874	26,852,632
Personnel Services	37,585,000	41,838,935	40,622,167	40,973,678
Total Expenditures	**71,307,101**	**82,751,917**	**78,126,275**	**80,268,193**
Total Ending Balance	**14,422,742**	**7,135,694**	**11,925,326**	**9,450,193**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,614,485	1,339,708	1,339,708	2,459,153
Assigned	0	0	0	0
Unassigned	**12,808,257**	**5,795,986**	**10,585,618**	**6,991,040**
Comments:				
Committed Balances Detail:				
Pension Mitigation	225,000	0	0	0
27th Pay Date	769,232	1,030,438	1,030,438	1,139,656
City Facilities	620,253	309,270	309,270	662,049
Department Savings Incentive	0	0	0	150,000
Trust Liquidation	0	0	0	507,448

Revenue Detail
General Operating Fund
02

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
PROPERTY TAXES	11,318,279	11,066,078	11,240,177
SALES TAXES	32,081,320	36,385,357	37,294,991
INCOME TAXES	7,898,498	7,862,335	8,024,445
PERSONAL PROPERTY REPLACEMENT TAX	905,427	937,853	935,809
OTHER TAXES	83,277	75,051	79,500
FOOD & BEVERAGE TAX/CAMPUSTOWN SSA	559,546	567,584	588,756
VIDEO GAMING TAXES	228,167	360,000	369,000
HOTEL- MOTEL TAX	1,809,472	1,900,150	1,938,153
UTILITY TAXES	2,733,374	2,461,950	2,480,780
TELECOMMUNICATIONS TAX	2,459,999	2,126,035	2,072,884
COURT AND MUNICIPAL FINES	869,856	690,381	734,381
DUI FINES	19,101	18,000	17,500
ANIMAL CONTROL FINES	8,320	10,000	10,000
LIQUOR VIOLATION FINES	17,000	17,000	17,000
EXCESS FALSE ALARM FINES	10,555	9,000	10,000
RIGHT-OF-WAY OCCUPANCY PERMITS	15,586	10,000	10,000
BUILDING PERMITS	557,563	490,026	490,026
BUILDING PERMITS-AFTER HR INSPECTIONS	1,700	2,000	2,000
ELECTRICAL PERMITS	145,478	129,608	129,608
PLUMBING PERMITS	130,052	161,238	161,238
MECHANICAL PERMITS	175,563	316,014	316,014
SIGN PERMITS	4,619	5,000	5,000
DEMOLITION PERMITS	7,444	19,787	19,787
EXCAVATION PERMITS	6,570	8,000	8,000
SEWER CONNECTION PERMITS	22,542	17,000	17,000
DRIVEWAY & SIDEWALK PERMITS	9,660	8,000	8,000
SPRINKLER PERMITS	47,761	51,052	34,861
RESTAURANT LICENSES	4,740	4,900	4,850
ALARM USER REGISTRATIONS	4,080	3,600	3,700
MISC LICENSES	6,528	6,150	6,300
VEHICLE LICENSES	11,590	11,000	11,250
OCCUPATIONAL LICENSES	14,671	9,000	9,250
LIQUOR LICENSES	556,868	550,000	550,000
PLANNING & DEVELOPMENT FEES	3,109	1,500	2,000
PUBLIC SAFETY SERVICE FEES	822,285	846,757	859,332
OTHER SERVICE FEES	227,774	225,559	232,066
VACANT STRUCTURE REGISTRATION FEES	2,750	1,800	1,500
CITY RENTAL INCOME	66,460	71,000	71,000
CITY FRANCHISE FEES	1,010,739	1,018,248	978,708
SALE OF CITY PROPERTY	7,353	20,000	20,000
SALARY & TRAINING REIMBURSEMENT	834	1,250	1,000
CITY EXPENSE REIMBURSEMENTS	468,890	517,718	617,865
CITY EXPENSE RIBE - SPECIFIC	278,811	0	274,609
U OF I PASS-THROUGH	114,000	104,000	104,000
DAMAGED PROPERTY REIMBURSEMENT	56,173	40,000	44,000
DAMAGED PROPERTY REIMBURSEMENT-SPECIFIC	48,882	85,000	40,000

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
REFUNDS	1,040	6,000	5,000
MISCELLANEOUS	11,547	0	206,625
TOWING IMPOUND FEES	202,739	190,000	190,000
TOWING PROCESSING FEE	75,175	74,000	74,000
INTEREST & INVESTMENT INCOME	104,525	106,668	106,935
INTERGOVERNMENTAL REVENUES-STATE	34,449	84,436	27,000
INTERGOVERNMENTAL REVENUES - FEDERAL	163,521	592,428	153,707
INTERGOVERNMENTAL REVENUES	1,240	21,200	21,500
DONATIONS AND CONTRIBUTIONS	11,420	26,394	18,500
Total External Sources	**66,438,920**	**70,323,107**	**71,649,607**
Interfund Transfers			
TFR FROM PARKING FUND	713,565	734,831	752,376
TFR FROM PARKING (ENG)	10,936	19,983	534
TFR FROM SEWER IMPROVEMENT FUND	417,148	427,834	492,169
TFR FROM SEWER IMPROVEMENT FUND (ENG)	305,907	420,167	456,036
TFR FROM COMMUNITY DEVELOPMENT FUND	40,000	40,000	40,000
TFR FROM ENVIRONMENTAL SERVICES FUND	44,723	46,511	47,907
TFR FROM UC2B OPERATIONS FUND	80,000	0	0
TFR FROM METCAD FUND	191,713	203,750	228,714
TFR FROM FLEET SERVICES FUND	260,345	270,758	278,881
TFR FROM RETAINED RISK FUND	33,528	46,045	47,426
TFR FROM WORKERS COMPENSATION FUND	644,623	278,960	361,692
TFR FROM STORMWATER MGMT FUND (ENG)	790,946	1,106,073	1,068,294
TFR FROM MOTOR FUEL TAX FUND (ENG)	281,700	232,208	234,925
TFR FROM CAPITAL IMPROVEMENTS FUND (ENG)	156,861	256,028	306,328
TFR FROM LIBRARY IMPROVEMENT FUND	421,189	420,514	425,391
TFR FROM LOCAL MOTOR FUEL TAX FUND (ENG)	83,189	92,170	51,484
TFR FROM URBAN RENEWAL FUND	342,134	418,884	428,034
TFR FROM URBAN RENEWAL (ENG)	22,195	0	0
TFR FROM DOWNTOWN TIF FUND	171,302	172,602	169,749
TFR FROM E. UNIVERSITY AVE TIF FUND	34,300	6,500	0
TFR FROM FOOD & BEVERAGE TAX FUND	52,900	54,200	51,347
TFR FROM FOOD & BEVERAGE TAX FUND (ENG)	13,319	43,503	226,982
TFR FROM N. CAMPUSTOWN REDEVELOP TIF ENG	0	0	23,075
TFR FROM EQUIPMENT REPLACEMENT FUND	425,510	79,852	452,109
Total Interfund Transfers	**5,538,033**	**5,371,373**	**6,143,453**
Total	**71,976,953**	**75,694,480**	**77,793,060**

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 Deb.Feinen@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

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

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

- Recommend board and commission appointments for City Council approval.

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

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

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

Council (02-0000-01001-0000)

Current Service Levels

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

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

- Set policy for the City by reviewing and approving City ordinances.

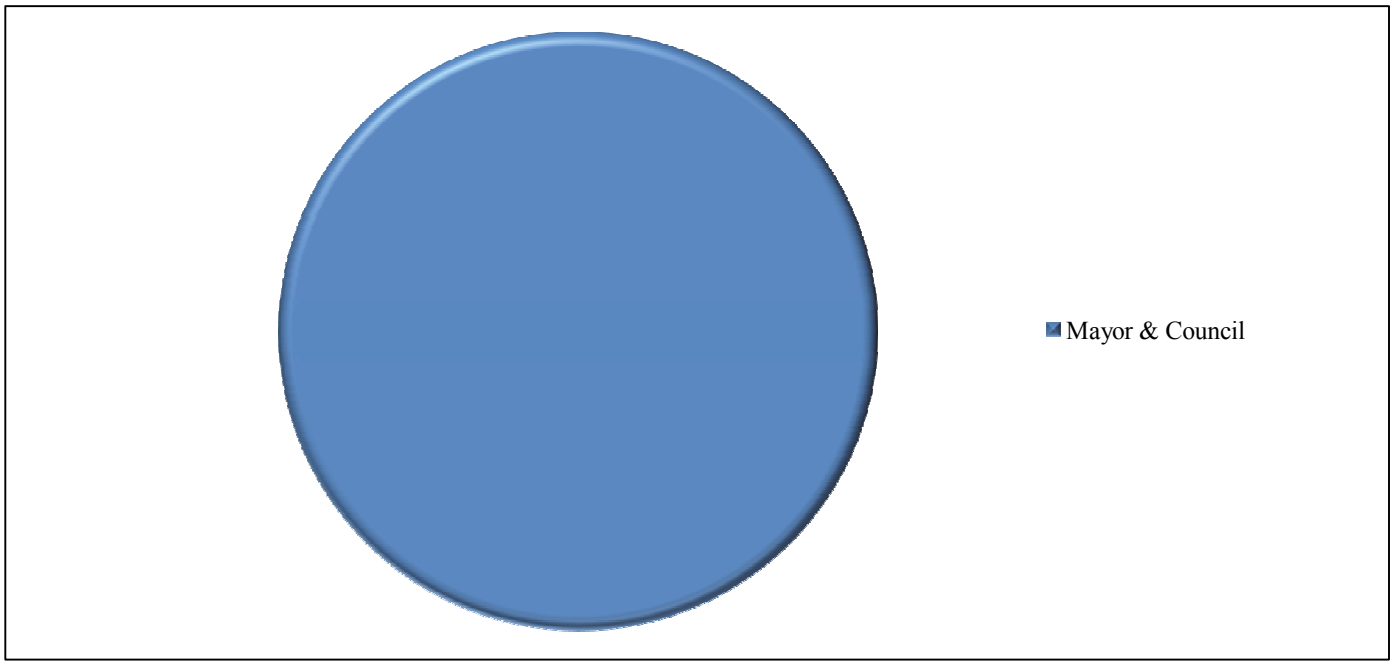
- Review and adopt the Annual Financial Plan and Capital Improvements Plan.

- Represent the City in legislative initiatives at the State and Federal level.

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

Mayor & Council Exenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Mayor & Council	198,920	199,620	700	0.35%
Total	**198,920**	**199,620**	**700**	**0.35%**



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.

The Communications Division strives to improve the efficiency and effectiveness of the City's internal and external communications. This Division works to ensure City communications are consistent, timely, and accurate. The Division leads all aspects of media relations for the City and works to foster a positive, balanced relationship with the media.

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

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

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

Our City is committed to honest, transparent government

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

Department Baseline Service Levels, Goals, and Initiatives by Activity

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

Current Service Levels:

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

Departmental Goals and New Initiatives:

- Facilitate and support the City Council's 2015 – 2017 Council Goal Setting Process.
- Lead and facilitate new labor contracts with IAFF, Plumbers, and FOP.

Community Relations (02-0000-02002-0000)

Current Service Levels:

- Prevent discrimination and ensure fair and equal treatment of all persons within the City through enforcement of the City's Human Rights Ordinance, including receiving, investigating, and conciliating complaints of ordinance violations, and educating the public about civil and human rights.
- Work with Police Department to review citizen police complaints.
- Enforce the Human Rights Ordinance by conducting public hearings on those complaints unresolved through conciliation.
- Provide staff support to the Human Relations Commission by serving as secretary to the Commission and handling related administrative duties.
- Cooperate with federal, state, and local civil rights enforcement agencies and organizations in promoting equal opportunity and human rights.
- Educate the public on the Human Rights Ordinance by planning and carrying out public information programs.
- Serve as the liaison between the City Manager's Office and community-based organizations, and respond to general citizen complaints.
- Work with the Human Resources Department to conduct on-going training for City employees and businesses in the area of sexual harassment, multicultural diversity, and other related civil and human rights issues.
- Monitor the results of the City's Affirmative Action Plan and assist the Human Resources Department in employee recruitment and training to achieve Equal Employment Opportunity and Affirmative Action goals.
- Review and make recommendations on the City's equal employment and affirmative action policies and practices.
- Monitor compliance with the Equal Opportunity in Purchasing Ordinance by determining compliance of City contractors and vendors and assisting contractors in fulfilling prequalification requirements (completing Affirmative Action report forms, writing Affirmative Action plans).
- Advise the City Council on human relations matters and make appropriate recommendations on incidents of community, racial, ethnic, or religious tensions.
- Partner with community groups to promote the exchange of ideas and events that celebrate the rich diversity of the City.
- Celebrate cultural diversity in the community by sponsoring programs that highlight the positive contributions of all segments of our society.
- Support and promote the countywide Martin Luther King, Jr. program and the International Humanitarian Awards celebration.

- Partner with community groups to implement initiatives to promote the City as a diverse and inclusive community.

Departmental Goals and New Initiatives:

- Support interdepartmental initiatives that enhance opportunities for Minority and women Owned Businesses.

- Continue to support the Community Coalition and prepare intergovernmental agreement for leadership transition to Champaign County Mental Health Board.

- Collaborate with Public Works Department in updating the Americans with Disabilities Act Transition Plan.

Communications (02-0000-02008-0000)

Current Service Levels:

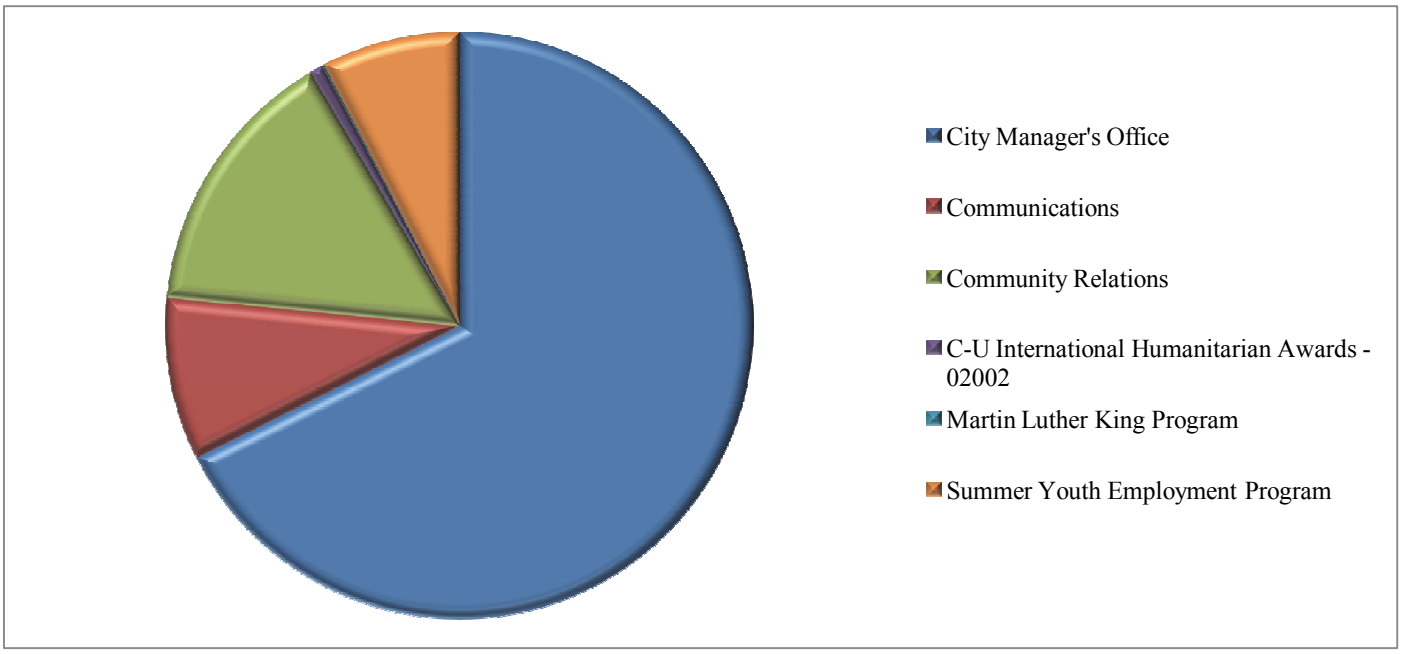
- Provide timely and accurate information about City services, programs, and activities through proactive communications with the public and local media.
- During emergency situations, coordinate all communication and information distribution as well as coordinating the work of all City Public Information Officers.
- Lead all aspects of media relations, including preparing spokespersons to appropriately convey the City's message in a variety of situations and to varied audiences.
- Prepare press releases, hold news conferences, and manage media inquiries about City and City-related topics.
- Assist City departments with the development, implementation, and execution of communication strategies and initiatives.
- Develop and implement the City's Public Communication Plan and related policies.
- Oversee the production of the City's public newsletter, *The Champaign Insider*, and the City's internal newsletter, *Department News.*
- Coordinate and facilitate the work of the City's Communications Advisory Committee.
- Assist the Information Technologies Department and staff with City website design, function, and content management.
- Manage the City's use of social media to creatively and effectively communicate with the public.
- Assist with the development of informative content for the City's government access channel (CGTV).

Departmental Goals and New Initiatives

- Assist the Information Technologies Department and various City Departments with the redesign of the City's website.
- Implement new social media management tools and strategies in order to improve the reach and effectiveness of the City's public communications.
- Complete evaluation of initiatives in the 2010-2015 Public Communications Plan and update prepare new plan for City Council consideration.

City Manager's Office Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
City Manager's Office	978,876	888,719	(90,157)	-9.21%
Communications	0	117,829	117,829	100.00%
Community Relations	231,695	197,345	(34,350)	-14.83%
C-U International Humanitarian Awards - 02002	9,500	9,500	0	0.00%
Martin Luther King Program	1,500	1,500	0	0.00%
Summer Youth Employment Program	100,000	100,000	0	0.00%
Total	**1,321,570**	**1,314,892**	**(6,678)**	**-0.51%**



Legal Department

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

Departmental Overview

Organization

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

Contact Information

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

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

- Provide legal support and property acquisition advice for the Bristol Park Project.
- Work with the City Manager's Office on revisions to the City's liquor ordinance.
- Support efforts to study governance models for Willard Airport.

Our City provides first-rate services

- Develop more ethics material for on-line "ethics corner" and internal class.
- Support property acquisition activities for next phase of Boneyard Creek improvements.

Our City is fiscally responsible

- Work with IT to refine on-line ordinance payment option.
- Review options for intergovernmental partnerships that would increase the efficiency or decrease the cost of delivering City services.
- Continue partnering with CUMTD to undertake acting as general counsel.
- Provide leadership in labor negotiations.
- Assist in negotiations for an amended boundary agreement with Savoy by providing legal advice in the process.
- Support efforts to study City's health insurance options.

Our City promotes economic opportunity

- Work with Public Works and other operating departments on legal mechanisms to promote minority and female participation in City contracts. Continue to support efforts to expand gigabit internet options in community.

- Provide legal support for economic development initiatives and supports opportunities for small minority owned businesses.

Our City is a model for environmental sustainability

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

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.

Department Baseline Service Levels, Goals and Initiatives by Activity

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

Current Service Levels:

- Support the Mayor and Council with procedural aspects of all Council Meetings to ensure that the meetings consistently follow a format that is understandable to its citizens and instills confidence in the integrity of the proceedings.
- Draft approximately 50 ordinances and resolutions per year, and review approximately 300 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 the Neighborhood Services Department on code compliance to ensure that blight is kept to a minimum and property values are maintained.
- Review financial assistance contracts (e.g., rehab agreements, notes, and mortgages) to adhere to the Neighborhood Services program guidelines to ensure that the City complies with laws and regulations and that the legal interests of citizens are protected.

- Review amendments to the zoning ordinance and assist in the re-writing of the ordinance.
- Assist the Planning and Development Department in negotiating and processing annexation agreements and annexations in order to ensure continued City growth and the City's economic vitality.
- Assist the City Manager's Office and Police Department in the citizen complaint process to ensure citizens' rights are protected and that City employees receive fair treatment in the process.
- Promote education of City employees concerning legal issues through departmental presentations and educational materials to ensure that employees know their legal responsibilities to better serve the public.
- 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.

Prosecution/Claims Review/Litigation

Current Service Levels:

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

- Pursue demolition orders and repair or abatement orders and seek administrative search warrants in court against owners of blighted properties, as requested by Neighborhood Services Department, and pursue foreclosure on City liens for costs of nuisance abatement and demolition and for defaulted loans.
- Initiate and prosecute approximately 2,000 - 3,000 City ordinance violations stemming from police enforcement actions and manage the City's public service work program in conjunction with sentencing ordinance violations.
- Produce 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 the Planning and Development Department.

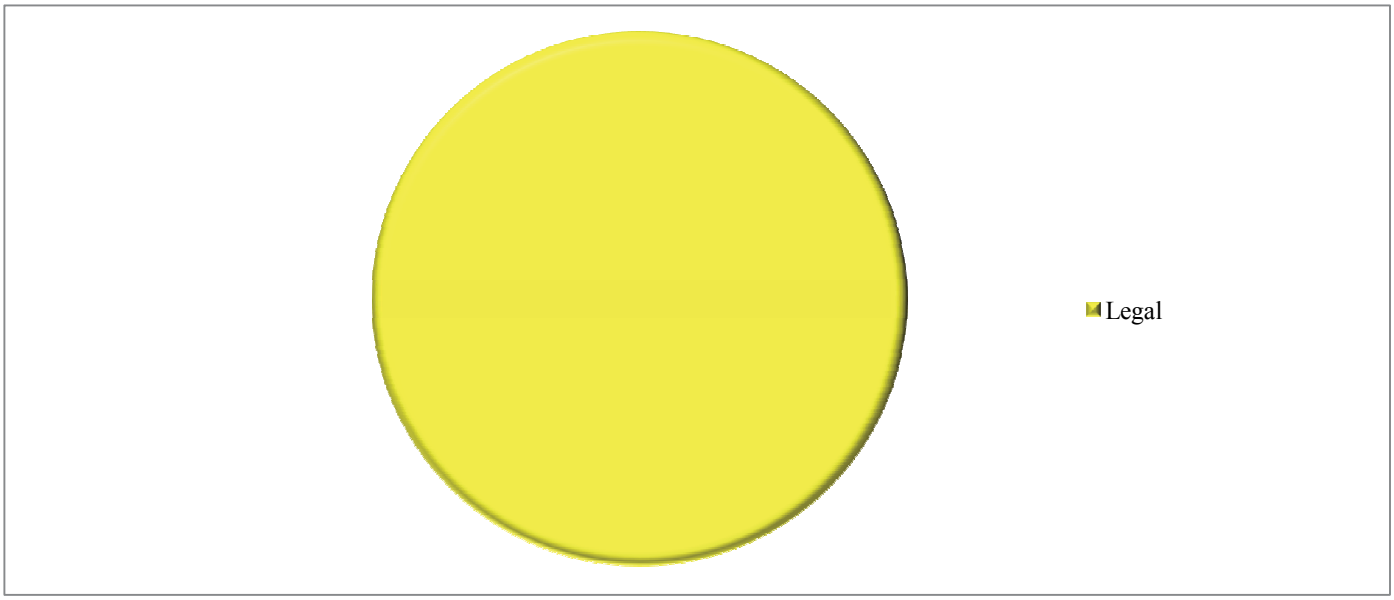
Departmental Goals and New Initiatives:

- Work with City Manager's Office and Public Works on Mahomet Aquifer initiatives to protect the area's water supply from potential contamination.
- Develop background materials for and work with the City Manager's Office to prepare or update Council orientation materials.
- Work with the City Manager's Office and City Clerk to implement Freedom of Information Act requirements to provide transparency in government, protection of individual privacy interest, and the City's financial interests through providing legally sound advice and working on improved automation of responses.
- Work with Planning and Development Department on the comprehensive revision of the Zoning Ordinance.
- Assist with Labor negotiations for FOP, IAFF and AFSCME units.
- Work with Neighborhood Services with respect to proposed vacant structures ordinance in order to promote improvement of neighborhoods and the preservation of property values.
- Refine 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 to allow ease of use and better understanding by staff.
- Review the Property Maintenance Code to ensure the City's code is current in light of changes to model codes in general use.
- Review and suggest revisions to Chapter 23 of the Code (General Offense chapter) to ensure the constitutionality of each section and to fill in needs in ordinance coverage.

- Develop a more consistent approach to persons wishing to utilize City right-of-way for longer term uses.
- Work with the legislators on efforts related to funding inequalities in Illinois Department of Transportation, Mahomet Aquifer protection, enhanced 9-1-1 funding, and protection of municipal revenues.
- Provide legal support for property acquisition and redevelopment of Bristol Park area.
- Provide legal support for redevelopment agreements including North and Hickory, Neil/Hill Parking Lot, and remaining Burnham District properties.
- Work with the Liquor Commissioner, Deputy Liquor Commissioner, and Champaign Police Department to review and update the Liquor Ordinance.
- Work with the Finance Department to provide training on compliance with Purchasing Ordinance.
- Work with the Human Resources Department on issues related to competitive process for health insurance.
- Work on revisions and updates to Non-Bargaining Unit Policy.

Legal Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Legal	1,127,546	1,027,843	(99,702)	-8.84%
Total	**1,127,546**	**1,027,843**	**(99,702)**	**-8.84%**



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, METCAD, 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, and assists departments with Open Meeting Act requirements. The division also monitors the completion of City Clerk functions assigned to the Administrative Services Division, including recommending any changes to the City's business licensing laws.

Contact Information

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

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

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

Our City provides first-rate services

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

Our City is fiscally responsible

- Develop a plan to fully fund the City's pension obligations.
- Assist the Human Resources Department to develop and implement strategies to promote health care cost containment while continuing to provide competitive benefits for City employees.
- Increase participation in the State of Illinois' Local Debt Recovery Program to increase debt collections.
- Create, evaluate, or update current collection processes/policies. Create processes/policies where needed and update outdated processes/policies. Communicate the changes with appropriate staff, Council, and citizens.
- Create a formal collection procedure for delinquent Stormwater Utility Fee.

Our City promotes economic opportunity

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

Our City is committed to honest, transparent government

- Update the Finance Department Website homepage.

Department Baseline Service Levels, Goals and Initiatives by Activity

Financial Services (02-0000-04001-0000)

Current Service Levels:

Financial Planning

- 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 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 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.
- 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.
- Prepare the City's property tax levy.
- Analyze financial information and make recommendations to the City Manager and City Council.
- Plan for, obtain, and disburse financial resources dedicated to center city development, including four tax increment financing district funds and the Food and Beverage Tax Fund.

Billing and Collection

- Manage food and beverage tax receipts averaging 3,500 remittances annually, local motor fuel tax receipts averaging 300 remittances annually, and hotel-motel tax receipts averaging 300 remittances annually, to support the City's operations and capital projects.
- Provide billing and collection services for close to 2,000 multi-family recycling bills annually to support sustainability initiatives within the City.
- Process all vendor payments each week, which entails receiving about 17,000 payment requests and issuing approximately 7,900 vendor checks annually, while ensuring compliance with City procurement and travel policies.

- Issue and collect approximately 1,250 bills annually to citizens, businesses, and other entities for fire protection services, special service area taxes, loan paybacks, false alarms, nuisance abatements, and other items.
- Receive and record payments to the City for taxes, fees, licenses, permits, and reimbursements, averaging 4,500 payments per year.
- Manage a contract with the Urbana-Champaign Sanitary District to bill and collect the City's Sanitary Sewer Fee.
- Collect Stormwater Management Utility Fees billed by the Urbana-Champaign Sanitary District that are past-due by a year or greater.
- Manage the City's Capital Equipment Replacement Program to ensure that adequate monies are available to fund the City's equipment needs including computers and other information technologies.
- Serve as initial contact for general City information and guidance by answering and responding to over 8,000 calls and assisting over 2,900 walk up customers every year.

Accounting, Treasury, and Payroll Functions

- Determine cash flow requirements and transfer cash as needed.
- Invest City money with the objectives of safety, liquidity, and yield, in accordance with the City's investment policy.
- Reconcile all bank and investment accounts monthly.
- Process biweekly payroll for 601 employees including payment by check and direct deposit, and pay approximately 12 vendors for withheld taxes and voluntary deductions.
- Manage current debt, make recommendations concerning issuance of new debt in accordance with the adopted Debt Management Policies, issue debt, and maintain good communications with the City's credit rating agencies.
- Provide accounting, payroll, and related services to the City of Champaign Township.

Financial Reporting

- Issue financial reports in accordance with applicable State and Federal law, and generally accepted accounting principles, including the following:
  - Quarterly report to the City Council 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.
  - Illinois Comptroller Report.
  - City Treasurer (Finance Director) Report.

- Make reports available on the City's website and upon request.
- Provide Financial Services to the Firefighters Pension Fund.

- Perform financial operations for the Firefighters Pension Fund, including paying monthly benefits to approximately 90 pensioners.
- Maintain the financial records of the Firefighters Pension Fund and the City of Champaign Township to create efficiencies in administrative services, strengthen internal controls, and provide consistent financial reporting for the City's residents. Provide financial advice to the Township Supervisor and Fire Pension Board on the property tax levy and other matters.

Information, Election, and Licensing Services

- 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 the City's Freedom of Information Officer to assist in and monitor staff's compliance with the Freedom of Information Act. Provide public access to the City's records in accordance with the Act.
- Assist staff, elected officials, and appointed officials to comply with State requirements for filing Economic Interest Statements and perform related administrative tasks to provide transparency and accountability to the residents.
- Regulate certain business practices to protect citizens' health, safety, and welfare by processing and issuing approximately 500 business licenses and permits each year. Periodically review effectiveness of license requirements and recommend revisions or repeals.

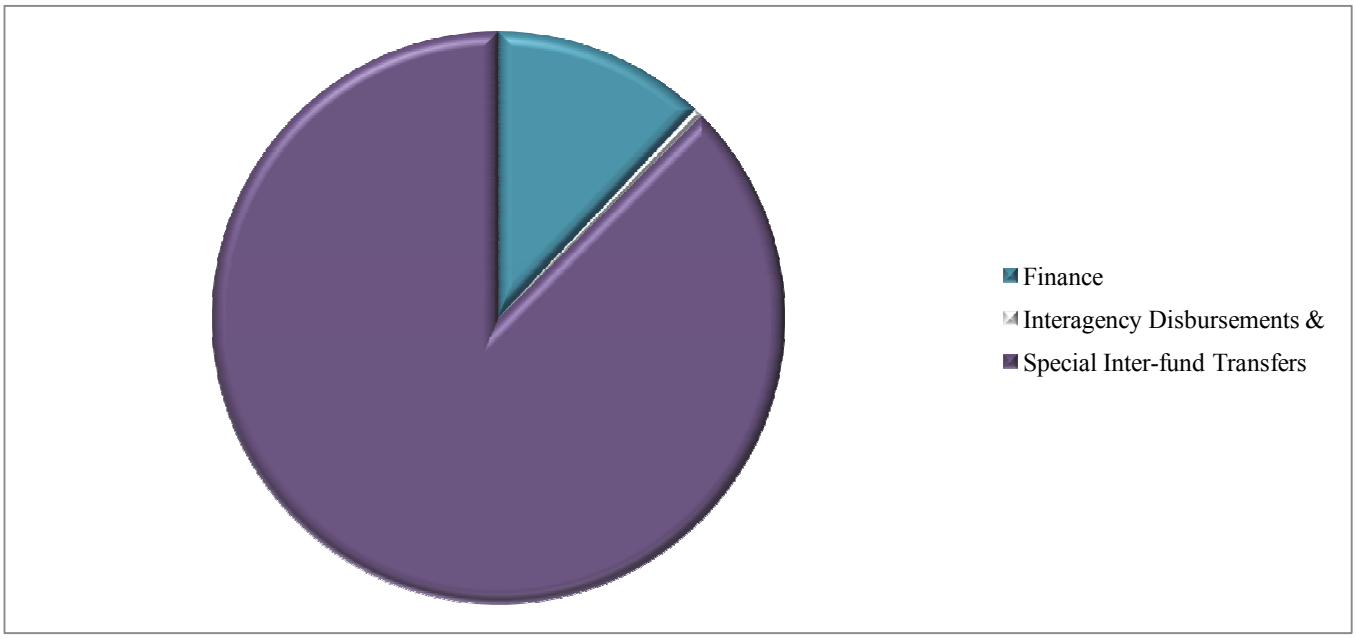
Departmental Goals and Initiatives:

- Lead the process to develop a budget recommendation for Fiscal Year 2015/16 that meets all Financial Policies. Continue to monitor and implement reductions and revenue increases approved by Council.
- Complete the Cost of Services Study, recommend policies regarding cost recovery, and propose fees to recover service costs in accordance with Council direction.
- Complete implementation of tax filing and remittance software that will allow taxpayers and customers to utilize an online portal to file tax returns, make payments electronically, and provide the Finance Department with better tools to collect delinquent amounts.

- Define needs for financial and human resources workflow improvements and release a request for proposals for new software to improve accounting and personnel transactions and efficiently provide information and services to customers.
- Complete the microfilming/digitizing proposal for City Council documents including ordinances, resolutions, and minutes from 1860 – 2011. Develop an annual program for digitizing Council documents for preservation purposes, transparency, and accessibility.
- Complete a review and update of the City's investment policy to ensure continued security of the City's investment while providing flexibility in investment options.
- Complete a review and update of the current record retention schedule by working with the the State Records Division and all departments to create a schedule reflective of current records maintained and appropriate retention periods.
- Consider software to assist staff with processing freedom of information requests to better manage the process, eliminate redundancy, reduce staff time for processing, as well as track staff time spent on processing requests.

Finance Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Finance	1,804,301	1,743,455	(60,846)	-3.37%
Interagency Disbursements &	1,456,181	69,004	(1,387,177)	-95.26%
Special Inter-fund Transfers	13,468,206	12,668,661	(799,545)	-5.94%
Total	**16,728,688**	**14,481,120**	**(2,247,568)**	**-13.44%**



Human Resources Department

It is the mission of the Human Resources Department to partner with and provide support to other City Departments to leverage City human capital in a way that provides cost effective yet excellent customer service to our citizens.

Departmental Overview

Organization

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

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

Contact Information

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

Key Projects in Support of City Council Goals

Our City is fiscally responsible.

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

Our City is committed to honest, transparent government

- Assist with implementation of the Public Communications Plan and enhance use of social media in recruitment of new employees.

Current Level Services

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

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

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

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

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

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

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

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

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

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

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

- Negotiate, manage, and administer health, dental, vision, life, and long-term disability insurance programs for City and Library employees, retirees, Cobra participants, and affiliated community agencies that participate in the City's insurance benefit plans (including 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

- Begin reviewing and updating administrative policies.

- Modify the performance evaluation process in a way that incorporates performance-based measurements, encourages open communication about performance expectations, provides valuable feedback to better develop employees, and creates a meaningful mechanism to reward employees for excellent performance.

- Develop and implement strategies for short and long term health insurance cost containment. Implement requirements of the Affordable Care Act.

- Assist in the negotiations of new labor contracts with Plumbers, FOP, and IAFF.

- 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.

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

Current Level Services

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

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

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

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

Current Level Services

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

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

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

- Assist the Police Department in reviewing the Police Field Training Officer program to 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.

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

Current Level Services

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

- Process and resolve Workers' Compensation claims.

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

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

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

- 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 Illinois Department of Labor investigations or complaints.

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

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

Retained Risk (15-0000-05005-0000)

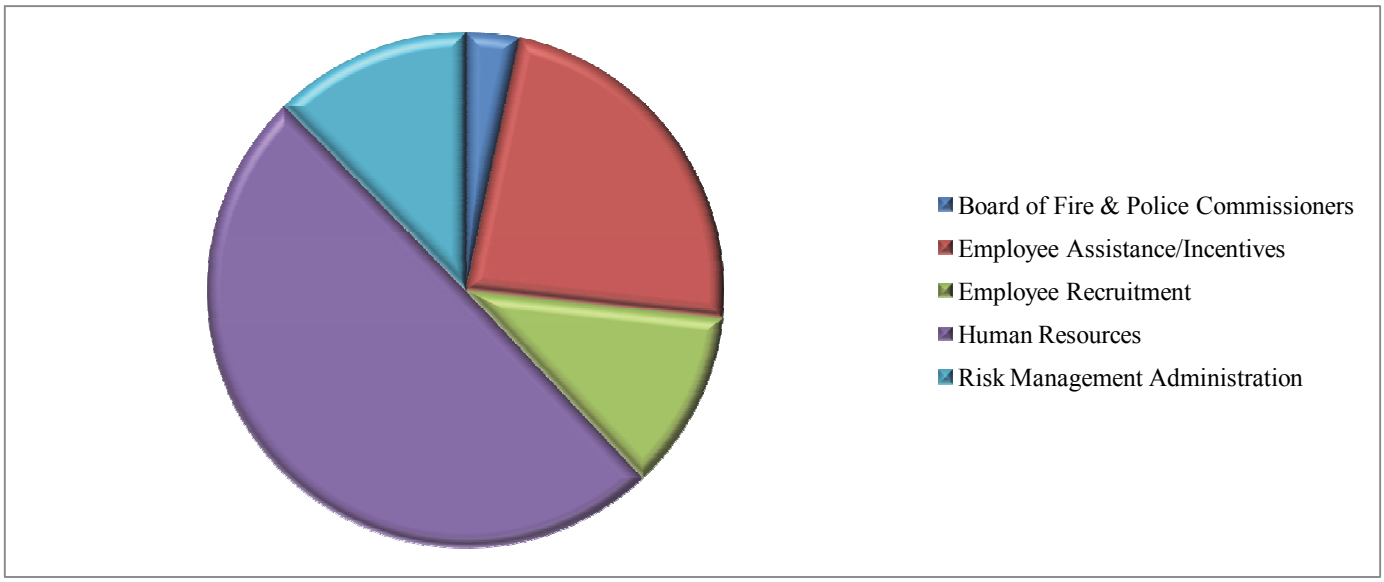
Current Level Services

- Provide leadership and assistance to the Risk Management Steering Committee in selection of risk management products including insurance, self-insured retentions, and loss control.

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

Human Resources Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Board of Fire & Police Commissioners	80,115	42,315	(37,800)	-47.18%
Employee Assistance/Incentives	274,187	296,912	22,725	8.29%
Employee Recruitment	211,414	143,092	(68,322)	-32.32%
Human Resources	765,680	629,413	(136,267)	-17.80%
Risk Management Administration	157,834	156,667	(1,167)	-0.74%
Total	**1,489,230**	**1,268,399**	**(220,831)**	**-14.83%**



Planning and Development Department

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

Departmental Overview

Organization

The Planning and Development Department consists of three areas of responsibility:

Land Development entails the review of development proposals against existing subdivision and land development regulations, zoning administration, annexation coordination, administration of inter-jurisdictional agreements, and mapping and graphics.

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

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

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

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

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

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

Our City is fiscally responsible

- Conduct a process to consider establishing arterial street improvement impact fees for new development.
- Update the Infill Development policy to promote compact growth patterns.

Our City promotes economic opportunity

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

Our City is a model for environmental sustainability

- Continue implementation of a Sustainability Plan for the City of Champaign.
- Implement the LEED-Neighborhood Development Master Plan for the redevelopment of Bristol Place.
- Utilize Ameren's Act on Energy program to incentivize residential energy efficiency improvements.

Our City is committed to honest, transparent government

- 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

Land Development

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.
- Administer previously approved annexation agreements, Planned Development certificates, and Special Use Permits to ensure compliance and amending as necessary to meet unanticipated needs.
- In response to requests by Champaign County, review and recommend whether to protest zoning cases occurring in the 1-1/2 mile Extra Territorial Jurisdiction 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, working with property owners to achieve compliance, issuing warning citations, and referring non-complying zoning violations to the Legal Department.
  - Reviewing with the Zoning Board of Appeals requests for variations, and Zoning Ordinance 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 and Development Department as needed.
  - Preparing maps or graphics for other Departments as requested.
  - Maintaining, updating, and distributing the City's Zoning and Land Use maps.
- Manage fringe agreements with Champaign County, and the rural townships, and boundary agreements with Urbana, Savoy, and Mahomet, including providing information on development activity and processing payments required by the agreements.

Departmental Goals and New Initiatives:

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

Long Range Planning

Current Service Levels:

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

- Manage and make available demographic and other information by providing

information to the public and City Departments on population demographics, property and land use characteristics, and planning publications.

- Provide planning support to outside organizations and governmental agencies including the Champaign Park District, Unit 4 School District, Champaign-Urbana Mass Transit District, Champaign-Urbana Urbanized Transportation Study, and the Regional Planning Commission

Departmental Goals and New Initiatives:

- Prepare and update to the Champaign Zoning Ordinance including completion of *Zone Champaign*, new zoning standards for the Center City.
- Complete a market analysis of the North Neil Street and I-74 Interchange and create incentive strategies for redevelopment.
- Initiate study of the existing vision and development requirements for the Curtis Road and Interstate 57 interchange to ensure they reflect current market conditions.
- Continue implementation of *Champaign Growing Greener.*
- *Begin implementation of the Champaign Pedestrian Plan.*

Economic Development

Current Service Levels:

- Maintain an Economic Development Strategic Plan to promote the community and its economic development goals and objectives.
  - Coordinate with community leaders, business and government leaders, and the private sector to advance economic development goals that benefit the community.
  - Incorporate the Economic Development Strategic Plan into the Comprehensive Plan.
  - Develop a comprehensive economic development policy targeting job creation, retention, and overall economic stability.
  - Produce brochures, web-based information, and other marketing documents to promote and describe City economic development programs.

- Promote economic development in the community through infrastructure improvements and by providing incentives for reinvestment in aging commercial areas by:
  - Monitoring revenues and expenditures, business activity, and furtherance of Plan objectives for Champaign's four Tax Increment Financing Districts.
  - Answering inquiries and reviewing applications for Redevelopment Incentive Program grants.

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

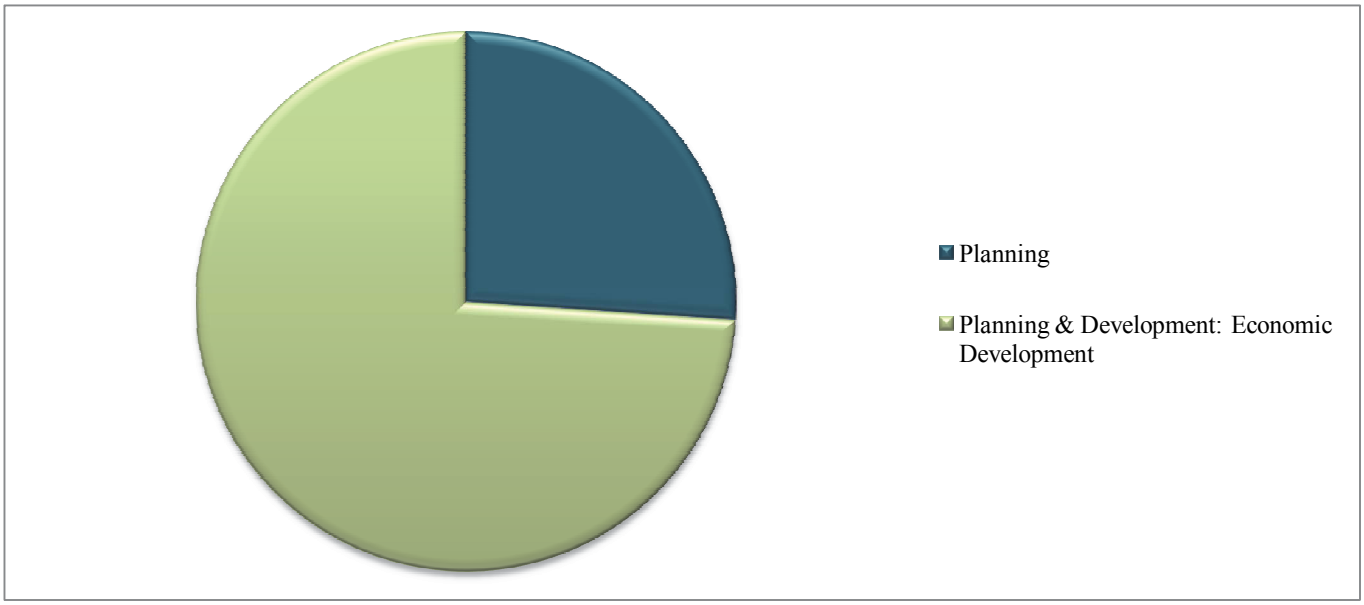
Departmental Goals and New Initiatives:

- Develop a virtual incubator to promote small business development, a pilot small business assistance program, and a program to promote reinvestment in commercial areas in low and moderate-income neighborhoods.
- Develop and implement a robust community-wide branding campaign around gigabit internet capacity.
- Work with Champaign County to recertify and extend the term of the City of Champaign/Champaign County Enterprise Zone.
- Develop strategies to implement the amended redevelopment plan for the East University Avenue TIF.

- Develop a strategy to create a TIF District for the Bistol Park Neighborhood.
- Participate on the Airport Advisory Committee with the goal of improving the viability of Willard Airport.
- Work with Public Works to implement the TIGER Grant.

Planning and Development Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Planning	1,625,574	1,097,483	(528,091)	-32.49%
Planning & Development: Economic Development	2,729,511	3,120,482	390,971	14.32%
Total	**4,355,084**	**4,217,965**	**(137,119)**	**-3.15%**



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; purchasing; and the multi-family recycling program.

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

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

Contact Information

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

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

Key Projects in Support of City Council Goals

Our City provides first-rate services

- Continue work on Washington Street West drainage improvements including completing final design of Phase 2, Glenn Park Basins, and completing Glenn Park Drive property acquisition to allow for construction to begin in 2016.
- Begin preliminary design and complete property acquisition for the next phase of Boneyard Creek improvements. This includes completing consultant selection and beginning preliminary design, and initiating stakeholder input on the project.
- Aggressively address infrastructure maintenance by prioritizing concrete street repairs and asphalt overlays. Asphalt project locations include Church St. (Prospect to Mattis), Country Fair Dr. (University to just north of Church), Davidson Drive loop, Garfield, Willis, Greencroft, LaSell, Alma, Dodds, Dawson, Hamilton, Elm (Hessel to Stanage), Daniel, Pine, and Fair. Concrete project locations include Mayfair (Lincolnshire to Broadmoor), Hollycrest (Ola to John), and Holiday (Frank to Sangamon).

Our City is fiscally responsible

- Complete the reconstruction of South Mattis Avenue (Curtis Road to Congressional Way) as outlined in the development agreement associated with the adjacent properties.
- Plan, design, manage, and construct the $34.9 million US Department of Transportation TIGER VI Grant for the "Champaign-Urbana Multimodal Corridor Enhancement" (MCORE) Project in partnership with the C-U Mass Transit District, the University of Illinois, and the City of Urbana. The TIGER MCORE Grant will implement complete street improvements on five corridors within the University District that will improve mobility choices and transit travel between the twin cities and campus. The MCORE Project locations include Green Street (Wright to Race), Green Street (Fourth to Neil), White Street (Second to Wright), Wright Street (Armory to White), and Armory Street (Fourth to Wright).
- In cooperation with the City of Urbana, complete the construction of Olympian Drive (Apollo to Lincoln) and the western extension of Olympian Drive to Duncan Road. These two projects will utilize a combination of Federal Surface Transportation Urban funds and Illinois Jobs Now funding.

Our City promotes economic opportunity

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

Our City is a model for environmental sustainability

- Upgrade the sidewalk infrastructure along the east side of Randolph Street (Church to Green), Church (State to Randolph), and the Church-Main intersection as identified and prioritized by the Eden Supportive Living Center. Improvements include making ADA compliant sidewalk ramps throughout the area.
- Design sustainable and park-like features as part of the West Washington Phase 2 Glenn Park Drive detention basin project. Develop preliminary sustainable concepts for the next phases of the Boneyard Creek and Garden Hills drainage studies.
- As part of the TIGER MCORE Grant, implement sustainable features (street trees, rain gardens, LED lighting, and natural materials) into the Green Street (Fourth to Neil) project and at other locations within the project where suitable and appropriate.

Our City Fosters Quality of Life for All Citizens

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

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

Administration (02-0000-07001-0000)

Current Service Levels:

- Support the City's emergency management function and respond to City emergencies, such as snow and ice events. Participate in training, and assist with the development of incident action plans and pre-plans.
- Support neighborhood wellness by participating in task forces, technical committees, and wellness teams, and by incorporating neighborhood prescriptions into Public Works work plans.
- Communicate Public Works' services, programs, policies, and procedures to citizens, the general public, and the media.
- Coordinate the activities of the Engineering, Operations, and Administrative Services Divisions to ensure that resources are maximized Department-wide.
- Provide departmental representation and policy input for internal teams including Economic Development, Development Services, Capital Improvement Review Team, Communications Advisory Team, and Sustainability Committee.
- Perform centralized administrative functions for the Department, including budgeting, payments, purchasing, travel, and training.
- Manage disposal of surplus City property (Public Works excess equipment and bicycles).
- Manage electricity purchases for City facilities to control costs.

- Ensure that all Public Works employees obtain National Incident Management System and Incident Command training in accordance with the City's Emergency Response Plan and Federal requirements.
- Provide support and direction to staff to ensure the public has information and an opportunity for input on infrastructure projects.
- Manage centralized procurement functions for the Department.
- Encourage intergovernmental partnerships on the construction and maintenance of Public Works improvements. Examples include Prospect Avenue (Savoy), Olympian Drive (Champaign County and Urbana), and University street improvements using reallocated $6.5 million from St. Mary's Road (University of Illinois), and TIGER VI MCORE Grant (MTD, University, and Urbana).

Departmental Goals and New Initiatives:

- Expand and support the use of mobile devices for staff in the field in order to have access to work information and allow them to view maps and infrastructure information in the GIS.
- Support the City's Sustainability Plan by coordinating efforts to protect the Mahomet Aquifer from contamination.
- Continue to support efforts to increase minority and female participation in City contracts.
- Complete update of the ADA Transition Plan.

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

Current Service Levels:

- Manage traffic signals to promote safe and efficient traffic flow by:
  - Implementing the methods and schedules outlined in the Traffic Signal Master Plan.
  - Improving traffic signal timings.
  - Coordinating staff and resources to provide 24-hour response to traffic signal problems.
  - Provide maintenance to 42 IDOT-owned intersections and two University of Illinois-owned traffic signals.
- Replace traffic signal controllers, maintain 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).
- Inspecting 3,512 City-owned street lights and make repairs when needed.
- Inspecting and reporting any problems or outages regarding leased streetlights to AmerenIP.
- Repairing or replacing damaged streetlights and traffic signals caused by automobile accidents (about 12 per year), and submitting necessary documentation to the appropriate parties to recover costs.

♦ Make and maintain signage to promote safe traffic and pedestrian flow, simplify way-finding, and provide information by:

- Maintaining and repairing all City signs; and immediately replacing missing "stop" signs (about 20 per year) upon notification. Emphasis is given to signage at 10 school locations, particularly at the beginning of each school year, to better ensure student safety.
- Systematically replacing all City signs, except street name signs and "no parking" signs on a 15-year cycle (averages about 700 per year) so that all are easily visible.
- Replace street name signs as needed when they are no longer readable or are knocked down.
- Improving readability and increasing the life of street name signs by using higher quality, more reflective materials. Remain current on best material and latest standards for fonts and size.
- Completing custom signage requests such as adopt-a-highway (8/yr), neighborhood watch (10/yr), vehicle decals (20/yr), honorary streets (10/yr), etc. to help other City departments and sections with their sign needs.
- Completing service requests for installation of new signs or modification of other signed areas. About 50 traffic service requests 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 recommendations.
- 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 and assist in the transition of the program in-house.

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

Departmental Goals and New Initiatives:

- Develop the GPS preemption program by adding a system on Bradley Avenue at the State/Neil corridor.
- Re-establish a preventative maintenance program for traffic cabinets and traffic signals.
- Assist in the establishment of an in-house JULIE locate program for Public Works.
- Assist in the development of an automatic vehicle location tracking program for select Operations Division vehicles.

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

Current Service Levels:

- Respond to requests from all City departments for facility repairs and services involving plumbing, electrical, carpentry, and painting activities.
- Manage building systems and contracts (HVAC, elevator, pest control and janitorial services) for all City buildings either with in-house staff or through contractual arrangements in order to provide safe and comfortable environments for the public and City employees.
- Deliver interoffice mail and other packages to the City Building, Main Fire Station, Police Department, Public Works Department, and METCAD on a daily basis. Delivery of outgoing mail to the Post Office is performed near the end of each day.
- Provide support services such as delivery of supplies, moving office furniture, and pick-up/disposal of surplus items.
- Provide remodeling and installation services at City facilities. These include office painting, small remodeling projects, construction, and installation of storage units. These projects are generally limited to single-office areas and can be completed by Building Services employees in a 10-day period.
- Perform changes to facilities as mandated by law and manage the inspection of life safety systems as required by law.
- Evaluate contracts for necessary services at City facilities, such as janitorial services, HVAC, and elevator maintenance, and renew if warranted; and monitor performance of contractors.

- Perform various types of landscape maintenance activities (lawn mowing, litter collection, mulching, weeding, flower planting, and watering) at the City Building, Police Department, Public Works Department, and various planters in the Downtown area.
- Evaluate existing building systems within City facilities to ensure efficient maintenance practices are being performed.

Departmental Goals and New Initiatives:

- Review and re-develop City Facilities Master Plan.
- Make building improvements consistent with the City's Sustainability Plan.
- Implement HVAC improvements at Fire Station #6.
- Establish a roof maintenance contract (or program).

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

Current Service Levels:

- Provide yard waste collection in the spring and fall, and Christmas tree collection in winter to approximately 34,434 residences within the City of Champaign. Approximately 8,000 cubic yards of materials are collected each year from the three collections. This program is currently in in-house pilot program and may be permanently assigned to the Streets section if approved by City Council.
- Provide City staff assistance with activities related to the post-closure care plan for the closed Champaign-Urbana Solid Waste Disposal System landfill. Assistance includes attending quarterly Champaign-Urbana Solid Waste Disposal System meetings and reviewing post-closure activity reports, the annual budget, and quarterly meeting reports on proposed remediation activities and groundwater analysis.
- Manage contracts to empty approximately 170 on-street litter receptacles in Campus and Downtown areas and at Central High School.
- Sponsor special recycling events, such as electronics recycling, working cooperatively with the City of Urbana, Champaign County, and Village of Savoy.

Departmental Goals and New Initiatives:

- Perform a comprehensive assessment of the yard waste collection program to evaluate alternatives for delivery of this service and permanently bring in-house if approved by City Council.
- Re-evaluate on street litter contract and re-bid as necessary.

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

Current Service Levels:

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

Departmental Goals and New Initiatives:

- Review and restructure Division personnel evaluation form with emphasis on aligning employee behavior with City Values.
- Assess programs in preparation for an automated vehicle location system in snowplow equipment.
- Re-organize the Operations Division in an effort to continue consolidating sections (to include budgets) and improving services.

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

Current Service Levels:

- Assist the Neighborhood Services Department with neighborhood cleanups, Campus Move-In and Move-Out, and special alley clearance projects to reduce blight in neighborhoods.
- Respond to service requests to pick up debris caused by illegal dumping on City rights-of-way. Debris is removed within two business days of request.
- Provide street sweeping in neighborhoods once per month during the months of March through October. An average of 4,200 miles is swept each year.
- Provide street sweeping to north commercial and some of the major arterial streets in areas of the Downtown, Campus, North Prospect, and around schools between the months of March and October, approximately eight hours per week from 5 a.m. to 7 a.m. An average of 800 miles is swept and 550 cubic yards of loose debris are collected annually.

- Sweep leaves from City curb and gutter roadways during the months of October through December. Annually, an average of 3,500 miles is swept and 18,000 cubic yards of loose leaves are collected.
- Provide street sweeping for special events. Events include the Illinois Marathon, Parade of Lights, Ebert Fest, Fourth of July, Combined Charities Campaign Kick-Off, Color Run, Music Street festivals, and about five to eight others. An average of 1,950 miles is swept annually for special events.
- Provide night street sweeping on all curb and gutter roadways during the months of March through November for all 3 a.m. to 5 a.m. "No Parking" zones in the Downtown and Campustown. An average of 1,950 miles is swept and 2,300 cubic yards of loose debris are collected annually.
- Maintain City rock alleys by blading and spreading rock on all rock-surfaced alleys on an as-needed basis and by responding to service requests.
- Mow and trim all unimproved rights-of-way and City-owned lots indicated on the mowing map and inventory to comply with the eight-inch standard in the Vegetation Ordinance. During the growing season when vegetation is growing rapidly, rights-of-way are mowed and trimmed once a month; lots and traffic islands are mowed weekly. At other times, especially during hot/dry weather, the cycle can be extended.
- Haul approximately 1,800 tons of debris to the Urbana Transfer Station each year and haul 500 tons of rock back to Public Works for use in alley and shoulder maintenance.
- Provide routine maintenance at viaducts according to the Viaduct Maintenance Plan.
- Spread rock along shoulders of non-curb and gutter streets under the direction of the Engineering Division and by service requests to ensure proper drainage of roadways. Approximately 10 repairs are completed annually.
- Responsible for the supply and storage of approximately 6,100 tons of salt annually.
- Support Downtown festivals, such as the Parade of Lights, Taste of Champaign, street fests, 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 the Developmental Services Center for Boneyard Linear Park and Downtown litter collections, and Campus poster removal programs.
- Continue to implement sustainable practices of recycling street sweeper brooms and disposal of fall leaves that are swept from City streets on farmland or livestock bedding.

Departmental Goals and New Initiatives:

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

- Consolidate all sub-section budgets (Street, Asphalt, and Concrete) to more efficiently manage budget activities.

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

Current Service Levels:

- Repair concrete streets to provide safe and efficient motor vehicle travel when a faster response is required and timely contractual repairs cannot be made. An average of 2,000 square feet of concrete streets is repaired annually.
- Reconstruct streets, curbs, sidewalks, and ramps in conjunction with sewer repairs. Approximately 30 locations are reconstructed per year.
- Install an average of 20 handicap ramps per year in conjunction with the Sidewalk Repair program and by citizen request.
- Remove graffiti from concrete structures. When graffiti removal requests are made, they are prioritized based on location and the nature of the graffiti.
- Annually replace an average of 6,400 lineal feet of deteriorated City sidewalks.
- Annually reconstruct an average of 15 driveway sections, 10 drive approach sections, 200 to 300 lineal feet of curb.
- Reconstruct an average of two pull boxes, light bases, or traffic control box bases for the Traffic and Lighting Section each year.
- Review the Work Area Protection Guide annually and make revisions if needed.
- Repair or replace mailboxes damaged during the snow and ice season.
- Continue sustainable practice of recycling 100 percent of concrete sidewalks, curbs/gutters, and pavement that are removed annually by City crews.

Departmental Goals and New Initiatives:

- Re-inspect asphalt patches that were placed at tripping hazards and update database.
- Assist with upcoming ADA sidewalk ramp program (as necessary).

Engineering (02-0000-07008-0000)

Current Service Levels:

- Support the Neighborhood Services Department (NSD) by managing projects, administering contracts, and reserving staff time to respond to requests for neighborhood infrastructure projects. Work with NSD and property owners to define problems, develop solutions, and provide cost estimates to assist with solving neighborhood problems. Respond to drainage and sewer complaints by defining the problem, developing and analyzing alternatives, and implementing solutions and programs to mitigate the problems.
- Provide infrastructure to meet City standards by planning for construction and maintenance of streets, alleys, sidewalks, sanitary sewers, storm drainage, traffic control, and street lighting.
- Manage projects in a cost-effective manner by using an efficient-cost management approach, while also assuring high quality design and construction using qualified engineers and inspectors.
- Complete annual maintenance contract work - Bituminous Overlay, Portland Cement Concrete Rehabilitation, Alley Maintenance, Brick Surface Rehabilitation, Neighborhood Infrastructure Repair, Slurry Seal, Bridge Maintenance, Storm Sewer Rehab, Sanitary Sewer Rehab, Contractual Sewer Maintenance Activities, Channel Maintenance, Emergency Infrastructure Repair, Landscape Maintenance, Parking Lot Rehabilitation, Pavement Marking, and Bike Lane Maintenance.
- Implement the National Pollutant Discharge Elimination System (NPDES) Phase 2 Program and maintain the required City NPDES permits as mandated by the Clean Water Act.
- Work with the Development Services Team to ensure that development in and within 1.5 miles of the City limits complies with the City's subdivision regulations and design and construction standards as compiled in the Manual of Practice (MOP).
- Facilitate development by coordinating with contractors, developers, engineers, and utility companies and holding monthly utility coordination meetings. As information becomes available, alert utility companies to the upcoming utility needs for upcoming economic development projects to allow for planning and coordination of the utility upgrades and changes.
- Improve site designs and prevent future problems by reviewing commercial and multi-family plans for compliance with engineering criteria as set forth in the City's MOP. Provide timely review services for the development community as stipulated in Chapter 6 of the MOP.
- Issue driveway, grading and drainage, right-of-way excavation, right-of-way 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 through a combined effort with the Sewer Section.
- Inspect the Phinney Branch and Boneyard drainage channels six times per year for drainage impediments. Convey inspection list to Sewer Section for removals. Contract for removal of items outside Sewer Section's scope.
- Inspect enclosed portion of the Boneyard Creek (Campustown Project) every five years.
- Work with the Planning Department and Regional Planning Commission to improve pedestrian, bicycle, and traffic safety in the community.
- Work with Unit 4 School District and Champaign Police Department on safe routes to school (SRTS) projects to improve pedestrian and traffic safety around school.
- Assist the Finance Department in reporting the value of infrastructure assets as required by GASB 34 by the end of the fiscal year.
- Increase safety, facilitate the movement of traffic, and provide parking by reviewing citizen complaints and recommendations, conducting engineering studies, and implementing solutions, through the Traffic Service Request Program.
- Prioritize street repairs using factors such as City Council goals and priorities, intergovernmental agreements, pavement condition, Operations Division input, safety concerns, and citizen or neighborhood requests.
- Use resident and staff input and sewer condition evaluations to define and prioritize repairs for the annual sanitary and storm sewer rehabilitation contracts.
- Complete projects budgeted in the Capital Improvements Plan. This involves planning, budgeting, preparing project sheets, preparing City Council reports, administering bidding processes, managing engineering consultants and contractors, and providing public information and assistance to the City Council and to the general public.
- Continue transferring automated map data to GIS.

Departmental Goals and New Initiatives:

- Complete the construction of Olympian Drive from Apollo to Lincoln by August 2016, and Olympian from Champion to Duncan Road by October 2015.
- Continue Post Closure Care Plan for the old Champaign Landfill.
- Begin final design and right-of-way acquisition for West Washington Phase 2 Glenn Park Drive detention basin improvements.
- Begin study and stakeholder input for the next phases of the Boneyard Creek improvement project between University Avenue and Neil Street.
- Begin study and stakeholder input for the Garden Hills Drainage Improvements.
- Complete the reconstruction of South Mattis Avenue (Curtis to south of Congressional Way) which is consistent with the City's commitment in the development agreement with the adjacent properties.
- Plan, design, manage, and construct the $34.9 million US Department of Transportation TIGER VI Grant for the "Champaign-Urbana Multimodal Corridor Enhancement" (MCORE) Project in partnership with the C-U Mass Transit District, the University of Illinois, and the City of Urbana. The TIGER MCORE Grant will implement complete street improvements on five corridors within the University District that will improve mobility choices and transit travel between the twin cities and campus. The MCORE project locations include Green Street (Wright to Race), Green Street (Fourth to Neil), White Street (Second to Wright), Wright Street (Armory to White), and Armory Street (Fourth to Wright). Construction on Green Street (Neil to Fourth), Green Street (Wright to Lincoln), and White Street (Second to Wright) is expected to begin late summer 2016.
- In cooperation with the University of Illinois, assist with the management, engineering design, and construction of the $6.5 million in State funding for First Street (Gregory Drive to Kirby Avenue), Fourth Street (Kirby Avenue to St. Mary's Road), and Pennsylvania (Fourth Street to Wright Street extended).

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

Current Service Levels:

- Repair an average of 20,000 potholes per year to provide safe and efficient motor vehicle travel. Complete pothole service requests within two business days of request unless staff is occupied with a safety sensitive activity like snow and ice removal.
- Complete hot-mix asphalt repairs associated with Sewer and Concrete Section programs within two business days of request when weather and hot-mix availability allows. Complete an average of 2,400 square yards (or 30 areas) of hot-mix asphalt street repairs to provide safe and efficient motor vehicle travel.
- Make temporary sidewalk repairs within two business days of request when weather and hot-mix availability allows, minimizing hazards to pedestrians.

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

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

Current Service Levels:

- Prune an average of 1,500 City trees each year based on a 14-year pruning cycle and in response to Citywide service requests in order to improve tree health and allow the safe passage of pedestrians and vehicles.
- Remove up to 375 dead, declining, and hazardous trees from City rights-of-way each year. Removals are done through in-house resources and contractual services. Approximately 1,800 ash trees will require removal by 2019.
- Plant 75 to 125 trees annually on City rights-of-way, per citizen request, as replacements for trees previously removed, or through the Share-the-Cost program. Plant an additional 150 trees through contractual forces or in-house efforts in response to Emerald Ash Borer infestation.
- 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 medians and other non-standard locations.
- Maintain and prune trees at Second Street Reach, Boneyard Creek, and Washington Street Detention basins.

- Continue monitoring the spread of the Emerald Ash Borer and communicate infestation developments as they occur with City Council and the public.
- Inspect 100 percent of all City-owned tree grates and maintain (or repair) as necessary.
- Collect approximately 225 cubic yards of holiday trees during City-sponsored tree collection.
- Prune trees causing obstructions to traffic signals and signage upon request and conduct 100 percent inspection of all major traffic intersections (for obstructions).

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

Current Service Levels:

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

- Remove snow from City parking lots to provide safe passage for vehicles and pedestrians. Overnight snowfall will be removed by 7 a.m. on weekdays, when possible; at all other times, snow will be removed from all City lots within 12 hours of the end of snowfall.
- Monitor flood-prone areas during heavy rain events and provide barricades to limit access to viaducts and flooded streets when high water would create hazardous conditions.
- Respond to obstructed right-of-way conditions after high wind weather events. Crews will clear obstructing debris to allow safe use of the right-of-ways.
- Respond to emergency and hazardous spills as directed by the Fire Department.
- Provide support for the Illinois Public Works Mutual Aid Network by providing teams to respond to emergencies in other communities as requested.
- Clear all inlets of debris prior to significant rainfall (or thawing of snow) to prevent flooding (at least two events per year).

Departmental Goals and New Initiatives:

- Review Municipal Code to potentially eliminate emergency snow routes with City Council approval.
- Re-evaluate on-street litter contract and re-bid as necessary.
- Permanently establish salt conveyor system and automatic vehicle locate tracking for snow plows.

Parking Programs (03-0000-07013-0000)

Current Service Levels:

- Maintain a current database of parking violations and their status. This entails processing 45,000 parking ticket payments annually within three days of payment and entering all handwritten parking violations within three days of receipt.
- Manage web-based applications for citation payments and permits to provide 24/7 access for customers and manage Parking Services workload. The 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 Hill Street Parking Deck.
- Issue parking permits and manage permit parking in City-owned parking facilities and manage the residential permit-parking program in the East Park Street Area.
- Enforce parking regulations within the Downtown, East Side, and University Parking Districts from 8 a.m. to 9 p.m. from Monday through Friday.
- Clean and maintain City parking lots and landscaped areas within and adjacent to the lots to provide a clean, safe, and attractive environment. Trash is removed daily, lots are kept weed-free, flowers are watered daily, and lots are mowed up to twice each week so that grass is not higher than 2 ½ inches.
- Create and update as needed print, web-based, and other public information materials to provide current and accurate parking information to customers.
- Review and make adjustments to pricing and duration of hourly parking to balance supply and demand for parking, based on occupancy information.
- Review and make adjustments to the price of permit parking to balance supply and demand for parking, based on occupancy information.

Departmental Goals and New Initiatives:

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

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

Current Service Levels:

- Respond to all sanitary back-up service requests in an hour or less during regular work hours. After-hour response can be longer, but most responses occur in less than two hours.
- Respond to miscellaneous service requests regarding such things as dead animals, right-of-way debris, sewer backups, accident clean-ups, etc. These responses are prioritized and the timeliness of the response varies depending on the hazard posed by the situation. High priority response occurs within an hour; other responses may be scheduled.
- Provide televised footage of sanitary and storm sewers to the Engineering Division (80,000 feet of sanitary sewer per year) as scheduled and requested by the Engineering Division.
- Identify sanitary sewer lines and manholes subject to high levels of grease accumulation and treat these on a monthly basis to reduce the grease levels. Currently, 144 manholes have been identified as problem sites and are treated monthly.
- Clean storm sewer inlets to allow street drainage during flooding situations as required. These cleaning activities include clearing debris from inlets and jetting or vectoring the inlet and associated pipes to remove blockages.
- Repair sanitary and storm sewer lines, inlets, and manholes when needed and when the digging depth does not exceed five feet in depth. An average of 60 digging projects, such as sinkholes, inlet repairs, and manhole repairs are completed annually.
- Participate in monthly meetings with Engineering staff to evaluate data and identify and correct backup problems to reduce the need for overtime responses.
- Schedule an annual confined space entry training session for Sewer Section and Engineering Division employees.
- Clean debris (furniture, brush, tires, appliances, etc.) out of the Boneyard Creek at locations directed by Engineering Division inspections, including both upper and lower reaches of the Boneyard Creek and the Phinney Branch Creek in addition to the routine debris cleaning. Approximately once a month, a list of problem sites is developed and the debris is removed. Heavy rains may cause material to migrate into the channel and cleaning this debris may be required after rains of more than an inch and a half
- Track barricades when placed at hazards and complete repairs within 30 days of initial placement.

Recycling Services (06-0000-07014-0000)

Current Service Levels:

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

Departmental Goals and New Initiatives:

- Work with the City Council to implement improvements to the City's curbside recycling program, including collection of an expanded list of recyclable materials.
- Work with City Council to regulate use of plastic bags.
- Evaluate the multi-family recycling program, and upon City Council's direction, issue a request for proposals in order to extend service at the end of the current contract that ends on November 30, 2015.

Fleet Services (10-0000-07019-0000)

Current Service Levels:

- Perform preventive maintenance on all City vehicles, consistent with established schedules. Service cycles depend upon the vehicle and type of use.
- Perform other vehicle repairs as needed, prioritizing repairs based on the City's ability to provide emergency response and essential services, and the safety of the public and employees.
- Maintain an inventory of parts including frequently used and specialized or difficult-to-obtain parts. Order parts that are not in stock within one day.
- Prepare new vehicles for service, prioritizing vehicles that contribute to public safety and vehicles that are currently experiencing an inordinate amount of down time.
- Purchase 170,000 gallons of fuel annually and keep accurate fuel inventory records.

- Manage recycling programs, such as tire recapping, waste oil, antifreeze, battery, and part cleaning solvent recovery in accordance with State and Federal regulations.
- Manage accident damage repair of City vehicles; obtaining repair quotes within five days of reported accident.
- Maintain a database of all fleet transactions including parts, labor, and fuel use for each vehicle.

Departmental Goals and New Initiatives:

- Continue to explore options for integrating alternative fuels into the City's fleet.
- Develop a customer service survey.

Stormwater Management (21-07120)

Current Service Levels:

- Manage the City's Stormwater Utility Fee, which will generate $3 million annually to support stormwater improvements. Stormwater fees will be billed to 22,000 parcels, including 18,000 residential and 4,000 non-residential parcels.
- Administer the credit and incentive programs for residential and commercial customers.
- Pay outlet fees for discharge into drainage systems maintained by other governmental units.
- Monitor rainfall and stream flows on the Copper Slough and Boneyard Creek.
- Pay utility locating fees for storm sewer locates.
- Respond to storm drainage concerns by providing investigation, education, and problem solving assistance.
- Review and approve grading and drainage permits and complete related inspections.
- Review and approve erosion control plans, complete related inspections, and investigate complaints.
- Continue public education efforts regarding the stormwater utility fee and stormwater programs and projects.

Departmental Goals and New Initiatives:

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

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

Current Service Levels:

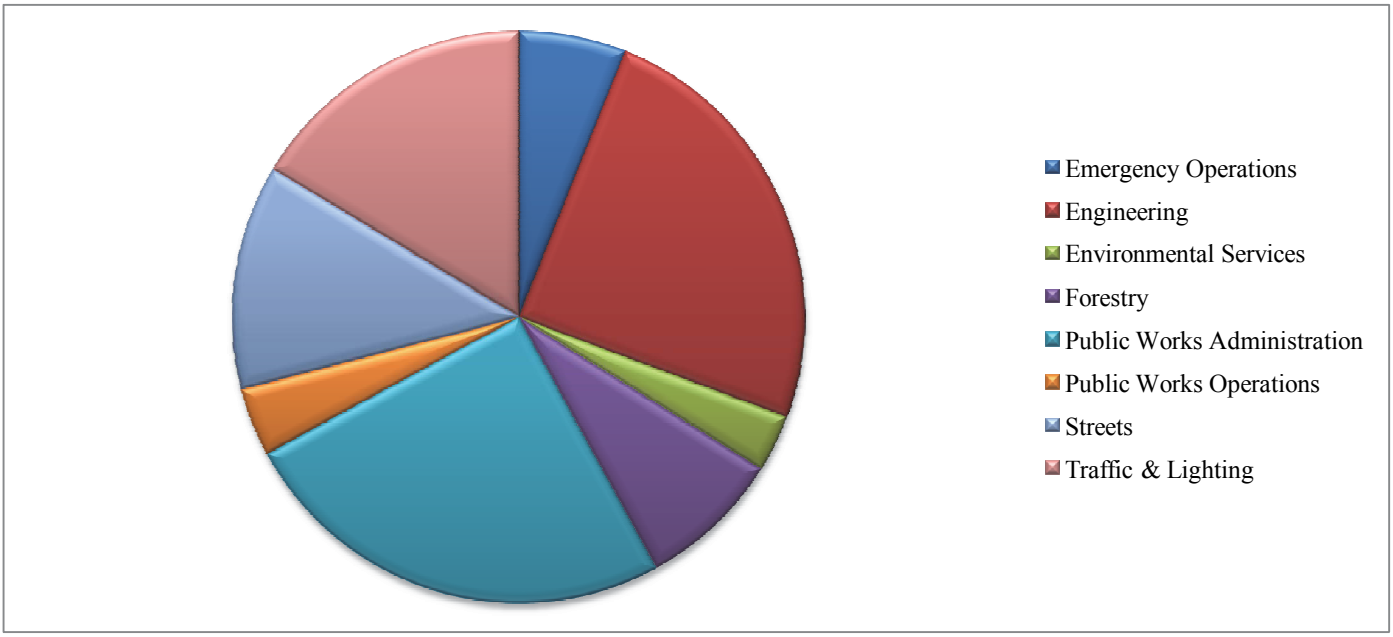
- Purchase vehicles and equipment using State bid or a formal bid process, or other specialized methods approved by the Finance Department, consistent with the replacement schedule.
- Dispose of used vehicles through trade or internet auction.
- Make recommendations regarding appropriate replacement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

Departmental Goals and New Initiatives:

- Establish 10 year plan for the Vehicle Replacement Fund (includes yearly break-down).
- Reduce the amount of vehicle deferments (due to administrative reasons) by 40 percent.
- Establish easy to understand status of equipment replacement for department heads and City Manager.

Public Works Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Asphalt	732,477	720,745	(11,732)	-1.60%
Building Services	1,123,718	891,198	(232,520)	-20.69%
Concrete	791,759	679,054	(112,706)	-14.23%
Emergency Operations	954,319	591,854	(362,465)	-37.98%
Engineering	2,269,171	2,407,781	138,610	6.11%
Environmental Services	420,860	315,538	(105,322)	-25.03%
Forestry	754,570	790,620	36,050	4.78%
Public Works Administration	2,041,836	2,448,991	407,155	19.94%
Public Works Operations	264,394	377,633	113,239	42.83%
Streets	1,228,018	1,242,303	14,285	1.16%
Traffic & Lighting	1,597,811	1,599,557	1,746	0.11%
Total	**12,178,933**	**12,065,273**	**(113,660)**	**-0.93%**



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.

The 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, computer services and monitoring of Champaign County Animal Control contractual obligations.

The 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, training, grants, special events, background investigations, fiscal administration and Freedom of Information Act requests.

The Professional Standards Division oversees citizen complaints, processes internal investigations, logs citizen compliments and departmental awards, assists with writing new policies and policy revisions maintains equipment inventory, and manages the Illinois Law Enforcement Accreditation Program accreditation process.

The Community Services Division oversees the department's media relations, marketing, and outreach 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. The

Department also utilizes 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, 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 the Youth Assessment Center. This will also include facilitating opportunities for officers to informally interact with youth and community leaders. In addition, the Department will continue to strengthen connections to neighborhood groups and provide training to employees on customer service.

Our City is committed to honest, transparent government

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

Department Baseline Service Levels, Goals and Initiatives by Activity

Administration (02-0000-08001-0000)

Current Service Levels:

Chief and Deputy Chiefs

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

- Public Safety Advisory Committee (University of Illinois)
- Behavioral Intervention Team (Parkland)
- Chiefs of Larger Illinois Cities
- Illinois Association of Chiefs of Police
- International Association of Chiefs of Police

♦ Promote continued understanding of Community Oriented Policing, Intelligence-Led Policing and Problem Oriented Policing philosophies within the department and community through neighborhood 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 interview and selection panels.

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.

♦ Maintain ILEAP Accreditation for departmental professionalism and consistency.

Community Services (Assistant to the Chief)

♦ Perform Public Information Officer 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. An injury prevention school curriculum.
- Shop with a Cop. A Program sponsored by the Champaign Meijer Store, Champaign County YMCA, and Unit 4 Schools to provide youth an opportunity to interact and shop with Police Officers during the holiday season.
- National Night Out. A safety awareness and crime prevention program.
- Playing it Safe Fair. A safety education event for parents and children with games and entertainment. This event draws over 1,500 participants.
- The Law and You. A program presented by the Police Department's School Resource Officers to middle and high school students providing practical and realistic guidelines for interacting with law enforcement officials.
- Touch-a-Truck Day. A program sponsored by the Champaign Park District to bring young children together with various trucks and people in the community who drive them.
- Youth Police Academy. A summer outreach program designed to provide Champaign County youth, between 12-18 years of age, a clearer understanding of law enforcement principles within a mock police academy setting.

♦ Serve on the following board and committees in the furtherance of organizational goals:
  - Champaign County Crisis Media Advisory Team
  - Champaign Area Citizen Corps Council
  - Communication Advisory Committee
  - Heroes and Helping Hands Awards Committee

Fiscal Administration (Operational Support Division)

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

♦ Provide budget analysis and execution to ensure appropriate funding for necessary contracts and equipment to assist in service delivery throughout the department.

Special Events and Alcohol (Operational Support Division)

♦ Review and process special event applications in order to regulate community events to facilitate safety. In 2014, there were 330 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.

Departmental Goals and New Initiatives:

Chief and Deputy Chiefs

- Begin to implement the approved strategic plan that will be the blueprint for the Department's delivery of police services for the next three to five years.
- Provide strategic awareness training to all employees to ensure unconditional respect is demonstrated to our citizens and each other.
- Ensure the upcoming promotional process appropriately reflects the City and Department's mission and values, so future command officers and supervisors can demonstrate and lead successfully.
- Hire and train additional officers to increase the sworn strength of the Department to 125 to improve directed patrol in response to neighborhood problems.
- Continue revising the City Emergency Plan to continually improve the City's capabilities to respond to natural or man-made emergencies.
- Complete a management succession plan to prepare current employees and recruit highly qualified applicants for upcoming staff vacancies.
- Implement protocol improvements to the investigation of critical incidents involving serious force by officers to maximize coordination efficiency.
- Improve Information Technology support to staff to maximize efficiency in the delivery of services and information to the public.
- Assist law enforcement agencies countywide that are new to ARMS with implementation to improve the sharing of information and costs.
- Support the efforts of the City's Diversity Leadership Council to make the Department stronger through the appreciation and utilization of various cultures and talents of our diverse City and employees.
- Seek new opportunities for Chiefs and Lieutenants to meet with employees, including in small groups and one-on-one to improve communication and understanding of the needs of the Department.
- Develop a 360 degree feedback mechanism for employees to share constructive feedback with each other to improve the delivery of police services.
- Examine and improve the process for employee career development and goal setting, so employees know what steps will maximize their ability to be selected for promotion or duty assignments.
- Research the implementation of different methods to transport arrestees to better utilize patrol resources.

- Implement a text notification system to provide information quickly to employees to better inform employees and provide manpower when needed.
- Examine new ways to celebrate the successes of our employees and introduce employees to the public.
- Implement best practices on light duty officers to more efficiently utilize existing manpower to achieve Department goals.
- Examine and improve the manner in which injured officers are addressed to return them to full-duty as quickly as is appropriate.
- Develop and implement a targeted recruitment plan of lateral officers and new hires to facilitate hiring highly qualified officers.

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.
- Continue developing public service announcements and videos for the Department's branding campaign to provide information to the public and enhance the image of the Department.
- Continue to provide support to the Champaign Police Explorer Post and create opportunities for its community engagement to improve the leadership abilities of participating youth.

Professional Standards

- Test various vendors of in-car camera systems to determine the best product to replace the current squad camera system.
- Test various vendors of body cameras to determine the practicality and financial feasibility of the deployment of body cameras.
- Work with the Administration and Fraternal Order of Police to update the training information on what to expect when an officer is involved in a critical incident.
- Manage and improve the Explorer Program to train youth to be leaders in the next generation of law enforcement and other related fields.
- Examine options for replacement of Mobile Data Computers, including the use of tablets, to ensure maximum functionality while remaining cost effective.

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

Current Service Levels:

Investigations

- Review 8,200 police reports for solvability and coordinate 1,600 investigations of criminal cases involving adults and juveniles.
- Coordinate with the University of Illinois for minor crimes involving students or staff.
- Continue communication with Unit 4 to discuss safety issues in the Unit 4 School District.
- Continue sharing of crime data with the public so the public remains informed to assist with solutions to neighborhood problems.

School Resource Officers (SRO) / Community Outreach

- Work with Unit 4 Schools and the State's Attorney's Office to address juvenile crimes and problems.
- Work with the Youth Assessment Center and the State's Attorney's Office to determine suitability for juveniles on station adjustments to ensure compliance with the Juvenile Court Act, and to divert at risk youth from the Criminal Justice System.
- Ensure the delivery of drug abuse prevention, bullying prevention, social media dangers, and Law and You presentations to students in the Unit 4 School District and private schools.
- Provide SRO Annual Report to Unit 4, the City Council, and the Human Relations Commission to evaluate the results of the program, as well as to collaborate with the community to make improvements.

Evidence

- Intake and process 12,850 recovered, lost, or stolen items submitted by officers as evidence to assist with the prosecution of those who commit crimes in the City, and to safeguard citizens' property until it can be returned.
- Coordinate with the State's Attorney's Office to provide evidence items needed for court cases.

Departmental Goals and New Initiatives:

Investigations

- Continue High Tech Crimes Unit 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 to maximize the use of resources.

- Assign officer(s) to career development rotational positions within the Investigations Unit.
- Research and evaluate cold cases to determine solvability factors based on current evidence and new technologies.
- Improve the case management system to process reports more efficiently and ensure appropriate accountability.
- Improve case review processes to ensure consistency and timeliness of case assignments.
- Research available methods and processes to address increases in gun violence.
- Improve communications between the Investigations Division and the State's Attorney's Office to ensure clarity during investigations, and decrease existing backlog of pending cases to be charged.
- Research methods to dispose of old evidence to ensure adequate evidence storage for the future.

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

Current Service Levels:

Field Operations Division

- Provide the initial response to citizen calls for service and enforce criminal, city ordinance, and traffic statutes.
- Continue to implement and modify the Traffic Safety Program by gathering and analyzing data, seeking citizen input, and enforcing traffic laws throughout the City.
- In cooperation with the University of Illinois Police Department, continue efforts to ensure the safe movement of pedestrians, bicyclists, motorists, and mass transit vehicles throughout campus area.
- Work with citizens and other City departments to solve community problems utilizing both traditional and Intelligence Led Policing methods, such as problem solving and community policing.
- Address issues and concerns through problem solving and targeted enforcement to improve the quality of life in neighborhoods in partnership with citizens, community resources, and other City Departments.
- Answer 71,300 emergency and non-emergency calls for police service, resulting in the investigation of 8,200 reported crimes, 1,700 traffic accidents, and 4,600 felony, misdemeanor, and ordinance arrests, which responds to the needs of citizens and keeps the community safe by identifying and arresting those who break the law.
- Maintain and review in-car video recordings for compliance with departmental policy and to ensure the delivery of quality customer service.

- Monitor and regulate traffic using Selective Traffic Enforcement Patrol and special emphasis on traffic by officers resulting in approximately 4,800 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 and ensure that the various local emergency plans are coordinated to improve the capability of the City to respond to natural and man-made disasters.

Computer Services

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

Departmental Goals and New Initiatives:

Field Operations Division

- Improve defensive tactics training based on recommendations from the Use of Force Review Board to improve the safety of officers and the public.
- Conduct "Walk as One" events to provide opportunities for informal police interaction and the delivery of safety information to the public.
- Partner with local business owners to identify cooperative efforts to reduce crime opportunities.
- Continue Hispanic Outreach program to learn the needs of this community and respond with services appropriately.
- Continue the delivery of initial and refresher Anti-Biased Policing training to ensure police services are delivered in a fair and consistent manner.
- Improve efficiency in transferring documents to the Courthouse to reduce the time required to deliver them.
- Increase the amount of time first-line supervisors' work with their direct reports to improve communication and customer service.

- Increase the review of in-car video to recognize officers doing excellent work and identify areas where improvement is needed.
- Measure the impact of the Enhanced Domestic Violence Protocol to ensure it is achieving appropriate results.
- Implement a re-entry program for parolees returning from the Illinois Department of Corrections to assist them with successful integration into the community and provide appropriate oversight.
- Implement and monitor program to reduce the number of false alarms in the City to better utilize police resources and appropriately charge citizens for improper usage.
- Revise the evaluation process to better reflect current expectations and ensure employees are being rewarded and held accountable according to the City's and Department's Mission and Values.
- Continue to improve the Chaplain's Program to help ensure employee wellness.

Computer Services

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

Training and Development (02-0000-08004-0000) (Operational Support Division)

Current Service Levels:

Training, Grants, Backgrounds, Recruiting and Crime Stoppers

- Ensure compliance with state and federal laws governing training and certification of officers and civilian employees by coordinating over 21,000 hours of training to ensure the finest quality officers are ready to respond to the needs of the community.
- Research and acquire grants for the department to fund equipment purchases and training opportunities to improve the department using fiscal resources from other public and private agencies.
- Review use of force incident reports as directed by Professional Standards to address training issues and ensure policy compliance so force is being used appropriately.
- Coordinate and conduct background investigations for Department employees to help ensure quality employees.
- Manage the recruiting activities for the Department to promote police officer employment opportunities while serving as a liaison with community service organizations, military units, Illinois Department of Employment Security, community colleges, university career centers and criminal justice faculties in order to increase the number of referrals.
- Transition to Law Enforcement Coordinator for Champaign County Crime Stoppers and implement new methods to promote Crime Stoppers to assist with arresting suspects more efficiently to make our City safer.

Departmental Goals and New Initiatives:

Training and Grants

- Examine the feasibility of creating a countywide evidence team to maximize the use of resources.
- Continue electronic simulated range and weapons training to improve the firearm skills of officers and Use of Force decision-making skills.
- Continue to improve roll-call/on-duty training to ensure police services are delivered within the law and policy.
- Transition to the role of Law Enforcement Coordinator for Champaign County Crime Stoppers and implement new methods to promote the use of Crime Stoppers.
- Manage and improve the Mentor Officer Program to ensure recruit officers are receiving the support needed to be a successful officer.

Records (02-0000-08005-0000) (Operational Support Division)

Current Service Levels:

Records

- Maintain Law Enforcement Agency Data System and National Crime Information Center hot file entries for stolen items to assist officers with recovering stolen property and arresting those in possession of said stolen property.
- Process court ordered subpoenas and expungements.
- Process 2,000 requests for information under the Freedom of Information Act 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.
- Process 1000 weekly, quarterly, and annual sex and violent crimes offender registrations to assist the police and the public with tracking their whereabouts.
- Enter police offense reports; arrest; accident; traffic and warning tickets into the Area wide Records Management System (ARMS) to assist with providing open and transparent government, and identifying and responding to recurring problems.

Front Desk

- Provide customer service for citizens, officers, and local justice agencies, including 60,600 callers.
- Process 3,200 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.
- Check the status of 19,000 pawned items through LEADS to ensure that the items have not been reported as stolen.

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.

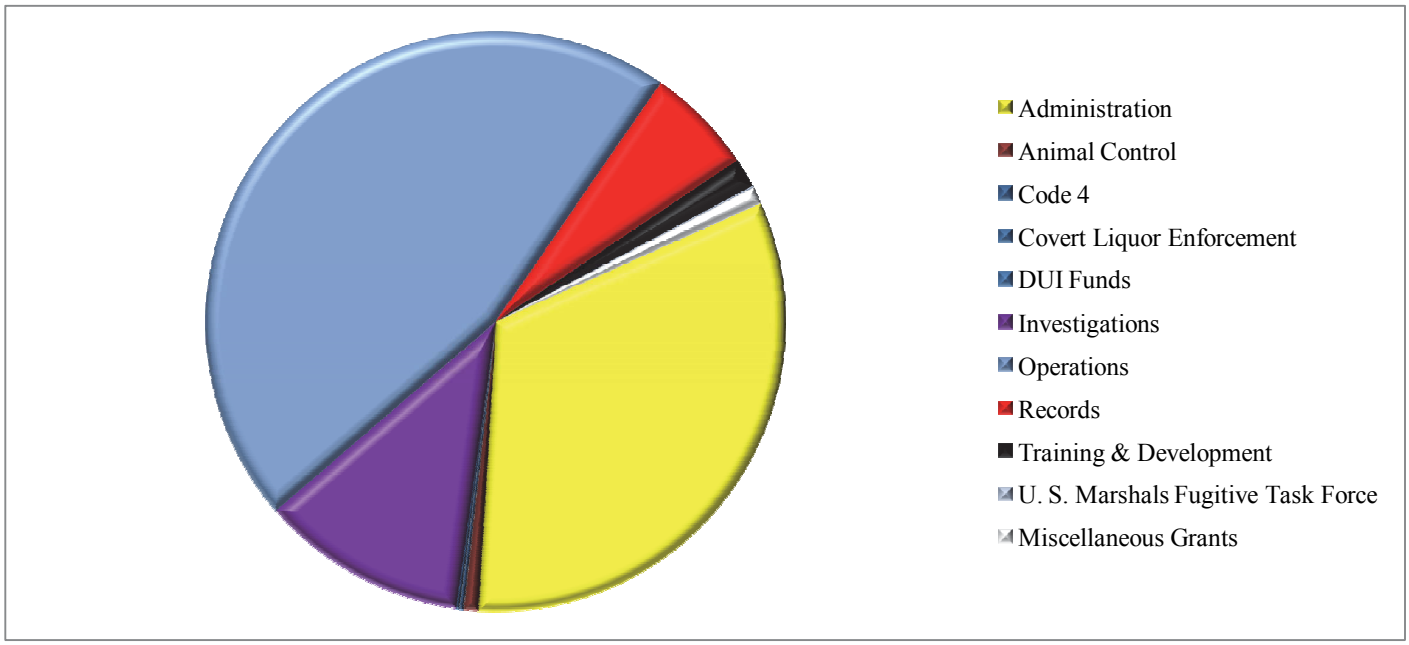
Departmental Goals and New Initiatives:

Records

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

Police Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Administration	7,016,400	7,795,754	779,354	11.11%
Animal Control	189,772	189,772	0	0.00%
Code 4	4,919	3,000	(1,919)	-39.01%
Covert Liquor Enforcement	54,815	51,815	(3,000)	-5.47%
DUI Funds	18,953	52,351	33,398	176.21%
Investigations	2,866,489	2,746,581	(119,908)	-4.18%
Operations	10,945,795	10,988,913	43,118	0.39%
Records	1,263,031	1,432,456	169,425	13.41%
Training & Development	419,225	395,227	(23,998)	-5.72%
U. S. Marshals Fugitive Task Force	25,000	24,000	(1,000)	-4.00%
Miscellaneous Grants	225,651	227,910	2,259	1.00%
Total	**23,030,049**	**23,907,779**	**877,729**	**3.81%**



Fire Department

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

Departmental Overview

Organization

The Fire Department consists of four 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 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.

The Training 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.

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. It provides the personnel and equipment to respond to fire, emergency medical, hazardous materials, technical rescue, and other situations requiring prompt action to save lives, property, and the environment

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 Operations Division also manages and directs the emergency medical services of the department. They collaborate with Urbana Fire Department, 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.

Contact Information

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

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

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

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

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

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

Our City provides first rate services

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

Our City is fiscally responsible

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

Our City is a model for environmental sustainability

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

Our City is committed to honest, transparent government

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

Department Baseline Service Levels, Goals and Initiatives by Activity

Administration (02-0000-09001-0000)

Current Service Levels:

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

- Continue to utilize the department's run card software to evaluate and to meet target response times and minimize fire or medical harm.
- Work with Human Resources and community groups to increase the recruitment and hiring of female and minority candidates.

Departmental Goals and New Initiatives:

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

Life Safety (02-0000-09002-0000)

Current Service Levels:

- Maintain compliance with City codes by processing and issuing an average of 3,500 building, electrical, plumbing, HVAC and sprinkler permits per year.
- Perform commercial pre-construction plan reviews within ten working days and single family construction plan reviews within five working days to minimize construction delays for customers.
- Enforce building code compliance by conducting field inspections and monitoring construction site activities (average 10,500 per year).
- 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.
- Continue the inspection of commercial occupancies, prioritized by risk potential, by conducting initial and follow-up inspections to reduce the risk potential.
- Manage and conduct University of Illinois property inspections and re-inspections as required by the fire service agreement.
- Identify safety concerns and code deficiencies recommending corrective measures.
- Manage and coordinate the pre-fire planning program in commercial properties and University facilities to enhance fire service response and firefighter safety at those locations.
- Provide resources, leadership, and training opportunities to local agencies and organizations: Champaign County Chamber of Commerce, Champaign Urbana Public Health District, American Red Cross, Carle Foundation Hospital, the faith-based network, Unit 4 School District, SAFE KIDS Champaign County, Shadow Wood neighborhood and Champaign Park District.
- Manage Risk Watch personnel and resources of the Champaign Fire Department, Champaign Police Department, Carle Foundation Hospital, Champaign Park District, American Red Cross and the Unit 4 School District.
- Manage overall Fire Department community communication initiatives including effective use of City website, Facebook and Twitter.
- Manage emergency media and public relations efforts with incident scene interviews, media news advisories as well as public information/education news releases.
- Manage and coordinate public information responsibilities for county-wide Emergency Management Agency exercises and incidents. These efforts increase community awareness of critical issues.
- Manage and monitor the Fire Investigation Unit, maintaining investigation files and records, evidence and equipment.

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

Departmental Goals and New Initiatives:

- Establish a community based Fire Factor Program in conjunction with the Neighborhood Services Department to provide hands on community based fire safety training.
- Re-establish the Community Emergency Response Team (CERT) to provide neighborhood leaders trained in emergency events that may occur within their neighborhood.

Training (02-0000-09003-0000)

Current Service Levels:

- Provide leadership and direction facilitating over 10,000 hours of training to build and maintain a well-trained workforce that is highly capable in delivering services to routine and complex incidents. This action includes planning, organizing, and innovative course development in promoting progressive education opportunities to the organization.
- Provide emergency medical service continuing education training relative to licensure required by the Illinois Department of Public Health. 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 Department by conducting three or more joint training evolutions to improve interoperability during incidents.
- Provide mandated training to meet certification requirements for Hazardous Materials Response Team members as required by the Illinois Department of Labor to ensure safe operations during hazardous materials incidents.
- Participate in the Emergency Medical Dispatch (EMD) quality assurance program to provide feedback to METCAD regarding the quality of dispatch service the citizens receive when calling 911.
- Require probationary firefighters to attend a Basic Operations Firefighter Recruit Academy, obtain their Emergency Medical Technician – Basic (EMT–B) License and complete Hazardous Materials Operations, Vehicle-Machinery Extrication Operations, National Incident Management System (NIMS) training, and Commercial Drivers License prior to the end of their probationary period.
- Continue the Firefighter Technician training program for the department. This program will promote the completion of the Office of the State Fire Marshal Firefighter Technician certification for members of the department.

Departmental Goals and New Initiatives:

- Transition to newly-adopted Illinois Fire Service Personnel Standards to improve the levels of education and training for local firefighters.

- Provide support to the Professional Development Committee and the creation of new Professional Development goals and objectives for personnel.
- Provide support to the training committee and provide guidance of the development of the technical training plan for the department.
- Continue training of personnel in the Blue Card Incident Management System and support the implementation of the system with Urbana Fire Department for use on all emergency scenes within both cities and the University of Illinois.
- Partner with community educational facilities to provide leadership and communication training to supervisors and potential supervisors.

Operations (02-0000-09004-0000)

Current Service Levels:

- Provide fire and emergency medical service to the citizens of Champaign in accordance with the national standard of reaching 90% of the emergency calls within five minutes from the time of dispatch.
- Respond to hazardous materials and other specialized rescue incidents within the City, University of Illinois, and other locations.
- Provide mutual aid response assistance to Urbana, Champaign County and Mutual Aid Box Alarm System (MABAS) member fire departments consistent with existing mutual and automatic aid agreements.
- Mitigate and/or refer fire prevention code violations, carbon monoxide investigation reports and other safety concerns to the Life Safety Division.
- Provide tactical medical support for the Police Department Special Weapons and Tactics (SWAT) Team and the Illinois Law Enforcement Alarm System (ILEAS) Regional 7 Containment Team.
- Direct the Fire Department Safety Task Force to research policies, practices and procedures to increase the safety of fire officers and the citizens of Champaign.
- Work with the City's Risk Manager to investigate the cause of injuries and correct equipment and practices contributing to the injuries.
- Prepare and record fire and emergency medical service incident reports for approximately 7,600 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.
- 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.

- Ensure the availability of medical supplies by maintaining a restocking program with Carle Pharmacy.
- 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.
- Perform on-duty fire company visits to neighborhoods upon request, as service demands allow, to improve community relations.
- Continue participation in MABAS Division 28 by providing leadership for the development and implementation of policies and procedures to improve the coordination and interoperability between departments in Division 28.

Departmental Goals and New Initiatives:

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

Emergency Management (02-0000-09006-0000)

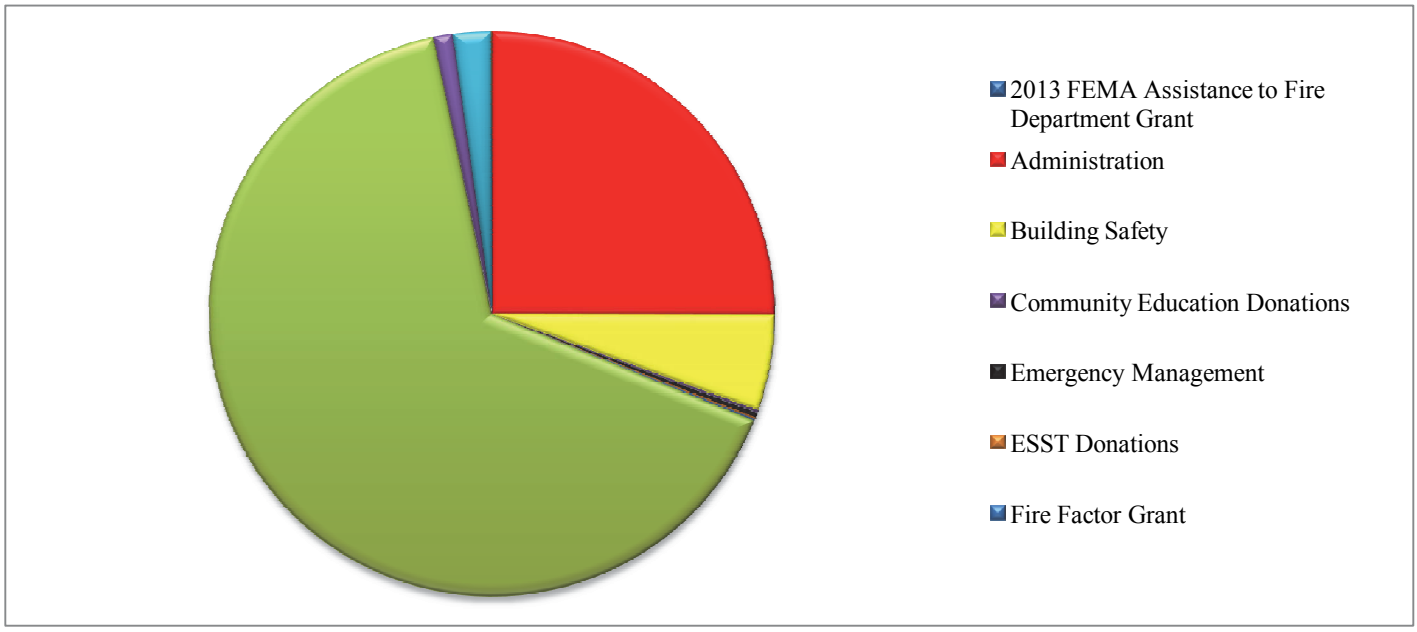
Current Service Levels:

- Work through the Executive Management Team to develop, exercise and update the Emergency Operations Plan for the City.
- Coordinate emergency management activities with other local, county, state, and federal emergency management agencies to strive for consistency between different forms of government.
- Increase the overall preparedness, response and recovery capability of the City through building relations and formalizing agreements with local utility companies, hospitals, schools, government agencies and private businesses.
- Coordinate the training of City staff to be prepared for emergencies and be compliant with the requirements of the National Incident Management System (NIMS) as outlined and directed by the Illinois Emergency Management Agency (IEMA) and the Department of Homeland Security (DHS).
- Maintain the outdoor warning siren system through monthly tests as part of the greater Champaign/Urbana community warning system.

- Participate in quarterly exercises of incident command and emergency operation center functions for improved efficiency and effectiveness.
- Manage the upgrade of the outdoor warning sirens and the communications system for the outdoor warning sirens for improved service.

Fire Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
2013 FEMA Assistance to Fire Department Grant	153,644	0	(153,644)	-100.00%
Administration	4,493,975	4,443,435	(50,540)	-1.12%
Building Safety	971,203	970,130	(1,073)	-0.11%
Community Education Donations	24,673	26,571	1,898	7.69%
Emergency Management	65,040	47,544	(17,496)	-26.90%
ESST Donations	12,997	21,051	8,054	61.97%
Fire Factor Grant	13,131	18,827	5,696	43.38%
Fire Officer I Training Grant	245,200	0	(245,200)	-100.00%
Fire Suppression	11,577,169	11,632,358	55,189	0.48%
Fire Training	266,116	192,540	(73,575)	-27.65%
Prevention	374,000	381,230	7,230	1.93%
Prevention Division Donations	5,747	8,355	2,608	45.38%
State Fire Marshall Small Equipment Grant	24,648	0	(24,648)	-100.00%
Total	**18,227,543**	**17,742,042**	**(485,501)**	**-2.66%**



Neighborhood Services Department

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

Departmental Overview

Organization

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

> *Neighborhood Coordination Office* is responsible for citizen engagement; organization and training of neighborhood watch groups, neighborhood associations, homeowners associations, and lake associations; coordinating interdepartmental efforts to solve neighborhood problems; and promoting neighborhood self-help programs to address community priorities.
>
> *Neighborhood Code Compliance Division* is responsible for promoting compliance with property maintenance; nuisance and vegetation; and fire and life-safety codes for the preservation and revitalization of existing structures and neighborhoods in the community.
>
> *Neighborhood Programs Division* is responsible for developing and managing programs to address housing and neighborhood needs, including housing rehabilitation, home ownership, public infrastructure and facilities, neighborhood plan implementation, and community service activities. The Division administers a variety of federal, state, and local funds to support these programs and activities.

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

Contact Information

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

Key Projects in Support of City Council Goals

Our City fosters quality of life for all citizens

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

Our City promotes economic opportunity

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

Our City is honest, transparent government

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

Department Baseline Service Levels, Goals and Initiatives

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

Current Service Levels:

- Respond to neighborhood needs and problems by coordination and oversight of interdepartmental problem solving activities.
- Build employee expertise and skills through training and communication on neighborhood-based customer service delivery, problem solving techniques, and citizen participation strategies.
- Provide support and information to the City's 67 registered neighborhood groups including neighborhood associations, watch groups, and homeowners and lake associations.
- Assist new neighborhood groups to organize and become registered with the City, including homeowner and lake owner associations. Help new groups to understand

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

- Encourage groups to participate in neighborhood-based programs. Help groups to schedule, plan, and advertise neighborhood activities and events. Sponsor up to 10 City of Champaign neighborhood-based celebrations of National Night Out to increase resident awareness of City services and resources and promote neighborhood safety and crime prevention efforts.
- Support resident initiatives to address neighborhood needs and priorities through attendance at neighborhood meetings as needed. Act as a liaison with other City departments, governmental units or community resources. Provide citizens with information on City policies, programs and services.
- In partnership with Public Works, coordinate the City's annual neighborhood cleanup program to improve the appearance of blighted neighborhoods. Assist senior citizens and disabled households who are unable to transport their disposable items by offering curbside pickup service through the cleanup program. Work with targeted neighborhoods to address neighborhood engagement and education through coordinated cleanup initiatives.
- Provide financial assistance for neighborhood initiatives through implementation of the Neighborhood Small Grant Program.
- Provide recognition for successful examples of citizen's civic engagement through continuation of the STAR (Service Together Achieves Results) Awards Program. Also continue to provide community and neighborhood resource information with the STAR Expo in conjunction with the STAR Awards Ceremony held each April.
- Increase citizen awareness of City services and community resources through public education and training programs. Sponsor training and capacity building opportunities to share community development best practices, and current information about City programs with registered neighborhood leaders and the general public.
- Administer the STAR Mobile Tool Lending Library to provide access to tools and lawn equipment for registered neighborhood groups and community partners to support community
- Work with City departments, Emergency Management Agencies, the American Red Cross, and other local agencies to maintain the Mass Care Annex of the City's Emergency Operations Plan. Train department staff in the skills necessary to provide mass care services in disaster/emergency situations.
- Increase cooperation between the City and the Housing Authority of Champaign County (HACC) through routine communication with HACC staff, attendance at board meetings, and oversight of intergovernmental agreements.
- Provide staff support to the Neighborhood Services Advisory Board.

Departmental Goals and New Initiatives:

- City Government 101: Develop and implement a City Government "101" academy for the City Organization.
- Neighbors of Champaign Website: Complete development of the project, implement the website, and develop an outreach campaign to enlist all registered neighborhood associations in the Neighbors of Champaign Website Program.
- Garden Hills Neighborhood Action Plan: Complete and begin implementation of a holistic neighborhood action plan.
- Garwood Neighborhood Action Plan: Begin development of a holistic neighborhood action plan for the Garwood Subdivision of the Bristol Park neighborhood.
- Country Brook Cares Action Plan: Work with the Country Brook residents to develop a neighborhood action plan to address identified priorities and engage residents.
- Homeowners Association (HOA) Leadership Training: Implement method to provide ongoing training opportunities to HOA neighborhoods of the City of Champaign.
- North First Street: Provide organizational assistance to North First Street Association to assist members in sustaining the organization and improve its leadership and operations.
- Neighborhood Coordination Review: Finalize Small Grants Program manual, finalize the Neighborhood Cleanups Program review, complete review of the Neighborhood Watch Program, complete review of the neighborhood registration requirements.
- Neighborhood -Based Volunteerism: Finalize the development of methods for Neighborhood Services to engage residents in volunteer opportunities to aid in neighborhood problem solving.

Neighborhood Code Compliance Division 02-0000-10002-0000

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 150 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 codes by inspecting 50 to 55 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 150 properties with violations remaining from the initial inspection cycle.
- Continue implementation of the Vacant Nuisance Residential Buildings Ordinance. In cooperation with Neighborhood Programs and the Legal Department, identify proactive strategies for vacant structure evaluation, demolition and rehabilitation options.

Departmental Goals and New Initiatives:

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

- Vacant Nuisance Residential Buildings: Conduct an assessment of the Vacant Nuisance Residential Buildings Ordinance, and develop a program to address abandoned properties with absentee owners.

- Conduct a review of the Common Area Inspection Program and make suggested program changes and ordinance text amendments. Begin implementation of next round of inspections.

- Provide support for creation of a Keep Champaign Beautiful program in collaboration with Planning & Development and Public Works Departments.

Neighborhood Programs Division (05-0000-10003-0000), (05-0000-10004-0000), (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 15-20 emergency repair projects, including emergency roof repairs to address issues that pose an immediate threat to health and safety.
  - Complete 4-5 housing rehab projects to eliminate structural barriers for persons with physical disabilities.
  - Complete 3 full home repair and/or acquisition-rehabilitation projects to bring homes up to code for low income households.
  - In partnership with the Community Reinvestment Group and the Habitat for Humanity Attorney General Grant, rehabilitate approximately 4-5 properties to provide affordable housing to households at or below 100% MFI.
  - Demolish 1-3 deteriorated accessory structures.

- In partnership with the Community Reinvestment Group, provide credit counseling and budget assistance to low/moderate income families by conducting periodic workshops (approximately two per year). Following the credit workshops, conduct home maintenance training sessions to assist low/moderate income families with maintaining their homes, thereby promoting self-sufficiency and reducing repeat requests for City rehab assistance (approximately six per year). Assist approximately 20-50 households annually.
- Demolish up to four homes with the new IHDA Abandoned Property Program.
- Assist 15 senior or disabled households with minor home repairs via contract with the Regional Planning Commission.
- Manage the City's property tax rebate process for Ashland Park property owners. Eligible applicants must be the original purchaser of the property and at or below

100% of the County's median family income guidelines. The rebate package provides for a 50%, 40%, 30%, 20% and 10% of the City's corporate taxes over a five year period.

Departmental Goals and New Initiatives:

- Bristol Place Redevelopment: Draw the Section 108 loan funds as needed for Phase One activities. Acquire and demolish 20-30 properties according to Council-adopted Acquisition and Demolition Policies. Begin relocation for occupied properties in accordance with the Council-adopted Relocation Plan and ensure case management services are underway.

- Assist the Planning and Development Department with the possible creation of a TIF district encompassing Bristol Place, Garwood Area Addition, former Gateway site, Neil/Bradley site, and the neighborhood commercial at Market/Bradley.

- Assist the Planning and Development Department on the preparation of an RFQ to hire a developer for the reconstruction phase of Bristol Place.

- Assist the Planning and Development Department on creating a neighborhood economic development policies and procedures.

- Beardsley Park Neighborhood Plan: Prepare and issue an RFQ for the Neil/Bradley site, focusing on needs identified by the neighborhood and housing strategy.

- Garden Hills Housing Strategies: Develop housing strategies for Garden Hills for incorporation in the neighborhood action plan.

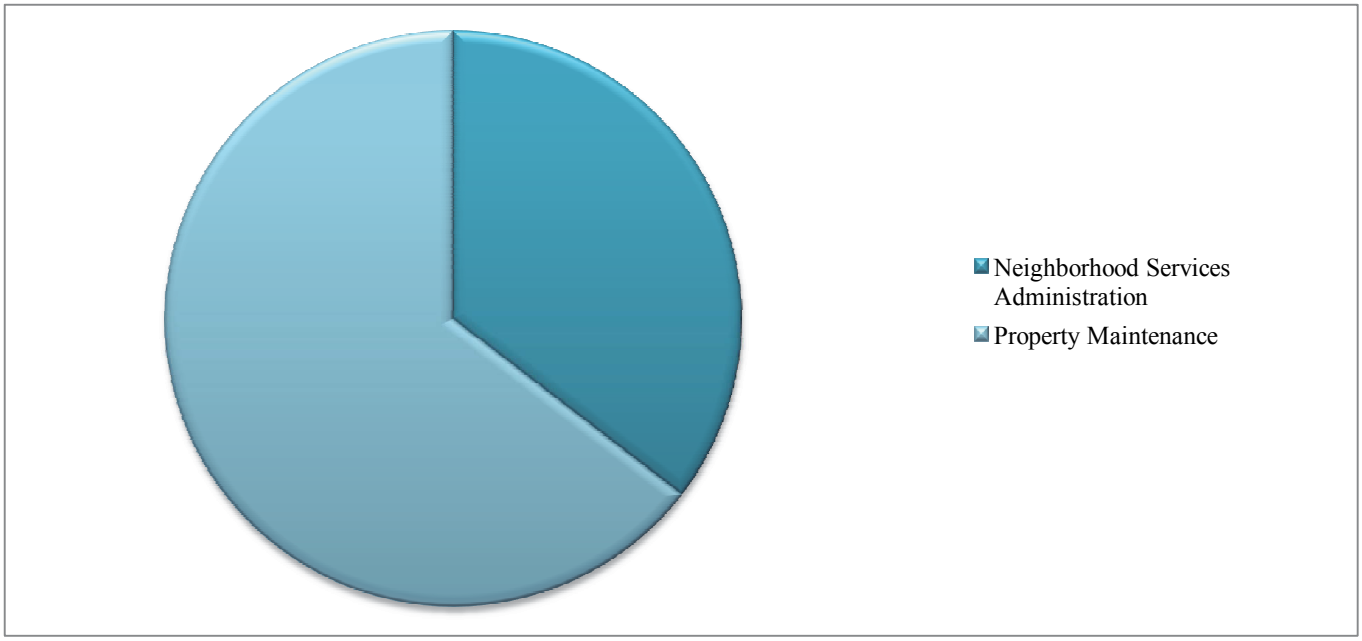
- Garwood Housing Strategies: Develop area specific housing strategies for the Garwood Subdivision of the Bristol Park neighborhood.

- Emergency Family Shelter: Complete a memorandum of understanding with the Housing Authority of Champaign County, Champaign County Continuum of Care, and the United Way of Champaign County to implement the Emergency Housing for Families shelter.

- Taylor Thomas Subdivision: Close out the project upon completion of the final home of the subdivision.

Neighborhood Services Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Neighborhood Services Administration	474,810	398,114	(76,696)	-16.15%
Property Maintenance	699,059	724,483	25,424	3.64%
Total	**1,173,869**	**1,122,597**	**(51,272)**	**-4.37%**



Information Technologies Department

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

Departmental Overview

Organization

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

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

Contact Information

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

Key Projects in Support of City Council Goals

Our City is Committed to Honest, Transparent, Government

- Implement Public Communications Plan initiatives for the website including improved navigation, an employee directory, improved site calendar, and online portals for information, payments, and FOIA.

- 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:

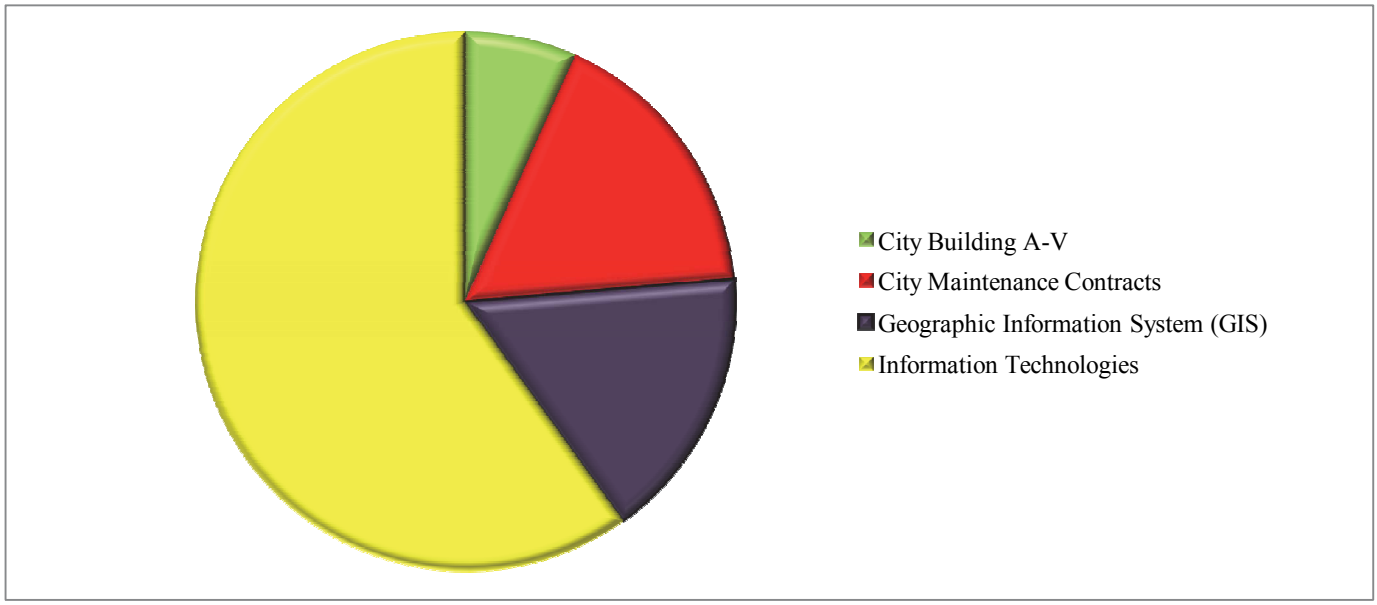
- Provide support, training, and maintenance to ensure that City systems remain functional, staff members are using technology properly and efficiently, and City needs are met. Develop standards, seek contractual services, and provide support and training for audio/video services.
- Develop and implement long and short-range plans for computer equipment, software, telecommunications, use of the Internet, and CGTV to guide the use of these technologies to best meet City needs.
- Protect the City's investment in equipment and data by securing systems from viruses, spyware, hackers, inappropriate data use, and inadvertent release of personal information. Perform daily backups and maintain business continuation plans for emergencies.
- Enable Geographic Information Systems (GIS) technology as a business intelligence tool to help the City in decision-making, service delivery, and providing information to the public.
- Provide GIS expertise when needed to support existing City systems including Trak-iT, Cityworks, FireHouse and CrimeView.
- 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 three working days while maintaining less than 1% down time for application servers. (Support services involve over 570 users, 300+ personal computers, 100+ laptops, 40+ printers and plotters, 80+ servers, and 40+ switches and routers.)
- Support City Council goals and decisions related to technology and provide consulting services at all levels within the organization to determine how services can be improved while remaining consistent with City values, goals, policies, plans, and standards.
- Provide leadership on newer technologies to improve how the City performs its business and provides services to our community.

Departmental Goals and New Initiatives:

- Complete the web-site refresh project to provide more intuitive navigation, easy access to high demand information, on-line portals for common functions, and high functionality on mobile platforms.
- Maintain a robust wireless access network for staff and public access throughout primary City facilities.
- Implement a virtualized disaster recovery plan. This is a plan for processing critical applications in the event of a failure or destruction of facilities or communications at an alternate site after an emergency.
- Research and implement a broader security strategy covering network via widespread mobile device usage.
- Establish solid relationships with external sources for technical expertise as needed.
- Continue with implementation of the CORE project to define needs for financial and human resources workflow improvements and new software to improve accounting and personnel transactions and efficiently provide information and services to customers.
- Update the CRW-TRAKiT system and expand its use.
- Replace the phone system at all City facilities.

Information Technologies Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
City Building A-V	233,075	195,363	(37,712)	-16.18%
City Maintenance Contracts	504,047	495,757	(8,290)	-1.64%
Geographic Information System (GIS)	486,950	479,647	(7,303)	-1.50%
Information Technologies	1,696,413	1,749,896	53,483	3.15%
Total	**2,920,485**	**2,920,663**	**178**	**0.01%**



Parking
Fund Statement
03

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**3,732,924**	**3,482,076**	**3,482,076**	**2,564,230**
Revenues				
Revenue Transfers	200,000	1,200,000	1,200,000	1,200,000
Revenues	5,028,527	3,697,717	2,915,802	2,845,736
Total Revenues	**5,228,527**	**4,897,717**	**4,115,802**	**4,045,736**
Expenditures				
Capital Expenses	614,349	1,313,572	1,013,958	71,056
Commodities	51,477	181,211	77,588	182,909
Contractual Services	1,051,208	2,008,586	2,024,832	1,813,420
Expenditure Transfers	894,784	929,122	916,878	1,041,810
Personnel Services	972,071	1,114,463	1,000,392	1,116,295
Total Expenditures	**3,583,889**	**5,546,953**	**5,033,648**	**4,225,489**
Total Ending Balance	**5,377,561**	**2,832,840**	**2,564,230**	**2,384,476**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	5,377,561	2,832,840	2,564,230	2,384,476
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Parking Fund Overview

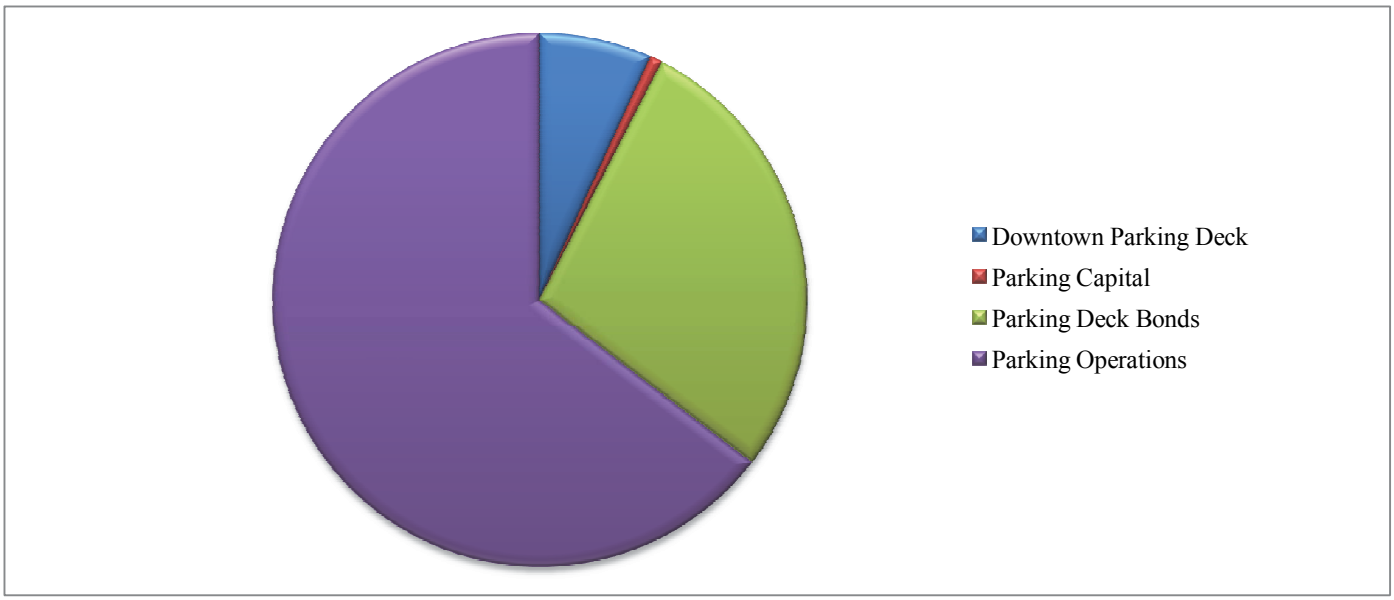
The Parking Fund is used to account for the provision of public parking facilities in the downtown and campus areas. Revenues are generated primarily from parking meter charges, meter violation fines, parking space rental charges, and the downtown parking deck. All activities necessary to provide such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

Revenue Detail
Parking Fund
03

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
PARKING FINES	592,839	586,119	664,619
PARKING FINES - CAMPUS INCREMENT	0	55	0
PARKING FINES - BACK COLLECTIONS	64,322	30,000	25,500
OTHER SERVICE FEES	7,113	21,281	73,031
GATED LOT INCOME	175,350	184,564	193,792
METER INCOME	1,188,508	946,194	1,035,444
METER INCOME: CASH KEY SALES	119,866	135,350	25,000
SPACE RENTAL	471,697	448,467	419,488
SPACE RENTAL: ON-STREET PERMITS	305,065	320,767	327,182
OTHER PARKING INCOME	62,080	36,490	37,220
SALE OF CITY PROPERTY	2,000,348	0	0
CITY EXPENSE REIMBURSEMENTS	9,058	168,943	6,794
INTEREST & INVESTMENT INCOME	32,281	37,572	37,666
Total External Sources	5,028,527	2,915,802	2,845,736
Interfund Transfers			
TFR FROM DOWNTOWN TIF FUND	200,000	1,200,000	1,200,000
Total Interfund Transfers			
Total	5,228,527	4,115,802	4,045,736

Parking Programs Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Downtown Parking Deck	429,439	286,120	(143,319)	-33.37%
Parking Capital	1,396,033	32,300	(1,363,733)	-97.69%
Parking Deck Bonds	1,165,695	1,177,451	11,756	1.01%
Parking Operations	2,555,786	2,729,618	173,832	6.80%
Total	**5,546,953**	**4,225,489**	**(1,321,464)**	**-23.82%**



Sanitary Sewer
Fund Statement
04

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**166,321**	**370,890**	**370,890**	**88,407**
Revenues				
Revenue Transfers	580,732	550,153	584,460	586,486
Revenues	2,113,790	2,162,454	2,097,062	2,148,479
Total Revenues	**2,694,522**	**2,712,607**	**2,681,522**	**2,734,965**
Expenditures				
Capital Expenses	315,227	703,812	620,415	363,209
Commodities	71,728	87,281	79,941	87,281
Contractual Services	422,597	457,436	462,611	343,077
Expenditure Transfers	1,036,974	1,068,118	1,167,407	1,275,876
Personnel Services	643,427	715,652	633,631	755,501
Total Expenditures	**2,489,953**	**3,032,301**	**2,964,005**	**2,824,944**
Total Ending Balance	**370,890**	**51,197**	**88,407**	**(1,572)**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	370,890	51,197	88,407	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**(1,572)**

Comments:

Sanitary Sewer Fund Overview

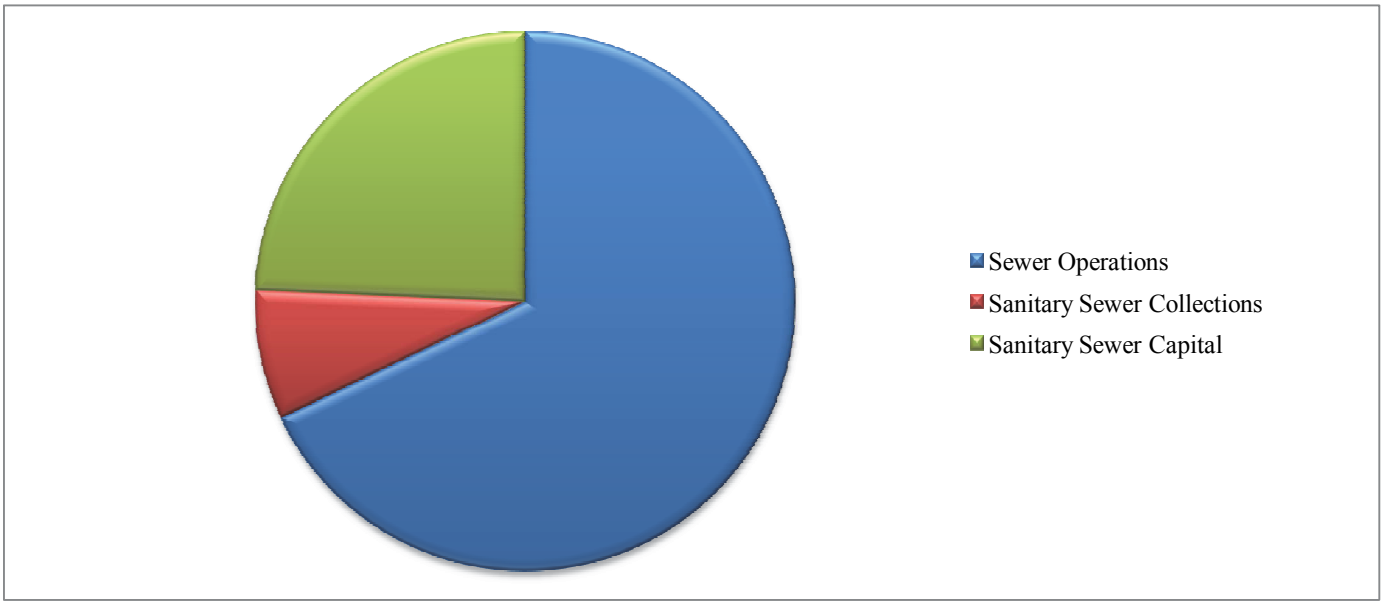
The Sewer Fund is used to account for the provision of sanitary sewer repair and improvement services to the residents of the City. Revenues are derived from a sanitary sewer user fee. All activities necessary to provide such services are accounted for in this fund, including but not limited to, administration,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

Revenue Detail
Sewer Improvement Fund
04

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
SEWER USE FEES	**2,093,888**	**2,088,098**	**2,140,761**
CITY EXPENSE REIMBURSEMENTS	**19,147**	**0**	**0**
REFUNDS	**0**	**7,500**	**6,250**
INTEREST & INVESTMENT INCOME	**755**	**1,464**	**1,468**
Total External Sources	**2,113,790**	**2,097,062**	**2,148,479**
TFR FROM GENERAL OPERATING FUND	**89,156**	**67,030**	**68,485**
TFR FROM STORMWATER MANAGEMENT FUND	**491,576**	**517,430**	**518,001**
Total Interfund Transfers	**580,732**	**584,460**	**586,486**
Total	**2,694,522**	**2,681,522**	**2,734,965**

Sanitary Sewer Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Sewer Operations	1,743,554	1,918,365	174,811	10.03%
Sanitary Sewer Collections	219,982	218,982	(1,000)	-0.45%
Sanitary Sewer Capital	1,068,764	687,598	(381,166)	-35.66%
Total	**3,032,300**	**2,824,945**	**(207,355)**	**-6.84%**



Community Development
Fund Statement
05

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**73,485**	**151,098**	**151,098**	**239,982**
Revenues				
Revenue Transfers	38,068	80,000	105,000	92,048
Revenues	828,278	2,472,720	1,807,223	2,158,426
Total Revenues	**866,347**	**2,552,720**	**1,912,223**	**2,250,474**
Expenditures				
Capital Expenses	0	0	0	0
Commodities	5,962	6,400	7,400	6,400
Contractual Services	268,736	404,772	475,883	318,242
Expenditure Transfers	85,147	1,936,292	891,565	1,520,761
Personnel Services	427,984	447,999	448,491	408,882
Total Expenditures	**787,830**	**2,795,463**	**1,823,339**	**2,254,285**
Total Ending Balance	**152,001**	**(91,645)**	**239,982**	**236,171**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	152,001	0	239,982	236,171
Assigned	0	0	0	0
Unassigned	**0**	**(91,645)**	**0**	**0**

Comments:

Community Development Fund Overview

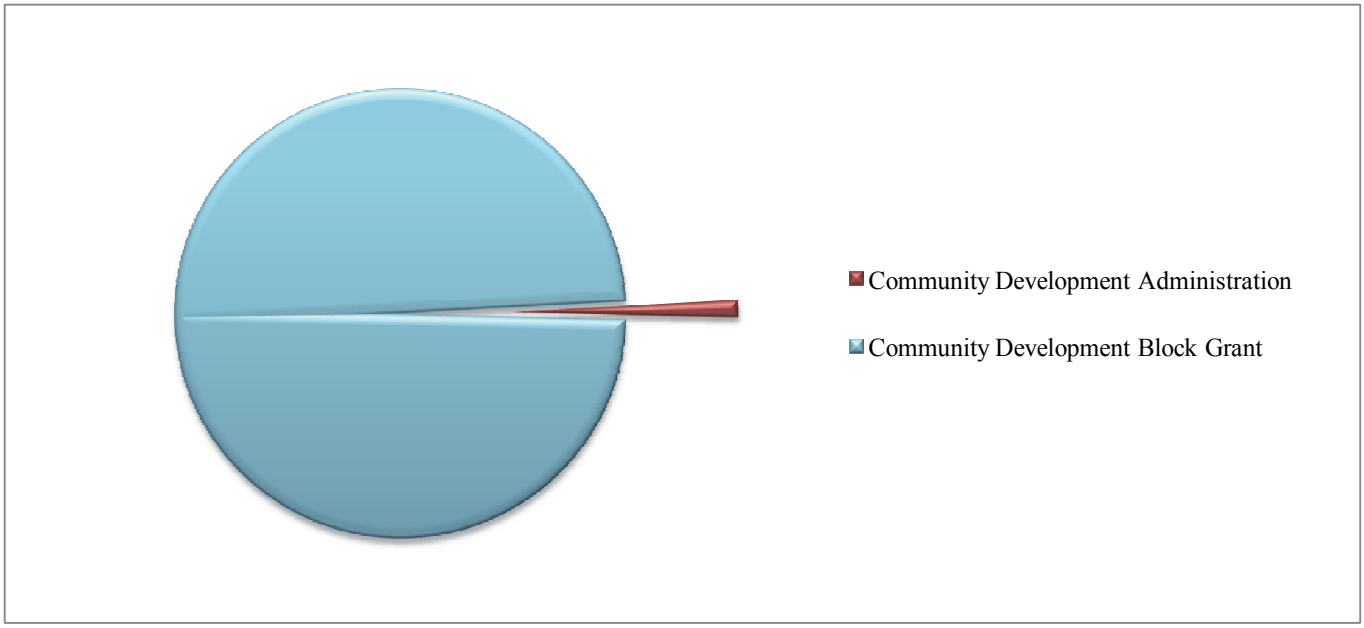
The Community Development Fund is used to account for the federal revenue received under the Community Development Block Grant Program. These funds are used to preserve the City's housing stock and to eliminate blight, primarily for the benefit of citizens with low to moderate incomes. The Community 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

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
SALE OF CITY PROPERTY	0	0	0
REFUNDS	20,011	20,000	20,000
INTERGOVERNMENTAL REVENUES-CDBG	806,896	1,785,423	2,136,626
TERM PAYMENTS-PRINCIPAL	1,292	1,700	1,700
TERM PAYMENTS-INTEREST	79	100	100
Total External Sources	**828,278**	**1,807,223**	**2,158,426**
TFR FROM URBAN RENEWAL FUND	0	80,000	80,000
TFR FROM ARRA GRANT FUND 42 (CLOSED)	0	0	0
TFR FROM UDAG	38,068	25,000	12,048
Total Interfund Transfers	**38,068**	**105,000**	**92,048**
Total	**866,347**	**1,912,223**	**2,250,474**

Community Development Block Grant Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Community Development Administration	22,273	26,794	4,521	20.30%
Community Development Block Grant	2,773,190	2,227,491	(545,699)	-19.68%
Total	**2,795,463**	**2,254,285**	**(541,178)**	**-19.36%**



Environmental Services
Fund Statement
06

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**81,250**	**236,651**	**236,651**	**174,405**
Revenues				
Revenues	537,768	546,173	549,625	549,756
Total Revenues	**537,768**	**546,173**	**549,625**	**549,756**
Expenditures				
Commodities	487	6,250	4,050	6,250
Contractual Services	296,194	514,958	491,304	354,725
Expenditure Transfers	49,140	51,178	51,376	51,381
Personnel Services	36,547	85,933	65,141	89,004
Total Expenditures	**382,368**	**658,319**	**611,871**	**501,361**
Total Ending Balance	**236,650**	**124,505**	**174,405**	**222,800**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	236,650	124,505	174,405	222,800
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Environmental Services Fund Overview

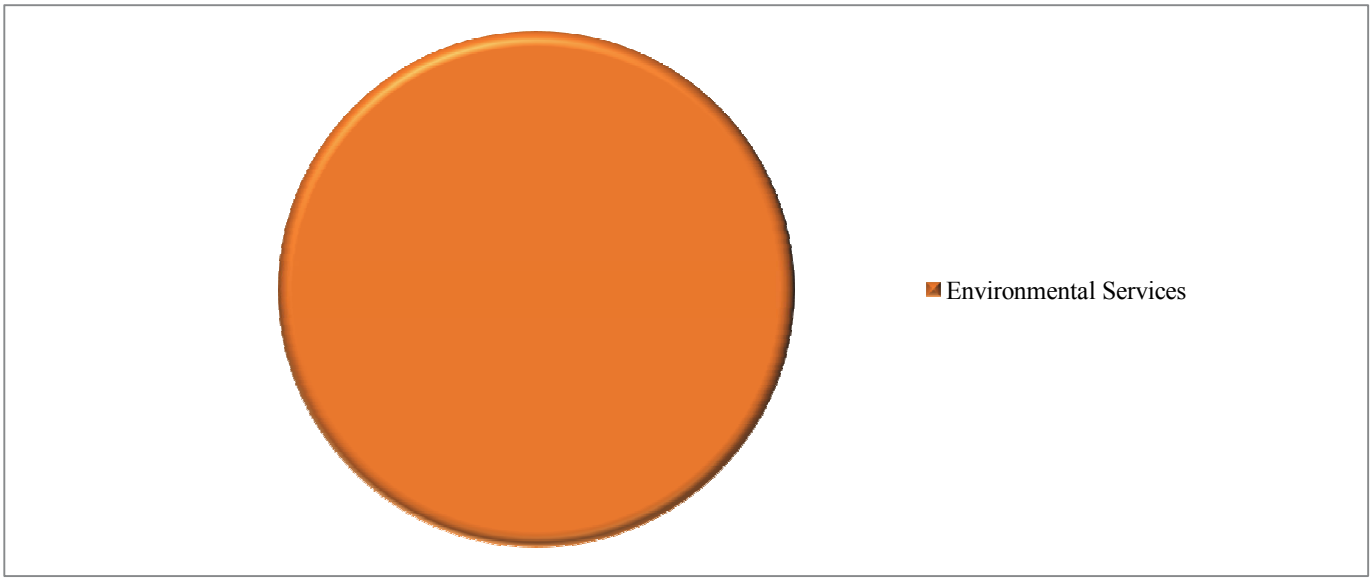
The Environmental Services Fund is used to account for the revenues and expenses related to the City's multi-family recycling program.

Revenue Detail
Environmental Services Fund
06

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
OTHER SERVICE FEES	533,179	545,173	545,300
PENALTIES	3,906	3,000	3,000
INTEREST & INVESTMENT INCOME	684	1,452	1,456
Total External Sources	**537,768**	**549,625**	**549,756**
Total	**537,768**	**549,625**	**549,756**

Environmental Services Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Environmental Services	658,319	501,361	(156,958)	-23.84%
Total	**658,319**	**501,361**	**(156,958)**	**-23.84%**



UC2B Operations
Fund Statement
08

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**82,068**	**168,263**	**168,263**	**0**
Revenues				
Revenue Transfers	138,935	0	0	0
Revenues	672,122	0	737	0
Total Revenues	**811,057**	**0**	**737**	**0**
Expenditures				
Capital Expenses	230,527	0	0	0
Commodities	3,939	0	0	0
Contractual Services	228,663	0	0	0
Expenditure Transfers	116,167	160,400	169,000	0
Personnel Services	65,066	0	0	0
Total Expenditures	**644,362**	**160,400**	**169,000**	**0**
Total Ending Balance	**248,763**	**7,863**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	248,763	7,863	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

UC2B Fund Overview

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

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

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

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

Revenue Detail
UC2B Fund
08

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
OTHER SERVICE FEES - UC2B	**(19,144)**	**0**	**0**
CITY EXPENSE REIMBURSEMENTS	**387,386**	**0**	**0**
MISCELLANEOUS - SPECIFIC	**149,725**	**0**	**0**
INTEREST & INVESTMENT INCOME	**389**	**737**	**0**
ARRA GRANT FUNDS	**153,764**	**0**	**0**
Total External Sources	**672,122**	**737**	**0**
TFR FROM GENERAL OPERATING FUND	**138,935**	**0**	**0**
Total Interfund Transfers	**138,935**	**0**	**0**
Total	**811,057**	**737**	**0**

METCAD
Fund Statement
09

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**1,345,324**	**1,307,453**	**1,307,453**	**1,085,446**
Revenues				
Revenue Transfers	3,049,028	2,937,844	2,932,285	3,123,815
Revenues	1,317,104	1,675,824	1,679,534	2,093,553
Total Revenues	**4,366,133**	**4,613,668**	**4,611,819**	**5,217,368**
Expenditures				
Commodities	44,117	52,500	56,500	56,500
Contractual Services	782,993	1,142,545	936,770	1,192,450
Expenditure Transfers	730,995	616,168	616,462	795,734
Personnel Services	2,845,899	3,263,713	3,224,094	3,447,457
Total Expenditures	**4,404,004**	**5,074,926**	**4,833,826**	**5,492,141**
Total Ending Balance	**1,307,453**	**846,195**	**1,085,446**	**810,673**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,307,453	846,195	1,085,446	810,673
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Revenue Detail
METCAD Fund
09

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
CITY EXPENSE REIMBURSEMENTS	65,560	12,880	12,880
DISPATCHING PAYMENTS	1,219,852	1,659,221	2,075,404
INTEREST & INVESTMENT INCOME	6,092	5,256	5,269
DONATIONS AND CONTRIBUTIONS	25,601	2,177	0
Total External Sources	1,317,104	1,679,534	2,093,553
TFR FROM GENERAL OPERATING FUND	1,082,586	1,092,118	1,268,238
TFR FROM METCAD EMERGENCY TELEPHONE SYS	1,966,442	1,840,167	1,855,577
Total Interfund Transfers	3,049,028	2,932,285	3,123,815
Total	4,366,133	4,611,819	5,217,368

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 Cities of Champaign and Urbana, the University of Illinois, Champaign County, the Village of Rantoul, 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 countywide telephone surcharge, a statewide 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, the 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.

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

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

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

Contact Information

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

Department Baseline Service Levels, Goals and Initiatives by Activity

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

Current Service Levels:

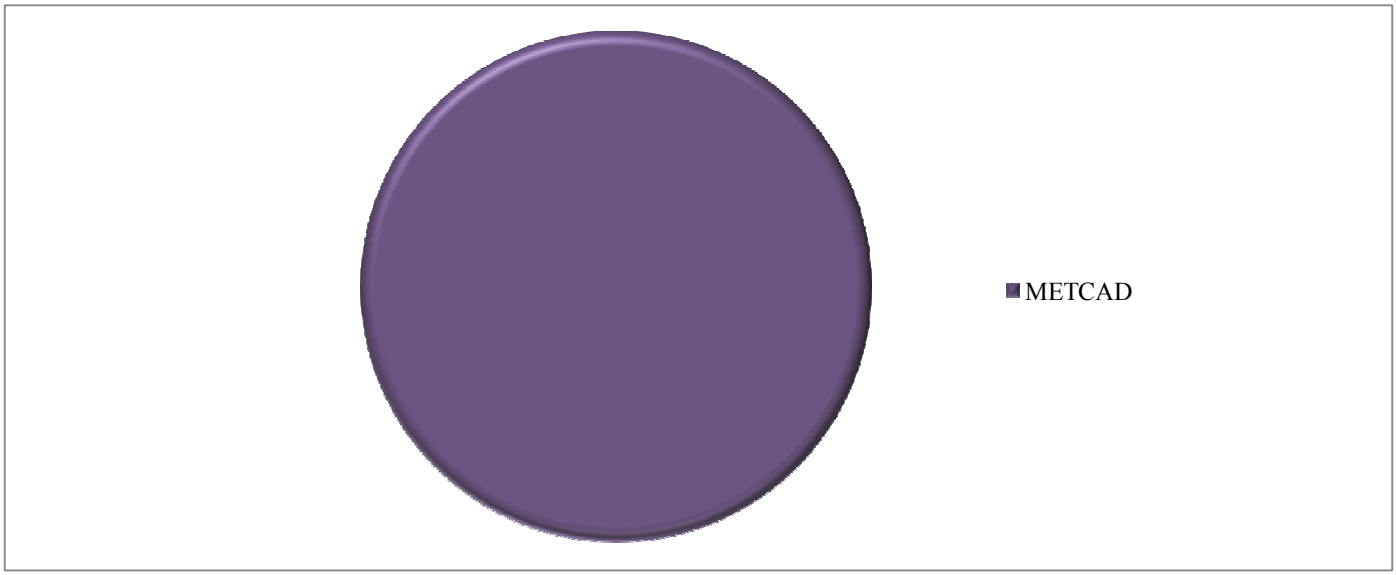
- Serve as the 9-1-1 Public Safety Answering Point for all of Champaign County.
- Provide responsive customer service by answering approximately 235,130 emergency and non-emergency calls and dispatching 165,650 of those calls to 36 police and/or fire departments in Champaign County.
- Provide 2-way voice radio system infrastructure, operation, and maintenance for the use of public safety and other subscribing agencies countywide.
- Process requests from the State's Attorney 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:

- Continue dialogue and activity with Department employees regarding diversity and inclusion in the workplace.
- Identify strategies to increase the diversity of the METCAD workforce.
- Complete the 9-1-1 telephone equipment replacement project.
- Continue efforts to establish a back-up facility to allow METCAD to perform minimal functions required to provide for public safety communications.
- Complete new console workstations and radio equipment replacement project.
- Continue legislative efforts to develop a plan for long-term financial stability, including continuing education of elected leaders in regards to gaps or shortfalls in funding our 9-1-1 center.

METCAD Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
METCAD	5,074,926	5,492,141	417,215	8.22%
	5,074,926	**5,492,141**	**417,215**	**8.22%**
Total	**5,074,926**	**5,492,141**	**417,215**	**8.22%**



Fleet Services
Fund Statement
10

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**(269,394)**	**(288,057)**	**(288,057)**	**(135,480)**
Revenues				
Revenue Transfers	1,812,768	1,962,754	2,000,611	1,956,777
Revenues	13,003	(652)	17,478	17,476
Total Revenues	**1,825,772**	**1,962,102**	**2,018,089**	**1,974,253**
Expenditures				
Capital Expenses	0	94,732	0	101,671
Commodities	724,849	789,027	732,923	770,233
Contractual Services	125,416	115,102	158,746	115,102
Expenditure Transfers	338,816	350,492	350,625	359,162
Personnel Services	569,625	640,515	623,218	655,683
Total Expenditures	**1,758,707**	**1,989,868**	**1,865,512**	**2,001,851**
Total Ending Balance	**(202,329)**	**(315,823)**	**(135,480)**	**(163,078)**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**(202,329)**	**(315,823)**	**(135,480)**	**(163,078)**

Comments:

Fleet Services Fund Overview

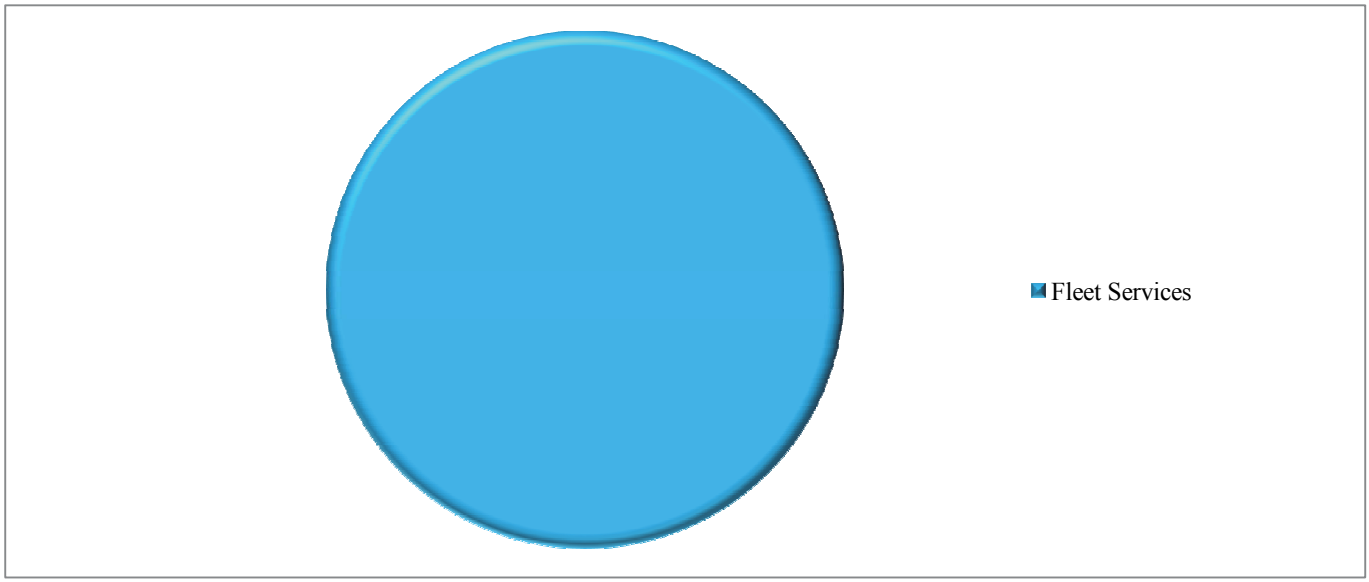
The Fleet Services Fund is used to account for the goods and services provided by the City's municipal garage to other departments of the City on a cost-reimbursement basis. The Fleet Services Fund is a non-major fund.

Revenue Detail
Fleet Services Fund
10

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
REFUNDS	11,966	16,200	16,200
MISCELLANEOUS	2,596	2,250	2,250
INTEREST & INVESTMENT INCOME	(1,558)	(972)	(974)
Total External Sources	13,003	17,478	17,476
TFR FROM GENERAL OPERATING FUND	1,602,098	1,751,210	1,731,225
TFR FROM PARKING FUND	45,266	35,795	47,731
TFR FROM SEWER IMPROVEMENT FUND	94,884	96,248	96,248
TFR FROM COMMUNITY DEVELOPMENT FUND	2,151	7,932	7,932
TFR FROM ENVIRONMENTAL SERVICES FUND	821	1,036	1,036
TFR FROM RETAINED RISK FUND	6,861	6,169	6,354
TFR FROM VEHICLE REPLACEMENT FUND	23,282	47,669	26,275
TFR FROM NARCOTICS FORFEITURES FUND	37,405	54,552	39,976
Total Interfund Transfers	1,812,768	2,000,611	1,956,777
Total	1,825,772	2,018,089	1,974,253

Fleet Services Expenditures by Activity

Program	2015 Budget	2016 Budget	Change	% Change
Expenditures				
Fleet Services	1,989,868	2,001,851	(11,983)	-0.53%
Total	**1,989,868**	**2,001,851**	**(11,983)**	**-0.53%**



Retained Risk
Fund Statement
15

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**3,409,716**	**3,770,357**	**3,770,357**	**3,618,542**
Revenues				
Revenue Transfers	988,820	990,733	995,355	1,020,233
Revenues	137,148	240,569	129,202	131,837
Total Revenues	**1,125,968**	**1,231,302**	**1,124,557**	**1,152,070**
Expenditures				
Contractual Services	724,938	1,212,158	1,212,158	1,209,581
Expenditure Transfers	40,389	96,641	64,214	65,780
Total Expenditures	**765,327**	**1,308,799**	**1,276,372**	**1,275,361**
Total Ending Balance	**3,770,357**	**3,692,860**	**3,618,542**	**3,495,251**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	3,770,357	3,692,860	3,618,542	3,495,251
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Retained Risk Fund Overview

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

Revenue Detail
Retained Risk Fund
15

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
CITY EXPENSE REIMBURSEMENTS	28,916	20,000	20,000
REFUNDS	84,833	85,898	88,475
INTEREST & INVESTMENT INCOME	23,398	23,304	23,362
Total External Sources	**137,148**	**129,202**	**131,837**
TFR FROM GENERAL OPERATING FUND	721,520	725,516	742,501
TFR FROM PARKING FUND	64,816	65,123	67,077
TFR FROM SEWER IMPROVEMENT FUND	70,663	71,043	73,175
TFR FROM COMMUNITY DEVELOPMENT FUND	35,081	35,522	36,587
TFR FROM ENVIRONMENTAL SERVICES FUND	0	198	0
TFR FROM METCAD FUND	44,649	45,209	46,566
TFR FROM FLEET SERVICES FUND	52,091	52,744	54,327
Total Interfund Transfers	**988,820**	**995,355**	**1,020,233**
Total	**1,125,968**	**1,124,557**	**1,152,070**

Workers' Compensation
Fund Statement
16

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**1,806,443**	**1,970,237**	**1,970,237**	**2,664,190**
Revenues				
Revenue Transfers	2,288,562	2,391,547	2,391,547	2,463,292
Revenues	356,974	378,996	379,977	397,828
Total Revenues	**2,645,536**	**2,770,543**	**2,771,524**	**2,861,120**
Expenditures				
Commodities	0	0	0	0
Contractual Services	1,837,119	1,816,589	1,798,611	1,890,238
Expenditure Transfers	644,623	352,460	278,960	361,692
Total Expenditures	**2,481,743**	**2,169,049**	**2,077,571**	**2,251,930**
Total Ending Balance	**1,970,237**	**2,571,732**	**2,664,190**	**3,273,380**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,970,237	2,571,732	2,664,190	3,273,380
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Workers' Compensation Fund Overview

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

Revenue Detail
Workers' Compensation Fund
16

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
CITY EXPENSE REIMBURSEMENTS	315,924	338,966	355,915
REFUNDS	27,796	29,047	29,919
INTEREST & INVESTMENT INCOME	13,254	11,964	11,994
Total External Sources	**356,974**	**379,977**	**397,828**
TFR FROM GENERAL OPERATING FUND	2,200,540	2,299,564	2,368,551
TFR FROM PARKING FUND	13,898	14,524	14,959
TFR FROM SEWER IMPROVEMENT FUND	50,960	53,253	54,851
TFR FROM COMMUNITY DEVELOPMENT FUND	4,633	4,841	4,986
TFR FROM METCAD FUND	4,633	4,841	4,986
TFR FROM FLEET SERVICES FUND	13,898	14,524	14,959
Total Interfund Transfers	**2,288,562**	**2,391,547**	**2,463,292**
Total	**2,645,536**	**2,771,524**	**2,861,120**

Stormwater Management
Fund Statement
21

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**2,840,199**	**4,690,793**	**4,690,793**	**444,126**
Revenues				
Revenue Transfers	3,758,423	3,812,459	3,866,767	3,967,238
Revenues	4,608,732	4,577,624	4,588,593	4,590,069
Total Revenues	**8,367,155**	**8,390,083**	**8,455,360**	**8,557,306**
Expenditures				
Capital Expenses	1,597,635	5,251,129	5,055,193	3,010,152
Commodities	1,380	5,000	1,000	1,010
Contractual Services	994,671	3,538,786	3,475,538	1,489,738
Expenditure Transfers	3,922,875	4,046,535	4,170,296	4,126,008
Total Expenditures	**6,516,561**	**12,841,450**	**12,702,027**	**8,626,908**
Total Ending Balance	**4,690,794**	**239,426**	**444,126**	**374,524**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	4,690,794	239,426	444,126	374,524
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Stormwater Management Fund Overview

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

Revenue Detail
Stormwater Management Fund
21

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
PROPERTY TAXES	**1,375,642**	**1,342,412**	**1,355,836**
STORMWATER FEES	**14,400**	**20,000**	**0**
STORMWATER UTILITY FEE	**2,662,931**	**2,771,137**	**2,771,137**
CITY EXPENSE REIMBURSEMENTS	**136,455**	**23,400**	**19,600**
CITY EXPENSE RIBE - SPECIFIC	**0**	**0**	**1,025**
CITY EXPENSE RIBE - OTHER SPECIFIC	**0**	**0**	**1,538**
REFUNDS	**385,119**	**410,644**	**405,681**
INTEREST & INVESTMENT INCOME	**26,309**	**21,000**	**21,052**
INTERGOVERNMENTAL REVENUES-FEDERAL	**7,876**	**0**	**14,200**
Total External Services	**4,608,732**	**4,588,593**	**4,590,069**
TFR FROM GENERAL OPERATING FUND	**3,758,423**	**3,866,767**	**3,967,238**
Total Interfund Transfers	**3,758,423**	**3,866,767**	**3,967,238**
Total	**8,367,155**	**8,455,360**	**8,557,306**

Motor Fuel Tax
Fund Statement
22

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**7,563,270**	**4,471,351**	**4,471,351**	**1,339,817**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	4,158,202	2,570,640	2,460,929	2,043,346
Total Revenues	**4,158,202**	**2,570,640**	**2,460,929**	**2,043,346**
Expenditures				
Capital Expenses	6,369,468	4,978,796	4,972,383	1,771,971
Commodities	0	0	0	0
Contractual Services	598,953	387,872	387,872	374,403
Expenditure Transfers	281,700	247,196	232,208	234,925
Total Expenditures	**7,250,121**	**5,613,864**	**5,592,463**	**2,381,299**
Total Ending Balance	**4,471,351**	**1,428,127**	**1,339,817**	**1,001,864**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	4,471,351	1,428,127	1,339,817	1,001,864
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

State-shared Motor Fuel Tax Fund Overview

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

Revenue Detail
State-shared Motor Fuel Tax Fund
22

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
MOTOR FUEL TAX	2,745,067	2,287,386	2,016,594
CITY EXPENSE REIMBURSEMENTS	4,713	4,713	4,713
INTEREST & INVESTMENT INCOME	32,825	21,984	22,039
INTERGOVERNMENTAL REVENUES-STATE	1,340,040	126,404	0
INTERGOVERNMENTAL REVENUES	35,558	20,442	0
Total External Sources	**4,158,202**	**2,460,929**	**2,043,346**
Total	**4,158,202**	**2,460,929**	**2,043,346**

Capital Improvements
Fund Statement
23

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**2,184,818**	**4,268,724**	**4,268,724**	**685,751**
Revenues				
Revenue Transfers	3,979,426	4,617,567	4,742,567	3,913,217
Revenues	6,257,877	964,061	2,425,944	4,880,396
Total Revenues	**10,237,303**	**5,581,628**	**7,168,511**	**8,793,613**
Expenditures				
Capital Expenses	6,320,819	6,599,399	6,986,029	6,760,894
Commodities	62,658	270,013	79,266	194,255
Contractual Services	1,137,158	2,678,794	2,912,261	1,642,301
Expenditure Transfers	632,761	736,536	773,928	924,028
Total Expenditures	**8,153,397**	**10,284,742**	**10,751,484**	**9,521,478**
Total Ending Balance	**4,268,724**	**(434,390)**	**685,751**	**(42,114)**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	4,268,724	0	685,751	747,020
Assigned	0	0	0	0
Unassigned	**(0)**	**(434,390)**	**0**	**(789,134)**

Comments:

Beginning FY16 $747,020 will be reserved for the Fire Station #3 Relocation project (0314)

Capital Improvements Fund Overview

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

Revenue Detail
Capital Improvements Fund
23

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
PROPERTY TAXES	992,382	949,958	959,458
SALE OF CITY PROPERTY	497	0	0
CITY EXPENSE REIMBURSEMENTS	5,160,091	4,500	94,727
INTEREST & INVESTMENT INCOME	23,045	28,212	28,283
INTERGOVERNMENTAL REVENUES-STATE	26,535	468,274	3,797,928
INTERGOVERNMENTAL REVENUES	55,327	975,000	0
Total External Sources	6,257,877	2,425,944	4,880,396
TFR FROM GENERAL OPERATING FUND	3,979,426	4,742,567	3,913,217
Total Interfund Transfers	3,979,426	4,742,567	3,913,217
Total	10,237,303	7,168,511	8,793,613

Library Improvement
Fund Statement
24

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**127,478**	**137,487**	**137,487**	**138,687**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	431,538	422,961	421,714	426,594
Total Revenues	**431,538**	**422,961**	**421,714**	**426,594**
Expenditures				
Capital Expenses	0	0	0	0
Contractual Services	340	0	0	0
Expenditure Transfers	421,189	422,341	420,514	425,391
Total Expenditures	**421,529**	**422,341**	**420,514**	**425,391**
Total Ending Balance	**137,487**	**138,107**	**138,687**	**139,890**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	137,487	138,107	138,687	139,890
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Restricted reserve is for major capital assets, maintenance, and repair replacement.

Library Improvement Fund Overview

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

Revenue Detail
Library Improvement Fund
24

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
PROPERTY TAXES	430,649	420,514	425,391
INTEREST & INVESTMENT INCOME	889	1,200	1,203
Total External Sources	**431,538**	**421,714**	**426,594**
Total	**431,538**	**421,714**	**426,594**

Local Motor Fuel Tax
Fund Statement
29

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**1,040,385**	**1,558,399**	**1,558,399**	**474,897**
Revenues				
Revenues	1,194,446	1,700,849	1,846,142	1,404,521
Total Revenues	**1,194,446**	**1,700,849**	**1,846,142**	**1,404,521**
Expenditures				
Capital Expenses	373,539	1,724,800	1,724,800	340,000
Contractual Services	219,703	1,112,674	1,112,674	140,000
Expenditure Transfers	83,189	99,353	92,170	51,484
Total Expenditures	**676,431**	**2,936,827**	**2,929,644**	**531,484**
Total Ending Balance	**1,558,400**	**322,421**	**474,897**	**1,347,934**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,558,400	322,421	474,897	1,347,934
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Local Motor Fuel Tax Fund Overview

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

Revenue Detail
Local Motor Fuel Tax Fund
29

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
MOTOR FUEL TAX	1,186,239	1,298,047	1,311,027
CITY EXPENSE REIMBURSEMENTS	0	537,979	83,353
INTEREST & INVESTMENT INCOME	8,207	10,116	10,141
Total External Sources	**1,194,446**	**1,846,142**	**1,404,521**
Total	**1,194,446**	**1,846,142**	**1,404,521**

Urban Renewal
Fund Statement
41

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**1,872,047**	**2,234,786**	**2,234,786**	**1,329,048**
Revenues				
Revenue Transfers	936	1,919,766	799,949	1,606,632
Revenues	1,039,145	1,215,787	1,027,375	1,251,113
Total Revenues	**1,040,081**	**3,135,553**	**1,827,324**	**2,857,745**
Expenditures				
Capital Expenses	17,127	2,543,085	1,431,866	1,326,090
Commodities	65,157	98,251	71,001	65,500
Contractual Services	230,730	1,905,868	731,311	1,365,323
Expenditure Transfers	364,329	473,186	498,884	508,034
Total Expenditures	**677,342**	**5,020,390**	**2,733,062**	**3,264,947**
Total Ending Balance	**2,234,786**	**349,949**	**1,329,048**	**921,846**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	2,234,786	349,949	1,329,048	921,846
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Urban Renewal Fund Overview

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

Revenue Detail
Urban Renewal Fund
41

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
UTILITY TAXES	1,024,874	957,425	964,748
CITY EXPENSE REIMBURSEMENTS	750	0	273,000
INTEREST & INVESTMENT INCOME	13,521	13,332	13,365
INTERGOVERNMENTAL REVENUES-STATE	0	50,000	0
DONATIONAS AND CONTRIBUTIONS	0	6,618	0
Total External Sources	1,039,145	1,027,375	1,251,113
TFR FROM COMMUNITY DEVELOPMENT FUND	0	799,949	1,427,869
TFR FROM ARRA GRANT FUND 42 (CLOSED)	936	0	0
TFR FROM UDAG	0	0	178,763
Total Interfund Transfers	936	799,949	1,606,632
Total	1,040,081	1,827,324	2,857,745

ARRA Grant
Fund Statement
42

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**936**	**0**	**0**	**0**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	0	0	0	0
Total Revenues	**0**	**0**	**0**	**0**
Expenditures				
Capital Expenses	0	0	0	0
Contractual Services	0	0	0	0
Expenditure Transfers	936	0	0	0
Total Expenditures	**936**	**0**	**0**	**0**
Total Ending Balance	**0**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Urban Development Action Grant
Fund Statement
43

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**802,429**	**867,850**	**867,850**	**701,623**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	359,992	194,486	230,141	186,205
Total Revenues	**359,992**	**194,486**	**230,141**	**186,205**
Expenditures				
Contractual Services	256,503	642,757	371,368	408,143
Expenditure Transfers	38,068	100,000	25,000	190,811
Total Expenditures	**294,571**	**742,757**	**396,368**	**598,954**
Total Ending Balance	**867,850**	**319,579**	**701,623**	**288,874**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	867,850	319,579	701,623	288,874
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**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

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
CITY RENTAL INCOME	2,400	2,400	2,400
SALE OF CITY PROPERTY	88,668	0	0
REFUNDS	0	10,000	10,000
INTEREST & INVESTMENT INCOME	5,248	5,292	5,305
I/G REVENUES--HOME CONSORTIUM	257,311	203,949	160,000
HOMEOWNER REHAB LOAN PAYMENTS-PRINCIPAL	6,064	8,000	8,000
HOMEOWNER REHAB LOAN PAYMENTS-INTEREST	300	500	500
Total External Sources	**359,992**	**230,141**	**186,205**
Total	**359,992**	**230,141**	**186,205**

Downtown TIF
Fund Statement
44

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**1,075,857**	**1,571,351**	**1,571,351**	**772,999**
Revenues				
Revenues	1,943,770	1,710,564	1,679,329	1,833,676
Total Revenues	**1,943,770**	**1,710,564**	**1,679,329**	**1,833,676**
Expenditures				
Capital Expenses	0	0	0	380,000
Commodities	0	0	0	0
Contractual Services	1,076,974	861,160	835,079	1,047,131
Expenditure Transfers	371,302	1,642,602	1,642,602	1,169,749
Total Expenditures	**1,448,276**	**2,503,762**	**2,477,681**	**2,596,880**
Total Ending Balance	**1,571,351**	**778,153**	**772,999**	**9,795**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,571,351	778,153	772,999	9,795
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Downtown TIF Fund Overview

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

Revenue Detail
Downtown TIF Fund
44

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
PROPERTY TAXES	1,935,787	1,668,373	1,822,693
INTEREST & INVESTMENT INCOME	7,983	10,956	10,983
Total External Sources	**1,943,770**	**1,679,329**	**1,833,676**
Total	**1,943,770**	**1,679,329**	**1,833,676**

E. University Ave. TIF
Fund Statement
45

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**1,617,600**	**1,497,974**	**1,497,974**	**1,472,242**
Revenues				
Revenue Transfers	0	270,000	270,000	0
Revenues	194,262	173,650	169,518	174,953
Total Revenues	**194,262**	**443,650**	**439,518**	**174,953**
Expenditures				
Capital Expenses	0	525,169	200,000	200,000
Commodities	0	0	0	0
Contractual Services	279,588	309,345	258,750	224,750
Expenditure Transfers	34,300	6,500	6,500	0
Total Expenditures	**313,888**	**841,014**	**465,250**	**424,750**
Total Ending Balance	**1,497,974**	**1,100,610**	**1,472,242**	**1,222,445**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	1,497,974	1,100,610	1,472,242	1,222,445
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

E. University Avenue TIF Fund Overview

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

Revenue Detail
E. University Avenue TIF Fund
45

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
PROPERTY TAXES	**183,425**	**159,882**	**165,293**
INTEREST & INVESTMENT INCOME	**10,837**	**9,636**	**9,660**
TFR FROM DOWNTOWN TIF FUND	**0**	**270,000**	**0**
Total External Sources	**194,262**	**439,518**	**174,953**
Total	**194,262**	**439,518**	**174,953**

Food & Beverage Tax
Fund Statement
47

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**4,870,479**	**5,140,902**	**5,140,902**	**4,598,189**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	751,154	746,746	750,073	1,823,170
Total Revenues	**751,154**	**746,746**	**750,073**	**1,823,170**
Expenditures				
Capital Expenses	0	0	0	365,000
Contractual Services	414,511	1,240,248	1,195,083	3,359,880
Expenditure Transfers	66,219	97,897	97,703	478,329
Total Expenditures	**480,730**	**1,338,145**	**1,292,786**	**4,203,209**
Total Ending Balance	**5,140,902**	**4,549,503**	**4,598,189**	**2,218,150**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	5,140,902	4,549,503	4,598,189	2,218,150
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Food & Beverage Tax Fund Overview

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

Revenue Detail
Food & Beverage Tax Fund
47

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
OTHER TAXES	707,172	693,713	719,591
CITY EXPENSE REIMBURSEMENTS	10,782	24,500	1,071,639
INTEREST & INVESTMENT INCOME	33,200	31,860	31,940
Total External Sources	**751,154**	**750,073**	**1,823,170**
TFR FROM NORTH CAMPUSTOWN TIF	0	0	0
Total Interfund Transfers	**0**	**0**	**0**
Total	**751,154**	**750,073**	**1,823,170**

North Campustown Redevelopment TIF
Fund Statement
48

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**351,876**	**398,544**	**398,544**	**127,344**
Revenues				
Revenue Transfers	0	0	0	0
Revenues	957,759	781,240	783,215	796,559
Total Revenues	**957,759**	**781,240**	**783,215**	**796,559**
Expenditures				
Capital Expenses	234,092	385,908	385,908	0
Contractual Services	78,032	113,857	93,857	758,260
Expenditure Transfers	598,966	300,050	574,650	829,175
Total Expenditures	**911,091**	**799,815**	**1,054,415**	**1,587,435**
Total Ending Balance	**398,544**	**379,969**	**127,344**	**(663,532)**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	398,544	379,969	127,344	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**(663,532)**

Comments:

North Campustown Redevelopment TIF Fund Overview

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

Revenue Detail
North Campustown Redevelopment TIF Fund
48

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
PROPERTY TAXES	955,172	780,287	793,624
INTEREST & INVESTMENT INCOME	2,587	2,928	2,935
Total External Resources	**957,759**	**783,215**	**796,559**
Total	**957,759**	**783,215**	**796,559**

North Mattis Avenue TIF
Fund Statement
49

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenues	0	20,858	0	278,145
Total Revenues	**0**	**20,858**	**0**	**278,145**
Expenditures				
Contractual Services	0	20,858	0	278,145
Total Expenditures	**0**	**20,858**	**0**	**278,145**
Total Ending Balance	**0**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

North Mattis Avenue TIF Fund Overview

The North Mattis Avenue TIF was adopted on February 11, 2014 by City Council to assist in the construction of a 730,000 Kraft Warehouse project on the former AC Humko site. This $38 million warehouse will allow for the expansion of operations at the adjacent Kraft plant while increasing jobs and competitiveness of the Kraft facility. Additionally, Mattis Avenue right-of-way, the Wirco plant, and Glen Park are included in the TIF boundaries in an attempt in further other improvements and redevelopment to the area.

Revenue Detail
North Mattis Avenue TIF Fund
49

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
PROPERTY TAXES	0	0	278,145
Total External Resources	**0**	**0**	**278,145**
Total	**0**	**0**	**278,145**

Vehicle Replacement
Fund Statement
60

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**4,255,113**	**3,355,903**	**3,355,903**	**2,387,636**
Revenues				
Revenue Transfers	1,515,340	1,594,172	1,561,172	1,638,756
Revenues	89,098	165,000	156,348	185,359
Total Revenues	**1,604,438**	**1,759,172**	**1,717,520**	**1,824,115**
Expenditures				
Capital Expenses	2,480,366	3,341,768	2,638,118	1,674,068
Expenditure Transfers	23,282	37,381	47,669	26,275
Total Expenditures	**2,503,648**	**3,379,149**	**2,685,787**	**1,700,343**
Total Ending Balance	**3,355,904**	**1,735,926**	**2,387,636**	**2,511,408**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	3,355,904	1,735,926	2,387,636	2,511,408
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Vehicle Replacement Fund Overview

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

Revenue Detail
Vehicle Replacement Fund
60

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
SALE OF CITY PROPERTY	67,150	130,000	163,958
CITY EXPENSE REIMBURSEMENTS	0	5,000	0
INTEREST & INVESTMENT INCOME	21,948	21,348	21,401
Total External Sources	89,098	156,348	185,359
TFR FROM GENERAL OPERATING FUND	1,370,035	1,401,687	1,477,059
TFR FROM PARKING FUND	21,303	21,622	21,947
TFR FROM SEWER IMPROVEMENT FUND	95,073	96,499	97,947
TFR FROM COMMUNITY DEVELOPMENT FUND	2,630	2,669	2,709
TFR FROM ENVIRONMENTAL SERVICES FUND	2,367	2,402	2,438
TFR FROM FLEET SERVICES FUND	7,758	7,875	7,993
TFR FROM RETAINED RISK FUND	0	12,000	12,000
TFR FROM STORMWATER MANAGEMENT FUND	0	0	0
TFR FROM NARCOTICS FORFEITURES FUND	16,174	16,417	16,663
Total Interfund Transfers	1,515,340	1,561,172	1,638,756
Total	1,604,438	1,717,520	1,824,115

Capital Equipment Replacement Fund Statement 61

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**3,962,817**	**4,249,587**	**4,249,587**	**2,949,737**
Revenues				
Revenue Transfers	1,091,660	931,353	931,353	976,717
Revenues	27,457	0	25,644	25,708
Total Revenues	**1,119,117**	**931,353**	**956,997**	**1,002,425**
Expenditures				
Capital Expenses	406,837	2,353,349	2,176,995	696,972
Contractual Services	0	0	0	0
Expenditure Transfers	425,510	68,633	79,852	452,109
Total Expenditures	**832,347**	**2,421,982**	**2,256,847**	**1,149,081**
Total Ending Balance	**4,249,587**	**2,758,958**	**2,949,737**	**2,803,081**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	4,249,587	2,758,958	2,949,737	2,803,081
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Capital Equipment Replacement Fund Overview

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

Revenue Detail
Capital Equipment Replacement Fund
61

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
SALE OF CITY PROPERTY	247	0	0
INTEREST & INVESTMENT INCOME	27,210	25,644	25,708
Total External Sources	27,457	25,644	25,708
TFR FROM GENERAL OPERATING FUND	1,052,725	892,395	830,401
TFR FROM PARKING FUND	25,000	25,000	137,186
TFR FROM SEWER IMPROVEMENT FUND	2,340	2,363	5,450
TFR FROM COMMUNITY DEVELOPMENT FUND	652	652	678
TFR FROM ENVIRONMENTAL SERVICES FUND	1,229	1,229	0
TFR FROM FLEET SERVICES FUND	4,724	4,724	3,002
TFR FROM STORMWATER MANAGEMENT FUND	4,990	4,990	0
Total Interfund Transfers	1,091,660	931,353	976,717
Total	1,119,117	956,997	1,002,425

METCAD Emergency Telephone Fund Statement 62

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	1,965,433	1,845,000	1,839,591	1,855,000
Revenues	1,140	926	576	577
Total Revenues	**1,966,573**	**1,845,926**	**1,840,167**	**1,855,577**
Expenditures				
Expenditure Transfers	1,966,442	1,845,926	1,840,167	1,855,577
Total Expenditures	**1,966,442**	**1,845,926**	**1,840,167**	**1,855,577**
Total Ending Balance	**131**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**131**	**0**	**0**	**0**

Comments:

Revenue Detail
METCAD Emergency Telephone Fund
62

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
INTEREST & INVESTMENT INCOME	1,140	576	577
Total External Sources	**1,140**	**576**	**577**
TFR FROM EMERGENCY TELEPHONE SYSTEM FUND	1,965,433	1,839,591	1,855,000
Total Interfund Transfers	**1,965,433**	**1,839,591**	**1,855,000**
Total	**1,966,573**	**1,840,167**	**1,855,577**

Foreign Fire Insurance
Fund Statement
63

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**171,410**	**195,784**	**195,784**	**183,467**
Revenues				
Revenues	113,993	115,000	119,373	111,155
Total Revenues	**113,993**	**115,000**	**119,373**	**111,155**
Expenditures				
Capital Expenses	0	0	0	0
Commodities	55,060	84,690	84,690	106,832
Contractual Services	23,827	27,000	27,000	35,610
Personnel Services	10,732	20,000	20,000	15,280
Total Expenditures	**89,619**	**131,690**	**131,690**	**157,722**
Total Ending Balance	**195,785**	**179,094**	**183,467**	**136,900**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	195,785	179,094	183,467	136,900
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Foreign Fire Insurance Fund Overview

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

Revenue Detail
Foreign Fire Insurance Fund
63

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
OTHER TAXES	**112,647**	**118,221**	**110,000**
INTEREST & INVESTMENT INCOME	**1,346**	**1,152**	**1,155**
Total External Sources	**113,993**	**119,373**	**111,155**
Total	**113,993**	**119,373**	**111,155**

Local Narcotics Forfeitures
Fund Statement
64

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**125,157**	**129,427**	**129,427**	**134,047**
Revenues				
Revenues	146,971	152,000	151,000	151,000
Total Revenues	**146,971**	**152,000**	**151,000**	**151,000**
Expenditures				
Commodities	41,661	37,778	37,778	34,033
Contractual Services	47,461	37,633	37,633	55,583
Expenditure Transfers	53,579	56,393	70,969	56,639
Total Expenditures	**142,701**	**131,804**	**146,380**	**146,255**
Total Ending Balance	**129,427**	**149,623**	**134,047**	**138,792**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	129,427	149,623	134,047	138,792
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Local Narcotics Forfeitures Fund Overview

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

Revenue Detail
Local Narcotics Forfeitures Fund
64

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
LOCAL NARCOTICS FORFEITURES	45,810	75,000	75,000
FEDERAL EQUITABLE SHARED FUNDS	100,560	75,000	75,000
INTEREST & INVESTMENT INCOME	601	1,000	1,000
Total External Sources	**146,971**	**151,000**	**151,000**
Total	**146,971**	**151,000**	**151,000**

METCAD Equipment Replacement Fund Statement
65

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**3,047,949**	**2,728,128**	**2,728,128**	**2,690,622**
Revenues				
Revenue Transfers	490,000	362,662	362,662	515,468
Revenues	16,831	10,000	16,812	16,854
Total Revenues	**506,831**	**372,662**	**379,474**	**532,322**
Expenditures				
Capital Expenses	826,651	1,863,029	416,980	1,644,075
Commodities	0	0	0	0
Total Expenditures	**826,651**	**1,863,029**	**416,980**	**1,644,075**
Total Ending Balance	**2,728,128**	**1,237,761**	**2,690,622**	**1,578,869**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	2,728,128	1,237,761	2,690,622	1,578,869
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Revenue Detail
METCAD Equipment Replacement Fund
65

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
INTEREST & INVESTMENT INCOME	**16,831**	**16,812**	**16,854**
Total External Sources	**16,831**	**16,812**	**16,854**
TFR FROM METCAD FUND	**490,000**	**362,662**	**515,468**
Total Interfund Transfers	**490,000**	**362,662**	**515,468**
Total	**506,831**	**379,474**	**532,322**

Bond & Interest
Fund Statement
70

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**4,817,373**	**4,397,657**	**4,397,657**	**4,492,570**
Revenues				
Revenue Transfers	5,793,356	5,532,030	5,591,072	5,762,182
Revenues	26,304	24,450	28,730	31,670
Total Revenues	**5,819,661**	**5,556,480**	**5,619,802**	**5,793,852**
Expenditures				
Contractual Services	6,239,376	5,880,340	5,524,890	5,531,002
Expenditure Transfers	0	0	0	0
Total Expenditures	**6,239,376**	**5,880,340**	**5,524,890**	**5,531,002**
Total Ending Balance	**4,397,657**	**4,073,798**	**4,492,570**	**4,755,420**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	4,397,657	4,073,798	4,492,570	4,755,420
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**(1)**	**(1)**	**0**

Comments:

Revenue Detail
Bond & Interest Fund
70

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
INTEREST & INVESTMENT INCOME	6,634	5,010	5,580
2004B INTEREST & INVESTMENT INCOME	11	0	0
2005 INTEREST & INVESTMENT INCOME	5,717	7,160	3,900
2007A INTEREST & INVESTMENT	4,613	6,140	7,440
2010 INTEREST & INVESTMENT INCOME	8,378	8,570	8,830
2012 INTEREST & INVESTMENT INCOME	200	770	920
2013 INTEREST & INVESTMENT INCOME	750	1,080	5,000
Total External Sources	26,304	28,730	31,670
TFR FROM GENERAL OPERATING FUND	2,162,070	1,956,719	1,798,669
TFR FROM STORMWATER MANAGEMENT FUND	2,635,363	2,541,803	2,539,713
TFR FROM CAPITAL IMPROVEMENTS FUND	475,900	517,900	617,700
TFR FROM NORTH CAMPUSTOWN TIF	598,966	574,650	806,100
TFR FROM SERIES 2012 ADVANCE REFUNDING FUND	(78,943)	0	0
Total Interfund Transfers	5,793,356	5,591,072	5,762,182
Total	5,819,661	5,619,802	5,793,852

Emergency Telephone System
Fund Statement
80

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenues	2,004,198	1,845,000	1,839,591	1,855,000
Total Revenues	**2,004,198**	**1,845,000**	**1,839,591**	**1,855,000**
Expenditures				
Contractual Services	30,016	0	0	0
Expenditure Transfers	1,965,433	1,845,000	1,839,591	1,855,000
Total Expenditures	**1,995,449**	**1,845,000**	**1,839,591**	**1,855,000**
Total Ending Balance	**8,749**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**8,749**	**0**	**0**	**0**

Comments:

Revenue Detail
Emergency Telephone System Fund
80

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
UTILITY TAXES	2,004,198	1,839,591	1,855,000
Total External Sources	**2,004,198**	**1,839,591**	**1,855,000**
Total	**2,004,198**	**1,839,591**	**1,855,000**

Library Tax Account
Fund Statement
81

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	500,000	0	0	0
Revenues	6,119,375	5,973,573	5,794,084	6,055,778
Total Revenues	**6,619,375**	**5,973,573**	**5,794,084**	**6,055,778**
Expenditures				
Expenditure Transfers	6,617,515	5,973,573	5,794,084	6,055,778
Total Expenditures	**6,617,515**	**5,973,573**	**5,794,084**	**6,055,778**
Total Ending Balance	**1,859**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**1,859**	**0**	**0**	**0**

Comments:

Library Tax Account Fund Overview

The Champaign Public Library Fund is used to account for the operations and maintenance of the public library within the City of Champaign.

Revenue Detail
Library Tax Account Fund
81

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
PROPERTY TAXES	6,029,608	5,701,103	5,962,999
INCOME TAXES	89,766	92,981	92,779
Total External Sources	**6,119,375**	**5,794,084**	**6,055,778**
TFR FROM GENERAL OPERATING FUND	500,000	0	0
Total Interfund Transfers	**500,000**	**0**	**0**
Total	**6,619,375**	**5,794,084**	**6,055,778**

Police Pension
Fund Statement
96

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**0**	**0**	**0**	**0**
Revenues				
Revenue Transfers	4,747,787	5,006,496	5,085,065	5,243,046
Total Revenues	**4,747,787**	**5,006,496**	**5,085,065**	**5,243,046**
Expenditures				
Expenditure Transfers	4,747,787	5,006,496	5,085,065	5,243,046
Total Expenditures	**4,747,787**	**5,006,496**	**5,085,065**	**5,243,046**
Total Ending Balance	**0**	**0**	**0**	**0**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	0	0	0	0
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Police Pension Fund Overview

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

Revenue Detail
Police Pension Fund
96

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
TFR FROM GENERAL OPERATING FUND	4,747,787	5,085,065	5,243,046
Total Interfund Transfers	**4,747,787**	**5,085,065**	**5,243,046**
Total	**4,747,787**	**5,085,065**	**5,243,046**

Fire Pension
Fund Statement
97

	FY13/14 Actual	FY14/15 Budget	FY14/15 Estimate	FY15/16 Budget
Beginning Balance	**65,623,390**	**74,438,298**	**74,438,298**	**77,474,240**
Revenues				
Revenue Transfers	4,539,251	4,412,134	4,067,436	4,169,002
Revenues	8,806,929	3,750,000	3,929,656	3,958,230
Total Revenues	**13,346,180**	**8,162,134**	**7,997,092**	**8,127,232**
Expenditures				
Commodities	0	0	0	0
Contractual Services	4,519,633	4,539,150	4,961,150	5,199,550
Total Expenditures	**4,519,633**	**4,539,150**	**4,961,150**	**5,199,550**
Total Ending Balance	**74,449,936**	**78,061,282**	**77,474,240**	**80,401,922**
Fund Balances				
Non-Spendable	0	0	0	0
Restricted	74,449,936	78,061,282	77,474,240	80,401,922
Committed	0	0	0	0
Assigned	0	0	0	0
Unassigned	**0**	**0**	**0**	**0**

Comments:

Fire Pension Fund Overview

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

Revenue Detail
Fire Pension Fund
97

Account Description	FY2013/14 Actual	FY2014/15 Revised	FY2015/16 Budget
MISCELLANEOUS	305	0	0
INTEREST & INVESTMENT INCOME	1,363,509	1,429,656	1,433,230
INVESTMENT APPRECIATION/(DEPRECIATION)	7,443,114	2,500,000	2,525,000
Total External Sources	**8,806,929**	**3,929,656**	**3,958,230**
TFR FROM GENERAL OPERATING FUND	3,842,882	3,377,236	3,444,002
RETIREMENT & INSURANCE CONTRIBUTIONS	696,369	690,200	725,000
Total Interfund Transfers & Contributions	**4,539,251**	**4,067,436**	**4,169,002**
Total	**13,346,180**	**7,997,092**	**8,127,232**

City of
CHAMPAIGN

Champaign Public Library

Mission

The mission of the Champaign Public Library is to connect the community with the power of knowledge, the world of culture and ideas, and the joy of reading. The Library supports 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 receives more than 92% of its operating funding from a property tax levy. This levy is set by the City Council, which has final approval of the Library's operating budget.

The Champaign Public Library's Administration Office is located at 200 W. Green Street. The Library's website is www.champaign.org; email address is librarian@champaign.org; phone (217) 403-2050; fax (217) 403-2053.

The Douglass Branch is located at 504 E. Grove Street; phone (217) 403-2090; fax (217) 356-9561.

Administration

The Library Director is responsible for the overall administration of the Library and provides direction for all Library functions. The Library Director currently supervises eleven department managers due to the fact that the Assistant Director position is vacant because of budget constraints.

Departments

The Accounting Manager manages Accounting Services, Purchasing Services, and Administrative Assistant Services. Assists with personnel matters due to Assistant Director position being vacant.

The Collection Manager manages the adult and teen circulating print, eBooks, CDs, digital magazines, periodicals, and audiobook collections.

The Development Director manages all fundraising activities, coordinates all grants, works with the Foundation Board of Directors, and serves as staff liaison to the Library Friends. Due to vacant positions, also assists with duties of the Assistant Director and the Promotions Manager.

The Security Manager is responsible for maintaining a safe and secure atmosphere for customers and staff at the Main Library and Douglass Branch.

Technology Services manages library-wide applications of technology, including public and staff pc's, printers, scanners, servers, switches routers, and various other network related equipment, and the shared catalog with Urbana Free Library.

Maintenance Services manages maintenance for the buildings and grounds.

Promotional Services is responsible for promoting and advertising the activities and services of the Library, producing the newsletter and other publications, managing the Library's website and social media, and maintaining a continuous program of public relations.

Adult Services provides reference, information, and reader's advisory services, programming for adults and teens, interlibrary loan, and computer assistance to customers of all ages.

Circulation Services issues Library cards, checks out materials to customers, checks in and shelves all materials, collects overdue fees and provides general information.

Children's Services provides reader's advisory, information services, programming, and computer assistance for children, birth through fifth grade, and the adults who serve them.

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

Douglass Branch Library provides reader's advisory, information services, and computer assistance to customers of all ages, maintains a collection of popular materials for all ages, and provides programming for children and adults.

Key Projects in Support of Council Goals

Our City fosters quality of life for all citizens

- Maintain high quality, up-to-date 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 high-speed Internet access, including wi-fi, 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

- Maintain a balanced budget despite declining tax revenues by keeping 16 staff positions vacant, further reducing the workforce by 2.575 FTE through VSIP, reducing hours open to the public at both Main Library and Douglass Branch, and reducing spending in most budget lines including materials.
- Maintain shared catalog with Urbana Free Library for annual cost savings and better service to community members.

Our City promotes economic opportunity

- Continue to provide technology-related instruction to individuals who lack basic computer skills or need assistance with online searching and resources.
- Continue to provide resources and assistance to individuals seeking employment or GED and other testing preparation.
- Continue to provide trade school, college, and career-related resources and information.
- Continue to provide business-related resources and information.
- Continue to provide investment and financial resources and information.

Our City provides first-rate services

- The Library strives to maintain its four-star rating from Library Journal by providing high-quality collections, programs, and services.
- The Library makes it a priority to provide attractive, clean, well-kept, and safe spaces for the public at the Main Library and Douglass Branch.

Our City is a model for environmental sustainability

- Preserve and maintain features of the Main Library that promote sustainability, including extensive use of natural light, a "smart" lighting system, efficient glass, sun shading structures, high efficiency HVAC systems, a white roof to reduce need for AC, and trees in parking area to reduce heat island effect.
- Implemented changes to increase energy efficiency and cost savings based on an energy audit conducted in 2014.

Our City is committed to honest, transparent government

- Library board and committee meetings are open to the public. Meeting materials and budget documents are available on the Library's website.
- Publish news and activities in an electronic monthly newsletter that is sent to more than 14,500 individuals and is available on the Library's website.

Department Baseline Service Levels, Goals and Initiatives by Activity

Administration Services (Performance Center 11-00)

Current Service Levels:

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

- Disseminate information by and about the Library and its resources and services by publishing 12 issues of a Library email newsletter annually.
- Facilitate internal communications and access to Library documents and information through a regularly updated staff Intranet.
- Identify Library service points and collections with architectural and graphic consistency and in a thematic, unified, and aesthetically appealing manner by coordinating a library-wide signage program.
- Manage and maintain library-wide technology including 24 servers, 19 service desk computers, 100 staff computers, 99 public computers, 18 iPads for public use, 29 catalog stations, 22 circulating Kindles, and 9 support computers.
- Manage library-wide applications of technology, including maximizing the use of the local-area network and maintaining connectivity with the City in order to continue to use the City payroll, email, and City's financial software for Fund 24.
- Manage the Library catalog system, shared with Urbana Free Library, including providing staff support for system administration and maintenance of nine dedicated servers.
- Work with the Champaign Public Library Foundation and Friends to manage an ongoing fundraising program targeting specific service needs and building the endowment fund for collections and programs.
- Strengthen programming, collections, and technology by seeking grant opportunities and sponsorships.

Departmental Goals and New Initiatives:

- Enhance the quality of life in the City by providing its citizens with consistently top quality, forward looking, responsive, and technologically innovative services targeting all income and educational levels.
- Maintain our position among the top tier of libraries nationally and our designation as a Library Journal "Star" Library.
- Implement activities and goals outlined in the Library's 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.
- Complete major upgrade of the Library's website to make use of current technology and provide optimal viewing across multiple platforms.

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 6,600 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 106,000 per year; Children's Services: approximately 20,000 per year.
  - Improve customer service by responding to all patron comments when necessary within 48 hours or less.
  - Facilitate access to collection resources by developing at least 15 bibliographic aids (genre lists, etc.) through the website and catalog annually.
  - Supplement Library collections by providing library users with approximately 4,000 items borrowed annually from Illinois Heartland Library System libraries and other libraries throughout the United States.
  - Provide 21 online electronic information sources and evaluate their effectiveness by measuring customer use annually.
- Maintain a well-balanced diversity of materials for all ages by managing and developing designated collections.
- Circulate approximately 2 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 432 periodical and newspaper subscriptions so that they are available for use on the day of arrival.
- Processing approximately 160,000 reserved materials annually.

- Introduce the community to the diversity of collections and services available at the Library by providing programming attended by approximately 3,000 adults, 3,800 teens, and 30,000 children throughout the year.
- Coordinate the Library's volunteer program, which consists of approximately 12,000 volunteer hours annually.

Departmental Goals and New Initiatives:

- Offer tech-related programming for teens after school and during the summer months.
- 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 assisting users with their devices and selections.
- Bring excitement about books and reading into the schools with visits by children's librarians to every K-5 classroom in Unit 4.
- Using private funding, foster early literacy and school readiness by providing "Ready, Set, Read" materials for all Head Start and Unit 4 Early Childhood Center students.

Douglass Branch Library (Performance Center 15-00)

Current Service Levels:

- Respond annually to at least 2,500 informational questions and requests for service and address the concerns of the public before the Library closes each day, or as arranged with each customer, referring questions that cannot be answered at the Douglass Branch Library to the appropriate resource.
- Maintain a well-balanced collection of materials for all ages, purchasing to satisfy the interest of Branch customers.
- Circulate approximately 50,000 print and non-print items annually.
- Introduce the community to the diversity of collections and services available at the Library by providing programming attended by approximately 3,500 children and adults each year.

Departmental Goals and New Initiatives:

- Initiate third-grade program to generate excitement about books and reading at the Booker T Washington STEM Academy with grant funding from Rotary Club of Champaign.
- Continue Project Next Generation program in which mentors work with middle school students at the Douglass Branch to develop technology skills and confidence. Funding for this program comes from a $12,500 grant from the Illinois Secretary of State.

- Maximize the benefit of the 2012 grant-funded computer training project and expanded computer lab by continuing to provide basic technology instruction for individuals and groups.

Champaign Public LIBRARY

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REPORT TO CITY COUNCIL

FROM: Marsha Grove, Library Director

DATE: July 1, 2015

SUBJECT: LIBRARY BUDGET FY2015/2016

A. Introduction: The purpose of this memo is to present a FY 2015/16 Library budget without further assistance from the City's General Fund based on direction received from the Champaign City Council on May 13, 2014.

B. Action Taken: The Library Administration and Library Board of Trustees recommend approval of the Library's 2015/16 proposed budget. City of Champaign's City Council approved the Library's recommended budget on June 2, 2015 including the Salary and Staffing recommendations.

C. Prior Council Action:

- At the August 16, 2005 Council meeting, Council adopted CB 2005-222, approving the Amended Cooperative Agreement (Main Library Project) between the City and the Board of Library Trustees to address construction and financing of the new Library building.
- Included in the Fiscal Year (FY) 2012/13 budget, Council transferred $250,000 from the City's General Fund to the Library's Capital Fund for capital outlay needs.
- As a result of the May 10, 2013 Study Session SS 2013-024, the Council directed $500,000 in General Fund revenue to the Library's Operating Fund in FY 2013/14 to address a budget shortfall that would have required laying off staff and reducing hours at the Main Library and Douglass Branch.
- As a result of the February 25, 2014 Council Study Session SS 2014-007, the Council directed approximately $277,000 in City General Fund revenue to pay the Library Operating Fund debt service for one year, FY 2014/15.
- Proposed Library FY 2015/16 Budget presented to City Council and received direction to proceed as presented (SS 2015-021).

D. Background: Property taxes are the primary source of funding for the Library's Operating Fund providing 92% of revenues. Because property values declined from FY 2011/12 through 2013/14, and costs continued to rise, the Library has been faced with an annual funding gap. Until FY 2015/16, the Library balanced its budget by reducing expenses each budget year. In addition, the City General Fund provided assistance in FY 2012/13 for the Library's Capital Fund and in FY 2013/14, and FY 2014/15 for the Library's Operating Fund.

The Library received $500,000 in supplemental funding from the City Council for FY 2013/14 from the City's General Fund, funded by a portion of the 0.25% increase in local sales tax, in order to maintain current hours of service, preserve the materials budget, and fill two of the 14 vacant positions. The Library Board of Trustees was directed to develop a plan for sustainable service delivery for review by the City Council prior to the allocation of City funding in future years. The plan was to

include details on key components to close the funding gap and future budgets that are consistent with policy standards established in the Library Governance Ordinance. FY 2014/15 the City Council agreed to provide funding for the Library's operating fund portion of debt service or approximately $277,000. This assistance allowed the Library to maintain its current hours of operation.

Reducing staff and other cost saving measures allowed the Library to maintain a balanced budget for six years, but are not sufficient to cover a projected shortfall in FY 2015/16. Further reduction in personnel is the only way to stem rising costs and balance the budget. Already down 16 positions in FY 2014/15, the Library cannot maintain the current hours open to the public with this additional staff reduction. This necessitates a reduction in the Main Library's and Douglass Branch's hours of operation by a decrease of seven hours and four hours each week, respectively.

E. Budget Preparation: In order to present a balanced budget, Champaign Public Library's FY 2015/16 proposed budget includes further staff reduction of 2.60 FTE and a reduction in the hours of operation. The adopted FY 2015/16 budget reflects the following:

a) Savings Realized by Further Reductions in Personnel: reduced personnel complement by 2.60 FTE, a $212,000 recurring personnel savings resulting in a total of 20 vacant positions (12.8750 FTE). Reduction in personnel achieved through a Voluntary Separation Incentive Program (VSIP), based on the City's 2012 VSIP plan, voluntary reduction in other staff hours and eliminating one part-time temporary position.

b) Reduction in Hours of Operation: reduced hours of operation at the Main Library and Douglass Branch Library by seven hours and four hours per week, respectively. Reducing hours at both facilities allows the Library to operate with a leaner staff.

F. Impact on City of Champaign General Fund. This budget receives no assistance from the City of Champaign's General Fund.

G. Impact on Library Personnel and Service. The FY 2015/16 Library budget includes a personnel complement of 69.60 FTE, down from 72.20 FTE positions funded in FY 2014/15. Including the vacancies this fiscal year, over the last six years the Library has reduced its work force by 20 positions or 12.8750 FTE, which is a reduction of about 16% in total Library staff.

H. Conclusion. In response to stagnate and declining property tax revenue, the Library has reduced spending in almost all budget lines for the past six years. These cuts are no longer enough to offset rising costs.

The Library Board of Trustees is presented a balanced budget the FY 2015/16 by reducing the hours of operation at both locations and further reducing the staffing level by 2.60 FTE. The Library's property tax revenue will increase slightly in Fiscal Year 2015/16 due to the 1.5% increase in taxable property, and projections indicate greater growth in future years. Given the favorable projections, the Library Board of Trustees anticipates no further hours of operation or staff reductions will be necessary for the foreseeable future.

Prepared by:

Marsha Grove
Library Director

LIBRARY BUDGET SUMMARY
2015 - 2016

	PROPOSED EXPENDITURES	PROPOSED CONTINGENCY	FUND TOTALS
LIBRARY OPERATING FUND	6,636,965	624,004	7,260,969
LIBRARY CAPITAL FUND	476,680	474,789	951,469
27TH PAY DATE FUND	133,702	634	134,336
GIFT AND ENDOWMENT FUND	126,000	0	126,000
SPECIAL PROGRAMS FUND	9,850	4,003	13,853
PER CAPITA GRANT FUND	101,319	0	101,319
GRANT FUND	12,400	3,632	16,032
TOTALS	7,496,916	1,107,062	8,603,978

STATEMENT OF REVENUES, EXPENDITURES AND BALANCES
2015 - 2016

CHAMPAIGN PUBLIC LIBRARY
LIBRARY OPERATING FUND
FUND 01

REVENUES	ACTUAL 2013-2014	ADOPTED BUDGET FY 2014/15	REVISED BUDGET FY 2014/15	PROPOSED BUDGET FY 2015/16
Beginning Balance	719,787	749,291	939,602	655,402
3000 Internal Transfer - 27th PayDate	0	0	0	133,702
3005 General Fund Transfer	500,000	0	0	0
3010 Property Tax	6,029,608	5,878,952	5,700,103	5,961,999
3020 Corporate Replacement Tax	87,907	93,106	92,981	92,779
3050 General Fines and Fees	284,241	302,640	278,000	286,340
3080 Materials Rental Income	85,687	87,125	80,000	80,890
3100 Photocopy Income	21,760	21,315	23,000	23,575
3110 Interest Income	1,403	1,515	1,000	1,000
3920 Miscellaneous Income	1,379	700	500	500
3930 Urbana Free Library	12,000	12,000	12,000	12,000
3960 Leased Property	14,334	12,655	12,655	12,782
TOTAL REVENUES	7,038,319	6,410,008	6,200,239	6,605,567
EXPENDITURES				
PERSONNEL SERVICES (100)	4,477,828	4,532,703	4,716,239	4,562,217
COMMODITIES (200)	934,542	933,855	895,177	930,298
CONTRACTUAL SERVICES (300)	624,778	655,802	671,148	666,743
FUND TRANSFERS	502,545	202,635	201,875	203,098
DEBT SERVICE PAYMENT	278,811	0	0	274,609
TOTAL EXPENDITURES	6,818,504	6,324,995	6,484,439	6,636,965
RESERVES	939,602	834,304	655,402	624,004
GRAND TOTAL	7,758,106	7,159,299	7,139,841	7,260,969

STATEMENTS OF REVENUES, EXPENDITURES AND BALANCES
2015 - 2016

CHAMPAIGN PUBLIC LIBRARY
LIBRARY CAPITAL FUND
FUND 02

REVENUES	ACTUAL 2013-2014	ADOPTED BUDGET FY 2014/15	REVISED BUDGET 2014/2015	BUDGET FY 2015/16
Beginning Balance	810,728	1,155,812	1,155,812	752,914
3001 Operating Fund Transfer	491,900	192,375	192,375	193,598
3110 Interest Income	1,389	1,550	1,250	1,300
3920 Miscellaneous Income	3,880	0	300	0
3030 Urbana Free Library Reimb.	3,657	3,657	3,657	3,657
TOTAL REVENUES	500,826	197,582	197,582	198,555
EXPENDITURES				
CONTRACTUAL SERVICES (300)	26,177	11,550	25,800	12,128
CAPITAL (400)	129,565	731,952	574,680	464,552
TOTAL EXPENDITURES	155,742	743,502	600,480	476,680
RESERVES	1,155,812	609,892	752,914	474,789
GRAND TOTAL	1,311,554	1,353,394	1,353,394	951,469

STATEMENT OF REVENUES, EXPENDITURES AND BALANCES
2015 - 2016

CHAMPAIGN PUBLIC LIBRARY
LIBRARY OTHER FUNDS
FUNDS 03 - 15

REVENUES	ACTUAL 2013-2014	ADOPTED BUDGET FY 2014/15	REVISED BUDGET FY 2014/15	PROPOSED BUDGET FY 2015/16
Beginning Balance	45,769	153,653	152,805	134,021
3001 Operating Fund Transfer	10,645	10,260	9,500	9,500
3007 Gift Fund Transfer - Foundation	84,734	68,700	60,450	61,000
3008 Gift Fund Transfer - Friends	47,106	54,000	84,292	73,000
3040 State Per Capita Grant	184,615	101,319	101,319	101,319
3110 Interest Income	192	200	210	200
3800 LSTA Grant	17,500	12,500	12,500	12,500
TOTAL REVENUES	344,792	246,979	268,271	257,519
EXPENDITURES				
PERSONAL SERVICES (100)	9,334	8,250	8,122	8,250
COMMODITIES (200)	213,148	230,896	243,965	221,669
CONTRACTUAL SERVICES (300)	15,274	32,575	34,968	19,650
FUND TRANSFERS (700)	0	0	0	133,702
TOTAL EXPENDITURES	237,756	271,721	287,055	383,271
RESERVES	152,805	128,911	134,021	8,269
GRAND TOTAL	390,561	400,632	421,076	391,540

A. Summary

The City of Champaign has been preparing a multi-year Capital Improvement Plan (CIP) for many years. Originally a 5-year plan, it was expanded to a 10-year plan in 1990 to better facilitate planning for large, high cost, multi-year phased projects. The purpose of this Plan is to prioritize the allocation of the City's limited resources to the highest priority projects; ensure a balance between expansion, reconstruction, rehabilitation, and maintenance activities; and schedule work across all infrastructure systems appropriately.

The City of Champaign's Capital Improvement Plan allocates funding for the following types of projects:

- Maintenance – these projects maintain the performance of existing infrastructure assets throughout their design life, rather than extending the projects' design lives. Therefore, maintenance activities are not capitalized in the City's annual financial report. Annual asphalt overlay is an example of a maintenance project.

- Rehabilitation – these projects go beyond maintenance, thus extending the lives of the assets, but fall short of full reconstruction. Rehabilitation projects typically include replacement of some components of the assets; for example, a project that entailed replacement of curbs and gutters in conjunction with substantial asphalt overlay.

- Reconstruction – these projects replace existing assets in kind, with only minimal design changes from the original asset. The Bradley Avenue project from Mattis Avenue to Duncan Road that was completed a few years ago is a good example of this.

- System Upgrade – these projects improve the performance of existing infrastructure assets in one or more ways, for example, by increasing their capacity or improving their functionality. This category is intended to cover only assets that are currently serving developed areas of the City, rather than assets serving new or recent development. The Boneyard Creek Second Street Reach project is a good example of a system upgrade.

- Expansion - these projects serve recent and expected growth of the City. The recently completed Curtis Road improvements entail an expansion project (rather than a system upgrade) because the asset came under the City's jurisdiction relatively recently, and the improvements will serve recent and anticipated City growth.

B. CIP Policies

The CIP policies were originally adopted in 1990 as a means of providing guidance to staff during the preparation of the Capital Improvements Plan. Since that time, the policies have been reviewed and revised on a regular basis. The policies were most recently updated last year during the preparation of the ten-year CIP, by adding a

description of how the new Storm Water Utility Fee revenues will be used, expanding the target areas for use of Food and Beverage Fund revenues to benefit all areas that generate those funds, and to revise the percentage share from 20% to 17% for the Stormwater Utility Fund based on the additional revenue generated by the Home Rule Sales Tax increase to keep a level revenue amount. The policies remained unchanged for this year.

C. CIP Process

The ten year Capital Improvement Plan as adopted includes expenditures of $40.6 million for Fiscal Year 2015/16 and $324 million from 2015 to 2025. The development of the CIP involves about 25 to 30 staff members from four departments. The Capital Improvement Review Team (CIRT) is responsible for managing this process and developing staff's recommended Plan for Council consideration. This team is made up of the Planning and Development Director, Finance Director, Public Works Director, Neighborhood Services Director, and a Deputy City Manager.

In addition, teams of staff involved more directly in the projects review each individual fund and recommend changes to project expenditures in each of the CIP Funds. Finally, Project Managers are designated for each project listed in the Ten-Year CIP. During the update process the project managers review the project as it exists in the Plan and determine whether any changes are needed due to inflation, better cost estimates, progress on design or construction, or changes in scope. Consideration is also given to adding new projects to the Plan. These proposals come from the recommendations of various plans, contractual obligations or commitments, grant opportunities, or anticipated infrastructure failures. The proposals may also be driven by neighborhood groups that organize and work with the City to solve a problem. A good example of how this may occur can be seen in the drainage improvement projects added as a result of neighborhood planning initiatives with the Washington Street and John Street neighborhoods.

D. Capital Improvements Funds and Projects

a. Parking Fund (03)

1) **Key Projects:**
   - Bulk permit pricing
   - Implementation of parking meter Pay By Cell
   - Implementation of changes to parking fines and late fees
   - Evaluation of expenditure reductions

2) **Overview.** This fund utilizes revenues from fines and fees 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. Also included in the FY16 Parking Fund budget are transfers from the Downtown TIF ($1,000,000) and the Food and Beverage Fund ($200,000) to help cover debt service on the Downtown

Parking Deck. The Parking Fund will receive its last Downtown TIF transfer in FY 2015/16 and its final Food and Beverage transfer ($800,000) in FY 2016/17.

In FY 2013/14, the City initiated a volume discount program for customers purchasing multiple permits in the Downtown and University District. To receive a discount, the customers assist the Public Works staff with issuing the permits and managing the permit information. The discounts range from 2% (10-25 permits) up to 10% (100+ permits). In FY 2014/15, $27,790 in permit discounts were passed on to bulk permit holders. This discount program was shared with Council in an Information Only memo on October 15, 2013.

Pay By Cell will be implemented early Spring 2015. The annual revenues ($188,000) and expenditures ($97,000) from this program have been included in the Parking Fund budget.

Also included in the Parking Fund budget were the changes in parking meter fines, late fees, and parking (prohibited) violation fines. It is estimated these changes will provide an additional $157,000 annually in revenue. These fees and fines were discussed at the June 10, 2014, Council Study Session and approved September 2, 2014, (effective January 1, 2015) when Council adopted Council Bill 2014-153.

In FY 2015/16, staff will evaluate reorganization of the Parking Operations Section (this includes parking enforcement and collection/maintenance personnel). Currently, one parking enforcement officer position is vacant. The Administrative Services Supervisor was recently promoted to fill the vacant Administrative Services Manager position. Both the Supervisor and enforcement officer positions will remain open until the reorganization evaluation has been completed. The evaluation may indicate these positions could be eliminated at a cost savings of $119,700 annually.

The Parking Fund budget includes the sale of Parking Lot “J”, JSM’s one-time payment plus the ten annual installments ($110,410) including interest starting in FY 2016/17. The principal and interest payments for the Hill Street Parking Deck bonds continue through FY 2027/28. The FY 2015/16 principal and interest payment is $ $1,087,808, a decrease of about $40,000 per year due to the recent refinancing (“refunding’) of the debt issued in 2008 to construct the parking deck.
Even with the above referenced changes, the largest issue in this fund is the deficit that starts in FY 2018/19 and continues to grow thereafter. Staff plans to address this deficit in FY 2015/16. The plan is to start the discussion with a review of policies that guide the management of the City’s parking system to determine if policy changes need to be made. After completion of the policy discussion, staff will then present alternatives (revenue enhancements and expenditure reductions) consistent with policy to balance the Parking Fund.

b. Sanitary Sewer Fund (04) formerly the Sewer Improvement Fund

1) Key Projects:

- Annual Sanitary Sewer Rehabilitation (0254)

2) Overview. This Fund receives most of its revenue from a Sanitary Sewer Fee, used primarily to maintain and rehabilitate the City's sanitary sewer system, which is accounted for on an enterprise fund basis. This Fund also repays the State's low interest loans used to construct the South and North Interceptor Sewers. The most significant project is the Annual Sanitary Sewer Rehabilitation project with funding ranging from around $400,000 to nearly $800,000 each year. Council approved an increase in the sanitary sewer fee rate for billing year 2016 by six percent, from $3.02 to $3.20 per average daily cubic feet of water usage.

c. Stormwater Management Fund (21)

1) Key Projects:

- Boneyard – North Branch Improvements (0664)
- Boneyard Second Street Reach Debt Service (0554)
- Annual Channel Maintenance (0020)
- Annual Contractual Storm Sewer Maintenance (0427)
- Annual Storm Sewer Rehabilitation (0182)
- Washington Street West – Phase One and Two (0594)

2) Overview. The City dedicates 17% of revenues from its home-rule sales tax to this fund, slightly over $3 million, which is a principal source of the Fund's revenues. Originally, the revenue was dedicated to improvements to the Boneyard Creek, but the City Council later expanded its use to other drainage basins. The Fund also receives a transfer from the General Fund and property tax revenues each year. In FY 2012/13 it also received a one-time transfer of $1.6 million from the Capital Improvement Fund to cover part of the cost of the John Street and Washington Street basin drainage projects.

Starting in FY 2013/14, approximately $2.7 million annually in revenues began coming in from the new Storm Water Utility Fee (SWUF). These resources

are 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, including payments on debt that the City issued to finance large drainage projects completed during the past 20 years.

Currently design of the Boneyard Creek North Branch improvements is budgeted for FY 2014/15 at $773,000. For the West Washington Drainage

improvements, funding is provided for Phase 2 property acquisition, Public Works Phase 2 staff time and Phase 2 engineering for final design, preparation of construction plans and specs, preparation of final cost estimate and bidding. No funding is provided yet for the construction of this project. A reserve has been set up for the top three remaining priorities, West Washington Street Phase 2 and 3, Boneyard Creek and Garden Hills at $2.6 million annually and increasing to $3.1 million annually starting in FY 2021/22. Design work will be completed on these projects and a future discussion scheduled with Council to decide how to proceed with construction.

d. Motor Fuel Tax Fund (22)

1) Key Projects:

- Annual Local Street Rehab (asphalt): 2015 construction season work locations include the following:
  - Streets east of Prospect and north of Kirby consisting of LaSell, Alma, Dodds, Dawson, Hamilton, Elm (Hessel to Stanage), a small section of Haines just west of Elm, Pine and Daniel.
  - A portion of the following local residential streets adjacent to Church between Prospect and Mattis consisting of Davidson Drive, Garfield (Church to Washington), Willis (Church to Washington), Fair (Springfield to White) and Fair (Park to north of Washington).

- Annual Asphalt Overlay: 2015 construction season work locations consist of Church Street from Prospect Avenue to Mattis Avenue and Country Fair Drive from University Avenue to just north of Church Street.

- Annual PCC Patching: 2015 construction season work location consists of Mayfair Road from Lincolnshire Drive to Broadmoor Drive.

2) Overview. Revenues for this fund come from the City's share of state motor fuel tax proceeds. These revenues are projected to go down slightly over the ten year plan, given rising fuel costs, improvements to vehicle fuel efficiency, and the expected national trend of decreasing vehicle miles traveled. This fund is used for a number of the City's annual street maintenance projects, including local street rehab, asphalt overlay and permanent pavement patching.

e. Capital Improvements Fund (23)

1) Key Projects:

- Mattis Avenue Extension (South of Curtis Road) – FY 2015/16 (0602)
- Prospect Avenue (Windsor to Savoy) Construction budgeted for FY 2018/19 (0366)
- Church and Randolph intersection improvement – FY 2020/21 (0570)
- Interstate Drive – dead-end to Market Street – FY 2021/22 (0482)

- Mattis Avenue Complete Street Improvement (Windsor to Curtis) – FY 2023/24 (0561)

2) **Overview.** This is one of the few capital funds not dedicated to a specific infrastructure system or geographic area as it receives the vast majority of its funding directly from the General Fund. As a result, this fund is one of the most competitive in determining priority for funding projects. This fund includes many annual infrastructure maintenance projects, including $100,000 annually for Ash tree removal and replacement. This fund has also historically included a number of large infrastructure reconstruction or expansion projects, especially transportation projects. Cuts made in recent years eliminated most of the large projects. With the debt service for the Clearview extension of Olympian Drive being paid off in FY 2018/19, funding is available to begin adding back some larger projects in the last 6 years of the CIP. As a result, the Interstate Drive extension and Mattis Avenue Complete Street from Windsor to Curtis are included in the last 6 years of the Plan. The Church and Randolph intersection improvements were originally planned for FY 2020/21. Recent fund balances in the Downtown TIF allowed the intersection improvements to be completed this summer as part of the 2015 Infrastructure Maintenance Project. This in turn allows another intersection to be improved in FY 2020/21. The Walnut and Main intersection would be a likely candidate.

   This year's plan moves the Mattis and Sangamon pedestrian improvement project from the current budget year to FY 2018/19. This was necessary due to the significant amount of staff time required for the MCORE project. The draft plan also removes the project to complete the planning and preliminary design work for the relocation of Fire Station 3 since no funding has been identified for construction. Instead the approximately $750,000 has been placed in a separate fund balance account, specifically committed to the fire station relocation, until such time as construction funding is available.

f. Library Improvement Fund (24)

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

   - **Overview.** This Fund was established for the purpose of financing the construction and major maintenance of capital improvements for library buildings. The City issued a General Obligation Bond in FY 2005/06 for $24.02 million (Series 2005). As interest rates fell over time, the City refinanced ("refunded") the portions of the 2005 bonds in 2012 and 2013 as shown in the chart below. The Library Improvement Fund pays a portion of the debt service on the bonds issued for construction of the main library building. The Debt Service project was created for this purpose and is currently the only project in this Fund.

Bond Series	Bond Type	Fiscal Year Issued	Amount Outstanding as of 6/30/2015
2005	Original Issuance	2005/06	$1.435 million
2012	Refunding	2012/13	$9.575 million
2013	Refunding	2013/14	$8.835 million
			$19.845 million

Historically, the annual debt payments from this fund are approximately $420,000 to $450,000 per year, with approximately $1.4 million paid from the City's General Fund each year and approximately $250,000 to $280,000 paid from the Library Operating Fund each year. In FY 2014/15, the City's General Fund paid the Library's Operating Fund portion of the debt service as a one-time approved variance from the cooperative agreement established between the City Council and Library Board prior to the construction of the new main library building.

g. Local Motor Fuel Fund (29)

1) Key Projects:

- White Street – Second to Wright FY 2016/17 (0614)
- Wright Street (Springfield to Armory)/Armory (Wright to Fourth)
- Bradley Avenue I-57 Bridge Approaches FY 2018/19 (0674)
- Duncan – Springfield to Kirby Complete Street FY 2023/24 (0142)
- I-74/I-57 Complete Street Side Bridges FY 2016/18 (0692)
- Local Street Reconstruction (0640)

2) Overview. This fund was established to manage the proceeds of the approximately $1.3 million annually in Local Motor Fuel Tax (LMFT) revenues. In accordance with Council Policy adopted when enacting the tax, two thirds of the proceeds of the LMFT are generally directed to arterial street improvements, and one-third to local street reconstruction. The arterial street portion of this funding provides a significant portion of Champaign's share of the local match for the $15.7 million TIGER grant the area received. The projects included in the TIGER grant are now collectively referred to as the Multi-Modal Corridor Enhancement, or MCORE project. The MCORE projects included in this Fund include: White Street – Second to Wright, with design in FY 2015/16 and construction in FY 2016/17 and 2017/18; and the Wright and Armory project that will reconstruct Wright Street between Armory Avenue and Springfield Avenue, and Armory from Wright to Fourth into a complete street corridor, with $1.2 million included in FY 2017/18.

This Fund also includes the Bradley Avenue I-57 Bridge Approaches in FY 2018/19 to match the IDOT schedule for bridge reconstruction; Duncan Road – Springfield to Kirby Complete Street in FY 2023/24 and 24/25; and an annual Local Street Reconstruction project with $400,000 included annually.

In FY 2016/17 and 17/18, funds for local street reconstruction are budgeted for the City's local share ($933,800) of the reconstruction of two Mattis Avenue bridges and one Bloomington Road bridge with complete street improvements as part of the I-74/I-57 interchange reconstruction.

h. Urban Renewal Fund (41)

1) Key Projects:

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

2) Overview. This Fund receives 3/11ths of the City's taxes on gas, water, and electric utility costs. Consistent with the Financial Policies, the Fund is used primarily to provide infrastructure improvements and programs in the Neighborhood Wellness Preservation and Restoration areas of the City. Two projects are included in the Fund. The first is the Bristol Park Neighborhood Plan Implementation project with approximately $9 million programmed for property acquisition, clearance and development activities over the next 10 years. The City Council approved borrowing approximately $3 million from the Federal government's "Section108" loan program to finance a portion of the Bristol Park plan implementation. In addition to Bristol Park, the Urban Renewal Fund funds the portion of the Annual Infrastructure Maintenance project generally utilized to address sidewalk repairs on an annual basis. The proposed Capital Improvements Plan does eliminate funding to the Infrastructure Maintenance project for FY 2015/16 to 17/18 to support the Bristol Park redevelopment, and then funds the project at $130,000 for the remainder of the 10 year plan, a $70,000 per year reduction in funding to infrastructure maintenance.

i. Downtown TIF District Fund (44)

1) Key Projects:

- TIF Close-out Capital Project – 2015/16 to 16/17 (0677)

2) Overview. This Fund obtains revenues from the property tax increment generated by reinvestment in Downtown and has, over the life of the District, provided funding 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 Hyatt Place Hotel project and helping pay for the Downtown Parking Deck debt service. A TIF Close-out Capital Project has been added to plan for use of the ending balance of the TIF to complete a high priority project or projects. Approximately $1.1 million has been programmed over FY 2015/16 to 16/17 for this purpose. Staff anticipates spending the next few

months identifying the highest priority needs for this funding and beginning project planning for their completion prior to the end of the TIF.

j. East University Avenue TIF District Fund (45)

1) Key Projects:

- Marshall, Chester and Water Street Reconstruction (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, the termination date for this District was extended to 2022 and the area included was reduced to focus activity primarily between First Street and the Canadian National Railroad Tracks. Additionally surplus payments were negotiated with the taxing bodies for the first three years following the extension, the combination of which has led to reduced funding levels in this Fund. The only capital project scheduled in this Fund at this time is a project to reconstruct Marshall Street to provide public parking, and to reconstruct Chester and Water Streets to support new development. For Chester Street this project will also address the damage caused by heavy transit traffic in the corridor.

k. Food and Beverage Fund (47)

1) Key Projects:

- Green Street Streetscape – Neil to Fourth FY 2015/16 (0507)
- Green Street - Wright to Race (0477)
- Wright Street (Springfield to Armory) and Armory (Wright to Fourth)
- Town Center Boulevard Prospect to Target Entrance FY 2019/20 (0133)
- Neil Street – Church/Main to Chester Street FY 2022/23 (0680)

2) Overview. In addition to grants and a small amount of interest income, this fund receives all of its revenues from the City's tax on prepared food and beverages. Along with the Local Motor Fuel Tax Fund, this Fund also provides a significant portion of Champaign's share of the local match for the $15.7 million TIGER grant the area received. The ten-year plan includes three MCORE projects in this Fund, plus the Town Center Boulevard traffic signal and Neil Street (Church/Main to Chester Streets) streetscape project, and an annual landscape maintenance service contract. The MCORE projects include Green Street from Neil Street to Fourth Street; Green Street from Wright to Race; and Wright Street (Springfield to Armory) and Armory (Wright to Fourth), and occur over the next five years.

The Town Center Boulevard from Prospect Avenue to the Target entrance, including a new traffic signal 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 reconstruction of the Neil Street streetscape between the Church/Main intersection and Chester Street rebuilds a section of downtown streetscape that was originally constructed in 1986 and is showing signs of deterioration. Because this is a very complex project, it is programmed over 4 years with design beginning in FY 2019/20 and construction occurring in FY 2022/23. It should be noted that sections of the streetscape may be rebuilt incrementally as part of cost sharing agreements with individual property owners when their properties are redeveloped. These opportunities will be brought to Council incrementally as they present themselves.

l. North Campus Redevelopment Area TIF Fund (48)

1) Key Projects:

- Burnham Project Debt Service through FY 2022/23
- North Campus TIF Street and Alley Reconstruction (0695)
- White Street – Second to Wright FY 2017/18 (0614)

2) Overview. This TIF District was established in 2002 to finance redevelopment of the former Burnham City Hospital site into a mixed-use urban development, including related infrastructure improvements. The City issued two bond series to finance site acquisition, environmental remediation, demolition, and related costs. The City makes debt service payments from the increment generated by development of Block A of the Burnham District. This Fund is providing a $1 million contribution to the White Street portion of the MCORE project has been programmed in FY 2017/18. This project is also funded out of the Local Motor Fuel Tax Fund in addition to the Federal TIGER grant funding.

As described on a May 15, 2015 Report to Council, the Finance staff identified a budgeting error in the North Campustown Redevelopment Tax Increment Financing (TIF) District Fund. The 2012 debt issuance refunded a portion of the 2004B bonds, which supported redevelopment of the TIF District and the 2005 bond for the Library Main Building. Finance staff erroneously budgeted debt service payment for the Burnham redevelopment in the General Fund, which funds the largest amount of debt service payments on the Library bonds, rather than in the TIF District Fund. Finance staff has corrected the budgets for the North Campus Area TIF District and the General Fund over the life of the bond issuance. These changes decrease expenditures in the General Fund and increase expenditures in the North Campus Area TIF District by about $375,000 annually through FY 2022/23.

For FY 2015/16 and FY 2016/17, the increase in the TIF's debt service is somewhat offset by the elimination of a transfer of $1 million from the TIF

District to the Food & Beverage Fund. The transfer ($600,000 in FY 2015/16 and $400,000 in FY 2016/17) was intended to accelerate completion of improvements to Green Street from First to Fourth Streets. However, the transfer is no longer needed given acceptance of the Transportation Investment Generating Economic Recovery (TIGER) grant for the Multimodal Corridor Enhancement projects.

m. North Mattis Avenue TIF District Fund (49)

1) Key Projects:

- None

2) Overview. This TIF District was established in February 2014 to assist in the construction of a 730,000 Kraft Warehouse expansion project on the former AC Humko site. This $38 million warehouse will allow for the expansion of operations at the adjacent Kraft plant while increasing jobs and competitiveness of the Kraft facility.

5. Unfunded, Underfunded and Delayed Projects. As a result of the adoption of the Local Motor Fuel Tax (LMFT), and Storm Water Utility Fee (SWUF), progress has been made on reducing the backlog of unfunded or underfunded projects. In particular with the LMFT, several key street projects have been completed, or are programmed in the next 10 years, that would otherwise remain on the unfunded list. This includes the Windsor Road overpass over I-57, White Street from Second to Wright, Duncan Road from Springfield to Kirby, the Bradley Avenue overpass over I-57, the local share of 3 bridges that will be reconstructed in conjunction with the I-57/I-74 interchange project, and the local match for the Federal TIGER grant to improve Armory and Wright streets. In addition, several local street reconstruction projects have been completed. None of these projects would have been possible without this funding source.

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 drainage improvements), 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, such as the Boneyard Creek), and the impact of unfunded mandates from state or federal government (e.g. the bridge approaches for bridges over Interstate Highways). Some of the most significant needs include:

a) Unfunded in the 10 Year Plan.

1) Construction of Stormwater management improvements for Phase 2 and 3 of the West Washington basin, Boneyard Creek and Garden Hills. These areas are all scheduled for engineering design in the 10 year plan, but construction of the

improvements is anticipated to require debt financing or scheduling over an extended timeframe.

2) New City facilities, in particular construction of a new relocated Fire Station 3 consistent with the Fire Station Location Study, and a new Public Works Facility. Improvements to existing arterial street intersections including Bradley and Staley ($2.5 million), Walnut and Main ($900,000), Bradley Avenue and McKinley Avenue ($300,000), Kirby Avenue and Crescent Drive ($300,000) and Prospect Avenue and Devonshire Drive ($300,000).
3) Projects to fill sidewalk gaps on arterial streets at approximately $2 million.
4) Projects to implement the recommendations of Walk Champaign.

b) Underfunded.

5) Parking lot rehabilitation and maintenance is currently funded at approximately $10,000 per year for the last 9 years of the Plan. This is a level of funding that only provides for emergency repairs to the City's surface parking lots. The needed funding level is $200,000 per year for parking lot rehabilitation and maintenance.
6) A number of projects and needs identified in the infrastructure master plans are unfunded or underfunded in the annual projects. The master plans have identified an additional annual need of $1.5 million for street reconstruction, $0.5 million for bridge replacement, and $1.0 million for sidewalk replacement.
7) Funding for resurfacing of asphalt streets has remained at a constant level over the past five to ten years. During that same time the price of asphalt has increased significantly and the requirement to address all non-compliant sidewalk ramps within the project limits has gone into effect. As a result fewer lane miles of streets are resurfaced on an annual basis. The requirement for upgrading ramps required the move from in-house design of resurfacing projects to contracting for design; approximately $200,000 has been reallocated from construction to engineering to cover the estimated costs. An additional $200,000 to replace this reallocated funding would be a start to address the funding deficit for asphalt streets.

c) Delayed Past Optimal Schedule.

1) The project to connect Interstate Drive to Market Street is programmed in FY 2021/22 at a cost of $1.2 million. This project is critical to the feasibility of relocating Fire Station 3 as it ensures appropriate response times to areas north of the interstate.
2) Prospect Avenue, Windsor to Savoy, is scheduled for construction in FY 2019/20 at a cost of approximately $900,000. This section of the road is currently in poor condition.
3) The Town Center Boulevard safety improvements are programmed in FY 2019/20 at a cost of $700,000. This is a high accident location now, and staff is aware of disabled employees in the area who struggle to cross Town Center Boulevard to reach the bus stop on the other side of the street.

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

CAPITAL IMPROVEMENTS PLAN EXPENDITURES BY FUND

FUND - DESCRIPTION	PROJECT	FY14 ACT	FY15 BUD	FY15 EST	FY16 BUD
03 - Parking Fund					
ANNUAL PARKING LOT REHABILITATION	0200	196,487	250,000	27,446	**10,000**
BUILDING MAINTENANCE	0051	2,756	5,300	5,300	**5,300**
DOWNTOWN PARKING DECK	OPER	221,816	429,439	429,439	**286,120**
HEALEY STREET RECONSTRUCTION (FIFTH TO SIXTH)	0645	558,436	338,307	338,307	**0**
HEALEY STREET RECONSTRUCTION (FOURTH TO	0646	14,407	783,400	783,400	**0**
PARKING DECK BONDS	DEBT	480,893	1,165,695	1,192,557	**1,177,451**
PARKING OPERATIONS	OPER	2,091,912	2,555,786	2,238,183	**2,729,618**
TRADITIONAL LANDSCAPE MAINT SERVICES	0612	17,183	19,026	19,016	**17,000**
TOTAL 03 - Parking Fund		3,583,889	5,546,953	5,033,648	**4,225,489**
04 -Sanitary Sewer Fund					
CONCRETE SAN SEWER LINING-IEPA L17-3962 DEBT	0616	29,810	29,811	29,811	**29,810**
KENWOOD/JACKSON - IEPA DEBT SERV	0615	30,894	30,895	30,895	**30,894**
NW SEWER DEBT SERVICE	0009	75,275	75,275	75,275	**49,081**
SAN SEWER SERV R-O-W RESTORATION	0014	6,878	20,159	20,164	**18,671**
SANITARY SEWER BACKUP RELIEF ASST	0286	16,385	79,633	67,614	**25,000**
SANITARY SEWER COLLECTIONS	OPER	213,387	219,982	217,300	**218,982**
SANITARY SEWER REHABILTATION	0254	335,025	695,057	642,352	**396,206**
SEWER OPERATIONS	OPER	1,644,367	1,743,555	1,742,660	**1,918,366**
SHARED SEWER SEPTIC SYSTEM ELIMINATION	0422	0	0	0	**0**
SOUTH SEWER PHASE 1	0349	90,333	90,334	90,334	**90,334**
SOUTH SEWER PHASE 2 (CURTIS ROAD)	0409	47,599	47,600	47,600	**47,600**
TOTAL 04 -Sanitary Sewer Fund		2,489,953	3,032,301	2,964,005	**2,824,944**
21 - Stormwater Management Fund					
BONEYARD - LOWER SECOND STREET REACH	0290	15,461	40,364	40,364	**0**
BONEYARD - NORTH BRANCH IMPROVEMENTS	0664	0	773,209	711,892	**61,131**
BONEYARD / EMBARRAS GENERAL ISSUES	0019	1,804	114,316	114,316	**20,500**
BONEYARD 2nd STREET REACH DEBT SERVICE	0554	1,775,113	1,681,428	1,681,428	**1,681,750**
BONEYARD ROW ACQUISITION	0015	98,784	62,831	62,800	**0**
BONEYARD SECOND ST MAINT (ANNUAL)	0613	92,841	489,109	321,827	**203,979**
CHANNEL MAINTENANCE	0020	260,684	852,677	702,677	**346,433**
CONTRACTUAL STORM SEWER MAINTENANCE	0427	535,603	658,320	666,423	**560,241**
COPPER SLOUGH STORMWATER MASTER	0120	1,595	38,693	0	**38,693**
DETENTION BASIN COST SHARES	0489	0	4,635	4,635	**1,545**
DUNCAN RD IMPROVE/PARKLAND COST SHARE	0586	754	0	0	**0**
GARDEN HILLS DRAINAGE IMPROVEMENTS	0689	0	0	313,866	**26,045**
JOHN ST STORM SEWER IMPROV - IEPA DEBT	0607	25,112	75,112	25,112	**75,112**
JOHN STREET WATERSHED DRAINAGE	0520	4,453	0	0	**0**
PHINNEY BRANCH MASTER PLAN UPDATE	0144	0	25,268	25,268	**0**
SERIES 2009 REFUND BONDS (CHANNEL)	0585	860,250	860,375	860,375	**857,963**
STORM SEWER INVENTORY	0429	1,281	15,303	2,450	**0**
STORM SEWER REHABILITATION	0182	762,003	1,556,532	1,869,668	**581,894**
STORMWATER MANAGEMENT OPERATING	OPER	1,083,537	1,229,259	1,340,020	**1,327,718**
STORMWATER QUALITY	0413	166,333	255,329	132,460	**197,435**
STORMWATER UTILITY FEE	0605	6,567	0	0	**0**
WASHINGTON ST, BONEYARD CREEK, GARDEN HILLS	0670	0	0	0	**2,112,869**
WEST WASHINGTON STREET WATERSHED DRAINAGE	0594	824,386	4,108,690	3,826,446	**533,600**
TOTAL 21 - Stormwater Management Fund		6,516,561	12,841,450	12,702,027	**8,626,908**

CAPITAL IMPROVEMENTS PLAN EXPENDITURES BY FUND

FUND - DESCRIPTION	PROJECT	FY14 ACT	FY15 BUD	FY15 EST	FY16 BUD
22 - Motor Fuel Tax Fund					
2013 LOCAL STREET REHAB - ASPHALT	0648	129,941	80,208	80,208	**0**
2014 LOCAL STREET REHAB - ASPHALT	0649	1,100	349,774	349,774	**0**
2015 LOCAL STREET REHAB - ASPHALT	0650	0	6,000	6,000	**373,570**
2016 LOCAL STREET REHAB - ASPHALT	0672	0	0	0	**6,000**
2017 LOCAL STREET REHAB - ASPHALT	0688	0	0	0	**0**
ASPHALT OVERLAY - 2013	0589	1,133,048	0	0	**0**
ASPHALT OVERLAY - 2014	0622	248,011	1,358,164	1,362,396	**0**
ASPHALT OVERLAY - 2015	0623	0	828,675	820,909	**899,725**
ASPHALT OVERLAY - 2016	0624	0	0	0	**239,978**
ASPHALT OVERLAY - 2017	0625	0	0	0	**0**
ASPHALT OVERLAY - 2018	0626	0	0	0	**0**
ASPHALT OVERLAY - 2019	0627	0	0	0	**0**
ASPHALT OVERLAY - 2020	0628	0	0	0	**0**
ASPHALT OVERLAY - 2021	0629	0	0	0	**0**
ASPHALT OVERLAY - 2022	0630	0	0	0	**0**
ASPHALT OVERLAY - 2023	0631	0	0	0	**0**
ASPHALT OVERLAY - 2024	0651	0	0	0	**0**
ASPHALT OVERLAY - 2025	0673	0	0	0	**0**
FOURTH STREET (JOHN TO ARMORY)	0539	0	233,090	233,090	**0**
LOCAL STREET REHAB - ASPHALT (ANNUAL)	0590	0	0	0	**0**
MARKET STREET IMPROVEMENTS	0609	2,841,153	1,003,124	996,271	**0**
MFT SPECIAL OPERATING CONTINGENCY	0271	0	406,877	125,906	**0**
PCC PATCHING - 2011	0578	0	51,543	51,543	**0**
PCC PATCHING - 2013	0635	759,792	0	0	**0**
PCC PATCHING - 2014	0661	178,660	693,730	693,495	**0**
PCC PATCHING - 2015	0676	0	186,001	461,662	**658,518**
PCC PATCHING - 2016	0690	0	0	0	**203,508**
PCC PATCHING - 2017-2025	0611	0	0	0	**0**
SOUTH 4TH STREET EXTENSION	0587	1,848,429	396,660	391,191	**0**
STALEY ROAD (SPRINGFIELD TO ROUTE 150)	0557	86,192	0	0	**0**
STRATTON SRTS GRANT PROJECT	0643	23,797	20,018	20,018	**0**
TOTAL 22 - Motor Fuel Tax Fund		7,250,121	5,613,864	5,592,463	**2,381,299**
23 - Capital Improvements Fund					
2015 LOCAL STREET REHAB - ASPHALT	0650	0	669,778	669,778	**0**
ALLEY MAINTENANCE (ANNUAL)	0136	12,368	0	0	**0**
ANTHONY DR (MATTIS-MARKETVIEW) OVERLAY	0603	36,246	0	0	**0**
ASH TREE REMOVAL & REPLACEMENT	0566	44,615	50,000	50,000	**75,000**
BICYCLE PLAN IMPLEMENTATION	0551	53,423	15,031	15,031	**0**
BRADLEY & MARKET COMPLETE ST STUDY	0654	0	0	0	**0**
BRICK SURFACE REHABILITATION (ANNUAL)	0192	281,035	0	0	**0**
BRIDGE MAINTENANCE (ANNUAL)	0247	8,385	465,172	465,172	**168,556**
BUILDING MAINTENANCE	0051	317,741	469,463	486,465	**553,611**
CAPITAL IMP SPECIAL OP CONTINGENCY	0265	0	138,252	138,252	**0**
CHURCH & RANDOLPH INTERSECTION IMPROVEMENT	0570	0	0	0	**0**
CITY BUILDING FIRE ALARM CONTROL PANEL	0687	0	0	0	**150,000**
CITY BUILDING WINDOW REHAB	0691	0	0	25,000	**75,000**
CITY BUILDING, POLICE & FIRE STATION #1 ENERGY	0658	304,771	478,510	550,194	**0**

CAPITAL IMPROVEMENTS PLAN EXPENDITURES BY FUND

FUND - DESCRIPTION	PROJECT	FY14 ACT	FY15 BUD	FY15 EST	FY16 BUD
23 - Capital Improvements Fund (continued)					
CITY FACILITIES REMODELING	0656	22,223	0	0	**0**
CLEARVIEW DEBT SERVICE	0529	475,900	517,900	517,900	**617,700**
CURTIS ROAD-WYNSTONE TO WESLEY	0408	0	1,176,548	1,176,548	**0**
EMERGENCY INFRASTRUCTURE REPAIR	0470	757,186	806,295	906,295	**350,000**
FIRE STATION # 5 REHABILIATION	0660	20,269	0	0	**0**
FIRE STATION # 6 HVAC REHAB	0659	5,775	76,948	76,948	**65,000**
FIRE STATION #1 KITCHEN REMODEL	0678	0	56,000	56,000	**0**
FIRE STATION #3 TRUCK BAY REMODEL	0679	3,250	122,100	122,100	**0**
FIRST STREET (GREGORY TO KIRBY)	0682	0	140,000	139,986	**1,584,551**
FOURTH STREET (KIRBY TO SAINT MARY'S)	0683	0	240,000	239,602	**1,899,551**
INFRASTRUCTURE ENHANCEMENT MAINT	0549	0	30,000	30,000	**45,100**
INFRASTRUCTURE MAINTENANCE (ANNUAL)	0655	489,611	1,341,160	1,346,768	**453,207**
INTERSTATE DR (WEST FROM MARKET ST)	0482	0	0	0	**0**
LOCAL STREET REHAB - ASPHALT (ANNUAL)	0590	0	0	0	**0**
LOCAL STREET REHAB - CONCRETE (ANNUAL)	0445	872,590	1,311,683	1,311,683	**767,863**
MATTIS AVE (CURTIS-WINDSOR) COMPLETE STREET	0561	0	0	0	**0**
MATTIS AVE EXT (SOUTH OF CURTIS RD)	0602	0	125,000	72,475	**1,396,385**
MATTIS-SANGAMON PEDESTRIAN IMPROVEMENTS	0681	0	110,000	110,000	**0**
NEIGHBORHOOD STREET LIGHT PROGRAM	0392	0	41,255	1,500	**50,364**
OLYMPIAN DRIVE (APOLLO - LINCOLN)	0134	27,778	58,886	53,917	**0**
OLYMPIAN DRIVE PHASE 3 - WEST EXTENSION	0598	0	15,000	0	**29,910**
PAVEMENT MARKING (ANNUAL)	0124	100,089	356,133	356,133	**151,975**
PENNSYLVANIA AVE (FOURTH TO CITY LIMIT)	0684	0	0	0	**313,826**
PROSPECT AVENUE (WINDSOR TO SAVOY)	0366	0	0	0	**0**
RAILROAD CROSSING IMPROVEMENT	0499	0	274,356	274,356	**0**
RAPID RESPONSE ENGINEERING CONTRACT	0503	49,664	89,078	89,078	**53,044**
REPLACEMENT OF FUELING SYSTEMS	0665	0	0	0	**5,000**
RISING ROAD IMPROV - JACOB'S LANDING	0621	202,915	0	0	**0**
SIDEWALK GAP	0406	73,931	0	0	**0**
SLURRY SEAL (ANNUAL)	0129	238,684	447,478	456,002	**273,260**
SOUTH 4TH STREET EXTENSION	0587	38,520	8,102	8,102	**0**
STRATTON SRTS GRANT PROJECT	0643	7,223	9,709	2,185	**0**
STREET PAVEMENT SYSTEM PLAN	0049	16,467	401,698	397,706	**130,000**
SUBDIVISION SIDEWALK ASSMENT PRJ	0358	0	0	0	**94,727**
SUBDVSION PAVMNT EXP REMEDIATION	0573	75,299	125,000	125,000	**0**
SUSTAINABLE LIGHTING & ENERGY UPGRADES	0637	0	0	0	**32,874**
TRAFFIC SAFETY & MANAGEMENT (ANNUAL)	0330	35,883	32,085	32,085	**15,000**
TRAFFIC SIGNAL UPGRADES (ANNUAL)	0087	51,884	338,804	338,804	**101,017**
TREE MAINTENANCE CONTRACT	0052	68,957	68,957	68,957	**68,957**
UC2B-FIBER OPTIC CONNECTION	0328	3,431,815	58,361	41,462	**0**
UNIVERSITY(MATTIS-STATE) OVERLAY	0604	28,900	0	0	**0**
TOTAL 23 - Capital Improvements Fund		8,153,397	10,664,742	10,751,484	**9,521,478**
24 - Library Improvement Fund					
LIBRARY DEBT SERVICE	0532	421,189	422,341	420,514	**425,391**
MAIN LIBRARY BUILDING PROGRAM	0116	340	0	0	**0**
TOTAL 24 - Library Improvement Fund		421,529	422,341	420,514	**425,391**

CAPITAL IMPROVEMENTS PLAN EXPENDITURES BY FUND

FUND - DESCRIPTION	PROJECT	FY14 ACT	FY15 BUD	FY15 EST	FY16 BUD
29 - Local Motor Fuel Tax Fund					
BRADLEY AVENUE BRIDGE APPROACHES	0674	0	0	0	**0**
DUNCAN (SPRINGFIELD TO KIRBY) COMPLETE STREET	0142	0	0	0	**0**
EMERGENCY INFRASTRUCTURE REPAIR	0470	0	118,000	118,000	**0**
GREEN STREET (WRIGHT TO RACE) - URBANA	0477	0	516,622	516,622	**0**
I57 & I74 COMPLETE STREET SIDE BRIDGES	0692	0	0	0	**0**
LMFT LOCAL STREET RECONSTRUCTION	0640	496,733	740,964	740,964	**400,000**
WHITE STREET (SECOND TO WRIGHT)	0614	0	321,104	321,104	**131,484**
WINDSOR ROAD BRIDGE APPROACHES	0639	179,699	1,134,898	1,127,715	**0**
WRIGHT / ARMORY PROJECT	0693	0	105,239	105,239	**0**
TOTAL 29 - Local Motor Fuel Tax Fund		676,431	2,936,827	2,929,644	**531,484**
41 - Urban Renewal Fund					
2014 IHDA VACANT GRANT	GRNT	0	50,000	0	**50,000**
BEARDSLEY PARK REDEVELOPMENT	0324	2,667	0	0	**0**
BRADLEY & MARKET COMPLETE ST STUDY	0654	6,158	15,164	15,164	**0**
BRISTOL PARK NEIGH IMPLEMENT PLAN	0641	170,657	3,736,987	1,661,065	**2,386,063**
COMMUNITY EVENTS	OPER	19,372	18,950	21,450	**25,700**
INFRASTRUCTURE MAINTENANCE (ANNUAL)	0655	34,867	353,077	382,405	**0**
NEIGHBORHOOD INFRASTRUCTURE REPAIR	0213	967	0	0	**0**
NEIGHBORHOOD SMALL GRANTS	OPER	17,789	25,000	15,000	**25,000**
NEIGHBORHOOD SUPPORT/PROBLEM SOLVING	OPER	12,567	64,301	52,051	**22,050**
URBAN RENEWAL ADMINISTRATION & TRANSFERS	OPER	412,298	756,911	585,927	**756,134**
TOTAL 41 - Urban Renewal Fund		677,342	5,020,390	2,733,062	**3,264,947**
44 - Downtown TIF Fund					
DOWNTOWN TIF OPERATIONS	OPER	1,448,276	2,503,762	2,477,681	**2,216,880**
TIF CLOSEOUT CAPITAL PROJECT	0677	0	0	0	**380,000**
TOTAL 44 - Downtown TIF Fund		1,448,276	2,503,762	2,477,681	**2,596,880**
45 - E. University Ave. TIF Fund					
E. UNIVERSITY TIF OPERATIONS	OPER	313,888	461,650	465,250	**424,750**
MARSHALL , CHESTER & WATER ST. IMPROVEMENTS	0618	0	379,364	0	**0**
TOTAL 45 - E. University Ave. TIF Fund		313,888	841,014	465,250	**424,750**
47 - Food & Beverage Tax Fund					
FOOD & BEVERAGE OPERATIONS	OPER	172,139	235,765	190,600	**395,847**
GREEN STREET (FOURTH TO NEIL)	0507	229,315	456,979	457,895	**1,919,458**
GREEN STREET (WRIGHT TO RACE) - URBANA	0477	0	0	0	**777,532**
NEIL STREETSCAPE (CHURCH TO UNIVERSITY)	0680	0	0	0	**0**
TOWN CENTER (PROSPECT TO TARGET ENTRANCE)	0133	0	0	0	**0**
TRADITIONAL LANDSCAPE MAINT SERVICES	0612	54,276	103,296	102,186	**60,000**
TRAFFIC SIGNAL UPGRADES (ANNUAL)	0087	25,000	0	0	**0**
WRIGHT / ARMORY PROJECT	0693	0	542,105	542,105	**1,050,372**
TOTAL 47 - Food & Beverage Tax Fund		480,730	1,338,145	1,292,786	**4,203,209**

CAPITAL IMPROVEMENTS PLAN EXPENDITURES BY FUND

FUND - DESCRIPTION	PROJECT	FY14 ACT	FY15 BUD	FY15 EST	FY16 BUD
48 - North Campustown Redevelopment TIF Fund					
2004A BOND REPAYMENTS	0527	0	0	274,600	**508,650**
2004B BOND REPAYMENTS	0528	296,516	0	0	**0**
BURNHAM REDEVELOPMENT PROJECT	0449	-274	0	0	**0**
BURNHAM REFUNDING-2007A BONDS	0548	302,450	300,050	300,050	**297,450**
NORTH CAMPUS INFRASTRUCTURE REPAIR	0668	310,636	439,365	439,365	**0**
NORTH CAMPUS TIF STREET AND ALLEY	0695	0	0	0	**0**
NORTH CAMPUSTOWN REDEVELOPMENT TIF	OPER	1,763	60,400	40,400	**340,400**
WHITE STREET (SECOND TO WRIGHT)	0614	0	0	0	**440,935**
TOTAL 48 - North Campustown Redevelop		911,091	799,815	1,054,415	**1,587,435**
ALL FUNDS		32,923,208	51,561,604	48,416,979	**40,614,214**

City of Champaign
CIP - Impact on Operating Budget

Description	Fiscal Year 2015/16	Recurring (✓ for recurring)
Continuation of the Project Specialist position (0.25 full time equivalent) was approved to assist the Engineering Division with various projects related to stormwater issues. With the adoption of a recurring utility fee, the Stormwater Management Fund will now fund the position on a recurring basis to align staff support with the recurring project workload on stormwater projects. Temporary authorization for this position had been approved for the past several years.	$ 11,172	✓
Forestry overtime - Added approximately 100 hours to more closely monitor the work of the City's contractor for the Annual Tree and Stump Removal Contract and an additional 100 hours for emergency responses. Occasionally, a tree must be removed immediately due to public safety and the City's Forestry crew must complete the tree removal which can result in overtime.	$ 10,000	
Building Services overtime - To monitor the activities of contractors working at City Facilities on Saturdays and after hours (Monday - Friday after 3:00 p.m.) per the City's requirements to minimize the impact to building occupants.	$ 5,000	
University of Illinois (U of I)- Street Maintenance overtime - The U of I has several streets that have deteriorated significantly and require repair and have requested the City's assistance with these repairs. The additional expense to the City will be offset by additional revenues as the U of I will reimburse all costs.	$ 6,000	
TOTAL IMPACT ON OPERATING	$ 32,172	

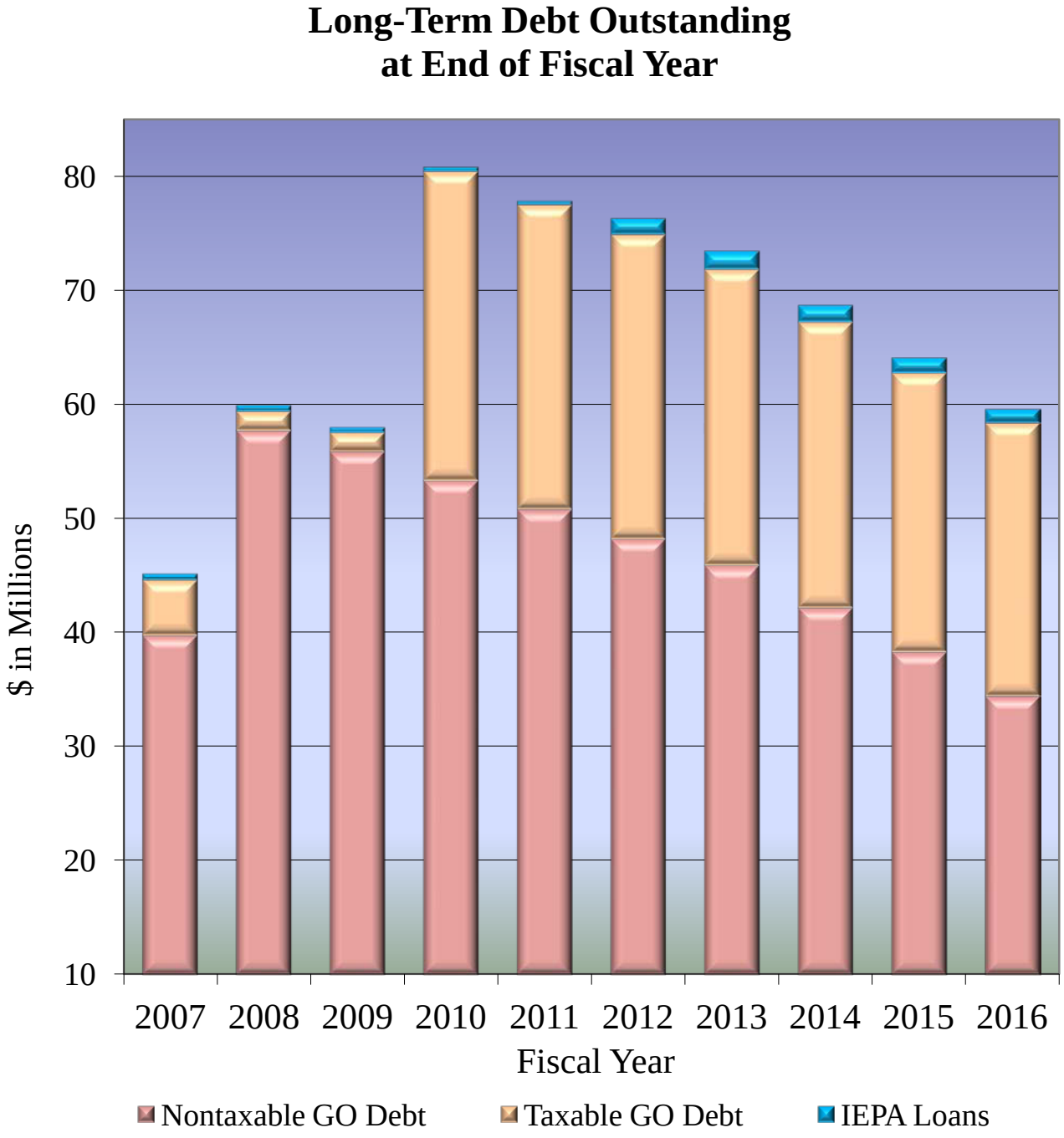
Note - The City's Capital Improvements Review Team (CIRT) is a cross-departmental team that determines the guidelines for the CIP annually. This team also reviews the submitted projects prior to recommendation of the CIP to the City Manager. As part of the Fiscal Year (FY) 2015/16 guidance and in conjunction with operating budget preparations, a process for identifying the impact on the operating budget was implemented. Prior to starting the FY 2016/17 budget and capital improvements program, staff will review the new impact on operating process and revise if any changes are needed for the upcoming year.

City of
CHAMPAIGN

Debt Management

Introduction

The City periodically issues debt pursuant to its Debt Management Policy, which was adopted by the City Council. The City also makes internal loans from one fund to another for relatively short periods of time pursuant to that policy. The following paragraphs describe the City's outstanding debt and plans for future debt issuance.



Debt Rating

Following a rating review in March 2015, Fitch Ratings affirmed its rating of AAA to the City's general obligation debt, which is Fitch's highest rating. At the same time, Moody's Investors Services also affirmed the City's debt at Aaa, its highest rating. Champaign is the only municipality outside of the Chicago metropolitan area with a triple-a bond rating.

Outstanding Debt

Bonded General Obligation Debt

The following is a list of all bonded general obligation debt outstanding:

- $8.735 million in 2015 to refinance a portion of the 2008 bonds. The principal amount outstanding at June 30, 2016 will be $8.625 million.

- $8.835 million in 2013 to refinance a portion of the 2005 bonds (which the City issued to finance a majority of the costs of the new Main Library building). The principal amount outstanding at June 30, 2016 will be $8.835 million.

- $9.90 million in 2012 to refinance the 2004A bonds (which were issued to finance the acquisition of the site of the former Burnham Hospital) and a portion of the above mentioned 2005 bonds. The principal amount outstanding at June 30, 2016 will be $9.290 million.

- $25.62 million of taxable Build America Bonds in March 2010 to finance a portion of costs to construct stormwater drainage improvements for the Midtown Reach of the Boneyard Creek, John Street Watershed, and Washington Street East Watershed. The principal amount outstanding at June 30, 2016 will be $23.950 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, 2016, will be $.835 million.

- $12.70 million in December 2007 and January 2008 to finance a 600-space public parking deck. In FY 2014/15, the City refinanced $8.98 million of the 2008 debt, which left $.97 million remaining. The principal amount outstanding at June 30, 2016 for both the 2007 and 2008 bonds will be $1.225 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, 2016 will be $5.59 million.

- $24.015 million in 2005 to finance a majority of the costs of the new Main Library building. The City refinanced this debt in FY2012/13, which left $14.14 million remaining of the original debt. The City refinanced another portion of this debt in FY 2013/14, leaving $4.145 remaining of the original debt. This debt was fully repaid in FY 2015/16, which was 10 years earlier than the original debt repayment schedule.

All except the series 2010 bonds are fixed-term, nontaxable debt. The 2010 Build America Bonds are taxable bonds for which the City receives a tax rebate from the Federal government for 35% of the total interest payable. However, for the past 3 fiscal years, the Federal government has reduced the tax credit due to sequestration. The latest available sequestration reduction rate is 7.3% and is effective from October 1, 2014 to Sept 30, 2015 – when the sequestration rate will again be subject to change. Despite the sequestration reduction, the Federal rebate makes the interest cost of these bonds lower than if the City had issued traditional tax-free debt.

The City issued all of the above debt as general obligation bonds to achieve the lowest possible interest rates, but repays 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 (2007B, 2008 and 2015 bonds) 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 as well as Food and Beverage 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 (2013, 2005 and part of the 2012 bonds) is repaid from the General Fund, Library Improvement Fund, and Library Operating Fund.

<u>Revenue Debt (not bonded)</u>

The City issued sewer revenue debt in 1996 and 1997 in the amounts of $384,071 and $741,188, respectively. This debt was issued to the State of Illinois under a low-interest loan program and was used to finance construction of the Northwest Interceptor Sewer. The debt issues will be fully

repaid in 2015 and 2017, respectively. The principal amount outstanding at June 30, 2016 will be $24,200. The City pays 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 its 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 provides the structural equivalence of a new pipe. The City had approximately 40,000 lineal feet of pipe that required lining. The City used the proceed of a loan for $685,941 ($514,456 after the loan forgiveness) to line all remaining concrete sanitary sewer pipes with a diameter larger than eight inches in the City's sanitary sewer collection system. The City pays the debt service on this loan from sanitary sewer fee revenue. The principal amount outstanding at June 30, 2016 will be $406,579.
- 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. The City used the proceeds of a loan for $710,892 ($533,169 after the loan forgiveness) 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. The City pays the debt service on this loan from sanitary sewer fee revenue. The principal amount outstanding at June 30, 2016 will be $434,102.
- The City also received an IEPA loan in April 2011 for drainage improvements on John Street and Willis Avenue. The City used the proceeds of a loan for $577,833 ($433,375 after the loan forgiveness) to replace existing storm sewer, doubling the stormwater sewer capacity in the areas where the old pipes are replaced, and install a rain garden (a "green" stormwater management solution). The City pays the debt service on this loan from stormwater fee revenue. The principal amount outstanding at June 30, 2016 will be $373,360.

Debt Financing Plans

The City plans to finance Phase I of the Bristol Place acquisition, relocation and demolition work for the Bristol Park Neighborhood through the Section 108 Loan Guarantee Program. Under this program, the U.S. Department of Housing and Urban Development provides loans to local governments, which pledge revenue from their Community Development Block Grants (CDBG) as collateral for the loans. Staff has identified the Urban Renewal fund as the repayment source for the Section 108 loan needed to complete Phase I. The City plans to pledge a portion of its utility tax revenue to pay debt service on the loan. 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, 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. The City submitted a loan application to the U.S. Department of Housing and Urban Development, and the City expects to enter into a loan agreement with the Department of Housing and Urban Development before the end of the 2015 calendar year.

Finally, the City might issue debt for the construction of Phases II and III of the West Washington Street drainage improvement project. City staff estimates very roughly that the improvements would require the issuance of approximately $11 to $17 million in debt. The City may be able to finance this improvement through the Illinois Environmental Protection Agency revolving loan fund. Otherwise, the City would issue general obligation bonds and use the stormwater utility fee as the revenue source to repay the debt.

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 be in the range of 1 to 2.5% of the market value of taxable property.

- The outstanding principal amount of general obligation debt should be in the range of $500 to $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 be in the range of 7 to 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 2015/16 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)	Upper limit of Policy Guideline	Actual
Market Value of Taxable Property	$113.6	$59.6
General Obligation Debt Per Capita	$134.83	$59.6
% of General Fund expenditures	$11.5	$8.3

* The per capita guideline reflects inflation since the policy was initially adopted. The market value guideline reflects the 2014 equalized assessed value from the County, which is the most recent available. The assessment reflects values as of January 1, 2014, and actual market values at the end of FY 2015/16 will vary from that.

Property Tax Summary - City of Champaign

	2012			2013			2014		
	PROPERTY TAX LEVY			PROPERTY TAX LEVY			PROPERTY TAX LEVY		
	ORIGINAL PROJECTION	FINAL ACTUAL	REVENUE	ORIGINAL PROJECTION	FINAL ACTUAL	REVENUE	ORIGINAL PROJECTION	FINAL ACTUAL	REVENUE
CITY PROPERTY TAX USE									
Corporate Purposes	0.0839	0.0788	1,195,683	0.0697	0.0667	994,816	0.0649	0.0611	925,473
Pension Funds									
IL Municipal Retirement Fund	0.1754	0.1735	2,632,628	0.1764	0.1771	2,642,535	0.1722	0.1722	2,608,288
Police Pension Fund	0.2703	0.2676	4,060,468	0.2862	0.2873	4,286,528	0.3018	0.3018	4,571,319
Fire Pension Fund	0.2229	0.2206	3,347,306	0.2068	0.2075	3,096,765	0.2058	0.2058	3,117,222
subtotal	0.6685	0.6617	10,040,402	0.6694	0.6719	10,025,828	0.6798	0.6798	10,296,828
Champaign Public Library									
Library Improvement Fund	0.0282	0.0282	427,897	0.0282	0.0282	420,800	0.0283	0.0282	427,141
Operations	0.3940	0.3940	5,978,417	0.3940	0.3940	5,879,100	0.3957	0.3940	5,967,859
subtotal	0.4222	0.4222	6,406,314	0.4222	0.4222	6,299,900	0.4240	0.4222	6,395,000
Capital Improvements	0.1541	0.1525	2,313,981	0.1539	0.1544	2,304,256	0.1521	0.1521	2,303,836
Totals	1.3287	1.3152	19,956,380	1.3152	1.3152	19,624,800	1.3208	1.3152	19,921,137
Equalized 1 Assessed Valuation	1,501,900,000	1,517,364,644		1,497,700,000	1,492,156,913		1,514,684,970	1,514,684,970	
Township Multiplier		1.000			0.980			1.000	

NOTES:
1. Equalized Assessed Valuation = 1/3 of Fair Market Value

Property Tax Summary - Overlapping Tax Districts

	2012			2013			2014		
Taxing Agency or District	RATE	PERCENT	AMOUNT	RATE	PERCENT	AMOUNT	RATE	PERCENT	AMOUNT
Unit 4 School District	4.1185	51.37%	$79,364,171	4.3014	51.56%	$79,364,171	4.3884	52.17%	$84,537,762
Champaign County	0.8138	10.15%	$28,833,209	0.8511	10.20%	$28,833,209	0.8636	10.27%	$30,580,132
Champaign Park District	0.7088	8.84%	$10,839,415	0.7645	9.16%	$10,839,415	0.7264	8.63%	$11,093,505
Parkland College	0.5191	6.48%	$24,996,321	0.5253	6.30%	$24,996,321	0.5259	6.25%	$25,649,643
C-U Mass Transit District	0.2966	3.70%	$6,709,368	0.3198	3.83%	$6,709,368	0.3282	3.90%	$7,218,920
City of Champaign Township	0.0404	0.50%	$588,644	0.0467	0.56%	$588,644	0.0414	0.49%	$599,412
C-U Public Health District	0.1163	1.45%	$2,364,838	0.1259	1.51%	$2,364,838	0.1290	1.53%	$2,543,570
Champaign County Forest Preserve	0.0880	1.10%	$3,138,349	0.0931	1.12%	$3,138,349	0.0944	1.12%	$3,359,197
Subtotal	6.7015	83.59%	$156,834,314	7.0278	84.24%	$156,834,314	7.0973	84.37%	$165,582,141
City of Champaign	1.3152	16.41%	$19,956,380	1.3152	15.76%	$19,624,800	1.3152	15.63%	$19,921,137
	8.0167	100.00%	$176,790,694	8.343	100.00%	$176,459,114	8.4125	100.00%	$185,503,278

Some properties on the City's fringe are in Hensley or Champaign township. The Hensley township tax rate is 0.1814 for a total of 8.4235
The Champaign township tax rate is .0472 for a total of 8.2893.

SALARY SCHEDULE C
FOP
FISCAL YEAR 2015-16

-PENDING CONTRACT NEGOTIATIONS-

POSITION CLASSIFICATION	PAY GRADE		HOURLY	ANNUAL
Probationary Police Officer	C-05	0-15 months	$ 26.4669	$ 55,051.20
Police Officer	C-15	16-36 months	$ 28.8154	$ 59,936.01
	C-20	37-59 months	$ 31.1605	$ 64,813.90
Assigned Police Officer	C-22		$ 32.1322	$ 66,834.99
Senior Police Officer	C-30	5-9 years	$ 33.2129	$ 69,082.85
		10-14 years	$ 34.5256	$ 71,813.34
		15-19 years	$ 36.2013	$ 75,298.66
		20+ years	$ 37.5560	$ 78,116.40
Assigned Senior Police Officer	C-35	5-9 years	$ 34.2102	$ 71,157.21
		10-14 years	$ 35.5625	$ 73,969.98
		15-19 years	$ 37.2883	$ 77,559.67
		20+ years	$ 38.6836	$ 80,461.93
Police Sergeant	C-40	16-59 months	$ 38.4487	$ 79,973.38
		5-9 years	$ 39.4100	$ 81,972.72
		10-14 years	$ 40.9678	$ 85,213.00
		15-18 years	$ 42.5600	$ 88,524.83
		18-19 years	$ 43.1441	$ 89,739.81
		20+ years	$ 44.3682	$ 92,285.81

SALARY SCHEDULE C
FOP
FISCAL YEAR 2015-16

-PENDING CONTRACT NEGOTIATIONS-

POSITION CLASSIFICATION	PAY GRADE		HOURLY	ANNUAL
Assigned Police Sergeant	C-45	16-59 months	$ 39.4100	$ 81,972.72
		5-9 years	$ 40.3952	$ 84,022.04
		10-14 years	$ 41.9920	$ 87,343.32
		15-18 years	$ 43.6240	$ 90,737.95
		18-19 years	$ 44.2227	$ 91,983.23
		20+ years	$ 45.4775	$ 94,593.13

SALARY SCHEDULE D
IAFF
FISCAL YEAR 2015-16

-PENDING CONTRACT NEGOTIATIONS-

POSITION CLASSIFICATION	PAY GRADE	STEP	24 HOURS HOURLY	24 HOURS ANNUAL	PAY GRADE	STEP	40 HOURS HOURLY	40 HOURS ANNUAL
Probationary Fire Fighter	D-05		$20.4945	$55,417	D-16		$25.5220	$53,086
Fire Fighter	D-21	1	$21.5423	$58,250	D-25	1	$26.7981	$55,740
		2	$22.5901	$61,084		2	$28.0742	$58,394
		3	$23.6378	$63,917		3	$29.3503	$61,049
		4	$24.6858	$66,750		4	$30.6743	$63,802
Fire Fighter (10 years)			$24.8092	$67,084			$30.8276	$64,121
Fire Engineer	D-30		$26.3686	$71,301	D-35		$32.7624	$68,146
Fire Lieutenant	D-40		$29.5070	$79,787	D-45		$36.6716	$76,277
Fire Captain	D-50		$34.8168	$94,145	D-55		$43.2531	$89,966
Deputy Fire Marshal					D-37	A	$31.2153	$64,928
						B	$32.6514	$67,915
						C	$34.1651	$71,064
						D	$35.7446	$74,349

SALARY SCHEDULE E
AFSCME
FISCAL YEAR 2015-16
2.75%

POSITION CLASSIFICATION	PAY GRADE	MERIT STEP	EMPLOYMENT SENIORITY (0) 0-5	(.025) 6-10	(.050) 11-15	(.075) 16-20	(.10) Over 20
Special Services Worker	20	A	16.8791	17.3010	17.7230	18.1450	18.5670
		B	17.7223	18.1654	18.6084	19.0515	19.4946
		C	18.6240	19.0896	19.5551	20.0207	20.4863
		D	19.5481	20.0368	20.5255	21.0142	21.5029
		E	20.5357	21.0491	21.5625	22.0759	22.5893
	21	A	17.5358	17.9742	18.4126	18.8510	19.2894
		B	18.4099	18.8702	19.3304	19.7907	20.2509
		C	19.3244	19.8075	20.2906	20.7737	21.2568
		D	20.2989	20.8064	21.3138	21.8213	22.3288
		E	21.3221	21.8551	22.3882	22.9212	23.4543
Office Worker I	22	A	18.2104	18.6656	19.1209	19.5762	20.0314
Account Clerk I		B	19.1200	19.5980	20.0760	20.5540	21.0320
Parking Enforcement Officer I		C	20.0752	20.5771	21.0790	21.5808	22.0827
Data Entry Clerk		D	21.0789	21.6058	22.1328	22.6598	23.1867
		E	22.1540	22.7079	23.2617	23.8156	24.3694
	23	A	18.9139	19.3868	19.8596	20.3325	20.8053
		B	19.8579	20.3543	20.8508	21.3472	21.8437
		C	20.8649	21.3866	21.9082	22.4298	22.9514
		D	21.9108	22.4586	23.0064	23.5541	24.1019
		E	23.0248	23.6005	24.1761	24.7517	25.3273
Office Worker II	24	A	19.6584	20.1499	20.6414	21.1328	21.6243
Account Clerk II		B	20.6428	21.1589	21.6749	22.1910	22.7071
Police Service Representative I		C	21.6854	22.2275	22.7697	23.3118	23.8539
Customer Services Representative		D	22.7751	23.3444	23.9138	24.4832	25.0526
Parking Enforcement Officer II		E	23.9379	24.5363	25.1348	25.7332	26.3317
Police Information Resource Specialist							
Police Account Clerk	25	A	20.4464	20.9576	21.4687	21.9799	22.4911
Telecommunicator I		B	21.4680	22.0047	22.5414	23.0781	23.6148
		C	22.5351	23.0985	23.6619	24.2253	24.7886
		D	23.6930	24.2853	24.8777	25.4700	26.0623
		E	24.8993	25.5218	26.1443	26.7668	27.3892

SALARY SCHEDULE E
AFSCME
FISCAL YEAR 2015-16
2.75%

POSITION CLASSIFICATION	PAY GRADE	MERIT STEP	EMPLOYMENT SENIORITY (0) 0-5	(.025) 6-10	(.050) 11-15	(.075) 16-20	(.10) Over 20
Account Clerk III	26	A	21.4422	21.9782	22.5143	23.0503	23.5864
Asphalt Maintenance Worker I		B	22.5140	23.0768	23.6397	24.2025	24.7654
Concrete Maintenance Worker I		C	23.6441	24.2352	24.8263	25.4174	26.0085
Police Services Representative II		D	24.8361	25.4570	26.0779	26.6988	27.3197
Special Services Maintenance Worker I		E	26.1090	26.7617	27.4144	28.0672	28.7199
Meter Collector/Meter Repair Worker I							
Sewer Maintenance Worker I							
Sign Maintenance Worker I							
Street Maintenance Worker I							
Utility Locating Maintenance Worker I							
Maintenance Worker I							
Telecommunicator II -- Lead Worker	27	A	22.2918	22.8491	23.4064	23.9637	24.5210
		B	23.4075	23.9927	24.5779	25.1630	25.7482
		C	24.6041	25.2192	25.8343	26.4494	27.0645
		D	25.8414	26.4875	27.1335	27.7795	28.4256
		E	27.1582	27.8371	28.5161	29.1950	29.8740
Asphalt Maintenance Worker II	28	A	23.1983	23.7782	24.3582	24.9381	25.5181
Concrete Maintenance Worker II		B	24.3594	24.9683	25.5773	26.1863	26.7953
Sewer Maintenance Worker II		C	25.5934	26.2332	26.8731	27.5129	28.1527
Street Maintenance Worker II		D	26.8907	27.5630	28.2352	28.9075	29.5798
Sign Maintenance Worker II		E	28.2577	28.9641	29.6706	30.3770	31.0835
Meter Collector/Meter Repair Worker II							
Facility Specialist							
Arborist	29	A	24.3156	24.9235	25.5314	26.1393	26.7471
Traffic Services Officer		B	25.5317	26.1700	26.8083	27.4466	28.0849
		C	26.8404	27.5114	28.1824	28.8534	29.5244
		D	28.2057	28.9108	29.6160	30.3211	31.0263
		E	29.6457	30.3869	31.1280	31.8692	32.6103
Mechanic	30	A	25.3225	25.9556	26.5887	27.2217	27.8548
Electrical Technician		B	26.5875	27.2522	27.9169	28.5815	29.2462
Lead Maintenance Worker		C	27.9414	28.6400	29.3385	30.0370	30.7356
		D	29.3669	30.1010	30.8352	31.5694	32.3036

SALARY SCHEDULE E
AFSCME
FISCAL YEAR 2015-16
2.75%

POSITION CLASSIFICATION	PAY GRADE	MERIT STEP	EMPLOYMENT SENIORITY (0) 0-5	(.025) 6-10	(.050) 11-15	(.075) 16-20	(.10) Over 20
		E	30.8700	31.6418	32.4135	33.1853	33.9570
Master Mechanic	31	A	26.3548	27.0136	27.6725	28.3314	28.9902
		B	27.6723	28.3641	29.0559	29.7477	30.4396
		C	29.0557	29.7821	30.5085	31.2349	31.9613
		D	30.5086	31.2713	32.0341	32.7968	33.5595
		E	32.0342	32.8350	33.6359	34.4367	35.2376
Lead Mechanic	32	A	27.3868	28.0714	28.7561	29.4408	30.1255
Traffic & Lighting Technician		B	28.7572	29.4761	30.1950	30.9139	31.6329
Facility Specialist		C	30.1939	30.9488	31.7036	32.4585	33.2133
		D	31.7148	32.5077	33.3006	34.0934	34.8863
		E	33.3899	34.2247	35.0594	35.8942	36.7289
Master Lead Mechanic	33	A	28.4823	29.1944	29.9064	30.6185	31.3305
		B	29.9074	30.6551	31.4028	32.1505	32.8982
		C	31.4016	32.1867	32.9717	33.7568	34.5418
		D	32.9834	33.8080	34.6325	35.4571	36.2817
		E	34.7256	35.5937	36.4619	37.3300	38.1982

SALARY SCHEDULE F
PLUMBERS AND PIPEFITTERS
FISCAL YEAR 2015-16

-PENDING CONTRACT NEGOTIATIONS-

POSITION CLASSIFICATION	PAY GRADE	MERIT STEP	HOURLY	ANNUAL SALARY
Clerk Typist	F-21	A	$ 19.3121	$40,169
		B	$ 20.1887	$41,992
		C	$ 21.1243	$43,939
		D	$ 22.0749	$45,916
Environmental Inspector	F-24	A	$ 21.6072	$44,943
		B	$ 22.5796	$46,966
		C	$ 23.5957	$49,079
		D	$ 24.6574	$51,287
Engineering Technician	F-27	A	$ 23.9040	$49,720
		B	$ 24.9766	$51,951
		C	$ 26.1147	$54,319
		D	$ 27.2936	$56,771
Engineering Technician I	F-29	A	$ 26.1147	$54,319
		B	$ 27.2936	$56,771
		C	$ 28.5367	$59,356
		D	$ 29.8471	$62,082
Engineering Technician II	F-31	A	$ 28.5367	$59,356
		B	$ 29.8471	$62,082
		C	$ 31.2051	$64,907
		D	$ 32.6407	$67,893
Building Safety Inspector	F-33	A	$ 31.2051	$64,907
Property Maintenance Inspector		B	$ 32.6407	$67,893
Engineering Technician III		C	$ 34.1539	$71,040
Electrical Inspector		D	$ 35.7328	$74,324
Plumbing and Mechanical Systems Inspector				
Plan Reviewer	F-34	A	$ 32.6407	$67,893
		B	$ 34.1539	$71,040
		C	$ 35.7328	$74,324
		D	$ 37.3930	$77,777

NON-EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2015-16
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
	G-8	$24,756	---	$31,609
	G-9	$25,988	---	$33,185
	G-10	$27,289	---	$34,842
	G-11	$28,648	---	$36,582
	G-12	$30,108	---	$38,440
Coop Engineering Technician	G-13	$31,574	---	$40,307
	G-14	$33,193	---	$42,368
Clerk Typist I	G-15	$34,813	---	$44,449
Clerk Typist II	G-17	$38,416	---	$49,053
Secretary I	G-18	$40,308	---	$51,468
GIS Technician	G-19	$42,387	---	$54,117
Legal Secretary Secretary II Property Evidence Technician Purchasing Technician Administrative Assistant Multimedia Producer	G-20	$44,465	---	$56,774
Planner I Paralegal Environmental Sustainability Specialist	G-22	$48,995	---	$62,547
Finance Technician	G-23	$51,241	---	$65,882

NON-EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2015-16
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
Rehabilitation Technician Buyer/Procurement Specialist Civil Engineer Apprentice Financial Specialist	G-24	$54,019	---	$68,971
Network Technician Telecommunications/A-V Technician Webmaster GIS Analyst	G-25	$56,761	---	$72,475

EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2015-16
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
	G-17	$36,939	---	$47,166
	G-22	$48,995	---	$62,547
	G-23	$51,241	---	$65,882
Police Records Supervisor Telecommunicator Supervisor Associate Planner	G-24	$54,019	---	$68,971
Community Development Specialist Human Resources Specialist Records Manager Police Network Administrator METCAD Network Administrator METCAD Database Administrator METCAD Communicaton Systems Specialist	G-25	$56,761	---	$72,474
Accountant Administrative Services Supervisor Building and Grounds Supervisor Financial Analyst Assistant to the City Manager Management Analyst	G-26	$59,565	---	$76,056
Senior Planner Zoning Administrator IS Network Administrator Civil Engineer	G-27	$62,536	---	$79,845
Engineer I	G-28	$65,665	---	$83,842

EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2015-16
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
Fleet Services Supervisor	G-29	$68,961	---	$88,045
Operations Supervisor				
Parking Operations Supervisor				
Special Projects Manager				
Network Engineer				
Assistant to the Police Chief for Community Services				
Neighborhood Coordinator				
Forestry Supervisor				
Code Compliance Manager	G-30	$72,417	---	$92,464
Neighborhood Programs Manager				
Building Safety Supervisor				
Hazardous Materials & Environmental Officer				
Engineer II				
METCAD Deputy Director				
Community Relations Manager and Compliance Officer				
Communications Manager				
Assistant Human Resources Director	G-31	$76,029	---	$97,083
Assistant Planning and Development Director				
Traffic & Lighting Supervisor				
Risk Manager				
Engineer III				
Assistant City Attorney	G-32	$79,945	---	$101,968
Assistant City Engineer				
Financial Services Manager/Budget Officer				
Operations Manager (PW)				
Financial Services Manager/City Accountant				
Administrative Services Manager				
Police Lieutenant	G-33	$83,857	---	$107,065
Fire Marshal	G-34	$88,051	---	$112,419

EXEMPT
SALARY SCHEDULE G
NON-BARGAINING UNIT EMPLOYEES
FISCAL YEAR 2015-16
2.50%

POSITION CLASSIFICATION	GRADE	SALARY RANGE		
	G-35	$92,430	---	$118,020
City Engineer Deputy Chief of Police Deputy Fire Chief	G-36	$97,074	---	$123,944
Information Technologies Director Human Resources Director Planning and Development Director Neighborhood Services Director METCAD Director	G-39	$107,638	---	$145,312
City Attorney Police Chief Fire Chief Public Works Director Finance Director Deputy City Manager	G-40	$120,058	---	$162,080

SALARY SCHEDULE G
TEMPORARY POSITION CLASSIFICATIONS
FISCAL YEAR 2015-16
2.50%

POSITION CLASSIFICATION	HOURLY	
Laborer	$ 9.25	
Data Entry Clerk I	$ 12.37	
Field Survey Worker A-V Technician	$ 11.69	
Adult Crossing Guard Police Service Aide	$ 13.42	
Intern (Level 1)	$ 8.25	*
Intern (Level 2)	$ 10.00	*
Law Clerk	$ 12.00	*
Project Administrator Development Inspector	$ 17.90	
Data Entry Clerk II Laborer II Research Assistant	$ 14.58	
Temporary Account Clerk	$ 17.43	
Temporary Clerical	$ 13.52	
Temporary Secretary	$ 17.43	
Substitute Telecommunicator	$ 19.20	
Project Specialist	$ 20.40	
A/V Operator	$ 21.54	

SALARY SCHEDULE G
TEMPORARY POSITION CLASSIFICATIONS
FISCAL YEAR 2015-16
2.50%

POSITION CLASSIFICATION	HOURLY
Programmer I Project Specialist II	$ 24.13
Programmer II	$ 29.13

*No fiscal year increase applied to these rates

CHAMPAIGN PUBLIC LIBRARY
Salary Scale L for 2015-2016
Effective July 1, 2015

Classification	GRADE	Annual Salary (Full Time)			Hourly Salary		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Library Director	L-40	114,055.3128	134,015.6792	153,976.2432	57.7203	67.8217	77.9232
	L-39	102,256.4192	120,151.4704	138,046.5216	51.7492	60.8054	69.8616
	L-38	98,804.7424	114,320.2944	129,835.8464	50.0024	57.8544	65.7064
	L-37	95,463.5240	109,558.5296	123,653.3376	48.3115	55.4446	62.5776
	L-36	92,219.9200	104,983.2992	117,746.8760	46.6700	53.1292	59.5885
	L-35	87,808.8952	99,963.6664	112,118.6352	44.4377	50.5889	56.7402
Assistant Library Director	L-34	83,648.0320	95,223.0448	106,798.0576	42.3320	48.1898	54.0476
	L-33	79,664.4160	90,688.3224	101,712.0312	40.3160	45.8949	51.4737
	L-32	75,947.5600	86,408.7016	96,869.6456	38.4350	43.7291	49.0231
	L-31	72,227.9376	82,228.2760	92,228.8120	36.5526	41.6135	46.6745
Librarian III Library Technology Manager Library Accounting Manager	L-30	68,796.4160	78,318.7600	87,841.1040	34.8160	39.6350	44.4540
	L-29	65,512.8968	74,577.9944	83,643.0920	33.1543	37.7419	42.3295
Library Service Manager	L-28	62,381.3320	71,015.6616	79,649.7936	31.5695	35.9391	40.3086
Librarian II	L-27	59,409.4280	67,631.3664	75,853.1072	30.0655	34.2264	38.3872
	L-26	56,586.5144	64,419.9712	72,253.2304	28.6369	32.6012	36.5654
Librarian I Lib'y Promotional Serv. Manager	L-25	53,923.2616	61,386.6136	68,849.9656	27.2891	31.0661	34.8431
	L-24	51,317.5104	58,420.0448	65,522.5792	25.9704	29.5648	33.1592
Library Page Supervisor	L-23	48,678.7600	55,633.2920	62,587.8240	24.6350	28.1545	31.6740
Library Administrative Secretary	L-22	46,545.2728	52,982.2904	59,419.1104	23.5553	26.8129	30.0704
Library Associate Maintenance Manager Security Supervisor	L-21	44,181.7792	50,299.6728	56,417.7640	22.3592	25.4553	28.5515
Network Technician Library Technical Assistant	L-20	42,241.3472	48,088.1336	53,935.1176	21.3772	24.3361	27.2951
Library Assistant III	L-19	40,267.5208	45,839.2480	51,411.1728	20.3783	23.1980	26.0178
	L-18	38,292.7064	43,593.7216	48,894.9344	19.3789	22.0616	24.7444
Library Assistant II Library Maintenance	L-17	36,495.1392	41,547.9688	46,600.7984	18.4692	21.0263	23.5834
	L-16	34,762.5824	39,575.3280	44,388.0736	17.5924	20.0280	22.4636
Library Asst. I	L-15	33,072.5096	37,649.5184	42,226.7248	16.7371	19.0534	21.3698
Security Officer, Janitor	L-14	31,533.0080	35,891.4712	40,249.9344	15.9580	18.1637	20.3694
	L-13	29,995.4824	34,143.5016	38,291.7184	15.1799	17.2791	19.3784
	L-12	28,602.9952	32,560.3304	36,517.6656	14.4752	16.4779	18.4806
	L-11	27,215.2504	30,984.2728	34,753.0976	13.7729	15.6803	17.5876
	L-10	25,924.1320	29,511.9552	33,099.7784	13.1195	14.9352	16.7509
	L-09	24,688.5392	28,107.2168	31,526.0920	12.4942	14.2243	15.9545
	L-08	23,517.9568	26,773.2192	30,028.4816	11.9018	13.5492	15.1966
Library Page	------				9.2500		13.0201

Note: Annual salary or full-time by current Library definition is 38 hours per week, or 1,976 hours per year.

SALARY AND STAFFING ORDINANCE
POSITION CONTROL
FISCAL YEAR 2015-2016

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Administrative Assistant	1.000	
	1.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
City Manager	1.000	
Deputy City Manager	2.000	
Assistant to the City Manager	1.000	
Administrative Assistant	2.000	
	6.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Community Relations Manager and Compliance Officer	1.000	
Administrative Assistant	1.000	
	2.000	TOTAL

DEPARTMENT AND ACTIVITY: CITY MANAGER'S OFFICE: COMMUNICATIONS
ACTIVITY NUMBER: 02-02008
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Communications Manager	1.000	
	1.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
City Attorney	1.000	
Assistant City Attorney	3.000	
Legal Secretary	2.000	
Secretary I	1.500	
Paralegal	0.875	
	8.375	
TEMPORARY:		
Law Clerk	0.850	
	9.225	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Finance Director	1.000	
Financial Services Manager/Budget Officer	1.000	
Financial Services Manager/City Accountant	1.000	
Accountant	1.000	
Financial Specialist	1.000	
Records Manager/City Clerk	1.000	
Administrative Services Supervisor	1.000	
Finance Technician	1.000	
Account Clerk II	1.625	
Account Clerk III	4.000*	
Secretary I	1.000	
	14.625	
TEMPORARY:		
Research Intern	0.400	
	15.025	TOTAL

*Classification of 1.000 FTE Account Clerk III will be reevaluated following future attrition.

DEPARTMENT AND ACTIVITY: HUMAN RESOURCES DEPARTMENT
ACTIVITY NUMBER: 02-05001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Human Resources Director	1.000	
Assistant Human Resources Director	1.000	
Human Resources Specialist	2.000	
Administrative Assistant	1.000	
	5.000	
TEMPORARY:		
Project Administrator	0.100	
	5.100	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Risk Manager	1.000	
	1.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Planning and Development Director	1.000	
Assistant Planning and Development Director	1.000	
Senior Planner	2.000	
Zoning Administrator	1.000	
Associate Planner	3.000	
Administrative Assistant	1.000	
	9.000	
TEMPORARY:		
Research Intern	1.050	
	10.050	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Senior Planner	1.000	
	1.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Public Works Director	1.000	
Administrative Services Manager	1.000	
Secretary II	1.000	
Account Clerk II	1.000	
Purchasing Technician	1.000	
Customer Service Representative	2.000	
Management Analyst	0.500	
Administrative Services Supervisor	0.300	
GIS Technician	1.000	
Buyer/Procurement Specialist	1.000	
Environmental Sustainability Specialist	1.000	
	10.800	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Traffic & Lighting Supervisor	1.000	
Electrical Technician	2.000	
Traffic and Lighting Technician	1.000	
Sign Maintenance Worker II	2.000	
	6.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Building and Grounds Supervisor	1.000	
Special Services Maintenance Worker I	1.000	
Special Services Maintenance Worker II	1.000	
	3.000	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: ENVIRONMENTAL MANAGEMENT
ACTIVITY NUMBER: 02-07004
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
TEMPORARY:		
Maintenance Worker I	2.000	
	2.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Operations Manager	1.000	
Utility Locating Maintenance Worker I	1.000	
Secretary I	1.000	
	3.000	
TEMPORARY		
Research Intern	0.250	
	3.250	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Operations Supervisor	0.500	
Lead Maintenance Worker	0.500	
Street Maintenance Worker II	6.000	
	7.000	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: CONCRETE
ACTIVITY NUMBER: 02-07007
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Concrete Maintenance Worker II	4.000	
Concrete Maintenance Worker I	1.000	
	5.000	TOTAL

DEPARTMENT AND ACTIVITY: PUBLIC WORKS DEPARTMENT: ENGINEERING
ACTIVITY NUMBER: 02-07008
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
City Engineer	1.000	
Assistant City Engineer	3.000	
Engineer I	1.000	
Engineer II	1.000	
Engineer III	2.000	
Engineering Technician III	5.000	
Engineering Technician II	5.000	
	18.000	
TEMPORARY:		
Engineering Intern	1.500	
Project Specialist	0.250	
Engineer III	1.000*	
	20.750	TOTAL

*1.000 FTE Engineer III funded through June 30, 2021 only.

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Operations Supervisor	0.500	
Lead Maintenance Worker	0.500	
Asphalt Maintenance Worker II	3.000	
Asphalt Maintenance Worker I	1.000	
	5.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Forestry Supervisor	1.000	
Arborist	5.000	
	6.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Chief of Police	1.000	
Deputy Police Chief	2.000	
Police Lieutenant	2.000	
Assigned Sergeant	1.000	
Police Account Clerk II	2.000	
Assistant to the Police Chief for Community Services	1.000	
Secretary II	1.000	
	10.000	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	1.000	
Property Evidence Technician	1.500	
	25.500	
TEMPORARY:		
Project Specialist	0.500	
	26.000	TOTAL

DEPARTMENT AND ACTIVITY: POLICE DEPARTMENT: POLICE OPERATIONS
ACTIVITY NUMBER: 02-08003
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Police Lieutenant	3.000	
Police Sergeant	13.000	
Police Officer	77.000	
K-9 Officer	2.000	
Special Projects Manager	1.000	
	96.000	TOTAL

DEPARTMENT AND ACTIVITY:	POLICE DEPARTMENT: TRAINING AND DEVELOPMENT
ACTIVITY NUMBER:	02-08004
FUND:	GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Police Sergeant	1.000	
Network Administrator	1.000	
	2.000	TOTAL

DEPARTMENT AND ACTIVITY:	POLICE DEPARTMENT: OPERATIONAL SUPPORT - RECORDS
ACTIVITY NUMBER:	02-08005
FUND:	GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Police Records Supervisor	2.000	
Police Information Resource Specialist	6.000	
Police Services Representative I	5.000	
Police Services Representative II (Lead Worker)	2.000	
Office Worker II	1.000	
Clerk Typist II*	0.230	
	16.230	
TEMPORARY		
Adult Crossing Guard	4.130	
	20.360	TOTAL

*Job title and pay grade subject to position evaluation.

DEPARTMENT AND ACTIVITY: FIRE DEPARTMENT: ADMINISTRATION
ACTIVITY NUMBER: 02-09001
FUND: GENERAL OPERATING

POSITION CLASSIFICATION	FTE	
REGULAR:		
Fire Chief	1.000	
Secretary II	1.000	
Secretary I	1.000	
	3.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Building Safety Supervisor	1.000	
Plan Reviewer	1.000	
Plumbing and Mechanical Systems Inspector	2.000	
Electrical Inspector	1.000	
Building Safety Inspector	2.000	
Secretary I	1.000	
Clerk Typist	1.000	
	9.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Deputy Fire Chief	1.000	
	1.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Deputy Fire Chief	1.000	
Fire Captain	6.000	
Fire Lieutenant	24.000	
Fire Engineer	27.000	
Fire Fighter	42.000	
	100.000	
TEMPORARY:		
Laborer	0.250	
	100.250	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Fire Marshal	1.000	
Deputy Fire Marshal	2.000	
	3.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
TEMPORARY:		
Research Intern	0.100	
	0.100	TOTAL

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

POSITION CLASSIFICATION	FTE	
Neighborhood Services Director	1.000	
Neighborhood Coordinator	1.000	
Administrative Assistant	1.000	
	3.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
Code Compliance Manager	1.000	
Property Maintenance Inspector	4.000	
Environmental Inspector	1.000	
Secretary I	1.000	
	7.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Director of Information Technologies	1.000	
Network Engineer	1.000	
Network Administrator	1.000	
Secretary II	1.000	
Network Technician	1.000	
	5.000	
TEMPORARY:		
Management Analyst	1.000*	
Research Intern	0.450	
	6.450	TOTAL

*1.000 FTE Management Analyst authorized for two years from date of hire; current funding for FY 2015-16 only.

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

REGULAR:		
Telecommunication A/V Technician	1.000	
	1.000	
TEMPORARY:		
Multimedia Producer	1.000*	
	2.000	TOTAL

*1.000 FTE Multimedia Producer funded through September, 2016 only.

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
GIS Analyst	1.000	
Research Intern/GIS	0.500	
	1.500	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Parking Operations Supervisor	1.000	
Administrative Services Supervisor	0.700	
Management Analyst	0.500	
Meter Collector/Meter Repair Worker I	2.550	
Meter Collector/Meter Repair Worker II	1.000	
Parking Enforcement Officer I	5.000	
Parking Enforcement Officer II	1.000	
Customer Services Representative	2.000	
Account Clerk II	1.000	
	14.750	
TEMPORARY:		
Grounds Maintenance Intern	0.250	
	15.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Operations Supervisor	1.000	
Sewer Maintenance Worker II	5.000	
Sewer Maintenance Worker I	2.000	
	8.000	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Community Development Specialist	2.000	
Rehabilitation Technician	0.500	
Neighborhood Programs Manager	1.000	
Administrative Assistant	1.000	
	4.500	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Environmental Sustainability Specialist	1.000	
	1.000	
TEMPORARY		
Research Intern	0.500	
	1.500	TOTAL

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
METCAD Director	1.000	
METCAD Network Administrator	1.000	
METCAD Database Administrator	1.000	
METCAD Deputy Director	1.000	
Telecommunicator I	24.000	
Telecommunicator Supervisors	2.000	
Telecommunicator II (Lead Worker)	6.000	
Administrative Assistant	1.000	
METCAD Communications Systems Specialist	1.000	
	38.000*	TOTAL

*Positions approved by METCAD Policy Board.

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

POSITION CLASSIFICATION	FTE	
REGULAR:		
Fleet Services Supervisor	1.000	
Master Lead Mechanic	1.000	
Master Mechanic	4.000	
Account Clerk II	1.000	
	7.000	TOTAL

CHAMPAIGN PUBLIC LIBRARY

2015-2016 Personnel-Classifications, Grades, Full-Time Equivalents

Effective 1 July 2015

Notes: Full-Time equivalents (FTEs) are based on 2,080 hours per year or 40 hours per week. Numbers in parentheses following classification name (20, 25, etc.) refer to hours worked per week.

Administration Services 11-00			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Director	L-39	0.9500	
Librarian III	L-30	0.9500	
Sub-Total Full-Time Personnel			1.9000
Part-Time Personnel			
Librarian III (22)	L-30	0.5500	
Subtotal Part-Time Personnel			0.5500
Subtotal			2.4500

Administration Services (Management Services) 11-01			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Administrative Secretary	L-22	0.9500	
Library Administrative Secretary	L-22	0.9500	
Sub-Total Full-Time Personnel			1.9000
Part-Time Personnel			
Library Accounting Manager (30)	L-30	0.7500	
Subtotal Part-Time Personnel			0.7500
Subtotal			2.6500

Administration Services (Technology Services) 11-02			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Technology Manager	L-30	0.9500	
Library Network Technician	L-20	0.9500	
Library Network Technician	L-20	0.9500	
Subtotal			2.8500

Administration Services (Promotion Services) 11-03			
Classification	Grade	FTE	Total
Part-Time Personnel			
Promotional Serv. Coordinator (30)	L-25	0.7500	
Library Associate (20)	L-21	0.5000	
Subtotal Part-Time Personnel			1.2500
Subtotal			1.2500

CHAMPAIGN PUBLIC LIBRARY

2015-2016 Personnel-Classifications, Grades, Full-Time Equivalents

Administration Services (Maintenance Services) 11-04			
Classification	Grade	FTE	Total
Full-Time Personnel			
Maintenance Supervisor	L-21	0.9500	
Library Maintenance Worker	L-17	0.9500	
Library Janitor	L-14	0.9500	
Library Janitor	L-14	0.9500	
Library Janitor	L-14	0.9500	
Library Janitor	L-14	0.9500	
Sub-Total Full-Time Personnel			5.7000
Part-Time Personnel			
Library Janitor (21)	L-14	0.5250	
Library Janitor (21)	L-14	0.5250	
Library Janitor (19)	L-14	0.4750	
Library Janitor (17)	L-14	0.4250	
Library Janitor (12)	L-14	0.3000	
Subtotal Part-Time Personnel			2.2500
Subtotal			7.9500

Administration Services (Security Services) 11-05			
Full-Time Personnel			
Security Supervisor	L-21	0.9500	
Sub-Total Full-Time Personnel			0.9500
Security Officer (20)	L-14	0.5000	
Security Officer (20)	L-14	0.5000	
Security Officer (20)	L-14	0.5000	
Security Officer (20)	L-14	0.5000	
Subtotal Part-Time Personnel			2.0000
Subtotal			2.9500
Administration Services			20.1000

Technical Services 12-00			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Technical Assistant	L-20	0.9500	
Library Assistant II	L-17	0.9500	
Library Assistant I	L-15	0.9500	
Subtotal Full-Time Personnel			2.8500
Part-Time Personnel			
Library Technical Assistant (25)	L-20	0.6250	
Subtotal Part-Time Personnel			0.6250
Technical Services			3.4750

CHAMPAIGN PUBLIC LIBRARY

2015-2016 Personnel-Classifications, Grades, Full-Time Equivalents

Adult Services 13-01			
Classification	Grade	FTE	Total
Full-Time Personnel			
Librarian III	L-30	0.9500	
Librarian III	L-30	0.9500	
Librarian II	L-27	0.9500	
Librarian I	L-27	0.9500	
Library Associate	L-21	0.9500	
Library Associate	L-21	0.9500	
Library Associate	L-21	0.9500	
Library Associate	L-21	0.9500	
Subtotal Full-Time Personnel			7.6000
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 Associate (20)	L-21	0.5000	
Library Associate (20)	L-21	0.5000	
Library Associate (20)	L-21	0.5000	
Library Associate (20)	L-21	0.5000	
Library Technical Assistant (20)	L-20	0.5000	
Library Assistant II (30)	L-17	0.7500	
Library Assistant II (20)	L-17	0.5000	
Subtotal Part-Time Personnel			6.7500
Adult Services			14.3500

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	
Subtotal Full-Time Personnel			4.7500

CHAMPAIGN PUBLIC LIBRARY

2015-2016 Personnel-Classifications, Grades, Full-Time Equivalents

Circulation Services 13-02 (continued)			
Classification	Grade	FTE	Total
Part-Time Personnel			
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 Assistant I (19)	L-15	0.4750	
Library Assistant I (19)	L-15	0.4750	
Library Pages (420)	-----	10.5000	
Subtotal Part-Time Personnel			16.4500
Circulation Services			21.2000

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	
Subtotal Part-Time Personnel			0.5000
Childrens Services			7.1500

CHAMPAIGN PUBLIC LIBRARY

2015-2016 Personnel-Classifications, Grades, Full-Time Equivalents

Douglass Branch Library 15-00			
Classification	Grade	FTE	Total
Full-Time Personnel			
Library Service Manager	L-30	0.9500	
Librarian I	L-25	0.9500	
Subtotal Full-Time Personnel			2.3750
Part-Time Personnel			
Library Associate (19)	L-21	0.4750	
Library Assistant I (19)	L-15	0.4750	
Library Assistant I (19)	L-15	0.4750	
Subtotal Part-Time Personnel			0.9500
Douglass Branch Library			3.3250

Grand Total FTEs (at full staffing)	82.4750
Budgeted FY 2015-16 FTEs	
Main Library	66.2750
Douglass Branch Library	3.3250
Total Vacant Positions	**12.8750**
Total Funded Positions	**69.6000**

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 - 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 2,080 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 budget 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.

UCSD – Urbana-Champaign Sanitary District.

City of
CHAMPAIGN